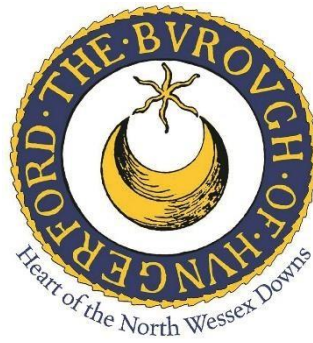


HUNGERFORD TOWN COUNCIL

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DRAFT MINUTES of the **Environment and Planning Committee** meeting held on Monday 8th June 2026 at 7.00 pm in the Library, Church Street, Hungerford.

Present: Cllrs Cole, Fyfe, Carlson, Armstrong, Day, Brunning, Hall, and Terry.
Also in attendance: Town Clerk (TC), and prospective councillor.

EP2026047 Apologies for absence – Cllrs Mulholland, Keates and Hudson
Also, District Cllrs Benneyworth and Gaines.

EP2026048 Declarations of interest – Cllr Fyfe (22 High Street) trustee of Town & Manor (Town Hall).
Cllr Terry (6 Macklin Close) immediate neighbour.

EP2026049 Approval of Minutes of the Meeting held on Monday 11th May 2026 and update on actions.

Proposed: Cllr Carlson

Seconded: Cllr Terry

Resolution: Agree the minutes as a true representation of the meeting of 11^h May.

Update on Actions:

School alley concerns are addressed at H&T Committee. Remove from future E&P agendas.

The Clerk updated committee on progress with the Blue Plaque scheme. We have not received any applications for a blue plaque from the interested parties. She suggested applicants could be put off because they would need to apply for Listed Planning Consent. Whilst there is not a cost the process can be daunting.

ACTION: Clerk to send screen shots and a link to the planning guidance for blue plaques to Cllr Armstrong.

ACTION: Report further progress of the blue plaque scheme at the next E&P.

Station Yard

Cllr Fyfe has put together a paper on Station Yard planning applications from 2016 which he would like the press to view. ***Please see attached.*** It was commented that £246K is a lot of money for a 262m waterpipe unless it involved significant work. However, there is no visible evidence of this work or any explanation in the FOI response we have received. Has it been connected elsewhere?

ACTION: Cllr Fyfe's paper summarises where we are now. Cllrs Fyfe and Carlson will put together more information for the next E&P.

ACTION: It was highlighted that there are now 4 refusals for SUDs. To comply with the condition no building shall be occupied until surface water drainage works have been implemented however 3 properties are already occupied. Cllr Fyfe will chase up enforcement for a response to his complaint.

Cllr Fyfe commented that the summary on Hungerford Park applications is correct and we can be pleased that all permissions are now in place.

EP2026050 Any Health & Safety issues or concerns

It was noted that regular smoking in a no-smoking area was reported to be taking place at the railway station.

ACTION: Refer this to H&T Committee.

EP2026051 Blue plaques, update on cost. Please see attached costs and images.

After discussion

Proposed: Cllr Carlson

Seconded: Cllr Terry

Resolution: To use cast iron as a material for future blue plaques. (*One abstention from Cllr Armstrong who said we should consider our priorities and renovating the railings at the top of the high street is more important*). Rest in favour.

ACTION: Consider the font to be used on the plaques at the next E&P meeting.

ACTION: Bring forward suggestions for blue plaques for the interested parties.

EP2026052 Update on NALC Statement on Planning Changes and HALC's response

The Clerk outlined the key messages from NALCs consultation response. **Please see attached document.**

EP2026053 Withdrawn Planning Applications

a)

Ref: 26/00320/FUL

Address: Cobbs Farm Shop, Bath Road, Hungerford, RG17 0SP

Proposal: Installation of 4no. Padel Courts, 2 with Dutch Barn Canopy, and ancillary facilities

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

Status: Withdrawn

There is an issue with the proximity to the oil pipeline that Padel are confident they can resolve. Cllr Cole advised Cobbs to withdraw their application whilst this is being addressed to avoid it being turned down by WBC.

EP2026054 Planning applications:

a)

Ref: 26/00975/HOUSE

Address: 2 Leverton, Hungerford, RG17 0TA

Proposal: New detached garden outbuilding in the rear garden ancillary to the purpose of the main house.

