

Meeting of West Berkshire District Council

Thursday 3 December 2020

Summons and Agenda

This meeting will be held in a virtual format in accordance with The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panels Meetings) (England and Wales) Regulations 2020 (“the Regulations”).



To: All Members of the Council
You are requested to attend a meeting of
WEST BERKSHIRE DISTRICT COUNCIL
This meeting can be viewed online on
Thursday 3 December 2020
at 7.00pm

Via the following link:

<https://www.westberks.gov.uk/fullcouncillive>



Sarah Clarke
Service Director: Strategy and Governance
West Berkshire District Council

Date of despatch of Agenda: Wednesday, 25 November 2020

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 10 September 2020. **(Pages 9 - 20)**

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](#).



WestBerkshire
C O U N C I L

Agenda - Council to be held on Thursday, 3 December 2020 (continued)

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 questions submitted by members of the public in accordance with the Council's Constitution. Please note that the list of public questions is shown under item 6 in the agenda pack. **(Pages 21 - 24)**

7. MEMBERSHIP OF COMMITTEES

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

8. MOTIONS FROM PREVIOUS MEETINGS

To note the responses to Motions which have been presented to previous Council meetings.

- a) [Response to the Motion from Councillor Steve Ardagh-Walter](#) – Item 5 presented to the 16 July 2020 Executive Meeting
- b) [Response to the Motion from Councillor Lynne Doherty](#) - Item 20 presented to the 24 April 2020 Personnel Committee Meeting
- c) [Response to the Motion from Councillor Carolyne Culver](#) – Item 6 presented to the 16 July 2020 Executive

9. LICENSING COMMITTEE

The Council is asked to note that since the last meeting of the Council, the Licensing Committee met on 30 November 2020. Copies of the Minutes of this meeting can be obtained from Strategy and Governance or via the [Council's website](#).

10. PERSONNEL COMMITTEE

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

11. GOVERNANCE AND ETHICS COMMITTEE

The Council is asked to note that since the last meeting of Council, the Governance and Ethics Committee met on 16 November 2020. Copies of the Minutes of this meeting can be obtained from Strategy and Governance or via the [Council's website](#).

12. DISTRICT PLANNING COMMITTEE

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



13. **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 met on 06 October 2020. Copies of the Minutes of this meeting can be obtained from Strategy and Governance or via the [Council's website](#).

14. **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 28 September 2020. Copies of the Minutes of this meeting can be obtained from Strategy and Governance or via the [Council's website](#).

15. **MINERALS AND WASTE LOCAL PLAN - PROPOSED SUBMISSION CONSULTATION (C3970)**

Purpose: To present the main changes to the MWLP and supporting evidence, and for approval to undertake public consultation on these documents in accordance with the West Berkshire Statement of Community Involvement and the Town and Country Planning (Local Planning) (England) Regulations 2012. (Pages 25 – 140)

16. **RECOMMENDATIONS OF THE WEST BERKSHIRE COUNCIL INDEPENDENT REMUNERATION PANEL 2020 (C3977)**

Purpose: To set out the recommendations of the West Berkshire Council Independent Remuneration Panel following their meetings on the 23 and 24 September 2020. (Pages 141 - 188)

17. **WEST BERKSHIRE COUNCIL TIMETABLE OF PUBLIC MEETINGS 2021-22 (C3990)**

Purpose: To recommend a timetable of meetings for the 2021/22 Municipal Year. (Pages 189 - 194)

18 **Notice of Motions**

(a) **Motion - Citizens Advice West Berkshire**

The following Motion has been submitted in the name of Councillor Martha Vickers:

This Council recognises the financial challenges many residents of West Berkshire are facing due to Covid 19.

Citizens Advice West Berkshire are seeing first-hand the problems individuals and families are facing. Problems they have been struggling with for some time, now accentuated by the pandemic. They are finding that an increasing number of people simply cannot meet their living costs.

We accept that government intervention has gone some way to support people during this crises. In particular the temporary uplift to Universal Credit and Working Tax Credit.

Agenda - Council to be held on Thursday, 3 December 2020 (continued)

We ask the Council to call on our three MPs to support the Citizens Advice Campaign to:

- Make the uplift to Universal Credit and Working Tax Credit permanent.
- Extend the uplift to legacy benefits.
- Extend the suspension of the minimum income floor within Universal Credit.
- Ensure that the benefits system provides adequate support.
- Improve support to pay energy bills.
- Provide financial support for people in debt.

This Council also recognises the vital services provided by Citizens Advice West Berkshire to those residents struggling financially at this time and commits to ensuring CAWB receive additional resources to allow them to continue to provide the help needed during the recovery period and beyond.

(b) **Motion - Scrutiny of Community Infrastructure Levy Payments**

The following Motion has been submitted in the name of Councillor Jeff Brooks:

We call upon the Council to urgently engage external expertise to undertake an independent review of the management of CIL payments from local developers. This is in light of two cases – that Members are aware of – where the sums paid by the applicants have been contested as they maintain they have been penalised by many thousands of pounds for incorrect paperwork submissions. These were able to be corrected rapidly when pointed out to the Applicant, but the Council pressed on in charging the applicant based on the original assessment.

Therefore:

The Council resolves to engage with an independent scrutineer – potentially from an adjacent Local Authority – to undertake an external review of its method of handling CIL payments from developers – including the processing of them, the interface with developers on the amounts due and the paperwork being submitted accurately.

(c) **Motion - Postponement of Demolition of the Faraday Road Football Ground Facilities**

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

We propose the Council postpones their application for demolition of the Faraday Road Football Ground facilities at least until the equivalent, or better, alternative site is confirmed and approved by the football community.

Agenda - Council to be held on Thursday, 3 December 2020 (continued)

Furthermore, we propose that the Council now engage with the local football community and interested parties (e.g. Newbury Community Football Group and Newbury Town Council) to explore options that make the Faraday Road Football Ground available for Men's, Ladies and youth clubs in Newbury to book for football training and matches in the meantime.

(d) **Motion - Better preparing West Berkshire for Future Economic Shocks**

The following Motion has been submitted in the name of Councillor Steve Masters:

The pandemic has highlighted the need for the nation and local authorities to be better prepared for future shocks, to protect the livelihoods of residents and protect frontline services and infrastructure from being put under costly pressure.

One idea that needs our further consideration is Universal Basic Income (UBI) - a system whereby the state provides a regular, unconditional minimum income for all citizens. This system would replace the means-tested benefits system, saving millions in administrative and delivery costs. Earners above higher tax thresholds would be net contributors via their taxes. The concept has attracted support from across the political spectrum and we now need to look at how it could protect and support the people of West Berkshire.

Council acknowledges that government measures such as the Job Retention Scheme (furlough) and the Self-Employment Income Support Scheme have helped many people and businesses in West Berkshire during the Covid-19 pandemic. However, unemployment is rising and is likely to grow further in the coming months. Ahead of us is a very unpredictable future and people across the county have already shouldered a huge burden.

Faced with the unprecedented challenge of recovery, we must seek to do everything we can to provide the economic security, peace of mind and support that people need to retrain and create new opportunities that will enable them to provide for their families and rebuild their lives.

Council notes that:

- a) Poverty does great damage to life chances, and that work is no longer a guaranteed route out of poverty (seven in ten children in poverty are in a working family according to the Joseph Rowntree Foundation).
- b) The pandemic has forced more people into poverty, with increasing numbers of residents having to turn to charity such as food banks.
- c) The growing challenge of automation has been accelerated by the

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pandemic and puts many more jobs at risk.

- d) The Council's Strategy 2019-2023 'priorities for improvement' include 'support everyone to reach their full potential' and 'support businesses to start, develop and thrive'. UBI could enable the residents of West Berkshire to fulfil their full potential by having the time to (re)train and potentially start new businesses.
- e) UBI would have a positive effect on mental health. People who lose their jobs would have a safety net and breathing space to find a similar job rather than being forced to take the first low-paid and unskilled job they can find.
- f) UBI would give people the time to become more involved in their community and support their neighbours, as so many have done during the pandemic.

Council therefore:

- 1) Supports in principle a Universal Basic Income, recognising the impact this could have on alleviating poverty and inequality, improving mental health and wellbeing, and enabling both businesses and employees to adjust to the challenges of Covid-19, technological change, and the climate crisis.
- 2) Agrees to set up a cross-party panel to explore, with the local community, how a UBI trial could be established in West Berkshire, and to seek government funding for such a scheme.
- 3) Calls upon the government to provide funding for this and other trials to test how a UBI could support citizens across the country at this time of need, make inroads towards the Prime Minister's commitment to 'level up', and help everyone play a role in getting the UK economy back on a path to recovery.

19. 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 Portfolio Holder for Transport and Countryside submitted by Councillor Keith Woodhams:**

"Can the Executive Member for Highways tell me how much tax payers hard earned cash has been spent replacing or repairing road signs, road name plates, lampposts and pedestrian central refuges hit by vehicles and endangering the lives of pedestrians, since the Conservatives took control of West Berkshire Council in 2015?"

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- (b) **Question to be answered by the Portfolio Holder for Children, Education and Young People submitted by Councillor Tom Marino:**

“What is the council planning to do to help our disadvantaged families and children during the coming winter?”

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 THURSDAY, 10 SEPTEMBER 2020

Councillors Present: Adrian Abbs, Steve Ardagh-Walter, Peter Argyle, Phil Barnett, Jeff Beck, Dennis Benneyworth, Dominic Boeck, Graham Bridgman, Jeff Brooks, Hilary Cole, James Cole, Jeremy Cottam, Carlyne Culver, Lee Dillon, Lynne Doherty, Billy Drummond, Clive Hooker (Vice-Chairman), Owen Jeffery, Alan Law, Tony Linden, Royce Longton, Ross Mackinnon, Alan Macro, Thomas Marino, David Marsh, Steve Masters, Andy Moore, Graham Pask (Chairman), 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 (Executive Director - Place), Nick Carter (Chief Executive), Sarah Clarke (Service Director (Strategy and Governance)) and Andy Sharp (Executive Director (People)), Stephen Chard (Principal Policy Officer) and Moira Fraser (Democratic and Electoral Services Manager)

Apologies for inability to attend the meeting: Councillor Jeff Cant, Joseph Holmes, Councillor Gareth Hurley, Councillor Rick Jones and Councillor Geoff Mayes

Councillor Absent: Councillor Nassar Kessell

PART I

1. Chairman's Remarks

The Chairman welcomed everyone to the meeting including those that were watching the webcast and in particular he welcomed the Honorary Aldermen and Alderwomen who were watching the meeting remotely. He apologised for the short delay in the commencement of the meeting.

The Chairman used the opportunity to pass on his heartfelt thanks all the volunteers and voluntary groups across the District as well as Officers for all the hard work they were undertaking to improve the lives of residents during the Covid pandemic. The Chairman noted that, since the last Council meeting, due to the pandemic he had only been able to attend one official event on behalf of the Council and that was to the laying of a wreath at an event to mark VJ Day in Newbury.

2. Minutes

The Minutes of the meeting held on 12 May 2020 were approved as a true and correct record and signed by the Chairman.

3. Declarations of Interest

Councillors Carlyne Culver, David Marsh, Tom Marino, Graham Bridgman, Lynne Doherty, Tony Vickers and Martha Vickers declared an interest in Agenda Item 16a, but reported that, as their interest was a personal and not a disclosable pecuniary interest, they determined to remain to take part in the debate and would vote on the matter if a vote was undertaken.

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Following a vote the meeting was adjourned at 7.20pm and was reconvened at 7.33pm to give Members an opportunity to consider information that had been provided to them shortly before the meeting.

4. Petitions

There were no petitions presented to the meeting.

5. Public Questions

A full transcription of the public and Member question and answer sessions are available from the following link: [Transcription of Q&As](#).

- (a) A question submitted by Mr Graham Storey on the subject of the yield generated by the Council's commercial property portfolio received a written response from the Executive Member for Finance and Economic Development.
- (b) A question submitted by Mrs Paula Saunderson on the subject of the Council's definition of an affordable care placement received a written response from the Executive Member for Adult Social Care.
- (c) A question submitted by Mrs Paula Saunderson on the subject of the number of affordable placements, excluding Walnut Close, that were available in West Berkshire received a written response from the Executive Member for Adult Social.
- (d) A question submitted by Mrs Paula Saunderson on the subject of the current average price paid by West Berkshire Council for an externally purchased placement received a written response from the Executive Member for Adult Social Care.
- (e) A question submitted by Mrs Paula Saunderson on the subject of the current average price for a placement in one of the West Berkshire Council managed Care Homes, excluding Walnut Close, received a written response from the Executive Member for Adult Social Care.
- (f) A question submitted by Mrs Paula Saunderson on the subject of the number of dementia placements available in West Berkshire, excluding Walnut Close, received a written response from the Executive Member for Adult Social Care.
- (g) A question submitted by Mrs Paula Saunderson on the subject of the number of dementia placements available in West Berkshire Council managed Care Homes, excluding Walnut Close, received a written response from the Executive Member for Adult Social Care.
- (h) A question submitted by Mrs Paula Saunderson on the subject of the Council's projections for the number of patients diagnosed with Dementia in the fiscal years ending 2021, 2022, 2023, 2024 and 2025 received a written response from the Executive Member for Adult Social Care.
- (i) A question submitted by Mrs Paula Saunderson on the subject of how the Council's projections of the number of patients diagnosed with Dementia compared with the CPEC published projections for West Berkshire received a written response from the Executive Member for Adult Social Care.
- (j) A question submitted by Mrs Paula Saunderson on the subject of the Council's plans to address the predicted shortage in affordable supply of placements received a written response from the Executive Member for Adult Social Care.

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- (k) A question submitted by Mr Paul Morgan on the subject of the reasoning behind turning the London Road Industrial Estate into a housing estate received a written response from the Executive Member for Finance and Economic Development.
- (l) A question submitted by Dr Julie Wintrup on the subject of the number of contract tracers employed and trained by the Council and private companies received a written response from the Executive Member for Public Health and Community Wellbeing.
- (m) A question submitted by Dr Julie Wintrup on the subject of the level of training and resourcing of the Council's tracing team and its impact on the ability to deliver other services received a written response from the Executive Member for Public Health and Community Wellbeing.
- (n) A question submitted by Dr Julie Wintrup on the subject of having to reduce services if no additional financial support was offered by Government received a written response from the Executive Member for Finance and Economic Development.
- (o) A question submitted by Dr Julie Wintrup on the subject of training for Councillors on the use of social media received a written response from the Leader of the Council.
- (p) A question submitted by Mr Alan Pearce on the subject of timescales for accessing CVS files relating to planning applications on the Council's website received a written response from the Portfolio Holder for Planning and Housing.
- (q) A question submitted by Mr Alan Pearce on the subject of submission dates of URLs to the national register of developer contributions received a written response from the Portfolio Holder for Planning and Housing.
- (r) A question submitted by Mr Alan Pearce on the subject of access to information and agreements relating to highway improvements along the A339 received a written response from the Portfolio Holder for Transport and Countryside.
- (s) A question submitted by Dr Susan Millington on the subject of the publication dates of the delivery plan for the Environment Strategy received a written response from the Portfolio Holder for Environment.
- (t) A question submitted by Dr Susan Millington on the subject of the Council purchasing and leasing land for woodland creation received a written response from the Portfolio Holder for Environment.
- (u) A question submitted by Mr Paul Morgan on the subject of the Council's reasons for refusing to publish the Surfacing Standard Limited report looking at possible alternative sites for the football ground received a written response from the Portfolio Holder for Finance and Economic Development.

6. Membership of Committees

No changes to the membership of Committees were proposed at the meeting.

7. Motions from Previous Meetings

Councillor Lee Dillon requested that the request to note the outcomes of the motions be deferred to the December Council meeting as the links set out in the agenda were not working properly.

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8. **Licensing Committee**

The Council noted that, since the last meeting, the Licensing Committee had met on 14 May 2020.

9. **Personnel Committee**

The Council noted that, since the last meeting, the Personnel Committee had met on 14 May 2020 and the 17 July 2020.

10. **Governance and Ethics Committee**

The Council noted that, since the last meeting, the Governance and Audit Committee had met on 14 May 2020, 15 June 2020 and 24 August 2020.

11. **District Planning Committee**

The Council noted that, since the last meeting, the District Planning Committee had met on 14 May 2020 and 08 July 2020.

12. **Overview and Scrutiny Management Commission**

The Council noted that, since the last meeting, the Overview and Scrutiny Management Commission had met on 14 May 2020, 25 June 2020 and 28 July 2020.

13. **Joint Public Protection Committee**

The Council noted that, since the last meeting, the Joint Public Protection Committee had met on 24 June 2020.

14. **WBDC response to Planning for the Future White Paper (C3957)**

The Council considered a report (Agenda Item 15) which formulated the Councils' response to the Planning White Paper published in August 2020 which was currently out for consultation which would close on the 28th October 2020.

MOTION: Proposed by Councillor Hilary Cole and seconded by Councillor Tony Vickers:

That the Council:

“formally responds to the consultation questions as set out in appendix 1 subject to the inclusion of the amendments circulated under separate cover and that authority be delegated to the Head of Planning and Development in consultation with the Portfolio Holder for Planning and the Shadow Portfolio Holders for Planning to amend any typographical errors and make any additional minor amendments needed prior to submission.”

Councillor Hilary Cole thanked all those Members that had attended the briefings and provided comments directly to Officers on the consultation. She also wished to thank members of the Planning Advisory Group (PAG) who had held a frank discussion in formulating the Council's response where wide consensus was reached. She also wished to convey her thanks to Officers for all the work they had put into compiling the response.

Councillor Cole commented that the White Paper proposed a radical reshaping of planning and represented the biggest change to the planning system since the 1947 Town and Country Planning Act was introduced. She commented that not all the proposals were bad as some of the proposals would help to expedite the process. She felt however that speed and certainty should not be at the cost of democracy and quality and should not be to the detriment of future generations. She also did not feel that it was

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appropriate that residents would have to meet the costs of providing up front infrastructure which should be funded by the developers in the first place.

She noted that the South East Strategic Leaders Group, which the Council was a member of, and the Local Government Association would also be providing responses to the consultation. The Council was therefore also working collaboratively to respond to the consultation.

Some minor amendments, which had been circulated under separate cover, had been agreed at the last PAG meeting and those would be included in the Council's response.

Councillor Alan Macro stated that he was in broad agreement with the proposals put forward. He noted that at PAG there had been some disagreement over what the Government termed renewal or growth zones and protected zones where it was proposed that automatic planning permission would be granted. While he could see the merits of doing so in growth areas provided that master plans were in place there would however be a great deal of expenditure on these plans by the local authority who would simultaneously also be deprived of income from planning applications. He was very concerned about the automatic permissions associated with renewal zones and protected zones.

Councillor James Cole supported the Council's proposed balanced response. There were some issues with the existing planning regime that he believed needed to be changed and modernised. He was concerned that the changes would not impose a duty on developers to build out their permissions. He was also concerned that the proposals would to some degree centralise this function and would not adequately take cognisance of local initiatives such as the Neighbourhood Development Plans. He thanked Bryan Lyttle and his team for the approach they were taking and for their efforts in preparing the response. The Chairman echoed this thanks to Officers.

Councillor Alan Law stated that he agreed that Officers had done an excellent job in preparing a response and he was generally supportive of the approach proposed. He stated that the fundamental flaw with the proposal was that it was difficult to draft national policies that covered rural, metropolitan and urban areas. He did however agree that local plans did need stream lining. He supported the idea of development zones but stated that the devil would be in the detail as to how they would be implemented. He lamented that there was not a general countryside zone which was needed to make all of it work. He was not supportive of central government dictating the local housing numbers.

Councillor Adrian Abbs also passed on his thanks to Officers but stated that unfortunately he was not able to support the proposed response. He felt that the additional amendments set out on the addendum to the agenda weakened the Council's response. He would have preferred to stick to the original responses.

Councillor Tony Linden was concerned about the long term approved sites that were not being developed and were being land banked. He would prefer to see permissions being lapsed where development was not commenced.

Councillor Tony Vickers was happy to second the motion. The reason for the change from 'no' to 'not sure' was to reflect that much of the detail was not yet available. He supported stream lining the process, making best use of digital technology, focussing on

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better design, sustainability and beauty, improving infrastructure delivery and ensuring that communities could engage and support the process. There were some issues that did concern him. The first was the notion that the planning system had failed which had resulted in a failure to deliver the number of houses needed, there was no evidence to support this in the paper. He believed that this was a result of land market failure which needed to be addressed. He was also concerned that the planning system was also not being properly funded.

Councillor Hilary Cole thanked Members for their cross party support and work on this issue.

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

15. Notices of Motion

(Councillors Carolyne Culver, David Marsh, Graham Bridgman, Lynne Doherty, Tony Vickers and Martha Vickers declared a personal interest in Agenda item 16(a) by virtue of the fact that they had invested in the Council's Abundance Bond. As their interest was personal and not a Disclosable Pecuniary Interest they determined to remain in the meeting and take part in the discussion on this item.

Councillor Tom Marino declared a personal interest in Agenda Item (16(a) by virtue of the fact that he was employed by Alok Sharma MP, who was the Secretary of State for Business and Energy. As his interest was personal and not a Disclosable Pecuniary Interest he determined to remain in the meeting and take part in the discussion on this item.)

The Council considered the under-mentioned Motion (Agenda item 16(a) refers) submitted in the name of Councillor Steve Ardagh-Walter relating to locally generated renewable energy. It was noted that Councillor Adrian Abbs would however be proposing the motion.

The Chairman informed the Council that in accordance with Procedural Rule 4.9.8 the motion, if seconded, would be referred to the Environment Advisory Group for consideration prior to a report being submitted to the Executive. The outcome of that discussion would in turn be reported back to full Council.

MOTION: Proposed by Councillor Adrian Abbs and seconded by Councillor Steve Ardagh0Walter:

That the Council:

"In our commitment to working towards being a Carbon Net Zero District by 2030 this Council has made a substantial investment in photovoltaic technology, reducing greenhouse gas emissions and promoting renewable energy. In delivering this significant element of our Environment Strategy, we not only supply the Council with clean energy, we also reduce the cost of running our buildings.

However, the very large financial setup and running costs involved in selling locally generated renewable electricity to local customers result in it being very difficult, if not impossible, for local suppliers to do so. We recognise that making these costs proportionate to the scale of the renewable electricity supplier's operation would enable and empower new local businesses, or Councils such as West Berkshire, to be such providers of locally generated renewable electricity, and that the revenues received could be used to help improve the local economy, local services and facilities, and to reduce local greenhouse gas emissions.

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The cross-party Local Electricity Bill, reintroduced into Parliament on 10 June and currently supported by 187 MPs, would, if made into law, establish a *Right to Local Supply* which would promote local renewable electricity supply companies and co-operatives by making the setup and running costs of selling renewable electricity to local customers proportionate to the size of the supply operation.

This Council would therefore welcome the opportunity to benefit further from the creation of a Right to Local Supply and RESOLVES to support the Local Electricity Bill and to seek the support of our local MPs in ensuring the passage of the Bill through Parliament and into law.”

The Council considered the under-mentioned Motion (Agenda item 16(b) refers) submitted in the name of Councillor Joanne Stewart relating to the Equalities and Diversity Strategy and Policy.

The Chairman informed the Council that under Procedural Rule 4.9.8 the motion, if seconded, would be debated at the meeting.

Prior to the motion being debated Councillor Stewart commented that she wished to make a slight amendment to the motion as set out in the additional paperwork circulated in advance of the meeting.

MOTION: Proposed by Councillor Joanne Stewart and seconded by Councillor Lynne Doherty:

That the Council:

“West Berkshire Council stands firmly against all inequality, unlawful discrimination, harassment, victimisation or any other form of activity that creates disadvantages for individuals within the community. The Council will always promote equality of opportunity, challenge inequality and ensure respect for **everyone**: within the local community; as an employer; and as a partner.

The Council forges strong links with all groups, both within West Berkshire and within other neighbouring authorities too. Through our Equality and Diversity Officer, we will continue to hear and listen to all voices, especially our hard to reach groups.

We will always promote fairness and accessibility to all services, as well as employment opportunities and apprenticeships and regardless of background.

As times and perspectives are evolving, it is even more important to reinforce our commitment to welcoming diversity and challenging inequality, and therefore this Council **RESOLVES** to:

- Update and refresh our Equality and Diversity Policy and Objectives, as well as implement an Equality and Diversity Strategy to lead us and our residents through these challenging times.
- As part of that Strategy we will ensure Council employees and Members continue to be fully informed and updated through regular Equality and Diversity training to promote positive and inclusive attitudes.
- Through the Health and Wellbeing Board we will work with local partners and review guidance issued by Public Health, to offer support for those at greatest risk of the impact of Covid-19.”

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In proposing the Motion Councillor Stewart requested that the final bullet point be **amended** as follows and this was seconded by Councillor Doherty:

- “~~Through~~The Health and Wellbeing Board **be asked to** ~~we will~~ work with local partners and review guidance issued by Public Health, to offer support for those at greatest risk of the impact of Covid-19.”

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

The Council considered the under-mentioned Motion (Agenda item 16(c) refers) submitted in the name of Councillor David Marsh relating to extending the 24 hour traffic free zone in Newbury Town Centre.

The Chairman informed the Council that in accordance with Procedural Rule 4.9.8 the motion, if seconded, would be referred to the Transport Advisory Group for consideration prior to a report being submitted to the Executive. The outcome of that discussion would in turn be reported back to full Council.

MOTION: Proposed by Councillor David Marsh and seconded by Councillor Tony Vickers:

That the Council:

“notes the success of the 24-hour traffic-free zone covering part of Newbury town centre.

It made social distancing easier and was popular with shoppers. It helped to promote active travel, in line with the Prime Minister’s announcement on 28 July, which included a commitment to “improving air quality and reducing traffic” by introducing zero-emission zones in towns and cities, and with the Council’s own recently published Environment Strategy, which stresses the importance of reducing vehicle emissions.

This Council further notes that the threat posed by Covid-19, and the need for social distancing, remain, and are likely to do so for the foreseeable future. It therefore regards the decision to return to “business as usual”, taken without allowing Council members to debate the issue, or even informing them of the decision, and without consulting Newbury Town Council, as premature at best.

This Council further notes the following statement by Grant Shapps, Secretary of State for Transport: “We’ve got a once-in-a-lifetime opportunity to create a shift in attitudes for generations to come.”

Allowing people to enjoy the town centre free of all but essential traffic is good for their health and wellbeing, and good for business. It conforms to the Council’s own aims with regard to carbon emissions, road safety, and creating a more attractive town centre for both residents and visitors. It is a win-win for the people of West Berkshire.

This Council therefore **RESOLVES** that:

- (a) The 24-hour traffic-free zone, with appropriate exemptions for deliveries and disabled access, be reinstated with immediate effect.
- (b) Officers will monitor the effect on social distancing, businesses (including the market), air quality and active travel, and report their findings to the Transport Advisory Group and Environment Advisory Group by the end of 2020.
- (c) Following this process, any recommendations as to making the traffic-free zone permanent or otherwise would be considered by the first full Council meeting of 2021.”

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Councillor Carolyne Culver asked why it was not possible to debate this motion at the meeting that evening. The Monitoring Officer explained that the Constitution set out how motions relating to Executive functions had to be dealt with. Paragraph 4.9.8 of the Constitution stated that where the subject matter fell within the remit of the Executive it needed to be referred there without discussion. The motion proposed sought a road closure which was an Executive function and therefore it had to be dealt with in the manner explained by the Chairman.

The Council considered the under-mentioned Motion (Agenda item 16(d) refers) submitted in the name of Councillor Richard Somner relating to fireworks.

The Chairman informed the Council that in accordance with Procedural Rule 4.9.8 the motion, if seconded, would be referred to the Licensing Committee for consideration prior to a report being submitted to full Council.

MOTION: Proposed by Councillor Richard Somner and seconded by Councillor Jeff Brooks:

That the Council:

“In consideration of the rural nature of the area we share, and communications received by both residents and animal welfare organisations such as the RSPCA, recognises the need to take action on the increasing concern of firework use across our District.

As a Council we have historically acted on the need to set appropriate licensing fees for fireworks and the need to restrict the areas in which sky lanterns can be used, this motion sets to add to those actions and to develop a safer environment for residents, their pets and the numerous livestock and wildlife in West Berkshire.

Whilst we recognise that fireworks are used throughout the year, and when used sensibly can be enjoyed by many, we approach a time of year when their use will see a dramatic increase.

The very nature of Fireworks as explosives are that they make loud and high intensity noises that are unpredictable and can affect a wide area.

As with sky lanterns, once reaching the ground the resultant debris can also pose a hazard to animals, such as horses and farm livestock.

We recognise that some people may not be aware of the anxiety or danger that may be created, and so there is a need to raise awareness generally including amongst owners of animals.

The short lived nature of firework noise can make it difficult for the police or local authority officers to pinpoint locations and take action.

This Council **resolves:**

- to require all public firework displays within the local authority boundaries to be advertised in advance of the event, allowing residents to take precautions for their animals and vulnerable people
- to actively promote a public awareness campaign about the impact of fireworks on animal welfare and vulnerable people – including the precautions that can be taken to mitigate risks
- to write to the UK Government urging them to introduce legislation to limit the maximum noise level of fireworks to 90dB for those sold to the public for private displays

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- to encourage local suppliers of fireworks to stock 'quieter' fireworks for public display."

The Council considered the under-mentioned Motion (which was an urgent item) submitted in the name of Councillor Lynne Doherty relating to public engagement in remote Council meetings.

The Chairman informed the Council that In accordance with paragraph 4.9.4 (Urgent Motion) he had consented, as he believed that it was right and proper that the current arrangements be reviewed, that the motion be considered at this Council meeting as urgent agenda item.

The Chairman reported that in accordance with Rule 4.16.1 [Six Months Rule] the Motion has been signed by at least one quarter of the Members of Council. (Councillors: Lynne Doherty, Graham Bridgman, Howard Woollaston, Hilary Cole, Ross Mackinnon, Richard Somner, Jo Stewart, Steve Ardagh-Walter, Dominic Boeck, Alan Law and James Cole.)

MOTION: Proposed by Councillor Lynne Doherty and seconded by Councillor Lee Dillon:

That the Council:

“RESOLVES that, with effect from 1 October 2020:

- 1 Its Resolution of 29 April 2020 in relation to Remote Council Meetings is rescinded.
- 2 The following changes to the Constitution are approved insofar as they apply to Remote Council Meetings (“Remote Meetings”) only:
 - a) Any right given to a member of the public by the Constitution to make a submission to any Council meeting shall not apply to Remote Meetings. This right will be replaced with the ability to make written submissions.
 - b) Written submissions that replace the right of a member of the public to speak for up to five minutes shall be limited to a written submission of no more than 500 words. (This limit shall be applied pro rata to any different time limit detailed within the Constitution.) Written submissions must be submitted to the Council by no later than midday, two working days before the meeting.
 - c) Where practicable, written submissions made as an alternative to a previous right to address a Committee will be read aloud at the Remote Meeting. Where multiple parties make written submissions, these will all be made available to the Members of the Committee, but it will not be appropriate to read all aloud. In such circumstances, an officer will provide a verbal summary for the Remote Meeting of the issues raised.
 - d) Where a member of the public has made a written submission they will be invited to attend the Remote Meeting to answer any questions that Members of the Committee might wish to ask in relation to their submission (but questions may only be asked to clarify a statement made and not to introduce new business). If members of the public attend as invited they will be in the Remote Meeting with a right to speak for only so long as they are receiving and answering such a question or questions.
 - e) Where a member of the public has submitted a written question to a Council meeting they will be invited to attend the Remote Meeting to hear the answer to their question and to ask any supplementary question they might wish (in accordance with the Constitution). If they attend as invited they will be treated as being in the Remote Meeting with a right to speak for only so long as they are asking and receiving the answer to such a question or questions.

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- f) The requirement for any questioner to say (eg) "I ask my question as set out in the Summons" is replaced by a requirement for the Chairman of the meeting to refer to the question and invite the Member responding to answer.
 - g) Nothing in this Resolution affects the ability of the Chairman of the meeting to determine how a question shall be answered as set out in the Constitution (eg at 4.12.5).
 - h) Members of the public will have no right to present a Petition in person during a Remote Meeting.
- 3 Any statutory right for a person other than a Member or Officer of the Council to attend, and/or speak at, and/or raise verbal questions at, a Remote Meeting shall not be affected by this Resolution.
- 4 The Monitoring Officer is authorised to publish a statement setting out the effect of this Resolution in the Constitution and in any other place considered necessary to bring it to the attention of anyone affected as she deems fit, and to publish any Protocol or Guidance to assist Members and others in the way in which the Council conducts Remote Meetings."

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

16. Members' 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)*

- (a) A question submitted by Councillor Martha Vickers on the subject of progress on the work on the effect of inequality on the health and life chances of residents received a response from the Executive Member for Public Health and Community Wellbeing
- (b) A question submitted by Councillor Martha Vickers on the subject of the number of refuge places for women and families at risk of domestic abuse received a response from the Executive Member for Public Health and Community Wellbeing.
- (c) A question submitted by Councillor Peter Argyle on the subject of assistance provided by the Council to young people after the summer break received a response from the Executive Member for Children, Young People and Education.
- (d) A question submitted by Councillor Jeff Cant on the subject of the plans for the Lido received a written response from the Executive Member for Public Health and Community Wellbeing.
- (e) A question t submitted by Councillor Tom Marino on the subject of Council, employees working from home received a response from the Executive Member for Internal Governance.
- (f) A question submitted by Councillor Carlyne Culver on the subject of the creation of a Nature Recovery Network received a response from the Executive Member for Transport and Countryside.
- (g) A question submitted by Councillor Carlyne Culver on the subject of the permanent pedestrianisation of Northbrook Street received a response from the Executive Member for Transport and Countryside.
- (h) A question submitted by Councillor Tony Vickers on the subject of consultation with Newbury Town Council about traffic flow received a response from the Executive Member for Transport and Countryside.

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- (i) A question submitted by Councillor Tony Vickers on the subject of involving Newbury Town Council in the master-planning of Newbury town centre received a response from the Executive Member for Planning and Housing.
- (j) A question submitted by Councillor Lee Dillon on the subject of the delay in responding to his motion on constitutional changes received a response from the Executive Member for Internal Governance.
- (k) A question submitted by Councillor Lee Dillon on the subject of communication from government about preparing for dealing with the end of the transition period without any trade deals in place received a response from the Executive Member for Finance and Economic Development.
- (l) A question submitted by Councillor Erik Pattenden on the subject of a response to the safer schools motion received a response from the Executive Member for Transport and Countryside.
- (m) A question submitted by Councillor Martha Vickers on the subject of having themed debates received a response from the Leader of the Council.

(The meeting commenced at 7.15 pm and closed at 9.37 pm)

CHAIRMAN

Date of Signature

Item 6:

Public Questions to be answered at the Council meeting on 3 December 2020.

Members of the Executive to answer the following questions submitted by members of the public in accordance with the Council's Constitution.

(a) **Question to be answered by the Portfolio Holder for Finance and Economic Development submitted by John Gotelee:**

"What consideration was made for the obstruction downstream (Tesco culvert) which has far lower capacity when allowing surface water run off into the Thames Water sewer?"

(b) **Question to be answered by the Portfolio Holder for Transport and Countryside submitted by Susan Millington:**

"Will West Berkshire Council agree to set a tree planting target to double the amount of tree cover in the district by 2045, in line with the step recently taken by Oxfordshire County Council?"

(c) **Question to be answered by the Portfolio Holder for Finance and Economic Development submitted by Paula Saunderson:**

"How much funding, and under which schemes, has WBC received from Central Government to respond to the Covid-19 pandemic?"

(d) **Question to be answered by the Portfolio Holder for Finance and Economic Development submitted by Paula Saunderson:**

"How has each Central Government fund, received in response to the Covid-19 pandemic, been distributed?"

(e) **Question to be answered by the Portfolio Holder for Finance and Economic Development submitted by Paula Saunderson:**

"How many recipients have benefitted from the different funding schemes established as part of the response to the Covid-19 pandemic?"

(f) **Question to be answered by the Portfolio Holder for Public Health & Community Wellbeing, Leisure and Culture submitted by Ros Clow:**

"Has the Council considered setting up a 'Working from Home Hub' in the town centre?"

(g) **Question to be answered by the Portfolio Holder for Transport and Countryside submitted by Alan Pearce:**

"Regarding the Swale situated on land west of Tesco, London Road, Newbury, and flash flooding in the area, please would it be possible to give a brief explanation for what purpose was the Swale constructed?"

(h) **Question to be answered by the Portfolio Holder for Transport and Countryside submitted by John Gotelee:**

"Will the council commit to testing the quality of the water at the outfall of the Thames Water sewer to establish why the wildlife seems to have died off?"

Item 6:

Public Questions to be answered at the Council meeting on 3 December 2020.

Members of the Executive to answer the following questions submitted by members of the public in accordance with the Council's Constitution.

(i) **Question to be answered by the Portfolio Holder for Finance and Economic Development submitted by Paul Morgan:**

"Can you please provide a full breakdown of what additional spend (actual, committed and proposed) has been made on the LRIE project on top of the £946,000 reported to the Overview and Scrutiny Management Commission as the total cost of the project and litigation?"

(j) **Question to be answered by the Portfolio Holder for Finance and Economic Development submitted by Stuart Gourley:**

"Will this Council abide by the 'development principle' in the Avison Young LRIE Master Plan and provide 'an alternative and suitable replacement football ground' prior to the 'disposal and potential redevelopment' of the site it currently occupies?"

(k) **Question to be answered by the Portfolio Holder for Transport and Countryside submitted by Alan Pearce:**

"Regarding the London Road, Newbury, Catchment Study, Project No. 195110, produced by ARDENT Consulting Engineers. Please would it be possible to confirm the total cost paid to Ardent together with the main reasons for commissioning the study?"

(l) **Question to be answered by the Portfolio Holder for Finance and Economic Development submitted by Lee McDougall:**

"Can the Council explain why it won't re-open Faraday Road Football Ground for organised youth football, even on a temporary basis, given it would cost no more than the current scheme for the recreational space?"

(m) **Question to be answered by the Portfolio Holder for Finance and Economic Development submitted by Vaughan Miller:**

"Will the council work collaboratively with the Newbury football community to explore all options to make the current ground available for the next 3 years for youth and ladies organised football?"

(n) **Question to be answered by the Portfolio Holder for Public Health & Community Wellbeing, Leisure and Culture submitted by Vaughan Miller:**

"Could the council provide details of how it expects its proposed Recreational Sports Pitch in Faraday Road to work?"

(o) **Question to be answered by the Portfolio Holder for Public Health & Community Wellbeing, Leisure and Culture submitted by Vaughan Miller:**

"Can the council provide a list of which sports organisations in or around Newbury it expects to book the proposed Recreational Sports Pitch?"

Item 6:

Public Questions to be answered at the Council meeting on 3 December 2020.

Members of the Executive to answer the following questions submitted by members of the public in accordance with the Council's Constitution.

(p) **Question to be answered by the Portfolio Holder for Planning and Housing submitted by Maria Morgan:**

"Would the Council agree that the current flats that can now be seen rising from the ground at the old Sterling Cables site and at the old bus station would be more appropriate and in keeping with somewhere like Basingstoke rather than the historic market town of Newbury?"

(q) **Question to be answered by the Portfolio Holder for Finance and Economic Development submitted by John Stewart:**

"Please can the Council provide a full breakdown since 2014 on what it has spent, and what it is still committed to spend, with St Modwen Developments Ltd?"

(r) **Question to be answered by the Portfolio Holder for Public Health & Community Wellbeing, Leisure and Culture submitted by Jason Braidwood:**

"From a health and well-being perspective how can the Council possibly justify the closure of the area's best football ground at Faraday Road when the Council's Playing Pitch Strategy (PPS) clearly states "current supply and demand analysis for secured and accessible pitch provision shows there is a large deficit across West Berkshire"?"

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Minerals and Waste Local Plan – Proposed Submission Consultation

Committee considering report:	Council
Date of Committee:	03 rd December 2020
Portfolio Member:	Councillor Hilary Cole
Date Portfolio Member agreed report:	22.10.2020
Report Author:	Elise Kinderman
Forward Plan Ref:	C3970

1 Purpose of the Report

- 1.1 The Proposed Submission Consultation is a key stage in the development of the emerging West Berkshire Minerals and Waste Local Plan (MWLP) that will shape the future of minerals and waste development in West Berkshire up to 2037.
- 1.2 Consultation was due to take place on the MWLP in January/February 2020. However, a mineral site that was due to be included as an allocation in the Plan was withdrawn at a late stage. Consequently, public consultation was put on hold while the supporting evidence and MWLP was updated and so a new consultation on the MWLP without this site can be undertaken.
- 1.3 The purpose of this report is to present the main changes to the MWLP and supporting evidence, and for approval to undertake public consultation on these documents in accordance with the West Berkshire Statement of Community Involvement and the Town and Country Planning (Local Planning) (England) Regulations 2012.

2 Recommendations

- 2.1 That Full Council grant delegated authority to the Head of Development and Planning to:
 1. Agree any minor typographical and presentational changes and factual updates to the Proposed Submission Minerals and Waste Local Plan and supporting information prior to publication for consultation.
 2. Publish the Minerals and Waste Local Plan Proposed Submission consultation document, and supporting evidence base documents for a six week consultation period in accordance with the West Berkshire Statement of Community Involvement and Regulation 19 of the Town and Country Planning (Local Planning) (England) Regulations 2012.

3. Following public consultation, consider and summarise the responses received, and submit the Proposed Submission Minerals and Waste Local Plan and supporting evidence base to the Secretary of State for independent examination in line with Regulation 22 of the Town and Country Planning (Local Planning) (England) Regulations 2012.

