

HUNGERFORD TOWN COUNCIL

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DRAFT MINUTES of the **Full Council Meeting** held on Monday 4th July 2022 at 7.00pm in the Library, Hungerford

Present: Cllrs Simpson, Winsor, Chicken, Fyfe, Downe, Lewis, Alford, Shatford, Carlson, Schlanker, Keates and Greenwell

Also: District Councillor Dennis Benneyworth

Representatives from Penny Post, Newbury News and the Heritage Trail. In attendance: Lydia Cutland (Deputy Town Clerk)

Police Report: Although the police were unable to attend due to it being a rest day, they had circulated a report prior (see appendix A)

FC202200150 Note apologies for absence – Cllrs Knight, Hudson and Yakar-Wells. Also District Cllr Rowles District Cllr Coles and Police representation

FC202200151 Declarations of interest – none

FC202200152 Approval of Minutes of the Full Council meeting of 6th June 2022 and outcome of actions

Proposed: Cllr Downe

Seconded: Cllr Shatford

Resolution: To approve the minutes of 6th June 2022 as a true record. Two abstentions.

Outcome of actions:

- Future of Notrees Care Home - no further follow ups
- Resubmission of GWR bids - completed
- Croft Field Improvement Project – see agenda item FC20220161
- Jubilee shield and Platinum bench to be placed in situ
- Press release - issued following Jubilee celebrations with good coverage.
- Community Centre Lease – solicitor now instructed
- Triangle Field hiring – finalised and process now in place No further actions outstanding

FC20220153 Receive Major's Report – see appendix B

Cllrs Simpson and Fyfe had recently met with the police regarding a search warrant on a property in Hungerford. The property has been of ongoing concern due to alleged drugs and anti-social behaviour. The outcome of the meeting was extremely positive although investigations are still ongoing. It was also noted that the Police are very overstretched with only one Police Constable covering such a vast area including Hungerford.

Cllr Simpson thanked Cllr Keates for his coordination of the Jubilee celebrations and also Penny Post for their promotion and support.

Cllr Fyfe reminded the Councillors of the Town & Manor social meeting on Friday 22nd July. It was emphasized that all should make every effort to attend.

ACTION – Deputy Town Clerk to send reminder email and handle HTC RSVPs

Cllr Shatford reported at this point in the meeting that a minibus has been sourced for the Scouts at the cost of £140 + VAT, thus making a considerable saving and that they'd now submit a request for funding.

Proposed: Cllr Downe

Seconded: Cllr Schlanker

Resolution: To approve the Scouts funding request for £140 + VAT. 4 abstentions

ACTION – Deputy Town Clerk to coordinate with RFO

FC20220154 Receive District Councillor's Report

District Cllr Benneyworth reported that he'd recently attended a site meeting to improve the footway to The Croft with the potential to extend the footway from Church Street to the surgery. This would impact on parking however before any decisions are made, it would be put to consultation with local residents. District Cllr Benneyworth had also attended the Nursery School Running for 80 years celebrations to which there had been good turn out with MP, Laura Farris in attendance.

With regards to the wildflower matting he was pleased to report that this was successful. It was suggested amongst the councillors that the ground could be prepared now but it would be preferable to wait until the Spring before anything is planted.

It was also flagged at this point in the meeting by Cllr Schlanker that the school alley had been closed on the 23rd June due to tree cutting with Cllr Simpson adding that the branches were left obscuring the alley by the contractors. This was urgently flagged with District Cllr Coles and rectified however was not an isolated case. Similar work has also been carried out on the trees at Atherton Crescent and branches again left by the contractors.

ACTION – District Cllr Benneyworth to feedback to WBC

FC20220155 Health & Safety – Any Complaints or Concerns

Cllr Keates commented that the hedges in many parts of Hungerford are looking very overgrown and could pose a potential safety issue. The specific example highlighted was the hedge on Atherton Road which now conceals the give way road sign and the pavement very narrow at parts with the hedge protruding.

ACTION – Town Clerk to include as an agenda point at the Highways & Transport Committee meeting on the 25th July.