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

Proposed: Cllr Fyfe

Seconded: Cllr Hall

Resolution: No objection. One abstention.

b)

Ref: 26/00962/LBC

Address: 26 Charnham Street, Hungerford, RG17 0EJ

Proposal: Removal of existing porch, the change of use of No. 26 from part retail/part residential (A1/C3) to full residential use (C3), in the form of 3 no. apartments (incl. internal/external alterations). Change of use of garden cottage, and orangery for retail use (A1) to full residential use (C3), in the form of 3 no. dwellings for persons over 55 years of age (incl. internal/external alterations). Demolition of existing brick building, and the erection of a dwelling for persons over 55 years of age within associated grounds. Provision to be made for on-site car/cycle parking, turning space, amenity space, hard and soft landscaping (incl. tree removal), refuse/recycling storage and alterations to existing boundary wall. Section 19a application to vary Condition (2) Approved Plans of Planning Permission 16/03206/LBC2.

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

It was noted the developer is not meeting the fire regulations and SUDs are objecting. There are some public complaints which were noted, however the problems identified will be rectified by the developer.

Proposed: Cllr Terry

Seconded: Cllr Brunning

Resolution: No objection.

- c) **Ref:** 26/01080/HOUSE
Address: 45 Kennedy Meadow, Hungerford, RG17 0LR
Proposal: Proposed single storey rear extension and associated internal alterations.
Link: [Planning Documents \(westberks.gov.uk\)](https://www.westberks.gov.uk)
Proposed: Cllr Armstrong
Seconded: Cllr Terry
Resolution: Support.
- d) **Ref:** 26/01064/HOUSE
Address: 6 Macklin Close, Hungerford, RG17 0BY,
Proposal: Proposed conversion of rear stores. New pitched roof to replace existing flat roof. New open porch to front entrance.
Link: [Planning Documents \(westberks.gov.uk\)](https://www.westberks.gov.uk)
Proposed: Cllr Fyfe
Seconded: Cllr Carlson
Resolution: No objection. One abstention
- e) **Ref:** 26/01055/FUL
Address: 20 - 22 High Street, Hungerford, RG17 0NF
Proposal: Proposed external render to first floor walls with horizontal cladding to bay window. Replace all first-floor windows.
Existing rear flat roof to form new roof terrace with iron railings and external stair access from courtyard.
Link: [Planning Documents \(westberks.gov.uk\)](https://www.westberks.gov.uk)
Cllr Fyfe advised the colours of the render have been discussed with the Town & Manor as immediate neighbours. The render will improve the thermal value of the building.
Proposed: Cllr Carlson
Seconded: Cllr Day
Resolution: No objection. Four in favour, one objection (Cllr Armstrong) and three abstentions including Cllr Fyfe. Vote carried.
- f) **Ref:** 26/01043/LBC
Address: 16 Charnham Street, Hungerford, RG17 0ES
Proposal: Demolish an unsafe barn structure within the curtilage of the site in accordance with Dangerous Structure Notice no. 25/2542/DST.
Link: [Planning Documents \(westberks.gov.uk\)](https://www.westberks.gov.uk)
It was noted Environmental Health have recommended a demolition method. The building is irreparable.
Proposed: Cllr Fyfe
Seconded: Cllr Hall
Resolution: No objection. Two abstentions, Cllrs Armstrong and Cole.
- g) **Ref:** 26/01116/LBC
Address: 85 High Street, Hungerford, RG17 0NA
Proposal: Demolition of rear storage building linked to the cottage and erection of a rear kitchen extension. Application inc. erection of single storey garden room outbuilding in place of existing shed.
Link: [Planning Documents \(westberks.gov.uk\)](https://www.westberks.gov.uk)

Proposed: Cllr Brunning
Seconded: Cllr Armstrong
Resolution: No objection.

EP2026055 Case Officers Reports were noted.

- a) **Ref:** 26/00263/FUL
Address: 2 Tealgate, Hungerford, RG17 0YT
Proposal: Change of use of Warehouse at Unit 2 Tealgate, Hungerford, RG17 0YT from Use Class B8 (storage and distribution) to Use Class B2 (General Industrial) and B8 (storage and distribution) Use
Link: [Planning Documents \(westberks.gov.uk\)](http://westberks.gov.uk)
WBC: Approved
HTC: No objection
- b) **Ref:** 26/00480/HOUSE
Address: 11 Shalbourne Close, Hungerford, RG17 0QH
Proposal: Proposed two-storey side extension and associated alterations
Link: [Planning Applications \(westberks.gov.uk\)](http://westberks.gov.uk)
WBC: Approved
HTC: No objection

Meeting closed at 8pm

Blue Plaques

Please find below further quote from Crescent Signs for aluminium plaques and a cast iron one for comparison. Text agreed to be aligned with the more traditional and not too wordy. Although we won't have our logo on, we will have HTC written at the top of the circle and a traditional font will be used eg **Garamond**.



