



To: **All Members of Newbury Town Council**

14 May 2020

Dear Councillor

You are required to attend a meeting of **Newbury Town Council** to be held on **Wednesday 20 May 2020 at 7.00 pm.**

The meeting is open to the press and the public.

Join Zoom Meeting

<https://us02web.zoom.us/j/81500257268?pwd=aUk2ZnR0aGIBSzMVLUUk3WWDI1aTFNQT09>

Meeting ID: 815 0025 7268

Password: 513131

Yours sincerely,

Hugh Peacocke
Chief Executive Officer

AGENDA

1. Apologies for absence
Chief Executive Officer

2. Declarations of interest and dispensations
Town Mayor / Executive Officer

To receive any declarations of interest relating to business to be conducted in this meeting and confirmation of any relevant dispensations.

3. Minutes (Appendix 1).
Town Mayor

3.1 To resolve that Standing Orders, as approved on 21 October 2019, have due regard to the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020

3.2 To ratify the decisions made at the virtual meeting on Monday 30 March 2020 which do not relate to Standing Orders

Town Hall, Market Place, Newbury, RG14 5AA

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

- 3.3 To approve** the minutes of a meeting of Newbury Town Council held on Monday 30 March 2020
- 4. Questions and petitions from members of the public**
Town Mayor / Chief Executive Officer
 (Questions, in writing, must be with the CEO by 2.00 pm on 20 May 2020)
- 5. Members' questions and petitions**
Town Mayor / Chief Executive Officer
 (Questions, in writing, must be with the CEO by 2.00 pm on 20 May 2020)
- 6. Town Mayor's Report** (Appendix 2).
Town Mayor
- 7. Leader's Report** (Appendix 3).
The Leader of the Council
- 8. Chief Executive Officer's Report** (Appendix 4).
Chief Executive Officer
- 9. Detached Youth Work** (Appendix 5).
Town Mayor
To approve a proposal from Berkshire Youth for the provision of detached youth work in Newbury.
- 10. Council Strategy 2019-2024** (Appendix 6).
Town Mayor
To approve the recommendation from the Planning and Highways Committee to amend the Strategy objective regarding the future provision of football facilities in Newbury.
- 11. Notice of Motion:** (Appendix 7).
Councillor Olivia Lewis
This Council resolves to support proposed plans to pedestrianise areas of Newbury Town Centre in order to facilitate social distancing and help businesses in the town reopen.
- 12. Committees**
Town Mayor / Committee Chairpersons
To receive the minutes of meetings of the Town Council's Committees:
- | | | |
|---------------------|---------------------|----------------------|
| Planning & Highways | 20 April 2020 | (already circulated) |
| Planning & Highways | 11 May 2020 (Draft) | (already circulated) |
- 13. Mayor and Deputy Mayor 2020/2021**
Town Mayor
To note that in accordance with the Coronavirus Regulations 2020 the Council will not be holding an Annual Meeting this year and that the Mayor and Deputy Mayor will remain in place until the next Annual Meeting.

- 14. Election of Leader and Deputy Leader of the Council for the 2020/2021 municipal year**
To elect the Leader and Deputy Leader of the Council for the 2020/2021 municipal year.

- 15. Committees / Sub-Committees for 2020/2021 municipal year (Appendix 8).**
Town Mayor
10.1 To confirm the number of seats to be allocated to each political party on each Committee and Sub-Committee, in line with Standing Orders.
10.2 To agree the membership of each Committee / Sub-Committee for the 2020/2021 municipal year. Proposed membership is attached at Appendix 5.

- 16. School Link Councillors for 2020/2021 (Appendix 9).**
Town Mayor
To receive the reports from the School Link Councillors 2019/20
To agree the Council's School Link Councillors for 2020/21.

- 17. Representation on Outside Bodies for 2020/2021 (Appendix 10).**
Town Mayor
To receive the reports from the Council's representatives on outside bodies for 2019/20
To review the Council's representation on outside bodies for 2020/2021.

- 18. Forward Work Programme for Full Council meetings 2020/21 (Appendix 11).**
Town Mayor
To note and agree any other items that Members resolve to add to the Forward Work Programme.

**Minutes of an Extraordinary meeting of Newbury Town Council
Held in the Council Chamber, Town Hall, Market Place, Newbury
At 7.30 pm on Monday 30 March 2020**

Present

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

Officer present

Hugh Peacocke – Chief Executive Officer
David Ingram – Community Services Manager
Margaret Gore - Corporate Services Officer

Apologies for absence

Councillor: Stephen Masters
Absent: Councillor Jeff Cant

61. Declarations of Interest

Councillors Phil Barnett, Jeff Beck, Billy Drummond, David Marsh, Andy Moore, 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 District Council business

62. Virtual Meeting

Councillor Elizabeth O’Keeffe, Town Mayor, explained that because of the Coronavirus restrictions this meeting was being held on Zoom , a video conferencing service, as provided for in Section 78 of the Coronavirus Act 2020.

To assist in recognising the participants, the Mayor had a red background, some of the Council members had a yellow background and officers of the Council a blue background.

The Mayor said that as this was our first time to hold a meeting in this manner there may some blips along the way and asked for patience should this occur as this was a learning curve for us all.

As the meeting was open to the public so that they may view the proceedings, the Mayor advised Members and observers to be aware that the meeting may be recorded by any of the participants.

The Mayor invited anyone with any questions relating to the proceedings or decisions, to email them to TownCouncil@newbury.gov.uk.

“This is an historic occasion but sadly at a time of great concern for us all. Be assured that NTC is working and cooperating with WBC, the Community Hub, Volunteer Centre and other parish councils to ensure essential services and information are provided to you all.

There will no doubt be bumps in the road, but we will get through these difficult times together. The work, giving and selfless of our community groups and many individuals is amazing. Councillors are also involved with groups in their wards, if you need to contact a councillor you will find all our details on the NTC website. There are sadly a few selfish people around and some who will try to take advantage of the vulnerable if you notice anything contact the police.

On this occasion there are no members or public questions. This will be resolved for future meetings”

Proposed: Councillor Martin Colston

Seconded: Councillor Jeff Beck

Resolved: That in view of the current Coronavirus crisis that this meeting of the Council is conducted virtually.

63. Minutes

Proposed: Councillor Roger Hunneman

Seconded: Councillor Jeff Beck

Resolved: That the minutes of a meeting of Newbury Town Council held on Monday 3 February 2020 be approved as a correct record and signed by the Town Mayor.

64. Leader’s Statement

Councillor Martin Colston, the Leader of the Council, made the following statement to the meeting:

Madam Mayor, Councillors, Officers and members of the public.

We are in uncharted waters right now with the Covid-19 crisis. And along with other local councils around the country we are doing our utmost to maintain as many of our essential services as we can while at the same time protecting the safety of our residents, our officers and our Members.

I just wanted to say a few words about how we are organising ourselves so that we continue to function, and what we are doing in order to support our residents during the crisis.

Firstly, in order to keep delivering as many of our services as possible we have already taken unprecedented measures as follows:

- *In accordance with the latest guidance from Central Government designed to keep us all safe and reduce the burden on the NHS, we have:*
 - *Made arrangements for all our officers to work from home wherever possible, and if and when they have to come into the Town Hall, they are ensuring strict social distancing and hygiene measures are followed*
 - *Closed the Town Hall to the public, although residents can still call or email officers. The main number is being diverted to one of our officers at home so calls can still be directed to the appropriate officer and all officer direct lines are diverted to their mobile phones*
 - *Closed the enclosed spaces in our public parks, including the tennis courts and bowls club in Victoria Park and all fenced in playgrounds and the Splash Park,*
 - *Posted notices on our play equipment and outdoor gym equipment advising residents that they should no longer use these facilities due to the risk of virus transfer*
 - *Cancelled all Civic engagements for the Mayor and Deputy Mayor*
 - *Postponed our Annual Town Meeting that was due to be held on 23rd March*
 - *Postponed our second Climate Change Community Workshop that was due to be held on 25th April*
 - *Postponed our Civic Awards presentation evening due to be held on 1 April*
 - *Suspended our Saturday morning surgery on the steps of the Town Hall*
 - *Postponed our planned VE day celebrations on 8 May (these might now be held in conjunction with VJ day)*
 - *Carried out training so that, like this evening, we can hold our council meetings remotely while still enabling the press and members of the public to join. This will continue until further notice*
 - *Taken steps to ensure the resilience of our organisation to continue should officers become ill with Covid-19, and we will be passing resolutions in support of some of these measures this evening*
- *We are focussing our resources on maintaining the essential services that we are still allowed to deliver, notably:*
 - *Shaw cemetery*
 - *Maintaining our open spaces and keeping them open*
 - *The market*
 - *The public toilets at the Wharf*
 - *Our allotments*
- *We rely on a number of excellent contractors to deliver many of our services. Our partners are doing all they can to continue to provide their services to us and our residents while at the same time keeping their staff and all of us safe.*
 - *As with most organisations around the country, they are facing staff shortages due to self-isolation of those employees who are showing symptoms of Covid-19.*

- *So far, with their help, we are still able to keep most of our open spaces maintained and safe, and we will continue to do so for as long as this is possible.*
- *Unfortunately, due to staff shortages, we are unable to guarantee the regular opening and closing of Newtown Road Cemetery and so have reluctantly taken the decision to close it to the public for the time being. I recognise that this will be upsetting for those who enjoy the cemetery, but I am sure that residents will understand we cannot continue everything as normal right now and have to make priority calls based on resources and safety and in line with guidance and directions from Government and Public Health England*

I can assure you we will do our utmost to keep our core services going. However, depending on how long this situation continues, it may be that more of our services will be affected. If we do have to suspend any further services, we will let our residents know, and we trust that they will show understanding.

