

26 January 2022.

To: All Members of Newbury Town Council

Dear Councillor,

You are required to attend a meeting of **Newbury Town Council** to be held in the Council Chamber **at 7.30 pm Monday 31 January 2022.**

The meeting is open to the press and the public.

Yours sincerely,

Hugh Peacocke
Chief Executive Officer

AGENDA

1. Apologies for absence

Chief Executive Officer

2. Declarations of interest and dispensations

Town Mayor / Chief Executive Officer

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

3. Minutes (Appendix 1)

Town Mayor

To approve the minutes of a meeting of Newbury Town Council held on Monday 18 October 2021.

4. Questions and Petitions from members of the public

Town Mayor / Chief Executive Officer

5. Members' Questions and Petitions

Town Mayor / Chief Executive Officer

Please note that questions from Councillors or Members of the public must be submitted in writing by 2 pm on Friday 28 January 2022.

Town Hall, Market Place, Newbury, RG14 5AA

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🌐 www.newbury.gov.uk

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Making Newbury a Town
we can all be proud of.

6. Greenham Common Trust at 25 Years (Appendix 2)

Town Mayor

To Receive a presentation from Chris Boulton, CEO of Greenham Trust, on the work of the Trust over the past 25 years.

7. Community United, West Berkshire

Town Mayor

To Receive a presentation from Community United, West Berkshire.

8. BID Ballot (Appendix 3)

Town Mayor

8.1 To receive the BID Business plan 2022-2027 and

8.2 To resolve to vote in favour of retaining the BID for another 5-year term

9. Town Mayor's Report (Appendix 4)

Town Mayor

10. Leader's Report (Appendix 5)

Leader of the Council

11. Chief Executive Officer's Report (Appendix 6)

Chief Executive Officer

12. Notice of Motion (Appendix 7)

Town Mayor

Notice of Motion received from Councillor Vaughan Miller

That this Council:

- 1) Supports, in principle, the parts of the upcoming Employment Bill which would make it a legal requirement for employers to pass on all tips and service charge payments to workers without any deductions, a compulsory Statutory Code of Practice ensuring tip fairness and transparency, and a right for workers to make a request for information relating to an employer's tipping record.
- 2) Writes to the Secretary of State for Business, Energy and Industrial Strategy, The Rt Hon Kwasi Kwarteng MP, to express our support for these parts of the Bill and request that this legislation be brought forward as soon as possible.
- 3) Writes to West Berkshire Council to request they likewise express their support for these parts of the Bill and request that this legislation be brought forward as soon as possible.

13. Council Strategy 2019 to 2024 (Appendix 8)

Town Mayor

To Approve the review of the Council's Strategy 2019 to 2024.

14. 2022/2023 Budget and Precept (Appendix 9)

Councillor Martin Colston, Chairman of the Policy and Resources Committee

14.1. To note that the Policy & Resources Committee resolved on 17 January to adopt a budget for 2022/23, as shown at Appendix 9 and recommends that the Council sets an overall budget expenditure of £

14.2. To resolve to adopt the budget for Financial Year 2022/2023 and raise a precept of £1,180,623 for the year

14.3. To resolve that a leaflet explaining to the public how the precept is to be used during 2022/23 is produced, with that leaflet to be distributed to each household in Newbury and published on the Council's website.

15. Schedule of Meetings for the Municipal Year 2022-23 (Appendix 10)

Town Mayor

To note the schedule of meetings for the Municipal Year 2022-23.

16. The proposed Victoria Park Community Café (Appendix 11)

Town Mayor

16.1 To resolve to seek the approval of the Secretary of State for Levelling Up, Housing and Communities to apply for a Public Works Loan Board loan of up to £300,000 towards the construction of the new Community café in Victoria Park

(it is not intended to increase the Council Tax precept for the purpose of the loan repayments) (Appendices 11.1 and 11.2)

16.2 To receive an update from the Chair of the Victoria Park Subcommittee, Councillor Roger Hunneman and the Council's Community Services Manager on proposals and arrangements for the Council's proposed Community Café in Victoria Park.(Appendix 11.3)

16.3 To resolve to affix the Council's seal to the licence for alterations to the Council's lease of Victoria Park, to allow the construction of the proposed Community Café.

17. Committees

Town Mayor / Committee Chairpersons

To receive the minutes of meetings of the Town Council's Committees:

Planning & Highways	25 October 2021	(already circulated)
Planning & Highways	15 November 2021	(already circulated)
Civic Pride, Arts & Leisure	29 November 2021	(already circulated)
Planning & Highways	30 November 2021	(already circulated)
Planning & Highways	6 December 2021	(already circulated)
Community Services	13 December 2021	(already circulated)
Planning & Highways	05 January 2022	(already circulated)
Policy & Resources	17 January 2022	(draft circulated)
Planning and Highways	24 January 2022	(draft circulated)

18. Climate Emergency Working Group Report & Recommendations (Appendix 12)

Councillor Chris Foster, Chairman of the Climate Change Working Group

To receive the report of the Climate Emergency Working Group.

19. Work Programme for Full Council (Appendix 13)

Town Mayor

To note the Work programme and agree any changes that Members resolve to make to it.

**Minutes of The Annual Meeting of Newbury Town Council
Held in the Council Chamber, Town Hall, Newbury,
at 7.30 pm on Monday 18 October 2021.**

The meeting was preceded from 7.00 pm by a briefing from the Civic Manager on the arrangements for Remembrance Sunday, 14 November, 2021.

Present

Councillors Phil Barnett, Jeff Beck, Martin Colston, Billy Drummond (Town Mayor), Jo Day, Nigel Foot, Chris Foster, Jon Gage, Roger Hunneman, David Marsh, Steve Masters, Vaughan Miller, Andy Moore, Gary Norman, Elizabeth O'Keeffe, Erik Pattenden, Pam Lusby Taylor and Sarah Slack

Officer in Attendance

Hugh Peacocke – Chief Executive Officer

30. Apologies for absence

Apologies received from Councillors Sue Farrant, Stuart Gourley, Olivia Lewis, Martha Vickers and Tony Vickers

Absent: Councillor Jon Gage

31. Declarations of interest and dispensations

Councillors Phil Barnett, Jeff Beck, Billy Drummond, David Marsh, Steve Masters, Andy Moore and Erik Pattenden are also Members of West Berkshire Council, which is declared as a general interest on their behalf and a dispensation is in place to allow them to partake in discussions relating to West Berkshire Council business.

32. Minutes of the meeting of Newbury Town Council held on Tuesday 22 June 2021

Proposed: Councillor Steve Masters

Seconded: Councillor Martin Colston

Resolved: To approve the minutes of the meeting of Newbury Town Council held on Tuesday 22 June 2021 as a true record of the meeting.

Councillor Erik Pattenden abstained as he was not present at the meeting on 22 June 2021.

33. Questions and Petitions from Members of the Public

Question received from Mr. Allan Mercado

- A) *Does the Newbury Town Council believe that the mayoral chain should be safely locked away and not worn on public events either in the town or county of Berkshire?*

The Mayor responded as follows:

The Chain Of Office holds important civic and historical significance to the town and has been worn by elected Mayors since 1884. Newbury's chain of office is held at very high regard in comparison to others around the country and makes for very interesting conversation at mayoral engagements. It is also one of the few pieces of civic regalia on regular display for public viewing when worn by the Mayor.

As part of our insurance policy, when an engagement calls for the Mayor to wear the Chain of Office they will be accompanied by the Mayor's Attendant. The role of Mayor's Attendant is to provide safety to the Chain of Office whilst it is being worn in public and is a very specific role to provide the appropriate security for the chain to be on public display. With this role in place, and following our insurance practices, there are appropriate measures for the Chain Of Office to be worn in public and enjoyed by many members of the community who will learn more about the civic history of Newbury.

When the Chain of Office is not in use, it is safely locked away.

Mr. Mercado, do you have a supplementary question?

Mr. Mercado asked that the response be sent to him in writing.

B) *Question received from Mrs. Paula Saunderson. As Mrs Saunderson was not in attendance, The Chief Executive officer had circulated the full question to all members.*

This relates to Agenda items and updates in respect of the Victoria Park Community Café. There is no mention of this aspect in the paperwork and it is an important unresolved Condition of Approval.

The Mayor responded as follows:

The Council has received planning permission for this project and our officers are working with the professional design team and the planning authority to discharge all of the conditions of the planning permission. When this is completed we will be in a position to prepare our design brief and to go to tender to construct the community café.

Please note that later in the meeting we will be seeking approval to apply for a loan up to £300,000 towards the cost of the café. Assuming we get approval for the loan, we will not draw down any monies unless we need to do so.

A) Councillor Jon Gage asked the following question:

Members may be aware that located in the Nightingales area of Newbury there is a multi-use games area or 'MUGA pitch' which should be providing an excellent recreational facility for that local community. However, despite efforts by several parties to get this facility open to the public it remains closed. Can I ask what steps this council can take to get this games area open for local community use where I am sure it will be a much-appreciated local facility?

The Mayor responded as follows:

We are well aware of the MUGA attached to The Willows Primary School in the Nightingales. As Councillor Gage has said, it is an excellent recreational facility and we agree that it should be made more accessible for the community living in that area.

It is Government policy that schools should explore with their communities ways in which their facilities can be of greater benefit to the community.

The MUGA at the Willows Primary School was paid for by taxpayers and by local development contributions under section 106. Indeed, I was successful in getting a members' bid from West Berkshire Council of £30,000 towards the overall cost of £35,000 to upgrade the MUGA.

It is only fair that the community should have more access to these facilities. This is especially the case after school hours, at weekends and during school holidays, when children most need these facilities and when they are unused and empty.

The MUGA at the Willows is a purpose-built facility, with high security and good access control. The school should engage with responsible community groups to explore options to make the MUGA available to them. Groups such as The Greenham Community Youth Project could really benefit from access to the MUGA and we are confident that they would work with the school to ensure that any access is safe and properly controlled.

If Councillor Gage agrees we will take the following actions:

- 1. The Council will write to the School's governing body and to West Berkshire District Council calling on them to immediately engage with community groups in the Nightingales area to invite them to use the MUGA and to agree reasonable terms and conditions with them for this.*
- 2. We will ask our dual-hatted members to pursue this matter at District Council level, and*
- 3. We will also ask the Governing body and West Berkshire Council to report back to us within 3 months to advise us of the progress they are making in this matter.*

Councillor Gage, do you have a supplementary question?

Councillor Gage replied that he was happy with the Mayor's response.

35. Suspension of Standing Orders

Councillor Phil Barnett told the meeting that he had an urgent question to ask following the recent attacks at MPs surgeries .

Proposed: Councillor Phil Barnett

Seconded: Councillor Vaughan Miller

Resolved: That standing Orders be suspended to allow Councillor Barnett to put an urgent question to the meeting.

The question was as follows:

"In view of recent attacks at MPs surgeries does the risk assessment for councillors surgeries need to be reviewed?"

The Mayor responded that the Council would do so.

36. Citizens' Advice West Berkshire

The Mayor invited Ms. Sue Mackie, Chief Executive, Citizens Advice West Berkshire to make a presentation on their work in Newbury and in particular the use of the Town Council's ongoing funding.

The meeting thanked all at Citizens' Advice for the excellent work they did for the people of Newbury and West Berkshire.

The Mayor and the Chairman of the Policy and Resources Committee made a presentation to Ms. Mackie of the council's contribution for 2021-22 of £20,000 to Citizens Advice West Berkshire.

37. Town Mayor's Report

The meeting received the Town Mayor's report

38. Leader's Report

The meeting received the Leader's report

39. Chief Executive officer's Report

The meeting received the Chief Executive Officer's report

40. Notice of Motions

A) Submitted by Councillor Vaughan Miller

To amend Paragraph 1.G.8. a) of the Council's Strategy 2019-2024 to read as follows:

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

8. Lobby WBC to:

a) Provide a first-class football ground and stadium to enable Newbury's Men's, Ladies and Youth teams to aspire to play football at a level equivalent to the size and importance of the town (National League for a men's team, Southern Premier for a women's team). The aspiration of this council is for the ground to remain within a short walking distance of the town centre, allowing for footfall to increase as the clubs grow up their league structures and attract more home and away fans, with all the benefits to the town's businesses that that implies.

Inability to provide a suitable alternative site should result in the ground on Faraday Road being redeveloped with 3G pitches, providing higher availability for matches and training for the community, and be scalable so it can grow from an initial Step 4 level to higher levels up to Step 1 (National League/Southern Premier) should our teams' success require it.

In proposing the motion, Councillor Miller also commented on the good work that this Council had done to ensure that the football ground retained its status as an Asset of Community Value.

Proposed: Councillor Vaughan Miller

Seconded: Councillor David Marsh

Resolved: That the Council supports the motion as presented.

B) submitted by Councillor Chris Foster: (Appendix 5)

That this Council resolves:

- 1. To declare its Support for the Climate and Ecology Bill.*
- 2. To write to the CEE Bill Alliance, the organisers of the campaign for the Bill, expressing support (joinus@ceebill.uk).*
- 3. To write an open letter to Laura Farris MP (shared with our residents through local and social media) urging her to:
 - i) sign up to support the Climate and Ecology Bill, and*
 - ii) lobby the UK government to push for COP26 to adopt a carbon budget that would limit warming to 1.5 °C.**
- 4. To refer the matter to the Council's Strategy Working Group to consider how the Council might respond to the ecological emergency, and*
- 5. For the Working Group to consider how to prioritise a joined-up approach to the climate and ecological emergency in the annual strategy review and forthcoming budget allocations for 2022/23*

Proposed: Councillor Chris Foster

Seconded: Councillor Martin Colston

Resolved: That the Council supports the motion as presented.

41. Committees

The Council received the minutes from the following meetings:

- | | |
|--------------------------------|---------------------------------------------------------------------------|
| • Community Services Committee | 28 June and 20 September |
| • Planning & Highways | 21 June, 12 July, 2 August, 23 August,
13 September, 4 October (draft) |
| • Civic Pride, Arts & Leisure | 5 July and 6 September |
| • Policy & Resources | 19 July and 11 October (Draft) |

42. Local Democracy Working Group

Councillor Jo Day, Chairman of the Local Democracy Working Group updated the Council on the Local Democracy Programme 2021. It was noted that a very busy programme for the primary schools had been disrupted by outbreaks of Covid-19 in some schools. However, the schools who did attend the presentations in the council chamber gave very positive feedback. The Mayor thanked all the councillors and the officers who supported the programme.

43. Approval to apply for a Loan

Members noted the Chief Executive's Report and the outcomes of the public consultation regarding the council's proposal to borrow up to £300,000 towards the construction of a new community café in Victoria Park.

The CEO pointed out that the business community in Newbury, as represented by the Business Improvement District had also written a letter to the council expressing their strong support for the proposal.

Proposed: Councillor Roger Hunneman

Seconded: Councillor Andy Moore

Resolved: to apply for a loan of up to £300,000 from the Public Works Loan Board towards the construction of a new community café in Victoria Park.

44. Budget for 2022/23

The Council noted the budget production plan with a target to produce a draft budget for e-mail distribution before Christmas, so that full discussions can take place at the Policy & Resources Committee meeting on 17 January 2022 and at the subsequent Council meeting on Monday 31 January 2022.

All members of the Council to submit proposals to officers for consideration by the relevant Committee for inclusion in the draft budget and the Council's Strategy when they consider their budget needs for 2022/23. Such proposals should be submitted with as much detail as possible by the 5th of November 2021.

The Council and each Committee / Sub-Committee would be asked to consider their budget needs for 2022/23, in time for inclusion in the draft budget (and / or revised Strategy) being prepared for January 2022.

45. Forward Work Programme for Full Council meetings 2021/22

The Council agreed that Community United West Berkshire be invited to the January 2022 meeting. The Council noted and agreed the Forward Work Programme.

There being no further business, the Town Mayor declared the meeting closed at 9.02 pm.

Town Mayor: _____

Date: _____

DRAFT



Greenham Trust at 25

Chris Boulton, Chief Executive

31 January 2022, Newbury Town Council

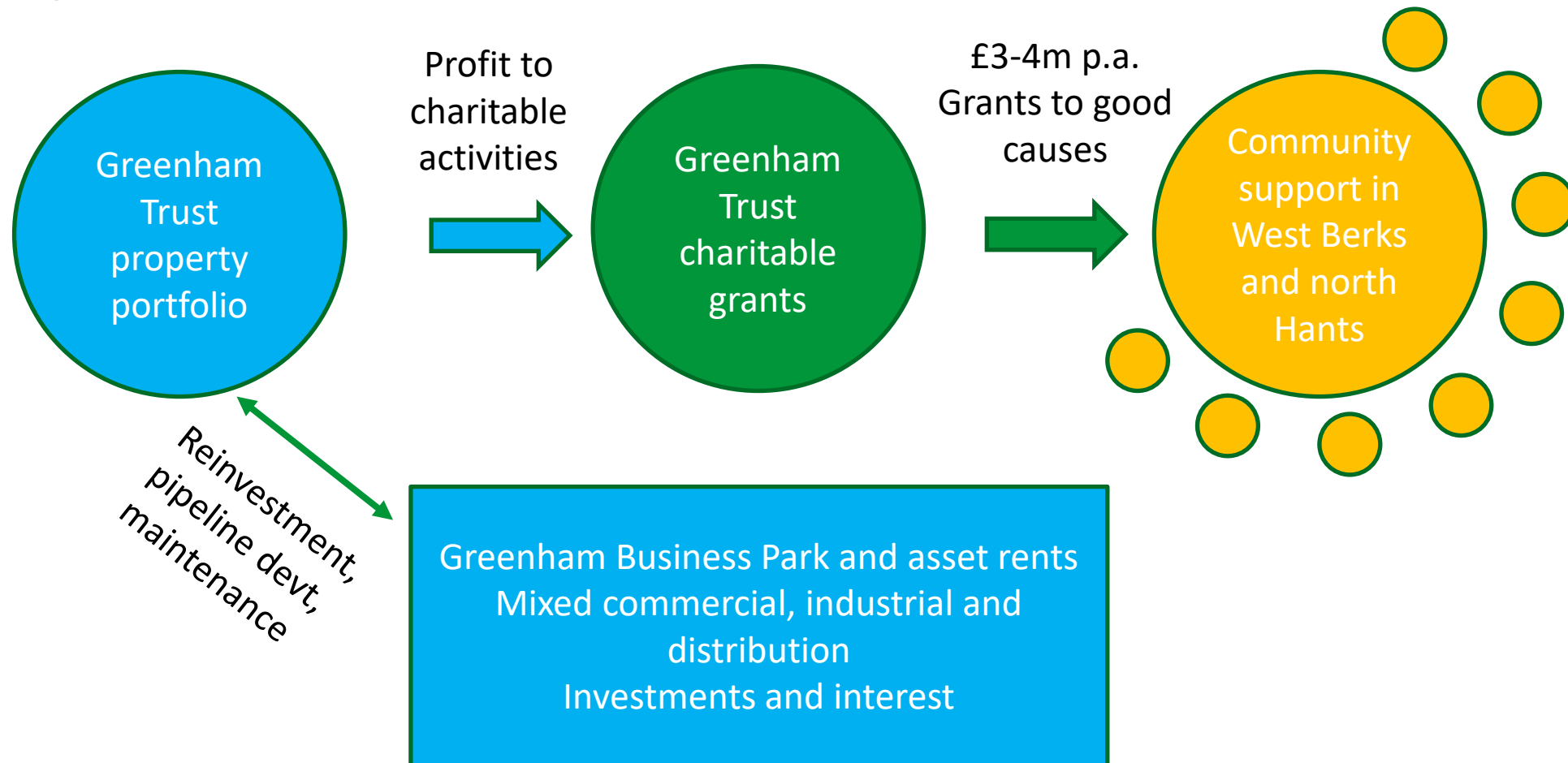




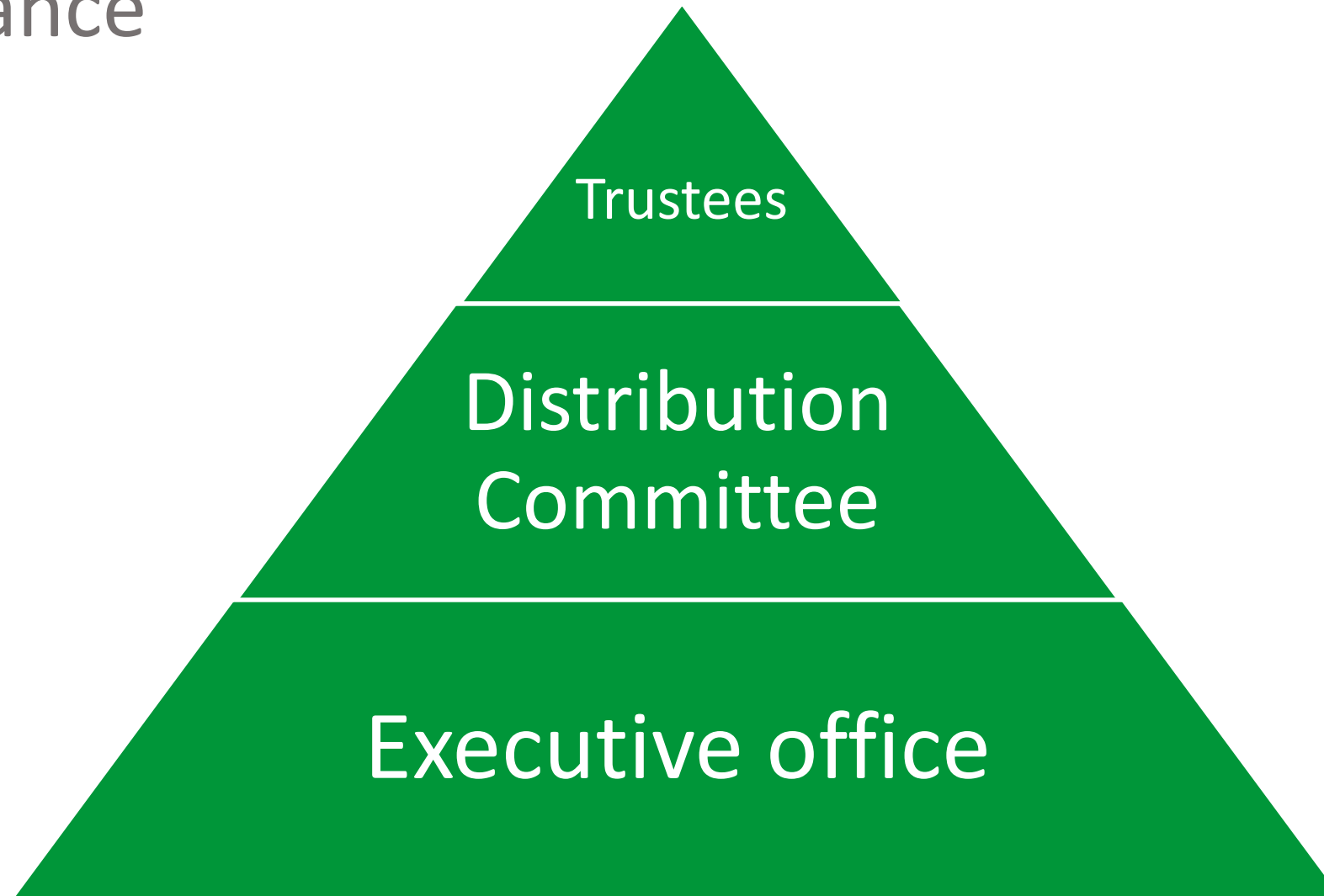




Where does Greenham Trust's money come from?

