

12 August 2021

**To:** The Leader and Deputy Leader; Cllrs Olivia Lewis; Jeff Beck; Nigel Foot; Chris Foster; Jon Gage; Roger Hunneman; David Marsh; Martha Vickers

**Substitutes:** Cllrs; Sue Farrant; Stephen Masters; Vaughan Miller; Erik Pattenden; Tony Vickers

**Also:** All Members of the Council for information.

Dear Councillor,

You are required to attend a meeting of the Community Services Committee to be held in the Council Chamber, Town Hall, Market Place, Newbury, on **Monday 20<sup>th</sup> September 2021 at 7.30pm**. This meeting is open to the Press and Public.

Yours sincerely,

**David Ingram**  
**Community Services Manager**

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## AGENDA

- 1. Apologies for Absence**  
Community Services Manager
- 2. Declarations of Interest and Dispensations**  
Chairperson  
**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)**  
Chairperson  
**To approve:** the minutes of a meeting of the Community Services Committee held on Monday 28<sup>th</sup> June 2021, already circulated, and as attached at Appendix 1.
- 4. Questions and Petitions from Members of the Public**  
Chairperson  
**Questions received from Paula Saunderson:**

- 1) “Will Newbury Town Council – as a manager and/or owner of land – resolve to meet the new requirements of the Central Government BNG Metric 3.0 for at least 10% BNG (Biodiversity Net Gain) when undertaking any changes to NTC managed or owned lands and buildings, including playgrounds, recreational areas, and all other public open spaces?”
  
- 2) “Will Newbury Town Council – as a manager and/or owner of land – resolve to incorporate the requirements of WBC SuDS (2018) SPD, specifically in respect of Principle 8, when undertaking any changes to NTC lands or buildings?”

## 5. **Members’ Questions and Petitions**

Chairperson

## 6. **Green Spaces Working Group - Newbury in Bloom (Appendix 2)**

Chairperson

**6.1 To note:** Mins of the Meetings of the GSWG of 21.7.21 and 21.9.21 set out in Appendix 2.1 and Appendix 2.2

**6.2 To approve:** the NiB (GSWG) Working Group Plan as set out in Appendix 2.3 subject to content of Community Managers Report, Appendix 3

**6.3** Approval of Terms of Reference of Green Spaces Working Group (Appendix 2.4)

**To resolve:** the Terms of Reference of the Green Spaces Working Group as set out in Appendix 2.4

## 7. **Community Services Managers Report (Appendix 3)**

Community Services Manager

### **Britain in Bloom**

Recommendation:

**7.1 to approve** the 2022, enter in Britain in Bloom competition to be managed by the Community Services Team under the direction of the Green Spaces Working Group

**7.2 to approve a** budgetary provision in the 2022/23 budget in a sum not to exceed £10,000 for this competition entry.

### **Newbury in Bloom**

Recommendation:

**7.3 to approve** the 2022 Newbury in Bloom Competition being held to be managed by the Community Services Team under the direction of the Green Spaces Working Group

**7.4 to approve** a budgetary provision in the 2022/23 budget in a sum not to exceed £10,000 for this competition to support Volunteer events, Judging & a prize giving event

### **Playgrounds**

**7.5 Recommendation:** to approve the release of an additional £17,000 for the provision on necessary repairs to equipment within the Council's 14 play areas.

**8. Wash Common Investment Consultation proposal update (Appendix 4)**

Chairperson

**8.1 To note:** the Consultation update and the returns made by the Public.

**9. Forward Work Programme for Community Services Committee 2021/22 (Appendix 5)**

Chairperson

**9.1 To note:** the Forward Work Programme subject to amendment following outcome of Council's new Strategy being adopted.

**9.2 To invite:** Members to raise any additional items for consideration.

**10. New Community Cafe facility – Victoria Park (Appendix 6)**

Community Services Manager

**10.1 To note:** current position with the Community Café Project.

**10.2 To give direction** to the Victoria Park Sub-Committee on the proposals if required.

***David W Ingram***

*Community Services Manager*

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

**MINUTES OF A MEETING OF THE COMMUNITY SERVICES COMMITTEE  
HELD IN THE COUNCIL CHAMBER, TOWN HALL, MARKET PLACE, NEWBURY  
ON MONDAY 28<sup>th</sup> OF JUNE 2021 AT 7.30PM**

**PRESENT**

Councillors Martin Colston; Olivia Lewis (Chair); Nigel Foot; Chris Foster; Tony Vickers; Roger Hunneman; Sarah Slack; and Martha Vickers (Vice-Chair), and David Marsh

**In Attendance**

David Ingram, Community Services Manager  
Darius Zarazel, Democratic Services Officer

**1. APOLOGIES FOR ABSENCE**

Apologies received from Jon Gage, he is substituted with Tony Vickers  
Apologies received from Jeff Beck and Steve Masters

**2. DECLARATIONS OF INTEREST AND DISPENSATIONS**

The Community Services Manager declared that Councillors David Marsh, Tony Vickers, and Martha Vickers 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. ELECTION OF CHAIRPERSON AND DEPUTY-CHAIRPERSON**

**PROPOSED:** Cllr Martin Colston

**SECONDED:** Cllr Nigel Foot

**RESOLVED:** That Cllr Sarah Slack be elected as Chairperson.

Cllr Sarah Slack thanked Cllr Lewis for her services as Chairperson of this Committee over the last two years.

**PROPOSED:** Cllr Sarah Slack

**SECONDED:** Cllr Roger Hunneman

**RESOLVED:** That Cllr Martha Vickers be elected as Deputy-Chairperson

**4. ELECTION OF MEMBERS OF THE VICTORIA PARK SUB-COMMITTEE**

**PROPOSED:** Cllr Martin Colston

**SECONDED:** Cllr Nigel Foot

**RESOLVED:** That Cllr's Roger Hunneman, Jon Gage, Nigel Foot, Jeff Beck, Sarah Slack, and Martin Colston be appointed as members of the Victoria Park Sub-Committee.

**5. APPROVAL OF TERMS OF REFERENCE OF THE VICTORIA PARK SUB-COMMITTEE**

It was noted that the strategy needs updating in light of the change of date for the opening of the Victoria Park Community Café.

**PROPOSED:** Cllr Roger Hunneman

**SECONDED:** Cllr Tony Vickers

**RESOLVED:** That the Terms of Reference of the Victoria Park Sub-Committee be approved.

**6. ELECTION OF MEMBERS OF THE GREEN SPACES WORKING GROUP**

**PROPOSED:** Cllr Martin Colston

**SECONDED:** Cllr Chris Foster

**RESOLVED:** That the current members of the GSWG be appointed for another term as members of the Green Spaces Working Group.

**7. APPROVAL OF THE TERMS OF REFERENCE OF THE GREEN SPACES WORKING GROUP**

**PROPOSED:** Cllr Nigel Foot

**SECONDED:** Cllr Martha Vickers

**RESOLVED:** That the Green Spaces Working Group continues to operate under the current Terms of Reference up until they are reviewed at the next meeting of the Committee on the 20<sup>th</sup> of September.

**8. MINUTES**

**PROPOSED:** Cllr Martha Vickers

**SECONDED:** Cllr Chris Foster

**RESOLVED:** That the minutes of the meeting of the Community Services Committee held on 15<sup>th</sup> of March 2021, be approved, and signed by the Chairperson.

**9. QUESTIONS AND PETITIONS MEMBERS OF THE PUBLIC**

Question received from Paula Saunderson:

*"A. Regarding Wash Common Trees and the removal of 15 trees in peak reproduction time:*

- *Please would you explain why are you doing this work in the main reproduction period for many species in a habitat such as this?*
- *Will there be an Ecologist present?*
- *Have all the trees and the under storey been surveyed for protected species?*

- *What are the longer-term plans for regeneration?*
- *What's the impact on that complete wildlife corridor – as shown on the attached WBC GIS map?*
- *Do you have a Biodiversity policy to follow?"*

Response from the Chairperson:

"Thank you for your question. The Council regrets the loss of any of its tree stock.

Therefore, we have a policy to replace each lost tree with 2 more. However, we must have regard to the health and safety of people using our lands.

The Scots Pines to be removed in the woodland are at Wash Common Recreation ground are dead. They present a real and imminent danger to the public. It appears that they have not survived the changeable weather conditions and the wet over the winter / Spring period. In addition to the original 15, 2 more have been found. There are bound to be more, over time.

Members and the Council's Parks & Recreation Officer met on site to consider several issues around their removal, clearing the debris and replanting. The immediate works on reducing the height of the dead trees is being put in hand with an approved certified Arboriculturists, future replanting and other works will be subject to and included in the overall Wash Common Consultation outcome process."

Question received from Paula Saunderson:

*"B. Regarding the new building in Victoria Park, the Community Café:*

- *Why have you decided to make the design of the new building for a specific purpose (café, toilets, changing rooms) rather than as a Community Hub with wider use and events?*
- *What are the Key Objectives this building and the Planning Application wish to fulfil?*
- *What Project Management Software will be used to monitor the Design, Build, and Implementation phases?*
- *Will the revised site be Dementia Friendly West Berks initiative (<https://dementiafriendlywestberkshire.co.uk/>), by incorporating the long planned sensory gardens.*
- *What is the Operating Model for the building once built?*
- *Will the Build Phase be a Net Zero Construction?*
- *Will there be Air Conditioning?*
- *Will it be conducted as a Net Zero Operation once up and running?*
- *Will the drainage be adequate for additional fats, and wipes etc. generated by an eating establishment, community toilets, and changing rooms?*
- *Are you contented that the Flood Risks from Ground Water Risings and predicted Climate Changes are adequately mitigated to ensure there are no cumulative or downstream impacts on the Northbrook Stream and the Kennet & Avon Canal & River?"*

Response from the Chairperson:

“The Council's Community Café has been highlighted in the Council's Strategy 2019 –2024 as the **number one priority** item with the desire as stated:

- A) We will target BREEAM Excellent for the building design and construction
- B) Café will be designed to enable carbon neutral operation with PV panels for electricity generation and air source heat pumps for heating
- C) Café will have a toilet with baby changing facilities and disabled access; & the building will also house male, female, and disabled toilets for users of the park
- D) The building will have changing facilities for tennis coaches and other users of the tennis courts
- E) The building will be the CCTV hub for the park.

The Design has been worked up in consultation with all relevant Statutory Bodies including the Environment Agency and is subject to approval at the West Area Planning Committee, West Berkshire Council, on the 30<sup>th</sup> of June 2021.

The Case Officer's Report & recommendation sets out all the policy requirements and how these will be met.

All of the information about the café is available on the WBC Planning portal (Application Re: [20/02294/COMIND](#)). Once planning permission is obtained, the Council will consider the next steps to bring this project to delivery.

We are collaborating with many organisations to make sure the facility is usable by various groups, and will be dementia friendly. This café will be a community hub and will not have air conditioning, due to environmental concerns.”

## 10. MEMBERS QUESTIONS AND PETITIONS

Question received from Cllr Chris Foster:

*“Many of the posted invitations to participate in the Wash Common open spaces consultation appear not to have reached residents, presumably due to failings by the Royal Mail's subcontractor. Could the council provide an update on the investigation into this matter, and confirm that Newbury Town Council will not be required to pay for deliveries which were not made?”*

Response from the Chairperson:

“By way of clarity, Royal Mail were not engaged to deliver the Consultation documents. The Council were not able to agree the cost & delivery time scale for their engagement. The appointed Agent, who manages Resident's communications for several Councils including West Berkshire Council (for their Precept leaflet), has been written to formally and has opened an Enquiry into the Council's complaint of inconsistent of delivery. This is currently under way and the Council awaits the conclusions and actions to be taken as a result.”

Supplimentary question by Cllr Chris Foster:

“Given the consultation window will close soon, can residents who have not yet recieved these documents still submit their completed consultation documents?”.

Response from the Community Services Manager:

“Absolutely, the physical responces will continue to be put through data entry. Although this is a voluntary consultation, will will attempt to gain as many response as possible.”

Question recived from Cllr Martha Vickers:

*“In view of the unfortunate mix up over bench sponsorship in West Mills, can the Committee confirm it would be agreeable to add an extra bench being put in on the Land alongside the canal next to the existing 2 benches as recompense for Mrs Hodges lost bench.”*

The response from the Chairperson:

“The Council has apologised for the confusion over the sponsorship of the benches along West Mills. Officers do not believe that a third bench is warranted in this location. If the Council agrees to install a third bench along the grass bank at West Mills, this is subject to this Committee agreeing that the current budget provision for Street furniture should be increased. The Committee cannot approve this expenditure at this meeting, as this item was not specified on the agenda. Approval for this expenditure could go to the Policy & Resources Committee. The ownership of this land is not certain, Members will need to be mindful of any future liability should the Landowner object.

In due course, officers will present to the Committee a policy for sponsored benches, which should help to avoid this situation arising again in the future. This matter will be added to our forward Work Programme.”

There were no objections from the Committee to approve the bench and place it on the Agenda for the next Policy & Resources Committee meeting.