In terms of NTC supporting residents during the lock-down, we believe that marshalling resources and expertise centrally through the new Community Support Hub is the right approach. We will therefore be passing a resolution this evening to give the support of this council to the Community Support Hub and authorise our officers to take all reasonable actions and allocated appropriate resources towards the Hub to help tackle the Covid-19 crisis. And I would like to take this opportunity to thank those who have come together to create the Hub and co-ordinated its activities.

I have been tremendously heartened with the way our local community has responded to ensure support for the elderly and vulnerable with groups springing up on a district, town, ward and street level. Many of our Members are actively involved in these groups as well as with local charities and other organisations. We will continue to offer our individual and collective support to these local groups where we can, while also supporting the work of the Hub.

Lastly, on all our behalves, I would like to thank all our officers for the dedication, resourcefulness and flexibility with which they are approaching Covid-19. Well done. I know you will all keep up the excellent work.

None of us know how long this situation will continue, but I feel sure that when we come out at the other end the strong community spirit that we are witnessing now will stand us in good stead as we move to get things back to normal.

65. Measures to deal with the Coronavirus Emergency

The meeting considered the report from The Chief Executive Officer detailing actions to enable the Council to respond to the current emergency. These measures included steps to improve the Council's business continuity arrangements, to amend Standing Orders, to suspend the Council's Strategy, where required, and to agree that the Council will work with the newly established Community Support Hub in responding to the emergency.

Proposed: Councillor Jeff Beck

Seconded: Councillor Jon Gage

Resolved:

- **To Approve** the proposed amendments to Standing Orders
- **To Authorise** the Corporate Services Manager (David Ingram) and the Civic Manager (Elisa Adams) to make payments and otherwise give instructions to the Council's Bank (Handelsbanken) electronically through the Corporate Internet Services in relation to the operation of its accounts
- That where appropriate the Council's Strategy 2019-2024 is suspended to enable the Council to respond to the current crisis. (Before taking decisions which are not in accordance with the Council's Strategy, officers must consult the Leader of the Council and/or the relevant Committee/ subcommittee chairperson.)
- That budgets may be re-allocated within the agreed precept level to enable the Council to respond to the current crisis. (Before authorising such expenditure, officers must consult the Leader of the Council and/or the relevant Committee/ subcommittee chairperson.)

Proposed: Councillor Martha Vickers

Seconded: Councillor Billy Drummond

Resolved:

- **To support** the Community Support Hub and authorise officers to take all reasonable actions in response and allocate appropriate resources towards the Hub in addressing the coronavirus emergency.
- **To suspend** the Council's Key Performance Indicators until further notice so that Officers can respond to the emerging crisis in support of the Hub.

When closing the meeting the Mayor stated that *"Staying at home does not mean complete isolation from family ,friends and neighbours stay in contact ,through skype, phone, WhatsApp, Zoom etc. - we are blessed to have technology. If you must leave your home keep at least 2 metres apart. Wash your hands frequently."*

(Members voted unanimously for all of the resolutions approved at this meeting)

There being no further business, the Town Mayor declared the meeting closed at 7.42 pm.

Town Mayor

Date: _____

Mayor's Report February 2020- May 2020

My final report as Mayor should have been delivered to Full Council in the Chamber on May 13th 2020. My term as Mayor ending on May 17th and Cllr. Drummond being invested as the Mayor for 2020-2021. The Coronavirus pandemic changed everything as it has changed our whole way of life. *Following the legal briefing and guidance from the National Association of Local Councils we will not be holding an Annual Meeting this year and I will remain Mayor until we next have an Annual Meeting, probably May 2021.* .

Official engagements started to be cancelled from January 2020 as it became apparent that the virus was spreading out of China. All engagements ceased completely on 14th March 2020. It is unlikely that they will commence again for many months. We must of course wait until being advised it is again safe to do so. The sad decision to cancel the Mayor's Drive in early July has been taken. The situation will also result in less money being raised for the Mayor's Benevolent Fund and Mayor's Chosen Charities.

Only eighteen engagements were carried out between 1st February and 14th March. Among them were the following:

Chairing the Twin Towns AGM. I have recently written to the mayors of all the towns we are twinned with sending our thoughts and best wishes to them at this difficult time.

On the 17th I attended a wonderful concert in Reading given by the Berkshire Youth Symphony Orchestra. A group of truly accomplished musicians.

On the 24th a small group of councillors visited Christ Hospital School in Horsham. We wished to once again establish the town's historic link with them. It was an informative and useful event. We were really welcomed, and a full programme of events put on for us. Sadly, the inclement weather resulted in the daily band parade being cancelled. The pupil's restaurant was amazing and lunch scrumptious. We will build on the contact and promote the West Gift.

The 25th saw the annual Pancake Race organised by the Soroptimists. There was a fantastic turn out thanks to all the councillors who took part , three teams in all. Remember winning is not everything. Thanks also to the inimitable Gary Poulson for his compering .

It was a pleasure to welcome a group of children and teachers from Les Hermites to the Town Hall. The Hermitage Twin Towns Group had requested the visit. They were fascinated by our history and traditions. Above all they enjoyed trying on the robes.

I think the event of 27th was a first for a Mayor of Newbury. We were invited to The House of Lords for an official Drinks Reception by Berkshire Youth Trust. This was a fund-raising launch by the crossbench peer Lord St John of Bletso . It was particularly in support of the Waterside project.

The 28th saw the 8th Annual Get Berkshire Active Awards which are all about young people and their supporters. Another of those events that illustrate just how active and committed our young people are. A highlight for me was the honour of presenting our own Derek Peale former head of Park House with a special award for service to young people.

Words fail me in praise of the South Wales Male Voice Choir at St Nicholas church on 29th. The after party was as good as the concert - they never know when to stop. The poignant moments of the concert were the piece they dedicated to our colleague Tony Hiller.

One of the more unusual events was the Gracewell Retirement Homes Crufts Dog Show. Friends and relatives of residents came along with their dogs. We all gathered in the gardens where an agility course had been set out for the dogs. However, as they were family pets rather than show animals the owners were often those going through hoops and crawling through tunnels trying to encourage the pooches to follow. As a member of the judging panel I then had the unenviable task of judging the competition.

During this time Rod Thomason one of our Mace Bearers had a stroke. I am pleased to say that he is at home and recovering well. We also had the unexpected and sad death of our colleague Tony Hiller. Along with the CEO, some staff colleagues and Cllr. Jeff Beck we were able to go to the crematorium and standing outside taking part in the service.

The Civic Manager and Mayors Office has remained busy. We launched chats with the Mayor during April these are organised through the Civic Manager Individuals or organisations request a call from the Mayor who makes a prearranged call mainly to elderly self-isolating people. The amount of goodwill and kindness that has been demonstrated throughout Newbury during this difficult time has been amazing. Since March we have sent over 110 letters to recognise the positive contributions of residents that have been made to the community. Our total number of letters during the 2019/20 municipal year, so far, is 179 - so more than half of these have been sent during the Coronavirus pandemic which is incredible. The High Sheriff has asked for nominations to celebrate Berkshire Heroes, we are currently working on this.

Leader's Report for Full Council Meeting on 20th May 2020

The last meeting of the Full Council was an extraordinary meeting on 30th March, called shortly after the Covid-19 lockdown was implemented, and it was our first remote meeting using Zoom. It seems astonishing that almost 2 months have passed since then, and remain under lockdown, albeit with some easing in targeted areas.

