

21 June 2021

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

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

Also: All Members of the Council for information.

Dear Councillor,

You are required to attend a meeting of the Community Services Committee to be held in the Council Chamber, Town Hall, Market Place, Newbury, on **Monday 28th June 2021 at 7.30pm**. This meeting is open to the Press and Public.

Yours sincerely,

David Ingram
Community Services Manager

AGENDA

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

5. **Approval of Terms of Reference of Victoria Park sub-Committee (Appendix 1)**
Chairperson
To Resolve the Terms of Reference for the Victoria Park Sub committee
6. **Election of Members of Green Spaces Working Group**
Chairperson
To resolve: the membership pf the Green Spaces Working Group
7. **Approval of Terms of Reference of Green Spaces Working Group (Appendix 2)**
Chairperson
To resolve: the Terms of Reference of the Green Spaces Working Group
8. **Approval of previous Meeting Minutes (Appendix 3)**
Chairperson
To approve: the minutes of a meeting of the Community Services Committee held on Monday 15th March 2021, already circulated, and as attached at Appendix 1.
9. **Questions and Petitions from Members of the Public**
Chairperson
10. **Members' Questions and Petitions**
Chairperson
11. **Green Spaces Working Group - Newbury in Bloom (Appendix 4)**
Chairperson
11.1 To note the minutes of the Green Spaces Group meeting of
Further details below in Item 12, Community Managers Report.

11.2 To receive the Annual update from Friends of Newtown Rd Cemetery – Cllr Martha Vickers
11.3 To approve: the NiB (GSWG) Working Group Plan as set out in Appendix 4.4 subject to content of Community Managers Report, Appendix 5.
12. **Community Services Managers Report (Appendix 5)**
Community Services Manager
12.1 Recommendation: Members to note progress being made by the Community Services Team on various Newbury Town projects.
12.2 Recommendation: To approve the amended clause to be included in the Allotment Tenancy Agreements.
12.3 Recommendation: To approve an additional £5,000 in contingency funding for 2020/21 trees works from the Councils unallocated reserves budget.
12.4 Recommendation: To approve the amendment to the Market Traders Agreement as above and Appendix 5.1 attached.
13. **Wash Common Investment Consultation proposal update (Verbal)**
Community Services Manager
To note: the Consultation update and the returns made by the Public.
14. **Fifth Road Play area Report (Appendix 6)**

Chairperson

To approve; to approve Options 3 and 4 with an approval to allocate a sum not to exceed £110,000 out of the Councils remaining unallocated Reserves for this project.

15. Victoria Park Wheelchair swing (Appendix 7)

Chairperson

To approve: removal of the existing facility and to replace this with a modern high standard inclusive facility which is suitable for wheelchair users like the seesaw frame illustrated above.

To allocate a sum not less than £25,000 so this project.

16. Victoria Park Bandstand (Appendix 8)

Chairperson

To approve:

A basic minimal repair to make the Bandstand watertight for the remaining season, to provide a detailed specification and tender the works of upgrade of the bandstand in parallel with Tenders for the new Café facility seeking economies of scale.

An allocation of a sum not to exceed £5,000 for this work.

An allocation of a sum of £50,000 out of Reserves for implementation in 2022/23

17. Forward Work Programme for Community Services Committee 2021/22 (Appendix 9)

Chairperson

To note: the Forward Work Programme subject to amendment following outcome of Councils new Strategy being adopted.

To invite: Members to raise any additional items for consideration.

18. New Community Cafe facility – Victoria Park (Verbal)

Community Services Manager

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

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

19. Tennis in Newbury (verbal update)

Community Services Manager

David W Ingram

Community Services Manager

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

Newbury Town Council

Public Report to the Community Services Committee,

Agenda Item No 5 - Victoria Park Development – Sub Committee

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

Background:

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

The Community Services Committee approved the formation of the Sub-committee at their meeting on 17th June 2019.

Objective

To appoint a Sub-Committee of elected Members and any ad hoc specialist where required to oversee the construction phase of this project, the selection of a café lessee, agree the operating Lease & rental terms and manage the risk map for this project. The current Sub-committee & its membership are due for re approval as are the Terms of Reference.

Options

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

Proposal

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

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

The Sub-Committee will meet for the period of design, Planning builds up until post completion review, which is likely to be in July 2022, as and when issues arise requiring Member's input.

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

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

Financial and Legal Implications

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

These costs at present are still set within those parameters. Feed have been expanded to achieve a Planning Submission by instructing the Principal Architect and necessary specialist Consultant Teams to provide all the information necessary for that Application.

Further costs & expenditure will be approved as necessary by the Sub Committee within the original overall Council approval.

Reference to Council Strategy,

Progress to date:

- Significant progress on proposed new Community Café and public toilets for Victoria Park
 - Redesigned to be carbon neutral in operation and target BREEAM (Building Research Establishment Environmental Assessment Method) Excellent in construction
 - Detailed plans submitted for planning approval in November 2020

Strategic Plan:

- 4. Open the new Community Café and public toilets in Victoria Park, as soon as we can after planning permission**

Strategy:

1. By Easter 2021, open a new café in Victoria Park that we can all be proud of a) We will target BREEAM Excellent for the building design and construction b) Café will be designed to enable carbon neutral operation with PV panels for electricity generation and air source heat pumps for heating c) Café will have a toilet with baby changing facilities and disabled access; & the building will also house male, female and disabled toilets for users of the park d) The building will have changing facilities for tennis coaches and other users of the tennis courts e) The building will be the CCTV hub for the park

Equality and Diversity impacts

The facilities will be available for all the community to enjoy. The changing rooms include specific provision for people with disabilities, access will be DDA compliant, internal features will be Dementia friendly and suitable for all disability groups.

Recommendation(s)

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

Signed: David Ingram
Community Services Manager

Updated 21 June 2021

Newbury Town Council

Public Report to the Community Services Committee,
Agenda item No: 7

Environment Working Group **(Green Spaces Working Group)**

Terms of Reference

Membership:

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

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

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

Administration support is provided by the Community Services Manager.

Quorum is 2 elected Working Group members, in addition to Chair or Deputy and 1 Officer

The Group should meet on a bimonthly basis unless otherwise agreed by the Working Group.

Intent:

- To 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 Pride 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.

David W Ingram
Community Services Manager
Updated 21 June 2021

**MINUTES OF A MEETING OF THE COMMUNITY SERVICES COMMITTEE HELD
ONLINE VIA ZOOM
ON MONDAY 15 MARCH 2021 AT 7.30PM**

PRESENT

Councillors Martin Colston; Olivia Lewis (Chair) Jeff Beck; Nigel Foot; Chris Foster; Jon Gage; Roger Hunneman; Steve Masters; Sarah Slack; Martha Vickers (Vice-Chair).

In Attendance

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

31. APOLOGIES FOR ABSENCE

There were none.

32. DECLARATIONS OF INTEREST AND DISPENSATIONS

The Community Services Manager declared that Councillors Jeff Beck 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.

33. MINUTES

PROPOSED: Cllr Jon Gage

SECONDED: Cllr Jeff Beck

RESOLVED: That the minutes of the meeting of the Community Services Committee held on 21 September 2020, be approved.

It was noted however, that on page 15 of the meeting pack point g) Wash Common Tree planting 5th & 12 Dec 2020 (stated as point 9 in the CS Meeting) of the Newbury Green Spaces / In Bloom Working Group meeting of the 08 October 2020, should have read "will now", instead of "will not". These minutes have now been amended.

34. QUESTIONS AND PETITIONS MEMBERS OF THE PUBLIC

There were none.

35. MEMBERS QUESTIONS AND PETITIONS

There was one from Cllr Tony Vickers:

Chair, West Berkshire Council is inviting other organisations in the District to bid for funds (between £10k and £100k per project) that would be in accord to its Infrastructure Delivery Plan that could be implemented by March 2022. For details see <https://info.westberks.gov.uk/cilbidding>.

The deadline for bids to be submitted is 10th January 2021 but this is first time this committee has met since the scheme was announced. Does Community Services Committee have any potentially qualifying projects that it might consider bidding for and if so could a decision be made this evening to make a bid?

