

HUNGERFORD TOWN COUNCIL

The Mayor
Cllr Helen Simpson
57 Fairview Road
Hungerford
Berkshire
RG17 0BP
Tel: 07920 110380
Cllr.helen.simpson@hungerford-tc.gov.uk



The Town Clerk
Mrs Claire Barnes
The Library
Church Street
Hungerford
Berkshire RG17 0JG
Tel: 01488 686195
townclerk@hungerford-tc.gov.uk
www.hungerford-tc.gov.uk

DRAFT MINUTES of the **Annual Full Council Meeting** held on Monday 15th May 2023 at 7.00pm in the Library, Hungerford

Present: Cllrs Simpson, Fyfe, Alford, Carlson, Keates, Hudson, Knight, Winser, Yakar-Wells, Greenwell, Schlanker, Cusack and Armstrong.

Also: West Berks District Cllrs Denise Gaines (DR) and Dennis Benneyworth (DB)

Representatives from Penny Post, Newbury News and the Adviser

In attendance: Claire Barnes (Town Clerk) and a few members of public.

Police Report: The police were not in attendance however a **Police Report is attached**. Cllr Simpson advised she and Cllr Fyfe met with District Cllrs and Police Commissioner Matthew Barber (MB) recently as detailed in her Mayor's report and they voiced their concerns over the recent spate of break ins in the High Street and the impact of these on the small businesses already struggling with the economic crisis. MB is a proactive supporter of local neighbourhood policing. The Police has committed to giving Hungerford two more officers. During Covid when the team was based in the town, local knowledge had helped lower crime. It was noted there is a shortage of Police vehicles, and they are trying to address this. The Police value the use of our CCTV and the aim is to be able to monitor this remotely in future.

Cllr Schlanker relayed local public feedback that Police are picking and choosing targets and that there is a gap between what they are saying and doing.

Declaration of Acceptance of Office papers had been received prior to the meeting from councillors.

The Mayor said she was happy to stand for another year, which would be a record 6 in a row. She added that it has been both an honour and a privilege.

FC20230070 Propose election of: -

Proposed: Cllr Winser

Seconded: Cllr Knight

Resolution: Election of Cllr Simpson as Mayor

Proposed: Cllr Yakar-Wells

Seconded: Cllr Fyfe

Resolution: Election of Cllr Winser as Deputy Mayor

Proposed: Cllr Simpson

Seconded: Cllr Cusack

Resolution: Election of Cllr Winser as Chair of Finance & General Purposes

Proposed: Cllr Knight

Seconded: Cllr Schlanker

Resolution: Election of Cllr Carlson as Deputy Chair of Finance & General Purposes

Signing of acceptance of declaration of office for the above posts was carried out.

