

MINUTES OF A MEETING OF THE PLANNING AND HIGHWAYS COMMITTEE HELD IN THE COUNCIL CHAMBER, TOWN HALL, MARKET PLACE, NEWBURY ON MONDAY 21 AUGUST 2017 AT 7.30PM.

PRESENT

Councillors Jeff Beck; Jeanette Clifford; Jo Day; Adrian Edwards; Dave Goff; Elizabeth O'Keeffe; Anthony Pick (Chairperson) & Kuldip Singh Kang.

In Attendance

Hugh Peacocke, Chief Executive Officer
Kym Heasman, Corporate Services Officer

57. APOLOGIES

Councillors Miles Evans, John Gardner, Andrew Steel & Tony Stretton.

58. DECLARATIONS OF INTEREST

The Chief Executive Officer declared that Councillors Jeff Beck, Jeanette Clifford, Adrian Edwards, Dave Goff and Anthony Pick 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.

The Chief Executive Officer also made the following statement on behalf of Councillors Jeff Beck, Adrian Edwards and Anthony Pick who are Members of West Berkshire Council Planning Committee and Jeanette Clifford who is a Substitute Member of West Berkshire Council Planning Committee: "I wish to make it clear that any comments I make tonight are only being made in relation to the formulation of the Town Council's view and is not in any way prejudging the way that I may vote when any application is considered by West Berkshire District Council. At that time, I will weigh up all the evidence."

In considering the following application, Councillor Jo Day declared that she knew the applicant: **17/01824/HOUSE**

In considering the following application, Councillor Jeff Beck declared that he had a prejudicial interest and took no part in the vote: **17/02077/ADV**

59. MINUTES

PROPOSED: Councillor Elizabeth O'Keeffe

SECONDED: Councillor Jeff Beck

RESOLVED: That the minutes of the meeting of the Planning & Highways Committee held on Monday 31st July 2017, be approved and signed by the Chairperson.

60. QUESTIONS AND PETITIONS FROM MEMBERS OF THE PUBLIC

There were none.

61. MEMBERS' QUESTIONS AND PETITIONS

There were none.

62. SCHEDULE OF PLANNING APPLICATIONS

Resolved that the observations recorded at Appendix 1 to these minutes be submitted to the planning authority.

63. SCHEDULE OF PRIOR APPROVAL APPLICATIONS

To note that the observations recorded at Appendix 2 to these minutes be submitted to the planning authority.

64. SCHEDULE OF PLANNING DECISIONS

The information was received and noted by the Committee.

It was agreed that the CEO is to write to WBDC regarding 17/00848/FULC to enquire what weight was given to the Town Council's comments when reaching this decision.

65. DENDRO-DATING OF WEAVERS COTTAGES

PROPOSED: Councillor Anthony Pick

SECONDED: Councillor Adrian Edwards

RESOLVED: That the Committee approves expenditure from the Heritage Working Group Reserves of £990 for the dendro-dating of Weavers Cottages.

66. UPDATE FROM THE WESTERN AREA PLANNING COMMITTEE

The information was received and noted by the Committee.

Development north of Pinchington Lane, application was approved.

67. NEWBURY TOWN PLAN

The next Town Plan steering group meeting is scheduled for 30th August 2017.

The draft of 5 or 6 different sections have been circulated for comment including the summary and introduction. Any outstanding reports to be given in by the end of this week for consideration at the meeting on 30 August.

68. SANDLEFORD PARK WORKING GROUP – UPDATE

The Committee noted the extension to decision deadline was now agreed to be 18th December 2017.

THERE BEING NO OTHER BUSINESS THE CHAIRPERSON DECLARED THE MEETING CLOSED AT 8.47 PM.

