

3rd April 2024

**To:** Cllrs: Vera Barnett, Alistair Bounds, Nigel Foot, Roger Hunneman, Ian Jee, David Marsh, Vaughan Miller, Graham Storey, Sarah Slack 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 08<sup>th</sup> April 2024 at 7.30pm**. This meeting is open to the Press and Public and will be streamed via Zoom:

<https://us02web.zoom.us/j/83838123266?pwd=Mk9DUGR6OTBCZGt5L0dOSWgwVWZRQT09>

Meeting ID: 838 3812 3266

Passcode: 000258

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**

*Chairperson*

**2.1 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)**

*Chairperson*

**3.1 To approve:** The minutes of a meeting of the Community Services Committee held on Monday 11<sup>th</sup> December 2023.

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

*Chairperson*

Questions must be submitted to the Services Delivery Manager by 2.00 pm on Friday 5<sup>th</sup> April 2024.

**5. Members' Questions and Petitions**

*Chairperson*

Questions to be submitted to the Services Delivery Manager by 2.00 pm on Friday 5th April 2024.

**6. Services Delivery Manager's Report (Appendix 2)**

*Services Delivery Manager*

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

**7. Community Services Committee 23/24 Forward Work Programme (Appendix 3)**

*Chairperson*

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

**8. Lockdown Woods Wildlife Corridor**

*Chairperson*

**To receive:** Susan Millington's Presentation.

**9. Solar Panels to Town Hall Roof & VP Lime Street Lighting (Appendix 4 & 4.1)**

*Services Delivery Manager*

**To consider and approve:** The revised costs of both projects.

**10. Victoria Park Café Project (Appendix 5)**

*Services Delivery Manager*

**To consider:** The initial design proposals.

**11. Motion from Councillor Vaughan Miller (Appendix 6)**

*Chairperson*

**10.1 To note & discuss:** The task force allotment survey analysis.

**10.2 To note:** Councilor attendance for allotment visits on 11<sup>th</sup> & 25 June 2024.

**12. Green Spaces Working Group. (Appendix 7)**

*Chairperson*

**To note:** The GSWG minutes of 25.01.24 and 29.02.24 meeting including Activity Plan.

**To consider:** Working Group membership composition and recommendation of re-instatement of a previous member / lay member.

**13. Wash Common Consultation Phase Two/Green Flag Status (Appendix 8)**

*Services Delivery Manager*

**To note:** proposal for consultation around phase two and the potential for achieving green flag status.

**Footnote**

**Next Committee Meeting date is Monday 17<sup>th</sup> July 2024**

**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 11 DECEMBER 2023 AT 7.30PM**

**PRESENT**

Councillors: Vera Barnett, Alistair Bounds, Jayne French-Drayton (Deputy Chairperson), Nigel Foot, Roger Hunneman, Ian Jee, Vaughan Miller (Chairperson), Sarah Slack and Martha Vickers.

**In Attendance**

Martin Kavanagh, Services Delivery Manager  
Caroline Edmunds, Community Services Officer

**1. APOLOGIES FOR ABSENCE**

Apologies received from Cllr David Marsh.

**2. DECLARATIONS OF INTEREST AND DISPENSATIONS**

The Services Delivery Manager declared that Councillors Nigel Foot and Martha Vickers are also Members of West Berkshire Council, which is declared as a general interest on their behalf and a dispensation is in place to allow them to partake in discussions relating to West Berkshire Council business.

**3. APPROVAL OF PREVIOUS MEETING MINUTES**

**PROPOSED:** Councillor Vaughan Miller

**SECONDED:** Councillor Martha Vickers

**RESOLVED:** That the minutes of the meeting of the Community Services Committee held on 18 September 2023 are approved and signed by the Chairperson.

Cllr Alistair Bounds joined the meeting at 7.32pm

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

Question from Mr Simon Kirby

I'm pleased that your officers are recommending to freeze allotment rents at their present rate of 45p/m<sup>2</sup> which is £112.50 for a full plot for the 2024/25 growing season pending what your chair has said will be a full review of the benchmark analysis of rents by spring next year.

You are recommending a 6.7% increase to 48p/m<sup>2</sup> which is £120 for a full plot for the

2025/26 season, but I am confident when you see how rents in Newbury are between two and three times the going rate that you will want to cancel that increase too and halve the cost of an allotment in Newbury to something more comparable with the full-plot cost of £44 charged by a typical parish council such as Pangbourne or the £60 charged by a typical town council such as Fylde.

I note that you report in the minutes of the recent stewards meeting how "It was agreed that our rates are reasonable and much lower than some other Parishes", and it is important to note that this assertion is not supported by the evidence. In point of fact all of the 49 parish councils sampled at random in the comprehensive benchmark analysis charge less than Newbury. It would have been helpful if you had invited me to present the benchmark analysis to the stewards meeting as I had sent it to your chair a fortnight previously, but as you will now be considering the evidence of that analysis after setting the 2025/26 rate this evening I trust that you will accept the recommendation of your officers to forgo the planned 10% increase for the coming growing season and then review the rate for the 2025/26 growing season and onwards in light of that benchmark analysis.

**Chairperson responded:**

Thank you for presenting this and bringing to our attention. There has been a misunderstanding with the published numbers on the Agenda tonight. The numbers were incorrect and did not take into account the meeting in December 2022. We will be covering the Allotment Charges later in the Agenda.

All allotment tenants would have already been informed of the previously agreed charges for 2024/25 which is 49.5pence per square metre.

**Supplementary Question:**

Mr Kirby: "You were all under the impression that the rate for next year was going to be 45p per square metre. Can I suggest that you consider cancelling the 10% increase for next year?"

Chairperson: We will get back to you on your benchmarking response that you provided, and we will be discussing the allotment rents later in the Agenda.

**5. MEMBERS' QUESTIONS AND PETITIONS**

**Question from Councillor Andy Moore**

Ref: Anti -Social Behaviour at City Recreation Ground.

Table / Benches in City Recreation Ground

Councillors for West Fields Ward, which includes City Recreation Ground, have received representations and complaints from residents of Rectory Close about anti-social behaviour (ASB). On fine nights in particular, groups have gathered around the table/benches near the playground and have brought music players along. Loud voices and music until the early hours has disturbed the sleep of residents whose properties back on to the Recreation Ground. Last summer was at least the third time that this has happened; the residents associate it with the placement of the table/benches during the refurbishment in early 2021.

The issue has been regularly discussed at the Newbury SW Community Forum. Warning notices about ASB have been posted, and police / PCSOs have promised to look into it; phone numbers have been shared so that residents can alert the police when the ASB is happening. The police, who accept their responsibility, comment that it is almost impossible to take action given the unpredictability of occurrence, due to their resources and the open nature of the Recreation Ground.

Very reluctantly, since they are such a benefit to those monitoring children on the playground and more generally, I have concluded that we should ask for the table/benches to be removed for the forthcoming "summer" season to test whether it discourages the ASB.

### Question(s)

Will the Community Services Committee:

- a. Recognise the situation described above and empathise with the residents?
- b. Agree to the removal of the three table/benches in City Recreation Ground between 1 April and 30 September 2024 (or near convenient dates)?
- c. Agree to the placement of a prominent sign explaining the reason for the removal and appealing to the community to discourage anti-social behaviour?
- d. Ask the affected residents of Rectory Close to report the outcome of the temporary removal?
- e. Consider the outcome at its meeting in a year's time to determine a way forward?

Answer from the Chairperson:

Thank you, Andy, for bringing this question to the committee.

It is the case that we have had multiple vandalism incidents in the park and we fully empathise with the residents if they are getting occasional disturbance from some of the park users.

NPT have regular patrols of the area and residents have been advised to report every instance of disturbance to the police. This way we can build up a trend which can be used to inform future actions. There was only one report in the summer months this year, and a couple more subsequently.

Whilst having homes that back onto a park has many benefits, residents are inevitably subject to occasional disturbance by park users.

On the subject of the benches, they are very popular with parents while they monitor their children in the play area. They are also popular for other users for picnics, etc. and even for dog walkers who need to rest occasionally whilst walking their dogs. We have received some feedback from other residents of the close which would be very much against removal of the benches.

Our consideration is that removing the benches would significantly reduce the overall enjoyment of the park by most users and could actually result in the park losing its Green Flag status. Removing benches may only shift congregation to another part of the park, e.g. near the changing room building. We do not believe therefore that this is a viable solution.

Given all that, we can do the following:

- Initiate a multi-partner meeting to discuss the situation and produce recommendations to help improve the lived experience of residents as well as other users of the park.
- Encourage residents to report every instance of anti-social behaviour to the police using 101 or report via the TVP website if there are problems and keep a note of the crime reference number.
- NTC will also report all instances of vandalism we find during our weekly inspections and keep the crime reference number.
- Report back in our summer Community Services meeting in July on progress, inc. on the crime report numbers. We would request that residents submit their numbers to the council before this date.
- Finally, there is a consultation taking place on extending the PSPO in Newbury town centre. We would recommend that residents submit their responses requesting that the PSPO is extended to include City Park.

Question from Councillor Meg Thomas

“I have a couple of questions to be exact; both were raised by the same resident at the Wash Common Community Festival and judged by Vaughan to be valid.

1. There is a need for a bench on Elizabeth Ave about halfway up. This would allow those wishing to walk to town (good for health and climate, of course) to have a little rest and thus be more likely to ditch the car keys. Likewise for cyclists. There are plenty of grass verges.
2. The community orchard on Barn Crescent is under-utilized, or so it is felt. This is leading to apples rotting on the ground. Please could signage be improved?

I'm wondering if CIL money could be used here?”

Answer from Services Delivery Manager:

### **Elizabeth Avenue Bench**

Costings for a bench at Elizabeth Avenue would be £1100 - £1300 including installation.

This is something we could consider for our budget for next year, but we need clarification as to whose responsibility this is. The land would be West Berkshire Council's.

### **Barn Crescent Signage**

This question will be referred onto Growing Newbury Green as the Barn Crescent orchard is their project.

In the meantime, the Community Services team can prepare temporary signage.

## **6. SERVICES DELIVERY MANAGER'S REPORT**

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

Victoria Park gym equipment – the Services Delivery Manager stated that it would currently cost around £20k to replace the gym equipment. If further legislation is passed with regard to new surfacing, this could be an additional £20k.

It was confirmed that the gym equipment is very well used by residents.

## **7. COMMUNITY SERVICES COMMITTEE 23/24 FORWARD WORK PROGRAMME**

The Forwards Works Programme for 2023/24 was noted and Members were invited to raise any additional items for consideration for the next meeting.

**PROPOSED:** Cllr Vaughan Miller

**SECONDED:** Cllr Nigel Foot

**RESOLVED:** To change the meeting date for the next CS Meeting from 11 March to 8 April 2024.

## **8. REVIEW OF COMMUNITY SERVICES 2024/25 BUDGET**

### **Energy Conservation Projects:**

To agree to include the Shaw Cemetery Chapel project, to replace the gas bottle heaters for electric panel heaters and install roof solar panels. Estimated budget £9,000.

**Football pitch improvements and open spaces /GM Contract:**

Agree to put forward £35k increase to the GM Contract budget which will include football pitch improvements and more frequent mowing (two weekly) of parks as well as football pitches at City Rec, Wash Common and Victoria Park.

**Playgrounds Upgrading:**

Agree to put forward to allocate to reserves of £50k per annum from the precept to manage the costs of upgrading our playgrounds on a regular basis.

**Boules in Victoria Park:**

Not going to consider as part of the budget for next year but we do have a possible donation which we will consider when appropriate.

**Victoria & Her Lions:**

Agree Defer to consider for 2025/26 budget.

It was suggested that a WBC Members BID could be applied for, and also placed on The Good Exchange to raise funds, similar to the Bandstand project.

**Floral Displays:**

Defer to consider for 2025/26 budget.

**Newbury in Bloom:**

Agree to continue with Newbury in Bloom but defer any proposed entry into Britain in Bloom.

**Allotments:**

Agree to continue ongoing investigations into the drainage at Wash Common. The Community Services Team will come back to this Committee with further information and proposals.

**Wharf Toilets:**

Agree to introduce contactless payment for the Wharf Toilets, budget estimated of £2,600 for this to go ahead.

**Canal Corridor:**

Defer to the Green Spaces Working Group when they next meet and come back to this Committee with detailed proposals.

**PROPOSED:** Cllr Vaughan Miller

**SECONDED:** Cllr Ian Gee

**RESOLVED:** To present the Budget provision for 2024/25 including recommendations detailed above to the Policy & Resources Committee on 15 January 2024.



**9. SERVICES REVENUES FOR 2024/25 FINANCIAL YEAR**

**PROPOSED:** Cllr Vaughan Miller

**SECONDED:** Cllr Nigel Foot

**AGAINST:** Cllr Roger Hunneman

**RESOLVED:** To approve the Football pitches to be charged as listed below from 2024/25:

£75 for adult games

£25 for full pitch or two 5 a side pitch

£15 for single small pitch 7 a side pitch

**PROPOSED:** Cllr Vaughan Miller

**SECONDED:** Cllr Martha Vickers

**RESOLVED:** To present to the P & R Committee on 15 January 2024 and the proposal for the 2025/26 Allotments charges to increase from 49.5p per sq. metre to 52p (rounded) per sq. metre (6.3% increase in line with other Services increases).

It was requested that the benchmark analysis response is distributed to the committee before the P & R Committee on 15<sup>th</sup> January.

**PROPOSED:** Cllr Vaughan Miller

**SECONDED:** Cllr Martha Vickers

**RESOLVED:** To approve the 6.3% increase for Cemetery and Market Charges as detailed in the Appendix.

**All resolutions need to be brought to the P & R Committee Meeting for approval on 15 January 2024.**

**10. VICTORIA PARK CAFÉ PROJECT**

**To note:** The Services Delivery Manager gave an update on the Tender process for the project, currently at Feasibility and Design Stage.

**11. ALLOTMENT STEWARDS MEETING**

The minutes of the Allotment Stewards meeting of 26 October 2023 were noted.

**PROPOSED:** Cllr Roger Hunneman

**SECONDED:** Cllr Jayne French-Drayton

**RESOLVED:** To amend the Allotment Rules to state:

2 (s) Not plant any trees without written consent from the Council (which will not be unreasonably withheld) to ensure that only miniature fruit trees and bushes are planted;

and keep all trees to a maximum height of 8ft (1.53m) ensuring that the canopy of the tree is kept within the boundary of the tenant's allotment plot.

## **12. MOTION FROM COUNCILLOR VAUGHAN MILLER – ALLOTMENT SURVEY FEEDBACK**

The allotment consultation feedback was discussed.

