

17 September 2019

**To:** The Leader and Deputy Leader; Cllrs Jeff Beck; Jo Day; Billy Drummond; Nigel Foot; Chris Foster; Jon Gage; Roger Hunneman; David Marsh; Sarah Slack; Martha Vickers

**Substitutes:** Cllrs Jeff Cant; Sue Farrant; Stephen Masters; Vaughn 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, on **Monday 23<sup>rd</sup> September 2019 at 7pm.** This meeting is open to the Press and Public.

Yours sincerely,

**David Ingram**  
**Community Services Manager**

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## 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. Minutes (Appendix 1)**  
*Chairperson*

**To approve** the minutes of a meeting of the Community Services Committee held on Monday, already circulated and as attached at Appendix 1.

**4. Allotment Awards (Appendix 2)**  
*Chairperson*

**To note** the 2019 Allotment Awards as attached at Appendix 2 and to make presentations to the winning tenants and allotment site.

**5. Questions and Petitions from Members of the Public**  
*Chairperson*

**6. Members' Questions and Petitions**

*Chairperson*

**7. Community Services Managers Report (Appendix 3)**

*Community Services Manager*

**To receive** an update from the Community Services Managers on "to note items" as attached at Appendix 2

**8. Newbury in Bloom (Appendix 4)**

*Chairperson*

**To note** the minutes of the Newbury in Bloom Working Group of 20<sup>th</sup> June, 11<sup>th</sup> July 8<sup>th</sup> August & 13<sup>th</sup> September 2019 as attached at Appendix 4

**9. Working Groups & Subcommittee Report (Appendix 5)**

*Community Services Manager*

**8.1 Market Working Group**

**To approve** that Councils Officers with Members, support to work with interested parties to develop a Newbury wide Market strategy to support the Councils vision of Newbury Markets.

**8.2 Environmental Committee**

**To approve** the setting up of an Environmental Working Group to incorporate Ecology, Nature Horticulture & Arboriculture issues, advise, co-ordinate & lead on associated events such as Green Flag, Newbury in Bloom, Chiltern in Bloom and others that would meet the Newbury Town Council Strategy.

**To nominate** Members to sit on the Environmental Working Group.

**10. Homelessness Strategy Group**

*Chairperson*

**To approve** the nomination of Councillor Martha Vickers to represent Newbury Town Council on the West Berkshire Council Homelessness Strategy Group.

**11. Skyllings Play Area (appendix 6)**

*Community Services Manager*

**To consider** the options for the future development of the Skyllings play area.

**12. Playground Equipment Replacement programme (Appendix 7)**

*Community Services Manager*

**To consider** the Council preparing a 10-year investment strategy for Playgrounds & open spaces indicating the investment needs year on year.

**13. Forward Work Programme for Community Services Committee 2019/20 (Appendix 8)**

*Chairperson*

**To note** and agree any other items that Members resolve to add to the Forward Work Programme at Appendix 8

**14. City Recreation Ground Consultation (Appendix 9)**

*Chairperson*

At the Community Services Committee, 11 March 2019 & 17 June 2019, it was resolved that Officers are to prepare a long-term plan for the future of the City Recreation Ground, having regard to the outcome of the public consultation.

**To approve** in principle the proposal for investment into City Recreation Ground subject to further Public Consultation on the Proposal and future funding provision.

**15. Climate Change Working Group (Appendix 10)**

*Chairperson*

**To approve** the use of the Council Chamber and ancillary Council facilities to enable the Climate Change Working Group to hold an information Workshop on Saturday 28<sup>th</sup> September 2019

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

*Chairperson*

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

**17. Victoria Park subcommittee (Part 2- Appendix 11)**

*Chairperson*

**To note** the minutes from the Victoria Park sub-committee meeting of 8<sup>th</sup> July, 12<sup>th</sup> Aug & 17<sup>th</sup> September 2019 as attached Appendix Part 2

**To update** the Committee on the current plans for the proposed community Café

**To give direction** as required to the Victoria Park Sub-Committee on the proposals

***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.***

**MINUTES OF A MEETING OF THE COMMUNITY SERVICES COMMITTEE HELD IN THE  
COUNCIL CHAMBER, TOWN HALL, MARKET PLACE, NEWBURY  
ON MONDAY 17 JUNE 2019 AT 7.30PM**

**PRESENT**

Councillors Jeff Beck; Martin Colston; Jo Day; Billy Drummond; Nigel Foot; Chris Foster; Jon Gage; Olivia Lewis; Steve Masters (substitute); Vaughan Miller (substitute); Sarah Slack, Martha Vickers.

**In Attendance**

David Ingram, Community Services Manager  
Caroline Edmunds, Community Services Officer

**1. ELECTION OF CHAIRPERSON AND VICE-CHAIRPERSON**

Leader of the Council, Councillor Martin Colston, presided over the election of the Chairperson.

**PROPOSED:** Councillor Martin Colston

**SECONDED:** Councillor Vaughan Miller

**RESOLVED:** That Councillor Olivia Lewis be elected as Chairperson of the Community Services Committee for the Municipal Year 2019/2020.

Councillor Olivia Lewis took the Chair for the remainder of the Committee meeting.

**PROPOSED:** Councillor Jon Gage

**SECONDED:** Councillor Jo Day

**RESOLVED:** That Councillor Martha Vickers be elected as Vice-Chairperson of the Community Services Committee for the Municipal Year 2019/2020.

**2. APOLOGIES FOR ABSENCE**

Councillors Roger Hunneman; David Marsh

**3. DECLARATIONS OF INTEREST AND DISPENSATIONS**

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

**4. MINUTES**

**PROPOSED:** Councillor Martha Vickers

**SECONDED:** Councillor Jo Day

**RESOLVED:** That the minutes of the meeting of the Community Services Committee held on 11 March 2019, be approved.

## 5. QUESTIONS AND PETITIONS FROM MEMBERS OF THE PUBLIC

**Question 1 from Mr Stan Green (read by the Chairperson): “Why does NTC refuse to provide some all-weather shelters in Victoria Park when there is clearly a need?”**

Answer from the Chairperson: “A number of years ago, a ‘teen shelter’ was discussed but it was not put into place due to concerns with rough sleepers and anti-social behaviour in one area. Newbury Town Council also take note of the decision by Hungerford Town Council, September 2018, to remove their Shelter in “Skate Park” for similar reasons.

The provision in due course of a Community Café with its extended roof area as well as the proximity of the Parkway development provides adequate shelter should the users of the Park encounter inclement weather”.

**Question 2 from Mr Stan Green (read by the Chairperson): “Why does NTC refuse to stop dog ‘walkers’ allowing their animals defecating in Victoria Park? You (NTC) have already deemed it necessary to introduce a rule, compelling dog walkers, in the Newtown Road Cemetery, to keep their animals on short leads at all times, as a potential solution, why do you refuse to introduce a similar Bye-law in Victoria Park?”**

Answer from the Chairperson: “Newbury Town Council have adopted the recommended National standard framework for its Bylaws, which makes no mention of control of dogs.

Local Councils are under an obligation to assist Dog Owners under the Animal Welfare Act 2006 to consider suitable places for dogs to be exercised, this needs to be borne in mind.

The only area which has specific control is the Children’s Play area in accord with RoSPA standards.

Newtown & Shaw Cemeteries are different facilities; closer control of dogs is required due to graves and other protected areas.

These are not areas for dogs to be exercised in the same way as in Victoria Park”.

**Question from Mr. David Fenn: “When you agree the membership of Newbury in Bloom Working Group at item 11.1 are you reappointing existing members of the public?”**

**They are the following who have been in the group for the last three or four years:-**

**Paul Barker  
Samantha Carpenter  
David Fenn  
Tony Hammond  
Fran Lawton  
Fiona Walker**

Answer from Chairperson: “Both Newbury in Bloom & the Regional Entry for Britain in Bloom are well under way, it is intended to keep the current Working Group in place until the post competition review has taken place in October 2019.

The outcome of that review will be taken into account how Newbury Town Council will manage these competitions in the future”.

## 6. MEMBERS’ QUESTIONS AND PETITIONS

There were none.

## **7. COMMUNITY SERVICES MANAGERS REPORT**

The Community Services Manager's Report was noted.

There was discussion regarding the following items on the report:

2. Town Hall Structural Survey – it was suggested by the previous Council that when this is carried out, we could include thermal imaging.

The Community Services Manager stated that the cost of this is significant and as the building is a listed building, with no cavity wall, the results could be pre-empted as 'orange'.

It was noted that West Berkshire District Council have the equipment to do this, which could be loaned to the Town Council.

The Community Services Manager was asked to source the National guidelines which are available to try to minimise the heat loss from the Town Hall and at the same time respect the integrity of the historic building. The Deputy Chair advised that Thermal Imaging equipment may be available via West Berkshire Council.

### **3. Bowls Club Roof**

It was confirmed that Newbury Town Council own the Bowls Club building in Victoria Park and that the Bowls Club let it on a 10 year lease from NTC, which has 8 years to run.

The Community Services Manager confirmed that solar panels on the roof of the building are feasible and he is waiting for specific technical detail for this.

### **7. Grounds Maintenance Contract**

The Community Services Manager was asked if there was any scope for the use of electric lawnmowers. He explained that the NTC contract is with West Berkshire Council and runs until 2023. Amendments could be made, although there would be significant penalties. The CSM undertook to discuss this matter with the Contractor & WBC.

### **12. Architectural Illumination of the Town Hall**

It was noted that this item may not now be in keeping with the new Council's sustainability and environmental aims.

## **8. NEWBURY IN BLOOM**

The minutes of the Newbury in Bloom Working Group of 14 March, 12 April and 17 May 2018 were noted.

Councillor Martha Vickers expressed thanks to the very skilled volunteers that are part of the group and are very valuable and should be thanked for their participation.

## **9. ALLOTMENT TENANTS MEETING**

The minutes of the Allotment Tenants Meeting of 16 April 2019 were noted.

Councillor Olivia Lewis asked if there was scope to leave the strimming and cutting of the hedges at the allotment sites. CSM would discuss this with the Contractor & WBC.

The Community Services Manager confirmed that the cutting of the hedges is only done in the winter months once a year and this is continually being reviewed.

There was discussion regarding the 'out of parish' fees for allotment tenants who live outside of the Newbury Parish boundary. Councillor Billy Drummond suggested that NTC contact Greenham Parish Council to discuss options.

## 10. MARKET WORKING GROUP

The minutes of the Market Working Group held on 1 April 2019 were noted.

It was discussed that a meeting is held with Councillors and Market Traders at around 4pm in the Market Place. It was agreed this was a good idea and would be set up for the summer by the Community Services Officer liaising with the Market Manager.

## 11. WORKING GROUPS AND SUB-COMMITTEES

- 11.1 PROPOSED:** Councillor Steve Masters  
**SECONDED:** Councillor Martha Vickers

**RESOLVED:** That the members of the Newbury in Bloom Working Group remain with Members being invited to attend on an ad hoc basis and will be reviewed after the 2019 judging.