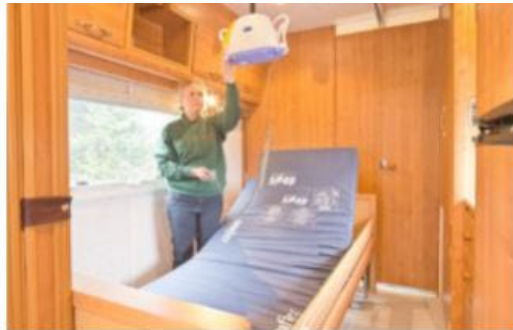


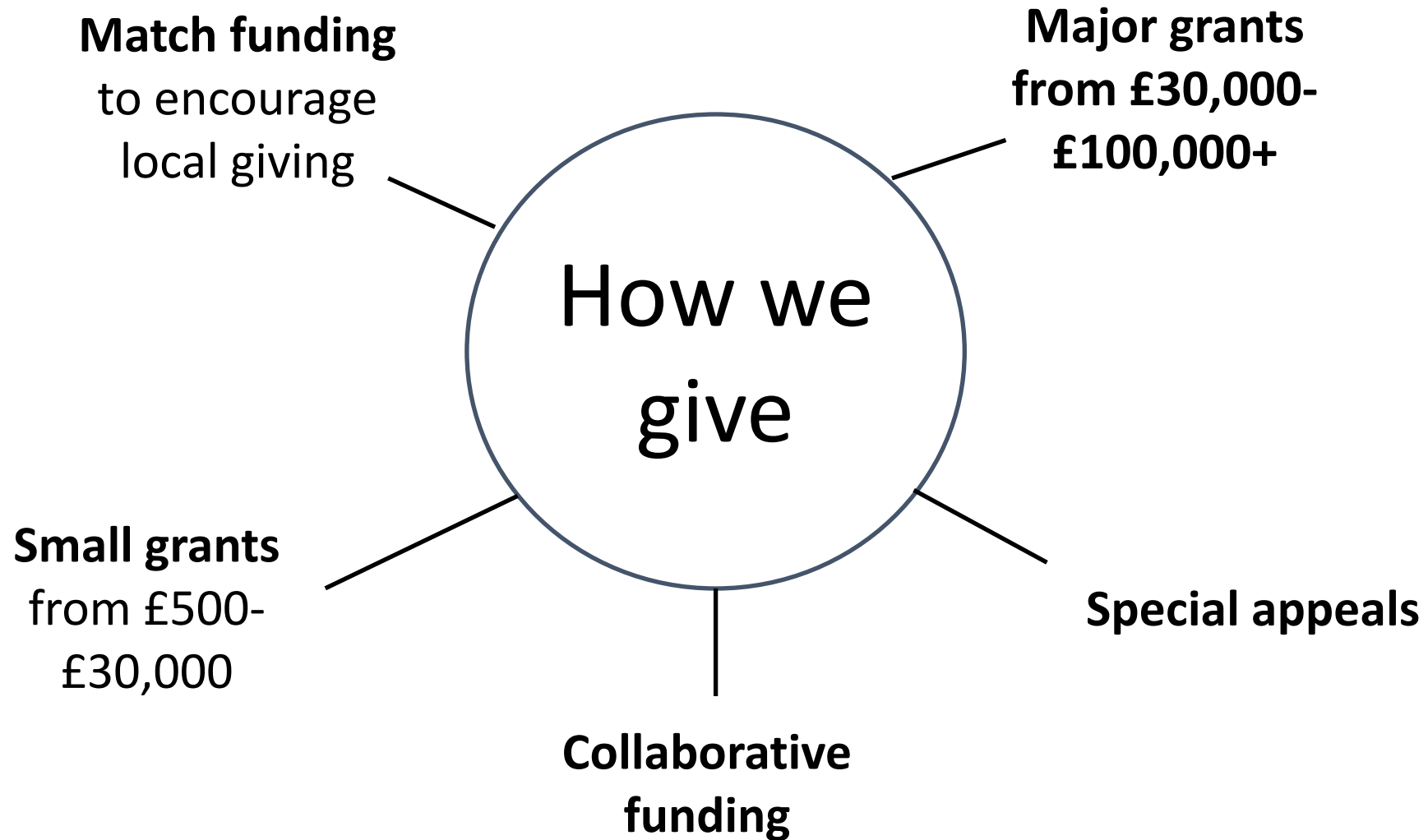
Governance



Our giving

- Community projects
- Sport
- Health & Wellbeing
- Poverty issues
- Education
- Arts, Heritage and science
- Disability causes
- Environment
- Disadvantaged groups





Special appeals 2020-21



- **Coronavirus Relief fund** – has supported 150+ local organisations during pandemic and continues to make grants to aid recovery and lost income



- **Laptops for Lockdown Learning fund** – 1,202 laptops distributed to 36 primary and secondary schools to lend to children lacking devices at home



- **Surviving to Thriving fund**– mental health support post-Covid in partnership with West Berkshire Council

Introducing our 25th Anniversary Youth Appeal fund





Thank you



NEWBURY
BUSINESS IMPROVEMENT DISTRICT


APPENDIX 3.

TAKING NEWBURY TO THE NEXT LEVEL

**TERM 3
BUSINESS
PLAN
2022-2027**

 support@newburybid.com

 visitnewbury.org.uk/bid-ballot

 01635 760505

 @VisitNewbury

 @VisitNewbury

 @VisitNewbury

 Newbury BID



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AN INTRODUCTION FROM YOUR BID BOARD



On behalf of the Board of Directors, I am delighted to introduce Newbury BID's Business Plan for 2022-2027.

This plan focuses on "Taking Newbury to the Next Level". Developed through consultation, it provides the opportunity for businesses within Newbury Business Improvement District to continue to work in partnership to enhance Newbury Town Centre for the benefit of the business community.

Delivery of this Business Plan is not guaranteed. We are fast approaching the time when we can vote for a further 5 years of partnership working. This will be the third time we have had the opportunity to vote for our BID following successful ballots in 2011 and 2016, and it is arguably the most important ballot to date.

I have been Chair of Newbury BID since June 2021, and I run The Catherine Wheel and The Spare Wheel in Newbury Town Centre. For many of us who run businesses, the past two years have been our toughest yet. Covid-19 has impacted us in an unprecedented way and continues to do so.

As we recover, we must continue to pull together as a business community and support each other to grow and thrive. Newbury BID provides the umbrella under which we can do this.

Without our BID, the local business community would not have a collective voice. The fantastic work that the current team of Melissa, Alison, and Kirsty has done over the past 18 months would be lost. There would be no Visit Newbury website, social media, marketing or PR; no free events such as the Christmas Lights Switch-On Festival, Victorian Christmas Fayre, seasonal trails, or specialist markets; no Christmas tree, Christmas lights, or bunting for the town centre; no-one to manage the PubWatch and ShopSafe schemes and town centre CCTV; no access to free or discounted shared business services and initiatives; and no-one to lobby on behalf of the business community at a strategic level to influence the future of Newbury Town Centre.

This Business Plan explains our achievements during the current 5-year term and our plan to take Newbury to the next level over the next 5 years. It also explains how our BID works and how the ballot works.

Your ballot paper will arrive at the end of January. A YES vote will help to ensure Newbury Town Centre benefits from more than £1.2m of business investment over the next 5 years, funding that will be vital in our ongoing recovery from the pandemic. We cannot expect Newbury to be a vibrant, thriving town without this.

On behalf of the Board of Directors, wider Board Members, and the Newbury BID team, I urge you to vote YES to working together to take Newbury to the next level.

Thank you for taking the time to read this Business Plan.

WARWICK HESKINS
CHAIR, NEWBURY BID



FIVE REASONS TO VOTE YES!

These key highlights from the current term showcase why a BID is vital for Newbury. Your YES vote will help to secure more than **£1.2m in business investment** for similar town centre projects over the next 5 years, helping us take Newbury to the next level. **No other organisation will fund or manage this work if the ballot is unsuccessful.**



ITV.COM

Newbury enjoys its first Christmas Lights Festival | ITV News

1

LOCAL, REGIONAL & NATIONAL MEDIA COVERAGE

In the lead up to Christmas 2021, we earned tens of thousands of pounds of free media coverage for Newbury, including features on **ITV News** and **BBC South Today**, thanks to our comprehensive PR and Events strategies, including transforming our Christmas Lights Switch-On into a one-day festival.

2

NEWBURY'S FIRST TV ADVERT

We launched Newbury's first ever TV advert on Sky and Virgin Media as part of an integrated campaign which drove a **1,011% increase in Visit Newbury website page views** (Nov-21 v. Nov-19) and a return to normal footfall levels for the first time since Mar-20.



3

COMPREHENSIVE EVENTS PROGRAMME

Our free events have brought hundreds of thousands of visitors to Newbury. We've delivered **Jazz & Blues Festivals**, award-winning **Puddle Jumping**, **Family Fun Days**, a **Victorian Christmas Fayre**, **BBQ** and **Chilli Festivals**, town centre trails, and more.



4

WIFI ENABLED CCTV

We completed a huge project to transform the town centre's CCTV, securing funding from Thames Valley Police and Newbury Town Council to procure a **future-fit system** to help maintain the security of business premises, **reduce crime**, and promote a safe environment.

5

BUSINESS SUPPORT & ADVICE

Throughout the pandemic, we were always the first to share **practical advice and guidance**. We helped businesses swiftly access grants and we facilitated **Q&A sessions**. We lobbied **West Berkshire Council** and our local MP and were successful in obtaining **additional support** for hard-hit sectors and businesses.

KEY DATES FOR YOUR YES VOTE



25th January 2022
Ballot papers sent in the post



24th February 2022 - 5pm
Final deadline for ballot papers to be returned



25th February 2022
Votes counted and result announced

ABOUT BIDS

A Business Improvement District (BID) is a defined geographical area where businesses have voted to invest in local improvements to enhance their trading environment. BIDs are run by dedicated teams and governed by a Board with representatives from each business sector, the local authority, and the local police.

A levy is set and all businesses within the BID are bound to pay it for a maximum of 5 years before a renewal ballot must take place. The levy is collected by the Local Authority and the income is used to fund the work of the BID company.

Levy funds are ring-fenced and are used to deliver a defined set of projects and services voted on as part of the ballot process. They are designed to add value to businesses, improve the appeal of the local area, and help attract inward business investment.

BID projects cannot and do not replace services provided by the public sector, including the police and the local authority. No BID levy funds will ever be spent on services that these agencies must deliver in accordance with their statutory requirements.

There are more than 330 BIDs across the UK, the majority of which exist in town and city centres. They can also be found in industrial, commercial, and mixed-use locations. BIDs also operate in other countries such as Canada, Australia, Germany, and the USA.

Of the businesses that vote during a BID ballot, more than 50% must vote YES by number, and these businesses must represent a greater total rateable value than those that vote NO, for the BID to be successfully voted in.

By collectively employing a dedicated BID team with an allocated budget to deliver agreed projects, businesses within a BID can benefit from:

- ✓ Being located within an area which develops a strong brand and profile via a clear marketing, PR, events, and placemaking strategy
- ✓ Increased footfall and spend, and employee recruitment and retention, as a result of this strategy
- ✓ Enhanced marketing and promotion of your business, and free or discounted training and support to help grow your business
- ✓ Being represented and having a collective voice in issues affecting your trading area, and being supported in dealing with the council, police, and other public authorities
- ✓ Reduced business costs via access to free or discounted shared business services and initiatives
- ✓ Facilitated networking opportunities with neighbouring businesses
- ✓ Access to timely, concise, and practical guidance and advice on matters affecting your business, e.g. consultations, legislative changes, local proposals, and new opportunities

THE ESSENTIALS

An overview of the essentials if you don't have time to read the Business Plan in full.

WHAT

If you receive an annual BID levy bill, your business is located within Newbury's Business Improvement District (BID). Every five years, BIDs must hold a ballot to give levy payers the opportunity to vote to collectively invest in improvements to their local trading area.

This ballot is your opportunity to say YES to contributing to a total pot of over £1.2m of business investment in Newbury Town Centre over the next five years.

HOW

Newbury BID is a Town Centre BID funded by local businesses as an independent, not-for-profit Community Interest Company.

Your BID levy is calculated as a percentage of your rateable value, but it is not associated with your business rates. Your business rates are passed to the Government, whereas BID levy funds are ring-fenced and are only used to deliver a set of local projects and services as defined within this Business Plan.

WHO



Newbury BID is governed by a voluntary Board of Directors from the local business community, plus a Council representative.

The Board of Directors employ a small team to facilitate delivery of BID projects and services. There is also a wider group of voluntary Board Members representing each business sector, who help to steer your BID.

WHEN

The ballot will take place as a 4-week postal vote ending at 5pm on 24th February 2022.

Every business which pays a levy gets a vote (one vote for each individual property with a rateable value of over £4,999).

	TERM 1	TERM 2	TERM 3
DATES	1 June 2012-31 May 2017	1 June 2017-31 May 2022	1 June 2022-31 May 2027
BALLOT RESULT	72% YES by number 74% YES by value	73% YES by number 84% YES by value	Due 25 Feb 2022
BALLOT TURNOUT	44%	53%	Due 25 Feb 2022
SUCCESS			Announced 25 Feb 2022

Number of business premises	506
BID levy rate	1.5%
Total annual BID levy value	c. £260,000



25 Jan 2022
Ballot papers
posted to you



24 Feb 2022
Ballot ends at
5pm

FOR THE BALLOT TO BE SUCCESSFUL, THE FOLLOWING CRITERIA MUST BE SATISFIED:



More than 50% of businesses that vote must vote in favour.



The total rateable value of those that vote in favour must represent a greater rateable value than those that vote against.

If the ballot is successful the levy will be mandatory for all businesses within the BID (apart from those that are exempt).

If the ballot is unsuccessful, Newbury BID and the Visit Newbury brand will cease to exist on 31st May 2022. There will no longer be any organisation marketing Newbury as a place, facilitating partnership working between local businesses, or giving the business community a collective voice.

AN OVERVIEW OF 2017-2022

Newbury BID commenced its second 5-year term in June 2017. Since then, it has been fulfilling its role in managing and marketing Newbury to help improve the local trading environment and create a more vibrant town centre.

This section highlights the work Newbury BID has delivered during its second term, focusing on four key areas of operation:

MARKETING & PROMOTING

to put Newbury on the map and raise awareness of what the town has to offer to residents and local, regional, and national visitors

BUSINESS SUPPORT & INCOME

to help businesses work together to save money, and to supplement the BID's levy income to generate additional funds for project delivery

GETTING OUT & ABOUT

to provide a safe and welcoming environment for visitors to the town

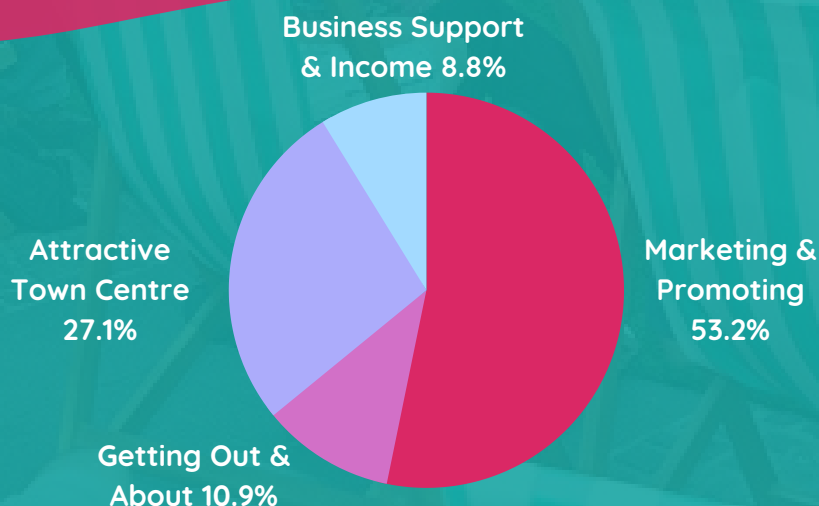
ATTRACTIVE TOWN CENTRE

to provide a clean and visually attractive environment for visitors to the town

The latter part of this 5-year term has been dominated by the Covid-19 pandemic, to which Newbury BID was quick to respond as the situation started to unfold. Within this section, you'll find a summary of Newbury BID's Covid-19 support and its Town Centre Recovery Strategy.

The continuity of Newbury BID's role has never been more important than now, as Newbury recovers strongly from the effects of the pandemic and adapts to become a town centre fit for the future.

HOW YOUR FUNDING HAS BEEN SPENT 2017-2022



MARKETING & PROMOTING

In our 2017-2022 Business Plan, we pledged to continue with our always-on multi-channel marketing programme, incorporating the latest marketing best practice. We pledged to continue to promote and push our visitnewbury.org.uk website. We pledged to increase our intelligence around what people want to see in Newbury. Finally, we pledged to introduce additional events spread across the BID area and develop a signature event for Newbury.

During this second term, our achievements have included:

Creating an improved website, attracting 50,000+ page views per month	Growing our Visit Newbury social media following to 21,500+	Introducing a “Be Inspired” blog section of our website	Ranking number 1 on Google for “Newbury events” and “Events in Newbury”
Launching our very first TV advert, reaching 34,000+ people	Launching a new Visit Newbury email marketing channel	Sharing 50+ press releases over the past 18 months alone	Benefitting from tens of thousands of pounds of earned media coverage
Introducing a monthly Artisan Market & regular Vegan Market	Introducing an annual Food & Drink Festival and 3-day Victorian Christmas Fayre	Working in partnership to deliver town-wide seasonal trails	Attracting 6,000+ visitors to our Summer Family Fun Days



This activity has led to a strong footfall performance as Newbury has started to recover from the pandemic. Footfall in November 2021 was back to 96% of November 2019, well exceeding the national average of 84% (Springboard data).



CHRISTMAS LIGHTS SWITCH-ON



VICTORIAN CHRISTMAS FAYRE



FAMILY FUN DAY

GETTING OUT & ABOUT

In our 2017-2022 Business Plan, we pledged to continue with our Newbury BID Town Rangers scheme and continue to invest in wayfinding to move people around the town.

During this second term, our achievements have included:

Providing a support and concierge service via our Town Rangers scheme		Managing buskers, pedlars, A-boards, and flyposting	Safely removing drugs paraphernalia from the town centre
	Swiftly and proactively dealing with issues such as graffiti & fly-tipping		Introducing our Vegan Trail Map to move people around the town

ATTRACTIVE TOWN CENTRE

In our 2017-2022 Business Plan, we pledged to introduce a rapid response cleaning service, including removing chewing gum and ingrained dirt. We also pledged to continue investing in Christmas lights, a Christmas Switch-On event, cohesive marketing of the Christmas period, bunting, and banners.

During this second term, our achievements have included:

Completing 52 hours of chewing gum removal across the streets of the BID	Providing an annual Christmas lights scheme throughout the whole BID area and a Christmas tree in the Market Place	Delivering five annual Christmas Lights Switch-On events, attracting footfall of over 35,000 in 2021	Launching our 3-day Victorian Christmas Fayre in 2021, which attracted tens of thousands of visitors to the town centre
Launching a "Christmas in Newbury" brand in 2021 to help position Newbury as a key festive destination	Providing 210 metres of seasonal bunting throughout the BID area each year to brighten up the town centre	Arranging a large-scale wall art mural in Cheap Street encouraging people to "Smile More Often"	Introducing 10 lamp post banners to promote events and key public messages

BUSINESS SUPPORT & INCOME

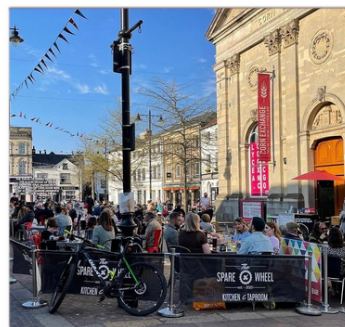
In our 2017-2022 Business Plan, we pledged to continue to offer collective utility procurement and explore new trade waste initiatives. We also pledged to introduce a directory of professional services. Finally, we pledged to continue to seek additional funding streams from both commercial and voluntary sectors.

During this second term, our achievements have included:

Collecting over 300 truckloads of business cardboard waste for recycling	Listing more than 100 B2B organisations on our online business directory	Generating £400,000+ in commercial and voluntary income	Providing daily support to local businesses during the Covid-19 pandemic
Hosting regular business network meetings and forums	Providing free marketing training to independent businesses	Creating a free “Google My Business” how-to-guide for businesses	Introducing an “Indies Newbury” network to help businesses collaborate
Providing free pop-up stall opportunities at our town centre events and markets	Hosting monthly PubWatch and ShopSafe meetings	Securing funding for and procuring a new WiFi-enabled town centre CCTV system	Introducing dedicated contacts for each levy payer
Lobbying West Berkshire Council and our local MP to gain reopening support	Facilitating an agreement between venues to share outdoor space	Introducing a “BID Members Information Pack” for new levy payers	Promoting levy payers' offers via our email newsletters and social media



CARDBOARD COLLECTION



MARKET PLACE SHARED SPACE



FREE POP-UP STALLS

COVID-19 SUPPORT

Over the past two years during the Covid-19 pandemic, Newbury BID has stepped up to offer extensive support to local businesses, including:

- ✓ Producing a “Support Local” video to welcome visitors back to Newbury after the first lockdown
- ✓ Lobbying West Berkshire Council and our local MP to secure Business Rates relief for businesses that were unable to open before restrictions were introduced
- ✓ Creating and promoting dedicated web pages to list all BID levy payers which were open or offering click and collect, takeaway or delivery services during lockdowns
- ✓ Promoting the town centre at each stage of reopening to encourage visitors back into town, including press releases and messaging to encourage personal responsibility
- ✓ Engaging a new Artisan Market operator to ensure the market could reopen after lockdown, boosting Sunday footfall by 16% on its return
- ✓ Providing bunting throughout the BID area to welcome visitors back into town in April 2021
- ✓ Securing £100,000 of Welcome Back Fund via a proposal to West Berkshire Council to help support Newbury Town Centre’s recovery
- ✓ Submitting a comprehensive proposal to West Berkshire Council to support the hospitality sector when venues were only permitted to operate in outdoor settings
- ✓ Providing weekly email updates to businesses throughout the pandemic, sharing town centre news and signposting to guidance about restrictions and business grants
- ✓ Delivering 15 online business forums, webinars and training sessions, including Q&A sessions with our local MP and West Berkshire’s Public Protection Partnership
- ✓ Providing a dedicated Covid-19 support page for businesses on the Visit Newbury website
- ✓ Promoting all town centre venues offering the “Eat Out to Help Out” scheme
- ✓ Supporting businesses to quickly access grant funding and submit applications for additional funding
- ✓ Attending fortnightly Town Centre Recovery Group meetings with key stakeholders including West Berkshire Council, Newbury Town Council, and Thames Valley Police
- ✓ Running a ’Tis the Season to Shop Local campaign throughout November and December 2020, including “Gifts for” blog posts promoting businesses forced to close
- ✓ Hosting a virtual Christmas Lights Switch-On with the message “We look forward to welcoming you back to the town centre soon, where Christmas will be waiting for you!”
- ✓ Producing and promoting an NHS discount scheme advertising levy payers who were offering savings for NHS staff and key workers
- ✓ Working with West Berkshire Council to offer visitors free parking on dedicated dates in December 2020

TOWN CENTRE RECOVERY

In November 2021, Newbury Town Centre saw footfall levels return to normal for the first time since the Covid-19 pandemic hit. Visitor numbers all but matched those seen in November 2019, bucking the trend of many other market towns, regional towns and cities where footfall was, on average, still down by more than 16% (Springboard data). Newbury has seen an influx of visitors from further afield, and many residents are choosing to stay local and shop local.

When we came together as a new BID team in June 2020, we introduced a 4-step strategy to help drive Newbury town centre's recovery from the effects of the pandemic. This included:

1

PRESENT

Improving Newbury's online presence by refining the content, design, and user experience of the Visit Newbury website

2

MARKET

Driving traffic to the Visit Newbury website with high quality, cross-channel marketing campaigns

3

CONVERT

Converting website visitors into town centre visitors by giving people compelling reasons to visit Newbury, including events and experience-led initiatives

4

SHARE

Sharing stories about the positive advances in footfall to help businesses see Newbury as a viable option for their next branch or first business venture

We focused first on drawing visitors back to town, knowing that strong footfall would help to attract inward investment. With more than **23,000 people a month** now using the Visit Newbury website (a **500% increase** compared to before we launched our 4-step strategy) and normal levels of town centre footfall achieved, we are in a strong position.

We've already seen nearly **30 new businesses open** here since restrictions eased in April 2021, from big brand names like Next and HMV, to small independent start-ups like Crepe O'Clock and The Bridal Dress Company. The more exciting and varied the town centre offering is, the better the trading environment is for every business within the BID.

There are plenty of reasons to feel optimistic about the future of the town centre. The recent work West Berkshire Council commissioned on the **Newbury Town Centre Masterplan** promises to deliver a place that meets the needs of our community, and the large-scale investment proposed for schemes like Eagle Quarter shows that developers are confident in Newbury's potential.