3 Implications and Impact Assessment

Implication	Commentary			
Financial:	The Council is committed to producing the Minerals and Waste Local Plan. Budgetary provision has been made to carry out the relevant work.			
Human Resource:	No HR implications identified.			
Legal:	The Minerals and Waste Local Plan will provide the planning framework for Minerals and Waste planning in West Berkshire.			
Risk Management:	In the absence of an up to date development plan relating to minerals and waste, planning applications received have to be considered against a dated local policy framework and national policy, increasing the possibility of the authority not being able to consider all relevant local circumstances when making a determination.			
Property:	No property implications identified.			
Policy:	The Minerals and Waste Local Plan is being prepared in line with the National Planning Policy Framework (NPPF).			
	Positive	Neutral	Negative	Commentary
Equalities Impact:		✓		

<p>A Are there any aspects of the proposed decision, including how it is delivered or accessed, that could impact on inequality?</p>		✓		<p>See Equalities Impact Assessment to the MWLP. No equalities impacts identified.</p>
<p>B Will the proposed decision have an impact upon the lives of people with protected characteristics, including employees and service users?</p>		✓		<p>See Equalities Impact Assessment to the MWLP. No impacts on those with protected characteristics identified.</p>
<p>Environmental Impact:</p>	✓			<p>See Strategic Environmental Assessment /Sustainability Appraisal to the MWLP. This has concluded that overall the MWLP should have a positive impact on all strands of sustainability, economic, environmental and social.</p>
<p>Health Impact:</p>		✓		<p>The MWLP includes policy on public health and amenity. Strategic Environmental Assessment/Sustainability Appraisal of this policy shows a predominantly neutral effect.</p>
<p>ICT Impact:</p>		✓		<p>No ICT impacts identified.</p>
<p>Digital Services Impact:</p>		✓		<p>Digital services will be employed during consultation. These services are already in place and no additional impacts identified.</p>

<p>Council Strategy Priorities:</p>	<p>✓</p>			<p>The MWLP is expected to support the following Council Priorities:</p> <p>Develop local infrastructure to support and grow the local economy.</p> <p>Maintaining a steady and adequate supply of aggregate minerals directly provides raw materials to deliver essential infrastructure.</p> <p>Maintain a green district.</p> <p>Policies to protect the environment from the effects of mineral and waste activities and requiring high standard restoration of temporary activities will minimise the impact on the environment of delivering services and achieve long-term environmental gains.</p> <p>Policies prioritising sustainable transport will help to develop more sustainable transport solutions.</p>
<p>Core Business:</p>		<p>✓</p>		<p>The Council is required to produce a Minerals and Waste Local Plan.</p>
<p>Data Impact:</p>		<p>✓</p>		<p>Data will be handled in line with Council’s Privacy Policy on the Development Plan.</p>

<p>Consultation and Engagement:</p>	<p>Consultation on the Plan has taken place with members of the Minerals and Waste team, Planning Advisory Group and internal consultees (including: Highways, Archaeology, Conservation and Environmental Health). Advice has also been sought from statutory consultees in particular the Environment Agency, Natural England and Historic England.</p> <p>There have been three rounds of public consultation as part of the preparation of the Proposed Submission Plan:</p> <ul style="list-style-type: none"> - Issues and Options in Early 2014 - Sites Consultation in Summer 2016 - Preferred Options in Spring/Summer 2017 <p>All comments made as part of these consultations have been taken into account in the preparation of the plan.</p>
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4 Executive Summary

- 4.1 The West Berkshire Minerals and Waste Local Plan (MWLP) will replace the Replacement Minerals Local Plan for Berkshire (incorporating the alternations adopted in December 1997 and May 2001) and the Waste Local Plan for Berkshire (adopted 1998) and will provide an up to date planning framework for minerals and waste development in West Berkshire to 2037.
- 4.2 This is the first West Berkshire specific Minerals and Waste Local Plan. Minerals and waste planning has previously been carried out jointly for the whole of Berkshire, with this work coordinated by the now dissolved Joint Strategic Planning Unit.
- 4.3 The process of developing the MWLP has already been through several stages of public consultation, starting with the Issues and Options consultation in early 2014, a sites consultation on all sites submitted for consideration in the plan in summer 2016, and consultation on the Preferred Options in spring 2017.
- 4.4 The MWLP is now ready for consultation on the ‘Proposed Submission’ version of the Plan. This represents the Plan that the Council thinks is sound and fit to be submitted for independent examination. Proposed Submission Consultation is a statutory requirement in the development of the emerging West Berkshire Minerals and Waste Local Plan, required by Regulation 19 of the Town and Country (Local Planning) (England) Regulations 2012. The proposed recommendations would enable the Council to publish the Plan and undertake this consultation.
- 4.5 It is proposed to consult on the Proposed Submission MWLP for six weeks between Monday 4th January and Monday 15th February 2021. Following this, officers will consider and summarise the responses received and prepare the Proposed Submission MWLP and supporting evidence for submission to the Secretary of State for independent examination in line with Regulation 22 of the Town and Country Planning (Local Planning (England) Regulations 2012.

5 Supporting Information

Introduction

- 5.1 The Proposed Submission MWLP sets out the Council's proposed planning framework for minerals and waste development in West Berkshire, based on the evidence collected, site assessment work and the outcomes of earlier consultations.
- 5.2 The MWLP sets out comprehensive policies to guide minerals and waste development and proposes the allocation of sites for mineral development to meet the Council's mineral need over the plan period.

Background

- 5.3 As previously mentioned, the MWLP and supporting evidence documents have had to be updated following the withdrawal of a site earlier in the year that was proposed to be allocated in the Plan. The MWLP and evidence documents have been updated to take account of this, but for the large part remain unchanged. The main changes to the MWLP and evidence documents are:

- Updated aggregate mineral data in the Local Aggregates Assessment which has shown that the 'need' for aggregate minerals has reduced, and supports the proposal to now allocate only one site for sharp sand and gravel instead of two. Although the data has also been updated for soft sand, crushed rock, and recycled aggregates, it has not shown any need to change the approach regarding these aggregates.
- Extending the Plan period from 2036 to 2037 to take account of the year lost following the withdrawal of the proposed allocated mineral site and the fact that the NPPF requires a minimum 15 year plan period following adoption (2022 – 2037).
- Minor factual corrections/clarifications and updates as a result of updated data/information.

- 5.4 Apart from these changes no other changes are proposed to the MWLP or supporting evidence documents.

- 5.5 Findings of an update to the Local Waste Assessment suggest that the approach to waste management is sufficient and will not need to change - no waste sites are proposed to be allocated in the MWLP.

- 5.6 Full Council approved the previous 'Preferred Options' version of the MWLP for consultation in spring 2017. This 'Proposed Submission' version builds on the previous Preferred Options, and takes into account representations received as part of this consultation and further technical work and evidence. As a result, and following the withdrawal of one mineral site proposed for allocation, the number of sand and gravel sites proposed for extraction has reduced from seven to two (one sharp sand and gravel and one soft sand).

- 5.7 Further information on the proposed policies and sites to be included within the MWLP is given in Appendix A – Supporting Information.

- 5.8 Notable policy requirements of the MWLP include:

- Minerals and waste proposals must demonstrate how they will minimise their impact on the causes of climate change (Policy 25 – Climate Change).
- Requirement for minerals and waste proposals to deliver at least 10% net gains for biodiversity in line with government guidance (Policy 17 – Restoration and After-use of Sites and Policy 20 – Biodiversity and Geodiversity).
- Encourage sustainable modes of transport including rail and/or water (Policy 22 – Transport).

5.9 The Environmental Assessment of the MWLP has been undertaken in the Sustainability Appraisal/Strategic Environmental Assessment (SA/SEA). A summary of the outcomes of the assessment are included in the non-technical summary of this document. This has concluded that overall the MWLP should have a positive impact on all strands of sustainability - economic, environmental and social.

5.10 The MWLP is supported by a number of supporting evidence documents, including:

- Minerals Evidence Paper
- Local Aggregates Assessment
- Soft Sand Study
- Soft Sand Topic Paper
- Local Waste Assessment
- Sustainability Appraisal/Strategic Environmental Assessment (SA/SEA)
- Habitats Regulation Assessment (HRA)
- Strategic Flood Risk Assessment (SFRA)
- Landscape and Visual Assessment
- Preliminary Ecological Assessment
- Heritage Assessment
- Highways and Transport Topic Paper
- Site Selection Methodology Paper
- Equality Impact Assessment (EqIA)
- Statement of Consultation
- Duty to Cooperate Statement
- Policies Map
- Glossary

Proposals

5.11 The proposed recommendations of the report are:

5.12 That Full Council grant delegated authority to the Head of Development and Planning to:

1. Agree any minor typographical and presentational changes and factual updates to the Proposed Submission Minerals and Waste Local Plan and supporting information prior to publication for consultation.
2. Publish the Minerals and Waste Local Plan Proposed Submission consultation document, and supporting evidence base documents for a six week consultation period in accordance with the West Berkshire Statement of Community Involvement and Regulation 19 of the Town and Country Planning (Local Planning) (England) Regulations 2012.

3. Following public consultation, consider and summarise the responses received, and submit the Proposed Submission Minerals and Waste Local Plan and supporting evidence base to the Secretary of State for independent examination in line with Regulation 22 of the Town and Country Planning (Local Planning) (England) Regulations 2012.

5.13 The Proposed Submission Consultation is a statutory requirement in the development of the emerging West Berkshire Minerals and Waste Local Plan (MWLP) required by Regulation 19 of the Town and Country (Local Planning) (England) Regulations 2012. The proposed recommendations would enable the Council to undertake this consultation.

6 Other options considered

- 6.1 No other options considered. The Council is required to have an up to date Minerals and Waste Local Plan and consultation forms a legislative requirement in the development of the Plan.

7 Conclusion

- 7.1 It is concluded that the Proposed Submission MWLP and supporting evidence documents that have been prepared by officers, and informed by elected members, public consultations, technical studies and consultations with statutory bodies and internal departments should be the subject of public consultation in line with Regulation 19 of the Town and Country Planning (Local Planning) (England) Regulations 2012 and subsequently submitted to the Secretary of State for independent examination in line with the proposed recommendations.
- 7.2 It is anticipated that the consultation will take place for six weeks between 4th January and 15th February 2021 and will be carried out in accordance with the Council's Statement of Community Involvement and Regulation 19 of the Town and Country Planning (Local Planning) (England) Regulations 2012.
- 7.3 Following the consultation, officers will prepare the Proposed Submission MWLP and supporting evidence for submission to the Secretary of State for independent examination in line with Regulation 22 of the Town and Country Planning (Local Planning) (England) Regulations 2012.

8 Appendices

- 8.1 Appendix A – Supporting Information
- 8.2 Appendix B – West Berkshire Minerals and Waste Local Plan – Proposed Submission Version November 2020.

Background Papers:

The following documents have supported the development of the Proposed Submission Minerals and Waste Local Plan and will be available to members of the public as part of the consultation, via the Council's website at www.westberks.gov.uk/mwevidencebase. Electronic copies of these documents can be made available on request.

- Minerals Evidence (including: Local aggregates Assessment, Minerals Evidence Paper, Soft Sand Study and Soft Sand Topic Paper)
- Local Waste Assessment
- Strategic Flood Risk Assessment
- Landscape and Visual Assessment
- Preliminary Ecological Assessment
- Heritage Assessment
- Highways and Transport Topic Paper
- Site Selection Methodology
- Glossary
- Equalities Impact Assessment
- Minerals and Waste Local Plan Proposed Submission Consultation Document
- Sustainability Appraisal
- Habitats Regulation Assessment
- Statement of Consultation
- Policies Map
- Duty to Cooperate Statement
- Statement of Common Ground

Subject to Call-In:

Yes: No:

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

Wards affected: All wards

Officer details:

Name: Elise Kinderman
Job Title: Team Leader – Minerals and Waste
Tel No: 01635 519814
E-mail: Elise.Kinderman1@westberks.gov.uk

Supporting Information

1. Introduction/Background

- 1.1 The West Berkshire Minerals and Waste Local Plan (MWLP) will replace the Replacement Minerals Local Plan for Berkshire (incorporating the alternations adopted in December 1997 and May 2001) and the Waste Local Plan for Berkshire (adopted 1998) and will provide an up to date planning framework for minerals and waste development in West Berkshire to 2037.
- 1.2 This is the first West Berkshire specific Minerals and Waste Local Plan. Minerals and waste planning has previously been carried out jointly for the whole of Berkshire, with this work coordinated by the now dissolved Joint Strategic Planning Unit.
- 1.3 The Proposed Submission MWLP sets out the Council's proposed planning framework for minerals and waste development in West Berkshire, based on the evidence collected, site assessment work and the outcomes of earlier consultations.
- 1.4 Consulting on the Proposed Submission version of the MWLP is a requirement under Regulation 19 of the Town and Country Planning (Local Planning) (England) Regulations 2012, and allows members of the public, landowners and developers the opportunity to comment on the proposed plan before it is submitted for independent examination.
- 1.5 It is proposed to consult on the Proposed Submission MWLP for six weeks between 4th January and 15th February 2021. Following this, officers will prepare the Proposed Submission MWLP and supporting evidence for submission to the Secretary of State for independent examination in line with Regulation 22 of the Town and Country Planning (Local Planning) (England) Regulations 2012.

2. Development of the Minerals and Waste Local Plan

- 2.1 The process of developing the MWLP has already been through several stages of public consultation, starting with the Issues and Options consultation in early 2014, a sites consultation on all sites submitted for consideration in the MWLP in summer 2016, and consultation on the Preferred Options in spring 2017.

Issues and Options
- 2.2 The Issues and Options consultation in January/February 2014 set out the issues the Council believed were the key issues facing minerals and waste development in West Berkshire and invited comments and further issues to be raised. This consultation also formed the consultation on the scope of the plan, as required by Regulation 18 of the Town and Country Planning (Local Planning) (England) Regulations 2012.

Sites Consultation
- 2.3 The sites consultation took place between July and August 2016. This was a further period of consultation carried out on all the sites submitted to the Council as part of the "Call for Sites" in early 2014 and allowed members of the public and stakeholders to comment on the potential sites at a very early stage.

Preferred Options

- 2.4 Consultation on the 'Preferred Options' version of the MWLP took place in May/June 2017. This document was informed by the outcomes of the previous consultations and allowed members of the public and stakeholders to comment on the policies and sites proposed to be included within the MWLP. These comments have then been taken into account in the drafting of the 'Proposed Submission' version of the MWLP.

Evidence Base

- 2.5 A detailed evidence base has also been developed to support the development of the MWLP. The documents produced include:
- *Minerals Evidence (including the Local Aggregates Assessments, Minerals Evidence Paper, Soft Sand Study and Soft Sand Topic Paper)*. This sets out the minerals need and land bank requirements for the district, determining the quantity of construction aggregates that the MWLP needs to deliver.
 - *Local Waste Assessment*. This sets out the quantity of waste arising and waste management capacity within the district. This has shown that the Council is able to achieve net self-sufficiency in waste management, and therefore, that there is no need for additional waste management capacity or new waste sites over the plan period.
 - *Sustainability Appraisal/Strategic Environmental Assessment (SA/SEA) (including Site Assessment work)*. This considers the overall sustainability of the plan, specifically looking at the policies and sites considered.
 - *Habitats Regulation Assessment (HRA)*. This considers the impacts that proposed minerals and waste development could have on internationally recognised habitats - Special Protection Areas and Special Areas of Conservation.
 - *Strategic Flood Risk Assessment (SFRA)*. A new SFRA (2019) has been prepared to support both the Minerals and Waste Local Plan and the new Local Plan. This considers the flood risk across the district from all sources and allows this to be taken into account in terms of proposed development.
 - *Landscape and Visual Assessment*. All sites have been assessed to determine their suitability for allocation in relation to landscape impacts.
 - *Preliminary Ecological Appraisal*. All sites have been assessed to determine any ecological constraints and subsequent recommendations for mitigation and/or further survey.
 - *Heritage Assessment*. All sites have been assessed to determine their potential impact upon the significance of heritage (including archaeological) assets, and requirements for further work to determine effects on significance and mitigation measures are set out.
 - *Highways and Transport Topic Paper*. All sites have been assessed to determine the likely traffic impacts of the sites on the highway network.
 - *Site Selection Methodology Paper*. This paper sets out the methodology used in assessing sites' suitability for allocation.

- *Equalities Impact Assessment (EqIA)*. This ensures that the plan will not impact negatively on those with protected characteristics.
- *Statement of Consultation*. This sets out all the stages of consultation that have been carried out in the production of the MWLP to date, and how these have been taken into account in the preparation of the MWLP.
- *Duty to Cooperate Statement*. This document sets out how the Council has complied with its statutory 'Duty to Cooperate' on strategic, cross boundary issues.
- *Glossary*. This is a comprehensive glossary document that relates to all documents produced in support of the MWLP.
- *Policies Map*. The policies map is a visual representation of the spatial policies in the MWLP.

2.6 Copies of all the evidence base documents will be available on the Council's website as background information to support the consultation.

3. The Proposed Submission Minerals and Waste Local Plan

3.1 Consultation on the Proposed Submission version of the plan provides members of the public, landowners and developers an opportunity to comment on the proposed MWLP before it is submitted for independent examination. Authorisation for the publication of the consultation on the Proposed Submission West Berkshire Minerals and Waste Local Plan needs to be formally ratified by Full Council.

Policy Development

3.2 The Issues and Options consultation set out a number of topic areas considered to be the key issues relating to Minerals and Waste. A review of the potential options to deal with these key issues was carried out as part of the Sustainability Appraisal (SA/SEA) process (see SA/SEA report). This set out a number of different approaches which could be taken forward into the plan, assessed them as options and made a recommendation as to which policy approach, would be the most appropriate to include in the plan.

3.3 As a result of this process, as well as the consideration of all evidence collected and collated, the following policies are proposed for inclusion in the MWLP. Where policies have been updated/alterd since the Preferred Options version of the Plan, these have been reassessed under the SA/SEA.

Policy 1: Sustainable Development

3.4 This is a general policy setting out that the MWLP will support the NPPF priority of delivering sustainable development.

Policy 2: Landbank and Need

3.5 This policy sets out the mineral demand requirement for West Berkshire as set out in the minerals evidence. The policy sets out the need for the MWLP to plan for the delivery of approximately 1.63 million tonnes of construction aggregates over the

plan period. This comprises 840,000 tonnes of sharp sand and gravel and 790,000 tonnes of soft sand.

Policy 3: Net self-sufficiency in Waste Management

- 3.6 This policy sets out the proposed approach to waste management for West Berkshire. The evidence compiled indicates that currently the district has sufficient waste sites to achieve net self-sufficiency of waste management and therefore, no further sites are required. This policy is closely linked to the safeguarding waste policy, as the safeguarding of existing permitted waste sites will ensure that the district is able to maintain net self-sufficiency of waste management.

Policies 4 – 8: Location of Development

- 3.7 There are five policies under this heading, Construction Aggregates, General Waste Management Facilities, Specialist Waste Management Facilities, Landfill and Permanent Deposit of Waste to Land, and Borrow Pits. The policies set out where there will be a presumption in favour of development for each type of development, with the construction aggregates policy setting out the allocated sites and an area of search for soft sand sites.

Policies 9 – 10: Safeguarding

- 3.8 There are two policies under this heading, Minerals Safeguarding and Waste Safeguarding. The policies set out the minerals and waste sites and resources that will be safeguarded from non-minerals or waste development. This will ensure that mineral deposits are not sterilised and that infrastructure to support minerals and waste processing are retained to ensure the Council can continue to meet its needs.

Policies 11 – 14: Specialist Development

- 3.9 There are four policies under this heading each relating to a specialist mineral or waste management process – Chalk and Clay, Energy Minerals, Radioactive Waste treatment linked to AWE and Reworking Old Landfill Sites. These policies all set out the criteria for when these types of development will be viewed favourably and what exceptional circumstances would need to be overcome.

Policy 15 – 16: Infrastructure

- 3.10 There are two policies under this heading, Location of Permanent Construction Aggregates Infrastructure (e.g. processing plants) and Temporary Minerals and Waste Infrastructure. The policies set out the criteria for when these types of development would be viewed favourably and what exceptional circumstances would need to be overcome.

Development Management Policies

- 3.11 Thirteen development management policies have been developed covering the following topics:

- (1) Policy 17 Restoration and After-Use - This policy sets out the requirements for restoration and after-use of sites following the completion of mineral extraction.
- (2) Policy 18 Landscape – this policy sets out a general approach to consideration of the impact on the landscape for minerals and waste development.
- (3) Policy 19 Protected Landscapes – this policy sets out the approach to development in protected landscapes, specifically the AONB. It includes details of the exceptional circumstances when minerals and waste development may be considered acceptable in the AONB.
- (4) Policy 20 Biodiversity and Geodiversity – this policy sets out the approach to consideration of the impact of development on biodiversity and geodiversity.
- (5) Policy 21 Agricultural land – this policy sets out the approach to considering the impacts development could have on agricultural land.
- (6) Policy 22 Transport – this policy sets out the requirements for highways and transport considerations associated with development.
- (7) Policy 23 Rights of Way – this policy sets out the requirements for rights of way affected by development to be retained or diverted to allow continued access to the countryside.
- (8) Policy 24 Flooding – this policy sets out the approach that will be taken to considering flood risk and the impacts on flooding that development may have.
- (9) Policy 25 Climate Change – this policy sets out the approach that will be taken to considering the impacts development could have on climate change, seeking to minimise these impacts.
- (10) Policy 26 Public Health, Environment and Amenity – this policy sets out the approach that will be taken to considering the impacts development could have on public health, the environment and amenity, seeking to minimise these impacts.
- (11) Policy 27 Historic Environment – this policy sets out the approach that will be taken to considering the impacts of development on the historic environment.
- (12) Policy 28 Design – this policy sets out the approach that will be taken towards ensuring good design is associated with development.
- (13)** Policy 29 Cumulative Impacts – this policy sets out the requirements for considering potential cumulative impacts resulting from development.

Site Allocations

- 3.12 All sites submitted to the Council have been assessed as part of the site assessment process, the details of which are set out in the Site Selection Methodology Report.
- 3.13 Various technical studies have been commissioned to support the allocation of sites including Landscape and Visual Assessment and Preliminary Ecological Appraisal. Consultation with internal (highways, ecology, archaeology, environmental health, conservation) and external (Environment Agency, Natural England, Historic England) consultees has also taken place to inform the site selection process.
- 3.14 It should be noted that due to the nature of minerals development, sites can only be located where there are mineral resources and the impacts of any development are temporary during the life of the site, and following restoration of the site the impacts should be reduced to neutral, or an overall positive benefit provided.
- 3.15 Seven sites were included in the Preferred Options Minerals and Waste Plan. However, since the publication of the Preferred Options, the background evidence has been updated meaning that fewer sites need to be allocated. One site has also been withdrawn from consideration for allocation in the Plan. In addition, updated evidence regarding soft sand has shown that there is a need for soft sand sites in the district and therefore, a site is proposed for allocation for soft sand. Full details of the approach to soft sand is set out in the Soft Sand Topic Paper.

Sharp Sand and Gravel

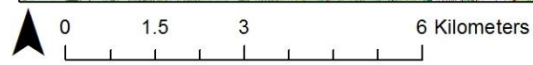
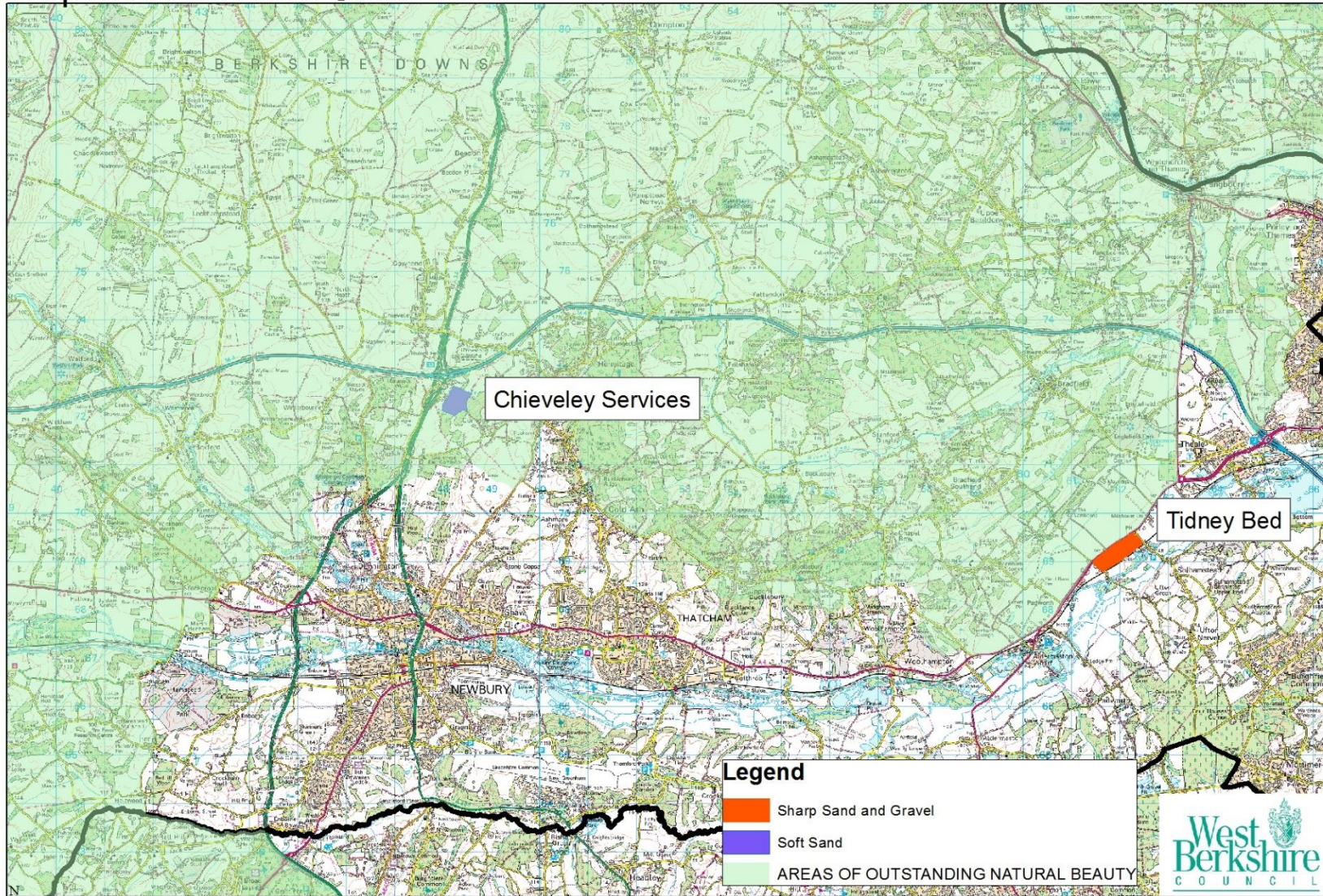
- 3.16 The proposed strategy for sharp sand and gravel is to allocate sites sufficient to meet the identified need for this mineral in the MWLP.
- 3.17 The proposed site allocations for sharp sand and gravel are:
- Tidney Bed, Ufton Nervet (1 million tonnes)
- 3.18 The location of this site is shown in Figure 1. The number of sharp sand and gravel sites has reduced from the 'preferred options' version of the Plan (where seven were proposed), as the requirement for sharp sand and gravel has reduced since this time, and one site has been withdrawn from consideration for allocation. It is anticipated that the need for sharp sand and gravel in the MWLP (840,000 tonnes) can be met from the proposed site.

Soft Sand

- 3.19 The proposed strategy for soft sand is:
1. Identify (allocate) one site within the AONB (Chieveley Services).
 2. Pursue a Statement of Common Ground with Oxfordshire to agree current supply levels will be planned for in their Site Allocations Document.
 3. Identify 'Areas of Search' for soft sand outside of the AONB (areas where knowledge of mineral resources may be less certain but within which planning permission may be granted, particularly if there is a potential shortfall in supply – [Minerals Planning Practice Guidance Paragraph 008: Reference ID: 27-008-20140306](#)).

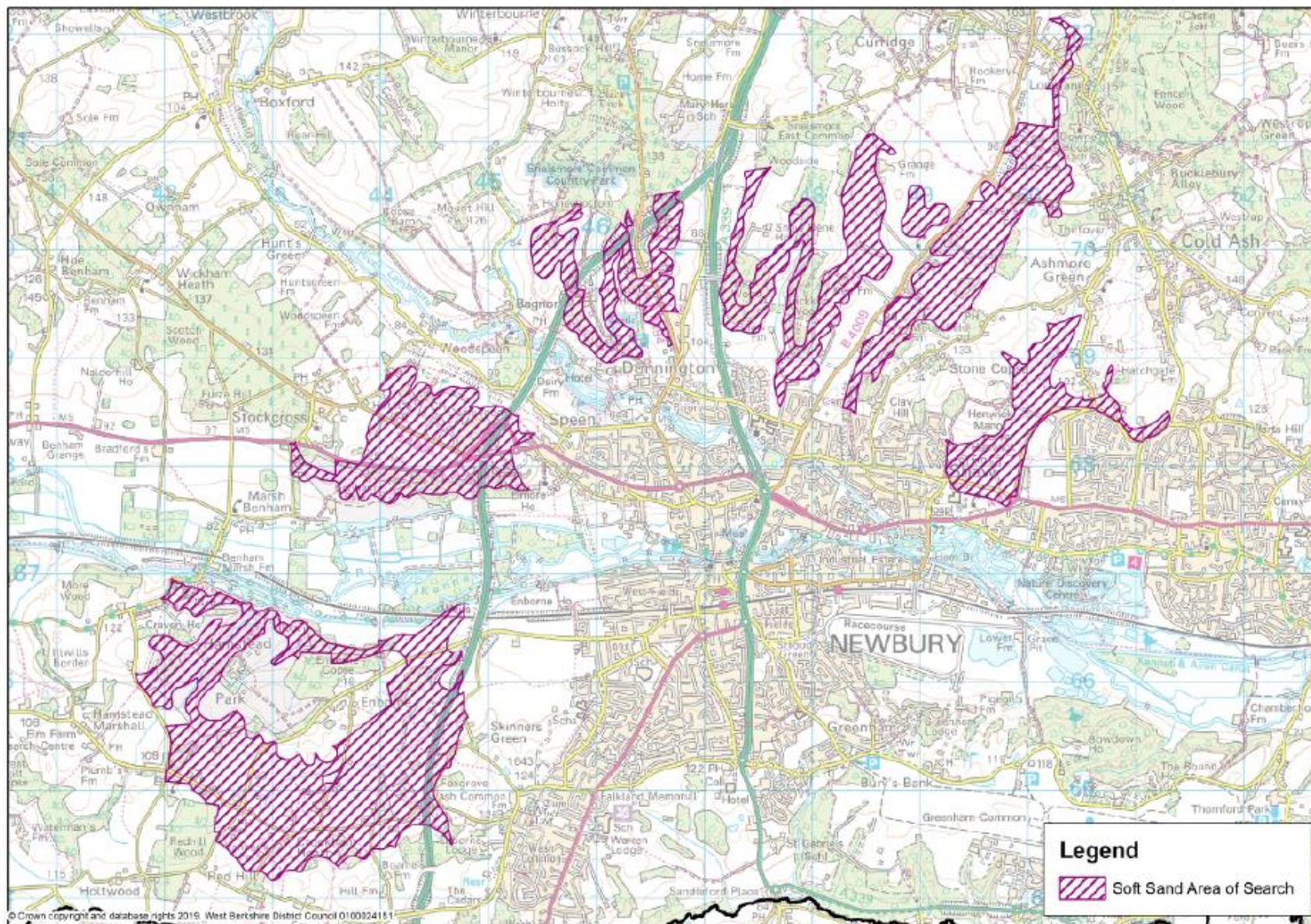
4. Include a criteria based policy to enable other suitable sites for soft sand that may come forward to be permitted.
- 3.20 The proposed site allocation for soft sand is:
- Chieveley Services, Chieveley (0.4 – 0.67 million tonnes)
- 3.21 The location of this site is shown in Figure 1. The reasoning for choosing this site to be allocated is given in the Soft Sand Topic Paper. Highways England have not objected to this allocation following clarification that access will not be through the motorway services. Although the site is within the AONB, it is considered that there are exceptional circumstances such as to justify allocation within the AONB in line with paragraph 172 of the NPPF. This allocation alone is not sufficient to meet the identified need for soft sand in the MWLP (790,000 tonnes). Therefore, a statement of common ground is being prepared with Oxfordshire County Council to agree that current (higher) sales in Oxfordshire will be planned for in their Site Allocations Document in the acknowledgement that part of the current sales pattern in Oxfordshire comprises supply to West Berkshire. In addition, it is proposed to identify soft sand 'Areas of Search' in West Berkshire outside of the AONB and include a criteria based policy in the MWLP to enable future proposals to come forward if there is operator interest. Soft Sand Areas of Search are shown in Figure 2.
- 3.22 Each allocated site has a specific site policy setting out the details and information that would be required to support any planning applications coming forward.
- (1) Policy 30 – Tidney Bed
 - (2) Policy 31 – Chieveley Services
- 3.23 No waste sites are proposed for allocation as the evidence suggests that there are already sufficient waste sites in the district to meet the need for waste management through to the end of the plan period. It is proposed that these existing sites will be safeguarded (Policy 10) from non-waste development to ensure the Council can continue to meet the need for waste sites in the district.
- 3.24 The sites proposed for allocation were presented to members of the Planning Advisory Group. Ward members with a proposed site in their ward were invited to this meeting in May 2019.

Figure 1: Location of Proposed Allocated Sites
Proposed Allocated Sites



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Figure 2: Proposed Soft Sand Areas of Search



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4. Proposals

4.1 Recommendations:

That Full Council grant delegated authority to the Head of Development and Planning to:

1. Agree any minor typographical and presentational changes and factual updates to the Proposed Submission Minerals and Waste Local Plan and supporting information prior to publication for consultation.
2. Publish the Minerals and Waste Local Plan Proposed Submission consultation document, and supporting evidence base documents for a six week consultation period in accordance with the West Berkshire Statement of Community Involvement and Regulation 19 of the Town and Country Planning (Local Planning) (England) Regulations 2012.
3. Following public consultation, consider and summarise the responses received, and submit the Proposed Submission Minerals and Waste Local Plan and supporting evidence base to the Secretary of State for independent examination in line with Regulation 22 of the Town and Country Planning (Local Planning) (England) Regulations 2012.

4.2 If approved, it is anticipated that the consultation will take place for six weeks between 4th January and 15th February 2021.

5. Future Timetable

5.1 Following the close of consultation, officers will prepare for submission of the plan to the Secretary of State for independent examination. It is anticipated that the following timetable will be followed, as set out in the Local Development Scheme:

- (1) February – July 2021 – Prepare for submission to Secretary of State
- (2) July 2021 – Submission to Secretary of State for Examination
- (3) November 2021 (date subject to PINS) – Examination Hearings
- (4) Summer 2022 – Adoption of the Minerals and Waste Local Plan.

5.2 These timings are indicative as the level of response to the Proposed Submission consultation will impact upon the timetable, as will the level of resources within the Minerals and Waste Team.

6. Conclusion

6.1 It is concluded that the suite of documents that have been prepared by officers, which have been informed by elected members, public consultation, technical studies and consultations with statutory bodies and internal departments is the most suitable approach to delivering the requirement for an up to date Minerals and Waste Local Plan and should be subject to public consultation for a six week period

Minerals and Waste Local Plan – Proposed Submission Consultation

between 4th January and 15th February 2021 prior to being submitted to the Secretary of State for Examination in Summer 2021.

**West Berkshire Minerals and Waste Local Plan
'Proposed Submission' Version**

November 2020

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1 Introduction

What is the West Berkshire Minerals and Waste Local Plan?

- 1.1 The West Berkshire Minerals and Waste Local Plan (MWLP) will provide the planning framework for Minerals and Waste development in West Berkshire. It will set out the long term vision for mineral and waste development to 2037 and set out the policy context for assessing planning applications for minerals and waste development in the District.
- 1.2 The West Berkshire Minerals and Waste Local Plan will replace all saved policies in the, now dated, Replacement Minerals Local Plan for Berkshire Incorporating the alternations adopted in 1997 and 2001 (RMLP) and the Waste Local Plan for Berkshire, adopted in 1998 (WLPB) for planning decisions in West Berkshire.
- 1.3 The Minerals and Waste Local Plan will shape the future of minerals and waste development within West Berkshire by setting out the development of a new strategy to guide the steady and adequate delivery of minerals and waste sites in a clear and strategic manner.
- 1.4 The plan will include a range of planning policies against which proposals for minerals and waste can be assessed. It will also allocate preferred sites for development to ensure that the needs of the District can be met over the period covered by the plan.

Consultation

- 1.5 An Issues and Options consultation (undertaken in accordance with Regulation 18 of The Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended)¹ was carried out in January/February 2014. This consultation set out the issues and options the Council considered necessary to be included within the Minerals and Waste Local Plan, asking for comments from members of the public, operators and landowners. The outcome of the consultation has been used to set the framework for the emerging Minerals and Waste Local Plan.
- 1.6 As part of this consultation operators and landowners were invited to submit proposals for potential sites for future minerals and waste development. In the summer of 2016 a public consultation took place on the sites submitted for consideration as part of the plan making process. This consultation was carried out before the Council had carried out site assessment work, to allow comments from the public, operators and landowners to be incorporated into the site selection process.
- 1.7 A further “call for sites” took place between December 2016 and March 2017, mainly aimed at sites in relation to housing and economic development, but it also included the opportunity to submit further minerals and waste sites.

¹ Town and Country Planning (Local Planning (England) Regulations 2012 (as amended): http://www.legislation.gov.uk/uksi/2012/767/pdfs/uksi_20120767_en.pdf

- 1.8 A Preferred Options Consultation took place between 19th May and 30th June 2017 and the consultation document sets out the Council's preferred approach for the Minerals and Waste Local Plan, asking for comments on the preferred approach. There is no formal requirement to consult on the emerging plan until the proposed submission version of the plan is published, however, the Council believe that it is important to engage at an early stage of plan making with the public, operators and landowners. Comments made during the Preferred Options consultation have been considered and relevant changes made to the MWLP.
- 1.9 This public consultation is being undertaken in accordance with Regulation 19 of The Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended) and the Council's Statement of Community Involvement². This version of the Plan represents the document that the Council intends to submit to the Secretary of State for independent examination ('Proposed Submission' version).
- 1.10 The consultation will run for 6 weeks from Monday 4th January 2021 until Monday 15th February 2021.
- 1.11 We are inviting comments during this period on the Proposed Submission Minerals and Waste Local Plan. Comments at this stage should only relate to matters of Legal Compliance, Soundness (whether the Plan is considered to be positively prepared, justified, effective and consistent with national policy in line with paragraph 35 of the NPPF), and whether the Duty to Cooperate has been met. Further information is included in the Representation Form guidance available [online](#).
- 1.12 You can view the Minerals and Waste Local Plan Proposed Submission consultation document and supporting information [online](#), or at the Council offices on Market Street, Newbury or online at any of the local libraries.
- 1.13 We would prefer you to make your comments online via our website, however you can also let us know your views by email, post or fax.
- 1.14 Alternatively, if you would simply like more information on the consultation or help to comment online, please phone and speak to a member of the minerals and waste team.

Contact Details

<i>Consultation Portal:</i>	http://consult.westberks.gov.uk/portal
<i>Website:</i>	www.westberks.gov.uk/mwlpops
<i>Email:</i>	mwdpd@westberks.gov.uk
<i>Post:</i>	Minerals and Waste Planning Team, West Berkshire Council, Market Street, Newbury, RG14 5LD.
<i>Telephone:</i>	01635 519111
<i>Fax:</i>	01635 519408

² Statement of Community Involvement: <http://info.westberks.gov.uk/CHttpHandler.ashx?id=38265&p=0>

2 Background

About West Berkshire

- 2.1 West Berkshire is a unitary authority of 704 square kilometres (272 square miles), located in South East England. Approximately 90% of the district is considered to be rural in character. The North Wessex Downs Area of Outstanding Natural Beauty (AONB) is a nationally important and legally protected landscape, designated for the quality of its scenic beauty, covering approximately 74% of the district.
- 2.2 Approximately 44% of the population live in rural areas of the district, dispersed across a large number of towns, villages and smaller settlements. The remainder of the population are focused in the urban areas of Newbury and Thatcham and the urban areas of Calcot, Tilehurst and Purley-on-Thames to the east of the district.
- 2.3 West Berkshire is part of the Thames Valley which is recognised as the most productive sub-region in the UK³. Employment provision in West Berkshire is diverse and employment rates remain high.
- 2.4 West Berkshire is well connected in transport terms. At the centre of the district is an important road interchange where the east-west M4 motorway intersects with the north-south A34. There are road connections to larger centres such as Reading, Oxford, Swindon, Basingstoke and London. Mainline railway services to London and the south west of England run through the south of the District.

