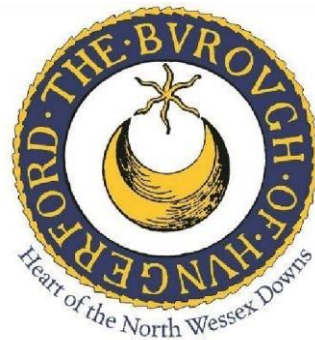


HUNGERFORD TOWN COUNCIL

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Draft MINUTES of the **Environment and Planning Committee** meeting held on Monday 8th September 2025 at 7.00 pm in the Library, Church Street, Hungerford.

Present: Cllrs Fyfe, Hudson, Simpson, Keates, Carlson, Cole, Armstrong, Brunning & Mulholland

Also in attendance: Cllr Hall, Deputy Town Clerk (DTC)

Agenda items listed in order of discussion at Council meeting.

There was an initial request from Cllr Hudson to allow the meeting to be filmed as part of a short film of his life for a film Festival. Cllrs agreed to the filming with the proviso that should it cause any disruption to the proceedings; it will cease with immediate effect.

EP2025056 Apologies for absence – Cllr Winsor

EP2025057 Declarations of interest -None

EP2025058 Co-option of Cllr Hall to E&P Committee

Proposed: Cllr Simpson

Seconded: Cllr Fyfe

Resolution: Cllr Hall was unanimously co-opted onto the E&P Committee

EP2025059 Approval of Minutes of the Meeting held on Monday 11th August 2025 and update on actions

All actions completed with following updates received:

EP2025051 Planning Enforcement and Planning Breaches:

- Lancaster Park - Cllr Gaines has raised a new enforcement item for this site. Mr Goodall, Planning Support, Enforcement & Developer Contributions Manager is going to attend an onsite meeting with Bewley this month.
- 14 – 16 High Street (Queen Anne House) – an onsite meeting has been arranged with District Cllr Gaines & Philippa Venables, Service Director, Development and Housing.

EP2025053 Discuss bird guards for solar panels

- DTC seeking further clarification sought regarding inclusion of bird guards being included in the local plan for WBC.

Proposed: Cllr Simpson

Seconded: Cllr Carlson

Resolution: Minutes and actions approved as a true representation of meeting held on 11th August 2025 with 4 Abstentions.

EP2025061 Discuss list of potential Blue Plaques for Hungerford as provided by Dr H Pihlens and agree next steps

Cllrs consider the blue badge scheme to be a good addition to Hungerford's heritage noting it will potentially attract tourist to our town (given that Hungerford is a 'tourist destination') so it should apply to points of interest as well as individuals and properties.

Cllrs agreed that permission should be obtained from potential homeowners and applicants. It would be at the individual's discretion to confirm if they would like to take part in this scheme. HTC needs to consider the cost, who would pay and initiate a 'voluntary contribution' section on any application form so that people are given the opportunity to contribute.

Actions:

- HTC office to contact owners of Bridge House to see if they would be interested in applying for a blue plaque
- HTC to obtain information on process of applying for a Blue Plaque and the associated cost and send to Cllrs for review

Proposed: Cllr Simpson

Seconded: Cllr Armstong

Resolution: Cllrs in principle support the Blue Plaque initiative as long as residents are supportive and the cost is not prohibitive.

EP2025062 Discuss pavement licences and upcoming renewals

Cllrs discussed the changes to the licencing process since covid, when you could put a sign in the window and if there were no objections, businesses could put out tables and chairs.

Cllr Fyfe delivered a presentation (see below for further details) on the current process following Covid and the Business and Planning Act 2020 with the Levelling up and Regeneration Act 2023 which came into forces 31 March 2024, outlining the charges and application process; including the 14-day public consultation process with businesses being required to put a sign in the window for 2 weeks and the renewal process and associated costs. It was noted by Cllrs that Parish Councils should be consulted and be able to review the applications for all pavement licences.

Councillors reiterated their commitment to supporting local businesses in their ventures; however, they did raise concerns about the potential safety implications for pedestrians, including those using buggies and wheelchairs, with the case of Mio Fiore restaurant highlighted (whose recent temporary licence is about to expire on 25th September 2025). Cllrs discussed concerns that the distances from the base unit of the barriers and street furniture is inadequate and causes difficulties for pedestrians and wheelchair users. Cllrs discussed the need for WBC to conduct site visits to ensure legal requirements are adhered to.

