

7 December 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; 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 13th December 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. Approval of previous Meeting Minutes (Appendix 1)

Chairperson

To approve: the minutes of a meeting of the Community Services Committee held on Monday 28th September 2021, already circulated, and as attached at Appendix 1.

4. Questions and Petitions from Members of the Public

Chairperson

Jayne French – use of Pesticides - Circulated.
Also, an Agenda item 7.4 below.

5. Members' Questions and Petitions

Chairperson

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to continuing to make Newbury a
better place to live, work and visit

6. Green Spaces Working Group - Newbury in Bloom (Appendix 2)

Chairperson

6.1 **To note:** Mins of the Meetings of the GSWG of 02/09/21, 21/11/21 and Draft of 09/12/21 (to follow) set out in Appendix 2.1

6.2 **To approve:** the NiB (GSWG) Working Group Plan as set out in Appendix 2.2 subject to content of Community Managers Report, Appendix 3

7. Community Services Managers Report (Appendix 3)

Community Services Manager

7.1 Britain in Bloom

Recommendation: to approve the recommendation of the Green Spaces Working Group on the entry into the 2022 Britain in Bloom competition.

7.2 Newbury in Bloom

Recommendation: approval for the GSWG to organise a reformed Newbury in Bloom Competition to be held during 2022 in parallel and to supplement any future Britain in Bloom entry and make budget provision for this.

7.3 Allotment Cultivation

Recommendation to approve the new clause to read:

Keep the plot clean, free from weeds, in a good state of fertility and well cultivated with 70% of the land cultivated for the growing of fruit and vegetables and no more than 20% allowed for sheds, poultry, or other landscaping.

Cultivate in a way that does not cause a nuisance to other tenants, including:

- a. Keeping paths free from hazards and ensuring that they are trimmed and kept neat.
- b. The removal of seed heads, before the seed has set.
- c. The removal of long grass or detritus that could harbor slugs and snails.
- d. Control pernicious weeds, these include weeds spreading via extension roots, or by generating new plants from growing tips in contact with the soil

7.4 Allotment Bonfires

Recommendation: To approve the new clause to read:

Not start any bonfires before 6 pm or dusk (whichever is earlier) on agreed Allotment site Bonfire days (to be notified by the site Steward), not leave bonfires unattended and be aware of wind direction to avoid smoke being blown towards local properties

Be aware of the Public Protection Partnership guide (as amended) on smoke & bonfires:

<https://publicprotectionpartnership.org.uk/environmental-health/neighbourhood-concerns/smoke-and-bonfires/>

7.5 Allotment Chemicals / herbicides

Recommendation: to approve the proposed rule:

Only to use approved pesticides & chemical where alternative methods have failed in isolated locations for specific pest or disease eradication purposes in compliance with the H&S Executive guidance & code of practice for plant protection products, as amended.

Please read the product label carefully!

7.6 Barn Crescent bench

Recommendation: To approve that Newbury Town Council agree to the installation of a bench in Barn Crescent Lockdown Wood subject to the locations being acceptable to the neighbouring residents in a position away from the residential gardens. Susan, Tony and Blake from the Group have selected one location in the southern part of the site, among the Lockdown Wood whips on the slope above the orchard trees. This is the furthest away from gardens of the surrounding properties.

7.7 GM Contract

Recommendation: that Officers should concentrate on outcome that would allow the Council

1. To Tender the works externally to achieve better control, quality & best value for the Council
2. To look at an option that allow key elements (Horticulture) to be directly managed with the rest being contracted out as above.

The options should be worked up costed and presented to Committee for debate at the earliest opportunity.

7.8 Mini Golf in VP

Recommendation: That Officers continue the discussions with Dinton Adventure Golf and bring forward a finished proposal of approval at the next Committee meeting.

8. Wash Common Investment Consultation proposal update (Appendix 4)

Chairperson

8.1 To note: the Consultation update and the returns made by the Public.

9. Budget (Appendix 5)

Chairperson

9.1 To recommend to Policy & Resources Committee the Budget proposal as set out in Appendix 5.1 & 5a

9.2 To approve the average 3% increase in costs to some of the Public for services offered by Newbury Town Council as set out in attached Appendix 5b with some cost remain the same of a further year

**10. Forward Work Programme for Community Services Committee 2021/22
(Appendix 6)**

Chairperson

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

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

11. New Community Cafe facility – Victoria Park – Verbal update (Appendix 7)

Community Services Manager

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

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

David W Ingram

Community Services Manager

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**MINUTES OF A MEETING OF THE COMMUNITY SERVICES COMMITTEE
HELD IN THE COUNCIL CHAMBER, TOWN HALL, MARKET PLACE, NEWBURY
ON MONDAY 20th SEPTEMBER 2021 AT 7.30PM**

PRESENT

Councillors Jeff Beck; Nigel Foot; Chris Foster; Jon Gage; Roger Hunneman; Olivia Lewis, David Marsh, Erik Pattenden (substitute) and Martha Vickers (acting Chairperson) and Tony Vickers

In Attendance

Councillor Sue Farrant

David Ingram, Community Services Manager

Caroline Edmunds, Community Services Officer

1. APOLOGIES FOR ABSENCE

Apologies received from Cllr Martin Colston

Apologies received from Cllr Sarah Slack (Cllr Erik Pattenden substitute)

2. DECLARATIONS OF INTEREST AND DISPENSATIONS

The Community Services Manager declared that Councillors David Marsh, Erik Pattenden, 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.

3. APPROVAL OF PREVIOUS MEETING MINUTES

PROPOSED: Cllr Chris Foster

SECONDED: Cllr Roger Hunneman

RESOLVED: That the minutes of the meeting of the Community Services Committee held on 28th June 2021, be approved, and signed by the Chairperson.

4. QUESTIONS AND PETITIONS FROM MEMBERS OF THE PUBLIC

Questions received from Paula Saunderson:

- 1) "Will Newbury Town Council – as a manager and/or owner of land – resolve to meet the new requirements of the Central Government BNG Metric 3.0 for at least 10% BNG (Biodiversity Net Gain) when undertaking any changes to NTC managed or owned lands and buildings, including playgrounds, recreational areas, and all other public open spaces?"

Response from the Chairperson:

“BNG Metris 3.0 is a development Tool created by Natural England, as NTC are not a developer or contemplating future development, the metric is not applicable.

Once adopted by HMG adopt the Tool, probably later 2023, it will be mandatory for developers”.

- 2) *“Will Newbury Town Council – as a manager and/or owner of land – resolve to incorporate the requirements of WBC SuDS (2018) SPD, specifically in respect of Principle 8, when undertaking any changes to NTC lands or buildings?”*

Response from the Chairperson:

“WBC SuDS (2018) SPD - West Berkshire Supplementary Planning Guidance on sustainable drainage likewise applies to new development, as before NTC are not a developer or anticipate any new development on its land”.

Question received from Alison Clarke:

“Will Newbury Town Council agree to have a simple path constructed around the southern edge of the open space that lies south of Hutton Close and between the A339 and Shaw Road?

