

Meeting of West Berkshire District Council

Tuesday 2 July 2019

Summons and Agenda



WestBerkshire
C O U N C I L

To: All Members of the Council

You are requested to attend a meeting of
WEST BERKSHIRE DISTRICT COUNCIL
to be held in the
**COUNCIL OFFICES, MARKET STREET,
NEWBURY**

on
Tuesday 2 July 2019
at 7.00pm



Sarah Clarke
Head of Legal and Strategic Support
West Berkshire District Council

Date of despatch of Agenda: Monday, 24 June 2019

AGENDA

1. **APOLOGIES FOR ABSENCE**

To receive apologies for inability to attend the meeting (if any).

2. **CHAIRMAN'S REMARKS**

The Chairman to report on functions attended since the last meeting and other matters of interest to Members.

3. **MINUTES**

The Chairman to sign as a correct record the Minutes of the Council meeting held on 05 March 2019, 21 May 2019, 21 May 2019 (Special) and 30 May 2019 (Special).
(Pages 11 - 48)



Agenda - Council to be held on Tuesday, 2 July 2019 (continued)

4. **DECLARATIONS OF INTEREST**

To remind Members of the need to record the existence and nature of any personal, disclosable pecuniary or other registrable interests in items on the agenda, in accordance with the Members' [Code of Conduct](#).

5. **PETITIONS**

Councillors may present any petition which they have received. These will normally be referred to the appropriate body without discussion.

6. **PUBLIC QUESTIONS**

Members of the Executive to answer the following questions submitted by members of the public in accordance with the Council's Constitution. *Please note that there were no questions submitted in relation to items not included on the agenda.*

7. **MEMBERSHIP OF COMMITTEES**

The Council to agree any changes to the membership of Committees.

8. **LICENSING COMMITTEE**

The Council is asked to note that since the last meeting of the Council, the Licensing Committee met on 24 June 2019. Copies of the Minutes of this meeting can be obtained from Legal and Strategic Support or via the [Council's website](#).

9. **PERSONNEL COMMITTEE**

The Council is asked to note that since the last meeting of the Council, the Personnel Committee met on 28 June 2019. Copies of the Minutes of this meeting can be obtained from Legal and Strategic Support or via the [Council's website](#).

10. **GOVERNANCE AND ETHICS COMMITTEE**

The Council is asked to note that since the last meeting of Council, the Governance and Ethics Committee met on 17 June 2019. Copies of the Minutes of this meeting can be obtained from Legal and Strategic Support or via the [Council's website](#).

11. **DISTRICT PLANNING COMMITTEE**

The Council is asked to note that since the last meeting of the Council, the District Planning Committee has not met.

12. **OVERVIEW AND SCRUTINY MANAGEMENT COMMISSION**

The Council is asked to note that since the last meeting of the Council, the Overview and Scrutiny Management Commission has not met.



Agenda - Council to be held on Tuesday, 2 July 2019 (continued)

13. JOINT PUBLIC PROTECTION COMMITTEE

The Council is asked to note that since the last meeting of the Council, the Joint Public Protection Committee met on 11 June 2019. Copies of the Minutes of this meeting can be obtained from Legal and Strategic Support or via the [Council's website](#).

14. REVISED STATEMENT OF COMMUNITY INVOLVEMENT FOR THE LOCAL PLAN (C3750)

To ask Members to approve the draft updated Statement of Community Involvement (SCI) for public consultation. **(Pages 49 - 84)**

15. NOTICE OF MOTIONS

Notice of Motions submitted.

(a) Notice of Motion - Motion on Road & Pedestrian Safety Issues Bowling Green Road Thatcham

The following Motion has been submitted in the name of Councillor Keith Woodhams:

Motion on Road & Pedestrian Safety Issues Bowling Green Road Thatcham

The Council is aware that the stretch of road known as Bowling Green Road from Northfield Road to the start of Tull Way, acts as a significant part of the northern road system in Thatcham, linking Floral Way with Tull Way. As such, the road is used by people to get to and from Newbury and other parts of Thatcham from both east and west as well as from Ashmore Green and Cold Ash.

Along this stretch of road, three housing areas are accessed via Mersey Way, Conway Drive and Thames Road.

Among a wide range of issues are the following:

The 30 mph speed limit is exceeded daily by numerous drivers.

Drivers exiting junctions from the three housing areas encounter vehicles coming towards them at high speed.

A 30 mph sign on the western approach is normally covered in foliage rendering the speed limit along the road unenforceable.

Foliage extends towards the road at various points contributing to poor sight lines at junctions.

Foliage narrows the footway at various points forcing pedestrians to walk closer to the edge of the pavement and thus closer to fast moving



Agenda - Council to be held on Tuesday, 2 July 2019 (continued)

vehicles including HGV's.

Regency Park Hotel staff & visitors cross the road to get to the facilities between fast moving vehicles, including HGV's.

Pupils disembarking from the school bus and crossing the road between fast moving vehicles including HGV's.

Given these significant issues:

This Council agrees to carry out an urgent and comprehensive review of Road and Pedestrian safety issues along this stretch of Bowling Green Road.

(b) Notice of Motion - Motion on Governance Issues

The following Motion has been submitted in the name of Councillor Lee Dillon:

Motion on Governance Issues

This Council notes:

1. That more public questions are being asked at both Executive and Full Council meetings.
2. That the current time limit of 30 minutes results in some questions not being answered during the meeting they are tabled for.
3. Public Participation is important to a healthy local democracy and the Council should welcome public questions.
4. That petitions are an important tool for local campaigners to highlight issues.
5. That some petitions have requests for multiple actions but current rules only allow for full acceptance, rejection, or investigation by Full Council and the Executive rather than being able to accept certain actions within the petition.

Therefore Council resolved to:

1. Increase public question time at Full Council and Executive meetings to 45 minutes.
2. Increase time for petitions to be debated as a follows:
300 - 500 signatures – 10 minute debate
500– 1000 signatures – 30 minute debate
Over 1000 signatures – minimum of 45 minutes but final debate time to be agreed by all group leaders.



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3. Allow Council or Executive to accept individual items within a petition without needing to accept all points, so that where we can take action we do.

(c) Notice of Motions - Motion to Declare a Climate Emergency

The following Motion has been submitted in the name of Councillor Steve Ardagh-Walter:

Motion to Declare a Climate Emergency

This Council notes that:

1. All levels of government (national, regional and local) have a responsibility to limit the negative impacts of Climate Breakdown. It is important for the residents of West Berkshire and the UK that we commit to working towards carbon neutrality as quickly as possible.
2. The consequences of global temperature rising above 1.5°C are so severe that preventing this from happening must be of the utmost urgency.
3. Bold climate action can deliver economic benefits in terms of new jobs, economic savings and market opportunities (as well as improved health and well-being) but will also require changes in individual's lifestyles and have a cost implication to both the individual and the state.

West Berkshire Council therefore:

1. Declares a Climate Emergency.
2. Will create a strategic plan for West Berkshire, that aims to deliver carbon neutral by 2030.
3. Calls on HM Government to provide the Council with the powers and resources to make the 2030 target possible.
4. Will work with other authorities to determine and implement where practicable best practice methods to limit Global Warming to less than 1.5°C.
5. Will continue to work with businesses, residents and other stakeholders across the district to deliver this new goal via all relevant strategies and plans.
6. The newly formed Environment Board will provide an interim report to the Executive in September 2019 with the progress made to date.

(d) Notice of Motion - Motion on Heathrow Airport Expansion

The following Motion has been submitted in the name of Councillor David Marsh:



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Motion on Heathrow Airport Expansion

This Council notes:

The Heathrow Airport Expansion Consultation opened on 18th June and closes on 13th September 2019.

The next full Council meeting is not until the evening before the consultation closes.

In July 2018 Full Council voted to support Heathrow expansion.

In July 2018 the former Council Leader wrote to Richard Benyon MP outlining the Council's support for Heathrow expansion.

This Council believes:

Support for Heathrow expansion is incompatible with tackling the climate emergency and the UK becoming carbon neutral by 2030.

The Heathrow Western Rail Link is welcome because it will take more cars off the road, thereby reducing congestion and air pollution.

This Council resolves:

To oppose Heathrow expansion.

To make a submission to the Heathrow Airport Expansion Consultation to express its opposition to Heathrow expansion.

To write to Richard Benyon MP to express its opposition to Heathrow expansion.

To maintain its support for the Heathrow Western Rail Link.

16. MEMBERS' QUESTIONS

Members of the Executive to answer the following questions submitted by Councillors in accordance with the [Council's Constitution](#):

(a) **Question to be answered by the Executive Member for Transport and Countryside submitted by Councillor Steve Masters:**

"With calls to residents to 'Find greener ways of travelling' does the Council believe increased investment in rural bus services would be a good thing?"



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(b) Question to be answered by the Executive Member for Transport and Countryside submitted by Councillor Steve Masters:

“How much has the Council (Including contributions to schemes initiated by third parties) invested in cycling infrastructure per resident since 2015? ”

(c) Question to be answered by the Executive Member for Economic Development and Planning submitted by Councillor Steve Masters:

“Would the Kennet Centre be a great opportunity for the Council to redevelop the town centre, build truly social housing and get a long term return on investment while at the same time addressing the ‘demographic time bomb’ that threatens the district’s future?”

(d) Question to be answered by the Executive Member for Economic Development and Planning submitted by Councillor Steve Masters:

“How much CIL has been levied and collected by the council on non-commercial developments. (Residential extensions >100sqm and self-builds) since CIL was introduced?”

(e) Question to be answered by the Executive Member for Economic Development and Planning submitted by Councillor Steve Masters:

“Did West Berkshire Council respond/Contribute to the Government’s consultation reviewing the CIL process?”

If you require this information in a different format or translation, please contact Moira Fraser on telephone (01635) 519045.



Agenda Item 3.

DRAFT

Note: These Minutes will remain DRAFT until approved at the next meeting of the Committee

COUNCIL

MINUTES OF THE MEETING HELD ON TUESDAY, 5 MARCH 2019

Councillors Present: Steve Ardagh-Walter, Peter Argyle (Vice-Chairman), Howard Bairstow, Pamela Bale, Jeff Beck, Dominic Boeck, Graham Bridgman, Jeff Brooks, Paul Bryant, Anthony Chadley, Keith Chopping, Jeanette Clifford, Hilary Cole, James Cole, Richard Crumly, Lee Dillon, Lynne Doherty, Billy Drummond, Adrian Edwards, Sheila Ellison, James Fredrickson, Dave Goff, Clive Hooker, Carol Jackson-Doerge (Chairman), Marigold Jaques, Mike Johnston, Graham Jones, Rick Jones, Tony Linden, Mollie Lock, Tim Metcalfe, Ian Morrin, Graham Pask, Anthony Pick, Garth Simpson, Richard Somner, Anthony Stansfeld, Quentin Webb, Emma Webster and Laszlo Zverko

Also Present: John Ashworth (Corporate Director - Environment), Iain Bell (Revenues and Benefits Manager), Nick Carter (Chief Executive), Sarah Clarke (Head of Legal and Strategic Support), Martin Dunscombe (Communications Manager), Tess Ethelston (Group Executive (Cons)), Olivia Lewis (Group Executive (Lib Dem)), Gabrielle Mancini (Economic Development Officer), Robert O'Reilly (Head of Human Resources), Ian Pearson (Head of Education Service), Shiraz Sheikh (Principal Solicitor), Andy Walker (Head of Finance and Property), Moira Fraser (Democratic and Electoral Services Manager), Jo Reeves (Principal Policy Officer) and Honorary Alderman Andrew Rowles

Apologies for inability to attend the meeting: Councillor Dennis Benneyworth, Councillor Marcus Franks, Councillor Manohar Gopal, Councillor Alan Law, Honorary Alderman Royce Longton, Councillor Gordon Lundie, Councillor Alan Macro, Honorary Alderman Joe Mooney, Councillor James Podger and Councillor Virginia von Celsing

Councillors Absent: Councillor Jeremy Bartlett, Councillor Jason Collis, Councillor Rob Denton-Powell and Councillor Paul Hewer

PART I

76. Chairman's Remarks

The Chairman reported that former Councillors Jean Gardner and Bob Moulton had sadly passed away. The Chairman asked the Council to observe a minute's silence as a mark of respect and an opportunity to reflect on their lives.

Councillor Jeff Brooks commented that Jean was a warm associate with a larger than life personality who had been well supported by her husband Bernard. She was moderate in tone and worked incredibly hard for her community.

Councillor Emma Webster noted that Jean has worked tirelessly for the local community as a member of Tilehurst Parish Council since 1973. She had chaired the Parish Council for a remarkable 33 years and in all her time on the parish council had only missed three meetings. She had been elected unanimously every year. She was also a member of West Berkshire District Council and Berkshire County Council. Jean had the honour of being Chairman of West Berkshire Council from 1997 to 1998, the year that saw Newbury District Council become a unitary authority and something that she was very proud of. She would be greatly missed by everyone who knew her and the community would be poorer for her passing.

Councillor Mollie Lock stated that she and her late husband Keith had known Jean and Bernard long before they were elected to the Council. She would be remembered for her

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firm yet inclusive manner, as someone who was not afraid to deal with controversial issues and her lovely smile. She would be greatly missed.

Councillor Tony Linden described Jean as the driving force of Tilehurst Parish Council, a dedicated public servant and that her passing would leave a big gap in her community.

Councillor Jeff Brooks commented that Bob would be remembered for his waspish sense of humour, as a councillor who worked hard for his community and that he would be remembered with great affection and pride.

The Chairman welcomed all present and reported that she and the Vice Chairman had attended 25 events since the last Council meeting.

77. Minutes

The Minutes of the meeting held on 6 December 2018 were approved as a true and correct record and signed by the Chairman.

78. Declarations of Interest

The Deputy Monitoring Officer announced that in respect of items 15 and 16 (Capital Strategy and Programme 2019/20 to 2021/22 and Revenue Budget 2019/20): all Members had completed an Application for a Grant of a Dispensation in relation to "any beneficial interest in land within the Authority's area." The Monitoring Officer had previously granted the dispensation to allow all Members to speak and vote on this item.

Councillor James Fredrickson was employed by Gigaclear and therefore had a Disclosable Pecuniary Interest in item 15 Capital Strategy and Programme 2019/20 to 2021/22. He therefore left the meeting for that item and did not take part in the debate or vote on the matter.

Councillor Jeff Beck was a Council appointed trustee of the Corn Exchange Trust, Readibus and Volunteer Centre West Berkshire and therefore had an Other Registrable Interest in item 16 Revenue Budget 2019/20. He therefore left the meeting at the start of that item and did not take part in the debate or vote on the matter.

A number of other personal interests were also declared and these had been displayed in the Council Chamber and are set out below:

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Councillor	Outside Body or Other Organisation
Somner, Richard	Holybrook Parish Councillor
Doherty, Lynne	Member of Newbury Town Council Husband is Shaw-cum-Donnington Parish Councillor
Jones, Rick	WB Mencap – WBC representative West Berkshire Disability Alliance Purley on Thames Parish Councillor
Johnston, Mike	Newbury Town Councillor
Beck, Jeff	Member of Newbury Town Council
Pick, Anthony	Member of Newbury Town Council
Clifford, Jeanette	Member and Chair of Foundation governor, St Bartholomew's School Governor, South Central Ambulance Service Member, Newbury Town Council
Cole, James	West Woodhay Parish Councillor
Bryant, Paul	WBC appointee as a director of Greenham Trust WBC appointee to Donnington Trust
Bairstow, Howard	Member of Newbury Town Council
Jackson-Doerge, Carol	Governor Burghfield St Mary's School Burghfield Parish Councillor Berkshire Maestros
Stansfeld, Anthony	Police and Crime Commissioner
Goff, David	Member, Newbury Town Council

79. Public Questions

A full transcription of the public and Member question and answer sessions are available from the following link: [Transcription of Q&As](#). *(right click on link and 'Edit Hyperlink'. Insert URL to pdf on website in 'address' field)*

1. A question standing in the name of Mr Peter Norman on the subject of congratulating the students who took part in climate change strike was answered by the Portfolio Holder for Highways Transport, Environment and Countryside.
2. A question standing in the name of Ms Joanne Stewart on the subject of the West Berkshire Lottery was answered by the Portfolio Holder for Finance, Transformation and Property.
3. A question standing in the name of Mr Steve Masters on the subject of a strategy to deal with climate change was answered by the Leader of the Council.
4. A question standing in the name of Mr Steve Masters on the subject of inclusion of environmental impact on the Council's planning and decision making processes was answered by the Portfolio Holder for Highways Transport, Environment and Countryside.
5. A question standing in the name of Ms Carolyn Culver on the subject of salt bins for parishes was answered by the Portfolio Holder for Highways, Transport, Environment and Countryside.
6. A question standing in the name of Mrs Carolyn Culver on the subject of free 30 minute parking in central Newbury was answered by the Portfolio Holder for Highways, Transport, Environment and Countryside.

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7. A question standing in the name of Dr Julie Wintrup on the subject of cuts to public services was answered by the Portfolio Holder for Finance, Transformation and Property.
8. A question standing in the name of Mr Tom Tunney on the subject of recruitment and retention of staff was answered by the Portfolio Holder for Corporate Services.
9. A question standing in the name of Mr Tom Tunney on the subject of Council Tax increases and the funding gap received a written answer from the Portfolio Holder for Finance, Transformation and Property.
10. A question standing in the name of Mr Tom Tunney on the subject of schools in deficit received a written response from the Portfolio Holder for Children, Education and Young People.
11. A question standing in the name of Mr Tom Tunney on the subject of the uptake of the Get Your Coat Ap received a written answer from the Portfolio Holder for .
12. A question standing in the name of Mr Tom Tunney on the subject of budgetary impacts on the goals of the Health and Wellbeing Board received a written answer from the Portfolio Holder for Health and Wellbeing, Leisure and Culture.
13. A question standing in the name of Mr Steve Masters on the subject of references to climate change in the budget would receive a written answer from the Portfolio Holder for Highways, Transport, Environment and Countryside.
14. A question standing in the name of Mrs Miriam Lee on the subject of renewable energy suppliers was answered by the Portfolio Holder for Highways Transport, Environment and Countryside.
15. A question standing in the name of Mrs Miriam Lee on the subject of switching to a renewable energy supplier received a written answer from the Portfolio Holder for Highways Transport, Environment and Countryside.
16. A question standing in the name of Mr Paul Morgan on the subject of adoption of the Playing Pitch Strategy was answered by the Portfolio Holder for Health and Wellbeing, Leisure and Culture.

