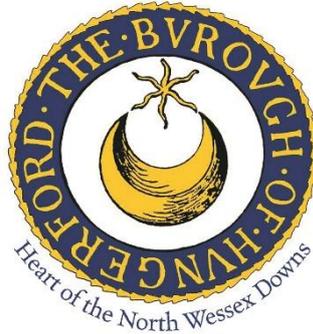


HUNGERFORD TOWN COUNCIL

The Mayor
Cllr Helen Simpson
c/o The Library
Church Street
Hungerford
RG17 0JG
Tel: 07920 110380
Cllr.helen.simpson@hungerford-tc.gov.uk



The Town Clerk
Mrs Claire Barnes
The Library
Church Street
Hungerford
Berkshire RG17 0JG
Tel: 01488 686195
townclerk@hungerford-tc.gov.uk
www.hungerford-tc.gov.uk

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

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

Also in attendance: Deputy Town Clerk (DTC), John Garvey, Newbury Weekly News

Agenda items listed in order of discussion at Council meeting.

EP2026022 Apologies for absence – Cllr Cole, D. Cllr Gaines

EP2026023 Declarations of interest – Cllr Simpson 26/00345/FUL

EP2026024 Approval of Minutes of the Meeting held on Monday 9th February 2026 and update on actions

Actions and updates:

Enforcement Issues:

6 Priory Avenue – D. Cllr Gaines to contact WBC and report back to E&P Committee. D. Cllr Gaines is consulting with planning regarding what options are available.

Cllrs agreed that urgent improvements to 6 Priory Avenue were needed and discussed whether the property was up for sale or not.

Further update pending from D. Cllr Gaines.

Pavements - 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. Numerous reports were flagged to WBC by Town Clerk. Investigations underway for a suitable machine to aid cleaning – for update pending.

Fly Tipping at Station Road

HTC office to produce awareness poster for Fly Tipping for distribution - HTC office visited the site and identified that there are numerous signs there already so HTC will continue to monitor the situation.

Blue Plaques:

Cllr Hudson to liaise with a contact regarding the production of ceramic plaques.

Update: Contact advises cast aluminium plaques rather than ceramic plaques due to possible breakage. Cost varies dependant on supplier.

Trial run – local resident agreed to trial – awaiting update, chase email sent.

Proposed: Cllr Terry

Seconded: Cllr Simpson

Resolution: Minutes approved as a true representation of meeting held on Monday 9th February 2026.

EP2026025 Any Health & Safety issues of concerns – Cllr Armstrong raised concerns regarding the condition of the York stone pavements in the high street and the poor condition of school alley.

Action: It was agreed that Cllr Armstrong would report these issues on WBC ‘Report a Problem’ page and D. Cllr Gaines to be informed by HTC office.

EP2026027 Planning applications:

- a) **Ref:** 26/00219/HOUSE
Address: 62 Chilton Way, Hungerford, RG17 0JF,
Proposal: Install new front door inside of connected garage, with stud partition to use a section of the existing garage space as a porch. Block up bottom half of current front door and replace with new window.
Link: [Planning Documents \(westberks.gov.uk\)](https://www.westberks.gov.uk/planning-documents)

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

- b) **Ref:** 26/00217/HOUSE
Address: 8 Priory Road, Hungerford, RG17 0AG,
Proposal: Erection of Porch on front elevation
Link: [Planning Documents \(westberks.gov.uk\)](https://www.westberks.gov.uk/planning-documents)

Cllr Hall reviewed the presentation on the planning application and noted that the proposal left a blank space where the door and window are currently situated. Councillors agreed that incorporating a window, or an equivalent feature, would be more aesthetically pleasing, more in keeping with the building, and provide better symmetry.

Proposed: Cllr Terry
Seconded: Cllr Fyfe
Resolution: No objection on the basis that a window or equivalent feature is placed in the front of the porch to give the building symmetry.

- c) **Ref:** 25/02622/FUL
Address: Unit C, Cider Barn A - C, Hungerford Park, Hungerford RG17 0UP
Proposal: Retrospective application for change of use of Units 3&4, Barns A&B, from agricultural use to a Class E (g) (iii) use for food production (apple juice); and retention of associated portacabin office and two storage containers.
Link: [Planning Documents \(westberks.gov.uk\)](https://www.westberks.gov.uk/planning-documents)

Cllr Fyfe provided an update on current and previous planning applications submitted by Hungerford Park Estates (H.P.E), all of which are available on West Berkshire Council’s (WBC) Planning Portal.

The increase in customers and traffic was discussed, along with a reminder that WBC refused planning permission in 2013 on the grounds that the access was deemed unsafe. Despite this, several subsequent applications have since been approved.

