MINUTES OF A MEETING OF THE COMMUNITY SERVICES COMMITTEE

**HELD IN THE COUNCIL CHAMBER, TOWN HALL, MARKET PLACE, NEWBURY**

**ON MONDAY 18 JULY 2022 AT 7.30PM**

# PRESENT

Councillors; Martin Colston; Nigel Foot; Chris Foster; Roger Hunneman; Olivia Lewis; Steve Masters (sub); Sarah Slack (Chair); and Martha Vickers (Vice Chair).

**In Attendance**

David Ingram, Community Services Manager

Caroline Edmunds, Community Services Officer

Jon Gage (via ZOOM)

## APOLOGIES FOR ABSENCE

Cllr David Marsh (Cllr Steve Masters substitute)

Not in attendance – Cllr Jeff Beck

1. **DECLARATIONS OF INTEREST AND DISPENSATIONS**

The Community Services Manager declared that Councillors Steve Masters, and Martha Vickers 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.

1. **ELECTION OF CHAIRPERSON & DEPUTY**

**PROPOSED:** Cllr Martin Colston

**SECONDED:** Cllr Martha Vickers

**RESOLVED:** That Cllr Sarah Slack be elected as Chairperson.

**PROPOSED:** Cllr Sarah Slack

**SECONDED:** Cllr Nigel Foot

**RESOLVED:** That Cllr Martha Vickers be elected as Deputy-Chairperson

1. **ELECTION OF MEMBERS OF VICTORIA PARK SUB-COMMITTEE**

**PROPOSED:** Cllr Martin Colston

**SECONDED:** Cllr Nigel Foot

**RESOLVED:** That the current members of the Victoria Park Sub-Committee be appointed for another term as members of the Victoria Park Sub-committee.

1. **APPROVAL OF TERMS OF REFERENCE OF VICTORIA PARK SUB-COMMITTEE**

**PROPOSED:** Cllr Nigel Foot

**SECONDED:** Cllr Roger Hunneman

**RESOLVED:** That the Terms of Reference of the Victoria Park Sub-Committee are approved

1. **ELECTION OF MEMBERS OF GREEN SPACES WORKING GROUP**

**PROPOSED:** Cllr Martin Colston

**SECONDED:** Cllr Martha Vickers

**RESOLVED:** That the current members of the GSWG be appointed for another term as members of the Green Spaces Working Group

1. **APPROVAL OF TERMS OF REFERENCE OF GREEN SPACES WORKING GROUP**

**PROPOSED:** Cllr Nigel Foot

**SECONDED:** Cllr Chris Foster

**RESOLVED:** That the Terms of Reference of the GSWG are approved

1. **APPROVAL OF PREVIOUS MEETING MINUTES**

**PROPOSED:** Cllr Nigel Foot

**SECONDED:** Cllr Roger Hunneman

**RESOLVED:** That the minutes of the meeting of the Community Services Committee held on 14 March 2022 are approved and signed by the Chairperson.

**ABSTAINED:** Cllr Steve Masters as not present at meeting of 14 March 2022

1. **QUESTIONS AND PETITIONS FROM MEMBERS OF THE PUBLIC**

Question received from Nicola Coome, Chair of West Berkshire Sustainable Community (WBSC):

* *Will Newbury Town Council undertake to prohibit all single use plastics on its premises*
* *Will Newbury Town Council agree to support & promote removal of all single use plastics*
* *Will the Council commit to joining join the Plastic Free Community steering group (to be formed in due course)*
* *Would a nominated representative from the Council like to join the WBSC by way of support going forwards?*

Response from Chairperson:

*“Thank you, to answer your questions in turn,*

***Will Newbury Town Council undertake to prohibit all single use plastics on its premises***

*As part of the Council Climate Change declaration, the Council has already looked to where it can remove single use plastics from its processes.  This is an ongoing process.*