FYI the latest one for Newbury is 'arial' due to extensive text being used.

Option 1
Laser engraved Circular Plaque (engraved text)
Manufacture 1no. 5mm thick aluminium circle
Material: 5mm thick aluminium powder coated blue
Size: 400mm / 450mm Dia. (Tbc)
Design up layout to client instruction
Minimal text and no crest / logo
Infilled white
2 fixing screws
Supply only - client will arrange fitting
Cost : £470.00 + vat

Option 2
Cast Circular Plaque (raised text)
Manufacture 1no. Cast circle
Material: 5mm thick aluminium powder coated blue
Size: 400mm / 450mm Dia. (Tbc)
Design up layout to client instruction
Minimal text and no crest / logo
Infilled white
2 fixing screws
Supply only - client will arrange fitting
Cost : £715.00 + vat

Station Yard planning applications that date from 2016.

Background. There are a total of 25 applications on the West Berkshire planning website for Station Yard however, I have only been interested in those since 2016. HTC had ‘No Objections’ to the 2016 Application for 8 x properties on the site. This was refused by WBC and went to appeal and the then developer lost. In 2017, HTC ‘supported’ the application to build 7 dwellings in Station Yard which WBC approved. The site lay dormant for a year or so but they must have done some work to keep the planning application running because in 2021 we see applications to approve conditions. Work then began and after a period it stopped. Exact dates unknown. Rumour was that the developer/builder had gone bankrupt. In 2024 work then began using the foundations and frame that had already been started and the planning website sees minor non material amendments and applications for approval of previously set conditions – 21/01323/COND1, 24/01296/COND and 24/01587/NONMAT we were not consulted on despite the NONMAT containing new drawings of the properties – changes that were small but still, HTC was not consulted. 24/01593/COND was **Part Approved, Part Refused** on Condition 11 of the original planning permission. **Reason:** “The proposed drainage strategy provided is not sufficient in detail or applicability as it does not appear to follow the drainage hierarchy or provide justification for the choices made and the means of discharge. The proposals seek to have several connections discharging into a public foul sewer system. This is not considered acceptable and does not consider the comments made by the LLFA on the original application. Furthermore, the calculations and drawings do not appear to consider the connectivity of the drainage network which would be expected at this stage of an application”.

25/01593/COND was again refused **Reason:** ‘The proposed discharge of surface water into the foul water network is not considered to be an acceptable means of discharge or management of surface water. The proposed discharge of surface water does not align with Policy CS16 of the West Berkshire Core Strategy.’

HTC became involved with application 25/00275/MDOPO - Status: **Approved**. “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”. HTC drafted a letter to WBC identifying a number of concerns surrounding the Section 106 agreement signed in 2017 for 8 properties @ £417,645 which was reduced under a new S106 agreement in 2018 to £214,000 for the 7 properties and we highlighted the fact that the S106 was drafted incorrectly and payment would be made on completion of the 8th property. WBC in this approved application, had let the developer off this payment as they are allowed to make a profit and they also had to install a 90mm water main over 262m meaning they had abnormal costs of £246,259. HTC then wrote to WBC planning and also enforcement, via Cllr Gaines, pointing out how unacceptable this was, highlighting the S106 error, and requesting a particular document (later supplied) and insisting investigations take place. Subsequently we received a reply regarding the S106 error but the question regarding the location of the 262m water main remains unanswered. In due course, HTC submitted a FOI request for all emails surrounding the applications

from 2017, and last month these were received and Cllr Carlson and I have been going through them. The water main route and evidence this work has been done has not yet appeared. In addition, a further 3 applications regarding SUDS - Surface Water Drainage have been refused: 25/01686/COND | Status: **Refused**. 25/02491/COND | Status: **Refused**. 26/00044/COND | Status: **Refused**. The concern now is that 4 applications have been refused for SUDS and the final sentence of the refusal reads “To comply with this condition no building hereby shall be occupied until surface water drainage works shall have been implemented in accordance with details that shall first have been submitted to and approved in writing by the local planning authority”. There are 3 properties already occupied and no response from Enforcement to my complaint about this.

