

# HUNGERFORD TOWN COUNCIL

The Mayor  
Cllr Helen Simpson  
57 Fairview Road  
Hungerford  
Berkshire  
RG17 0BP  
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](mailto:townclerk@hungerford-tc.gov.uk)  
[www.hungerford-tc.gov.uk](http://www.hungerford-tc.gov.uk)

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**MINUTES** of the **Full Council Meeting** held on Monday 3<sup>rd</sup> April 2023 at 7.00pm in the Library, Hungerford

**Present:** Cllrs Simpson, Winsor, Hudson, Downe, Alford, Schlanker, Fyfe, Keates, Carlson, Greenwell and Yakar-Wells

Also: West Berks District Cllrs James Cole (JC), Dennis Benneyworth (DB), Claire Rowles (CR)

Representatives from Penny Post, Newbury News and the Adviser

In attendance: Lydia Cutland (Deputy Town Clerk) and a few members of public.

**Police Report:** The police were not in attendance however a Police Report is attached (refer to appendix).

**FC20230054 Note apologies for absence** – Cllrs Lewis and Knight

**FC20230055 Declarations of interest** – None

**FC20230056 Approval of Minutes of the Full Council meeting of 6<sup>th</sup> March 2023, and outcome of actions.**

**Proposed:** Cllr Keates

**Seconded:** Cllr Downe

**Resolution:** To approve minutes of 6<sup>th</sup> March 2023 as a true record. Two abstentions.

**Outcome of actions:**

- FC20230038 – DB has now sent details of the dog bin to the Town Clerk.
- FC20230048 – £4K has been set aside for the Coronation budget

All other actions are completed. No further actions outstanding.

**FC20230057 Receive Mayor's Report** – Refer to appendix. With regards to the Strategy Vision for Hungerford, HTC's steering group is still being led by JC. Timings as to further updates still fluid.

Cllr Simpson re-iterated though that HTC would like to interact with WBC at every opportunity and if funding is available, HTC would wish to apply. She also stressed that the Neighbourhood plan will continue to run independently alongside the strategy plans for Hungerford.

**FC20230058 Receive District Councillor's Reports**

DB advised that WBC have filled over 800 potholes over the last 3 months but there is still considerable work to do. Additional government funding of £950K has been received by WBC to help address the issues. Cllr Fyfe commented that the quality of the repairs is very poor already and DB and JC both explained that many of the pothole repairs were a 'patching up' exercise rather than anything more robust.

Regarding Liftshare, DB reported that this is now up and running across WBC and information being distributed.

The last day to register to vote is the 17<sup>th</sup> April which can be done on [www.gov.uk](http://www.gov.uk).

JC provided an update on EV charging points and explained that this is now going through procurement at WBC and a report will go to the procurement board this month. WBC have suggested various locations for the EV chargers in Hungerford but this information hasn't as yet been shared with HTC. Charge points for Car Club would also need to be considered. WBC are in contractual negotiations to get another 250 charge points installed over the next four years. Residents and Members can request a charge point by going to <https://westberks.gov.uk/onstreetev>.

CR had recently visited 'Good Hope Farm', an organic farm set up to provide employment and work experience for those with learning difficulties. The farm is looking to build awareness and support and it may be of interest to those in Hungerford. Cllr Simpson is keen to support this initiative.

**ACTION**

CB to liaise with the Town Clerk to invite the organiser of Good Hope Farm to a future Full Council meeting.

It was also noted at this point in the meeting that the roadworks scheduled along Salisbury Road would be taking place overnight (not mentioned on the signage) with both sides of the road being closed rather than a contraflow being put in place.

**ACTION**

DB to contact WBC regarding resident and councillors concerns

All the District Councillors expressed their thanks to HTC for their support over the past 4 years (JC and CR will not be standing for re-election). Cllr Simpson in turn, thanked all the DCs for their support and what has been a good working relationship with HTC.

**FC20230059 Receive any feedback on Annual Town Meeting**

Cllr Simpson reported that the meeting had gone well, attendance was slightly lower than previous years but this could have been due to the poor weather. Feedback had been generally positive. Only one resident commented that they hadn't wanted to stay until the end of the evening for the 'official' Q&A session. Councillors however were available throughout the meeting to answer any questions.

**FC20230060 Health & Safety – Any complaints or concerns**

It was noted that a repair was required to equipment at Bulpit Lane Playpark at the weekend which HTC's maintenance man has attended to and he was also securing a set of Christmas lights which had come loose from a tree in the high street that evening.

Regarding the traffic lights at the top of the high street, Cllr Downe commented that the current signage and arrangements for pedestrians were continually causing issues (signs blowing over, sandbags spilling etc).

**ACTION**

DB to flag with WBC that a more robust securing is required given the likely time they will be there.

