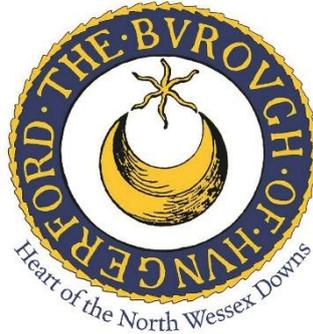


HUNGERFORD TOWN COUNCIL

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Draft MINUTES of the **Environment and Planning Committee** meeting held on Monday 9th February 2026 at 7.00 pm in the Library, Church Street, Hungerford.

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

Also in attendance: Deputy Town Clerk (DTC), District Cllr Gaines and Cllr Terry

Agenda items listed in order of discussion at Council meeting.

EP2026013 Apologies for absence – Cllr Hudson

EP2026014 Declarations of interest - none

EP2026015 Approval of Minutes of the Meeting held on Monday 12th January 2026 and update on actions.

Cllr Cole asked DTC to provide an update on the following actions:

Action 1: Orange Notices - Cllrs would like WBC to issue Orange Notifications by post and requested D. Cllr Benneyworth to consult with planning.

Update:

WBC confirmed that they previously asked applicants to print and display their own site notices, but this practice was stopped due to frequent errors such as incorrect dates and unsuitable placement of notices. These mistakes caused confusion, reduced confidence in the consultation process, and led to delays when notices had to be re-issued.

To ensure accuracy and consistency, officers now place the orange notices on site themselves. Although officers may not always visit immediately, this does not disadvantage the public, as the statutory 21-day consultation period begins only when the notice is actually erected, ensuring residents receive the full timeframe to comment.

Action 2: 25/02804/FUL - Land South Of Kennet and Avon Canal and North Of Tesco – D. Cllr Benneyworth to arrange a members call in should WBC be mindful approve this application.

Update: D. Cllr Benneyworth confirmed that a call-in request has been lodged.

Action 3: Queen Anne Building - DTC to chase WBC Conservation Officer to clarify whether the land/building at the back is curtilage listed.

Update from WBC: Given that the building was under one ownership until recently, 15A is curtilage listed.

Action 4: Illuminated Signs

- a) District Cllr Benneyworth to confirm with WBC:
- What the current guidelines are for Illuminated Signs (neon etc being allowed in the High Street)?
 - What permissions are required for illuminated lights?
 - What happens if permission is not obtained for illuminated signs?

Update from WBC:

The current Government guidelines for signage (including illuminated signage) can be found the website: www.gov.uk/government/publications/outdoor-advertisements-and-signs-a-guide-for-advertisers.

In terms of **Conservation Areas**, the following applies:

- Any illuminated sign (including neon) must have **Advertisement Consent** from the local planning authority.
- If located on a **listed building**, you also need **Listed Building Consent**.

Displaying an advertisement without the necessary consent constitutes both a planning breach and a criminal offence, currently carrying a £2,500 fine and a potential daily penalty for ongoing offences. The Local Planning Authority will determine whether enforcement action is appropriate. Please note that an unauthorised advertisement may become immune from enforcement after 10 years of continuous display.

- b) Cllr Fyfe will put together presentation of the different signs within Hungerford and bring it to E&P in March
Update: Cllr Fyfe confirmed presentation will be delivered at March E&P meeting and action will be agreed accordingly.

- c) DTC to confirm statement within Hungerford's NDP regarding illuminated signs.
Update: There is no mention of Illuminated signs in Hungerford's NDP. Hungerford adheres to the National Design Guide and other national design guidance, as does WBC.

Action 5: Update on Permitted Development for front of properties - DTC to seek clarification from WBC regarding what is permitted development for fronts of properties.

Update from WBC:

Permitted development is restricted to some fences and small porches to the front of a dwellinghouse, the Town and Country Planning (General Permitted Development) (England) Order 2015 (link: <https://www.legislation.gov.uk/uksi/2015/596/schedule/2/made>) allows small extensions and outbuildings to the side and rear of the property that does not front a highway. Whether permitted development rights are retained by a property is dependent on the planning permission as some development have their permitted development rights removed by condition.

Historic covenants are not generally a planning matter as it is a legal agreement that was placed on a property either by the developer or previous landowner, and this does not impact permitted development rights.

Please see the technical guide that you may find useful and explains what could be permitted development: https://assets.publishing.service.gov.uk/media/5d77afc8e5274a27cdb2c9e9/190910_Tech_Guide_for_publishing.pdf

Proposed: Cllr Carlson

Seconded: Cllr Hall

Resolution: Minutes approved as a true representation of meeting held on 12th January 2026

EP2026016 Cllrs to agree co-option of Cllr Terry to E&P Committee

Proposed: Cllr Simpson

Seconded: Cllr Mulholland

Resolution: Cllrs unanimously approved Cllr Terry's co-option onto E&P Committee

EP2026017 Any Health & Safety issues of concerns

Cllr Simpson reported concerns after a local café owner slipped, was injured, and required A&E treatment for a suspected fractured shoulder. This hazard is part of an ongoing problem, made worse by bird guano, and around five people have recently been injured. Multiple incidents have already been reported through West Berkshire Council's "Report a Problem" page. The Town Clerk has also previously contacted WBC directly following similar concerns raised by the Highways & Transport Committee.

Action: D. Cllr Gaines to consult with WBC Highways team re cleaning of the pavements following the latest accident caused by slippery pavements and feedback to HTC.

Cllr Hall raised concerns of an increase in fly tipping, with the following sites highlighted: Bath Road, Inkpen Road, A338 Eddington Road towards the Motorway.

