

9th September 2025

To: Cllrs: Vera Barnett, Nigel Foot, Chris Hood, Roger Hunneman, Ian Jee, David Marsh, Vaughan Miller, Sarah Slack, Meg Thomas and Martha Vickers.

Substitutes: All remaining Council Members.

Dear Councillor(s)

You are required to attend a meeting of the **Community Services Committee** to be held in the Council Chamber, Town Hall, Market Place, Newbury RG14 5AA, on **Monday 15th September 2025 at 7.30pm**. This meeting is open to the Press and Public and will be streamed and recorded via Zoom:

<https://us02web.zoom.us/j/84977316336?pwd=ebFRQ4joVBI2hMgW929DM1MTsVMp7S.1>

Meeting ID: 849 7731 6336

Passcode: 506121

Yours sincerely,



Martin Kavanagh
Services Delivery Manager

AGENDA

1. Apologies for Absence
Services Delivery Manager

2. Declarations of Interest and Dispensations
Chair

To receive: any declarations of interest relating to business to be conducted in this meeting and confirmation of any relevant dispensations.

3. Approval of previous Meeting Minutes (Appendix 1)
Chair

To approve: the minutes of the Community Services Committee Meeting held on Monday 14th July 2025

4. Officer's report on actions from previous meeting (Appendix 2)
Service Delivery Manager

To receive: actions report

5. Questions and Petitions from Members of the Public

Chair

Questions must be submitted to the Services Delivery Manager by 2.00 pm on Friday 12th September 2025

6. Members' Questions and Petitions

Chair

Questions to be submitted to the Services Delivery Manager by 2.00 pm on Friday 12th September 2025

7. Annual Budget, Quarterly Monitoring, Summary Report (Appendix 3)

Service Delivery Manager

To receive: the financial year budget report

8. Victoria Park Projects Sub-Committee, Recommendations & Report (Appendix 4)

Chair

Recommendations

To approve: the VPPSC recommendations for the Café and Football Options

To consider: adopting the Training Bike Track Project for City Rec

Report

To note: the projects pipeline also includes Boules in Victoria Park

To note: the latest VPPSC Café report and updated project plan

To note: Park Run pilot event success and formal start date of 27th September 2025

9. Market Working Group (Appendix 5)

Chair

To note: minutes of 7th August 2025 meeting

10. Green Spaces Working Group (Appendix 6)

Chair

To note: the latest series of meeting minutes

11. Forward Work Programme (Appendix 7)

Chair

To note the programme and consider any essential works for consideration for the programme going forward, which is likely to include works for consideration in the next financial year

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**MINUTES OF A MEETING OF THE COMMUNITY SERVICES COMMITTEE
HELD IN THE COUNCIL CHAMBER, TOWN HALL, MARKET PLACE, NEWBURY
ON MONDAY 14th JULY 2025 AT 7.30PM**

PRESENT

Councillors: Vera Barnett, Nigel Foot, Roger Hunneman, Ian Jee, David Marsh, Vaughan Miller, Sarah Slack, and Martha Vickers.

In Attendance

Martin Kavanagh, Services Delivery Manager

Neil Cook – Aero Consulting P/T from 20:00hrs

1. APOLOGIES FOR ABSENCE

Services Delivery Manager

Cllr Meg Thomas & Cllr Chris Hood

2. DECLARATIONS OF INTEREST AND DISPENSATIONS

Services Delivery Manager

The Services Delivery Manager declared that Councillors Nigel Foot, David Marsh & 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.

3. APPROVAL OF PREVIOUS MEETING MINUTES

Chair

PROPOSED: Cllr Martha Vickers

SECONDED: Councillor Vaughan Miller

RESOLVED: That the minutes of the meeting of the Community Services Committee held on Monday 10th March 2025 are approved and signed by the Chairperson.

4. QUESTIONS AND PETITIONS FROM MEMBERS OF THE PUBLIC

Services Delivery Manager

There were no questions received.

5. MEMBERS' QUESTIONS AND PETITIONS

Various Members

Cycle rack near VP Café /Kiosk – what remedial works do we have planned? Cllr Vickers.

RESPONSE: following the temporary repairs we have new like for like structures on order; these are planned to be replaced promptly once received.

Roll Out of Plastic Free Policy, beyond CS activities? Cllr Vickers

RESPONSE: it is confirmed that the Civic team will also roll out this CS initiative.

Barns Crescent hedge, needs attention / cutting back?

RESPONSE: this is not a NTC Asset but a private dwelling. However, we will write to homeowner and ask them to attend to the hedge.

City Recreation Ground, Polite notices please to remind users to be mindful not to cause ASB and respect neighbouring occupants rights to “quiet enjoyment” in their homes.

RESPONSE: ASB is a Police issue not NTC issue, however officers will work with Cllrs to provide polite notices for the bench area causing the nuisance. Cllr Moore.

6. WEST BERKSHIRE DISTRICT COUNCIL: SERVICES DEVOLUTION

Chair

To Note: Cllr Nigel Foot declared a conflict of interest and removed himself from all aspects of this agenda item.

Newbury Library, clarification required regarding costs of extended operational hours specifically around revision times for GCSE's

Bus Shelters, officers to review and report on the opportunity to acquire bus shelters within our parish boundary. We have no desire at this time to ask WBC for maintenance assistance to our current stock of Bus Shelters, however.

Dog Poo and Litter bins, officers to review and report on target bins for potential devolvement to NTC, assuming the same devolution commercial terms are available.

Remaining items: we have no appetite to progress with the other opportunities offered at this time as we are happy with the minimum statutory standard or carry out those services in house already (e.g. tree surveys/reports, litter and waste bins, and bus shelters.

PROPOSED: Cllr Vaughan Miller

SECONDED: Cllr Roger Hunneman

RESOLVED: to report to the next Full Council meeting of Monday 20th October 25.

7. SERVICES DELIVERY MANAGER'S REPORT*Services Delivery Manager*

The contents of the Services Delivery Manager's report were noted.

8. CEMETERY WORKING GROUP*Chair*

RESOLVED: The first meeting of this working group to take place in August 25. SDM to arrange.

9. MARKET WORKING GROUP*Chair*

NOTED: Market Working Group minutes of March 2025.

10. GREEN SPACES WORKING GROUP MINUTES*Chair*

NOTED: Minutes of meetings from March through to date were noted and Cllr Ian Jee commented on the significant work carried out through this period not only for Newbury in Bloom, but also Thames & Chiltern in Bloom.

11. FRIENDS OF NEWTOWN ROAD CEMETERY REPORT (Discussed between items 5 & 6)

Maureen Hudd – Chair FNRC

PROPOSED: Cllr Vaughan Miller

SECONDED: Cllr Sarah Slack

RESOLVED: SDM & Maureen Hudd to provide a project plan, including financial review for multiple small projects and one medium size project at this cemetery site. Note the first project to be completed by August 25 – funding already in place.

12. COMMUNITY SERVICES COMMITTEE 24/25 FORWARD WORK PROGRAMME

The Forward Works Programme was noted with the following actions.

- Officers to keep Cllr Foot updated with devolvment issues/progress for the peace garden Action SDM
- Hutton Close Working Group to be formed with officer support:
 - Members are Clay Hill Members Ian Jee, Nigel Foot, Chris Hood/Pam Lusby
 - Remit To review the current consultation issues raised and explore and recommend new options for the recreation ground

PROPOSED: Cllr Vaughan Miller

SECONDED: Cllr Vera Barnett

13. EXCLUSION OF THE PRESS AND PUBLIC

Chair

PROPOSED: Cllr Vaughan Miller

SECONDED: Cllr Nigel Foot

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

14. VICTORIA PARK CAFÉ PROJECT UPDATE

Services Delivery Manager & Project Manager

The minutes of the Victoria Park Projects Sub Committee and next steps and estimated timescales were noted. Cllr Sarah Slack requested that officers investigate grants via the Police and Crime Commissioner.

15. GROUNDS MAINTENANCE CONTRACT REVIEW

Services Delivery Manager

PROPOSED: Cllr Nigel Foot

SECONDED: Cllr Ian Jee

RESOLVED: To endorse the continuance of the current contract.

There being no other business, the chairperson thanked all those in attendance and declared the meeting closed at 21:49.

