

HUNGERFORD TOWN COUNCIL

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DRAFT MINUTES of the **Environment and Planning Committee** meeting held on Monday 8th December 2025 at 7.00 pm in the Library, Church Street, Hungerford.

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

Also in attendance: Deputy Town Clerk (DTC), Cllr Day & District Cllr Vickers and the applicant of 25/02552/FUL & 25/02553/LBC, Hungerford Arcade, 26 - 27 High Street.

Agenda items listed in order of discussion at Council meeting.

EP2025081 Apologies for absence – Cllrs Winsler, Hall & Hudson & District Cllr Gaines

EP2025082 Declarations of interest - None

Cllr Cole welcomed a member of the public representing planning application (**Ref: 25/02552/FUL & 25/02553/LBC**, Hungerford Arcade) & Sue Terry (prospective Councillor) to the meeting.

EP2025083 Approval of Minutes of the Meeting held on Monday 10th November 2025 and update on actions

Updates on Actions Queen Anne Building:

Cllrs Simpson, Cole, and District Cllr Gaines visited the site and met the new owner, who confirmed no work has been carried out on the Queen Anne building, which remains in poor, dilapidated condition. Renovations are underway on the rear building (not listed), including replastering and garden clearance. Completed works have been sympathetic, retaining original features e.g. stripping back to natural wood and retaining the original shutters.

The owner is open to liaising with HTC and WBC and intends to cooperate on planning matters. HTC would like to review the application before submission as the pre-application is not available to HTC. Public interest has been noted in converting the Queen Anne building into a hotel, restaurant, or housing.

Cllr Cole will report to the Heritage Group due to previous poor conversions of the property. Cllr Simpson highlighted that guttering is in very poor condition and has not been cleaned for three years.

Action: Cllr Cole requests TC write to owner, thanking him for his time, and requesting he follow up repairs to the guttering.

Update: Orange Notifications

District Cllr Vickers confirmed that the process had been updated and it was now the responsibility of Case officers, on their 1st visit to a site to put the notices up. Members of the public then have 30 days to comment (from the date the notice was issued).

Action: District Cllr Vickers to chase WBC for a written response to HTC re process

No further actions were noted as outstanding.

Proposed: Cllr Simpson

Seconded: Cllr Fyfe

Resolution: Minutes agreed as a true representation of the meeting held on 10th November 2025. AIF

EP2025086 Blue Plaque Process update

Summary provided by DTC (see draft report attached) and suggested that HTC could approach The Historical Association and ask if they wish to join a working group with a number of Cllrs to consider future nominations.

Cllr Cole highlighted that both Newbury and Thatcham have established Blue Plaque schemes, which have proven effective in enhancing tourism and promoting local heritage. Hungerford currently lacks such a scheme, representing a missed opportunity to attract visitors and celebrate its historical significance. Cllrs agreed that introducing a similar initiative in Hungerford would be advantageous and could contribute positively to local tourism and economic activity.

The applicant from the Arcade expressed an interest in Blue Plaques and feels it is a positive move for Hungerford, confirming he would like to be involved in the working group.

District Cllr Vickers suggested HTC maintain tradition and keep the round blue plaques.

Action: Cllrs to have a look through the information provided and feedback at next meeting

Cllr Cole introduced the applicant from Hungerford Arcade regarding their application:

- c) **Ref:** 25/02552/FUL & 25/02553/LBC
 Address: Hungerford Arcade, 26 - 27 High Street, Hungerford, RG17 0NF
 Proposal: Installation of solar panels on the roof of the Hungerford Antiques Arcade.
 Link: [Planning Documents \(westberks.gov.uk\)](https://www.westberks.gov.uk/planning-documents)

Cllr Cole noted that the panels were not visible from road and will be at the back of the building (on the extension) – south facing and therefore not visible from the street. The applicant confirmed this was correct. Cllrs expressed support solar panels.

Proposed: Cllr Carlson

Seconded: Cllr Simpson

Resolution: Support application - try to ensure the solar panels are flush against the tiles to prevent pigeons nesting, made from renewable, trackable sources.

EP2025084 Any Health & Safety issues or concerns.

Cllr Fyfe raised concerns regarding the illuminated signs in the High Street noting that some are often so bright they are blinding and can represent a trip hazard, the glare could cause migraines (flashing lights) and noted they should have planning permission for new lights.

Action: Office to confirm if illuminated signs are allowed in the high street (currently too bright) and confirm what is written in NDP.

