

07 March 2017

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 13 March 2017 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 12 December 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

6. Victoria Park

Chairperson of Victoria Park Working Group

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

7. Victoria Park Working Group Minutes (Appendix 2)

Chairperson

To note the minutes of the Market Working Party held on 29 November 2016 as attached at Appendix 2.

8. Victoria Park Café

Chairperson

To note invitations for expressions of interest on leasing the Victoria Park Café have been advertised with a closing date of 27 February 2017. These responses will be used to formulate the commercial viability of the facility.

Evaluations are underway to assess the full cost of the construction. This has proved to be problematic due to the revisions on the design to accommodate the Environment Agencies restrictions and bring down build costs to an acceptable and commercially viable level. Revisions have had to be submitted to planning for consideration.

9. Newtown Road Cemetery Working Party (Appendix 3)

Chairperson

To note the minutes of the Newtown Road Cemetery Working Group held on 31 January 2017 as attached at Appendix 3.

10. Market Working Party Minutes (Appendix 4)

Chairperson

To note the minutes of the Market Working Party held on 28 November 2016 as attached at Appendix 4.

11. Award of Grant Aid - Falkland School Charitable Trust

Chairperson

11.1 In November 2014 the Grants Sub awarded £750 to Falkland Primary School towards the cost of the new footpath on our recreation ground. The money has been earmarked in reserves since March 2015 and the project has only recently been completed. The original time scale has been exceeded due to approval and installation delays. We therefore now need to release this grant and seek approval for this to proceed.

11.2 To approve releasing the Grant Aid Award to Falkland School Charitable Trust.

12. City Recreation Ground

Chairperson

12.1 The safer surface in City Recreation play area has dropped below acceptable safety levels and in need of repair/replacement.

12.2 To approve the allocation of £9,000 of S106/CIL funds to enable these urgent Works to be carried out.

13. Newbury Library Working Group

Chairperson

13.1 To note at their meeting on 7 February West Berkshire District Council Members (WBDC) voted in favour of maintaining 8 libraries across the district, including Newbury library, with an overall reduction in staff of 44% and greatly increased reliance on volunteering.

This includes the closure of Wash Common library on 31 March. The Mobile and the "At Home Services" will continue across the district including in Wash Common. The Needs Assessment undertaken last autumn by Red Quadrant revealed that Wash Common library is, per visit, the third most expensive to run and the home library of less than 3% of active borrowers in the library service. It was also clear that many Wash Common customers use Newbury Library because of its proximity and far greater range of stock and services, and many use it to drop books off which were issued at Newbury Library. The Council has received a proposal about setting up a community run library at Wash Common and Cllr Boeck has responded by letter asking for further discussions about the detail.

WBDC wish to set up a Newbury Library Working Group as soon as possible and ask the Town Council to nominate Members. These may also include volunteers and library users. The purpose of the group will be to ensure that we work together effectively, within the constraints of the resources available, to increase library usage and income, ensure that opening times meet the needs of local communities and explore ways in which Newbury Town Council might benefit from the facilities at Newbury Library, in return for the Council's contribution towards this facility.

13.2 To appoint Members to the Working Group.

14. Victoria Park Tennis Coaching Provision (Appendix 5a & 5b)

Chairperson

14.1 To consider Officers recommendation for a coaching provision in Victoria Park Tennis Courts as attached at Appendix 5a/b.

14.2 To approve the awarding of the contract to "Community Tennis Association" in accordance with Officers recommendation.

14.3 To consider the tennis court playing surface colouration combination options (to be presented to Members at the meeting) and **recommend** preferred option.

**MINUTES OF A MEETING OF THE COMMUNITY SERVICES COMMITTEE HELD IN THE
COUNCIL CHAMBER, TOWN HALL, MARKET PLACE, NEWBURY
ON MONDAY 12 DECEMBER 2016 AT 7:30PM**

PRESENT

Councillors Howard Bairstow (Chairperson); Jo Day (named substitute) David Fenn; David Fish; James Frederickson; John Gardner; Sarah Greenall; Martha Vickers.

