

09/11/2021.

**To:** Councillors Phil Barnett, Jeff Beck, Jo Day, Billy Drummond, Nigel Foot, Roger Hunneman, Pam Lusby Taylor, David Marsh, Vaughan Miller, Andy Moore, Gary Norman, and Tony Vickers

**Substitutes:** Councillors Martin Colston, Jon Gage, and Stephen Masters

Dear Councillor,

You are summoned to attend a meeting of the **Planning & Highways Committee** on **Monday 15/11/2021 at 7:30 pm**. The meeting will be held in the Council Chamber, Town Hall, Market Place, Newbury, RG14 5AA. The meeting is open to the press and public.

Yours sincerely,

**Darius Zarazel**  
**Democratic Services Officer**

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**1. Apologies**

*Democratic Services Officer*

**2. Declarations of Interest and Dispensations**

*Chairperson*

**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)**

*Chairperson*

**3.1 To approve** the minutes of a meeting of the Planning & Highways Committee held on Monday 25/10/2021 (already circulated).

**3.2 To receive** a report on actions from previous meeting.

**4. Questions and Petitions from Members of the Public**

*Chairperson*

Questions, in writing, must be with the DSO by 2:00 pm on Friday 12/11/2021.

**5. Members' Questions and Petitions**

*Chairperson*

Questions, in writing, must be with the DSO by 2:00 pm on Friday 12/11/2021.

6. **Schedule of Planning Applications (Appendix 2)**  
*Chairperson*  
**To comment** on the planning applications listed at the attached schedule.
7. **Schedule of Prior Approval Applications (Appendix 3)**  
*Chairperson*  
**To comment**, if relevant, on prior approval applications listed at the attached schedule.
8. **Schedule of Licensing Applications (Appendix 4)**  
*Chairperson*  
**To comment** on the licensing applications listed at the attached schedule.
9. **Consultation: Sovereign Housing Association Proposed Redevelopment of Newbury House, Andover Road (Appendix 5)**  
*Chairperson*  
**To comment** on the consultation.
10. **Planning & Highways Key Performance Indicators (Appendix 6)**  
*Chairperson*  
**10.1 To note** the KPIs for this Committee.  
**10.2 To add** any other appropriate KPIs for this Committee.
11. **Town Council Strategy 2019-2024 (Appendix 7)**  
*Chairperson*  
**To recommend** any proposed changes to the Town Council Strategy.
12. **Planning & Highways Committee Budget 2022-23 (Appendix 8)**  
*Chairperson*  
**To recommend** this Committee's budget to the Policy & Resources Committee for inclusion in the council's budget for 2022-23.
13. **Update on Newbury's Neighbourhood Development Plan (Appendix 9)**  
*Chairperson*  
**To resolve** to approve the NDP Steering Groups Terms of Reference.
14. **Update from the Sandleford Joint Working Group**  
*Chairperson*  
**To receive** an update on any relevant business from the Joint Working Group.
15. **Update from The Western Area Planning Committee**  
*Chairperson*  
**To receive** an update on any relevant business from the Western Area Planning Committee.
16. **Newbury Community Football Ground**  
*Chairperson*  
**To receive** an update.

**17. Forward Work Programme for Planning & Highways Committee (Appendix 10)**

*Chairperson*

**To note** and agree any other items that Members resolve to add to the Forward Work Programme.

**18. Exclusion of the Press and Public**

*Chairperson*

**To move** that under Section 1, Paragraph 2, of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for the following items of business because publicity would be prejudicial to the public interest by reason of the confidential and personal nature of the business to be transacted.

**19. Newbury's Neighbourhood Development Plan**

*Chairperson*

**19.1 To resolve** to approve volunteers for the NDP Steering Group (Appendix 11).

**19.2 To resolve** to recruit a NDP Planning Consultation (Appendix 12).

**Minutes of a meeting of the Planning and Highways Committee  
held in the Council Chamber, Newbury Town Council, Town Hall, Market Place,  
Newbury  
25/10/2021 at 7:30pm/19:30.**

**Present**

Councillors; Nigel Foot (Chairperson); Gary Norman (Deputy-Chairperson); Phil Barnett; Jeff Beck; Jo Day; Billy Drummond; Roger Hunneman; Pam Lusby Taylor; Stephen Masters; Vaughan Miller; Jon Gage; and Tony Vickers

**In Attendance**

Darius Zarazel, Democratic Services Officer

**83. Apologies**

Apologies received from Councillor David Marsh, who is substituted by Stephen Masters and Councillor Andy Moore, who is substituted by Jon Gage.

**84. Declarations of Interest and Dispensations**

The Democratic Services Officer declared that Councillors Phil Barnett, Jeff Beck, Stephen Masters, Billy Drummond, and Tony Vickers are also Members of West Berkshire Council, which is declared as a general interest on their behalf and a dispensation is in place to allow them to partake in discussions relating to West Berkshire Council business. Councillors Phil Barnett, Billy Drummond, and Tony Vickers are also Members of Greenham Parish Council.

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

**85. Minutes**

**85.1 Proposed:** Councillor Jeff Beck

**Seconded:** Councillor Vaughan Miller

**Resolved:** That the minutes of the meeting of the Planning & Highways Committee held on 04/10/2021, be approved as amended, and signed by the Chairperson.

Amend item 72 on the minutes, from “The goal is to reduce total car usage”, to, “The goal is to reduce total car ownership”.

#### **85.2 Officer’s Report on Action from Previous Meeting:**

- A) A West Berkshire Council (WBC) Licensing Sub-Committee will be debating the ‘review of licence’ application for the Newbury Real Ale Festival on the 16<sup>th</sup> of November.  
**Proposed:** Councillor Tony Vickers  
**Seconded:** Councillor Steve Masters  
**Resolved:** That Councillor Martha Vickers put NTC’s comments on the Newbury Real Ale Festival review of licence to the Sub-Committee.
- B) On Councillor Stuart Gourley’s question to WBC about their schedule for maintenance on grounds works, the WBC Grounds maintenance team informed the Council that routine maintenance of hedges is carried out annually in winter. Additional remedial works are carried out on an ad-hoc basis as required. Trees are inspected biennially. They were last inspected in August 2021 and will be due again in August 2023. In regard to his request for specific maintenance on the A4 London Road, outside of Craven Dene, “an inspection will be carried out with respect to overhanging vegetation ... and remedial action taken as required”.
- C) On the NTC bid for installing Active Travel Wayfinding Signage from North Newbury to the Town Centre (Corridor 6 in the WBC Local Cycling Walking Infrastructure Plan), we need volunteers to suggest sign placement along the route. This will be resolved by P&H and then sent to WBC for confirmation.

#### **86. Questions and Petitions from Members of the Public**

There were none.

#### **87. Members’ Questions and Petitions**

Question received from Roger Hunneman and Chris Foster:

*“One of the main points this Council made in the Sandleford Appeal is that we would like to see a minimum of a 50-metre buffer between the Sandleford ancient woodlands and the proposed development (point 4.A.2. in the NTC-GPC Joint Statement of Case). However, in the draft conditions submitted for the Sandleford application, it was said that only a 15-metre buffer would be required.*

*As the Government's Environment Bill is in the [final stage before royal assent](#), and the Under Secretary of State for the Department for Environment, Rebecca Pow, has committed to a review of implementation of the National Planning Policy Framework (NPPF) as concerns ancient woodland, and a consultation on whether the ancient woodland section of the NPPF should be strengthened, will this Council write to the Planning Inspectorate to request that any decision on Sandford is deferred until the outcome of this review is known."*

Response from the Chairperson:

"Thank you very much for this question. One of the principal arguments that this Council put forward as a Rule 6 party to the Sandford Inquiry, was that we would like to ensure the protection of the ancient woodlands that exist on the proposed development site. The Environment Bill (a Government bill), and the comments made by the Under Secretary of State, all suggest that the Government are looking to strengthen the existing ancient woodland protections. As the Sandford appeal is not yet decided, I believe that this Council should write to the Secretary of State for Levelling Up, Housing and Communities, and the Case Officer at the Planning Inspectorate, to request that that any decision is deferred up until the consequences of this bill, and the ancient woodland review in the NPPF, is known. I therefore request that the DSO write to the Secretary of State, copying in WBC, to present this opinion."

**88. Schedule of Planning Applications**

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

**89. Schedule of Prior Approval Applications**

Resolved that the observations recorded as Appendix 2 to these minutes be submitted to the planning authority.

**90. Motion Received from Councillor Nigel Foot**

**Proposed:** Councillor Nigel Foot

**Seconded:** Councillor Stephen Masters

**Resolved:** That this Council resolves:

- 1) To make it a requirement that Newbury Town Council consider the safety of workers during late-night travel when commenting on late-night licensing applications/variations.

- 2) To petition West Berkshire Council to make safe late-night travel for workers a condition of granting, and maintaining, late-night licensing applications/variations.

**91. Update on Newbury's Neighbourhood Development Plan**

An update on Newbury's NDP was received and noted by members. The Terms of Reference for the NDP Steering Group (SG), the selection of an NDP Planning Consultant, and the recruiting of NDG SG members will all be resolved at the next P&H meeting, on the 15<sup>th</sup> of November.

**92. Update from the Canal Corridor Working Group**

An update on the CCWG and its action plan was received and noted by members.

**93. Update from the Sandleford Joint Working Group**

An update from the SJWG was received and noted by members.

**94. Update from The Western Area Planning Committee**

An update from the WAP Committee was received and noted by members.

**Proposed:** Councillor Tony Vickers

**Seconded:** Councillor Gary Norman

**Resolved:** That Councillor Nigel Foot be appointed as NTC's representative on the site visit for the 11 Pond Close application, [21/01911/FULD](#), at 8:00am on the 28<sup>th</sup> of October, and that they put NTC's comments on this application to the relevant WAP Committee meeting.

**95. Newbury Community Football Ground**

An update on the Newbury Community Football Ground was received and noted by members.

**Proposed:** Councillor Stephen Masters

**Seconded:** Councillor Jeff Beck

**Resolved:** That the business of the meeting can be concluded by 22:30 and accordingly that the meeting be extended.

**Proposed:** Councillor Roger Hunneman

**Seconded:** Councillor Stephen Masters

**Resolved:** To ask the WBC Executive for a further public consultation on the Monks Lane Sports Hub Application, reference [21/02173/COMIND](#), given the

amended application and the publication of the costs associated with the Sports Hub.

**96. Forward Work Programme for Planning & Highways Committee**

No further items were added to the Forward Work Programme.

