

10 March 2020

To: The Leader and Deputy Leader; Cllrs Jeff Beck; Nigel Foot; Chris Foster; Jon Gage; Roger Hunneman; David Marsh; Sarah Slack; Martha Vickers

Substitutes: Cllrs; Sue Farrant; Stephen Masters; Vaughn Miller; Erik Pattenden; Tony Vickers; Jeff Cant

Also: All Members of the Council for information.

Dear Councillor,

You are required to attend a meeting of the Community Services Committee to be held in the Council Chamber, Town Hall, Market Place, Newbury, on **Monday 16th March 2020 at 7.30pm**. This meeting is open to the Press and Public.

Yours sincerely,

David Ingram
Community Services Manager

AGENDA

- 1. Apologies for Absence**
Community Services Manager
- 2. Declarations of Interest and Dispensations**
Chairperson
To receive any declarations of interest relating to business to be conducted in this meeting and confirmation of any relevant dispensations.
- 3. Minutes (Appendix 1)**
Chairperson
To approve the minutes of a meeting of the Community Services Committee held on Monday 16th December 2019, already circulated and as attached at Appendix 1.
- 4. Questions and Petitions from Members of the Public**
Chairperson
- 5. Members' Questions and Petitions**
Chairperson

Town Hall, Market Place, Newbury, RG14 5AA

☎ (01635) 35486

☎ (01635) 40484

🐦 @NewburyTC

✉ towncouncil@newbury.gov.uk

🌐 www.newbury.gov.uk

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- 6. Community Services Managers Report (Appendix 2)**
Community Services Manager
To receive an update from the Community Services Manager on activities undertaken
To note items as attached at Appendix 2.
- 7. Green Spaces Working Group - Newbury in Bloom (Appendix 3)**
Chairperson
7.1 To note the minutes of the Green Spaces Group of 18th December 2019, 16th January 2020 and 6th February 2020 with the recommendations of the Group, Appendix 3.1 to 3.4
7.2 To approve the Community Newbury in Bloom Working Plan as set out in Appendix 3.5
7.3 To recommend to full Council the Transfer of Greenham House Gardens from West Berkshire Council to Newbury Town Council on the terms negotiated by Officers, Appendix 3.6
7.4 To recommend to full Council the Agreement with the National Trust for Newbury Town Council to manage the grounds & trees associated with the Falklands memorial, Wash Common, Appx 3.7.
7.5 To note the update following the Community Services Managers biannual meeting with the Friends of Newtown Road Cemetery, Appx 3.8
- 8. Forward Work Programme for Community Services Committee 2019/20 (Appendix 4)**
Chairperson
To note the Forward Work Programme
To invite Members to raise any additional items for consideration.
- 9. City Recreation Ground Consultation (Appendix 5)**
Chairperson
To note the progress and updated plan for City Recreation Ground improvements
- 10. Skyllings Play area (Appendix 6)**
Chairperson
To note the current position on the proposal for the Skyllings playground redevelopment plan
- 11. Public Spaces Protection Order Consultation (Appendix 7)**
Chairperson
To recommend that Newbury Town Council respond to the consultation as set out in the Report
- 12. Market Consultation (Appendix 8)**
Chairperson
To approve the appointment of a Specialist Market Consultant subject to available funding & Newbury BID sharing costs for the project.

13. Exclusion of the Press and Public

Chairperson

To move: That under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960 the press and public be excluded from the meeting for the following items of business because publicity would be prejudicial to the public interest by reason of the confidential financial business to be transacted.

14. New Community Cafe facility – Victoria Park (Appendix 9)

Chairperson

17.1 To update the Committee on the current plans for the proposed community café and changing rooms

17.2 To give direction to the Victoria Park Sub-Committee on the proposals

If you would like a paper copy or large print copy of this agenda, please request this from the Reception Desk at the Town Hall.

**MINUTES OF A MEETING OF THE COMMUNITY SERVICES COMMITTEE HELD IN THE COUNCIL
CHAMBER, TOWN HALL, MARKET PLACE, NEWBURY
ON MONDAY 16 DECEMBER 2019 AT 7.30PM**

PRESENT

Councillors Jeff Beck; Martin Colston; Nigel Foot; Chris Foster; Jon Gage; Roger Hunneman; Olivia Lewis; David Marsh; Sarah Slack; Martha Vickers.

In Attendance

David Ingram, Community Services Manager

Jo Lempriere, Community Services Officer

34. ELECTION OF CHAIRPERSON AND VICE-CHAIRPERSON

Leader of the Council, Councillor Martin Colston, presided over the election of the Chairperson.

PROPOSED: Councillor Roger Hunneman

SECONDED: Councillor Martha Vickers

RESOLVED: That Councillor Olivia Lewis be elected as Chairperson of the Community Services Committee for the remainder of Municipal Year 2019/2020.

Councillor Olivia Lewis took the Chair for the remainder of the Committee meeting.

PROPOSED: Councillor Martin Colston

SECONDED: Councillor Sarah Slack

RESOLVED: That Councillor Martha Vickers be elected as Vice-Chairperson of the Community Services Committee for the remainder of Municipal Year 2019/2020.

35. APOLOGIES FOR ABSENCE

There were none.

36. DECLARATIONS OF INTEREST AND DISPENSATIONS

The Community Services Manager declared that Councillors Jeff Beck, David Marsh 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.

37. MINUTES (appendix 1 of the Agenda)

PROPOSED: Councillor Martin Colston

SECONDED: Councillor Roger Hunneman

RESOLVED: Following an amendment to item 27. Homelessness Strategy Group, the minutes of the meeting of the Community Services Committee held on 23 September 2019, be approved.

Requested amendment *"It was agreed that Councillor Martha Vickers would provide ongoing written updates to be included in the Full Council agendas once per Annum after February."*

38. QUESTION AND PETITIONS MEMBERS OF THE PUBLIC

There were none.

39. MEMBERS QUESTIONS AND PETITIONS

There were none.

40. COMMUNITY SERVICES MANAGERS REPORT (appendix 2 of the Agenda)

The Community Services Manager's report was noted.

The Community Services Manager confirmed to Members that all NTC's buildings had been surveyed, and a programme of works has been prepared.

41. GREEN SPACES WORKING GROUP – NEWBURY IN BLOOM (appendix 3 of the Agenda)

41.1. The minutes of the 24th October & 21 November 2019 meetings were noted

41.2. PROPOSED: Councillor Jon Gage

SECONDED: Councillor Martha Vickers

RESOLVED: That Newbury Town Council will manage the Newbury in Bloom Competition 2020 delegated to the Green Spaces Working Group

41.3. PROPOSED: Councillor Jon Gage

SECONDED: Councillor Olivia Lewis

RESOLVED: That Newbury Town Council will manage the entry to Regional Finals (Thames & Chiltern) of Britain in Bloom 2020

41.4. PROPOSED: Councillor Jon Gage
SECONDED: Councillor Martha Vickers

RESOLVED: That the Newbury in Bloom Working Group Activity Plan 2019/20 as set out in Appendix 3a of the Agenda be approved.

41.5. PROPOSED: Councillor Martin Colston
SECONDED: Councillor Olivia Lewis

RESOLVED: That the delegation of the expenditure approval for Newbury in Bloom costs, agreed in the 2020/21 Budget (Budget Code 4710) to the Green Spaces Working Group (subject to Financial Regulations) be approved.

42. ALLOTMENT STEWARDS MEETING (appendix 4 of the Agenda)

The minutes of the Allotment Stewards meeting of 22 October 2019 were noted.

43. FORWARD WORKING PROGRAMME FOR COMMUNITY SERVICES COMMITTEE 2019/20 (appendix 5 of the Agenda)

43.1. The contents of the Forward Work Programme were noted

43.2. Councillor Martin Colston requested that the conclusions of the City Recreation Ground and Skyllings Consultations be included in the March programme.

44. CITY RECREATION GROUND CONSULTATION (appendix 6 of the Agenda)

PROPOSED: Councillor Martin Colston
SECONDED: Councillor Olivia Lewis

RESOLVED: That the budget submission to Policy & Resources Committee for this project in a sum of £ 160,000 over a 3 fiscal year period 2020/21 to 2023/4 to enhance City Recreation Ground in accordance with the Plans submitted & cost Plan in appendix 6b of the Agenda, be approved subject to outcome of Public Consultation and funding being available in the following years from Section 106 or CIL funding allocations.

45. SKYLLINGS PLAY AREA (appendix 7 of the Agenda)

PROPOSED: Councillor Jeff Beck
SECONDED: Councillor Olivia Lewis

RESOLVED: That the option for the future development of the Skyllings Play Area as set out in Appendix 7a of the Agenda, be approved subject to outcome of consultation with Residents & competitive costings being obtained.

PROPOSED: Councillor Jeff Beck
SECONDED: Councillor Olivia Lewis

RESOLVED: That funding to a value not exceeding £24,000 be put aside by Policy & Resources Committee for the project in 2020/21 be approved.

46. REVIEW OF COMMUNITY SERVICES 2019/20 BUDGETS (appendix 8 of the Agenda)

46.1. The Members reviewed the Officers' proposal for the Community Services Budget for the 2020/21 financial year, as attached at Appendix 8

46.2. Councillor Jon Gage requested that the budget line (360/4710) Newbury in Bloom be increased by £2000, from £5000 to £7000, in line with the 2019/20 budget line.

46.3. PROPOSED: Councillor Olivia Lewis
SECONDED: Councillor Martin Colston

RESOLVED: That the submission of the Amended Draft Budget proposal be brought to the Policy & Resources Committee for consideration on 14 January 2020

47. SERVICES REVENUE FOR 2020/21 FINANCIAL YEAR (appendix 9 & 9A of the Agenda)

47.1. The Members reviewed the proposals for Service Revenues for 2020/21 and allotments for 2021/22 as attached at Appendix 9 of the Agenda.

47.2. There were no additions, amendments or deletions made, before inclusion of this in the draft budget for the Policy & Resources Committee's consideration on 14 January 2020.

47.3. PROPOSED: Councillor Martin Colston
SECONDED: Councillor Martha Vickers

RESOLVED: That the revised Services Revenues for the financial year 2020/21 and in advance the Allotment Charges for 2021/22 as at Appendix 9A of the Agenda be brought to the Policy & Resources Committee on 14 January 2020.