**PROPOSED:** Cllr Vaughan Miller

**SECONDED:** Cllr Martha Vickers

**RESOLVED:** To amend the Allotment Rules to state:

To set up a task group to analyse the Allotment Tenants Survey.

Members of the task group agreed as Roger Hunneman, Jayne French-Drayton and Sarah Slack.

Parameters will be agreed at this task group meeting with Vaughan Miller.

## **13. MOTION FROM COUNCILLOR VAUGHAN MILLER – PLAYPARKS STRATEGY**

**PROPOSED:** Cllr Vaughan Miller

**SECONDED:** Cllr Sarah Slack

**RESOLVED:** to undertake a strategic review of NTC playpark provision, in light of new proposed regulation and provide a schedule of condition report and assessment of expected timeline for replacement/renewal of the assets. In addition, produce a summary of the financial impact of the outcomes over the next 6 and 12 years.

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

**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 nature of the business to be transacted.

**15. PROVISION OF SMALL VAN FOR THE GROUNDS & OPEN SPACES TEAM**

**PROPOSED:** Cllr Roger Hunneman

**SECONDED:** Cllr Martha Vickers

**RESOLVED:** To approve the provision of a small electric van for the use of the Town Council's grounds team.

**THERE BEING NO OTHER BUSINESS, THE CHAIRPERSON THANKED ALL THOSE IN ATTENDANCE AND DECLARED THE MEETING CLOSED AT 9:52 PM.**

DRAFT

**MINUTES OF THE EXTRAORDINARY COMMUNITY SERVICES COMMITTEE  
MEETING HELD IN THE COUNCIL CHAMBER, TOWN HALL, MARKET PLACE,  
NEWBURY ON THURSDAY 01 FEBRUARY 2024 AT 13:00HRS**

**Present**

Councillors; Gary Norman, David Marsh, Roger Hunneman, Martha Vickers, Ian Jee

**In Attendance**

Martin Kavanagh, Services Delivery Manager

Elisa Millen, Civic Services Manager

**1. APOLOGIES FOR ABSENCE**

Cllrs: Alister Bounds

Nigel Foot – Teams available

Sarah Slack – Teams available

Vaughan Miller – (Cllr Gary Norman substitute)

Not in attendance – Cllr Vera Barnett

**2. ELECTION OF CHAIRPERSON**

**PROPOSED:** Cllr Gary Norman

**SECONDED:** Cllr Ian Jee

**RESOLVED:** That Cllr Roger Hunneman be elected as Chairperson.

**3. DECLARATIONS OF INTEREST AND DISPENSATIONS**

The Community Services Manager declared that Councillors David Marsh, and Martha Vickers are also Members of West Berkshire Council, which is declared as a general interest on their behalf and a dispensation is in place to allow them to partake in discussions relating to West Berkshire Council business.

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

The press and public were not invited to the meeting because publicity would be prejudicial to the public interest by reason of the confidential nature of the business transacted.

**5. VICTORIA PARK RECREATIONAL EQUIPMENT**

Members considered the quotations for playground equipment; three were sought but only two companies provided a quotation.

**PROPOSED:** Cllr Gary Norman

**SECONDED:** Cllr Ian Jee

**RESOLVED:** The quotation from HAGS is agreed at a cost of £24,220 plus VAT.

**THERE BEING NO OTHER BUSINESS, THE CHAIRPERSON THANKED ALL THOSE IN ATTENDANCE AND DECLARED THE MEETING CLOSED AT 13:50 hrs.**

## Newbury Town Council

## Public Report

To: Community Services Committee

Date of meeting: 8th April 2024

### Agenda item No.6: Appendix 2 Services Delivery Manager Report

#### 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. In addition, the increased grass cutting frequencies as table below will be added to the contract. With the additional works starting w.e.f. April /May 24, weather dependant once again.

Work Content	Current Specification	Variation
Sport Pitches at WC & CR	Once per month cut and drop	Bi - weekly cut and collect
VP Football Pitch	None	Bi - weekly cuts including cut and collect
VP Football Pitch	None	Bi - weekly aerate, harrow and roll sport pitch(s) unless stated otherwise by council officers
VP Football Pitch	None	Bi - weekly sport pitch marking
VP WC & CR Site	Once per month cut and drop	Bi - weekly cut and drop
Allotment Sites WC, Southby's, OTP, DF, Parsons & WM	Once per month cut and drop	Three weekly cut and drop

#### Victoria Park

**Kiosk/Café**, refer to main agenda item 10 (Appendix 6)

**Football pitch**, following the successful re-introduction of football on Sunday 3<sup>rd</sup> December 2023 to mark the "Return of Football to Victoria Park" The weather has not been great through this winter period and some games were cancelled, however it is proving popular with the junior squads with 15 matches taken place to date.

**Flood Risk**, we narrowly escaped a flooding event in the park in January 24 when the canal breached its bank, flooded across the towpath then continued across the footpath, but stopped around 150 cms from the grass verge of the park. The winter "static" moorings of a boat / boats did undoubtedly contribute to this event on this occasion. I will raise this "near miss" issue with Kennet & Avon Canal Trust and report back to the next Community Services Committee.

**The Mega Tower (slide)**, however has worn through in one section and is blanked off until a new section can be fitted. It is on back order however delivery is around eight to ten weeks.

**Vandalism** sadly continues to be a problem particularly graffiti at the play park, also damage to benches, waste bins and Kiosk roof.

**Gymnasium**, the replacement of the old gym equipment with the new selection of both resistance and non-movable equipment started on 2<sup>nd</sup> April and likely to take around three weeks to complete. (Weather permitting).

**Bandstand Refurbishment**, there will be minor maintenance activities (snagging) being undertaken in early Q2 2024 before the formal re-opening of the Bandstand by the Mayor on the Family Day Event. (See below). The order for the bandstand ramp will be placed in mid-April, to ensure the timely delivery for the re-opening.

### **Family Day – Sunday 19<sup>th</sup> May 2024 10am until 4pm**

All plans now in place for the event, but I would remind everyone we need volunteers to assist on the day, so could I ask that everyone please respond to Caroline's email of Tuesday 2<sup>nd</sup> April 2024 and confirm their availability. Further details to be posted to NTC website once confirmations are received from stall holders etc

**River Lambourne Flood Risk**, that our riparian obligations for the river were completed with one exception before the bad weather hit in January. One small section of bank erosion requires a mattress repair – staff sickness prevented this repair being undertaken as planned. We now await EA and ARK availability to complete the works this year. We did supplement the bank height with sandbags as a precaution at this potential weak point. Following daily monitoring by James Heaseman, the Mayor at times, and myself. I am pleased to report we had no breach where we have riparian rights on this occasion. However, it did come close. We are wholly reliant on instruction from EA & WBC on what is required of us in terms of our obligations. However, I would recommend on the basis of our experience this year we look to carry a stock of up to 60 sand bags for use in an emergency / extreme of wet weather.

### **Greenham House Gardens**

Establishing the beds and planting has been completed. This is the 20% replanting schedule of perennials which, in addition to controlling our costs more effectively has environmental benefits particularly regarding our carbon footprint. This also includes a rose bed (previously the Samaritans memorial bed).

### **Newbury Town Hall**

**General update**, following the installation of the new PA system including eight microphones (soon to be nine) the audio loop is in situ and commissioning is planned for the third week of April when testing will be completed. Fire evacuation alarm test is planned for the second half of April

24. Fire extinguishers tested and compliant, routine fire alarm testing and servicing, legionella testing, PAT testing, emergency light testing, EICR testing and lift routine maintenance also been completed. New H & S platform WorkNest, (in the cloud) now introduced and will be populated over the next six months.

Planned external maintenance works include the unblocking of the rainwater hoppers, downcomers and drains, replacement of 21 sections of damaged stained-glass sections of the windows. Internally, my cellar foundations inspections highlighted a potential problem area (area below server entrance door when viewed from the from civic entrance.) Also the discharge pipework /channel from the submersible pump requires further investigation, as this area continues to show damp sections of concrete.

**Roof Solar Panels**, see main agenda item 9 (Appendix 5)

### **Shaw Cemetery**

**Existing spaces** we have new information regarding the suitability of the existing space available for burials, this requires prompt investigation works. We are planning a random and grid sampling survey (core samples), to build up a picture of the makeup of the ground in the two sections we are currently looking to expand into.

**Proposed additional spaces** for our next phase of burials beyond the current footprint, again new information suggests this once again requires prompt investigation works. Which for reasons of economies of scale will be twinned with the existing spaces work content as above.

**Longer term land provision** negotiations continue with the site agent.

### **Newtown Road Cemetery**

Remedial works will continue in Q2 of 2024 to the Chapel structure and heating system. Additional frequency of inspection of the large mature Cedar trees (4 off) has been introduced to more closely manage the health of these exceptionally large trees. Repairs to the central access gates with the North gate needing significant attention.

## Newbury Town Council

## Public Report

To: Community Services Committee

Date of meeting: 8<sup>th</sup> April 2024

## Agenda Item 7 – Appendix 3

## Projected additional Works Programme for Community Services for the Municipal Years 2024/25

Meeting Date	Subject
<b>Community Services Committee Meetings</b>	
<b>Scheduled Committee Business</b>	
<b>8<sup>th</sup> April 2024</b>	Allotment Survey Review Newbury Town Hall : Solar Project VP Streetlight Upgrade (see Agenda item 9 appendix 5) GSWG Review members, substitute member nomination and lay member composition To approve the GCWG Expenditure Proposal for FY 24/25 Recommendation to receive a presentation regarding the Lockdown woods wildlife corridor by Susan Millington of GSWG
<b>Recommendation: To note and agree</b> any other items that Members resolve to add to the Forward Work Programme	
<b>Suggested Forward Plan</b>	
<b>22nd July 2024</b>	Newbury in Bloom update Green Flag Improvements GM Contract update Green Fest in Victoria Park update – more information required? Wash Common Consultation update Phase2 – progress report. Nightingales project plan now linked to Playgrounds investment update – Post Annual External Inspection Fencing Victoria Park play area. Annual Review PV Solar Panels to Town Hall Roof project update Hutton Close, next steps following flower beds and tree planting Any Working Group Requests
<b>Recommendation: To note and agree</b> any other items that Members resolve to add to the Forward Work Programme	
<b>Suggested Forward Plan</b>	
<b>16<sup>th</sup> September 2024</b>	GM Contract update Update Cemetery Land Issues Wash Common Consultation update Phase 2 – progress report. Nightingales project plan/ Playgrounds Update Salt bin rationalisation assessment Any Working Group Requests VP Adventure Golf Update VP Tennis Update FY 25/26 Budget prepare wish list for consideration Winter Flood Risk and Riparian Rights and Obligations Current Status



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

**Suggested Forward Plan**

<b>9th December 2024</b>	FY 24/25 Complete Budget for P&R Review / Approval VP Kiosk/Cafe update Asset Management Draft plan (10-year strategy paper) Update Cemetery Land Issues Peace Gardens / Wharf – Transfer arrangements with WBC Any Working Group Requests Community Services KPI's update
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**Recommendation: To note** and agree any other items that Members resolve to add to the Forward Work Programme

**Suggested Forward Plan**

<b>10th March 2025</b>	TBA
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**Recommendation: To note** and agree any other items that Members resolve to add to the Forward Work Programme

Martin Kavanagh  
April 2024

Newbury Town Council

Public Report

To: Community Services Committee

Date of meeting: 8<sup>th</sup> April 2024

Agenda item No.9: Appendix 4  
Additional Solar Panels to Town Hall  
Roof  
Solar Panels (Appendix 5 Part)

The contractor has resubmitted their cost estimate which has increased, due to the omission of scaffolding costs on the project. I was not happy for the installation to proceed without a further RAMS and the additional scaffolding. Part of the scaffold cost has been added to the new cost estimate for approval which now is £13305 this is an increase of 28%

To consider & approve: increased costs and proceed with the installation

**Quote**

Customer Name: Martin Kavanagh  
 Customer Address: Newbury Town Council, Market Place, Newbury, Berkshire, RG14 5AA  
 Customer Telephone: 07931150990 Customer Email: martin.kavanagh@newbury.gov.uk

**Description of Works:**  
 8 x 330W and 18 x 330W PV panels, totaling 8.34kWp fitted to roof structure with MTS registered roofing nodes and rails to suit roof covering and taking account of kneeling load. Used lighting trays fixed to some tiles of the roof. Suitable structural fixings allowed to MTS standards and being for roof load to meet requirements to manufacturer's instructions.  
 PV panel fixing to manufacturer's recommendations. Cable management and supported cable trays are installed with specialist PV cable fasteners. Custom made roof flashings to carry cables into roof space and ensure weather-tight entry. Weather proof cable entry to include capping of PV cable through roof space and to prevent moisture including weathertight seals.  
 All wiring to be installed in accordance with BS 7671, in event any existing, suitable and tested DC isolation, PV input and connections to prevent arcing at DC terminals. Cable routing to be in accordance with MCR and NEC standards in a full enclosed system.  
 Total 7 x 3.6kW PV inverter with connection of PV strings on incoming side and AC feed to inverter via generation meter.  
 All wiring and connection to approved PV system on roof, conforming to MCR standard M3300.

DNO Application	DNO G99 - 65 day application	£360.00
Voltage Test - Not Applicable		£0.00
PV System	Scaffold included in PV price	£0.00
PV System	8.34kWp	£12,945.00
PV System Limiter	Limiter - Not Required	£0.00
Wind Protection to Panels	Not Required	£0.00
Battery Storage	Battery - Not Required	£0.00
Electric Vehicle Charging	EV Charger - Not Required	£0.00
Hot Water Diverter	Solar Diverter - Not Required	£0.00
Additional/Bespoke Items:	Bonding - Not Required (Already in Place)	£0.00
	Other - None	£0.00

Net Total £ **£13,305.00**  
 V.A.T. % 20%  
 V.A.T. £ **£2,661.00**  
**Total Cost £ £15,966.00**

*28% increase  
£2921 increase*

**Estimate of Cost**

Customer Name: David Ingram  
 Customer Address: Newbury Town Council, Market Place, Newbury, Berkshire, RG14 5AA  
 Customer Telephone: 07399117548 Customer Email: david.ingram@newbury.gov.uk

**Description of Works:**  
 19 x 430W PV panels (totaling 8.17kWp) fitted to roof structure with MTS registered roofing nodes and rails to suit roof covering and taking account of kneeling load. Used lighting trays fixed to some tiles of the roof. Suitable structural fixings allowed to MTS standards and being for roof load to meet requirements to manufacturer's instructions.  
 PV panel fixing to manufacturer's recommendations. Cable management and supported cable trays are installed with specialist PV cable connectors. Custom made roof flashings to carry cables into roof space and ensure weather-tight entry. Weather proof cable entry to include capping of PV cable through roof space and to prevent moisture including weathertight seals.  
 All wiring to be installed in accordance with BS 7671, in event any existing, suitable and tested DC isolation, PV input and connections to prevent arcing at DC terminals. Cable routing to be in accordance with MCR and NEC standards in a full enclosed system.  
 Total 7 x 3.6kW PV inverter with connection of PV strings on incoming side and AC feed to inverter via generation meter.  
 All wiring and connection to approved PV system on roof, conforming to MCR standard M3300.

