

12 October 2021

To: All Members of Newbury Town Council

Dear Councillor,

You are required to attend a meeting of **Newbury Town Council** to be held in The Council Chamber, Town Hall, Newbury at **7.30 pm on Monday 18 October 2021**. The meeting is open to the press and public.

Hugh Peacocke
Chief Executive Officer

AGENDA

1. Remembrance Sunday

Civic Manager

To receive a briefing on the arrangements for the Remembrance Day events on Sunday 14 November 2021.

2. Apologies for absence

Chief Executive Officer

3. Declarations of Interest

Town Mayor / Chief Executive Officer

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

4. Minutes (Appendix 1)

Town Mayor

To approve the minutes of a meeting of Newbury Town Council held on 22 June 2021 (previously circulated).

5. Questions and Petitions from Members of the Public

Town Mayor / Chief Executive Officer

6. Members' Questions and Petitions

Town Mayor / Chief Executive Officer

(All questions for this meeting must be with the Chief Executive Officer by 2.00 pm on Friday 15 October)

7. Citizens' Advice West Berkshire

Town Mayor

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

To present the Council's contribution of £20,000 for 2021-22 to Citizens' Advice West Berkshire.

8. Town Mayor's Report (Appendix 2)

Town Mayor

To receive a report from the Town Mayor, Councillor Billy Drummond.

9. Leader's Report (Appendix 3)

Leader of the Council

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

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

Chief Executive Officer

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

11. 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.

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

12. Committees

Town Mayor / Committee Chairpersons

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

- 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)

13. Local Democracy Working Group

Councillor Jo Day, Chairman of the Local Democracy Week Working Group

To receive a verbal update on the Local Democracy Programme 2021.

14. Budget for 2021/22 (Budget schedule, Appendix 6)

Town Mayor

12.1 To note the attached 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.

12.2 To invite 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.

12.3 To note that Council and each Committee / Sub-Committee is asked to Consider its budget needs for 2022/23, in time for inclusion in the draft budget (and / or revised Strategy) being prepared for January 2022.

15. Approval to apply for a Loan (Appendix 7)

Town Mayor

To resolve 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.

16. Work Programme for Full Council (Appendix 8)

Town Mayor

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

**Minutes of The Annual Meeting of Newbury Town Council
Held in the Church Hall, Newbury Baptist Church, Cheap Street, Newbury at 7.30 pm on
Tuesday 22 June 2021**

The meeting was preceded from 7.00 pm by a briefing from the Civic Manager on the arrangements for Mayor-making Ceremony, at the Corn Exchange, Sunday 27 June 2021.

Present

Councillors Phil Barnett, Martin Colston, Billy Drummond (Town Mayor), Jo Day, Sue Farrant, Nigel Foot, Chris Foster, Stuart Gourley, Roger Hunneman, Olivia Lewis, David Marsh, Steve Masters, Andy Moore, Gary Norman, Elizabeth O’Keeffe, Pam Lusby Taylor, Sarah Slack

Officer in Attendance

Hugh Peacocke – Chief Executive Officer

12. Apologies for absence

Apologies received from Councillors Jeff Beck, Erik Pattenden, Martha Vickers and Tony Vickers

Absent: Councillor Jon Gage.

13. Declarations of interest and dispensations

Councillors Phil Barnett, Billy Drummond, David Marsh, Steve Masters and Andy Moore 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.

14. Minutes of the meeting of Newbury Town Council held on Tuesday 4 May 2021

The draft minutes as circulated were amended to read:

5. Election of Deputy Mayor for the Municipal Year 2021/2022

Resolved: That Councillor ~~Billy Drummond~~ Gary Norman be elected Deputy Mayor ~~Town Mayor~~ for the Municipal Year 2021/2022.

Proposed: Councillor Elizabeth O’Keeffe

Seconded: Councillor Jo Day

Resolved: To approve the minutes of the meeting of Newbury Town Council held on Tuesday 4 May 2021, as amended, as a true record of the meeting.

15. Questions and Petitions from Members of the Public

There were no questions or petitions received from Members of the Public.

16. Members' Questions and Petitions

Councillor Phil Barnett asked the following question:

Although not officially recognised , Electric Scooters are becoming more and more popular , not only for the youth but for the mature adults also.

They are used on footpaths, tracks and even highways , obstructing or restricting access on many occasions. Users are not wearing helmets and endangering themselves as well as pedestrians and road users.

What can this Newbury Town Council do to encourage the safe use of these scooters which now can achieve speeds well above the electric disabled wheelchairs?

The Mayor responded as follows:

At the moment, it is illegal to drive or ride an electric scooter around Newbury, except on private land, with the consent of the owner. There are some areas where the government is trialling the use of these on public land, but we are not one of these areas.