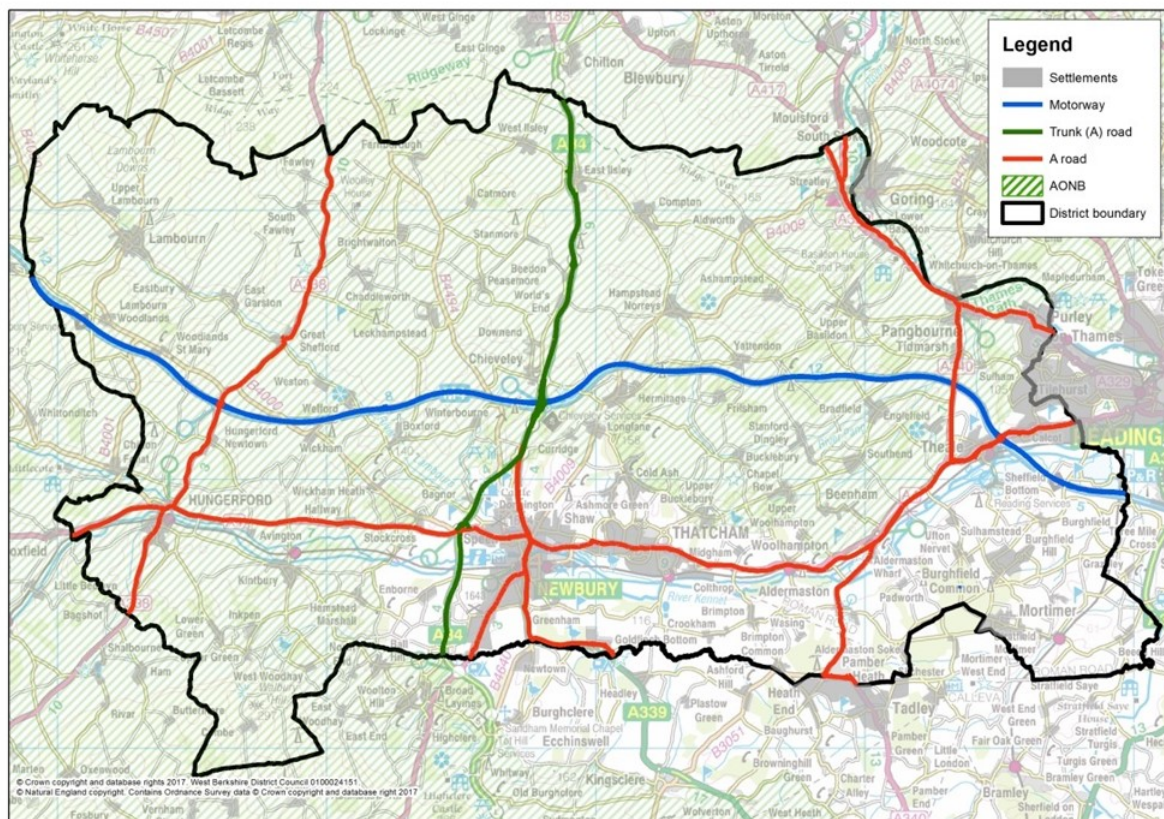


Figure 1: West Berkshire

³ Thames Valley Berkshire LEP: <http://thamesvalleyberkshire.co.uk/>

Minerals in West Berkshire

- 2.5 In West Berkshire, the main mineral deposits that occur are construction aggregates, namely sharp sand and gravel (primarily used to make concrete) and soft sand (primarily used for mortar production). A limited amount of marine aggregate is imported into West Berkshire, by rail and road, for use within the authority and surrounding area. West Berkshire has no deposits of hard rock, therefore, demand for these types of minerals is met by material that is imported, by rail, to West Berkshire.

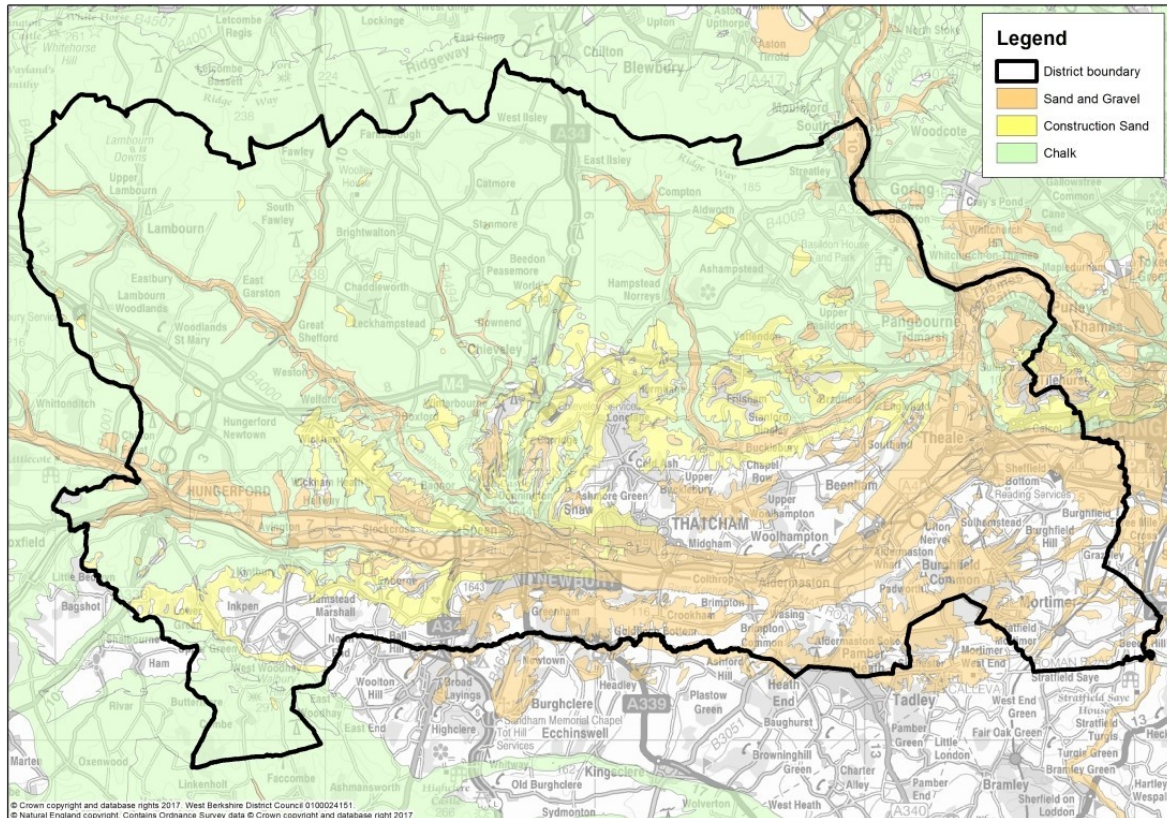


Figure 2: West Berkshire Mineral Resources

- 2.6 West Berkshire has been a significant producer of aggregates for many years, and over the last decade approximately 4 million tonnes of primary aggregates have been sold from quarries within West Berkshire. Years of aggregate production in the district has reduced the availability of the aggregate resources, and the high quality sharp sand and gravel deposits found throughout the Kennet valley between Newbury and Reading have seen a significant reduction in the volume of reserves that remain in situ for future working.
- 2.7 Historically the majority of soft sand deposits that have been worked in West Berkshire have been those found in the North Wessex Downs AONB, in particular an outcrop found around Junction 13 of the M4. The British Geological Survey has indicated that there are soft sand deposits located outside the AONB, but these have not been worked in recent years.

- 2.8 Sand and gravel quarrying does not require blasting and due to the shallow nature of the deposits they are relatively short lived in comparison to hard rock quarries. However, the process of minerals extraction and transportation can have a significant effect on the local environment while the operations take place.
- 2.9 Increasingly construction and demolition waste is being used, where the specification allows, as a substitute for primary aggregates. This poses new and different demands on the construction aggregate supply industry in finding sites and processing capacity to recycle and deliver these materials. Since 2012 the sales of recycled aggregates from sites in West Berkshire have exceeded the sales of primary aggregates won from mineral extraction sites within the district.
- 2.10 Historically chalk and clay have been worked in West Berkshire for small scale specialised purposes. There are also deposits of deep coal underlying areas of West Berkshire along with outcrops of shales that may contain shale gas. None of these minerals are currently exploited, although they may offer potential for the future should there be the demand.

Waste in West Berkshire

- 2.11 There are various waste types that arise in West Berkshire, all of which need to be managed in some way or another. The three principal waste streams are:
- **Local Authority Collected Waste (LACW)** – This includes household waste and other waste collected by waste collection authorities. This waste stream includes a considerable amount of recyclable material as well as a biodegradable element and invariably a fraction of hazardous waste material (eg. batteries or paint)
 - **Commercial and Industrial Waste (C&I)** - This includes waste that arises from wholesalers, catering establishments, shops and offices, factories and industrial plants. This can include a range of materials such as food, paper, card, wood, glass, plastic and metals. Broadly the volume of C&I waste arising is approximately double that of LACW.
 - **Construction, Demolition and Excavation Wastes (CD&E)** – This includes waste from the construction, repair, maintenance and demolition of buildings, structures, roads and other infrastructure and the excavation of sites. It is usually made up of bricks, concrete, hardcore, subsoil and topsoil, but can include timber, metal, plastics and occasionally hazardous waste materials. This is the predominant waste stream in West Berkshire.
- 2.12 Other waste streams within West Berkshire include radioactive waste, hazardous waste, sewage sludge and agricultural and equine waste.
- 2.13 West Berkshire both imports and exports waste, but the volume of waste managed in West Berkshire exceeds the total amount of waste that arises within the authority. This appears to be principally due to a significant amount of construction and demolition waste management capacity within West Berkshire.

Cross Boundary Issues

- 2.14 There are movements of both minerals and waste across administrative boundaries. With respect to minerals large volumes are imported via rail to the railhead depots that exist in West Berkshire. These are either used at these sites, which also host manufacturing facilities that produce concrete and asphalt, or the aggregates are exported as raw materials by road. It is known that these railhead sites serve a far wider area than West Berkshire so a proportion of the material imported by rail is subsequently exported by road. It is believed that West Berkshire used to be a significant producer of land won sand and gravel used in the construction industry, but a consistent decline in sales of construction aggregates from sites in West Berkshire in recent years suggests that the level of exports of these minerals won from sites in the District has declined.
- 2.15 Waste also crosses administrative boundaries, and it is understood that one of the larger waste movements that takes place is the importation of construction, demolition and excavation waste into West Berkshire for processing. Much of the imported waste, once processed, is subsequently exported as recycled aggregate, soils or as fill material used in the restoration of extraction sites.
- 2.16 The fact that minerals and waste transcend authority boundaries means that the Duty to Cooperate (DtC) is a key tool necessary for the delivery of a sound minerals and waste plan. The Localism Act of 2011 introduced a Legal requirement to co-operate under section 33A of the Planning and Compulsory Purchase Act 2004 (as inserted by section 110 of the Localism Act 2011)⁴, commonly referred to as the “Duty to Cooperate”.
- 2.17 DtC, is regarded as the tool for delivering strategic planning at a local level and requires councils and public bodies to engage constructively, actively, and on an ongoing basis, in relation to planning for strategic issues. The DtC aims to promote a culture change and spirit of partnership working on strategic cross boundary issues.
- 2.18 West Berkshire acknowledges that both minerals and waste are strategic matters, in the terms of section 33A of the Planning and Compulsory Purchase Act 2004⁵, and therefore West Berkshire Council will engage constructively, actively, and on an ongoing basis, in any process where there are cross-boundary issues or impacts.
- 2.19 As part of the DtC, the Berkshire Unitary Authorities have signed two memoranda of understandings, in order to form an ongoing basis for implementing the DtC for planning in the former county of Berkshire. These memoranda of understanding are not intended to be legally binding, nor do they form a statement of policy, rather they are intended to provide a statement on the six Berkshire Unitary Authorities understanding of how joint working on strategic planning, including minerals and waste plan making, will proceed.
- 2.20 Similarly, under this requirement enacted through the Localism Act 2011, West Berkshire Council has signed up to a Statement of Common Ground (SCG) that has

⁴ Localism Act 2011 Section 110 <http://www.legislation.gov.uk/ukpga/2011/20/section/110/enacted>

⁵ Planning and Compulsory Purchase Act 2004 Section 33A
<https://www.legislation.gov.uk/ukpga/2004/5/section/33A>

been signed by a number of the waste planning authorities that make up the former South East region. The purpose of this SCG is to underpin effective cooperation, consistency and collaboration between the Waste Planning Authorities in the South East, to aid in addressing strategic cross boundary issues that relate to planning for waste management.

- 2.21 A SCG specifically relating to strategic cross-boundary minerals and waste issues in West Berkshire has also been prepared in accordance with paragraph 27 of the National Planning Policy Framework.

Other Plans and Programmes

- 2.22 Planning policies for West Berkshire need to be prepared in the context of national planning policy guidance, and with regard to other local plans and strategies produced by the Council and other organisations.

National Plans and Programmes

- 2.23 National policies on planning matters are contained in the **National Planning Policy Framework (NPPF)**⁶, **National Planning Policy for Waste (NPPW)**⁷ and the **technical guidance** to the NPPF⁸.
- 2.24 The **Waste Management Plan for England** was published in 2013. It broadly aimed to move beyond the current throwaway society to a “zero waste economy” in which material resources are re-used, recycled or recovered wherever possible, and only disposed of as the option of very last resort. The strategy aims to:
- Decouple waste growth from economic growth
 - Set national landfill diversion target to meet and exceed the EU targets
 - Facilitate the development of necessary waste infrastructure
 - Increase levels of recycling and energy recovery.

Our Waste, Our Resources: A Strategy for England⁹ was published in 2018 and highlights the Government’s priorities to achieve a circular economy as part of the transition to a sustainable economy. It builds on measures in the 25 year environment plan and sets out how the country will preserve its stock of material resources by minimising waste and promoting resource efficiency.

“Local” Plans and Programmes

- 2.25 The **South East Plan** (the Regional Spatial Strategy for the South East) was revoked on the 25th March 2013, under the Regional Strategy for the South East (Partial Revocation) Order 2013¹⁰. Two policies remain extant following the partial revocation of the South East Plan and only one policy: policy NRM6 (relating to the Thames

⁶ NPPF: <https://www.gov.uk/guidance/national-planning-policy-framework>

⁷ NPPW: <https://www.gov.uk/government/publications/national-planning-policy-for-waste>

⁸ Technical guidance to the NPPF: <https://www.gov.uk/government/collections/planning-practice-guidance>

⁹ DEFRA, (2018). *Our Waste, Our Resources: A Strategy for England*. [online] Available at: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/765914/resources-waste-strategy-dec-2018.pdf

¹⁰ South East Plan: <http://www.legislation.gov.uk/uksi/2013/427/contents/made>

Basin Heaths Special Protection Area)¹¹, is relevant to the development of the Minerals and Waste Local Plan.

- 2.26 The **West Berkshire Core Strategy (2012)**¹² sets out the long term, strategic vision for development in West Berkshire to 2026. It sets a target of delivery of 10,500 new homes by 2026 and allocates two strategic sites for development as well as setting the spatial framework for future development.
- 2.27 **Housing Site Allocations DPD (2017)**¹³ sits under the Core Strategy to allocate the remainder of the housing requirement to 2026 and includes policies to guide development in the countryside.
- 2.28 **Neighbourhood Plans (as they emerge)**¹⁴ form part of the development plan. Currently there are nine designated areas in West Berkshire with each parish council at a different stage of plan preparation. Of these one has been adopted. Neighbourhood Plans are not permitted to consider minerals and waste development.
- 2.29 Some of the policies of the **West Berkshire District Local Plan 1991 – 2006**¹⁵ have been saved and so form part of the development plan. The policies of particular relevance to the Minerals and Waste Local Plan relate to environmental nuisance and pollution control, noise pollution and hazardous substances.
- 2.30 The Council has started a review of the current Local Plan (made up of the West Berkshire District Local Plan 1991 – 2006 (saved 2007), Core Strategy Development Plan Document (2006 – 2026) and Housing Site Allocations Development Plan Document (2017)) to cover the period up to 2037.
- 2.31 When adopted the West Berkshire Minerals and Waste Local Plan will form part of the statutory development plan for West Berkshire and sit alongside and complement the other development plan documents that form part of the statutory development plan.
- 2.32 The **Council Strategy (2019 – 2023)**¹⁶ sets out the wider strategic objectives of the Council. The Council Strategy outlines that the Council's vision and purpose is to “work together to make West Berkshire an even greater place in which to live, work and learn”. There are four strategic aims to support the vision:
- Great Place
 - Sustainable and Innovative Together
 - Protected and Cared for
 - Open for Business
- 2.33 The **Local Transport Plan (LTP)**¹⁷ was adopted in 2011 and sets the framework for the delivery of all aspects of transport and travel for West Berkshire to 2026.

¹¹ See pages 99 to 100 of The South East Plan

¹² West Berkshire Core Strategy: <http://info.westberks.gov.uk/corestrategy>

¹³ Housing Site Allocations DPD: <http://info.westberks.gov.uk/hsa>

¹⁴ Neighbourhood Plans: <http://info.westberks.gov.uk/neighbourhoodplanning>

¹⁵ West Berkshire District Local Plan: <http://info.westberks.gov.uk/index.aspx?articleid=28783>

¹⁶ Council Strategy: <http://info.westberks.gov.uk/index.aspx?articleid=27946>

¹⁷ Local Transport Plan: <http://info.westberks.gov.uk/index.aspx?articleid=27914>

- 2.34 Approximately 74% of West Berkshire is within the North Wessex Downs Area of Outstanding Natural Beauty (AONB). The North Wessex Downs AONB Management Plan¹⁸ is another important consideration in the preparation of the Minerals and Waste Local Plan. The management plan is driven by the primary purpose of the AONB designation – conservation and enhancement of natural beauty. It places a strong emphasis on the delivery of an integrated and sustainable approach, with vibrant rural economies and communities.
- 2.35 The Council's **Waste Management Plan**¹⁹ was adopted in 2002, setting out the Council's plan for waste management to 2022. The strategy aims to maximise composting and recycling rates in the district. Veolia Environmental Services were appointed to deliver the waste management contract in 2008. In 2008 a new Household Waste Recycling Centre opened in Newbury, with a new Integrated Waste Management Facility opening in Padworth in 2011.
- 2.36 The Minerals and Waste Local Plan also needs to take into account other plans such as **Community Plans**²⁰ (also known as Parish Plans) produced by the local communities of West Berkshire. These types of plans identify the economic, environmental and social issues important to a particular area and set out a vision for the local community.

Evidence Base

- 2.37 The Local Plan has to be based on a robust and credible evidence base. The Council has carried out or commissioned technical background work to help inform the process. This includes the following studies, all of which are available to download from the Council's website²¹.
- Local Aggregate Assessments (LAA)
 - Local Waste Assessment (LWA)
 - Minerals Evidence Paper
 - Authority Monitoring Reports (AMR)
 - Strategic Flood Risk Assessment (SFRA)
 - Landscape and Visual Assessment
 - Habitats Regulation Assessment (HRA)
 - Equalities Impact Assessment (EqIA)
 - Soft Sand Study and Topic Paper
 - Preliminary Ecological Appraisal
 - Heritage Assessment
 - Transport Topic Paper
- 2.38 Sustainability Appraisal/Strategic Environmental Assessment (SA/SEA) has also been produced alongside the Minerals and Waste Local Plan. A SA/SEA must accompany all development plan documents produced. This is a tool that highlights any significant environmental, social or economic effects of the plan. It assesses the plan against a number of sustainability objectives in order to identify the impacts. The

¹⁸ AONB Management Plan: <http://www.northwessexdowns.org.uk/About-Us/aonb-management-plan.html>

¹⁹ Waste Management Plan: <http://info.westberks.gov.uk/index.aspx?articleid=27743>

²⁰ Community Planning: <http://info.westberks.gov.uk/index.aspx?articleid=29110>

²¹ Minerals and Waste Local Plan Proposed Submission documents: www.westberks.gov.uk/mwevidencebase

appraisal is fully integrated into the plan making process so that it can inform and influence the plan as it evolves.

- 2.39 All the documents that form part of the evidence base for the West Berkshire Minerals and Waste Local Plan contain numerous technical terms and acronyms. As opposed to including a glossary in each and every publication the Council has produced a single 'living' Glossary²² that will continue to be updated with new terms and acronyms.

²² Minerals and Waste Local Plan Glossary: www.westberks.gov.uk/mwevidencebase

3 Vision and Objectives

- 3.1 The vision and objectives of the Minerals and Waste Local Plan provide the basis for the development of the overarching strategy, policies and proposals for minerals supply and waste management through the plan period to 2037.
- 3.2 The objectives seek to address the issues identified in the production and consultation involved in the development of the Minerals and Waste Local Plan, taking into account relevant national and local policies.

Vision

To facilitate the planned delivery of mineral resources and waste management capacity which meet the requirements for West Berkshire in accordance with national planning policy. In particular to plan for the delivery of mineral resources and waste management capacity in locations which meet the needs of West Berkshire in the most sustainable way.

Strategic Objectives

- 3.3 The vision leads to a set of objectives which have been prepared through consultation and which reflect the direction given by other plans and strategies in the District. The strategic objectives represent the key delivery outcomes that the Minerals and Waste Local Plan should achieve. It is critical to the success of the Minerals and Waste Local Plan that these objectives are realised.

Minerals Objectives

M1	To encourage the most appropriate use of all mineral resources and the re-use of recycled minerals and secondary aggregates, having regard to the need to ensure that there is a sufficient supply, whilst maintaining the long term conservation of primary aggregates.
M2	To attain the principles of sustainable development set out in the NPPF by taking into consideration the demand for all mineral resources and the need to protect the quality of life of residents and protect and enhance the natural, built and historic environment.
M3	Where practicable to locate minerals development in appropriate locations in order that the potential negative impact from flooding is minimised.
M4	To maintain a stock of permitted reserves (a landbank) for aggregate minerals, in accordance with current Government advice to ensure an adequate and steady supply of minerals, as far as is practical, from outside the North Wessex Downs Area of Outstanding Natural Beauty, Scheduled Monuments and Conservation Areas.
M5	To identify sites for future mineral extraction which will provide for the continued extraction of minerals, having regard to the need to avoid demonstrable harm to interests of acknowledged importance.

M6	To prevent the unnecessary sterilisation of proven mineral resources by other forms of development and to safeguard existing and planned rail head sites together with existing and planned concrete batching facilities, coated road stone manufacturing facilities and sites that handle, process and distribute recycled and secondary aggregates.
M7	To provide for the recovery and reuse of aggregate from construction and demolition waste in order to reduce the requirement for new primary resources to a minimum.
M8	To ensure that mineral sites are progressively restored at the earliest opportunity to a high standard, beneficial and viable after-use that delivers meaningful measurable net gains for biodiversity, including the establishment of coherent ecological networks.

Waste Objectives

W1	To seek to prevent the generation of waste arisings at source, and to support and encourage initiatives designed to achieve this.
W2	To enhance waste management in West Berkshire in line with the Waste Hierarchy through the provision of capacity for the re-use of waste materials, the preparation for the reuse of materials, the recycling of waste and the recovery of materials that cannot be recycled and to minimise the quantities of residual waste needing final disposal while recognising that this will continue to be required.
W3	To provide a flexible approach to the delivery of waste management facilities of appropriate capacity and type to achieve net self-sufficiency within the West Berkshire area.
W4	To enable the delivery of the West Berkshire Waste Management strategy and increase the proportion of waste managed further up the waste hierarchy.
W5	To locate waste management facilities so that wherever possible they minimise the distances that waste is transported for management and disposal, and to minimise adverse traffic effects of waste management development.
W6	To safeguard existing waste management facilities, which are appropriately located, from competing forms of development that might otherwise constrain their continued operation or lead to their loss.
W7	To ensure appropriate protection of the quality of life of those who live and work in West Berkshire from the adverse effects of waste management related development.
W8	To ensure appropriate protection and enhancement of the natural, built and historic environment in West Berkshire from the adverse effects of waste management related development in accordance with the NPPF.
W9	Where practicable to locate waste development in appropriate locations in order that the potential negative impact from flooding is minimised.

Overarching Spatial Strategy

- 3.4 Minerals development can only take place where the resources are found. Within West Berkshire, where sand and gravel are the main minerals extracted, this occurs along the river valley between Newbury and Reading for sharp sand and gravel, and in the 'Reading Beds' for soft sand, a bedrock deposit outcropping in the higher ground above the Kennet Valley.
- 3.5 Waste development will be directed to the most appropriate locations including consideration of the proximity to the sources of waste arisings.

4 Strategic Policies

- 4.1 This section of the Plan sets out the policies to deliver the Council's minerals and waste planning strategy for the plan period to 2037.
- 4.2 The Plan makes provision for a steady and adequate supply of construction aggregates over the plan period through the allocation of sites for mineral extraction as well as through encouraging the use of secondary and recycled aggregates.
- 4.3 The Plan includes a range of locational policies that provide a preferred spatial strategy for the provision of new waste management facilities that may be needed over the plan period.
- 4.4 The strategy also sets out the proposals for safeguarding of mineral resources and infrastructure as well as waste infrastructure to ensure the ongoing supply of both mineral resources and waste management capacity in the future. Policies on restoration and after use of mineral sites reflect the importance of these matters to the residents of West Berkshire to ensure that mineral extraction enhances the environment and to provide amenities for the public.
- 4.5 Where sites have been allocated, they are accompanied by a specific site policy setting out key requirements for any planning application submitted for the site.
- 4.6 There is also a suite of development management policies that set the broad framework against which all minerals and waste proposals will need to be assessed.
- 4.7 The Minerals and Waste Local Plan is accompanied by a policies map that will set out, spatially, the various policies in the plan. All mapping information is available on the Council's Interactive map.

Policy 1

Sustainable Development

When considering minerals and waste development proposals, the Council will take a positive approach that reflects the presumption in favour of sustainable development contained in the National Planning Policy Framework, National Planning Policy for Waste and the associated Planning Guidance.

Minerals and waste development proposals that accord with the policies in this plan will be approved without delay, unless material considerations indicate otherwise.

- 4.8 The National Planning Policy Framework (NPPF) has a presumption in favour of sustainable development at its heart. Therefore, the Council's plan is based upon this principle as demonstrated by the vision, objectives and policies of the plan.

- 4.9 The policies in the Minerals and Waste Local Plan should be read in conjunction with other documents that form part of the Statutory Development Plan for West Berkshire. In addition, the Minerals and Waste Local Plan must be read as a whole.

Landbank and Need

Policy 2

Landbank and Need

The need for aggregate minerals to supply the construction market in West Berkshire should be met, where possible, from recycled and secondary aggregates in preference to primary aggregates to minimise the need to extract primary aggregates. Provision will be made for a minimum of 350,000 tonnes of recycled and secondary aggregate capacity.

In order to ensure a steady and adequate supply of primary construction aggregates (sand and gravel), the Council will seek to maintain landbanks of permitted reserves of sharp sand and gravel and soft sand of at least 7 years based on the latest Local Aggregate Assessment (LAA), and take into account the need to maintain sufficient productive capacity to enable the rates in the LAA to be realised.

The West Berkshire Minerals and Waste Local Plan will aim to deliver at least 1,630,000 tonnes of construction aggregates from primary sources to meet the identified needs of West Berkshire over the plan period to 2037, comprised of 840,000 tonnes of sharp sand and gravel and 790,000 tonnes of soft sand. The level of need for primary construction aggregates and state of the landbank will be kept under review through the production of a LAA on an annual basis.

- 4.10 Minerals make a significant contribution to the nation's prosperity and quality of life, and aggregate minerals are needed to build new communities and maintain existing ones. The NPPF requires in the first instance, that as far as practicable, planning policies should take account of the contribution of recycled and secondary materials to the supply of minerals before considering the extraction of primary materials. In order to encourage the production of recycled and secondary materials, this policy includes a minimum requirement for capacity, based on the past three year average sales (rounded up), as recommended in the Local Aggregates Assessment. There are adequate processing facilities for this demand of recycled aggregates and the plan also seeks to safeguard these sites (Policy 10 'Waste Safeguarding) to ensure the level of contribution these sites provide can be maintained. There are no known sources of notable secondary aggregates within West Berkshire. While recycled aggregates locally have primarily been used in low grade construction, improvements in technology mean that there may be scope in the future for production of higher quality material which may be able to replace more and more primary minerals.
- 4.11 In addition, the NPPF requires that Minerals Planning Authorities should make provision for ensuring an adequate and steady supply of primary aggregates for the construction industry by means of maintaining a landbank.
- 4.12 A landbank is a stock of mineral planning permissions, which together allow sufficient aggregate minerals to be extracted to meet a defined period at a given rate of supply. Landbanks of aggregate minerals reserves are also used as the principal indicator of the future security of aggregate minerals supply, and to indicate the additional provision that needs to be made for new aggregate extraction and alternative supplies in mineral plans.

- 4.13 The NPPF requires Minerals Planning Authorities to plan for a steady and adequate supply of aggregates through preparing an annual Local Aggregates Assessment (LAA) from which future planned provision should be derived based on a rolling average of 10-years aggregates sales and an assessment of all supply options (including marine dredged, secondary and recycled sources), and other relevant local information.
- 4.14 The NPPF also confirms that Mineral Planning Authorities ensure that sufficient resources are identified to maintain a landbank of at least 7 years of supply for sand and gravel throughout the plan period.
- 4.15 The minerals evidence that supports the Minerals and Waste Local Plan confirms that the average level of primary construction aggregates that have been sold from sites in West Berkshire over the last 10 years (2010 – 2019) is 156,233 tonnes (comprised of 128,581 tonnes sharp sand and gravel; 27,652 tonnes soft sand). However, the Local Aggregates Assessment has determined that other relevant local factors are significant enough to maintain the 2018 10 year average annual requirement rate of 189,233 tonnes of sharp sand and gravel, and 43,730 tonnes of soft sand (232,964 total sand and gravel).
- 4.16 In accordance with the NPPF this figure has been used to calculate the level of need over the plan period (to 2037). Assuming that West Berkshire continues to supply construction aggregates to the market at a rate of 232,964 tonnes per annum then approximately 4.2 million tonnes of construction aggregates will need to be supplied in the period 2037.
- 4.17 The minerals evidence confirms that at the end of 2019 there was approximately 2.57 million tonnes of sand and gravel reserves permitted at sites in West Berkshire. Taking these permitted reserves into account means that the emerging Minerals and Waste Local Plan will need to meet a need for approximately 1.63 million tonnes of construction aggregates to 2037. This is comprised of approximately 840,000 tonnes of sharp sand and gravel, and 790,000 tonnes soft sand.
- 4.18 It is noted that the Replacement Minerals Local Plan for Berkshire (RMLP) sets out a number of preferred areas, designed to meet the needs of that plan. There remain two sites identified in the adopted RMLP located in West Berkshire estimated to contain circa 1,700,000 tonnes of sharp sand and gravel that have not yet been worked, or been the subject of planning applications. There is no certainty over whether these sites will ever be worked (and indeed having been allocated for over 15 years and no application having been forthcoming it seems unlikely). Therefore, the West Berkshire MWLP does not take these reserves into account, and is proposing to provide for the complete requirement identified over the plan period.
- 4.19 The NPPF and planning practice guidance states that separate landbanks should be calculated and maintained for any aggregate materials of a specific type or quality which have a distinct and separate market. In West Berkshire there are principally two types of construction aggregates that have been worked: sharp sand and gravel (primarily used in the manufacture of concrete) and soft sand (primarily used in the manufacture of mortar). There are also deposits of hoggin found within West

Berkshire (usually used as dug), however in recent years these deposits have been processed and sold as sharp sand and gravel.

- 4.20 With no hard rock reserves in West Berkshire, all hard rock requirements are met through imports, mainly by rail. Approximately 60% of total aggregates sales in West Berkshire is hard rock. It has been assumed that a large proportion of the imported aggregate sold from three rail depots in West Berkshire is then exported from the district by road. The plan seeks to safeguard the rail head sites (Policy 9 'Minerals Safeguarding') to ensure that this important mineral resource can be retained.

Net Self Sufficiency in Waste Management

Policy 3

Net Self-sufficiency in Waste Management

In order to ensure the appropriate management of waste arisings within West Berkshire the Council will seek to maintain net self-sufficiency, where the total waste management capacity provided from sites in West Berkshire is greater than the total waste arisings within West Berkshire over the plan period to 2037.

The level of need for new waste management capacity to meet net self-sufficiency will be kept under review through the production of Authority Monitoring Reports.

The Council will seek to drive waste up the waste hierarchy by requiring waste development proposals to demonstrate that the waste being managed cannot reasonably be managed higher up the waste hierarchy than that proposed.

- 4.21 Achieving net self-sufficiency in waste management and disposal capacity requires the provision of waste treatment and disposal capacity that is equal to or greater than the volume of waste arisings.
- 4.22 West Berkshire is too small an area to plan effectively for all waste streams. This is primarily due to the level of waste arisings and issues around economies of scale. Much of the specialist waste arisings in the district are too low to make a specific waste treatment or disposal method viable. This is probably true of all plan areas as all waste planning authorities will generate small volumes of very specialised waste, such as hazardous or radioactive waste, that would be uneconomical to manage locally.
- 4.23 Therefore there will always be a movement of waste across administrative boundaries, however it is considered that planning for net self-sufficiency should mean that the authority is in the position where the necessary level of waste movement is reduced. It is accepted that West Berkshire will always be reliant on other local authorities to manage some waste arising within West Berkshire. This is because there is no non-hazardous landfill capacity within the authority meaning that such wastes destined for landfill will have to be exported. Similarly there is only a small volume of waste recovery capacity in West Berkshire (there being a small number of facilities that use waste wood to generate electricity or produce heat and some on farm anaerobic digestion capacity).
- 4.24 However these potential shortfalls in capacity are at the lower end (or bottom in the case of landfill) of the waste hierarchy that is set out in National Planning Policy for Waste. As such the vast majority of existing operating and permitted waste management facilities in West Berkshire are at the upper end of the waste hierarchy. The Local Waste Assessment (LWA) 2020 that has been produced to inform the development of the Minerals and Waste Local Plan has considered the volume of waste arisings in West Berkshire by waste stream and also uses various methods to project the volume of waste arisings anticipated to arise at the end of the plan period (2037). The full detail can be found in the LWA but in all cases the Council has sought to use the least conservative (but still reasonable) forecasting method identified when projecting future waste arisings. Such an approach has been adopted to ensure that

the projections in the LWA are sufficiently robust to ensure that the policy approach adopted in the MWLP is the most appropriate.

- 4.25 The following table (from the LWA) illustrates the estimated volume of waste, by waste stream that is presently arising and the projected level of waste arisings at 2037 as well as a summary of the estimated waste management capacity available at existing sites in West Berkshire. This gives an estimation of the shortfall/surplus of capacity for each waste stream at the end of the Plan period.

Table 4.1: Arisings and Capacity (permanent, operational) Summary in West Berkshire

Waste Stream	Chosen Baseline Arisings (t)	Projected Arisings 2037 (t)	Capacity (t)	Shortfall/ Surplus at 2037 (t)
LACW	74,897	85,500	118,000	+32,500
CDE	462,903	574,000	634,250 (+87,700m ³ *)	+60,250
C&I	165,812	255,000	450,950**	+195,950
Hazardous	15,303	15,100	17,100	+2,000
Sewage Sludge	3,916	4,114	7,300	+3,186
Radioactive	1,372m ³ ***	1,372m ³	20m ³	-
Equine	52,800	52,800	4,000	-
Other	-	-	400	-
Total***	607,017	933,714	1,227,600 (+87,700m³)	+293,886

* Inert waste landfill capacity is temporary, and has been excluded from net self-sufficiency calculations.

** Rounded up from 450,948

***Radioactive arisings based on lifetime total over the Plan period (24,700/18).

**** Excluding Radioactive, Equine and Other wastes.

- 4.26 This table above shows that the operational permanently consented waste infrastructure in West Berkshire (see Tables 3.2 – 3.7 of the LWA), could manage over 1 million tonnes of waste arisings per year.
- 4.27 In addition it is understood that at the end of 2018 there was around 87,700 m³ of inert waste landfill/recovery capacity in West Berkshire (with 1.25 million m³ having yet to be created through consented mineral extraction), see Table 3.7 of the LWA. It is estimated that somewhere in the region of 933,333 m³ of additional landfill capacity (expected to be inert) could be generated over the life of the plan through the restoration of the allocated mineral extraction sites identified in this plan.
- 4.28 In addition, several of the existing consented waste management (recycling and transfer) sites in West Berkshire currently operate under temporary permissions (see Tables 3.2 – 3.7 of the LWA). The temporary facilities currently operating only provide around 110,000 tonnes of recycling and transfer capacity, illustrating that the vast majority of the consented capacity (approximately 1.2 million tonnes) is provided by sites with permanent planning permission.
- 4.29 As can be seen from the above tables the total annual capacity of the existing permanent waste management sites in West Berkshire is understood to be 1,227,600 tonnes. When compared to the worst case projected total annual waste arisings for 2037 of 933,714 tonnes, it can be seen that there is headroom of 293,886 tonnes.
- 4.30 In addition, the LWA has shown that there is sufficient capacity for recycling targets to be met for Local Authority Collected Waste (LACW) and Commercial and Industrial

(C&I) waste, with capacity to meet future targets as well. For both LACW and C&I waste, the circular economy target to recycle 65% with no more than 10% waste to landfill by 2035 has been applied²³. This results in the following requirements at the end of the plan period (2037):

Table 4.2: Estimated Management Capacity Required to Meet Circular Economy Targets by the end of the Plan Period (tonnes).

2037	Recycle (65%)	Implied Recovery (25%)	Landfill (10%)	Total
LACW	55,564	21,371	8,548	85,483
C&I	165,739	63,746	25,498	254,983

Source: LWA (2019) Tables 4.4 and 6.7 (worst case scenario)

- 4.31 The total current capacity for C&I waste management to achieve the 65% recycling target is approximately 450,950 tonnes (LWA Table 3.3) which is more than the 165,739 tonnes required by 2035. For LACW, current capacity is 69,000 tonnes (LWA Table 4.3) which is also in excess of the relevant recycling target of 55,564 tonnes by 2035.
- 4.32 For CDE waste, which is not required to achieve the same circular economy targets as LACW and C&I waste, the Waste Framework Directive specifies that at least 70% should be prepared for reuse, recycled or recovered by 2020²⁴. Permanent operational capacity to manage the recyclable element of CDE waste equates to 634,250 tonnes per annum (LWA Table 3.4). This is in excess of the approximately 242,962 tonnes of CDE waste (70% of 347,089 tonnes total CDE arisings in 2018) required to be prepared for reuse, recycled or recovered by 2020 in line with the Waste Framework Directive, and is even sufficient to manage the total estimated CDE waste arisings over the Plan period (352,000 – 574,000 tpa).
- 4.33 The level of operational, permanently consented waste management capacity in West Berkshire is currently above the estimated levels of waste arisings (in 2018). The level of consented capacity currently also exceeds the projected level of waste arisings in 2037, and there is sufficient capacity to achieve the circular economy and Waste Framework Directive targets. It is therefore apparent, based on the evidence supporting the plan, that there is no need for the Minerals and Waste Local Plan to identify any new sites for the delivery of additional waste management capacity to meet the needs of the authority over the life of the plan.
- 4.34 The Council undertook several call for sites as part of the preparation of the Minerals and Waste Local Plan (in 2014 and 2016) and a number of 'waste sites' were submitted for consideration as part of this process. However as the LWA has shown that there is no need for additional waste management capacity within the district the sites have not been considered for allocation. All but one of the sites were existing waste management sites operating under permanent, or temporary, planning permissions. In the case of the promoted site operating under a temporary consent the site submission only sought to allocate the site for a temporary period. In the case of the 'new' waste site promoted this was for an inert waste infilling operation of existing lakes in West Berkshire, and as detailed in Policy 7 'Location of Development – Landfill and Permanent Deposit of Waste to Land' it is considered that inert waste from which no more value can be obtained should be used in the restoration of permitted minerals sites to ensure that such sites can be restored to an

²³ <https://ec.europa.eu/environment/circular-economy/>

²⁴ <https://ec.europa.eu/environment/waste/framework/targets.htm>

acceptable landuse in a timely manner. As stated above the proposed minerals sites for allocation will result in the demand for around 933,333 cubic metres of material to be used in the restoration of these sites.

- 4.35 In addition, given the other policies that are proposed as part of the plan it is considered that there is no need to allocate existing permanent waste sites for waste development given that a presumption in favour of replacement or additional facilities at existing waste facilities is proposed under the policy on the location of waste facilities (Policy 5 'Location of Development – General Waste Management Facilities').
- 4.36 The proposed policy on the safeguarding of waste facilities (Policy 10 'Waste Safeguarding') is deliberately protective of the existing permanent waste management capacity in West Berkshire to ensure that existing consented capacity is not lost, to ensure the maintenance of a position of net self-sufficiency in terms of waste management capacity.
- 4.37 The monitoring of whether the authority remains in a position whereby it is achieving net self-sufficiency in waste management capacity will need to be kept under review once the plan has been adopted to ensure that this policy position remains an appropriate approach. Monitoring of waste management capacity on a regular basis will be undertaken as part of the monitoring of the plan, in the Authority Monitoring Report (AMR) and it is recommended that the local waste assessment be updated on a regular basis.

Location of Development

Policy 4

Location of Development – Construction Aggregates

Allocated Sites

The following sites are allocated to meet the need for primary aggregates:

Sharp Sand and Gravel

1. Tidney Bed, Ufton Nervet (Policy 30 'Tidney Bed')

Soft Sand

2. Chieveley Services, Chieveley (Policy 31 'Chieveley Services')

A map showing the location of the allocated sites is given in Appendix 1 'Allocated Sites'.

There will be a presumption in favour of construction aggregate extraction proposals only in the following circumstances:

- The site is allocated for mineral extraction in this plan, provided that the identified site specific requirements are satisfied; or
- The extraction proposal relates to a proposal for a borrow pit; or
- The extraction proposal relates to the extraction of minerals prior to a planned non mineral development (prior extraction); or
- The extraction proposal relates to a proposal for another beneficial and acceptable use and mineral extraction is a necessary part of the proposed development; or
- The extraction proposal is required to maintain the requirement provisions in Policy 2 'Landbank and Need'.

In addition, for soft sand:

- The site is located within an area of search for soft sand; or
- For proposals within the North Wessex Downs AONB, the requirements of the exceptional circumstances test in the NPPF are satisfied.

Although there is a presumption in favour of development in the areas identified in this policy, proposals must meet the requirements of all relevant policies in this plan.

- 4.38 For sharp sand and gravel, the plan identifies, through the allocation of one site, sufficient resources to meet the landbank requirement for the plan period. This site provides a supply of approximately one million tonnes of construction aggregates. The outcomes of consultation, further assessment in terms of viability and changes to the landbank requirement have influenced the selection of the sites in the plan. The details of the sites proposed for allocation are set out in the chapter 6 'Site Allocation Policies'.

