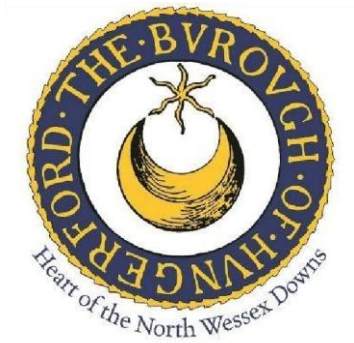


HUNGERFORD TOWN COUNCIL

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DRAFT MINUTES of the **Environment and Planning Committee** meeting held on Monday 10th November 2025 at 7.00 pm in the Library, Church Street, Hungerford.

Present: Cllrs Fyfe, Simpson, Carlson, Cole, Brunning, Mulholland & Hall

Also in attendance: Deputy Town Clerk (DTC) & District Cllr Gaines

Agenda items listed in order of discussion at Council meeting.

- EP2025071** Apologies for absence – Cllrs Winser & Hudson and District Cllrs Benneyworth & Vickers
- EP2025072** Declarations of interest - 25/02200/FUL – Grant of Dispensation signed by Cllr Cole on behalf of E&P Committee
- EP2025073** Approval of Minutes of the Meeting held on Monday 13th October 2025 and update on actions
- Action:** Further update on Blue Plaque process on the agenda for discussion.
- Proposed:** Cllr Carlson
- Seconded:** Cllr Mulholland
- Resolution:** Minutes of meeting held on 13th October and updated actions were approved as a true representation of the meeting.
- EP2025074** Any Health & Safety issues of concerns - none
- EP2025075** Feedback from WAP Meeting ref Planning Application 25/01687/FUL, 14 Charnham Street, Hungerford, RG17 0ES (regarding the Proposal: Change of Use of a Class E unit to a Hot Food Takeaway).

Discussion Summary:

- Councillors reviewed the WAP meeting outcomes and noted that WBC Highways appeared to have revised their position after HTC's objections were raised.
- HTC Councillors made 2 site visits for the property. There was uncertainty as to whether the Highways Officer at WBC had conducted a site visit. Councillors requested further details on the conditions imposed by the WBC Planning Team.

Agreed Actions:

- HTC noted that its concerns influenced many of the conditions set by WBC.

- An updated site map is required to clearly show entrance and exit routes, along with revised car park plans.
- It was noted that these updated plans are not yet available on the Planning Portal.

EP2025076 Feedback from The Training Session and Related Updates

Discussion Summary:

- Councillors agreed that the recent training session provided only a high-level overview and lacked the depth they had hoped for. However, given the breadth of topics, number of presenters, and limited time, it was acknowledged that a more detailed session was unrealistic.
- The Deputy Town Clerk (DTC) has already contacted the Planning team to request that HTC be included in its own training programme or that training presentations be made available.
- District Councillor Gaines confirmed that WBC offers planning training annually. She commended HTC's E&P Committee for its thorough approach and noted that planning—both locally and nationally—is currently in a state of flux. She also highlighted that the Environment Agency has recently changed its zoning classifications.

Additional Updates:

- Discussion moved to the 14 Charnham Street site. It was confirmed that the building behind the property is unsafe, and the owners will be contacted.
- District Councillor Gaines also reported on the Queen Anne building (High Street). The Enforcement Officer was unable to enter due to fire hazards and referred the matter to the Public Protection team. They found that the staircase had been removed, preventing access to upper floors, but identified dead pigeons inside the property, creating a biohazard that must be cleared.

Action 1: Cllr Gaines to contact the Conservation Officer regarding the Queen Anne Building (need clarification on building numbers and confirmation of listed building status) & 128 High Street (signage).

Action 2: TC to confirm date of meeting at Queen Anne building.

EP2025077 Update on Blue Plaque Process – DTC confirmed that a meeting has been scheduled for the following week with Newbury Town Council's Heritage Department to review their Blue Plaque Process. It was agreed that DTC would provide draft guidance and cost outlines before the next E&P meeting.

EP2025078 Agree Budget requirements for Environment and Planning Committee

Budget will be impacted by cost of running the Blue Plaque process. Budget has already been set for Land Registry fees and money will be put in EMR's for the Blue Plaques. Cllrs agreed defer the decision to the next E&P Meeting.