Enforcement of the law is a matter for the police. If you wish, we will refer your concerns to the police for their attention. Alternatively, as a member of the Highways authority, you may wish to refer the matter to them for attention.

17. Town Mayor's Report

The meeting received the Town Mayor's report

18. Leader's Report

The meeting received the Leader's report

19. Chief Executive officer's Report

The meeting received the Chief Executive Officer's report

20. End of Year Statutory Accounts 2020/21

The Mayor told the meeting that the approval of the Annual Governance Statement and the accounting statements must be carried out by the Full Council and that it must be done before the 30th of June which was one of the main reasons why the Council had to meet physically before that deadline.

Members had received the notes from the meeting of the Audit Working Group held on 24 May and the Annual Governance and Accountability Return (subject to external audit) for the financial year 2020/21.

The Chief Executive Officer referred members to the Annual Internal Audit Report (page 3 of the Annual return), The Annual Governance Statement (page 4) and the signed accounting statements (page 5) and dealt with members, questions arising.

The Council thanked the responsible financial officer and his team for their work in preparing the accounts and the Annual Governance Statement.

Proposed: Councillor Steven Masters

Seconded: Councillor Gary Norman

Resolved: To approve each individual paragraph (1-9) of the Annual Governance Statement 2020-21 as defined at Section 2 of the Annual Return and

Resolved that Newbury Town Council has:

1. Put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.
2. Maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.
3. Took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.
4. Provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.
5. Carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.
6. Maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.
7. Took appropriate action on all matters raised in reports from internal and external audit.
8. Considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.
9. In our capacity as the sole managing trustee for the Wash Common Allotments, discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.

The Mayor and the Chief Executive Officer then signed the Annual Governance statement 2020-21.

The meeting considered the signed Accounting Statements 2020/21 as presented by the Responsible Financial Officer. It was explained that the substantial variances between financial year 2019-20 and 2020-21 arose from the larger than expected receipt of Community Infrastructure Levies in 2019-20 and the spending of most of that money in 2020-21.

Proposed: Councillor Steven Masters

Seconded: Councillor Gary Norman

Resolved: To approve the Accounting Statements 2020/21 as presented by the Responsible Financial Officer and to authorise their signing by The Town Mayor.

The responsible Financial Officer advised the members that the external audit would be undertaken by PKF Littlejohn and that the date for the exercise of electors' rights has been set as 24 June 2021. Following approval of the Annual return the appropriate legal notice with regard to public inspection would be displayed on the Town Hall notice board and published on the Council's website. The external audit may generate further amendments. The final Annual Return, including the Auditor's Certificate, is due for publication by 30 September 2021.

21. Notice of motion submitted by Councillor Martin Colston:

Proposed: Councillor Martin Colston

Seconded: Councillor Andy Moore

Resolved: That this Council :

- A. Express support for the Newbury parkrun in principle due to the clear physical and mental health benefits it brings to hundreds of local people.
- B. Call on all stakeholders to find a practical and sustainable solution that enables permission to be granted and the Newbury parkrun to resume.
- C. Consider any requests for support from the stakeholders that would help facilitate a resumption of the Newbury parkrun.

(Councillor Chris Foster abstained on this vote)

22. Notice of Motion submitted by Councillor Vaughan Miller:

Proposed: Councillor Vaughan Miller

Seconded: Councillor David Marsh

Resolved: That this Council submit a Nomination for an Asset for Community Right to Bid for Faraday Road Football Ground, thereby renewing the ACV status of the football ground for a further 5 years.

The Chief Executive officer said that a nomination would be prepared and taken to the next planning and Highways Committee meeting for approval and submission to the District Council.

23. Appointments to Outside Bodies

The meeting received reports from Councillor Phil Barnett, the Council's representative on the Berkshire Association of Local Councils and Councillor Andy Moore on the Volunteer Centre, West Berkshire.

The Mayor thanked all of the Council's outside body representatives, who give their time and expertise voluntarily and free of charge.

Members reviewed the current appointments and made the following additions/ amendments:

1. Newbury Twin Town Association: Councillor Gary Norman replaced Councillor Elizabeth O'Keeffe
7. Age UK, Newbury: add Councillor Vaughan Miller
15. River Lambourn HLF Project: Councillor Stuart Gourley replaced Councillor Chris Foster
17. Disability External Scrutiny Board Observers: members questioned if this still exists, and appointed Councillor Andy Moore
21. Newbury Library: Councillor Olivia Lewis no longer sits on this.
24. Dementia Friends West Berkshire: Councillor Billy Drummond
25. Culture and Heritage Strategy Delivery Board: Councillor Nigel Foot/ Councillor Jo Day.

