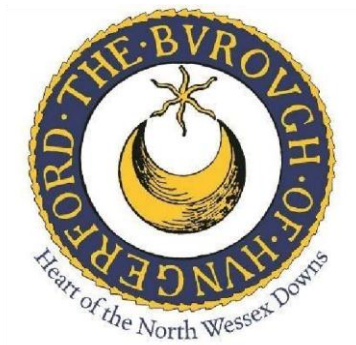


HUNGERFORD TOWN COUNCIL

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MINUTES of the **Environment and Planning Committee** meeting held on Monday 13th October 2025 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), member of the public

Agenda items listed in order of discussion at Council meeting.

EP202565 Apologies for absence – District Cllrs Gaines, Benneyworth & Vickers

Cllr Cole, Chair of Environment & Planning (E&P) welcomed a local resident to the meeting and invited him to speak regarding Planning Application 25/01687/FUL for 14 Charnham Street, Hungerford, RG17 0ES. The proposal seeks to change the use of the premises to a Hot Food Takeaway.

The resident expressed concerns about the impact on traffic and parking, noting frequent parking violations including vehicles stopping on double yellow lines and on both sides of the road. He referenced the **Manual for Streets** as guidance and highlighted issues with visibility and line of sight at the location.

Councillors confirmed that Hungerford Town Council (HTC) had formally objected to the application due to road safety concerns. A site visit has been scheduled by West Berkshire Council (WBC) to assess the situation.

HTC has also requested a ‘members call-in’ should planning officers be minded to ‘approve’ the application. Updates will be provided as the matter progresses.

The Chair thanked the resident and he left the meeting.

EP202566 Declarations of interest – Cllr Hall re planning application 25/01932/HOUSE, 1 Kennedy Meadow, Hungerford, RG17 0LR.

EP202567 Approval of Minutes of the Meeting held on Monday 8th September 2025 and update on actions

Action 1: District Cllr Gaines actions remain outstanding as she awaits updates from WBC.

Cllr Cole proposed that Hungerford Town Council (HTC) should establish a formal policy regarding the installation and recognition of Blue Plaques within the town. He recommended that the Deputy Town Clerk (DTC) investigate this further and draft a proposed policy and process for consideration.

Action 2: DTC to research Blue Plaque schemes and prepare a draft policy and procedure for HTC.

Proposed: Cllr Cole

Seconded: Cllr Simpson

Resolution: Return item to next meeting with a draft policy and process

Action 3: DTC to contact WBC Pavement Licence team to obtain an update on local pavement licences & safety concerns

Proposed: Cllr Coulson

Seconded: Cllr Hall

Resolution: Minutes of the Meeting held on Monday 8th September 2025 were approved as an accurate record.

EP202568 Any Health & Safety issues of concerns – none

EP202569 Appoint new Deputy Chair of E&P Committee

Cllr Hall confirmed his willingness to take on the role of Deputy Chair of the Environment & Planning Committee, stating he would do so with appropriate guidance and training.

Cllr Simpson formally proposed the appointment, noting that it would be beneficial to have a newer councillor in the role, particularly one with strong local knowledge and support from the committee.

Action: DTC to book a suitable location for the pending training course on the National Planning Policy Framework.

Proposed: Cllr Simpson

Seconded: Cllr Mulholland

Resolution: Cllr hall voted in as Deputy Chair of Environment and Planning Committee (E&P).

EP2025070 Planning applications:

- a) **Ref:** 25/01932/HOUSE
Address: 1 Kennedy Meadow, Hungerford, RG17 0LR
Proposal: CONVERT GARAGE TO ANNEXE
Link: [Planning Documents \(westberks.gov.uk\)](https://www.westberks.gov.uk/planning-documents)
Extension to HTC deadline granted to 15th October

Cllr Hall left the meeting whilst this application was discussed. Cllr Cole led a review of the planning application with fellow councillors and confirmed that Highways had raised no objections. It was noted that several nearby properties had already been converted for business use, with many operating from garages, thereby establishing a precedent in the area.

Councillors agreed that, while the proposed use may align with existing patterns, the garage should not be sold as a separate entity from the main property.

Proposed: Cllr Winsor

Seconded: Cllr Fyfe

Resolution: No objection

- b) **Ref:** 25/01833/HOUSE
Address: 6 Lourdes Crescent, Hungerford, RG17 0GY
Proposal: Retrospective approval of single storey rear extension
Link: [Planning Documents \(westberks.gov.uk\)](https://www.westberks.gov.uk/planning-documents)

Extension to HTC deadline granted to 15th October

Cllr Cole summarised the details of the planning application. A question was raised regarding the presence of covenants and how one might determine if a covenant exists. It was confirmed that such information is publicly accessible, but it appears that West Berkshire Council (WBC) had not investigated this aspect. Councillors discussed the enforcement of covenants and noted that it is often left to neighbouring residents to raise such issues, as covenants are not typically recorded on Land Registry deeds.

Councillors also noted a public objection on file, which stated that no orange site notice had been displayed. Additionally, concerns were raised about inaccuracies in the submitted plans, specifically that measurements were not drawn to scale (e.g. 3m shown instead of 2.4m).

Proposed: Cllr Fyfe

Seconded: Cllr Simpson

Resolution: Hungerford Town Council objects to this planning application on the basis of the 3rd party objections submitted on 29th September and request WBC planning department investigates accordingly.

c)

Ref: 25/01960/HOUSE

Address: 25A Park Street, Hungerford, RG17 0EF

Proposal: Installation of a timber garden studio in the side garden of 25A Park Street

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

Extension to HTC deadline granted to 15th October

Cllr Cole reviewed the application. It was noted that whilst the proposal would be visible from the road, the Conservation Officer had no concerns and recommended it for approval.