EP2025079 Planning applications:

- a)** **Ref:** 25/01833/HOUSE
Address: 6 Lourdes Crescent, Hungerford, RG17 0GY
Proposal: Retrospective approval of single storey rear extension
Link: [Planning Documents \(westberks.gov.uk\)](https://www.westberks.gov.uk/planning-documents)
 Extension to HTC deadline granted to 12th November

A vote was conducted to determine whether Councillors wished to overturn their previous decision.

- Councillors Mulholland, Simpson & Brunning were recorded as officially supporting the overturn.
- With one abstention, the majority of Cllrs agreed to reverse the original decision

The applicant did not attend the meeting as originally agreed so no further update was available.

Proposed: Cllr Mulholland

Seconded: Cllr Simpson

Resolution: Hungerford Town Council has no objection to this planning application but requests that West Berkshire Council validates the plans and covenants and ensures that the measurements and details are correct.

b)

Ref: 25/02212/FUL

Address: Charnham Works, Charnham Lane, Hungerford, RG17 0EY

Proposal: Demolition of existing side extension and construction of a larger single storey side extension to existing commercial premises re-organising storage facilities, installing solar panels and rooflights upgrading ground floor w.c. facilities and bin store recycling management plus existing parking

Link: [Planning Documents \(westberks.gov.uk\)](https://www.westberks.gov.uk/planning-documents)

Extension to HTC deadline confirmed to 12th November

Cllrs reviewed the plans as outlined on WBC Planning portal and presentation. Cllrs noted the plans and that no problems had been identified by Conservation, Environmental Health and noted that Suds required a flood assessment. Solar panels have been added to the property.

Proposed: Cllr Fyfe

Seconded: Cllr Simpson

Resolution: HTC supports this planning applications

c)

Ref: 25/02200/FUL

Address: Hungerford Rugby Club, Triangle Field, Priory Road, Hungerford

Proposal: Installation of 2 x containers onto the car park area. They will be used as storage units by Hungerford Town Council specifically for dressing Christmas trees and for storage of sports or recreational equipment and associated items

Link: [Planning Documents \(westberks.gov.uk\)](https://www.westberks.gov.uk/planning-documents)

Extension to HTC deadline granted to 12th November

Proposed: Cllr Fyfe

Seconded: Cllr Simpson

Resolution: HTC has no objection to this planning application

d)

Ref: 25/02344/HOUSE

Address: 91 Chilton Way Hungerford RG17 0JF

Proposal: Proposed loft conversion with rear dormer.

Link: [Planning Documents \(westberks.gov.uk\)](https://www.westberks.gov.uk/planning-documents)

Extension to HTC deadline granted to 12th November

Cllr Cole gave an overview of the property and no major issues were identified. Cllr Fyfe noted that when looking at the street scene, the fence is too high and the front windows and sliding doors are different to adjacent properties.

Proposed: Cllr Fyfe

Seconded: Cllr Carlson

Resolution: HTC has no objection to this planning application

e)

Ref: 25/02305/LBC

Address: House, 29 - 30 Charnham Street, Hungerford, RG17 0EJ

Proposal: Proposed internal insulation to external walls to meet 0.30 uValue

Link: [Planning Documents \(westberks.gov.uk\)](https://www.westberks.gov.uk/planning-documents)

Extension to HTC deadline requested

Proposed: Cllr Fyfe

Seconded: Cllr Mulholland

Resolution: HTC has no objection to this planning application

f)

Ref: 25/02462/FUL

Address: Former 20, Prospect Road, Hungerford, RG17 0JL

Proposal: Section 73 Application to vary condition 2 (Approved Plans) of approved Reference Number: 21/01131/FULD. We wish for the condition to refer to the submitted amended block plan with updated parking layout for 4no total spaces at the front of the properties, with the rear parking removed. We would like the condition to refer to the amended block plan, reference: 3063-02C Block Plan

Link: [Planning Documents \(westberks.gov.uk\)](https://www.westberks.gov.uk/planning-documents)

Cllrs discussed general parking concerns in the area and agreed that the four parking spaces outlined at the front of the property should be used by the residents rather than parking on the road to help alleviate overcrowding.