Members asked that the Council write to Fairclose Day Centre to advise them that the Council would be happy to appoint a representative/ Trustee, if required.

Proposed: Councillor Martin Colston

Seconded: Councillor Andy Moore

Resolved: To Approve the Council's appointments to outside bodies for 2021-22.
(See attached list)

24. Appointment of Link Councillors

The meeting reviewed the list of Link Councillors, who are appointed by the Council to forge links between the Council and the various schools in the parish of Newbury.

Councillor David Marsh was appointed as Link Councillor for St. Barts School, the rest of the appointments remained unchanged.

Proposed: Councillor Martin Colston

Seconded: Councillor Jo Day

Resolved: To Approve the Council's Link Councillors for 2021-22.
(See attached list)

25. Committees

The Council received the minutes from the following meetings:

Planning & Highways (Draft)	01 June 2021	(already circulated)
Planning & Highways	10 May 2021	
Planning & Highways	19 April 2021	
Planning & Highways	29 March 2021	
Planning & Highways	15 March 2021	
Planning & Highways	08 March 2021	(Re Sterling Cables site)
Planning & Highways	15 February 2021	
Policy and Resources	26 April 2021	
Community Services	15 March 2021	
Civic Pride, Arts and Leisure	01 March 2021	

26. Review of Standing Orders

The meeting received the recommendations from the Policy and resources Committee and considered the review of Standing Orders.

Proposed: Councillor Steve masters

Seconded: Councillor Elizabeth O’Keeffe

Resolved: To Approve the amendments to Standing orders, as presented.

27. New Community Café at Victoria Park

The Council heard that it was expected that planning permission for the proposed Community café in Victoria Park would be granted in early July. This was one of the requirements when applying for a loan from the Public Works Loan Board. A further requirement was that the Council consults the public on the proposed loan. It was noted that the Council aims to repay loan charges from rental income from the café, and, if required, from projected receipts of Community Infrastructure Levies, rather than through increased precept charges.

It was noted that due to delays and changes to design and specifications, that costs may increase over the project and it was agreed that the amount of the loan to be considered should be up to £300,000.

Proposed: Councillor Martin Colston

Seconded: Councillor Steve Masters

Resolved: To carry out a public consultation over the month of July 2021 on the Council’s proposal to borrow up to £300,000 towards the provision of a new community café in Victoria Park.

28. Newbury Town Council- Planning Ahead

Proposed: Councillor Martin Colston

Seconded: Councillor Elizabeth O’Keeffe

Resolved: To authorise the Council’s Strategy Review Working Group to consider proposals for a longer-term Strategy for the Council. These proposals may include all existing service provision and any additional services that the Council might wish to deliver.

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

The Council noted and agreed the Forward Work Programme.

There being no further business, the Town Mayor declared the meeting closed at 8.50 pm.

Town Mayor: _____

Date: _____

Fellow Councillors and Member of the public.

Here is my second Newbury Town Council Mayors Report, 18th October 2021.

I won't bore you all with my report, but I am happy to take questions.

6th June I officially opened the Hospital garden on Andover Road. Caroline and James were in attendance along with two NHS Nurses. On the 4th October, the Royal Horticultural Society has awarded a Pride of Place Award for Old Hospital Green's NHS Commemorative Garden. A great achievement for all involved.

I would like to thank every one of the officers who work at NTC, for all their hard work and dedication in everything they have done during lockdown, in helping keep Newbury Town open.

Cllr Billy Drummond

Mayor of Newbury

24th JUNE Madam Mayor and I attended the meeting about the Newbury Autumn Festival at Donnington Grove golf club.

July 13th I was invited to the British Legion Club for the 100th Anniversary, a day to be proud of all our Armed own.

3rd August I attended a meeting of the Newbury Twin Association.

9TH August I met with my charity, Speakability at the Thatcham garden centre for coffee and cake with my Deputy Mayor Cllr Gary Norman, we had a great morning chatting to all of the clients who attend.

14th August It gave me great pleasure to present a 20th Anniversary certificate to Mag's Gore who joined NTC on the 14th August 2001 and has worked tirelessly for the past two decades.

21st August I attended a dedication of specially- planted wood Lockdown Woods to those lost in the Covid-19 pandemic. Three Lockdown Woods have been planted in West Berks to provide spaces for remembrance and reflection.

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31st August Madam Mayor and I held a teddy bears picnic hunt completion, organized by Elisa Mullen, my Civic Manager. It started out a bit slow, but after going round the park and rounding up lots of little people, we had a great morning with lots of happy kids.