39. APOLOGIES FOR ABSENCE

Councillors Dave Goff; Arthur Johnson; Anthony Pick; Tony Stretton

Absent: Cllr Mike Johnston

40. DECLARATIONS OF INTEREST AND DISPENSATIONS

The Community Services Manager declared that Councillors Howard Bairstow, James Fredrickson 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.

41. MINUTES

An amendment to the minutes at item 19, 'Declarations of Interest and Dispensations' which should remove Cllr David Fish and include Cllr James Fredrickson was noted.

PROPOSED: Councillor Sarah Greenall

SECONDED: Councillor James Fredrickson

RESOLVED: That the minutes of the meeting of the Community Services Committee held on 26 September 2016, be approved as a correct record and signed by the Chairperson to include the amendment as above.

42. QUESTIONS AND PETITIONS FROM MEMBERS OF THE PUBLIC**Agenda Item 4****Public Question from Mr Allan Mercado.**

"Please can the Town Council explain why no action has yet been taken by the Environmental Health Department to remove the health hazard of a Veolia type green bin full of stale fish from the Black Boys Bridge pavement?
It has remained there for 5 weeks and is a public health hazard."

Chairperson's response

"Thank you for your question. Officers have referred your complaint to the Environmental Health Department at West Berkshire District Council. They have confirmed they are aware of this and are dealing with the complaint".

Supplementary Question:

“I have informed the West Berkshire Council Environmental Health Department some two weeks ago. They have contacted me but still nothing has been done. When it is warm or hot a bin full of stinking fish is dreadful and there should be no excuse for it to be left”.

Chairperson’s response:

“This is not good enough, please be assured that we have reported the issue to the Environmental Health Department.”

43. MEMBERS’ QUESTIONS AND PETITIONS

Members Question from Cllr Elizabeth O’Keeffe.

My question relates to Market traders proposed parking.
I support the traders parking in Northcroft Lane unmade up car park.

I would like to know if the following matters have been carefully considered:

Question 1 “Will all vehicles be able to pass through the route from entering Camps car park and under the arch making the tight left turn to cross the bridge?”

Chairperson’s response, “The lorries (one on Thursday, two on Saturday), will not be able to do this and will have to make their own arrangements.”

Question 2, “Will the traffic lights be switched off? Currently they are on all the time if the traders obey the lights a jam of traffic may occur blocking the pavement.”

Chairperson’s response, “This issue was considered during our discussions with the Highways Authority. As the street will be closed to traffic at the time of this arrangement, there will be no need to have regard to the traffic lights at that time and traders will be advised of this. The entire operation will be supervised.”

Question 3, “The vehicles will be approaching the pavement blind. It is very busy on Thursday and Saturday. Adjacent to the opening is the towpath crossing. Pedestrians are used to moving in this area free of traffic.”

Chairperson’s response, “The entire process will be supervised by the market managers, one of whom will be on duty, in a hi-vis jacket, at the point where the traffic will cross the pavement.”

Question 4, “If not already considered perhaps a traffic warden on duty to ensure free flow of the trader’s vehicles and pedestrian safety would be a sensible precaution. Temporary signage on the pavement might also help.

Chairperson’s response, “Agreed; temporary signage on the pavement might also help and will be considered”.

44. MARKET MANAGEMENT

A presentation was made to Steve Brind on his retirement as Newbury Town Council Market Manager.

It was noted that new joint Market Managers have been appointed and officially started on 26 November 2016.

45. MARKET WORKING PARTY

The minutes of the Market Working party meetings held on 17 October 2016 and 5 December 2016 were noted.

46. MARKET TRADERS PARKING REQUIREMENT

It was noted that the Town Council has been exploring further options for replacement trader parking with West Berkshire District Council. West Berkshire District Council has offered parking at Northcroft Lane as an alternative. The Market traders have been consulted and there have been no objections.

47. VICTORIA PARK

A verbal update was received from Cllr David Fish relating to Victoria Park, which included the ongoing repairs to the Parkway footpath and wall, the new surface on the Bowls Club, the completion of the football pitch, the refurbishment of the tennis courts and the café project.