Brave, bold changes are vital to ensure Newbury stands out in the Thames Valley. The insights gleaned from the Masterplan project will help to ensure that these changes reflect what the local community wants. We are committed to working in partnership with West Berkshire Council, Newbury Town Council, and other key town centre stakeholders to curate a town centre that's fit for the future. A **YES vote** will ensure we can continue to play this strategic role in shaping Newbury Town Centre.

BUSINESS & COMMUNITY FEEDBACK

This Business Plan has been developed by way of consultation with local businesses through a variety of methods, ensuring levy payers have had the opportunity to have their views heard. We have carefully considered your feedback to develop a plan that meets the needs of the business community as a whole.

As well as communicating via our weekly (now fortnightly) email news updates, which are also published on our Visit Newbury website, and via normal day-to-day contact with businesses, we have completed the following process:

August 2021 – November 2021	Continuous one-to-one engagement with levy payers
August 2021	Consultation document and survey sent to all businesses
September 2021	Meet the BID Board in-person forums held
October 2021	Renewal email sent to all Head Office voters
November 2021	Renewal letter sent to all businesses
December 2021	Business Plan finalised based on feedback received

Via this process, 100% of levy payers have been offered the opportunity to provide feedback and suggestions. Feedback from sector representatives at our bi-monthly Board Meetings has also been taken into account. In addition, we have considered findings from West Berkshire Council's Masterplan Study, which has given insights into what Newbury Town Centre users want.

Representatives from Newbury BID either Chair or sit on several local groups and partnerships, including the Town Centre Recovery Group, Newbury Town Centre Working Group, the Canal Corridor Working Group, Newbury BusinessWatch, and Newbury Events Committee. This helps us to align our Business Plan with wider strategic plans for the local area.

Through consultation, you have told us you want Newbury BID to continue to raise Newbury's profile, encourage visitors to the town centre, deliver events and seasonal experiences, facilitate networking and partnership working, and use our strategic voice to help shape the future of Newbury Town Centre.

You have also told us you want Newbury BID to start to showcase Newbury as a business destination, to create a positive and inclusive town centre experience for everyone, and to provide access to affordable business training.

90%

of businesses said they believe the proposed projects will help us work towards our vision

75%

of businesses said they will vote YES in the renewal ballot

OUR VISION FOR 2022-2027

Steeped in history and surrounded by some of the UK's most outstandingly beautiful countryside, Newbury is a modern market town offering a vibrant yet relaxing atmosphere in which to enjoy its array of independent and high street shops and restaurants, charter and specialist markets, and first-class arts and cultural experiences.

To build on the town's growing reputation and profile, our long-term vision is:

**“ FOR NEWBURY TO PROVIDE THE BEST MARKET TOWN EXPERIENCE
IN THE UK FOR RESIDENTS, BUSINESSES, AND VISITORS ”**

To work towards this vision, over £1.2m of business investment from BID Levy over the next 5 years will be channelled into three main themes:

DISCOVER Newbury

Delivering a clear and effective Marketing & PR strategy to build on Newbury's strong reputation and profile, making it easy for visitors and businesses to discover our modern market town

5 years = £426,500

EXPERIENCE Newbury

Delivering events, experiences, and initiatives designed to provide local residents, visitors, and workers with a consistently first-class, welcoming, safe, and inclusive experience in Newbury

5 years = £642,500

PARTNER IN Newbury

Delivering services and initiatives designed to enable businesses to work together and to make their voices heard, collectively creating a thriving town centre for all

5 years = £185,000

The collective aim of these projects is to “Take Newbury to the Next Level”.

I'M VOTING YES!

Being both a resident and levy paying owner of an independent business in Newbury, I can see a real difference to the quality and variety of town centre events managed and executed by the current BID team. The bi-weekly newsletter keeps me informed of all upcoming projects, and I can take full advantage of any that suit my business, namely the Artisan Market, Victorian Christmas Fayre and the Christmas Lights Switch-On Festival. They also help with free cardboard collection which helps my business be a little bit greener. Thank you BID and keep up the good work.

-HELEN VICKERS, WILLOW & BLOOMS

I'M VOTING YES!

As a new business to Newbury, I did not know anything about Newbury BID. Initially, I thought it was just another cost to my business. Wanting to learn more, I attended online BID meetings during the pandemic and learned how much the BID benefits the town and businesses. Recently I put myself forward for the BID Board. Not only have I met like minded independent business owners, but I have been able to participate in activities that help to promote our wonderful town and local small businesses. I will be voting YES!

-VALARIE JEROME, OPTOMETRIST



DISCOVER



NEWBURY

DISCOVER Newbury

These project themes are designed to promote Newbury's reputation and profile as a modern market town. A place where history meets imagination. A place that's easy to discover and even easier to fall in love with.

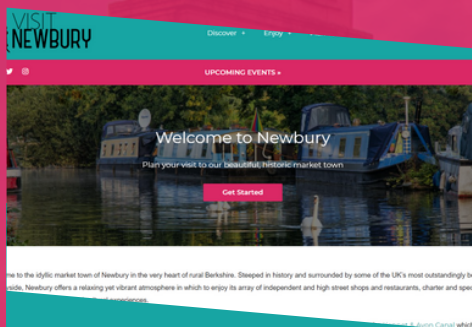
PROVEN SUCCESSES



Visit Newbury Integrated Marketing & PR Campaigns

Delivering first-class, fully integrated brand campaigns across a mix of online and offline channels to promote Newbury to local, national, and international audiences.

We want to take Newbury to the next level by continuing to use social, digital, email, outdoor, broadcast, and print media to engage with our target market. We will keep up-to-date with the latest marketing trends and continuously improve our marketing methods.



Visit Newbury Website Development & Management

Managing and continuously developing the Visit Newbury website.

We will bring together valuable multimedia content and written blogs to tell the story of Newbury. We will continue to grow our website traffic and make it easy for users to choose to visit Newbury.



Newbury Online Events Calendar

Bringing together a list of all of Newbury's public events, making it quick and easy for visitors to find and filter local events according to their preferences and give them great reasons to Visit Newbury.

We will cement our number 1 Google ranking for "Events in Newbury" and "Newbury events" and ensure we have the largest listing of local events available anywhere online.



I'M VOTING **YES!**



As a community bank, we understand the vital role we play for local residents and businesses. Being able to sit down across from a real person in those financial moments of truth - be that a first mortgage or a business development loan - is key. The BID plays an essential role in enabling town centres to thrive and we are delighted to take an active part in supporting our local BID here in Newbury.

- PHIL OPIE, METRO BANK



£426,500

investment in DISCOVER Newbury projects over the 5-year BID term

DISCOVER Newbury

NEW INITIATIVES



Community-Led Marketing Initiatives

Working with local residents, schools, and organisations to tell the story of Newbury, with monthly competitions to reward the best written blogs, video blogs, TikToks, and more.

We will encourage people of all ages and backgrounds to share stories across our Visit Newbury platforms about their favourite Newbury-based activities, places, and local businesses.



Commercial Website

Developing a website to showcase Newbury as a business destination, to include local market insights and demographics, local values, available commercial units, market opportunities, and more.

We will make it as easy as possible for businesses to carry out a feasibility study into Newbury as a business destination, and we want to be able to target businesses that would prosper in our modern market town.



I'M VOTING YES!



I would love for Newbury BID to be voted in again as their work is fantastic in pulling businesses together in Newbury and increasing the amount of attention our town gets. They have planned in some excellent activities such as the Christmas Lights Switch-On Festival and the exciting Victorian Christmas Fayre! I had never attended a BID meeting until this year and that was down to the amount of communication they put out this year. The positivity at the meeting was infectious, I will be sure to attend more when they happen!

-LAURA JEJE, NATIONWIDE



A vibrant night scene of a crowded city street, likely during a Christmas festival. The street is filled with people, many wearing winter coats and hats. Above the crowd, the street is decorated with strings of white lights and large, illuminated star shapes. In the foreground, there are blurred, colorful light trails in shades of blue, red, and green, suggesting a light show or a fast-moving camera. A teal banner with the word "EXPERIENCE" is overlaid on the center of the image.

EXPERIENCE



NEWBURY

EXPERIENCE Newbury

These project themes are designed to provide local residents, visitors, and employees with a consistently first-class, welcoming, safe, and inclusive experience in Newbury.

PROVEN SUCCESSES



Events, Town Centre Trails & Specialised Markets

Collaborating with the local community to bring events, trails, entertainment, and specialised markets into Newbury town centre.

The annual programme will include favourites such as the Food & Drink Festival, Artisan and Vegan markets, and Easter and Halloween events in partnership with Parkway Shopping and Kennet Shopping. We will also continue to develop other town centre events and specialised markets.

We want Newbury to have a reputation as a vibrant town with an active arts and culture scene.



Christmas in Newbury

Delivering a spectacular Christmas experience, including Christmas lights, tree and decorations, Christmas events, and Christmas attractions.

The annual programme will include our popular Christmas Lights Switch-On Event and 3-day Victorian Christmas Fayre.

We will work to reposition Newbury as one of the key Christmas destinations in the South-East, drawing in tens of thousands of additional visitors to support the town's Christmas trading.



Visitor Information Services

Providing visitor information and wayfinding services, e.g. a pop-up Visitor Information Tent, volunteer Town Centre Ambassadors, and innovative visitor engagement tools.

We will also continue to develop Newbury Town Trail maps in conjunction with Newbury Town Council to build on our existing Vegan Trail Map and Public Art & Blue Plaque Trail Map.

We want Newbury to be a welcoming place to visit; a place that visitors want to return to again and again.

In addition, we will continue to provide seasonal bunting throughout the BID area and manage the appearance and appeal of the town centre, including commercial space bookings and buskers. We will also patrol the BID area on weekdays, quickly reporting issues to be dealt with by the relevant authority, for example graffiti, anti-social behaviour, and fly-tipping.

£642,500

investment in EXPERIENCE Newbury projects over the 5-year BID term

NEW INITIATIVES



Safe, Green, and Inclusive Initiatives

Helping Newbury to be a safe, green, and inclusive town by promoting initiatives such as a Welcome App for visitors' access needs, single use plastic-free Newbury, and public safety initiatives.

We want Newbury to be a safe, green, and inclusive place to visit; a place where everyone feels at home, and everyone cares about the environment and each other.

I'M VOTING YES!

West Berkshire Council is a long-time supporter of Newbury BID as we recognise the added value it brings to the development of the town. The direct involvement of local businesses in setting strategic objectives has resulted in an impressive array of business support initiatives, ranging from free marketing training, to PubWatch and CCTV, along with regular communications.

The Visit Newbury brand has also been hugely successful, contributing to making Newbury one of a minority of towns around the country in achieving pre-Covid footfall figures.

The Council sees Newbury BID as a key partner in delivering our emerging Vision and Masterplan for Newbury Town Centre over the coming years.

**-NIGEL LYNN, CHIEF EXECUTIVE
WEST BERKSHIRE COUNCIL**

I'M VOTING YES!

The progress made by the relatively new BID team over the last 18-months has been second to none. The working partnerships that Melissa, Alison and Kirsty have formed with everyone in the town centre has really brought us all closer together.

They have transformed the way the BID operates within the town in so many areas, with the marketing of the town and digital presences, a revamped website, incredible TV and bus adverts, fun packed family events throughout the summer and then the unbelievable day-long Christmas Light Switch-On Festival that took place recently.

This is only a small part of their programme and I am proud to be a keen supporter of Newbury BID and the town as a whole, professionally and personally.

-RICHARD FARLEY, KENNET SHOPPING



PARTNER IN



CORN EXCHANGE KITCHEN & BAR

A street scene in Newbury, UK. On the left is the Corn Exchange, a large stone building with a pediment and a circular window. A red banner on its side reads 'CORN EXCHANGE THEATRE, CINEMA, KITCHEN & BAR'. To its right is 'The Elephant at the Corn Exchange' pub, a two-story building with white walls and dark blue window frames. A black lamppost with two lanterns stands in front of the pub. In the foreground, a purple canopy tent is set up on a cobblestone street. Under and around the tent, several people are sitting at tables with colorful bunting. A person in a black coat stands near the tent. The sky is overcast and grey.

NEWBURY

PARTNER IN Newbury

These project themes are designed to enable partnership working within the local business community. Our vision is for businesses to have a strong voice, working together to create a thriving town centre for all.

PROVEN SUCCESSES



Business Forums & Networking

Facilitating networking between local businesses and hosting regular “Talk of the Town” business forums to provide updates, share ideas, and receive feedback.

We will encourage the business community to feel united and able to easily tap into each other’s knowledge, experience, expertise, and support.



Shaping the Future of Newbury Town Centre

Using our strategic voice to ensure the collective wants and needs of the local business community are heard.

We will represent the business community in conversations with key town centre stakeholders, ensuring you have a say in the future of the town centre. We will also lobby to make your collective voice heard on matters that you tell us are important to you.



Shared Services & Initiatives

Facilitating the provision of shared free or reduced rate business services.

We will enable the business community to benefit from the power of collective procurement and gain affordable access to essential and desirable services.



Business Crime Reduction Schemes & CCTV Management

Facilitating collaboration between businesses and key stakeholders to reduce business crime and share intelligence.

The BID currently leads on BusinessWatch, which encompasses the PubWatch and ShopSafe schemes. It is a business-led partnership with Thames Valley Police, West Berkshire Council, Newbury Town Council, and Newbury Street Pastors. We will ensure the business community has easy to follow processes and routes of communication to minimise business crime and provide a high level of public safety.

We will also continue to manage the town centre’s CCTV and secure funding from Thames Valley Police and Newbury Town Council for this.



£185,000

investment in PARTNER IN Newbury projects over the 5-year BID term

NEW INITIATIVES



Business Training in Key Areas

Facilitating collaboration between businesses to access affordable training in key areas, e.g. Business Growth, First Aid, Mental Health, Marketing, Sign Language, and Digital Skills.

We will support you to upskill your workforce and grow your business through access to affordable, specialised training and speakers.

I'M VOTING YES!

The Newbury BID team has been great at working with local businesses since re-opening from lockdowns during the pandemic and have achieved brilliant work driving footfall into the town centre with a great calendar of events.

We will be voting 'YES' for another term for the Newbury BID team, as we believe the BID is working hard to deliver on its objectives for local business.

-LEWIS FREEMAN, BSTFITNESS

I'M VOTING YES!

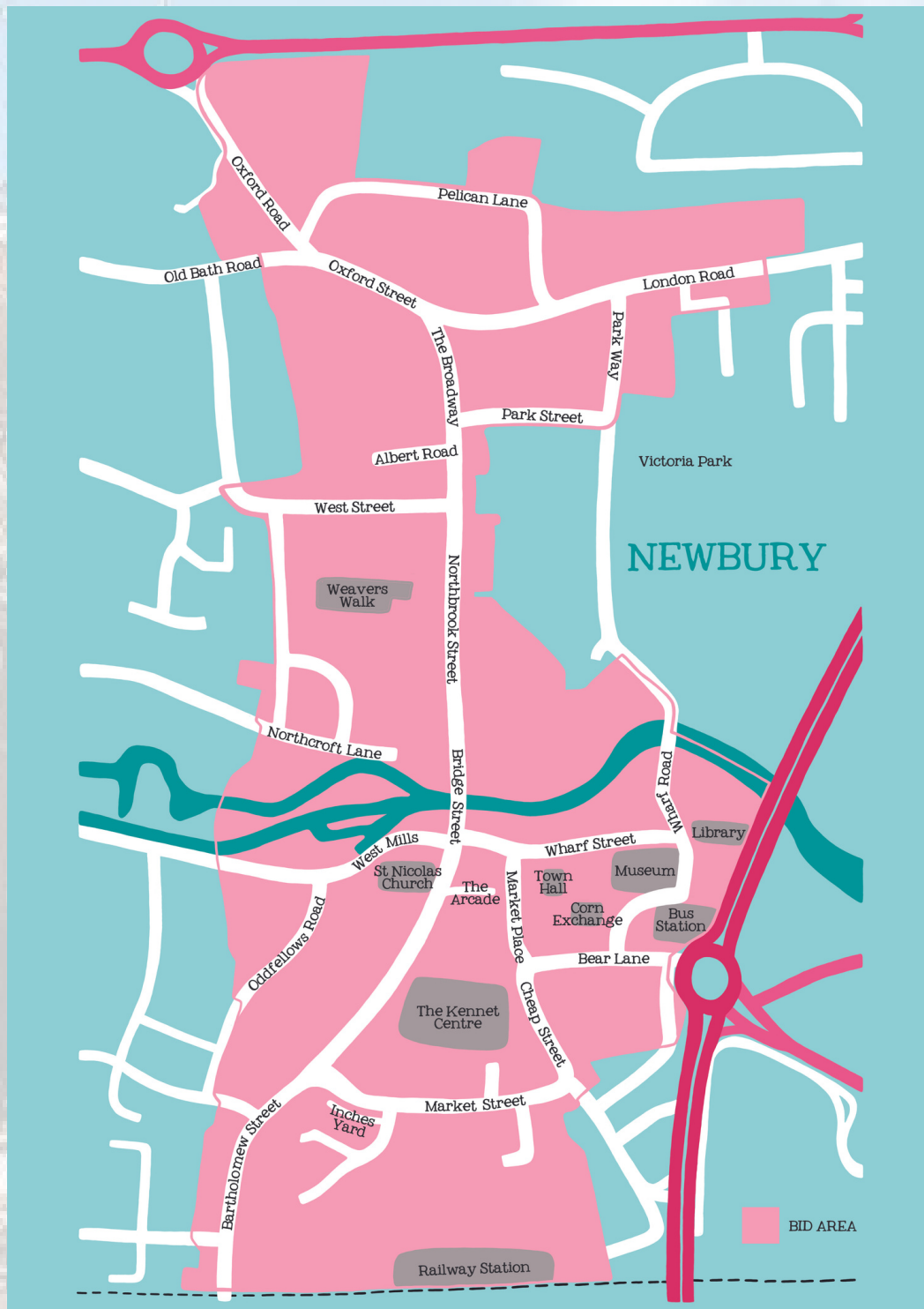
Newbury BID is the catalyst for what makes Newbury thrive as a distinctive "go to" market town. I truly believe that the levy provides good value for money. Even if you represent a business that may not seem to benefit directly much from the levy, it is clear that Newbury BID has significantly reduced the impact of the downward spiral of decline evident in other town high streets. This is an investment in the future – it's a definite "Yes" from me.

**-PAUL GREENAN
TAXASSIST ACCOUNTANTS**

BID AREA MAP

The following streets are included in the BID area, either in whole or in part:

Albert Road, The Arcade, Bartholomew Street, Bear Lane, Bolton Place, Bridge Street, The Broadway, Canal Walk, Cheap Street, Cromwell Place, Eight Bells Arcade, Highfield Avenue, Inches Yard, The Kennet Centre, London Road, Mansion House Street, Market Place, Market Street, Mayors Lane, Northbrook Street, Northcroft Lane, Oddfellows Road, Old Bath Road, Oxford Road, Oxford Street, Park Street, Park Way, Pelican Lane, Pembroke Road, Station Approach, Toomers Wharf, Weavers Walk, West Mills, West Street, The Wharf, Wharf Road, Wharf Street



THE BID LEVY

Every business within the BID area shown on the map will continue to pay the BID levy, which is calculated as a percentage of your premises' rateable value. If you are unsure whether your business is included and will pay the levy, please contact us.

The BID levy has remained fixed at 1.5% throughout the 2017-2022 BID term. This was a conscious decision so that businesses knew what their contribution would be each year. Although this does not track inflation and increases in costs, the BID Board has agreed to once again fix the levy at 1.5% for the 5-year term of the BID 2022-2027 to give businesses certainty after such a challenging period.

The levy is collected annually by West Berkshire Council on behalf of the BID company. This income is then ring-fenced and used to fund the projects outlined in this business plan.

The table below shows examples of how much you will pay. The annual charge will remain the same for each of the five years of the BID term.

RATEABLE VALUE	MAXIMUM ANNUAL LEVY	MAXIMUM EQUIVALENT DAILY COST
Up to £4,999	Exempt from the BID levy but can become a voluntary levy payer	
£5,000	£75	£0.21
£10,000	£150	£0.41
£25,000	£375	£1.03
£50,000	£750	£2.05
£100,000	£1,500	£4.11
£200,000	£3,000	£8.22
£300,000	£4,500	£12.33
£400,000	£6,000	£16.44

VOLUNTARY MEMBERSHIP

Businesses that are exempt from paying the BID levy, for example those with a rateable value up to £4,999 or those outside the BID area, can become voluntary levy payers. This will entitle them to benefit from the projects and services outlined in this business plan, as well as full rights as members in the management and governance of the BID Company. Details and eligibility will be set by the Board.

Parkway Shopping is not in the BID area but instead pays a substantial voluntary levy through its management company on behalf of its tenant businesses. However, the Parkway units that face directly onto the BID area in Northbrook Street will be charged the levy.

OUR BUDGET FOR 2022-2027

	2022-23	2023-24	2024-25	2025-26	2026-27	TOTAL
BID Levy Income	£252,200	£247,156	£242,213	£237,369	£232,621	£1,211,559
Voluntary Contributions	£40,000	£40,000	£40,000	£40,000	£40,000	£200,000
Commercial Revenue	£35,000	£42,000	£50,400	£60,480	£72,576	£260,456
TOTAL COMPANY INCOME	£327,200	£329,156	£332,613	£337,849	£345,197	£1,672,015
DISCOVER Newbury	£79,900	£81,367	£83,960	£87,886	£93,398	£426,511
EXPERIENCE Newbury	£128,500	£128,500	£128,500	£128,500	£128,500	£642,500
PARTNER IN Newbury	£37,000	£37,000	£37,000	£37,000	£37,000	£185,000
PROJECT EXPENDITURE	£245,400	£246,867	£249,460	£253,386	£258,898	£1,254,011
Management & Overheads	£65,440	£65,831	£66,523	£67,570	£69,039	£334,403
Contingency	£16,360	£16,458	£16,631	£16,892	£17,260	£83,601
TOTAL EXPENDITURE	£327,200	£329,156	£332,613	£337,848	£345,197	£1,672,015

BID LEVY

The income is based on a 97% collection rate which was consistently achieved or bettered pre-Covid. Projected levy income is based on the current Non-Domestic Ratings List, with a 2% reduction each year to account for change of uses to residential. This is based on the average annual BID levy income lost to change of uses during the current term.

VOLUNTARY CONTRIBUTIONS

Income is based on voluntary contributions already in place, including the annual levy contribution from Parkway Shopping and an annual contribution from Newbury Town Council towards the town's Christmas lights.

COMMERCIAL REVENUE

On average, BIDs across the UK generate 15-20% in additional income throughout their lifetime. Newbury BID aims to generate 14% in additional income in Year 1 through commercial revenue opportunities, sponsorship, and grant funding. We will be implementing a Growth

Action Plan to increase commercial revenue by 20% each year to further supplement the income from BID levies.

BID PROJECT & MANAGEMENT COSTS

All BID levy income will be used to fund the projects outlined in this business plan. Management and overhead costs align with industry criteria of 20%. Newbury BID aims to cover these costs through voluntary contributions and commercial revenue.

CONTINGENCY

A contingency of 5% has been applied to the budget as recommended in industry guidance. In addition, the directors aim to maintain reserves of 5% of levy income to provide a cashflow buffer.

Our thanks go to those businesses and individuals who have provided in-kind support, voluntary contributions or discounted services during the current term, including our Board of Directors and Board Members, who all give their time voluntarily.

BID GOVERNANCE

Newbury BID is operated by Newbury Business Improvement District Community Interest Company (06977701), a private, independent, not-for-profit company limited by guarantee without share capital. Newbury BID's registered office is Broadway House, 4-8 The Broadway, Newbury RG14 1BA.

The objective of the company is to further the economic growth and development of Newbury Town Centre through the delivery and operation of a Business Improvement District.

Newbury BID is overseen by the BID Board made up of representatives from levy paying businesses and key town centre stakeholders, who all operate in a voluntary capacity. Each board member represents the sector in which they do business. The BID Board meets quarterly and is responsible for ensuring the BID meets its objectives. It is a requirement that Board Members have all the necessary skills and knowledge to successfully drive the operational side of Newbury BID.

Up to nine members of the BID Board will also operate as non-executive directors of Newbury BID CIC. BID directors will meet at least 6 times per year and assume responsibility for legal, governance, finance, procurement, and human resources.

