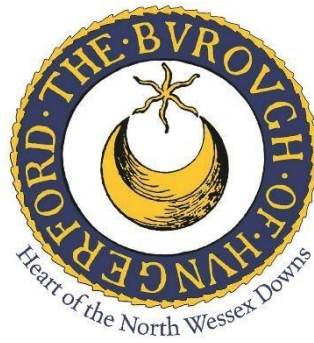


HUNGERFORD TOWN COUNCIL

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DRAFT MINUTES of the **Environment and Planning Committee** meeting held on Monday 12th May 2025 at 7.00 pm in the Library, Church Street, Hungerford.

Present: Cllrs Fyfe, Keates, Simpson, Winser, Cole & Montgomery

Also in attendance: Deputy Town Clerk (DTC) and 3 members of the public who are considering joining HTC as Councillors.

DTC declared the meeting open and the first item on the agenda was to elect a Chair and Deputy Chair for Environment and Planning Committee (E&P) committee.

EP2025026 Propose election of the following positions and received signed acceptance of office forms: Chair and Deputy Chair of Environment & Planning Committee

Cllr Winser nominated Cllr Cole for the position of Chair of E&P stating he was a good candidate given his background. Cllr Cole accepted.

Proposed: Cllr Winser
Seconded: Cllr Montgomery
Resolution: Cllr Cole was voted in as Chair of E&P. AIF

Cllr Simpson nominated Cllr Keates for the role of Deputy Chair of E&P continuing his role of Deputy from last year. Cllr Keates accepted the position of Deputy Chair of E&P.

Proposed: Cllr Simpson
Seconded: Cllr Cole
Resolution: Cllr Keates was voted in as Deputy Chair of E&P. AIF

Cllr Cole thanked Cllrs and then proceeded with the agenda.

EP2025027 Apologies for absence – Cllrs Armstrong, Carlson, Hudson & District Cllr Gaines

EP2025028 Declarations of interest – None

EP2025029 Approval of Minutes of the Meeting held on Monday 14th April 2025 and update on actions.

Proposed: Cllr Simpson
Seconded: Cllr Montgomery

Resolution: Cllrs approved the minutes as a true representation of the meeting held on 14th April with no actions recorded.

EP2025030 Planning applications:

- a) **Ref:** 25/00729/FUL & 25/00730/LBC
Applicant: 4 Bridge Street, Hungerford, RG17 0EH
Proposal: Partial change of use from retail (Ei) to dwellinghouse (C3)
Link: [Planning Documents \(westberks.gov.uk\)](https://www.westberks.gov.uk/planning-documents)

Cllr Cole confirmed that Cllrs had read the reports and discussed the details of the planning application. Cllrs discussed the Existing Floor Plan and noted that the shop was currently a good size. However, on the Proposed Plan the shop is very small in comparison. Cllrs questioned whether it was worth keeping the shop given the proposed reduction in size but determined it was comparable to others in the area. Given that it is not affecting the look from the front as the frontage is being retained, and given the decrease in requests for retail units compared to an increase in requests for residential units, Cllrs stated that as it was not within the protected area they had no objection to this planning application.

Proposed: Cllr Fyfe
Seconded: Cllr Keates
Resolution: No objection. AIF

- b) **Ref:** 25/00780/HOUSE
Applicant: Bridge House, 131 High Street, Hungerford, RG17 0DL
Proposal: Introduction of an outdoor swimming pool to the rear of Bridge House
Link: [Planning Documents \(westberks.gov.uk\)](https://www.westberks.gov.uk/planning-documents)
Extension to deadline: granted - 14th May

Cllr Cole reviewed the documents held on WBC Planning Portal and noted that there was no heritage impact. Cllrs noted that the Pool is of good quality stone surround and could not see a reason to object. There was a query regarding how drainage will be managed and whilst it was noted that there is no SUDS report, Cllrs stated that water could be drained via a drain or into the fields. Cllrs have no objection provided that pool drainage meets the current waste requirements.

Proposed: Cllr Keates
Seconded: Cllr Winser
Resolution: No objection provided the Pool drainage meets WBC current waste requirement legislation. AIF

- c) **Ref:** 25/00524/HOUSE & 25/00525/LBC (**additional information only – no comment required by HTC**)
Applicant: Bridge House, 131 High Street, Hungerford, RG17 0DL
Proposal: Introduction of a glazed link between the main building and rear annexe. The installation of a lead roof over (as previously approved under applications 19/01297/HOUSE and 19/01298/LBC2) and replacement of wicket gate with glazed door. **HTC had supported the previous planning applications.**
Link: [Planning Documents \(westberks.gov.uk\)](https://www.westberks.gov.uk/planning-documents)

Cllrs discussed the minor changes made to the planning application and agreed to 'note' the changes made. There were no further comments.