CHAIRPERSON

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**PLANNING AND HIGHWAYS COMMITTEE MEETING
31 JULY 2017**

SCHEDULE OF PLANNING APPLICATIONS – RESOLUTIONS

| RUNNING ORDER | RESOLUTION | APPLICATION NUMBER | LOCATION AND APPLICANT | PROPOSAL |
|---------------|---|--------------------------------|--|---|
| 1 | No objection | 17/01821/HOUSE | 76 Kiln Road, Newbury for Mr & Mrs Flitter | Rear single storey extension to form garden room |
| 2 | Objection/comment. Newbury Business Park is zoned for commercial purposes in the WBC Core Strategy. Approval of conversion to residential purposes would undermine that zoning policy and provide a very bad precedent for other buildings in the business park. We have previously objected strongly on the same grounds to the exercise by the applicant of Permitted Development Rights on the site. Other objections are that the environment of commercial traffic would be unsafe for children, there is no plan for cycle storage, and no swept path has been laid out for refuse collection. | 17/01886/FULD | Nexus House, Lambourn House and Derby House Newbury Business Park London Road, Newbury for Stonegate Lane and Property | Proposed external alterations to facilitate the conversion of Lambourn House, Derby House and Nexus House into 129 x 1 bed flats |
| 3 | No objection/comment. We note that the application does not state what D2 use is intended, but we have been informed verbally that it is a fitness centre. We do not object in principle, but suggest that enquiries should be made on the intended clientele and the parking arrangements. If the clientele is only from the local industrial estate, there will not be a parking problem. If the clientele is broader, it must be shown that sufficient parking will be provided. | 17/02199/FUL | Unit 3, Turnpike Industrial Estate, Turnpike Road, Newbury for Grant Dedden | Change of use from B2 to mixed use B2 and D2 |
| 4 | No objection | 17/02052/HOUSE | 14 Montgomery Road, Newbury for Matthew James | S73a. Removal of Condition 4: Vehicle Parking; of approved application 01/02313/HOUSE (Two storey extension and conservatory) |

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|----|--|--------------------------------|---|---|
| 5 | No objection | 17/02055/HOUSE | 19 Chiltern Close Newbury for Mr & Mrs Naylor | First floor side extension, single storey rear extension, partial enclosure of existing car port, alterations to driveway and associated works |
| 6 | No objection | 17/02058/HOUSE | 17 Kingsland Grange Newbury for Mr & Mrs Kirkby | Single storey side extension |
| 7 | No objection | 17/02082/HOUSE | 5 Essex Street Newbury for Colin Eldridge | Demolition of a single storey extension and replace with a new single storey extension |
| 8 | No objection | 17/02139/HOUSE | 4 Holborne Close, Newbury for Mr & Mrs Elliot | Addition of front porch, replacement of side canopy with lean to roof, extending existing roof line addition of pitched roof over garage and new terrace |
| 9 | Mixed comment. No objection to the attic conversion and extension, on condition that the house will continued to be dwelling for a single family. Objection to the summer house in the rear garden, as it will not leave sufficient amenity space. | 17/02281/HOUSE | 7 Holborne Close, Newbury for Mr Ross | Conversion of existing attic into two bedrooms and addition of two storey side extension to create a 1 bedroom annexe, additional off street parking and widening access, addition of summer house and sheds to rear garden area |
| 10 | No objection | 17/02264/HOUSE | 11 Battle Road Newbury for Mr & Mrs McCormark | Demolition of single storey extension/conservatory and the construction of a new single storey extension |
| 11 | No objection | 17/02248/HOUSE | 17 Normay Rise Newbury for Mr Bagshaw | Erection of side extension above existing garage and single storey rear extension, addition of roof to existing reception with internal alterations and materials to exterior and new rear terrace |
| 12 | Objection/comment: It has not been shown that the proposed accommodation would be of acceptable standard. In particular, the flats do not seem to have been provided with kitchens. There is also no comment from Highways on parking. | 17/02087/FULD | 48 Bartholomew Street, Newbury for Zinar Demeni | Extend kitchen area to provide additional rooms and demolish previous extension. Alter entrance to the cellar via concrete stairs and introduce new concrete stairs to replace it. At the front of the shop, the service and seating would increase due to our proposal of the removal of the timber staircase. Change of use for first floor from bar with seating area, into one bed flat, a second one bed flat to be proposed partially on the first floor and occupies the entire second floor. Dormer roof construction |
| 13 | Objection: It has not been shown that the proposed accommodation would be of acceptable standard. In particular, the flats do not seem to have been provided with kitchens. There is also no comment from Highways on parking. | 17/02088/LBC2 | 48 Bartholomew Street, Newbury for Zinar Demeni | Extend kitchen area to provide additional rooms and demolish previous extension. Alter entrance to the cellar via concrete stairs and introduce new concrete stairs to replace it. At the front of the shop, the service and seating would increase due to our proposal of the removal of the timber staircase. Change of use for first floor from bar |

