

# HUNGERFORD TOWN COUNCIL

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**DRAFT MINUTES** of the **Environment and Planning Committee** meeting held on Monday 12<sup>th</sup> January 2026 at 7.00 pm in the Library, Church Street, Hungerford.

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

**Also in attendance:** Deputy Town Clerk (DTC), Cllr Day, District Cllr Benneyworth and Sue Terry, prospective Councillor.

**Agenda items listed in order of discussion at Council meeting.**

Meeting opened at 7pm with Cllr Simpson confirming that Cllr Winsor had resigned with immediate effect from E&P committee. Cllr Simpson thanked Cllr Winsor for all her hard work, dedication and support during the last 10 years.

**EP2026001** Apologies for absence – Cllr Winsor, Cllr Armstrong

**EP2026002** Declarations of interest – none

**EP2026003** Approval of Minutes of the Meeting held on Monday 8<sup>th</sup> Dec 2025 and update on actions

**Update on Actions from the minutes:**

**Queen Anne building** – repairs have been carried out

**Further action:** DTC to chase WBC Conservation Officer to clarify whether the land/building at the back is curtilage listed.

**Orange planning notifications** – Information received from District Cllr Vickers confirming Planning Officer was responsible for issuing an Orange Planning Notifications on the initial site visit or within 21 days. Cllrs suggested notifications should be posted to avoid delays and to ensure consistency. Cllrs also agreed the current system does not give residents opportunity to comment on prospective planning applications if notifications are not displayed.

**Action:** District Cllr Benneyworth to discuss with Planning the following request:

Cllrs would like the Orange Notifications to be issued via post (if the Planning Officer is unable to make a timely visit). WBC is currently posting information to neighbours alerting them of a PA so seems logical that they can also post the orange notices.

## **Illuminated Signs**

Cllrs discussed the need to clarify the rules on illuminated signs with WBC as they do not believe neon signs should be in the High Street.

### **Actions:**

- Cllr Fyfe will put together presentation of the different signs within Hungerford and bring it to E&P in March
- District Cllr Benneyworth to seek further clarification on the current guidelines for Illuminated Signs in the High Street, what the permissions are and what happens if permission is not obtained
- DTC to confirm the statement within Hungerford's NDP regarding Illuminated signs

**Proposed:** Cllr Simpson

**Seconded:** Cllr Hall

**Resolution:** Minutes approved as a true representation of the meeting held on 8<sup>th</sup> December 2025 and actions taken.

### **EP2026004 Any Health & Safety issues of concerns**

- The Inspection Hatch outside Elaine's café is in poor repair and presents a danger to pedestrians – Cllr Mulholland has reported it to WBC and DTC confirmed a resident has also reported it to WBC, who have confirmed they are sending an engineer out to inspect the manhole cover.

### **EP2026005 Co-opt of Cllr Day to E&P Committee**

Cllrs unanimously approved Cllr Day joining E&P committee and welcomed her to the team.

**Proposed:** Cllr Simpson

**Seconded:** Cllr Mulholland

**Resolutions:** Cllr Day co-opted to E&P Committee

### **EP2026006 Blue Plaque Process – Cllr feedback**

Cllr Cole presented various plaque style options. Cllrs agreed that the traditional round, dark-blue plaques were the most appropriate for Hungerford's historic setting. It was agreed that plaques should be made from high-quality ceramic rather than plastic.

Cllrs reviewed the draft documentation and agreed the main terms, subject to several amendments, including the addition of a possible checklist. The updated draft will be brought to the next meeting.

Cllr Fyfe suggested that the HTC Office complete a mock application to test the process and identify any improvements needed.

It was agreed that the Blue Plaque process should sit within E&P, with an E&P Cllr acting as the primary contact and liaising with relevant outside bodies such as the Hungerford Historical Association and the Town & Manor, as required.