Cllrs discussed the need for increased awareness of the issue, and it had been noted that two men in a white van were seen unloading old garden furniture on the road beyond the John O'Gaunt School but sped off after being challenge.

Cllrs suggested HTC office to produce an awareness poster for residents and provide guidance on how to report Fly Tipping via WBC 'Report a Problem' page.

Action: HTC office to produce awareness poster for distribution.

EP2026018 Blue Plaque Process – Views from Cllrs on updated forms

DTC had been requested to update forms and send to Cllrs for review and comments.

Update: This has been completed and forms have been further updated following clarification.

DTC to run a trial of the process and request support from a local resident.

Update: DTC confirmed a local resident has agreed to trial the Blue Plaque Process and provide feedback for next meeting.

EP2026019 Enforcement Enquiries

A) **ENQUIRY NUMBER:26/00022/16OTHR - SITE:** 6 Priory Avenue, Hungerford, RG17 0BQ

Cllrs discussed the ongoing issue regarding the state of this property and noted it had been dealt with previously by the enforcement team and improvements had been made. However, the state of the property/garden has deteriorated again, and further action is required. D. Cllr Gaines mentioned ongoing discussions were underway regarding how to rectify this situation permanently.

Action: D. Cllr Gaines to obtain an update and feedback to committee.

B) **ENQUIRY NUMBER:25/00504/05NOAC - SITE:** Station Yard, Station Road, Hungerford

D. Cllr Gaines agreed a further update was required given that Senior Planning Officer had confirmed this may not be an enforcement issue. The question asked by Cllrs 'if not enforcement' was it a legal issue? D. Cllr Gaines confirmed that as the conditions for SUDs had not been met, the properties cannot be sold until the condition has been discharged.

Action: D. Cllr Gaines to consult with the Senior Planning Enforcement Officer and to refer back to the committee.

EP2026020 Planning applications:

- a) **Ref:** 25/02951/LBC
Address: First and Second Floor, 25 High Street, Hungerford, RG17 0NF
Proposal: Alterations to existing offices to sub-divide ground, first and second floor offices into 2 separate tenancies.
Link: [Planning Documents \(westberks.gov.uk\)](https://www.westberks.gov.uk)

Cllr Cole reviewed the plans and proposal for this planning application and noted that it appears that the applicant is keen to do a good job. Cllr Hall noted that the proposal would bring a new company into the Town which was another positive.

Proposed: Cllr Fyfe
Seconded: Cllr Mulholland
Resolution: No objection

- b) **Ref:** 26/00071/HOUSE
Address: 2 Old Cold Harbour Cottages, Cold Harbour, Hungerford, RG17 0RT
Proposal: Proposed single storey rear extension and internal alterations
Link: [Planning Documents \(westberks.gov.uk\)](https://www.westberks.gov.uk)

Cllr Cole reviewed the plans and proposal, noting that they represented a substantial change to the existing property. It was acknowledged that neighbouring resident supported the application and had commented that the design would match their own property.

It was also noted that no sustainability report had been completed. Previous applications for the site had been approved, and as with those, the proposal intends to use matching materials. Overall, it was considered that the development would blend well with the surrounding properties.

Proposed: Cllr Simpson
Seconded: Cllr Carlson
Resolution: No objection

- c) **Ref:** 25/02970/LBC
Address: 39 Charnham Street, Hungerford, RG17 0EJ
Proposal: Change of Material on a Listed Building. Replacing the lead on the front facade with Uginox Patina to prevent repetitive thefts.
Link: [Planning Documents \(westberks.gov.uk\)](https://www.westberks.gov.uk)

Cllr Cole reviewed the plans to replace lead on the front of the property due to theft. Cllrs questioned whether it would look like lead and it appears that it will appear more 'zinc' like, be more firmly fixed to the building and therefore, harder to steal. It appears the previous thefts had been very targeted and it was clear that the thieves knew what they were looking for.

Cllr Cole has spoken to the Conservation Officer who is apparently happy with the principle of replacing lead under these circumstances and will review the situation.

Proposed: Cllr Cole
Seconded: Cllr Hall
Resolution: No objection as long as the Conservation officer is happy with the proposed material.

EP2026021 Case Officers Reports

- a) **Ref:** 25/02676/HOUSE
Address: Hornhill, Sanham Green, Hungerford, RG17 0RR
Proposal: Installation of 4 no. rooflights to existing house.
Link: [Planning Documents \(westberks.gov.uk\)](https://www.westberks.gov.uk)
HTC: No objection subject to Velux blinds to block out light
WBC: Approved
- b) **Ref:** 25/02621/CERTE
Address: Unit H Mezzanine Floor Cider Barn D-H Hungerford Park Hungerford
Proposal: Use of Mezzanine floor within 'BarnB' as personal storage by the applicant and his family
Link: [Planning Documents \(westberks.gov.uk\)](https://www.westberks.gov.uk)
WBC: Approved as Lawful
HTC: Hungerford Town Council has no objection but HTC has comments and observations to this planning application:
- It was noted that WBC's response to HTC Consultee Comments was merely a 'standard response to a planning application' rather than a full response to our comments. D. Cllr Gaines was surprised that HTC had supported the application in the first instance. HTC to monitor the situation and review future applications from Hungerford Park.
- c) **Ref:** 25/02458/FUL
Address: Little Hidden Farm, Wantage Road, Newtown, Hungerford RG17 0PN
Proposal: Structural repairs including partial rebuilding of external walls with new foundations, replacement of existing monopitch roof with new pitched roof, insertion of new window and new internal doorway, and replacement doors and windows.
Link: [Planning Documents \(westberks.gov.uk\)](https://www.westberks.gov.uk)
WBC: Approved
HTC: Supported Planning Application

Meeting concluded at 7.50pm