

Hungerford Town Council (updated Aug 2026)

Action Plan 2023-2026 Highways and Transport

PLANNED REVIEW DATE	PROJECTS & AIMS	DESCRIPTION	PRIORITY (by importance)	COMPLETION TARGET	EMR/BUDGET or GRANT FUNDED
Railway Station					
	Aims -				
	Pressurise Network Rail, where possible to improve the station's and surrounding area's appearances.	Pursue painting and cleaning of station furniture, including painting of footbridge	MEDIUM	Completed except footbridge	GWR/NR cost
	Improve health & safety	Litter levels to be kept to minimum	MEDIUM	On-going	Voluntary group helping
Oct-26		Network Rail offer 5 community days. Request clearance of their land north of the platform	MEDIUM	2 x litter picks taken place in 2025, one in April 2026 and next planned for Oct 2026. On-going 3 month check by NR and CCTV in place. Possible improvements to fence required.	NR cost
Coaches and buses:					
	Aims:				

Dec-26	Encourage the use of public transport by improving facilities and increasing passenger comfort	Consider use of all bays as potential drop off points for coaches and delivery lorries.	MEDIUM	Highways agreed to change Dods layby into commercial loading bay / coach drop off. Continue to monitor until change implemented. To take place by latter part of year.	WBC budget responsibility
Nov-26	Encourage more visitors to the town	Improved bus provision	MEDIUM	Monitor new on demand bus service in place from Nov 2023. Usage figures requested.	Bus route subsidy budget £5540
Street lighting					
	Aim - Improve safety for road users and pedestrians	Ensure lights are kept in good repair. Report any issues.	MEDIUM	On-going	£9000 in EMR
Apr-26		Upgrade by road or section, all the 31 lamps owned by HTC to LEDS.	HIGH	From April 2026 HTC are responsible for maintenance of our lamps. Contractor appointed from April 2026 to upgrade them to LED and maintain. Awaiting program.	Included in above figure.
Traffic					

	Aim - Pursue and ensure, where possible the safety of pedestrians in the high st	Assessment of problems and development of strategy to minimize impact.	MEDIUM	No left turn sitting with WBC Highways. Chase for resolution in 2026.	WBC budget responsibility for safety improvements.
Sep-26		Assessment of issues with data, considering all options other than just legislation / signage: - Additional SIDS Atherton roundabout area. Raised roundabout, Additional crossing etc. Speed data recorders to be fixed in high street. Fact based evidence supporting requests.	MEDIUM	Speed limit survey carried out July 2026. Results to be discussed Sept 2026.	WBC budget responsibility for speed limits and safety improvements.
Public Toilets					
	Aim - Adequate provision and upkeep of facilities	Vandalism concern to be monitored	LOW	On-going CCTV contract in place	Insured
		Carry out tender process for renewal of toilet cleaning/maintenance contract including waste disposal	HIGH	1st Sept 2026 (contract expires)	Public toilet annual budget £16,000
		Annual checks and services in place i.e servicing of hand wash units	MEDIUM	On-going	Included in above budget
		Public access to toilet on A4 bath road to be retained.	LOW		No cost to HTC. Funded by BMW garage.
CCTV					

	Aim - Improve safety and help reduce crime by increasing conviction rates	Retain the 23 existing cameras in good condition and maintain accessibility of footage for the police. Consider expanding network of cameras.	MEDIUM	On-going. Upgrade of links to 60hz required to stop interference from other 5G connections.	Budget CCTV Repair £1,658 EMR CCTV New £6,700 Annual request to Police for grant approx. £1000 usually received.
Monitoring of speeding					
	Aim - Improve safety for road users and pedestrians	Request enforcement of speed zones around Hungerford	MEDIUM	20mph zones being investigated	
		Purchased 4 x speed indicator devices (SIDS) plus T&M have two on the Common to use at agreed locations and regularly relocate.	MEDIUM	On-going. Cllrs and staff member trained in use of SIDS.	EMR £3,328 Maintenance budget.
Health & Safety					
	Aims - Improve health and safety for road users and pedestrians, residents and visitors. Improve the town's image for visitors	Maintain and provide adequate supply of grit bins around Hungerford. Checks in place to ensure they are kept filled.	HIGH	On-going.	Annual salt bin budget £1,000
Apr-27		Adequate supply of dog bins. Ensure regular emptying and encourage proper use.	MEDIUM	Contract in place to April 2027.	Annual dog & litter bin budget £4,500