- FC20230071** Note apologies for absence – Cllr Cole
- FC20230072** **Declarations of interest and signing of any dispensations.**
Proposed: Cllr Simpson
Seconded: Cllr Winser
Resolution: Agree signing of dispensation for the Skate Park project.
- FC20230073** **Approval of Minutes of the meeting of the Full Council of 3rd April 2023, and outcome of actions**
Proposed: Cllr Keates
Seconded: Cllr Schlanker
Resolution: To approve minutes of 3rd April 2023 as a true record.
Outcome of actions:
ACTION: Invite organiser of Good Hope Farm to a future Town Council meeting.
ACTION: DG has a meeting with Jon-Winstanley on Thursday and will mention our concerns of the reopening of the walkway next to the damaged buildings at the top of the high street. The buildings could deteriorate further with the vibrations from the traffic. Are the cracks being monitored?
- FC20230074** **Welcome to new councillors and district councillors** – The Mayor welcomed all councillors and district councillors into their roles, in particular new Councillors Helen Armstrong, Mark Cusack, and James Cole (not present) and newly appointed District Councillors Denise Gaines and Tony Vickers (not present). Cllrs Armstrong and Cusack introduced themselves. The Mayor added that it was good to have a full complement of Councillors.
- FC20230075** **Receive Mayor’s Report for past month. Report attached.**
- FC20230076** **Receive District Councillor’s Reports** – DB congratulated everyone in their new roles. DG remarked that although there is a mixed bag with two liberal and one conservative district councillors, they will all be working together for the good of Hungerford. The area they cover is 50 square miles which is the largest ward in West Berks including many Parishes. DG will be focussed on Highways and Housing. The first WBC meeting will take place on 25th May.
- FC20230077** **Hungerford 2036** – Receive a report from the Project Team (Cllr Hudson). **Report attached.** Cllr Hudson talked through his report. He added that the West Berks Local Plan has gone to the inspector and they don’t expect any change to the requirement of housing numbers. There is now more protection of sites within the AONB. Cllr Schlanker asked if an additional consultation will be required for the new sites or if it will be included in the consultation for the draft plan. Cllr Hudson advised this is yet to be decided.
- FC20230078** **Youth Council** – Receive a report (Cllr Alford). **Report attached.** New members are welcome to help with the Youth Council and were encouraged to contact Cllrs Alford or Lewis should they wish to join. DBS checks will be required.
- FC20230079** **Receive any Committee reports (no more than 3 minutes per report)** – Cllr Schlanker advised following the highways/speeding working party meeting he has put together a spreadsheet to list all the concerns for the length of the high street. Cllrs Hudson, Fyfe, Schlanker and Greenwell are walking the footpaths in the area identifying areas for improvement.
- FC20230080** **Propose authorisation of payment run and income and expenditure report.** (circulated along with copies of invoices for April)
Proposed: Cllr Winser
Seconded: Cllr Simpson
Resolution: Agree payment run of £80, 789.73

Proposed: Cllr Winser
Seconded: Cllr Greenwell

Resolution: Agree income and expenditure report of £164, 109 negative variance due to the precept not being received in the expected month.

FC20230081 **Note the External Audit report for 2021-22 and propose acceptance.** (Refer to website)
It was noted there were no issues identified by the external auditor. The RFO was thanked for her work.
Proposed: Cllr Simpson
Seconded: Cllr Winser
Resolution: Propose the External audit report for 2021-22.

FC20230082 **Propose additional expenditure for the Croft Field Centre renovation (Report attached)**
Proposed: Cllr Simpson
Seconded: Cllr Knight
Resolution: Agree expenditure of £15,554 (as detailed) to complete the renovation of the north room.

Annual business of the council (as per standing orders and financial regulations)

FC20230083 **Propose 31st March 2023 Final Budget/Actual Accounts** – refer to circulated Income/Expenditure Report
Proposed: Cllr Winser
Seconded: Cllr Schlanker
Resolution: Agree accounts with positive variance of £136, 556.

FC20230084 **Note the change in total assets as at 31st March 2023**
Proposed: Cllr Winser
Seconded: Cllr Knight
Resolution: The increase in assets was noted at £14, 034.99.
It was noted that depreciation of our council assets is not required.

ACTION: RFO to circulate the full asset list.

FC20230085 **To note as required by our audit that;** the dates for the period of the exercise of public rights are Monday 3rd July 2023 to Friday 11th August 2023 and the publication date of the notice on the town council's website and on the noticeboard will be Friday 30th June 2023.

FC20230086 **Review the Annual Internal Audit Report 2022-2023 and propose acceptance.** (Report is available on the website)
Proposed: Cllr Winser
Seconded: Cllr Keates
Resolution: Accept the Annual Internal Audit. A few items have been noted.

FC20230087 **To Approve Section 1 of Annual Governance Statement 2022-2023 and propose approval.**
(Report is available on the website)
Proposed: Cllr Simpson
Seconded: Cllr Alford
Resolution: Approve Section 1 of Annual Governance Statement 2022-23

FC20230088 **To Approve Section 2 Accounting Statements 2022-2023 and propose approval.**
(Report is available on the website)
Proposed: Cllr Schlanker
Seconded: Cllr Knight
Resolution: Approve Section 2 Accounting Statements 2022-23

FC20230089 **Approval of the use of BACS for payments and the use of variable direct debit for payment of utility supplies.**
Proposed: Cllr Simpson
Seconded: Cllr Knight
Resolution: Approval of the use of BACS and variable direct debit.