I have done some research and have been given an estimated cost of £7,825 plus VAT for a surface of rolled scalpings. David Wilson Homes has offered £1,000 towards the cost and I will contribute £1,000 of my own money with a promise to do further fundraising if the Council agrees to the path.

This field is the only secure open space in central Newbury and the only place where I can exercise my guide dog. I can't easily find my way between the two gates using my cane because there is no track and the ground is soft and uneven, especially after rain.

But this is not only for me, but the open space is also very well used by other people, including a lady with a mobility scooter, parents pushing buggies and dozens of dog walkers. I have spoken to as many users as I can, and everyone would welcome a path around the edge.

I know your Strategy includes a commitment to encourage community initiatives and so I hope you will support this idea”.

Response from the Chairperson:

“The future use and investment into the land owned by Newbury Town Council is subject to an options appraisal being carried out on behalf of the Policy & Resources Committee of this Council.

The request for a path along with several other representations for the use of this area has been fed into that work. The Policy & Resources Committee of this

Council will consider the Options Report being carried out on its behalf and come to a conclusion in due course.

Any physical changes to the Public Open Space will require a form of Public Consultation, particularly with the new residents adjoining & Shaw Crescent, who may be directly affected”.

Supplementary Question:

“What is the timescale for the options appraisals to be brought to the Policy & Resources Committee?”

Chairperson’s response:

“We will make enquiries as to when this will happen and keep Alison up to date with timelines. The next P & R Meeting of this Council is 11 October 2021”.

The Committee asked the Community Services Manager to speak to the CEO regarding feedback to members with a date for the meeting where this will be discussed.

5. MEMBERS’S QUESTIONS AND PETITIONS

Question from Cllr Stuart Gourley

“I have had 9 residents contact me in the last week with regards to the overflowing bins, overflowing dog bins, and littering occurring regularly along the green space along the River Lambourn, Riverside and Claremont Crescent.

Would this committee and NTC support requesting West Berkshire Council to add additional collections, focus, and more litter bins to their land along the River Lambourn, Riverside and Claremont Crescent?”

Chair: The Committee is aware of the issues with the West Berkshire Council managed Grounds Maintenance Contract to which Newbury Town Council is a party. The Committee is asking the Community Services Manager to contact the Authorised Office render the Contract at West Berkshire Council to convey the concerns of local residents. The Community Services Manager is also asked to table this issue at the next Grounds Maintenance Management meeting.

6. GREEN SPACES WORKING GROUP -NEWBURY IN BLOOM

6.1 The minutes of the Meetings of the GSWG of 21.7.21 and 2.9.21 were received and noted.

6.2 Approval of Terms of Reference of the Green Spaces Working Group.

PROPOSED: Cllr Jon Gage

SECONDED: Cllr Chris Foster

RESOLVED: That the Terms of Reference of the Green Spaces Working Group as set out in Appendix 2.4 of the Agenda are approved with the amendment in the Membership as follows:

Membership:

Membership is open to all willing volunteers who can bring knowledge and skills that another member/volunteer does not already possess, who can commit time and to meet on a regular basis, organise and advise the Group in fulfilling its remit to strive for a better Newbury.

The Council will nominate 5 active members plus 2 substitute Members to the Working Group one of whom will be nominated as the Chair.

7. COMMUNITY SERVICES MANAGERS REPORT

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

7.1 **PROPOSED:** Cllr Jeff Beck
SECONDED: Cllr Nigel Foot

RESOLVED: to approve the entry of the 2022 Britain in Bloom competition to be managed by the Community Services Team under the direction of the Green Spaces Working Group.

7.2 **PROPOSED:** Cllr Jeff Beck
SECONDED: Cllr Nigel Foot

RESOLVED: to recommend to Policy and Resources Committee a budgetary provision in the 2022/23 budget in a sum not to exceed £10,000 for this competition entry.

7.3 **PROPOSED:** Cllr Roger Hunneman
SECONDED: Cllr Jeff Beck

RESOLVED: to approve the 2022 Newbury in Bloom competition being held and to be managed by the Community Services Team under the direction of the Green Spaces Working Group.

- 7.4 **PROPOSED:** Cllr Roger Hunneman
SECONDED: Cllr Jeff Beck

RESOLVED: to recommend to Policy and Resources Committee a budgetary provision in the 2022/23 budget in a sum not to exceed £10,000 for this competition to support volunteer events, judging and a prize giving event.

- 7.5 **PROPOSED:** Cllr Jeff Beck
SECONDED: Cllr Roger Hunneman

RESOLVED: to recommend to the Policy & Resources Committee of the Council the release of an additional £17,000 for the provision on necessary repairs to equipment within the Council's 14 play areas.

Items from the Community Service Managers Report requiring action from Officers:

City Recreation Ground – it was suggested that we leaflet local residents surrounding City Recreation Ground regarding the wildflower meadow, how it is managed and asking for volunteers to help.

Allotments

Specific figures on how many people are on the waiting lists was requested. Report to the Community Services Committee Meeting in December with regards to the consultation with the National Allotment Society for Newbury Allotments.

Market

A date to be agreed for Members to meet and talk to Market Traders.

Hutton Close

The question was raised as to whether the income generated from David Wilson Homes when building the new houses at Hutton Close could be used for the pathway, as requested in a question earlier at the meeting.

Grounds Maintenance Contract

- PROPOSED:** Cllr Jon Gage
SECONDED: Cllr David Marsh

RESOLVED: To recommend that a Working Group be set up for the Grounds Maintenance contract be set up with members. The remit for the Working Group would be to recommend options for the Grounds Maintenance Contract.

8. WASH COMMON INVESTMENT CONSULTATION PROPOSAL UPDATE

Members noted the Wash Common Consultation update presented by the Community Services Manager.

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

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

10. NEW COMMUNITY CAFÉ FACILITY – VICTORIA PARK

- 10.1 Members received and noted the current position of the Community Café Project.

THERE BEING NO OTHER BUSINESS, THE CHAIRPERSON THANKED ALL THOSE IN ATTENDANCE AND DECLARED THE MEETING CLOSED AT 9:45pm

CHAIRPERSON

Newbury Green Spaces / in Bloom Working Group
Zoom Meeting 2nd September 2021.

Minutes

Present:

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

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

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

1. Apologies. Cllr. Billy Drummond

2. Minutes

The minutes of the meeting of the Green Spaces Working Group held on 22nd July 2021, were noted & minor amendments agreed.

3. Part 1 - Update on Community activity/ Matrix

- a. **Britain in Bloom – Recommendation to Community Services Committee, 20th September 2021 that Newbury Town Council should make full applications for entry into the 2022 Competition and provide an appropriate budget to support this.** James is still waiting for T&C in Bloom outcome on submissions for the Awards to be formally announced.
- b. **NIB 2022 plan** - James outlined the ideas for the 2022 Newbury in Bloom project. Some discussion on single household entry, agreed that the emphasis should be on Community & engagement. Street, 5 + properties in proximity should be encouraged. - **Recommendation to Community Services Committee, 20th September 2021 that Newbury Town Council should conduct a full Newbury in Bloom competition in 2022 and provide an appropriate budget to support this.**

AOB – Discussion on removal of Canoe from Lock Island – Margo Payne to be advised – Dog Bin still to be removed

- c. **NIB Video promotions** – James working with Rob Cao would be pulling together a promotional video for use to encourage entry into the In Bloom competitions and for use when the Judges visit. Fist Barn Crescent video on social media, next at Wildflower cut to incl Grwn

Newbry Green then Green Gym at OHG with Fran.

