

**THATCHAM TOWN COUNCIL**  
**Minutes of a meeting of**  
**Thatcham Town Council**  
**held on Monday 31<sup>st</sup> July 2023 at 7.30pm**  
**in the Council Chamber, Brownsfield Road, Thatcham**

Present: Councillor Mark Lillycrop (Mayor)  
 Councillors John Boyd, Mike Cole, Jeremy Cottam, Iain Cottingham,  
 Owen Jeffery, Tom McCann, Simon Pike, Christine Rice, Ben Schiffer-Harte,  
 Stephanie Steevenson and Val Watts

In attendance: Mel Taylor (Town Clerk)  
 1 member of the press (Newbury Weekly News)

**FULL/2023/61 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Jeff Brooks, Lee Dillon,  
 Jay Lunn, Justin Pemberton and Petra Pemberton.

**FULL/2023/62 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**FULL/2023/63 PUBLIC QUESTION TIME**

No public questions had been received.

**FULL/2023/64 MINUTES**

**RESOLVED**

that the Minutes of the meeting held on 26<sup>th</sup> June 2023, having been previously  
 circulated, be signed as a correct record of the proceedings.

Minute reference FULL/2023/57

Councillor Steevenson enquired whether correspondence had been sent to  
 Tesco and the Post Office regarding the temporary closure of the Northfield Road  
 branch in May 2023, and the Town Clerk confirmed that correspondence had  
 been sent and responses were awaited.

Councillor Schiffer-Harte advised that he had recently spoken to a temporary  
 worker at the store who had advised that two trainees, currently working within  
 the store, were awaiting DBS (Disclosure and Barring Service) checks for behind  
 the counter service. It was anticipated that this could take up to 12 weeks.

**FULL/2023/65 CENTRAL THATCHAM FLOOD ALLEVIATION SCHEME**

**a) Meeting with Asset Manager and Consultant**

There were no matters arising from a meeting held immediately prior to this  
 meeting, with West Berkshire Council's Asset Manager and Consultant,  
 regarding the Central Thatcham Flood Alleviation Scheme.

**b) Proposed relocation of dog exercise area**

**RESOLVED**

to agree to the relocation of the enclosed dog exercise area, currently within  
 the Memorial Playing Field, to a Town Council site and to delegate authority  
 to the Recreation and Amenities Committee to approve the location and  
 expenditure up to £10,000, which was expected to be reimbursed as part of  
 the flood works.

**Full Council**  
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**FULL/2023/66 REPORTS FROM MAYOR AND DEPUTY MAYOR**

**a) Mayor's Report**

The Mayor reported that during the period 15<sup>th</sup> May 2023 to date he had attended events, including; opening of Jubilee Play Park in the Memorial playing field, Age UK's Dementia Action Week tea party in Jubilee Sensory Garden, Bee Day at the Nature Discovery Centre, West Berkshire Ballet School's performance of Shrek, distribution of an information leaflet produced by Thatcham Historical Society to residents of Langford Way, School of Geospatial Intelligence garden party, West Berkshire Community Hospital's garden party and NHS 75<sup>th</sup> birthday, Newbury Pride, Whitelands Park Primary School's music evening, Downe House Founder's Weekend creative art exhibition, University Centre Newbury's tech exhibition, coffee morning with the volunteers from VIAN who helped at Thatcham Family Fun Day, Kennet School art exhibition, reopening of The Mill House pub, Creative Communities art exhibition, Cold Ash Brass 20-year prom concert, Next Generation Football first anniversary, Cadets 211 Newbury Squadron open evening and Hope, Strength & Courage calendar launch.  
 As well as the Town Council's Thatcham Family Fun Day and United Service of Remembrance.

**b) Deputy Mayor's Report**

There was no Deputy Mayor's report.

**FULL/2023/67 APPROVAL AND ADOPTION OF COMMITTEE MINUTES**

The following Committee Minutes were presented for adoption:

**RESOLVED** **a)** Finance and General Purposes Committee Minutes dated 24<sup>th</sup> July 2023. to adopt the Minutes.

**RESOLVED** **b)** Planning and Highways Committee Minutes dated 4<sup>th</sup> July 2023 and 25<sup>th</sup> July 2023. to adopt the Minutes.

**RESOLVED** **c)** Town Centre Committee Minutes dated 17<sup>th</sup> July 2023. to adopt the Minutes.

**FULL/2023/68 INVESTMENT WORKING PARTY**

Councillors considered a recommendation from the Finance and General Purposes Committee, arising from its meeting on 24<sup>th</sup> July 2023 (FGP/2023/040), to delegate authority to the Investment Working Party to 'manage the general reserve investments in accordance with the adopted Treasury Management Plan'. This delegation of authority would provide the Working Party with the ability to respond dynamically to the fluidity of the investment market at times when investments mature, without the requirement to convene meetings of the parent Committee (F&GP) to approve recommendations, by which time quoted interest rates may have changed.

**AGREED** to delegate authority to the Investment Working Party to manage the general reserve investments in accordance with the adopted Treasury Management Plan.

**Full Council  
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**FULL/2023/69 COMMUNITY ENGAGEMENT WORKING PARTY**

**RESOLVED** Following referral from the Community Engagement Working Party to adopt Terms of Reference and appoint members to serve on the Community Engagement Working Party for the municipal year 2023/24, as follows:

Membership: 6 Members

To review existing, and develop new, policies and practices to maximise the Council's community engagement and raise the Town Councils profile.

To assess the Council's current Branding and Profile and develop practices that provide a consistent, recognisable approach across all elements of the Council.

The Working Party may co-opt such members of the community as it deems appropriate to assist and advise.

