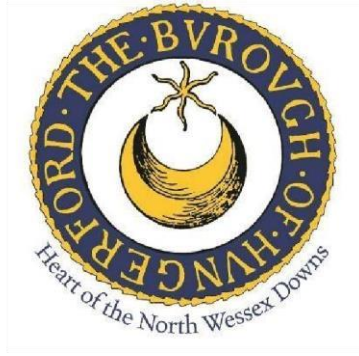


# HUNGERFORD TOWN COUNCIL

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**MINUTES** of the **Full Council Meeting** held on Monday 5<sup>th</sup> February 2024 at 7.00pm in the Library, Hungerford.

**Present:** Cllrs Simpson, Winsor, Fyfe, Alford, Keates, Greenwell, Armstrong, Cole, Knight, Coulthurst, Cusack, Carlson and Hudson.

**Also present:** West Berks District Cllr Dennis Benneyworth (DB). Representatives from Penny Post, Newbury News, the Adviser, David Reeve (prospective councillor) Mr & Mrs Tucker, Suzanne Taylor and members of public.

**In attendance:** Wendy Crookall, Deputy Town Clerk (DTC)

**Police Report:** Police report was provided late and circulated to Councillors prior to meeting (see attached report).

## **Mayor's Community Champion Award**

Before the meeting formally opened, Cllr Simpson began proceedings with the Mayor's Community Champion Award in recognition for outstanding achievements to the community.

Cllr Simpson presented two awards with photographs being taken by members of the local press. Firstly to Suzanne Taylor who has been the Head of Hungerford Nursery School for over 16 years. Thanking Suzanne for the excellent work she has carried out and emphasised how blessed Hungerford has been based on her commitment, contribution to both pupils and the community and for being an incredible mentor during pupil's formative years. The second award went to Graham Tucker, who continues year after year to offer increasingly outstanding and spectacular Christmas light displays in Clarks Gardens and Graham has raised £1,696.31 this year for the Thames Valley Air Ambulance. Mr & Mrs Tucker left after the photographs were taken.

Full council meeting formally opened at 7.06pm and Cllr Simpson welcomed Suzanne Taylor to the meeting and invited her to talk about her time at Hungerford Nursery School and her forthcoming retirement.

Suzanne provided a written report (see attached report) and thanked Cllr Simpson for the Community Award, emphasizing how grateful and appreciative she is. Suzanne proceeded to thank the Mayor and HTC for all their continued support over the years to Hungerford Nursery School and highlighted that the success it enjoyed had been a joint effort and the immense support offered had been greatly appreciated by all.

Concern was raised regarding the financial challenges that remained and heightened by Nursery Schools having to pay Rates to WBC when primary and secondary schools do not have to do so.

Councillors agreed this was a concern and Suzanne agreed to share the Nursery School's response letter to WBC with HTC in order that HTC can offer additional challenge.

DB also thanked Suzanne as she was in post when he was Chair of Governors, thanking her for all that she had done for his children and those of the community.

Cllr Simpson thanked Suzanne again for her positive contribution, skills and expertise and wished her well as she steps down and moves into a more consultative role within the early years sector.

**FC20240020 Note apologies for absence.** Cllr Schlanker

Also, apologies from District Cllrs Tony Vickers (TV), Denise Gaines (DG)

**FC20240021 Declarations of interest** – None

**FC20240022 Approval of Minutes of the meeting of the Full Council of 2<sup>nd</sup> January 2024, and Extraordinary meeting of 22<sup>nd</sup> January 2024 and outcome of actions.**

**Proposed:** Cllr Simpson

**Seconded:** Cllr Winser. 2 Abstained.

**Resolution:** Minutes of 2<sup>nd</sup> January 2024 and 22<sup>nd</sup> January 2024 were agreed as a true record. Actions are complete.

**FC20240023 To receive written applications for the office of Town Councillor and to Co-opt candidates to fill existing vacancies.**

Cllr Simpson explained that HTC had been extremely fortunate to have two people, David Reeves and Gordon Montgomery, put themselves forward to be co-opted to HTC to fill the current vacancy, highlighting that both had attended committee meetings and confirmed that David was present whilst Gordon was on annual leave. Gordon had confirmed he was keen for the vote to continue in his absence. Cllr Simpson urged the person who was unsuccessful to re-apply the next time a vacancy arose.

A vote was conducted, and David Reeves was duly elected and accepted the role. David signed the Declaration of Acceptance Form and took his place at the table.

**FC20240024 Receive Mayor's Report - See attached report.** Presentation of Mayors Award.

The Award was presented before the meeting officially commenced to allow recipients to leave after the presentation.

No comments or question were raised regarding Cllr Simpson's report.