Question from Cllr Roger Hunneman:

*“As members realise there is much concern from residents about the current level of litter – in particular on the verges of the highway and in the adjoining hedgerows. I appreciate that the WBC contractors pick litter from the highways and pavements but there seems to be a problem with the removal of rubbish from the immediately adjoining areas. This has become a significant issue – is there anything we can do as a Town Council about it and what support can we give the public-spirited residents who undertake litter picking?”*

The response from the Chairperson:

“The Council is keen to support local Volunteers and Groups in Litter clearing over & above the Council own organised events. Where it is appropriate and funding is available, the Council can support organised Groups with the provision of equipment and or

Contacts at West Berkshire Council. The Council has recently provided equipment for use by the Friends Group at Speen Moor for example.”

## 11. GREEN SPACES WORKING GROUP – NEWBURY IN BLOOM

- 11.1 The Minutes of the Green Spaces Working Group meeting on the 25<sup>th</sup> of March were received and noted by members.
- 11.2 The annual update from the Friends of Newtown Road Cemetery was presented by Cllr Martha Vickers. The Chairperson thanked the Friends of Newtown Road Cemetery for all their work over the past year.
- 11.3 **PROPOSED:** Cllr Martin Colston  
**SECONDED:** Cllr Chris Foster
- RESOLVED:** That the Newbury in Bloom (GSWG) Working Group Plan, as set out in Appendix 4.4 subject to content of Community Managers Report, Appendix 5, be approved.

## 12. COMMUNITY SERVICES MANAGERS REPORT

- 12.1 Members noted the report presented by the Community Services Manager about the progress made by the Community Services Team on various Newbury Town projects.
- 12.2 **PROPOSED:** Cllr Martin Colston  
**SECONDED:** Cllr Chris Foster
- RESOLVED:** To approve the inclusion of the following ammended clause in Allotment Tenancy Agreements:  
“Not light any bonfire, firepit, incinerator or anything that creates smoke, before 6pm or dusk (whichever is earlier) and not leave them unattended and be aware of wind direction to avoid causing a nuisance to neighbouring allotment tenants or local properties.”
- 12.3 **PROPOSED:** Cllr Martha Vickers  
**SECONDED:** Cllr Olivia Lewis
- RESOLVED:** To approve an additional £5,000 in contingency funding for 2020/21 trees works from the Councils unallocated reserve budget.
- 12.4 **PROPOSED:** Cllr Martin Colston  
**SECONDED:** Cllr Roger Hunneman
- RESOLVED:** To approve the inclusion of the following amendment in the Market Traders Agreement:  
“Traders preparing and selling food to the public must be registered with their Local Authority: <https://www.gov.uk/food-business-registration> in

accordance with Government Guidelines. This includes traders selling for Charity. A food business is anyone preparing, cooking, storing, handling, distributing, supplying or selling food.”

### **13. WASH COMMON INVESTMENT CONSULTATION PROPOSAL UPDATE**

The members received and noted the consultation update from the Community Services Manager.

Key information included:

We have received around 250 responses in total.

It is hoped that the first batch of results will be presented at the next Community Services meeting on the 20<sup>th</sup> of September.

### **14. FIFTH ROAD PLAY AREA REPORT**

The replacement of the flooring was regarded as an urgent priority.

It is requested that funding be made available in next years budget for the total replacement of the childrens play area, including the installation of a new base rubber mulch flooring (£110,000 estimated cost).

**PROPOSED:** Cllr Nigel Foot

**SECONDED:** Cllr Roger Hunneman

**RESOLVED:** To approve the backfill of the Childrens play area with Play bark, just-in-time repairs across the whole play areas and to approve the expenditure to carry this out (£11,900 plus regular top up, £112 per 1,000 lts bag with regular investment until equipment is life expired & removed).

Cllr's Martha Vickers, Olivia Lewis, and Sarah Slack abstained.

### **15. VICTORIA PARK WHEELCHAIR SWING**

The members noted that existing conditions of the wheelchair swing.

**PROPOSED:** Cllr Martin Colston

**SECONDED:** Cllr Olivia Lewis

**RESOLVED:** To consider the replacment of this facility during next years budgetary discussion.

### **16. VICTORIA PARK BANDSTAND**

**PROPOSED:** Cllr Martin Colston

**SECONDED:** Cllr Tony Vickers

**RESOLVED:** To approve funding for basic minimal repairs to make the Bandstand watertight for the remaining season and to conduct an in-depth strucutral survey. An allocation of a sum not to exceed £5,000 for this work.

A pre-application consultation was also approved, if Officers considered it necessary.

### **17. FORWARD WORK PROGRAMME FOR COMMUNITY SERVICES COMMITTEE 2021/22**

17.1 The Forward Work Programme, subject to amendment following outcome of Councils new Strategy being adopted, was noted.

17.2 It was agreed to add the following item(s) to the Forward Work Programme:  
- To agree a policy on sponsored benches.

### **18. NEW COMMUNITY CAFÉ FACILITY – VICTORIA PARK**

The members received and noted the current position of the Community Café Project.

### **19. TENNIS IN NEWBURY**

An update on tennis in Newbury was received and noted by members.

A proposal will be presented to the next Community Services Committee meeting on the 20<sup>th</sup> of September about the future of tennis in Newbury and how to work with fellow Parishes.

**THERE BEING NO OTHER BUSINESS, THE CHAIRPERSON THANKED ALL THOSE IN ATTENDANCE AND DECLARED THE MEETING CLOSED AT 21:57pm**

**CHAIRPERSON**



**Newbury Green Spaces / in Bloom Working Group  
Zoom Meeting 22<sup>nd</sup> July 2021.**

**Minutes**

Present:

**Councillors:** Jon Gage, (Chair), Sarah Slack, Martha Vickers, Jeff Beck, David Marsh  
Billy Drummonds

**Members:** Tony Hammond, David Fenn, Paul Barker, Susan Millington

**Officers:** James Heasman (P&RO), David Ingram (Community Services Manager).

1. **Apologies.** Cllr. S Slack, M Vickers, Chris Foster, Fran Lawton.

2. **Appointment of Chair**

Cllr Drummond proposed Cllr Jon Gauge, Seconded by Cllr Jeff Beck

3. **Feedback from CS Meeting on ToRs**

CS Meeting deferred decision to next meeting – In Bloom agreed & discussion to be debated about what other matters should be included

4. **Minutes**

The minutes of the meeting of the Green Spaces Working Group held on 21<sup>st</sup> May 2021 are correct.

5. **Part 1 - Update on Community activity/ Matrix**

**a) Britain in Bloom** - Initial feedback from the Organisers is that there are few entries, at the point of their e-mails in the previous week only 7 submissions had been made which includes 2 applications from NTC.

James is still pulling together 2 submissions for the Awards to be submitted formally by end of June 2021.

**b) NIB 2022 plan-** James outlined the ideas for the 2022 Newbury in Bloom project

**c) NIB Video promotions** – James working with Rob Cao would be pulling together a promotional video for use to encourage entry into the In Bloom competitions and for use when the Judges visit. James will be contracting various parties to participate in the filming.

- d) Old Hospital Green - Green Gym – GSWG donated some tools, Green Gym undertook a comprehensive weed & trim to the site
- e) Community clean event feedback- Members event well attended
- f) Barns Crescent Orchard improvements- Susan / Tony outline the project plan, James to get rubbish removed.
- g) Wildflower cuts September 2021- dated agreed, Promotion for Volunteer event to be issues, additional tools to be purchased. James to set out action / Risk Management plan for these events.
- h) Hedge planting GHG and Fifth Rd – James set out the proposed works this Autumn for Hedging & other works suggested by the Group
- i) Crocus Planting and additional bulbs- Planting agreed, James to suggest areas & dates for this- approval for bulbs to be pre ordered.
- J) Allotment plan- DI advised that NTC has asked the NAS to carry out an Audit of its processes.

## 1. Part 2 - NTC Elected Members meeting

- a) Biodiversity update – Little feedback, formal letter written to Senior Environmentalist expressing concerns about time frames for delivery
- b) Greenham House Gardens - no update or feedback from WBC about delivery plan
- c) Wash Common Consultation- analysis has begun, more returns being collected by Cllr Slack, outcome may not be known by Sept 21 CS Committee meeting – general feeling no major investment asked for.
- d) Emergency tree works – budget exceeds, CS Committee asked for additional funds – concerns about possible Winter issues.
- e) Friends' groups update – Green Gym interested in longer term support to NTC
- f) Consultation Matrix update-JH to update with new Volunteer dates, to be ratified at next CS Meeting Sept 2021 - ***This will become the basis for the green spaces Matrix for 2021/22 & budget plan for CS Committee approval***

**Date of the Next Meeting (s)**  
2<sup>nd</sup> September 21, Zoom, 7 pm

David W Ingram  
Community Services Manager



Newbury Green Spaces / in Bloom Working Group  
Zoom Meeting 2<sup>nd</sup> September 2021.

## Minutes

Present:

**Councillors:** Jon Gage, (Chair), Sarah Slack, Martha Vickers, Jeff Beck, David Marsh Billy Drummonds, Sarah Slack, Chris Foster

**Members:** Tony Hammond, David Fenn, Paul Barker, Susan Millington, Fran Lawton, Sukey Russell Hayward

**Officers:** James Heasman (P&RO), David Ingram (Community Services Manager).

### 1. Apologies. Cllr. Billy Drummond

### 2. Minutes

The minutes of the meeting of the Green Spaces Working Group held on 22<sup>nd</sup> July 2021, were noted & minor amendments agreed.

### 3. Part 1 - Update on Community activity/ Matrix

- a. **Britain in Bloom – Recommendation to Community Services Committee, 20<sup>th</sup> September 2021 that Newbury Town Council should make full applications for entry into the 2022 Competition and provide an appropriate budget to support this.** James is still waiting for T&C in Bloom outcome on submissions for the Awards to be formally announced.
- b. **NIB 2022 plan** - James outlined the ideas for the 2022 Newbury in Bloom project. Some discussion on single household entry, agreed that the emphasis should be on Community & engagement. Street, 5 + properties in proximity should be encouraged. - **Recommendation to Community Services Committee, 20<sup>th</sup> September 2021 that Newbury Town Council should conduct a full Newbury in Bloom competition in 2022 and provide an appropriate budget to support this.**

**AOB** – Discussion on removal of Canoe from Lock Island – Margo Payne to be advised – Dog Bin still to be removed

- c. **NIB Video promotions** – James working with Rob Cao would be pulling together a promotional video for use to encourage entry into the In Bloom competitions and for use when the Judges visit. Fist Barn Crescent video on social media, next at Wildflower cut to incl Grwn Newbury Green then Green Gym at OHG with Fran.

Purpose is the show an edited vision running in background at Judges Briefing got BiB also as PR to encourage more activity & Volunteers.

- d. **Old Hospital Green - Green Gym** – GSWG donated some tools, Green Gym undertook a comprehensive weed & trim to the site, Cllr Marsh participating, all welcome every other Thursday 10am to 12 pm.
- e. **Barns Crescent Orchard improvements** - Susan / Tony outline the project plan, James to donate NTC staked & bench parts to assemble a bench for installation. Get rubbish removed. Discussion ongoing re planting of an edible hedge along the boundary line.
- f. **Wildflower cuts September 2021** - dated agreed, Promotion for Volunteer event to be issues, additional tools to be purchased. James to set out action / Risk Management plan for these events.
- g. **Hedge planting GHG and Fifth Rd** – James set out the proposed works this Autumn for Hedging & indicated that there may be an issue with purchase of sufficient native species. Current shortages due to lack of pre planning during covid. Consider delay to the Greenham Ho project.
- h. **Crocus Planting and additional bulbs** - Discussion on the acceptability of bulbs in diversity terms, locations need to be carefully pre-determined in the overall diversity plan. Current planting agreed, investigate areas on Walton Way. Surplus bulbs can be donated to causes for planting around Newbury. James to suggest 13<sup>th</sup> November planting, change from Sunday due to Remembrance Day activities.

## **Part 2 - NTC Elected Members meeting**

- a) Biodiversity update – Little feedback, formal letter written to Senior Environmentalist expressing concerns about time frames for delivery.  
Post meeting note - **response suggests Report will be with NTC Monday 6<sup>th</sup> September 21**
- b) **Greenham House Gardens** - no update or feedback from WBC about delivery plan, Cllr Vickers asked to be copied into correspondence.