48. THE BUS SHELTER IN ALMOND AVENUE 1302 0033 (appendix 10 of the Agenda)

PROPOSED: Councillor David Marsh
SECONDED: Councillor Martin Colston

RESOLVED: That subject to confirmation that the relocation of this shelter does not compromise anything in respect of the proposed new redevelopment around the Station, the relocation of this Shelter from Almond Avenue to Station Road, by "Bus stop W" was approved

49. EXCLUSION OF THE PRESS AND PUBLIC

PROPOSED: Councillor Martha Vickers

SECONDED: Councillor Roger Hunneman

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 item 17) because publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

50. VICTORIA PARK SUBCOMMITTEE (appendix 11 of the Agenda)

50.1. The Members were given an update on the current plans for the proposed community café and changing rooms from the Community Services Manager

50.2. PROPOSED: Councillor Roger Hunneman

SECONDED: Councillor Olivia Lewis

RESOLVED: That the Victoria Park Sub-Committee are to proceed with the proposal to incorporate the Environment Agency requirements in the scheme design.

THERE BEING NO OTHER BUSINESS THE CHAIRPERSON THANKED ALL THOSE IN ATTENDANCE AND DECLARED THE MEETING CLOSED AT 8.05 pm.

CHAIRPERSON

Newbury Town Council**Public Report****Community Services Committee,
Agenda Item No 7****Community Services Manager Report – March 2020****1. Green Spaces**

Several projects are underway which commits Staff time, please see Green Spaces Working Group update, Appendix 3. The Community events, pruning & planting, Newbury & Britain in Bloom as well as new projects such as Old Hospital Green & Lock island enhancement are among the commitments being undertaken.

2. Town Hall

Several energy efficiency projects are underway within the Town hall. Lighting movement detectors have been installed in the Toilet areas; more will be fitted to meeting rooms & offices. New energy efficient Electric Radiators are on order, quotations are being sought for replacement office lighting.

3. Cemeteries

A new fax system has been installed in Shaw Cemetery to improve the communications beyond the Cemetery staff & the Town hall. The biannual meeting with the Friends of Newtown Rd Cemetery took place, a note of the meeting is set out in Appendix 3.

4. City Recreation Ground Roofing

The roof to the Changing Rooms which was damaged & the lead flashing to the roof skylight has been removed, in now to be repaired / replaced by the Insurers. A date for this works is still awaited.

5. Newbury Tennis Competition

The Newbury Tennis competition based at the Victoria Park Tennis facility is being organised by National Tennis Association.

6. Annual Family Day

Currently the date proposed for the Victoria Park Family day is 19th July 2020. Bookings for the event are now being made.

Members should be aware that this year we have an increase in bookings for the use of Victoria Park for Charitable purposes.

7. Bandstand

It should be noted that the Sunday Bands music concerts at the Victoria bandstand have again been oversubscribed for 2020 with a Band waiting list.

8. Playgrounds

Orders have been issued for the backlog repairs to be carried out over the next 3 months bringing the playground equipment back to an acceptable condition.

Recommendation: Members to note progress being made by the Community Services Team on various Newbury Town projects.

Signed: David W Ingram, Community Services Manager

Date: 5th March 2020

Newbury Green Spaces / in Bloom Working Group

Town Hall, Chamber, Wednesday 18th December 2019

Minutes

PRESENT: Councillors: Jon Gage, (Chair) Martha Vickers, Jeff Beck, Chris Foster, Billy Drummond
Members: Paul Barker, Fiona Walker, David Fenn, Sukey Russell-Heyward, Fran Lawton
Officers: James Heasman (GMO), David Ingram (Community Services Manager).

1. Apologies

Apologies also from: Cllr Sarah Slack
Samantha Carpenter

2. Minutes

The minutes of the meeting of the Newbury in Bloom Working Group held on 21st November 2019 were briefly discussed, items were now either completed or included on Agenda. The principle matters are set out in the Agenda.

3. Chiltern in Bloom Regional Award, BiB 2020

It was agreed at Community Services Committee, 16th Dec 2019 that the Council will support an application to enter Chiltern in Bloom in 2020. The Working Group agreed to put in place an Action plan to make this possible

4. Newbury in Bloom categories

WG Members discussed the categories for the 2020 entries and agree that the following should be considered:

Schools & Colleges
Community Projects incl. Streets
Allotments
Places of Worship (& meetings)
Businesses – Pubs?
Public Buildings??
Canal Boat – to be dropped
Best Gardens?

Discussion took place around awards with a suggestion that Gold Silver & Bronze should be given rather than 1

5. Digby Road Tree pruning – WG Members were reminded of this evening (in the Calendar) is to take place from 10AM 18TH January 2010

6. Thames & Chiltern in Bloom Route 2020

The entry into the 2020 competition being approved, the route was discussed. Some Groups (Carnarvon Place) might find a 2020 submission challenging and it was agreed tentatively that both

Carnarvon Place & Argyle Alms-houses would be taken out of the route replaced by Hospital Green & City Recreation ground, subject to planning in both being well advanced.

7. Discussions took place in respect of new planting needed on Old Hospital Green, Fran Lawton was asked to put forward some suggestions of appropriate James Heasman will be contacting all participants in the New Year to confirm their interest in supporting this entry.

8. Tree Charter day – 30th Nov 2019

Feedback from the event suggested this was a successful day, both Fruit Trees and 4 Oaks were planted on the day in Middle Close.

9. Thames & Chiltern entry - information evening 12th Feb 2020

It is proposed that all route participants be invited to an information evening in the Chamber, Newbury Town hall to discuss the success of the 2019 entry and the input needed for the 2020 entry with a view to achieving a Gold standard. Invitation will be issued in late January 2020 following initial discussions, (6) above.

10. City Recreation Ground

WG Members were advised that the Council will over a 3-year period be investing up to £160k in upgrading City Recreation ground in line with the feedback from the Community Consultation with a view to achieving the Councils second Green Flag in due course. Work includes addition trees for the Community Orchard, Wild meadow planning and other works for which Community engagement will be sought.

11. Green Spaces Management Plan

The CSM explained that the purpose of a Management Plan for the major Green spaces within Newbury was necessary to ensure coordination and longer term planning for works & funding to be able to achieve the aims set out in the Councils strategy and to coordinate the requirements of other Committees & Working Groups to ensure a joined up approach and value for money.

12. Lock Island Partnership

The Community Services Committee agreed that a renewal of the Lease for part of the Lock Island area with the Canal & River Trust was desirable. The Committee also agreed to support the partnership with Secret Garden Project to enhance & improve the area. The Working Group heard from Mrs S Russell Hayward & James Heasman following their joint visit to site. The Council would invest up to £2,400 in the project subject to an agreement that the Secret Garden Project Team would manage and enhance the area in accord with the indicative Plan issued, copy attached. Approval from the C&RT was still to be obtained for this work. The Council would retain management oversight & continue to use Continental Landscapes to carry out maintenance routines. Any works to the Island are to be agreed with the Working Group acting on behalf of the Council.

There is a limit to the amount of investment the Council is able to make into this project.

13. Green Flag Award

The Councils Strategy includes a desire to obtain Green Flag status on both City Recreation Ground & in due course Wash Common. The WG are encouraged to put forward suggestions for enhancement and continual improvement on all 3 Park areas going forward.

The meeting closed at 20. 05

David W Ingram

Community Services Manager



Newbury Green Spaces / in Bloom Working Group

Town Hall, Chamber, Thursday 16th January 2020

Minutes

PRESENT: Councillors: Jon Gage, (Chair) Martha Vickers, Billy Drummond, David Marsh
Members: Paul Barker, Fiona Walker, Fran Lawton, Fiona Walker
Officers: Hugh Peacocke (Chief Executive) James Heasman (GMO), David Ingram (Community Services Manager).

1. Apologies

Apologies also from:

Cllr Chris Foster, Sarah Slack, Jeff Beck

Samantha Carpenter, David Fenn, Tony Hammond

2. Minutes

The minutes of the meeting of the Newbury in Bloom Working Group held on 18th December 2019 were briefly discussed, items were now either completed or included on Agenda. The principal matters are set out in the Agenda. Cllr David Marsh's attendance (omission) was to be added to the Mins.

3. Newbury in Bloom categories

WG Members discussed the categories for the 2020 entries and agree that the following should be considered:

Schools & Colleges

Community Projects incl. Streets

Allotments

Places of Worship (& meetings)

Businesses – Pubs

Public Buildings

Canal Boat – to be dropped

Best Gardens not to be included

The invitation brochure for NiB was approved to remain in the existing format. No changes to the Logo

The CLOSING DATE was agreed to be Friday 19th June 2020.

Judging will take place in the week of 29th June 2020.

The CE suggested that the campaign aims include “Promoting and developing Newbury’s entry in Britain in Bloom”

Early PR & Social media to include pic for last year’s entries should be sent out right up until closing date. Business in particular need additional encouragement and it was agreed to announce each business entrant on social media as their application was received

Send reminders to schools, via link councillors?

- 4. Digby Road Tree pruning** – WG Members were reminded of this evening (in the Calendar) is to take place from 10AM 18TH January 2010 Press release has been issues & picked up by Penny Post The event will be a 2 hour pruning workshop with 2 horticultural advisers being in attendance. (post event – 20 + attended, well received workshop)

5. Thames & Chiltern in Bloom Route 2020

The entry into the 2020 competition being approved, the route was discussed. Some Groups (Carnarvon Place) might find a 2020 submission challenging and it was agreed tentatively that both Carnarvon Place & Argyle Alms-houses would be taken out of the route replaced by Hospital Green & City Recreation ground, subject to planning in both being well advanced.

6. Thames & Chiltern entry - information evening 12th Feb 2020

It is proposed that all route participants be invited to an information evening in the Chamber, Newbury Town Hall to discuss the success of the 2019 entry and the input needed for the 2020 entry with a view to achieving a Gold standard. Invitation have been issued by James and will be followed up in the next week to confirm those who might be included in the route will be willing to attend & participate.

7. City Rec Pear Tree Planting

In Tony’s absence it was reported that this event went well, good attendance.

