

17<sup>th</sup> July 2024

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

**Substitutes:** All remaining Council Members.

Dear Councillor(s)

You are required to attend a meeting of the **Community Services Committee** to be held in the Council Chamber, Town Hall, Market Place, Newbury RG14 5AA, on **Monday 22nd July 2024 at 7.30pm**. This meeting is open to the Press and Public and will be streamed via Zoom:

<https://us02web.zoom.us/j/87989698250?pwd=1D2AATb58pVIGAWkMpmSLdZZ96ezNb.1>

Meeting ID: 879 8969 8250

Passcode: 652635

Yours sincerely,

**Martin Kavanagh**

**Services Delivery Manager**

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## AGENDA

**1. Election of Chairperson and Vice-Chairperson**

*Services Delivery Manager*

**To elect** the Chairperson and Vice-Chairperson of the Community Services Committee for the 2024/2025 municipal year.

**2. Apologies for Absence**

*Services Delivery Manager*

**3. Declarations of Interest and Dispensations**

*Chairperson*

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

**4. Approval of previous Meeting Minutes (Appendix 1 & 2)**

*Chairperson*

**3.1 To approve:** the minutes of the Community Services Committee meeting(s) held on Monday 8.04.24 & 14.06.24

5. **Approval of Green Spaces Working Group Minutes and Work Plan (Appendix 3)**  
*Chairperson*  
4.1 **To receive:** the minutes of the working group meetings for 04.04.24, 09.05.24 and 13.06.24  
4.2 **To acknowledge:** the Activity Plan
6. **Flood and Drainage Forum Update – (Verbal)**  
*Nigel Foot*
7. **Questions and Petitions from Members of the Public**  
*Chairperson*  
Questions must be submitted to the Services Delivery Manager by 2.00 pm on Friday 19<sup>th</sup> July 2024.
8. **Members’ Questions and Petitions**  
*Chairperson*  
Questions to be submitted to the Services Delivery Manager by 2.00 pm on Friday 19<sup>th</sup> July 2024.
9. **Friends of Newtown Road Cemetery Annual Report (Appendix 4)**  
*Chairperson/Maureen Hudd*  
**To receive:** the Friends Annual Report
10. **Victoria Park Café Project Update (Appendix 5)**  
*Services Delivery Manager*  
**To note:** next steps of the project and approximate timescales
11. **Services Delivery Manager’s Report (Appendix 6)**  
*Services Delivery Manager*  
**To note:** the contents of the Services Delivery Manager’s Report.
12. **Community Services Committee 24/25 Forward Work Programme (Appendix 7)**  
*Chairperson*  
**To note and invite members to:** raise any additional items for consideration for the next meeting.
13. **Wash Common Consultation Phase Two/Green Flag Status (Appendix 8)**  
*Services Delivery Manager*  
**To agree:** the proposal for flood alleviation works and review vehicular access across Historic England Scheduled Monument Area  
**To recommend:** the proposal and costings for funding consideration by full council at their next meeting.

**Footnote**

**Next Committee Meeting date is Monday 16<sup>th</sup> September 2024**

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

**MINUTES OF A MEETING OF THE COMMUNITY SERVICES COMMITTEE  
HELD IN THE COUNCIL CHAMBER, TOWN HALL, MARKET PLACE, NEWBURY  
ON MONDAY 8 APRIL 2024 AT 7.30PM**

**PRESENT**

Councillors: Vera Barnett, Alistair Bounds, Nigel Foot, Roger Hunneman, Ian Jee, David Marsh, Vaughan Miller and Martha Vickers.

**In Attendance**

Martin Kavanagh, Services Delivery Manager  
Caroline Edmunds Community Services Officer

**1. APOLOGIES FOR ABSENCE**

Cllr Sarah Slack (attended virtually)

**2. DECLARATIONS OF INTEREST AND DISPENSATIONS**

The Services Delivery Manager declared that Councillors Nigel Foot, David Marsh, 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. APPROVAL OF PREVIOUS MEETING MINUTES**

**PROPOSED:** Councillor Nigel Foot

**SECONDED:** Councillor Vera Barnett

**RESOLVED:** That the minutes of the meeting of the Community Services Committee held on Monday 11 December are approved and signed by the Chairperson.

There was discussion regarding the signage for Growing Newbury Green and Community Orchard at Barn Crescent – The Services Delivery Manager confirmed that this will be investigated.

**4. QUESTIONS AND PETITIONS FROM MEMBERS OF THE PUBLIC**

**Question from L Peake**

**Consideration be given to the provision of a Trim Trail.**

“I have a proposal I would like to put forward for the next Community Service Committee. The proposal is for a trim trail to be installed either on the grass area between the Newbury football pitch and the canal or in Victoria Park.

I know there are exercise machines in Victoria Park currently, but with all due respect, these seem to be aimed at the older generation and I can count on the fingers on one hand the times I’ve actually seen anyone using them.