It was suggested that the Victoria Park Friends Group could be re-launched and new members sought. Cllr David Fish noted that members of the public are welcome to apply to join the Victoria Park Working Group and two members of the public had attended the last meeting.

It was agreed that there was a distinct difference between the Friends Group, with them being more 'hands on'.

48. VICTORIA PARK WORKING GROUP MINUTES

The minutes of the Victoria Park Working Group held on 29 November 2016 were noted.

49. DETAILED SERVICE PLANS

PROPOSED: Councillor David Fish

SECONDED: Councillor Sarah Greenall

RESOLVED: That the Service Plans are accepted and published as a new starting point on the Town Council website, with the following amendment:

Remove 'Market Service Plan: item MM70 – Monitor Footfall' as this is no longer actioned.

NRC 230 - There was discussion regarding the Newtown Road Cemetery toilet provision as the Friends of Newtown Road Cemetery have raised a considerable amount of money towards the project. It was agreed that this would be discussed in more detail with the Community Services Manager at a later date.

50. SERVICES REVENUES FOR 2017/18

It was noted that there was an error on this Agenda item. The proposed football pitch charges for 2017/18 should read, "from £60 to £61.50".

PROPOSED: Councillor Sarah Greenall

SECONDED: Councillor David Fish

RESOLVED: That there would be a 2.6% increase in Cemetery Charges for 2017/18 financial year.

PROPOSED: Councillor Sarah Greenall

SECONDED: Councillor David Fish

RESOLVED: That there would be a 2.6% increase in Market Charges for 2017/18 financial year.

PROPOSED: Councillor Sarah Greenall

SECONDED: Councillor David Fish

RESOLVED: That there would be a raise from £60 to £61.50 (2.6%) for senior pitches and continue with no charge for junior pitches for 2016/17 financial year.

PROPOSED: Councillor Sarah Greenall

SECONDED: Councillor David Fish

RESOLVED: That for the 2018/19 financial year for Newbury Parish Residents there would be an increase from 33p per sq. metre to 33.4p per sq. metre (equivalent to £8.35 per pole) (2.5%), in line with projected inflation for 2018/19 giving tenants one year's notice of the increase as agreed in the Council's Full Council Meeting of 10 February 2014.

RESOLVED: That for the 2018/19 financial year for Non-Residents of Newbury there would be an increase from 99p per sq. metre to £1.015p per sq. metre (equivalent to £25.37 per pole) (2.5%), in line with projected inflation for 2018/19 giving tenants one year's notice of the increase as agreed in the Council's Full Council Meeting of 10 February 2014.

51. REVIEW OF COMMUNITY SERVICES 2017/18 BUDGETS

PROPOSED: Councillor James Fredrickson

SECONDED: Councillor Sarah Greenall

RESOLVED: That the proposed draft Community Services budget is submitted to Policy & Resources as set down in Appendix 7a & 7b of the Agenda.

Cllrs Jo Day, John Gardner and Martha Vickers abstained from the vote.

52. ALLOTMENT STEWARDS MEETING

The minutes of the Allotment Stewards meeting held on 6 October 2016 were noted.

53. ALLOTMENT RULE CHANGE

PROPOSED: Councillor David Fenn

SECONDED: Councillor Sarah Greenall

RESOLVED: An allotment rule change as follows:

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).

54. NEWBURY IN BLOOM

It was noted 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 Chairperson of Civic Pride Arts & Leisure, Councillor Margo Payne.

55. CONTRACT TO MAINTAIN THE PUBLIC TOILETS AT THE WHARF, NEWBURY

The officer's recommendation for the provision to maintain the Wharf Toilets was considered.

PROPOSED: Councillor Sarah Greenall

SECONDED: Councillor Martha Vickers

RESOLVED: To award the contract for opening, closing and cleaning the toilets at The Wharf to Healthmatic Ltd in accordance with their tender received 16 November 2016.

A presentation was received by Healthmatic Ltd stating the pros and cons of charging for the use of the toilets. It was agreed that the decision as to whether to charge for the use of the toilets would be considered by officers and a recommendation would be made to the January 2017 Policy & Resources Committee when setting the budget for 2017/18.