DNO Application	DNO G99 - 65 day application	£360.00
	DNO G99 Witness Testing (Refundable if not required)	£150.00
PV System	Scaffold included in PV price	£0.00
PV System	8.17kWp	£8,674.00
PV System Limiter	Limiter - Not Required	£0.00
Wind Protection to Panels	Not Required	£0.00
Battery Storage	Battery - Not Required	£0.00
Electric Vehicle Charging	EV Charger - Not Required	£0.00
Hot Water Diverter	Solar Diverter - Not Required	£0.00
Additional/Bespoke Items:	Bonding - Not Required (Already in Place)	£0.00
	Other - None	£0.00

Net Total £ **£10,384.00**  
 V.A.T. % 20%  
 V.A.T. £ **£2,078.80**  
**Total Cost £ £12,462.80**

Newbury Town Council

Public Report

To: Community Services Committee

Date of meeting: 8<sup>th</sup> April 2024


Agenda item No.9: Appendix 4.1

Victoria Park Lime Tree Avenue Lighting Upgrade

Victoria Park Lime Tree Avenue Lighting Upgrade (Appendix 5.1)

The contractor has resubmitted their cost estimate which has increased, due to rising cost of both labour and materials post Covid 19 and additional tree pruning. The cost summary is the original approved cost of £5329, the current price is now, £ 6755.79. This is an increase of 26%

**To consider & approve:** increased costs and proceed with the installation.



SparkX Limited  
Unit 11A Anglo Business Park  
Asheridge Road  
Chesham  
Buckinghamshire  
HP52 6AA

Newbury Town Council  
Town Hall  
Market Place  
Newbury  
RG14 5M

Phone: 01635 35486  
Fax: 01635 40484  
Email: town council@newbury.gov.uk  
Web: www.newbury.gov.uk

A/C Ref 516      PURCHASE ORDER      Order No: 2329      Date: 08/08/2022

Item	Quantity	Product Code	Item Detail	Unit Price	Net Amount
1			Victoria Park Lime Tree Avenue Lighting Upgrade Quote No: SPX/BERK/SLU1103.1		
2	9	PB001, PB002, PB003, PB004, PB005, PB006, PB008, PB010, PB011	Supply and install new CU Phosco P852 LED lantern, rewire, photocell & electrical test. Remove old existing lantern and dispose.	321.15	2,890.35
3	2	PB007 & PB009	Supply and install new CU Phosco P852 LED lantern, rewire, photocell & electrical test. Remove old existing lantern and dispose.	517.72	1,035.44
4	2	PB001 & 10	Trim trees around lantern	55.00	110.00
5	2	PB007 & PB009	Supply overhead cable jointing team to transfer SSE services from old services boxes to new in caddes	480.00	960.00
6	1		Administration fee for SSE asset owners agreement	330.00	330.00
<b>Total Cost (Excl VAT)</b>				<b>8,325.79</b>	

Delivery Address: Town Hall, Market Place, Newbury

Footnotes: Please send invoices to accounts.payable@newbury.gov.uk

**QUOTE**

Newbury Town Council



SparkX Ltd  
Wellhead Farm  
Hale Road  
Wendover  
Buckinghamshire  
HP23 6NU  
UNITED KINGDOM

Date: 20 Feb 2024  
Expiry: 21 Mar 2024  
Account Number: QU-1355  
Quote Number: QU-1355  
Reference: Street Lighting LED Replacements - Victoria Park  
VAT Number: 984134894

Description	Quantity	Unit Price	VAT	Amount GBP
PB001, PB002, PB003, PB004, PB005, PB006, PB008, PB010, PB011 - Supply and install new CU Phosco P852 LED lantern, rewire, photocell & electrical test. Remove old existing lantern and dispose.	9.00	381.15	20%	3430.35
PB007 & PB009 - Supply and install new CU Phosco P852 LED lantern, rewire, photocell, Bracket, GPR box (damaged).	2.00	527.72	20%	1055.44
PB001 & 10 - Trim trees around lantern	2.00	75.00	20%	150.00
PB007 & PB009 - Supply overhead cable jointing team to transfer SSE services from old services boxes to new. Includes application and materials	2.00	895.00	20%	1790.00
Administration fee for SSE asset owners agreement	1.00	330.00	20%	330.00

All materials to be supplied by Sparkx as per quotation provided.

Asset owners agreement for carrying out overhead jointing on SSE network on behalf of Newbury Town Council. Agreement valid for 1 year to allow other works.

Subtotal	6755.79
Total VAT 20%	1351.16
<b>TOTAL GBP</b>	<b>8106.95</b>

Newbury Town Council

Public Report

To: Community Services Committee

Date of meeting: 8<sup>th</sup> April 2024

Agenda item No.9: Appendix 5  
Victoria Park Café/Kiosk initial designs

Of the three successful tenders only two have submitted their initial design concepts for your consideration.

Design 1

Bennington Green Cost estimate £360-£390k – Main Building Only



# Outline Thoughts



Bar Service



Internal Seating Area



Covered Walkway

Concept Proposal



Concept General Arrangement Floor Plan



Changing Facilities



External Seating Area

## Design 2

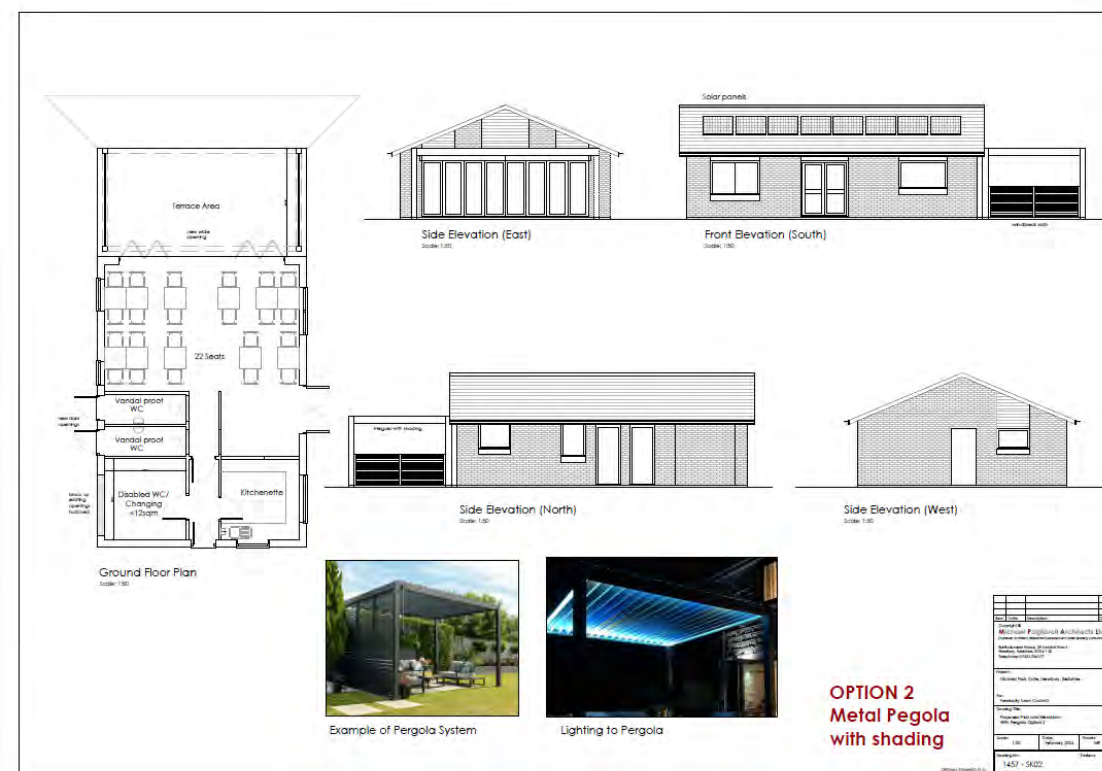
Michael Pagliaroli Architects, Costs estimate is forecast within budget to under budget

### Non Extension Model (Option1)



Michael Pagliaroli Architects, Costs estimate is forecast within budget

### Extension Model (Option 2)



## Summary of Allotment Survey Feedback

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## Introduction

### Background

Newbury Town Council recently asked all of its 509 allotment tenants across the 6 sites in Newbury to complete a survey regarding their allotment.

Tenants were asked to provide their ideas and suggestions for future considerations and on how their sites could be improved. In addition, tenants were asked to list their top 3 things they enjoy about their allotments.

The response rate for the survey, which was distributed in October was close to 23%. This is actually a very high rate of response for council surveys. Generally typical survey response rates can vary between 5% and 30%, so the 23% achieved here is more than acceptable, given the nature of the survey.

At the Community Services Committee Meeting, held on Monday 11 December, it was agreed that a dedicated task group will be completing the analysis of the survey, with the results published in the Spring of 2024.

This document delivers the outputs from the task group, providing summaries of our allotment usage, followed by assessments of the survey comments on a site by site basis. Then it provides graphic summaries for all the yes/no questions. Finally, it summarises the recommended actions for the council, as outputs from the survey.

We'd like to thank all who gave their time to respond to this survey. This feedback is helping us to formulate future plans where it makes sense to adjust our service provision.

### Response rates

The overall response rate was 22.8% .

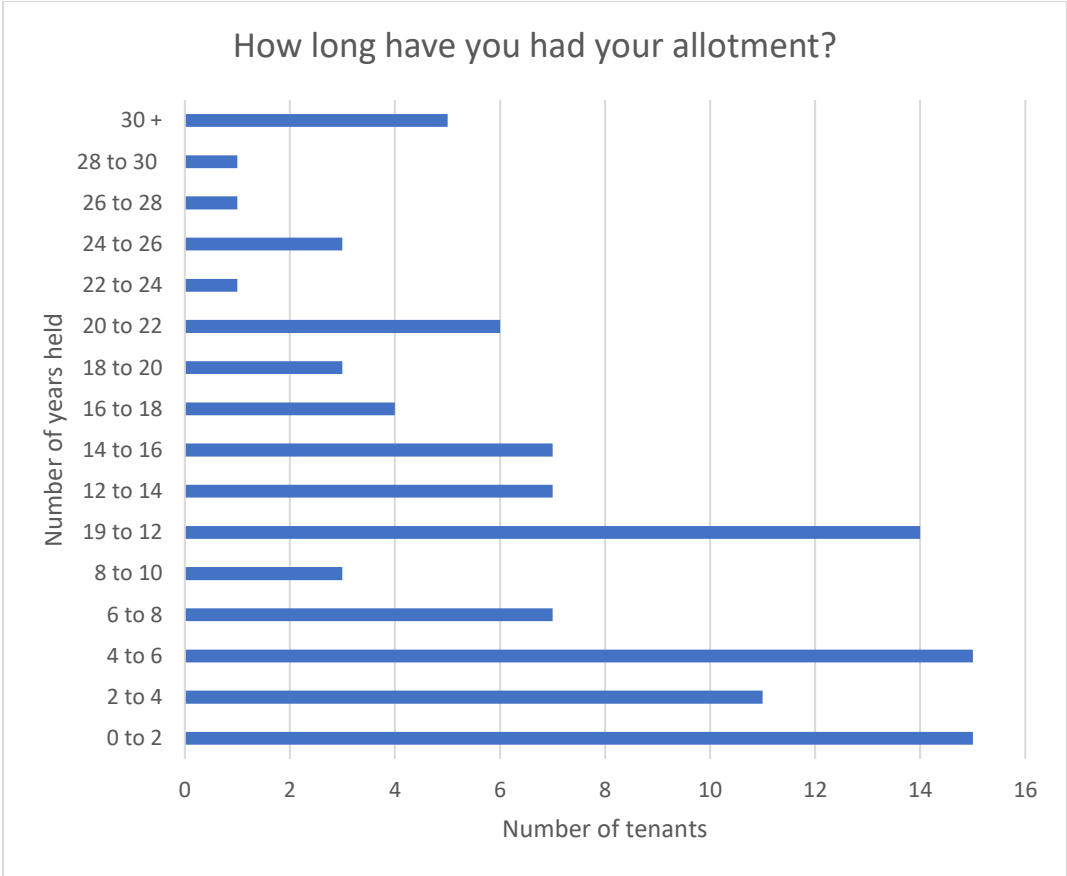
The response rates together with the number of tenants for each of the six sites was as follows:-

Site	Responses	Number of tenants	Rate
Dairy Farm	9	49	18.4%
One Tree Park	8	47	17.0%
Parsons	9	36	25.0%
Southby's	30	167	18.0%
Wash Common	30	98	30.6%
West Mills	30	112	26.8%
<b>Total</b>	<b>116</b>	<b>509</b>	<b>22.8%</b>

Allotment Usage

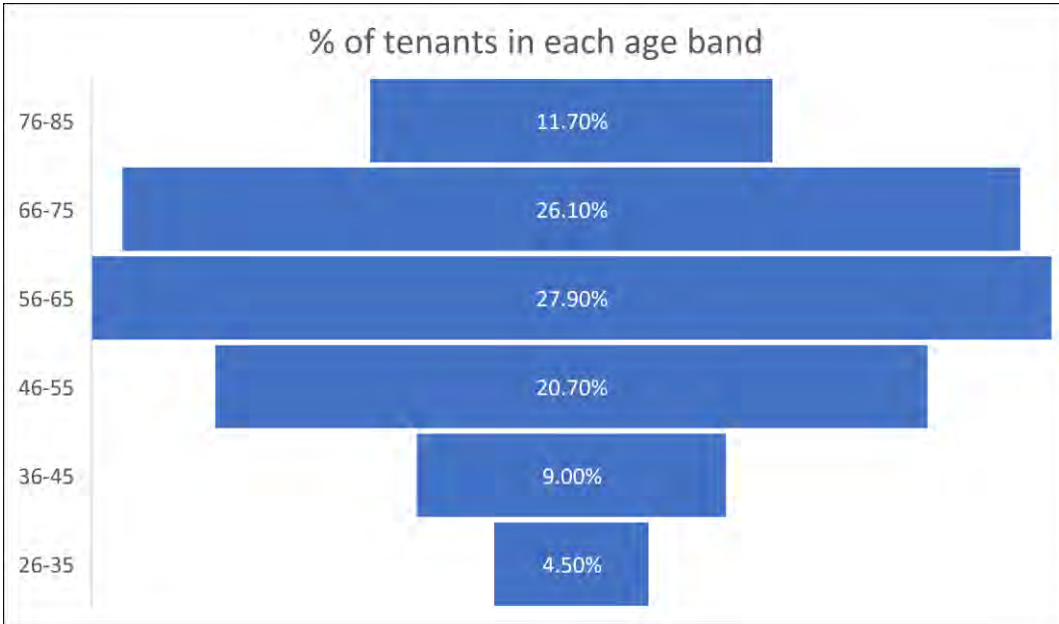
The questionnaire provided some basic information on the typical usage of our allotments. Bear in mind the following is based on a sample of our allotment holders, however it is included as it does provide some interesting feedback.