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OFFICER REPORT ON ACTIONS FROM PREVIOUS MEETING**Cycle Rack Near VP Café /Kiosk**

New racks will be in place in the next 4 to 6 weeks

Roll Out Of Plastic Free Policy

The Civic team have confirmed they have now implemented the policy across their activities except targeted events (weddings and Birthday parties).

Barns Crescent Hedge

The bird nesting season is now over so we will approach the private dwelling and seek their commitment to not impede the access footway.

City Recreation Ground

Bench notices regarding late evening noise levels causing complaints, four examples of types of notices offered for consideration by Cllrs Moore & Miller.

Cemetery Working Group

On hold pending EMR re-allocation decision. To be reviewed once the decision is made by P & R.

Wharf Peace Garden

There has been little change to the peace garden area except:

1. Repositioning of the Waste and Recycling Bins & Dog Waste Bin
2. NTC car parking spaces have been handed back to us, however access is extremely difficult due to their being insufficient turning circle to access the two bays. It is only possible to park one car safely currently.

Hutton Close Working Group Formation

This group will have its inaugural meeting following the end of the holiday period and before annual budgeting commences. SDM to agree initial date with members by third week September 2025.

Detailed Income & Expenditure by Budget Heading 31/08/2025

Month No: 5

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
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Executive Summary

All cost centre expenditure is within budget except the 89% figure for Flowers / Baskets. This is due to Apl and Oct invoicing and the 89% refers to April through to September planned expenditure only.

290 Town Hall

1077	Precept Reallocation	0	64,227	128,453	64,227			50.0%	
1270	Income - Suite Lease	1,703	6,982	30,000	23,018			23.3%	
1271	Income - Suite Deposits fm 503	0	4,500	0	(4,500)			0.0%	
1280	Income - Chamber Hire	433	1,252	11,000	9,748			11.4%	
1998	Income - Electricity Outage	0	190	0	(190)			0.0%	
Town Hall :- Income		2,136	77,150	169,453	92,303			45.5%	0
4045	Salary Reallocation	6,332	28,714	64,859	36,145	36,145		44.3%	
4255	Professional Fees	0	0	3,120	3,120	3,120		0.0%	
4317	2024/25 Purchase Orders	0	15,000	0	(15,000)	(15,000)		0.0%	15,000
4402	Lettings - Agent Fees	142	582	4,000	3,418	3,418		14.6%	
4403	Lettings - Deposits Returned	0	5,138	0	(5,138)	(5,138)		0.0%	
4404	Lettings - Suite Lease Costs	0	6,916	7,752	836	836		89.2%	
4405	Rates - NTC	0	12,027	12,026	(1)	(1)		100.0%	
4407	Gas	99	948	4,000	3,052	3,052		23.7%	
4410	Water	33	639	578	(61)	(61)		110.6%	
4413	Electricity Empty Suites	289	769	0	(769)	(769)		0.0%	
4415	Electricity NTC Main Contract	235	7,073	30,003	22,930	22,930		23.6%	
4425	Repairs and Maintenance	212	4,639	17,000	12,361	1,800	10,561	37.9%	
4428	Health & Safety Compliance	0	4,765	10,000	5,235	5,235		47.6%	
4431	Town Hall cleaning contract	1,776	8,881	20,347	11,466	11,466		43.6%	
4432	Housekeeping	706	757	2,000	1,243	1,243		37.8%	
4440	Fire Extinguishers	0	542	820	278	278		66.1%	
4445	Security	0	296	700	404	404		42.3%	
Town Hall :- Indirect Expenditure		9,824	97,686	177,205	79,519	1,800	77,719	56.1%	15,000
Net Income over Expenditure		(7,688)	(20,537)	(7,752)	12,785				
6000	plus Transfer from EMR	0	15,000	0	(15,000)				
Movement to/(from) Gen Reserve		(7,688)	(5,536)	(7,752)	(2,216)				

Detailed Income & Expenditure by Budget Heading 31/08/2025

Month No: 5

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>291 Town Hall Projects</u>								
1077 Precept Reallocation	0	22,875	45,750	22,875			50.0%	
Town Hall Projects :- Income	0	22,875	45,750	22,875			50.0%	0
4320 TH Office Move & Refurb	0	0	15,750	15,750		15,750	0.0%	
4321 Town Hall Roof	133	12,164	0	(12,164)	2,225	(14,389)	0.0%	12,164
4322 Town Hall Responsive Repairs	0	0	30,000	30,000		30,000	0.0%	
Town Hall Projects :- Indirect Expenditure	133	12,164	45,750	33,586	2,225	31,361	31.5%	12,164
Net Income over Expenditure	(133)	10,711	0	(10,711)				
6000 plus Transfer from EMR	133	12,164	0	(12,164)				
Movement to/(from) Gen Reserve	0	22,875	0	(22,875)				
<u>295 Weddings</u>								
1077 Precept Reallocation	0	4,796	9,591	4,796			50.0%	
1280 Income - Chamber Hire	0	1,595	3,850	2,255			41.4%	
Weddings :- Income	0	6,391	13,441	7,050			47.5%	0
4045 Salary Reallocation	911	3,268	9,321	6,053		6,053	35.1%	
4275 Advertising General	0	299	2,000	1,701		1,701	14.9%	
4340 Weddings expenditure	0	0	420	420		420	0.0%	
4341 Wedding Licence EMR	0	2,532	1,700	(832)		(832)	148.9%	832
Weddings :- Indirect Expenditure	911	6,099	13,441	7,342	0	7,342	45.4%	832
Net Income over Expenditure	(911)	292	0	(292)				
6000 plus Transfer from EMR	0	832	0	(832)				
Movement to/(from) Gen Reserve	(911)	1,124	0	(1,124)				
<u>300 Newtown Road Cemetery</u>								
1077 Precept Reallocation	0	28,137	56,254	28,117			50.0%	
Newtown Road Cemetery :- Income	0	28,137	56,254	28,117			50.0%	0
4045 Salary Reallocation	962	4,247	9,845	5,598		5,598	43.1%	
4317 2024/25 Purchase Orders	0	5,040	0	(5,040)		(5,040)	0.0%	5,040
4405 Rates - NTC	0	574	750	176		176	76.5%	
4415 Electricity NTC Main Contract	31	215	500	285		285	43.0%	
4425 Repairs and Maintenance	0	90	4,000	3,910	2,280	1,630	59.3%	
4430 Maint. Contracts	3,022	15,108	36,309	21,201		21,201	41.6%	
4435 Maint. Contracts Unscheduled	0	0	1,200	1,200		1,200	0.0%	
4436 Headstone Survey	0	0	500	500		500	0.0%	