56. VISITOR INFORMATION SERVICE**PROPOSED:** Councillor James Fredrickson**SECONDED:** Councillor Sarah Greenall**RESOLVED:** To grant a licence to Soulstice Ltd. to provide Newbury Visitor Information Services from Suite 1, Town Hall, Newbury, in accordance with the terms and conditions of this report and the attached licence.**THERE BEING NO OTHER BUSINESS THE CHAIRPERSON THANKED ALL THOSE IN ATTENDANCE AND DECLARED THE MEETING CLOSED AT 9:03pm.****CHAIRPERSON**



VICTORIA PARK WORKING GROUP MEETING

Suite 2, Town Hall

Tuesday 29 November 2016 at 6pm

Present:

Cllrs David Fish (Chair), Martha Vickers; Miles Evans; Elizabeth O’Keeffe (arrived at 6:35pm), James Frederickson; Samantha Radbourne (member of the public); Bob Somerville (member of the public) Granville Taylor (Community Services Manager); Caroline Edmunds (Community Services Officer);

Apologies: Fiona Walker, Charlie Farrow

1. Progress on repairs – football pitch, bowls club, tennis courts, wall and pathways

1.1 Wall and Footpaths

The civil engineer has carried out a detailed site survey of the wall and Park Way footpath. He has offered 3 options to repair the wall. The safest option is to minimise the disruption to the pathway by shoring up the wall rather than removing and rebuilding it. Further to this a topographic survey has been undertaken to provide detail as regards the foundation requirements. Detailed drawings are being produced for submission to engineers at WBDC for consideration. It is hoped to commence the repairs late January early February (subject to the weather).

1.2 Bowling Green

The bowling green repairs are well underway. The fir trees have been removed to avoid further undermining of the green. The green has had new drainage and pre-cast ditch channels installed, new root zone layer, laser leveled, seeded and new irrigation system and programmer installed. The contractors are currently installing bowling green perimeter paving and a protective cushion within the ditch gullies around the edge of the green. We have used the old turf to infill some of the sunken areas around the outside of the bowls club. A new unobtrusive fence has been erected around the perimeter of the bowling green and club. Sainsbury’s have kindly donated a variety of shrubs and 6 semi mature trees.

The shrubs have been planted around the fence line and the trees have been planted in the open spaces to the right and left of the perimeter fencing. The bowling green should be playable by April 2017.

There was discussion regarding the current membership of the bowls club. Granville stated that the bowls club themselves are going to promote themselves and hope to double the membership. The club are also in the process of arranging to enhance the general appearance of the clubhouse in time for Spring 2017.

1.3 Football Pitch

Repairs to the football pitch have been completed. The surface has been stripped, reworked, laser levelled and reseeded. The pitch will be available for competition for the 2017 playing season.

1.4 Tennis Courts

The tennis courts have been stripped, the base reinforced and resurfaced, fitted with new posts and nets. A more robust perimeter fence has been installed with two single gates and a double maintenance gate. Provision has been added underground for lighting to be installed at a future date. The external ground works have been laid, but at present cannot be refined due to the weather. The playing surface will be temporarily “lined out” to allow people to play on it, but the surface colouring cannot be applied until sometime towards the end of March 2017, when the ground temperature improves to enable full bonding to be achieved. Courts will be able to be booked through a “Clubspark” online system and a mobile friendly website once the electronic keypad access gate has been install (expected towards the end of December 2016).

A professional coaching programme is also to be developed and we will be seeking expressions of interest in the very near future.

2. Café Update

The café outline plan has now been redesigned, removing the sports changing room facility to help reduce the overall footprint to comply with the Environment Agency restrictions. The café will be constructed on piles to provide a flood clearance space beneath it should the Park flood during a one in a hundred years +20% event. Tenders are being issued to secure construction contractors and operators of the facility. The lease for the café will include taking on the running of the facility, install all white goods, provide tables and chairs and ‘kit out’ the inside. It is hoped that the new café will be ready for the summer holidays of 2017.