Question 1. How long have you had your allotment? All Sites

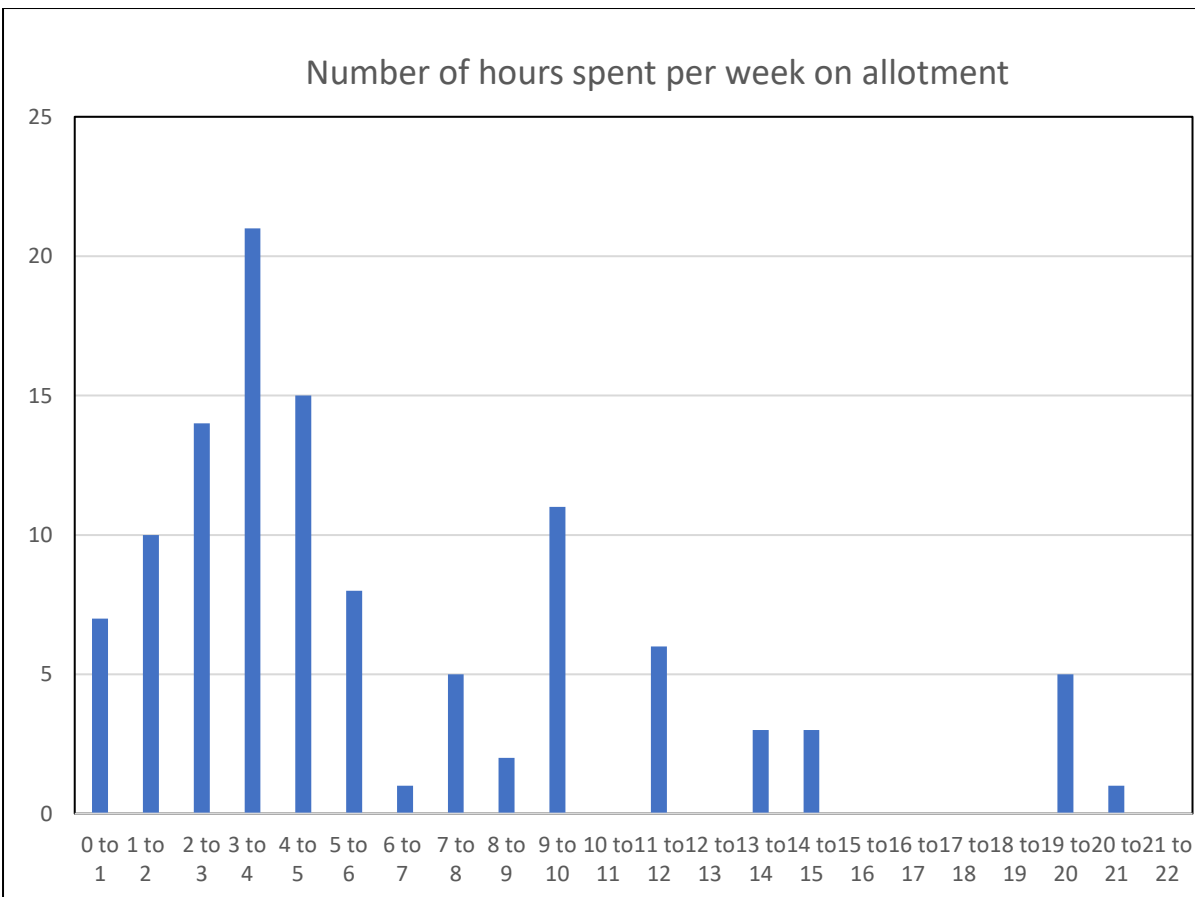


Question 2. Age of Tenant? All sites

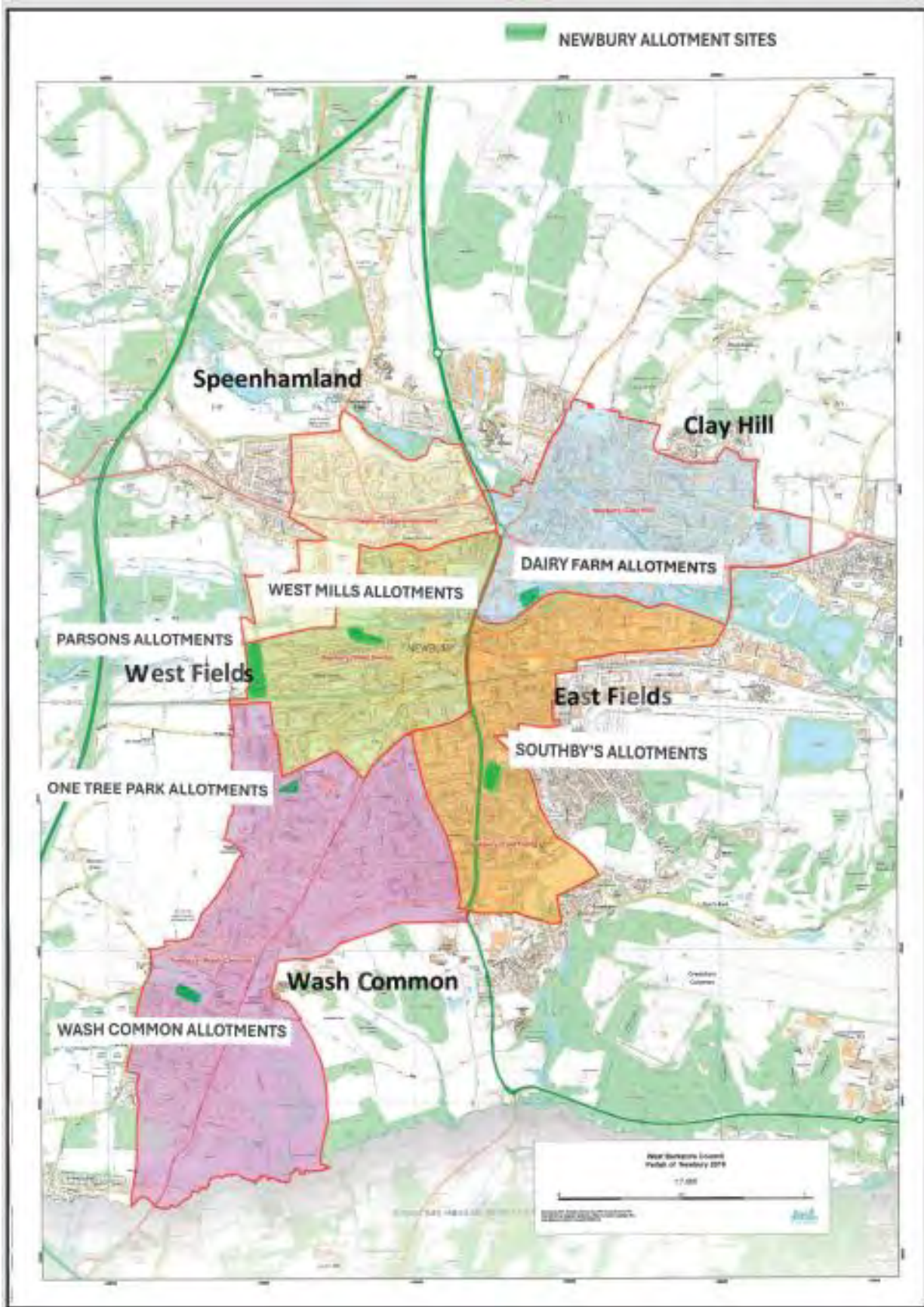




**Question 3. Number of hours spent on your allotment per week? All sites**



Allotment Map



## Survey Comments by Site

### Dairy Farm

#### Positives

- Enjoying fresh air and meeting friends at the allotment.
- Access to fresh produce for the table.
- Friendship and social interaction with other allotment holders.
- Availability of fresh vegetables.
- Peaceful and quiet environment.
- Walking distance accessibility.
- Friendly and relaxed atmosphere among allotment community.
- On-site water supply.
- Convenient location with easy access and parking.
- The opportunity to keep bees.
- Friendly and supportive community of allotment holders.
- Good parking facilities.
- Sense of security within the allotment space.
- Proximity to home.
- Access to compost and wood chip on-site.
- Cheaper rent compared to other alternatives.

#### Suggested Improvements

- Maintenance of paths between plots to improve accessibility.
- Clearing old rubbish along fences for a cleaner environment.
- Installation of eco-toilet facilities for convenience.
- Improved security measures to prevent theft.
- Better provision of information to all plot owners.
- Easier access from the canal for some plot holders.
- Assistance with removing trash left by previous tenants.
- Regular upkeep of the track and enforcement of plot attendance.
- Management of overhanging trees to maintain safety.

### One Tree Park

#### Positives

- Friendly community atmosphere, fostering helpfulness and cooperation among members.
- Engagement in joint activities like fundraising, Christmas, and summer gatherings, promoting social interaction and camaraderie.
- Convenient location within a 10-minute walk, enhancing accessibility for regular visits and gardening activities.
- Enjoyment of peace and tranquillity, complemented by fantastic facilities and onsite composting.
- Appreciation for fresh air and peaceful surroundings conducive to gardening and relaxation.
- Opportunities for growing produce, promoting self-sustainability and healthy living.
- Presence of a supportive community at One Tree Park, contributing to a sense of belonging and shared interests.
- Enjoyment of organic food, physical exercise, and social interactions with friends at the allotment.
- Pleasure derived from producing crops, engaging in conversations with fellow allotment holders, and experiencing good soil quality.
- Benefit of a quiet location, friendly neighbourhood, and well-organized facilities for a pleasant gardening experience.

#### Suggested Improvements

- Address concerns related to water supply, such as proximity to water troughs, water pressure, and empty troughs during high-demand periods.
- Improve fencing and overall site security to enhance safety and protect allotment areas.
- Ensure efficient delivery of manure or soil improver to support gardening activities and soil health.
- Explore opportunities for increased engagement with young families and children, including the creation of a community plot and partnerships with local charities.
- Implement measures to address overgrown plots, promote composting practices among tenants, and optimize resource allocation for allotment sites.

### Parsons

#### Positives:

- Proximity to home, providing convenience and easy access for regular visits.
- Well-run management of the allotment site, ensuring smooth operations and organization.
- Health benefits derived from gardening activities, including physical exercise and mental relaxation.
- Social aspects of allotment gardening, fostering connections with neighbours and promoting community interaction.
- Spacious plots offering ample room for gardening and experimentation.
- Enjoyment of the semi-rural setting, providing a peaceful environment to connect with nature.
- Outlet for physical exercise and creative stimulation, contributing to overall well-being.
- Satisfaction of producing food for oneself and family, enhancing self-sufficiency and culinary enjoyment.
- Ease of access to the allotment site, coupled with reliable water supply and regular grass mowing.
- Sense of security, pleasant interactions with fellow tenants, and convenient access to water.

#### Suggested Improvements

- More frequent cutting of border hedges to maintain site aesthetics and prevent overgrowth.
- Improvement of toilet facilities, more frequent mowing of main pathways, and availability of manure for plots.
- Control measures for weed management, particularly addressing the spread of mare's tail to prevent further proliferation.
- Better maintenance of plots by individual tenants to prevent nuisances for neighbouring allotment holders.
- Improved communication from the council regarding site maintenance plans, especially for disused plots.
- Enhanced general maintenance by the council, including grass cutting, tree upkeep, clearance of disused plots, and regular waste disposal.
- Promotion of community activities to enhance the overall environment, establishment of an allotment shop for convenience.

## Southby's

## Positives

- Proximity to home within a short walking distance, offering convenience for regular visits.
- Tranquil environment with distant sounds, creating a sense of solitude conducive to relaxation.
- Enjoyment derived from harvesting one's own crops, fostering a connection to food production and self-sufficiency.
- Accessibility to water troughs, promoting efficient irrigation and gardening practices.
- Positive impact on mental health due to social interactions with fellow allotment holders.
- Opportunity for outdoor exercise and fresh air, contributing to physical well-being.
- Satisfaction from growing fruits, vegetables, and other produce, as well as engaging in conversations with like-minded individuals.
- Overall well-managed site by council and stewards, providing a conducive environment for gardening activities.
- Space for children to learn and explore nature, contributing to their education and outdoor experiences.
- Ability to grow a variety of produce, including vegetables, berries, fruits, eggs, and flowers, while enjoying scenic views of the surroundings.
- Community atmosphere, friendly interactions among tenants, and well-organized facilities and activities.

## Suggested Improvements:

- Enhanced management of the access gate to prevent unauthorized entry and ensure security for allotment holders, Closure of perimeter tracks during specified times to prevent unauthorized access.
- Enforcement of plot cultivation standards to prevent neglect and weed infestation, ensuring a pleasant environment for all users.
- Collaboration with Greenham Parish council to provide financial support for plot charges and site maintenance.
- Addressing concerns related to overgrown plots, dead trees, and grass cutting frequency to maintain site aesthetics and functionality.
- Implementation of measures to control weed growth, ensure proper waste disposal, and manage vegetation along the perimeter.
- Consideration of tenant limits to prevent excessive plot hoarding and ensure equitable access for all interested individuals.
- Enhancement of roadway infrastructure and provision of amenities such as toilets and mulch deliveries for user convenience.
- Promotion of responsible dog ownership and enforcement of leash regulations to prevent damage to allotments and ensure safety for users.