		Control the amount of pigeons. Prevention of damage to property and risk to health.	MEDIUM	On-going programme to encourage property owners to install pigeon prevention netting and spikes. HTC to install signs and provide information. Publish / file Cllr Day's report!	EMR £3,578
ANNUAL EVENTS					
Switching on of Christmas Lights					
Jun-27	Aim – Bring Christmas spirit and increase visitor numbers	A contractor is appointed by tender process to install the Xmas trees and lights.	HIGH	3-year contract in place. Renewable 1st Sept 2027	Christmas Lights budget £40,000
Mar-27		Christmas trees are purchased separately.	LOW	Place order in spring. Consider new supplier.	Budget £8,000
Nov-26		FOTT awardees are invited to flick the switch following musical entertainment.	LOW	Event takes place end Nov/beginning of Dec	
Nov-26		Road closure is required. HTC hold responsibility for event management including road closure, risk assessment, traffic management plan, insurance. Barriers and cones required.	MEDIUM	Road closure document at least 3 months in advance.	Apply to WBC
Armed Forces Day Parade					
Mar-27	Aim – Continue our link with 6th Battalion REME	Road closure is required	MEDIUM		Apply to WBC

Jun-27		REME event held close to or on Armed Forces Day 24 th June. REME organise.	HIGH	June (Annually). Team of marshalls required.	Managed by HTC, assisted by RBL in conjunction with REME. Civic expense budget £1,500
Remembrance Day Parade					
Nov-26	Aim – Honour those that fought in wars	RBL lead the organisation of a parade and service.	HIGH	Nov – Remembrance Sunday.	HTC in conjunction with RBL
		Team of marshalls required. Set up list of volunteers from around Hungerford for working parties - table at Town Meeting. Set up whats app group for marshals and send out annual events and reminders.			Volunteers
Sep-26		Road closure is required. HTC hold responsibility for event management including road closure, risk assessment, traffic management plan, insurance. Barriers and cones required.	HIGH		Included within salary budget
Annual Litter Pick					
	Aim - Improve health & safety and the appearance of the Common.	HTC has litter picking equipment available. Smarten Up Hungerford Volunteers operate in the town.	LOW	Usually held in spring or autumn	Volunteers support litter pick organised by Town & Manor prior to cows on Common.
Flower Tubs (SUH)					

	Aim - Improve health & safety and the appearance of high street	Smarten Up Hungerford volunteers plant up tubs which are watered by appointed contractors	LOW	Usually held in spring or autumn	£1,000
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Action Plan 2023-2026 Finance & General Purposes

	PROJECTS	DESCRIPTION & FUNDING	PRIORITY	COMPLETION TARGET	EMR/Budget or grant funded
Local Council Award Scheme					
Nov-26	Aim - Retain Quality Award	Appl for the bronze award	HIGH	Quality Award achieved 2022. Valid for 4 years.	Annual Staff Training budget available £1000
Nov-26		Apply for the silver award.		Quality Award achieved 2022. Valid for 4 years.	
Search tool for town council assets					
		Litter and dog waste bins are plotted on West Berks Council interactive map. Spreadsheets available for lists of benches and grit bin and these are on our website.	LOW	On-going	

