

6<sup>th</sup> July 2026

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

**Substitutes:** All remaining Council Members.

Dear Councillor(s)

You are required to attend a meeting of the **Community Services Committee** to be held in the Council Chamber, Town Hall, Market Place, Newbury RG14 5AA, on **Monday 13<sup>th</sup> March 2026 at 7.30pm**. This meeting is open to the Press and Public and will be streamed and recorded via Zoom:

Yours sincerely,



**Toby Miles-Mallowan**  
**Chief Executive Officer**

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## AGENDA

- 1. Apologies for Absence**  
*CEO*
- 2. Declarations of Interest and Dispensations**  
*Chair*  
**To receive:** any declarations of interest relating to business to be conducted in this meeting and confirmation of any relevant dispensations.
- 3. Approval of previous Meeting Minutes (Appendix 1)**  
*Chair*  
**To approve:** the minutes of the Community Services Committee Meeting held on Monday 30<sup>th</sup> March 2026
- 4. Questions and Petitions from Members of the Public**  
*Chair*  
Questions must be submitted to the Chief Executive Officer by 2.00 pm on Friday 10<sup>th</sup> July 2026.
- 5. Members' Questions and Petitions**  
*Chair*  
Questions to be submitted to the Chief Executive Officer by 2.00 pm on Friday 10<sup>th</sup> July 2026.

**6. Terms of Reference (Appendix 2)**

6.1 To **approve** the terms of reference of the Victoria Park Projects Sub Committee

6.2 To **approve** the terms of reference of the Market Working Group

6.3 To **approve** the terms of reference of the Allotment Working Group

6.4 To **approve** the terms of reference of the Green Spaces Working Group

**7. Green Spaces Working Group – Forward Work Programme**

To **resolve** the recommended GSWG forward work programme requirements.

To **recommend** requirements to Policy and Resources Committee.

**8. Hutton Close Progress Report (Appendix 3)**

*CEO*

To **receive** report from CEO

**9. Ladybirds Preschool Land Agreement (Appendix 4)**

*CEO*

To **recommend** to Council that Newbury Town Council Let additional land to Ladybirds Preschool.

**10. SIAM Policy (Appendix 5)**

*CEO*

To **receive** the SIAM Policy.

To **recommend** to Policy and Resources Committee the adoption of the SIAM Policy.

**11. Playgrounds (Appendix 6)**

*CEO*

To **receive** report risk assessment report on Newbury Town Council Play Parks

To **review** risk assessment report.

To **recommend** sign off, of risk assessment report.

**12. Charter Market (Appendix 7)**

*Chair*

To **recommend** the variation of the placement of allotment stalls across the designated market area.

**13. Play Park Funding Update**

To **receive** update regarding funding options for Play Parks

**14. Forward Work Programme – (Appendix 8)**

*Chair*

**15. Exclusion of Press and Public**

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

**16. John O’Conner Contract (Appendix 9)**

*Chair*

To **receive** report from Parks and Open Spaces Supervisor.

To **agree** to the recommendations in the report.

**Recommend** to Policy and Resources Committee the actions agreed.

**The next meeting date is Monday 14<sup>th</sup> September 2026 in the Council Chamber of Newbury Town Hall starting at 7:30 pm**

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

**MINUTES OF THE COMMUNITY SERVICES COMMITTEE MEETING  
ON MONDAY 30th March 2026 AT 7.30PM IN THE COUNCIL CHAMBER, TOWN HALL, MARKET  
PLACE, NEWBURY, RG14 5AA.**

**PRESENT**

Councillors: Vera Barnett, Jo Day (sub), Nigel Foot, David Harman (sub), Ian Jee, David Marsh, Vaughan Miller (Chair), Gary Norman (sub), Sarah Slack

**IN ATTENDANCE**

Toby Miles-Mallowan – Chief Executive Officer

**1. APOLOGIES FOR ABSENCE**

Apologies received from Cllrs Roger Hunneman, Meg Thomas and Martha Vickers

**2. DECLARATIONS OF INTEREST AND DISPENSATIONS**

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

Councillors Foot and Slack declared that they have an allotment.

**3. APPROVAL OF PREVIOUS MEETING MINUTES**

**PROPOSED:** Cllr Nigel Foot

**SECONDED:** Cllr Ver Barnett

**RESOLVED:** That the minutes of the meeting of the Community Services Committee held on Monday 15<sup>th</sup> December 2025 are approved and signed by the Chairperson.

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

One member of the public asked a question, response given (appendix 1).

**5. MEMBERS' QUESTIONS AND PETITIONS**

None Received.

