

9 March 2021

To: The Leader and Deputy Leader; Cllrs Jeff Beck; Nigel Foot; Chris Foster; Jon Gage; Roger Hunneman; David Marsh; Sarah Slack; 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 15th March 2021 at 7.30pm**. This meeting is open to the Press and Public.

Join Zoom Meeting

<https://zoom.us/j/94895532279?pwd=Ykt2dGIRR3ZkOGp5S3BkUldyWXg1Zz09>

Meeting ID: 948 9553 2279

Passcode: 097743

Yours sincerely,

David Ingram
Community Services Manager

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. Minutes (Appendix 1)

Chairperson

To approve the minutes of a meeting of the Community Services Committee held on Monday 14th December 2020, already circulated, and as attached at Appendix 1.

4. Questions and Petitions from Members of the Public

Chairperson

5. Members' Questions and Petitions

Chairperson

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

Chairperson

6.1 To note the minutes of the Green Spaces Group meeting of 20th December 2020, Appendix 2.1, 14th Jan 2021 Appendix 2.2 and 18th Feb 2021 (Draft) Appx 2.3 and recommendations of the Group, in particular:

Greenham House Gardens Consultation

Victoria Park Consultation

Old Hospital Green Consultation

Wash Common Public Consultation

Biodiversity instruction

Newbury in Bloom competition

British Spring Clean event

Further details below in Item 7, Community Managers Report.

6.2 To receive the Annual update from Friends of Newtown Rd Cemetery – Cllr Martha Vickers

6.3 To approve the NiB (GSWG) Working Group Plan as set out in Appendix 2.4 subject to content of Community Managers Report, Appendix 3.

7. Community Services Managers Report (Appendix 3)

Community Services Manager

To receive an update from the Community Services Manager on activities undertaken

7.1 To approve the Newbury in Bloom annual Horticultural competition as outlined with the appropriate cost being incurred, Appendix 3.1.

To approve, subject to any minor adjustment by the Green Spaces Working Group, within allocated Budget the following projects:

7.2 Greenham House Gardens phased investment

7.3 Victoria Park wildflower meadow

7.4 Old Hospital Green NHS garden

7.5 Biodiversity instruction

7.6 British Spring Clean event

7.7 One Tree Park Allotment extension

To consider:

7.8 Fifth Rd Play areas

To note:

7.9 CSM Report

8. Wash Common Investment Consultation proposal (Appendix 4)

Chairperson

To approve the Consultation proposal as outlined in this Report.

To approve the delegation of the management of the phase 1, General Public Consultation exercise as set out in Appendix 4.1, within the outline

approved to the Green Spaces Working Group.

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

Chairperson

To note the Forward Work Programme subject to amendment following outcome of Councils new Strategy being adopted.

To invite Members to raise any additional items for consideration.

10. New Community Cafe facility – Victoria Park

Chairperson

11.1 To note the Draft Mins of the Victoria Park subcommittee meeting of 11th Feb 2021

11.2 To update the Committee on the current plans for the proposed Community Café Community - Services Manager verbal update

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

11. Exclusion of the Press & Public

Chairperson

Under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960 the press and public be excluded from the meeting for the following items of business because publicity would be prejudicial to the public interest by reason of the confidential financial nature of the business to be transacted.

12. Tennis in Newbury (Appendix 6)

Chairperson

To approve the further discussions and negotiations with Newbury Tennis Club & the LTA to see if a joint approach to management to Tennis in Newbury can be achieved to maximise court usage.

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
ONLINE VIA ZOOM
ON MONDAY 14 DECEMBER 2020 AT 7.30PM**

PRESENT

Councillors Martin Colston; Olivia Lewis (Chair) Jeff Beck; Nigel Foot; Chris Foster; Jon Gage; Roger Hunneman; Steve Masters; Sarah Slack; Martha Vickers (Vice-Chair).

In Attendance

David Ingram, Community Services Manager
Jo Lempriere, Community Services Officer

18. APOLOGIES FOR ABSENCE

There were none.

19. DECLARATIONS OF INTEREST AND DISPENSATIONS

The Community Services Manager declared that Councillors Jeff Beck 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.

20. MINUTES

PROPOSED: Cllr Jon Gage

SECONDED: Cllr Jeff Beck

RESOLVED: That the minutes of the meeting of the Community Services Committee held on 21 September 2020, be approved.

It was noted however, that on page 15 of the meeting pack point g) Wash Common Tree planting 5th & 12 Dec 2020 (stated as point 9 in the CS Meeting) of the Newbury Green Spaces / In Bloom Working Group meeting of the 08 October 2020, should have read "will now", instead of "will not". These minutes have now been amended.

21. QUESTIONS AND PETITIONS MEMBERS OF THE PUBLIC

There were none.

22. MEMBERS QUESTIONS AND PETITIONS

There was one from Cllr Tony Vickers:

Chair, West Berkshire Council is inviting other organisations in the District to bid for funds (between £10k and £100k per project) that would be in accord to its Infrastructure Delivery Plan that could be implemented by March 2022. For details see <https://info.westberks.gov.uk/cilbidding>.

The deadline for bids to be submitted is 10th January 2021 but this is first time this committee has met since the scheme was announced. Does Community Services Committee have any potentially qualifying projects that it might consider bidding for and if so could a decision be made this evening to make a bid?

The Chairs reply was:

“Thank you Cllr Tony Vickers.

The Council is aware of the offer from West Berkshire Council and the opportunity has and will continue to be considered.

The closing date, 10th Jan 2021 is giving very short notice to applicants bearing in mind the current Covid 19 restrictions and the holidays period which for many starts at the end of this week.

Officers are looking at what opportunities there are for a bid submission.”

23. GREENHAM COMMON COMMISSIONERS

Rebecca Hart the Commissions Chair, gave a presentation outlining their request for funding and how it would be used mostly for admin support and website improvements.

PROPOSED: Cllr Jeff Beck

SECONDED: Cllr Martin Colston

RESOLVED: That the Committee recommends that Newbury Town Council would from April 2021 provide £500/year for 3 years, subject to a verbal report from the Commission to Full Council annually.

24. COMMUNITY SERVICES MANAGERS REPORT

24.1 Councillors received an update from the Community Services Manager on activities undertaken as per the items as attached at Appendix 2 of the Agenda.

