

23<sup>rd</sup> December 2025

**To Cllrs: David Harman, Roger Hunneman, Stephen Masters, Sarah Slack, & Martha Vickers**  
**And: Lay members Nikki Coome and Patricia Glover**

You are summoned to attend a meeting of the **Climate Emergency Sub Committee** to be held in the Elsie Kimber Room Town Hall, Market Place, Newbury RG14 5AA, on **Wednesday 7th January 2026 at 7.30pm**. This meeting is open to the Press and Public and will be streamed and recorded via Zoom:

Join Zoom Meeting

<https://us02web.zoom.us/j/83719519946?pwd=0Z4vkXuC3LDK045Lu95aGblzqaMshV.1>

Meeting ID: 837 1951 9946    Passcode: 931357

**Martin Kavanagh**  
**Services Delivery Manager**

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## **AGENDA**

- 1. Apologies**  
*Services Delivery Manager*
- 2. Declarations of Interest and Dispensations**  
**To receive:** any declarations of interest relating to business to be conducted in this meeting and confirmation of any relevant dispensations.  
*Services Delivery Manager*
- 3. Minutes (Appendix 1)**  
**To Approve:** the meeting minutes of the 21<sup>st</sup> May 2025, 6<sup>th</sup> October 2025 and 10<sup>th</sup> November 2025.  
*Chair*
- 4. Questions and Petitions from Members of the Public**  
Questions, in writing, must be with the Services Delivery Manager by 2pm Monday 5<sup>th</sup> January 2026.  
*Services Delivery Manager*
- 5. Members' Questions and Petitions (Appendix 2)**  
Questions, in writing, must be with the Services Delivery Manager by 2pm Monday 5<sup>th</sup> January 2026.  
*Services Delivery Manager*

**6. Environmental Grant Applications**

**To Consider** new grant applications received, update on previous approved grants and this financial year's grants total of £2805 with £7195 available. New applications to follow.

*Chair*

**7. Carbon Footprint Reduction Update (Appendix 3)**

**To note** Current targets, KPI's and performance monitoring.

*Services Delivery Manager*

**8. Forward Work Programme (Appendix 4)**

**To review** the forward work programme.

*Services Delivery Manager*

**9. Next Meeting**

The next meeting date is Wednesday 8<sup>th</sup> April 2026 at 7:30 pm held at the Elsie Kimber Room of the Town Hall.

If you would like a paper copy or large print copy of this document, please request this from the Reception Desk at Newbury Town Hall.

Town Hall, Market Place, Newbury, RG14 5AA

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all be proud of

**MINUTES OF A MEETING OF THE CLIMATE EMERGENCY SUB-COMMITTEE HELD IN THE ELSIE KIMBER ROOM,  
NEWBURY TOWN COUNCIL, MARKET PLACE, NEWBURY ON  
MONDAY 6<sup>TH</sup> OCTOBER 2025 AT 7.30PM**

**PRESENT**

**Councillors**, David Harman (Chair), Meg Thomas, Nigel Foot

**IN ATTENDANCE**, Martin Kavanagh, Services Delivery Manager (SDM)

Ms Nikki Coome was called away and joined by Zoom

Dr Patrica Glover

**1. APOLOGIES*****Services Delivery Manager***

Apologies received. Cllr Slack (+Sub Cllr Foot), Cllr Roger Hunneman (+Sub Cllr Meg Thomas)

Absent: Councillor Steve Masters & Martha Vickers

**2. DECLARATIONS OF INTEREST*****Services Delivery Manager***

It was declared that Councillor Nigel Foot who is also a Member of West Berkshire Council, which is declared as a general interest on their behalf and a dispensation is in place to allow him to partake in discussions relating to West Berkshire Council business.