80. Membership of Committees

There had been no changes to the membership of Committees since the previous Council meeting.

81. Licensing Committee

The Council noted that, since the last meeting, the Licensing Committee had met on 11 February 2019 and 21 February 2019.

82. Personnel Committee

The Council noted that, since the last meeting, the Personnel Committee had met on 12th February 2019.

83. Governance and Ethics Committee

The Council noted that, since the last meeting, the Governance and Ethics Committee had not met.

84. District Planning Committee

The Council noted that, since the last meeting, the District Planning Committee had not met.

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85. Overview and Scrutiny Management Commission

The Council noted that, since the last meeting, the Overview and Scrutiny Management Commission had met on 6 December 2018, 15 January 2019 and 26 February 2019.

86. Joint Public Protection Committee

The Council noted that, since the last meeting, the Joint Public Protection Committee had not met.

87. Investment and Borrowing Strategy 2019/20 (C3613)

The Council considered a report (Agenda Item 13) which, in compliance with The Local Government Act 2003, summarised the Council's borrowing limits as set out by CIPFA's Prudential Code, and requested Council approval of the Annual Investment and Borrowing Strategy for 2019/20

MOTION: Proposed by Councillor Anthony Chadley and seconded by Councillor Emma Webster:

That the Council:

“approves the Annual Investment and Borrowing Strategy for 2019/20”

Councillor Anthony Chadley stated that this area of work was scrutinised regularly and was supported by a cross party working group.

The Motion was put to the meeting and duly **RESOLVED**.

88. Medium Term Financial Strategy 2019/20 to 2021/22 (C3614)

The Council considered a report (Agenda Item 14) concerning its three year rolling strategy which was built to ensure that the financial resources, both revenue and capital, were available to deliver the Council Strategy. The medium Term Financial Strategy (MTFS) should be read in conjunction with the Revenue Budget, Capital Programme and Investment and Borrowing Strategy reports.

MOTION: Proposed by Councillor Anthony Chadley and seconded by Councillor Graham Jones:

That the Council:

“approves and adopts the Medium Term Financial Strategy 2019/20 to 2021/22.”

Councillor Anthony Chadley stated that the Council had an excellent record of delivering its budget.

Councillor Lee Dillon commented that it seemed incongruous that New Ways of Working (reviewing how and why the Council delivered services and establishing how they might be delivered in a more efficient and effective way) was an area of focus at the same time the budget was being cut. Councillor Jeff Brooks was concerned that not enough financial planning and contingency work had taken place around BREXIT.

Councillor Graham Jones responded by saying that it was not always necessary to spend money in order to save it. He also noted that there was £210k in the budget to mitigate the impact of BREXIT. This was additional funding from Central Government. The Council had also put in place adequate reserves which could be called on if necessary. He stated that it was essential that better national dialogue took place around how social care was funded in the future.

Councillor Anthony Chadley stated that while the Administration would prefer not to have to increase Council Tax it had to be realistic about its financial planning.

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The Motion was put to the meeting and duly **RESOLVED**.

89. **Capital Strategy and Programme 2019/20 to 2021/22 (C3615)**

(All Members had been granted a dispensation by the Monitoring Officer to speak and vote on this item).

(Councillor James Fredrickson declared a personal and prejudicial interest in Agenda item 15 by virtue of the fact that he was employed by Gigaclear. As his interest was personal and prejudicial he left the meeting and took no part in the debate or voting on the matter).

(Councillor Fredrickson left the meeting at 7.40pm)

The Council considered a report (Agenda Item 15) which outlined the three year Capital Strategy for 2019 - 2022, including the minimum revenue provision (MRP) and set out the funding framework for Council's three year capital programme for 2019 - 2022.

MOTION: Proposed by Councillor Anthony Chadley and seconded by Councillor Lynne Doherty:

That the Council:

“approves the Capital Strategy and Programme 2019/20 to 2021/22.”

Councillor Chadley explained that the Capital Programme was designed to deliver the key priorities for improvement set out in the Council Strategy including improving educational attainment and closing the educational attainment gap, infrastructure improvements in relation to roads, safeguarding children and vulnerable adults, supporting communities to help themselves and generating income. The three year Programme was also aligned to the Council's Medium Term Financial Strategy.

It was noted that there was one figure missing from the 5th column on the 1st line of figures on page 93 (Capital Strategy and Programme Appendix E): Council funded spend on OT Equipment (in Adult Social Care) in 2020/21 should be £609,480. This error did not affect the text of the report, but created errors in appendices D and E (on pages 92, 93 and 101 of the Council Agenda).

AMENDMENT: Proposed by Councillor Graham Jones and seconded by Councillor Anthony Chadley:

That the Council:

“award Volunteer Centre West Berkshire an additional capital allocation of £5,000 in 2019/20 to be funded from the Corporate Allocation fund shown on page 99 of the agenda.”

Councillor Graham Jones stated that this amendment was proposed in recognition of the important work undertaken by the Voluntary Centre and had been included as an amendment after a meeting with representatives of the organisation.

The Amended Motion was put to the vote and declared **CARRIED**.

In accordance with Procedure Rule 4.17.3 it was requisitioned that the voting on the Amendment be recorded. The names of those Members voting for, against and abstaining were read to the Council as follows:

FOR the Motion:

Councillors Steve Ardagh-Walter, Peter Argyle, Howard Bairstow, Pamela Bale, Jeff Beck, Dominic Boeck, Graham Bridgman, Jeff Brooks, Paul Bryant, Anthony Chadley, Keith Chopping, Jeanette Clifford, Hilary Cole, James Cole, Richard Crumly, Lee Dillon,

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Lynne Doherty, Billy Drummond, Adrian Edwards, Sheila Ellison, Dave Goff, Clive Hooker, Carol Jackson-Doerge, Marigold Jaques, Mike Johnston, Graham Jones, Rick Jones, Tony Linden, Mollie Lock, Tim Metcalfe, Ian Morrin, Graham Pask, Anthony Pick, Garth Simpson, Richard Somner, Anthony Stansfeld, Quentin Webb, Emma Webster and Laszlo Zverko.

AGAINST the Amendment:

None

ABSTAINED:

None

AMENDMENT: Proposed by Councillor Lee Dillon and seconded by Councillor Jeff Brooks:

That the Council:

“Adds the following to the guiding principles on page 80

(11) To prioritise projects that address the social needs within West Berkshire whilst still delivering an income stream. “

Councillor Lee Dillon stated that he felt that it would be useful to insert this principle so that the social value of projects would be taken into consideration. Councillor Graham Jones commented that he was concerned that the inclusion of this amendment might have the opposite effect to that which was intended. Councillor Jones therefore proposed that the amendment be withdrawn and discussed outside the chamber. Councillor Dillon agreed to this suggestion.

In accordance with Procedure Rule 4.15.2 it was requisitioned that the voting on the Amendment be recorded. The names of those Members voting for, against and abstaining were read to the Council as follows:

The debate then returned to the substantive motion. Councillor Lee Dillon stated that in general he supported the motion which would help to improve the district's schools, roads and environment. He was however disappointed to note that although £200k had been set aside for works in Newbury Town entre the same could not be said of Thatcham, Theale and Hungerford.

Councillor Chadley stated that he would be willing to discuss funding for projects in Thatcham outside of the meeting.

The Substantive Motion was put to the meeting and duly **RESOLVED**.

In accordance with Procedure Rule 4.17.3 it was requisitioned that the voting on the Amendment be recorded. The names of those Members voting for, against and abstaining were read to the Council as follows:

FOR the Motion:

Councillors Steve Ardagh-Walter, Peter Argyle, Howard Bairstow, Pamela Bale, Jeff Beck, Dominic Boeck, Graham Bridgman, Jeff Brooks, Paul Bryant, Anthony Chadley, Keith Chopping, Jeanette Clifford, Hilary Cole, James Cole, Richard Crumly, Lee Dillon, Lynne Doherty, Billy Drummond, Adrian Edwards, Sheila Ellison, Dave Goff, Clive Hooker, Carol Jackson-Doerge, Marigold Jaques, Mike Johnston, Graham Jones, Rick Jones, Tony Linden, Mollie Lock, Tim Metcalfe, Ian Morrin, Graham Pask, Anthony Pick, Garth Simpson, Richard Somner, Anthony Stansfeld, Quentin Webb, Emma Webster and Laszlo Zverko.

AGAINST the Amendment:

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None

ABSTAINED:

None

(Councillor Fredrickson returned to the meeting at 8.10pm)

The meeting was adjourned from 8.10pm to 8.18pm

90. Revenue Budget 2019/20 (C3616)

(All Members had been granted a dispensation by the Monitoring Officer to speak and vote on this item).

(Councillors Steve Ardagh-Walter, Jeff Beck, Dominic Boeck, Richard Crumly, Lynne Doherty, Billy Drummond, Adrian Edwards, Dave Goff and Anthony Pick declared a personal interest in Agenda Item 16 by virtue of the fact that they were dual hatted Members and a number of proposals would affect them in that capacity. As their interest was personal and not an other registrable nor a disclosable pecuniary interest they determined to take part in the debate and vote on the matter).

(Councillor Jeff Beck declared an other registrable interest in Agenda item 16 by virtue of the fact that he was a Council appointed Trustee of The Corn Exchange (Newbury) Trust Limited, Readibus and Volunteer Centre West Berkshire. As his interest was an other registrable interest he determined to leave the chamber and neither take part in the debate nor vote on the matter).

(Councillor Jeanette Clifford declared a personal interest in Agenda item 16 by virtue of the fact that she was a Governor and Foundation Governor of St. Bartholomew's School, a Trustee of the Charity of Mrs. Mable Luke and a Governor of South Central Ambulance Service. As her interest was personal and not prejudicial she was permitted to take part in the debate and vote on the matter).

(Councillor Lynne Doherty declared a personal interest in Agenda item 16 by virtue of the fact that her husband was co-opted onto Shaw-cum-Donnington Parish Council. As her interest was personal and not prejudicial she was permitted to take part in the debate and vote on the matter).

(Councillor Rick Jones declared a personal interest in Agenda item 16 by virtue of the fact that he was a Council representative on WB Mencap and a member of West Berkshire Disability Alliance. As his interest was personal and not prejudicial he was permitted to take part in the debate and vote on the matter).

(Councillor Tim Metcalfe declared a personal interest in Agenda item 16 by virtue of the fact that he was a Trustee of the Adventure Dolphin (Pangbourne) Charity. As his interest was personal and not prejudicial he was permitted to take part in the debate and vote on the matter).

(Councillor Billy Drummond declared a personal interest in Agenda item 16 by virtue of the fact that he was a governor at The Willows School, a Foundation Governor at St Bartholomew's School and a director of Greenham Business Park. As his interest was personal and not prejudicial he was permitted to take part in the debate and vote on the matter.)

(Councillor Jeff Beck left the meeting at 8.18pm and did not return)

The Council considered a report (Agenda Item 16) concerning the 2019/20 Revenue Budget, which proposed a Council Tax requirement of £97.87m requiring a Council Tax increase of 2.99% in 2019/20. The Council Tax increase would raise £2.84m. The report also proposed the Fees and Charges for 2019/20 as set out in Appendix H and the

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Parish Expenses as set out in Appendix I and recommended the level of General Reserves as set out in Appendix F and Appendix G.

MOTION: Proposed by Councillor Graham Jones and seconded by Councillor Anthony Chadley:

That the Council:

- “(1) approves the 2019/20 Council Tax requirement of £97.87million, requiring a Council Tax increase of 2.99%.
- (2) approves the Fees and Charges as set out in Appendix H and the appropriate statutory notices be placed where required.
- (3) approves the Parish Expenses of £15,389 as set out in Appendix I.
- (4) acknowledges and notes the responses received to each of the public facing savings proposals in the public consultation exercise undertaken on the 2019/20 budget.
- (5) notes that the following amounts for the year 2019/20 in accordance with regulations made under Section 31B of the Local Government Finance Act 1992, as amended (by the Localism Act 2011):-
 - (a) 65,021.46 being the amount calculated by the Council, (Item T) in accordance with regulation 31B of the Local Authorities (Calculation of Council Tax Base) Regulations 1992 (as amended by the Localism Act 2011), as its council tax base for the year.
 - (b) Part of the Council’s area as per Appendix M being the amounts calculated by the Council, in accordance with regulation 6 of the Regulations, as the amounts of its council tax base for the year for dwellings in those parts of its area to which a Parish precept relates.
- (6) Calculate that the Council Tax requirement for the Council’s own purposes for 2019/20 (excluding Parish precepts) is £97,870,951.
- (7) That the following amounts be now calculated by the Council for the year 2019/20 in accordance with Sections 32 to 36 of the Local Government Finance Act 1992, amended by the Localism Act 2011:-
 - (a) £329,889,607 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2), (a) to (f) of the Act taking into account all precepts issued to it by Parish councils.
 - (b) £227,777,905 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3), (a) to (d) of the Act.
 - (c) £102,111,702 being the amount by which the aggregate at 7(a) above, exceeds the aggregate at 7(b) above, calculated by the Council, in accordance with the Section 31A(4) of the Act, as its Council Tax requirement for the year (Item R).
 - (d) £1570.43 being the amount at 7(c) above (Item R), all divided by 5(a) above (Item T), calculated by the Council, in accordance with Section 31B of the Act, as the ‘basic amount of its Council Tax for the year (including Parish precepts)’.
 - (e) £4,240,751 being the aggregate amount of all special items (Parish precepts) referred to in Section 34(1) of the Act (as per Appendix M).

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- (f) £1505.21 being the amount at 7(d) above less the result given by dividing the amount at 7(e) above by the amount at 5(a) above, calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no special items relates.
- (8) notes that for the year 2019/20, Police and Crime Commissioner for Thames Valley & The Royal Berkshire Fire and Rescue Service have issued precepts to the Council in accordance with Section 40 of the Local Government Finance Act 1992 for each category of dwellings in the Councils area as indicated in Appendix M.
- (9) in accordance with Sections 30 and 36 of the Local Government Finance Act 1992, hereby sets the aggregate amounts shown in the tables in Appendix M as the amounts of Council Tax for 2019/20 for each part of its area and for each of the categories of dwellings.
- 2.2 notes that a petition was submitted to the Council on 14 February 2019 at a meeting of the Executive, calling on the Council to award a grant to the Corn Exchange of £50,000 in 2019/20 and 2020/21. In view of the financial implications resulting from the proposal detailed in the petition, and the fact that the Council has agreed to transfer the freehold of the Corn Exchange building to the Trustees of the Corn Exchange, it is recommended that the request within the petition for the Council to provide additional funding should be rejected”.

Councillor Graham Jones explained that the budget had to be set in the context of the national picture which was somewhat turbulent and therefore difficult to predict. The Administration had to make the difficult decision to increase Council Tax to offset increasing demand and decreasing funding from Central Government.

AMENDMENT 1: Proposed by Councillor Graham Jones and seconded by Councillor Anthony Chadley:

That the Council:

- “1. Reduction in inflation provision (page 127 Appendix D1 Ref 5). On 13 February 2019 the January inflation figures were released. The waste contract is inflated on the January RPIX which was announced as 2.5%. The budget had been built at 3%. It is therefore proposed to reduce the amount provided for by 0.5% which amounts to £89k.
2. Reduction in amount required to support Childcare Lawyers. (page 128 Appendix D2 Ref 7) The proposal is to reduce the increased budget requirement for Childcare Lawyers from £500k as originally proposed, to £320k. This is therefore a reduction of £180k.
3. Reduction in the Voluntary Sector saving proposal (page 130 Appendix E Ref 31). The proposal is to reduce the saving in the Voluntary Sector from £40k to £11k. This is therefore a reduction of £29k. The remaining £11k will be a reduction to the funding to the Alzheimer’s Society, who have confirmed that the loss of funding will have no impact on their future plans to service delivery.
4. Increase in Risk Reserves It is proposed that the additional funding arising from the points above, be used to increase the Risk Reserves by £240k. During

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2018/19, £812k has been released from the Risk Reserves to support the budget position. These reserves need to be replenished so there is adequate provision.”

The amendment was put to the vote and declared **CARRIED**.

In accordance with Procedure Rule 4.17.3 it was requisitioned that the voting on the Amendment be recorded. The names of those Members voting for, against and abstaining were read to the Council as follows:

FOR the Motion:

Councillors Steve Ardagh-Walter, Peter Argyle, Howard Bairstow, Pamela Bale, Dominic Boeck, Graham Bridgman, Paul Bryant, Anthony Chadley, Keith Chopping, Jeanette Clifford, Hilary Cole, James Cole, Richard Crumly, Lynne Doherty, Adrian Edwards, Sheila Ellison, James Fredrickson, Dave Goff, Clive Hooker, Carol Jackson-Doerge, Marigold Jaques, Mike Johnston, Graham Jones, Rick Jones, Tony Linden, Tim Metcalfe, Ian Morrin, Graham Pask, Anthony Pick, Garth Simpson, Richard Somner, Anthony Stansfeld, Quentin Webb, Emma Webster and Laszlo Zverko.

AGAINST the Amendment:

None

ABSTAINED:

Councillors Jeff Brooks, Lee Dillon, Billy Drummond and Mollie Lock

AMENDMENT 2: Proposed by Councillor Lee Dillon and seconded by Councillor Jeff Brooks:

That the Council:

1. “Reinstate the proposed deletion of Family Support Worker
(page 129 Appendix E Ref 9) The proposal is to cancel the saving of Family Support Worker in Children and Family Services. This is therefore a saving reduction of £31k.
2. Reinstate the proposed saving from Youth Offending Team (page 129 Appendix E Ref 17) The proposal is to cancel the saving from the Youth Offending Team. This is therefore a saving reduction of £100k.
3. Reduce proposed saving against Corn Exchange (page 131 Appendix E Ref 38) The proposal is to reduce the grant saving to Corn Exchange from £174k to £124k. This is therefore a saving reduction of £50k.
4. Reinstate the proposed saving from Volunteer Centre (page 135 Appendix E Ref 99) The proposal is to cancel the saving from reduced funding to the Volunteer Centre. This is therefore a saving reduction of £5k.
5. Reinstate the proposed saving from New Ways of Working Reviews
(page 135 Appendix E Ref 100) The proposal is to cancel the saving from reduced funding for New Ways of Working reviews. This is therefore a saving reduction of £25k.
6. Increase in Risk Reserves. It is proposed that the additional funding arising from the points in amendments 1 and 2 above, be used to increase the Risk Reserves by £58k. During 2018/19, £812k has been released from the Risk Reserves to

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support the budget position. These reserves need to be replenished so there is adequate provision.