Purpose is the show an edited vision running in background at Judges Briefing got BiB also as PR to encourage more activity & Volunteers.

- d. **Old Hospital Green - Green Gym** – GSWG donated some tools, Green Gym undertook a comprehensive weed & trim to the site, Cllr Marsh participating, all welcome every other Thursday 10am to 12 pm.
- e. **Barns Crescent Orchard improvements** - Susan / Tony outline the project plan, James to donate NTC staked & bench parts to assemble a bench for installation. Get rubbish removed. Discussion ongoing re planting of an edible hedge along the boundary line.
- f. **Wildflower cuts September 2021** - dated agreed, Promotion for Volunteer event to be issues, additional tools to be purchased. James to set out action / Risk Management plan for these events.
- g. **Hedge planting GHG and Fifth Rd** – James set out the proposed works this Autumn for Hedging & indicated that there may be an issue with purchase of sufficient native species. Current shortages due to lack of pre planning during covid. Consider delay to the Greenham Ho project.
- h. **Crocus Planting and additional bulbs** - Discussion on the acceptability of bulbs in diversity terms, locations need to be carefully pre-determined in the overall diversity plan. Current planting agreed, investigate areas on Walton Way. Surplus bulbs can be donated to causes for planting around Newbury. James to suggest 13th November planting, change from Sunday due to Remembrance Day activities.

Part 2 - NTC Elected Members meeting

- a) Biodiversity update – Little feedback, formal letter written to Senior Environmentalist expressing concerns about time frames for delivery.
Post meeting note - **response suggests Report will be with NTC Monday 6th September 21**
- b) **Greenham House Gardens** - no update or feedback from WBC about delivery plan, Cllr Vickers asked to be copied into correspondence.

- c) **Wash Common Consultation** - analysis has begun, outcome may not be known by Sept 21 CS Committee meeting – general feeling no major investment asked for.
- d) **Friends' groups update** – Green Gym agreed a longer-term support to NTC. Ongoing discussion with Friends of NTC Group. Issue over Rear wall & Monkey Puzzle tree is hand.
- e) **Consultation Matrix update** -JH to update with new Volunteer dates, to be ratified at next CS Meeting Sept 2021 - ***This will become the basis for the green spaces Matrix for 2021/22 & budget plan for CS Committee approval***
 Recommendation to Community Services Committee, 20th September 2021 that Newbury Town Council should approve the Volunteer works proposed in the Matrix and make appropriate budget to support this.
- f) **Allotment update** – NTC met with National Allotment Society Regional Officer who also is an Allotment & Committee member of a n Allotment Society in Andover bringing a wealth of experience to Audit NTC processes. Outcome will be shared in due course.
- g) Meeting closed at 20.40

Date of the Next Meeting (s)

4th November 21, Zoom, 7 pm

David W Ingram

Community Services Manager

**Newbury Green Spaces / in Bloom Working Group
Zoom Meeting 21st November 2021.**

Minutes

Present:

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

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

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

1.Apologies. Cllr. Billy Drummond Jeff Beck, Paul Baker & Suki Russel-Hayward

2.Minutes

The minutes of the meeting of the Green Spaces Working Group held on 2nd
September 2021, were noted & minor amendments agreed.

3. Part 1 - In Bloom - Update on Community activity/ Matrix-

Updated and or held over from last meeting.

None

a) NIB 2022 plan

No changes to plan previously proposed

b) NIB Video promotions

4 videos in circulation, 2 more to be done, Hospital Garden & OTP spring activity.

c) Old Hospital Green - Green Gym

One more activity day and then recommence in Spring. NTC to make 2 contributions
one for replacement tools one towards their insurances

d) Barns Crescent Orchard improvements

Reconsidering a joint action day, planting & pruning. Dates to be agreed.

Bench issue to be taken to CS in Dec 2021

2 objections, Bench to be made out of recycled parts.

Recommend that the installation is approved to be put in a revised location to be
agreed.

Bulbs gifted by NTC now planted.

e) Hedge planting Fifth Rd

See Trees below

f) Crocus Planting volunteer days

3 days agreed, Blossom Fields along path edges, Old Hospital Green & City Rec and then finally Walton Way.

Volunteers welcome.

g) Tree planting plan

Plan circulated in advance, One Lime in VP to be removed, Avenue supplementary planting to be considered (after Cafe)

Robuts Close Tree planting 6/8 Apples to be part of the plan.

James to look again as species mixes.

Hedges, Aspen, Beech, Hazel some to be donated. James to seek growers who have stock. Consider fruiting varieties noting thorn types will be an issue around play areas.

James to reissue Tree plan once finalised.

4. Part 2 - NTC Elected Members meeting

A) Biodiversity action plan

James circulated plan of action as a starter. Budget provision for 22/23 to be made, also possible need for works to riverbanks.

B) Greenham House Gardens transfer latest

No further progress with WBC, poss. after Nightingale's path renewal program Greenham could be rescheduled. Await further info from WBC

C) Wash Common Consultation

The CS Meeting will have a full update. Pathways, Bins, Benches & colour are the main themes, wildflower planning on the Mounds is an option to be considered.

D) Friends' groups update

Meeting with NRC Friends was held & information included in the Budget round. Works needed to the Boundary wall and Dept of Justice agreement for Composting Toilet now received (after 12 months of trying) Approach to Diocese now needed.

No recent feedback on VP Friends

E) Consultation Matrix update

Matrix to be updated for Community Services meeting, no additional Volunteer activity planning in the next 3 months. No additional Consultation requirement noted.

5. Date of Next Meeting (s) - Thursday 9th December

Meeting Closed at 8.30 pm

David W Ingram
Community Services Manager

Green Spaces Working Group Activity Plan (Draft) 2021/2 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	Postponed due to lack of interest						
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) 2021/2 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	JH to organise Volunteer Day (Sunday) with PR and Covid Risk Assessment Organise NHS Rep to attend with mayor for Official opening & PR.						
September 2021	NIB Presentation Evening	Corn Exchange	NTC GMO	NIB WG	£800	8 Hrs	£200
Engagement plan	CANCELLED – No Entries						
September 2021	Cutting of Wildflower meadows	City Recreation Ground Victoria Park	NTC / GMO	GSWG	100	2x5hrs +10	£500
Engagement plan	PR & Media coverage to encourage Volunteers to join in. JH to provide Risk Assessment for use of sharp hand tools						
August 21	Annual Allotment Judging	All sites	NTC CS Team	GMO	£0	2 x 3hrs x 5 = 30	£750
Engagement plan	Judging visits, only Judges & Stewards NTC Staff attendance						
Dec 21	Bulb Planting						

Green Spaces Working Group Activity Plan (Draft) 2021/2 season with Engagement plan.