- FC20220156 Feedback on meeting following landowner approach regarding possible community solar PV Scheme – Cllrs Downe and Keates**
Cllr Downe reported that although the meeting had now taken place, funding would no longer be an option. WBC Environmental Team have however expressed a potential interest and Cllr Downe and Keates would pass on contact details to those involved so that they can pursue directly should they wish.
- FC20220157 Receive any Committee reports (no more than 3 minutes per report)**
None
- FC20220158 Propose authorisation of payment run (circulated along with copies of invoices) for June**
Proposed: Cllr Winsor
Seconded: Cllr Schlanker
Resolution: Agree payment run for June. 1 abstention
- FC20220159 Propose Year to date accounts – refer to circulated Income/ Expenditure Report (see appendix D)**
Proposed: Cllr Winsor
Seconded: Cllr Simpson
Resolution: Agree year to date accounts
- FC20220160 Consider Environmental aims and objectives for inclusion in the Action Plan**
Cllr Greenwell reported that he'd recently attended a webinar organised by 'Connecting Communities in Berkshire' highlighting that opportunities for funding via that route may be feasible. Discussions then ensued between the councillors regarding HTC's current Action plan, that it is very light on Environmental aspirations and that HTC should be leading as an example to the residents.
- ACTION** – Deputy Town Clerk to circulate current action plan to Councillors
- ACTION** - Cllr Downe and Cllr Greenwell to continue working towards September to put together a paper and councillors should feedback any suggestions directly
- FC20220161 Croft Field Improvement Project update – refer to report**
The Councillors were unclear whether they were referring to the most recent project report and felt that further clarification was required before any tender was published. Proposed: Cllr Simpson
Seconded: Cllr Greenwell
Resolution: Delegate authority to the Finance & General Purposes Committee meeting taking place on 13th July
- ACTION** –Town Clerk to include as on the agenda point for the Finance & General Purposes Committee meeting on 13th July

FC20220162 **Emergency Plan** – Suggestion for update from Cllr Fyfe
Cllr Fyfe explained that WBC’s Action Plan is not very comprehensive on the specifics or details in the case of a local emergency. Specifically, considering Hungerford’s location, he highlighted that the town could be isolated and more vulnerable should such a national or regional incident arise. With this in mind, Cllr Fyfe suggested that he works with Cllrs Simpson, Schlanker and Keates to build out a more robust plan for Hungerford. District Cllr Benneyworth enquired whether involvement from WBC would be required at this point but Cllr Fyfe deemed it more conducive to draft a working plan initially.

ACTION – Cllr Fyfe to circulate a working document to Cllrs Simpson, Schlanker and Keates and coordinate next steps

FC20220163 **Swimming Pool House** – Update on installation of Heat Pump from Cllr Downe
Cllr Downe was pleased to report that the heat pump has now been installed by the contractor, the wiring to be completed on the 4th July and that the tenant was satisfied. The Councillors discussed whether this would make a good case study however agreed this could be decided later. Cllr Winsor highlighted that there’s still a problem with the bath in that the enamel has worn off and despite Cllr Yakar-Wells efforts to secure quotes for repair, this was proving difficult.

ACTION – Deputy Town Clerk to include as an agenda point at the Recreation, Amenities & War Memorials Committee meeting on Tuesday 19th July.

FC20220164 **Youth Council** – Report from Derek Alford
Cllr Alford reported that the Youth Council currently have 6 young members involved, working to establish representation and a voice for the younger demographic in the town. They have been provided with Town Council badges and are considering ideas that they will then explore further with some of the established adult groups. Their ideas have included amongst others: tree planting, protecting hedgehogs, designated chill out areas, nature trails and an athletic track. They are also keen to consider a Youth Directory of local groups that are available which could potentially be hosted on the HTC website. The Councillors agreed unanimously that their fun, engaging and feasible ideas should be encouraged to maintain momentum of their initiatives. Cllr Shatford also added that the Freshers’ Fare at the John O’Gaunt School in September would be a good opportunity to raise their visibility too.

FC20220165 Heritage Trail – Consider proposal to set up Trail Tale app for Hungerford – refer to report appendix C.

Two representatives for the Heritage Trail were present, firstly providing a snapshot on the current situation. They explained that although funding had previously been made available by the Welcome Back Fund and HTC for promotional opportunities, due to several issues, it was hoped the funds could be repurposed towards a different option. The representatives then gave a thorough overview of the proposed ‘TrailTale app’, a tourism app dedicated to encouraging visitors and tourists to towns and cities. It is free to download and use and Trail Tale would promote HTC’s involvement through their marketing channels thus driving further interest. Based on the scope of work outlined in the proposal, the cost would be £2,495 + VAT which would comprise a total of 20 points of interest around town, hosted for 6 years. The cost for hosting the route on the platform after 6 years thereafter would be £150 + VAT per year.

The representatives explained that if the Councillors agreed with the proposal Hungerford could be built into the app as a tourist location by 15th August 2022.

Discussions then followed between the councillors as to how this could be funded and options such as the Tourism Budget and/ or Good Exchange were mentioned. Although the councillors agreed that the app is an interesting initiative and one to explore further, it would be helpful to understand more about competitors, alternatives in the market and apps where there is a further reach and coverage.