24.2 The items on the report were noted.

25. GREEN SPACES WORKING GROUP – NEWBURY IN BLOOM

25.1 The minutes of the Green Spaces Group of 08 October 2020 and 12 November Appendices 3A & 3B of the Agenda were noted.

Cllr Martha Vickers requested an amendment to the minutes of the 2 meetings, as she sent apologies to the meeting for the 08 October, but these were not noted, and she attended the meeting of 12 November, but this too was not noted.

25.2 PROPOSED: Cllr Jeff Beck
SECONDED: Cllr Martin Colston

RESOLVED: That the Green Spaces Working Group Forward Community Engagement Plan as set out in Appendix 3C of the Agenda was approved.

26. REVIEW OF COMMUNITY SERVICES 2021/22 BUDGETS

26.1 Officers' proposal for the Community Services Budget for the 2020/21 financial year, as attached at Appendix 4 of the Agenda were noted.

26.2 There were no additions, amendments or deletions required, before inclusion in draft budget for Policy & Resources Committee consideration on 14 January 2021.

26.3 PROPOSED: Cllr Martin Colston
SECONDED: Cllr Martha Vickers

RESOLVED: The submission of the Draft Budget proposal for Policy & Resources Committee consideration on 14 January 2021 as attached at Appendix 4a of the Agenda was approved.

27. SERVICES REVENUES FOR 2020/21 FINANCIAL YEAR

27.1 The proposals for Services Revenues for 2021/22 and allotments for 2022/23 as attached at Appendix 4b of the Agenda were noted.

27.2 There were no additions, amendments or deletions required, before inclusion in draft budget for Policy & Resources Committee consideration on 14 January 2021.

27.3 PROPOSED: Cllr Martin Colston
SECONDED: Cllr Jon Gage

RESOLVED: The Services Revenues for the financial year 2021/22 and in advance the Allotment Charges for 2022/23 as at Appendix 4b of the Agenda were approved for submission to the Policy & Resources Committee consideration on 14 January 2021.

28. FORWARD WORK PROGRAMME FOR COMMUNITY SERVICES COMMITTEE 2021/22

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

28.2 There were no additions to the Community Services Forward Working Programme.

29. TOWN COUNCIL STRATEGY 2019-2024

There were no proposed changes to the Town Council Strategy, before review by the view by the Strategy Working Group for submission to the Policy & Resources Committee consideration on 14 January 2021

30. NEW COMMUNITY CAFÉ FACILITY – VICTORIA PARK

30.1 The Community Services Manager gave a verbal update to the Committee on the current plans for the proposed Community Café.

30.2 Cllr Roger Hunneman said there would be a meeting of the Victoria Park Sub-Committee early in the new year.

THERE BEING NO OTHER BUSINESS THE CHAIRPERSON THANKED ALL THOSE IN ATTENDANCE AND DECLARED THE MEETING CLOSED AT 9.02pm

CHAIRPERSON

Newbury Green Spaces / in Bloom Working Group

Zoom Meeting 10th December 2020

Minutes

PRESENT: Councillors: Jon Gage, (Chair), Chris Foster, Sarah Slack, Billy Drummond, David Marsh, Martha Vickers

Members: Tony Hammond, David Fenn, Fran Lawton, Sukey Russell Hayward

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

1. Parks & Green Spaces Officer

The Working Group welcomed James Heisman as the newly appointed Parks & Green Spaces Officer, a reconfiguration of the previous GMO post to consider the need to advance the Council Strategy on Parks & Green spaces going forward.

2. Apologies

Cllr Billy Drummond, also from: Samantha Carpenter, Paul Barker,

3. Minutes

The minutes of the meeting of the Green Spaces Working Group held on 12th November 2020 were briefly discussed, subject to some minor amendment on date of next meeting, was approved, items were now either completed or included on Agenda. The principal matters are set out in the Agenda.

4. Part 1 - Update on Community activity/ Matrix

- a) Engagement matrix. The Chair took members through the matrix and discussed the type of Engagement activity that would be recommended by activity. Engagement was described as either Consultations, an event similar to City Recreation Ground, the public asked to put forward ideas these considered by the Council in terms of suitability, feasibility & costs. The outcomes communicated with an option for further responses before ratification & delivery. The alternative was a communication on an event or decision made, giving sufficient Notice to allow responses before commencement. The matrix as discussed & updated is attached.
- b) NiB – The initial work in organizing the 2022/3 competition is being put in hand. Discussion centered around Street category, it was agreed that this would be a new category with 5 or more resident working together are a collective. James would circulate a list of the categories with definitions before the next meeting -
ACTION James Heasman
NB with the Council having a new ITC provider, early discussions of output design, information needed & PR needs to take place.
- c) BIB Route 2021 prospective stops - to remain the same as was proposed for this year with Canal Boats ride & Alms Houses visit being omitted to be substituted by stops in Old Hospital Green (Covid planting) and City Recreations Ground (Wildflower meadow). James has contacted all participants who are all willing to be put forward.

Members are to consider any alternative options should any of the suggested stops be withdrawn. Possible end route on Lock island this time? Route details & information to be discussed at next meeting. **ACTION – James Heasman - As above early information of the PROSPECTUS needs to be discussed with the ITC provider**

- d) 5th December Wash Common new plantation, volunteer planting took place over half the tress were planted. Green Gym attend on the Monday and planted 20 trees, the final day planning is oversubscribed and will take place on 12th Dec 2020 at 10 am. – Social media review. All in hand, planting to be done in sessions of 2 hours at a time depending on numbers. James to ensure Covid – 19 compliant
- e) Lockdown Woodland Barns Crescent update - Tony updated on the current plan all going well
- f) Plans for Lock Island partnership – NTC still negotiating new Lease with CRT, until this is finalised there will be a delay in documentation with SGP. Sukey updated on the projects being undertaken by SGP & parsons Close project. NTC to relocate the Dog waste bin – **ACTION James Heisman**
- g) Community Orchard pruning and new orchard. - Tony outlines plan, NTC funding made available
- h) Old Hospital Green Garden- forward plan - James & Fran and progress out of current funding if possible. Communication exercise to be planned & signed off at next meeting - **ACTION - James Heasman**
- i) Victoria Park Wildflower strip- to be allowed for in budget provision – subject to a longer communications plan to allow feedback & comment. James would circulate the web addresses for the wildflower supplier to allow the members to consider which mix(s) might be best suited. **ACTION – James Heisman to circulate.**

