

15 October 2019

To: All Members of Newbury Town Council

Dear Councillor,

You are required to attend a meeting of **Newbury Town Council** to be held in the Council Chamber, Town Hall, Market Place, Newbury, on **Monday 21 October 2019 at 7.30 pm**. The meeting is open to the press and public.

Yours sincerely,

Hugh Peacocke
Chief Executive Officer

AGENDA

- 1. Apologies for absence**
Chief Executive Officer
- 2. Declarations of Interest**
Town Mayor / Chief Executive Officer
To receive any declarations of interest relating to business to be conducted in this meeting and confirmation of any relevant dispensations.
- 3. To invest Fr. Peter Codd as the Mayor's Chaplain**
Town Mayor
- 4. Minutes (Appendix 1)**
Town Mayor
To approve the minutes of a meeting of Newbury Town Council held on 10 June 2019 (previously circulated).

To approve the minutes for the extraordinary meetings of Newbury Town Council held on 9 September and 19 September 2019 (previously circulated).

Town Hall, Market Place, Newbury, RG14 5AA

 (01635) 35486  towncouncil@newbury.gov.uk
 (01635) 40484  www.newbury.gov.uk
 @NewburyTC  NewburyTC

Newbury Town Council is committed to continuing to make Newbury a better place to live, work and visit

5. Questions and Petitions from Members of the Public

Town Mayor / Chief Executive Officer

6. Members' Questions and Petitions

Town Mayor / Chief Executive Officer

7. West Berkshire Citizens' Advice Bureau

Town Mayor

To receive a presentation from Ms. Sue Mackie, Chief Executive of West Berkshire Citizens' Advice Bureau on their work in Newbury and in particular the use of the Town Council's ongoing funding.

8. Newbury Business Improvement District

Town Mayor

To receive a presentation from Ms. Laurie-Jane Cann, Chief Executive Officer of Newbury BID.

9. Town Mayor's Report (Appendix 2)

Town Mayor

To receive a report from the Town Mayor, Councillor Elizabeth O'Keeffe.

10. Leader's Report (Appendix 3)

Leader of the Council

To receive a report from the Leader of the Council, Councillor Martin Colston.

11. Chief Executive Officer's Report (Appendix 4)

Chief Executive Officer

To receive a report from the Chief Executive Officer, Hugh Peacocke.

12. Committees

Town Mayor / Committee Chairpersons

To receive the minutes of meetings of the Town Council's Committees (already circulated):

- 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)

13. The Climate Emergency (Appendix 5)

Town Mayor

To resolve that the Council supports the recommendations of the Climate Change Working Group (as recommended by the Policy and Resources Committee).

14. The Town Council Strategy (Appendix 6)

Town Mayor

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

15. Local Democracy Working Group

Chairman of the Local Democracy Week Working Group

To receive a verbal update on Local Democracy Week 2019.

16. Budget for 2019/20 (Appendix 7)

Town Mayor

13.1 To note that Councillors are invited to make the Leader of the Council, The Chief Executive Officer and the Responsible Financial Officer aware of any particular projects that may need to be undertaken in 2019/20, so that they may be considered by the relevant Committee for inclusion in the draft budget and/ or service plans and / or project list. Such suggestions should be submitted with as much detail as possible by Friday 8 November 2019.

(The schedule for the preparation of the Budget is attached at appendix 7)

17. Amendments to the Council's Standing Orders (Appendix 8)

Town Mayor

17.1 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.

17.2 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.

17.3 To approve an additional Standing Order setting out the Council's decision-making principles.

18. Approval to borrow from the Public Works Loan for the proposed Café in Victoria Park (Appendix 9)

Chairperson

To resolve to re-apply to the Public Works Loan Board for a loan of up to £250,000 for the Victoria Park café.

19. Work Programme for Full Council (Appendix 10)

Town Mayor

To note the Work programme and agree any other items that Members resolve to add to it.

**MINUTES OF A MEETING OF NEWBURY TOWN COUNCIL
HELD IN THE COUNCIL CHAMBER, TOWN HALL, MARKET PLACE, NEWBURY
ON MONDAY 10 JUNE 2019 AT 7.30 PM.**

PRESENT

Councillors Phil Barnett; Jeff Beck; Martin Colston; Jo Day; Billy Drummond, Sue Farrant; Nigel Foot; Chris Foster; Roger Hunneman; Olivia Lewis; Pam Lusby Taylor; David Marsh; Stephen Masters; Vaughan Miller; Gary Norman; Elizabeth O’Keeffe (Town Mayor); Erik Pattenden; Sarah Slack; Martha Vickers and Tony Vickers.

OFFICERS PRESENT

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

8. APOLOGIES FOR ABSENCE

Councillors Jeff Cant, Jon Gage and Andy Moore

9. DECLARATIONS OF INTEREST

The Chief Executive Officer declared that Councillors Phil Barnett, Jeff Beck, Billy Drummond, David Marsh, Stephen Masters, Erik Pattenden, Martha Vickers and Tony Vickers 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.

10. MINUTES

10.1 PROPOSED: Councillor Jeff Beck
SECONDED: Councillor Roger Hunneman

RESOLVED: That the minutes of a meeting of Newbury Town Council held on Monday 13 May 2019, be approved as a correct record and signed by the Town Mayor.

10.2 PROPOSED: Councillor Sue Farrant
SECONDED: Councillor Martha Vickers

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

11. QUESTIONS AND PETITIONS FROM MEMBERS OF THE PUBLIC

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

12. MEMBERS' QUESTIONS AND PETITIONS

Question asked by Councillor Phil Barnett:

“Madam Mayor, the Annual Mayors Drive is the one day in the year that many elderly persons in Newbury Town can experience the delights of the West Berkshire countryside (and in some circumstances the only day they leave their own home). Therefore Can I have an assurance the new members have or will be briefed about this important day in the calendar of Newbury Town Council?”

The Mayor replied as follows:

“I would like to thank Councillor Barnett for giving me the opportunity to bring this wonderful event to the attention of all of our new members and to the attention of the press representatives present.

The Mayor’s Drive & Tea Party involves the Mayor of Newbury’s guests being collected from their home by a volunteer driver and then taken for an afternoon drive through the countryside ending in the grounds of a large Country house where they are provided with afternoon tea and entertainment. The Mayor’s guests are people aged 75 years and over and living within the Newbury Town Council boundary and there can be from 200 to 300 guests attending. At the end of the afternoon, the same volunteer driver then returns them to their home.

This event has been in existence for 72 years, it takes place on the first Wednesday in July annually and involves a huge number of volunteers to carry out various tasks. It is funded by the Mayor’s Benevolent Fund and Newbury Town Council generously supports the event by allowing the use of Officer time where needed. Mrs Angela Spellman MBE is the main organiser of the event, who rallies an army of volunteers who annually give generously of their time to ensure that the event continues however, new volunteers are always needed.

Elderly people living in their own home and having mobility issues often remark that they rely on the Mayor’s Drive to see friends that they cannot see the rest of the year. Others say that the only time they go out in a car is to this event as they rely on the handy bus, etc. The atmosphere at the Mayor’s Drive is always lovely, everyone is there to enjoy the very simple pleasures of meeting up with people and strolling around

chatting and just enjoying the occasion. The event fills a need and it is hoped that it will continue for many more years.

We will shortly remind all council members about the event. Volunteer drivers are always welcome. Members are also welcome to tell any eligible guests about the event and encourage them to attend.”

Supplementary question from Councillor Phil Barnett:

“Thank you for that answer Madam Mayor. I have been driving various local elderly residents to their afternoon tea in the countryside for the last 29 years and will be eligible in my own right in three years’ time – councillor Beck has been in that position for several years now.

I have seen a reduction in the over 75s attending this event in recent years, along with a reducing car pool. Can the Mayor identify what action is being taken to encourage more people to attend this event at a time when many more people are living longer? I suggest this is an item for the agenda of the next Civic Pride, Arts and Leisure Committee.”

The Mayor replied as follows:

“As I said, the Town Council will be informing councillors and asking them to encourage over 75s to attend.”

13. NOTICE OF MOTION

Members discussed the motion in response to the ‘Special Report on Global Warming of 1.5°C’, published by the Intergovernmental Panel on Climate Change in October 2018. The motion requested that the council commit to the following, to:

1. Declare a ‘Climate Emergency’ that requires urgent action
2. Make the activities of Newbury Town Council carbon neutral by 2030, and ensure that the Council’s strategic plan supports this objective
3. Set up a Climate Emergency Working Group of Members and Officers at this Full Council meeting. This new Working Group will answer to the Full Council, and should:
 - i) Recommend the steps the Council should take to develop a clear evidence-based and fully costed strategy to ensure the Council’s activities are carbon neutral by 2030
 - ii) Recommend how best to engage, consult and work with relevant experts, potential partner organisations, outside bodies and community groups in the development of the strategy

- iii) Recommend the processes and structures the Council should employ to monitor and evaluate the implementation of the strategy
- iv) Explore how NTC can support and promote a wider program of activities to help Newbury as a whole become more sustainable
- v) Report back to the Policy & Resources Committee on 14th October 2019 to give a status update and likely timescales for the completion of the strategy development, together with outline budget implications. This report and any recommendations would then come before the Full Council on 21st October 2019.

PROPOSED: Councillor Martin Colston

SECONDED: Councillor Stephen Masters

RESOLVED: The submitted motion was approved, and the Council committed to the above actions.

Councillor Jeff Beck abstained.

The following councillors were elected to the Climate Emergency Working Group: Councillors Martha Vickers, David Marsh, Stephen Masters, Sarah Slack, Chris Foster, Olivia Lewis, Martin Colston, Vaughan Miller and Roger Hunneman. (The Conservative members of the council would be invited to attend)

14. TOWN MAYOR'S REPORT

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

15. LEADER'S REPORT

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

16. CHIEF EXECUTIVE OFFICER'S REPORT

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

17. NEWBURY YOUTH COUNCIL

The Town Mayor invited the Junior Mayor, Daniel Parnell, the Deputy Junior Mayor, Charlotte Beaven to make a presentation to the meeting.

They reported that When the NYC started in October 2017 there was a problem for teenagers getting their first job because they have no work experience, this led to the 'Say YES' scheme

- Work experience for under 16's
- Fundraising for the NYC charity, through a coffee morning at the Town Hall – Friends of West Berkshire Young Carers
- Future projects include campaigning for environmental issues, to get more recycling bins in the Town Centre, like those in Park Way. Maybe NYC can fund raise for this. Daniel suggested that people hand in plastic bottles in exchange for paying for parking, or like in Scotland with deposits for plastic bottles deposits from vending machines.
- Would like help with recruitment of new members 13 to 18. There will not be many left after they both leave this summer, so a plea to councillors to encourage more young people to come along.

The Council expressed their appreciation and support for the work of the Youth Council and thanked them for their presentation.

18. ARRANGEMENTS FOR COUNCILLOR EMAIL ADDRESSES

PROPOSED: Councillor Gary Norman

SECONDED: Councillor Sue Farrant

RESOLVED: That the council accepts recommendation 2 from the report; to acquire Newbury.gov.uk email addresses for each councillor.

19. END OF YEAR STATUTORY ACCOUNTS 2018/19

19.1 The Annual Return (subject to external audit) for the financial year 2018/2019 as attached to the agenda was received and noted by the Council. .

19.2 PROPOSED: Councillor Martin Colston

SECONDED: Councillor Martha Vickers

RESOLVED: That each individual paragraph (1-9) of the Annual Governance Statement as defined at Section 1 of the Annual Return be approved.

19.3 PROPOSED: Councillor Martin Colston

SECONDED: Councillor Vaughan Miller

RESOLVED: To authorise the signing of the Annual Return (subject to external audit) by The Town Mayor in line with the regulatory requirement to sign the accounts by 30 June 2019.

19.4 The information regarding the external audit was received and noted by the Council.

20. COMMITTEES

The minutes of the following meetings were received:

Planning & Highways	15 May 2019
Planning & Highways (Draft)	03 June 2019

21. LOCAL DEMOCRACY WORKING GROUP

Members received a verbal update on progress of the Local Democracy Working Group from the CEO.

The terms of reference of the Local Democracy Working Group were reviewed and accepted. The following Councillors were appointed to the Working group: Jeff Beck, Jo Day, Billy Drummond, Sue Farrant, Nigel Foot, David Marsh, Gary Norman, Elizabeth O'Keeffe, Martha Vickers, and Tony Vickers. It was suggested that Link Councillors could be utilised to promote the Local Democracy Working Group within their link schools.

22. FORWARD WORK PROGRAMME FOR FULL COUNCIL MEETINGS 2019/20

The Council noted the Forward Work Programme. The report from the Climate Emergency Working Group was added to the October meeting of Full Council.

23. EXCLUSION OF THE PRESS AND PUBLIC

PROPOSED: Councillor Jeff Beck

SECONDED: Councillor Jo Day

RESOLVED: That under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960 the press and public be excluded from the meeting for the following items of business because publicity would be prejudicial to the public interest by reason of the confidential financial business to be transacted.

24. COMMUNITY CAFÉ AND NEW SPORTS CHANGING ROOMS FOR VICTORIA PARK

Members received an update from the CEO on the present position and proposed construction of the Community Café and changing rooms for Victoria Park.

**THERE BEING NO FURTHER BUSINESS, THE TOWN MAYOR DECLARED THE MEETING CLOSED
AT 21:39 PM
TOWN MAYOR**

**MINUTES OF AN EXTRAORDINARY MEETING OF NEWBURY TOWN COUNCIL
HELD IN THE COUNCIL CHAMBER, TOWN HALL, MARKET PLACE, NEWBURY
ON THURSDAY 19 SEPTEMBER 2019 AT 6.15 PM**

PRESENT

Councillors Phil Barnett; Martin Colston; Billy Drummond; Sue Farrant; Nigel Foot; Olivia Lewis; Pam Lusby Taylor; Vaughan Miller; Andy Moore; David Marsh; Stephen Masters; Roger Hunneman; Sarah Slack; Martha Vickers and Tony Vickers.

