

**MINUTES OF A MEETING OF THE COMMUNITY SERVICES COMMITTEE HELD IN THE
COUNCIL CHAMBER, TOWN HALL, MARKET PLACE, NEWBURY
ON MONDAY 25 SEPTEMBER 2017 AT 7PM**

PRESENT

Councillors Howard Bairstow; Jo Day (named substitute); Adrian Edwards; Miles Evans; David Fenn; David Fish; James Fredrickson; John Gardner; Sarah Greenall; Margo Payne; Tony Stretton; Martha Vickers.

23. APOLOGIES FOR ABSENCE

Councillor Arthur Johnson.

24. DECLARATIONS OF INTEREST AND DISPENSATIONS

The Community Services Manager declared that Councillors Howard Bairstow, Adrian Edwards and 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.

25. MINUTES

PROPOSED: Councillor David Fenn

SECONDED: Councillor Adrian Edwards

RESOLVED: That the minutes of the meeting of the Community Services Committee held on 24 May 2017, be approved and signed by the Chairperson with an amendment to an error on item 7, which should be amended to state:

“RESOLVED: That the Out of Parish Allotment rents are reduced to double the “In Parish rate”, to take effect immediately and overpayments be credited towards future charges. No other amendments to the Out of Parish charging scale are to be made until after April 2018.”

26. QUESTIONS AND PETITIONS FROM MEMBERS OF THE PUBLIC

There were none.

27. MEMBERS' QUESTIONS AND PETITIONS

There were none.

28. ALLOTMENT AWARDS

The 2017 allotment awards were presented.

29. VICTORIA PARK

29.1 A verbal update relating to Victoria Park was given by Cllr David Fish which included an update on the bowling-green, tennis courts, sports changing rooms, proposed new café, CCTV, boat store, park lighting, trees and the future vision for the Park in 2017 and beyond.

This included a new sensory garden which had been passed to the Newbury in Bloom Working Group for discussion and planning.

29.2 It was noted that detailed designs have been produced for submission in a revised detailed tender for the café construction.

29.3 It was noted that there are 664 registered users to date on the Clubspark tennis court system which is double the number of registered users since June.

29.4 It was noted that a planning application for the construction of a sports changing room facility in the Park has been approved. An application for Sport England capital match funding has been submitted and we are waiting for the results of this. Tenders have been issued and returned for the construction of the changing rooms.

It was noted that item 7.5 on the Agenda should read 'to consider' and not 'to note'.

(Cllr Miles Evans left the room at 7:26pm)

29.5

PROPOSED: Councillor Tony Stretton

SECONDED: Councillor James Fredrickson

RESOLVED: That the Victoria Park earmarked funds are approved for further improvements to the Park, as noted items in Appendix 3 of the agenda with the addition of floodlighting for the tennis courts and lighting for the St Marys Road/Park Way pathway.

30. CITY REC CYCLE PATH

It was noted that WBDC have provided funds for the construction of a cycle pathway through City Recreational Park and the works are programmed to start in early October 2017.

(Cllr Miles Evans returned to the meeting at 7:28pm)

31. MARKET WORKING PARTY MINUTES

The minutes of the Market Working Party held on 6 June 2017 were noted.

32. TOWN HALL FLOORING

It was noted that the Town Hall Chamber carpet has been replaced with Kardean oak flooring.

33. TOWN HALL CHAMBER AND SUITE 2 MEETING TABLES/CHAIRS

PROPOSED: Councillor James Fredrickson

SECONDED: Councillor Tony Stretton

RESOLVED:

i) That the Committee grant approval of the procurement of replacement meeting tables and chairs from appropriate funding streams and approve the allocation of funds from reserves to procure the replacement tables and chairs.

ii) It was agreed that the tables would be the folding top table option, with castors (Option B of Appendix 6b of the Agenda costing £6785.94) and the chairs would be the upholstered seat and back style (Option A of Appendix 6b of the Agenda costing £6142.50)

iii) The Committee **approved** the allocation of funds from reserves to procure replacement tables/chairs.

34. TOWN HALL SPRINKLERS

34.1 It was noted that an investigation had been carried out some 4 years ago to ascertain if a sprinkler system could be installed at the Town Hall.

34.2 **PROPOSED:** Councillor Adrian Edwards

SECONDED: Councillor Miles Evans

RESOLVED: Not to have sprinklers installed at the Town Hall.

35. MARKET POP-UP BUDGET

35.1 It was noted that the Market Place pop-ups have required some considerable maintenance this year and whilst there is a maintenance budget in place, this was insufficient to fund all the repairs.

35.2 **PROPOSED:** Councillor Cllr Margo Payne

SECONDED: Councillor Cllr Martha Vickers

RESOLVED: To approve an increase in the 2018/19 Market Place pop-up maintenance budget from £1,200 per annum to £3,800.

36. VICTORIA PARK LIGHTING

36.1 It was noted that alternatives to high-level street lighting along the pathway between Park Way and St Mary's Road entrances to Victoria Park have been considered with two options.

36.2 **PROPOSED:** Councillor David Fish

SECONDED: Councillor James Fredrickson

RESOLVED: To approve the provision of low-level lighting from Park Way to the Nursery School in Victoria Park and install conventional lighting columns from the Nursery School to St Mary's Road entrance of the Park.

37. NEWBURY IN BLOOM

37.1 The minutes of the Newbury in Bloom Working Group on 25 July and 23 August 2017 were noted.

37.2 Cllr Sarah Greenall gave an update for the 2017 Awards evening and thanked everyone who was involved and who attended, including Councillors and Officers.

Cllr David Fenn thanked Cllr Sarah Greenall for chairing the Newbury in Bloom Working Group and to all the Councillors and Officers who were part of the event.

There was discussion regarding disability access onto the stage at the Corn Exchange for the presentation evening. It was agreed that this is an important issue which should be addressed at future Newbury in Bloom awards events.

38. VICTORIA PARK CCTV

It was noted that CCTV has now been installed in the Park and is fully operational.

It was also noted that during a recent break-in at the Victoria Park Kiosk, the CCTV captured images of the robbery, which were handed to Police.

39. NEWBURY LIBRARY WORKING GROUP

The notes of the meeting of the Library Working Group of 17 August 2017 were noted.

40. TOWN HALL LIGHTNING PROTECTION

PROPOSED: Councillor James Fredrickson

SECONDED: Councillor Tony Stretton

RESOLVED: To increase the Town Hall R&M budget from reserves as a one off by £22,500 to procure a new lightning conductor system for the Town Hall.

41. REVIEW OF THE COUNCIL'S STRATEGY

The Council's Strategy was reviewed and the following suggestions were made:

Short Term Projects.

Cllr Martha Vickers would like to add, 'Promote Newbury's Allotment sites to encourage new tenants.'

Cllr Sarah Greenall would like to add, 'Develop a Sensory Garden within Victoria Park and provide lighting in the Victoria Park tennis courts.'

Medium Term Projects.

Cllr Martha Vickers would like to add, 'Strive with our partners to make Newbury a dementia friendly town'

Policy Area 1

Cllr John Gardner would like to add, 'Provide more drinking fountains'.

Committee members were asked to email the Leader and Deputy Leader, together with the CEO with their recommendations for the Strategy.

42. VISITOR INFORMATION

42.1 It was noted that in the Full Council meeting of 26 June it was agreed that a Working Group should be established to consider what options and resources are available and to consider how to sustain the Visitor Information service from September 2017 to March 2018. Also to consider the longer term provision of the service.

42.2 It was agreed that the Library Working Group should take on this role and a new Working Group would not be created.

PROPOSED: Councillor Margo Payne
SECONDED: Councillor James Fredrickson

RESOLVED: That the Library Working Group should take on this role and a new Working Group would not be created.

42.3 It was noted that in the interim period from September 2017 Newbury Town Council would host a Visitor Information Centre within the reception area of the Town Hall.

43. EXCLUSION OF THE PRESS AND PUBLIC

PROPOSED: Councillor Adrian Edwards
SECONDED: Councillor Miles Evans

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.

44. GROUNDS MAINTENANCE CONTRACT EVALUATION

PROPOSED: Councillor James Fredrickson
SECONDED: Councillor Adrian Edwards

RESOLVED: To approve Officers recommendation to enter into a joint contract with WBDC for the provision of a grounds maintenance service commencing on 8 January 2018 for the following 5 years and with a further 5 years, year on year, subject to satisfactory performance and adherence to the contract.

Councillors wished for their thanks to be noted for all the hard work that the Community Services Manager put into the tender review for the new grounds maintenance contract.

45. SUITES 5 & 6 TOWN HALL

PROPOSED: Councillor Adrian Edwards
SECONDED: Councillor Tony Stretton

RESOLVED: That the Committee agree with Officers recommendations to:

1. Approve new three year leases be signed with the existing tenants of Suite 5 and 6.
2. Authorise Officers to negotiate the best possible terms with the tenants, having regard to the terms of the leases and the valuations received.
3. Approve the signing and sealing of the proposed leases.

THERE BEING NO OTHER BUSINESS THE CHAIRPERSON THANKED ALL THOSE IN ATTENDANCE AND DECLARED THE MEETING CLOSED AT 8.40PM.

CHAIRPERSON

VICTORIA PARK WORKING GROUP MEETING

Town Hall, Suite 2

Tuesday 7 November 2017 at 6pm

Present: Cllrs David Fish (Chair); Martha Vickers; Granville Taylor (Community Services Mgr); Caroline Edmunds (Community Services Officer); Fiona Walker (Victoria Park Friends Group); Alina Frost (Victoria Park Friends Group).

Apologies: Cllr Miles Evans

1. ELECTION OF CHAIR

As there were only two Councillors present at the meeting the election of the chair was deferred to the next meeting and Councillor David Fish continued as chair for the rest of the meeting.

2. PROGRESS ON REPAIRS

Bowling-Green

The bowling green Works are finally completed, with the tarmac pathway around the green being the last improvement. The green is fully playable and the club have competed in the league all season. The feedback on the playability of the green has been very positive from the club and away teams.

Tennis Courts

The court lighting is nearly complete. We will be holding a grand lighting switch-on once the new lights have been tested and cleared for use by the LTA. To date we have 676 members and many more pay on the day bookings. The coaching provision is going from strength to strength with the junior sessions fully booked. Also the adult sessions continue to fill up steadily. We saw a significant increase in adult booking once Wimbledon started.

Football Pitch

We are continuing with the box cuts of the pitch to fully establish the playing surface. Unfortunately we still cannot arrange for league games to be played on it until the sports changing rooms are built.

Benches

We intend to continue with our programme to increase the amount of benches throughout the Park. We also plan to install some picnic tables in the area between the kiosk and the bowls club and some of these will be wheelchair friendly.

3. PATHWAY SIGNAGE AND INFORMATION BOARDS

David confirmed that we need to plan and agree the names of the various avenues/pathways throughout the Park. It was also suggested that an interpretation board(s) is created explaining the history of the Park. Granville stated that we have a lot of information in the previous Heritage Lottery bid documentation which may be useful.

The key pathways to be considered are:

- The two Lime Tree Avenue(s)
- St Mary's Avenue (pathway alongside the nursery school)
- Pathways around the bandstand

It was suggested that a public vote is organised inviting residents to propose names for the pathways.

David asked Granville to create a plan of the pathways we propose to name. Working Group members were asked to assist by gathering information (history perhaps) to bring to next meeting to decide next steps and styles of signs to be erected.

4. CAFE

We have issued expressions of interest documentation for leasing the café. We initially have 22 different organizations showing an interest in being considered for leasing the facility. The return date for expressions of interest is 10 November 2017. We will then sift through the applications to ascertain which best meet the criteria.

Every effort is being made to achieve best value for the construction of the café. Tenders are out for its construction. We will need to have an archeological site investigation prior to any Works commencing. The cost of these Works will be spread between the changing room site and café.

5. SPORTS CHANGING ROOMS

The construction will incorporate a 3 tier terrace alongside the changing rooms opposite the tennis courts for viewing tennis games/matches. We applied to for a grant from Sport England but have just discovered that we were unsuccessful. They were over-subscribed with requests for funding by 446%. We are currently investigating other funding streams to help meet the construction costs.

6. TENNIS COURTS

The court lighting is nearly complete. To date we have **676** members and many more pay on the day bookings. We will be holding a grand tennis court lighting switch-onn once the new lights have been tested and cleared for use by the LTA.

7. PARK LIGHTING

We are looking at a variety of options for the lighting of the pathway alongside nursery school. They will be split between low level and standard height schemes. Another further option would be to attached lighting to the face of the Park Terrace wall to prevent light pollution to the adjacent cottages. Further investigation is needed to ascertain who owns the wall. David mentioned that WBC have “smart lighting network” enabling all the streetlights talk to each other – saves energy. WBC has mentioned we may be able to piggy back onto their scheme. David is following this up with WBC.

David has also been talking to people regarding ‘smart city’ ‘smart benches’ solar powered, with Wi-fi, that can charge mobile phones. The system can track data and information offering lots of potential. David will investigate further.

8. UPCOMING EVENTS

Small family funfair (TBC)
Crafty Craft
Waterways Festival (TBC)
Great British Tennis Weekend (LTA event with our coaching team)
Football Tournament (Cllr Fish to organise)
Victoria Park Family Day
Rathayatha (Chariot) Festival 2018 (TBC)

There will be a link on our website identifying events.

9. FRIENDS GROUP

The Friends now has 11 members that Fiona regularly corresponds with. The amount of hours that the volunteers have put in has made a huge difference. Roses have quite a bit of disease which will affect any future planting. Alina suggested that we could obtain free advice from David Austen Roses for redeveloping the rose beds. We can either continue what we are doing, or preferably rip out the beds and start again with new soil and replace with new variety of disease resistant roses and repair the fencing. It was suggested that Rivar Sand & Gravel may consider donating the new soil. Granville suggested that he would approach the grounds maintenance contractors once a new contract is in place and encourage some sponsorship.

10.TREES

The trees that have been removed from adjacent to the wall along Park Way will be replaced by semi mature trees sometime towards the end of November 2017. The location of these trees has been set further back (approx. 15mtrs) from the wall to ensure there are no risks to tree roots undermining the repaired wall in the future. A further 12 trees will be planted in the area adjacent to the new pathway entering the Park adjacent to the A339. WBDC will be funding 6 of these trees. We are seeking advice from the WBDC tree officer on the best species to select. Alina mentioned that an oak tree on the canal side of the Park was growing at a 90° angle and needs a tree surgeon to have a look at it. She also suggested that the tree guards are in need of attention as they are ruining the trees

11.SENSORY GARDEN

Part of the Newbury in Bloom group. Two members of the NiB Working Group are looking into the planning of this. It was noted that any design needs to be maintained to a high standard in the future.

12. BRITAIN IN BLOOM

Granville, James, Paul Barker (Highclere) and Fran Lawton (garden designer) attended BiB Seminar last week. The event provided a lots of valuable information. Criteria is similar to when we entered in 2009. Recording of progress on new planting and structural schemes is essential.

For example:

- when the design for the sensory garden is decided, each stage of its construction should be photographed right through to completion
- Having a good 'manual' is imperative to success identifying all the elements of a proposed tour of the sites
- Clear descriptions of each location being defined in the manual
- Needs to demonstrate community involvement
- Whatever stage we enter needs to be achievable

Alina had put together some ideas for the future she had seen from other Towns which she presented from her laptop. She generously volunteered to help and get involved in preparing for BiB. Martha invited Alina to attend the next Newbury in Bloom meeting.

All agreed that it wouldn't be viable to enter in 2018 due to the amount of preparation needed to ensure we had a realistic chance of being considered for an award.

Granville mentioned that he fully intended to put Victoria Park forward for Green Flag status in 2019 once the café and changing room facility had be constructed and the Park was brought up to a standard to help achieve this status.

13. VISION FOR THE PARK 2017 AND BEYOND

Various projects large and small in the pipeline at present.

David Fish suggested changing the VPWG to "Victoria Park, Recreation Grounds & Open Spaces Working Group". It was agreed to bring the proposal to December Community Services Meeting for consideration.

14. AOB

Queen Vic & Her Lions is in need of some refurbishment. We have made contact with a specialist is repairing terracotta tiles and awaiting quotations. The initial signs are that these repairs will be rather costly. Granville mentioned that he would be looking for potential sponsorship to help with the costs.

Fiona understood that the southern boarder leading into the Park was to be transferred to NTC. She asked if WBC are going to be carrying out some considerable work on the beds

before they hand it over. Granville confirmed that the beds would not be taken on unless the boards were reworked and improved. Fiona expanded by stating that the excesses of bark spread over the embankment just seeps out everywhere, it's not needed. WBDC are also installing new hoop topped railings to prevent youth riding down the boards onto the pathway below.

Martha left at 19:43hrs

Granville mentioned that he had been looking to install Grasscrete in a grassed area opposite the St Marys Road entrance to provide parking for up to 20 cars traders and contractors during events in the Park. Unfortunately the costs of this is rather expensive and this will be deferred at present and could be consider as something for the future perhaps but not at the moment.