### Wash Common

#### Positives:

- Friendly site atmosphere with a relaxed environment, fostering a sense of community among allotment holders.
- Opportunity for sharing advice and learning from fellow allotmenters, creating a supportive environment for successful crop cultivation.
- Convenient location close to home, allowing for easy access and frequent visits.
- Enjoyment derived from growing healthy organic food and benefiting from a good water supply for gardening needs.
- Access to ample space for growing produce, experimenting with gardening techniques, and contributing to initiatives like the national seed library.
- Peaceful surroundings, conducive to gardening activities and relaxation in nature.
- Opportunities for engaging with nature, enjoying the presence of wildlife, and appreciating the site's good location.
- Positive community interactions, including the exchange of seeds, plants, tools, and produce among allotment holders.
- Therapeutic benefits of gardening, including stress relief, creativity, and pleasure derived from cultivating flowers and vegetables.
- Satisfaction from contributing to a sustainable lifestyle by growing fresh fruits, vegetables, and flowers.
- Sense of camaraderie among allotment holders, shared hobbies, and mutual enjoyment of harvesting crops.

#### Suggested Improvements:

- Installation of reliable locks and gates at the site entrance to enhance security and prevent unauthorized access.
- Supervision of contractors to ensure sensitivity to wildlife issues and timing of hedge cutting to protect nesting birds.
- Implementation of a ban on chemicals and pesticides to promote environmentally friendly gardening practices.
- Improvement of drainage across the entire site to prevent waterlogging and ensure optimal growing conditions.
- Creation of shared facilities like communal bonfire areas and composting sites to encourage waste management and community engagement.
- Enhancement of communication channels between the council and allotment holders to provide timely updates and address concerns effectively.
- Introduction of measures to address parking issues, facilitate access to hard standings, and provide electricity supply for convenience.

## Appendix 6

- Collaboration with the council and volunteers to organize community-building activities, promote shared interests, and foster a sense of belonging among allotment holders.
- Establishment of communal facilities such as sheds, seating areas, and composting toilets to enhance user experience, Formation of allotment association.

### West Mills

#### Positives:

- Friendly and diverse community of plot holders.
- Effective management by NTC and site stewards, seen as a partnership.
- Affordable pricing structure, with lower rates for locals and accessibility for those with limited means.
- Good location and security measures in place.
- Allotments provide exercise, relaxation, and access to fresh produce.
- Convenient proximity to home and town.
- Availability of water troughs and taps.
- Supportive and engaging steward.
- Sunny plot positions and peaceful surroundings contribute to enjoyment.
- Opportunity for outdoor activity and interaction with neighbours.

#### Suggested Improvements:

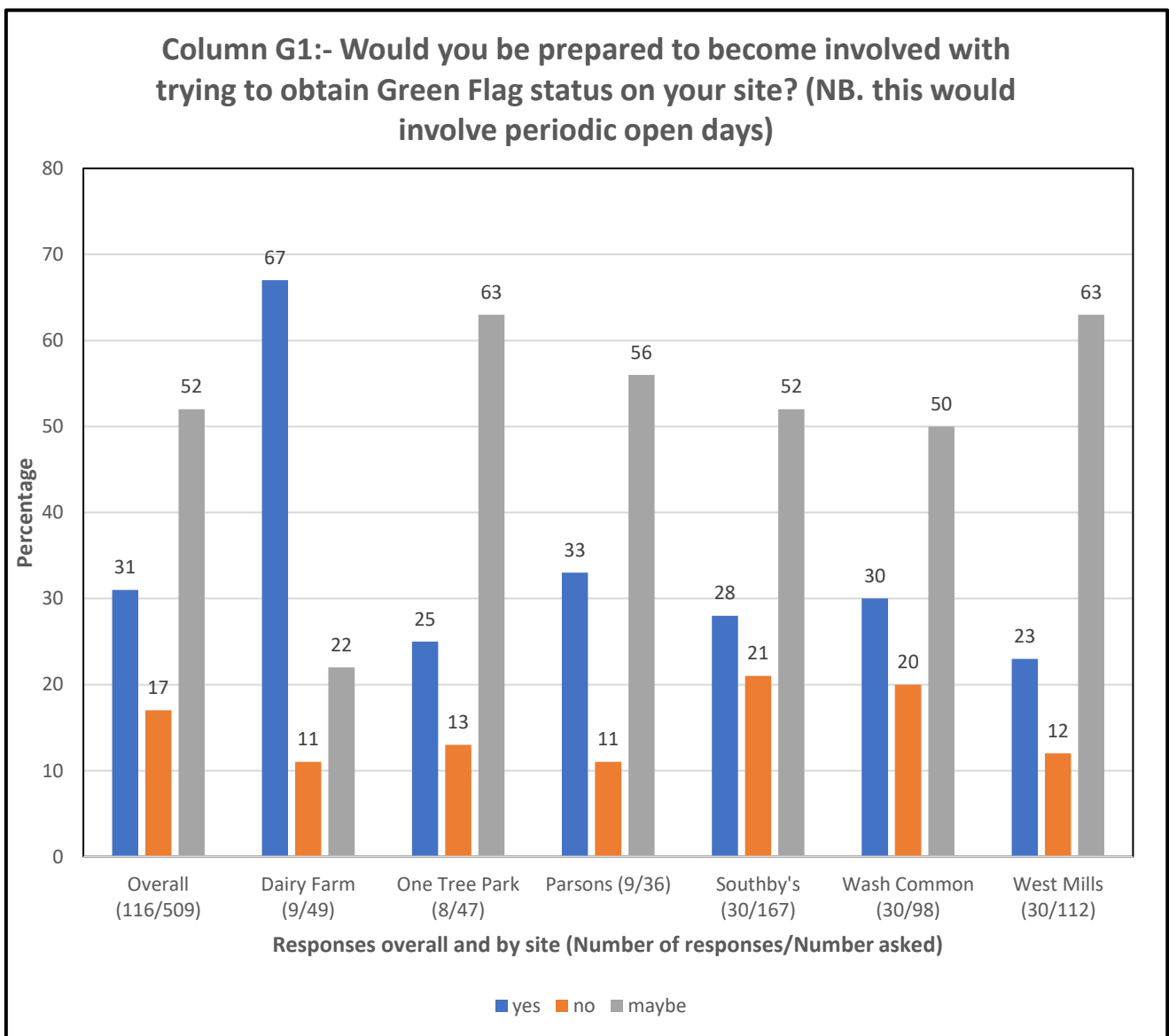
- Organised system for resource sharing among plot holders.
- Encourage diverse gardening styles to promote wildlife diversity and sustainability.
- Enhance communication channels between NTC, stewards, and plot holders.
- Better organization and maintenance of communal areas.
- Address neglected plots promptly.
- Develop communal spaces for social activities and resource sharing.
- Resolve issues with overgrown vegetation encroaching on plots.
- Provide more waste disposal options and a communal compost area.
- Improve pathways, access gates, and overall site infrastructure.
- Increase accessibility for individuals with mobility issues, including single female plot holders.
- Ensure regular maintenance of the site, including grass cutting and tree management.
- Considerations for safety, such as improved roadway conditions and waste disposal practices.



Survey Questions

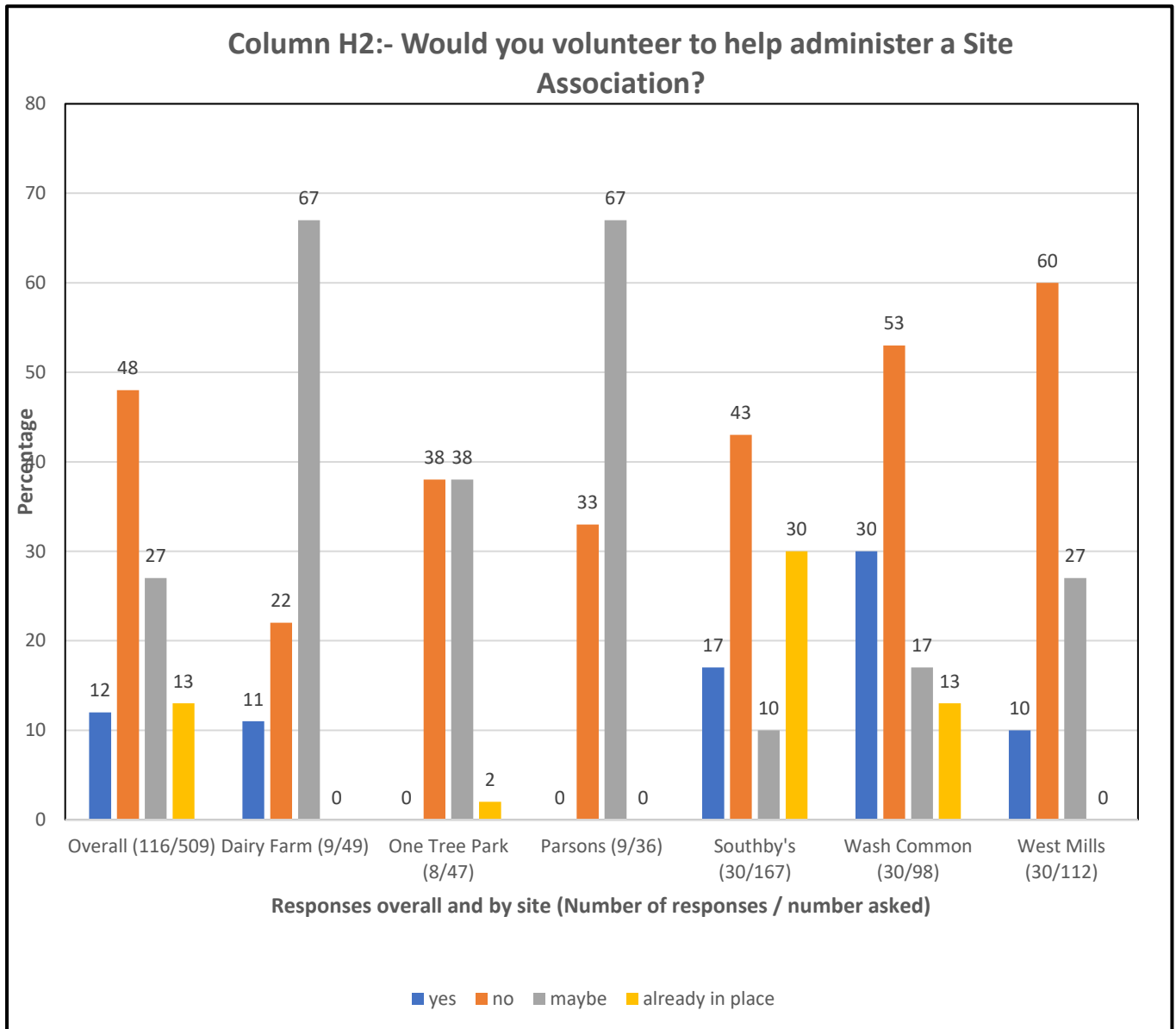
**Column G1:- Would you be prepared to become involved with trying to obtain Green Flag status on your site? (NB. this would involve periodic open days)**

	Overall	Dairy Farm	One Tree	Parsons	Southby's	Wash Common	West Mills
	(116/509)	(9/49)	Park (8/47)	(9/36)	(30/167)	(30/98)	(30/112)
response							
yes	31	67	25	33	28	30	23
no	17	11	13	11	21	20	12
maybe	52	22	63	56	52	50	63



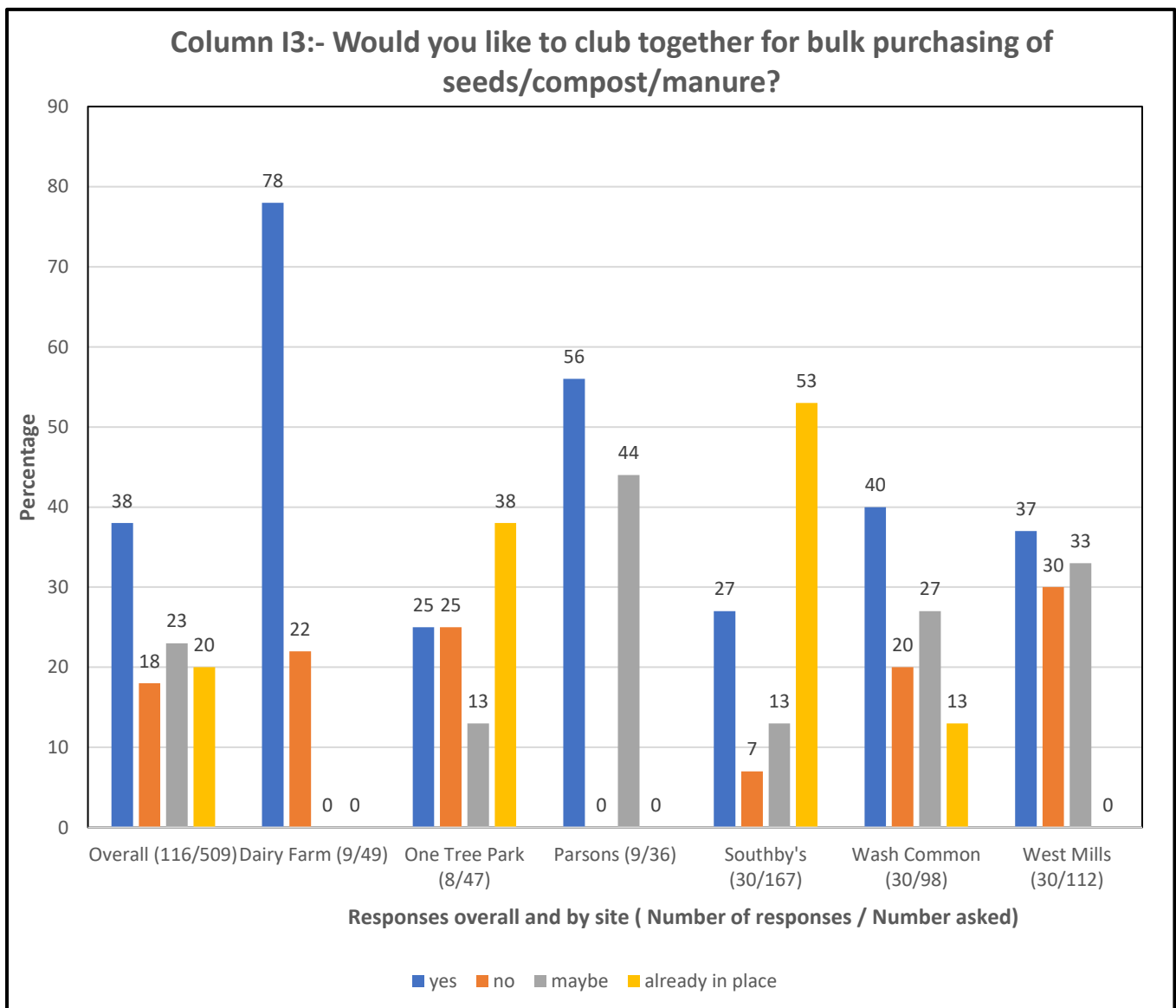
**Column H2:- Would you volunteer to help administer a Site Association?**

response	Overall (116/509)	Dairy Farm (9/49)	One Tree Park (8/47)	Parsons (9/36)	Southby's (30/167)	Wash Common (30/98)	West Mills (30/112)
yes	12	11	0	0	17	30	10
no	48	22	38	33	43	53	60
maybe	27	67	38	67	10	17	27
already in place	13	0	2	0	30	13	0