### 11.2 (a)

- PROPOSED:** Councillor Martin Colston  
**SECONDED:** Councillor Billy Drummond

**RESOLVED:** To appoint a Sub-Committee to deal with issues around the construction of the Community Café and the changing rooms in Victoria Park. The members were noted as:

Councillors Martin Colston; Billy Drummond; Jon Gage; Roger Hunneman; Steve Masters and one more place to be agreed with 4 substitutes. It was agreed that Officers would send an email to all Members asking if any other Councillors would like to be a member of the group.

### 11.2 (b)

- PROPOSED:** Councillor Martin Colston  
**SECONDED:** Councillor Jon Gage

**RESOLVED:** That the Terms of Reference for the Victoria Park Sub-Committee are agreed.

- 11.3 PROPOSED:** Councillor Olivia Lewis  
**SECONDED:** Councillor Vaughan Miller

**RESOLVED:** That a decision regarding the Working Groups is deferred until the September Community Services Meeting with the following immediate actions:

- Officers to arrange a meeting with Market Traders and Councillors in the summer as noted in the MWP minutes of 1 April 2019.

- The Community Services Manager compiles a presentation for the September Community Services meeting with a summary of the current Market situation and what steps have been taken/advice received in the past.
- A meeting is set up with the Friends of Newtown Road Cemetery with a view of holding an annual meeting with Councillors if required.

## **12. ALLOTMENT COUNCILLOR VISITS**

- 12.1 PROPOSED:** Councillor Martha Vickers  
**SECONDED:** Councillor Chris Foster

**RESOLVED:** To hold the 2019 Councillor Allotment visits over 3 evenings this year during mid-August after the Newbury & Britain in Bloom awards judging.

- 12.2 PROPOSED:** Councillor Billy Drummond  
**SECONDED:** Councillor Steve Masters

**RESOLVED:** That for the purpose of the Allotment Awards, the Allotment Stewards judge the best in each category to provide an award list for Councillors to visit & congratulate on the three days. Certificates will be awarded to the winners at the Community Services Committee Meeting of 23 September 2019.

- 12.3** Officers will contact all Members and arrange the dates for August and ask volunteers to attend.

## **13. FORWARD WORK PROGRAMME FOR COMMUNITY SERVICES COMMITTEE 2019/20**

The Forward Work Programme was noted.

It was confirmed that litter and dog bins were emptied on a set routine for each site in accordance with the Grounds Maintenance Contract. Any concerns about frequency should be directed to the CSM.

Officers are asked to investigate the reconnection of the Water Fountain at the Town Hall and other opportunities for Water bottle replenishment on NTC property.

## **14. CITY RECREATION GROUND CONSULTATION**

The consultation outcomes were noted.

The Community Services Manager confirmed that there was currently no budget in place for any works at present until a decision was made on the outcomes & recommended options to be put forward at the next meeting.

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

- PROPOSED:** Councillor Steve Masters  
**SECONDED:** Councillor Billy Drummond

**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 17) because publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.



**16. NEW COMMUNITY CAFÉ & SPORTS CHANGING FACILITY – VICTORIA PARK**

- 16.1** The Community Services Manager updated the Committee on the current plans for the proposed community café.

It was noted that the current application has been withdrawn pending the review of Environmental credentials of the proposals.

**PROPOSED:** Councillor Martin Colston

**SECONDED:** Councillor Steve Masters

**RESOLVED:** To 'de-couple' the changing rooms and the community café and treat them as two separate projects, giving priority to the café and to research the demand for the changing rooms by football teams and the tennis coaches.

**THERE BEING NO OTHER BUSINESS THE CHAIRPERSON THANKED ALL THOSE IN ATTENDANCE AND DECLARED THE MEETING CLOSED AT 9:40pm.**

**CHAIRPERSON**

# **WINNERS OF 2019 ALLOTMENT AWARDS**

## **BEST PLOT AT DAIRY FARM ALLOTMENTS**

Under 5 Poles

**Plot 21d – Margaret Pearce**

5 Poles and Over

**Plot 17a/b – Glen Greenough**

## **BEST PLOT AT ONE TREE PARK ALLOTMENTS**

Under 5 Poles

**Plot 5 – James & Ceri Goddard**

5 Poles and Over

**Plots 15 – Chris Culley**

## **BEST PLOT AT PARSONS ALLOTMENTS**

Under 5 Poles

**Plot 7 – Christopher Bateman**

5 Poles and Over

**Plots 15 – Mr. J. R. Creese**

## **BEST PLOT AT SOUTHBYS ALLOTMENTS**

Under 5 Poles

**Plot 41b – Simon & Kayleigh Powell**

5 Poles and Over

**68b/69b Stephen Smith & Fiona Leslie**

## **BEST PLOT AT WASH COMMON ALLOTMENTS**

Under 5 Poles

**Plot 17b – Edward Hassell**

5 Poles and Over

**Plots 21d/22 Stuart & Jane Kempster**

## **BEST PLOT AT WEST MILLS ALLOTMENTS**

Under 5 Poles

**Plot 16 – Hannah Lewis**

5 Poles and Over

**Plot 55 – Paul Dean**

# **WINNERS OF 2019 ALLOTMENT AWARDS**

## **BEST NEWCOMER**

Dairy Farm Allotments  
**Plot 30a – David Cobbett**

One Tree Park Allotments  
**Plots 16B – Hannah & Barry Rivers**

Parsons Allotments  
**Plot 7 – Christopher Bateman**

Southby's Allotments  
**Plot 2 – David Maisey**

Wash Common Allotments  
**Plot 23b/c – Joanne Agar**

West Mills Allotments  
**Plot 51A – Marta Grochowska**

## **BEST SCHOOLS PLOT**

Falkland Primary School, Wash Common

## **BEST SITE OVERALL**

**WASH COMMON**

**Newbury Town Council****Public Report****Community Services Committee,****Agenda Item No 7****Community Services Manager Report – September 2019****1. Town Hall & other buildings – Structural survey**

Following the completion of the Structural surveys of fixed assets by Easton Bevins, Chartered Surveyors, the outcomes have now been analysed and a schedule of Wants of Repair & Replacement had been created. This has now been costed for Budget purposes. Further detailed analysis and delivery planning is being carried out with a view to offering the outcomes as part of the forthcoming Budget planning meetings.

**2. Mayoral Boards**

Richard Lithgow FIIC, ACR of Perry Lithgow Partnership visited the Chamber to examine the Panels & take several samples from around the Panels. He carried out several Tests to determine the type of material used on the Panels both in its original provision and subsequent restoration attempts.

The initial findings confirm that the first part of the Panel is of original Victorian painting material, the Reds being the most prominent and difficult to maintain. Further tests indicate that most of the panel is covered by a century of atmospheric “dust” which is removable, as can be seen in the bottom right hand square sample.

The major issue which has caused the deterioration appears to be localised heat, the rising heat from the Chamber radiators carry dust, settling on the lower Panel indicated by the colour change as it rises as well as historic issues with damp entering the external wall. This is further complicated by the restoration attempts which have in part aggravated the decay.

Samples that were taken have been sent for Laboratory analysis to determine which materials are best suited for any cleaning of the Panels and how restoration material (paint) might be best applied without damaging the original Victorian materials use.

Costs for the restoration and alternative solutions (over boarding & fretwork imitation new panels) will be provided in due course for consideration.

**3. Grounds Maintenance Contract – electric machinery**

Members asked at the last meeting that the question of the provision of electric mowers and other equipment should be raised with Continental Landscapes Ltd. Officers raised this at the Contract review meeting and have been advised that Continental Landscapes are currently undertaking a study with Westminster City Council on the availability, cost & efficiency of Industrial quality battery operated garden machinery. It was agreed that Newbury Town Council would be provided with details of the outcomes from this project in due course.

**4. Water Fountain**

Initial investigations into the re provision of the Water Fountain on corner Bartholomew Street / Market Place were carried out to determine the feasibility & cost. Initial indications suggest that the Fountain supply was disconnected at a point which now sits in a false wall in the Councils Chief Executives Office behind the Fountain. The survey indicated that the supply pipe in the Vaults appears to run into this void and is blanked off. A test from the Tap in the fountain further suggest that this supply also terminates in a similar location. The next step would be to remove the false wall in the Council Offices and investigate further. This however comes with a cost yet to be determined.

**5. Roof Photo Voltaic**

A new Invertor has been installed and generation of electricity on both Day and Night tariffs is back in full operation.

**6. Thermal Imaging**

West Berkshire Council have confirmed that they do have Thermal Imaging Camera which they would be prepared to loan to Newbury Town Council. The issue that has however come to light is that neither West Berkshire Council or Newbury Town Council have trained qualified camera operative to both take these images and to interpret the outcomes.

Enquires into training a member of staff suggest this is a 3-day course costing in the region of £1,120 plus VAT per Candidate. At this stage there appears to be limited benefit in doing so.

**7. Friends of Newtown Road**

A meeting was held with Ros Clow on behalf of the Friends Group to discuss the current position in respect of the Friends Group and their activity and the future aspirations & requirements of the Group

Topics for discussion included, a freshwater provision, potential of a composting toilet near the Chapel & maintenance / management of the Chapel building itself.

Investigations into feasibility and costing would be undertaken with a view to discussion funding options at the next review meeting.

Councillors visit to the Cemetery to meet Friends, potentially in the Autumn would be welcome.

**8. Allotments Visits**

Allotment visits by Members were carried out at the end of August & early September 2019. Judging of the Plots was carried out by the Stewards, the outcomes to be announced before Committee this evening. The feedback was very positive.

**9. Victoria Park Pond**

Members will be aware that there is an increasing amount of weed / algae development with the Boating Pond in Victoria Park. This is a result of Canal water being used to feed the Pond via a simple sluice system. The silt from the Canal is settling at the bottom of the Pond, with the weed spores in the water then feeding & development rapidly with the sunlight and heat over the summer months.

The Pond is emptied and cleaned every 6 weeks and the weed raked every week, however this is still not sufficient to keep the weed suppressed. The outcome is that the use of the Pond for the hire Boats is severely limited and visually the pond looks poorly managed.

Currently Officers are in discussion with P&D Environmental Ltd in respect of silt capture & water filtration to slow down the Weed / algae growth. It should be noted that the algae is the Green variety, non-toxic, it grows in strands from the silt base which could become an entanglement hazard for anyone entering the Pond.

**10. Green Flag – flagpole**

Members will be aware Newbury Town Council were awarded a Green Flag for its Victoria Park Green space. There is currently no flagpole within the Park, save the one owned by the Bowls Club, to display this flag. Officers are obtaining fixed costs for a new Pole and associated works. A Heavy duty 4m high pole is in the order of £420 plus installation circa £550. Potentially the pole would be sited within the Bowls Club site for additional security & protection.

**11. Football pitches**

Members raised a question about usage of the 2 Football pitches in City Recreation Ground and Wash Common. For this season 2019/20 we have one League Team registered for each pitch for Home use and one under 17 Teams registered at Wash Common. Wash Common will therefore be in use every weekend and occasional weekdays matches while City Recreation Ground every other weekend and the occasional weekday. In addition, we expect occasional ad hoc bookings for one off and Cup Games as an overflow from other pitches in West Berkshire. Casual play is unrecorded. Availability will continue to be advertised via the Sport England Co-ordinator for West Berkshire.