- FC20230090 Propose the Council meets the conditions to exercise the General Power of Competence**
Proposed: Cllr Simpson
Seconded: Cllr Fyfe
Resolution: Council meets the conditions to exercise the General Power of Competence being a qualified clerk and a minimum of two thirds elected councillors.
- FC20230091 To review and confirm bank signing arrangements.** This item was moved to Part 2.
- FC20230092 Propose agreement of financial regulations with recommended amendment** (refer to website)
Proposed: Cllr Winser
Seconded: Cllr Greenwell
Resolution: Agree Financial regulations.
- FC20230093 Propose agreement of standing orders** (refer to website)
Proposed: Cllr Fyfe
Seconded: Cllr Keates
Resolution: Agree Standing Orders
- FC20230094 Propose agreement of Code of Conduct** (refer to website)
Proposed: Cllr Greenwell
Seconded: Cllr Yakar-Wells
Resolution: Agree Code of Conduct.
- FC20230095 Propose agreement of Co-option Policy** (refer to website)
Proposed: Cllr Hudson
Seconded: Cllr Keates
Resolution: Agree Co-option Policy.
- FC20230096 Propose agreement of HTC's policy for dealing with social media** (refer to website)
Proposed: Cllr Yakar-Wells
Seconded: Cllr Cusack
Resolution: Agree social media policy.
- FC20230097 Propose agreement of Terms of Reference** (refer to website)
Proposed: Cllr Winser
Seconded: Cllr Knight
Resolution: Agree Terms of Reference for committees and sub-committee.
- FC20230098 Propose agreement of council's policies, procedures and practices in respect of its obligations under freedom of information and general data protection regulations** (refer to website for data protection policy, privacy statement and publication policy).
Proposed: Cllr Fyfe
Seconded: Cllr Yakar-Wells
Resolution: Agree council policies for FOI and GDPR.
- FC20230099 Propose agreement of HTC or staff subscriptions to other bodies; NALC etc.** (circulated)
Proposed: Cllr Simpson
Seconded: Cllr Greenwell
Resolution: Agree list of subscriptions. One abstention.
- FC202300100 Propose appointment of members to existing committees and external bodies. Refer to website**
Proposed: Cllr Simpson
Seconded: Cllr Keates
Resolution: Agree appointment of members to committees and other bodies as tabled.

FC202300101 Confirm arrangements for insurance cover in respect of all insured risks. (circulated)
Proposed: Cllr Knight
Seconded: Cllr Simpson
Resolution: Agree insurance cover as per the amended schedule and policy circulated at a premium of £5116.66. The policy is on a long-term agreement until 31st May 2024 with Aviva Insurance, through James Hallam.

FC202300102 Determine the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.
Proposed: Cllr Winser
Seconded: Cllr Knight
Resolution: Agree ordinary meetings of the Council are held in the Hub (library building).

FC202300103 Health & Safety – To note any complaints or concerns. Cllr Hudson advised a new Speed Indicator Device is being set up outside the BMW garage tomorrow and it will have a solar panel. He is meeting with Traffic Technology about the problems with the SIDs reading in KPH.
ACTION: Clerk to add to the H&T agenda the unlit public right of way between Church Way and Prospect Road. It is very dark and feels unsafe. There have been a number of ASB incidents there.

FC202300104 Any other Reports (3 minutes each) not to include any proposals. None.

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.

FC20230091 To review and confirm bank signing arrangements. These were reviewed and a couple of new signatories suggested.

Meeting closed 8.25pm

HTC UPDATE MAY 2023

April into May has been a busy month for the team. We were invited by the Town and Manor to the Constables Parade marking the final day of Hocktide. We also joined our RBFRS colleagues at Cobbs Farm for a large community event.

Unfortunately this last month has seen a spate of burglaries in the town. The team have taken on much of the investigation enquiries and liaison with the premises effected.