8. City Recreation Ground

WG Members were advised that the Council will over a 3-year period be investing up to £160k in upgrading City Recreation ground in line with the feedback from the Community Consultation with a view to achieving the Councils second Green Flag in due course. Work includes addition trees for the Community Orchard, Wild meadow planning and other works for which Community engagement will be sought. It was agreed that the **Wildflower seeding** would subject to the grounds being prepared in advance, **take place on 21st March 2020**

9. Old Hospital Green

Discussions took place in respect of new planting needed on Old Hospital Green; Fran Lawton was asked to put forward some suggestions of appropriate Fran would look at the options for design planting. James was asked to carry out soil test to establish to chemical consistency. The planned date for **Community planning was set for 18th April 2020**

10. VE Day Planting A request that new Planning for VE should be planted up in Victoria Park for the VE day celebrations. The Chair was supportive subject to the Civic Budget being used.

11. Lock Island Partnership

The Community Services Committee agreed at the last meeting that a renewal of the Lease for part of the Lock Island area with the Canal & River Trust was desirable. The Committee also agreed to support the partnership with Secret Garden Project to enhance & improve the area. Mrs. S Russell Hayward was not able to attend this meeting, further works to the Island was put on hold pending confirmation that the SGP had match funding for their share of the project works proposed. Approval from the C&RT was still to be obtained for this work. The Council would retain management oversight & continue to use Continental Landscapes to carry out maintenance routines. Any works to the Island are to be agreed with the Working Group acting on behalf of the Council. There is a limit to the amount of investment the Council is able to make into this project.

12. Climate Change WG Feedback

Cllr Chris Foster had given his apologies for this meeting. The CGWG welcomed the opportunity to be kept in the loop on actions which might contribute to the Council Climate Emergency Agenda (Tree planting, wild meadow growing etc.)

13. Environmental Events – social media.

The Chair raised the question about both the WG and the Council supporting (by signposting) environmental events, nature projects and similar activities by 3rd party Groups (RSPB, Hedgehog Street, etc.) It was agreed these should be sent via the Chair to the CE for consideration and adding to the Council Social media output.

14. Green Spaces Management Plan

The CSM explained that the purpose of a Management Plan for the major Green spaces within Newbury was necessary to ensure coordination and longer term planning for works & funding to be able to achieve the aims set out in the Councils strategy and to coordinate the requirements of other Committees & Working Groups to ensure a joined up approach and value for money.

15. Lavender in Victoria Park.

A discussion took place in respect of the lavender removal & replanting proposed by Eden

Development in Victoria Park. The type of Lavender to be replanted was questioned as was the need to remove the current plants.

The outcome agreed was that Box was not the best solution to the Rose beds. The current lavender would be thinned out and opening created on the rear side for access. The Lavender would be heavily pruned. The outcome over the next season would be monitored. The new beds in Victoria Park would use the removed Lavender to be supplemented by new Hidcote Lavender to be sponsored by Eden Development planed & Cut to read NEWBURY.

DATES for next Meetings:

6th February 2020 – GSWG

12th February 2020 – T&C in Bloom Route meeting

5th March 2020 – GSWG

21st March 2020 – City Re Wildflower seeding

The meeting closed at 20.15

David W Ingram

Community Services Manager

Newbury Green Spaces / in Bloom Working Group

Town Hall, Chamber, Thursday 6th Feb 2020

Minutes

PRESENT: Councillors: Jon Gage, (Chair) Martha Vickers, Billy Drummond, Sarah Slack

Members: Paul Barker, Samantha Carpenter, Tony Hammond, Fiona Walker,
Fran Lawton, Fiona Walker

Officers: James Heasman (GMO), David Ingram (Community Services Manager).

1. Apologies

Apologies also from:

Cllr Chris Foster, Jeff Beck, David Marsh
Suki Russel-Hayward, David Fenn

2. Minutes

The minutes of the meeting of the Newbury in Bloom Working Group held on 16th January 2020 were briefly discussed, items were now either completed or included on Agenda. The principal matters are set out in the Agenda. Alterations to 7- Digby Rd should be substituted, 20 + in attendance added

3. Part 1

a) BIB info evening 12th February

James H ran through the format for the evening, updated on attendance, presentation slides to the approved by the Chair.

b) Update on BIB Route

The draft of the Route was agreed subject to the Information evening attendance & confirmation by the participants. A route map will be finalised to include in the Slide pack, to be distributed to WG members

c) City Rec Tree Pruning and pear tree planting 15th February

Tony H updated on the very successful days of planting; pruning & information given out by the “experts”.

Post event PR should be issued – James H to pursue.

d) City Rec wildflower seeding 21st March

James H advised this was still schedule, the cost was awaited from the GM Contractor, but it was likely this would be outsourced to an alternative Contractor due to time pressure.
PR would be issued in due course including Notice in City Rec.

e) Old Hospital Green Botanical Planting 18th April

The design planning and general aims & outcomes were discussed in some details, Fran L would complete this for discussion with the Arts & leisure Committee of the Council (Talking Heads) It was agreed that the "Anti-bodies " design as the one members should recommend is taken forward.

The planned dates for planting was "tight" however this feature is included in the BiB route, if this does not materialise in the given timescale, an alternative exhibit will be needed

f) Eden – Victoria Park Planting

This project may no longer be funded by Eden Development; they have offered 50% of the cost. David I was asked to clarify the offer with Eden asap. The interim solution, moving only part of the Lavender was discussed. The agreement reached was that if Eden would offer £700+ the NTC would look to fund the balance, if not the opening up of the Heather for this year would be carried out with a plan for 2021 to relocate the Heather.

David I would advise Eden:

The Working Group were minded recommending that should Eden be willing to contribute £720 as a grant at this time, then a lesser scheme could be put in place with a reduced amount of planting, perhaps just the Lavender?

Time is now of the essence to plant.

To meet the Councils Timetable & the Britain in Bloom Regional entry submission this planting would have to take place on SATURDAY 4th APRIL 2020, **the 28th March Provisional date is cancelled.**

The alternative from the Councils point of view is to carry out the essential maintenance on the current beds and defer any enhanced works until 2021 which in default will be carried out on the 4th April in any case.

g) VE Day Planting of a bed in Victoria Park

James H briefly discussed the proposal to plant this in one of the beds in VP. The VE Day Project Team had yet to confirm the requirement.

4. Part 2

- a) Plans for Lock Island partnership - funding works - sign off and plan going forward.
In the absence of a Representative for the Secret Garden project it was not possible to discuss in detail for the proposed project the WG after some discussion requested that a response be made to include:

A Project Brief & Plan need to be agreed between the parties as soon as possible
Funding agreement for the Project Plan needs to be confirmed before work commences.
The Service Level Agreement needs to be agreed with the Secret Garden project & Growing Newbury Green who also have a vested interest.
This requires approval in principle from the CRT asap.
This will have to be formally approved at the next Community Services Committee, as above, to be implemented.

Newbury Town Council will be carrying out some works to the Island as part of opening up the lower section for security & improved vision as part of business as usual
No works to the Planters / canoe shall take place within consultation and agreement with Growing Newbury Green – there was a debate about moving raised beds, herb bed and Canoe which remains unresolved by the Group.
No move of the beds will be acceptable during the growing season, April to October
Lock Island is part of the Britain in Bloom route, as such all works must be completed & the areas presentable for Judging in July 2020.

- b) Climate Emergency Group Feedback – Chris Foster
The need for co operation between the Climate Change & Green Spaces WG was emphasised with common themes such a ecology, Tree planting, green spaces adding to the nature green corridors through Newbury

- c) Environmental Events to be advertised.

A number of suggestions have been put forward to include:

RSPB – Big garden Bird count – completed 27th January 2020 – consider for next count

UK Butterfly Monitoring Scheme – Butterfly Conservation.org

Hedgehog highways – Hedgehogstreet.org

David I would discuss opportunities with the Chair & CE for inclusion in Public media releases.

5. DATES for next Meetings:

12th February 2020 – T&C in Bloom Route meeting

5th March 2020 – GSWG

21st March 2020 – City Re Wildflower seeding

The meeting closed at 20.10

David W Ingram

Community Services Manager

Green Spaces Working Group
Record of recommendations to Community Services Meeting
Thursday 5th March 2020

Action Sheet v1 updated 03/03/2020

Item	Issue	Actions	who	when
Newbury in Bloom	Recommendation that the Newbury in Bloom competition should be put in place with a launch date of 15 th March 2020 and a closing date of 19 th June 2020	Ground Maintenance Officer to put into action a Newbury in Bloom plan to be agreed & managed by the Green Spaces Working Group within the delegated 2020/21 budget.	<i>JH / Chair GSWG</i>	<i>July 2020</i>
Britain in Bloom	To implement a plan to participate in 2020/21 Regional competition (Thames & Chiltern) Britain in Bloom	To put in place an agreed action plan on similar lines to 2019/20 competition, agree route, entry & all necessary action, involvement & participation within delegated authority	<i>JH / CE /Chair GSWG</i>	<i>August 2020</i>
Friends of Newtown Road Cemetery	Organise 2 x yearly meet with Friends, agree actions plan, recommend actions to be taken forward	Meeting held Feb 2020 with Friends, outcomes on attached update Report	<i>DI / Chair</i>	<i>Feb & Aug annually</i>
Green Spaces Action Plan	To keep an updated action plan outlining Volunteer & other key activity, dates & cost matrix to be presented at each Community Services meeting for consideration	Permanent Agenda item on Green Spaces Working Group & updated after each meeting.	<i>DI / JH / Chair</i>	<i>Rolling updates</i>
Greenham House Gardens	To manage project to bring Greenham House Gardens under long term Newbury Town Council control	Draft Agreement produced by Officers for approval & recommendation to Community Services to proceed. Agree action plan for improvements to Gardens when under NTC control	<i>DI/JH/Chair</i>	<i>June 2020</i>

Item	Issue	Actions	who	when
Falkland Memorial grounds	To consider the current arrangement with the National Trust and recommend how to progress with this project	Currently NTC manage the ground free of charge. Consideration to a new Agreement to manage the grounds on a recharge basis?	<i>Chair</i>	<i>April 2020</i>
Lock Island	To invite the Secret Garden to participate in the Working Group, to consider proposals for enhancement of Lock Island & agree an accommodation of all interested groups to work together to achieve this aim.	Overall plan for enhancement laid out. NTC will provide initial basic infrastructure, SCP will, provide new planning against agreed plan in cooperation with Growing Newbury Green & others. A Service level Agreement between the parties to formalise approach and management routine.	<i>JH/ SR-H / Chair</i>	<i>October 2020</i>
City Recreation Ground	To support the enhancement of the Recreation Ground project with additional planning & horticultural improvements	Volunteer project of fruit tree planning & wild meadow seeding organised as part of the project plan.	JH / Chair	<i>October 2020</i>
Old Hospital Green	Develop plan to enhance the green area to supplement the Talking heads sculpture as part of the Newbury Arts Trail	GSWG Members (Fran Lawton) have development plan, in circulation for comment	<i>JH / Chair</i>	<i>April 2020</i>

Newbury Town Council

NIB Working Group Activity Plan (Draft) 2019/20 season.