**6. VICTORIA PARK CAFE UPDATE**

Cafe update from the CEO was **received**. In summary, building works have been completed and we are awaiting sign off from Building Regs. The only outstanding work is the fitting of the commercial kitchen. This has been brought forward to 15<sup>th</sup> April.

## 7. HUTTON CLOSE CONSULTATION

**PROPOSED:** Cllr Gary Norman

**SECONDED:** Cllr Vaughan Miller

**Resolved** to approve recommendation from Green Spaces Working Group to approve expenditure and commencement of seating area with trellis, insect hotel and nature trail. With £6,000 assigned from the original Hutton Close EMR.

The committee delegated the Green Spaces Working Group to explore and cost the following options:

- A Multi-Use Games Area (MUGA) which includes Football, Basketball and possibly Cricket with a hard standing (similar to that installed in City Park).
- Feasibility of using the current goals or purchasing (with FA grants) small sided goals for small-sided games for children's football. This would also require storage for goal nets and possibly portable goals, as well as ongoing maintenance including pitch marking.

## 9. MEMORIAL COMPLIANCE REPORT

**PROPOSED:** Cllr Gary Norman

**SECONDED:** Cllr Vera Barnett

**Resolved** to endorse enforcement of the existing Shaw Cemetery memorial rules (as outlined in option 4), reaffirming the lawn cemetery principle and to approve the phased, safety led compliance strategy as outlined in the officer's report.

## 10. PLAYGROUNDS REPORT

**Recommended** to Policy and Resources Committee that Newbury Town Council conduct a feasibility report to apply for a public works loan to pay for play parks.

## 11. ALLOTMENT WORKING GROUP

Councillor membership of allotment working group agreed. That Councillors Vaughan Miller and Sarah Slack and Mr Simon Kirby (lay-member) co-opted onto the committee.

## 12. MARKET WORKING GROUP (APPENDIX 6)

Minutes of the working group held on 22 January 2026 were **received**.

## 13. FORWARD WORK PROGRAMME

The following items to be **added**:

Memorial compliance update

Allotment Working Group update

Nightingales Play Park update

Market Day Parking Fees

## 17. NEXT MEETING DATE

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The next meeting is to be held in the Council Chamber, Newbury Town Hall, Market Place, Newbury on Monday 13<sup>th</sup> July 2026 starting at 7.30pm.

There being no further business the Chair closed the meeting at 21.08 hrs.

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

DRAFT

#### Appendix 1: Question from Member of the public

"Will Newbury Town Council please support the local residents' petition submitted to West Berks council (on 12 February 2026) that the small plot of disused council-owned land in Newtown Road (adjacent to the Phoenix Centre) be made into a community nature reserve rather than developed into new housing as was once planned?"

Thank you for your correspondence and for sharing the supporting documents relating to the proposed urban nature reserve project and petition to West Berkshire Council.

The Town Council welcomes the opportunity to consider matters that support environmental sustainability, biodiversity, and the wider response to the climate emergency, all of which remain important priorities for the Council and the community.

As this matter relates to land ownership, future land use, and associated planning considerations, it is ultimately a matter for West Berkshire Council as the landowner and decision-making authority. In addition, given the planning and highways implications, it would be appropriate for this matter to be referred to Newbury Town Council's Planning and Highways Committee for consideration in the first instance.

The Committee will then be able to review the proposal, supporting documentation, and the petition in full before determining whether it wishes to formally express a view or support to West Berkshire Council.

Thank you again for bringing this matter forward.

## **Allotment Working group – Terms of Reference – Draft July 2026**

### **Name: Allotment Working Group**

### **Parent Committee: Community Services Committee**

The Working Group is accountable to the Community Services Committee.

The Working Group has no delegated powers and may not make decisions on behalf of the Council.

All recommendations shall be submitted to the Community Services Committee for consideration and determination.

### **Members:**

- Five Councillors to be appointed by the Community Services Committee.
- Parks and Open Spaces Supervisor.
- The Chief Executive Officer is Ex-Officio.
- Up to 13 non-voting members across 6 sites with relevant expertise may be appointed from outside the Council.
- The membership to be reviewed by the Community Services Committee at the first meeting following the Annual Meeting of the Council.

**Quorum:** The Working Group shall seek to conduct its business with broad participation from appointed members. The absence of members shall not prevent discussions taking place.

**Chairperson:** The Working Group to appoint a chairperson at the first meeting following the parent committee's annual review of the group's membership, from one of the serving councillors.

**Purpose:** The Allotment Working Group is established by the Community Services Committee as a task and finish advisory group to undertake a review of the Council's allotment provision and develop recommendations for consideration by the Community Services Committee.

