

9<sup>th</sup> July 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 14<sup>th</sup> July 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/87106288411?pwd=N58EueSlqivYtbDIEbED4MjHJbPkQr.1>

Meeting ID: 871 0628 8411      Passcode: 927770

Yours sincerely,



**Martin Kavanagh**  
**Services Delivery Manager**

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## 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 10<sup>th</sup> March 2025.

**4. Questions and Petitions from Members of the Public**  
*Chair*

Questions/Petitions must be submitted to the Services Delivery Manager by 2.00 pm on Friday 11<sup>th</sup> July 2025.

Town Hall, Market Place, Newbury, RG14 5AA

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☎ (01635) 40484    🌐 [www.newbury.gov.uk](http://www.newbury.gov.uk)  
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Making Newbury: a town we can  
all be proud of

**5. Members' Questions and Petitions**

*Chair*

Questions/Petitions to be submitted to the Services Delivery Manager by 2.00 pm on Friday 11<sup>th</sup> July 2025.

**6. West Berkshire District Council: Services Devolution (Appendix 2)**

*Chair*

**To consider and respond:** to full council on this devolution proposition.

**7. Services Delivery Manager's Report (Appendix 3)**

*Services Delivery Manager*

**To note:** the contents of the Services Delivery Manager's Report.

**8. Cemetery Working Group**

*Services Delivery Manager*

**To agree:** The first meeting date with officer support from the services delivery manager in delivering the objective of review future strategic options as a burial authority.

**9. Market Working Group (Appendix 4)**

*Chair*

**To note:** the minutes of the 27<sup>th</sup> March 2025.

**10. Green Spaces Working Group (Appendix 5) waiting for James**

*Chair*

**To note:** the minutes of the Working Group Meetings of March 2025 to date.

**11. Friends of Newtown Road Cemetery (Appendix 6)**

*Chair*

**To consider:** the friends report and requests for approval of mini projects.

**12. Community Services Committee 24/25 Forward Work Programme (Appendix 7)**

*Services Delivery Manager*

**To note and invite members:** to raise any additional items for consideration for the next meeting.

**13. Exclusion of the Press and Public**

*Chair*

**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. Victoria Park Project Sub- Committee, Café Project Update (Appendix 8)**

*Services Delivery Manager and Project Manager*

**To approve:** the change of name and new Terms of Reference for this committee and receive the Cafe Project progress report.

**15. Grounds Maintenance Contract Review (Appendix 9)**

*Services Delivery Manager*

**To approve & recommend:** the continuance of the existing contract to Full Council.

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

**MINUTES OF A MEETING OF THE COMMUNITY SERVICES COMMITTEE  
HELD IN THE COUNCIL CHAMBER, TOWN HALL, MARKET PLACE, NEWBURY  
ON MONDAY 10 MARCH 2025 AT 7.30PM**

**PRESENT**

Councillors: Vera Barnett, David Harman (sub), Chris Hood, Roger Hunneman, Ian Jee, David Marsh, Vaughan Miller, Sarah Slack, Meg Thomas and Martha Vickers.

**In Attendance**

Martin Kavanagh, Services Delivery Manager  
Caroline Edmunds Community Services Officer

**1. APOLOGIES FOR ABSENCE**

Cllr Nigel Foot (Cllr David Harman substitute)

**2. DECLARATIONS OF INTEREST AND DISPENSATIONS**

The Services Delivery Manager declared that Councillors 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**

**PROPOSED:** Councillor Vaughan Miller

**SECONDED:** Councillor Ian Jee

**RESOLVED:** That the minutes of the meeting of the Community Services Committee held on Monday 9 December 2024 are approved and signed by the Chairperson.

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

Question from a member of the public:

“Could you please consider lighting upgrades in Victoria Park and making it feel more lively, and also safer”.



**Answer from Chairperson via our Parks & Open Spaces Supervisor:**

Previous discussions on additional lighting in the park highlighted potential concerns regarding light pollution for nearby residents. However, the implementation of low-level lighting may be a viable solution.

It was agreed that the park's lighting will be reassessed following the refurbishment and reopening of the Victoria Park Community Café.

**Cllr Chris Hood arrived at 19:36**

**5. MEMBERS' QUESTIONS AND PETITIONS**

There are none.

**6. NTC PLAYPARK STRATEGY**

**PROPOSED:** Cllr Vaughan Miller

**SECONDED:** Cllr Martha Vickers

1. That a meeting be arranged with the Leader, Deputy Leader, CEO, RFO, Services Delivery Manager, and Parks & Open Spaces Supervisor to review the proposed NTC Playpark Strategy, as outlined in Appendix 2 of this document, in greater detail, with the objective of establishing a Working Group.

2. **To recommend** to full council the permanent closure of the playparks at Christie Heights and Hamilton Court.

3. **To recommend** to full council we proceed with the planned improvement works for the playparks at Bodin Gardens and Dickens Walk at a cost of £7000.

**7. SERVICES DELIVERY MANAGER'S REPORT**

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

It was agreed to create and install polite signage at Wash Common, Victoria Park, and City Recreation Ground, affixed to bins at these locations, requesting that dog walkers refrain from walking their dogs on the football pitch areas.

It was requested that NTC Officers liaise with West Berkshire Council Officers to request the installation of signage regarding dog waste at Glendale Avenue, opposite Holborne Close near the green space.