My suggestion is for a trim trail with pull up bars, parallel bars, step up beams etc similar to those at City Playground, Andover Road and Henwick, though some of this equipment has unfortunately been removed to make space for the pump track. I believe it would be a beneficial addition to the area in a time of an obesity crisis and trying to get people out and about and exercising more”.

**Response from Chairperson:**

“We have had to replace the gym equipment in Victoria Park as it is worn out. The equipment it is being replaced as we speak with includes some limited mechanical kit, but also static kit, including step ups, sit ups, parallel rails, and a multi-purpose fitness frame. Some of the equipment is also accessible. The new equipment is being installed, along with a new base, to make it compatible with impending legislation/regulation.

We are happy to take your suggestion about a trim trail further and would ask the Officers to evaluate and report back to the Committee in September 2024 with their cost and feasibility assessment.

**Question from a resident:**

**Grit Bin**

The Salt Grit box has been placed outside my house again for winter, and there is also another one at the Phoenix Centre. However, it has been misused as a bin and a dumping ground for all sorts of unwanted items. I am constantly clearing this area. I have even found a Grit Box lid dumped there which I have left because this is your property and I am tired of cleaning up the rubbish and litter. I believe that this location is unnecessary, as there is another grit box nearby that is more accessible. Could you please confirm that this issue will be resolved and that the box will not be returned?

**Response from Chairperson:**

Thank you for your questions. One of our Officers, James Heasman, is looking into this and has and will continue to correspond directly with you on this subject.

Please note any changes to the Grit Bin locations will be subject to a risk assessment before any changes (if any) are made.

**Question from Alice at Community Hub**

**Community United**

At one of the Council meetings, there was a mention about Victoria Park Café. Community United is interested in what your plans are as we are keen to put a proposal in setting up a community café/hub. Could we have an opportunity to meet you to get more understanding of your proposal.

**Response from Chairperson:**

Thank you for your question, Alice. We are happy to take any suggestions further and would ask the Services Delivery Manager to follow up.

**5. MEMBERS' QUESTIONS AND PETITIONS**

There are no questions or petitions from members for this meeting.

**6. SERVICES DELIVERY MANAGERS REPORT**

The contents of the Services Delivery Managers Report were noted.

There was a request to ensure that works on the trees at the River Lambourn are scheduled to minimise damage to the riverbank.

The Services Delivery Manager stated that we are hoping to have a store of 60 sandbags in readiness to use if required in the future.

Town Hall – there was a suggestion that the Town Council could contact the Architectural Heritage Fund. They can set up 'Heritage Development Trusts' for local qualifying properties in our Parish.

**7. COMMUNITY SERVICES COMMITTEE 2024/25 WORK PROGRAMME**

The Forwards Works Programme for 2024/25 was noted and Members were invited to raise any additional items for consideration for the next meeting.

It was agreed to add:

Officers to invite a representative from the Friends of Newtown Road Cemetery to the next CS Committee Meeting.

ARK & Environment Agency – add an item with regards to restoring the bank on the River Lambourn in co-operation with other parties (carried forward from financial year 23/24).

For the time being, remove GreenFest in Victoria Park for the July meeting. This however will be reviewed again in the near future.

Market Working Group – there was a request to update the Committee at the next Meeting with regards to the current resource for the Newbury Market and setting a date for the next Market Working Group meeting.

Town Hall Solar Panels - investigate adding a battery storage as Phase 2 of the project and costings.

#### **8. LOCKDOWN WOODS WILDLIFE CORRIDOR**

Members received a presentation from Susan Millington from the Lockdown Woods project. The Chairperson and Members thanked Susan for taking the time to attend with her very interesting and informative presentation.

#### **9. SOLAR PANELS TO TOWN HALL ROOF & VP LIME TREE AVENUE LIGHTING**

**PROPOSED:** Councillor Vaughan Miller

**SECONDED:** Councillor Nigel Foot

**RESOLVED:** To approve the spend of £13,305 and proceed with the installation of solar panels to the Town Hall roof and to investigate adding a battery storage as Phase 2 of the project

*(cost codes: solar panels Town Hall - EMR 316, & solar energy conservation projects - 4416/290)*

**PROPOSED:** Councillor Nigel Foot

**SECONDED:** Councillor Ian Jee

**RESOLVED:** To approve the spend of £6,755.79 and proceed with the installation Lime Tree Avenue lighting upgrade

*(cost code: 4518/345 EMR 454).*

**10. VICTORIA PARK CAFÉ PROJECT**

The Services Delivery Manager gave an update on two new initial designs for the Café project, using the existing kiosk building.

**PROPOSED:** Councillor Vaughan Miller

**SECONDED:** Councillor Roger Hunneman

**RESOLVED:** To submit the proposals to the Victoria Park Sub-Committee.

**11. MOTION FROM COUNCILLOR VAUGHAN MILLER – ALLOTMENT SURVEY ANALYSIS**

The task force allotment survey analysis was noted. The detailed analysis is a public document and is available on our website.

The Chairperson thanked all of those who took the time to complete the survey.

The Chairperson thanked Jayne French-Drayton for her original request to formulate the Allotment Survey in 2023 and assistance in putting it together.