Date	Activity	Where	Organising	Supporting	Cost	Out of Hrs Staffing Time	Staffing costs #
26/10/19	Bulb planting	Wash Common	NTC GMO / Chair	NIB WG	£250	6 Hrs	£150
17/11/19	Lavender pruning day	Victoria Park	VPWG / Eden / NTC GMO	NIB WG	NIL	0 Hrs	£0
30 th Nov 2019	Tree Planting Tree Charter day	City Rec	GNG / GMO	NIB WG	£650	6 hrs	£150
18 January 2020	Apple tree pruning	Digby Rd	GNG	NTC / NIB WG	350	0	0
12 Feb 2020	Britain in Bloom Pre selection / information meeting	Town Hall	GMO / NTC	55	150	4hrs	£100
15 Feb 2020	Orchard pruning and pear tree planting	City Rec	GNG / NTC GMO / Chair	NIB WG	£2,000	6 Hrs	£150
8 March 2020	Apple tree pruning	Barns Crescent	GNG	NTC / NIB WG	£350	0	0
21 March 2020	Wildflower seeding for meadow	City Rec / GHG	NTC GMO / Chair	NIB WG	£800	4 Hrs	£100
4 th April 2020	Lavender move	Victoria Park	Friends/ GMO	NIB WG	874	4 Hrs	£100
18 April 2020	Bee attracting shrub planting	Old Hospital Green	NTC GMO / Chair	NIB WG	£1,200	4 Hrs	£100
Week of 29 June 2020	NiB Judging Week- Closed 19 th Jun 2020	All over	NIB WG / NTC GMO	NTC	NIL	16 Hrs	£400
July 2020	Route Clean up day	T&CIB Route	NIB WG / NTC GMO	McDonalds?	NIL	8 Hrs	£200
July 2020	T&C IB judging day	T&CIB Route	NTC GMO	NIB WG	£800	65 Hrs*	£1,625
August 2020	Community Clean event	All across Newbury	NIB WG	NTC GMO	TBD	8 Hrs	£200

Newbury Town Council

NIB Working Group Activity Plan (Draft) 2019/20 season.

Date	Activity	Where	Organising	Supporting	Cost	Out of Hrs Staffing Time	Staffing costs #
September 2020	NIB Presentation Evening	Corn Exchange	NTC GMO	NIB WG	£800	8 Hrs	£200
Annual	Meeting attendance by Officers	Town Hall	NTC GMO & CSM			12 x 3hrs x 2 = 72	£1,800
Totals					£7,350	207	£5,175

- * Incl. Hrs in preparation in advance # assumed @ £25phr.

Updated 25 FEB 2020

16 January 2020.

David Ingram
Newbury Town Council
The Old Town Hall
Market Place
Newbury.
RG14 5AA.

Property Services (Finance)

West Berkshire District Council
Council Offices
Market Street Newbury
Berkshire RG14 5LD
DX 30825 Newbury

Our Ref:

Your Ref:

Please ask for: Colin Broughton

Direct Line: 01635 519833

Fax:

e-mail:

colin.broughton@westberks.gov.uk

Dear David,

RE PROPOSED LEASE OF GREENHAM GARDENS NEWBURY

FROM: WEST BERKSHIRE DISTRICT COUNCIL (hereinafter referred to as "the Landlord")

TO: Newbury Town Council (hereinafter referred to as the Tenant)

- (A) The Council intends to grant Newbury Town Council a lease on the following heads of terms. These heads of terms are not intended to create any legally binding obligations. They are subject to contract, completion of formally executed legal documentation and if appropriate, approval of the decision making body of the Council.
- (B) These heads of terms are confidential to the intended parties to the proposed lease and to their professional advisors.
- (C) The proposed lease may contain further terms as the Council may require, including additional terms on matters that are covered in this document.

AGREED TERMS

1. LANDLORD

West Berkshire District Council of the above address.

2. TENANT

Newbury Town Council

Town Hall
Market Place
Newbury

3. GUARANTOR
N/A

4. PROPERTY

4.1 All that property known as Greenham House Gardens, Newbury as delineated by red edging on the plan attached with area reserved for possible future use by WBC shown hatched yellow.

4.2 There are no car parking spaces allocated

5. TERM

5.1 The lease will be for a term of 99 years beginning on 2020.

5.2 The lease will exclude the security of tenure provisions of Part II of the Landlord and Tenant Act 1954 .

5.3 West Berkshire Council or its successor will have an option over the area of the Gardens hatched yellow, whereby it can give not less than 12 months notice at any time for the area to be surrendered back to WBC at nil cost.

6. RENT AND RENT REVIEW

6.1 The rent will be £1 p.a .exclusive of VAT, rates, insurance premiums and all other outgoings.

6.2 In addition to rent, the tenant must also pay VAT, if any, (including any VAT on the rent), rates, insurance premiums and all other outgoing

7. INSURANCE

7.1 The tenant will insure the premises and indemnify WBC against any third party claims, and hold public liability insurance cover of not less than £5 million.]

8. USE

8.1 The property can only be used as public recreational gardens and open space and childrens play area and ancillary uses .

- 8.2 The tenant to comply with bye –laws governing public recreational gardens and public open space..

9. ASSIGNMENTS AND UNDERLEASES

- 9.1 The tenant cannot assign the lease of the premises.
- 9.2 If the tenant is unable to fulfil the management and maintenance of the gardens to a satisfactory standard or ceases to exist then the lease must be surrendered back to West Berkshire Council at nil cost and with any subordinate interests terminated .
- 9.3 Underletting of the whole or part will only be permitted to a charitable or not for profit organisation whose aims and objectives are similar to those of Newbury Town Council in providing recreational open space to the public at no cost, and subject to obtaining the landlords consent, which is not to be unreasonably withheld.

10. REPAIR

- 10.1 The lease will be a full repairing lease with the tenant responsible for all repairs and maintenance.
- 10.2 Newbury Town Council are to produce a forward plan showing the Town Councils proposals that are to be implemented within the next 10 years to improve and enhance the Gardens and this plan to be attached as a schedule to the lease.

11. ALTERATIONS

- 11.1 The tenant can carry out works that are in keeping with the management and enhancement of a public recreational garden, including maintaining and laying paths , raising or lowering soil levels and flower beds, installing works of sculpture, repairing or replacing boundary features improving means of access and creating or removing plants or shrubs .
- 11.2 The tenant can put up signs on the property or that would be visible from the outside of the property with the landlord's prior written consent, which cannot be unreasonably withheld.

12. LANDLORD'S WORKS

The landlord will carry out the following works to the property prior to the grant of the lease:

Repair of existing paths and bound them with a blacktop surface. A contribution of £5,000 will be made by West Berkshire Council towards soft landscaping.

13. COSTS

Each party is responsible for its own legal costs in connection with this transaction.

14. CONVEYANCERS

14.1 The landlord's conveyancer is Legal Services, West Berkshire District Council for the attention of TBA

14.2 The tenant's conveyancer is [NAME AND ADDRESS], for the attention of [NAME].

Signed by . . .

For and on behalf of WEST BERKSHIRE DISTRICT COUNCIL

Signed by . . .

For and on behalf of [TENANT COMPANY]

Signed by . . .

For and on behalf of [GUARANTOR COMPANY]



T J Smith MBE
Chief Executive

Town Hall
Market Place
Newbury
RG14 5AA

Tel: (01635) 35486

Fax: (01635) 40484

towncouncil@newbury.gov.uk

www.newbury.gov.uk

17 January 2002

James Taylor MRICS
Land Agent
The National Trust
Hughenden Manor
High Wycombe
Bucks
HP14 4LA

21 JAN 2002

Dear Mr Taylor

FALKLAND MEMORIAL – WASH COMMON, NEWBURY

Thank you very much for your swift response to my telephone enquiry and I acknowledge the points in your letter of 10 January 2002. I can confirm that the Town Council is happy to continue the maintenance of the land around the memorial. For your records, this is restricted to the collection and disposal of litter, the maintenance of grass and of the two benches located in the area. This mirrors the work done by West Berkshire Council up until 31 December 2001. (This unitary authority replaced Newbury District Council some years ago).

That said, I cannot agree with your assumption that we should take on the responsibility for the maintenance of the footpath laid by the then Newbury District Council; as a local Council we do not have the resources for work of this nature. Newbury Town Council has agreed to continue to maintain your land as described above and I would welcome a written assurance that any work beyond that listed will not be considered the responsibility of this Council.

I look forward to hearing from you.

Yours sincerely,

Tim Smith
Chief Executive

cc. Services Manager, Newbury Town Council



THE NATIONAL TRUST
for Places of Historic Interest or Natural Beauty

THAMES & CHILTERN REGION
HUGHENDEN MANOR · HIGH WYCOMBE · BUCKS HP14 4LA
Telephone +44 (0)1494 528051 · Facsimile +44 (0)1494 463310 · Website www.nationaltrust.org.uk

Mr T J Smith MBE, Chief Executive
Newbury Town Council
Town Hall, Market Place
NEWBURY
Berkshire RG14 5AA

Direct tel 01494 755509
E-mail
Your ref
Our ref JRT/JJB/FAL

10 January 2002

File Copy

Dear Tim

Falkland Memorial - Wash Common, Newbury

Thank you for your letter of 30 October 2001, and I apologise for the delay in my response. Further to our recent telephone conversation, I can comment as follows with regard to the above.

