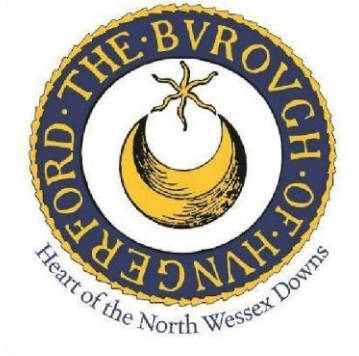


HUNGERFORD TOWN COUNCIL

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DRAFT MINUTES of the **Full Council Meeting** held on Monday 4th March 2024 at 7.00pm in the Library, Hungerford.

Present: Cllrs Simpson, Winsor, Fyfe, Alford, Keates, Armstrong, Cole, Knight, Coulthurst, Cusack, Hudson and Schlanker

Also present: Representatives from Penny Post, Newbury News, and The Adviser,

In attendance: Town Clerk, (TC)

Police Report: A report was circulated to Councillors prior to the meeting (**see attached report**). It was noted the Police can only attend meetings when their shift pattern allows.

ACTION: Office to share the police information on scamming with public.

FC20240045 Note apologies for absence. Cllrs Carlson and Reeves

Apologies from District Cllrs Tony Vickers (TV), Denise Gaines (DG), Dennis Benneyworth (DB)

FC20240046 Declarations of interest – None

FC20240047 Approval of Minutes of the meeting of the Full Council of 5th February 2024, and outcome of actions.

Proposed: Cllr Simpson

Seconded: Cllr Keates

Resolution: Minutes of 5th February 2024 were agreed as a true record. One abstention.

The office contacted WBC about the strength of the bike racks compared to bollards. We were advised one bollard will go on the corner. No adjustments can be made at this late stage. Streetlights will be discussed at H&T. Cllr Fyfe has a date for the next litter pick.

ACTIONS OUSTANDING:

- DB to seek further answers on the Chestnut Walk development project and report back to Council.
- HTC to receive details of the grass cutting schedule of works from WBC

FC20240048 Receive Mayor's Report - See attached report.

FC20240049 Receive District Councillor's Reports - No District Councillors were present, and reports have yet to be received.

FC20240050 Update on landscape planting at Bewley Homes – Cllr Coulthurst reported that several members of HTC alongside two ward Councillors, had met and walked the site with the adoption manager from Bewley to discuss the landscape planting at Lancaster Park. A plan of the trees was shown identifying missing trees and where trees need replacing. The end of March is the deadline for the planting to be complete. 3200 whips are also to go in on hedge lines. This and various other issues were discussed at a subsequent meeting with Bewley's MD and others attended by the Mayor and Cllr Coulthurst (in

her capacity as a resident of Lancaster Park) such as the maintenance plan, road adoption, lighting and pumping station which will need to pass tests before being handed over. This is likely to take another year. Cllr Coulthurst has submitted her meeting notes to Bewley. The types and numbers of trees should have been considered better. HTC need to look closer at landscape permissions in future. A landscape officer should look at it to consider if appropriate. Many trees died due to lack of water and proper management is needed in the future. A 15-year commitment for maintenance is in place. There are 3 SUDs in a row, not linked, and one was struggling to work properly in the current, very wet conditions. Due to the amount of surface water, a hole bored to link through to the second SUD was needed so it drains away. A landgrab issue has been identified requiring the removal of a Kennedy Meadow resident's fence.

FC20240051 Plans for Annual Town Meeting in Corn Exchange on Wed 20th March 2024 - The Mayor requested that all councillors attend. A good number of exhibitors have confirmed and set up will be from 5.30pm, refreshments from 6.30pm with the meeting starting at 7pm. There will be a question-and-answer session at the end.

ACTION: Invite Jon Winstanley from WBC.

FC20240052 Health & Safety – Any complaints or concerns. The parking layby near the Burrough pub is in a very poor state of repair and needs resurfacing. It is made more dangerous to pedestrians by its very steep curb which is difficult to rectify due to the camber of the road.

ACTION: Cllr Schlanker to chase WBC to see if they have allocated any budget for the above repairs.