The amendment was put to the vote and declared **LOST**.

In accordance with Procedure Rule 4.17.3 it was requisitioned that the voting on the Amendment be recorded. The names of those Members voting for, against and abstaining were read to the Council as follows:

FOR the Motion:

Councillors Jeff Brooks, Lee Dillon, Billy Drummond and Mollie Lock

AGAINST the Amendment:

Councillors Steve Ardagh-Walter, Peter Argyle, Howard Bairstow, Pamela Bale, Dominic Boeck, Graham Bridgman, Paul Bryant, Anthony Chadley, Keith Chopping, Jeanette Clifford, Hilary Cole, James Cole, Richard Crumly, Lynne Doherty, Adrian Edwards, Sheila Ellison, James Fredrickson, Dave Goff, Clive Hooker, Carol Jackson-Doerge, Marigold Jaques, Mike Johnston, Graham Jones, Rick Jones, Tony Linden, Tim Metcalfe, Ian Morrin, Graham Pask, Anthony Pick, Garth Simpson, Richard Somner, Anthony Stansfeld, Quentin Webb, Emma Webster and Laszlo Zverko.

ABSTAINED:

None

Debate then returned to the substantive Motion which was put to the vote and declared **CARRIED**.

In accordance with Procedure Rule 4.17.3 it was requisitioned that the voting on the Amendment be recorded. The names of those Members voting for, against and abstaining were read to the Council as follows:

FOR the Motion:

Councillors Steve Ardagh-Walter, Peter Argyle, Howard Bairstow, Pamela Bale, Dominic Boeck, Graham Bridgman, Paul Bryant, Anthony Chadley, Keith Chopping, Jeanette Clifford, Hilary Cole, James Cole, Richard Crumly, Lynne Doherty, Adrian Edwards, Sheila Ellison, James Fredrickson, Dave Goff, Clive Hooker, Carol Jackson-Doerge, Marigold Jaques, Mike Johnston, Graham Jones, Rick Jones, Tony Linden, Tim Metcalfe, Ian Morrin, Graham Pask, Anthony Pick, Garth Simpson, Richard Somner, Anthony Stansfeld, Quentin Webb, Emma Webster and Laszlo Zverko.

AGAINST the Motion:

Councillors Jeff Brooks, Lee Dillon, Billy Drummond and Mollie Lock

ABSTAINED:

None

91. Statutory Pay Policy 2019 (C3617)

The Council considered a report (Agenda Item 17) which sought approval of the Statutory Pay Policy Statement for publication from 1st April 2019.

MOTION: Proposed by Councillor Dominic Boeck and seconded by Councillor Graham Bridgman:

That the Council:

“approves and then publishes the policy statement in accordance with s38 of the Localism Act 2011”.

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AMENDMENT: Proposed by Councillor Lee Dillon and seconded by Councillor Jeff Brooks:

That the Council:

“Add the following to paragraph 3.1 on page 478 which currently states:

All jobs within the Council are paid on salary grades within five or more incremental points.

Add “All jobs within the Council will be contractually remunerated as a minimum at the National Living Wage level and we will seek our suppliers to do the same, through our procurement processes.”

Councillor Graham Bridgman noted that this report had been discussed at the Personnel Committee and it would have been more appropriate to raise this issue there. Councillor Graham Jones commented that suppliers already had a statutory duty to comply with remunerating their employees at the proposed levels and the Council already did so too.

Councillor Dillon stated that on that basis he proposed withdrawing the amendment.

Councillor Graham Bridgman commented that the Council had a statutory duty to publish the Pay Policy and he recommended that Members agree to do so.

The Motion was put to the meeting and duly **RESOLVED**.

92. Council Tax Empty Property Changes Report (C3675)

The Council considered a report (Agenda Item 18) which updated Members on the legislative changes made by government in respect of Council Tax for empty home from 2019/20 onwards.

MOTION: Proposed by Councillor Dominic Boeck and seconded by Councillor Hilary Cole:

That the Council:

1. “agrees that the empty homes charges are increased in line with the following;
 - i) 2019/2020 – 50% premium charge to increase to 100% if a property has been empty for more than 2 years.
 - ii) 2020/2021 – 100% premium to apply to properties that have been empty for between 2 and 5 years. 200% premium where the property has been empty for more than 5 years.
 - iii) 2021/2022 – 100% to apply to properties that have been empty for between 2 and 5 years. 200% premium where the property has been empty for between 5 and 10 years. 300% premium where the property has been empty for more than 10 years.
 - iv) Not to apply the additional premium charges from 1st April 2019 where there is a genuine case that the property is up for sale and there are difficulties in the sale.”

Councillor Dominic Boeck stated that the changes were being proposed in accordance with the legislative changes and were designed to decrease the number of empty homes in the district. Councillor Jeff Brooks commented that he would like to see the estimated £377k of additional income invested into bringing more empty homes into use across the District. Councillors Hilary Cole and

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Dominic Boeck stated that they would look into this suggestion but could not state categorically that the income would be ring fenced.

The Motion was put to the meeting and duly **RESOLVED**.

93. **Polling Districts, Polling Places and Polling Stations Review 2019/20 (C3428)**

The Council considered a report (Agenda Item) concerning feedback on the results of the public consultation into the Polling Districts, Polling Places and Polling Stations Review 2019/20.

MOTION: Proposed by Councillor Dominic Boeck and seconded by Councillor Graham Bridgman:

That:

1. "in response to the Council's public consultation on its review of Polling Districts, Polling Places and Polling Stations 2019, the Council approve the recommendations set out below and in Appendix D.
2. the Returning Officer be given delegated authority to agree any further minor changes to Polling Districts and Polling Stations.
3. any Polling Places be assumed to relate to Polling Districts in their entirety.

Chieveley and Cold Ash Ward

- (1) That 2 new Polling Districts for Florence Gardens and Little Copse be created as a result of the Boundary Review and that electors in Florence Gardens and Little Copse vote in Polling Stations as set out below:
 - (i) Electors in Florence Gardens will vote in the Newbury and Thatcham Hockey Club, Henwick Worthy.
 - (ii) Electors living in Little Copse in Thatcham North East will vote in the Central Family Hub, Park Lane.

Hungerford and Kintbury

- (2) That the Polling Station for Combe be moved from the Inn Keepers' Bungalow to Combe Manor.

Newbury Central Ward

- (3) That electors around the Park Way area that used to vote at St Nicholas Church Hall in future vote at St Joseph's Catholic Church Hall.

Newbury Greenham Ward

- (4) That Newbury Rugby Club be used as a future Polling Station for the Sandford Polling District, which will be in the Newbury Greenham Ward.

Newbury Speen Ward

- (5) That electors in Polling District NB7 (Brumell Grove) vote, in the future, at the Scout Hut, Poplar Place.
- (6) That SB2 and SB3 Polling Districts be merged to create a unique SB2 Polling District.
- (7) That the permanent moorings adjacent to Monkey Bridge be included in NBY14 Polling District.

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- (8) The line of the northern boundary of NBY10 has been moved north to follow the line of the River Kennet. This will ensure that the electors between the canal and the river vote at St Nicholas Church Hall.

Newbury Wash Common

- (9) That Newbury Rugby Club be used as a future Polling Station for the Sandlesford Polling District, which will be in the Newbury Wash Common Ward.

Ridgeway Ward

- (10) That the Swan Public House be used at a Polling Station for East Ilsley.

Thatcham Colthrop and Crookham Ward

- (11) That a new Polling District (THA7) be created for all those residents located south of the Railway Line and Crookham Hill. These electors will continue to use the Travellers Friend as their Polling Station.

Thatcham North East Ward

- (12) Those residents which are part of the Little Copse Polling District (in Cold Ash) Parish use the Thatcham Children's Centre as their designated Polling Station.

Thatcham West Ward

- (13) That electors located in the Polling District of Florence Gardens (Cold Ash Parish) use the Newbury and Thatcham Hockey Club, Henwick Worthy as their Polling Station.
- (14) That electors on the eastern side of Northfield Road use the Hockey Club, as opposed to the Memorial Hall.

Tilehurst South and Holybrook Ward

- (15) That the electors north of the A4 in Calcot Row, New Lane Hill and the Golf Course form a new Polling District (ZTH1), using the Beansheaf Community Centre and their designated Polling Station."

Councillor Boeck explained that the review was usually undertaken every five years but that it had been brought forward following the Local Government Boundary Review. Councillor Lee Dillon stated that his groups supported the changes.

The Motion was put to the meeting and duly **RESOLVED**.

94. **West Berkshire 2036 Vision (C3647)**

The Council considered a report (Agenda Item 20) concerning the final draft of the West Berkshire 2036 Vision which was agreed by the Health and Wellbeing Board on 24th January 2019.

MOTION: Proposed by Councillor Rick Jones and seconded by Councillor Graham Jones:

That the Council:

"endorses the West Berkshire 2036 Vision."

Councillor Rick Jones congratulated Officers on a job well done. They had consulted widely, the document was generally positively received albeit that a number of minor changes had been made as a result of the consultation.

The Motion was put to the meeting and duly **RESOLVED**.

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95. Notices of Motion

The Council considered the under-mentioned Motion (Agenda item 21a) submitted in the name of Councillor Richard Somner relating to the devolution agenda.

The Chairman informed the Council that the Motion would be debated at the meeting.

MOTION: Proposed by Councillor Ricard Somner and seconded by Councillor Anthony Pick:

“The District of West Berkshire has over 50 Parish/Town Councils all of which have an important part to play in continuing to make West Berkshire a great place in which to live, work, study and play.

As this Council continues to focus on the more strategic core services that it must provide Parish Councils will have an increasingly important role to play in the delivery of services at the local level. It has been acknowledged that devolution can support local communities to become more self-sufficient and ultimately do more for themselves.

The National Association of Local Councils has also welcomed the opportunity for Parish Councils to play an active role in the devolution agenda.

Members are therefore requested to confirm that they fully support the Council's collaborative approach to devolution with its Parishes with the objective of making sure that appropriate services and assets are managed at the local level where possible.”

The Motion was put to the vote and declared **CARRIED**.

The Council considered the under-mentioned Motion (Agenda item 21b) submitted in the name of Councillor Jeanette Clifford relating to the Council's commitment to green principles.

The Chairman informed the Council that the Motion would be debated at the meeting.

MOTION: Proposed by Councillor Jeanette Clifford and seconded by Councillor Graham Jones:

“**This council** has a long-standing commitment to ‘green principles’ of stewardship, responsibility and resilience and in order to reaffirm this commitment the Council is asked to:

- **Accept and welcome** its local leadership role, as the United Kingdom as a whole moves further towards environmental sustainability and achieving or bettering targets in line with the Paris Agreement
- **Anticipate** the advice expected from the Committee on Climate Change to the UK government on May 2nd 2019 on how and when to achieve net zero emissions and **commit** to translating this into a programme of action for West Berkshire
- **Resolve** to maintain its strong record of leadership, innovation and partnership in protecting and enhancing the environment in West Berkshire in all spheres of its work
- **Determine to act**, not sloganise, respecting the need to consult and work with residents to deliver change
- **Achieve** this while promoting green growth and maintaining the status of west Berkshire as a vibrant and innovative world economy, with a highly skilled workforce and low unemployment”.

The Motion was put to the vote and declared **CARRIED**.

96. Members' Questions

There were no Member questions submitted to this meeting.

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(The meeting commenced at 6.30pm and closed at 10.25pm)

CHAIRMAN

Date of Signature

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Note: These Minutes will remain DRAFT until approved at the next meeting of the Committee

COUNCIL

MINUTES OF THE SPECIAL MEETING HELD ON TUESDAY, 21 MAY 2019

Councillors Present: Steve Ardagh-Walter, Peter Argyle, Phil Barnett, Jeff Beck, Dennis Benneyworth, Dominic Boeck, Graham Bridgman, Jeff Brooks, Jeff Cant, Hilary Cole, James Cole, Carolyne Culver, Lee Dillon, Lynne Doherty, Billy Drummond, Clive Hooker, Gareth Hurley, Carol Jackson-Doerge, Owen Jeffery, Rick Jones, Nassar Kessell, Alan Law, Tony Linden, Royce Longton, Alan Macro, Thomas Marino, David Marsh, Steve Masters, Geoff Mayes, Andy Moore, Graham Pask, Erik Pattenden, Claire Rowles, Garth Simpson, Richard Somner, Joanne Stewart, Martha Vickers, Tony Vickers, Andrew Williamson, Keith Woodhams and Howard Woollaston

Also Present: John Ashworth (Corporate Director - Environment), Sarah Clarke (Head of Legal and Strategic Support), Tess Ethelston (Group Executive (Cons)), Olivia Lewis (Group Executive (Lib Dem)), Andy Sharp (Executive Director (People)), Peta Stoddart-Crompton (Public Relations Officer), Moira Fraser (Democratic and Electoral Services Manager), Jo Reeves (Principal Policy Officer) and Jo Watt (Member Services Officer)

Apologies for inability to attend the meeting: Councillor Adrian Abbs, Nick Carter, Councillor Jeremy Cottam and Councillor Ross Mackinnon

PART I

1. Declarations of Interest

There were no declarations of interest received.

2. Roll of Honorary Aldermen

The Council considered Agenda Item 3 which proposed that former Councillor Marcus Franks be conferred the title of Honorary Alderman in recognition of his eminent service rendered on behalf of the Council and residents of West Berkshire over a period of time.

The Chairman explained that the Local Government Act 1972 made provision for the appointment of former Councillors as Honorary Aldermen to recognise the eminent service they provided above and beyond their normal duties. The Honorary Alderman needed to be advocates for their communities and needed to exhibit high standards of conduct and ethics. Members had discussed and agreed to the introduction of the scheme at the September 2011 Council meeting. Councillors Graham Jones, Lee Dillon and Carole Jackson-Doerge had met and agreed to support Councillor Franks' nomination.

The Chairman welcomed everyone to the special Council meeting and she extended a particularly warm welcome to Marcus Franks' family and friends.

MOTION: Proposed by Councillor Graham Jones and seconded by Councillor Lee Dillon:

"That the Council confer the title of Honorary Alderman on former Councillor Marcus Franks."

In proposing former Councillor Franks, Councillor Graham Jones reported that he was a good friend and a dedicated selfless public servant. Councillor Franks had demonstrated incredible spirit even while facing the ultimate adversity. Councillor Franks had served many roles on the Council and had first been appointed to the Executive in 2005 and had

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been responsible for a number of portfolios until he resigned in January 2019. He was also considered to be a mover and shaker in the community where he had worked tirelessly as a member of the Round Table and he would be inextricably linked to Newbury's Crafty Raft Race.

Councillor Dillon stated that he was honoured to be seconding this nomination. It was clear that Marcus Franks had met all the criteria associated with being an Honorary Alderman. His contribution in both the chamber and the community had been immense. He had the special gift of being able to talk to everyone. He also had the ability to influence people and join disparate groups together.

Councillor Lynne Doherty commented that Marcus was 'one of the good ones'. He was genuine, kind hearted, quick witted and he was both trusted and admired. He had a great desire to even the playing field for others and could be counted on to do the right thing. To this end and right up until his passing she had discussed with him putting in place 'Minding the Gap' awards for progress made by disadvantaged children. This was still a work in progress and details would be announced in due course. She felt that this would be a fitting tribute to her friend and colleague.

Councillor Owen Jeffrey stated that he agreed that this was a well-earned honour.

Councillor Steve Masters stated that he too supported the nomination. He had come to appreciate Marcus's community spirit when they had worked together on the Eight Bells project.

Councillor Dominic Boeck commented that Marcus Franks had a keen political instinct, powerful work ethic and could be relied upon for his advice and insight. He would miss his wisdom, keen intellect and sense of fun.

Councillor Hilary Cole stated that Marcus could be relied upon to give good advice and would be remembered for his cheery wit which often helped to lighten the mood at meetings. He was also exceptionally diligent in his ward work, work on the Executive and the work he undertook in the wider community.

The Motion was put to the meeting and duly **RESOLVED**.

(The meeting commenced at 7.00pm and closed at 7.24pm)

CHAIRMAN

Date of Signature

DRAFT

Note: These Minutes will remain DRAFT until approved at the next meeting of the Committee

COUNCIL

MINUTES OF THE MEETING HELD ON TUESDAY, 21 MAY 2019

Councillors Present: Steve Ardagh-Walter, Peter Argyle, Phil Barnett, Jeff Beck, Dennis Benneyworth, Dominic Boeck, Graham Bridgman, Jeff Brooks, Jeff Cant, Hilary Cole, James Cole, Carolyne Culver, Lee Dillon, Lynne Doherty, Billy Drummond, Clive Hooker, Gareth Hurley, Carol Jackson-Doerge, Owen Jeffery, Rick Jones, Nassar Kessell, Alan Law, Tony Linden, Royce Longton, Alan Macro, Thomas Marino, David Marsh, Steve Masters, Geoff Mayes, Andy Moore, Graham Pask, Erik Pattenden, Garth Simpson, Richard Somner, Joanne Stewart, Martha Vickers, Tony Vickers, Andrew Williamson, Keith Woodhams and Howard Woollaston

Also Present: John Ashworth (Corporate Director - Environment), Sarah Clarke (Head of Legal and Strategic Support), Tess Ethelston (Group Executive (Cons)), Olivia Lewis (Group Executive (Lib Dem)), Andy Sharp (Executive Director (People)), Peta Stoddart-Crompton (Public Relations Officer), Honorary Alderman Brian Bedwell, Moira Fraser (Democratic and Electoral Services Manager), Jo Reeves (Principal Policy Officer), Honorary Alderman Andrew Rowles and Jo Watt (Member Services Officer)

Apologies for inability to attend the meeting: Councillor Adrian Abbs, Nick Carter, Councillor Jeremy Cottam, Councillor Ross Mackinnon and Councillor Claire Rowles

PART I

3. Chairman's Remarks

Prior to the commencement of the meeting the Chairman asked all Members to remain standing and observe a minutes' silence for former Councillors Marcus Franks and Ian Clay who had sadly passed away.

