

Hungerford Town Council (updated Jan 2025)

Action Plan 2023-2026 Highways and Transport

PLANNED REVIEW DATE	PROJECTS & AIMS	DESCRIPTION	PRIORITY (by importance)	COMPLETION TARGET	EMR/BUDGET or GRANT FUNDED
Railway Station					
	Aims -				
	Pressurise Network Rail, where possible to improve the station's and surrounding area's appearances.	Pursue painting and cleaning of station furniture, including painting of footbridge	MEDIUM	Completed except footbridge	GWR/NR cost
	Improve health & safety	Litter levels to be kept to minimum	MEDIUM	On-going	Voluntary group helping
		Network Rail offer 5 community days. Request clearance of their land north of the platform	MEDIUM		NR cost
Coaches and buses:					
	Aims:				
	Encourage the use of public transport by improving facilities and increasing passenger comfort	Consider use of all bays as potential drop off points for coaches and delivery lorries.	HIGH		
	Encourage more visitors to the town	Improved bus provision	MEDIUM	Monitor new on demand bus service in place from Nov 2023	Bus route subsidy budget £5540
Street lighting					
	Aim - Improve safety for road users and pedestrians	Ensure lights are kept in good repair. Report any issues to West Berks Council.	MEDIUM		
Mar-25	Reduce Town Council's liability	Aim to replace or upgrade by road or section, lamps owned by HTC to a standard acceptable for WBC to adopt. NOTE: 31 of the 62 lampposts left have been identified by WBC as acceptable for an upgrade to LED. 31 are not suitable and will remain in HTC possession.	HIGH	Project commenced April 2018. 30 of the possible 31 lampposts have been changed to LED and handed over to WBC. From April 2025 HTC are responsible for energy costs. From April 2026 HTC are responsible for all maintenance.	EMR Lamppost replacement £3234 Budget 2025 will add £9k into EMR
Public Parking					
	Aim - Adequate provision and improvement of options	Pursue 30 min free parking	HIGH		
Traffic					
	Aim - Pursue and ensure, where possible the safety of pedestrians in the high st	Assessment of problems and development of strategy to minimize impact.	MEDIUM	Investigate no left turn and push for improvements to pedestrian crossing visibility.	
Public Toilets					
	Aim - Adequate provision and upkeep of facilities	Vandalism concern to be monitored	LOW	CCTV in place	Insured
Jun-26		Carry out tender process for renewal of toilet cleaning/maintenance contract including waste disposal	HIGH	1st Sept 2026 (contract expires)	Public toilet annual budget £16,000
		Annual checks and services in place i.e servicing of hand wash units	MEDIUM	On-going	Included in above budget
		Public access to toilet on A4 bath road to be retained.	LOW		No cost to HTC. Funded by BMW garage.
CCTV					
	Aim - Improve safety and help reduce crime by increasing conviction rates	Retain the 23 existing cameras in good condition and maintain accessibility of footage for the police. Consider expanding network of cameras.	MEDIUM	On-going. CCTV recently connected at Triangle Field.	EMR CCTV Repair £2,595 EMR CCTV New £7,722 Annual request to Police for grant approx. £1000 usually received.
Monitoring of speeding					
	Aim - Improve safety for road users and pedestrians	Request enforcement of speed zones around Hungerford	MEDIUM	20mph zones being investigated	
		Purchased 4 x speed indicator devices (SIDS) plus T&M have two on the Common to use at agreed locations and regularly relocate.	MEDIUM	CLRs and staff member trained in use of SIDs	EMR £3,317 Maintenance budget.
Health & Safety					
	Aims - Improve health and safety for road users and pedestrians, residents and visitors	Maintaining and provide adequate supply of grit bins around Hungerford and checks in place to ensure they are kept filled	HIGH	On-going	Annual salt bin budget £1,200
Feb-25	Improve the town's image for visitors	Adequate supply of dog bins. Ensure regular emptying and encourage proper use.	MEDIUM	WBC removing 6 litter/dog bins	Annual dog & litter bin budget £4,500
		Control the amount of pigeons. Prevention of damage to property and risk to health.	MEDIUM	On-going programme to encourage property owners to install pigeon prevention netting and spikes.	EMR £3,578