Meeting closed at: 19.45hrs

Community Services Manager Report

- 1. Town Hall Chamber and Suite 2 Furniture**

The Chamber and Suite 2 meeting tables and chairs have been replaced. We also plan to replace the chamber display boards and meeting table writing mats in the near future.
- 2. Victoria Park Lighting**

We expect the new lighting provision Works to commence sometime at the end of January 2018.
- 3. Victoria Park CCTV**

We have, in conjunction with NAG, put together a bid for funding of additional CCTV cameras in Victoria Park. The current system provides coverage over 75% of the Park. We plan to install two high resolution infrared cameras that will provide the additional security cover and excellent night vision.
- 4. Victoria Park Family Day**

Following the success of this year's Victoria Park Family Day it is planned to hold one again in 2018. The event is planned to combine with one of the two Great British Tennis Weekends on either 13 May or 22 July 2018.
- 5. City Rec Cycle Path**

Chairperson

There have been some delays with the West Berkshire District Council (WBDC) widening of the pathway that runs from Andover Road to Rectory Close through City Recreational Park to accommodate cyclists and pedestrians. Tender returns are now expected in January 2018 and the Works programme will be complete by the end the current financial year.
- 6. Town Hall Lightning Protection**

The upgraded lightning conductor provision is planned for installation mid-January 2018. The system will fully meet the latest British Standards and insurance criteria.
- 7. Visitor Information**

Visitor Information support has been operational in the Town Hall from 1 September 2017. There are plans in place to install a touch screen within the Mansion House Street reception for members of the public to access. This will provide valuable information to users.
- 8. New Grounds Maintenance Contract**

The new joint Newbury Town Council/West Berkshire District Council Grounds Maintenance Contract has been agreed. Continental Landscapes have been selected as the new grounds maintenance contractor. The new contract will start on 8 January 2018.
- 9. Play Equipment and Surfacing**

We need to start a gradual replacement of worn out play equipment and in some instances the play surfacing. The most critical on being Blossoms Field with replacement of a basket swing and timber framework, conventional swings, repair to damage caused through vandalism on the Hucknet and replace two play surfaces. Other play areas of concern are, Walton Way safer surfacing, Digby Road safer surfacing, Dickens Walk roundabout, Creswell Road safer surfacing, Victoria Park springer replacement.

**MINUTES OF THE MEETING OF
THE MARKET WORKING PARTY
held on Monday 25 September 2017 at 10am
in the Chamber, Town Hall, Market Place, Newbury**

In Attendance:

Cllrs Jo Day, John Gardner, Margo Payne, Kuldip Singh Kang; Martha Vickers (Chair); Debbie Smith & Malcolm Smith (Market Managers)
Northbrook Street Market Traders: Karen – Butterfelt Crafts, Kathy – Shedkraft, Mandy – Mandeas Jewellery, Isobel – Retro clothing
Hugh Peacocke (CEO NTC); Granville Taylor (Community Services Manager), Caroline Edmunds (Community Services Officer); Tony Hiller (Corporate Services Officer);

1. Welcome/Apologies/Introductions

Everyone introduced themselves. There were no apologies.

Cllr Martha Vickers thanked the Market traders who were present at the meeting for taking the time to come along.

2. Minutes & Matters arising from previous meeting 6 June 2017

The minutes from the meeting held on 6 June 2017 were agreed as a correct record of the meeting.

Matters arising from that meeting were discussed as follows:

Coverings for the ground for cables: Debbie is looking into a covering at another market she has seen and will report back to Caroline.

Granville updated his investigations with regards to the anchor fixings, he has met with WBC to discuss ground anchor fixings. Slabs would need to be put into the ground under the current paving in the Market Place. The paving slabs would then need to be replaced and a hole drilled through and resin anchor fixed. WBC will source a company who could install the concrete slabs and get back to Granville with costings. Ongoing. If anchor points were put in, the stalls would need to stay in these positions which would not be ideal

Other traders stated that they use a bucket full of concrete in the middle of their stalls to keep them down, together with traditional weights at all corners. It was agreed that this was a cost effective solution and that traders should be advised of this.

Bunting – Caroline has received a quote for 'Newbury Flag' bunting, however the Newbury BID are keen that the bunting throughout the town should all be uniform. It was suggested that if that was the case, perhaps all of the town's bunting could be the Newbury Flag. CEO to raise with BID

Tony has designed a banner to go on the bridge, it was agreed to go ahead, and add our logo along with amending the words to say, 'More Market this way.'

Parking - Cllr Adrian Edwards has previously agreed to discuss with West Berkshire Council the possibility of having '1/2 hour free' or suchlike for Market Days, especially on Thursdays. We are awaiting the outcome of these discussions.

Granville Taylor left the meeting at this point.

3. 'A Day in the Life' feedback

Cllr Margo Payne gave an overview of the event organised on 19 August 2017 and a summary note was distributed to all. Main points for consideration were:

- Litter and vomit in the Market Place when traders come to set up early (Northbrook Street traders who were present at the meeting stated that this is a problem where they set up too).

Margo stated that Cllr Adrian Edwards has said that he can take this up with West Berkshire Council to ascertain if the street cleaners can come in an hour earlier.

- Parking
- Entertainment

Shoppers and traders agreed that different sorts of entertainment were good for the Market.

- Consolidating the Market into one area or ensuring that the Market is looked at as one entity throughout the Town.

It was agreed that the exercise was worthwhile and should be carried out again.

Cllr Margo Payne thanked the Councillors who took part.

4. Market Manager's Update

Debbie and Malcolm confirmed that they would be retiring from their butcher's wagon at the end of September. The WG welcomed the news that they would however be staying on as Market Managers.

They stated that over the period since our last meeting, the Market was looking better as a whole. The entertainment went down well with most traders. The maximum stalls throughout this period was 27.

They anticipate a run of new stalls leading up to Christmas.

New stalls currently are: French Cheese, sushi rolls and stationary.

They visited the recent Artisan Market to look at the stalls and invite any stalls they thought would enhance our Market to apply.

Debbie suggested writing to local breweries now we had a Premises Licence to see if they would be interested in having a Market stall.

Cllr Martha Vickers thanked Malcolm and Debbie for their continued hard work in improving the Market.

5. Music on the Market - feedback

It was agreed that the recent Music on the Market events had been a success and we should continue.

Northbrook Street – there was concern that buskers in Northbrook Street would sometimes stay in the same place for long periods of time which becomes an irritation to traders. The Newbury BID oversee the buskers in the Town and our Market Manager has a contact number for the street rangers which she can call if needs be.

There was discussion regarding using speakers in the Market Place now we have our Premises Licence. It was agreed this was something that could be looked in to. Certain licences are needed to play recorded music.

6. Layout

John Gardner presented his ideas regarding the layout of the Market for discussion. It was agreed that the old steel framed stalls, in particular on a Saturday, are letting the appearance of the Market down. Debbie is encouraging these particular traders to smarten up their stalls and is looking at moving them so that the backs of their stalls are against the 'pub side' of the Market Place.

It was agreed that a letter would be written to all traders from NTC to confirm that the Market Managers have the authority to move stall positions with the authority and backing of the Town Council.

The area outside the Elephant on the Market is part of our jurisdiction and we can put stalls in this area.

It was agreed that the current layout has improved and Debbie invited all present to give their ideas to her for consideration, using the plan to illustrate any additional comments regarding the layout.

7. Discuss differences between Thursday & Saturday Markets and how to approach this.

There was discussion regarding the Thursday Market in particular and how it can seem somewhat 'empty' in the Market Place with just a few stalls in Northbrook Street.

There was a general agreement that we need to continue to work on linking the Market in Northbrook Street and the Market Place as at present it can feel like two different markets.

Thursdays have more local, regular shoppers whereas Saturdays can have more visitors to the town.

The Northbrook Street traders stated that they are happy with their current positions and with the types of goods they sell, they fit in well with the shops in that area. However, the Market Place is now a 'pubs and restaurants' area and therefore the food items seem to be more suited there.

Again, parking was discussed, and the idea of some sort of 'free parking' on a Thursday may increase the footfall on a Thursday.

8. Premises Licence

It was noted that the Market in the Market Place now has a premises licence which allows live music performances, recorded music and the sale of alcohol.

We can now allow stalls who wish to sell alcohol, the individual traders need to have their own personal alcohol Licence.

9. Christmas

It was agreed to hold a 'Best Dressed Stall' competition at Christmas.

Traders will be invited to dress up their stalls at Christmas time in the 2 weeks (at least) leading up to Christmas.

Ideas for Christmas included: music performances, face painting and schools. Cllr Margo Payne will contact a company who holds 'Christmas wreaths workshops' to see if they would be interested in coming to the Market.

The Newbury BID will be holding their late night shopping event on Thursday 14 December.

All at the meeting were asked if they knew of any entertainers or had any good ideas for Christmas to let Caroline know.

10. Correspondence received from 'Respect for Animals' re Local Authority Markets

It was agreed that we have not received any complaints or issues from traders or members of the public with regards to any animal issues i.e the sale of fur items

11. Dates of next meetings

Monday 27 November 2017 at 10am

Meeting closed at 12:10

Post-meeting note: Late night shopping on Thursday 14 December. The Newbury BID will not be able to accommodate any traders on this day therefore they will need to pack up for 5pm as usual.

**MINUTES OF THE MEETING OF
THE MARKET WORKING PARTY
held on Monday 27 November 2017 at 10am
in the Chamber, Town Hall, Market Place, Newbury**

In Attendance:

Cllrs Jeanette Clifford, Jo Day, Adrian Edwards, Martha Vickers (Chair); Debbie Smith & Malcolm Smith (Market Managers)
Northbrook Street Market Traders: Lorraine – Connie B's Cakes & Bakes, Helen – Golden Goose Gifts, Ronnie – Mandy's Jewellery.
Thames Valley Farmer's Market Manager: Johnny Morrison
Thames Valley Farmer's Market trader – Jane Woodward
Caroline Edmunds (Community Services Officer);

1. Welcome/Apologies/Introductions

Everyone introduced themselves. There were apologies from Cllrs Margo Payne, Kuldip Singh Kang & John Gardner.

Cllr Martha Vickers thanked the Market traders and representatives from the Farmer's Market who were present at the meeting for taking the time to come along.

2. Minutes & Matters arising from previous meeting 25 September 2017

Anchor Points – It was confirmed that this had been looked in to and found to be unfeasible both because of costs and practicalities. It was agreed that traders should be responsible for ensuring that their stalls are safe using weights. Members of the Farmer's Market also agreed.

Cables covers – Malcolm and Debbie have been investigating various ways of keeping trailing cables safe, including 'washing line poles' to keep cables at height. They will continue and bring best options to the Community Services Team together with prices for consideration.

It was agreed that the Farmer's Market were welcome to access all of the electricity points in the Market Place, there are 10 in total. It was confirmed that these are regularly serviced and in full working order.

'A Day in the Life' – Cllr Margo Payne confirmed prior to the meeting that she will put together an article for publication regarding the event in August. It was hoped that some publicity for the Market would come from this.

Cllr Jo Day arrived at 10:20am

Street Cleaners – further to the 'Day in the Life' event, the Market Managers confirmed that the street cleaning had improved and the WBC street cleaners were arriving earlier in the morning and were very helpful if asked to clean up something in particular from the night before. The Farmer's Market confirmed that the majority of the time they did not have an issue with this.

Parking – The request to offer free parking on Market Days had been brought to West Berkshire Council. Cllr Jeanette Clifford explained the reasons why this could not be considered at this time by WBC. She stated that car parks in Newbury were currently very well used, and at almost full capacity in busy times. The revenue from Car Parking in Newbury was used for transport within West Berkshire.

It was discussed that at other towns some kind of free parking had been offered, including Abingdon and there are reports that the Market there is thriving.

It was agreed that this was an ongoing issue, with the perception that some sort of free parking in Newbury would make a difference to the footfall from the traders present.

The supply and use of a speaker system has been investigated and it was found that we would need to apply for both a PPL and PRS license to play music in this way as it would be considered a regular event. This, together with the expense of sourcing music to play (i.e. downloading the music for commercial use) would prove very costly.

3. Social Media

A dedicated Facebook and Twitter page have been set up for the Market for some time.

It was agreed by all that this is a very important tool and traders should be encouraged to use this for their business as well as the Town Council.

Ideas included:

Focussing on one stall per week and 'showcasing' what they sell

Being more imaginative with the posts i.e. photographs of actually cooking an item from one of the stalls.

Asking traders to send in photographs so that they can be used

Setting up future posts so that something interesting is posted, even if it's not a working day (i.e. Saturdays when Town Council staff are not working).

ACTION: Caroline to work with Debbie to put together a 'welcome pack' for new traders with details of how to get involved with our Social Media, or send photos in to be used in future posts.

4. Market Manager's Update

Newbury Market Managers:

Malcolm and Debbie stated that there are not as many new stalls at this time of year as there were last Christmas and they have heard that this is currently the same at other Markets across the South of England, not just at Newbury.

A number of older 'career' traders are retiring and coming out of the business.

There seem to be more 'hobby traders' i.e., those that work at weekends as well as having a full time job, as Thursdays are quieter with traders in Newbury.

They confirmed that the WBC Civil Enforcement Officers were currently very helpful and are helping to police Northbrook Street in the mornings so that traders do not have to double park when setting up as they did previously.

Twice this quarter Newbury Market has had 33 stalls on a Saturday, and around 20 – 25 on a Thursday.

A number of traders do not come regularly at this time of year, as there are a number of craft fayres, Christmas Markets etc that they attend.

Farmer's Market Manager:

Johnny asked if the Town Council would be able to store tables and chairs for use at the Market. Unfortunately we do not have any space for this presently.

It was agreed that tables and chairs encourage shoppers to stay in the Market for longer periods and were a good idea for both Markets but the issue of storage is a problem. Traders could be encouraged to bring their own.

Buskers and musicians – it was agreed that any musical entertainment is beneficial to both Markets and should be encouraged.

5. Christmas

Caroline confirmed a list of events for the Market leading up to Christmas which have been arranged which include:

9 December	Whitelands Primary School choir singing by the Christmas Tree
14 December	Brightwalton Primary School choir singing by the Christmas Tree
16 December	Kennet School 'Guitar Legends' playing Christmas music
16 December	Bramble Cottage Flowers – Christmas Table Decorations workshops
21 December	Sunny Faces face painting
23 December	Bridget Street & Glendale Church choirs singing carols
23 December	Bramble Cottage Flowers – Christmas Table Decorations workshops

Cllr Martha Vickers thanked Caroline for organising these events.

Cllr Adrian Edwards asked if the Salvation Army could be contacted to see if they would play in the Market Place over the Christmas period.

Caroline confirmed that a 'Christmas Greeting' was being created to advertise on 'The Breeze' local radio station over the Christmas period.

All traders have been given invitations to take part on a 'Best Dressed Market Stall' competition from 14 December 2017. It was suggested that this is advertised through social media and the public are asked to vote for their favourite decorated stall at the Market.

ACTION: Caroline to contact Salvation Army.

ACTION: Caroline to liaise with our social media expert and discuss the 'Best Dressed Stall' competition.

6. Action Plan for the Market (NTC Strategy).

It was agreed that an updated Action Plan would be put together for the Market, ideas for inclusion were:

- Social Media increase
- Signage – consider the feasibility of erecting small posters similar to the Farmer's Market as strategic points throughout the town
- Flag/feather banners
- Make existing a-boards stand out – a suggestion to tie balloons to them every now and then
- Layout – consider completely re-arranging the Market Place Thursday layout immediately to a horse shoe shape
- Encourage all new and existing food stalls to put out tables and chairs
- Consider a permanent seating area for the Market Place, in conjunction with West Berkshire Council. This could be used for Markets and other events in the Market Place.

7. AOB

With regards to Market promotion, the Farmer's Market asked how feasible it would be to place a large banner across Northbrook Street.

ACTION: Caroline to ask the Newbury BID team, who look after the existing banners space, the current conditions and costs of this.

It was asked if anything can be done regarding the 'Pedlars' who come along, particularly on Saturdays and just set up. Debbie confirmed that if she sees them she contacts the BID Rangers but they do not work at the weekends.

Pedlars who consistently set up in the Market area should be reported to Caroline (with photos if possible), she will then be able to report this to West Berkshire Council.

It was agreed that circumstances surrounding the Market including the Post Office closing, Malcolm & Debbie's butcher's wagon closing and the Kennet Centre getting quieter would impact the Market.

Cllr Adrian Edwards has previously discussed with the Kennet Centre management regarding a reciprocal agreement where the Kennet Centre would help promote the Market if we help promote them in our notice boards. It was suggested that the Markets could be advertised at the exit points of the Kennet Centre.

It was confirmed that the BID Manager was invited to the meetings but has expressed that he could not attend on Mondays. In light of this the next meeting will be held on a Tuesday. Cllr Martha Vickers had also asked if the BID Manager could not attend then perhaps he could nominate a substitute to attend in his place.

The BID Manager, Russell Downing, had sent an email with his thoughts regarding the Market which were included in the discussions at this meeting.