***Will Newbury Town Council agree to support & promote removal of all single use plastics***

*The Council’s Climate Change Working Group is continually seeking to promote environmental responsibility, sustainability, managing plastics and other waste sustainably is a high priority for this Council*

***Will the Council commit to joining join the Plastic Free Community steering group (to be formed in due course)***

***Would a nominated representative from the Council like to join the WBSC Committee by way of support going forwards?***

*This question will be referred to the Council’s Climate Change Working Group to put forward a recommendation to the Council as to what actions it might wish to take including joining the steering group as suggested and subsequently the Committee”.*

1. **MEMBERS’S QUESTIONS AND PETITIONS**

Question received from Cllr Vaughan Miller, read out by David Ingram, Community Services Manager.

*“During the successful pétanque event organised by the Rotary Club and assisted by the Wallingford Pétanque Club, in the Market Place on Sunday 10th July, a Newbury resident approached the Town Council pétanque team to ask whether the council would consider providing a public pétanque facility in one of its parks.*

*Therefore, would the committee consider setting up a working group to do a feasibility study to deliver such a facility, to report back at the next CS meeting. The Wallingford Petanque Club have offered to host a visit from NTC councillors at one of their evening meetings to advise and answer any questions we may have.*

*I would be happy to be a member of the working group if requested”.*

**Response from Chairperson:**

*“Thank you for your question. The Council is always looking to improve facilities in Victoria Park and in particular those which support inclusive participation.*

*The Community Services Manager suggests, if Members are agreeable, the Officers be requested to investigate the provision of such a facility in Victoria Park in association with Pétanque England.*

*The Lions and interested Members, the location, the cost, how it might operate, be managed & maintained with a view to a Report & Recommendation coming to the September 2022 Community Services Committee.*

*This can be added to the Forward Works Plan”.*

1. **GREEN SPACES WORKING GROUP – NEWBURY IN BLOOM**

**11.1** The minutes of the GSWG meetings of 22 March 2022, 7 April 2022, 5 May 2022 and 9 June 2022 were noted.

**11.2** The Committee received an update from Maureen Hudd, Secretary of the Friends of Newtown Road Cemetery. Members welcomed Maureen’s very interesting written report and verbal update and thanked her for her presentation.

It was noted that there is a Standing Item on the CS Committee agenda for July and December to receive a written and/or verbal report from the Friends of Newtown Road Cemetery.

Members were in favour of a bicycle parking facility to accommodate two bikes, which does not involve disturbing the ground. Funding is yet to be determined.

**11.3**

**PROPOSED:** Cllr Martha Vickers

**SECONDED:** Cllr Nigel Foot

**RESOLVED**: The GSWG Working Group Plan is approved

1. **COMMUNITY SERVICES MANAGER’S REPORT**

**12.1** The progress made by the Community Services Team on various Newbury Town projects was noted.

Thanks were given to Paul Fairchild, the Town Council’s Facilities Officer for all his hard work dealing with vandalism, damage and graffiti and keeping the playgrounds to a good standard.

**12.2** **Wash Common Swing**

**PROPOSED:** Cllr Martin Colston

**SECONDED:** Cllr Nigel Foot

**RESOLVED**: That the budget provision (£15,407.83) is requested for the replacement of the swing at Wash Common with the HAGS steel unit, at the next Policy & Resources Committee meeting.

**12.3 Wharf Toilets**

**PROPOSED:** Cllr Martin Colston

**SECONDED:** Cllr Martha Vickers

**RESOLVED**: To move to the next stage, Consultant Team selection for the detailed design and tendering of this project at a cost circa £12,000.

**Additional items:**

The Committee agreed that the Bottle Fill Facilities at Wash Common & City Recreation Grounds were still required. This provision has been in the budget and is included in the Council Strategy.