According to our archived files on this property, here is a brief précis of the Memorial's history, so that you are aware of the previous agreements that have been in place concerning its management.

The Falkland Memorial was one of the earliest properties given to The Trust on 9th March 1897; the Monument is to Lord Falkland and other royalists killed on the field at Newbury, and was erected by the Newbury Field Club in about 1876. The property has been managed since 1934 on an informal basis of exchange of letters by Newbury Borough Council, now District Council. This informal agreement does not include responsibility for repairs to the Monument, and I can confirm that The Trust would wish for the maintenance agreement for the land around the Memorial to continue. However, should any works be required to the Monument itself, then these would, as in the past, be carried out by The Trust.

In more recent years, a path was laid by the Council, with our consent, across this area of land; we would therefore consider the responsibility for the maintenance of the path to be the Council's. As previously, we would expect any improvements or alterations to the path to be approved by ourselves in writing in the first instance.

I trust that this is in order and would welcome any comments you care to make.

Yours sincerely

James Taylor MRICS
Land Agent

Newtown Road Cemetery
Newbury Town Council / Friends 6 monthly meeting
Tuesday 18th February 2020

Action Sheet v1 updated 20/02/2020

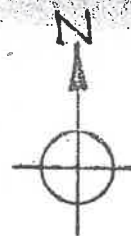
Item	Issue	Actions	who	when
Opening Hours	Recommendation that current hours, 10am to 3 pm are acceptable with suggestion that hours in the Summer months (April to October) be extended to 5 pm	Derek Bell, Continental Landscapes to consider this request and advise.	<i>DB/ DI</i>	<i>24/2</i>
Emergency information	New notices have been erected giving the Newbury Town Council 24 hr number, 07555 207946 as well as an alternative number should attendance to the Cemetery be needed.	Any incident to be recorded for future discussion.	<i>DI</i>	
Grounds Maintenance Contract	Overall satisfaction with outputs a discussion on the Wild flower areas and how to improve the flowering quality & range.	Derek Bell outlined the Contract requirement for the cemetery <i>The grass areas (excluding the Wildflower areas) are on a performance cut, growth 25mm to 60mm acceptable</i> <i>The Wildflower areas are on an April and October cut & remove rotation.</i> <i>The Contract calls for removal of dead flower from graves if not done so by Grave Owners.</i>	<i>DB</i>	
Wildflower areas	To cut clear the southern smaller area also we clear half the northern area to see if that can be improved	Derek Bell to advise NTC when the cut is due, NTC to advise the Friends in good time to be able to arrange Volunteers. After cut, the Friends will clear the southern site and half the northern site allowing the rest to remain as an experiment to see what effect this has on following growth.	<i>DB / NTC / Friends</i>	<i>01/10</i>

Item	Issue	Actions	who	when
War Graves	The Friends would with Volunteers sow Poppy seeds in the War Graves, these to be left to grow out	Derek Bell to advise Staff these are not to be mowed during the season. Friends to advise which graves to be left.	<i>DB / Friends</i>	<i>Ongoing</i>
Historic data collection	The Friends requested that 2 areas of ground be kept well mown to allow Volunteers access to the graves / headstones for data recording purposes.	The Plan make Appendix A indicates the areas to be close cut Derek Bell to advise Staff of the change of routine.	<i>DB / Friends</i>	<i>Ongoing through 2020</i>
Chapel	<p>Instruction to redecorate Chapel issued</p> <p>Funding for repairs outlined in Surveyors Report being sought</p> <p>Re-lamping & alternative heating unit being investigated</p>	<p>NTC to advise programme dates</p> <p>Please see below</p> <p>Part of NTC Energy Conservation project</p>	<i>DI</i>	<i>03/2021</i>
Outcome of Structural Survey of Chapel & surrounds	To carry out in order of priority works recommended by Structural Surveyor.	<p><i>2.2. The chapel is in sound structural condition but will require some ongoing maintenance in order to reduce the risk of deterioration.</i></p> <p><i>2.3. There are a number of slipped and broken slates to the roof, which will require replacing in the short-term to maintain weather tightness.</i></p> <p><i>2.4. There are some areas of the perimeter walling where masonry and pointing has deteriorated. Whilst structurally stable at present, repairs ought to be undertaken to reduce the risk of instability in the future.</i></p> <p><i>2.5. There is some deterioration to the mortar</i></p>	<i>DI / Jo L / James H.</i>	<i>3/2021</i>

Item	Issue	Actions	who	when
		<p><i>joints of the coping stones on the parapet walls at the front and rear of the chapel. These ought to be repointed in the short-term in order to maintain weather tightness.</i></p> <p><i>2.6. The gutters are full of debris and ought to be cleared out in the short-term.</i></p> <p><i>2.7. There is dampness and salts to the Bathstone at low level internally. The walls have been plastered with a hard-tanking plaster, which is starting to deteriorate. Re-plastering ought to be anticipated in the coming years.</i></p> <p><i>2.9. The gulley's to the rainwater goods are blocked and ought to be cleared out in the short-term to ensure that rainwater goods continue to function.</i></p>	Completed	
GIS based mapping	Up to date GIS based mapping with grave data annotation is being considered by NTC. Funding has been made available to investigate the potential	BS brought along his Large-scale maps with up to date manuscript amendments to the Plans. It was noted Ridge & Ptns (Chartered Surveyors) did the original large-scale maps. DI to contact Ridge & discuss the GIS potential & location of original mapping data		
Gravestones	<i>The graveyard has been in use for some time and a number of the gravestones are leaning and cracked. We are unsure as to the responsibility for the upkeep of these, but they ought to be assessed and the relevant persons notified in due course. It would be adequate at present to install warning signs noting the central risk of the gravestones.</i>	<p>Min of Justice Regulations (Managing the safety of Burial Ground Memorials) & the Local Authorities' Cemeteries Order 1977 (LACO)</p> <p>Instructions to be issued for Consultant Surveyor to carry out Survey & test to record a base datum for follow up examinations</p>	DI / Jo L.	03/2021

Item	Issue	Actions	who	when
Fire Risk	<i>There is no smoke detector or fire alarm fitted. As there is only one escape route and all areas of the chapel are visible, it is not considered necessary to install detectors from a life safety standpoint. The lack of alarm does however mean that, should a fire occur when the chapel is vacant, it would likely be some time before the alarm was raised meaning there is a risk to the property.</i>	Risk survey to be undertaken	DI / Jo L	
Security Risk	<i>There is no security system installed and the doors are only locked by way of a padlock. This means that there is a risk of forced entry, although given the lack of valuable items contained within the chapel, this may not be of concern. We would suspect the higher concern would be risk of vandalism or vagrancy. You ought to undertake your own risk assessment in this regard and install precautionary measures as appropriate.</i>	Insurance risk survey to be undertaken	DI / CS&FM	
Future use of Chapel	<p>Discussion on how the Chapel could be better used, School, interest groups, Exhibitions, Interpretive Centre?</p> <p>How should the Chapel be let?</p> <p>PR / Advertisement</p>	Discussion for future meetings		

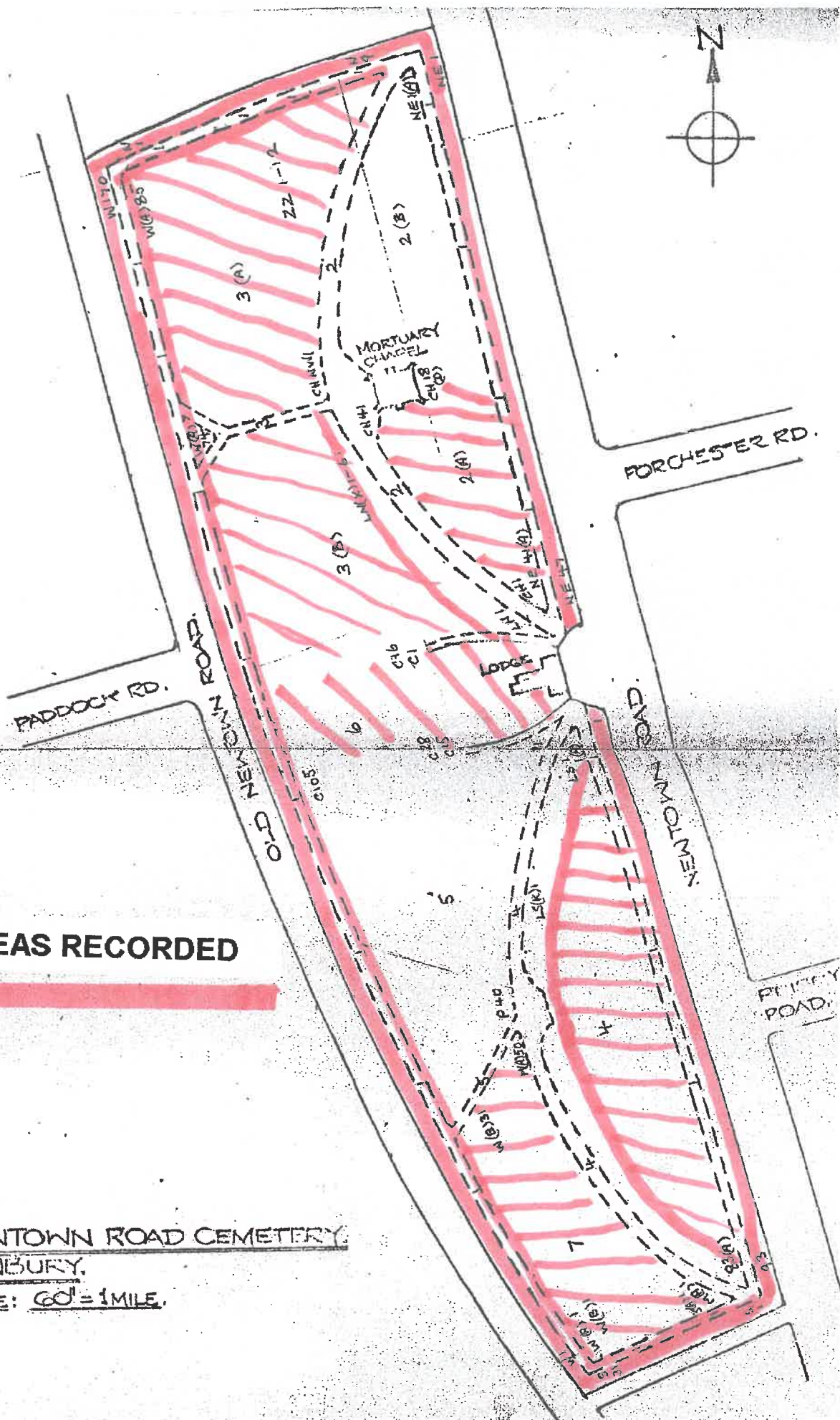
Item	Issue	Actions	who	when
Forwards Work Plan	<ol style="list-style-type: none"> 1. Bell – plan to put forward a proposal for Budget 2020/21 to reinstate the Chapel Bell 2. Earth closet – application to Faculty at Oxford Diocese - <i>Ecclesiastical Law and the Church of England</i> 3. External water standpipe installation 4. Investigate potential for alternative energy provision (solar or Wind power) 	<p>Costs to be sought for Budget purposes</p> <p>In contact with Liz Kitch - Oxford DAC Team re installation approvals</p> <p>Cost obtained & funded, await TWA approval for “Blue card” Operative to be able to connect mains.</p> <p>Cosmos Energy to carry out survey</p>		
Newbury Town Council Support	<p>Terms of Reference / Memorandum of Understanding</p> <p>Insurance</p> <p>PR / Advertising</p>	<p>NTC would draft a new Service Level Agreement between Friends Group & NTC outlining the rights reservation & responsibilities of each party for discussion.</p> <p>BS has submitted the current Policy Cover to NTC – confirmation that NTC have an agreement to cover the premium costs.</p> <p>Discussion to take place around increased support from NTC in advertising Group, activities, Volunteers & event days</p> <p>Signposting to Friends web site?</p>	<p>DI</p> <p>BS / BS</p>	<p>By July 2020</p>
Future Meetings	<p>Community Services Committee recommended 6 monthly meeting with the Friends and in the October meeting the Friend should make a Report to Committee outlining their activities for the previous year & ambitions for the coming year & support required from NTC</p> <p>.</p>	<p>Friends Group to consider Report to October Community Services Committee, written & presentation potential,</p> <p>Next NTC / Friends meeting suggests end August / beginning September 2020.</p>	<p>BS / RC / DI</p>	<p>Agree date by July 2020</p>