5. Part 2

- a) Newtown Rd Cemetery update – New Dogs on lead only sign incorporation the closed due to high winds sign. James to look at design & circulate – **ACTION – James Heisman**
- a) Biodiversity plans and monitoring - Order of costs discussed Quote from Café Environmental Consultant. Awaiting second cost plan from BBoWT
- b) Litter picking provisions - to be considered as purchase out of slippage 2021/22 budget if not, for 2021/22 & kept in the Town Hall – **ACTION CSM**
- c) Climate Emergency Group Feedback – Chris Foster, also discussion on Biodiversity which crosses over. Priorities were Victoria Park, Newtown Rd Cemetery – a consolidation of all the Friends works today & wash Common for the forthcoming upgrade project's
- d) Environmental Events to be advertised - several event matters were highlighted this month in Press & Social media
- e) Frequency of Working Group Meetings - to meet before next CS meeting to discuss action plan for Newbury in Bloom & In Bloom + Medicinal Planting & Wildflower mixes.

- f) Budget for 2021/22 any additional spend items- Members to advise CSM if there are any other budget requirements not listed to be added to 2021/22 Discussion on possible saving in Nib £2,000, Overtime allowances & Composting Toilet – can this be funded out of Fund-raising efforts?

6. DATES for next Meetings:

January 2021 – 21st January 2021 - Zoom @ 7pm

Join Zoom Meeting

<https://zoom.us/j/97544297981?pwd=RVordHVIU0tMREtScXBMNUJVeJRUUT09>

Meeting ID: 975 4429 7981

Passcode: 079088

February 2021 – 19th February 2021 - Zoom @ 7pm

The meeting at closed at 21.26

David W Ingram

Community Services Manager

Newbury Green Spaces / in Bloom Working Group

Zoom Meeting 14th January 2021

Minutes

PRESENT: Councillors: Jon Gage, (Chair), Sarah Slack, Billy Drummond, David Marsh, Martha Vickers

Members: Tony Hammond, David Fenn,

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

1. Apologies

Cllr Chris Foster, Jeff Beck also from: Samantha Carpenter, Paul Barker, Fran Lawton, Sukey Russell Hayward

2. Minutes

The minutes of the meeting of the Green Spaces Working Group held on 20th December 2020 were briefly discussed, subject to some minor amendment on date of next meeting, was approved, items were now either completed or included on Agenda. The principal matters are set out in the Agenda.

3. Part 1 - Update on Community activity/ Matrix

- a) Engagement matrix. The matrix as discussed & updated is attached.
- b) Newbury in Bloom – it's becoming clear that with the continuing Pandemic & Lockdown a “normal” NiB competition may not be possible. Members discussed the possibility of a “in Lockdown” competition, suggestion on a theme to be put forward for next meeting. The plan would be a photo and or 30 sec Video with a text & authenticity sheet. Individuals as social distancing could still be asked to visit & Judge appropriate exhibits. The categories will need discussion, School for example are unlikely to take part this year. **ACTION – James Heasman – consider suitable categories, Young persons & disability award, tie in Allotment Awards as well?**
- c) Britian in Bloom 2021/22 – It was agreed that in view of the current Pandemic and Lockdown, it would not be in the interest of the Council to peruse this project in the coming year. Every effort should be made to collect data, information, pictures all to be used in the preparation for the 2022/3 submission JH to advise all participants that with regret this competition would be held over for another year however they should try and take part in the Newbury in Boom “in lockdown” competitions / evidence as the material here would still feed into the next Entry.
ACTION James Heasman
Advise all participants & encourage NiB entry
- d) 5th December Wash Common new plantation - Completed, await outcome of Wash Common Consultation. Asked to consider Dog Training in the area. Action – James to discuss S Kirby’s request at next meeting

- e) Lockdown Woodland Barns Crescent update - Tony updated on the current plan amended to suit Covid Lockdown rules Ongoing consideration to added Hedges & biodiversity actions.
- f) Plans for Lock Island partnership – NTC still negotiating new Lease with CRT, until this is completed there will be a delay in documentation with SGP.
- g) Community Orchard pruning and new orchard. - Tony outlines plan, again due to Pandemic & Lockdown may have to be amended dates, NTC funding made available
- h) Old Hospital Green Garden- forward plan – This may now have to be a Contractor project as Volunteering may be difficult in Lockdown Rules – some consideration to postponement of some elements to allow later Volunteer actions. Communication exercise to be planned & signed off at next meeting, Rachel peter will manage Sovereign communications. - ACTION - **James Heasman**
- i) Victoria Park Wildflower strip- to be allowed for in budget provision – subject to a longer communications plan to allow feedback & comment. James would circulate the web addresses for the wildflower supplier to allow the members to consider which mix(s) might be best suited. **ACTION – James Heasman to circulate.**

4. Part 2

- a) Newtown Rd Cemetery update – James had circulated New Dogs on lead only sign incorporation the closed due to high winds sign. **ACTION – James Heasman**
- b) Biodiversity plans and monitoring - Order of costs discussed Quote from Café Environmental Consultant. Awaiting second cost plan from BBoWT
- c) Litter picking provisions - ^ sets, 4 Adult & 2 Junior to be bought out of slippage 2021/22 budget if not, for 2021/22 & kept in the Town Hall – **ACTION CSM**
- d) Climate Emergency Group Feedback – Chris Foster, also discussion on Biodiversity which crosses over. Priorities were Victoria Park, Newtown Rd Cemetery – a consolidation of all the Friends works today & wash Common for the forthcoming upgrade project's
- e) Environmental Events to be advertised - several event matters were highlighted this month in Press & Social media
- f) Frequency of Working Group Meetings - Next meeting 18th Feb 2021
- g) Budget for 2021/22 going forward to P&R after final scrutiny
- h) Greenham House Gardens – James had circulated the Projct Plan, this is still subject to Transfer of land from WBC, CIL Bid & NTC funding. Communication of the Plan to be agreed at next meeting

5. DATES for next Meetings:

February 2021 – 18th February 2021 - Zoom @ 7pm

Join Zoom Meeting

<https://zoom.us/j/97068815770?pwd=SFZuMGs0YWZ3enlJRmpoMVQ5QWdNZz09>

Meeting ID: 970 6881 5770

Passcode: 501133

The meeting at closed at 21.00

David W Ingram

Community Services Manager

**Newbury Green Spaces / in Bloom Working Group
Zoom Meeting 18th February 2021.**

Minutes

PRESENT: Councillors: Jon Gage, (Chair), Sarah Slack, Martha Vickers, Chris Foster, Jeff Beck

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

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

Apologies

Cllr Billy Drummond, David Marsh also from: Samantha Carpenter,

Minutes

The minutes of the meeting of the Green Spaces Working Group held on 14th January 2021 were briefly discussed, and approved, items were now either completed or included on Agenda. The principal matters are set out in the Agenda.

