

28th November 2024

To: Cllrs: Vera Barnett, Nigel Foot, Chris Hood, Roger Hunneman, Ian Jee, David Marsh, Vaughan Miller, Sarah Slack, Meg Thomas and Martha Vickers.

Substitutes: All remaining Council Members.

Dear Councillor(s)

You are required to attend a meeting of the **Community Services Committee** to be held in the Council Chamber, Town Hall, Market Place, Newbury RG14 5AA, on **Monday 9th December 2024 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/87431697827?pwd=w61dbMJI5j1mC0kT0JkajaLG65iQp6.1>

Meeting ID: 874 3169 7827 Passcode: 769781

Yours sincerely,

Martin Kavanagh

Services Delivery Manager

AGENDA

1. Apologies for Absence

Services Delivery Manager

2. Declarations of Interest and Dispensations

Chair

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

3. Approval of previous Meeting Minutes (Appendix 1)

Chair

3.1 To approve: the minutes of the Community Services Committee Meeting held on Monday 16th September 2024.

4. Questions and Petitions from Members of the Public

Chair

Questions must be submitted to the Services Delivery Manager by 2.00 pm on Friday 6th December 2024.

Town Hall, Market Place, Newbury, RG14 5AA

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 (01635) 40484  www.newbury.gov.uk
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all be proud of

5. Members' Questions and Petitions

Chair

Questions to be submitted to the Services Delivery Manager by 2.00 pm on Friday 6th December 2024.

6. Review of Community Services 2025/26 Budgets (Appendix 2)

Services Delivery Manager

To consider: the Officers' proposal for the Community Services FY2025/26 budget. Consideration should be given to any additions, amendments or deletions required, before inclusion in the draft budget for Policy & Resources Committee's consideration. (Meeting scheduled for Monday 20th January 2025).

7. Services Revenues for 2025/26 Financial Year (Appendix 3)

Services Delivery Manager

To consider: the officers' proposals for Service Revenues for FY 2025/26 and allotments revenue for FY 2026/27.

8. Victoria Park Café Project Update (Appendix 4)

Services Delivery Manager

To note: the minutes of the Victoria Park Sub Committee minutes and next steps of the project and estimated timescales.

9. Services Delivery Manager's Report (Appendix 5)

Services Delivery Manager

To note: the contents of the Services Delivery Manager's Report.

10. Cemetery Working Group

To consider: the formation of a working group to review future strategic options as a burial authority

Services Delivery Manager

11. Market Working Group (Appendix 6)

Chair

To note: the minutes of the Market Working Group Meeting of 19th September 2024.

12. Green Spaces Working Group (Appendix 7)

Chair

To note: the minutes of the Working Group Meetings since the 10th September 2024.

13. Victoria Park Adventure Golf (Appendix 8)

Services Delivery Manager

To note: the proposed lease renewal for the Adventure Golf facility for a five-year term with a mid-point rent review based on CPI.

14. Community Services Committee 24/25 Forward Work Programme (Appendix 9)

Chair

To note and invite members: to raise any additional items for consideration for the next meeting.

15. Next Meeting date: is Monday 10th March 2025.

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

**MINUTES OF A MEETING OF THE COMMUNITY SERVICES COMMITTEE
HELD IN THE COUNCIL CHAMBER, TOWN HALL, MARKET PLACE, NEWBURY
ON MONDAY 16 SEPTEMBER 2024 AT 7.30PM**

PRESENT

Councillors: Billy Drummond (sub), Nigel Foot, Chris Hood, Roger Hunneman, Ian Jee, David Marsh, Vaughan Miller (Chairperson), Sarah Slack, Graham Storey (sub) and Meg Thomas.

In Attendance

Martin Kavanagh, Services Delivery Manager
Caroline Edmunds Community Services Officer
Tina Sukhatska, Community Services Officer

1. APOLOGIES FOR ABSENCE

Cllrs Martha Vickers (substitute Billy Drummond), David Marsh (substitute Graham Storey) & Vera Barnett (attended via Zoom).

2. DECLARATIONS OF INTEREST AND DISPENSATIONS

The Services Delivery Manager declared that Councillors Nigel Foot and Billy Drummond are also Members of West Berkshire Council, which is declared as a general interest on their behalf and a dispensation is in place to allow them to partake in discussions relating to West Berkshire Council business.

3. APPROVAL OF PREVIOUS MEETING MINUTES

PROPOSED: Councillor Nigel Foot

SECONDED: Councillor Billy Drummond

RESOLVED: That the minutes of the meeting of the Community Services Committee held on Monday 22 July 2024 are approved and signed by the Chairperson.

4. QUESTIONS AND PETITIONS FROM MEMBERS OF THE PUBLIC

There were none.

5. MEMBERS' QUESTIONS AND PETITIONS

There were none.

6. SERVICES DELIVERY MANAGER'S REPORT

The contents of the Services Manager's Report were noted, in particular the Climate Emergency Working Group request to adopt the Events Charter from 'Plastic Free Newbury'.

The next stage is for a format to be created which will be reviewed at the next CS Committee Meeting for consideration.

7. VICTORIA PARK CAFÉ PROJECT UPDATE

The next steps for the project were noted together with estimated timescales as noted in Appendix 3 of the agenda.

It was agreed that a regular meeting of the Victoria Park Sub-Committee will be arranged monthly going forward starting mid-October 2024, week commencing 14 October to update and consult on the project.

The minutes of these meetings will be added to the NTC website promptly following each meeting (within 3 working days) to ensure there is a public record with the progression of the project.

8. FLOOD AUTHORITY, ENVIRONMENT AGENCY AND OUR ROLE AND RESPONSIBILITIES

It was confirmed that Newbury Town Council have no authority regarding flood defence.

NTC does, however, have riparian rights for the south-west bank of the river in Shaw between the road bridge at the northern end of Walton Way to the first wooden pedestrian bridge as you walk Southeast along the cycle path.