Cllr Hudson noted that the site has a long history of planning concerns. There was an original planning application for an equestrian centre, but over the past 10 years it has been developed without appropriate planning permissions. A number of businesses now operate from the site, including My Apple Juice and The Funghi Club, and he questioned the presence of an antiques unit.

HTC has previously requested to WBC that access should be via Park Street rather than Inkpen Road, due to the volume of traffic generated by what has effectively developed into a small industrial estate. Further growth is anticipated. HTC emphasised that it does not wish to restrict businesses or cause closures but wants to ensure that a more appropriate access route is used and that Hungerford Park follows the correct planning processes. Cllr Fyfe stated that we are now seeing Hungerford Park submitting planning applications regulating previous actions.

Cllr Fyfe stated that a full site plan would be beneficial. It was noted that H.P.E has not always followed due process and has relied on retrospective planning applications to secure approval for various developments. Due to staffing shortages at WBC, enforcement action has not always been pursued.

HTC has submitted a letter of complaint regarding Highways decision to approve another planning application in Hungerford that raised similar concerns about traffic and safety. The letter also highlighted H.P.E's previous disregard for the planning process and the lack of enforcement nor have they been held to account by WBC.

After discussion, it was agreed that HTC would object to the planning application due to concerns regarding traffic and the continued disregard for planning requirements over the years.

Proposed: Cllr Hudson

Seconded: Cllr Brunning

Resolution: Hungerford Town Council (by 6 votes, 4 Cllrs abstained) objects on two accounts:

1. This proposal further demonstrates a continued disregard for planning requirements and the proper planning process.
2. The additional traffic generated will negatively affect safety, particularly as West Berkshire Council previously identified this junction as dangerous in an earlier planning application. The assessment also fails to consider the expected increase in traffic. HTC requests that an alternative plan and route be explored, and that a full site plan be provided for review.

d) Ref: 26/00345/FUL

Address: Kingsmead, Newtown, Hungerford, RG17 0PR

Proposal: Construction of animal welfare barn on agricultural land to the north of the dwelling.

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

Councillors noted that this application should in fact have been submitted as a retrospective planning application, as the barn has already been constructed. Concerns were raised about damage caused by contractors vehicles to the verges. It was also highlighted that no clear SuDS report has been provided, raising concerns about inadequate drainage and the potential for flooding, which is already an issue in that area.

The barn is situated close to neighbouring properties, and it was felt that it would have been more appropriate for it to be located in the larger adjacent field.

Cllr Simpson left the meeting prior to the vote.

Proposed: Cllr Fyfe

Seconded: Cllr Carlson

Resolution: HTC objects to this planning application (with 2 abstentions from the vote) based on the findings of the SuDS report and the location of the barn. As the barn has already been constructed, this application should instead be submitted as a retrospective planning application.

EP2026028 Case Officers Reports

No Case Officer Report's issued

EP2026026 Presentation of the different style of illuminated signs within Hungerford, Cllr Fyfe

Cllr Fyfe gave a detailed presentation on the various illuminated signs within Hungerford, a conservation area.

West Berkshire Council (WBC) provided the following summary guidance on signage.

The current Government guidelines for signage (including illuminated signage): [Outdoor advertisements and signs: a guide for advertisers - GOV.UK](#)

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.*

In displaying an advertisement without consent from the Local Planning Authority, not only has a planning breach occurred, but also a criminal offence has been committed. The penalty on conviction for the offence is presently £2,500 with an additional daily fine of one-tenth of the maximum penalty on conviction of a continuing offence. The LPA will usually make an assessment as to whether or not is expedient to take enforcement action. Please note that after 10 years of continuous display, an unauthorised advertisement may become immune from enforcement.

Cllrs noted that several buildings within Hungerford have a variety of historic signs, some dating back to the 1970s, for which planning permission was not always sought. Possible reasons include:

- Lack of awareness of legal requirements
- Assumption that existing signage is automatically permitted
- Not realising that planning consent is required

Cllrs further noted that there have been cases where planning applications were submitted, HTC raised objections, but WBC overruled these objections and granted permission.

Cllr Hudson advised that HTC has a draft Sign Policy which should be reviewed, updated in line with WBC guidance, and adopted once finalised and approved.

Cllr Hudson thanked Cllr Fyfe for undertaking extensive research on this matter. It was acknowledged that additional work is required, and Cllr Armstrong offered to assist with further research.

Cllrs agreed that it would be beneficial to send a letter to all local businesses to ensure they are aware of the requirement to obtain planning permission for signage in accordance with WBC guidelines. Further letters may be issued as necessary. HTC will inform WBC of any correspondence sent.

Cllr Terry kindly offered to assist with drafting the initial letter.

Meeting ended at 9.05pm