The allotment Councillor visits will take place on Tuesday 11<sup>th</sup> June and Wednesday 26<sup>th</sup> June starting at 5pm, visiting three sites on each evening.

**9:55pm**

**PROPOSED:** Councillor Martha Vickers

**SECONDED:** Councillor Vera Barnett

**RESOLVED:** To extend the meeting to beyond 10pm.

**12. GREEN SPACES WORKING GROUP**

The minutes of the meeting of Green Spaces Working Group from 25 January and 29 February 2025 were noted.

The members of the Green Spaces Working Group were agreed.

**PROPOSED:** Councillor Martha Vickers

**SECONDED:** Councillor Ian Jee

**RESOLVED:** To add Cllr Vaughan Miller to the membership of the Green Spaces Working Group, and Cllr Billy Drummond as a substitute member of the Working Group.

**PROPOSED:** Councillor Vaughan Miller

**SECONDED:** Councillor Ian Jee

**RESOLVED:** Following consideration of the GSWG recommendation to appoint a new lay member, it was resolved to leave the lay membership as it is currently.

**13. WASH COMMON CONSULTATION PHASE TWO/GREEN FLAG STATUS**

**PROPOSED:** Councillor Vaughan Miller

**SECONDED:** Councillor Nigel Foot

**RESOLVED:** To approve the document, at Appendix 8, to form the basis for phase two of the consultation. Officers to provide a proposed Project Plan with guidelines costings at this stage.

The Chairperson thanked James Heasman, Parks and Open Spaces Supervisor for the presentation for the project.

Services Delivery Manager to send an update with regards to the footpath in Wash Common that runs alongside the allotments towards Meyrick Drive.

THERE BEING NO OTHER BUSINESS, THE CHAIRPERSON THANKED ALL THOSE IN ATTENDANCE AND DECLARED THE MEETING CLOSED AT 10:10 PM.



**MINUTES OF THE EXTRAORDINARY COMMUNITY SERVICES COMMITTEE  
MEETING HELD IN THE COUNCIL CHAMBER, TOWN HALL, MARKET PLACE, NEWBURY  
ON FRIDAY 14<sup>th</sup> JUNE 2024 AT 12:45HRS**

**Present**

Councillors; Vera Barnett, Roger Hunneman, Ian Jee, Vaughan Miller, Gary Norman (sub), Martha Vickers, Jo Day (Sub), Graham Storey (Sub), Tony Vickers (Sub)

**In Attendance**

Toby Miles-Mallowan C.E.O.

**1. Apologies for Absence**

Cllrs: Alister Bounds, Nigel Foot (sub), Sarah Slack (Sub), David Marsh (Sub), Meg Thomas (Sub)

**2. Declarations of Interest and Dispensations**

The Chair declared that Councillors, 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. Questions and Petitions from Members of the Public**

The CEO confirmed to the meeting that, no questions or petitions were received from members of the public.

**4. Members' Questions and Petitions**

The CEO confirmed to the meeting that, no questions or petitions were received from Council members.

**5. Victoria Park Café Project (Appendix 1)**

Following discussion and due consideration of the Design Proposal "**Michael Pagliaroli Architects Ltd Option 2 Revision A**". A proposal to accept the design as presented to the meeting was agreed.

**PROPOSED:** Cllr Martha Vickers

**SECONDED:** Cllr Day

**RESOLVED:** To accept the Proposal "Michael Pagliaroli Architects Ltd Option 2 Revision A". Further to recommend the proposal to the next Full Council for their consideration.

**TO RECOMMEND:** The design proposal "Michael Pagliaroli Architects Ltd Option 2 Revision A" to Full Council for their consideration.

**THERE BEING NO OTHER BUSINESS, THE CHAIRPERSON THANKED ALL THOSE IN ATTENDANCE AND DECLARED THE MEETING CLOSED AT 13:10 hrs.**

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

Signed .....



Newbury Green Spaces / in Bloom Working Group  
4<sup>th</sup> April 2024 6.30 pm

**DRAFT Minutes**

Present: **Councillors:** Ian Jee, Sarah Slack, Marth Vickers

**Members:** David Fenn, Susan Millington

**Apologies.** Cllr David Marsh, Sukey Russel-Hayward, Jon Gage, Paul Barker, Tony Hammond Fran Lawton

**1. Minutes**

Minutes of 29<sup>th</sup> February were agreed and approved

**2. In Bloom Update**

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

**a) NIB 2024 progress and Champions**

Champions for different categories were assigned as follows-

Schools -Jon Gage and Rivar

Community projects – James

Places of Worship – David Fenn

Miniature - Cllr Sarah Slack

Businesses – promote as a group

Allotments – Susan Millington

Neighborhood – Ian Jee

Any working group members not present could put themselves forward to support the working group members assigned.