Engagement plan							

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

Updated 9th September 2021

Newbury Town Council**Public Report****Community Services Committee,****Agenda Item No 6****Community Services Manager Report – December 2021****1. Green Spaces Working Group**

Development of the Town Councils Parks & Recreation grounds continue to be managed & enhances with projects & volunteer events as set out in Appendix 2.1 – GSWG Mins of meeting of 2/9/21, 21/11/21 & Draft of 9/12/21 as well as the Progress Planner/ consultation matrix.

Recommendation: To note the Mins of the GSWG above in 1. and **approve** the Volunteer events proposed by the GSWG with any in budget funding requirement as set out in the Matrix.

2. Britain in Bloom

NTC (Newbury Town Council) have submitted 2 entries in the current Covid reduced Thames & Chiltern in Bloom 2021 competition. The judges award Newbury Town Council an Excellent Commendation for the Old Hospital Green NHS Commemorative Garden, now managed by the Green Gym in the Pride of Place category and a Good Commendation for the Fruit Tree and Wildflower areas in City Recreation Ground in the Countryside & Wildlife category.

Officers have some concerns about a submission for 2022 with the current uncertainty on delivery of the Grounds Maintenance Contract and a heavy reliance of additional works being carried to in advance of the Judges visit.

This is being discussed at the GSWG on 9th Dec 2021, the outcome & recommendation will be brought verbally to this Committee.

3. Newbury in Bloom

The GSWG considered the 2022 Competition and have asked that this Committee consider approval for a reformed competition to be held during 2022 in parallel and to supplement any future Britain in Bloom entry.

4. Green Flag

The Council retained its Green Flag status for Victoria Park however the marks were below that of the previous year and close to the pass rate. The summary of the Judges Report reads:

This really is a lovely park but on the day of judging it was let down on a number of fronts particularly litter in all areas of the park not picked up including glass and poor standards of horticulture and general maintenance of the fabric with a lot of weed growth. I appreciate the challenges of this, but it is not what is expected of a GFA site hence the amber warning.

Among other matters the Judges noted in particular:

The pathways, safety surfaces in the playground and around some of the bins all need weeds removing particularly the large growth of nettles at one point. The statue of Queen Victoria had grass growing from her feet which needs removing.

Bandstand:

Everything appeared to be in reasonable and safe condition with warnings clearly visible where there was deep water. The ceiling of the bandstand could do with being repainted as it is peeling and detracts from the lovely hanging baskets around it.

Overall, despite the current issues with Ground Maintenance Contracting, there is an urgent need in the coming year to improve in a number of areas and make significant effort to retain the Green Flag status.

5. Greenham House Gardens

The proposal to carry out improvements to the green space remains and the budget provision taken forward on the basis that at some point West Berkshire Council will have actioned the improvement & repairs to the pathways to facilitate a Transfer of ownership.

The plans include:

- 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

6. Wildflower planting

After successful planning in both City Recreation Ground & Victoria Park, the wildflowers have now been cut and cleared as we wait to see how much regeneration takes place next year.

7. Bulb planting

The planting this year has been with crocuses. The Council purchased The Rotary's Charity purple corms which have been planted both by Volunteers in Newbury Town Council land and by Lockdown wood in other areas of Newbury. A big thanks you to all the Members & Volunteers who helped in this task.

8. Old Hospital Green NHS Garden

Please see 2. Above re Britain in Bloom award.

The Green Gym,

<https://www.newburyandthatchamgreengym.org.uk/>

continue to actively support the work on Old Hospital Green by their Volunteers.

3 new Cherry blossom trees are to be planted; WBC (West Berkshire Council) are planning some Highways improvements which will slightly change of a small corner of the green behind the current bus shelter. This is supported by the Officers; it will have minimal impact of the Green and will tidy up that area. Members are asked to confirm agreement to this work on NTC land as suggested in Appendix 3.1

9. Allotment Awards 2022

The Town Council's Stewards took the opportunity to select plots for the Annual Allotment Awards in the follow categories:

Best Newcomer

Plot 5 poles and over
Under 5 poles

Members visited the Allotments in August for final Judging/Goodwill visits to see the activity taking place on each of the sites. The Mayor & Chair presented prizes at a Ceremony held around the bandstand, well received by all. Work is now in hand for the 2022 Awards process to begin in the new growing season.

Feedback on Allotment Management by the National Allotment Society.

10. Allotment Rule Amendment.

A Heath check has been carried out by the CSM with the assistance of the NAS to confirm the Management routines being carried out are broadly in line with Local Authority common practice.

A few concerns have been expressed around the Town Council's Allotment Rules, particularly non cultivation due to Hospitalisation & Sickness preventing attending to plots and other matters as below:

a. Cultivation:

The current Rules states that

2. The Tenant will: -

a) Keep their Allotment clean, in good condition and in a good state of cultivation and fertility to a minimum of 70% of the total plot.

The recommended clause will read:

keep the plot clean, free from weeds, in a good state of fertility and well cultivated with 70% of the land cultivated for the growing of fruit and vegetables and no more than 20% allowed for sheds, poultry, or other landscaping.

Cultivate in a way that does not cause a nuisance to other tenants, including:

- a. Keeping paths free from hazards and ensuring that they are trimmed and kept neat.
- b. The removal of seed heads, before the seed has set.
- c. The removal of long grass or detritus that could harbor slugs and snails.
- d. Control pernicious weeds, these include weeds spreading via extension roots, or by generating new plants from growing tips in contact with the soil

b. Release of wildlife & other non-cultivated areas for production

Questions have been raised about the value of and being set aside in an Allotment site for Wildlife areas when the Council has a waiting list for plots.

The NAS suggest:

Although the primary purpose of allotment sites is to grow food, they offer many other benefits and their contribution to supporting wildlife in urban areas is significant. They form some of the best habitat mosaics and wildlife corridors, often linking up with parks, tracks, hedgerows, churchyards, and rivers, providing food, shelter and breeding sites for insects, birds, mammals, and amphibians. By managing individual plots, or collectively managing a site, with wildlife in mind plot holders can help to promote a balanced eco-system that contributes to local biodiversity; it will also increase the productivity of their plots and help to deter pests.

A request has been received to release the Wildlife plot at the Wash Common Allotment site for cultivation as well the allowing the margins of the site to be further development for more cultivation space.

Members are asked to consider whether this should be agreed.

c. Bonfires

The current Rules state:

The proposed rules would be:

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.

The recommend clause will read:

Not start any bonfires before 6 pm or dusk (whichever is earlier) on agreed Allotment site Bonfire days (to be notified by the site Steward), not leave bonfires unattended and be aware of wind direction to avoid smoke being blown towards local properties

Be aware of the Public Protection Partnership guide (as amended) on smoke & bonfires - <https://publicprotectionpartnership.org.uk/environmental-health/neighbourhood-concerns/smoke-and-bonfires/>

d. Pesticides / Herbicides

Following on from the Public Question (already circulated)

There is currently no specific advice in terms of use of Pesticides or chemicals in the Rules. The NAS simply stated that a ban was difficult to enforce on legally obtained products. The H&S Executive state:

Before you buy or use any PPP, ask yourself whether it is necessary to control the pest, disease or weed and whether there is an alternative to traditional chemical use.