**Recommendation:** Member to note progress being made by the Community Services Team on various Newbury Town projects.

**Signed:** David W Ingram, Community Services Manager

**Date:** 30<sup>th</sup> August 2019

## **Newbury in Bloom Working Group**

**Town Hall, Elsie Kimber Room, Thursday, 20 June 2019**

### **Minutes**

**PRESENT:** **Councillors** Sarah Foot

**Members:** Samantha Carpenter; David Fenn, Paul Barker Tony Hammond, Fiona Walker

**Officers:** James Heasman (Chair), David Ingram (Community Services Manager).

#### **1. Apologies**

This meeting had an extended invitation to all new Members, a number had sent apologies which have been acknowledged.

#### **2. Minutes**

The minutes of the meeting of the Newbury in Bloom Working Group held on 23 May 21 February were briefly discussed, items were now either completed or included on Agenda.

Green Flag – Judging took place on 24<sup>th</sup> May 2019 results due during week of 1<sup>st</sup> July with presentation 17<sup>th</sup> July in Heathrow,

#### **3 Newbury In Bloom update**

To date we have 34 entries against last year's 42 with closing at midnight 23<sup>rd</sup> June 2019

Disappointingly no entries for Canal or Street

Letter drop and Newbury Town Council media posters, letter drops and Local Media, Newspapers & radio have been carried out. Fran assisted in 2 radio broadcasts

##### **Grants:**

It was agreed that the Working Group would support the payment of a sum of not more than £100 to support Community Groups entering Newbury in Bloom.

Community Services Committee, 17<sup>th</sup> June 2018 approved the release of funding to be authorised by the Working Group for qualifying projects.

Grants of £100 each were approved for West Berkshire Hospital Gardens and Carnarvon Place

##### **Judges matrix**

James sought volunteers for judging various categories as attached matrix. This is subject to final confirmation by all Judges

##### **Key dates:**

Judging timetable 1<sup>st</sup> to 8<sup>th</sup> July 2019

Next scheduled meeting 11<sup>th</sup> July 2019

Presentation evening arranged for 25<sup>th</sup> September 2019

#### **4 Regional Finals, Britain in Bloom (Thames & Chiltern)**

Judging date has now been confirmed as **17<sup>th</sup> July 2019** starting at the Town Hall, Newbury at 10.00 with a meet and greet by the Mayor and selected members

A short 10 min slide presentation will be given by James before a photo call taking place at St Nicholas Church

This will be the start point for the Judging Tour ending circa 13.30 in Victoria Park for a Group photo

##### **Key dates:**

Community route clean - 14<sup>th</sup> July 2019, meet 10.00 Town hall with half way point 11.30 at Old Hospital Green, finishing 13.30 at MacDonald to return the Litter picking equipment.

Judging -17<sup>th</sup> July 2019 10.00 Town Hall

Newbury Town Council Presentation evening – 25<sup>th</sup> September 2019, 19.30

#### **3. Britain in Bloom Portfolio**

**The portfolio has been drafted and is with the Graphic Designer to assemble text with photos, a draft of the text was distributed for comment.**

The Sections are:

Cover

Introduction

Content

Review of the Year

Local Identity

Natural Environment

Community

Conclusion

Newbury in Bloom

Within each folder work is being collected, data and photographs, to form the pages making up the portfolio. The max is 12 sides.

A huge thank you to all who have contributed, a wealth of information & pictures to choose from.

#### **4. Presentation Evening**

Arrangement for the Presentation evening was discussed. Davin Fenn was asked to contact Alan Hulford to see if he would provide 7 confirmed, potentially 9 prizes, design & cost to be discussed at next meeting.

Format to be similar to last year, Red & White wine, Tony H would seek to source Cheese's & apples, other provisions to be discussed

Floral display using Bicycle & hanging display to be considered by Paul & Tony.

The production of an Entrant's Brochure highlighting the variety of entries with a king of do you know where... is in Newbury Town to allow the Public to visit the participants displays before the presentation evening.

Possible publicity support without giving away winning sites.



**5 AOB**

Community Services Committee asked that a special thanks you be given to the attendees for their participation and extended a special thanks you to Paul Barker for giving up his time for the dry runs & “snagging lists” for the Britain in Bloom entry.

The meeting closed at 1945.

**NEXT MEETING**

The next meeting is scheduled for Thursday 20<sup>th</sup> June 2019 at 6.30 pm in the Town Hall.

D W Ingram

Community Services Manager

## **Newbury in Bloom Working Group**

**Town Hall, Elsie Kimber Room, Thursday, 11 July 2019**

### **Minutes**

**PRESENT: Councillors** Sarah Foot, John Gage

**Members:** Samantha Carpenter; David Fenn, Paul Barker Tony Hammond, Fiona Walker

**Officers:** James Heasman (Chair), David Ingram (Community Services Manager).

#### **1. Apologies**

This meeting had an extended invitation to all new Members, a number had sent apologies which have been acknowledged.

#### **2. Minutes**

The minutes of the meeting of the Newbury in Bloom Working Group held on 20<sup>th</sup> June 2019 were briefly discussed, items were now either completed or included on Agenda.

Green Flag – Judging took place on 24<sup>th</sup> May 2019, indication given that NTC scored over 70 points qualifying for Green Flag. The presentation will be 17<sup>th</sup> July in Heathrow,

Newbury in Bloom – a big thank you to all the Judges, very good turnout, positive feedback.,

NTC will be posting regular picture taken by judges of various competition entries encouraging the public to go and see those which have public access. BID also invited to share these.

2 of the £100 grants approved, more available for Entrants, the issue of Vouchers will be delayed due to workload.

#### **3 Britain In Bloom route clean**

This has been arranged for 14<sup>th</sup> July Sunday, in advance of the Judging day starting at 1000 at MacDonald Newbury Restaurant, they are sponsoring, providing the equipment & disposing of the rubbish.

A mid-point meet has been arranged for Old Hospital Green, 1130 with a finish again at MacDonald, free meal voucher for those attending.

Grow Newbury Green will be carry out works in advance of their site.

#### **4 Regional Finals, Britain in Bloom (Thames & Chiltern)**

Judging date has now been confirmed as **17<sup>th</sup> July 2019** starting at the Town Hall, Newbury at 10.00 with a meet and greet by the Mayor and selected members

A short 10 min slide presentation will be given by James before a photo call taking place at St Nicholas Church

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Judging - 17<sup>th</sup> July 2019 10.00 Town Hall

Newbury Town Council Presentation evening – 25<sup>th</sup> September 2019, 19.30

### **3. Britain in Bloom Portfolio**

The portfolio final draft for editing was shown to Members.

This would in essence be a digital work available on the NTC web link.

A hard copy would be available for Members and the Judges.

Continental would clean the route, Public spaces, Victoria Park & the Pond in advance of the 17<sup>th</sup>, finally tidy & early morning litter pick on 17<sup>th</sup> July.

All exhibits visited, all have instructions, positive responses.

### **4. Britain in Bloom Judging Day roles.**

#### **IN essence the roles appointed would be :**

From 8am Paul Barker & James take an initial run over the route

0830 – Continental & Paul are the forward party in advance of the Judges checking and final cleaning the Route.

10.15 - James meets Judges in Library Car Park walk to Civic Entrance, into the EK Room

Greet by Mayor, CE, Fran & James, slide presentation

10.30 - move to St Nicholas Church, photos & first exhibit – David with Minibus ready for tour

12.45 - Tony at Monkey Bridge for Canal trip.

#### **Tour map distributed**

1400 - All meet in Bowles Club for end meet Judges, drinks & Photo

### **5. Presentation Evening**

Arrangement for the Presentation evening was discussed, 25<sup>th</sup> September 2019, Corn Exchange. Prizes are an outstanding issue, need to source ASAP, Jon Gage will look to see if there is an alternative.

Format to be similar to last year, CE has asked to see a countdown plan in advance.

Floral display using Bicycle & hanging display to be considered by Paul & Tony.

On the back of the NTC regular pictorial potential production of an Entrant's Brochure highlighting the variety of entries with a king of do you know where... is in Newbury Town to allow the Public to visit the participants displays before the presentation evening.

**5 AOB**

Community Services Committee asked that a special thanks you be given to the attendees for their participation and extended a special thanks you to Paul Barker for giving up his time for the dry runs & “snagging lists” for the Britain in Bloom entry.

The meeting closed at 1945.

**NEXT MEETING**

The next meeting is scheduled for Thursday 8<sup>th</sup> August 2019 at 6.30 pm in the Town Hall.

D W Ingram

Community Services Manager

## **Newbury in Bloom Working Group**

**Town Hall, Elsie Kimber Room, Thursday, 8 AUGUST 2019**

### **Minutes**

**PRESENT:** **Councillors** Martha Vickers, Jon Gage  
**Members:** Samantha Carpenter; David Fenn, Paul Barker  
**Officers:** James Heasman (Chair), David Ingram (Community Services Manager).

**1. Apologies**

This meeting had an extended invitation to all new Members, a number had sent apologies which have been acknowledged. Apologies also from Cllr Billy Drummond, Cllr Sarah Slack, Tony Hammond, Fran Lawton & Fiona Walker

**2. Minutes**

The minutes of the meeting of the Newbury in Bloom Working Group held on 11<sup>th</sup> July 2019 were briefly discussed, items were now either completed or included on Agenda.

**3 Britain In Bloom route clean feedback**

The event was considered a success and thanks were expressed for the 30+ who attend the route clean.

It was suggested that for any future event that High Visibility vests were provided and gloves. Marshalling particularly to the rear and keeping up a pace were also discussed.

**4 Regional Finals, Britain in Bloom (Thames & Chiltern) feedback**

Judging was we suggest successful and the Judge's well received, inquisitive and had been well informed by all the participants. The Judges were we believe impressed with the amount of Community participations and this was commented upon. They suggested these may be worth an article in the Bib newsletter

Judges were to be asked if they were in a position to share any of the photos they took on the day.

Outcome & feedback is now awaited.

A Thank you evening will be organized for all those who participated in the event at all levels, to be held in the Town Hall on 22<sup>nd</sup> August to include an opportunity for feedback on what went well, where improvements are suggested, next steps.

**5. Britain in Bloom Portfolio**

Printed copies of the Portfolio were presented to members. Cllr gage asked if a copy could be sent to the Clerk Greenham Parish.

The Portfolio is available electronically and will be posted on the NTC web.

## **6. Presentation Evening**

Arrangement for the Presentation evening was discussed, 25<sup>th</sup> September 2019, Corn Exchange. Prizes

James was organizing E invites which would be sent out within the next 7 days.

The timetable was circulated in advance and in principle was accepted.

The WG agreed that the NIB presentation format of nomination & Certificate Award should remain as previous years.

It was agreed that the Oak Woodturning plates would be used this years and a costs in the region of £250

## **7. AOB**

Community Services Committee asked that a special thanks you be given to the attendees for their participation and extended a special thanks you to Paul Barker for giving up his time for the dry runs & "snagging lists" for the Britain in Bloom entry.