**Action – James to provide application packs and posters available to members to distribute and send email to arrange joint business promotions.**

#### **b) Projects for 2024**

The group discussed a very well attended successful event in which 100m of new hedging was planted by volunteers and members of the working group and councilors. Levels of public volunteers at the event was considered low and it was requested for officers to look at whether there is any ways we can improve promotion to get more members of public involved with volunteer activities.

#### **c) Projects for 2024**

The group discussed future projects with the outcomes for 2024 as follows-

- Native bulb planting at Middle Close in line with the wildlife corridor and bulb planting at Glendale Avenue
- Bulb planting at Reed Walk and Orchardene.

- Continue to work with the SEWA group on future plantings.

**Action – James to update matrix for approval at CS Committee.**

**d) Lockdown woods wildlife corridor**

Susan provided a map of the route which they wanted to take but this is fluid within the area between the 2 sites at Barns Crescent and Goldwell Park. This will potentially involve improvements to NTC sites along this route including. Middle Close, One Tree Park Allotments, Fifth Rd Playground, City Recreation Ground, St Georges Avenue and West Mills Allotments.

**Recommendation- Susan Millington to provide a presentation to the Community Services Committee regarding the project.**

**e) Tree planting Hutton Close 3<sup>rd</sup> February Feedback**

James gave feedback on the highly attended final planting with the SEWA Group at Hutton Close in which over 40 volunteers from the group planted the final 38 trees of the 108 trees provided by SEWA. £1000 worth of funding had already been allocated by the for this coming winter to plant more trees on NTC land.

**f) Cloth Dye Bed**

James explained that due to the development at the wharf we are probably unable to now undertake installing this bed at Lock Island. The group agreed to look into the alternatives of incorporating the dye plants in some of the orchard sites with growing Newbury Green and for the teasels to be planted on Lock Island that are used for working the cloth.

**g) AOB**

The great British spring clean event in conjunction with Keep Britain Tidy is happening at the end of March. Ian volunteered to coordinate a ward based litter pick with other Councillors.

**Action- NTC to promote event and provide litter pickers and litter collection where applicable once details are confirmed.**

Tony explained that after the last meeting contact was made with Berkshire Youth by the Growing Newbury Green group and they are planning apple picking events with them this Autumn.

Tony explained the concept of the new Master composter scheme being promoted and that it maybe something that the council may want to participate in.

**Action – Tony to provide more detail on the scheme so we can put a recommendation forward to CS Committee.**

**Date of next meeting**

**4<sup>th</sup> April 2024**

Meeting Closed at 8.30pm

James D Heasman  
Parks and Open Spaces Supervisor

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Newbury Green Spaces / in Bloom Working Group  
9<sup>th</sup> May 2024 6.30 pm

**DRAFT Minutes**

Present: **Councillors:** Ian Jee, Sarah Slack, Alistair Bounds

**Members:** David Fenn, Susan Millington, Sukey Russel-Hayward, Paul Barker, Tony Hammond

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

**1 Minutes**

Minutes of 4<sup>th</sup> April 2024 were agreed and approved

## **2 Elect Deputy Chair**

James explained that Vaughan Miller had expressed interest in being deputy chair of the group. It was agreed that Vaughan Miller should be approved as deputy chair.

**Proposed – Cllr Ian Jee**

**Seconded – Cllr Sarah Slack**

## **3. In Bloom Update**

Agenda items Updated and or held over from the last meeting

### **a) NIB Judges timetable and Judges allocation**

The group agreed to follow the judging timetable from the previous year and judges were assigned to the various categories including group members who were not present.

**James to circulate the judging timetable and check that judges not present are available for the slots allocated.**

### **b) NIB Progress of entrants**

Update was given that we had received 12 entrants so far across 6 categories, though this not a low level expectations were higher by this point. The group agreed to keep pursuing entrants through the champions.

Sarah asked whether there was any progress on the prize for this years entrants, **Action - James agreed to explore options and bring them to the next meeting to discuss.**

### **c) Newbury Nature Corridor Launch**

Susan gave an account of a very successful launch event in which the route of the new nature corridor was walked with over 70 participants in attendance. They welcomed talks from teachers at both schools along the route, Ecologist Justine Whitehead. She wished to pass her thanks onto James Heasman, Cllr David Marsh and Cllr Gary Norman for the talks they gave on NTC land and on formally opening the nature corridor.

James explained that we would look to align some of the groups future projects to the nature corridor but to be careful that we do not ignore other areas within the town.

Sarah asked about whether Susan was aligning this project to a Local nature recovery strategy similar to what is being run via the Maidenhead and Windsor council. Susan explained that this is a stand alone project.

Sarah asked whether the council can look to make contact with other projects such as the Maidenhead and Windsor project about how this initiative can be spread into a county wide initiative. David Ingram had been in touch with them in relation to working together.

**Action – James to explore with Martin Kavanagh in relation to what has been done by the council thus far.**

#### **d) FONTRC and Berkshire Youth bug hotel project**

James explained that this project was progressing with him seeking a date in the summer school holidays for Berkshire youth and the Friends of Newtown Rd Cemetery to work together on the project.

