

HUNGERFORD TOWN COUNCIL

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MINUTES of the **Full Council Meeting** held on Monday 7th October 2019 at 7.00pm in the Corn Exchange Complex, Hungerford.

Present: Cllrs Simpson, Downe, Chicken, Lewis, Alford, Hudson, Hawkins, Fyfe and Gaines.
Also: Representatives from Penny Post and Hungerford Youth & Community Centre. District Cllrs Dennis Benneyworth (DB), James Cole (JC) and Claire Rowles (CR) and Dr Liz Bell.

Cllr Simpson started the meeting by informing Council that Cllr Rob Brookman has resigned from HTC. Thanks were extended to him for the number of years he has served on the council and for all his hard work during that time, especially with regard to the Christmas lights. His presence on the council will be missed. She introduced Dr Liz Bell who has just started work as the new Deputy Town Clerk and welcomed her to the council.

Police – No police were present at the meeting, but a report had been circulated – see attached.

Hungerford Youth & Community Centre – Charlie Barr introduced herself as the HYCC Clerk and gave a brief run down on the recent history of the Centre. Previously the Centre was funded and staffed by WBC but in 2012 this funding was withdrawn. The Centre continued to operate thanks to contributions from HTC and other organisations. Since 2016 a new committee has focused on bringing the physical aspects of the building up to scratch. A part time Clerk was employed. HYCC is now registered as a Charity. Annual running costs are currently £15,000 and HTC's grant goes towards these costs. HYCC is planning to employ a youth worker at a cost of £30,000 a year. The building needs to be used more and having a youth worker will make all the difference as there will be the opportunity to offer more sessions and for different age groups. The key for the natural progression for the Centre over the next 3 years is to obtain local funding which will encourage national funding.

The District Councillors advised they would be keen to visit the Centre.

CB left the meeting at this point at 7.15pm.

- 1. Note apologies for absence** – Cllrs Brookman, Cusack, Knight, Crane and Winsler.
- 2. Declarations of interest** – None.
- 3. Approval of Minutes of the meeting of the Full Council meeting of 2nd September 2019 and outcome of any actions** - *Cllr Gaines proposed the minutes as a true record, seconded by Cllr Simpson, 3 abstentions, rest in favour.*
- 4. Mayor's Diary** – Refer to attached report.
- 5. District Councillor's Reports**
DB extended thanks to Cllr Brookman for his hard work for the council. At a recent visit to Hungerford, the CEO of WBC visited the Hub and agreed to chase the issue of parking permits for volunteers of the Hub. The planning application for extra floodlights at Hungerford Tennis Club has been withdrawn; they

hope to re-submit this in the New Year. The WBC speeding review is on Wednesday 9th October and among other matters, the speed limits across Hungerford Common and through Lower Denford will be discussed. Cllr Simpson advised that she, together with Cllrs Downe and Chicken, will be attending the review with representatives from Town and Manor who have been gathering signatures for their petition. Cllr Hudson commented that if the review decided not to reduce the speed limit, other measures may need to be considered e.g. a mini roundabout, reflective signs and strips.

JC reported that members of the PPP team visited Hungerford and have drawn up a report regarding the pigeon problem that should be received by HTC next week. A representative from the PPP is willing to come to the FC meeting on the 2nd December to explain what they do. The meeting will start at 6.45pm (6.30pm for F&GP to sign cheques) and the PPP presentation will finish at 7.15pm. This should allow time for a Q&A session. Regarding the Salisbury Road development, WBC negotiations with the developer continue; this hasn't gone to Western Area Planning yet. The determination date has been deferred.

CR advised that WBC is holding a Climate Change Conference on the 28th October at Newbury College from 10am-4pm. Anyone wishing to go needs to register in advance as places are limited.

Thanks were extended to the organisers of the Hungerford Food Festival which took place on Sunday. It was a very successful event.

Cllr Simpson advised she has had various communications regarding planting of trees in the town. She will bring this matter to a future FC meeting.