Improvement of communication					
		Improved use of social media, newsletters, website	MEDIUM	On-going	Newsletters budget £3,500
		Keep website compliant with accessibility requirements		TEEC carried out check to ensure remain compliant 2024	
Nov-26		Annual Report as required by Quality Award		Issued every Oct/Nov	Annual report budget £1750
		Improved transparency - display of reports as an attachment to minutes		In place	
		Use of interactive board to display plans/ info at meetings		Available	
		Contact us section on website		In place	
Planned fundraising					
		Ability to plan further ahead and apply for funds for future projects outlined in Action Plan	MEDIUM	On-going	No fee for use of fundraising platform
		Use of The Good Exchange local fundraising platform			
Localism					
		Further services to be devolved from WBC??	LOW		

Compliance with policy					
Jan-27		General Data Protection Regulations – Clerk appointed as Data protection officer.	MEDIUM	Review annually in Jan.	
Feb-27		H&S actions to be met, including producing of Annual Risk Assessments.		Annual Risk Assessment review in Jan. H&S Policy 3yr	Health & Safety annual budget £2,300
Apr-27		Complying with employment law		HR Policy - 3 yr	HR annual budget £1,900
Jun-27		Complying with insurance conditions.		Renews June	Annual Insurance budget £8,000
Jan-27		Meeting legal requirements for audit,		Interim Jan. Annual May.	Annual audit budget £2,200
Formulate Emergency Plan					
to review			MEDIUM	Plan produced. On-going updates.	No cost as in-house
Training sessions					
		Training policy in place for councillors and staff	MEDIUM	Training on-going.	Annual Councillor training budget £200. Note free through BALC.
		Clerk to be trained (12 cpd points annually) to qualify for Local Council Awards	MEDIUM	Training logged	Annual staff training budget £1,000

Feb-28		Include H&S training every 3 years	MEDIUM	Next session due Feb 2028	Included in above budgets.
Promote the setting up of a Volunteers List					
		Smarten Up Hungerford volunteers are available	LOW		SUH EMR £1,000 for materials
ANNUAL EVENTS					
Jan-27	Town Meeting	Held annually in March open to all, with presentations or displays from local groups and HTC	HIGH	March Annually	Annual room hire budget £600
		Finance report to detail Precept and budgets			
		Question & answer session to be included			
Aug-26	Grant presentation	Annual event presenting cheques to local organisations and charities benefitting the residents of Hungerford	MEDIUM	Sept Annually	Annual civic expenses budget £1,500
Aug-26	Freedom of the Town Awards	Presentation of awards to worthy recipients following their announcement publicly	MEDIUM	Oct event	Included in above budget.
Nov-26	Town's Carol Service	Hosted by the Mayor	LOW	Held on a Sunday before Christmas	Included in above budget.
Feb-27	Mayor's Reception	Evening social event	LOW	May Annually	Annual mayoral expenses budget £1,365

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Action Plan 2023-2026 Recreation & Amenities

PLANNED REVIEW DATE	PROJECTS & AIMS	DESCRIPTION	PRIORITY (by importance)	COMPLETION TARGET	EMR/BUDGET or GRANT FUNDED
Allotments					
	Aim – Provision	Renew 5-year lease for Marsh Lane	HIGH	Lease ended 12/2022. Obtain in perpetuity when NDP is adopted, subject to planning permission	EMR legal costs £1577. Annual rent income £1,000
		Continue with rolling annual lease at Fairfields. Rent - Peppercorn	LOW		
		Hungerford Allotment Holders Association run both allotments	MEDIUM		Sinking fund £1,400
		Freehold obtained for land at Church Lane. Set up as allotments/orchard/or community garden.	HIGH	Agree licence/lease for working party	EMR £3,552
Youth & Community Centre					
Dec-26	Aim – Provision of facilities to run a youth club	Negotiation of continued lease of Y&C Centre building with freeholders Excalibur	MEDIUM	Lease due 11/08/2027	Professional fees EMR £1,894