OFFICERS PRESENT

Hugh Peacocke – CEO

27. APOLOGIES FOR ABSENCE

Apologies: Councillors Jeff Beck; Chris Foster; Elizabeth O’Keeffe (Town Mayor)

Absent: Councillors Jeff Cant; Jo Day; Jon Gage; Gary Norman and Erik Pattenden;.

**28. NOTICE OF MOTION SUBMITTED BY COUNCILLORS MARTIN COLSTON AND
TONY VICKERS**

The Deputy Mayor invited Councillor Colston to propose the motion as set out on the agenda for the meeting:

This Council notes:

- A. Newbury Town Council is committed to continuing to make Newbury a better place to live, work and visit.
- B. According to our strategy, Newbury Town Council will represent the views of the people of Newbury when working with other partners and stakeholders or other bodies who can improve the quality of life for our citizens.
- C. The majority of West Berkshire Residents voted to remain in the EU in the Referendum in 2016.
- D. That West Berkshire is projected to see a drop in GVA (Gross Value Added) of 2.3% in the event of a No-Deal Brexit*
- E. Newbury, as the biggest town in West Berkshire, would take its share of this economic downturn
- F. That additional resources from Central Government to plan for a No-Deal Brexit locally have not been made available.
- G. That a shrinking economy leads to lower tax revenues putting more strain on already underfunded public services.
- H. That on 12th August 2019 our local MP, Richard Benyon, put his name to a letter to the Prime Minister urging him to avoid a No-Deal Brexit.

This Council therefore:

- 1) Will write to the People's Vote campaign and West Berkshire for Europe to declare support for a 'People's Vote' referendum on the final Brexit outcome to be held while we remain members of the EU. This final say referendum should include an option to remain in the EU.
- 2) Will write to our local MP, Richard Benyon, to:
 - a. note that we share his 'alarm at the Red Lines the Prime Minister has drawn' which appear to make No-Deal the most likely Brexit outcome
 - b. to express our concern about the expected negative economic impact of a No-Deal Brexit on both Newbury and West Berkshire
 - c. urge him to work with all like-minded MPs to do all he can to prevent a No-Deal Brexit
 - d. urge him to join Newbury Town Council in supporting a People's Vote to ensure explicit public support for the final course of action
- 3) Will write to the Chancellor of the Duchy of Lancaster (No-Deal Planning) to request additional resources to enable us to carry out a detailed impact study on our local economy in order to:
 - a. understand the full impact of a No-Deal Brexit on services run solely by Newbury Town Council and those run in conjunction with West Berkshire Council
 - b. prepare a plan to mitigate / deal with the identified impacts

Councillor Colston told the Council that some circumstances had changed since the motion was published and he proposed the following amended motion:

- A. Newbury Town Council is committed to continuing to make Newbury a better place to live, work and visit.
- B. According to our strategy, Newbury Town Council will represent the views of the people of Newbury when working with other partners and stakeholders or other bodies who can improve the quality of life for our citizens.
- C. The majority of West Berkshire Residents voted to remain in the EU in the Referendum in 2016.
- D. That West Berkshire is projected to see a drop in GVA (Gross Value Added) of 2.3% in the event of a No-Deal Brexit
- E. Newbury, as the biggest town in West Berkshire, would take its share of this economic downturn
- F. That additional resources from Central Government to plan for a No-Deal Brexit locally have not been made available.
- G. That a shrinking economy leads to lower tax revenues putting more strain on already underfunded public services.

- H. That on 4th September 2019 our local MP, Richard Benyon, voted against the government and in support of the European Union (Withdrawal) (No. 2) 2019 Bill which aims to prevent the UK leaving the EU without a deal on 31st October.
- I. That, despite the provisions of the European Union (Withdrawal) (No. 2) Act 2019, the government continues to talk of leaving on 31st October with or without a deal.

This Council therefore:

- 1) Believes that the UK should remain in the EU.
- 2) Will write to the People's Vote campaign and West Berkshire for Europe to declare support for a 'People's Vote' referendum on the final Brexit outcome to be held as long as Article 50 has not been revoked. This final say referendum should include an option to remain in the EU.
- 3) Will write to our local MP, Richard Benyon, to:
 - i. support his opposition to leaving the EU without a deal
 - ii. express our concern about the expected negative economic impact of a No-Deal Brexit on both Newbury and West Berkshire
 - iii. urge him to continue to work with all like-minded MPs to do all he can to ensure the government adheres to the letter and spirit of the European Union (Withdrawal) (No. 2) Act 2019 and does not try to take the UK out of the EU without a deal on 31st October 2019.
 - iv. urge him to join Newbury Town Council in supporting a People's Vote, as long as Article 50 has not been revoked, to ensure explicit public support for the final course of action
- 4) Will write to the Chancellor of the Duchy of Lancaster (No-Deal Planning) to request additional resources to enable us to carry out a detailed impact study on our local economy in order to:
 - i. understand the full impact of a No-Deal Brexit on services run solely by Newbury Town Council and those run in conjunction with West Berkshire Council
 - ii. prepare a plan to mitigate / deal with the identified impacts

Proposed: Cllr Martin colston

Seconded: Councillor Tony Vickers

RESOLVED: That Newbury Town Council agrees the motion as amended.

Councillors Steve Masters and David Marsh abstained from the vote.

THERE BEING NO FURTHER BUSINESS, THE DEPUTY TOWN MAYOR DECLARED THE MEETING CLOSED AT 6:33 PM

DEPUTY TOWN MAYOR, COUNCILLOR BILLY DRUMMOND.

**MINUTES OF AN EXTRAORDINARY MEETING OF NEWBURY TOWN COUNCIL
HELD IN THE COUNCIL CHAMBER, TOWN HALL, MARKET PLACE, NEWBURY
ON THURSDAY 19 SEPTEMBER 2019 AT 6.15 PM**

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OFFICERS PRESENT

Hugh Peacocke – CEO

27. APOLOGIES FOR ABSENCE

Apologies: Councillors Jeff Beck; Chris Foster; Elizabeth O’Keeffe (Town Mayor)

Absent: Councillors Jeff Cant; Jo Day; Jon Gage; Gary Norman and Erik Pattenden.

**28. NOTICE OF MOTION SUBMITTED BY COUNCILLORS MARTIN COLSTON AND
TONY VICKERS**

The Deputy Mayor invited Councillor Colston to propose the motion as set out on the agenda for the meeting:

This Council notes:

- A. Newbury Town Council is committed to continuing to make Newbury a better place to live, work and visit.
- B. According to our strategy, Newbury Town Council will represent the views of the people of Newbury when working with other partners and stakeholders or other bodies who can improve the quality of life for our citizens.
- C. The majority of West Berkshire Residents voted to remain in the EU in the Referendum in 2016.
- D. That West Berkshire is projected to see a drop in GVA (Gross Value Added) of 2.3% in the event of a No-Deal Brexit*
- E. Newbury, as the biggest town in West Berkshire, would take its share of this economic downturn
- F. That additional resources from Central Government to plan for a No-Deal Brexit locally have not been made available.
- G. That a shrinking economy leads to lower tax revenues putting more strain on already underfunded public services.
- H. That on 12th August 2019 our local MP, Richard Benyon, put his name to a letter to the Prime Minister urging him to avoid a No-Deal Brexit.

This Council therefore:

- 1) Will write to the People's Vote campaign and West Berkshire for Europe to declare support for a 'People's Vote' referendum on the final Brexit outcome to be held while we remain members of the EU. This final say referendum should include an option to remain in the EU.
- 2) Will write to our local MP, Richard Benyon, to:
 - a. note that we share his 'alarm at the Red Lines the Prime Minister has drawn' which appear to make No-Deal the most likely Brexit outcome
 - b. to express our concern about the expected negative economic impact of a No-Deal Brexit on both Newbury and West Berkshire
 - c. urge him to work with all like-minded MPs to do all he can to prevent a No-Deal Brexit
 - d. urge him to join Newbury Town Council in supporting a People's Vote to ensure explicit public support for the final course of action
- 3) Will write to the Chancellor of the Duchy of Lancaster (No-Deal Planning) to request additional resources to enable us to carry out a detailed impact study on our local economy in order to:
 - a. understand the full impact of a No-Deal Brexit on services run solely by Newbury Town Council and those run in conjunction with West Berkshire Council
 - b. prepare a plan to mitigate / deal with the identified impacts

Councillor Colston told the Council that some circumstances had changed since the motion was published and he proposed the following amended motion:

- A. Newbury Town Council is committed to continuing to make Newbury a better place to live, work and visit.
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- H. That on 4th September 2019 our local MP, Richard Benyon, voted against the government and in support of the European Union (Withdrawal) (No. 2) 2019 Bill which aims to prevent the UK leaving the EU without a deal on 31st October.
- I. That, despite the provisions of the European Union (Withdrawal) (No. 2) Act 2019, the government continues to talk of leaving on 31st October with or without a deal.

This Council therefore:

- 1) Believes that the UK should remain in the EU.
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 - ii. prepare a plan to mitigate / deal with the identified impacts

Proposed: Cllr Martin Colston

Seconded: Councillor Tony Vickers

RESOLVED: That Newbury Town Council agrees the motion as amended.

Councillors Steve Masters and David Marsh abstained from the vote.

THERE BEING NO FURTHER BUSINESS, THE DEPUTY TOWN MAYOR DECLARED THE MEETING CLOSED AT 6:33 PM

DEPUTY TOWN MAYOR, COUNCILLOR BILLY DRUMMOND.

Mayor's Report to Full Council 21 10 2019

Fellow councillors my first report to Full Council was short. The role has gathered momentum apace since then. The Deputy Mayor Cllr Billy Drummond and I have been quite busy. I would like to thank Cllr Drummond who is always ready to step in when events clash or I am away, he is a great support. I believe it has also been useful for some of you to accompany me when my consort is not available. I hope you have found it useful and interesting. It is a practice I will continue as it gives more members an insight into the role. I have attended a range of events and meetings totalling 72 in number. Cllr Drummond has attended 19. We seek to meet as many requests as possible. I will highlight a few in rough categories.

AGMs and Charity Coffee Mornings

Visiting these events reinforces for me the huge number of organisations there are in Newbury and the wonderful work they do. All are providing important services. From Lions to Grandparents support, from Loose Ends AGM to City Arts reception and exhibition.

Military Commemoration

Given that we have been commemorating the 70th anniversary of WWII there have been several memorial events. Air Force Welford unveiling of the memorial at Welford camp and the Unveiling and Deditcaion of the Memorials in memory of the US Air Force at Greenham Common, in memory of those from the base who lost their lives in service. These were moving occasions and serve as reminder to us all of what our countries went through together. I attended 211 Squadron Air Cadets Inspection and Presentation Ceremony. The Lord Lieutenant presented awards and I presented the NTC cadet cup to the cadet, who due to their achievement and service had been chosen to be the Mayors Cadet for the year. Kieran Fell was the winner. Cllr Andy Moore also attended this event in his role as WBC Liaison Cllr. Cllr Colston accompanied me to a Sunset Ceremony at Hermitage base.

Sheriff and Lord Lieutenant

The Lord Lieutenants and the High Sherriff's at Home were among the grander occasions affording an opportunity to meet and network with other Mayors and heads of various organisations. These occasions are the opportunity for the Lord Lieutenant and High Sherriff to invite those in public service to their homes to say 'thank you' to all in Civic service representing their communities.

Church Services

In the company of Cllrs Drummond and Moore, I attended the licencing of the new vicar of St Johns. One of those times when someone approaches you on arrival saying , 'Will you do the second welcome speech to the new vicar, you don't have to say a lot'; I was thankful that I know my area and had done a quick background check

prior to event. The Sheriff's Judicial Services at The Minster in Reading was a colourful event. All West Berkshire Mayors and Council Chairs gathered at Reading Civic Centre. We then processed to the Minister. There we met the High Sheriff, Judges and Magistrates. The music and singing were truly uplifting. The choir from Down House amazing. I opened the Rathayatra Festival in high winds, leading the cart and deities' statues around the town a colourful but tense event given the inclement weather.

Business

Several local shops, restaurant and businesses have been asking for the Mayor's presence. The 10th anniversary of International Taste Solutions was a day of contrasts. Introduction at Racecourse, double decker ride to and from factory visit, afternoon presentation at racecourse and evening auction and dinner. I did not attend the whole day. This company supports several local and national charities each year.

Senior Citizens

The deputy Mayor and I have attended several Care Homes to a range of events, they are always great fun. When visiting individuals for their 100th Birthdays I have concluded if you make it past 80 you are on a roll. The 100-year olds are always 'really with it'. The Mayor's Drive was of course the highlight, even if rather hot in full regalia. Many thanks to all of you who drove guests. We have now launched the parcel fund - look out for fundraising coffee morning.

Schools and College

We have attended debating competitions, art exhibitions, food tasting, sports events including Bisham Abbey Sports Centre for the Berkshire School Games. The achievements and standards in our places of education are to be commended.

Twin Towns

Many of you were present at the Official Ceremony sealing the Twinning with Carcaixent. It was a weekend of debates, dinners, and even Brexit. Cllr Norman accompanied me to the dinner and disco. Cllr Norman is a mean dancer, perhaps I should show the video!

We of course also had a special Council Meeting to say goodbye and thank you to our former Civic Manager, Joyce Lewis. A happy event tinged with sadness.

I am pleased that we now have a full team; Elisa Adams Civic Manager, Kieran Fell Mayors Cadet, and Fr Peter Codd, Chaplin.

Leader's Report for Full Council Meeting on 21st October 2019

It's been a very busy since the last Full Council meeting back in June and I would like to pick out a few highlights:

1. **Climate Change**

The Climate Emergency Working Group was set up at the last Full Council. It has met several times since and has made significant progress:

- Our carbon footprint has been measured by an independent company using internationally recognised protocols and stands at 68.11 tonnes p.a. We now know that to get to carbon neutral by 2030 we need to reduce our net carbon by around 7 tonnes per year every year.
- We have identified a short-term action plan and budget to drive energy usage efficiency in the Town Hall
- By December we will produce a more detailed plan for April 2020 to March 2021
- We held a very well attended Community Climate Change Conference in the Town Hall on 28th September. The Chamber was full, with delegates from across the area and representing many local environmental groups. There was excellent interaction and ideas were shared on how NTC can meet its 2030 C Neutral target as well as how we can help Newbury as a whole become more environmentally sustainable. We have agreed to hold similar workshops twice a year going forwards.