Following an investigation by Thames Valley Police a man has been charged with burglary and fraud offences following incidents in Hungerford and Newbury. Michael Phillipson was charged with two counts of business burglary and seven counts of Fraud by false representation. The Hungerford incident relates to the Funghi club on the 8th April

Overnight 18th-19th April two persons targeted three business premises on the High Street. Mr Fry, Elaine's Coffee shop and the Town Hall. Messy searches were conducted and various items stolen. The team are still investigating these incidents and arrests have been made. If anyone has any information the lead crime number is 43230169356 when calling 101 or reporting online.

On Wednesday 10th May at approx. 01:30hrs, an attempted burglary occurred at the CO-OP in Hungerford whereby three males have entered the store to attempt to steal items, which has been unsuccessful. A black Jaguar vehicle has been used. The same males and same vehicle have then committed a Burglary in Lambourn at The Family Mart whereby cigarettes have been targeted and stolen.

If you have any information regarding these incidents or have CCTV or dash cam footage that may cover the area at this time, please contact us to assist with our investigations. Information can be reported online or by calling 101, quoting reference 43230202420.

Since the beginning of April there have been three reports of anti-social behaviour and two shopliftings.

Thank you to everyone who safely celebrated the Coronation across the Thames Valley. Hundreds of our dedicated officers and staff worked tirelessly to support numerous community events across Berkshire, Buckinghamshire and Oxfordshire, including The Big Coronation Lunch and The Big Help Out events.

On Sunday, Windsor took centre stage for the Coronation Concert inside the grounds of Windsor Castle. Thousands of people also watched the festivities at a screening on the Long Walk.

Chief Constable Jason Hogg said: "The Coronation of Their Majesties King Charles III and Queen Camilla was a momentous occasion in our country's history.

"Thames Valley Police was proud to support our communities across the Thames Valley in their celebrations.

"I would like to thank all local residents, businesses and visitors to the Thames Valley this weekend for their support and cooperation.

The Team

The current set up of the Hungerford and Downlands Neighbourhood Police Team is 1 x Inspector, 1 x Sergeant, 2 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 – May's Annual Full Council Meeting

I can't quite believe we reached the end of another council term. Huge congratulations to all 15 councillors re-elected/elected. Congratulations also to our district councillors Dennis Benneyworth, Denise Gaines, and Tony Vickers. HTC is looking forward to working with you over the next four years. I'm sure it will take a little time for everyone to settle into their roles.

Coronation Party

Thank you to all those who attended the Coronation party on the 7th of May.

Wow! I was thrilled this event, went as well as the committee hoped it would. Congratulations to Jerry, Deborah, Simon, Nicola, Fiona, Claire, Neale, Derek, Denise, and myself. I've never seen the croft green

look so busy, you all worked so incredibly hard to pull this off. Everybody had an amazing afternoon, I've been stopped in the street all week by residents telling me how much they enjoyed the event, begging us to do an event in Hungerford every year. Over to you then Jerry!

Hocktide & Wetlands Project

Congratulations to Julie Lloyd re-elected as Constable of the Town and Manor. Hocktide celebrations went extremely well and were well attended. Well done to Simon and Kate (trustees) who were this year's Tuttimen. I certainly enjoyed Hocktide Lunch, ale tasting and Constable's parade. Well done T&M thank you for your warm hospitality.

Town and Manor invited councillors to visit the wetlands site, to help visualise their amazing project. I can't wait to watch its progress over the coming year. Please complete the public consultation and support this exciting new project for the charity.

Bowls Club Open Day

Thank you for the kind invitation to open this year's bowling season. I know the club are looking for more bowlers, please pop along and meet the club members and have a roll-up. You will always receive a warm welcome and a cuppa.

JOG Presentation Evening

Thank you to Cllr Alford for stepping in for me. It's always a pleasure to see students thriving and receiving their awards. Well done JOG students!

Mayor's reception

Thank you to all those who attended my reception. I hope you all had a lovely evening networking. It was nice to thank the many organisations and groups HTC works alongside throughout the year.

Croft Field

I know this is an agenda later but, Jerry, Claire and I visited the site to see how the project was going. A work in progress. It was noted that a couple of requirements in phase two of the project might benefit from moving into phase 1 in-order to be cost effective and to give us two hiring rooms, without disturbing any works completed in phase 1. HTC is excited to see our newly furnished building completed soon.