**FC20240025 Receive District Councillor's Reports**

DB was present at the meeting and reported that most of the work conducted in January had been dominated by flood and sewage-related issues.

The WBC budget had been proposed and would be debated and finalised at the WBC Full Council meeting on 29 February 2024. Cllr Simpson stated she believed WBC had been listening to responses and the decision regarding bins and grass cutting (reduced not axed) was indicative of this. The decision to retain gully clearing, was no doubt the impact of recent flooding and was welcomed. The Schedule of Works has been requested to enable us to ensure that the work is carried out as listed.

**Action:** HTC Office to chase provision of the Schedule of Works and report back to Council.

DB relayed that the District Parish Conference was seen as having been successful but it had been agreed that the timing of future ones should be considered to improve attendance further. Cllr Simpson conferred and felt HTC had been 'seen and heard' and having a meeting in the afternoon would enable more people to attend. Cllr Cole confirmed that it was a much better format. Cllr Simpson stated that there was an increase in issues arising, such as street lights, litter bins and we need to keep reporting problems, encouraging people to use 'Report a Problem' page on WBC website as this would increase the profile of the issues in question. Councillors reported that it was useful to add photographs to the report as this added context when reporting issues. Cllr Cole asked DB for an update on Chestnut Walk (the development of the former care home into 8 homes for social renters) as the issue continued with the latest date for work to start being delayed until early 2025. Cllr Cole explained that he was asking DB in Cllr Gaine's absence. DB expressed his frustration along with everyone else's regarding the lack of progress as the worked should have been completed years ago. He noted that residents should be celebrating their 3rd Christmas in their new homes and highlighted that worryingly, Sovereign and WBC seemed to rely on the other party for answers. He promised that he would raise the matter and seek answers

**Action:** DB to seek further answers on the Chestnut Walk development project and report back to Council.

#### **FC20240026 Health & Safety – Any complaints or concerns.**

It was reported at the last meeting that four lights are out in Marsh Lane. DTC confirmed that the lights remained out and had again reported the issue to WBC. Cllr Cusack stated that the lights in the High Street by the Zebra Crossing at Church Lane remain out and needed reporting. Cllr Cusack also reported that parking at the Zebra Crossing remained an issue to which Cllr Simpson confirmed this was a known issue that had been previously reported. Cllr Greenwell asked if there was an update on the broken paving slabs near the Co-op. Cllr Simpson confirmed not as yet as the Co-op were liaising with contractors and it was a combination of poor maintenance and incorrect parking. It has been concluded that following a walkabout in the High Street they will tarmac the damaged areas until York stone slabs can be sourced (currently a shortage) as this would be easier to remove given that some of the slabs were shattered and beyond repair. Cllr Simpson again encouraged people to be aware and flag further concerns.

Cllr Cole highlighted concern regarding the chemicals used in the allotments and it was agreed that Haha would be asked about what pesticides and other chemicals were stored and used at the allotments. Further clarification would be requested on what restrictions should be added to the agreement with written confirmation of who is responsible should anything happen as a result of pesticides and chemicals used.

Cllr Keates raised concerns regarding the traffic issues with large lorries in the High Street and highlighted the recent accident at the junction of the High Street and Park Street when a large articulated lorry caused significant delays. Cllrs discussed WBC not being keen to have a bollard in place as that is likely to be knocked, and cause a maintenance issue. It was considered that there was little that could be done and the priority was to keep traffic flowing but concern was raised that this could lead to injury or further damage to property. Questions involving WBC introducing weight restrictions for lorries was muted but it was highlighted that the routes are essential access roads to employment areas. Cllrs Cole and Keates both agreed that WBC's current view should be challenged and ways to make the junction safer needed to be explored with solutions identified. Cllr Simpson pointed out that the 30mph speed limit on the Common had been a lengthy process but was now increasingly effective and suggested that the issue be raised at the next H&T meeting and that WBC needed to be challenged on this issue.

**Actions:**

Office to report the lights out at Marsh Lane and Zebra Crossing.

Office to contact HAHA and ask what pesticides and other chemicals are used and how they are stored at the allotments and make any necessary changes to H&S documentation.

Question of pesticides to go onto the R&A agenda for full discussion and confirmation on who holds responsibility.

Traffic control and concerns to be discussed at next H&T meeting regarding the junction High Street and Park Street as an agenda item

**FC20240027 Receive any Committee reports (no more than 3 minutes per report) Cllr Winsor**  
F&GP see report attached No other reports received.

**FC20240028 Update on installation of Changing Places Facility – refer to final plans**

Cllr Fyfe raised concern over the lack of bollards as a safety precaution.