AREAS RECORDED



NEWTOWN ROAD CEMETERY
NEWBURY.
SCALE: 60" = 1 MILE.



Newbury Town Council

Work Programme for Community Services Meetings for the Municipal Year 2010/21

Meeting Date	Item
March 2020	Update Skyllings
	Update on Victoria Park café
	Greenham House Gardens update
	Update on Falklands Memorial land
	Update City Recreation ground
June 2020	Election of Chairperson and Vice-Chairperson
	Agree membership of each Community Services Working Group for the 2019/2020 municipal year
	Update on Victoria Park café
	Greenham House Gardens update
	Update on Falklands Memorial land
	Bylaws project
	Update City Recreation Ground Project
	Update on Market Consultation project
2020/21	
September 2020	
	Update on Community Cafe
	Update on Green Flag Award year 2
	Update on Newbury in Bloom / Britain in Bloom
	Update on Newtown Road Cemetery annual Friends Report
	Update on Allotment Stewards / Tenants meetings

Recommendation: To note and agree any other items that Members resolve to add to the Forward Work Programme

Newbury Town Council

Public Report

Community Services Committee, 16th March 2020

Agenda Item No 9

City Recreation Ground – Update

To note the work in progress following the outcome of the Public Consultation in respect of City Recreation Ground

Background:

A Report outlining the results of the Public Consultation, which closed on 28th February 2019, was presented to the Community Services Committee, 16th March 2019.

The Minutes noted:

The report on the outcome of the public consultation in respect of City Recreation Ground, as attached at appendix 5, was noted.

Officers are to prepare a long-term plan for the future of the City Recreation Ground, having regard to the outcome of the public consultation.

Objective

To ensure that any future planning and investment into City Recreation Ground has public participation and meets the residents' expectations.

Outcome:

The Consultation pointed to the following matters being of major importance to the Public:

- A. A safer and more secure Environment
- B. Enhanced facilities
- C. Playgrounds
- D. Other sports and Leisure
- E. Environmental
- F. No Change

Taking the feedback from the Consultation the attached matrix has been produced indicating the principal suggestions made by the Public. The matrix indicated the consideration given to each, interdependencies, such as competing for same space, and likely budgetary implications. This matrix is refined as work on the individual suggestions is progressed.

Reference to Council Strategy, where relevant

The Council Strategy includes the following objectives:

Provide outstanding parks, playgrounds and public spaces

Finalise plans for upgrades to the City Recreation Ground by January 2020

Upgrade City Recreation Ground according to agreed plans, including achieving Green Flag status, and as funding allows – 2020 to 2022

Updated position:

The Council have made provision to fund the major works as recommended by this Committee on 16th December 2019:

To approve the budget submission to Policy & Resources Committee for this project in a sum of £160,000 over a 3 fiscal year period 2020/21 to 2023/4 to enhance City Recreation ground in accord with the Plans submitted & cost Plan in appendix 6b subject to outcome of Public Consultation and fund being available in the following years from Section 106 or CIL funding allocations.

An allocation of £125,000 in the fiscal year 2020-2021 to be spent on the project.

Progress:

The Officers have now sought firm Bids for carrying out the works to provide additional play equipment, enhance footways, fitness track & equipment.

1. Orchard: with the assistance of the Green Spaces Working Group, Volunteers have already planted new fruit trees to enlarge the Community orchard on site with the inclusion of 15 new pear trees on 15th February 2020
2. Wildflower meadow: Instructions have been issued to Contractors to strip an area of the grass along the northern side of the ground in preparation for a Community wildflower planting day to be held on 21st March 2020
3. Quotations have been obtained to install a new DDA compliant Bottle fill fountain on the Changing Room wall. This installation is pending the Council's Insurers carrying out repairs to the damaged Changing Rooms roof & skylight.
4. Ground matting: Quotations have been received for the new pathways & play surfaces to be used as part of the enhancement project, recycled rubber material, sample attached, is proposed, Agriflex & Tigermulch. The cost is marginally better than traditional asphalt material.
5. Play equipment & fitness stations: Tenders for the new older children's play area are due for return on 22nd March 2020. The proposal will be scrutinised & subject to Members comments, this chosen plan will be subject to a Consultation exercise like that carried out at Skyllings
6. MUGA : subject to the removal of the MUGA in Skyllings, cost for the installation with new ground cover matting is being obtained as part of the Tender process (5) above.
7. Goal end: consideration is also been given to a second fixed younger children goal area opposite end to the MUGA, this allowing for all weather play for a mixed age range. These facilities will also support the expanded use of the football field in the current season.

The Council's Strategy proposal recommends that City Recreation Ground should be enhanced to allow an application for Green Flag status to be submitted, this is planned for 2021/22.

Recommendation:

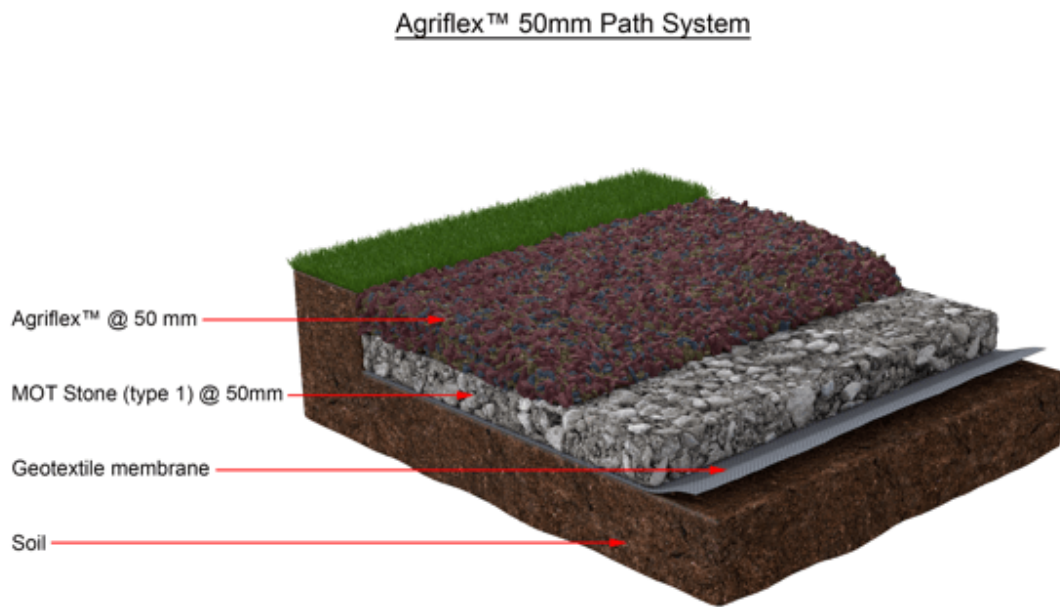
To note progress being made on this project.

Signed: David Ingram
Community Services Manager

3rd March 2020

WHAT IS AGRI-FLEX?

Agri-Flex is a 100% recycled rubber product that has been developed to be bound together with high-grade polymer resins to create a strong, durable and long lasting surface that resembles the look of aggregate and can be used within landscaping areas. It provides a resin bound stone effect. You can choose from a wide range of materials in a variety of colours. Based in Somerset, we serve commercial and residential customers in the South of England and across the UK. We can export our products across Europe.



Agri-Flex is ideal for tree pits and pathways. With great porosity, Agri-Flex retains oxygen and nutrients for the root system. It will not create trip points due to root heave and will not trap food or discarded sharp/broken glass. For pathways, it acts as a safer surface with excellent slip resistance. With Agri-Flex, there is no need for edges such as timber edges and pin kerbs that would only rot away.