2. **Victoria Park Café**

The Victoria Park Café Sub Committee has been working to redesign the Café to ensure that it will not only be a great facility for the people of Newbury, but also one that we can all be proud of from an environment point of view. We are aiming to submit a new planning application by the end of October.

3. **New Strategy 2019-2024**

The Strategy Working Group has met twice to develop a new strategy for Newbury Town Council, and have had valuable input and advice from officers. This strategy will be brought to Full Council on 21st October and will then go out to public consultation before being finalised in February 2020. Key points of note are:

- A new mission – Newbury: a town we can all be proud of
- A clear structure with actions grouped under 4 key goals:
 - i. Help make Newbury a unique, welcoming, safe & well cared for town
 - ii. Foster a real sense of community
 - iii. Take actions to address the climate emergency
 - iv. Provide focused support for young people, the elderly & the vulnerable
- In addition to our planned work on Climate Change, the other significant new element of our strategy is to provide a grant to Berkshire Youth to support outreach youth work to Newbury.

4. Horticultural Success

We are delighted and proud to have secured 2 major awards for Newbury:

- the Green Flag for Victoria Park which recognises what an outstanding public space it is and the community's involvement
- the Britain in Bloom Silver Gilt Award, together with the Inspiring Everyone to Grow award

5. Local Democracy Week

Members have been visiting secondary schools and hosting primary schools in the Town Hall to explain to students what we do and invite questions. I attended the session at St Bart's and was struck by the engagement of the students and the quality of their questions

6. Civic Manager

Joyce Lewis retired after 27 years' service and was given a wonderful send-off in the Council Chamber with a whole posse of former Mayors among the many who came to wish Joyce well. And we welcome Elisa Adams to the role and wish her every success.

In the meantime, the council and our activities have all been running smoothly and I would like to thank all our officers and Members for their contributions.

Martin Colston

Leader of the Council

15th October 2019

Meeting of Newbury Town Council, Monday 21 October 2019**Agenda Item 11: Chief Executive Officer's Report.**

Officers and Management of the Council have worked hard with the Leader, Committee Chairs and Working Group Chairs to progress the changing agenda and ideas of the new Town Council. As outlined by the Leader, this work is developing through the Climate Change and the Strategy Working Groups whose reports have been considered by the policy and Resources Committee and are on the agenda for this meeting. The delivery of these ideas and initiatives will really start to take shape as we frame the Council's budget for 2020-2021.

Staff and Management

This has been a year of transition for the Council staff and Management. Two long-serving and very experienced Managers retired (Granville Taylor and Joyce Lewis) and David Ingram and Elisa Adams recruited to replace them. I am pleased to report that following a very satisfactory probation period, the Staff Sub-committee confirmed the permanent appointment of David Ingram as Community Services Manager. Elisa Adams is settling well into the role of Civic Manager and her probation period will be reviewed by the Staff Sub-committee on 3 December.

External Audit

The Council received another unqualified report (which is a "clean bill of health") from the external auditors - well done to Gillian Durrant and the Corporate Services Team. We completed the statutory period for public inspection of the accounts (2018-19) and for the public to raise any issues with the external auditors. No responses were received.

Public Engagement

We held 2 very successful public engagement events since the last meeting of the Council:

- 1) The Town Hall Open day on Saturday 14 September attracted a record number of visitors into the Town Hall and the Council Chamber. (Brian Sylvester was very successful at encouraging passers-by to visit us)
- 2) The Canal Corridor Coffee morning, part of our public consultation process, was very well attended. Many of our partners on the Working group were on hand to offer advice and information and listen to the views of the public. It's very clear that the people of Newbury love the canal and there has been a high level of interest throughout the consultation. It closes on 27 October and we would welcome all views and opinions by then.

Other achievements since the last meeting of the Council

- A) As the Leader pointed out, we received the Silver Gilt Award in our Britain in Bloom Campaign and we also received special recognition for our work in community involvement. We also held a very successful Awards evening for Newbury in Bloom

- B) in the Corn Exchange on 25 September. James Heasman and David Ingram were the staff leaders in this and deserve a special thanks from us.
- C) On July 13 Newbury and Carcaixent (Spain) sealed their twinning arrangements at a ceremony in the Corn Exchange, followed by a very pleasant reception in the Town Hall. As well as the 30 guests from Carcaixent who attended (including the Town Mayor), we were also joined by 30 visitors from our other Twin Towns. They were all hosted for the weekend by families of the members of the Newbury Twin Towns Association.

The Planning and Highways Committee

The Committee meets every 3 weeks and under the Chairmanship of Councillor Tony Vickers, ably assisted by the Deputy Chairman, Councillor Gary Norman, has dealt with a heavy workload over the past 3 months. As well as the normal business of licensing and planning applications the Committee also covered the following work:

- Receiving presentations from the developers of the Market Street project and the Hutton Close redevelopment
- Approving the Canal Corridor design statement for public consultation
- Working with West Berkshire Council to prepare a bid to GWR's Community Involvement Fund towards signage for pedestrians and cyclists.
- Dealing with lands and buildings which detract from the amenity of the area (Section 215 of the Planning Acts)
- As well as the usual Highways and Licensing consultations, responding to
 - The Berkshire Local Industry Strategy (Thames Valley LEP)
 - The draft West Berkshire Economic Development Strategy
 - The Winter service Plan and
 - The proposed increased charges for coaches using Newbury Bus Interchange at The Wharf.

Hugh Peacocke
Chief Executive Officer
15 October 2019.

Newbury Town Council

Public Report to: Council, 21 October 2019.

Agenda Item No 13: The Climate Emergency

Background

At the Council Meeting on 10th June 2019, a motion was passed which included:

- i) the steps the Council should take to develop a clear evidence-based and **fully costed strategy to ensure the Council's activities are carbon neutral by 2030**
- ii) how best to engage, consult and work with relevant experts, potential partner organisations, outside bodies and community groups in the development of the strategy
- iii) the processes and structures the Council should employ to monitor and evaluate the implementation of the strategy
- iv) Explore how NTC can support and promote a wider program of activities to help Newbury become more sustainable
- v) **Report back to the Policy & Resources Committee on 14th October 2019** to give a status update and likely timescales for the completion of the strategy development, together with outline budget implications.
- vi) This report and any recommendations would then come before the Full Council on 21st October 2019.

The Climate Change Working Group was set up to deliver the outcome tasked by the Council in reporting back to the 14th October Council meeting.

The Working Group met on 20th June, 20th July, 14th August, 11th September, held a Workshop on 28th September and met again on 1st October 2019. (The suggestions from the workshop are attached for information).

The Chairman of the Working Group, Councillor Chris Foster, reported to The Policy and Resources Committee on 14th October and the Committee's recommendations to the Council are set out below.

Objective

The recommendations set out the steps the Working Group considers that the Council should take to develop a clear evidence-based and fully costed strategy to ensure the Council's activities are carbon neutral by 2030

Outcomes

Following the initial meeting it was agreed that approval should be sought for Newbury Town Council to instruct an independent assessment of its Carbon Footprint. This work was instructed, and the outcome was published on 27th September 2019, the base line for measuring Newbury Town Council Footprint is agreed at 68.11 tonnes of CO₂ base on scope 1 to 3 emissions generated.

Financial and Legal implications

Currently there is no budget provision for any of the recommendations. To be able to pursue the desired outcomes, funding will have to be provided in the forthcoming Budget for next and subsequent years to fulfil the recommended outcomes

For the initial recommendation, Energy consumption reduction by 5%, it is estimated that the cost of Controls & installation to reduce lighting & power / heating initially in the Town Hall & other building would be in the region of £8,000 to £10,000.

This would be used on a rolling basis to replace lighting units, put in standalone controls, lock down heating units and replace life-expired elements across the estate.

The payback can be calculated by the reduction in consumption associated with the installations in specific areas. Carbon reduction follows in that for every KWH reduced an average of 0.367 Tonnes CO₂e is saved (based on average UK electricity generation)

These recommendations have Staff implications as a full energy survey of all Newbury Town Council sites will require both Mechanical & Electrical Services input and Staff attendance. The continuation of the Climate Change Working Group will require Staff facilitating & reporting.

Staff deployment must be taken into consideration and balanced against other tasks required by this Council.

Reference to Council Strategy

In accord with the Council's Strategy & Carbon Reduction commitment set out in the Council meeting of 10th June 2010

Equality and Diversity impacts

A wide range of groups and interested parties have been involved in the feedback session with all groups comments & feedback considered in formulating these recommendations

Consultation:

The Climate Change Working Group held a public Worksop on the afternoon of 28th September 2019 with 56 members of the public in attendance during the afternoon. The Climate Change Working Group members outlines current ideas and work in hand as well as obtaining feedback and suggestions for delegates. The outcomes are set out in the attached Appendix.

Other information

The Working Group has consulted widely both as a Group & individually with Public, Professionals and interested Groups. The Recommendations follow a series of Working Group meetings and discussion.

Recommendations:

The following recommendations are from the 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.

Signed: David W Ingram
Community Services Manager
7th October 2019

Hugh Peacocke
Chief Executive Officer
15th October 2019.

NTC Climate Emergency Working Group and Workshop Ideas Matrix v 3.3.

Please note: Since version 3.2. R codes have become E, P codes have become C to match headings in the report to Policy & Resources. Ideas arising from workshop participants are coded 'X', numbers indicate number of participants independently raising suggestions along similar lines e.g. EX2 (3).

Colour coding is to give a rough idea of time-frame or 'achievability'.

Code	Suggestion	Description and Comments
O1	Carbon audit of NTC activities	Accredited footprint complete. 68.11 tonnes incorporating scope 1, 2 and 3. Data sharing with Thatcham and Greenham councils to help inform their own processes.
O2 (3)	Set and report against interim targets towards achieving zero carbon.	Plan to have clear targets with progress publicised. Quarterly updates. Through regular use of NTC social media.
O3	Involve the wider community and other groups working for climate action.	First workshop held 28 th September. Proposed biannual event.
O4	Carbon footprint reduction to be a KPI for the council	Taken forward in recommendations and strategy
O5 (1)	Future NTC projects to be carbon neutral from the outset	To include buildings etc also procurement, calculate the lifetime benefit. Victoria Park Café as a pilot.
OX1 (1)	Clear justified strategy on Carbon offset	Determine where the cut off should be when reduction turns to offset and what types of offset are achievable, desirable and legitimate to count against our carbon footprint. Preferentially look to our own operations.
Energy Efficiency & Supply		
E1, E5, E6 (5)	Expand in-house generation of renewable energy within NTC	Consider: further solar installations on town hall, solar or wind installations elsewhere on sites. Currently undergoing survey of assets to consider potential for new schemes. Workshop suggestions include renting business or church roof area for additional solar.
E2	Battery storage on town hall	
E3, E4 (2)	Solar water heating (town hall) or other means to replace gas	Investigate using e.g. compost digester & bio boiler, immersion heater powered by solar, air source heat, renewable heat initiatives.
E7	Carbon neutral Victoria park café 'to be proud of'. BREEAM 'Excellent' aspiration minimum 'Very Good'	New design and spec in progress through subcommittee. <u>Will be carbon neutral building.</u>

NTC Climate Emergency Working Group and Workshop Ideas Matrix v 3.3.

E8	Mowers etc charged by PV	Consider when specifying next maintenance contract (2023), contractor already trialling new equipment elsewhere and open to mid-term changes.
E9 (1)	Micro hydro from canal / Kennet	Consider for example Victoria Sluices in partnership with WBC (feed library and museum?), lock island (as part of a local energy coop with neighbours?) or Greenham (workshop suggestion)
E10	Joint renewables ventures with schools	Opportunities through community solar? WBC pilot project. Limited scope for NTC involvement.
E12 (4)	Switch to green tariff (100% matched by renewable sources) when energy contract is up for change	Current fixed term with SSE ends 30th November 2023. Will investigate options.
EX1 (1)	Use of smart devices	Smart meter on order from SSE
EX2 (3)	Shared energy generation	Through e.g. corporate energy groups or local authority energy supply consortium. See e.g. Brighton and Reading energy coops for ideas.
EX 3 (1)	Solar electric charge points	Promote & encourage solar charging starting with parks
EX 4 (2)	Improve Energy efficiency of NTC facilities	New low-energy lighting, insulation, efficient appliances in town hall. Double or triple glazing where possible. Hope to achieve initial 5% reduction in energy use by March 2020.
EX5 (1)	Shorten street lighting hours	Investigate operation and locations of current lighting.
Communications & Influence		
C1	Comprehensively list all local green groups	Formed basis of invitation list for 28 th September workshop along with other community groups
C2	Set up an idea gathering meeting with these groups	See O3. Also propose regular series e.g. quarterly or more frequent?
C3 (14)	Publicise what we are doing and the work of other local groups	NTC publicity and media machine to be used to promote green / environmental messages in support of education and community groups. Better use of social media (3) (but less use of paper based 1) with targeted messages connecting with e.g. working with schools, churches, businesses whilst encouraging a more global debate (2). Could involve support for Greenfest movement, further workshops and encouragement and support of youth groups. Better promotion of what is taking place for the benefit of individuals / households (1). Lobbying and support for energy schemes e.g. Solar Streets.
C4	Link work with local schools via link councillors.	Possible locations for tree planting. For renewables see E10.
C6, C7	Promote bike to work scheme, cycle training etc.	See I2 for for promotion of cycling.

NTC Climate Emergency Working Group and Workshop Ideas Matrix v 3.3.