Councillor Alan Macro noted that former Councillor Clay was highly regarded in his community, was a kind man who happily gave of his time and that he would be greatly missed. Councillor Richard Somner stated that he had a wealth of knowledge and experience, had proved to be an exceptional mentor and a valued contributor to the Royal Berkshire Hospital. His passing would be a significant loss to the hospital.

Councillor Marcus Franks was described as a good friend, a genuine and kind hearted man, quick witted and highly dedicated public servant by his fellow councillors. He too would be greatly missed by his friends, colleagues, fellow Councillors and staff at the Council as well as at Sovereign Housing where he worked.

The Chairman, Councillor Carol Jackson-Doerge, welcomed everyone to the meeting. She reflected on the former councillors who had sadly passed away during her year in office.

The Chairman stated that she and the Vice Chairman had been fortunate enough to attend over 160 events over the last Municipal Year. She thanked the Officers who had supported her during the year, thanked her Vice Chairman Peter Argyle for all his help and support and especially her husband Udo for always being there for her during her very busy year.

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Councillor Lynne Doherty took the opportunity to thank the Chairman for all her hard work and noted that she had been an excellent ward member over the past twelve years. She was a very active member of her community and her endeavours were sincerely appreciated.

4. **Election of the Chairman for the Municipal Year 2019/20 (C3596)**

The Motion was proposed by Councillor Lynne Doherty and seconded by Councillor Alan Law that Councillor Graham Pask be elected Chairman of the Council for the Municipal Year 2019/20. There were no further nominations.

Councillor Lynne Doherty in proposing Councillor Pask for the role of Chairman stated that she believed that he had a raft of experience in leading meetings which would be helpful given that this would be the first year of a new administration. He also had all the skills needed to represent the Council at the range of civic events he would be invited to attend and now he would be able to rely on the support from his wife Hilary. Councillor Law commented that he was privileged to second the proposal and he knew that Councillor Pask would do an outstanding job in his second stint as Chairman.

Councillor Lee Dillon stated that Councillor Pask had proved to be a fair and impartial Chairman of the Eastern Area Planning Committee and he hoped that he would bring those characteristics to this role too.

RESOLVED that Councillor Graham Pask be elected as Chairman of Council for the Municipal Year 2019/20.

The Chairman read and signed the Declaration of Acceptance of Office. Councillor Pask thanked the Council for electing him and Councillors Doherty, Law and Dillon for their kind words. He stated that it meant a lot to have support across the Chamber and he would endeavour to conduct the meetings as fairly and judiciously as possible. He also thanked his family for their support.

Councillor Pask thanked the outgoing Leader of the Council, Councillor Graham Jones and also the Deputy Leader of the Council Councillor Hilary Cole. He also thanked Udo Doerge for the support that he had given to the Chairman over the past year.

5. **Appointment of Vice-Chairman for the Municipal Year 2019/20 (C3597)**

The Chairman stated that he would like to nominate Councillor Clive Hooker for the position of Vice-Chairman of Council for the Municipal Year 2019/20. The nomination was seconded by Councillor Hilary Cole. There were no further nominations for the position of Vice-Chairman.

RESOLVED that Councillor Clive Hooker be appointed as Vice-Chairman of Council for the Municipal Year 2019/20.

The Vice-Chairman read and signed the Declaration of Acceptance of Office. Councillor Hooker thanked the Council for electing him and Councillors Pask and Cole for their kind words. He stated that he would do his utmost to fulfil the role to the best of his ability. He also thanked his wife Christine for allowing him to undertake the role.

He thanked the previous Vice Chairman, Councillor Peter Argyle, for all his hard work and dedication during the previous Municipal Year.

6. **Minutes**

The Chairman noted that the minutes of the 05th March 2019 would be presented to the May 2019 Council meeting.

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7. **Declarations of Interest**

There were no declarations of interest received.

8. **Report of the Returning Officer (C3711)**

The Chairman asked Sarah Clarke on behalf of the Returning Officer to inform the Council of the process and the results of the recent elections held on 02nd May 2019.

She reported that:

- 142 candidates contested 43 seats on the District Council in 24 Wards.
- Of the 24 wards ten were single member wards, nine were two member wards and five were three member wards.
- elections were held in 14 parishes or parish wards. There were a total of 167 candidates contesting 100 seats.
- A total of 28,884 ballot papers were issued for the District Election and Town /Parish Elections.
- This resulted in a turnout of 36%.
- There were no particular issues relating to either Count and both progressed as anticipated.

On behalf of the Returning Officer she wished to thank all staff who assisted with the elections, especially the team in Strategic Support. The Returning Officer also wished to thank colleagues from Oxford City Council that had helped to support the election. He also wished to thank the election agents for their support, humour and patience.

Councillor Graham Pask offered special thanks to Clare Ockwell for her exceptional work in arranging and running the election. Councillors Dominic Boeck, Lee Dillon and David Marsh thanked the Returning Officer and his team for the exemplary way the election had been conducted.

RESOLVED that the report be noted.

9. **Election of the Strong Leader (C3600)**

The Council considered nominations for the Strong Leader of the Council for the next four years.

MOTION: Proposed by Councillor Graham Bridgman and seconded by Councillor Hilary Cole:

That the Council:

“appoints Councillor Lynne Doherty as the Strong Leader for the next four years”.

Councillor Graham Bridgman in nominating Councillor Doherty stated that she was resourceful, enthusiastic and committed to the residents of West Berkshire.

Councillor Hilary Cole stated that the leadership qualities Councillor Doherty had demonstrated in taking the Children’s Ofsted inspection from inadequate to good in a short period of time would stand her in good stead.

The Motion was put to the meeting and duly **RESOLVED**.

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Councillor Doherty thanked Members for electing her and for their kind words. She felt that being elected as Leader was a great privilege and she would work hard to continue to make West Berkshire a great place to live, learn and work.

Councillor Doherty also thanked Councillor Graham Jones who had dedicated so much of his time to the Council and he had provided her with a solid base to work from. She also remembered Councillor Roger Croft and hoped that she would be able to emanate both former Leaders' honesty and integrity.

Councillor Hilary Cole also thanked Councillor Jones and stated that it had been a pleasure and a privilege to work with him.

10. **Appointment of the Executive by the Leader of the Council for the 2019/20 Municipal Year (C3598)**

The Leader announced the composition of the Executive for the 2019/20 Municipal Year. She explained that she had decided to reduce the number of Members on the Executive from ten to nine to reflect the changes arising from the Boundary Review.

Portfolio	Member
Leader, Strategy and Communications	Lynne Doherty
Deputy Leader, Adult Social Care	Graham Bridgman
Children, Education and Young People	Dominic Boeck
Economic Development and Planning	Hilary Cole
Environment	Steve Ardagh-Walter
Finance	Jeff Cant
Internal Governance	Howard Woollaston
Public Health and Community Wellbeing	Rick Jones
Transport and Countryside	Richard Somner

Councillor Doherty thanked the outgoing Executive for all their hard work.

11. **Appointment of and Allocation of Seats on Committees for the 2019/20 Municipal Year (C3599)**

The Council considered a report (Agenda Item 10) concerning the appointment and allocation of seats on Committees for the next Municipal Year and sought to agree the Council's Policy Framework for 2019/20 as set out in paragraph 6.1 of Appendix B.

MOTION: Proposed by Councillor Lynne Doherty and seconded by Councillor Graham Bridgman:

"That the Council:

1. notes that under Paragraph 8 of the Local Government (Committees and Political Groups) Regulations 1990, notice has been received that the Members set out in

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- paragraph 1.1 of Appendix B to the report are to be regarded as Members of the Conservative, Liberal Democrat and Green Party Groups respectively.
2. agrees to the appointment of the various Committees and to the number of places on each as set out in paragraph 2.2 of Appendix B (Table A).
 3. agrees to the allocation of seats to the Political Groups in accordance with section 15(5) of the Local Government Act 1989 as set out in paragraph 3.4 of Appendix B (Table B)
 4. agrees that the number of substitutes on Committees and Commissions be as set out in paragraph 4.1 of Appendix B (Table C).
 5. agrees that in respect of the District and Area Planning Committees, the substitute Members are all drawn from Members representing wards within the Committee's area who are not appointed to the Committee. (Where substitutes attend the District Planning meeting they need to be drawn from the same Area Planning meeting as the Member they are substituting for)
 6. approves the appointment of Members to the Committees as set out in Appendix C, subject the inclusion of Martha Vickers as a substitute in place of Billy Drummond on Western Area Planning Committee and notes the appointments set out in Appendix D, subject to the inclusion of Dennis Benneyworth in place of Howard Woollaston on the Governance and Ethics Advisory Panel ,which are in accordance with the wishes of the Political Groups.
 7. in accordance with Regulation 4, Schedule 3 of the Local Authorities (Functions and Responsibilities) (England) Regulations 2000, and the Local Authorities (Functions and Responsibilities) (England) (Amendment No.2) Regulations 2008, agrees that the Council's Policy Framework for 2019/20 be as set out in paragraph 6.1 of Appendix B and that any appropriate amendments be made to the Council's Constitution (Paragraph 2.5.2) should this be necessary.
 8. in accordance with Regulation 5, Schedule 4 of the Local Authorities (Functions and Responsibilities) (England) Regulations 2000, approves that all other plans, policies and strategies requiring approval and not included in the approved Policy Framework be delegated to the Council's Executive.
 9. agrees that Paragraph 2.6.5 of Article 6, setting out the Executive Portfolios, be amended to reflect any changes made by the Leader of the Council at the Annual Council meeting.
 10. Agrees that the appointment of two non-voting co-opted Parish/Town Councillors be made to the Governance and Ethics Committee namely: Barry Dickens (co-opted non-voting Parish Councillor) and Jane Langford (co-opted non-voting Parish Councillor). That two substitute non-voting co-opted Parish/Town Councillors be appointed to the Governance and Ethics Committee namely Lourdes Cottam and Roger Hunneman.
 11. Agrees that the appointment of two non-voting co-opted Parish/Town Councillors is made to the Governance and Ethics Committee's Advisory Panel namely Tony Renouf and Simon Pike. That two substitute non-voting co-opted Parish/Town Councillors be appointed to the Governance and Ethics Committee's Advisory Panel namely Elizabeth O' Keefe and David Southgate.
 12. To re-appoint three Independent Persons namely Lindsey Appleton, James Rees and Mike Wall.
 13. To note the membership of the Health and Wellbeing Board as set out in paragraph 9.1 of Appendix B.
 14. That authority be delegated to the Monitoring Officer to make any changes required to the Constitution as a result of the changes to the number of Members of the Council and following the appointments to Committees."

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Councillor Lee Dillon commented that he believed reducing the number of Members on individual committees was a mistake. Councillor Bridgman commented that a lot of work and thought had gone into the preparation of this document and it was felt to be prudent to reduce the number of seats on committees, where appropriate, to reflect the decrease in the number of Members on the Council post the Boundary Review.

Councillor Doherty commented that the reduced numbers on committees would hopefully free members up to have more time to engage with their residents.

The Motion was put to the meeting and duly **RESOLVED**.

12. **Adjournment of the Meeting**

RESOLVED that the meeting of Council be adjourned to enable the various Committees to determine their Chairmen and Vice-Chairmen.

The meeting was adjourned at 8.39pm.

13. **Recommencement of the Meeting**

The meeting was reconvened at 8.56pm.

14. **Appointments to Outside Bodies (C3685)**

The Council considered a report (Agenda Item 13) concerning West Berkshire Council's nominations to the following outside bodies:

- Royal Berkshire Fire Authority
- Thames Valley Police and Crime Panel
- Local Government Association General Assembly

MOTION: Proposed by Councillor Lynne Doherty and seconded by Councillor Graham Bridgman:

“That the Council agree the following representatives for the 2019/20 Municipal Year:

- Royal Berkshire Fire Authority – Councillors Dennis Benneyworth (Conservative), Garth Simpson (Conservative), Tony Linden (Conservative), Jeff Brooks (Liberal Democrat)
- Thames Valley Police and Crime Panel - Councillor Howard Woollaston (Conservative)
- Local Government Association General Assembly - Lynne Doherty (Conservative), Graham Bridgman (Conservative), Dominic Boeck (Conservative), James Cole (Conservative)”

CouncillorCarolyn Culver stated that Councillor Steve Masters had expressed an interest in being appointed to the Royal Berkshire Fire Authority and she therefore proposed that the nominations be amended to reflect this. This proposal was seconded by Councillor David Marsh.

The Monitoring Officer explained that in allocating seats the Council had to give effect to the requirements for political balance as prescribed by section 15 of the Local Government and Housing Act 1989. The legislation required that not all seats be allocated to the same group and that the majority of seats had to be allocated to the majority group. Therefore three seats would need to be allocated to the Conservative Group. The legislation also said that the total number of seats had to be allocated to

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political groups in the same proportion as their representation on the Council and therefore the remaining seat would have to be allocated to the Liberal Democrat Group. Therefore the proposal made by Councillor Culver could not be agreed as it would be ultra vires.

Councillor Jeff Brooks proposed that Councillor Lee Dillon be appointed to the Local Government Association General Assembly. Councillor Graham Bridgman stated that this was not something that had been discussed but that he would be willing to support that change. Councillor Doherty stated that she would be happy to support the appointment of Councillor Dillon and that he would replace Councillor James Cole.

RESOLVED that:

1. Councillors Dennis Benneyworth, Garth Simpson, Tony Linden and Jeff Brooks be appointed to the Royal Berkshire Fire Authority;
2. Councillor Howard Woollaston be appointed to the Thames Valley Police and Crime Panel;
3. Councillors Lynne Doherty, Graham Bridgman, Dominic Boeck and Lee Dillon be appointed to the Local Government Association General Assembly.

15. West Berkshire Council Strategy: 2019 to 2023 (C3618)

The Council considered a report (Agenda Item 14) which sought to inform Members of the feedback received from the consultation on the Draft Council Strategy 2019 – 2023 and sought that the Strategy, amended in response to the consultation feedback, be adopted.

MOTION: Proposed by Councillor Lynne Doherty and seconded by Councillor Hilary Cole:

That the Council:

- “(1) notes the feedback received to the draft Council Strategy.
- (2) agrees that in response to the feedback received:
 - (a) To develop a "Delivery Plan" to support the Council Strategy 2019 – 2023.
 - (b) to include a number of textual changes to aid clarity and a small number of format changes.
- (3) adopts the West Berkshire Council Strategy for 2019 – 2023 subject to the changes identified within the report.”

Councillor Doherty asked the Council to adopt the strategy which built on the Council's strengths and past achievements. Councillor David Marsh commented that he could not support the Strategy because it did not address the climate change crisis adequately. He believed that the Strategy should reflect the new Council which would have different priorities.

Councillor Lee Dillon stated that in his opinion the Strategy lacked ambition and did not set out clearly for residents what the Council would be doing over the next five years.

Councillor Jeff Brooks stated that this document had been written prior to the elections and that new Members had not had any input into it. There was a new Council with a new Leader in place and therefore an opportunity to revise the Strategy. Councillor Tony Vickers felt that the document was too generic and did not reflect the needs of West Berkshire.

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Councillor Steve Masters stated that he would like to see more focus on looking after the most vulnerable, transport and protecting the environment in the strategy and he could therefore not support it.

Councillor Steve Ardagh-Walter stated that he too supported initiatives designed to reduce environmental impact. The Council had invested in a number of initiatives over the past 11 years to that effect but accepted that there was always more that could be done. However these initiatives would cost money and had to be balanced against other priorities and the impact on Council Tax.

Councillor Erik Pattenden stated that the information around improving outcomes for children was vague and set out high level points but not any targets.

Councillor Dominic Boeck reiterated that this was a strategy and the strategy was designed to allow the Council to prioritise its activities. The strategy was designed to give Officers guidance in order for them to make operational decisions.

Councillor Rick Jones was concerned that Members were confusing a strategy, which was designed to give direction, with a plan which would set out what the Council would do in order to implement that strategy. The Council produced a number of strategies which were designed to give direction and these were usually underpinned by a plan which set out the delivery mechanism.

Councillor Hilary Cole commented that Members were failing to grasp that this was a high level document which would be supported by plans and governing groups to develop and deliver those plans. She noted that only 156 responses were received during the consultation which equated to responses from 0.1% of the District's population.

Councillor Lynne Doherty stated that she was disappointed at the lack of support shown for the strategy. It was important that all parties worked together in the best interests of their residents. Members would need to come together to build on the good work the Council was already doing. She stated that the Administration were not complacent and certainly did not lack ambition. She asked Members to understand that as per the recommendations the Council would be developing a Delivery Plan to support the Strategy.

The Motion was put to the meeting and duly **RESOLVED**.

16. **Monitoring Officer's Annual Report to the Governance and Ethics Committee - 2018/19 Year End (C3424)**

The Council considered a report (Agenda Item 15) which provided an update on local and national issues relating to ethical standards and brought to the attention of Members any complaints or other problems within West Berkshire.

MOTION: Proposed by Councillor Howard Woollaston and seconded by Councillor Lynne Doherty:

That the Council:

“notes the content of the report

agrees that that the report be circulated to all Parish/Town Councils in the District for information”

The Motion was put to the meeting and duly **RESOLVED**.

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17. Overview and Scrutiny Management Commission

The Council noted that, since the last meeting, the Overview and Scrutiny Management Commission had met on 09 April 2019.

18. Licensing Committee

The Council noted that, since the last meeting, the Licensing Committee had not met.

19. District Planning Committee

The Council noted that, since the last meeting, the District Planning Committee had met on 17 April 2019.

