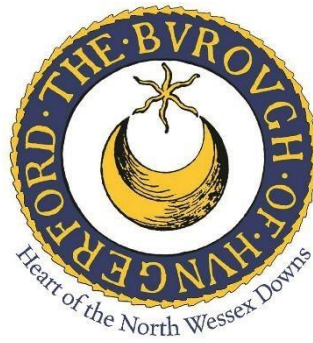


HUNGERFORD TOWN COUNCIL

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Draft MINUTES of the **Environment and Planning Committee** meeting held on Monday 14th April 2025 at 7.00 pm in the Library, Church Street, Hungerford.

Present: Cllrs Hudson, Keates, Simpson, Winsor, Carlson, Cole & Armstrong

Also in attendance: Deputy Town Clerk (DTC), District Cllr Vickers.

One member of the public representing agenda item **a) Ref: 24/02074/LBC** and 3 members of the public who are considering joining HTC as Councillors.

The minutes are recorded in the order the agenda items were discussed at the meeting.

Cllr Keates opened the meeting at 7pm and welcomed Councillors and members of the public to the session. Cllr Keates introduced himself as Deputy Chair leading the meeting in the absence of the Chair.

EP2025019 Apologies for absence: Cllr Fyfe, Montgomery and District Cllrs Benneyworth & Gaines

EP2025020 Declarations of interest: None

EP2025021 Approval of Minutes of the Meeting held on Monday 10th March 2025 and update on actions.

Proposed: Cllr Hudson

Seconded: Cllr Simpson

Resolution: Minutes approved as a true record of the meeting held on 10th March 2025 with no actions recorded.

EP2025023 North Wessex Downs Management Plan Review 2025. [Management Plan - North Wessex Downs National Landscape](#). Propose Consultation Response. Deadline 30th April 2025.
(Refer to Draft).

Discussed at Extra Full Council Meeting held 6.30pm 14.4.25.

EP2025024 Planning applications:

a) Ref: 24/02074/LBC
Applicant: 39 Charnham Street, Hungerford, RG17 0EJ

Proposal: Replacement of the existing ground floor sash windows with new hand-crafted sash windows exactly replicating the originals

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

Cllr Keates presented the planning application highlighting the proposed windows. The representative for this planning application confirmed that it has taken 4 months to get to this point due to some conflicting advice from WBC. It was confirmed that the whole space is used as offices with open access to the Leisure Centre via the footpath.

The pictures showed scale of damage /disrepair as the timber is heavily rotted in parts. Being a listed building, the windows will be replaced by softwood replicas and will be double glazed. There were no objections from Highways.

Proposed: Cllr Montgomery

Seconded: Cllr Carlson

Resolution: HTC supports the application

b)

Ref: 25/00389/ADV

Applicant: 21 High Street, Hungerford, RG17 0NF,

Proposal: 1 x non illuminated fascia 1 x non illuminated projecting sign

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

Cllr Keates confirmed that there were no objections raised by Environmental Health, Highways nor were there any comments from the public. It was agreed that as the work has already been carried out, this was really a retrospective planning application.

Proposed: Cllr Carlson

Seconded: Cllr Winsor

Resolution: HTC has no objection

c)

Ref: 25/00489/FUL

Applicant: 10 - 11 Bridge Street, Hungerford, RG17 0EH

Proposal: Change of use from A1 Retail to C3 Dwelling of ground floor

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

Cllr Keates presented an overview of the planning application and confirmed that it was a proposed development to change the use back to residential. Cllrs discussed this with one concern raised that the aim of Hungerford's Neighbourhood Development Plan (NDP) was to protect the commercial area to ensure it remains prosperous and HTC needs to protect the integrity of the High Street. It was confirmed that the protected area did not include Bridge Street but includes an extended area of the High Street. There are no changes to the elevations, the only change being the change of the shop back to residential (living room). There were no representations from the public and Highways confirmed conditional approval providing 'cycle parking' was provided. This is to ensure that the development reduces reliance on cars.

It was confirmed that the property is already used as a home and the planning application is to convert the retail shop back to a lounge. There is no information available on when the lounge was converted into a shop. It is a house with a shop front, not a whole shop.

Cllrs debated the application as there is a preference for it to remain as a business as Bridge Street is not an area protected by the NDP.

Cllrs confirmed that three other properties have been converted back to residential from retail so a precedent has already been set. It was discussed that it was such a small space that it was not really viable commercially and the family have already moved their business into a larger property so the business still remains in Bridge Street which is important.

Suds, require a full flood risk assessment As this information is not provided they object to the proposed change of use.