The lockdown and remote working have obviously affected us all and have had a significant impact of the work of this Council. Thanks to the hard work and creativity of our officers, I'm delighted with the amount of services and projects we have been able to continue at the same time as providing support to the Community Support Hub and to those in need:

- Councillors unanimously agreed that marshalling resources and expertise centrally through the new Community Support Hub was the right approach. We therefore resolved to give the support of this council to the Community Support Hub and authorised our officers to take all reasonable actions and allocate appropriate resources towards the Hub to help tackle the Covid-19 crisis.
- We allocated an initial £8,000 budget for grants to local organisations to help them through the crisis and are working closely with the Good Exchange to ensure matched funding wherever possible. £3,500 of this has already been awarded using a streamlined process and more grant applications are being considered
- We are focussed on maintaining our services where we can: keeping our parks open and maintained, keeping the public toilets at the Wharf open, keeping the market and our allotments open, and ensuring the smooth running of the Shaw cemetery
- In accordance with guidelines from Public Health England we have had to close some facilities: public access to the Town Hall, play equipment and outdoor gym equipment in our parks, the bowls club and the tennis courts in Victoria Park. And I'm pleased to say that we re-opened the Victoria park tennis courts on 13th May as soon as this was allowed and implemented new procedures to comply with the social distancing requirements and guidelines from the LTA. Indeed, the courts have already been heavily booked, and we have had a surge in membership applications.
- We have also had to cancel several planned events including the Civic Awards Ceremony, the Annual Town Meeting, our second Community Climate Workshop, the VE Day Celebrations, and Newbury and Britain in Bloom; and all Mayor engagements have ceased. However, we were still able to judge and announce the winners of the Civic Awards and will hold a ceremony at some stage in the future. The Mayor has been calling local residents and continuing to send our letters of congratulations to recognise outstanding local achievements.
- All our officers have been working from home wherever and all council meetings are being held on Zoom. The Zoom meetings have been working remarkably well, with the members of public able to join and participate as appropriate.

- It's been great to see many of our Members engaging actively in volunteering to help support the elderly and the vulnerable

The delivery of our strategy has inevitably been delayed in some areas. We will take stock over the coming weeks once we can see more clearly the route out of lockdown, and in due course we will revise the timescales accordingly. However, good progress is being made on a number of key projects:

1. Victoria Park Café

In November the Environment Agency finally reviewed our preliminary design for the Victoria Park Café. We learned that their guidelines have changed since the design was conceived and this means the building will have to be raised 60cm above ground level, rather than the previous requirement of 30cm. We will review the increase in height with WBC planning in February and then finalise the design accordingly. The continued uncertainty means the opening is likely to slip into 2021.

2. City Recreation Ground Upgrade

Final consultation letters have been sent out and we have received a very high response rate showing overwhelming support for our plans.

3. Youth Work

I'm delighted that Dave Seward from Berkshire Youth is joining us at this meeting to share an update on his plan towards which we are contributing.

As always, a big thank you to our hardworking officers for being able to deliver so much in very challenging circumstances.

Keep safe everyone

Martin Colston

Leader of the Council

14th May 2020

Meeting of Newbury Town Council, Wednesday 20 May 2020.

Agenda Item 8: Chief Executive Officer's Report.

The period since my last report to the Council, 3 February 2020, has been the most traumatic time ever faced by the staff of the Council. On 21 February we were all deeply shocked by the sudden death of our late and loved colleague, Tony Hiller. The many tributes paid to Tony demonstrated how much he had contributed to the Council, Kennet Radio and the community, as well as the many friends and family who also paid tribute.

Our recruitment process to appoint a Finance and Corporate Services Manager did not appoint a suitable candidate and I continue to fill the role of RFO for the Council for the moment. These matters have been further compounded as another key member of staff has been on sick leave since the end of March and is not expected to return until June. This has highlighted some gaps in our resilience and I am working on a review of the department which should be presented to the Staff Subcommittee in the near future.

And this has all happened while we struggle through the Coronavirus crisis. The Town Hall closed to the public on Friday 13 March and staff have been working from home most of the time since. We were reasonably well prepared for this and our staff have coped well with the many changes to which we have had to adapt in the meantime. It is our intention that all staff be equipped with an NTC laptop, as working from home looks likely to continue for most staff, for most of the time, for the foreseeable future.

The current crisis has led to most of our events and campaigns being cancelled or curtailed. The Annual Town Meeting scheduled for 23 March did not happen and it will not be possible to hold our Mayor-making event this year. Britain in Bloom has been cancelled and unfortunately we have also had to cancel our Newbury in Bloom campaign. However, we are looking at ways in which we can allow people to celebrate their horticultural and environmental achievements by posting pictures on our social media platforms/ website. Our planned celebrations to mark VE day on 8th May, with celebrations in Victoria Park had to be cancelled. Indeed, it looks like any events which might attract large gatherings are cancelled for the foreseeable future.

Some positive news for the Council as we work to progress some of the key objectives in The Council Strategy 2019-2024:

- The Community Services Manager, David Ingram, continues to work with the design team to progress the proposed Community Café in Victoria Park. An amended outline plan to address the issues raised by the Environment Agency and the Conservation Officer has been submitted to the Planning Authority for comment. Consultants are also working hard on the requirements to achieve BREEAM excellent standards for the new building;

- The Council are committed to supporting and promoting youth work in Newbury and later in this meeting we will consider proposals from Berkshire Youth;
- Planning for the upgrade of the City Recreation Ground is progressing well and the public consultation on the final proposals has received a lot of positive feedback;
- We have appointed consultant Dr. Andrea Pellegram to explore options for a Neighbourhood Development Plan for Newbury. The Planning and Highways Committee has formed a small Working group to progress this matter with Dr. Pellegram;
- We continue to lobby West Berkshire Council regarding the London Road Industrial Estate regeneration and the future of football in Newbury. This week the Planning and Highways Committee met Avison Young, the consultants appointed to prepare the design brief, and we will be responding to them on behalf of the Town Council after this meeting.

Throughout this period, we have operated the Thursday and Saturday markets for food stalls only, which has proved to be very popular. We would like to thank the market managers, Malcolm and Debbie, for the way they have organised the traders and the public to ensure social distancing and the safe operation of the market. Working with our contractors, Healthmatic, we have kept the public toilets at The Wharf open, which was important for us, with so many other toilets in the Town Centre being closed during lockdown.

Following the easing of lockdown restrictions from 13 May, we have re-opened the 3 tennis courts in Victoria Park and these have been very busy, with people clearly enjoying the opportunity to use these excellent facilities again.

The Community Services Manager and I are part of an operational stakeholder group set up by West Berkshire District Council to plan the re-opening of the town centre for business as restrictions are eased. Other participants include Thames Valley Police, the BID, Parkway Shopping Centre and the Kennet Shopping Centre. I will keep the Council updated through regular reports to the Planning and Highways Committee.

I am very pleased to report that throughout this challenging period, staff morale has largely remained high and I would like to thank all of the staff team for their support, assistance, adaptability and resilience during this very difficult time. On behalf of the staff, I would also like to thank the Mayor, the Leader and the Staff subcommittee for their support and understanding.

Hugh Peacocke
 Chief Executive Officer
 14 May 2020.



Berkshire Youth Proposal to Newbury Town Council

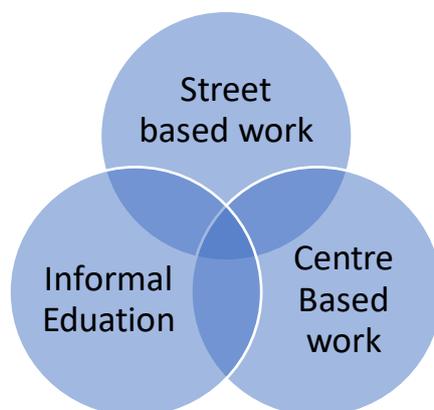
Berkshire Youth has always been committed to supporting young people through adolescence and into adulthood, especially the most vulnerable and disadvantaged in our community. Today, there is a renewed urgency to our work. More young people are vulnerable to exploitation, becoming disengaged and marginalised and at risk of harm. They have nowhere to go where they can meet their peers in a safe environment and so increasingly are meeting in open spaces where there is no level of supervision, support and sense-checking/guidance.

We are delighted that Newbury Town Council has recognised the need to bring youth work to young people – where **they** are, where **they** meet.

Part of being a young person is “hanging out” with your mates. If you cannot do that at home, in a building, young people will find a public space to do it. Young people “hanging out” isn’t a crime, nor should it be, it is often however, reported as a problem. We also know young people “hanging out” will often bring unwanted attention as well as exposing young people as vulnerable to exploitive people.