Feb-27		Negotiation of continued lease of tennis court (outside play area) with freeholders WBC	MEDIUM	Lease due 15/10/2027	Professional fees annual budget £5000 (to cover all HTC assets)
Croft Field Activity Centre					
	Aim – Improve building as a valuable community resource	Internal restructure to include new washrooms and improve building accessibility, in line with the Equality Act 2010, whilst considering suitability for long term hirers			
		Phase 1 – Main Hall/toilets and making building accessible		Phase 1 building work completed.	
		Address damp issues identified.	MEDIUM	Oct-26	EMR?
		Hungerford Shed occupy a workshop at the premises	MEDIUM	Lease arranged.	Costs covered by Hungerford Shed
Car Parks					
	Provision of adequate parking for each building	Triangle Field, Swimming Pool House, St Saviour's & Skate Park car park – Monitor potholes and carry out repair when required	MEDIUM	Monitoring On-going	EMR car parks £1,500
	Provision of Electric Vehicle Charging points	Consider any suitable locations for charging points	MEDIUM	New EV chargers installed in Church St Car Park in 2025. Also installed in WBC Station Car Park. WBC installing more in 2026 in high street	Local authority funds EVCP

Triangle Field Changing Rooms					
	Aim – Improve Health & Safety	Health & Safety checks to be carried out by main user	MEDIUM	Responsibility of leasee. Evidence of checks required by HTC. Quarterly.	HRFC funds costs
Jan-27	Aim – Improve building as a valuable community resource	Annual inspection by HTC	LOW		
		Building (excluding small storage room) leased to main user. HTC hold freehold.	HIGH	Lease due 7/4/2028	HFRC funds costs
	2 new containers installed 2025 on car park and racked out for storage		MEDIUM		
Community facilities					
	Aim – Promotion of facilities to encourage and maximize potential use	Marketing and promotion of Croft Field and Triangle Field facilities. Use of on-line calendar to manage and grow bookings.	MEDIUM	On-going	Advertising annual budget £1400
Feb-27		Hire agreement in place for use of one of the new containers at Triangle Field by a local club and a contractor.	MEDIUM	Lease due 13/3/2027	
Jan-27	Aim – Improve Health & Safety	Annual checks to be carried out by Town Councillors for all areas it is responsible for to feed into risk assessments.	LOW	Annually	Councillors/volunteers

		Mandatory checks. Fire Risk Assessments, 5-year fixed wiring, PAT test, Fire extinguishers, Emergency lights, legionella, fire alarms, check first aid kits and accident books in place, risk assessments for events	HIGH	On-going. Refer to H&S schedule.	H&S annual budget and part of annual maintenance salary budget
Graveyards & Memorials					
Oct-26	Aim – Ensure public open spaces are well maintained	Power washing of paving slabs at Bridge St War memorial gardens to rid of moss	LOW	Clean annually ahead of Nov 11th	Provided by local working party
		Project to replace areas of surface at Bridge St War memorial garden where required	MEDIUM	2026	EMR £3,000
		Project to renovate War Memorial Avenue Bulpit Lane	MEDIUM	Brickwork repaired in 2025. Metal work repaired in 2026.	
Trees on land leased or owned by Town Council					
	Aim – Ensure public open spaces are well maintained	Maintain programme of regular checks and maintenance	MEDIUM	On-going - refer to Tree Programme	
		e.g. checking/trimming/pollarding where necessary of all trees under HTC's responsibility	MEDIUM	Works currently underway	EMR £10030 less recent works appointed
Benches for which Town Council is responsible					

