

**MINUTES OF A MEETING OF THE COMMUNITY SERVICES COMMITTEE HELD IN THE
COUNCIL CHAMBER, TOWN HALL, MARKET PLACE, NEWBURY
ON MONDAY 26 SEPTEMBER 2016 AT 7PM**

PRESENT

Councillors Howard Bairstow; David Fenn; David Fish; James Frederickson; Dave Goff; John Gardner; Sarah Greenall; Arthur Johnson; Mike Johnston (arrived 7:10pm); Anthony Pick; Martha Vickers.

18. APOLOGIES FOR ABSENCE

Councillor Tony Stretton.

19. DECLARATIONS OF INTEREST AND DISPENSATIONS

The Community Services Manager declared that Councillors Howard Bairstow, David Fish, Dave Goff, Mike Johnston and Anthony Pick 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: Councillor Sarah Greenall

SECONDED: Councillor David Fenn

RESOLVED: That the minutes of the meeting of the Community Services Committee held on 23 May 2016, be approved as a correct record and signed by the Chairperson.

21. QUESTIONS AND PETITIONS FROM MEMBERS OF THE PUBLIC

There were none.

22. MEMBERS' QUESTIONS AND PETITIONS

There were none.

23. ALLOTMENT AWARDS

The 2016 Allotment Awards were presented to the winners.

Cllr Mike Johnston arrived at 7:10pm

24. VICTORIA PARK

Cllr David Fish gave an update on the current activities relating to Victoria Park and the refurbishment programme.

PROPOSED: Councillor David Fish

SECONDED: Councillor Martha Vickers

RESOLVED:

- That Newbury Town Council approves a variation to the contract with Avonmore Associates for the repairs to the Bowling Green to allow for the installation of new paving around the Green at a cost of £10,885
- That Newbury Town Council applies to The Good Exchange for a grant of £5,427.50 towards the cost of these works
- That Newbury Town Council approves a credit arrangement with Newbury Bowls Club for £2,720.25 towards the cost of these works, to be repaid in 3 equal annual instalments, commencing on 1 July 2017.

25. MARKET WORKING PARTY

The minutes of the Market Working Party meeting held on 17 July 2016 were noted.

26. MARKET MANAGEMENT

PROPOSED: Councillor Martha Vickers

SECONDED: Councillor Sarah Greenall

RESOLVED: That we continue the practice of employing one of our current experienced market traders as Market Manager once our current Market Manager retires at the end of November 2016. An existing long serving trader has expressed an interest in managing the Market. In the longer term, we would still consider exploring expressions of interest from private operators.

27. MARKET TRADERS PARKING REQUIREMENT

The Community Services Manager outlined the proposal as in Appendix 6 on the Agenda for the future parking for the Market. It was agreed that the parking offer from West Berkshire District Council (WBDC) for space at Newtown Road was not feasible.

Cllr James Frederickson stated that on review of the feedback received from our Market Traders, he and Cllr Anthony Pick had contacted WBDC's CEO to discuss the parking situation. He was now very optimistic that Newbury Town Council (NTC) would have a workable solution in time for the Market Traders to bring back to this Committee in December. Cllr Frederickson said that one of the key elements from WBDC was to see the proposed consultation from NTC with the traders and their feedback was very valuable and had driven this forward.

It was agreed that Cllr James Frederickson would arrange a further meeting with West Berkshire Council's CEO, other Councillors and Officers to come to an arrangement to provide parking as close to the Market Place as the traders currently have. Cllr Anthony Pick stated that it was likely that an acceptable agreement can be reached based on the parameters outlined.

28. CEMETERY CHARGES

PROPOSED: Councillor David Fenn

SECONDED: Councillor James Frederickson

RESOLVED: That the Cemetery fees are increased by 20% with effect from 1 November 2016.

Cllr Arthur Johnson voted against the resolution.

29. CHARITABLE/COMMUNITY USE OF TOWN COUNCIL RESOURCES

PROPOSED: Councillor Dave Goff

SECONDED: Councillor Anthony Pick

RESOLVED: To amend the Terms & Conditions of Hire of Council assets, such as Victoria Park and the Town Hall, where they are given free for Charitable/Community use, to request that in future those who benefit from this, acknowledge the Town Council's support in their publicity on their websites etc.

30. SECTION 106 MONIES

There was discussion regarding the allocation of the S106 monies, in particular the provision of a composting toilet at Newtown Road Cemetery for the Friends of Newtown Road Cemetery to use during events. The Services Manager reminded the Committee that grants can be applied for by Community Groups, such as the Friends of Newtown Road Cemetery to help with funding.