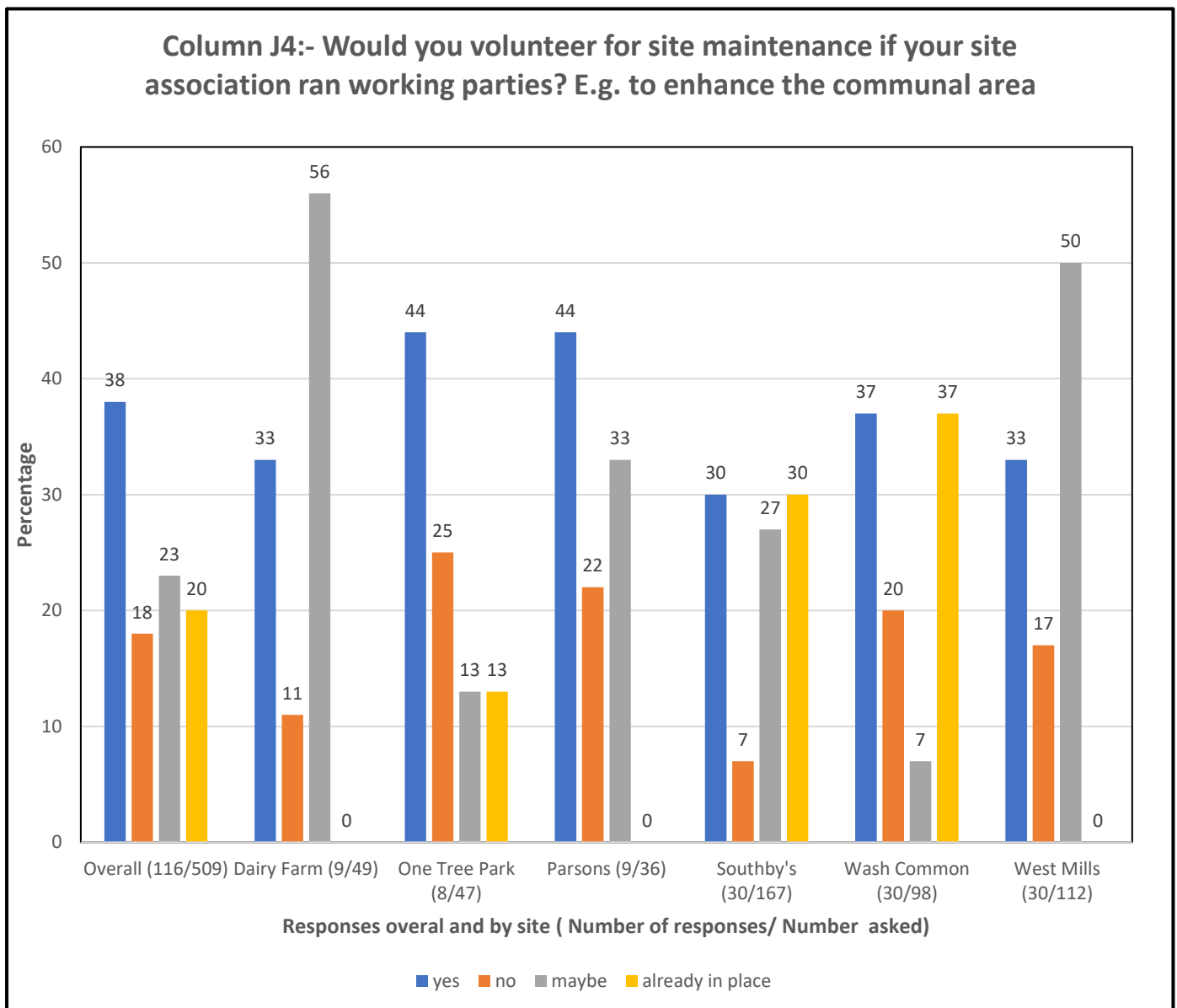
**Column I3:- Would you like to club together for bulk purchasing of seeds/compost/manure?**

response	Overall (116/509)	Dairy Farm (9/49)	One Tree Park (8/47)	Parsons (9/36)	Southby's (30/167)	Wash Common (30/98)	West Mills (30/112)
yes	38	78	25	56	27	40	37
no	18	22	25	0	7	20	30
maybe	23	0	13	44	13	27	33
already in place	20	0	38	0	53	13	0



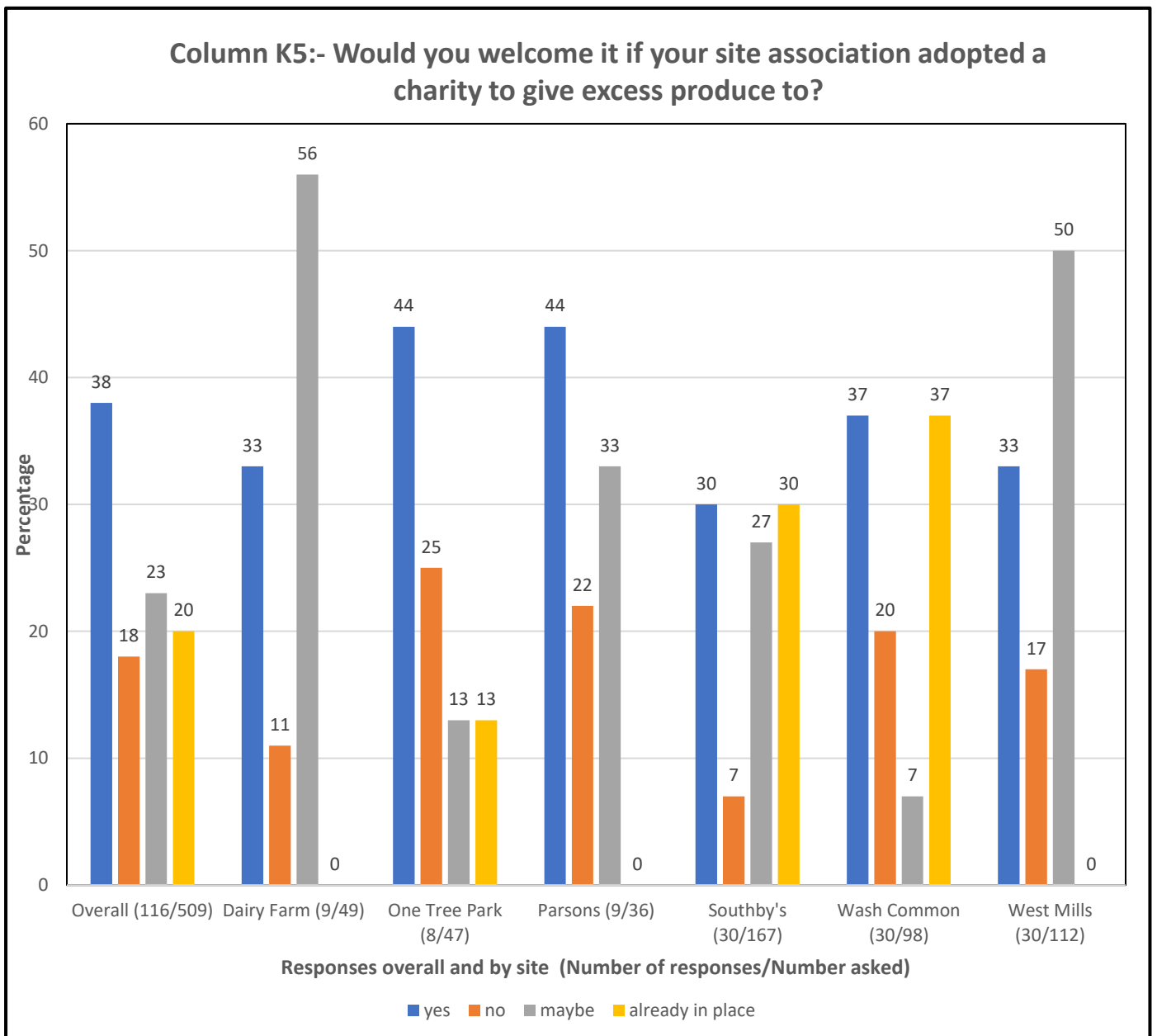
**Column J4:- Would you volunteer for site maintenance if your site association ran working parties? E.g. to enhance the communal area**

response	Overall (116/509)	Dairy Farm (9/49)	One Tree Park (8/47)	Parsons (9/36)	Southby's (30/167)	Wash Common (30/98)	West Mills (30/112)
yes	38	33	44	44	30	37	33
no	18	11	25	22	7	20	17
maybe	23	56	13	33	27	7	50
already in place	20	0	13	0	30	37	0



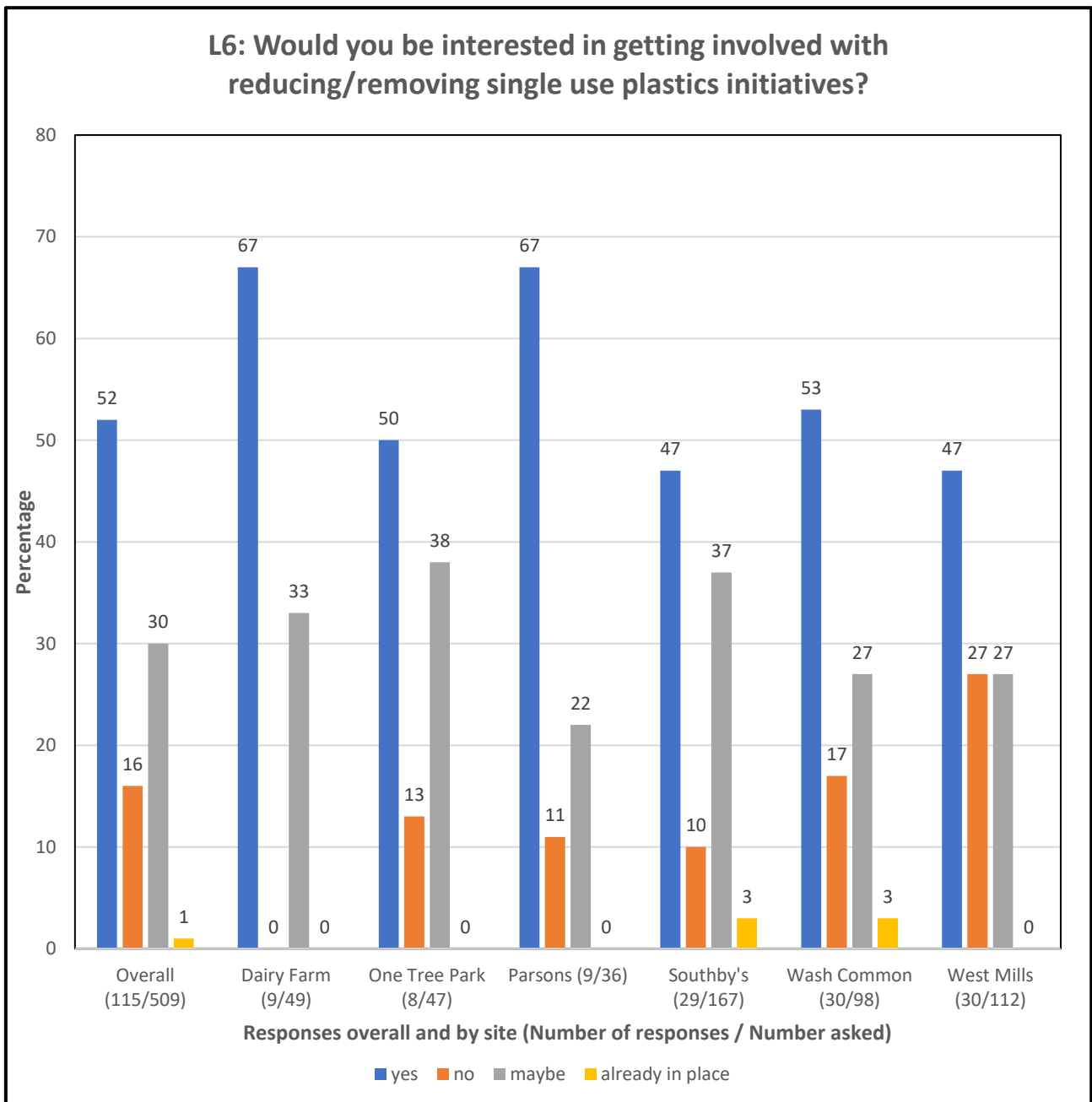
**Column K5:- Would you welcome it if your site association adopted a charity to give excess produce to?**

response	Overall (116/509)	Dairy Farm (9/49)	One Tree Park (8/47)	Parsons (9/36)	Southby's (30/167)	Wash Common (30/98)	West Mills (30/112)
yes	38	33	44	44	30	37	33
no	18	11	25	22	7	20	17
maybe	23	56	13	33	27	7	50
already in place	20	0	13	0	30	37	0