**STANDING ORDERS SUSPENDED**

**PROPOSED:** Cllr Harman

**SECONDED:** Cllr Thomas

**ELECTION OF NEW LAY MEMBER TO THE COMMITTEE**

**PROPOSED:** Cllr Harman

**SECONDED:** Cllr Foot

**RESOLVED:** Dr Patrica Glover is appointed to the role of Lay Member of this committee with immediate effect.

**STANDING ORDERS REINSTATED**

**PROPOSED:** Cllr Foot

**SECONDED:** Cllr Thomas

Signed ..... Dated.....

(Chair)

3. **MINUTES (Appendix 1)***Chair***PROPOSED:** Cllr Harman**SECONDED:** Cllr Thomas

**RESOLVED:** The meeting minutes of the Climate Emergency Sub Committee of 21<sup>st</sup> May 2025 **were not approved** (no members present from the meeting outside of the Chair). It is re-scheduled for the next committee meeting of Wednesday 7th January 2026.

4. **QUESTIONS AND PETITIONS FROM MEMBERS OF THE PUBLIC***Services Delivery Manager*

**RESOLVED:** There were no questions or petitions

5. **MEMBERS' QUESTIONS AND PETITIONS***Services Delivery Manager*

**RESOLVED:** There were no questions or petitions

6. **ENVIRONMENTAL GRANT APPLICATIONS (Appendix 2)***Services Delivery Manager*

**MEMBERS NOTED:** No new grant applications received, however Mencap have indicated they are very interested and anticipate their interest by the next CESC meeting of Wed 7th January 2026. The Eco Code (previous) applicant to attend the next meeting to further support the application and provide clarity to the aims and objectives of the initiative with particular focus on the impact on the parish of Newbury.

Publicity and promotion of the Grant scheme to be increased to attract good causes and raise awareness of the grant funding opportunity. Service Delivery Manager confirmed this is already underway.

SDM noted that £2805 of the budgeted £10,000 has currently been committed for CESC grants.

Signed ..... Dated.....

(Chair)

**7. CARBON FOOTPRINT REDUCTION UPDATE (Appendix 3)*****Services Delivery Manager***

**MEMBERS NOTED:** the Service Delivery Managers report and feedback to Dr Glover for more information around our carbon footprint journey and future projects. The SDM agreed to explore additional marketing channels with Dr Glover and provide additional information outside of the meeting. The Chair requested the re-circulation of the Grant Aid Criteria to all members of the committee.

SDM to follow up again with Carbon Footprint to ensure audit is conducted in the next couple of months.

Hydro -Electric generation on NTC assets review with the WBC Portfolio Holder Cllr Gourley by Cllr Hunneman and report to be carried forward to the next meeting.

**8. FORWARD WORK PROGRAMME*****Services Delivery Manager (SDM)***

The forward work programme was noted by the committee and the following works added, SDM to provide Costing for a Thermal Imaging Camera by next meeting and consider engaging with the WBC Climate Emergency Forum.

Dr Patricia Glover volunteered to attend West Berks Climate Forum going forward as a representative of Newbury Town Council's CESC.

**Members Actions:** All members to bring two or three special events to be promoted to raise awareness e.g. climate emergency week and discuss how to promote these complementary events. Cllr Hunneman to also provide Hydro Electricity Feedback to the meeting as noted in item 7.

Timely reminder

Its budget planning time once again, so please bring forward any works/project you would like to see considered in next years budget, there has been no work content raised in the last two months for budget yr 26/27 please bring forward you requests in the next four weeks, to be co-ordinated through the Chair.

Agenda item for January meeting, grant recipients to be invited and / or provide feedback to the committee.

Signed ..... Dated.....

(Chair)

12. NEXT MEETING DATE

*Chair*

**MEMBERS NOTED:** the next meeting date as Wednesday 7<sup>th</sup> January 2026 at 7:30 pm. However please note with effect from today, due to the relatively small number of attendees to the CESC meetings, the forum will be held in the Elsie Kimber Room, not the Council Chamber.  
*The standing consideration “that if 3 or more grant applications are received the committee will consider sitting earlier” still applies.*

**THERE BEING NO OTHER BUSINESS THE CHAIRPERSON DECLARED THE MEETING CLOSED AT 20:50 HRS**

If you would like a paper copy or large print copy of these minutes, please request this from the Reception Desk at Newbury Town Hall.