Cllr Schlanker mentioned there is frost damage to the York stone footway on the high street near his house.

FC20240053 Receive any Committee reports (no more than 3 minutes per report). See attached F&GP report.
Youth Council

Cllr Winsor reported Hungerford Youth Council will be holding an event 'Hungerford's got talent' on Sat 6th July 2024 at John O Gaunt School. The Primary and JOG school are having a competition to produce a poster to save the date. Judges have been arranged. Cllrs Simpson, Keates, Armstrong Alford and Winsor have all volunteered to help.

ACTION: Cllr Keates will contact the Theatre Company to request use of technical equipment.

ACTION: TC to arrange a page on HTC website where info can be posted.

D-Day 80th Anniversary

Cllr Keates thanked Caroline Lumley (Summer Festival) for a donation of £500 towards the D-Day event. Simon Hobden is providing banners of guardsman for the trees in the high street that can be re-used for Remembrance day.

ACTION: Office is writing a letter of thanks to Caroline,

FC20240054 Update on installation of Changing Places Facility – The pod is in place and the official handover date to HTC will be 12th March 2024. The facility will only be available to RADAR key holders.

ACTION: Office to do a press release and raise the profile outside the town. Contact the relevant sectors. Cllr Coulthurst offered to promote on Kennet Radio.

FC20240055 Propose authorisation of payment run (circulated along with copies of invoices) for February.

Proposed: Cllr Winsor

Seconded: Cllr Simpson

Resolution: Authorisation of payment run of £20,773.47 for February.

FC20240056 Propose Year to date accounts – refer to circulated Income/Expenditure Report.

Proposed: Cllr Winser

Seconded: Cllr Schlanker

Resolution: Agree year to date accounts with £13,589 positive variance, due to pending leisure centre payments.

Cllr Schlanker advised he uses the Barclays Corporate App and would recommend this for authorising payments.

FC20240057 Receive report from Neighbourhood Plan Project Team – Please see attached report

Cllr Hudson highlighted Regulation 14 is currently underway and we are also consulting on the Strategic Environmental Assessment. The deadline for feedback is 29th March 2024.

He encouraged all to comment, whether positive or negative. WBC are extra stretched for time to respond and to carry out Regulation 16. The District Councillors are pushing for this to be outsourced if possible. The next meeting will be held this Wed at 6pm in the Fire Station Community Room.

FC20240058 Receive report on Town Centre Strategy (TCS) – Cllr Cole confirmed a resident of the high street has come forward to join the team and this will go to the committee to vote on. Cllr Schlanker expressed his concern that there is currently no resident representation from the top end of the high street that isn't on an organisation and queried how it was decided who would be on the committee. It was explained initially there were many people involved following the public consultation and this was reduced down to a group of around a dozen, so meetings were manageable. It was noted the TCS is in its early stages and far away from making any proposals.

FC20240059 Any other Reports (3 minutes each) not to include any proposals.

Cllr Armstrong reported that the Head of Hungerford Primary School David Mayer is retiring and there will be a new Headteacher, Lucy Smith, starting in September 2024.

ACTION: Cllr Armstrong will invite the new Headteacher to a Full Council meeting.

HTC agreed to participate in decorating a high street tree for Tutti day.

Meeting closed 8.10pm

POLICE UPDATE March 2024

February has flown by with little to report. Our Scam and Fraud Awareness event in Dobbies on the 15th was well attended. We have more events in our area booked in over the coming months.

Below is a sample of some of the current scams doing the rounds:

Great Western Railway have advised that a scam post on Facebook offering UK residents a year's free travel for £3 is nothing to do with GWR. Do not click on any link.

Dodging scams is a sad part of everyday life. There are constant attempts to dupe us into sharing our personal details, or part with our money, with criminals making a small fortune from victims.

One recent example is fraudsters using QR codes to stick phoney QR codes on parking meters, redirecting people to fake payment apps.