The meeting closed at 1945.

## **NEXT MEETING**

was agreed for 22<sup>nd</sup> August, after the Thank you,

to discuss feedback & Presentation evening update

**Next full meeting** is scheduled for 12<sup>th</sup> September 2019

D W Ingram

Community Services Manager

## **Newbury in Bloom Working Group**

**Town Hall, Elsie Kimber Room, Thursday, 12<sup>th</sup> September 2019**

### **Minutes**

**PRESENT: Councillors:** Jon Gage

**Members:** Samantha Carpenter; Fran Lawton, Paul Barker, Tony Hammond, Fiona Walker, David Fenn

**Officers:** James Heasman (Chair), David Ingram (Community Services Manager).

**1. Apologies**

Apologies also from Cllr Billy Drummond, Cllr Sarah Slack

**2. Minutes**

The minutes of the meeting of the Newbury in Bloom Working Group held on 8<sup>th</sup> August 2019 were briefly discussed, items were now either completed or included on Agenda.

**3 Presentation Evening**

Arrangement for the Presentation evening was discussed, 25<sup>th</sup> September 2019, Corn Exchange.  
Prizes have been delivered & were viewed  
Cheese & Wine delivery were discussed  
Presentation Running Order was circulated & agreed

E invites & hard copy invites were issued which would be sent out within the next 7 days.  
The WG agreed that the NIB presentation format of nomination & Certificate Award should remain as previous years. Individual tasking was agreed among Members.

**4 & 6. Future Volunteer days**

James agreed to prepare a Timetable of future events which would attract Volunteers, Tree & Bulb Planting, Clean up days, wild meadow sowing. Location & timing was discussed. This would be circulated once drawn up

**5. NIB Feedback event**

Printed copies of the outcome were distributed, and a discussion took place around the findings. Generally, very positive and a good advert for retaining the Newbury in Bloom momentum

**6. AOB**

The future constitution of the Group would be determined at the next Community Services Meeting 23<sup>rd</sup> September 2019. In the interim the next meeting dates would be scheduled.

The meeting closed at 1945.

**David W Ingram**

Community Services Manager

**Newbury Town Council****Public Report****Community Services Committee,****Agenda Item No 8****Working Group / sub Committee Membership**

**To consider** the restructuring of the Community Services Working Groups/sub committees

**Background:**

As part of Newbury Town Council's Strategy to further enhance and improve the services we deliver, Newbury Town Council have a structure of Working Groups set up under the direction of Community Services Committee to fulfil specific tasks on behalf of the Committee.

The Newbury in Bloom Working Group has been the most active of all the Community Services Groups in recent years and has recently taken on the Britain in Bloom role as well. It works closely with the 2 Friends Groups, Newtown Rd Cemetery and Victoria Park.

The generation of a significant amount of Community involvement has resulted from this Group's activities.

The Group however does not extend its activities into the Ecology, Arboriculture, Open spaces or nature fields, which have been raised by Members as matters of interest.

**Objective**

To convene a group of elected Members and ad hoc specialists where required to oversee specific projects instigated by the Community Services Committee, in order to assist with achieving the committee's aims.

To ensure flexibility in the Working Groups to be expanded or contracted to meet the specific need of the Council & Community Services Committee in investigating matters of strategic importance.

**Options**

1. Do nothing - all work carried out within the Community Services Committee & Full Council
2. Delegate authority within approved criteria to the Working Groups/Sub Committees
3. Delegate all authority within approved criteria to Chief Executive Officer

**Proposal**

To reform a number of specific Working Groups of the Community Services Committee & Council, with Members and substitutes,



with representation as other groups of the Council to work with the Chief Executive & Community Services Manager.

The Council should consider looking outside the current scope of Newbury in Bloom and consider wider ecology issues. Nature, arboriculture and Green space should ideally be managed under one umbrella to allow for consistency and overall Strategic management with the aim of producing Annual Green space management plans for all of Newbury Towns green spaces in accord with the CABI principle:

- A green space management plan should set out:
- the current situation
- analysis, aims and objectives – developing the desired future situation
- a way of moving towards the desired future situation
- a method of measuring progress
- an annual update of progress and future investment

An example of such is set out in Appendix 5.1.1

## **Financial and Legal Implications**

Sub-Committees are a delegated subgroup of the Community Services Committee and work in accord with Standing Orders and within the Terms of Reference given. They have delegated financial authority and can make decisions within the terms of reference given to them by their parent committee.

Working Groups are formed as Sponsored groups of the Community Services Committee with a largely volunteer membership operating within the given Terms of Reference with no decision-making authority over budget or assets.

It is recommended that a Working Group be established.

## **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:

**O3.18** We will continually review our Committee structures and Working Groups and implement any improvements identified.

## **Current Working Groups:**

Officers have reviewed the operations of each of the current working groups and recommend as follows:

- Newbury in Bloom & future the Regional Finals of Britain in Bloom be included as the main body of the Environmental Working Group.
- Allotments: The Allotment Working Group has been rolled into the Allotment Tenants Meeting and is now held annually. Independently there are Allotment Stewards Meetings where local allotment issues can be raised. These arrangements should continue
- Newtown Road Cemetery: the aim of the Working Group was to have the cemetery re-opened to the public and this was achieved in 2015.

- Recommend a bi- annual meeting with the Friends be held by Officer inviting interested parties & members to hear their ideas and concerns and a report be taken to the Committee to address these matters.
- Market Working Group – **see separate Report 5.1**

### **Equality and Diversity impacts**

Newbury Town Council encouraged full participation from all parts of the Community in the Committee / subgroups to contribute toward making Newbury a better place to live, work & visit.

### **Recommendation(s)**

To amend the current approved Working Group arrangements to

- a. **Form an Environmental Working Group to incorporate Newbury in Bloom & Newtown Road Cemetery Working Groups**
- b. **invite a select number of Councillors to form Environment Working Group**
- c. **approve the principle Terms of Reference.**
- d. **retain the Annual Allotment Tenant meeting in Autumn each year and the regular Allotment Stewards meetings & report back outcomes to Community Services meeting.**
- e. **retain the Annual Members visits and award for Allotments.**
- f. **arrange bi-yearly Friends on Newtown Rd Cemetery meeting with Officers, Members & other interest parties & report back outcomes to Community Services Committee**
- g. **arrange annual Friends of Victoria Park meeting with Officers, Members & other interest parties & report back outcomes to Community Services Committee.**

**Signed:** David Ingram  
Community Services Manager

11<sup>th</sup> September 2019

**Newbury Town Council**

**Public Report**

**Community Services Committee,**

**Agenda Item No 9.1 – Working Groups**

**Newbury Town Council & Market Working Group**

**To consider** the current status of the Market & work carried out by the Market Working Group

**Background:**

Newbury Market is based on the original Market Charter 1205, held in the Market Place.

The Market takes place every Thursday and Saturday, with trading hours between 9am and 4pm, currently consists of an average of 14 regular stalls with casual traders at times.

The land on which the market operates is classified as highway. West Berkshire District Council is the highway authority who grant a licence to the Town Council for operating the market in the Market Place, Northbrook Street and an area of Bartholomew Street.

Market Place, was fully refurbished in 2006 with “shared space” level surfacing for traffic and pedestrian use, new tree planting and pop-up electrical power supplies installed for the market stalls.

Vehicle access is controlled by raising bollards, which are in use between 10am and 5pm.

Northbrook Street also has a “shared space” environment, with the same vehicle access arrangements, but there are no electrical supplies for traders.

The Market Traders licence fee covers the cost of the pitch and the use of electricity, parking is available for vehicles at a reduced rate and the cost of a 3m pitch is £17.93 on a casual basis. Traders paying monthly receive a discounted rate. The pitch fee increases with the space taken by the trader. No other services are provided.

Newbury BID operate a monthly Artisan Market on Sundays, which takes place in lower Northbrook Street. This event is totally independent of Newbury Town Council.

The Sunday Monthly Farmers Market is a co-operative venture between Thames Valley Farmers Market and Newbury Town Council.

The Market Working Group was originally set up in August 2011 with the following goals:

1. To support the market, appreciate its value in the community and to promote it.
2. To have dialogue with the Market Manager and stall holders
3. To promote fairness to existing stall holders whilst promoting additional stalls
4. To ensure variety for the customers
5. To consider the impact and advantage of one off events e.g. Continental Markets

Since that initial meeting the Group has met on a quarterly basis to discuss Market related issues, the latest Minutes and Action Plan attached for information.

In June 2018 the Council commissioned an update on the Health Check from National Association of British Market Authorities, copy attached.

In December 2018 this Committee agreed the following Action Plan for the future management of the market:

#### ACTION PLAN

- We should continue to operate the Charter Market
- We should operate both the Thursday and Saturday Market
- We should continue to operate the market in its current locations
- We will concentrate on building up the number of stalls in the Market Place
- We will continue to promote the Market through various means
- We will monitor the impact of the Bus Station relocation and the Market Street development which will, it is anticipated, have a positive impact on the Market.
- We will explore ways in which the market can respond to changing consumer patterns, such as social media, click and collect, vouchers, etc.

## **Objective**

To appraise Members of the current status of the market and to consider options for future management.

## **Outcome:**

To invigorate Newbury Market and to put in place a management process to maximise the benefit of the Market to the Council & the public alike.

## **Options**

### **Location:**

The NABMA (above) Health Check offers a number of options on location, in essence a choice between Northbrook Street, currently traffic management & power supply issues and remaining in the Market Place.

### **Management:**

Currently the Market is managed in house by the Community Services Team with the assistance of a paid Market Manager.

Other Councils have taken the decision to contract out the management of their Markets to a third party saving on Management costs and where profitable, receiving an income in exchange for exclusivity.

Investigations into options for Alternative Management of the market by outside bodies are summarised as:

Markets such as Dibden & Hythe, Alton, Basingstoke, Winchester, Christchurch & East Dorset, Reading University & Bracknell Food market are all managed by 3<sup>rd</sup> party specialists who offer a rental in exchange for exclusivity.

Officers have been in contact with 2 such Operators, on a without prejudice basis, they have indicated a willingness to look in more depth at the opportunity, suggesting a rental income to Newbury Town Council based on length of term and trading potential within the Agreement.

### **Finance:**

The annual income for 2018/19 on the market was circa £36,000. The cost of running the market, all costs included Staff salary offset was circa £48,000, a deficit of £12,000 in the year. Currently in the first 4 months of 2019/20 the projected deficit is running at £5,500.

### **Current status:**

A market Traders meeting was held on 8<sup>th</sup> August 2019 with members in attendance. Also included were members of the Newbury BID and Economic Development Forum. It was agreed that the recommended option for all parties was to convene a Newbury Market Workshop to include interested parties, led by the BID to formulate

a Newbury Market Strategy into which Newbury Town Council could feed the requirements of the Charter market fitting into and working within an overall Newbury Market outcome.

The benefits would be greater by co-ordinating activities, events, publicity and so on.

#### **Reference to Council Strategy, where relevant**

Newbury Town Council is committed to run high quality markets and are continuing to make Newbury a better place to live, work and visit.