NTC will proceed with adding a polite sign to the bus shelter under its management in the area. However, permission will be sought from West Berkshire Council for any signage on bus stop posts or areas under their jurisdiction.

#### **8. CEMETERY WORKING GROUP**

**PROPOSED:** Cllr Vaughan Miller

**SECONDED:** Cllr Meg Thomas

**RESOLVED:** To approve Officer support for the Cemetery Working Group.

**Note:** The Services Delivery Manager agreed his support.

#### **9. MARKET WORKING GROUP**

It was noted that the next meeting of the Market Working Group is on Thursday 27 March at 3:30pm at the Town Hall.

#### **10. TEMPORARY EXTERNAL SPORTS PROVISION FOR FALKLAND PRIMARY SCHOOL**

**PROPOSED:** Cllr David Marsh

**SECONDED:** Cllr Roger Hunneman

**RESOLVED:** To approve the temporary use of a section of Wash Common Recreation Ground for external sports provision by Falkland Primary School during the 2025-2026 academic year.

A fee of £50 per month will be charged to the school, which will contribute to marking out the football pitch area for a small-sided football pitch.

#### **11. VICTORIA PARK PLANNED ENTERTAINMENT EVENTS**

The calendar of planned events during the summer season were noted.

#### **12. GREEN SPACES WORKING GROUP**

The minutes of the Green Spaces Working Group of 22 January 2025 & 26 February 2025 were noted.

The Newbury in Bloom 2025 campaign was officially launched today. The Town Council expressed its appreciation to the event sponsors and to John O'Conner, the Grounds Maintenance Contractor, for their continued support.

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**13. COMMUNITY SERVICES COMMITTEE 24/25 FORWARD WORK PROGRAMME**

The Forward Works Programme was noted.

**14. EXCLUSION OF THE PRESS AND PUBLIC**

**PROPOSED:** Cllr Vaughan Miller

**SECONDED:** Cllr Martha Vickers

**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.

**15. VICTORIA PARK CAFÉ PROJECT UPDATE**

The minutes of the Victoria Park Sub Committee and next steps of the project with estimated timescales were noted.

THERE BEING NO OTHER BUSINESS, THE CHAIRPERSON THANKED ALL THOSE IN ATTENDANCE AND DECLARED THE MEETING CLOSED AT 21:11

# Community Services (App 2) Service Delivery Offers for Town and Parish Councils

*Working in partnership to deliver services we are proud of*



WestBerkshire  
COUNCIL



## Opportunity for Increased Joint Working

I am delighted to follow through on the commitment that we made at a previous District Parish Conference and offer a range of services that Parish and Town Councils can take advantage of. Devolution of services is healthy where the authority taking those on has the capacity and financial resources to do so. This offering is designed to help provide extra services to our residents and to further empower our Parish and Town Council partners. This is the first step in offering more devolved services whilst ensuring that the quality of such services remains strong, and we will add more to this catalogue in the years to come. We are determined to work in partnership with you and this is a major step forward in improving and growing our relationship.



Councillor Jeff Brooks  
*Leader  
West Berkshire Council*





# Additional Library Opening Hours

WBC Team: Culture and Libraries

## Brief Description

If funded appropriately, West Berkshire Council can implement additional opening hours in selected local libraries.

## Potential Costs:

Cost will vary according to each location according to venue running costs, and this would be reviewed on an annual basis.\*

- Newbury Library:  
£15,600 annually per additional hr
- Burghfield Common, Hungerford, Lambourn, Mortimer, Pangbourne, Thatcham and Theale Libraries  
£7,800 annually per additional hr

*\* The Council will also be happy to have a conversation with Towns and Parishes who have a fixed budget for this service, to explore a solution tailored to their budgets and needs.*





# Pop-up Libraries e.g. Using Community Centres

WBC Team: Culture and Libraries

## Brief Description

Existing local venues e.g. community centres or village halls can be used to provide pop-up library services in selected parishes where there is no library in the locality.

## Potential Costs:

Pop-up library in a community venue on monthly/fortnightly or weekly basis\*:

One-off set-up costs

- c. £1,500 lockable/mobile shelving

Annual costs

- £1,500 - £3,000 book stock
- £13 - £20 per hour staff costs (if required; Optional cost item)
- Travel/vehicle costs will be dependent on the location of the venue

*\*Other options available. These are indicative costs and actual figures are subject to change after discussions with Libraries colleagues.*





# Gully Cleansing

## WBC Team: Highways – Asset Management

### Brief Description

Effective gully cleansing is important for drainage systems, preventing backing up of sewers and mitigating local flooding risk. Participating Town and Parish Councils will receive gully cleansing services above basic statutory levels.

### Potential Costs:

Programmed works - £9.22 per gully

Reactive - £30.96 per gully (over 20) - £123.76 (under 5)\*

*\*Please note, if a Traffic Management Plan (TMP) is required to carry out the works, this will be a separate cost; TMP costs variable depending on complexity and length.*





# Ditch Clearance

## WBC Team: Highways – Asset Management

### Brief Description

If funded, West Berkshire Council can work with interested Town and Parish Councils to achieve additionality over and above basic statutory levels for ditch clearance.