Cllrs noted that a budget will be required and that grant funding may be available. It was suggested that 'Blue Plaques' be added as a standing item on the E&P agenda.

## **Actions**

- Cllr Hudson to liaise with a contact regarding the production of ceramic plaques.
- DTC to update the draft information guide/policy, return it to the next meeting, and subsequently present it to Full Council for final approval.

**EP2026007** Ref: 25/01759/FUL - Unit 3 Everland Road Hungerford RG17 0DX – Discuss HTC's comments being ignored by WBC Planning Department

Cllrs to review and agree what comments need to be presented to WBC and update the office

**EP2026008** LCRS Risks – Cllrs to discuss and agree E&P Risks

Cllrs agreed no further comments were required and agreed the risk assessment.

**Proposed:** Cllr Simpson

**Seconded:** Cllr Hall

**Resolution:** Cllrs approved LCRS Risk Assessments

**EP2026009** Discuss 25/01687/FUL - 14 Charnham Street if required

Cllrs noted that WBC had taken their concerns into consideration which was positive. Cllrs discussed the option of sending a letter to Highway's response.

**Proposed:** Cllr Mulholland

**Seconded:** Cllr Carlson

**Resolution:** Cllr Fyfe to produce a letter to be written and send to a number of Cllrs to review, once agree, the letter can be submitted

**EP2026010 Appeals:**

**Ref:** 24/02080/FUL

**Address:** Hungerford Park Estate Hungerford Park

**Proposal:** 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

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

**Ref:** 25/01833/HOUSE

**Address:** 6 Lourdes Crescent

**Proposal:** Retrospective approval of single storey rear extension

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

Cllrs agreed no further action was required.

**EP2026011 Planning applications:**

**a) Ref:** 25/02804/FUL

**Address:** Land South Of Kennet and Avon Canal and North Of Tesco, Everland Road, Hungerford,

**Proposal:** Erection of residential development comprising 6 semi-detached houses, 1 detached house, with associated access road, parking, and landscaping

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

Cllrs reviewed the planning presentation from Cllr Cole, which summarised the information available on the WBC Planning Portal.

Concerns were raised that the proposal has increased from 3 to 7 properties, and it was noted that the stable block is no longer included. Reference was made to Points 3.30 and 3.31 of Hungerford's Development Plan, which the applicant states have been considered, although Cllrs felt the assessment used may be outdated. HTC had previously requested a range of bedroom sizes, but the revised scheme is predominantly for 4-bedroom houses, which is not compliant with NDP housing mix requirements.

Cllrs expressed concern about the sensitivity of the site, which lies within a conservation area and within the North Wessex Downs National Landscape. The site is adjacent to the canal and the marsh between the canal and the River Dun. The proposed design was considered not to be in keeping with the character of either the conservation area or the wider landscape.

The development would significantly increase traffic, more than doubling the flows anticipated under the existing permission due to the increased number of houses. Cllrs noted that additional traffic on the current unadopted and substandard road—already used by Saxon Industries and Hungerford Service Centre—will raise concerns about highway and pedestrian safety. The access road serves as a shared-surface route, regularly used by pedestrians accessing the public right of way to the canal. The nearby level crossing was also identified as a high-risk location, and increased traffic is likely to increase this risk.

Cllr Simpson was advised previously that this road was initially constructed to support two local business, who funded the original road construction, and for which they have right of access.

HTC agreed it would be helpful to obtain further advice from the Conservation Officer, and to clarify land ownership and who may be affected by the proposed development, particularly given concerns that the proposal represents an overdevelopment of a sensitive conservation site.

Cllrs request that District Cllr Benneyworth call in the application should WBC be minded to approve it.

