

HUNGERFORD TOWN COUNCIL

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DRAFT MINUTES of the **Full Council Meeting** held on Monday 4th June 2018 at 7.00pm in the Corn Exchange Complex, Hungerford.

Present: Cllrs Simpson, Crane, Farrell, Winser, Hudson, Cusack, Downe, Chicken, Brookman, Knight and Finlay.

Also: Ted Angell, Janette Kersey, George Ham (representatives from CHAIN), James Podger and Paul Hewer (District Councillors), Brian Quinn (Penny Post), John Garvey (Newbury News), Sarah Hennessey and several members of the public.

Police Report: No representative from the Police was present and no report has been received.

CHAIN: Janette Kersey thanked the Council for inviting CHAIN to make a presentation and said it was timely as this is National Volunteer Week. She thanked all the volunteers who work for CHAIN and said if anyone was interested in being a volunteer they could get in touch with her or the CHAIN office. One of the volunteers, Betty Grant, who has worked for CHAIN for 30 years has recently retired and a tea party was planned to thank her for her service. A recent fundraising event raised £350 which will be match funded by Vodafone.

George Ham (Treasurer) advised the total numbers of passenger journeys CHAIN undertakes is increasing. The numbers of passenger journeys for 2016/17 were:

4,686 for the Handibus

540 for the Chairman (wheelchair adapted vehicle)

2,154 car service

Total = 6,978

The Handibus figures for 2017/18 alone went up to 5,026. The service has an operating profit of £13,000 but there is an estimated £17,700 depreciation on the vehicles.

Ted Angell (Handibus coordinator) explained that volunteer drivers require a D1 category on their driving licence to drive the Handibus and Chairman vehicles. The increase in demand for the Chairman vehicle is causing a problem as two years ago, they transported 14 passengers, this year they have transported 74 passengers. They do a lot of work for Brendancare and the Resource Centre. A recent Department of Transport consultation may mean additional costs for CHAIN and WBC will be reducing their grant next year.

The following item was taken now to enable members of the public to have their say rather than sit through the whole meeting:

11. CALA drawings – Formulate opinion/feedback on the housing designs received (circulated)

The drawings had been looked at by the E&P committee at their last meeting. Cllr Farrell commented that although the drawings were good she was not impressed by the designs as she felt they did not fit in with Hungerford. Other councillors commented that:

There was only one entrance to the development, a second entrance would be better;

Minimum building regulations with no solar panels. Cllr Hudson said solar panels would look better depending on the type of roofing – e.g. if the roofing was slate;

The designs are unoriginal with no effort to have an outstanding design;

Cllr Farrell does not want any deviation on the 40% affordable housing;

The developers have achieved innovative designs in other towns e.g. Winchester, could they not do the same here;

Cllr Crane asked if the council should develop a design policy; Cllr Hewer advised this is a permitted

development right and wasn't sure if a design policy would apply;

There was a query regarding the surrounding land which is not suitable for farming and whether this would be up for development.

It was agreed to discuss the issue further at the next meeting of the E&P committee which will take place on Monday 11th June and members of the public are welcome to attend. Following this meeting the council will give its formal response to the developers and ask them to consider their concerns and suggestions in the final design. Cllr Knight said indications from Cala were that the building would start early next year and take 2 years to complete.