NTC are currently actively engaged with the Environment Agency with regards to reinstatement works to repair the riverbank which has become eroded (under NTC Riparian Rights).

Cllr Nigel Foot confirmed that he would bring this particular area of concern to the attention of West Berkshire Council. He has already been in discussions with the Environment Agency in this regard.

It was requested that any further to enquiries to NTC regarding Flood Defence issues should be referred to West Berkshire Council in the first instance.

It was further agreed that it would be useful to add some water safety information to the NTC Social Media pages.

9. WASH COMMON CONSULTATION PHASE TWO/GREEN FLAG STATUS

The planned flood alleviation works in 2024/25 and the proposed vehicular access changes across Historic England Scheduled Monument Areas were noted.

It was confirmed that ditch clearing works (to the section along the school fence / eastern boundary of the allotment site), would be starting this week, and the spoil from the ditch has been offered to allotment tenants at Wash Common with some already keen to take up the offer.

It was also agreed that NTC will contact Thames Water with regard to the access to the Water Tower and the program of works required in the future, including their (TW) contribution to the costs.

10. COMMUNITY SERVICES COMMITTEE 24/25 FORWARD WORK PROGRAMME

The Forward Work programme was noted with one amendment. To include as a standing agenda item, the inclusion of the minutes of the Green Spaces Working Group Minutes.

11. NEXT MEETING DATE

Agreed as Monday 9th December 2024 at 7:30 pm

THERE BEING NO OTHER BUSINESS, THE CHAIRPERSON THANKED ALL THOSE IN ATTENDANCE AND DECLARED THE MEETING CLOSED AT 21:08

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

Newbury Town Council

Public Report

To: Community Services Committee

Date of meeting: 9th December 2024

Agenda item No. Appendix

To Recommend: Service Revenues Proposal for FY 2025/26 (incl. Allotments FY 2026/27)

Cemetery Charges - Officers recommend a 2.6% increase across all charges in line with Consumer Price Inflation figures (CPI) (Release date: 16 October 2024). See table below.

	2024/25	2025/26 Charges Rounded after CPI 2.6%	2024/25	2025/26 Charges Rounded after CPI 2.6%
Purchase of Rights	In-Parish		Out of Parish	
<i>Exclusive right of burial for the period of 100 years in an ordinary grave</i>	£526	£540	£1515	£1554
<i>Exclusive right of burial for the period of 100 years in a selected grave</i>	£1031	£1058	£3030	£3109
<i>Purchase of plot 0.6m x 0.6m for Interment of cremated remains</i>	£181	£186	£531	£545
<i>Purchase of a plot 0.6m x 1.2m as a baby or child's grave</i>	£181	£186	£526	£540
Interments				
<i>In an 'Ordinary' grave of a body of a stillborn child</i>	£92	£94	£276	£283
<i>In an 'Ordinary' grave of a body of a Person exceeding one month but under 14 years</i>	£152	£156	£436	£447
<i>In an 'Ordinary' grave of a Person exceeding 14 years</i>	£330	£338	£1020	£1047
<i>In a 'Selected' grave of a body of a stillborn child</i>	£181	£186	£526	£540
<i>In a 'Selected' grave of a body of a Person exceeding one month but under 14 years</i>	£281	£288	£834	£856
<i>In a 'Selected' grave of a body of a Person exceeding 14 years</i>	£425	£436	£1222	£1254
<i>Interment of ashes</i>	£181	£186	£510	£523
<i>Ground work preparation by Council staff for the interment of ashes</i>	£106	£109	£106	£109
Ancillary / Other Charges				
<i>Use of Cemetery Chapel</i>	£96	£98	£255	£262
<i>Transferring deeds of rights of burial</i>	£53	£54	£53	£54

Cemetery Charges continued

Memorials	2024/25	2025/26 Charges Rounded after CPI 2.6%	2024/25	2025/26 Charges Rounded after CPI 2.6%
	In-Parish		Out of Parish	
<i>Right to erect a headstone, cross, Monument or any other memorial</i>	£197	£202	£579	£594
<i>Right to place an inscribed vase at the grave head position</i>	£53	£54	£154	£158
<i>Right to place a memorial on a cremated remains plot not exceeding 500mm (1' 8") in height above ground level</i>	£53	£54	£154	£158
<i>Additional inscription</i>	£27	£28	£90	£92

Market Charges – Officers recommend a 2.6% increase across all charges for example a 3m x 3m pitch on a casual basis will increase from £27 per day to £27.70 per day and for traders who pay monthly in advance the cost will increase from £17.50 per day to £18 per day for the standard daily rate.

Football Charges – Officers recommend a 2.6% increase (rounded to the nearest 50p)

	Current	2025/26
Adult Block bookings:	£75	£77
I would also propose the following for under 18s:		
	Current	2025/26
Full pitch or two 5-a-side pitches	£25	£26
Single small pitch (7-a-side pitch)	£15	£15.50

Allotment Charges

In 2013 the Community Services Committee agreed that in line with most other allotment authorities, we should, from 2015-16 onwards, give a year's notice of any change in allotment service charges, as opposed to the previous 2 months' notice.

Newbury Town Council would like to implement a concessionary rate for 2026, this will be based on the structure adopted by Thatcham Town Council, they utilise an online document found [here](#). They offer concessionary rate of 50% for tenants who qualify. To qualify for this reduction a tenant must be receiving any of the following:

- Universal Credit
- Attendance Allowance
- Carer's Allowance
- Constant Attendance Allowance
- Disability Living Allowance
- Employment Support Allowance
- Housing Benefit
- Income Support
- Incapacity Benefit
- Income Support
- JSA
- Industrial Injuries Disablement Benefit
- Lone Pensioner Allowance
- Pension Credit
- Personal Independence Payment
- War Disablement Pension

Be a:

- Full Time Student

To Receive a 20% reduction in rent you must be receiving:

- State Pension
- Child Tax Credit
- Working Tax Credit

These forms require a person to make the declaration and not fully means assessed by Council Officers.

