HUNGERFORD TOWN COUNCIL

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MINUTES of the **Environment and Planning Committee** meeting held on Monday 12th October 2026 at 7.00 pm in the Library, Church Street, Hungerford.

Present: Cllrs, Cole, Mulholland, Terry, Brunning, Edginton, Hudson, Carlson, Armstrong & Reed. Cllr Fyfe attended via video link (in a non-voting capacity).
Also in attendance: Deputy Town Clerk (DTC), John Ryder

The minutes are recorded in the order agenda items were discussed.

The Chair opened the meeting welcoming those in attendance.

EP2026090 Apologies for absence – Cllr**s** Hall, Keates, Day (who has withdrawn from the Committee**)**
District Cllrs Benneyworth, Gaines & Vickers

EP2026091 Declarations of interest – Cllr Reed for Ref: 26/01116 & 26/01116/LBC, 85 High Street, Hungerford, RG17 0NA.

EP2026092 Approval of Minutes of the Meeting held on Monday 14th September2026 and update on actions

Proposed: Cllr Terry
Seconded: Cllr Reed
Resolution: Minutes approved of the Meeting held on Monday 14th September2026 and actions updated

Updates on actions:

ACTION: DC to confirm that CRT website now shows the correct location of rubbish facilities for boaters.

Cllr Terry provided a summary of the meeting held with West Berkshire Council (WBC) which she and Cllr Fyfe attended.

Ref: 7 dwellings: 26/01381/COND Hungerford Railway Station Car Park.

In summary issues have mainly been resolved with good representation from WBC Planning Team with District Cllr Gaines in attendance. The water issue has been resolved by instillation of a borehole. Cllrs discussed the use of a borehole and concerns were raised regarding the potential of contamination – Laura Callen, Interim Services Director, Planning and Housing, to investigate the quality of the borehole. Cllr Cole highlighted that there are strict laws governing boreholes e.g. depth and the need to obtain the appropriate permissions. Should the quality of water not be acceptable, the issue would go back to WBC. HTC would want to see test results as it could be an environmental health issue.

Cllr Armstrong read out the following requirements: developers must ensure a private water supply (borehole) serving multiple domestic properties e.g. block of flats meet the legal standards and is subject to local authority monitoring and risk assessment under the private water supplies regulations. Cllrs confirmed the need for a risk assessment to be caried out and future monitoring
However, there is a significant loss to Hungerford of £214,000 due to an error on the part of WBC in handling the S106 requirement. It was confirmed that there would be no financial settlement in relation to this.

Concerns were raised that the developers claimed £240,000 expenditure on the provision of the water supply. Developers claimed excessive costs of installing pipework which was probably never done or spent.

Cllr Fyfe told the meeting that what HTC considers unreasonable is getting quotes for work that has not been done – and possibly never was intended to be done – and a far cheaper solution found, possibly saving £200K (from the pipeline costs). It seems too convenient that the sum the developer claims for works (£246K) was higher that the S106 sum of £214K they were due to pay. WBC should have kept close watch on the developer and questions still required answers. WBC acknowledged the persistence by HTC in pursuing the £240,000 S106 and claimed that lessons would be learnt from this.

Other points covered at the meeting:

- 42 flats at the station site: Work commenced on-site and was progressing steadily. A further application to discharge the SUDS requirements was submitted on 17 September 2026. The housing mix will provide 100% affordable housing, comprising approximately 14 shared ownership flats (30%) and 28 rented flats (70%). The managing housing association has not been confirmed. HTC should monitor the allocation and management arrangements, with Sovereign Network Group (SNG) considered a possible provider.
- **St John's Ambulance site**: A further planning application is expected for this associated site, which HTC should monitor.
- **Lancaster Park landscaping:** Laura will inspect the landscaping conditions with the management company.
- **High Street signage:** HTC has submitted complaints, and the Conservation Officer is involved.
- **Chestnut Walk:** WBC has committed to keeping residents informed throughout the development. Further public meetings are anticipated at key milestones, and Cllr Terry expressed an interest in attending.

EP2026098 Enterprise Centre, update – John Ryder & Cllr Hudson (see attached report)

The Chair invited John Ryder to present his report following his meeting with Cllr Hudson. They had met with Chamber of Commerce who would be interested in further discussion and mentioned a property in Charnham Lane that might be useful as a small, shared working space / Enterprise Centre.