**There being no other business, the Chairperson declared the meeting closed at 21:59 hrs.**

**Chairperson**



**Planning and Highways Committee Meeting  
Schedule of Planning Applications 25/10/2021**

Running Order	Resolutions	Ward	Application Number	Location and Applicant	Proposal
1.	<p>Objection in line with the previous NTC objection.</p> <p>In addition:</p> <ul style="list-style-type: none"> <li>- we would like to see water conservation measures introduced.</li> <li>- we share the concerns of the flood authority.</li> <li>- we would like to see the contamination removed not capped.</li> <li>- we would like to see the pedestrian link to</li> </ul>	Adjacent Parish and Clay Hill	<a href="#">21/01452/FULEXT</a>	Land South of Waller Drive, Newbury, for CALA Management Ltd.	<p>Full planning application for the redevelopment of the site for 70 dwellings (Use Class C3), public open space, play space, drainage, parking and associated access, infrastructure, landscape, ancillary and site preparation works, including demolition of existing structures and removal of existing hardstanding.</p> <p style="text-align: center;"><b>Amended:</b></p> <p style="text-align: center;">The main changes are:</p> <p>House type swaps, Garden area sizes, Apartment block rear parking court layouts, Apartment block garden areas, Hard and soft landscaping, Refuse swept path and bin store for block 2, Cycle parking details, Car parking plan, Finished levels, Drainage details.</p> <p style="text-align: center;"><b>Previous NTC Comment:</b></p> <p style="text-align: center;">We object to this application for the following reasons:</p>

	<p>Cavendish Court implemented.</p> <ul style="list-style-type: none"> <li>- we would like to see a review of the WBC decision on sightlines onto Waller Drive given the speeding issues that exist.</li> <li>- The material of the cycle storage facility should not be made of wood.</li> </ul>				<p>Charging points for 50% of houses was felt to be insufficient. We would like charging points for 100% of the houses.</p> <p>This development does not comply with WBC policy, Core Strategy CS15 on renewable energy. Heating is fuelled by fossil fuels. Carbon zero should be the target. The orientation of many of the houses is also not conducive to solar panel usage.</p> <p>Affordable housing is concentrated in one area of the development. We would like them to be more evenly dispersed.</p>
2.	No objection.	Clay Hill	<a href="#">21/01827/HOUSE</a>	66 Kiln Road, Newbury, RG14 2LS, for Mr R. Sheppard	<p>Replacement of existing shed and lean to greenhouse with purpose built brick and tile shed/greenhouse - enabling works completed under permission <a href="#">17/00297/HOUSE</a> - ran out of time for substantial implementation of the permission.</p>
3.	No objection.	Clay Hill	<a href="#">21/02504/HOUSE</a>	4 Addison Gardens, Newbury, RG14 2FR, for Mr J. Calow	<p>Convert the existing garage into utility room &amp; kitchen; Replace the existing garage door with a new window and brickwork to match the existing house; Block up 2 No. windows in the living room; Replace the existing French doors in the living room with a new picture-frame window; Remove a ground floor internal partition and replace the kitchen door and window with a new bi-fold door.</p>

4.	No objection subject to highways.	East Fields	<a href="#">21/02349/FUL</a> & <a href="#">21/02350/ADV</a>	McDonald's Newbury Retail Park, Pinchington Lane, Newbury, RG14 7HU, for McDonald's Restaurants Ltd	Changes to access/egress to incorporate a new slip road for McDonald's traffic with alterations to kerb lines. The minor reconfiguration of the drive thru lane and car park to incorporate side by side ordering, including associated works to the site. The introduction of an island for signage and the installation of 2 no. Customer Order Display (COD) with overhead Canopy. A new Goal Post height restrictor to be installed with a new drive thru signage suite to replace existing.
5.	We support this application.	East Fields	<a href="#">21/02432/FUL</a>	Northway House, York Road, Newbury, RG14 7NF, for Mr P. Moorhouse	We are planning to use the existing building as a climbing centre and cafe. This will require no structural changes.
6.	Objection in line with the previous NTC objection.  Cllrs Gary Norman, Vaughan Miller, Jon Gage, and Roger Hunneman abstained.	Speenhamland	<a href="#">21/01716/FUL</a>	Aldi Foodstore Ltd, London Road, Newbury, RG14 1LA, for Aldi Stores Ltd.	Demolition of the existing office building, and the construction of an extension to the existing foodstore and external alterations, extension and reconfiguration of the existing car park, with other associated works.  <b>Amended:</b> An amended Proposed Site Plan (1500 Rev P6) has been submitted enlarging the landscaping area in the south-eastern corner of the site (with a reduction to the area of landscaping in the north-eastern corner of the site), removing two trees along

					<p>the southern boundary as advised by the arboricultural assessment and introducing two new trees along the southern boundary.</p> <p>2 Amended Proposed Elevations Plan (1300 Rev P2) has been submitted to show the proposed location of a bird box and bat box.</p> <p>3 The soft landscaping plan (13869/P04 Rev A) has been amended to include a larger area of landscaping in the south-eastern corner of the site (with a reduction to the area of landscaping in the north-eastern corner of the site) to accommodate bioretention sustainable drainage measures (rain garden). The planting proposed on this plan has also been amended to include more native species planting (60%) including 55 metres of native hedgerow.</p> <p>4 An amended Proposed Roof Plan (1111 Rev P2) has been submitted to show the locations of the proposed bird and bat boxes.</p> <p>5 An amended Flood Risk Statement and Drainage Strategy document has been submitted to include proposed SuDS in the south-eastern corner of the site.</p> <p>6 An archaeological desk based assessment has been submitted following the response received from the Archaeologist.</p> <p>7 An amended Ecological Appraisal has been submitted (13869_R01b) to detail the provision and</p>
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					<p>rationale for the positioning of the bird and bat boxes.</p> <p><b>Previous NTC Comment:</b></p> <p>We object to this application due to the lack of emphasis on sustainability, the likely compounding effect it will have on local traffic, and the effect that the demolition would have on local residents. The Committee would like to see a new application that emphasises the promotion of active travel and increases the sites sustainability (including the installation of solar panels).</p> <p>Cllrs Jeff Beck, Andy Moore, and Gary Norman abstained.</p>
7.	No objection.	Wash Common	<a href="#">21/02465/HOUSE</a>	Rockery House, 86 Monks Lane, Newbury, RG14 7RN, for Mr & Mrs Mcturk	Proposed single storey attached garage.
8.	No objection.	Wash Common	<a href="#">21/02556/HOUSE</a>	Beech Hedge, Kendrick Road, Newbury, RG14 6PW, for Mr & Mrs Page	Extensions to side and Rear.
9.	No objection provided the increased height is	Wash Common	<a href="#">21/02473/HOUSE</a>	Hollins, Tydehams, Newbury, RG14 6JT, for Mr Holmes	Proposed First Floor extension to 1960's style bungalow to include internal reorganisation and replacement/relocation of existing external windows and doors.

	screened from neighbours.				
10.	No objection.	West Fields	<a href="#">21/02411/HOUSE</a>	52 Craven Road, Newbury, RG14 5NJ, for Mr & Mrs Schofield	Proposed single storey rear extension and loft conversion.
11.	<p>We object to this application based on:</p> <ul style="list-style-type: none"> <li>- The Town Centre Conservation Area Appraisal and Masterplan Vision document are not yet published. The application should take these documents into consideration.</li> <li>- The development is out of character with the historic Market Town nature of Newbury.</li> </ul>	West Fields	<a href="#">21/00379/FULMAJ</a>	The Mall, The Kennet Centre, Newbury, RG14 5EN, for Lochailort	<p>Full: Phased redevelopment of the Kennet Centre comprising (1) partial demolition of existing building (ii) flexible-use commercial space (iii) headquarters office building (iv) 381 dwellings plus residents ancillary facilities (v) access, car parking and cycle parking (vi) landscaping &amp; open space (vii) sustainable energy installations (viii) associated works.</p> <p><b>Amended:</b></p> <p>The main changes are: Reduction of 2 storeys of block A, Reduction of 1 storey of block B, Reduction and greater set back from 33/34 Cheap St of block C, Amendments to roofscape of blocks A, B, C and F. Reduction of 21 flats from 402 to 381.</p> <p><b>Previous NTC Comment(s):</b></p> <p>Comment 1: “The green credentials, aspiration for small retail, and putting residents in the town centre are all applauded, but the height of the development is a</p>

	<ul style="list-style-type: none"> <li>- There is a lack of affordable housing.</li> <li>- The blocks as amended are still too high.</li> </ul> <p>Cllrs Tony Vickers and Phil Barnett abstained.</p>				<p>concern. NTC would like to wait until the Masterplan has been presented before this application is progressed any further.”</p> <p>Comment 2:</p> <p>“Newbury Town Council wish to emphasise that they are deeply concerned about the proposed height of the development and believe it to be out of character with the Town. Would like to see the height of the development greatly reduced.</p> <p>The lack of affordable housing is also a real concern. Affordable housing is a part of West Berkshire Council’s Core Strategy (CS6) in the Local Plan. It should be 15% on brownfield sites. As this development lacks any affordable housing, this is also a major concern.</p> <p>In addition, there is a substantial lack of parking spaces for the number of flats built. The WBC housing site allocation plan states that, for a development of 402 flats, it would require 459 parking spaces, rather than the 76 proposed.</p> <p>We also wish to reemphasise that the Newbury Town Centre Masterplan is not yet published. A development of this size and importance needs to wait for the result of this study.”</p>
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12.	No objection.	West Fields	<a href="#">21/02528/LBC2</a> & <a href="#">21/02527/FUL</a>	113 Bartholomew Street, Newbury, RG14 5DT, for Mr Turner	From covered pergola seating area to beer garden.



## Appendix 2

### Schedule of Applications for Prior Approval

Running Order	Resolution	Ward	Application Number	Location and Applicant	Proposal
1.	No comment.	West Fields	<a href="#">21/02599/PACOU</a>	22 Park Street Newbury West Berkshire RG14 1EA, for Metrix Developments Limited	Application to determine if prior approval is required for a proposed: Change of use of Class E office space to 6 C3 residential dwellings. 3 x 1b2p and 3 x 2b3p flats.

**Planning and Highways Committee Meeting  
Schedule of Planning Applications 15/11/2021**

Running Order	Resolutions	Ward	Application Number	Location and Applicant	Proposal
1.		Clay Hill	<a href="#">21/02525/HOUSE</a>	37 Regnum Drive, Shaw, Newbury, RG14 2HF, for Mr & Mrs Hillier	Proposed rear extension and associated alterations.
2.		Clay Hill	<a href="#">21/02603/HOUSE</a> & <a href="#">21/02604/LBC2</a>	69 Shaw Road, Newbury, RG14 1HG, for Mr J. Jones	Proposed Single Storey Rear Extension to Create a bathroom/Wet Room, Partially Open Up Existing Dining Area Creating an Open Plan Area and a Pitched Roof with Vaulted Ceiling.
3.		East Fields	<a href="#">21/02757/HOUSE</a>	3 Chesterfield Road, Newbury, RG14 7QB, for J. Holland	Single storey rear extension and entrance gates to existing crossover.
4.		East Fields	<a href="#">21/02755/HOUSE</a>	125 Greenham Road, Newbury, RG14 7JE, for Mr & Mrs Jones-White	Proposed single storey rear extension following demolition of conservatory and existing kitchen. Replacement garage.
5.		Speenhamland	<a href="#">21/02664/HOUSE</a>	16 Almond Avenue, Newbury, RG14 1LT, for Mr & Mrs King	Ground and first floor side extension following demolition of existing porch and WC. Ground floor rear extension following demolition of existing outbuilding.
6.		Wash Common	<a href="#">21/02614/HOUSE</a>	7 Glendale Avenue, Newbury, RG14 6SG, for Mr & Mrs Hailey	Conversion of garage to habitable room, alterations to front porch and roof, single storey side extension, alterations to fenestration, internal alterations and associated works.

7.		Wash Common	<a href="#">21/02173/COMIND</a>	Newbury Rugby Football Club, Monks Lane, Newbury, RG14 7RW, for Alliance Leisure Services	<p>The proposed development is for a single storey sports pavilion building and car park providing facilities and social space to support a proposed artificial turf pitch, F2(C). The proposed artificial turf pitch forms part of this application and includes fencing, storage, spectator seating and artificial lighting. The building will provide approximately 400m<sup>2</sup> of internal floor space of use class F2(B).</p> <p><b>Amended:</b></p> <p>In response to consultation comments and officer feedback the following details have been submitted: Statement responding to Sport England comments, Amended location plan to include land in blue line, Amended proposed site plan, Amended proposed pitch layout plan, Amended proposed ATP plan, Amended proposed AGP construction details and storage, Amended Flood Risk Assessment, Construction Environmental Management Plan (CEMP), Land Environmental Management Plan (LEMP), Biodiversity Metric, Amended Ecology assessment, Amended design and access statement, Amended plans, Amended tree survey, protection, Tree planting schedule, Amended Transport statement, Amended noise impact assessment, Amended floodlighting report, Amended floodlighting plan,</p>
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					<p>Amended drainage section, Additional AGP Technical Information to Support Planning.</p> <p><b>Previous NTC Comment:</b>  Objection based on:</p> <p>1) Failure to give adequate information about: noise pollution, light pollution, its impact on trees, transport (including active travel), impact on parking, and the facilities scalability (to higher 'steps') over time.</p> <p>2) It is not a like-for-like replacement of the Faraday Road site: this proposed site is limited to Step 4, Faraday Road has the potential to go to Step 2.</p> <p>3) The sports hub is unambitious on BREAM rating.</p> <p>4) There are factual inaccuracies in the planning documents. For example, the site is within the Newbury Settlement boundary but is not described as such (on page 6 of the Design and Access statement).</p> <p>Cllr Jeff Beck abstained.</p>
8.		Wash Common	<a href="#">21/02582/HOUSE</a>	12 Gwyn Close, Newbury, RG14 6JB, for Mr & Mrs Muir-Stokes	Removal of conservatory and replacement with rear and side extension and first-floor extension over garage.
9.		Wash Common	<a href="#">21/02627/HOUSE</a>	17 Conifer Crest, Newbury, RG14 6RS, for Mr & Mrs Smith	Proposed first floor extension.