Thatcham Civic Reception

I was invited as one of this year's chain gang to Cllr Jeff Brooks civic reception. It was a nice opportunity to meet the in-coming Mayor for 2023 and to socialise with many of the councillors from the district.

Matthew Barber PCC

Thank you to our district Cllr's who helped to pull this meeting together.

Present: Claire Rowles, Dennis Benneyworth, James Cole, Karen Salmon (CofC) Matthew Barber (PCC) Police Commander Zahid Aziz, Alistair Fyfe (representing T&M) & myself. I have been extremely concerned about the recent break-ins within the town. Hungerford's small independent businesses cannot afford these repeated attacks, especially within the current economic climate.

I was keen to understand the policies and reviews being driven through the force in relation to local policing and how these changes may benefit Hungerford residents. I was thrilled to hear 3 arrests had been made covering all three recent Hungerford break-ins. One was returned to Prison; one was out on court bail and the third was bailed. At the time of writing this report I've heard of another break-in at the

Co-op shop. Luckily the alarm sounded, the intruders left empty handed. They sped away causing further crime in Lambourne and further on into Hampshire using a stolen vehicle.

I am pleased to say Hungerford and Downlands will have two new officers joining the neighbourhood team by November. There are also two vacancies for PCSO's. We discussed the issue of officers needing to cover such a large area making response times longer and knowledge around local patterns of crime harder to target. It is hoped this concern may be addressed as the force completes a review later in the year (I'll be keeping a close eye). Those attending suggested a team should be based in Hungerford full time, and another team at the opposite end of their patch.

There is a huge shortage of Police vehicles across the force, this is because broken vehicles are often out of service for long periods, unable to source the parts to fix them. Police vehicles must adhere to a strict servicing policy. This issue will not be a quick fix, the force is trying to free up other vehicles until this challenge can be rectified.

CCTV is also being looked at. There is a new scheme which may be able to link camera's owned by the town (and other towns) to a central control room which will give the police direct access to any footage recorded. There is also a mobile phone type app which could be shared across the police force. Matthew will be contacted the town council office to look at how HTC cameras could be included into this scheme. I'd like to thank Mathew for attending and addressing the towns concerns. I feel the force is currently in a real time of change, we may have to wait a little longer to see some real results. We've agreed to hold another meeting in six months to see how things are going.

Helen Simpson
Town Mayor

May 2023 Update on Hungerford 2036 Neighbourhood Plan

12/05/23

There has been some progress that in summary includes:

- The new site assessments. All consultations received except for AONB and a few clarifications from highways. We do have to wait for these. Due any day and should complete May/June.
- Skeleton Draft of the plan completed by Navigus and we are infilling gaps and trying to ensure it reflects Hungerford. Notably we have submitted a request to key organisations in the town about the main issues challenges and opportunities over the coming years, i.e. Town & Manor, CoC, schools, surgery etc. Some useful feedback received. Also have a brief history of the town as background.
- An updated programme has been produced as shown below. It has all slowed up as we have been delayed by the above, but there is progress. The end date is now expected in June 2024.
- Key next actions are:
 - o complete site assessments
 - o complete draft of the Plan

Neighbourhood Plan Programme				2022				2023				2024										
Ref:	Activity	No of Weeks	Start date	End date	DRAFT																	
					Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr
			(Mondays)	(Fridays)																		
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 new sites (necessary?)	4 weeks	17/07/23	11/08/23																		
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	30/06/23																		
7	Review by Cttee & Council	4 weeks	03/07/23	29/07/23																		
8	Publish Draft for Consultation	6 weeks	31/07/23	08/09/23																		
9	Update following consultation	3 weeks	11/09/23	29/09/23																		
10	Submit to WBC	4 weeks	02/10/23	27/10/23																		
11	Finalise and prepare for Examination	8 weeks	30/10/23	22/12/23																		
12	Examination	1 week	08/01/24	12/01/24																		
13	Inspectors Report	8 weeks	15/01/24	08/03/24																		
14	Moifications	4 weeks	11/03/23	05/04/24																		
15	Prepare and carry out Referendum	6 weeks	08/04/24	19/05/24																		
16	NP comes into force	2 weeks	22/05/24	03/06/24																		

Richard Hudson

HUNGERFORD YOUTH COUNCIL

MINUTES 19th APRIL 2023

Five Youth Councillors in attendance, one unable to attend. Three Town Councillors Daniel Lewis, Derek Alford, Claire Winsor.