Organic gardening methods are one way that you can reduce PPP use and get nature to help control any pests or diseases. For example, do one or two dandelions or daisies in the lawn mean that the whole lawn needs treatment? Could you remove problem weeds manually by using garden fork instead? Why not remove slugs or snails by hand when they come out at night, or use a physical barrier to discourage them?

The following websites may be helpful in providing information on alternative methods of control to PPPs and encouraging nature to help control the problem:

- [Royal Horticultural Society](#)
- [Garden Organic](#)
- [Royal Society for the Protection of Birds](#)

If pesticides are to be used, the H&S Executive point to the current advice in:

<https://www.hse.gov.uk/pesticides/using-pesticides/codes-of-practice/code-of-practice-for-using-plant-protection-products.htm>

The proposed rule would be:

Only to use approved pesticides & chemical where alternative methods have failed in isolated locations for specific pest or disease eradication purposes in compliance with the H&S Executive guidance & code of practice for plant protection products, as amended. Please read the product label carefully!

e. Disability inclusion.

Following discussion with the NAS, it has been recommended that the Council consider as part of its management arrangement Equality law which recognises that bringing about equality for disabled people may mean changing the way in which services are delivered, providing extra equipment and/or the removal of **physical barriers**.

The Allotment Application form will be amended to include a provision to allow applicants to add information that may be helpful in assessing their needs.

The suggestion is the Application should include a question such as:

In applying for a Plot on one of the Town Council sites, are there any specific needs or other matters that the Council should take into account when allocating plots, any reasonable adjustment that you might wish the Council to make to accommodate your specific needs?

7. Playgrounds & open spaces

a. Playgrounds.

There is still a backlog on playground repair to be carried out. Difficulty in obtaining spare parts and the general lack of resources, both in house & Contract, have left 6/8-week delays between identification & rectification. There are currently no RED play equipment faults items, reduced usage of the equipment is adventurous with an anticipation that early in the New Year's much of the outstanding works will be completed.

There is only one set of Fitness equipment in Victoria Park that has been isolated to prevent use.

The next Annual Independent Inspection is due in March 2022.

b. Tree works

The approved funding for additional tree works, particularly the Scots Pines at Wash Common has been committed and all backlog works have now been completed.

There will be a delay in the reprovion of new trees partly due to the need to consider right locations and the lack of native tree stocks being availably in Nurseries.

8. 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.

9. 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.

10. Charter Market

The Market continues to trade well with no current issues raised by Traders. New traders have been encouraged to come.

The Market has accommodated the provision of the BID (Business Improvement District) Xmas's tree.

Arrangements have been made to work alongside the Newbury BID to accommodate a 3-day Christmas 'Victorian Fayre'. This will involve the Charter Market working alongside the Christmas Fayre on a Saturday, 4th December 2021 with considerable amendments to the current layout.

Extensive discussions have taken place with the Newbury BID team, our Market Manager and Officers to enable the Christmas Lights Switch On event, to take place this year on a SATURDAY, traditionally a Market Day. This appeared to have been a successful event.

11. Victoria Park

a. Tennis

Work is in hand with the Lawn Tennis & National Tennis Associations to promote & put in place a Newbury Town Council Tennis competition with the Final taking place on Family Day in Victoria Park. NTC will be providing the prizes including Cup/ Shields for the winners in different competition categories.

A promotional video to promote the tennis courts use during the quieter winter months, highlighting the floodlighting is being produced and has been released.

b. Mini Golf

Newbury Town Council has been approached by Dinton Adventure Golf to provide a mini golf facility in Victoria Park in the V shaped triangle between the Tennis Courts & the 'Queen Victoria and her Lions' statue.

Dinton have already set up itself with their facilities, notably Dinton Pastures in Wokingham <https://www.dintonadventuregolf.co.uk/>

The initial assessment suggests that there is a market for this form of family entertainment in Victoria Park, the Operator is of the view that economically it will work for them.

Appendix 3a & b give an overview of the proposal with answers to some of the initial questions asked about this operation.

Recommendation: That Officers continue the discussions with Dinton Adventure Golf and bring forward a finished proposal of approval at the next Committee meeting.

c. Family Day

The NTC Family Day has been booked for 12th June 2022 in Victoria Park. Arrangements are in hand to pre book entertainment and family-oriented events for that day.

2022 also includes the Newbury Town Council Anniversary as well as the Queens Jubilee, both events will be celebrated.

12. Cemeteries

Shaw cemetery has been continually active since end of lockdown with a higher-than-average number of burials. No major works are needed to the Cemetery at this time which is reflected in the budget recommendations

Newtown Rd Cemetery has issues with the flint wall and an allowance for urgent repairs to some sections has been made. Requests by the Friends Group for investment has also been included.

13. Ground Maintenance Contract Renewal.

Members will be aware that in recent months both this Council & WBC (Contract Mangers) have had numerous issues with performance measures set out in the Joint Grounds Maintenance Contract. Lack of resources, be it sickness, holidays and inability to recruit have caused delays in delivery of the performance side of the Contract with the Parks, Recreation & Open Spaces Officer spending many daily hours having for monitor & manage the deficiencies.

The Contract is due for a 5-year Review on the 7th of January 2023. The Council Management Agreement with WBC also ends on this date.

The renewal, in whatever form is agreed, falls within the 2022/23 Annual Budget round, provision for additional cost due to the ending of this first 5-year period has been made.

The Community Services Committee at the last meeting agreed to set up a Working Group to aid with the Options work and make recommendations to the Committee on the way forward. The Working Group met on 4th November 21 and made the following recommendation to Committee:

Working Group Members agreed to recommend that NTC look at 2 options,

1. To Tender the works externally to achieve better control, quality & best value for the Council
2. To look at an option that allow key elements (Horticulture) to be directly managed with the rest being Contracted out as above.

The options should be worked up costed and presented to Committee for debate at the earliest opportunity

Members wish to be able to look at the overall project details, the assets to be included, the routines to be carried on a site-by-site basis.

To facilitate that Members have been given the Site details matrix and the Specification for NTC from the existing Contract, they have asked for all the site maps.

Their intent is to cross reference all 3 to confirm their agreement to these being the backbone of the GM routines going forward.

In effect, Map of the area, asset details to be included by description, routine to be carried out, where, what and how.

Members would like all 3 to be on a single platform, however NTC to not have the software packages to do this at present.

A further meeting of the Working Group will be called in January 2022 to follow up on Member's site visits.

Recommendation: that Officers should concentrate on outcome that would allow the Council

1. To Tender the works externally to achieve better control, quality & best value for the Council
2. To look at an option that allow key elements (Horticulture) to be directly managed with the rest being Contracted out as above.