- c) **Wash Common Consultation** - analysis has begun, outcome may not be known by Sept 21 CS Committee meeting – general feeling no major investment asked for.
- d) **Friends' groups update** – Green Gym agreed a longer-term support to NTC. Ongoing discussion with Friends of NTC Group. Issue over Rear wall & Monkey Puzzle tree is hand.
- e) **Consultation Matrix update** -JH to update with new Volunteer dates, to be ratified at next CS Meeting Sept 2021 - ***This will become the basis for the green spaces Matrix for 2021/22 & budget plan for CS Committee approval***  
**Recommendation to Community Services Committee, 20<sup>th</sup> September 2021 that Newbury Town Council should approve the Volunteer works proposed in the Matrix and make appropriate budget to support this.**
- f) **Allotment update** – NTC met with National Allotment Society Regional Officer who also is an Allotment & Committee member of a n Allotment Society in Andover bringing a wealth of experience to Audit NTC processes. Outcome will be shared in due course.
- g) Meeting closed at 20.40

**Date of the Next Meeting (s)**

4<sup>th</sup> November 21, Zoom, 7 pm

David W Ingram

Community Services Manager

Green Spaces Working Group Activity Plan (Draft) 2021/2 season with Engagement plan.

Date	Activity	Where	Organising	Supporting	Cost	Out of Hrs Staffing Time	Staffing costs #
TBC	New community orchard plant	Glendale Avenue	GMO / GNG	NIB WG	£1200	4 hrs	£100
Engagement plan	In the hands of GNG who have passed the PR via NTC and has been approved. Agreed Joint Working policy applies. Lead Tony Hammond						
17 <sup>th</sup> Feb 2021	Britain in Bloom Preselection / information meeting	Town Hall	GMO / NTC	55	£150	4hrs	£100
Engagement plan	Communications event restricted to invited guest & interested parties						
20 <sup>th</sup> Feb 2021	Orchard pruning	TBC	GNG / NTC GMO	NIB WG	Nil	6 Hrs	£150
Engagement plan	Postponed due to lack of interest						
20 <sup>th</sup> March 2021	New wildflower meadow installs Victoria Park	Victoria Park	NTC GMO	GSWG	£4000	8 Hrs	£200
Engagement plan	GSWG agreed that this should be a communications event despite residents in Park Terrace & above Parkway Shopping. Min 6 weeks' Notice to be posted around Victoria Park setting out plan.						
18 <sup>th</sup> April 2021	NHS commemoration garden medicinal planting	Old Hospital Green	NTC GMO / Chair	NIB WG / Community Matters?	£2620	6hrs	£150
Engagement plan	GSWG agreed that this should be a communications event despite residents in Willows, Carnarvon Place & Old Andover Rd. CSM to engage with Sovereign re advance warning of plan. Min 6 weeks' Notice to be posted around Victoria Park setting out plan.						
29 May 2021	Community Clean event	Across Newbury	NIB WG	CIrs	TBD	0Hrs	

Green Spaces Working Group Activity Plan (Draft) 2021/2 season with Engagement plan.

<b>Engagement plan</b>	Communications event asking for Volunteers to attend. Publicise at least 6 weeks in advance. Cllr Vickers to coordinate & advise location / time						
<b>4<sup>th</sup> June 2021</b>	<b>OLG Official unveil</b>	<b>Old Hospital Green</b>	<b>NTC /GMO / Mayor</b>	<b>GMO</b>			
<b>6<sup>th</sup> June 2021</b>	<b>OHG Weeding</b>	<b>Old Hospital Green</b>	<b>NTC / GMO</b>	<b>GMO</b>	<b>£260</b>	<b>6 hrs</b>	<b>£300</b>
<b>Engagement plan</b>	JH to organise Volunteer Day (Sunday) with PR and Covid Risk Assessment Organise NHS Rep to attend with mayor for Official opening & PR.						
<b>September 2021</b>	<b>NIB Presentation Evening</b>	<b>Corn Exchange</b>	<b>NTC GMO</b>	<b>NIB WG</b>	<b>£800</b>	<b>8 Hrs</b>	<b>£200</b>
<b>Engagement plan</b>	<b>CANCELLED – No Entries</b>						
<b>September 2021</b>	<b>Cutting of Wildflower meadows</b>	<b>City Recreation Ground Victoria Park</b>	<b>NTC / GMO</b>	<b>GSWG</b>	<b>100</b>	<b>2x5hrs +10</b>	<b>£500</b>
<b>Engagement plan</b>	PR & Media coverage to encourage Volunteers to join in. JH to provide Risk Assessment for use of sharp hand tools						
<b>August 21</b>	<b>Annual Allotment Judging</b>	<b>All sites</b>	<b>NTC CS Team</b>	<b>GMO</b>	<b>£0</b>	<b>2 x 3hrs x 5 = 30</b>	<b>£750</b>
<b>Engagement plan</b>	Judging visits, only Judges & Stewards NTC Staff attendance						
<b>Dec 21</b>	<b>Bulb Planting</b>						

Green Spaces Working Group Activity Plan (Draft) 2021/2 season with Engagement plan.

Engagement plan							

- \* Incl. Hrs in preparation in advance # assumed @ £25phr.

Updated 9<sup>th</sup> September 2021

**Green Spaces Environment Working Group**

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**Terms of Reference**

The Community Services Committee approves the setting up of a Green Spaces Working Group, with the following remit:

**In Bloom campaigns (Newbury in Bloom and Britain in Bloom)**

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The full membership of the Working Group shall encourage and promote voluntary and community involvement in the Council's "In Bloom" campaigns.

At the end of each year, the working group will make recommendations to the Community services Committee for In Bloom campaigns for the following year. These recommendations will be considered at the December meeting of the Committee. The Committee's decisions in these matters will form the action plan for the Working Group and the In Bloom campaigns for the following year.

The longer-term aim will be to encourage the voluntary and community groups to take on these campaigns, with support, including financial support, from the Town Council.

**The Council's Parks and Open Spaces**

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The full membership of the Working Group shall encourage and promote voluntary and community involvement to improve and maintain the Council's parks and open spaces.

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The full membership of the Working group may make recommendations to the Community Services Committee regarding improvements or longer-term objectives for the Council's parks and open spaces.

The Council members on the Working Group may meet separately to consider recommendations to the Community services Committee regarding the Council's parks and open spaces.

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The Council's parks and open spaces include Newtown Road Cemetery, but not Shaw Cemetery. The remit of the Working Group does not include playgrounds, football pitches, allotments or any lands not maintained by Newbury Town Council.

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**Membership:**

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- Membership is open to all willing volunteers who ~~are able to~~can commit time to meet on a regular basis, organise, ~~support~~support, and advise the Group in fulfilling its remit to strive for a better ~~Newbury~~Newbury.
- The Council will nominate 3 active members plus 2 substitute Members to the Working Group one of whom will be nominated as the ~~Chair~~Chair.

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Additional members are welcome to attend at any time, either on an individual basis, or as a representative of any relevant group.  
 If a member is unable to attend a meeting, they can nominate a substitute to represent their area of responsibility.  
 Administration support is provided by the Community Services Manager.  
 Quorum is 2 elected Working Group members, in addition to Chair or Deputy and 1 Officer

The Group should meet on a ~~bi-monthly~~bimonthly basis unless otherwise agreed by the Working Group.

#### Intent:

- ~~To promote ecology & nature projects in Newbury.~~
- ~~To enhance the environment in Newbury~~
- To recommend arboriculture, horticultural and ground management improvement to Newbury Town Council managed landholdings
- To input into the Parks & Green space management plan
- To oversee the application, preparation & management of Green Flag award
- ~~If the parent Committee decides to organise~~organize a Newbury in Bloom campaign,  
~~To~~ set up, organise, manage & judge the ~~Newbury in Bloom~~ competition ~~for annually and prepare for future years~~
- ~~If the parent Committee decides to enter into~~enter BiB, To pre plan, recommend, organise & manage ~~the future~~ entry into the Britain in Bloom competition
- To seek active participation from a diverse sections of the community
- To seek and encourage Voluntary participation in events and Group ~~attendance~~attendance.
- To seek & encourage sponsorship from the business sector.
- ~~To promote Newbury's Green spaces, parks & allotments~~
- ~~To oversee the management of the Friends Groups in Victoria Park & Newtown Rd Cemetery & Allotments Tenants meeting.~~

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#### Outcomes:

The Working Group is tasked with delivering to the parent Committee (Community Services Committee) and to the community within Newbury Town:

An annual plan in November each year outlining its recommendations for:

- o Green Flag Award
- o Newbury in Bloom competition
- o ~~Participation~~ (Participation (or not) in Regional Finals, Britain in Bloom
- o ~~Other projects which would add to the Civic Pride agenda~~
- o Time & cost planning timetable for the years activities
- o ~~Update on Friends Groups being supported by the Working Group~~

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#### Scope / Jurisdiction

~~As set by the parent committee~~To primarily work on items that have a direct impact on Newbury Civic Parish and promote Civic Pride.

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#### Guidance from the Council / Parent Committee

Provide a report back to the Community Services Committee updating on progress against Plan.

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#### Resources and Budget

The Working Group will be responsible for the budget allocated to it by the parent committee. The outcomes are to be managed by the Working Group on a Voluntary input

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basis. The Council will support the Working Group with access to Town Council meeting rooms, administration resources and officer time as required. The Working Group are not able to commit Officer time / Council resource to any project delivery ~~in excess of more than the allocated budget without agreement of Chief Executive.~~

~~The Working Group is expected to obtain sponsorship/ Grants for the different categories of awards & project outcomes before submitting requests to the Council.~~

~~Any additional funding support which may be required subject to business case being submitted by the Working Group for authorisation from parent Committee or full Council.~~

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## Governance

Decisions agreed mostly by consensus, but where necessary a majority vote of those present, with Chairperson's casting vote if necessary. The Chairperson must be an elected annually by the Working Group and ~~must be an elected member of the Council? approved by Chair of Community Services Committee.~~

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## Additional information:

- ~~Methods of work (e.g.e.g., consultations, press releases, surveys, progress reports etc) are entirely up to the Working Group to decide & manage.~~
- ~~Communications are generally informal and via e-mail e-mail.~~
- ~~Relevant documentation is stored in a sub-folder under Community Services on the Town Council IT data store,~~
- ~~The group will meet as required to deliver its objectives at regular intervals to ensure progress as required it says bimonthly above?~~
- ~~Sub-groups (with other nominated members) can be created as necessary to progress specific items items.~~
- ~~Occasionally reporting back to the Community Services Committee or full Council on progress (via the Chairperson) and whenever it needs additional authority for action action.~~
- ~~The Working Group's work is complete when it has achieved all the deliverables to the satisfaction of the parent Committee or where the Committee resolve its outcomes are not being realised.~~

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~~Any changes to these Terms of Reference may be reviewed and changed as necessary by the Working Group in the light of additional information, with significant changes requiring authorisation by the parent Committee.~~

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Community Services Manager  
September 2021

## Appendix 3

Newbury Town Council

## Public Report

## Community Services Committee,

## Agenda Item No 7

Community Services Manager Report – September 2021**1. Green Spaces Working Group**

Development of the Town Councils Parks & Recreation grounds continue to be managed & enhances with projects & volunteer events as set out in Appendix 4.4 – GSWG Progress Planner.

Recommendation To approve the Volunteer events proposed by the GSWG and any in budget funding requirement.

**2. Britain in Bloom**

NTC have submitted 2 entries in the current Covid reduced Thames & Chiltern in Bloom 2021 competition. Outcome still awaited.

The GSWG have recommended to this Committee that Newbury Town Council should make a full entry application into the Regional Thames & Chiltern 2022 in Britain in Bloom Competition and that the Committee are asked to make sufficient budgetary provision for this to be facilitated by the Working Group & its Volunteers. Much activity in 2021 by Volunteer, the Wildflower meadows, Old Hospital Green Planting, additional fruit trees & bulb planting over the current year give additional input to the Town Council entry qualifications. The Town Council also retained its Green Flag status for Victoria Park.

**Recommendation: to approve the 2022 enter in Britain in Bloom competition to be managed by the Community Services Team under the direction of the Green Spaces Working Group to make a budgetary provision in the 2022/23 budget in a sum not to exceed £10,000 for this competition entry.**

**3. Newbury in Bloom**

The 2021 Newbury in Bloom competition was launched in May 2021 in a reduced format, however due to Covid restrictions, this competition did not prove very successful & was cancelled.

The GSWG considered the 2022 Competition and have asked that this Committee consider approval for a reformed competition to be held during 2022 in parallel and to supplement the Britain in Bloom entry.

**Recommendation: to approve the 2022 Newbury in Bloom Competition being held to be managed by the Community Services Team under the direction of the Green Spaces Working Group**

to make a budgetary provision in the 2022/23 budget in a sum not to exceed £10,000 for this competition to support Volunteer events, Judging & a prize giving event.

#### **4. Greenham House Gardens**

The Council's Strategy states:

Explore taking ownership of Greenham House Gardens from WBC (West Berkshire Council) – decision by June 2021.

This has been done and Agreement in principle has been reached with WBC for the Transfer. Covid & reallocation of priorities by WBC has resulted in the works to make good the pathways & entrances to the Gardens have been delayed and this in turn has affected on the agreed works below.

It is proposed that the following are put in hand once the Transfer has taken place:

- Moving the floral display to the main entranceway
- Replacing the bench that has been stolen
- Planting a Wildflower Meadow
- Planting a native hedge alongside the old flower bed
- Discuss with Sovereign Housing the possibility and agreement for access through to St Donats Place

The Transfer is dependent on WBC carrying out works to the footpaths & entrance way, this is still outstanding.