FC20220166 Any other reports

Hungerford in Bloom – Cllr Winser gave an overview of the judging which has taken place during the weekend and that all winners have now been notified. The joint Hungerford in Bloom and Grants Awards ceremony is being held on Saturday 3rd September. Cllr Simpson was keen to stress that all councillors should make every effort to attend.

Cllr Greenwell highlighted that there has been a recent email phishing scam amongst HTC emails, particularly that of Cllr Simpson.

Cllr Greenwell also raised the point of Bicycle Racks which would be discussed further at Highways and Transport Committee meeting.

ACTION – All to change their passwords on a regular basis

ACTION – Town Clerk to flag email phishing with IT again

ACTION – Town Clerk to include Bicycle Racks on the agenda for Highways and Transport Committee meeting on 25th July.

PART 2 Confidential

The public and press may be excluded from the meeting on the grounds that publicity might be prejudicial to the public interest as per the Public Bodies (Admissions to Meetings) Act 1960.

FC20220167 Update on John O’Gaunt Artificial Pitch Project – Consider Changes to HTC involvement and funding input – Receive any update from Wet Berkshire Council

Cllr Simpson explained that despite chasing since the last Full Council meeting, no update has been forthcoming. This was despite an email advising that the Town Clerk would hear more during the early part of w/c 27th June.

ACTION – Cllr Simpson and the Town Clerk to continue to chase for an update ideally for the Finance and General Purposes meeting on 13th July 2022.

FC20220168 Skate Park Project – Update on receipt of tenders. Consider contractor and next steps – refer to report.

As per the report the working party had recommended that Maverick should be appointed as the contractor with the Concept B design.

Proposed: Cllr Schlanker

Seconded: Cllr Shatford

Resolution: To proceed with Concept B £250,000 from Maverick *to be used as a basis for fundraising* in relation to the Skate Park Project.

ACTION – Cllr Shatford to work with the Town Clerk to register the grant application on The Good Exchange.

Proposed: Cllr Schlanker

Seconded: Cllr Downe

Resolution: To continue negotiations with Maverick AND Freestyle to discuss tenders, maximise facilities and value for money.

ACTION – Town Clerk and working party to coordinate further discussions and meetings

The meeting closed at 21.20 pm.

Appendix A - Police report

Hungerford Town Council Meeting Police Report July 2022

Crime Report

The Hungerford and Downlands Neighbourhood team, along with other colleagues, have conducted a warrant at an address in Hungerford following reports of anti-social behaviour and other matters. There is an ongoing investigation, so we are currently unable to comment further on the matter. The team continue to investigate the issues reported and are working hard to provide a resolution.

Aside from this, there have been no other reports to indicate any persistent anti-social behaviour in the Hungerford area. In terms of crimes reported in the Hungerford area, they appear to have been isolated incidents and do not suggest any current trends.

However, if there are any ongoing problems we're not currently aware of, or if you have any concerns, please ensure these are reported to the police so we can review and act on those reports accordingly.

The Team

The current set up of the team is 1 x Inspector, 1 x Sergeant, 2 x Police Constables and 5 x PCSOs to cover the Hungerford and Downlands Neighbourhood area. We are currently in the process of appointing a third PC to the team.

The team are contactable by email, but this should not be used in an emergency or for reporting crime as it is not monitored 24/7. The email address is HungerfordandDownlandsNHPT@thamesvalley.pnn.police.uk If you would like representation from the team at any community events, please do not hesitate to contact us via email and, pending our operational commitments, we will make every effort to attend.

Other messages

Please encourage local people to sign up for Thames Valley Alert. As well as local crime information, you can receive details of the latest scams.

And finally a plea to keep reporting incidents to us via 101, the TVP website (www.thamesvalley.police.uk) or 999, in an emergency.

We sometimes find that news travels fast round a community but if no one tells us, we don't know about it.

Kind Regards

The Hungerford and Downlands NHPT

Appendix B - Mayors report July 2022

Thursday 2nd June – Jubilee Beacon Lighting

This event was the first of HTC's celebrations, initially this started fairly slow, crowds then built as we drew nearer to the lighting and we ended up with a large crowd. HRFC did a great job of the bar and we managed to clear out the Sin Bin (food outlet).