The Chairs reply was:

"Thank you Cllr Tony Vickers.

The Council is aware of the offer from West Berkshire Council and the opportunity has and will continue to be considered.

The closing date, 10th Jan 2021 is giving very short notice to applicants bearing in mind the current Covid 19 restrictions and the holidays period which for many starts at the end of this week.

Officers are looking at what opportunities there are for a bid submission."

36. GREENHAM COMMON COMMISSIONERS

Rebecca Hart the Commissions Chair, gave a presentation outlining their request for funding and how it would be used mostly for admin support and website improvements.

PROPOSED: Cllr Jeff Beck

SECONDED: Cllr Martin Colston

RESOLVED: That the Committee recommends that Newbury Town Council would from April 2021 provide £500/year for 3 years, subject to a verbal report from the Commission to Full Council annually.

37. COMMUNITY SERVICES MANAGERS REPORT

24.1 Councillors received an update from the Community Services Manager on activities undertaken as per the items as attached at Appendix 2 of the Agenda.

24.2 The items on the report were noted.

38. GREEN SPACES WORKING GROUP – NEWBURY IN BLOOM

- 19.1** The minutes of the Green Spaces Group of 08 October 2020 and 12 November Appendices 3A & 3B of the Agenda were noted.

Cllr Martha Vickers requested an amendment to the minutes of the 2 meetings, as she sent apologies to the meeting for the 08 October, but these were not noted, and she attended the meeting of 12 November, but this too was not noted.

- 19.2 PROPOSED:** Cllr Jeff Beck
SECONDED: Cllr Martin Colston

RESOLVED: That the Green Spaces Working Group Forward Community Engagement Plan as set out in Appendix 3C of the Agenda was approved.

39. REVIEW OF COMMUNITY SERVICES 2021/22 BUDGETS

- 19.3** Officers' proposal for the Community Services Budget for the 2020/21 financial year, as attached at Appendix 4 of the Agenda were noted.

- 19.4** There were no additions, amendments or deletions required, before inclusion in draft budget for Policy & Resources Committee consideration on 14 January 2021.

- 19.5 PROPOSED:** Cllr Martin Colston
SECONDED: Cllr Martha Vickers

RESOLVED: The submission of the Draft Budget proposal for Policy & Resources Committee consideration on 14 January 2021 as attached at Appendix 4a of the Agenda was approved.

40. SERVICES REVENUES FOR 2020/21 FINANCIAL YEAR

- 19.6** The proposals for Services Revenues for 2021/22 and allotments for 2022/23 as attached at Appendix 4b of the Agenda were noted.

- 19.7** There were no additions, amendments or deletions required, before inclusion in draft budget for Policy & Resources Committee consideration on 14 January 2021.

- 19.8 PROPOSED:** Cllr Martin Colston
SECONDED: Cllr Jon Gage

RESOLVED: The Services Revenues for the financial year 2021/22 and in advance the Allotment Charges for 2022/23 as at Appendix 4b of the Agenda were approved for submission to the Policy & Resources Committee consideration on 14 January 2021.

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

19.9 The Forward Work Programme subject to amendment following outcome of Councils new Strategy being adopted, was noted.

19.10 There were no additions to the Community Services Forward Working Programme.

42. TOWN COUNCIL STRATEGY 2019-2024

There were no proposed changes to the Town Council Strategy, before review by the view by the Strategy Working Group for submission to the Policy & Resources Committee consideration on 14 January 2021

43. NEW COMMUNITY CAFÉ FACILITY – VICTORIA PARK

19.11 The Community Services Manager gave a verbal update to the Committee on the current plans for the proposed Community Café.

19.12 Cllr Roger Hunneman said there would be a meeting of the Victoria Park Sub-Committee early in the new year.

THERE BEING NO OTHER BUSINESS THE CHAIRPERSON THANKED ALL THOSE IN ATTENDANCE AND DECLARED THE MEETING CLOSED AT 9.02pm

CHAIRPERSON

**Newbury Green Spaces / in Bloom Working Group
Zoom Meeting 25^h March 2021.**

Minutes

PRESENT: Councillors: Jon Gage, (Chair), Sarah Slack, Martha Vickers (joined later),
Chris Foster, Jeff Beck, Billy Drummond

Members: Tony Hammond, David Fenn, Paul Barker,
Sukey Russell Hayward

Officers: James Heasman (P&RO), David Ingram (Community Services Manager).

1.Apologies Cllr, David Marsh also from: Samantha Carpenter, Fran Lawton,

2.Minutes

The minutes of the meeting of the Green Spaces Working Group held on 18th February 2021 were briefly discussed, and approved, items were now either completed or included on Agenda. The principal matters are set out in the Agenda.

3. Part 1 - Update on Community activity/ Matrix

CS Committee Approvals

A) Britain in Bloom

Recommendation: To approve, should resources allow, NTC would, on recommendation of GSWG, consider the submission of a digital entry into one or more of the categories for Thames & Chiltern in Bloom.

B) Newbury in Bloom

7.1 Recommendation: To approve the fallback options and engage the public in a digital Newbury in Bloom competition as set out in **Appendix 3.1** managed by the GSWG.

C) Greenham House

7.2 To approve, subject to suitable agreed adjustment because of the Consultation feedback by the Green Spaces Working Group, within allocated Budget with the phased delivery of the project including the transfer of the land to NTC.

D) Victoria Park

7.3 Recommendation:

To approve, subject to any minor adjustment by the Green Spaces Working Group, within allocated Budget, the wild meadow seed planting along Park Way, Victoria Park.

E) Old Hospital Green

7.4 Recommendation:

To approve, subject to any minor adjustment by the Green Spaces Working Group, within allocated Budget, the NHS Commemoration Garden on Old Hospital Green

To approve the organising of a formal opening of the Gardens in late Spring 2021 by a suitable representative of the NHS family.

F) Biodiversity

7.5 To approve, subject to any minor adjustment by the Green Spaces Working Group, within allocated Budget, the award of the Biodiversity investigation works to

Future Nature dated February 2021.

G) Spring Clean

7.6 Recommendation:

To approve, subject to date setting by the Green Spaces Working Group, within allocated Budget, that the Council should participate in the Great British.

Clean event, 28th May to 13th June 2021

H) On Tree Allotment

7.7 Recommendation:

To confirm approval, subject to any additional requirements of the Green Spaces Working

Group, the approval for this area of land to be incorporated into the One Tree.

I) Fifth Road play area

7.8 The deterioration of the play areas in Fifth Rd, much of which is a result of vandalism and mindless destruction, is of concern. The Parks & Greens Spaces Officer is recommending that the ongoing cost of repairs to this site is unsustainable. The Committee are asked to consider bringing this project forward in the 10-year Playground Replacement Plan, ahead of the Consultation on Greenham areas.

7.8 Members agreed to this change in priority.

J) Wash Common Investment Consultation proposal (Appendix 4)

Priority Project for Members

To approve the Consultation proposal as outlined in this Report.

To approve the delegation of the management of the phase 1, General Public Consultation exercise as set out in Appendix 4.1, within the outline approved to the Green Spaces Working Group.

Britain in Bloom

Feedback from the Thames & Chiltern Semina via this link:

https://822393b6-99c7-4b9f-85de-e1d00ec3f72e.filesusr.com/ugd/a1e6ab_813eb2296b624472b93c137483a4f0ad.pdf

It was agreed to run an online competition for the best photograph or max 2 mins video clip in set categories the suggested categories are:

- Neighborhood's incl canal side, Alms houses and similar / Business
- Places of Worship – as above are they able to participate
- Community Building / facility Award
- Miniature Gardens incl Window display, hanging baskets.
- Special category for young people under 18 in any of the above categories

This will be run completely online and will involve pictures / Video being sent to an agreed storage address, this to be by Mid July 2021, for an overall judging come September at the end of the season ready for an online award ceremony. Initial teasers will be posted on the Councils sites until we can get confirmation that this can be done.

VP wildflower meadow - 20th March 2021

Positive response well over 100 in attendance, most successful event so far.

Bee Meadow at Monkey Bridge

It was agreed that to assist the reestablishment of the Garden accidentally destroyed by WBC a grant of £100 be given to the Project.