Cllr Simpson raised concerns regarding the large crane that would manoeuvre through Hungerford High Street and hoped they would avoid market day when putting the crane in place to limit impact. It was noted the trees were pollarded today. It was confirmed that the company had the maintenance person's phone number to enable access to the plant room. Cllr Simpson acknowledged what a wonderful asset this facility is for the Town as it should increase confidence of disabled residents and visitors to Hungerford.

**Action:** DTC to contact TC for update and further information on the bike racks on the front wall and how much of a barrier they will be.

**FC20240029 Approve Asset Register (refer to document)**

RFO confirmed the asset register had been updated and assets are now valued at £1,768, 512. This is due to the work carried out to improve the Croft Field Activity Centre and the Skate Park and the Croft Field being revalued as a result. The asset register also includes, at a nominal rate, assets (such as salt bins) that were gifted to HTC. The RFO assured the meeting that for insurance purposes these are valued and covered separately in a way related to their replacement value. Cllr Simpson requested confirmation from RFO that we were adequately insured. RFO confirmed we are, with current insurance cover of £237,664 for all street furniture. The current asset value for this is £38,002. Cllr Simpson confirmed RFO had done due diligence

**Proposed:** Cllr Winser  
**Seconded:** Cllr Coulthurst  
**Resolution:** Asset register approved

**FC20240030 Propose acceptance of the Local Council Risk System (LCRS) as agreed by all committees.**

**Proposed:** Cllr Keates  
**Seconded:** Cllr Coulthurst  
**Resolution:** LCRS accepted (1 abstention)

**FC20240031 Review and propose the Interim Internal Audit Report (refer to document)**

RFO confirmed that the auditor had raised a few points, all of which have been reviewed and processes updated with the appropriate checks in place. RFO agreed that the Notice for the Period for the Exercise of Public Rights will be published earlier this year.

**Proposed:** Cllr Simpson  
**Seconded:** Cllr Winser  
**Resolution:** Interim Internal Audit Report accepted (1 abstention)

**FC20240032 Propose agreement of Internal Controls document as reviewed by F&GP committee. (refer to document).**

Cllr Keates queried banking of money from D-Day Celebrations stating it could be £1000's. RFO confirmed that money should be recorded and signed off by two people using the appropriate form and the paying in book.

**Action:** RFO and Cllr Keates to agree terms for money received.

**Proposed:** Cllr Winser  
**Seconded:** Cllr Carlson  
**Resolution:** Internal Controls documents agreed (1 abstention)

**FC20240033 Financial regs amendment – Propose changes to requirement for authority for items under £100.**

**Proposed:** Cllr Simpson  
**Seconded:** Cllr Cole  
**Resolution:** Proposed changes to the requirements for authority for items under £100 agreed

**FC20240034 Review inflations rate increases for the Croft Field Activity Centre, St Saviours Cemetery, Memorial Benches and Triangle Field and purpose approval of documents with any amendments. All the rates have been increased by RPI (at 5%).**

Cllr Coulthurst confirmed she was happy with increase but questioned how much use the Croft Field Activity Centre receives and whether a rise would support increased interest and use. RFO & DTC confirmed that bookings and interest were starting to improve but agreed more could be done to promote this and our other facilities. DTC confirmed that Penny Post will highlight the Croft Field Activity Centre in its next publication. It was concluded that the rates and proposed increase was reasonable.

**Proposed:** Cllr Winser

**Seconded:** Cllr Coulthurst

**Resolution:** Agreed increase to hire charges agreed in line with RPI (at 5%).

**FC20240035 Receive report on Streetlights following changes effective from April 2025 – Cllr Schlanker** It was agreed that as Cllr Schlanker had sent his apologies, the item would be removed from Full Council agenda and moved to the next H&T meeting for a vote.

**Action:** Report on Streetlights to be moved to H&T agenda.

**FC20240036 Propose authorisation of payment run (circulated along with copies of invoices) for January. Propose amendment to December payment run.**

**Proposed:** Cllr Winser

**Seconded:** Cllr Simpson

**Resolution:** Authorisation of payment run of £34,565.97 for January agreed. Amendment to December payment run agreed, revised figure £34,299.01.

**FC20240037 Propose Year to date accounts – refer to circulated Income/Expenditure Report.**

**Proposed:** Cllr Winser

**Seconded:** Cllr Carlson

**Resolution:** Agreed Year to date accounts

**FC20240038 Receive report from Neighbourhood Plan Project Team – Please see attached report - Cllr Hudson**

Good progress has been made with the Draft Plan being ready for Regulation 14 Consultation (currently waiting for the Strategic Environmental Assessment). Cllr Hudson confirmed that a Steering Group meeting was held on 24th January with discussion on how to progress the Rule 14 Consultation. This will involve a wide consultation, and a questionnaire being issued. The Strategic

Environmental Assessment scoping report produced by AECOM is expected to be completed by 15 Feb. A meeting was held with AECOM on 1st February which went well. Regulation 14 formal consultation is planned to take place between 16th February to 29th March 2024 which should see the plan being adopted 2025. Cllr Simpson thanked Cllr Hudson for a sterling job and that the end

result is in sight.