### **Objectives:**

1. To provide a cross section of allotment views in which to review the current allotment strategy.
2. To make recommendations in regards to councils asset management of the allotments and assist in producing an environmental, infrastructure and biodiversity improvement plan for all allotment sites.
3. To make a recommendation in regards to the allotment rules and tenant management within the council Allotments.
4. To provide cost saving recommendations to the council to assist in the ongoing financial protection of the allotment sites.

5. To prepare A final report containing the above recommendations for consideration by the Community Services committee by August 2027.

**Guidance from the Council**

The Group will report as required, and at least annually to the Community Services Committee.

**Resources and Budget**

Any budget proposal for an allotment project will be submitted to the Community Services committee for recommendation to the Policy and resource committee each year.

**Governance**

The Working Group shall seek to operate by consensus, where differing views exist these shall be recorded and presented to the community services committee, The working group shall not exercise delegated responsibility or make decisions binding upon the council. All recommendations must be approved by the Community Services Committee before actions can be undertaken.

**Duration**

The working group is established as a start finish working group, Its purpose is to produce a report and recommendations relating to the future management of the councils allotment sites. Upon submission of its final report the working group shall be dissolved unless Community Services committee resolves a review of the report once approved.

**Additional Notes**

- The Group will communicate through email and meetings, both formally and informally. All communication by external lay members must be to Parks and Open Spaces Supervisor to then be distributed accordingly. All correspondence will not be considered unless through this channel.
- Shared information/documentation will be held by the Council.
- The Meetings shall take place quarterly until report is submitted.
- These Terms of Reference may be reviewed and amendments recommended to Policy and Resources Committee as necessary by the Working Group in light of additional information.

**Report to Community Services Committee Meeting****Monday 13 July 2026****To discuss Hutton Close improvements and recommendations from Green Spaces Working Group needing Approval from CS Committee**

To **consider** and **resolve** whether to give approval for recommendations made by the Green Spaces Working Group to provide an additional £1000 worth of funding from the Ear Marked Reserve to renovate and reseal the current goal posts at Hutton Close.

To **Consider** and **Resolve** The recommendation from the Green Spaces Working Group that the remaining funds should be reserved for funding towards a pathway when additional funds can be found supporting 2 members bids submitted by councillors at West Berkshire Council.

**Background**

Newbury Town Council received £20000 from developers when leasing part of the Hutton Close site which committee agreed should be reinvested in the site to improve current facilities.

Initial consultation were undertaken and discussed with a resolution from the committee to provide £6000 towards outlined improvements and for the Green Spaces Working Group to provide a recommendation into option relating to MUGA or football goals on the site and a recommendation regarding the use of the remaining funds.

A pathway on the site has always been an element that has been requested on the site to improve usage periods and to support the blind or partially sighted in the area to exercise their dogs whilst having a defined path to follow whilst they exercise.

Two West Berkshire Councillors have submitted members bids in which to provide additional funding support to the path projects with decision pending in regard to this financial support if successful it would provide an additional £8000.

After discussing the options The Green Spaces have provided there recommendations.

**Recommendation and resolutions proposed to this Committee:**

To approve the following-

To approve recommendation from Green Spaces Working Group to approve an additional £1000 to renovate and put in new sockets for the current goal posts on site.

To Approve –

The recommendation from the Green Spaces Working group to use the remaining £13000 of funds from the Ear Marked reserve and any funds left from the initial approved elements towards a future 200m pathway between the 2 gates going around the eastern and northern perimeter. Subject to the potential supporting funding from the West Berkshire Council members bids.



# **SIAM Policy**

## **(Safety Inspection and Assessment of Memorials)**

|                             |                                 |
|-----------------------------|---------------------------------|
| <b>Subject:</b> SIAM Policy | <b>Policy No:</b>               |
| <b>Date Issued:</b>         | <b>Date Reviewed:</b> July 2026 |
| <b>Effective date:</b>      | <b>Review Date:</b>             |

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- 3. Risk Assessment, Inspection and Test**
- 4. Making Memorials Safe**
- 5. Actions After Making Safe**
- 6. Provision of Information**
- 7. Training**

## **1. Introduction**

Newbury Town Council (NTC) has the responsibility to maintain safe cemeteries for visitors, contractors and officers. Including the monitoring of the cemetery's memorials. This policy is based on the best practice supplied by the National Association of Memorial Masons to adhere to the Health and Safety at work act 1974 and the Local Authorities Cemetery Order 1977 & 1999.