Signed ..... Dated.....

(Chair)

## **EXTRACT FROM MINUTES OF DECEMBER COMMUNITY SERVICES COMMITTEE MEETING: AGENDA ITEM 9**

### **CHARITIES AND SCHOOLS – ALLOTMENT RENT CONCESSION / GRANT**

**RESOLVED:** On the question of extending the allotment rent concessions to a wider audience such as schools and charities, the members decided, not to extend. However, suggest these communities requests be considered by the Grant Sub Committee and / or Climate Emergency Sub Committee as appropriate

**PROPOSED:** Cllr Miller

**SECONDED:** Cllr Foot

**The question is** “Where a qualifying enquiry asks for support that such as a School or Charities, this committee to consider a grant for initiatives that we feel would be in line with our aims and objectives...such as a grant to buy Allotment tools or water butts to harvest rainwater for example”

### **REMINDER ...Criteria for Grant Aid**

Priority shall be given to organisations which:

- Are based within the boundary of Newbury Town Council or which serve wholly or mainly the residents of Newbury.
- Would give benefit to the greatest number and range of Newbury town residents.
- Provide a benefit for the wider community beyond progressing the interest of its members.
- Have made an effort to raise funds themselves and are not reliant on donations to fund the total project.
- Show a commitment to long term sustainability.
- Show a commitment to equality and diversity.

In addition:

- Preference will be given to organisations that have not already had a grant from Newbury Town Council in recent years.
- Grants will not be awarded to bodies that unitary or national government have a legal obligation to fund.
- Priority will be given to those organisations whose objectives meet the priorities and targets laid down in the Council's Strategy, especially Section 3, "Take actions to address the climate emergency".
- The Applicant will need to demonstrate the carbon emissions reduction or offset to be achieved in their project in their application.
- The Applicant will be required to feedback on the project and be willing to demonstrate the outcomes at a Climate Change Workshop organised by the Council.



## Carbon Footprint Reduction Interim Report for FY 2024/25\* & 25 /26

### Mission

Our target is to reduce CO2 emissions by > 7 tonnes / annum year on year to 2030. This year's target was to reduce to 26.1 tonnes of CO2 by FYE 24/25 & reduce to 19.1 tonnes of CO2 by FYE 25/26

### Progress To Date

The interim figures for FY24/25 will be close to the figures below:

- **NTC Assets\*\* Site Electricity** is now from green energy suppliers, significant saving of up to **23.5 tonnes of Co2** (based on FY22/23 Electrical Consumption figures from last formal audit report)
- **Grey Fleet**, NTC since 1<sup>st</sup> November 2024 have an electric vehicle for the ground's maintenance teams use, saving **0.75 tonnes of Co2 this FY. This equates to 1.782 tonnes per annum**. Recharging is now from green energy also.
- **Non controlled site electricity**, we have reduced our electricity consumption by a minimum of 69.5% for the light units we replaced during FY 23/24 **saving 0.4 tonnes of Co2**. Figures for 24/25 are not available at the time of writing. However, during FY 24/25 the electricity supplies are now from green energy sources **saving up to 3 tonnes of Co2 per annum**. The review of the potential for cost savings from quiet time switch off options has not yet been assessed
- **Trees**, our policy of 2 new for every 1 removed continues with a positive contribution of at least 16 trees above this year's target replacement- more work required to identify Co2 carbon capture - see later carbon credits bullet point
- **Perennial planting**, continues across our flower beds and FY 25/26 year we will move a 40% target of perennial plants in our flowerbeds – see later carbon credits bullet point
- Community led bulb planting to improve the environment also continues

### \*Note

The external auditor will determine the final figures, this is an interim assessment.

\*\* Except Non Controlled Site Electricity accounted for separately.

