

HUNGERFORD TOWN COUNCIL

The Mayor
Cllr Helen Simpson
57 Fairview Road
Hungerford
Berkshire
RG17 0BP
Tel: 07920 110380
Cllr.helen.simpson@hungerford-tc.gov.uk



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 **Full Council Meeting** held on Monday 7th September 2020 at 7.00pm remotely through Zoom.

Present: Cllrs Simpson, Crane, Lewis (left at 7.28pm), Fyfe, Winsor, Hawkins, Downe and Alford.
Cllr Chicken joined at 7.25pm.

Also: District Cllrs James Cole, Dennis Benneyworth and Claire Rowles – West Berks Council (WBC).
Representatives from Newbury News, Penny Post and the Adviser and three members of the public.

In attendance: Claire Barnes (Town Clerk), Jeff Ford (RFO) and Sarah Hennessey (Deputy Town Clerk).
Sarah Chatters (Admin Assistant) joined at 8.11pm.

The Clerk advised the meeting was being recorded.

Police Report – (attached). The report had been circulated. There were no questions arising from the report.

- 1. Note apologies for absence** – Noted from Cllrs Hudson and Knight.
- 2. Declarations of interest** – Cllr Downe – Item 10.
- 3. Approval of Minutes of the Full Council meeting of 4th August 2020, and outcome of actions** – *Cllr Simpson proposed the minutes as a true record, seconded by Cllr Crane, 1 abstention (Cllr Downe), rest in favour.*
- 4. To receive written applications for the office of Town Councillor and to co-opt candidates to fill existing vacancies** – Both candidates had submitted resumes which had been circulated.
The public and press were removed to the waiting room while the vote was carried out by an online poll.
The public and press were readmitted to the meeting.
Cllr Simpson proposed co-option of Ellie Yakar-Wells and Jon Shatford to join HTC as town councillors, seconded by Cllr Downe, all in favour. The vote was carried out by online poll and the result was a majority in favour.
The Mayor welcomed them to Hungerford Town Council and advised they would be able to vote at future meetings once they had signed their Declaration of Acceptance of Office forms.
- 5. Mayor's Report including update on Freedom of the Town – (attached).** The report had been circulated. There were no questions arising from the report. The Freedom of the Town awards ceremony will be different this year to the usual format. A socially distanced ceremony is planned to take place on Saturday 10th October at 11am in the Corn Exchange. The awardees and members of their families will be present, but numbers will be limited. If any councillors would like to be present, please let the office know and this may be possible depending on numbers.
- 6. District Councillor's Reports and consideration of extra member's bid.**
Cllr Cole advised all WBC meetings are now back in full swing, the Government White Paper on Planning will be discussed in September and WBC will be reviewing how they move forward with virtual meetings. An information leaflet on the Local Outbreak Control Plan has been published and distributed to all households. A large number of events, including some planned for Hungerford, are coming into the Public Protection Partnership; if event organisers require help from the PPP, they must get any requests in as early as possible.
Cllr Rowles advised the Community Municipal Investment plan is open until the 16th September – information is on the WBC website. WBC has been awarded £124k by the Department of Transport to

support and promote environmentally safe active travel. If there are any suggestions for such initiatives in Hungerford, let the District Cllrs know. **ACTION:** Add to next H&T agenda.

Covid-19 Recovery Member's Bid Funding – each ward member has £1,000 available for their wards which can be pooled meaning £3,000 could be available for Hungerford. Cllr Rowles will send examples of applications from other wards to provide ideas for this funding.

Salisbury Road – CIL discussions are still underway and the planning officer is waiting to hear from planning policy regarding the alterations to the housing mix proposal.

Recycling bins for Hungerford High Street – this issue had been discussed at the Environmental Advisory Group meeting. There would be a cost for installation and annual servicing and emptying costs; HTC may be asked to cover some of these costs. If HTC want to progress this idea, they may want to set up a meeting with WBC officers.

The OSARA meeting with the local police team was very positive and another meeting is scheduled. It is very important to encourage all crimes to be reported and a mailshot is planned to raise awareness.

Cllr Cole advised there is currently no Neighbourhood Action Group in Hungerford and he suggested asking the local police what they think about setting up such a forum.

Cllr Rowles is the WBC representative on the Police and Crime panel and she is keen to feed through any local issues.