#### **Recommendation(s)**

- A. Members to note the attached information & approve the involvement of Officers in a Market Working Group to consider & report on:**
  - a. Preferred location for the market to be held and cost implications (if any)**
  - b. Preferred way of managing the market and benefits**
  - c. Additional marketing & support to stimulate market activity**
  - d. Cost to support these recommendations**
- B. That the Newbury Town Council contingent include the Community Services Manager, invited Members with a Market interest working with the Bid Management, Newbury Economic Development Forum & such invited representative of interested bodies as may be required for formulate an opinion and report back.**
- C. The Officers report back to the Community Services Committee at the meeting of March 2020.**
- D. That the Market Traders be invited to meet with Members on an Annual basis in June to have the opportunity to discuss the issues of the day.**

**Signed:** David Ingram  
Community Services Manager

28<sup>th</sup> Aug 2019

# **MARKET HEALTH CHECK REPORT**

## **FOR NEWBURY MARKET**

Carried out for:

Newbury Town Council  
Town Hall  
Market Place  
Newbury  
Berkshire  
RG14 5AA

Report by:

Peter Turvey

June 2018

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## **1.0 Introduction**

1.1 The National Association of British Market Authorities (Nabma) is the country's leading representative markets' organization, which provides a number of services to its 200 plus members.

1.2 One of the services Nabma provides is a "free of charge one visit" basic Market Health Check. This is carried out by an experienced market officer who acts as a consultant adviser and provides this short written report upon their view of the subject market in terms of its strengths, opportunities, weaknesses and threats.

1.3 This report refers to Newbury Market and this service was requested by Caroline Edmunds, Commercial Services Officer, Newbury Town Council.

1.4 A Nabma health check was carried out a few years ago. As part of the Council's current strategy for Newbury Market, it was considered appropriate to have a further health check, which would mainly focus on the market's location.

1.5 A visit to Newbury was made on Thursday 7th June 2018. The weather was warm, overcast and with a lunchtime shower.

1.6 A meeting was held in the Town Hall, which was attended by; Caroline Edmunds, Debbie Smith, co-Market Manager and for part of the time, Councillor Martha Vickers, Chair of the Market Working Party. The meeting was very useful, being open and frank about the market.

1.7 Following the meeting a visit was made to the market sites and adjacent areas, with photographs being taken.

## **2.0 Location and Retail Environment**

2.1 Newbury is a town in Berkshire, which is the administrative headquarters of West Berkshire. Including nearby Thatcham, there is a population of around 70,000. There are two mainline railway stations at Newbury and Newbury Racecourse, which are on the London to Plymouth line. With a junction on the M4, there is easy access to the national motorway network. There are a number of private bus companies that serve the town and its surrounding areas.

2.2 The town's retail offer is the commercial centre for West Berkshire, with most of the national chain stores and many independent shops in and around the town. There are a number of pay and display car parks available in close proximity to the retail areas.

### **3.0 The Market Offer**

3.1 The first record of a market taking place in Newbury dates back to 1205. For many years the market was primarily held in historic Market Place, but since 2013 a part of the market has also taken place in Northbrook Street and one stall in Bartholomew Street.

3.2 The market takes place every Thursday and Saturday, with trading hours between 9am and 4pm. For the purpose of this report only the Thursday market, which consists of around 18 stalls, has been taken into consideration, however, it is likely the comments could also apply for the Saturday market. The land on which the market operates is classified as highway. West Berkshire District Council is the highway authority who grant a licence to the Town Council for operating the market. Market Place, where the majority of the stalls are located, was fully refurbished in 2006 with “shared space” level surfacing for traffic and pedestrian use, new tree planting and pop-up electrical power supplies installed for the market stalls. Vehicle access is controlled by raising bollards, which are in use between 10am and 5pm. Northbrook Street also has a “shared space” environment, with the same vehicle access arrangements, but there are no electrical supplies for traders. The market stalls mainly consist of gazebos, canopies over metal framed units and specialised vehicle units. All the stalls are owned and the responsibility of the traders. The licence fee covers the cost of the pitch and the use of electricity, parking is available for trader’s vehicles at a daily charge and no other services are provided.

3.3 The goods and services being offered at the market on the day of the visit included; ladies clothing, jewellery, hot food, fruit & vegetables, fresh fish, butchers, watch straps, flowers & plants, eggs, coffee beans, bread, vinyl records, CDs, army surplus & fishing gear, vapour accessories and mobility equipment. Spare pitches are made available for charity and business promotions.

3.4 Newbury BID operate a monthly Artisan Market on Sundays, which takes place in Northbrook Street. This event is totally independent of Newbury Town Council.

### **4.0 Ownership and Management**

4.1 The market is owned and managed by Newbury Town Council and is operated under Royal Charter and established market rights. There is a Market Working Party that usually meets on a quarterly basis, which is made up of Councillors, Council Officers and the Market Manager, there is no trader representation. The main purpose of the working party is for the promotion of the market and deal with any major issues.

4.2 On market days there is a Market Manager, which is a shared role between Debbie Smith and her husband Malcolm, who are also long established traders on the market. Their responsibilities include; allocation of stalls, collection of licence fees, record keeping, erecting A-boards and signs advertising the market, dealing with minor trader issues and ensuring the health and safety of the market. The management of the market is the responsibility of Caroline Edmunds, which also includes for the social media aspect.

4.3 Although the shared Market Manager's role is carried out by traders, it was noted that there had been no conflicts of interest in this arrangement. It was also noted that there was no Traders' Association or another Traders' Representative.

## **5.0 Main Issues**

5.1 The Council is currently preparing a strategy for Newbury Market. The main concern was the location of the market and was this the major effect relating to the attraction and retention of new traders? There was also concern about the lack of traders, especially during January and February, which is traditionally known as the "kipper season" when many traders take their holiday break to avoid the bad weather.

5.2 Similar to other markets and retailers around the country, the market has probably felt the effects of internet shopping and "pound" shops. These factors alone have had a major impact on market sales and certain traders who can no longer competitively compete.

5.3 A number of new traders have started, but many have left, probably due to lack of sales. Some of the feedback from traders in Market Place were as follows; "the footfall and customers have declined in recent years", "the Council is inconsistent with its rules on where traders can trade" and "we should go to Northbrook Street where all the shoppers are". Traders in Northbrook Street said; "We wouldn't trade in Market Place", "we were in Market Place, but it's much better here" and "this is where all the footfall is".

## **6.0 Proposals for Consideration**

6.1 With the established Market Working Party, consideration should be given to inviting one or two traders, to also become members of the working party. This would then provide the traders' perspective and hopefully a more balanced view. It is also suggested in holding Open Forum style meetings, say, on an annual basis where Councillors, Officers, traders, BID manager and other interested parties are invited to attend. The agenda should include a review on what has happened, which can act as a reminder to what has been done and achieved, but more importantly, these meetings should mainly be used to discuss the market's project plan for its short, medium and long term proposals. It is always important to get the traders involved at an early stage if there are any new initiatives, thus alleviating possible future disagreements. These meetings will also allow attendees the opportunity to raise issues directly. If a partnership arrangement can be achieved then dealing with any contentious issue should ease the process.

6.2 The BID's Artisan Market is considered a different event to the existing market and should be viewed as a complement to the overall Newbury Town market offer. It is suggested that a regular and more closer working relationship is established with the BID team. This would help with promoting the markets and possibly hold joint events.

6.3 It is important that surveys are carried out for all stakeholders in the town centre, including; market customers, visitors, local residents and businesses, market traders and any other associated parties. Consideration should be given to carrying out surveys away from the market area to try and capture feedback from those in other parts of the locality. The surveys could be done face-to-face, online or by completion of a survey form. Returns could be encouraged with a lucky draw competition with the winner(s) having a voucher to spend at the market. Surveys not only provide feedback, but they also act as an advertising tool. It is also important that the feedback is made available to all and a plan put in place to deal with the issues raised, otherwise the whole exercise would be a waste of resources. In addition to surveys, consideration should be given to having regular footfall counts, which will then provide actual data rather than relying on perceptions. This is particularly important as the market operates in two separate areas.

6.4 One of the unique selling points of a market is it's traders. In most cases the traders are individual businesses who offer their goods, services and more importantly their knowledge direct to the customer, which today is a rare retail practice. It is important that more emphasis is placed on the customer interaction by providing a more enjoyable shopping experience in relation to other retail outlets. The traders should be encouraged not only to promote their goods and services, but also themselves with their personal knowledge and experience. It was noted that some traders, usually the younger, use social media as shown in Fig 1, they should not solely rely on the Council for marketing and promotion and they should be encouraged to take responsibility for this important factor.



Fig 1



Fig 2

6.5 Another unique selling point of a market is the diverse range of goods and services that can be offered, such as the mobility stall shown in Fig 2, many of which are not available locally. It is suggested that these specialist goods and services are promoted more prominently and once again the traders should be encouraged to promote these themselves.

6.6 It is suggested a programme of varied entertainment be provided, possibly on a monthly basis. It is worth considering making contact with local groups who would welcome the opportunity of performing as a way of promoting their acts and taking donations. It is also suggested to arrange themed markets for Halloween, Valentine's Day, Mother's and Father's Day and other national events as a way of trying to get the traders involved in promoting the market. Consideration should also be given to more children's activities, especially during the school holidays, to attract younger families. Consideration should also be given to trying to create more space within the market area for seating, with the provision of free WiFi in the locality, this would certainly increase the dwell time within the market area.

6.7 It was good to see that the market has a page on the Council's web site. When resources are available, it is suggested that the web site is further developed with more information, such as, a location plan, more photographs of the stalls especially regards to the products and services that are on offer. It was good to note that the application form, Terms and Conditions and the scale of fees were available on the web site. Consideration should also be given to branding the market, such as, having its own logo that could be used on all market related documents. To enhance the historic image of the market perhaps the logo should include "established in 1205".

6.8 In light of recent tragic events, such as the terrorist attacks and the Grenfell Tower fire, it is strongly recommended that a Health & Safety section is included in the Terms & Conditions to reflect on these incidents. The Police should be consulted in respect of minimising risk to traders and shoppers from possible attacks. The Fire Service be consulted on fire prevention, evacuation and assembly points. This may highlight the necessity of keeping passages through the market clear of display goods, waste and other obstructions. It is appreciated not every possibility can be covered, but it is important for the regulations to cover these aspects.

6.9 It was noted that payment of fees by the regular traders was by direct debit, but new traders and casuals were mostly paying in cash and collected at their stalls by the Market Manager. This practice not only has potentially serious health and safety implications, but also for allegations of fraud. It is strongly advised that all payments are made cashless or a cash payment facility provided, possibly at the Town Hall. It is also suggested that fees are paid in advance, with this arrangement it is likely the traders will be more committed to attending the market and not dropping out at the last minute.

6.10 The retail environment is changing nationally and there is a need for town centres to adapt or decline. Visitors are looking for more variety and markets can offer that alternative shopping experience. Markets in town centres can bring vitality, diversity and a sense of community. The present market offer is disjointed, that is, taking place in Market Place, "around the corner" in Northbrook Street and the isolated stall in Bartholomew Street. This is highlighted with the placing of temporary signs on market days, as shown in Figs 3 and 4.

