

**MINUTES OF A MEETING OF NEWBURY TOWN COUNCIL
HELD IN THE COUNCIL CHAMBER, TOWN HALL, MARKET PLACE, NEWBURY
ON MONDAY 21 OCTOBER 2019 AT 7.30 PM.**

PRESENT

Councillors Jeff Beck; Martin Colston; Jo Day; Sue Farrant; Nigel Foot; Chris Foster; Jon Gage; Roger Hunneman; Olivia Lewis; Pam Lusby Taylor; David Marsh; Stephen Masters; Andy Moore; Gary Norman; Elizabeth O’Keeffe (Town Mayor); Erik Pattenden; and Sarah Slack.

OFFICERS PRESENT

Hugh Peacocke – CEO
Gillian Durrant- Finance and Corporate Services Manager and RFO

25. APOLOGIES FOR ABSENCE

Councillors Phil Barnett, Billy Drummond, Vaughan Miller, Martha and Tony Vickers

Absent: Councillor Jeff Cant

26. DECLARATIONS OF INTEREST

The Chief Executive Officer declared that Councillors, Jeff Beck, David Marsh, Stephen Masters, Andy Moore and Erik Pattenden are also Members of West Berkshire Council, which is declared as a general interest on their behalf and a dispensation is in place to allow them to partake in discussions relating to West Berkshire Council business.

27. TO INVEST FR. PETER CODD AS THE MAYOR’S CHAPLAIN

Councillor Elizabeth O’Keeffe invested Fr. Peter Codd as the Mayor’s Chaplain. Fr. Peter Codd thanked the Councillors for the honour bestowed on him.

27. MINUTES

27.1 PROPOSED: Councillor Sue Farrant
SECONDED: Councillor Martin Colston

RESOLVED: That the minutes of a meeting of Newbury Town Council held on Monday 10 June 2019, be approved as a correct record and signed by the Town Mayor.

- 27.2 PROPOSED:** Councillor Roger Hunneman
SECONDED: Councillor Andy Moore

RESOLVED: That the minutes of the Annual meeting of Newbury Town Council held on Monday 9 September 2019, be approved as a correct record and signed by the Town Mayor.

- 27.3 PROPOSED:** Councillor Martin Colston
SECONDED: Councillor Nigel Foot

RESOLVED: That the minutes of the Annual meeting of Newbury Town Council held on Wednesday 19 September 2019, be approved as a correct record and signed by the Town Mayor.

Councillor Jeff Beck abstained.

28. QUESTIONS AND PETITIONS FROM MEMBERS OF THE PUBLIC

There were no questions or petitions from members of the public.

29. MEMBERS' QUESTIONS AND PETITIONS

There were no questions or petitions from members of the public.

30. WEST BERKSHIRE CITIZENS' ADVICE

Ms Fiona Walker, from West Berkshire Citizens' Advice gave a presentation to the Council and explained how the Council's funding was used by their clients from the parish of Newbury. Ms. Walker answered the Councillors questions and agreed to send contact leaflets for use by the Council. The Council acknowledged the support that WBCA offers in the community and thanked her for her presentation

31. NEWBURY BUSINESS IMPROVEMENT DISTRICT

Ms Laurie-Jane Cann, the Chief Executive Officer of the Newbury BID gave a presentation to the Council about the work of the BID and answered members' questions relating to visitor information, pedestrianisation of the Market Place and BID-sponsored events. The Leader of the Council commented on the many areas of mutual interest and the good working relations between the BID and the Council. The meeting thanked Ms. Cann for her presentation

32. TOWN MAYOR'S REPORT

The Town Mayor's report was received and noted by the Committee.

33. LEADER'S REPORT

The Leader's report was received and noted by the Committee. The Leader and the Council congratulated Councillor Jo Day on her wedding the previous weekend.

34. CHIEF EXECUTIVE OFFICER'S REPORT

The Chief Executive Officer's report was received and noted by the Council.

35. COMMITTEES

The minutes of the following meetings were received:

Community Services Committee	17 June and 23 September
Planning & Highways	24 June, 15 July, 5 August, 28 August, 16 September, 7 October (draft)
Civic Pride, Arts & Leisure	1 July and 2 September
Policy & Resources	22 July and 14 October (Draft)

36. THE CLIMATE EMERGENCY

Councillor Chris Foster, the Chair of the Climate Change Working Group, presented the recommendations to the Council. Cllr Foster also thanked the Town Council's staff for their work with this initiative, in particular David Ingram the Community Services Manager.

PROPOSED: Councillor Chris Foster

SECONDED: Councillor Stephen Masters

RESOLVED: That the Council supports the recommendations of the Climate Change Working Group:

1.1 To agree an annual reduction target, from 2020/21 onward, averaging 7 tonnes CO₂, to be reviewed in April annually.

1.2 To seek opportunities for carbon offset within our own operations first, e.g. by supporting local energy or carbon sequestration projects i.e. trees.

2. Energy Efficiency & Supply

2.1 To agree an energy supply reduction for Newbury Town Council of 5% based on the consumption figures included in the Carbon Footprint Appraisal Report 2018/18, base line, by 31st March 2020

2.2 To agree an allocation of funding to Carbon Change Fund, initially £15,000 for 2019/20, thereafter on a rolling basis for energy efficiency initiatives.

2.3 To monitor and manage supply consumption on a monthly basis & report

consumption to P&R Committee on a bi-annual basis

2.4 To provide appropriate information to educate and encourage Staff, Members, Tenants and users of Newbury Town Council facilities in opportunities for energy efficiency and reduction in consumption to support the Climate Change Agenda.