### Potential Costs:

£3.09 - £19.99 per metre\*

*\*Please note, if a Traffic Management Plan (TMP) is required to carry out the works, this will be a separate cost; TMP costs variable depending on complexity and length.*





## Sign Cleaning

### WBC Team: Highways – Asset Management

#### Brief Description

Sign cleaning is important for helping motorists and pedestrians find their way around the district. Poorly maintained signs can give an unflattering image of the local area(s). There can also be safety implications if signs are too dirty or missing characters. Additional sign cleaning above minimum statutory levels can be arranged if interested Towns and Parishes can make funding available.

#### Potential Costs:

£8.92 - £75.75 (up to 1m2 - Gantry signs)

*Please note, if a Traffic Management Plan (TMP) is required to carry out the works, this will be a separate cost; TMP costs variable depending on complexity and length.*







## Bus Shelter Maintenance

WBC Team: Transport Services

### Brief Description

Maintenance of bus shelters can help ensure they remain safe, accessible and provide a pleasant environment for members of the public using local bus services. Some Town and Parish Councils deliver this maintenance service themselves. West Berkshire Council can help interested councils with maintenance if funding can be provided.

### Potential Costs:

Cleaning and maintenance: £138/annum per shelter.

Shelter and installation: This will depend upon the precise specification of shelter required - from the most basic 2-bay cantilever ~£6,360 per shelter, to a shelter with full ends, solar lighting and a green living roof ~£9,840 per shelter. If hardstanding is required, this would be an additional ~£12,000 per shelter. (More detailed costings can be sought for any parish upon inspection/design/confirmation of requirements).



# Visual Tree Surveys and Report

WBC Team: Countryside

## Brief Description

The Council can expand the current service to carry out additional tree surveys, to assess risk, deal with tree care, scope and instruct a contractor and monitor works on behalf of interested Parishes. This service can include provision of advice on tree protection and deal with public enquiries about trees on land owned by Parishes.

## Potential Costs:

Costs between £690 and £1,265 per Parish for a visual tree inspection and written report. To instruct contractors and oversee works over a 3-year period, including dealing with private trees which present a public risk and drafting risk notification letters.

*A minimum of 20 Parishes would need to sign up in the first 3 years in order to manage the costs of any risk over three years.*





# Dog Poo Bins (Devolution to Towns and Parishes)

WBC Team: Countryside

## Brief Description

The Council provides dog poo bin collection services on behalf of a number of Towns and Parishes. Some Towns and Parishes have agreed to take on these services partly because they can arrange more reliable local service providers. Continued devolution of this service is something the Council is supportive of.

## Next Steps:

Towns and Parishes who are interested in taking on this service themselves are invited to contact the Council. The Countryside manager will be happy to assist as required.





# Town and Parish Centre Litter Bins

WBC Team: Waste

## Brief Description

The Council can work with interested Towns and Parishes to arrange installation of additional litter bins in their central areas with high footfall.

## Potential Costs:

Option 1: Additional bins on top of what WBC provide - Unit rate per bin, 1st year only (and if replacement required) c. £360.00 - £600.00 \* + Collection fee = £235.39 per bin 1st year. Costs assume contractor can provide service without additional resource.

Option 2: Take over current bins - £235.39 per bin per year. Inc replacement bins if damaged/broken & admin.

*\*If reviewing bin location extra admin fee of £49.38per bin. (both options do not guarantee a certain number of empties, but bin will be expected to be emptied when full).*







## Notes

- Costs provided in this document are for discussions purposes. Actual costs could vary depending on local conditions and specific needs of interested Town and Parish Councils.
- Some services can only be delivered by the Council if resources and personnel can be recruited.
- Selected services can only be delivered if a minimum number of Towns and Parishes sign up for additionality; this is to keep operational costs as low as practicable for participating Towns and Parishes.
- Service levels and costs are subject to periodic reviews. Annual indexation applicable, unless otherwise indicated.
- Please note that the services set out in this document are not an exhaustive list but our initial batch of offers. Further service ideas would be shared with Towns and Parishes in future.

*For more information or to discuss your interest, please email:  
[htadmin@westberks.gov.uk](mailto:htadmin@westberks.gov.uk)  
preferably starting your message subject title with “Additional Services”*

## Services Delivery Manager Report July 25

### Community Services Maintenance Vehicle

Following discussions with WBC & Volker, we have been advised the peace garden handover could happen in July. If this is the case from the end of July, we will have access to our parking spaces once again for Registrars/Mayor parking. It may not happen this quickly however as financials need to be agreed before devolution can take place. Once we have access to this area of the wharf we need to fit our dedicated charging point for the vehicle during the next financial quarter.

### Grounds Maintenance Contract

The contractor continues to meet all Key Performance Indicators (KPI's) and officers have regular monitoring meetings to ensure standards are consistently met. We are particularly pleased to report our waste and recycling figures for the last three months is slightly higher at 78.4% v 75.6% last time. This figure would equate to 90%+ of our recyclable materials being recycled. Also please refer to Agenda item 15 Appendix 9 for contract review status.

**Football Pitches at Victoria Park** is faring the best with CSA 07 returning in August to play there as small, sided games and 9-a-side teams.

Sadly, the significantly reduced number of teams in the Adult Leagues has reduced demand elsewhere with only one regular booking at **City Recreation Ground**, The changing rooms are beyond use due to faulty electrical circuits, we anticipate these will be repaired for the start of the next football season.