- 4.39 This figure of one million tonnes of sharp sand and gravel that could be delivered from the allocated site is above the arithmetic minimum level of 840,000 tonnes that the plan needs to provide in Policy 2 'Landbank and Need'. However, there are a variety of factors that can impact upon the actual yield of minerals from an extraction site, and it would not be practicable to only allocate part of the proposed site. In addition, it will assist in maintaining sufficient production capacity as required by Policy 2 'Landbank and Need'.
- 4.40 For soft sand, the Council commissioned a specific Soft Sand Study to investigate all potential supply options for delivering West Berkshire's identified level of need for soft sand due to the fact that in recent years, the only deposits of soft sand worked in West Berkshire have been located in the North Wessex Downs Area of Outstanding Natural Beauty (AONB). The Soft Sand Study concluded that the only realistic alternative to providing for extraction within the AONB in West Berkshire would be to supply soft sand from quarries in the south of Oxfordshire. The Soft Sand Study identifies that part of the current soft sand sales pattern in Oxfordshire comprises supply to West Berkshire, so this would be a continuation of the current situation. Therefore, if Oxfordshire were to make provision to enable the current levels of sales to continue, then it could be inferred that the current movements of soft sand from Oxfordshire to West Berkshire will be able to continue. This would enable at least some of the identified need for soft sand in West Berkshire to be met by imports from Oxfordshire. However, this would rely on a formal agreement with Oxfordshire County Council to make provision for supplying West Berkshire as well as addressing its own requirements.
- 4.41 Therefore, liaison has been undertaken through the Duty to Cooperate regarding whether Oxfordshire County Council could make provision to enable current levels of soft sand supply to continue through their emerging Site Allocations Document. A Statement of Common Ground has been prepared regarding the arrangement of soft sand supply between the authorities and outlining agreement from Oxfordshire County Council to make provision to enable current levels of supply to continue which would enable at least some of the identified need for soft sand in West Berkshire to be met by imports from Oxfordshire, as is currently understood to be the case.
- 4.42 As imports from Oxfordshire cannot be relied upon to fully meet the need for soft sand identified in Policy 2, the Plan also identifies one soft sand site for allocation (Chieveley Services). As the site is within the North Wessex Downs AONB, the Council has carried out an exceptional circumstances test in line with the NPPF to determine that extraction within the AONB is justified (as set out in the Soft Sand Topic Paper)²⁵. This test has demonstrated that there is a pressing need for soft sand within West Berkshire, and has determined that the alternatives for extraction within the AONB are not sufficient to meet the identified need. It has also been determined that the allocated soft sand site is able to be developed without significant adverse effects on the environment, landscape or recreational opportunities.
- 4.43 The Council has also identified soft sand areas of search (Figure 3 'Soft Sand Areas of Search') within which permission for soft sand extraction may be granted, provided that the criteria of this policy and all other relevant policies in the Plan are met.

²⁵ <https://info.westberks.gov.uk/mwdpdevidencbase>

- 4.44 It is acknowledged that the one allocated soft sand site is not sufficient to meet the identified requirement for soft sand in Policy 2 'Landbank and Need'. However, it is considered that the Council has undertaken all measures to identify potential soft sand supply options for the District as set out in the West Berkshire Soft Sand Study and Soft Sand Topic paper. The shortfall in soft sand supply of 120,000 - 390,000 tonnes, (6,667 – 21,667 tpa) is expected to be made up from windfall sites and supply from Oxfordshire.
- 4.45 It is anticipated that these measures combined will enable the requirement for soft sand identified in Policy 2 to be met. Monitoring indicators are included in the monitoring schedule to ensure that the supply of soft sand is able to be calculated over the Plan period. Where this is demonstrating that the requirement for soft sand is not being met, then this would trigger a review of the Plan, and consideration of the options for soft sand supply again.

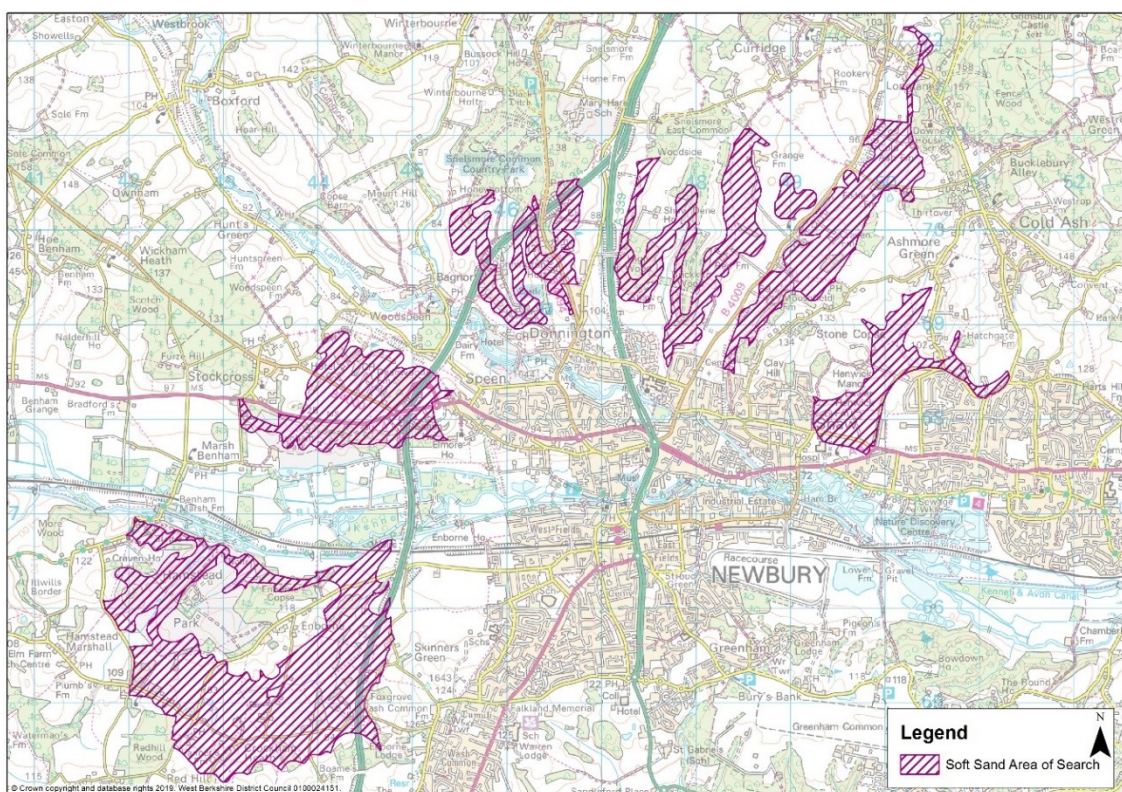


Figure 3: Soft Sand Areas of Search

- 4.46 Within identified allocated sites there will be a strong presumption in favour of development for the extraction of sand and gravel, subject to consideration of the detailed proposals against the site specific requirements. Consideration will also need to be given to all other policies in the plan that are relevant to the development proposal and any other material considerations.
- 4.47 Allocated sites identify areas where there will be a presumption in favour of development. The mineral allocations have been selected as the least damaging potential sites for extraction in terms of the effect on environmental and social sustainability. It therefore, follows as a general principle that outside the allocated

sites there will be a general presumption against planning permission being granted unless the additional requirements of the policy are met.

- 4.48 The policy recognises that there could be other circumstances when mineral extraction proposals might be considered acceptable.
- 4.49 The first identified situation is the development of borrow pits that meet the specific needs of a construction project, such as a specific road development. This is detailed further in Policy 8 'Borrow Pits'.
- 4.50 There is a presumption in favour of planning permission being granted for prior extraction proposals, where mineral extraction takes place in advance of significant development and where a viable mineral resource would otherwise be sterilised, as referred to in Policy 9 'Minerals Safeguarding'.
- 4.51 Other developments, such as the creation of marinas or agricultural reservoirs which have the potential to provide minerals as part of the extraction operations that would be required in the delivery of such developments, may also be considered acceptable.
- 4.52 Another general presumption in favour of mineral extraction, is where sites are needed in order to enable the requirement provisions in Policy 2 'Landbank and Need' to be met. This may be where, for example an allocated site has not come forward as anticipated.
- 4.53 Finally, in recognition that the allocated site for soft sand is not sufficient on its own to meet the requirement specified in Policy 2 'Landbank and Need', the additional criteria allow sites to be considered in soft sand areas of search, or in situations where they satisfy the requirements of the exceptional circumstances test in the NPPF (for proposals within the AONB).
- 4.54 All development proposals will be considered on their own individual merits and consideration will be given to the specific justifications provided for the proposals. All proposals will be considered against policies in the Minerals and Waste Local Plan.

Policy 5

Location of Development – General Waste Management Facilities

There will be a presumption in favour of waste management development proposals (excluding landfill) only in the following areas:

- Existing sites with permanent planning permission for waste management development; or
- Existing sites with permanent planning permission for industrial development (B2 and B8 land uses) or within suitable protected employment areas; or
- On previously developed land; or
- Agricultural or forestry buildings and their curtilages where they are demonstrated to be redundant; or
- In the case of inert waste management facilities, in aggregate quarries and inert landfill sites for the duration of the host facility.

Waste development outside these areas will only be permitted in exceptional circumstances and consideration will be given to the proximity of the proposed development to the source of waste arisings.

The co-location of waste management activities within existing permanent waste management sites will be supported, where it would not result in intensification of uses that would cause unacceptable harm to the environment or communities in a local area due to cumulative impacts.

Although there is a presumption in favour of development in the areas identified in this policy, proposals must meet the requirements of all relevant policies in this plan.

- 4.55 No waste sites are to be allocated through the plan as there is sufficient waste management capacity in existing sites which will be safeguarded over the plan period (Policy 10 'Waste Safeguarding'). However, this policy sets out where there will be a presumption in favour of waste management development. This approach will enable flexibility for sites to cope with changes in waste practices and allow for new and emerging waste technologies to come forward on existing sites and ensure that old technology can be replaced with new and emerging technologies.
- 4.56 The policy seeks to steer waste development away from greenfield sites, giving priority to existing waste sites, industrial and employment areas, the re-use of previously developed land and redundant agricultural and forestry buildings in line with the National Planning Policy for Waste. In the case of inert waste recycling facilities, these often have functional linkages with the restoration of aggregate quarries and inert landfill facilities, and therefore these are appropriate locations for this type of waste management. Policy 16 'Temporary Minerals and Waste Infrastructure' provides greater detail on this situation. Within the specified areas there will be a presumption in favour of waste management development. However, consideration will also need to be given to all other policies in the plan that are relevant to the development proposal and any other material considerations.

- 4.57 With respect to the co-location of new waste sites within existing permitted waste management sites particular consideration will need to be given to cumulative impacts. Proposed developments will need to demonstrate that they will not generate unacceptable impacts on their own, or in conjunction with existing waste facilities that will continue to operate at the site in question.
- 4.58 The main types of waste facility that could be developed in accordance with this policy include, waste transfer stations, materials recycling facilities, inert waste recycling facilities, energy from waste, Waste Electrical Electronic Equipment (WEEE) waste facilities and scrap metal facilities.
- 4.59 Waste developments may be acceptable outside the locations specified in the policy in exceptional circumstances, including where facilities are proposed in rural areas. Such facilities would only be acceptable where there is a good relationship between the location of the site and the source of the waste.

Policy 6

Location of Development - Specialist Waste Management Facilities

Planning permission will be granted for specialist waste management facilities, including facilities to manage agricultural and hazardous wastes and waste water where:

- Sites are proposed within the areas identified in the location of waste management facilities policy; or
- There is a clear proven and overriding need for the proposed facility to be sited in the proposed location; and
- The proposals and any associated equipment or operations do not have an unacceptable environmental impact or unacceptable impacts on communities.

In addition, proposals for specialist waste management facilities must meet the requirements of all relevant policies in this plan.

- 4.60 There are a number of waste streams that require specialist treatment that might need to be managed in specific locations. These can occur as part of municipal, C&I or C&D waste streams or as specialist waste streams themselves. Waste considered to require specialist waste management facilities can include (but is not limited to), hazardous waste including clinical and veterinary waste, equine and agricultural waste, waste water and sewage sludge. Anaerobic Digestion and composting facilities may also be considered under this policy.
- 4.61 Specialist waste management facilities are often most sustainably located close to the sources of the waste product, therefore, there can be a need for these facilities within areas otherwise considered unsuitable for waste development. Proposals would need to demonstrate that there is an overriding proven need for a new facility to be developed at the location proposed taking into account matters such as the location of the waste arisings, the nature of the waste, the throughput of the site and the nature of the waste management development proposed.

- 4.62 Specialist waste facilities, such as those dealing with equine and agricultural waste, may need to be located in areas that would not otherwise be acceptable, such as rural locations or within the AONB, to be close to the source of the waste. For example on farm waste facilities that derive their feedstock from the farm itself. Appropriate mitigation measures would be required to ensure such proposals do not generate an unacceptable level of harm to the character of the area or the local community.
- 4.63 Consideration will also need to be given to all other policies in the plan that are relevant to the development proposal and any other material considerations.

Policy 7

Location of Development – Landfill and Permanent Deposit of Waste to Land

There will be a presumption in favour of land filling or permanent deposit of waste only in active or planned mineral extraction sites where the restoration of the mineral site requires the use of imported materials to achieve an acceptable restoration and afteruse.

Only waste from which no further value can reasonably be obtained shall be landfilled. Proposals for landraising will normally be refused.

In exceptional circumstances permanent deposit of inert material may be permitted where it is an essential element of another beneficial and necessary development proposal.

Although there is a presumption in favour of development in the areas identified in this policy proposals must meet the requirements of all relevant policies in this plan.

- 4.64 Due to a number of legislative and fiscal factors, including the landfill tax, the waste hierarchy, EU Directives and planning policies, the volume of waste landfilled in the UK has dramatically reduced in previous decades. As such there is only very limited demand for new landfill sites and existing sites are generally taking longer to complete.
- 4.65 The only landfill sites in West Berkshire that received waste in the last decade are those that accepted non-recyclable inert waste. This inert waste, that is usually derived from the construction, demolition and excavation waste stream is generally used in the restoration of former mineral workings, to achieve acceptable landforms.
- 4.66 This policy ensures that non-recyclable waste material is used for the restoration of mineral sites and not diverted to other sites / uses other than in exceptional circumstances. This is to ensure that there is sufficient material to enable the satisfactory restoration of mineral sites.

- 4.67 Whilst this policy would apply to the deposit of inert waste as well as non-inert wastes, it is considered unlikely that any proposals for non-inert waste will come forward over the life of the plan. Whilst there does not appear to be a significant demand for non-inert landfill within West Berkshire, a proposal may come forward during the plan period, and therefore, planning permission could be granted providing it complies with the policy.
- 4.68 Following completion of any landfill site, the site will need to be restored and there would be a period of after-care during which time the site would need to be managed to prevent unacceptable adverse impacts on the environment. As such Policy 17 'Restoration and Afteruse of Sites' is particularly relevant to such proposals.
- 4.69 It is recognised that there may occasionally be situations where the importation and placement of waste material from which no value can be obtained is deposited as part of another development, such as in the creation of flood defences or proposals for built development where a change in levels across a site is required. Whilst such proposals will generally be resisted (to ensure that there is sufficient material available to restore mineral sites), there may be exceptional benefits of such developments which override this general resistance. Due to the visual and landscape implications involved with land raising proposals, which create alien features in the landscape, landraising will normally be refused.
- 4.70 Activities which involve the permanent deposit of inert waste to land may be considered to be disposal²⁶ (landfill) or recovery²⁷ operations. Whether the deposit of inert waste to land constitutes disposal or recovery depends on the specific characteristics and true purpose of the development. It also depends on whether the activity is being considered from a planning or an environmental permitting perspective. This is due to the fact that the Environment Agency have requirements for determining whether an activity requires a permit as a landfill, or a recovery operation, which may differ from the Waste Planning Authority view where certain types of permanent deposit are considered to be of beneficial use, e.g. mineral site restoration.
- 4.71 A permit must be obtained from the Environment Agency for the disposal or recovery of waste, in addition to planning permission. It is best practice that these applications are progressed simultaneously to minimise the extent of additional work and ensure integrated and timely decisions²⁸.

Policy 8

²⁶ Disposal is the fifth and final stage of the waste hierarchy and includes the final fate of waste that is unable to be managed higher up the waste hierarchy (any operation which is not recovery).

²⁷ Recovery is the fourth stage of the waste hierarchy and includes any operation other than recycling where the principal result of which is waste serving a useful purpose by replacing other primary material which would otherwise have been used.

²⁸ National Planning Practice Guidance for Waste Paragraph 052 Reference ID: 28-052-20141016 <https://www.gov.uk/guidance/waste>.

Borrow Pits

Planning permission will be granted for borrow pits to supply raw materials to serve major construction projects where:

- There is a need for minerals which cannot reasonably be supplied from existing aggregate producing sites, including primary aggregates and primary aggregate substitutes; or
- The transport of mineral from existing sites to the construction project would be detrimental to the environment and local amenities because of the scale, location and timing of the operations; and
- The site lies, on or in close proximity to the project; and
- The mineral can be transported to the point of use without leading to unacceptable impacts on the public highway network; and
- The site can be restored to a satisfactory after-use promptly following extraction without the need to import material other than that generated by the construction project itself or through the use of material that can be brought to the site without leading to unacceptable impacts on the public highway network;

Where planning permission is granted, conditions will be imposed to ensure that operations are time-limited and that all mineral extracted is used only for the specified project.

In addition, proposals must meet the requirements of all relevant policies in this plan.

- 4.72 Borrow pits are temporary mineral workings opened locally to supply material for a specific construction project. This is normally a large project where a substantial amount of aggregate needs to be supplied over a relatively short period. Examples include road building schemes, or the construction of a reservoir, although they can also be used in association with smaller projects.
- 4.73 It is recognised that, in some cases, it could be preferable to open up a borrow pit close to the project site to ensure the availability of the necessary supplies and to avoid the need to import material by lorry from further afield, reducing the impact on the road network. This also provides the opportunity to release otherwise unviable deposits.
- 4.74 The policy provides flexibility in the sourcing of aggregates for specific construction projects where there is a high level of demand for aggregates over a relatively short period. The developer will be required to demonstrate that the borrow pit represents the most suitable source of material to meet the demand, and that adequate environmental safeguards can be implemented effectively.
- 4.75 Consideration will also need to be given to all other policies in the plan that are relevant to the development proposal and any other material considerations.

Safeguarding

Policy 9

Minerals Safeguarding

'Minerals Safeguarding Areas' (MSAs) have been defined which safeguard the following from sterilisation by non-mineral development:

- Known construction aggregate mineral deposits²⁹;
- Existing (including those with planning permission yet to be implemented) and allocated mineral extraction sites;
- Potential, planned and existing minerals associated infrastructure, including rail sites and mineral processing plant sites.

Non-mineral development in Minerals Safeguarding Areas may be considered acceptable in the following circumstances:

- The proposal would not prejudice or detrimentally affect the extraction of underlying mineral resources, or the operation of a planned or existing mineral extraction site, or the operation of potential, planned or existing minerals associated infrastructure; or
- It can be demonstrated that the underlying mineral is of no economic, or potential economic value, or that the mineral could not be extracted from the site for other valid planning reasons; or
- Where a mineral resource underlies a prospective development site and prior extraction, or partial prior extraction of the mineral resources can be undertaken in advance of, or as part of, the proposed development; or
- It can be demonstrated that the need for the proposed development outweighs the need to conserve the mineral resources, or maintain the operational capability of the minerals associated infrastructure; or
- The proposed development is aligned with the specifications for a site allocated within an adopted Local Plan or Neighbourhood Plan, and the allocation was considered in light of this safeguarding policy.

4.76 Minerals are a valuable, but limited, natural resource that can only be won where they naturally occur. Safeguarding of viable or potentially viable mineral deposits from sterilisation by surface development is an important component of sustainable development. Safeguarding means taking a long-term view to ensure that sufficient resources will be available for future generations, and importantly choices remain open about where future mineral extraction might take place with the least environmental impact.

4.77 Safeguarding of minerals in MSAs will be achieved by ensuring that non-mineral development is steered elsewhere, or that extraction of the underlying minerals takes place prior to the non-mineral development proceeding (known as prior extraction).

²⁹ Sharp sand and gravel together with soft sand

- 4.78 The chalk and clay deposits in West Berkshire are not actively worked, and have not been commercially extracted for decades. Therefore these deposits are not considered of sufficient importance to warrant safeguarding. The key mineral deposits in West Berkshire are construction aggregates (soft sand and sharp sand and gravel). The deposits of these construction aggregates are relatively shallow, and their location often closely coincides with the existing pattern of settlement and development. Therefore, there is potential for new non-mineral surface development to be proposed on, or close to, these important mineral deposits.
- 4.79 The extent of the MSAs that have been identified (see below map and the policies map) are based on information about aggregate sand and gravel resources from the British Geological Survey and other sources of geological information, plus existing mineral working permissions and the nature and duration of the operations. In some instances the MSAs apply to sand and gravel deposits beneath existing urban areas. This is to ensure that the existence of the sand and gravel and the possibility for prior extraction is taken into account if and when proposals for large scale redevelopment are proposed and considered.

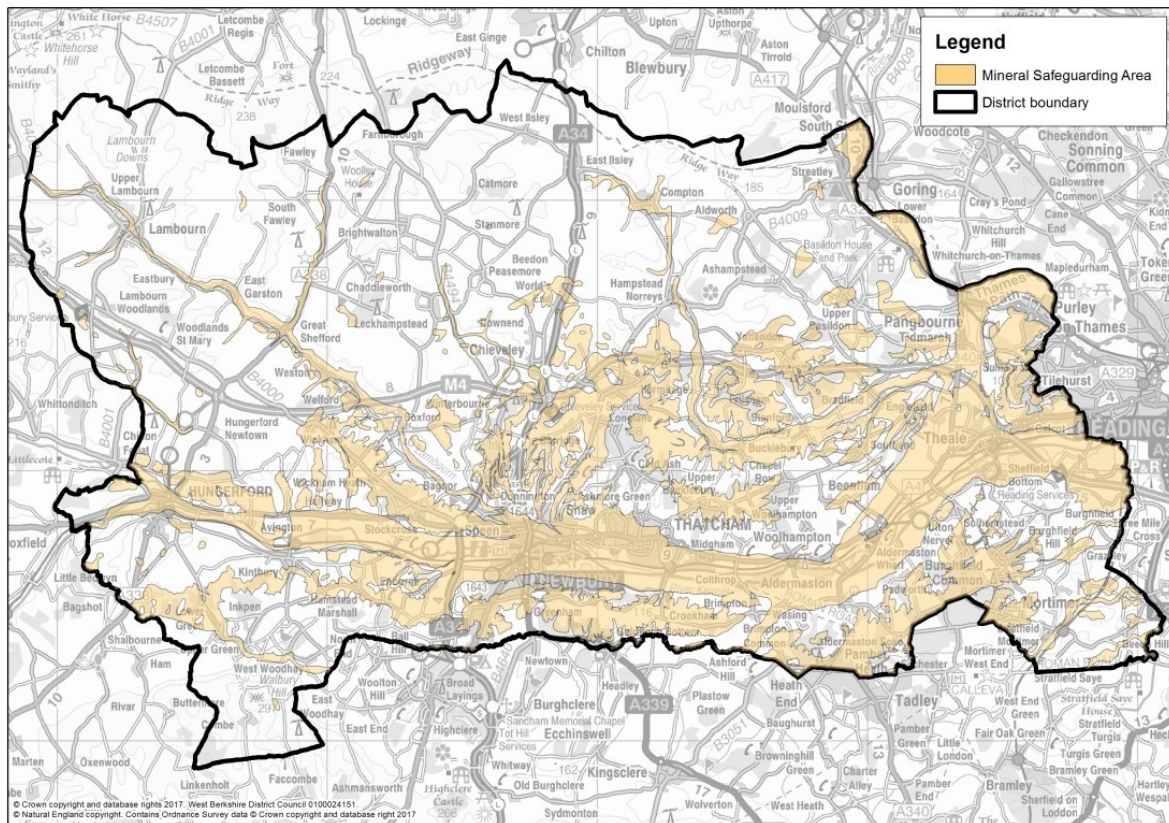


Figure 4: Mineral Safeguarding Areas

- 4.80 The policy does not mean that other forms of (non-mineral) development should not take place where sand and gravel deposits occur, but does mean that developers will need to show that they have fully explored the quality, extent and possibility for the extraction and use of the underlying sand and gravel when preparing their development proposals, through a Minerals Resource Assessment. The policy includes provision for projects of overriding importance to proceed where this can be demonstrated.

- 4.81 When assessing non-minerals development proposals within MSAs the Minerals Planning Authority will take into account the size and nature of the proposed development, the availability of alternative locations and the need for and urgency of the proposed development. Account will also be taken of the quality and quantity of the sand and gravel that could be recovered by prior extraction and the practicality and environmental impacts of doing so. Where non-mineral development is proposed on or close to minerals associated infrastructure that is not operational at the time of the application, consideration will be given to whether there is a reasonable prospect that the relevant infrastructure will become operational again in the future.
- 4.82 Proposed non-mineral development should not operationally prejudice an existing or allocated minerals site. This could occur where a non-mineral development is considered adjacent to a minerals site, but once built the impact of the minerals site on the new development is so significant that the minerals site is unable to continue working. This could be as a result of dust, noise or a number of other factors that only become an issue when sensitive receptors are present in the vicinity of a minerals site.
- 4.83 The onus of assessing the case for the potential commercial value (actual or potential) of the underlying mineral deposit lies with the developer. It will be necessary for the developer to determine the depth and quality of sand and gravel deposits on the site and to undertake an assessment of the practicality of prior extraction, either for use in the development itself or elsewhere. Consideration should be made of whether extraction of part of the sand and gravel deposit within the site could be undertaken, even if removal of the whole deposit appears impractical.
- 4.84 It is important to ensure that the environmental impacts of the development are contained. Due to the predominantly shallow nature of the deposits, it is not considered likely that the actual extraction will give rise to sufficient additional environmental effects over and above those of the development operation itself to preclude prior extraction.
- 4.85 The following sites are safeguarded under this policy as those with planning permission (either implemented, or yet to be implemented). New sites that are developed in line with policies in the Minerals and Waste Local Plan will also be safeguarded³⁰.

Mineral Extraction Sites Safeguarded

Existing Permitted Mineral Extraction Sites
Wasing Lower Farm, Wasing
Kennetholme, Thatcham
Craven Keep, Hamsterad Marshall
Harts Hill Quarry, Upper Bucklebury
Moores Farm, Pingewood
Copyhold Farm, Curridge

Allocated Mineral Extraction Sites
Tidney Bed, Ufron Nervet
Chieveley Services, Chieveley

³⁰ The authority monitoring report will update this list on a regular basis, where appropriate

- 4.86 It is also important that the infrastructure that supports the supply of minerals is safeguarded. Minerals infrastructure may be of a relatively low land value and could be vulnerable to pressures for redevelopment for other uses, however, they could be difficult or impossible to replace if lost to other uses. The continued operation of mineral infrastructure could also be prejudiced by other, non-compatible development being located on nearby land. Applications for non-mineral development would need to provide information as to how the operation of the mineral safeguarded infrastructure would not be prevented or prejudiced by the development.
- 4.87 The policy seeks to safeguard the following infrastructure:
- Existing and permitted mineral extraction sites and the processing and other ancillary plant and facilities associated with them
 - Aggregate rail depots
 - industrial manufacturing plant using minerals, such as concrete batching and concrete product plants
 - processing and other plant and facilities for the production or supply of recycled and/or secondary aggregate materials
- 4.88 The following sites are safeguarded under this policy as providing minerals associated infrastructure. New sites that are developed as a result of the Minerals and Waste Local Plan will also be safeguarded³¹.

Minerals Infrastructure Sites Safeguarded

Railhead sites
Wigmore Lane North Theale
Wigmore Lane Central Theale
Wigmore Lane South Theale
Other
Colthrop Mineral Processing Plant, Thatcham
Concrete batching plants that benefit from permanent planning permission
Marley Tile Factory, Beenham

- 4.89 Details of all the minerals safeguarding sites are set out in Appendix 2 ‘Safeguarded Sites’.

<p>Policy 10</p> <p>Waste Safeguarding</p> <p>Sites for waste management development that provide waste management capacity shall be safeguarded from encroachment or loss to other forms of development for the duration of the relevant permission.</p> <p>Non waste development that might result in a loss of permanent waste management capacity will be considered in the following circumstances:</p> <ul style="list-style-type: none"> • The waste management facility is no longer required and will not be required within the plan period; or

³¹ The Authority Monitoring Report will update this list on an annual basis, where appropriate

- An alternative site providing an equal or greater level of waste management capacity of the same type has been found, granted permission and shall be developed and operational prior to the loss of the existing site; or
- The proposed development is aligned with the specifications for a site allocated within an adopted Local Plan or Neighbourhood Plan, and the allocation was considered in light of this safeguarding policy.

In the case of encroaching development it will need to be demonstrated that there are adequate mitigation measures proposed as part of the encroaching development to ensure that the proposed development is adequately protected from any potential adverse impacts from the existing waste development.

- 4.90 Waste management sites are often perceived by the wider community as a bad neighbour use, which can make finding and developing new waste management sites challenging. In addition the demand for land in West Berkshire is generally very high and the availability of land is often constrained. These factors have the potential to inflate land values, meaning that only high value uses are viable. In addition there is a high level of demand for housing development, which further puts pressure on land. Safeguarding of waste facilities, where they are viable, is important to ensure the existing permitted sites are retained and not lost or sterilised due to competing land uses.
- 4.91 Where non-waste development is proposed on or close to a waste facility that is not operational at the time of the application, consideration will be given to whether there is a reasonable prospect that the relevant facility will become operational again in the future.
- 4.92 The Council currently has adequate waste sites to meet net self-sufficiency for waste management capacity over the period to 2037, and therefore, no new facilities are proposed to be allocated in the Minerals and Waste Local Plan. However, this means that safeguarding of the existing permitted waste sites is even more important in order to ensure the maintenance of waste management capacity within West Berkshire.
- 4.93 The following sites are safeguarded under this policy. Any new waste sites that are permitted will also be safeguarded³².

Existing Waste Sites Safeguarded

Safeguarded Waste Sites	
A4 Breakers, Beenham	Metal Recycling
AWE (Aldermaston & Burghfield)	Specialist treatment, transfer and storage (VLLW, LLW, ILW)
Avon Site, Colthrop, Thatcham	Materials Recycling Facility
Beenham Industrial Estate (Composting), Beenham	Composting Facility
Beenham Industrial Estate (Materials Recycling), Beenham	Materials Recycling Facility

³² The Authority Monitoring Report will update this list on an annual basis, where appropriate

Colthrop Aggregate Processing Facility, Thatcham	Recycled aggregate
Computer Salvage Specialists, Newbury	WEEE
Computer Salvage Specialists, Thatcham	WEEE
Copyhold Farm, Chieveley	Inert Waste Materials Recovery Facility
Greenham Business Park Biomass Gasification Plant, Greenham	Biomass Gasification Plant
Hillfoot Farm, Chapel Row	Combined Heat and Power (CHP) Plant
Martins Collins Enterptises	Rubber Processing
Membury Airfield, Lambourn	Waste solvent disposal, disposal and recovery of oils and minerals
Moores Farm	Inert Waste Materials Recovery Facility
Newtown Road Household Waste Recycling Centre, Newbury	Household Waste Recycling Centre
Old Stocks Farm Waste, Aldermaston	Waste, Recycling and Transfer Facility
Newbury Sewage Treatment Works, Thatcham	Sewage Treatment Works
Padworth Breakers, Padworth	Metal Recycling
Padworth Integrated Waste Management Facility, Padworth	Integrated Waste Management Facility
Park Farm, Upper Lambourn	Composting of equine waste
Reading Quarry, Pingewood	Construction & Demolition Recycling
Rookery Farm, Curridge Green	Plastic Processing
SSE Distribution Centre, Thatcham	Waste Transfer Facility
Thatcham Block Works, Thatcham	PFA Recycling Facility
Theale Quarry, Sheffield Bottom	Waste, Recycling and Transfer Facility
Wasing Lower Farm, Aldermaston	Inert Landfill
Weirside, Burghfield	Materials Recovery Facility
Whitehouse Farm, Tadley	Waste, Recycling and Transfer Facility
Woodside Recycling, Wokefield	Paper Waste Transfer Station

Sewage Treatment Works (other than those included above)

Aldermaston	Beenham	Bishops Green	Boxford
Bucklebury	Burghfield	Chapel Row	Chieveley
Compton	East Ilsley	East Shefford	Fawley
Hampstead Norreys	Hamstead Marshall	Hungerford	Kintbury
Lower Basildon	Leckhamstead	Midgham	Stratfield Mortimer
Pangbourne	Streatley	Ashampstead	Sulhampstead
Tylers Lane Bucklebury	Welford	Wickham	

- 4.94 Details of all the waste safeguarded sites are set out in Appendix 2 'Safeguarded Sites'.
- 4.95 Where proposals come forward that encroach on a waste site safeguarded under this policy the non-waste development will need to provide the necessary mitigation measures as part of the development that is proposed to ensure the proposed development is adequately protected from any potential adverse impacts from the existing waste development.

Other Minerals and Waste

Policy 11

Chalk and Clay

Proposals for the extraction of chalk and clay will be permitted provided that all of the following are demonstrated;

- That the minerals are required to meet a specific local need which cannot be met from existing permitted sites or by secondary and recycled aggregates;
- The development site and associated equipment will not have an unacceptable impact on the environment or community;
- That the proposals conserve and enhance landscape, biodiversity and amenity;
- Environmental impacts can be mitigated to an acceptable level; and
- The development proposals provide for timely and high quality restoration and aftercare of the site;

In addition, proposals for chalk and clay extraction must meet the requirements of all relevant policies in this plan.

- 4.96 The geological outcrops of chalk in West Berkshire are fairly extensive, with more limited clay deposits, however despite the extent of these deposits there are currently no active workings within West Berkshire.
- 4.97 Chalk deposits are located to the north of West Berkshire. Historically pulverised chalk has been used as a liming agent for agricultural land, and sometimes as 'fill' material in civil engineering projects. Much of the area where the chalk deposits exist are located within the North Wessex Downs AONB.
- 4.98 Clay deposits (London Clay) are located along the Kennet Valley to the east of Thatcham, with some more limited areas surrounding Newbury to the north, west and south and have historically been used for brick and tile making, and more latterly for lining landfill sites.
- 4.99 There are currently no active sites in West Berkshire for chalk or clay, and since the adoption of the Replacement Minerals Local Plan for Berkshire in 1995 there have been no planning applications received for the extraction of these minerals in West Berkshire. This lack of historic interest does not preclude sites from coming forward in the future, however, no sites for chalk or clay extraction were submitted to the Council for consideration through the "Call for Sites" that took place as part of the preparation of the Minerals and Waste Local Plan.
- 4.100 Whilst there is no apparent demand for new workings, and there is no requirement to maintain a landbank, proposals that may come forward would be considered under this policy.

- 4.101 Proposals for extraction of non-aggregate minerals will be judged on their merits at the time of the application, with particular regard to whether the material is needed to meet a specific local requirement.

Policy 12

Energy Minerals

Exploration and appraisal

Proposals for exploratory drilling for conventional and unconventional oil and gas will be permitted provided that all of the following are demonstrated:

- The development site and associated exploratory equipment is not in a location within or in the setting of the North Wessex Downs Area of Outstanding Natural Beauty, other than in exceptional circumstances;
- The development site and associated exploratory equipment will not have an unacceptable impact on the environment or community; and
- The development proposals provide for the timely and high quality restoration and aftercare of the site.

Commercial production

Proposals for the commercial production of conventional and unconventional oil and gas, or for the establishment of related plant, will be permitted provided that all of the following are demonstrated:

- The development site and associated exploratory equipment is not in a location within or in the setting of the North Wessex Downs AONB other than in exceptional circumstances and in the public interest;
- A full appraisal for the oil and gas field has been completed;
- The development site and associated exploratory equipment do not have an unacceptable impact on the environment or community; and
- The proposed location has been demonstrated as the most suitable taking into account all planning considerations.

Particular consideration will be given to the location of hydrocarbon development involving hydraulic fracturing regarding impacts on water resources, seismicity, local air quality, landscape, noise, traffic and lighting impacts. Development will only be permitted where it can be demonstrated that there would not be an unacceptable impact on groundwater Source Protection Zones (SPZ), Air Quality Management Areas (AQMA), or the local environment or community.

In addition, proposals for conventional and unconventional oil and gas development must meet the requirements of all relevant policies in this plan.

- 4.102 Energy minerals are broadly defined as those minerals that are used to produce electricity, fuels and heating. Hydrocarbons, comprising petroleum (oil and natural gas liquids) and gas, are fossil fuels which naturally occur in concentrations trapped in structures and reservoir rocks beneath the earth's surface. The UK is very dependent on oil and gas, the gas primarily being used to generate electricity, and the oil being used mainly to derive fuels for transportation purposes on land, at sea,

and in the air. Oil and gas are also used to heat homes, in industrial processes, and (in the case of oil) in the manufacture of nearly all synthetic items.

- 4.103 Oil and gas resources, often referred to as 'hydrocarbons', can be broadly split into two categories, conventional and unconventional. Conventional oil and gas refers to reserves which are located in relatively porous rock formations (often limestone and sandstone). Conventional extraction methods usually involve drilling a borehole into the rock and then pumping out the resources.
- 4.104 Unconventional hydrocarbons require methods for extraction that are not normally necessary in conventional extraction. Resources are usually obtained from less porous rock, which historically was considered too impermeable for extraction to be economically viable. Recent technological advancements have made such extraction economically viable. Unconventional hydrocarbons include coal bed methane, shale oil and shale gas. Extraction of these unconventional hydrocarbons can include hydraulic fracturing (in particular in the extraction of shale gas).
- 4.105 There are no known commercial resources of oil and gas in West Berkshire, although viable resources have been identified and are being worked in some neighbouring counties. The proposed approach to the possible exploitation of oil and gas resources is to allow exploratory drilling under controlled conditions, and to require any commercial exploitation to be fully justified in terms of balancing need against environmental and other considerations, taking into account the specific arrangements for working, restoration, ancillary development and associated activities.
- 4.106 The northern part of the district is understood to be underlain by a significant coal seam. However, it is deep underground and is not currently considered viable for extraction. The depth of the deposit means that open cast mining would be impractical and any exploitation would need to be by underground mining, or possibly through unconventional methods, such as underground coal gasification³³.
- 4.107 The regulatory process of obtaining consent to exploit energy minerals is the same for both conventional and unconventional hydrocarbons. The Department for Business, Energy and Industrial Strategy (DBEIS) are responsible for the issuing of Petroleum Exploration and Development Licences in competitive offerings (licence rounds) which grant exclusivity to operators who receive a licence in the area. The licence does not give consent for drilling or any other operations. Planning permission must also be sought, and can only be sought in areas covered by a licence. A permit must also be obtained from the Environment Agency, and this is usually after planning permission has been granted. The Health and Safety Executive can also be involved in regulating well design and operation. At present there are no Petroleum Exploration and Development Licences that cover the plan area. However this does not mean that licences will not be issued in the future or that proposals will not be forthcoming.
- 4.108 Exploration activities include drilling, which can be the most intrusive part of the development. Drilling can have visual, light and noise impacts as well as an impact

³³ Underground coal gasification is the combustion of underground coal seams in situ in order to produce synthetic gas

on the local road network. Night time drilling is required to ensure boreholes do not close up during a break in the drilling meaning that lighting is required. The duration of the exploration stage is limited. Appraisal takes the form of longer-term testing of an exploratory well. Production phases involving additional facilities such as pipelines, storage facilities and export terminals.

- 4.109 Proposals will be assessed against the relevant part of the policy, and will need to comply with all relevant policies set out in the plan. At each stage following exploration, developers will be required to demonstrate that they have fulfilled the requirements of the previous stage sufficiently to justify progression to the next.
- 4.110 Following completion of the production phase sites should be restored in line with Policy 17 'Restoration and After-use of Sites'.

Policy 13

Radioactive Waste Treatment and Storage at AWE

Facilities for the storage and/or management of ILW, LLW and VLLW radioactive waste will be acceptable within the Nuclear Licensed area and/or Environmental Permitted areas at AWE Aldermaston and AWE Burghfield where:

- There is a proven need for the facility; and
- A notable proportion of the material to be managed arises from within West Berkshire

- 4.111 There are two MOD nuclear sites located in West Berkshire, the AWE Aldermaston site and the AWE Burghfield site. Together, these two sites are responsible for the design, manufacture and support of the UK's nuclear deterrent.
- 4.112 As a consequence of the work and activities carried out at the two AWE sites radioactive waste material is produced, meaning that small volumes of radioactive waste may require storage and treatment. It is acknowledged that radioactive waste can be generated from a variety of other sources, such as health facilities and industrial operations, and from both nuclear and non-nuclear activities.
- 4.113 The volume of radioactive waste projected to arise in West Berkshire over the life of the plan is relatively small. Radioactive waste is split into classifications depending on the level of radiation and heat produced as part of the radioactive decay process. These are:
- High level radioactive waste (HLW)
 - Intermediate level radioactive waste (ILW) and
 - Low level radioactive waste (LLW)
 - A further subset of LLW is Very low level radioactive waste (VLLW)
 - Higher Activity Radioactive Waste (HAW)
- 4.114 It is understood that the AWE sites generate ILW, LLW, VLLW and some HAW which includes ILW and some LLW that is unsuitable for disposal at the Low Level Waste

Repository. There are already long term contracts in place for the management of these waste arisings.

- 4.115 Facilities to manage radioactive waste are highly specialised and expensive to develop and in West Berkshire the location of such facilities would be constrained to the AWE sites through this policy. It is not expected that development proposals for the management of radioactive waste will come forward on either of the AWE sites over the course of the plan, however this policy provides a framework for the consideration of proposals for treatment and storage of radioactive waste if such developments do come forward.
- 4.116 Proposals would need to demonstrate that there is a proven need for a new facility to be developed and also demonstrate that a notable proportion of the waste to be managed has arisen from within West Berkshire.
- 4.117 Consideration will also need to be given to all other policies in the plan that are relevant to the development proposal and any other material considerations.