#### **5. Wildflower planting**

After successful planning in both City Recreation Ground & Victoria Park, the wildflowers are now wilting & a Volunteer cutting event taken place on 5<sup>th</sup> & 19<sup>th</sup> September 21. Having newly established, next year's bloom is eagerly awaited. Sadly, Volunteer numbers were less than had been expected.

#### **6. Old Hospital Green NHS Garden**

Completed and the Mayor kindly officially open the site for public view. Post planting management has been taken up by an interested Group, The Green Gym, <https://www.newburyandthatchamgreengym.org.uk/>

NTC are actively supporting the work on Old Hospital Green being carried out by Volunteers.

#### **7. Allotments**

##### **Awards**

The Town Council's Stewards took the opportunity to select plots for the Annual Allotment Awards in the follow categories:

Best Newcomer

Plot 5 poles and over  
Under 5 poles

Members visited the Allotments in August for final Judging / Good Will visits to see the activity taking place on each of the sites.

The final outcome and awards are as set out in Appendix 3.1 with the overall winner being Southby's Site.

The Mayor, Cllr Billy Drummond gave out the Winner Awards at a ceremony held around the Victoria Park Bandstand on 14<sup>th</sup> September 2021.

Congratulations to all the winners, particularly Sheila Smith from the Parsons allotment site

Waiting List: 187 across all sites (some prospective tenants are on all 6 sites, or they can choose just one up to all six, so the actual number of people will be lower)

Number of occupied plots across all sites: 609.

### **Allotment Rule Amendment.**

A few concerns have been expressed around the Town Council's Allotment Rules, particularly non cultivation due to Hospitalisation & Sickness preventing attending to plots.

The Rules state:

**Tenants' clause** a) Keep their Allotment clean, in good condition and in a good state of cultivation and fertility to a minimum of 70% of the total plot.

**Landlord clause** m) Identify and photograph neglected Allotments and give notice to the Tenant to cultivate at least 70% of the Allotment within 30 days or relinquish their Tenancy, unless there are mitigating circumstances such as illness, which have been advised to the Council.

n) After being notified of illness, should the tenant be unable to maintain the plot to the required standard as stated in 1 (m) allow **a period of up to 12 months grace**, at which time the plot will be reviewed. If the tenant still cannot continue, they will be required to relinquish their tenancy. They may add their name to the waiting list for an allotment plot in the future should their situation change.

o) Issue no more than 3 x "30 days' notice" letters to the same tenant for the same plot in any one calendar year. If the tenant once again leaves their plot neglected after 3 x "30 days' notice" they will be evicted (in accordance with rule 1 (m)).

This matter among other issues is currently being discussed with the National Allotment Society (NAS), Newbury Town Council being a Local Authority Member. Consideration should be given for **shortening the "grace" period to say 6 months** during which time discussion should take place over alternative options for cultivation, plot size reduction and or relinquishing the plot.

On completion of the review with the NAS the Community Service Manager will make recommendations as appropriate to the December meeting of the Community Services Committee.

## **8. Playgrounds & open spaces**

### **Playgrounds.**

Works to Fifth Rd as instructed by this Committee have been carried out and the risk level reduced in on ongoing management basis to medium on the site.

Other works across 7 playgrounds are outstanding, difficulty in obtaining parts & approved labour for Playground works has resulted in delays to by up to 10 weeks in some equipment. Currently mitigation is place and where necessary the Parks, Recreation & Open Spaces Officer is carrying out repairs.

The current status is that there is some monitored medium risk on certain playground equipment until repairs can be carried out.

### **Funding**

The current funding provision for repairs is playgrounds is already 155% spent, (£7760 overspent). There is a current backlog of orders for parts £2,560 and for labour fitting these £4,100.

The Community Services Committee is asked to authorise the release of a further £17,000 from Reserves to fund this and future playground repairs & cover the current overspend on budget within this current fiscal year.

**Recommendation: to approve the release of an additional £17,000 for the provision on necessary repairs to equipment within the Council's 14 play areas.**

### **Hutton Close**

Members will be aware that the Town Council have an agreement with David Wilson Homes to rent part of Hutton Close to facilitate the redevelopment of the Sovereign HA site. DWH have now given the required 2 months' Notice of their intent to vacate this area and return same to NTC.

The Council also via Members has a number of requests for investment into this site.

One is to provide a pathway between the 2 gates. Officers have investigated these options and have advised that there is significant cost to this, min £38,000 which is currently not fundable. As an alternative NTC has asked the contractor, CLL, to look at providing a single width close cut stripe along the hedge line between both gates to denote a pathway.

Another request is to install a bench in the field at a convenient location. This is an option that might be possible, the cost based on the recent installation in West Mills is estimated at circa £2,500. There is currently no provision for this, however consideration will also have to be given for an additional waste bin and associated emptying costs. This will be additional expenditure.

The Resident who raised this matter has offered to look at some form of bench sponsorship to aid with the costs.

This is an option that Members might wish to consider and recommend.

The Council Strategy states that we will “Explore options for better utilisation of our land at Hutton Close” and a land agent has been asked to report in this matter. Any funding proposals on this land should await the outcome of the Policy and resources committee following their consideration of this matter.

### **Football Pitches**

Investigation work is being undertaken to explore the options and costs for grass improvement works to both football pitches. The shortage of playing facilities in West Berkshire has resulted in a surge in pitch booking, both NTC pitches being used up to 5 times over a weekend as well as mid-week training sessions. This inevitably is adding to the wear and breakdown of the playing surfaces.

Budget provision will be recommended in the 2022/23 budget round. The Council should also consider increasing the fees for the use of these facilities to help deal with rising costs.?

### **Defibs**

2 new Defibrillators one on each of the Football Changing Rooms, City Recreation Ground & Wash Common have been installed & registered in time for the new Football season.

### **Biodiversity**

The Councils Strategy recommends:

Conduct biodiversity surveys in our major open spaces to provide benchmarks and give basis for future enhancements.

BBoWT (Info NATURE) have now completed the preliminary surveys Biodiversity surveys for the 3 nominated sites. Their initial feedback is:

*The visitor pressure is certainly high, but I was impressed with how the sites are managed. Newtown Road cemetery in particular was a lovely species rich grassland. I found a number of occupied nests and overall, the three sites were of greatest importance for birds.*

*The overall baseline value of all the sites combined (for habitats only) is currently 51.6 biodiversity units, this represents a monetary value between £464,400 – £774,000.*

*The reports include suggestions for habitat enhancement and new habitat creation, both of which would result in a total increased value upwards of £125,190 - £207,450. In order to achieve these gains, we would recommend that a habitat management plan is produced for each site.*

Copies of the Reports have been circulated to the Chairs of the relevant Working Groups for initial comment.

### **Tree works**

The approved funding for additional tree works, particularly the Scots Pines at Wash Common has been committed and all backlog works have now been completed.

There will be a delay in the re-provision of new trees partly due to the need to consider right locations and the lack of native tree stocks being available in Nurseries.

**9. Lock Island Lease (C&RT)**

Discussions with the Canal & River Trust for Lease renewal of part of the land on Lock Islands continue, delayed due to Covid.

**10. Falkland Memorial Ground (NT)**

Discussion with the National Trust in respect of a Management Agreement for the land around the Falkland memorial are presently on hold due to Covid.

**11. Charter Market**

The market continues to trade well, no current issues raised by Traders. New traders have been encouraged to come.

Arrangements have been made to work alongside the BID to accommodate a 3-day Christmas market. Discussions are ongoing with the BID for the Christmas tree light up, which this year is to be held on a SATURDAY, traditional Market Day.

**12. Victoria Park**

Members will be aware that the Park has been subject to a number of Graffiti attacks, to date the removal cost have been in excess of £2,000.

There has been a major water leak on the old main feeding the Bowls Club which has restricted water supply to the Kiosk over the last month.

Various Bands are again featuring weekends in the Bandstand.

**13. Cemeteries**

Operations at Shaw cemetery are ongoing. Officers and Contract staff are managing the Covid-19 Regulations exceptionally well.

There have been recent issues about the cost of out of Parish fee, in particular from resident's families living close to the Cemetery but in Shaw cum Donnington Parish. The Council's view has been that Newbury Parishioners subsidise the running of the Cemetery from annual Precept payments and as such are entitled to receive some form of benefit, out of Parish applicants should bear the full costs.

On the management side, part of the Cemetery is set out as an open managed areas restricting the use of markers & curbs. These prevent ease of grass cutting & regular maintenance for that part of the site. Members should be aware that enforcement has currently caused some negative reactions by some Relatives.

**14. Ground Maintenance Contract Renewal.**

Members will be aware that in recent months both this Council & WBC (Contract Mangers) have had numerous issues with performance measures set out in the Joint Grounds Maintenance Contract. Lack of resources, be it sickness, holidays and inability to recruit have caused delays in delivery of the performance side of the Contract with the Parks, Recreation & Open Spaces Officer spending many daily hours having for monitor & manage the deficiencies.

The Contract is due for a 5-year Review on the 7th of January 2023. The Council Management Agreement with WBC also ends on this date.

The renewal, in whatever form is agreed, falls within the 2022/23 Annual Budget round, the Council will have to make provision for chase / additional cost due to the ending of this first 5-year period.

The Community Services Team will be looking at the Councils options for the renewal / replacement of the Contract.

The options range through:

1. Renewal of the Existing Contract & provision
2. The Tendering for a New outsourced Contract
3. The bringing of some services in House (directly employed staff) with partial outsource Contract
4. Bringing the whole Contract in house managed within NTC by directly employed staff.

Having considered the positive & negative implications of the options, Officers would favour Options 2 or 3, both it is suggested being of similar financial cost to the Council but should result in better value for money.

The initial process will be to confirm the intent of WBC in respect of the current contract and any rights for renewal as part of the initial Tender process.

A detailed Report with Budget implications will be tabled at the December 2021 Community Services Meeting.

### **15. Covid – 19**

The CS Team continue to monitor the Regulation requirements and application in all the NTC assets ensuring compliance following lockdown release. To date, no Covid related incidents have been reported.

Our tenants at the Town Hall, Beyond, have returned to use the Town Hall Chamber for Educational purposes, other lettings & more Weddings being held in the Chamber.

Council meeting are held in appropriate venues subject to the necessary Risk Assessments.

### **16. Mrs Hodges bench West Mills.**

The bench recommended by this Committee has now been installed & a suitable memorial plaque fixed to it.

**Signed:** David W Ingram,  
Community Services Manager

Date: 6<sup>th</sup> September 2021

# **WINNERS OF 2021 ALLOTMENT AWARDS**

## **BEST PLOT AT DAIRY FARM ALLOTMENTS**

Under 5 Poles

**Plot 32B – Sophie Waters**

5 Poles and Over

**Plot 7A/B – Mr Merrell**

## **BEST PLOT AT ONE TREE PARK ALLOTMENTS**

Under 5 Poles

**Plot 22C Penny & Kevin Winter**

5 Poles and Over

**Plot 15 Judith & Chris Culley**

## **BEST PLOT AT PARSONS ALLOTMENTS**

Under 5 Poles

**Plot 6- Rachel & Steve Bowey**

5 Poles and Over

**Plot 10b – Sheila Smith**

## **BEST PLOT AT SOUTHBYS ALLOTMENTS**

Under 5 Poles

**Plot 3A - Amanda Owen**

5 Poles and Over

**Plots 98A/29A - Brendan and Linda Coyle**

## **BEST PLOT AT WASH COMMON ALLOTMENTS**

Under 5 Poles

**Plot 24b Joanne Agar**

5 Poles and Over

**Plot 33 Ruth Reid**

## **BEST PLOT AT WEST MILLS ALLOTMENTS**

Under 5 Poles

**Plot 76a Will & Ellen Hunter Smart**

5 Poles and Over

**Plot 15 Mr JF Randall**

**WINNERS OF 2021 ALLOTMENT AWARDS**

**BEST NEWCOMER**

Dairy Farm Allotments  
**Plot 1 -Mrs Weronika Bryda & Mr. Jamie Peters**

One Tree Park Allotments  
**19C Gemma Smart**

Parsons Allotments  
**Plot 10a – Malcolm Ward**

Southby's Allotments  
**Plot 29B -Trevor and Cate Poore**

Wash Common Allotments  
**34d Carolyn Hammond**

West Mills Allotments  
**71b Sophie Blake**

**BEST SCHOOLS PLOT**

Falkland Primary School, Wash Common

**BEST SITE OVERALL**

Southby's Allotment Site

**BEST ALLOTMENT PLOT OVERALL**

Plot 10b – Sheila Smith

## Newbury Town Council

### Public Report

#### Community Services Committee

#### Wash Common Public Consultation exercise

**To consider** the initial feedback from the public consultation

#### **Background:**

The Town Council strategy includes:

**Consider requirements and costs for targeting Green Flag for Wash Common Park. Decision and plan by mid-2021, target start 2022.**

To start this exercise there is a need to consult the Public in respect of the potential investment required to meet the various standards, facilities, and management routines to apply for Green Flag status for this Open Space. This will provide evidence of need & requirement to satisfy the public who are the end users for this area. From this an investment plan can be modelled, re-consulted, and once agreed and funded, implemented in advance of an application to be judges for Green Flag status.