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| | | | | with seating area, into one bed flat, a second one bed flat to be proposed partially on the first floor and occupies the entire second floor. Dormer roof construction |
| 14 | Objection/comment. Inadequate parking for the expected additional vehicles | 17/01934/HOUSE | 15 Blenheim Road, Newbury for Natalie Smith | Two storey side extension |
| 15 | No objection | 17/01824/HOUSE | 51 Cherry Close, Newbury for Steve Allen | Single storey rear extension and flat roof dormer to second floor |
| 16 | No objection, subject to the conditions stated by the Tree Officer | 17/02098/HOUSE | 71 Andover Road, Newbury for Lindsey Yorston | Single storey side and rear extension to existing dwelling house |
| 17 | No objection | 17/02063/HOUSE | 139 Andover Road, Newbury for Ian Oliver | Erection of a front porch, garage conversion, second storey side extension, two storey rear extension, single storey rear extension, roof extension to the rear and relocate the existing oak structure in the garden |
| 18 | No objection, on condition that adequate parking spaces are provided | 17/02045/HOUSE | 47 Enborne Grove Newbury for Mr Murkett | Conversion of attic space into bedroom and ensuite |
| 19 | No comment. We were unable to access the planning documents on the WBC web site | 17/01932/HOUSE | 53 Paddock Road Newbury for Mr Chester & Ms Bowen | Proposed single storey rear extension, alterations to existing window apertures and change of materials to existing |
| 20 | No objection, on condition that adequate parking spaces are provided. | 17/02154/HOUSE | 61 Chandos Road Newbury for Mr & Mrs Green | Proposed single storey and two storey rear and side extension with internal alterations. Two dormer windows to front elevation including demolition of outbuildings |
| 21 | No objection in principle. Comments: 1) The "minimal external changes proposed to the existing building" cannot mean that the present glass shop front is retained. It must be replaced by a brick frontage which is in keeping with the existing building. 2) A noise survey should be undertaken and suitable noise abatement measures adopted. 3) The right of way to the proposed flats should be verified. | 17/01760/FULD | 4 Cheap Street Newbury for Mr Khajek Tavi | Conversion of 4 Cheap Street to 3 flats, roof extension on the second floor to the rear with a balcony and a second floor window to the front elevation |
| 22 | No comment, because of a prejudicial conflict of interest | 17/02065/FUL | Footpath at Front Of 25 Northbrook Street, Newbury for Newbury Town Council | To move two metal bike racks and locate a permanent life-size 2.35m high bronze statue of John Winchcombe II with a 51cm plinth made of Portland stone with carved inscription, covering an area of 1.15x1.15m |

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| 23 | Objection. No arrangements are stated for parking, a turning circle for vehicles, or disposal of waste water. We note that this application is retrospective. | 17/02150/FUL | Land North Of Freemans Yard, Bone Lane, Newbury for Mr N Toto | Car wash and valeting with canopy for drying |
| 24 | No objection, provided that the proposed sign is not on or close to Highways land. | 17/01748/ADV | Plenty Close, Hambridge Road, Newbury for Canmoor Developments | Proposed freestanding directory sign |
| 25 | No objection | 17/02112/LBC2 | 31 Shaw Road, Newbury for Thomas Malton | Installation of French doors to replace existing window at rear of the house. Removal of existing (modern) studwork infill and creation of a new opening between existing dining room and back stair lobby. Blocking in of existing doorway to dining room. Installations of new kitchen fittings etc. |
| 26 | No objection | 17/02077/ADV | 4 Market Place, Newbury for Corn Exchange Trust | Vinyl's to be applied to inside of windows indicating activities in The Corn Exchange |
| 27 | No objection, on condition that agreement is reached with the Tree Officer on tree planting and landscaping. We recommend consulting with the Town Council on the proposed public art. | 17/01892/RESMAJ | 115 London Road And Part Of Merchant Court, Kelvin Road, Newbury for Rissance Land Limited | Approval of reserved matters following outline planning permission 16/00924/OUTMAJ (Development of 35 apartments containing a mixture of 1, 2 and 3 bedrooms and 1,700sqm B1 Office Space. Matters to be considered: Access, Layout and Scale). Matters to be considered: Appearance and Landscaping |
| 28 | No objection, on condition that: 1) The arrangements to protect and record archaeology on the site are acceptable to the Archaeology Officer; 2) Suitable traffic control is constructed at the Bath Road entrance to the site, taking account of the curvature and slope of the road at that point and the speed and volume of traffic. | 17/02092/OUTMAJ | Land at Covered Reservoir, Bath Road, Speen, Newbury for Sir Richard Sutton Ltd | Hybrid planning application comprising an outline planning application for up to 93 dwellings and associated works - all matters reserved; a change of use of land from agricultural to public open space; a changes of use of land to provide extension to existing allotments; and a full planning application for the erection of 11 new dwellings, new access and associated works on previously developed land |
| 29 | No objection, on condition that: 1) The arrangements to protect and record archaeology on the site are acceptable to the Archaeology Officer; 2) Suitable traffic control is constructed at the Bath Road entrance to the site, taking account of the curvature and slope of the road at that point and the speed and volume of traffic. | 17/02093/OUTMAJ | Land Off Lambourn Road, Speen, Newbury for Sir Richard Sutton Ltd | Outline planning application for up to 14 dwellings and associated works - all matters reserved except access |