10.		Wash Common	<a href="#">21/02625/HOUSE</a>	17 Falkland Drive, Newbury, RG14 6JQ, for A. Whyatt	Replacement roof & adding a first floor roof extension with dormers and associated fenestrations.
11.		Wash Common	<a href="#">21/02700/HOUSE</a>	19 Bartlemy Road, Newbury, RG14 6LD, for Mr & Mrs Gibson	Single storey rear extension.
12.		Wash Common	<a href="#">21/02674/HOUSE</a>	Windgarth, Tydehams, Newbury, RG14 6JT, for Mr S. Stearn	Construction of double garage.
13.		Wash Common	<a href="#">21/02768/HOUSE</a>	14 Three Acre Road, Newbury, RG14 7AN, for Mr A. Whatley	Single storey rear extension, first floor extension and garage alterations/enlargement.
14.		Wash Common	<a href="#">21/02395/FULD</a>	19 Henshaw Crescent, Newbury, RG14 6ES, for J. Murray	To divide this property into two separate address , the amendments needed to do so is add a front door , block off internal access door , services gas and electric and to put up a fence to spilt the garden into two , by doing so this will create a four bed mid terrace house with 2x off road parking and a three bed end of terrace house with 2x off road parking.
15.		Wash Common	<a href="#">21/02655/FUL</a>	New Warren Farm, Warren Road, Newbury, RG14 6NH, for Mr M. Norgate	Continuation of use of livestock barn as B8 storage or distribution. Continuation of use of machinery store as B2 use. Both continuing after expiry of planning permission (temporary) <a href="#">17/00848/FULC</a> .
16.		West Fields	<a href="#">21/02424/FULD</a>	61 Russell Road, Newbury, RG14 5JX, for Mr S. Bartlett	Demolition of existing dwelling and erection of four dwellings.

17.		West Fields	<a href="#">21/02572/HOUSE</a>	43 Russell Road, Newbury, RG14 5JX, for Mr R. Axten	Single Storey Rear Extension.
18.		West Fields	<a href="#">21/02558/FULD</a> & <a href="#">21/02560/LBC2</a>	152 Bartholomew Street, Newbury, RG14 5HB, for KAS (Newbury) Ltd	Change of use of first and second floors, to create a two bedroom flat with alterations to the ground floor layout and new entrance.
19.		West Fields	<a href="#">21/02617/FUL</a>	28 Cheap Street, Newbury, RG14 5DB, for Lochailort Newbury Ltd	Temporary change of use from Use Class E (Commercial, business and service uses) to bar/lounge area ancillary to the adjacent Sui Generis Amusement Arcade at 25-27 Cheap Street (planning permission reference <a href="#">20/02132/FUL</a> ) for a three year temporary period.
20.		West Fields	<a href="#">21/02695/FULD</a>	Motorists Discount Centre, Mayors Lane, Newbury, RG14 5DR, for Woolbro Homes	Demolition of existing building and construction of 3 storey residential apartment block, associated refuse and cycle store, landscaping, and parking.
21.		West Fields	<a href="#">20/01210/FULD</a> & <a href="#">20/01212/LBC2</a>	41 and 41A Cheap Street, Newbury, RG14 5BX, for Mursell & Company (Newbury) Ltd	<p>Alterations to ground floor retail space and conversion of part of ground floor and first floor into a 6 bed HMO.</p> <p><b>Amended:</b></p> <p>The description of the proposal has been amended to: "Alterations to ground floor retail space and conversion of part of ground floor and first floor into a 6 bed HMO."</p> <p>Amended proposed plans and elevations submitted.</p> <p>Additional space retained for the retail space at ground floor.</p>

					<p>HMO will consist of a kitchen, 6 bedrooms with ensuite bathrooms and shower, communal area, rear bin area and cycle facility.</p> <p>Amended windows on the rear elevation.</p> <p>Amended lightwells elevation - new window to southwest lightwell elevation and enlarged windows to northwest elevation.</p> <p><b>Previous NTC Comment(s):</b> Support (20/07/2020) Support (14/10/2020)</p>
22.		West Fields	<a href="#">21/02770/HOUSE</a>	108 Craven Road, Newbury, RG14 5NR, for Mr & Mrs Mulvany	Ground floor rear and side extension with internal alterations following demolition of existing conservatory, increasing width of single-storey rear wing.
23.		West Fields	<a href="#">21/02176/FUL</a> & <a href="#">21/02181/LBC2</a>	26, 28 and 28A Bartholomew Street, Newbury, RG14 5EU, for Barts Newbury Ltd	Change of use of 28 and 28A from office use (Class E) to hotel use (Class C1) and use of 26 as a restaurant with ancillary flexible work space (as permitted under the current use of the building under Class E).
24.		West Fields	<a href="#">21/02753/ADV</a>	Unit G20 68 Parkway Shopping Centre, Newbury, RG14 1AY, for HMV	Proposed 1no internally mounted main sign, 1no projecting sign and 1no high level vinyl run.

**Planning and Highways Committee Meeting  
15/11/2021**

**Schedule of Applications for Prior Approval**

<b>Running Order</b>	<b>Resolution</b>	<b>Ward</b>	<b>Application Number</b>	<b>Location and Applicant</b>	<b>Proposal</b>
1.		East Fields	<a href="#">21/02699/PASSHE</a>	11 Jubilee Road, Newbury, RG14 7NN, for Mr & Mrs Chessell	Proposed single storey extension.



**Planning and Highways Committee Meeting  
15/11/2021**

**Schedule of Licensing Applications**

<b>Resolutions</b>	<b>Licence</b>	<b>Applicant(S)</b>	<b>Premises</b>
	Licensing Act 2003 (Premises Licences & Club Premises Certificates) Regulations 2005 Premises Licence – New  Ref: <b>21/00945/LQN</b>	<b>Applicant:</b> Bart's Newbury Ltd	<b>Location:</b> The Newbury Bridge Hotel and Bart's bar and restaurant 26-28a Bartholomew Street  <b>Proposal:</b> The application provides for the supply of alcohol from 10.00 to 23.00 Monday to Wednesday, 10.00 to midnight Thursday to Saturday and 11.00 to 22.30 on Sundays. Late night refreshment to 00:30 Thursday to Saturday.
	Licensing Act 2003 (Premises Licences & Club Premises Certificates) Regulations 2005 Premises Licence – New  Ref: <b>21/00956/LQN</b>	<b>Applicant:</b> Addington Stores Ltd	<b>Location:</b> 109 Bartholomew Street, Newbury, RG14 5HE  <b>Proposal:</b> The application provides for the supply of alcohol from 07.00 to 23.00 Monday to Sunday (Off sales only).



# Newbury House, Andover Road

## Proposed redevelopment at Newbury House, Andover Road

Sovereign Housing Association is working to redevelop land it owns on Andover Road, Newbury, where Newbury House is located. Sovereign is currently preparing to submit a planning application and would like to hear your views on the proposals. We'll also be at St Georges Church Hall, Andover Road, between 4pm and 7pm on Wednesday 3 November 2021, where you'll be able to see our plans and ask us questions.



[Download the plan](#)

## Affordable homes for local people

There's a need for new affordable homes in the area and the proposed site will consist of reconfiguring the current Newbury House building to contain ten homes and an additional four new homes on the site:

- Four x four-bedroom houses for open market sale
- Ten reconfigured two-bedroom flats
- Mix of social rented, shared ownership, and open market sale
- Parking will be in line with planning policy - this will be an average of 1.5 spaces per home

We will also be working sensitively with residents affected by this redevelopment, to find them suitable alternative homes over the coming months.

## Plans

The new homes have been designed to be in keeping with the local area. We're also considering more innovative forms of construction on this development to ensure its impact on the environment is minimised. The higher energy performance of the buildings will also benefit the residents who will live there, in terms of energy costs.

The plans are still being developed and we would welcome your comments and views on the proposal before we submit a planning application.

## Proposed site plan

### Submit your comments

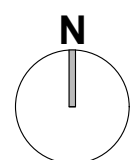
Get in touch before 12 November 2021

Email us





Proposed Site Layout  
1:200

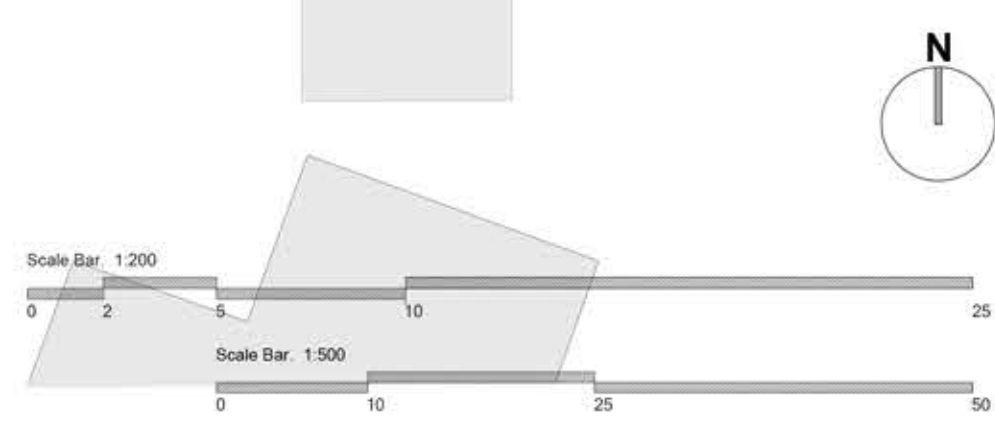


<b>iBArchitects</b> The Studio, Exeter Grove, Newbury, Berkshire RG14 6BN E: info@ibarchitects.co.uk	
Project <b>Newbury House, Newbury</b>	
Site <b>Proposed Site Plan</b>	
Status <b>Preliminary</b>	
Scale <b>1:200 @A1</b>	Date <b>22-10-2021</b>
Drawing: <b>2110-PR13-</b> <small>(01/10/21) (01/10/21) (01/10/21)</small>	
<small>© ibarchitects Ltd</small>	





Proposed Site Layout  
1:200



**iBArchitects**  
The Studio, Endeavour Grove, Newbury, Berkshire RG14 6BH  
© iBArchitects Ltd 2021

**Newbury House, Newbury**

**Proposed Site Plan**

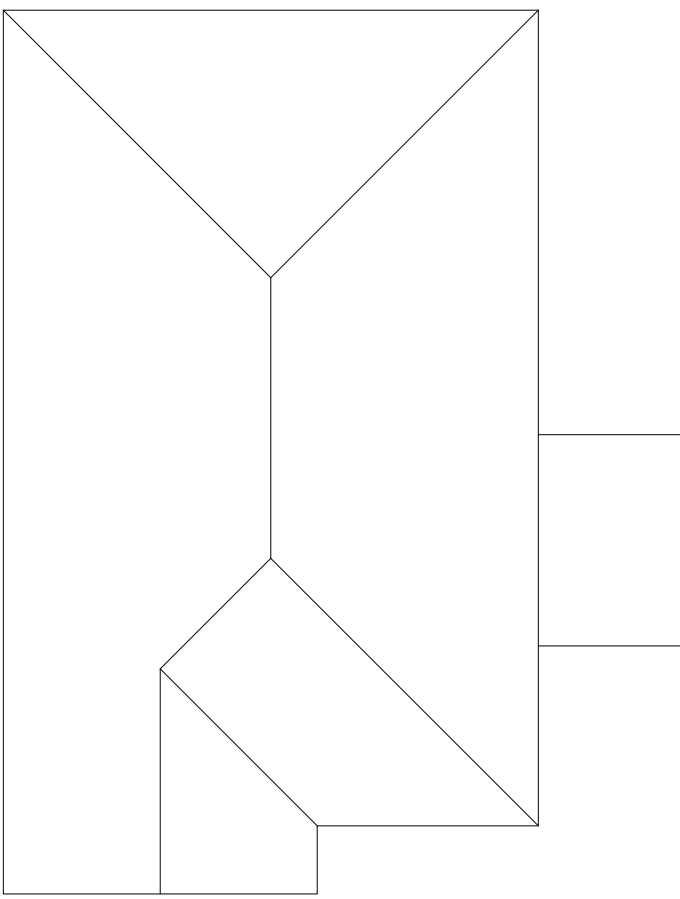
Status: Preliminary

Scale: 1:200 @A1 Date: 12-10-2021

Drawing: 2110-SK17-  
(05 hrs) (0 hrs) (1 hr)