NALCs consultation response on government’s planning committee reforms from the Planning and Infrastructure Act 2025.

KEY MESSAGES

- NALC will support changes to the planning system which it perceives will strengthen the system and the voice of democracy and lead to better quality, appropriately sited developments. It will not support planning changes which it perceives will work in the opposite direction.
- Local planning authorities should be required to ensure there is effective local enforcement around developers being held to account in adhering to Section 106 Agreements and planning conditions; local councils should be meaningfully consulted on the provisions, new or renegotiated, of S106 Agreements prior to their being finalised; and the government should give parish councils the freedom to spend S.106 monies (developers’ contributions) on leisure and recreation and other important facilities as they judge to be necessary to support the development and infrastructure needs of the community.
- NALC will support a soundly based planning system which represents the most reliable tool for the sustainable allocation of land, and which represents the three pillars of sustainability equally, i.e. social, economic, and environmental factors.
- We feel that paragraph 19 in the Planning Committees and the National Scheme of Delegation of Planning Functions: Draft guidance for Local Planning Authorities in England sufficiently clarifies the 2 criteria required for a case to be exceptionally referred to a planning committee (where it would initially have been considered by an officer). Whilst we feel that the current two criteria are clear (where the application raises a significant planning matter having regard to the development plan and any other material considerations and where the application raises an economic, social or environmental issue of significance to the local area) we also feel that a third criterion (where an application contravenes a made neighbourhood plan for the place of application concerned) should also be added here.

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CONSULTATION QUESTIONS

- Question 1: Do you have any comments on the draft Regulations?

Yes. We accept that these draft regulations should effectively implement the proposals consulted on during the passage of the Planning and Infrastructure Act 2025, and should be effective when they commence. However, when finalising the draft regulations, we would urge the government to remember that NALC will support changes to the planning system which it perceives will strengthen the system and the voice of democracy and lead to better quality, appropriately sited developments. It will not support planning changes which it perceives will work in the opposite direction. When finalising the draft regulations, the government should also remember that local planning authorities should be required to ensure there is effective local enforcement around developers being held to account in adhering to Section 106 Agreements and planning conditions. Parish and town councils should be meaningfully consulted on the provisions, new or renegotiated, of S106 Agreements prior to their being

finalised; and the government should give parish councils the freedom to spend S.106 monies (developers' contributions) on leisure and recreation and other important facilities as they judge to be necessary to support the development and infrastructure needs of the community.

- Question 2: Do you agree with our proposed approach to phased reserved matters applications? If not, do you think we should return to the original position of reserved matters on phased development being delegated in all circumstances, or should we instead consider delegating certain types of phased reserved matters applications?

Yes. We do not support the general principle that all reserved matters applications should be handled under delegated powers. The current and emerging National Planning Policy Framework (NPPF) includes many excellent proposals on areas such as environmental sustainability and design that are handled under reserved matters. Because these are not mandated under the NPPF, it is appropriate that they should be decided through a planning committee. We agree with the numerous respondents to your previous consultation who expressed a view that when it comes to large-scale multi-phase developments, where development takes place over many years and in some cases decades, the scale and impact of reserved matters applications for individual phases should justify committee consideration. We support the government's proposed alternative approach in the draft Regulations to Reserved Matters applications on phased outline permissions, placing them in Schedule 2. On balance, it is right that this type of application would be presumed to be delegated unless referred to a committee via the gateway test set out in Regulation 5. When finalising its approach to phased reserved matters applications, the government should remember that NALC will support a soundly based planning system which represents the most reliable tool for the sustainable allocation of land, and which represents the three pillars of sustainability equally, i.e. social, economic, and environmental factors.

- Question 3: Do you have any comments on the draft guidance?

Yes. We feel that paragraph 19 in the Planning Committees and the National Scheme of Delegation of Planning Functions: Draft guidance for Local Planning Authorities in England sufficiently clarifies the 2 criteria required for a case to be exceptionally referred to a planning committee (where it would initially have been considered by an officer). Whilst we feel that the current two criteria are clear (where the application raises a significant planning matter having regard to the development plan and any other material considerations and where the application raises an economic, social or environmental issue of significance to the local area) we also feel that a third criterion (where an application contravenes a made neighbourhood plan for the place of application concerned) should also be added here.