

19 September 2017

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

Substitutes: Councillors Jeff Beck; Jo Day; Mike Johnston; Elizabeth O’Keeffe; Anthony Pick; 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 25 September 2017 at 7pm**. 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 Wednesday 24 May 2017, already circulated and as attached at Appendix 1.

4. Questions and Petitions from Members of the Public

Chairperson

5. Members’ Questions and Petitions

Chairperson

6. Allotment Awards (Appendix 2)

Chairperson

6.1 To note the 2017 Allotment Awards as attached at Appendix 2 and to make presentations to the winning Tenants and Allotment Site.

7. Victoria Park (Appendix 3)

Chairperson

7.1 To receive a verbal update relating to Victoria Park from Chairperson of the Victoria Park Working Group, Cllr David Fish.

7.2 To note detailed designs have been produced for submission in a revised detailed tender for the cafe construction. Delays have been caused through the need to have a full archaeological survey carried out on the proposed site of the café and further consideration is being given by Thames Water if a main sewer pipe will need to be relocated around the footprint of the café due to the need to “pile” the café base. The construction of the café would be partly prefabricated to help reduce build costs and construction times.

7.3 To note there are 664 registered users to date which is double the number of registered users since June. The coaching provision is progressing well, with junior lessons being run 3 times a week and adult group coaching courses once a week. The LTA have recently commented on how well the Town Council are doing with our continued increase in membership of tennis users.

7.4 To note a planning application for the construction of a sports changing room facility in Victoria Park has been approved. An application for Sport England capital funding has been submitted and we await the result of this. Tenders have been issued and returned for the construction of the changing rooms.

7.5 To note the Income and Expenditure at Appendix 3 and reserving of earmarked funds for future projects.

8. City Rec Cycle Path (Appendix 4)

Chairperson

To note West Berkshire District Council (WBDC) have provided funds for the construction of a cycle pathway through City Recreational Park. The path that runs from Andover Road to Rectory Close will be widened to accommodate cyclists and pedestrians. WBDC are currently carrying out a safety check on the specification. If all clear they anticipate the Works will be programmed to start on early October 2017 and take up to 10 days to complete. The pathway design is attached at Appendix 4.

9. Market Working Party Minutes (Appendix 5)

Chairperson

To note the minutes of the Market Working Party held on 6 June 2017 as attached at Appendix 5.

10. Town Hall Chamber Flooring

Chairperson

To note the chamber carpet has been replaced with Karndean oak flooring.

11. Town Hall Chamber and Suite 2 Meeting Tables/Chairs (Appendix 6a & 6b)

Chairperson

To consider the proposal as attached at Appendix 6a and 6b for the replacement of furniture for the Town Hall.

12. Town Hall Sprinklers

Chairperson

12.1 To note an investigation was carried out some 4 years ago to ascertain if a sprinkler system could be installed in the Town Hall. It was agreed to abort the proposal due to difficulties in installing a system within the building. The water pressure within the Town Hall was inadequate, resulting in a need for a new supply in addition to the internal works. The cost for the total installation was in the region of £10,000. This would only cover the chamber and stairs. Our insurers were happy and have recently reconfirmed to continue to cover the property without installing a system.

12.2 To consider whether a sprinkler system is required for the Town Hall.

13. Market Pop-up Budget

Chairperson

13.1 To note the market place pop-ups have required some considerable additional maintenance this year. Whilst here is a maintenance budget in place, this was insufficient to fund all the repairs needed.

13.2 To approve an increase in the Market Place pop-up maintenance budget from £1,200 per annum to £3,800. This will cover any remedial / additional repairs identified from the annual servicing.

14. Victoria Park Lighting (Appendix 7)

Chairperson

14.1 To note alternatives to high level street lighting along the pathway between Park Way and St Marys Road entrances to Victoria Park have been considered with two options selected as most suitable as attached at Appendix 7.

14.2 To resolve whether to install street lighting along the pathway between Park Way and the St Marys Road entrance to the Park.

15. Newbury in Bloom (Appendix 8a, 8b & 8c)

Chairperson

15.1 To note the minutes of the Newbury in Bloom Working Group of 25 July and 23 August 2017 as attached at Appendix 8a, 8b and 8c.

15.2 To receive an update from the chair of Newbury in Bloom.

16. Victoria Park CCTV

Chairperson

To note CCTV has now been installed in the Park and is fully operational.

17. Newbury Library Working Group (Appendix 9)

Chairperson

To note the notes of the third meeting of the Library Working Group of 17 August 2017 as attached at Appendix 9.

18. Town Hall Lightning Protection (Appendix 10)

Chairperson

To consider a £22,500 +VAT one off increase to the Town Hall R&M budget as attached at Appendix 10.

19. Review of the Council's Strategy (Appendix 11)

Chairperson

The Strategy Working Group met on 12 September 2017 and recommended a series of initiatives for Community Services as attached at Appendix 11. The Council's Strategy will be reviewed at the meeting of full Council on 30 October. The Community Services Committee is invited to make any further recommendations at this meeting to be considered by the Working Group.

20. Visitor Information (Appendix 12)

Chairperson

20.1 To note at Full Council on 26 June it was agreed that a Working Group should be established to consider what options and resources are available and consider how to sustain the Visitor Information service in the short term from September 2017 through to March 2018. Also to consider the longer term provision of this service, especially in the context of the budget for 2018/19.

20.2 To create a Visitor Information Working Group to consider this matter and make appropriate recommendations to the Policy and Resources Committee on 10 October 2017 for 2018/19 budgetary consideration.

20.3 To invite Members of the Council to become members of the proposed Visitor Information Working Group, which may also co-opt outside expertise to join the Working Group.

20.4 To note interim arrangements which are being put in place as from 1 September are attached at Appendix 12.

21. Exclusion of the Press and Public

Chairperson

To move: 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 (items 22 & 23) because publicity would be prejudicial to the public interest by reason of the confidential personal and financial nature of the business to be transacted.

22. Grounds Maintenance Contract Evaluation (Appendix 13)

Chairperson

To consider and ratify Officers recommendation relating to the Grounds Maintenance Contractor selected by the joint selection board consisting of West Berkshire District Council, Newbury Town Council and Thatcham Council to undertake grounds maintenance provision for Newbury Town Council from 8 January 2018 as per private report at Appendix 13.

23. Suites 5 and 6 Town Hall (Appendix 14)

Chairperson

To consider and approve Officers recommendation regarding Town Hall Suites 5 and 6 as attached at Appendix 14.

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