

HUNGERFORD TOWN COUNCIL

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Draft MINUTES of the **Environment and Planning Committee** meeting held on Monday 11th November 2024 at 7.00 pm in the Library, Church Street, Hungerford.

Present: Cllrs Fyfe, Keates, Simpson, Winsor, Carlson, Armstrong, Cole, Coulthurst, Montgomery & District Cllr Vickers

Also in attendance: Deputy Town Clerk (DTC)

Cllr Fyfe opened the meeting at 7pm welcoming Cllrs and District Cllr Vickers

EP2024052 Apologies for absence – Cllrs Hudson, Benneyworth & Gaines. There were no members of the public or press present.

EP2024053 Declarations of interest – Cllr Fyfe Ref: 24/01791/FUL, Suite E, The Courtyard, High Street, Hungerford RG17 0NF

EP2024054 Approval of Minutes of the Meeting held on Monday 14th October 2024 and update on actions.
Proposed: Cllr Keates
Seconded: Cllr Simpson
Resolution: Minute approved as true record of the meeting held on 14th October with no outstanding actions.

EP2024055 Discuss Government ‘Levelling -up’ initiative regarding rental auctions legislation and agree list of empty properties that meet the criteria to submit to WBC.

Cllrs discussed the initiative and confirmed that any requests for further information from WBC would be provided.

EP2024056 Agree proposed Budget for E&P

Cllrs discussed the proposed E&P budget which included £2,000 for a Housing Needs Survey and considered the figure too high for the requirements. Cllrs agreed that the Land Registry Fees should remain, and the Housing Needs Survey Fee removed with an action for HTC Office to confirm where the cost of £2,000 came from and provide confirmation that a survey was required.

Proposed: Cllr Simpson

Seconded: Cllr Winsor

Resolution: Remove £2,000 budget and for office to confirm where the decision for £2,000 came for and its purpose. AIF

Action: HTC Office to confirm cost of budget for Housing Needs Survey and report back to E&P with confirmation of final budget if still required.

EP2024057 Planning applications

a) **Ref:** 24/02000/FUL

Applicant: Mr Toby Hunter 1 Park Cottages, Hungerford Park, Hungerford, RG17 0UU

Proposal: Retrospective Application for the sub-division of 1 Park Cottages into two dwellings and retention of external timber cladding

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

Extension to deadline: not required

Cllr Fyfe presented a detailed overview of the current and previous planning applications for the cottage, which are all available of WBC Planning Portal. It was noted that another 3 are being advertised as short-term holiday lets.

Cllrs noted that the internal specifications were done to a high standard and cladding had recently been added to the cottage, which helped to insulate the property. Questions were raised about an internal wall being removed and whether building control had been involved and questioned how the deck had been installed as water was visibly pouring down the side wall.

It was discussed that no block plan had been submitted as part of the application process and there was no provision for car charging points. SUDS had highlighted recommending the use of water butts and raised planters to help with drainage, the larch looked stained due to run off caused by a lack of guttering by the steps and Cllrs noted disappointment that the developer had not followed due process.

Cllrs discussed that whilst the document stated that the provision of 1 and 2 bedroom properties met with the Neighbourhood Development Plan (NDP) conditions, they did not believe the criteria was met as these properties are not for long term residential use but are being advertised and used as short term lets / Air B&B. It is understood that the developer will move the other properties from the residential market to the short term let/Air B&B market.

District Cllr Vickers confirmed he had not been fully aware of the developments and felt it was important the orange planning notification certificates should be posted at the main gates so those passing by would be aware that there were properties inside the grounds for which planning had been applied for. He also confirmed that whilst no Case Officer has been appointed, he intends to discuss the situation with WBC Planning Dept and will 'call-in' this application if WBC approve planning.

Proposed: Cllr Fyfe

Seconded: Cllr Coulthurst

Resolution: No objection (1 Abstention, rest in favour) as long as following questions answered:

- Was Building Control required to be involved in the sub-division of the property and erection of the steel deck structure?
- Were all building regulations complied with?
- HTC request Car Charging points to be installed
- The Larch cladding has become stained due to water run-off from the deck where there is no guttering. HTC believe this is poor design and should be rectified

b) **Ref:** 24/02061/LBC

Applicant: Mr Alex Cavill, 7 Oxford Street Eddington Hungerford RG17 0ET

Proposal: Addition of waterproofing membrane, drainage channel & new stud wall to existing damp north facing kitchen/utility boundary wall

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

Extension to deadline: Not required

Proposed: Cllr Montgomery
Seconded: Cllr Carlson
Resolution: No objection, AIF

- c) **Ref:** 24/01791/FUL
Applicant: Mr Bruce Macfarlane, Suite E, The Courtyard, High Street, Hungerford RG17 0NF
Proposal: Change of use of first floor office to residential
Link: [Planning Documents \(westberks.gov.uk\)](https://www.westberks.gov.uk/planning-documents)
Extension to deadline: granted 13.11.24