Election of Dr Susan Millington to join the Working Group

Cllr Martha Vickers proposed, Cllr Chris Foster Seconded, unanimously agreed.

Part 1 - Update on Community activity/ Matrix

Engagement matrix. The matrix as discussed & updated is attached.

Dog Training

request has been submitted by a Wash Common Residents for the Council to consider provision of Dog Agility facilities as part of the Wash Common Consultation. This was discussed by the WG, NTC (Newbury Town Council) has already been engaged in discussion by Guide Dogs UK about secure dog exercise facilities in Newbury and information has come to light on a previous discussion for similar facilities. **The WG Recommended that the subject of Dog access, exercise and training should be included as a suggestion in the forthcoming Consultation exercise to gauge Public Opinion.**

A

Budget

Budget to Green Spaces was approved by Council with a few adjustments in line with overall Budget provision.

4 Adult & 2 Children full Litter picking sites had been purchased and are available at the Town Hall.

BiB - It was agreed NTC would forgo an application 202/21 for Britain in Bloom.

Action from last meeting

JH to advise all participants that with regret this competition would be held over for another year however they should try and take part in the Newbury in Bloom "in lockdown" competitions / evidence as the material here would still feed into the next Entry.

NB - Post meeting BiB (Thames & Chiltern have invited NTC to sit in on a seminar – post seminar info will be circulated)

NiB Plan 2021

James H tabled a note following the last meeting outlining some of the suggestions for a curtailed NiB competition. Members agreed that the Community Hero Award should be dropped. Allotment judging would be delegated to the Stewards with a CS Award at conclusion

The principal debate was around how the Nib should run 2021. Members agreed to recommend that an assumption of some form of normality by June 2021 should be assumed and the normal NiB process followed. Categories should be:

Neighborhood's incl canal side, Alms houses and similar

Business

Schools – Members were to check with associated school whether they would be able to be involved

of Worship – as above are they able to participate

Building / facility Award

incl Window display, hanging baskets.

**Places
Community
Miniature Gardens**

Judging would have to take place in June 2021, how this might be done under the NTC Public Service banner will have to be considered nearer the time with Covid restrictions at that time.

FALL Back – The Group agreed that the Photo Competition outlines in James Brief should be the fallback position should Judging in person is not advisable.

The plan would be a photo and or 30 sec Video with a text & authenticity sheet. Individuals as social distancing could still be asked to visit & Judge appropriate exhibits. Britain in Bloom 2021/22.

Recommendation to Community Services: that NTC continue with the Newbury in Bloom theme in 2021 with agreed entry categories with appropriate Judging and some form of prize giving event in September 2021.

The fall back to this will be a Photo style competition.

Victoria Park Wildflower strip - JH had arranged PR and letter drops. Some initial positive feedback & comment. Still assuming some potential for Volunteer inclusion subject to WG Members being available to Marshall the event on 20th MARCH 2021.

Action from last meeting: James would circulate the web addresses for the wildflower supplier to allow the members to consider which mix(s) might be best suited- **Now ordered**

KMGXM: Dual Purpose Wildflower Seeds

KMG1M: Traditional Wildflower Seeds Mixture

KMG7M: Hedgerow & Light Shade Wildflower Seeds Mixture

Old Hospital Green Garden - Contractor project as Volunteering may be difficult in Lockdown Rules – All bar Interpretation Board now Ordered & anticipated planting 14th

April 2021 if Volunteer assistance is allowable by then. If not Contractor planting, he is following week.

Official Title to be:

Old Hospital Green NHS Garden.

Communication exercise is being developed for approval. Pre-approval taster PR can be released. Need to Contact Newbury Community Hospital for Official Opening participant.

Summer Clean 2021

Members suggested a summer clean campaign alongside the Keep Britain Tidy campaign lines. The current date set aside is 28th May to 13th June 2021 for the Great Spring Clean which NTC should try and participate in:

<https://www.keepbritaintidy.org/get-involved/support-our-campaigns/great-british-spring-clean>

Lockdown Woodland Barns Crescent - Susan Millington to discuss next phases with JH.

Glendale Ave - Community Orchard pruning and new orchard. Tony H to update post Lockdown dates incl Glendale Ave.

Part 2 - NTC Strategic matters

Biodiversity plans and monitoring - Order of costs discussed Quote from Greengage & BBoWT discussed & Members approved instruction to BBoWT for Phase 1 Surveys at Wash Common, Newtown Rd Cemetery & City Rec – CSM to instruct

Greenham House Gardens – WBC (West Berkshire Council) CIL (Community Infrastructure Levy) funding for the project refused. NTC budget limits investment for 2021/22 to min required after Transfer. Possible 3 year rolling project subject to funding. Consultation document issued, 13 feedback responses so far, all positive for improvement, questions over Mini goals, gate & “attractive” sculpture items'

Recommendation – summary of feedback to Community Services Meeting

Wash Common – Consultation Draft proposal was circulated and discussed. The basic outline was agreed and recommended for detailed discussion at Community Services. The Consultation format should like City Recreation Ground
Cllr Slack asked whether we should consider a GSWG or a Ward zoom meeting, to address resident's concerns in view of not being able to have a meet & greet type event in the TH or elsewhere.

Recommendation: Wash Common Consultation Draft to be discussed at Community Services

Climate Emergency Group Feedback – CF circulated a note about value of wildflower meadows to carbon reduction

Environmental Events to be advertised - several event matters were highlighted this month in Press & Social media.