John asked if the committee was happy for them to pursue this further? He also mentioned that footfall in the town and tourism could be developed and would be happy to be involved in this.

Cllr Cole confirmed that getting the Chamber of Commerce more involved would be useful. John also stated he was happy to facilitate a conversation with The Greenham Trust to discuss options on developing tourism in the area.

Cllrs confirmed this was a positive move and would look forward to an update. The Chair thanked John for his input and he left at 7.21pm.

EP2026099 Enforcement Enquiry 26/00352/04ADV - 128 High Street, Hungerford, RG17 0D, update

DC confirmed that no action has been taken by WBC Enforcement as yet on HTC's concerns reported. 4 concerns were submitted regarding inappropriate signage and 2 of them were immediately closed by WBC stating no further action.

Cllrs agreed this was not acceptable and referenced WBC rules stating they need to follow their procedures. It was suggested that another Cllr should look into this matter and review information supplied by Cllr Fyfe and whether additional information was needed. Both 128 High Street and Amore signs are not being followed up. 34A High Street & 8 High Street - decision is pending from WBC.

Cllrs Cole & Armstrong to review this matter and it was agreed to keep this on actions list for future updates. Concerned were raised that if no actions are taken when companies are in breach of their rules then this left it open for residents and other businesses to do the same. Cllr Carlson requested HTC Office requested an update from WBC on the grounds in which they have dismissed these cases.

ACTION: HTC Office to request reasons from WBC for dismissing the cases.

EP2026093 Budget Requirements

DC confirmed that £150 was in the budget for Land Registry and Cllr Cole asked what additional budget was required for blue plaques.

It was agreed that DC would discuss budgets with TC and RFO and update committee.

EP2026094 Any Health & Safety issues or concerns

Bird dirt – Cllrs thanks the maintenance man for cleaning up the bird dirt outside the Town Hall. It was noted that WBC street cleaning team were also actively cleaning pavements of the bird dirt.

Cllrs discussed recent media coverage of 'spiking 'of drinks as students return to Universities and the approach to the festive season and requested HTC Office to raise awareness of the issue.

ACTION: HTC Office to liaise with the Police regarding posters, information, guidance and arrange for information to be put on social media to promote awareness.

EP2026095 Chestnut Walk, Cllr Cole to present an update on the WAP meeting, & other updates

Cllrs raised the point that HTC was not successful regarding its objection to the planning application as it has been approved by WBC. Disappointment was expressed regarding a perceived lack of support from District Cllrs regarding this matter and felt more could have been done to support HTC and the residents of Hungerford's views.

WBC had commented on the limited parking availability stating that homeless people are less likely to drive. However, Cllrs noted that homeless people often lived in their cars, so this was not an acceptable assumption. WBC also asked HTC to provide data which it didn't have access to. HTC was told that they had spoken well at the WAP, putting their views across but HTC considered it to be a 'done deal'.

Cllrs noted that District Cllr Gaines had confirmed that WBC would instigate regular public meetings to ensure residents would be updated on each milestone and have the opportunity to voice their concerns. Cllr Terry confirmed she would be happy to attend to ensure accountability is maintained.

EP2026096 Metal railings at southern end of the High Street

Cllr Armstrong was praised for the sterling work carried out on the railings at the top of town. She confirmed that the gate has now been removed and will be stripped of paint next Tuesday, noting that it takes 2 days. All the railings are primed and the 1st 3 sections have received a 2nd coat of primer. A further 2 sections still require work. There are holes that still need to be filled and paint to buy. Cllr Cole will review the options for a suitable solvent to use. Cllr Armstrong will purchase 3 sample pots of Rustoleum paint and will ask Cllrs to decide on which one to use.

It was noted that positive comments from both Cllrs and the public have been received. Cllr Cole proposed that as the railings predate 1904 and are not currently listed, it might be useful to research the option of them being locally listed, which is managed by the Heritage Forum. It was noted that WBC own the railings and were unlikely to refuse.
Proposed: Cllr Cole
Seconded: Cllr Armstrong
Resolution: Cllr Cole to explore the possibility of the railings being locally listed.