Cllr Benneyworth advised there is an area in the town that might be appropriate for the member's bid government funding. Hungerford Nursery has received their member's bid money which will be used to install playground apparatus. He has received positive feedback from WBC regarding Cllr Fyfe's report on cleaning and maintenance of road signs around the town.

7. **Hungerford 2036 – Receive a report from the Project Team (attached).** The report had been circulated. Cllr Downe mentioned there has still not been any feedback from the Future Homes Standard Consultation that took place in February.

Thanks were extended to the District Councillors and Cllrs Cole and Rowles left the meeting at 8.00pm.

8. **Committee reports (no more than 3 minutes per report)**

R&A – included within Mayor's report.

E&P – no report available.

H&T – no report available.

F&GP – report circulated and is attached.

9. **Finance –**

a) Propose authorisation of cheque run payments (circulated along with copies of invoices) for August – Cllr Winser proposed the cheque run of £31,474.60, seconded by Cllr Simpson, all in favour.

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

Cllr Benneyworth queried whether lockdown had had any effect on the council's finances. Cllr Winser advised some costs (e.g. playground maintenance) had increased and some income was down (e.g. Croft Field Centre as this had been closed at the start of lockdown).

c) Propose grant to Hungerford Youth Council for £400 to cover set up costs (refer to report circulated – attached) – Cllr Alford. Taken after Item 4. The intention is to start initially with pupils at the John O'Gaunt School and to eventually expand this to pupils from Hungerford who attend other local schools. It is hoped the Youth Council will become involved with other organisations in the town and to get involved with their own fundraising. Thanks to Cllrs Alford and Lewis for their work on this.

Cllr Simpson proposed a grant of £400 to Hungerford Youth Council, seconded by Cllr Winser, 2 abstentions (Cllrs Alford and Lewis), rest in favour.

10. **Consider request from HEAT to install a noticeboard under the bridge – Cllr Simpson proposed to allow HEAT to install a noticeboard, seconded by Cllr Winser, 1 abstention (Cllr Downe), rest in favour.**

11. **Update on website accessibility improvement plans (private report) –** This item will be deferred to the F&GP meeting next week. If anyone had any comments, please let the Clerk know before next week.

12. **Health and Safety – Impact of Coronavirus**

a) **Any complaints or concerns** – WBC has asked if HTC wish to keep the social distancing measures in the High Street or to remove them. After discussion, councillors feel the coned off areas outside Coffee1 and the Kebab shop should stay but those areas in Bridge Street could be removed together with the red road traffic signs. **ACTION:** The Clerk will feed back to WBC.

13. Any other reports (3 minutes each) not to include any proposals

Pigeon Working Party – letters were sent to the Estates Departments for 2 properties in the High Street and positive responses have been received.

War Memorial Working Party – still waiting to receive quotes from contractors.

Christmas Working Party – all in hand, the trees will be ordered next week.

Cllr Benneyworth, press and the public left the meeting at 8.15pm.

Confidential Part 2

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.

14. Update on Triangle Field Management Agreement – The current agreement will continue until a new lease is in place – it is hoped this will be by the 1st October. Cllr Simpson feels the changing rooms should remain closed at this current time.

15. Health and Safety – Impact of Coronavirus

a) **Any staff issues** – None.

Employee No. 1 hours will be discussed at the F&GP meeting next week.

Before the meeting closed, Cllr Crane extended thanks to Cllr Hawkins for all her hard work during her time on the Council, particularly with regard to Hungerford in Bloom and Health and Safety matters. All present agreed.

The new Chair for the E&P committee will be decided at the E&P meeting next week.

On the 11th October at 11am HEAT are running an electric vehicle show in the High Street. Cllrs were asked to offer their support.

Councillors were asked whether they thought the annual Remembrance Sunday parade should take place this year. Various suggestions were discussed. The Royal British Legion will be contacted for their feedback.

Meeting closed at 8.45pm.

REPORTS

POLICE REPORT

HUNGERFORD TC UPDATE SEPTEMBER 2020

Lockdown now seems like a distant memory with areas of life slowly returning to some kind of new “normal”. We have been lucky that our community, in the main, have been adhering to and following the governments advice. We appreciate that at times this has been challenging, and something none of us have experienced before.

As a team we are still using the TRI Station as our temporary base to allow us to social distance.