8. Dates of next meetings

Tuesday 27 February 2018 at 10am

Meeting closed at 12:20

Appendix 5a - Town Hall Service Plan (As at 16/10/2017)

Note that significant Health & Safety aspects are included in the separate Quarterly Health & Safety report

Reference	Description of Action Required	Responsibility	Cost (£)	Target Date	Pre-requisites / Notes	Benefits / Notes
TH010	Ongoing reactive maintenance	Community Services Manager	Remaining Budget	Ongoing	R&M funds	Maintain/improve fabric of Town Hall to desired standard
TH011	Chamber / Town Hall Carpet Cleaning (2 times per annum / as required)	Community Services Manager	400	Ongoing	R&M funds	Maintain carpets to desired standard Frequency reduced through VAX purchase
TH012	Maintain Solar Panel reporting	Community Services Officer	Nil	Ongoing	In house	Off-set energy costs
TH013	Monitor Health & Safety Report for Town Hall actions	Community Services Manager	Nil	Ongoing	None	To keep track of H&S aspects of service
TH014	Reset heater settings throughout Town Hall to defined optimal levels bi-monthly	Community Services Manager / Community Service Officer	Nil	Ongoing	In house	Improvements to office heating and potential energy saving
TH015	Spot clean Town Hall carpets and seats as and when required	Caretaker	100	Ongoing	R&M funds	Help to maintain carpets to desired standard
TH016	Water / Gas / Electricity meter monitoring	Community Services Team / RFO	Nil	Ongoing		To keep control of utilities costs / budgeting
TH017	Town Hall Clock Maintenance & GMT / BST time setting	Community Services Manager / Contractor	450	March / October annually ongoing	R&M funds	Community benefit
TH018	Review Town Hall security as a whole - through regular changes in security codes / replacement of locks	Community Services Manager / Officer	2,000 for new locks throughout	April 2016 (Ongoing)	R&M funds	Improved security of Town Hall
TH019	Alter reception glass to allow "posting" of items without reception staff needing to open the door (similar to a bank)	Community Services Manager / Officer	TBD	February 2016 (Delayed until further notice following review)	R&M funds	To save continual opening of 2 doors for deliveries and enquiries - i.e. allotment payments. Safety risk of opening the doors
TH020	Annual Maintenance of Solar Panel System	Community Services Manager / Contractor	595	Annually	R&M funds	Prolong serviceable life of system
TH021	Repair damage to roof above Suite 7	Community Services Manager / Contractor	700	December 2016 (Completed)	R&M funds	Ensure building is water tight
TH022	Clear guttering around Town Hall and clean clock faces on clock tower	Community Services Manager / Contractor	1,200	December 2016 (Completed)	R&M funds	Ensure good drainage of guttering and enhance appearance of Town Hall clock
TH023	Remove bust of Jack-o-Newbury, relocate elsewhere and infill area and paper/repaint. Move painting of Jack-o-Newbury to this location	Community Services Manager / Contractor	4,600	December 2016 (Abandoned due to cost)	R&M funds	Better location for painting to avoid light reflecting on painting from adjacent window
TH024	Replace reception spot lighting with LED engery efficient system	Community Services Manager / Contractor	462	January 2017 (Completed)	R&M funds	Reduced running costs and greater efficiency
TH025	Install new ringmain multi point power supply in Corporate Services office	Community Services Manager / Contractor	321	January 2017 (Completed)	R&M funds	Improved H&S

Appendix 5a - Town Hall Service Plan (As at 16/10/2017)

Note that significant Health & Safety aspects are included in the separate Quarterly Health & Safety report

Reference	Description of Action Required	Responsibility	Cost (£)	Target Date	Pre-requisites / Notes	Benefits / Notes
TH026	Investigate soda cleaning of Town Hall	Community Services Manager	25,000 estimate	April 2017 (Project deferred & sinking fund to be created in 2018/19 budget to build up funds for the longer term)		Improve general appearance of Town Hall
TH027	Investigate the potential of having a fully Automatic External Defibrillator on site plus training for upto 8 people	Community Services Manager / Safety Officer	1700 (St. Johns Ambulance Jan 2016)	April 2017 (To be located in Victoria Park in September 2017)	R&M funds	Improve Public Safety & availability of AED's within the Town
TH028	Obtain estimates for re-carpeting Chamber	Community Services Manager	Nil	July 2017 (Completed)	Needs special Allocation	Replace worn carpet
TH029	Install Karndean flooring	Community Services Manager	3,600	August 2017 (Completed)	Refurbishment funds	Replace worn carpet
TH030	Install additional sound system in Chamber	Community Services Manager / Corporate Services Officer / Cartaker	400	August 2017 (Completed)	R&M funds	Improve quality of sound system
TH031	Obtain quotations for damp proffing CEO and Community Services Offices	Community Services Officer	Nil	August 2017 (Completed)		Rectify rising damp issues
TH032	Obtain estimates for replacing chamber tables and seating	Community Services Manager	TBD	October 2017 (Completed)	Needs special allocation	Replace worn out tables and chairs
TH033	Place order for meeting tables and Chairs as approved by Community Services Committee	Community Services Manager/Contractor	12,200	October 2017 (Completed)	Earmarked reserves	Replace worn out tables and chairs
TH034	Obtain expert report on damp issues in the Town Hall for submission to WBDC Conservation Officer	Community Services Manager/Consultant	TBD	October 2017 (Completed)	R&M funds	For submission to WBDC Planning
TH035	Move IT and telephone equipment and relocate prior to damp proofing Works	Community Services Manager/Corporate Services Officer/Contractors	TBD	October 2017	Building repair funds	Relocation to improve access and available space within Corporate Services Office
TH036	Carry out damp proofing Works in CEO, CS & Corporate Services Offices	Community Services Manager/Contractor	12,000 estimate	November 2017	Building repair funds	Rectify rising damp issues
TH037	Replace worn out Chamber display boards	Community Services Manager	TBD	November 2017	R&M funds	Improved facility for displaying planning drawings etc
TH038	Install improvements to lightning conductor	Community Services Manager/Officer/Contractor	7,558	December 2017	Agreed Special allocation	Protection of Town Hall from severe lightning attack / Compliance with British Standards
TH039	Repaint stair woodwork and walls from Mansion House Street stairs to toilet entrance	Community Services Manager / Caretaker	TBD	January 2018	R&M funds	Improve fabric and appearance of the building

Appendix 5a - Town Hall Service Plan (As at 16/10/2017)

Note that significant Health & Safety aspects are included in the separate Quarterly Health & Safety report

Reference	Description of Action Required	Responsibility	Cost (£)	Target Date	Pre-requisites / Notes	Benefits / Notes
TH040	Implementation of a proper business continuity plan in the event of a local or national emergency	Chief Executive Officer / RFO	Negligible	January 2018	In house	Ensure effective / efficient operation of Town Hall business during unforeseen emergencies. Current interim plan deemed adequate. IT recovery plan in place
TH041	Refurbish Community Services Office	Community Services Manager / Contractor / Caretaker	1,500	January 2018	R&M funds	Improve fabric and appearance of the building
TH042	Install handrails on Civic Entrance steps	Community Services Manager / Contractor	1,200	January 2018	R&M funds	Improved access for people with disabilities
TH043	Repair leaded stained glass on chamber stairs and Suite 1	Community Services Manager / Contractor	800	February 2018	R&M funds	Improved standard of finish and weather protection
TH044	Analyse recommendations from Energy Performance / Display Energy Certificate reports for enhancements needed	RFO	Nil	February 2018	In house	To identify cost
TH045	Listed Building Assessment	Community Services Manager / Contractor	TBD	March 2018	Professional Fees	Execute professional heritage assessment of Town Hall to establish works to ensure listed building conformance
TH046	Install flower baskets on balcony over Civic entrance in readiness for summer bedding	Community Services Manager / Caretaker	200	March 2018	R&M funds	Improved presentation of Town Hall
TH047	Replace rotten window cills, rub down window frame paintwork, repaint and stone paint walls on the outside of chamber stairs	Community Services Manager / Contractor	Estimates being sought	March 2018	Building repair funds	Protect fabric of the Town Hall
TH048	Clean internal faces of clock tower clock	Community Services Manager / Contractor	TBD	April 2018	R&M funds	Improve appearance of clock face
TH049	Repaint Chamber wall	Community Services Manager / Contractor	TBD	May 2018	R&M funds	Improve fabric and appearance of the building
TH050	Re-open investigation into additional protection of Mayoral panel in Chamber	Community Services Manager	1,000 estimate	May 2018	Needs special allocation	Historic protection
TH051	3yrlly Periodical Test & Inspections of the Town Hall Electrical System On H&S report HS1240	Safety Officer / Subcontractor	3000	May 2018	R&M funds	Improved Town Hall Safety / compliance with legislation
TH052	Annual Test & Inspection of lightning protection of Town Hall	Community Services Officer / Contractor	110	December 2018	R&M Funds	Improve lightening protection

Appendix 5b - Newtown Road Cemetery Service Plan (As at 16/10/2017)

Note that Health & Safety aspects are included in the separate Quarterly Health & Safety report

Reference	Description of Action Required	Responsibility	Cost	Target Date	Pre-requisites / Notes	Benefits / Notes
NRC010	Ongoing reactive maintenance	Community Services Manager	Remaining R&M budget	Ongoing	R&M funds	Maintain / improve cemetery to desired standard
NRC020	Execute tree inspections and take action as necessary	Grounds Maintenance Officer Contractor	Part of Main Tree Inspection	Ongoing and every four years (last executed Nov 2010)	R&M funds	Public protection
NRC030	Carry out annual inspection of Cemetery Grounds	Grounds Maintenance Officer	Nil	Annually in September		To identify works required for safety or other improvements
NRC040	Monitor chapel foundations	Community Services Manager / Contractor	200	Annually in September	R&M funds	Maintain structural integrity
NRC050	Monitor performance against Grounds Maintenance contract	Grounds Maintenance Officer	Nil	Ongoing		Improved appearance
NRC060	Planting various trees and shrubs	Community Services Manager / GMO	TBD as and when requested	Ongoing	R&M funds / public donations	To enhance the cemeteries environment, biodiversity and wildlife habitat
NRC070	Monitor Wildlife Management Plan	GMO / Specialist Contractor	Nil	Ongoing		Maintain / amend wildlife management plan as required
NRC080	Memorial stability testing	Community Services Manager / Landscapes Group	Time	Ongoing	Unscheduled Works	Ensure public safety
NRC090	Carry out minor repairs to damaged grave kerb sets	Services Manager / Officers / Community Payback	TBD	Ongoing	Re-opening budget	Improve safety and general appearance on cemetery
NRC100	Painting metalwork on graves as agreed with owners	Community Services Manager / Community Payback	70	Ongoing	R&M funds	To improve immediate appearance
NRC110	Monitor Newtown Road Cemetery Working Group for relevant actions	Community Services Manager / Officers	Nil	Ongoing		Ensure effective cemetery management for community benefit
NRC120	Monitor Newtown Road Friends Group for relevant actions	Community Services Manager / Officers	Nil	Ongoing		Ensure effective cemetery management for community benefit
NRC130	Electricity meter monitoring	Community Services Team / RFO	Nil	Ongoing		To keep control of utilities costs / budgeting
NRC140	Rake up and clear wildlife areas of excessive cut grass	Community Payback Scheme / GMO / Friends Group	Nil	Twice annually		To reduce the nutrient level of the ground, this will reduce competition from grasses so other wild flower species can flourish.
NRC150	Complete survey of cemetery to ascertain whether there is adequate space to install a Disabled Access Portable Toilet	Community Services Manager / Officer	Nil	June / July 2017 Completed	Nil	Provision of toilet for organisations/groups and individuals using the chapel for events
NRC160	If NR150 agreed - Acquire Faculty From Oxford Diocesan Registry	Friends / Community Services Manager / Officer	Nil	June / July 2017 Completed - not required un consecrated land	Nil	Provision of toilet for organisations/groups and individuals using the chapel for events

Appendix 5b - Newtown Road Cemetery Service Plan (As at 16/10/2017)

Note that Health & Safety aspects are included in the separate Quarterly Health & Safety report

Reference	Description of Action Required	Responsibility	Cost	Target Date	Pre-requisites / Notes	Benefits / Notes
NRC170	If NRC160 Granted - Acquire Planning Permission from WBC	Friends / Community Services Manager / Officer	48.75	September / October 2017 Applied for Awaiting Decision	R&M funds	Provision of toilet for organisations/groups and individuals using the chapel for events
NRC180	If NRC170 Granted - Carry out Ground Penetrating Radar Survey of Area	Friends / Community Services Manager / Contractor	Nil	November / December 2017 Not Required no Graves shown on Plans	Nil	Provision of toilet for organisations/groups and individuals using the chapel for events
NRC190	If NRC150-NRC180 completed / granted successfully, carry out Ground Works for location of a Disabled Access Portable Toilet as and when required	Friends / Community Services Manager / Contractor	Ground Works TBC Toilet Hire IRO 1,000 / year	29 Weeks Minimum per year going forwards	Friends / R&M funds	Provision of toilet for organisations/groups and individuals using the chapel for events
NRC200	Carry out inspection of damp in the Chapel	Community Services Manager / Contractor	TBD	February 2018	R&M funds	To assess the level of damp in the chapel and whether further action is needed.
NRC210	Carry out inspection of damp in the Chapel	Community Services Manager / Contractor	TBD	February 2018	R&M funds	To assess the level of damp in the chapel and whether further action is needed.
NRC220	Carry out repairs on frost and Buddleia damage to walls.	GMO/Contractor	1100 Approximately	February 2018	R&M Funds	To continue safety of wall structures.
NRC230	Execute schools engagement	Working Group / Friends	Nil	April 2018	Friends taking on initial stage	To widen community involvement
NRC240	Replace missing railing finials & paint to match railings	Community Services Manager / Officer	1,200	May 2018	S106 funds	Complete programme of railing repairs
NRC250	Carry out further inspection of chapel foundations as underpinning may be required. Monitor quarterly	Community Services Manager / Officer	700	May 2018	Initial inspection undertaken - no apparent movement. Re-opening budget	Maintain structural integrity
NRC260	Replace cracked/damaged frosted chapel side crittal windows	Community Services Manager / Contractor	4,500	May 2018	S106 funds	Improve appearance of the chapel and improved insulation generally
NRC270	Consider Green Flag status	Community Services Manager / GMO	TBD	2018/2019	Re-opening budget / grants	Better user experience

Appendix 5c - Shaw Cemetery Service Plan (As at 16/10/2017)

Note that Health & Safety aspects are included in the separate Quarterly Health & Safety report

Reference	Description of Action Required	Responsibility	Cost (£)	Target Date	Pre-requisites	Benefits / Notes
SC010	Ongoing reactive maintenance / repairs	Landscape Group	Remaining R&M Budget	Ongoing	R&M funds	Maintain/improve cemetery to desired standard
SC020	Carry out annual inspection of Cemetery Grounds	Grounds Maintenance Officer	Nil	Annually in September		To identify works required for safety or other improvements
SC030	Monitor performance against Grounds Maintenance contract	Grounds Maintenance Officer	Nil	Ongoing		Improved appearance
SC040	Hold annual funeral director meetings	Services Manager/Officers	Nil	Ongoing	In house	Ensure effective cemetery procedures
SC050	Execute programme of infilling & grass seeding sunken graves	GMO / Landscape Group / Community Payback	In contract	Ongoing	R&M funds & Community Payback labour	Improve general condition of cemetery, creating a more even surface for maintaining with ride mowers
SC060	Management of sponsored beds	GMO	Nil	Ongoing		Improved appearance
SC070	Memorial stability testing	Landscape Group & Community Services Team	In contract	Ongoing	In house	Ensuring cemetery complies with current Ministry of Justice & NAMM regulations
SC080	Follow Unauthorised Memorials Policy through Cemetery Task Group	Community Services Team	Nil	Ongoing	In house	Improvement to general appearance & maintenance of cemetery
SC090	Water / Electricity meter monitoring	Community Services Team / RFO	Nil	Ongoing		To keep control of utilities costs / budgeting
SC100	Maintain user leaflet	Cemeteries Officer	Nil	Ongoing (as required)		Better user experience
SC110	Define Xmas wreath removal process (on or not before 12 January)	Cemeteries Officer	Nil	Annually		Ensure tidy appearance
SC120	Maintain hanging baskets at rest room and chapel	Landscape Group	700	Annually	Contract	Help improve the cemetery appearance
SC130	Path between Plots 21/26 and 25 to continue present layout format - in tarmac.	Cemeteries Officer / Contractor	4,622	October 2017 (Completed)	R&M funds	Necessary to maintain the cemeteries operating integrity & provide division between the Consecrated area and RC & Multi-denominational areas offering a safe walking surface
SC140	Install section marker Stones on section 21/26	Cemeteries Officer / Contractor	150	November 2017 (Completed)	R&M funds	Demarcation markers for easier use for Cemetery Users
SC150	Install concrete pad in front of soil bund	GMO / Contractor	1,667	January 2018 (Completed)	R&M funds	Improve access for the removal of soil
SC160	Disabled Toilet facility	Community Services Manager / Contractor	16,000 estimated	February 2108	5,015 earmarked + S106 monies	Better user experience
SC170	Repair fencing along left hand side of cemetery	Community Services Manager / Contractor	TBD	February 2018	Unscheduled Works	Improved security and deer prevention

Appendix 5c - Shaw Cemetery Service Plan (As at 16/10/2017)

Note that Health & Safety aspects are included in the separate Quarterly Health & Safety report