Detailed Income & Expenditure by Budget Heading 31/08/2025

Month No: 5

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4440 Fire Extinguishers	0	63	150	87		87	42.0%	
4515 Tree Works	0	0	2,100	2,100		2,100	0.0%	
4540 NRC Composting Toilet (25%)	0	0	400	400		400	0.0%	
4545 Redecoration of Chapel	0	0	500	500		500	0.0%	
Newtown Road Cemetery :- Indirect Expenditure	4,015	25,338	56,254	30,916	2,280	28,636	49.1%	5,040
Net Income over Expenditure	(4,015)	2,799	0	(2,799)				
6000 plus Transfer from EMR	0	5,040	0	(5,040)				
Movement to/(from) Gen Reserve	(4,015)	7,839	0	(7,839)				
<u>305 Shaw Cemetery</u>								
1077 Precept Reallocation	0	44,015	87,890	43,875			50.1%	
1300 Income - Cemetery	1,695	12,626	68,672	56,046			18.4%	
1996 Income - Memorial Plaques	0	250	0	(250)			0.0%	
Shaw Cemetery :- Income	1,695	56,891	156,562	99,671			36.3%	0
4517 Lime Trees - Pollard	0	0	2,500	2,500		2,500	0.0%	
Shaw Cemetery :- Direct Expenditure	0	0	2,500	2,500	0	2,500	0.0%	0
4045 Salary Reallocation	2,631	11,617	26,946	15,329		15,329	43.1%	
4249 IT - Cemeteries	0	1,317	1,923	606		606	68.5%	
4265 Subscriptions	0	270	480	210		210	56.3%	
4317 2024/25 Purchase Orders	0	0	0	0	635	(635)	0.0%	
4400 Rent Payable	0	667	1,000	333		333	66.7%	
4405 Rates - NTC	0	4,042	4,320	278		278	93.6%	
4410 Water	(2,199)	6,916	4,500	(2,416)		(2,416)	153.7%	
4415 Electricity NTC Main Contract	48	338	4,000	3,662		3,662	8.5%	
4425 Repairs and Maintenance	107	1,466	6,968	5,502	20	5,482	21.3%	
4428 Health & Safety Compliance	0	114	800	686		686	14.3%	
4430 Maint. Contracts	8,050	40,248	96,639	56,392		56,392	41.6%	
4435 Maint. Contracts Unscheduled	0	668	3,000	2,332		2,332	22.3%	
4440 Fire Extinguishers	0	126	210	84		84	60.0%	
4515 Tree Works	0	0	3,276	3,276		3,276	0.0%	
Shaw Cemetery :- Indirect Expenditure	8,636	67,788	154,062	86,274	655	85,619	44.4%	0
Net Income over Expenditure	(6,941)	(10,897)	0	10,897				
<u>306 Shaw Cemetery Projects</u>								
4776 Shaw Cemetery Land Survey	0	620	0	(620)		(620)	0.0%	620
Shaw Cemetery Projects :- Direct Expenditure	0	620	0	(620)	0	(620)		620
Net Expenditure	0	(620)	0	620				
6000 plus Transfer from EMR	0	620	0	(620)				
Movement to/(from) Gen Reserve	0	0	0	0				

Detailed Income & Expenditure by Budget Heading 31/08/2025

Month No: 5

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
310 Markets								
1077 Precept Reallocation	0	5,107	10,214	5,107			50.0%	
1320 Income - Market	3,316	16,505	42,500	25,995			38.8%	
Markets :- Income	3,316	21,612	52,714	31,102			41.0%	0
4045 Salary Reallocation	1,777	7,848	18,198	10,350		10,350	43.1%	
4265 Subscriptions	0	484	460	(24)		(24)	105.2%	
4266 Licence	90	165	190	25		25	86.8%	
4275 Advertising General	200	285	2,700	2,415	85	2,330	13.7%	
4360 Market Management	1,300	6,500	17,500	11,000		11,000	37.1%	
4361 Market bank costs	19	95	250	155		155	37.9%	
4405 Rates - NTC	0	3,444	3,616	172		172	95.2%	
4415 Electricity NTC Main Contract	66	448	1,300	852		852	34.4%	
4425 Repairs and Maintenance	0	0	8,500	8,500		8,500	0.0%	
Markets :- Indirect Expenditure	3,452	19,268	52,714	33,446	85	33,361	36.7%	0
Net Income over Expenditure	(137)	2,345	0	(2,345)				
315 War Memorial								
1077 Precept Reallocation	0	3,802	7,604	3,802			50.0%	
War Memorial :- Income	0	3,802	7,604	3,802			50.0%	0
4045 Salary Reallocation	325	1,435	3,304	1,869		1,869	43.4%	
4425 Repairs and Maintenance	255	690	2,300	1,610		1,610	30.0%	
4850 Sinking Fund	0	0	2,000	2,000		2,000	0.0%	
War Memorial :- Indirect Expenditure	580	2,125	7,604	5,479	0	5,479	27.9%	0
Net Income over Expenditure	(580)	1,677	0	(1,677)				
320 Footway Lighting								
1077 Precept Reallocation	0	18,264	36,528	18,264			50.0%	
Footway Lighting :- Income	0	18,264	36,528	18,264			50.0%	0
4045 Salary Reallocation	440	1,941	4,528	2,587		2,587	42.9%	
4414 Electricity Footpaths fm 0425	(1,259)	2,045	19,000	16,955		16,955	10.8%	
4425 Repairs and Maintenance	0	2,537	13,000	10,463		10,463	19.5%	
4855 Street Lighting Upgrade	3,210	3,210	0	(3,210)		(3,210)	0.0%	3,210
Footway Lighting :- Indirect Expenditure	2,390	9,733	36,528	26,795	0	26,795	26.6%	3,210
Net Income over Expenditure	(2,390)	8,531	0	(8,531)				
6000 plus Transfer from EMR	3,210	3,210	0	(3,210)				
Movement to/(from) Gen Reserve	819	11,741	0	(11,741)				

Detailed Income & Expenditure by Budget Heading 31/08/2025

Month No: 5

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>325 Clock House</u>								
1077 Precept Reallocation	0	2,828	5,656	2,828			50.0%	
Clock House :- Income	0	2,828	5,656	2,828			50.0%	0
4045 Salary Reallocation	204	900	2,049	1,149		1,149	43.9%	
4415 Electricity NTC Main Contract	119	624	1,850	1,226		1,226	33.7%	
4425 Repairs and Maintenance	250	500	900	400		400	55.6%	
4428 Health & Safety Compliance	0	0	400	400		400	0.0%	
4430 Maint. Contracts	38	190	457	267		267	41.6%	
Clock House :- Indirect Expenditure	611	2,214	5,656	3,442	0	3,442	39.1%	0
Net Income over Expenditure	(611)	614	0	(614)				
<u>330 Street Furniture</u>								
1077 Precept Reallocation	0	7,441	14,881	7,441			50.0%	
1605 Income - Clear Channel (INC)	0	0	63,000	63,000			0.0%	
1995 Income - Street Furniture	0	515	0	(515)			0.0%	
Street Furniture :- Income	0	7,956	77,881	69,926			10.2%	0
4045 Salary Reallocation	459	2,025	4,721	2,696		2,696	42.9%	
4111 Bus Shelter Provision & Maint	0	0	63,000	63,000		63,000	0.0%	
4425 Repairs and Maintenance	0	3,863	6,000	2,137	714	1,423	76.3%	
4460 Grit Bins	0	0	4,160	4,160	3,136	1,024	75.4%	
Street Furniture :- Indirect Expenditure	459	5,888	77,881	71,993	3,850	68,142	12.5%	0
Net Income over Expenditure	(459)	2,067	0	(2,067)				
<u>335 Recreation Grounds</u>								
1077 Precept Reallocation	0	53,874	108,127	54,254			49.8%	
1355 Income - Pitches	0	0	900	900			0.0%	
Recreation Grounds :- Income	0	53,874	109,027	55,154			49.4%	0
4591 Green Flag submission	0	0	700	700		700	0.0%	
Recreation Grounds :- Direct Expenditure	0	0	700	700	0	700	0.0%	0
4045 Salary Reallocation	2,217	9,789	22,672	12,883		12,883	43.2%	
4410 Water	521	1,603	700	(903)		(903)	229.1%	
4415 Electricity NTC Main Contract	165	1,092	3,100	2,008		2,008	35.2%	
4425 Repairs and Maintenance	600	1,086	10,872	9,786	80	9,706	10.7%	
4428 Health & Safety Compliance	0	128	778	650		650	16.4%	
4430 Maint. Contracts	5,283	26,416	63,405	36,989		36,989	41.7%	
4435 Maint. Contracts Unscheduled	0	0	2,600	2,600		2,600	0.0%	