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Projects needing further work beyond FY 24/25 are:

- **Existing Town Hall Solar panels replacement** (£14`000 to be scheduled once the roof

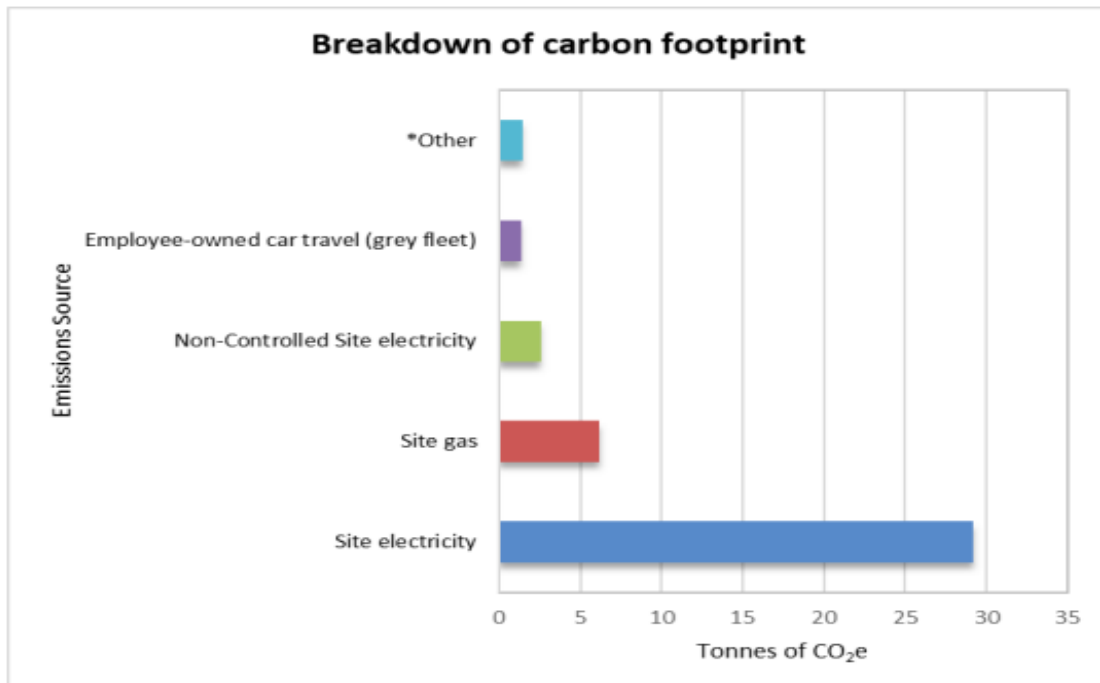
## APPENDIX 3

repairs are completed – subject to funding for additional panels however costing £3500

- **Site Gas** feasibility study to eliminate gas usage from the Town Hall completely the cost is between £11000 – 12,000 for two electric boilers to replace existing gas boilers. The financial case is being prepared by the SDM, target carbon savings here of an estimated **6 tonnes of Co2 per annum**
- **Heating review** to reduce electrical consumption of the Town Hall (replace inefficient heaters with more efficient heaters such as UV or Rointe type heaters)
- **Non controlled site electricity**, continue LED lamp upgrades to footway lighting to further reduce our energy consumption and costs. Next update due in time for Jan 26 meeting from Enerveo
- **New Solar Sites** Work on Café, tennis courts and potentially the Bowls Club on hold until planning permission granted for Victoria Park Café – ready for budget consideration FY 26/27 (planning received late Apl 25)
- **Victoria Park Café Project** On completion of the, we will recover the Carbon Credits as the project is a refurb/remodeling project.
- **Relaunch of the grants scheme** to encourage greater community awareness and involvement – ongoing promotion with web site links and physical promotion at events
- **Kennet & Avon Canal hydroelectricity** Revisit generation feasibility Q4 FY 25/26
- **Replace fire extinguishers** with Eco friendly options across all assets Q3 FY 25/26
- **Carbon credits from sponsored** clients and historic claw back of carbon capture values from ecological activities we have completed (Via MS R Street) Q4 FY 25/26

### Progress To Date FY 25/26

The interim figures for FY25/26 will be calculated and reported in the March 26 meeting.