The options should be worked up costed and presented to Committee for debate at the earliest opportunity

14. Covid – 19

The CS (Community Service) Team continue to monitor the Regulation requirements and application in all the NTC assets ensuring compliance following lockdown release. To date, no Covid related incidents have been reported.

Our tenants at the Town Hall, Beyond, have returned to use the Town Hall Chamber for Educational purposes, other lettings & more Weddings being held in the Chamber.

Council meeting are held in appropriate venues subject to the necessary Risk Assessments, mostly returning to the Town Hall Chamber.

15. Friends & other supported Groups

Friends of Newtown Rd Cemetery

The CSM met with Secretary of the Friends and discussed next year's activity. The budget proposal to be discussed at Committee includes funding for some of these provisions including new above ground earth Closet facility and other minor improvements to aid both the Wildlife & Historical interests of the Friends.

Lockdown Wood.

The Lockdown Wood Group have sought permission for a recycled bench to be installed in a suitable area of the wood off Barn Crescent. A Consultation was carried out in July 2021:

There have been only three objections to the bench being in place:

OBJ 1: I'm all for plants and trees. but benches I strongly aposed to I believe it would add to the problem of teenagers gathering in this area which is already a problem having to listen to their noise and rubbish being left everywhere.

OBJ 2: Please may we let you know that we strongly object to a bench being placed in Barn Crescent Lockdown Wood Community Orchard.

The location suggested in your letter is at the bottom of our garden and a bench would be an attraction for young people to congregate and anti-social behaviour displayed as was evident when my husband saw a group of young people being destructive to one of the established trees recently. When my husband asked them to stop being destructive, he was just given a lot of abuse. Unfortunately, a bench would not be used for the thoughtful reasons you have suggested, it would just bring with it a lot of trouble and upset.

We would be grateful if you would consider our strong objection and not put a bench in the Orchard.

OBJ 3:

Good day hope you are all doing fine. As a person who lives right by the pathway to the field, I would vote against a bench. There are lots of traffic as it is. The tiny pathway is used by many people rightfully and we have a lot of noise in our garden for that. I am not complaining about that as it is a public pathway. But there are some youngsters that use this area and its surrounding (even going further into

the bushes right behind our houses with full view and access to our garden!) which invade our privacy and leave rubbish and bottles that end up in our garden. I am afraid adding a bench might encourage this kind of gatherings and behaviours.
Many thanks for what you do.

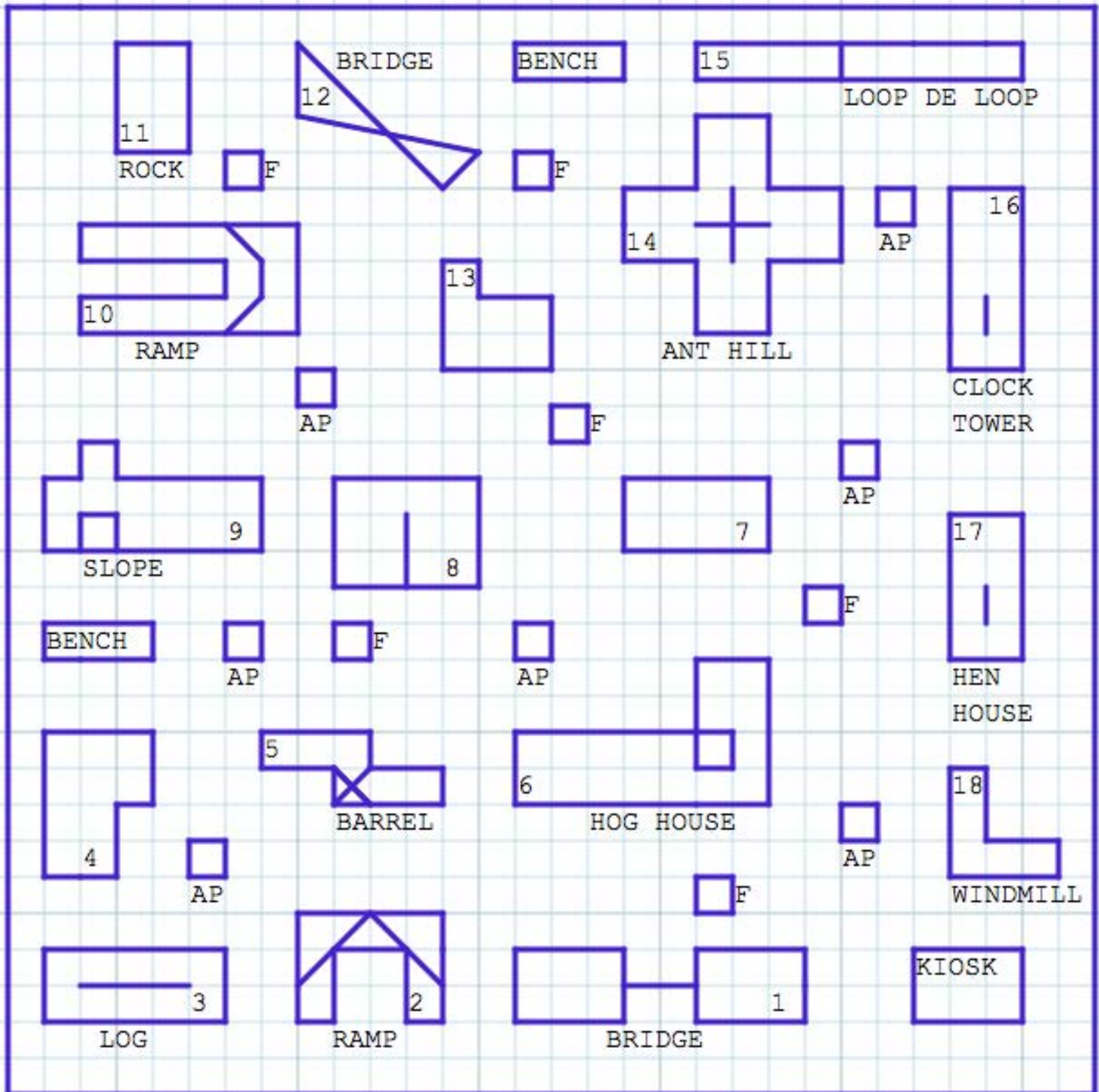
The Lockdown Wood Group therefore requests Newbury Town Council to consider and approve the provision of this bench.

Recommendation: That Newbury Town Council agree to the installation of a bench in Barn Crescent Lockdown Wood subject to the locations being acceptable to the neighbouring residents in a position away from the residential gardens. Susan, Tony and Blake from the Group have selected one location in the southern part of the site, among the Lockdown Wood whips on the slope above the orchard trees. This is the furthest away from gardens of the surrounding properties.

Signed: David W Ingram,
Community Services Manager

Date: 1st December 2021

18 Hole Adventure Golf Scale Drawing Victoria Park



- 1 SQUARE = 1M
 — = Hole edging &
 — = Wooden Features
 1,2,3 etc = Hole No.
 Blank space = Bark
 □ = Animal Prop
 AP
 □ F = Flowers

Newbury Town Council

Dinton Golf Proposal – Victoria Park

The northern area of the park looks most likely- although being close to the play park and future kiosk/cafe would be ideal.