**Wash Common** we have no confirmed bookings for next season yet and had no football bookings last year. On occasions a team was found to be using it as a training ground -without booking. However, the school rented the space from us through to this September.

### Vandalism

#### Victoria Park

Regrettably, assets in Victoria Park continue to be vandalised. At a significant cost, It was very disappointing to have so many of the parks assets fenced off on family day.

#### City Recreation Ground & Genererally

##### Graffiti

Generally, across most of our recreational assets we have noticed a significant increase in graffiti in June and July in particular.

**This can and will impact on our ability to secure points for our entry into Thames and Chiltern in Bloom. Can I ask everyone to rally round the clean up campaign and respond to James Heasman's request for more volunteers for later this week – you will make a difference and assist us in achieving the best marks possible.**



## **Town Hall**

### **Roof structure - Internal**

All structural works now complete. The scaffolding in the civic staircase has been removed, however the ceiling repairs will need specialist “Lath and Plaster” repairs, we will erect a demountable scaffold platform to carry out these works in between planned events at the Town Hall. as In summary we have three key areas of external repairs,

### **Roof structure -External**

Scaffolding will remain on the external roof until the asbestos tiles have been replaced, we are currently sourcing suitable replacement tiles

### **Courtyard Roof Area**

**Works are now completed, and scaffold can now be removed.**

### **Leased suites**

Suite 10 has given notice to quit and Suite 6 is now occupied with a new tenant Aero Property Consultants (Quantity Surveyors and Project Managers). Suite 7 has just renewed their contract. This leaves Suite 9 empty. We have instructed the letting agent to find a new tenant.

### **Shaw Cemetery**

Following the recent opening up of a new section and subsequent marking out. The immediate pressure for additional burial land has alleviated we estimate we have between 5 to 6 years of capacity. We are getting three quotes for the ground sampling on both this section and the section on the opposite side of the cemetery with suspected contaminants in one or two areas. This will inform our next steps once we have this ground data.

### **Newtown Road Cemetery**

A burial vault from the mid 1800 hundreds has collapsed to reveal a 10’by 5 ‘cavity. We have found surviving relatives and are awaiting them to take any claim on the vault before we proceed further. Refer to Agenda Item 11 Appendix 6 for details of Friend requests for mini projects approvals

### **Working Group Requests**

CESC Events Charter (Single Plastics Use)

Following the adoption of the Charter at the March CESC meeting the role out of the Charter started with the Charter Market and it is now requested for events beyond the community services team

### **Family Fun Day in Victoria Park**

Thank you to all the members who supported this event we cannot provide this event without your assistance, it is appreciated. The weather was once again kind to us and the day was a great success.

### **Victoria Park Café Project**

Refer to Agenda Item 14, Appendix 8



**MARKET WORKING GROUP**  
**Thursday 27 March 2025 3:30pm**  
**Council Chamber, Town Hall**  
**Market Place, Newbury**

**MINUTES**

**IN ATTENDANCE:**

Cllrs Vaughan Miller (arrived at 15:45), David Marsh, Gary Norman, Martha Vickers, Debbie Smith & Malcolm Smith, Market Managers  
Gareth Dowding, West Berkshire Council  
Trish Willetts, Newbury BID (via ZOOM)  
Liam Sheppard, Newbury BID (via ZOOM)

Toby Miles-Mallowan – NTC CEO  
Jo Aylott – NTC Civic Manager  
Caroline Edmunds – Community Services Officer

**1. MINUTES FROM LAST MINUTES 19 SEPTEMBER 2025**

**PROPOSED:** Cllr David Marsh

**SECONDED:** Cllr Martha Vickers

**RESOLVED:** That the minutes of the meeting of the Market Working Group meeting held on 19 September are approved.

Actions from meeting of 19 September:

**Layout** – deferred

**Accessing power from lamp posts** – After consultation with West Berkshire Council this is not possible.

**2. UPDATE FROM MARKET MANAGERS**

An update was provided by Debbie and Malcolm Smith, Market Managers.

Since Christmas, the Market has performed as expected. However, Thursdays continue to be challenging, with only 10 traders present today, reflecting the consistently low footfall in the town on Thursdays. The Market Managers noted that other mid-week markets in the area face similar challenges.

There has been a shift from '7-day-a-week traders' to more 'event-based traders.' Saturdays are showing improvement, as is typical during this time of year with better weather. Stalls offering essential goods, such as hot or cold food, are performing the best. There has been some turnover in stalls, but there have also been a number of new enquiries from potential traders. Several new traders have applied and are currently taking advantage of the '4-week free' introductory offer.

The ongoing Wharf project has had a significant impact on the Market. The loss of the Car Park has deterred customers, and many have also expressed frustration with the transition to cashless parking, as they dislike using the app for payment. This feedback has been shared by several regular customers.

It was noted positively that all the parking spaces being reinstated at the Wharf will be designated for disabled parking, which is seen as a beneficial change.

Early shoppers are vital to the Market's economy, and it was emphasized that making the town 'traffic-free' in the mornings would have a detrimental impact on market activity. It was confirmed that West Berkshire Council (WBC) is currently only considering extending pedestrianisation further into the evenings, until 11pm, with no changes planned for the mornings at this time.