3. Changing Rooms

Designs are being put together for a new sport changing room facility adjacent to the tennis courts for submission to WBDC planning authority for consideration. It is hoped, subject to available funding, to create a small terraced area in front of the facility to provide seating for people to watch tennis games. Investigations are underway to seek grants from a variety of sources to support the funding of the construction. It was suggested that we could try the Football Association for funding too.

4. Boat Store

It is planned to demolish the boathouse and install a container within the tree line along the A339 adjacent to the pond for storing pedalos, kayaks and bandstand seating. A planning application has been submitted.

5. Lighting adjacent to Nursery School

Plans are in place to install a new lighting provision along the pathway between Park Way, the nursery school and the St Mary's Road entrance to the Park. These Works are planned to start in conjunction with the repairs to the pathways and Park Way wall. The lighting posts and lamps are being kindly provided by WBC, FOC. The Victoria Park Nursery have agreed to contribute to the project.

Cllr David Fish suggested that he may be able to source some more traditional style street lamps which would match with the lights along the canal side of the park and be more decorative as well as providing the light required. These lamps could be shaded on one side to prevent light pollution to the adjacent houses.

6. A339 Works

The A339 widening scheme Works are nearing completion on the Victoria Park side of the A339, with a new pathway leading into the Park near the Skatepark and linking up to the St Mary's Road entrance to the Park. WBDC are providing funding for a new fence along the woodland area between the Park and the A339. Fencing work has already started and should take approximately two weeks to complete, although there have been considerable delays from the suppliers of the fencing. Two surplus semi mature trees were supplied by WBDC and subsequently planted within the Park.

Granville agreed to send to all members of the group a copy of the map where the fence is going to run to and from the highway.

7. Trees

Up to 34 volunteers took part in planting saplings and daffodil bulbs in Victoria Park on 20 November. Unfortunately the saplings were very small and not as the promised by The Woodland Trust at a height of 60 – 90 centimetres high. We therefore could not plant them

as originally agreed, so alternative locations were selected which helped minimise the risk of vandalism.

8. Tennis Courts/Football Pitch Grand Opening Plans

The Tennis Courts grand opening will be held in the spring of 2017 as suggested by the LTA, although the courts will be playable from January 2017 onwards. We should have a coaching facility in place by then and this would be included in the launch. It was agreed that some sort of opening for the football pitch too should also be arranged, perhaps with a local youth football club. Any ideas from the Working Group are welcome and should be passed to Granville.

9. Future Vision for the Park 2017 and Beyond

Ideas for the future of the Park include:

- Sensory Garden between Victoria and Her Lions and the tennis courts
- Continued replacement of worn benches
- New picnic benches
- Refurbish of Victoria and Her Lions

It was suggested that a member of the Newbury Youth Council could be invited to attend the Working Group with ideas for the use of the Park.

10. AOB

The new water supply to the Kiosk and Splash Park will be started within the next 3-4 weeks (subject to the weather). This improved service will also be used to provide a water supply to the new Café and the proposed new Sports Changing Room / Shower facility.

Cllr Martha Vickers expressed concern regarding the pathway that runs alongside the nursery school as it is currently not wide enough for cycles. Granville stated that most cyclists will use the lime tree avenues but there are plans to widen the pathway within the budget available, up to the nursery school from the St Mary's Road entrance to the Park.

Cllr Martha Vickers suggested that the Victoria Park Friends Group needs to be rejuvenated with interested members of the public. It was agreed that a notice would be put into the Town Hall notice board to encourage people to volunteer.

DATES OF NEXT MEETINGS:

Tuesday 7 March 6pm

Tuesday 6 June 6pm

Tuesday 5 September 6pm

Tuesday 5 December 6pm

There being no other business the meeting closed at 7:45pm

NEWTOWN ROAD CEMETERY WORKING GROUP MEETING

Town Hall, Suite 2 on Tuesday, 31 January 2017 at 6.00pm

Attendees:

Cllrs John Gardner; Martha Vickers (arrived 6.20pm & Chair); Granville Taylor (CSM); Joanne Lempriere (CSO) James Heasman (GMO); Brian Sylvester (Chair of Friends); Ros Clow (Friends).

1. APOLOGIES

Maureen Hudd (Friends), Doug Larsen (Friends), Rita Garden (Friends), Cllr Martha Vickers for late arrival (at 6.20pm).