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| 30 | No objection | 17/01987/HOUSE | 4 Pyle Hill, Newbury for Paul Hutchins | Section 73A: Variation of Condition 2 - Approved plans, of planning permission reference 17/00145/HOUSE (Single storey rear extension and modifications to front elevation to incorporate bicycle store). Amendments to existing drawings (bay window) and to proposed store. |
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PLANNING AND HIGHWAYS COMMITTEE MEETING

11 SEPTEMBER 2017

SCHEDULE OF PLANNING APPLICATIONS

Members are requested to consider the following Planning Applications, details of which will be tabled at the meeting and which are available for reference At the Town Hall prior to the meeting.

| RUNNING ORDER | WARD | APPLICATION NUMBER | LOCATION AND APPLICANT | PROPOSAL |
|---------------|----------------|---------------------------------|--|--|
| 1 | BRUMMELL GROVE | 17/02155/HOUSE | 85 Digby Road, Newbury for Jamie Trim | Rear single storey extension to provide replacement kitchen. Internal alterations to form ground floor bedroom |
| 2 | CLAY HILL | 17/02445/FULD | Land North Of Ham Mill Cottage, London Road, Newbury for Millwaters Trust | S73. Variation of Condition 2: Approved Plans; of approved application 17/01027/FULD [S73 Application for a single dwelling and associated works (Revision to planning permission 14/00612 for the erection of a single family dwelling house)]. |
| 3 | FALKLAND | 17/02465/HOUSE | 42 Gorselands, Newbury for Mr & Mrs Gruar | Conservatory |
| 4 | NORTHCROFT | 17/02339/HOUSE | 5 Berkeley Road, Newbury for James & Maxine Potter | Small single storey extension to the rear of the property. The extension will house a utility and WC |
| 5 | NORTHCROFT | 17/02442/HOUSE | 107 Craven Road, Newbury for Caroline Atkin | A single storey rear extension |
| 6 | NORTHCROFT | 17/01925/HOUSE | 2 Maple Crescent, Newbury for Mr & Mrs Munro | New two storey extension |
| 7 | ST JOHNS | 17/02351/HOUSE | 40 Howard Road, Newbury for Mr & Mrs Timothy Davies | Single storey rear extension |
| 8 | ST JOHNS | 17/02298/FULD | Land Adjacent to 9 Hampton Road, Newbury for SC and EL Woodhead | Erection of one bedroom end terrace with associated landscaping and private amenity space |
| 9 | ST JOHNS | 17/02419/HOUSE | 42 Monks Lane, Newbury for Mr Smith | Proposed two storey side extension |
| 10 | VICTORIA | 17/02319/HOUSE | 3 Doveton Way, Newbury for Miss S Moseley & Mr Devereux | Demolish existing conservatory and replace with single storey rear extension |
| 11 | VICTORIA | 17/02287/FULD | 86 Northbrook Street, Newbury for Trustees Of Sir Thomas White's Charity | Conversion of rear first floor and first and second floor of Grade II listed building from B1 office to 4 no. two bed apartments |
| 12 | VICTORIA | 17/02288/LBC2 | 86 Northbrook Street, Newbury for Trustees Of Sir Thomas White's Charity | Conversion of rear first floor and first and second floor of Grade II listed building from B1 office to 4 no. two bed apartments |
| 13 | VICTORIA | 17/01939/LBC2 | 30 Market Place, Newbury for RBS / NATWEST | RBS are proposing to install new cisco wireless access points within the branch to provide access to wireless Internet within the site |
| 14 | VICTORIA | 17/01999/RESMAJ | Land To The Rear Of 1 - 15 The Broadway, Newbury for Praxis Real Estate Management Ltd | Approval of reserved matters following outline permission 14/00146/OUTMAJ - Outline Application: Development of 72 Flats. Matters seeking consent: Landscaping |
| 15 | VICTORIA | 17/02193/FUL | 87 - 89 Northbrook Street, Newbury for Bank of Ireland | Installation of Bank of Ireland ATM with reflective advertising collar surround. ATM to be installed RHS of front elevation when viewed from street in a POD |