#### **Objective**

To obtain residents views on future investment in Wash Common Open space and to work toward Green Flag status.

#### **Process**

The Public Consultation process has now been completed and closed. Feedback has come in 3 formats, 190 electronic returns, 11 postal return and 59 return provided via Members.

In total 260 return from circa 3,400 letters issued plus various PR media formats.

Feedback will then be analysed and recorded with Officers still analysing the outcomes to a core of possible, affordable, practical options bearing in mind the site constraints.

This outcome will be subject to a second more detailed Consultation exercise inviting comment on specific options for investment. This may include a “meet & greet” exercise – Covid permitting - inviting the Public to come and discuss the outcomes of the initial Consultation and the Council’s response.

The outcome of this second exercise will be communicated inviting final comment before the Recommendation is put forward to the Community Services Committee for a funding request and project approval.

#### **Options /Outcomes**

The initial trawl of the feedback from the responses suggests in very broad terms:

More bins

More benches

Addl. Parking made available

Colour by wildflower planting or bulbs

Wider better paths

A small number suggest the new Woodland Nursery removed a few more want an irregular shape and removal of the fence

Majority return were nil comment or leave it all alone, happy as we are.

Overall, it appears on that most of the respondents are by and large happy with the facilities provided by Newbury Town Council with a few suggested enhancements. There appeared to be no great appetite for wholesale changes.

Consultation with Historic England & West Berkshire Council Archaeological Officer are taking place in respect of some of the outcomes suggested. These may have impact of the Scheduled Ancient Monument. Further work is being carried out in association with an Agricultural Land Specialist in respect of potential for land drainage improvements. Members will be aware the area is prone to water retention.

The Biodiversity Survey from Info Nature will have an influence of any outcomes.

### **Proposal**

The Phase 1 initial Consultation has now been completed. The CS Team are preparing a detailed matrix as a result of the outcomes indicating the options for Members to consider

This will set the baseline for investment consideration and the recommended options will flow from this.

To be reported to December 21 Community Services Committee for consideration and agreement to feed into the phase 2 Consultation and budget for 2022/23.

### **Financial and Legal Implications**

All other costs are covered out of existing budgets.

### **Reference to Council Strategy**

Consider requirements and costs for targeting Green Flag Status for Wash Common Park. Decision and plan by mid-2021, target start 2022.

### **Equality and Diversity impacts**

The Report has considered the needs and will ensure this is considered in depth once the public responses have been made.

### **Recommendation(s)**

**To note the current update.**

**Signed:** David Ingram  
Community Services Manager

September 2021

## Newbury Town Council

**Projected additional Work Programme for Community Services Meetings for the Municipal Years  
2021/22/23**

<b>Meeting Date</b>	<b>Item</b>
<b>December 2021</b>	Update on Wash Common Investment plan Update on Green Spaces activities Update on Victoria Park Community café Update on Grounds Maintenance Contract  Greenham House Gardens update Update on Falklands Memorial land Agreement Lock Island Lease update Friends on Newtown Rd update Update on Budget 22/23
<b>Provisional</b>	
<b>March 2022</b>	Update on Green Spaces activities Playground investment update Update on Victoria Park Community café Update on Grounds Maintenance activity  Greenham House Gardens update Update on Falklands Memorial land Agreement Update on Wash Common Investment plan Lock Island Lease update Update on Budget spend 2022/23
<b>Forward Plan</b>	
<b>July 2022</b>	Election of Chair 2022/23 Budget Review Update on Grounds Maintenance Contract  Update on Café project

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

David W Ingram  
 Community Services Manager  
 September 2022

**Newbury Town Council****Public Report****Report to Community Services Committee****Agenda Item No. 10 Community Café for Victoria Park****1. Background**

The Council has appointed Michael Pagliaroli Architects as the Lead Consultant for the design, planning & Contract management of this project. Additional specialist Consultants, McCarthy Bainbridge (M&E Engineers) Blewburton (Sustainability) Stuart Michael (Drainage) Archibald Shaw (Structural) Greengage (Ecology) Reading University (Archaeology) & John Platts (Arboriculture) have been engaged to support the project.

Planning was obtained on 30<sup>th</sup> June 2021, Ref 20/02294/COMIND with 19 Conditions to be satisfied before any site start.

The 2 fundamental conditions that the Project Team need to satisfy at the outset of the detailed design process are:

17. The development hereby permitted shall achieve a rating of "Very Good" under BREEAM (or any such equivalent national measure of sustainable building which replaces that scheme). The development shall not be first occupied until a final certificate has been issued certifying that this BREEAM rating has been achieved, and a copy of the certificate has been provided to the Local Planning Authority.

18. No development shall take place above foundation slab level until a statement setting out how the approved works will comply with the requirement for zero carbon development has been submitted and approved in writing under a formal discharge of conditions application. Thereafter the development shall be carried out in accordance with the approved details.

**2. Carbon Neutral & BREEAM Excellent**

The principle of this design is that the building should attain BREEAM Excellent and it should be Carbon neutral.

This will be monitored through the detailed design process and a balance between cost & outcome in striving for BREAM Excellent will be reported & managed.

To meet these requirements the Project Team have been using the SBEM BRE model at its calculator to achieve the necessary Carbon Credits for this project. The initial

calculations have now been provided which show that there is a need to follow the Passive House principle in design & build, see appendix 6.1

The modelling outcome suggests:

### **Summary & conclusions**

**To achieve Net Zero Carbon, thermal fabrics will need to improve as will the Building Service Provision.**

The SBEM will predict with accuracy carbon emissions of the installation, but the thermal modelling is produced to identify any elements that could affect that result and that will assist in control of energy performance.

It is clear on looking at the information that currently added Building regulation Part F air changes are adversely affecting heating loads within servery and WC areas, so maybe will need to look at reduced flow rates using either low power trickle ventilation or passive ventilation as part of the MEP solution.

The average peak heat load is currently at 59.58 w/m<sup>2</sup> which is comparable with typical modern construction standards but is not good enough to meet Net Zero at present.

**To achieve net zero heating demand will ultimately need to be limited to 15 kwh/m<sup>2</sup>/yr. and we will model with more accuracy once the MEP design is validated against the improved building fabrics.**

**Potentially with improved u-values, provision of renewable heating & HWS source, PV and high efficiency lighting large improvements will be made on predicted energy efficiency to enable the scheme to get near to Net Zero.**

**Please see Appendix 6.2**

The next stage will be to find suitable design & manufacture Firms who are able to provide for the build a frame which will meet these requirements for thermal insulation & airtightness.

Once we have confirmation that all the components needed to meet the carbon Zero modelling are available and can be assembled to provide the desired design & configurations, this along with all the other Condition discharge criteria currently being worked on, will be submitted to WBC for discharge.

Application for Building Regulations approval will follow.

Not until we reach this stage can Tenders be issued to suitable Contractors for a final cost for the build to be obtained.

### **3. Operating Partner**

Following a Public Procurement process, Members conducted a series of in depth scoring & interview session to Select an Operator partner to provide the commercial management element for this Community café.

The outcome for this process is that members who took part are recommending, subject to due diligence, that Newbury Town Council engage with Lucy & Liam Woodward (current Café Operators) to agree a formal Lease to manage the Community Café on commercial lines.

These discussions are subject to contract and commercially sensitive, no further details will be made available at this time.

Members giving time in working through this Procurement exercise is appreciated

#### **4. CIL Liability**

The project being a Commercial approval will attract a CIL liability. Currently the Liability is suggested to be £12,479.70. The CSM have recalculated based on floor areas, the liability it is believed should be circa £4,000.

#### **5. Legals**

Gardner Leader, Solicitors, have been instructed by NTC to act in the matter of the Licence to Alter, Licence to sub-let (WBC) and the Lease Agreement for the Café with L & L Woodward.

#### **Project Timetable (provisional)**

Based on current conditions, the Project Team are suggesting a timetable with the following milestones based on current information on design, discharge, factory & material availability:

Discharge Planning Conditions.	November 2021
Building Regulations Approval	January 2022
Send out Tenders	January 2022
Tender return & Analysis	March 2022
Report to Community Services Committee	March 2022
Special Meeting Full Council	April 2022
Let Contract	April 2022
Mobilisation & Condition Discharge 2	June 2021
Prestart meeting	July 2022
Site start	September 2022
Completion	March 2023
Opening	April 2023

#### **6. Costs**

The assumption is that the project will still be let on a Joint Contracts Tribunal Contractors Design & Build package subject to the Client (NTC) obtaining Planning with all the necessary sub Consultant information to allow a detailed Tender package to be issued.

To date for this Carbon Neutral Build project costs have been:

Fees & Cost Committed to date

Project Costs £ 66,650

Legals Costs £ 9,520

CIL demand £12,480

**Total commitment £88,650**

Fees spend to date **£37,726**

### **Loan Consultation**

The Consultation on the Public Works Loan has been completed, the outcome shown in Appendix 6.3, 78% in favour of the Loan application.