Action: DTC to write to WBC to request WBC carry out inspections for future pavement licences to ensure that they comply with the legal requirements and for all pavement licences to be submitted to Parish Council's for review.

Proposed: Cllr Cole

Seconded: Cllr Keates

Resolution: HTC to submit an objection to WBC regarding the current concerns of pavement licence holders and for WBC to carry out an inspection request all applications be sent to HTC for review.

EP2025063 Planning applications:

a) **Ref:** 25/01811/HOUSE

Location: 3 Park Way, Hungerford, RG17 0BB,

Proposal: Single storey extension to the rear of bungalow following demolition of single storey structure.

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

Extension to deadline confirmed

Cllr Cole presented the details planning application and Cllrs had no objections.

Proposed: Cllr Fyfe

Seconded: Cllr Carlson

Resolution: HTC has no objection to this planning application

b) Ref: 25/01759/FUL

Location: Unit 3, Everland Road, Hungerford, RG17 0DX

Proposal: Proposed new 3-bay workshop following demolition of existing workshop.

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

Extension to deadline confirmed

Cllr Cole presented the details of the planning application and Cllrs noted it is positive that the asbestos will be removed, and the changes will make it easier to get vehicles onto the ramps. It was noted that some of the external walls are not high enough and are a potential safety issue, and it was noted that one section had disappeared completely. It was noted that Tesco's own the hedge which will need clearing. SUDS reported that no surface water drainage details had been submitted nor had they been able to assess the viability of the proposal and therefore could not recommend approval. Cllrs noted this might slow the process down. Concerns were raised that the proposed development of houses by the canal will result in an increase in noise and traffic. It was noted that the owner of The MOT Centre is the only business who has right of way (via the deed). Cllrs proposed support with the proviso that noise and traffic are kept to a minimum.

Proposed: Cllr Fyfe

Seconded: Cllr Simpson

Resolution: HTC proposes 'Support' of this planning application with the following conditions:

- The gap with an obvious and potentially dangerous (H&S) fall at the Southeast corner of the property boundary is reinstated to an acceptable height
- The east wall is raised to an appropriate height where necessary.
- The following 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 must be adhered too. 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

c) Ref: 25/01687/FUL

Location: 14 Charnham Street, Hungerford, RG17 0ES

Proposal: Change of Use of a Class E unit to a Hot Food Takeaway (Sui Generis), installation of extraction and ventilation equipment and external alterations.

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

Extension to deadline requested

Cllr Cole outlined the planning application in his presentation (see reports below) and Cllrs raised concerns about the increase in traffic and traffic noise; increased parking violations caused by the change in usage from a brewery (with low traffic) to a commercial unit / hot food takeaway and there is an additional issue of restricted visibility onto the A4. Currently the neighbouring restaurant's bins are in the way and will need to be replaced elsewhere. Cllrs discussed the likely increase in delivery drivers parking on double yellow lines and in Faulkner Square, both of which are of concern.

The shared parking area and the designated separate entrance and exit access points causes concern however, Cllrs noted there are no objections currently listed on WBC planning portal. The building dates to 1800's and Cllrs considered the proposed changes will create a bland exterior which is not in keeping with its historical heritage.

Cllrs agreed they have no alternative but to 'object' due to highway safety, substandard visibility and parking issues. As a result, Cllrs have requested a Members call-in on this application.

Proposed: Cllr Cole

Seconded: Cllr Armstrong

Resolution: HTC objects to the planning application based on: Highway safety, substandard visibility at the proposed exit with reasonable expectations that clients will park on the A4, on double yellow lines, rather than the car park causing obstruction and danger to the public. The proposed changes to the rear sections of the building would remove the historical context and replace it with a bland exterior, causing harm to the Conservation Area.

- We have no objection to change furthermore we feel that the sooner the building undergoes maintenance the better and removal of what looks like asbestos sheeting roofing would be beneficial
- We accept that the change in use of the building must mean that ventilation equipment must be placed on the central section of the roof
- From the point of view of the Conservation Area, whatever changes are made internally to the building we feel that externally the wall / window / doors layout should remain unchanged (even if blocked up inside) (there is a drawings issue)
- The Heritage statement Plate 8 shows a chimney in the centre of the front section of the building as does the SIDE WEST ELEVATION- ELEVATION 4 as existing
SIDE WEST ELEVATION- ELEVATION 4 shows the chimney in the centre whereas Section Y-Y below shows it moved.