C8	Create / support creation of a 'green directory'	Support for West Berks Climate Action who have already started a directory and shared progress.
CX1	Actions to promote sustainable food.	Encourage sustainable and healthy food options e.g. in tendering for café, local produce use by local businesses, education to reduce food waste
CX2	Encourage Environmental labelling	Supporting labelling schemes which may be developed
CX3	Actions to incentivise environmentally friendly businesses	These may include linking EPCs to business rates or as credits against NDR (2), a workplace levy (1 - what is this?), incentivising green investment (2) and carbon reductions.
CX4	Cooperate with other levels of government and lobby to be proactive.	May include lobbying MP or WBC. Cooperate & share information with other public authorities, especially support other parishes.
Waste & Water		
W1	More drinking water taps / facilities in town (including town hall tap)	Town hall tap status updated Community Services 23 rd September.
W2 (1)	NTC schemes to reward businesses that reduce or eliminate single use plastic	Workshop input: 'support the plastic bag tax'. Unsure of mechanism or need.
W3 (1)	Free water stickers in all shops	Lots of businesses in town now have these. Publicise app. Refill website promoted on NTC website.
W4 (1)	Work with BID re: bottled water / packaging	Share good practice.
W5 (4)	Use market to host various sustainable stalls and businesses	Alt. markets run by BID. Positive outcome of the meeting between BID / NTC / market traders with ideas ongoing. Produce swap stall (allotment holders), recycling events e.g. on market , encourage refillable options on market and elsewhere
W6 (3)	More effective recycling in town, recycling education.	Recommend segregated bins trial or under rolling replacement. Current contract does not allow for separation but only c. 9% waste goes to landfill. Proportion recycled vs incinerated not known. Using NTC PR machinery to promote recycling, support existing facilities, education on e.g. washing plastics, reuse possibilities e.g. Community Furniture project.
WX1 (1)	Move from kerbside to central recycling	Workshop suggestion, no further details given. WBC issue.
WX2 (6)	Sustainable procurement by NTC	See new strategy for aims.

NTC Climate Emergency Working Group and Workshop Ideas Matrix v 3.3.

WX3 (1)	Encourage waste water collection & recycling	Town Design Statement & NTC buildings
WX4 (1)	Investigate dog waste as fuel	See Malvern experiment
Trees & Wildlife		
T1, T4	Wildflower beds, small meadows, flowers on verges, etc.	To be considered by new horticulture / ecology working group established by Community Services committee on 23 rd September. New wildflower meadow forms part of proposals for City Rec approved in principle at the same meeting.
T2, T2a, C5, T 5 (12)	Tree planting schemes	Encourage community tree planting on NTC spaces and elsewhere e.g. schools. Make full use of our spaces. Continue to grow community orchard scheme and ensure better communicated (2). Community buy-in for planting to reduce vandalism and encourage stewardship. Urban areas especially good for trees. Could have aim e.g. 1 tree per head of population. Tree planting etc. contributes to the offset stage of emissions reduction cycle. CEWG to focus on measure and reduce in the first instance but keep a watching brief on projects that may contribute to our offset to achieve net zero.
T3	Greenspaces management plan	To be taken forward by new working group.
T6	Vertical garden on BT building / other green walls around Newbury	See this article for result of previous enquiry about BT (no go). No other specific locations suggested. https://www.newburytoday.co.uk/news/news/22554/suggestion-for-improving-look-of-newbury-s-bt-building-dealt-a-blow.html
TX1 (2)	Wildlife corridors e.g. hedgehog highways	Could be considered as part of T3 management plans. Also communications (some towns promote e.g. 'hedgehog streets')
TX2	Ensure all peat free supply	Horticulture by or supported by NTC. Should be very easy to implement if not already in place?
TX3 (3)	Sustainable paving that drains well	No more bitumen based products. Use Recycled Plastic tarmac or other green pavings. Sustainable drainage. Also promote use of sustainable alternatives in developments.
TX4 (1)	Compost all green waste	
TX5 (1)	Invest in a Peat Bog	Alternative to investing in planting
TX6 (1)	Replace fences with Hedges	Not sure NTC has many standalone fences that don't also have hedge or e.g. ivy growth. No reason not to have both.
TX7 (1)	Green spaces to become carbon sinks	Incorporate greenspaces into carbon footprint calculation (sequestration from planting vs any emissions arising from third party maintenance, scope 4 emissions)

NTC Climate Emergency Working Group and Workshop Ideas Matrix v 3.3.

TX8 (1)	Investigate more community gardens	Provide and support including in areas of the allotments
	Infrastructure & Transport	
I1	Encourage green travel options within NTC.	
I2 (11)	Actions to promote cycle infrastructure.	<p>NTC strategy: produce and promote cycle routes into town (2) & provide secure cycle parking (2), showers for cyclists in selected locations (1), organise fun cycle events (1), lobby for better cycle infrastructure and highways planning for cycles (3) to create joined up Newbury cycle routes (2)</p> <p>Request re: Kennet Centre submitted via P&H to West Berks Cycle Forum. *Update* response not favourable, see P&H minutes August 28th</p>
I3	A cycle hire scheme for Newbury	Unclear what if any demand there would be. Some problems elsewhere e.g. Oxford (bikes dropped in random locations), Reading (Readybike scheme has closed).
I4, I5 (2)	Actions to promote clean air and reduce car use	Use NTC influence to support clean air zones (no idling zones e.g. school drop off points, traffic lights and level crossings) and support actions to reduce car journeys. Restrict vehicle movement around town, add levy? Pressure to WBC.
I6 (7)	Lobby for high mandatory environmental standards for development in Newbury	Newbury town plan / town design statement (if developed?) to call for mandatory environmental building standards (2) to include green roof (2) and carbon neutral standards (2), biodiversity measures such as tree planting (1). Environmental comments on all (major?) planning applications (1). NTC to ask for data at planning committee? Include lobbying to West Berkshire. Electric vehicle parking places - 2 for every 1 normal? (1)
I7	Use of Vodafone buses (1)	Possible use by NTC Staff / member & others? West Berks? NB benefit in kind implications for Vodafone staff. Vodafone bus fleet is deployed by Reading buses for e.g. shuttle bus to Newbury show. Could expand to more regular weekend or market park and ride?
IX1	Measures to encourage the use of electric vehicles (12)	Currently insufficient charging points for visitors and residents and often not accessible (6). More required in major shopping locations e.g. supermarkets (2), perhaps make premium spaces EV (1). Ensure Consultation before installing on residential streets (2) to encourage EV ownership. EV incentives in town plan (1), Newbury should be an attractive place to live and visit for EV owners. Also encourage electric bikes and scooters, allow to use cycle lanes? (1) and provide solar bike racks for charging them (1).
IX2	Lobby for removal of barriers to building stock improvement.	

NTC Climate Emergency Working Group and Workshop Ideas Matrix v 3.3.

IX3 (7)	Measures to reduce vehicle use in Newbury.	These to include promotion of lift sharing (1), encourage car sharing (1) or formal car clubs (1) and transport strategies that are optimised to reduce journeys / vehicle movements (1). Investigate park and ride options such as at Newbury showground (2) served by electric shuttle bus (2) which may also serve other areas for short journeys in and out of town not well served by traditional bus routes.
IX4	Electric shuttle bus looping round Town to reduce parking	
IX5	Shut Northbrook Street & reduce traffic in Town	Council strategy calls for permanent pedestrianisation of at least part of town. Start with market place. WBC extremely unlikely to agree to Northbrook Street permanent closure but could lobby e.g. for more weekend closures for traffic free street Fri – Sun evenings.
IX6	Measures to reduce traffic around schools.	Mini parking areas close to schools for park and stride. School buses reinstate central pickups.

Green = short term / quick win, Orange = medium term, Red = long term

NTC = Town council operations only

Newbury Town Council

Public Report to Council, 21 October 2019

Agenda Item No 14: The Council Strategy 2019 to 2024

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

Background

Following the Town Council elections in May 2019 the new Council administration is making a new Strategy for the remainder of its term in office. The Council's Strategy sets out our aims and objectives over the period 2019 to 2024. It provides the policy framework within which the elected Members make decisions and the Officers (staff) conduct their day-to-day work. It includes the ongoing services of the Council and any additional services which the Council might consider delivering in the future, as well as any related projects that the Council might wish to undertake.

It has been developed in order to drive our short, medium and long-term goals and to inform our budget-setting and expenditure. It also forms the framework for expenditure of Community Infrastructure Levies (CIL) as agreed by this Committee.

A Working Group was set up to re-draw the current Strategy, in line with the new Council's agenda and aims. The Working Group met twice and has received input and support from the Council's Management Team. The draft was considered by Policy and resources Committee on 14 October and is recommended to the Council for public consultation.

Objective

In June 2019 the Council declared a Climate Emergency and the new Strategy sets out our aims and objectives to tackle this critical matter. A Climate Change Working Group was established and it has worked closely with the Strategy Working Group to produce a plan to deal with this.

The draft Strategy also addresses the other objectives of the Council, including:

- A greener West Berkshire,
- Protecting the most vulnerable,
- Investing in you and your families, and
- Supporting our communities

The draft Strategy confirms the Council's priority to deliver a first-class Community café in Victoria Park, in accordance with the best sustainable development design and operation.

Options

Rather than a simple review of the current Strategy, The Working Group produced a new draft Strategy to reflect the changing agenda of the new Council. The Council will continue to maintain and improve its current services and facilities, including:

- Victoria Park and other parks, playgrounds and open spaces
- The Town Hall, the public toilets at the Wharf and other public buildings,
- Markets, allotments and cemeteries
- A range of other community/ environmental facilities, such as bins, street furniture and street lighting and
- Working with The District Council, the Business Improvement District, Thames Valley Police and other partners to make Newbury a better place to live, work and play.

Financial and Legal implications

The Council has the General Power of Competence and therefore the legal authority to carry out all of the objectives listed in the draft Strategy.

There are a number of objectives in the Strategy which will have financial implications, both capital and revenue. If approved, funding will have to be provided in order to deliver these objectives.

Equality and Diversity impacts

The draft Strategy aims to improve opportunity for all our communities.

Consultation

Before finalising the Strategy, the Council wishes to consult the people of Newbury to determine their support for the new directions proposed. This will also give the public the opportunity to suggest other ideas and initiatives which the Council could consider when adopting the Strategy or at future reviews.

The consultation should run for at least 4 weeks and include the following:

- Notice in the Newbury Weekly News
- Notice on the Council's notice boards
- Promotion on the Council's website and social media
- Press releases and interviews, where required
- A facility for on-line responses
- A Coffee morning in the Council Chamber

The Strategy Working Group will reconvene to consider the responses to the consultation and make any appropriate recommendations to the Policy and Resources Committee meeting on 20 January 2020.

The new Strategy should be ratified by Full Council on 3 February 2020

Other information

The Strategy will form an action plan for the delivery of the Council's services. A report on the effectiveness and implementation of the Strategy will be presented at each meeting of the Policy and Resources Committee.

It is a live document and will be reviewed on an annual basis.

Recommendation

That the Council approves the draft Town Council Strategy 2019-2024 for public consultation.