Old Hospital Green Memorial Garden 18th April 2020

Final preparation being made, lectures to be black, public participation to be restricted

to 2 x groups of 6 every hour 10am to 12 noon. NHS Contact for Official opening still awaited.

James to circulate final design before manufacture.

Discussion at next meeting around Café for site, Local Friends of Old Hospital Green?

Community clean event

It was agreed that the Community Clean vent should take place 29/30th April 2021

It would be managed locally with Members input and by Ward

<https://www.keepbritaintidy.org/get-involved/support-our-campaigns/great-british-spring-clean>

Greenham Community are interested in supporting a Clean at the Nightingales

Glendale Ave Orchard

Tony Hammond outlined the proposal, updated Risk Assessment to be issues, Letter drop to all residents, Tony to advise if any negative feedback.

Lockdown Woodland Barns Crescent - Susan Millington to discuss next phases with JH.

Part 2 - NTC Strategic matters

Biodiversity plans and monitoring – Future Nature (BBoWT) now instructed to do phase 1 surveys of wash Common, Victoria Park & Newtown Rd Cemetery, dates awaited.

Greenham House Gardens – Very positive response, the matrix in summary shows 27 returns most with helpful comments & observations. The majority from Post codes RG14 7, the area immediately surrounding.

All were in favour of NTC taking control of this area, the pathways being upgraded & made safe.

The majority in favour of the Wild meadow planing area with respect for an access path & seating be it logs or similar. More colourful planting, fruit / berry trees & planting that assist in carbon reduction generated by the roundabout.

The Goal post were controversial and suggestions that these should not be provided just open space.

Sculptures were questioned, save at the entrance with Interpretation boards were favourable.

The gate to the St Catherine Rd area was split views, it will need further discussion with Sovereign HA as this is on their Land.

The other issues raised were around additional seating & benches more bins and dog waste.

Consultation / Engagement

Consultations matrix requires updating & Fifth Rd should now be added

Three Acre Rd/ Culver Rd Ash Die Back

James highlighted the issues with trees in Culver Rd and Shaw Cemetery and the need to remove some as a matter of urgency.

West Berks Greening Campaign - this is a campaign being championed by WBC and the Principal Organiser, Terena Ploughright will be a Guest Speaker at the Climate Change Workshop on 17th April 2021

see www.greening-campaign.org

Use of Sayes Close area by Greenham Community – The Chair advised the Greenham Community Team had asked if the green space at Sayes close could be used for outside activity. This is Public Open Space as such is available for all to use. The WG acknowledged that this would take place and support it use.

Councill Members discussion

Additional Volunteer Members - discussion took place around the forthcoming annual review of Committees & Working Groups and the options for change in particular the potential for a Committee on Green spaces to speed up decision making. The need for Volunteer input was discussed which a Committee structure would exclude. Members would consider all the options ahead of the Annual Council review.

Poast meeting - An approach has been made by Sovereign HA to include a Volunteer member to replace Steve (Carnarvon Place) It was suggested initially Rachel Peters Community Involvement. To be tabled at next meeting.

Use of non-cultivated Green Spaces – Members were asked to discuss the various request received to re-use currently non cultivated Green Spaces. The discussion resulted in recommendation that:

In view of recent issues, no change of status on Council owned land will take place without due process being following,

primarily Public Consultation, as set out in the Council's updated Consultation Policy.

Any case put forward to Committee for approval must contain the following:

Current outline of the biodiversity on the land in question
Explanation of how that biodiversity will be migrated in the short term and how it will be encouraged to diversity more going forward
Outline of the Opportunity cost/ loss/ social value achieved by changing the status quo.
Outline the benefit to the Community by changing the status quo
Outcome of the Public Consultation

Using the Wash Common Wildlife area as an example, the direction given is

Wait the outcome of the current Biodiversity survey the Council has commissioned with Future Nature (BBoWT)
Show how that biodiversity (in whatever form it is found, frogs, bugs) will be migrated (where will it go) and can we give assurance it will survive and potentially enrich
Invite the Allotment holders and any Neighboring residents the Committee feel may be affected to comment on the proposal
Submit a case for change as above to Committee
If approved, the Allotment Rules are in play

Environmental Events to be advertised - several event matters were highlighted this month in Press & Social media.

DATES for next Meetings:
Amended to be THURSDAY 22nd April 2021 at 7pm (Earth Day)

The meeting at closed at 21.40.
David W Ingram
Community Services Manager

Newbury Green Spaces / in Bloom Working Group
Zoom Meeting 22nd April 2021.

Minutes

PRESENT: Councillors: Jon Gage, (Chair), Sarah Slack, Martha Vickers, Chris Foster, Jeff Beck, David Marsh

Members: Tony Hammond, David Fenn, Paul Barker,
Sukey Russell Hayward, Susan Millington

Officers: James Heasman (P&RO), David Ingram (Community Services Manager).

1.Apologies Cllr Billy Drummond also from: Samantha Carpenter, Fran Lawton,

2.Minutes

The minutes of the meeting of the Green Spaces Working Group held on 25th March 2021 were briefly discussed, subject to minor amendments, approved, items were now either completed or included on Agenda. The principal matters are set out in the Agenda.

3. Part 1 - Update on Community activity/ Matrix

Britain in Bloom

Feedback from the Thames & Chiltern Seminar via this link:

https://822393b6-99c7-4b9f-85de-e1d00ec3f72e.filesusr.com/ugd/a1e6ab_813eb2296b624472b93c137483a4f0ad.pdf

JH discussed with the Judges best options for NTC entry, suggested that NHS Garden be put into Pride of Place.

The Wildflower meadow will be included if they VP growth is sufficiently advanced & Orchards into the Environmental responsibility category.

Newbury in Bloom

It was agreed to run an online competition for the best photograph or max 2 mins video clip in set categories the suggested categories are:

The categories this year will be:

- Neighborhoods - 5 + properties (including alms-houses & canal boats)
- Community Projects - any community or Group working together.
- Places of worship or Assembly

- Allotment
- Miniature Garden - (window box, hanging basket 1mx1m max, window displays)

This year there are 3 ways for entrants to get involved with the campaign. You can submit a video to us via a YouTube link, send a photographic portfolio, or the judges can visit you in person, if regulations permit

This will be run completely online and will involve pictures / Video being sent to an agreed storage address, this to be by Mid July 2021, for an overall judging come September at the end of the season ready for an online award ceremony. Initial teasers will be posted on the Councils sites until we can get confirmation that this can be done.

<https://www.newbury.gov.uk/community-services/newbury-in-bloom/>

The Application is live, Members were asked to comment on the Criteria and the pack to be issued.

Judging weighting for each category was discussed, James to update & circulate scoring matrix

Old Hospital Green Memorial Garden 18th April 2020

Successful planting day, well attended, 30 plus Volunteers & Members, all plants in place. Consideration to a second event, weeding & encourage membership of a City Rec / OHG Friends Group to look after planting.

Community clean event

It was agreed that the Community Clean event should take place 29/30th May 2021

It would be managed locally with Members input and by Ward

<https://www.keepbritaintidy.org/get-involved/support-our-campaigns/great-british-spring-clean>

Greenham Community are interested in supporting a Clean at the Nightingales

Glendale Ave Orchard

Tony Hammond indicated that there was insufficient interest in after care and on re inspection there may be issues with overshadowing by existing Trees. This project will be abandoned, and alternative nearby sites (Roebuts) will be investigated. Land opposite Ladybirds Nursery should be visited to assess suitability.

Lockdown Woodland Barns Crescent - Susan Millington asked to discuss next phases at the next meeting.

Part 2 - NTC Strategic matters

Biodiversity plans and monitoring – Future Nature (BBoWT) now instructed to do phase 1 surveys of Wash Common, Victoria Park & Newtown Rd Cemetery, dates now confirmed. Staff allocated as from 7th June 2021 to commence survey works. More details neared to date.

Greenham House Gardens – Very positive response, the matrix in summary shows 27 returns most with helpful comments & observations. The majority from Post codes RG14 7, the area immediately surrounding. All were in favor of NTC taking control of this area, the pathways being upgraded & made safe. Post Consultation PR to be issued asap.