When Reviewing Rent Newbury Town Council will adopt the principle of what a **Tenant can be reasonably expected to pay**.

NTC has been looking at the following options to assess rent:

Rent as a proportion of the median individual salary, this figure represents a hypothetical tenant rather than actual tenants of NTC Allotments. If we adopt this principle, then the rent for FY 2024 represents 0.29% of an individual's Gross Salary. Below is a comparison of other local authorities and the rent of their allotments.

Location	Price per 10 pole	Median salary (individual)	Cost as a % of gross salary
Newbury	£122.50	£42K	0.29%
Sheffield	£192	£35K	0.54%

Plymouth	£192	£33K	0.58%
Bristol	£129	£36.1K	0.36%
Nottingham	£178	£30.2K	0.59%
Bath and Northeast Somerset	£227	£34.6K	0.66%
Melksham	£50 (not confirmed that size is ten pole)	£33.9K	0.15%
Wilmslow	£50 (for 10 pole)	£34.4K	0.15%
North Horsham	£35 (for full plot not confirmed this is 10pole)	£33K	0.1%
Sevenoaks	£55 (bradbourne) £57.5 (Quakers hall)	£31.9K	0.17% (Bradbourne) 0.18% (Quakers)
Alton Town Council	£60 plus £30 admin fee (only do 5poles)	£33K	0.18%
Bournemouth Christchurch and Poole	£242	£33.2K	0.73%

If Council adopts this approach of setting rents as a proportion of income, then the Council would recommend that an upper limit is set of the maximum that rent would be no more than 0.5% of the median income.

An alternate method of assessing rent is as follows; by utilising a 30-council cohort is representative of Newbury Town Council and for the 2025 growing season the statistics for the rent charged by the councils of this cohort for a ten-pole plot are a median of £67.25 (call this R₂) with an inter-quartile range between £50.00 (call this R₁) and £83.75 (call this R₃). The net annual household income by middle layer super output area (MSOA), England and Wales, for financial year ending March 2020 is a potential measure of what people earn around the country and the average of this measure for the five MSAOs that cover the parish of Newbury with some overlap into neighbouring parishes is £40,840 (call this I). The national median of this measure is £34,500 (call this I₂) with an inter-quartile range from £30,200 (call this I₁) to £39,500 (call this I₃).

Therefore if the allotment rent (call this R) of the parish should be in proportion to the net household income of the parish then the following formula for the allotment rent when the parish income is above the national median would be

$$R = R_2 + (R_3 - R_2) * (I - I_2) / (I_3 - I_2)$$

and when the parish income is below the national median the formula is

$$R = R_1 + (R_2 - R_1) * (I - I_1) / (I_2 - I_1)$$

This method requires two formulas because the median does not sit mid-way between the upper and lower quartile depending on whether the income is above or below the median value.

Newbury's household income is above the national median so the allotment rent for Newbury is given as:

$$R = £67.25 + (£83.75 - £67.25) * (£40,840 - £34,500) / (£39,500 - £34,500) = £88.172$$

That's a rate of £8.82 per pole, this is a reduction of rent and would equate to a loss of income of around

£10,000 per annum. However, this would be offset by the Social Return on Investment that comes with providing the allotments to the public through regular gardening.

Officers recommend an increase for FY 2026/27 for Newbury Parish Residents from 52p per sq. metre to 53p per sq. metre, equivalent to £13.25 per pole, for a 10-pole plot this equates to 0.31% of a potential tenant's gross income.

Recommendation

Going forward as part of the rent setting process, it is recommended that a working group involving officers and allotment tenants/associations is set up to review and recommend allotment rents.

PROPOSED WORKING GROUP TERMS OF REFERENCE



Terms of Reference for the Newbury Allotment Working Group

Governance: The Community Services Committee.

Purpose: To bring together representatives of Newbury Town Council (the Council) with representatives of Newbury's allotment tenants to improve service delivery.

Members: 3 Councillors, to be appointed by Community Services

6 Members of the various allotments, to be invited by NTC

The membership will be a cross-section of the Newbury Allotment associations and Tenants and 3 Councillors from the Community Services Committee.

The Working Group may recruit additional members if considered necessary.

If a member of the Newbury Allotment Working Group (referred to as WG hereafter) fails to attend 3 consecutive meetings without sending prior apologies, the member will be deemed to have resigned from the WG, unless otherwise agreed by the WG. Any member may resign from the WG provided they give written notice of their resignation to the Chairperson.

Steering Group Roles:

Chairperson and Deputy-Chairperson

The Chairperson and Deputy-Chairperson can be any member of the Steering Group, elected to the position by the Steering Group.

The Chairperson's principal duties are to oversee the smooth running of meetings.

Should the Chairperson be unable to attend any meeting of the SG, the Deputy-Chairperson will chair the meeting.

Quorum:

4 of the official group membership, including at least 1 Councillor and 3 non-Councillors.

Tasks and Deliverables:

To:

- Develop an Allotment Strategy for Newbury Town Council
- Carry out a bench marking exercise of allotment fees and charges.
- Assess water charges, water conservation and usage.
- To understand expenditure budgets and resources allocated to allotments.
- Ensure current rules and regulations are fit for purpose.
- Explore ways to reduce waiting lists and ensure 100% tenancy of all Council managed sites.
- Understand and define the role of site representatives, associations, and the allotment forum.
- Look at reoccurring issues on allotment sites such as waste management.
- Agree forward work programmes for allotments.

Declaration of Interests:

All members of the WG will agree to declare any pecuniary, non-pecuniary, or personal interests that may be perceived as being relevant to any decision of the WG.

- 'interests' include public issues that individuals have championed in the past, work or social commitments to a group or issue, ownership of land or a business that is connected with Newbury Allotments, or any other matter that might be considered relevant
- Such interests shall be recorded and made publicly available.

