

12 July 2022

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

Substitutes: Cllrs; Stephen Masters; Vaughan Miller; Erik Pattenden; Tony Vickers

Also: All Members of the Council for information.

Dear Councillor,

You are required to attend a meeting of the Community Services Committee to be held in the Council Chamber, Town Hall, Market Place, Newbury, and streamed via zoom, on **Monday 18th July 2022 at 7.30pm**. This meeting is open to the Press and Public.

Members of the public may join the meeting over zoom by using the following link:

<https://us06web.zoom.us/j/81057845333?pwd=Y0FZNddqODZpNXlZTWdCcy9vTTFOUT09>

Meeting ID: 810 5784 5333

Passcode: 875237

Yours sincerely,

David Ingram

Community Services Manager

AGENDA

- 1. Apologies for Absence**
Community Services Manager
- 2. Declarations of Interest and Dispensations**
Chairperson
To receive any declarations of interest relating to business to be conducted in this meeting and confirmation of any relevant dispensations.
- 3. Election of Chairperson & Deputy Chairperson**
Chairperson
To Resolve: The election of a Chairperson
To Resolve: The election of a Deputy Chairperson to act in the Chair's absence
- 4. Election of Members of Victoria Park sub-Committee**
Chairperson
To resolve the membership of the Victoria Park subcommittee

Town Hall, Market Place, Newbury, RG14 5AA

☎ (01635) 35486

☎ (01635) 40484

🐦 @NewburyTC

✉ towncouncil@newbury.gov.uk

🌐 www.newbury.gov.uk

📘 NewburyTC

Newbury Town Council is committed to continuing to make Newbury a better place to live, work and visit

5. **Approval of Terms of Reference of Victoria Park sub-Committee (Appendix 1)**
Chairperson
To resolve: the Terms of Reference for the Victoria Park Sub committee
6. **Election of Members of Green Spaces Working Group**
Chairperson
To resolve: the membership of the Green Spaces Working Group
7. **Approval of Terms of Reference of Green Spaces Working Group (Appendix 2)**
Chairperson
To resolve: the Terms of Reference of the Green Spaces Working Group
8. **Approval of previous Meeting Minutes (Appendix 3)**
Chairperson
To approve: the minutes of a meeting of the Community Services Committee held on Monday 14th March 2022, already circulated, and as attached at Appendix 3.
9. **Questions and Petitions from Members of the Public**
Chairperson
10. **Members' Questions and Petitions**
Chairperson
11. **Green Spaces Working Group - Newbury in Bloom (Appendix 4)**
Chairperson
11.1 To note the minutes of the Green Spaces Group meeting of 22/3/22, 7/4/22, 5/5/22 and 9/6/22 in appendix 4.1.
Further details below in Item 12, Community Managers Report.
11.2 To receive the Annual update from Friends of Newtown Rd Cemetery – Maureen Hudd, Chair, Friends – Appendix 4.1e - please also see Appendix 5.3
11.3 To approve: the NiB (GSWG) Working Group Plan as set out in Appendix 4.4 subject to content of Community Manager's Report, Appendix 5.
12. **Community Services Managers Report (Appendix 5)**
Community Services Manager
12.1 Recommendation: Members to note progress being made by the Community Services Team on various Newbury Town projects.
12.2 Wash Common swing - Recommendation: Community Services Committee resolve to request a budget provision be made at the next Policy & Resources Committee meeting for the recommended option to be provided.
12.3 – Wharf Toilets - Recommendation: to confirm their agreement to move to the next stage, Consultant Team selection for detailed design & Tendering of this project at a cost circa £12,000.

- 13. Grounds Maintenance Contract update**
Community Services Manager
To note: the Tender returns & update in progressing the award to Best & Final bids
- 14. Fifth Road Play area Report (Appendix 6)**
Chairperson
To approve; to approve Option to allocate a sum not to exceed £110,000 out of the Council's approved budget for this project.
- 15. Forward Work Programme for Community Services Committee 2022/23 (Appendix 7)**
Chairperson
To note: the Forward Work Programme
To invite: Members to raise any additional items for consideration.
- 16. New Community Cafe facility – Victoria Park (Appendix 8)**
Community Services Manager
16.1 To note: Draft Mins of the Victoria Park subcommittee meeting of 31st May 2022
16.2 To note: the current position with the Community Café Project.
16.3 To give direction to the Victoria Park Sub-Committee on the proposals, if required.
16.4 To approve: when actual in use data is available, a Project Brief to seek a more permanent Carbon offset provision based on post completion and operation data.
16.5 To approve: a budgetary provision for a new CCTV provision to Victoria Park compatible with the current Town Hall system 2023/24
- 17. Exclusion of the Press & Public**
Chairperson
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 nature of the business to be transacted.
- 18. Newbury Charter & Farmers Market – Appendix 9**
Chairperson
To consider a proposal put forward by Newbury BID for the use of the Market Place
To consider the Motion put forward by Cllr Martin Colston
- 19. Ground Maintenance Contract 2023 – Appendix 10**
Chairperson

19. Ground Maintenance Contract 2023 – Appendix 10

Chairperson

To consider the Tender returns for the 2023 Grounds Maintenance Contract.

17.1 Recommendation: to agree to take forward to a Best & Finals round 3 Contractors as set out in the Report based on submission & interviews.

David W Ingram

Community Services Manager

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

Newbury Town Council

Public Report to the Community Services Committee,

Agenda Item No 5 - Victoria Park Development – Sub Committee

To consider the creation of a Victoria Park Sub-Committee.

Background:

As part of Newbury Town Council's Strategy to further enhance and improve the services we deliver, Newbury Town Council have committed to build a new community Café and a Changing Room block within Victoria Park.

Objective

To appoint a Sub-Committee of elected Members and any ad hoc specialist where required to oversee the construction phase of this project, the selection of a café lessee, agree the operating Lease & rental terms and manage the risk map for this project.

Options

1. Do nothing- all decision reported back to Community Services Committee.
Delegate authority within approved criteria to the Sub-Committee
2. Delegate all authority within approved criteria to Chief Executive Officer.

Proposal

To form a Sub-Committee of the Council, with 6 Members and 4 substitutes, with representation as per the other 2 Sub-Committees of the Council (staff Sub-committee and grants Sub-Committee), to work with the Chief Executive and Community Services Manager to support the development and confirm decisions to be made in terms of:

1. variations to the design, finishing's and fit out once contracted
2. approval of additional expenditure within the delegated budget above
3. monitoring progress against Project Plan and costs
4. recommending to Community Services Committee any additional funding required outside the approved budget
5. agreeing the selection panel for scoring café operator bid submission
6. participating in the interview panel for café operator bid selection
7. approving the Heads of Terms for the café lease
8. supporting the official opening of the facility
9. managing the Project Risk map.

The Sub-Committee will meet from July 2019 for the period to post completion review, which is likely to be in February 2020, as and when issues arise requiring Members input.

The Sub-Committee will have a Chairperson, Deputy and 4 standing Members, the Community Services Manager and such specialist advisors as may be invited by the Sub-Committee to support/inform the meetings.

All decisions will be made by a vote of the majority of the Sub-Committee members present. A minimum of 4 Members will be the required quorum for any meeting of the Sub-Committee.

Financial and Legal Implications

Approval has been given by Full Council, on the 28 January 2019, to agree a contract for delivery on a Design & Build basis to Enviro Building Services Ltd in a sum not to exceed £650,158 to complete the works, as set out in the report.

In preparing the 2 schemes scheduled for a planning application, it has been necessary to engage a number of specialist consultants to provide expert evidence for the Design & Access Statement in order to satisfy a number of the previous conditions placed upon approvals for both the café & changing rooms. In addition changes to the changing room layout have been necessary to meet Football Association recommendations.

Specialist work includes Ecology (bats), Arboriculture (trees), Archaeological and Historic (Air Raid Shelter) reports, as well as engineering solutions for water and drainage.

These costs as well as a variation to the original roof design on the changing rooms have brought the current overall cost to circa £640,000. The remaining contingency is now marginal and needs careful management

Reference to Council Strategy, where relevant

Mission Statement: Newbury Town Council is committed to continuing to make Newbury a better place to live, work and visit.

Strategy objectives: To further enhance and improve the services we deliver for the people of Newbury this is what we plan to do in the next 12 months:

O1.STP1 Construct new café facilities in Victoria Park and provide a suitable venue for the rejuvenated Park;

O1.STP2 Construct new changing rooms in Victoria Park to meet the needs of the improved facilities at the football pitch and the tennis courts. The provision of these facilities is a key priority for the Council.

Equality and Diversity impacts

The facilities will be available for all the community to enjoy. The changing rooms include provision for people with disabilities.

Recommendation(s)

Members appoint a select number of Councillors (6, and 4 substitutes) to form the Victoria Park Development Sub-Committee and approve the Terms of Reference as set out above

Signed: David Ingram
Community Services Manager

Newbury Town Council

Public Report to the Community Services Committee,

Agenda Item No 7 - Green Spaces Working Group

To consider the creation of a Working Group to advise on actions to be taken to improve manage & maintain Newbury Town Council's Green spaces.

Terms of Reference

The Community Services Committee approves the setting up of a Green Spaces Working Group, with the following remit:

In Bloom campaigns (Newbury in Bloom and Britain in Bloom)

The full membership of the Working Group shall encourage and promote voluntary and community involvement in the Council's "In Bloom" campaigns.

At the end of each year, the working group will make recommendations to the Community services Committee for In Bloom campaigns for the following year. These recommendations will be considered at the December meeting of the Committee. The Committee's decisions in these matters will form the action plan for the Working Group and the In Bloom campaigns for the following year.

The longer-term aim will be to encourage the voluntary and community groups to take on these campaigns, with support, including financial support, from the Town Council.

The Council's Parks and Open Spaces

The full membership of the Working Group shall encourage and promote voluntary and community involvement to improve and maintain the Council's parks and open spaces.

The full membership of the Working group may make recommendations to the Community Services Committee regarding improvements or longer-term objectives for the Council's parks and open spaces.

The Council members on the Working Group may meet separately to consider recommendations to the Community services Committee regarding the Council's parks and open spaces.

The Council's parks and open spaces include Newtown Road Cemetery, but not Shaw Cemetery. The remit of the Working Group does not include playgrounds, football pitches, allotments or any lands not maintained by Newbury Town Council.

Membership:

- Membership is open to all willing volunteers who can commit time to meet on a regular basis, organise, support, and advise the Group in fulfilling its remit to strive for a better Newbury.
- The Council will nominate 3 active members plus 2 substitute Members to the Working Group one of whom will be nominated as the Chair.

Additional members are welcome to attend at any time, either on an individual basis, or as a representative of any relevant group.

If a member is unable to attend a meeting, they can nominate a substitute to represent their area of responsibility.

Administration support is provided by the Community Services Manager.

Quorum is 2 elected Working Group members, in addition to Chair or Deputy and 1 Officer. The Group should meet on a bimonthly basis unless otherwise agreed by the Working Group.

Intent:

- To recommend arboriculture, horticultural and ground management improvement to Newbury Town Council managed landholdings
- To input into the Parks & Green space management plan
- To oversee the application, preparation & management of Green Flag award
- If the parent Committee decides to organize a Newbury in Bloom campaign, to set up, organise, manage & judge the competition
- If the parent Committee decides to enter BiB, to pre plan, recommend, organise & manage the entry into the Britain in Bloom competition
- To seek active participation from a diverse sections of the community
- To seek and encourage Voluntary participation in events and Group attendance.
- To seek & encourage sponsorship from the business sector.

Outcomes:

The Working Group is tasked with delivering to the parent Committee (Community Services Committee) and to the community within Newbury Town:

An annual plan in November each year outlining its recommendations for:

- Green Flag Award
- Newbury in Bloom competition
- Participation (or not) in Regional Finals, Britain in Bloom
- Time & cost planning timetable for the years activities

Scope / Jurisdiction

As set by the parent committee

Guidance from the Council / Parent Committee

Provide a report back to the Community Services Committee updating on progress against Plan.

Resources and Budget

The Working Group will be responsible for the budget allocated to it by the parent committee.

The outcomes are to be managed by the Working Group on a Voluntary input basis. The Council will support the Working Group with access to Town Council meeting rooms, administration resources and officer time as required. The Working Group are not able to commit Officer time / Council resource to any project delivery more than the allocated budget

The Working Group is expected to obtain sponsorship/ Grants for the different categories of awards & project outcomes before submitting requests to the Council.

Any additional funding support which may be required subject to business case being submitted by the Working Group for authorisation from parent Committee.

Governance

Decisions agreed mostly by consensus, but where necessary a majority vote of those present, with Chairperson's casting vote if necessary. The Chairperson must be an elected annually by the Working Group and must be an elected member of the Council?

Additional information:

- Methods of work (e.g., consultations, press releases, surveys, progress reports etc) are entirely up to the Working Group to decide & manage.
- Communications are generally informal and via e-mail.
- Relevant documentation is stored in a sub-folder under Community Services on the Town Council IT data store,
- The group will meet as required to deliver its objectives it says bimonthly above?
- Sub-groups (with other nominated members) can be created as necessary to progress specific items.
- Occasionally reporting back to the Community Services Committee on progress (via the Chairperson) and whenever it needs additional authority for action.
- The Working Group's work is complete when it has achieved all the deliverables to the satisfaction of the parent Committee or where the Committee resolve its outcomes are not being realised.

Any changes to these Terms of Reference require authorisation by the parent Committee.

Community Services Manager
July 2022

**MINUTES OF A MEETING OF THE COMMUNITY SERVICES COMMITTEE
HELD IN THE COUNCIL CHAMBER, TOWN HALL, MARKET PLACE, NEWBURY
ON MONDAY 14 MARCH 2022 AT 7.30PM**

PRESENT

Councillors Jeff Beck; Nigel Foot; Chris Foster; Jon Gage; Roger Hunneman; Oliver Lewis; David Marsh; Vaughan Miller(sub); Sarah Slack (Chair); and Martha Vickers (Vice Chair).

In Attendance

David Ingram, Community Services Manager
Jo Lempriere, Community Services Officer

1. APOLOGIES FOR ABSENCE

Cllr Martin Closton, Cllr Vaughan Miller was his substitute

2. DECLARATIONS OF INTEREST AND DISPENSATIONS

The Community Services Manager declared that Councillors Jeff Beck, David Marsh, and Martha Vickers are also Members of West Berkshire Council, which is declared as a general interest on their behalf and a dispensation is in place to allow them to partake in discussions relating to West Berkshire Council business. Cllr Chris Foster declared an interest in Agenda item 12 as he is part of the St George the Martyr Church PCC Group, who rent an allotment plot at Wash Common,

3. APPROVAL OF PREVIOUS MEETING MINUTES

PROPOSED: Cllr Jeff Beck

SECONDED: Cllr Chris Foster

RESOLVED: That the minutes of the meeting of the Community Services Committee held on 13 December 2021, be approved, and signed by the Chairperson.

Cllr's Oliver Lewis and Vaughan Miller abstained as they were not present at the meeting.

4. QUESTIONS AND PETITIONS FROM MEMBERS OF THE PUBLIC

There were none

5. MEMBERS'S QUESTIONS AND PETITIONS

There were none.

6. GREEN SPACES WORKING GROUP -NEWBURY IN BLOOM

6.1 The minutes of the Meetings of the GSWG of 13/12/2022, 22/02/2022 and draft minutes of 02/03/2022 were noted.

7. GROUNDS MAINTENANCE WORKING GROUP

7.1 The minutes of the 01/03/2022 meeting was noted.

7.2 The recommendations of the working to support the ongoing monitoring works being carried out in the documentation production until the close of Tender returns.

7.3 PROPOSED: Cllr Chris Foster
SECONDED: Cllr Jeff Beck

RESOLVED: that the Draft Documents listed as GM 001 to GM 011 as agreed suite of Contract to be issued to respondents to the Prior Information Notice for the issue of Tenders for the new GM Contract January 2023 are approved.

8. COMMUNITY SERVICES MANAGERS REPORT

Members noted the report presented by the Community Services Manager about the progress made by the Community Services Team on various Newbury Town projects.

8.1 PROPOSED: Cllr Martha Vickers
SECONDED: Cllr Jon Gage

RESOLVED: That the signing of the SLA Agreement with Dinton Adventure Golf as set out in Appendix 4.1 of the Agenda be approved.

8.2 PROPOSED: Cllr Nigel Foot
SECONDED: Cllr Roger Hunneman

RESOLVED: That the Agreement with National Tennis Association, as set out in Appendix 4.2 of the Agenda be approved.

- 8.3 PROPOSED:** Cllr Jon Gage
SECONDED: Cllr Nigel Foot

RESOLVED: That the Heads of Terms for the Lock Island Lease with the Canal & River Trust be approved and for the Community Services Manager to prepare a suitable Lease for Sealing by this Council.

9. FORWARD WORK PROGRAMME FOR COMMUNITY SERVICES COMMITTEE 2021/22

- 9.1** The Forward Work programme was noted, subject to amendment following the outcome of the Council's new Strategy being adopted.
- 9.2** Councilors were invited to submit items for future meetings of this committee.

10. NEW COMMUNITY CAFÉ FACILITY – VICTORIA PARK

The Committee thanked David Ingram for his continued hard work to date on this project. An update was received from the Community Services Manager.

11. PART 2 – EXCLUSION OF THE PRESS AND PUBLIC

- PROPOSED:** Cllr Olivia Lewis
SECONDED: Cllr Jeff Beck

RESOLVED: That under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960 the press and public be excluded from the meeting for the following items of business (agenda item 14) because publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

12. COMPLAINT BY A COUNCIL ALLOTMENT TENANT REGARDING ALLOTMENTS

- PROPOSED:** Cllr Martha Vickers
SECONDED: Cllr Jon Gage

RESOLVED: That the Members confirmed that:

- a) The Allotments are being managed in accordance with the Committee approved Regulations and Strategy & Policy requirements as published by the Council.
 - b) That the complainants requests for more allotment space are being handled in a fair and reasonable manner,
- and
- c) The complaint raised by the Councils allotment tenant be dismissed.

THERE BEING NO OTHER BUSINESS, THE CHAIRPERSON THANKED ALL THOSE IN ATTENDANCE AND DECLARED THE MEETING CLOSED AT 9.42pm

CHAIRPERSON

DRAFT



**Newbury Green Spaces / in Bloom Working Group
Zoom Meeting – 10 March 2022**

DRAFT Minutes

Present: Councillors: Jon Gage, Martha Vickers, Billy Drummond, Sarah Slack, Jeff Beck, Chris Foster

Members: Tony Hammond, Paul Barker, Sukey Russell Hayward

Apologies. Cllr. David Marsh, David Fenn, Susan Millington & Fran Lawton

1.Minutes

The minutes of the meeting of the Green Spaces Working Group held on 3dr Feb 2022 were noted & minor amendments agreed.

2. Part 1 - Update on Community activity/ Matrix-

Updated and or held over from last meeting. NO new NTC events to report, there are event being run by Growing Newbury Green & the Lockdown Wood Group in association with NTC which should be suitably publicised
None

a) NIB 2022 plan & entry preparation

The 2022 NIB Drafts have been circulated by JH. The Competition is up and running with Posters due to be distributed. JH would make copies available for Members distribution. Letters to Schools issues, new In Bloom Video shot with Chait Community Services. Members asked to re post NTC social media for wider audience.
Meeting arranged for 30th March to target Businesses in Town, 1 pm at the Town Hall

Early consideration needed for 2023 Competition: poss. revamp of material & categories ready for 2023 Britain in Bloom entry.

b) NIB Video promotions

Final Video in package now done.

c) Britain in Bloom

Work to prepare for 2023 entry should begin in July 2022.

d) Barns Crescent Orchard improvements

Tony Hammond outlined proposed events:

12 Feb 22 - GNG planed 6 new trees successful event,

Sunday 13th March 1000am start: Barn Crescent 10th anniversary celebration. Edible hedge planting, pruning and Lockdown Wood Friends of Barn Crescent event. Alongside the working morning we plan a celebration of sorts, though nothing too big - possible Green Spaces monthly event.

Sutton Estates not in favour of additional works around hedge, further meeting to be held to explain the objective of this project.

e) Green Flag – Application for Victoria Park submitted, concentration on retaining for 2022

Concern about the 2023 possible submission for City Recreation Ground due to ongoing issues with ASB & the neighbors. Forum has been set up to discuss these issues, Cllr Vickers to feed back to GSWG on outcomes. – **Please also see h) below**
Green Flag scoring categories circulated to members to assist understanding.
Wash Common application not before 2024.

f) Hedge planting Fifth Rd – all completed

g) Tree planting plan

Completed bar Limes in Victoria Park for this current round. **Post Meeting - JH to circulate list of planted species with picture for identification**

h) New Benches – City Rec – residents for 2 new benches in City Rec considered – Members agreed a mini-Consultation would be needed with a map showing possible locations. JH to arrange. **PLEASE SEE NOTE in e) above.**

i) Berks Youth - interest in providing Youth outreach with making of Bird / Bat boxes and poss. other event, GCWG encourage this action and JH to peruse joint working. GSWG agree £200 grant to assist set up & material cost for first project.

j) Lock Island - Project Team now gearing up for post Pandemic activity as previously agreed, Higher cost of material needs evaluation – JH to arrange Canoe to be removed. GNG to do beds in March – **New lease** - terms agreed with C&RT, to include provision for NTC to work with Partnering Originations under NTC lease umbrella. JH to circulate Beds proposal as reminder for information.

3. Part 2 - NTC Elected Members meeting

A) Biodiversity action plan

Budget provision agreed, ARK agreed to assist with Riverside Biodiversity action planning post Spring 2022.

B) Greenham House Gardens transfer latest

Little progress being made. CEO to take this up with Nigel Lynn new CEO at WBC.

Wash Common Consultation

Initial Budget provision made, post Spring phased Action plan to be drawn up & issued for Consultation

D) Friends' groups update

Budget provision for 2022/23 made, will need some financial input by the Group.

GM routines being re considered for new GM Contract. Wall repairs to be initiated after Easter 2022.

E) Consultation Matrix update

Matrix to be updated for Community Services meeting, no additional Volunteer activity planning in the next 3 months. Benches & Wash Common II Consultation requirement noted.

4. Date of Next Meeting (s) - Thursday 7th April 2022

Meeting Closed at 8.30 pm

David W Ingram
Community Services Manager



Newbury Green Spaces / in Bloom Working Group
Zoom Meeting – 7th April 2022

DRAFT Minutes

Present: **Councillors:** Jon Gage, Martha Vickers, Jeff Beck, David Marsh, Billy Drummond

Members: Paul Barker, Susan Millington

Apologies. Cllr. Sarah Slack, Chris Foster, David Fenn, Suki Russell Hayward & Fran Lawton

1. Minutes

The minutes of the meeting of the Green Spaces Working Group held on 10th March 2022 were noted & minor amendments agreed.