We see no need for such a move and suggest that this drawing be corrected

d) Ref: 25/01645/HOUSE

Location: Foxley House, Hungerford Park, Hungerford, RG17 0UT

Proposal: Erection of detached garage with first floor ancillary accommodation

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

Extension to deadline confirmed

Cllr Cole confirmed that HTC has been notified as an adjacent parish consultee and noted that Kintbury Parish Council has not objected to this planning application.

Proposed: Cllr Simpson

Seconded: Cllr Fyfe

Resolution: HTC has no objection to this planning application as long as the required number of EV chargers are installed and there is no separate curtilage.

e) Ref: 25/01772/LBC

Location: 2 Faulknor Square Charnham Street Hungerford RG17 0ER

Proposal: Cement-based render will be replaced by lime render on a section of the gable wall (approximately 13 sq metres) and a section of the rear (approximately 7.5 sq metres) of the property; repointing with lime mortar will be carried out at the rear of the property; and a few spalled bricks will be replaced at the rear of the property. There will be no structural alteration, extension or demolition and the character of the building will not change.

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

Cllrs noted there will be no structural alteration, extension or demolition and the character of the building will not change.

Proposed: Cllr Cole

Seconded: Cllr Simpson

Resolution: HTC supports this planning application

EP2025064 Case Officers Reports

- a) **Ref:** 25/00667/FUL
Location: 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)
WBC: Granted
HTC: Hungerford Town Council 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
- b) **Ref:** 24/00823/FULMAJ
Location: Hungerford Railway Station Car Park, Station Road, Hungerford,
Proposal: Erection of 42 residential dwellings, alongside associated access works (including formation of new access from Station Road), parking, landscaping, open space, drainage and other associated works
Link: [Planning Documents \(westberks.gov.uk\)](https://www.westberks.gov.uk/planning-documents)
WBC: Granted
HTC: No objection
- c) **Ref:** 25/01395/HOUSE
Location: 53 Fairview Road, Hungerford, RG17 0BP,
Proposal: Erection of single storey extension with lean to roof
Link: [Planning Documents \(westberks.gov.uk\)](https://www.westberks.gov.uk/planning-documents)
WBC: Granted
HTC: No objection
- Ref:** 25/01608/COND
Location: 26 Charnham Street, Hungerford, RG17 0EJ
Proposal: Approval of details reserved by Conditions (5) Doors and Windows, (8) CMS, (11) Cycle Parking and Storage, (14) Landscaping, (16) Surface Water Drainage (18) Habitat Management and Monitoring Plan and the Statutory Biodiversity Gain Condition of planning permission 24/01014/FUL: 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: Split Decision
HTC: No objection 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

EP2025060 Discuss Ref: 25/00275/MDOPO, Station Yard, Station Road, Hungerford, RG17 0DY.

Proposal: Modification of planning obligation of planning permission 17/03506/FULD - Erection of 7 dwellings with associated new bin/cycle store, access road, landscaping and parking. Section 106 Modification

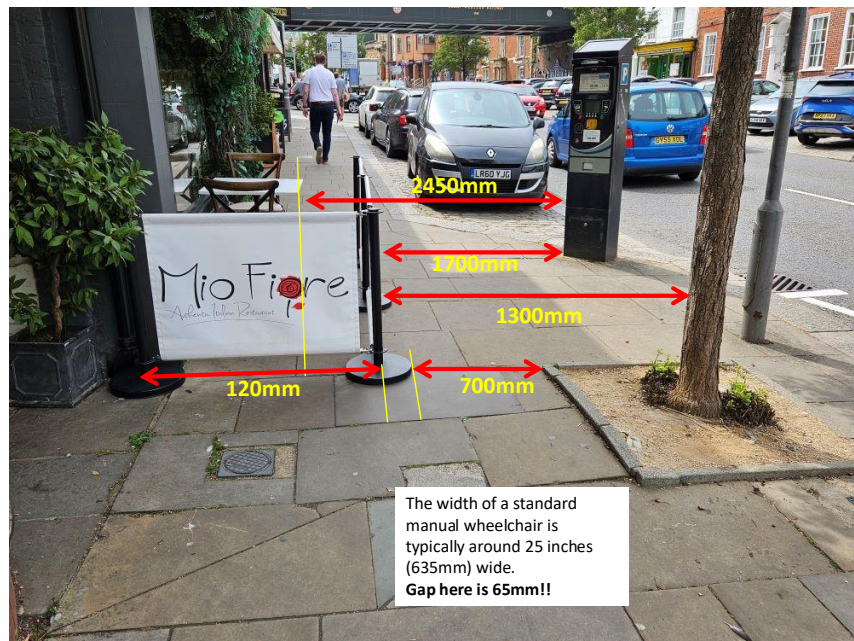
Cllr Fyfe gave a presentation on Station Yard planning application (see reports below for full details)