Consultation / Engagement

Consultation's matrix requires updating & Fifth Rd should now be added as should the need to Wildflower Meadow cuts, new bed as OHG, any works to Greenham House gardens that will require Volunteer / additional attendance outside the CLL Contract. Also look at Community Payback post re-organisation as part of Probation Service changes (26th June 2021). Emphasis on more Community engagement.

Wash Common Consultation update

3000 + Letters now delivered, PR issued on rotation, to date 104 electronic returns.

Fifth Rd & Playpark

Recent Play inspection report highlighted major issues and flagged this site RED. Individual equipment issues plus overall site condition contributes. Options to go to CS meeting in June 2021

West Berks Greening Campaign

This to feature at the Council Climate Change Workshop, 15th May 2021

Additional Volunteer Members

With all the additional planting & wildflower gardens, there is a need to additional Volunteer assistance. As well as establishing Friends Groups for say Wash Common & City Rec the Council needs to look for after care Volunteers

going forward. There will be a weeding day at Old Hospital Green to see how this might attract interest.

Environmental Events to be advertised - several event matters were highlighted this month in Press & Social media.

DATES for next Meetings:

Amended to be THURSDAY 27th May 2021 at 7pm (Earth Day)

The meeting at closed at 21.10

David W Ingram

Community Services Manager

Newbury Green Spaces / in Bloom Working Group
Zoom Meeting 27th May 2021.

Minutes

Present:

Councillors: Jon Gage, (Chair), Sarah Slack, Martha Vickers, Chris Foster, Jeff Beck, David Marsh

Members: Tony Hammond, David Fenn, Paul Barker, Susan Millington

Officers: James Heasman (P&RO), David Ingram (Community Services Manager).

1.Apologies Cllr Jeff Beck, Fran Lawton, Sukey Russell Hayward

2.Minutes

The minutes of the meeting of the Green Spaces Working Group held on 22nd April are incorrect. An amended version is to be tabled at the next meeting.

3. Part 1 - Update on Community activity/ Matrix

Britain in Bloom

Initial feedback from the Organisers is that there are few entries, at the point of their e-mails in the previous week only 7 submissions had been made which includes 2 applications from NTC.

James is still pulling together 2 submissions for the Awards to be submitted formally by end of June 2021.

Newbury in Bloom

As with above, no entered today with the closing date shortly. There were issues with the electronic entry form, sorted 2 weeks ago. Normally by this time in the process 60/70 submissions would have been received including manuscript entries.

It was agreed that depending on the outcome, NTC should look to showcase particular areas, Orchards, Old Hospital Green, Wildflowers, Bee Meadow, Secret Garden project, One Tree Park Allotment project and any individual areas that members see which would be of interest and or add to the portfolio for 2021/22 entry in Britain in Bloom.

Community clean event

It was agreed that the Community Clean event should take place 29/30th May 2021

<https://www.keepbritaintidy.org/get-involved/support-our-campaigns/great-british-spring-clean>

It would be managed locally with Members input and by Ward, Cllr Vickers confirmed the Wards where activity was likely.

Greenham Community are also carrying out a Clean at the Nightingales

Cllr Slack mentioned the Love you park campaign run by Keep Britain Tidy which runs from 23rd July until the 1st of August 2021

Old Hospital Green Memorial Garden 18th April 2020

The Mayor, Cllr Drummond & a rep from NHS will formally open the Garden formally of Friday 4th June 2021

The second event, weeding & encourage membership of a City Rec / OHG Friends Group to look after planting. Will take place on Sunday 6th June 2021.

Glendale Ave Orchard

Tony Hammond indicated that there was insufficient interest in after care and on re inspection there may be issues with overshadowing by existing Trees. This project will be abandoned, and alternative nearby sites (Roebuts) will be investigated. Land opposite Ladybirds Nursery should be visited to assess suitability.

Lockdown Woodland Barns Crescent - Susan Millington asked to discuss next phases at the next meeting.

Part 2 - NTC Strategic matters

Biodiversity plans and monitoring – Future Nature (BBoWT) now instructed to do phase 1 surveys of Wash Common, Victoria Park & Newtown Rd Cemetery, dates now confirmed. Staff allocated as from 7th June 2021 to commence survey works. More details neared to date.

Greenham House Gardens – Very positive response, the matrix in summary shows 27 returns most with helpful comments & observations. The majority from Post codes RG14 7, the area immediately surrounding. All were in favor of NTC taking control of this area, the pathways being upgraded & made safe. Post Consultation PR has been issued and an action plan for this Autumn set out.

Consultation / Engagement

Consultation's matrix requires updating & Fifth Rd should now be added as should the need to Wildflower Meadow cuts, new bed as OHG, any works to Greenham House gardens that will require Volunteer / additional attendance outside the CLL Contract. Also look at Community Payback post re-organisation as part of Probation Service changes (26th June 2021). Emphasis on more Community engagement.

Barn Crescent work party will take place on 13th June 2021

Phased work to the raised beds will start on 12th June 2021

Possible wildflower cuts in City Rec 4/5 Sept 2021 and Victoria Park 18/19 September 2021

Barn Crescent grass cutting works are scheduled for 12th September 2021

Wash Common Consultation update

3000 + Letters now delivered, PR issued on rotation, to date 104 electronic returns.

Trees

JH highlighted that a recent inspection indicated issue with the Scots Pine. Arboriculturist confirmed that 15 had not survived the winter, which as his view was summed up by **Climate Change, conditions** now do not suite Scots Pines in this location, possibly waterlogging of root system.

Question was raised around the current Council Policy of replanting 2 for each removed, shortage of save for 30 new trees in the Wash Common area.

JH confirmed that 3 Pear Trees in City Rec also had not survived, this need replacing in the Autumn.

Fifth Rd & Playpark

Recent Play inspection report highlighted major issues and flagged this site RED. Individual equipment issues plus overall site condition contributes. Options to go to CS meeting in June 2021. JH would invite Members to visit the site prior to meeting to highlight safety concerns raised by Annual Inspection.

Additional Volunteer Members

With all the additional planting & wildflower gardens, there is a need to additional Volunteer assistance. As well as establishing Friends Groups for say Wash Common & City Rec the Council needs to look for after care Volunteers going forward. There will be a weeding day at Old Hospital Green to see how this might attract interest.

Terms of Reference

At next Community Services the Terms of Reference for the Grup would be reviewed, Members were asked to consider any amendments, changes, alternations ready for the Committee meeting.

Environmental Events to be advertised - several event matters were highlighted this month in Press & social media.

DATES for next Meetings:

Amended to be THURSDAY 22nd June 2021 at 7pm by Zoom.

The meeting at closed at 21.130

David W Ingram
Community Services Manager

Green Spaces Working Group Activity Plan (Draft) 2020/21 season with Engagement plan.

Date	Activity	Where	Organising	Supporting	Cost	Out of Hrs Staffing Time	Staffing costs #
TBC	New community orchard plant	Glendale Avenue	GMO / GNG	NIB WG	£1200	4 hrs	£100
Engagement plan	In the hands of GNG who have passed the PR via NTC and has been approved. Agreed Joint Working policy applies. Lead Tony Hammond						
17 th Feb 2021	Britain in Bloom Preselection / information meeting	Town Hall	GMO / NTC	55	£150	4hrs	£100
Engagement plan	Communications event restricted to invited guest & interested parties						
20 th Feb 2021	Orchard pruning	TBC	GNG / NTC GMO	NIB WG	Nil	6 Hrs	£150
Engagement plan	In the hands of GNG who have passed the PR via NTC and has been approved. Agreed Joint Working policy applies. Lead Tony Hammond						
20 th March 2021	New wildflower meadow installs Victoria Park	Victoria Park	NTC GMO	GSWG	£4000	8 Hrs	£200
Engagement plan	GSWG agreed that this should be a communications event despite residents in Park Terrace & above Parkway Shopping. Min 6 weeks' Notice to be posted around Victoria Park setting out plan.						
18 th April 2021	NHS commemoration garden medicinal planting	Old Hospital Green	NTC GMO / Chair	NIB WG / Community Matters?	£2620	6hrs	£150
Engagement plan	GSWG agreed that this should be a communications event despite residents in Willows, Carnarvon Place & Old Andover Rd. CSM to engage with Sovereign re advance warning of plan. Min 6 weeks' Notice to be posted around Victoria Park setting out plan.						
29 May 2021	Community Clean event	Across Newbury	NIB WG	CIIs	TBD	0Hrs	

Green Spaces Working Group Activity Plan (Draft) 2020/21 season with Engagement plan.