I have attached some images of what you can expect adventure golf to look like at Victoria Park. The holes are made from a wooden edging, filled with aggregate and compacted down with an artificial turf laid on top to create the perfect putting surface. The wooden features you see simply rest on the holes. The weight of the sleepers and features are too heavy to move. The model animals would be stored in the kiosk overnight. We would plan to have these as well as the clubs and balls stored in our kiosk overnight.

With regards to security, it sounds like there would be a need for perimeter fencing. Perhaps some form of anti-climbing fence to match the surroundings of the park. Our courses only require 30m x 30m of land so I cannot foresee our activity affecting any other event within the park. Naturally we would need to be located away from areas that would have high levels of traffic or temporary structures during event weekends.

I understand the process is a little more difficult when voting is involved. My main selling point to any member would be that we are offering to bring a new and natural activity to the local community at zero cost, providing job opportunities in the area and giving families the opportunity to spend quality time together whilst having competitive fun in the fresh air!

I can assure you that the quality of the course will be excellent. Examples of this is using "Namgrass" artificial grass for our putting surface, treated timber sleepers for the hole edgings and "on hole" features that are thoroughly tested for durability and enjoyment value. I would urge your colleagues who want evidence of this to have a look at our drone videos on our websites to visualise what we can bring to Victoria Park.

Knights Realm is a great adventure golf site- very pricey in my opinion but a good example of a successful site that leads me onto your next point:

Our USP is to bring an exciting and affordable activity that the whole family can enjoy to the local community. Many 18 hole adventure golf courses including Knights Realm charge £9 for an adult and over £5 for children. I do not believe that this is affordable and we would aim to have repeat custom with the price we charge.

Everything is temporary in nature- no permanent fixtures/ fittings. There would be no damage to the land apart from the need to reseed the area if the course was to move. The CEO did mention that vandalism had been a recent occurrence within the park? If this is still the case nearer the time then some form of fencing perimeter would be needed.

Something similar to the anti-climb fence used by the bowls club would be ideal. The kiosk and all of the features are under 2m in height so there would be no need for planning permission. I believe that if the fencing is under 2m then this also does not require planning?

Would this be annual income for the council? If this is the case then it would relate back to my proposal offering £5,000 in our first year, increasing by £1,000 a year over a three year agreement.

Naturally there is a huge benefit in bringing a new activity to the park and Newbury as a whole. Not only will we aim to bring thousands of visitors to the park annually, these visitors are then in the local area to continue their experience.

Once the cafe is open for business, I can see a large percentage of our customers finishing their game and venturing over for coffees, snacks etc.

Ultimately the park would have a new addition for families to enjoy, at zero risk or cost.

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

Newbury Town Council

Public Report

Community Services Committee

Wash Common Public Consultation exercise

To consider the initial feedback from the public consultation

Background:

The Town Council strategy includes:

Consider requirements and costs for targeting Green Flag for Wash Common Park.

Decision and plan by mid-2021, target start 2022.

To start this exercise there is a need to consult the Public in respect of the potential investment required to meet the various standards, facilities, and management routines to apply for Green Flag status for this Open Space. This will provide evidence of need & requirement to satisfy the public who are the end users for this area. From this an investment plan can be modelled, re-consulted, and once agreed and funded, implemented in advance of an application to be judges for Green Flag status.

Objective

To obtain residents views on future investment in Wash Common Open space and to work toward Green Flag status.

Process

The Public Consultation process has now been completed and closed. Feedback has come in 3 formats, 190 electronic returns, 11 postal return and 59 return provided via Members.

In total 263 return from circa 3,400 letters issued plus various PR media formats.

Feedback will then be analysed and recorded the Risk Matrix in Appendix 4.1 shows the areas in which the majority of feedback was made and the number of Residents in support. Officers will now need to focus on the suggestions in the context of practical, value for money and space available to provide Members with a recommendation to take back to the Public.

This outcome will be subject to a second more detailed Consultation exercise inviting comment on specific options for investment. This may include a “meet & greet” exercise – Covid permitting - inviting the Public to come and discuss the outcomes of the initial Consultation and the Council’s response.

The outcome of this second exercise will be communicated inviting final comment before the Recommendation is put forward to the Community Services Committee for a funding request and project approval.

Options /Outcomes

The initial trawl of the feedback from the responses suggests in very broad terms:

More bins

More benches

Addl. Parking made available

Colour by wildflower planting or bulbs

Wider better paths

Work around the tree nursery area

Management of the football pitch playing surface

Overall, it appears on that most of the respondents are by and large happy with the facilities provided by Newbury Town Council with a few suggested enhancements. There appeared to be no great appetite for wholesale changes.

Consultation with Historic England & West Berkshire Council Archaeological Officer are taking place in respect of some of the outcomes suggested. These may have impact of the Scheduled Ancient Monument. Further work is being carried out in association with an Agricultural Land Specialist in respect of potential for land drainage improvements. Members will be aware the area is prone to water retention.

The Biodiversity Survey from Info Nature will have an influence of any outcomes.

Members will be aware that issues of Anti-social behaviour and their illegal activities are not within the jurisdiction of this Council, as a Civic Parish the Council has no enforcement powers. Likewise, the Water Tower, which is active, is not in the Town Council ownership.

The numerous suggestions in these area's will be conveyed to the respective Authorities.

Proposal

The Phase 1 initial Consultation has now been completed. The CS Team has prepared a matrix showing the result of the outcomes indicating the options for Members to consider. Members will appreciate that not all the suggestions can be included in the matrix, suggestion which accounted for around 10% of the returns or which would fit into an overall improvement project at minimal costs have been noted.

Members should be aware that there are some suggestions outside of the Council remit, works to the Highway improvements to parking arrangements, Thames Water Tower, and associated apparatus, dealing with anti-social behaviour is not in this Councils direct control.

One final observation, the Public have not fully understood the limitation particularly around any works to or over the Mounds. As scheduled ancient monuments, there is a no dig policy, that includes any excavation of pathways, bench bases, etc.

Discussion is taking place with the Statutory Bodies to see if the mound can be raked & resown with Wildflowers, provision of colour to this area was a common request.

This will set the baseline for investment consideration and the recommended options will flow from this. As a contingency for the 2022/23 budget, the basic

outcomes listed above have been costed and a provisional budget included for the Budget discussion at this meeting.

Phase 2 options

There is a need to feed back on the Consultation outcomes and the outcome of this meeting. The next phase, subject to budget availability is to firm up on the works to be carried out in 2022/23 and make the recommendations available for public scrutiny and comment before a final decision on implementation.

This can be done in several ways; the previous suggestion was by a public event locally allowing the Public to attend and ask questions and give 1 to 1 feedback on the recommendations at that stage.

There are some suggestions which will require a longer period of investigation & discussion, use of the Changing Rooms for Public Toilets, additional sports facilities such as Tennis, Running Track, skate park facility, Pump Track.

There while included in the matrix have not at this stage been considered as short-term investment projects.