Conduct:

All members of the WG will agree to the following:

- that members will seek to put the interest of the Newbury Community before their own,
- that members will fairly represent all sectors of the Newbury community,
- agree to be bound by the Seven Principles of Public Life (the 'Nolan Principles'),
 - Selflessness,
 - Integrity,
 - Objectivity,
 - Accountability,

- Openness,
- Honesty,
- Leadership.
- that members will register their apologies and an explanation as to their non-attendance of any scheduled meetings wherever possible,
- that members will participate fully, constructively, and complete any agreed tasks between meetings,
- that members will maintain the good reputation of the Newbury Allotment Working Group,
- that members will treat all staff and other members respectfully,
- that members will not communicate with the press or via social media about the WG in their role as members of the WG without prior agreement of the Chairperson of the WG and the NTC CEO.
- And that members will read the papers and being prepared for meetings

Finance:

All grants and funding will be applied for and held by the NTC. These funds are earmarked for NDP related expenditure only.

Dissolution

The Working Group may be dissolved by resolution at a general meeting, and while there is no expectation that the Working Group shall have assets or money on account, should the Working Group be dissolved any money remaining after any outstanding debts have been paid and any assets of the Working Group shall be donated to the Council to be applied to the provision of the allotment service or else disposed of as the co-chairs agree is appropriate.

Meetings

Ordinary general meetings shall be held quarterly on a Wednesday.

Any member of the WG may ask for an item to be put on the agenda.

Rules of Procedure for meetings

All questions that arise at a meeting shall be discussed openly and the meeting shall seek to find a position that everyone present can agree to.

If a consensus cannot be reached and a decision is required a vote shall be taken.

The WG is not primarily a decision-making body but where a decision is required it shall be made by a simple majority of members present with the exception of motions to amend this Constitution and Rules of Procedure which require the support of two-thirds of attendees.

The minutes shall record a description of each agenda item, any actions on members, any resolution, and any further necessary information.

Resources and Budget:

Uses NTC meeting rooms, administration resources, and Officer time as approved by the P&H Committee.

The NDP SG has authority to expend any budget allocated to it by P&H. Such expenditure will be carried out in accordance with NTC Financial regulations.

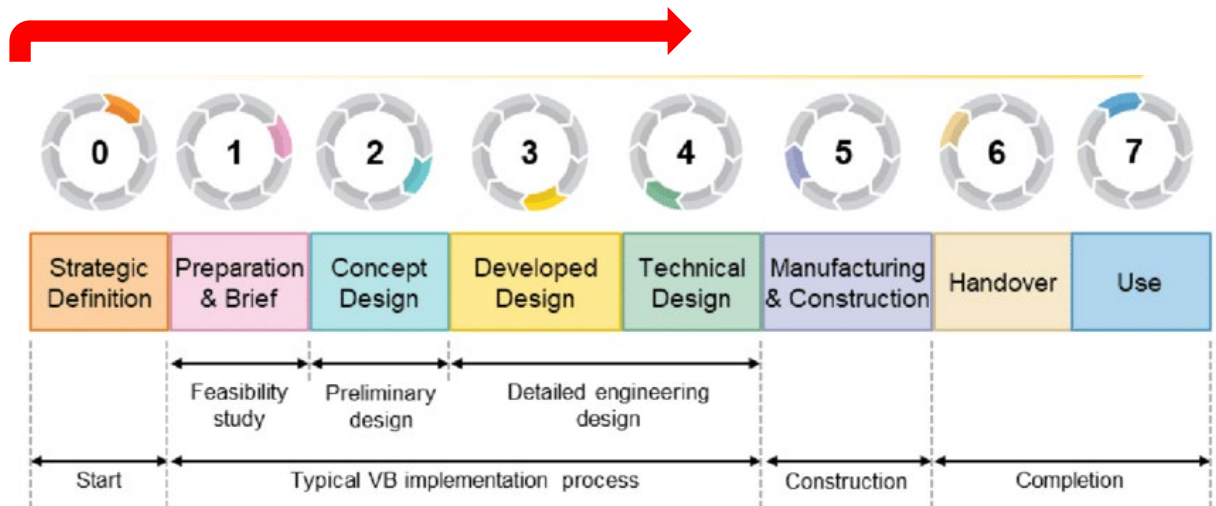
NTC will administer all funding and payments according to its financial regulations.

Victoria Park Café Project – Update of 28.11.24

The Work Plan (RIBA model), consists of eight stages, numbered 0 to 7. Each stage represents a phase in the project lifecycle and is designed to ensure that all aspects of the project are considered and addressed in an efficient and timely manner.

1. **RIBA Stage 0: Strategic Definition** – In this stage, the project’s objectives, constraints, and requirements are defined. Stakeholders are identified, and their needs and expectations are considered.
2. **RIBA Stage 1: Preparation and Brief** – The project brief is developed, outlining the client’s requirements, project scope, and key performance indicators. A feasibility study may be conducted to assess the project’s viability.
3. **RIBA Stage 2: Concept Design** – Initial design concepts are developed, and the preferred design solution is chosen. This stage includes preliminary cost estimates and risk assessments.
4. **RIBA Stage 3: Spatial Coordination** – The chosen design concept is developed into a coordinated architectural, structural, and services design. This stage includes the preparation of planning applications, building regulations submissions, and detailed cost estimates.
5. **RIBA Stage 4: Technical Design** – Technical details are finalised, including specifications, schedules, and drawings. The design is coordinated with other disciplines, and any necessary adjustments are made.
6. **RIBA Stage 5: Construction** – The project is constructed according to the technical design, with regular site inspections and progress reports to ensure quality and compliance with the design.
7. **RIBA Stage 6: Handover and Closeout** – The project is handed over to the client after construction. Any defects or issues are rectified, and final documentation is provided.
8. **RIBA Stage 7: In Use** – The performance of the completed project is monitored and evaluated. Feedback is collected to inform future projects and improve the design process.