District Cllr Vickers was asked for comment. He replied that HTC have given this subject considerable consideration and it is a topic that has National Interest and District Cllrs need to review Policy.

Cllr Simpson proposed no objection on the basis that it does not impact the integrity of the High Street.

Proposed: Cllr Simpson

Seconded: Cllr Winser

Resolution: HTC has no objection

d)

Ref: 25/00524/HOUSE

Applicant: Bridge House, 131 High Street, Hungerford, RG17 0DL

Proposal: Introduction of a replacement glazed link between the main building and rear annexe.

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

Cllr Keates confirmed there is no change to the brick wall on the canal side. Historically there was a greenhouse and malt house there and a range of improvements has since been made. The wicker gate and glazed door will be removed as part of the design to replace them with full height, glazed windows.

Consultation documents from Historic England were discussed and highlighted that they did not need to be consulted and there was 1 representation from the public in support of the application.

Cllr Cole confirmed that the two old building; the old malting house and the old house had a courtyard in between and the proposal to glaze it is a preferred method by WBC when adding something onto a property and could see no objection to the application.

Proposed: Cllr Armstrong

Seconded: Cllr Montgomery

Resolution: HTC has no objection

e)

Ref: 25/00619/HOUSE

Applicant: 8 Church Way, Hungerford, RG17 0JX

Proposal: Demolish garage two storey side extension porch

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

Highways had no objection but stipulated that adequate parking facilities were provided. There were no representations from the public.

Proposed: Cllr Winser

Seconded: Cllr Montgomery

Resolution: HTC no objection

f)

Ref: 25/00667/FUL

Applicant: Rear Of, 31 Charnham Street, Hungerford, RG17 0EJ

Proposal: Change of use from offices to a single 3 bedroom dwelling house

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

Application for change of use. Positioned at the side of the convenience store, down a side access road. Proposal to have sky lights in the roof to provide light. To the right of bedroom 3, is a sloped roof with no standing access. Proposal is for parking for 2 cars.

Consultee comments from SuDS who currently object to the proposal due to lack of information on flood risk and request more information.

Highways provided conditional approval based on an EV charging point being provided along with parking /turning space.

Biodiversity statement, in support of the application and given there is no garden, is based on flowerpots and baskets being placed outside the property to support local bees and other insects and the installation of two swift boxes.

Cllrs questioned whether the property has been advertised for rent prior to the application for change of use, but there was no information relating to the marketing of the property.

Cllrs discussed that a precedent has already been set in Hungerford with Suite E, The Courtyard, which was refused by WBC on the grounds that it had not been marketed for retail and that it was in a flood zone.

Cllrs discussed pre application advice is available but it was acknowledged that WBC would charge for this and it was approx. £800, which was not sought by the applicant.

Cllrs commented that there is a surplus of office space available in Hungerford, much of which has been advertised for a long period of time. It was noted that the property has been offices in the past, that there is a garage and it is possible that it had previously been a residential property.

District Cllr Vickers confirmed that there are poor office spaces in Newbury that have been converted into poor quality housing so care is needed. Cllrs also commented that given the amount of available office space, councils should be mindful not to allow building on green land.

Proposed: Cllr Hudson

Seconded: Cllr Simpson

Resolution: HTC has no objection to this planning application provided the property has been advertised for the required period for office space applying for a change of use to residential and the property has an EV Charging Point installed

g)

Ref: 25/00678/FUL

Applicant: 111 High Street, Hungerford, RG17 0NB,

Proposal: Part change of use from shop to residential and new front entrance door

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

This property is included in the NDP as protected area for commercial/retail use. The shop is being absorbed in the living room (which had been previously residential).

Highways have no objection and commented that the change of use application would enlarge the existing house.

Ecology confirmed there is no requirement for an ecological survey.

Suds had no objection but would wish to see the implementation of SuDS where possible (even small scale features such as rain garden planters, water butts, etc would provide welcome improvements over the existing drainage regime).

There were no representations from the public.

Cllrs confirmed the property falls within the designated protection zone and had on street frontage which meant they would want to keep it as retail.

Proposed: Cllr Cole

Seconded: Cllr Simpson

Resolution: HTC Object's to this planning application on the basis that it does not support our objective to secure the ongoing vitality and viability of Hungerford Town Centre Commercial Area. Proposals for non-Class E uses will only be permitted where they do not result in a disproportionate concentration on non-Class E units that would be harmful to the vitality and viability of Hungerford Town Centre. It is important that Hungerford continues to protect the retail frontage of its high street whilst adapting to the needs of the community. Hungerford is also a tourist venue bringing significant spending into the town. It is vital that this continues to be nurtured so that local shops, restaurants and facilities which rely on this trade can prosper. If WBC are minded to 'approve' this planning application, then District Cllr Vickers will perform a 'members call-in'.

h)

Ref: 25/00648/FUL

Applicant: 35 - 35A High Street Hungerford RG17 0NF

Proposal: Change of use from commercial to residential

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

The property is under the same ownership and the business has moved into 1 unit rather than being in both. The property sits within the designated protection zone.