Detailed Income & Expenditure by Budget Heading 31/08/2025

Month No: 5

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer o/from EMR
4515 Tree Works	750	1,110	4,200	3,090	50	3,040	27.6%	
Recreation Grounds :- Indirect Expenditure	9,536	41,223	108,327	67,104	130	66,974	38.2%	0
Net Income over Expenditure	(9,536)	12,650	0	(12,650)				
<u>340 Play Areas</u>								
1077 Precept Reallocation	0	56,975	113,909	56,935			50.0%	
Play Areas :- Income	0	56,975	113,909	56,935			50.0%	0
4045 Salary Reallocation	3,943	17,411	40,399	22,988		22,988	43.1%	
4317 2024/25 Purchase Orders	0	1,359	0	(1,359)	43	(1,402)	0.0%	1,359
4425 Repairs and Maintenance	4,406	6,613	30,000	23,387	12,176	11,211	62.6%	
4430 Maint. Contracts	3,497	17,487	42,010	24,523		24,523	41.6%	
4435 Maint. Contracts Unscheduled	0	0	1,000	1,000		1,000	0.0%	
4515 Tree Works	0	0	500	500		500	0.0%	
Play Areas :- Indirect Expenditure	11,847	42,871	113,909	71,038	12,219	58,819	48.4%	1,359
Net Income over Expenditure	(11,847)	14,104	0	(14,104)				
6000 plus Transfer from EMR	0	1,359	0	(1,359)				
Movement to/(from) Gen Reserve	(11,847)	15,463	0	(15,463)				
<u>341 Play Areas Projects</u>								
4423 Upgrading Play Areas	0	20,744	0	(20,744)		(20,744)	0.0%	20,744
Play Areas Projects :- Indirect Expenditure	0	20,744	0	(20,744)	0	(20,744)		20,744
Net Expenditure	0	(20,744)	0	20,744				
6000 plus Transfer from EMR	0	20,744	0	(20,744)				
Movement to/(from) Gen Reserve	0	0	0	0				
<u>345 Victoria Park</u>								
1077 Precept Reallocation	0	89,352	178,664	89,312			50.0%	
1360 Income - Tennis Courts	0	3,300	7,000	3,700			47.1%	
1380 Income - Bowling Club	0	450	900	450			50.0%	
1385 Income - Kiosk/Cafe	0	0	2,000	2,000			0.0%	
1390 Income - Victoria Park Hire	0	4,510	4,000	(510)			112.8%	
1391 Income - Mini Golf	0	5,155	5,000	(155)			103.1%	
1392 Donations - Duck Feeder	84	399	0	(399)			0.0%	
Victoria Park :- Income	84	103,166	197,564	94,398			52.2%	0
4518 Lime Tree Avenue Lighting Upgr	0	0	750	750		750	0.0%	

Detailed Income & Expenditure by Budget Heading 31/08/2025

Month No: 5

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4543 Splashpark	0	2,727	4,200	1,473		1,473	64.9%	
4591 Green Flag submission	0	0	893	893		893	0.0%	
Victoria Park :- Direct Expenditure	0	2,727	5,843	3,116	0	3,116	46.7%	0
4045 Salary Reallocation	2,828	12,489	28,926	16,437		16,437	43.2%	
4355 Toilet Hire	280	918	2,500	1,582		1,582	36.7%	
4410 Water	1,171	6,025	13,500	7,475		7,475	44.6%	
4415 Electricity NTC Main Contract	400	2,053	6,000	3,947		3,947	34.2%	
4425 Repairs and Maintenance	1,428	3,495	20,000	16,505	1,905	14,600	27.0%	
4428 Health & Safety Compliance	0	0	1,000	1,000		1,000	0.0%	
4430 Maint. Contracts	8,424	42,122	101,140	59,018		59,018	41.6%	
4435 Maint. Contracts Unscheduled	0	0	4,600	4,600		4,600	0.0%	
4440 Fire Extinguishers	0	129	250	121		121	51.7%	
4445 Security	0	412	1,000	588		588	41.2%	
4465 Tennis Courts Maintenance Fund	0	0	3,600	3,600		3,600	0.0%	
4480 Music at the Bandstand	450	2,100	3,150	1,050		1,050	66.7%	
4490 VP Fun Day	0	3,392	3,850	458		458	88.1%	
4515 Tree Works	0	0	2,205	2,205		2,205	0.0%	
Victoria Park :- Indirect Expenditure	14,981	73,134	191,721	118,587	1,905	116,682	39.1%	0
Net Income over Expenditure	(14,897)	27,305	0	(27,305)				
<u>346 Victoria Park Projects</u>								
4530 Community Cafe	0	14,788	0	(14,788)		(14,788)	0.0%	14,788
Victoria Park Projects :- Indirect Expenditure	0	14,788	0	(14,788)	0	(14,788)		14,788
Net Expenditure	0	(14,788)	0	14,788				
6000 plus Transfer from EMR	0	14,788	0	(14,788)				
Movement to/(from) Gen Reserve	0	0	0	0				
<u>350 Open Spaces</u>								
1077 Precept Reallocation	0	60,821	121,501	60,681			50.1%	
Open Spaces :- Income	0	60,821	121,501	60,681			50.1%	0
4774 Additional Dog Bin Collections	0	0	1,750	1,750		1,750	0.0%	
Open Spaces :- Direct Expenditure	0	0	1,750	1,750	0	1,750	0.0%	0
4045 Salary Reallocation	1,242	5,485	12,717	7,232		7,232	43.1%	
4317 2024/25 Purchase Orders	0	1,437	0	(1,437)		(1,437)	0.0%	1,437
4400 Rent Payable	304	804	1,160	356		356	69.3%	
4410 Water	14	161	116	(45)		(45)	138.8%	

Detailed Income & Expenditure by Budget Heading 31/08/2025

Month No: 5

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4425 Repairs and Maintenance	335	1,645	4,000	2,355	24	2,331	41.7%	
4430 Maint. Contracts	7,971	39,856	95,698	55,842		55,842	41.6%	
4435 Maint. Contracts Unscheduled	0	0	2,205	2,205		2,205	0.0%	
4515 Tree Works	0	0	2,355	2,355		2,355	0.0%	
4760 Litter Picking Equipment	0	0	500	500		500	0.0%	
4770 Biodiversity Survey	0	0	1,000	1,000		1,000	0.0%	
Open Spaces :- Indirect Expenditure	9,867	49,389	119,751	70,362	24	70,339	41.3%	1,437
Net Income over Expenditure	(9,867)	11,432	0	(11,432)				
6000 plus Transfer from EMR	0	1,437	0	(1,437)				
Movement to/(from) Gen Reserve	(9,867)	12,869	0	(12,869)				
<u>351 Open Spaces Projects</u>								
1077 Precept Reallocation	0	2,500	5,000	2,500			50.0%	
Open Spaces Projects :- Income	0	2,500	5,000	2,500			50.0%	0
4773 Water courses	0	0	5,000	5,000		5,000	0.0%	
Open Spaces Projects :- Direct Expenditure	0	0	5,000	5,000	0	5,000	0.0%	0
Net Income over Expenditure	0	2,500	0	(2,500)				
<u>355 Floral Displays and Trees</u>								
1077 Precept Reallocation	0	18,139	36,277	18,139			50.0%	
1991 Income - Floral Baskets Busine	0	1,323	0	(1,323)			0.0%	
Floral Displays and Trees :- Income	0	19,462	36,277	16,816			53.6%	0
4045 Salary Reallocation	981	4,332	10,051	5,719		5,719	43.1%	
4317 2024/25 Purchase Orders	0	7,498	0	(7,498)		(7,498)	0.0%	7,498
4435 Maint. Contracts Unscheduled	0	0	1,500	1,500		1,500	0.0%	
4500 Tree planting	0	0	3,276	3,276		3,276	0.0%	
4505 Edible Crops	0	0	450	450		450	0.0%	
4510 Floral Displays	0	19,474	21,000	1,527		1,527	92.7%	
4512 Floral Baskets - Businesses	0	1,323	0	(1,323)		(1,323)	0.0%	
Floral Displays and Trees :- Indirect Expenditure	981	32,626	36,277	3,651	0	3,651	89.9%	7,498
Net Income over Expenditure	(981)	(13,165)	0	13,165				
6000 plus Transfer from EMR	0	7,498	0	(7,498)				
Movement to/(from) Gen Reserve	(981)	(5,667)	0	5,667				