EP2026097 Comments on Local Plan Scoping Consultation

Cllr Terry confirmed that the scoping process had identified:

- gaps in available data
- Budget to be established for the review of Neighbourhood Plan
- Can be used to gain budge at a future date which was important
- Next review – next 10-15 year re demographics

Next steps

- HTC to set a timetable to review its Neighbourhood Plan
- HTC to actively seek to be involved in discussions and to be considered an active consultee
- HTC to be able to take objections to WBC

ACTION: It was proposed that Cllrs Terry & Hudson to produce wording to submit to committee for final review.

Proposed: Cllr Cole
Seconded: Cllr Hudson
Resolution: Formal wording to be provided by Cllrs Terry & Hudson and to be circulated to Cllrs. Once agreed, HTC office to submit**.**

EP2026100 Pavement Licences, discuss list supplied by West Berkshire Council

Cllr Cole confirmed he has spoken to Cllr Keates, Chair of Highways & Transport and it has been agreed that pavement licences will go to H&T in future.

ACTION: DC to inform Town Clerk

EP2026101 Planning Applications

a) **Ref:** 26/01991/LBC
Address: 128 High Street, Hungerford, RG17 0DL
Proposal: The proposed works involve replacing the fixed window above the entrance door with an Automatic Opening Vent (AOV).This is required to address a fire safety issue identified in a recent Fire Risk Assessment and supported by Royal Berkshire Fire and Rescue Service. The AOV will open automatically in the event of a fire to help remove smoke from the escape route. The existing opening will be kept, with no changes to the building structure. The new window will closely match the existing window in appearance. The works are limited to improving fire safety while minimising any impact on the character of the listed building.
Link: Planning Documents (westberks.gov.uk)

Cllr Cole reviewed the documents available on the WBC Portal as listed in the link above. Cllrs discussed the need to ensure the AOV meet the required standards and that the window opens automatically to ensure smoke does not impact residents.

Proposed: Cllr Carlson
Seconded: Cllr Edginton
Resolution: No Objection

b) **Ref:** 26/01913/FULMAJ
Address: Land Adjacent To Herongate Leisure Centre, Herongate, Hungerford,
Proposal: The erection of a 1,697 sqm (gross) Class E discount food store with associated access, parking and servicing areas and landscaping.
Link: Planning Documents (westberks.gov.uk)

The Chair reviewed the revised changes to the planning application after the original was withdrawn by the applicant following discussions with WBC Highways. Key changes to the proposal include:

- A new site entrance, relocated further west to increase separation from Charnham Lane.
- A new right-turn lane for eastbound traffic, allowing all movements into and out of the site.
- 100 parking spaces, reduced from 113, including parent and child spaces, disabled parking, EV charging provision and cycle parking.
- Archaeological monitoring due to the high likelihood of archaeological finds.
- A target of BREEAM Excellent, solar panels on the roof and LED lighting throughout. Lighting will be reduced during restocking and switched off when the store is unoccupied, except for security lighting.
- The applicant must contact Exolum Pipeline System to arrange a site visit.
- At the time of the meeting, the application had received 287 comments in support and 4 objections.

Residents raised concerns regarding the effectiveness of proposed landscaping as an immediate visual screen, the store's appearance from nearby properties, light spill, construction impacts, pedestrian safety and the proposed 40mph speed limit. Further clarification was requested on HGV delivery hours and frequency, night-time deliveries, vehicle reversing and idling, and refuse and servicing activities.

Aldi confirmed that the proposed highway works include revised road markings, localised two-metre footway widening and pedestrian crossing improvements, with tactile paving at the Charnham Lane crossing. However, clarification is still needed on whether further physical changes to Charnham Street will be made and whether detailed Section 278 highway drawings will be submitted.

Councillors expressed concerns about the safety of the new site entrance and the need to reduce vehicle speeds, particularly for traffic approaching from the Marlborough direction. Suggestions included:

- Considering a reduction in the speed limit to 30mph.
- Relocating speed indicator devices (SIDs).
- Using solid white lines and road markings to create the perception of a narrower road.
- Considering central reservation hedging, subject to maintenance and ensuring downhill visibility is not obstructed.
- Obtaining clearer details of all proposed highway and safety improvements.

Cllrs suggested considering a more suitable cladding colour for areas most visible to residents, alongside more attractive landscaping, including trees and shrubs.