28

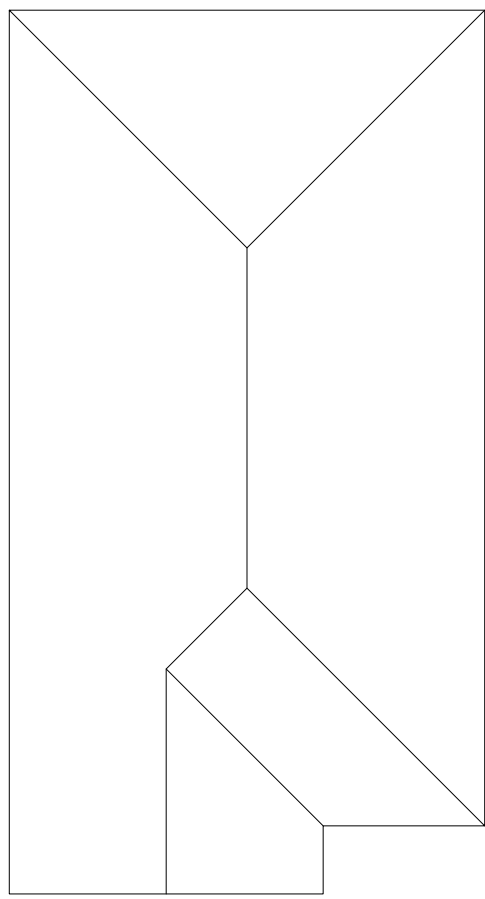




Plots 1 and 2 Roof Plan (handed)  
1:100



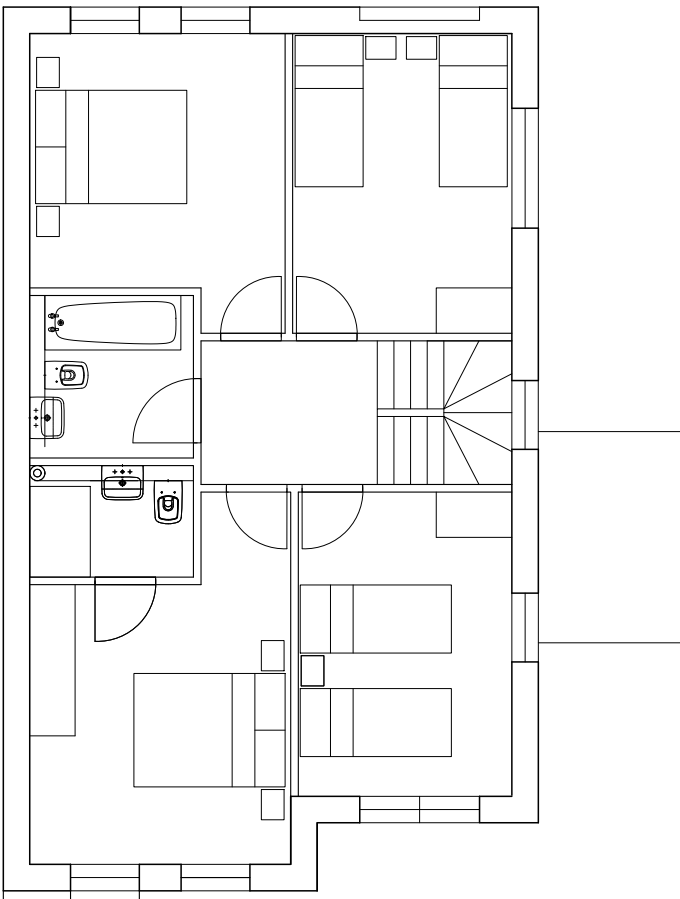
Plot 1 and 2 Front Elevation (handed)  
1:100



Plots 3 and 4 Roof Plan (handed)  
1:100



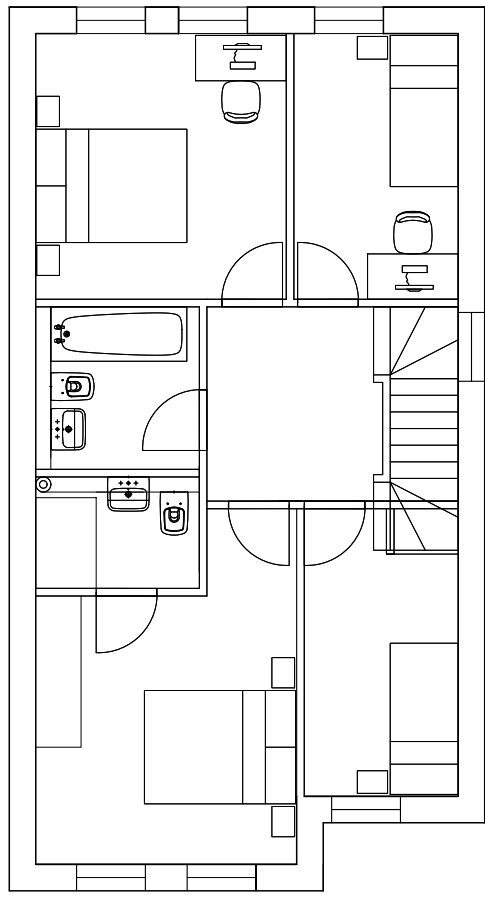
Plot 3 and 4 Front Elevation (handed)  
1:100



Plots 1 and 2 First Floor Plan (handed)  
1:100



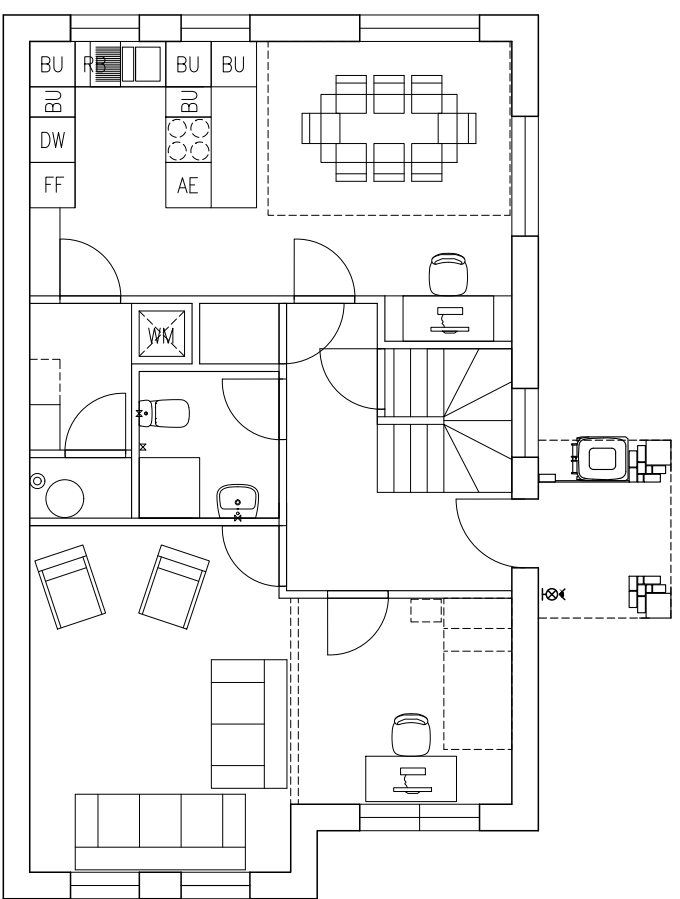
Plots 1 and 2 Rear Elevation (handed)  
1:100



Plots 3 and 4 First Floor Plan (handed)  
1:100



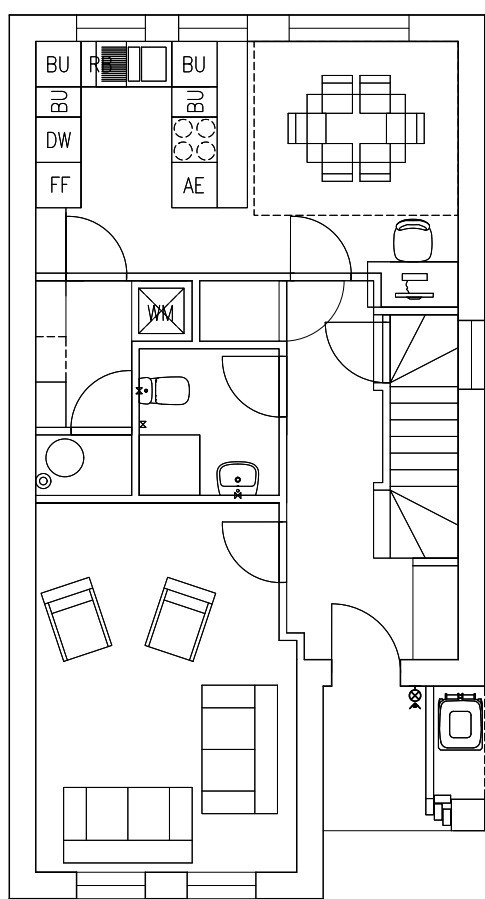
Plot 3 and 4 Rear Elevation (handed)  
1:100



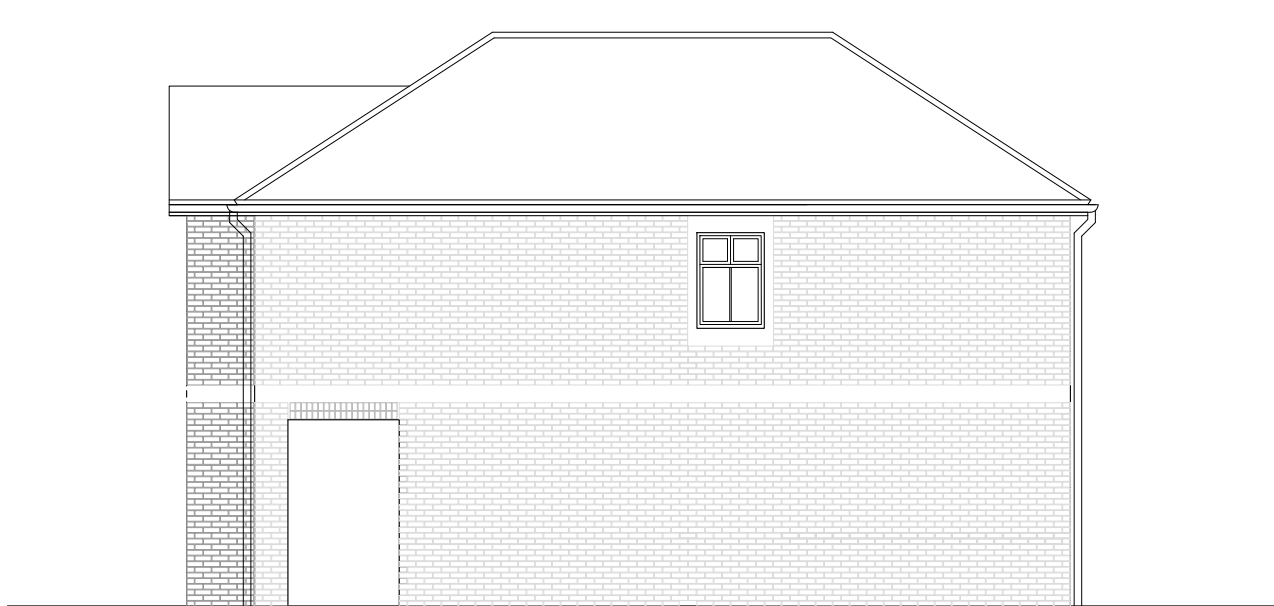
Plots 1 and 2 Ground Floor Plan (handed)  
1:100