Any levy payer is eligible to become a member of the BID Company and can then be put forward to serve as a Director or Board Member of the BID. These positions are unpaid and voluntary. One of the Directors will be voted in as Chair. The Chair of the Board will be voted for by the Directors.

West Berkshire Council may be represented on the BID Board by a council officer. A Councillor may also be co-opted to the BID Board when deemed appropriate by Board members.

Accounts will be filed annually with Companies House and will be available to all BID levy payers. Financial reports will be included with the BID levy demand and the annual review.

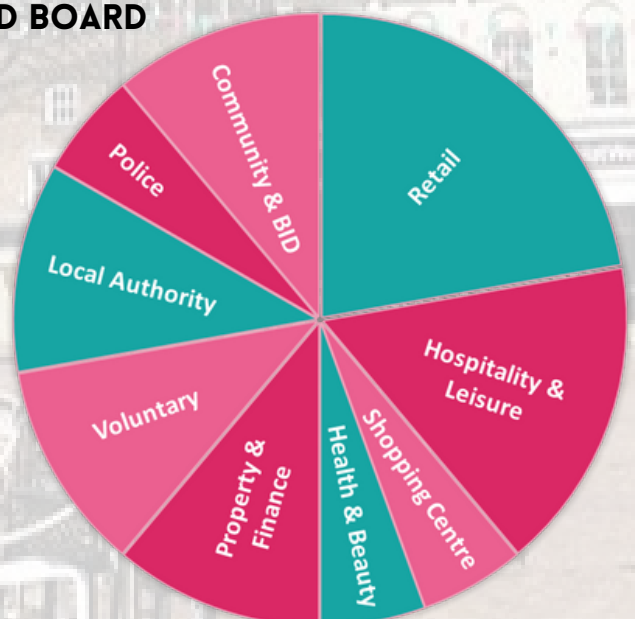
The BID will be run by a small team of salaried staff led by a Chief Executive Officer. All staff are accountable to the BID Board.

The BID will report to businesses through regular email and online updates (at least 12 per year), an annual review document that will detail BID finances, an annual levy payer meeting, and the annual billing statement.

The BID will enter into an operating agreement with West Berkshire Council. This agreement will detail the minimum service standards and the arrangements for the collection and enforcement of the BID levy, which will be carried out by the Council on the BID's behalf and will be monitored annually.

The baseline level of services provided by statutory authorities, such as the Council, will be available on our website. These levels will be monitored to ensure the BID only funds initiatives in addition to, or to a level over and above, baseline levels.

BID BOARD



MEASURING OUR PERFORMANCE

The Board will set the key performance indicators (KPIs) and criteria upon which to measure the BID's performance. Examples of the criteria and data the BID will use include:

Footfall data

Car park usage data

Public transport usage data

Occupancy rates

New business activity

Sales trends

Website analytics

Social media analytics

Google search analytics

Media coverage

Annual surveys

Local crime rates

Data and analytics will be reviewed at regular intervals to measure performance and the results will be reported to levy payers and the wider community through the following channels:

- 1 Regular email updates (at least 12 per year)
- 2 Regular press releases
- 3 Networking events and "Talk of the Town" forums
- 4 Annual review document, including financial summaries
- 5 Annual meetings



Our email updates and press releases will also be published in "Business News" on the Visit Newbury website

In addition, Newbury BID will maintain a proactive dialogue with levy paying businesses via email and face-to-face communications. Businesses will also be invited to request a one-to-one visit from a member of the BID Team or Board at any time throughout the 5-year term.



I'M VOTING **YES!**



I've been on the BID Board for 2½ years and have seen a very steep upward trajectory in listening to and engaging with levy payers. The fortnightly comms are highly informative and easy to navigate. The BID team surpassed themselves during the Covid lockdowns, providing vital information to members and fighting for their needs with the relevant authorities. The new team has a real dynamism, huge commitment and imagination, all of which have been applied to the increasing number of events and the revamped website, social media presence and planning. This year's Christmas lights switch on was a triumph and attracted huge footfall. And the Victorian Christmas Fayre was a huge success, bringing in high numbers of visitors to Newbury and benefitting us all. This team and the BID organisation is perfectly set up to carry the momentum forward for the next 5 years so I highly recommend voting yes.

-MARTIN COLSTON, LEADER, NEWBURY TOWN COUNCIL



BID LEVY RULES

The BID Regulations 2004, approved by the Government, sets out the legal framework within which BIDs have to operate, including the way in which the levy is charged and collected, and how the ballot is conducted.

- The BID term will be 5 years from **1st June 2022 to 31st May 2027**.
- You will be liable for a BID levy if your business premise is in the **BID area**, has a **rateable value greater than £4,999**, and is **not classified as a place of worship, phone mast, or state school**.
- The BID levy will be calculated as an annual charge on a **chargeable day basis** (i.e., the liable person for the annual levy is the person liable for the payment on the 1st June of each financial year).
- The BID levy will be calculated based on the rateable value of the premises as shown in the **Rating List on 1st June for that financial year**.
- The BID levy will be charged **annually in advance** and no VAT will be charged.
- No refunds will be given for any **rate revaluations** during the financial year, unless the rate revaluation is demonstrated to have taken effect prior to 1st June of that financial year.
- The BID levy rate will be **fixed at 1.5%** of the rateable value for the duration of the BID term.
- **New business premises** added to the Rating List after 1st June 2022 will be levied at 1.5% of their rateable value from 1st June in the first financial year after they are added.
- **Empty properties** and those undergoing refurbishment or being demolished will be liable for the BID levy via the registered business ratepayer with no void period.
- No refunds will be given if there is a **change of occupier** during the financial year, unless the change of occupier is demonstrated to have taken effect on a date prior to 1st June of that financial year.
- The following premises will be eligible to receive **50% relief** from the BID Levy;
 - premises that are occupied wholly or mainly **by a charity as office accommodation** for the charitable purposes of that charity and other charities;
 - premises that are occupied wholly or mainly **by clubs and societies that are not-for-profit** and have no other means of income other than voluntary subscriptions;
 - premises that **form part of a shopping centre** where services are already provided through service charge arrangements.
- The BID levy will not be affected by the small business rate relief scheme, exemptions, relief or discounts prescribed in the Non-Domestic Rating (Collection and Enforcement) (Local Lists) Regulations 1989 made under the Local Government Finance Act 1988.
- Collection and enforcement arrangements will be similar to those for the collection and enforcement of non-domestic business rates with the BID Company responsible for any debt write off.

This Business Plan can be modified without an Alteration Ballot if levy payers have been consulted and the alteration has been agreed by the BID Directors and West Berkshire Council. An Alteration Ballot is however required for any changes to the BID area, BID levy arrangements, or BID term.

THE BID BALLOT

From 27th January to 24th February 2022, all eligible businesses will be asked to cast their vote in a formal BID ballot. The ballot will be conducted through an independent, confidential postal vote conducted by the Returning Officer at West Berkshire Council, which is the responsible body as determined by the BID legislation.

All eligible ratepayers within the defined BID area will be entitled to one vote per business premise, provided they are listed on the National Non-Domestic Ratings List as provided by West Berkshire Council. Some businesses in Newbury occupy more than one business premise within the BID, and therefore will have more than one vote and receive more than one ballot paper.

It will be possible to appoint a proxy to vote on your behalf. Proxy applications will need to be made to West Berkshire Council by 5pm on 14th February 2022.

DATES FOR YOUR DIARY



Monday 10th January 2022

Your notice of ballot will be sent



Tuesday 25th January 2022

Your ballot paper will be sent



Thursday 27th January 2022 - You will need to post your vote, and it must be received
Thursday 24th February 2022 by 5pm on Thursday 24th February 2022 to be counted



Friday 25th February 2022

The ballot result will be announced on the “Business News” page of the Visit Newbury website, on Visit Newbury’s social media channels, and via press release



FOR THE BALLOT TO BE SUCCESSFUL THE FOLLOWING CRITERIA MUST BE SATISFIED:

- More than 50% of businesses that vote must vote in favour.
- The total rateable value of those that vote in favour must represent a greater rateable value than those that vote against.

APPEAL

The Secretary of State may declare the BID ballot void if it appears that a material irregularity has occurred. Within 28 days of the ballot declaration, the BID Company, the local authority, or at least 5% of the number of persons entitled to vote can make a request to the Secretary of State specifying the reason for such a request.

FREQUENTLY ASKED QUESTIONS

NEWBURY BID HAS BEEN RUNNING FOR TEN YEARS, WHY DO I KEEP HAVING TO VOTE?

All BID terms across the UK last for a maximum of five years. Once that term is over, the BID is legally required to review its projects and produce a new business plan, stating its objectives for the next term. This plan must then be voted on by the businesses that will be required to pay the levy.

IS THIS JUST ANOTHER TAX AND WILL IT SUBSTITUTE THE SERVICES CURRENTLY PROVIDED BY WEST BERKSHIRE COUNCIL?

A BID cannot and will not replace or substitute statutory services provided by local authorities. West Berkshire Council and Newbury BID will agree baseline statements as part of the BID renewal for the Council's statutory and discretionary services. These will be available to view on the Visit Newbury website at visitnewbury.org.uk/about. The BID can choose to enhance and add to these services using BID levy income. However, most projects and initiatives delivered by Newbury BID are entirely new schemes that would cease to continue without the BID and the BID levy income.

MY BUSINESS IS LOCATED OUTSIDE OF THE BID BOUNDARY, CAN I STILL TAKE PART?

Yes, any business that is exempt from paying the BID levy or isn't located in the BID area can contribute voluntarily. If you join the BID in this way, you will receive the same benefits as other BID levy payers. To discuss voluntary contributions with the BID Team, please contact us.

WHEN WILL THE NEXT MANDATED PROJECTS BE DELIVERED?

The current term of the BID is due to end on 31st May 2022. The new term will then start from 1st June 2022. If the renewal ballot is unsuccessful, all BID projects and services will cease immediately on 31st May 2022.

IF I VOTE "NO" BUT THE MAJORITY VOTE IS "YES", CAN I OPT OUT?

No, if your business falls within the defined geographical area of the BID, you are legally obliged to pay your BID levy and you are unable to opt out during the 5-year BID term.

WHAT HAPPENS IF MY BUSINESS CLOSSES DOWN DURING THE BID TERM?

While we very much hope your business does not cease trading during any BID term, we understand that sometimes it is natural for a business to move on. If this is the case, your levy bill will already be paid for the remainder of the BID financial year (1st June-31st May) and the new occupier of the unit (or the landlord if it remains vacant) will be subject to future levy payments from the following 1st June. No mid-year refunds will be given.

FURTHER QUESTIONS? PLEASE GET IN TOUCH!



support@newburybid.com



visitnewbury.org.uk/bid-ballot



01635 760505



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[@VisitNewbury](https://www.facebook.com/VisitNewbury)



[@VisitNewbury](https://twitter.com/VisitNewbury)



[Newbury BID](#)



NEWBURY

BUSINESS IMPROVEMENT DISTRICT

GET SOCIAL



@VisitNewbury

GET IN TOUCH



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NEWBURY BID DIRECTORS & BOARD MEMBERS 2021-22

BOARD OF DIRECTORS

Warwick Heskins - Chair
West Berkshire Pub Company
Richard Farley - Deputy Chair
Kennet Shopping
Alastair Chapman
A-Plan Insurance
Ross Drake
McDonald's
Graeme Leech
Newbury Rotary Club
Paul Greenan
TaxAssist Accountants
Katharine Makant
West Berkshire Council
Melissa Hughes
Newbury BID

WIDER BOARD MEMBERS

Valarie Jerome
Valarie Jerome Optometrists
Ashley Keen
Metro Bank
Ian Batho
Cow & Cask
Shane Prater
Quintons
Andrew Marmot
Parkway Shopping
Madeleine Thompson
Camp Hopson
Andy Murrill
Newbury Weekly News
Harriet Collins
Newbury Racecourse
Martin Colston
Newbury Town Council
Emily Evans
Thames Valley Police

Newbury Town Council

Mayors report to full Council Meeting on Monday 24th January 2021

This is my third report since 18.10.2021

I won't subject you all too a detailed report, but I welcome any questions

There have not been many coffee mornings due to COVID, but hopefully thing will change in 2022.

On the 19th October I was invited to talk to St John the Evangelists infant School with Cllr Coulson and gave a talk about being Mayor of Newbury. I also had a lot of questions from the children.

On the 20th October, we held a Local Democracy Presentation with Falklands Primary and the Willows Schools.

On the 21th October I was invited to the Newbury iCollege Celebrating British Values, Careers and Businesses in the Community.

On 21st October, I was invited to the Licensing Service of the Revd Raymond Obin, at St Marys Church, Shaw.

On the 21st, Cllr Norman Deputised for me at a Local Democracy Presentation with Speenhamland School.

On the 1st November, Cllr Norman, Elisa Mullen and I visited Christ's Hospital School. We had a tour of the School and after a very nice School lunch we listened to the School band playing, which was excellent.

On the 4th November I

we held a Local Democracy Presentation with John Rankin Jr School.

On the 11th November I attended Newbury War Memorial Armistice Service of Remembrance to lay a wreath.

On the 14th November, I felt truly privileged to be part of Service of Remembrance, taking the salute from the service men and women, both active and retired and all others who marched through the town to take part in the service and then on to laying the of many wreaths.

On the 15th November, I attended a service of Remembrance to lay a wreath at RAF Welford.

On the 15th November, Cllr Norman Deputised for me at Louise Purton Toy Appeal at the Newbury Furniture Project.

On the 20th November, I had the privilege of switching on the Newbury Christmas lights, along with the help of the snow Princesses and Father Christmas, what a great event.

O the 24th November, I attended a celebration for Sue Campbell, who has served for 40 years as a volunteer at the volunteer centre. As I have said many times, the people of Newbury are kind both in financially help and in the time they give in volunteering.

On the 24th November, I was a guest at the Guildhall in London at the Rifles bi-annual awards Dinner.

On the 27th November, I hosted a coffee morning for the over 80s parcel fund.

On the 28th November I attended the Santa Fun Run and started the race and gave out medals to the winners.

On the 4th December, I visited the NWN offices for the over 80s parcel distribution day, and helped load up lots of Christmas parcels.

On the 11th December, I hosted a coffee morning for my charity, SPEAKABILITY.

On the 15th December, I attended the Christmas Tree Festival at St Johns Church, and saw many well decorated trees.

On the 16th December, I hosted a Mayoral Festive Afternoon Tea for the over 75s, in lieu of missing the Mayors Drive, lots of comments and happy faces.

On the 19th December, attended a Christmas Carol Service at St Nicholas Church and Civic Reception in the Town Hall, beautiful singing.

On the 25th December, Cllr Norman Deputised for me at St Georges Church for a Christmas Day Event.

On the 31st I was invited to St Nickolas Church by the bell ringers, to bring in the New Year, really nice bell ringing, finished up with mince pies and a glass of mulled wine.

On the 1st of January, I attended the Newbury Soup Kitchen in the Newbury town square, where they gave out bacon and egg butties cooked by the Vineyard hotel, 60 mince pies, 30 cheese scones from Angelica's Terrace Café, based at Camps and cups of tea or coffee from the Soup Kitchen who do an excellent job in Newbury.

On the 6th January I opened the new season of exhibitions at the Base in Greenham. The first artist was by Clarke Reynolds, Decoding Braille, Decoding Me. Also, they do a really nice coffee and cake.

On the 20th January, I was invited to St Bartholomew's School to unveil a Blue Plaque in honour of Miss Jane Esther Luker, the first Headmistress of the Newbury Girls Grammar School, where the School was first opened at the technical institute in Northbrook Street 1904.

Cllr Billy Drummond

Mayor of Newbury

Leader's Report for Full Council Meeting on 31st January 2022

Firstly, I would like to congratulate our officers James and Kym Heasman as they are expecting their first baby in a few months' time. This will be the first time in the 25 years of Newbury Town Council that a serving officer has had a baby, and may well be the first time ever going all the way back to 1596 charter! It was a pleasure to agree our maternity policy at the Staff Subcommittee 2 weeks ago.

Secondly, I would like to welcome our two new recruits: Paul Fairchild our Facilities Officer, and Brendan Ferreira our Town Hall Officer.

On 17th January the Policy & Resources committee recommended that the budget and precept for 2022-23 be approved today by Full Council, and that the associated changes to the strategy also be approved. These include a planned upgrade to the public toilets at The Wharf and, if external funding can be sourced, upgrades to Victoria Park. The budget will allow us to continue to deliver on our strategic priorities for our residents with a rise in Band D precept of 1.35%. Full details are provided in the rest of the papers for this meeting.

Below are some of the highlights since we last met in October:

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

- a. The detailed design of our new Community Café in Victoria Park is complete, and we will shortly be going out for tender. We are aiming for the build to be complete and for the café to be open by the end of March 2023.
- b. In partnership with the BID and Thames Valley Police, we have delivered a new CCTV system for the Town which has wider coverage, much better definition and far lower running costs.
- c. We have appointed a partner to help us produce our Neighbourhood Development Plan and the new NDP working group has already had its first two meetings.
- d. Work is well under way to determining how we want our new grounds maintenance contract to operate. This is vital work as grounds maintenance is one of our biggest expenditures and ensures our public spaces are well presented and well maintained.

2. Foster a real sense of community

- a. We held a successful Remembrance Sunday parade with big crowds once again unlike last year. Well done to the Civic team.
- b. We have just launched our Civic Awards for 2021-22 and are inviting nominations – if you know of anyone from Newbury who you think deserves to be recognised for their work in our community then please send in your nominations.

3. Take actions to address the climate emergency

- a. The new Victoria Park Community Café designs are targeting BREEAM Excellent and also carbon neutral design and build (I have checked this with David)
- b. The new grounds maintenance contract will consider carbon footprint and biodiversity.

4. Focused support for young people, the elderly, minorities and the vulnerable

- a. We awarded almost £11,000 to local charities and community groups who are supporting young people, the elderly, minorities and the vulnerable.
- b. We have just awarded a grant to the Newbury Cricket Club towards their rebuilding costs, and to help ensure Loose Ends has the permanent new home it needs.
- c. We continue to support youth work through our partnership with Berkshire Youth and grants to both the Community Youth Project in Greenham and the Riverside Centre in Clay Hill.
- d. We have provided funds in the 2022-23 budget to develop a partnership to support inclusivity in our community, and follow-up projects from our Youth Voice event.

Once again, 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, 31st January 2022

Meeting of Newbury Town Council, Monday 31 January 2022.

Agenda Item 11: Chief Executive Officer's Report.

A) Staff Matters

2 New Staff Members

The Council has successfully recruited to the 2 new posts of Facilities Officer (Paul Fairchild) and Town Hall Officer (Brendon Ferreira) to Team NTC. Paul and Brendon have settled in quickly and colleagues are already noticing the benefits.



Parental Pay and Leave

For the first time in our 25 years history, one of the Team has delighted us with the news that she is pregnant. The Staff Subcommittee met on 19 January and unanimously agreed that we should offer all of our employees the same parental leave and Pay conditions and terms as apply at District Council level.

B) Neighbourhood Development Plan

Following the decision of the Planning and Highways Committee in July last year that the Council should undertake a Neighbourhood Development Plan, Consultants have been appointed and a Steering Group established to take this project forward. The Steering group had its first meeting on 20 December. This is a key objective of the Town Council and we aim to have a draft NDP by the end of this year.



C) Newbury Town Council's 25th Anniversary

The Town council will be 25 years old on 1st April 2022 and the Civic Pride, Arts and Culture Committee has set up a Working Group to make arrangements for us to celebrate our silver anniversary. This includes an

25 YEARS

invitation event for former Mayors, members and staff, as well as a public display of what the Council has achieved over the past 25 years. The Working Group proposes that the public display forms part of this year's Annual Town Meeting and requests that the date for the meeting be changed to Monday 11 April.

Hugh Peacocke
Chief Executive Officer

21 January 2022

Councillor Vaughan Miller's Motion on Requiring Tips and Service Charges to Be Distributed to Workers

In response to a number of stories which highlighted a practice where companies were deducting money away from tips and services charges which were intended for workers, and the conducting of a broad public consultation on this practice, the Government is planning to introduce a new law which would include:

- a requirement for all employers to pass on tips to workers without any deductions
- a Statutory Code of Practice setting out how tips should be distributed to ensure fairness and transparency
- new rights for workers to make a request for information relating to an employer's tipping record, enabling them to bring forward a credible claim to an employment tribunal

This change will affect around 2 million wait staff and hospitality workers. The Unite Union has estimated that the delay in passing this legislation since action was first proposed five years ago, in 2016, has cost each wait staff an estimated £10,000 in lost tip income. With 80% of all tips now being paid for by cashless payment, a form of tipping which is currently not legally required to be passed onto staff, the enactment of these sensible regulations is more urgent than ever.

Ultimately, if passed, this legislation would mean that employers who break these rules could be taken to an employment tribunal and face fines or be forced to compensate those workers effected. These are fair and reasonable policies that I propose this Council supports.

Resolution:

That this Council:

- 1) Supports, in principle, the parts of the upcoming employment bill which would make it a legal requirement for employers to pass on all tips and service charge payments to workers without any deductions, a compulsory Statutory Code of Practice ensuring tip fairness and transparency, and a right for workers to make a request for information relating to an employer's tipping record.

Continued overleaf

- 2) Writes to the Secretary of State for Business, Energy and Industrial Strategy, The Rt Hon Kwasi Kwarteng MP, to express our support for these parts of the bill and request that this legislation be brought forward as soon as possible.
- 3) Writes to West Berkshire Council to request they likewise express their support for these parts of the bill and request that this legislation be brought forward as soon as possible.