Councillors request further clarification and a detailed set of proposals from Aldi covering highway alterations, road safety, delivery and servicing arrangements, lighting, landscaping and visual impact before the outstanding concerns could be fully addressed.

Proposed: Cllr Carlson
Seconded: Cllr Edginton
Resolution: Support. However, HTC have concerns about approach speeds of traffic along the A4 from the west and hence the reason for the Speed Indicator Device (SID). Analysis from the SID at Charnham Lane(50m east of the proposed access) shows the extent of speeding even with a SID….max speed of 67mph and 85%ile of 37mph. The down gradient from Strongrove Hill makes speeding likely and if traffic turning into Aldi is queuing there is a risk of a collision. In this context we would like to see the detailed proposals with the speed limit locations and measures that help to self-enforce. Suggestions could include narrowing the highway, adding tree planting and/or white lines to have a narrowing effect on the road, moving the 40mph limit westwards, a SID and possibly a chicane. In addition, for traffic turning right into the B4192 the hedge requires trimming back to improve forward visibility of traffic coming down the hill.

c) **Ref:** 26/01851/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)

Cllr Cole confirmed a number of changes have been made to the proposed scheme include:

- Reconfigured court layout – relocated to the southern end of the site with open courts to the north
- Landscape and Visual Assessment including Zone of Theoretical Visibility Mapping
- Enhanced landscape planting – a native woodland shelter belt is proposed which should help
- Adherence to Exolum Pipeline Easement and protected corridor
- Inclusion of cycle parking - 4 Sheffield cycle stands are provided
- Floodlighting to be within approved scheme limits
- Environmental Health - No objection to the proposal subject to the imposition of conditions.

Support has been submitted by the LTA; Mary Hare School; Hungerford Youth and Community Centre; Oaklands SEN School; Plus 8 individuals that wrote in to support the previous application.

Highways Authority's position remains unchanged from application 26/00320/FUL.

- The site is considered unsustainable, with a heavy reliance on private car travel due to limited active travel and public transport options and should be located within areas of population where a range of sustainable travel options are available.
- The proposal is a stand-alone, pre-booked sporting activity, unrelated to the existing uses on the site.
- The proposal is considered contrary to Policies SP19 and DM42 of the West Berkshire Local Plan Review 2023–2041 and the National Planning Policy Framework.

Padleshift have a meeting with Planning Office to discuss their objections in greater detail and will review the wider sustainability concerns further.

Cllr Fyfe reported several serious accidents, including one fatality, in and around the Cobbs junction in recent months. Cllrs Fyfe and Coles had met with Cobbs to discuss entrance safety, noting that vehicles approaching from Froxfield had no pull-in area and were effectively stationary on a 60 mph carriageway. Cllr Fyfe further stated that widening the Cobbs entrance by 7–9 metres and installing a refuge island could improve visibility, although he doubted these measures would be adopted. Cllrs agreed that safety improvements were needed to prevent further serious accidents.

Cllr Hudson suggested a refuge island at the priority junction from Hungerford to prevent overtaking. Cllr Cole confirmed that HTC had previously supported the application, disagreeing with Highways' comments, which did not reference the recent accidents.

Proposed: Cllr Cole
Seconded: Cllr Reed
Resolution: No objection, subject to improvements to enhance safety at the junction. These improvements could include widening the entrance to Cobbs and installing a pedestrian refuge with dropped kerbs to facilitate safe crossing for pedestrians. HTC would have expected West Berkshire Council Highways to comment on the safety of the junction at the entrance to Cobbs, a known issue that happens to have been highlighted in recent days. Subject to these safety improvements, HTC continues to consider the site entirely suitable for padel courts.

Cllr Carlson left the meeting at 21.03 having given his apologies.

d) **Ref:** 26/01818/HOUSE
Address: Tanglewood, Salisbury Road, Hungerford, RG17 0LH
Proposal: Proposed two-storey front extension, extend loft conversion with alterations to roof. Render to existing building and replace existing roof tiles.
Link: Planning Documents (westberks.gov.uk)

Cllr Cole reviewed the application and confirmed that the proposed changes did not negatively impact neighbour's view. The boundary trees belong to the neighbour and are subject to Tree Preservation Order. Any work carried out on the foundations for the front of the extension will be carried out under arboriculturist supervision.