Policy 14

Reworking Old Inert Landfill Sites

Proposals for the re-working of old landfill sites will only be permitted where all of the following are demonstrated:

- The material that was landfilled and to be re-worked is demonstrated to be inert material;
- The proposals would produce replacement aggregate material;
- It is demonstrated that the proposals conserve and enhance landscape, biodiversity and amenity;
- The development site and associated equipment will not have an unacceptable impact on the environment or community; and
- The development proposals provide for the timely and high quality restoration and aftercare of the site.

In addition, proposals for re-working old inert landfill sites must meet the requirements of all relevant policies in this plan.

- 4.118 West Berkshire has a relatively large number of former inert landfill sites that have been infilled with waste materials and restored back to a variety of land uses. However, the material that has been deposited in the ground includes valuable materials and the re-working of inert landfill sites to recover such discarded material has been cited as a potential method to reclaim the value stored in old landfill sites.
- 4.119 The relative 'value' that can be obtained from re-working a landfill site will vary depending on the material deposited and the costs associated with obtaining the necessary permits and implementing the necessary controls to protect the locality within which the site is located. Generally it is expected that greater 'value' could be obtained from re-working non inert sites due to the presence of materials such as plastics, textiles and greater volumes of metals, however the costs associated with

the necessary protective controls are such that these sites are unlikely to be viable for re-working.

- 4.120 Whilst inert landfill sites may not contain significant volumes of more 'valuable' materials it is likely that there would be less environmental or amenity issues as, by its very nature, the material being re-worked is inert.
- 4.121 The reworking of former landfill sites can result in the recovery and sale of excavated materials and the increase of landfill capacity through the creation of new void space by excavating the deposited waste. The potential for the inert landfill sites in West Berkshire to be re-worked is currently an unknown and it is likely that considerable work may need to be undertaken to ascertain the 'value' of the sites in West Berkshire by any potential developer.
- 4.122 However, despite the lack of clarity on this matter, there have been tentative approaches by potential developers and this policy would provide the necessary policy framework to facilitate the consideration of such proposals should they be forthcoming.

Infrastructure

Policy 15

Location of Permanent Construction Aggregates Infrastructure

There will be a presumption in favour of permanent construction aggregate infrastructure in the following areas:

- Existing sites with permanent planning permission for mineral processing or handling; or
- Existing sites with permanent planning permission for industrial development (B2 and B8).

The co-location of construction aggregate infrastructure with existing suitable operations will be supported, where appropriate where it would not result in intensification of uses that would cause unacceptable harm to the environment or communities in a local area due to cumulative impacts.

Although there is a presumption in favour of development in the areas identified in this policy all proposals must meet the requirements of all relevant policies in this plan.

- 4.123 There are known to be a number of existing permanent facilities in West Berkshire that are associated with the construction aggregates industry. These include, aggregate processing plants, asphalt production plants, a factory that manufactures concrete roofing tiles, a factory that manufactures concrete building blocks, a cement importation and distribution depot, rail depots for importing aggregate, numerous concrete batching plants as well as construction aggregate sales areas.
- 4.124 These facilities, some of which are strategic in nature due to the area they serve, are all necessary to support the construction industry within West Berkshire, and further afield. They also provide notable levels of local employment.
- 4.125 This policy sets out where there will be a presumption in favour of the development of new construction aggregate infrastructure to enable flexibility over the way that this industry develops over the plan period and allow sites to cope with changes in practise (such as mineral processing plants acquiring silt presses). This should allow for new and emerging technologies to come forward on existing sites so that old technology can be replaced.
- 4.126 The policy seeks to steer development towards existing industrial locations found in and around the urban areas in West Berkshire. Within these areas there will be a presumption in favour of these types of mineral development. However, consideration will also need to be given to all other policies in the plan that are relevant to the development proposal and any other material considerations.
- 4.127 With respect to the co-location of new minerals infrastructure on existing sites particular consideration will need to be given to cumulative impacts. Proposed developments will need to demonstrate that they will not generate unacceptable

impacts on their own, or in conjunction with existing facilities that may continue to operate at the site in question.

Policy 16

Temporary Minerals and Waste Infrastructure

Proposals for the erection of temporary mineral processing plant and associated ancillary plant together with inert waste processing plant / facilities will be permitted at mineral extraction sites, where all of the following are demonstrated:

- It can be demonstrated that there are clear operational linkages between the temporary infrastructure proposed and the mineral extraction site;
- The temporary infrastructure is located within, or adjacent to, the boundary of the extraction site;
- The temporary infrastructure proposed will not have an unacceptable impact on the environment or local amenity;
- In the case of mineral processing plant, it is used solely to process minerals arising from within the extraction site in which it is located;
- In the case of associated ancillary plant, the plant is supplied by minerals arising from within the extraction site in which it is located;
- In the case of waste plant / facilities the waste produced is used in the restoration of the mineral site within which it is located; and
- The temporary infrastructure is removed at such time as fill operations are complete, and the site is subsequently restored.

- 4.128 Mineral extraction sites are, by their nature, temporary uses of land as once the underlying minerals have been extracted the site ceases operating and the site is restored.
- 4.129 However during the operational period it is common practice for temporary mineral processing plants to be located at the active mineral site. In the case of large sites other temporary infrastructure, such as concrete batching plants that use the minerals won from the site in the production of concrete, can also be considered acceptable. Such on site infrastructure can reduce the vehicle movements associated with mineral extraction sites as they reduce the need for minerals to be transported to a separate location for processing (with the silt being returned to the extraction site).
- 4.130 If a mineral site is to utilise waste material in its restoration it can also be more sustainable to locate a temporary waste processing facility at the extraction site so that imported waste can be adequately processed to remove any re-usable waste in order that only non-recyclable waste is deposited as part of the landfilling operations.
- 4.131 All proposals for temporary facilities will need to demonstrate their linkage to the mineral site in question and all such infrastructure will need to be removed upon the completion of the mineral extraction / infilling operations.
- 4.132 Consideration will also need to be given to all other policies in the plan that are relevant to the development proposal and any other material considerations.

5.0 Development Management Policies

- 5.1 These policies set the broad framework against which all minerals and waste proposals will need to be assessed.

Restoration and After Use

Policy 17

Restoration and After-use of Sites

Mineral development proposals and temporary waste proposals will be permitted where they include provision for high quality restoration and aftercare of the site within a timescale appropriate to the development, together with the delivery of a beneficial after-use of the site, and provide at least 10% net gains for biodiversity measured using a biodiversity metric agreed with the Local Authority.

A Restoration Plan and outline Aftercare Scheme should accompany any application for temporary mineral and waste development proposals.

Proposals for restoration should take into account all of the following:

- Landscape character and quality that is in keeping with the character and setting of the local area;
- Air, soil and water quality, including the restoration of best and most versatile agricultural land;
- Flood risk management including provision for climate change resilience;
- Biodiversity conservation and enhancement, with a focus on restoration and enhancement of priority habitats and the habitats and species identified in the Berkshire Biodiversity Strategy³⁴, habitat creation that contributes to ecological networks, wildlife corridors and stepping stones between habitats, contributing where relevant to the objectives of Biodiversity Opportunity Areas.
- Areas identified in the Berkshire Local Geodiversity Action Plan, where relevant.
- The promotion provision or enhancement of recreational facilities and green infrastructure; and
- Options for after-use that are appropriate to the surrounding location including where necessary the means of securing this in the long-term.

Proposals for mineral development should be worked progressively and restored in a phased manner at the earliest opportunity.

In exceptional circumstances, the Council may seek bonds or financial guarantees from the applicant to secure the satisfactory restoration of minerals sites in a timescale appropriate to the development and to secure appropriate aftercare.

- 5.2 Mineral extraction is a temporary operation and therefore, sites must be restored following mineral workings to an agreed restoration scheme. Restoration of a mineral site can have major environmental and other benefits through providing for a range of

³⁴ Or future replacement for the Berkshire Biodiversity Strategy, or a biodiversity action plan recognised by the Local Authority covering the Plan area.

after-uses. Restoration also provides an opportunity to provide net gains in biodiversity, as required by the NPPF.

- 5.3 Sand and gravel deposits in West Berkshire are relatively shallow (normally around 2-3m in depth), meaning sites are worked over a much shorter time span than hard rock deposits. This also means that the area of extraction is typically more extensive. This inevitably places increased emphasis on restoration issues, such as the phasing of restoration and the nature of the after-use. The after-uses include agriculture, forestry or amenity. Amenity can be widely interpreted to include a range of recreation uses and/or nature conservation. Restoration can provide local community benefits which may offset the impact of working.
- 5.4 While restoration back to the existing use is not necessarily precluded, restoration of mineral workings is regarded as an opportunity to achieve wider environmental and public benefits and the Council will work co-operatively with the landowner and mineral company to seek the provision of economic and environmental benefits, making a positive contribution to the vicinity through restoration.
- 5.5 This can include improvements to the long-term appearance of the landscape, creation of habitats for wildlife, the provision of new public access and recreation and flood alleviation measures. Multi use restoration strategies can be used to maximise the benefits after mineral working has ceased. Restoration should be to the highest standards consistent with the identified acceptable after-use. A number of factors need to be considered when determining the most appropriate restoration and after-use of a mineral site.
- 5.6 Restoration provides considerable potential both for linking existing areas of habitat and creating new areas of habitat for wildlife, contributing towards existing ecological networks and supporting priority habitats. Conservation organisations can provide invaluable advice when formulating restoration proposals, and applicants will be encouraged to contact relevant organisations at an early stage.
- 5.7 Hydrology is particularly important in West Berkshire as the majority of deposits are located along the river valleys, meaning there are potential effects on ground and surface water. However the restoration of mineral sites has the potential to deliver hydrological benefits including flood mitigation measures.
- 5.8 The policy also seeks to promote the prompt restoration of minerals sites following extraction, using progressive restoration of phased excavation where possible to ensure that the restored landscape is compatible with its context and intended after-use.
- 5.9 The restoration scheme for a development site will need to be informed by the Landscape Character Assessments (LCA)³⁵ and the Historic Landscape Characterisation (HLC)³⁶ for the District and individual sites³⁷. The after-care of a restored site will be required to take place for a minimum of 5 years, following completion of the restoration.

³⁵ Landscape Character Assessments: www.westberks.gov.uk/lca

³⁶ Historic Landscape Characterisation: www.westberks.gov.uk/historicenvironmentprojects

³⁷ Minerals and Waste Local Plan Proposed Submission documents and evidence: www.westberks.gov.uk/mwevidencebase

- 5.10 The NPPF (paragraph 204 (h)) confirms that local planning authorities should provide for restoration and aftercare at the earliest opportunity to be carried out to high environmental standards, through the application of appropriate conditions, where necessary. However it goes on to state that bonds or other financial guarantees to underpin planning conditions should only be sought in exceptional circumstances.
- 5.11 The PPG clarifies that financial guarantees to cover restoration and aftercare costs will normally only be justified in exceptional cases. Such cases, include:
- very long-term new projects where progressive reclamation is not practicable, such as an extremely large limestone quarry;
 - where a novel approach or technique is to be used, but the minerals planning authority considers it is justifiable to give permission for the development;
 - where there is reliable evidence of the likelihood of either financial or technical failure, but these concerns are not such as to justify refusal of permission.
- 5.12 The PPG goes on to state that, where an operator is contributing to an established mutual funding scheme, such as the Mineral Products Association Restoration Guarantee Fund or the British Aggregates Association Restoration Guarantee Fund, it should not be necessary for a minerals planning authority to seek a guarantee against possible financial failure, even in such exceptional circumstances.
- 5.13 Whilst these comments are acknowledged, there have been a number of instances in West Berkshire where the restoration of minerals sites has been delayed for an extended period or a site has been restored to a less than satisfactory standard. There have been instances where a change in land ownership has taken place once mineral extraction has taken place and prior to restoration being concluded. There have also been instances where the approved landform has been provided in accordance with the approved plans, but the aftercare of the site has been less than satisfactory resulting in the full benefits of the approved restoration not being fully realised. In all these instances the restoration guarantee funds referred to in the PPG are not applicable as these funds can only be drawn upon in the exceptional circumstance where a mineral operator becomes financially insolvent, as such it provides no safeguards against the situations that have occurred in West Berkshire.
- 5.14 Such situations like this are problematic in that minerals sites are not restored at the earliest opportunity or to the high environmental standards envisaged when planning consent is granted. This generates resentment and dissatisfaction within the host communities and results in the delay of the delivery of the benefits that high quality restoration can deliver. It also results in opposition to new mineral extraction sites. The restoration of minerals sites is considered to be one of the key aspects of mineral development as, ultimately, the restoration of the mineral site is the legacy of the development. The consultations carried out in respect of the MWLP confirms that the restoration of mineral sites is clearly very important to the residents of West Berkshire.
- 5.15 The use of financial guarantees, bonds or legal agreements to secure funds to ensure that the Council can undertake restorative operations if a developer fails to comply with planning conditions relating to the provision of timely and high quality

restoration will therefore be considered alongside all applications for mineral extraction. Clearly if such funds are not required they would be returned to the application upon the completion of the aftercare of the site.

Landscape

Policy 18

Landscape

Minerals and waste development proposals will be permitted where the proposals protect and enhance the character of the site and its surrounding landscape, townscape and cultural heritage of the local area.

Policy 19

Protected Landscapes

Major³⁸ minerals and waste development proposals within or in the setting of the North Wessex Downs AONB will only be considered acceptable in exceptional circumstances and where it can be demonstrated that it is in the public interest. Consideration will be given to whether;

- There is an overriding need for the development to take place in the proposed location;
- The need for the development cannot be met in some other way, or from a site outside the AONB; and
- Any detrimental impact of the development on the environment, landscape and recreation can be satisfactorily mitigated

Other minerals and waste development proposals within or affecting the setting of the North Wessex Downs AONB will be considered acceptable only where:

- The proposal is for a small scale³⁹ facility to meet local needs that can be developed without an unacceptable impact on the environment and landscape of the area; and
- The proposals conserve and enhance the natural beauty of the AONB.

Restoration and aftercare proposals should seek to enhance the natural beauty of the AONB.

³⁸ Major development in the context of the AONB is development that, by reason of its scale, character or nature, has the potential to have a significant adverse impact on the natural beauty, distinctive character, and remote and tranquil nature of the North Wessex Downs AONB. Whether a proposed development in these designated areas will be classed as major or minor development, will be a matter for the Planning Authority taking into account the proposal in question and the local context.

³⁹ Development that is on a site having an area of less than 0.5 hectare or the erection of a building, or buildings where the floor space to be created is less than 500 square metres.

- 5.16 Conserving and enhancing the distinctive landscape character of the District is given considerable weight in line with national policy. As set out above West Berkshire is a very rural authority and the landscape varies across the district. As landscape character varies depending on location, a suitable approach to development in one part of the district may not be acceptable in another.
- 5.17 Approximately 74% of the District is part of the North Wessex Downs AONB⁴⁰ which adjoins the Chilterns AONB along the River Thames (the District boundary), before sweeping south, encircling Newbury to encompass the northern reaches of the rolling chalk hills of the Hampshire Downs. The AONB is characterised by the quality of its chalk landscape which ranges from remote open downland, dramatic skyline escarpments, contracting wooded downland, and the small intimate settled river valleys of the Lambourn and Pang.
- 5.18 Outside the AONB, the River Kennet, from Newbury to Reading, lies within a distinctive broad corridor of an open lowland landscape characterised by a variety of wetland habitats including wet meadow, reed bed and restored gravel workings.
- 5.19 Settlements also form a key component of the landscape. A variety of rural settlement forms can be seen from the nucleated patterns common on the chalk downs, to the more dispersed patterns found in the southern part of the District. The townscape of a settlement considers the relationship of exterior structures in a town and how they determine the distinctive character of the area.
- 5.20 Within the AONB, the major mineral deposit is chalk, with small areas of sharp sand and gravel along the rivers Lambourn and Pang, and small areas of soft sand deposits. Policy 19 'Protected Landscapes' requires exceptional circumstances to be demonstrated for the extraction of minerals within the AONB, in line with national policy, due to the potential for serious impacts that mineral development may have on these areas of natural beauty, taking into account the recreational opportunities that they provide.
- 5.21 Major development in the AONB will need to demonstrate it is in the public interest before being allowed to proceed. Decisions on whether a proposal is in the public interest will be made on a case by case basis and consideration given to the need for the development (both locally and nationally), alternative sites or ways to meet the identified need and the effects of the proposal on the environment including on the landscape, taking account of any mitigation measures. As stated in the policy the differentiation between major and minor development is a matter for the planning authority taking into account the proposal in question and the local context.
- 5.22 Development which might be considered to be small scale in the context of this policy could be development that is on a site having an area of less than 0.5 hectare or the erection of a building, or buildings where the floor space to be created is less than 500 square metres.
- 5.23 Where there is a specific local need for small scale waste management facilities, (for example agricultural or equine waste facilities, or local sewage treatment facilities) these can form part of the rural landscape and the policy makes provision for this.

⁴⁰ AONB Management Plan <http://www.northwessexdowns.org.uk/about-us/management-plan-recent-reports.html>

- 5.24 It is envisaged that these policies will protect and enhance the diversity and local distinctiveness through the use of Landscape Character Assessment (LCA). This provides the framework for informed decisions to be made.
- 5.25 There are a number of relevant landscape assessments covering the District⁴¹, including the:
- North Wessex Downs Area of Outstanding Natural Beauty Landscape Character Assessment (2002)
 - West Berkshire Landscape Character Assessment (2019)
 - Site specific landscape and visual appraisals (2016)⁴²
- 5.26 LCA is particularly valuable when looking at landscape sensitivity, whether that be the inherent sensitivity of the landscape itself, or its sensitivity to a particular type of change. Landscape and Visual Impact Assessments (LVIA) will form an important part of any planning application coming forward for a minerals or waste site.

Biodiversity and Geodiversity

Policy 20

Biodiversity and Geodiversity

Development proposals should conserve and enhance biodiversity and geodiversity, delivering at least 10% net gains for biodiversity measured using a biodiversity metric agreed with the Local Authority.

The degree of protection given will be appropriate to the status of the site or species in terms of its international, national or local importance.

In all cases, development should avoid significant harm to biodiversity. Where this is not possible, the harm should be adequately mitigated, or as a last resort, compensated for. In addition:

Development that is likely to result in a significant effect (either alone or in combination with other projects) on internationally designated sites including Special Protection Areas (SPA), Special Areas of Conservation (SAC), Ramsar sites, any sites identified to counteract adverse effects on internationally designated sites or species, and European Protected Species will need to satisfy the requirements of the Conservation of Species and Habitats Regulations.

Development should not normally have an adverse effect on nationally designated sites including Sites of Special Scientific Interest (SSSI), unless the benefits of the development in that location clearly outweigh the likely impact on the site concerned, and any broader impacts on the national network of sites.

Development resulting in the loss or deterioration of irreplaceable habitats, such as ancient woodland and ancient or veteran trees should be wholly exceptional, where the public benefit would clearly outweigh the loss or deterioration of habitat.

⁴¹ Landscape Character Assessments: <http://info.westberks.gov.uk/lca>

⁴² Minerals and Waste Local Plan Proposed Submission documents and evidence: www.westberks.gov.uk/mwevidencebase

Development should normally avoid harm to local interest sites including Local Wildlife Sites, Local Geological Sites, Sites of Importance for Nature Conservation, and Local Nature Reserves unless the need for and benefits of the development in that location clearly outweigh the harm.

Proposals should seek to actively pursue the conservation, restoration and enhancement of priority habitats, and the habitats and species identified in the Berkshire Biodiversity Strategy⁴³, areas identified in the Berkshire Local Geodiversity Action Plan, and habitat that contributes to ecological networks, wildlife corridors and stepping stones between habitats, including Biodiversity Opportunity Areas.

- 5.27 West Berkshire supports a rich and diverse range of biodiversity and geodiversity assets which reflect both the underlying geology and soils and the traditional management practices that have been carried out over many years. The policy aims to provide a framework for conserving and enhancing richness and diversity for its own sake, and also for the positive contribution that biodiversity and geodiversity make to the overall quality of life and sense of place for communities.
- 5.28 The most important sites for biodiversity and individual wildlife species have received statutory protection under international and national legislation. Special Protection Areas (SPA) and Special Areas of Conservation (SAC) are internationally important. Candidate SACs and proposed SPAs are afforded the same level of protection as those already designated.
- 5.29 There are currently three SACs within West Berkshire:
- Kennet and Lambourn Floodplain
 - River Lambourn
 - Kennet Valley Alderwoods.
- 5.30 There are no SPAs within the District, although a small part of the east of the District (approximately 256 hectares) around Beech Hill is within 5km of the Thames Basin Heaths SPA. The 5km boundary has been determined by Natural England as a buffer area to regulate development near the SPA. It is possible that certain types of development could impact on the SPA up to 7km from the boundary of the site. Development proposals within the 5km and 7km will require screening to assess whether they will have a likely significant effect on the SPA. Where a significant effect exists or cannot be excluded, an Appropriate Assessment under the Conservation of Habitats and Species Regulations 2017 would need to be undertaken. Proposals will only be permitted if they do not adversely affect the integrity of the SPA. The Thames Basin Heaths SPA Delivery Framework will be used to guide assessment and any avoidance or mitigation measures that may be needed. It is not anticipated that any development will come forward within the 5km or 7km buffer. No sites have been proposed for allocation within these areas and there are no existing minerals or waste sites to be safeguarded within this area. Any future proposals will need to be assessed against this policy.

⁴³ Or future replacement for the Berkshire Biodiversity Strategy, or a biodiversity action plan recognised by the Local Authority covering the Plan area.

- 5.31 Screening for HRA has been carried out on the Plan⁴⁴. It was concluded that the Plan, alone or in combination with other plans and projects, will not adversely affect the integrity of any of the European sites within the District or those within 5km of the District boundary.
- 5.32 Sites of Special Scientific Interest (SSSI) are nationally designated sites which have important wildlife or geological value. There are currently 51 SSSIs within West Berkshire covering 1480 hectares.
- 5.33 The District contains a range of habitats and geological features of local significance designated as Local Wildlife Sites (LWS) and Local Geological Sites (LGS). There are currently 493 LWSs covering 6,325 hectares and five LGSs covering 15 hectares. LWSs are non-statutory sites of significant biodiversity value. These sites represent local character and distinctiveness, and have an important role to play in meeting local and national targets for biodiversity conservation. The criteria for LWSs have been devised and agreed across the three counties of Berkshire, Buckinghamshire and Oxfordshire. LWS and LGS designations will continue to be assessed by the Council throughout the lifetime of the plan, following recommendations by the Berkshire Nature Conservation Forum (for LWSs) and the Berkshire Geoconservation Group (for LGSs), in order to keep them up to date.
- 5.34 Ancient Woodland is also identified as important in national policy and is the most extensive natural habitat remaining in West Berkshire. Ancient semi-natural woodland currently covers 2,894 hectares of the district.
- 5.35 The District contains important watercourses such as the Rivers Kennet, Lambourn and Pang. The rivers Lambourn and Kennet are also designated as SSSIs. Mineral working in West Berkshire has historically been concentrated along the Kennet Valley where sharp sand and gravel is predominantly found. Riparian corridors create important linkages for biodiversity and therefore mineral working and restoration in these areas have the potential to contribute towards relevant biodiversity enhancements.
- 5.36 The Berkshire Biodiversity Strategy⁴⁵ builds upon national and regional targets for biodiversity enhancement. Therefore, the Council will seek opportunities to support the delivery of the Berkshire Biodiversity Strategy. There are many opportunities for biodiversity and geological enhancement across the District.
- 5.37 Biodiversity Opportunity Areas (BOA) have been identified by the Berkshire Nature Conservation Forum and agreed by the South East England Biodiversity Forum (SEEBF). There are 17 areas which have currently been identified, either whole or in part, across the District. BOAs are not a statutory designation or a constraint upon development, rather they are areas where biodiversity improvements are likely to have the most beneficial results at a strategic scale. The Council will pursue net gains for biodiversity in and around BOAs.

⁴⁴ Minerals and Waste Local Plan Proposed Submission documents and evidence: www.westberks.gov.uk/mwevidencebase

⁴⁵ Berkshire Biodiversity Strategy: <http://berkshirelnp.org/images/Biodiversity%20Strategy%20Small.pdf>

- 5.38 Regulation 41 of the Habitats Regulations 2017⁴⁶ requires the encouragement of the management of features in the landscape that are of major importance for wild flora and fauna. These features are defined as linear features, or stepping stones, which are essential for the migration, dispersal and genetic exchange of wild species. The protection of these natural habitats and networks across the District will avoid or repair fragmentation and isolation of natural habitats and ultimately conserve and enhance priority natural areas and the connections between them. Watercourses and their associated riparian corridors are prime examples of these connecting features.
- 5.39 West Berkshire has a rich geological resource. Some nationally important geological sites are designated as Sites of Special Scientific Interest (SSSI). Local Geology Sites (LGS) (formerly known as Regionally Important Geological and Geomorphological Sites – RIGS) are sites within the district that are considered worthy of protection for their Earth Science or geodiverse importance, but are not already protected as SSSIs. At present there are 8 Local Geological Sites within West Berkshire identified in the The Berkshire Local Geodiversity Action Plan⁴⁷.
- 5.40 Previously unknown geological features and remains of importance may be discovered as part of mineral workings. Where such finds are discovered it is important that every effort is made to protect those of potential international or national importance. Where it is not possible to afford the same protection to finds of more local importance, they should be appropriately recorded. Where possible, access to all significant geological finds should be provided for educational purposes.

Agricultural Land

Policy 21

Agricultural Land and Soils

Minerals and waste development proposals that involve significant development of best and most versatile agricultural land will be permitted where it can be demonstrated that there are no reasonable alternatives for the development proposals.

Development proposals should make provision for the management and use of soils in order to maintain soil quality.

Restoration of mineral extraction sites to agricultural land will be permitted where the restoration proposals demonstrate that the quality of the agricultural land will be conserved or enhanced as part of the restoration, and that there will be no net loss in best and most versatile agricultural land.

- 5.41 The quality of agricultural land varies across the District. Agricultural Land Classification (ALC) provides a national method for assessing the quality of farmland

⁴⁶ Habitats Regulations 2017 Reg 41 <http://www.legislation.gov.uk/ukxi/2017/1012/regulation/41/made>

⁴⁷ Berkshire Local Geodiversity Action Plan: https://berksgeoconservation.org.uk/docs/Berkshire_LGAP.pdf

to ensure that the best and most versatile agricultural land is protected for agricultural use.

- 5.42 There are five grades of agricultural land, 1 - 4 with grade 3 subdivided into 3a and 3b. The best and most versatile land is defined as grade 1, 2 and 3a. This land is considered to be the most flexible, productive and efficient for producing future crops for food and non-food uses (eg. Biomass, fibres and pharmaceuticals). Therefore National policy indicates that local planning authorities should take into account the economic and other benefits of the best and most versatile agricultural land, and where significant development of agricultural land is demonstrated to be necessary, local planning authorities should seek to use areas of poorer quality land in preference to that of a higher quality.
- 5.43 Minerals development will only be considered on the best and most versatile agriculture land, where it can be demonstrated that the long term potential of the agricultural land can be safeguarded and where the restoration and aftercare proposals preserve the long-term potential for the agricultural land to be restored back to the same or higher grade.
- 5.44 Where appropriate, agricultural land classification survey information should be provided alongside any application made. Proposals for waste development should be capable of avoiding best and most versatile agricultural land and permanent development involving the loss of such land will not normally be permitted.
- 5.45 Soils removed from mineral extraction sites will need to be handled in accordance with best practice guidance and the soils stored on site for use in the restoration of the site. Due to the importance of the restoration of mineral sites, the Council will need to be satisfied that the restoration of a site to agriculture will conserve, or ideally enhance the quality of the agricultural land through appropriate restoration techniques before permission is granted.

Transport

Policy 22

Transport

Minerals and waste development proposals will be permitted where the transport activities associated with the proposal will not result in unacceptable impact to the efficient and effective operation of the relevant transport network, road safety, local amenity or the environment.

Sustainable modes of transport will be encouraged, in particular the use of rail and/or water where this is practicable and aligned to the other policies in the plan.

Using an appropriate assessment method, proposals will be required to demonstrate all of the following:

- Safe and appropriate access arrangements, considering the scale and nature of the movements associated with the development;

- That the highway network is able to accommodate the traffic flows that would be generated;
- That there would be no unacceptable adverse impact on the environment or the local community;
- That the proposal will seek to make use of the strategic highway network and the West Berkshire Freight Route Network (FRN);
- That appropriate emission control and reduction measures are in place; and
- Consideration of sustainable travel to the site for staff and visitors and facilities to support this where appropriate.

- 5.46 All development generates transport impacts and National Policy encourages the use of sustainable transport, including the transportation of both minerals and waste.
- 5.47 Within West Berkshire the majority of minerals and waste transportation takes place via the road network, with some material, mainly hard rock and a limited amount of marine sand and gravel, imported to the district by rail. While the Kennet and Avon canal runs through the centre of the District it is not currently used for the transportation of minerals or waste.
- 5.48 The Council published its Freight Strategy in 2014 as part of the Local Transport Plan 3 (2011 – 2026) (LTP3)⁴⁸. The strategy recognises that the movement of freight and how it is routed has implications for national and strategic road networks, but also for local communities. The extensive network of secondary and tertiary roads in the District generally act as distributor roads from the main highways to locations within the District. The Freight Strategy sets out the West Berkshire Freight Route Network (FRN).

Road

- 5.49 The West Berkshire FRN was devised in 2009. The FRN consists of a series of preferred freight routes that show the most appropriate routes in the district for HGV movements. District Access Routes have been identified as the main access routes from the Strategic Road Network (A34/M4) to key freight destinations. Local Access routes, are local roads that are not intended for HGV movements, although it is recognised that, due to the location of minerals sites specifically, some local access routes may have to be used to reach the District Access Routes and the Strategic Road Network. The FRN will need to be taken into account by any proposals coming forward.
- 5.50 Road Safety is a key consideration for developments, especially where freight movements are involved. Particular focus should be given to the safety of pedestrians, cyclists, equestrians and other vulnerable road users.
- 5.51 In West Berkshire air quality is strongly linked to transport, and therefore, where air quality is, or could become a cause for concern, the Council will seek to manage it through transport related measures.

⁴⁸ Local Transport Plan <http://info.westberks.gov.uk/ltp>

Rail

- 5.52 Rail transport is already used for moving aggregates from the West Country to markets in London and the South East, including within West Berkshire itself. While there is may be some scope for growth, the level of growth is partly constrained by the capacity on the rail network itself and providing new siding sites can be very costly. The rail head sites within the district that import aggregates are of strategic importance and will be safeguarded through the plan (Policy 9 'Minerals Safeguarding').

Waterways

- 5.53 There are two sections of navigable waterways in the District. Firstly the Kennet and Avon Canal running east/west from Reading through Newbury and Hungerford before going on towards Bristol. The second is the River Thames around Purley-on-Thames, Pangbourne and Streatley. While the canal could provide opportunities for waterborne transport, the River Thames is removed from the majority of mineral resources and waste sites in the district therefore, it is unlikely that it would provide a viable alternative to road transport.
- 5.54 The canal is almost exclusively used by leisure and tourism activities and therefore, the movement of minerals and waste could impact on the recreational opportunities offered by the waterway.
- 5.55 All development proposals will be required to demonstrate how they minimise the impact of travel on the environment and help to tackle climate change.
- 5.56 Sufficient assessment of the transport impacts of the development need to take place, this may be through a technical note, Transport Statement or Transport Assessment depending on the size and potential impact of the proposed site. Where appropriate, Travel Plans, will be encouraged to support the use of sustainable modes of travel for staff and visitors to the proposed site.

Public Rights of Way

Policy 23

Public Rights of Way

Minerals and waste development proposals will be permitted where the proposals do not adversely affect the Public Right of Way (PROW) network. When considering the adverse impacts consideration will be given to whether:

- Satisfactory diversions to Public Rights of Way can be provided that are both convenient and safe for users of the Public Rights of Way;
- In the case of temporary minerals and waste development, the proposals include the creation of an acceptable alternative route both during operations and following restoration of the site;
- Where Public Rights of Way are to be reinstated this should be done as soon as is practicable; and

- Opportunities are proposed that would secure appropriate, improved access, to the countryside.

- 5.57 There are 1183 km (735 miles) of public rights of way in West Berkshire, compared to a Council road network of 1272 km (790 miles). Public rights of way are made up of the following:
- 61% public footpaths, over which the right of way is on foot only.
 - 17% public bridleways, for use by the public on foot, bicycle and on horseback or leading a horse.
 - 8% restricted byways, used as ~~for~~ bridleways but with the addition of non-mechanically propelled vehicles, thereby giving a right of access for horse-drawn carriages.
 - 14% byways open to all traffic, for use by all the above plus vehicular traffic, with the main use being by walkers and horse-riders.
- 5.58 Public Rights of Way play an important role in enabling access to the countryside and the consequential benefits on health and wellbeing. Given the extent of the public rights of way in West Berkshire, proposed minerals and waste sites will often be located close to rights of way and mineral deposits are often close to, or crossed by rights of way.
- 5.59 It is important that rights of way remain accessible to users throughout the lifetime of minerals and waste operations and that users' safety is not compromised by the activity on site. In some circumstances it will be necessary for a right of way to be diverted during the operation of the site. Temporary diversions will only be acceptable if the restoration scheme provides routes to the same standard as the original right of way and reinstated as soon as practicable. Where this is not possible it may be preferable to divert the route permanently.
- 5.60 When determining planning applications consideration will be given to both the impacts of a proposal on the public rights of way network together with the impact on the amenity value of the public right of way.
- 5.61 The restoration of minerals sites has the potential to enhance the public rights of way network and proposals will be expected to enhance and improve rights of way as well as increase permissive access as part of restoration schemes. Regard should be given to the Councils Rights of Way Improvement Plan⁴⁹ as part of this process.

⁴⁹ Rights of Way Improvement Plan <https://info.westberks.gov.uk/article/29147>

Flooding

Policy 24

Flooding

Minerals and waste development proposals should seek to avoid areas at highest risk of flooding through the application of the Sequential Test, Exception Test and the sequential approach as appropriate.

Minerals and waste development proposals will be permitted where:

- It can be demonstrated that the development would not increase the risk of flooding (from any source), both to the site itself and the surrounding area and proposals shall seek to reduce flooding;
- Flood protection, resilience and resistance measures are provided as part of the development proposals;
- Sustainable Drainage Systems are incorporated into the scheme;
- There would be no net increase in surface water run-off; and proposals shall seek to reduce surface water run-off; and
- The impact of the development in terms of flood risk can be managed through robust flood compensation and mitigation measures and proposals shall seek to reduce flood risk.

All sources of flood risk need to be taken into account in addition to how flood risk could be impacted upon by climate change.

- 5.62 The risk of flooding in West Berkshire is widespread, arising not only from rivers, but also from surface water and groundwater. The policy aims to achieve flood risk management wherever possible, steering vulnerable development away from areas affected by flooding.
- 5.63 It is recognised that minerals working and processing (except for sand and gravel working) are classified as “less vulnerable”, with sand and gravel workings classified as “water-compatible development”. Therefore, minerals development can take place within the flood zone. Water-compatible development can take place within flood zone 3b (the functional flood plain), with “less vulnerable” development considered acceptable in flood zone 3a. The presence of flood zones can impact on the restoration and after-use proposed for a minerals site, as landfilling is considered to be a “more vulnerable” use and therefore, should not be permitted in flood zone 3, without the 'exceptions test' being carried out.
- 5.64 The Department for Environment, Food and Rural Affairs (DEFRA) and the Environment Agency have produced guidance on carrying out the Sequential and Exceptions Tests⁵⁰. The sequential test requires the comparison of sites being proposed with other available sites to find out which has the lowest flood risk. The sequential test is required if the site is in flood zone 2 or 3 and a sequential test has not already been carried out for the development type on the proposed site. The

⁵⁰ Sequential and Exception Tests: <https://www.gov.uk/guidance/flood-risk-assessment-the-sequential-test-for-applicants>

sequential test directs development to areas of lowest flood risk. The sequential approach should be used at a site level to seek to locate facilities such as processing plant and offices in areas of lowest flood risk. The Exception test only applies where development may need to be carried out in situations where suitable sites at lower risk of flooding are not available.

- 5.65 The Council's Strategic Flood Risk Assessment (SFRA) (2019)⁵¹ sets out details of flood risk for the District taking into account the most up to date climate change figures. The SFRA provides information for carrying out the sequential and, where required, the exception tests.
- 5.66 The policy seeks to ensure that development provides appropriate measures for the management of rainfall (surface water) as an essential element of reducing flood risk to both sites and their surroundings. Where appropriate the policies in the Minerals and Waste Local Plan seek to look for opportunities to increase flood resilience through the restoration of mineral sites.
- 5.67 Sustainable drainage methods (SuDs) should be incorporated into proposals for both minerals and waste development. A range of methods can be used taking into account the topography, geology and soil conditions of a site and its surrounding areas. Further information on SuDs can be found in the SFRA and the Quality Design West Berkshire SPD (2006). A specific SuDs SPD has been developed⁵². While these relate more to the development of housing or commercial/retail development the principles are relevant to minerals and waste sites.
- 5.68 The Environment Agency will be consulted where it has indicated that it wishes to be involved in the planning process and in line with their Flood Risk Standing Advice.

Climate Change

Policy 25

Climate change

Minerals and waste development proposals will be permitted where the proposals demonstrate how they will minimise their impact on the causes of climate change. Development proposals should reduce vulnerability and provide resilience to the impacts of climate change by:

- Minimising greenhouse gas emissions and encouraging more sustainable use of resources, through the location and design of the site and transport arrangements;
- Provision of on-site renewable and low carbon energy technologies;
- Avoiding areas vulnerable to climate change and flood risk through application of the Sequential Test, Exception Test and Sequential Approach where appropriate;

⁵¹ SFRA 2019 www.westberks.gov.uk/sfra

⁵² Sustainable Drainage Systems Supplementary Planning Document, December 2018. <https://info.westberks.gov.uk/CHttpHandler.ashx?id=46526&p=0>

- Provision of adaptation and mitigation measures as required; and
- Provision of potential benefits through site restoration and after use.

- 5.69 Local Plans are required by the NPPF to take account of climate change over the longer term, including factors such as flood risk, water supply and changes to biodiversity and landscape. New development should avoid increasing vulnerability to the range of impacts that arise from climate change. Where new development is proposed in areas which are considered vulnerable, care needs to be taken to ensure that the risks are managed through suitable adaptation measures such as green infrastructure and habitat connectivity.
- 5.70 Carbon emissions from transport associated with HGVs involved in the minerals and waste industry is a key source of greenhouse gas emissions in the district. Therefore the Council will seek to reduce the impact of transport as well as reducing the need to travel where possible. This can be done by promoting the use of alternatives to road transport as well as seeking to encourage the location of development near to the markets that it serves.
- 5.71 Although mineral extraction and waste management are energy intensive businesses there are a number of ways quarry sites and waste management facilities could reduce their energy use. Practices should be adopted to help reduce the energy use of individual quarries and waste management sites. In addition the use of recycled and secondary aggregates is encouraged to reduce the need for extraction of primary aggregates.
- 5.72 Carbon sinks will be encouraged as part of habitat creation (e.g. through wetland or woodland creation) during the restoration of sites. Well-designed and planned restoration can assist in establishing ecological networks which are more resilient and enable the movement of wildlife as it adapts to a changing climate.
- 5.73 Former mineral extraction sites can also play a role in increasing resilience to flooding by providing additional flood storage capacity as part of the site restoration and after-care.
- 5.74 Methane emissions from biodegradable waste in landfill account for approximately 40% of all UK methane emissions, equating to approximately 3% of UK greenhouse gas emissions. Waste management, therefore, can play an important role in mitigating levels of greenhouse gas emissions.
- 5.75 The waste hierarchy plays a key role in mitigating the impacts of climate change by focusing on reducing the amount of waste produced and increasing the amount of waste reused, recovered or recycled. This helps to divert biodegradable waste away from landfill, reducing methane emissions, as well as minimising the demand for new resources which generate greenhouse gases in their production.

Public Health, Environment and Amenity

Policy 26

Public Health, Environment and Amenity

Minerals and waste development proposals will be permitted where all of the following are demonstrated:

- The development would not result in unacceptable impacts on air quality including any adverse impacts on Air Quality Management Areas (AQMAs);
- The development would not result in unacceptable impacts on the intrinsic quality and quantity of water resources (including ground and surface waters) including any adverse impacts on Source Protection Zones (SPZ)⁵³;
- The development would not result in unacceptable impacts from lighting, noise, dust, odour, emissions, pollution, vibration and litter, including impacts that are generated by traffic associated with the site;
- The development would not result in unacceptable impacts on land stability; and
- Consideration has been given to public health and safety, amenity, quality of life of local communities and the natural, built and historic environment;

Appropriate mitigation measures relating to all these matters shall be included within the proposals and all reasonable opportunities must be taken to conserve and enhance the environment and amenity of the area.

- 5.76 Minerals extraction and waste management facilities by their nature have the potential to generate adverse amenity impacts that could impact upon local communities. However minerals extraction and waste management facilities are critical to support the needs of local communities.
- 5.77 National policy states that when granting planning permission for mineral development there should be no unacceptable adverse impacts on human health, and that for waste sites there should be consideration of the likely impacts on the local environment and amenity. Therefore, it is important that an acceptable balance is maintained between meeting the identified need for minerals and waste sites and protecting the local environment and amenity of residents who are likely to be affected by the operations.
- 5.78 Proposals which are likely to give rise to pollution and/or health issues, should be submitted with the full details of these issues together with any proposed or integral mitigation measures. Where applicable the relevant health and pollution control authorities will be consulted.
- 5.79 The Environment Agency and the Council's Environmental Health Service both implement controls that can potentially overlap with the planning process. The Planning process focuses on the acceptable use of land and the impact of the use

⁵³ The Environment Agency's 'Approach to groundwater protection' (February 18) https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/692989/Environment-Agency-approach-to-groundwater-protection.pdf includes guidance on acceptable development in relevant Source Protection Zones.

proposed. The NPPW confirms that planning authorities should work on the assumption that the relevant pollution control regime will be properly applied and enforced, so it can be assumed that the pollution control regimes will operate effectively to control emissions to air and discharges to water, etc. Planning conditions therefore should not normally be used to control matters that are the subject of an environmental permit, or other legislative control.