4th September Cllr Gary Noman attended the Reading LGBT Festival

4th September I attended the performance of the St Matthews Pasion at St Nicolas Church, which was the first performance of the Newbury Festival. It was received and good to see that Newbury is coming alive at last.

5th September I was invited to speak to the Greenham Woman's Peace Protestors, celebrating 40 years since starting out in Cardiff with 35 men, woman and children and walking 120 miles to Greenham. How most of the peace woman have mellowed over the ensuring years.

9th September Madam Mayor and I were invited to a Summer Party at the home of the Lord Lieutenants home in Pangbourne, pity about the weather.

9th September Cllr Gary Norman attended the 60th Anniversary of the Newbury Trefoil Guild, I believe that Cllr Norman felt he was the odd man out!

11th September Madam Mayor and I were invited to the Grand opening of the newly opened Falkland Cricket club. Then I handed out the prizes to the Wash Common Annual Show. I would certainly recommend this event next year, which I do believe will be an annual event, absolutely great day out for all the family.

18th September I had a great evening handing out the awards to all the winners of the Newbury Allotments holders. I handed out 21 awards, including Best Newcomer, Best Plot, Best School Plot, Best Site Overall and this year's special award, sponsored by Yew Tree Garden centre in association with Newbury in Bloom was given to one tenant whose allotment plot stood out as the very best across all 6 sites. It went to Sheila Smith, who was presented with a cheque for a £100 in vouchers from Yew Tree Garden Centre.

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8th September Newbury Town Hall opened up its door to one and all. We had many people, young and old through the Town Hall doors. I would like to personally thank officers and Councillors for helping make the day an absolute success.

18th September I was invited to speak to the Newbury Street Pastors. There was 3 new Street Warden commissioned on the night. Street Wardens do a fantastic job in Newbury by helping the vulnerable and taking some pressure of the police.

28th September I attended the AGM of the Samaritans.

1st October I attended the opening of the newest restaurant In Newbury, the Blues Smokehouse, it's great to see new business opening in Newbury.

1st October a great time was had by all at my charity's quiz night, Speakability and the winning team, led by the Greens won by ½ point. £215 was raised after deductions for food and raffle prizes.

5th October I cut the ribbon on the newly revamped Curry's store at the retail park.

Leader's Report for Full Council Meeting on 18th October 2021

We held our last Full Council meeting in the Baptist Church Hall in order to meet the social distancing requirements in force at the time. It's great that we are now able to return to our own Council Chamber for this meeting, and that we have been able to do so for our other committee meetings over the last 3 months.

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. Our new Community Café in Victoria Park has finally received planning permission and, subject to due diligence, we have appointed an operator. The project team, including the operator, has been hard at work on the detailed design to ensure we meet the planning conditions. We will be going to final tender shortly and then be able to determine the timeline for build and opening.
- b. We have concluded the phase 1 consultation with local residents on the potential upgrade to the public space at wash Common and have been very encouraged by the high number of responses. We are in the process of analysing the results and this will help us shape initial options which will then go out to a further consultation.
- c. The Council won 2 awards from the Royal Horticultural Society: a 'Pride of Place' award for Old Hospital Green's NHS Commemorative Garden and a Conservation and Wildlife Award for City Recreation Ground's orchard and wildflower meadow. Both projects were part of the Town Council's 'In Bloom' campaigns this year. The awards recognise the great efforts that community groups, the Town Council and Newbury residents have made.
- d. For the third successive year, we have retained our Green Flag award for Victoria Park.
- e. Council has formally decided to produce a Neighbourhood Development Plan, has agreed an SLA with WBC, and is in the process of tendering for a consultant to help us with the project.

2. Foster a real sense of community

- a. In July Newbury Town Council was named a finalist in the National Association of Local Council's (NALC) Star Council Awards 2021 and we are in the running for the Council of the Year award.
- b. A Teddy Bears' picnic was held in Victoria Park in August
- c. The Mayor presented the annual allotment awards at a very successful event at the bandstand in September.
- d. In early September volunteers helped to cut our 2 successful wildflower meadows: in Victoria Park and City Recreation Ground

3. Take actions to address the climate emergency

- a. We held our 4th Climate Emergency Community Workshop on 25th September, this time in person and in St Johns Church Hall. It was another successful event with 2 more interesting outside speakers. A highlights video is being prepared to showcase the event.
- b. We have received a report from carbon Footprint which quantifies our CO2 emissions for 2020/21. Disappointingly they have increased on a like-for-like basis, largely due to a small number of incidents during lockdown when heaters were left on undetected for many weeks which is an important lesson. Despite the increase we are still on track to reach net zero by 2030, and have a number of key initiatives that will reduce our footprint in 2021/22 and 2022/23.
- c. The new Victoria Park Community Café designs are targeting BREEAM Excellent and also carbon neutral operation.