ANNUAL EVENTS					
Switching on of Christmas Lights					
Jun-27	Aim – Bring Christmas spirit and increase visitor numbers	A contractor is appointed by tender process to install the Xmas trees and lights.	HIGH	3-year contract in place	Christmas Lights budget £40,000
Mar-25		Christmas trees are purchased separately.	MEDIUM	Place order in spring. Consider new supplier.	Budget £8,000
		A FOTT awardees are invited to flick the switch following musical entertainment.	LOW	Event takes place end Nov/beginning of Dec	
May-25		Road closure is required	MEDIUM	6 months in advance	Apply to WBC
Hungerford in Bloom					
May-25	Aim - Improve street scene and promote community involvement	Competition for residential, business, community and allotment entries with judging in July and presentation held in September	MEDIUM	July (judges required). Enter Britain in Bloom 2025 or 2026	Annual Hungerford in Bloom budget £1020
Jan-25		Continue to maintain floral displays in the High Street	MEDIUM	May/June (display starts)	Annual hanging baskets budget £6,000
Armed Forces Day Parade					
		Road closure is required	MEDIUM		Apply to WBC
	Aim – Continue our link with 6th Battalion REME	REME event held close to or on Armed Forces Day 24 th June. REME organise.	HIGH	June (Annually). Award FOTT in 2025. Team of marshalls required.	Managed by HTC, assisted by RBL in conjunction with REME. Civic expense budget.
80th Anniversary of VE-Day					
Jan-25	Aim – Honour those that served.	VE DAY Dance	MEDIUM	May/June	Objective - Cost neutral
Remembrance Day Parade					
	Aim – Honour those that fought in wars	RBL lead the organisation of a parade and service	HIGH	Nov – Remembrance Sunday. Team of marshalls required. Road barriers needed.	HTC in conjunction with RBL
Jul-25		HTC hold responsibility for event management including road closure, risk assessment, traffic management plan, insurance.	HIGH	set up list of volunteers from around Hungerford for working parties - table at Town Meeting	Included within salary budget
Annual Litter Pick					
	Aim - Improve health & safety and the appearance of the Common.	HTC has litter picking equipment available. Smarten Up Hungerford Volunteers operate in the town.	LOW	Usually held in spring or autumn	Support litter pick organised by Town & Manor prior to cows on Common.

Hungerford Town Council Action Plan 2023-2026 Recreation & Amenities

PLANNED REVIEW DATE	PROJECTS & AIMS	DESCRIPTION	PRIORITY (by importance)	COMPLETION TARGET	EMR/BUDGET or GRANT FUNDED
Allotments					
Mid 2025	Aim – Provision	Renew 5-year lease for Marsh Lane	HIGH	Lease ended 12/2022. Obtain in perpetuity when NDP is adopted, subject to planning permission	EMR legal costs £3966. Annual rent income £1,000
Apr-25		Consider seeking longer term lease at Fairfields. Rent - Peppercorn	LOW	2025	
		Hungerford Allotment Holders Association run both allotments	MEDIUM		Sinking fund £1,400
		Freehold for further allotments offered at Church Lane	HIGH	Solicitors agreeing transfer of land - aim to complete by end of 2024.	
Youth & Community Centre					
Dec-26	Aim – Provision of facilities to run a youth club	Negotiation of continued lease of Y&C Centre building with freeholders Excalibur	MEDIUM	Lease due 11/08/2027	Professional fees EMR £1,894
Dec-26		Negotiation of continued lease of tennis court (outside play area) with freeholders WBC	MEDIUM	Lease due 15/10/2027	Professional fees annual budget £3000 (to cover all HTC assets)
Croft Field Activity Centre					
	Aim – Improve building as a valuable community resource	Internal restructure to include new washrooms and improve building accessibility, in line with the Equality Act 2010, whilst considering suitability for long term hirers			
		Phase 1 – Main Hall/toilets and making building accessible		Phase 1 building work completed Aug 2023	
		Phase 3 - External cladding	LOW		
		Conversion of gazebo by Hungerford Shed into a workshop	HIGH	Solicitor drawing up lease	Costs to be covered by Hungerford Shed
Car Parks					
	Provision of adequate parking for each building	Triangle Field, Swimming Pool House, St Saviour's & Skate Park car park – Monitor potholes and carry out repair when required	MEDIUM	Monitoring On-going	EMR car parks £1,500

