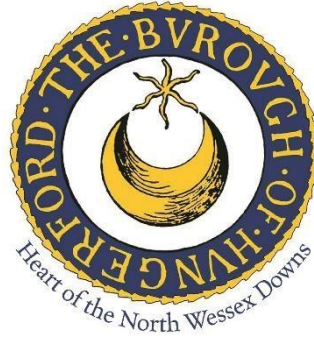


HUNGERFORD TOWN COUNCIL

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Draft MINUTES of the **Environment and Planning Committee** meeting held on Monday 13th January 2025 at 7.00 pm in the Library, Church Street, Hungerford.

Present: Cllrs Fyfe, Hudson, Keates, Simpson, Winser, Cole, Coulthurst, Montgomery, Carlson

Also in attendance: Deputy Town Clerk (DTC) & Cllr Reeves (non-committee member)

EP2025001 Apologies for absence: Cllr Armstrong and District Cllrs Benneyworth, Gaines & Vickers

EP2025002 Declarations of interest: None

EP2025003 Approval of Minutes of the Meeting held on Monday 9th December 2024 and update on actions.

Cllrs discussed planning application **Ref: 24/02028/FUL**, Hungerford Park Estate, Hungerford, and the proposal for retrospective planning for the change of use of residential outbuilding to a self-contained dwelling. Whilst retrospective planning had been granted, HTC believed they had created a dwelling from a single storeroom and Cllrs requested DTC contact WBC for clarification.

WBC Planning Office responded: 'I have visited this site and inspected the planning history. My understanding is that the unit now converted to a single dwelling was originally a double garage serving the cottage and so within the defined domestic curtilage. It was accordingly "residential" in nature although that of course does not mean the conversion is permitted without the need for a retrospective planning application. You may know that if officers recommend approval to the application it will have to be taken to Committee. The Council has received no objections to the scheme'.

Proposed: Cllr Simpson

Seconded: Cllr Cole

Resolution: Minutes approved as a true record of the meeting held on 9th December 2024 with one action completed.

EP2025004 Propose acceptance of LCRS Annual Risk Assessments for this committee – see attached reports

Proposed: Cllr Keates

Seconded: Cllr Simpson

Resolution: Cllr approved the LCRS Annual Risk Assessments with the following amendment to 'Lone Site Visits'. It was agreed that if Cllrs are meeting an external contact/member of the public, they 'must' go in pairs. If Cllrs visit a site without meeting external contact/members of the public, then they 'should' go in pairs.

EP2025005 Planning applications:

- a) **Ref:** 24/02542/LBC
Applicant: Mr Alfred Croft, 26 Charnham Street, Hungerford, RG17 0EJ
Proposal: 1 x new dwelling and conversion and extension of existing buildings into 3 x residential units including associated landscaping to the rear of 26 Charnham Street, Hungerford.
Link: [Planning Documents \(westberks.gov.uk\)](https://www.westberks.gov.uk/planning-documents)
Extension to deadline: Granted to 15th January 2025

Cllrs discussed that this was a second planning application and Cllr Fyfe confirmed this was because LBC status had not been considered previously. No significant changes were identified and no representations were made by the public.

Proposed: Cllr Simpson
Seconded: Cllr Keates
Resolution: HTC strongly supports this planning application

- b) **Ref:** 24/02685/FUL
Applicant: Mr & Mrs Burrell & Elsey, 2 - 3 Lancaster House Mews, High Street, Hungerford,
Proposal: Convert two dwellings into one dwelling
Link: [Planning Documents \(westberks.gov.uk\)](https://www.westberks.gov.uk/planning-documents)
Extension to deadline: Requested

Cllr Fyfe noted there was little change to the external property. The proposal included a cycle store, 2 parking places. It was noted that whilst Lancashire House is a listed building and in 2014 the Conservation Officer stated that the Mews were listed, the Mews have recently been confirmed by WBC as not being listed. Cllrs stated that at a time when housing is challenging, Hungerford is losing 2 small dwellings as its converted into 1 larger dwelling. Cllrs discussed the benefits of EV charging points being installed.

Proposed: Cllr Simpson
Seconded: Cllr Coulthurst
Resolution: HTC have no objection to this planning application subject to EV Chargers being installed.

- c) **Ref:** 24/02222/FUL
Applicant: 4 Bridge Street, Hungerford, RG17 0EH,
Proposal: Partial change of use from retail (Ei) to dwellinghouse (C3)
Link: [Planning Documents \(westberks.gov.uk\)](https://www.westberks.gov.uk/planning-documents)

Proposed: Cllr Keates
Seconded: Cllr Montgomery
Resolution: HTC has no objection to this planning application

- d) **Ref:** 24/02223/LBC
Applicant: 4 Bridge Street, Hungerford, RG17 0EH,
Proposal: Partial change of use from retail (EI) to dwellinghouse (C3)
Link: [Planning Documents \(westberks.gov.uk\)](https://www.westberks.gov.uk/planning-documents)

Proposed: Cllr Keates
Seconded: Cllr Montgomery
Resolution: HTC has no objection to this planning application

EP2025006 Case Officers Reports. A summary was presented by Cllr Fyfe

- a) **Ref:** 24/01714/COND
Applicant: Mr J Smith, 20 Prospect Road, Hungerford, RG17 0JL
Proposal: Approval of details reserved by Condition (8) Sustainable Drainage Measures of approved application 21/01131/FULD: Demolish existing house & carport, 2 new semi detached houses
Link: [Planning Documents \(westberks.gov.uk\)](https://www.westberks.gov.uk)
WBC: Approved
HTC: No comment required from HTC on Drainage application but HTC confirmed 'No Objection' to original planning application 21/01131/FULD (with restrictions noted on construction delivery times and road cleanliness throughout build).
- b) **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)
WBC: Refused
HTC: No objection
- Action:** Cllrs discussed this planning application and questioned why, at a time of local and national housing shortages, had the planning application had been refused by WBC. Cllrs requested DTC write to WBC Planning for comment.
- WBC responded to enquiries stating that its refusal was based on the 'loss of office space'. The application was deemed to be contrary to 3 different planning policies in force ADPP1, ADPP5 and CS9. The refusal also states that the site has only been marketed for 3 months which apparently is insufficient time to gauge the market. The refusal stands.
- c) **Ref:** 24/02196/REG4
Applicant: Andrea Hodgkin, Hungerford Library, Church Street, Hungerford, RG17 0JG
Proposal: Solar PV roof panels
Link: [Planning Documents \(westberks.gov.uk\)](https://www.westberks.gov.uk)
WBC: Granted
HTC: Supported
- d) **Ref:** 24/02291/CERTP
Applicant: 50 Kennedy Meadow Hungerford RG17 0LR
Proposal: The proposal is for a rear conservatory extension in brick, timber and glass, projecting 3988mm from the rear of the house with a maximum height (lantern) of 3200mm.
Link: [Planning Documents \(westberks.gov.uk\)](https://www.westberks.gov.uk)
WBC: Approved
HTC: We were not consulted due to WBC not being required to consult Parish Councils on this type of application.
- e) **Ref:** 24/02247/HOUSE
Applicant: Mr & Mrs Brayshaw, 4 Bourne Vale, Hungerford, RG17 0LL,
Proposal: Single storey side extension and garage conversion.
Link: [Planning Documents \(westberks.gov.uk\)](https://www.westberks.gov.uk)
WBC: Granted
HTC: No Objection