

HUNGERFORD TOWN COUNCIL

The Mayor
Cllr Keith Knight
3 Wessex Close
Hungerford
Berkshire
RG17 0NT
Tel: 01488 644671
cllrkknight@gmail.com



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

MINUTES of the **Environment and Planning Committee** held on Monday 26th March 2018 at 7.00 pm in The Library, Hungerford.

Present: Cllrs Farrell, Winsor, Knight, Crane, Hudson, Brookman and Simpson.

1. **Apologies for absence** – Cllrs Chicken and Whiting
2. **Declarations of interest** – None
3. **Minutes of the meeting held on 26th February 2018.** Cllr Winsor proposed the minutes as a true record, seconded by Cllr Brookman, all in favour.

4. **Planning Applications: -**

a) **18/00373/HOUSE**

**Little Barn, Old Hayward Bottom, Newtown
Charles Gardener**

Addition of 3 dormer windows and associated internal works. Velux window to front elevation and storm porch

Cllr Winsor proposed **No Objection**, which was seconded by Cllr Brookman. All in favour.

Some councillors were unable to access documents on the WBC web pages.

Action: Office to raise with WBC

b) **18/00436/ HOUSE**

**Poppy Cottage, Charnham Meadow
Beverley Jessett**

Conversion of part of garage to study/hobby room.

Cllr Farrell proposed **No Objection**, which was seconded by Cllr Simpson. All in favour.

c) **17/03506/FULD**

**Station Yard, Station Road
Rowlands Construction**

Erection of 7 dwellings with associated new bin/cycle store, access road, landscaping and parking.

An amended Transport Statement has been received to replace the earlier version submitted in error.

Cllrs remained happy with their previous response to the application.

Cllr Brookman proposed **Support** to the application, which was seconded by Cllr Knight, with all in favour.

Cllr Hudson arrived at 7:05 pm.

d) **18/00573/HOUSE**
2 Chantry Mead
Mr and Mrs Cukier

Proposed new garage and workshop with terrace above

Cllr Crane arrived 7:10 pm.

Cllr Brookman proposed **No Objection**, which was seconded by Cllr Crane. All in favour.

5. **Case Officers Reports:** - These were read out and noted.

6. **Review of the Action Plan/Strategy associated with Committee**

The Action Plan was considered and it was asked if it could be placed on the agenda for the next meeting, allowing Councillors to consider the plan.

Action: Office to place item on the agenda for the next meeting.

7. **Alterations to the arrangements of the E&P Committee**

- *Consider the proposal to reduce the E&P meetings from two to one per month*

This was discussed by the committee. Cllrs Hudson and Brookman suggested that two meetings a month should be kept in the diary, but one of those meetings should be “optional”. Cllr Winsor asked how the public would be informed if a meeting did not take place. She was told that agendas are published five working days before each meeting and are advertised on the web pages.

Cllr Farrell proposed that a monthly planning meeting would be needed, and that there is an option to hold a second meeting as required. This was seconded by Cllr Brookman, with all in favour.

- *Discuss the principle of setting up a delegated authority to allow minor planning requests to be reviewed.*

The committee discussed this and decided not to pursue this option.

8. **Neighbourhood Plan (NHP) – opportunity to raise any questions about the process**

Cllr Downe was welcomed to the table. He was previously the Chair of a Parish Council and led their NHP. He was invited to the meeting to answer any queries that Councillors had on the process, based on his previous experiences.

Concerns were raised that our NHP deadline being linked to WBC dead line for the Local Plan 2020 as it may mean that decisions are not made for the good of Hungerford. Cllr Downe responded that it is ideal that we complete just after WBC, as the district plan is then secure and we know what we have to conform to and then ensure that the unique bits of Hungerford are still retained. The meeting with representatives of WBC planning appeared positive and they were keen to work in tandem with our NHP team. It was asked if the NHP would allow the opportunity to influence local plans and the allocation of housing.

Concerns about the low number of people looking to help develop the plan were raised. It appears that it is HTC lead at the moment and concern was expressed that Cllr Knight was currently leading the process. Cllr Knight responded that he would hand over the process when an alternative chair had been secured. Cllr Downe suggested that HTC could provide leadership to the process. When he was previously the Chair of the Parish, the Clerk had been classed as the guardian of the process and external consultants were sought as required. It was confirmed that the previous Town Plan of Hungerford could be used in the generation of the NHP.

It was asked how to generation interest in the Town. Cllr Downe responded that in his previous parish talks were given to different sections of the community to show them why they should be involved in the process. Surveys via letterboxes or computer-based have been used. The idea of sub-compartmentalisation of user groups was welcomed, as the concept is very big.

The amount of input required from the office was raised. The NHP is a large undertaking and concern was raised that there was the available hours from the staff in the office. Cllr Downe responded that his previous parish had used grant money for the process to employ some-one for that project.

The councillors asked if the NHP would be able to protect Hungerford. Cllr Downe expressed the opinion that the NHP would protect the interests of Hungerford and its future development. The idea of larger companies may be able to help with strategy and software was suggested.

It was suggested that funding could be used to employ a person to produce the NHP, if insufficient people come forward to assist with the process.

9. Update on assigned action from previous meeting.

The revised letter to Oakes Brothers had been circulated by email and no issues were raised. The letter has now been sent.

Meeting closed 8.00 pm