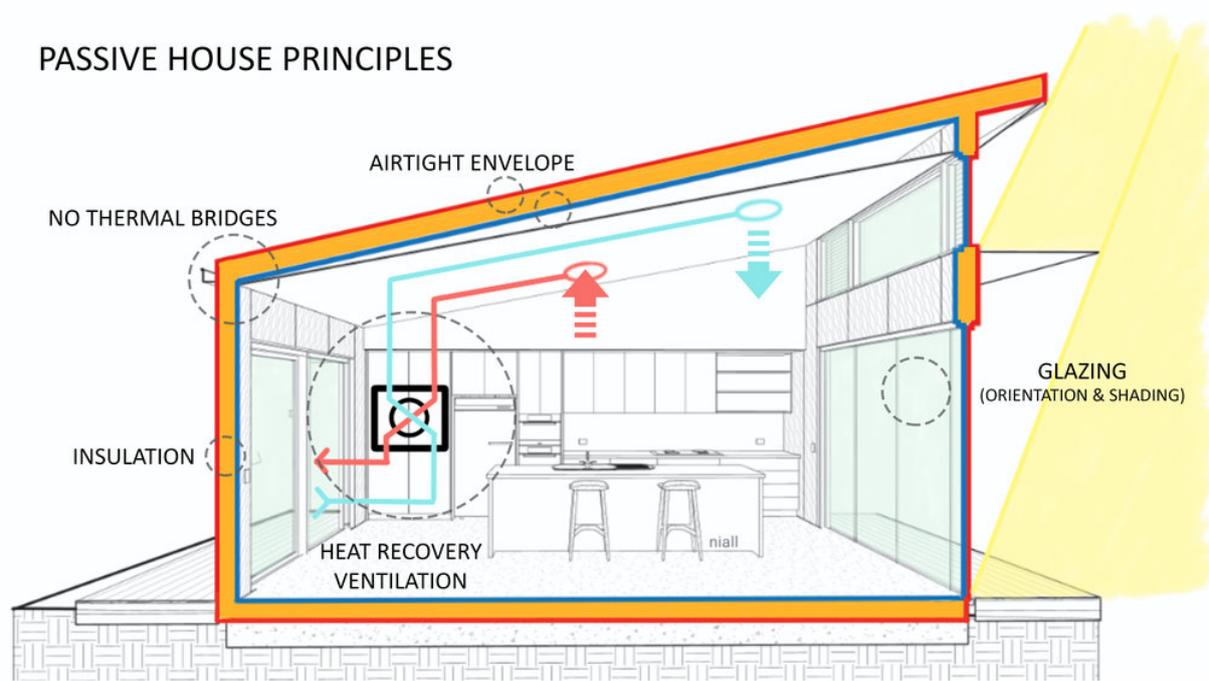
## **7. Recommendation**

**To update** note the current subcommittee approvals & directions for the proposed community café

**To give direction** to the Victoria Park Sub-Committee on the proposals required

**Signed:** David W Ingram, Community Services Manager

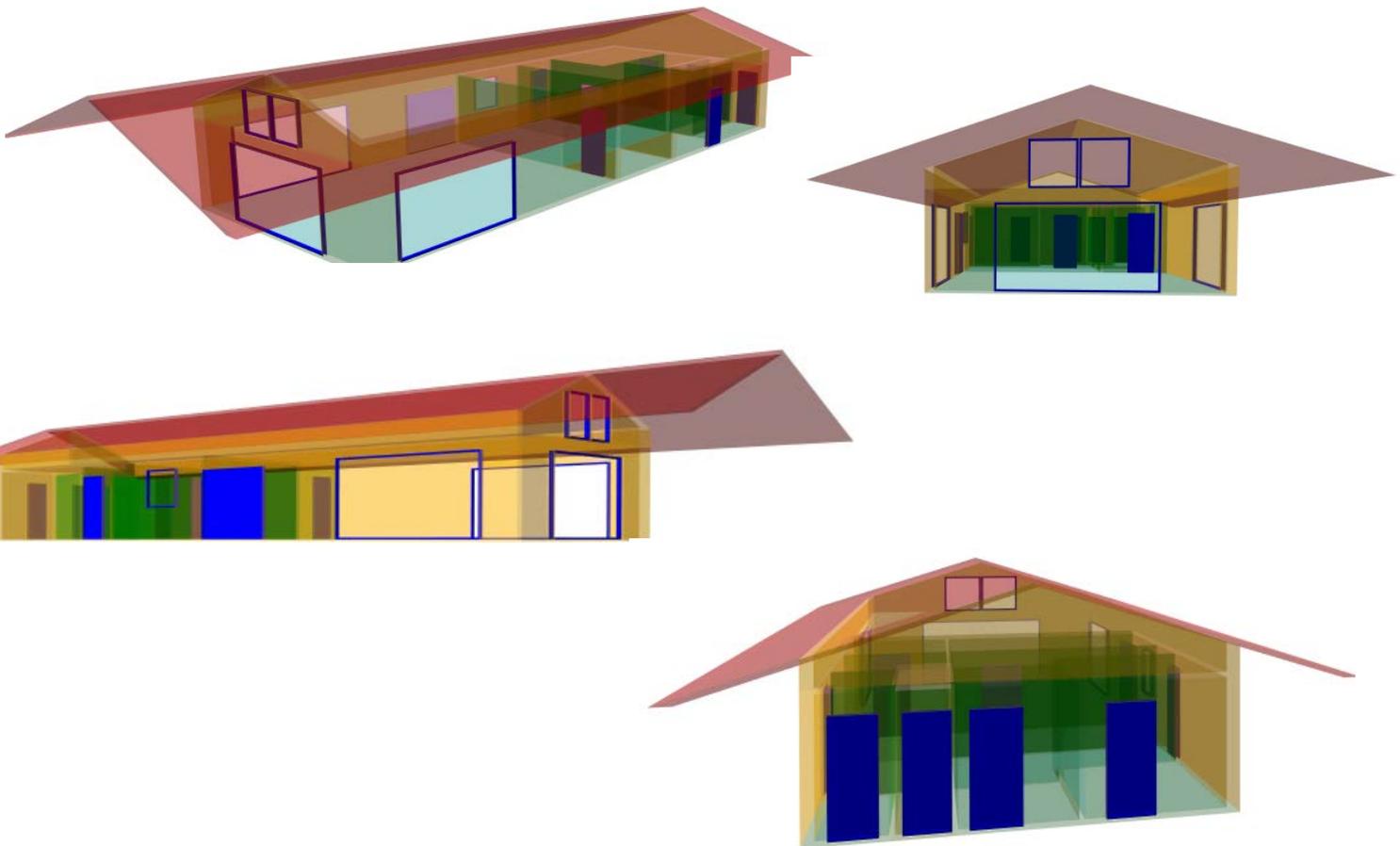
Date: 9<sup>th</sup> September 2021



Design Principles for the Café to become Carbon Neutral in its design & build.

# Victoria Park New Café Building

## (Draft) Thermal Modelling Review



Dated: 1<sup>st</sup> September 2021  
Issue Ref: v1  
MBL Job Ref: MBL786/TM01

## Report Contents

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Achieving Net Zero Operational Carbon

Building Performance Images 2021

- Dry Bulb Temp (Day 172)
- Solar Gains (Day 172)

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Percentile Loads

Overheating Review (CIBSE TM52)

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McCarthy Bainbridge Ltd

Woodruffe House

Bagshot Road

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GU22 0QY

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### Issue Control

Rev reference	Date of issue	Comments/Notes
v1	1 <sup>st</sup> September 2021	Initial Draft report issued for comments and review

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Woodruffe House  
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### **Report Disclaimer**

McCarthy Bainbridge Ltd. believe the information enclosed therein to be correct at the time of issue, based on the information made available to MBL project engineers. McCarthy Bainbridge Ltd do not accept responsibility for any occurrences arising from the use of the information herein.

The report is based on calculated building performance using layouts provided and current building regulation u-values

### **Confidentiality Statement**

McCarthy Bainbridge Ltd would wish to protect the integrity and credibility of the inspection process and to protect all parties involved. It is understood that McCarthy Bainbridge Ltd will not divulge to unauthorized persons any information obtained during the inspection unless legally obliged to do so or authorised by the client to do so.

Summary & conclusions

## Summary & conclusions

This review has been undertaken using supplied CAD layout and utilising current Building Regulation Thermal fabric values.

To achieve Net Zero Carbon, thermal fabrics will need to improve as will the Building Service Provision.

We have included summary results to show overheating risk (CIBSE TM52) and heating loads, etc. to verify what needs altering to allow Net Zero targets to be met, which will remain challenging within such a small building.

The SBEM will predict with accuracy carbon emissions of the installation, but the thermal modelling is produced to identify any elements that could affect that result and that will assist in control of energy performance.

It is clear on looking at the information that currently added Building regulation Part F air changes are adversely affecting heating loads within server and WC areas, so maybe will need to look at reduced flow rates using either low power trickle ventilation or passive ventilation as part of the MEP solution.

The average peak heat load is currently at 59.58 w/m<sup>2</sup> which is comparable with typical modern construction standards but is not good enough to meet Net Zero at present.

To achieve net zero heating demand will ultimately need to be limited to 15 kwh/m<sup>2</sup>/yr and we will model with more accuracy once the MEP design is validated against the improved building fabrics.

Potentially with improved u-values, provision of renewable heating & HWS source, PV and high efficiency lighting large improvements will be made on predicted energy efficiency to enable the scheme to get near to Net Zero.

Any emission shortfall can then be determined and met by utilising Carbon Offsetting.

**Achieving Net Zero Operational Carbon**

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# Net Zero Operational Carbon

## Ten key requirements for new buildings

By 2030 all new buildings must operate at net zero to meet our climate change targets. This means that by 2025 all new buildings will need to be designed to meet these targets. This page sets out the approach to operational carbon that will be necessary to deliver zero carbon buildings. For more information about any of these requirements and how to meet them, please refer to the: UKGBC - Net Zero Carbon Buildings Framework; BBP - Design for Performance initiative; RIBA - 2030 Climate Challenge; GH A - Net Zero Housing Project Map; CIBSE - Climate Action Plan; and, LETI - Climate Emergency Design Guide.

### Low energy use

- 1 Total Energy Use Intensity (EUI) - Energy use measured at the meter should be equal to or less than:
  - **35 kWh/m<sup>2</sup>/yr** (GIA) for residential<sup>1</sup>

For non-domestic buildings a minimum DEC B (40) rating should be achieved and/or an EUI equal or less than:

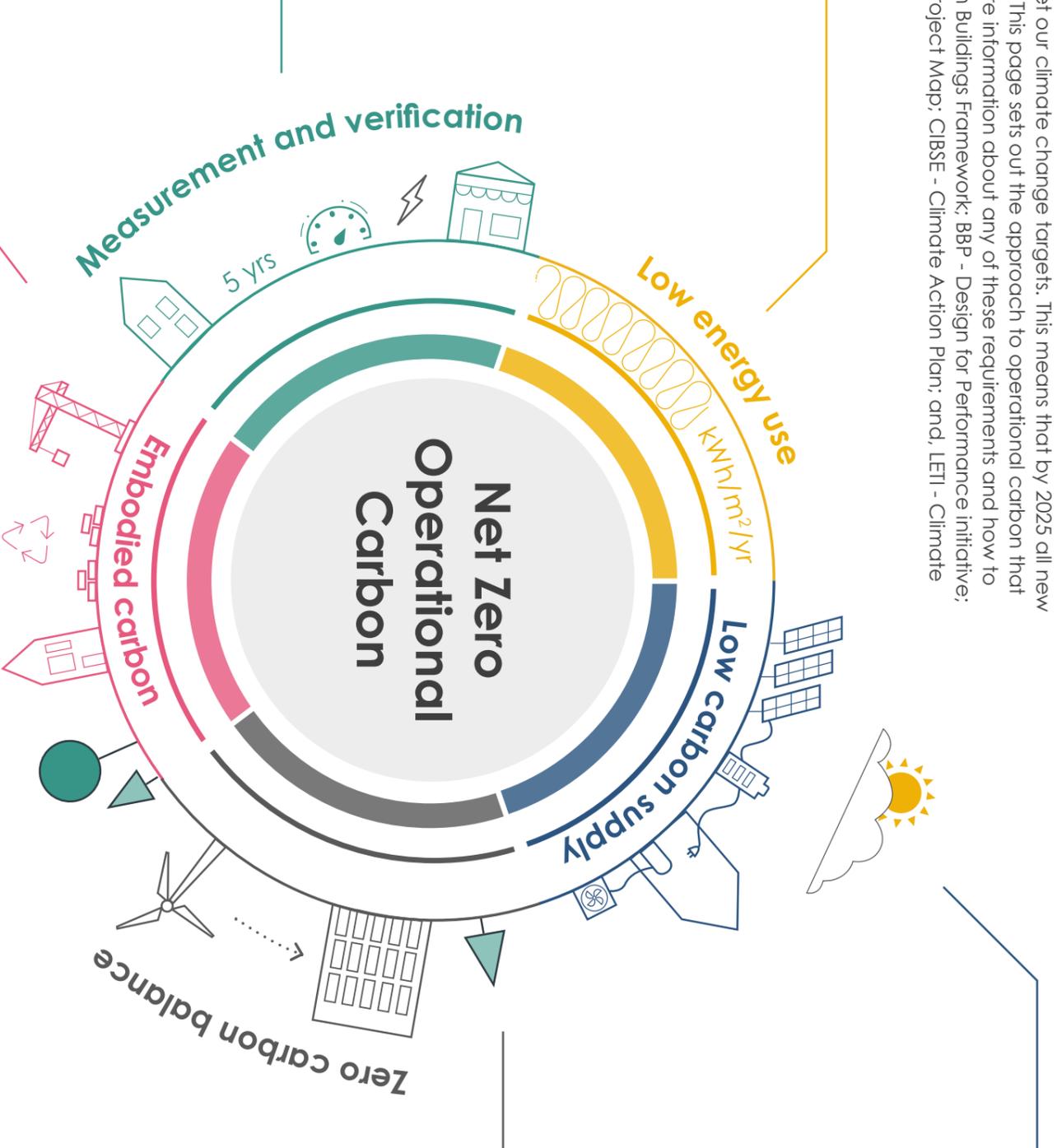
  - **65 kWh/m<sup>2</sup>/yr** (GIA) for schools<sup>1</sup>
  - **70 kWh/m<sup>2</sup>/yr** (NLA) or **55 kWh/m<sup>2</sup>/yr** (GIA) for commercial offices<sup>1,2</sup>
- 2 Building fabric is very important therefore space heating demand should be less than **15 kWh/m<sup>2</sup>/yr** for all building types.

### Measurement and verification

- 3 Annual energy use and renewable energy generation on-site must be reported and independently verified in-use each year for the first 5 years. This can be done on an aggregated and anonymised basis for residential buildings.

### Reducing construction impacts

- 4 Embodied carbon should be assessed, reduced and verified post-construction.<sup>3</sup>



### Low carbon energy supply

- 5 **Heating and hot water should not be generated using fossil fuels.**
- 6 The average annual carbon content of the heat supplied (gCO<sub>2</sub>/kWh) should be reported.
- 7 On-site renewable electricity should be maximised.
- 8 Energy demand response and storage measures should be incorporated and the building annual peak energy demand should be reported.

### Zero carbon balance

- 9 A carbon balance calculation (on an annual basis) should be undertaken and it should be demonstrated that the building achieves a net zero carbon balance.
- 10 Any energy use not met by on-site renewables should be met by an investment into additional renewable energy capacity off-site OR a minimum 15 year renewable energy power purchase agreement (PPA). A green tariff is not robust enough and does not provide 'additional' renewables.

Notes:

**Note 1 – Energy use Intensity (EUI) targets**  
The above targets include all energy uses in the building (regulated and unregulated) as measured at the meter and exclude on-site generation. They have been derived from: predicted energy use modelling for best practice; a review of the best performing buildings in the UK; and a preliminary assessment of the renewable energy supply for UK buildings. They are likely to be revised as more knowledge is available in these three fields. As heating and hot water is not generated by fossil fuels, this assumes on all electric building until other zero carbon fuels exist. (kWh targets are the same as kWh<sub>net,elec</sub>).<sup>2</sup> Once other zero carbon heating fuels are available this metric will be adapted.

**Note 2 – Commercial offices**  
With a typical net to gross ratio, 70 kWh/m<sup>2</sup>NLA/yr is equivalent to 55 kWh/m<sup>2</sup>GIA/yr. Building owners and developers are recommended to target a base building rating of 6 stars using the B8B's Design for Performance process based on NABERS.