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|----|--------------------------------------|---------------------------------|---|--|
| 16 | VICTORIA | 17/02434/FUL | 143 - 145 Bartholomew Street, Newbury for H.I.G Luxembourg Holdings 77 Sarl | Change of use of vacant A1 retail unit to A4 bar/restaurant |
| 17 | VICTORIA | 17/02166/FULD | 39 Oxford Street, Newbury for Trustees Of Festival House Business Centre Pension Fund | Change of use of existing building in office use to residential use (4 no. 2 bed flats). |
| 18 | VICTORIA | 17/02443/LBC2 | 1 Northbrook Street, Newbury for West Cornwall Pasty Co | An external re-decoration and new signage (replacement like for like). Small internal modifications to the counter and equipment changes. Re-decoration throughout the interior by way of painting only. New signage internally like for like. An addition of a 49 inch portrait POS screen to the interior window facing the street |
| 19 | VICTORIA | 17/02332/LBC2 | The Old Town Hall, Market Place, Newbury for Newbury Town Council | Erection of 300mm x 400mm blue 'Visitor Information' sign affixed to the Town Hall, Market Place. The sign is currently on the Mark Place Side of the Town Hall but needs to be moved to the main reception of the Newbury town Council on Mansion House Street |
| 20 | VICTORIA | 17/02308/ADV | The Old Town Hall, Market Place, Newbury for Newbury Town Council | 1 x Visitor Information sign |
| 21 | VICTORIA | 17/01137/LBC2 | 4 St Marys Place, Newbury for Graham Wilks | Replacement of wooden dormer window at rear of second floor attic bedroom with PVC-u equivalent |
| 22 | Adjacent Parish (VICTORIA) | 17/02312/RESMAJ | Newbury Racecourse, The Racecourse Newbury for Newbury Racecourse | Approval of reserved matters following Outline Permission 14/03109/OUTMAJ . Matters seeking consent: Appearance and Layout. Amendments to Pall Mall and Royal Box |

APPLICATION FOR PRIOR APPROVAL

These are applications for Prior Approval under the 2013 amendments to Permitted Development. Because West Berkshire Council are required to inform nearby residents and display a public notice, West Berkshire Council is notifying the Parish / Town Council of the proposals in case interested parties should contact us. However, **we are not required to comment** and the decision can only be taken based on the criteria set out in The Town and Country Planning (General Permitted Development) (Amendment) (England) Order 2013 [SI 2013No1101]. **Please be aware NTC are not allocated plans for us to consider,** but on-line details are available via the Application Number link.

| RUNNING ORDER | WARD | APPLICATION NUMBER | LOCATION AND APPLICANT | PROPOSAL |
|---------------|------------|--------------------------------|--|---|
| 1 | NORTHCROFT | 17/02307/PACOU | 78 London Road, Newbury for Wallwork Sturmer LLP | Application to determine if Prior Approval is required for the Change of Use of offices (B1a) to 27 studio apartments |

PLANNING AND HIGHWAYS COMMITTEE MEETING

11 SEPTEMBER 2017

SCHEDULE OF PLANNING DECISIONS & RECOMMENDATIONS MADE BY WEST BERKSHIRE
COUNCIL (WBC)

| APPLICATION NO. | LOCATION AND APPLICATION | PROPOSAL | NTC OBSERVATIONS |
|--------------------------------------|---|---|---|
| 17/00138/HOUSE | 112 Shaw Road, Newbury for Mr Sami Gabriel | Demolition of extensions to the rear of property and erection of new two storey extension. Demolition of existing Nissan workshop and replacement with single storey workshop. | Objection that the identified 17/18 century roof should be retained and that the workshop be incidental to the dwelling |
| WBC final decision – Approved | | | |

| APPLICATION NO. | LOCATION AND APPLICATION | PROPOSAL | NTC OBSERVATIONS |
|-------------------------------------|--|---------------|------------------|
| 17/01890/HOUSE | 42 Gorselands, Newbury for Mr and Mrs Gruar | Conservatory. | No objection |
| WBC final decision – Refused | | | |

| APPLICATION NO. | LOCATION AND APPLICATION | PROPOSAL | NTC OBSERVATIONS |
|--------------------------------------|---|--|---|
| 17/00705/FULD | 13 Rockingham Road, Newbury for Vokins Construction and Sons Limited | Replace a single detached residential dwelling and garage with two semi-detached townhouses with integral car ports. | Newbury Town Council: Objection/comment. 1) These would be the only 2½ storey houses in the town house style in Rockingham Road, and would be out of keeping especially with its western side, which largely consists of houses with detached garages. 2) The northern proposed house would significantly overshadow the side windows and front door of No. 11, whose front door is to the side. 3) The application would remove several on-street parking positions, in a road where all on-street parking is fully used. If the application is approved, strict conditions should be applied to hours of work, waste disposal, delivery of materials, and noise and dust control. No comments received for revised plans |
| WBC final decision – Approved | | | |

| APPLICATION NO. | LOCATION AND APPLICATION | PROPOSAL | NTC OBSERVATIONS |
|-------------------------------------|---|---|----------------------------|
| 17/01924/ADV | 91 Northbrook Street, Newbury for TUI UK Limited | One non-illuminated fascia sign, one non-illuminated projecting sign, one reverse applied digitally printed graphics. | Town Council: No objection |
| WBC final decision – Refused | | | |