EP2025085 Chilton Way Survey - Cllr Fyfe

Cllr Fyfe gave a presentation on a survey he conducted on Chilton Way and the variations found in the height, size and positioning of windows, patio doors, doors, foliage and fences and the impact this had on the street scene.

Action: Office to ask WBC to what is permitted development for front of properties including fences, windows, sheds and the impact of historical covenants.

EP2025087 Farnborough Airport Consultation

Cllrs agreed on the same resolution as last time.

Proposed: Cllr Simpson

Seconded: Cllr Fyfe

Resolution: AIF

EP2025088 25/00275/MDOPO – Station Yard, Hungerford Railway Station

A request had been sent to both planning and enforcement asking them to provide confirmation of where the water main has been installed and for an update on the Section 106 agreement.

A FOI request has been submitted and as a result, the viability report was returned today but failed to provide the various emails between builders. A response from the CEO is pending for an update on those involved in the Section 106 agreement including the signatory.

Action: Planning application 25/00275/MDOPO – Station Yard, Hungerford Railway Station to be put on the agenda in January.

EP2025089 Update on Everland Road - Planning permission has now been granted by WBC.

EP2025089 Planning applications: Cllr Cole provided a summary of all planning applications that have been submitted to WBC Planning Portal (please see individual links for each planning application for full details).

- a) **Ref:** 25/02458/FUL & 25/02459/LBC
Address: Little Hidden Farm, Wantage Road, Newtown, Hungerford RG17 0PN
Proposal: Structural repairs including partial rebuilding of external walls with new foundations, replacement of existing pitch roof with new pitched roof, insertion of new window and new internal doorway, and replacement doors and windows.
Link: [Planning Documents \(westberks.gov.uk\)](https://www.westberks.gov.uk)

Proposed: Cllr Simpson
Seconded: Cllr Carlson
Resolution: Support - AIF

- b) **Ref:** 25/02500/HOUSE
Address: 19 York Road, Hungerford, RG17 0DF
Proposal: Upgrading heating system to a heat pump system.
Link: [Planning Documents \(westberks.gov.uk\)](https://www.westberks.gov.uk)

Proposed improvement to heating system (heat pump). No issues identified. WBC will submit a noise report and Environmental health would like to see noise assessment.
EON should advise

Proposed: Cllr Fyfe

Seconded: Cllr Carlson

Resolution: no objection based on the noise assessment is acceptable to WBC

c)

Ref: 25/02621/CERTE

Address: Unit H Mezzanine Floor, Cider Barn D - H, Hungerford Park, Hungerford RG17 0UP

Proposal: Use of Mezzanine floor within 'Barn B' as personal storage by the applicant and his family

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

NB: This is an application for a Certificate of Lawfulness and can be dealt with on matter of fact only. If the use or proposal is considered to be lawful on the balance of probability of the evidence provided a Certificate of Lawfulness must be issued. Consequently, only factual observation may be taken into account.

Cllr Fyfe summarised history of planning applications from WBC Planning Portal and the various decisions made by both WBC and HTC. It was noted that one application was refused based on the fact that it would be too dangerous to increase traffic on the Inken Road and one had been withdrawn by the applicant but no follow up from WBC was carried out.

The applicant is currently making an appeal following planning refusal but the details are not on the Planning Inspectorate website so Cllrs questioned who would know about the appeal?

Proposed: Cllr Cole

Seconded: Cllr Carlson

Resolution: No objection but HTC has comments and observations to this planning application:

1. Rural Solutions - Lawful Development Certificate – Supporting Statement - 25-02621-CERTE. Rural Solutions have provided a document with a significant number of errors. Yes, even the title of the document (Development) is incorrect. In addition, the Appendices are incorrectly numbered, and the page numbering is awful. The 'As Built Drawing' - Figure 3, and 'Current / As existing plans', Figure 4, are the incorrect way up. It shows considerable disrespect for the planning process that Hungerford Park would use such a poorly presented document to make the case for 'Use of mezzanine floors as personal storage'; equally, WBC should not accept this poor level of presentation.

2. Statements of Truth. 25-02621-CERTE and statements of truth – No HTC Comment.

3. Photographic Evidence. The photographic evidence from **2012** and **2014** has a significant number of personal items on display. However, there are, what look to be, large commercial display tables/work areas with uniform crockery, indicating possible business use at this time. HTC believes the picture submission for **2023** to be too few and WBC may consider more are required, particularly when one of the pictures has a portion of it redacted and therefore, these pictures, for this date, is insufficient evidence. However, HTC Planning Committee members were on an escorted visit on **9 Feb 24** and the two photographs taken during the visit show an increase in personal belongings and the large display tables had been removed. The latest **7 Nov 25** pictures show the room is extremely full, mostly of personal possessions.