- d) **Ref:** 25/00785/CERTE
Applicant: 78 High Street, Hungerford, RG17 0NA
Proposal: The property known as 78 High Street, Hungerford. RG17 0NA, was originally a dwelling and was purchased by the applicant in 2002 and used as an office in connection with the applicant's business. In 2009 the office use ceased and the property reverted to being a private dwelling. The use as a dwelling is for the entire building and its garden curtilage – **can be dealt with as a matter of fact only.**
Link: [Planning Documents \(westberks.gov.uk\)](https://www.westberks.gov.uk/planning-documents)
Extension to deadline: 14th May

Cllrs noted that the use of this building as an office space ended in 2009 and that the 10-year rule applied as the building has been used in a 'residential capacity' only since then. It was noted that this matter can be dealt with as a matter of fact and noted 'no comment.'

- e) **Ref:** 25/00831/LBC
Applicant: 25 High Street, Hungerford, RG17 0NF
Proposal: Alterations to existing offices to sub-divide ground, first and second floor offices into 2 separate tenancies
Link: [Planning Documents \(westberks.gov.uk\)](https://www.westberks.gov.uk/planning-documents)

Cllr Cole reviewed the layout of the current building alongside the proposed plans. It was noted that the current owners no longer have the need for office space and they have a tenant who is ready to take on the lease. Cllr Cole reviewed the photos on WBC's Planning Portal – fireplace is being knocked through and sub-divided walls are being re-instated. Walls are being put back in and will avoid the existing timber frames to keep the integrity of the original beams. Cllrs agreed they would be happier if a WBC Conservation Officer visits the site as they questioned whether they would agree to the fireplace being knocked down. Cllr Montgomery proposed that HTC does not object on the basis that a Conservation Officer will identify and address any concerns raised to ensure integrity of the building.

Proposed: Cllr Montgomery

Seconded: Cllr Simpson

Resolution: No objection on the basis that a Conservation Officer will identify and address any concerns raised to ensure integrity of the building.AIF

EP2025031 Case Officers Reports

Cllr Cole summarised the Case Officer Reports:

- a) **Ref:** 25/00389/ADV
Applicant: 21 High Street, Hungerford, RG17 0NF,
Proposal: 1 x non illuminated fascia 1 x non illuminated projecting sign
Link: [Planning Documents \(westberks.gov.uk\)](https://www.westberks.gov.uk/planning-documents)
WBC: Approved
HTC: No objection
- b) **Ref:** 25/00352/HOUSE
Applicant: 137 The Marsh, Bath Road, Hungerford, RG17 0SN
Proposal: Erection of detached garage with storage loft
Link: [Planning Documents \(westberks.gov.uk\)](https://www.westberks.gov.uk/planning-documents)
WBC: Approved

HTC: Hungerford Town Council supported this planning application on the condition that the garage cannot be used for residential purposes nor sold as a residential dwelling

Cllr Cole confirmed that HTC's decision to support on the condition that the garage cannot be used for residential purposes nor sold as a residential dwelling had been included in the Decision Notice from WBC. This has been confirmed in the Decision Notice (page 2). [Link to Decision Notice](#)

c) **Ref:** 25/00336/FUL

Applicant: Suite E, The Courtyard, High Street, Hungerford RG17 0NF

Proposal: Change of use of first floor office to residential

Link: [Planning Documents \(westberks.gov.uk\)](#)

WBC: Approved, subject to conditions

HTC: No objection

d) **Ref:** 24/02788/FUL

Applicant: Hungerford Garden Centre, Bath Road, Hungerford, RG17 0HE

Proposal: The change of use of 9 parking bays to a hand car wash, to include the creation of a concrete wash pad with centralised silt trap and interceptor, landing of a steel cabin and installation of a dry valeting area covered by a 2 post canopy.

Link: [Planning Documents \(westberks.gov.uk\)](#)

WBC: Approved

HTC: Hungerford Town Council supports this planning application on the grounds that their opening hours are the same as Dobbies Garden Centre.

Cllr Cole reviewed the Decision Notice from WBC regarding the opening and closing times of the car wash. [Link to Decision Notice](#). HTC decision was to support on the grounds that their opening hours were the same as the garden centre:

Monday – Saturday 8am – 6pm

Sunday 10.30am – 4.30pm

However, on review, the opening hours agreed by WBC Planning in The Decision Notice are:

Monday-Friday 8am -7pm

Saturday 8am – 8pm

Sunday/Bank Holiday: 10am -4pm

The opening hours granted are beyond those requested by HTC. Cllrs felt there is little HTC can do about this as we are a 'Consultee' and whilst HTC's views are taken into account, the decision remains WBC.

It was noted that there has been no feedback from WBC as to why they did not agree with our recommendations. Cllrs raised concern and questioned 'what was the point and purpose of WBC Planning consulting with local Parishes' if their recommendations are ignored.

Actions:

Cllr Simpson to discuss HTC's concerns with Joseph Homes, Chief Executive Officer of WBC.

DTC to review Decision Notices and add link to Case Officer Reports if they do not meet the criteria set by HTC.

Meeting closed at 7.43