Both Highways and SuDS have no objection and SuDS would like to see (even small-scale features such as rain garden planters, water butts, etc would provide welcome improvements over the existing drainage regime. There were no representations from the public.

Proposed: Cllr Simpson

Seconded: Cllr Carlson

Resolution: HTC has no objection. AIF with one abstention

EP2025025 Case Officers Reports

Cllr Keates summarised the case officer reports

a)

Ref: 25/00074/LBC

Applicant: Neates Cottage, Neates Yard, 108 High Street, Hungerford

Proposal: Replace softwood windows.

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

WBC: Granted

HTC: No objection

b)

Ref: 25/00076/CERTP

Applicant: 15 Macklin Close Hungerford RG17 0BY

Proposal: Garage conversion

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

WBC: Certificate of Lawful use or development issued

HTC: No comment required

c) **Ref: 24/02022/FUL**

Applicant: Land Adjacent To, 123 Strongrove Hill, Hungerford,

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

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

WBC: Refused

HTC: Supported

Cllrs discussed this application and confirmed that when it was refused by WBC, they questioned what they had missed as it was outside the settlement area (as was Denford Park). It is not in a close unit or cluster of 10 homes, a comment made that it was not an 'outstanding enough design' but Cllrs felt this discriminated against small building companies. Cllrs discussed that the application was offered help but did not take this up. The decision could go to appeal. Cllrs questioned why WBC refused the planning application when HTC had approved it. They felt that WBC could be concerned that a precedent was being set but felt this could be resolved by decisions being made on a case-by-case basis.

d) **Ref: 25/00146/COND**

Applicant: 26 Charnham Street, Hungerford, RG17 0EJ

Proposal: Application for Approval of Details Reserved by Condition 4 (External Joinery Windows / Doors) of planning permission 24/02542/LBC - Proposed 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)

WBC: Refused

HTC: Strongly supported the original application. Current application relates only to details submitted to discharge a condition (no.4) of consent ref: 24/02542/LBC, which is a Conservation matter. Again, Cllrs looked at why this was refused by WBC and Cllr Keates agreed to send these out to Cllrs.

Action: Cllr Keates to email reasons for refusal by WBC to Cllrs.

e) **Ref: 24/02828/HOUSE & 24/02829/LBC**

Applicant: Chilton Lodge, Chilton, Hungerford, RG17 0SY

Proposal: Replacement of part of the existing main house roof covering.

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

WBC: Granted

HTC: No Objection

f) **Ref: 24/02027/FUL**

Applicant: Hungerford Park Estate, Hungerford Park, Hungerford, RG17 0UU

Proposal: Retrospective: application seeking temporary 5 year permission for the siting of a railway carriage and storage containers; and use of Railway Carriage as part office/salesroom/tasting room.

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

WBC: Granted Retrospective planning

HTC: Objected on the same grounds as HTC did in 2017 and also because 17/02411/FUL is 30 months out of date and HTC does not believe new planning conditions will be met.

Cllrs discussed the amount of retrospective planning that WBC has granted to Hungerford Park. There have been numerous requests for conditions to be met as part of the approval process but these are often not adhered to or met. Cllrs would like the opportunity to meeting with a senior planning officer to discuss these issues and raise concern that this keeps happening. They also note that there is an application for a solar farm and District Cllr confirmed that this was being 'called-in'.

Action: HTC Office to invite Head of Planning, Philippa Venables to meet with Cllrs.

With regards to retrospective planning, HTC needs to ensure WBC diarize dates in the diary to confirm that planning conditions are met and provide evidence.

- f) **Ref:** 25/00310/HOUSE
Applicant: 17 Canal Walk, Hungerford, RG17 0EQ,
Proposal: Install conservatory to the rear of the property
Link: [Planning Documents \(westberks.gov.uk\)](https://www.westberks.gov.uk/planning-documents)
WBC: Approved
HTC: no objection to the planning application

EP2025022 Consider West Berkshire Council's order to record a forked public footpath between Upper Eddington and Eddington Mill Cottage and consider HTC representation. Deadline 2nd May 2025.

Proposed: Cllr Keates
Seconded: Cllr Carlson
Resolution: HTC has no objection to this order. AIF

Meeting closed at 8.30pm