4. Rural Solutions – Planning Statement – 24/02080/FUL - REFUSED. This states 'During 2016, a metal staircase was added to the side of the building to serve an internal Mezzanine unit, along with a personal door to the top of the staircase (the door to the foot of the staircase was installed around 2018)'. If the area was being used for storage from 2012, and none of the photographs, nor the plans indicate an internal staircase to this area – could the external staircase have been built prior to 2012? HTC does not fully understand the 10-year rule; if it is 10 years from 2016, the staircase will not meet that criteria. As 24/02080/FUL has currently been refused (pending appeal), WBC should require the removal of the staircase?

5. Escorted Visit. As referred to above, three members of HTC planning committee and WBC Ward Member Cllr Vickers, did a fact-finding visit to Hungerford Park on 9 Feb 24. During this escorted visit, the three were briefed

that Hungerford Park planned to turn the mezzanine storage area (25/02621/CERTE) into a restaurant to be run by and in conjunction with the Fungi Club who have kitchens below.

Comment. If 25/02621/CERTE is approved, WBC is requested to condition that this area can only be used for personal storage by the owners of Hungerford Park and their family. It cannot become a rented-out commercial storage area, nor be converted into a restaurant. This is due to the traffic increase on a site that has already been refused permission due to traffic (13/02003/PACOU)) which has been ignored by Highways for all other incremental developments of the site.

6. Appeal Lodged. From the WBC website we note Hungerford Park have lodged an appeal to ‘24/02080/FUL - Retrospective in part application for the retention of external alterations to Barns A and B, and the insertion of 4 No. new windows to Barn B’.

Comment. HTC request full transparency in this appeal and wish to be notified of any documents being submitted by the applicant. This has a direct impact on the current 25/02621/CERTE application.

General Comment. It is evident by the requirement to submit 6 x retrospective planning applications, as a result of an enforcement visit in July 2024, and 24/02080/FUL – **Refused**, which identified a number of unauthorised uses on the site where the existing and proposed uses do not have permission, that Hungerford Park pay little regard to the planning process or planning authority. HTC's response to 24/02080/FUL included, on the advice of one of our ward councillors, the request for an Estate Plan from Hungerford Park. If WBC cannot request a whole estate plan, perhaps a plan for the future use of the area encompassing Barns A and B (including the car park), could be provided; this would give greater clarity to the WBC planners and HTC

- d) **Ref:** 25/02715/LBC
Address: The Old Vicarage, Parsonage Lane, Hungerford, RG17 0JB
Proposal: The proposed works involve the installation of a telecommunications cable along an exterior wall and the drilling of one hole in to the exterior wall of the listed building for a cable entry point.
Link: [Planning Documents \(westberks.gov.uk\)](https://www.westberks.gov.uk)
- Proposed:** Cllr Fyfe
Seconded: Cllr Simpson
Resolution: No objection
- e) **Ref:** 25/02676/HOUSE
Address: Hornhill, Sanham Green, Hungerford, RG17 0RR
Proposal: Installation of 4 no. rooflights to existing house.
Link: [Planning Documents \(westberks.gov.uk\)](https://www.westberks.gov.uk)
- Cllrs discussed how the lights will shine through window at night and noted that any security lights should be on a timed sensor.
- Proposed:** Cllr Cole
Seconded: Cllr Carlson
Resolution: no objection subject to Velux blinds to block out light – AIF

EP2025080 Case Officers Reports

- a) **Ref:** 25/01687/FUL
Address: 14 Charnham Street, Hungerford, RG17 0ES, (Hot food takeaway)
Proposal: Change of Use of a Class E unit to a Hot Food Takeaway (Sui Generis), installation of extraction and ventilation equipment and external alterations.
Link: [Planning Documents \(westberks.gov.uk\)](https://www.westberks.gov.uk)
WBC: Approved
HTC: HTC objects to the planning decision based on: Highway safety substandard visibility at the proposed exit Reasonable expectation that clients will park on the A4 on double yellow lines rather

than the car park causing obstruction and danger to the public The proposed changes to the rear sections of the building would remove the historical context and replace it with a bland exterior, causing harm to the Conservation Area. We have no objection to change furthermore we feel that the sooner the building undergoes maintenance the better and removal of what looks like asbestos sheeting roofing would be beneficial. We accept that the change in use of the building must mean that ventilation equipment must be placed on the central section of the roof. From the point of view of the Conservation Area, whatever changes are made internally to the building we feel that externally the wall / window / doors layout should remain unchanged (even if blocked up inside). There is a drawings issue - The Heritage statement Plate 8 shows a chimney in the centre of the front section of the building as does the SIDE WEST ELEVATION- ELEVATION 4 as existing SIDE WEST ELEVATION- ELEVATION 4 shows the chimney in the centre whereas Section Y-Y below shows it moved. We see no need for such a move and suggest that this drawing be corrected.