- 5.80 This does not mean that these issues are not considered as part of the planning process, but that the planning process needs to complement, not duplicate, the pollution control regimes. Possible impacts include noise and vibrations from traffic accessing sites, processing plants and on site activities; visual intrusion; dust; debris on the road; run off from sites to protected waters and the impact of HGVs / traffic associated with a development site. These impacts understandably cause concerns for communities living near to sites, and therefore need to be satisfactorily controlled. However, there are various measures that can be implemented to ensure that the impacts of a development proposal on the locality are reduced to an acceptable level.
- 5.81 Development proposals coming forward will be expected to include appropriate mitigation measures such as, but not limited to: the use of natural vegetation for screening that can reduce the visual impact and potential noise nuisance of a site to an acceptable level. It is acknowledged that some noisy, short term activities which are considered unacceptable may be unavoidable to facilitate development. Various controls can be used to manage dust, litter and odour problems, and wheel washing and sheeting of lorries can prevent debris from being deposited on the road network. The phasing of mineral working, the choice of routes, as well as the location and suitability of access arrangements for vehicles can all influence the acceptability of the site.
- 5.82 Local liaison groups between an operator and the local community have traditionally been a useful way of ensuring that all parties potentially impacted upon by the development are able to discuss issues and solutions. These will continue to be encouraged to provide an open forum for discussions to take place around the issues that can arise from an active site that can impact upon local communities.

Historic Environment

Policy 27

Historic Environment

Minerals and waste development proposals will be permitted where the proposals conserve and enhance the historic environment and heritage assets of the district, both designated and non-designated, including the setting where relevant. The degree of protection given will be appropriate to the status of the Heritage Asset.

Where proposals are likely to affect the significance of a heritage asset and/or the historic environment, consideration will be given to:

- The scale of harm or loss of significance;
- Whether there is an overriding need for and public benefit of the development that outweighs any harm or loss of significance;

- Whether there are any reasonable alternative ways to meet the need for the development; and
- Whether the impact of the development on the historic environment and/or heritage assets can be satisfactorily mitigated.

Where the loss (wholly or in part) of a heritage asset is considered acceptable in principle, the applicant will be required to record and advance understanding of the significance of that asset in a manner proportionate to its importance and to disseminate the findings.

5.83 A heritage asset is defined in the NPPF as a building, monument, site, place, or area of landscape, which because of its heritage interest is identified as having a degree of significance meriting consideration in planning decisions. Heritage assets are irreplaceable, and therefore, should be conserved in a manner appropriate to their significance. They can include both designated and non-designated assets. The significance of a heritage asset derives not only from its physical presence, but also from its setting. Designated assets are assessed at the highest significance and some are afforded statutory protection. West Berkshire has the following designated heritage assets:

Designated Heritage Asset	Number in West Berkshire	Comment
Scheduled Monuments	Approx. 90	
Battlefields	1	
Listed buildings (grade I and II*)	Approx. 1900	
Registered parks and gardens (grade I and II*)	12	Aldermaston Court, Sandford Priory and Shaw House are on the Heritage at Risk register

5.84 Non-designated assets are usually recorded in the local Historic Environmental Record (HER). These are generally of regional or local importance and may have an equal significance to the designated assets. In West Berkshire there are over 5000 assets listed on the HER.

5.85 Conservation Areas are areas of architectural or historic interest with a distinctive character or appearance that it is desirable to preserve or enhance. There currently are 53 Conservation Areas in West Berkshire.

5.86 The significance of assets can be harmed or lost through alteration or destruction of the asset itself, or its setting. Proposals for minerals and waste development need to include appropriate measures to minimise the impact of development on West Berkshire's heritage, historic environment and archaeology. In November 2013 an

Assessment of the Archaeological Resource in Aggregate areas of West Berkshire⁵⁴ was published. The primary aim of the project was to improve the quality and quantity of available archaeological data in respect of potential aggregate producing areas within West Berkshire, and to facilitate more informed advice concerning the impacts and mitigation of aggregates extraction.

- 5.87 As part of the application process the application will need to describe the significance of any heritage assets affected by the proposals as well as detail the contribution made by the setting of the asset, as required by paragraph 189 of the NPPF. The level of detail should be proportionate to the asset's importance but sufficient to understand the potential impact of the proposal on their significance.
- 5.88 Where development is proposed at a site which includes, or has the potential to include, heritage assets with archaeological interest, the application will need to be accompanied by an initial desk-based archaeological assessment to determine the nature and significance of any archaeological assets, the contribution of the setting to that significance, as well as any potential impacts on the assets or their setting.
- 5.89 Depending on the outcome of this desk based assessment it is possible that an archaeological field evaluation of the site, together with potential mitigation measures will be required to facilitate the determination of the proposal against this policy.
- 5.90 Addressing heritage considerations early on in the planning process, before planning applications are submitted, means that there is greater scope to avoid or minimise any potential adverse impacts. Where development proposals have the potential to affect heritage assets, they should be accompanied by an assessment of the significance and setting of the assets and the potential impact the development will have. Such assessment should be proportionate to the significance of the asset, taking into account the HER and setting out, where appropriate, the results of field evaluation. Details of proposed mitigation measures should also be provided along with the provision for recording and archiving of information in relation to any heritage assets to be lost. Where there is potential for heritage assets, but these have not been identified, provision will need to be made for monitoring and recording.

Design

Policy 28

Design

Minerals and waste development proposals will be permitted where the proposals respect and enhance the character and appearance of the area. Minerals and waste development proposals will be expected to demonstrate high quality design throughout all stages of the development, including restoration and aftercare where appropriate.

⁵⁴ Archaeological Resource in Aggregates areas of West Berkshire:
http://archaeologydataservice.ac.uk/archives/view/wberks_eh_2013/

The design of built facilities should be of a high quality and contribute to achieving sustainable development. Good design relates not only to the appearance of a development but to the way it functions. Development shall contribute positively to local distinctiveness and sense of place.

- 5.91 The NPPF places great importance on the design of the built environment and its role in achieving sustainable development. Planning has the potential to drive up design standards across all types of development and the Council will seek to secure high quality design in all development proposals.
- 5.92 In order to demonstrate that high quality design is achieved all proposals for minerals and waste development should be demonstrated to be appropriate in scale and character to the location and surrounding area. This should take into account any planned new development or regeneration opportunities.
- 5.93 Development proposals, where appropriate, should use high-quality building materials made from recycled or secondary sources. All potential opportunities to minimise the use of primary aggregates should be considered.
- 5.94 It will need to be demonstrated that the proposals reduce the need for transport and provide enhancements to the local amenity, considering the potential impacts development may have on the local community.
- 5.95 Applications will be expected to be supported by high-quality proposals for restoration and after-care (where appropriate). Full consideration needs to be given to design throughout the entire life of the development proposed.

Cumulative Impacts

Policy 29

Cumulative Impacts

Minerals and waste development proposals will be permitted where the proposed development would not result in an unacceptable cumulative adverse impact on the environment or amenity of an area, either in relation to the collective effect of different impacts, or as a result of the effects of a number of developments occurring concurrently or successively.

- 5.96 National policy requires that cumulative effects of multiple impacts from individual sites and/or a number of sites in a locality are taken into account as part of the planning decision process.
- 5.97 Cumulative impacts that are relevant to the determination process can occur in a number of ways:
- cumulative impacts of a number of separate effects from a single site.
 - cumulative impacts of a single (or more) effects generated from two or more developments.

- 5.98 Adverse cumulative impacts could include a variety of issues such as levels of noise, dust, vibration and artificial light. Impacts on the highway network could also occur with increased HGV movements and the road safety impacts associated with higher traffic levels. Similarly visual and landscape impacts could be generated by multiple sites operating at the same time in the same locality.
- 5.99 As part of the application process consideration will need to be given to cumulative impacts of proposed minerals and waste development proposals on the receiving environment, and the capacity of the locality to accept the impacts that are proposed.

6.0 Site Allocation Policies

Sharp Sand and Gravel

Policy 30 Tidney Bed

Site Address:	Bath Road, Sulhamstead/Ufton Nervet		
Centre grid ref:	SU 6169 9721		
Parish:	Ufton Nervet	Site ID:	MW015
Extraction:	Extraction of approximately 1,000,000 tonnes of sand and gravel		
Restoration:	Restoration proposed as agriculture using inert infill and biodiversity enhancements.		
Site Area:	34 ha		

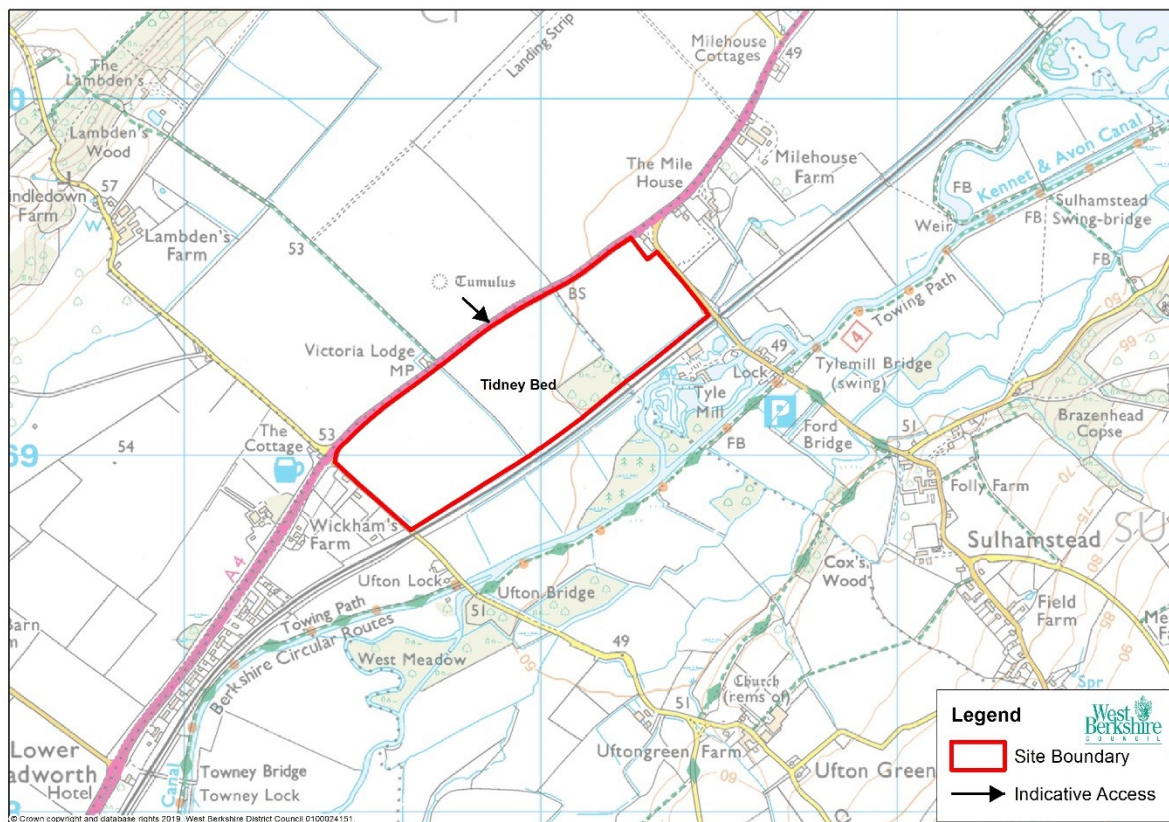


Figure 5 Tidney Bed Location Map

Site Context:

The site at Tidney Bed is located to the south of Bath Road (A4), between Ufton Lane and Sulhamstead Hill, approximately 0.75km to the north-west of the village of Sulhamstead in West Berkshire.

The site is currently in agricultural use and comprises three fields of arable land, a copse of broadleaved woodland and an area of marshy grassland. The Berkshire & Hampshire railway line runs along the southern boundary of the site.

Planning Requirements/Considerations:

Landscape: Development of the site will need to be subject to a detailed *Landscape and Visual Impact Assessment* to determine the exact area of the site suitable for extraction in landscape terms. Extraction of the site would need to be phased with progressive restoration to minimise the impact on the landscape. Permanent planting in advance of any works being carried out should be placed along the northern edge of area 21.2 as defined in the Council's Landscape and Visual Assessment of Potential Mineral and Waste Sites (October 2016)⁵⁵. Temporary bunding should be used to screen views from the River Kennet and the canal and from the A4. Development of the site should be carried out in line with the recommendations set out in the Council's Landscape and Visual Assessment of Potential Mineral and Waste Sites (October 2016).

Highways/Transport: A *Transport Assessment* will be required to support development of the site. This will need to include a Road Safety Audit, consider access to the site and include details of haul routes to and from the site. Access would be either via a new junction on to the A4, or onto Ufton Lane and then onto the A4. Any access onto Ufton Lane would need to involve widening Ufton Lane from the site access to the A4.

Ecology: *Habitat and Ecological assessments* will be required to support any planning application setting out any mitigation measures needed to ensure there are no unacceptable impacts on West Berkshire's biodiversity assets. In addition, a baseline assessment of the biodiversity of the site using a biodiversity metric agreed with the Local Authority should be undertaken.

Surveys to be completed in support of a planning application must include:

- Protected species surveys including
 - a breeding bird survey,
 - a badger survey
 - bat activity surveys.
- all ponds within a 250m radius of the site should be assessed for their suitability as breeding habitat for great crested newts.

The woodland within the site should be retained and protected; in addition, retention and protection of trees and hedgerows in line with BS5837:2012 is required. Development of the site should be carried out in line with the ecological requirements set out in the Council's "Preliminary Ecological Appraisal (February 2019)"⁵⁶.

Agricultural Land and Soils: An *Agricultural Land Classification Report* should be submitted with any planning application to determine whether any Best and Most Versatile (BMV) agricultural land is present. A soil handling and management plan should be submitted, including proposals to safeguard BMV land where applicable.

Heritage: A *Heritage Impact Assessment*, and *archaeological desk based assessment and field evaluation*, taking into account the potential impacts on the significance of heritage and archaeological assets, will be required to support any planning application.

Flooding/Hydrology: A *Flood Risk Assessment* would be required taking into account all sources of flooding. The requirements outlined in section 6.2.2 of the Council's Level 1

⁵⁵ Landscape and Visual Assessment of Potential Mineral and Waste Sites: <https://info.westberks.gov.uk/article/34126>

⁵⁶ Minerals and Waste Local Plan Proposed Submission documents and evidence: www.westberks.gov.uk/mwevidencebase

SFRA must be adhered to⁵⁷. Impacts on flooding and hydrology from the proposed restoration with inert fill will also need to be assessed.

Amenity: Detailed *noise and dust surveys* should be carried out and a *lighting, noise, dust, and vibration management plan* should be submitted, setting out any mitigation needed to ensure there are no unacceptable impacts on local amenity.

Restoration/Aftercare: A *Restoration Plan and outline Aftercare Scheme* should accompany any planning application for the site. The site should be restored, with the removal of all bunds, reinstatement of internal hedgerow boundaries and providing at least 10% net gains for biodiversity measured using a biodiversity metric agreed with the Local Authority. Restoration of the site should take into account the requirements set out in the Council's Preliminary Ecological Appraisal (February 2019) and Landscape and Visual Assessment of Potential Mineral and Waste Sites (October 2016)⁵⁸.

⁵⁷ Minerals and Waste Local Plan Proposed Submission documents and evidence: www.westberks.gov.uk/mwevidencebase

⁵⁸ Minerals and Waste Local Plan Proposed Submission documents and evidence: <https://info.westberks.gov.uk/mwevidencebase>

Soft Sand

Policy 31 Chieveley Services

Site Address:	Land adjacent to the M4/A34 Chieveley Services, Oxford Road, Newbury		
Centre grid ref:	SU 4827 7232		
Parish:	Chieveley	Site ID:	MW005
Extraction:	Extraction of between 400,000 and 670,000 tonnes of soft sand		
Restoration:	Restoration proposed as agriculture to existing levels using inert infill		
Site Area:	22.3 ha		

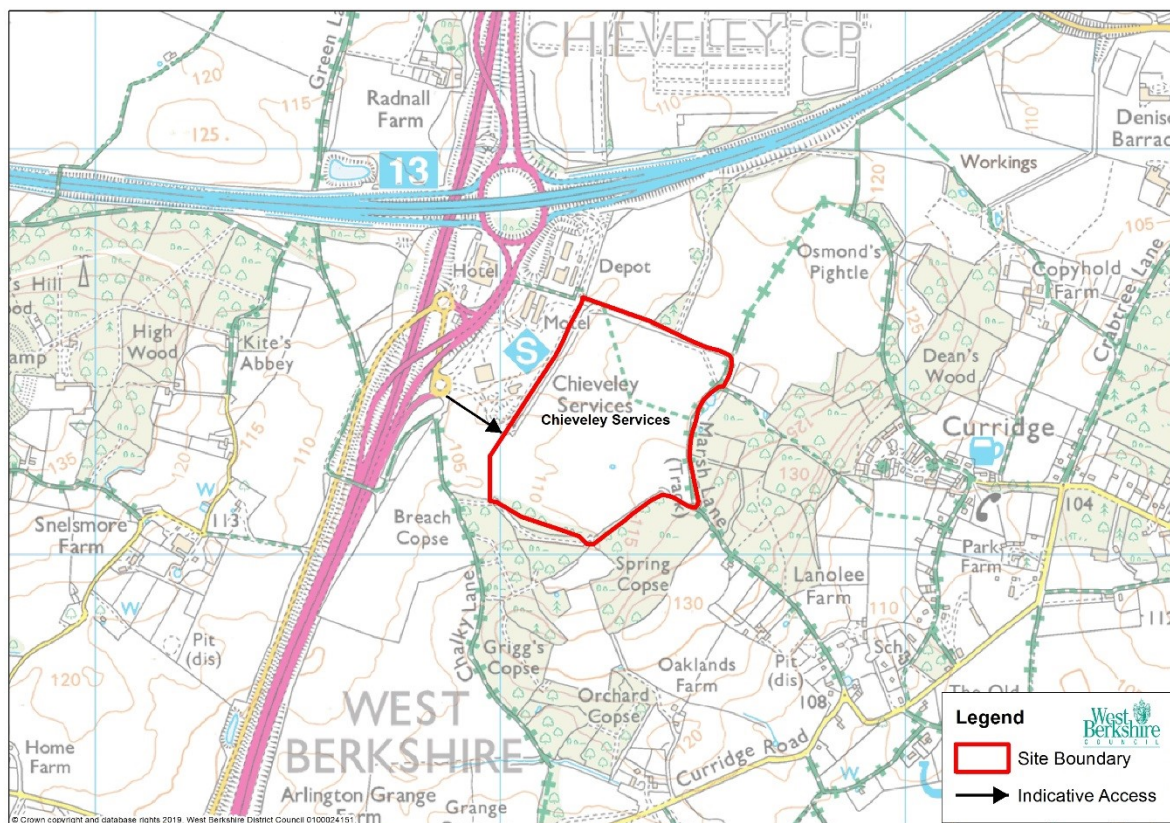


Figure 6 Chieveley Services Location Map

Site Context:

The site at Chieveley Services, is located to the south-east of Chieveley Services (of the M4), and approximately 1.1km to the south-east of Chieveley village.

The site comprises a field of mainly arable land, with a hedgerow and tree line separating the arable land from an area of semi-improved grassland to the south. There are two mature oak trees located within the arable land, and the site boundaries are marked by adjacent woodland and hedgerows.

Planning Requirements/Considerations:

Landscape: Development of the site will need to be subject to a detailed *Landscape and Visual Impact Assessment* to determine the exact area of the site suitable for extraction in

landscape terms. Extraction of the site would need to be phased with progressive restoration to minimise the impact on the landscape. Development of the site should be carried out in line with the requirements set out in the Council's "Landscape and Visual Assessment of Potential Mineral and Waste Sites (October 2016)⁵⁹".

Rights of Way: The Right of Way crossing the site should be retained or diverted during the working of the site, and reinstated as part of the restoration of the site. Appropriate buffers should be provided to the other rights of way adjacent to the site.

Highways/Transport: A *Transport Assessment* and *Site Management Plan* will be required to support development of the site given the proximity of the site to the Strategic Road Network. This will need to clearly set out how the site would operate, the predicted number of vehicle movements (hourly/daily), demonstrate the site's viability and likely impact on the SRN and include consideration of the access to the site and details of haul routes to and from the site.

Ecology: *Habitat and Ecological assessments* will be required to support any planning application setting out any mitigation measures needed to ensure there are no unacceptable impacts on West Berkshire's biodiversity assets. The following surveys should be submitted in support of any planning application:

- botanical survey,
- invertebrate survey,
- bat surveys,
- reptile surveys,
- amphibian surveys of nearby ponds,
- bird surveys;
- survey for badger setts and badger activity

The mature trees and linear woodland subject to Tree Preservation Order 201/21/0861 to the south of the site should be retained and protected in line with BS5837:2012.

Development of the site should be carried out in line with the ecological requirements set out in the Council's "Preliminary Ecological Appraisal (February 2019)"⁶⁰

Agricultural Land and Soils: An *Agricultural Land Classification Report* should be submitted with any planning application to determine whether any Best and Most Versatile (BMV) agricultural land is present. A soil handling and management plan should be submitted, including proposals to safeguard BMV land where applicable.

Heritage: A *Heritage Impact Assessment*, and *archaeological desk based assessment and field evaluation*, taking into account the potential impacts on the significance of heritage and archaeological assets will be required to support any planning application.

Flooding/Hydrology: A *Flood Risk Assessment* would be required taking into account all sources of flooding. The requirements outlined in section 6.2.2 of the Council's Level 1 SFRA⁶¹ must be adhered to.

⁵⁹ Landscape and Visual Assessment of Potential Mineral and Waste Sites:

<https://info.westberks.gov.uk/mwevidencebase>

⁶⁰ Minerals and Waste Local Plan Proposed Submission documents and evidence:

www.westberks.gov.uk/mwevidencebase

⁶¹ SFRA 2019: www.westberks.gov.uk/sfra

Amenity: Detailed *noise and dust surveys* should be carried out and a *lighting, noise, dust, and vibration management plan* should be submitted setting out any mitigation needed to ensure there are no unacceptable impacts on local amenity.

Restoration/Aftercare: Any application must be accompanied by a *comprehensive Restoration Plan and outline Aftercare Scheme*. The site should be restored to arable and pasture fields with all bunding removed and levels seamlessly restored to blend with the surrounding topography, providing at least 10% net gains for biodiversity. The PRoW crossing the site should be restored and opportunities for further public access/creation of new access links should be explored. Restoration of the site should take into account the requirements set out in the Council's Preliminary Ecological Appraisal (February 2019) and Landscape and Visual Assessment of Potential Mineral and Waste Sites (October 2016)⁶².

⁶² Minerals and Waste Local Plan Proposed Submission documents and evidence:
www.westberks.gov.uk/mwevidencebase

7.0 Monitoring Framework

Implementation and Monitoring Framework

The overarching delivery of minerals and waste development will be carried out through Development Management and associated activities. This would typically include:

- Assessing planning applications;
- Compliance monitoring of permitted minerals and waste developments; and
- Monitoring and enforcement relating to unauthorised development.

It may also be that planning decisions made by other planning authorities including provisions within other local development plans, Compulsory Purchase Orders (CPO), other associated developments, and major infrastructure projects may impact on the ability of the Plan to delivery.

Applicants considering minerals and waste development will be required to submit planning applications for consideration before any development takes place. All proposals will need to meet other environmental, amenity and economic policies as set out within the Plan.

The key delivery partners in this respect will be the statutory bodies (the Environment Agency, Natural England and Historic England) in conjunction with mineral and waste operators and other interested bodies.

The Implementation and Monitoring Plan is intended to deliver the aims of the Minerals and Waste Local Plan. The following table shows the links between the implementation and monitoring of the Minerals and Waste Plan policies. The terms used in the header of the table shown below are:

- **Plan Policy and link to objectives:** This is the Policy number and name in the Plan, and the link that the policy has to the SA/SEA and Plan objectives.
- **Indicator:** Proposed outcome (or limitation) - this is the intended outcome of the Policy
- **Target:** Proposed target to illustrate whether the policies are operating as intended.
- **Trigger (threshold) for policy review:** Proposed threshold, where applicable, which if breached a review of the policy/plan may be required, depending on the circumstances.

Strategic Policies

Local Plan Policy <i>And link to objectives</i>	Indicator	Target	Trigger
Policy 1: Sustainable Development <i>Contributes towards objectives M2, M5 and SA/SEA objectives 1 – 14.</i>	<ul style="list-style-type: none"> • Number of appeals allowed. • Minerals and waste applications determined within nationally set time periods. 	<p>No more than 1 appeal allowed per year.</p> <p>100% applications determined within the target / agreed timescale.</p>	<p>One application decided outside of agreed timescales.</p> <p>More than 1 appeal allowed per year.</p>
Policy 2: Landbank / Need <i>Contributes towards Plan objective M4 and SA/SEA objective 11.</i>	<ul style="list-style-type: none"> • Permitted reserves for sharp sand and gravel and soft sand. • Production capacity for sharp sand and gravel and soft sand. • Landbanks for sharp sand and gravel and soft sand. • Allocated sites with planning permission • Annual sales of sharp sand and gravel and soft sand. • Recycled / Secondary aggregate production capacity. 	<p>Production capacity maintained at annual requirement rates.</p> <p>Landbanks maintained for at least:</p> <ul style="list-style-type: none"> • 7 years for sharp sand and gravel • 7 years for soft sand <p>Recycled and Secondary capacity maintained at specified rate.</p>	<p>Landbank equivalent to less than seven years of need based on the calculations in the latest LAA.</p> <p>Production capacity falls below annual requirement rates for more than one year.</p> <p>Recycled and Secondary capacity falls below specified rate.</p>
Policy 3: Net self-sufficiency in Waste Management <i>Contributes towards Plan objectives M7, W1, W2, W3, W4 and SA/SEA objectives 9,10,11.</i>	<ul style="list-style-type: none"> • Total amount of waste managed within West Berkshire for the specified waste streams. • Waste management capacity in West Berkshire for the specified waste streams. • Waste imports and exports. 	Retention of adequate sites to maintain net self-sufficiency of waste management facilities.	Permitted waste management capacity in West Berkshire below the volume of waste arising such that net self-sufficiency cannot be achieved.

Local Plan Policy And link to objectives	Indicator	Target	Trigger
	<ul style="list-style-type: none"> Waste arisings 		
<p>Policy 4: Location of Development – Construction Aggregates</p> <p><i>Contributes towards Plan objectives M1, M5 and SA/SEA objectives 6, 11, 12, 13, 14.</i></p>	<ul style="list-style-type: none"> Number of applications approved on land given priority by the policy. Number of applications approved on land outside areas given priority by the policy. Location of permissions granted under the policy. 	100% applications determined in accordance with policy.	More than one proposal approved (within the plan period) that is not in line with the policy.
<p>Policy 5: Location of Development – General Waste Management Facilities</p> <p><i>Contributes towards Plan objectives W1, W6 and SA/SEA objectives 6, 9, 12, 13.</i></p>	<ul style="list-style-type: none"> Location of permissions granted under the policy. Number of facilities approved on land given priority by the policy. Number of facilities approved on greenfield land. 	100% applications determined in accordance with policy.	More than one proposal approved (within the plan period) that is not in line with the policy.
<p>Policy 6: Location of Development - Specialist Waste Management Facilities</p> <p><i>Contributes towards Plan objectives W4, W5 and SA/SEA objectives 9, 10.</i></p>	<ul style="list-style-type: none"> Number of applications associated with specialist waste management facilities granted permission in accordance with the policy. Location of permissions granted under the policy. 	100% applications determined in accordance with policy.	More than one proposal approved (within the plan period) that is not in line with the policy.
<p>Policy 7: Location of Development – Landfill and Permanent</p>	<ul style="list-style-type: none"> Number of facilities approved on land given priority by the policy. 	100% applications determined in accordance with policy.	More than one proposal approved (within the plan period) that is not in line with the policy.

Local Plan Policy <i>And link to objectives</i>	Indicator	Target	Trigger
Deposit of Waste to Land <i>Contributes towards Plan objectives W2, W3, W4 and SA/SEA objective 9.</i>	<ul style="list-style-type: none"> • Number of applications approved on land outside areas given priority by the policy. • Number of applications permitted for permanent deposit of inert waste for restoration purposes and beneficial use. • New landfill capacity approved. 		
Policy 8: Borrow Pits <i>Contributes towards Plan objectives M1, M2 and SA/SEA objectives 10, 11.</i>	<ul style="list-style-type: none"> • Number of applications for borrow pits. • Number of applications for borrow pits permitted on land given priority by the policy/ in accordance with the policy. • Permissions granted in accordance with the policy. 	100% applications determined in accordance with policy.	More than one proposal approved (within the plan period) that is not in line with the policy.
Policy 9: Safeguarding – Minerals <i>Contributes towards Plan objective M6 and SA/SEA objective 11.</i>	<ul style="list-style-type: none"> • Number of non-minerals applications responded to with mineral safeguarding advice. • Number and type of safeguarded mineral infrastructure sites. • Number of safeguarded aggregates rail depots • Applications approved contrary to mineral safeguarding advice. 	<p>No loss of mineral safeguarded sites / infrastructure to non-minerals development.</p> <p>No applications approved contrary to mineral safeguarding advice.</p>	<p>More than one proposal approved (within the plan period) against mineral safeguarding advice.</p> <p>Loss of safeguarded minerals sites and infrastructure.</p>
Policy 10: Safeguarding Waste	<ul style="list-style-type: none"> • Number of non-waste applications responded to with waste safeguarding advice. 	No net loss of waste safeguarded sites / infrastructure to non-waste development.	Permitted waste management capacity below the volume of waste arisings, such that net self-

Local Plan Policy And link to objectives	Indicator	Target	Trigger
<i>Contributes towards Plan objective W6 and SA/SEA objective 9.</i>	<ul style="list-style-type: none"> • Number and type of waste safeguarded sites/areas. • Applications approved contrary to waste safeguarding advice. • Waste arisings 	No applications approved contrary to waste safeguarding advice.	<p>sufficiency can no longer be achieved.</p> <p>More than one proposal approved (within the plan period) against waste safeguarding advice.</p> <p>Loss of waste safeguarded sites / infrastructure.</p>
<p>Policy 11: Chalk and Clay</p> <p><i>Contributes towards Plan objectives M1, M2 and SA/SEA objective 11.</i></p>	<ul style="list-style-type: none"> • Number of applications associated with chalk and clay extraction. • Number of permissions granted contrary to the policy (departure). 	100% applications determined in accordance with policy.	More than one proposal approved (within the plan period) that is not in line with the policy.
<p>Policy 12: Energy Minerals</p> <p><i>Contributes towards Plan objectives M1, M2 and SA/SEA objective 11.</i></p>	<ul style="list-style-type: none"> • Number of applications associated with exploration, appraisal and development of oil, gas and unconventional hydrocarbons. • Number of permissions granted contrary to the policy (departure). 	100% applications determined in accordance with Policy.	More than one proposal approved (within the plan period) that is not in line with the policy.
<p>Policy 13: Radioactive Waste Treatment and Storage at AWE</p> <p><i>Contributes towards Plan objective W4 and SA/SEA objective 9.</i></p>	<ul style="list-style-type: none"> • Number of applications associated with storage and / or management of radioactive waste at AWE. • Number of permissions granted contrary to the policy (departure). 	100% applications determined in accordance with policy.	More than one proposal approved (within the plan period) that is not in line with the policy.

Local Plan Policy And link to objectives	Indicator	Target	Trigger
<p>Policy 14: Reworking old inert landfill sites</p> <p><i>Contributes towards Plan objective M7 and SA/SEA objective 9.</i></p>	<ul style="list-style-type: none"> • Number of applications associated with reworking old inert landfill sites • Number of permissions granted contrary to the policy (departure). 	100% applications determined in accordance with policy.	More than one proposal approved (within the plan period) that are not in line with the policy.
<p>Policy 15: Permanent Aggregate Infrastructure</p> <p><i>Contributes towards Plan objectives M1, M4 and SA/SEA objectives 10,11,12.</i></p>	<ul style="list-style-type: none"> • Number of applications for permanent construction aggregates infrastructure. • Number of applications on land given priority by the policy. • Number of permissions granted contrary to the policy (departure). 	100% applications determined in accordance with policy.	More than one proposal approved (within the plan period) that is not in line with the policy.
<p>Policy 16: Temporary minerals and waste Infrastructure</p> <p><i>Contributes towards Plan objectives M1, M7, W3 and SA/SEA objectives 8, 9, 10, 13.</i></p>	<ul style="list-style-type: none"> • Number of applications for temporary minerals and waste infrastructure. • Number of applications on land given priority by the policy. • Number of permissions granted contrary to the policy (departure). 	100% applications determined in accordance with policy.	More than one proposal approved (within the plan period) that is not in line with the policy.

Development Management Policies

Local Plan Policy <i>And link to objectives</i>	Indicator	Target	Trigger
<p>Policy 17: Restoration and After-use of Sites</p> <p><i>Contributes towards Plan objective M8 and SA/SEA objectives 4, 6, 12.</i></p>	<ul style="list-style-type: none"> • Permissions granted contrary to the policy (departure). • Number of schemes delivering 10% net gains in biodiversity or above. • Number of sites being restored or in aftercare. 	<p>All applications approved providing satisfactory restoration and aftercare proposals.</p> <p>All applications approved with restoration leading to at least 10% net gain in biodiversity.</p> <p>100% applications determined in accordance with policy.</p>	<p>More than one proposal approved (within the plan period) that is not in line with the policy.</p>
<p>Policy 18: Landscape</p> <p><i>Contributes towards Plan objectives M2, W8 and SA/SEA objective 6.</i></p>	<ul style="list-style-type: none"> • Number of permissions granted contrary to the policy (departure). 	<p>No permissions granted contrary to landscape advice.</p> <p>100% applications determined in accordance with policy.</p>	<p>More than one proposal approved (within the plan period) that is not in line with the policy.</p>
<p>Policy 19: Protected Landscapes</p> <p><i>Contributes towards Plan objective M2, M4, W8 and SA/SEA objective 6.</i></p>	<ul style="list-style-type: none"> • Number of permissions granted contrary to the policy (departure). • Number of planning permissions granted within / impacting on a protected landscape. 	<p>All applications approved seeking to protect and enhance the AONB.</p> <p>No permissions granted contrary to landscape / Natural England advice within protected landscape areas.</p> <p>100% applications determined in accordance with policy.</p>	<p>More than one proposal approved (within the plan period) that is not in line with the policy.</p>
<p>Policy 20: Biodiversity and Geodiversity</p>	<ul style="list-style-type: none"> • Number of permissions within or impacting on specified biodiversity areas. 	<p>No permissions granted contrary to ecology / Natural England advice.</p>	<p>More than one proposal approved (within the plan period) that is not in line with the policy.</p>

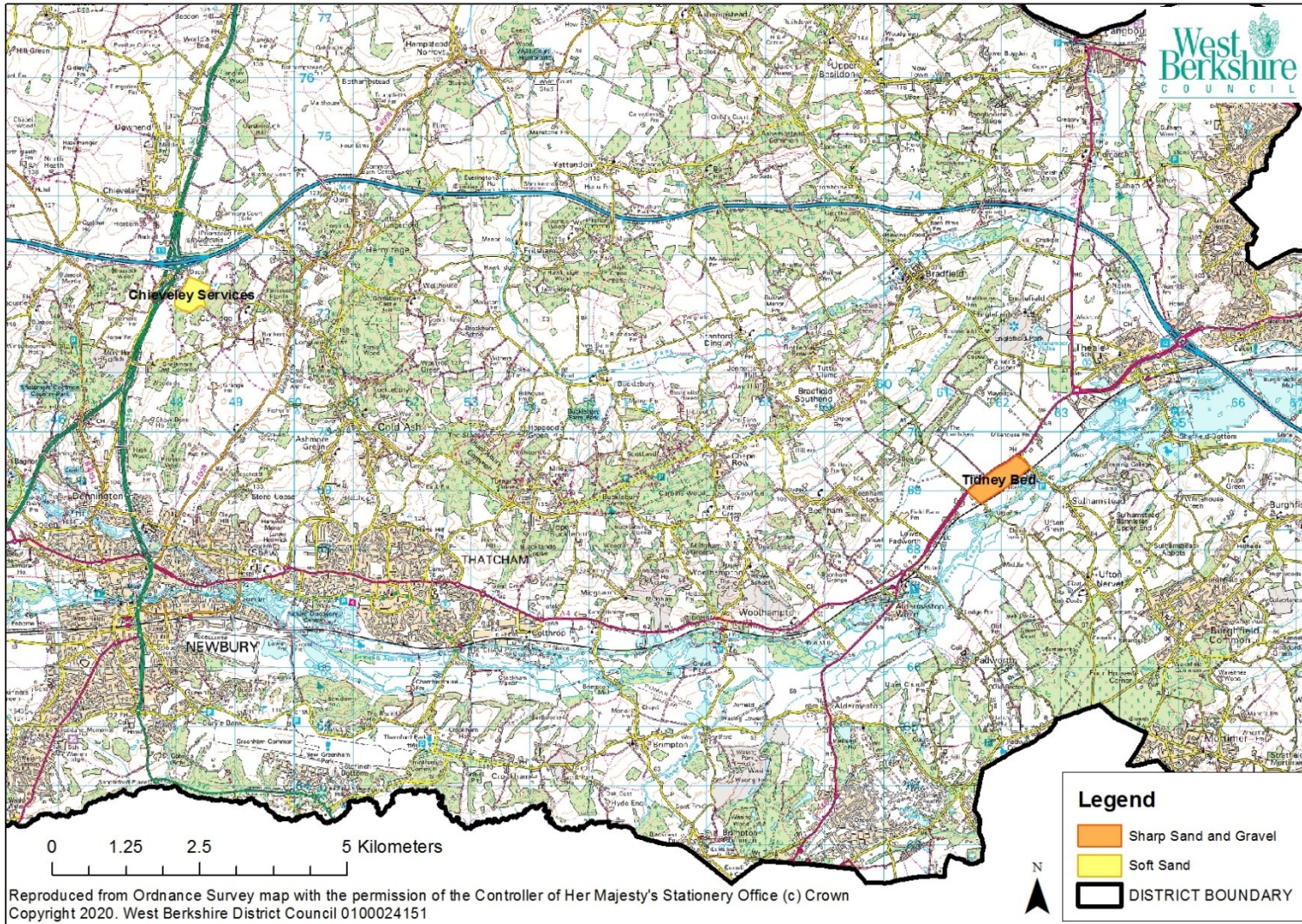
Local Plan Policy <i>And link to objectives</i>	Indicator	Target	Trigger
<i>Contributes towards Plan objectives M2, M8, W8 and SA/SEA objective 1.</i>	<ul style="list-style-type: none"> • Number of permissions granted contrary to the policy (departure). • Number of applications delivering 10% net gains in biodiversity or above. 	<p>All relevant applications seeking to provide at least a 10% net gain in biodiversity.</p> <p>100% applications determined in accordance with policy.</p>	
<p>Policy 21: Agricultural Land and Soils</p> <p><i>Contributes towards Plan objectives M2, W8 and SA/SEA objective 4.</i></p>	<ul style="list-style-type: none"> • Number of applications involving significant development of BMV agricultural land. • Area of BMV land lost to minerals and waste development. • Permissions granted contrary to the policy (departure). • Number of applications with proposed restoration to agricultural land and area of BMV land affected. 	<p>Minimise loss of best and most versatile agricultural land as a result of minerals and waste development.</p> <p>No permissions granted contrary to Natural England advice.</p> <p>100% applications determined in accordance with policy.</p>	<p>More than one proposal approved (within the plan period) that is not in line with the policy.</p>
<p>Policy 22: Transport</p> <p><i>Contributes towards Plan objectives M6, W5 and SA/SEA objectives 10, 13.</i></p>	<ul style="list-style-type: none"> • Number of permissions granted contrary to the policy (departure). • Number of permissions granted contrary to Local Highway Authority / Highways England advice. 	<p>No permission granted contrary to Local Highway Authority / Highways England advice.</p> <p>100% applications determined in accordance with policy.</p>	<p>More than one proposal approved (within the plan period) that is not in line with the policy.</p>
<p>Policy 23: Public Rights of Way</p> <p><i>Contributes towards Plan objective M2, W7 and SA/SEA objective 12.</i></p>	<ul style="list-style-type: none"> • Number of permissions granted resulting in diversion or closure of PROW. • Number of permissions granted contrary to the policy (departure). 	<p>No permissions granted contrary to rights of way advice.</p> <p>100% applications determined in accordance with policy.</p>	<p>More than one proposal approved (within the plan period) that is not in line with the policy.</p>

Local Plan Policy <i>And link to objectives</i>	Indicator	Target	Trigger
Policy 24: Flooding <i>Contributes towards Plan objectives M3, W9 and SA/SEA objective 3.</i>	<ul style="list-style-type: none"> • Number of permissions granted contrary to EA advice. • Number of permissions granted contrary to the policy (departure). • Number of schemes including flood risk mitigation / benefits. 	No permissions granted contrary to flooding advice. No permission granted contrary to the sequential, and where appropriate, the exception tests. Flood risk reduced as a result of applications where relevant. 100% applications determined in accordance with policy.	More than one proposal approved (within the plan period) that is not in line with the policy.
Policy 25: Climate Change <i>Contributes towards Plan objectives M3, W9 and SA/SEA objectives 2, 8.</i>	<ul style="list-style-type: none"> • Number of permissions granted contrary to the policy (departure). 	No permission granted contrary to the sequential, and where appropriate, the exception tests. 100% applications determined in accordance with policy.	More than one proposal approved (within the plan period) that is not in line with the policy.
Policy 26: Public Health, Environment and Amenity <i>Contributes towards Plan objectives M2, W7 and SA/SEA objectives 2, 7, 12, 13.</i>	<ul style="list-style-type: none"> • Number of permissions granted contrary to Environment Agency / Public Health / Environmental Health advice • Number of permissions granted contrary to the policy (departure) 	No permissions granted contrary to Environment Agency and Environmental Health Officer advice. 100% applications determined in accordance with policy.	More than one proposal approved (within the plan period) that is not in line with the policy.
Policy 27: Historic Environment	<ul style="list-style-type: none"> • Number of permissions granted contrary to Historic England advice 	No permissions granted contrary to Historic England / Conservation Officer advice.	More than one proposal approved (within the plan period) that is not in line with the policy.