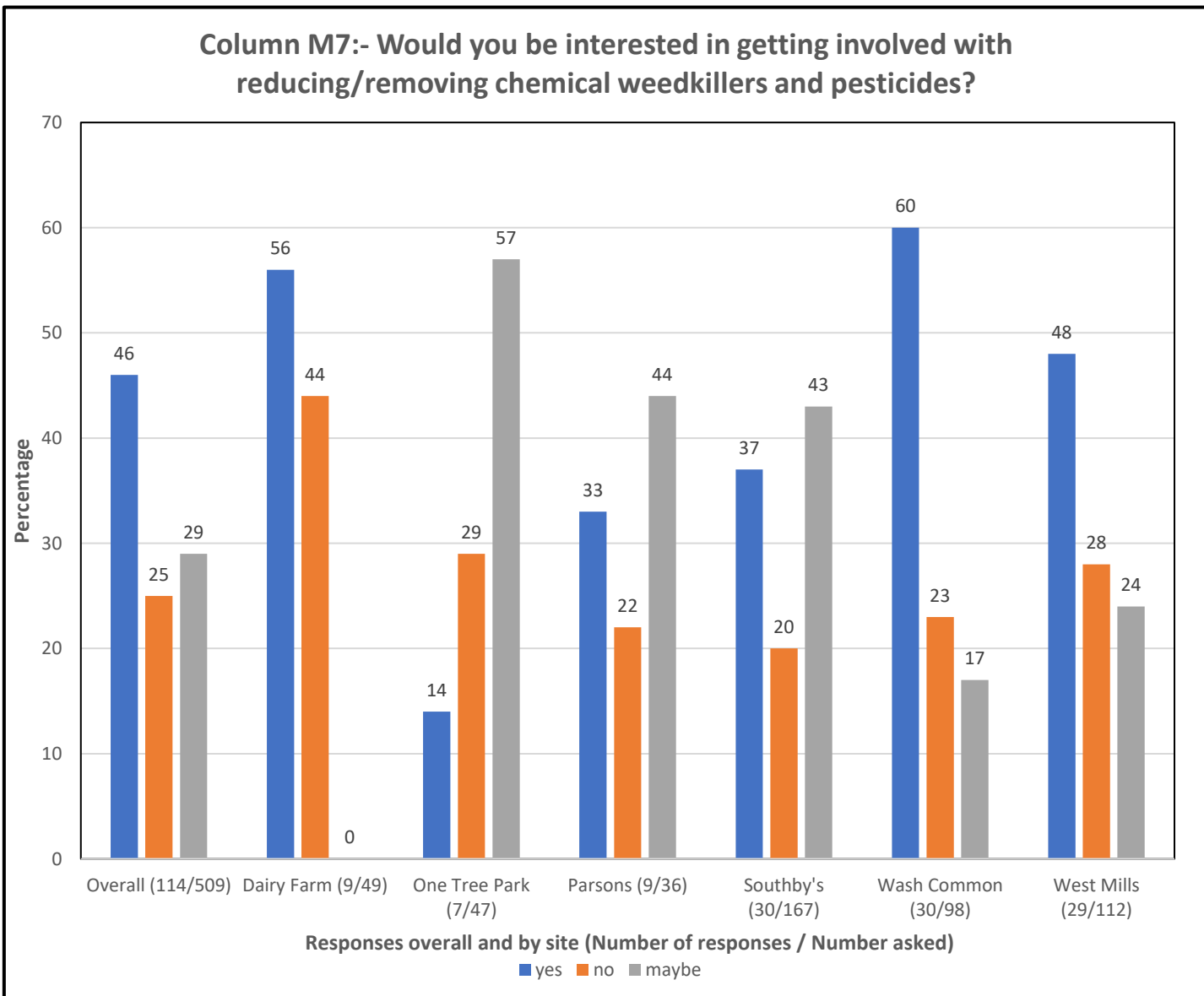
**Column L6:- Would you be interested in getting involved with reducing/removing single use plastics initiatives?**

response	Overall (115/509)	Dairy Farm (9/49)	One Tree Park (8/47)	Parsons (9/36)	Southby's (29/167)	Wash Common (30/98)	West Mills (30/112)
yes	52	67	50	67	47	53	47
no	16	0	13	11	10	17	27
maybe	30	33	38	22	37	27	27
already in place	1	0	0	0	3	3	0



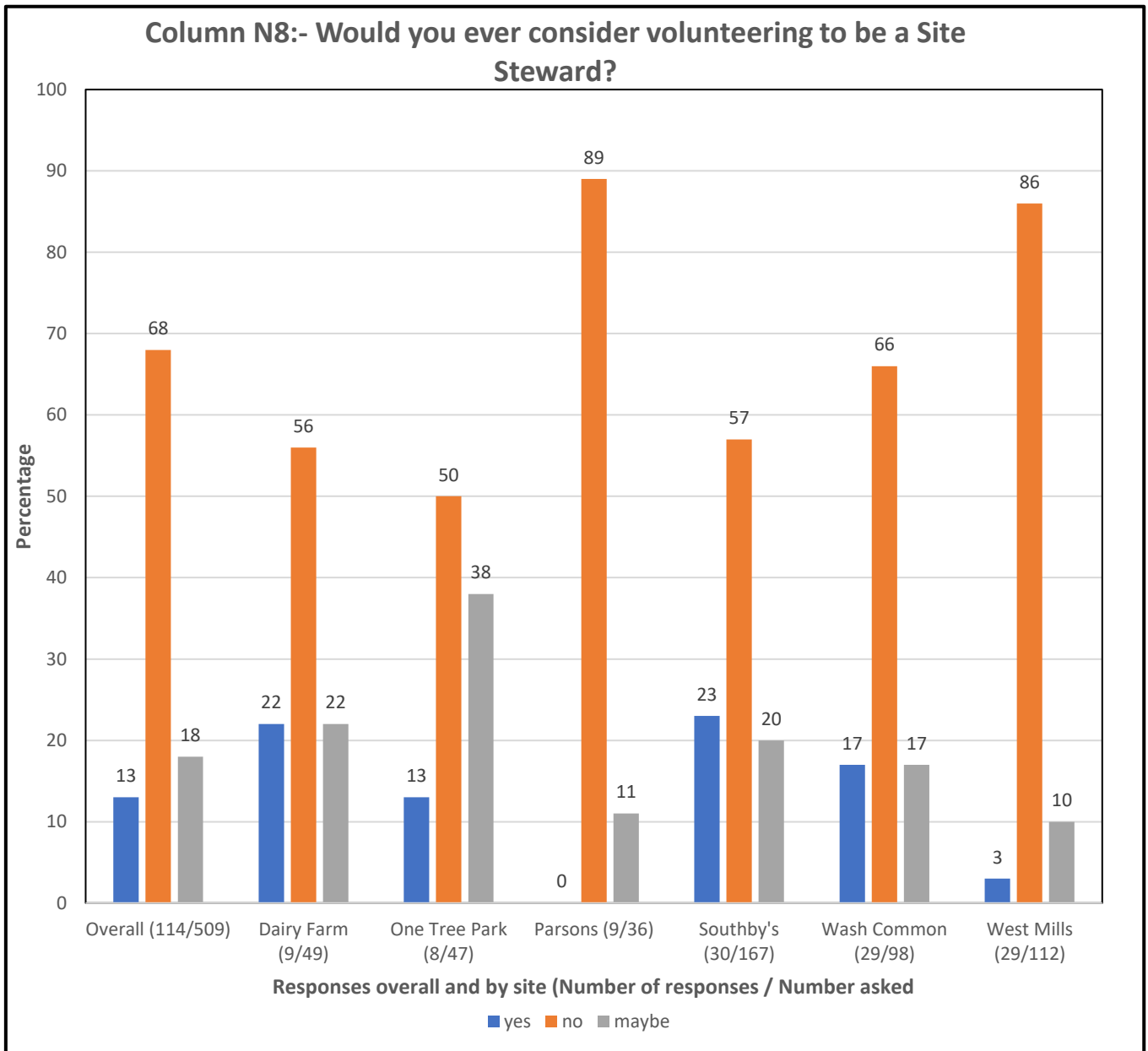
**Column M7:- Would you be interested in getting involved with reducing/removing chemical weedkillers and pesticides?**

response	Overall (114/509)	Dairy Farm (9/49)	One Tree Park (7/47)	Parsons (9/36)	Southby's (30/167)	Wash Common (30/98)	West Mills (29/112)
yes	46	56	14	33	37	60	48
no	25	44	29	22	20	23	28
maybe	29	0	57	44	43	17	24



**Column N8:- Would you ever consider volunteering to be a Site Steward?**

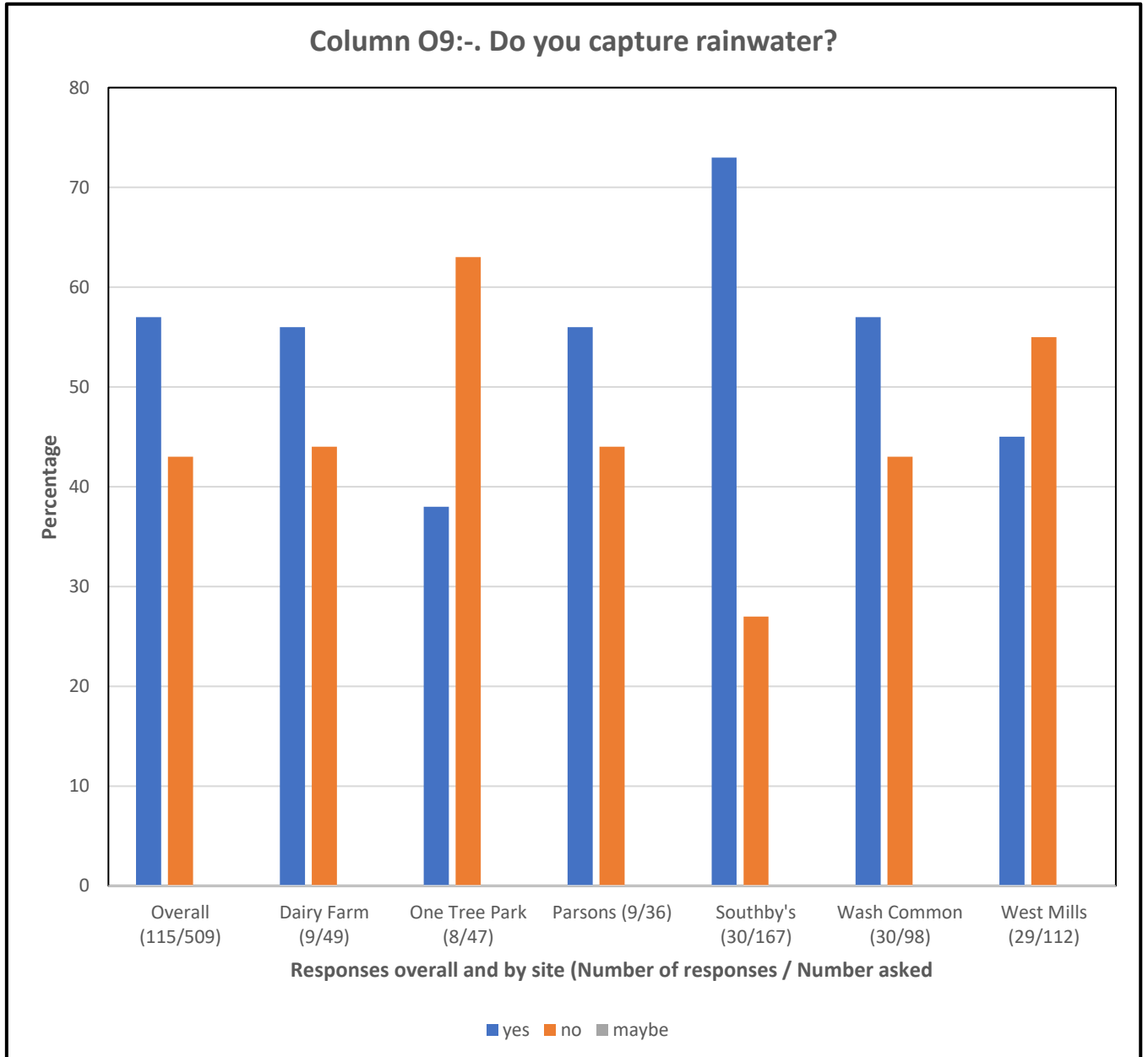
	Overall (114/509)	Dairy Farm (9/49)	One Tree Park (8/47)	Parsons (9/36)	Southby's (30/167)	Wash Common (29/98)	West Mills (29/112)
response							
yes	13	22	13	0	23	17	3
no	68	56	50	89	57	66	86
maybe	18	22	38	11	20	17	10





**Column 09:- Do you capture rainwater?**

response	Overall (115/509)	Dairy Farm (9/49)	One Tree Park (8/47)	Parsons (9/36)	Southby's (30/167)	Wash Common (30/98)	West Mills (29/112)
yes	57	56	38	56	73	57	45
no	43	44	63	44	27	43	55
maybe	0	0	0	0	0	0	0



## Recommendations for Council

1. All allotments to be encouraged to create associations:
  - a. An allotment association could apply to NTC Grants Committee for set up costs.
  - b. Associations could also apply for capital projects (e.g. an eco-toilet).
2. More frequent grass cutting – already in new grounds maintenance contract.
3. Number and location of Water points:
  - a. Assess need by allotment.
  - b. Promote rain-water collection where possible.
4. Frequency of skips for non-compostables:
  - a. Budgeted for 1 skip per year per site (on request).
5. More frequent hedge cutting:
  - a. Contract to do once per year (November through mid-Feb).
  - b. Council to inform users on our policy and legal requirements through notice boards and with allotment renewal letters.
6. Drainage issues:
  - a. Particularly affecting Wash Common.
  - b. Council is aware and taking some steps for improvements and trying to work around some limitations by Historic England.
  - c. Work is ongoing to improve the situation, but the nature of the geology makes full mitigation almost impossible.
7. More regular communication from the council:
  - a. Annual meeting with stewards.
  - b. Reinstate open meetings for all (Late September/Early October).
    - i. Propose workshop style with representatives from each site (Stewards plus 5 allotment holders).
    - ii. Each group to review the feedback from their allotment as presented in this document.
    - iii. Each site to present their conclusions to whole group to aid cross learning.
  - c. Allotment visit day for allotment holders to meet their ward councillors.
8. Review process for managing neglected plots:
  - a. Reinstate 6 weekly allotment inspections during growing season.
  - b. Bring forward to next committee a proposal for revision to the Council's process for management of neglected plots.
9. Use of pesticides/herbicides – council to promote acceptable methods via notice boards and in renewal letters.
10. Review accessibility:
  - a. Add as question to each allotment group to consider in workshop.
  - b. Publicise to groups and charities to use an allotment or accessible area.
  - c. Possibly look at one site initially which has the best vehicle accessibility.

### Agenda item No.12 Appendix 7

**To note:** GSWG Minutes and Annual Activity plan

Date	Activity	Where	Organising	Supporting	Cost
March 2024	NIB Launch	N/A	POSS/PR	GSWG	£0
Engagement plan	<b>Promotional launch of Newbury in Bloom competition</b>				
26 <sup>th</sup> May 2024	NIB entry closing	N/A	<b>POSS</b>	GSWG	£0
Engagement plan	Close off of entries for NIB competition when judging schedule is put together and distributed.				
17 <sup>th</sup> – 21 <sup>st</sup> June 2024	NIB Judging week	TBC	GSWG / POSS	GSWG	£0
Engagement plan	GSWG agreed to supplement areas in the nightingales with bulbs suitable to the area				
September 2024	NIB presentation evening	TBC	POSS	GSWG	£2000
Engagement plan	Prize giving event for the horticultural competition				
October 2024	Bulb plant Wash Common	Glendale Avenue and Middle Close	POSS	GSWG	£125
Engagement plan	Volunteer bulb planting event at Wash Common, Glendale Avenue & Middle Close with native bulbs in line with the lockdown wildlife corridor	Glendale Avenue			
November 2024	Bulb plant Clay hill	River Walk and Orchardene	POSS	GSWG	
Engagement plan	Volunteer bulb planting across 2 areas in the Clay Hill ward to enhance the area for local residents and promote pollinators.				
Dec 2024 / Jan 2025	Tree Planting	TBD	POSS	GSWG	
Engagement plan	Engage with the SEWA group in regards to funding for planting trees this financial year. Utilise tree planting budget to offset any trees lost 2-1 in line with NTC tree policy. Arrange volunteer plantings in line with identified sites.				