20. Governance and Ethics Committee

The Council noted that, since the last meeting, the Governance and Ethics Committee had met on 15 April 2019.

21. Personnel Committee

The Council noted that, since the last meeting, the Personnel Committee had met on the 15 April 2019.

22. Joint Public Protection Committee

The Council noted that, since the last meeting, the Joint Public Protection Committee had not met.

(The meeting commenced at 7.31 pm and closed at 9.15 pm)

CHAIRMAN

Date of Signature

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DRAFT

Note: These Minutes will remain DRAFT until approved at the next meeting of the Committee

COUNCIL

MINUTES OF THE MEETING HELD ON THURSDAY, 30 MAY 2019

Councillors Present: Adrian Abbs, Peter Argyle, Phil Barnett, Jeff Beck, Dennis Benneyworth, Graham Bridgman, Jeff Brooks, Jeff Cant, Hilary Cole, James Cole, Carolyne Culver, Lee Dillon, Lynne Doherty, Billy Drummond, Clive Hooker, Owen Jeffery, Rick Jones, Tony Linden, Royce Longton, Ross Mackinnon, Alan Macro, Thomas Marino, David Marsh, Steve Masters, Geoff Mayes, Andy Moore, Graham Pask, Erik Pattenden, Claire Rowles, Garth Simpson, Richard Somner, Joanne Stewart, Andrew Williamson, Keith Woodhams and Howard Woollaston

Also Present: Paul Anstey (Head of Public Protection and Culture), John Ashworth (Corporate Director - Environment), Nick Carter (Chief Executive), Sarah Clarke (Head of Legal and Strategic Support), Tess Ethelston (Group Executive (Cons)), Olivia Lewis (Group Executive (Lib Dem)), Bryan Lyttle (Planning & Transport Policy Manager), Andy Sharp (Executive Director (People)), Shiraz Sheikh (Principal Solicitor), Peta Stoddart-Crompton (Public Relations Officer) and Stephen Chard (Principal Policy Officer)

Apologies for inability to attend the meeting: Councillor Steve Ardagh-Walter, Councillor Dominic Boeck, Councillor Jeremy Cottam, Councillor Gareth Hurley, Councillor Nassar Kessell, Councillor Alan Law, Councillor Martha Vickers and Councillor Tony Vickers

PART I

23. Declarations of Interest

There were no declarations of interest received.

24. Council response to Climate Emergency Petition

The Council considered a report (Agenda Item 3) which provided a response to the Climate Emergency petition containing 2,009 signatures which was submitted at the Executive meeting on 17 January 2019 by Councillor Steve Masters.

Prior to the discussion starting on this item the Chairman, Councillor Graham Pask, explained that in accordance with paragraph 1.4 (f) of Appendix C (Procedure Rules for Dealing with Representations) to Part 13 (Codes and Protocols) of the Constitution the procedure for dealing with this item would be that the petition organiser would have five minutes to introduce the petition and the petition would then be discussed by Councillors for a maximum of 15 minutes. This time limit was specified in the Constitution and could not be extended during this meeting.

Councillor Pask continued by explaining that the Council had three options for dealing with petitions for debate:

1. To take the action the petition suggested;
2. Not to take the action for the reason(s) put forward in the debate; and
3. To commission a further investigation into the matter.

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Members could propose one of the options which, if seconded, would be put to a vote. The vote on any proposal which had been seconded would take place at the end of the debate to ensure that Members could consider all comments prior to voting.

Based on proportionality, the Conservative Group would be allocated eight of the 15 minutes, the Liberal Democrat Group six minutes and the Green Party one minute.

Councillor Pask concluded by drawing Members attention to the wording of the petition which was set out on the agenda:

'We, the undersigned, petition the Council to Declare a Climate Emergency and work towards West Berkshire becoming net Zero Carbon by 2030

We call on the Council to declare a 'Climate Emergency' and:

- 1. Pledge to make West Berkshire carbon neutral by 2030, taking into account both production and consumption emissions;*
- 2. Ensure West Berkshire's economic leadership in the region continues by investing in renewable technologies and capitalising on the growth in renewable innovation;*
- 3. Call on Westminster to provide the powers and resources to make the 2030 target possible and work with other governments (both within the UK and internationally) to determine and implement best practice methods to limit Global Warming to less than 1.5;*
- 4. Continue to work with partners across West Berkshire and the wider region to deliver this new goal through all relevant strategies and plans;*
- 5. Provide an outline strategy by 1st June 2019 to ensure the transition to a zero carbon future by 2030 is initiated.'*

Councillor Pask invited Councillor Masters to introduce the petition.

Councillor Masters explained that when he started this petition in November 2018 there was a 12 year period to act decisively on climate change according to the Intergovernmental Panel on Climate Change (IPCC). He commented that it was unfortunate that it had taken five months for a debate and vote to be scheduled, however he thanked the new Council Leader for arranging for this to happen.

Councillor Masters continued by pointing out that the pressure applied by colleagues in the Green Party, the school strikers, and the Extinction Rebellion, had resulted in this debate tonight. He gave thanks to West Berkshire Green Exchange and West Berkshire Climate Action Network for the ideas that they had contributed to find ways to help solve this crisis.

Over the last few months the local media had highlighted that while the climate crisis is of global importance it is also very much a local issue. Councillor Masters explained that his research had revealed that West Berkshire had a woeful record for CO2 emissions compared to the rest of Berkshire, the south east and indeed the whole country. Opportunities to take action had been missed, and poor decisions had been made regarding public policy, transport and housing. This was not the fault of West Berkshire Council alone. For example, the requirement for all new homes to be zero carbon was axed thanks to the short-sightedness of the government.

If humanity was to survive on a global level, communities like West Berkshire needed to follow the example of the 59 other councils that had declared a climate emergency, including Conservative controlled councils, by showing leadership. A reducing in the

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carbon footprint would help to tackle the effects of climate change and improve people's lives with cleaner air, less congestion and improvements in health and wellbeing. This was an opportunity to change people's lives right now, as well as securing the future for our children and grandchildren. It was a 'win win'.

So what challenges needed to be faced? The IPCC had warned that humanity had 12 years to take urgent action to prevent global warming from exceeding 1.5°C above pre-industrial levels. This figure was significant because scientists warned it was a tipping point - a point above which the effects of climate change accelerated, and humanity's ability to control them would be lost.

Humanity was already facing more frequent and intense floods and droughts, which would increase poverty and global migration as people leave areas of the planet where they could no longer survive. West Berkshire Council needed to wake up to the fact that this was not someone else's problem. Migration, food shortages and rising sea levels would affect this country. Councillor Masters believed all present could agree that something needed to be done.

Action by other councils across the country showed that there was a growing will to reduce the level of CO2 emissions at a local level when national targets were not being met. This petition urged West Berkshire Council to take the same decisive action and embrace the ambition to be carbon neutral by 2030.

There was insufficient action locally around sustainable transport, investment in renewable energy, local food production and sequestration of CO2. Taking action on these issues would help to reduce West Berkshire's carbon footprint and tackle health and social inequalities.

There were also economic opportunities for West Berkshire if there was support, and investment in, renewable energy. Imagination could be given to generating income through hydro, solar and wind power, Greenham Business Park could have a sustainable energy research and development centre of excellence, Newbury College could be training the next generation of engineering apprentices for these companies, thereby encouraging young people to stay in the area as the population aged and care needs increased. The Council's needs and aspirations were linked and could be solved through bold choices and imaginative plans. So in closing, Councillor Masters urged the Council to listen to the people of West Berkshire.

Councillor Masters proposed that the assembled Members vote on this tonight, that West Berkshire should declare a climate emergency and pledge to become carbon neutral by 2030. The Council should establish a working party of Councillors and Officers in June 2019 to begin work on a comprehensive and joined-up strategy to achieve this objective, in partnership with businesses and the community with a cross party motion to confirm this commitment at the next full Council meeting.

Councillor James Cole gave thanks for the petition. He agreed that West Berkshire Council should declare a climate emergency as there were many good reasons to do so as made clear by the Paris Agreement. This included rising global temperatures.

However, the petition as submitted could not be accepted in practical terms. For example, it would not be possible to provide an outline strategy by 1 June 2019. Regardless of this point, Councillor James Cole reiterated that the Council should set an example by declaring a climate emergency and would not hide behind a technicality. The action of a single local authority could make a difference on what was a cross-party issue.

Councillor James Cole continued by explaining that work had already started and this would be outlined by other Members. The Council would work towards the 2030

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deadline, but there was a need to prioritise the actions taken. These actions to help address future needs would need to be balanced with the needs of today, particularly for West Berkshire's children and older people.

MOTION: Proposed by Councillor James Cole and seconded by Councillor Adrian Abbs:

That the Council:

“Commission a further investigation into the matter that would be undertaken by a cross-party group of Members. This group would be charged with forming a Motion for consideration at the next Council meeting on 2 July 2019”.

Councillor Carolyn Culver wished to put forward a counter-proposal. She felt that the Council should declare a climate emergency at this meeting and pledge to become carbon neutral by 2030. The technicality of the June 2019 date should be ignored. There should be no further delay when considering that the petition was submitted in January 2019. This would enable the working group to move forward without delay.

Sarah Clarke, Head of Legal and Strategic Support, explained that the proposal of Councillor James Cole, seconded by Councillor Abbs, needed to be disposed of first.

Councillor Lee Dillon stated that he supported the aims of this petition 100%. He added his thanks to residents for their involvement in bringing forward this highly important issue.

He commented that it was a shame that there was only 15 minutes in which to debate the item when considering the level of public interest. However, he acknowledged that this was restricted by the Constitution.

As stated, Councillor Dillon supported the proposal, but there was not sufficient time at this meeting to do it justice and resolve a Motion. He agreed with forming a working group, which involved the necessary parties, to discuss ways forward in greater detail and to propose a Motion. Any Members with a specialist knowledge should be involved in what would need to be an ongoing debate.

Once a Motion had been agreed by Council, an action plan would need to be formed and this should involve local communities. A joint cross-party approach would send a clearer message to the Government of the importance given to this issue in West Berkshire.

Councillor Dillon concluded by making the point that between the time his parents were born in the 1950s and by the time his children reached retirement age, temperatures would see a 4°C increase if nothing changed in that time.

Councillor Dillon stated that he would vote in favour of becoming carbon neutral and this would be supported by the Liberal Democrat Group.

Councillor Adrian Abbs commented that he was particularly pleased to have been elected at this time as there was this chance at taking action on climate change.

While the wording of the petition did not allow the Council to declare an emergency tonight, the principles were supported. The Liberal Democrats were eager for real action to be taken and Members would work cross party to try and ensure that happened. As action was the really important thing, Councillor Abbs listed seven examples of activity that could be undertaken without delay:

- 1) Provide schemes to ensure 100% of residents and businesses used the most efficient lighting sources.
- 2) Continue to push the insulation approach, which West Berkshire was doing anyway.
- 3) Deployment of money saving power generation solutions based on alternative energy that could offset the power still consumed at Council properties.

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- 4) Encourage residents and businesses to use Green Tariff Energy packages negotiated by West Berkshire that saved them money and provided energy with Carbon offset included.
- 5) Ensure all new homes included alternative energy generation sources.
- 6) Install electric vehicle charging points powered by alternative energy.
- 7) Ensure any road plans maximised flow of traffic to reduce emissions.

This could all form part of a strategic way forward for West Berkshire and Government funding should be sought for its delivery. Liberal Democrat Members looked forward to action being taken during the coming years.

Councillor Richard Somner raised the importance, alongside acknowledging the concerns raised and accepting the need and desire for action, of taking the time to recognise the positive actions here in West Berkshire – whether they had been achieved already or were in progress, and whether they were in Isolation within this organisation or in partnership.

West Berkshire Council recycled or composted over 51% (51.8%) of residents' household waste. 84% of household waste was diverted away from landfill. The Council continued to take advice and guidance in this area for the future.

Changes in transport behaviours were being made through car clubs, electric vehicle charging points, improved cycling facilities at four of West Berkshire's railway stations and a reduction was being sought in queuing traffic on West Berkshire's roads to reduce issues from idling vehicles.

Funding bids had seen improvements in West Berkshire's highways network, park and rail facilities in Theale Station, Theale and Newbury stations with more to come, and improvements to the National Cycle Network Route 422 between Newbury and Ascot.

Strategies pushing for improved air quality were an integral requirement in many of the Council's policies and strategies. West Berkshire Council's Freight Strategy aimed to route Heavy Goods Vehicles away from Newbury unless they were loading or unloading. The Council was noted as being ahead of the game for its Sustainable Drainage Strategy.

The Council already had solar panels on the roof of the Market Street Council Offices with plans to extend this to other Council buildings. The Council would be participating in the Clean Air Day on 20 June 2019 and Councillors would see more information on how they could contribute in the coming weeks.

Partnership working was a vital factor in all of these matters, in particular the work undertaken across the Public Protection Partnership. Lobbying was also key, electrification to Newbury Station had only been achieved through lobbying.

Our local MP Richard Benyon had raised a petition for the UK to host the UN Climate Change Conference in November 2020. Councillor Somner urged all Members to support that petition, and to extend that to their friends, family and colleagues. There was no age limit, so children could take part and this was not a party political campaign.

Members; the Council's work, and aim to review, monitor and improve capabilities had been ongoing and continued to take place – those mentioned were just a snapshot.

Councillor Culver reiterated the point made by Councillor Masters that there was a 12 year period, set by Government, to act decisively on climate change. A climate emergency should be declared and not delayed by restrictions in the Constitution, particularly when considering that the petition was submitted in January 2019. Agreement had been given in principal by both Conservative and Liberal Democrat Groups, and Councillor Culver remained of the view that a climate emergency should be declared at

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this meeting. She also highlighted the point that three Green Party Members had been elected in the District Council Elections and she felt this gave evidence of the strong public support to take action on improving the environment.

Councillor Lynne Doherty commented how refreshing it was to see such a broad sense of agreement on this proposed direction of travel and in following the recommendations within the Climate Emergency Petition. She thanked Councillor Masters for bringing it forward.

Councillor Doherty explained that she was willing to declare a Climate Emergency, work toward a 2030 target for zero carbon emissions and use the Council's influence to lobby Central Government. There was acknowledgement that much had been done already in the local area and the Council had been proactive in its actions, as highlighted by Councillor Somner. Positive actions would continue to be taken.

However, the wording of the petition, as it currently stood, meant it could not be accepted as the Council could not commit to having a Strategy by 1 June 2019. She understood the frustrations raised that a climate emergency could not be declared at this meeting, but it was also the case that the Council was unable to 'pledge' on an area that was not all within the Council's control and it was uncertain who was included within the term 'economic leadership'.

Councillor Doherty did however propose to take the other option open to the Council to commission a further investigation into matter and was happy to work cross party to provide a suitable Motion based on the key points of this petition and the Motion submitted by Councillor Jeanette Clifford and agreed by this Council in March 2019. Such a Motion should be brought before Council at the next meeting in July 2019.

Councillor Doherty accepted and welcomed the leadership role that all Members had to play in protecting the environment for future generations, and while it might be necessary to wait to formally ratify such a motion until July, she did not believe that the Council could not also take some action in the meantime and added her view that the wait until July would not delay any actions.

In the short term, Councillor Doherty had, as requested, already created a Portfolio Holder responsibility for the Environment. She had also met with the young climate strike protesters and while she did not support their strike action, she was willing to assist them in forming a Youth Climate Panel that would be able to actively participate in decision making here in West Berkshire. Councillor Doherty would also support their efforts to raise awareness through an active media campaign highlighting to West Berkshire's residents the actions they too could take to work towards a target of zero emissions. The Council would look at how best to coordinate activities and encourage participation of all schools in West Berkshire.

In the longer term, there would be a requirement for all papers considered within this Council to include impact considerations on the environment and support would be given to holding an event, involving all interested parties, that would make recommendations to a newly formed Environment Board in the autumn of this year.

The Council had a good track record in protecting and enhancing the environment, and needed to work together as enablers to ensure that everyone could work towards the same environmental goals while maintaining a thriving local economy and protecting the interests of all of our residents.

Councillor Graham Pask returned to the proposal for the Council to commission a further investigation into the matter that would be undertaken by a cross-party group of Members. This group would be required to report back, at least with its initial findings, to the next Council meeting on 2 July 2019.

COUNCIL - 30 MAY 2019 - MINUTES

Councillor David Marsh was of the view that a vote should be taken on declaring a climate emergency at this meeting. He felt this could be added to the proposal made by Councillor James Cole which he supported. However, the need for immediate action should also be expressed.

Sarah Clarke restated the point made earlier that the Council only had three options to choose from. The Council had to consider the full petition wording before them and agree a proposal based on that. The seconded proposal of Councillor James Cole needed to be disposed of first. If that was not carried then an alternative proposal would be sought. However, a vote covering only an aspect of the petition was not permissible.

Councillor Marsh stated the view that the Constitution should be amended to enable petitions to be debated for longer than 15 minutes. He felt that the Governance and Ethics Committee should be asked to extend this timeframe and update the relevant sections of the Constitution. Sarah Clarke explained that such a proposal could be put to the Governance and Ethics Committee for consideration.

Councillor Pask made the point that this subject would return to the next Council meeting when a good deal more time could be given to the debate. There was not time to fully debate the petition at this meeting.

The Motion, proposed by Councillor James Cole and seconded by Councillor Adrian Abbs, was put to the meeting and duly **RESOLVED**.

(The meeting commenced at 7.00pm and closed at 7.40pm)

CHAIRMAN

Date of Signature

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Revised Statement of Community Involvement (2019) - Summary Report

Committee considering report:	Council
Date of Committee:	04 June 2019
Portfolio Member:	Councillor Hilary Cole
Date Portfolio Member agreed report:	28 May 2019
Report Author:	Rachael Lancaster
Forward Plan Ref:	C3750

1. Purpose of the Report

- 1.1 To ask Members to approve the draft updated Statement of Community Involvement (SCI) for public consultation.

2. Recommendation

- 2.1 Members are asked to approve the draft updated SCI for public consultation.