28th August members of the team met with Helen and two other representatives of the Council for an OSARA meeting. This was chaired by Sgt Murray.

OSARA:

(Objective. Scanning. Analysis. Response. Assessment.)

The purpose of such a meeting is essentially to problem solve. We used the meeting to discuss community concerns mainly around anti-social behaviour in the town. This included offences such as criminal damage. These meetings are confidential, but allow for us to share information with the Council and discuss ways to jointly tackle the issues and concerns. Future meetings are planned.

It was highlighted in the meeting the need to report. We find that news travels fast round a community, especially via various social media channels such as Facebook but if no one tells us, we don't know about it, and if it's not **officially** reported it hasn't happened.

You can report online at <https://www.thamesvalley.police.uk> .If it is urgent please continue to call on 101 (non-emergency) and 999 in an emergency.

If you would like to report anonymously you can do so via Crimestoppers on 0800 555 111 or online at www.crimestoppers-uk.org.

On the evening of the 15th August a male was stopped in a vehicle near the High Street, He was arrested and has been charged with drink driving, Having no insurance and driving otherwise in accordance with a licence. Overnight 21st August – 22nd we received 11 reports of garages / vehicles being broken into in the town. PC Ambler is currently investigating and asks anyone with information or CCTV capturing anything suspicious that evening to make contact with us. Furthermore if your garage/ vehicle was broken into/ interfered with on that evening/ or any other evening please report to Police.

Mayors Report Sept 2020 – Plus update for R&A

Welcome back, I hope you've had an enjoyable summer break albeit slightly different to the plans many of us had for our summer holidays. I've made the most of the 'Eat out to Help out' scheme and wish to thank Hungerford's hospitality sector for responding so positively, your efforts have allowed residents to return, feeling confident and safe in their surroundings. I wish all retailers and businesses in the town every success for the future.

VJ Day service

HTC wish to thank Derek & Di Loft (RBL,Poppy Appeal), John Parry (RBL) Nick Lumley (Constable of Town & Manor), Julian Tubb (Bellman), Rev. Mike Saunders, Tim & Sandy Crouter (Hungerford Town Band), Graham Saunders (Hungerford Fire Service), Sarah Hennessey, (HTC)& Bruce Steggles, Tony Bartlett (photographer) for their collaborative efforts, allowing Hungerford to mark the 75th Anniversary of VJ Day with dignity and respect. It's always a complete honour and privilege to lay the wreath for our community. Thank you all.

Police- OSARA meeting

Members of HTC and ward member Cllr Claire Rowles met with our local police Sgt Andy Murray. PCSO Jo King and Hungerford's Local Police team. We discussed a number of community concerns raised by members of the public.

OSARA (Objective, Scanning, Analysis, Response & Assessment) meetings are held to share information and community concerns, helping to problem solve by collaborative working. This meeting was focused around anti-social behaviour and criminal damage. Although these meetings are held in confidence (sensitive information) the actions and outcomes will be shared publicly. We are aiming to meet again in October to update on actions and measure their effectiveness and outcomes. We all took actions from the meeting these include: -

- 1) To look at CCTV in the town. I think all present were unanimous about the wish to have more sites covered in the town. There was a request to stop two of the cameras from rotating, often missing key shots/evidence whilst turning. The office has been advised and the request will be actioned in due course. HTC are currently looking to increase the number of camera's on HTC owned buildings and community areas. Members bids and fundraising may also be options to raise funds for more cameras.
- 2) Reminding the public of the need to report all incidents. 101 calls have a faster response time now, reports can also be emailed in. This is HUGELY necessary, if we don't report crime, we don't get the numbers of incidents logged, making it difficult to request extra resources when needed. Whilst we may feel our need is greater, reported crime figures will determine where the local policing team spend their shifts.
- 3) Mail shot for better public engagement. Claire Rowles will look for help with resources from WBC and MP Laura Farris. We hope to produce a leaflet which will give residents the opportunity to feed- back, also to provide an easy reference to reporting crime. Crime stoppers is a completely anonymous way of feeding in information. Over the last 5 months there have been 30 incidents reported and most of these relate to ASB and criminal damage. Individuals are known to the police but the main challenge for the police is the lack of reporting by the public and therefore insufficient evidence to take to the magistrate's court to get search warrants.
- 4) Speeding vehicles and modified motorcycles have both been flagged as increasing problems with the town and on the outskirts. Both concerns were addressed, and steps discussed to monitor and patrol.
- 5) Illegal encampments, better channels for information sharing to assists land owners and local authorities was discussed, Cllr Rowles will feed back to WBC.