| APPLICATION NO. | LOCATION AND APPLICATION | PROPOSAL | NTC OBSERVATIONS |
|--|--|---|---|
| 17/01585/PACOU | Unit 4, 36 Queens Road, Newbury for Mursell and Co | Application to determine if Prior Approval is required for conversion of first floor office accommodation into two one bedroom flats. | Objection/comment: This part of Queens Road is now entirely occupied by offices. We do not agree with the conversion of office space to residential use, thereby losing commercial space which is needed for the attraction of new businesses to Newbury and the growth of existing businesses |
| Notification received from WBC – WITHDRAWN by applicant | | | |

| APPLICATION NO. | LOCATION AND APPLICATION | PROPOSAL | NTC OBSERVATIONS |
|--|---|---|---|
| 17/01006/HOUSE | 64 Kingsbridge Road, Newbury for Mr and Mrs Lewis | Rear two storey extension to provide additional bedroom and ground floor utility area | No objection/comment: subject to the Highways Officer being happy with the requested Parking Plan |
| Notification received from WBC – WITHDRAWN by applicant | | | |

PLANNING AND HIGHWAYS COMMITTEE MEETING

11 SEPTEMBER 2017

SCHEDULE OF LICENSING APPLICATIONS

| LICENCE | APPLICANT(S) | PREMISES |
|---|---|--|
| Licensing Act 2003 (Premises Licences & Club Premises Certificates) Regulations 2005 Premises Licence – New Ref: 17/01131/LQN | Applicant: Mr Adrian Peter Wiley Location: Wau, 49 Cheap Street, Newbury, Berkshire, RG14 5BX | Proposal: Recorded Music & Supply of Alcohol - Monday to Sunday from 11:00 to 23:00 |

Newbury Town Council**Public Report****Report to: Planning and Highways Committee, 11 September 2017****Agenda Item No 9: Review of the Council's Strategy**

The Council's Strategy will be reviewed at the meeting of full Council on 30 October. The review will focus on the aims and objectives of the Council for the next 2 years. Each Committee of the Council is invited to make recommendations to the Strategy Working Group for consideration in the review.

Background

The Council's Strategy is reviewed on an annual basis and reported on half-yearly. Each Committee of the Council is invited to put forward recommendations for projects which it would like to see completed over the next 2 years.

Objective

The Council's Strategy sets out our aims and objectives, and 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 wishes 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.

Process

The Council's Strategy Working Group will review the current Strategy and any recommendations received and propose a draft review for consideration by full Council on 30 October.

Financial and Legal implications

Any financial implications will be reviewed in the Council's budget-setting process.

As the Council can now exercise The General Power of Competence, it is legally empowered to deliver a wide range of services and functions.

Consultation:

The Council's Committees are invited to make proposals for inclusion in the review and the Working Group would also consider any proposals that Members might like to put forward.

Other information

The Strategy is a "Live" document, which reflects the aims and objectives of the Council and assists the Council and the public to identify our priorities for finances and service delivery.

Recommendation(s)

That the Planning and Highways Committee puts forward any projects it wishes to prioritise for inclusion in the review of the Council's Strategy.

Signed: Hugh Peacocke
Chief Executive Officer

4 September 2017

NEWBURY TOWN COUNCIL

STRATEGY 2016-2021

Adopted November 2015

Reviewed October 2016

1 INTRODUCTION

This Strategy sets out our aims and objectives, and provides the policy framework within which the elected Members make decisions and the Officers (staff) conduct their day-to-day work.

It has been developed in order to drive our short, medium and long-term goals and to inform our budget-setting and expenditure.

It is reviewed regularly and revised as required

2 THE TOWN COUNCIL'S STRATEGIC OBJECTIVES

Newbury Town Council exists to serve the citizens of Newbury. It is a catalyst for the development of activities, facilities and services within the town.

The Town Council's overall objectives are to:

- SO1 Provide services responsive to the needs and aspirations of the citizens of Newbury;
- SO2 Provide services that are sustainable and represent excellent value for money;
- SO3 Deliver services in partnership with others where this offers best value;
- SO4 Provide services that are recognisable as being delivered by Newbury Town Council;
- SO5 Provide a channel for the citizens of Newbury to express their needs and preferences;
- SO6 Act as a facilitator for action that will improve and enhance life for everyone who lives in, works in, learns in or visits our town;
- SO7 Work towards the development of a Newbury Town Plan;
- SO8 To develop Victoria Park as a first class amenity and recreational area for the benefit of all the citizens of Newbury;
- SO9 Work in partnership with others to ensure a continuous improvement in the appearance of our town

3 THE TOWN COUNCIL'S POLICIES

To ensure that what we do every day is always focused on meeting our overall objectives, we have adopted specific policies to provide a clear framework for our daily work and decision-making.