1. **Apologies:** Noted from Cllr Benneyworth
2. **Declaration of Interests:** Cllrs Cusack and Knight (Library), Cllr Farrell (Croft Field), Cllr Winser (Safeside)
3. **Approval of Minutes of the meeting of the Annual Full Council meeting of 8th May 2018 and the Extra Full Council meeting of 21st May 2018 and outcome of actions -** *Cllr Winser proposed the minutes of the Annual Full Council meeting of 8th May 2018 as a true record, seconded by Cllr Knight, all in favour.*
Cllr Simpson proposed the minutes of the Extra Full Council meeting of 21st May 2018 as a true record, seconded by Cllr Knight, four abstentions, rest in favour.
4. **Mayor's report** – Report has been circulated (and is attached).
5. **District Councillor's Reports** – Report has been circulated (and is attached).
Cllr Podger confirmed the member's bid for a grant for a new bus shelter has been confirmed.
Cllr Hewer advised the Oakes development at the Railway Station is recommended for approval by WBC but it will be debated by WBC western area planning committee where members could overturn the approval. It is against policy as it is employment land and there are still objections to the proposal from the Great Bedwyn trains passenger group and GWR regarding loss of car parking spaces.
Cllr Podger is hoping to meet with WBC chief executive to discuss the provision of extra parking spaces in Hungerford, possibly by adding an extra storey to the Station Road car park or Church Street car park. He advised this can be done cost effectively and quickly. Some discussion has taken place over devolving parking to HTC. Susan Powell at WBC is pushing forward on this.
Cllr Farrell asked if the council produced a document ahead of the WBC planning committee meeting putting HTC's points of importance across about the development at the Station, would the District Councillors agree to present this to the chief executive. They agreed to do so and asked what the general consensus of the council was to the development. All stated they were in favour of the development.
Action: Cllr Farrell will arrange a meeting with councillors to produce a document.
Cllr Brookman commented that Church St Car Park is too small to deck as the slopes required would lose too much space. Cllr Hewer confirmed the car park being considered for an extra storey would be the WBC car park in the Station.
Regarding the development of the old police station, WBC is negotiating with the developer about improving the junction of Station Road / Park Street.
6. **Committee reports (no more than 3 minutes per report)**
R&A – Cllr Simpson – Report has been circulated (see attached).
E&P – Cllr Farrell – Report has been circulated (see attached).
F&GP – Cllr Winser – A meeting was held on the 15th May. The Chair of the Youth & Community Centre attended and updated the committee on the renewal of the lease for the centre building. The committee agreed to hold a Skate Park Awareness Day at a cost of £1,750 + VAT, the office is checking available dates. The committee considered allocation of the annual grants to be agreed by Full Council (Item 7).
T&E – Cllr Crane – No meeting had been held. Cllrs Crane and Downe have visited Berkshire Labels who are willing to support the Hungerford Trade Showcase. John Willmott is in the process of identifying sites around the town which need improving and is doing this in association with the Chamber of Commerce.
H&T – Cllr Brookman – Report has been circulated (see attached).
7. **Report from Hungerford 2036 Project Team – Cllr Downe** – Report has been circulated (see attached).

The new website is now on line. A survey will be launched on line and by hard copy which will go out with the Adviser in two weeks' time. The survey will run for six weeks and hopefully most will be completed on line. There are 10 questions and it should take 10-15 minutes to complete. **Action:** Councillors were asked to encourage everyone to complete the survey.

There will be a series of initiatives to get people to complete the survey and this will include being present on market days, at Tesco's, visits to the John O'Gaunt school and local companies. **Action:** Clerk to check if a consent box is required to comply with new GDPR regulations.

8. Finance – Cllr Winser

a) Propose authorisation of cheque run payments (circulated) for last month - Cllr Winser proposed authorisation of cheque run of £35,750.42 including VAT, seconded by Cllr Simpson, all in favour.

b) Propose Year to date accounts – refer to circulated Income/Expenditure Report – Cllr Winser proposed the accurate Year to date accounts, seconded by Cllr Knight, all in favour.

c) Propose £19,700 of grant donations to various organisations as recommended by F&GP committee (circulated) – Cllr Winser proposed allocation of grant donations, seconded by Cllr Simpson, all in favour.

d) Propose quotation to purchase and install concrete table tennis table (put forward by R&A committee) – Various designs and quotations had been received. The maintenance of the table would be minimal but if the table was installed on the grass area at the Skate Park, a crane would be needed, and this would increase the cost. There would also be problems cutting the grass etc. There was discussion whether it could be located elsewhere; some felt it was age appropriate for the Skate Park. The decision was made not to proceed with the proposal at this stage and to put it on the action plan for next year.

9. Library

- Propose any final amendments to the Draft Licence between Hungerford Town Council & Hungerford Library and Community Trust. The handover is scheduled for the 15th June and due to the timescales, the Licence, which has been looked at by the HLCT, will go back to the solicitor for final amendments. *Cllr Hudson proposed agreement, in principle, to proceed with the amendments to the Licence, seconded by Cllr Downe, two abstentions, rest in favour.*

- Confirm plans for Official Library opening. The handover between WBC/HTC/Trustees will be on Friday 15th June at 10.00am. All are welcome to attend. The HLCT will relaunch the Hungerford Hub on the 8th September – this will be a whole day showcase event.

10. Propose acceptance of drafted Action Plan (circulated)

Cllr Simpson proposed acceptance of the Action Plan, seconded by Cllr Winser, one abstention, rest in favour.

11. CALA drawings – Item taken above.

12. Joined up thinking, a logical way for the council to operate efficiently – Cllr Cusack Consider receipt of reports for new agenda items – Cllr Simpson

Cllrs Cusack and Chicken had recently attended a meeting with GWR/NR regarding the railway station and Cllr Cusack's report on the meeting had been circulated. He used the station as an example of an issue that is covered by several committees and had circulated a document suggesting a designated councillor take the lead on such issues which would allow for a more robust and corporate approach to decisions and would prevent duplication and reduced admin work for the office.

Cllr Simpson proposed the existing HTC Report template which is already used by the office, should be completed by councillors if they have any proposals,(this to be trialled for 3 months) seconded by Cllr Knight, all in favour.