**Proposed:** Cllr Simpson

**Seconded:** Cllr Brunning

**Resolution:** *HTC objects to the application on the following grounds:*

- *The proposal is inconsistent with the Hungerford Neighbourhood Development Plan (NDP) in terms of housing mix as set out in policy HUNG01.*
- *The site lies within a conservation area within the North Wessex Downs National Landscape and is adjacent to the canal and therefore to the marsh between the canal and the River Dun with the SSI in Harvey's Meadow beyond. This design is not in keeping with the character of the conservation area or the North Wessex Downs National Landscape.*
- *The current plans represent overdevelopment of the site.*
- *The development will significantly increase traffic, more than doubling traffic flows over the existing permission due to the increased number of houses. Any increase in traffic flows on the unadopted substandard highway, without significant mitigation compromises highway safety. The access road*

*functions as a shared surface road with many pedestrians using the public right of way to the canal. The level crossing is also a high-risk accident location and additional traffic will add to this risk.*

*HTC requests that the Conservation Officer provide comments on whether the design and build are appropriate for the conservation area*

## **EP2026012 Case Officers Reports and Conditions imposed by WBC**

- a) **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)  
**HTC:** No Objection  
**WBC:** Granted
- b) **Ref:** 25/01759/FUL  
**Address:** Unit 3, Everland Road, Hungerford, RG17 0DX  
**Proposal:** Proposed new 3-bay workshop following demolition of existing workshop.  
**Link:** [Planning Documents \(westberks.gov.uk\)](https://www.westberks.gov.uk/planning-documents)  
**WBC:** Granted  
**HTC:** Hungerford Town Council supports this application on the basis that the criteria set out in paragraphs 5 & 6 of The National Planning Policy Framework and Policy CS14 & CS13 respectively of the West Berkshire Core Strategy 2006-2026 are adhered too. In summary: No demolition or construction works shall take place outside the hours of 7:30am to 6:00pm Mondays to Fridays; 8:30am to 1:00pm Saturdays No work shall be carried out at any time on Sundays or Bank Holidays No deliveries by heavy goods vehicles associated with the demolition and construction operations shall be taken at or dispatched from the site before 09.30 or between 14:45 and 15:45 on any given Monday to Friday.
- Conditions attached:** The development hereby permitted shall begin not later than three years from the date of this decision. Reason: To comply with Section 91 of the Town and Country Planning Act 1990 (as amended by Section 51 of the Planning and Compulsory Purchase Act 2004). 2. The development hereby permitted shall be carried out in accordance with the following approved plans/documents: Location Plan received 04.08.2025 Block plan received 04.08.2025 Proposed floor plans and elevations ref: 3382-02B received 04.08.2025 Reason: For the avoidance of doubt and in the interest of proper planning. 3. The materials to be used in the development hereby permitted shall be as specified on the plans and/or the application forms. Where stated that materials shall match the existing, those materials shall match those on the existing development in colour, size and texture. Reason: To ensure the appropriate use of external materials. This condition is applied in accordance with the National Planning Policy Framework, Policies SP7 and DM31 of the West Berkshire Local Plan Review 2023-2041, and Supplementary Planning Document Quality Design (June 2006). 4. Prior to the new workshop being brought into use, surface water drainage measures shall be linked to the existing drainage infrastructure including oil filtration traps where appropriate. Reason: To ensure that surface water will be managed in a sustainable manner; to prevent the increased risk of flooding; to improve and protect water quality, habitat and amenity and ensure future maintenance of the surface water drainage system. This condition is applied in accordance with the National Planning Policy Framework, Policies SP6 and DM31 of the West Berkshire Local Plan Review 2023-2041. 5. The premises known as Hungerford Service Centre Garage shall be used for vehicle repairs and for no other purposes including any other purpose in Class B2; of the Schedule of the Town and Country

Planning (Use Classes) (Amendment) England Regulations 2020 or any subsequent amendment to this Order. Reason: Any other use may not be acceptable on the site in accordance with the National Planning Policy Framework, Policies SP7 and DM31 of the West Berkshire Local Plan Review 2023-204