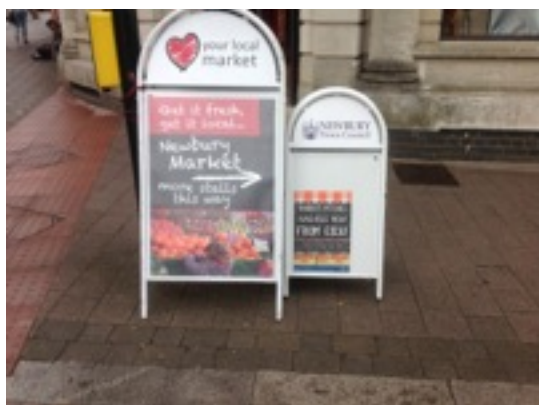


Fig 3



Fig 4

6.11 To ensure the market is sustainable for the foreseeable future, it is essential that it looks and feels like a traditional town centre market. The three main options are:

1. Should the market remain in its present locations?
2. Should the market only be in Market Place?
3. Should the market be relocated to Northbrook Street?

Option 1 - If the market remains as it is, experience has shown that new traders have started, but have not stayed for any length of time probably, in the main, due to the lack of footfall in this locality. The difference in footfall is clearly seen between Market Place, as shown in Fig 5, to that in Northbrook Street, as shown in Fig 6. Over a period of time the long established traders using Market Place will also reduce in number and not be replaced, further diluting the overall market offer.



Fig 5



Fig 6

Option 2 - If all the traders were to be consolidated in Market Place, it is very likely the present traders in Northbrook Street and Bartholomew Street would not relocate and the same scenario as outlined in Option 1 is likely to occur.

Option 3 - Ideally a market should be at the heart of the retail area in the town centre, where it can attract the most visitors and especially those of a younger age profile with a greater disposable income. Consideration should therefore be given to relocating the whole market to Northbrook Street. The stalls should be sited with sufficient gaps enabling pedestrians to weave in and out to both sides of the street and allow for sight lines to adjacent shop windows therefore reducing any conflict with retailers. The layout should also allow for emergency access requirements. To maximise space, this proposal may require the re-siting of some street furniture. Consideration should also be given to the installation of metered power supplies and even ground fixings for securing the stalls.

6.12 If the option to relocate the market to Northbrook Street is taken, this would allow Market Place to be made available for special events, such as, an ice rink at Christmas, an outdoor cinema in the summer, visiting specialist markets and evening markets to complement the evening economy of this location.

## **7.0 Acknowledgements and Disclaimer**

7.1 The brief was to provide a short analysis on the existing operation of Newbury Market. This report has been based on data and time allocated for this review. Proposals have been suggested and if any of these are to be implemented, it is advisable to consult and seek approval from all interested parties, especially those relating to Planning, Highway, Legal and Health & Safety issues.

7.2 This report would not have been possible without the assistance and co-operation of Caroline Edmunds, Debbie Smith, Councillor Martha Vickers and the traders who took part in the discussions.

7.3 The advice and comments within this Market Health Check Report are provided on the basis that there is no liability for the use of its content, either by Nabma or the Nabma Consultancy Colleague carrying out this free service to Nabma members. Content attributable to Nabma should not be published or transmitted to third parties without the consent of Nabma. It is hoped Newbury Town Council continues to use Nabma services through its membership and enjoy all the benefits it offers.

## **Environment Working Group**

### **Terms of Reference**

#### **Membership:**

- Membership is open to all willing volunteers who are able to 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 bi monthly basis unless otherwise agreed by the Working Group.

#### **Intent:**

- To promote ecology & nature projects in Newbury.
- To enhance the environment in Newbury
- 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
- To set up, organise, manage & judge the Newbury in Bloom competition for annually and prepare for future years
- To pre plan, recommend, organise & manage future 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.
- To promote Newbury's Green spaces, parks & allotments
- To oversee the management of the Friends Groups in Victoria Park & Newtown Rd Cemetery & Allotments Tenants meeting.

#### **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
- Other projects which would add to the Civic Price agenda
- Time & cost planning timetable for the years activities
- Update on Friends Groups being supported by the Working Group

#### **Scope / Jurisdiction**

To primarily work on items that have a direct impact on Newbury Civic Parish and promote Civic Pride.



## **Guidance from the Council / Parent Committee**

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

## **Resources and Budget**

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 without agreement of Chief Executive.

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 or full Council.

## **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 approved by Chair of Community Services Committee.

## **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 at regular intervals to ensure progress as required
- Sub-groups (with other nominated members) can be created as necessary to progress specific items
- Occasionally reporting back to the
- Community Services Committee or full Council 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.

These Terms of Reference may be reviewed and changed as necessary by the Working Group in the light of additional information, with significant changes requiring authorisation by the parent Committee.

## Victoria Park

Frome's oldest park  
– history, heritage &  
horticulture.

Frome's first public park was created & opened around 1887 to celebrate Queen Victoria's Golden Jubilee.

And the park's Victorian heritage can still be seen today; Victoria Park is the most formal of the town's green spaces, with boundary fences, close-cut lawns, rose beds and a number of mature trees.

The park also features a circular footpath running the entire way round – the sort of walking promenade that was typical and beloved of Victorian parks.

### What you'll find here

A thatched bandstand: a social space and a focal point for events in the park

Speaking of which... Enjoy an event, especially in summer. Fun-days, concerts, the Children's Festival... And occasionally pedal-powered night-time cinema.

A seasonal café

Public toilets (open during daylight hours throughout the year)

A grassed picnic and play area aimed at younger families and little people

A wide, flat path all the way round the park – a great, traffic-free

environment for kids (& big kids) to learn how to ride a bike

The path round the park is great for walking & running, too. Fitter, Better, Faster, Stronger

And last but definitely not least, Victoria Park is home to the Council's team of Town Rangers.

### Next steps

New planting in the park – adding colour and seasonal interest

Including ornamental trees; flowering shrubs; and gentle sweeps of wildflowers

Ideas for planting round the bandstand

An improved and repaired footpath at the entrance to the park by the bowls club

A new central building joining Victoria Park with Mary Baily, providing high quality public toilets and a café/concession space for both spaces

Looking at opportunities for new play in the picnic & play space

New bins (replacing the older ones) And additional seating – with benches in sunnier spots



### Technical Summary

Main habitat typology: Grassland

Play & recreation value: Medium

Value for sport: Low

Landscape value: High

Habitat value: Medium

Amenity value: High

### Management Summary

We manage Victoria Park for its landscape value and its amenity value.

Approved at Council Matters: May 2018

Review schedule: Every year

Next scheduled review: Spring 2019

**FrOme** | Made differently  
TOWN COUNCIL

## **Newbury Town Council**

### **Public**

#### **Report to:**

Community Services Committee – 23<sup>rd</sup> September 2019

### **Agenda Item No 11**

#### **Background**

Members at Newbury Town Council agreed to support the Skylling Sports Wall proposal in October 2006. A face to face consultation exercise within Walton Way and Skyllings was well publicised and a door knock exercise carried out. Residents from 12 households and 7 young people attended the public site consultation meeting. Both Walton Way residents and Skyllings residents were in favour of a ball area on the Skyllings site which needed all the existing play equipment to be removed or re-cycled elsewhere. The existing dilapidated Skyllings play area was removed and the new Sports Wall and surfacing was installed in early 2007.

From September 2017 onward, Newbury Town Council have been receiving ongoing complaints in respect of Anti social behaviour and noise from this play area. In September 2017, Newbury Town Council were advised by West Berkshire District Council of a formal noise complaint. This was subsequently not held to be a Statutory Nuisance under the Environmental Protection Act 1990.

This was followed up by a complaint being lodged at the Magistrates' Court under s82 Environmental Protection Act 1990

Following the outcome of last years (11th July, 2018) Court Case (Burgess V NTC), where the Court considered that no statutory nuisance was proven on the evidence presented and that the case was dismissed, the Residents of the houses backing onto the Skylling play area ( Walton Way ) have been experiencing ongoing issues.

As a result, the Residents asked to meet with Newbury Town Council and in particular new Ward members to explain their concerns and off some proposal for a mutually beneficial outcome. The Residents tabled an Agenda, attached Appendix 11.1

From the Meeting Members asked the Community Services Manager to look at options to assist the given Objective below.

#### **Objective**

To investigate the options for mitigation measures to moderate the impact of the Play area noise generation on residents

#### **Options**

**1. Seek to take all short-term measures to mitigate the alleged noise issues: relocate waste bin, tighten MUGA bolts, repair fence and generally keep an eye on maintenance**

This is paid for out of general maintenance revenue costs, to date we have spent circa £546 on these works.

## **2. To obtain costs as a reference point for relocation of MUGA and new fence**

We have a budget costs, exactly how difficult it will be to take this out is an unknown quantity until we start, of £ 1,650

Re-installation in opposite corner £ 970

Reinstatement costs for the ground, assuming tarmac re-laid, £ 965

Re- fencing to the rear of the Houses only, assume 8 panels £ 2, 910

**Assumed cost for relocation assumed at £6,495**

## **3. To investigate removal & temporary storage of MUGA for future use, re furbish area with potential for rotation, trial type equipment**

On the assumption that the installation of a Games end is accepted as part of the City Recreation Ground upgrade, the cost are assumed at:

Removal & storage for re-use £ 1,900 – cost for re-installation set against City Rec. project

Purchase of alternative mid rage equipment, hip hop 2 @ £3,532 and Rodeo board @ 3,971 = £7,503

Installation @ £756

Dig up and relay floor around new equipment with Enviro grass matt (safety requirement) £6,680

Taking down fencing & erecting suitable alternative £2,400

**Assumed cost for removal and replacement £ 19,239**

## **4. Do nothing until the equipment becomes life expired**

### **Financial and Legal implications**

This is not currently a budgeted Community Services project. Any options chosen will require new funding provision

### **Reference to Council Strategy, where relevant**

Quote policy area, objective, target, etc.

### **Equality and Diversity impacts**

One principal consideration to be taken into account is that the area was transferred at Open space and historically had been designated as Play space. It was considered and agreed that this area should continue to be play space, perhaps alternative to ball games should be investigated.

### **Consultation:**

A number of Residents from Walton Way came to the meeting with Members and expressed their views. These have been taken into consideration. A wider consultation including Skyllings residents has not been carried out.

**Recommendation(s) To consider** the options for the future development of the Skylling play area.

**Signed:** David Ingram, Community Services Manager

17 August 2019

# Noise Solution Meeting – Skyllings Play Area

Venue: Newbury Town Council, Market Square, Newbury  
Date: 9<sup>th</sup> July, 2019  
Time: 10:00 - 12:00

## AGENDA:

### 1. Attendee Introduction's:

- Newbury Town Council
    - Hugh Peacocke (Chief Executive NTC)
    - David Ingram (Community Services Manager)
  - Ward Councillor Representation
    - Jeff Beck
    - Tbc
  - Residents
    - David Burgess
    - Louise Hicks
    - Jackie Holley
    - Paul Ricks
    - Mick Sprules
- *NOTE: Residents would like to take notes of the discussions and record any key points, draft copy to be distributed for comment and agreement?*

### 2. Background Brief:

- David Burgess:
  - A refresher on the outcome of last years (11<sup>th</sup> July, 2018) Court Case (Burgess Verses NTC), where the Court considered that no statutory nuisance was proven on the evidence presented and that the case was dismissed.
  - Provide a summary overview of the noise concerns and associated anti-social behaviour currently being experienced by the Residents.
  - An opportunity for the Residents to explain their individual concerns of the noise impact and how it is having an effect on their lives.