Detailed Income & Expenditure by Budget Heading 31/08/2025

Month No: 5

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>360 Britain & Newbury In Bloom</u>								
1077 Precept Reallocation	0	8,218	16,436	8,218			50.0%	
1600 Sponsorship - Discuss with Liz	0	0	500	500			0.0%	
Britain & Newbury In Bloom :- Income	0	8,218	16,936	8,718			48.5%	0
4711 Britain in Bloom	0	0	3,500	3,500		3,500	0.0%	
Britain & Newbury In Bloom :- Direct Expenditure	0	0	3,500	3,500	0	3,500	0.0%	0
4045 Salary Reallocation	873	3,854	8,936	5,082		5,082	43.1%	
4710 Newbury In Bloom	230	686	4,500	3,814		3,814	15.2%	
Britain & Newbury In Bloom :- Indirect Expenditure	1,103	4,540	13,436	8,896	0	8,896	33.8%	0
Net Income over Expenditure	(1,103)	3,678	0	(3,678)				
<u>420 Wash Common Allotment</u>								
1077 Precept Reallocation	0	3,434	6,868	3,434			50.0%	
1400 Income - Allotment	0	444	4,784	4,340			9.3%	
Wash Common Allotment :- Income	0	3,878	11,652	7,774			33.3%	0
4045 Salary Reallocation	541	2,391	5,544	3,153		3,153	43.1%	
4410 Water	306	1,750	1,340	(410)		(410)	130.6%	
4425 Repairs and Maintenance	0	326	1,300	974		974	25.1%	
4430 Maint. Contracts	115	573	1,378	805		805	41.6%	
4435 Maint. Contracts Unscheduled	0	0	1,050	1,050		1,050	0.0%	
4515 Tree Works	0	0	1,040	1,040		1,040	0.0%	
Wash Common Allotment :- Indirect Expenditure	962	5,040	11,652	6,612	0	6,612	43.3%	0
Net Income over Expenditure	(962)	(1,162)	0	1,162				
<u>421 Allotments (except Wash Common</u>								
1077 Precept Reallocation	0	16,891	33,781	16,891			50.0%	
1400 Income - Allotment	269	2,626	25,000	22,374			10.5%	
Allotments (except Wash Common :- Income	269	19,516	58,781	39,265			33.2%	0
4045 Salary Reallocation	2,675	11,814	27,373	15,559		15,559	43.2%	
4248 IT - Allotments	0	265	324	59		59	81.8%	
4265 Subscriptions	0	0	65	65		65	0.0%	
4317 2024/25 Purchase Orders	0	2,382	0	(2,382)		(2,382)	0.0%	2,382
4400 Rent Payable	0	213	950	738		738	22.4%	
4410 Water	1,427	6,594	6,500	(94)		(94)	101.4%	
4425 Repairs and Maintenance	99	1,824	4,329	2,505	920	1,585	63.4%	
4430 Maint. Contracts	904	4,520	10,870	6,350		6,350	41.6%	

Detailed Income & Expenditure by Budget Heading 31/08/2025

Month No: 5

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4435 Maint. Contracts Unscheduled	0	120	5,250	5,130		5,130	2.3%	
4515 Tree Works	0	0	3,120	3,120		3,120	0.0%	
Allotments (except Wash Common :- Indirect Expenditure	5,106	27,731	58,781	31,050	920	30,130	48.7%	2,382
Net Income over Expenditure	(4,837)	(8,215)	0	8,215				
6000 plus Transfer from EMR	0	2,382	0	(2,382)				
Movement to/(from) Gen Reserve	(4,837)	(5,833)	0	5,833				
<u>430 Wharf Toilets</u>								
1077 Precept Reallocation	0	9,858	19,716	9,858			50.0%	
1993 Income - Cashless Payments	106	449	0	(449)			0.0%	
Wharf Toilets :- Income	106	10,307	19,716	9,409			52.3%	0
4045 Salary Reallocation	350	1,547	3,616	2,069		2,069	42.8%	
4051 Cashless Payments Charges	24	176	0	(176)		(176)	0.0%	
4195 Wharf Toilets Contract	0	3,627	13,750	10,123		10,123	26.4%	
4405 Rates - NTC	0	191	250	59		59	76.5%	
4425 Repairs and Maintenance	0	0	1,900	1,900		1,900	0.0%	
4428 Health & Safety Compliance	0	0	200	200		200	0.0%	
Wharf Toilets :- Indirect Expenditure	374	5,541	19,716	14,175	0	14,175	28.1%	0
Net Income over Expenditure	(268)	4,766	0	(4,766)				
<u>435 Community Services - General</u>								
1077 Precept Reallocation	0	11,929	23,857	11,929			50.0%	
Community Services - General :- Income	0	11,929	23,857	11,929			50.0%	0
4045 Salary Reallocation	1,057	4,669	10,799	6,130		6,130	43.2%	
4190 CCTV	0	0	2,500	2,500		2,500	0.0%	
4550 GM Vehicle Lease	267	1,868	4,200	2,332		2,332	44.5%	
4551 GM Vehicle Consumables	30	259	700	441		441	37.0%	
4552 GM Vehicle Insurance	0	766	1,263	497		497	60.6%	
4553 GM Vehicle Maint. Payment	46	232	700	469		469	33.1%	
4554 GM Vehicle Tax	0	0	195	195		195	0.0%	
4555 Tools & Equipment	0	392	3,500	3,108		3,108	11.2%	
Community Services - General :- Indirect Expenditure	1,401	8,185	23,857	15,672	0	15,672	34.3%	0
Net Income over Expenditure	(1,401)	3,744	0	(3,744)				

Detailed Income & Expenditure by Budget Heading 31/08/2025

Month No: 5

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>436 Community Services PROJECTS</u>								
1077 Precept Reallocation	0	16,635	33,270	16,635			50.0%	
Community Services PROJECTS :- Income	0	16,635	33,270	16,635			50.0%	0
4045 Salary Reallocation	3,249	14,345	33,270	18,925		18,925	43.1%	
Community Services PROJECTS :- Indirect Expenditure	3,249	14,345	33,270	18,925	0	18,925	43.1%	0
Net Income over Expenditure	(3,249)	2,290	0	(2,290)				
<u>500 CPAC General</u>								
1077 Precept Reallocation	0	11,953	23,905	11,953			50.0%	
CPAC General :- Income	0	11,953	23,905	11,953			50.0%	0
4045 Salary Reallocation	2,045	9,029	20,905	11,876		11,876	43.2%	
4600 CPAC Committee Fund	0	46	1,000	954		954	4.6%	
4625 Art Trail	0	0	750	750		750	0.0%	
4637 Local Democracy WG	0	0	250	250		250	0.0%	
4639 Art on the Park	0	0	500	500		500	0.0%	
4643 Ceremonial Commitments	0	0	500	500		500	0.0%	
CPAC General :- Indirect Expenditure	2,045	9,075	23,905	14,830	0	14,830	38.0%	0
Net Income over Expenditure	(2,045)	2,877	0	(2,877)				
<u>501 CPAC Events & Projects</u>								
1077 Precept Reallocation	0	12,429	24,857	12,429			50.0%	
1997 Income - VE80	0	100	0	(100)			0.0%	
CPAC Events & Projects :- Income	0	12,529	24,857	12,329			50.4%	0
4640 200th Annivers Royal Engineers	0	2,248	0	(2,248)		(2,248)	0.0%	1,561
CPAC Events & Projects :- Direct Expenditure	0	2,248	0	(2,248)	0	(2,248)		1,561
4045 Salary Reallocation	2,134	9,423	21,857	12,434		12,434	43.1%	
4686 VE Day 80th Anniversary	28	2,653	3,000	347		347	88.4%	
CPAC Events & Projects :- Indirect Expenditure	2,162	12,076	24,857	12,781	0	12,781	48.6%	0
Net Income over Expenditure	(2,162)	(1,796)	0	1,796				
6000 plus Transfer from EMR	0	1,561	0	(1,561)				
Movement to/(from) Gen Reserve	(2,162)	(235)	0	235				