**PROPOSED**: Cllr Martha Vickers

**SECONDED**: Cllr Martin Colston

**RESOLVED:** That the budget provision is requested for 1 bench at City Recreation Ground along the Andover Road at the next Policy & Resources Committee meeting

Members thanked the Community Services Manager and his team for all the hard work that has been undertaken with regard to some very large and complex projects that are currently in progress.

1. **GROUNDS MAINTENANCE CONTRACT UPDATE**

The Tender returns and update in progressing the award to Best & Final bids was noted.

1. **FIFTH ROAD PLAY AREA REPORT**

**PROPOSED:** Cllr Martin Colston

**SECONDED:** Cllr Martha Vickers

**RESOLVED**: To approve the allocation of a sum not to exceed £115,000 out of the Council’s approved budget for this project.

1. **FORWARD WORKS PROGRAMME FOR COMMUNITY SERVICES COMMITTEE 2022/23**

The Forwards Works Programme for 2022/23 was noted

It was requested that an update for the Tennis facility in Victoria Park from NTA is included in the Community Services Meeting in September 2022.

As noted in ‘Members Questions’ investigating a Petanque pitch in Victoria Park will be added to the Forward Works Programme.

1. **NEW COMMUNITY CAFÉ FACILITY – VICTORIA PARK**

**16.1** The minutes of the Victoria Park Sub-Committee meeting of 31 May 2022 were noted.

**16.2** The current position with the Community Café Project was noted

**16.4**

**PROPOSED:** Cllr Martin Colston

**SECONDED:** Cllr Steve Masters

**RESOLVED**: To approve, when actual in use data is available, a Project Brief to seek a more permanent Carbon offset provision based on post completion and operation data.

**PROPOSED:** Cllr Martin Colston

**SECONDED:** Cllr Roger Hunneman

**RESOLVED**: To approve a budgetary provision in 2023/24 for a new CCTV provision to Victoria Park compatible with the current Town Hall system

1. **PART 2 – EXCLUSION OF THE PRESS AND PUBLIC**

Cllr. Steve Masters proposed that the business regarding the Newbury Charter and Farmers’ Market should be discussed in public, but there was no seconder for this amendment.

**PROPOSED:** Cllr Nigel Foot

**SECONDED:** Cllr Martin Colston

**ABSTAINED:** Cllr Steve Masters

## 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 (agenda items 18 and 19) because publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

1. **NEWBURY CHARTER & FARMERS MARKET**

**PROPOSED:** Cllr Martin Colston

**SECONDED:** Cllr Sarah Slack

**AGAINST:** Cllr Steve Masters

**RESOLVED:** That Newbury Town Council facilitates a 2-day Christmas Fayre organised by Newbury BID on Saturday 3 December and Sunday 4 December, as follows:

**1.** For Saturday 3 December that NTC lets the whole of the Market demise (all areas under NTC control on Saturday) to the Newbury BID to operate under the Charter Licence.

**2.** NTC petitions WBC to move the Farmer’s Market on Sunday 4th Decemberand advises Newbury BID of same.

**3.** Within 4 weeks of the Victorian Christmas Fayre having taken place, in conjunction with the BID & Market Working Group Members, officers prepare a report to present to the 30 January 2023 Full Council meeting.

**4.** That the Committee reactivate the Market Working Group to meet a minimum of twice a year with a minimum of 4 Members. Terms of Reference to be agreed.

**Cllr Steve Masters left the meeting at 21:39**

1. **GROUNDS MAINTENANCE CONTRACT 2023**

**PROPOSED:** Cllr Martin Colston

**SECONDED:** Cllr Chris Foster

**RESOLVED:** To agree to allow Officers to carry out further due diligence and take forward to a Best & Finals round 3 Contractors as set out in the report based on submission and interviews.

**THERE BEING NO OTHER BUSINESS, THE CHAIRPERSON THANKED ALL THOSE IN ATTENDANCE AND DECLARED THE MEETING CLOSED AT 21:56**

**CHAIRPERSON**