The Market Managers have observed that some regular Newbury customers are now visiting other local markets, such as Hungerford on Wednesdays, where parking is considered easier. Many of the stalls that trade in Newbury also trade at Hungerford. Parking charges in Newbury were discussed, with concerns raised about their impact on visitor numbers.

The Market Managers expressed hope that the core traders will continue to support the Market during these challenging trading conditions. They are actively working to encourage new traders to come to Newbury and to ensure that existing core traders remain engaged.

Flyers have been distributed to Artisan Market traders and at the monthly Woolton Hill Market, inviting them to trade at Newbury. This outreach has generated several new enquiries and resulted in some new traders joining the Saturday market.

### **3. UPDATE ON UPCOMING EVENTS WITH SHARED USE OF THE MARKET PLACE**

Jo Aylott, Civic Manager, updated the group on two events taking place in the coming months:

**Saturday 10 May** – Corn Exchange/Newbury Spring Festival launch parade. A meeting has taken place with our Market Managers, the Spring Festival and Corn Exchange to agree that the Market traders will be clear of the Market Place by 4:30pm allowing the parade to enter the Market Place safely.

**Saturday 28 June** – It was agreed at Full Council in January 2025 that the Royal Engineers Association (REA) will exercise their Freedom of the Town for a Freedom Parade on Saturday 28<sup>th</sup> June 2025, which falls on Armed Forces Day. This is to celebrate the 200<sup>th</sup> anniversary of the formation of its three Regular sub-unit squadrons, 13 Geographic Squadron, 14 Geographic Squadron and 16 Geographic Support Squadron. This will be a re-creation of the Parade in 1997, when the Freedom of the Town was granted.

Meetings have taken place with our Market Managers to establish whether the Market will be able to trade in the Market Place on this day. Negotiations are ongoing and it is the Town Council's wish for both events to be able to take place within the Market Place if possible. A further meeting is scheduled for April 3 to further discussions.

**Saturday 14 June** – Newbury Road Club event within the Town. It was requested that Cllr Gary Norman arrange a meeting with the Market Managers to discuss the event as the cyclists will be coming through Mansion House Street and the Market Place on the day.

#### **4. UPDATE ON LONGER TERM PROVISION FOR THE MARKET**

The current agreement with WBC is due to expire in 2027. This is an ongoing discussion with West Berkshire Council.

#### **5. PROPOSAL FROM NEWBURY BID CHRISTMAS LIGHTS SWITCH ON EVENT**

The Newbury BID team requested exclusive use of the Market Place on Saturday, 15 November, for the Christmas Lights Switch-On event.

It was proposed that Charter Market traders relocate to Northbrook Street and/or Bartholomew Street for the duration of the day.

Trish Willetts confirmed that Charter Market traders could leave at their usual time of around 4pm if they were relocated to Northbrook Street. She also reiterated that the Charter Market traders remain the priority.

Newbury BID suggested inviting the regular Artisan Market traders to participate on this date. Since this is a designated Charter Market Day, if agreed, the Artisan Market traders would be considered part of the Charter Market and would be required to pay the Town Council's standard pitch fee.

Newbury BID has also reached an agreement with the organisers of the monthly Artisan Market to allocate a market pitch for a Charter Market operator at each event. This

proposal was positively received. However, a formal process will need to be established from the April Market onward. In the meantime, the Charter Market Managers will consult with traders to gauge interest in this opportunity.

**ACTION:** The Charter Market Managers will engage with the Saturday traders to determine whether they are willing to relocate and assess how many would be interested in extending their trading hours until the event concludes at 7pm.

It was acknowledged that Charter Market traders begin their day early, with some starting as early as 5am, and primarily sell essential goods such as vegetables, fish, and meat. As a result, it may not be practical for many of them to remain until 7pm, although some traders might choose to take advantage of the opportunity.

## **6. AOB**

Charity pitches – It was confirmed that we continue to encourage charities and schools to take advantage of the free pitch offered at the Market. However, there has been a decline in the number of charities participating recently. That said, we still receive regular visits from schools and colleges, with Newbury College scheduled to have a stall on Thursday, 22 May.

Toby is currently coordinating with the Newbury Volunteer Centre to organise a dedicated charity market day.

## **MEETING CLOSED AT 4:50PM**

Next Meeting date proposed as: Thursday 1 May 2025 at 3:15pm Town Hall Chamber

## **Green Spaces Meeting Minutes Mar 25 to June 25**

Newbury Green Spaces / in Bloom Working Group  
27<sup>th</sup> March 2025 6.30 pm

### **DRAFT Minutes**

Present: **Councillors: Vaughan Miller**, Sarah Slack, Martha Vickers.

**Members:** David Fenn, Susan Millington, Tony Hammond.

**Apologies.** Cllr Ian Jee, Cllr David Marsh, Fran Lawton, Sukey Russel-Hayward

### **1. Minutes**

Minutes of 27<sup>th</sup> February 2025 were approved

### **2. In Bloom Update**

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

#### **a) NIB 2025**

An entry update was given. There was 1 online application so far but it was very early days in the campaign.

The Corn Exchange is now booked and John O Conner has agreed the sponsorship for the venue for the evening.

**Action – James to arrange posters for allotments and a email to be sent out to our allotment tenants about the competition.**

The group discussed champions for the various categories and were agreed as follows-

Places of Worship – Susan Millington

Allotments – David Fenn

Schools – Councilors to approach via liaison links

Businesses – to promote as group via drop in visits.