	Aim – Ensure public open spaces are well maintained	Construct programme of regular checks and maintenance of all benches/picnic benches. List by area, priority and target date for maintenance man.	MEDIUM	Programme on-going.	
		e.g. cleaning/staining benches and the repair and removal of broken materials	MEDIUM	Repairs as required. Contractor appointed to pressure wash all benches 2025. Various benches stained 2026.	EMR £4104 plus salaries budget - maintenance man labour.
		Refer to Bench policy for any requests for new benches	MEDIUM		Consider plastic recycled benches costing £570 with minimal maintenance.
Playparks/skate park and recreation ground					
	Aim – Ensure public open spaces are well maintained	Ensure contractors are completing all required tasks to a high standard as identified in quarterly ROSPA reports and	HIGH	Quarterly ROSPAs due Sept, Dec, March, June.	Budget playground repairs £2,600 Budget playground inspections £1000 Play equipment EMR £16,614 Play equipment repairs EMR £8903
Jul-27		Inspections by Town Council and our Health & Safety Consultant	HIGH	Annual H&S Risk Assessment in July.	Health & Safety budget £2300 (covers all HTC assets)

		Negotiate with West Berks Council for improved maintenance of Ramsbury Play park. Pursue a transfer of asset. Consider taking on leasehold.	MEDIUM	Draft lease awaited from WBC for asset transfer	
		Maintain and promote new skate ramps/parkour and pump track installed Sept 2023	MEDIUM	On-going.	Advertising budget £1400 (covers all HTC advertising)
	Aim - Provide inclusive play for disabled children.	Install specialist equipment in play park	MEDIUM	2027	Apply for grant funding
	Development of a Leisure Strategy for Hungerford.				
		Review Leisure Centre provision to ensure value for money	HIGH	Further involvement	Cost approx £40,000 to WBC annually
	Hungerford in Bloom				
May-27	Aim - Improve street scene and promote community involvement	Competition for residential, business, community and allotment entries with judging in July and presentation held in September	MEDIUM	July (judges required).	Annual Hungerford in Bloom budget £1020
Mar-27		Continue to maintain floral displays in the High Street	MEDIUM	May/June (display starts)	Annual hanging baskets budget £6,000
	Britain in Bloom				

	Aim - Improve street scene and promote community involvement	Enter Thames & Chiltern regional competition	MEDIUM	Presentation required in summer of evidence of projects throughout the year. Wait outcome of 2026 entry.	£700 donation and grant obtained from Greenham Trust of £5k
		Upkeep of flowers, allotments and community links	MEDIUM		volunteer led

Hungerford Town Council

Action Plan 2023-2026 Tourism & Economy (Considered under F&GP Committee)

PLANNED REVIEW DATE	PROJECTS & AIMS	DESCRIPTION	PRIORITY	COMPLETION TARGET	EMR/Budget or grant funded
Great Western Way					
		Ensure Hungerford has a full involvement in this project, to promote the work of the GWW and encourage Hungerford businesses to become involved. HTC to work with Town and Manor and the Chamber of Commerce to achieve this. Maintain Designated Ambassador status	MEDIUM	Contract to end April 2027	Included within the Annual subscriptions budget of £3,500
New edition of Town Guide & Maps					

		Compilation of new guide and tourist literature Welcome pack delivered to new houses built	MEDIUM	New edition being worked on	
Tourist Info point					
		Information leaflets available in the foyer of the Hub.	LOW	Telephone box to be moved and used to house tourist info. Planning permission awaited.	
Reduce number of Empty Shops (Also an E&P Project)					
		Development of strategy to remove the number of empty shops and consider larger companies to enter town to enhance the local enterprise	LOW	WBC action	
Promotion of Town					
	Aim – Improve economy by supporting retailers and local businesses	Work with Chamber of Commerce to enhance support to local businesses	MEDIUM	On-going	Tourism support EMR £1220
		Progress Town Strategy	MEDIUM	PROJECT CANCELLED	
		Create a Heritage Trail		Created on-line. Produce maps/plaque	

		Develop Visit Hungerford website	MEDIUM	Website is live. Continue to improve.	
Town Trade Fair					
	Aim – To promote business and training/employment links with the school?	First held in September 2017 at JOG School. Now run by JOG School. HTC to support.	LOW	Held Annually in the autumn	Nil cost