Estimate

Star Rubber Environmental Ltd

Belmount House

Aller

Somerset TA10 0QN

Tel:01458253377 Fax-01458253375

DATE: March 11, 2020

Estimate No. 170220202CITY

FOR: James Heasman

Location: City Rec
Newbury

Groundworks and TigerMulch
City Rec quote 17th Feb 2020

Tel:

QTY	DESCRIPTION	Item	Unit Price	Total
75	Carry out groundworks to remove existing grass matting from a junior swing and extend the critical use area. Remove rubber matting from the double swing and a large rocker within the same park. Install MOT type one stone and compacted before installing a terram membrane. leave all edges clean and the area ready for installation of TigerMulch.	1	40	£3,000.00
75	Supply and install 75m2 at 50mm of Autumn Blend TigerMulch safer surfacing to an area of prepared groundworks.	1	58	£4,350.00
1	Security for 1 night whilst surfacing cures.	1	200	£200.00
				£0.00
	2 x swings, 1 x roundabout 1 x seasaw.			£0.00
	To be completed alongside the pathway project.			£0.00
Comments: The above price is based on the site having good clear access and security bunding or fencing to protect the new product until fully cured. Security and protection of the surface is the responsibility of Newbury Council Untill the surface is fully cured. Theabove price included a 2.5% Contractors Discount. Please note no retention is required due to the 5 year warrenty.				
Payment: 30 Days For further information, question or amendmets to this estimate we'd be happy to discuss. Please call 01458253377. With Thanks Star Rubber Enviromental Ltd.			SUBTOTAL	£7,550.00
			VAT	
			Rate(s)20%	1,510.00
			TOTAL	£9,060.00

General Terms

These terms and conditions are the trading conditions of Star Rubber Environmental Ltd. In these terms and conditions, the "Client" means the person placing the order with Star Rubber Environmental Ltd. Placement of an order following a estimate will be deemed to signify that the client has read and accepted these terms and conditions.

The price shown in the estimate is fixed for 60 days from the date of the estimate, providing it has not been previously withdrawn. Star Rubber Environmental Ltd reserve the right to apply addition charges for products, materials and services outside the specified work detailed in the estimate.

Unless otherwise stated, the estimate is priced on the assumption that the site has been prepared by the client, or their contractor, to Star Rubber Environmental Ltd's specification. Specifications are available on request. Lack of information can be no defence against the site not being adequate. Remedial work to bring the site up to the required standard will be charged at £750 per day of work required. A minimum of a whole day will be charged with fraction of days being charged at a whole day's rate.

The estimate assumes there is unrestricted lorry access, freely available, to a point within 30metres of the working area. Star Rubber Environmental Ltd reserves the right to amend the estimate if any of the above assumptions prove not to be correct.

Security

Unless stated in the estimate, the responsibility for excluding the public or other contractors from the work area and completed works rests with the client. During the curing process, any damage to the surface arising from unofficial access will be the responsibility of the client. The cost to repair any such damage will rest with the client and require a estimate specific to the necessary repair. Please note that as materials remain in the ownership of Star Rubber Environmental Ltd until full payment is complete, any such repair work will have to be carried out by Star Rubber Environmental Ltd unless payment is complete.

Reinstatement

Every effort is made to minimize damage to the provided access points and routes. Unless stated in the estimate, we have not included for reinstatement. It is assumed the client will provide adequate protection to access points and routes to minimize damage. We therefore reserve the right to apply a charge to any reinstatement work arising from a request by the client.

Payment

Payment of our products and services supplied on a credit account shall be due within 30 days from invoice date. For non credit account (new clients) payment shall be due pro-forma before delivery of our products and services after which an account can be set up. Late payment will be subject interest charged at 8% above the Bank of England base rate. Any costs associated with recovering subsequent debt will form part of that debt and will be claimed back from the client. All materials remain the property of Star Rubber Environmental Ltd until full payment is complete. No Retentions to be held due to a 5 year warranty given.

Confidentiality

Any information provided in the estimate, including these terms and conditions, should be treated as confidential. They are of a commercial sensitive nature, and should be treated and protected accordingly. Disclosure to any third party may only occur if our agreement in writing is obtained from Star Rubber Environmental Ltd.

Third parties

These terms and conditions only apply to the parties of this agreement. A person, who is not a party to this agreement, has no right to enforce any terms of this agreement. The warranty is to the original purchaser and may not be transferred.

Warranty

The warranty is for 5 years against faulty workmanship or defective materials. The warranty does not cover normal wear and tear, discoloured surfaces and other cosmetic issues. It does not include failures due to misuse or vandalism. The warranty is to the original purchaser only. The warranty does not affect your statutory rights.

Disputes

Disputes will be resolved between Star Rubber Environmental Ltd and the client. If any dispute continues for more than 28 days, either party may refer the dispute to an expert appointed by agreement of both parties. Such expert's decision shall be final and binding. This agreement and our contractual relationship will be governed by English Law.

Termination

If the client terminates and order, having issued it, Star Rubber Environmental Ltd reserve the right to recover from the client, any costs of ordered materials or other incurred costs associated with the contract.

Time and duration of work

Star Rubber Environmental Ltd will try and achieve dates specified by the client but they may not be liable to delays arising from weather and the knock on effect of their work schedule.

Liability

Star Rubber Environmental Ltd cannot be liable for claims arising due to negligence; or lack of action; by the client, following our work but before full payment.

Exact location of Training Buddies & signs to be confirmed on site.

Vehicle
Access

Training Buddies Circuit

- 8.Training Buddies - Pull Up (Red)
- 9.Training Buddies - Horizontal Pull Up (Red)
- 10.Training Buddies - Tricep Dip (Red)
- 11.Training Buddies - Squat (Red)
- 12.Training Buddies - Sit Up (Red)



Important note:
Equipment positioning is subject to receiving service plans (gas/electric/water/phone, etc).
Please consult your Playdale Area Sales Manager and visit www.livestatsbeforeudig.co.uk for further details.

CLIENT APPROVAL	
NAME	
SIGNATURE	
DATE	



Our new steel in the ground fixing system offers superior guarantees
Ask your Area Manager for more information

Newbury Town Council - City Recreation Ground

Scheme No: 21501/BER Date: 03/03/2020 Drawn by: RG Scale: 1:500@A2

All plans are to scale unless otherwise stated. Artists impressions are provided as a visual only and may not accurately represent the layout of the finished site.
All plans, quotations and correspondence between Playdale and the addressee are to remain strictly confidential between those parties only. Playdale reserve the right to make modification in design and specification.



www.playdale.co.uk
f t y



AREA 1



2.Rota Bounce

3.Board Rider

4.City Shuffle Bars

5.City Swinging Steps

6.City Rubber Step 1 No.

7.Swing Barrier (No Infill)

Newbury Town Council

Public

Report to:

Community Services Committee – 16th March 2020

Agenda Item No 10 – Skyllings Play area improvement

To approve the issue of instructions to progress the replacement play equipment project in Skyllings

Background

At the Community Services Committee on 23rd September the Committee resolved:

To remove the current MUGA play equipment and, having a full consultation with residents to look at options and budgets going forward.

The Community Services Manager to prepare an action plan with timescales that are realistic and achievable for the next CS Committee meeting in 16 December 2019.

Objective

In line with the Councils 10 year rolling Playground improvement plan to investigate the options for remodelling the Play area with a view also to mitigate the impact of the Play area noise generation on residents

Options

Financial and Legal implications

Budget provision has been made for this project alongside the upgrade of City Recreation ground where the MUGA will be reused.

Reference to Council Strategy, where relevant

The Council Strategy includes the following objectives:

Provide outstanding parks, playgrounds and public spaces

From April 2020, to ensure safety and quality, start implementation of long-term rolling plans for:

a) the refurbishment / replacement of playground and other park equipment when it reaches the end of its life

Equality and Diversity impacts

It was considered and agreed that this area should continue to be play space, the new facilities should look at enhancement of physical exercise, enjoyment and ability skills for a mixed age group and to encourage girls to make more use of the play area.

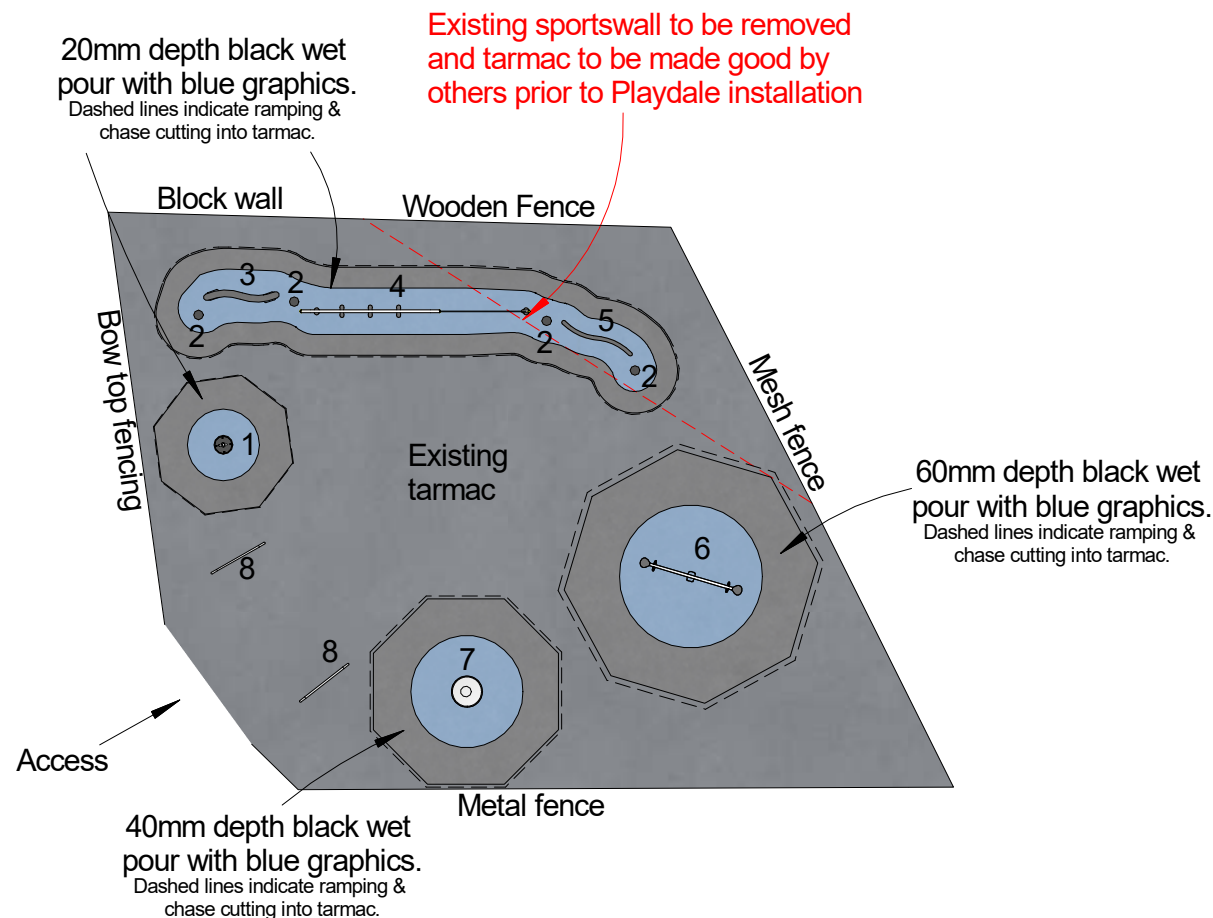
Consultation: A consultation exercise has been put in hand with over 75 letters hand delivered to addresses in Skyllings & Walton Way. The responses can be returned either in manuscript format or by Town Council website. The closing date has been set for Sunday 22nd March 2020. To date there have been 3 manuscript returns and 12 electronic returns. Overall supportive of the project.