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

- a. We continue to work in partnership with Berkshire Youth to deliver outreach youth work across the whole of Newbury, and had an excellent update from BY at last week's Policy & Resources meeting
- b. We will shortly be awarding funds to further support youth work to both the Community Youth Project in Greenham and the Riverside Centre in Clay Hill

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

Keep safe everyone

Councillor Martin Colston

Leader of the Council, 11th October 2021

Meeting of Newbury Town Council, Monday 18 October 2021.

Agenda Item 11: Chief Executive Officer's Report.

1. Re-opening the Town Hall

I am pleased to report that we re-opened the doors of the Town Hall to the public from 1 September 2021, from Monday to Friday, 10 am to 4.30 pm each day, for a trial period until the end of the year. Staff are operating on a rota basis, with minimum attendances. There are also guidelines for staff regarding health and safety measures to reduce the risks from coronavirus. Staff have been advised that if they have any safety or medical concerns to raise them with their line manager, but to date all has been working well.



It is also pleasing to see that the Town Hall bookings have increased, including chamber lettings and weddings. Coffee mornings have also resumed and the Mayor held a Charity quiz on Friday 1 October.

2. Star Council Awards

The National Association of Local Councils, which represents 10,000 town and parish Councils across the UK, presents its "Star" awards each year. This year we were shortlisted as a finalist for the "Council of the Year", in recognition of the Work of the Council and the Mayor in supporting the town and its communities through the pandemic and lockdowns.



3. The Council's Annual Audit.



At the last meeting of the Council, on 22 June, our annual accounts were approved and then sent to our external auditors for review. I am pleased to report that the external auditors have completed their work and confirmed that relevant legislation and regulatory requirements have been met and they had no matters of concern.



I wish to express my appreciation to our Accounts team, Margaret and Angela, our external auditors, Auditing Solutions Ltd., and Ray Campbell of Rialtas Ltd. for their hard work and support in achieving our “clean bill of health”.

4. Staff restructure and vacancies

Members will be aware that we are recruiting to 2 new positions, Facilities Officer and Town Hall Officer. These arrangements were approved by the Staff Subcommittee and are intended to strengthen our resources in Community Services and the Town Hall. The restructure will be largely self-financing, as we look to reduce our dependence on outside contractors for small works and may result in the replacement of the current Town Hall caretaker role.

<div><h4>Job Vacancy</h4><p>Town Hall Officer</p><p>Newbury Town Council is very proud of the Town Hall and we are looking for someone to help us improve the customer service and experience it provides. As Town Hall Officer you will be an ambassador for the Council and take great pride in ensuring facilities in our Town Hall are kept in excellent condition.</p><p>You will be responsible for ensuring the Town Hall is always well presented, fully equipped and set out as required for our various meetings and events. Some light manual handling will be required for shifting and arranging of furniture, such as tables and chairs.</p><p>You will provide “front door” services for meetings and events which are open to the public. (Specific training in door services and health and safety will be provided.) to fulfil this role, you will be well presented and have good interpersonal skills.</p><p>There are about 40 evening meetings per annum (Mostly Monday evenings) and about 12 weekend events per annum. It is expected that the post holder will work about 8 hours per week, but it could be more at certain times of the year. With a very few exceptions, a full calendar of the upcoming events will be available well in advance.</p><p>Remuneration is at £10.50 per hour but a lot of the work will be evenings and weekends which will attract overtime rates. The Council will guarantee a minimum payment of £400 per month to the post-holder.</p><p>The post holder will be paid 20 days' holidays (pro rata) and eligible to join the Local Government Pension Scheme.</p><p>Full details, including the Job Description, person Specification and Application form can be found on the Council's website: www.newbury.gov.uk.</p><p>Further information is available from: Elisa Mullen, Civic Manager, email elisa.mullen@newbury.gov.uk.</p><p>The closing date for applications is Sunday 7th November 2021.</p></div>	<div><h4>Job Vacancy</h4><p>Facilities Officer</p><p>Newbury Town Council is passionate about providing quality experiences for our communities. We are looking for someone who can look after our various buildings and assets around Newbury. These include the Town Hall, Clock House, and other assets such as parks, playgrounds, outdoor gyms and other recreation areas.</p><p>Basic maintenance skills are required (Carpentry, plumbing, painting, pond care, gardening) and a working knowledge of health and safety law (Specific health and safety training will be provided.)</p><p>Customer interaction will play a key part in the day-to-day duties and the successful candidate will be the link between the Council and our customers, showing courtesy and attention to all users where required.</p><p>As the post holder will be required to cover all of the Town Council's area, occasionally taking equipment with them, access to their own vehicle and a full UK driving licence would be desirable.</p><p>The Council is offering an annual starting salary of £23,000 in addition to 20 days holiday. The post holder will also be eligible for membership of the Local Government pension Scheme.</p><p>The post will be full-time and permanent, following completion of a satisfactory probation period.</p><p>Hours of Work: 37 hours per week, Mon to Friday.</p><p>Occasional weekend working, including supporting voluntary/ community groups, may be required.</p><p>Full details, including the Job Description, person Specification and Application form can be found on the Council's website: www.newbury.gov.uk.</p><p>Further information is available from David Ingram, Community Services Manager, email David.Ingram@newbury.gov.uk.</p><p>The closing date for applications is Sunday 7th November 2021.</p></div>
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Applications close on Sunday 7 November. On 10 November the selection panels will shortlist applicants for interview on 16 and 17 November. It is aimed to fill the 2 new roles from January 2022.