We are here...



RIBA Stage 0: Strategic Definition - Completed

RIBA Stage 1: Preparation and Brief – Completed

RIBA Stage 2: Concept Design – Completed

RIBA Stage 3: Spatial Coordination – Completed

RIBA Stage 4: Technical Design - We are here!

- The Planning Application has been submitted to WBC
- Multi discipline schedules in place
- Tender documents at first draft stage (awaiting planning outcome, before finalising)

Please refer to display boards in the Chamber for the final Café drawings presented in the Planning Pack to WBC.

Timescales

Some of our planned activities have slipped between two or four weeks, once we have planning consent, we will then revise the timescale plan.

Next Steps

On receipt of planning approval we will going to invitation to tender within one week. Thereafter members will consider the tenders received, please note this may involve extraordinary meetings to keep timescales to a minimum.

Then

RIBA Stage 5: Construction – The project is constructed according to the technical design, with regular site inspections and progress reports to ensure quality and compliance with the design. Members will be invited to these site inspections as we progress.

PR

To keep all interested parties aware of our progress once planning consent is given, we will publish updates on our website and other digital media in addition to press releases.

MK

Services Delivery Manager Report Dec 24

Community Services Maintenance Vehicle

I am pleased to report the maintenance team who primarily look after all of the grounds, playparks open spaces, cemeteries, allotments, Town Hall and Victoria Park to name but a few. As of the 1st November are the proud users of the Newbury Town Council electric powered small van, to facilitate their work and improve efficiencies. This clearly demonstrates our continued commitment to the environment. In addition, this twinned with our recent decision to change to a new green electricity supplier reduces our carbon footprint in line with our strategic objective of carbon neutral by 2030 further. We have received positive feedback since our press release on the vehicle. Our press release on this has been well received MK

Grounds Maintenance Contract

The contractor continues to meet all Key Performance Indicators (KPI's) and officers have regular monitoring meetings to ensure standards are consistently met. We are particularly pleased to report our waste and recycling figures for the last three months is slightly higher at 75.6%
The above figures would equate to 90%+ of our recyclable materials being processed

This figure is most welcome as this figure is the first results since we introduced 8 additional dog waste bins from WBC, thus increasing our capacity to collect non-recyclable waste which we anticipated would reduce our recycle rates. (Dog waste cannot be recycled, it is incinerated in a waste heat plant used for electricity generation.

Football Pitches & Changing Rooms at City Recreation Ground and Wash Common are currently suffering from the significant rainfall we have endured over the last three months including two significant storms. This has led to the pitches on occasion being deemed unplayable. **Victoria Park** pitch is fairing better with CSA 07 continuing to play there. Feedback from CSA 07 is they are extremely pleased with the pitch and are considering closer ties with NTC to enable the pitch to support the older age groups (transitional development) within the football club. Councilor Miller was instrumental in the relationship with CSA 07 which has led to this point.

Victoria Park Vandalism

Regrettably assets in Victoria Park continue to be vandalised. The temporary toilet facilities have been vandalised once again and have now been removed and the air raid shelter has been broken into and items taken (now recovered). A further attempt to break in once more failed but caused significant damage. Sadly this follows on from the changing room doors at City Recreation Ground being vandalised in September.

The Wharf Car Park and the Peace Garden, WBC contractors started this project in early November to enhance the garden aspect and carry out remedial works to the south side of the canal bank. This has temporarily cut off our access to the NTC parking bays and charging point for the new vehicle. The projected timeline is our carparking we be available to us weather dependent mid Jan to beginning of February 25. It is anticipated that WBC will devolve this asset to NTC around April 25.

Hedges, this time of year we always receive requests to cut back hedges or trim back overhanging trees (not necessarily our trees incidentally). Should councilors be approached on this subject we have budget approved planned works across the parish specifically for this in our grounds maintenance program scheduled Q4 24 / Q1 25.

Other seasonal works, the parish grit bins, top up /refills are underway and a stock of additional de-icing salt is in stock should a mid winter refill be necessary

Town Hall

Roof structure

We have had a failure of a plaster decorative strip on the ceiling in the civic staircase area, initial investigations suggested areas of the roof need to be removed to facilitate access to the structural beams.

So far we have identified areas of water damage to the minor load bearing elements of the structure and other minor problems are becoming evident as we inspect further. We have taken corrective action to ensure the stability and safety of the roof and ceiling.

However, due to the exceptional weather events, it is not appropriate currently to strip any further sections of the roof to investigate/facilitate repairs in the short term. We anticipate the current scaffolding in the civic staircase will remain for another two months. Apologies for this inconvenience and as soon as we can, we will remove the scaffolding.

Funding of these repairs will be from the existing EMR and should not have an impact on the precept.

Shaw Cemetery

See Agenda Item 10

Newtown Road Cemetery

The Chapel has had remedial works completed to the structure to prevent further penetrating damp. Dehumidifiers will dry out the structure in readiness for reinstatement of plasterworks and redecoration. The north gate of central access gates is now secured by chain and padlock. Existing keys in circulation will open this padlock.

Newbury Market

See Agenda Item 11

Following the appointment of a replacement member of the CS Officer Team and a handover period. Marketing and promotion of the market will re-commence, initially with the re-introduction of the Market Working Group. Its next meeting is scheduled for the 19th of September 2024.

Allotments

Wash Common Allotments. flood elevation works to the north south ditch were completed as planned and limited clean out of some sections of the north ditch have proved to be draining water away once again at a much-enhanced rate than before. Extreme weather events however (two storms) have once again led to flooding on the recreational ground in front of the allotments.

Working Group Requests

Events Charter (Single Plastics Use)

The CESC The group are recommending we adopt this format across our Events, NTH bookings, Markets and positively promote this initiative.