DATES for next Meetings:
Amended to be THURSDAY 25th March 2021 at 7pm

The meeting at closed at 21.40.
David W Ingram
Community Services Manager

Green Spaces Working Group Activity Plan (Draft) 2020/21 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 th 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 th Feb 2021	Orchard pruning	TBC	GNG / NTC GMO	NIB WG	Nil	6 Hrs	£150
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						
20 th March 2021	New wildflower meadow install 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 th 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 waring of plan. Min 6 weeks' Notice to be posted around Victoria Park setting out plan.						
August 2020	Community Clean event	Across Newbury	NIB WG	NTC GMO	TBD	8 Hrs	£200

Green Spaces Working Group Activity Plan (Draft) 2020/21 season with Engagement plan.

Engagement plan	Communications event asking for Volunteers to attend. Publicise at least 6 weeks in advance						
September 2021	NIB Presentation Evening	Corn Exchange	NTC GMO	NIB WG	£800	8 Hrs	£200
Engagement plan	Communications event & invited participants only						
Annual Allotment meeting	Meeting attendance by Officers	Town Hall	NTC GMO & CSM		£1800	12 x 3hrs x 2 = 72	£1,800
Engagement plan	Communications event & invited participants only						
Totals					£10,570	116	£2,900

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

Newbury Town Council**Public Report****Community Services Committee,
Agenda Item No 7****Community Services Manager Report – March 2021****Green Spaces**

Development of the Town Councils Parks & Recreation grounds continue with plans now progressed for additional tree planting in Barn Crescent, see Appendix 2C – GSWG Progress Planner.

The Committee is asked to consider the recommendations from the Green Spaces Working Group, please see Green Spaces Working Group update, Appendix 2.

Britain in Bloom

Due to COVID-19 restrictions, it was agreed that NTC would not participate in the Regional entry for Thames & Chiltern in Bloom in 2021. The Parks & Green Spaces Officer took part in a Seminar organised by T&CiB which indicated that most 'In Bloom' competitions were being managed digitally and there would be opportunities for entry into T&CiB this way.

NTC would revisit this ability to enter & seek a recommendation from the Green Spaces Working Group should resources allow for entry in 2021/2.

Recommendation: To approve, should resources allow, NTC would, on recommendation of GSWG, consider the submission of a digital entry into one or more of the categories for Thames & Chiltern in Bloom.

Newbury in Bloom

Members attention is drawn to Appendix 3, the Parks & Green Spaces Officers suggestion for a Newbury in Bloom digital competition 2021/2

The GSWG of 21st Feb 2021 suggested that:

The principal debate was around how the NiB should run in 2021. Members agreed to recommend that some form of normality by June 2021 should be assumed, and the normal NiB process followed. Categories should be:

Neighborhoods incl. canal side, Almshouses and similar

Business

Schools – Members were to check with associated schools whether they would be able to be involved - NUT suggest no extra curricula activity at present

Places of Worship – as above, are they able to participate

Community Building/Facility Award

Miniature Gardens Incl. Window display, hanging baskets.

Judging would have to take place in June 2021, how this might be done under the NTC Public Service banner will have to be considered nearer the time with Covid restrictions existing.

Recommendation to Community Services: That NTC continue with the Newbury in Bloom theme in 2021 with agreed entry categories with appropriate judging and some form of prize giving event in September 2021.

The fall back to this will be a photo style competition.

The concern is that the current pressure on resources is such that in order to provide the staff coverage for a physical Newbury in Bloom event either the Wash Common proposed Public Consultation would have to be delayed for a number of months, possibly July 2021 or the Council would need to consider funding the work required out of additional out of hours funding for staff to work overtime (if they wish to) to be able to accommodate this project in April through June 2021. The estimated additional cost over and above the fallback option is circa £875 to the Council.

7.1 Recommendation: To approve the fall-back options and engage the public in a digital Newbury in Bloom competition as set out in Appendix 3.1 managed by the GSWG.

Greenham House Gardens

The Councils Strategy states:

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

The agreed Public Consultation is under way:

<https://www.newbury.gov.uk/media/qbijsjoz/consultation-for-website-combined.pdf>

There has been a particularly good and positive response to the Public Consultation, overwhelmingly positive, to date 27 detailed submissions.

The main concerns are over:

Small goal posts – majority not in favour of any equipment

Pollution- can planting assist?

ASB - unobstructed view, remove hedges?

Sculptures & theft- majority not in favour of provision

Waste - improve dog & general waste collection & removal.

Seating – suitably located.

Pathways – an essential improvement

Wildflower meadow – universally approved.

7.2 Recommendation:

To approve, subject to suitable agreed adjustment because of the Consultation feedback by the Green Spaces Working Group, within allocated Budget with the phased delivery of the project including the transfer of the land to NTC.

Victoria Park Wildflower planting

The agreed Public Consultation is underway:

<https://www.newbury.gov.uk/media/c0pbyy2m/wildflower-consultation.pdf>

There has been some feedback, mostly positive toward the project. Questions were raised in respect of the bare strip on the other side of the Park Way gate toward the Camp Hopsons site. This is the proposed relocation area for the rose bed lavender, a future project. Alternative plans for Volunteer or Contractor seeding have been arranged. The Covid Regulations nearer the time of seeding will determine the final route.

7.3 Recommendation:

To approve, subject to any minor adjustment by the Green Spaces Working Group, within allocated Budget, the wild meadow seed planting along Park Way, Victoria Park.

Old Hospital Green NHS garden

The Public Consultation process is under way:

<https://www.newbury.gov.uk/media/p0balgfw/for-website-consultation.pdf>

Initial feedback is positive.

One main theme is the provision of some form of additional seating closer to the site, a suitable "log" just to allow people to sit and rest/contemplate. The garden is to be disability friendly and such a provision might enhance that.

7.4 Recommendation:

To approve, subject to any minor adjustment by the Green Spaces Working Group, within allocated Budget, the NHS Commemoration Garden on Old Hospital Green
To approve the organising of a formal opening of the Gardens in late Spring 2021 by a suitable representative of the NHS family.

Biodiversity

The Councils Strategy recommends:

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

The Council has obtained Fee Bids for carrying out its initial Biodiversity surveys on 3 sites, Victoria Park, Newtown Rd Cemetery & Wash Common Open space.