	Provision of Electric Vehicle Charging points	Consider any suitable locations for charging points	HIGH	New EV chargers installed in Church St Car Park - now live	Local authority funds EVCP
Triangle Field Changing Rooms					
	Aim – Improve Health & Safety	Health & Safety checks to be carried out by main user	MEDIUM	Responsibility of leasee. Evidence of checks required by HTC. Quarterley.	HRFC funds costs
Jan-25	Aim – Improve building as a valuable community resource	Annual inspection by HTC	LOW		
		Building (excluding small storage room) leased to main user. HTC hold freehold.	HIGH	Lease due 7/4/2028	HRFC funds costs
Community facilities					
	Aim – Promotion of facilities to encourage and maximize potential use	Marketing and promotion of Croft Field and Triangle Field facilities. Use of on-line calendar to manage and grow bookings.	MEDIUM	On-going	Advertising annual budget £1400
Jan-25	Aim – Improve Health & Safety	Annual checks to be carried out by Town Councillors for all areas it is responsible for to feed into the LCRS document.	LOW	Annually	Councillors/volunteers
Jan-25		Mandatory checks. Fire Risk Assessments, 5-year fixed wiring, PAT test, Fire extinguishers, Emergency lights, legionella, fire alarms, check first aid kits and accident books in place, risk assessments for events	HIGH	On-going. Refer to H&S schedule.	H&S annual budget and part of annual maintenance salary budget
Graveyards & Memorials					
Oct-25	Aim – Ensure public open spaces are well maintained	Power washing of paving slabs at Bridge St War memorial gardens to rid of moss	LOW	Clean annually ahead of Nov 11th	Provided by local working party
Apr-26		Project to replace surface at Bridge St War memorial garden. Consider bonded resin	HIGH	2026	EMR £1,000
Apr-26		Project to renovate War Memorial Avenue Bulpit Lane	HIGH	2026	Obtain quotes
Trees on land leased or owned by Town Council					
	Aim – Ensure public open spaces are well maintained	Maintain programme of regular checks and maintenance	MEDIUM	On-going - refer to Tree Programme	
		e.g. checking/trimming/pollarding where necessary of all trees under HTC's responsibility	MEDIUM	Works currently underway	EMR £3931 less recent works appointed
Benches for which Town Council is responsible					
	Aim – Ensure public open spaces are well maintained	Construct programme of regular checks and maintenance of all benches/picnic benches. List by area, priority and target date for maintenance man.	MEDIUM	Programme on-going.	
		e.g. cleaning/oiling benches and the repair and removal of broken materials	MEDIUM	Repairs as required	EMR £1,110 plus salaries budget - maintenance man labour.
		Refer to Bench policy for any requests for new benches	MEDIUM		Consider plastic recycled benches costing £570 with minimal maintenance.
Playparks/skate park and recreation ground					
	Aim – Ensure public open spaces are well maintained	Ensure contractors are completing all required tasks to a high standard as identified in quarterly ROSPA reports and	HIGH	Quarterly ROSPAs due Sept, Dec, March, June.	Budget playground repairs £2,200 Budget playground inspections £800 Play equipment EMR £14,800 Play equipment repairs EMR £295
Jul-25		Inspections by Town Council and our Health & Safety Consultant	HIGH	Annual H&S Risk Assessment in July.	Health & Safety budget £1900 (covers all HTC assets)
		Maintain and promote new skate ramps/parkour and pump track installed Sept 2023	MEDIUM	On-going.	Advertising budget £1400 (covers all HTC advertising)
	Aim - Provide inclusive play for disabled children.	Install specialist equipment in play park	MEDIUM	2025	Apply for grant funding
Development of a Leisure Strategy for Hungerford.					
		Review Leisure Centre provision to ensure value for money	MEDIUM	Further involvement	Cost approx £40,000 to WBC annually

Hungerford Town Council

Action Plan 2023-2026 Tourism & Economy (Considered under F&GP Committee)

PLANNED REVIEW DATE	PROJECTS & AIMS	DESCRIPTION	PRIORITY	COMPLETION TARGET	EMR/Budget or grant funded
Great Western Way					
		Ensure Hungerford has a full involvement in this project, to promote the work of the GWW and encourage Hungerford businesses to become involved. HTC to work with Town and Manor and the Chamber of Commerce to achieve this. Maintain Designated Ambassador status	MEDIUM	On-going	Included within the Annual subscriptions budget of £3,500