Engagement plan	Communications event asking for Volunteers to attend. Publicise at least 6 weeks in advance. Cllr Vickers to coordinate & advise location / time						
4th June 2021	OLG Official unveil	Old Hospital Green	NTC /GMO / Mayor	GMO			
6th June 2021	OHG Weeding	Old Hospital Green	NTC / GMO	GMO	£260	6 hrs	£300
Engagement plan							
September 2021	NIB Presentation Evening	Corn Exchange	NTC GMO	NIB WG	£800	8 Hrs	£200
Engagement plan	Communications event & invited participants only						
September 2021	Cutting of Wildflower meadows					2x5hrs +10	£250
Engagement plan							
Annual Allotment visits	Members visit s	All sites	NTC CS Team	GMO	£1800	2 x 3hrs x 5 = 30	£750
Engagement plan	Communications event & invited participants only						
Totals					£10,570	116	

- * Incl. Hrs in preparation in advance # assumed @ £25phr.

Green Spaces Working Group Activity Plan (Draft) 2020/21 season with Engagement plan.

Updated 11th May 2021

Appendix 5

Newbury Town Council

Public Report

Community Services Committee,

Agenda Item No 5

Community Services Manager Report – June 2021

Green Spaces

Development of the Town Councils Parks & Recreation grounds continue to be managed & enhances with projects & volunteer events as set out in Appendix 4.4 – GSWG

Progress Planner.

Britain in Bloom

NTC have submitted an entry in the current Covid reduced Thames & Chiltern in Bloom 2021 competition.

Newbury in Bloom

The 2021 Newbury in Bloom competition was launched in May 2021 in a reduced format. Regrettably very few entries have been received for this competition, it was agreed that the competition would therefore be cancelled for 2021.

Greenham House Gardens

The Councils Strategy states:

Explore taking ownership of Greenham House Gardens from WBC (West Berkshire Council) – decision by June 2021.

Results of the Public Consultation were published along with an action plan subject to available funding

<https://www.newbury.gov.uk/media/mtbhxipi/greenham-house-gardens-consultation-feedback.pdf>

In essence it is proposed that the following are put in hand once the Transfer has taken place:

- Moving the floral display to the main entranceway
- Replacing the bench that has been stolen
- Planting a Wildflower Meadow
- Planting a native hedge alongside the old flower bed
- Discuss with Sovereign Housing the possibility and agreement for access through to St Donats Place

The Transfer is dependent on WBC carrying out works to the footpaths & entrance way, this is still outstanding.

Victoria Park Wildflower planting

Completed and the result of the public engagement is beginning to show in the germination and growth of the plants.

Old Hospital Green NHS Garden

Completed and the Mayor kindly officially open the site for public view. Post planting management is in discussion with interested Groups.

<https://www.newbury.gov.uk/media/juwj04ha/old-hospital-green-nhs-commemorative-garden-planted.pdf>

Biodiversity

The Councils Strategy recommends:

Conduct biodiversity surveys in our major open spaces to provide benchmarks and give basis for future enhancements.

BBoWT (Info NATURE) have now completed the preliminary surveys Biodiversity surveys for the 3 nominated sites. Their initial feedback is:

The visitor pressure is certainly high, but I was impressed with how the sites are managed. Newtown Road cemetery in particular was a lovely species rich grassland. I found a number of occupied nests and overall, the three sites were of greatest importance for birds.

Copies of the Reports are due to be circulated shortly.

British Spring Clean Event 2021

Members on a Ward basis organised and ran successful Litter picking events as part of the National British Spring Clean event 2021.

Allotments

Awards

It is proposed to again offer the Stewards the opportunity to select plots for the Annual Allotment Awards in the following categories:

Best Newcomer

Plot 5 poles and over

Under 5 poles

Members are asked to consider visiting the Allotments this Autumn, either as part of the final Judging or as Good Will visits to see the activity taking place on each of the sites.

More details will be circulated in due course.

Allotment Rule Amendment.

After consultation with Allotment Stewards from each site, propose:

CURRENT RULE: Not start any bonfires before 6 pm or dusk (whichever is earlier), not leave bonfires unattended and be aware of wind direction to avoid smoke being blown towards local properties.

PROPOSED NEW RULE: Not light any bonfire, firepit, incinerator or anything that creates smoke, before 6pm or dusk (whichever is earlier) and not leave them unattended and be aware of wind direction to avoid causing a nuisance to neighbouring allotment tenants or local properties.

Recommendation: To approve the amended clause to be included in the Allotment Tenancy Agreements.

Playgrounds & open spaces

The Annual Independent Playground Inspection Report has been received. There are a higher number of risk items that need attention this year that had been expected. This is mainly due to the outcome of recent H&S Executive prosecutions with extremely high fines on Operators, leading to a much more risk adverse approach by the Inspectors.

One red item was highlighted which has been dealt with.

The Yellow or medium risk items are being managed and spare parts ordered with a view to these being completed by School Summer holidays.

A separate Report is tabled for the higher risk issues at Fifth Rd play park & the Wheelchair Swing in Victoria Park.

Football Pitches

Investigation work is being undertaken to explore the options and costs for grass improvement works to both football pitches. The shortage of playing facilities in West Berkshire has resulted in a surge in pitch booking, both NTC pitches being used up to 5 times over a weekend as well as mid-week training sessions. This inevitably is adding to the wear and breakdown of the playing surfaces.

Defibs

Instructions have been issued for the installation of 2 new Defibrillators one on each of the Football Changing Rooms, City Recreation Ground & Wash Common. The existing units have now been registered on the National database.

Tree Stock.

Members will be aware that the Council carried out a full 5 years in depth tree surveys in 2019 followed by the arboriculture improvements that were recommend. After these works, due to storm damage & disease in the following year a further £10,500 of additional fund were allocated to action issues that arose.

Regretfully following the initial issues with Ash Dieback, more trees have fallen to Die back, a new issue had been found which is causing Scots Pine, particularly the wooded area in Wash Common, to fail.

A recent H&S inspection found 12 trees with defects requiring urgent surgery. The current 2020/21 budget for Tree works is £6,750, however the lowest quote for the immediate surgery is £8,550 above the annual total fund available.

Recommendation: To approve an additional £5,000 in contingency funding for 2020/21 trees works from the Councils unallocated reserves budget.

Lock Island Lease (C&RT)

Discussions with the Canal & River Trust for Lease renewal of part of the land on Lock Islands continue, delayed due to Covid.

Falkland Memorial Ground (NT)

Discussion with the National Trust in respect of a Management Agreement for the land around the Falkland memorial are presently on hold due to Covid.

Charter Market

The market continues to trade well, no current issues raised by Traders.

Consideration has been given to the reduction in Saturday hours until 16.30 to help in the BID plan for the Town centre recovery in the early phases.

Following consultation with the National Federation the Council is recommended to add a new clause 21 to the Market Traders Agreement to read:

21. Traders preparing and selling food *to the public must be registered with their Local Authority: <https://www.gov.uk/food-business-registration> in accordance with Government Guidelines. This includes traders selling for Charity. A food business is anyone preparing, cooking, storing, handling, distributing, supplying or selling food.*

Recommendation: To approve the amendment to the Market Traders Agreement as above and Appendix 5,1 attached.

Victoria Park

Due to the extended delay in the release of Lockdown restrictions, NTC are not able to comply with the Regulations in providing a Safe public event, the Family Day due to be held on 11th July 2021 has been Cancelled

Preparatory works & cleaning of the Splash Park were completed, the Park opened for the last Bank Holiday.

Hebbons Childrens Fair has returned to Victoria Park of the 3rd year over the last Bank holiday, despite competition of an alternative Fair held in Northcroft, the Operator confirms the visits was worthwhile, financially.