**FC20240039 Receive report on Town Centre Strategy (TCS) – Cllr Cole**

Cllr Cole stated the process continues with two main projects at the top of the list moving forward.

Cllr Fyfe has started on another on the list regarding the Cuttings and it was considered there is no real justification for a separate project but the group is performing a useful service by prodding action. Cllr Cole confirmed that they are nowhere near a point where a proper press release could be produced.

WBC have confirmed they can no longer afford to do the admin on this project and Cllr Cole confirmed a further person needed to be added to the committee. The general view was that it should not be a member of this council and ideally it should not be a commoner but rather a resident of the High Street.

With over 800 responses received it is important to remember we are attempting to make work what the town's residents have requested and it was important to direct questions to the Chair of the Steering Group (Cllr Cole).

Cllr Simpson confirmed that there had been some detrimental comments and reiterated that when there was something tangible for discussion she will bring it back to committee for discussion. Cllr Simpson further confirmed that any recommendations which were made would be sent to HTC and other represented bodies like the Chamber of Commerce and the Town and Manor for consideration and these will be given publicity for people to comment before any decision is taken with funding being sourced from WBC. Whilst it was concluded that nothing can be said to stop the negative comments it was agreed that the TCS held excellent potential for Hungerford and was a very positive aspiration for our town. Discussion at the meeting stressed that the town-centre strategy project was still at a very early stage: most projects were very long-term and all would be dependent on securing funding.

**FC20240040 Consider expenditure for new and replacement Christmas Lights. Refer to Report by Town Clerk.**

Cllr Simpson questioned if there was enough in the budget to cover increase in costs which RFO & Cllr Winsor confirmed there was. Discussion centred on need to buy now (if at all possible) to get at reduced cost, for example, the Junction boxes were seen as costly.

**Proposed:** Cllr Keates

**Seconded:** Cllr Coulthurst

**Resolution:** Agreed increased expenditure of £2196.00 (as per Town Clerk's report) for new and replacement Christmas lights.

**FC20240041 Any other Reports (3 minutes each) not to include any proposals.**

Cllr Keates confirmed Hungerford Youth Council (HYC) will be hosting a Talent Show scheduled for 6<sup>th</sup> July 2024 and requested any guidance from the press on how to cover such a show and promotion ideas.

Cllr Winser confirmed a report will be circulated and an initial press release will be issued shortly with more updates to follow.

Cllr Hudson questioned if a litter pick was planned this year and Cllr Fyfe confirmed that T&M planned to carry one out and it was agreed that it would need to be co-ordinated.

**Action:** HTC to contact T&M for dates and further details.

**Members of the press and public left at 8.33pm**

## **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.

### **FC20240042 Note appointment of new Admin Assistant**

Confirmation of start date of 27<sup>th</sup> February and working pattern 9am – 3pm Tuesday & Friday.

### **FC20240043 Agree staff training.**

**Proposed:** Cllr Simpson

**Seconded:** Cllr Winser

**Resolution:** Staff training agreed for DTC: Cemeteries Training £135 plus VAT and ILCA entry level £120 plus VAT

### **FC2024004 To note bank signatories as requested by auditor (propose Part 2 report)**

**Proposed:** Cllr Simpson

**Seconded:** Cllr Fyfe

**Resolution:** Proposed signatories agreed

**Meeting closed 8.46pm**

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## **Mayors report February 2024**

### **Interview**

Former Mayor Martin Crane held an interview with me for the Bridge magazine. Martin thank you for your warm hospitality.



### **D-Day 80<sup>th</sup> Anniversary Weekend Meeting**

Now Christmas is over, the committee is starting to firm up on plans for the weekend of 28<sup>th</sup>-30<sup>th</sup> June. Please save the date, there will be a full program of activities within the town.

### **Steering Group Meeting**

The steering group met last week to continue talks on the outcome of the Town strategy consultation results. Once all consultation topics are discussed within the group a short list of projects will be determined. The steering group will then bring these back to committee for discussion. It's important to remember it's **the town's residents** who has determined the discussion points following over 800 consultation responses. This is a positive activity for the town and its residents.

### **JOG presentation Evening**

Thank you to Cllr Alford for attending the presentation evening at the John O'Gaunt school in my absence. Congratulations to all the students who received awards for their academic achievements.