Our policies are set out under six equally important Policy Area headings:

- PA1. Environment and Sustainability;
- PA2. Communication and Consultation;
- PA3. Community Leadership;
- PA4. Enhancing and Protecting the Town's Facilities;
- PA5. Provision of Services;
- PA6. Equality and Diversity.

This section sets out our position on each of the Policy Areas.

Policy Area 1 – Environment and Sustainability

Newbury Town Council recognises that it has an important community leadership role to play in helping Newbury's residents and businesses capture the opportunities and benefits of taking action on climate change and to promote sustainability.

With this in mind, we will:

- PA1.1 **Use local suppliers** wherever possible;
- PA1.2 **Work** to safeguard the vitality of the local economy, ensuring that any adverse impact on the environment and the quality of life in Newbury and its surrounding area is minimised;
- PA1.3 **Minimise waste** created by the Council and the services we provide;
- PA1.4 **Recycle waste** created by the Council and the services we provide wherever possible;
- PA1.5 **Protect** and enhance public open space in the town;
- PA1.6 **Encourage biodiversity** and habitat variety in our parks and other assets;
- PA1.7 **Actively pursue** and encourage the use of renewable energy;
- PA1.8 **Encourage** activities, development and transport plans that promote the health and wellbeing of, and respect for, all our citizens and visitors;
- PA1.9 **Work** to retain and promote Newbury's Fairtrade Town status;

PA1.10 **Work** with West Berkshire Council to ensure a sustainable transport policy.

Policy Area 2 – Communication and Consultation

We will strive to maintain openness and transparency in our actions and decision making. We will actively seek to hear the needs and desires of people in Newbury, and will respond as quickly and as comprehensively as possible within the limits of our resources and other constraints.

In order to achieve this, we will:

- PA2.1 **Make** ourselves available to the public by holding Saturday morning surgeries;
- PA2.2 **Encourage** public attendance at meetings of the Council;
- PA2.3 **Encourage** public questions at Council meetings;
- PA2.4 **Make** our information, public meetings and records as widely accessible as possible;
- PA2.5 **Maintain** an up-to-date public website that is informative and easy to access and use;
- PA2.6 **Publish** and distribute an annual newsletter, with the Precept Leaflet;
- PA2.7 **Consult** on issues of significance to Newbury, using tools such as public meetings, surveys, questionnaires, petitions, etc.
- PA2.8 **Respond** promptly to complaints and act as quickly as possible to resolve them.

Policy Area 3 – Community Leadership

We will use all the tools at our disposal to engage our community in making their own difference. We will encourage public engagement with both the Town Council and local democracy, we will work closely with other stakeholders, and we will organise and support a wide variety of ceremonial and civic occasions.

In order to achieve this, we will:

- PA3.1 **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;
- PA3.2 **Work** closely with West Berkshire Council, the Business Improvement District (BID) and other organisations that are important to the success and wellbeing of the town and its residents;
- PA3.3 **Support** and encourage the devolution of decision-making and service delivery to the lowest appropriate level;
- PA3.4 **Support** Remembrance Day and other important civic events;
- PA3.5 **Run** and sponsor Newbury's annual Civic Award scheme;
- PA3.6 **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;
- PA3.7 **Support** the Newbury Youth Council (NYC);

- PA3.8 **Promote** annual events for Local Democracy Week, in particular for young people.

Policy Area 4 – Enhancing and Protecting Town Facilities

We will enhance and preserve Newbury's heritage, environment, community and cultural vibrancy, and we will protect the town from excessive, unsustainable and conflicting development.

In order to achieve this, we will:

- PA4.1 **Promote** arts, leisure and sporting activities in the town through our Arts and Leisure Strategy and work programme;
- PA4.2 **Lobby** the Local Planning Authority as appropriate;
- PA4.3 **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;
- PA4.5 **Work** with others to ensure a vibrant town centre;
- PA4.6 **Work** with others to ensure Newbury is a safe, attractive and friendly place in which to live, work, shop, learn and play;
- PA4.7 **Maintain** the assets of the Town Council and ensure public access to them;
- PA4.8 **Promote** events and activities that recognise, highlight and protect the town's traditions, heritage and history;
- PA4.9 **Promote** Newbury in Bloom to raise civic pride and encourage and acknowledge efforts by the community, businesses, residents and other organisations of Newbury;
- PA4.10 **Work** in partnership with others to improve the range of facilities in our town.

Policy Area 5 – Provision of Services

We will deliver well-managed services to the town, using direct labour or contractors as appropriate, and always ensure value for money while using local labour and suppliers where possible.