Cemeteries

Operations at Shaw cemetery are ongoing. Officers and Contract staff are managing the Covid-19 Regulations exceptionally well.

The Lighting to the Chapel is currently being improved with low energy fittings, the carpet being upgraded ready for post lockdown use.

Covid – 19

The CS Team continue to monitor the Regulation requirements and application in all the NTC assets ensuring compliance at every stage of the lockdown release. Today not Covid related incidents have been reported.

Our tenants at the Town hall, Beyond, have returned to use the Town Hall Chamber for Educational purposes and the first post Lockdown Wedding held in the Chamber.

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

Signed: David W Ingram,
Community Services Manager

Date: 18th June 2021

Issue No. 13

Date of Issue: 07/06/2021

MARKET REGULATIONS

Contents

- **Notes/Definitions**
- **Market Regulations**

Notes:

1. The following Market Regulations supersede all previous editions.

Definitions:

1. **Newbury Town Council**, for the purposes of these regulations shall be stated as **NTC** or **the Council**.
2. A **Trader** for the purposes of these regulations shall be defined as any person(s) or company/business selling or applying to sell, goods/items etc. from a market pitch.
3. An **Approved (regular) Trader** for the purposes of these regulations shall be defined as any Trader subject to written approval from NTC, who has completed the agreed probationary period. The probationary period will involve attendance of no less than 4 markets in succession (Sat/Thu or both) - at the discretion of NTC.
4. A **Probationary Trader** for the purposes of these regulations shall be defined as any trader who has not completed the probationary period as defined by NTC in accordance with these regulations.
5. A **Charity, Religious Group or Society** for the purposes of these regulations shall be defined as any temporary trader or one off stall which has been given prior permission by NTC to set up on a Market Day.
5. The **Market** for the purposes of these regulations shall be defined as the Market held in the Market Place, Newbury, Berkshire, weekly on Thursday and Saturday or any other location or day as required by Newbury Town Council.
6. A **Pitch** for the purposes of these regulations shall be defined as the total area that NTC agrees to allow traders to occupy for the purposes of trading on any one market day. NTC reserves the right to move without prior notice, any pitch it feels is in the interest of the market

Town Hall, Market Place, Newbury, RG14 5AA

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📘 NewburyTC

THE REGULATIONS

1. The Market shall normally be held in the Market Place on each Thursday and Saturday between the hours of 9.00 a.m. and 4pm*. All goods and stalls are to be removed from the Market by 5pm.
*Except where these fall on Christmas Day or Boxing Day or in such circumstances that NTC require its relocation. The Council reserves the right to cancel or move the relevant market to a more appropriate location or day.
2. The standard pitch shall have a frontage of approximately 3 metres (or 10ft) and a depth of approximately 3 metres (or 10ft). The Council may allow a trader, (if in their opinion the conditions in the Market so permit), to occupy a pitch having a greater frontage upon the trader paying the appropriate additional frontage charge.
New traders who apply from 1 April 2016 must trade from a gazebo style canopy stall.
All additional temporary space charge will be payable in cash/cheque on the day of the market.
3. All new traders and charity/promotional/information stalls will be located within the Market Place area of the Market and their position decided by the Market Managers.
4. Present Pitch Charges – Please see attachment
 - a) Electricity Charges (Included in the standard charge)
 - b) All extra space not allocated to a traders regular pitch will be charged at the standard rate.
5. All traders shall comply with any directions of the Council or its representative on all matters affecting the conduct of the Market.

5. (a) The following shall apply to all Approved Traders

- (i) The Approved Trader shall pay the appropriate charge to NTC monthly in advance by Direct Debit, Standing Order, or in cash to the Market Manager.
- (ii) Traders who choose to pay daily will pay the appropriate fee to the Market Manager, on attendance, this being a 50% increase on the standard daily rate.
- (iii) Extra space to that agreed shall be paid on the applicable market day in cash/cheque. Failure to pay the appropriate charge to NTC on or by the appointed agreed date may incur an additional charge and may result in expulsion from the market.
- (iv) An Approved Trader shall give NTC adequate notice of their expected absence from the market. Adequate notice, for the purpose of these regulations is deemed to be 5 working days before the expected date of absence. The Trader shall contact NTC as soon as possible in cases of unexpected absence such as vehicle breakdown or illness. In the case of a Trader being too ill to attend the market, a doctor's certificate shall be surrendered to NTC for inspection upon request. Any Regular Trader not complying with the aforementioned regulations will be deemed to be absent without authorisation, and this shall result in appropriate action being taken.

5. (b) The following shall apply to all new Traders

- (i) New traders can take advantage of '4 weeks free rent' – to be eligible, they must pay for the first 4 weeks in advance, they will then receive 4 weeks free rent, and must sign up to paying monthly in advance after this time.
 - (ii) Casual traders will be considered, and must pay the 50% increase in the standard daily rate.
 - (iv) Any available pitches will be allocated on Market days by the Council or its representative who will allocated the location and size of the pitch as it feels appropriate. During the probationary period NTC reserves the right to exclude any probationary trader, either temporarily or permanently, from the market without notice or explanation.
- 6.** Traders selling meat and meat products must (i) pre-wrap all foods, or (ii) provide stalls of the vehicle or caravan type which are raised off the road with an integral floor. All preparation and selling must be carried out from within the stall and food exposed for sale must be additionally protected by transparent front, top and side screens.
- 7.** Except as provided in Regulation 6, a motor vehicle or trailer or cart shall not be used as a stall without the approval of the Council or its representative.
- 8.**
- (i) A trader shall not without the express permission of the Council or it's representative stand any motor vehicle, trailer, or car of any kind in whole or part on the highway adjoining the Market for any period longer than is reasonably necessary for the loading and unloading of goods in connection with the setting up of the stall barrow or selling pitch, or the delivery of goods to the stall, barrow or selling pitch from time to time during the day.
 - ii) For purposes of unloading and loading, all vehicles must be clear of the market by 8:15 a.m. and 5 p.m. respectively. All traders shall comply with their allocated market breakdown times as specified by the Council or its representative.
 - (iii) Except as provided in Regulations 6, 8 and 9, no vehicles shall be allowed on the markets during trading hours i.e. 9 a.m. - 4 p.m.
- 9.** Traders must provide their own receptacles of a type approved by the Council for the collection of refuse. Plastic sacks for refuse may be obtained from the Market Manager. A charge may be levied for this service.
- 10.**
- (i) Traders selling open food must supply their own appropriate electrical artificial lighting.
 - (ii) All traders shall supply appropriate electrical equipment i.e flex and sockets for connection to the Council electrical supply. A current test certificate for all such equipment must be supplied for inspection by the Council on request. Failure to do so may result in connection to the supply being refused.
- 11.** Any Trader operating a stall shall conduct their business in an orderly manner and shall refrain from any remarks or conduct likely to cause offence to customers or to persons using the Market Place or occupying premises fronting thereon. No trader shall leave their stall unattended without the express permission of the Council or its representative.

12. No trader shall use any public address equipment, radio, or similar apparatus in the Market without prior agreement from the Market Manager.
13. Traders may not transfer, sub-let or allow any other person to occupy a pitch without the consent of the Council in writing.
14. A trader shall not sell/display (or store) any goods or products from their appointed pitch other than those authorised/approved by the council and indicated as such on the traders approved product list. A trader wishing to alter or extend the product range sold/displayed may only do so with the consent of the Council in writing.
15. The use of a pitch by a trader may be terminated by the Council forthwith if a trader commits any breach of the Food Safety Act 1990, the Food Safety (General Food Hygiene) Regulations 1995 or the Food Safety (Temperature Control) Regulations 1995. "Open Food" means food which is not in a container of such materials and so closed as to exclude risk of contamination.
16. All Market Traders shall ensure that they comply at all times with the following regulations.
 - Health & Safety at Work Act 1974
 - The Management of Health and Safety at Work Regulations 1992
 - The Provisions and use of Work Equipment Regulations 1992
 - The Electricity at Work Act 1989
 - Any other relevant Regulations, Act or Recommendations pertaining to the use, erection and transportation of market stalls.
 - NTC Market Regulations

All traders shall ensure to the satisfaction of NTC that they operate, erect equipment/stalls and transport goods, in a safe manner. Failure to do so to the satisfaction of NTC, shall result in appropriate action being taken by NTC and may result in expulsion of the said trader's stock/stall etc. from the market.