Keep The Date

One for your diaries, please note the **Family Fun Day in Victoria Park** is to be held on SUNDAY 1st JUNE 2025. As you may already know this event can only take place with member assistance on the day so please confirm your availability as soon as possible to Caroline Edmunds in Community Services.

caroline.edmunds@newbury.gov.uk



MARKET WORKING GROUP
Thursday 19 September 3:30pm
Council Chamber, Town Hall
Market Place, Newbury

MINUTES

IN ATTENDANCE:

Cllrs Martha Vickers, Vaughan Miller.
Debbie Smith & Malcolm Smith, Market Managers
Warwick Heskins Newbury BID Chair
Richard Farley, Newbury BID Deputy Chair
Liam Sheppard, Newbury BID

Toby Miles-Mallowan – NTC CEO
Jo Aylott – NTC Civic Manager
Caroline Edmunds – Community Services Officer
Tina Sukhatska – Community Services Officer
Gareth Dowding – West Berkshire Council Traffic & Road Safety

Trish Willetts (Newbury BID via ZOOM)
Cllr David Marsh (via ZOOM)

1. ELECTION OF MARKET WORKING GROUP CHAIRPERSON AND DEPUTY CHAIRPERSON

PROPOSED: Cllr Martha Vickers
SECONDED: Toby Miles-Mallowan
RESOLVED: That Cllr Vaughan Miller be elected as Chairperson.

PROPOSED: Cllr Vaughan Miller
SECONDED: Cllr Martha Vickers
RESOLVED: That Cllr David Marsh be elected as Deputy Chairperson

2. INTRODUCTIONS & APOLOGIES

Apologies received from Cllr Gary Norman, Leader of the Council.

3. NOTE TERMS OF REFERENCE AS AGREED AT COMMUNITY SERVICES MEETING

The terms of reference were noted.

4. UPDATE FROM MARKET MANAGER ON CURRENT VIEW AT THE MARKET ON THURSDAYS AND SATURDAYS

The Market Managers updated the group on their current view of the how the Markets were going. From their point of view the Market was doing ok considering footfall at present.

- Thursdays and Saturdays vary quite a lot with footfall.
- They have visited other nearby midweek town Markets for comparison recently:
Marlborough - 5 stalls.
Frome traditional Market – 8 stalls
- Traders tend to get through the summer then we usually receive a number of enquiries for new traders going forward and have had some already with a couple of new stalls starting recently.
- Thursdays very much turning into a food market on a Thursday – fresh food.
- Our fresh fish sellers have been off for a couple of weeks but will be returning next week.

There was discussion regarding the history of stalls being placed into Northbrook Street and Bartholomew Street. This was part of the NTC Strategy a number of years ago, and the fruit stall in Northbrook Street is the only one left, after Council's request that all new stalls are now put into the Market Place only.

It was stated that Thatcham Town Council are negotiating with private car parks for free parking on a Market Day. Newbury does not have the same kind of opportunity.

There was discussion regarding the layout of the Market and how it could be improved.

The Market Managers stated that the layout is largely set by the electricity points which were installed in 2006 and were very much in need of a full upgrade. Some are not working and finding it difficult to find parts for it. It was confirmed that they have all been recently tested and are safe, but some sockets have been put out of action.

There was suggestion that 'Commando sockets' on lamp columns could be investigated with WBC as this would give more flexibility with electricity points for traders.

The Market Managers offered to look at some other good designs and how it could work if it was moved around. There was agreement that the layouts of Markets should be studied to see how would best showcase the Markets.

Action: CEO to look into best practices for Market layouts in market squares

Thursdays and Saturday are different layouts with some different traders attending. There are more stalls on a Saturday.

5. BID UPDATE

Trish Willetts, BID Consultant confirmed that they had closed contract with LSD, the previous Artisan Market provider and have brought on new Artisan Market operators who started in June and the event is going well.

Vegan Market – twice a year next one 17 November 2024

The BID team are hoping to bring in an 'Antique Market' starting in 2025, proposals ongoing.

Christmas Artisan Market – Saturday 16 November, in Northbrook Street as part of Christmas Lights Switch on event.

It was confirmed that the Market Managers and NTC have worked with the BID to agree that the regular Saturday traders in the Market Place will leave early (gone by 3pm) on Saturday 16 November to enable the Christmas Lights Switch on Event to take place.

The BID is hoping to hold an evening Market on 13 & 14 December. It was noted that the Charter Market will be in the Market Place on the Saturday and therefore the Market Place will be available after 5pm for set up if this were to be able to take place.

Confirmation is required from the BID team for the proposals for Saturday 14 December as early as possible. The original discussions stated that the Christmas Market stalls would be in Northbrook Street on this date and therefore would not impact the Market Place.

Buskers – there have been some issues regarding the levels of sounds for buskers coming into the Town.

The BID team are looking to formalise 3 'busking spots' for the future which are clearly defined. One of these places would be in the Market Place. It was agreed that the BID

team and NTC Market Managers will need to co-ordinate where exactly this would be going forward.

Auditions for buskers were being held on 8 & 9 October at the Newbury Pub. The successful buskers will be then licensed and have agreement from the BID to play. They are working with the Good Vibes Music Academy.

The BID team confirmed that they have another member of staff starting with them and they will then be able to operate 7 days a week.

6. ANY OTHER IDEAS TO IMPROVE THE MARKET FOR THE BENEFIT OF THE COMMUNITY

Suggestions included Charity stalls – special ‘charity days’ could take place

(Note: we currently offer Charities a free pitch, we provide a gazebo. This is currently just one per week as we only have the facility for one gazebo)

Reviewing the currently layout – as noted in item 4

NTC CEO stated that every Market in the town is run as a result of the Charter that we have. Working collaboratively and including every Market under one ‘brand’ as ‘Newbury’s Markets’ would enhance all of the Markets and give a more dynamic customer experience for visitors to the Town.

