

06 December 2016

To: The Leader and Deputy Leader; Councillors Howard Bairstow; David Fish; David Fenn; James Fredrickson; John Gardner; Sarah Greenall; Arthur Johnson; Mike Johnston; Tony Stretton; Martha Vickers.

Substitutes: Councillors Jeff Beck; Jo Day; Miles Evans; Elizabeth O'Keeffe; Margo Payne; Kuldip Singh Kang.

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 12 December 2016 at 7.30pm**. This meeting is open to the Press and Public.

Yours sincerely,

Granville Taylor
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 26 September 2016, already circulated and as attached at Appendix 1.

4. Questions and Petitions from Members of the Public
Chairperson

5. Members' Questions and Petitions
Chairperson

Town Hall, Market Place, Newbury, RG14 5AA

☎ (01635) 35486

✉ towncouncil@newbury.gov.uk

☎ (01635) 40484

🌐 www.newbury.gov.uk

🐦 @NewburyTC

📘 NewburyTC

6. Market Management

Community Services Manager

6.1 To note that a new Market Manager has been appointed and officially started on 26 November 2016.

6.2 To make a presentation to Mr Steve Brind on his retirement as Newbury Town Council Market Manager.

7. Market Working Party (Appendix 2a and 2b)

Chairperson

To note the minutes of the Market Working Party meeting of 17 October 2016 and 5 December 2016 as attached at Appendix 2a and 2b.

8. Market Traders Parking Requirement (Appendix 3)

Chairperson

To note the Town Council has been exploring further options for replacement market trader parking with West Berkshire District Council. West Berkshire District Council have offered parking at Northcroft Lane West as an alternative. Details as attached at Appendix 3.

9. Victoria Park

Chair of Victoria Park Working Group

To receive a verbal update relating to Victoria Park from Cllr David Fish.

10. Victoria Park Working Group Minutes (Appendix 4)

Chairperson

To note the minutes of the Victoria Park Working Group meeting of 29 November 2016 as attached at Appendix 4.

11. Detailed Service Plans (Appendices 5a–5o)

Community Service Manager

A snapshot of the current live Service Plans is attached at Appendices 5a-5o. They are working documents which are changed on an adhoc basis as required by the Community Services Team. They are aspirational only and not in any way committing the Town Council to all actions within them within the defined timescales. Costs are all indicative.

1a – Town Hall

1b – Newtown Road Cemetery

1c – Shaw Cemetery

1d – Markets

1e – Allotments

1f – War Memorial

1g – Footway Lighting

1h – Clock House

1i – Infrastructure Assets

1j - Recreation Grounds

1k – Playground Equipment

1l – Victoria Park

1m – Open Spaces

1n – Floral Displays

1o – Newbury in Bloom

To consider any additions, amendments or deletions to the detailed Service Plans before they are published as a new starting point on the Town Council website.

12. Services Revenues for 2017/18 Financial Year (Appendix 6)

Community Services Manager

To consider proposals for Service Revenues for 2017/18 and allotment for 2018/19 as attached at Appendix 6.

13. Review of Community Services 2017/18 Budgets (Appendix 7a & 7b)

Community Services Manager

To consider the Officers' proposal for the Community Services Budget for the 2017/18 financial year, as attached at Appendix 7a, with supporting notes 7b, and in particular to consider any additions, amendments or deletions required, before inclusion in draft budget for Policy & Resources Committee consideration on 16 January 2016.

14. Allotment Stewards Meeting (Appendix 8)

Chairperson

To note the minutes of the Allotment Stewards meeting of 6 October 2016 as attached at Appendix 8.

15. Allotment Rule Change

Community Services Manager

To ratify an allotment rule change relating to greenhouse and shed size:

2. The Tenant will:

(l) Before erecting any structure (including polytunnels), obtain written consent from the Council. Sheds should be no larger than 50 sq ft in area/footprint with a height no more than 8ft. Polytunnels and greenhouses can be of various sizes (to be agreed with the Council) and no structures must cause an obstruction of light issue. (Consideration will be given to the erection of more than one structure).

16. Newbury in Bloom

Chairperson

To note that the 2016 Newbury in Bloom competition was an outstanding success. Expressions of interest from Councillors to participate in the initiative in 2017 should be forwarded for consideration to the chair of Civic Pride Arts & Leisure, Councillor Margo Payne.

17. Contract to Maintain the Public Toilets at The Wharf, Newbury (Appendix 9)

Chairperson

17.1 To consider officers the recommendation for the provision of maintain the Wharf Toilets as attached at Appendix 9.

17.2 To approve the awarding of the contract to Healthmatic Ltd., in accordance with their tender received 16 November 2016.

17.3 To receive a presentation by Healthmatic on charging the use of public toilets.

18. Visitor Information Service (Appendix 10)

Chairperson

To approve arrangements for the provision of Visitor Information Services with Soulstice, Ltd, Suite 1, Town Hall as attached at Appendix 10.