New edition of Town Guide & Maps					
		Compilation of new guide and tourist literature Welcome pack delivered to new houses built	MEDIUM	Review this action	
Tourist Info point					
		Information leaflets available in the foyer of the Hub.	LOW	Any further actions?	HL&CT to arrange
Reduce number of Empty Shops (Also an E&P Project)					
		Development of strategy to remove the number of empty shops and consider larger companies to enter town to enhance the local enterprise	LOW	WBC action	
Promotion of Town					
	Aim – Improve economy by supporting retailers and local businesses	Work with Chamber of Commerce to enhance support to local businesses	MEDIUM	On-going	Tourism support EMR £1220
		Progress Town Strategy	MEDIUM	On-going	
		Create a Heritage Trail		Created on-line. Produce maps/plaque	
		Develop Visit Hungerford website	MEDIUM	New website is live. Continue to improve.	
Town Trade Fair					
	Aim – To promote business and training/employment links with the school?	First held in September 2017 at JOG School. Now run by JOG School. HTC to support.	LOW	Held Annually in the autumn	Nil cost

Hungerford Town Council

Action Plan 2023-2026 Finance & General Purposes

	PROJECTS	DESCRIPTION & FUNDING	PRIORITY	COMPLETION TARGET	EMR/Budget or grant funded
Local Council Award Scheme					
2026	Aim - Retain Quality Award	Obtain the Foundation Award (by adopting an Action Plan) Obtain the Quality Award (2/3rds of councillors to be elected. Evidence of helping the community plan for its future etc. See criteria.	MEDIUM	Quality Award achieved 2022. Valid for 4 years.	Annual Staff Training budget available £1000
Search tool for town council assets					
		Litter and dog waste bins are plotted on West Berks Council interactive map. Spreadsheets available for lists of benches and grit bin and these are on our website.	LOW	On-going	
Improvement of communication					
		Improved use of social media, newsletters, website	MEDIUM	On-going	Newsletters budget £3,500
		Keep website compliant with accessibility requirements		TEEC carried out check to ensure remain compliant 2024	
Oct-25		Annual Report as required by Quality Award		Issued every Oct/Nov	Annual report budget £1500
		Improved transparency - display of reports as an attachment to minutes		In place	
		Use of interactive board to display plans/ info at meetings		Available	
		Contact us section on website		In place	
Planned fundraising					
		Ability to plan further ahead and apply for funds for future projects outlined in Action Plan Use of The Good Exchange local fundraising platform	MEDIUM	On-going	No fee for use of fundraising platform
Localism					
Jan-25		Further services to be devolved from WBC??	MEDIUM	Bins? Wait outcome of consultation in January. Changes effective from next financial year.	
Compliance with policy					
May-25		General Data Protection Regulations – Clerk appointed as Data protection officer.	MEDIUM	Review annually	
Jan-26		H&S actions to be met, including producing of Annual Risk Assessments.		LCRS review in Jan. H&S Policy - 3yr	Health & Safety annual budget £2,300
Mar-25		Complying with employment law Complying with insurance conditions. Meeting legal requirements for audit,		HR Policy - 3 yr Renews June	HR annual budget £1,900 Annual Insurance budget £8,000 Annual audit budget £2,200
Formulate Emergency Plan					
			MEDIUM	Plan produced. On-going updates.	No cost as in-house
Training sessions					
		Training policy in place for councillors and staff	MEDIUM	Training on-going.	Annual Councillor training budget £200. Note free through BALC.

		Clerk to be trained (12 cpd points annually) to qualify for Local Council Awards	MEDIUM	Training logged	Annual staff training budget £1,000
Feb-26		Include H&S training every 3 years	MEDIUM	Next session due Feb 2026	Included in above budgets.
Promote the setting up of a Volunteers List					
		Smarten Up Hungerford volunteers are available	LOW		SUH EMR £1,000 for materials
ANNUAL EVENTS					
Jan-25	Town Meeting	Held annually in March open to all, with presentations or displays from local groups and HTC Finance report to detail Precept and budgets Question & answer session to be included	HIGH	March Annually	Annual room hire budget £600
Jun-25	Grant presentation	Annual event presenting cheques to local organisations and charities benefitting the residents of Hungerford	LOW	Sept Annually	Annual civic expenses budget £1,500
Jun-25	Freedom of the Town Awards	Presentation of awards to worthy recipients following their announcement publicly	MEDIUM	Oct event	Included in above budget.
	Fly a flag (Commonwealth Day)	Civic event led by the Mayor	LOW	March Annually (if required)	Included in above budget.
Nov-25	Town's Carol Service	Hosted by the Mayor	LOW	Held on a Sunday before Christmas	Included in above budget.
Feb-25	Mayor's Reception	Evening social event	LOW	April Annually	Annual mayoral expenses budget £1,200