Meeting started at 5pm.

- We started the meeting discussing the necessary skills needed to successfully run a Youth Council. Derek had listed the roles and responsibilities within the Y.C., this includes Chair, Vice chair, secretary, Treasurer and as important Non-positioned of Y.C. (see attached sheet).
- The decision on the roles within the Youth Council were made last year and agreed at the start of this meeting. We had a discussion on the importance of each council member and the role they need to play.
- At our previous meeting Dan had given the council members a task. This was to find out and list the different groups within Hungerford. This included adult groups and groups that included children/young people. There were some groups the Youth Councillors did not know. The exercise was not just to see what groups were available but how many included children/young adults.

Those involving solely children/young adults are the scout and guide groups, Hungerford Youth Centre, St. Lawrence Church youth group.

Sports youth groups, Football, Cricket, Rugby, Tennis.

The Town Band includes a youth group.

The Youth Council will need to talk with the children/young people in the difference groups and find out if they have further needs the Y.C. can investigate.

- We discussed the coming tour of the nature reserve organised by the Town and Manor. Where we need to meet and time.

The meeting closed at 6pm.

Up date

The Youth Council joined the Town Council on a tour of a nature reserve that will be created by the Town and Manor. The T & M bought 40 Acres of land next the river Kennet. Four of the Youth Council were able to enjoy an evening walk and hear the planning ideas for its creation. They are a very enthusiastic group of young people and enjoyed the experience.

FC20230082 Croft Field Expenditure

Hungerford Town Council

Public Report to: Full Council 15th May 2023

Agenda Item No: FC20230082 Propose additional expenditure for the Croft Field Centre renovation

Background

The renovation to the Croft Field Centre (Phase one – including main hall, washrooms, widening of corridor, installation of ramps) is well underway. Council is not currently undertaking Phase two of the plans due to budget constraints. The bulk of the cost to phase two is the conversion of the outside gazebo into an indoor area. As phase 1 and 2 are not running consecutively there are a few issues as follows:

The north room (smaller hall), the renovation of which would have been part of phase two, will be left without any windows or kitchenette. The floor will also be at a lower level so not accessible by all. Part of the main aim was that the building would be fully accessible.

The working party and Abacus suggest some expenditure is agreed to complete the north room. In addition, we would like to install storage cupboards to make the facility more practical and meet the needs of hirers.

Objective Complete the renovation of the north room whilst the builders are still on site.

Options:

To bring forward the following items from phase 2 to phase 1:

2 x windows in grey (one of which is a Velux non opening and the other to be on east wall over potential work surface	£ 3,267.00
Water supply for new kitchen (east wall under the window/hatch) first fix	£ 986.00
External tap within internal shut off	£ 347.00
Waste to suit kitchen as above – If waste externally fitted to wall & discharge into existing gulley	£ 389.00
Electrics first fix for kitchen undercounter heater supply	£ 1,241.00
To remove existing vinyl floor covering, supply 7 fit Celotex insulation & screed floor as per other areas in phase 1	£ 4,796.00

To add new items:

Remaining part of north room to be storage against west wall (full wall, floor to ceiling, 2m depth, 3 to 4 doors and studwork)	£ 3,281.00
Replace guttering on brick building (south) and downpipes to suit	£ 569.00

To upgrade the following from phase 1:

Externally all remaining windows to be replaced in grey	£ 678.00
TOTAL	£15,554.00

Financial and Legal implications: Additional expenditure not already tendered for is under £5,000 so does not require additional quotes. Total budget available using unallocated CIL funds and new CIL is **£15,944.60**. This leaves it tight, but some EMR could be reallocated if required.

Consultation: Working party, Project Manager and Abacus Construction

Recommendation(s) The best option, based on the above information.

Signed: Town Clerk 11th May 2023