**Action – James to update the group on progress so group members can make themselves available to support.**

#### **e) Autumn / Winter projects update**

James gave the update on the ongoing projects in relation to the outcomes from the previous minutes and the ongoing community activity matrix as follows-

- The dead pear trees will be replanted this Autumn / Winter by contractors and will not be a group volunteer activity.
- We are going to look into the costing for the wildflower banks in St Georges Avenue to fit in Autumn / Winter 24/25 dependent on funding.
- James is still in communication with Stryker regarding volunteer projects this winter time potentially a new native hedgerow in Victoria Park.
- The planters at the job centre we are still trying to ascertain ownership and maybe a project for next spring / Summer.
- Bulb plantings in Clay hill and Wash Common are still planned for this Autumn.

- Tree planting day planned with SEWA in January 2025 at Fifth Rd recreation ground.

**f) AOB**

Sukey gave an update on the secret garden project and the progressions being made at the bed near the bridge and the low level planting and the development of there micro orchard on the island.

The Station road beds provided by WBC were discussed and thanks were given by Cllr Slack for community matters adopting the care of these beds as they would not have been so well cared for.

Sukey asked for any additional funding that could be made available by the group for plants in the station road planters and additional wood chip for the new bed on the island.

**Action – James to talk with JOC regarding moving some wood chip from NTC yard at Shaw Cemetery to Lock Island. Explore whether there is any spare available plants within NTC recent plantings if not discuss donation at next meeting.**

**Date of next meeting**

**13<sup>th</sup> June 2024**

Meeting Closed at 8.30pm

James D Heasman

Parks and Open Spaces Supervisor



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Newbury Green Spaces / in Bloom Working Group  
13<sup>th</sup> June 2024 6.30 pm

**DRAFT Minutes**

Present: **Councillors:** Ian Jee, Sarah Slack, David Marsh, Billy Drummond, Alistair Bounds

**Members:** Jon Gage, Susan Millington, Paul Barker, Tony Hammond

**Apologies.** Cllr David Marsh, Martha Vickers, Vaughan Miller, David Fenn, Fran Lawton, Sukey Russel Hayward

**1 Minutes**

Minutes of 9<sup>th</sup> May 2024 were agreed and approved

**2 In Bloom Update**

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

**b) NIB Entrants and progress**

James gave the final number of entries to the group which was 37 across all categories. This was close to the high of 40 in the previous year. The only category which was lacking in interest this year was the Allotment Category.

**Action- group to focus on promotion for this category in next years NIB competition.**

**c) NIB judging timetable and questions**

The group discussed the pre-provided judging timetable and James reiterated that he would be at all judging's to provide support to the judging panels.

Sarah Asked whether a way of advertising Newbury in Bloom could be provided so the businesses could put them in their shop windows to show their entry.

**Action- James to investigate producing a card entrant for each of the businesses and after the judging produce a map for the website with all the Places of Worship, appropriate public community projects and businesses highlighted on.**

**d) NIB Presentation evening and prize**

James had ordered 1 spade which was a potential to be burn etched by Naomi Lunn the artist which has etched our prizes in previous, the group agreed the spade was a good item as a prize for the competition and we should pursue this.

**Action – James to get one spade made up for the judges to see to check they wish to proceed.**

**- Paul offered to approach Tudor Environmental to see if they would sponsor the spades for the presentation evening.**

The group discussed the options for venues for the presentation this year, due to the numbers of entries once dignitaries, participants, councilors and working group members had received invites we would have no other option other than the corn exchange, with this in mind we should explore avenues for sponsorship.

**Action – James to approach the corn exchange in regard to a date in September for the presentation evening and follow up on an approach from John O Conner Ltd in regards to sponsoring the venue.**

**e) FONTRC and Berkshire Youth bug hotel project**

James explained that progress n this project was still slow, but he was still hoping to make this project happen in the school summer holidays.

**Action – James to update the group once there is progress so group members can make themselves available to support.**

**f) Newbury Nature Corridor update.**

Susan gave an update on the nature corridor as follows-

- Friends of the Earth Holding meetings with sovereign regarding funding for projects across various sites.
- She is currently working on a project with the Wash Common Scouts to undertake a door knocking and promotion activity for Valley Rd to hopefully help with producing a hedgehog highway through residents gardens.
- Having initial talk with WBC regarding the sites they own along the route.
- A nature walk planned in conjunction with Community Matters Westfields.
- Friends of the Earth looking at sponsorship streams for various projects along the corridor.

**Action- James to quote up the removal of turf for the wildflower strips in St Georges Avenue for the Friends of the Earth to apply for sponsorship for the project.**

#### **g) Secret Garden Project Update**

Sukey Russel-Hayward was not in attendance, so an update was not given at this time.

#### **h) Autumn / Winter Projects Update**

James explained that due to the workload produced by Newbury in Bloom no work had been done on this area since the last meeting.

**Action- James to update matrix with dates for the volunteer projects this Autumn/Winter.**

#### **i) AOB**

There was not any other business

**Date of next meeting**

**11<sup>th</sup> July 2024**

Meeting Closed at 8.30pm

James D Heasman

Parks and Open Spaces Supervisor.....