One additional issue that has been raised is the need to replace the boundary fence separating the Play area from the Walton Way car park. This will be addressed.

Recommendation(s)

To approve the option for the future development of the Skylling play area as set out in Appendix, 6.1, subject to competitive costings being obtained within the approved Budget provision and there being a majority of responses in favour with no significant adverse comments.

Signed: David Ingram, Community Services Manager
5th March 2020



Equipment Key

1. Spinner
2. City Rubber Step 1 No.
3. City Wobble Board
4. City Combo 1 (SS/RW)
5. City Balance Beam
6. Rota Bounce
7. Gravity Bowl
8. Swing Barrier (No Infill)

CLIENT APPROVAL

NAME	
SIGNATURE	
DATE	

Important note:

Equipment positioning is subject to receiving service plans (gas/electric/water/phone, etc).
Please consult your Playdale Area Sales Manager and visit www.linesearchbeforeudig.co.uk for further details.

Newbury Town Council - Skyllings Playground

Scheme No: 21101/BER Date: 04/11/2019 Drawn by: ES Scale: 1:200@A4

All plans are to scale unless otherwise stated. Artists impressions are provided as a visual only and may not accurately represent the layout of the finished site.
All plans, quotations and correspondence between Playdale and the addressee are to remain strictly confidential between those parties only.
Playdale reserve the right to make modification in design and specification.

Playdale
Playgrounds

Newbury Town Council

Public

Report to:

Community Services Committee – 16th March 2020

Agenda Item No 11 – Public Spaces Protection Order (PSPO) in Newbury town centre

To agree the Council's consultation response to the initial West Berkshire Council Public Consultation on this new Order proposal.

Background

West Berkshire Council is looking to introduce a new Public Spaces Protection Order (PSPO) for Newbury town centre. PSPOs allow the council to place restrictions on certain behaviour in an area, to make sure that everyone can feel safer and enjoy public spaces.

People who live, visit or work in Newbury town centre are being asked to take part in a consultation on the order to help reduce incidents of anti-social behaviour in the town centre.

The proposal is to put restrictions on street drinking?? and anti-social behaviour. Failing to comply with the PSPO is a criminal offence which could result in a Fixed Penalty Notice of up to £100 or a fine of up to £1,000 if prosecuted.

The consultation will be live between 24 February and 6 April 2020. The initial findings from the consultation will be taken to the Building Communities Together Partnership on 21 April 2020, for a recommendation on the final decision. It is expected that the final decision will be made by 14 July 2020. A full report on the consultation will be published on www.westberks.gov.uk/psponewbury.

A map of the proposed 'restricted area' to be covered by the PSPO is attached.

Take part in the consultation at www.westberks.gov.uk/psponewbury

Objective

To inform Members of the proposal & to discuss the impact it may have on Newbury Town Council managed land at both Victoria Park & Lock Island.

To make comment, if appropriate, to the Consultation.

Reference to Council Strategy, where relevant

The Council Strategy includes the following objectives:

The Town Council 2019 Strategy document has as one of its objectives:

Help make Newbury a unique, welcoming, safe and well cared for town

Equality and Diversity impacts

This proposal will have universal impact.

Consultation

The Chief Executive & Community Services Manager met with both Alex O'Connor, Senior Community Coordinator – Resolutions for West Berkshire Council & Mark Tucker, Neighbourhood, Problem solving and Safeguarding Inspector, Thames Valley Police to discuss some of the feedback from Members.

Members questions covered 3 broad areas:

1. Geography – The proposal is to cover the Town Centre and as such the map provided covers areas of the Town Centre where incidents have historically been recorded. This includes Victoria Park & Lock Island. The area beyond these has been considered, they are however not historically subjected to the same volume of incident and need also to be considered as dispersal areas adjacent to those from which the Order can be used.
2. Operations: it is intended that the management of the Order is solely the responsibility of Thames Valley Police. There is no intention to draft Officers of West Berkshire Council into enforcement. This is to ensure consistency of the use of these powers
3. Use: this Order is a proactive measure to allow Police Officers to disperse individuals and or groups who are the cause of anti-social behaviour in the designated areas. These power are to supplement the non-Drinking powers which allow Officers to seize alcohol containers in the Town Centre where these are a contributory factor to such behaviour. Taken together these powers will result in both confiscation and dispersal of offenders, which is currently not the case. The Order would allow the Police to proactively manage antisocial behaviour by dispersal rather than by reactive enforcement.

Recommendation(s)

To invite both Alex O'Connor & Mark Tucker to take question from Members present.

To approve, if required, the submission of a Town Council response to the Consultation.

Signed: David Ingram, Community Services Manager
9th March 2020

Newbury Town Council

Public

Report to:

Community Services Committee – 16th March 2020

Agenda Item No 12 – Market Consultation

To approve the engagement of a specialist Market Consultant to review Markets in Newbury & to put forward comprehensive recommendation for a Strategy & way forward.

Background

As with several traditional markets, numbers of stalls attending Newbury market has been fluctuating despite significant investment in advertising and encouragement. The Chair of the Thames Valley Farmers market also report a slump in attendance.

It is acknowledged that the period after Christmas through to Easter (Kipper period) traditionally sees a reduction, the last year did not see a significant upturn in the subsequent months.

Several regional markets have undergone a review, Basingstoke, Winchester, Bracknell amongst these to look for an operating model to assist growth in trading.

The NAMBA Health check 2018 recommended that among other matters:

More involvement with the Newbury BID – it was agreed that we would continue to invite a BID representative to the meetings in the future and hope, moving forward, some joint events could be held.

At the Community Services Committee September 23rd, 2019, it was resolved:

That Council's Officers with Members support, work with interested parties to develop a Newbury-wide Market strategy to support the Council's vision of Newbury Markets.

Objective

To agree a Brief to take forward to achieve the objectives set out in the Council new Strategy.

To seek independent professional support to provide advice, options and an implementation strategy for Newbury Markets.

Options

If we don't act the market is unlikely to improve going forward.

Expert advice should provide options, including working with the BID, to plan/improve the future of all our markets in Newbury.

Financial and Legal implications

Budget provision has been made for this project subject to agreement with Newbury BID to share costs.

Reference to Council Strategy, where relevant

The Council Strategy includes the following objectives:

The Town Council 2019 Strategy document has as one of its objectives:

Help make Newbury a unique, welcoming, safe and well cared for town

B. Run vibrant charter and farmers' markets

1.B.1: By end 2020, develop a new, coherent strategy for town's Charter, Farmers' and Artisan markets with Newbury BID and other invited bodies

Equality and Diversity impacts

It was considered and agreed that a vibrant lively Market would be of universal benefit to both Newbury residents & visitors, as well as market traders and town centre businesses.

Consultation

Having Consulted the Newbury BID, a Brief was drawn up (Appx 7.1) and sent out to Market Management specialist for consideration. Tenders are due for return on 20th March 2020

Recommendation(s)

To approve the appointment of a Market Consultant with the Newbury BID to reviewed current markets, set out options & recommendation for a new Strategy going forward to improve enhance and grow market provision in Newbury.

Signed: David Ingram, Community Services Manager
5th March 2020



Markets in Newbury

Review & Strategy Action Planning 2020

Introduction: Newbury has several market & market type activities from the Thursday / Saturday Charter Market, Artisan Market, Farmers Market to one-off specific events in and around the Town Centre.

The Market Place, the traditional location was once the focus of the Town, shops such as Daniels attracting footfall. The current Local Plan shows this as now being a Food / Pub / Leisure area which has changed the footfall pattern.

The Kennet Centre is currently in limbo, the new Market Street development will take 2/3 years to complete.

The opening of Parkway Shopping Centre in 2010? with underground parking has moved the flow of pedestrian footfall away from the Market Place area.

Shopping habits and access to the Town Centre has also changed over the years.

Purpose: To review Market trading activity in Newbury Town Centre, to seek to gauge Shoppers' views on Market Trading, to investigate opportunities & threats, to offer advice on solutions, to offer a comprehensive action plan, suggesting outcomes to support a thriving Newbury Market culture.

Additional considerations: To consider options for managing, marketing, promoting & encouraging both Traders & shoppers to engage in Newbury Markets.

To increase footfall through the Town for the benefit of all Retail Traders.

To encourage a healthier lifestyle by purchase of fresh food & ingredients

To suggest ways in which the markets might exploit modern shopping trends, such as online shopping, click and collect and social media to facilitate shoppers and grow the markets

Stakeholders: Newbury Town Council, Newbury BID, West Berkshire Council, Economic Development Forum.

Interested parties: Market Traders, Parkway Shopping Centre, Kennet Centre, Thames Valley Farmers' Markets.

Target audience: Newbury Shoppers, Coach Operators, Casual visitors (historic town), Canal users, Town Centre Employees (offices), Town Centre residents (housing units).