No apologies were received from; Cllr Arthur Johnson, Howard Bairstow & Mike Johnson

2. FEEDBACK FROM FRIENDS GROUP

Brian and Ros gave an update of the events and activities that the Friend of Newtown Cemetery had been involved in since the last meeting, these included:

- Hosting the Annual General Meeting of the National Federation of Cemetery Friend, at the Phoenix Centre, Newbury on Saturday, 11 June 2016. The Co-Operative Funeral Care provided lunches and refreshments on the day, which was greatly appreciated by the Friends.
- On the same weekend the Friends held Open days at the Cemetery, which included various talks & guided walks around the Cemetery, the Friends also thanked the Community Services team for liaising with West Berkshire Council's Civil Enforcement department for allowing parking along Newtown Road with the use of permits on those days.
- The Summer Evening event was well attended, a moth count was taken the previous day, with 24 different types of moths being found, these were then released at dusk on the event evening. There were around 50 people taking part in the "Killers & Cures" walk & the "Medical Matters" tour, a very successful evening and well received by those attending.
- The Friends continue to discover information about those interred within the Cemetery and have received interest from as far afield as Australia and Belgium.

Future Events and Projects:

- Brian, as Chair of the Friends, has been asked to give a talk to the Rotary Club of Newbury and is scheduled for Monday, 20 March 2017.
- Ros will also be carrying out several talks, these include; "Before TV: what did Victorians and Edwardians look at?" on Wednesday, 15 February 2017 at West Berkshire Museum, 2.30pm, this is based on people buried in the cemetery –authors, artists and photographers. A talk for KEWI (a WI group west of Newbury), and Tales of the Unexpected: Criminals in Newtown Road Cemetery, on the evening of Monday, 10 April in Hungerford.
- This year the Friends have so far planned to host 2 Summer Events, which include "Primrose Day" on Wednesday, 19 April from 12.00noon until 8.00pm. Primrose Day was a special day in memory of the former British Prime Minister, Benjamin Disraeli (Lord Beaconsfield), who died on 19 April 1881. They are also planning a "Midsummer Welcome" on Wednesday, 21 June from 6.00pm to 9.00pm.

3. UPDATE FROM COMMUNITY SERVICES MANAGER AND OFFICERS

Granville, James & Jo gave an update of the various activities carried out by the Town Council, which included:

- The basal growth has been removed from the previously pollarded trees throughout the cemetery.

- The skips are still on site, as they are only half-full. Works have been planned for the Community Payback Scheme to remove buddleia and any unwanted growth on graves; these works are scheduled for the weekend of 04 & 05 February 2017.
- The summer hanging baskets will be continuing this year, however closer control of watering schedule is needed, GMO / CSM to monitor.
- The Royal British Legion has offered to supply packets of poppy seeds, these will be delivered within the next 6 weeks. It was agreed that a site meeting should take place to identify suitable locations for sowing the seeds.
- The wild areas will be reduced somewhat this year; the revision of these areas will be included in the site meeting for the above.
- Newbury Town Council (NTC) are Tendering along with West Berkshire Council and Thatcham Town Council for a joint grounds maintenance contract. It is hoped that this will benefit all parties as regards economies of scale and an overall improvement of service.
- In August 2016, Revd. Debbie Davison of St John's Church, St John's Road, Newbury, contacted NTC to discuss the relocation of an Alter Table originally from the Chapel at Newtown Road Cemetery, which they had housed for many years within the church. The relocation took place on Wednesday, 31 August 2016; the move was overseen by the CSO and was carried out with the assistance of 2 of the Landscape Group Grounds Maintenance Contractors, as it was very heavy. The Alter Table was placed at the eastern end of the Chapel, on the raised area within.

4. CHAPEL SIDE WINDOWS

We plan to have the new chapel side windows installed during the summer 2017. Funds this year have been very limited and inadequate to fund the total project. Up to date quotations will be sought early spring.

5. COMPOSTING TOILET

Following much discussion it was agreed, before any detailed work is undertaken, a site visit is needed to ascertain the most viable location for the toilet, this visit will be incorporated with those suggested in item 3, but it is hoped to also have one of the West Berkshire Council Archeologist's in attendance to advise on areas.