Reference	Description of Action Required	Responsibility	Cost (£)	Target Date	Pre-requisites	Benefits / Notes
SC180	Refurbishment of rest room	Community Services Manager / Contractors	TBD	May 2018	R&M funds	General maintenance and some repair needed
SC190	Carry out tree survey by independent Arboriculture Company	GMO / Arboriculture Company	Part of NTC land tree survey	Ongoing and every four years - July 2018	R&M funds	Health and Safety and onward good management of NTC tree stock
SC200	Consider Pollard Lime trees and deadwood removal of Pines.	Community Services Manager / GMO / Contractor	TBD	September 2018	Tree Reserves	Improve public safety and preserve the tree stock in the Cemetery

Appendix 5d - Market Service Plan (As at 16/10/2017)

Note that Health & Safety aspects are included in the separate Quarterly Health & Safety report

Reference	Description of Action Required	Responsibility	Cost	Target Date	Pre-requisites / Notes	Benefits / Notes
M010	Ongoing reactive maintenance (including pop-ups)	Community Services Manager	Remaining R&M Budget	Ongoing	R&M funds	Maintain / improve market service to desired standard
M020	Ongoing market marketing	Community Services Team/MWP	Remaining Marketing Budget	Ongoing	Market Marketing budget	Awareness of market
M030	Monitor Market Working Party for relevant actions	Community Services Team/MWP	Nil	Ongoing		To ensure effectiveness of MWP and maximise market potential
M040	Encourage charity stalls	Market Working Party / Community Services Team / Market Manager	Nil	Ongoing		To increase choice and footfall
M050	Entertainment space liaison with BID Events Manager	Community Services Officer/Market Manager	Nil	Ongoing		To attract people to the market/make full use of area
M060	Electricity meter monitoring	Community Services Team / RFO	Nil	Ongoing		To keep control of utilities costs / budgeting
M070	Promote market with events run by MWP and market traders throughout the year	MWP / Community Services Officer / Market Manager	Dependent on event	Ongoing	Space available	Promote market and encourage local people to visit the market
M080	Monitor stall holder waste removal	Community Services Officer / Market Manager	Nil	Ongoing	Trader co-operation	To ensure the Market is kept in a clean and tidy state
M090	Work together with West Berkshire Council to ensure Pedlars are working to licensing laws within Northbrook Street	Community Services Officer	Nil	Ongoing		To keep WBC informed and try to ensure fairness for all and for our Market Traders
M100	Monitor impact of BID street trading arrangements	Community Services Officer	Nil	Ongoing		To protect market
M110	Monitor and add to stalls in other areas of the town - Northbrook Street/Bartholomew Street	Community Services Officer / Market Manager	Nil	Ongoing		To ensure continued expansion of the market
M120	Maintain Market Facebook page	Community Services Officer/Corporate Services Officer	Nil	Ongoing		To create awareness and promote the Market
M130	Maintain Twitter presence	Corporate Services Officer	Nil	Ongoing		To create awareness and promote the Market
M140	Run & book musicians for 'Music in the Market' programme for summer and beyond	Community Services Officer	TBD	Ongoing	Market Marketing budget	Help to create a vibrant atmosphere at the Market
M150	Maintain & update user leaflet	Community Services Team	Nil	Amendments as and when required		Better user experience

Appendix 5d - Market Service Plan (As at 16/10/2017)

Note that Health & Safety aspects are included in the separate Quarterly Health & Safety report

Reference	Description of Action Required	Responsibility	Cost	Target Date	Pre-requisites / Notes	Benefits / Notes
M160	Liase with Newbury BID and electrical installer to investigate the installation of "pop-up" power supplies for Northbrook Street	Community Services Manager	9000	March 2014 (awaitng confirmation from the BID when funds are available)	Budget (earmarked reserves)	To allow stalls in Northbrook Street to use electricity supply - encourage new traders.
M170	Keep informed of Market Street development and the impact it has on the Market traders parking at the existing coach park	Community Services Officer/MWP/CEO	Nil	Ongoing		To ensure continued availability of trader parking
M180	Apply for Premises Licence to enable traders to come and sell alcohol at the Market	Community Services Officer	130	September 2017 (Complete)		To improve the offer at the Market
M190	Contact local breweries to see if they want to trade at the Market	Community Services Officer/Market Manager	Nil	October 2017 (Complete)		To improve the offer at the Market
M200	Design, create and install banner for Bridge Street bridge to encourage shoppers 'over the bridge'	Community Services Officer	80	October 2017	Market Marketing budget	To encourage more footfall into the Market Place
M210	Support Councillors in running 'A Day in the Life of the Market' event	Councillors/Community Services Officer	Nil	August 2017 (Complete)		To better understand the Market and discuss with traders & shoppers
M220	Book Face Painter for the summer and Halloween	Community Services Officer	210	August & October 2017 (Complete)	Budget	To create awareness and promote the Market
M230	Run Christmas 'Best Dressed Market Stall Competition'	Community Services Officer/Market Manager	TBC	December 2017		To encourage traders to decorate their stalls/increase interest in Market
M240	Implement plans for alternative market traders parking	Community Services Officer	Nil	April 2018		To ensure parking continuity for traders
M250	Consider joining 'Real Deal' promotion with West Berkshire Council's Trading Standards Team	MWP/Community Services Officer	Nil	2017/2018	Ensuring Code of Practice is followed	Promote quality of Newbury Market

Appendix 5e - Allotment Service Plan (As at 16/10/2017)

Note that Health & Safety aspects are included in the separate Quarterly Health & Safety report

Reference	Sites	Description of Action Required	Responsibility	Cost (£)	Target Date	Pre-requisites	Benefits
A010	All Sites	Ongoing reactive and preventive maintenance	Community Services Manager / Officers	Remaining R&M / Unscheduled Works balance	Ongoing	R&M funds Unscheduled works funds	Maintain / improve allotments to desired standard
A020	All Sites	Treat locks with graphite powder	GMO / Contractor	Nil	Ongoing		To keep the locks working for as long as possible and to keep replacement lock costs down to a minimum
A030	All Sites	Pest control (i.e. rats)	Community Services Team / Contractor	2,100pa	Ongoing	Separate Budget Line	Change of contractor to ensure continued pest control on all sites at a more competitive price
A040	All Sites	Annual allotment inspection / allotment award judging by Councillors	Community Services Team / Councillors	Nil	Annually		Highlights immediate actions required and required additions to service plan Celebrate success
A050	All Sites	Regular Officer Inspections of individual plots to monitor correct use	Community Services Team	Nil	Ongoing		Highlights plots which need attention to encourage maximum use of plots
A060	All Sites	Conduct Stewards meeting at Town Hall for all sites	Community Services Manager / Officers	Nil	As required		Highlights immediate actions required and required additions to Service Plan
A070	All Sites	Arrange an annual meeting with tenants	Councillors / Community Services Team	Nil	Annually		Better working relationship & understanding between tenants & NTC
A080	All Sites	Review Allotment Rules	Community Services Team / Stewards Meeting	Nil	As and when required		Review rules to submit to elected members to ensure smooth running of all allotment sites
A090	All Sites	Producing smaller plots when required for new tenants	Community Services Team	Nil	Ongoing		To allow more people to take on allotments
A100	All Sites	Monitoring of poultry keeping	Community Services Manager / Officers / Stewards / Councillors	Nil	Ongoing		To ensure poultry keeping standard is high and meets with the allotment rules
A110	All Sites	Monitor performance against Grounds Maintenance contract	Grounds Maintenance Officer	Nil	Ongoing		Improved appearance
A120	All Sites	Monitor Allotment Working Group for relevant actions	Community Services Manager	Nil	Ongoing		Ensure effective allotment management for community benefit
A130	All Sites	Water meter monitoring	Community Services Team / RFO	Nil	Ongoing		To keep control of utilities costs / budgeting
A140	All Sites	Up to 2 skips per site per year as and when required	Community Services Team	204 per occurrence	Ongoing	R&M funds	Clear sites of non-compostable rubbish. Ongoing encouragement for tenants to remove rubbish and reduce the number of skips required.
A150	All Sites	Provide support & encourage additional tenants associations	Community Services Manager / Officers	Nil	Ongoing		To enable allotments to work together for the good of each other
A160	All Sites	Investigate extending existing sites & finding new sites / compulsory purchase	Community Services Manager / Officers / CEO	TBD	Regular Reviews		Waiting lists now reduced significantly. Not a requirement at present

Appendix 5e - Allotment Service Plan (As at 16/10/2017)

Note that Health & Safety aspects are included in the separate Quarterly Health & Safety report

Reference	Sites	Description of Action Required	Responsibility	Cost (£)	Target Date	Pre-requisites	Benefits
A170	All Sites	Execute tree inspections and take action as necessary	Grounds Maintenance Officer Contractor	Part of Main Tree Inspection	Ongoing and every four years (due November 2016)	R&M funds	Public protection
A180	All Sites	Investigate extension of community allotment facility based on Wash Common model	Community Services Team / Wash Common steward	Nil	As requested ongoing		To build community relationships through a common purpose
A190	All Sites	Continue with installation of additional fencing and ground works in conjunction with the Community Payback Scheme	Community Services Manager / Officers / Community Payback	500	2015/2016	Ongoing	Improve general condition of allotments & improve facilities for tenants
A200	All Sites	Install additional fencing around sites	Community Services Manager / Contractor	3,000	2015/2016	Ongoing	Increased security of all sites
A210	All Sites	Re-measure vacated plots	GMO / Stewards	Nil	Ongoing		To ensure correct metric size of plots
A220	Dairy Farm	Hedge trimming on access road (WBC own access track, but have not been cutting the hedge)	Community Services Team / Steward GMO / WBC to progress	100	As and when required	R&M funds	Resolves complaints regarding vehicular damage due to insufficient clearance on access road
A230	Dairy Farm	Redevelop plots 35 and 36 in to allotments now the soil has settled	GMO/Contractor	TBD	April 2018	Unscheduled works	Make more plots available on the site.
A240	Parsons	General repairs to perimeter hedge	GMO / Landscape Group / Community Payback	TBD	Ongoing	R&M funds	Improve quality of hedge and help to prevent deer from entering allotment
A250	Parsons	Wild area – stacking of logs	Community Services Officer / GMO	Nil	Ongoing		Provide hibernation area for lizards and other wildlife
A260	Parsons	Bee Project	Pest Controller / GMO	Nil	Ongoing	Agreement from tenants survey sent out Aug 2009	Provide bee rescue service and help bees to survive
A270	Parsons	Install 1 new water trough	GMO / Contractor	350	TBD	R&M Funds	Expand supply of water trough provision
A280	Southbys	Install 1 new water trough	Community Services Manager / Contractor	350	TBD	R&M funds	Expand supply of water trough provision
A290	Southbys	Install 2 new troughs	GMO / Community Services Manager / SATA / Contractor	700	TBD	SATA/R&M funds	Give more access to water
A300	Southbys	Improve fence line past Eeklo place and down the side of the A339	GMO/Community Services Manager / SATA / Contractor	TBD	February 2018	R&M funds	Improve security
A310	Southbys	Deadwood and safety assess Oak Trees that back onto 14 Greenlands	GMO / Contractor	TBD	February 2018	Tree Reserves	Improve safety for resident
A320	Wash Common	Management of wildlife areas	Community Services Team / GMO	Nil	Ongoing		Creation of habitats for wildlife & increased biodiversity of site
A330	West Mills	Tenants / WMAS request for scalplings/hard standing area for Kennet Road end parking area	Community Services Manager / GMO / Contractor	Nil	Ongoing	Dependent on supply of free scalplings via WBC	Improved parking areas and roadways for tenants
A340	West Mills	Install 1 new water trough	GMO / Contractor	350	TBD	R&M funds	Expand supply of water trough provision

Appendix 5f - War Memorial Service Plan (As at 16/10/2017)

Note that Health & Safety aspects are included in the separate Quarterly Health & Safety report

Reference	Description of Action Required	Responsibility	Cost	Target Date	Pre-requisites / Notes	Benefits / Notes
WM010	Ongoing reactive maintenance	Services Manager	Remaining R&M balance	Ongoing	R&M funds	Maintain / improve War Memorial to desired standard
WM020	Visual check daily and action as appropriate	Caretaker	Nil	Ongoing		Improved appearance
WM030	Regular sweeping – at least monthly	Caretaker	Nil	Ongoing		Improved appearance Agreed every Friday
WM040	Power washing in advance of major events	Services Manager / Caretaker / Contractor	120 a time	As required	R&M funds	Improved appearance
WM050	Annual securing of wreaths	Caretaker	Nil	Annually		Improved appearance and secure
WM051	Create another gate opening in the fence	Services Manager / Contractor	800	November 2016 (Completed)	R&M funds	To remove congestion during wreath laying
WM080	Seek grant for major overhaul	Services Manager	Nil	201/2018		Improved appearance
WM090	Consider installing railing flower baskets	Services Manager / GMO / Services Officer / Royal British Legion	300 estimate	2017/2018	R&M funds	Improved appearance / BiB judge suggestion
WM100	Detailed inspection – once every 2 years	Services Manager	200 / time	2017/2018	R&M funds	Public protection / to establish other work needed
WM110	Full refurbishment	Services Manager / Contractor	TBD	2018/2019	R&M funds	Improved appearance

Appendix 5g - Footway Lighting Service Plan (As at 16/10/2017)

Note that Health & Safety aspects are included in the separate Quarterly Health & Safety report

Reference	Description of Action Required	Responsibility	Cost (£)	Target Date	Pre-requisites / Notes	Benefits / Notes
FL010	Ongoing reactive maintenance	Contractor	Remaining R&M budget	Ongoing	R&M funds	Maintain and improve lighting to desired standard
FL020	Annual review with contractor	Community Services Manager	Nil + unknown	Annually	R&M funds	Successful partnership
FL030	Annual audit	Community Services Officers	Nil	Every June		To ensure all lights are in place and in good condition
FL040	Suggest areas of improved lighting required, for inclusion in future Service Plan	Members	Nil	Ongoing	Ongoing	Improved safety
FL050	Consideration of additional areas of lighting needed, with priority on land owned by the Council, followed by paths away from roads.	Community Services Manager / Services Officer	Nil	Ongoing	TBD	Improved safety
FL060	Repainting Programme for lighting columns	Community Services Manager / Community Services Officer	Nil - included in contract	Ongoing		Improved appearance and safety

Appendix 5h - Clock House Service Plan (As at 11/10/2017)

Note that Health & Safety aspects are included in the separate Quarterly Health & Safety report

Reference	Description of Action Required	Responsibility	Cost (£)	Target Date	Pre-requisites / Notes	Benefits
CH010	Ongoing reactive maintenance	Community Services Manager	Remaining R&M budget	Ongoing	R&M funds	Maintain / improve Clock House to desired standard
CH020	Annual electricity testing	Community Services Manager / Contractor	150	Ongoing	R&M funds	Public Protection
CH030	Electricity meter monitoring	Community Services Team / RFO	Nil	Ongoing		To keep control of utilities costs / budgeting
CH040	Annual Clock Maintenance	Community Services Manager / Contractor	900	Ongoing	R&M funds	Ensure continued accurate time keeping of clock
CH050	Set external lighting scheme as and when required for special events	Community Services Manager	Nil	Ongoing		Enhance appearance of building generally
CH60	Paint ceiling of Clock House white	Community Services Manager	160	April 2016 (Completed)	R&M funds	Weather protection and improved appearance
CH70	Clean up inside groundfloor level	Community Services Manager / Caretaker	Nil	January 2018		Improved appearance

Appendix 5i - Street Furniture Service Plan (As at 16/10/2017)

Note that Health & Safety aspects are included in the separate Quarterly Health & Safety report

Reference	Asset	Description of Action Required	Responsibility	Cost (£)	Target Date	Pre-requisites / Notes	Benefits / Notes
IA010	All	On-going reactive maintenance	Contractor	Remaining R&M budget	On-going	R&M funds	Maintain / improve assets to desired standard
IA020	Benches	Suggest areas of additional seating required, for inclusion in future Service Plan	Members	Nil	On-going	Infrastructure capital budget / Environmental Improvement Scheme	Improved provision for residents
IA030	Benches	Annual audit	Community Services Officers	Nil	Annually		To ensure all benches are in place and in good condition
IA040	Benches	Two oilings per year	Community Services Manager / Officer	£1200 pa	On-going	R&M funds	Enhance appearance and prolong life span of benches
IA050	Benches	Reallocate remaining bench from Broadway	Community Services Manager / GMO	150	January 2016 (Completed)	R&M funds to install	Additional provision of public seating
IA060	Bins	Suggest locations for additional dog and litter bins required, for inclusion in future Service Plan	Members	Nil	Ongoing	EIS budget	Improved provision for residents
IA070	Bins	Replace remaining Bins in Victoria Park with updated models	Community Services Manager / Contractor	TBD	Ongoing	S106 Funds	Improve aesthetics and make litter bins less susceptible to vandalism
IA080	Bus Shelters	Annual public notice board audit	Community Services Officers	Nil	Every March		To ensure all shelters have effective public notice board
IA090	Bus Shelters	Annual check advertising / non-advertising ratio	Community Services Officers	Nil	Every March with IA90		To maximise number of shelters
IA100	Grit Bins	Consider resident requests and audit / purchase bins as required	Community Services Team	100 approx per bin	Autumn each year	EIS or Capital budget / WBC approval	Improved provision for residents
IA110	Grit Bins	Taking on West Berkshire Council 23 Grit Bins	Community Services Team	100 approx per bin	Ongoing	R&M funds	Improved provision for residents
IA120	Grit Bins	Provide grit filling service for all 62 bins	Community Services Team	100 approx per bin / refill	as required	R&M funds	Improved provision for residents
IA130	Couple in Conversation	Tidy loose ends with Newbury Art Trail Steering Group	CEO / Community Services Manager	Nil	When time allows or triggered		Ensure all on a correct legal footing - TTSG have reviewed - nothing urgent
IA140	Couple in Conversation	Monitor and repair lighting as required	CEO / Community Services Manager	TBD	When triggered	R&M funds	Ensure sculpture integrity
IA150	Time-Line mosaic	Ensure proper annual cleaning schedule in place and executed	Community Services Manager / Officer	450	Annual order raised in April for cleaning (May / December)	R&M funds	Maximise attractiveness of Mosaic
IA160	Time-Line mosaic	Monitor and repair lighting as required	Community Services Manager / Officer	TBD	When triggered (and check in September each year)	R&M funds	Ensure sculpture integrity
IA170	Ebb & Flow	Ensure proper annual cleaning schedule in place and executed	Community Services Manager / Officer	120 / clean	Annual order raised in April for cleaning (Mid-May, End June, Mid-July, End Aug, Mid-Oct)	R&M funds	Maximise attractiveness of Town Trail
IA180	Symphony of the Trees	Reinstall	Community Services Manager / Working Group / Contractor	TBD	TBD		Maximise attractiveness of Town Trail
IA190	Binary Conversation	Monitor and repair as required	CEO / Community Services Manager	TBD	When triggered	R&M funds	Ensure sculpture integrity
IA200	Binary Conversation	Install information panel	Community Services Officer	525	January 2018	R&M funds	Inform members of the public of the sculpture and detail
IA210	Binary Conversation	Install lighting provision	Community Services Manager	TBD	2018	R&M funds	Enhance appearance of sculpture
IA220	Town Boundary signs	One clean per year	Community Services Team / Contractor	In contract	On-going	One clean per year now in GM contract	Enhance appearance of signs to visitors
IA230	Town Boundary signs	Review signs	GMO	8,000 estimate	On-going	Separate budget line	Enhance appearance of signs to visitors

Appendix 5j - Recreation Ground Service Plan (As at 16/10/2017)

Note that Health & Safety aspects are included in the separate Quarterly Health & Safety report

Note: This Service Plan concentrates purely on City, Digby Road, Fifth Road and Wash Common / Blossom's Field Recreation Grounds.