Young people are part of our community, although not often seen by the community as part of our community.

Detached work uses a collective approach, building on interpersonal relationships with young people, whom are faced with a range of different issues, meeting young people when and where they are.



Youth Offer for Newbury:

Berkshire Youth will establish a Youth Worker Team for Newbury Town comprising of an equivalent 0.65FTE Youth Worker delivered through sessional workers. This will deliver offering up to 12 hours of youth work per week in the afternoon, evening and at weekends.

Delivery will be based around local need, community priorities and identified hotspots of concern by statutory agencies.

To support this project Berkshire Youth is expanding its relationship with local sports company MNR Coaching. MNR Coaching work across schools in Berkshire providing PE Lessons, sports coaching and holiday camps. To ensure we are growing a local talent pool we will jointly be recruiting to support this work, so that staff develop and grow their skills over a variety of settings.

The long term aim of this is to be in a position to recruit apprentices and trainees in youth and community work.



Staff will be a minimum Level 2 qualified, but working towards Level 3+ in youth work. Berkshire Youth will ensure that the Team is supported with appropriate training (e.g. First Aid, Safeguarding, Youth Worker Development), DBS checks, as well as a working knowledge of Berkshire Youth's existing programme

Delivery

The Team will respond to the needs identified in the area and will offer outreach support (talking to young people where they meet) to help them to stay safe, letting them know about safe places they could go, finding out why they don't engage with existing activities (and feeding that back to help shape future services), offering a programme of activity, re-igniting clubs and activities where they already exist.

The workers will be instrumental in developing a voice for young people, not just about current provision and services but helping to shape and determine the offer accessed from the Waterside Centre Newbury and complimenting the emerging centre-based youth work.

It takes time to work with young people, gain credibility and trust to enable on going relationships. We know that providing a consistency and a regular approach to our delivery with young people we stand the best chance of success.

Each term, Newbury Town council will work with Berkshire Youth to agree priorities and SMART targets for the Youth Work Team, allowing them to respond to emerging issues and ensure that the needs of young people in their area are being met. In addition, support will be offered in meetings with the police, school and any safeguarding body as required.

Berkshire Youth has established monitoring systems that will be used. They include sessional reporting, recognised quality assurance frameworks (e.g. UK Youth Safe Spaces and First Steps) and Views CRM (for monitoring and management of youth provision). As a result, the parish council will be provided with regular updates on the impact of the work being undertaken and the needs of young people in the area.

Newbury Town will be the first of many to be part of a West Berkshire-wide initiative, allowing town & parish councils to gain a better understanding of the landscape for young people and will be working together to offer a robust response. It will also offer an enhanced service in terms of safeguarding young people who appear in more than one parish and may be identified as at risk.

Costs of Delivery

The proposed 12 hours per week of detached work (2 workers per session) will cost **£35k** to deliver. With a grant of £25k from Newbury Town Council, we will match the remaining 25% from other funds to ensure the project is viable. For this year we will look to support that from Greenham Trust and potentially funding from West Berkshire Council.

As a committed partner to the project over the next three years, Newbury Town Council's funding will be used by Berkshire Youth to secure additional funds to support and expand the project, increasing the value of the investment by Newbury Town Council on its young people.

Berkshire Youth's proposed West Berkshire wide youth service is built on a more collaborative and co-ordinated approach that other town parish councils will be able to buy-into. Berkshire Youth is well-placed to do this, ensuring local information and intelligence is shared with those working on the ground, face to face with young people.

Newbury Town Council

Public Report

To: Council

Date of meeting: 20 May 2020

Agenda item No. 10. Council Strategy 2019-2024

To approve the recommendation from the Planning and Highways Committee to amend the Strategy objective regarding the future provision of football facilities in Newbury.

Decision Required:

The Council Strategy, 2019-2024, was approved by the Council on 3 February 2020. The Strategy includes the following objective regarding the future provision of football facilities in Newbury:

Making Newbury a town we can all be proud of

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:

4. Lobby WBC to:

a) Provide a suitable permanent home for Newbury Football Club in the parish of Newbury with facilities equal to or better than the old ground. The ground should have good walking and cycling access to the town centre, good public transport links, and adequate parking.

At the meeting of the Planning and Highways Committee held on Monday 11 May, The meeting welcomed Charles Trustram Eve and Alex Bonnet from consultants, Avison Young, who have been appointed by West Berkshire District Council to prepare the design brief for the regeneration of the London Road Industrial Estate.

The consultants told the meeting that they were aware of the flood zone issues and these would be addressed. The design brief would also aim for the highest environmental standards and include provisions for affordable housing. The consultants were also aware of the issues around the Football Club grounds but are working on the basis that it is available for development. They are seeking the views of residents and stakeholders and hoped to have a first draft prepared by the end of June/ early July.

Members raised a number of points regarding the football ground and asked the consultants to consider the following matters and options when preparing the design brief:

- Retaining the football ground in its present location
- Providing similar facilities at another location within the LRIE area
- The cost of re-provision outside the LRIE area

Members asked that the consultants also have regard to extant planning permissions on the lands within the LRIE area.

The Committee agreed that the Council's response would include the relevant aims and objectives from the Council's Strategy 2019-2024. However, it was agreed that the objective in the Strategy regarding the football ground should be amended and that full Council on 20 May should consider this.

Proposed: Councillor Vaughan Miller

Seconded: Councillor Tony Vickers

Resolved: That this Committee recommends that the Council amends the objective in the Strategy 2019-2024 relating to the football ground as follows:

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:

4. Lobby WBC to:

"Provide a suitable football facility for Newbury's Men's, Ladies and Youth teams to play football at an equivalent or better standard than the old ground provided. This should be within the Newbury settlement area, with good walking and cycling access to the town centre, good public transport links and adequate parking. Inability to provision a suitable alternative site should result in the ground on Faraday Road being returned to its former standard or being redeveloped to an even better standard, with 3/4G pitches providing higher availability for matches and training"

(Draft minutes, Planning and Highways Committee held on Monday 11 May)

Background

The Strategy 2019-2024 was adopted by the Council on 3 February 2020. Progress on the Strategy is normally reported quarterly to the Policy and Resources Committee, with an annual review each October.

The Council's Standing Orders provide as follows:

22. Rescission of previous resolution

A decision (whether affirmative or negative) of the Council shall not be reversed within six months except either by

*(a) Special resolution, the written notice whereof bears the names of at least eight members of the Council, **or by a resolution moved in pursuance of the report or recommendation of a Committee;***

The Planning and Highways Committee recommends the above change to the Strategy so that the amended objective can be part of the Council's response to Avison Young.

Conclusion/ Recommendation

That the Council resolves to amend the Strategy as recommended by the Planning and Highways Committee.

Report Author: Hugh Peacocke (Chief Executive Officer)

Date: 13 May 2020

Motion: 'Making post-lockdown Newbury a town we are even more proud of'

Resolution: This Council resolves to support proposed plans to pedestrianise areas of Newbury Town Centre in order to facilitate social distancing and help businesses in the town reopen.

Proposer: Cllr Olivia Lewis

The ambition of this Council as set out in our Strategy for 2019-2024 is to help make Newbury a unique, welcoming, safe and well cared for town; foster a real sense of community; take actions to address the climate emergency and focus support for youth, the elderly and the vulnerable. In the current situation the Council believes its Strategy is even more important and intends to work with others to put in place innovative measures that will help our town come out of the lockdown stronger, healthier and cleaner.

This Council notes that:

- social distancing measures are going to remain in place for the foreseeable future and therefore, as businesses begin to reopen, more pavement space will be required to enable pedestrians to maintain social distance.
- local businesses are going to need help to ensure they can safely operate whilst maintaining social distancing.
- lockdown due to the Covid-19 crisis has seen a large rise in the purchase and usage of bicycles with the Association of Cycle Traders confirming 20,000 bikes are currently waiting to be built and/or delivered¹;
- air pollution levels have fallen dramatically during this same period²;
- the government has allocated a package of £2 billion funding to facilitate cycling and walking³; as well as releasing statutory guidance entitled 'Traffic Management Act 2004: network management in response to COVID-19' which includes measures such as pop-up cycle lanes, and pedestrian and cycle zones⁴.
- Transport Secretary Grant Shapps calls this 'a once in a generation opportunity to deliver a lasting transformative change in how we make short journeys in our towns and cities'.
- we therefore have a chance to trial new ways of travelling and using the space within Newbury Town whilst traffic is much less busy, both to ensure the ongoing feasibility of maintaining social distancing whilst out of the house and helping local residents to reduce their carbon footprint whilst maintaining a healthier lifestyle.
- and finally, that many of the steps necessary to take these ideas forward are beyond the powers of Newbury Town Council.