**Draft Green Spaces Working Group Activity Plan 2024/5 Season (incl: Engagement plan).**

Date	Activity	Where	Organising	Supporting	Cost	Out of Hrs Staffing Time	Overtime costs #
18 <sup>th</sup> September 2024	NIB presentation evening	Corn Exchange	POSS (Parks and Open Spaces Supervisor)	GSWG (Green Spaces Working Group)	£2000 Potential sponsorship to lower cost TBC	15hrs	£375
<b>Engagement plan</b>	Prize giving event for the horticultural competition.						
13 <sup>th</sup> October 2024	Bulb plant Wash Common	Glendale Avenue and Middle Close	POSS	GSWG	£125	6hrs	£150
<b>Engagement plan</b>	Volunteer bulb planting event across 2 areas in Wash Common ward, Glendale Avenue to enhance the area of land and Middle close with native bulbs in line with the lockdown wildlife corridor						
17 <sup>th</sup> November 2024	Bulb plant Clay hill	River Walk and Orchardene	POSS	GSWG	£125	6hrs	£150
<b>Engagement plan</b>	Volunteer bulb planting across 2 areas in the Clay Hill ward to enhance the area for local residents and promote pollinators.						
8 <sup>th</sup> December 2024	Tree Planting plantation Fifth Rd and infill Hutton	Fifth Rd Playground and Hutton Close.	POSS & SEWA	GSWG	Nil Sponsored	6hrs	£150
<b>Engagement plan</b>	Engage with the SEWA group in regards to funding for planting trees this financial year. Utilise tree planting budget to offset any trees lost 2-1 in line with NTC tree policy. Arrange volunteer plantings in line with identified sites.						

<b>January 2025</b>	Stryka Hedge Planting	TBD (TO Be Determined)	POSS	GSWG	TBD	TBD	TBD
<b>Engagement plan</b>	Corporate hedge planting day working with Stryka planting a new hedge along the A339 in Victoria Park.						
<b>March 2025</b>	Wildflower seeding St Georges Avenue	St Georges Avenue	POSS	FOE (Friends of the Earth) & GSWG	TBD Dependant on sponsorship	6hrs	£150
<b>Engagement plan</b>	Seeding of new wildflower strips along the banks in St Georges Avenue						

\* Incl. Hrs in preparation in advance # assumed @ £25phr. Updated 14<sup>th</sup> March 24 / JH

**Report from Friends of Newtown Road Cemetery to Newbury Town Council –  
Community Services Committee – 22 July 2024**

Firstly, let me record thanks from The Friends of Newtown Road Cemetery for the support we receive from the Town Council. The Friends would like to highlight some ongoing concerns and update the Committee on current and future plans.

The condition of the North Lodge Gate lock – the locking of this gate has caused significant injury both to Friends and Contractors. We are asking that a simple chain and padlock be substituted for the current lock.

The Friends recent Midsummer Event was overshadowed by the cutting of the wildflower areas in the Cemetery. We have in the past had discussions with the Council regarding the schedule for cutting and the date of the Event was booked. We will look forward to having a further discussion with the Parks & Open Spaces Supervisor to ensure that in future years the cutting does not take place until after The Friends Midsummer Event.

The Friends Committee is beginning to put together a bid to Greenham Common Trust for various items within the Cemetery which we hope the Town Council will agree will enhance the Cemetery: [not in order of importance]

- Re-instatement of bell on Chapel
- Wi-Fi in Chapel
- Pathway signs – these to be of metal or slate
- Water Tap
- Grave Restoration – a number of graves were damaged some years ago when branches of a cedar tree fell, there are also other graves which need restoration
- Sculpture – Flower receptacle [to be partly funded by donation from Baptist Church]
- The Lodge

Two of The Friends Committee members [Ros Clow and Carol Brindley] were invited to give a paper on ‘Performativity and Symbolic action: Community engagement in two Victorian garden cemeteries in Berkshire’ to the 25<sup>th</sup> Cemeteries Colloquium at the University of York.

Recently we have had a Duke of Edinburgh Bronze Award candidate working on monument recording in the Cemetery to fulfil the Community Service aspect of her DofE. This was a very successful exercise as she ‘discovered’ some residents we didn’t know about! We hope that having made this connection we may be able to encourage other DofE participants to work with us.

We note that from the Committee's April 2024 meeting that there was agreement to continue in the second half of 2024 with remedial work to the Chapel structure and heating system, but we are not sure what that may entail. We share the Committee's concern at the size and health of some of the cedar trees and note that there is to be more regular inspection of these trees.

We recently bade farewell to our long-serving Chairman, Brian Sylvester. Brian continues to support us with recording and filing and also conducting tours on welcome days.

Our files had completely outgrown a room in the home of the Leader of our History Group and so we now have our records at the Riverside Community Centre, Turnpike where we have hired a room where we can host filing days and more easily allow access to the considerable amount of filing.