Open spaces, Victoria Park, Floral Displays and Playground equipment are covered by separate service plans.

Reference	Site	Description of Action Required	Responsibility	Cost (£)	Target Date	Pre-requisites / Notes	Benefits / Notes
RG010	All sites	Ongoing reactive and preventive maintenance	Community Services Manager / GMO	Remaining R&M budget	Ongoing	R&M funds	Maintain / improve open spaces to desired standard
RG020	All sites	Monitor performance against Grounds Maintenance contract	Grounds Maintenance Officer	Nil	Ongoing		Improved appearance
RG030	All sites	Water / Electricity meter monitoring	Community Services Team / RFO	Nil	Ongoing		To keep control of utilities costs / budgeting
RG040	All sites	Annual inspection by Grounds Maintenance Officer (signage, health and safety, planting, trees, infrastructure state of repair, contractor effectiveness, appearance, improvement opportunities)	GMO	Nil	Rolling schedule		To identify works required for safety or other improvements
RG050	City Recreation Ground	Execute local survey on potential improvement and more appropriate provision for the community (particularly for increased number of elderly adjacent residents?)	Ward Members	Nil	To be defined by Councillors		To establish a plan for a way forward
RG060	City Recreation Ground	Install new flower bed at Andover Road entrance	GMO / Contractor	Nil	April 2018		Improve appearance of area
RG070	City Recreation Ground	Carry out "Earthquake" or verti drain, drainage treatment on football pitch	GMO	1,800	May 2018	R&M funds	Improve drainage to allow increased use of facility
RG080	City Recreation Ground	Refresh of Changing Rooms	GMO / Community Payback	200	May 2018	R&M funds	Improve facilities for users of changing rooms
RG090	Digby Road Recreation Ground	Progress land transfer request from Robert Sandilands school	CEO	Nil	Waiting on WBC Commitment	Assurance that all costs will be covered	Overall improvement for community
RG100	Fifth Road Recreation Ground	Execute local survey on potential improvement and more appropriate provision for the community (second / improved goal mouth / basketball?)	Ward Members	Nil	To be defined by Councillors		To establish a plan for a way forward
RG110	Wash Common	Carry out Burial Mound Maintenance	Community Services Manager / GMO / Landscapes Group	Nil	Ongoing	Funded by English Heritage	Improved appearance
RG120	Wash Common (Blossoms Field)	Clear overgrown areas in woodland	Community Services Manager / GMO / Community Payback / Green Gym	Nil	March 2016 (Completed)		To improve wildlife value of the site and any safety issues.
RG130	Wash Common	Cut down remove and replace Horse Chestnut with various diseases	GMO/Contractors	200	October 2016 (Completed)	Unscheduled works / R&M	Public safety
RG140	Wash Common	Investigate different options for maintenance of knee rails round burial mounds	GMO / Contractors	Nil	December 2017	R&M Funds	

Appendix 5j - Recreation Ground Service Plan (As at 16/10/2017)

Note that Health & Safety aspects are included in the separate Quarterly Health & Safety report

Note: This Service Plan concentrates purely on City, Digby Road, Fifth Road and Wash Common / Blossom's Field Recreation Grounds.

Open spaces, Victoria Park, Floral Displays and Playground equipment are covered by separate service plans.

Reference	Site	Description of Action Required	Responsibility	Cost (£)	Target Date	Pre-requisites / Notes	Benefits / Notes
RG150	Wash Common (Blossoms Field)	Create a long term woodland / Blossoms Field Management Plan – including woodland pathways, hedgerows and undergrowth	Community Services Manager / GMO	Nil	February 2018		To improve wildlife value of the site and any safety issues.
RG160	Wash Common	Carry out “Earthquake” or verti drain drainage treatment on football pitch	GMO / Contractor	1,800	May 2018	R&M funds	Improve drainage to allow increased use of facility
RG170	Wash Common	Carry out wildlife survey of the woodland between Wash Common and Blossoms Field	Community Services Manager / GMO / Contractor	1,700 approx	February 2018	R&M funds	To find out what species are present and to formulate a working management plan for the woodland
RG180	Wash Common	Perform Archeological survey in area for copse to be planted	GMO / Contractor	TBD	May 2018		
RG190	Wash Common	Refresh of Changing Rooms	GMO / Community Payback	200	June 2018	R&M funds	Improve facilities for users of changing rooms
RG200	Wash Common	Plant copse in site next to playing Field	Community Services Manger / GMO / Contractors	800	December 2018	R&M / Unscheduled works	Provide shelter for seating next to football pitch
RG210	Wash Common	Install Refurbished benches and a bin in cloister of copse	GMO / Contractor	1,200	February 2019	R&M funds	Provide sheltered seating next to football pitch
RG220	Wash Common (Blossoms Field)	Investigate installing a trim trail in woodland	Community Services Manager / GMO / Contractor	TBD	2017/18	R&M funds	Improved facilities for residents and children

Appendix 5k - Playground Equipment Service Plan (As at 16/10/2017)

Note that additional Health & Safety aspects are included in the separate Quarterly Health & Safety report

Note that this Service Plan concentrates purely on areas of existing playground equipment. Surrounding open space is covered in the relevant Open Space or Recreation Ground Service Plan. Play Equipment for Victoria Park is included on the Victoria Park Service Plan.

Successful play areas stretch the limits and imaginations of their users. The Council concurs with the position statement from the Play Safety Forum, as published on the National Children's Bureau / Children's Play Council web-site and endorsed by the Health and Safety Executive, entitled "Managing Risk in Play Provision".

Reference	Site	Description of Action Required	Responsibility	Cost (£)	Target Date	Pre-requisites / Notes	Benefits / Notes
PG010	All sites	Ongoing reactive and preventive maintenance (including reaction to inspections)	Community Services Manager / GMO	Remaining R&M budget	Ongoing	R&M funds	Maintain / improve playgrounds to desired standard
PG020	All sites	Mon/Wed/Fri visual inspection by The Landscapes Group	Contractor	Included	Ongoing	In contract	To identify works required for improved safety
PG030	All sites	Weekly written inspection report by The Landscapes Group	Contractor	Included	Ongoing	In contract	To identify works required for improved safety
PG040	All sites	Four detailed inspections by Grounds Maintenance Officer (where possible in advance of known school holidays)	GMO or Services Officer / Contractor	Nil	Spread throughout year annually		To identify works required for improved safety
PG050	All sites	Annual ROSPA standard inspection by third party (also see VP050)	Contractor	750	Annually in January / February	R&M Funds	To identify works required for improved safety – with any immediate works executed to use remaining annual budget
PG060	All Sites	Carry out any works identified in ROSPA standard inspection (also see VP060)	GMO / play area repairs Contractor / Landscapes Group	TBD	Annually in Spring	R&M Funds	Maintain the safety of the play area equipment and keep it available for public use
PG070	Bodin Gardens	None identified					
PG080	Blossom's Field	Replace damaged areas of wet pour	Community Services Manager/GMO/Contractor	TBD	March 2018	S106 funds	Remove trip hazards and make playpark safe
PG090	Blossoms Field	Consider replacement of rotten wooden equipment.	Community Services Manager / GMO / Contractor	TBD	March 2018	S106 Funds	Improve safety of play equipment
PG100	City Rec	Increase fall areas and put in support for wear areas	Community Services Manager / GMO / Contractor	TBD	March 2018	S106 funds	Increase safety and bring fall areas up to BS standard
PG110	Cresswell Road	None identified				S106 funds	
PG120	Cromwell Road	None identified					
PG130	Dickens Walk	Remove worn out roundabout.	Community Services Manager / GMO	4,500	March 2018	S106 Funds	Maintain Play equipment support
PG140	Digby Road	Remove Concrete and separation posts/ put in new surround boardsto support new wood chip	GMO/Contractor	TBD	March 2018	R&M funds	Improve playpark safety

Appendix 5k - Playground Equipment Service Plan (As at 16/10/2017)

Note that additional Health & Safety aspects are included in the separate Quarterly Health & Safety report

Note that this Service Plan concentrates purely on areas of existing playground equipment. Surrounding open space is covered in the relevant Open Space or Recreation Ground Service Plan. Play Equipment for Victoria Park is included on the Victoria Park Service Plan.

Successful play areas stretch the limits and imaginations of their users. The Council concurs with the position statement from the Play Safety Forum, as published on the National Children's Bureau / Children's Play Council web-site and endorsed by the Health and Safety Executive, entitled "Managing Risk in Play Provision".

Reference	Site	Description of Action Required	Responsibility	Cost (£)	Target Date	Pre-requisites / Notes	Benefits / Notes
PG150	Fifth Road	Returf banks in new play area	GMO / Contractor	200	March 2018	R&M funds	Improve appearance of site
PG160	Fifth Road	Put in new boards to assist with topping up of bark mulch	GMO/Contractor	TBD	January 2018	R&M funds	Improve safety of play park
PG170	Fifth Road	Replace seized bearings in Basket swing	GMO / Supplier / Contractor	1,100	April 2018	R&M funds	Improve play experience.
PG180	Hamilton Court	None identified					
PG190	St Georges Avenue	Install new toddler play area	Community Services Manager / GMO / Contractor	25,000	February 2017 (Completed)	Members Bid / Sovereign / S106 funds	Improve provision of play facilities for toddlers
PG200	St Georges Avenue	Follow maintenance checks as per instruction from ProLudic	GMO/Contractor	Included	Ongoing	In contract	To ensure maintenance schedule for new equipment is followed
PG210	Walton Way	Replace Fire damaged surface next to flat swings	Community Services Manager/ GMO / Contractor	Approx 2,500	March 2018	S106 funds	To make facility safer and more presentable.

Appendix 5I - Victoria Park Service Plan (As at 16/10/17)

Note that Health & Safety aspects are included in the separate Quarterly Health & Safety report

Successful play areas stretch the limits and imaginations of their users. The Council concurs with the position statement from the Play Safety Forum, as published on the National Children's Bureau / Children's Play Council web-site and endorsed by the Health and Safety Executive, entitled "Managing Risk in Play Provision".

Reference	Description of Action Required	Responsibility	Cost (£)	Target Date	Pre-requisites / Notes	Benefits / Notes
VP010	Ongoing reactive maintenance	Community Services Manager / GMO / Landscapes Group	Remainder from R & M	Ongoing	R&M funds Unscheduled Works	Maintain / improve park to desired standard
VP020	Execute tree inspections and take action as necessary	GMO / Landscapes Group	Nil + unknown	Ongoing - annually	Tree reserve, R&M / Unscheduled works as relevant	Public protection
VP030	Execute whole park inspection and take action as necessary	GMO / Landscapes Group	Nil + unknown	Ongoing - annually	R&M / Unscheduled Works as relevant	Public protection / park improvement
VP040	Rat control	Community Services Manager / GMO / Contractor	500	Annual Programme	R&M funds	Ensure rats are kept down to a minimum and under close control
VP050	Annual ROSPA standard inspection by third party (also see PG050)	Contractor	750	Annually in January / February	R&M Funds	To identify works required for improved safety – with any immediate works executed to use remaining annual budget
VP060	Carry out any works identified in ROSPA standard inspection (also see GP060)	GMO / play area repairs Contractor / Landscapes Group	TBD	Annually in Spring	R&M Funds	Maintain the safety of the play area equipment and keep it available for public use
VP070	Monitor performance against Grounds Maintenance Contract	GMO	Nil	Ongoing		Improved appearance
VP080	Ensure conformance with Premises License	CEO / Community Services Manager	Nil	Ongoing	Via signage and public meetings	Ensure maximum usage of park
VP090	Victoria Park Friends Group support	Victoria Park Working Group	Nil	Ongoing		Assist & advise in development of Victoria Park
VP100	Monitor Victoria Park Working Group for relevant actions	Community Services Manager	Nil	Ongoing		Ensure park improvements for community benefit
VP110	Promote and monitor park activities	Community Services Manager / Services Officer	Nil	Ongoing	Subject to willingness of organisations to participate	Encourage increased use of the park by providing a wide and varied range of entertainment
VP120	Promote and monitor bandstand music performances (booking of bands and 2 adverts per year)	Community Services Manager / Services Officer	2,500	Ongoing	Budget line	Encourage increased use of the park by providing a wide and varied range of entertainment
VP130	Water / Electricity meter monitoring	Community Services Team / RFO	Nil	Ongoing		To keep control of utilities costs / budgeting
VP140	Carry out weekly inspections of the Park	Community Services Manager / GMO	Nil	Ongoing		To monitor the conditions of the park equipment and assets.
VP150	Review request for fencing for playground	Community Services Manager	Nil	Annually		Community Services agreement - review annually
VP160	Monitor hot air balloon rides from football pitch	Community Services Officer	Nil	Ongoing		Generate revenue and increased use of park

Appendix 5I - Victoria Park Service Plan (As at 16/10/17)

Note that Health & Safety aspects are included in the separate Quarterly Health & Safety report

Successful play areas stretch the limits and imaginations of their users. The Council concurs with the position statement from the Play Safety Forum, as published on the National Children's Bureau / Children's Play Council web-site and endorsed by the Health and Safety Executive, entitled "Managing Risk in Play Provision".

Reference	Description of Action Required	Responsibility	Cost (£)	Target Date	Pre-requisites / Notes	Benefits / Notes
VP170	Review bench seating in Park and embark on a programme of steady replacement with "corporate style" benches	Community Services Manager / GMO / Contractor	13,000	Ongoing	R&M and S106 funds	Raise profile of Park and improved quality of seating
VP180	Repair tennis courts	Community Services Manager / Contractor	114,000	January 2017 (Completed)	Funds secured from financial settlement of dewatering claim - work started	Return tennis courts to competition playing standard
VP190	Investigate possibility of an Ice Rink facility in pond during winter months	Community Services Manager	Nil	January 2017 (Delayed due to funding constraints)	Seeking alternative funding streams	Wider variety of leisure facilities - ongoing investigation
VP200	Repair wall and pathways	Community Services Manager / Contractor	192,000	July 2017 (Completed)	Funds secured from financial settlement of dewatering claim - work started	Return Park to former glory
VP210	Design new changingroom facility adjacent to tennis courts and secure planning permission	Community Services Manager/ Design Team	5,000	August 2017 (Completed)	Earmarked reserves	Provide changingrooms facilities for football games in Park
VP220	Install CCTV system in Park	Community Saervices Manager/Contractor	6,600	September 2017 (Completed)	R&M funds	Improve security detection in the Park
VP230	Install secure door with double locking system in CCTV room	Community Services Manager/ Contractors	750	October 2017 (Completed)	R&M funds	Improve security of building
VP240	Line out inside of Splash Park hut with heavy weight plywood to improve security of building	Community Services Manager/Contractor	TBD	October 2017	R&M funds	Improve security of building
VP250	Tarmac pathway around bowling green	Community Services Manager/Contractor	TBD	October 2017 (Completed)	Earlmarked reserves	Remove Health and Safety risk
VP260	Install light provision in tennis courts	Community Services Manager/Contractor	38,000	December 2017	Earmarked reserves/Members Bid	Enable tennis courts to be used during evening in winter months
VP270	Install footway lighting along Park Terrace / Lime View pathway	Community Services Manager / VPWG / Contractor	18,000 estimate	December 2017	Resident consultation necessary. S106 funds	Improved safety for public and nursery school
VP280	Consider re-applying for HLF bid, but at reduced scale to concentrate mainly on heritage value of Park	Community Services Manager / VPWG	Nil	December 2017		Opportunity to secure funding to make further improvements to the Park
VP290	Install grasscrete for parking of up to 20 cars	Community Services Manager/Contractor	TBD	January 2018	Earmarked Reserves	To preserve the conditon of the park and allow some limited parking for future events

Appendix 5I - Victoria Park Service Plan (As at 16/10/17)

Note that Health & Safety aspects are included in the separate Quarterly Health & Safety report

Successful play areas stretch the limits and imaginations of their users. The Council concurs with the position statement from the Play Safety Forum, as published on the National Children's Bureau / Children's Play Council web-site and endorsed by the Health and Safety Executive, entitled "Managing Risk in Play Provision".