In order to achieve this, we will:

- PA5.1 **Provide** efficient and customer-responsive action in all of our service areas;
- PA5.2 **Maintain** a budget explicitly for local environmental improvement capital projects such as footway lighting, public benches, litter/dog bins, salt/grit bins, and tree planting;
- PA5.3 **Promote** the use of the Town Hall as a venue for meetings, conferences, receptions, the celebration of weddings, etc;
- PA5.4 **Run** regular high quality markets;

- PA5.5 **Maintain and Run** high quality allotments;
- PA5.6 **Maintain and Run** cemeteries to a high standard;

- PA5.7 **Maintain and Run** high quality parks, playground and leisure spaces/ facilities;
- PA5.8 **Maintain** high quality open spaces;
- PA5.9 **Provide** bus shelters in appropriate locations;
- PA5.10 **Provide** and maintain public conveniences;
- PA5.11 **Provide** roadside salt/grit bins in appropriate locations;
- PA5.12 **Provide and maintain** benches and other street furniture in appropriate locations;
- PA5.13 **Provide and maintain** trees, flower beds, hanging baskets and other plantings in appropriate locations;
- PA5.14 **Provide** brochures, maps, signage and other information for the benefit of visitors to Newbury;
- PA5.16 **Support** Community safety, including Town Centre CCTV through working with partners in this area;
- PA5.17 **Support and promote** community events through financial assistance and/or provision of venues and facilities;
- PA5.18 **Explore** efficiency savings through joint working with the District Council and other parish and town councils;

- PA5.19. **Provide** and maintain clean drinking water facilities.

Policy Area 6 – Equality and Diversity

Newbury Town Council is fully committed to equality for all and to fully recognising and embracing diversity in our community.

We will fulfil our duties and responsibilities under, and act in accordance with both the spirit and the requirements of, the Equality Act 2010, the Public Sector Equality Duty set out in it, and any other relevant legislation.

4 TARGETS FOR THE NEXT FOUR YEARS (2017 – 2021)

It's important that we make measurable progress towards achieving our overall objectives, which means in turn we need to be able to demonstrate that we are making progress towards delivering the policies set out under each of the Policy Areas.

Therefore we have set ourselves specific targets for the short and medium term, each of which relates back to one or more specific Policies.

SHORT-TERM TARGETS

This is what we plan to do in the next 12 months:

- TS1. **Complete** repairs and reinstatements in Victoria Park following the damage suffered since 2010
- TS2. **Produce** a detailed schedule of s106/CIL funds held and proposed spending plans [PA4.1, PA4.4, PA4.7] to expend S106 funds we hold for the purpose of meeting the plans identified;
- TS3. **Review** the future direction of the Newbury Art Trail and the NATSG
- TS4. **Re-energise** the Fairtrade Town initiative
- TS5. **Improve** use of Facebook and Twitter and create a “Mobile-friendly” Town Council website as a means of engaging with the public
- TS6. **Pursue** joint working initiatives with Thatcham Town Council and other Parishes to achieve efficiency savings in service delivery
- TS7. **Review** Newbury Town Council’s current asset register and put forward proposals for best use/value
- TS8. **Review** the Newbury Town Design Statement
- TS9. **Prepare** an operational plan to create the Town Plan.
- TS10. **Report back** to the Council’s Planning & Highways Committee about West Berkshire Council’s sustainable transport Policy
- TS11. **Keep abreast** of Localism and Big Society initiatives and impacts

MEDIUM-TERM TARGETS

Some things will take longer to do, so we have also set ourselves targets which we plan to achieve in the next 3 years:

- TM1. **Lobby** and work with West Berkshire Council to devolve appropriate assets and services to us [PA3.3];
- TM2. **Work** with West Berkshire Council and others to continue Local Listing in West Berkshire in order to enhance the protection of character buildings in the town [PA4.2, PA4.5, PA4.6, PA4.8];
- TM3. **Promote** and encourage retail investment, *in the Town Centre, south of the Canal Bridge* [PA3.2]
- TM4. **Enhance** the Town Hall as an ongoing project
- TM5. **Provide** a café in Victoria Park to replace the existing kiosk and provide a

suitable facility for the rejuvenated park

- TM6. **Construct** new changing rooms in Victoria Park to meet the needs of the improved facilities at the football pitch and the tennis courts

5 THE LONGER TERM

We recognise that Newbury Town Council has a responsibility to look further ahead, too, and with this in mind we are committed to a number of ongoing and longer term activities:

- TL1. **Encourage** the development of low-cost (inexpensive) and Affordable (social) housing throughout the town to meet identified local needs
- TL2. **Encourage** residents' participation in social, recreational and sporting activities
- TL3. **Implement** projects that improve the appreciation of heritage and conservation to the public
- TL4. **Prepare** a Newbury Town Plan which fully meets the objectives of Newbury Town Council's Strategy.

Councillor Dave Goff

Leader

Newbury Town Council

November 2016