### **Changing Places POD**

This week work will begin on the installation of our new changing places pod. The pod will bring a purpose-built facility enabling fully accessible toilets and changing facilities to disabled users of all ages. HTC is thrilled to have this facility in the town, it will give confidence to disabled users whilst visiting Hungerford.

HTC will look after the facility once installed. There may be some disruption whilst the pod is being installed. The library car park **will not** lose its disabled car parking spaces, they will be moved along a bit, our bike rails will also be reinstated. HTC met with WBC to choose bricks slips for the pod, sadly the match wasn't quite as good as we'd hoped, we've requested the mortar is made darker than the sample provided to complement existing brickwork on the library building.

Hungerford will offer dignity and independence to severely disabled residents and visitors to our town.

### **District Parish Conference**

Cllrs Cole, Cusack, and I attended the recent district parish conference held at Shaw House. The topic of focus was recent flooding and WBC's response. There was discussion about Thames Water's response to flooding and raw sewage still causing concern and distress in Lambourn. Water from natural springs, alongside recent flooding, has found its way into pipes and drains, completely overwhelming capacity. Not able to cope with the amount of water, raw sewage is running through residential streets. Thames water announced their engineers were receiving significant abuse whilst working on site. I appreciate this is completely unacceptable, however I do feel for residents being splashed with raw sewage every time a car passes through the village. I also think Thames Water need to be doing more to reassure residents and clean up the sewage still present. Thames water must be made to make significant investment to increase capacity in the areas prone to flooding. I know MP Laura Farris met with Thames Water again this week, I hope Laura can apply any pressure needed.

I thought the conference was informative. Parish and Town Cllr's were given ample opportunity to ask questions and raise concerns. One hot topic is contracts for grass cutting. One parish was watching closely, their village was contracted for seven grass cuts a year and only received two. Who is watching/checking the contactors ensuring services are being delivered? HTC has requested the schedule of works so we can pay closer attention.

### **Health & Safety**

Cllr's have been completing site checks, looking at assets and bringing any problems to committee for discussion. These checks really help to identify longer term concerns enabling the committees to budget and plan for future works required. Thank you to all Cllr's helping with these checks.

### **New shop**

I was delighted to be asked to attend the opening of the new White Coco store now located at No 25 High Street. Congratulations to Sally and her team, you've been working so hard to bring everything together. Cllr Winser and I agree the shop looks incredible, there are so many beautiful clothes, shoes, jewellery, and accessories to tempt you. I've already made my first purchase in the new store and will be back soon. White Coco windows displays are always stunning and with the equally stunning Roxton's just across the road alongside our well-established independent shops, the high street is looking buoyant.

### **Boots**

Not a great deal to report on Boots pharmacy. I have been told by senior management that there are no plans to move out of Hungerford. Boots are still discussing their lease renewal with the current owners. I hope to have further communication from Boots once details have progressed.

### **Dick Lovett BMW & Mini**

You may have noticed works are now commencing on the BMW site, whilst work is underway the team will relocate to the old Ford dealership site. Once complete Mini will then change places with BMW whilst the Mini site is redesigned in phase two.

Cllr Helen Simpson  
Hungerford Mayor

# Police Report - HTC UPDATE February 2024

The start of the New Year has been a quiet one for the team.

PCSO Bremner attended Redwood House and spoke about Fraud and the recent scams. This was well received by the residents.

On the 15<sup>th</sup> February 1100-1300hrs we will be in Dobbie's Garden Centre raising further awareness of scams and offering advice on Burglary and theft.

Phone calls and emails asking for your bank sort code and account numbers seem to be doing the rounds again. Banks **will never** ask you for information over the phone or by email so never give it out. We are also getting a lot of reports regarding Microsoft. Wanting you to log on to your computers so they can gain access to your accounts. In addition we are aware of some scams relating to delivery couriers. Do not click on links in these emails or reply with your personal details.

If you believe you have been a victim of fraud or cybercrime, please report it to Action Fraud by calling 0300 123 2040, or visiting [www.actionfraud.police.uk](http://www.actionfraud.police.uk)

For January

2 reports of Anti-social behaviour  
2 Criminal damage 1 burglary  
(to a garage)

## **The Team**

The current set up of the Hungerford and Downlands Neighbourhood Police Team is 1 x Inspector, 1 x Sergeant, 3 x Police Constables and 5 x Police Community Support Officers.