Once the location has been agreed, then funding and planning issues can be addressed.

6. REVIEW TOR

The current Terms of Reference need minor refinements, which included:

- Due to the Quorum of 2 Councillors at times being difficult to achieve, it was felt that an email should be sent to the current Councillors asking them to confirm their continued membership of the Working Group. If some wished to stand down from the Group due to regular conflict with other meetings and/or other commitments an invitation to Leaders of both parties would be sent to see if there were any other Councillors wishing to become a member of the Working Group.
- The CSM wished to add the GMO to the members, as this would help cover any grounds maintenance issues raised.
- It was agreed that the minimum number of meetings per year be stated (bi-annually) and to also include a provision of adhoc meetings should the need arise.

The amended TOR will be issued as soon as membership agreed.

7. AOB

Granville suggested the Working Group held day time meetings rather than evenings to avoid extending Officer hours. This was agreed as a good idea by those in attendance, however this would have to be agreed by the wider membership.

8. DATE OF NEXT MEETING

The date of the next meeting has been provisionally agreed as Tuesday 1 August 2017 at 2.30pm (subject to the agreement of the above).

There being no other business the meeting closed at 7.45pm



**MINUTES OF THE MEETING OF
THE MARKET WORKING PARTY**

**held on Monday 28 November 2016 at 10am
in Suite 2, Town Hall, Market Place, Newbury**

In Attendance:

Cllrs Martha Vickers (Chair); Kuldip Singh Kang; John Gardner; Jo Day
Russell Downing (Newbury BID), Debbie & Malcolm Smith (Market Managers)
Caroline Edmunds (Community Services Officer);

1. Welcome/Apologies/Introductions

Apologies: Cllrs Jeanette Clifford

Cllr Martha Vickers welcomed everyone to the meeting, introducing our new Market Managers, Malcolm & Debbie.

Malcolm said they were looking forward to encouraging new traders onto the Market and to work to encourage existing traders to improve the overall perception of the Market.

Note: John Barham has resigned from the group.

2. Minutes of previous meeting 17 October 2016

The minutes from the meeting held on 17 October 2016 were agreed as a correct record of that meeting.

3. Market Survey

The Customer Survey took place on two Market days during September with 420 members of the public being asked a series of questions with regards to Markets in Newbury. It was agreed that the survey was mainly positive regarding Newbury Market and there were a number of items discussed which included:

- More stalls were needed to give more choice to the customer
- Improve the quality of some of the stalls
- Newbury has always been known as a 'Market Town' – we need to ensure that this continues.
- Thursday footfall in the Town is generally higher than other weekdays, giving the impression that the Market does make a difference to the Town
- Once the Kennet Centre has been refurbished the Market Place end of Town will hopefully get busier but we cannot rely on this in the immediate future

The layout was also discussed – it was agreed that if we are able to expand the Market with more stalls and more choice, the layout should be looked at once again.

It was agreed that we should allow our new Market Managers to try to encourage some more traders in the first instance and we would re-visit the layout at the next meeting.

There was discussion regarding the closing time of the Market – Caroline confirmed that the licence agreement with WBC was for the Market to run until 5pm. If there were instances when there is an event on and the stall holders chose to stay later, this would be welcomed by the Newbury BID.

4. Christmas

Caroline confirmed that carol singers had been booked for Saturday 10 December in the afternoon, and Watership Brass were playing in the Town Hall on the morning of 10 December which can be heard in the Market Place.

Thursday 15 December is the late night shopping and 'choir of 1000 voices' event run by the Newbury BID. The Market traders are welcome to stay on this day – our Market Managers will relay this to the traders.

It was agreed that some of the Market Marketing budget would be spent on Christmas fairy lights for the Market stalls and our Market Manager would encourage the traders to decorate their stalls.

Christmas Cards would also be given to all of the traders to thank them for their continued support of the Market during 2016.

5. Marketing budget ideas

New poster design – a new poster design is being created by our in-house design person to incorporate the Farmers Market.