The GSWG have considered the options offered and recommend that NTC (Newbury Town Council) should award the work to Future Nature, the Consultancy arm of BBoWT.

7.5 Recommendation:

To approve, subject to any minor adjustment by the Green Spaces Working Group, within allocated Budget, the award of the Biodiversity investigation works to Future Nature dated February 2021.

British Spring Clean Event 2021**The Councils Strategy includes a provision:**

Where it fits with other Council initiatives, encourage and support community involvement as appropriate – e.g. community litter picks, community planting/clearing for biodiversity etc.

GSWG recommend that the Council should engage with the Great British Spring Clean campaign,

<https://www.keepbritaintidy.org/get-involved/support-our-campaigns/great-british-spring-clean>.

This may have a small amount of additional staff resource/time allocations to organise and promote.

7.6 Recommendation:

To approve, subject to date setting by the Green Spaces Working Group, within allocated Budget, that the Council should participate in the Great British.

Clean event, 28th May to 13th June 2021

Allotments**One Tree Park Extension**

Members may recall agreement back in 2019 to allow the Allotment holders at One Tree Park (Fifth Road) to take control of a small triangular area of land opposite the current site and create additional plots to alleviate the current long waiting list. WBC approval was sought and the Allotment holders began raising funds.

Nov 2019 GSWG

One Tree Park – James advised that subject to a detailed plan being produced, NTC were minded allowing the Allotment to be extended to the small green triangular area outside of One Tree Allotments subject to the comments made by the Councils Rights of Way Officer.

Community Services Dec 2019**4. One Tree Park Allotment - triangle**

Approval has been sought from West Berkshire Council to allow the expansion of the Allotment on to land opposite the current site which is in Newbury Town Council control

No objections have been raised subject to protection of the Right of way which divides the 2 sites.

The Allotment Holders have volunteered to fund this project & carry out the works, there is no cost to Newbury Town Council

This project was discussed at the Green Spaces Working Group and agreed as a benefit.

In February 2021, the Allotment holders confirmed that they had sufficient funds to start the works. Notices of intent were posted, very few comments and one objection received.

Member's attention is drawn to the Councils strategy:

Explore options for additional allotment sites, working with our neighbouring parishes as appropriate.

and the Allotment Act 1908 onwards requiring the Parish Council to provide allotments were petitioned to do so.

7.7 Recommendation:

To confirm approval, subject to any additional requirements of the Green Spaces Working Group, the approval for this area of land to be incorporated into the One Tree.

Playgrounds & open spaces

City Recreation Ground

Work to City Recreation Ground is now complete and work will commence in later Spring to reinstate the damaged grass areas and bring these up to standard.

Greenham

The project Plan for the Greenham Play areas consultation has yet to be set out. In view of resource commitments on ongoing projects, this is not likely to take place until Autumn 2021.

Fifth Road play area

The deterioration of the play areas in Fifth Rd, much of which is a result of vandalism and mindless destruction, is of concern. The Parks & Greens Spaces Officer is recommending that the ongoing cost of repairs to this site is unsustainable. The Committee are asked to consider bringing this project forward in the 10-year Playground Replacement Plan, ahead of the Consultation on Greenham areas.

7.8 Members are asked to consider this request.

Town Hall energy projects

The NTC application for a Government Grant to assist Carbon reduction projects has been rejected.

The only financially viable project on the submission is the replacement of the two gas fired boilers which, if replaced with Air Source heat pumps, could reduce Carbon emissions by 4 Tonne per annum. This is being investigated as to cost v. payback to the Council. SSE have started to install SMART meters to the electrical installations for the Council however they have run into technical issues with the way the Town Hall metering is set out. The outcome is awaited.

Lock Island Lease (C&RT)

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

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.

Charter Market

The market continues to trade well, no current issues raised by Traders.

Consideration has been given to the reduction in Saturday hours until 16.30 to assist in the BID plan for the Town centre recovery in the early phases.

Victoria Park

Again this year Hebborn's Family Funfair have booked to come to the Park on 25 May 2021, opening from 27 May – 6 June, all Covid secure as last year.

The Waterways Festival is booked for 4 July 2021 and the NTC family day for 11 July, just before potential closure for the Café new build.

Cemeteries

Operations at Shaw cemetery are ongoing. Officers and Contract staff are managing the Covid-19 Regulations exceptionally well. Operations toward lockdown release are planned to be gradual over the 3 HMG steps.

Covid – 19

Reopening in line with the HMG 3 steps plan are in hand. Football & Tennis resumption followed by the gradual easing on all other facilities.

Our tenants at the Town hall, Beyond, have returned to use the Town Hall Chamber for Educational purposes.

NTC staff will manage these over the agreed timescales.

7.9 Recommendation: Members to note progress being made by the Community Services Team on various Newbury Town projects.

Signed: David W Ingram,
Community Services Manager

Date: 9 March 2021

Parks & Green Spaces Officers recommendations

Newbury in Bloom 2021

After listening to the working group, we have discussed within the council officers what is attainable in 2021 regarding Newbury in Bloom and keeping it prominent in the public domain.

A lot of our current categories are restricted due to Covid, limiting community involvement, whether they have the resources to do anything now or in the case of schools, businesses and places of worship they are either closed or have very limited amounts of input now. This is unlikely to change soon. NTC (Newbury Town Council) need to consider changing the way we run Newbury in Bloom at least for this year.

We have a 3-part proposal for the group rather than do categories as before running with these 3 main competition parts this year.

Photograph competition

To run an online competition for the best photograph or max 3 second video clip in set categories the suggested categories are-

- Horticultural
- Wildlife
- Hanging basket or window garden
- Young gardener

This will be run completely online and will involve pictures being sent to officers for an overall judging come September at the end of the season ready for an online award ceremony.

Material could be sent to a pre agreed Competition e-mail address, officers would sift and select each week to form a short list for a selected group from the GSWG to choose winners & runners up. Spot check or site visits where appropriate Covid restrictions permitted could be made.

Allotment judging

We do allotment judging in July based on a shortlist provided by the stewards to do a best plot and best newcomer for each site, like the current allotment judging, use expertise within our group to have a garden designer, head gardener and biodiversity expert on a small panel to judge the plots for a winner on each site.