**FC20230061 Receive any Committee reports (no more than 3 minutes per report) See F&GP report attached (refer to appendix)**

**FC20230062 Receive report from H2036 Project Team – Cllr Hudson (refer to appendix)**

**FC20230063 Propose authorisation of payment run (circulated along with copies of invoices) for March**

**Proposed:** Cllr Winser

**Seconded:** Cllr Simpson

**Resolution:** Agree payment run for March totalling £63,608.59.

- FC20230064** **Propose Year to date accounts** – refer to circulated Income/Expenditure Report.  
**Proposed:** Cllr Winser  
**Seconded:** Cllr Simpson  
**Resolution:** Agree year to date Net Income over Expenditure as accurate with a positive variance of £64,312.
- FC20230065** **Propose repairs to playground equipment at Bulpit Play Park – refer to report** (refer to appendix)  
**Proposed:** Cllr Downe  
**Seconded:** Cllr Winser  
**Resolution:** To proceed with the quote from Vitaplay to repair the carousel bearing at the cost of £3,050 + VAT.
- It was also noted that several items in the playparks may need more maintenance and it was suggested this could be discussed at R&A Committee.
- FC20230066** **Update on plans for the Coronation - Cllr Keates**  
Cllr Keates confirmed that two thirds of the budget had been used and no further expenditure expected. All arrangements were in hand and promotion of the event would continue with renewed efforts after Easter.
- FC20230067** **Skate Park Project - receive update**  
The Certificate of Lawfulness is pending with WBC. No further updates at this point.
- FC20230068** **Croft Field Project – receive update**  
No updates at this point. Cllrs Simpson and Fyfe are intending to make a site visit.
- FC20230069** **Any other Reports (3 minutes each) not to include any proposals**  
Cllr Schlanker raised the subject of the current contractors for the Christmas Lights and CCTV and whether it would be beneficial to hold a mid-contract review.

**ACTION**

Cllr Shlanker to discuss with the Town Clerk.

Cllr Simpson requested volunteers to help her decorate a tree in the high street being coordinated by Town & Manor as part of the Coronation celebrations. Cllr Keates, Winser and Yakar-Wells offered to help if they are available.

Cllr Simpson also commented that the litter pick which took place at the weekend could have been better communicated however expressed her thanks on behalf of the council to the Smarten Up Hungerford Team at the event.

Finally Cllr Simpson closed the meeting with a thank you to Cllr Downe for his considerable dedication and hard work while serving as a councillor as he would be stepping down.

The meeting closed at 7.55 pm.

## APPENDIX

### Report from Thames Valley Police Hungerford's Annual Parish Meeting Monday 3<sup>rd</sup> April 2023

The team is made up of Inspector Alan Hawkett, Sergeant Dan Lond, Police Constable's Luke Smith, Josh Harrop and Sean Morris  
Police Community Support Officer's Joanna King, Lee Bremner, Sarah Preston, Sally Joyce and Paul Smith.

The Crime and Antisocial Behaviour reports to TVP for Hungerford over the past 12 months are as follows:

Antisocial Behaviour – 35

Burglary – inclusive of non-dwelling and Business -19

Criminal Damage – 21

Shoplifting - 13

Please report all incidents to the Police or otherwise they will not be officially recorded – news travels fast round a community however if incidents aren't reported the police may not know. Mentioning an incident on social media does *not* count as reporting the crime.

Over the coming months, we are continuing to focus on rural burglaries and crime as well as carrying out speed enforcement in the High Street.

People are encouraged to sign up for [Thames Valley Alerts](#). You can receive local crime information and details of the latest scams.

You can report incidents online using the Thames Valley Police website, however for urgent matters please call on 101 (non-emergency) and 999 in an emergency. If you would like to report anonymously you can do so via Crimestoppers on 0800 555 111 or online via their website.

The easiest way to contact the police neighbourhood team is via email HungerfordandDownlandsNHPT [@thamesvalley.police.uk](mailto:@thamesvalley.police.uk)  
This inbox is *not* monitored 24/7 and should not be used to report a crime.

#### **Mayors Report April 2023**

I can't quite believe we've reached the end of another Council term. I'd like to take this opportunity to thank all the Councillors who've supported me and the residents throughout the year. Thanks also to the

wider HTC team. It's been another very busy year, with some major projects finally coming together. I'm so looking forward to seeing the Croft Field Centre finished and the start of building our new skate park.

### **Deadline for election**

For those who are wishing to join up in the up-coming elections, the cut off period is 4pm on Tuesday 4<sup>th</sup> April. Nominations need to be handed in-person to West Berk Council offices.

### **Annual Town Meeting**

HTC held its annual town meeting last week alongside several invited organisations. The meeting was well attended, and feedback positive. Thank you to all attendees of the meeting. I hope you found the meeting useful, and it gave you all an opportunity to network and share news and shared experiences.