¹ <https://www.cycleassociation.uk/news/?page=1&news-searchterm=&news-type=CategoryCycles&news-searchtype=any&id=2902>

² <https://www.bbc.co.uk/news/uk-england-52202974>

³ <https://www.gov.uk/government/news/2-billion-package-to-create-new-era-for-cycling-and-walking>

⁴ <https://www.gov.uk/government/publications/reallocating-road-space-in-response-to-covid-19-statutory-guidance-for-local-authorities/traffic-management-act-2004-network-management-in-response-to-covid-19>

This Council therefore:

- supports WBC in a proposed plan to pedestrianise areas within the town centre until September. This would allow for the main body of Market Square to be used both to assist social distancing at the weekly and monthly markets, but also to offer local pubs, cafes and restaurants space for outdoor seating as they begin to reopen on a take-away basis requiring social distancing. Temporary covers could be erected if useful to protect visitors from the elements. In addition, this plan would allow more space for cyclists and pedestrians to safely make short journeys without using the car.
- encourages WBC to make permanent the pedestrianisation of the Market Place (excluding Wharf Street) in line with NTC strategy; and to consider extending permanent pedestrianisation to other areas as well.
- will consult local interest groups such as Spokes for their recommendations in response to COVID-19.

We therefore request that the District Council:

- takes urgent steps to ensure social distancing for cyclists and pedestrians, especially in Newbury as the District's main employment, retail and commercial centre.
- trial prioritising these groups on certain roads, by, for example, ensuring they are prioritised for pedestrians (and cyclists) and introducing temporary traffic calming/access measures on residential streets. Ward councillors should be consulted on how to do this sympathetically⁵.
- produce and share an action plan detailing how safe travel to schools will be facilitated if the government decides to close streets around schools during drop-off and pick-up times.
- provide additional secure cycle parking in the town centre, for example in the Kennet Centre car park.

⁵ Reference from letter by Southward Lib Dem Group.

NEWBURY TOWN COUNCIL

COMMITTEE AND SUBCOMMITTEE COMPOSITION 2020/21

Total number of members: 23

Lib-Dems: 19 Conservatives: 2 Greens: 2

Total Committee/ Subcommittee places to be filled: 53

Proportional allocation: Lib-Dems: 80% (43 Places), Conservatives: 10% (5 Places), Greens: 10% (5 Places)

	POLICY & RESOURCES			PLANNING & HIGHWAYS			COMMUNITY SERVICES			CIVIC PRIDE, ARTS & LEISURE			STAFF			GRANTS		
	10 Members 5 Subs			10 Members 5 Subs			10 Members 5 Subs			10 Members 5 Subs			6 Members 4 Subs			6 Members 4 Subs		
Political balance	8/1/1			8/1/1			8/1/1			8/1/1			5/1			5/1		
1.	Martin Colston (C)			Tony Vickers			Olivia Lewis (C)			Jo Day (C)			Martin Colston (C)			Gary Norman (C)		
2.	Olivia Lewis (V-C)			Gary Norman(C)			Martha Vickers			Sarah Slack			Olivia Lewis			David Marsh		
3.	Sue Farrant			Pam Lusby Taylor			Martin Colston			Martin Colston			Elizabeth O'Keeffe			Martha Vickers		
4.	Elizabeth O'Keeffe			Phil Barnett			Chris Foster			Olivia Lewis			Andy Moore			Billy Drummond		
5.	Tony Vickers			Vaughan Miller			Jon Gage			Nigel Foot			Vaughan Miller			Olivia Lewis		
6.	Jo Day			Nigel Foot			Nigel Foot			Sue Farrant			Jeff Beck			Martin Colston		
7.	Erik Pattenden			Roger Hunnemann			Sarah Slack			Gary Norman								
8.	Jon Gage			Andy Moore			Roger Hunnemann			Billy Drummond								
9.	Jeff Cant			Jeff Beck			Jeff Beck			Jeff Cant								
10.	Stephen Masters			David Marsh			David Marsh			Stephen Masters								
11.				Billy Drummond														
	10			11			10			10			6			6		
Group	LD	C	G	LD	C	G	LD	C	G	LD	C	G	LD	C	G	LD	C	G
%	80	10	10	82	9	9	80	10	10	80	10	10	83	17	0	83	0	17
NAMED SUBS	Martha Vickers			Jon Gage			Vaughan Miller			Martha Vickers			Billy Drummond			Jon Gage		
	Gary Norman			Martin Colston			Erik Pattenden			Chris Foster			Nigel Foot			Andy Moore		
	Roger Hunnemann			Jo Day			Tony Vickers			Elizabeth O'Keeffe			Sarah Slack			Stephen Masters		
	David Marsh			David Marsh			Stephen Masters			Stephen Masters			Jeff Cant			Jeff Cant		
	Jeff Beck			Jeff Cant			Jeff Cant			Jeff Beck								
Group	LD	C	G	LD	C	G	LD	C	G	LD	C	G	LD	C	G	LD	C	G
%	80	10	10	82	9	9	80	10	10	80	10	10	83	17	0	83	0	17

Town Council Link Councillors for Schools 2019-20

School	Link Councillor/Representative
Falkland Primary School	Chris Foster
Fir Tree Primary School and Nursery	Pam Lusby Taylor
John Rankin Infant and Nursery / Junior Schools	Sarah Slack
Park House School	Tony Vickers
Robert Sandilands Primary School and Nursery	Erik Pattenden
St Bartholomew's School Foundation Trust	Sarah Slack
St John The Evangelist Infant and Nursery School	Martin Colston
St Joseph's Catholic Primary School	Elizabeth O'Keeffe
St Nicolas Church of England School	Nigel Foot
Speenhamland Primary School	Jo Day
Trinity School	Jeff beck
Victoria Park Nursery School	Martha Vickers
The Willows	Billy Drummond
The Winchcombe School	Stephen Masters
Newbury College	Martin Colston

Link Councillor Report 2019/20 for Newbury College

I met with Iain Wolloff, the Principal and Chief Executive, on 17th January 2020. Iain shared his plans for Newbury College and gave me a guided tour. The breadth of their offer, and their plans are impressive. This is a great facility for Newbury and one that is only going to get better. Once the new primary school and University College Newbury (UCN) are fully up and running, they will provide educational opportunities from 5 years old to adult learning.

- Highwood Copse Primary Scholl was scheduled to open in September 2020 but Covid-19 has delayed construction so that has been pushed back to 2021
- UCN has started in the existing buildings on a small scale, and will ramp up steadily as the new building progresses. LEP funding for UCN Phase 1 has been secured/

There are 3 parts of the near-term plans where the I think interests of Newbury College and Newbury Town Council (NTC) may well intersect:

1. The development of the land between the College and the A339
The new NTC 4-year strategy has a very clear climate agenda which calls for high environmental standards to be a core part of any planning application: renewable energy sources, low emissions once built, planting etc.
We await any potential planning application
2. Youth Club
NTC are very keen to use what influence we have to help ensure the different youth work initiatives in the town are co-ordinated to ensure the best overall provision and to avoid duplication / acting at cross purposes. To this end, we would value an opportunity to understand and contribute to your ideas for a Youth Club at the College. When you feel it's appropriate, please can you contact Hugh Peacocke to arrange a meeting.
This is yet to be arranged.
3. Youth Council
I suggested Iain determine whether he thinks any of his students would be interested in joining a Youth Council / Youth Forum at NTC, perhaps to give input on what they see as important for young people in the town, or on our environmental plans.
This needs chasing up post Covid-19

I plan to visit again in the Christmas term, Covid-19 permitting

Martin Colston
12th May 2020

Link Councillor Report 2019/20 for St John the Evangelist Nursery & Infant School

I met with the Headteacher, Gaynor Zimmerman, and the deputy head, Heather Whiting, at the school on 6th November 2019. We discussed ways NTC might be able to help the school and what NTC activities the school might like to be involved in. And we agreed the following actions, with results shown:

1. Mayor's visit for Newbury in Bloom
I asked Elizabeth to wear her robe for the prize-giving visit for maximum impact! She did and the kids loved it
2. Britain in Bloom 2020
I asked at the Council and we don't yet have the details for next year, but I'll keep you posted. They were on the list for this year, but obviously that's been cancelled
3. School road markings
I emailed Jon Winstanley at West Berkshire Council and asked him to get the markings re-painted, and I'll keep you posted. The road markings were redone within 3 weeks of my visit and the school were delighted
4. PCSOs for parking and scooter safety
I emailed the PCSO team asking for support. The PCSO team contacted the school within days and arranged a visit. Again, the school were very pleased.
5. Local democracy week 2020
The school would like their Year 2s to be involved if possible. I asked for St Johns to be put on the list for next year. This was done, and we will involve them whenever we are able given Covid-19
6. Publicity for St Johns nursery
NTC is happy to publicise the nursery via the bus stop notice boards. Gaynor was asked to contact Hugh directly.