Sunday 5th June – Jubilee Party in the Croft

What a fantastic event, so well attended. Everyone seemed to have a great time and the feedback received has been really positive. **6th June – Full council meeting**

7th June - St Saviours Meeting/Fencing for R&A Committee 8th

June - St Saviours Meeting/Fencing for R&A Committee

9th June - Bewley site Visit Landscaping & War memorial Site Visit

12th June – Harey 8 Race

I was delighted to be asked back to support the race and hand out the medals. The event was extremely well supported. Congratulations to all those who took part and also to the category winners.

20th – 2nd On Vacation

Appendix C FC202200165 Heritage Trail

Hungerford Town Council

Public Report to: Full Council 4th July 2022

Agenda Item No: FC202200165 – Heritage Trail – Consider proposal to set up Trail Tale App for Hungerford

Background

A Heritage Trail project was initially suggested as a result of West berks Council Heritage Strategy. Last year we received the offer of a grant from the Welcome Back Fund to pay for a promotional video of a new Heritage Trail for Hungerford and to print brochures. Unfortunately, due to delays we have missed our opportunity. Obtaining permissions from property owners for the installation of plaques and agreement to the design has been very slow (some are still not forthcoming) despite the majority agreeing in principle. Planning permission will also be required. HTC did agree £500 from tourism budget to fund the purchase of heritage trail plaques. It was also agreed that Town Council takes ownership of the heritage trail and will apply for the Listed building consent.

Bearing in mind the above difficulties, the team, represented by Karen (Chamber of Commerce), Hugh Pihlens (Hungerford Historical Association), Penny Locke and Veronica (Farewise Travel) and myself, wish for HTC to consider an alternative and to repurpose the funds.

Objective Promote Hungerford's heritage and boost the number of visitors and tourists to the town.
Reference to Action Plan Promotion of Town Aim – Improve economy by supporting retailers and local businesses

Options (including quotations)

1. A company called TrailTale approached the Council offering their product. You can download their free App to see how it works. They have been trading since 2015 and have 120 routes in the UK, with 80,000 downloads a year and 170 countries using it. It is GPS based so you can explore nearby but you can view the trails throughout the country. There are around 2500 points of interest included.

We believe this option is more likely to attract visitors to Hungerford and has less limitations. We could have as many POI as we wished, can add to them and can make changes. Trail Tale will promote the trail through their social media and via bloggers. We can do the same and link through to the Great West Way and visit southeast. In addition to the app, we could print maps. Hugh has already written information and we do have some from a previous West Berks Heritage trail that can be used. All which will help reduce cost and time. Route development based on the scope detailed (full quote attached) comprising a total of 20 points, and hosting for 6 years, the cost is £2,495 + V.A.T.

Hosting - The cost of hosting the route on TrailTale platform after the 6 years period is £150 + V.A.T a year.

2. Explore alternative options or apps.

Available budget (£s) including cost centre – Tourism budget £2k. EMR £1358.

Health & Safety and Legal implications Plaques would not be required reducing the permissions and maintenance needed.

Consultation: Re-consultation with the property owners.

Other information

Trail Tale App is adaptable, and additions/changes can be made to information when required. They are a small company but host numerous trails.

Recommendation(s)

The best option, based on the above information

Signed: Town Clerk 29th June 2022

Appendix D FINANCE & GENERAL PURPOSES REPORT FOR FULL COUNCIL MEETING ON 4TH JULY 2022 **MONTH 3, JUNE 2022 INCOME & EXPENDITURE REPORT**

101 FINANCE:

50% of the Annual Precept has been received.

102 ADMINISTRATION:

Net Expenditure is a £2,047 positive variance, mainly due to phasing.

103 GRANTS & DONATIONS:

No Expenditure this month, although £15,123.50 payments agreed.

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:

Net Expenditure is a £543 positive variance.

201 RECREATION & AMENITIES:

Net Income over Expenditure is a £319 positive variance.

202 WAR MEMORIAL GROUND:

Expenditure of £175 is on budget.

203 ST SAVIOURS:

Net Income over Expenditure is a £503 positive variance. Burial Fee Income has increased by £826.

204 CROFT FIELD:

Net Income over Expenditure is a £1,306 positive variance. Income has increased by £881.

205 LIBRARY MAINTENANCE COSTS:

No Expenditure this month.

206 TRIANGLE FIELD:

Net Income over Expenditure is a £69 positive variance.

301 CHRISTMAS LIGHTS:

No Expenditure this month.

302 HIGHWAYS:

Net Income over Expenditure is a £150 positive variance.

303 CCTV:

No Expenditure this month.

This month's Income of £3,918 is above budget (if you exclude the precept budget of £164,179 which was received in month 1) and this month's Expenditure is a £6,137 positive variance.

Claire Winser
Chair of F&GP
2nd July 2022