Smarten-Up Team

I requested some community help, the Smarten-Up team didn't hesitate to step forward. Nicola Wood, Susan Mayes, & Forbes Stephenson worked to clear and tidy the War Memorial gardens at Bulpit Lane ahead of VJ Day. Huge thanks from HTC and the entire community. Your town wide volunteer efforts are so appreciated. If you have a few hours to spare or even just one, you enjoy gardening and meeting likeminded volunteers, the Smarten-Up team would love more members. Please, get in touch if you can help.

Community Spaces

District Cllr James Cole secured a member's bid to revamp the War Memorial gardens in Bridge Street. We are really looking forward to revamping this important community space. HTC is reducing the canopy of the London Plane Tree sited at the edge of this site. This work could look fairly drastic, because of its size, rest assured we have taken advice from the tree officer at WBC and conducted several site visits. HTC hopes to plan a refresh on the tragedy garden and war memorial gardens in Bulpit lane in due course. This has taken longer than HTC had hoped due to Covid-19 lockdown and the availability of landscapers.

Croft Field Activity Centre

HTC will be forming a working party to plan works to improve the facilities and to allow better disabled access and facilities, this was a condition/aspiration when HTC took a lease on the building from WBC. S106 money has been secured and we will collaborate with regular hirers to accommodate multiple needs for this site.

Hungerford Self Isolation

I was invited to attend Geordie Taylor's outside birthday gathering. Around 20 people (socially distancing) met to celebrate Geordie's birthday and also as a way of gathering the volunteer team. Raising a glass to the volunteers for their tremendous efforts throughout Covid-19 lockdown. Huge congratulations to you all. Living in this town is just the best!

Christmas Lights

HTC has agreed to put up the Christmas lights in the town. With some families and businesses struggling financially due to Covid-19, we did discuss/debate this expenditure. HTC concluded the town really needed a pick me up. Hungerford's lights bring visitors to the town, we hope our high street businesses will benefit from increased footfall and that the lights bring a little joy to us all.

HTC will do a virtual switch on, we hope to get our various groups and organisations to get involved with a virtual pre-recorded countdown. I hope you will log on to social media on the evening as Hungerford counts down to switch on. I have visions of you having a Eurovision style evening, enjoying the celebrations within your permitted bubbles.

HUNGERFORD 2036 REPORT

Report to: Full Council meeting 7th September 2020.

Agenda Item No 7: Report from Hungerford 2036.

Current Activities

During August the project team gathered information about each of the HELAA sites relevant to the nine local Site Assessment criteria which had previously been agreed. The information includes details of facts such as pedestrian distances to key services such as the schools, likely landscape and heritage site implications and traffic flow impacts. At the end of August all the information was sent to our consultant for him to make an initial overall assessment. We anticipate a draft response from him during September and are still expecting to be able to share the project team's draft conclusions with the town during the Autumn and gather feedback. The consultant has also been asked to research and create HELAA-equivalent documentation on the additional 3 sites which were submitted to us after WBC's HELAA exercise had been completed. We have made a request to WBC that once these are produced they will review them so that we can feel confident that all available sites have had the same evaluation.

Government Planning White Paper

Whilst there clearly remains a role for Neighbourhood Plans in the proposed radical shakeup of the country's planning system, the exact nature of that role and indeed the autonomy remaining even at the WBC level is yet to be fully spelt out. (see WBC's Bryan Lyttle briefing previously circulated to HTC). However, in any case the project team's view is that work we are currently undertaking on the most appropriate sites for any future

housing developments that may be needed, remains very worthwhile and very likely to be useful within the new planning regime.

Signed: John Downe, Joint Chair H2036, 3/9/2020

FINANCE & GENERAL PURPOSE REPORT FOR FULL COUNCIL MEETING ON 7TH SEPTEMBER 2020 MONTH 5 INCOME & EXPENDITURE REPORT: AUGUST 2020

101 FINANCE:

50% of the Annual Precept has been received to date.

102 ADMINISTRATION:

Net Income over Expenditure £1,346 below Budget. Salaries underbudget by £1,263; Employers NI, Income Tax etc for August not included. Underspent Year to date by £3,886.