Signed: Hugh Peacocke
Chief Executive Officer

Date 15 October 2019



Strategy 2019-2024

Draft for public consultation

16th October 2019

Newbury: a town we can all be proud of

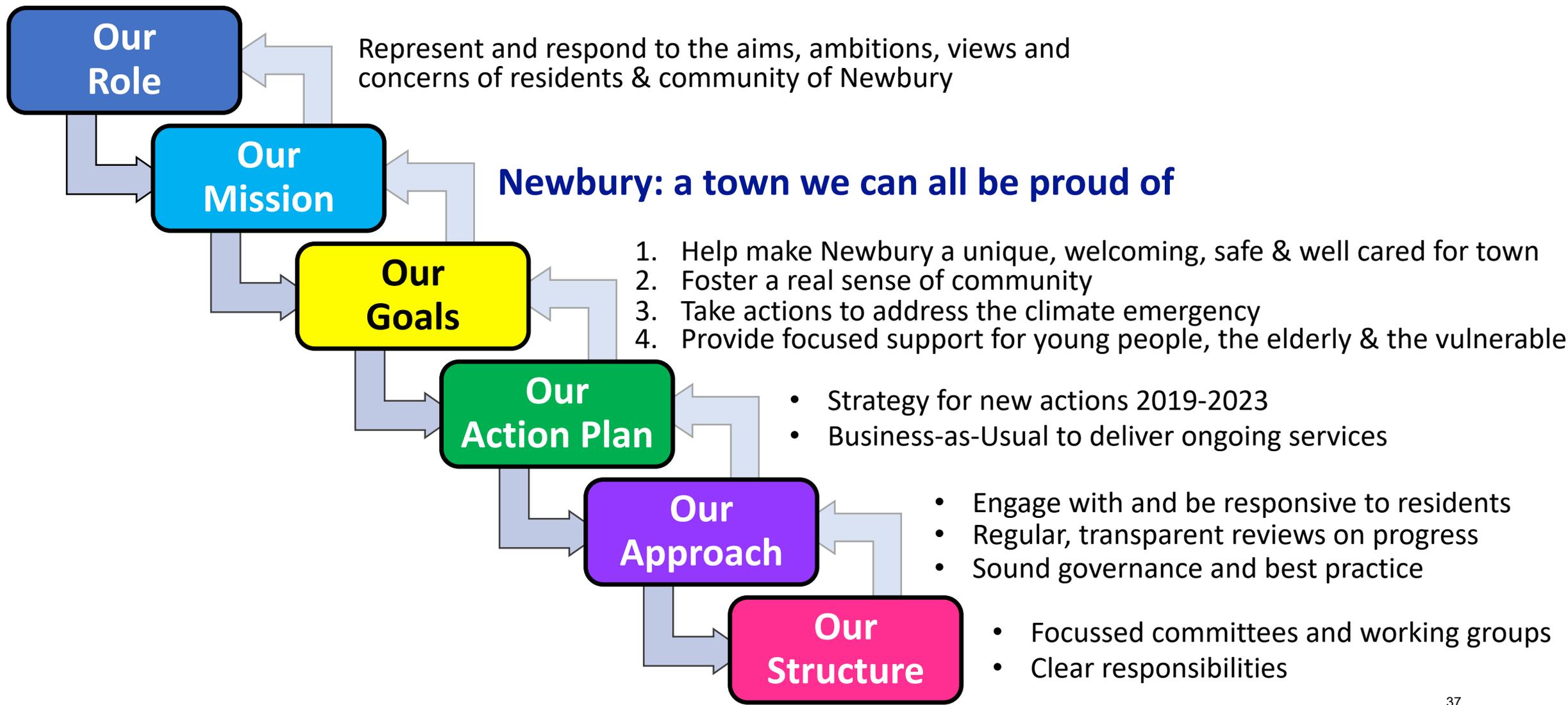


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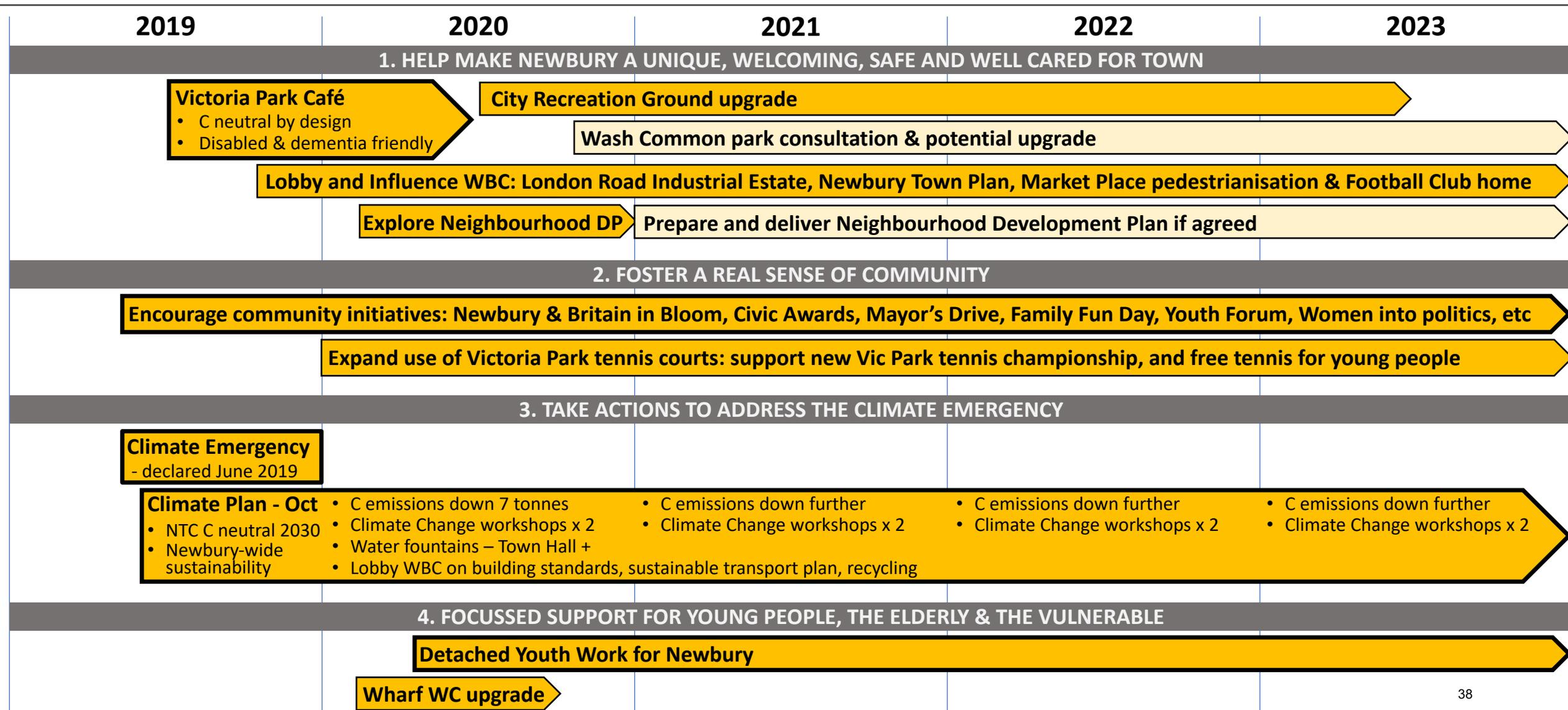
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Summary for our new strategy



Summary of Key Strategic Actions 2019-2023



Newbury Town Council Role – *Why are we Here?*



Represent and respond to the aims, ambitions, views and concerns of residents & community of Newbury

- Statutory consultee on Planning & Highways
- Responsible for:
 - Most parks, playgrounds & public spaces
 - All allotments
 - All cemeteries
 - Many public amenities
 - Town Hall and several other public buildings
 - Charter market and Farmers' market
 - Mayor and civic events
- General Power of Competence enables NTC to take on additional responsibilities as it sees fit:
 - E.g. Detached youth worker for town centre

- Lobby and work with other bodies to further the interests of the people of Newbury, especially Newbury BID, West Berkshire Council & Thames Valley Police

- Funded by annual Precept (80%), & other income (20%)

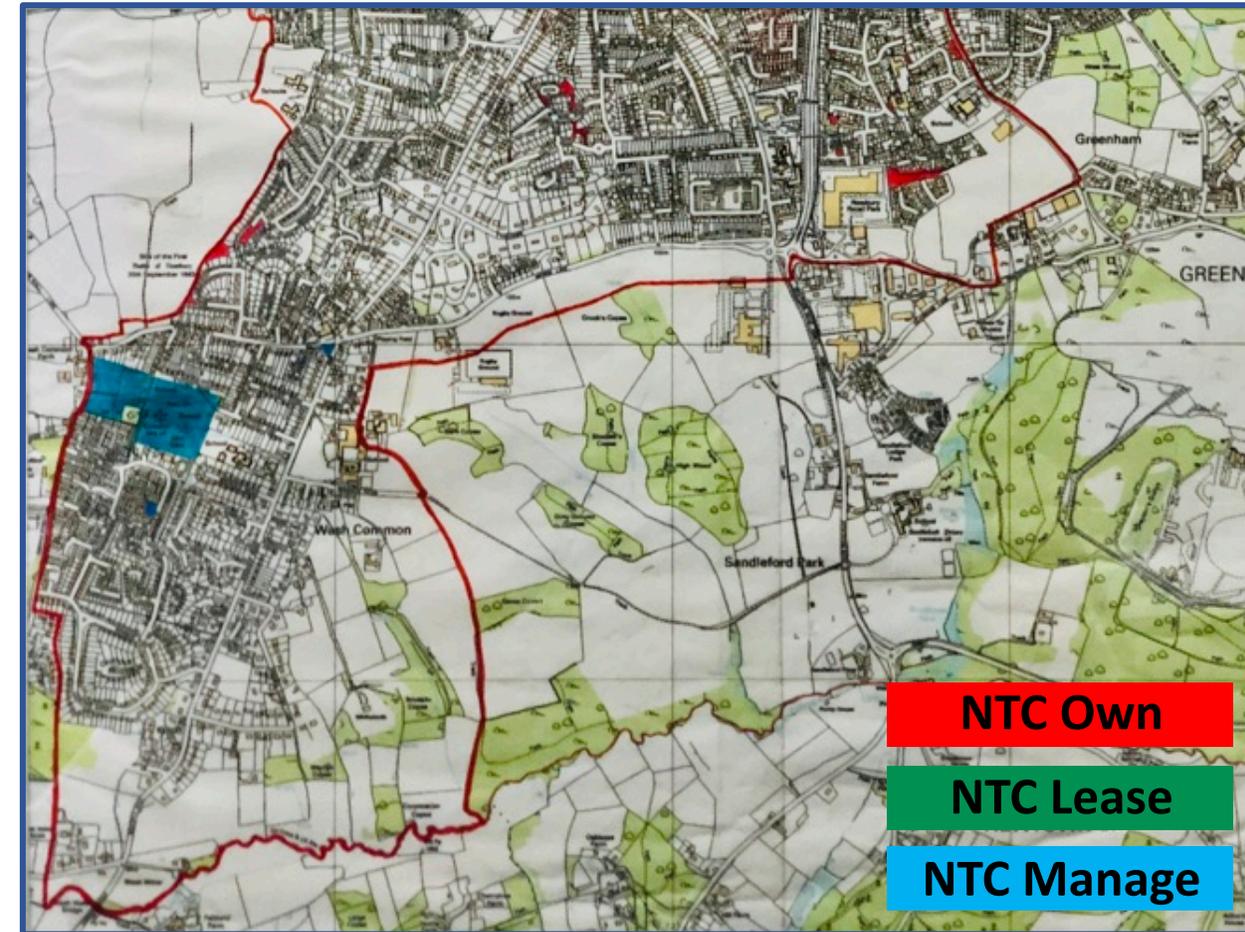
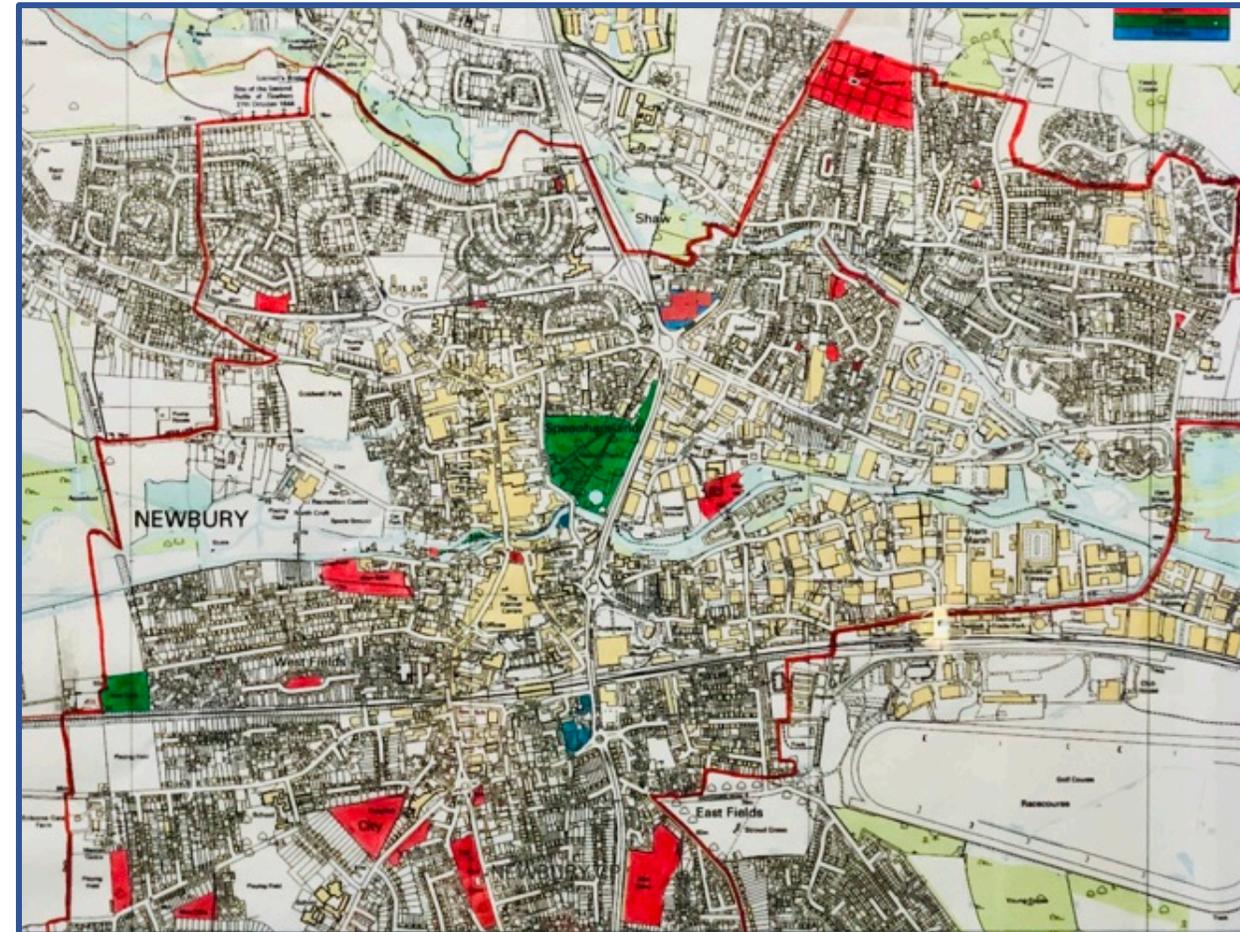
- Planning & building control
- Roads, transport & parking
- Licensing
- Care & housing
- Schools, learning & libraries
- Consumer & environmental protection
- Rubbish & recycling
- Leisure, parks & countryside
- Tax & benefits