I plan to visit again in the Christmas term, Covid-19 permitting

Martin Colston
12th May 2020

Link Counsellor Report
St Josephs Roman Catholic Primary School.

During the academic year, the head teacher Nikki Mc Veigh left to become head of a larger school in Reading. The deputy Mrs Kelly Boshier became acting head. The plan was to advertise a little later in the year at a time when the most applicants would be available. Unfortunately Covid19 scuppered the plans. The deputy will remain in place until a proper recruitment process can take place. Mrs Boshier has been doing a sterling job bringing in several new initiatives. These include methods of marking , assessing work and staff support. There is a full staff team with all teaching staff graded as good or outstanding.

St Josephs is a single entry school numbers tending to be around 2010, that is reception to year 6. The school provides a full curriculum including sports, arts, outdoor activities, and off site visits. Whenever cuts have been necessary areas other than those that directly effect pupils have always been sought. The school is lucky to have extensive outdoor space, a playing field and garden which includes a water area. Pupils have taken part in inter school sports, music ,science and maths. activities. I was delighted that the choir was able to perform at my Mayor Making last May.

The school has about 53% EFL pupils and 15.6% SEND. Part of the school mission is to be fully inclusive and all pupils are afforded excellent support. Around the period of Brexit several EFL children left the school.

Academic standards are good with an emphasis on raising the individual standards of all. Visitors and HMIs tend to comment on the friendly atmosphere of the school and behaviour of the children .

The school provides a before and after school club which is always full with a waiting list. It can be difficult to employ staff for the early morning shift. Some staff will have more than one role within the school.

The school was delighted to open its long awaited nursery at the beginning of the year. Admission numbers were staggered to make the new experience less daunting for the little ones. It is a great facility fresh, bright with good resources including a sensory room.

The school has a supportive Parent, Teacher and Friends Association that raise funds to support activity.

A deficit budget has been run for a few years and a deficit recovery plan put in place. WBC advised all schools to submit budgets for the year ahead based on normal activity rather than the current situation. Adjustments to be made by virements during the year when any implications are understood.

The school has been open for vulnerable and key workers children throughout the current crisis. The staff and school inclusion worker along with the WBC school improvement officer have worked tirelessly to support pupils and families.

staff wellbeing has been supported by setting up a WhatsApp group and an email system is also being used to help plan for home learning.

All families are regularly contacted by staff. Class teachers have provided individual learning packages for pupils. Younger children are using See Saw and older ones Tapestry. All work is monitored and assessed for progress. Staff are mindful of the need for families to adjust to home learning. Also of the needs and attention span of Kek Stage 1 and reception.

The inclusion Manager has been in regular contact with vulnerable families. Foodbank donations had been collected at the school. The government is supporting PPG (Pupil Premium Grant) children with a weekly £15 voucher in line with their entitlement to Free School . Availability of IT equipment is also considered when learning packs are put together.

NEWBURY TOWN COUNCIL LINK COUNCILLOR REPORT FOR JOHN RANKIN SCHOOLS

I met with the Headteacher, Mr F Rayner in July 2019 and learnt that the school had just recovered from a deficit of nearly £200,000. They achieved this by cutting staff. They cut teaching assistants by 40 percent and personnel staff, so now they only have one person in the office for the two schools.

Over 50 percent of children attending the school are from out of catchment area. The biggest threat to the school is the new school being built near Newbury College.

John Rankin School was built in the 1950's when many mothers didn't work and they walked their children to school. Now children are driven to school prior to mothers going to work. In order to alleviate the traffic congestion the school operates a 'kiss and drop' system in the morning. The Leadership team are outside the school monitoring this and welcoming the pupils. There are morning and afternoon clubs which help to stagger the drop off times.

The school newsletter is a means of communication to encourage parents not to drive children to school and to be considerate when parking. The neighbours do become angry and there has been some conflict with the parents.

The New zebra crossing on Elizabeth Avenue has been a good replacement for the Lollipop Lady. Sometimes Wardens patrol the area too.

The school enjoys participating in Local Democracy Week.

Due to Covid-19 John Rankin closed on 20th March except for children of critical workers and vulnerable children.

I contacted the school via email to offer support during the current Covid-19 crisis but as yet have not received a reply.

Sarah Slack
12/5/2020

**REPORT TO NEWBURY TOWN COUNCIL OF NTC COUNCILLOR TRUSTEES FOR ST
BARTHOLOMEWS SCHOOL FOUNDATION TRUST.**

Councillors Nigel Foot and Sarah Slack are Link Councillors appointed to represent Newbury Town Council on the Board of Trustees of the St Bartholomews Foundation Trust.

Councillors Foot and Slack have attended three meetings of the St Bartholomews Foundation Trust on; 18th June 2019,
24th September 2019
4th February 2020.

All of the meetings have been well attended by the board of trustee members and have been efficiently run by Ms Jeanette Clifford (Chair) and Ms Heather Sutherland (Secretary).

Significant points to mention from those meetings were;

(1) St Bartholomews School continues to excel as a first class educational institution. In 2019, the school received a letter of congratulation from the then Minister of State for school standards, as St Barts was in the top 8% in the country for GCSE results for 2018.

Ms Julia Mortimer (Headteacher) said at the 4th February 2020 meeting that the Year 12 (Sixth form) now had 600 students and this represented an increase in one third of its former size.

(2) Ms Mortimer said that despite the fine academic reputation of the school, recruiting and retaining talented young teachers was very difficult due to the high cost of local accommodation in Newbury.

(3) The school was due an OFSTED inspection during 2020.

(4) The management of the Foundation Investment Portfolio had been overhauled and at the last meeting (4th February 2020), the financial health of the Foundation Trust was good.

(5) The lease for the Parsons Allotment site will be up for renewal in September 2020. St Barts Foundation Trust leases the land to Newbury Town Council for use as allotments. Cllrs Slack and Foot were asked to leave the meeting when this topic was discussed due to an obvious conflict of interest.

Nigel Foot and Sarah Slack
(10th May 2020)

NEWBURY TOWN COUNCIL LINK COUNCILLOR REPORT FOR St.NICOLAS CHURCH of ENGLAND PRIMARY SCHOOL.

I am a Link Councillor for Newbury Town Council with St.Nicolas C of E Primary School. I have had several communications with Mr Keith Harvey, Headteacher of St Nicolas over the past year and one meeting. The main issues raised by the school were -

The school is popular. Mr Harvey would like to have full year groups but the total number of students would be so large (32) that he would ideally like to split them into 2 smaller groups within the total year group.

Parking at school pick up times continue to be a problem. Mr Harvey would like to have the way "school no parking" signs painted on the road side opposite the school as well as the existing signage on Link Road immediately outside the school gates.

There can be issues at school pick up times at the back gate of the school (Station Road entrance) when the friends or relations of clients of "Swanswell" are around there at the same time . Councillor Martha Vickers met with Mr Harvey to mention to him further "greening" of the school grounds and how he can liaise with NTC on possible funding for more planting.

During the Coronavirus Emergency, the school is shut apart from those children whose parents are Key Workers. I recently e-mailed Mr Harvey to see if NTC can help in any way during the Emergency. Mr Harvey forwarded me a letter from Ms Lesley O'Rourke, Family School Support Worker for St Nicolas School requesting funding for items she needed during the Emergency for pupils. This request has been forwarded to NTC for consideration.

Nigel Foot

(Link Councillor for St Nicolas Church of England School)

Victoria Park Nursery**Cllr. Martha Vickers**

As regards Victoria park Nursery I have visited on one occasion and encouraged them to contact me if I or NTC could be of any assistance.

Trinity School**Cllr. Jeff Beck**

Since the e-mail was sent out to Trinity School advising of my Appointment as their Link Councillor, there has been no response, accordingly I have nothing to report, thank you.

Park House School**Cllr. Tony Vickers**

As the link councillor for Park House School, I have been waiting until there was a significant development in the Sandford Park development, because the school expects a major extension if/when that happens. I did approach the school soon after I was appointed as link councillor but was unable last summer term to arrange a date for an initial visit that suited the Head Teacher. Of course lately it has been impossible.

Residents living near the school have complained to me about cars belonging to sixth form students parking badly and blocking driveways and I have asked the school to try and manage that better.