Reference	Description of Action Required	Responsibility	Cost (£)	Target Date	Pre-requisites / Notes	Benefits / Notes
VP300	Construct new sports changingroom facility	Community Services Manager/Contractor	TBD	February 2018	Earmarked Reserves/Grant	Provision of sports changingrooms for fottball teams in the Park
VP310	Create sensory garden adjacent to Victoria and Her Lions	Community Services Manager/GMO/NiB team/ Contractor	TBD	March 2018	Earmarked reserves	Provision of a facility for public of all abilities to enjoy
VP320	Execute community cafe replacement building project	Community Services Manager / Project Manager / Contractors	650,000	April 2018	GCT / PWL	Provision of cafe, boat / seating store and office facility
VP330	Install Tiger Mulch around base of Half Pipe	Community Services Manager / GMO / Contractor	1,200	May 2017 (Delayed due to funding constraints)	S106 funds (subject to sufficient funds)	Protect high wear areas around Half Pipe reducing ongoing repair costs
VP340	Consider the installation of Teen Shelter adjacent to Skatepark	Community Services Manager / GMO	TBD	April 2018	Subject to available funds	Improved facilities for Skatepark & other Park users
VP350	Iron work repairs to bandstand	Community Services Manager / VPWG / Contractor	8,000 estimate	March 2018	Seeking other alternative funding streams	Protection of heritage
VP360	Investigate installing Scooter Park adjacent to Skatepark	Community Services Manager / PR	Nil	April 2018	Seek other alternative funding streams	Provision of Scooter Park facility adjacent to Skatepark for younger children
VP370	Consider Green Flag status	Community Services Manager / GMO	TBD	April 2018	Grant	Better user experience
VP380	Implement new Scooter Park	Community Services Manager / GMO / Contractor	40,000	2017/18	Seeking alternative funding streams	New play facilities for specific un-provided audience
VP390	Look in to the planting of bulbs in certain areas in the park	Community Services Manager / GMO	Nil	Spring 2018/ Autumn 2018	WBC contribution	Improve look of park

Appendix 5m - Open Spaces Service Plan (As at 16/10/2017)

Note that Health & Safety aspects are included in the separate Quarterly Health & Safety report

Note: This Service Plan concentrates purely on areas of open space by ward.

Recreation Grounds, Victoria Park, Floral Displays and Playground Equipment are covered by separate Service Plans

Reference	Sites	Description of Action Required	Responsibility	Cost (£)	Target Date	Pre-requisites	Benefits / Notes
OS01	All sites	Ongoing reactive and preventive maintenance	Services Manager	Remaining R&M balance	Ongoing	R&M funds	Maintain / improve open spaces to desired standard
OS02	All sites	Monitor performance against Grounds Maintenance contract	GMO	Nil	Ongoing		Improved appearance
OS03	All Sites	Annual inspection by Grounds Maintenance Officer (signage, health and safety, planting, trees, infrastructure state of repair, contractor effectiveness, appearance, improvement opportunities)	GMO	Approx 25% of R&M	Rolling schedule	Proportion of R&M funds	To identify works required for safety or other improvements
OS04	All sites	Dog foul highlighting	Community Services Manager / Resident Volunteers	150 (spray containers)	Ongoing	R&M funds	Improve opens spaces to desired standard
OS05	All sites	Grounds Maintenance contract review	Community Services Manager / GMO	Nil	Ongoing through to September 2016		In readiness for extension or renewal
Clay Hill:							
OS06	Cresswell Road	Put in 60 dragons teeth to stop residents driving on open space	GMO / Contractor	1200	February 2017 (Completed)	Unscheduled Works	To stop ground becoming damaged
OS07	Cromwell Road	No specific measure defined					
OS08	Fieldridge	No specific measure defined					
OS09	Orchard Dene	No specific measure defined					
OS10	River Walk	No specific measure defined					
OS11	River Lambourn	No specific measure defined					
OS12	Walton Way	No specific measure defined					
Falkland:							
OS13	Barn Crescent (scrub)	No specific measure defined					
OS14	Barn Crescent (behind Elizabeth Avenue)	Look into whether set of steps/Fence should be put up for pathway created by dog walkers through hedge	Community Services Manager / GMO	Nil	December 2017	Found on GMO inspection	improve safety for users of area
OS15	Elizabeth Avenue	No specific measure defined					
OS16	Falkland Memorial	No specific measure defined					
OS17	Harvest Green	No specific measure defined					
OS18	Phoenix Walk	No specific measure defined					
Northcroft:							
OS19	Dyson Close	No specific measure defined					
OS20	Laburnum Grove	Redevelop land that has been used to dispose of waste	Community Services Manager / GMO	TBD	August 2016 (Completed)	Unscheduled/R&M	Make the site more presentable.
OS21	Poplar Place	No specific measure defined					
OS23	St Georges Avenue	Renovate and replace benches damaged by vandalism	Community Services Manager / GMO / Contractor	TBD	May 2018	R&M funds	
Pyle Hill:							
OS22	Christie Heights	No specific measure defined					
OS23	Dickens Walk	No specific measure defined					

Appendix 5m - Open Spaces Service Plan (As at 16/10/2017)

Note that Health & Safety aspects are included in the separate Quarterly Health & Safety report

Note: This Service Plan concentrates purely on areas of open space by ward.

Recreation Grounds, Victoria Park, Floral Displays and Playground Equipment are covered by separate Service Plans

Reference	Sites	Description of Action Required	Responsibility	Cost (£)	Target Date	Pre-requisites	Benefits / Notes
OS24	Greenham Road	No specific measure defined					
OS25	Hamilton Court	No specific measure defined					
OS26	Sayers Close	Complete transfer of land	CEO / Solicitors	Included	February 2017	Waiting on WBC	
OS27	Sayers Close	Resolve local ball game or otherwise conflict	Community Services Manager	500 allocated	Ongoing	£500 earmarked	Signage removed, awaiting decisions re goal post implementation
OS30	Sayers Close	Install security fencing at equine way and sayers close entrances	Community Services Manager / Contractor	4,200	March 2017 (Completed)	R&M Funds	Install new fencing to increase security
OS31	Grass verges on Nightingales	No specific measure defined					
St Johns:							
OS31	Culver Road	No specific measure defined					
OS32	Derby Road	Monitor land leased by Almshouses	CEO / Community Services Manager	Nil	Ongoing		Protect public open space
OS33	Roebuts Close	No specific measure defined					
OS34	St John's Memorial Garden	Repair main front retaining wall	Community Services Manager / GMO	6,500 estimate	March 2017 (Completed)	Subject to available S106 funds	Improve wall appearance and safety.
OS35	St John's Memorial Garden	Grass seed flower bed on corner on St Johns Road and remove flower bed outline.	GMO / Contractor	TBD	April 2018	R&M funds	Improve appearance on dead part of ground.
Victoria :							
OS38	Greenham House Gardens	Repair damaged arm of "Fame"	Community Services Manager / GMO / Contractor	1,200	April 2018	Sponsored	Improve statues visuals
OS39	Hutton Close	No specific measure defined					
OS41	Lock Island	Progress land transfer	Community Services Manager	TBD	February 2018		Take ownership of additional land at Lock Island
OS43	Lock Island	Cut Back Willow impeding Pathway	GMO / Contractor	Approx 150	February 2018	Unscheduled Works	Improve Access
OS44	Lock Island	Remove outdated signs and replace with 2 new signs near Ebb & Flow	Community Services Manager / GMO / Contractor	TBD	February 2018	R&M funds	Update infor for visitors
OS45	Tow Path	Not our land – maintain only	GMO / Contractor	Included	Annual Programme	In contract	Maintain high standard of maintenance
OS46	West Mills	Not our land – maintain only	GMO / Contractor	Included	Annual Programme	In contract	Maintain high standard of maintenance

Appendix 5n - Floral Displays & General Planting Service Plan (As at 16/10/2017)

Note that Health & Safety aspects are included in the separate Quarterly Health & Safety report

Reference	Description of Action Required	Responsibility	Cost (£)	Target Date	Pre-requisites / Notes	Benefits / Notes
FD010	Ongoing reactive maintenance	Community Services Manager	Up to 200 Up to 500	Ongoing	R&M funds & Unscheduled works	Maintain / improve Floral Displays to desired standard
FD020	Plan winter bedding & winter hanging baskets	Community Services Manager/ GMO & Contractor	Included	By April each year, ongoing	Contractor	Planning requirement
FD030	Plant summer bedding	Contractor	Included	In June each year	Contractor	Improved appearance
FD040	Install summer hanging baskets	Contractor	Included	June to October each year	Contractor	Improved appearance
FD050	Plant winter Bedding	Contractor	Included	In October each year	Contractor	Improved appearance
FD060	Install winter hanging baskets	Contractor	Included	October to March each year	Contractor	Improved appearance
FD070	Plan summer bedding & summer hanging baskets	Community Services Manager/ GMO & Contractor	Included	By November each year	Contractor	Planning requirement
FD080	Sell summer and winter baskets	Community Services Officers	Included	In February each year	Contractor	Clarity on volumes
FD090	Consider installation of raised beds on Lock Island to be planted and maintained by local volunterr groups.	Community Services Manager / GMO	TBD	March 2018	R&M funds & Unscheduled works	Improve Aesthetics

Appendix 5o - Britain in Bloom Service Plan (As at 16/10/2017)

Reference	Description of Action Required	Responsibility	Cost	Target Date	Pre-requisites / Notes	Benefits / Notes
NiB 010	Consider developing Newbury in Bloom initiative	Newbury in Bloom Working Group	Nil	May 2016 (Completed)		Make newbury a more attractive place to live and encourage local residents to take pride in the towns appearance.
BiB 020	Decide whether to enter BiB in 2016	BiB Action Group	Nil	July 2015 (Delayed until 2018)		Save time and cost if don't enter, but kudos for winning...
BiB 030	Consider further tree planting in open spaces under Council control	Community Services Manager & GMO / Britain in Bloom Action Group	TBD	March 2018	Tree Reserves / special budget line / grant sources	Reflects public expectation
NiB 011	Consider extension of floral displays to other open spaces under Council control	Community Services Manager & GMO / Britain in Bloom Action Group	TBD	2017/18	Grounds Maintenance Contract / Britain in Bloom Action Group	Further expansion to Newbury floral displays
BiB 040	Decide whether to enter BiB in 2018	BiB Action Group	Nil	January 2018		Save time and cost if don't enter, but kudos for winning...

Services Revenues for 2018/19 Financial Year and Allotments for 2019/20

Previous

For 2014/15, Cemetery charges were increased by 3%, Market charges were increased by 3%, Senior football pitches were increased by 3.7%, Allotment charges were increased by 2.7%.

For 2015/16, Cemetery charges were increased by 1.3%, Market charges were increased by 3%, Senior football pitches were increased by 3%, Allotment charges were increased by 3%.

For 2016/17, Cemetery charges were increased by 2.6%, Market charges were increased by 2.6%, Senior football pitches were increased by 2.6%, Allotment charges were increased by 2.6%.

For November 2016 special review Cemetery charges were increased by 20%.

For 2017/18, Cemetery charges were increased by 2.6%, Market charges were increased by 2.6%, Senior football pitches were increased by 2.6%, Allotment charges were increased by 2.6%.

To consider the following proposals for 2018/19 and allotment increases for 2019/20:

Cemetery Charges - Officers recommend a 2.8% increase across all charges in line with Consumer Price Index (14 November 2017).

	2017-2018	2018-2019 Charges Rounded after inline with CPIH 2.8%	2017-2018	2018-2019 Charges Rounded after inline with CPIH 2.8%
Purchase of Rights	66% Residents Discount		Non-Resident	
Exclusive right of burial for the period of 100 years in an ordinary grave	£405	£417	£1,193	£1,226
Exclusive right of burial for the period of 100 years in a selected grave	£805	£828	£2,369	£2,435
Purchase of plot 0.6m x 0.6m for Interment of cremated remains	£141	£144	£412	£424
Purchase of a plot 0.6m x 1.2m as a baby or child's grave	£141	£144	£412	£424
Interments				
In an 'Ordinary' grave of a body of a stillborn child	£72	£74	£212	£218
In an 'Ordinary' grave of a body of a Person exceeding one month but under 14 years	£117	£120	£344	£354
In an 'Ordinary' grave of a Person exceeding 14 years	£264	£271	£774	£796
In a 'Selected' grave of a body of a stillborn child	£141	£144	£412	£424
In a 'Selected' grave of a body of a Person exceeding one month but under 14 years	£222	£228	£653	£671
In a 'Selected' grave of a body of a Person exceeding 14 years	£340	£349	£999	£1,027
Interment of ashes	£135	£139	£398	£409
Ground work preparation by Council staff for the interment of ashes	£77	£79	£77	£79
Ancillary / Other Charges				
Use of Cemetery Chapel	£70	£72	£205	£211
Transferring deeds of rights of burial	£38	£39	£38	£39

Cemetery Charges continued

Memorials	2017-2018	2018-2019 Charges Rounded after inline with CPIH 2.8%	2017-2018	2018-2019 Charges Rounded after inline with CPIH 2.8%
Right to erect a headstone, cross, Monument or any other memorial	£158	£162	£463	£476
Right to place an inscribed vase at the grave head position	£40	£41	£116	£119
Right to place a memorial on a cremated remains plot not exceeding 500mm (1' 8") in height above ground level	£40	£41	£116	£119
Additional inscription	£24	£25	£71	£73

Market Charges – Officers recommend a 2.8% increase across all charges, for example a 3mtr x 3mtr pitch will increase from £11.34p per day to **£11.66p** per day.

Football Charges – Officers recommend an increase from £61.50p to **£63.22p** for senior pitches and continue with no charge for junior pitches.

Tennis Court Charges – Officers recommend an increase from £3.00 per half hour to **£3.20** for pay & play use, Annual Membership to be increased from £36.00per annum to **£39.00** and no increase in the floodlighting charges.

Allotment Charges – In 2013 the Community Services Committee agreed that in line with most other allotment authorities, we should, from 2015-16 onwards, give a year's notice of any change in allotment service charges, as opposed to the previous 2 months' notice.

Therefore Officers recommend an increase for 2019/20 for Newbury Parish Residents from 33.8p per sq. metre to **34.7p** per sq. metre (equivalent to £8.69p per pole) (2.8%) in line with Consumer Price Index (14 November 2017).

Officers recommend an increase for 2019/20 for Non-Residents of Newbury from 67.6p per sq. metre to **69.5p** per sq. metre (equivalent to £17.37 per pole) (2.8%) in line with Consumer Price Index (14 November 2017).