Proposed: Cllr Simpson

Seconded: Cllr Fyfe

Resolution: Hungerford Town Council has no objection to this planning application subject to the condition that residents park in the 4 allocated parking spaces at the front of the property

g)

Ref: 25/02390/FUL

Address: Land West Of 14 Upper Eddington, Upper Eddington, Hungerford,

Proposal: Creation of a new detached 2-storey dwelling with associated landscaping, including new vehicular access and driveway

Link: [Planning Documents \(westberks.gov.uk\)](https://www.westberks.gov.uk/planning-documents)

The SuDS team had objected due to insufficient information provided. Councillors expressed concerns that the property may be located on potentially contaminated land and requested WBC to confirm this is not the case, noting that similar issues have previously arisen with neighbouring properties. Councillors also observed that the proposed dwelling is relatively large compared to the smaller adjacent properties and agreed that the access arrangements would require modification.

Proposed: Cllr Carlson

Seconded: Cllr Brunning

Resolution: Given that this application is very much in line with a previously approved application, HTC does not object to this planning application, subject to the following conditions: Site

Contamination: West Berkshire Council must confirm that there is no contamination on the site, as contamination had previously been identified on a neighbouring site. Access for Neighbouring

Residents: The front access for neighbouring residents should be reviewed and re-sited if necessary. The HTC Planning Committee also recommends that WBC investigate the two adjacent properties for any historical contamination and provide confirmation that no residual contamination remains on the site.

EP2025080

Case Officers Reports

a)

Ref: 25/01772/LBC

Address: 2 Faulknor Square, Charnham Street, Hungerford, RG17 0ER

Proposal: Cement-based render will be replaced by lime render on a section of the gable wall (approximately 13 sq metres) and a section of the rear (approximately 7.5 sq metres) of the property;

repointing with lime mortar will be carried out at the rear of the property; and a few spalled bricks will be replaced at the rear of the property. There will be no structural alteration, extension or demolition.

Link: [Planning Documents \(westberks.gov.uk\)](https://www.westberks.gov.uk/planning-documents)

WBC: Approved

HTC: Not seen

A further discussion was held regarding consultee comments occasionally not appearing on WBC Portal and it was suggested that an automated email response would be useful to confirm receipt. District Cllr Gaines to contact WBC Planning to enquire if this is possible.

- b)** **Ref:** 25/00638/LBC
Address: Sarah Styles Florist, Ground Floor, 2 Bridge Street, Hungerford
Proposal: Retrospective Part Change Of Use From Commercial (Shop) To Residential
Link: [Planning Documents \(westberks.gov.uk\)](https://www.westberks.gov.uk/planning-documents)
WBC: Approved
HTC: No objection
- c)** **Ref:** 25/01960/HOUSE
Address: 25A Park Street, Hungerford, RG17 0EF,
Proposal: Installation of a timber garden studio in the side garden of 25A Park Street.
Link: [Planning Documents \(westberks.gov.uk\)](https://www.westberks.gov.uk/planning-documents)
WBC: Approved
HTC: No Objection
- d)** **Ref:** 25/01811/HOUSE
Address: 3 Park Way, Hungerford, RG17 0BB,
Proposal: Single storey extension to the rear of bungalow following demolition of single storey structure.
Link: [Planning Documents \(westberks.gov.uk\)](https://www.westberks.gov.uk/planning-documents)
WBC: Approved
HTC: No objection
- e)** **Ref:** 25/01932/HOUSE
Address: 1 Kennedy Meadow, Hungerford, RG17 0LR,
Proposal: CONVERT GARAGE TO ANNEXE
Link: [Planning Documents \(westberks.gov.uk\)](https://www.westberks.gov.uk/planning-documents)
WBC: Approved
HTC: No Objection
- f)** **Ref:** 25/02236/COND
Address: Cakewood Farm Bath Road Hungerford RG17 0SR
Proposal: Approval of details reserved by Conditions (7) Biodiversity Enhancements and (9) Lighting of planning permission 24/01080/FUL: It is proposed to make amendments to the extant consented scheme. Conversion of the cart shed and addition of mezzanine in the long barn
Link: [Planning Documents \(westberks.gov.uk\)](https://www.westberks.gov.uk/planning-documents)
WBC: Approved
HTC: HTC did not receive this application but **Supported 24/01080/FUL** (proposal: to make amendments to the extant consented scheme. Conversion of the cart shed and addition of mezzanine in the long barn).

Meeting finished at 8.33pm