Action: Clerk to circulate the HTC Report template to all councillors.

The existing Action Plan is an informative document which should be referred to more extensively and it was suggested there should be an action plan meeting once a year to be more proactive when budget setting (this could be held in October). Each committee could have a wish list of their top 5 items and the Action Plan could be refreshed with an independent person invited to facilitate this approach. *Cllr Finlay proposed Kim Bedford is invited to be the facilitator, seconded by Cllr Knight, all in favour.*

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

14. **Part 2 – Consider changes to staff meetings and introduction of private individual appraisals – Cllr Simpson** – *Cllr Downe proposed the current format for staff meetings remain with the exception of staff appraisals which will be done individually, seconded by Cllr Crane, one abstention, rest in favour.*
15. **Part 2 – Croft Field Garden Room Project – Negotiations on price** – Quotations for outstanding work are being obtained. Discussions are on-going and should be finalised before next Full Council if need be by letter.

Meeting closed at 8.45pm

Mayors Report: May 2018

Cllr Helen Simpson

8 th May	Elected as Mayor at full Council
10 th May	Interview by phone Penny Post http://pennypost.org.uk/2017/06/interview-councillor-helen-simpson-deputy-mayor-hungerford/
10 th May	Interview by phone NWN
12 th May	JOG Colour Mile – handing out medals
12 th May	Open Studio's opening night
14 th May	E&P Meeting /Cala Homes
15 th May	F&GP Meeting
20 th May	Mayor Making Newbury
21 st May	Extra Full Council
22 nd May	Freedom of the Town Awards Ceremony
23 rd May	R&A committee
29 th May	E&P Meeting
1 st June	Hungerford Care Home Reception

District Councillors Report – June 2018

1. Members' bid - Paul and received the following confirmation that our bid in support of the HTC bus-shelter has been successful: - Your bid for a new bus shelter in Hungerford was approved by the Members' Community Bids Panel last Thursday and this scheme was awarded **£2,078.00** on the condition that there would not be any revenue implications for West Berkshire Council or responsibility for maintaining the shelter. Please accept this email as confirmation of your grant award.
2. Oakes Brothers Station development – Paul and I have requested call-in for this application in the event officer recommendation is for refusal so that the decision can then be made by the committee and this has been accepted by the Chairman.
3. Boundary Changes - The Parliamentary Order confirming the boundary changes can be seen at: http://www.legislation.gov.uk/ukxi/2018/536/pdfs/ukxi_20180536_en.pdf Hungerford will be the largest ward in West Berkshire with three members
4. Library – We are delighted with HTC success taking on the Library from 15th June reported in the recent press release.

Recreation, Amenities and War Memorials Committee Report

MAY 2018

Trees:

HTC now manage a considerable number of trees, it's become clear there is a need for a management program. We need regular inspections on all HTC trees. We have already inspected St Saviours and Memorial Avenue both of which will require work, Memorial Avenue has been prioritised due to location. R&A would like to create a working schedule for on-going future maintenance with regular

inspections in-line with all other H&S policies. Office will look into possible grants available, and speak to Town & Manor for advice

Table Tennis, Picnics, Skate Park:

R&A are considering the purchase of a concrete table tennis table sited at the skate park. Also, an idea to hold picnic events at the croft, we would like (once a week through summer Holidays) allow a FREE time for play and picnics for smaller children on the croft field. We could also provide a water sprinkler in warmer weather or just allow parents/carers to bring their own entertainment. From 10-4pm The idea of a skate park events day still has enthusiasm, but we may be too late this year (the company is nearly booked up) This is an expensive event we don't want to rush, may plan for next year with budget provision.

St Lawrence Churchyard:

We are currently looking at mending broken metalwork surround on a grave perimeter. HTC are not allowed to remove from the churchyard and the cost of repair is high. There is another grave with broken sandstone border. This is on going and quotes awaited

Croft Field Extension:

Carolann & Keith are currently negotiating with the contractor in order to complete the building according to contract. Details confirmed in Part 2

Allotments:

Report received from Haha and accounts presented ready for internal auditor. Haha are currently allowing more allocation per person to maintain empty plots. A problem of mare's tail (weed) is causing some concern, Plant sale on the town hall steps 9th June, (request for support please).

Another busy R&A.

Environment & Planning Committee Report

The Station (Rowlands) Development rolls on, still awaiting decision from WBC. Paul and James in favour of developing the area and will support our application however car parking and the fact that it is still a designated employment zone still applies according to WBC. Quite how a car park constitutes employment?.....

Hopefully by next Full Council we will be more informed.

Salisbury Rd. Still generating much interest and the CALA drawings not what we expected. Will be discussed at next E&P.

Still awaiting news on the house on the Extension/House enforcement of planning conditions to be concluded. St Lawrence Sq./ Church St.