- Funded by government, council tax, business rates & other income streams

Newbury parish boundary and land we own, lease and manage

Newbury Parish – northern half

Newbury Parish – southern half

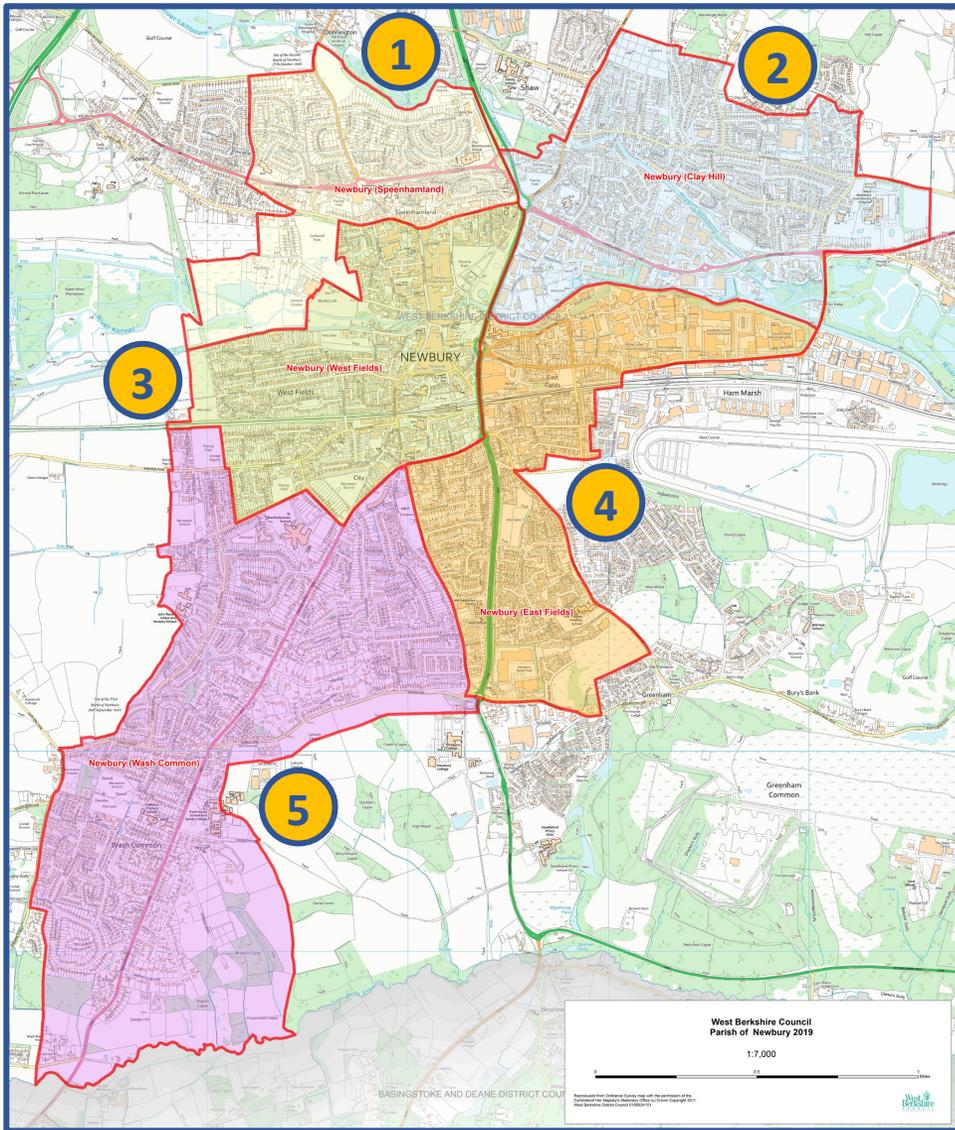




Newbury: a town we can all be proud of

Newbury parish wards and Councillors

**Our
Role**



1. Speenhamland

- Jo Day – *Liberal Democrat*
- Steve Masters – *Green Party*

2. Clay Hill

- Phil Barnett – *Liberal Democrat*
- Jeff Beck – *Conservative*
- Jeff Cant – *Conservative*
- Sue Farrant – *Liberal Democrat*
- Pam Lusby Taylor – *Liberal Democrat*

3. West Fields

- Martin Colston – *Liberal Democrat, Leader of the Council*
- Nigel Foot – *Liberal Democrat*
- Andy Moore – *Liberal Democrat*
- Elizabeth O’Keeffe – *Liberal Democrat, Mayor*
- Martha Vickers – *Liberal Democrat*

4. East Fields

- Billy Drummond – *Liberal Democrat, Deputy Mayor*
- Jon Gage – *Liberal Democrat*
- Olivia Lewis – *Liberal Democrat, Deputy Leader of the Council*
- Vaughan Miller – *Liberal Democrat*
- Erik Pattenden – *Liberal Democrat*

5. Wash Common

- Chris Foster – *Liberal Democrat*
- Roger Hunnemann – *Liberal Democrat*
- David Marsh – *Green Party*
- Gary Norman – *Liberal Democrat*
- Sarah Slack – *Liberal Democrat*
- Tony Vickers – *Liberal Democrat*

- New Mission: **Newbury: a town we can all be proud of**
- Our priorities are:
 - **Our residents and our community**
 - **Local businesses & their employees, & visitors to the town**

Our Goals – *Where are we heading?*

1. Help make Newbury a unique, welcoming, safe and well cared for town

- A. Provide outstanding parks, playgrounds and public spaces
- B. Run vibrant charter and farmers' markets
- C. Run thriving allotments
- D. Provide well-kept and peaceful cemeteries
- E. Ensure our public and historic buildings are properly cared for and well-used
- F. Help deliver a well-presented town with high quality public amenities that support well-being, safety and visitors
- G. Provide a strong voice for Newbury to push the following with WBC, Newbury BID, and others:
 - i. Encourage diverse shopping and eating out options with a significant number of independents
 - ii. Prioritise and improve the facilities for walking, cycling and public transport
 - iii. Deliver permanent pedestrianisation in the Market Place and within major new developments
 - iv. Ensure regular reviews on the LRIE redevelopment so that it meets the needs of the town and community
 - v. Maintain pressure for significant provision of social housing, including houses for social rent
 - vi. Improve environmental standards and reduce carbon footprint of building and infrastructure projects
 - vii. Explore delivering a Neighbourhood Development Plan to give added weight to (i) to (vi) above

2. Foster a real sense of community

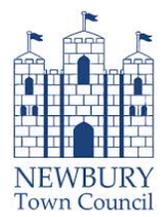
- A. Inspiring Civic events and Mayoral calendar
- B. Enjoyable and inclusive community events
- C. Celebrate and recognise individual and community achievements
- D. Encourage and support contributions to our public and community life

3. Take actions to address the climate emergency

- A. Ensure the activities of the Town Council are carbon neutral by 2030 or before
- B. Actively encourage and support actions that will make Newbury as a whole more environmentally sustainable

4. Provide focused support for young people, the elderly and the vulnerable

- A. Support detached youth work for Newbury
- B. Support initiatives to make Newbury a more inclusive town
- C. Work with local organisations which support the homeless in Newbury



Newbury: a town we can all be proud of

Colour-coding to understand type and sources of strategy points

- 1. New action items – dark blue, Roman, bold**
- 2. New business as usual items – black, italic*
- 3. Actions items from previous strategy – grey, bold, with reference code**
- 4. Business as usual items from previous strategy – grey, italic, with reference code*

1. Help make Newbury a unique, welcoming, safe and well cared for town

A. Provide outstanding parks, playgrounds and public spaces

1. **New: In summer 2020, open a new café in Victoria Park that we can all be proud of – O1.STP1, revised on environmental sustainability**
 - a) We will target BREEAM Excellent for the building design and construction
 - b) Café will be designed to enable carbon neutral operation with PV panels for electricity generation and air source heat pumps for heating
 - c) Café will have a toilet with baby changing facilities and disabled access; & the building will also house male, female and disabled toilets for users of the park
 - d) The building will have changing facilities for tennis coaches and other users of the tennis courts
 - e) The building will be the CCTV hub for the park
2. **New: Finalise plans for upgrades to the City Recreation Ground by January 2020**
3. **New: Upgrade City Recreation Ground according to agreed plans, including achieving Green Flag status, and as funding allows – 2020 to 2023**
4. **New: Consider requirements and costs for targeting Green Flag for Wash Common park. Decision and plan by end 2020, target start 2021**
5. **New: From April 2020, to ensure safety and quality, start implementation of long term rolling plan for:**
 - a) the refurbishment / replacement of playground and other park equipment when it reaches the end of its life
 - b) our trees and other planting to ensure they are properly cared for and replaced or extended when necessary
6. **New: Explore taking ownership of Greenham House Gardens from WBC – decision by April 2021**
7. **New: Explore options for better utilization of our land at Hutton Close – recommendation by end 2020**
8. **Consider proposals for a sensory garden in Victoria Park – O1.STP6**
9. *New - Maintain Green Flag Status for Victoria Park*
10. *New – implement our rolling maintenance plans for equipment and planting, and review and update annually*
11. *Provide and maintain trees, flower beds, hanging baskets and other plantings in appropriate locations – O1.11*

B. Run vibrant charter and farmers' markets

1. **New: By March 2020, develop a new, coherent strategy for town's Charter, Farmers' and Artisan markets with Newbury BID and other invited bodies**
2. **New: Together with the market traders and WBC, investigate options and costs of free parking to increase market footfall:**
 - A. Finish investigation by end March 2020
 - B. In Q2 2020, consider a trial of free parking in order to assess its effectiveness
3. *New - Run an annual meeting with all market traders to gather their views and agree joint action plan to enhance our market*

1. Help make Newbury a unique, welcoming, safe and well cared for town

C. Run thriving Allotments

- 1. Maintain and run high quality allotments, and promote allotments to new tenants targeting > 97% occupancy – O1.4*
- 2. Encourage and support competitions within and between allotments*
- 3. Organise an annual meeting with allotment holders to agree action plan for the following year*

D. Provide well-kept and peaceful Cemeteries

- 1. Maintain and run cemeteries to a high standard – O1.5*

E. Ensure our public and historic buildings are properly cared for and well-used

- 1. New: From April 2020, to ensure safety and quality, start implementation of long term rolling plan for the upkeep and refurbishment of the public buildings in our care**
- 2. New – implement our rolling upkeep and refurbishment plans for buildings, and review and update annually*
- 3. Promote the use and enjoyment of the Town Hall for all the people of Newbury, including as a venue for meetings, conferences, receptions, the celebration of weddings, etc – O1.2*
 - a) Continue to offer discounted rates for local community groups that are engaged in activities that further the aims of the NTC strategy*
- 4. Work with the Newbury Society and other relevant outside bodies to:*
 - 1. Support the heritage and conservation of Newbury and promote events and activities that recognise, highlight and protect the town's traditions, heritage and history and help engage the public interest and involvement in Newbury's heritage – O2.20 revised.*
 - 2. Support the protection of important and historical / character buildings through Local Listing and, when agreed, by liaising with Historic England for national listing – O2.17 revised.*

1. Help make Newbury a unique, welcoming, safe and well cared for town

F. Help deliver a well-presented town with high quality public amenities that support well-being, safety and visitors

1. Well-presented town:

- a) **New: Work with Newbury BID, WBC and other interested parties to ensure town is kept clean and tidy** (while being mindful of any environmental impacts)
- b) *Monitor the implementation of the Newbury Town Plan, and report twice yearly to the Planning & Highways Committee – O2.STP2*
- c) *Continue to pressure BT to improve the appearance of the BT tower, and work with any interested parties who can make this happen – O2.21*

2. Provide and maintain the following high quality public amenities in appropriate locations:

- a) *Public toilets – O1.8.*
 - i. **New: By end Q1 2020, investigate provision of a changing area in the Wharf toilets with a disabled hoist that would enable the changing of older disabled children / young people on the changing table rather than on the floor. Aim to install when funding is provided.**
- b) *Bus shelters - O1.7*
- c) *Benches and other street furniture – O1.10*
- d) *Roadside salt bins – O1.9*
- e) *Footway lighting - O1.1*
- f) *Bins for litter / dog waste – O1.1*
- g) **New: Provide limited support for library services in Newbury, with clearly defined benefits for residents and / or NTC. To be reviewed annually in October to determine whether to continue support for the following budget year.**

1. Help make Newbury a unique, welcoming, safe and well cared for town

F. Help deliver a well-presented town with high quality public amenities that support well-being, safety and visitors

3. Well-being:

- a) New: **By end 2020, work with West Berkshire District Council to identify what additional signage and footpaths are required for walking and cycling routes to and from the Town Centre and local schools, and agree a programme for their delivery**
- b) New: **Work with local community groups like the Newbury Society and City Arts to promote and extend the Town Trail and other visual arts initiatives.**

4. Safety:

- a) New: **Changing facilities for disabled:**
 - i. Repeat 1.F.2.a.i: New: **By end Q1 2020, investigate provision of a changing area in the Wharf toilets with a disabled hoist that would enable carers to change older children / young people on the changing table rather than on the floor. Aim to install when funding is provided.**
 - ii. **Explore options for one of the disabled access toilets in the new café in Victoria Park to include a hoist to enable carers to change older children / young people on the changing table rather than on the floor.**
- b) **Provide defibrillators in appropriate locations and assist other bodies who wish to provide them**
- c) *Support community safety, working with partners as appropriate, including Town Centre CCTV, footway lighting etc as required – O1.13*

5. Support Visitors:

- a) New: **By end 2020, agree a co-operation plan with coach operators who bring visitors to the town to make them feel welcome and encourage them to continue to stop off in Newbury – O2.MTP2 (revised)**
- b) **Work with Newbury BID and other organisations to encourage sustainable tourism growth in the interest of the town's economy**
- c) *Provide brochures, maps, signage and other information for the benefit of visitors to Newbury – O1.12*
- d) *Work with partners to ensure Newbury "arrival points" (Tesco roundabout, train stations, car parks etc) give visitors a good impression - O2.22*