Proposed: Cllr Coulson

Seconded: Cllr Hudson

Resolution: No objection

d)

Ref: 25/01909/CERTE

Address: The Holdings, Salisbury Road, Hungerford, RG17 0RA

Proposal: Regularisation of various internal and minor works in respect of barn conversions undertaken circa 25 years ago

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

NB: This is an application for a Certificate of Lawfulness and can be dealt with on matter of fact only. If the use or proposal is considered to be lawful on the balance of probability of the evidence provided a Certificate of Lawfulness must be issued. Consequently, only factual observation may be taken into account.

HTC recorded no comment as this was a certificate of Lawfulness and HTC had no previous knowledge of this application as it had not been sent to us.

e)

Ref: 25/02051/HOUSE

Address: Sanham House, Sanham Green, Hungerford, RG17 0RS

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

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

Cllr Cole reviewed the application and accompanying site plans, noting that no comments had been received from the Conservation Team. Councillors observed that, once again, the statutory orange site notice had not been displayed. There was some uncertainty as to whether the responsibility for displaying the notice lies with residents or the planning authority.

Action: Deputy Town Clerk (DTC) to contact West Berkshire Council (WBC) to seek clarification on the policy regarding the display of orange site notices.

Proposed: Cllr Fyfe

Seconded: Cllr Mulholland

Resolution: No objection

- f) **Ref: 25/02170/HOUSE**
Address: Foxley House, Hungerford Park, Hungerford, RG17 0UT
Proposal: Two storey extension
Link: [Planning Documents](#)

Cllr Cole reviewed planning documents and noted there were no objections from Highways.

Proposed: Cllr Mulholland

Seconded: Cllr Coulson

Resolution: No objection

- g) **Ref:25/02207/ HOUSE**
Address: 12 Church Way, Hungerford, RG17 0JU
Proposal: Single Storey Rear Extension & Internal Alterations with demolition of existing conservatory.
Link: [2Planning Documents \(westberks.gov.uk\)](#)

Councillors reviewed the planning application and associated documents, noting that the property had previously been considered under an earlier application relating to onsite parking improvements. No comments were received from other consultees, and councillors raised no concerns regarding the current proposal.

Proposed: Cllr Coulson

Seconded: Cllr Fyfe

Resolution: No objection

EP2025071 Case Officers Reports

Action 1: DTC to change 'n/a' on HTC's response to 'not seen'.

Action 2: Cllr Fyfe noted he was providing letters for planning application 25/00275/MDOPO Station Yard, Station Road, Hungerford

- a) **Ref: 25/00729/FUL & 25/00730/LBC**
Address: 4 Bridge Street, Hungerford, RG17 0EH
Proposal: Partial change of use from retail (Ei) to dwellinghouse (C3)
Link: [Planning Documents \(westberks.gov.uk\)](#)
WBC: Granted
HTC: No objection to this planning application
- b) **Ref: 25/01926/CERTP**
Address: 49 Church Street Hungerford RG17 0JH
Proposal: Siting of Caravan to provide additional accommodation for family of Homeowners
Link: [Planning Documents \(westberks.gov.uk\)](#)
WBC: Certificate of Lawfulness
HTC: n/a
- c) **Ref: 25/01686/COND**
Address: Station Yard, Station Road, Hungerford, RG17 0DY

Proposal: Application for approval of details reserved by condition 11 (SuDs) of approved 17/03506/FULD

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

WBC: Refused

HTC: No comment requested on 25/01686/COND but HTC strongly objected to **25/00275/MDOPO**

- d) **Ref:** 25/00637/FUL
Address: Sarah Styles Florist, Ground Floor, 2 Bridge Street, Hungerford RG17 0EH
Proposal: Retrospective Part Change Of Use From Commercial (Shop) To Residential
Link: [Planning Documents \(westberks.gov.uk\)](https://www.westberks.gov.uk/planning-documents)
WBC: Granted Retrospective Planning
HTC: no comment.
- e) **Ref:** 25/01494/COND
Address: Dick Lovett Mini, Hungerford Garage, Charnham Street, Hungerford
Proposal: Approval of details reserved by Condition (16) External Lighting of planning permission 22/02287/FUL: Demolition of outbuildings and pub rear extension and extension and redevelopment of existing MINI dealership incorporating adjacent property
Link: [Planning Documents \(westberks.gov.uk\)](https://www.westberks.gov.uk/planning-documents)
WBC: Approval
HTC: 25/01494/COND no comment required. 22/02287/FUL HTC strongly supported
- f) **Ref:** 25/01724/HOUSE
Address: 5 Tarrants Hill, Hungerford, RG17 0BL
Proposal: Side extension to convert existing conservatory with associated internal alterations.
Link: [Planning Documents \(westberks.gov.uk\)](https://www.westberks.gov.uk/planning-documents)
WBC: Approved
HTC: No objection as long as 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
- g) **Ref:** 25/01447/CERTP
Address: 78 High Street Hungerford RG17 0NA
Proposal: Roof replacement to the Slates, Battens & the rainwater goods and soffit panels, following a survey. There is also spalled render on the front elevation. Tiles would be replaced with Spanish Grade A Slate 500x200mm Tiles & the works wouldn't change the line of the currently installed roofing. Gutters & Downpipes to match existing.
Link: [Planning Documents \(westberks.gov.uk\)](https://www.westberks.gov.uk/planning-documents)
WBC: Certificate of Lawfulness
HTC: n/a

Meeting ended 8.04pm