Sources:

BBC (2021) *'Hospitality staff set to keep all their tips under rule change'*, Available at: <https://www.bbc.co.uk/news/business-58669632> (Accessed on: 02/11/2021)

Butler, S. (2021) *'UK restaurants to be banned from keeping staff tips'*, *The Guardian*, Available at: <https://www.theguardian.com/business/2021/sep/24/uk-restaurants-to-be-banned-from-keeping-staff-tips> (Accessed on: 02/11/2021)

Department for Business, Energy, & Industrial Strategy and Scully, P. MP (2021) *'Press release: All tips to go to staff under government plans to enhance rights of 2 million workers'*, Available at: <https://www.gov.uk/government/news/all-tips-to-go-to-staff-under-government-plans-to-enhance-rights-of-2-million-workers> (Accessed on: 02/11/2021)



Strategy 2019-2024

Year 3 Update

Version Full Council, 31st January 2022

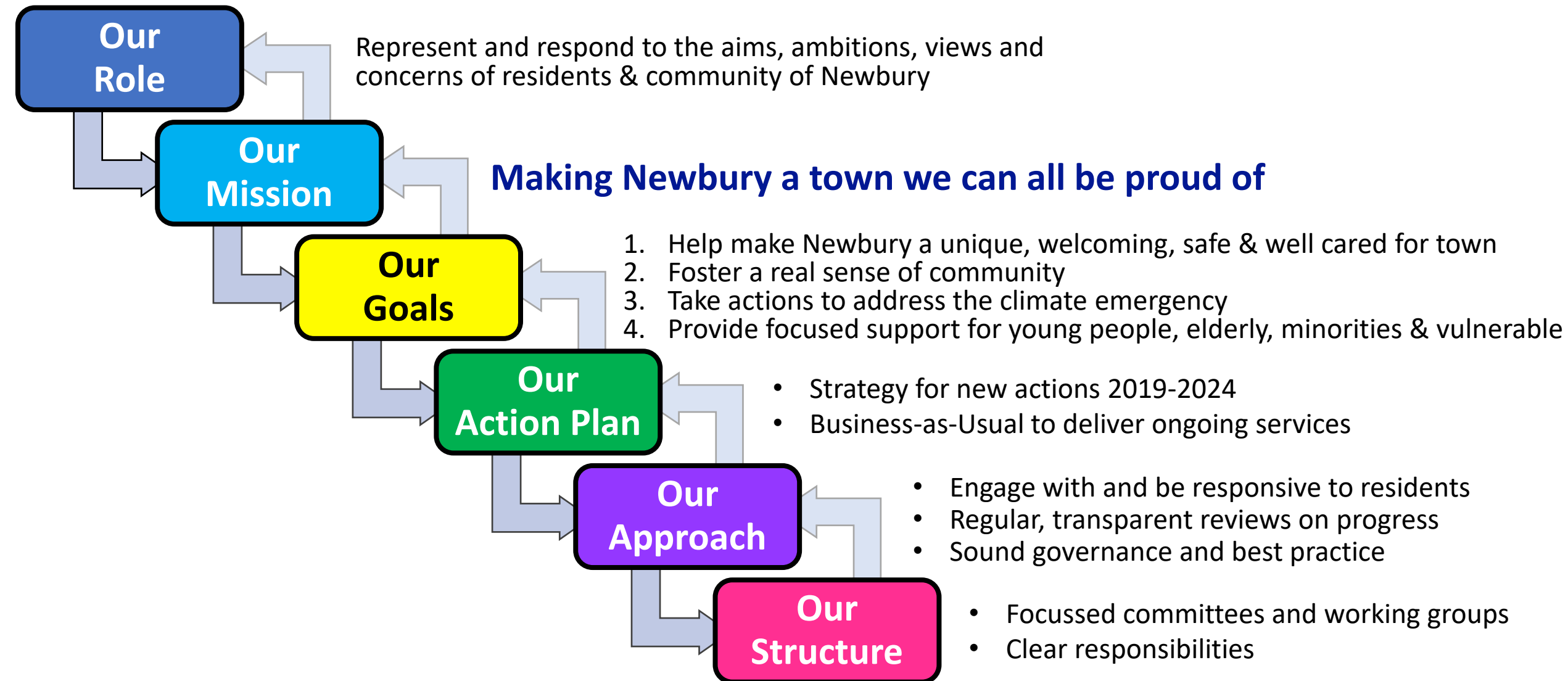
Making Newbury a town we can all be proud of

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Summary for our new strategy



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



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

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

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

- Funded by annual Precept, developer contributions & other income

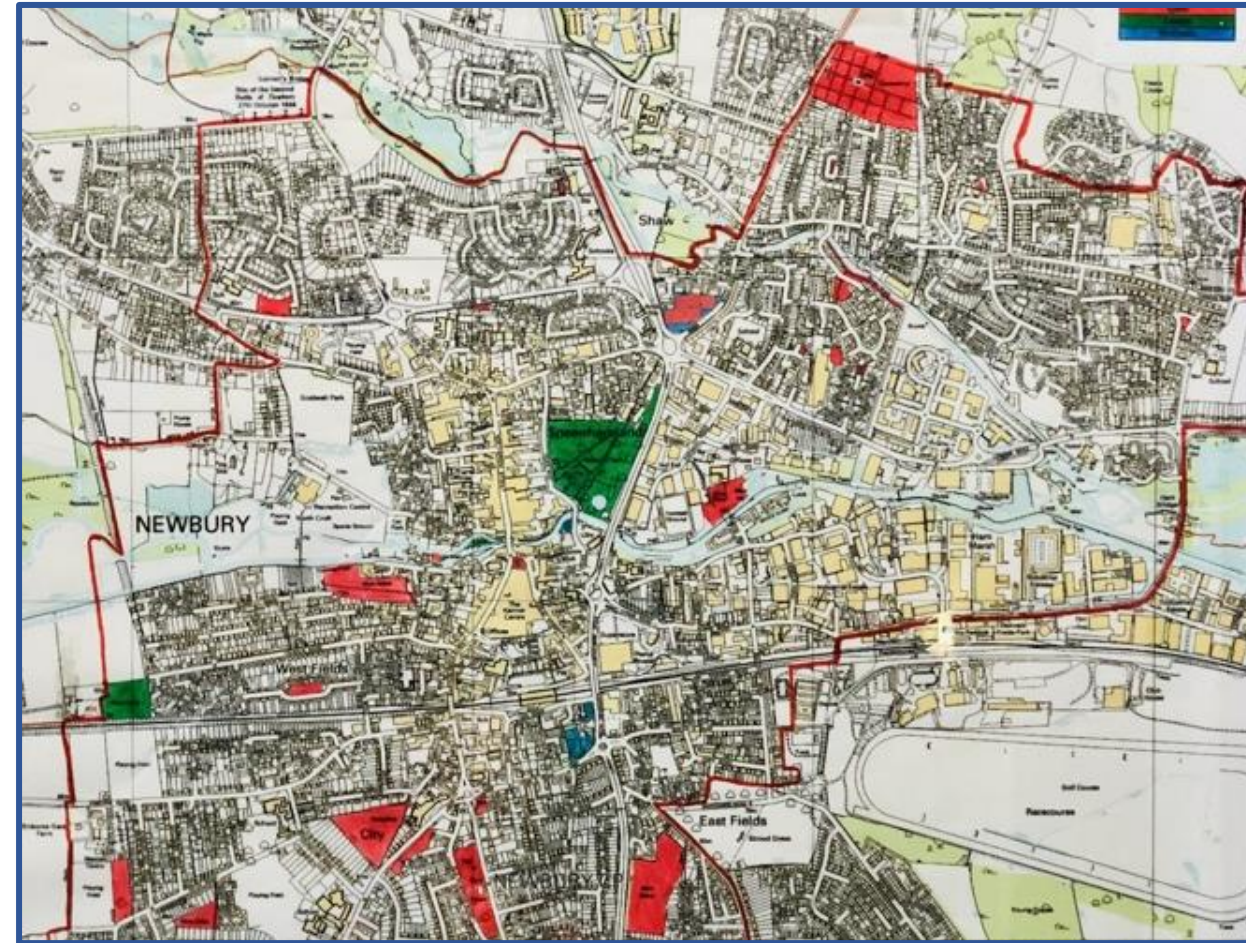
- Planning & building control
- Roads, transport & parking
- Licensing
- Care & housing
- Schools, learning & libraries
- Consumer & environmental protection
- Rubbish & recycling
- Leisure, parks & countryside
- Tax & benefits

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

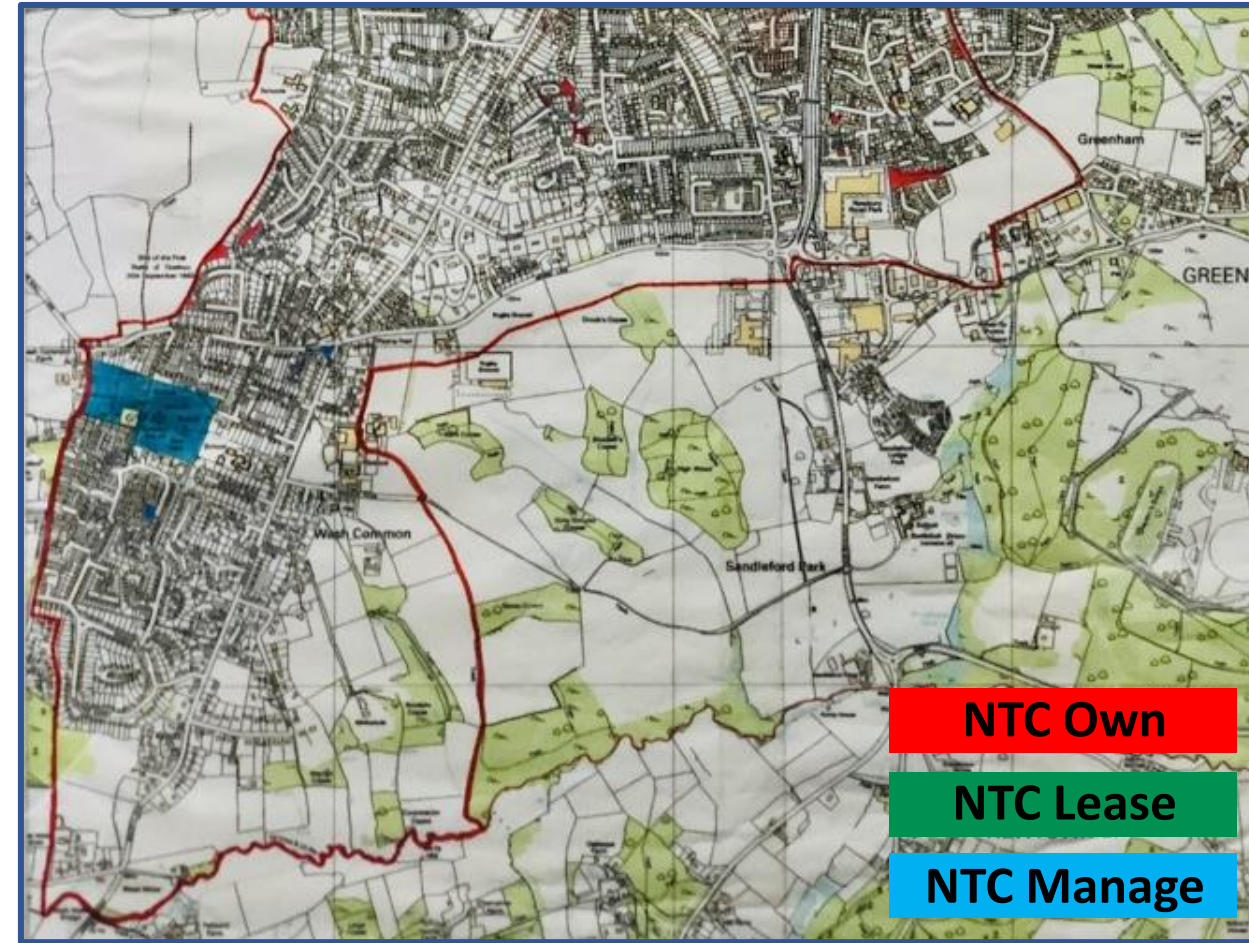
Newbury parish boundary and land we own, lease and manage

Our
Role

Newbury Parish – northern half



Newbury Parish – southern half

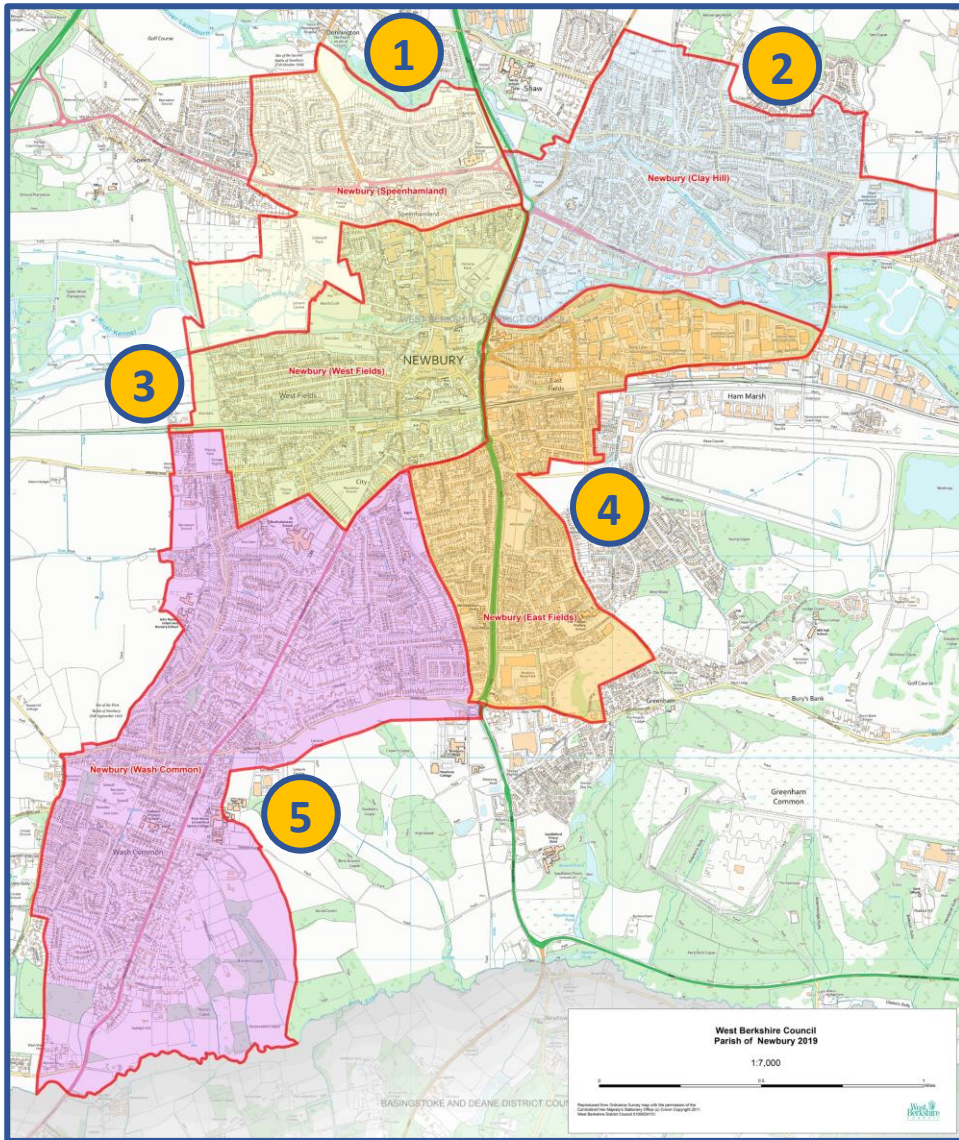


NTC Own

NTC Lease

NTC Manage

Newbury parish wards and Councillors – January 2022



1. Speenhamland

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

2. Clay Hill

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

3. West Fields

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

4. East Fields

- Billy Drummond – *Liberal Democrat, Mayor*
- Jon Gage – *Liberal Democrat*
- Olivia Lewis – *Independent*
- Vaughan Miller – *Liberal Democrat*
- Erik Pattenden – *Liberal Democrat*

5. Wash Common

- Chris Foster – *Liberal Democrat*
- Roger Hunnemann – *Liberal Democrat*
- David Marsh – *Green Party*
- Gary Norman – *Liberal Democrat, Deputy Mayor*
- Sarah Slack – *Liberal Democrat, Deputy Leader of the Council*
- Tony Vickers – *Liberal Democrat*

Our Mission – *What drives us?*

Our Mission



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

Our Goals – *Where are we heading?*

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

- A. Provide outstanding parks, playgrounds and public spaces
- B. Run vibrant markets
- C. Run thriving allotments
- D. Provide well-kept and peaceful cemeteries
- E. Ensure our public and historic buildings are properly cared for and well-used
- F. Help deliver a well-presented town with high quality public amenities that support well-being, safety and visitors
- G. Provide a strong voice for Newbury by lobbying and working with WBC, Newbury BID, and others

2. Foster a real sense of community

- A. Inspiring Civic events and Mayoral calendar
- B. Enjoyable and inclusive community events
- C. Celebrate and recognise individual and community achievements
- D. Encourage and support contributions to our public and community life
- E. Celebrate and encourage appreciation of public art and Newbury's heritage

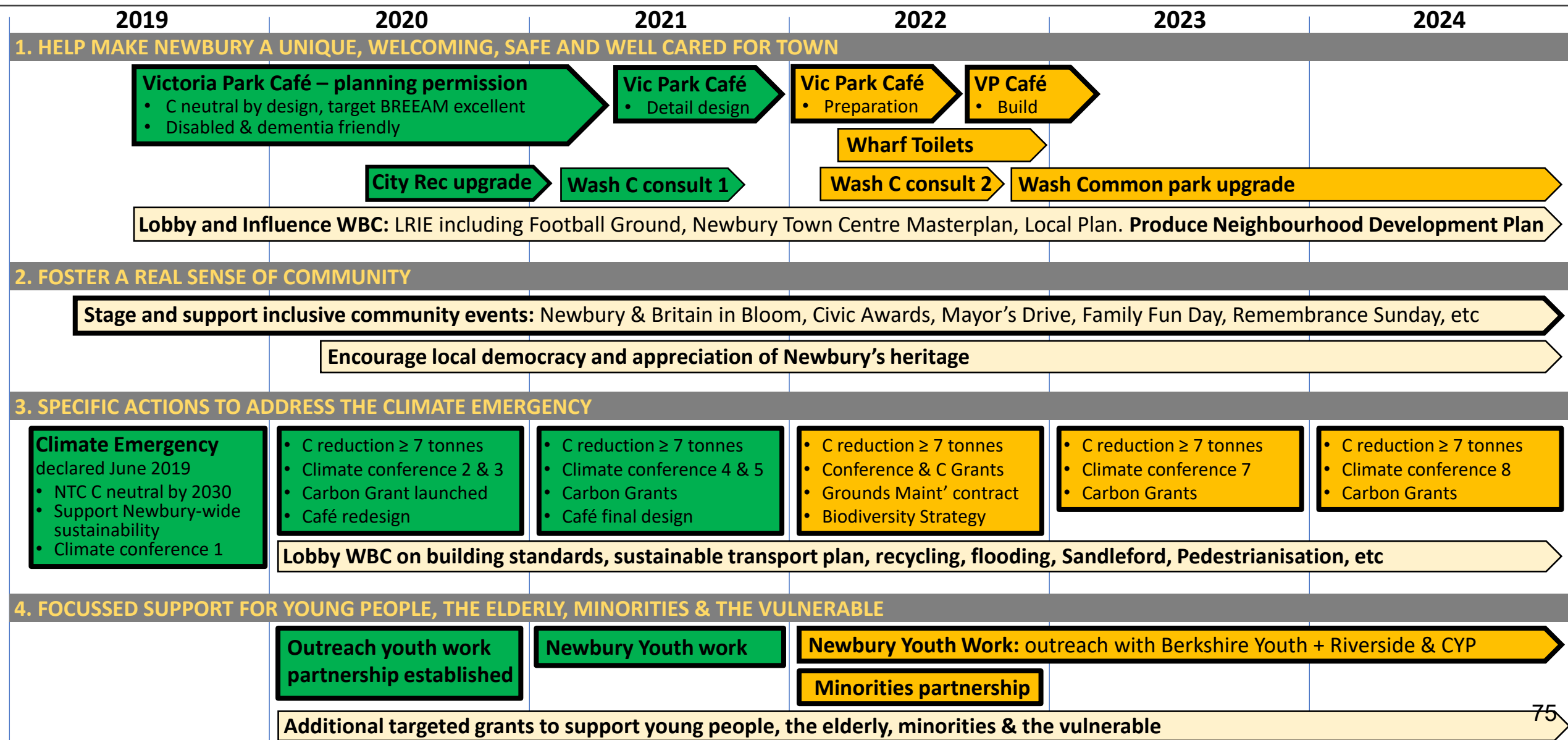
3. Take actions to address the climate emergency

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

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

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

Summary of Key Strategic Actions 2019-2024



Coding to understand type of strategy action points

1. Specific project activity – roman font
2. *Business as usual items – italic font*
3. Completed – green
4. New / modified in 2022/23 update
5. Cancelled / on hold – brown

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

Provide outstanding parks, playgrounds and public spaces



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

A. Provide outstanding parks, playgrounds and public spaces

1. By **end March 2023**, open a new café in Victoria Park that we can all be proud of
 - a) We will target BREEAM Excellent for the building design and construction – **21/22 Planning permission granted, detailed design completed**
 - b) Café will be designed to enable carbon neutral operation with PV panels for electricity generation and air source heat pumps for heating
 - c) Café will have a toilet with baby changing facilities and disabled access; & the building will also house male, female and disabled toilets for users of the park
 - d) The building will have changing facilities for tennis coaches and other users of the tennis courts
 - e) The building will be the CCTV hub for the park
2. **Complete 20/21: Finalise plans for upgrades to the City Recreation Ground by January 2020**
3. **Complete 20/21: Upgrade City Recreation Ground according to agreed plans.**
Working towards achieving Green Flag status
4. Consider requirements and costs for targeting Green Flag for Wash Common park. Decision and plan by mid 2021, target start 2022
 - a) **21/22: Initial consultation completed.** b) 22/23 Carry out further consultation and start work
5. **Complete 20/21: From April 2020, to ensure safety and quality, start implementation of long-term rolling plans for:**
 - a) the refurbishment / replacement of playground and other park equipment when it reaches the end of its life
 - b) our trees and other planting to ensure they are properly cared for and replaced or extended when necessary
6. Explore options for better utilization of our land at Hutton Close – recommendation by **Q2 2022**
7. Explore taking ownership of Greenham House Gardens from WBC: **a) 21/22 Agreement in principle; b) 22/23 Take ownership**
8. *Maintain Green Flag Status for Victoria Park*
9. *Implement our rolling maintenance plans for equipment and planting and managing our tree stock, and review and update annually*
10. *Provide and maintain trees, flower beds, hanging baskets and other plantings in appropriate locations*

B.

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

Run vibrant charter and farmers' markets

Run thriving allotments



100% occupancy

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

B. Run vibrant markets

1. *Run an annual meeting with all market traders to gather their views and agree joint action plan to enhance our market*

C. Run thriving Allotments

1. Explore options for additional allotment sites, working with our neighbouring parishes as appropriate
2. *Maintain and run high quality allotments, and promote allotments to new tenants targeting > 97% occupancy*
3. *Encourage and support competitions within and between allotments*
4. *Organise an annual meeting with allotment holders to agree action plan for the following year*



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

Provide well-kept and peaceful cemeteries

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



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

D. Provide well-kept and peaceful Cemeteries

1. *Maintain and run cemeteries to a high standard*

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

1. **Complete 20/21:** From April 2020, to ensure safety and quality, start implementation of long-term rolling plan for the upkeep and refurbishment of the public buildings in our care
2. *Implement our rolling upkeep and refurbishment plans for buildings, and review and update annually*
 - a) Year 1 & 2 complete
 - b) Year 3 funded in budget 2022/23
3. *Promote the use and enjoyment of the Town Hall for all the people of Newbury, including as a venue for meetings, conferences, receptions, the celebration of weddings, etc*
 - a) *Continue to offer discounted rates for local community groups that are engaged in activities that further the aims of the NTC strategy*
4. *Work with the Newbury Society and other relevant outside bodies to:*
 - a) *Support the heritage and conservation of Newbury and promote events and activities that recognise, highlight and protect the town's traditions, heritage and history and help engage the public interest and involvement in Newbury's heritage*
 - b) *Support the protection of important and historical / character buildings through Local Listing and, when agreed, by liaising with Historic England for national listing*

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

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



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

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

1. Well-presented town:

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

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

- a) *Public toilets*
 - i. *A new public toilet to be included as part of the planned new community café in Victoria Park – due by end March 2023*
 - ii. *By end Q2 2020, explore options for the best location for a specialist hoist in at least one public toilet in Newbury that will enable carers to change older children / young people on the changing table when needed rather than on the floor. Will be at the Wharf Toilets.*
 - iii. *By end 2022: To upgrade and refurbish the public toilets at the Wharf so that they are more economic to run, more vandal-resistant and more sustainable in the longer term. This work to include the provision of a Changing Places facilities (with specialist hoist) and a shower, both within the current building structure.*
Upgrade the public toilets at the Wharf to include a changing facility with specialist hoist and a shower
- b) *Bus shelters*
- c) *Benches and other street furniture*
- d) *Roadside salt bins*
- e) *Footway lighting*
- f) *Bins for litter / dog waste*
- g) *Provide limited support for library services in Newbury, with clearly defined benefits for residents and / or NTC.*
To be reviewed annually in October to determine whether to continue support for the following budget year.
21/22 Completed gradual phase-out of the temporary support grants in order to fund other strategic priorities in support of young people, the elderly, minorities and the vulnerable. Statutory responsibility for libraries remains with West Berkshire Council

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

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

3. Well-being:

- a) **21/22: Completed: work with West Berkshire District Council to identify what additional signage and footpaths are required for walking and cycling routes to and from the Town Centre and local schools, and agree a programme for their delivery**
- b) Consider additional signage to countryside paths and open space within the parish of Newbury or immediately adjacent to it
- c) Support the work of the Greenham & Crookham Common Commissioners
- d) Support the Friends Group working to ensure the permitted path through Speen Moors remains open to the public
- e) Support efforts to safeguard the long-term future of the Newbury Lido, and to extend the number of months each year that it is open
- f) Work with local community groups like the Newbury Society and City Arts to promote and extend the Town Trail and other visual arts initiatives.