We hope that in the early New Year we will be able to present an updated drama presentation of 'In the Beginning' which tells the story of the establishment of the Cemetery. Watch this space!

As a 'green space' we would welcome the opportunity to be members of the Green Spaces Working Group if that is thought appropriate.

Maureen Hudd

Chairman

Friends of Newtown Road Cemetery....END

## Victoria Park Café Project July 24 Update

### Background

Following the successful approvals from all three committees of the design concept on a very tight timescale. We can now start to define the elements of the project plan.

### Current & Near-Term Next Steps

Meetings have already taken place to qualify the financial viability assessment, we anticipate having this completed before the end of July 24.

Old tenants' goods and chattels to be removed from the Café end of first week of August.

A meeting is scheduled for next week to finalise the design based on the earlier concept design.

Second week August 24, initial dilapidation statement completed.

There are many other activities running concurrent with those above which are desk based such as compiling tenders, preparing planning proposals, communicating with the service providers SSE, Thames Water and the Superior Landlord, West Berkshire Council to name but a few.

### Medium Term Next Steps

This is likely to take us up to the next CS Committee in September, by which time we should have a full project plan to share with the Committee and the Parish / General Public.

Martin Kavanagh  
Services Delivery Manager



## Services Delivery Manager Report

### Grounds Maintenance Contract

The contractor continues to meet all Key Performance Indicators (KPI's) and officers have regular monitoring meetings to ensure standards are consistently met. In addition, the increased grass cutting frequencies as discussed at our last meeting are now formally added to the contract.

### Victoria Park

**Kiosk/Café**, refer to main agenda item 5 (Appendix 5)

**Football pitch**, following the successful re-introduction of football on Sunday 3rd December 2023 to mark the "Return of Football to Victoria Park" While the weather has not been great through this winter and summer period however it is proving popular with the junior squads with 19 formal matches taken place to date. Plus, several ad-hoc training sessions and casual games. We will be undertaking the seasonal preparations to all the pitches, which is a five-stage program to the pitches plus remedial works to goal posts/nets flags and changing rooms in readiness for the coming season.

**Flood Risk/ Alleviation**, it is important to note that NTC are not an agency empowered to deliver flood alleviation works, this is exclusively the responsibility of the Environment Agency and West Berkshire Council. Currently the only devolved work we have authority to undertake is the management of a small section of the west bank of the River Lambourn in Shaw.

**The Mega Tower (slide)** is now back in service following the planned repairs. However sadly it was badly damaged (vandalism), this has also been repaired and once again returned to service.

**Vandalism and ASB** sadly continues to be a problem particularly in Victoria Park and City Recreational Ground, we are working with partner agencies such as the Police / Berkshire Youth / West Berkshire Council.

**Gymnasium**, the replacement gym equipment has been welcomed and despite the weather is being used. The contractors are attending on 17.7.24 to attend to one minor defect, that has become evident following its recent use. We inspect the equipment routinely as part of our play park planned routine inspections.

**Bandstand Entertainment**, there is a full program of weekend entertainment (Bands) scheduled throughout the summer months. The access ramp expenditure is now approved, and the ramp will be available from Mid-August 24.

### Newbury Town Hall

Planned external maintenance works include the unblocking of the rainwater hoppers, downcomers and drains, has now been completed and external brickwork dressing is the next works to be undertaken over the summer months. We are planning the replacement of 21 sections of damaged stained-glass sections of the windows at the same time – economies of scale same access platform used for brickwork and then glazing. Cellar foundations inspections highlighted a potential problem area (area below servery entrance door when viewed from the from civic entrance.) Following a period of monitoring, this will now require a structural investigation as damp appears to be causing damage. Also, the discharge pipework /channel from the submersible pump will be the subject of further investigation, as this area continues to show damp sections of concrete.

**Roof Solar Panels project** is on hold until roof survey is completed. Efficiency recording to be implemented starting in August 2024 and reported via the Climate Emergency Working Group.

### **Shaw Cemetery**

**Existing spaces** we have new information regarding the suitability of the existing space available for burials, investigation works planned for late summer 2024. (subject to funding being available)

**Proposed additional spaces** for our next phase of burials beyond the current footprint, again new information suggests this once again requires investigation works. Which for reasons of economies of scale will be twinned with the existing spaces work content as above. Currently awaiting quotes.

**Longer-term land provision** negotiations continue with the land/site agent.

### **Newtown Road Cemetery**

Remedial works will continue in Q2 of 2024 to the Chapel structure has revealed significant damp (penetrating damp) necessitating significant remedial works to plasterwork and decorations (painting) the heating system is now working. Repairs to the central access gates specifically the North Gate planned during Q3 2024.

### **Allotments**

The recent "Councilors walk around" with officers James Heasman and Caroline Edmunds was well received and a number of follow up actions have already started.