**Response from WBC 17/12/25:** *“Hungerford Town Council comments were taken into account for the assessment of the application and noted in the officer’s report. A recommendation for approval without including a construction hours condition was put forward and agreed by the Development Control Manager.*

*Please note that construction noise issues are also covered under separate legislation, separate from planning permission conditions”.*

**24/12/25** An Email has been sent to WBC seeking an update on “what are the hours restrictions? And what hours of working are actually expected”

#### **Cllrs to consider WBC’s response to HTC’s Consultee Comments**

- c) **Ref:** 25/02387/COND  
**Address:** 11 Sarum Way, Hungerford, RG17 0LJ,  
**Proposal:** Approval of details reserved by Condition (3) Materials of planning permission 22/02720/FUL: Erection of one new dwelling with associated parking and relocated car parking for existing dwelling.  
**Link:** [Planning Documents \(westberks.gov.uk\)](https://www.westberks.gov.uk/planning-documents)  
**WBC:** Refused  
**HTC:** Recorded on WBC Portal - There were no consultations requested for this application.
- Conditions attached:** Condition 3: Materials The details submitted in relation to Condition 3 are hereby refused by the Local Planning Authority. Reason: Cumulatively, the noticeably contrasting use of materials to those in the immediate area surrounding development, particularly the proposed brick, tile, dormer cheek, and window and door frame materials, would result in a development that would be at odds with, and incongruous to, the surrounding area and street scene. Such a contrasting use of material throughout the proposed development would result in harm to the character and appearance of the area, contrary to Policy SP7 of the Local Plan Review 2023-2041, as well as the NPPF and the National Design Guide. Details considered:- Schedule of Materials dated October 20235 and produced by Hungerford Design Ltd. received 15 October 2025. To comply with this condition, no development above ground floor slab level shall take place until a schedule of the materials to be used in the construction of the external surfaces of the development hereby permitted, has been submitted to and approved in writing by the Local Planning Authority.

Cllrs to note WBC’s reasons for refusal.

- d) **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)  
**WBC:** Approved  
**HTC:** No objection
- e) **Ref:** 25/02491/COND  
**Address:** Station Yard, Station Road, Hungerford, RG17 0DY  
**Proposal:** Application for approval of details reserved by condition11( SuDs) of approved 17/03506/FULD (7 dwellings).  
**Link:** [Planning Documents \(westberks.gov.uk\)](https://www.westberks.gov.uk/planning-documents)

**WBC:** Refused

**HTC:** HTC did not receive a Consultee Comments request from WBC

f)

**Ref:** 25/02462/FUL

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

**Proposal:** Demolish existing house and car port, 2 new semi-detached houses. Section 73 Application to vary condition 2 (Approved Plans) of approved Reference Number: 21/01131/FULD. Updated parking layout for 4no total spaces at the front of the properties, with the rear parking removed. Amended block plan, reference: 3063-02C Block Plan.

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

**WBC:** Approved – Conditions include: No dwelling shall be occupied until vehicle parking spaces for that dwelling have been completed in accordance with the approved plans (including any surfacing arrangements and marking out). Thereafter the parking spaces shall be kept available for [parking and manoeuvring] (of private cars and/or private light goods vehicles) at all times. Reason: To ensure the development is provided with adequate parking facilities, in order to reduce the likelihood of roadside parking that would adversely affect road safety and the flow of traffic. This condition is applied in accordance with the National Planning Policy Framework, and Policies SP19 and DM44 of the West Berkshire Local Plan Review 2023 2041.

**HTC:** 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,

**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)

**WBC:** Refused

**HTC:** 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 you investigate the two adjacent properties for any historical contamination and provide confirmation that no residual contamination remains on the site

h)

**Ref:** 25/02051/HOUSE

**Address:** Sanham House, Sanham Green

**Proposal:** Partial demolition, erection of single storey side extensions, and external alterations to existing house.

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

**WBC:** Approved

**HTC:** No objection



## Blue Plaques discussion

### Sample Plaques