**Note 3 – Whole life carbon**  
It is recognised that operational emissions represent only one aspect of net zero carbon in new buildings. Reducing whole life carbon is crucial and will be covered in separate guidance.

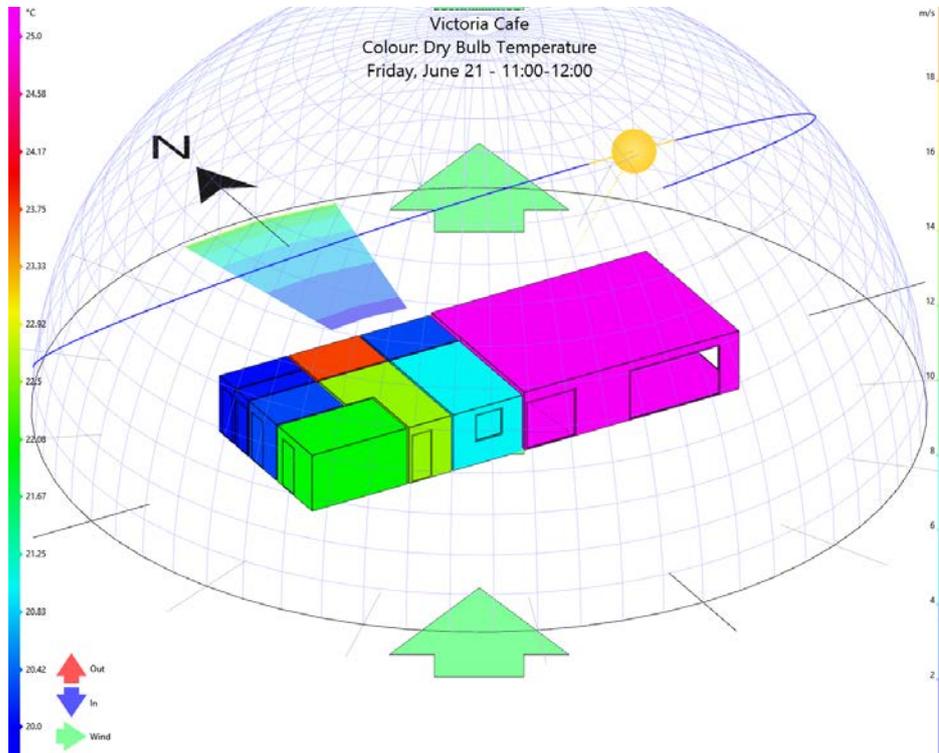
**Note 4 – Adaptation to climate change**  
Net zero carbon buildings should also be adapted to climate change. It is essential that the risk of overheating is managed and that cooling is minimised.

Developed in collaboration with:

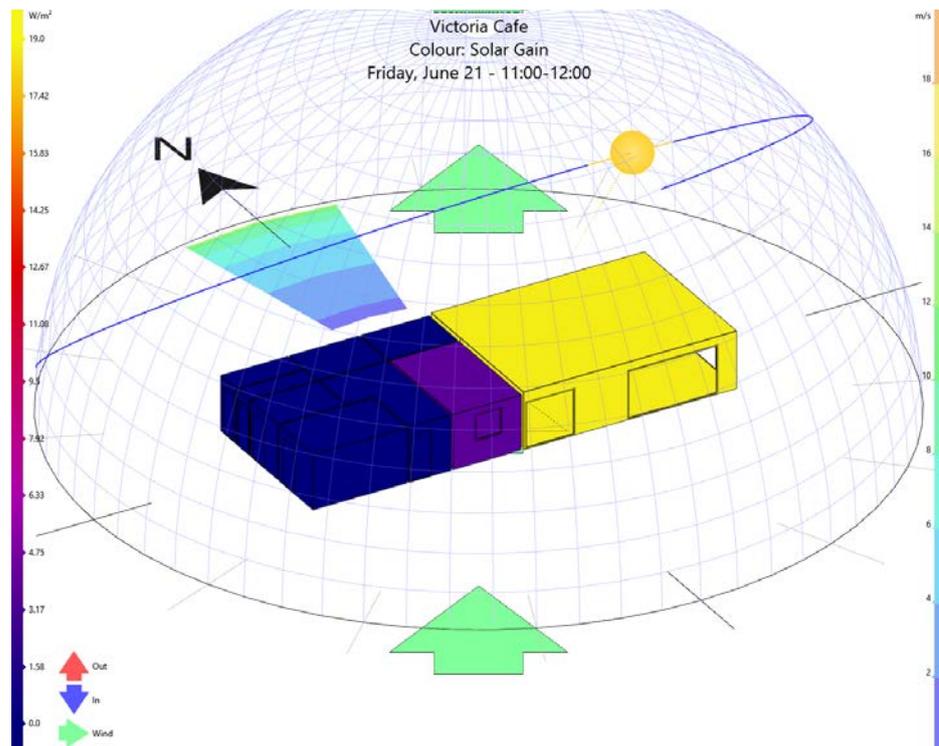


Building Performance Images 2021

- Dry Bulb Temp (Day 172)



- Solar Gains (Day 172)

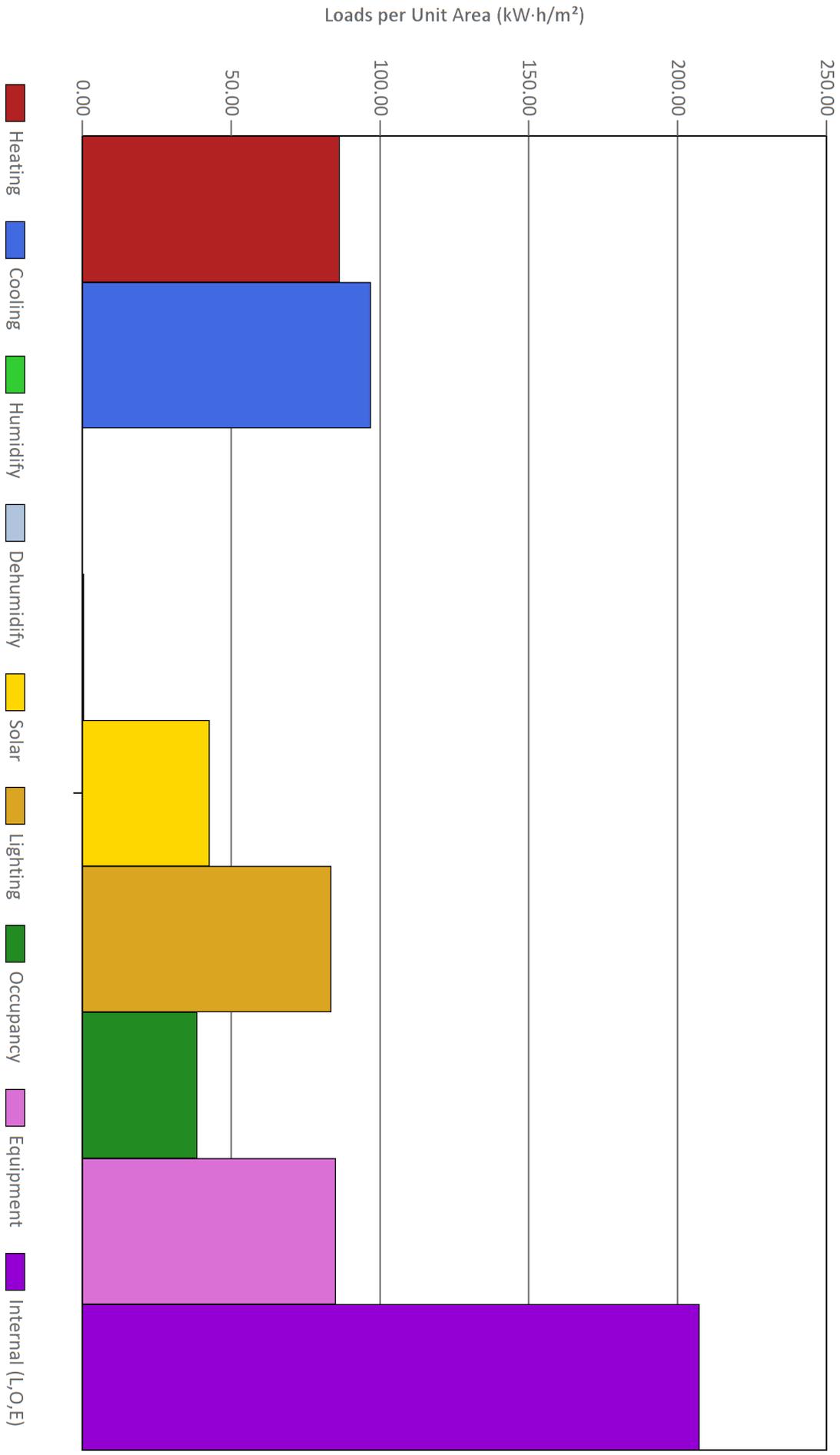


**Annual Load Assessment**

McCarthy Bainbridge Ltd  
Woodruffe House  
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Woking, Surrey  
GU22 0QY

# Annual Loads

Total Annual Loads



# Annual Loads

## Zone by Zone Breakdown

Zone Name	Floor Area (m <sup>2</sup> )	Loads per Unit Area (kW·h/m <sup>2</sup> )											Multiplicity
		Heating	Cooling	Humidity	Dehumidify	Solar	Lighting	Occupancy	Equipment	Internal (L,O,E)			
Back of House	11.35	18.59	2.26	0.00	4.47	0.00	9.58	39.35	0.00	48.93	1		
Changing Room	10.92	332.57	0.76	0.00	0.34	0.00	22.78	36.50	24.84	84.11	1		
DDA WC	12.72	221.71	1.23	0.00	0.00	0.00	53.14	42.16	28.20	123.50	1		
Female WC	3.42	283.30	0.65	0.00	0.00	0.00	53.14	42.16	28.20	123.50	1		
Male WC	2.72	253.90	0.76	0.00	0.00	0.00	53.14	42.16	28.20	123.50	1		
Plant Room	6.64	0.00	0.00	0.00	0.00	0.00	0.15	0.20	358.84	359.19	1		
Seating Area	66.78	2.15	170.22	0.00	0.00	79.00	103.95	42.45	78.87	225.27	1		
Servery	14.53	185.31	75.46	0.00	0.00	16.17	170.82	34.78	174.71	380.31	1		
<b>Total (Including Multiplicity):</b>	<b>129.08</b>	<b>86.44</b>	<b>96.98</b>	<b>0.00</b>	<b>0.42</b>	<b>42.69</b>	<b>83.55</b>	<b>38.60</b>	<b>85.14</b>	<b>207.28</b>			

\* Only partial data is available

**Percentile Loads**

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McCarthy Bainbridge Ltd  
Woodruffe House  
Bagshot Road  
Woking, Surrey  
GU22 0QY

# Percentile Loads

## Report Parameters

Reported Load: Heating Load

Analysed Hours: Only the occupied hours for each zone between the start day and end day.

Start Day: 1

End Day: 365

Date: Wednesday, 1 September, 2021

## Results Table

Zone Name	Percentile (loads displayed in W)										Analysed Hours
	100th	90th	80th	70th	60th	50th	40th	30th	20th	10th	
Back of House	163.73	97.54	79.94	67.67	58.20	49.62	41.89	32.95	22.90	11.78	2469
Changing Room	1689.88	1221.72	1082.92	976.00	847.15	720.10	583.33	434.81	279.67	139.89	3827
DDA WC	1598.18	1036.04	888.97	778.87	683.57	581.31	478.07	372.88	254.15	130.04	3566
Female WC	530.22	348.82	304.48	269.58	235.99	201.97	167.66	130.76	87.17	45.66	3715
Male WC	403.18	251.20	213.64	187.55	166.67	140.29	116.71	90.58	62.13	32.13	3652
Plant Room	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0
Seating Area	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0
Servery	2222.24	1191.43	977.55	819.15	683.15	555.12	453.54	338.29	237.75	127.47	2858

\*Loads equal to zero are ignored and not counted as an analysed hour.