The trader shall keep the Council at all times indemnified from and against all claims, actions and proceedings of whatsoever nature arising out of the condition, erection and use of their stall.

17. Traders are required to have a current insurance policy for third party liability providing insurance cover for a minimum of £5,000,000. Evidence of the insurance must be produced to the Council or its representative upon request, along with relevant Health & Safety / Food Safety documentation.
18. Traders shall at all times display in a conspicuous location upon their stall/pitch an indelible and suitably constructed sign/notice which clearly displays their name or company name. The aforementioned sign/notice shall be no smaller than 210 mm x 297 mm (A4) and the lettering/numbering to be of a size clearly visible to all persons using the market.

19. The Council reserves the right to exclude from the Market any trader who contravenes the provisions of the current Market Regulations.
20. The Council also reserves the right to amend these regulations as required without notice, in consultation with the local N.M.T.F. branch.
21. Traders preparing and selling food to the public must be registered with their Local Authority: <https://www.gov.uk/food-business-registration> in accordance with Government Guidelines. This includes traders selling for Charity. A food business is anyone preparing, cooking, storing, handling, distributing, supplying or selling food.

The following shall apply to all Charity Stalls, Religious Groups and Societies, in addition to the regulations set out above (and in particular, item 12).

Religious groups, Charity Stalls and Societies are welcome to have a stall on the Market as they can provide welcome variety which attracts more footfall. They will be positioned in the Market Place.

An attendance date should be booked and agreed in advance with Newbury Town Council's Services Team. Attendees are requested to remain within the allotted area (as defined by the Market Manager) and only agree to give information to members of the public who ask or who take an interest in material being offered to them.

To ensure variation, a Charity Stall, Religious Group or Society shall be booked no more than twice in the same calendar year.

The volume of any music, public speaking or preaching will be monitored by the Market Manager.

Our Market Manager will ensure these conditions are fully complied with and reserves the right to close the stall without notice or explanation.

To keep the Market non-partisan. Any requests for political stalls will be referred to the Newbury BID to agree a position in Northbrook Street, if available.

Contact details for further information:

Market Managers

Debbie and Malcolm Smith 07766 225708

Newbury Town Council Community Services Officer

Caroline Edmunds 01635 35486 or caroline.edmunds@newbury.gov.uk

Newbury Town Council

Public Report**To:** Community Services Committee**Date of meeting:** 28th June 2021**Agenda item No. 6: Fifth Road play park****Decision Required: Options on investment in Fifth Rd Play areas****Background/ Introduction**

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

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

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

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

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

Recent Court actions by the Health & Safety Executive around risk, inspection, management & mitigation has resulted in Significant fines to the Operators, an issue with a section of play equipment failure in Tower Hamlets, the Council recently attached a fine of £330,000. The H&SE statement read:

"HSE inspector Stephron Baker Holmes said: "Those who provide play equipment should ensure it is safe for children."

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

To reduce the overall risk and bring the play areas up to a better standard the following options are offered for consideration.

Issues arising/ Options considered:

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

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

Option 3 – Replace areas that are above Low risk – This includes removal of some of the equipment with like for like modern equipment, ongoing management of the wood chip in the Children's play area. Systematic replacement of items would take place over time to bring this play area up to a modern standard

Option 4 – Replace smaller play area – Carry out complete refurbishment of the smaller play area and take remaining play spaces to public consultation.



Option 4 – Public Consultation & complete replacement of play areas.

Depending on which Option Members take for the Children's Play area, there is still the consideration for the remaining play space & Open area. Members may wish to consider asking the Public for view on any additional, or all the investment required. Additional fund to provide the outcome would be needed in future years.

Cost Options modelled:

Option 1 – backfill Childrens pal area with Play bark, approx. 300 squ m at 225 mm deep, min just in time repairs across the whole pay areas - £11,900 plus regular top up, £112 per 1,000 lts bag with regular investment until equipment is life expired & removed..

Option 2 – as above with targeted replacement of medium risk equipment £27,400 across the whole play areas with an expected annual Invesment of £5/7,000 for replacement items. This would NOT allow for replacement flooring.

Options 3 – Replacement of Children’s play area and Public Conclusion the remaining spaces
Play Equipment £ 30,000 New base rubber mulch flooring £73,000.
Total anticipated cost £110,000 for the Childrens area only.

Considerations:

1. Reference to Council Strategy 2019-2024

A. Provide outstanding parks, playgrounds and public spaces

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

2. Legal: These decisions and functions covered by the General Power of Competence.

3. Financial: The cost of the options is set out above. The Council currently has circa £300,000 in unallocated reserves for one off individual investment needs. This is subject to any other decisions made at this Committee or Committee resolution running up to this meeting.

Another option for longer term funding might be to consider long term Lease or sale of part of the Non-Play area land for development to fund the project

4. Climate/ Environmental issues - The Green Spaces Working Group had already highlighted the wish to improve & increase biodiversity in this area with additional planting, hedges & similar as part of the Council strive for ecological improvement.

5. Crime and Disorder – currently there are known issue around anti-social behaviours, drink and use f substances in this area. Any modern design must seek to mitigate the opportunity for this with better surveillance opportunity, vison, and access

6. Risk assessment – The current risk assessment for this sit is put at Yellow, a Medum risk however individual components that make up this play park sit at risk levels from extremely low to medium and are being managed at present.

7. Equality and Diversity - any new facility & equipment will be considered in the light of mixed ability & diversity for full inclusion where that is possible.

8. **Consultation** – only a members visit has to date been carried out. No public Cionslutation has taken place.

Conclusion/ Recommendation

The Officers preferred Option to eliminate all risks is to completely replace the current Childrens pay area. This would however be carried out at this time without Public Consultation.

The remaining areas which are currently at a lower risk should be open to a public discussion and a replacement project put in hand with the outcome in mind.

Members may wish to accept an interim Higher risk, Options 1 or 2 and take the whole project to public Consultation.

The Officers Recommendation: to approve Options 3 and 4 with an approval to allocate a sum not to exceed £110,000 out of the Councils remaining unallocated Reserves for this project.

Report Author: David W Ingram, Community Services Manager

Date: 18th June 2021

The Annual Inspection Newbury Town Council

Public Report

To: Community Services Committee

Date of meeting: 28th June 2021

Agenda item No. 7:

Decision Required: Approval for investment in new equipment.

Background/ Introduction

The play area in Victoria Park has 2 specific pieces of equipment designed for disability use. These are the roundabout and the wheelchair swing.

In recent years due to vandalism and general wear, the ability to secure the swing when not in use has become difficult. The equipment itself no longer complied with modern requirements, although additional safety features have been incorporated, in the last 3 years 3 accidents have occurred, one requiring hospitalisation.

The recent Annual Inspection indicated:

Wheelchair swings do not conform to the requirements set out in BS EN 1176 and this swing has not been assessed to that standard.

Risk Assessment not Undertaken.

For safety reasons the swing has been disabled and

Issues arising/ Options considered.

Currently only one piece of equipment exists for disability / wheelchair users to enjoy.

Option 1 - The provision on a replacement piece of equipment has been researched.

There are several options available, the discussion with manufacturers suggested that the most cost-effective replacement with an inclusive use would be something like as Wheelchair trampoline, Buddy Board (oversized Seesaw) a conforming swing unit or wheelchair Springer.



Any new equipment is of a significant cost, circa £9,000, the main expenditure would be in the removal of the existing facility as a whole and the provision of new safe rubber mulch flooring around whatever equipment is selected. This could be in the region of £15,000.

Option 2- Remove the exiting equipment and provide a lower cost conventional alternative equipment. The flooring cost will be similar, marginal saving on equipment costs.

Option 3 – Remove existing framework & seed over return to grass. Removal will leave avoid being backfilled, fenced off & seeded until re-established. Suggested cost £5,000.