The result could then be announced at the online award ceremony in September.

JH Feb 2021

Newbury Town Council

Public Report

Community Services Committee

Wash Common Public Consultation exercise

To consider the outline Plan for the phased Public Consultation

Background:

The Town Council strategy suggest:

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 set out a Consultation Strategy in line with the Council Engagement and Consultation policy, <https://www.newbury.gov.uk/media/dhtnnpdi/ntc-engagement-and-consultation-policy.pdf>

Process

The process proposed follows the outline used for the Public Consultation in City Recreation Ground investment, now completed.

This will be a minimum 2 stage process, potentially 3 stages.

The initial stage is set out in Appendix 4.1, a general Public Consultation inviting open responses to investment suggestions in the selected areas across the whole of the available Open Space, see map Appendix 4.2.

The initial Consultation exercise will highlight the current provisions, the many constraints in this area, suggest some potential investment options and generally invite comment.

The Consultations would be conducted by letter drop, Appendix 4.3, between 200 as a min and 1,700 covering all addresses, Press Releases and Newbury Town Council social media exposure.

Feedback will then be analysed and recoded with Officer distilling 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

1. Do nothing – this is contrary to the Council strategy requirement and indication already given to Parishioners.
2. To carry out a reduced Consultation exercise by digital means – this would not meet the standards set out in the Engagement & Communications policy or the recommendation for Green Spaces Working Group
3. Carry out a full Public Consultation – Compliance with Policy & stated intent.

Proposal

The Phase 1 initial Consultation framework is set out in Appendix 4.1. This will set the baseline for investment consideration and the options will flow from this. The proposal is to ask the Green Spaces Working Group to manage the detail in terms of the documentation to be issued (like City Recreation Ground) the target distribution and supporting PR to be issue within the Frameworks, Appendix 4.1. This feedback will be analysed, evaluated and reported to the subsequent Community Services Committee for consideration and agreement to feed into the phase 2 Consultation later in the year.

Financial and Legal Implications

The Council has made provision for a financial allocation of £1,000 to support a Public Consultation exercise. Dependent on the volume of letter drops this can be used for Commercial mail delivery or potential Staff payments for out of hours working.

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 approve the Consultation proposal as outlined in this Report.

To approve the delegation of the management of the phase 1, General Public Consultation exercise as set out in Appendix 4.1, within the outline approved to the Green Spaces Working Group.

Signed: David Ingram
Community Services Manager

March 2021

Wash Common

Green Spaces Working Group

Proposed Action Plan – Wash Common Investment project

Phase 1 – General Public Consultation

- **Current assumptions based on the assumption that the National Lockdown or an enhanced Tier is still in existence.**

The Question:

Based on the Coloured Blocks on the Map attached, what would YOU like Newbury Town Council to provide, bearing in mind existing facilities, constraints and the considerations which have already come forward to the Council to include.

1 – Outline what facilities NTC already provide in Wash Common.

Full size FA approved Football Pitch
Changing Rooms
Allotment site with XX plots
Small established woodland
New nursery woodland
Kick around Youth football area & MUGA
Timber play area.
Fenced Toddlers play area.
Table Tennis table

2 – Site Constraints

Known to have a solid clay sold sub strata.
Water Tower
Ancient Monuments – Mounds
Established Woodland
Mature Trees
Overhead cables
Allotment site status
Right of way
Changing Rooms

3 – Considerations

Biodiversity
Carbon Reduction
Green Spaces management & maintenance
Funding
Play areas.
Age Groups
Diversity
Fitness
Horticulture
Trees

Fitness areas
Wildflower areas
Types of play areas
Dog walkers
Families
All year round
Wet / damp & Overshadow areas.
Rubbish

4- Consultation Blocks – Cllr Fosters Map

Football pitch & Changing areas
Established woodland & Water Tower.
Existing play areas
Smaller football / MUGA area
Table Tennis
New nursery area
Around Mounds

** Allotment is not part of the discussion as it is set apart by Deed.

The Process

1. To produce a map of the blocks – JH/CF
2. To set out the current NTC position – as above data
3. To invite comments / suggestions based on the Block areas highlighted to include.
 - a) Existing facilities available
 - b) additional facilities suggested
 - c) any further thoughts about the NTC land in and around Wash Common

The Timescale – Easter falls 2nd to 5th April 2021.

Suggestion is that the Consultation is posted in the week of 12th April 2021, all forms of NTC Social media, Press Statement, local posters & mailshot of selected residents properties based on proximity to the Wash Common facilities – this could be around 200 letters. The local schools & other youth Organisations should be invited to comment. His process could take up to 2 weeks.