Cllr Cole noted at the meeting on Monday 8th December that he looked forward to seeing how application will manage the parking.

- b) **Ref:** 25/02207/HOUSE
Address: 12 Church Way, Hungerford, RG17 0JU
Proposal: Single Storey Rear Extension & Internal Alterations with demolition of existing conservatory.
Link: [Planning Documents \(westberks.gov.uk\)](https://www.westberks.gov.uk)
WBC: Approved
HTC: No objection
- c) **Ref:** 25/01909/CERTE
Address: The Holdings Salisbury Road Hungerford RG17 0RA
Proposal: Regularisation of various internal and minor works in respect of barn conversions undertaken circa 25 years ago
Link: [Planning Documents \(westberks.gov.uk\)](https://www.westberks.gov.uk)
WBC: Approved
HTC: No comment required – Certificate of Lawfulness
- d) **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)
WBC: Refused
HTC: Revised Decision - 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.”
- It was noted that District Cllr Gaines is investigating this application further.
- e) **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)
WBC: Approved
HTC: No objection
- f) **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)

WBC: Granted

HTC: Supports

g)

Ref: 25/02209/CERTP

Address: Hungerford Cricket Club Bulpit Lane Hungerford

Proposal: Proposed artificial pitch.

Link: [25/02209/CERTP | Proposed artificial pitch. | Hungerford Cricket Club Bulpit Lane Hungerford](https://www.westberks.gov.uk/planning-documents/25/02209/CERTP/Proposed-artificial-pitch/Hungerford-Cricket-Club-Bulpit-Lane-Hungerford)

WBC: Approved as Lawful

HTC: Certificate of Lawfulness – no comment required

Meeting ended 8.58

Reports from meeting

Hungerford Blue Plaque Scheme – Draft Information Guide

Blue plaques in Hungerford celebrate people, events, and buildings that have played an important role in the town's history and culture. The aim is to keep plaques **special and meaningful**, so each one tells a story that everyone can understand.

Who Decides?

Hungerford Town Council (HTC) oversees the scheme. This includes:

- Choosing who or what will be commemorated
- Approving designs
- Raising funds
- Organising installation

We also welcome input from the **Hungerford Historical Association** and invite **community suggestions**.

What Can Be Commemorated?

Individuals

- Must have died at least **10 years ago**
- Made a significant contribution to society or had an exceptional impact locally or nationally
- Associated with a building in Hungerford that still exists and is visible from a public road

Events

- Must have taken place at least **10 years ago**, to allow historical perspective

Buildings

- Must be in a recognisable condition
 - Strong link to the person or event (e.g., birthplace, long-term home, or key event)
 - HTC may also commemorate buildings of public historical interest even without a personal link
-

Who Can Be Nominated?

- People from all communities, including underrepresented groups
 - Groups or pairs may be considered if:
 - They share a common theme
 - Each person meets the criteria
-

Restrictions

Plaques **cannot** be awarded for:

- Living individuals
 - Animals or fictional characters
 - Short-term associations (e.g., hotels, hospitals, temporary stays)
 - Buildings with too many associations
 - More than **two plaques per building**
 - Locations not visible from a public road
 - Each proposer may submit **one nomination per calendar year**.
-

How to Apply

1. Check the eligibility criteria
 2. Research your nominee and draft suggested wording
(Plaques usually include name, main achievement, and dates)
 3. Complete the **online nomination form** during the open period
(Dates will be announced – e.g., July deadline)
 4. HTC reviews nominations – only **6–8 plaques per year** are approved
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Costs

- **Plaque manufacture:** £350–£500
(Supplier: Crescent Signs, Newbury – proof provided before production)
- **Installation & event costs:** Varies
- **Planning permission:** May be required for listed buildings or conservation areas (£200–£300)
 - Building owner consent is essential
 - Applications via West Berkshire Council: www.westberks.gov.uk/permission

Funding is mainly provided by HTC, but contributions from applicants are welcome. Grants may be available for inclusive projects.

Next Steps

- Get consent from the property owner
- Agree plaque design and wording
- Check planning requirements
- Submit your nomination to Hungerford Town Council