## **2. Background**

2.1 The Council has an overriding duty under the Health and Safety at Work Act 1974 & The Local Authorities Cemetery Order 1977 & 1999 to ensure as far as is reasonably practicable the safety of the Cemeteries and Closed Churchyards for which it has responsibility, this includes the identification and control of hazards from unstable memorials.

2.2 Through this policy and its actions the Council will seek to balance the risk of injury from unstable memorials with the sensitivities of carrying out works in the cemeteries and closed churchyards.

2.3 This policy has been written having regard to the Special Report on 'Memorial Safety in Local Authority Cemeteries' written by the Local Government Ombudsman published in March 2006 which gives advice and guidance to local authorities on this sensitive subject.

2.4 The council has the responsibility of 2 cemeteries Newtown Rd Cemetery and Shaw Cemetery and Approximately 30000 memorials.

## **3. Risk Assessment, Inspection and Test**

3.1 The council will risk assess and test memorials in accordance with the principles issued by the Institute of Cemeteries and Crematorium Management with guidance from training set out by the National Association of Memorial Masons.

3.2 All memorials will undergo a visual inspection. The inspection programme will be prioritised with attention directed at:

- Areas likely to contain significant numbers of unstable structures
- Crosses and larger structures which if unstable are likely to cause the most injury / damage
- Highly visited areas

3.3 Memorials under 500mm will not undergo another test unless the visual inspection and positional risk assessment of the memorial gives rise to believe that further test is required, and it is considered safe to carry out a further test.

3.4 Memorials over 500mm and up to 1.5m will undergo visual inspection, risk assessment and a hand stress test. A handheld testing device may be used when testing these memorials.

3.5 Memorials above 1.5m will be visually inspected and risk assessed. If any further investigations are required, they will be undertaken by a qualified memorial tester with working at heights training with if needed the support of a structural engineer or memorial mason.

3.6 Records will be maintained relating to the inspection and consideration will be given to photographing the memorials.

3.7 Memorials will be subject to a standard re-inspection as part of a 5-year rolling programme unless deemed that follow up surveys are deemed due to the risk posed.

3.8 All inspections will be undertaken by qualified Memorial testers and inspectors.

## **4. Making Memorials Safe**

4.1 Where an unstable memorial is identified the Council will either provide temporary support or place notices or if appropriate cordon the memorial. Cordoning is a temporary measure and will only happen in areas of the cemetery are visited less frequently and until the memorial can be stabilised or the risk mitigated.

4.2 Memorials will only be laid flat where this course of action is necessary to prevent a genuine hazard to health and safety that cannot be remedied or reduced to an acceptable level by temporary support or cordoning.

4.3 If the memorial is to be repaired all works are to be carried out by a qualified memorial mason registered with the national association of memorial masons.

## **5. Action After Making Safe**

5.1 The responsibility for maintaining a memorial in a safe condition is that of the grave owner.

Where the grave owner cannot be traced and it is felt that the memorial has historic significance or its maintenance is important to preserve the character or ambience of the Cemetery, the Council will consider carrying out the repairs subject to funds being available or in conjunction of fundraising with cemetery friends groups.

5.2 Where grave owners have been traced the options available to them will be discussed.

5.3 Memorials, which have no historic significance, where the grave owner cannot be traced or family are not forth coming to resolve and where maintenance is not required to preserve the character or ambience of the cemetery, will be assessed and reviewed for further action.

Further action may include digging a third of the stone into the ground, which is known as 'socketing', continued support, change to a monolith or respectfully laying the memorial flat within the grave space and 'digging it in' to form a tablet. This will be dependent on the location of the memorial within the cemetery and what is practical for the area and the safest option. A last resort would be to remove the memorial and put into storage if the grave cannot be made safe via the options above.

5.4 Supporting, bracing, laying down or cordoning off a memorial should not be seen as a permanent resolution to the risk, A timeline of 6 months must be imposed to resolve the risk from point of risk being identified to point of resolution. Regular monitoring must be undertaken over this period.

## **6. Provision of Information**

6.1 The Council recognises that it is important to keep members of the public informed in advance of any memorial testing activity and will give public notice in advance of carrying out a general testing programme. This will be via notices displayed on the area to be assessed with the date in which assessment will occur a minimum of 2 weeks prior

6.2 Where records are available and considered to be in date the Council will notify individual grave owners that testing is to be carried out where practicable.

6.3 The Council will notify individual grave owners, if known, when a memorial fails the test. The notification will detail what action the grave owner is required to organise and any action taken or proposed by the Council.

6.4 Each memorial failing a test will have a notice placed on or near the memorial giving contact details and a period for contact.