The District Councillors left the meeting at this point at 7.38pm

6. **Hungerford 2036 – Report was circulated (and is attached).** Cllr Downe reported the consultation meeting with councillors on the 24th Sept regarding the set of site selection criteria had been a useful session. There has also been input from representatives from WBC. All this needs to be incorporated into the work that has already been done. It is hoped the housing site assessment criteria will then be ratified at FC in November so they can be made public in time for the publication of WBC's HELAA. The committee joint chairs have attended a couple of useful briefing sessions recently.
7. **Approve the spending of £7,231.52 from Earmarked reserves for the upgrade of 7 (Seven) streetlights in Park Way and approve adoption by West Berkshire Council after the work is complete.** *Following agreement at the last H&T meeting, Cllr Simpson proposed to approve this proposal, seconded by Cllr Chicken, all in favour.*
Approve that HTC take forward further upgrades and adoption of streetlights within the Street Light Earmarked Reserves Budget. *Cllr Fyfe proposed to approve this proposal, seconded by Cllr Simpson, all in favour.*
8. **Committee reports (no more than 3 minutes per report)**
R&A (Cllr Simpson) – Refer to attached report which has been circulated. Cllr Simpson feels it would be helpful if another councillor would consider joining the Triangle Field Management Committee. The office is still chasing the progress of the Marsh Lane allotment lease.
E&P (Cllr Gaines) - Refer to attached report which has been circulated. The issue of tables and chairs outside the Costa Coffee shop is ongoing – the owners still need to submit a planning application.
H&T (Cllr Chicken) - Refer to attached report which has been circulated. Cllr Gaines was asked to look at the original planning application for the development behind the Three Swans to ascertain what was originally agreed regarding deliveries.
T&E (Cllr Crane) – No report had been received.
9. **Finance –**
 - a) **Propose authorisation of cheque run payments (circulated) for last month – Cllr Downe proposed the cheque run of £21,826.29, seconded by Cllr Chicken, all in favour.**
 - b) **Propose Year to date accounts – refer to circulated Income/Expenditure Report – Cllr Simpson highlighted any budgets that had spent more than expected at this point in the year. Mostly this was due to phasing issues. Cllr Simpson proposed the accounts, seconded by Cllr Gaines, all in favour.**

c) **Agree contract for cleaning of the Croft Field Centre (circulated)** – Councillors acknowledged that a new contractor (Heart Facilities Ltd) has started cleaning at the Croft Field Centre (and at the Hub), but want to defer entering into a contractual agreement until further discussions have taken place with the Hub manager.

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

Meeting ended at 8.20pm

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.

11. Consider locum cover for Town Clerk and budget - Cllr Downe proposed employment of a locum Town Clerk for 15 hours per week until further notice, seconded by Cllr Lewis, all in favour.

12. Update regarding special nomination for Freedom of the Town – Cllr Simpson advised that due to pressures of work in the office, this item will be postponed until further notice.

Meeting closed at 8.45pm

REPORTS:

Hungerford Town Council Meeting
Monday 7th October 2019

Police Report

Crime Report

I have reviewed the recorded crime for the last month (06/09/19-06/10/19) and provide a precis of the figures below- These are crimes recorded as occurring in Hungerford. It does not include the villages and wider communities.

There have been 2 x Assaults with injury and 4 x without injury.

There have been 2 x Burglary Dwellings and 1 x non-dwelling.

There have been 4 x Criminal Damage reports.

There have been 3 x Shopliftings (including attempts), 5 x miscellaneous thefts, which includes bilkings (not paying for fuel etc) and 1 x theft of a pedal cycle.

There were no theft from vehicles, theft of vehicles or drug offences recorded during this period.

The Team

PS Andrew Murray joined the team at the start of October as the NHPT's Sergeant. He has worked previously as a 'Response Sergeant' for West Berkshire and therefore has some previous knowledge of the Hungerford area.

PC Dave Burleigh has recently left the team to take up a new role elsewhere.

The current set up of the team is 1 x Inspector, 1 x Sergeant, 2 x Police Constables and 6 x PCSOs to cover the Hungerford and Downlands area.

The team are contactable by email but this should not be used in an emergency or for crimes in progress as it is not monitored 24/7. The email address is below –

HungerfordandDownlandsNHPT@thamesvalley.pnn.police.uk

Other messages

Please encourage local people to sign up for Thames Valley Alert. As well as local crime information, you can receive details of the latest scams.

The Herbert Protocol. We are keen to promote this initiative which helps us all to try to keep vulnerable members of our community safe.