2. Part 1 - Update on Community activity/ Matrix-

Updated and or held over from last meeting. No new NTC events to report, there are event being run by Growing Newbury Green & the Lockdown Wood Group in association with NTC which should be suitably publicised

a) NIB 2022 plan & entry preparation

The 2022 NIB is launched & under way. To date 3 Applications (early days) consideration to a meet & Greet days to encourage more applicants, poss alongside Saturday Surgery ? Members asked to re post NTC social media for wider audience. Meeting 30th March to target Businesses in Town, done

Judges selection next meeting Agenda.

Early consideration needed for 2023 Competition: poss. revamp of material & categories ready for 2023 Britain in Bloom entry.

b) NIB Video promotions

Final Video in package now done with Cllr Slack, now posted.

c) Great British Clean

2022 Big Clean is being promoted by WBC. Ward Members may be interested again in making local arrangements.

d) Barns Crescent Orchard improvements

Susan Millington outlined progress with Sutton Estates & other works. Corporate Sponsor come forward to Sponsor 9 Trees., 6 City Rec & 3 in Digby Rd.

Congratulations to Tony Hammond on Environmental Award win.

e) Culver Rd / Three Acre Rd bulb planting

Concern about the 2023 possible submission for City Recreation Ground due to Members are asked to consider bulb planning along Culver & 3 Acre Rd. this autumn. Snowdrops, Bluebell, native Daffs and the like.

Members are asked to consider if there is a need to plant on other areas.
are there any additional event that members would like to bring forward to Volunteer days ?

f) New Benches – City Rec – residents for 2 new benches in City Rec considered – Members agreed a mini-Consultation would be needed with a map showing possible locations. JH to arrange.

g) Berks Youth - interest in providing Youth outreach with making of Bird / Bat boxes and poss. other event, GCWG encourage this action and JH to peruse joint working. GSWG agree £200 grant to assist set up & material cost for first project. This is likely to be 26/27 Sept 2022

h) Lock Island - Project Team now gearing up for post Pandemic activity as previously agreed, Higher cost of material needs evaluation – JH to arrange Canoe to be removed. GNG to do beds in March – **New lease** - terms agreed with C&RT, to include provision for NTC to work with Partnering Originations under NTC lease umbrella. LIP have an issue with funding the Beds now that cost have significantly risen. GSWG have already Grated £900 toward this venture.

3. Part 2 - NTC Elected Members meeting

a) Greenham House Gardens transfer latest

Little progress being made. CEO to take this up with Nigel Lynn new CEO at WBC.

b) Wash Common Consultation

Initial Budget provision made, post Spring phased Action plan to be drawn up & issued for Consultation

c) Friends' groups update

Budget provision for 2022/23 made, will need some financial input by the Group.

GM routines being re considered for new GM Contract. Wall repairs to be initiated after Easter 2022.

d) Consultation Matrix update

Matrix to be updated for Community Services meeting, no additional Volunteer activity planning in the next 3 months. Benches & Wash Common II Consultation requirement noted.

4. Date of Next Meeting (s) - Thursday 5th May 2022

And finally.... Earth Day!

Don't forget Earth Day is on 22 April! This is a internationally recognised day highlighting environmental protection and action.

Meeting Closed at 8.30 pm

David W Ingram
Community Services Manager



Newbury Green Spaces / in Bloom Working Group
Zoom Meeting – 5th May 2022

DRAFT Minutes

Present: **Councillors:** Jon Gage, Martha Vickers, Sarah Slack, Billy Drummond, Chris Foster

Members: Paul Barker, Tony Hamman, Sukey Russell -Hayward, David Fenn

Apologies. Cllr. David Marsh, Jeff Beck, David Fenn, Susan Millington & Fran Lawton.

1.Minutes

The minutes of the meeting of the Green Spaces Working Group held on 7th April 2022 were noted & minor amendments agreed.

2. Part 1 - Update on Community activity/ Matrix-

Updated and or held over from last meeting.

a) NIB 2022 plan & entry preparation

The 2022 NIB is launched & under way. To date 4 Allotment & 3 other Applications (early days) consideration to a meet & Greet days to encourage more applicants, poss. alongside Saturday Surgery? Members asked to re post NTC social media for wider audience. NO feedback from Schools yet.

Meeting 30th March to target Businesses in Town - done.

Early consideration needed for 2023 Competition: poss. revamp of material & categories ready for 2023 Britain in Bloom entry.

b) NIB Video promotions

Final Video in package now done with Cllr Slack, now posted. Cllr Vickers asked for A5 posters to be made available. Caroline Edmunds to sent copy of A4 poster to print.

c) Judging

Judges' selection next meeting Agenda. Score Matrix circulated for discussion at next meeting

d) Green Flag

Barns Crescent Orchard improvements

James outlines issues with current Contract and ability to manage ground for mystery shopper. Cllr Vickers raised matter of re promoting Friends Groups or other interest to assist. Poss. interest from Parsons School?

e) Barns Crescent

Tony H. outlined progress with Sutton Estates & other works. Corporate Sponsor come forward to Sponsor 9 Trees., 6 City Rec & 3 in Digby Rd. 3 new trees also planted in Barns Crescent. Waster material now collected.

f) Culver Rd / Three Acre Rd bulb planting

Concern about the 2023 possible submission for City Recreation Ground due to Members are asked to consider bulb planning along Culver & 3 Acre Rd.

g) Other Volunteer events

For this autumn. Snowdrops, Bluebell, native Daffs, and the like.

Members are asked to consider if there is a need to plant on other areas.
are here any additional event that members would like to being forward to Volunteer days?

f) New Benches – City Rec – residents for 2 new benches in City Rec considered – Members agreed a mini-Consultation would be needed with a map showing possible locations. JH to arrange.

g) Berks Youth - interest in providing Youth outreach with making of Bird / Bat boxes and poss. other event, GCWG encourage this action and JH to peruse joint working. GSWG agree £200 grant to assist set up & material cost for first project. This is likely to be 26/27 Sept 2022

h) Lock Island - Project Team now gearing up for post Pandemic activity as previously agreed, Higher cost of material needs evaluation – request for additional funds for timber - O bed option approved, oak to be used, - agreed that the WG would fund the Secret Garden project with an additional £380.10 so they could complete the Welcome to Newbury bed to go by the bridge on Lock Island.

Agreed that WG out of Tree Budget would provide 3 new white birches in Autumn.

Canoe now removed. – **New lease** - terms agreed with C&RT, to include provision for NTC to work with Partnering Originations under NTC lease umbrella.

3. Part 2 - NTC Elected Members meeting

a) Consultation Matrix update

Matrix to be updated for Community Services meeting, additional Volunteer activity suggested, Rose bed adoption in Peace Garden, planning in the next 6 months.
Benches & Wash Common II Consultation requirement noted.

b) Actions following budget

Wash Common - Initial Budget provision made, workload delays, now Autumn phased Action plan to be drawn up & issued for Consultation

Friends - Budget provision for 2022/23 made, will need some financial input by the Group Meeting to be held with Friends to determine exactly what their requirement is.

Greenham House Gardens transfer - little progress being made. Await direction from WBC.

c) Robuts Close

JH met with Preschool, agreement for new smaller wildflower area to be planted. JH to progress.

4. Date of Next Meeting (s) - Thursday 9th June 2022

Meeting Closed at 9.00 pm

David W Ingram
Community Services Manager



Newbury Green Spaces / in Bloom Working Group
Zoom Meeting – 5th May 2022

DRAFT Minutes

Present: **Councillors:** Jon Gage, Martha Vickers, Sarah Slack, Jeff Beck, David Marsh,

Members: Paul Barker, Tony Hamman, Sukey Russell -Hayward, David Fenn & Susan Millington

Apologies. Cllr. , Chris Foster, Billy Drummond & Fran Lawton.

1.Minutes

The minutes of the meeting of the Green Spaces Working Group held on 7th April 2022 were noted & minor amendments agreed.

2. Part 1 - Update on Community activity/ Matrix-

Updated and or held over from last meeting.

a) NIB 2022 update of progress and entries so far

The 2022 NIB is launched & under way. Officers to update on entries due to staff holidays no current update. Agreed to extend entries for a few more days to try to encourage additional entries. To close on Tuesday 14th March.

Early consideration needed for 2023 Competition: poss. revamp of material & categories ready for 2023 Britain in Bloom entry.

b) NIB promotions

NIB promotions now undertaken. Additional follow up to be taken by some group members on expected entrants.

c) NIB Judging panels 2022

Judging panels confirmed for this years competition and minor amendments made to judging criteria.

Agreed levels of a score of 85+ for Gold, 84-75+ for Silver Gilt, 74-60 for Silver and Bronze under 60.

d) Green Flag

Agreed that we should look to reform Friends of Victoria Park to help with winter 2022 submission. Should become own agenda item for next meeting to look at how to promote for new members.

Submissions will be managed by Officers with CS Committee aims forming the basis of these submissions for improvements on City Rec and Victoria Park.

e) Barns Crescent

Tony H. Gave video tour of activities at Barns Crescent live from site. Requested that pathways were cut and officers to follow up. Have had agreed permission with Sutton Estates to install 2 x bug hotels.

Susan M. targeting installation of bench in Mid July. NTC to assist with groundwork installation.

f) Culver Rd / Three Acre Rd bulb planting

Bulb planting agreed at TAR/Culver Rd footpaths. Dates to be confirmed at next meeting potential joint event with wildflower meadow seeding with Preschool.

g) Other Volunteer events

No new volunteer events ideas for this Autumn/Winter. Members asked to think of any ideas and report back to next meeting.

h) Lock Island and Secret Garden

New beds have been installed which are being looked after by 8 bells and Colleens Kitchen, Working with CRT in relation to disabled access to the Secret Garden. New picnic tables and fruit trees have been installed.

Cllr Vickers and Sukey discussed the possibility of Community matters planting and caring for planters on WBC land, it was agreed by members that upto £150 is to be provided for this project by NTC. As long as the approval is sought from WBC to do this and the planters stay under the ownership of WBC with them continuing to have all responsibility for the infrastructure.

i) City Rec Benches Update given of current situation of submissions from micro-consultation. Report to be submitted to Community services committee.

j) City Rec wildflower meadow James explained recovery plan set out by himself and Paul B. This has now been implemented by Continental and we await the results of whether it works.

k) Roebutts close micro-wildflower meadow Agree dates at next meeting potentially tie in with bulb planting as joint event.

l) Hedgehog highways Agreed to look at making a policy stating NTC puts hedgehog highways in to new fences installed on there land and undertake a review of current fences this winter as to whether they are suitable to have them added or not.

NTC to put together a social media post to persuade Newbury Residents to do this and a press release to support this.

3. Part 2 - NTC Elected Members meeting

a) Consultation Matrix update- other than City Rec bench consultation updated earlier no other consultations are open for discussion.

b) Actions following budget

Wash Common - Initial Budget provision made, workload delays, now Autumn phased Action plan to be drawn up & issued for Consultation

Friends - Budget provision for 2022/23 made, will need some financial input by the Group Meeting to be held with Friends to determine exactly what their requirement is.

Greenham House Gardens transfer - little progress being made. Await direction from WBC.

c) Robuts Close

JH met with Preschool, agreement for new smaller wildflower area to be planted. JH to progress. SS asked for clarification regarding tree situation with preschool, James explained council tree policy and stance and agreed to contact the preschool directly regarding the situation.

d) GM Contract – JH gave update as to closure dates and a brief account of the potentially interested parties.

e) Café planting – JG explained that the group were very happy with Fran Lawtons design for the new rain and sensory garden and wanted to pass their thanks onto Fran for all her hard work.

f) Newtown Rd Cemetery cycle planters – Is to be discussed as an item at CS committee. GSWG agreed to defer item until parent committee had made a decision.

g) Members question wildflower signage – JH read out a members question from Cllr Barnett relating to wildflower signage.

It was agreed that there is already signage at City recreation ground relating to the species found at that site on an information panel. We could do something similar at Victoria Park but it is difficult to identify which species will definitely be there year on year.

It was agreed in coming years to look at arranging wildflower walks with a specialist at these meadows who can identify the species for the public to attend.

4. Date of Next Meeting (s) - Thursday 7th July

Meeting Closed at 9.15 pm

James D Heasman
Parks and Open Spaces Officer

History of the Cemetery

Cemetery History

The Newbury Cemetery Act 1847

The Newbury Cemetery Company was set up by Act of Parliament in 1847. The Act allowed a local group of people to issue 800 shares at £5 each and use the money to purchase two adjoining pieces of land between Old Newtown Road and Newtown Road. Once a third of the shares had been taken they were also able to borrow money to develop the cemetery.

The Act laid down the arrangements for the company. Initially there were 15 directors (Edward Brice Bunny, Charles Slocock, Edward William Gray, John Alexander, William Mills, Joseph Bunny, George Dibley, Broome Pinneger, John Satchell, Thomas Wooldridge Fielder, James Blacket, Joseph Taylor, Joseph Witherington, Job Hanson, John Brown), reducing to 10 six months later.

The Act enabled £4000 to be raised but much of this was used in initial start-up costs. The passing of the Act cost more than £1000. The Lodge and boundary wall cost £889.10s.0d. and the two chapels, built by Mr Adey, appear to have cost at least £600.

Dividends were paid half yearly. We know from an auction in 1888 of the property of Robert Atkinson Ryott, which included two fully paid up Cemetery Company Shares (bought for £5 each before 1849), the shares had earned 3/- dividend each in the last February payment.

The land for the cemetery was bought from St. Bartholomew's Charity (£230) and Coxedd's Charity (£500). This land was being used as a market garden at that time. Early accounts show that money was also spent on a well, though it is not known where that was. Often baling was required, presumably because the water level was too high. We understand that there were many springs on the land.

Other features of the 1847 Act

The Act also laid down that there should be no more burials in the Parish Churchyard, those attempting to do this could be fined up to £10. The Act suggests that the levelling of the churchyard to street level could be achieved "by sinking them (the already interred corpses) deeper". This levelling would also relieve the Church building from "daily Injury from the redundant earth and subsequent Damp".

The Act also laid down fees to be paid for those officiating at burials. The opening of commercial graveyards threatened the livelihood of the local clergy. So the Act ensured the Rector of the Parish would receive a fee of £2.2s.0d for a burial service related to a "vault, catacomb or brick grave" and 5s.0d for others. Even if the service was taken by an incumbent from another parish, the Rector would receive a fee of £1.1s.0d and 3s.6d respectively. Incumbents had to make do with 5s.0d or 1s.6d.

This was probably a standard statement of these kinds of Acts of Parliament as no catacombs were ever provided in the cemetery.

The Consecrated and Un-consecrated Sections

The Anglican chapel and section (north) of the cemetery was consecrated in 1850 by the Bishop of Oxford, Samuel Wilberforce, known locally as Soapy Sam. The southern side of the cemetery was designed for non-conformist burials with their own mortuary chapel, called the Dissenters' Chapel. Those buried here were often prominent in their own church communities: Baptist (Albert Percy Morton) Congregational (Mary Bew, John Hopson, Henry Jordan Midwinter), Wesleyan Methodist and Primitive Methodist (William Thompson). Indeed the first burial in the cemetery was of Rev. William Wilson, a Presbyterian minister influential in setting up the cemetery and an original shareholder. The un-consecrated side of the cemetery also holds secular and Catholic burials.

The Newbury Corporation Act (1953)

Although there were still occasional burials in the cemetery by 1953 there were no longer any Directors left alive. The sexton (the caretaker) of many years, Billy Cray, had died in 1951 which only left his housekeeper, Mrs Elizabeth King to keep an eye on things. The 1953 Act repealed the 1847 Act and passed responsibility to Newbury Corporation. The Dissenters' Chapel, already damaged by fire (we are not sure when) was demolished soon after, being too costly to repair.

Consecration of the Cemetery

Transcription of a Newspaper article from the Reading Mercury

The ceremony of consecrating the Newbury Cemetery was performed by the Bishop of Oxford, on Tuesday afternoon last, in the presence of a large body of clergymen and a vast concourse of people. Three o'clock was the hour originally fixed, but it was considerably later owing to the prolonged service at church in the morning.

Bartholomew-street presented a very animated appearance from the constant influx from other parts to witness the procession to the Cemetery grounds. The Mayor* (who appeared in his robes of office) and the several members of the Corporation assembled at the Litten Grammar School to await the arrival of his Lordship and the clergy from the rectory. About four o'clock the Bishop, accompanied by the clergy in canonicals, reached the Litten, and joined the procession, which slowly moved towards the grounds.

The procession was very long, and was headed by the night police and day constables; then followed the boys of the Blue Coat School, two abreast; the mace-bearers, the Mayor, Magistrates, Town Clerk, members of the Corporation; inhabitants of the town; the Apparitor and Verger, the Bishop in his robes, the Rector of Newbury, and several of the clergy. The street was lined on both sides, and the cheerful rays from the sun rendered the scene one of the most imposing that has

occurred in Newbury of late years.

On reaching the gate, the petition of the Company, praying his Lordship to consecrate the ground as a place for Christian burial, was read by the rector, Dr. Binney, after which the procession moved slowly over the ground, his Lordship reading such psalms and portions of the consecration service as were applicable to the occasion.

The large concourse of people halted at the Mortuary Chapel, at the entrance to which his Lordship stood, and delivered a very appropriate and heart-stirring address, reminding his auditors that the time was rapidly hastening with them, and that they should be prepared to meet that change which all flesh was destined to undergo; that they should seek by a holy and consistent life to live unto the Lord so that they might die in Him, and finally be raised to everlasting glory, the reward and happiness of those who delight in serving Him and performing His holy will. The Bishop next offered up suitable prayers, and went through the remainder of the service, at the conclusion of which the Old Hundredth Psalm was sung, at the request of his Lordship, as the mass of people left the chapel and walked towards the entrance gates.

The procession again assumed its former orderly appearance, and escorted the Bishop to the Rectory, where his Lordship unrobed prior to going to preside at a meeting at the Mansion House. The crowd then dispersed, and the streets quickly afterwards were as quiet as usual. His Worship the Mayor*, with a liberality worthy of his high office, entertained the members of the Corporation at his residence, in the evening, in celebration of the event.

© *Reading Mercury (Saturday 6 April 1850)*

* The Mayor then would have been Theophilus Verney Turner (1808-93). Wine merchant in Bartholomew Street.

The Cemetery Now

Newbury Town Council holds no records of when the last 'Deed of Right' were issued and there are no records of the Deeds or their wording. Newbury Town Council does hold some burial records (1917 to the present day) at Shaw Cemetery; however these do not record any grave numbers or deed holder's names.

In the year 2000 the cemetery was closed for the health, safety, and welfare of the general public and visiting the cemetery was by escorted access only. On 12th September 2011, after a lot of work by Newbury Town Council and the Friends, the cemetery was re-opened to the public. You can now access the cemetery, but please be advised that there is no attendant at the cemetery and the lodge is a private dwelling and not connected to the cemetery in any way, so please do not knock on the door for information. If you do not know where a grave is, you can contact Newbury Town Council on 01635 35486 for assistance.

Full burials and interments of ashes are still permitted if the existing family grave can be found, the last burial took place in November 2007, and an interment of Ashes was carried out in August 2009.

Henry Godwin

When the broken pieces of the stained-glass window in the Chapel were pieced together, we found that it was dedicated to a Henry Godwin FSA. Our initial research shows that a Henry Godwin, born in Bath in 1811, came to Newbury in 1837 and died at Speen Hill on 19th June, 1874. He wrote important books such as the "Archaeologists Handbook", a book on Stonehenge and another on "The Worthies of Newbury". He was also co-Founder of the Newbury District Field Club with Silas Palmer, MD. He is mentioned in Walter Money's History of Newbury. There is also a Henry Burke Godwin who was elected Town Clerk on 10th March, 1876.

Berkshire Geoconservation group

In 2010, the Berkshire Geoconservation Group in association with the Friends undertook a geological survey of the cemetery. their report can be found by clicking the link below.

<https://berksgeoconservation.org.uk/reports.php#report>

Can You Help?

Do you know more about Henry Godwin and his family which appears to have supplied a few Town Clerks to Newbury? If you have any information, please contact us. We will be delighted to hear from you.

Friends of Newtown Road Cemetery – July 2022

What the Friends do:

- In general we have an active group of Friends/members. We offer open events with tours, drama, displays and Find-a-Grave in the Cemetery plus educational visits from school (St John's Infant) and Cub Packs.
- We produce dramas, usually at the Phoenix Centre. We currently have three monologues ready, written by different Friends.
- We give talks to a variety of organisations and we host 'private' tours. Fee currently £30 raising this to £40 from September 2022.
- We answer queries from all over the world, take photographs of grave or meet relatives and show them graves of relatives.
- Doug Larsen leads a group who are re-recording all the memorial inscriptions. The group have completed 80% so far.
- We maintain a website where we are remembering the 13,000 burials (we call them 'residents'). Currently over 4,000 have been researched by the Friends History Group. This is unique and other cemeteries are contacting us to ask how we manage it, e.g. Reading Old Cemetery Friends have visited this year.
- We research and put on our notice board a 'Grave of the Month'.
- We have a Nature Group who walk the Cemetery once a month and record all flowers each time. At our Welcome Days we also have a display of the flowers labelled for visitors to see. We also publish (usually in the Newbury Weekly News) a 'Flower of the Month' which is also posted on the notice board. At our Midsummer Welcome Event we have a display of the moths that live in the Cemetery with descriptions of their names, etc. and then at dusk a 'Moth Release'. A count at our last Event identified and showed 58 species of moth living in the Cemetery.

What Newbury Town Council do:

- Newbury Town Council are responsible for:
- Maintenance and Health & Safety
- A locked notice board
- Emptying of rubbish and dog waste bins
- Installation and payment for portable disabled access toilet. [The willow screening around the portable toilet is in a dilapidated condition – photograph available at the meeting]
- Opening and closing of Cemetery (10.00am – 3.00pm every day except Christmas Day)
- Letting (including preparation and cleaning of the Chapel)

What the Friends would like to see done but need funds and/or permission to do:

- Installation of a mains water tap. There used to be a tap near The Lodge to the North. There was also a well, we don't know where, maybe in The Lodge grounds?
- Installation of a composting toilet as near to the Chapel as possible.
- Paths to be clearly named and marked, e.g. West Walk, Children's Path, Curved Walk, etc.
- Painted markers for Mrs P's codes.
- A memorial installation on the site of the Dissenters Chapel, for visitors to leave flowers if they can't locate a family grave. [The Friends were gifted money from Newbury Baptist Church which we are putting towards this memorial]
- Gates left open in summer [April – October] then children and workers could use the green space
- Access to the Town Council notice board to remove outdated notices and insert others. [A3 printing is an issue]
- Bike Rack (3 bicycles) near the north Lodge gates
- Standard compost bin by the North gate with composting information for children [for dead flowers and greenery only]
- Clean, clear Cemetery map that can be taken outside on Welcome Days [we have an easel for this]
- Wi-fi in the Chapel. This would also enhance the lettings potential.