103 GRANTS & DONATIONS:

£83 below Budget. £1650 Grants paid out this month.

104 POOL HOUSE:

£90 above Budget as the Tenants have started to make a contribution towards their delayed Rent, currently £610 below budget Year to Date.

105 CONTINGENCY:

No Expenditure to date.

109 HUNGERFORD 2036 PROJECT:

No Expenditure to date.

201 RECREATION & AMENITIES:

Net Income over Expenditure £720 Budget.

202 WAR MEMORIAL GROUND:

£30 below Budget.

203 ST SAVIOURS:

Net Income over Expenditure £90 above Budget. Burial Fee Income £618 below Budget.

204 CROFT FIELD:

Net Income over Expenditure £334 above Budget. Income down by £404 this month.

205 LIBRARY MAINTENANCE COSTS:

£148 above Budget, £520 below Budget Year to Date.

206 TRIANGLE FIELD:

No Expenditure to date.

301 CHRISTMAS LIGHTS:

£264 Expenditure this month.

302 HIGHWAYS:

Net Income over Expenditure £859 below Budget.

303 CCTV:

No Expenditure this month.

304 TOURISM & ECONOMY:

No Expenditure this month.

Monthly Net Income over Expenditure £1,782 below Budget.

Claire Winser

Chair of F&GP

7th September 2020

Hungerford Youth Council report for the Full Town Council meeting 7th Sept

Derek Alford and Daniel Lewis have been working towards starting a Hungerford Youth Council since May. We thought the best location for the Youth Council would be at John O' Gaunt School for a number of reasons.

- J.O.G. school can develop closer links with the local community through the Youth Council. This will be possible because the Y.C. will be working with and through both.
- The Youth Council can also draw other students into the Y.C.'s activities and projects, acting as a catalyst.

- The Youth Council can help develop and improve youth provisions within Hungerford, especially through the students who are not involved in any form of activity groups. Discover what students' needs are and where there are shortages in youth provision within Hungerford. This will mean working with the Town council, Town and Manor, Youth Centre and other groups in the local area.
- It is important, no imperative that the Youth Council fills the void of Hungerford's lost voice of youth. It would be good for the Y.C. to have close connections with the School Council.

We initially made contact with the school through its School Governors. With much writing out plans, with many bullet points, we had a face to face with the Head of school, a teacher who is also the project manager, Chair of the Governors. This a very shortened version of all the emails, phone calls and ideas flying about. A few weeks ago I asked James McMahon if he would like to join us. We have all met twice since and James has become very useful part of the team.

We now have an agreement to start the Youth council in J.O.G. School. We also have use of a table and back board at Fresher's Fair on the 23rd Sept, to help publicise the Youth Council. It is now up to us to use any avenue available to draw in the students, so they can take on the roles on the Hungerford Youth Council.

Training will be needed to help develop the Y.C., to become successful at research, projects and build a good base through contacts within the local community. Derek, Daniel and James will be the Youth Council's mentors, instructors and guides and therefore will be working closely with H.Y.C. Our aim is to slowly step back and the Y.C. can take on the roles and the reins of the H.Y.C. We will be there to guide when it is needed. To be able to do this they will need to develop a positive approach to:

- Identifying the needs of young people and key projects within the local community.
- Their roles within the Youth Council, Chair, Vice-Chair, Treasurer and Secretary. It would make a lot of sense to delay any voting for Y.C. positions for the least two or three meetings. This would allow a period of time for all members of Y.C. to settle in. Also, to equally understand what a Y.C.'s responsibilities are and work towards a draft plan for the local youth.
- Their gaining good publicity for the youth of Hungerford.
- Developing a composed and competent way of working with local key people and in organising their skills within the Youth Council.
- Dealing with funds, grants and fundraising for youth projects.
- Become team players with support of mentors acting as guides.
- The need to achieve goals set by the Youth Council.
- To help in the development of youth identity and the sense of belonging for young people of Hungerford.

The above will help towards developing a good grounding for a Youth Council. This is not all written in stone and once we have the involvement of young people, then some areas may need to be reviewed or amended. But it gives us a good starting point with a plan and as guidance. Working within the school will mean abiding to school rules and especially those laid down because of the Coronavirus and this we will do. Meetings will need to be held after school.