Detailed Income & Expenditure by Budget Heading 31/08/2025

Month No: 5

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>505 Civic Responsibility</u>								
1077 Precept Reallocation	0	35,011	70,021	35,011			50.0%	
1994 Claims - Insurance Settlements	0	815	0	(815)			0.0%	
Civic Responsibility :- Income	0	35,825	70,021	34,196			51.2%	0
4045 Salary Reallocation	5,102	22,531	52,261	29,730		29,730	43.1%	
4265 Subscriptions	0	0	30	30		30	0.0%	
4421 Insurance Claims Settlements	0	815	0	(815)		(815)	0.0%	
4650 Mayors Allowance	58	262	1,000	738		738	26.2%	
4655 Honorarium	0	1,939	3,640	1,701		1,701	53.3%	
4660 Mayor Making	0	2,519	2,600	81		81	96.9%	
4661 Mayors Festive Tea	0	0	1,000	1,000		1,000	0.0%	
4665 Remembrance	0	0	3,500	3,500		3,500	0.0%	
4670 Regalia and Robes	0	175	2,400	2,225		2,225	7.3%	
4680 Civic Hospitality & Events	0	21	1,500	1,479		1,479	1.4%	
4690 Twin Towns	0	0	250	250		250	0.0%	
4700 Civic Award Scheme	15	15	1,040	1,025		1,025	1.4%	
4705 Watership Brass	0	800	800	0		0	100.0%	
Civic Responsibility :- Indirect Expenditure	5,175	29,075	70,021	40,946	0	40,946	41.5%	0
Net Income over Expenditure	(5,175)	6,750	0	(6,750)				
<u>600 Planning & Highways</u>								
1077 Precept Reallocation	0	18,974	37,948	18,974			50.0%	
1121 Grants & Dons Rec. (Heritage)	50	50	0	(50)			0.0%	
Planning & Highways :- Income	50	19,024	37,948	18,924			50.1%	0
4045 Salary Reallocation	3,453	15,245	35,348	20,103		20,103	43.1%	
4800 P & H Committee Fund	0	0	1,000	1,000		1,000	0.0%	
4805 Heritage Working Group	403	403	1,000	597		597	40.3%	
4825 S.215 Partnership W Berks	0	0	600	600		600	0.0%	
Planning & Highways :- Indirect Expenditure	3,856	15,648	37,948	22,300	0	22,300	41.2%	0
Net Income over Expenditure	(3,806)	3,376	0	(3,376)				
<u>601 Planning & Highways Projects</u>								
1077 Precept Reallocation	0	2,607	5,213	2,607			50.0%	
Planning & Highways Projects :- Income	0	2,607	5,213	2,607			50.0%	0
4045 Salary Reallocation	510	2,250	5,213	2,963		2,963	43.2%	
Planning & Highways Projects :- Indirect Expenditure	510	2,250	5,213	2,963	0	2,963	43.2%	0
Net Income over Expenditure	(510)	356	0	(356)				

Detailed Income & Expenditure by Budget Heading 31/08/2025

Month No: 5

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	11,706	1,007,264	2,145,107	1,137,843			47.0%	
Expenditure	141,575	818,935	2,145,107	1,326,172	39,724	1,286,448	40.0%	
Net Income over Expenditure	(129,870)	188,329	0	(188,329)				
plus Transfer from EMR	3,342	90,204	0	(90,204)				
Movement to/(from) Gen Reserve	(126,527)	278,533	0	(278,533)				

Victoria Park Projects Sub-Committee, Recommendations & Report

Café Report

Following the initial meeting with MASPACE we have issued the “Letter of Intent” and the contractors administration has already begun. It is agreed that onsite set up will start from 29.09.25 and planned completion is 13th - 28th February 2026.

Please refer to the detailed Gantt Chart for granular detail. **(App 4.1 is an A3 Handout)**. The mayor has been invited to “break ground to formally kick start this exciting project” exact timing TBA.

Tender Award Status:

“MASPACE” have confirmed they wish to proceed promptly now the standstill period has elapsed.

Next Steps & Key milestones:

- Standstill period ended C.O.B. 20th August 2025. No challenges were notified
- Contract planned signing date 29th August 2025
- Confirmation of CCTV physical assets as VPPSC of 11.8.25 resolution now added to the project. Security/Fire Alarm specifications are outstanding and require resolution. Deadline is 19th September 2025
- Contract planned start date confirmed as 29th September 2025
- Contract end date estimated as between 13th to 28th February 2026
- Maspace onboarding meeting scheduled for 26.8.25 with PM & SDM
- Committee to receive an updated project plan (first plan to include the contractors data) will be available for this meeting
- We need to agree forward VPPSC Meetings, ad hoc reporting to members and formal PR
- Finance, the staged payment plan for the contractor to be finalised for the next VPPSC meeting.
- Review and complete any tender notices
- Agree PR strategy for this much anticipated project

Recommendations

Café Budget Control Measures

To resolve: the cost control measures suggested by the Victoria Park Projects Committee listed below...

Budget Management

Minor adjustments are required to maintain the project within budget and the following suggestions are for members consideration

- 1. Pergola, alternative designs to be investigated and reported to this committee's consideration, currently awaiting quotes/estimates at the time of the writing.**
- 2. Grant Funding**
 - I. Cllr Miller to investigate and report on West Berkshire Councillors to ascertain the availability of Members Grant Matched Funding. Est £8/9000
 - II. Changing Places, Services Delivery Manager to investigate and report on any grants available from Changing Places to the meeting. Awaiting feedback.
- 3. CIL**
 - a. Availability of additional CIL Estimate is £5000
 - b. Potential rescheduling of existing CIL projects subject to CS & PR Committee's consideration / approvals The following are potential projects for consideration:

£10,700 Replacement of Solar Panels to the Town Hall Roof
From EMR 316, Code 4316/291 to Code 4530/346

£10,000 Shaw Cemetery Land Survey & Sampling
From EMR 418, Code 4776/306 to Code 4530/346

£1800 Market Pop Ups – electric supply to stalls failing.
From EMR 455, Code 4425/310 to Code 4530/346

£5500, (net £4600) Victoria Park Queen Victoria & Lions
immediate remedial works however some are immediate term
safety concerns costing up to £900
From EMR 439, Code 4541/345 to Code 4530/346

£1745 Portable access ramp to Bandstand/ TH Steps
From EMR 440, Code 4544/346 to Code 4530/346

£2500 Town Hall Energy Saving Projects
From EMR 375, Code 4416/291 to Code 4530/346

Cumulative total for all the above is £44,361

Football Options – See App 4.2

Following the revised layout of the 7 A Side pitch the outstanding H & S considerations have now been resolved. Clearing the way to implement Option B, subject to approval of additional funding of £1200.

To recommend approval of additional funding of £1200 for the provision of the goals compound.

Training Bike Track (City Recreation Ground)

SDM to report with recommendations to next Community Services Meeting on this issue. Suggest alternative venueHutton Close perhaps?

Services Delivery Managers Café Report

Tender Award Status:

“MASPACE” have confirmed they wish to proceed promptly now the standstill period has elapsed.

Next steps/Key milestones:

- Standstill period ended C.O.B. 20th August 2025. No challenges were notified
- Contract planned signing date 29th August 2025
- Confirmation of CCTV physical assets as VPPSC of 11.8.25 resolution now added to the project. Security/Fire Alarm specifications are outstanding and require resolution. Deadline is 19th September 2025
- Contract planned start date confirmed as 29th September 2025
- Contract end date estimated as between 13th to 28th February 2026
- Maspace onboarding meeting scheduled for 26.8.25 with PM & SDM
- Committee to receive an updated project plan (first plan to include the contractors data) will be available for this meeting
- We need to agree forward VPPSC Meetings, ad hoc reporting to members and formal PR
- Finance, the staged payment plan for the contractor to be finalised for the next VPPSC meeting.

Martin Kavanagh

Victoria Park Football Development Options Paper

Summary:

- Last season two seven-a-side football pitches were installed in Victoria Park to accommodate CSA07.
- At the start of each football season CSA07 make a booking for the pitches
- The two seven-a-side pitches are serviced with collapsable goals that are stored in the Air Raid Shelter.

Development:

- CSA07 has grown in popularity, and the age of their members has increased requiring them to expand the pitch provision.
- They are requesting the Installation of one nine-a-side (9v9) and a seven-a-side (7v7) pitch instead of the two seven-a-side pitches.

For Decision:

- Type of goals to be utilised for the nine-a-side pitch
- Equipment storage,
- budget impacts,
- safety/perimeter buffer zones,
- pitch dimensions,
- risk mitigation.

Part 1: Goal Options

Option A: Collapsible 9-A-Side Goals Stored in Air-Raid Shelter

Benefits:

- Budget already approved; no additional funding required.
- Shelter provides secure storage and protection from weather/vandalism.
- Collapsible design allows flexibility—goals stored when not in use.

Negatives:

- Uncertain whether the cross-bar and full assembled dimension will fit within the shelter.
- Requires verification of internal shelter dimensions vs. goal fully assembled size.
- Handling during assembly/disassembly increases wear or injury risk.
- Frequent movement could damage goals or shelter interior.
- Access logistics (e.g., narrow entrances) may complicate storage.