3. Implications

- 3.1 **Financial:** N/A
- 3.2 **Policy:** The SCI was introduced by legislation through the Planning and Compulsory Purchase Act 2004. A five year review period was introduced by the Town and Country Planning (Local Planning) (England) (Amendment) Regulations 2017.
- 3.3 **Personnel:** N/A
- 3.4 **Legal:** N/A
- 3.5 **Risk Management:** N/A
- 3.6 **Property:** N/A
- 3.7 **Other:** N/A

4. Other options considered

- 4.1 No other options were considered as the current SCI is required to be reviewed under the five year review period introduced by the Town and Country Planning (Local Planning (England) (Amendment) Regulations 2017.

Executive Summary

5. Introduction / Background

- 5.1 The Statement of Community Involvement (SCI) sets out the policy for involving the community in the plan making and the consideration of planning applications within the district.
- 5.2 The current SCI was published in September 2014, and therefore, under the five year review requirement of the Town and Country Planning Regulations 2017 now needs to be reviewed.
- 5.3 Only minor changes have been made to the SCI as a result of the review, mainly to take into account changes in legislation and national planning policies and some other factual updates. It is worth highlighting that our approach to the Community Infrastructure Levy (CIL) has not changed; it is now set out in our Planning Obligations Supplementary Planning Document. In addition, as we now offer a pre-application advice service for all planning applications it is no longer necessary to have a separate section on significant applications.
- 5.4 Changes to the current published SCI are indicated using tracked changes
- (1) Underline for additions
 - (2) ~~Strikethrough~~ for deletions

6. Proposal

- 6.1 Members are asked to approve the draft updated SCI for public consultation.

7. Conclusion

- 7.1 The SCI sets out how the Council will involve the community in plan making and the consideration of planning applications. The SCI has been reviewed and updates made where they are required to take into account current legislation and national planning policy requirements.

8. Appendices

- 8.1 Appendix A – Data Protection Impact Assessment
- 8.2 Appendix B – Equalities Impact Assessment
- 8.3 Appendix C – Supporting Information
- 8.4 Appendix D – Statement of Community Involvement – revised draft June 2019

Appendix A

Data Protection Impact Assessment – Stage One

The General Data Protection Regulations require a Data Protection Impact Assessment (DPIA) for certain projects that have a significant impact on the rights of data subjects.

Should you require additional guidance in completing this assessment, please refer to the Information Management Officer via dp@westberks.gov.uk

Directorate:	Environment
Service:	Development and Planning
Team:	Minerals and Waste
Lead Officer:	Rachael Lancaster
Title of Project/System:	Review of the Statement of Community Involvement
Date of Assessment:	15 May 2019

Do you need to do a Data Protection Impact Assessment (DPIA)?

	Yes	No
<p>Will you be processing SENSITIVE or “special category” personal data?</p> <p>Note – sensitive personal data is described as “<i>data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person’s sex life or sexual orientation</i>”</p>		<input type="checkbox"/>
<p>Will you be processing data on a large scale?</p> <p>Note – Large scale might apply to the number of individuals affected OR the volume of data you are processing OR both</p>		<input type="checkbox"/>
<p>Will your project or system have a “social media” dimension?</p> <p>Note – will it have an interactive element which allows users to communicate directly with one another?</p>		<input type="checkbox"/>
<p>Will any decisions be automated?</p> <p>Note – does your system or process involve circumstances where an individual’s input is “scored” or assessed without intervention/review/checking by a human being? Will there be any “profiling” of data subjects?</p>		<input type="checkbox"/>
<p>Will your project/system involve CCTV or monitoring of an area accessible to the public?</p>		<input type="checkbox"/>
<p>Will you be using the data you collect to match or cross-reference against another existing set of data?</p>		<input type="checkbox"/>
<p>Will you be using any novel, or technologically advanced systems or processes?</p> <p>Note – this could include biometrics, “internet of things” connectivity or anything that is currently not widely utilised</p>		<input type="checkbox"/>

If you answer “Yes” to any of the above, you will probably need to complete [Data Protection Impact Assessment - Stage Two](#). If you are unsure, please consult with the Information Management Officer before proceeding.

Appendix B

Equality Impact Assessment - Stage One

We need to ensure that our strategies, policies, functions and services, current and proposed have given due regard to equality and diversity as set out in the Public Sector Equality Duty (Section 149 of the Equality Act), which states:

- “(1) A public authority must, in the exercise of its functions, have due regard to the need to:**
- (a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;**
 - (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; This includes the need to:**
 - (i) remove or minimise disadvantages suffered by persons who share a relevant protected characteristic that are connected to that characteristic;**
 - (ii) take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of persons who do not share it;**
 - (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it, with due regard, in particular, to the need to be aware that compliance with the duties in this section may involve treating some persons more favourably than others.**
- (2) The steps involved in meeting the needs of disabled persons that are different from the needs of persons who are not disabled include, in particular, steps to take account of disabled persons' disabilities.**
- (3) Compliance with the duties in this section may involve treating some persons more favourably than others.”**

The following list of questions may help to establish whether the decision is relevant to equality:

- Does the decision affect service users, employees or the wider community?
- (The relevance of a decision to equality depends not just on the number of those affected but on the significance of the impact on them)
- Is it likely to affect people with particular protected characteristics differently?
- Is it a major policy, or a major change to an existing policy, significantly affecting how functions are delivered?
- Will the decision have a significant impact on how other organisations operate in terms of equality?
- Does the decision relate to functions that engagement has identified as being important to people with particular protected characteristics?
- Does the decision relate to an area with known inequalities?
- Does the decision relate to any equality objectives that have been set by the council?

Please complete the following questions to determine whether a full Stage Two, Equality Impact Assessment is required.

What is the proposed decision that you are asking the Executive to make:	Approval of the draft updated Statement of Community Involvement (SCI) for public consultation
Summary of relevant legislation:	Planning and Compulsory Purchase Act 2004 brought in the requirement for Local Planning Authorities to produce an SCI. The Town and Country Planning (Local Planning (England) (Amendment) Regulations 2017 formerly requires the SCI to be updated at least every five years.
Does the proposed decision conflict with any of the Council's key strategy priorities?	No
Name of assessor:	Rachael Lancaster / Paula Amorelli
Date of assessment:	19 June 2019

Is this a:		Is this:	
Policy	Yes	New or proposed	No
Strategy	No	Already exists and is being reviewed	Yes
Function	No	Is changing	Yes
Service	No		

1 What are the main aims, objectives and intended outcomes of the proposed decision and who is likely to benefit from it?	
Aims:	To set out how the Local Planning Authority will involve the community in plan making and in the consideration of planning applications in West Berkshire.
Objectives:	As above
Outcomes:	The community are engaged in the planning process.
Benefits:	The community are engaged in the planning process from the beginning, starting with the plan making stage.

2 Note which groups may be affected by the proposed decision. Consider how they may be affected, whether it is positively or negatively and what sources of information have been used to determine this.

(Please demonstrate consideration of all strands – Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex and Sexual Orientation.)

Group Affected	What might be the effect?	Information to support this
Age	<p>There is no evidence to indicate that there will be a greater impact on this group than on any other.</p> <p>The SCI contains a number of actions designed to increase the involvement of people of all ages in the planning process.</p>	<p>The SCI has been informed by the key principles contained in the Council's Consultation Policy.</p>
Disability	<p>There is no evidence to indicate that there will be a greater impact on this group than on any other.</p> <p>Information regarding the plan making process is available in a number of formats and help and support is available to all to ensure members of the public are able to fully engage in the planning process if they wish to.</p>	<p>The SCI has been informed by the key principles contained in the Council's Consultation Policy.</p>
Gender Reassignment	<p>There is no evidence to indicate that there will be a greater impact on this group than on any other.</p>	<p>The SCI has been informed by the key principles contained in the Council's Consultation Policy.</p>
Marriage and Civil Partnership	<p>There is no evidence to indicate that there will be a greater impact on this group than on any other.</p>	<p>The SCI has been informed by the key principles contained in the Council's Consultation Policy.</p>
Pregnancy and Maternity	<p>There is no evidence to indicate that there will be a greater impact on this group than on any other.</p>	<p>The SCI has been informed by the key principles contained in the Council's Consultation Policy.</p>
Race	<p>There is no evidence to indicate that there will be a greater impact on this group than on any other.</p>	<p>The SCI has been informed by the key principles contained in the Council's Consultation Policy.</p>
Religion or Belief	<p>There is no evidence to indicate that there will be a greater impact on this group than on any other.</p>	<p>The SCI has been informed by the key principles contained in the Council's Consultation Policy.</p>
Sex	<p>There is no evidence to indicate that there will be a greater impact on this group</p>	<p>The SCI has been informed by the key principles contained in the Council's Consultation</p>

	than on any other.	Policy.
Sexual Orientation	There is no evidence to indicate that there will be a greater impact on this group than on any other.	The SCI has been informed by the key principles contained in the Council's Consultation Policy.
Further Comments relating to the item:		
It is not considered that the impacts of the SCI on persons with the nine protected characteristics will differ in any way from any other interested party, therefore, there will be no adverse impacts on equalities or discrimination with regard to the protected characteristics.		

3 Result	
Are there any aspects of the proposed decision, including how it is delivered or accessed, that could contribute to inequality?	No
Please provide an explanation for your answer: The SCI has been informed by the key principles contained in the Council's Consultation Policy. It is not considered that the impacts of the SCI on persons with the nine protected characteristics will differ in any way from any other interested party.	
Will the proposed decision have an adverse impact upon the lives of people, including employees and service users?	No
Please provide an explanation for your answer: The SCI has been informed by the key principles contained in the Council's Consultation Policy. It is not considered that adoption of the SCI will have an adverse impact upon the lives of people, including employees and service users.	

If your answers to question 2 have identified potential adverse impacts and you have answered 'yes' to either of the sections at question 3, or you are unsure about the impact, then you should carry out a Stage Two Equality Impact Assessment.

If a Stage Two Equality Impact Assessment is required, before proceeding you should discuss the scope of the Assessment with service managers in your area. You will also need to refer to the [Equality Impact Assessment guidance and Stage Two template](#).

4 Identify next steps as appropriate:	
Stage Two required	No
Owner of Stage Two assessment:	
Timescale for Stage Two assessment:	

Name: Rachael Lancaster

Date: 19/6/19

Please now forward this completed form to Rachel Craggs, Principal Policy Officer (Equality and Diversity) (rachel.craggs@westberks.gov.uk), for publication on the WBC website.

Revised Statement of Community Involvement (2019) – Supporting Information

1. Introduction/Background

- 1.1 The principle of 'continuous community involvement' underpins the planning system. This means that people and communities who will be affected by the Council's planning policies should be directly involved in the plan making process and consideration of planning applications. The Government considers that this approach is essential in order to achieve local ownership and legitimacy of the policies that will shape the future distribution of land uses and development within the District. The aim is to produce a consensus at an early stage and therefore, minimise the need for a lengthy and controversial examination process.
- 1.2 Under the Planning and Compulsory Purchase Act 2004 the Council is required to produce a Statement of Community Involvement (SCI) which sets out how it intends to achieve the principle of continuous community involvement. The Council is expected to tailor its SCI to the specific needs and characteristics of the District and involve representative of all those interested in the planning of the area.

2. Supporting Information

- 2.1 The Council adopted its first SCI in July 2006, this was reviewed and updated in 2014 following changes to the planning process. The Town and Country Planning (Local Planning) Regulations 2017 and the 2019 National Planning Policy Framework require that the SCI is reviewed at least every five years and as a result the SCI has been reviewed and updated to reflect the most up to date processes and procedures that we will use.

3. Draft Reviewed Statement of Community Involvement

- 3.1 The draft revised SCI is attached at appendix D. It clearly sets out our policy for involving the community (including local people – those who live in, work or visit West Berkshire, parish and town councils and other organisations which represent key community interests, such as the North Wessex Downs AONB) in:
- (1) The plan making process such as Development Plan Documents, Supplementary Planning Documents, the Community Infrastructure Levy and Neighbourhood Plans
 - (2) In the consideration of planning applications within the District.
- 3.2 It has been informed by the key principles in the Council's Consultation Policy and Equality Policy.
- 3.3 Changes proposed to the current published SCI are indicated using tracked changes
- (1) Underlining for additions

(2) ~~Strikethrough~~ for deletions

3.4 Only minor changes have been made to the SCI as a result of the review, mainly to take into account changes in legislation and national planning policies and some other factual updates. It is worth highlighting that our approach to the Community Infrastructure Levy (CIL) has not changed; it is now set out in our Planning Obligations Supplementary Planning Document. In addition, as we now offer a pre-application advice service for all planning applications it is no longer necessary to have a separate section on significant applications.

4. Proposals

4.1 It is proposed that the SCI is approved for public consultation. If approved the consultation will take place over a 6 week period from Friday 12th July to Friday 23rd August 2019.

4.2 Following the consultation the comments received will be considered and any changes required will be made to the SCI. Approval would then be sort from Council to adopt the SCI in December 2019.

5. Conclusion

5.1 The SCI sets out how the Council will engage with the community throughout the planning process. The SCI has been reviewed and updated as required by the current planning legislation. Members are asked to approve the draft SCI for public consultation.

6. Consultation and Engagement

6.1 Bryan Lyttle, Garry Rayner, Paula Amorelli, Laila Bassett and Sarah Ball have been consulted on the revised SCI. Local stakeholders will be consulted as part of the public consultation in summer 2019.

Background Papers:

None

Subject to Call-In:

Yes: No:

The item is due to be referred to Council for final approval

Wards affected:

All

Strategic Aims and Priorities Supported:

The proposals will help achieve the following Council Strategy aims:

- SLE – A stronger local economy**
- HQL – Maintain a high quality of life within our communities**
- MEC – Become an even more effective Council**

The proposals contained in this report will help to achieve the following Council Strategy priorities:

- HQL1 – Support communities to do more to help themselves**

MEC1 – Become an even more effective Council

Officer details:

Name: Rachael Lancaster
Job Title: Senior Minerals and Waste Officer
Tel No: 01635 519971
E-mail Address: Rachael.lancaster@westberks.gov.uk

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**Statement of Community Involvement
Revised draft June 2019**

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1 Introduction

- 1.1 West Berkshire Council already has strong and valued links with many of its local communities. Greater involvement by the community in shaping the way the planning system operates locally (~~Changes to the planning system set out in the Localism Act 2011 and the National Planning Policy Framework (NPPF) March 2012 give communities the opportunity to get more involved in the preparation of planning documents for their areas~~) is essential if the decisions we take are to more closely reflect local needs and wishes.
- 1.2 Our Statement of Community Involvement (SCI) for West Berkshire clearly sets out our policy for involving the community in:
- the plan making process such as Development Plan Documents, Supplementary Planning Documents, Neighbourhood Development Plans and the Community Infrastructure Levy; and
 - in the consideration of planning applications within the District.
- 1.3 The requirement to prepare an SCI was introduced in the Planning and Compulsory Purchase Act 2004 and we adopted our first SCI in July 2006. The Town and Country Planning (Local Planning) (England) (Amendment) Regulations 2017, brought into force on 6 April 2018, formally require the SCI to be reviewed at least every five years. We adopted our last SCI in September 2014 and as As the planning process has gone through some changes since then the SCI ~~has been~~ is being reviewed and updated to reflect the most up to date processes and procedures that we will use.
- 1.4 ~~We published our The~~ This draft revised SCI is subject to ~~for~~ formal consultation for ~~6~~ six weeks from Friday 12th July to Friday 23rd August 2019. ~~Friday 23rd May 2014 to Friday 4th July 2014. The representations we received were considered as part of the preparation of this final revised SCI which was adopted by the Council on 18th September 2014.~~

Our approach to community involvement

- 1.5 Our SCI has been informed by the key principles contained in the Council's Consultation Policy which are to ensure that:
- We make it clear the purpose of an exercise and how it feeds into the decision-making process
 - Sufficient information is provided and accessible to participants to inform their response
 - Everyone has the opportunity to contribute and have their views heard
 - Appropriate methods are used
 - Sufficient time is provided to respond, and for consideration of key findings
 - The results are used to inform the decision-making process
 - Key findings are fed back to participants

- 1.6 It is important that our SCI is built on the fundamental principles of inclusiveness and equality for all. People suffer from exclusion and can be hard to reach for a variety of reasons. In addition, we recognise that although some types of people or groups may be small in actual numbers, they could be disproportionately affected by planning policies and decisions. The council's Equality Objectives and Guidance on Equality Impact Assessments explain our approach to community inclusion.

Future reviews of this document

- 1.7 This SCI will be kept under regular review (through our Annual Monitoring Reports and Minerals and Waste Annual Monitoring Reports) and will be changed when necessary to correct factual changes not material to its content. If the review of this document leads to significant changes then this is likely to trigger a formal review of the document as appropriate.
- ~~1.7 Update in Jan 2015: Following a review of the SCI in the AMR (December 2014) a minor factual change was made to para 2.16. This paragraph makes clear that as a minimum we will meet our statutory requirements with regard to consultation for all new DPDs and SPDs. We originally set out that we would advertise in a suitable local newspaper at the start of formal consultation periods. However as this is no longer a statutory requirement, in the interests of clarity, this action has been removed. We already make clear in para 2.15 of the SCI that we may publish notices in a suitable local newspaper whenever this is appropriate and helpful to the planning process.~~

2 Community Involvement in the Plan Making Process

Influencing the plan making process in West Berkshire

- 2.1 As a local planning authority West Berkshire Council has a duty to put in place planning policies which can be used to guide development proposals and determine planning applications. These local planning policies are set out in the West Berkshire Local Plan which is the overall Development Plan for the District. Applications for planning permission must be determined in accordance with the Development Plan unless material considerations indicate otherwise.
- 2.2 As part of the continued preparation of the West Berkshire Local Plan and its supporting documents we acknowledge the importance of involving the public and stakeholders at the earliest possible stage and recognise that their involvement should be a continuous process rather than one discrete exercise.

What types of documents can you influence?

- 2.3 As part of the plan making process we will be preparing and consulting on the following types of documents that will be subject to the principles contained in this SCI -

Development Plan Documents (DPDs)

- 2.4 These are the core of our Local Plan and contain the key policies that guide future development in the District. The statutory requirements for their preparation are set out in the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended).
- 2.5 We adopted our first DPD, the West Berkshire Core Strategy (2006 – 2026) in July 2012 and ~~our timetable for the preparation of further DPDs is set out in our Local Development Scheme (LDS).~~ then the Housing Site Allocations DPD in May 2017.
- 2.6 We are currently reviewing our Local Plan to cover the period up to 2036 and the timetable for the preparation of further DPDs is set out in our Local Development Scheme (LDS).