6.5 The Council will hold open days where the public will be invited and have the testing procedures explained and demonstrated once per year at each cemetery.

## **7. Training**

7.1 The Council will ensure that the National Association of Memorial Masons or other suitable organisation will properly train all personnel carrying out testing and be qualified as a City and Guilds SIAM tester or equivalent.

**Newbury Town Council assessment and actions of play equipment identified via external inspections as having low or very low risks.**

**Background**

Newbury Town Council recently had a yearly external operational inspection undertaken in which the following risks were identified including entrapment risks, surfacing issues mainly pertaining to grass matt surfacing and wood chip, some issues relating to distance between equipment, distance between surface and equipment, chain size issues and some other minor HSE issues pertaining to Newbury Town Council Playgrounds.

Reasons for change in the level of acceptance is due to change in legislation to playground equipment meaning that a lot of items that were acceptable at point of installation no longer conform to the current guidelines. This document will highlight the risk of the piece of equipment that no longer conforms has been assessed as low/very low and is being managed through routine inspection and planned replacement at the end of the asset life cycle.. A recommendation will then be made under the basis that these are identified as low or very low risk.

Any risks that can be mitigated are not on this list and are currently having the relevant work undertaken in the next 6 months dependant starting with the highest identified risks and working towards the lower risks.

**Finger head and toggle entrapments**

- Multi play Cromwell
- Multi play junior Dickens Walk
- Cycle machine VP fitness park
- Fit point VP fitness park
- Multi play toddler VP
- Mega Tower VP
- Roundabout St Georges Ave
- Multi play Junior St Georges Ave
- Multi play Junior City Rec
- Multi play toddler city rec
- Skate unit City rec
- MUGA city Rec
- Multi Play Junior Walton Way
- Roundabout Cresswell Road
- Multi Play Senior Cresswell Road
- Multi Play Junior Digby Road
- Net Climber Digby Road
- Roundabout Digby Road
- MUGA Digby road
- Multi Play Junior Bodin Gardens
- Multi Play Senior Bodin Gardens
- Basket swing Bodin gardens
- Low rotator Blossom Fields
- MUGA Blossom Fields
- Multi play Junior Fifth Road
- Rotating Net Fifth Road

**Recommendation- Accept that at the point of installation that these pieces of equipment conformed, if we try to change the structure of the equipment we void liability in relation to the piece of the equipment with the supplier other than to fit genuine parts. We therefore should look to change this piece of equipment when it comes to end of life for a piece which conforms and continue to monitor the risk in the meantime.**

Chain openings in excess of 8.6mm

- Cantilever swing Cromwell
- 2 bay 4 seat cradle VP
- 1 bay 2 seat flat VP
- Contact swing VP
- 1 bay 2 seat flat city rec
- 1 bay 1 seat cradle Hamilton Court
- 1 bay 1 seat flat Hamilton court
- 2 bay 2 flat basket St Georges Ave
- 1 bay 2 seat cradle City Rec
- Single point swing Walton Way
- 1 bay 2 seat cradle Walton Way
- 1 bay 2 seat flat Walton Way
- Multi Play Junior Cresswell Road
- Basket swing Cresswell Road
- 1 bay 2 seat cradle Digby road
- 1 bay 2 seat flat Digby road
- Rock stack Digby road
- Basket swing Bodin gardens
- Basket swing Blossom Fields
- 1 bay 2 seat flat blossom fields
- Activity Trail Blossom Fields
- 1 bay 2 seat cradle blossom fields
- Giant Rope Swing Blossom Fields
- 1 bay 2 seat flat Blossom Fields
- Mini Basket swing Blossom fields
- 2 bay 1 flay 1 basket Fifth Road
- 1 bay 2 seat cradle Fifth Road

**Recommendation- Chains come under natural wear and need to be replaced as a matter of course. To replace all non-conforming chains in one go is unfeasible financially. Suggested to change for new conforming chains when they come to end of life.**

Provide appropriate signage

- MUGA Cromwell
- Site Dickens Walk

- VP exercise equipment site
- VP play park site
- City rec site
- Hamilton Court site
- St Georges Ave site
- City rec MUGA
- Walton Way site
- Skyllings Site
- Cresswell Road Site
- Digby Road site
- MUGA Digby road
- Bodin Gardens Site
- MUGA Bodin Gardens
- Blossom Fields site
- Blossom fields fitness equipment
- MUGA Blossoms Field
- Shoulder Press Blossom Fields
- Fifth Road Site

**Recommendation- To invest in new signage throughout the town councils playgrounds to conform to the BS EN1176/ BS EN 1177 and RoSPA guidance adding the address and what3words location.**