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

[HungerfordandDownlandsNHPT@thamesvalley.pnn.police.uk](mailto:HungerfordandDownlandsNHPT@thamesvalley.pnn.police.uk)

And finally a plea to keep reporting incidents to us via 101, the TVP website ([www.thamesvalley.police.uk](http://www.thamesvalley.police.uk)) or 999, in an emergency

**FINANCE & GENERAL PURPOSES REPORT FOR FULL COUNCIL MEETING ON 5<sup>TH</sup> FEBRUARY 2024**

**MONTH 10 INCOME & EXPENDITURE REPORT FOR JANUARY 2024**

**101 FINANCE:**

100% of the Precept has now been received.

**102 ADMINISTRATION:**

Net Income over Expenditure is a £3,039 positive variance.

**103 GRANTS & DONATIONS:**

Net Expenditure £1,500 positive variance.

**104 POOL HOUSE:**

Net Income over Expenditure is a £25 negative variance.

**105 CONTINGENCY:**

No Expenditure this month.

**106 TOURISM SUPPORT BUDGET:**

No Expenditure this month.

**109 HUNGERFORD 2036 PROJECT:**

Net Income over Expenditure is a £323 positive variance.

**201 RECREATION & AMENITIES:**

Net Income over Expenditure is a £1,582 positive variance.

**202 WAR MEMORIAL GROUND:**

Net Expenditure was a £227 positive variance this month.

**203 ST SAVIOURS:**

Net Income over Expenditure is a £316 positive variance. No Burial fees this month.

**204 CROFT FIELD:**

Net Income over Expenditure is a £2,666 positive variance.

**205 LIBRARY MAINTENANCE COSTS:**

No Expenditure this month.

**206 TRIANGLE FIELD:**

Net Income over Expenditure is a £579 positive variance.

**301 CHRISTMAS LIGHTS:**

Net Income over Expenditure is a £59 positive variance this month.

**302 HIGHWAYS:**

Net Income over Expenditure is a £1,010 positive variance.

**303 CCTV:**

Net Income over Expenditure is a £1,152 positive variance. £1,000 received from the Police.

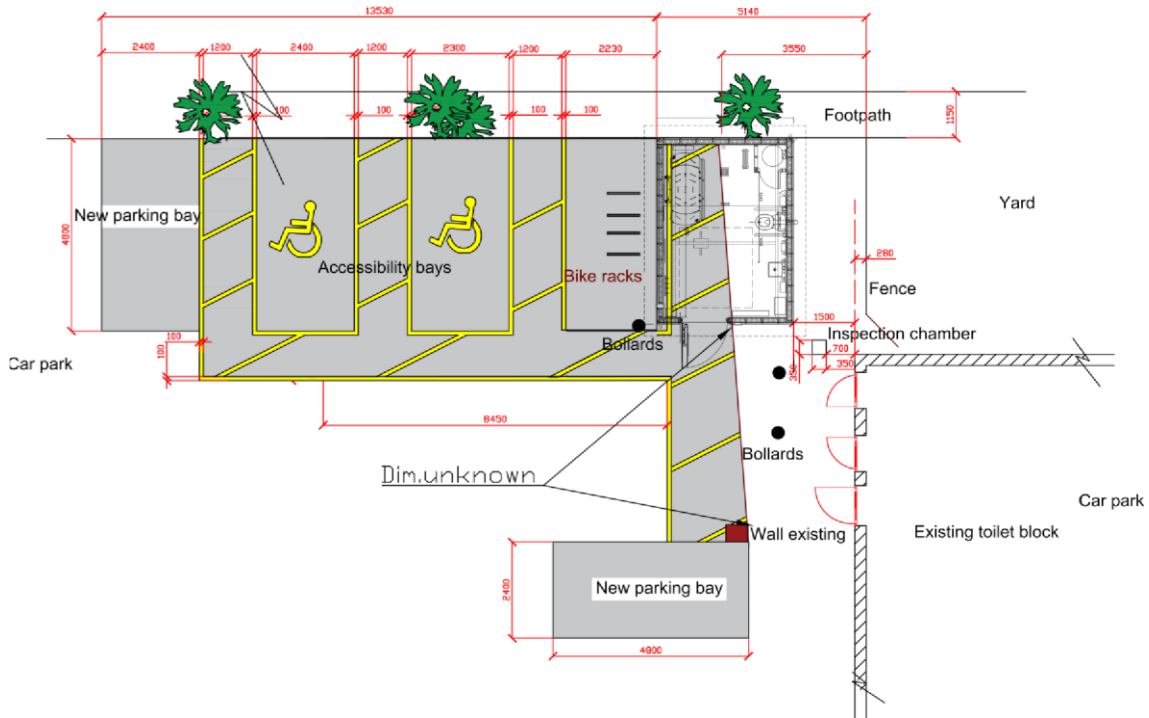
January's Net Income over Expenditure is a £13,221 positive variance.