*Figure 2: Contribution in tonnes of CO<sub>2</sub>e of each element of NTC's carbon footprint*

### Waste and Recycling Figures

**We continue to maintain our already high recycling rate** These figures equate to an exceptionally high **90%+** of our recyclable materials being processed. The residual is mainly dog waste which cannot be recycled. It is however incinerated, and the heat (energy) is recycled in a waste power production unit.

MK 24.12.25

### Feedback from Newbury Tennis Club

Hello CESC,

Plus everyone else who was involved on the Climate Emergency Sub-Committee which awarded us a grant towards our very much needed LED Floodlight replacement project at Newbury Tennis Club, Poplar Place.

## APPENDIX 3

I am very pleased to say that we sought sufficient funding together with contributions from ourselves and our Coaching Partners - the NTA, a sum of £[REDACTED] in total, which enabled us to have the new Lamps manufactured. They arrived last Tuesday and were installed the next day - this is them in their glory:



So, a big thank you for hearing our grant aid application and especially for awarding the funding, the tennis courts would not have been re-fitted and ready for the darker evenings without it - so thank you very much.

**As we didn't need to claim the Carbon Credits on this project, we agreed that Newbury Town Council could claim them.**

Best regards,

Hazel Inman  
Newbury Tennis Club Committee

## Forward Work Programme for FY's 25/26

### Quarterly Climate Emergency Sub Committee Meetings

## Forward Work Programme for FY's 25/26

### 26<sup>th</sup> March 2025 Meeting, Suggested Forward Plan

Environmental grants – ongoing process  
 (New) Instruct annual external audit and report of our progress  
 Identify sites and cost estimates for new solar PV on NTC Assets  
 (New) Investigate more efficient heating system in the Town Hall and then extend across other NTC assets where feasible.  
 The above are covered in the Carbon Reduction Report Appendix 3

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

### 25<sup>th</sup> May 2025 Meeting, Suggested Forward Plan

Grants application further promotion required.  
 GM Contract update – Recycling rates  
 Green Fest Feedback  
 Hutton Close, next steps following flower beds and tree planting Biodiversity listing and carbon reduction calculation – linked to Ms R Street  
 (New) Consider and report the opportunity to replace gas to electricity at the Town hall  
 New) Quantify the carbon reduction from the last three years lighting upgrades made  
 (New) Investigate power supply source for our street / footway lighting and encourage a switch to green energy if possible

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

**6<sup>th</sup> October 2025 Meeting, Suggested Forward Plan**

Consider what projects you would like to be considered in the budget year 26/27 Please bring these to this meeting. Please note this does not include existing known and approved projects, but new projects you would like to put forward for consideration

All members to bring two or three special events to be promoted to raise awareness e.g. climate emergency week and discuss how to promote these complementary events.

Summary of Newbury Business Food Waste (large food resellers) interim verbal report of progress (SDM). Need more work to be of value -see 07.26 meeting.

Carbon credits recovery interim verbal report of progress (SDM). Only one responded.  
NTC Plastic Audit date to be confirmed on or before this meeting date.

**Recommendation: To note and agree** any other items that Members resolve to add to the Forward

**07 January 2026 Meeting, Suggested Forward Plan**

**Refer to the Carbon Capture report for projects to complete, however timings of projects will need careful consideration following full councils budget approvals process later in January 2026.**

**Plastics Audit : Completed**

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

**08 April 2026 Meeting, Suggested Forward Plan**

**Refer to the Carbon Capture report for projects to complete, however timings of projects will need careful consideration following full councils budget approvals process later in January 2026.**

**Executive Summary of Newbury Business Food Waste (large food resellers)**

**Refer to the Carbon Capture report for projects to complete, however timings of projects will need careful consideration following full councils budget approvals process later in January 2026.**

**Executive Summary of Newbury Business Food Waste (large food resellers)**