Barriers/guard rails/edges of equipment

- Multi Play Junior Dickens Walk
- Multi play toddler VP
- Multi Play Junior St Georges Ave
- Multi Play Junior Walton Way
- Multi play Junior fireman's pole Walton Way
- Multi Play Junior Cresswell Road

**Recommendation- Accept that at the point of installation that these pieces of equipment conformed, if we try to change the structure of the equipment we void liability in relation to the piece of the equipment with the supplier other than to fit genuine parts. We therefore should look to change this piece of equipment when it comes to end of life for a piece which conforms and continue to monitor the risk in the meantime.**

Distance between underside of Equipment and playing surface

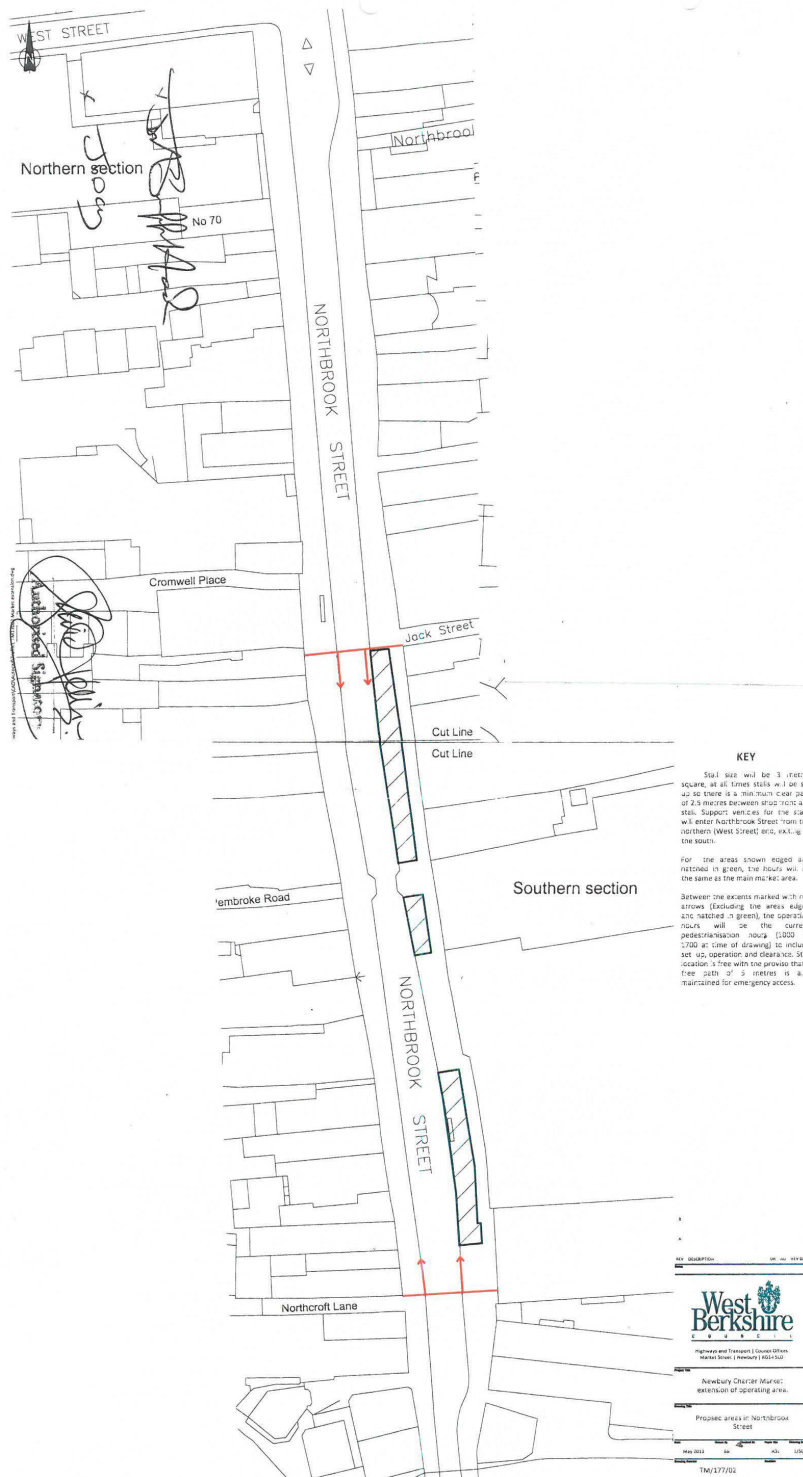
- Dickens Walk Roundabout
- City Rec Roundabout
- Cone Climber Walton Way
- Multi play junior Slide run out height City Rec
- Slide run out multi play Junior Digby road
- Multi Play Toddler slide runout Blossom Fields
- Cone Climber Blossom Fields
- Rotating net Fifth Road