Miniatures – Cllr Sarah Slack and Cllr Martha Vickers

Neighbourhood – TBC to approach Ian Jee who was not in attendance.

#### **b) T&CIB Follow up Meeting**

The group agreed to have a drop in evening for community groups that are part of the route at the town hall on the 29<sup>th</sup> April to answer any questions and hopefully promote the date in which we will be judged and firm up the timetable.

**Action – James to arrange invites to go out to route participants 2 weeks before the drop in session.**

### **c) T&CIB route works list**

No further update at this point.

## **3. Wildflower seeding 29<sup>th</sup> March 2025**

The date was noted by the group, all arrangements were now in place ready for the event. Susan had arranged for the beavers to attend the event and group members gave their availability to assist with the seeding.

## **4. Green fest 5<sup>th</sup> April**

The stall is now to be shared between the Climate Emergency Sub-committee and the Green Spaces Working Group.

The group discussed the elements they wanted to portray as part of the showcase of the council NIB and biodiversity activities. As follows-

Newbury in Bloom

Thames and Chiltern in Bloom

Volunteer events

Corporate events

Collaborations with other groups

Bat boxes

Wildflower meadows

Hedges

Tree planting and NTC policy

Bulb planting

## **5. Newbury Nature Corridor**

Susan gave a brief update that the group would be supporting the wildflower seeding on Saturday as it is on the route of the Nature corridor and that they will be in attendance at Green Fest.

## **6. Secret Garden Project Update**

James had received an update from Sukey as she was not able to attend this meeting.

The group discussed the proposed cloth die bed to be planters to be put on Lock Island, this would support linking the planting to the towns heritage assisting the score for the Thams and Chiltern in Bloom entry.

**Action – James to liaise on behalf of the group with Sukey to arrange the installation of this feature.**

## **7. Growing Newbury Green Update**

Tony explained that they had one more corporate session on the 9<sup>th</sup> April in which an officer would be in attendance to assist with insurances. The group discussed GNG obtaining their own insurance.

**Action – James to arrange £100 donation towards the groups insurance for volunteer events to come from the edible crops budget.**

## **8. AOB**

Sarah Slack to approach local garden designer about becoming involved with the group.

### **Date of next meeting**

**24<sup>th</sup> April 2025 (later changed to 1<sup>st</sup> May)**

Meeting Closed at 8.30pm

James D Heasman  
Parks and Open Spaces Supervisor

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Newbury Green Spaces / in Bloom Working Group  
1<sup>st</sup> May 2025 6.30 pm

### **DRAFT Minutes**

Present: **Councillors:** Ian Jee, Sarah Slack, David Marsh.

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

**Apologies.** Cllr Ian Jee, Cllr David Marsh, Fran Lawton, Sukey Russel-Hayward

## **9. Minutes**



Minutes of 27<sup>th</sup> February 2025 were approved

## **10. In Bloom Update**

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

### **a) NIB 2025**

James gave an update on the entries so far. The champions agreed to continue promoting their individual categories, The group discussed the need to look at future NIB events on once T&CIB has been completed.

Once judging is completed for this years competition discuss the length of judges speeches at the Presentation evening and whether we can improve the experience for those who are infirm in walking.

### **d) T&CIB**

Ian explained that the information meeting with the route participants had been very successful and that a lot had been achieved through the evening.

**Action- James to send out the judging criteria for those who could not attend on the evening and arrange visits to the different participants on the route the week after Newbury in Bloom.**

**Action- James to liaise with Sukey in regards to the videos for the pre-presentation for the judges to arrange suitable dates with the Hospital group and Lower Raymond Almshouses.**

## **11. Green Fest Feedback**

The group wished to pass their thanks onto the organisers via Susan Millingto for a very well run and enjoyable event. Feedback was given by various group members that it would be better if kennet radio had been situated out of the cloister as it made communication difficult in the area where we were situated. We might have been better in a side room to get a better reaction to our computer presentation.

**Action- Susan to pass feedback onto organisers for future events.**

A discussion was had regarding whether this group was the best format to lead on future presentations at these events, James explained that this group mainly focuses on the Newbury in Bloom agenda and the volunteer events associated with this. Though there was some interest in this element of the presentation the

overwhelming interest was in the Climate Emergency Sub-Committee Grants and activities.

**Action – Ian to discuss with CS Committee as to which working group of sub-committee should provide the support for future Green Fests.**

## **12. Route Clean up days**

The group agreed to run a route clean up community litter pick with members of the public on the 5<sup>th</sup> July.

Also to approach Stryker and other corporate offers about some graffiti removal and additional clean up support prior to the judging on the 11<sup>th</sup> July. It was discussed the potential opportunity from the US military.

**Action – James to arrange the clean up event and approach the corporate offers to see who can assist.**

## **13. Newbury Nature Corridor**

Susan expressed her disappointment that the native bulbs planted on middle close last Autumn had not been successful with the native daffodils the only thing that showed and that areas that they were planted had now been mown.

**Action – James to find out and report back to group on why the grass had been cut in this areas.**

Susan passed on her thanks to the council for arranging the wildflower seeding at St Georges Avenue, also her thanks to Ian and Sarah in helping promote the event. Though it did not have high attendance, the beavers and members of the public who did attend enjoyed the event.