Notice of Motion submitted by Councillor Chris Foster to the meeting of Newbury Town council to be held on Monday 18 October:

Council notes:

1. The UK will host the 26th UN Climate Change Conference of the Parties in Glasgow from 31st Oct to 11th November, and the first goal of COP26 is to agree improved emissions reduction targets which would “keep 1.5 degrees within reach” (<https://ukcop26.org/wp-content/uploads/2021/07/COP26-Explained.pdf>).
2. Current NDCs (Nationally Determined Contributions) and net-zero emissions targets, *if met*, would have a 66% chance of keeping warming below 2.6 °C, well above the aspiration for 1.5 °C set out in the Paris agreement.
3. The UK’s Climate Change Committee, in its 2021 report to parliament, finds that the UK Government has been “too slow to follow (historic climate promises) with delivery”, and that “this defining year for the UK’s climate credentials has been marred by uncertainty and delay to a host of new climate strategies”.
4. The second goal of COP26 is “Adapt to protect communities and natural habitats”, including a commitment to “protect and restore ecosystems” because the twin threats of climate change and biodiversity loss cannot be addressed in isolation.
5. Despite increasing recognition of the vital role nature plays in society, recent research by scientists at the Natural History Museum find that the UK is consistently in the bottom 10% of nations in terms of biodiversity intactness. Biodiversity surveys carried out this year on three sites by Future Nature (the consultancy arm of BBOWT) provide this council with baseline information for improving biodiversity on the land it owns and manages.
6. There is a Bill before Parliament—the Climate and Ecological Emergency Bill (published as the “Climate and Ecology Bill”)—which, if it became law, would require the government to develop a strategy to address the emergency that would ensure:
 - a. the ecological emergency is tackled shoulder to shoulder with the climate crisis in a joined-up approach;
 - b. the Paris Agreement is enshrined into law to ensure that UK does its real fair share to limit global temperature rise to the most stringent end of the Paris agreement, 1.5 °C.
 - c. the Leaders’ Pledge for Nature is enshrined into law to ensure that the UK’s ecosystems are protected and restored, with a focus on biodiversity, soils and natural carbon sinks;

- d. the UK takes full responsibility for our entire greenhouse gas footprint (i.e. consumption emissions plus shipping, flights and land-based transport) by accounting for all of the emissions that take place overseas to manufacture, transport and dispose of the goods and services we import and consume;
- e. the UK takes full responsibility for our ecological footprint so that we protect the health and resilience of ecosystems along both domestic and our global supply chains;
- f. an independent, temporary Climate and Nature Assembly is set up, representative of the UK's population, to engage with the UK Parliament and UK Government to help develop the emergency strategy.

Council therefore 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

Schedule for 2022/23 Budget

Date	Action
12.10.21	RFO to prepare 6 monthly figures and give to Management team, requesting Management team to submit draft by 19.10.21
12.10.21	Agenda published for full council 19.10, inviting members proposals for Budget, and also Strategy review
14.10.21	NTC Team meeting
18.10.21	Full Council, inviting members proposals as well as Strategy review.
19.10.21	Management team to give their draft budgets to the RFO
22.10.21	RFO to prepare the first draft budget for Management Team
05.11.21	Closing date for Members' proposals
10.11.21	Management team meet to consider draft budgets, including any issues arising from the Strategy review.
15.11.21	P&H committee to discuss their draft budget
29.11.21	CPA&L to discuss their draft budget
13.12.21	Community Services Committee to discuss their draft budget incl. charges for cemetery, allotments, markets etc
Early December	Staff Sub to agree budget
14.12.21	Draft budget for Leader's briefing
By 17.12.21	RFO to produce a composite budget to include the recommendations of all relevant committees and sub committees
By 22.12.21	Receive Council Tax Base information from WBDC
23.12.21	Send draft budget to all members
06.01.22	Leader's Briefing/ Chairs/ Management Team Re draft budget
11.01.22	Draft budget to go out with P&R agenda for meeting on 18.1.21
17.01.22	P & R Committee considers draft budget and recommends precept to Council
25.01.22	Final budget/precept calculation to go out with Council agenda for meeting on 01.02.21
31.01.22	Council approves budget and Precept
01.02.22	RFO sends precept to WBDC