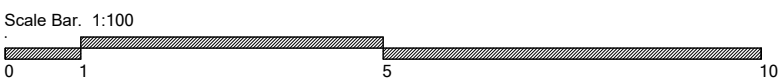
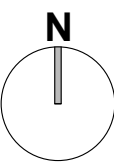
Plots 1 and 2 Side Elevation (handed)  
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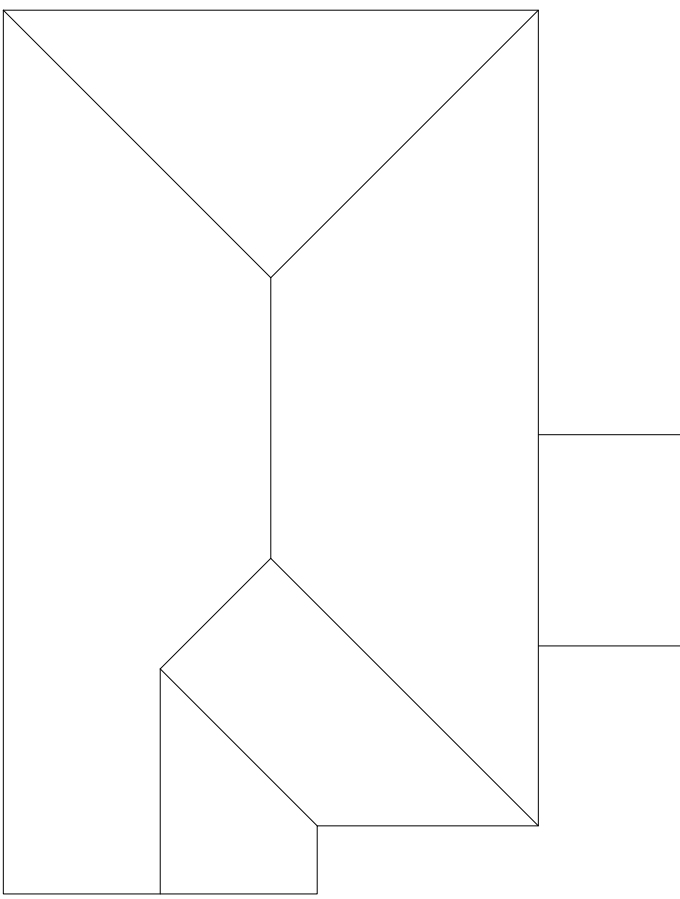


Plots 3 and 4 Ground Floor Plan  
1:100



Plots 3 and 4 Side Elevation (handed)  
1:100

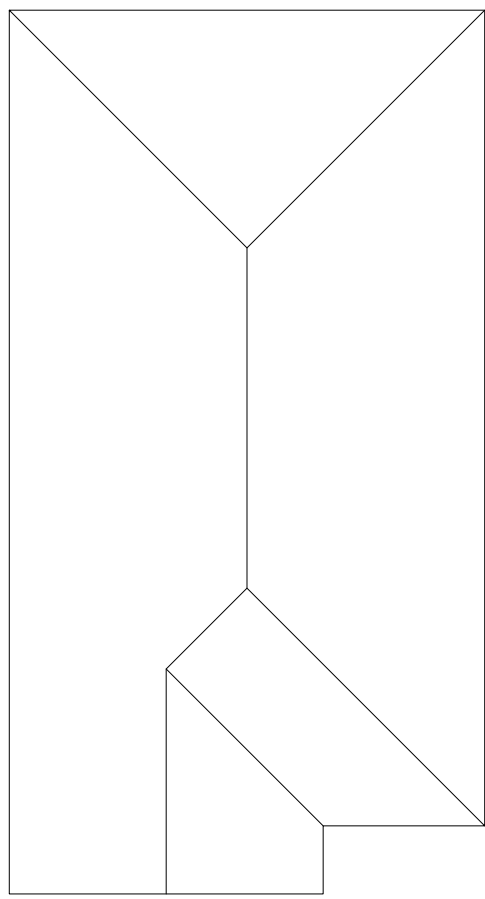




Plots 1 and 2 Roof Plan (handed)  
1:100



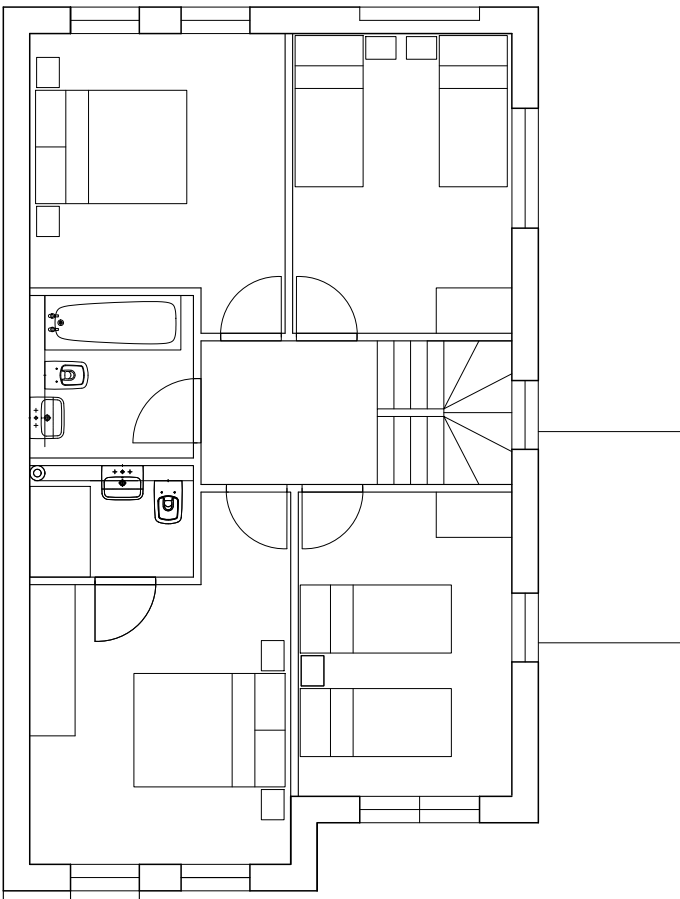
Plot 1 and 2 Front Elevation (handed)  
1:100



Plots 3 and 4 Roof Plan (handed)  
1:100



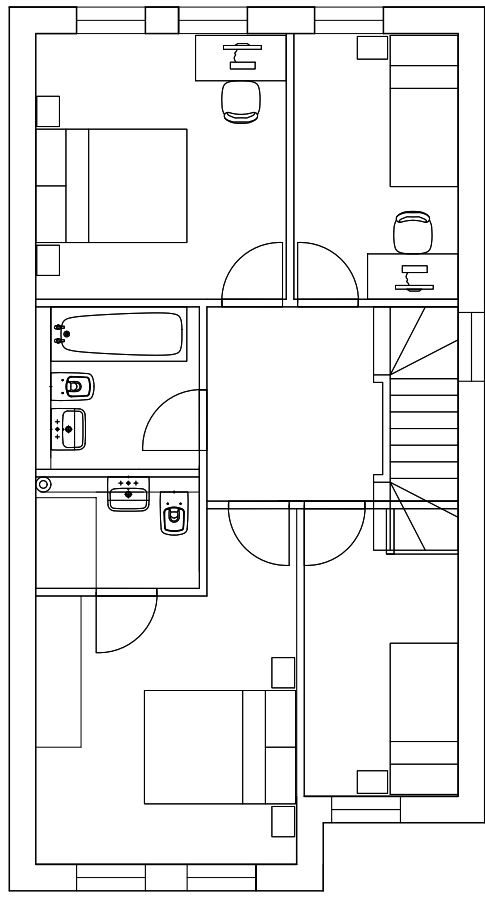
Plot 3 and 4 Front Elevation (handed)  
1:100



Plots 1 and 2 First Floor Plan (handed)  
1:100



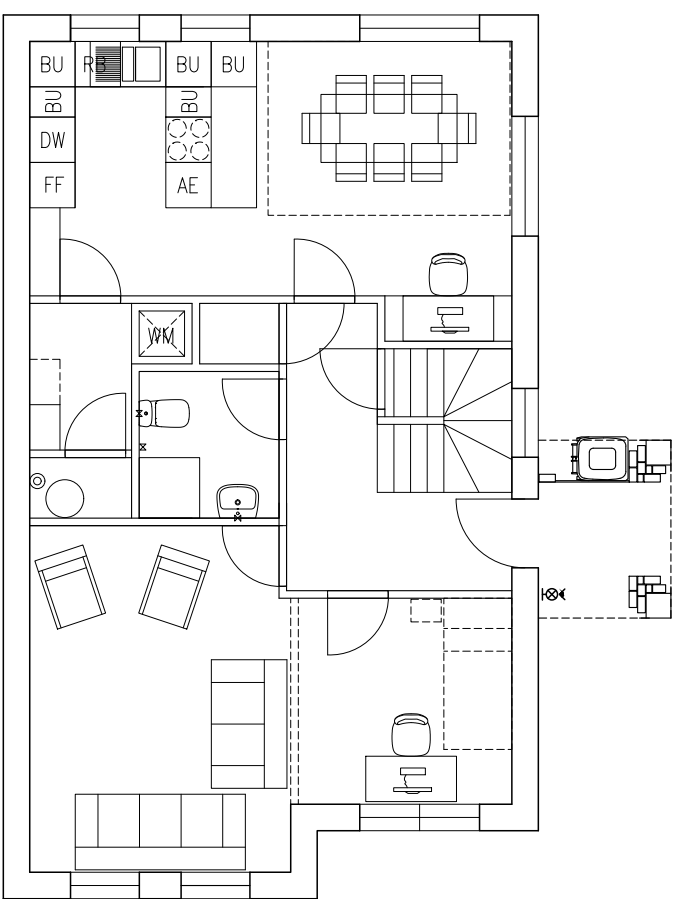
Plots 1 and 2 Rear Elevation (handed)  
1:100



Plots 3 and 4 First Floor Plan (handed)  
1:100



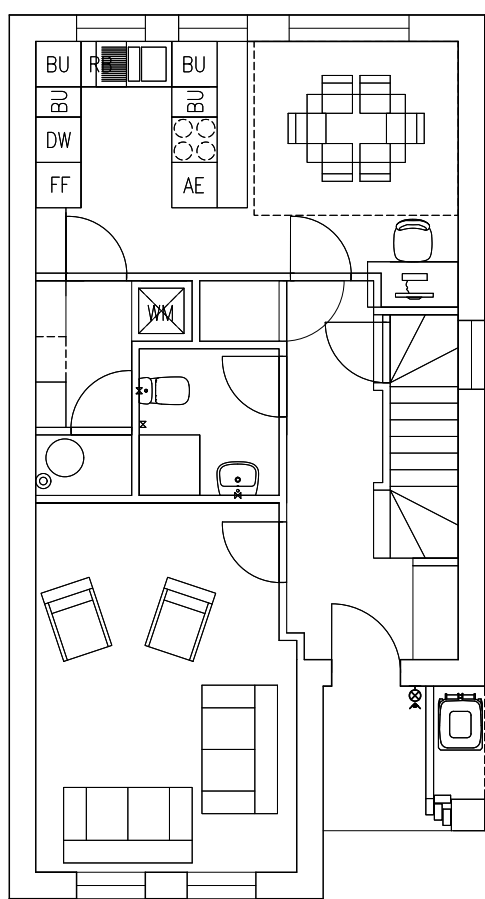
Plot 3 and 4 Rear Elevation (handed)  
1:100