Actions:

- Cllr Fyfe to further review this case and consult with District Cllrs Vickers & Gaines
- Cllr Fyfe to send a copy of his report to District Cllrs
- HTC Office to confirm how much revenue HTC has potentially lost
- HTC to contact WBC to request a copy of the Viability Report

Meeting ended 8.52pm
Reports from meeting:

EP2025062 Discuss pavement licences and upcoming renewals



LEVELLING UP AND REGENERATION ACT 2023 APPLICATION FOR A LICENCE TO PLACE CHAIRS AND TABLES ON THE HIGHWAY Notes for Guidance

35 x Paragraphs of do's and don't's

Highway Guidelines

Pedestrians must have a sufficiently wide, unobstructed and clearly defined footway. This is especially important for such people as wheelchair users, those with disabilities and the visually impaired as well as for people with push chairs.

Emergency access routes must be kept clear.

Streets with a Footway and Carriageway

A minimum width of 2 metres measured from the edge of carriageway is required for pedestrian movement.

Where there is a significant amount of street furniture; 2 metres is required from the line of the street furniture rather than the edge of carriageway.

If there is heavy pedestrian flow, more footway space may be required.

EP2025060 Discuss result of approved Planning Application - 25/00275/MDOPO, Station Yard, Station Road, Hungerford, RG17 0DY

What is not in order, from HTC's POV is the **25/00275/MDOPO. Station Yard, Modification of planning obligation of planning permission** – which has been approved and I examined it today.

The final paragraphs of the planning officers report draws this tail of what I perceive as incompetence together. To my untrained eye, it appears if you wait 5 years having obtained planning permission you can negotiate your way out of a S106 agreement for any number of reasons. If there is an error in the Section 106 agreement (which there was), but yet signed by all parties on 18 Oct 2018, WBC will not challenge an application to not pay, due to the potential legal costs involved and the fact they may not win. The planning officer is not clearly stated but appears to be Jay Singh, a planning consultant and the authorised signature for the S106 for WBC appears to be S Clark or S Craig.

It is not clear who drew up the S106 but if I could spot the error (which I highlighted in HTC's response) would it be wrong to expect the Planning Officer/Consultant to have read it; WBC Legal - someone in legal probably drew this up and another probably more senior cast their critical eye over the document; perhaps WBC financial department 'blessed it' as well; and then we have the Authorised Signatory S Clark or S Craig who ultimately must have read it – they signed it on behalf of WBC.

What should HTC do about it? WBC have justified why they have approved the application from the developer in the report and WBC have lost **£214,005** which will not be much in the greater scheme of things to them, but I understand HTC should have been allocated a portion of this (Office – what proportion would we have got?) which for our town is a significant loss. Should we claim our portion of the lost funds from WBC? They will try to wriggle out of it by saying the unseen viability report states the cost of the water pipe was unforeseen, market forces etc justifies the application / decision. Developers, it seems, must always be permitted to make a profit. How many other businesses get such treatment. The profits can be huge and so can the losses – that's the cost of doing business but this preferential treatment of these companies is unbelievable.

Has there been an inquiry as to who in WBC drew up the S106 document, who checked it and then signed it off. Has any disciplinary action been taken and if not, why not? I doubt it.

I would appreciate it if you all could examine what I have said critically and the documents attached and see if what I have said is accurate. Please don't just take my position – if we are to consider making waves in WBC we need to get any paper that is produced to be clear cut. On the other hand, you (James - Chair of Planning) may decide with your WBC experience, it is not worth the effort.