There are some key events that NTC would like to link to the Markets. i.e VE Day and a Food Festival in the Market Place where local restaurants could take part and invite local chefs to ‘showcase’ their skills.

7. CONSIDER LONGER TERM PROVISION

NTC need to discuss with WBC the provision for the Market Agreement going forward as the current License is due for renewal in 2027.

8. AOB

NTC would be interested in setting up a Dragon’s Den approach to Market enterprise, in collaboration with the BID with young people being mentored by local businesses and/or traders.

A ‘winner’ could be offered a free Market pitch for a period of time whilst they become established. This could offer a great Marketing opportunity for the Markets.

MEETING CLOSED AT 17:09

Next Meeting date proposed as: Thursday 30 January at 3:30pm, Council Chamber

Newbury Green Spaces / in Bloom Working Group
9th October 2024 6.30 pm

DRAFT Minutes

Present: **Councillors:** Ian Jee, Sarah Slack Via zoom, Vera Barnett, Nigel Foot

Members: David Fenn, Susan Millington, Tony Hammond, Sukey Russel-Hayward, Jon Gage.

Apologies. Cllr David Marsh, Martha Vickers, Vaughan Miller, Jon Gage, Paul Barker, Fran Lawton,

1. Minutes

Minutes of 4th September 2024 were approved and the notes of the 11th July were noted.

2. In Bloom Update

Agenda items Updated and or held over from the last meeting.

a) NIB Presentation feedback

Mainly positive feed back by all who attended on the evening some minor improvements were suggested by Sukey-

- To have an area on the auditorium floor for the mayor to meet those who cant meet up on stage, maybe a second flower arrangement for photos.
- Feedback to be provided by judges for each entry in the category areas for improvement.
- Time run over and a limit should be set for speeches made by judging panels.

Action- To review these suggestions as part of plans for next years presentation evening.

b) NIB 2025

The group voted on continuing with the competition for 2025 and agreed to continue.

Action- propose to the community services committee that relevant funding is made available for the competition to happen again in 2025.

c) Thames and Chiltern 2025

The group voted on whether we should make preparations for an entry into Thames and Chiltern in bloom for 2025 and they agreed to put the recommendation forward to the CS committee for approval depending on relevant budget.

Action – Propose to the community services committee that Newbury enters into Britain in Bloom in 2025. James to provide details to committee on expected expenditure.

3. Bulb Planting Middle close/Glendale Avenue 13th October & Walton Way and Orchardene 17th November

James explained that the bulbs were on order and everything was planned for the weekend. Sarah, Tony and Susan would be attending to support from the working group.

4. Stryker hedge planting day 21st November

The group discussed the project and James gave details on the sponsorship received by Stryker and the plan for the day. Timings were still being arranged and James was to circulate once they had been confirmed.

5. Tree planting Fifth Rd Playground and St Barts School 8th December

Contact with the SEWA group sponsoring the trees had become difficult in the last few weeks and hope this project would continue, James had penciled in the planting date with the group and the school he was now arranging for the trees to be bought.
Action – James to provide update at next meeting on progress for the planting.

6. Newbury Nature Corridor Update

Newbury Nature corridor won the environment and conservation award at the Newbury Show, interactions were good over the weekend for promoting their cause. No new developments but are in contact with Bloor homes regarding their homes for nature campaign which sets out environmental pathways as part of their building schemes with some of Sandleford East aligning with the corridor.

Also mentioned a community gardening day at John Rankin School on the 19th October if any of the group was able to attend and assist with knowledge and expertise.

7. Secret Garden Project Update

No developments to report, looking to have discussions with NTC/CRT about redoing the pathway around lock Island to improve accessibility, Also still plan for the wheelchair accessible beds to be installed in the spring along lock stock side of the Island.

8. AOB

Tony gave an update on Growing Newbury Greens activities they harvested 3 of the community orchards recently and offered the produce to local residents via door knocking and then any excess was donated to the Newbury food larders.

Note – The group passed there thanks onto Toby and the volunteers of Growing Newbury Green for all there continued hard work in engaging the community in the orchard scheme.

David Fenn also passed on that the allotment tenants of Wash Common Allotments had been donating readily to the local food banks over the summer aswell.

Sarah asked about the councils approach in switching there planting to perennials and autumn flowering plants such as Sedums to give year round colour.

James explained that there was plans to change the displays on Old Hospital Green to Perennials this coming spring and that he would make sure that some autumn flowering plants were part of the design.

Date of next meeting

13th November 2024

Meeting Closed at 8.30pm

James D Heasman

Parks and Open Spaces Supervisor

Newbury Green Spaces / in Bloom Working Group
13th November 2024 6.30 pm

DRAFT Minutes

Present: **Councillors:** Ian Jee, Sarah Slack Via zoom, Vera Barnett, Nigel Foot
Members: David Fenn, Susan Millington, Tony Hammond, Sukey Russel-Hayward, Jon Gage.

Apologies. Cllr David Marsh, Martha Vickers, Vaughan Miller, Jon Gage, Paul Barker, Fran Lawton,

1. Minutes

Minutes of 9th October 2024 were approved with one minor change.

2. In Bloom Update

Agenda items Updated and or held over from the last meeting.

a) NIB 2025

The group agreed to look at the access for the corn exchange for next years competition for those who are infirm using the staircase to access the stairs. They agreed to start looking at the competition in the next meeting in regards to categories and launch.

b) Thames and Chiltern route plan 2025

James provided a draft route plan for the group to look at for the route. They agreed that at this point it would form the basis of the route for next years T&CIB entry.

Action – James and Paul to walk route to look at elements too be improved by third parties. James to contact WBC about whether they will be willing to make amendments for the day.

Action – Lower Raymond Almshouse, Hospital Garden and the meadows at WBC to be approached to do videos for pre presentation for the judges. Sukey to assist with videos.

c) Thames and Chiltern in Bloom open evening for route participants.