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Newbury Town Council 2018/19 Draft Budget

		Current Year 2017/18			Next Year	
		Agreed Budget	Revised Budget	Actual YTD 31.10.2017	Projected Expenditure	Budget 2018/19
290	Town Hall					
4045	Salary Reallocation	54,781	54,781	31,627	54,218	57,713
4320	Town Hall Refurb	15,000	15,000	-	15,000	15,000 2017/18 budget to be used for damp proofing offices
4325	PWLB Loan Interest	619	619	344	619	344 for TH lift - ends in Sept 2019
4330	PWLB Loan Capital	5,000	5,000	2,500	5,000	5,000 for TH lift - ends in Sept 2019
4335	Town Hall Maintenance Fund	-	-	-	-	6,000 new - to save up for repointing etc
4405	Rates	12,000	12,000	7,114	10,200	10,500 new rateable values now known
4410	Water	400	400	237	592	500
4415	Energy Supplies	12,840	12,840	4,397	12,840	12,840
4425	Repairs and Maintenance	23,000	23,000	39,121	39,121	28,200 increased to cover facelift for the chamber
4430	Maint. Contracts	12,800	12,800	7,102	12,800	12,900
4440	Fire Extinguishers	600	600	611	611	600 includes Suite 5 fire extinguisher- cost recouped
4445	Security	300	300	93	300	300
	Expenditure	137,340	137,340	93,146	151,301	149,897
1270	Suite Lease Income	31,000	31,000	24,110	31,000	36,000
1275	Solar Panel Income	500	500	-	500	500
1280	Chamber Hire	8,000	8,000	3,042	7,000	7,000 weddings now separate
1285	Projector Hire	50	50	46	50	50
1990	Miscellaneous Income	-	-	-	-	-
	Total Income	39,550	39,550	27,198	38,550	43,550
290	Net Expenditure	97,790	97,790	65,948	112,751	106,347
300	Newtown Road Cemetery					
4045	Salary Reallocation	2,407	2,407	1,390	2,382	2,218
4335	Toilet Hire					1,200 new cost centre
4405	Rates	258	258	259	259	287
4415	Energy Supplies	800	800	357	800	800
4425	Repairs and Maintenance	3,500	3,500	1,572	3,500	3,500
4430	Maint. Contracts	11,194	11,194	7,061	11,194	10,510
4435	Maint. Contracts Unscheduled	1,200	1,200	-	1,200	1,200
4440	Fire Extinguishers	100	100	47	100	100
	Expenditure	19,459	19,459	10,686	19,435	19,815
1300	Cemetery Income	-	-	-	-	-
1990	Miscellaneous Income	200	200	49	49	200
	Total Income	200	200	49	49	200
300	Net Expenditure	19,259	19,259	10,637	19,386	19,615
305	Shaw Cemetery					
4045	Salary Reallocation	21,666	21,666	12,509	21,444	19,964
4250	IT	1,020	1,020	738	1,020	1,030
4350	Disability Access Toilet	10,000	10,000	-	-	2,220 balance of money in reserves

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4400	Rent Payable	1,000	1,000	-	1,000	1,000
4405	Rates	840	840	590	840	932
4410	Water	350	350	303	796	360
4415	Energy Supplies	1,500	1,500	478	1,500	1,550
4425	Repairs and Maintenance	8,000	8,000	9,485	9,485	8,000
4430	Maint. Contracts	75,600	75,600	47,703	75,600	62,000
4435	Maint. Contracts Unscheduled	2,000	2,000	685	2,000	2,000
4440	Fire Extinguishers	250	250	118	250	250
	Expenditure	122,226	122,226	72,609	113,935	99,306

1300	Cemetery Income	54,000	54,000	27,720	53,000	53,000
1990	Miscellaneous income	-	-	200	200	-
	Total Income	54,000	54,000	27,920	53,200	53,000

305	Net Expenditure	68,226	68,226	44,689	60,735	46,306
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310 Markets

4045	Salary Reallocation	24,377	24,377	14,074	24,127	23,512
4265	Subscriptions	318	318	318	318	325
4275	Advertising General	2,500	2,500	1,745	2,500	2,500
4360	Market Management	12,000	12,000	6,419	12,000	12,300
4405	Rates	9,500	9,500	5,545	7,816	8,050
4415	Energy Supplies	1,000	1,000	291	1,000	1,000
4425	Repairs and Maintenance	2,060	2,060	1,100	2,060	3,800
4445	Security	260	260	260	260	260
	Expenditure	52,015	52,015	29,752	50,081	51,747

1320	Market Income	44,400	44,400	23,263	44,400	44,400
1990	Miscellaneous income	-	-	56	56	-
	Total Income	44,400	44,400	23,319	44,456	44,400

310	Net Expenditure	7,615	7,615	6,433	5,625	7,347
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315 War Memorial

4045	Salary Reallocation	2,719	2,719	1,570	2,691	2,882
4425	Repairs and Maintenance	2,500	2,500	-	2,500	2,500
	Expenditure	5,219	5,219	1,570	5,191	5,382

315	Net Expenditure	5,219	5,219	1,570	5,191	5,382
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320 Footway Lighting

4045	Salary Reallocation	2,718	2,718	1,569	2,691	2,883
4415	Energy Supplies	5,600	5,600	2,503	5,600	5,750
4425	Repairs and Maintenance	8,400	8,400	3,569	8,400	8,400
	Expenditure	16,718	16,718	7,641	16,691	17,033

320	Net Expenditure	16,718	16,718	7,641	16,691	17,033
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325 Clock House

4045	Salary Reallocation	2,718	2,718	1,569	2,691	2,882
4415	Energy Supplies	575	575	196	575	575

increase in line with CS resolution for pop-ups

earmark remaining 2017/18 budget for refurb in 18/19

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4425	Repairs and Maintenance	900	900	558	900	700	
	Expenditure	4,193	4,193	2,323	4,166	4,157	
325	Net Expenditure	4,193	4,193	2,323	4,166	4,157	
330	Street Furniture						
4045	Salary Reallocation	2,718	2,718	1,569	2,691	2,883	
4425	Repairs and Maintenance	3,500	3,500	2,880	3,500	4,000	
4460	Grit Bins	10,000	10,000		10,000	10,000	
	Expenditure	16,218	16,218	4,449	16,191	16,883	
330	Net Expenditure	16,218	16,218	4,449	16,191	16,883	
335	Recreation Grounds						
4045	Salary Reallocation	9,573	9,573	5,527	9,475	12,415	
4410	Water	400	400	703	805	500	
4415	Energy Supplies	2,000	2,000	300	2,000	2,000	
4425	Repairs and Maintenance	4,500	4,500	2,282	4,500	4,500	
4430	Maint. Contracts	32,770	32,770	20,680	32,770	29,500	
4435	Maint. Contracts Unscheduled	2,500	2,500	-	2,500	2,500	
	Expenditure	51,743	51,743	29,492	52,050	51,415	
1120	Grants & Donations Received	-	-	-	-	-	
1350	English Heritage	500	500	-	-	-	no further grants
1355	Income - Pitches	2,150	2,150	707	2,150	2,500	
	Total Income	2,650	2,650	707	2,150	2,500	
335	Net Expenditure	49,093	49,093	28,785	49,900	48,915	
340	Play Areas						
4045	Salary Reallocation	16,970	16,970	9,797	16,796	18,917	
4425	Repairs and Maintenance	10,500	10,500	4,077	10,500	20,000	increase to help fund replacement of ageing play equipment
4430	Maint. Contracts	-	-	-	-	20,117	priced differently to existing contract
4435	Maint. Contracts Unscheduled	1,000	1,000	-	1,000	1,000	
	Expenditure	28,470	28,470	13,874	28,296	60,034	
340	Net Expenditure	28,470	28,470	13,874	28,296	60,034	as reported to FC on 31.10.17 - will vary
345	Victoria Park						
4045	Salary Reallocation	27,996	27,996	16,163	27,708	35,599	
4325	PWLB Loan Interest	13,240	13,240	-	4,000	13,677	
4410	Water	2,800	2,800	421	2,000	2,000	
4415	Energy Supplies	1,000	1,000	1,801	2,000	1,500	
4425	Repairs and Maintenance	12,000	12,000	94,216	100,000	15,000	includes earmarked reserves of £92,000
4430	Maint. Contracts	57,022	57,022	35,979	57,022	57,010	
4435	Maint. Contracts Unscheduled	2,500	2,500	820	2,500	2,500	
4440	Fire Extinguishers	200	200	94	200	200	
4445	Security	1,000	1,000	121	1,000	1,000	
4455	VP Cafe Maintenance Fund	1,000	1,000	-	1,000	2,500	annually
4465	Tennis courts maintenance Fund					3,600	annually, to pay for resurfacing every 5 years
4475	LTA Registration Fee					330	£110 for each tennis court

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4480	Music at the Bandstand	2,500	2,500	2,100	2,500	2,500	
4490	VP Family Day					1,000	new, 2017/18 cost included in R&M
	Expenditure	121,258	121,258	151,715	199,930	138,416	
1120	Grants & Donations Received	-	-	(6,141)	-	-	money anticipated for trees etc
1360	Income - tennis courts	-	2,000	6,028	8,000	8,500	
1380	Income - Bowling Club	750	750	300	750	900	reduced rent for 2017, now increasing
1385	Income - Kiosk/Cafe	10,000	10,000	2,100	2,100	15,000	café opening in Summer 2018
1500	Other open spaces income	2,000	-	1,970	2,000	200	fairground rent (was tennis)
1990	Miscellaneous Income	906	906	907	907	906	money from Bowls Club for pavement
	Total Income	13,656	13,656	5,164	13,757	25,506	
345	Net Expenditure	107,602	107,602	146,551	186,173	112,910	
350	Open Spaces						
4045	Salary Reallocation	9,572	9,572	5,526	9,474	12,416	
4400	Rent Payable	160	160	165	165	160	
4410	Water	80	80	13	29	80	
4425	Repairs and Maintenance	4,000	4,000	824	4,000	4,000	
4430	Maint. Contracts	90,484	90,484	57,780	90,484	76,900	
4435	Maint. Contracts Unscheduled	3,000	3,000	175	3,000	3,000	
4470	Tree Maintenance	10,000	10,000	940	10,000	-	now in reserves
	Expenditure	117,296	117,296	65,423	117,152	96,556	
1395	Wayleave Income	25	25	-	25	25	
1990	Miscellaneous Income	50	50	295	295	50	
	Total Income	75	75	295	320	75	
350	Net Expenditure	117,221	117,221	65,128	116,832	96,481	
355	Floral Displays						
4045	Salary Reallocation	6,189	6,189	3,573	6,125	4,897	
4425	Repairs and Maintenance	400	400	181	400	400	
4430	Maint. Contracts	22,523	22,523	14,496	22,523	22,053	
4500	Tree planting	1,000	1,000	(2,181)	1,000	2,000	increased tree planting for Autumn 2018
4505	Edible Crops	300	300	24	300	300	
4510	Additional Floral Displays	1,500	1,500	-	1,500	1,500	
	Expenditure	31,912	31,912	16,093	31,848	31,150	
1600	Sponsorship	-	-	240	240	300	
1990	Miscellaneous Income	1,500	1,500	1,583	1,583	1,800	
	Total Income	1,500	1,500	1,823	1,823	2,100	
355	Net Expenditure	30,412	30,412	14,270	30,025	29,050	
360	Britain & Newbury in Bloom						
4045	Salary Reallocation	-	-	-	-	5,783	new cost centre (moved from CPA&L)
4710	Newbury in Bloom	-	-	-	-	1,000	
	Expenditure	-	-	-	-	6,783	
1600	Sponsorship	-	-	-	-	500	

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	Total Income	-	-	-	-	500	
295	Net Expenditure	-	-	-	-	6,283	
400	<u>Dairy Farm Allotments</u>						
4045	Salary Reallocation	5,879	5,879	3,394	5,819		
4410	Water	442	442	-	442		
4425	Repairs and Maintenance	1,138	1,138	1,079	1,138		cost centre replaced with combined one 435 below
4430	Maint. Contracts	1,348	1,348	599	1,348		
4435	Maint. Contracts Unscheduled	253	1,655	1,708	1,708		
4450	Extra security measures	399	399	-	399		
	Expenditure	9,459	10,861	6,780	10,854	-	
1400	Allotment Income	2,521	2,521	2,259	2,259		
	Total Income	2,521	2,521	2,259	2,259	-	
400	Net Expenditure	6,938	8,340	4,521	8,595	-	
405	<u>One Tree Park Allotment</u>						
4045	Salary Reallocation	5,879	5,879	3,394	5,819		
4410	Water	219	219	-	219		
4425	Repairs and Maintenance	560	560	651	651		Cost centre replaced with combined one 435 below
4430	Maint. Contracts	1,348	1,348	599	1,348		
4435	Maint. Contracts Unscheduled	125	-	-	-		
4450	Extra security measures	80	80	-	80		
	Expenditure	8,211	8,086	4,644	8,117	-	
1400	Allotment Income	1,259	1,259	1,252	1,252		
	Total Income	1,259	1,259	1,252	1,252	-	
405	Net Expenditure	6,952	6,827	3,392	6,865	-	
410	<u>Parsons Allotment</u>						
4045	Salary Reallocation	5,879	5,879	3,394	5,819		
4400	Rent Payable	876	876	425	876		
4410	Water	458	458	530	700		
4425	Repairs and Maintenance	2,000	2,000	1,469	2,000		cost centre replaced with combined one 435 below
4430	Maint. Contracts	1,348	1,348	599	1,348		
4435	Maint. Contracts Unscheduled	262	-	-	-		
4450	Extra security measures	421	421	-	421		
	Expenditure	11,244	10,982	6,417	11,164	-	
1400	Allotment Income	2,391	2,391	2,312	2,312		
	Total Income	2,391	2,391	2,312	2,312	-	
410	Net Expenditure	8,853	8,591	4,105	8,852	-	
415	<u>Southby Allotment</u>						
4045	Salary Reallocation	5,880	5,880	3,395	5,820		
4410	Water	1,076	1,076	1,757	2,000		

APPENDIX 7

4425	Repairs and Maintenance	3,943	3,943	1,839	3,000	Cost centre replaced with combined one 435 below
4430	Maint. Contracts	1,348	1,348	599	1,348	
4435	Maint. Contracts Unscheduled	616	348	424	424	
4450	Extra security measures	1,305	1,305	-	1,305	
	Expenditure	14,168	13,900	8,014	13,897	-
1400	Allotment Income	6,021	6,021	6,312	6,312	
1990	Miscellaneous Income	40	40	40	40	
	Total Income	6,061	6,061	6,352	6,352	-
415	Net Expenditure	8,107	7,839	1,662	7,545	-
420	Wash Common Allotment					
4045	Salary Reallocation	5,879	5,879	3,394	5,819	5,645
4410	Water	483	483	384	443	485
4425	Repairs and Maintenance	1,240	1,240	388	1,240	1,600
4430	Maint. Contracts	1,348	1,348	599	1,348	1,317
4435	Maint. Contracts Unscheduled	277	-	-	-	280
4450	Extra security measures	1,000	1,000	-	1,000	1,000
	Expenditure	10,227	9,950	4,765	9,850	10,327
1400	Allotment Income	2,778	2,778	2,855	2,855	3,000
	Total Income	2,778	2,778	2,855	2,855	3,000
420	Net Expenditure	7,449	7,172	1,910	6,995	7,327
425	West Mills Allotment					
4045	Salary Reallocation	5,880	5,880	3,395	5,819	
4410	Water	750	750	227	750	
4425	Repairs and Maintenance	2,115	2,115	540	2,115	cost centre replaced with combined one 435 below
4430	Maint. Contracts	1,348	1,348	596	1,348	
4435	Maint. Contracts Unscheduled	471	-	-	-	
4450	Extra security measures	800	800	-	800	
	Expenditure	11,364	10,893	4,758	10,832	-
1400	Allotment Income	4,849	4,849	4,912	4,912	
	Total Income	4,849	4,849	4,912	4,912	-
425	Net Expenditure	6,515	6,044	(154)	5,920	-
430	Wharf Toilets					
4045	Salary Reallocation	7,250	7,250	4,186	7,176	6,304
4195	Wharf Toilets Contract	11,500	11,500	5,740	11,500	11,500
4410	Water	-	-	536	536	-
4405	Rates	6,600	6,600	6,807	6,807	6,930
4415	Energy Supplies	-	-	(200)	-	-
4425	Repairs and Maintenance	11,000	11,000	10,037	11,000	3,000
	Expenditure	36,350	36,350	27,106	37,019	27,734
1120	Grants & Donations Received	10,000	10,000	10,000	10,000	WBC - for turnstiles
1990	Miscellaneous Income	-	-	20	20	-

APPENDIX 7

	Total Income	10,000	10,000	10,020	10,020	-	
430	Net Expenditure	26,350	26,350	17,086	26,999	27,734	
435	Allotments (except Wash Common)						new combined cost centre, replaces 405, 410, 415, 420 and 430
4045	Salary Reallocation				28,225		
4400	Rent Payable				876		
4410	Water				3,050		
4425	Repairs and Maintenance				11,400	£2k increase in R&M over all 6 plots - for vacant plot maintenance	
4430	Maint. Contracts				6,583		
4435	Maint. Contracts Unscheduled				1,730		
4450	Extra security measures				3,002		
	Expenditure				54,866		
1400	Allotment Income				18,000		
1990	Miscellaneous Income				40		
	Total Income				18,040		
435	Net Expenditure					36,826	
9010	CAPEX VP Cafe		14,326	16,000	649,099	£51k S.106, 250k PWLB, £250k GE grant, £98,099 reserves.	
	CAPEX Shaw Cem disabled toilet				12,780	to be added to £2,220 in this year's budget to make £15k cost	
	CAPEX NRC chapel window				6,270	S.106	
	CAPEX St Johns corner perimeter wall				7,800	S.106	
	CAPEX Tree Maintenance reserve				10,000	reserves	
9020	CAPEX VP changing rooms	174,000	174,000	3,213	5,000	174,000	£80k grant and £94k reserves
	CAPEX Jack of Newbury					1,800	£500 reserves and £1,300 S.106
	CIL money					75,000	to be approved at P & R on 15/1/18
	Expenditure	21,000	-	-	-	936,749	
1120	Grants & Donations Received	80,000	80,000	(10,000)	-	330,000	£80k for VP changing rooms (not yet secured) and £250k GCT
1800	Section 106 Income spent	-	-			62,850	£51k VP café, £2,750 NRC window, £7,800 St John's wall, £1,300 Jack of Newbury
	CIL money spent					75,000	as above
1805	Loan Proceeds	-	-	-	-	250,000	PWLB for VP café
	Total Income	80,000			80,000	717,850	
	Expenditure from Reserves	104,000	104,000	-226,106	88,104	218,899	£94k changing rooms, £98,099 VP café, £12,780 Shaw cem toilet, £3520 NRC chapel window, £500 J of Newbury, £10k tree reserve
							Total
						936,749	

**MINUTES OF THE MEETING OF
THE NEWBURY ALLOTMENT STEWARDS
THURSDAY 2 NOVEMBER 2017 AT 6:30 PM
COUNCIL CHAMBER, TOWN HALL, MARKET PLACE, NEWBURY**

In attendance:

Cllr Sarah Greenall; Dave Cole (Joint Steward One Tree Park); Chris Lawrence (Southby's Steward); Teresa & Nick Bune (West Mills Stewards); Jamie Taylor (Parsons Steward); Caroline Edmunds & Jo Lempriere (Community Services Officers); James Heasman (Grounds Maintenance Officer);

1. WELCOME, APOLOGIES AND INTRODUCTIONS

Apologies: Terry Cook (Joint Steward One Tree Park); Marion Fenn (Steward Wash Common); Colin Dumelow (Steward Dairy Farm)

Cllrs Jeanette Clifford; Martha Vickers; Margo Payne, Howard Bairstow, Jo Day, David Fenn

2. MATTERS ARISING FROM MINUTES 6 APRIL 2017.

Water Troughs.