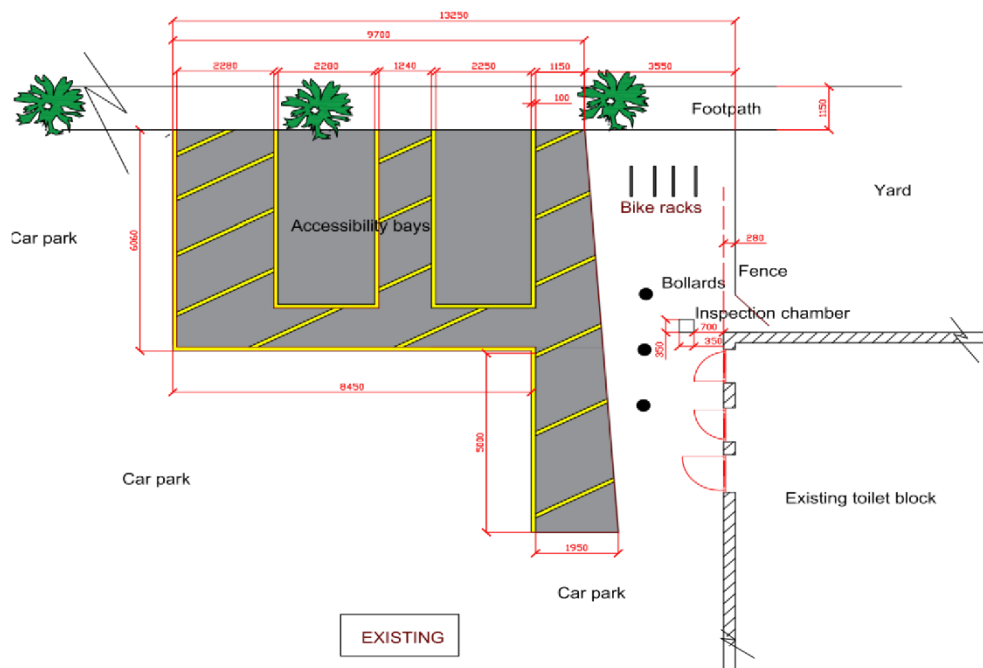
Claire Winsor

Chair of F&GP

3 February 2024

### The Changing POD Plans





## February 2024 Update on Hungerford Neighbourhood Plan (HNP)

01/02/24

Steady progress this month:

- The Draft Plan is all ready for Rule 14 Consultation, but we await the Strategic Environmental Assessment.
- Had a Steering Group meeting on 24/01/24. The main item was to agree how to progress the Rule 14 Consultation. Approach to include: wide consultation, On line, Library & Town Meeting. Questionnaire asking open question.... any comments etc...
- The Strategic Environmental Assessment (SEA) scoping report produced by AECOM. Expect full report completed by Feb 15th. Met with AECOM on 1<sup>st</sup> Feb and they seemed positive about things. Comments they have could be added at the end of Reg 14 assessment.
- The programme below is similar to before. Several activities are out of our control which will mean that 2025 is likely for adoption.
- Key next actions are:
  - Complete SEA
  - Start Reg 14 formal consultation. Planning for 6 weeks from 16th February to 29<sup>th</sup> March 2024.

Richard Hudson



We may also wish to consider if we pursue with the timers as they are or change the times. Alternatively, we can switch to light sensors which was an option presented previously.

**Financial and Legal implications**

Left in 2023/24 Budget £1,000 (new lights) £1,000 (casual labour)

There is also surplus in the energy costs budget for 2023/24 that we can use for the balance.

**Consultation:**

Shield Electrical (Xmas Lights Contractors)


**Recommendation(s)**

The best option, based on the above information.

**Signed:** Town Clerk 1/2/24

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Hungerford Nursery School Centre for Children and Families  
(Suzanne Taylor - Headteacher Chair of Governors — Maureen Martin)

'Everyone Matters — Be the best you can be' \_\_\_\_\_ Our vision —   
Achieve, Lead and Learn 5<sup>th</sup> February 2024  
Briefing for Hungerford Town Council

My personal Thank you to the Town Council for continuing to support the Nursery. I have been at Hungerford Nursery as Headteacher for 16 years and have really enjoyed working with and for the community. The support that the Town Council has offered the Nursery is immense and though I will be leaving in April 2024 with mixed feelings of sadness but have so many fond memories. What has been achieved would not have been possible without the continued support of you the Town Council and the Hungerford Community. This year, the Nursery maintains our aim to continue to be high quality and sustainable

- 123 pupils currently
- 30% Early Years Pupil Premium (vulnerable) — 26 children receiving WB food vouchers
- 29% of our 2 year olds receive Free entitlement 2 year old funding (vulnerable)
- 25% are SEND (Special Education Needs or Disability) including 4 EHCP - Education & Health Care Plans and 3 more EHCP applications are in process
- Nursery provision is now 8.00-17.30 every day including breakfast and tea club, all year provision (48 weeks) to support parents who work
- We serve 85 hot lunches everyday, cooked in house



- Currently we are full and will be unable to offer places in the summer term for new children. We are offering our existing parents some of their free 15 hours that 2 year olds with working parents will be entitled to from April. We will have places again in September.