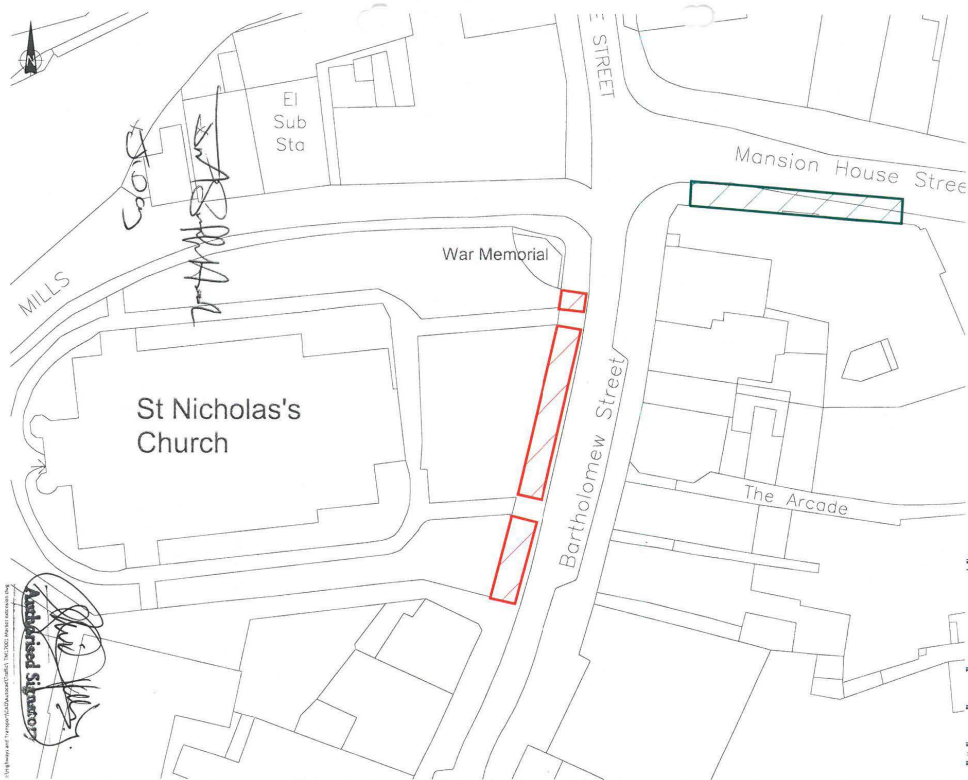
**Recommendation-** Accept that at the point of installation that these pieces of equipment conformed, if we try to change the structure of the equipment we void liability in relation to the piece of the equipment with the supplier other than to fit genuine parts. We therefore should look to change this piece of equipment when it comes to end of life for a piece which conforms or extend surfacing if applicable and continue to monitor the risk in the meantime.

Other

- Slide should slope towards the direction of the sliding surface St Georges Ave
- Four way springer hand grips and foot rests Digby road
- Rock stack encourages standing Digby road
- Rock stack encourages standing Bodin gardens
- Basket swing missing safety device Bodin gardens

**Recommendation-** Accept that at the point of installation that these pieces of equipment conformed, if we try to change the structure of the equipment we void liability in relation to the piece of the equipment with the supplier other than to fit genuine parts. We therefore should look to change this piece of equipment when it comes to end of life for a piece which conforms or extend surfacing if applicable and continue to monitor the risk in the meantime.





**KEY**

Areas shown are all under notice from rear wall to front of site.

For Mansion House Street the hours will be the same as the main street area.

Bartholomew Street the hours will be the same as the main street area.

Current proposed operating hours 12:00 to 3:00 at time of drawing to include set up, operation and pack down of the stalls.

**NOTES**

1) 20m set back from this drawing.