**Agenda item No.12 Appendix 7**

**To note:** GSWG Minutes and Annual Activity plan

Newbury Green Spaces / in Bloom Working Group  
25<sup>th</sup> January 2024 6.30 pm

**DRAFT Minutes**

Present: **Councillors:** Ian Jee, Sarah Slack and Vaughan Miller

**Members:** Jon Gage, Sukey Russel-Hayward, David Fenn, Susan Millington and Tony Hammond

**Apologies.** Cllr David Marsh, Martha Vickers, Paul Barker, Fran Lawton

**1. Working group members**

James explained that Jayne French-Drayton had taken the decision to resign as a councilor and no longer could fulfil the duties of chair within the group.

**The Group voted and Ian Jee was made chair of the Green Spaces Working Group. The group agreed that the decision of deputy chair should be made once another councilor is assigned at the next Community Services Committee.**

**Recommendation- CS committee to assign another councilor to the Green Spaces Working Group.**

Ian Jee explained that Jayne had expressed an interest in coming back onto the green spaces working group as a lay member.

**Recommendation- the group voted and decided to recommend to the CS Committee to reinstate Jayne French-Drayton as a lay member of the Green Spaces Working Group.**

### Agenda item No.12 Appendix 7

**To note:** GSWG Minutes and Annual Activity plan

#### 2. Minutes

With one minor amendment the minutes of the meeting of the Green Spaces Working Group held on 14.12.23 were agreed.

#### 3. In Bloom Update

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

##### a) NIB 2024

James explained the categories had been approved at the previous meeting, James agreed to circulate the judging date for this years competition and the group agreed to an early March launch of the competition.

The schools were discussed in relation to the area out of parish to be allowed in the competition.

**Action – Jon Gage to produce a map with the schools plotted on that were invited to enter in 2023 for the next meeting. So the area could be visualized and a decision made.**

The group asked for Sukey to update the application pack.

**Action- Sukey agreed to update the application pack to be approved at the next GSWG meeting.**

##### b) Native hedge planting 27<sup>th</sup> January Greenham House Gardens.

James explained that everything was ready for the volunteer day that coming weekend. Susan, Sarah, Ian and Sukey agreed to attend to give support to the volunteer day as representatives of the working group.

### Agenda item No.12 Appendix 7

**To note:** GSWG Minutes and Annual Activity plan

#### **c) Bat box building with Berkshire Youth 22<sup>nd</sup> December feedback.**

James explained at this the third time the project was not as well received by the children and that we may have over-used bat boxes as a project with this group.

Maybe working with the partners in this working group we could offer other opportunities. Members of the group suggested Sukey (Secret Garden Project), Susan Millington (Lockdown woods project) and Tony Hammond (Growing Newbury Green) agreed they would look into opportunities to work with Berkshire youth with volunteer events on their projects. The bat boxes that had been built were due to go up in Newtown Rd Cemetery and James offered to provide 5 each for the Barns Crescent lockdown wood and Secret Garden project to be put up on these sites.

#### **d) Projects for 2024**

Ian Jee suggested that maybe a project aligned with the wildlife corridor suggested by the friends of the earth might be opportune. James suggested bulb planting on Middle Close open space of native species this Autumn, would help with pollination along this route. Another site not on the wildlife corridor for varied bulb planting was also identified on Glendale Avenue.

**Action – James to look at both sites and come with a recommendation for where to plant at the next GSWG.**

#### **e) Tree planting Hutton Close 3<sup>rd</sup> February**

James explained that this was the last planting scheduled working with the SEWA group and in partnership have planted 108 trees sponsored for by the group and the Greenham Common trust.

The SEWA group have expressed an interest to plant another 108 trees this coming year in the Newbury area.

### Agenda item No.12 Appendix 7

**To note:** GSWG Minutes and Annual Activity plan

**Action- James to approach SEWA Group and liaise on this future potential project and report back. The group understood that this would take up a lot of the supported NTC volunteer project time next year from officers.**

#### **f) Wharf redevelopment, Peace Gardens and the cloth dye bed.**

Sarah explained that she had done some research on the species of planting associated with cloth dying such as Wode, Madder and Weld but needed to check further as some of them are known to be quite invasive.

James explained that due to the planned redevelopment of the Peace Gardens by West Berkshire Council we would have to discuss whether this could be incorporated in the new design. This will have to be held until we have an outcome for a future project.

#### **g) AOB**

Tony Hammond explained that he had a planned tree grafting event for this spring that he was looking for a venue for.

**Action – James to refer request to Kym at Newbury Town Council regarding potential booking of the Elsie Kimber Room.**

James explained also that there was a small budget for edible crops which could assist in any signage improvements that they may want to undertake.

#### **Date of next meeting**

**29<sup>th</sup> February 2024**

Meeting Closed at 8.30pm

James D Heasman

Parks and Open Spaces Supervisor

**Agenda item No.12 Appendix 8**

**To note:** GSWG Minutes and Annual Activity plan

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**Newbury Green Spaces / in Bloom Working Group  
29<sup>th</sup> February 2024 6.30 pm**

**DRAFT Minutes**

Present: **Councillors: Ian Jee**, Sarah Slack

**Members:** Jon Gage, Sukey Russel-Hayward, David Fenn, Paul Barker, Susan Millington and Tony Hammond

**Apologies.** Cllr David Marsh, Cllr Martha Vickers, Cllr Vaughan Miller, Fran Lawton

**1 Minutes**

With one minor amendment the minutes of the meeting of the Green Spaces Working Group held on 25.1.24 were agreed.

**2 In Bloom Update**

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



### Agenda item No.12 Appendix 7

**To note:** GSWG Minutes and Annual Activity plan

#### **a) NIB 2024**

The group looked at the updated application pack and poster which was approved by the group and the group thanked Sukey for the work she had undertaken on the items. James explained that the sponsors had all agreed to continue again this year. James was also currently pursuing the possibility of John O Conner Ltd sponsoring part or all of the presentation evening costs. James explained that Purdah had been put in place due to the pre-election period of the Newbury Town Council bi-election, consequently the launch of the competition was put back to 15<sup>th</sup> March 2024.

**Action- At the next meeting decide 'champions' to help promote the competition from the working group members.**

#### **b) Native hedge planting 27<sup>th</sup> January Greenham House Gardens Feedback.**

The group discussed a very well attended successful event in which 100m of new hedging was planted by volunteers and members of the working group and councilors. Levels of public volunteers at the event was considered low and it was requested for officers to look at whether there is any ways we can improve promotion to get more members of public involved with volunteer activities.

#### **c) Projects for 2024**

The group discussed future projects with the outcomes for 2024 as follows-

- Native bulb planting at Middle Close in line with the wildlife corridor and bulb planting at Glendale Avenue
- Bulb planting at Reed Walk and Orchardene.
- Continue to work with the SEWA group on future plantings.

**Action – James to update matrix for approval at CS Committee.**

### Agenda item No.12 Appendix 7

**To note:** GSWG Minutes and Annual Activity plan

#### **d) Lockdown woods wildlife corridor**

Susan provided a map of the route which they wanted to take but this is fluid within the area between the 2 sites at Barns Crescent and Goldwell Park. This will potentially involve improvements to NTC sites along this route including. Middle Close, One Tree Park Allotments, Fifth Rd Playground, City Recreation Ground, St Georges Avenue and West Mills Allotments.

**Recommendation-** Susan Millington to provide a presentation to the Community Services Committee regarding the project.

#### **e) Tree planting Hutton Close 3<sup>rd</sup> February Feedback**

James gave feedback on the highly attended final planting with the SEWA Group at Hutton Close in which over 40 volunteers from the group planted the final 38 trees of the 108 trees provided by SEWA. £1000 worth of funding had already been allocated by the for this coming winter to plant more trees on NTC land.

#### **f) Cloth Dye Bed**

James explained that due to the development at the wharf we are probably unable to now undertake installing this bed at Lock Island. The group agreed to look into the alternatives of incorporating the dye plants in some of the orchard sites with growing Newbury Green and for the teasels to be planted on Lock Island that are used for working the cloth.

#### **g) AOB**

The great British spring clean event in conjunction with Keep Britain Tidy is happening at the end of March. Ian volunteered to coordinate a ward based litter pick with other Councilors.

**Action-** NTC to promote event and provide litter pickers and litter collection where applicable once details are confirmed.

Tony explained that after the last meeting contact was made with Berkshire Youth by the Growing Newbury Green group and they are planning apple picking events with them this Autumn.

**Agenda item No.12 Appendix 7**

**To note:** GSWG Minutes and Annual Activity plan

Tony explained the concept of the new Master composter scheme being promoted and that it maybe something that the council may want to participate in.

**Action – Tony to provide more detail on the scheme so we can put a recommendation forward to CS Committee.**

**Date of next meeting**

**4<sup>th</sup> April 2024**

Meeting Closed at 8.30pm

James D Heasman Parks and Open Spaces Supervisor

**Newbury Town Council****Public Report****To:** Community Services Committee**Date of meeting:** 08th April 2024**Agenda item No 13 : Appendix 9****Wash Common Consultation Phase Two / Green flag Status****To Note and Discuss: Potential next steps and recommendations**

Having completed phase one, we now are reviewing options for phase two. Following analysis of the consultation feedback a plan has been developed by officers to best accommodate the practicable outcomes available.

We suggest we consult on the appetite for delivering the stated ambition of achieving Green Flag status. This would involve us defining the upgrades we can achieve which would also support the councils bid.

Please refer to our outline proposal below.

**The Brief**

We have been asked to comprise a report into developing the facilities available at Wash Common Recreation Ground and Blossoms Field, it will review the current facilities, what improvements are needed to current assets, what could be added and how this would improve the facilities.

Also we have been asked to review whether the area could be considered for application to Green Flag and whether this could be a way of benchmarking the achievements on the site and what would be needed to achieve this.

**Background to Wash Common and Blossoms Field**

The Site is of great importance for many reasons that will have to be reflected in any development and may put restriction on the amount of wholesale developments we can make.

**History**

The area is of great historical importance, it has 4 round barrows on site containing human remains and as such should be treated with the relevant respect, there is also restrictions put in place relating to a barrow that was removed around the 1950s on the site of the old playpark.

It also is part of the battlefield on the First Battle of Newbury in 1643 between the royalists and parliamentarians and was of great importance in the scheme of the battle.

These elements need to be taken into consideration regarding any development on the site and any changes should be sympathetic to this history, the mounds themselves are regulated by English Heritage and any developments close to the mounds would require consultation with them.

**Nature & Biodiversity**

Wash Common is the only site that Newbury Town Council owns that has a developed area of woodland, though not formally confirmed it fits in with a succession woodland planted around the time of WW1 in which Oak trees were planted alongside Scots pine to make the Oaks grow fast tall and straight to provide wood for use in building materials. Keeping the councils tree stocks as high as possible is of vital importance so caring for these woods is vitally important. A new plantation of deciduous native species was planted in December 2020 as a succession plan for the site and replace trees removed due to disease and damage in the previous years.

There is a wide variety of wildlife that call the woodlands home including squirrels, birds and even the odd Red Kite has been seen flying over and landing in the trees.

### Demographic of users

Wash Common is the largest public green site in the area and is important for local residents it is used for a wide range of activities including-

- Fitness and exercise
- Play
- Outdoor sports
- Relaxation and socialising

Any development undertaken on the site would have to be sympathetic towards not impacting other activities being undertaken on the site.

### Wash Common current facilities and condition

Below is a table of the park's current facilities what the condition of each element is and if any work is needed to be undertaken to bring them up to standard and the cost associated in doing this.

<b>Asset</b>	<b>Condition</b>	<b>Repairs /upgrades needed</b>	<b>Cost</b>
Younger children playpark	Very good	None	Nil
Older Children playpark	Very good	None	Nil
Gym equipment	Very good	None	Nil
MUGA	Ok	Repaint and lines remarked	£1000
5 park benches	Very Good	None	Nil
9 General waste Bins	Very Good	None	Nil
8 Dog bins	Very Good	None	Nil
Pathways	Poor	Look to install path through woods and expand path past mounds. Look to expand surface by allotments if responsibility is NTC and not WBC.	TBD
3 picnic benches	Good	None	Nil
3 historical interpretation panels	Poor	Replace inserts and update.	TBD
Football Pitch	Good	Look in to drainage Solutions.	Nil
Changing Rooms	Good	None	Nil

The paths would be expanded and laid via the use of Agri-Flex which is more environmentally friendly than Tarmacadam.

## Potential improvements

The site has very good facilities already and mainly just needs them to be updated to make the site look fresh and professional. Some suggestions that could improve the site and improve visitor experience would be-

- A 500m running track made from Agri-Flex surrounding the Blossoms field park, this would not be suitable in the Wash Common Rec side due to restrictions from English Heritage. This would provide a formal exercise track for runners.



- Woodland creatures trail through the woodland with wood carvings positioned at various points along the trail. Potentially adding inserts from local poets on the bases. Educational for young children and also make the woods visited for the right reasons.



- Install a wildflower meadow on the site in a suitable position within Wash Common recreation Ground area, producing a different element in relation to biodiversity on the site also wildflower seed the mounds in the woodland to promote wildflower growth in these areas.



- Figure of a parliamentarian and royalist figure carved out of wood and positioned at 2 of the entrances to the site on the relevant side they fought from in the battle as the site was split in 2 on the day with the 2 sides meeting in the middle. The council has been seasoning oak buttresses on the site ready for carving so the wood could be sourced from trees felled on Wash Common in previous years.



- A solar supported container kiosk like the one designed for City Rec providing refreshment facilities on site and potentially a revenue income for the council. To be positioned near the current changing rooms.



- 8 Solar bollards for entrance ways and pathways to make users more secure when travelling through the park at night, illuminating the site and deterring anti-social behaviour.



All these improvements would help with our entry for Green Flag on the site, also helping to Improve the number of users whilst improving fitness, educational, historic and biodiversity features on the site.

James Heasman (MK edit) 04.04.24