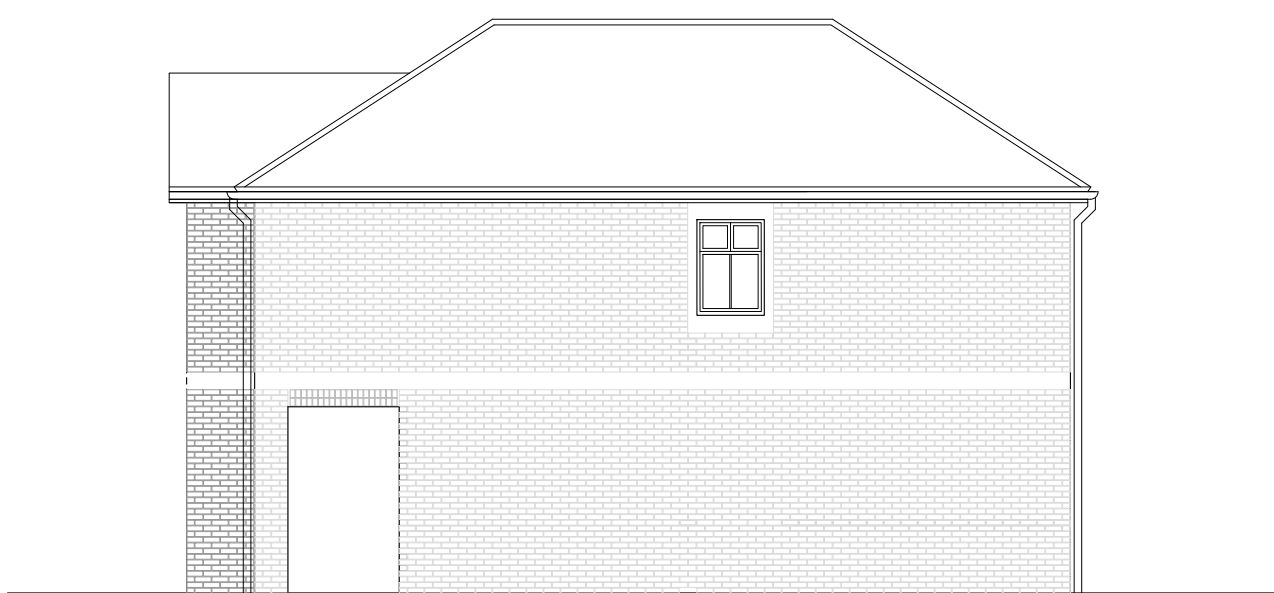
Plots 1 and 2 Ground Floor Plan (handed)  
1:100



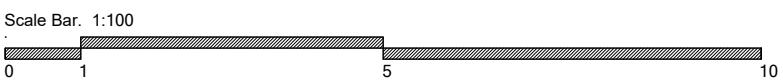
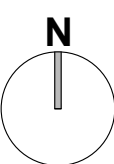
Plots 1 and 2 Side Elevation (handed)  
1:100



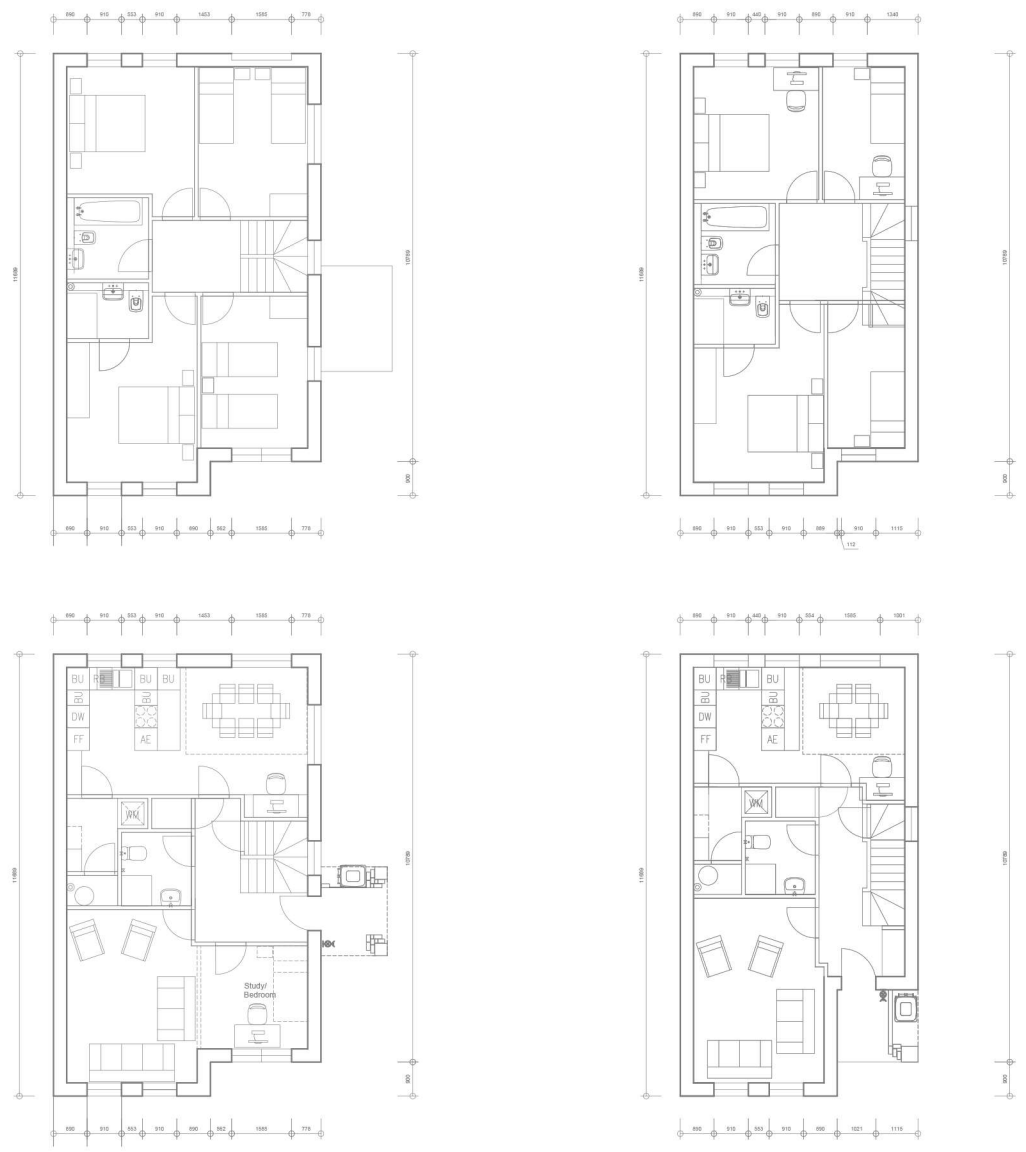
Plots 3 and 4 Ground Floor Plan  
1:100



Plots 3 and 4 Side Elevation (handed)  
1:100







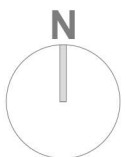
# Plots 1 & 3 north elevation



### Plots 1 & 2 front elevation

Newbury House front elevation  
1:200

Plots 3 & 4 front elevation  
1:200



revisiondate    note	
10/20/2016    2016-10-20 10:20:16 2016-10-20 10:20:16 2016-10-20 10:20:16	
The Studio, Escombe Grove, E. woking@barncrofts.co.uk	
project	
Newbury House, Newbury	
title	
Proposed Elevations	
status	
Preliminary	
scale	date
Varies @A1	20-10-2021
Drawing:	210-SK19- (job no.)    (drawing no.)    (revision)



## Newbury Town Council Key Performance Indicators 2021-22

Indicator	R/A/G Status											
	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR
<b>Planning and Highways</b>												
Planning comments made at meetings of the committee should be submitted to WBC within 2 working days of the meeting being held												

## Explanation of colours in chart

	Green = target met
	Yellow = target close but not met
	Red = target not met





# Strategy 2019-2024

## Year 2 Update

18 October 2021

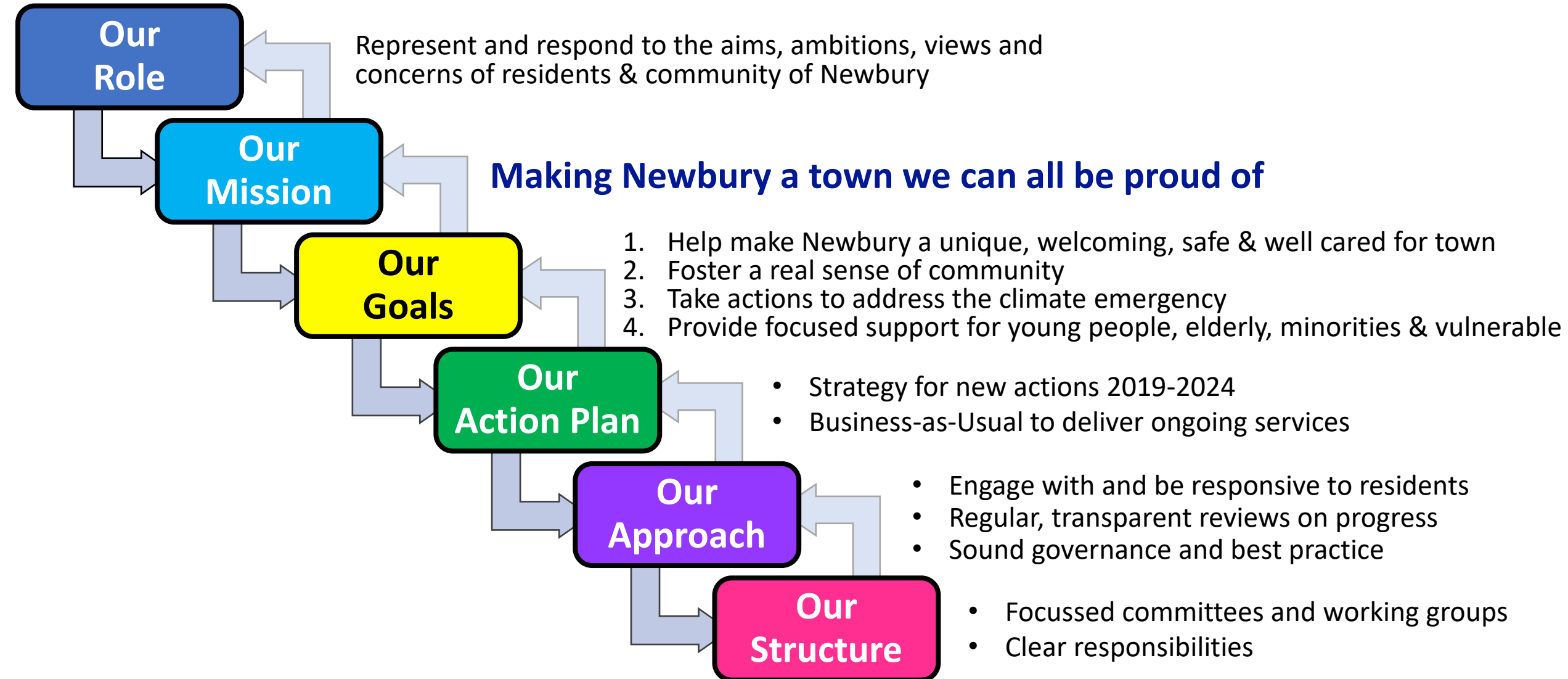
*Making Newbury a town we can all be proud of*



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<b>3. Our Mission</b>	<b>7</b>
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## Summary for our new strategy





## Summary of Key Strategic Actions 2019-2024

Completed

Ongoing

Planned

2019

2020

2021

2022

2023

2024

### 1. HELP MAKE NEWBURY A UNIQUE, WELCOMING, SAFE AND WELL CARED FOR TOWN

#### Victoria Park Café – planning permission

- C neutral by design, target BREEAM excellent
- Disabled & dementia friendly

#### Victoria Park Café – build

- Include public toilets
- Include specialist hoist in WC

#### City Rec upgrade

#### Wash C consultation

#### Wash Common park upgrade

Lobby and Influence WBC: LRIE including NCFG, Newbury Town Centre Masterplan incl Market Place pedestrianisation, Sandleford, Local Plan

### 2. FOSTER A REAL SENSE OF COMMUNITY

Stage and support inclusive community events: Newbury & Britain in Bloom, Civic Awards, Mayor's Drive, Family Fun Day, Remembrance Sunday, etc

Encourage local democracy and appreciation of Newbury's heritage

### 3. TAKE ACTIONS TO ADDRESS THE CLIMATE EMERGENCY

#### Climate Emergency

declared June 2019

- NTC C neutral by 2030
- Support Newbury-wide sustainability
- Climate conference 1