### **Leaving**

John Downe is stepping down from HTC, tonight being his last full council meeting. John has been a fantastic councillor who works tirelessly for the residents of Hungerford. Our environmental champion, always helping us through and encouraging us to be greener in our choices. John I've really enjoyed working alongside you over the last four plus years. I hope you and Sylvia have some time out to enjoy all the adventures you have planned. I know the team will miss having you around. Don't be a stranger!

### **Presidents Lunch & Schools Tournament**

Several HTC members attended HRFC's president's lunch. We also stayed on to watch the Rugby Match. HTC were thanked for their continued support of the club.

I was delighted to spend the afternoon watching the school's rugby Tournament later in the week. The Children had a fun afternoon playing touch rugby and every child received a medal for taking part. I must confess, it was a cold, wet day but the sun eventually came out ready for the presentations.

### **Strategy Vision for Hungerford**

Jerry, Alistair, and I attended the first steering group meeting. A committee was formed with James Cole proposed as chair. The committee is made up of nine key stakeholders from the town with members from commerce, Town & Manor, and HTC. The strategy was adopted by the executive at WBC.

### **King Charles Coronation Plans**

Plans are moving along now, much of the planning is well underway. Cllr Keates is leading the committee. Save the date posters have gone out through the press and social media.

### **Chain Thank you.**

I was invited to attend a thank you event for Chain, the gathering was well attended by those who give their time to support the charity in various ways. The charity is short of drivers and office staff. The office is currently closed on Wednesday's. Please let Cllr Knight know if you have any free time to help.

### **Croft Field**

Work is continuing in the Croft Field. The project is due to last around 12-15 weeks. HTC looks forward to re-opening the centre for summer bookings.

### **Skate Park**

The new skate park is waiting for a certificate of lawfulness from West Berkshire Planning department. As soon as we receive the permissions required, we will look to book in the build with our contactor. So many children within the town are asking when it's going to be built. It's nice to know there is some excitement for the project.

### **Friendship Bench**

Hungerford's first friendship bench will be available on the wharf very soon. The wording for the plaque was agreed and we hope anyone needing to talk, share a problem or concern will use the bench once

installed. We all need someone to talk to from time to time. Hopefully more will follow. Do let us know what you think about them and perhaps offer any other location ideas.

Cllr Helen Simpson  
Mayor

## **FINANCE & GENERAL PURPOSES REPORT FOR FULL COUNCIL MEETING ON 3<sup>RD</sup> APRIL 2023 MONTH 12, MARCH 2023 INCOME & EXPENDITURE REPORT**

### **101 FINANCE:**

The Annual Precept of £328,357 been received.

An additional £299 has been received in Bank Interest year to date.

### **102 ADMINISTRATION:**

Net Income over Expenditure is a £863 positive variance.

### **103 GRANTS & DONATIONS:**

Net Expenditure is a £34,097 negative variance as the Swimming Pool Contribution of £34,718 was paid this month.

### **104 POOL HOUSE:**

Net Income over Expenditure is a £68 negative variance.

### **105 CONTINGENCY:**

No Expenditure this month.

### **106 TOURISM SUPPORT BUDGET:**

No Expenditure this month.

### **109 HUNGERFORD 2036 PROJECT:**

No Expenditure this month.

### **201 RECREATION & AMENITIES:**

Net Income over Expenditure is a £582 positive variance.

### **202 WAR MEMORIAL GROUND:**

Net Expenditure was a £15 negative variance.

### **203 ST SAVIOURS:**

Net Income over Expenditure is a £271 positive variance. No Burial Fee income this month.

### **204 CROFT FIELD:**

Net Income over Expenditure is a £583 positive variance.

### **205 LIBRARY MAINTENANCE COSTS:**

No Expenditure this month.

### **206 TRIANGLE FIELD:**

Net Income over Expenditure is a £122 positive variance.

### **301 CHRISTMAS LIGHTS:**

No Income or Expenditure this month.

### **302 HIGHWAYS:**

Net Income over Expenditure is a £2,263 positive variance. The annual WBC Streetlights charge of £7,000 wasn't paid in this period.

### **303 CCTV:**

Net Income over Expenditure is a £71 positive variance.

This month's Net Income over Expenditure is a £28,478 negative variance, mainly due to phasing.

Year to date Net Income over Expenditure is a £64,312 positive variance.

There will be late costs to be accounted for within this year's budget, I will provide a final Year to Date budget report once the RFO has provided these figures.