Option B: Fixed Goals (Club-Owned) + New Fenced Compound

Benefits:

- Club already owns goals—no purchase required.
- Fixed installation offers immediate use without assembly.
- Custom compound ensures safe, dedicated storage—protected and accessible.
- Fenced structure, styled to match existing crazy golf fencing, supports cohesive park aesthetics.

Negatives:

- Requires budget approval at committee to change the current budget to be used on football infrastructure
- Requires additional funding— requires approval to reallocate funds frombudget amendment to the budget.
- Delays in project start if funding approval is prolonged.
- Construction impacts (e.g., noise, disruption behind the crazy golf course).
- Ongoing maintenance of compound and security costs.

Part 2: Pitch Layout & Safety Buffer Zones

Key Guidelines & Dimensions

- **FA recommended pitch sizes:**
 - **7-a-side:** ~60 yd (55 m) × 40 yd (36.5 m)
linemarkerpaint.co.ukharrodsport.com
 - **9-a-side:** ~80 yd (73 m) × 50 yd (45.7 m)
linemarkerpaint.co.ukharrodsport.com

Pitch Format Length (yards) Width (yards)

7-a-side	~60	~40
9-a-side	~80	~50

- The **FA recommends** a **6 yd (5.5 m)** runoff between pitch boundary and any obstacle. In special cases, this can be reduced to **3 m**, but only with a thorough **risk assessment**. Net World Sportssportsupdatez.com

Current Site Constraints

- The Northbrook culvert lies approximately 3 m from the existing 7-a-side pitch.
- Nearest public path is 6 m away.
- A previous request at City Rec for a 10 m runoff was negotiated down to 8 m, due to concerns about project scope and public interference (e.g., pedestrians hit by balls).
- The Parks & Open Spaces Supervisor recommends retaining the 5.5 m buffer—given that nearby obstacles are not always obvious—and consider 3 m only with a formal risk assessment.

- To accommodate space, one would need to reduce the effective pitch width by 5.5 m.

Other Safety Considerations

- Moving pitches closer to Parkway, but not closer than 15 m, unless netting is installed to prevent balls entering the road. Inclusion in a risk assessment is highly recommended.

Implications & Alternatives

- Reducing pitch sizes is not ideal:
 - 9-a-side pitch (~73 m × 46 m) and 7-a-side (~55 m × 36 m) allow only minor reductions, not significant enough to compensate for buffer needs.
- Buffer reduction to 8 m may require acknowledgement of increased risk to passers-by and inclusion of that in a risk assessment, which the Council must formally sign off.
- Realigning the nine-a-side pitch so it is angled from its current location and moved towards the Parkway.

Recommendations

1. Storage Option

- **Preferred: Option B** — use fixed club-owned goals with a new fenced compound.
Reasoning: Reliable access; avoids ongoing setup/teardown; improved security.
Action required: Secure budget amendment and approval for budget reallocation.
- **Alternative/Emergency: Option A** — collapsible goals in shelter, **conditionally** pursued if Option B funding is delayed, pending confirmation that goals fit and shelter logistics manageable.

2. Layout & Safety

- Maintain **minimum 5.5 m buffer** around both pitches, as per FA guidance and supervisor recommendation.
- If site constraints force reduction to **3 m**, only proceed once a **comprehensive and Council-approved risk assessment** that is **co-produced with CSA07** is in place.
- Ensure pitch edges remain at least **15 m from Parkway** or install netting; document risk mitigation clearly.
- Avoid reducing pitch dimensions significantly—only minor adjustments possible, not suitable for long-term planning.

3. Next Steps

1. Undertake **shelter measurement** vs. goal dimensions to assess Option A viability.
2. Develop **compound design and cost estimate**, styled in harmony with existing fencing.
3. Produce **detailed risk assessment** covering buffer zones, public safety, and proximity to Parkway (including netting considerations).
4. Seek **budget amendment approval**, specifying proposed funding transfer line.
5. Upon approval, proceed with compound construction and pitch layout adjustments as per safety specifications.

Conclusion

This paper outlines two viable options for goal storage and lays out the spatial and safety constraints for layout of the two additional pitches. The preferred route is to create a secure compound for fixed goals to ensure usability, safety, and long-term resilience, alongside maintaining appropriate buffer zones to protect users and the public.

Also...

To agree in principle and recommend: the £2000 EMR 437, Code 4862/346 to become the Victoria Park Football Infrastructure budget.

To agree in principle and recommend: to Vire additional budget funds, to the Victoria Park Football Infrastructure budget. Budget funds to be identified before the meeting.

To agree: proposed football pitch layouts in Victoria Park

Martin Kavanagh



MARKET WORKING GROUP
Thursday 7 August 2025 3:30pm
Council Chamber, Town Hall
Market Place, Newbury

MINUTES

IN ATTENDANCE:

Cllrs Vaughan Miller, Gary Norman, Martha Vickers,
Debbie Smith, Market Manager
Trish Willetts, Newbury BID (via ZOOM)
Liam Sheppard, Newbury BID

Jo Aylott – NTC Civic Manager
Caroline Edmunds – Community Services Officer

Apologies from Cllr David Marsh & Gareth Dowding (WBC)

1. MINUTES FROM LAST MINUTES 19 SEPTEMBER 2025

PROPOSED: Cllr Vaughan Miller

SECONDED: Cllr Gary Norman

RESOLVED: That the minutes of the meeting of the Market Working Group meeting held on 27 March are approved.

2. NEWBURY CHRISTMAS LIGHTS SWITCH ON EVENT – 15 NOVEMBER 2025

PROPOSED: Cllr Vaughan Miller

SECONDED: Cllr Gary Norman

RESOLVED: To agree that the Charter Market be temporarily relocated to Northbrook Street (with one stall to remain in Mansion House Street) for the Christmas Lights Switch-On event (Saturday 15 November 2025) as set out in the plan developed with Newbury BID. Officers and the Market Manager will then work with the BID to facilitate the agreed arrangements.

3. UPDATE FROM MARKET MANAGER

- Saturday markets are performing well, with 16 stalls at the most recent Market. Although this is typically a quieter period due to holidays and other events, attendance remains strong.
- A trend has emerged where traders attend a variety of events throughout the year, with only a core group committing to every weekly market. This pattern is consistent across other towns, not just Newbury.
- The Retro Festival is taking place this coming weekend. Historically, this has increased footfall in the town and attracted additional casual traders who were unable to secure stalls at the festival itself.
- A new hot drinks/coffee stall is starting this Saturday. Several new enquiries have also been received from prospective traders.
- Thursday markets remain challenging in terms of numbers; however, the core traders attend weekly, maintain a loyal customer base, and remain an important part of the market offering.

MEETING CLOSED AT 4:15PM

Next Meeting date proposed as: Thursday 6 November 3:30pm

Green Spaces Working Group Minutes (H2 2025/26) & Engagement Plan

Engagement Plan

Date	Activity	Where	Organising	Supporting	Cost	O O H Staff Time	Overtime costs #
TBD July 2025	Community litter pick and clean up	T&CIB Route	POSS	GSWG	NIL	6hrs	£150
Engagement plan	T&CIB Route clean up event to be held weekend before judging						
TBD July 2025	T&CIB judging day	T&CIB Route	POSS	Facilities Operative & GSWG	£500	6hrs	£150
Engagement plan	Judging even for Newbury in the regionals for Britain in Bloom						
10 th September	Newbury in Bloom Presentation evening	The Corn Exchange	POSS	Various officers & GSWG	£200 + Sponsorship for venue	12hrs	£300
Engagement plan	Corporate litter pick and route clean up event for T&CIB						
Autumn / Winter	Volunteer events	TBD	POSS	GSWG	TBD	TBD	TBD
Engagement plan	Bulb Planting / tree planting / hedge plantings etc for the autumn / winter season.						

=====

Newbury Green Spaces / in Bloom Working Group
6th June 2025 6.30 pm

DRAFT Minutes

Present: **Councillors:** Ian Jee, Sarah Slack, Vaughan Miller, David Marsh & Martha Vickers.
Members: David Fenn, Susan Millington, Tony Hammond (via zoom).