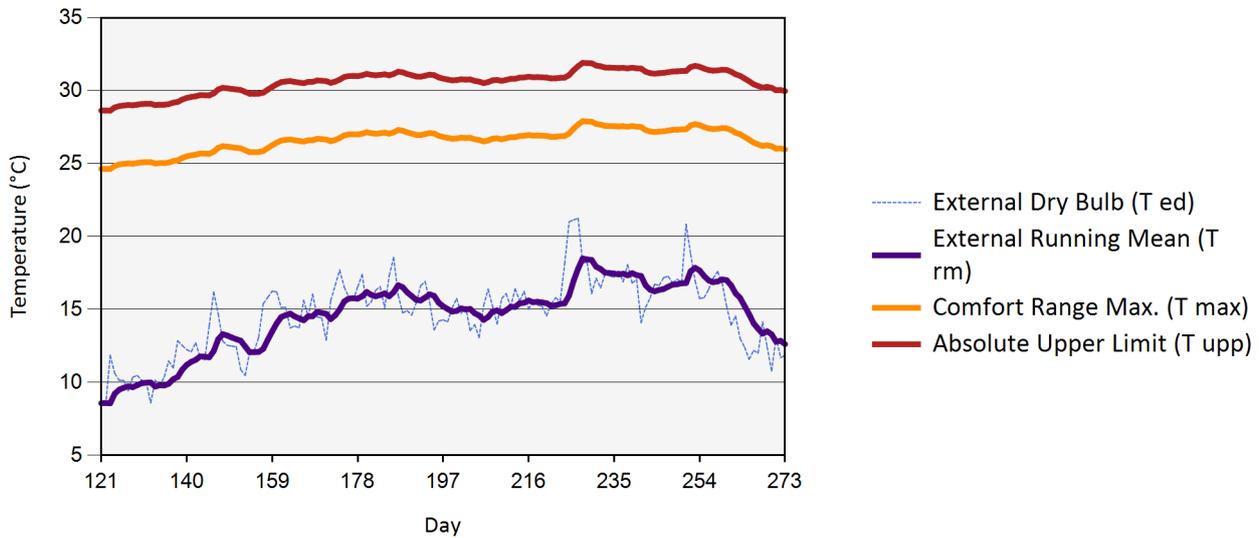
**Overheating Review (CIBSE TM52)**

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McCarthy Bainbridge Ltd  
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Bagshot Road  
Woking, Surrey  
GU22 0QY

# Adaptive Overheating Report (CIBSE TM52)

## Adaptive Summer Temperatures for UK\_SouthWest



The adaptive overheating assessment tests rooms against three criteria. If a room fails any two of the three criteria then it is said to overheat.

1. The first criterion sets a limit for the number of hours that the operative temperature exceeds the comfort temperature by 1°C or more during the occupied hours over the summer period (1st May to 30th September).
2. The second criterion deals with the severity of the overheating within any one day. This sets a daily limit for acceptability.
3. The third criterion sets an absolute maximum daily temperature for the room.

## Project Details

**Building Designer File (.tbd):** Victoria Cafe.tbd

**Simulation Results File (.tsd):** Victoria Cafe.tsd

**Date:** 01 September 2021

**Building Category:** Category II

**Report Criteria:** TM52

## Results

Zone Name	Occupied Summer Hours	Max. Exceedable Hours	Criterion 1: #Hours Exceeding Comfort Range	Criterion 2: Peak Daily Weighted Exceedance	Criterion 3: #Hours Exceeding Absolute Limit	Result
Seating Area	2448	73	437	24.0	0	Fail
Servery	2754	82	0	0.0	0	Pass
DDA WC	2142	64	0	0.0	0	Pass
Plant Room	848	25	36	10.0	0	Fail
Changing Room	1836	55	0	0.0	0	Pass
Male WC	2142	64	0	0.0	0	Pass
Female WC	2142	64	0	0.0	0	Pass
Back of House	2142	64	0	0.0	0	Pass

# Adaptive Overheating Report (CIBSE TM52)

## Weather Table

Day	Temperature (°C)			
	External Dry Bulb (T <sub>ed</sub> )	External Running Mean (T <sub>rm</sub> )	Comfort Range Max. (T <sub>max</sub> )	Absolute Upper Limit (T <sub>upp</sub> )
121	8.67	8.58	24.63	28.63
122	8.48	8.59	24.64	28.64
123	11.86	8.57	24.63	28.63
124	10.63	9.23	24.85	28.85
125	10.15	9.51	24.94	28.94
126	10.14	9.64	24.98	28.98
127	9.43	9.74	25.01	29.01
128	10.35	9.68	24.99	28.99
129	10.48	9.81	25.04	29.04
130	10.16	9.95	25.08	29.08
131	10.03	9.99	25.10	29.10
132	8.60	10.00	25.10	29.10
133	10.15	9.72	25.01	29.01
134	9.75	9.80	25.04	29.04
135	10.38	9.79	25.03	29.03
136	11.47	9.91	25.07	29.07
137	11.00	10.22	25.17	29.17
138	12.86	10.38	25.22	29.22
139	12.53	10.87	25.39	29.39
140	12.25	11.21	25.50	29.50
141	12.10	11.41	25.57	29.57
142	12.72	11.55	25.61	29.61
143	11.69	11.79	25.69	29.69
144	11.54	11.77	25.68	29.68
145	13.88	11.72	25.67	29.67
146	16.20	12.15	25.81	29.81
147	14.71	12.96	26.08	30.08
148	12.84	13.31	26.19	30.19
149	12.55	13.22	26.16	30.16
150	12.49	13.08	26.12	30.12
151	12.45	12.96	26.08	30.08
152	10.88	12.86	26.04	30.04
153	10.48	12.47	25.91	29.91
154	12.11	12.07	25.78	29.78
155	12.15	12.08	25.79	29.79
156	13.10	12.09	25.79	29.79
157	15.39	12.29	25.86	29.86
158	15.83	12.91	26.06	30.06
159	16.26	13.50	26.25	30.25
160	16.21	14.05	26.44	30.44

# Adaptive Overheating Report (CIBSE TM52)

Day	Temperature (°C)			
	External Dry Bulb (T <sub>ed</sub> )	External Running Mean (T <sub>rm</sub> )	Comfort Range Max. (T <sub>max</sub> )	Absolute Upper Limit (T <sub>upp</sub> )
161	15.14	14.48	26.58	30.58
162	15.15	14.61	26.62	30.62
163	13.74	14.72	26.66	30.66
164	13.86	14.52	26.59	30.59
165	13.75	14.39	26.55	30.55
166	15.64	14.26	26.51	30.51
167	14.52	14.54	26.60	30.60
168	16.06	14.53	26.60	30.60
169	14.50	14.84	26.70	30.70
170	14.43	14.77	26.67	30.67
171	12.90	14.70	26.65	30.65
172	15.61	14.34	26.53	30.53
173	16.65	14.60	26.62	30.62
174	17.71	15.01	26.75	30.75
175	16.55	15.55	26.93	30.93
176	15.88	15.75	27.00	31.00
177	15.64	15.77	27.00	31.00
178	16.54	15.74	27.00	31.00
179	17.40	15.90	27.05	31.05
180	15.23	16.20	27.15	31.15
181	15.51	16.01	27.08	31.08
182	16.31	15.91	27.05	31.05
183	16.57	15.99	27.08	31.08
184	15.11	16.11	27.11	31.11
185	17.31	15.91	27.05	31.05
186	18.57	16.19	27.14	31.14
187	15.98	16.66	27.30	31.30
188	14.77	16.53	27.25	31.25
189	14.92	16.18	27.14	31.14
190	14.61	15.93	27.06	31.06
191	15.44	15.66	26.97	30.97
192	16.63	15.62	26.95	30.95
193	16.92	15.82	27.02	31.02
194	15.50	16.04	27.09	31.09
195	13.60	15.93	27.06	31.06
196	14.22	15.47	26.90	30.90
197	14.29	15.22	26.82	30.82
198	14.15	15.03	26.76	30.76
199	15.11	14.86	26.70	30.70
200	15.75	14.91	26.72	30.72
201	14.73	15.08	26.77	30.77

## Adaptive Overheating Report (CIBSE TM52)

Day	Temperature (°C)			
	External Dry Bulb (T <sub>ed</sub> )	External Running Mean (T <sub>rm</sub> )	Comfort Range Max. (T <sub>max</sub> )	Absolute Upper Limit (T <sub>upp</sub> )
202	15.19	15.01	26.75	30.75
203	13.55	15.04	26.76	30.76
204	13.97	14.75	26.67	30.67
205	13.08	14.59	26.61	30.61
206	15.27	14.29	26.52	30.52
207	16.40	14.48	26.58	30.58
208	15.20	14.87	26.71	30.71
209	14.01	14.93	26.73	30.73
210	15.74	14.75	26.67	30.67
211	16.10	14.95	26.73	30.73
212	15.18	15.18	26.81	30.81
213	16.42	15.18	26.81	30.81
214	15.59	15.43	26.89	30.89
215	16.24	15.46	26.90	30.90
216	15.02	15.62	26.95	30.95
217	15.66	15.50	26.91	30.91
218	15.30	15.53	26.92	30.92
219	15.22	15.48	26.91	30.91
220	14.56	15.43	26.89	30.89
221	15.38	15.26	26.83	30.83
222	15.81	15.28	26.84	30.84
223	15.54	15.39	26.88	30.88
224	18.12	15.42	26.89	30.89
225	21.01	15.96	27.07	31.07
226	21.14	16.97	27.40	31.40
227	21.25	17.80	27.68	31.68
228	18.20	18.49	27.90	31.90
229	18.23	18.43	27.88	31.88
230	16.10	18.39	27.87	31.87
231	17.14	17.93	27.72	31.72
232	16.49	17.78	27.67	31.67
233	17.44	17.52	27.58	31.58
234	17.30	17.50	27.58	31.58
235	17.20	17.46	27.56	31.56
236	17.64	17.41	27.55	31.55
237	16.90	17.46	27.56	31.56
238	18.08	17.34	27.52	31.52
239	16.82	17.49	27.57	31.57
240	17.05	17.36	27.53	31.53
241	14.10	17.30	27.51	31.51
242	15.16	16.66	27.30	31.30

# Adaptive Overheating Report (CIBSE TM52)

Day	Temperature (°C)			
	External Dry Bulb (T <sub>ed</sub> )	External Running Mean (T <sub>rm</sub> )	Comfort Range Max. (T <sub>max</sub> )	Absolute Upper Limit (T <sub>upp</sub> )
243	15.79	16.36	27.20	31.20
244	16.73	16.24	27.16	31.16
245	16.65	16.34	27.19	31.19
246	17.18	16.40	27.21	31.21
247	17.28	16.56	27.26	31.26
248	16.83	16.70	27.31	31.31
249	17.08	16.73	27.32	31.32
250	16.87	16.80	27.34	31.34
251	20.85	16.81	27.35	31.35
252	18.80	17.62	27.61	31.61
253	16.97	17.86	27.69	31.69
254	15.75	17.68	27.63	31.63
255	15.81	17.29	27.51	31.51
256	16.37	17.00	27.41	31.41
257	17.13	16.87	27.37	31.37
258	17.60	16.92	27.38	31.38
259	16.83	17.06	27.43	31.43
260	15.23	17.01	27.41	31.41
261	13.93	16.66	27.30	31.30
262	14.55	16.11	27.12	31.12
263	13.01	15.80	27.01	31.01
264	12.42	15.24	26.83	30.83
265	11.58	14.68	26.64	30.64
266	12.19	14.06	26.44	30.44
267	12.01	13.68	26.32	30.32
268	14.15	13.35	26.21	30.21
269	12.45	13.51	26.26	30.26
270	10.78	13.30	26.19	30.19
271	13.10	12.79	26.02	30.02
272	11.70	12.86	26.04	30.04
273	11.87	12.62	25.97	29.97

**Option:**

Option A: that the Council should borrow up to £300,000 towards the costs of building a new community café in Victoria Park

Option B: that the Council does not construct this café but instead uses its reserves and the accumulated Community Infrastructure Levies (CIL) for other services which the Town Council provides

**Total Responses:**

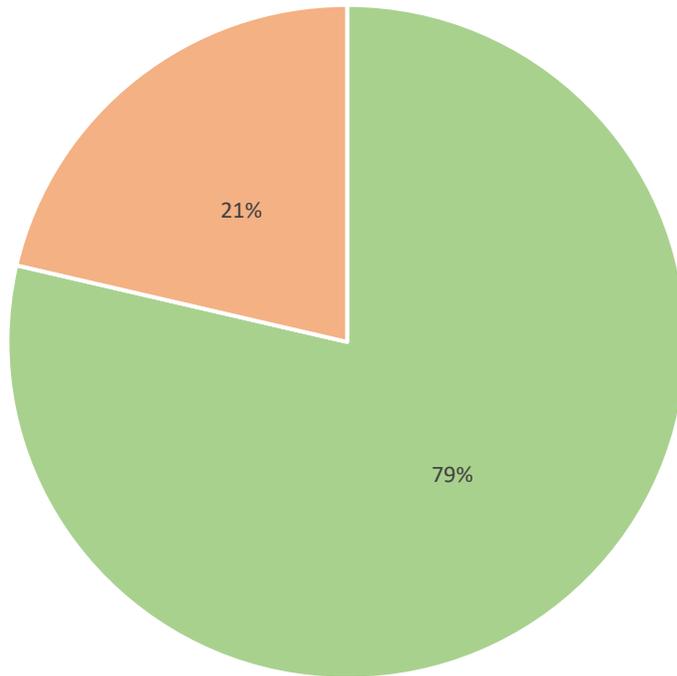
70

19

**Grand total:**

89

## Community Café Consultation Results



- Option A: that the Council should borrow up to £300,000 towards the costs of building a new community café in Victoria Park
- Option B: that the Council does not construct this café but instead uses its reserves and the accumulated Community Infrastructure Levies (CIL) for other services which the Town Council provides