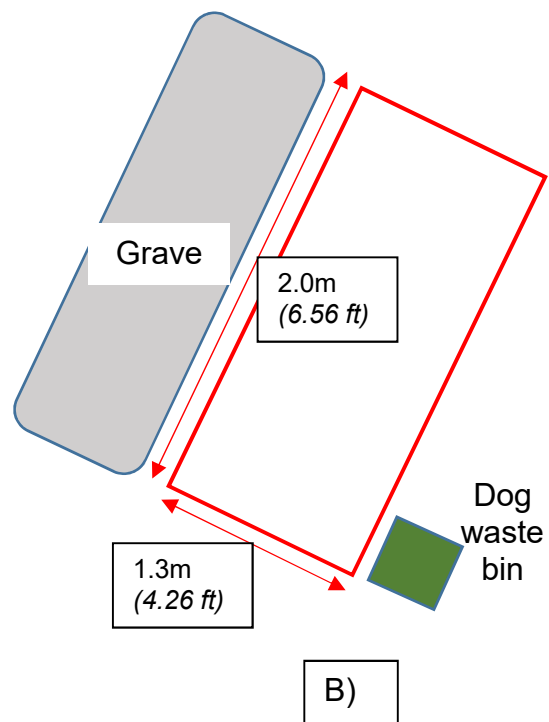
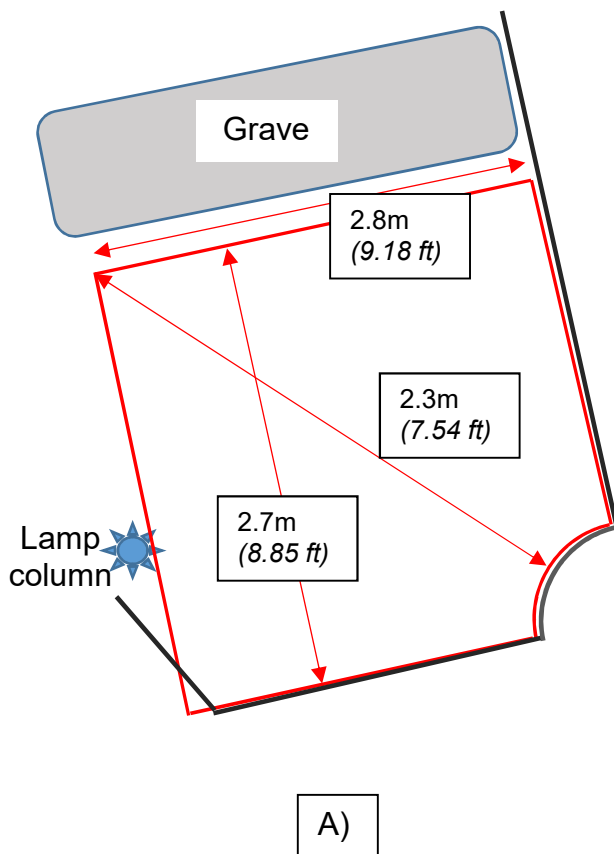
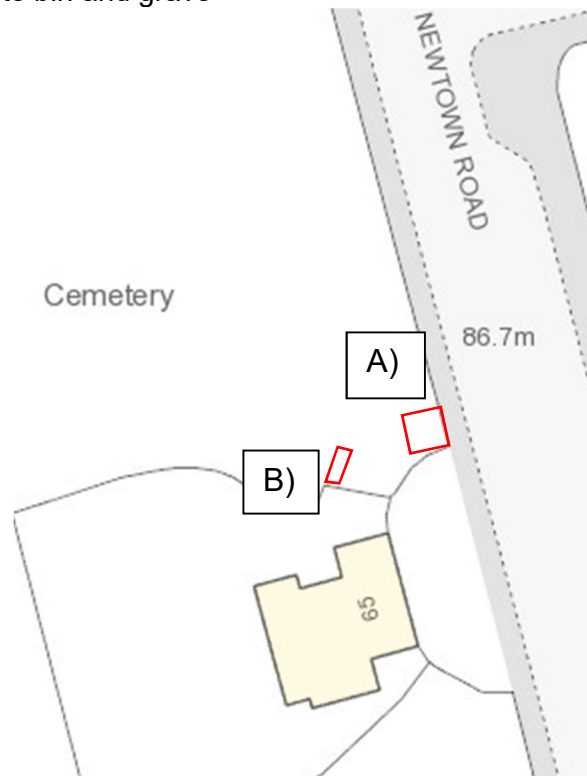
Some items which are the responsibility of West Berkshire Council but would be advantageous:

- Free parking in Newtown Road near to the Cemetery
- Disabled parking space next to the Cemetery gates
- Extension of letting time at The Phoenix Resource Centre. The Centre has to be vacated by 9.00pm and this makes it difficult to use the Theatre there, as The Friends have in the past, for drama productions. Is this a planning or insurance matter?

Newtown Road Cemetery, Newbury
Potential options for cycle parking
Last updated: 04 May 2022

Preferred location/s and space available

- A) Behind northern gate of cemetery
- B) In gap between dog waste bin and grave



Options not requiring excavation

- 1) Source and site PlantLock planter, with capacity for two bikes
<https://www.frontyardcompany.co.uk/products/plantlock>
Cost from their website, for product only: **£286 including VAT** if including the option of a bike symbol decal on one side only, plus delivery



- Strim and level an area behind Cemetery gate of 900mm x 400mm (3 feet x 1.3 feet), clear of wall and railings line;
- Place the PlantLock planter and fill with 25kg of 20mm gravel (drainage layer), 2no 70 litre bags of peat free compost, and small-scale planting (planting so as not to surround the locking bars with foliage). PlantLock will then weigh 75kg, making it difficult to move. Scope to secure 2 bikes to it.
- Note that a low level of maintenance (regular strimming of grass, and maintenance of the plants) will be required – **will NTC's contractor, or the Friends be prepared to take this on?**

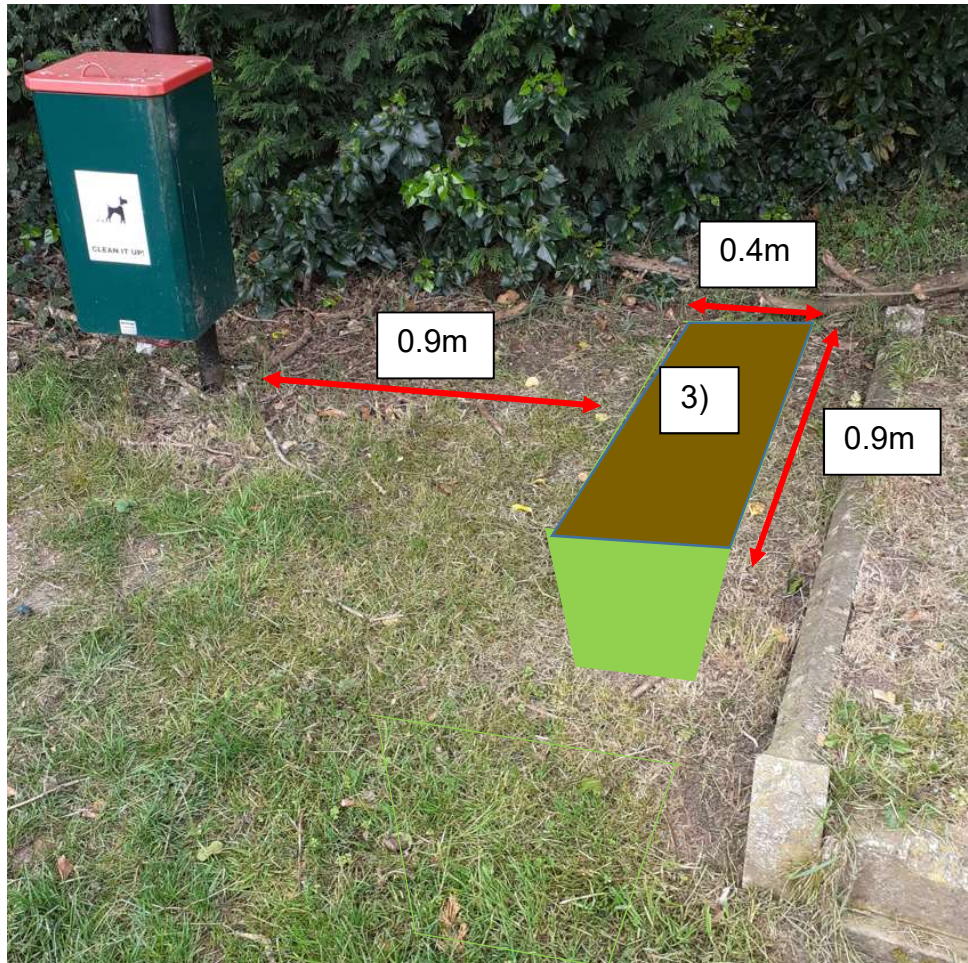


- 2) Complement the PlantLock with a Cyclehoop bracketed to the inside/wall side of the existing lamp column <https://www.cyclehoop.com/product/cyclehoops/lamp-posts/> (ballpark cost £300 – in contact with Cyclehoop on the detail).
Also consider a small cycle parking sign attached to the outer face of the lamp column.



Example of a Cyclehoop bracketed to a lamp column

- 3) Source and install a second PlantLock planter in between the dog waste bin and grave, parallel to the grave.
 However, this will only be suitable for locking one bike to, due to limited width (1.3m width available, of which 0.4m would be taken up by the planter)
 Further, this will not be an ideal location due to being next to dog waste bin, and may be more prone to vandalism e.g. waste material being dropped in the planter.

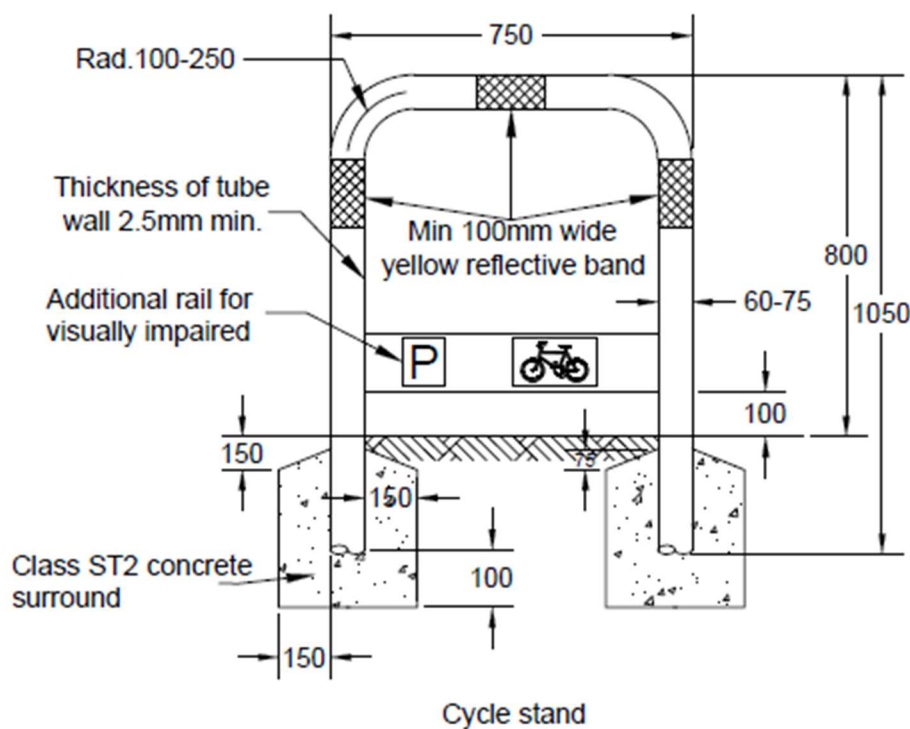


Option requiring excavation

4) Sheffield stand, in hardstanding

- Review any available information on utilities and carry out scanning, to check in particular for alignment of electricity cable serving lamp column
- Careful hand digging to check for utilities. Also need to bear in mind proximity of graves.
- Subject to completion of excavation, lay hardstanding 2.0m length x 2.0m width to rear of Cemetery gate. Install 1no Sheffield-type cycle stand, similar to that shown in WBC Standard Detail, in centre of hardstanding, to allow 2 bikes to be secured. Hardstanding to meet light-duty footway specification, with edgings and tarmac surface

Anticipated cost: £500



- Consider augmenting with Cyclehoop on existing lamp column to allow for an additional bike.

Newbury Town Council**Public Report****Community Services Committee,****Agenda Item No 12****Appendix 5****Community Services Manager Report – July 2022**

This is an update on Community Services activities which current budget provisions in place.

1. Green Spaces Working Group

Development of the Town Councils Parks & Recreation grounds continue to be managed & enhanced with projects & volunteer events as set out in Appendix 2.1 – GSWG Mins of meeting of as well as the Progress Planner/consultation matrix.

Newbury in Bloom competition entry is now closed, there are 17 applications, no applications for Miniature gardens.

2. Volunteers

The Council has approved its Policy on the use of Volunteers & Volunteering events which should now be used in all cases where Council Volunteers act for the Council or Volunteer events take place.

3. Friends of Newtown Rd Cemetery

Subject to discussions in Agenda item 11.2, the budget provision made for the Cemetery includes:

Headstone safety survey in accord with Ministry of Justice Regulations – completed with only one recommendation for action.

Contributions to Composting toilet - £14,000 - Friends to raise additional £4,000 to install, cost of current Chemical toilets (£1,250) to offset annual maintenance of facility

Flint wall repairs - £5,600 – to be instructed

Interactive TV screen – proving difficult to source, lack of UK supply

Water supply & standpipe - £1,875 plus estimated annual charges £60/£80 – on hold during pandemic.

Projected annual income £960, Chapel hire & one created burial.

Cycle rack – Cllr M Vickers

Cllr Vickers via her role as a WBC Members has put forward a proposal for a new cycle rack to be installed in the Cemetery, see Appendix YXY. The provision is partially funded by West Berkshire Council with a contribution from the Friends Group.

NTC would need budget for ongoing maintenance & repairs.

The area set aside for this facility is potentially close to or on land which is suspected to have been used for Pauper graves.

While the Community Services Manager personally holds a currently valid Exhumation Licence from the Ministry of Justice, this project required formal Council approval in order or it to be registered at the Ministry should human remains are uncovered. The proposal is for a very minimal disturbance of the grounds.

Members are asked to consider this proposal and make a recommendation should the Committee wish to take this forward.

4. Playgrounds & open spaces

a. Playgrounds.

The next annual independent inspection on Playgrounds has taken place and additional items of wear & tear have been highlighted. There is concern around the timber structure making up part of the Wash Common play facility. One set of swings is still an issue, see d. below.

The Community Services Operative assisted by the Parks & Open Spaces Officer, has now replaced many of the defective items across the playgrounds to bring them up to the required standard.

Longer term options for the next phase of upgrades are being considered.

b. Fifth Road

A Budget provision has been made for 2022/23 to upgrade the Play areas in Fifth Road. The Community Services Team have now met with various play equipment manufacturers and options for the new facility are tabled in Agenda item 14 – Appendix 6

c. Wash Common

Options to meet the public aspirations coming out of the Public Consultation in line with the 2022/23 budget approval are being drawn up for public consideration which is likely to be arranged for Autumn 2022.

d. Wash Common Swing

Members will be aware that the timber play equipment put in 2008 has been subject to decay. Several attempts to carry out repairs have been made; however, the Annual Play Inspection outcome recommends that the Council look to replace this equipment over time as the decay will continue and render this equipment unsafe in due course.

One key section, the log ring swing has already raised concerns and the recommendation is to replace this as a matter of priority.

The simplest solution is the remove the current decaying Timber logs and replace with new, this would potentially prolong the life by up to 5 years.

The estimated cost for this is £7,400.

Option 1 – remove damaged head beam and shorten chains to meet H&S concerned, replace with new Head timber – this will only postpone the inevitable replacement need by up to 5 years.



The Parks & Green Spaces Officer has gone to the market and the replacement on a like for like basis suggests

Remove the piece of equipment and make good holes etc– Approx. £4,000

Option 2 - Install a smaller steel unit by Proludic similar to the current but will leave large gaps in the play park £13,001.72



Option 3 - Install a similar size steel unit by Hags which would fill the gap taken out £15,407.83
There is a HAG'S 'viper' already installed in Newbury at Goldwell Park if anyone wished to look at the proposed piece of equipment for Blossoms field



Subject to the Council agreeing additional funding, the recommendation is:

option 3 - as it will give the best outcome and uses the space vacated by the timber equipment to be removed.

The alternatives:

option 2 - will leave gaps in the play park making it look un full and it is likely that it would not be very popular as we are providing less of a play experience to the public.

option 1 - will only postpone the inevitable replacement need by up to 5 years.

Members are asked which Option they prefer.

Recommendation: Community Services Committee resolve to request a budget provision be made at the next Policy & Resources Committee meeting for the recommended option to be provided

d. Bottle Fill facility.

Members will recall that the original Council Strategy called for additional bottle fill facilities in both Wash Common & City Recreation Grounds. This provision has been in our budgets for the past 2 years but due to covid and other issues the manufacture of the equipment had stalled. In the meantime, we have had no public demand for these facilities.

The Bottle fill units are now available again, the purchase & installation cost updated are:

Purchase of units - £1,150 for 2

Installation £ 1,485 for 2

Annual running costs, meterage & wastewater is calculated at £48 - £55 per unit per annum. The alternative is a simple stop tap as per the Wharf Toilets, these would cost £590 per site. However, the wastewater calculation would be much higher and a higher risk of vandalism & damage.

Members are asked to confirm whether these units are still required.

e. City Recreation Ground – additional benches

2 requests were received from the Public asking the Town Council to consider installation of additional seating along the footways in City Recreation Ground. Officers being aware of the issues being experienced by residents in Rectory Close, at the direction of the Green Spaces WG issued a short consultation document to residents in the immediate area of City Rec. 130 letters were hand delivered to residents along with an electronic consultation facility on the Council web site.

A total of 9 written and 44 electronic returns have been received. The outcome is 22 members of the Public supported new benches; 27 members of the Public were opposed.

The Parks & Green Spaces Officer has recommended that the Council do not put any additional seating in City Rec at this time:

27 respondents felt that there was enough seating in the park to 22 respondent's wanting additional seating and 4 respondents' having no view on this subject.

Responses suggest that should Members decide that additional benches were required, these should put at the recreation ground then site 1 and 6 have been identified as the preferred spots by the residents and that overwhelmingly that these should be traditional park benches over picnic benches.

The consultation was a success in that we received 53 responses (44 online, 9 paper copies) out of 130 letters that were delivered to both sides of Rectory Close, Andover Rd and Buckingham Rd that encircle the park. A return of around 35%.

It should be noted that there is no budget for the provision of benches at City Recreation Ground and if members feel that benches are required, the matter will have to be referred to the policy and resources committee for financial approval.

Members are asked to consider the responses and give direction on the provision.

5. Lock Island Lease (C&RT)

The lease is now agreed and following Committee approval, 8.3 of Mins of 14th March 2022, the Documents have been prepared for signing & sealing.

6. Falkland Memorial Ground (NT)

Discussion with the National Trust in respect of a Management Agreement for the land around the Falkland memorial are presently on hold. Currently NTC are paying for the Grounds Maintenance of this National Trust land.

7. Greenham House Gardens

WBC – Volker's Highways – have commenced the programme the works needed to bring the Gardens to a satisfactory standard of repair.

8. Victoria Park

a. Mini Golf

The Agreement with Dinton Golf for an Adventure Gold layout in Victoria Park was signed and dated 1st April 2022. The initial 3-month period has been a great success, the summary note from the Operator is in Appendix XXXX

b. Tennis

The SLA with the Lawn Tennis (LTA) & National Tennis Association (NTA) to promote & put in place a Newbury Town Council Tennis competition was signed & dated 1st April 2022.

On Family Day in Victoria Park on 12th June an inaugural open Tennis competition was brought to a conclusion with the mayor giving out prizes to the winners.

The initial feedback from the NTA in respect of the new arrangements is set out in Appendix YYY

c. Family Day

The NTC Family Day took place 12th June 2022 in Victoria Park.

Well organised, popular exhibits, the feedback has been very positive, a well-attended event.

The Mayor rounded off the event with the Tennis Tournament presentations.

Thank you to Caroline, the Community Services Team, and Volunteers for their assistance on the day.

Subject to the Café project completing on schedule the proposal for 2023 is **Sunday 21st May 2023.**

d. Splash Park

The Splash Park is now open for the summer months. The new lower use spray facility has been installed with the expectation of a 20% reduction in overall water usage.

9. Allotments:

Allotments are continuing to be well occupied. The status is as below:

Current plot vacancies – 7th July 2022

Parson's site: 14 plots (most are the former Mares Tail plots)

Sotheby's site: 1 plot – awaiting new Tenants take up

Wash Common; 1 plot – awaiting new tenants take up

All other sites have no vacant plots.

Current in Parish waiting list – 7th July 2022

Dairy Farm site - 6

One Tree Park site - 23

Parson's site - 26

Southby's site - 7

Wash Common site - 4

West Mills site - 40

Total waiting - 106

10. Wharf Toilets refurbishment

The Wharf Toilet management agreement has expired and the Contractor, Healthmatic Ltd are on a holding over Agreement managing until September 2022. The facility is in urgent need of an upgrade not having any significant investment for 10 years.

Appendix 4.3 shown³ the scope recommended for investment with modern updated facilities based on the measured footfall for these facilities.

It was hoped the Government funding for a new Changing Places facility would allow this to be incorporated in the Refurbishment plan. The Grant to WBC however was only £40k out of a £125k request, WBC having considered allocations, feel a Grant is not justified for allocation in Newbury Town where 2 facilities already exist.

The Healthmatic proposal for a refurbished unit has been costed as shown in Appendix 4.4 a figure in excess of £125,000 without the Changing Places fit out.
The Council allocation for this project is £150,000.

The outcome intended would be a new 10-year Management Agreement, raising the changes to £0.30 or £0.40 to allow for self-financing the running costs.
The Operator has confirmed that turnstiles have a controlling effect and reduce the level of vandalism and misuse. The Operator has advised that the cost they allow for Management fees on a unit basis for Operating a Public Toilet facility, excluding Capital cost is around the £0.50 per user.

Contactless payment methods are recommended, which could be set to zero for certain events and times. This would also give easier access to consumers.