But apart from informing them of my existence as both town and district ward member and my particular interest in planning & highways matters, I have not had more dealings with them yet.

**NEWBURY TOWN COUNCIL REPRESENTATIVES ON OUTSIDE BODIES
FOR MUNICIPAL YEAR 2019-2020**

Ref	Outside Body	Representative
1.	Newbury Twin Town Association	Town Mayor and Deputy Town Mayor or a nominated substitute: Elizabeth O'Keeffe, Billy Drummond
2.	Carnival Committee	Billy Drummond
3.	NYC Link Councillors	Elizabeth O'Keeffe, Olivia Lewis, Martha Vickers, Chris Foster, Vaughan Miller, Jo Day & Sarah Slack
4.	Wash Common Community Association	Tony Vickers
5.	Time to Talk Management Committee	Billy Drummond
6.	West Berks Citizens' Advice- Trustee	Sarah Slack
7.	Age UK, Newbury	Vera Barnett
8.	Volunteer Centre West Berkshire	Andy Moore
9.	St Bartholomew's School Foundation	Nigel Foot
10.	Newbury Almshouse Trust	Martha Vickers / Sue Farrant
11.	Greenham & Crookham Commons Commission	Roger Hunnemann / Billy Drummond
12.	Berkshire Association of Local Councils (and NALC / WBDALC)	Leader of the Council: Martin Colston
13.	Spring Festival Committee	Chairperson of Civic Pride, Arts & Leisure Committee: Jo Day
14.	Community Youth Project (Greenham Community Centre)	Olivia Lewis, Jon Gage.
15.	River Lambourn HLF Project	Chris Foster
16.	West Berkshire Heritage Forum	Gary Norman
17.	Disability External Scrutiny Board Observers	1
18.	Clay Hill Residents Association	Pam Lusby Taylor
19.	BID Board	Hugh Peacocke
20.	BID Sub-Groups: Finance Operations Marketing Christmas & Events Car Parking	Martin Colston <i>Check with BID</i> Community Services Officer (+ 1 from each pool) 2 (Never meets) Community Services Officer (+ 1 from each pool) 1 from each pool (Never meets)
21.	Friends of West Berkshire Museum	Nigel Foot
22.	Newbury Library	Olivia Lewis, Erik Pattenden, Martha Vickers <i>Other members: Paul James, Felicity Harrison, (WBC), Hugh Peacocke/ David Ingram (NTC)</i>
23.	Wash Common Community Library	Roger Hunnemann
24.	Patient and Public Engagement which is a sub-group of the Health and Wellbeing Board	Martha Vickers

In each and every case, the relationship between the Council and the Outside Body is different. It is up to each representative (working with other representatives if relevant) to decide the importance and relevance of a report to the Council and act accordingly.

Report of BALC executive 2019/20

During the past year BALC Executive have met on six occasions alternating between Calcot and Knowl Hill [Maidenhead]

Members have come from Parishes in Windsor and Maidenhead, Wokingham District along with Ruth Cottingham [Hermitage] and Myself, from West Berkshire

During the year 2018/19 Ruth continued as chairman, although because of commitments in Hermitage she resigned at the February meeting

The executive is now operating with a rolling chairman

During the year regular meetings have been held with the HALC executive Officers.

Day to day administrative and advisory activities, supporting BALC constituent parish/town members have been undertaken by HALC full time officers, although of late due to a death amongst the staff, a more limited service was on offer.

The vacant post has now been filled and with re organising support services HALC has been able to return to a full service

Issues that have been addressed during the year

The expenditure during the year has been less than budgeted for

[no more offices in Swallowfield]

Planned training during spring and summer 2020 will offer several free places [although planned courses have been put on hold due to the present circumstances

[further new councillor's courses]

Service delivery [SLAs] continue to be off concern and caused considerable discussion at the executive

Issues of non -payment of affiliation fees especially where parishes in Slough District don't have full support of their district

Setting up of DALCs [district association of council's] especially West Berkshire continually comes to the for

Newsletters to parish/ Town councils [although recognised NALC were regularly sending out bulletins , which times HALC replicated

The thorny issue of District / Parish conferences [clearly difficult in Windsor and Maidenhead and Wokingham District [as well as West Berkshire

Finally, further to the executive meetings

A AGM was held in November at the Oakwood centre in Woodley where Parish/ town representatives were able to have a update from the chairman of BALC and NALC and put questions

Phil Barnett 11 05 20

Newbury Almshouse Trustee Ltd – report from Sue Farrant as link councillor

Newbury Almshouse Trust changed its structure in July 2018, setting up a corporate Trustee, Newbury Almshouse Trustee Ltd.

I previously attended a couple of Trustees' meetings but I am not invited to Board meetings.

A new Chair, John Craig, was appointed four or five months ago and his focus has been on maintaining stability, especially during the Covid-19 pandemic. Longer term, he would like NAT Ltd to increase its stock of 42 properties, either through purchase or development. During 2020, he intends to work on a strategic plan to guide that process.

There seems little that NTC can contribute to the work of Newbury Almshouse Trustee Ltd at present but John Craig has said he might be in touch with NTC and WBC if the Board decides it wants to build new homes.

Sue Farrant

12 May 2020

NEWBURY TOWN COUNCIL LINK COUNCILLOR REPORT FOR CITIZENS ADVICE WEST BERKSHIRE

I am a trustee for Citizens Advice West Berkshire (CAWB) appointed by Newbury Town Council (NTC)

I have attended various meetings throughout the year including the Strategy meeting and the AGM. I have visited the office during working hours to gain an insight into the way Citizens Advice operates and I have undertaken the required GDPR training.

I learnt that CAWB had a strong team of highly skilled, dedicated staff delivering a high quality service to local clients. Nationwide data suggests that 8 out of 10 people said that Citizens Advice helped them solve their problem. 70 per cent said they feel less stressed, depressed or anxious after receiving advice.

However, staff at CAWB were working in a confined office space in Newbury, which was causing a great deal of stress especially when the added work of Universal Credit started.

Staff and volunteers were in favour of obtaining further office space instead of spreading the existing service across five days. This issue has now been resolved.

The accounts in June 2019 showed a surplus of funds of £48k against a budgeted surplus of £11k. This was largely due to unfilled vacancies, successful procurement of donations and a credit for rent from the previous year. Future costs include parking, as West Berkshire's free parking will halve in 2020 and end completely in 2021. In addition, CAWB in June had a full complement of staff and there were significant additional IT costs forecast in the coming financial year (upgrading to Windows 10 - £10k was set aside for this)

In January 2020 it was noted that the financial outcomes for this year (Q3) had exceeded the amount for the same quarter last year. This was mainly due to increased Universal Credit clients.

In April 2020 it was reported that CAWB had a surplus of £20,000 this year due to underspending on salaries. £10,000 has been set aside for Covid-19

In addition to grants from GCT, WBDC and NTC, CAWB have been successful in procuring funds from

- Shanley Foundation
- Gerald Palmer Trust
- Newbury Building Society
- Newbury Community Fund
- The Co-op

The 2019 Research and Campaigns initiatives include:

Universal credit - Help to Claim Project has been a great success in its first year. CAWB hit their targets. The staff have been dealing with a number of complex Universal Credit cases. These were raised with Richard Benyon and Laura Farris MP respectively.

The staff were seeing higher numbers of clients than their target which necessitated increased funding.

Letting Agent Fees. The ban on such fees entered into force on 1st June 2019 for new tenancies and from 1st June 2020 for all other contracts. CAWB were involved in the lobbying process and conducted a local survey which fed into national statistics.

Scams Awareness Month took place in June 2019 Over the fortnight its focus was on two age groups: Week 1 (Older People) Week 2 (Life Established : 40s - 60s)

The AGM took place on the 2nd July 2019 where Gary Poulson, Director of The Volunteer Centre, was the guest speaker. He gave an excellent talk about his work with the Suicide Prevention Project and other work in the area of mental health.

Citizens Advice celebrated its 80th Birthday at a successful networking event at the Town Hall in September 2019.

Covid-19

Within 24hrs of 'lockdown' in March 2020, advisers were able to work from home without any interruption to the service. Advisers have been working four full days in order to spread the increased workload. The main subject areas have been benefits, employment and disability. Advisers working from home find it is more time consuming than working from the office. Newbury residents are sign posted to CAWB via the WBDC Hub and also via Penny Post. Moving forward, the CEO feels that non-office based working will not be feasible.

Staffing challenges:

When possible, the CEO is looking to introduce a community outreach worker to reach the areas of Lambourne and Theale.