Newbury Town Council**Public Report to Full Council, 18 October 2021.****Agenda Item No. 16: Approval to apply for a Loan (Appendix 7)**

To resolve 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.

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

If the Council does not apply for the loan, the Council may be able to afford the café, but this would be at the expense of other projects that the Council might wish to fund, such as essential repairs to the Town Hall and playgrounds and equipment, and the project to make the Council carbon neutral.

The Council 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 PWLB would not approve our application, but this is highly unlikely, as the café would not be a burden on the local taxpayer. We also know that the PWLB were happy to approve the application in 2016.

Financial and Legal implications

As above, without a PWLB loan, other plans and projects of the council would be in jeopardy. The PWLB has extremely competitive interest rates (currently 2.32%) 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 £15,652.02.

The Council has 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

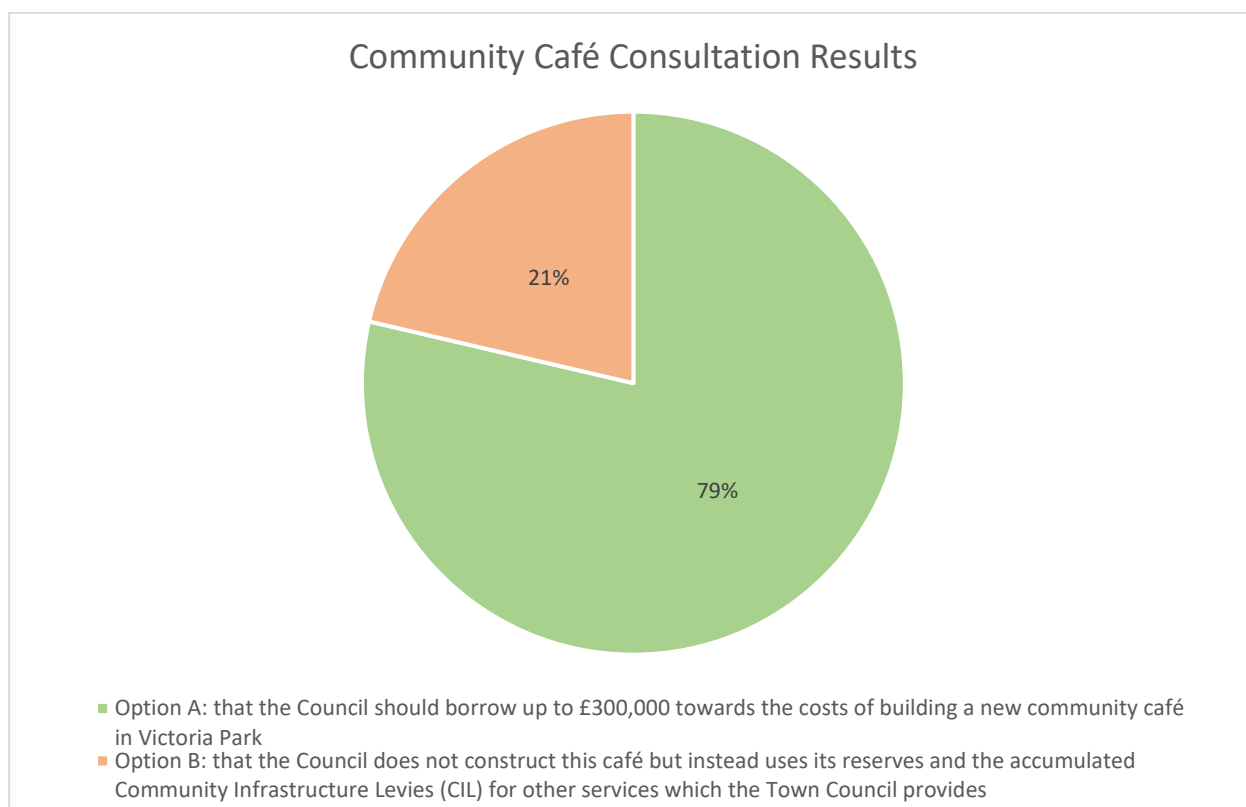
The Council has consulted the public during July and August 2021. The consultation was online and publicised through local media outlets (The Newbury Weekly News and Penny Post), the Town Council's website and social media platforms and on the town Hall notice board.