1. Help make Newbury a unique, welcoming, safe and well cared for town

G. Provide a strong voice for Newbury to push the following with WBC, Newbury BID, etc:

- 1. Lobby West Berkshire Council to adopt the following into their new Local Plan, expected in Q1/Q2 2020**
 - a) New: the relevant parts of the Newbury Town Plan 2019-2036
 - b) New: An environmentally sustainable approach to transport that promotes modal shift to no / low carbon modes of transport, especially walking, cycling and public transport – O2.19 revised
 - c) Opposition to the use of Permitted Development Rights for change of use to residential in established employment areas, and request the planning authority to seek article 4 directions in this matter – O2.MTP4
- 2. New: London Road Industrial Estate redevelopment**
 - a) Institute regular meetings with West Berkshire Council following each meeting of the LRIE Project Board to ensure prompt updates and opportunity for NTC to provide input – Q4 2019
 - b) Ensure full participation and input into any consultation on the redevelopment of the LRIE – timing dependent on WBC
- 3. New: Lobby WBC to:**
 - a) New: provide a suitable permanent home for a level 5 FA football facility:
 - i. The pitch should be 3G to allow all weather matches and training for men's, ladies' and youth football
 - ii. The ground should have good walking and cycling access to the town centre, good public transport links, and adequate parking
 - b) New: devolve to NTC powers under S215 of the Planning Act to enable us to take action against owners of lands or buildings which detract from the amenity of the area (See also 1.G.11.e)
 - c) Complete a Conservation Area Appraisal for the town – O2.MTP5.
- 4. New: Work with Newbury BID and other relevant organisations to lobby WBC for the permanent pedestrianisation of the Market Place, excluding Mansion House and Wharf Streets. Aim for decision by end Q3 2020 - 01.MPT1, revised.**
- 5. New: Neighbourhood Development Plan**
 - a) By end 2020, explore the time and costs to produce Neighbourhood Development Plan, and the likely benefits in terms of increased influence on planning decisions and additional CIL contributions
 - b) By end Q1 2021: decide whether to move forward with a Neighbourhood Development Plan based on both the cost benefit investigation and the success or otherwise of G1-G4 above
- 6. Complete work on the additional chapter for the Town Design Statement dealing with the Canal Corridor, and, by end 2019, send to WBC for approval as a planning policy document – 02.STP3 (revised).**
- 7. Work with and support the Canal Corridor Working Group to prepare an action plan by the end of Q3 2020 for the future development and protection of the Canal Corridor**

1. Help make Newbury a unique, welcoming, safe and well cared for town

G. Provide a strong voice for Newbury to push the following with WBC, Newbury BID, etc:

7. *New: Promote and encourage investment in the Town Centre, especially south of the Canal Bridge, including a coherent plan for the Kennet Centre – O2.14*
8. *Work closely with WBC, the BID, Thames Valley Police and other organisations that are important to the success and wellbeing of the town and its residents – O2.3 – very similar to 12.11 / G1f*
9. *Work with partners to grow Newbury’s reputation as a centre of high tech excellence - O2.23*
10. *Support and encourage the devolution of decision making and service delivery to the most appropriate level – O2.4*
11. *Use our role as statutory consultee for Planning to:*
 - a) *New: Encourage diverse shopping and eating out options with a significant number of independents*
 - b) *New: Encourage a modal shift in transport by prioritising walking, cycling and public transport*
 - c) *New: Maintain pressure for significant provision of social housing, including houses for social rent – (similar to O2.18)*
 - d) *New: Improve environmental standards and reduce carbon footprint of new building and infrastructure projects*
 - e) *New: Lobby, encourage and assist WBC in enforcing S215 repairs to land and buildings that diminish the town’s appearance (see also G3b)*
 - f) *New: Continue to pressure WBC to maintain, respect and protect our Conservation Area (see also 1.G.3.c)*
 - g) *Lobby the Local Planning Authority as appropriate on issues of importance for the wellbeing and prosperity of the people of Newbury - O2.11*
 - h) *Comment on all planning and licensing applications in, near, or affecting the town and continue to provide a service to residents of Newbury who wish to comment on them further and seek to influence West Berkshire Council on all planning applications of significance - O2.12*
 - i) *Comment and respond to the Highways Authority (West Berkshire District Council) on consultations and proposals for highways, traffic and parking schemes in Newbury - O2.13*

2. Foster a real sense of community

A. Arrange and Manage Inspiring Civic events and Mayoral calendar

1. *Co-ordinate the annual Remembrance Day ceremony in Newbury – O2.5*
2. *Deliver the annual Mayor Making ceremony – O2.5*
3. *Uphold and promote the role of Mayor as Civic Head and First Citizen of Newbury*
4. *Encourage bookings, and manage the calendar of events for the Mayor and Deputy Mayor*

B. Stage and support enjoyable and inclusive community events

1. **New: Work with and support the tennis coaches to stage a Victoria Park tennis championship. Target first championship in 2020.**
2. **New: By end Q2 2020, explore options for utilising downtime on the Victoria Park tennis courts to offer free tennis to young people**
3. **New: Support the re-establishment of Art in the Park and other public arts events**
4. **New: Work with Newbury BID and other parties to explore options for a Christmas Market in Newbury from 2020**
5. *Hold an Annual Family Day in early summer in Victoria Park for the enjoyment of our residents and to promote the park and its facilities – O1.17*
6. *Organise and support the annual Mayor's Drive in July to give the over 75s an enjoyable day out*
7. *Support and promote selected community events through financial assistance and / or provision of venues and facilities – O1.14.*
8. *Support Newbury in Bloom and participation in Britain in Bloom to raise Civic Pride and encourage and acknowledge efforts by the community, businesses, residents and other organisations of Newbury – O2.15*
9. *Encourage and facilitate residents' participation in social, recreational and sporting activities by providing suitable facilities in appropriate places – O1.16 revised*
10. **New: Where it fits with other Council initiatives, encourage and support community involvement as appropriate – e.g. community litter picks, community planting / clearing for biodiversity etc**

2. Foster a real sense of community

C. Celebrate and recognise individual and community achievements

1. *Run and sponsor Newbury's annual Civic Award scheme to recognise the contributions of our residents to the town – O2.6*
 1. *New: Add an award for best environmental contribution, with categories for adults, young people and schools*
 2. *New: display full list of all those who have been congratulated by the Mayor during the preceding year*
2. *Congratulate residents and members of the community whenever significant achievements are brought to our attention, and keep a list on the website – O2.25 revised*

D. Encourage and support contributions to our public and community life

1. **To work with partners and stakeholders to establish a Newbury Sports Council by end Q2 2020, to support and encourage co-ordination and co-operation between the many different bodies promoting sports in Newbury – O2.MTP3**
2. *Hold an Annual Town Meeting for Town Council electors and use it to encourage participation in and feedback on key elements of the Council strategy – O2.28 revised*
3. *Run an annual 'Spotlight on the Town Council' week (instead of local democracy week) with particular focus on :- O2.10 revised*
 - a) *New: encouraging women into local politics*
 - b) *Introducing young people to local democracy and NTC, and encouraging a Youth Forum / Youth Council – O2.8 revised*
4. *Run a community grants scheme which prioritises the award of financial or other support to organisations and causes which serve wholly or mainly the residents of Newbury and have outcomes that support the delivery of our Strategy – O2.7*
5. *Continue to support the principle of Newbury Town Twinning and explore how to make it more inclusive – O2.9 revised*
6. *Provide support, advice and publicity for self-funding groups (eg Friends of Victoria Park, Friends of Newtown Road Cemetery) – O2.30 revised*

3: Take actions to address the climate emergency

1. Ensure the activities of Newbury Town Council are carbon neutral by 2030 or before

- **Becoming carbon neutral will be a core ongoing priority for NTC, and will result in clear targets and potentially new ways of working across the organisation**
 - **NTC direct carbon footprint has been independently measured and certified at 68.11 tonnes per year. Therefore, to become carbon neutral by 2030, NTC will need to reduce its annual carbon footprint by an average of at least 7 tonnes every year, although the reduction is unlikely to be linear**
1. **New: The Climate Emergency Working Group will continue to develop our plans and recommendations to deliver net zero carbon**
 - a) **In December 2019, agree a clear carbon reduction plan for 2020 with aspiration to deliver a full year equivalent reduction of at least 7 tonnes**
 - b) **In December every year, starting in 2020, agree the detailed carbon reduction plan and budget for the following year, and an outline plan for the remaining years to 2030**
 2. **New: For existing operations we will:**
 - a) **Prioritise real reductions in our energy usage by cutting out waste and by investing in more efficient systems and ways of working. For example in the Town Hall we will invest in insulation, efficient heating, low energy bulbs, systems to automatically turn off the lights, etc.**
 - b) **We will also look to offset where this makes sense, but will not simply buy offsets as an easy way to reduce our carbon footprint. Instead we will prioritise by offsetting through primarily local means and opportunities within our operations. For example solar electricity generation, additional tree and shrub planting, grants to local organisations supporting our carbon-neutral / Climate Emergency principles, etc.**
 3. **New: For all new projects, activities and procurement decisions we will:**
 - a) **Ensure carbon impact is a core decision making criteria when making recommendations about new projects, activities and procurement decisions. We will always aim to minimise the carbon impact, and target net zero where practical and cost effective. To this end, from November 2019, environmental impact considerations will become part of the NTC standard report template.**
 - b) **By end October 2019, redesign the new café in Victoria Park to enable carbon neutral operation, and target BREEAM Excellent for its construction**
 4. *New: Ensure that management of our green spaces and support for nature and horticulture projects more widely across Newbury is designed, where feasible and cost effective, to maximise environmental benefits and biodiversity.*
 5. *New: Once our current contract ends, we will move to green tariffs (certified 100% matched by renewable sources) for our energy supply. In the meantime we will explore options within our current contract.*
 6. *New: From March 2020, our carbon footprint will be publicly reported quarterly as a new KPI.*

3: Take actions to address the climate emergency

2. Encourage and support actions that will make Newbury as a whole more environmentally sustainable

1. **New: Starting in October 2019, NTC will hold a Climate Change Community Workshop twice per year on average to:**
 - a) Update local residents & environmental groups on progress towards making the activities of NTC carbon neutral, and gather feedback & suggestions
 - b) Encourage & support actions to help make Newbury as a whole more environmentally sustainable, & gather suggestions on how NTC can best help
2. **New: Use our influence and network where appropriate and cost effective to:**
 - a) Support local community organisations to promote their 'green initiatives' and lobby on their behalf
 - b) Support a local 'Green Directory' to ensure residents know what resources, offers and support they can access
 - c) Help engage the wider community in the drive towards a zero carbon economy by communicating the shared benefits of environmentally sustainable practices and initiatives. For example, in schools through our link Councillors, with local businesses in tandem with Newbury BID, etc
3. **New: By end 2019, agree a prioritised and fully costed plan to provide drinking water fountains in suitable locations**
 - a) Agree and implement the priority locations by end 2020, including re-opening the drinking fountain on the Town Hall
4. **New: During 2020, investigate cost effective ways of increasing the current recycling rate from waste collected from our parks. Decide in October 2020 whether to implement new arrangements**
5. **New: Lobby WBC to:**
 - a) Update their planning guidelines to require key environmental features in order to receive planning support, e.g. solar panels for electricity and hot water, electricity storage batteries, ground / air source heat pumps, electric car changing point, etc. This should also be added to their Local Plan review
 - b) (Repeat of 1.G.4): Work with Newbury BID and other relevant organisations to lobby WBC for the permanent pedestrianisation of the Market Place, excluding Mansion House and Wharf Streets. Aim for decision by end 2020 - 01.MPT1, revised.
 - c) (Repeat of 1.G.1.b): Develop an environmentally sustainable approach to transport that promotes modal shift to no / low carbon modes of transport, especially walking, cycling and public transport. This should also be added to their Local Plan review – O2.19 revised
 - d) Support the wider use of electric vehicles (cars and bikes), and to install an adequate number charge points in suitable, secure parking spaces that are reserved for those vehicles - O1.19 revised
 - e) Radically expand the range of materials and product types that are collected kerb-side for recycling
6. **New: Encourage local community groups to set up market stalls at no / heavily reduced fees to promote green initiatives e.g. refillables**

4: Focused support for young people, the elderly and the vulnerable

1. Support detached youth work for the Newbury

1. New: Provide funding to support detached youth worker(s) for Newbury, from April 2020 to December 2023
 - a) The youth worker(s) will be employed by Berkshire Youth, and form part of the team they are building
 - b) Twice per year, Berkshire Youth will report the results and impact of these sessions to the NCT Policy & Resources Committee

2. Support initiatives to make Newbury a more inclusive town

1. New: Organise dementia-friendly training for all members and officers by end 2019, and then display accreditation on NTC website
2. New: Ensure the design of the new café in Victoria Park considers the needs of those with dementia, and encourage the café operator to embrace dementia-friendly training and practices
3. New: Changing facilities for disabled:
 - a) Repeat 1.F.2.a.i: New: By end Q1 2020, investigate provision of a changing area in the Wharf toilets with a disabled hoist that would enable carers to change older children / young people on the changing table rather than on the floor. Aim to install when funding is provided.
 - b) Repeat 1.F.4.a.ii: Explore options for one of the disabled access toilets in the new café in Victoria Park to include a hoist to enable carers to change older children / young people on the changing table rather than on the floor
4. *New: Dementia-friendly training planned for first quarter following successive elections*
5. *We will strive to ensure that our policies and actions do not exclude any sections of the community, and that our services are accessible by all citizens of the town*

3. Work with local organisations which support the homeless in Newbury

1. New: Ensure NTC has permanent representation on WBC Homeless committee to stand up for the needs of the homeless in Newbury

1. Encourage public engagement with both the Town Council and local democracy.

1. Encourage public attendance and questions at Council meetings – O2.2

2. Be visible, relevant responsive and accountable to our residents:

1. Make ourselves available to the public by holding regular surgeries - street / ward / Town Hall steps / other locations – O2.1 (revised)

2. Actively seek to hear the needs, desires and ambitions of the people in Newbury, and respond as quickly and as comprehensively as possible within the limits of our resources and other constraints.

3. We will represent the views of the people of Newbury when working with other partners and stakeholders or other bodies, both local and national, who can improve the quality of life for our citizens.

4. Continually improve and upgrade our website and social media in order to engage and consult the people of Newbury – O2.16

5. Publish a monthly digital newsletter covering important events and achievements of the Town Council – O2.26

3. Promote cultural identity and equality of opportunity

1. We will strive to ensure that our policies and actions do not exclude any sections of the community, and that our services are accessible by all citizens of the town. (See also Our Action Plan 4.2.5).

4. Exercise sound governance and best practice to ensure efficient and cost-effective delivery of services:

1. Deliver services effectively, efficiently, on time and within budget

2. Use direct labour or contractors as appropriate, and always ensure value for money

3. Use local suppliers wherever possible

4. Deliver services in partnership with others when it offers best value and/or can expand the range of services we provide

5. Work with other partners and stakeholders to achieve efficiency savings in service delivery and where appropriate, expand the range of services provided by the Town Council.