Apologies. Sukey Russell-Hayward, Dave Watts (John O Conner)

1. Minutes

Minutes of 6th June 2025 were approved

2. In Bloom Update

Agenda items Updated and or held over from the last meeting.

a) NIB 2025 feedback and judges talks

James gave an account of feedback received that the Judges had not asked questions relating to environmental elements fully on one of the allotment entrants.

Action – James already responded with apologies, and it had been a last-minute change to the judging team unfortunately.

As a group discuss a criteria for judges for each scoring element for next years competition to make sure that- all entrants are being judged to the same level. Also can verify which elements come under which criteria.

Judges speeches have been assigned as follows:

- **Businesses – Martha Vickers**
- **Places of Worship – Sukey Russell-Hayward**
- **Allotments – Ian Jee**
- **Schools – David Marsh**
- **Miniatures – Sarah Slack**
- **Community Projects – Tony Hammond**
- **Neighbourhoods – James Heasman**

b) NIB Presentation Evening

Venue is now booked with the Corn Exchange for the 10th September. Group wanted to pass on there thanks to John O Conner Ltd for sponsoring the venue again for the 3rd year in a row. Make sure to invite Paul Barker.

3. Route Clean up days

Route to start at 10.00 outside St Nicolas Church likely take 4-5hrs. catch up point at Barns Crescent for those wanting to join for the second half at 12.00.

James asked anyone from the group that could be available to help with some graffiti removal in the Enborne Street area on Thursday meeting at Fifth Rd Playground, Cllrs Ian Jee, Sarah Slack and David Marsh offered to assist with this final clean.

4. Newbury Nature Corridor

Susan Millington explained that they were mainly preparing for the visit of the judges for Thames and Chiltern in Bloom. They asked whether the land outside John Rankin School belonged to Newbury Town Council.

James explained that it was West Berkshire Council Land, Susan to contact West Berkshire Council regarding planting trees on it.

5. Secret Garden Project Update

Sukey gave apologies for the evening, Sarah explained that new Cloth Dye Beds had the correct Teasel for the cloth dye industry now planted ready for next week's judging.

6. Growing Newbury Green Update

Tony explained that they were planning some early clear up days for early apple drops on all sites to deter throwing of them on sites. Quiet time of year otherwise awaiting start of harvest.

7. AOB

Sarah asked whether promotion of Bees Needs Week could still be done by Newbury Town Council.

Action – James to look at criteria for town DEFRA bee award and put recommendation to CS Committee.

Date of next meeting

7th August 2025

Meeting Closed at 8.30pm

James D Heasman
Parks and Open Spaces Supervisor

Newbury Green Spaces / in Bloom Working Group
7th August 2025 6.30 pm

DRAFT Minutes

Present: **Councillors:** Ian Jee, Vaughan Miller & Martha Vickers.

Members: David Fenn, Susan Millington, Sukey Russell-Hayward & Tony Hammond (via zoom).

Officers: James Heasman & Anna Roberts

Apologies. Cllr David Marsh, Cllr Sarah Slack, Susan Millington, Dave Watts (John O Conner)

8. Minutes

Minutes of 3rd July 2025 were approved

9. In Bloom Update

Agenda items Updated and or held over from the last meeting.

a) NIB Presentation Evening

The group discussed this years prize and agreed to continue with the current format of garden implements with a fork burn etched by Pyromaiart.

Action – James to progress the acquisition of the forks and arranging the art work to be done.

James Explained that we planned to follow the current format in relation to previous years. A request from Tony was made to split the elements in relation to the councils activities amongst the results for each element across the evening. The group agreed that this may make the evening flow better.

It was also requested to put a running order up on screen once people had started to sit down after the videos.

Action- James to explore changing the format of the evening and report back on the new program prior to the presentation evening and arrange the slide to be added in which the running order can be seen on the evening.

A dress rehearsal was requested for those involved in presenting on the evening prior to the event.

Action – James to book the council chamber for an available time on the day or day before of the presentation.

David agreed to approach Marion about the floral displays on the evening.

c) T&CIB Feedback

Various group members had said that the judges had seemed happy on the day if looking a little heat exhausted. James explained that we were struggling slightly in relation to the heats impact on our planting and an expectation from ourselves must be needed when we receive the result. Overall the group commended all those involved including the volunteers, officer, working group member and John O Conner Ltd

d) T&CIB Presentation Event

James discussed the presentation event on the 25th September, for personal reasons he was unable to attend the presentation event as the officer on behalf of the council and requested that Paul Fairchild the Parks and Open Spaces Officer took his place.

Initially there is 2 tickets available and it was agreed that Paul Fairchild and Ian Jee as chair of the Green Spaces should attend. If more tickets were made available the third should go to Dave Watts pf John O Conner Ltd and the 4th should go to one of the community groups involved on the route to be decided on availability.

10. Hutton Close & Bulb Planting

Ian Jee approached the group about ideas in relation to the Hutton Close site owned by the council. Which was looking for ideas to go out for consultation to the local residents. The ideas were as follows-

- Labels for the fruit trees similar to our other orchard sites
- Environmental input such as nature trails bug hotels to engage the local people.
- Low level Multi use games area double ended.

Action – James to forward idea of a targeted consultation with the local residents to the CS Committee.

Also arrange NIB Bulb Planting for this Autumn on this site.

11. Potential new tree sites

James explained that he was due to start the process of organising this years tree plantings with the SEWA group.

The group agreed that the continuation at Parsons Allotments would be a good site, Sukey requested a replacement multi- stem birch and willow memorial tree for Lock Island. The group agreed to go away and look at other suitable potential areas.

12. Newbury Nature Corridor Update

Susan was unfortunately unable to attend the meeting but James gave an update that they are still working with St Barts School on there pond project and that they are pricing up hedging for Middle Close for a Late Autumn/Winter planting.

13. Secret Garden Project Update

Sukey said there was no update at this time other than the volunteers are continuing to maintain the area. She requested some graffiti remover for Lock Island.

Action – James to arrange for the graffiti to be removed or graffiti remover to be supplied to the group.

14. Growing Newbury Green Update

Tony gave an update that they planned apple collections of early fall at Sayers Close and City Rec.

Date of next meeting
4th September 2025

Meeting Closed at 8.30pm

James D Heasman
Parks and Open Spaces Supervisor

Forward Work Programme for Community Services Committee Meeting 15th September 2025

Standing Items on each (ordinary meeting) agenda:

1. Apologies
2. Declarations of Interests and Dispensations
- 3.1 Approval of Minutes of previous meeting
- 3.2 Officer's report on actions from previous meeting
4. Questions/Petitions from members of the Public
5. Questions/Petitions from Members of the Council
6. Agenda item
7. Agenda item
8. Agenda item etc
9. Forward Work Programme (last item on agenda)

At the first Committee meeting after the May annual meeting of the Council	Election of Chair/ Deputy
	Approval of ToRs and memberships of Committees / Working Groups
June/September/December/March (Quarterly)	Annual Budget, Quarterly Monitoring, Summary Report.
Each November	Review of KPI's for Committee / sub committee
	Send Budget and Strategy proposals to RFO
2025	
2 nd June 2025 Com Meeting	<ul style="list-style-type: none"> - Change of Sub Committee Name - ToR's Approval - Café Update -
15 th September 2025 Com Meeting	<ul style="list-style-type: none"> - Café Update - Football Options Victoria Park - River Lamborne Riparian Rights Planning - Budget Preparation incl Members budget input – items to add to wish list - Nightingales, playground update - Newbury Town Hall Remedial works roof and façade - Any additional items members resolve to add
Recommendation	
October TBA	<ul style="list-style-type: none"> - Café Update - Budget Proposals and Priorities inc Boules Project VP & Training Bike Track Project - KPI's -
15 th December 2025 Com Meeting	<ul style="list-style-type: none"> - Café Update - Park run update - Hutton Close consultation update - Feedback on September 2025 issues - Any additional items members resolve to add
Recommendation	
?? 14-28 th February 2026	<ul style="list-style-type: none"> - Café Open!
30 th March 2026 Com Meeting	<ul style="list-style-type: none"> - Café Update - Feedback on December 2025 issues - Any additional items members resolve to add
Recommendation	
TBA June 2026	<ul style="list-style-type: none"> - TBA

PROJECTS

Please note the projects listed in the Sept 25 Meeting have removed from this schedule. They can be re - scheduled if needed.