Another scam that has been shockingly effective has centred on the sending of texts or WhatsApp messages to parents, claiming to be from their children and in financial distress. For example, they might claim that they have lost their phone and wallet and so are using a friend's phone to ask for help. The idea is that the parent is sufficiently panicked by their child being in trouble that they are less likely to ask questions and simply send the money to the requested account as soon as possible. If you receive a message from an unknown number, claiming to be from a loved one in trouble, then it's important not to panic. **Ask questions that only the loved one could answer – even just confirming their name or date of birth – and make clear that money won't be sent until they are answered.**

For February

4 reports of Anti-social behaviour
1 Criminal damage
3 Theft

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

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

Mavors Report March

Resignation

Sadly, Cllr Mark Greenwell has decided to step down as a town councillor with immediate effect. I would like to thank Mark for his help, support, and commitment to our team.

Sovereign Network Briefing

Cllr Fyfe and I attended the on-line bite size briefing. The briefing was focused mostly on an introducing Darryl MacAndrew, (community investment and partnership lead). Darryl's aim is to build relationships with organisations and communities, working with them to help sustain activities and services provided to customers, helping them also to launch new projects.

Hungerford Theatre Company

I was delighted to be invited to see the wonderful production of Oliver. Congratulations to all the cast and crew. I know how much work goes into these productions. Oliver is one of my favourites, this production did not disappoint. Well done everyone. I'm already looking forward to the next one.

Lancaster Park Site Visit

Several members of HTC and district councillors met on site at Lancaster Park. Residents remain concerned about landscaping, which is still not completed, there's still a significant number of trees missing. Residents are also concerned there's been limited information on the management agreement. Adoption of the roads was also discussed with residents present. I understood the concern and promised to try and reach MD Andrew Brookes. Andrew did agree to meet me and Cllr Coulthurst, at the Bewley office. The meeting was positive, we received assurances the planting would be complete by the end of March. Promises were also made to address hedging which has now

become unmanageable in parts. This hedging will be given a tidy before addressing properly when the ground is firmer. Larger machinery will be required on site. James Clark (adoption manger) will be playing a bigger part on site which will give residents more access to Bewley. I think there is still considerable work to be done, HTC will continue to watch closely and hopefully WBC will play their part in relation to planning policy commitments.

Matt Ratana Foundation

Many of you will know the story of the Police sergeant who was shot by a prisoner whilst in custody, who hadn't been searched properly. Matt was just months away from retirement. The foundation was set up in his memory due to Matt's love of rugby and coaching youth teams. Each year the foundation takes part in a sponsored walk. This year Matt's friends walked from Reading to Bristol stopping off at various rugby clubs along the way. I was delighted to welcome them after their first day, arriving in Hungerford and hosted by HRFC. The dedication and commitment to their friend, continuing his work to support youth in sport was completely heart-warming. Huge congratulations to all the walkers, it was a pleasure to listen to such inspirational stories of the foundation.

Chamber of Commerce

I was pleased to attend the meeting which was held at the newly adapted BMW garage in bridge street (formerly Peter Stirland). MD Chris Taylor gave a speech to the group and expressed his gratitude to HTC for their continued support of the business. Chamber chair Karen Salmon also shared some new images of the Visit Hungerford tourism website. Funds have been secured to support the on-going maintenance of the site for five years. New members to the chamber were also introduced.

Y&CC

I attended the youth and community centre tea party which was held to celebrate the successful national lottery funding bid. Congratulation to all the Y&CC team who've worked so hard to put the bid application together and achieve such vital funding. Thanks also to the youth who spent lots of time with me on the craft table, I really enjoyed chatting with you.

Cllr Helen Simpson
Mayor

FINANCE & GENERAL PURPOSES REPORT FOR FULL COUNCIL MEETING ON 4TH MARCH 2024 MONTH 11 INCOME & EXPENDITURE REPORT FOR FEBRUARY 2024

101 FINANCE:

100% of the Precept has now been received.

102 ADMINISTRATION:

Net Income over Expenditure is a £5,124 positive variance.

103 GRANTS & DONATIONS:

Net Expenditure £249 negative variance. Final payment of the Hungerford Library Grant.

104 POOL HOUSE:

Net Income over Expenditure is a £65 positive variance. Rent increase in place.

105 CONTINGENCY:

No Expenditure this month.

106 TOURISM SUPPORT BUDGET:

No Expenditure this month.