<https://www.thamesvalley.police.uk/notices/af/herbert-protocol/>

And finally a plea to keep reporting stuff to us via 101 or 999. We sometimes find that news travels fast round a community but if no one tells us, we don't know about it.

Mayors Diary: for October FC 2019

Cllr Helen Simpson

September Activities:

- 2nd Full Council Meeting
- 4th Internal office handover meeting.
- 5th-13th Supporting office, helping to cover staff holidays.
- 8th Civic engagement - High Sheriff of Berkshire – Reception.
- 9th Environment & Planning Meeting.
- 9th Tourism & Economy meeting.
- 16th GDPR Cllr training.
- 17th Off-site Cllr Finance training.
- 19th Office meeting – Discuss requirements for Locum cover search.
- 20th Induction Planning alongside F&GP Chair – preparation for new staff member.
- 23rd Highways & Transport Committee meeting.
- 24th H2036 Joint engagement - update meeting.
- 27th AGM Berkshire Vision.

H2036 Report



Oct2019 HTC
report.pdf

Report to Hungerford Town Council – Highways & Transport Committee

23rd September 2019

Agenda Item No 8 – Hungerford Footway Lighting:

7 (Seven) Street Lights – Park Way Hungerford

Background

The Council owns 104 Street lights in Hungerford. The reason why these were not passed to West Berkshire Council (WBC) at some point in the past is not known.

Members may be aware that West Berkshire Council has in last 2-3 years upgraded all their lights, but ours were not included.

We have had a quote from WBC for bring these seven lights in Park Way Hungerford up to adoptable standards at £7,231.52 + Vat. They have said by email that they would then consider adopting these and therefore removed from our asset register and of course any further liability in the future.

Options

I am not sure we have much option to bring these lights up to current standard. We do have available £14,150 in Earmarked Reserves available to pay for this exercise.

Also, members might wish for the officers and Chairman of H & T to explore if further lights could be upgraded and transferred to WBC.

Recommendations

That Members approve the spending of £7,231.52 from Earmarked reserves for the upgrade of 7 (Seven) streetlights in Park Way and approve adoption by West Berkshire Council after the work is complete.

The Members further approve that we take forward further upgrades and adoption of streetlights within the Street Light Earmarked Reserves Budget.

Signed: Jeff Ford Responsible Financial Officer 12th September 2019

Recreation and Amenities update October 2019

Committee's first meeting since July so, very large agenda to work through.

Allotments – HAHA

HTC are still not in receipt of the final copy of the Marsh lane allotment lease.

All plots at Marsh lane are now occupied with a waiting list, some plots at Fairfield's would be more marketable, this should improve when maintenance tasks around perimeter are completed. HTC's auditor has approved HAHA's annual report. HAHA continue to work extremely hard on fundraising and thanked the community for supporting these events.

Croft Field Activity Centre

Recent improvement works (Despite some recent vandalism), has smartened up the area. WBC's recent site visit has hopefully secured s106 monies to further improve and update this site internally. (HTC Action plan) As a community asset we are looking to reduce the 3K rent currently paid to WBC annually, currently running at a loss. New cleaning contractors instructed following the cancellation from the previous company. Committee have voted to install a height restriction barrier to the car park. Committee also voted to install fire doors to the north room. Sadly, committee were unable to support a request from the surgery to allow admin staff to park on site through the day.

War Memorials

Maintenance to the benches through war memorial avenue is now complete.

Cllr Hawkins wrote a very detailed report for upgrading/improving both sites over the medium and long term. A tree surgeon has been instructed to complete some heavier tasks. It is hoped with support from RBL, Smarten Up team and HTC temporary measures will be in place ahead of Armistice Day. Access for working on this site remains challenging.

TFMC

Outstanding health and safety records from TFMC have been requested. Changing room heaters and hand driers (fundraised for last year) have not yet been installed, committee has requested this action is prioritised by TFMC ahead of the colder weather.

Thank you to committee members for supporting me (committee chair) through a busy period and to all office staff for working through the many actions arising from committee meetings. We are now concentrating on budgets to further support the action plan into next year.

ENVIRONMENT AND PLANNING REPORT TO TOWN Council 7th October 2019

There were Six planning applications, 1 case officers Report and various updates on previous applications discussed during the E & P meeting on 9th of September 2019.