It was agreed that a poster saying, 'Market pitches available from £11 per day' would be created and put onto the Town Hall notice board.

Christmas lights as above in item 4.

6. Coach Park – parking for traders update

It was confirmed that further meetings had taken place between NTC & WBDC and a new proposal to park Market vehicles in the Northcroft Lane West car park was now being considered. A letter has been passed to all traders and they have until Friday 2 December to comment on this proposal.

7. Dates of next meeting

Next meeting dates were set as follows:

Monday 13 March at 10am

Monday 5 June 2017 at 10am

Monday 25 September 2017 at 10am

Monday 27 November 2017 at 10am

Meeting closed at 11:50am

Newbury Town Council

Public Report

Report to Community Services Committee, 13 March 2017

Agenda Item No 14: Victoria Park Tennis Coaching Provision

14.1 To consider Officers the recommendation for a coaching provision in Victoria Park Tennis Courts as attached at Appendix 5.

14.2 To approve the awarding of the contract to Community Tennis Association in accordance with Officers recommendation.

14.3 To consider the tennis court playing surface colouration combination options (to be presented to Members at the meeting) and **recommend** preferred option.

Background

The tennis courts in Victoria Park have recently undergone extensive refurbishment. The courts have been reconstructed to competition standard and will be officially opened on 8 April 2017, although they are currently available for use as from 6 March 2017.

Newbury Town Council wish to maximise the use of the courts and provide the opportunity for improving the skills and ability of users of all ages. Officers advertised an opportunity for setting up the provision of professional coaching within the new facility. A criteria was set, following discussions with the Lawn Tennis Association, to promote the initiative. Expressions of interest were received and interviews followed to ascertain the levels of provision that could be achieved and the financial return achieved over a 3 year period.

Objective

The provision would help improve the skills of participants of all ages, especially encouraging young children as young as 3 years to develop skills and ability.

Options

This proposal benefits all who show an interest in tennis and helps to improve the skills of those who wish to advance their game. We could consider to do nothing, but in Officers' opinion this would be a missed opportunity and a considerable loss to the community.

Financial and Legal implications

There are no cost or legal implications to Newbury Town Council. The coaching providers would pay an annual subscription to the Council (paid in quarterly in advance), starting at **£2,000 in year one, £3,000 year two and £3,500 year three**. The coaching providers are trained to LTA level 3 and 4 and hold public liability insurance.

Reference to Council Strategy, where relevant

- SO1 Provide services responsive to the needs and aspirations of the citizens of Newbury;
- SO8 To develop Victoria Park as a first class amenity and recreational area for the benefit of all the citizens of Newbury;
- PA5.7 Maintain and Run high quality parks, playground and leisure spaces/ facilities;
- PA5.17 Support and promote community events through financial assistance and/or provision of venues and facilities;

Consultation:

Officers consulted with the Lawn Tennis Association to ascertain the levels of potential return and skill sets required. They confirmed that the level of subscription was set at a realistic level and the skill sets were to an acceptable standard.

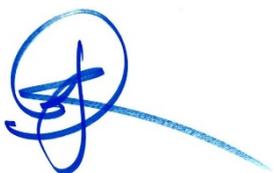
Other information

The proposed new café in the Park will also become a considerable benefit to the tennis court coaching provision, offering somewhere for parents to relax whilst their children participate in coaching programmes.

The coaching hours are broken down into a range of age group categories and skill sets. The amount of coaching will evolve over the 3 year period. Initially 3 early evenings per a week (around 3 hours/evening) will be allocated with Saturday morning sessions for children (around 4 hours), although subject to demand. Courts will be allocated accordingly, but ensuring courts will still be available for members and pay and play to book.

Recommendation(s)

Following coaching provision presentations on Tuesday 21 February 2017 Officers recommend awarding the contract to Community Tennis Association. The organisation has a well-established operation, a strong support network, highly qualified coaches, fully meet the set criteria and already have strong working relationships with local schools in the vicinity and the Newbury Tennis Club.

A handwritten signature in blue ink, consisting of a large, stylized 'G' followed by a horizontal line extending to the right.

Granville Taylor
24 February 2017