Supplementary Planning Documents (SPDs)

- 2.7 SPDs provide further information and additional detail to support policies contained in DPDs. As with DPDs the statutory requirements for their preparation are set out in the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended).
- 2.8 We have adopted the following SPDs to date:
- Delivering Investment from Sustainable Development

- Market Street, Newbury Planning and Design Brief
- Pirbright Institute site, Compton
- Sandleford Park
- Quality Design West Berkshire
- Community Infrastructure Levy (CIL) Planning Obligations
- Sustainable Drainage Systems

~~2.8 CIL is a new locally set levy which can be charged on most new development to help fund the infrastructure required as a result of that development. The charging rates set are dependent on a viability study together with evidence of infrastructure requirements. The money can be used to pay for a wide range of infrastructure that is needed as a result of a development taking place. The statutory process for preparing a CIL Charging Schedule is set out in the Community Infrastructure Regulations 2010 (as amended). We adopted our CIL Charging Schedule on 4th March 2014 with implementation to start from 1st April 2015.~~

Neighbourhood Plans or Neighbourhood Development Orders

2.9 Introduced under the Localism Act (2011), these are community led documents prepared by a town or parish council which, when adopted by us, also form part of the Development Plan¹. The Neighbourhood Planning (General) Regulations (as amended) and the Neighbourhood Planning Act (2017) 2012 set out the statutory requirements for their preparation. Although as a Council we do not prepare Neighbourhood Plans, we do have a duty to provide advice and technical assistance to parish and town councils during the process and so our involvement at the relevant stages will follow the principles set out in this SCI. We have a duty at the start of their production to advertise an application to designate a neighbourhood area, but then consultation during the preparation stage of these plans is undertaken by the town or parish council. Although there is no statutory requirement for parish and town councils to comply with this SCI it may provide useful guidance for them when undertaking consultation and engagement on their draft plans. Once a draft plan has been submitted to us we have a duty to publish it for comments before an independent examination, referendum and subsequent adoption.

Sustainability Appraisal (SA) and Strategic Environmental Assessment (SEA)

2.10 As part of the plan preparation process, we will assess the social, environmental and economic impacts of each DPD and relevant SPD. The key purpose of Sustainability Appraisal is to identify and enhance the positive effects whilst minimising any potentially adverse impacts of our planning policies. This process will also involve the assessment of any health and equality impacts. Where necessary, we will also carry out a Habitat Regulations Assessment of our emerging planning documents. Consultation is undertaken alongside the related plan, with the exception of the Scoping

¹ Although not covered by this SCI, the Council recognises that there are other non statutory documents produced by parish/town councils and other community bodies such as; parish plans and town, village and parish design statements. The Council fully supports these in accordance with West Berkshire Core Strategy policy CS19, which is supported by paragraph 5.140 of the same document.

Report stage which is ~~focussed~~ focused on three consultation bodies – Environment Agency, Natural England and ~~English Heritage~~ Historic England.

Who will we involve when we prepare documents?

- 2.11 We want everyone to have the chance to get involved in the decisions we take and are committed to doing everything we reasonably can to make our community involvement inclusive.
- 2.12 We have set up a Register of Consultees through our (the Local Plan Consultation Portal). This is, a database of individuals, groups and organisations who we regularly contact on plan making matters that are of interest to them. This database is reviewed and updated on a continuous basis. Anyone making comments on DPDs or SPDs will be included on our database and will automatically be kept informed of plan making matters as appropriate.
- 2.13 Government regulations also require us to ensure that particular organisations are involved at key stages in the plan making process. These include the Environment Agency, Natural England, ~~English Heritage~~ Historic England and the ~~Highways Agency~~ England. Full lists of consultees are contained in Appendices A and B.
- 2.14 If you would like to be added to our Register of Consultees at any time please contact the Planning Policy Team or Minerals and Waste Planning Policy Team by either:
- e-mail: planningpolicy@westberks.gov.uk
 - registering as a consultee: <http://consult.westberks.gov.uk/portal>
 - phoning us: 01635 549444 551111
 - or writing to us at: Planning Policy Team, ~~Planning & Countryside Development & Planning~~, West Berkshire Council. Council Offices, Market Street, Newbury. RG14 5LD

How will we involve you?

- 2.15 The exact nature of our consultation will depend on the nature of the document being produced and the ways in which we involve the community will depend on the stage we are at in the preparation of that document. For example, you may be invited to submit written representations online, by e-mail or letter, or provide comments by feedback forms or questionnaires. We may also publish notices in a suitable local newspaper, organise public consultation events, hold smaller group workshops or have individual meetings with specific stakeholders whenever this is appropriate and helpful to the planning process.

- 2.16 As a minimum, we will meet our statutory requirements with regard to consultation for all new DPDs and SPDs.

We will:

- Make all relevant documentation available during formal consultation periods at the Council's offices in Market Street, Newbury
- Place all relevant documentation on the Council's website www.westberks.gov.uk
- Send ~~copies (either electronic or paper)~~ of all relevant consultation documentation (either electronic or paper) to statutory/specific consultees
- Make formal consultation documentations available (either electronic or paper) through all public libraries across the District
- Notify all those registered on our electronic database as and when appropriate

Duty to Cooperate

- 2.17 The Council has a ~~d~~Duty to ~~c~~Cooperate when preparing DPDs. This ~~Duty~~ duty was introduced in the Localism Act of 2011 and requires us to work with neighbouring authorities and other prescribed bodies (Set out in Part 2 (4(1)) of the Town and Country Planning (Local Planning) (England) Regulations 2012) in preparing DPDs in order to address strategic issues relevant to our area. It requires that we engage constructively, actively and on an ongoing basis to develop strategic policies; and requires us to consider joint approaches to plan making. At the heart of the ~~Duty~~ duty is effective partnership working to achieve outcomes.
- 2.18 The other local planning authorities and public bodies that we will need to cooperate with will depend on the strategic matters we are planning for and the most appropriate functional area to gather evidence and develop planning policies. It is likely that we will need to work in different groupings for different strategic matters.
- 2.19 As part of the evidence required to demonstrate compliance with our duty to cooperate, the National Planning Policy Framework (NPPF) sets out that local planning authorities should produce, maintain and keep up to date Statements of Common Ground (SCG) to highlight agreement on cross boundary strategic issues with neighbouring authorities and other relevant organisations.
- 2.20 It will be important that cooperation is ongoing throughout the preparation of a particular DPD and that it is not confined to any one point in the process. To ensure that a plan is robust and effective, the Council and other public bodies will need to work together from the outset at the plan scoping and evidence gathering stages. That will help to identify and assess the implications of any strategic cross boundary issues on which we will need to work together. After that we will need to continue working together to develop effective planning policies and delivery strategies. Our co-operation will be proportionate to the issues that need to be addressed and the scale and type of co-operation

required will flow from the issues identified. Cooperation will continue until a plan is submitted for examination and beyond into delivery, monitoring and review.

Arrangements for joint working

- 2.21 There may be some instances where we prepare DPDs or SPDs jointly or in partnership with other local planning authorities, or other partners, e.g. parish and town councils. In these circumstances we will set out our approach to community involvement in an independent document.
- 2.22 It should be noted that if we use external consultants to help us to produce DPDs or SPDs that principles set out in this SCI will also apply.

How we will respond to you

- 2.23 We will maintain the following consistent approach to service standards:
- If you write to us (by letter, fax, e-mail or sending in a response form) we will acknowledge receipt within ten working days;
 - If you attend a public meeting / exhibition organised by the West Berkshire ~~Planning and Countryside Service~~ Development and Planning Service we will ensure that officers are available to answer your questions (or let you know where further information is available). Where we use questionnaires or feedback forms at these public events we will publish the results on our website;
 - If you request a planning document we will let you know where that document is available (e.g. from the council website) and whether there is any charge for a paper copy;
 - If you attend a planning workshop we will send you a summary of the feedback from the workshop after the event; and
 - We will prepare reports after each stage of formal consultation on plan making documents. We will make these available at the Council Offices at Market Street, Newbury and ~~through libraries throughout the District~~, as well as on our website at www.westberks.gov.uk/planningpolicy or www.westberks.gov.uk/mineralsandwaste.

When will we involve you in the plan making process?

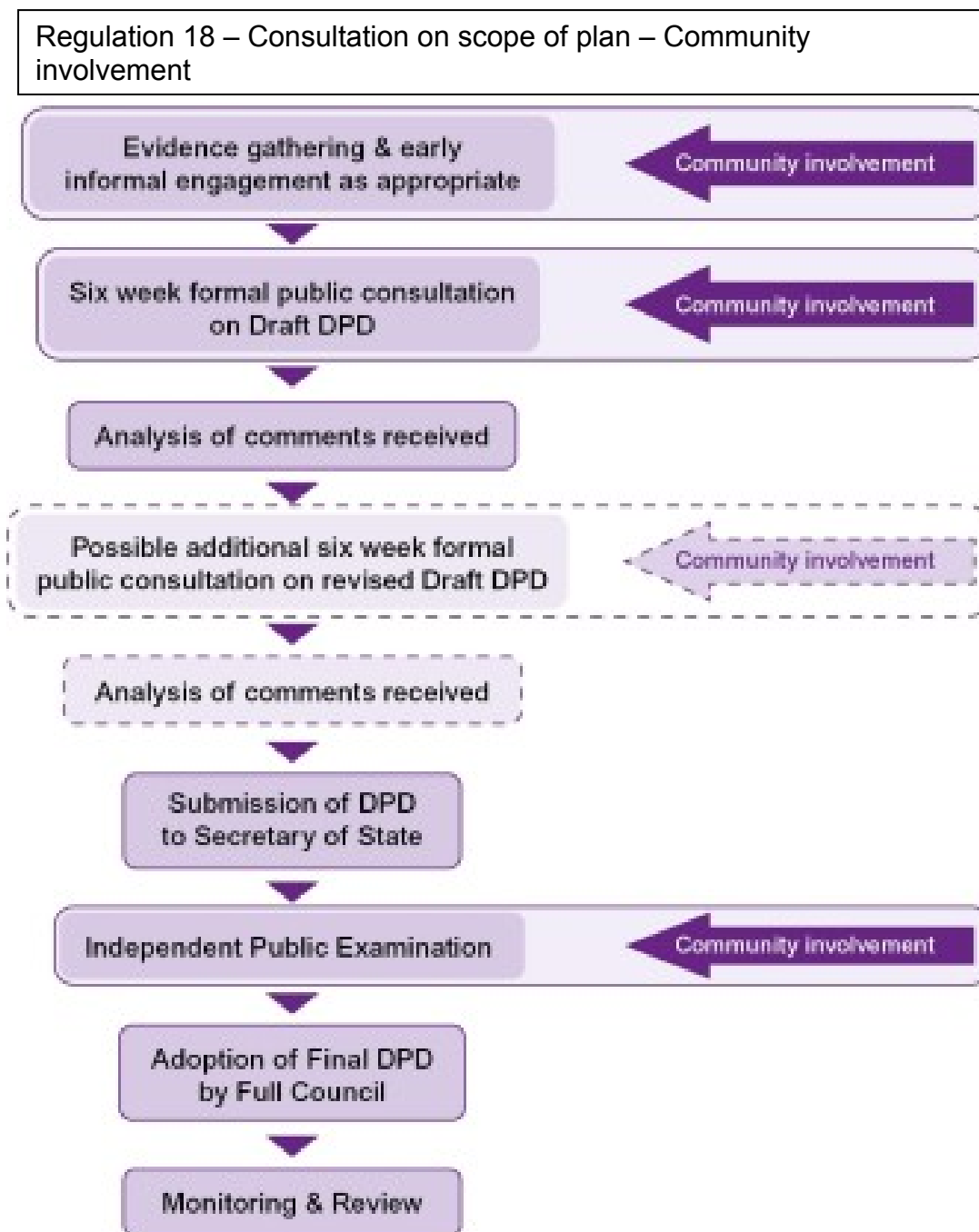
- 2.24 There are a number of key stages in the preparation of planning documents. These stages are designed to ensure that the process is as open and transparent as possible. The diagrams below illustrate these key stages and show when we will undertake consultation, or make documents available for comment, in accordance with the relevant regulations. We will always meet

these requirements, but in addition we may undertake additional engagement at appropriate points through the process. Getting involved at the earliest stages of preparation will ensure your views have the most opportunity for being taken into account.

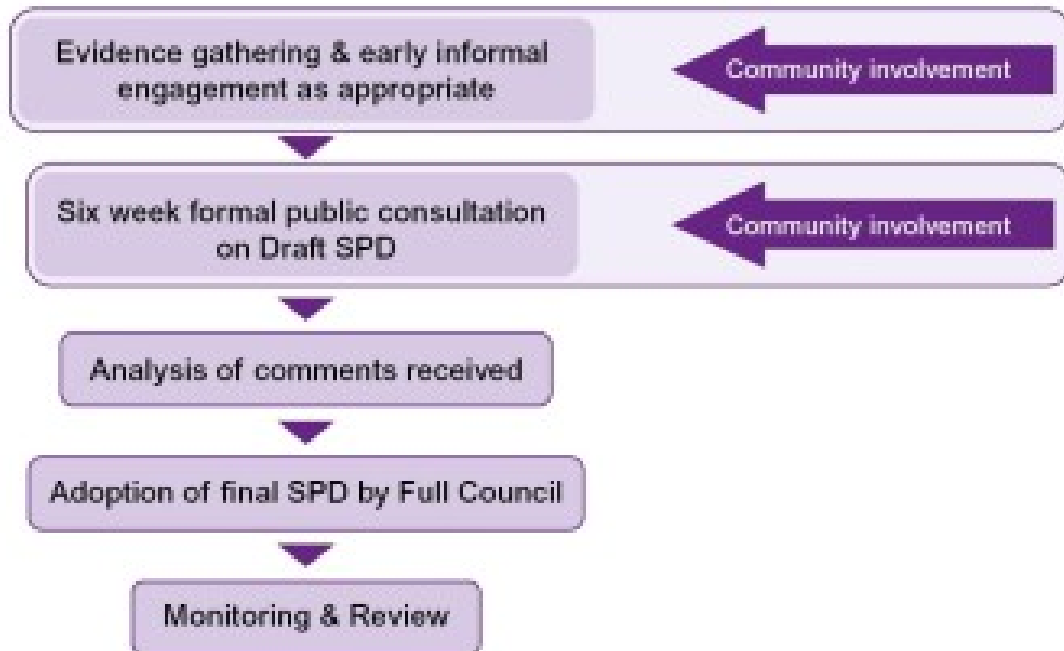
Looking After your Data

- 2.25 Our privacy notices set out how we collect, store, protect, process and share the data you give us it. They can be viewed at <http://info.westberks.gov.uk/CHttpHandler.ashx?id=45626&p=0>

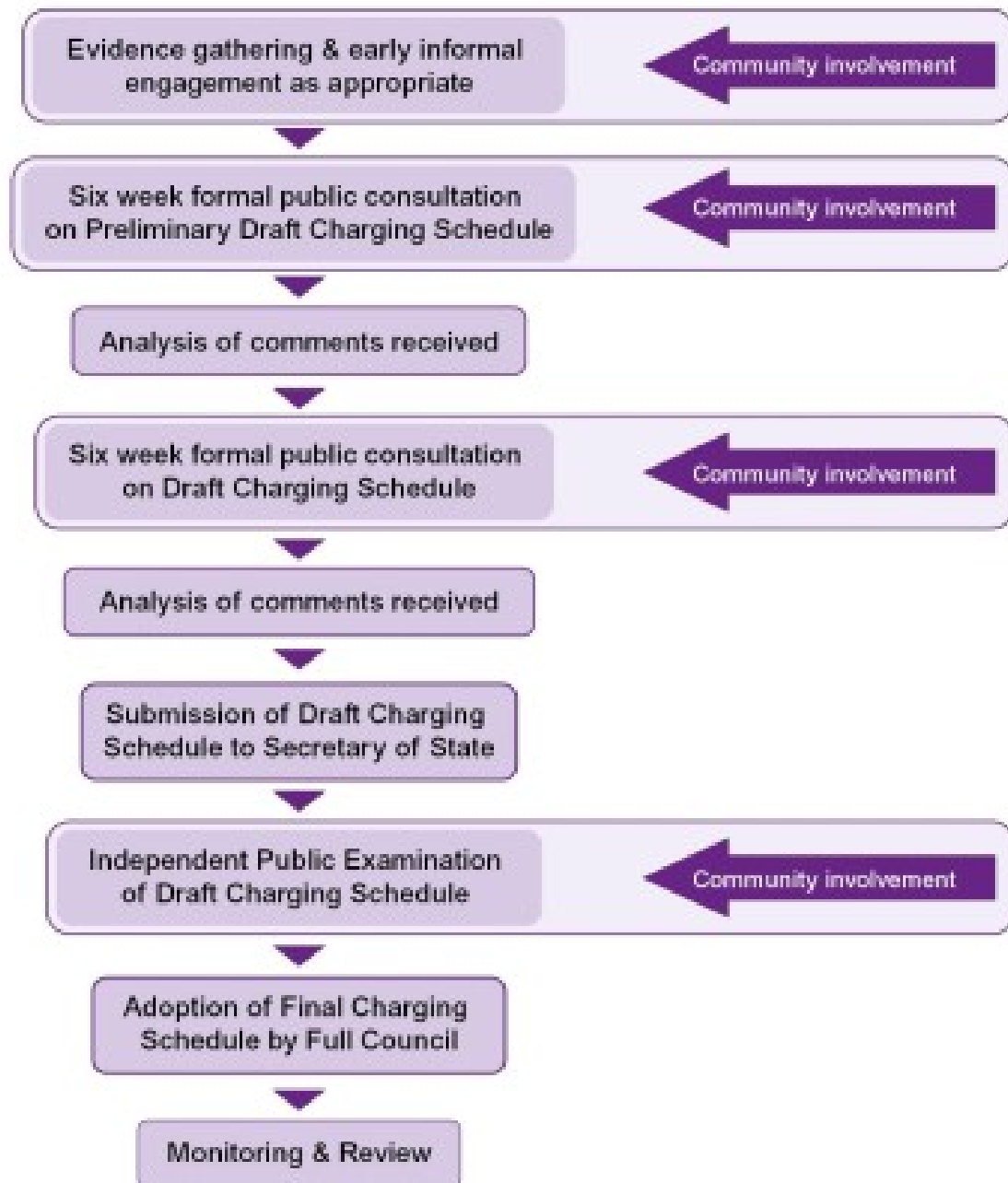
Community Involvement in Development Plan Documents