1. A request from Hungerford Hub to proceed with application for planning permission to erect new signage on the outside of the Library building was agreed by the committee.

2. Planning Applications: -

- a) **19/01982/HOUSE** - 2 Horn Hill Cottages, Sanham Green – two storey side extension and single storey rear extension.

Cllr Knight proposed No Objection, seconded by Cllr Simpson, one abstention, rest in favour.

- b) **19/02065/FULD** - 26 Charnham Street – Charnham Properties Ltd – Further Variation of conditions to this planning application.

Cllr Hudson proposed No Objection, seconded by Cllr Lewis, one abstention, rest in favour.

- c) **19/02066/LBC2** - 26 Charnham Street – Charnham Properties Ltd – changes to the outside plan including bin store, parking area and seating area.

Cllr Hudson proposed No Objection, seconded by Cllr Simpson, one abstention, rest in favour.

- d) **19/01949/FULMAJ (Adjacent parish)** Inholmes House, Woodlands St Mary – Quadrangle Nominees
This was sent to the committee for information only and was noted by the committee

- e) **19/02045/HOUSE** - Eddington Mill House -Substantial repairs to damaged non-listed outbuilding within the setting of listed buildings Eddington House and Eddington Mill.

A non-precunatry interest was declared on this application

Cllr Simpson proposed No Objection, Cllr Chicken seconded, all in favour.

- f) **19/19/02115/ADV** - 119 High Street – Costa Coffee property -New fascia and projecting sign.

Cllr Chicken proposed No Objection, Cllr Hudson seconded, all in favour.

3. Case Officers Reports: - the Decision was noted

4. Updates on planning applications

- a. **Coffee #1 (18/02839/FULD)** - It was noted that Coffee #1 is opening this week.
- b. **Newtons Mews (19/01166/FULD)**. With regard to Newton Mews it was acknowledged that works will commence on refurbishment of the whole site in due course. **(update the retail premises changes have been made and they have reopened)**
- c. **119 High Street – Costa Coffee** Cllr Gaines is in contact with West Berkshire Council's Enforcement Officer regarding the outside seating on the pavement in front of Costa Coffee. Tables and chairs have now been removed, leaving just 2 remaining. WBC's Highways Officer, alongside the Enforcement Officer, will meet on site on return from holiday, to discuss next steps. **(update they have been asked again for a planning application for the outside seating WBC officers are keeping HTC informed by email)**

5. Budget setting – Consider committee budget for financial year 2020-2021 The committee considered that the budget should include: H2036 and Legal Fees.

Cllr Gaines Chair E&P October 2019

H&T Report For Main Town Council meeting

Rob Chicken - Chairman

6th October 2019

Road signs obscured by vegetation

We have received a report back from West Berkshire that they will undertake the work to clear the road signs that are obscured, and they have thanked Councillor Fyfe for his work.

Wildflower areas

West Berkshire are now looking at funding for wildflower verge improvements for next year, but this may involve some funding by HTC. Suggestions for suitable areas will be circulated, and any other suggestions can be forwarded to Councillor Cllr Hawkins.

Smarten Up Hungerford

John Wilmot gave a full report which is available.

Update on Pigeons

James Cole reported that he had arranged for two members of the Public Protection Partnership organisation to visit the town to assess what can be done in the longer term. This has now been carried out and one of the recommendations is that we remove the wall bracket outside Mr Dodds shop. Mr Dodds has agreed to this and we are now awaiting quotes for the work.

Parking concerns regarding deliveries to the Three Swans

There have been complaints from the public regarding the illegal parking of delivery vehicles. I have spoken to the Manager, Mr Sam Neale, and he has assured me that this is contrary to company policy. All deliveries, except large lorries are delivered at the back of the building. The larger lorries park in front of the Corn Exchange and Barrels are rolled across the pedestrian crossing. There are no large lorry deliveries on Wednesday because of the Town weekly street market. He promised to investigate the deliveries that have parked illegally and will ensure that all future deliveries will conform to the company policy.

Railway Station Car Park and improved facilities Update

An application for two grants has been submitted by West Berkshire to GWR together with a supporting letter from HTC. One is for a feasibility study for the car-parks, and the other is for the painting of the footbridge.

Hungerford Footway Lighting

See separate agenda item

Budget Setting

The committee plans to meet informally on 21st October to discuss options.