The considerations include:

1. The current Contract is at an end & NTC will by September '22 must agree a new Operating Contract, hopefully in line with the Refurbishment suggestion tabled at the next CS Meeting.
2. Any new Contract should ideally also include the operation of the Café Public Toilets once opened April / May 2023.
3. Discussions with Healthmatic indicate that running both would be almost a full-time job for one operative, the current Management fee (interim) is £12,100 plus the gate fee, is for a couple hours every day only. Healthmatic pay the Utility costs and consumables.
4. Healthmatic operate the facility for Bus drivers on a cost recovery basis direct with Reading Buses.
5. It is suggested a renewed agreement based on a nil income from gate receipts would be in the regions of £35,000 to manage both facilities, over £22k pa just for the Wharf.
6. The gate fee figures that have been provided suggest that the annual income averages around £5,000 however based on the gate return volumes we suggest is in the region of £6,00 to £8,000 pa.

NTC will make a second application for Grant funding for the installation of a Changing Places facility in the 2022/23 bid round promised.

Members are asked to confirm their agreement to move to the next stage, Consultant Team selection for detailed design & Tendering of this project at a cost circa £12,000.

11. Defibrillator

The Councils has now provided an additional external automatic **Defibrillator** which has been located on Market Place on the Cabinet door adjacent to the Town Hall Notice Board. The unit is active & has now been added to the National database.

Signed: David W Ingram,
Community Services Manager

Date: 8th June 2022

Newbury Adventure Golf Update

Newbury Adventure Golf has been trading for three months and we are pleased to provide a brief yet positive report to the Community Services Committee.

Our main focus with bringing adventure golf to Newbury was to provide an affordable and exciting activity that the whole community can enjoy- we are pleased to confirm that we have thus far, maintained a 4.9-star review rating via Google and 5 -star via Facebook. Comments from customers such as “good value, suitable for all ages and just what the park needs” give us motivation to continue providing a fun-filled activity at an affordable price. We have introduced a loyalty scheme in which customers are rewarded with a free game once seven games are purchased (similar to a coffee loyalty scheme). This has proven extremely popular with larger families as this provides a saving of nearly £5 straight away to play the course.

We have also assisted with local schools and charities in which we give away free vouchers to the value of £20 in order to help with fundraisers for specific events running locally. On top of this we have become a popular activity for after school clubs such as brownies and scouts as well as corporate days and even a hen party! We also look forward to hosting Newbury Town Councils Summer Team Event in July.

We would like to invest in the course further once a chunk of our initial setup costs has been retained. We feel that by adding a few extra features/ props, this will keep the course exciting for regular players as well as enhancing the overall experience for everyone visiting Newbury Adventure Golf.

A few brief comments from our side:

- We would appreciate further support from the Council social media team if possible.
- We have had to ask the gardening team on quite a few occasions to trim our outside fence line. If they could continue to do this that would be great.
- Any information you have on the plans for the new kiosk commencing in July.
- An additional gate key would be much appreciated as we struggle to juggle this between staff members (we believe this has now been ordered).

Thank you for your assistance so far and we are looking forward to what we hope is a busy and prosperous summer for all!

ORDER OF COST ESTIMATE

Project: Wharf WC Refurbishment
Client: Newbury Town Council
Date: 27 May 2022
Ref: 270522_OCE_Rev0

- 1.00 Document Issue Sheet
- 2.00 Introduction
- 3.00 Schedule of Areas
- 4.00 Order of Cost Estimate Summary
- 5.00 Order of Cost Estimate Breakdown
- 6.00 Information Used for Order of Cost Estimate
- 7.00 Notes
- 8.00 Exclusions and Risk Commentary

Newbury Town Council
Wharf WC Refurbishment
1.00 Document Issue Sheet



Ref.	Document Name	Rev	Issue Date	Issued to
1.01	Order of Cost Estimate Nr 1	-	27 May 2022	Client

Comments

- First draft for review / comment

Ref.	Note
2.01	This document represents an Order of Cost Estimate for the works at Wharf WC's, Newbury.
2.02	The proposed scheme comprises the refurbishment and alteration of the existing public WC's.
2.03	Order of Cost Estimates are produced as an intrinsic part of Royal Institute of British Architects (RIBA) Work Stage 1. The core objectives of this RIBA stage as described in the RIBA Plan of Work 2013 is as follows: - <ul style="list-style-type: none"> • Stage 1 Preparation and Brief - Develop project objectives, including quality objectives and project outcomes, sustainability aspirations, project budget, other parameters or constraints and develop initial project brief. Undertake feasibility studies and review of site information.
2.04	The purpose of an Order of Cost Estimate is to establish a realistic cost limit for the building project. The cost limit being the maximum expenditure that the Client is prepared to make in relation to the completed building project, which will be managed by the project team
2.05	Aero Order of Cost Estimates use industry benchmarking data to provide an order of cost typically expected of a project of this type The benchmarking data takes into account the nature/specification of the project, the expected method of construction, the location and defined uses.
2.06	The data considered in providing the benchmarking Order of Cost Estimate relates to the second quarter 2022 (2Q22) and has been sourced from: <ul style="list-style-type: none"> • Aero projects • BCIS data • Industry published cost data
2.07	This Order of Cost Estimate is based on information noted in Section 6.0
2.08	We draw your attention to the notes in Section 7.0
2.09	We draw your attention to the exclusions in Section 8.0
2.10	Increased cost projections are excluded.
2.11	The costs are based on the assumption of a single stage competitive tender to main contractors using a traditional form of contract. It should be noted that an alternative form of procurement would require a review of the budget.
2.12	Fees are excluded.
2.13	VAT is excluded.

Newbury Town Council
Wharf WC Refurbishment
3.00 Schedule of Areas



Ref	Description	m ²	ft ²
3.01	Ground Floor	138	1,485
Total Gross Area (GIA)		138	1,485

Notes:

- 1.01 The above areas should be considered approximate.
- 1.02 The above areas have been measured to the boundaries of work areas as detailed on the drawings.

Newbury Town Council
Wharf WC Refurbishment
4.00 Order of Cost Estimate Summary



Ref	Item		£/m ²	£/ft ²	Total
4.01	Building Works Estimate (brought forward from Section 5.00)		924.73	85.91	127,613.00
4.02	Main Contractor's General Preliminaries	12%	110.97	10.31	15,313.56
4.03	Scaffolding & trackway				15,000.00
4.04	Sub-Total				157,926.56
4.05	Main Contractor's Overheads and Profit	8%	91.55	8.51	12,634.12
Total: Building Works Estimate					170,560.68
4.06	Project Fees	0%	-	-	0.00
4.07	Other Development / Project Costs	0%	-	-	0.00
Total: Project and Other Development Costs					0.00
4.08	Risk Allowance Estimate:				
4.08.1	Construction Contingency Estimate	5%	61.80	5.74	8,528.03
4.08.2	Project Contingency Estimate	0%	-	-	0.00
4.08.3	Allowance for consequential improvement works to accord with Building Regulation requirements	0%	-	-	0.00
4.08.4	Employer Other Risks Estimate	0%	-	-	0.00
Total: Risk Allowance Estimate					8,528.03
4.09	Inflation Estimate:				
4.09.1	Tender Inflation Estimate	0%	-	-	0.00
4.09.2	Construction Inflation Estimate	0%	-	-	0.00
Total: Inflation Estimate					0.00
4.10	VAT Assessment (Excluded)	0%	-	-	0.00
Total: VAT Assessment					0.00
BUILD COST			1,297.74	120.56	179,088.72
4.06	Project / Design Team Fees		-	-	0.00
4.07	Other Development / Project Costs	0%	-	-	0.00
Total: Project / Design Team Fees and Other Development Costs					0.00
TOTAL PROJECT COST			1,297.74	120.56	179,088.72

Newbury Town Council
Wharf WC Refurbishment
5.00 Order of Cost Estimate Breakdown



Code	Description	Total Cost of Element	£/m²	% of Total Cost	
1.1	Facilitating works	13,530.00	98.04	10.60%	
1.1	Foundations	0.00	0.00	0.00%	
1.4	Ground floor construction	0.00	0.00	0.00%	
1	Substructure	13,530.00	98.04	10.60%	
2.1	Frame	3,000.00	21.74	2.35%	
2.2	Upper floors	0.00	0.00	0.00%	
2.3	Roof	0.00	0.00	0.00%	
2.4	Stairs and ramps	0.00	0.00	0.00%	
2.5	External walls	0.00	0.00	0.00%	
2.6	Windows and external doors	6,000.00	43.48	4.70%	
2.7	Internal walls and partitions	5,665.00	41.05	4.44%	
2.8	Internal doors	3,750.00	27.17	2.94%	
2	Superstructure	18,415.00	133.44	14.43%	
3.1	Wall finishes	10,240.00	74.20	8.02%	
3.2	Floor finishes	4,815.00	34.89	3.77%	
3.3	Ceiling finishes	5,070.00	36.74	3.97%	
3	Internal finishes	20,125.00	145.83	15.77%	
4.1	General fittings, furnishings and equipment	17,000.00	123.19	13.32%	
4	Fittings, furnishings and equipment	17,000.00	123.19	13.32%	
5.1	Sanitary appliances	20,000.00	144.93	15.67%	
5.2	Services equipment	0.00	0.00	0.00%	
5.3	Disposal installations	828.00	6.00	0.65%	
5.4	Water installations	2,415.00	17.50	1.89%	
5.5	Heat source	7,500.00	54.35	5.88%	
5.6	Space heating and air conditioning	3,795.00	27.50	2.97%	
5.7	Ventilation systems	690.00	5.00	0.54%	
5.8	Electrical installations	7,175.00	51.99	5.62%	
5.10	Lift and conveyor installations	0.00	0.00	0.00%	
5.11	Fire and lightning protection	1,035.00	7.50	0.81%	
5.12	Communication, security and control systems	690.00	5.00	0.54%	
5.13	Specialist installations	1,035.00	7.50	0.81%	
5.14	Builders' work in connection with services	1,380.00	10.00	1.08%	
5	Services	46,543.00	337.27	36.47%	
7.1	Minor demolition works and alteration works	0.00	0.00	0.00%	
7	Work to existing buildings	0.00	0.00	0.00%	
8.1	Site preparation works	2,500.00	18.12	1.96%	
8.2	Roads, paths and pavings	0.00	0.00	0.00%	
8.4	Fencing, railings and walls	0.00	0.00	0.00%	
8.5	Site/street furniture and equipment	0.00	0.00	0.00%	
8.6	External drainage	4,500.00	32.61	3.53%	
8.7	External services	5,000.00	36.23	3.92%	
8	External works	12,000.00	86.96	9.40%	
TOTAL GIFA (m²):		138	127,613.00	924.73	100.00%

**Newbury Town Council
Wharf WC Refurbishment
Preliminary Cost Plan**



Ref	Description	Qty	Unit	Rate	Price
<u>0.1</u>	<u>Facilitating Works</u>				
	Soft strip of existing building	138	m²	15.00	2,070.00
	Mechanical and Electrical strip of existing building	138	m²	20.00	2,760.00
	Demolish existing walls and cart away	130	m²	25.00	3,250.00
	Remove windows and adapt openings for new doors	4	nr	800.00	3,200.00
	infill existing openings within internal walls	5	nr	450.00	2,250.00
0.1	Facilitating Works (Carried forward to summary)				13,530.00
<u>1.1</u>	<u>Foundations</u>				
	Not applicable				
1.1	Foundations (Carried forward to summary)				0.00
<u>1.4</u>	<u>Lowest Floor Construction</u>				
	Not applicable				
1.4	Lowest floor construction (Carried forward to summary)				0.00
<u>2.1</u>	<u>Frame</u>				
	Allowance for adjustment to frame as required for new layout	1	PS	3,000.00	3,000.00
2.1	Frame (Carried forward to summary)				3,000.00
<u>2.2</u>	<u>Upper floors</u>				
	Not applicable				
2.2	Upper floors (Carried forward to summary)				0.00
<u>2.3</u>	<u>Roof</u>				
	Not applicable				
2.3	Roof (Carried forward to summary)				0.00
<u>2.4</u>	<u>Stairs and ramps</u>				
	Not applicable				
2.4	Stairs and ramps (Carried forward to summary)				0.00
<u>2.5</u>	<u>External walls</u>				
	Not applicable				
2.5	External Walls (carried forward to summary)				0.00
<u>2.6</u>	<u>Windows and external doors</u>				
	External doors; assumed Smarts aluminium system	4	nr	1,500.00	6,000.00
2.6	Windows and external doors (carried forward to summary)				6,000.00
<u>2.7</u>	<u>Internal walls and partitions</u>				
	100mm blockwork walls	103	m²	55.00	5,665.00
2.7	Internal walls and partitions (carried forward to summary)				5,665.00

**Newbury Town Council
Wharf WC Refurbishment
Preliminary Cost Plan**



Ref	Description	Qty	Unit	Rate	Price
<u>2.8</u>	<u>Internal doors</u>				
	Single doorsets; heavy duty gauge, hard wood lipped door; laminate wrapped; ironmongery and signage as required - internal	5	nr	750.00	3,750.00
2.8	Internal doors (carried forward to summary)				3,750.00
<u>3.1</u>	<u>Wall finishes</u>				
	13mm plaster to new blockwork walls	206	m²	15.00	3,090.00
	Decoration to walls; 1 mist coat and 2 full coats of emulsion paint to new and existing	340	m²	10.00	3,400.00
	Allowance for wall tiling	50	m²	75.00	3,750.00
3.1	Wall finishes (carried forward to summary)				10,240.00
<u>3.2</u>	<u>Floor finishes</u>				
	Floor finishes - to WC areas only	69	m²	45.00	3,105.00
	Coved skirting - to WC areas only	114	m	15.00	1,710.00
3.2	Floor finishes (carried forward to summary)				4,815.00
<u>3.3</u>	<u>Ceiling finishes</u>				
	Joists and plasterboard to flat ceiling area	69	m²	60.00	4,140.00
	Access panels; allowance	2	nr	120.00	240.00
	Decoration to ceilings; 1 mist coat and 2 full coats of emulsion paint	69	m²	10.00	690.00
3.3	Ceiling finishes (carried forward to summary)				5,070.00
<u>4.1</u>	<u>General fittings, furnishings and equipment</u>				
	Statutory signage	1	item	2,000.00	2,000.00
	Changing places equipment	1	PS	15,000.00	15,000.00
4.1	General fittings, furnishings and equipment (carried forward to summary)				17,000.00
<u>5.1</u>	<u>Sanitary appliances</u>				
	Supply of sanitaryware (details TBC)	1	item	20,000.00	20,000.00
5.1	Sanitary appliances (carried forward to summary)				20,000.00
<u>5.2</u>	<u>Services equipment</u>				
	Not applicable				
5.2	Services equipment (carried forward to summary)				0.00
<u>5.3</u>	<u>Disposal installations</u>				
	Allowance for drainage installations	69	m²	12.00	828.00
5.3	Disposal installations (carried forward to summary)				828.00
<u>5.4</u>	<u>Water installations</u>				
	Allowance for hot and cold water installations	69	m²	35.00	2,415.00

**Newbury Town Council
Wharf WC Refurbishment
Preliminary Cost Plan**



Ref	Description	Qty	Unit	Rate	Price
5.4	Water installations (carried forward to summary)				2,415.00
5.5	<u>Heat source</u>				
	Allowance for replacement heat source	1	item	7,500.00	7,500.00
5.5	Heat source (carried forward to summary)				7,500.00
5.6	<u>Space heating and air conditioning</u>				
	Allowance for heating system	69	m²	55.00	3,795.00
5.6	Space heating and air conditioning (carried forward to summary)				3,795.00
5.7	<u>Ventilation systems</u>				
	Allowance for ventilation system - assumed standard extract to WC's	69	m²	10.00	690.00
5.7	Ventilation systems (carried forward to summary)				690.00
5.8	<u>Electrical installations</u>				
	Allowance for electrical installation pending confirmation of requirements	69	m²	75.00	5,175.00
	External lighting; allowance only	1	item	2,000.00	2,000.00
5.8	Electrical installations (carried forward to summary)				7,175.00
5.10	<u>Lift and conveyor installations</u>				
	Not applicable				
5.10	Lift and conveyor installations (carried forward to summary)				0.00
5.11	<u>Fire and lightning protection</u>				
	Allowance for fire alarm system pending conformation of requirements	69	m²	15.00	1,035.00
5.11	Fire and lightning protection (carried forward to summary)				1,035.00
5.12	<u>Communication, security and control systems</u>				
	Allowance for data installation pending confirmation of requirements	69	m²	10.00	690.00
5.12	Communication, security and control systems (carried forward to summary)				690.00
5.13	<u>Specialist installations</u>				
	Allowance for basic BMS system	69	m²	15.00	1,035.00
5.13	Specialist installations (carried forward to summary)				1,035.00
5.14	<u>Builders work in connection with services</u>				
	General builders work in connection with the mechanical and electrical services installation	69	m²	20.00	1,380.00
5.14	Builders work in connection with services (carried forward to summary)				1,380.00
7.1	<u>Minor demolition works and alteration works</u>				
	Not applicable				
7.1	Minor demolition works and alteration works (Carried forward to summary)				0.00
8.1	<u>Site preparation works</u>				
	Allowance to make good existing hard landscaping	1	item	2,500.00	2,500.00

**Newbury Town Council
Wharf WC Refurbishment
Preliminary Cost Plan**



Ref	Description	Qty	Unit	Rate	Price
8.1	Site preparation works (carried forward to summary)				2,500.00
8.2	<u>Roads, paths and pavings</u>				
	Not applicable				0.00
8.2	Roads, paths and pavings (carried forward to summary)				0.00
8.4	<u>Fencing, railings and walls</u>				
	Not applicable				0.00
8.4	Fencing, railings and walls (carried forward to summary)				0.00
8.5	<u>Site/street furniture and equipment</u>				
	Not applicable				0.00
8.5	Site/street furniture and equipment (carried forward to summary)				0.00
8.6	<u>External drainage</u>				
	Foul water installation - allowance for foul drainage alterations	1	item	3,500.00	3,500.00
	Surface water installation - allowance for surface water installation adjustment	1	item	1,000.00	1,000.00
8.6	External drainage (carried forward to summary)				4,500.00
8.7	<u>External services</u>				
	Allowance for supplies to new commercial units	1	PS	5,000.00	5,000.00
8.7	External services (carried forward to summary)				5,000.00

Ref	Description
-----	-------------

Drawings

Healthmatic Drawings	
HM-WBC-WTTWN-02 rev 03	Wharf Toilets

- 7.01 All specification items have been assumed at this stage.
- 7.02 Allowances for the M&E installations are allowances at this stage as the specification for the project has yet to be developed.
- 7.03 No allowance has been included for new incoming service connections, assuming that the existing are sufficient.
- 7.04 Project contingency has been included at 5% of the overall budget.
- 7.05 Comments have been included throughout the cost plan referencing the anticipated structure or specification of the building.
- 7.06 It is assumed that all works will be undertaken in a sequential manner in one operation. If the works need to be staggered, the preliminaries costs would likely need to be increased.
- 7.07 Fees have been excluded pending confirmation of allowances.

8.1 Exclusions

- 8.1.1 VAT
- 8.1.2 Cost of finance
- 8.1.3 Legal fees
- 8.1.4 Statutory disbursements
- 8.1.5 Loose FF&E
- 8.1.6 Out of hours working
- 8.1.7 Any disabled access requirements
- 8.1.8 Currency fluctuations
- 8.1.9 Diversion of any underground or overhead services
- 8.1.10 Archaeological investigations or any implications thereof
- 8.1.11 Costs associated with encountering ground water
- 8.1.12 Any site remediation and ground improvement works
- 8.1.13 Costs arising from contaminated material on site
- 8.1.14 CCTV security installations
- 8.1.15 Blinds and curtains, curtain tracks and poles, soft furnishings other than those listed
- 8.1.16 Inflation
- 8.1.17 Planning and building regulation fees
- 8.1.18 Party wall awards, rights of light compensation and associated legal fees and costs
- 8.1.19 Costs associated with Section 106 and 278 agreements
- 8.1.20 Costs arising from planning conditions
- 8.1.21 Site acquisition costs, taxes and associated legal fees
- 8.1.22 Other development/project costs (e.g. project funding, marketing costs, legal fees etc.)

8.2 Risk Commentary

As the project develops risk analyses will be undertaken and properly considered assessment of risks will be calculated. At this stage of the project we prefer to highlight all the potential risks associated with a project and utilise our experience of project type, site conditions, level of design etc to provide a considered percentage against each heading

8.2.1 Design Development Risks (allowances against risk in design process)

- 8.2.1.1 Scheme design, structure and services proposals
- 8.2.1.2 Planning requirements & restrictions
- 8.2.1.3 Legal agreements
- 8.2.1.4 Planning requirements & restrictions
- 8.2.1.5 Covenants
- 8.2.1.6 Environmental issues
- 8.2.1.7 Statutory requirements
- 8.2.1.8 Procurement methodologies
- 8.2.1.9 Tendering delays

8.2.2 Construction Risk (allowances for risk associated with site conditions)

- 8.2.2.1 Extensive service diversions/upgrades unusually high requirements from statutory authorities
- 8.2.2.2 Restrictions on access
- 8.2.2.3 Presence of asbestos containing materials
- 8.2.2.4 Restrictions on noisy working hours
- 8.2.2.5 Abnormal structural / substructure works to the proposed or existing buildings
- 8.2.2.6 Archaeological cost or associated delays
- 8.2.2.7 Site specific planning requirements
- 8.2.2.8 Abnormal acoustic measures

- 8.2.2.9 Measures to deal with air quality
- 8.2.2.10 Additional cost of consequential upgrading for Building Regulations Compliance
- 8.2.2.11 Additional cost of compliance with future changes in Building Regulations

8.2.3 Employer Changes (allowance for risks associated with Employer changes)

- 8.2.3.1 Employer changes brief, scope of works, quality, time etc

8.2.4 Employer Other Risks

- 8.2.4.1 Funding and the availability of funds
- 8.2.4.2 Special contractual arrangements
- 8.2.4.3 Early handover
- 8.2.4.4 Postponement
- 8.2.4.5 Acceleration
- 8.2.4.6 Availability of funds
- 8.2.4.7 Liquidated damages
- 8.2.4.8 Premiums on associated contracts for late delivery etc

8.2.5 Other Considerations

- 8.2.5.1 Capital allowances for taxation purposes
- 8.2.5.2 Grants
- 8.2.5.3 Phased working

Newbury Town Council

Public Report

To: Community Services Committee

Date of meeting: 18th July 2022

Agenda item No. 14: Fifth Road play park

Decision Required: Options on investment in Fifth Rd Play areas

Background/ Introduction

The site of the Fifth Road Play areas was formally a gravel pit, the Piddle, which was sold to NTC as waste land in 1938 by the Chivers family. It was initially used as an employment area with the Fifth Rd end of the park with the substation being the Garage / Workshop and the remined a builder's yard.