- C reduction 25.8 tonnes
- Climate conference 2
- Carbon Grant launched

- C reduction ≥ 7 tonnes
- Climate conference 3
- Carbon Grants

- C reduction ≥ 7 tonnes
- Climate conference 4
- Carbon Grants

- C reduction ≥ 7 tonnes
- Climate conference 5
- Carbon Grants

- C reduction ≥ 7 tonnes
- Climate conference 6
- Carbon Grants

Lobby WBC on building standards, sustainable transport plan, recycling, and flooding risk assessment / prevention

### 4. FOCUSED SUPPORT FOR YOUNG PEOPLE, THE ELDERLY, MINORITIES & THE VULNERABLE

Outreach youth work partnership established

Detached Youth Work for Newbury + support for CYP at the Nightingales and at the Riverside Centre



## 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

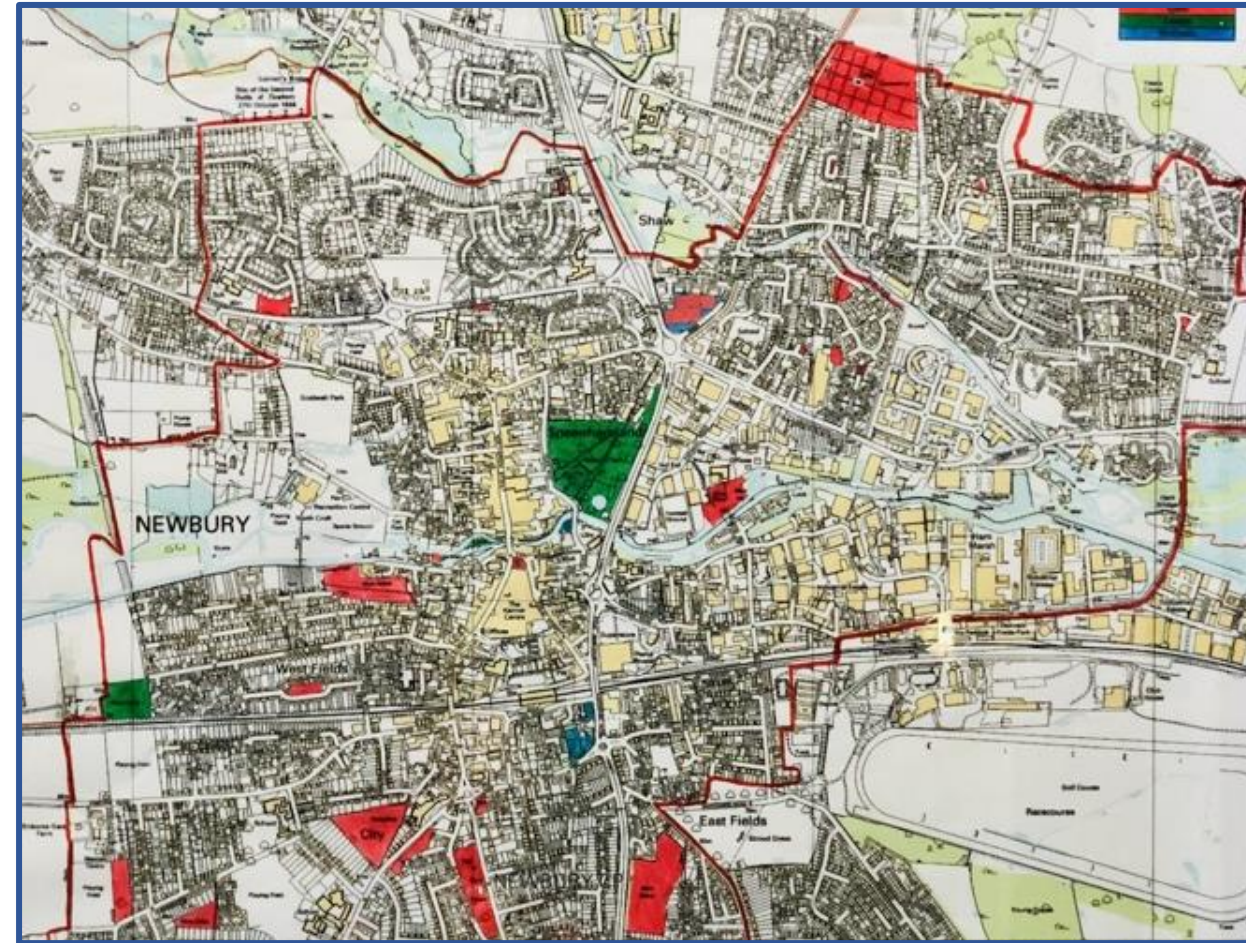
- Planning & building control
- Roads, transport & parking
- Licensing
- Care & housing
- Schools, learning & libraries
- Consumer & environmental protection
- Rubbish & recycling
- Leisure, parks & countryside
- Tax & benefits

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

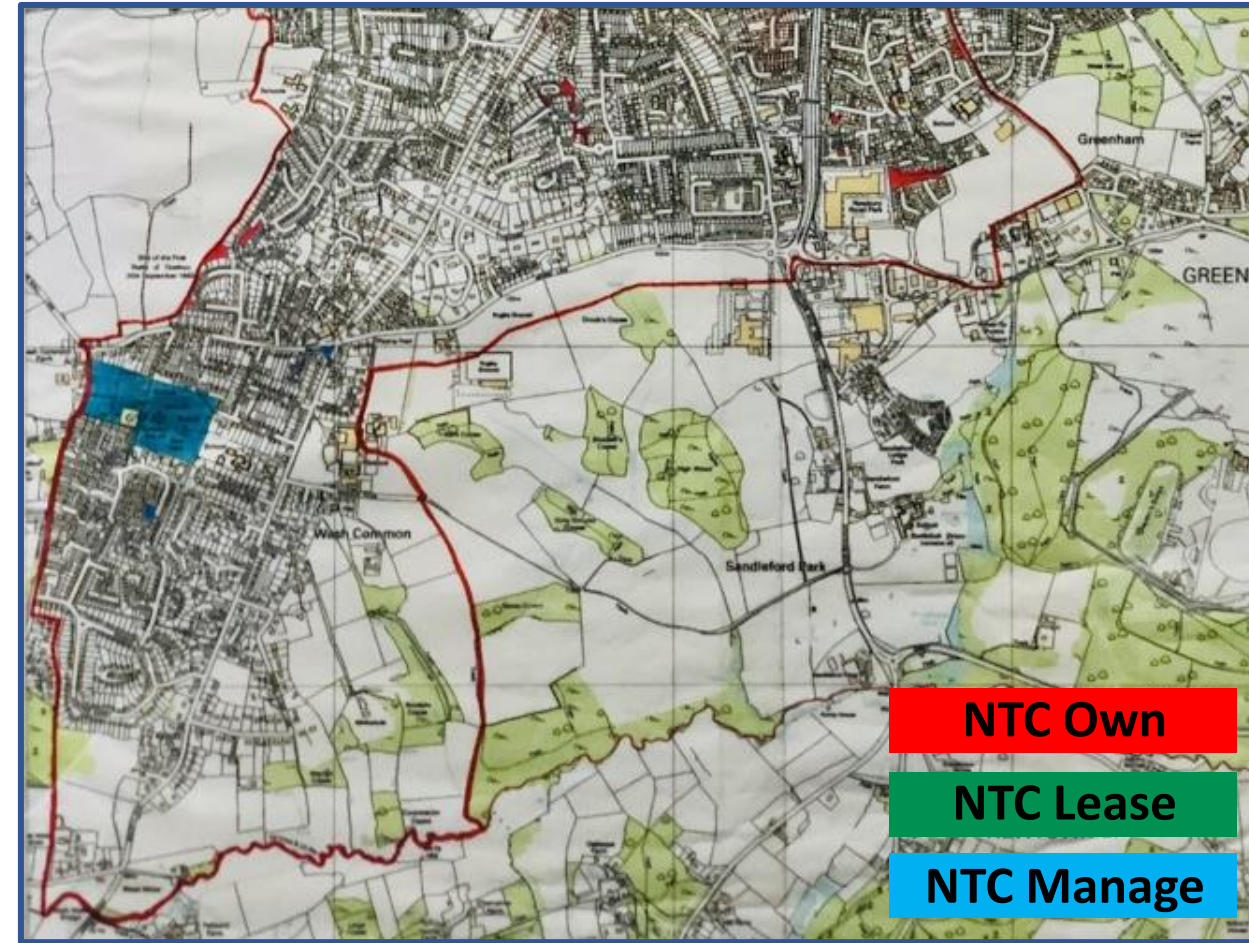


## Newbury parish boundary and land we own, lease and manage

Newbury Parish – northern half



Newbury Parish – southern half



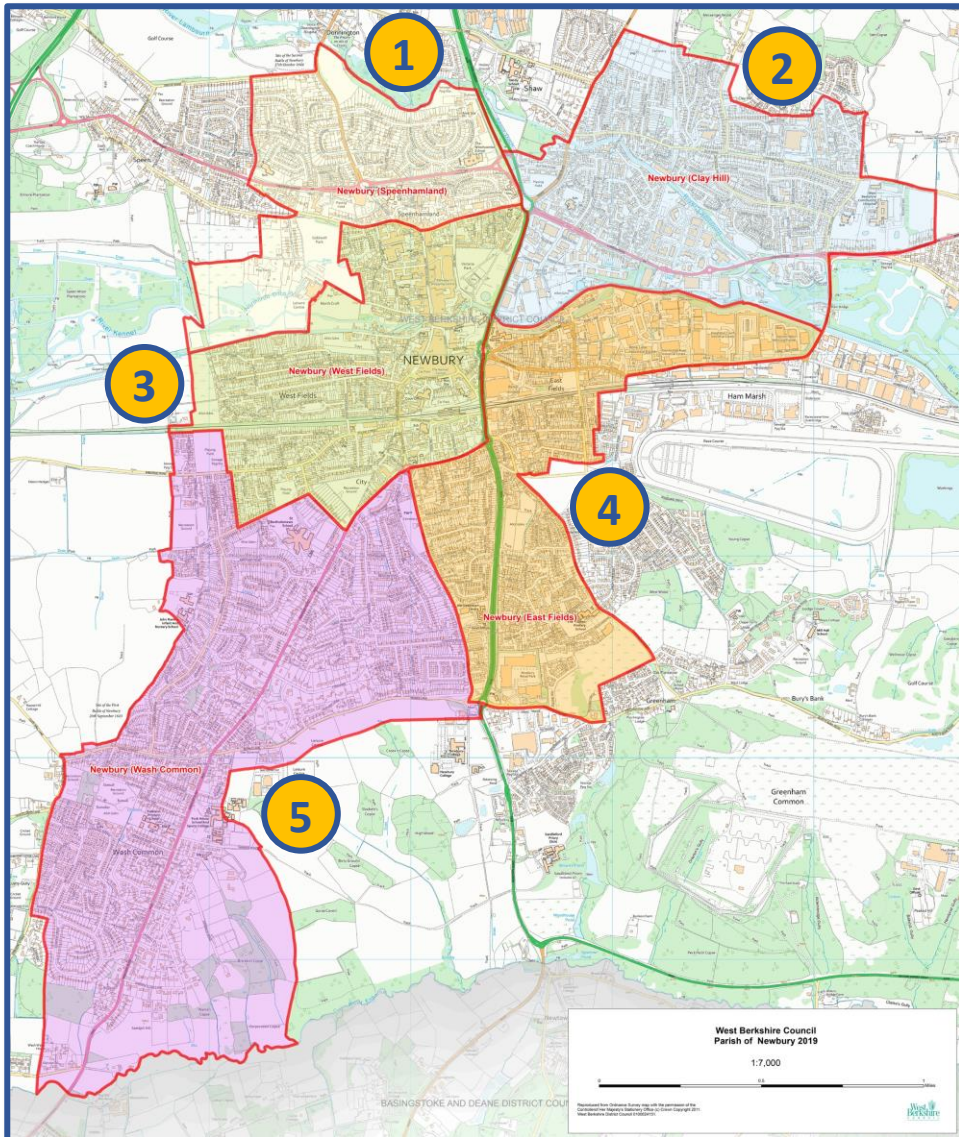
NTC Own

NTC Lease

NTC Manage



## Newbury parish wards and Councillors



### 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*
- Vacant – *awaiting bye election*

### 3. West Fields

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

### 4. East Fields

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

### 5. Wash Common

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

## Our Mission – *What drives us?*

- 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 homeless in Newbury

## 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 in 2021/22 update
5. Cancelled / on hold – brown

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

### A. Provide outstanding parks, playgrounds and public spaces

1. By Easter 2021, 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) 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
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 Q3 2021
7. Explore taking ownership of Greenham House Gardens from WBC – decision by June 2021
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. 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*