Local Plan Policy And link to objectives	Indicator	Target	Trigger
<i>Contributes towards Plan objectives M5, W8 and SA/SEA objective 5.</i>	<ul style="list-style-type: none"> Number of permissions granted contrary to the policy (departure) 	100% applications determined in accordance with policy.	
Policy 28: Design <i>Contributes towards Plan objectives M2, W7 and SA/SEA objective 6.</i>	<ul style="list-style-type: none"> Number of permissions granted contrary to the policy (departure) 	No permissions granted contrary to advice. 100% applications determined in accordance with policy.	More than one proposal approved (within the plan period) that is not in line with the policy.
Policy 29: Cumulative Impacts <i>Contributes towards Plan objectives M1, M2, M4, M5, W7, M8 and SA/SEA objectives 6, 7, 11, 12, 13, 14.</i>	<ul style="list-style-type: none"> Number of permissions granted contrary to the policy (departure). 	Permissions are satisfactory when considering all relevant cumulative factors in view of minerals and waste planning. 100% applications determined in accordance with policy.	More than one proposal approved (within the plan period) that is not in line with the policy.
Site policies Policy 30: Tidney Bed Policy 31: Chieveley Services <i>Contributes towards Plan objectives M1, M2, M4, M5, M8 SA/SEA objectives 1 - 14</i>	<ul style="list-style-type: none"> Number of permissions granted 	Adequate permissions granted to meet landbank requirements.	Permitted reserves equivalent to less than seven years of need based on the need calculations in the latest LAA.

Appendices

Appendix 1: Site Allocations



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Figure 7 Allocated Sites Location Map

Appendix 2 Safeguarded Sites

The details of the sites safeguarded by policies 9 and 10 are set out below. The details are correct as of November 2020, and the list of safeguarded sites will be kept up to date by the AMR.

Mineral Safeguarded Sites

Existing Permitted Sites (Letter refers to location shown on safeguarding map)

Map Ref.	Site Name	Address	Notes
A	Craven Keep	Park Lane, Hamstead Marshall	Inactive (planning permission implemented)
B	Harts Hill Quarry	Harts Hill Road, Upper Bucklebury	
C	Kennetholme	Brimpton Road, Midgham	Extraction complete. Restoration underway Application for extension of time for restoration permitted
D	Moores Farm	Pingewood	
E	Wasing Lower Farm	Wasing, Aldermaston	Inactive (planning permission implemented)
F	Copyhold Quarry	Copyhold Farm, Curridge	Extraction complete. Restoration underway

Allocated Sites

Map Ref.	Site	Address
H	Tidney Bed	Bath Road, Sulhamstead / Ufton Nervet
I	Chieveley Services	Chieveley

Railhead Sites

Map Ref.	Site	Address
J	Wigmore Lane North	Theale
K	Wigmore Lane Central	Theale

L	Wigmore Lane South	Theale
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Minerals Infrastructure Sites

Map Ref.	Site	Address
M	Colthrop Mineral Processing Plant	Colthrop Industrial Estate, Colthrop Lane, Thatcham
N	Marley Tile Factory	Grange Lane, Beenham
	Concrete Batching Plants <i>(Not shown on map)</i>	Enterprise Way, Thatcham Boundary Road, Newbury Grange Lane, Beenham Bone Lane, Newbury Youngs Industrial Estate, Aldermaston Hambridge Lane, Newbury Berrys Lane, Burghfield Wigmore Lane, Theale Colthrop Mineral Processing Plant, Thatcham Theale Quarry, Theale



Figure 8 Mineral Safeguarded Sites

Waste Safeguarded Sites

Existing Waste Sites (Number refers to location shown on safeguarding map)

Map Ref.	Site	Address	Use
1	A4 Breakers	Sevenacre Copse, Grange Lane, Beenham, RG7 5PT	Metal Recycling
2	AWE (Aldermaston & Burghfield)	Aldermaston & Burghfield	Specialist treatment, transfer and storage (VLLW, LLW, ILW)
3	Avon Site, Colthrop	Colthrop Business Park, Colthrop Lane, Thatcham	Materials Recycling Facility
4	Beenham Industrial Estate (Composting)	Grange Lane, Beenham, RG7 5PY	Composting Facility
5	Beenham Industrial Estate (Materials Recycling)	Grange Lane, Beenham, RG7 5PY	Materials Recycling Facility
6	Colthrop Aggregate Processing Facility	Colthrop Industrial Estate, Colthrop Lane, Thatcham, RG19 4NT	Recycled aggregate
7	Computer Salvage Specialists (Newbury)	5 Abex Road, Newbury, RG14 5EY	WEEE
8	Computer Salvage Specialists (Thatcham)	Aylesford Way, Thatcham	WEEE
9	Copyhold Quarry	Copyhold Farm, Curridge, RG18 9DR	Inert Waste Materials Recovery Facility, Inert Landfill
10	Greenham Business Park Biomass Gasification Plant	Buckner-Croke Way, Greenham Business Park, Greenham, RG19 6HW	Biomass Gasification Plant
11	Hillfoot Farm	Hillfoot, Chapel Row, RG7 6PG	Combined Heat and Power (CHP) Plant
12	Martins Collins Enterptises	Coukoo Copse, Lambourn Woodlands, Membury Airfield	Rubber Processing
13	Membury Airfield	Rambury Road, Lambourn, RG17 7TY	Waste solvent disposal, disposal and recovery of oils and minerals
14	Moores Farm	Pingewood	Inert Waste Materials Recovery Facility, Inert Landfill

15	Newbury Sewage Treatment Works	Lower Way, Thatcham, RG19 3TL	Waste Water / Sewage Treatment
16	Newtown Road Household Waste Recycling Centre	Newtown Road, Newbury, RG20 9BB	Household Waste Recycling Centre
17	Old Stocks Farm Waste	Paices Hill, Aldermaston, RG7 4PG	Waste, Recycling and Transfer Facility
18	Padworth Breakers	Wrays Farm, Rag Hill, Aldermaston, RG7 4NY	Metal Recycling
19	Padworth Integrated Waste Management Facility	Padworth Lane, Lower Padworth, Reading, RG7 4JF	Integrated Waste Management Facility
20	Park Farm	Upper Lambourn, Hungerford, RG17 8RD	Composting of equine waste
21	Reading Quarry	Berrys Lane, Burghfield Skip Waste Recycling & Transfer Station, Biomass boiler	and material drying, Construction & Demolition Recycling
22	Rookery Farm	Curridge Green, Thatcham, RG18 9EA	Reprocessing for scrap plastic chipping
23	SSE Distribution Centre	Enterprise Way, Thatcham	Waste Transfer Facility
24	Thatcham Block Works	Enterprise Way, Thatcham	PFA Recycling Facility
25	Theale Quarry	Deans Copse Road, Theale	Waste, Recycling and Transfer Facility, RDF Processing, Wood & Plastic processing, Inert Aggregates Recycling Facility

26	Wasing Lower Farm	Lower Farm, Wasing Lane, Aldermaston, RG7 4LY	Inert Landfill
27	Weirside	Burghfield Bridge, Reading, RG30 3XN	Materials Recovery Facility
28	Whitehouse Farm	Silchester Road, Tadley, RG26 2PZ	Skip waste Recycling & Transfer Hazardous waste transfer station
29	Woodside Recycling	Woodside Farm, Goodboys Lane, Reading, RG7 1ND	Paper Waste Transfer Station

Sewage Treatment Works (not shown on map)

Aldermaston	Beenham	Bishops Green	Boxford
Bucklebury	Burghfield	Chapel Row	Chieveley
Compton	East Ilsley	East Shefford	Fawley
Hampstead Norreys	Hamstead Marshall	Hungerford	Kintbury
Lower Basildon	Leckhamstead	Midgham	Stratfield Mortimer
Pangbourne	Streatley	Ashampstead	Sulhampstead
Tylers Lane Bucklebury	Welford	Wickham	

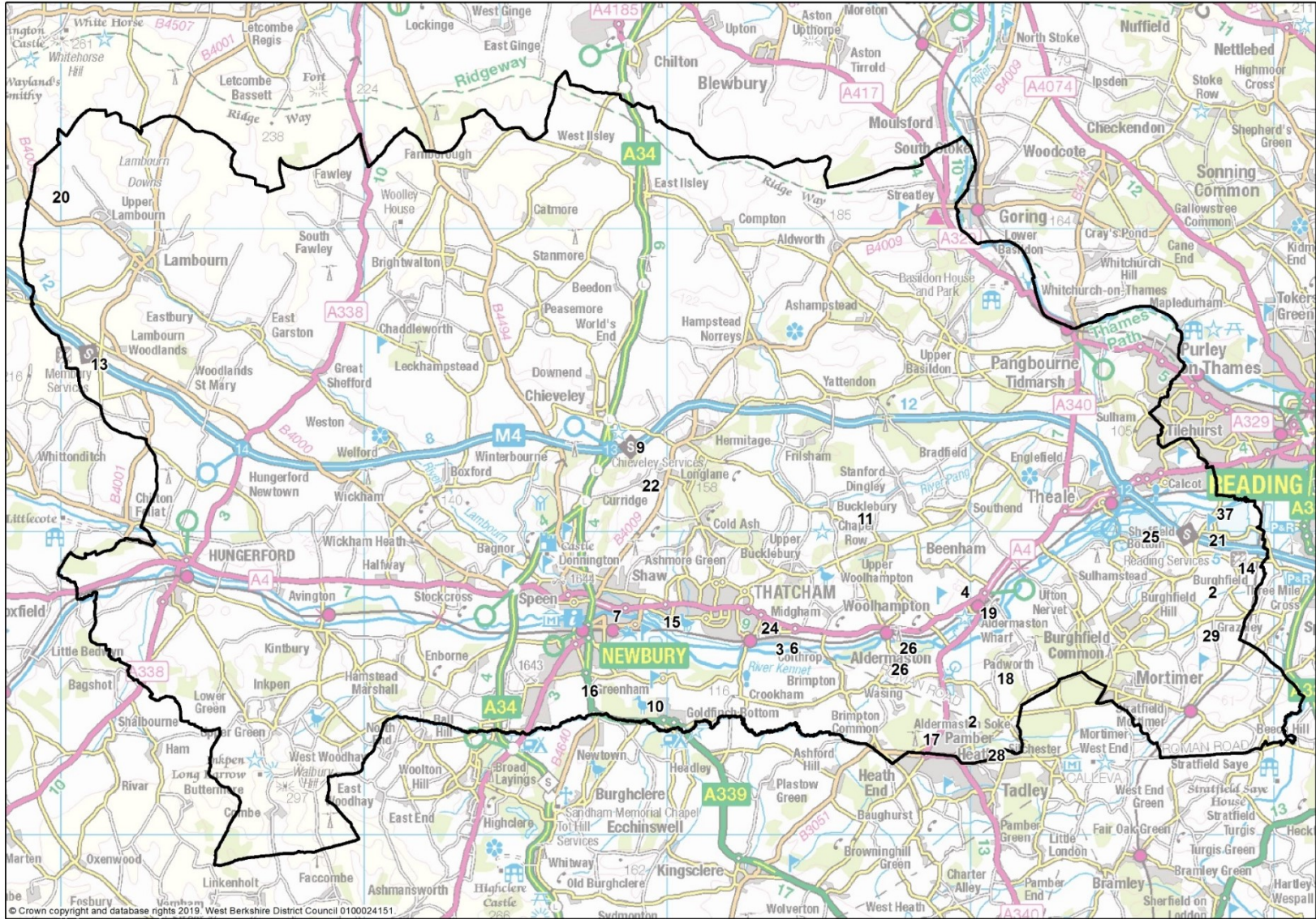


Figure 9 Waste Safeguarded Sites

Recommendations of the West Berkshire Council Independent Remuneration Panel 2020

Committee considering report:	Council 03 December 2020
Portfolio Member:	Councillor Lynne Doherty
Date Portfolio Member agreed report:	18 November 2020
Report Author:	Sarah Clarke
Forward Plan Ref:	C3977

1 Purpose of the Report

- 1.1 To set out the recommendations of the West Berkshire Council Independent Remuneration Panel following their meetings on the 23 and 24 September 2020.

2 Recommendations

- 2.1 Members are asked to consider and, if appropriate, agree the recommendations of the Independent Remuneration Panel as set out in paragraph 4.19.
- 2.2 That authority be delegated to the Service Director: Strategy and Governance to amend Part 14 of the Constitution (Members’ Allowances Scheme) and the associated procedures and guidance in line with any changes agreed by full Council.
- 2.3 That the Council, once it has agreed the basic allowance for its Members, circulates the report of the Independent Remuneration Panel for West Berkshire Parish and Town Councils to all of its town and parish councils for information.

3 Implications and Impact Assessment

Implication	Commentary
Financial:	If Members are minded to approve the recommendations the potential maximum cost of Members Allowances for 2021/22 would be £528k (including estimated index linked increases as set out in the report), although the likely cost is estimated to be £510k, as there are currently some committee Chairmen who have more than one role and not all members have taken the full indexation increase on their current allowances. The base budget for Members’ allowances for 2021/22 is £493k. A

Recommendations of the West Berkshire Council Independent Remuneration Panel 2020

	pressure bid of £17k has therefore been submitted to Budget Board to allow for the likely cost in 2021/22 and the £18k difference between the likely cost and the potential maximum cost has been highlighted as a risk item. The final budget for Members' allowances for 2021/22 will be approved by full Council in March 2021.			
Human Resource:	None			
Legal:	<p>The Panel was set up in accordance with The Local Authorities (Members' Allowances) (England) Regulations 2003 ("the 2003 Regulations"), as amended.</p> <p>The terms of reference of the IRP were in accordance with the requirements of the 2003 Regulations, together with "Guidance on Consolidated Regulations for Local Authority Allowances" issued jointly by the former Office of the Deputy Prime Minister and the Inland Revenue (July 2003)</p>			
Risk Management:	Any increases to Members Allowances are likely to be the subject of scrutiny by both resident and Council employees.			
Property:	None			
Policy:	The West Berkshire Council Members' Allowances Scheme (Part 14 of the Constitution) and any associated guidance will need to be amended as a result of any changes agreed by Council.			
	Positive	Neutral	Negative	Commentary
Equalities Impact:				

Recommendations of the West Berkshire Council Independent Remuneration Panel 2020

<p>A Are there any aspects of the proposed decision, including how it is delivered or accessed, that could impact on inequality?</p>	X			<p>The scheme of allowances should be seen as neither an incentive nor a barrier to service as a councillor in West Berkshire.</p> <p>It is hoped that the changes made to the Dependants' Carers' Allowance and the inclusion of the Parental Leave Policy in the scheme may assist in supporting greater diversity of councillor representation.</p>
<p>B Will the proposed decision have an impact upon the lives of people with protected characteristics, including employees and service users?</p>		X		
<p>Environmental Impact:</p>		X		<p>The recommendations will not have any environmental impacts</p>
<p>Health Impact:</p>		X		<p>The report will not have any health impacts</p>
<p>ICT Impact:</p>		X		<p>There will be no IT impacts</p>
<p>Digital Services Impact:</p>		X		<p>There will be no digital services impact</p>
<p>Council Strategy Priorities:</p>		X		<p>None</p>
<p>Core Business:</p>		X		<p>None</p>
<p>Data Impact:</p>		X		<p>None</p>
<p>Consultation and Engagement:</p>	<p>District Members and Parish Councils were consulted by the IRP</p>			

4 Executive Summary

Introduction / Background

- 4.1 All Councils are required to convene an Independent Remuneration Panel (IRP) and seek its advice before they make any changes or amendments to their Members' Allowances Scheme. The Council must 'pay regard' to their Panel's recommendations before setting a new or amended Scheme. When the IRP last met in November 2017 they recommended that the Panel reconvene in May 2020 so that the impact of the Boundary Review, which came into effect after the May 2019 elections, on allowances could be assessed. The onset of the Covid pandemic meant that this review was delayed until September 2020.
- 4.2 The membership and Terms of Reference of the 2020 West Berkshire IRP were agreed under delegated authority by the Service Director: Strategy and Governance on 12 August 2020, in consultation with the Group Leaders. The Panel comprised:
- Michelle Smith – Chief Executive, Education Business Partnership and resident
 - David Danielli- Resident of West Berkshire
 - Mr Mark Palmer – Development Director, South East Employers (Chair).
- 4.3 Their terms of reference were in accordance with the requirements of the 2003 Regulations, together with "Guidance on Consolidated Regulations for Local Authority Allowances" issued jointly by the former Office of the Deputy Prime Minister and the Inland Revenue (July 2003). They were asked to consider:
- (a) the amount of basic allowance to be payable to all councillors;
 - (b) whether allowances should be payable for and if appropriate the level of:
 - (i) special responsibility allowances;
 - (ii) travelling and subsistence allowance;
 - (iii) dependants' carers' allowance;
 - (iv) parental leave and.
 - (v) co-optees' allowance.
 - (c) whether payment of allowances may be backdated if the scheme is amended at any time to affect an allowance payable for the year in which the amendment is made.
 - (d) whether adjustments to the level of allowances may be determined according to an index and if so which index and how long that index should apply, subject to a maximum of four years before its application is reviewed.
- 4.4 In addition, they were invited to review the Chairman and Vice Chairman allowances. Whilst the 2003 Regulations do not require councils to include such allowances in any formal review, the Council has agreed that it would be appropriate in terms of openness and transparency to ask the Panel to review these allowances as part of the general review of the scheme of councillors' allowances.
- 4.5 The Panel met on the 23 and 24 September 2020. As part of this review, a questionnaire was issued to all councillors to support and inform the review. Responses were received from 17 councillors (40% of Councillors). The Panel also interviewed eleven current councillors using a structured questioning process. In

addition the Panel considered benchmarking data for neighbouring and other comparable authorities.

- 4.6 A copy of their findings and recommendations is attached at Appendix A to this report. The Council is required to publish the recommendations of the Panel under the Local Authorities (Members' Allowances) (England) Regulations 2003.
- 4.7 The Parish Remuneration Panel was also convened by West Berkshire Council as the 'Responsible Authority' in accordance with the 2003 Regulations. The findings and recommendations are set out in Appendix B to this report.
- 4.8 The Panel was asked to consider and make recommendations to Parish Councils regarding:
- (a) Basic Allowance
 - (b) Chair's Allowance
 - (c) Travel and Subsistence Allowance
 - (d) Indexation
- 4.9 All Parish and Town Councils were invited to provide views through a questionnaire and the opportunity to speak to the Panel in respect of the Parish Basic Allowance, the Chair's Allowance, Travel and Subsistence and Indexation. Twenty-three Parish and Town Councils responded to the questionnaire albeit that none opted to meet with the Panel. The recommendations of the IRP are attached in Appendix 4 to this report.
- 4.10 The recommendations set out in the Parish Remuneration Report are based on the basic allowance awarded to West Berkshire Councillors. Once the level of this allowance has been agreed the report can be circulated to all parish and town councils. It is then up to each Parish or Town Council what if any of the 2 allowances they award and the level of the allowances up to the maximum recommended.

Recommendations

- 4.11 After considering the Council's current scheme, the benchmarking data, the outcome of the members' survey and the oral representations made to them the Panel recommended that the current basic allowance should be increased from £7,909 per annum to £8,154 per annum (or a 3% increase). The rationale for this increase is set out in paragraphs 4.4 to 4.14 of Appendix A.
- 4.12 The Panel noted that the majority of Local Authorities used a time based formula for setting a Basic Allowance. In setting the basic allowance the Panel considered three variables in their calculation: the time required to execute the role effectively; the public service discount; and the rate for remuneration. The Panel ascertained, from the information provided to them by Members, that the average number of hours necessary per week to undertake the role of a councillor (with no special responsibilities) was 16 hours per week. This was a slight increase on the 14 to 16 hours per week identified in November 2017 when the previous Panel had met.
- 4.13 The Panel considered the percentage of these hours for which 'Councillors ought to be remunerated' and the element which should be conceptualised as the voluntary contribution by Members (often referred to as the Public Service Discount or PSD).

The concluded that a PSD of 45% should be applied. The Panel had adjusted this figure (previously 50%) after taking into consideration the levels of responsibility, the varied nature of the role, the need for learning and development, the effect of the Boundary Review and the increasing accessibility and expectations of the public.

4.14 The final part of the equation required the Panel to identify an hourly rate for calculating allowances. To establish this they utilised relevant statistics about the local labour market published by the Office for National Statistics and selected the average (median), full-time gross wage per hour for West Berkshire which currently equated to £17.82. This was increase on the hourly rate of £17.29 in November 2017.

4.15 This data was fed into the equation set out below:

Required time – PSD x Remuneration Rate = Basic Allowance

(16hrs per week x 52 weeks) – 45% x £17.82 = £8, 514 per annum

4.16 There would also be a commensurate increase in the Special Responsibility Allowances as they are based on multipliers of the Basic Allowance. The SRAs were based on the tier system set out in paragraph 4.28 of the report.

4.17 The Panel's reasoning for setting the allowances at these levels are articulated in paragraphs 3.4 to 3.7 of their report. They have proposed allowances that in their opinion provide reasonable financial compensation for councillors for expenses they incurred and the time they committed in relation to their role. They also reflected on the overall need to ensure that the scheme of allowances was neither an incentive nor a barrier to service as a councillor in West Berkshire.

4.18 The Panel noted that, in order to attract candidates from more diverse backgrounds, the Basic Allowance should be set at a level to mitigate some of the factors that may dissuade some people from standing for election. They also stated that the Council should seek to highlight its Dependants' Carers' Allowance and the Parental Leave Policy to prospective and new councillors both before and following an election.

4.19 The Panel therefore made the following recommendations in relation to allowances:

- a. that the Basic Allowance payable to all members of West Berkshire Council be £8,154 per annum;
- b. that no Councillor shall be entitled to receive at any time more than one Special Responsibility Allowance (SRA) and that this One SRA Only Rule be adopted into the Scheme of Allowances;
- c. that the Council work towards a maximum number of SRAs payable at any one time not exceeding 50% of Council Members (22 Members);
- d. that the Leader of the Council continue to receive a Special Responsibility Allowance of 250% of the basic allowance i.e. £20,385;
- e. that the Deputy Leader receive a Special Responsibility Allowance of 60% of the Leader's Allowance i.e. £12,231;

- f. that the Executive Members receive a Special Responsibility Allowance of 50% of the Leader i.e. £10,193;
- g. that the Leader of the Opposition should continue to receive an allowance of 40% of the Leader i.e. £8,154;
- h. that the role of Chairman of Council continues to be recognised at Tier Five and therefore receives an allowance of £6,116 (30% of the Leader's Allowance);
- i. that the Chairmen of the Planning Committees and the Chairman of the Overview and Scrutiny Management Commission receive a Special Responsibility Allowance of 25% of the Leader's Allowance i.e. £5,096;
- j. that the Chairman of the Licensing Committee, the Chairman of the Governance and Ethics Committee and the Chairman of the Personnel Committee receive a Special Responsibility Allowance of 15% of the Leader's Allowance i.e. £3,058;
- k. that the Opposition Groups Spokespersons receive a Special Responsibility Allowance of 30% of the Leader of the Opposition's Allowance i.e. £2,446;
- l. that the Leaders of Minority Groups should continue to receive a Special Responsibility Allowance of 10% of the Leader's Allowance i.e. £2,039 and that the criteria for receiving the allowance should be two or more Group Members;
- m. that the Vice Chairman of the Council receive a Special Responsibility Allowance of 20% of the Chairman of the Council's Allowance i.e. £1,223;
- n. that co-optees/Independent Persons continue to receive an allowance of £1,080;
- o. that travelling and subsistence allowance should be payable to councillors and co-opted/Independent Persons in connection with any approved duties as follows:
 - i.Cars: 45p per mile
 - ii.Motor Cycles: 24p per mile
 - iii.Bicycles 20p per mile
 - iv.Breakfast £5,00
 - v.Lunch £7.00
 - vi.Tea £3,00
 - vii.Evening Meal £12
- p. that the 5 pence per mile payment for every passenger a Councillor carries in their vehicle should be withdrawn;
- q. that the Dependants' Carers' Allowance (DCA) should be based on two rates. Rate one for general care be linked to the Real Living Wage as recommended by the Living Wage Foundation (currently £9.30 per hour) with no monthly maximum claim. Rate two should be for specialist care based at cost upon production of receipts and requiring medical evidence that this type of care is required, with no monthly maximum claim when undertaking Approved Duties.

- r. that the current eligibility conditions for receipt of the DCA is payable when undertaking the list of Approved Councillor duties.
- s. that the West Berkshire Council Parental Leave Policy is adopted within the Members Allowance Scheme;
- t. The Council should also actively promote the Dependants' Carers' Allowance and the Parental Leave Policy to prospective and new councillors both before and following an election in order to support greater diversity of councillor representation;
- u. that the Council support an active 'Be A Councillor' programme to encourage and support a greater diversity of future councillor representation;
- v. that the basic allowance, each of the SRAs, the Co-Optees' /Independent Persons Allowance and the Dependants' Carers' Allowance be increased annually in line with the percentage increase in staff salaries from May 2021 for a period of up to four years. After this period the Scheme shall be reviewed again by an independent remuneration panel;
- w. that the political groups should not renounce any indexation of allowances on a group basis and any renunciation should be at the discretion of individual Councillors in accordance with the procedure for renunciation as outlined in the current scheme;
- x. that the new scheme of allowances to be agreed by the Council be implemented with effect from the beginning of the 2021-22 financial year (01 April 2021), at which time the current scheme of allowances will be revoked;
- y. that no changes are made to the Approved Duties as outlined in the Members' Allowance Scheme.

Proposals

- It is recommended that the Council considers, and if appropriate agrees the recommendations as set out in paragraph 4.19 of this report.
- The report makes no reference to the number of allowances to be paid to Opposition Spokesman but on the basis that it does recommend that no more than 22 SRAs are paid it is recommended that this is limited to a maximum of four, subject to any proportionality considerations. This in addition to the Leader of the Main Opposition Group who already receives an SRA.
- The Panel be asked to meet again by September 2024.

5 Other options considered

- 5.1 Not to accept the recommendation of the Independent Remuneration Panel or to accept them in part.

6 Conclusion

- 6.1 The Panel, in arriving at its recommendations, took into account the views, written and oral, of Members; the scope and level of allowances paid in similar councils in Berkshire; and the current and future financial challenges. The changes proposed are not significant it is therefore recommended that the Council accept the recommendations of the IRP.

7 Appendices

- 7.1 Appendix A – IRP Report
7.2 Appendix B – The Parish Remuneration Panel

Background Papers:

None

Subject to Call-In:

Yes: No:

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

Wards affected: All

Officer details:

Name: Sarah Clarke
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**The report of the Independent Remuneration Panel  
appointed to review the allowances paid to Councillors  
of West Berkshire Council**

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September 2020

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1. INTRODUCTION AND BACKGROUND

1.1 The Local Authorities (Members' Allowances) (England) Regulations 2003 ("the 2003 Regulations"), as amended, require all local authorities to appoint an independent remuneration panel (IRP) to advise on the terms and conditions of their scheme of councillors' allowances.

1.2 West Berkshire Council formally appointed the following persons to undertake this process and make recommendations on its future scheme.

Michelle Smith – Chief Executive, Education Business Partnership and resident
David Danielli- Resident of West Berkshire
Mr Mark Palmer – Development Director, South East Employers (Chair)

1.3 Our terms of reference were in accordance with the requirements of the 2003 Regulations, together with "Guidance on Consolidated Regulations for Local Authority Allowances" issued jointly by the former Office of the Deputy Prime Minister and the Inland Revenue (July 2003). Those requirements are to make recommendations to the Council as to:

- (a) the amount of basic allowance to be payable to all councillors;
- (b) the level of allowances and whether allowances should be payable for:
 - (i) special responsibility allowances;
 - (ii) travelling and subsistence allowance;
 - (iii) dependants' carers' allowance;
 - (iv) parental leave and.
 - (v) co-optees' allowance.

and the amount of such allowances.

- (c) whether payment of allowances may be backdated if the scheme is amended at any time to affect an allowance payable for the year in which the amendment is made.
- (d) whether adjustments to the level of allowances may be determined according to an index and if so which index and how long that index should apply, subject to a maximum of four years before its application is reviewed.

1.4 In addition, we were again invited to review the Chairman and Vice Chairman allowances. Whilst the 2003 Regulations do not require councils to include such allowances in any formal review, the Council has agreed that it would be appropriate in terms of openness and transparency to ask the Panel to review these allowances as part of the general review of the scheme of councillors' allowances.

2. CURRENT SCHEME

2.1 The last review of councillors' allowances was undertaken by West Berkshire IRP in November 2017, a light touch review that followed an extensive review in February 2015. The scheme of allowances was brought into effect from May 2018.

2.2 The Scheme currently provides that all councillors are each entitled to a total basic allowance of £7,909 per annum, with effect from April 2020. In addition, some councillors receive special responsibility allowances for undertaking additional duties.

- 2.3 Councillors may also claim the cost of travel and subsistence expenses and for expenditure on the care of children or dependants whilst on approved duties. The Council has also recently adopted a Parental Leave Policy for Councillors

3. PRINCIPLES UNDERPINNING OUR REVIEW

The Public Service Principle

- 3.1 This is the principle that an important part of being a councillor is the desire to serve the public and therefore, not all of what a councillor does should be remunerated. Part of a councillor's time should be given voluntarily. The consolidated guidance notes the importance of this principle when arriving at the recommended basic allowance.¹ Moreover, we found that a public service concept or ethos was articulated and supported by many of the councillors we interviewed and in the responses to the questionnaire completed by councillors as part of our review.
- 3.2 We noted that the principle of public service had been recognised in previous IRP reviews in West Berkshire and was quantified in 2015. To provide transparency and increase an understanding of the Panel's work, we will continue to recommend the application of an explicit Public Service Discount (or PSD). Such a PSD is applied to the time input necessary to fulfil the role of a councillor.
- 3.3 Further explanation of the PSD to be applied is given below in section 4.

The Fair Remuneration Principle

- 3.4 Alongside the belief that the role of the elected Councillor should, in part, be viewed as unpaid voluntary service, we advocate a principle of fair remuneration. The Panel in 2020 continues to subscribe to the view promoted by the independent Councillors' Commission:

Remuneration should not be an incentive for service as a councillor. Nor should lack of remuneration be a barrier. The basic allowance should encourage people from a wide range of backgrounds and with a wide range of skills to serve as local councillors. Those who participate in and contribute to the democratic process should not suffer unreasonable financial disadvantage as a result of doing so.²

- 3.5 We are keen to ensure that our recommended scheme of allowances provides reasonable financial compensation for councillors. Equally, the scheme should be fair, transparent, logical, simple, and seen as such.
- 3.6 Hence, we continue to acknowledge that:
- (i) allowances should apply to roles within the Council, not individual councillors;
 - (ii) allowances should represent reasonable *compensation* to councillors for expenses they incur and time they commit in relation to their role, not *payment* for their work; and

¹ The former Office of Deputy Prime Minister – now the Department for Communities, Housing and Local Government, and Inland Revenue, *New Council Constitutions: Guidance on Consolidated Regulations for Local Authority Allowances*, London: TSO, July 2003, paragraph 68.

² Rodney Brooke and Declan Hall, *Members' Remuneration: Models, Issues, Incentives and Barriers*. London: Communities and Local Government, 2007, p.3.

- (iii) special responsibility allowances are used to recognise the *significant* additional responsibilities which attach to some roles, not merely the extra time required.
- 3.7 In making our recommendations, we have therefore sought to maintain a balance between:
- (i) the voluntary quality of a councillor's role;
 - (ii) the need for appropriate financial recognition for the expenses incurred and time spent by councillors in fulfilling their roles; and
 - (iii) the overall need to ensure that the scheme of allowances is neither an incentive nor a barrier to service as a councillor in West Berkshire.
- 3.8 The Panel as in 2015 and 2017 continues to ensure that the scheme of allowances is understandable in the way it is calculated. This includes ensuring the bandings and differentials of the allowances are as transparent as possible.

In making our recommendations, we wish to emphasise that any possible negative impact they may have is not intended and should not be interpreted as a reflection on any individual councillor's performance in the role.

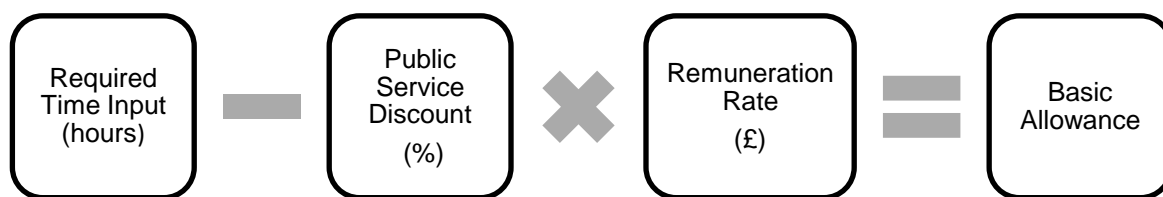
4. CONSIDERATIONS AND RECOMMENDATIONS

Basic Allowance

- 4.1 A Council's scheme of allowances must include provision for a basic allowance, payable at an equal flat rate to all councillors. The guidance on arriving at the basic allowance states, "Having established what local councillors do, and the hours which are devoted to these tasks the local authorities will need to take a view on the rate at which, and the number of hours for which, councillors ought to be remunerated."³
- 4.2 In addition to the regular cycles of Council and committee meetings, a number of working groups involving councillors also operate. Many councillors are also appointed by the Council to a number of external organisations.
- 4.3 We recognise that councillors are responsible to their electorate as:
- Representatives of a particular ward;
 - Community leaders;
 - Decision makers for the whole Council area;
 - Policy makers for future activities of the Council;
 - Scrutineers and auditors of the work of the Council; and
 - Regulators of planning, licensing and other matters required by Government.
- 4.4 The guidance identifies the issues and factors an IRP should have regard to when making a scheme of allowances.⁴ For the basic allowance we considered three variables in our calculation: the time required to execute the role effectively; the public service discount; and the rate for remuneration.

³ The former Office of Deputy Prime Minister – now the Department for Housing, Communities and Local Government, and Inland Revenue, *New Council Constitutions: Guidance on Consolidated Regulations for Local Authority Allowances*, London: TSO, July 2003, paragraph 67.

⁴ The former Office of Deputy Prime Minister – now the Department for Communities and Local Government, and Inland Revenue, *New Council Constitutions: Guidance on Consolidated Regulations for Local Authority Allowances*, London: TSO, July 2003, paragraphs 66-81.



4.5 Each of the variables is explained below.

Required Time Input

4.6 We ascertained the average number of hours necessary per week to undertake the role of a councillor (with no special responsibilities) from questionnaires and interviews with councillors and through reference to the relevant Councillor Role Profiles. In addition, we considered information about the number, range, and frequency of committee meetings.⁵

4.7 Discounting attendance at political meetings (which we judged to be centred upon internal political management), we find that the average time commitment required to execute the role of a councillor with no special responsibilities is 16 hours per week.

Public Service Discount (PSD)

4.8 From the information analysed, we found councillors espoused a high sense of public duty. Given the weight of evidence presented to us concerning, among other factors, the levels of responsibility, the varied nature of the role, the need for learning and development, and the increasing accessibility and expectations of the public, we recommend a Public Service Discount of 45 per cent to the calculation of the basic allowance. This percentage sits within the upper range of PSDs applied to basic allowances by councils in the south east.

Remuneration Rate

4.9 After establishing the expected time input to be remunerated, we considered a remuneration rate. That is to say, we came to a judgement about the rate at which the councillors ought to be remunerated for the work they do.

4.10 To help identify an hourly rate for calculating allowances, we utilised relevant statistics about the local labour market published by the Office for National Statistics. We selected the average (median), full-time gross⁶ wage per hour for West Berkshire. The latest available figure is £17.82.⁷

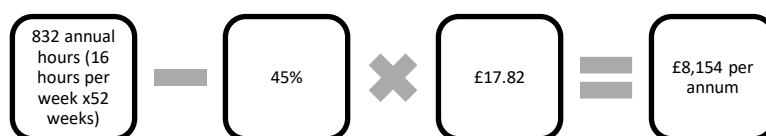
Calculating the basic allowance

4.11 After determining the amount of time required each week to fulfil the role (16 hours), the level of PSD to be applied (45%) and the hourly rate to be used (£17.82), we calculated the basic allowance as follows:

⁵ The summary responses to the questionnaires are available on request.

⁶ The basic allowance, special responsibility allowance, dependants' carers' allowance, and co-optees' allowance are taxable as employment income.

⁷ The Nomis official labour market statistics: Hourly Pay – Gross median (£) For full-time employee jobs by place of residence: UK December 2019.



- 4.12 The gross Basic Allowance before the PSD is applied is **£14,826**. Following the application of the PSD this leads to a basic allowance of **£8,154** per annum.
- 4.13 This amount is intended to recognise the overall contribution made by councillors, including their work on council bodies, and ward work and attendance on external bodies.
- 4.14 We did also note the levels of basic allowance currently allocated by other Berkshire unitary councils (see table below and Appendix 3).

Council	Berkshire Unitary Councils: Basic Allowances (£) 2020 ⁸
Bracknell Forest Council	8,687
Reading Borough Council	8,220
Royal Borough of Windsor and Maidenhead	8,143
Slough Borough Council	7,779
West Berkshire Council	7,909
Wokingham District Council	7,784
Average	8,087

- 4.15 The Panel wished to ensure the level of basic allowance does not constitute a barrier to candidates from all sections of the community standing, or re-standing, for election as councillors. The Panel was of the view that the 2015 review had begun to make recommendations to ensure that the current basic was in accordance with the principle of fair remuneration and the 2020 review has consolidated this approach.

WE THEREFORE RECOMMEND that the Basic Allowance payable to all members of West Berkshire Council be £8,154 per annum.

Special Responsibility Allowances (SRAs)

- 4.16 Special Responsibility Allowances are awarded to councillors who perform significant additional responsibilities over and above the roles and expenses covered by the basic allowance. These special responsibilities must be related to the discharge of the council's functions.
- 4.20 The 2003 Regulations do not limit the number of SRAs which may be paid, nor do they prohibit the payment of more than one SRA to any one councillor. They do require that an SRA be paid to at least one councillor who is not a member of the controlling group of the Council. As the guidance suggests, if the majority of councillors receive an SRA the local electorate may rightly question the justification for this.⁹
- 4.21 We conclude from the evidence we have considered that the following offices bear *significant* additional responsibilities:

⁸ Figures drawn from the South East Employers, Members' Allowances Survey 2018 (October 2018).

⁹ The former Office of Deputy Prime Minister – now the Department for Housing Communities and Local Government, and Inland Revenue, *New Council Constitutions: Guidance on Consolidated Regulations for Local Authority Allowances*, London: TSO, July 2003, paragraph 72.

- Leader of the Council
- Deputy Leader of the Council
- Members of the Executive
- The Chairman and Vice Chairman
- Chairman of the Overview and Scrutiny Management Commission
- Chairman of the Planning Committee
- Chairman of the Governance and Ethics Committee
- Chairman of the Licensing Committee
- Chairman of the Personnel Committee
- Opposition Spokespersons
- Leader of the Opposition
- Leaders of the Minority Groups

One SRA Only Rule

- 4.22 To improve the transparency of the scheme of allowances, we feel that no councillor should be entitled to receive at any time more than **one SRA**. If a councillor is able to receive more than one SRA then the public are unable to ascertain the actual level of remuneration for an individual councillor from a reading of the Scheme of Allowances.
- 4.23 Moreover, the One SRA Only Rule avoids the possible anomaly of the Leader receiving a lower allowance than another councillor. If two or more allowances are applicable to a councillor then the higher-valued allowance would be received. The One SRA Only Rule is common practice for many councils. Our calculations for the SRAs are based on this principle, which should be highlighted:

WE THEREFORE RECOMMEND that that no councillor shall be entitled to receive at any time more than one Special Responsibility Allowance and that this One SRA Only Rule be adopted into the Scheme of Allowances.