Along the left-hand boundary, alongside the Athletics Club building was a vehicular access which led to the rear of the site, currently green space, the Builder's yard.

In early 1990's both Leases expired, and the Council reclaimed this land for recreational uses. The Fifth Rd play areas as we know them today were created with public funds in the years 2010 (£51,373), 2011 (£2,100) and 2012 (£6,189).

This created 3 areas, Children's, Fitness & open play. The rest was left as open public space. Ongoing investment in repairs & maintenance, replacing of wood chip to the base of the Children's area being the man costs.

The 2021 Independent Annual Playground Inspection Report highlighted a number on issues both in the Playground and on various pieces of equipment which initially as a cumulative score put the site onto a RED high-risk category.

The individual play equipment issues that contributed toward the High-Risk score have been removed, currently the overall risk stands at medium risk to its users.

Members considered the issues at the Meeting on 28th June 2021 and Resolved:

RESOLVED: To approve the backfill of the Children's play area with Play bark, just-in-time repairs across the whole play areas and to approve the expenditure to carry this out (£11,900 plus regular top up, £112 per 1,000 ltr bag with regular investment until equipment is life expired & removed).

The Committee further noted:

It is requested that funding be made available in next year's budget for the total replacement of the children's play area, including the installation of a new base rubber mulch flooring (£110,000 estimated cost).

Issues arising/ Options considered:

The Council has now made Budget provision in the sum of £115,000.

The Parks & Green Spaces Officer has drawn up a requirement for the Children's play park at 5th Rd and invited suitable Manufacturer / Suppliers to bid for the replacement of the current facility and a new totally inclusive provision with the retention of any equipment deemed to be serviceable for a further 10 years.

At closing there were only 3 submissions, Hags UK, Playdale Playgrounds and Proludic. A further specialist quote from Star Rubber was obtained for the installation of a new bonded waste rubber flooring as provided in City Recreation Grounds refurbishment. Each of the submission has its own merits, Cllr Marsh on behalf of Members met with Officers to consider the submissions following which minor adjustments to the proposals were requested.

The overall cost submitted were:

Tender 1 - Supply Only £27,400 excluding fencing
Total Project facility £98,650

Tender 2 - Supply only £33,000 including fencing

Tender 3 - Supply only £30, 000 plus fencing £4,900

Star Rubber – installation & new flooring as per City Rec £79,200

The 3 Tender plans have been circulated to Members in advance for considerations, the Officers recommendation based on costs, inclusivity, quality of materials proposed and anticipated lifespans.

The Options remain as:

Option 1 – Do nothing – continue with current just in time maintenance, remove defective equipment, run down play areas to closure, hold the risk at medium levels.

Option 2 – Interim remedial actions – Carry or minimal repairs / replacement works to reduce the risk level for this year and plan itemised replacement of the Play areas in accord with risk levels.

Option 3 – Replace with new modern inclusive equipment while resting fit for purpose existing units. – This includes removal of some of obsoleted or short life equipment and the complete removal of the current wood chip flooring to be replaced with bonded waste rubber much matting with a 10-year life guarantee.

Considerations:

1. Reference to Council Strategy 2019-2024

A. Provide outstanding parks, playgrounds and public spaces

From April 2020, to ensure safety and quality, start implementation of long-term rolling plans for: a) the refurbishment / replacement of playground and other park equipment when it reaches the end of its life.

2. **Legal:** These decisions and functions covered by the General Power of Competence.
3. **Financial:** The cost of the options is set out above. The Council currently has circa £300,000 in unallocated reserves for one off individual investment needs. This is subject to any other decisions made at this Committee or Committee resolution running up to this meeting.
Another option for longer term funding might be to consider long term Lease or sale of part of the non-Play area land for development to fund the project
4. **Climate/ Environmental issues** - The Green Spaces Working Group had already highlighted the wish to improve & increase biodiversity in this area with additional planting, hedges & similar as part of the Council strive for ecological improvement.
5. **Crime and Disorder** – currently there are known issue around anti-social behaviours, drink and use of substances in this area. Any modern design must seek to mitigate the opportunity for this with better surveillance opportunity, vision, and access
6. **Risk assessment** – The current risk assessment for this sit is put at Yellow, a medium risk however individual components that make up this play park sit at risk levels from extremely low to medium and are being managed at present.
7. **Equality and Diversity** - any new facility & equipment will be considered in the light of mixed ability & diversity for full inclusion where that is possible.
8. **Consultation** – only a members' visit has to date been carried out. No public Consultation has taken place.

Conclusion/ Recommendation

The Officers preferred Option to eliminate all risks is to completely replace the current Children's play area.

The Officers Recommendation: to approve Tender 3 & 4 combined for the removal and installation of a completely new facility with selected retained equipment for reuse as part of an inclusive new play area. The total cost for this project would be £144,900 including discounts offered. The indicative layout is as below.

Report Author: David W Ingram, Community Services Manager
Date: 18th June 2022

Indicative layout Tender 3 / 4





Bespoke Farmyard Inclusive Unit

Existing Swing



New Flat Seat Swing



Inclusive Dolly Seat

Seesaw

Toddler Spinner

Existing Springer

Toddler Trail

Existing Slide

Farmyard
Play Panels

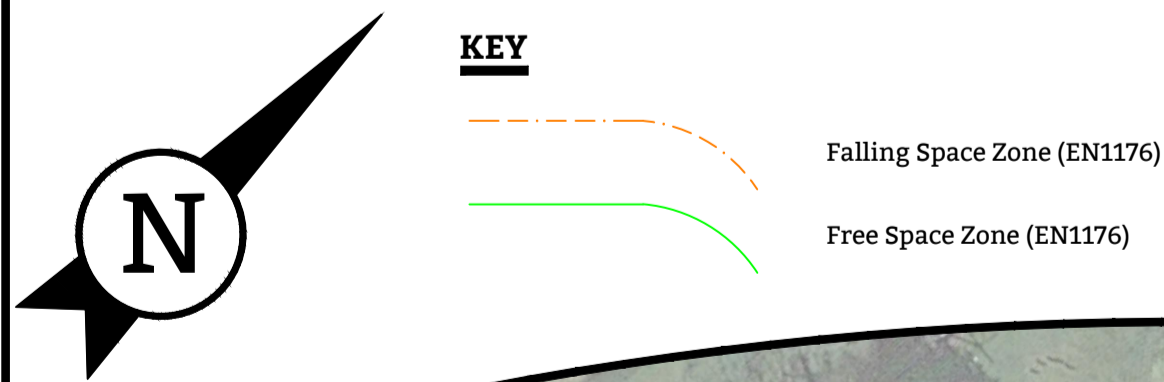
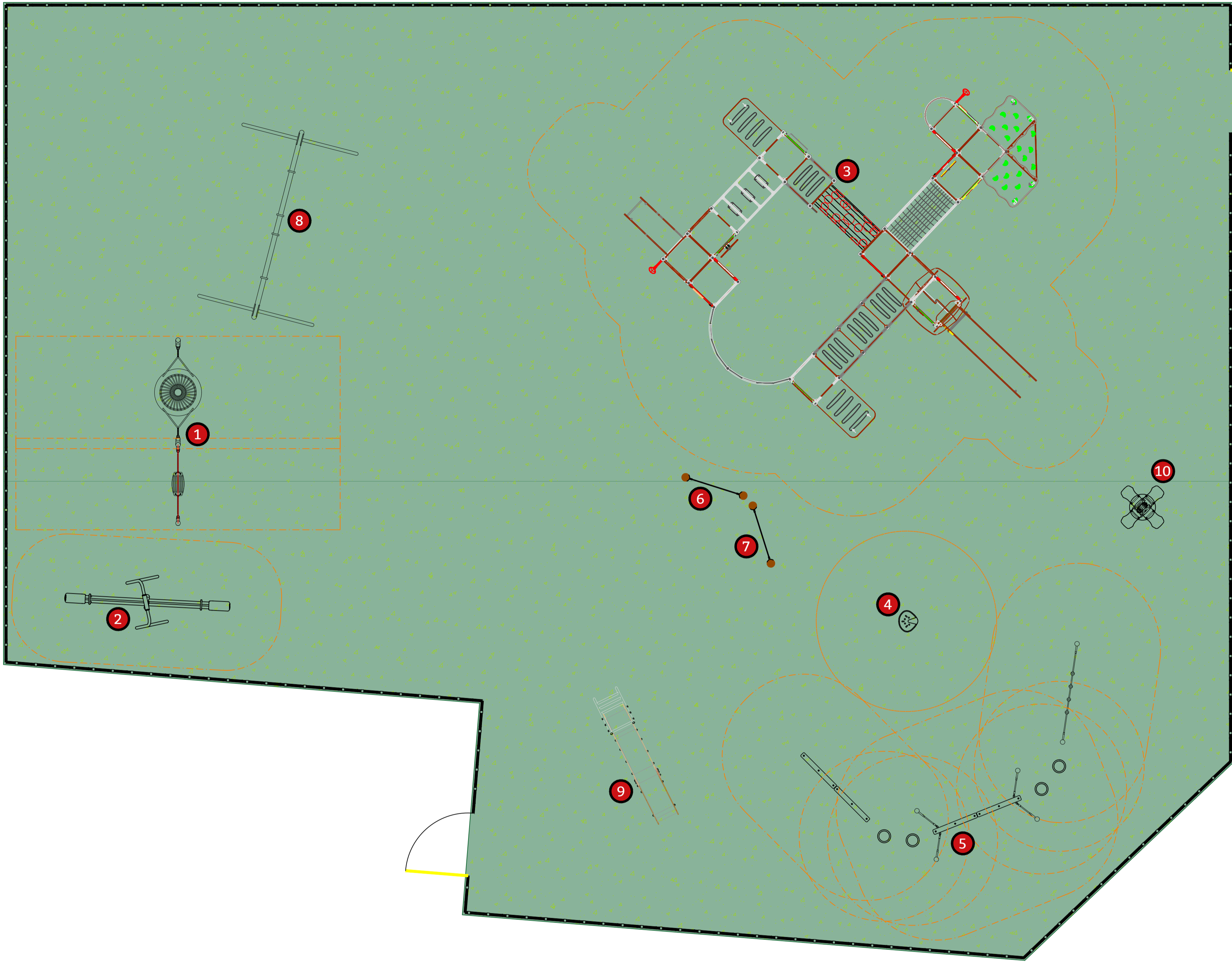


No Timber Equipment

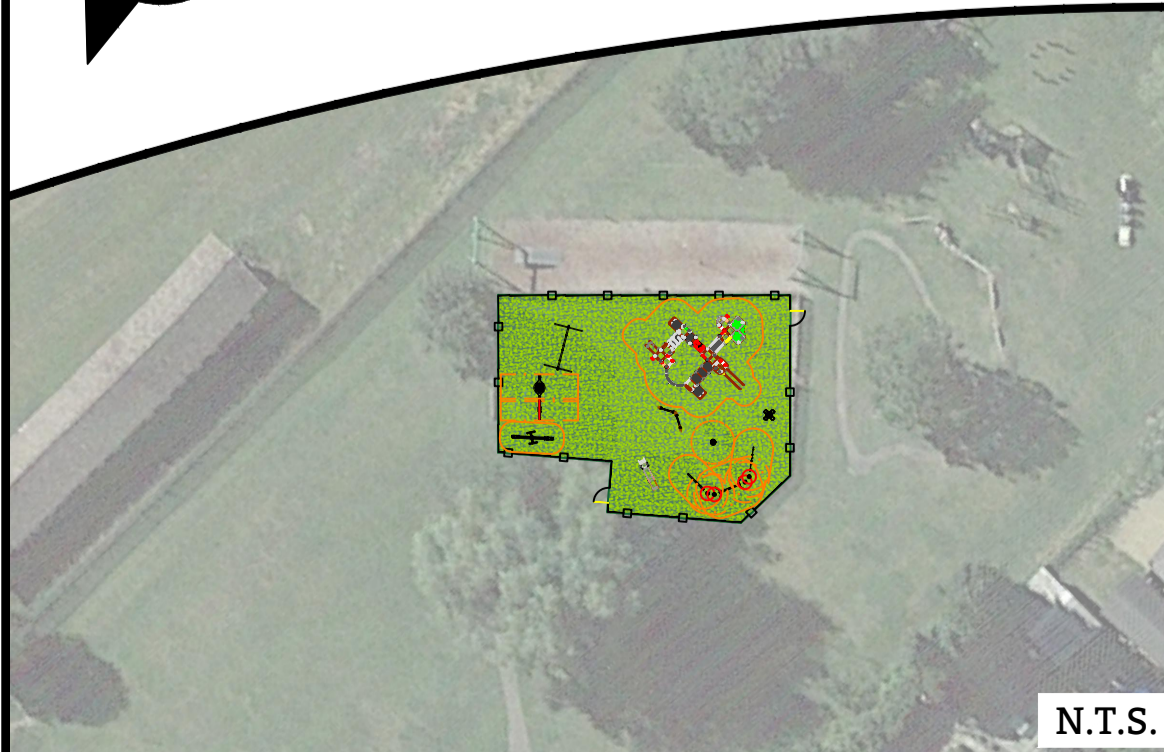


Hi!

Hi!



Key	Description	Surfacing
1	Lillie with Dolly and Flat Seats	into Suggested EcoMulch
2	Vippy Seesaw	
3	Bespoke Farmyard UniMini	
4	Swirl Whirl	
5	Play Trail B	
6	Animal Search Play Panel	
7	Farm Shop Play Panel	
8	Existing Swing	
9	Existing Slide	
10	Existing Springer	



GENERAL NOTES

If not indicated on this plan, north point must be confirmed prior to installation to ensure that slides do not face due south.

No allowance has been made for soft landscaping (trees, mounds, planting, turf or general reinstatement). These should be carried out by others.

Exact positions & orientation of new items may be subject to a final site survey and setting out plan.

Any inconsistencies on site should be verified with HAGS before commencement of work.

HAGS recommend that existing trees are risk-assessed by the client to ensure the integrity of accessible branches, that overhanging limbs do not conflict with new play equipment or vehicle access and that the canopy will not produce excessive leaf drop which could cause a hazard within the play area.

This design layout conforms to the relevant EN Safety Standard.

GRASS & GRASS MAT SURFACING

Where equipment is installed directly into grass and the free height of fall is between 0.6m and 1.5m it is the responsibility of the playground operator to ensure that the grass sward is maintained in good order.

Where equipment is installed with grass mat surfacing it is the responsibility of the playground operator to ensure that the grass sward is maintained in good order.

When laid directly onto existing grass this surface will follow the natural contours of the ground unless HAGS have specifically detailed additional preparation/levelling/or turf works.

RUBBER MULCH SURFACING

HAGS recommend the use of a stone base when installing rubber mulch. If installed without, the finished surface will be a reflection of the ground beneath it, following any undulations, & will not be a completely flat surface. Rubber mulch will not cure any existing drainage problems & will require foundations and/or some kind of drainage system prior to installation.

FITNESS EQUIPMENT

HAGS fitness products have been designed and certified to EN16630: 2015 for 'Permanently Installed Outdoor Fitness Equipment'. This range falls outside the scope of BS EN 1176:2008 for Playground Equipment and surfacing and, as such, does not comply.

In line with EN 16630 recommendations outdoor fitness equipment should not be positioned within the same enclosed area as equipment designed for unsupervised children's play.

LINE MARKINGS FOR MULTI-SPORTS COURTS

Line markings to be at least 50mm wide and either dense solid wet paint, or thermoplastic.

Colours suggested:

- 1st sport (usually football) - white
- 2nd sport (usually basketball) - red
- 3rd sport (usually hockey or tennis) - blue
- 4th sport - yellow

CUSTOMER
Newbury
Town Council

PROJECT
Fifth Road

TITLE
Proposed Equipment
Layout

HAGS®

T: 0845 260 1655 E: sales@hags.co.uk W: www.hags.co.uk

DATE : 08/04/22 SCALE : 1:50 @ A1
DRAWN BY : N.B. CHECKED BY : L.H.

DRAWING NUMBER Q-28743-N2X5-C REVISION 0

© HAGS 2022 SHEET 1 OF 1



James Heasman
Newbury Town Council
1 Old Town Hall
Market Place
Newbury
Berkshire
RG14 5AA

21 March 2022

Dear James,

Please find attached our quotation for Fifth Road as requested.

We are very pleased you have chosen products from our extensive range. Proludic have been established for 30 years and is a leader in children's play and sports provision.

If you have any queries regarding this quote or any part of our service please do not hesitate to contact me on 07976744249.

Yours sincerely

Tim Bird
Area Manager
Proludic Ltd



Fifth Road Play Area Newbury



**Proludic
Proposal**



We have selected attractive items that will introduce new play values into the play area and inject fresh colour and energy into the play space. All our items are made from High-Pressure Laminate (HPL) panels, hot-zinc dipped galvanised steel and stainless steel, all covered by a 25-year warranty.

Playhouse

Younger users' needs often get overlooked in play design, with all the budget and attention going to larger units with 'wow factor'. To offer low-level entertainment for the youngest visitors and users with motor impairments, we have included a ground-level playhouse that can accommodate 18 users via its 23 play features. This unit offers everything a young child needs to practice basic developmental skills such as crawling, role-playing and using fine motor skills.



Multi-Play Unit

The J38106 Diabolo unit packs 12 different play functions (see below) into a small footprint. The unit caters to users aged 3+ and offers a range of access and egress routes for users of different abilities.

Play value :

12

climbing



x1

sliding



x1

meeting



x2

handling



x1

taking shelter



x2

climbing



x3

getting across



x2



Roundabout

We have included a low-level roundabout specifically designed for the needs of users in wheelchairs. A groove in its base allows a wheelchair to be secured while a child is transferred to the unit. The shape of the seats mirrors the shape of 'banana' transfer boards commonly used by wheelchair users to transfer out / into their wheelchairs, and there are back supports and handholds to facilitate the transition. The unit can accommodate 4 users and sits above ground, making maintenance easier for the Council staff.



These are just some of the items we have selected for the play space. If you have any questions on the above items or other pieces of equipment, do not hesitate to contact me. I look forward to hearing your feedback.

Delivering Excellence

Equipmen, Fencing & Gate Including Delivery	£35,778.67
Unique Project Discount	£2,778.67
Final total	£33,000.00

A play area worth £35,778.67 delivered for £33,000.00



Contents

Pricing Breakdown	1
Technical Datasheets	2
Warranties & Test Certificates	3
Terms & Conditions	4



Appendices

Contents





<i>Pricing Breakdown</i>	<i>1</i>
<i>Technical Datasheets</i>	<i>2</i>
<i>Warranties & Test Certificates</i>	<i>3</i>
<i>Terms & Conditions</i>	<i>4</i>




*Pricing
Breakdown*

Prepared for: Newbury Town Council
 Our Reference: 2203.33180
 Date: 21 March 2022

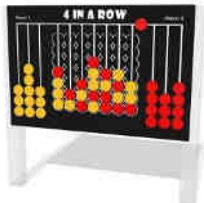
Quotation for Fifth Road


Qty	Code	Product Name	Unit Price	Total Line Price
01. Proludic Play				
1	J234A	Playhouse	5,919.63	5,919.63
				
1	J472A	Metal Flat Seat Swing (2m high frame)	1,417.69	1,417.69
				
1	J2404A	Low Platform Roundabout	2,388.62	2,388.62
				
1	J853A	Four Seat Spring See Saw	1,393.17	1,393.17
				

1		J38106A	Diabolo Multiplay Unit	13,078.02	13,078.02
---	---	---------	------------------------	-----------	-----------

Total: £24,197.13

05. Partnership Play Equipment

1		UKFIROW3	Fahr Giant 4 In A Row Game Play Panel (1200x800mm) including 2No. Posts	1,033.32	1,033.32
---	---	----------	---	----------	----------

1		UKFITICTAC 3	Fahr Tic Tac Toe Play Panel (1200x800mm) including 2No. posts	820.50	820.50
---	---	--------------	---	--------	--------

Total: £1,853.82

07. Furniture and Fencing

82	UKN1000	Bowtop Fence 1M High Galvanised Per Lm	58.86	4,826.52
2	UKN1101	1.0m High Hydraulic Self Closing Gate - Yellow or Red (Colour TBC)	973.50	1,947.00
Total:				£6,773.52

Delivery Charge: £2,954.20

Discount: £2,778.67

Total Quote Amount: £33,000.00

SUPPLY ONLY of equipment, fencing & gates.

All installation, safety surfacing, removals and all other associated works to be carried out by others.

New safety surfacing of wetpour or rubber mulch to be done by others.

Some images shown are for illustrative purposes only. The quote and items list will show the exact equipment used.

This quote is valid until 17/04/2022

Please note all prices quoted are excluding VAT

Contents

Pricing Breakdown	1
Technical Datasheets	2
Warranties & Test Certificates	3
Terms & Conditions	4



Technical
Datasheets

Play Value



Resting
x2



Social Play
x2



Role Play
x2



Shelter
x2



Hiding



Handling



Crawling



Crossing



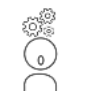
Balancing



Tactile



Climbing



Problem Solving
x2



Visual Stimulation



Inclusive



0.6m

Maximum fall height

Ages: 1+

Users: 18

Play Values: 23

Play Elements: 7

Description

Play Houses provide a wonderful place for young children to play or chat. Their shape, style and cleverly designed accessories take young children into an imaginary world where they can play shop keepers, teachers and chefs. Outside or inside, on top or underneath they can climb, take shelter, play alone or in a group. With a play house there are numerous possible play situations.

Designed with wide entrances, supportive elements and sufficient room inside for freedom of movement, this play house offers accessibility to all children.

Inclusive Elements



The play house is a place of refuge for children with autism, allowing them to be alone and observe with composure.



Play activities with tactile elements and shape recognition provides visual recognition.



The design of the play elements inside and outside encourages use by children in a wheelchair.