4. Safety:

- a) Specialist changing facilities:
 - i. **(Repeat of 1.F.2.i) By end Q2 2020, explore options for the best location for a specialist hoist in at least one public toilet in Newbury that will enable carers to change older children / young people on the changing table when needed rather than on the floor.**
 - ii. (Repeat of 1.F.2.ii) Install as soon as practical, and by Easter 2022 at the latest (was mid 2021)
- b) Provide defibrillators in appropriate locations and assist other bodies who wish to provide them
- c) *Support community safety, working with partners as appropriate, including Town Centre CCTV, footway lighting etc as required*
 - i. *21/22: Successfully worked with partners to upgrade to a new CCTV system for the town centre which provides high definition, improved coverage and at a lower annual cost*

5. Support Visitors:

- a) By end 2021, working with Newbury BID, agree a co-operation plan with coach operators who bring visitors to the town to make them feel welcome and encourage them to continue to stop off in Newbury
- b) Work with Newbury BID and other organisations to encourage sustainable tourism growth in the interest of the town's economy
- c) *Provide brochures, maps, signage and other information for the benefit of visitors to Newbury*
- d) *Work with partners to ensure Newbury "arrival points" (Tesco roundabout, train stations, car parks etc) give visitors a good impression*

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

Provide a strong voice for Newbury



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

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

1. Neighbourhood Development Plan
 - a) **Complete 20/21:** By end 2020, explore the time and costs to produce Neighbourhood Development Plan, and the likely benefits in terms of increased influence on planning decisions and additional CIL contributions
 - b) **Complete 21/22:** By end Q1 2021: decide whether to move forward with a Neighbourhood Development Plan
 - c) Have the Neighbourhood Development Plan working group produce a draft plan by the end of 2022, with target draft by end 2023
2. Work with and support the Canal Corridor Working Group to prepare an action plan by the end of Q3 2021 for the future development and protection of the Canal Corridor. Any plans / dates for implementation?
3. Promote and encourage investment in the Town Centre, especially south of the Canal Bridge, including a coherent plan for the Kennet Centre
4. Work with Newbury BID and other relevant organisations to lobby WBC for the pedestrianisation of the Market Place ([permanent vehicle restricted zone](#)), excluding Mansion House and Wharf Streets. Aim for decision by end Q2 2022 (was Q3 2020)
 - a) Added: Use NTC input to the Newbury Town Centre Masterplan 2036 to promote this objective
5. Newbury Town Centre Masterplan 2036
 - a) Ensure the Newbury Town Plan 2019-2036, items (1) to (4) above, and the views of our residents form a central part of the input to any consultation on the new Newbury Town Centre Masterplan 2036. Town Centre WG (November 2020) + P&H + dual-hatted members will provide input
6. London Road Industrial Estate redevelopment
 - a) Ensure full participation and input into any consultation on the redevelopment of the LRIE. **20/21 Formal response provided**
7. Lobby West Berkshire Council to adopt the following into their new Local Plan, expected in late 2022 (was Q1/Q2 2020)
 - a) The relevant parts of the Newbury Town Plan 2019-2036
 - b) An environmentally sustainable approach to transport that promotes modal shift to no / low carbon modes of transport, especially walking, cycling and public transport
 - c) Opposition to the use of Permitted Development Rights for change of use to residential in established employment areas, and request the planning authority to seek article 4 directions in this matter

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:

8. Lobby WBC to:

- a) 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 3G pitches providing higher availability for matches and training. (As amended by Full Council on 20th May 2020) – **Standing item on P&H; regular lobbying as a result**
- b) Take action where appropriate under S215 of the Planning against owners of lands or buildings which detract from the amenity of the area, **and encourage WBC to devolve this power to the Town Council** (See also 1.G.11.e) – **Regular item on P&H; several recommendations made to WBC and improvements made to several buildings as a result**
- c) Complete a Conservation Area Appraisal for the town
- d) Consider making Newbury a low emission zone and so discourage through traffic on the A339
- e) Consider providing an additional 'at grade' pedestrian crossing of the A339
- f) Lobby WBC for Newbury to develop better integrated travel points, for example at Newbury Train Station

9. Work closely with WBC, the BID, Thames Valley Police and other organisations that are important to the success and wellbeing of the town and its residents

10. Work with partners to grow Newbury's reputation as a centre of high-tech excellence

11. Support and encourage the devolution of decision making and service delivery to the most appropriate level

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:

12. Use our role as statutory consultee for Planning to:

- a) Encourage diverse shopping and eating out options with a significant number of independents*
- b) Encourage a modal shift in transport by prioritising walking, cycling and public transport*
- c) Maintain pressure for significant provision of social housing, including houses for social rent*
- d) Improve environmental standards and reduce carbon footprint of new building and infrastructure projects*
- e) Lobby, encourage and assist WBC in enforcing S215 repairs to land and buildings that diminish the town's appearance (see also G3b)*
- f) Continue to pressure WBC to maintain, respect and protect our Conservation Area (see also 1.G.3.c)*
- g) Request the planning authority to address the flood risks associated with development proposals and ensure that these are properly addressed*
21/22: The Council responded to the Local Flood risk management strategy, expressing our support for a local Flood forum for Newbury
- h) Lobby the Local Planning Authority as appropriate on issues of importance for the wellbeing and prosperity of the people of Newbury*
- i) 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*
- j) Comment and respond to the Highways Authority (West Berkshire District Council) on consultations and proposals for highways, traffic and parking schemes in Newbury*

2. Foster a real sense of community

- Inspiring Civic events and Mayoral calendar
 - Enjoyable and inclusive community events
- Celebrate and recognise individual and community achievements
- Encourage and support contributions to our public and community life
- Celebrate and encourage appreciation of public art and Newbury's heritage



2. Foster a real sense of community

A. Arrange and Manage Inspiring Civic events and Mayoral calendar

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

B. Stage and support enjoyable and inclusive community events

1. *Work with and support the tennis coaches to stage a Victoria Park tennis championship once Covid allows.*
2. *Support the re-establishment of Art in the Park and other public arts events – aim for [summer 2022](#), Covid permitting*
3. *Work with Newbury BID and other parties to explore options for a Christmas Market in Newbury from 2021*
- [Newbury BID taking full ownership for series of events in the town; NTC providing relevant support](#)
4. *Hold an Annual Family Day in Victoria Park for the enjoyment of our residents and to promote the park and its facilities*
5. *Organise and support the annual Mayor's Drive in July to give the over 75s an enjoyable day out*
6. *Support and promote selected community events through financial assistance and / or provision of venues and facilities, notably, but not limited to: Christmas Lights, Music at the Band Stand, and the Newbury Carnival*
7. *Support Newbury in Bloom and Britain in Bloom to raise Civic Pride and encourage and acknowledge efforts by the community, businesses, residents and other organisations of Newbury*
8. *Encourage and facilitate residents' participation in social, recreational and sporting activities by providing suitable facilities in appropriate places*
9. *Where it fits with other Council initiatives, encourage and support community involvement as appropriate – e.g. community litter picks, community planting / clearing for biodiversity etc*

2. Foster a real sense of community

C. Celebrate and recognise individual and community achievements

1. *Run and sponsor Newbury's annual Civic Award scheme to recognise the contributions of our residents to the town*
 - a) *First completed in 20/21: Added an award for best environmental contribution. 21/22 completed*
 - b) *First completed in 20/21: Display full list of all those who have been congratulated by the Mayor during the preceding year. 21/22 completed*
2. *Congratulate residents and members of the community whenever significant achievements are brought to our attention, and keep a list on the website*

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

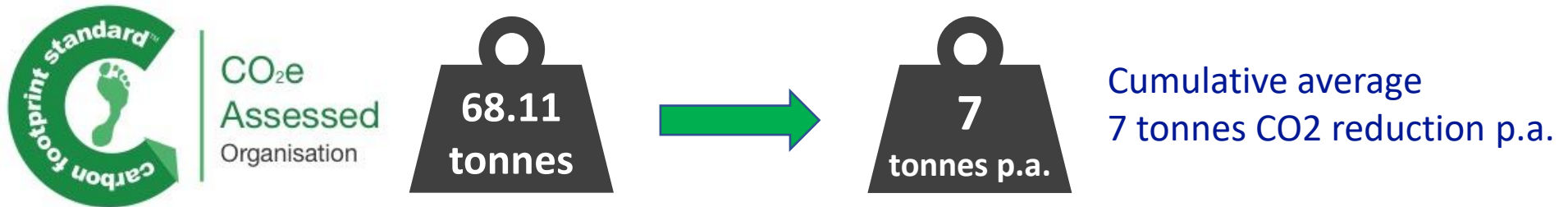
1. *Hold an Annual Town Meeting for Town Council electors and use it to encourage participation in and feedback on key elements of the Council strategy*
2. *Encourage participation in local democracy with particular focus on:*
 - a) *Encouraging women into local politics*
 - b) *Introducing young people to local democracy and NTC; and encouraging a Youth Forum / Youth Council*
 - c) *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*
3. *Continue to support the principle of Newbury Town Twinning and explore how to make it more inclusive*
4. *Provide support, advice and publicity for self-funding groups (eg Friends of Victoria Park, Friends of Newtown Road Cemetery)*

E. Celebrate and encourage appreciation of public art and Newbury's heritage

1. *Further develop the town's heritage trail*
 - a) *Regular unveiling of new plaques to commemorate Newbury's history*
2. *Promote the art and heritage trails, working with partners where appropriate*
 - a) *21/22 New heritage trail map produced in partnership with the Newbury BID*

3. Take actions to address the climate emergency

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



Re-design the new Community Café for Victoria Park:
with target BREEAM Excellent for the construction
and to be carbon neutral in operation



Launch a Climate Fund to support local environmental groups with projects
that will reduce CO₂ emissions in Newbury

3: Take specific actions to address the climate emergency

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

- Becoming carbon neutral will be a core ongoing priority for NTC, and will result in clear targets and potentially new ways of working across the organisation
 - NTC direct carbon footprint has been independently measured and certified at 68.11 tonnes per year. Therefore, to become carbon neutral by 2030, NTC will need to reduce its annual carbon footprint by an average of at least 7 tonnes every year, although the reduction is unlikely to be linear
1. The Climate Emergency Working Group will continue to develop our plans and recommendations to deliver net zero carbon
 - a) **Completed:** In December 2019, agree a clear carbon reduction plan for 2020 to deliver a full year equivalent reduction of at least 7 tonnes
 - b) In December every year, starting in 2020, agree the detailed carbon reduction plan and budget for the following year, and an outline plan for the remaining years to 2030. **2021/21 C reduction of 25.8 tonnes. 2021/22 Cumulative reduction > 7 tonnes p.a.**
 - c) By end Q3 2021: audit our street lighting to determine what lights can be removed and to plan replacement of the ones we need to keep with new energy efficient lights. **Begin replacements as funds allow.**
 2. For existing operations, we will:
 - a) Prioritise real reductions in our energy usage by cutting out waste and by investing in more efficient systems and ways of working. For example, in the Town Hall we will invest in insulation, efficient heating, low energy bulbs, systems to automatically turn off the lights, etc. **Started 20/21**
 - b) We will also look to offset where this makes sense; and will not simply buy offsets as an easy way to reduce our carbon footprint. Instead, we will prioritise by offsetting through primarily local means and opportunities within our operations. For example, solar electricity generation, additional tree and shrub planting, grants to local organisations supporting our carbon-neutral / Climate Emergency principles, etc.
 3. For all new projects, activities and procurement decisions we will:
 - a) Ensure carbon impact is a core decision making criteria when making recommendations about new projects, activities and procurement decisions. We will always aim to minimise the carbon impact, and target net zero where practical and cost effective. **To this end, from November 2019, environmental impact considerations will become part of the NTC standard report template.**
 - b) **Completed 20/21:** Planning redesign the new café in Victoria Park to enable carbon neutral operation, and target BREEAM Excellent for its construction
 - c) **Completed 21/22:** Detailed plans to hit environmental targets and planning conditions
 - d) **Ensure biodiversity and carbon footprint are considered in our new grounds maintenance contract to be awarded in Q1 2023**
 4. Ensure that management of our green spaces and support for nature and horticulture projects more widely across Newbury is designed, where feasible and cost effective, to maximise environmental benefits and biodiversity.
 - a) Establish new sown wildflower meadows where possible using local seed sources and/or those appropriate to the ecological and cultural heritage of the site
 - b) Conduct biodiversity surveys in our major open spaces to provide benchmarks and give basis for future enhancements.
21/22 Completed first surveys in Victoria Park and Wash Common. 22/23 Biodiversity survey of River Lambourn in Clay Hill
 5. Once our current contract ends, we will move to green tariffs (certified 100% matched by renewable sources) for our energy supply. In the meantime, we will explore options within our current contract.
 6. From March 2020, our carbon footprint will be publicly reported annually as a new KPI – **Completed in 20/21, 21/22**

3: Take actions to address the climate emergency

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

1. Starting in September 2019, NTC will hold at least one Climate Change Community Workshop per year to:
 - a) Update local residents & environmental groups on progress towards making the activities of NTC carbon neutral, and gather feedback & suggestions
 - b) Encourage & support actions to help make Newbury as a whole more environmentally sustainable, & gather suggestions on how NTC can best helpCompleted: 2 in 20/21, 2 in 21/22
2. By mid April 2020, launch a Climate Fund to support local environmental groups with projects that will reduce CO2 emissions and other actions that benefit the climate in the parish of Newbury. Launched 20/21, ongoing thereafter
 - a) NTC will be able to take credit for an appropriate share of any carbon reduction and use this to offset total emissions and help deliver zero carbon
3. Use our influence and network where appropriate and cost effective to:
 - a) Support local community organisations in their 'green initiatives'
 - b) Support a local 'Green Directory' to ensure residents know what resources, offers and support they can access
4. By mid 2022, reconnect the drinking water fountain on the Town Hall, and install new drinking water taps in the City recreation Ground and Blossoms Field
5. During 2020, investigate cost effective ways of increasing the current recycling rate from waste collected from our parks. Decide in Q1 2022 (was October 2020) whether to implement new arrangements
6. Lobby WBC to:
 - a) Update their planning guidelines to require key environmental features in order to receive planning support, e.g. solar panels for electricity and hot water, electricity storage batteries, ground / air source heat pumps, electric car changing point, etc. This should also be added to their Local Plan review – in 2020/21 provided official NTC response to the Local Plan Review and WBC Environmental Strategy
 - b) (Repeat of 1.G.4): Work with Newbury BID and other relevant organisations to lobby WBC for the permanent pedestrianisation of the Market Place, excluding Mansion House and Wharf Streets. Aim for decision by end Q2 2022
 - c) (Repeat of 1.G.1.b): Develop an environmentally sustainable approach to transport that promotes modal shift to no / low carbon modes of transport, especially walking, cycling and public transport. This should also be added to their Local Plan review
 - d) Support the wider use of electric vehicles (cars and bicycles), and to install an adequate number charge points in suitable, secure parking spaces that are reserved for those vehicles
 - e) Radically expand the range of materials and product types that are collected kerb-side for recycling – in 2020/21 provided official NTC feedback
7. Encourage local community groups to set up market stalls at no / heavily reduced fees to promote green initiatives e.g. refillables

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

- Support youth work for Newbury
- Support initiatives to make Newbury a more inclusive town
- Work with local organisations which support the elderly and the homeless in Newbury



- Launch a new fund dedicated to delivering much needed youth work for Newbury. This fund will form part of the budget for the next 4 years to enable our partners to plan effectively and deliver the best possible outcomes
- Explore options for the best location, and then install a specialist hoist in at least one public toilet in Newbury that will enable carers to change older children / young people on the changing table when needed rather than on the floor

4: Focused support for young people, the elderly, minorities & the vulnerable

A. Provide funding to organisations which support youth work in Newbury

1. Launch a new fund dedicated to delivering much needed outreach youth work for Newbury, running from April 2020 to March 2024. This fund will form part of the budget for the next 4 years to enable our partners to plan effectively and deliver the best possible outcomes – Started on time in 20/21. Funding committed for 4 years.
2. The Council is committed to developing a youth offering and encouraging joint initiatives between young people and the Council. This will be achieved through our detached work with Berkshire Youth and by supporting and / or lobbying to fulfil suggestions proposed by young people (eg outdoor covered shelter, improved street lighting etc)
3. Provide funding support for youth work initiatives at the Greenham Community Youth Project at the Nightingales, and the Riverside Centre in Clay Hill. *Started in 21/22, continued in 22/23*

B. Support initiatives to make Newbury a more inclusive town

1. Support our minority communities where possible by working with relevant local groups such as Community United
 - a) *In 2022, begin new partnership to support inclusivity with our minorities*
2. Support dementia-friendly initiatives to help the elderly in our community:
 - a) Explore NTC becoming an accredited dementia-friendly organisation
 - b) *Organise dementia-awareness training for all members and officers by Q1 2020, and then display accreditation on NTC website*
 - c) *Dementia-friendly training planned for first quarter following successive elections*
 - d) **Completed 2020/21:** Ensure the design of the new café in Victoria Park considers the needs of those with dementia, and encourage the café operator to embrace dementia-awareness training and practices
3. Specialist Changing facilities:
 - a) *These will be part of the proposed Wharf toilets upgrade and will be a welcome additional facility for the town*
4. *We will strive to ensure that our policies and actions do not exclude any sections of the community, and that our services are accessible by all citizens of the town*

C. Work with local organisations which support the elderly and the homeless in Newbury

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

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

- 1. Encourage public attendance and questions at Council meetings*
- 2. Be visible, relevant responsive and accountable to our residents:*
- 3. Make ourselves available to the public by holding regular surgeries - street / ward / Town Hall steps / other locations*
- 4. Actively seek to hear the needs, desires and ambitions of the people in Newbury, and respond as quickly and as comprehensively as possible within the limits of our resources and other constraints.*
- 5. We will represent the views of the people of Newbury when working with other partners and stakeholders or other bodies, both local and national, who can improve the quality of life for our citizens.*
- 6. Continually improve and upgrade our website and social media in order to engage and consult the people of Newbury*
- 7. Publish a monthly digital newsletter covering important events and achievements of the Town Council*

2. Promote cultural identity and equality of opportunity

- 1. We will strive to ensure that our policies and actions do not exclude any sections of the community, and that our services are accessible by all citizens of the town. (See also Our Action Plan 4.B.4&5).*

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

- 1. Deliver services effectively, efficiently, on time and within budget*
- 2. Use direct labour or contractors as appropriate, and always ensure value for money*
- 3. Use local suppliers wherever possible*
- 4. Deliver services in partnership with others when it offers best value and/or can expand the range of services we provide*
- 5. Work with other partners and stakeholders to achieve efficiency savings in service delivery and where appropriate, expand the range of services provided by the Town Council.*
- 6. Minimise waste created by the Council and the services we provide*
- 7. Maximise opportunities to recycle waste created by the Council and the services we provide wherever possible*

Our Approach – Part 2 = Policy Area 3 from current strategy

Newbury Town Council, its Members and its Officers will:

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

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

Our Structure

Our Structure

- **People**

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

- **Decision Making**

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

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

- **Full Council** – 23 Members, 4 scheduled meetings / year
- **Policy & Resources** – 10 Members, 5 Subs, 4/yr.
 - Staff Sub-Committee – 6 members, 4 subs, 4/yr
 - Grants Sub-Committee – 6 members, 4 subs, 2/yr
 - Strategy working group
 - Audit working group
- **Planning & Highways** – 12 Members, 5 Subs, every 3 weeks
 - Canal Corridor working group
 - Heritage working group
 - Joint Sandleford working group
 - Neighbourhood Development Plan working group
 - Town Centre working group
- **Community Services** – 10 Members, 5 Subs, 4/yr
 - Victoria Park Café Sub-Committee
 - Climate Emergency working group
 - Green Spaces working group
- **Civic Pride, Arts & Leisure** – 10 Members, 5 Subs, 4/yr
 - Local democracy working group

Our Mission – *What drives us?*



APPENDIX 9.

NTC Budget 2022/23		Agreed	Additions	Projected	Draft Budget
Full Council		2021-22	approved in	outturn	2022-23
31 January 2022			year	21-22	
1 Staff					
2	Salaries/NI/PAYE	420,066		420,000	468,323
3	Misc Staff Expenses	2,575		4,000	4,000
4	Salary Reallocation	-420,066			-468,323
5	Total Expenditure	2,575			4,000
6					
7					
8 Central Services					
9	Precept Received	1,135,249		1,135,249	1,180,623
10	Interest Received	2,500		500	1,000
11	Total Income	1,137,749			1,181,623
12	Salary Reallocation	25,962		25,962	101,982
13	Bank Charges	2,060		2,100	2,100
14	Election Expenses	6,500			0
15	Total Expenditure	34,522			104,082
16					
17					
18 P&R General					
19	Salary Reallocation	36,695		36,695	15,679
20	Members' travel & subsistence	750		750	800
21	Bus Shelter Advertising	800		800	0
22	Precept Leaflet	1,200		1,200	1,300
23	P&R Projects Fund	5,000		3,000	3,000
24	Total Expenditure	44,445			20,779
25					
26					
27 Grants & Contributions					
28	Grants for Climate Change Proj	10,000		6,000	10,000
29	Berkshire Youth; Youth Worker	25,000		25,000	25,000
30	Contribution to BID Xmas light	12,000		12,000	12,000
31	Greenham Community Youth	2,500		2,500	2,500
32	Volunteer Centre	500		500	500
33	Grant Sub Committee	24,500		24,500	24,500
34	CAB Grant	20,000		20,000	20,000
35	CCTV	12,000		12,000	0
36	WBC - contribution to library	10,000		10,000	0
37	Defibs	4,000		4,000	2,500
38	Riverside Centre	2,500		2,500	2,500
39	Support for diversity & inclusivity in Newbury				3,000
40	NCC contribution to rebuild to safeguard Loose Ends				5,000
41	Greenham & Crookham Common	500		500	500
42	Total Expenditure	123,500			108,000
43					
44					
45 Corporate Services					
46	Miscellaneous Income	100			100
47	Total Income	100			100
48	Visitor Information Centre	1,500		500	500
49	Training and Development	5,000		5,000	8,000
50	Advertising Recruitment	1,000		2,100	1,000
51	Telephone	5,650		7,000	7,000
52	Postage	1,500		1,800	1,800
53	Printing/Stationery	1,500		1,500	1,000
54	Office Equipment	2,000		1,500	1,500
55	IT	22,000		22,000	20,000
56	Professional Fees	15,000		12,000	12,500
57	Audit	3,800		4,000	4,500
58	Subscriptions	4,400		4,400	4,800
59	Photocopier Charges	2,000		1,200	1,300
60	Advertising General	1,200		1,200	1,300
61	Recycling Costs	900		1,000	1,100
62	GM contract admin fee (WBC)	2,700		2,700	2,800
63	Capital exp computers etc	6,000		4,000	2,000
64	Insurance	13,000		12,300	11,500
65	Total Expenditure	89,150			82,600

2022/23 Source of Funds					
Income	Precept	Reserves	CIL/ S106	PWLb etc	External
	468,323				
	4,000				
	-468,323				
1,000					
	101,982				
	2,100				
	15,679				
	800				
	1,300				
	3,000				
	10,000				
	25,000				
	12,000				
	2,500				
	500				
	24,500				
	20,000				
		2,500			
	2,500				
	3,000				
	5,000				
	500				
100					
	500				
	8,000				
	1,000				
	7,000				
	1,800				
	1,000				
	1,500				
	16,330	3,670			
	12,500				
	4,500				
	4,800				
	1,300				
	1,300				
	1,100				
	2,800				
		2,000			
	11,500				