Claire Winser  
Chair of F&GP  
2<sup>nd</sup> April 2023

**April 2023 Update on Hungerford 2036 Neighbourhood Plan**

**03/04/23**

There has been some progress that in summary includes:

- The new sites and being assessed. Mapping produced by Navigus. Sent to West Berks for consistent assessment as done before. Had a few responses, but some big ones awaited, notably AONB etc.
- Skeleton Draft of the plan completed by Navigus. The team are producing comments to send back to consultant.
- An updated programme has been produced as shown below. It’s a bit optimistic but it remains our target and is just about on schedule at the moment.
- Key next actions:
  - complete site assessments
  - progress a draft of the Plan.

Neighbourhood Plan Programme					DRAFT		31/03/2023																					
Ref:	Activity	No of Weeks	Start date	End date	2022		2023												2024									
					Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar							
			(Mondays)	(Fridays)																								
1	Call for sites	6 weeks	15/11/22	31/12/22																								
2	Evaluation of sites	4 weeks	06/02/23	03/03/23																								
2B	Consultation on new sites (necessary?)	4 weeks	06/03/23	31/03/23																								
3	Agree tender for consultant planners	2 weeks	23/11/22	09/12/22																								
4	Tender consultants for next stages	4 weeks	12/12/22	06/01/23																								
5	Evaluate tenders and appoint	2 weeks	09/01/23	20/01/23																								
6	Prepare Draft NP	8 weeks	23/01/23	17/03/23																								
7	Review by Cttee & Council	4 weeks	20/03/23	14/04/23																								
8	Publish Draft for Consultation	6 weeks	17/04/23	26/05/23																								
9	Update following consultation	3 weeks	29/05/23	16/06/23																								
10	Submit to WBC	4 weeks	19/06/23	14/07/23																								
11	Finalise and prepare for Examination	8 weeks	17/07/23	08/09/23																								
12	Examination	1 week	11/09/23	15/09/23																								
13	Inspectors Report	8 weeks	18/09/23	10/11/23																								
14	Moifications	4 weeks	13/11/23	08/12/23																								
15	Prepare and carry out Referendum	6 weeks	11/12/23	19/01/24																								
16	NP comes into force	2 weeks	22/01/24	02/02/24																								

Richard Hudson

**Agenda item FC20230065**

**Hungerford Town Council**

**Report to:**

Full Council, Monday, 3<sup>rd</sup> April 2023

**Agenda Item No:**

FC20230065 – Propose repairs to playground equipment at Bulpit Lane Play Park

**Background**

The main bearing is worn in the large Carousel at Bulpit Lane Play Park. The cost to replace it is £3,050 + VAT. We have received two quotes at this price. The cost to replace the carousel itself is estimated at around £10k. The item itself is otherwise in good condition so it is viable to repair the bearing.

The Carousel is mentioned on the ROSPA report as a minor issue however HTC's maintenance man recommends the bearing is replaced as soon as possible to prevent further deterioration.

**Options**

To repair the bearing at the cost of £3,050 + VAT by the supplier Vitaplay. We have used Vitaplay on several occasions and they have been reliable and competitive (copy of quote below).

**Reference to Council Strategy, where relevant**

Action Plan - Ensure public open spaces are well maintained.

**Other information**

Cost would come from EMR

**Recommendation(s)**

To proceed with the quote from Vitaplay to repair the bearing at the cost of £3,050 + VAT

**Signed:** Deputy Town Clerk, 31<sup>st</sup> March 2023

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Claire Barnes  
Hungerford Town Council  
Church Street  
Hungerford  
RG17 0JG



20<sup>th</sup> March 2023

Our Ref: 004790 - IG

Dear Claire,

Thank you for the opportunity to quote on maintenance works at **Bulpit Lane Play Park**, please find associated costs as follows:

**Bulpit Lane:** Hungerford, Berkshire. RG17 0AY

- Supply and install Lapset rotator bearing 001190SP MULTIJOINT BRAKE (112341)

<b>Subtotal:</b>	<b>£3,050.00</b>
VAT:	£610.00
<b>Total:</b>	<b>£3,660.00</b>

**General Notes:**

- All prices shown are Pounds Sterling and fully inclusive of delivery of materials and labour
- All safety surfacing is installed to BSEN:1177
- Quotation is valid for 14 days from date of issue
- Unless otherwise shown, all prices are **exclusive** of VAT at the prevailing rate
- Payment terms are 14 days from date of invoice
- Full T&Cs available upon request

We trust that this meets with your acceptance and please get in touch if we can be of any further assistance.

Yours faithfully  
**Vita Play Limited**

A handwritten signature in black ink, appearing to read 'Ian Gower', is placed over a light grey rectangular background.

Ian Gower  
Business Manager

Vita Play Limited  
Woodhams Farm New Barn, Springvale Road  
Kings Worthy  
Winchester, SO23 7LB

Mob: 07917 350349  
Office/Fax: 01962 620874  
Email: [info@vitaplay.co.uk](mailto:info@vitaplay.co.uk)  
Web: [www.vitaplay.co.uk](http://www.vitaplay.co.uk)