Proposed: Cllr Keates
Seconded: Cllr Coulthurst
Resolution: No objection, AIF

- d) **Ref:** 24/02046/HOUSE
Applicant: Mr James Stride, 3 Salisbury Road, Hungerford, RG17 0LG
Proposal: Air source heat pump installation (12kW)
Link: [Planning Documents \(westberks.gov.uk\)](https://www.westberks.gov.uk/planning-documents)
Extension to deadline: 13.1.24

Proposed: Cllr Winser
Seconded: Cllr Armstrong
Resolution: Support, AIF

- e) **Ref:** 24/02169/HOUSE
Applicant: 1 Clarks Gardens, Hungerford, RG17 0BS
Proposal: Demolish single storey rear extension, new 2 storey rear extension, new single storey rear extension, new front porch.
Link: [Planning Documents \(westberks.gov.uk\)](https://www.westberks.gov.uk/planning-documents)
Extension to deadline: not required

Cllrs discussed the planning application, for which there were no objections but felt that restrictions should be put in place for demolition or construction works to ensure that inconvenience to neighbours, other road users and families and staff attending the local primary school were not negatively affected.

Proposed: Cllr Keates
Seconded: Cllr Simpson
Resolution: 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 to. 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 despatched from the site before 09.30 or between 14:45 and 15:45 on any given Monday to Friday
- No parking by a school entrance

- f) **Ref:** 24/02022/FUL
Applicant: Mr David Withers, Land Adjacent To, 123 Strongrove Hill, Hungerford,

Proposal: Erection of a single detached three bedroom house and associated works.

Link: [Planning Documents \(westberks.gov.uk\)](http://westberks.gov.uk)

Extension to deadline: 13.11.24

Cllr Fyfe presented the history of the planning applications relating to this property of which there have been 7 since 1977. There were 11 representations from the public in support of the application and 1 objection. Cllrs noted that from the plans presented by Cllr Fyfe that the owners had made new additions and improvements to the planning and design of the building. There was clear evidence that this will be an exceptional home and should set higher standards of design across the area. Cllrs considered this to be an exemplar property and District Cllr Vickers confirmed that District Cllr Benneyworth would 'call-in' this application if WBC refuse it.

Proposed: Cllr Simpson

Seconded: Cllr Armstrong

Resolution: Support, AIF

- g) **Ref:** 24/01985/HOUSE
Applicant: Mr and Mrs Smith, White Gates, Hungerford Park, Hungerford, RG17 0UR
Proposal: Two Storey Side Extension
Link: [Planning Documents \(westberks.gov.uk\)](http://westberks.gov.uk)
Extension to deadline: 13.11.24

Proposed: Cllr Cole

Seconded: Cllr Carlson

Resolution: No objection, AIF

EP2024058 Case Officers Reports – summaries of the Decision Notices were provided by Cllr Fyfe

- a) **Ref:** 24/00599/FUL
Applicant: Mr Nigel Montgomery, 34A - 35A High Street, Hungerford, ,
Proposal: Installation of Ram Raid Bollards to front of shops
Link: [Planning Documents \(westberks.gov.uk\)](http://westberks.gov.uk)
WBC: Approved
HTC: Objected with Conditions should it be Approved by WBC
- b) **Ref:** 24/01659/PIP
Applicant: 55 Priory Avenue, Hungerford, RG17 0AS,
Proposal: Application for Permission in Principle: Proposed 1 new dwelling
Link: [Planning Documents \(westberks.gov.uk\)](http://westberks.gov.uk)
WBC: Refused
HTC: Objected and requested a Members-Call-In
- c) **Ref:** 24/01193/FUL & 24/01194/LBC
Applicant: Mr & Mrs Johnson, 29- 30 Charnham Street, Hungerford, RG17 0EJ
Proposal: Proposed change of use of part of ground floor and first floor, from shop-E(c)(iii) to dwelling house- C3, with minor internal opening alterations to change from separate properties into one dwelling
Link: [Planning Documents \(westberks.gov.uk\)](http://westberks.gov.uk)
WBC: Granted
HTC: No objection
- d) **Ref:** 24/01653/HOUSE
Applicant: Mr & Mrs Young, Two Trees, Prospect Road, Hungerford, RG17 0JL

Proposal: Proposed first floor side extensions, part single storey part two storey rear extension following demolition of conservatory and associated alterations. Two Trees, Prospect Road, Hungerford, RG17 0JL

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

WBC: Approved

HTC: HTC objects to this planning application on the grounds that part of the 2nd storey rear extension has an overbearing impact on neighbouring property/garden in a conservation area.

e) **Ref:** 24/01632/CERTE

Applicant: Stable Cottage, New Hayward Farm Newtown Hungerford

Proposal: Certificate of lawfulness for the commencement of application reference 21/01917/HOUSE through below groundworks consisting of excavation and laying of foundations

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

WBC: Approved

HTC: Committee members acknowledged that the planning application is for information only and no decision is required by HTC

The meeting closed at 8.03pm.