Considerations:

1. Reference to Council Strategy 2019-2024

A. Provide outstanding parks, playgrounds and public spaces

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

2. **Legal:** This decision and function is covered by the General Power of Competence

3. **Financial:** The cost of the options is set out above. The Council currently has circa £300,000 in unallocated reserves for one off individual investment needs. This is subject to any other decisions made at this Committee or Committee resolution running up to this meeting.

4. **Climate/ Environmental issues** - new materials will where available be environmentally friendly, recycled, and sustainable.
5. **Crime and Disorder** The current wheelchair swing have been subject to abuse and vandalism, the locking mechanism designed has not been robust enough to prevent some of the misuse resulting in subsequent accidents. A modern more robust set of equipment for inclusive use should reduce the ability to tamper with this facility.
6. **Risk assessment** Current Risk assessment suggests this requirement is unsafe and replacement / removal is recommended.
7. **Equality and Diversity** - This equipment I recommend being all inclusive and suitable for wheelchair use.
8. **Consultation** (if any- include recommendation from committee or sub-committee, staff consultation, other partners/ bodies, or public consultation)

Officers Recommendation: to remove the existing facility and to replace this with a modern high standard inclusive facility which is suitable for wheelchair uses like the seesaw frame illustrated above.

To allocate a sum not less than £25,000 so this project.

Report Author: David W Ingram, Community Services Manager

Date: 21st June 2021

Newbury Town Council

Public Report**To:** Community Services Committee**Date of meeting:** 28th June 2021**Agenda item No. 8:****Decision Required:** Options for upgrade of Victoria Park Bandstand**Background/ Introduction**

The bandstand in Victoria Park was provided in circa 1937 by way of a Gift from Cllr C W Burns. In the interim years other than regular repair & maintenance, redecoration, there has been little need for major investment.

Issues arising/ Options considered

The Bandstand is now beginning to deteriorate in the floor is subsiding allowing water to pond in the centre, the pathway around the outside is breaking up and parts have been removed and thrown around the Park, a second attempt has been made to access the Lead roof and remove sections.

One lead “roll” the cover strip that hold the lead sheet together has already been stolen, a second has been dislodged to remove this, in the process damaging some of the ornate cast fretwork around the tip.

Regretfully the Councils Insurance does not cover this damage.

Due to the missing lead rolls, water has penetrated under the lead sheeting and down onto the timber ceiling. The paint is peeling off and there are signs of timber rot.



Due to the shape of the bandstand access can only be made via full scaffold, which is not recommended for security reasons or a double Platform hoist. Both options add additional expense to any survey or works to the bandstand.

The power box that feeds the bandstand microphones & speakers had been damaged & needs replacement.

The Community Services Team have consulted specialist Contractors, Lead is a difficult substance to work with and has additional H&S.

The Options that have come forward are:

Options 1 - Survey

1. Carry out an in-depth Structural Survey carried out restating in a detailed specification of works needed. This has been costed by BAS Chartered Surveyors at a cost to the Council of £1, 855 plus out of pocket expenses circa £2,000 plus the cost of a hoist, £250 per day and any additional investigation into the Bandstand floor.

Options 2 - Minimal works

2. Carry out immediate repairs to the roof. This has been Budget proceed by a specialist Lead working contractor at a cost of £8,200 to provide new rolls, resecure reminding roof areas and seal all areas with protective coating. Lead waste must be removed by a Registered carrier.

Additional Works required:

3. Repairs / recast damage cast fretwork. This section will have to be removed while access to the roof is and in any of the options. The damaged sections will be taken back to an approved Blacksmiths and were possible repaired, where not new sections cast. The cost has not been quantified, a ground level visual inspection suggests a cost between £2,000 and £3,000 to replace this damaged area.

4. Works to the ceiling. On the assumption the roof is watertight, a budget estimate for cleaning down repainting & redecoration of the ceiling areas is £2,850. If the Council wishes to extend that to include the whole of the Bandstand redecoration, the cost is around £5,130.

5. Relevel the floor. The floor to the Bandstand is a suspected structure. No in-depth investigation has to date ben carried out. It is suspected that there has been movement & wear causing the “dish” to form in the centre. To relevel the floor a cost of £2,120 has been given, this does assume the substructure is sound.

6. Pathway- The pathway needs removing, a new secure subbase laying and it is recommended a new recycled rubber pathway like City Rec. is laid. This cost has been estimated at £4,819 depending on the depth needed to form a subbase to take the wet pour.

7. Remove & install new weather resistant power feed to the Bandstand – Current estimate to comply with Regulations, £1,540

Option 3 – Complete replacement of roof in LEAD

8. This option is the least preferred, lead being a hazardous and valuable material difficult to work with. To strip & relay in lead the roof areas is estimated at £ 31,680 plus safe disposal of the existing lead material.

Option 4 – renewal in a zinc material

9. This option is the recommended one subject to WBC Planners accepting a zinc finish (Conservation area) with a zinc material less likely to be attractive for thieves. This has been estimated to cost £22,480 plus safe removal of existing lead.

Summary

Option 1 – Survey only - £2,000/ £3,000

Option 2 – Intermediate works only - £8,200/£8,500

Option 3 – renew in Lead - £31,680/32,100

Option 4 – renew in Zinc - £22,480/ 22,960

Additional works needed - £16,600 approx.

Considerations:

1. Reference to Council Strategy 2019-2024

E. Ensure our public and historic buildings are properly cared for and well-used

6. Support and promote selected community events through financial assistance and / or provision of venues and facilities, notably, but not limited to: Christmas Lights, **Music at the Band Stand**, and the Newbury Carnival.

2. Legal: any decision is covered by the General Power of Competence

3. Financial: Currently there is no budget provision for any of these works. Other than the Victoria Park maintenance budget for minor works / resist across all assets, no funds are available for renewal / improvement works.

4. The current NTC financial accounts show a remaining unallocated Reserve fund of circa £300,000 available for one off capital investment subject to Council approval.

5. Climate/ Environmental issues: on the roof, both lead & zinc are sustainable material with long life expectancy, low production carbon emission, low waste & recyclable. For the pathway recycled rubber products are recommended.

6. Crime and Disorder: the issue with the current lead roof and any replacement in lead is that this is vulnerable to theft. It is easily melted down and recyclable with scrap value around £1.10 / KG, 70% of its purchase value. Zinc is less manoeuvrable once in place with a much lower scrap value and difficult to melt down.

7. Risk assessment: with Covid lockdown being extended, the Brass band season in the park has been curtailed, there will be minimal use for the rest of this year.

- 8. Equality and Diversity** - Currently the access to the bandstand platform is not DDA compliant. Access is by manual lifting subject to risk assessment. Provision of a ramp or mechanical lift as considered both difficult & impractical in the current setting in the park and a Conservation area.
- 9. Consultation** – The WBC Planning / Conservation Officer will be contacted should any major investment be agreed.

10. Officers Recommendation:

to approve:

- 9.1 - basic minimal repairs to make the Bandstand watertight for the remaining season, to provide a detailed specification and tender the works of upgrade of the bandstand in parallel with Tenders for the new Café facility seeking economies of scale.
- 9.2 - allocation of a sum not to exceed £5,000 for this work.
- 9.3 - allocation of a sum of £50,000 out of Reserves for implementation in 2022/23

Report Author: David W Ingram – Community Services Manager

Date: 17th June 2021

Newbury Town Council

Projected additional Work Programme for Community Services Meetings for the Municipal Years
2021/22

Meeting Date	Item
June 2021	Election of Chairperson and Vice-Chairperson Agree membership of each Community Services Working Group for the 2019/2020 municipal year Update on Green Spaces activity & Engagement plan Update on VP (Victoria Park) Café project Update on Allotment Stewards / Tenants meetings Playground investment project Wash Common investment plan Greenham House Gardens Investment plan
Provisional	
October 2021	Update on Green Spaces activities Update on Victoria Park Community café Greenham House Gardens update Update on Falklands Memorial land Agreement Update on Wash Common Investment plan Lock Island Lease update Update on Budget spend 2021/22
Forward Plan	
December 2021	2021/22 Budget Review
	Update on Green Spaces activity
	Update on Café progress

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

David W Ingram
Community Services Manager
June 2021