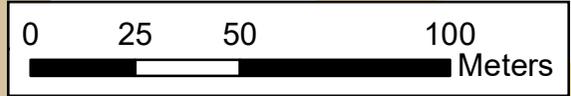
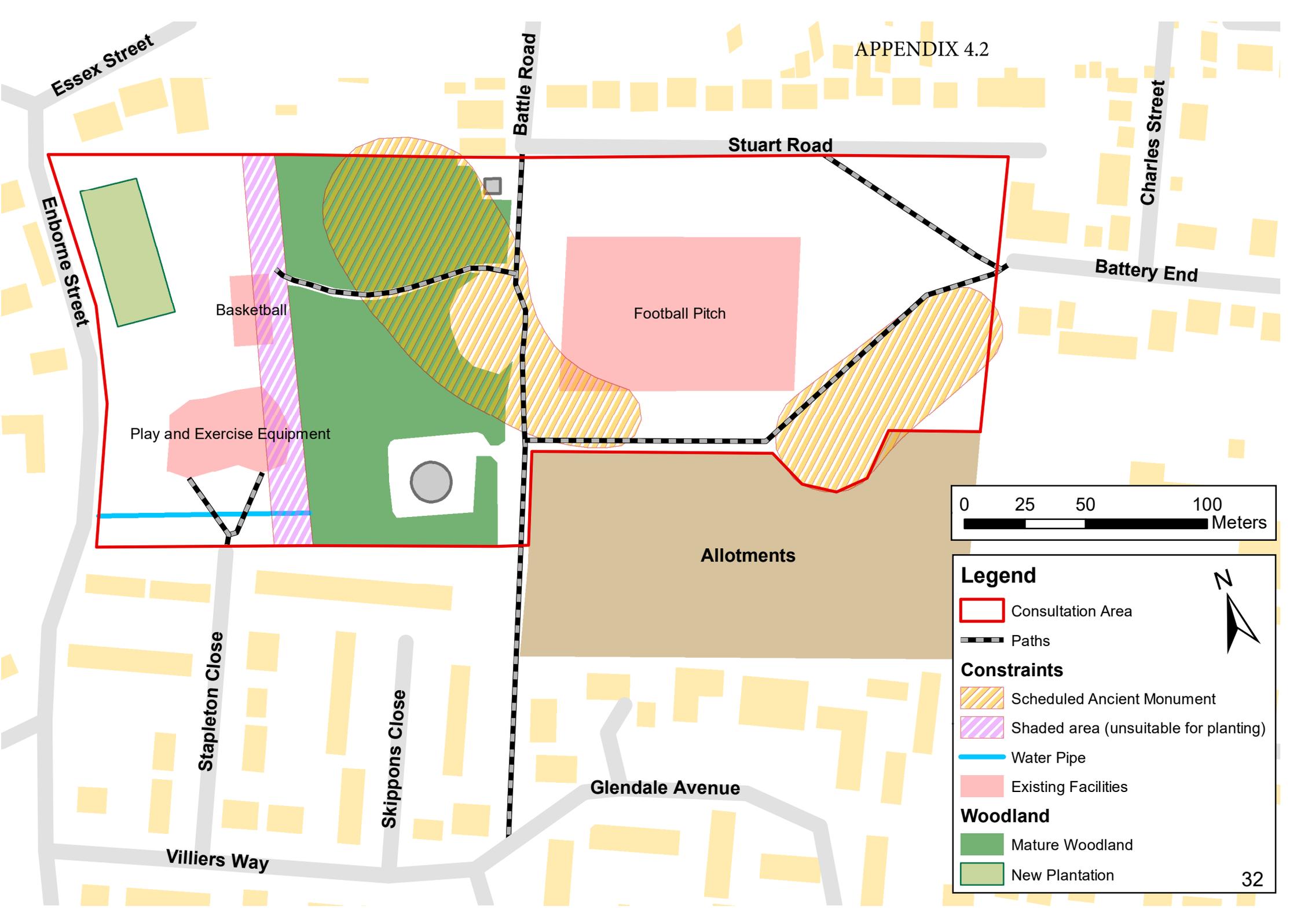
Closing date – suggested 8 weeks for the consultations process, to close after Spring BH on Sunday 6th June.

This allows for an initial Report to be submitted to July 2021 Community Services meeting.

Other Consideration:

Area of coverage for Letter Drops- see Appendix 4.2

David W Ingram
Community Services Manager
Feb 2021



Legend

- Consultation Area
- Paths

Constraints

- Scheduled Ancient Monument
- Shaded area (unsuitable for planting)
- Water Pipe
- Existing Facilities

Woodland

- Mature Woodland
- New Plantation



APPENDIX 4.3

area 1	
Dormer Close	14
Warren Road	8
Sunley Close	6
Round End	9
Kendrick Road	11
Ladwell Close	13
Garden Close Lane	44
	105

area 2	
Andover Road (Top)	93
Badsworth Gardens	1
	94

area 3	
Falkland Road	25
Battery End	26
Spencer Road	21
The Gabriels	27
	99

area 4	
Gorselands	60
The Hollies	10
Badgers Ridge	8
Smallridge	7
	85

area 5	
Normay Rise	25
Conifer Crest	78
	103

area 6	
Willowmead Close	12
Holborne Close	13
Bledlow Close	10
Cheviot Close	27
Bunkers Hill	24
Mansell Drive	13
Phoenix Walk	5
	104

area 7	
Kennedy Close	13
Charles Street	16
Cary Close	16
Battle Road	22
Stuart Road	18
Monument Close	1
	86

area 8	
Essex Steet	47
Essex Street	36
Monks Lane	4
	87

area 9	
Barn Crescent	37
Hill Close	37
Pond Close	19
	93

area 10	
Elizabeth Avenue	74

area 11	
Andover Road (Bottom)	30
Monkswood Close	44
Woodridge	26
Woodridge House	8
Washbury House	?
	108

area 12	
Woodside	20
Middle Close	37
Garford Crescent	31
	88

area 13	
Sidestrand Road	39
Home Mead Close	14
Oak Ridge Close	9
Apple Tree Close	12
Fairview	10
Kingsland Grange	26
	110

area 14	
Monument Close	1
Falkland Garth	65
	66

area 15	
Villiers Walk	9
Villiers Way	23
Skippons Close	20
Stapleton Close	10
Meldrum Close	16
John Boys House	15
The Hampdens	8
	101

area 16	
Glendale Avenue	52
Hanover Mead	28
Lewis Walk	15
Gilroy Close	18
	113

area 17	
Meyrick Drive	53
Balfour Crescent	34
Clare Walk	15
Norton Close	17
	119

area 18	
Bedford Close	21
Bell Holt	8
Chiltern Close	23
Kings Mead	12
Enborne Street	2
Goodwin Walk	15
Wilmot Walk	17
	98

TOTAL
1733

Newbury Town Council

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

Meeting Date	Item
March 2021	Update on Green Spaces activity
	Update on NHS Garden project
	Update on Victoria Park Community café
	Greenham House Gardens update
	Update on Falklands Memorial land
	Update on Newtown Road Cemetery annual Friends Report
	Wash Common Consultation proposal
	Update on VP Café Planning
	Lock Island Lease update
2021 / 22	
July 2021	Election of Chairperson and Vice-Chairperson
	Agree membership of each Community Services Working Group for the 2019/2020 municipal year
	Update on Green Spaces activity & Engagement plan
	Update on VP Café project
	Update on Allotment Stewards / Tenants meetings
	Playground investment project - Nightingales
	Wash Common investment plan
	Greenham House Gardens Investment plan
Spet 2021	Update on Green Spaces activities
	Update on Victoria Park Community café
	Greenham House Gardens update
	Update on Falklands Memorial land Agreement
	Update on Nightingales investment plan
	Update on Wash Common Investment plan
	Lock Island Lease update
	Update on Budget spend 2021/22

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

David W Ingram
Community Services Manager
March 2021