### 3. Noise Reduction Options:

- David Burgess:
  - Provide a summary of noise reduction options for discussion, and consideration of viability by Newbury Town Council.

### 4. Summary:

### 5. AOB

**Newbury Town Council****Public Report****Report to:**

Community Services Meeting – 23<sup>rd</sup> September 2019

**Agenda Item No 12**

Playground Investment Panning

**Background**

Newbury Town Council manage 15 areas which have Play equipment installed, plus the Skate Park in Victoria Park, see appendix for details.

The equipment in these Play areas are controlled under EN 1176 and Management of Health and Safety at Work Regulations 1999.

As well as normal wear and tear, accidental damage & vandalism, each piece of equipment has a life expectancy, variable, on average it is suggested 10/12 years.

Historically the Council's policy has been to replace equipment on an ad hoc basis either due to damage or wear and tear. The annual cost have been taken from a small pre-planned replacement budget (£20k this fiscal year) or Section 106 funds subject to Committee approval.

To comply with the EN 1176- section 7 Regulations, Newbury Town Council employ a third part specialist to inspect all Play equipment (currently the Pay Equipment Inspections Company). There are 541 individual report items which are inspected, annotated and scored on a risk basis.

The number of risk items is increasing year on year as the equipment & associated areas age. Floor safety matting in some play areas is now nearing its life expiry, these are very expensive to replace. The current year's inspection recommendation for replacement will exceed the pre-planned budget allowance, this will only cover high risk sites this year, leaving a backlog to carry forward. This backlog will be added to by the next round of inspections, which we anticipate highlighting more areas needing attention.

The lower risk items are inspected on a monthly and quarterly basis, should any equipment become damaged or the risk potential increased, either short term repairs are carried out or the item removed from use. Risks are currently manageable, this will become more difficult in future years.

As the backlog grows over future years, it will be necessary to seek a significant increase budget, currently estimated at over £100,000 for next fiscal years, the bow wave likely to grow year on year.

To correct this issue, a review of Playgrounds, play equipment aligned to current demography should be carried out and a revised investment strategy, over a 5 and 10 year period set out. This will allow for longer term budget management and the programmed replacement of aging equipment on a controlled basis.

## **Objective**

To provide Newbury Town Council with a 5 and 10 year investment strategy to allow a programmed replacement of play equipment funding on an annual basis over the life cycle of the current equipment.

## **Options**

**Do nothing:** not an options, under Health & Safety legislation (above), Newbury Town Council have a liability to keep equipment in good and safe operational condition.

**Continue with ad hoc replacement Policy.** To continue with a just in time or reactive replacement product will in time cause an accumulation of equipment that will become time /life expired at the same time causing a spike in the investment needed (for example the Playparks in the Nightingales, all built at the same time) This will cause an abnormal expenditure provision over a short period of time having a significant budgetary effect on the Town Council's finances.

**Investment strategy.** This will allow a smoothing out of expenditure over a controlled number of years allowing for a regular managed investment over given timeframe.

## **Financial and Legal implications**

There will be a need for specialist outside assistance in compiling this Investment plan. The recommendation is for a sum of £1,000 to be set aside for this independent advice as and when needed

The cost falling out of this plan will require a financial provision in the 2010/11 and beyond Budget to be brought forward for approval

In the short term, any urgent risk item replacements will be brought as individual requests to Committee for funding approval as present.

## **Reference to Council Strategy, where relevant**

O1.6 Maintain and run high quality parks, playgrounds and leisure spaces

O1.16 Encourage & facilitate residents' participation in social recreational and sporting activities

O3.7 We will maintain the assets of the Town Council & ensure public access to them

## **Equality and Diversity impacts**

Facilities for all abilities & age groups have been taken into account in this exercise

## **Other information**

The Town Council has obligations under Statute, Health & Safety Regulations and Standards such as EN16630:2015 and EN1176-7 in respect of its play equipment & facilities

## **Recommendation(s)**

**To consider** the Council preparing a 10-year investment strategy for Playgrounds & open spaces indicating the investment needs year on year.

**Signed:** David W Ingram - Community Services Manager  
17<sup>th</sup> September 2019

## Newbury Town Council Play Areas

(Open all year round)

Play Area	Range of Play Equipment	Nearest Postal Address/Location
Blossoms Field	All ages - MUGA, climbing net with slide, rope swing, rotating net, balance beam, net bridge, stepping stones, table tennis, trampoline, swings, basket swing, multi-games unit, slide, springers (various), spring jeep, roundabout, dinosaur, play table, rope walk, seesaw, trim trail	30 Battle Road, RG14 6QU and Stapleton Close, RG14
Bodin Gardens	7 – 14 age group – multi-games unit, slide, basket swing, swings, climbing rock, springers (various), goal unit	20 Bodin Gardens, RG14 7SG
Christie Heights	7 – 14 age group - Climbing net and tubular structure with spinner, basket swing, swings, slide, fitness equipment	11 Springfield Lane, RG14 7SU
City Recreation Ground	All ages – multi-games unit, seesaw, springers (various), swings	32 Andover Road, RG14 6LR
Cresswell Road	All ages – multi-games units with slide, climbing frame, free standing slide, mushroom seats, basket swing, swings, balance beam, gyro spiral, roundabout, seesaw, gullwing rocker	65 Cresswell Road, RG14 2PQ
Cromwell Road	All ages - single MUGA, multi-games unit and climbing net, train	81 Cromwell Road, RG14 2HR
Dickens Walk	All ages – multi-play unit, rocking log, embankment slide, stepping stones, rotating platform, springers (various), swings	33 Dickens Walk, RG14 7UQ
Digby Road	All ages - fitness equipment, single MUGA, basket swing, climbing rocks with connecting net, swings, multi-games unit, climbing frame, springers (various)	St Leger Court, Digby Road, RG14 1TU
Fifth Road	All ages – cable runaway wire, fitness equipment, balance boards, multi-play units, rotating net, springer, climbing net, dizzy disc rotator, basket swing, swings, train, stepping stones, swinging logs, rocker, BMX track	53 Fifth Road, RG14 6DP
Hamilton Court	All ages – embankment slide, stepping stones, talk tubes, trampoline, dish roundabout, springers (various), swings	37 Hamilton Court, RG14 7UH
Skyllings	All ages - Single MUGA ball games area	75 Skyllings RG14 2BB
St Georges Avenue	All ages – embankment slide, open space with goals at either end	St Georges Avenue RG14 5NY
Victoria Park (Play Area)	All ages – multi-games unit, springers (various), basket swings, sandpit, dish roundabout, DDA roundabout, rotator, caterpillar, swings, seesaw, timber stepping stones mega climbing tower with large tube slides, cable runaway	Shown on most maps as Victoria Park or Speenhamland, RG14 1EH
Victoria Park (Skatepark)	Concrete skatepark, steel half pipe	Shown on most maps as Victoria Park or Speenhamland, RG14 1EH
Walton Way	All ages – multi-play unit, balance beam, cone climber, stepping stones, climbers, free standing slide, leap frog, space climbing net, roundabout, spinner, springers (various), swings, basket swing	131 Walton Way, NEWBURY, RG14 2LL
Wash Common Recreation Ground	Toddler – multi-play units, swings, gullwing rocker, platform, timber stepping stones (Closing in Spring 2014)	30 Battle Road, RG14 6QU



## Newbury Town Council

## Work Programme for Community Services Meetings for the Municipal Year 2018/19

Meeting Date	Item
<b>17 September 2019</b>	Update on City Recreation Ground Consultation
	Market update report
	Allotment Councillors visits
	Newbury in Bloom Feedback Report
	Play Equipment project
	Update on VP Café
	Update on Drinking Fountain at Town Hall
<b>December 2019</b>	Update on Newtown Road Cemetery annual Friends Report
	Update on Bylaws project
	Review and consider any additions, amendments or deletions to the detailed Service Plans before they are published as a new starting point on the Town Council website.
	Update on Market options Report
	Consider proposals for Service Revenues for allotments and other lettings
	Consider Officers' proposal for the Community Services Budget for the 2018/19 financial year, and in particular to consider any additions, amendments or deletions required, before inclusion in draft budget for Policy & Resources Committee consideration on
<b>March 2020</b>	Queen Victoria & Lions
	Consider options and dates for Victoria Park 2019 Family Day
	Update on Victoria Park café
	Sensory Garden
<b>2020/21</b>	
<b>May/ June</b>	Nomination and Election of Community Services Chair and Vice-chair
	Nomination and Election of Community Services Chair and Vice-chair
	Agree membership of each Community Services Working Group for the 2019/2020 municipal year
	Update on Community Cafe
	Update on Green Flag Award year 2

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

**Newbury Town Council**

**Public**

**Report to:**

Community Services Committee – 23<sup>rd</sup> September 2019

**Agenda Item No 11**

**Background**

The Public consultation identified areas in which City Recreation Ground could be improved for the benefit of the Local Community. An interim Report was issued to Committee on 17<sup>th</sup> June 2019 showing progress at that time.

This report will identify the costs, development and implementation of each element identified. These are as follows-

- Play equipment designed for 6 -15-year olds
- Fitness Equipment Trim Trail
- MUGA
- New Pathways and low-level lighting
- More Seating
- Rounders Pitch

Other areas for Consideration

- Wildflower Meadow
- Pear Tree Orchard
- PV powered Kiosk
- Rehoming and renovation of Victoria Park Half Pipe.

**Objective**

To ensure that any future planning and investment into City Recreation Ground has public participation and meets the residents' expectations.

**Reference to Council Strategy, where relevant**

The Council Strategy includes the following objectives:

01.6 - Maintain and run high quality parks, playground and leisure spaces/facilities

01.16 – Encourage & facilitate resident's participation in social recreational and sporting activities.

01. STP4 – Consult residents in the area and prepare a plan for the development of leisure amenity facilities at Coty Recreation Ground

## **The proposal in detail :**

### **Analysis and cost of each element**

#### **Play equipment designed for 6-15 year olds**

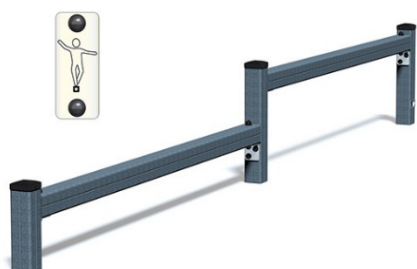
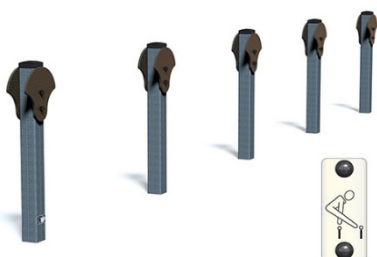
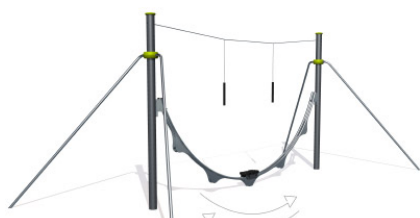


The public consultation identified that though there were positive provisions for the toddler age group on city Rec there was limited facilities for older children / young adults.