1+



18



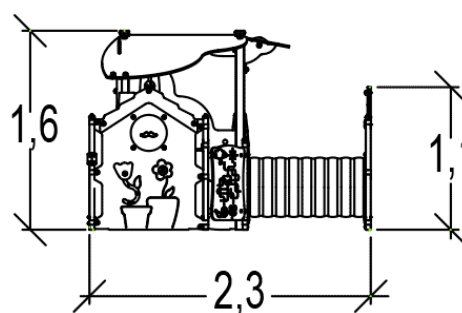
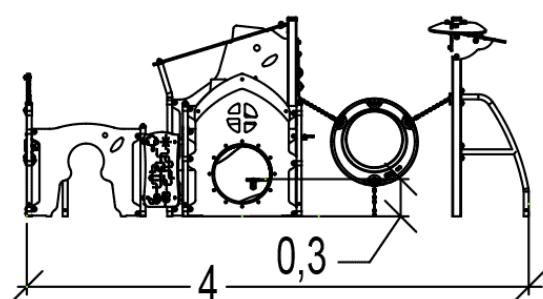
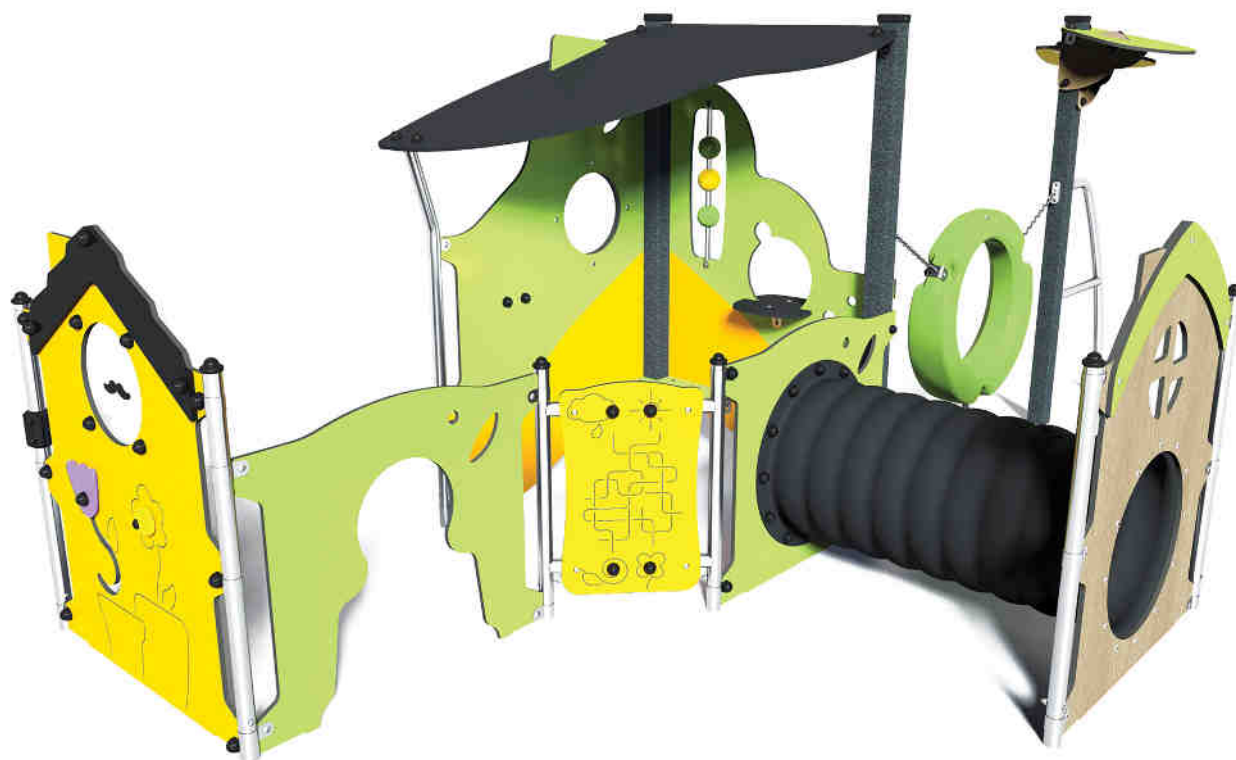
0,6m



1 = 4,04m
2 = 2,28m
3 = 1,6m



Motor inclusion
Sensory inclusion
Mental inclusion



Play value : **23**

role play



x2

meeting



x2

resting



x2

handling



x3

crawling



x2

hiding



x1

balancing



x1

taking shelter



x2

thinking



x2

tactile stimulation



x1

visual stimulation



x1

climbing



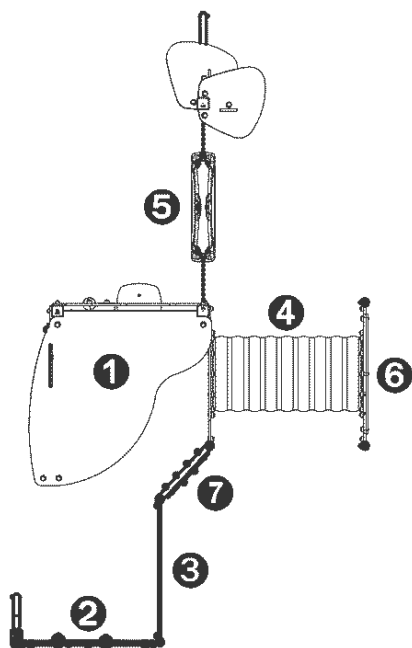
x1

getting across



x3

Components

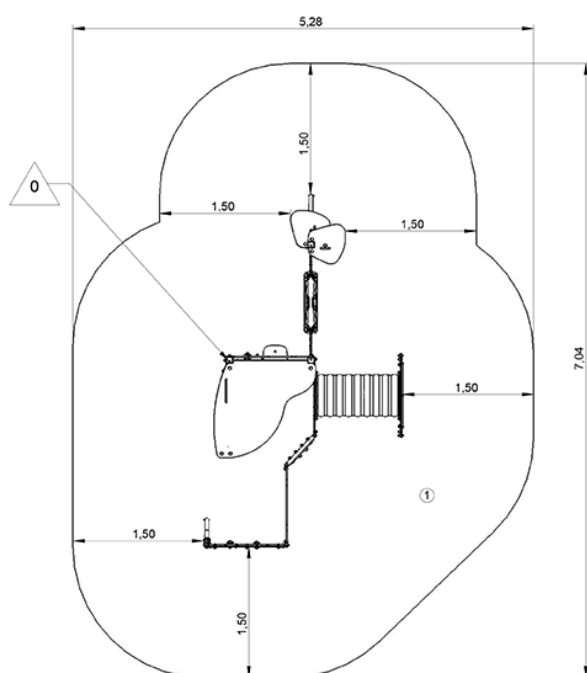


- ① Rectangular platform
- ② Roof
- ③ Climbing wall
- ④ Coconut climber
- ⑤ Rope ladder H: 1.37m
- ⑥ Platform HT: 1.17m
- ⑦ Walkway

Installation of equipment

Impact area =

— Impact area
- - - Free space



1	0,6m	29,5m ²
---	------	--------------------



2

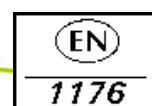
06h00

0.4m³

29.5m²

212kg

16kg





Playhouses

(technical specification)

J234



1- **The 70 x 70mm posts** are made of painted galvanised steel, ensuring robustness and durability. The caps are made of injection moulded polyamide.



2- **The coloured panels** are made from a 13mm thick compact material (HPL). Robust in construction, it has excellent weather and vandal resistance properties.



3- **The tubes** are made of 40mm diameter stainless steel, guaranteeing lasting durability and reliability of the equipment.



4- **The tunnel** is made of rotomolded polyethylene, 45cm in diameter.



5- **The rubber ring** is a monobloc element made of polyethylene with an outside diameter of 70cm and inside diameter of 45cm.



6- **Plastic parts** are made of injected polyamide.



7- **The abacus spheres** are made of soft, rotary moulded polyvinyl chloride.



8- **The fixings** are made of stainless or plated steel and protected by anti-vandalism polyamide caps.

Flat Seat Swings J472A

Play Value



Swinging x2



Social Play



Role Play



Coordination



Balancing



Ages: 3+
Users: 2

Play Values: 6
Play Elements: 2



Maximum fall height



Inclusive

Description

Generations of children have enjoyed swings and although their colours have become brighter, their materials more robust, the principle has remained the same.

Swings provide the most popular sensations. Swinging combines motor coordination and sensory stimulation and develops the sensation of feeling the body move in space.

Inclusive Elements

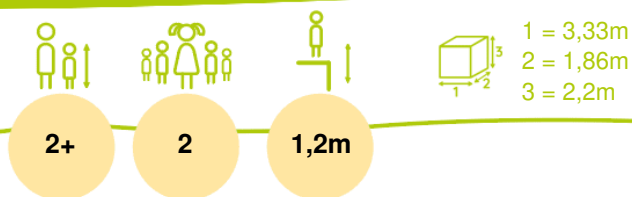


The swinging motion has a calming influence for children with learning difficulties.

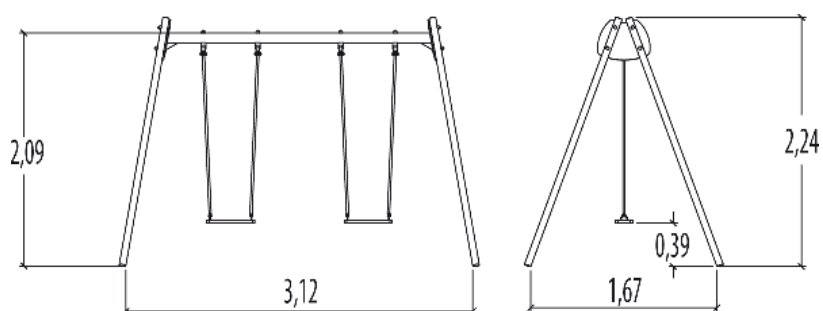
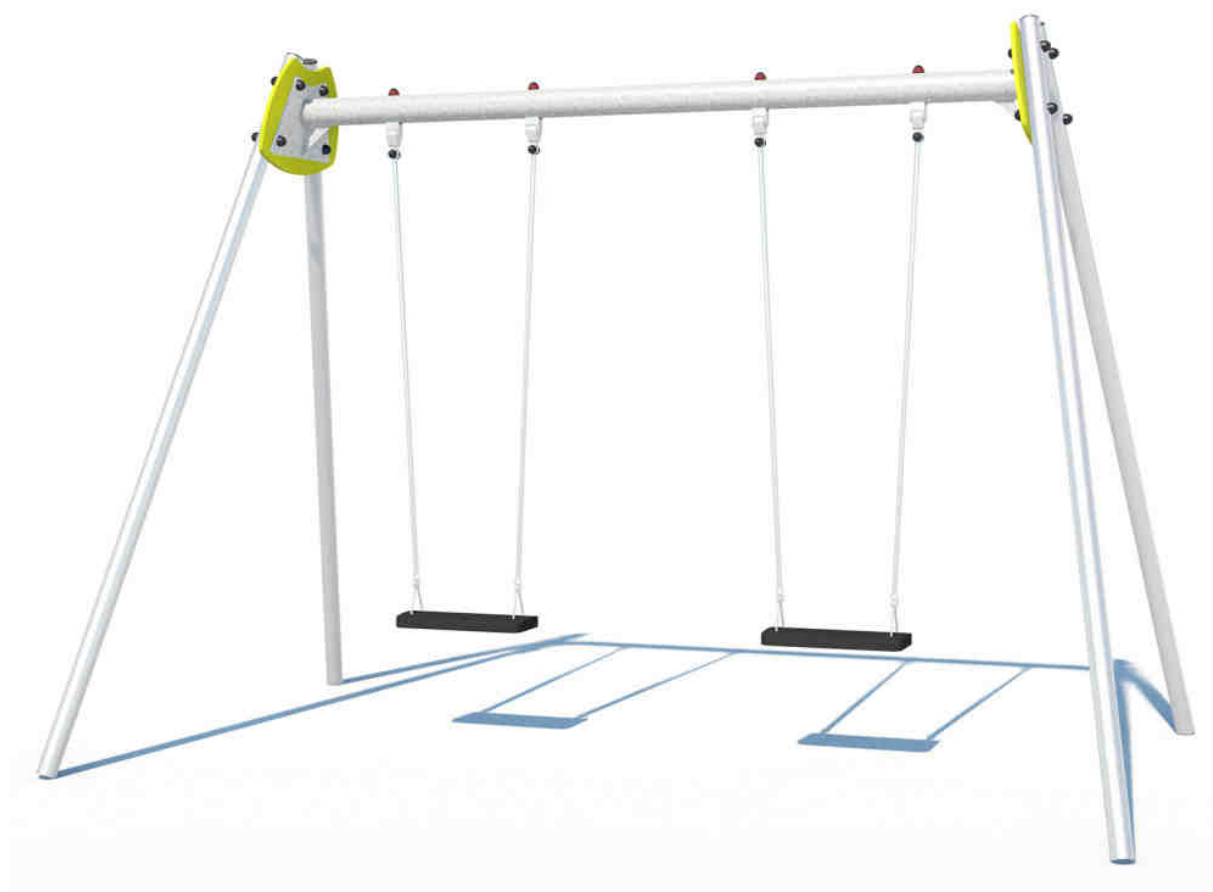


Swinging has a positive effect on the inner ear of children with hearing impairments.





Motor inclusion
Sensory inclusion
Mental inclusion



Play value : 2

meeting



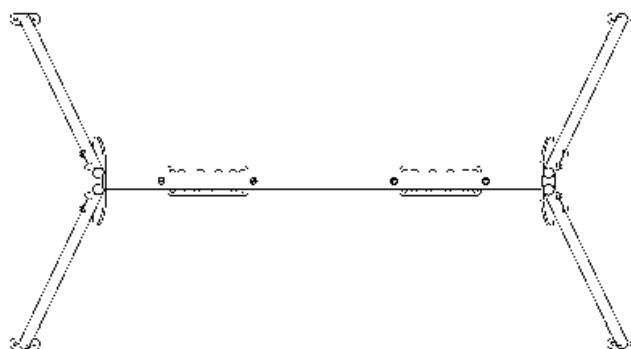
x1

swinging



x1

Components



Installation of equipment

Impact area =

— Impact area
- - - Free space



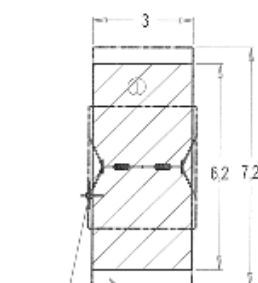
Zone d'Impact Sol souple
Impact Area Wet sand
Área de Impacto
Fallraum bei synthetischen Fallschulz



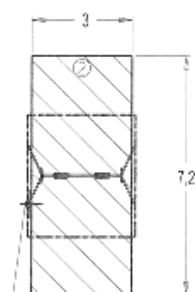
Zone d'Impact Sol fluide
Impact Area Loose particle material
Anstreich
Fallraum bei losen Bodenelementen



1	1,20m	19m ²
2	1,20m	22m ²



Point de Référence
Setting Out Point
Punto de referencia
Bezugspunkt



Point de Référence
Setting Out Point
Punto de referencia
Bezugspunkt



2

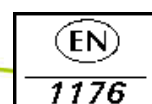
01h50

0.11m³

19m²

96kg

30kg





Swings

(technical specification)

J472



1- The **support legs** are made from 60mm galvanized steel.



2- The **horizontal beam** is manufactured from 89mm diameter galvanized steel.



3- The **swing bearings** are made of stainless steel.



4- The **coloured panels** are made from a 13mm thick compact material (HPL). Robust in construction, it has excellent weather and vandal resistance properties.



5- The **swing seats** are made of shock absorbing moulded honeycomb rubber.
The swing chains are made of stainless steel.
The seat fixing brackets are made of 10mm stainless steel wire.
PVC sliding rings are fitted to limit the wear of the metal parts over time. The rings are accessed by a vandal proof, stainless steel shackle.



6- The **fixings** are made of stainless or plated steel and protected by anti-vandalism polyamide caps.

Four Seat Springer J853A

Play Value



Rocking



Social Play



Role Play



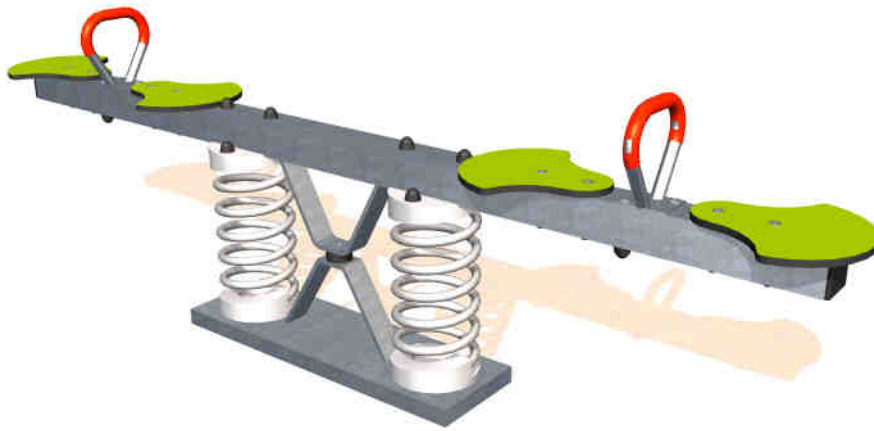
Coordination



Balancing



Bouncing



Ages: 2+

Users: 4

Play Values: 6

Play Elements: 1



Maximum fall height

Description

The Four Seat Spring Seesaw is suitable for four children and is aimed at children from 2 - 8 years of age. Children will be able to rock and bounce at speeds to suit their own confidence whilst challenging their balancing skills as they rock at greater speeds and heights.

It is a sociable item that encourages children to work together, and is made from durable materials to ensure it withstands vandalism and potential misuse. They may start off with parents and other children helping them and supporting them and as their skills develop they will be able to support themselves and rock themselves to various degrees.

Spring mounted equipment **develops motor skills, coordination** and **sense of balance** and provides fun swinging movements.

Inclusive Elements



The oscillating movement of the springer has a calming effect for autistic children and this unit encourages them to interact with other children.



The rocking motion has positive effects on the inner ear of children with hearing impairments.





2+



4



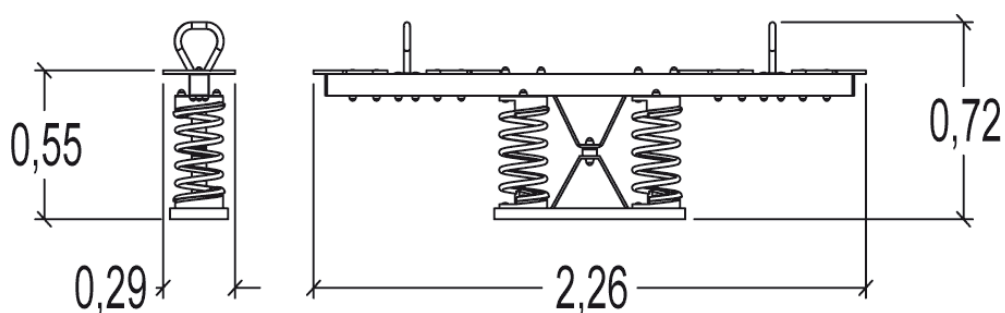
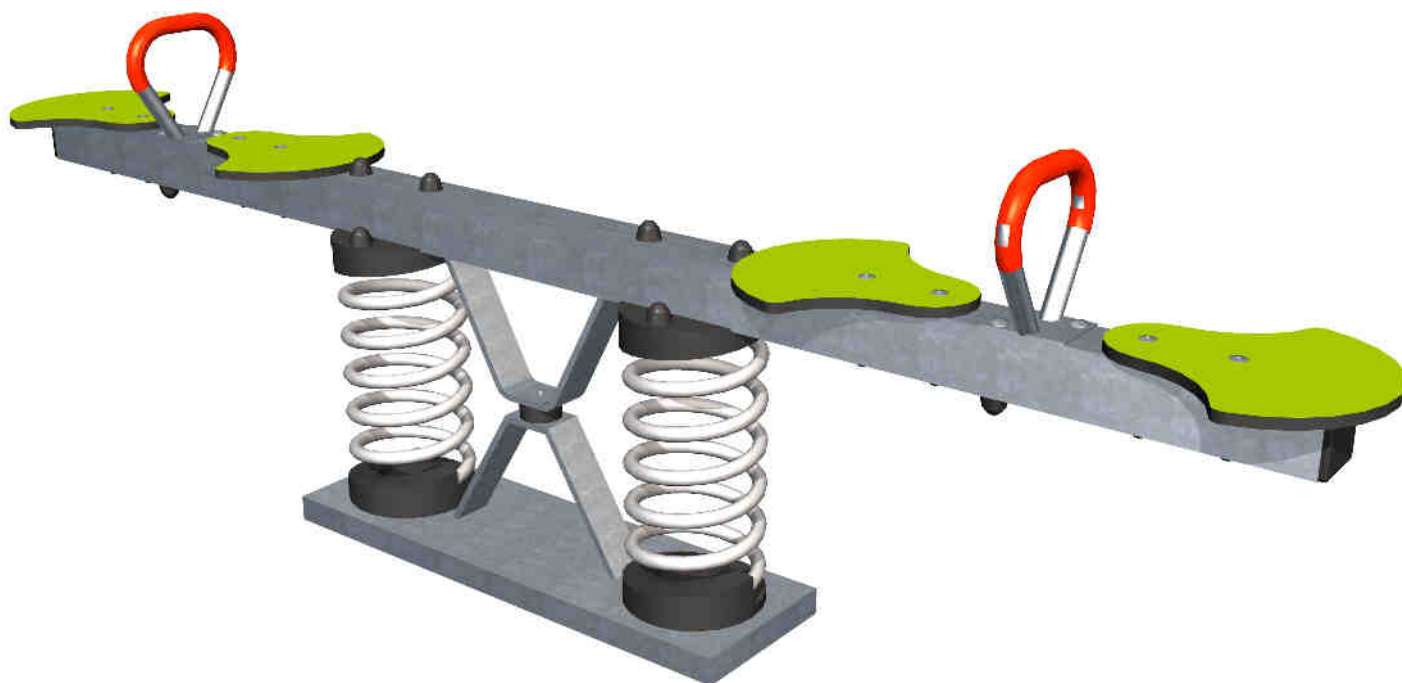
0,75m



1 = 2,3m
2 = 0,29m
3 = 0,72m



Motor inclusion
Sensory inclusion
Mental inclusion



Play value : 3

meeting



x1

swinging



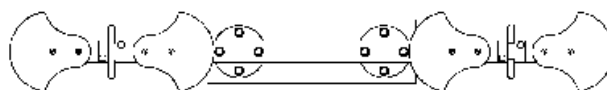
x1

balancing



x1

Components



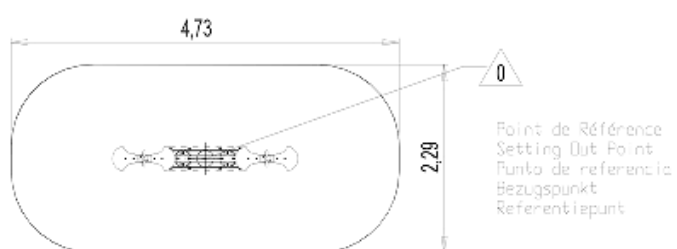
Installation of equipment

Impact area =

— Impact area
- - - Free space



1	0,75m	10m ²
---	-------	------------------



2

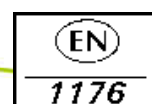
h

0m³

10m²

65kg

44kg





Springers

Technical specification

J853



- 1- **The 90x90mm square tubes** are made of galvanised steel, ensuring robustness and durability of the equipment.