James updated the group – the water troughs have not been installed yet as it would have caused major disruption at the Southby's site to existing plots as a digger would need to be used.

James confirmed that he may be able get the work completed week commencing 13 November but would need confirmation from Stewards where the troughs are to go.

ACTION: James meet with Chris Lawrence at Southby's firstly to establish new areas for troughs to be placed, causing minimum disruption for tenants. Once this has been actioned, James to meet with Jamie Taylor at the Parsons site to discuss same.

Allotment Charges

It was confirmed that at the Community Services Committee Meeting of 24 May 2017 the charges for 'out of parish' new tenants were reduced.

The minuted item of the Community Services Committee Meeting on 24 May 2017 stated:

RESOLVED: That the Out of Parish Allotment rents are reduced to double the "In Parish rate", to take effect immediately and overpayments be credited towards future charges. No other amendments to the Out of Parish charging scale are to be made until after April 2018.

The majority of the group agreed that they feel this is still too much. Cllr Greenhall stated that it could be looked at again after April 2018 and the number of vacancies at that time will be taken into consideration.

Newbury & District Allotment Gardeners Association Bank Account

Jamie Taylor has established that there is £358.40 in a Newbury Building Society account. The signatories required to close the account are Jamie Taylor and a former member of NTC staff.

There is another account with HSBC which Jamie is investigating, as the bank account seems to have been 'frozen'.

ACTION: Caroline to contact the former member of staff to ask them to call into the Town Hall and sign the document to allow the closure of the Newbury Building Society Account.

Jamie Taylor to contact HSBC again to see what can be done regarding the account with them.

Once the monies have been transferred to NTC, the matter will be referred to the Community Services Committee at the next appropriate meeting with regards to how the money can be spent.

Parsons hedge running alongside the railway line

James confirmed that Granville had been to visit the site, and NTC are not in a position to be able cut the hedge as the falling branches could fall onto the railway track and cause an accident.

ACTION: James contact Network Rail to ask what we can do regarding this issue.

3 SUGGESTED RULE CHANGES

It was suggested that a rule is added with regards to returning tenants who have had their tenancy terminated in the past.

It was agreed that the following rule change should be taken to the next Community Services Committee meeting for approval:

The Council will:

Not allow a previously evicted tenant to apply for a new allotment within 2 years from the date of the termination of their tenancy and not accept allotment applications from a person who has had their tenancy terminated twice previously. The Council reserves the right to exclude requests to be added to the allotment waiting list and/or to refuse to enter into an allotment tenancy agreement.

4. ALLOTMENT WINNERS

The Stewards were given notices indicating the 1st, 2nd and 3rd placed plots at their sites to put up on their respective notice boards.

Southby's won the overall site winner this year.

5. BUDGET

Caroline stated that for the 2018/2019 budget, Officers have requested that the Allotment Budget is amalgamated into one 'pot', rather than separated per site to allow for greater flexibility. This will be put forward to the December Community Services Committee meeting for approval.

6. AOB

West Mills

The Stewards at West Mills requested that we have a look at the fence which runs alongside the towpath as there are some sparse areas where unwanted visitors are entering the allotments.

ACTION: James to arrange to meet with our contractor to see what can be done.

Southby's

The water meter for the Southby's site is actually off site on a road. There was recent concern that there was a water leak but James is confident that there is not. The issue is that when the water meter is being read/looked at for activity, you cannot see if anyone is on site using it as it is so far away.

ACTION: James to contact Thames Water to ask if there is a possibility of moving the water meter to within the allotment site.

The trees alongside Eeklo Place are becoming an issue once again as the height and the size of the trees encroaches on the driveway and the plots which run alongside Eeklo Place. The roots are now underneath the allotment plots.

ACTION: James will arrange to meet with a tree surgeon, together with Chris Lawrence to get a quote for the treeworks and a decision will then be made as to whether it is feasible to cut the trees back.

Chris stated that if the trees cannot be cut back, the plots on that side will need to be reduced in size as the tenants cannot grow there as the area is covered in shade most of the time. James stated that even if the trees are cut back, the root system will not be changed/reduced.

Chris stated that there were still some vacant plots at Southby's which needed spraying and strimming.

ACTION: Caroline to liaise with Chris on which plots need to be addressed and will pass onto James for action by our contractors.

Chris asked if the Community Payback group were available to clear some of the most untidy vacant plots.

ACTION: James to add to the Community Payback schedule when they were available and will keep Chris informed.

Chris requested an up to date site map.

One Tree Park

The security wire that runs along the fencing at One Tree Park is becoming loose.

ACTION: James to order a 25m role of 'green straining wire' which Dave Cole has volunteered to erect.

Parsons

Jamie asked if the hedgerow on the northern boundary at Parsons could be repaired with 'hedgelaying'. James has been trained in this and agreed that he could do some patchwork to repair the hedge to deter unwanted visitors.

ACTION: James to visit Parsons and ascertain which areas need attention and do the works in due course.

Parsons

Jamie also asked for the gates to be improved, as they are showing signs of age and are too narrow, he suggested taking the pedestrian side gate away, as no-one uses it, and installing 2 larger vehicle access gets.

ACTION: Jo to arrange for fencing contractor to provide quote.

Chris Lawrence thanked the Community Services Team for their continued support with the allotments.

Caroline thanked the Stewards, on behalf of the Officers, for their good work and support with the allotment.

Cllr Sarah Greenall informed the group that Newbury Town Council intend to enter the Britain in Bloom competition in the future and allotments will be a part of this.

8. DATE OF NEXT MEETING

Tuesday 30 October 2018 at 6:45pm

There being no other business the meeting closed at 7:40pm

Newbury In Bloom Working Group

Council Chamber, Town Hall, Held on Thursday, 12th October 2017

Minutes

PRESENT: Councillors David Fenn; Sarah Greenall (Chairperson); Martha Vickers; Kuldip Singh Kang and Margo Payne; Fran Lawton; Granville Taylor (CSM - NTC); James Heasman (GMO - NTC); Marion Fenn; Samantha Carpenter and Paul Barker.

1. APOLOGIES

Councillor's David Fish, Tony Hammond, Hugh Peacocke

2. MINUTES TO APPROVE

That the minutes of the meeting of the Newbury in Bloom working Group held on 13th September 2017, be approved as a correct record.

3. PRESENTATION EVENING

Martha asked whether disabled access to the stage could be arranged for participants to make the presentation evening more inclusive. The group agreed to make note of this and make provisions for next year.

It was also discussed that it was quite busy in the entrance to the Corn Exchange when all the guests arrived, but hopefully this would be rectified next year though as there should not be building works being undertaken in the area.

Sarah thanked the group for all their efforts in making the evening such a success and commented on how well the evening went. The group agreed to use the Corn Exchange for next year's event, being the most suitable venue in Newbury for the group's needs.

4. BRITAIN IN BLOOM – MOVING FORWARD

Granville updated the group on prospective ideas for the Sensory Garden, including the potential relocation of the Symphony of the Trees to the area and the potential addition of extra CCTV.

James provided the group with some basic ideas for planting and features that could be put into the Sensory Garden and the type of features that have been installed in other Sensory Gardens.

These ideas would be discussed at the next Victoria Park Working Group meeting. Granville also commented that Green Flag Status was discussed in our previous meetings and this is something he felt would be better suited once the Café and Changing Rooms had been completed. He also went through the different aspects that we were judged on in the last Britain in Bloom campaign, but stated that the criteria may have changed and it would be interesting to obtain feedback from the judges at the meeting on the 19 October.

5. NEWBURY IN BLOOM 2018

Next year's judging categories were discussed but it was agreed that we would confirm the categories at the next meeting after the Britain in Bloom judges visit.

It was discussed that we needed to look into finding new members of the public to become part of the Working Group to help with the added responsibilities from entering Britain in Bloom.

Sarah agreed to put a letter together to the Newbury Weekly News advertising that we are looking for members of the public to join the Working Group.

Tony offered to ask members of the Growing Newbury Green group whether any of them would be interested in joining the Working Group.

6. COMMUNITY PROJECTS IN WARDS

Sarah asked Councillors present to think of projects suitable for funding within their Wards and bring their ideas to the next meeting.

Paul mentioned a group of canal boat owners that had put in a flower bed next to the Monkey Bridge to brighten up there area and Martha agreed to approach them to see if they would be doing the same next year and would they like some funding.

Margo is continuing to look into a residents led community project making an area at the end of Rednam Drive look more appealing. The Working Group agreed that it may be worth approaching Tesco's directly who own the land to possibly obtain funding to make the area more appealing.

7. THAMES AND CHILTON IN BLOOM – JUDGES VISIT AND SEMINAR

Attendance will be as follows:

Judges Visit	Henley Seminar confirmed
Cllr Margo Payne	GMO James Heasman
Cllr David Fenn	CSM Granville Taylor
Cllr Martha Vickers	Paul Barker
Cllr Sarah Greenall	
Cllr Howard Bairstow	Reserve
CSM Granville Taylor	Cllr Sarah Greenall
Tony Hammond	
Marion Fenn	

8. AOB

Tony Hammond confirmed that Growing Newbury Green were happy to continue supporting Newbury in Bloom with the through town receptacles next year. Also that their group would not be linking with Waitrose for the development of the scrub area in front of Waitrose.

It was agreed to look into using charitable organisations rather than schools for the Lock Island receptacles project and see whether there is any interest from these to support it.

Granville suggested that the Broadway area of town could be an area that could be improved through planting schemes.

Howard suggested that Newbury in Bloom could advertise bulbed species that would thrive in the soil and climate conditions in Newbury to encourage local residents to plant bulbs in their gardens.

James explained that after a recent visit to Market Harborough he had seen banked floral displays in front of the 'Welcome to' signs in the town. He believed that this gave a good impression of the floral importance in the town as you entered it and wondered whether this could be replicated in Newbury. He agreed to look into it for the next meeting.

9. NEXT MEETING

The next meeting is scheduled for Wednesday, 11th November 2017

Newbury In Bloom Working Group

Town Hall, Suite 2, Wednesday, 8 November 2017

Minutes

PRESENT: Councillors Sarah Greenall (Chairperson); Martha Vickers; Howard Bairstow and Margo Payne; Granville Taylor (CSM - NTC); James Heasman (GMO - NTC); Paul Barker (Head Gardner Highclere) and Alina Frost (Friends VP)

1. APOLOGIES

Councillors David Fish, David Fenn and Kuldip Singh Kang, Hugh Peacocke (CEO-NTC), Marion Fenn, Catherine Pick, Fran Lawton and Samantha Carpenter.

2. MINUTES TO APPROVE

That the minutes of the meeting of the Newbury in Bloom working Group held on 12th October 2017, be approved as a correct record.

3. BRITAIN IN BLOOM JUDGES VISIT - FEEDBACK

Sarah and Margo remarked how much they had enjoyed the visit from the judges and there were many positives taken from their comments and advice. There was still a lot that could be improved but it was good to hear appreciation for the things that are already being undertaken.

4. THAMES AND CHILTERN IN BLOOM SEMINAR - FEEDBACK

Granville remarked on how informative the Seminar had been and he felt that James, Fran, Paul and he had acquired a lot of useful information from judges and current entrants during the day.

After networking with other Councils and other previous winners it became very evident that there is a considerable amount of preplanning needed to produce a successful campaign. It was suggested that we would need a year of preparation/planning before considering entering the competition.

Along with the change of Grounds Maintenance Contractors and the potential building work going on in Victoria Park in 2018 the group believed we would be better prepared to put an entry in for Britain in Bloom 2019 rather than 2018, but start preparing with immediate effect. It was suggested that we consider carrying out a dummy run in the build-up period of 2018 and judge ourselves before entering in 2019.

Paul explained that whilst at the seminar it had been explained that there was a separate scheme being run by RHS called the "In Your Neighbourhood Scheme" which may be worth entering Victoria Park into support our campaign for 2019. Granville agreed to pass this idea onto the Victoria Park Working Group to discuss further.

Paul asked whether a marketing company could be approached to support our entry with marketing expertise. Sarah agreed to approach Apple Print to see if they would consider offering some sponsored marketing support.

James issued a copy of the judging criteria to all Working Group members to make the group aware of what was needed to enter Britain in Bloom. He also explained that one of the key parts of BiB is community involvement and that a lot of the criteria for this is being achieved by community groups such as the Renewal Project in Newbury anyway. The group need to be recording and documenting Newbury's achievements.

Howard asked whether a mission statement with key objectives could be produced the group agreed to address this at the next meeting.

Alina asked whether the Council could contact the RHS and see whether they have any members in the area that they could contact on our behalf to support us in our NIB and BIB campaigns. James agreed to look into this.

5. NEWBURY IN BLOOM - CATEGORIES AND SPONSORS

The group agreed to pursue 7 categories in the coming year, potentially growing to 8 if there is a large amount of entries again in the business category.

They are as follows:

- Schools (opened out to secondary schools and colleges)
- Allotments
- Community Projects
- Businesses (Potential split into small/large)
- Almshouses
- Places of Worship
- Public Buildings

A short list of 15 local businesses was put together to approach for funding for bot NIB and BIB. The group agreed to participate in approaching these companies and Sarah agreed to approach local Estate Agents she has links with.

The group agreed that we should have a look at the judging criteria for each section and this criteria should be sent out to each entrant when they enter the competition. The group would address this at the next meeting.

6. COMMUNITY PROJECTS - IN WARDS

Margo is still working on her project in Clayhill and some money could be put aside for if this project comes into fruition.

It was agreed that money could be best spent renovating the rose beds adjacent to the Bowls Club in Victoria Park to improve one of the main focal points in the Park.

7. GROWING NEWBURY GREEN – RECEPTICLE PLACEMENT 2018

Tony explained that he was looking to continue using last year's sites (The library, the station, the Town Hall and Natures Corner) but was also looking to approach Parkway, doctors surgeries and the hospital and the last two Growing Newbury Green are hoping to attract them to the idea due to their use of edible plants and promoting healthy living.

8. AOB

James has inspected "Welcome to Newbury" signs and said that 4 of the signs could accommodate planting in front of them. He agreed to look into the cost implications for this project.

Tony Hammond thanked the Councilors for their support at a recent maintenance day for the trees at City Rec Community Orchard.

9. NEXT MEETING

The next meeting is scheduled for Wednesday, 7 December 2017.

Indicator	Frequency											
	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR
Accounts												
Percentage of invoices paid within 30 days of receipt by Corporate Services Team	100%	100%	100%	100%	100%	100%	100%	100%				
Council expenditure to be within 5% budget												
Amount of bad debt over £500 and more than 3 months old (aim to reduce this over the year)	1386	2144	1386	1386	1386	1386	1386	0				
Achieving budgeted income from chamber lettings (£8,000)	0%	4%	19%	25%	26%	33%	51%	51%				
Achieving budgeted income from Suite Lettings (£31,000)						73%	89%	89%				
Unqualified financial audit												
Website/social media												
Number of Facebook followers (aim for 10 new p.m. 120 pa)	559	572	579	590	600	1332	1350					
Number of Twitter followers (aim for 10 new pm, 120 pa)	2299	2346	2365	2403	2430	3303	3343					
Number of hits on website (sessions) to increase in year	2027	2583	2246	2125	2165	1786	1982					
All agendas published within 3 clear days prior to the meeting												
Communication with Public												
Publish minutes of meetings within 2 working days of Corporate Services being advised they are approved by the chairperson												
Produce draft minutes of all Council and Committee meetings within 3 working days of committee meeting												
Complaints dealt with within 5 working days												
Produce 4 press releases each month	0	2	3	3	1	5	3	4				
Produce a newsletter every month		Purdah										
Community Services												
Undertake monthly detailed play area inspections												
Market Income in line with budget (£44,400)			22%	30%	40%	46%	54%	61%				
Allotment income in line with budget (£19,859 - due 1.4.17)			97%									
Shaw Cemetery income in line with budget (£54,000)			23%	29%	37%	44%	54%	57%				
Number of vacant allotment plots below 17		28	27	26	27	27	21	21				
Planning and Highways												
Planning comments made at meetings of the committee should be submitted to WBC within 2 working days of the meeting being held												
Other - Town Council KPIs												
number of staff working days lost to sickness - target no more than 4 per month	5	2	22	22	16	2	0	1				

Explanation of colours in chart

	Green = target met
	Yellow = target close but not met
	Red = target not met