The Working Party shall make recommendations for consideration by the Finance and General Purposes Committee.

Appointed Members: Councillors Jeremy Cottam, Mark Lillycrop, Simon Pike and Stephanie Steevenson.

**FULL/2023/70 WORKING PARTY QUORUM**

Councillors consider a recommendation from the Mayor and Town Clerk that the quorum of Working Parties be reviewed. Currently Working Parties required a minimum of 3 Elected Members present to be quorate. Several meetings in recent months had been inquorate due to less than 3 Elected Members being present, although more than 3 had been present at the meetings when including non-Elected Members.

**RESOLVED** to amend the Environmental, Community Engagement, Youth, Events and Heritage Working Party quorums to 3 Members of the Working Party, which must include at least 2 Elected Members.

**FULL/2023/71 LEASE OF THE WORKSHOP TO HACKSPACE**

Following agreement at Full Council on 26<sup>th</sup> September 2022 (FULL/2022/080) to enter into a lease agreement with Newbury & District Hackspace for use of The Workshop, Council received the lease agreement and considered appointing 2 Councillors to endorse. The lease had been prepared by the Town Council's solicitor, Gardner Leader, and agreed by Hackspace, and aligned with the Heads of Terms agreed by Council.

**RESOLVED** to approve the lease and that Councillors Mike Cole and Mark Lillycrop be appointed to endorse the paperwork.

**FULL/2023/72 APPOINTMENT TO THE BERKSHIRE ASSOCIATION OF LOCAL COUNCILS**

Councillors considered a request from the Berkshire Association of Local Councils for appointments to their Executive Committee.

**RESOLVED** to put forward Councillor Simon Pike for appointment to the Berkshire Association of Local Councils Executive Committee.

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**FULL/2023/73 RECOMMENDATION FROM THE HERITAGE WORKING PARTY**

Due to time constraints, Council considered a recommendation from the Heritage Working Party, following its meeting on 19<sup>th</sup> July 2023 (HWP/2023/34), that permission be granted for a Blue Plaque to be installed at the vehicular entrance to London Road Cemetery, in recognition of it being the entrance to the former Dunston House, and that the Plaque contain the wording: "The Driveway to Dunston House, Thatcham's 18<sup>th</sup> Century Manor House stood near this site". Imagery to include The Waring and Croft Coat of Arms on Escutcheons, pending permission checks.

**RESOLVED** to approve (i) the installation of a Blue Plaque at the vehicle entrance to London Road Cemetery and (ii) the proposed wording and graphics as detailed above.

**FULL/2023/74 LOCAL PLAN REVIEW 2022-2039**

It was noted that on 20<sup>th</sup> June 2023, West Berkshire Council wrote to the Planning Inspector requesting additional time to respond to preliminary questions about the Local Plan Review, that the Inspector had asked West Berkshire Council to consider. The had Inspector agreed to this request on 23<sup>rd</sup> June and also agreed that the Examination in Public should be rescheduled for early 2024.

The request for extra time to respond to these questions was to allow all new Members of Council [following local election in May 2023] to gain a full understanding of the Local Plan Review, including the Inspectors questions and the proposed Officer responses.

Ian Kemp, the Programme Officer, continued to assist the Planning Inspector in managing the process and would keep the public informed.

**FULL/2023/75 CONSULTATION ON SUBMITTED NEIGHBOURHOOD PLANS FOR COLD ASH AND HERMITAGE (REGULATION 16)**

It was noted that Cold Ash Parish Council and Hermitage Parish Council had recently submitted neighbourhood plans to West Berkshire Council, to guide development in the parishes to 2039, and that West Berkshire Council was carrying out consultations on both the Cold Ash NDP and the Hermitage NDP from Friday 21<sup>st</sup> July until 4.30pm on Friday 1<sup>st</sup> September 2023.

**FULL/2023/76 REPORTS**

**(a) Reports from Thatcham Town Councillors and West Berkshire District Councillors on Council Surgeries**

Council noted a report from Councillors Dillon and P Pemberton who were present at Council Surgery in The Broadway on Saturday 1<sup>st</sup> July 2023.

**(b) Reports from West Berkshire District Councillors**

The following reports from West Berkshire District Councillors were noted:

Councillor Jeffery reported that he was forging relationships with senior Officers and receiving formal information on how the Council works. Councillor Jeffery acknowledged that the proposed Francis Baily School Safer Streets Scheme had been poorly executed and he was working with Councillors and Officers to ensure accurate and timely information was provided to residents.

Councillor Jeffery also reported that he was liaising with Highways Officers to try and improve the pavements on Station Road, between The Moors and Stoney Lane.

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**FULL/2023/76 REPORTS continued**

**(b) Reports from West Berkshire District Councillors continued**

Councillor Cottingham reported that he was working with Councillor Steevenson and Officers regarding the proposed installation of electric vehicle charging points and was looking at alternative locations to those originally proposed, following feedback from residents.

Councillor Cottam reported that following the travellers' site planning appeal being upheld, the site [in Lawrences Lane] was being cleared and restored and this would be monitored.

Councillor Steevenson reported that she had secured a planning enforcement investigation to check vehicle deliveries to Sainsbury at Coombe Square, following complaints that deliveries were not complying with the planning consent regarding prescribed hours of deliveries and delivery vehicle size.

**FULL/2023/77 STAFF COMMITTEE**

Council considered a recommendation from the Staff Committee to appoint Councillor McCann to the Committee.

**RESOLVED** to appoint Councillor McCann to the Staff Committee

There being no further business the Mayor declared the meeting closed at 8.16pm.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_