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Agreed 2021-22	Additions approved in year	Projected outturn 21-22	Draft Budget 2022-23
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66			
68 Town Hall			
69 Suite Lease Income	32,000	18,000	32,000
70 Solar Panel Income	400		500
71 Chamber Hire	6,000	5,000	7,000
72 Projector Hire	0	60	50
73 Total Income	38,400		39,550
74 Salary Reallocation	47,325		33,656
75 IT	0		0
76 Professional Fees	0	0	12,350
77 Reconnect Drinking Fountain	1,850	0	2,760
78 Topographical Survey	11,650	0	0
79 Town Hall Refurb	5,000	2,500	0
80 Town Hall Maintenance Fund	49,500	0	0
81 Replacement Solar Panel Invert	1,500	0	1,870
82 Rates	11,094	11,094	11,500
83 Water	1,000	400	500
84 Energy Supplies	10,300	7,500	11,000
85 Energy Conservation Projects	5,000	5,500	4,000
86 Repairs and Maintenance	29,500	10,500	22,500
87 Maint. Contracts	14,588	15,000	15,900
88 Fire Extinguishers	1,500	1,500	1,950
89 Security	800	1,400	1,600
90 Total Expenditure	190,607		119,586
91			
92 Weddings			
93 Chamber Hire	2,500	750	2,500
94 Total Income	2,500		2,500
95 Salary Reallocation	3,429	3,429	9,923
96 Weddings expenditure	1,000	1,500	2,000
97 Total Expenditure	4,429		11,923
98			
99			
100 Newtown Road Cemetery			
101 Miscellaneous Income	0	1,000	1,000
102 Total Income	0		1,000
103 Salary Reallocation	2,348	2,348	6,857
104 Toilet Hire NRC	1,300	1,300	1,250
105 Rates	389	600	650
106 Energy Supplies	400	2,800	600
107 Energy Conservation Projects	1,000	900	0
108 Repairs and Maintenance	7,500	6,500	15,670
109 Maint. Contracts	12,250	12,250	8,650
110 Maint. Contracts Unscheduled	1,200	1,200	1,560
111 Headstone Survey	2,000	0	2,240
112 Fire Extinguishers	100	100	225
113 Tree Surveys & Works	800	800	1,850
114 NRC Composting Toilet (25%)	2,563		14,000
115 Redecoration of Chapel	1,200	0	0
116 Total Expenditure	33,050		53,552
117			
118			
119 Shaw Cemetery			
120 Cemetery Income	35,000	50,000	40,000
121 Total Income	35,000		40,000
122 Salary Reallocation	21,149	21,149	14,443
123 IT	1,100	1,100	1,180
124 Subscriptions	95	95	95
125 Rent Payable	1,000	1,000	1,000
126 Rates	280	1,300	1,500
127 Water	3,000	750	750
128 Energy Supplies	1,000	1,050	1,200
129 Energy Conservation Projects	1,860	1,860	0
130 Repairs and Maintenance	13,560	8,500	5,540
131 Maint. Contracts	63,500	63,500	67,500
132 Maint. Contracts Unscheduled	2,200	2,200	2,860
133 Fire Extinguishers	250	250	860
134 Tree Surveys & Works	2,885	2,885	3,420
135 Total Expenditure	111,879		100,348

2022/23 Source of Funds

Income	REVENUE	Reserves	CIL/ S106	PWLB etc	External
32,000					
500					
7,000					
50					
	33,656				
		12,350			
		2,760			
		1,870			
	11,500				
	500				
	11,000				
		4,000			
	22,500				
	15,900				
	1,950				
	1,600				
2,500					
	9,923				
	2,000				
1,000					
	6,857				
	1,250				
	650				
	600				
	15,670				
	8,650				
	1,560				
		2,240			
	225				
	1,850				
		10,000			4,000
40,000					
	14,443				
	1,180				
	95				
	1,000				
	1,500				
	750				
	1,200				
	5,540				
	67,500				
	2,860				
	860				
	3,420				

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Agreed 2021-22	Additions approved in year	Projected outturn 21-22	Draft Budget 2022-23
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136				
137	Markets			
138	Market Income	39,000	50,000	50,000
139	Total Income	39,000		50,000
140	Salary Reallocation	23,094	23,094	12,939
141	Subscriptions	370	370	450
142	Advertising General	1,500	1,500	1,500
143	Market Management	14,000	14,000	14,800
144	Rates	5,725	5,800	6,000
145	Energy Supplies	1,000	1,100	1,200
146	Repairs and Maintenance	2,865	2,000	2,000
147	Total Expenditure	48,554		38,889
148				
149				
150	War Memorial			
151	Salary Reallocation	3,708	3,708	1,577
152	Repairs and Maintenance	700	500	2,500
153	Sinking Fund	2,000	2,000	2,000
154	Total Expenditure	6,408		6,077
155				
156				
157	Footway Lighting			
158	Salary Reallocation	3,708	3,708	4,094
159	Energy Supplies	7,313	8,000	9,000
160	Repairs and Maintenance	13,000	20,000	21,900
161	Street Lighting Upgrade	2,530	2,530	10,000
162	Total Expenditure	26,551		44,994
163				
164				
165	Clock House			
167	Salary Reallocation	3,708	3,708	1,577
168	Energy Supplies	750	750	850
169	Repairs and Maintenance	4,840	1,200	3,000
170	Total Expenditure	9,298		5,427
171				
172				
173	Street Furniture			
174	Income- Bus shelter advertising			48,000
175	Total income			48,000
176	Salary Reallocation	3,709	3,709	5,397
177	Energy Supplies	220	220	300
178	Repairs and Maintenance	5,500	2,500	4,000
179	Maint. Contracts Unscheduled	500	500	500
180	Grit Bins	4,635	1,000	2,000
181	Move of Bus Stop	5,800	5,800	0
182	Bus shelters provision and maintenance			48,000
183	Total Expenditure	20,364		63,197
184				
185	Recreation Grounds			
186	Income - Pitches	2,266	2,600	3,000
187	Total Income	2,266		3,000
188	football pitch management	0		9,870
189	Salary Reallocation	15,218	15,218	25,182
190	Water	600	600	650
191	Energy Supplies	2,060	2,100	2,300
192	Upgrading	2,250	0	3,000
193	Repairs and Maintenance	4,600	2,000	7,000
194	Maint. Contracts	29,800	29,800	32,200
195	Maint. Contracts Unscheduled	9,650	1,000	2,000
196	Tree Maintenance	0	5,650	0
197	Tree Surveys & Works	5,460	5,460	6,780
198	PPE	1,000	1,000	1,000
199	Drinking Water Tap	1,220	0	2,760
200	Wash Common upgrade- Phase 1		0	18,600
201	Consultation	1,000	1,000	1,250
202	Total expenditure	72,858		112,592
203				
204	City Recreation Ground			
205	Upgrading	14,000	0	0
206	Drinking Water Tap	1,220	0	1,800
207	Total Expenditure	15,220		1,800
208				

2022/23 Source of Funds

Income	REVENUE	Reserves	CIL/ S106	PWLB etc	External
50,000					
	12,939				
	450				
	1,500				
	14,800				
	6,000				
	1,200				
	2,000				
	1,577				
	2,500				
	2,000				
	4,094				
	9,000				
	21,900				
			10,000		
	1,577				
	850				
	3,000				
48,000					
	5,397				
	300				
	4,000	3,000			
	500				
	2,000				
	48,000				
3,000					
	9,870				
	25,182				
	650				
	2,300				
	3,000				
	2,000	5,000			
	32,200				
	2,000				
	1,000	6,780			
		2,760			
		18,600			
	1,250				
	1,800				

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	Agreed 2021-22	Additions approved in year	Projected outturn 21-22	Draft Budget 2022-23
209				
210 Play Areas				
211 Salary Reallocation	18,258		18,258	36,449
212 Upgrading	5,800		5,800	115,000
213 Repairs and Maintenance	14,000	28,900	23,200	21,000
214 Maint. Contracts	23,240		23,240	25,400
215 Maint. Contracts Unscheduled	9,600		1,000	2,000
216 Total Expenditure	70,898			199,849
217				
218				
219 Victoria Park				
220 Income - Tennis Courts	12,000		20,000	20,000
221 Income - Bowling Club	927		927	950
222 Income - Kiosk/Cafe	1,600		3,000	3,000
223 Income - Mini Golf				5,000
224 Other open spaces income	2,000		4,250	4,000
225 Miscellaneous Income	1,000		200	500
226 Total Income	17,527			33,450
227 Upgrade VP Bandstand	0		0	51,000
228 Pond liner	0		0	19,000
229 New inclusive equipment	0		0	25,000
230 Repairs to Victoria and Lions	0		0	5,000
231 Splashpark	0			4,870
232 Salary Reallocation	32,530		32,530	47,023
233 PWLB Loan charges	10,000		0	10,000
234 Toilet Hire	700		0	700
235 Water	4,350		2,500	3,000
236 Energy Supplies	4,000		4,100	4,500
237 Repairs and Maintenance	13,450	10,440	17,500	20,000
238 Maint. Contracts	66,450		66,450	71,000
239 Maint. Contracts Unscheduled	4,850		1,860	2,000
240 Wild Flower Meadow VP	4,000		0	0
241 Fire Extinguishers	200		200	650
242 Security	500		500	500
243 Tennis Courts Maintenance Fund	3,600		3,600	3,600
244 VP LTA Registration Fee	350		350	380
245 Music at the Bandstand	3,000		1,500	3,000
246 VP tennis court promotion	1,500		250	1,500
247 VP Fun Day	2,500		400	2,500
248 Tree Surveys & Works	2,300		2,300	4,530
249 Fees	35,000		76,000	0
250 Community Cafe	399,000		0	364,500
251 Hoist	12,000			
252 Consultation	1,000		0	0
253 Total Expenditure	601,280			644,253
254				
255				
256 Open Spaces				
257 Wayleave Income	25			25
258 Total Income	25			25
259 Hutton Close upgrades	0			35,000
260 Salary Reallocation	25,658		25,658	15,674
261 Rent Payable	180		180	180
262 Water	100		100	110
263 Repairs and Maintenance	5,000		4,000	4,000
264 Maint. Contracts	72,994		72,994	76,240
265 Maint. Contracts Unscheduled	4,000		1,500	3,000
266 Tree Surveys & Works	7,650		4,000	4,530
267 Greenham House Gdns	9,450		0	10,500
268 Blossoms Field Tree Works	3,500		0	0
269 Litter Picking Equipment	500		300	500
270 Speen Moor Friends Group	500		500	500
271 Biodiversity Survey - river Lambourn	2,000		2,000	1,500
272 Total Expenditure	131,532			151,734
273				

2022/23 Source of Funds					
Income	REVENUE	Reserves	CIL/ S106	PWLB etc	External
	36,449	115,000			
	21,000				
	25,400				
	2,000				
20,000					
950					
3,000					
5,000					
4,000					
500					
	8,250				42,750
					19,000
	5,000				25,000
		4,870			
	47,023		10,000		
	700				
	3,000				
	4,500				
	20,000				
	71,000				
	2,000				
	650				
	500				
	3,600				
	380				
	3,000				
	1,500				
	2,500				
		4,530			
		81,865	82,635	200,000	
25					
		35,000			
	15,674				
	180				
	110				
	4,000				
	76,240				
	3,000				
		4,530			
		10,500			
	500				
	500				
	1,500				

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Agreed
2021-2

**Additions
approved in
year**

**Projected
outturn
21-22**

**Draft Budget
2022-23**

274				
275	Floral Displays and Trees			
276	Miscellaneous Income	2,000	1,200	1,500
277	Total Income	2,000		1,500
278	Salary Reallocation	6,111	6,111	6,514
279	Repairs and Maintenance	850	500	500
280	Maint. Contracts	21,896	21,896	23,890
281	Maint. Contracts Unscheduled	0	0	1,435
282	Tree Maintenance	5,000	5,000	7,680
283	Tree planting	4,850	2,000	6,750
284	Edible Crops	300	300	450
285	Additional Floral Displays NIB	1,500	1,650	1,800
286	Consultation	1,000	0	0
287	Total Expenditure	41,507		49,019
288				
289				
290	Britain & Newbury In Bloom			
291	Sponsorship	0	500	500
292	Total Income	0		500
293	Lock Island Upgrade	0		5,460
294	Salary Reallocation	18,307	22,000	9,571
295	Newbury In Bloom	7,000	3,800	7,000
296	Total Expenditure	25,307		22,031
297				
298				
299	Wash Common Allotment			
300	Allotment Income	3,300	3,600	3,700
301	Total Income	3,300		3,700
302	Notice Boards	0		1,850
303	Salary Reallocation	5,801	5,801	4,775
304	Water	700	500	600
305	Repairs and Maintenance	2,250	1,000	3,400
306	Maint. Contracts	1,440	1,440	2,300
307	Maint. Contracts Unscheduled	2,000	1,000	3,720
308	Extra security measures	2,300	2,300	1,500
309	Tree Surveys & Works	800	800	2,100
310	Total Expenditure	15,291		20,245
311				
312				
313	Allotments (except Wash Common			
314	Allotment Income	19,570	20,000	20,500
315	Total Income	19,570		20,500
316	Notice Boards	0		5,850
317	Salary Reallocation	29,007	29,007	19,100
318	Investigate additional allotment sites	2,500	1,000	0
319	Rent Payable	876	876	900
320	Water	4,000	1,000	1,100
321	Repairs and Maintenance	16,500	15,000	3,400
322	Maint. Contracts	7,192	7,192	9,870
323	Maint. Contracts Unscheduled	1,500	1,500	11,760
324	Extra security measures	5,540	5,500	3,000
325	Tree Surveys & Works	500	500	2,800
326	Total Expenditure	67,615		57,780
327				
328	Wharf Toilets			
329	Refurbishment	0		150,000
330	Salary Reallocation	6,424	6,424	2,914
331	Wharf Toilets Contract	11,845	11,845	12,450
332	Rates	7,309	0	0
333	Repairs and Maintenance	3,650	500	1,800
334	Total Expenditure	29,228		167,164
335				
336				
337	CPA&C General			
338	Queens Platinum Jubilee	0		1,500
339	NTC 25th Anniversary	0		2,500
340	Salary Reallocation	28,081	28,081	28,083
341	CPA&L Committee Fund	500	0	500
342	Music in the Market Place	1,000	0	0
343	Art Trail	1,000	1,400	1,000
344	Local Democracy WG	600	600	600
345	Youth Voice Project(s)	5,000	500	5,000
346	Art on the Park	500	0	500
347	Total Expenditure	36,681		39,683
348				

Income	REVENUE	Reserves	CIL/ S106	PWLB etc	External
1,500					
	6,514				
	500				
	23,890				
	1,435				
	7,680				
	6,750				
	450				
	1,800				
500					
		5,460			
	9,571				
	7,000				
3,700					
	1,850				
	4,775				
	600				
	3,400				
	2,300				
	3,720				
	2,100	1,500			
20,500					
	5,850				
	19,100				
	900				
	1,100				
	3,400				
	9,870				
	11,760				
	3,000	2,800			
		38,000	12,000	50,000	50,000
	2,914				
	12,450				
	1,800				
		1,500			
	28,083	2,500			
	500				
	1,000				
	600				
	5,000				
	500				

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Agreed 2021-22	Additions approved in year	Projected outturn 21-22	Draft Budget 2022-23
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349				
350	Civic Responsibility			
351	Salary Reallocation	30,469	30,469	23,139
352	Mayors Allowance	1,000	1,000	1,000
353	Honorarium	4,000	3,000	4,000
354	Mayor Making	2,500	900	2,500
355	Remembrance	4,000	4,000	4,000
356	Regalia and Robes	3,000	3,000	3,000
357	Civic Hospitality & Events	1,500	1,500	1,500
358	Twin Towns	250	250	250
359	Civic Award Scheme	1,000	500	1,000
360	Watership Brass	650	650	650
361	Total Expenditure	48,369		41,039
362				
363				
364	Planning & Highways			
365	Grants & Donations Received	100	0	0
366	Total Income	100		0
367	Salary Reallocation	32,142	32,142	41,775
368	P & H Committee Fund	1,000	750	1,000
369	Heritage Working Group	3,000	500	3,000
370	Neighbourhood Development Plan	7,000	3,000	5,000
371	Signage	10,000	10,000	0
372	Canal Corridor	10,000	2,000	5,000
373	Total Expenditure	63,142		55,775
374			3,073,895	
375				
376	Total Income	1,297,537	1,316,836	1,425,448
377	Total Expenditure	1,964,260	52,490	1,757,059
		2,326,418		
		-666,723	-440,223	-900,970

2022/23 Source of Funds

Income	REVENUE	Reserves	CIL/ S106	PWLB etc	External
	23,139				
	1,000				
	4,000				
	2,500				
	4,000				
	3,000				
	1,500				
	250				
	1,000				
	650				
0					
	41,775				
	1,000				
	3,000				
		5,000			
		5,000			
244,825			117,635		
244,825	1,425,448	395,585	114,635	250,000	140,750
1,180,623					
4.00%					

Newbury Town Council
Amended Schedule of Meetings for the Municipal Year 2022/23
2022

<u>Day</u>	<u>Date of Meeting</u>	<u>Agenda</u>	<u>Lead Officer</u>	<u>Meetings</u>	<u>Notes</u>
Sun	15 May	10 May	CEO	Annual meeting and Mayor Making	
Tue	30 May	24 May	DSO	Planning & Highways Committee	
Mon	20 Jun	14 Jun	DSO	Planning & Highways Committee	
Mon	27 Jun	21 Jun	CEO	Full Council	1
Thu	30 Jun	24 Jun	CEO	Grants Sub-Committee	
Mon	4 Jul	28 Jun	CM	Civic Pride, Arts & Leisure Committee	
Mon	11 Jul	5 Jul	DSO	Planning & Highways Committee	
Mon	18 Jul	12 Jul	CSM	Community Services Committee	
Mon	25 Jul	19 Jul	CEO	Policy & Resources Committee	
Mon	1 Aug	26 Jul	DSO	Planning & Highways Committee	
Mon	22 Aug	16 Aug	DSO	Planning & Highways Committee	
Mon	5 Sep	30 Aug	CM	Civic Pride, Arts & Leisure Committee	
Mon	12 Sep	6 Sep	DSO	Planning & Highways Committee	
Mon	19 Sep	13 Sep	CSM	Community Services Committee	
Mon	3 Oct	27 Sep	DSO	Planning & Highways Committee	
Mon	10 Oct	4 Oct	CEO	Policy & Resources Committee	
Mon	17 Oct	11 Oct	CEO	Council	
Mon	24 Oct	18 Oct	DSO	Planning & Highways Committee	
Mon	14 Nov	8 Nov	DSO	Planning & Highways Committee	2
Mon	21 Nov	15 Nov	CEO	Grants Sub-Committee (if required)	
Mon	28 Nov	22 Nov	CM	Civic Pride, Arts & Leisure Committee	2
Mon	5 Dec	29 Nov	DSO	Planning & Highways Committee	
Mon	12 Dec	6 Dec	CSM	Community Services Committee	2

2023

Wed	3 Jan	23 Dec	DSO	Planning & Highways Committee	
Mon	16 Jan	10 Jan	CEO	Policy & Resources Committee	3
Mon	23 Jan	17 Jan	DSO	Planning & Highways Committee	
Mon	6 Feb	31 Jan	CEO	Council	4
Mon	13 Feb	7 Feb	DSO	Planning & Highways Committee	
Mon	27 Feb	21 Feb	CM	Civic Pride, Arts & Leisure Committee	
Mon	6 Mar	28 Feb	DSO	Planning & Highways Committee	
Mon	13 Mar	7 Mar	CSM	Community Services Committee	
Mon	20 Mar	10 Mar	CEO	Annual Town Meeting	
Mon	27 Mar	21 Mar	DSO	Planning & Highways Committee	
Mon	17 Apr	11 Apr	DSO	Planning & Highways Committee	
Mon	24 Apr	18 Apr	CEO	Policy & Resources Committee	
Mon	8 May	2 May	DSO	Planning & Highways Committee	
Wed	10 May	4 May	CEO	Council	5
Sun	14 May	9 May	CEO	Annual meeting and Mayor Making	6

CEO = Chief Executive Officer; RFO = Responsible Financial Officer; CSM = Community Services Manager, CM = Civic Manager, DSO = Democratic Services Officer

Notes:

- 1 This is the meeting at which the 2021/2022 Statutory Accounts are signed off.
- 2 This is the meeting at which the 2023/2024 Services budget is discussed.
- 3 This is the meeting at which the 2023/2024 budget is set.
- 4 This is the meeting at which the 2023/2024 precept is declared.
- 5 The first meeting of the "new" Council, after election on 4 May
6. The Annual Meeting (Mayor Making). All meetings take place in the Council Chamber, apart from the annual meeting of the Council (Mayor Making) which takes place in the Corn Exchange.

Newbury Town Council**Public Report to Full Council, 18 October 202.****Agenda Item No. 16: The proposed Victoria Park Community Café**

To resolve to seek the approval of the Secretary of State for Levelling Up, Housing and Communities to apply for a Public Works Loan Board loan of up to £300,000 towards the construction of the new Community café in Victoria Park

(it is not intended to increase the Council Tax precept for the purpose of the loan repayments)

Background

Victoria Park is regarded as “The Jewel in the Crown” of Newbury Town Council. The Park is strategically located close to the Town centre, between Parkway on the west and the A339 on the east. The Park provides a wide range of leisure and recreation facilities for all age groups. These include a playground and splash park, a skate park, floodlit tennis courts and outdoor gym equipment. The Park is also home to the boating pond, Newbury Bowls Club and the Council’s bandstand, as well as the statues of Victoria and her lions.

It is a key priority of the Town Council to build a new community café in Victoria Park to complement the wide range of leisure and recreation facilities which the Park provides. The café will be a community hub in the park, open all year round and providing much needed public toilets in the Park.

Objective

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

Council Strategy

The Council’s Strategy 2019-2024 includes the objective to construct new café facilities in Victoria Park:

A. Provide outstanding parks, playgrounds and public spaces

1. Open a new café in Victoria Park that we can all be proud of:

- a) We will target BREEAM Excellent for the building design and construction*
- b) The Café will be designed to enable carbon neutral operation with PV panels for electricity generation and air source heat pumps for heating*
- c) The Café will have a toilet with baby changing facilities and disabled access; & the building will also house male, female and disabled toilets for users of the park*
- d) The building will have changing facilities for tennis coaches and other users of the tennis courts*
- e) The building will be the CCTV hub for the park*

Options

Without this loan, the Council may not be able to afford the café. The Council would have to use most of its available reserves and this would be at the expense of other projects that the Council might wish to fund, such as essential repairs to the Town Hall and playgrounds and equipment, and the project to make the Council carbon neutral.

The Council's budget for this project includes loan funding. We have enquired from our own bankers, but they are unable to match the interest rates offered by the Public Works Loan Board. There is a chance that the Secretary of state might not approve our application, but this is unlikely, as the café would not be a burden on the local taxpayer. We also know that a loan for a previous version of this project was approved in 2016.

Financial and Legal implications

As above, without a PWLB loan, other plans and projects of the Council would be in jeopardy. The PWLB has very competitive interest rates (currently 2.34% for annuity repayments over 25 years) and is the cheapest way that the Council can borrow money. The Council can also choose the repayment term. Should the Council borrow the full £300,000 for which approval is sought, the annual repayment costs over 25 years would be £15,688.42. (The annual loan charges for £200,000 at the same rates would be £10,458.94)

The Council has the General Power of Competence and the legal authority to build the community café and to raise a loan towards the cost of same.

Equality and Diversity impacts

The Community Café will be an inclusive facility, including public toilets with disabled access. The design and operation will be dementia-friendly.

Crime and Disorder Impact

The new Café will enable the Council to expand its CCTV coverage in the Park and will provide the CCTV hub for the Park, thereby reducing crime and disorder in the Park and increasing public safety.

Environmental Impact

The café will be built to the highest environmental standards, aiming for BREEAM excellent in construction and design and carbon neutral operation with PV panels for electricity generation and air source heat pumps for heating.