- 2- **The seats** are made from a 13mm thick compact material (HPL). Robust in construction, it offers excellent resistance to weathering and vandalism.



- 3- **The springs** are made from Grade 35SCD6 steel, shot blasted, stress relieved, zinc coated and finished with two coats of epoxy polyester powder. Proludic have patented an exceptionally strong and secure polyamide fixing for the spring, ensuring a long product life.



- 4- **The handles** are made of galvanised, painted steel.



- 5- **The stainless steel fixings** are protected by polyamide anti-vandalism caps.

Low Platform Roundabout J2404A

Play Value



Spinning



Social Play



Role Play



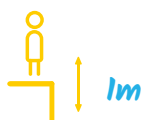
Balancing

Ages: 2+

Users: 4

Play Values: 4

Play Elements: 1



Maximum fall height



Inclusive

Description

Rotating equipment provides good **sensory** and **motor stimulation**. Children can experience speed safely. The handles, wide and recessed seating with lateral protection elements are essential for making children feel safe and secure during the activity.

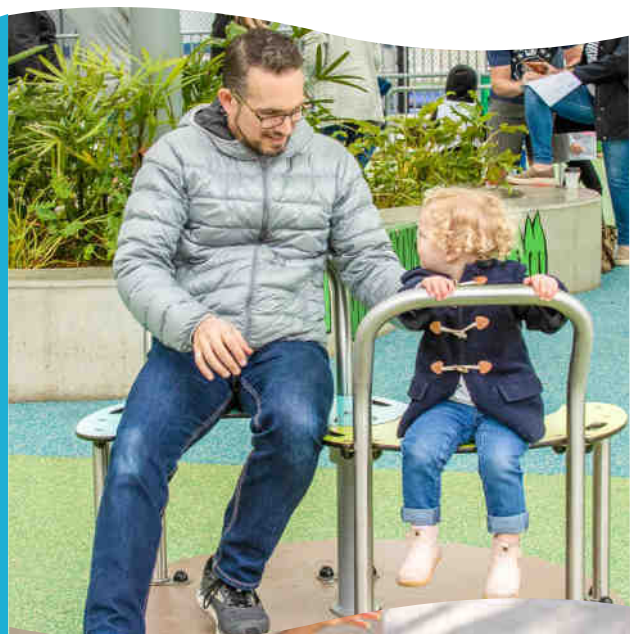
Inclusive Elements

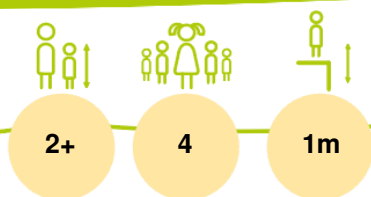


The rotation movement has positive effects on the inner ear of children with hearing impairments.



The seat is at wheelchair height and is extended at the periphery to provide an easy transfer.

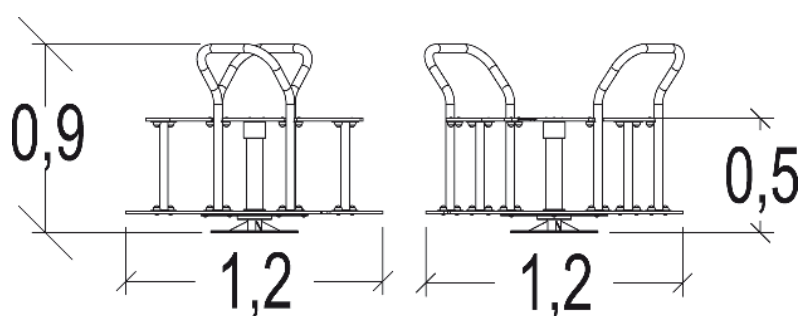
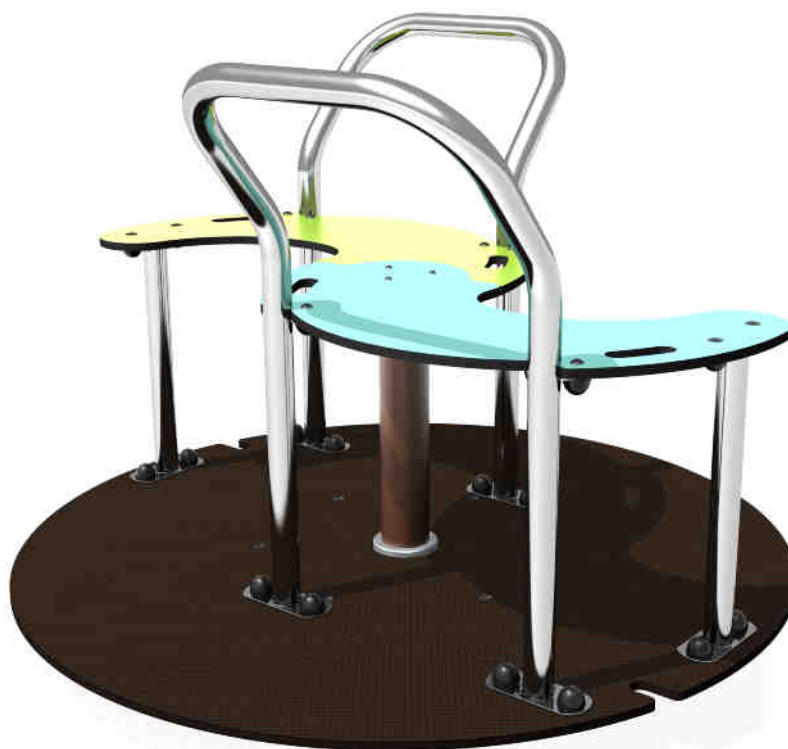




1 = 1,2m
2 = 1,2m
3 = 0,9m



Motor inclusion
Sensory inclusion
Mental inclusion



Play value : 3

meeting



x1

balancing



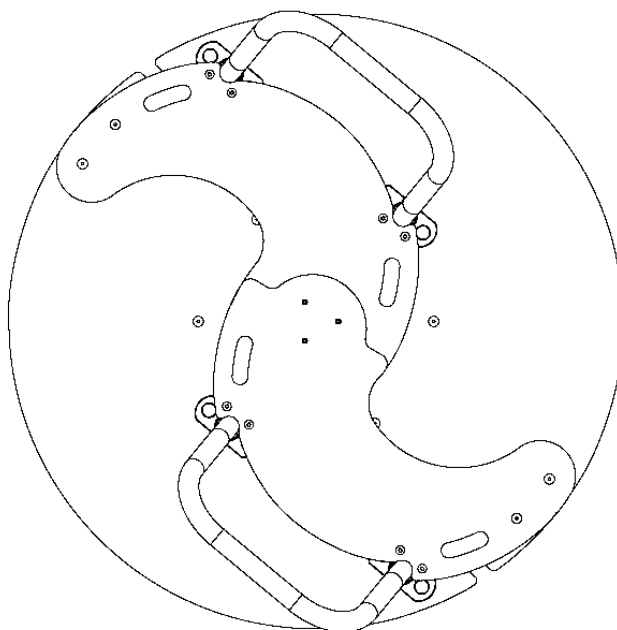
x1

rotating



x1

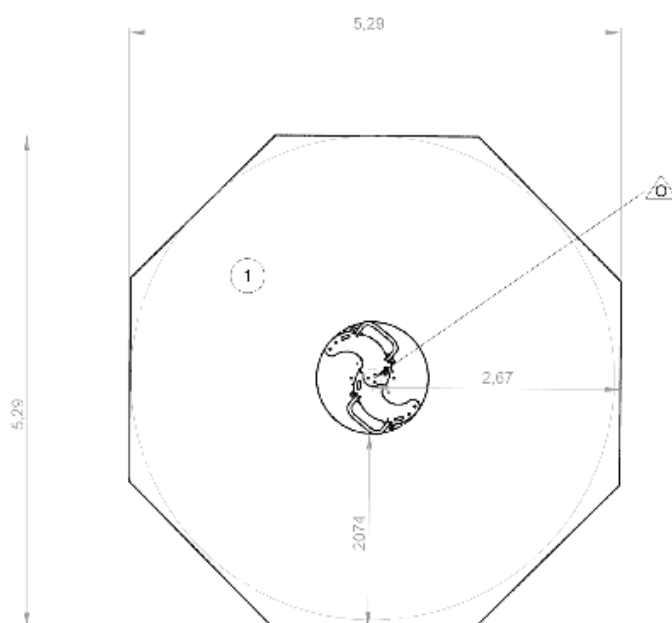
Components



Installation of equipment

Impact area =

— Impact area
- - - Free space



1	1m	23m ²
---	----	------------------



1



03h00



0.3m³



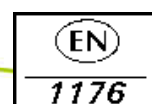
23m²



94kg



83kg

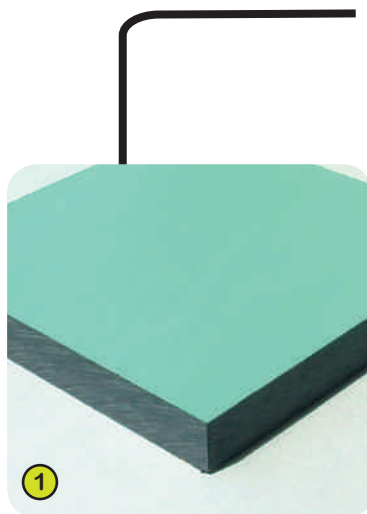




Rotating equipment

Technical specification

J2404



- 1- **The coloured panels** are made with a compact material 13mm thick. It is made up of 70% of softwood fibres and 30% of thermosetting resin, and it stands up to weathering very well (sun, rain, damp, etc.). The coloured surfaces are treated with products based on coloured acrylic polyurethane resins; this enables them to stand up well to UV radiation and resist damage.



- 2- **The platforms** are made from a 12.5mm thick, textured, non-slip compact material (HPL).



- 3- **The tubes** are made of stainless steel, diameter 40mm, guaranteeing lasting durability and reliability of the equipment.



- 4- **The stainless steel fixings** are protected by polyamide anti-vandalism caps.

Diabolo Multiplay Unit J38106A



Play Value



Ages: 3+

Users: 22

Play Values: 11

Play Elements: 11



Description

All of the classic “must have” play features are included on our Diabolo multiplay units. All of these play features offer children more opportunities to discover, be challenged and have fun.

Slide - The slides enable users to experience the ever popular pleasure of sliding down to the ground from platforms located at a height of 1.37m. A protective bar at the top of the slide prevents any accidental falls, as well as providing a support for users sitting themselves on the stainless steel slide bed.

Platforms - The two platforms (one square and one rectangular) are located at 1.17m and 1.37m providing a change in height. The solid materials used in the construction of the platforms - non-slip HPL and stainless steel - ensure stability and long term durability. Both platforms are covered providing shelter from all elements.

Climbing Wall - This traditional climbing element with a difference first attracts users thanks to its unique design. Once children start to use it, they discover that it also represents a unique, fun, climbing challenge. By using the polypropylene button hand and foot holds, as well as their strength and climbing technique, they can climb the to the top before coming down the other side.

The unit also includes fun alternative methods of climbing such as the **coconut climber**, **rope ladder** and **inclined ladder**. Finally an **abacus** has been included to provide a tactile element, which children can use to count.





3+



22



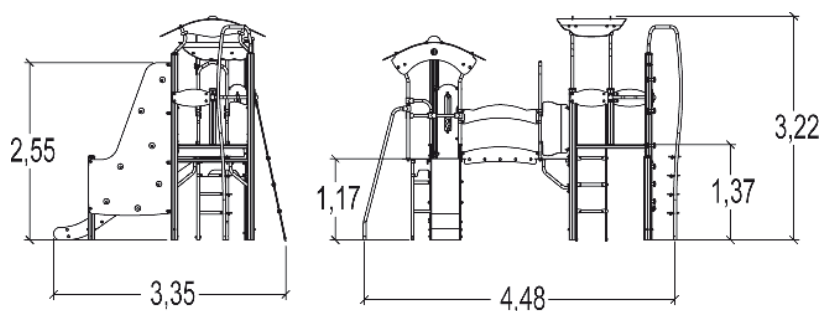
2,6m



1 = 4,48m
2 = 3,35m
3 = 3,22m



Motor inclusion
Sensory inclusion
Mental inclusion



Play value : **12**

climbing



x1

sliding



x1

meeting



x2

handling



x1

taking shelter



x2

climbing



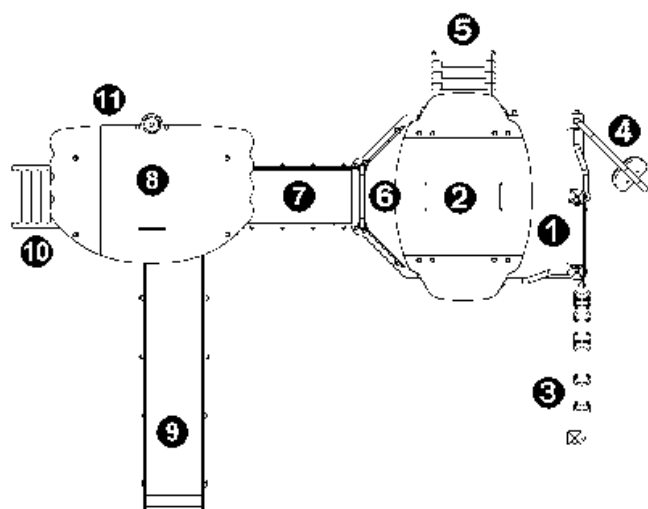
x3

getting across



x2

Components

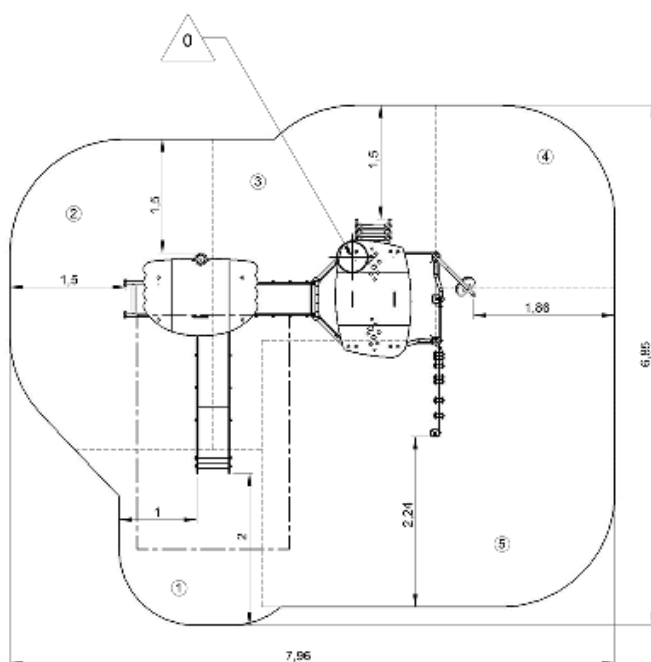


- 1 Rectangular platform
- 2 Roof
- 3 Climbing wall
- 4 Coconut climber
- 5 Rope ladder H: 1.37m
- 6 Platform HT: 1.17m
- 7 Walkway
- 8 Tower HT: 1.17m
- 9 Slide
- 10 Inclined ladder
- 11 Counting panel

Installation of equipment

Impact area =

- Impact area
- - - Free space



1	1m	4m ²
2	1,17m	10,5m ²
3	1,37m	10m ²
4	2m	5,5m ²
5	2,6m	17,5m ²



2

21h00

0.4m³

47.5m²

450kg

33kg

EN
1176



Diabolo - J38106

Technical specification



1- The coloured panels are made from a 13mm thick compact material (HPL). Robust in construction, it offers excellent resistance to weathering and vandalism.



2- The roof is made of polyethylene plates 10mm thick.



3- The platforms and the climbing wall are made from a 12.5mm thick, textured, non-slip compact material (HPL).



4- The tubes are made of stainless steel, diameter 40mm, guaranteeing lasting durability and reliability of the equipment.

Injection moulded polyamide fixings are non-toxic, non-flammable, shock resistant and ultraviolet radiation resistant. They give the units their sturdiness and help them to stand up to vandalism.



5- The 95mm square posts and the 125mm diameter posts are made of lacquered galvanised steel, ensuring robustness and durability. The caps are made of injection moulded polyamide.



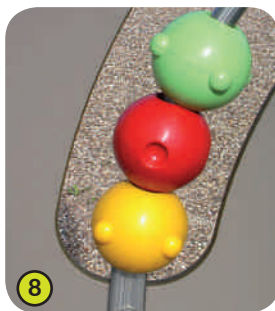
6- The sliding surface is made of stainless steel 2mm thick, shaped, bent and rolled in one piece.



7- The climbing holds are made of polypropylene. They are non-toxic, non-flammable and shock and UV resistant.

8- Spheres are made of Polyvinyl Chloride.

9- The fixings are made of stainless steel and protected by anti-vandalism polyamide caps.



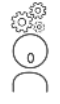
Play Value



Role Play



Social Play



Educational



Sensory
Visual



Tactile



Handling

Ages: 2+

Users: 2

Play Values: 6

Play Elements: 1



Inclusive

Description

The Giant 4 in a Row Game Play Panel has a total of 48 movable red and yellow sliding discs that glide effortlessly around the panel. Because the discs slide in tracks, there are no loose pieces to worry about going missing or to put away and get out again each day.

This is a fun and entertaining game for children and adults to play.

Inclusive Elements



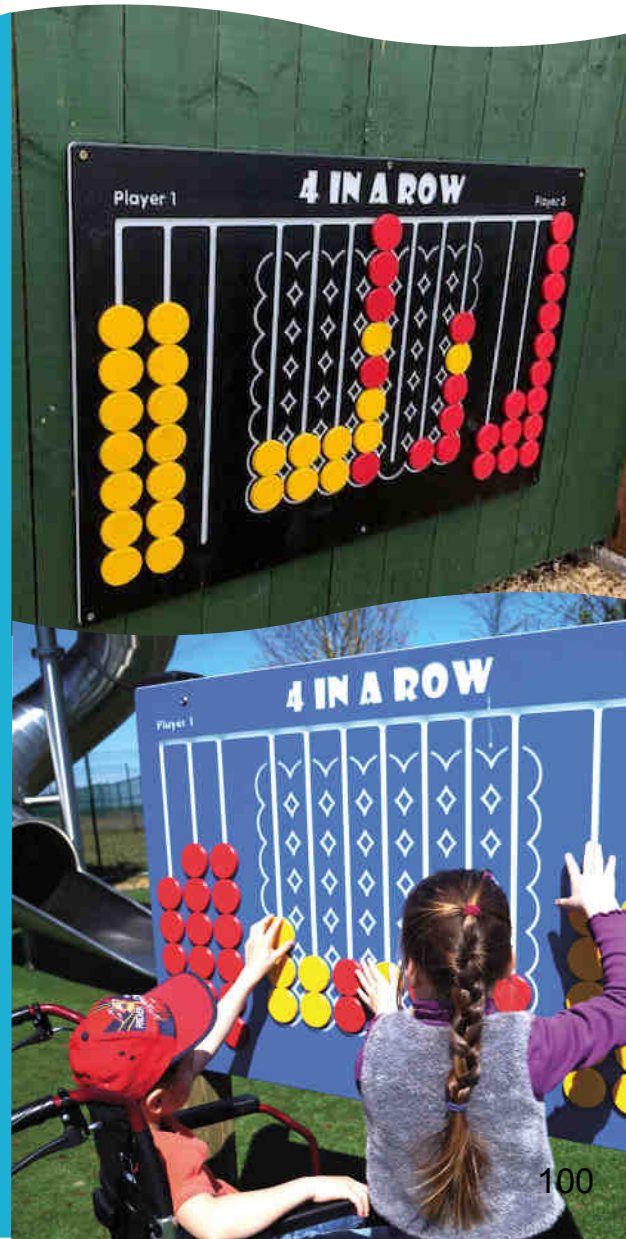
Set at wheelchair transfer height the pieces can easily be reached and moved around.

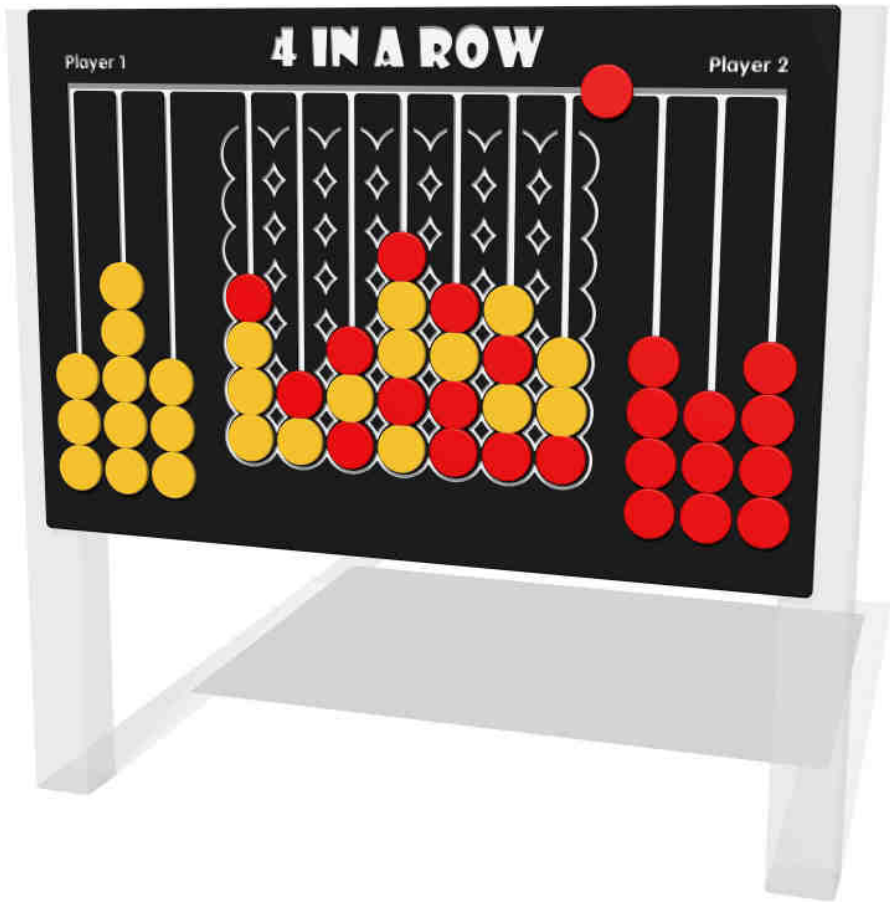


A fun tactical game that allows children to interact with each other through movement and vision.