109 HUNGERFORD 2036 PROJECT:

No Expenditure this month.

201 RECREATION & AMENITIES:

Net Income over Expenditure is a £5,089 positive variance. We received £4,000 from our Members Bid (which will be matched funded) and £2,000 from the Peter Baker Trust.

202 WAR MEMORIAL GROUND:

Net Expenditure was a £138 negative variance this month.

203 ST SAVIOURS:

Net Income over Expenditure is a £815 positive variance. An increase of £1,200 in Burial fees this month.

204 CROFT FIELD:

Net Income over Expenditure is a £564 positive variance.

205 LIBRARY MAINTENANCE COSTS:

Net Expenditure is a £363 negative variance this month. A 25% deposit of £863 was paid for the roof works.

206 TRIANGLE FIELD:

Net Income over Expenditure is a £191 negative variance.

301 CHRISTMAS LIGHTS:

Net Income over Expenditure is a £729 negative variance this month.

302 HIGHWAYS:

Net Income over Expenditure is a £2,585 positive variance.

303 CCTV:

Net Income over Expenditure is a £108 negative variance.

February's Net Income over Expenditure is a £13,589 positive variance.

Claire Winser

Chair of F&GP, 1 March 2024

March 2024 Update on Hungerford Neighbourhood Plan (HNP) 01/03/24

Good progress this month:

- The Strategic Environmental Assessment completed after pressing AECOM.
- West Berks wanted a delay to start, but overcame the issue raised.
- Draft Plan & SEA out for Rule 14 Consultation. Wide consultation: Online, Direct emails, Library & Town Meeting.
Please do comment and encourage others to.
- The programme below is similar to last month so on track...just. Several activities our out of our control which will mean that 2025 likely for adoption.
- West Berks have resource problems due the Local Plan and may be late commenting on our Plan. We also rely on them for the Rule 16 Consultation.

Key next actions are: Complete Reg 14 formal consultation ending on 29th March 2024.

Update plan and submit to West Berks

| Neighbourhood Plan Programme | | | | DRAFT | | | | | | | | | | | | 2025 | | | | |
|------------------------------|--|-------------|------------|----------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|------|-----|-----|-----|-----|
| Ref: | Activity | No of Weeks | Start date | End date | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar |
| 1 | Review by Cttee & Council Consultations | 14 weeks | 18/09/23 | 08/01/24 | | | | | | | | | | | | | | | | |
| 2 | Strategic Environmental Assessment (SEA) | 8 weeks | 11/12/23 | 16/02/24 | | | | | | | | | | | | | | | | |
| 3 | Publish Draft for Consultation (Rule 14) | 6 weeks | 16/02/24 | 29/03/24 | | | | | | | | | | | | | | | | |
| 4 | Update Plan following consultation | 2 weeks | 04/04/24 | 12/04/24 | | | | | | | | | | | | | | | | |
| 5 | Submit to WBC prepare for Reg 16 Consult | 4 weeks | 12/04/24 | 10/05/24 | | | | | | | | | | | | | | | | |
| 6 | 2nd Consultation (Reg 16) (carried out by WBC) | 6 weeks | 13/05/24 | 21/06/24 | | | | | | | | | | | | | | | | |
| 7 | Finalise Plan and prepare for Examination | 8 weeks | 24/06/24 | 23/08/24 | | | | | | | | | | | | | | | | |
| 8 | Examination | 1 week | 02/09/24 | 06/09/24 | | | | | | | | | | | | | | | | |
| 9 | Inspectors Report Preparation | 6 weeks | 09/09/24 | 18/10/24 | | | | | | | | | | | | | | | | |
| 10 | Moifications | 2 weeks | 21/10/23 | 01/11/24 | | | | | | | | | | | | | | | | |
| 11 | Prepare and carry out Referendum | 8 weeks | 04/11/24 | 27/12/24 | | | | | | | | | | | | | | | | |
| 12 | NP comes into force | 2 weeks | 30/12/24 | 10/01/25 | | | | | | | | | | | | | | | | |

key on colour coding: ■ completed ■ future activity ■ activity involving public