The Maximum Number of SRA's Payable

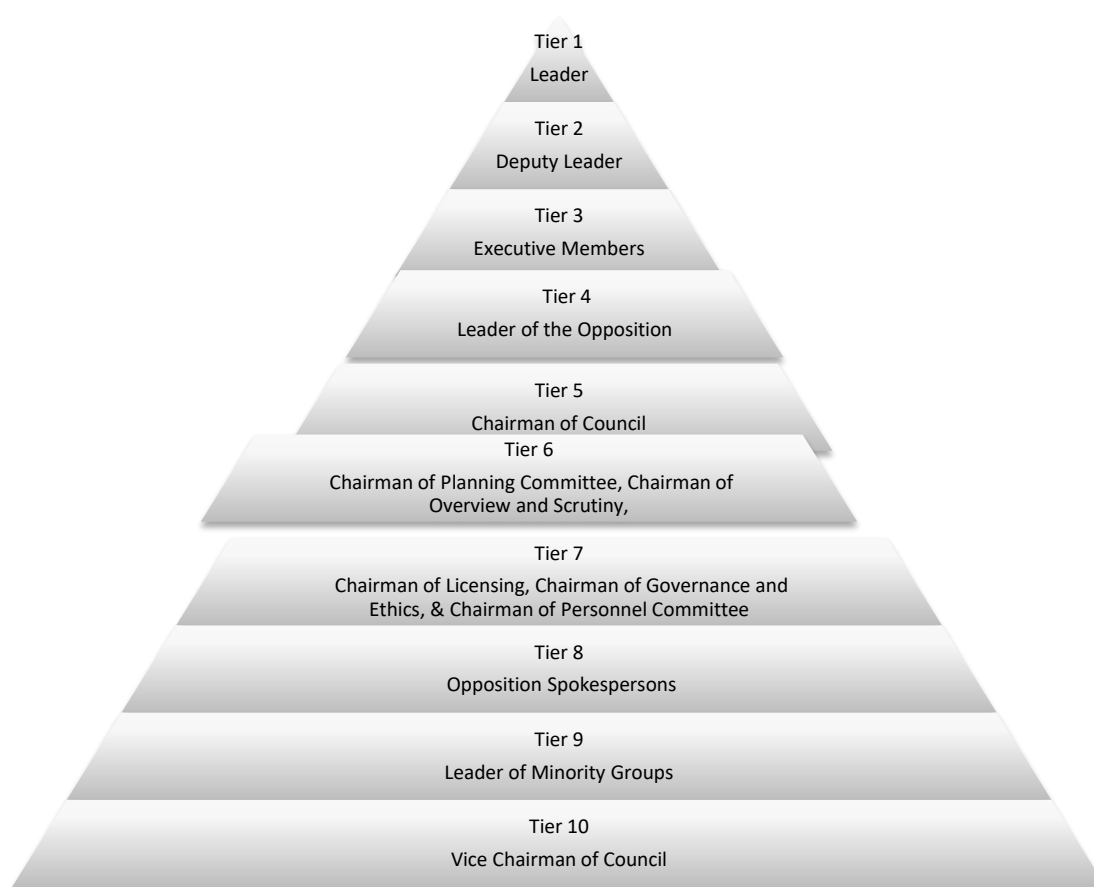
- 4.24 In accordance with the 2006 Statutory Guidance (paragraph 72) the Panel is of the view that the Council should work towards no more than 50% of Council Members (22) should receive an SRA at any one time.

WE THEREFORE RECOMMEND that the Council work towards a maximum number of SRA's payable at any one time does not exceed 50% of Council Members (22 Members).

Calculating SRAs

- 4.26 The Panel continued to the criteria and formula for calculating the Leader of the Council allowance. Based on a multiplier of the Basic Allowance, this role carries the most significant additional responsibilities, and is the most time consuming.
- 4.27 We applied a multiplier of the basic allowance to establish the Leader's SRA. Other SRAs are then valued downwards as a percentage of the Leader's allowance. This approach has the advantage that, when future adjustments to the SRAs are required, changing the Leader's SRA will have a proportionate and easily calculable effect on the other SRAs within the scheme.

- 4.28 We grouped together in Tiers those roles that we judged to have a similar level of responsibility. The outline result of this approach is illustrated in a pyramid of responsibility:



- 4.29 The rationale for these ten tiers of responsibility is discussed below.

Leader (Tier One)

- 4.30 The Council elects for a four-year term of office a Leader who is ultimately responsible for the discharge of all executive functions of the Council. The Leader is the principal policy maker and has personal authority to determine delegated powers to the rest of the Executive. The Leader is also responsible for the appointment (and dismissal) of members of the Executive and their respective areas of responsibility.

- 4.31 The multiplier we applied to calculate the Leader's SRA is 250% (2.5 times) the basic allowance. If the recommended option of a basic allowance with a PSD of 45% is adopted, this results in a Leader's Allowance of £20,385.

WE RECOMMEND that the Leader of the Council continue to receive a Special Responsibility Allowance of 250% of the basic allowance, £20,385.

Deputy Leader (Tier Two)

- 4.32 The Deputy Leader usually acts on the Leader's behalf in their absence. From the information we gathered, we continue to consider this additional responsibility should be reflected in the level of allowance. Therefore, we recommend the Deputy Leader's

SRA be set at 60% of the Leader's SRA. If our recommendations concerning the basic allowance and the Leader's SRA are adopted, this results in an allowance of £12,231.

WE RECOMMEND that the Deputy Leader receive a Special Responsibility Allowance of 60% of the Leader's Allowance, £12,231.

Members of the Executive (Tier Three)

- 4.33 From the evidence gathered, including questionnaire responses, face to face interviews and the Council's Role Profiles, we consider the members of the Executive should receive an allowance of £10,193, 50% of the Leader's Allowance.
- 4.34 Evidence from the Councillor Role Profiles, and from the interviews we undertook with councillors, underlines the responsibility of the members of the Executive for many of the Council's functions. Members of the Executive hold considerable responsibility for their respective portfolios. In addition, we found the time commitment for the role to be significant and growing.

WE RECOMMEND that the Executive Members receive a Special Responsibility Allowance of 50% of the Leader, £10,193.

Leader of the Opposition (Tier Four)

- 4.35 The role of Leader of the Opposition continues to be a key role in ensuring accountability and in holding to account the executive decisions. The Leader of the Opposition also has to manage the group.

WE RECOMMEND that the Leader of the Opposition should continue to receive an allowance of 40% of the Leader, £8,154.

Chairman of the Council (Tier Five)

- 4.36 The Panel was of the view that the role of Chairman of the Council continues to have a high impact and profile across the area and has a high number of engagements and commitments. We therefore recommend that the role continues to be recognised at Tier Five and receive an allowance of £6,116, 30% of the Leader's Allowance

Chairman of the Overview and Scrutiny Management Commission and Chairman of the Planning Committee (Tier Six)

- 4.37 The Overview and Scrutiny Management Committee does not have formal decision-making powers but is influential and new Government Statutory Guidance (May 2019) has sought to increase the scope and influence of the scrutiny function. We have considered the requirements of the Overview and Scrutiny Management Commission Chair and consider that it continues to be a significant function that has a statutory legal requirement. We also are aware that the allowance was reduced from 30% to 25% of the Leader's Allowance by the IRP in 2017. We consider this role should receive a Tier Six allowance of £5,096, 25% of the Leader's Allowance.
- 4.40 Should the role of the Commission and Chair of the Overview and Scrutiny Management Commission increase its impact and scope in response to the Government Statutory Guidance then the IRP will be happy to further review the allowance to respond to the increased revised scope and responsibilities of the role.
- 4.41 The Chairman of Planning Committee continues to be a demanding role with a high number of meetings. We therefore recommend that the role also receive a Tier Six allowance, 25% of the Leader's Allowance, £5,096

WE RECOMMEND that the Chairman of the Planning Committee, the Chairman of the Overview and Scrutiny Management Commission receive a Special Responsibility Allowance of 25% of the Leader's Allowance, £5,096.

The Chairman of the Licensing Committee, the Chairman of the Governance and Ethics Committee, Chairman of the Personnel Committee (Tier Seven)

- 4.42 The allowance for the Chairman of the Licensing Committee should continue to be within Tier Seven of the recommended SRAs, which is 15% of the Leader's Allowance, and amounts to £3,058.
- 4.43 Following discussion and from an analysis of the role the Panel is of the view that the allowance for Chairman of the Personnel Committee and Chairman of the Governance and Ethics Committee should receive an allowance of be increased to £3,058, 15% of the Leader's Allowance.

WE RECOMMEND that the Chairman of the Licensing Committee, the Chairman of the Governance and Ethics Committee, the Chairman of the Personnel Committee receive a Special Responsibility Allowance of 15% of the Leader's Allowance, £3,058.

Opposition Spokespersons (Tier Eight)

- 4.44 The Panel is of the view that the Opposition Group Spokespersons should continue to receive a Special Responsibility Allowance of 30% of the Leader of the Opposition's Allowance, £2,446

WE THEREFORE RECOMMEND that the Opposition Groups Spokespersons receive a Special Responsibility Allowance of 30% of the Leader of the Opposition's Allowance, £2,446

Leaders of Minority Groups (Tier Nine)

- 4.45 The Leaders of a Minority Group are currently required to have at least 5 Members in order to receive a Special Responsibility Allowance. The Panel was of the view that there was no rationale for the requirement for five and a political group was legally recognised at two in respect of Council Committee nominations. The Panel was therefore of the view that the Special Responsibility Allowance for Minority Group Leaders should continue to be 10% of the Leader's Allowance, £2,039 and that the criteria to receive this allowance should be two or more Group Members.

WE RECOMMEND that the Leaders of Minority Groups should continue to receive a Special Responsibility Allowance of 10% of the Leader's Allowance, £2,039. We also recommend that the criteria for receiving the allowance should be two or more Group Members.

Vice Chairman of the Council (Tier Ten)

- 4.46 The Vice Chairman of Council plays an active role in supporting the Chairman of the Council and therefore the Panel continue to recognise the role as one requiring a Special Responsibility Allowance. The Panel recommends that the Vice Chairman of the Council receive an allowance of 20% of the Chairman of the Council's Allowance, £1,223.

WE THEREFORE RECOMMEND that the Vice Chairman of the Council receive a Special Responsibility Allowance of 20% of the Chairman of the Council's Allowance, £1,223.

Co-optees'/ Independent Persons Allowance

- 4.47 An IRP may recommend payment, and the level of an allowance for those who serve on the committees or sub-committees of a Council but are not members of the Council. We recognise that in so doing, an element of the contribution made by the co-optees/Independent Persons should be voluntary.

WE RECOMMEND that co-optees/Independent Persons continue to receive an allowance of £1,080.

Travelling and Subsistence Allowance

- 4.48 A scheme of allowances may provide for any councillor to be paid for travelling and subsistence undertaken in connection with any of the duties specified in Regulation 8 of the 2003 Regulations (see paragraph 5.10). Similarly, such an allowance may also be paid to co-opted/Independent Persons of a committee or sub-committee of the Council in connection with any of those duties, provided that their expenses are not also being met by a third party.

The current scheme of councillors' allowances provides for the following levels of travelling and subsistence allowance:

Motor Mileage Allowance:

Cars: 45p per mile
Motor Cycles: 24p per mile

Cycle Allowance: 20p per mile

Day Subsistence Allowance

Breakfast: £5.00
Lunch: £7.00
Tea: £3.00
Evening Meal: £12.00

In respect of any approved duties, Councillor's and co-opted members are reimbursed the cost upon production of receipts or evidence of expenditure.

WE RECOMMEND that travelling and subsistence allowance should be payable to councillors and co-opted/Independent Persons in connection with any approved duties. WE FURTHER RECOMMEND that the 5 pence per mile for every passenger a Councillor carry in their vehicle should be withdrawn

Dependants' Carers' Allowance

- 4.49 The current level of dependants' carers' allowance is linked to the UK Living Wage Rate up to a maximum of 40 hours per month. The dependants' carers' allowance should ensure that potential candidates are not deterred from standing for election and should enable current councillors to continue despite any change in their personal circumstances. However, the current maximum remuneration for those with caring responsibilities could leave councillors out of pocket particularly if they are required to cover the cost of specialist care for adults or children with special needs.
- 4.50 The Panel therefore is of the view that the Dependants' Carers Allowance should be based on two rates, general care and specialist care. The Panel was of the view that specialist care provision should be reimbursed for the actual cost incurred by the councillor upon production of receipts. Medical evidence that this type of care provision is required must also be provided and approved by an appropriate officer of the Council.

WE THEREFORE RECOMMEND that the Dependants' Carers' Allowance should be based on two rates. Rate one for general care be linked to the Real Living Wage as recommended by the Living Wage Foundation, currently £9.30 per hour, with no monthly maximum claim. This rate is reviewed by the Living Wage Foundation every November.

Rate two should be for specialist care based at cost upon production of receipts and requiring medical evidence that this type of care is required, with no monthly maximum claim when undertaking Approved Duties.

WE ALSO RECOMMEND that the current eligibility conditions for receipt of this allowance is payable when undertaking the list of Approved Councillor duties. The Council should also actively promote the allowance to prospective and new councillors both before and following an election. This may assist in supporting greater diversity of councillor representation.

Parental Leave

- 4.51 There is no uniform/ national policy to support councillors who require parental leave for maternity, paternity or adoption leave. According to the Fawcett Society (Does Local Government Work for Women, 2018) a '*lack of maternity, paternity provision or support*' is a real barrier for women aged 18-44 to fulfil their role as a councillor.
- 4.52 There is no legal right to parental leave of any kind for people in elected public office. However, as a way of improving the diversity of Councillors the Panel would recommend that the Members' Allowance Scheme should be amended to include provisions within the West Berkshire Council Parental Leave Policy for Members (January 2020):
- 4.53 The Panel congratulates and supports the provisions within the West Berkshire Council Parental Leave Policy for Members. The Panel is of the view that the Policy should be promoted actively to potential and prospective councillors. That the Policy alongside the Dependants' Carer's Allowance should be promoted as part of a wider 'Be A Councillor' (LGA led initiative) programme led by the Council and supported by political groups; to increase the diversity of councillor representation

WE RECOMMEND that the West Berkshire Council Parental Leave Policy is adopted within the Members Allowance Scheme. WE ALSO RECOMMEND that the Council support an active ‘Be A Councillor’ programme to encourage and support a greater diversity of future councillor representation.

Indexing of Allowances

- 4.54 A scheme of allowances may make provision for an annual adjustment of allowances in line with a specified index. The present scheme makes provision for the basic allowance, the special responsibility allowances, Independent Persons and the dependants’ carers’ allowance to be adjusted annually in line with staff salaries at West Berkshire Council.

WE RECOMMEND that the basic allowance, each of the SRAs, the Co-Optees’ /Independent Persons Allowance and the Dependants’ Carers’ Allowance be increased annually in line with the percentage increase in staff salaries from May 2021 for a period of up to four years. After this period the Scheme shall be reviewed again by an independent remuneration panel.

WE ALSO RECOMMEND that the political groups should not renunciate any indexation of allowances on a group basis and renunciation should be at the discretion of individual Councillors. The procedure for renunciation is outlined in the current scheme.

Revocation of current Scheme of Allowances / Implementation of new Scheme

- 4.55 The 2003 Regulations provide that a scheme of allowances may only be revoked with effect from the beginning of a financial year, and that this may only take effect on the basis that the authority makes a further scheme of allowances for the period beginning with the date of revocation.

WE THEREFORE RECOMMEND that the new scheme of allowances to be agreed by the Council be implemented with effect from the beginning of the 2021-22 financial year, at which time the current scheme of allowances will be revoked.

5. OUR INVESTIGATION

Background

- 5.1 As part of this review, a questionnaire was issued to all councillors to support and inform the review. Responses were received from 17 councillors, which represents 40% of Councillors. The information obtained was helpful in informing our deliberations.
- 5.2 We interviewed eleven current councillors using a structured questioning process. We are grateful to all our interviewees for their assistance.

Councillors’ views on the level of allowances

- 5.3 A summary of the councillors’ responses to the questionnaire is attached as Appendix 2.

6. APPROVED COUNCILLOR DUTIES

- 6.1 The Panel reviewed the recommended duties for which allowances should be payable and recommend that no changes be made.

WE THEREFORE RECOMMEND: That no changes are made to the Approved Duties as outlined in the Members' Allowance Scheme.

**Mark Palmer (Chair of the Independent Remuneration Panel)
Development Director, South East Employers
October 2020**

Appendix 1: Summary of Panel's Recommendations

Allowance	Current Amount for 2019-20	Number	Recommended Allowance (45% PSD)	Recommended Allowance Calculation
Basic (BA)				
Total Basic:	£7,546	43	£8,154	

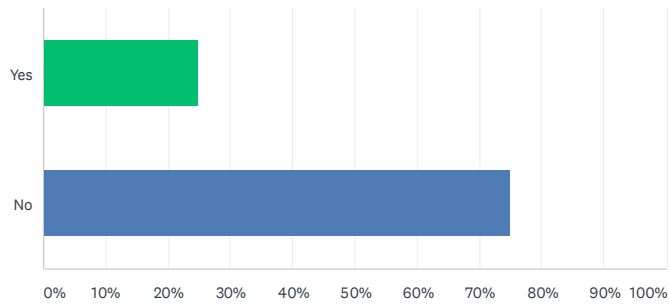
Special Responsibility:				
Leader of the Council	£19,242	1	£20,385	250% of BA
Deputy Leader	£11,545	1	£12,231	60% of Leader's Allowance
Executive Members	£9,622	8 ¹	£10,193	50% of Leader's Allowance
Leader of the Opposition	£7,697	1	£8,154	40% of Leader's Allowance
Chairman of Council	£5,773	1	£6,116	30% of Leaders Allowance
Chairman of Planning Committee	£4,810	1	£5,096	25% of Leader's Allowance
Chairman of OSMC	£4,810	1	£5,096	25% of Leader's Allowance

¹ Excludes the Leader and Deputy Leader, i.e., the Executive has 10 members.

Chairman of Licensing Committee	£2,887	1	£3,058	15% of Leader's Allowance
Chairman of Governance & Ethics Committee	£2,887	1	£3,058	15% of Leader's Allowance
Chairman of Personnel Committee	£2,887	1	£3,058	15% of the Leader's Allowance
Opposition Spokespersons	£2,309	4	£2,446	30% of Leader of the Opposition Allowance
Leaders of Minority Groups	£1,902	1	£2,039	10% of Leader's Allowance
Vice Chairman of Council	£1,155	1	£1,223	20% of the Chairman's Allowance
Independent Persons	£1,051		£1,051	Indexation to apply

Q3 Do you incur any significant costs which you believe are not covered by your present allowance?

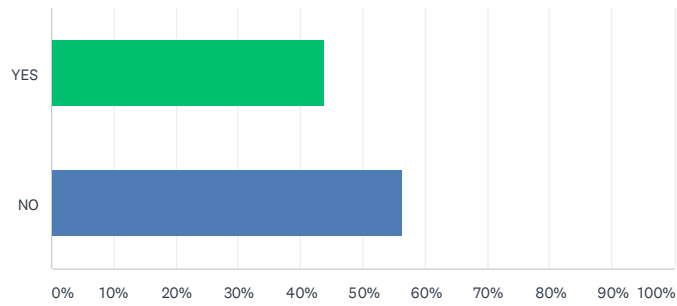
Answered: 16 Skipped: 1



ANSWER CHOICES	RESPONSES	
Yes	25.00%	4
No	75.00%	12
TOTAL		16

Q5 The present level of Basic Allowance payable to all Councillors is £7,697. Do you think this is appropriate?

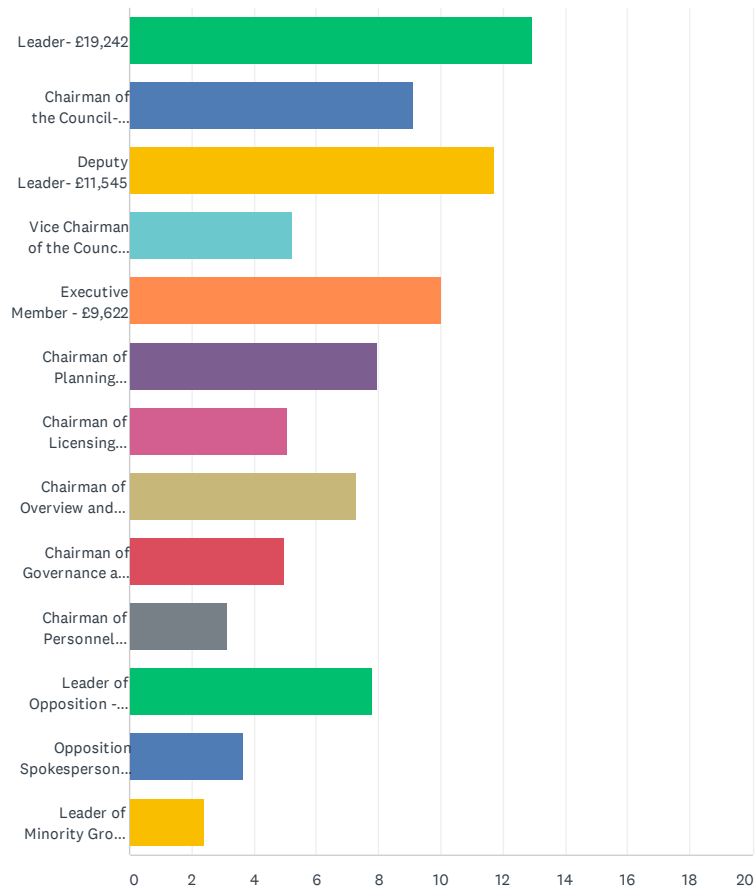
Answered: 16 Skipped: 1



ANSWER CHOICES	RESPONSES	
YES	43.75%	7
NO	56.25%	9
TOTAL		16

Q7 Special Responsibility Allowances (SRAs) are currently paid as follows: [To assist the Panel to produce a more consistent group of allowances, please can you score each role / position in respect of importance and impact, with 1 being the most important.

Answered: 14 Skipped: 3

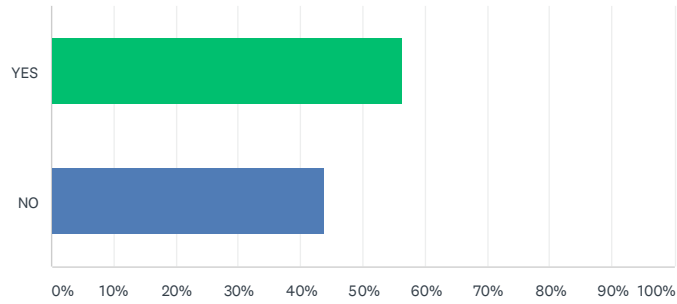


Independent Remuneration Panel Members' Allowances Questionnaire 2020 - West Berkshire Council

	1	2	3	4	5	6	7	8	9	10	11	12	13
Leader- £19,242	92.86% 13	7.14% 1	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00%
Chairman of the Council- £5,773	0.00% 0	0.00% 0	21.43% 3	35.71% 5	21.43% 3	14.29% 2	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	7.14% 1	0.00%
Deputy Leader- £11,545	7.14% 1	78.57% 11	7.14% 1	0.00% 0	0.00% 0	7.14% 1	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00%
Vice Chairman of the Council- £1,155	0.00% 0	0.00% 0	0.00% 0	15.38% 2	15.38% 2	0.00% 0	0.00% 0	23.08% 3	0.00% 0	15.38% 2	0.00% 0	0.00% 0	30.77%
Executive Member - £9,622	0.00% 0	7.14% 1	64.29% 9	7.14% 1	14.29% 2	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	7.14%
Chairman of Planning Committee - £4,810	0.00% 0	0.00% 0	0.00% 0	21.43% 3	7.14% 1	28.57% 4	28.57% 4	14.29% 2	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00%
Chairman of Licensing Committee- £2,887	0.00% 0	0.00% 0	0.00% 0	0.00% 0	7.14% 1	0.00% 0	14.29% 2	21.43% 3	21.43% 3	14.29% 2	7.14% 1	14.29% 2	0.00%
Chairman of Overview and Scrutiny Management Commission - £4,810	0.00% 0	0.00% 0	0.00% 0	0.00% 0	14.29% 2	28.57% 4	35.71% 5	14.29% 2	7.14% 1	0.00% 0	0.00% 0	0.00% 0	0.00%
Chairman of Governance and Ethics Committee- £2,887	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	7.14% 1	14.29% 2	57.14% 8	14.29% 2	7.14% 1	0.00% 0	0.00%
Chairman of Personnel Committee - £2,887	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	7.14% 1	7.14% 1	28.57% 4	21.43% 3	21.43% 3	14.29%
Leader of Opposition - £7,697	0.00% 0	7.14% 1	7.14% 1	21.43% 3	21.43% 3	7.14% 1	7.14% 1	0.00% 0	7.14% 1	0.00% 0	21.43% 3	0.00% 0	0.00%
Opposition Spokespersons- £2,309	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	14.29% 2	0.00% 0	7.14% 1	0.00% 0	14.29% 2	28.57% 4	28.57% 4	7.14%
Leader of Minority Groups (if have 5 Group Members) - £1,902	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	7.69% 1	0.00% 0	0.00% 0	15.38% 2	7.69% 1	30.77% 4	38.46%

Q8 Would you like to see any of these changes made to these allowances?

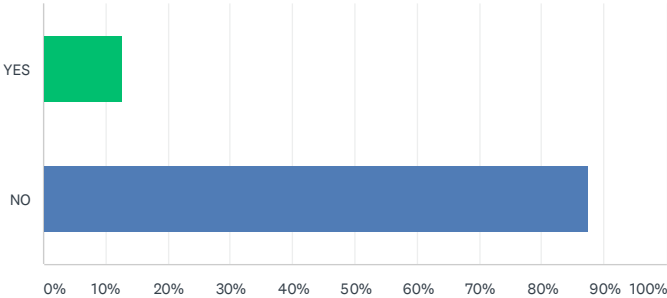
Answered: 16 Skipped: 1



ANSWER CHOICES	RESPONSES	
YES	56.25%	9
NO	43.75%	7
TOTAL		16

Q9 Would you like to see any new SRAs introduced?

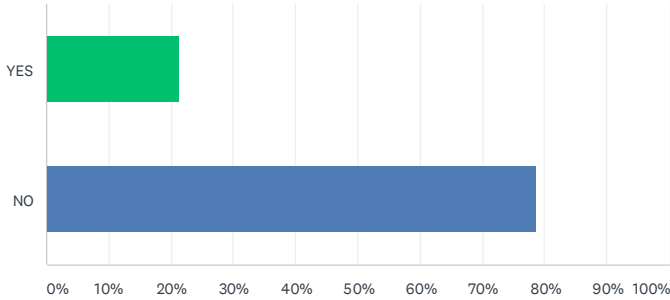
Answered: 16 Skipped: 1



ANSWER CHOICES	RESPONSES	
YES	12.50%	2
NO	87.50%	14
TOTAL		16

Q10 Dependent Relative Care - up to £8.72 per hour, linked to the UK Living Wage Rate . Do you think these rates should be increased?

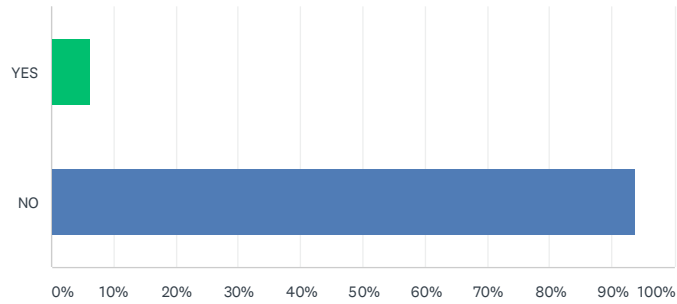
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ANSWER CHOICES	RESPONSES	
YES	21.43%	3
NO	78.57%	11
TOTAL		14

Q11 The current scheme of travel allowances are linked to those recommended by HMRC level. Do you have any comments on the current scheme for Councillors?

Answered: 16 Skipped: 1



ANSWER CHOICES	RESPONSES	
YES	6.25%	1
NO	93.75%	15
TOTAL		16

MINIMUM MAXIMUM AVERAGE			
Council name	Type of council	County area	Population
Bracknell Forest Council	Unitary	Berkshire	119,730
Reading Borough Council	Unitary	Berkshire	162,600
Royal Borough of Windsor and Maidenhead	Unitary	Berkshire	140,000
Slough Borough Council	Unitary	Berkshire	149,400
West Berkshire Council	Unitary	Berkshire	158,527
Wokingham Borough Council	Unitary	Berkshire	165,000

£7,697.00	£471,631.88
£8,687.00	£608,740.00
£8,051.67	£533,590.31

Basic Allowance for 2019/2020	Overall budget for Member Allowances	Overall budget notes
--------------------------------------	---------------------------------------------	-----------------------------

£8,687.00	£573,170.00	
£8,220.00	£500,000.00	
£8,143.00	£560,000.00	
£7,779.00	£471,631.88	
£7,697.00	£488,000.00	
£7,784.00	£608,740.00	Approximate

£10,869.57

£13,658.54

£12,004.36

Total number of councillors	Budget per councillor	Percentage of Public Service Discount*, if applicable (%)
42	£13,646.90	33.00%
46	£10,869.57 N/A	
41	£13,658.54	49.00%
42	£11,229.33 N/A	
43	£11,348.84	50.00%
54	£11,272.96	50.00%

Comments on Basic Allowance

The Basic Allowance has remained unchanged from the figure for 2018/19

the level of indexation for the Basic Allowance and Special Responsibility Allowances is linked to that used for West Officers unless Members choose to forgo index linked increases in a particular year.

Normally recommended by IRP to link to Officer pay, was not agreed at 2018 Council. IRP review changed to



**REPORT OF THE INDEPENDENT REMUNERATION PANEL
FOR
WEST BERKSHIRE PARISH AND TOWN COUNCILS**

SEPTEMBER 2020

South East Employers
The Guildhall
High Street
Winchester
Hampshire
S023 9GB

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Report from the Parish and Town Councils Independent Remuneration Panel September 2020

1. Introduction

The Parish Remuneration Panel was convened by West Berkshire Council as the 'Responsible Authority' so required by the 2003 Regulations:

The Local Authorities (Members Allowances) (England) Regulations 2003
Statutory Instrument 2003 No. 1021 and the amendment – Statutory Instrument 2003 No. 1692

The Guidance issued on these regulations for Parish Allowances/ or Members of Parish Council is:

"91. Parish councils may choose to pay their members an allowance, known as 'parish basic allowance', to recognise the time and effort they put into their parish duties. There is no obligation on parish councils to pay such allowances. Each parish council may make an allowance available to its chair only, or to each of its members. Where all members receive an allowance, the amount payable to the chair may be different to that paid to other members, but otherwise the amount paid to each member must be the same. Parish basic allowance is a discretionary allowance. It may be paid in a lump sum, or at intervals throughout the year.

92. If a parish council wishes to pay a basic allowance, it should have regard to a recommendation from its parish remuneration panel. This is a panel set up to make recommendations to parishes in its area. The membership of a parish remuneration panel will be the same as the independent remuneration panel of the district or county council within whose area the parish is situated. The panel will make a recommendation as to whom basic allowance should be paid, and the level of the allowance."

(New Council Constitutions: Guidance on Regulation for Local Authority Allowances, DCLG, 2003)

2. Terms of Reference

The Panel was asked to consider and make recommendations to Parish Councils regarding:

- Basic Allowance
- Chair's Allowance
- Travel and Subsistence Allowance
- Indexation

The Parish Independent Remuneration Panel

The Parish Independent Remuneration Panel comprised of the same membership as the Independent Remuneration Panel which met on 23rd and 24th September 2020 to review the allowances for West Berkshire Council and the members of the panel are set out below:

The Panel comprised the following members:

- Mark Palmer, Development Director, South East Employers (Chair)
- Michelle Smith, Chief Executive, Education Business Partnership and Local Resident
- David Danielli, Local Resident

The Panel met virtually via Zoom. The Panel meeting was held in private session.

3. Approach

All Parish and Town Councils were invited to provide views through a questionnaire and the opportunity to speak to the Panel in respect of the Parish Basic Allowance, the Chair's Allowance, Travel and Subsistence and Indexation. Twenty-three Parish and Town Councils responded to the questionnaire, no Parish or Town Council met the Panel as part of the review. No Parish or Town Council advised the Panel that they pay the Parish Basic Allowance or Chair's Allowance.

The Panel thanks the twenty-three Councils who responded to the questionnaire. The Panel also paid close attention to the Government Guidance.

4. Arriving at the Recommendations

The Panel was of the view that whilst parish councillors did not stand for office for any financial reward, an allowance could actively support someone in the councillor role and that it was essential to be able to attract parish councillors from a wide range of backgrounds. Councillors should also not be out of pocket for undertaking the role.

5. Recommendations

Basic Allowance

The Local Authorities (Members Allowances) (England) Regulations 2003 Statutory Instrument 2003 No. 1021 state the basic allowance recommended by a Parish Independent Remuneration Panel can be for any amount up to 100 per cent of the basic allowance paid by West Berkshire Council.

The Panel therefore recommends that those parishes who feel that a basic allowance would be appropriate should be able to pay an amount up to 5% of the Basic Allowance for West Berkshire Council.

The recommended Basic Allowance for West Berkshire Council for 2021/22 is £8,154; 5% of this is **£408**. This should only be paid to Members who are elected not those co-opted.

Chair's Allowance.

The Chair's allowance that can be recommended by the Parish Independent Remuneration Panel can be for any amount up to 100 percent of the Basic Allowance paid by West Berkshire Council. The Panel is of the view that any decision regarding the payment of a Chair's Allowance and the level of that allowance should be left entirely to the discretion of individual parish councils, taking into account individual local circumstances, whilst adhering to the recommended maximum allowance.

The Panel therefore recommends the Chair's Allowance should be up to 15% of West Berkshire Council's recommended Basic Allowance. The recommended Basic Allowance is £8,154; 15% of this is £1,223. The Chair's allowance can be in addition to the Basic Allowance, or not, if no Basic Allowance is paid.

Travel and Subsistence.

The Panel recommended that travel and subsistence for Parish and Town Councils should be at the same rates paid to West Berkshire Council Members. **The Panel recommends that the Parish Councils should pay a mileage allowance of 45p per mile (for a car) which is in line with the HMRC recommendations. Subsistence rates should be paid in line with West Berkshire Councillors.**

Indexation of Allowances

The indexation of the allowances paid to Members of the parish and town councils should be in line with the indexation applied to Members Allowances at West Berkshire Council, namely linked to staff salary increases of West Berkshire Council employees.

Withdrawal of Allowances

The Panel recommends that where a member is suspended or partially suspended, all or part of their allowance should be withheld. This would also apply to Travel and Subsistence allowances.

Forgoing Allowances

A parish/town councillor may choose not to receive all or part of any allowance to which they would otherwise be entitled. To do so they must give written notice to the proper officer of the parish/town council.

Publicity

Regarding the allowances, the Panel recommends that the Parish Councils act in accordance with the following guidance (Section 5, Paragraph 30 of the Regulations (SI2003 No. 1021):

“Parish councils are required to publicise their allowances in a notice or notices conspicuous in their area. These notices must remain in place for at least 14 days. In addition, they must make a record of the allowances they have paid available for inspection at reasonable notice. They must provide copies of this record on request and may charge a reasonable fee for this. Parishes must also publish details of the parish remuneration panel reports. Again, these are minimum requirements, and parish councils may wish to go further in making local people aware of their allowances scheme and payment levels. For example, they may wish to circulate details of their allowances in the parish newsletter, if they have one, place them on a website, or publish them in one or more local newspapers.”

Publication

The Panel recommends that the Parish Clerk should publicise the allowances scheme to all Parish Councillors

Implementation

The Panel recommends the change to the Basic Allowance and Chair’s Allowance should be implemented from May 2021.

**Mark Palmer
Chair of the Independent Remuneration Panel
October 2020**

2021/22 West Berkshire Council Timetable of Public Meetings

Committee considering report:	Council
Date of Committee:	3 December 2020
Portfolio Member:	Councillor Lynne Doherty
Date Portfolio Member agreed report:	22 November 2020
Report Author:	Moira Fraser
Forward Plan Ref:	C3990

1 Purpose of the Report

1.1 To recommend a timetable of meetings for the 2021/22 Municipal Year.

2 Recommendation

2.1 To approve the timetable of public meetings for the 2021/22 Municipal Year.

3 Implications and Impact Assessment

Implication	Commentary
Financial:	There are no financial implications associated with the publication of this report. The costs associated with holding meetings, Members' attendance and the publication of agendas will be met from existing budgets.
Human Resource:	None.
Legal:	None.
Risk Management:	None.
Property:	None.

Policy:	This report accords with the Council's policy of publishing its timetable of meetings.			
	Positive	Neutral	Negative	Commentary
Equalities Impact:				
A Are there any aspects of the proposed decision, including how it is delivered or accessed, that could impact on inequality?		✓		
B Will the proposed decision have an impact upon the lives of people with protected characteristics, including employees and service users?		✓		
Environmental Impact:		✓		
Health Impact:		✓		
ICT Impact:		✓		
Digital Services Impact:		✓		
Council Strategy Priorities:		✓		
Core Business:		✓		
Data Impact:		✓		

Consultation and Engagement:	Chief Executive, Executive Directors
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4 Executive Summary

4.1 West Berkshire Council is required to publish its timetable of meetings for each Municipal Year following approval by Council. The timetable for 2021/22 is attached to the report at Appendix A.

5 Supporting Information

Introduction

5.1 The timetable of meetings for the Municipal Year 2021/22 is attached as Appendix A to the report and has been based on the following:

- Council meetings to be held in May, July, September, December and March;
- Executive meetings have been arranged to take cognisance of democratic requirements and holiday periods but are usually held approximately every six weeks;
- Area Planning Committees (both Western and Eastern) to be held on a three weekly cycle with provisional dates included for District Planning Committees on a six weekly cycle. District Planning Committees will only be held if the meetings are required and additional meetings may be arranged to ensure that Planning timescales are adhered to;
- Four Overview and Scrutiny Management Commission meetings have been scheduled;
- Licensing Committee meetings have been set for June, November and February and additional meetings will be arranged on an ad hoc basis;
- Health and Wellbeing Board meetings are held in May, July, September, December, February and May. Additional development sessions are also included on the timetable;
- Governance and Ethics Committees have been arranged to meet deadlines for Council meetings and to facilitate the signing off of the Council’s financial accounts;
- Personnel Committee meetings will be held in July, November, February and April;
- Four Corporate Parenting Panels are scheduled (June, September, December and March);
- Two District/Parish Conferences are scheduled each year (at the request of parishes these will be held on two different days of the week);
- Member Induction and Development sessions are normally scheduled in the timetable. The Member Induction and Development Sessions are due to be agreed at Council in March 2021 following which those sessions will be included on the timetable of meetings and republished.
- Joint Public Protection Committees have provisionally been included on the timetable but may be subject to change following discussions with colleagues in Bracknell Forest and Wokingham Borough Councils.

5.2 In addition the timetable, once agreed, is also shared with Town and Parish Councils and the Fire Authority so that it can be taken into consideration when their schedules of meetings are agreed.

6 Other options considered

6.1 None.

7 Conclusion

7.1 The schedule has been drafted to ensure that the number of meetings takes into account the volume of business demands. Early adoption will allow time for Members to put meetings into their diaries prior to the commencement of the Municipal Year. The timetable will also form the basis of a committee programme for administrative purposes.

8 Appendices

8.1 Appendix A – Timetable of meetings May 2021 to May 2022

Background Papers:

None.

Subject to Call-In:

Yes: No:

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



Wards affected: All

Officer details:

Name: Moira Fraser
Job Title: Democratic and Electoral Services Manager
Tel No: (01635) 519045
E-mail: linda.pye@westberks.gov.uk

West Berkshire Council – Timetable of Meetings - May 2021 to May 2022

	MAY 2021	JUN 2021	JUL 2021	AUG 2021	SEP 2021	OCT 2021	NOV 2021	DEC 2021	JAN 2022	FEB 2022	MAR 2022	APR 2022	MAY 2022													
Mon																										
Tues		1								LIC	1															
Weds		2	E		1	W		1	D	2	D															
Thurs		3		1	2	X		2	C	3	C															
Fri		4		2	3		1	3		4		1														
Sat	1	5	3		4	2		4		5	5	2														
Sun	2	6	4	1	5	3		5		6	6	3	1													
Mon	3	BH	7	5	2	6	4	1	6	CPP	3	BH	7	4	2	BH										
Tues	4		8	6	OSMC	3	7	5	2	7	4	8	8	5	3											
Weds	5	D	9	W	7	4	E	8	D	6	E	3	W	8	E	6	W	4								
Thurs	6	Election	10	X	8	C	5	9	C	7		4	9	HWBB	6	10	X	10	DPC	7		5				
Fri	7		11		9		6	10		8		5	10		7	11	PC	11		8		6				
Sat	8		12		10		7	11		9		6	11		8	12		12		9		7				
Sun	9		13		11		8	12		10		7	11		9	12		12		10		8				
Mon	10		14	JPPC	12		9	13	JPPC	11		8	LIC	13	JPPC	10		14		14	JPPC	11		9		
Tues	11	C	15		13		10	14		12	OSMC	9		14		11		15		15		12		10	C	
Weds	12	E	16	D	14	E	11	W	15	E	13	W	10	15	W	12	E/W	16	E	16	W	13	D	11	E	
Thurs	13		17		15	X	12		16		14	X	11	16	X	13	X	17	HWBB	17		14		12		
Fri	14		18		16	PC	13		17		15		12	PC	17		14		18		15	BH	13			
Sat	15		19		17		14		18		16		13		18		15		19		16		14			
Sun	16		20		18		15		19		17		14		19		16		20		17		15			
Mon	17		21	LIC	19		16		20		18		15	G&E	20		17	G&E	21		21		18	BH	16	
Tues	18		22	CPP	20		17		21	CPP	19	DPC	16		21		18		22		22	CPP	19	OSMC	17	
Weds	19	W	23	E	21	W	18		22	W	20	D	17	E	22		19	D	23	W	23		20	E	18	W
Thurs	20	HWBB	24		22	HWBB	19		23		21		18	X	23		20		24		24	X	21		19	HWBB
Fri	21		25		23		20		24		22		19		24		21		25		25		22		20	
Sat	22		26		24		21		25		23		20		25		22		26		26		23		21	
Sun	23		27		25		22		26		24		21		26		23		27		27		24		22	
Mon	24		28		26	G&E	23		27	G&E	25		22		27	BH	24		28		28		25	G&E	23	
Tues	25		29		27		24		28		26		23		28	BH	25	OSMC		29		26		24		
Weds	26		30	W	28	D	25	E	29		27	E	24	W	29		26	E		30	E	27	W	25	D	
Thurs	27				29		26		30	HWBB	28		25		30		27			31		28	X	26		
Fri	28				30		27		29		26		25		31		28				29	PC	27			
Sat	29				31		28				30		27				29				30		28			
Sun	30						29				31		28				30						29			
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Tues							31						30											31		

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Public Meetings: All meetings are open to the public, with the exception of Corporate Parent Panels, Joint Consultative Panel and Political Group Meetings.

Venues: Most meetings are held at Council Offices, Market Street, Newbury with the exception of: Eastern Area Planning Committee is usually held at the Calcot Centre, Highview; West Berkshire Partnership Board to be confirmed. Please note that due to Covid restrictions public meetings are currently being held virtually on Zoom.

Questions to Council and Executive: Questions must be submitted by 10.00am seven clear working days before the meeting.

District Planning: All stated dates are provisional subject to requirement.

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