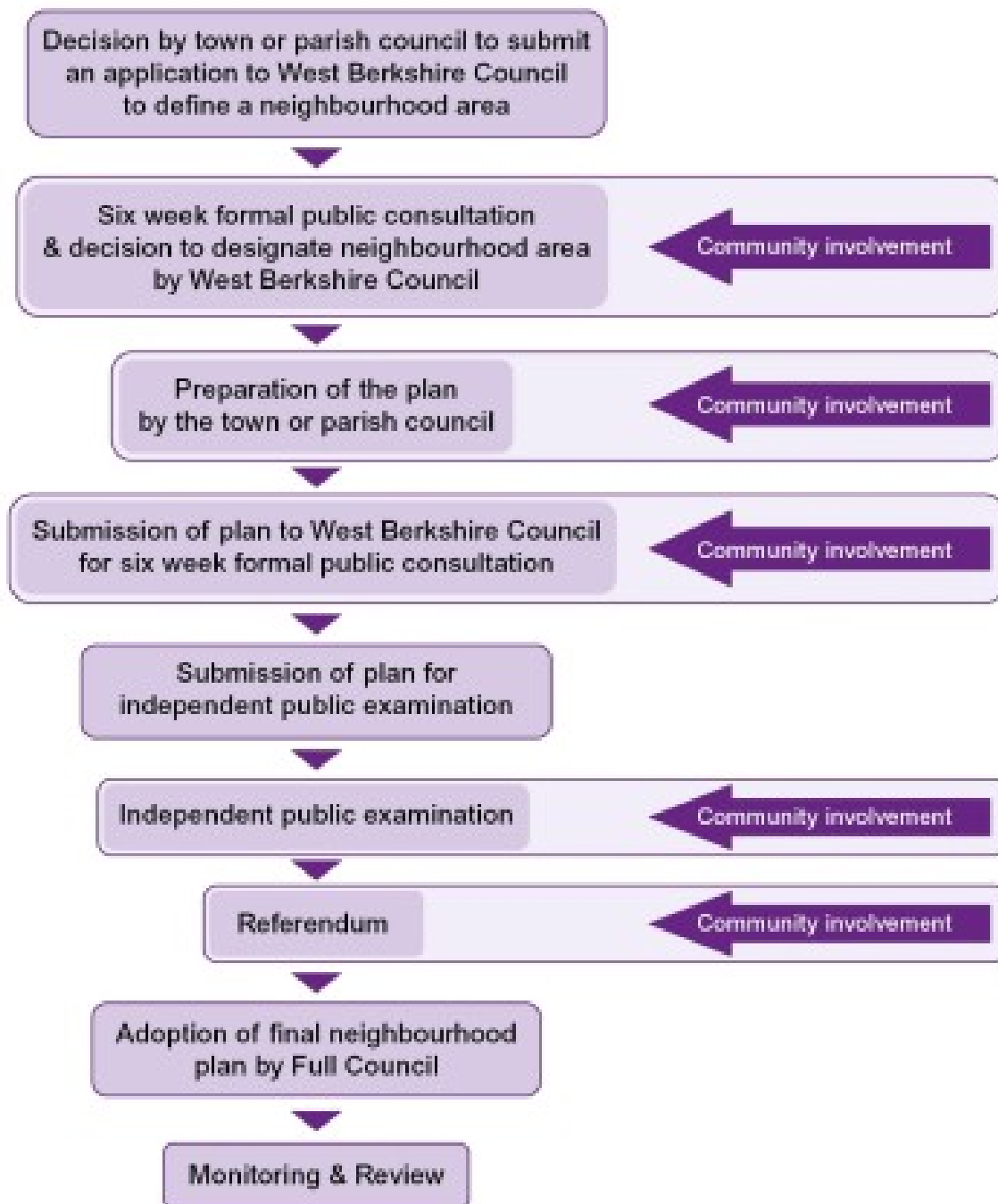
Community Involvement in Supplementary Planning Documents



Community Involvement in the Community Infrastructure Levy



Community Involvement in Neighbourhood Plans



3 Community Involvement in Planning Applications

Influencing the planning application process in West Berkshire

- 3.1 We recognise that community involvement in the consideration of planning applications is particularly valuable and important.
- 3.2 Our aims are:
- to make decisions on applications that are justifiable, robust, consistent and reached in a fair manner, in line with the Council's commitment to open government
 - to ensure information is available to everyone through a variety of mediums (verbal, electronic and in writing) and to ensure that both the process and the reasoning behind decision making is understood by all
 - to keep interested parties, and those affected by the development management process informed

How do we inform you of planning applications?

- 3.3 There are certain statutory requirements which we have to meet in order to inform the public and stakeholders about the planning applications we have received. We will always meet these requirements and will extend consultation in accordance with the principles in this SCI whenever it is appropriate and helpful to the planning process.
- 3.4 We will display a site notice for all applications. These are particularly effective and useful where there is doubt over who the interested parties are, or where the development is likely to be of interest to direct neighbours and more than immediate neighbours. The site notice will be erected during the period in which the application is being considered and will normally allow 21 days² from the date of it first being displayed for comments to be submitted.
- 3.5 ~~In addition, we also consider that notifying neighbours of an application is good practice. This process necessarily involves some judgement and is dependent on the nature and scale of the development and the character of the area. In countryside locations, for instance, the Council is unlikely to have details of land ownership of a field adjacent and therefore notification of neighbouring land owners by letter would not be possible. We therefore aim to notify the following by letter:~~
- ~~All neighbouring properties with a common boundary to any application site~~
 - ~~Any property within 100 metre radius of a major development~~
- 3.6 Depending on the nature of the application we may also notify a number of other statutory and non-statutory consultees. These can include other

² Extended to take into account any bank and public holidays

authorities, agencies, specialist groups or government departments. Legislation and government advice, as well as requests from relevant organisations govern how we decide whom to notify on any particular application.

- 3.7 The involvement of some consultees is a legal requirement whilst others are asked for their expert view on the proposal to aid the decision making process.
- 3.8 We notify parish and town councils of all applications ~~and plans~~ in their area. Adjoining parishes may ~~are~~ also be notified, depending on the location, scale and nature of the application.
- 3.9 District Councillors are advised of all developments via a “weekly list”. This is a compilation of all applications we have registered during the previous seven days. It is sent to Councillors every week and advises them of the location of the development, a description of it, who the applicant/agent is and when it was registered. The weekly list is also published on our website and can be obtained from our Customer Contact Centre in the Council’s Market Street offices in Newbury Tel: 01635 519111. It can also be e-mailed on request (planapps@westberks.gov.uk).
- 3.10 All planning applications received, including those for prior approval for permitted development rights which result in a net increase in dwellings houses, are placed on the official planning register and details of the application proposal and drawings are made available on our website. Copies of plans or applications are available for reference or purchase at our offices in Market Street, Newbury. ~~In addition~~ Where appropriate, some plans and applications relating to development in the locality are placed in public libraries, Community Information Centres (CICs) and some parish council offices across the District.
- 3.11 The Customer Contact Centre is able to answer many basic questions on the progress of an application. Other than where the General Data Protection Regulations Act 1998 prevents us doing so, all information on planning application files will be made available.

How can you comment on planning applications?

- 3.12 Anyone can comment on a planning application. You do not need to be directly notified. Comments should be made in writing, either via e-mail to planapps@westberks.gov.uk, by post, by letter handed in to the Customer Contact Centre or via the Public Access pages on our website. They should be made within 21 days of the erection of the site notice ~~or date of neighbour notification~~. However, if a response is received after this time but before a decision is made it will be taken into account wherever possible, but dependent upon the administrative stage reached in concluding the application. All comments received will be made available for public inspection and Councillors’ consideration unless clearly marked confidential.

- 3.13 Everyone's comments are important to us and we aim to acknowledge them within 2 two working days of receipt. Having received an acknowledgement you should receive notification of the planning decision in due course. Please note that due to the volume of correspondence received we are unable to respond to specific issues identified in individual letters or enter into general correspondence.
- 3.14 Generally town and parish councils and statutory consultees have 21 days to comment on an application from the date of letter or notification. However, as with neighbour comments, if a response is received after this time but before a decision is made, it will be taken into account wherever possible but dependent upon the administrative stage reached in concluding the application.
- 3.15 We may need to re-notify ~~neighbours and other~~ consultees if amendments are made to an application, but this will be dependent upon the scale of changes and their impact. The timescale allowed for additional comments will be clearly outlined in the letter advising of changes.

How can you get involved if an application is determined by a Planning Committee?

- 3.16 The majority of applications are decided by the Head of Development and Planning and Countryside under powers delegated by the Council. In all those instances all due regard will be given to comments made by interested parties.
- 3.17 If an application is to be determined by a planning committee, we will notify the applicant and all those who submitted comments advising of the date, time and location of the committee meeting. We publish meeting dates, agendas and planning officers' reports on our website and committee reports are available ~~5~~ five working days before the meeting.
- 3.18 We embrace public speaking and allow town/parish councils, objectors and supporters to address committees. ~~Normally five minutes in total for each of the above groups is permitted.~~ Councillors can then raise questions with speakers in order to seek clarification upon points raised. (Separate information on Public Speaking at Committees is available on the Council's website.)
- 3.19 Minutes of all meetings and decisions on all planning applications, whether decided by committee or under delegated powers, are published on our website.
- 3.20 Where an application is refused and the applicant appeals, we notify all those who commented upon the application, town or parish council and any consultee previously consulted. Councillors and parish and town councils are positively encouraged to play their part in any appeal, and to liaise with the case officer in order to present a united case based around the stated reasons for refusal.

How will we deal with significant planning applications?

3.21 We recognise that although the statutory requirements for consultation and publicity are sufficient for most planning applications, there are a number of applications which may require wider community consultation, particularly at the pre-application stage. These include those that may be controversial, those that are on sensitive sites and those that are significant in scale. It will be a matter of judgement (for the Head of Development & Planning & Countryside) as to what these applications will be – for instance, a site may have a particular history that makes an application on it significant, or its location may be particularly sensitive. It is anticipated however, that such applications will usually include:

- Applications for 30 or more dwellings
- Other development with 2500 square metres or more floorspace
- development involving the winning and working of minerals or the use of land for mineral working deposits involving land of 1 hectare or more (unless variation to restoration conditions)
- Waste development involving land of 1 hectare or more
- Energy schemes (unless on a domestic scale)

Pre-application discussions on significant applications

3.22 Pre-application discussions between the developer, the Council and the community are positively encouraged. We have adopted a formalised process for our pre application advice service through which we will reinforce the guidance contained in the NPPF which encourages developers towards an appropriate level of community involvement.

3.23 In appropriate cases, developers will be required to provide details of how they have involved the community in preparing and finalising their proposals, and to summarise the results of that consultation and describe the impacts that community input has had on the final proposal.

3.24 There will be many occasions though where we have no prior knowledge of an application before it is formally submitted, so there will be no opportunity to influence pre-application consultation and discussion.

3.25 Once an application has been submitted, the Council will assess any pre-application consultation that has been undertaken by the applicant and if necessary, we will supplement our usual process and statutory requirements for consultation during the application stage by choosing appropriate consultation techniques. In practice, it is anticipated that in those instances where additional consultation is considered necessary the Council will, in the main, use public meetings and presentations as a means of involving the wider public in a particularly significant application.

How to contact us

If you have any queries you can contact us in the following ways:

Planning Policy Team, Development & Planning and Countryside, West Berkshire Council, Council Offices, Market Street, Newbury. RG14 5LD

Tel: 01625 42400 551111

Email: planningpolicy@westberks.gov.uk

Minerals and Waste Planning Team, Development & Planning and Countryside, West Berkshire Council, Council Offices, Market Street, Newbury. RG14 5LD

Tel: 01625 42400 551111

Email: mwdpd@westberks.gov.uk

You can also follow our Planning Policy news page:

<http://www.westberks.gov.uk/planningpolicynews>

Appendix A: Organisations and other bodies to be consulted when preparing DPDs

The Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended) **require** the Council to consult the following **specific consultation bodies**:

- South Oxfordshire District Council
- Vale of White Horse District Council
- Reading Borough Council
- Wokingham District Council
- Bracknell Forest Borough Council
- Basingstoke and Deane District Council
- Test Valley District Council
- Wiltshire Council
- Oxfordshire County Council
- Hampshire County Council
- Parish and Town Councils in West Berkshire
- Parish and Town Councils adjoining West Berkshire
- Neighbourhood Forums in or adjoining West Berkshire
- Coal Authority Environment Agency
- Highways Agency England
- ~~Historic England-Historic Buildings and Monuments Commission for England (known as English Heritage)~~
- ~~Homes England and Communities Agency~~
- Marine Management Organisation
- National Health Service Commissioning Board (known as NHS England)
- Natural England
- Network Rail Infrastructure Limited
- Police and Crime Commissioner
- Thames Water (as water supply and sewerage undertaker)
- any person to whom the electronic communications code applies by virtue of a direction given under section 106(3)(a) of the Communications Act 2003, and who owns or controls electronic communications apparatus situated in any part of West Berkshire
- if it exercises functions in any part of West Berkshire - a person to whom a licence has been granted under section 6(1)(b) or (c) of the Electricity Act 1989;
- if it exercises functions in any part of West Berkshire - a person to whom a licence has been granted under section 7(2) of the Gas Act 1986

and the following **general consultation bodies when appropriate**:

- voluntary bodies some or all of whose activities benefit any part of West Berkshire
- bodies that represent the interests of different racial, ethnic or national groups in West Berkshire
- bodies that represent the interests of different religious groups in West Berkshire

- bodies that represent the interests of disabled persons in West Berkshire
- bodies that represent the interests of businesses in West Berkshire

The Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended) also set out the list of prescribed bodies to which the **dDuty to cCooperate** applies. Those of relevance to West Berkshire are:

- Civil Aviation Authority
- Historic England ~~English Heritage~~
- Environment Agency
- Highways England ~~Agency~~
- Highway Authorities
- Homes England ~~and Communities Agency~~
- Marine Management Organisation
- Mayor of London
- National Health Service Commissioning Board (NHS England South East)
- Natural England
- Newbury and District Clinical Commissioning Group
- North and West Reading Clinical Commissioning Group Office of Rail Regulation
- Relevant Integrated Transport Authorities Transport for London

Although not covered by statute, the Regulations also make clear that when preparing plans we should also have regard to

- Local Enterprise Partnerships (LEP) and
- Local Nature Partnerships (LNP).

In addition, the National Planning Policy Framework (NPPF) states that “local planning authorities should also work collaboratively with private sector bodies, utility and infrastructure providers.”

Appendix B: Organisations and other bodies to be consulted when preparing the Community Infrastructure Levy

The Community Infrastructure Levy Regulations 2010 (Part 15) defines the consultation bodies that a Charging Authority must engage with during the different stages of CIL preparation:

- County Council (note: there is no County Council applicable to West Berkshire)
- each Parish Council whose area is in the charging authority's area
- any other person exercising the functions of a Local Planning Authority (within the meaning of TCPA 1990) for an area within, or which adjoins, the charging authority's area.
- a responsible regional authority

The charging authority must also invite representations on the preliminary draft charging schedule from:

- persons who are resident or carrying on business in its area
- bodies which represent the interests of persons carrying on business in the charging authority's area
- voluntary bodies some or all of whose activities benefit the charging authority's area

Term	Definition
Adoption	Formal approval by the Council whereupon a document achieves its full weight
Annual Monitoring Report (AMR)	Annual statement produced by the Council analysing the implementation of planning policies.
Council	In this context, the local planning authority; in this case West Berkshire Council. References to full Council are to the meeting of all elected members.
Development Plan Document (DPD)	A statutory document which is the primary consideration in determining planning applications. It is required to undergo public testing (examination before an independent inspector).
Examination	In this context the forum at which an independent inspector considers the soundness of a Development Plan Document (DPD), whether the DPD has complied with legal and procedural requirements and whether the Duty to Cooperate has been met.
Executive	The Council's lead decision making body comprised of elected members
Independent examination	See Examination above
Local Development Scheme (LDS)	The Council's timetable for the production of Development Plan Documents
"made available"	This may be in either electronic or hard copy format
Material consideration	A factor or document which can be taken into account in deciding a planning application.
National Planning Policy Framework (NPPF)	Sets out the government's planning policies for England and how these are expected to be applied
Parish Plan	Non land use five year vision produced by and for local communities which includes an action plan
Planning Inspectorate (PINS)	National agency which supplies independent planning inspectors.
Policies Map	Map showing policy areas on an Ordnance Survey map base
Public examination	See Examination above
Saved Plans or Policies	Development Plans or Policies which have been saved by the Secretary of State beyond their life span until they are replaced by a DPD or particular policy
Stakeholder	In this context an organisation or individual with an interest in local planning matters

Appendix C: Glossary

Submission	Stage at which a prepared Development Plan Document (DPD) is presented to Secretary of State
Supplementary Planning Document (SPD)	A local development document (LDD) which does not have Development Plan Document (DPD) status but which is taken into account as a material consideration in the determination of planning applications.
Sustainability Appraisal (SA)	Sustainability appraisal is a tool which provides for the identification and evaluation of the economic, social and environmental impacts of a DPD throughout its preparation
Strategic Environmental Assessment (SEA)	Strategic Environmental Assessment (SEA) is usually undertaken in conjunction with a SA. Its purpose is to increase the consideration of environmental issues during the preparation of a plan by identifying significant environmental effects that are likely to result from the implementation of the plan or alternative approaches to the plan.