After consultation with play companies these 4 pieces of equipment were identified as being suitable for an older demographic.

It is proposed that these pieces of equipment would be fitted next to the current play park with grass mat surfacing that is suitable for the fall requirements needed.

**Cost £30,103**



#### **Fitness equipment Trim Trail**

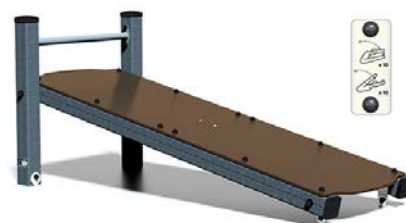
One of the highlighted areas from the public consultation was the need to make City Rec into an area that supported recreational fitness.

It is suggested that we use the footpath around the outside as a 700m fitness loop with way markers positioned around the site stating the distance covered with fitness stations positioned around the loop to support fitness training.

The five pieces identified are a sit up station, hop overs, monkey bars, hurdles and a balance beam. These pieces of equipment would be positioned equidistantly around the site.

The development of this trail would be dependent on the pathways being updated to a suitable standard to support circuit running.

**Cost £8,558**



## **MUGA**

To complement the fitness loop and the 6-15year olds play equipment it has been identified that there is a need to provide team fitness in the form of a sports wall.

This single sports wall would be supported by a EPDM recycled rubber surface providing a strong enough surface to bounce a ball on but also providing noise reduction by absorbing some of the bounce noise.



**Cost of MUGA and installation- £6,379**

**Cost of EPDM noise absorbent surface- £8,200**

## **New Pathways and low-level solar lighting**

The pathways on the west and North side of the parks are in a poor state of repair providing a HSE risk and are not wide enough to accommodate wheelchair access it is suggested that they are relayed and expanded to make the site wheelchair accessible and also better designed to be used alongside the fitness circuit.



Solar low-level lighting will help to make the site safer and more accessible in the evenings. Currently the site is only accessed via torchlight once the sun goes down. It will also help with safety on the site as public will be able to identify the footpaths and exits on the site.

Solar low-level lighting provides an environmentally friendly solution to the issue with the lights being designated as needing no maintenance for 10+ years by the manufacturer.

**Cost 6x low level solar bollards and installation £5,100**

**Installation of replacement West and North side pathways £71,710**

### **Additional Seating**

It has been identified that additional family seating is desirable within the park. It is proposed 6 recycled plastic picnic benches are put in to provide a family friendly seating area.



These benches would be situated potentially next to the Kiosk to give an area for people to sit and enjoy refreshments from the kiosk and take in the parks surroundings.

Installation of 3 new bins would be need to support this new seating area to maintain cleanliness on the site and 5 bins are in need of updating around the site in current positions.

**Cost of 6 x benches £2,532**

**Cost of 8 new bins £1,600**

**Cost of bin installation £975**

**Cost of bench and bin installation £730**

### **Rounders Pitch**

It is suggested that using the Football pitch as a rounders pitch in between the beginning of May and August each year. The best way to facilitate this would be an add on to the Grounds Maintenance Contract for a rounders pitch to be marked out twice a month over this period.

**Additional add on to the contract- £125 PCY**

### **Wildflower Meadow**

To provide a wildlife belt within the park to support pollinators we could consider installing a wildflower meadow between the sites of the Plum, Apple and to be considered plum orchard this would cover an area of approx. 875 square metres.

This wildflower area would help support local pollenating species and helping to provide a haven within the park for wildlife.

It would be produced by rotovating the ground and raking off the living grass material and then seeding the area with wildflowers and meadow species of grass. It would then follow the system of wildflower care by being cut in late August early September and the arisings removed.

**Cost to install wildflower meadow- £585**

**Cost of wildflower mix seeds - £80**

**Additional cost to the ground's maintenance contract for care - Nominal**

### **Pear Tree Orchard**

The site at City Rec already has the provision of other orchards within the site and an ideal way of increasing the tree stocks would be the addition of a Pear orchard to support the apple and plum orchards already on site.

It is proposed that we put in 15 eating pear trees of substantial size protected by chestnut fencing.

The ideal position for this would be alongside the current orchards being encompassed within the new larger wildflower area.

This would help with the Council's carbon footprint providing more trees on the site that also help support the local community with fresh fruit.

### **Cost of Pear tree orchard - £2,410**

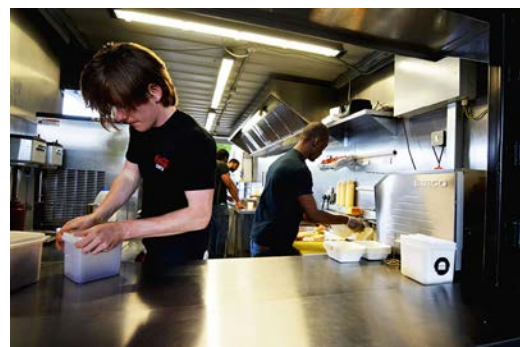
### **\*PV Powered Container Kiosk**

One of the areas that was asked by the public to consider was a kiosk or facility at the site to provide food and drinks. We have identified that a container kiosk could provide Hot drink and snack facilities on the site.

It is suggested to be situated near to the current changing rooms. We have investigated into a system of fitting solar panels to the container that will be protected under Perspex and not visible by the public this will help to provide a projected 80 % of the kiosk's need on electricity. Also due to the vicinity of the current changing rooms it could be fitted to mains water and wastewater reasonably cheaply.

The PVs and Container would have a guarantee of at least 15 years and therefore could be used to provide income to help on upkeep within the park and provide revenue for the council.

Attached is the prospective design for the interior of the container and how the space would be utilised.



### **Cost for container, positioning and MOT support base £8,800**

### **Cost of PV installation and links to mains £6,500**

### **Waste water and mains water link up £1,500**

### **Potential rental income £350 PCM**

### **Re-homing and Renovation of Victoria Park Half Pipe**

Currently Victoria park houses a Half Pipe originally part of the old skatepark facility on the site, since the development of a new Skate park on the site it gets little use.

It is suggested that we renovate the Half pipe and re home it at City Rec, It would need a repaint with suitable skate paint and some structural welding already needing to be undertaken if kept in its current position.

City Rec has no skating facilities on site and this would provide an area for exercise within the park for the skating community something that they would have to travel to Victoria Park to undertake otherwise.

### **Cost for refurbishment and moving £4,000**

Attached is a prospective 3-year plan with breakdown of cost starting with amending infrastructure to accommodate the new scheme and following on with the design improvements.

### **Costs: Cost are set out in Appendix**

The overall cost for this project as outlined above is estimated at £160,500 at today's prices. It is recommended that the project be phased over a 3 years period with a cost breakdown as follows

**Year 1 – 2020/21 - £ 80,000**

**Year 2 – 2021/22 - £ 53,300**

**Year 3 - 2022/23 -£ 27,200**

**Consultation:** Following the confirmation that this project it to be taken forward, it would be appropriate for the overall Scheme to be explained to the Public and for feedback to be taken. It is recommended at an Open Exhibition held local to the site with Members & Officers in attendance showing the proposal in more details should be held before the final plans are set and Budget approval for phase 1 is given.

Any minor amendments can then be incorporated within the scheme.

### **Recommendation:**

**To approve** in principle the proposal for investment into City Recreation Ground as set out in this Report subject to further Public Consultation on the Proposal and future funding provision being available.

**Signed: James Heasman** – Grounds Maintenance Officer

17<sup>th</sup> September 2019



## Newbury Town Council City Recreation Ground Costs Tracker

Installation item			Price
Play equipment 12-18 year olds			£30,103
Fitness Equipment Trim Trail			£8,558
MUGA			£679
MUGA Surfacing			£8,200
New Pathways			£71,10
Low level solar lighting			£5,100
Recycled Picnic benches			£2,532
Bench Fitting			£73,
8 x new bins			£1,600
Bin installation			£975
Rounders pitch mark out			£125 PCY
Wildflower Meadow			£665
Pear tree orchard			£2,410
• Container Kiosk			£8,800
• PVs and system for Kiosk			£6,500
• Kiosk sub base			£1,500
Halfpipe renovation/transport			£4,500
Year 1	£80,010		
Year 2	£53,240	Overall cost	£160,400
Year 3	£27,138		



## Newbury Town Council

### Public

#### Report to:

Community Services Committee

#### Agenda Item No 15

Climate Change Workshop

#### Background

At the Council Meeting on 10<sup>th</sup> June 2019, a motion was passed which included

- i) the steps the Council should take to develop a clear evidence-based and **fully costed strategy to ensure the Council's activities are carbon neutral by 2030**
- ii) how best to engage, consult and work with relevant experts, potential partner organisations, outside bodies and community groups in the development of the strategy
- iii) the processes and structures the Council should employ to monitor and evaluate the implementation of the strategy
- iv) Explore how NTC can support and promote a wider program of activities to help Newbury as a whole become more sustainable
- v) **Report back to the Policy & Resources Committee on 14th October 2019** to give a status update and likely timescales for the completion of the strategy development, together with outline budget implications. This report and any recommendations would then come before the Full Council on 21st October 2019.

#### Objective

As part of the fact-finding mission for the Climate Change Working Group, it is proposed to hold a Public Workshop in Newbury Town Hall Council Chamber of the afternoon of 28<sup>th</sup> September 2019.

This Workshop aims to both set out the current actions taken by the Council in its pursuit of the above declaration as well as solicit views from the Public about the issues, options and potential solutions.

#### Options

The Report to the Policy & Resources Committee is due to be issued in mid-October 2019. The Working Group have recommended that the optimal way of involving the Newbury Electorate in this decision is to invite them to attend this form of open Workshop.

The alternative is for Members to engage in public canvas, a letter drop questionnaire or even Survey Monkey, all of which are both time consuming and likely to return a small response due to the time constraints.

**Financial and Legal implications**

The use of the Council Chamber will involve a small amount of additional Officer time in setting up, management & closure of the Town Hall for this event.

**Reference to Council Strategy, where relevant**

Managing Climate Change is a principle Town Council strategy as set out in the declaration of 19<sup>th</sup> June 2019.

**Equality and Diversity impacts**

No issues arising for this Workshop.

**Consultation:**

Internal Newbury Town Council Consultation as required.

**Other information**

Members of the Working Group have undertaken to manage the event with some assistance from Officers where needed.

**Recommendation(s)**

To approve the use of the Town Hall Council Chamber for the Climate Change Workshop and the associated activities to allow this to progress.

**Signed:** David W Ingram  
Community Services Manager  
6<sup>th</sup> September 2019