The survey 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.)

Other information

The total costs of the proposed café are estimated at £475,000. The Council has set aside Community Infrastructure Levies and earmarked reserves totalling £175,000 towards the project. 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 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 apply to the Public Works Loans Board for approval to borrow £300,000 for the construction of the Community Café in Victoria Park.

Report Author: Hugh Peacocke
Chief Executive Officer

Date: 8 October 2021

Attached:

Appendix 7a: Loan Application form

Appendix 7b: Public consultation notice

Appendix 7c: Letter of support from Newbury Business Improvement District

APPENDIX 7A.

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 January 2022
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 18 October, 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 for Communities and Local Government (DCLG), 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

Victoria Park is regarded as “The Jewel in the crown of Newbury Town Council.” The provision of a new community café in the Park has been the number one priority of this Council for the past 10 years. The Council expects to be granted planning permission for this proposal in early July. The full details and drawings submitted with the planning application, Ref. No 20/02294, are available [here](#).



Since it was established in 1997, Newbury Town Council has continually improved and expanded the leisure and recreation facilities available to the community in Victoria Park. This includes the skate Park, the splash Park, the outdoor gym, the children's playground and the much-improved tennis courts and floodlighting for the courts. The Bowls Club in Victoria Park and its surrounds have also been enhanced. In recent years, the Park has been awarded Green Flag status, recognising the high quality of the park and its facilities.

In the Interim, the Parkway Development & other residential developments have been built around the Park, making this the central open space for these residents.

The Park is also an important part of the Council's active travel routes, especially for cyclists and pedestrians going from east of the A339 to the town centre.

The community cafe has been designed to meet the highest environmental standards, to target BREEAM excellent and minimise carbon emissions. The Council believes that the community deserves a cafe facility at the heart of the Park to complement the wide range of leisure and recreation facilities which it provides. The current kiosk and the adjoining boatshed are outdated and out of character with the surrounds of the Park.

The community café is intended to operate all the year round making it a community hub and focal point in the Park. The plans include a Toilet block with disabled access, Male, Female & baby change facilities as well as a small storage space for the Tennis facility in Victoria Park along with a separate bin & chair store for the Bandstand chairs.

The footprint has been kept to the current kiosk and former Air raid shelter to minimise the loss of green space in the Park. New planting will hide as much of the raised build area which forms the Disabled access ramp and void required by the Environment Agency for the flood alleviation works. It will also house the infrastructure for the Council's CCTV coverage of Victoria Park, new enhanced lighting around the Cafe, thereby enhancing public safety in the Park and deterring anti-social or criminal behaviour.

The Council has received a lot of interest from operators wishing to run the new café and when deciding on the successful operator the Council will have regard to the inclusivity of the proposals and the arrangements to encourage community involvement.

The proposed community cafe is estimated to cost from £400,000 to £450,000, of which £150,000 will be provided from the Council's reserves and accumulated community infrastructure levies. The balance of the funding will be provided through a loan from the Public Works Loan Board. Part of the loan application process requires the Council to consult the public on the proposal and to advise on the outcomes of that consultation.

The Council aims to achieve a rental income which would be sufficient to cover loan charges and the ongoing maintenance costs of the new building. Any shortfall in these amounts would be met from projected Community Infrastructure Levies, so that this facility should have no impact on the town's Council taxpayers or the precept.



The Council would like to hear your views on whether or not you support our proposal to borrow up to £300,000 towards the costs of the new Community Café in Victoria Park. Please indicate below your preferred option, A or B:

A. The Council should borrow up to £300,000 towards the costs of building a new Community Cafe in Victoria Park.

(The Council can borrow at very competitive rates and at current rates the loan charges would be up to £15,240 per annum over 25 years. The Council will add its own reserves and accumulated Community Infrastructure levies towards the construction costs, so that the costs of the new cafe will not result in any increase on Council taxpayers in Newbury.)

B. The Council does not construct this café, and uses its reserves and the accumulated Community Infrastructure Levies for other services which the Town council provides (a full list of these services can be found [here](#))

Please provide your Post Code

Broadway House
4-8 The Broadway
Newbury
RG14 1BA
E: info@newburybid.com
T: 01635 760505



Hugh Peacocke
Chief Executive Officer
Newbury Town Council
The Town Hall
Market Place
Newbury RG14 5AA

14th July 2021

Dear Hugh,

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.

Yours sincerely,

Melissa Hughes
Chief Executive Officer
Newbury BID

melissa@newburybid.com
07747 237962

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
	Presentation from Community United
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