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

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

<p><b>9th December 2024</b></p>	<p>FY 24/25 Complete Budget for P&amp;R Review / Approval          VP Kiosk/Cafe update          Asset Management Draft plan (10-year strategy paper)          Update Cemetery Land Issues          Peace Gardens / Wharf – Transfer arrangements with WBC          Any Working Group Requests          Community Services KPI's update</p>
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**Recommendation: To note** and agree any other items that Members resolve to add to the Forward Work Programme

**Suggested Forward Plan**

<p><b>10th March 2025</b></p>	<p>TBA</p>
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**Recommendation: To note** and agree any other items that Members resolve to add to the Forward Work Programme

Martin Kavanagh  
 July 2024

## Wash Common Flood Alleviation Works Proposal: Ditch Works 08.07.24

### **NE Corner of the Allotments (ditch by the school gates)**

Re-instate the corner of the ditch to allow water to flow more freely to and down the north south ditch.

### **North to South Ditch (along east side of allotments)**

Remove all overgrowth down through ditch, remove sediment and re-establish a small fall in height from North to South through the length of this ditch.

HE happy that we undertake this work and have allowed permission to cross between the mounds. Subject to the following conditions:

- Rubber mats to track digger and dumper across designated monument
- Heras fence enclosure of trackway whilst work is undertaken
- Doesn't need scheduled monument consent to undertake the work
- Work must be undertaken between 1<sup>st</sup> September and 15<sup>th</sup> October after bird nesting season but prior to ditches becoming waterlogged
- We write formally with our proposal to HE is requesting their approval, which will not be reasonably withheld

### **Cost estimate** [REDACTED]

### **West to East Ditch (north side of allotments)**

Remove all overgrowth down through ditch, remove sediment and re-establish a small fall in height from West to East through the length of this ditch.

Dig out with digger the natural vegetation build up along ditch sides being careful not to damage edges of Scheduled Monument area. To provide a more consistent flow of water and remove areas where water can pool.

Will need –

- Scheduled monument consent to undertake the work
- Archaeologist and metal detector there to screen the soil that is pulled from the ditch and direct digger driver in regard to depth of digging
- Digger must not have teeth fitted to bucket
- Work Ideally undertaken before the 15<sup>th</sup> October prior to waterlogging
- Footpath will need to be closed throughout this period to provide access for removal of soil

**Cost Estimate** [REDACTED] dependant on amount of soil to be disposed of and Archaeological costs.

\*HE is Historic England

## Wash Common Flood Alleviation Works Proposal: Pathways Improvements

### **Pathways**

#### Glendale Avenue to allotments

To expand pathway for footway traffic via the use of a suitable surface. Desired most environmentally responsible surface.

Will need-

- Does not need scheduled monument consent as outside scheduled area.
- Would need pedestrian management but potential to keep footway open over period of works.
- Could be done with Agri-flex surfacing which is more environmentally responsible than laying tarmac.
- To be done between May and October due to waterlogging.

**To lay as Tarmac cost-** [REDACTED]

**To lay as Agri-Flex\* cost -** [REDACTED]

\*Agri-Flex is not suitable for a high level of vehicle traffic.

#### Recreation Ground Car Park to Water Tower Current Path **Repair**

The only process HE will agree to is to break out tarmac along curb edgings to key new tarmac top dressing to and add a convex layer of new tarmac surface dressing. Agri-Flex was considered but ruled out by HE due to concerns of ground disruption due to the depth of the preparation works

Will need –

- archaeologists only needed if the tarmac intrusive preparation process agreed exposes artifacts
- Scheduled monument consent
- Footpath will be closed whilst work is undertaken
- Tarmac solution only, as this process is less intrusive ground disturbance to lay
- Can be undertaken at any time
- Formal confirmation by NTC of the works to be undertaken to be sent to HE for formal registration and nodding approval to proceed

**Cost Estimate -** [REDACTED]

#### Recreation Ground Car Park to Water Tower Current Pathway **Expansion**

This is currently the vehicular access route for the allotment tenants. To expand the current pathway in front of the burial mounds to provide better pedestrian access across this pathway.

Due to the no digging policy of HE the only way to do this would be the use of Agri flex Surfacing which could be laid on top of the current trackway surface. To lay tarmac would mean that we would have to dig into the surface to fit curb edgings and suitable subbase. Once again this

would not be granted consent by HE for the same intrusive ground disturbance reasons as detailed earlier.

Will Need-

- Scheduled monument consent to undertake the work.
- Archaeologist on site to check conformity as within the burial mound preservation zone
- Stop access to allotments or have to re-route access out of scheduled monuments area due to limited use of vehicles across Agri-Flex.
- Footpath will need to be closed whilst work is undertaken
- If phasing the works to perhaps consider this start date as “flexible”, as work can be done at any time due to lack of waterlogging in the area.

**Cost** [REDACTED] **dependant on archaeology cost**

\*If Vehicle access is rerouted due to this pathway expansion the only other option is access and egress from Glendale Avenue. This would need change of use and the more expensive tarmac pathway or perhaps vehicle access to be prohibited to the allotment site.

Total budget cost estimate for the works above is circa £41,000, excluding the Rec Ground car park to water tower pathway expansion.

JM/MK 5.7.24