**Action – James to arrange some watering of the new wildflower strips and liaise with Susan about some signs to be made and put up explaining about the wildflower strips.**

Other activities of the Nature corridor –

- St Barts Nature area now open
- Continued work at John Rankin School
- Joint Newbury nature walk being run in conjunction with BBOWT
- Bat Boxes installed at Barns Crescent.

#### 14. Secret Garden Project Update

Everything coming along nicely for there entry into Newbury in Bloom and Thames and Chiltern in Bloom, will be undertaking the planting of the industrial planters on Lock Island in the coming weeks with the assistance of Sarah who is sourcing the cloth dye plants for these planters.

Suskey thanked NTC for arranging the new half barrels for the planters.

#### 15. Growing Newbury Green Update

Tony gave an account of a successful corporate day run at Sayers Close in which several volunteers helped with some maintenance of the apple trees.

James and Tony had also met to put in some new tree supports and posts for signs at Barns Crescent in preparation for Thames and Chiltern in Bloom.

#### Date of next meeting

**5<sup>th</sup> June 2025**

Meeting Closed at 8.30pm

James D Heasman

Parks and Open Spaces Supervisor

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

#### DRAFT Minutes

Present: **Councillors:** Ian Jee, Sarah Slack, Alistair Bounds.

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

**Apologies.** Cllr David Marsh, Cllr Matha Vickers, Cllr Vaughan , Fran Lawton,

#### 16. Minutes

Minutes of 27<sup>th</sup> February 2025 were approved with 1 minor amendment of site in which bat boxes were fitted.

## 17. In Bloom Update

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

### a) NIB 2025 arrange judges

James gave the outcome of 41 entries the highest recorded in the competitions history.

The group agreed the judges for each category.

**Action – James to circulate the judging timetable with the judges assigned to each category.**

### e) T&CIB

Sukey agreed the best Monda for the filming would be the 30<sup>th</sup> June, James to liaise with the hospital in regards to this date and arrange time with Sukey.

James circulated the new route timings with the group due to the sport in mind group no longer being involved.

**Action – James to send out new route times to all participants on the route.**

James explained that plans are well under way for the forward team on the morning and that he was trying to arrange a corporate event to remove graffitti on the route. John O conner focusing on NTC areas on the run up to the judging and arranged cut and collect for the grass areas on route.

## 18. Route Clean up days

PR to go out for the community litter pick in the coming days planned for the 5<sup>th</sup> July. Likely route time will take 4 hours to walk. To start at 10.00 outside St Nicholas church and finish at 14.00 at Victoria Park.

**Action – James to arrange PR to promote route clean up event.**

## 19. Newbury Nature Corridor

Susan Millington had to leave the meeting early but submitted the following as an update to be read out by the lead officer on the group.

1. St George's avenue wildflower beds are looking better than expected due to dry weather. Will be flowering soon.

2. John Rankin infants school John's garden and both ponds now planted up. Head teacher intends to get a school club to look after them. We will do an assembly to tell pupils about the project.
3. St Barts school will be holding an opening ceremony of their newly refurbished Nature Reserve in July.
4. NFoE / BBOWT walk next Thursday 12 June (6-8pm) along part of the Nature Corridor. BBOWT has a community network in order to offer support to wildlife projects in the 3 counties. This is an invitation to groups in Newbury and far beyond to come and learn about our project, and discuss a wide range of relevant issues to benefit us all.
5. We are making contact with scout and guide bodies, hoping to develop a package of activities that will support their learning about nature through helping with the Nature Corridors, and count towards their badges.
6. We now have 3 Nature Corridors, covering south and central Newbury! I can show you a map next time.

## **20. Secret Garden Project Update**

Sukey had to leave the meeting early but it was noted by Sarah that the cloth dye planters had now been planted, there was still the need to find a Teasel.

**Action – Cllr Ian Jee to source a teasel to be planted in the planters for the T&CIB Judging on the 11<sup>th</sup> July.**

## **21. Growing Newbury Green Update**

Tony gave a small update that they are monitoring for crops and they planned a thin later in the month if needed. There had been a strong bloom from all fruit trees this spring.

## **22. AOB**

The group discussed the possibility of more fruit tree planting at Parsons Allotment this winter on the Mairstail plots.

**Action – James to discuss with SEWA whether there is any funding for trees to continue the orchard on the infected plots.**

Cllr Sarah Slack discussed the possibility of Newbury registering as a bee friendly town. And whether the council could promote bees needs week on the 14<sup>th</sup> July.

**Action – James to look at criteria for the bee friendly town and request PR to be put out for the Bees Needs Week.**

**Date of next meeting**  
**3<sup>rd</sup> July 2025**

Meeting Closed at 8.30pm

James D Heasman  
Parks and Open Spaces Supervisor

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**The Friends of Newtown Road Cemetery Report for Community Services Committee  
14<sup>th</sup> July 2025 consideration**

In January this year 'The Resurrection Players' formed of Friends of Newtown Road Cemetery and others, presented 'In The Beginning' to sell out audiences in the Council Chamber. This re-enactment told the story, using actual transcript from the Enquiry, of the setting up of Newtown Road Cemetery. Our thanks to Newbury Town Council for allowing us the use of the Council Chamber where the original Enquiry took place.

The Friends have been working on proposals to put forward a bid to the Good Exchange for funds to carry out a variety of refurbishment projects plus some new additions to the Cemetery.