#### Successes since April 2023

- Our all year provision and extended hours provision is popular with parents
- We have been running Action Research projects with Universities of Oxford and Bristol
- Staff have been part of the National Early Years Covid Recovery Programme for the Department for Education — We have been supporting other settings across Wiltshire and Swindon as part of this Programme.
- We are a partner in the Thames Valley Early Years Stronger Practice Hub with 5 other partners from West Berkshire, Reading, Wokingham and Windsor and Maidenhead (We are one of 18 nationally designated Early Years Stronger Practice Hubs covering the South East — there are only two in the South East region)
- HT conducting for WBDC Footprint visits to support other schools in the Local Authority.
- HT is a facilitator for NPQEYL (National Professional Qualification in Early Years Leadership)
- HT is a member of SEN Toolkit Group which has produced supportive materials which are available online for West Berkshire settings
- Our Toddler group, Seedlings on a Wednesday has grown in numbers
- Greenham Trust fund supporting us with a wide range of items from SEN resources to solar panels

#### Professional Training improving Early Years - Aim -To Grow expertise

- 1 staff member gained Level 3 Early Years Practitioner award
- 1 staff member currently training for her Early Years degree
- One staff member studying for her top-up Honours degree
- Two staff studying for their NVQ Level 3
- Two staff studying for their Professional Development Practitioner award

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#### Challenges and Threats

- Fewer hours/places available due to the Expansion of the new funding for children from 2 years (Free 15 hours- working Parent Entitlement) April 2024 - and then 30 hours for all children who have working parents from September 2025 .
- Level of children with Additional needs and lack of funding — would like to open a resource unit for SEN — we are talking to West Berkshire 6 children —could we create space inside or small portacabin on the Field Centre field by gate to outside our space.
- Planning for budgeting as WB notification of funding rates not coming before mid march — affects staffing and places
- More children are identified as FSM and more children are barely above this point. Continuing to fund from the school long term will not be possible
- Increasing cost of rates (C18,000), electricity (C11,000) and gas(C6000) — this year at a cost of E35,000. Our rates will increase next year. We would like to challenge the fact that we pay business rates — we are not a business but a School (Primary and Secondary Schools do not pay rates)

Hungerford and Area Family Hub (Service Level Agreement with LA - led by Hungerford Nursery School)

## Aim - Support for families through improving parentingz self-confidence and mental health

- Reduction in staff levels due to level of funding now 1.6, plus leadership from the Nursery School Headteacher ● Underpinning focus is development of the individual, with a particular target on emotional health growth leading to emotional resilience to cope with life's ups and downs.
- Individuals encouraged to own their own lives and engage with peers. This creates self-sustainable individuals finding their own solutions, economic benefits as they then have tools to move on.

## Successes

- Strong relationships lead to individuals disclosing what they might not share with anyone else (e.g., poor levels of literacy, domestic abuse) and signposted to appropriate support.
- Programme on healthy eating — CAN project
- 'Advice and a slice' group —parents of SEND - meet monthly— now supported by professionals Family Autism Worker, Family Support Worker from Dingleys Promise
- Swings and Smiles attending third Monday to offer session for SEN children and Families in Sensory experiences
- Boost Course - Resilience and Assertiveness course running for Women
- Toddler Group weekly in Croft Hall — attendance grown and developing into working with parents and delivering PEEP (Peep is about parents and practitioners working together to improve children's outcomes through learning and play.

## Challenges and Threats

- Continuing funding for the Family Hub

## Hungerford Nursery School and Family Centre is looking for:

- Volunteers

Trustees urgently needed so that we can continue a charity—looking for someone to be the Treasurer.

- Sponsorship Funding for FSM again really appreciated kind Hungerford Summer Festival funding Funding to Support SEND children
- Sponsorship for utilities and rates cost

Please NOTE: Even though we are an Outstanding setting, achieve impressive outcomes for the children and are highly effective in all we do, we are still facing significant and increasing financial challenges. Quality is no protection for us. We are very grateful for any support or help during these difficult times.

Thank you to the Town council for continuing to support the Nursery

The new headteacher, Chloe Summerville, will start on April 15<sup>th</sup> 2024.