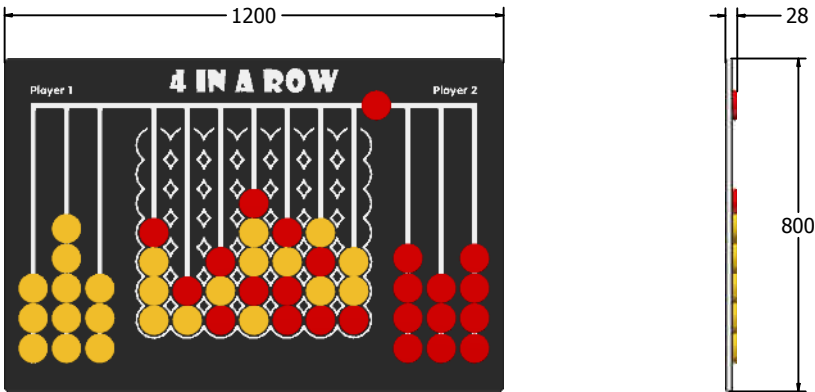
Focussing on the colours and matching them together makes this an accessible game for children with learning difficulties.





Designed to British & European
Standard BS EN 1176

Supplied as panel only.



Age Range: 2+ Years
Largest Part: FIROW3 - 1200x800
Heaviest Part: FIROW3 - 17.3Kg
Total Weight: FIROW3 - 17.3Kg
Surfacing : N/A

Minimum Inspection Schedule	
Inspection Type	Inspection Frequency
Visual	Every Month
Functionality	Every Month
Comprehensive	Every 6 Months

Material: **Design Panel** - High Density Polyethylene (HDPE) two-colour HDPE with orange peel texture finish

Colour Choices: **Design Panel** - Broad selection available, visit the website below for further details

Tic Tac Toe Play Panel - UKFITICTAC3

Play Value



**Sensory
Visual**



Social Play



**Problem
Solving**



Tactile Play



Inclusive

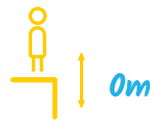


Ages: 3+

Users: 2

Play Values: 4

Play Elements: 1



Maximum fall height

Description

The Tic Tac Toe game provides a fun way to learn. Children will be able to match the shapes whilst developing logical understanding and strategy. This unit is also accessible to all. The colours are high contrasting and the O's and X's are all laser cut to ensure this game can be played through sight or touch.

Play panels can be a collective play experience, especially in terms of helping each other and finding solutions. Play panels are a fantastic tool for encouraging physical and practical play and can help develop a child's concentration skills and improve their coordination.

Inclusive Elements



Installed at wheelchair transfer height.



The O's and X's are laser cut making this item suitable for children with visual impairments.



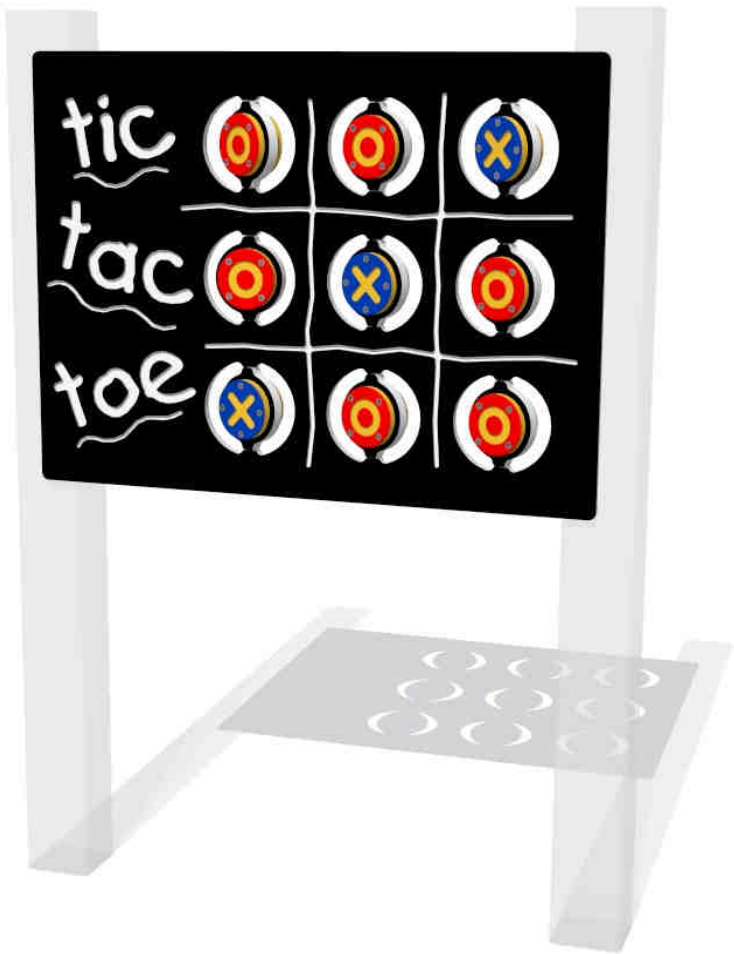
Children with learning difficulties will encounter appropriate types of stimulation via this equipment.



Predominantly a 2 player game a child can build stronger connections with their peers and communicate through playing.

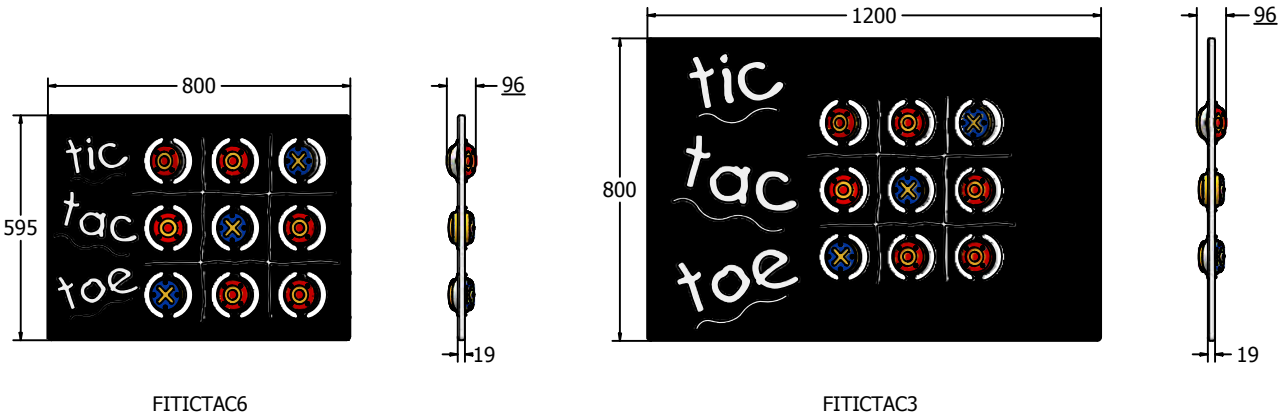


FITICTAC - Tic, Tac, Toe Play Panel



Designed to British & European Standard BS EN 1176

Supplied as panel only



	FITICTAC6	FITICTAC3
Age Range:	2+ Years	2+ Years
Largest Part:	800x595	1200x800
Total Weight:	9Kg	18Kg

Inspection Schedual	Inspection Frequency
Visual	Every Month
Functionality	Every Month
Comprehensive	Every 6 Months

Material: Design Panel - High Density Polyethylene (HDPE) with orange peel texture finish available in 12.5, 15 & 19mm

Colour Choices: Design Panel - Broad selection available, visit the website below for further details

Contents

Pricing Breakdown	1
Technical Datasheets	2
Warranties & Test Certificates	3
Terms & Conditions	4



Warranties
& Test
Certificates

Contents

Pricing Breakdown	1
Technical Datasheets	2
Warranties & Test Certificates	3
Terms & Conditions	4



Terms and Conditions

Formation of a Contract

The quotation given on or attached to these terms and conditions will remain valid for a period of 90 days, unless otherwise stated on the quote. Acknowledgment and acceptance of this proposal is made by you placing an order within the specified period above, at which time you will be bound by these terms and conditions. Each proposal accepted shall constitute an individual legally binding contract between you and us. Such contract is hereinafter referred to in these terms and conditions as "an order". Nothing in these terms and conditions shall prejudice any condition or warranty expressed or implied, or any legal remedy to which we may be entitled in relation to the goods / and or the work the subject of this order.

Our Responsibility

We will ensure that all materials supplied comply with safe building practices and are free from defects and that any work carried out is carried out with reasonable care and skill and to a reasonable standard. Before starting any work we will carry out an inspection to make sure that all work quoted is appropriate and practicable. If after our inspection any further work is necessary either because of alterations in design, specification or otherwise and this causes an increase in costs we will send you a further proposal giving details of the extra costs and will only proceed with the works once your written acceptance has been received. Subject to our terms we will carry out the work in accordance with our proposal. We will make good any damage caused whilst carrying out the work.

Your Responsibility

You will permit us during normal working hours to carry out an inspection and thereafter to undertake the works according to the programme set out in the proposal. You will remove all items necessary to allow us to commence the works and cover and protect all fixtures and fittings, which cannot be removed. You will obtain all permissions and consents, (including if necessary planning permission) from landlords, local authorities and others, which are required before the work can commence. Where you are required to provide us with measurements or other information such measurements or information must be correct. If we rely on the measurements or information given when preparing our proposal and such measurements or information are incorrect we reserve the right to increase the price to make good any errors or additional works required as a result.

Payment

Goods are invoiced upon dispatch. Payment terms are strictly net 30 days from the date of invoice. Acceptance of this order constitutes agreement of these terms and overrides any other payment terms, including any quoted on your purchase order. We reserve the right to issue interim invoices or applications for payment, or request payment prior delivery or installation on a proforma basis. Please note all prices quoted are excluding VAT.

Delivery/Installation Dates

UK delivery is priced at 10% (with a minimum £100 charge) based on the total list price value of the equipment. We reserve the right to increase the delivery charge dependent on location of delivery address, all amended prices will be notified on quotations. You will be provided with an estimated delivery date on receipt of order and updated throughout the order process. Delivery is approximately 4-6 weeks from the date of order. Deliveries that cannot be accepted by the customer within 4 weeks of the agreed date, will be subject to a storage charge of £100 per week or 1% of the equipment value, whichever is greater.

Minimum Installation Charge

On orders received with installation, a minimum installation charge per site of £1000 applies in all cases.

Budget costs assume that easy lorry access & precise siting of the equipment will be provided, no surface or underground obstructions will be encountered during excavation such as concrete, hard-core, rock, chalk, roots, drainage, gas or water pipes, telephone or electricity cables etc. In the event of any such obstructions we reserve the right to charge for any additional work involved. We cannot accept liability for any consequent charges that may be incurred by disruption of any of the foregoing services. For fixed installation prices, a site survey is required by a company representative prior to the order being placed.

Main Contractor's Discount

Our quotation does not include for a Main Contractor's Discount. If a 2.5% Main Contractor's Discount is applicable, please add 2.563% to our quoted prices.

Cancellation Policy

The Company reserves the right to levy a cancellation charge of:

- 25% of the total order value if cancelled more than 6 weeks from the scheduled delivery / start date.
- 50% of the total order value if cancelled less than 6 weeks from the scheduled delivery / start date.

Please Note: Any such charge is non-negotiable and is solely at the discretion of the Company. All drawings, descriptive and forwarding specifications, particulars of weights and dimensions are approximate only and not binding and illustrations contained in catalogues, price lists, sales literature and other advertisement material are for the purpose of general description only and none of these shall form part of this Contract.

The Play Hub, Bradmore Business Park, Loughborough Road, Nottingham NG11 6QA



Proludic Ltd
The Play Hub,
Bradmore Business Park,
Loughborough Road
Nottingham,
NG11 6QA
Tel: 0115 982 3980
info@proludic.co.uk



Area Manager - Tim Bird

Newbury Town Council

Fifth Road Playground



City Combo 1



Gravity Bowl



Rubber Step



Wobble Board



City Mini Web



Big City Plus
Antwerp Plus



City Junior Swing



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

★★★★★
4.77 out of 5
103 reviews

★REVIEWS.io

BUSINESS CREDIT SCORE



experian.



Scheme No: 23567/BER Date: 28/03/22 Drawn by: MB

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

www.playdale.co.uk



Playdale
Playgrounds

Newbury Town Council

**Projected additional Work Programme for Community Services Meetings for the Municipal Years
2022/23**

Meeting Date	Subject
Community Services Meeting – March 2022	
Provisional	
September 2022	2022/23 Budget Review Update on Grounds Maintenance Contract Update on Café project Greenham House Gardens update Update on Falklands Memorial land Agreement Update on Fifth Road Play areas redevelopment Update on Wash Common Investment plan Action Plan for Nightingales Consultation Wharf Toilet Upgrade
Forward Plan	
December 2022	Budget preparation GM Contract update Wash Common Consultation works Playgrounds update Hutton Close update Markets / Newbury BID progress

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

David W Ingram
July 2022

Newbury Town Council**Public Report****Report to Victoria Park Café sub committee****Agenda Item No. 16 Community Café for Victoria Park****1. Background**

It is a key objective in the Council's Strategy to provide a community café in Victoria Park. In 2019 the Council decided that this building should a) target BREEAM Excellent for the building design and construction and B) be designed to enable carbon neutral operation - aspire to be carbon neutral, which required a redesign and reapplication for planning permission.

The Council has appointed Michael Pagliaroli Architects as the Lead Consultant for the design, planning & Contract management of this project. Additional specialist Consultants, McCarthy Bainbridge (M&E Engineers) Blewburton (Sustainability) Stuart Michael (Drainage) Archibald Shaw (Structural) Greengage (Ecology) Reading University (Archaeology) John Platts (Arboriculture) Quoin (Construction Health & Safety) FSC – Live (Fire Safety) & Fran Lawton (Lotus Landscapes) have been engaged to support the project.

Planning was obtained on 30th June 2021, Ref 20/02294/COMIND with 19 Conditions to be satisfied before any site start.

The 2 fundamental conditions that the Project Team need to satisfy at the outset of the detailed design process are:

17. The development hereby permitted shall achieve a rating of "Very Good" under BREEAM (or any such equivalent national measure of sustainable building which replaces that scheme). The development shall not be first occupied until a final certificate has been issued certifying that this BREEAM rating has been achieved, and a copy of the certificate has been provided to the Local Planning Authority.

18. No development shall take place above foundation slab level until a statement setting out how the approved works will comply with the requirement for zero carbon development has been submitted and approved in writing under a formal discharge of conditions application. Thereafter the development shall be carried out in accordance with the approved details.

2. Carbon Neutral & BREEAM Excellent

The principle of this design is that the building should attain BREEAM Excellent, and it should be Carbon neutral. This will be monitored through the detailed design process and a balance between cost & outcome in striving for BREAM Excellent will be reported & managed.

To meet these requirements the Project Team have been using the Sbem BRE model as its calculator to achieve the necessary Carbon Credits for this project. Currently the calculations suggest that BREAM Excellent is achievable.

The updated Sbem Modelling show that the Asset Energy Rating is around 15, which is the target figure that Members will need to consider for Offset to give the Building a Zero Carbon rating based on current known factors & modelling.

This is based on a desk top calculation using the accepted methodology provided by BRE. The surplus CO2 emissions calculated on an annual basis have been evaluated by Carbon Footprint Ltd and it is suggested the most economic short-term outcome would be an investment of:

Tree Planting Certified scheme – UK

£ 158.40 incl. 20% VAT to offset 8 tonnes and plant 8 trees

Your funding supports the planting of trees in the UK region of your choice. The project mainly plants in school locations, helping to educate children and support wildlife habitats whilst sequestering carbon emissions. For each tCO2e offset, one tree is planted in the UK and an additional tCO2e is offset through a [VCS Tree Buddying](#) project to guarantee the emission reductions.

This is a desk top calculation exercise, it will take 12 months or more of actually running the café before true data on Carbon / emissions will be available. The Councils Sustainably Consultant, Mary Millar, has agreed to continue to monitor this through the build and fit out process until final results are available.

The alternative, once the building is in use and live data is available to recalculate the actual CO2 omissions, the Council may wish to consider a longer-term option aligned with its Carbon reduction policies, which would be to consider the option to provide additional Solar Panels to generate power for the Splash Park & possibly Tennis Court lights. This would be local and sustainable offset provision feeding the same Grid Power supply that supplements the Café during low generation days. Current cost estimate for this option is £45,000 plus regular maintenance & replacement costs

Now that final Building Regulation Drawings have been submitted, the BREAM Calculation have been re assessed and BRE have agreed to allow remodelling on the **BREEAM New Construction 2018 Assessment - (Simple Building)** method which is advantageous for NTC.

3. Operating Partner

Following a Public Procurement process, Members conducted a series of in depth scoring & interview session to Select an Operator partner to provide the commercial management element for this Community café.

Members who took part are recommending, subject to due diligence, that Newbury Town Council engage with Lucy & Liam Woodward (current Café Operators) to agree a formal Lease to manage the Community Café on commercial lines.

These discussions are at an advanced stage with Solicitors acting for both parties on Lease particulars, subject to contract and commercially sensitive, no further details will be made available at this time.

4. CIL Liability

The final figure which has been agreed at £1,709.

5. Legal

Gardner Leader, Solicitors, have been instructed by NTC to act in the matter of the Licence to Alter, Licence to sub-let (WBC) and the Lease Agreement for the Café with L & L Woodward. The Licence to make alterations to the Kiosk as per the approved Planning has been Executed, the Draft Agreement to Lease is currently with the Tenant for consideration.

6. Planning Conditions & Building Regulation approval.

Planning Condition discharge information / application has been submitted to WBC on Conditions. However, the response has been for numerous additional pieces of information & additional reports including Lighting, Waste, Rain Garden, Landscaping and Archaeology. These have now been provided as additional cost to the Project fee budget. Determination is awaited.

Building Regulation approval has been slower than anticipated with additional data called for around Lighting & Fire protection matters. This has resulted in a BAFE Fire Evaluation specialist being appointed, adding a several weeks period to the programme. Agreement & Building Control approval is still awaited.

Statutory Authorities appear to be very risk adverse adding the information requirement NTC have had to provide in significant detail.

All of this delay has prevented final Tender drawings to be issued, many of the original drawings having been amended along with changes in Specification to suite. This has held the return of Tender for this project until late July 2022.

7. Project Timetable (provisional)

Based on current conditions, the Project Team are suggesting an updated timetable with the following milestones based on current information on design, discharge, factory & material availability:

Discharge Planning Conditions.	January 2022
Building Regulations Approval	February 2022

Send out Tenders	May 2022
Tender return & Analysis	June 2022
Special Council meeting	8 th August 2022
Let Contract	16 th August 2022
Mobilisation & Condition Discharge 2	late August 2022
Prestart meeting	mid September 2022
Site start	end September 2022 (subject to Timber frame delivery)
Completion	March 2023
Grand Opening by Operator	April/May 2023

8. Costs

The assumption is that the project will still be let on a Joint Contracts Tribunal Contractors Design & Build package subject to the Client (NTC) obtaining Planning with all the necessary sub-Consultant information to allow a detailed Tender package to be issued.

To date for this Carbon Neutral Build project costs have been:

Fees & Cost Committed to date:

Project Fee Costs to 10/05/22 - £ 72,850

Legal Costs £ 9,520

CIL demand £1,709

Total commitment £84, 079

Fees spend to date **£54,796**

9. Loan Consultation

The Public Works Loan for £300,000 has been approved by the Department for Levelling Up, Housing & Communities.

10. Tender.

The Project was Notified under the Government Procurement Regulations and appears in the Crown Commercial Services web site as a live project going to Tender. The project Team is currently awaiting re issue of updated Tender documents with a PQQ submitting as part Tender Package. There are currently 8 interested parties.

It has been agreed that in order to secure delivery of the Timber Frame & ensure Carbon credentials, the Timber Frame should be a nominated supply. Timberworks Ltd who have provided support to the Sustainability? & Fire Consultant and were the under bidder to the previous Tender rounds have been selected based on price, deliverability & carbon credentials, a notional cost for the Frame of £180,000 at the point of final design.

11. Committee Considerations

Tender Return Panel

Members are invited to volunteer their services to sit on the Tender Panel in Mid July 2022 to consider each of the submissions / PQQs and the recommendations from the Project team and your officers. Members will have the opportunity to give a view on the information submitted by each Contractor. Members views will be taken into consideration for Tender evaluation purposes. The suggestion is that one submission to each Member with a guide as to scoring.

The evaluation will be carried out by the Cost Consultant in agreement with the Lead Architect.

Contract approval process

The Contract is likely to have value around £450,000 and will need formal approval & signing. It is recommended that this matter be determined at a special meeting of the full council.

A recommendation will be made by the Consultant Team bases on the criteria set and the outcomes of the Tender & Interview process. This is likely to be toward the end of July 2022.

Approval as soon as possible after this is desirable to allow the chosen Contractor to immediately issue a confirmation instruction to secure the Factory Time for the cutting & assembly of the Timber frame elements. These are the critical aspects which will inform the Project Timetable & delivery plan.

A special Council meeting has been arranged for 8th August 2022 to discuss the Café Tenders and the way forward.

Park CCTV, Park Wi-fi & loudspeaker system.

The reprovision of CCTV to the Park itself, outside the CCTV to manage the new Café facility has been considered. The current system which will be temporarily removed is not fit for purpose. A new installation is recommended compatible with the Council's Town Hall system & potential to link with the Newbury Town Centre CCTV. In discussion the question has also arisen as to the provision of a park wide Wi-fi system, and the provision of a Park Loudspeaker system linked to the CCTV installation. This would all be independent of systems proposed for the Café Building & operations itself and would not be included in the capital costs of the café construction

12. Recommendation

To note the approvals given by the Victoria Park Café subcommittee:

To approve: the current anticipated carbon offset proposal for an interim Certified Carbon Offset provision at the point of Building completion

To approve: the provision of a nominated supply for the Timber frame with a provision that a Tenderer may, if proven to match specified sustainability criteria, submit a substitute offer for Committee consideration.

To recommend: Community Services Committee consider in due course when actual in use data is available, a Project Brief to seek a more permanent offset provision based on post completion and operation data.

To recommend: Community Services Committee make provision for a new CCTV provision to Victoria Park compatible with the current Town Hall system

The Committee is asked

To note: Draft Mins of the Victoria Park subcommittee meeting of 31st May 2022

To note: the current position with the Community Café Project.

To give direction to the Victoria Park Sub-Committee on the proposals, if required.

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

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

Signed: David W Ingram, Community Services Manager

Date: 6th July 2022