Recently, there has been a loss of key staff and The Chair is stepping down.

Outside Body Reports

Community Youth Project

Cllrs Olivia Lewis and Jon Gage

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Jon

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Newbury Almshouse Trust

Cllr. Martha Vickers

Re Newbury Almshouse trust. Richard Papworth, who has recently stood down as Chair very kindly took me on a tour of all the properties the trust manages. I was also introduced to some of the residents. Prior to this I did not realise how many properties the Trust is responsible for. This work is demanding and the Trust would welcome additional trustees to share the work load.

Clay Hill Community Association

Cllr. Pam Lusby-Taylor

In October 2019 Clay Hill Residents' Association morphed into Clay Hill Community Association ("CHCA"), a charitable incorporated organisation (CIO), which better reflects the activities of the Association. Several years ago CHCA took over from WBC the running of the ground floor of Riverside Community Centre, including the two halls and the adjacent MUGA. The halls and other meeting rooms are let out to groups and individual hirers and have been extremely popular, generating a good revenue stream. This has hitherto enabled CHCA to provide holiday activity sessions three days per week during school holidays and half terms at a price of £4 per day, including lunch.

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anyone in need and recruiting volunteers, and is working with the West Berks Community Support Hub to fulfil requests from local residents.

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Cllr Pam Lusby Taylor - Clay Hill

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Volunteer Centre West Berkshire Cllr. Andy Moore

I have been made to feel very welcome as an observer at Board meetings of VCWB. I have received a full briefing by the Chair and Director on the whole operation at the centre in Newbury. It has been interesting to see how decisions were made not to bid for WBC's revised community support contract, but pleasing that the collaboration continues in the Community Hub during the COVID19 crisis. VCWB is an impressive organisation.

Report Newbury Twin Towns Association

Cllr Elizabeth O’Keeffe Link Councillor

Newbury Town Council has now twinned with 5 European towns: Braunfels in Germany Bagnols-sur-Ceze in France Eeklo in Belgium Feltre in Italy Carcaixent in Spain Unusually all of our Twin Towns are twinned with each other, and a couple of other towns are also involved in twinning activities: Kiskunfelegyhaza in Hungary and Zamosc in Poland. There are around 100 members who pay £10 each or £20 for a family each year as a subscription. Following Brexit, grants from the EU will no longer be available. The Newbury Twin Town Association (NTTA) was enjoying a busy year until Covid19 struck. Membership is open to all local residents who enjoy taking part in visiting our twin towns or welcoming visitors to Newbury, and a few town councillors are members. Activities are publicised in the newsletters, social media and by email communication. Press releases are sent to the Newbury Weekly News for publication. Since spring 2019 the Association has undertaken the following activities:

- Six members visited Bagnols for a four-day weekend in May, celebrating Europe Day.
- Over 60 visitors were hosted and entertained by Newbury members in July for the official twinning weekend with Carcaixent. The weekend included a conference at Newbury College discussing Brexit and the future of Europe, an Italian play at the Pheonix Centre and a dinner at the Racecourse.

6 young people aged 16-25 stayed in Braunfels for a week in August, camping and taking part in various activities and trips to nearby towns and to Frankfurt.

- One member visited Braunfels for a planning weekend.
- One member visited Kiskunfelegyhaza for a weekend for the traditional Goose Fair.
- In February they held annual coffee morning in the Town Hall to raise funds, and AGM at the Town Hall, to which over 40 members and the Mayor attended.

The early events to take place in 2020 were cancelled, the association had received invitations to go to

- Eeklo in March 2020 •

Welcoming 30 Eeklo students to Newbury for a guided tour and lunch in April 2020

- Bagnols France in May 2020
- Zamosc in Poland in July 2020
- 40 young people from all the linked countries will be invited to spend a week in Newbury (Thirtover Place) in August 2020
- Feltre in August 2020
- 30 people from Bagnols invited to Newbury in the Autumn to celebrate 50 years of twinning between our towns.

In addition to Twinning activities, the members usually have monthly coffee mornings at Angelica’s Café in Camp Hopson (where the membership cards command a 10% discount), quiz nights, social lunches at Newbury College, and of course a Christmas dinner.

Yearly Report from Link Councillor for the West Berkshire Heritage Forum Gary Norman

1. ATTENDED AGM 1ST MAY 2019 AT THE OLD BLUECOAT SCHOOL

1.1 Purpose

To exchange information between member societies on heritage activities, exchange information ideas and concerns with West Berkshire Council's Heritage and Conservation Officers, to engage in common heritage projects, and to champion heritage across West Berkshire.

There are additional submissions for the Local Listing happening later in the year.

The Forum is also working to set up a Steering Group to refresh the Historic Environment Action Plan (the HEAP).

1.2 Election of Committee

All officers and members of the Committee were re-elected

The Committee will be joined this year by Cllr Gary Norman representing Newbury Town Council.

Committee Members

Graham Smith (Kennet & Avon Canal Trust)

David Peacock (Newbury Society)

Isobel MacLean (BARG)

Rosie Nurick

Phil Wood (Newbury District Field Club)

Anne Budd (Hamstead Marshall)

Nathan Gregory (Thatcham Memorial Foundation)

Cllr Gary Norman (Newbury Town Council)

2. **MEETING 23RD JULY 2019**

Unable to attend, sent apologies

2.1 **Conservation Area Appraisals.**

The Newbury Society wrote to the Planning Service earlier this year and offered to carry out appraisals on the Kennet & Avon Canal East and Kennet & Avon Canal West conservation areas as a trial. The Newbury Town Council had offered support for an appraisal of Donnington Square as early as 2006. The Forum has also discussed this with Dennis Greenway over the last few years, and had offered to create a methodology for appraisals which could be carried out by heritage groups and ratified by the authority.

Bryan Little had responded to the offer from the Newbury Society by advising them that the Planning Service is doing a prioritisation exercise to create a methodology. It was clear from this that nothing is currently being done to actually carry out appraisals.

2.2 **Listing and Delisting**

Anthony Pick advised the meeting that he had submitted the URC Church Hall to the Victorian Society for inclusion on their list of ten most endangered buildings.

Discussed local listing of brewery archway at 17 Bartholomew Street.

3. **3RD SEPTEMBER 2019**

Nurses Homes 30-40 Argyle Road, Newbury, RG14 6BZ added to Local Listings.

4. **27TH SEPTEMBER 2019**

Attended Local Listing Panel. No listings within Newbury parish boundary.

5. **ATTENDED MEETING 6TH DECEMBER 2019**

5.1 **Local Listings**

NTC Heritage Working Group to draw up listing for Newbury Station.

Others in progress:

The Luker Building

The Haven, Tydehams

45 Greenham Road

5.2 **WBHF Buildings at Risk**

41 Cheap Street

40 Bartholomew Street

6. **CONSERVATION AREA APPRAISAL SUB-GROUP
(WBC)**

Meetings with: Debtra Inston (WBC), James Cole (WBC), Anthony Pick, David Peacock (Newbury Society), Sue Ellis (WBHF)

On: 10/10/19

22/10/19

31/1/20

13/3/20

Following agreed:

- a. Seven year programme to complete Conservation Area Appraisals
- b. Newbury CAA's to be top of the list
- c. Debra Inston (WBC) to provide framework, materials, support and completion process for all appraisals.
- d. Local groups to be set up to provide volunteers for information-collecting for appraisals.
- e. Sue Ellis to provide training for volunteers.
- f. Newbury local groups to be coordinated by Gary Norman (NTC) and David Peacock.

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Newbury Town Council

Work Programme for Full Council Meetings for the Municipal Year 2020/21

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's Report
8. The Chief Executive Officer's Report
9. Minutes from Committees

Other items of Business

Meeting Date	Item
June	<p>End of Year Statutory Accounts To receive the Annual Return, Approve each section of the Annual Governance Statement and adopt the accounts and the Mayor to sign them, To note the date for the exercise of electors' rights</p>
October	<p>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.</p>
	<p>Local Democracy Working Group To receive a verbal update on LDW from the Chair of the Local Democracy Working Group</p>
	<p>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.</p>
	<p>Annual Review of Town Council Strategy Newbury BID Presentation</p>
January	2021/22 Precept
	Schedule of meetings for the municipal year 2021/22
	Update re VP Cafe
	Update re carbon reduction Plan
May	Nomination of Mayor Elect and Deputy Mayor Elect
	Election of Leader and Deputy Leader of the Council
	To nominate the membership of each Committee / Sub-Committee for the 2020/2021 municipal year.
	To review the Council's link councillors with Schools and reports from Link Councillors
	To review the Council's representation on outside bodies for 2020/2021