PROPOSED: Councillor David Goff

SECONDED: Councillor Anthony Pick

RESOLVED: To re-allocate S106 funds as follows:

- £11,672 for Newtown Road Cemetery composting toilet funds will now need to be reallocated to St Johns Corner wall repairs and St Georges Avenue proposed play area.
- £1709 for Greenham House Gardens to be reallocated St Georges Avenue proposed play area to support a Members Bid.
- £4405 for City Recreation Ground to be reallocated to Victoria Park
- £2697 for The Nightingales to be reallocated to Victoria Park
- £1609 for North of the Town, to be reallocated to Victoria Park

31. GRIT BINS

Agenda item 14.1

PROPOSED: Councillor Dave Goff

SECONDED: Councillor Anthony Pick

RESOLVED: To set up additional/special budgetary measures to continue with the Town Council's grit bin service.

Agenda item 14.2

PROPOSED: Councillor Dave Goff

SECONDED: Councillor Anthony Pick

RESOLVED: To set up additional/special budgetary measures to take over the filling of WBDC grit bins and to request that WBDC leave the grit bins in place. The Community Services Team would then carry out a survey of all bins in place.

Cllr John Gardner voted against the resolution.

32. PLAY AREA INSPECTIONS

It was noted that the Community Services Team has updated the playground inspections to bring them in to line with the RPII (Register of Play Inspectors International Ltd) method of inspection.

33. ALLOCATION OF ALLOTMENT PLOTS TO APPLICANTS FROM OUTSIDE NEWBURY PARISH

PROPOSED: Councillor Dave Goff

SECONDED: Councillor David Fenn

RESOLVED: To allow residents from adjoining parishes to join the waiting list for Newbury Town Council's six allotment sites and to be allocated allotment plots, charged at three times the rate for residents of Newbury. This is in line with our current charging policy for other services provided to non-residents i.e. Cemetery Charges.

34. GROUNDS MAINTENANCE CONTRACT

It was noted that Newbury Town Council's (NTC) Community Services Manager recently met with West Berkshire District Council (WBDC) and Thatcham Town Council to discuss the potential of a single grounds maintenance contract between WBDC, NTC and Thatcham as noted on Agenda item 17.1.

Agenda item 17.2

PROPOSED: Councillor Dave Goff

SECONDED: Councillor David Fish

RESOLVED: To continue exploring the efficiencies which might be achieved through combining grounds maintenance contracts.

35. SOULSTICE LEASE

PROPOSED: Councillor Dave Goff

SECONDED: Councillor David Fish

RESOLVED: To seal a ten-year Lease between Russell and Sandra Weir (trading as Soulstice) and Newbury Town Council for the rental of Suite 1 in the Town Hall with effect from 26 September 2016.

36. EXCLUSION OF THE PRESS AND PUBLIC

PROPOSED: Councillor Dave Goff
SECONDED: Councillor Martha Vickers

RESOLVED: That 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 nature of the business to be transacted.

37. VICTORIA PARK CAFÉ FEASIBILITY STUDY

PROPOSED: Councillor Dave Goff
SECONDED: Councillor Sarah Greenall

RESOLVED:

- That the building should be Newbury Town Council owned and managed with the Café Leased
- That the Council Tenders for the lease during the design stage to ensure that a preferred occupier fits in with the project's design objectives
- That the Tender is for a 10 year lease with a 5 year break clause and 5 year income review
- That the Leaseholder be responsible for internal parts only, including servery counter, internal/external furniture, white goods, extraction and repairs
- That NTC provide the building with toilets, external water fountain, office, services, CCTV, free Wifi etc.
- That projected rental income be based on £18K - £23K with an allowance for building maintenance and sinking fund for future repairs considered, financing costs, rental, income and yield
- That part of the tender proposal questions relate to the quality of the end business and the internal space design
- That full Council seeks approval for a Public Works Loan of £250,000 to help finance the construction of the new café.

38. PUBLIC TOILETS AT THE WHARF, NEWBURY

PROPOSED: Councillor Anthony Pick
SECONDED: Councillor James Frederickson

RESOLVED: That Newbury Town Council negotiates the long-term transfer of the public toilets at The Wharf from West Berkshire District Council, in accordance with the Heads of Terms presented in the report at Appendix 12 (attached)

That NTC invites expressions of interest from qualified contractors to install turnstiles, run the toilets and absorb all of the running costs and retain all of the revenue they can generate from the toilet block, including any complementary or ancillary uses, agreed by NTC.

(The Town Council would pay up to £10,000 to the successful contractor, per the capital contribution to be paid from WBDC).

THERE BEING NO OTHER BUSINESS THE CHAIRPERSON THANKED ALL THOSE IN ATTENDANCE AND DECLARED THE MEETING CLOSED AT 9:11pm.

CHAIRPERSON

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