Proposed: Cllr Armstrong
Seconded: Cllr Edginton
Resolution: No objection

e) **Ref:** 26/02054/HOUSE
Address: Sanham House, Sanham Green, Hungerford, RG17 0RS
Proposal: Construction of replacement outdoor pool, and erection of plant shed following removal of existing greenhouse.
Link: Planning Documents (westberks.gov.uk)

Cllr Cole highlighted that there is a swimming pool and garden area there already and the proposed pool is actually smaller with the addition of a pool house. It was noted that there were no issues regarding trees.

Proposed: Cllr Terry
Seconded: Cllr Armstrong
Resolution: No objection

f) **Ref:** 26/02081/HOUSE
Address: 1 The Forge, Hungerford, RG17 0GU
Proposal: First floor side extension over original single storey attached garage, previously converted to be part of the kitchen under consent ref 22/02476/HOUSE.
Link: Planning Documents (westberks.gov.uk)

Cllr Cole confirmed that there were no issues regarding neighbours being overlook and it was noted that the number of 3 bed properties in Hungerford is diminishing due to properties being extended or larger properties being built.

Proposed: Cllr Terry
Seconded: Cllr Armstong
Resolution: No objection

EP2026102 Case Officers Reports

Cllr Cole confirmed that case officer reports had been submitted but added no further comments due to no issues being identified.

a) **Ref:** 26/01275/HOUSE
Address: 39 Church Street Hungerford RG17 0JH
Proposal: Proposed new first floor dormer window to rear elevation with associated alterations.
Link: Planning Documents (westberks.gov.uk)
WBC: Approval
HTC: No Objections

b) **Ref:** 26/01697/NONMAT
Address: 91 Chilton Way, Hungerford, RG17 0JF,
Proposal: Application for a Non-Material Amendment Following a Grant of Planning Permission 25/02344/HOUSE: Proposed loft conversion with rear dormer. Amendment: Bi-fold doors changed to casement window and external cladding changed from horizontal
composite cladding to tile hung cladding.
Link: Planning Documents (westberks.gov.uk)
WBC: Approved
HTC: No Objections to original planning application: **25/02344/HOUSE**

c) **Ref:** 26/01116 & 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 a single storey garden room outbuilding in place of existing shed.
Link: Planning Documents (westberks.gov.uk)
WBC: Approved
HTC: No Objection

Meeting ended 21.12pm

Reports

EP2026098 Enterprise Centre, update – John Ryder & Cllr Hudson

Hungerford Town Council

Environment and Planning Committee - 12th October 2026

Hungerford Neighbourhood Plan,
Non-Policy Action E: Employment in Hungerford.

Background / Progress Note - October 2026

Background

The Hungerford Neighbourhood Plan, which was adopted on 25th November 2025, includes a section on Employment, with the objective (E) to "Promote an increase in the number and quality of employment opportunities within and around the town". The associated Non-Policy Actions for this objective include:

- Work with local businesses, business groups and WBC Economic Development Team to promote an increase in the number and quality of employment opportunities within the town, and
- Investigate the establishment of an additional enterprise centre for the town.

The idea of an additional enterprise centre for the town was discussed at some length at the Environment and Planning Committee meeting on 13th July 2026. Whilst generally supportive of the idea, councillors were concerned to ensure that there was a real market demand for such a facility before proceeding.

Progress

Cllr Hudson and I (John Ryder, a volunteer member of the Neighbourhood Plan team) met recently to review those discussions and to consider possible next steps. Given the uncertainty that E&P Committee councillors had expressed at the July meeting about whether there was really a market demand for another enterprise centre, we felt that there was a wider context for the investigation which should be considered first; that is to establish a robust picture of the current state of the local economy, if possible working with local businesses, business groups, WBC and others to establish that context.

To that end, and with Cllr Hudson's agreement, I have made contact with the Hungerford Chamber of Commerce and the Thames Valley Chamber to see if there was likely to be interest from local businesses in pursuing these aspects of the Neighbourhood Plan agenda. I have also made contact with WBC Economic Development Team to enquire about the availability of data about the local economy, for example about the local labour market, the local market for business property (particularly for the micro/small and start-up business sectors); and whether there is likely to be a review of employment land in the district as part of the new Local Plan Review process.