Generally again small development porches, extensions and conversions coming before E&P.

Some letters of complaint were received some, from January about a new fence that had been erected in Eddington. This is still being looked into and a conclusion will be circulated.

I would like E&P to have input into the discussion surrounding the NP, land, building wants and needs and general opinions of the way forward to enable Hungerford to get the best outcome from this document. This could then be fed on for the town to add and advise us of their requirements they would like included.

E&P have not been privy to the sites WBC are looking at for 2036.

It would be a good idea to know where and what timescales for what sites they find preferable as they may not match our choices. So, some negotiating could take place. ASAP.

Carolann Farrell.

Highways and Transport Committee Report for May 2018

Railway Station

We have received confirmation from GWR that we have been awarded a grant under their CCIF scheme to improve the Up-line passenger shelter at the station. After about a dozen emails to NR, GWR and Macemain & Amstad, the suppliers of the existing shelter, I have finally found out who will be running the project. Lewis Ward of GWR will be responsible for the design, procurement and delivery of the project. There are some legal formalities to be undertaken between NR and GWR but since we have agreement in principle from HR then there shouldn't be any problems.

It was agreed at committee that we should join ACOR at a fee of £25pa who will give us support if we decide to go along the 'Adopt a Station' route. If we do, then we need to encourage a 'Friends of Hungerford Station' group of which HTC would be a member. Cllr. Chicken is dealing with this.

Street Lights

I'm still waiting for a quotation from WBC reading up grading the street lights in Coldharbour Road in readiness for adoption by WBC. The delay in their response is because they are awaiting a quotation from SSEPD for some service transfers.

Pigeons

A meeting with T&M, NR and I will take place within the next couple of weeks to agree what further steps can be taken by NR to make the rail overbridge in the High Street pigeon proof.

The Canal and River Trust have shown their support for us in preventing members of the public feeding the ducks by the canal bridge because this bread is bad for ducks and is a source of food for pigeons.

A document has been prepared to highlight the issues of pigeons to the general public. We are hoping that this document will be published in Penny Post, The Advisor and NWN. It will also be posted on the internet.

Another document aimed at food outlets within the town has been prepared.

Flooding in Bath Road

The frequent flooding in Bath Road opposite the Shell garage was reported to WBC about 6 weeks ago by Cllr. Crane. Their response was that due to cuts in the road maintenance budget they would add this complaint to their list of similar complaints across the district. They said that they would attend in several months' time! I renewed the complaint recently and, guess what, I had a similar reply.

CCTV

It was agreed that we should repair the faulty camera outside WH Smiths at a cost of £1,600. Before we give our contractor an order to do this then we need to find out the cost of upgrading this camera to give better coverage.

We have had a quotation of £4,931 to install a new camera on the existing pole at The Bear roundabout. There are still a few questions to be answered before we put it to Full Council for a decision.

Electric Vehicle Charging Points

Cllr. Downe is looking at providing a couple of charging points in Hungerford. Initial enquiries with WBC is that they would not be averse to offering two parking bays in their station car park but oppose using bays in the Church Street car park which was our preference because it is closest to the High Street. WBC objection is that it is small and well utilised at the moment. They also are against charging from existing street lamps.

John will now contact some of the companies who operate these facilities.

RB 1/6/18

Briefing for Hungerford Town Council meeting 4/6/2018

This is a project update for Full Council Agenda item 7.

Meetings and core team

Two further productive Project Team meetings have taken place with good attendances. We are very pleased to now have Janette Kersey join the team.

Progress report

Good publicity for the launch of the Hungerford 2036 project was achieved including the front page of NWN, extensive coverage on Penny Post, an article in the Adviser and in the soon to be distributed CHAIN magazine.

A **dedicated website** is now "live" at www.Hungerford2036.info (Please try it!). It includes a facility whereby the Town Clerk can easily upload documents, reference links and meeting minutes related to the project so that they are publicly available.

Plans for an **initial public survey** are well advanced (for completion by residents, people working or studying here and other town visitors). It will be launched in June and run online and in hardcopy form for 6 weeks minimum.

The survey is based on the "prototype" version some council members kindly completed and benefits from their and others' feedback. Online survey completion is preferred for cost and ease of analysis reasons, but hardcopies will also be widely distributed by the Adviser and elsewhere. Collection points for hardcopies are being established throughout the town and Hungerford New-town where additional copies will also be available.

Special provisions are being made for JO'G, local major employers and other member-rich organisations - again preferring online completion wherever possible. All available email and social network routes will be exploited to maximise participation.

Request to ALL Council Members

Please use all the contacts you have any other opportunities to promote participation in the public survey. It is very important that we get the widest possible coverage of all areas of the community to make sure we are hearing an accurate cross-section of opinions.

John Downe

1st June 2018