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

### 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

### 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 complete
  - b) Year 2 funded in budget 2021/22
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

### 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. Complete 20/21** – will be part of the new café building in Victoria Park  
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. Install as soon as practical, and by Easter 2022 at the latest (was originally mid 2021)
- 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.*

## 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) By end 2021, 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*

#### 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

### 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) By end Q1 2021: decide whether to move forward with a Neighbourhood Development Plan based on both the cost benefit investigation and the success or otherwise of G1-G4 above
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.
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 permanent pedestrianisation of the Market Place, excluding Mansion House and Wharf Streets. Aim for decision by end Q3 2021 (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 (established in 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. **Formal response has been provided 2020/21**
7. Lobby West Berkshire Council to adopt the following into their new Local Plan, expected in late 2021 (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 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.
- b) Take action where appropriate under S215 of the Planning against owners of lands or buildings which detract from the amenity of the area (See also 1.G.11.e)
- c) Complete a Conservation Area Appraisal for the town
- 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**

#### **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***

#### **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*
- 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**

### **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 2021, Covid permitting*
- 3. Work with Newbury BID and other parties to explore options for a Christmas Market in Newbury from 2021*
- 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: Add an award for best environmental contribution*
  - b) *First completed in 20/21: Display full list of all those who have been congratulated by the Mayor during the preceding year*
2. *Congratulate residents and members of the community whenever significant achievements are brought to our attention, and keep a list on the website*

### **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*
2. *Promote the art and heritage trails, working with partners where appropriate*

### 3: Take 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.**
    - 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:** Redesign the new café in Victoria Park to enable carbon neutral operation, and target BREEAM Excellent for its construction
  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
  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 – **first completed in 20/21**

### 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 help
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
  - 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 end 2021, 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 2021 (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 2020
  - 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: 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
2. Provide funding support for youth work initiatives at the Greenham Community Youth Project at the Nightingales, and the Riverside Centre in Clay Hill

### 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
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) (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.
  - b) (Repeat of 1.F.2.ii) Install as soon as practical, and by Easter 2022 at the latest (was mid 2021)
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 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

- **People**

- 23 Councillors (Members), elected every 4 years - *responsible for setting the strategy and budget*
- 16 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



Newbury Town Council Budget 2021 / 22		Funded from				
Version Full Council - 1st February 2021						
Total Budget		NTC Income	Precept	Reserves	CIL / S106	PWLB
<b>600 Planning &amp; Highways</b>						
1120 Grants & Donations Received	100	100				
<b>Total Income</b>	<b>100</b>					
4045 Salary Reallocation	32,142		32,142			
4800 P & H Committee Fund	1,000		1,000			
4805 Heritage Working Group	3,000		2,241	759		
4810 Neighbourhood Development Plan	7,000			7,000		
Neighbourhood Development Plan			0			
4815 Signage	10,000				10,000	
4820 Canal Corridor	10,000				10,000	
<b>Overhead Expenditure</b>	<b>63,142</b>					
<b>TOTAL</b>						
<b>TOTALS</b>	<b>1,964,260</b>	<b>162,288</b>	<b>1,135,249</b>	<b>224,852</b>	<b>191,871</b>	<b>250,000</b>
Budget 2020/21 for comparison	2,164,891	163,235	1,107,071	275,585	369,000	250,000

### Newbury Town Council Budget

2020/21 Budget & Projected  
2021/22 Budget

Budget 2020/21	Projected 2020/21	Variance vs Budget 2020/21	Budget 2021/22
- total	total		- total

#### 600 Planning & Highways

1120 Grants & Donations Received	200	100	100	100
<b>Total Income</b>	<b>200</b>	<b>100</b>	<b>100</b>	<b>100</b>
4045 Salary Reallocation	46,211	40,176	6,035	32,142
4800 P & H Committee Fund	1,000	41	959	1,000
4805 Heritage Working Group	3,000	1,000	2,000	3,000
4810 Neighbourhood Development Plan	7,000	3,000	4,000	7,000
Neighbourhood Development Plan	3,000		3,000	
4815 Signage	10,000	0	10,000	10,000
4820 Canal Corridor	10,000	0	10,000	10,000
<b>Overhead Expenditure</b>	<b>80,211</b>	<b>44,217</b>	<b>35,994</b>	<b>63,142</b>

## Newbury's Neighbourhood Development Plan Steering Group Terms of Reference

**Name:** **NEWBURY'S NEIGHBOURHOOD DEVELOPMENT PLAN STEERING GROUP (Newbury's NDP SG)**

**Governance:** The Planning and Highways Committee of Newbury Town Council (P&H) will set up Newbury's Neighbourhood Development Plan (NDP) Steering Group (SG). P&H will also determine when the Steering group may be discontinued.

**Purpose:** To deliver a draft neighbourhood Development Plan for consideration by P&H

**Members:** **6 Councillors, to be appointed by P&H**  
**6 Members of the Public, to be invited by NTC**

The SG membership will be a cross-section of the Newbury community and will include 6 Newbury Town Councillors and 6 volunteers from the Newbury community.

The SG may recruit additional members if considered necessary.

If a member of the SG fails to attend 3 consecutive meetings without sending prior apologies, the member will be deemed to have resigned from the SG, unless otherwise agreed by the SG. Any member may resign from the SG provided they give written notice of their resignation to the Chairperson.

### **Steering Group Roles:**

Chairperson and Deputy-Chairperson –

Both the Chairperson and Deputy-Chairperson will be elected members of Newbury Town Council (NTC). Both the position of Chairperson and Deputy-Chairperson will be elected by the Planning & Highways (P&H) Committee.

The Chairperson's principal duties are to oversee the smooth running of meetings.

Should the Chairperson be unable to attend any meeting of the SG, the Deputy-Chairperson will chair the meeting.

The Chairperson will:

- Be consulted by the project manager on any reports coming from the SG.
- undertake their duties in a transparent and fair manner, ensuring that all views can be expressed at SG meetings
- ensure that these Terms of Reference are met

Secretary –	Responsible for the production of minutes and agendas for the SG and TSGs and maintaining the register of members attendance.
Project Manager –	Responsible for the day-to-day operations of the SG, filling out the project timeline/plan, and ensuring that the NDP keeps to this plan. They will be responsible for the production of updates and reports that will be presented to the Planning & Highways Committee, as well as NTC's Full Council meetings. These reports will detail the progress being made and how risks and hurdles are being managed.

### **Quorum:**

6 of the official group membership, including at least 3 Councillors and 3 non-Councillors.

### **Goals:**

To oversee the process whereby the Newbury NDP is drafted and consulted upon.

The draft NDP prepared by the SG will be considered by the P&H Committee, then go for approval from the full Council of NTC, before being submitted to a referendum.

The SG will aim to ensure that the NDP represents the views of the Newbury community, whilst complying with the Regulations in the National Planning Policy Framework and the Local Planning Authorities (Emerging) Local Plan.

### **Tasks and Deliverables:**

The SG will:

- deliver the overall scope and objectives of the NDP as agreed by P&H
- oversee all stages of the NDP's production
- manage the process of preparing and monitoring the draft plan
- consult the Newbury community to as great an extent as possible, seeking contributions from all demographics and communities
- communicate with the Local Planning Authority (West Berkshire Council) in the manner detailed in the Service Level Agreement
- communicate and engage with key stakeholders to seek to negotiate policies and outcomes that are fit for purpose and are best representative of the Newbury community

- oversee the consultation process
- form Topic Sub-Groups (TSGs) whose purpose is to make progress on individual policies, as determined by the SG
- oversee and agree the scope, quality, and coverage of the evidence prepared by each TSG, and make recommendations or amendments to these TSG as appropriate
- Present the draft Plan for consideration by the Council's P&H committee (P&H will review the draft plan and make any recommendations to Full Council that the committee considers appropriate. The draft plan must be approved by Newbury Town Council before going to referendum).

The TSGs will:

- elect a Chairperson and Deputy-Chairperson at their first meeting,
- manage the process of preparing and collecting planning evidence in support of the topic,
- consult with the Newbury community to as great an extent as possible, seeking contributions from all relevant demographics and communities when identifying problems and considering options,
- regularly report back to the SG about their progress and accept recommendations about the TSGs direction and rate of progress

### **Declaration of Interests:**

All members of the SG will agree to declare any pecuniary, non-pecuniary, or personal interests that may be perceived as being relevant to any decision of the SG

- 'interests' include public issues that individuals have championed in the past, work or social commitments to a group or issue, ownership of land or a business that is connected with the NDP, or any other matter that might be considered relevant
- Such interests shall be recorded and made publicly available.

### **Conduct:**

All members of the SG and all TSGs will agree to the following:

- that members will seek to put the interest of the Newbury Community before their own,
- that members will fairly represent all sectors of the Newbury community,
- agree to be bound by the Seven Principles of Public Life (the 'Nolan Principles'),
  - o These are: Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty, and Leadership.
- that members will register their apologies and an explanation as to their non-attendance of any scheduled meetings wherever possible,

- that members will participate fully, constructively, and complete any agreed tasks between meetings,
- that members will maintain the good reputation of the Newbury NDP, SG, and NTC,
- that members will treat all staff and other members respectfully,
- that members will not communicate with the press or via social media about the NDP in their role as members of the SG without prior agreement of the Chairperson of the SG and the NTC CEO.
- that the secretary of the SG and TSGs will also produce agendas (with associated papers) 5 days before the meeting and minutes of their meetings in accordance with NTC's administrative guidelines and the Standing Orders. These will be circulated to all members of the SG and TSG and copied to the Town Council.
- And that members will read the papers and being prepared for meetings

### **Resources and Budget:**

Uses NTC meeting rooms, administration resources, and Officer time as approved by the P&H Committee.

The NDP SG has authority to expend any budget allocated to it by P&H. Such expenditure will be carried out in accordance with NTC Financial regulations.

NTC will administer all funding and payments according to its financial regulations.

### **Finance:**

All grants and funding will be applied for and held by the NTC. These funds are earmarked for NDP related expenditure only.

### **SG Governance:**

Proposals by members are decided through majority vote, with the Chairperson issuing a casting vote if necessary.

### **Dissolving the Steering Group:**

Upon the conclusion of the NDP, and the NDPs assent into planning law via a public referendum, NTC and the SG should discuss any future workings of the SG.

NTC reserves the right to dissolve the SG by a resolution of P&H.

**Additional Notes:**

The group will meet as required to efficiently and effectively progress its work.

The WG and TSGs may meet in person, virtually, or via a combination of the two.

Any changes required to this ToR must be approved by the P&H Committee.

09/11/2021

DRAFT

## Newbury Town Council

Forward Work Programme for Planning and Highways Committee: 15<sup>th</sup> of November 2021.

### Standing Items on each (ordinary meeting) agenda:

1. Apologies
2. Declarations and Dispensations
- 3.1 Approval of Minutes of previous meeting
- 3.2 Officers report on actions from previous meeting
4. Questions/Petitions from members of the Public
5. Questions/Petitions from Members of the Council
6. Schedule of Planning Applications
7. Schedule of Prior Approval Applications (if any)
8. Schedule of Licensing Applications (if any)
9. Schedule of Appeal Decisions (if any)
10. Neighbourhood Development Plan – Update (if any)
11. The Western Area Planning Committee – Update
12. Sandleford Park Joint Working Group – Update
13. Newbury Community Football Ground – Update

To be confirmed	Follow-up discussion on footpath recommendations.
	Paths that have Cycle ban signs to be reviewed.
	Consider additional signage to countryside paths and open space within the parish of Newbury or immediately adjacent to it.
	Property of the Essex Wynter Trust at Argyle Road, Newbury.
June/September/December/March (Quarterly)	Updates on Section 215 of the Town and Country Planning Acts. Updates on ongoing items.
Each November	Review of KPI's for Planning and Highways Committee Send Budget and Strategy proposals to RFO