6. Minimise waste created by the Council and the services we provide

7. Maximise opportunities to recycle waste created by the Council and the services we provide wherever possible

5. Exercise Good Governance and best practice to ensure that we are open, transparent and accountable

- 1. We will maintain openness and transparency in our actions and decision making*
- 2. We will make our information, public meetings and records as widely accessible as practically possible*
- 3. We will maintain an up-to-date public website that is informative and easy to access and use*
- 4. We will publish and distribute an annual newsletter, with the Precept Leaflet and encourage residents to give feedback – (modified)*
- 5. We will consult on issues of significance to Newbury, using tools such as public meetings, surveys, questionnaires, petitions, etc.*
- 6. We will respond promptly to complaints and act as quickly as possible to resolve them.*
- 7. We will maintain the assets of the Town Council and ensure public access to them*
- 8. We will constantly monitor and review Newbury Town Council's current asset register to ensure that we are getting best use/value of the assets*
- 9. We will regularly review whether it is in the best interest of our residents and NTC to take over responsibility for services and / or ownership of assets from other organisations***
- 10. We will keep abreast of all relevant legislative changes impacting on our activities and services*
- 11. We will report quarterly on our performance against KPI's and review our KPI's to ensure that they are relevant and appropriate*
- 12. We will report every 3 months on our progress towards achieving the short and medium term projects contained in this Strategy*
- 13. We will review this Strategy annually and make any appropriate amendments, additions or deletions.*
- 14. We will continually review our work practices and purchasing arrangements to drive efficiencies and ensure best value for the people of Newbury*
- 15. We will embrace technological advances to progress smarter working methods, where feasible, in order to reduce waste and be more efficient*
- 16. We will continually review our Committee structures and Working Groups and implement any improvements identified*
- 17. We will continue personal development for Members and Officers so that they are suitably equipped with knowledge and skills to carry out their roles and maintain effective working practices, fulfilling their duties and responsibilities to residents professionally and effectively.*
- 18. We will exercise best practice as an employer, promoting fairness and equality for our employees and volunteers*

Our Structure

Our Structure

- **People**

- 23 Councillors (Members), elected every 4 years - *responsible for strategy*
- 16 staff (including part-time and honorary staff) - *responsible for delivering the strategy and ongoing services*

- **Decision Making**

- Full Council, Committees and Sub-Committees can make decisions
- Working Groups make recommendations to their parent committee which then decides whether to implement

- **Meetings, Committees and Working Groups:**

- **Full Council** – 23 Members, 4 scheduled meetings / year
 - Local democracy week working group
- **Policy & Resources** – 10 Members, 5 Subs, 4/yr.
 - Staff Sub-Committee – 6 members, 4 subs, 4/yr
 - Grants Sub-Committee – 6 members, 4 subs, 2/yr
 - Strategy working group
 - Audit working group
- **Planning & Highways** – 10 Members, 5 Subs, every 3 weeks
 - Canal Corridor working group
 - Heritage working group
 - Joint Sandleford working group
- **Community Services** – 10 Members, 5 Subs, 4/yr
 - Victoria Park Sub-Committee
 - Climate Emergency working group
 - Newbury in Bloom working group
- **Civic Pride, Arts & Leisure** – 10 Members, 5 Subs, 4/yr
 - VE Day 75th Anniversary WG

Schedule for 2020/21 Budget

Date	Action
08.10.19	RFO to prepare 6 monthly figures and give to management team
11.10.19	Management team to give their draft budgets to the RFO
15.10.19	Agenda published for full council 21.10, inviting members proposals for Budget, and also Strategy review
17.10.19	RFO to prepare the first draft budget for Management Team
21.10.19	Full Council, inviting members proposals as well as Strategy review.
08.11.19	Closing date for Members' proposals
18.11.19	P&H committee to discuss their draft budget
20.11.19	Management team meet to consider draft budgets, including any Members' proposals and any issues arising from the Strategy review.
02.12.19	CPA&L to discuss their draft budget
Nov/early Dec	Staff Sub to agree budget
5.12.19	Draft to Leader's briefing
16.12.19	Community Services Committee to discuss their draft budget incl. charges for cemetery, allotments, markets etc
19.12.19	RFO to produce a composite budget to include the recommendations of all relevant committees and sub committees
20.12.19	Receive Council Tax Base information from WBDC
23.12.19	Send draft budget to both Group Leaders
08.01.20	Leader's Briefing
14.1.20	Draft budget to go out with P&R agenda for meeting on 20.1.20
20.01.20	P & R Committee considers draft budget and recommends precept to Council
28.1.20	Final budget/precept calculation to go out with Council agenda for meeting on 03.02.20
03.02.20	Council approves budget and Precept
04.02.20	RFO sends precept to WBDC

Newbury Town Council

Public Report

Council, 21 October 2019

Agenda Item No. 17: Amendments to the Council's Standing Orders

17.1 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.

17.2 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.

17.3 To approve an additional Standing Order setting out the Council's decision-making principles. (Attached)

Background

17.1 and 17.2: The Council Strategy includes an objective to continually review our Committee structures and Working Groups and implement any improvements identified. (O3.18). The Council's Standing Orders (10.1 (b) provide as follows:

(b) The permitted composition of Committees and Sub-Committees is shown below:

	Members		Named Substitutes	
	Maximum	Minimum	Maximum	Minimum
Committee	12	8	6	4
Sub-Committee	6	4	4	2

Currently, the Council's 4 Standing Committees are set at the maximum numbers of members - 12 members and 6 substitutes. As the total number of Councillors is 23, this means that each committee size is more than half the full Council and a further third as substitutes.

The Council has set up committees to delegate some of the duties and powers of full Council to smaller bodies of members in order to spread the workload of full Council. In some cases, it is to appoint members with a particular interest or expertise in certain areas. This enables the Council to carry out its business more effectively. It also recognises the fact that Town and parish Councillors receive no allowances or other payments for their time- the role is entirely voluntary. The proposal is to reduce the committee sizes to 10 members and 5 substitutes.

17.3: The Town Council's Standing orders do not include any principles to guide members and officers through decision-making. The principles proposed (attached) largely reflect our current practice and are based on the guidelines in the District Council's Constitution.

Objective

17.1 and 17.2: To review the Council's committee system to make it more effective and reduce the workload for Councillors due to the size of the council's committees.

17.3: To set out principles for decision-making to improve our decision-making processes and give guidance to members and officers.

Council Strategy

03.1 We will maintain openness and transparency in our actions and decision making.

03.5 We will consult on issues of significance to Newbury, using tools such as public meetings, surveys, questionnaires, petitions, etc.

03.18 We will continually review our Committee structures and Working Groups and implement any improvements identified.

Options

The reduction in the size of Committees is quite limited. This can be reviewed at a later stage when the council has had time to evaluate any impacts.

Financial and Legal implications

There are no financial or legal implications associated with the proposal to reduce Committee sizes.

Introducing principles for decision-making should result in better decisions and an improved legal framework for the Council.

Equality and Diversity impacts

The Council should have regard to protected characteristics when appointing Committees. However, to the best of our knowledge this does not arise with the council membership. Reduced Committee sizes will mean that more care needs to be taken should these issues arise in the future.

Crime and Disorder Impact

None

Environmental Impact

Smaller committees will mean less members travelling to meetings and could result in positive environmental impacts. This would also be the case if meetings are shorter as a result of smaller committee sizes.

Consultation

The members of the Council are the only group effected by this proposal.

Other information

None

Recommendation

That the Council

1. Amends Standing Orders to reduce the size of the Standing Committees from 12 Members and 6 substitutes to 10 Members and 5 substitutes
2. Approve the additional Standing Order setting out the Council's decision-making principles.

Signed: Hugh Peacocke
Chief Executive Officer

Date: 15 October 2019

Proposed Addition to Standing Orders:

Principles of Decision-making

Full Council can delegate decisions to Committees or officers of the Council. Committees may further delegate to subcommittees.

Whichever body or individual is responsible for taking a decision, the decision should be taken, as far as possible, in accordance with the following principles:

- there should be a presumption in favour of decision-making being open and transparent, with members of the public being afforded effective access to relevant information and the processes by which decisions are taken;
- due consultation should take place with those likely to be affected by a decision. So far as practicable, decision-taking should be planned in advance and the public given due notification of forthcoming decisions;
- where a decision is likely to have wide-ranging or significant impact on the community, additional time and emphasis should be given to consultation and members of the public actively encouraged to contribute their views;
- decisions must be taken with regard to all relevant considerations and ignoring all irrelevant matters;
- decisions should be taken on the basis of the priorities and principles set out in the Council's Strategy and have regard to any approved policies or procedures of the Council;
- appropriate professional advice should be obtained from suitably qualified Officers of the Local Authority;
- decisions must be taken with regard to proportionality – the action must therefore be proportionate to the desired outcome;
- decisions must be taken with regard to any relevant statutory requirements and with respect for human rights;
- any decisions taken must be formally recorded in accordance with the requirements of the Council's Standing Orders.

Proposed Addition to Standing Orders:

Principles of Decision-making

Full Council can delegate decisions to Committees or officers of the Council. Committees may further delegate to subcommittees.

Whichever body or individual is responsible for taking a decision, the decision should be taken, as far as possible, in accordance with the following principles:

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- where a decision is likely to have wide-ranging or significant impact on the community, additional time and emphasis should be given to consultation and members of the public actively encouraged to contribute their views;
- decisions must be taken with regard to all relevant considerations and ignoring all irrelevant matters;
- decisions should be taken on the basis of the priorities and principles set out in the Council's Strategy and have regard to any approved policies or procedures of the Council;
- appropriate professional advice should be obtained from suitably qualified Officers of the Local Authority;
- decisions must be taken with regard to proportionality – the action must therefore be proportionate to the desired outcome;
- decisions must be taken with regard to any relevant statutory requirements and with respect for human rights;
- any decisions taken must be formally recorded in accordance with the requirements of the Council's Standing Orders.

Newbury Town Council

Public Report

Council, 21 October 2019

Agenda Item No. 18: To renew the approval to borrow from the Public Works Loan Board

Background

Newbury Town Council received approval to borrow up to £250,000 for the café in Victoria Park from the Public Works Loan Board (PWLB) in December 2016. Since then the café project has been held up for a variety of reasons for four years, most recently by the decision taken this year to make the building carbon neutral. The PWLB has agreed to extend the loan twice, but have refused to extend the original permission again. The extended permission will run out on 9 January 2020.

The Council intends to submit the revised planning permission for the café in the next few weeks, but we have no guarantee that the permission will be granted in time before the loan approval runs out. Therefore, to be safe we intend to submit a new application for a £250,000 loan, and for this we need Council approval.

Objective

To ensure the Council has sufficient funds to build the café in 2020.

Council Strategy

The current Strategy includes the objective to construct new café facilities in Victoria Park and provide a suitable venue for the rejuvenated Park. The Council has confirmed its commitment to the project in the draft Strategy presented to this meeting.

Options

If the Council does not reapply for the loan, the Council may be able to afford the café, but this would be at the expense of other projects that the Council might wish to fund, such as repairs to the Town Hall and play equipment, and the project to make the Council carbon neutral. There is a chance that the PWLB would not approve our application, but this is highly unlikely, as the café would not be a burden on the local taxpayer. We also know that the PWLB were happy to approve the application in 2016.

Financial and Legal implications

As above, without a PWLB loan, other plans and projects of the council would be in jeopardy. The PWLB has extremely competitive interest rates (currently 2.8%) and is probably the cheapest way that the Council can borrow money. The Council can also choose the repayment term. The cost of the capital and interest payments has been

included in the budget for the last three years. These costs are estimated at £14,000 for 20/21. We are also looking into the cost of borrowing from our bankers, Handelsbanken.

Equality and Diversity impacts

We are not aware of any equality and diversity impacts.

Crime and Disorder Impact

We are not aware of any crime and disorder impacts.

Environmental Impact

The plan is to spend the money on building a carbon neutral café in Victoria Park, but the loan application itself has no environmental impact.

Consultation

There have been several consultations undertaken in respect of the café over the years, and the response from the public is always overwhelmingly supportive of its construction.

Other information

None

Recommendation

That the Council re-applies for approval to borrow £250,000 from the Public Works Loan Board, or other lender, for the construction of the Victoria Park Café.

Signed: Gillian Durrant
Finance and Corporate Services Manager

Date: 15 October 2019

Newbury Town Council

Work Programme for Full Council Meetings for the Municipal Year 2019/20

Standing Items on each (ordinary meeting) agenda:

1. Apologies
2. Declarations and Dispensations
3. Approval of Minutes of previous meeting
4. Questions/ Petitions from members of the Public
5. Questions/ Petitions from Members of the Council
6. Town Mayor's Report
7. The Leader' Report
8. The Chief Executive Officer's Report
9. Minutes from Committees

Other items of Business

Meeting Date	Item
October 2019	Citizens' Advice bureau To receive a presentation from Citizens Advice West Berkshire on their work in Newbury and in particular the use of the Town Council's ongoing funding.
	Local Democracy Working Group To receive a verbal update on LDW from the Chair of the Local Democracy Working Group
	Budget for 2020/21 Councillors are invited to make the Leader of the Council and the RFO aware of any particular projects that may need to be undertaken in 2020/21, so that they may be considered for inclusion in the draft budget and / or service plans and / or project list. Such suggestions should be submitted with as much detail as possible by Friday 16 November 2019.
	Annual Review of Town Council Strategy
	Newbury BID Presentation
	Committee review (12 to 10) and Standing orders- decision-making
January 2020	2020/21 Precept
	Schedule of meetings for the municipal year 2020/21
May 2020	Nomination of Mayor Elect and Deputy Mayor Elect
	Election of Leader and Deputy Leader of the Council
	<ul style="list-style-type: none"> • To confirm the number of seats on each Committee and sub-committee and the number to be allocated to each political party on each Committee and Sub-Committee. • To make any amendments to standing orders which might be required from the above. • To nominate the membership of each Committee / Sub-Committee for the 2020/2021 municipal year.
	To review the Council's link councillors with Schools
	To review the Council's representation on outside bodies for 2020/2021