**The outline of the projects is given below and we are asking for the approval of Town Council to move forward with our proposals.**

Not in order of precedence the following:

**The bell**, which used to hang over the door of the Chapel to be mounted on a metal stand inside the Chapel with an explanatory plaque. It is suggested that the original outside housing for the bell would not now support it and the cost associated with remounting it would be prohibitive requiring scaffolding etc. Having the bell inside the Chapel would protect it from metal theft.

**Pathway signs** – proposal to 'name' the pathways to make it easier for people looking for graves and to encourage visitors to keep to the paths. Signs to be approx.. 12 inches high and metal. This would protect them from strimmer's, etc. and they would be low maintenance. [see attached similar Cemetery signs].

**Grave Restoration** – A number of graves have been damaged by falling tree branches, damage from motor mowers (previous Contractors), and some memorials have simply collapsed. Councillors will no doubt be aware of the vault collapse which occurred a few months ago. Contact has been made with the family of the persons buried in the vault and a decision is awaited from them.

**Wi-fi in Chapel** – The provision of wi-fi in the Chapel would be an asset to the Friends but would also increase the suitability of the Chapel for other events.

**Refurbishment of railings and gates** – The railings and gates around the Cemetery are in poor condition and require repainting.

**Plaques for graves of special significance** – The Cemetery contains the graves of a number of people not only of local significance but national significance [Albert Alexander, the first person to be treated with penicillin].

**Sculpture/receptacle/map of Cemetery.** The Friends would like to have a sculpture with receptacles for flowers to be sited in the area of the former Dissenters Chapel. The Baptist Church gifted The Friends a sum of money which we would put towards this. The idea is also to give visitors somewhere to place flowers particularly where there is no visible memorial. The Friends are currently researching a design which we will submit for approval.

### **Water**

The Friends have not been able to come to any satisfactory outcome regarding the provision of water. Extensive negotiations with Thames Water and Sovereign Housing have not produced a solution so we continue to have to take water whenever we have an event.

The Friends have planned a new initiative for children called **‘Wildflower Detectives’** which was due to run at the Summer Welcome Day in June and we are looking forward to working with St Bartholomew’s School on a Remembrance event in November.

The Friends are looking to set up an initiative to **‘Adopt a Grave’** which we hope will lead to more people being involved in caring for the Cemetery and helping to keep it tidy. We are grateful to the Council and the Contractors for the co-operation with the Friends to enable the flora and fauna to thrive whilst ensuring that necessary safety conditions are maintained.

Maureen Hudd

Chair

Friends of Newtown Road Cemetery



## Projected additional Works Programme for Community Services for the Municipal Years 2025/26

Meeting Date	Subject
<b>Community Services Committee Meetings</b>	
<b>Scheduled Committee Business</b>	
<b>10th March 2025</b>	VP Tennis Update – data only just received from Tennis Group in Dec 24  Nightingales project plan/ Playgrounds Update - C/F to July 25 Update Cemetery Land Issues continue to support the working group to its outcome Town Hall Survey report action plan for red items Ensure contactless payment system in place for the wharf toilets- done Support the Officers & CEO office move. paused Support the CESC towards carbon net zero target for 2030 – ongoing Consider the recommended Single use plastics Charter for events outside of responsibility Virgin Balloons cessation?
<b>Recommendation: To note and agree</b> any other items that Members resolve to add	
<b>Suggested Forward Plan</b>	
<b>14th July 2025</b>	Newbury in Bloom update Green Flag Improvements Peace Gardens / Wharf – Transfer arrangements with WBC Community Services KPI's update GM Contract update VP café Update Fencing Victoria Park play area. Annual Rospa Review PV Solar Panels to Town Hall Roof project update Hutton Close, next steps-no clear wish list from residents Nightingales project plan/ Playgrounds Update Any Working Group Requests Town Hall Survey report action plan for red items Asset Management Draft plan (10-year strategy paper) C/F to mar 26
<b>Recommendation: To note and agree</b> any other items that Members resolve to add	
<b>Suggested Forward Plan</b>	
<b>15<sup>th</sup> September 2025</b>	GM Contract update Update Cemetery Land Issues Wash Common Consultation update Phase 2 – paused Nightingales project plan/ Playgrounds Update VP Football Strategy and Facilities Review VP Café project FY 25/26 Budget preparation for FY 26/27 Winter Flood Risk and Riparian Rights and Obligations Current Status review PV Solar Panels to Town Hall Roof project update Any Working Group Requests Community Services KPI's update

<b>Recommendation: To note and agree</b> any other items that Members resolve to add	
<b>Suggested Forward Plan</b>	

<b>15th December 2025</b>	FY 24/25 Complete Budget for P&R Review / Approval _done Agenda item VP Kiosk/Cafe update Asset Management Draft plan (10-year strategy paper)
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**Recommendation: To note and agree** any other items that Members resolve to add

### **Suggested Forward Plan**

<b>30th March 2026</b>	VP Tennis Update – post December 25 report from LTA Community Services KPI's update Nightingales project plan/ Playgrounds Update - C/F to mar 25 Update Cemetery Land Issues continue to support the working group to its outcome Town Hall Survey report action plan for red items Virgin Balloons cessation?
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Martin Kavanagh  
Jul 2025