**West Berkshire**

Highways and Transport / Planning / Market and Leisure / Planning

**Newbury Charter Market**  
extension of operating area.

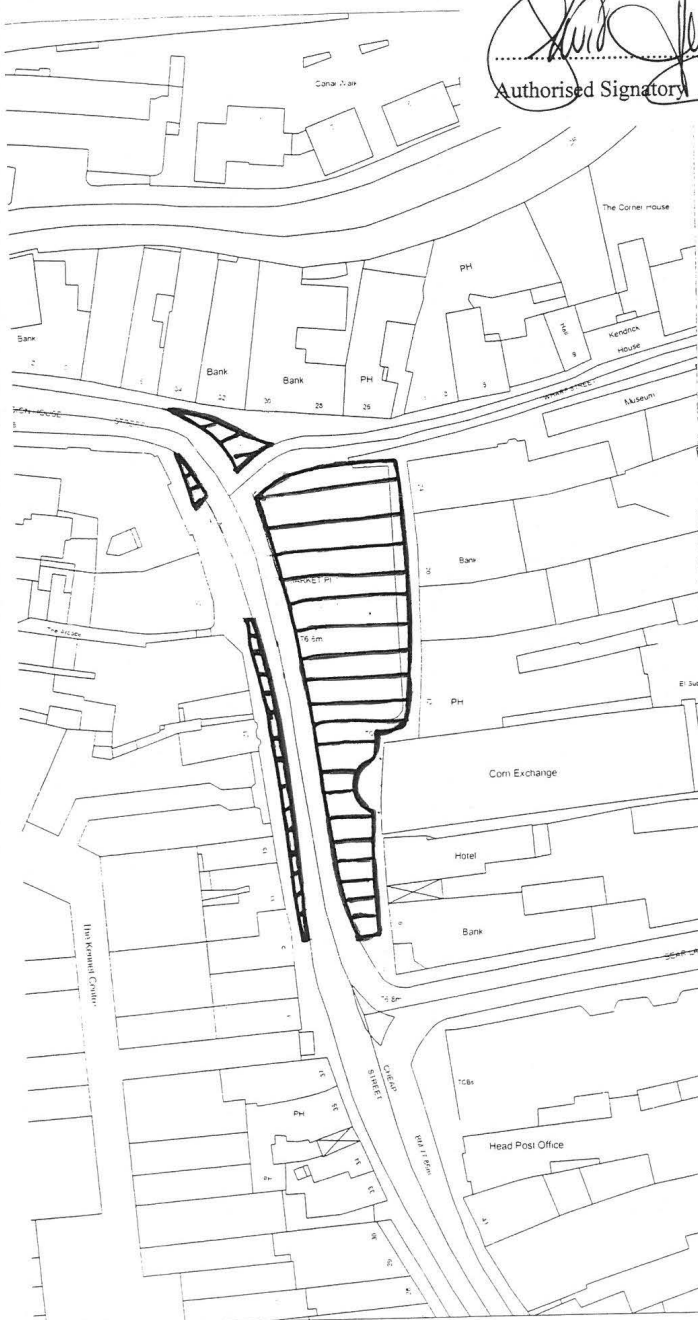
**Proposed area in Mansion House and Bartholomew Street**

| Area                 | Hours         | Days       | Notes |
|----------------------|---------------|------------|-------|
| Bartholomew Street   | 12:00 to 3:00 | Mon to Sat |       |
| Mansion House Street | 12:00 to 3:00 | Mon to Sat |       |

TW/17/17/21

## Newbury

Authorised Signatory



1:1000

## Forward Work Programme for Community Services Committee Meeting 15<sup>th</sup> September 2025

Standing Items on each (ordinary meeting) agenda:

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

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

## **PROJECTS**

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

**Report to Community Services Committee Meeting****Monday 13 July 2026**

**To discuss the additional 2 years of the Grounds Maintenance Contract with John O Conner Ltd as part of the agreed 4 and 4 months+2 year contract signed in January 2023.**

To **consider** and **resolve** whether to continue with John O Conner Ltd for the agreed 2 year period past the current break clause in April 2027 to continue as agreed to April 2029.

**Background**

Newbury Town Council after an extensive procurement process awarded the Grounds Maintenance Contract to John O Conner Ltd in January 2023 initially for a 4 year and 4 month contract with the assumed agreement of an additional 2 years with a break clause in April 2027.

In the last 4 years they have undertaken the contract to a high standard, with Key Performance Indicators achieved each month for the complete period of the contract. They have assisted in retaining the councils Green Flags at Victoria Park and City Rec improving scores for the parks year on year.

In 2025 they supported with the towns entry into Thames and Chiltern in Bloom and were key in achieving a Silver Gilt for the town.

They are currently working closely with the Parks and Open Spaces team to move the towns planting towards perennial rather than summer and winter bedding to reduce the Town Councils Carbon footprint.

John O Conner have indicated that they wish to continue for the agreed 2 years under the agreed terms.

**Recommendation and resolutions proposed to this Committee:**

To approve the following-

To resolve to continue the current contract under the pre-arranged agreement until April 2029 when the council will then review their options in relation to the Grounds Maintenance Contract.