Consultation

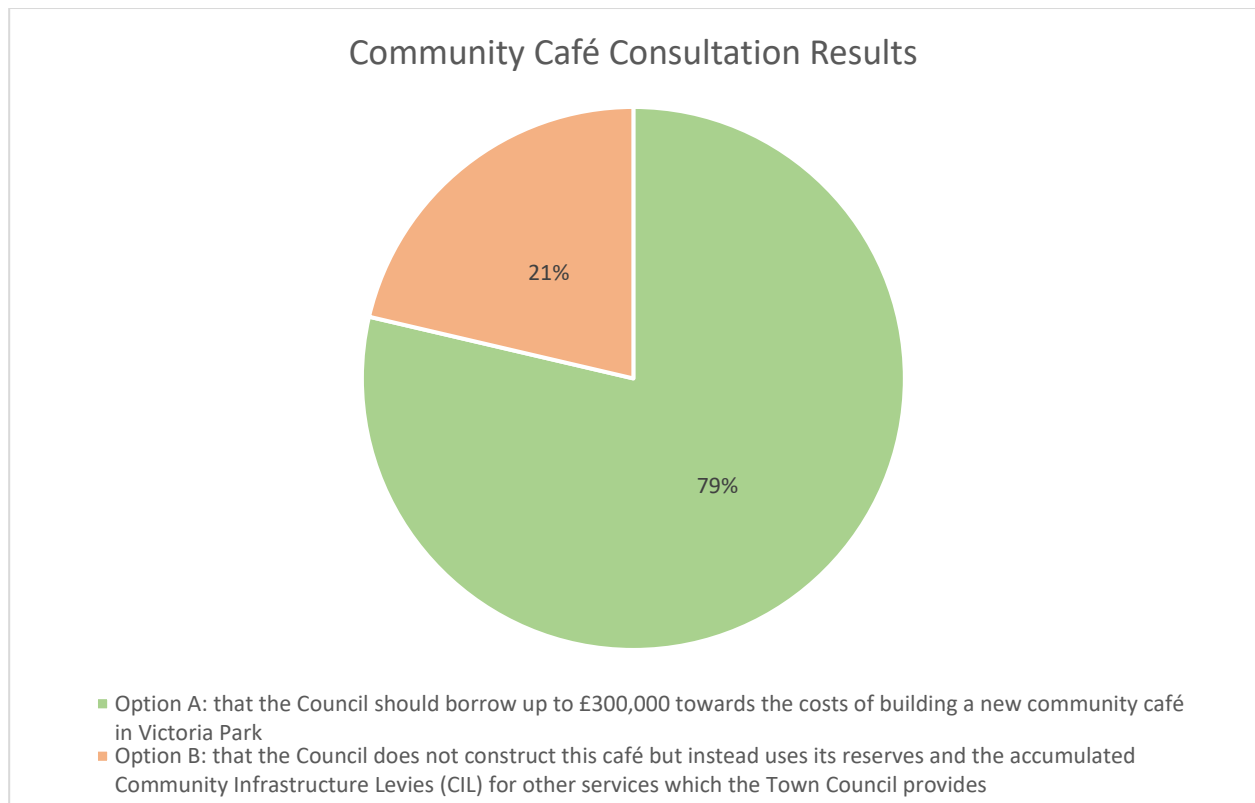
The Council has consulted the public during July and August 2021. The consultation was online and publicised through local media outlets (The Newbury Weekly News and Penny Post), the Town Council's website and social media platforms and on the Town Hall notice board.

The Consultation asked respondents to show their preference for the following options:

Option A: that the Town Council should borrow up to £300,000 towards the costs of building a new community café in Victoria Park, or

Option B: that the Council does not construct this cafe but instead uses its reserves and the accumulated community infrastructure levies for other services which the Town Council provides.

79% of respondents supported the Council's proposal to raise a loan £300,000 towards the cost of building the new community café in Victoria Park.



In response to the consultation, Newbury Business Improvement District (the BID) wrote as follows:

On behalf of Newbury Business Improvement District, I would like to express our support for Newbury Town Council's proposal to raise a loan from the Public Works Loan Board to fund the provision of a new community café in Victoria Park.

Victoria Park is one of Newbury's greatest assets and the Town Council has done a wonderful job of improving and expanding the park's facilities over the years to the benefit of the Town and our local community. For Newbury to be a great place to live, work and visit, it's vital to have green space, leisure and recreation facilities, and a community hub close to the Town centre. A new community café will enhance the facilities already available in Victoria Park and provide much-needed amenities for park users.

We are delighted to see that planning permission has been granted for the community café and we wish you the very best in your bid to secure a loan for the project.

(Melissa Hughes, Chief Executive Officer, Newbury BID, 14 July 2021.)

The proposal was also supported by Community United, West Berkshire:

Community United West Berkshire is pleased to support the proposal by Newbury Town Council to borrow up to £300,000 from the Public Works Loan Board towards the cost of building a new Community Café in Victoria Park.

As your consultation document observes, Victoria Park has long been regarded as “the jewel in the crown” of Newbury’s open space provision, and we believe that the proposed Community Café will be an immensely valuable and valued community asset.

Sadly, Victoria Park is also prone to some antisocial and (on fortunately rare occasions) criminal behaviour. The provision of effective CCTV coverage for the park, facilitated by the new Community Café, will provide security and reassurance to Victoria Park’s users from all backgrounds.

We anticipate that we will be one of the community organisations that will make use of the new Community Café.

Other information

The total remaining costs of the proposed café are estimated at £364,500. The Council proposes to raise a loan of up to £300,000 towards the rest of these costs, to be repaid over 25 years. The balance of funding required will come from the Council’s internal reserves, including CIL receipts and Section 106 contributions.

The Council has previously stated that if it held sufficient Community Infrastructure Levies that they would expend them all on this project. The new community café would be an ideal project for such purposes.

The Council has resolved that the loan charges should not be met from the annual precept raised by the Council and levied on Council tax payers. These charges will be met from the rental income generated by the café and any shortfalls in any years will be funded from projected Community Infrastructure Levies.

Recommendation

That the Council resolves to seek the approval of the Secretary of State for Levelling Up, Housing and Communities to apply for a Public Works Loan Board loan of up to £300,000 towards the construction of the new Community café in Victoria Park.

(it is not intended to increase the Council Tax precept for the purpose of the loan repayments)

Report Author: Hugh Peacocke
Chief Executive Officer

Date: 31 January 2022

Attached: Appendix 11.1a: Loan Application Form

Appendix 11.1b: CGI of proposed Community Café in Victoria Park.



APPENDIX 11.2.

APPLICATION FOR BORROWING APPROVAL FOR TOWN/PARISH COUNCILS

- If you have any queries about completing this form please contact your local county association.
- When completing this form please use CAPITALS.
- Once completed and signed please send this form to your local county association.

Name of Council	Newbury Town Council
Name of Clerk	Hugh Peacocke
Working Address (inc. Postcode)	Town Hall, Market Place, Newbury, RG14 5AA
Email address	CEO@Newbury.gov.uk
Telephone	07399 117524
Name of Chair (Town Mayor)	Billy Drummond
Home Address (inc. Postcode)	4 Pritchard Close, Greenham, Newbury, RG19 8SQ
Email address	Billy.drummond@newbury.gov.uk
Telephone	01635 552764
District/Unitary Council area	West Berkshire District Council
Purpose of Borrowing Please give a brief description of the purpose for which funds are required. Example of Capital projects : Purchase of land/building or, construction/building works or, provision of other assets or; provision of grants to another body for a Capital expenditure	Towards the costs of constructing a new Community Café in Victoria Park, Newbury
Total Contract/Project Value	£ 475,000
Funding from Council's own resources	£ 175,000
Funding from other sources	£ nil
Amount to be borrowed	£ 300,000

Deadline for approval (if applicable) If borrowing is required by a specific date – eg an auction date, or to meet matchfunding requirements - give details here.	1 st April 2022 (The Council aims to award the contract in April)
Is funding from other sources confirmed?	N/A
Proposed Borrowing Source	Public works loan Board
Intended Borrowing Term (please specify the number of years)	25 YEARS
Details of Existing Loans Date Taken Out Amount Outstanding Unexpired Term	No existing loans
Are you increasing Precept to fund this borrowing? What will be the amount and percentage of the planned increase per annum? What will cost band D per annum?	No N/A N/A
If applicable, have you assessed the extent of public support to increase precept for this loan? If yes, what were the results of the assessment to increase precept for this loan?	N/A This was not a factor, see above. Nevertheless, we did consult to gauge public reaction to our proposals to use the council's funds towards the project and 4/5 respondents supported the proposal.
Precept for previous year : (20/21) Precept for Current year (21/22): Precept for next year: (22/23)	£ 1,107,071 for Band D: £ 85.86 £ 1,135,249 for Band D: £87.82 Not known at this stage as neither the spending requirements or the tax base are currently available. However, as stated above, the loan charges will not be part of the precept and will not result in any band D change.
Number of Electorate	24,839
Value and purpose of all funds, capital/revenue reserves and balances currently held (at 08/10/2021)	General reserves: £1,332,203 Earmarked reserves: <u>£ 541,285</u> Total: £1,873,487

<p>Have you provided the following supporting evidence?</p> <p>a) Full Council minutes with resolution to apply to DCLG for borrowing approval</p> <p>b) Report to the Council</p> <p>c) Council Budget for current year and next year if available</p> <p>d) Consultation and outcome of consultation</p>	<p>Please tick the appropriate box</p> <p>a) Yes</p> <p>b) Yes</p> <p>c) Yes</p> <p>d) Yes</p>
<p>Approval of Full Council</p> <p>The above application was agreed by resolution of the full council on 31 January 2022, the Report to Council and Budget attached have been taken to and approved by the full Council, and the draft Minutes attached have been seen and authorised for submission by the Chairman.</p> <p>The Council undertakes to notify the Department Levelling Up, Housing and Communities as soon as reasonably practicable, in the event:-</p> <ul style="list-style-type: none"> • of not exercising the approval, or, • it finds that the original amount requested is greater than the actual borrowing need. <p>SIGNED..... DATE..... (Chair of the Council)</p> <p>NAME.....</p> <p>SIGNED..... DATE..... (Responsible Financial Officer)</p> <p>NAME.....</p>	

Please send signed, completed forms and all supporting information to your county association of local councils.

Failure to submit all required information will delay your borrowing approval

Newbury Town Council**Public Report****Report to Council, 31 January 2022****Agenda Item No 16: The proposed Victoria Park Community Café**

To receive an update from the Chair of the Victoria Park Subcommittee, Councillor Roger Hunneman and the Council's Community Services Manager on proposals and arrangements for the Council's proposed Community Café in Victoria Park

1. Background

The Council has appointed Michael Pagliaroli Architects as the Lead Consultant for the design, planning & Contract management of this project.

Additional specialist Consultants have been engaged to support the project: McCarthy Bainbridge (M&E Engineers), Blewburton (Sustainability), Stuart Michael (Drainage), Archibald Shaw (Structural), Greengage (Ecology), Reading University (Archaeology) & John Platts (Arboriculture).

Planning was obtained on 30th June 2021, Ref 20/02294/COMIND with 19 Conditions to be satisfied before any site start.

The 2 fundamentals conditions that the Project Team need to satisfy at the outset of the detailed design process are:

17. The development hereby permitted shall achieve a rating of "Very Good" under BREEAM (or any such equivalent national measure of sustainable building which replaces that scheme). The development shall not be first occupied until a final certificate has been issued certifying that this BREEAM rating has been achieved, and a copy of the certificate has been provided to the Local Planning Authority.

18. No development shall take place above foundation slab level until a statement setting out how the approved works will comply with the requirement for zero carbon development has been submitted and approved in writing under a formal discharge of conditions application. Thereafter the development shall be carried out in accordance with the approved details.

2. Carbon Neutral & BREEAM Excellent

The principle of this design is that the building should attain BREEAM Excellent, and it should be Carbon neutral.

This will be monitored through the detailed design process and a balance between cost & outcome in striving for BREAM Excellent will be reported & managed.

To meet these requirements the Project Team have been using the SBEM BRE model at its calculator to achieve the necessary Carbon Credits for this project. The initial

calculations have now been provided which show that there is a need to follow the Passive House principle in design & build, see appendix 6.1

The modelling outcome suggests:

To achieve Net Zero Carbon, thermal fabrics will need to improve as will the Building Service Provision.

Potentially with improved u-values, provision of renewable heating & HWS source, PV and high efficiency lighting large improvements will be made on predicted energy efficiency to enable the scheme to get near to Net Zero.

Please see Appendix 6.2

The Project Team has negotiated with a suitable design & manufacture Company who are able to provide for the build a frame which will meet these requirements for thermal insulation & airtightness. They have agreed to provide the necessary modelling and design information to allow this carbon reduced thermal efficient frame to be designed.

The Team now has confirmation that all the components needed to meet the carbon Zero modelling are available and can be assembled to provide the desired design & configurations, this along with all the other Condition discharge criteria currently being completed, the application to WBC for discharge will shortly be made.

Application for Building Regulations has now also been made, approval is now awaited

3. Operating Partner

Following a Public Procurement process, Members conducted a series of in depth scoring & interview session to Select an Operator partner to provide the commercial management element for this Community café.

The outcome for this process is that members who took part are recommending, subject to due diligence, that Newbury Town Council engage with Lucy & Liam Woodward (current Café Operators) to agree a formal Lease to manage the Community Café on commercial lines.

These discussions are subject to contract and commercially sensitive, no further details will be made available at this time.

Members giving time in working through this Procurement exercise is appreciated.

4. CIL Liability

The project being a Commercial approval will attract a CIL liability. Initially the Liability is suggested to be £12,479.70. The CSM has negotiated the final figure which has been agreed at £1,709.

5. Legal

Gardner Leader, Solicitors, have been instructed by NTC to act in the matter of the Licence to Alter, Licence to sub-let (WBC) and the Lease Agreement for the Café with L & L Woodward. The Licence to make alterations to the Kiosk as per the approved Planning Application has now been granted and is subject to the Councils signing & sealing the documents

6. Project Timetable (provisional)

Based on current conditions, the Project Team are suggesting a timetable with the following milestones based on current information on design, discharge, factory & material availability:

Discharge Planning Conditions.	January 2022
Building Regulations Approval	February 2022
Send out Tenders	January / February 2022
Tender return & Analysis	March 2022
Report to Community Services Committee	March 2022
Special Meeting Full Council	April 2022
Let Contract	May 2022
Mobilisation & Condition Discharge 2	June 2021
Prestart meeting	July 2022
Site start delivery)	September 2022 (subject to Timber frame
Completion	March 2023
Grand Opening by Operator	April/May 2023

7. Costs

The assumption is that the project will still be let on a Joint Contracts Tribunal Contractors Design & Build package subject to the Client (NTC) obtaining Planning with all the necessary sub-Consultant information to allow a detailed Tender package to be issued.

To date for this Carbon Neutral Build project costs have been:

Fees & Cost Committed to date:

Project Fee Costs to 30/12/21 - £ 66,650

Acoustic Consultant £6,500

Fire Safety Consultant £3,550

Legal Costs £ 9,520

CIL demand £12,480

Total commitment £98,650

Fees spend to date **£43,450**

Loan Consultation

The Consultation on the Public Works Load has been completed, the outcome was 78% in favour of the Loan application which will be submitted to the Department for Levelling Up, Housing & Communities.

8. Project Plan.

The Project has now been Notified under the Government Procurement Regulations and appears in the Crown Commercial Services web site as a live project going to Tender.

The project Team are currently preparing g tedder documents, and a PQQ for Contracts interested in submitting Tender Package. These are to be issued shortly and interest will be gauged.

The tender returns are scheduled for late Marc 2022 and the section process will follow as soon as possible thereafter. Full Council will be convened at the point the Projection / Victoria Park Sub Committee are able to make a positive recommendation for approval.

9. Recommendation

To note the current Committee & subcommittee approvals & directions for the proposed community café

To approve the signing & sealing of the Deed of Alteration for the Kiosk as set out in 5 above

Signed: David W Ingram, Community Services Manager

Date: 14th January 2022

Newbury Town Council

Public Report to: Full Council, 31 January 2022.

Agenda Item No 18: Climate Emergency Working Group Report & Recommendations

Background

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

- i) the steps the Council should take to develop a clear evidence-based and **fully costed strategy to ensure the Council's activities are carbon neutral by 2030**
- ii) how best to engage, consult and work with relevant experts, potential partner organisations, outside bodies and community groups in the development of the strategy
- iii) the processes and structures the Council should employ to monitor and evaluate the implementation of the strategy
- iv) Explore how NTC can support and promote a wider program of activities to help Newbury become more sustainable.

At the P&R Committee Meeting of 14th October 2019, it was further Resolved that the recommendations of the Climate Change Working Group Appendix 6.1 be adopted, subject to the following amendments:

- 2.6 To review the energy supply contract and seek opportunities for cost savings or reduction in carbon emissions with the aim of using a totally green energy supply as soon as financially viable.
- 3.2 Use the Newbury Town Council website and social media to promote community work, schemes, ideas etc on climate change and associated environmental issues. To facilitate information exchange to show leadership e.g. through coffee mornings type events in the chamber.
- 4.1 To Procurement items – to consider carbon assessment of all procurement (including green space, consumables etc)
- 4.2 To include an environmental assessment report on future reports to the council (along with financial impact, etc)
- 4.3 To review all business tenancy agreements to ensure tenants minimise energy usage by considering energy efficiency, monitoring its use, and supporting carbon reduction initiatives.

Updated position January 2021

Climate Change Working Group meetings

Since last update the CCWG have regularly to discuss and take forward the recommendations of the Council, this includes Workshops held both Virtually in April 2021 and in St Johns Church Hall on 25th September 2021.

NTC have attracted excellent Speakers for both Workshops, attendance has however been a little disappointing.

Energy efficiency & supply

The Council set its base for Carbon in March 2019 at 68.11 tonnes then calculated.

The agreed reduction was set at 7 tonne per annum over 10 years.

In 2020 after much efficiency work & conscious efforts to reduce emission, turn off lights, heaters etc, the Carbon Footprint dropped to 42.29 tonne.

A reduction, against the set KPI for the year up to March 21 has been achieved at 52.7 tonne which does include figures for both home working & carbon generated by Water consumption controlled by the Council

The like for like calculation on the Carbon Footprint of the Council was 47.8 Tonnes, roughly in line with the 2021/22 target.

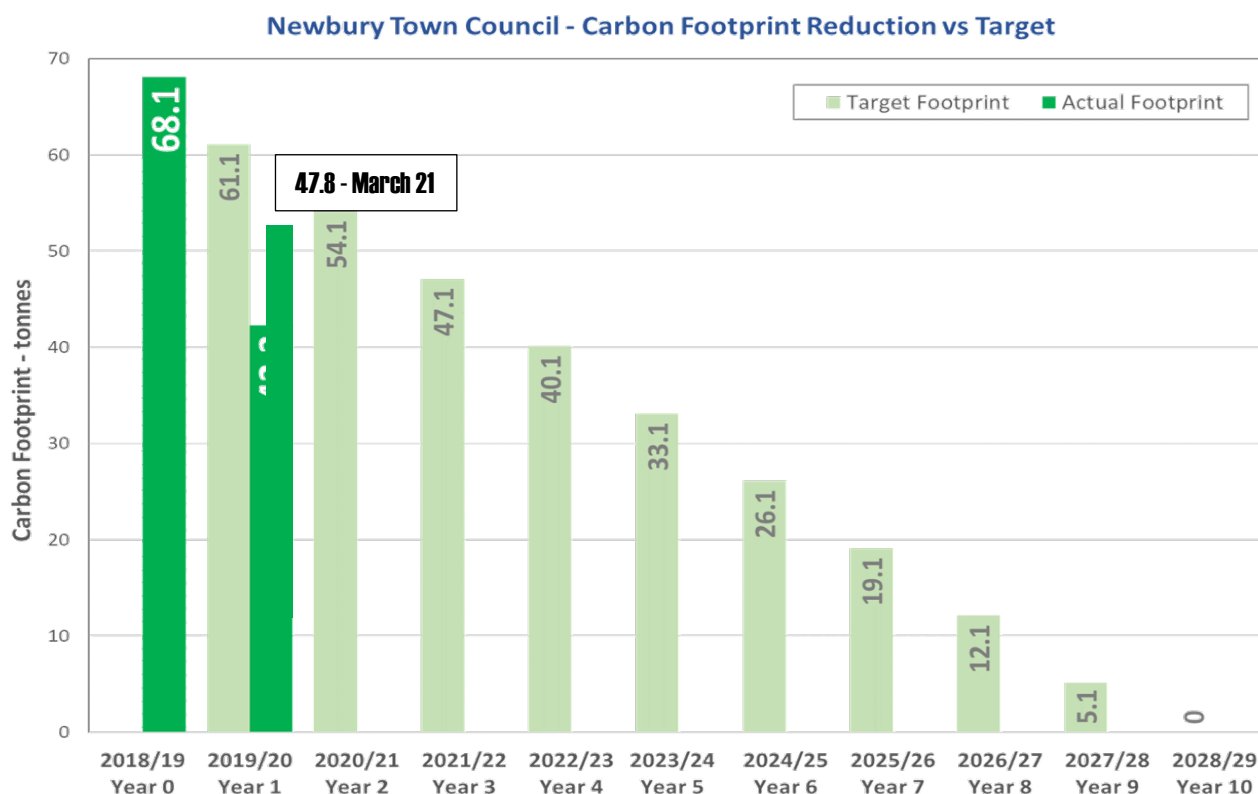
The increase over the previous year is due to a combination of factors. Lockdown did not mean that the heating for example of the Town Hall was turned off. The Listed Grade 2 being has to be heated to a background temperature to prevent damp & condensation. The Town Hall has no mechanical ventilation, more widows have been unsealed, open during occupation hours, this resulting in a much higher heat loss. Intermittent use of the building has resulted in unintentional issues such as lights & heating being left on while unoccupied at levels beyond frost / security levels. The combination of these factors has resulted in over 5 Tonne of additional Carbon emissions, almost all in electricity consumption, over the previous year.

Further investment in the Chapel Shaw Cemetery was carried out with low energy fittings installed, the Newtown Rd Cemetery still be completed.

Suites 6 & 7 in the Town hall, let for rental income, have been upgraded with low energy lighting and modern heating units.

Further work to replace the Calor Gas heaters at Shaw and the natural gas boilers in the Town Hall is in hand.

Project drawings for additional Solar roof panels to the Town Hall are awaited.



SSE Clarity is our cloud-based energy visualisation platform, which lets you easily report on and compare energy usage data from smart meters.

This understanding of our consumption allows NTC to identify opportunities to use energy more efficiently so you can cut costs and carbon emissions, helping your business on the journey to net zero.

Working with SSE a management tool, Clarity, is being installed to allow NTC to check meter readings on a half hourly basis, this enabling real time management of our supply and early intervention.

Procurement and Projects / waste & re-cycling

The new Café is the first new Council project which will be Carbon neutral and with an aim to achieve BREEAM Excellent. Other matters are being considered such as:

- Elevated to give more permeable surface under building
- Passive house thermal standard
- Solar power generation
- Heat recovery & redistillation
- Rain garden
- Air source heat pumps

The Café Operator Lease Agreement will include a Green Lease proving to encourage sustainable operations.

New letting of the Town Hall facilities include new modern low energy lighting & controlled heating to encourage Tenants to reduce carbon consumption.

Green management

The Green Spaces Working Group is instrumental in setting out plans for better environmental management. The new wildflower meadow in City Recreation ground has been a success. The change in management pattern in Newtown Rd cemetery has allowed unusual species to flourish, major tree planning programmes are in hand.

The InfoNature Biodiversity Surveys carried out on 3 selected sites, Newtown Rd Cemetery, Wash Common & Victoria Park indicated that NTC manage these well and with some additional consideration & management the Biodiversity balance could be enhanced. An action Plan for these enhancement has been agreed in principle by Green Spaces Working Group, the costs are factored into the revision of the Grounds Maintenance provision post January 2023 and the budgets accordingly.

Grants

The Climate Change Working Groups has already recommended 2 awards now given and recently recommended a further 3 subject to the Grant sub-Committee agreement at the meeting on 7th February 2022. There have been 10 applications to date.

Climate Change Working Group

The Climate Change Working Group has monitored, directed & overseen the achievement set out in the first full years of its being set up.

The recommendation to the Committee is for the Working Group to continue with its work in reducing the Council's carbon emissions and the requirement as set out in the Resolution of 10th June 2019, above.

Recommendation: To maintain the current Working Group structure to monitor manage and keep reviewing ideas to move this agenda forward in accord with the Councils Strategy & Policy documents. Make necessary Budget recommendations to support the reduction programme.

David W Ingram (Community Services Manager)

20th January 2022

Newbury Town Council

Work Programme for Full Council Meetings for the Municipal Year 2021/22.

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
May	Election of Mayor Elect and Deputy Mayor
	Election of Leader and Deputy Leader of the Council
	To nominate the membership of each Committee / Sub-Committee for the 2021/2022 municipal year.
June	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
	To review the Council's link councillors with Schools and reports from Link Councillors
	To review the Council's representation on outside bodies for 2021/2022
	To review the Council's Standing orders
October	Citizens' Advice bureau To receive a presentation from Citizens Advice West Berkshire on their work in Newbury and in particular the use of the Town Council's ongoing funding.
	Local Democracy Working Group To receive a verbal update on LDW from the Chair of the Local Democracy Working Group
	Budget for 2022/23 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 2022/23, so that they may be considered for inclusion in the draft budget and / or service plans and / or project list.
	Commence Review of Town Council Strategy
	Newbury BID Presentation
February	Review of Town Council Strategy
	2022/23 Precept
	Schedule of meetings for the municipal year 2022/23
	Update re VP Cafe
	Update re carbon reduction Plan
	Presentation from Community United

A special meeting may be required in March- April 2022 to award the contract for the construction of the Community café in Victoria Park.