2.5 To seek opportunities for further development of renewable energy supply on Newbury Town Council sites and consider support for or participation in community energy projects

2.6 To review the energy supply contract and seek opportunities for cost savings or reduction in carbon emissions with the aim of using a totally green energy supply as soon as financially viable.

2.7 Review control of and provision of street lighting in order to make energy efficiency savings where cost effective and safe to do so.

3. Communications & Publicity

3.1 To organise a bi-annual Climate Change Workshop / Forum to update the public on progress and solicit feedback & information to inform the Strategy Review process.

3.2 Use the Newbury Town Council website and social media to promote community work, schemes, ideas etc on climate change and associated environmental issues. To facilitate information exchange in order to show leadership e.g. through coffee mornings type events in the chamber.

4. Procurement and Projects

4.1 Procurement items – to consider carbon assessment of all procurement (including green space, consumables etc).

4.2 To include an environmental assessment report on future reports to the Council (along with financial impact, etc).

4.3 To review all business tenancy agreements to ensure tenants minimise energy usage by considering energy efficiency and monitoring its use and supporting carbon reduction initiatives.

5. Waste & Recycling

5.1 Measures to improve recycling from NTC bins – segregated bin trial on one site and replacement on rolling basis.

6. Infrastructure & Transport

6.1 To lobby, promote & encourage improvement to transport infrastructure, cycle facilities, interconnect cycle highways, carbon & pollution reduction.

7. Trees and Greenspace Management

7.1 Biodiversity – continue to seek opportunities for tree planting and support community involvement and leadership. Estimate potential for carbon sequestration on Newbury Town Council estate over lifetime of plantings as contribution to our

carbon offset. Publicise co-benefits of planting ('wild' woodland feel for health, wellbeing, biodiversity etc).

8. Climate Change Working Group

8.1 To maintain the current Working Group structure to monitor, manage and keep reviewing ideas to move this agenda forward.

9. Council Management

9.1 To drive the delivery of the above recommendations the Council will have to provide funding for technical expertise and the relevant/ appropriate equipment and facilities.

9.2 It will not be possible to continue to manage and effectively deliver the Council's climate change agenda without additional human resource. A new post (with title, hours and detailed role description to be determined) will be required. Officers will prepare a job description and a recommendation on structure for review by the Staff Sub-Committee by the end of November.

37. THE TOWN COUNCIL STRATEGY

The Leader of the Council, Councillor Martin Colston presented the draft strategy and explained the new structure and mission statement "Newbury; a town we can all be proud of". Consultation will include an advert in the Newbury Weekly News, public notices and a consultation coffee morning in the Council chamber. Councillor Olivia Lewis thanked the Leader for all the work he had put into the Strategy.

PROPOSED: Councillor Martin Colston

SECONDED: Councillor Erik Pattenden

RESOLVED: To approve the draft Town Council Strategy 2019-2024 for public consultation.

38. LOCAL DEMOCRACY WORKING GROUP

Councillor Jo Day, the chairperson of the Local Democracy Working Group gave an update to Council on the progress of the 2019 programme of talks to primary and secondary schools in the Parish of Newbury. There has been an improved uptake from the schools this year; approximately 150 students will have been involved once the activities are completed. Madam Mayor thanked Councillor Jo Day, the other Councillors involved, and officer Margaret Gore, for their hard work with the presentations.

39. BUDGET FOR 2020/21

Councillors received the report on the schedule for the preparation of the budget for 2020/21.

40. AMENDMENTS TO THE COUNCIL'S STANDING ORDERS

40.1 PROPOSED: Councillor Roger Hunneman
SECONDED: Councillor Jo Day

RESOLVED: To approve the amendment of Standing Orders No.s 31.1, 31.2, 31.3 and 31.4 to reduce the number of Members on each of the Council's standing committees from 12 members and 6 substitutes to 10 Members and 5 Substitutes. The vote was unanimous.

40.2 PROPOSED: Councillor Stephen Masters
SECONDED: Councillor Sue Farrant

RESOLVED: To approve the appointments to the Council's Standing Committees (Policy and Resources, Planning and Highways, Community Services and Civic Pride, Arts and Leisure), in line with 17.1 above, as presented by the Leader (see attached). The vote was unanimous.

40.3 PROPOSED: Councillor Chris Foster
SECONDED: Councillor Gary Norman

RESOLVED: To approve an additional Standing Order setting out the Council's decision-making principles. The vote was unanimous.

41. APPROVAL TO BORROW FROM THE PUBLIC WORKS LOAN BOARD FOR THE PROPOSED CAFÉ IN VICTORIA PARK

PROPOSED: Councillor Nigel Foot
SECONDED: Councillor Roger Hunneman

RESOLVED: That the Council seeks the approval of the Secretary of State for Housing, Communities & Local Government to apply for a loan of £250,000 from the Public Works Loan Board, over a term of 25 years, for the construction of the Victoria Park Café, should the planning permission not be approved until after the current approval runs out. The annual loan repayments will come to around £14,000. It is not intended to increase the council tax precept for the purpose of the loan repayments.

42. WORK PROGRAMME FOR FULL COUNCIL

The work programme for Full Council was noted. The Council agreed to add to the January meeting; approving the budget and precept, approving the Council's Strategy and updates on the Victoria Park café and the carbon reduction plan. The May meeting

agenda should include reports from school link Councillors, submitted prior to the meeting.

THERE BEING NO FURTHER BUSINESS, THE TOWN MAYOR DECLARED THE MEETING CLOSED AT 9.17PM

TOWN MAYOR