James to progress information evening for the participants on the route to be held in January. To find a date preferably on a Wednesday evening and circulate to the group.

3. Walton Way and Orchardene 17th November

Bulbs had now been acquired for the weekend, Sarah and Ian said they would be in attendance and that they would talk to the war councilors about attending as well. Social media had been seen but it was asked whether we could push the volunteer days more on the platform.

4. Stryker hedge planting day 21st November

James had now had confirmation that the corporate day will be going ahead and the hedging is now on order. Susan gave confirmation that the friends of the earth planned to come and offer expertise to support with the planting. James already had the offer of 2 officers and 2 John O Conner staff members to assist on the day. 15+ expected from Stryker.

5. Tree planting Fifth Rd Playground and St Barts School 8th December

James gave an update that the trees are now on order and it is planned to go ahead on the 8th December at 10.00 starting at Fifth Rd Playground. Logistics at the school were still being worked on in relation to the planting of the trees on there land. James hopes that it will all come together or we may have to come up with a back up plan for where to plant the trees assigned for there.

6. Newbury Nature Corridor Update

Susan explained that off the back of their initial success that they are now working with other nature groups on potentially 2 new corridors in the Newbury area. One in Greenham and also another linking churches across Newbury.

7. Secret Garden Project Update

Bed repairs are planned for the spring including the one closest to the canal, they now have the funding to undertake this work. James explained a new initiative that the council are working with the community matters group to help facilitate duck food dispensers at Lock Island and Victoria Park.

This will help with some funding for the group to help with their activities.

8. AOB

Sarah asked whether we still planned to do the wildflower strips at St Georges Avenue in the spring. James explained that this was still on the agenda. Sarah and the Friends of the earth wished to do some promotion via door knocking closer to the time to promote the volunteer event.

Date of next meeting

11th December 2024 Short meeting main focus T&CIB info evening

Meeting Closed at 8.30pm

James D Heasman
Parks and Open Spaces Supervisor

“Victoria Park Adventure Golf” Lease Proposal

Background

This Leaseholder has enjoyed their previous lease term and had expressed an interest in collaborative working with the new operators of the Café. Sighting there is synergy between the two businesses. Child friendly events.

So we ask that the committee

To note , the provision of a new lease for “Victoria Park Adventure Golf” for a term of five years with a mid-point rent review clause. All existing other terms and obligations survive in full force and effect.

Projected additional Works Programme for Community Services for the Municipal Years 2024/25

Meeting Date	Subject
Community Services Committee Meetings	
Scheduled Committee Business	
8 th April 2024	<p>Allotment Survey Review</p> <p>Newbury Town Hall : Solar Project</p> <p>VP Streetlight Upgrade (see Agenda item 9 appendix 5)</p> <p>GSWG Review members, substitute member nomination and lay member composition</p> <p>To approve the GCWG Expenditure Proposal for FY 24/25</p> <p>Recommendation to receive a presentation regarding the Lockdown woods wildlife corridor by Susan Millington of GSWG</p> <p>WC Rec / Allotments progress drainage, footpath repairs/upgrade, info boards and HE exclusion zones.</p>
Recommendation: To note and agree any other items that Members resolve to add to the Forward Work Programme	
Suggested Forward Plan	
22nd July 2024	<p>Newbury in Bloom update</p> <p>Green Flag Improvements</p> <p>GM Contract update</p> <p>Green Fest in Victoria Park update – more information required?</p> <p>Wash Common Consultation update Phase2 – progress report.</p> <p>Nightingales project plan now linked to Playgrounds investment update – Post Annual External Inspection</p> <p>Fencing Victoria Park play area. Annual Review</p> <p>PV Solar Panels to Town Hall Roof project update</p> <p>Hutton Close, next steps following flower beds and tree planting</p> <p>Any Working Group Requests</p>
Recommendation: To note and agree any other items that Members resolve to add to the Forward Work Programme	
Suggested Forward Plan	
16 th September 2024	<p>GM Contract update</p> <p>Update Cemetery Land Issues</p> <p>Wash Common Consultation update Phase 2 – progress report.</p> <p>Nightingales project plan/ Playgrounds Update – now part of budget review report available early October.</p> <p>Salt bin rationalisation assessment</p> <p>Any Working Group Requests</p> <p>VP Adventure Golf Update</p> <p>VP Tennis Update</p> <p>VP Football Strategy and Facilities</p> <p>FY 25/26 Budget prepare wish list for consideration</p> <p>Winter Flood Risk and Riparian Rights and Obligations Current Status</p> <p>Café Update</p> <p>PV Solar Panels to Town Hall Roof project update</p>
Recommendation: To note and agree any other items that Members resolve to add to the Forward Work Programme	

Suggested Forward Plan

9th December 2024

FY 24/25 Complete Budget for P&R Review / Approval _done Agenda item
VP Kiosk/Cafe update -done
Asset Management Draft plan (10-year strategy paper) C/F to mar 25
Update Cemetery Land Issues - done Agenda item 10
Peace Gardens / Wharf – Transfer arrangements with WBC – done
Any Working Group Requests - done
Community Services KPI's update – C/F to mar 25
Nightingales project plan/ Playgrounds Update - C/F to mar 25

VP Adventure Golf Update - done
VP Tennis Update – data only just received from Tennis Group
PV Solar Panels to Town Hall Roof project update – done See SDM Report

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

Suggested Forward Plan

10th March 2025

VP Tennis Update – data only just received from Tennis Group in Dec 24
Asset Management Draft plan (10-year strategy paper) C/F to mar 25
Community Services KPI's update – C/F to mar 25
Nightingales project plan/ Playgrounds Update - C/F to mar 25
Update Cemetery Land Issues continue to support the working group to its outcome
Town Hall Survey report action plan for red items
Ensure contactless payment system in place for the wharf toilets
Support the Officers & CEO office move
Continue to support the CESC towards carbon net zero target for 2030

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

Martin Kavanagh
Dec 2024