Financial and Legal Implications

All other costs for the next financial year suggested investment plan have been included in the Budget recommendations subject to this Committees approval.

Reference to Council Strategy

Consider requirements and costs for targeting Green Flag Status for Wash Common Park. Decision and plan by mid-2021, target start 2022.

Equality and Diversity impacts

The Report has considered the needs and will ensure this is considered in depth once the outcomes & actions as a result of the public responses have been agreed.

Investment strategy includes provision for inclusivity for all.

Recommendation(s)

To note the current update, to consider the Budget implications and the feedback to the Public on the Consultation outcomes and produce an outcomes options plan for further discussion.

Signed: David Ingram
Community Services Manager

December 2021

Project Risk Register								DATE : 05/10/2121						
Project : NTC Strategic Plan Project								VERSION NO1; Wash Common Recreation						
Wash Common Public Consultation - Phase 1								Ground RM No 1 ACTIVE						
Note* Risks updated to reflect project progress - N/A = risk now considered expired.														
Suggested improvement	No Returns 263	Likelihood to achieve	Social impact	Maximum Cost to NTC	Deliverable by MM/YY*	Inter relationship	Delivered by	Risk issues	Agreed Plan Revised Likelihood	Revised Impact	Responsibility Holder	Additional Notes		
Question 1 - Football pitches														
No answer	78													
Do Nothing	110	Low	Low	£0			NIL	No costs			CSM	Council default option - just in time management only		
Improve play surfaces	1	Med	Med	£8,500	01/08/2022	3/4 related	Contract	Addl to GM project costs			P&RO	Out of season management routine needed		
Plant more trees	5	med	med	£1,800	01/12/2022									
Open Changing Room Toilets/ Kiosk facility	11	Med	Med	£25,000	01/03/2023		Contract	Needs Contractor to open / clean / close facility, Supervision risk			CSO	Risk in that these would be unsupervised access in daylight hours		
More Bench seating / bins / dog bins	29	Med	Med	£4,500	01/06/2022	Locations	Contract	May contribute to addl Anti social behaviour, noise, litter			P&RO	General desire for adl seating to watch play		
Additional car parking area	2	Low	Low	£25,000	01/03/2023	Space requirements with other site user needs	Contract	Historic England may object to addition car parking, Planning needed.			CSM	No ability to manage this space		
Anti social behaviour reduction /CCTV	2	Low	Med	£1,500	01/10/2022		Contract	Use of signs & posters may be counter productive?			CSM	Notices and serials 9&10		
Running track round/ Tennis, Skate rams & other sports	12	Low	Low	£60,000	03/03/2023	Space requirements with other site	Contract	Similar to City Rec provision			P&RO			
Question 2 - Smaller pitch / MUGA														
No answer	85													
Do nothing	94	Low	Med	£0		No	NTC	No actions						
Seating & benches	9	Med	Med	£8,750	01/03/2023	Locations	Contract	Suitable locations needed			P&RO	Potential for 2 areas of seating / tables to be considered		
Gym / Outdoor fitness/ games areas	52	Med	High	£22,599	01/03/2023	Space requirement with other site user needs	Contract	Similar to City Rec, alternative equipment - P&RO to consider options			P&RO	Consider appropriate equipment & location		
Trim trail running track	2	med	Low	£67,000	01/03/2023	Space requirement round perimeter / Segate 1&2	Contract	Consider space requirement & location			P&RO	Consider risks in this location		
Improve drainage	6	Low	Med	£16,500		Space requirement round perimeter /								
Plant more trees	6	Low	Med	£2,000		Space requirement round perimeter /								
Dog walking / Agility area	2	Low	Low	£8,600		Space requirement round perimeter /								
Question 3 - Existing Play														
No Answer	85	Low	Low	£0										
Do nothing	92	Low	Low	£0										
Replace older equipment/ Upgrade / other activities	37	med	med	£18,700	01/06/2023	consider which equipment	Contract	Consider overall play equipment plan			P&RO	Consider options for rotation of play equipment over 5 years		
Disability equipment	5	med	med	£8,890	01/05/2023	See play equipment above	Contract	Consider overall play equipment plan			P&RO	Consider options to part / total replacement alongside Play equipment rotation.		
Seating provision/ Table / Bins	11	med	med	£3,259	01/07/2022	Space requirement round perimeter /								
Question 4 - Table Tennis Area														
No answer	76													
Do Nothing	102	low	low	£0										
Upgrade / Remove or replace with other equipment	47	low	Med	£12,570	01/01/2023	Space requirement	NTC	Excessive costs to removal & making good			P&RO	Leave in place, budget to replacing year 5		
Benches	5	Low	Low	£1,250	01/06/2022	Agree locations								
Question 5 - Existing woodland & TWA Tower														
No answer	74													
Do nothing	72	low	low	£0										
Plant more trees	31	med	med	£5,000	01/01/2022	Locations	NTC	Locations			P&RO	Locations to be identified		
Better pathways/ fitness trail/ adventure	11	Med	Med	£2,800	01/03/2023	Serial 46 above trees	NTC	Safety & management			P&RO	Consider route markers & Trail signs		
Plant bulbs, plants, other species/ wildlife	32	med	med	£500	01/01/2021	Locations	NTC	Volunteer event to be organised			P&RO			
Manage asb issues	17					Not NTC powers								
Question 6 - New Nursery Woodland														
NO answer	49													
Do nothing	73	low	low	£0										
Move the woodland/ thin out / make smaller	59	med	med	£8,000	01/11/2022	Alternative locations ?	NTC	Loss of trees			P&RO	Allow for 5% loss of trees in moving		
Make it more user friendly, remove fence	20	med	med	£4,400	01/12/2022	Planned for 2023	NTC	Loss of trees			P&RO	Allow for 15% loss of trees		
Make organic shape	15	high	med	£1,800	01/11/2022	Natural wastage	NTC	Loss of trees			P&RO	May happen by natural selection		
Other incl dog agility, benches, planting flowers, bulbs, BMX track, pathways, etc	26	high	med	£2,800	01/06/2023	Agree which practical items	Contract	Part of original project plan			P&RO	Assumed to take place 2022/3		
Question 7 - Around Mounds (Historic England scheduled monuments)														
No answer	82													
Do Nothing	67	low	low											
Wild flower seed	50	med	med	£1,570	01/04/2022	Scheduled monument	NTC	Need to cut & remove - additional budget costs			P&RO	Annual Budget provision		
Fence off	5	low	low	£4,500	01/06/2023	Historic England	Contract	Need to discuss with WBC / HE			CSM			
Renew the information boards	23	med	high	£5,460	01/06/2023	Historic England	NTC	Need to discuss with WBC / HE			CSM	Budget provision 2022/23		
Benches, etc	27	low	low			Scheduled monument								
Question 8 - Pathways														
No answer	57													
Do nothing	69													
Repair / relay	9	high	high	£18,000		NTC ability	Contract	Ongoing maintenance provision			P&RO	BAU provision		
Make wider/ additional path	83	med	med	£6,700	01/04/2023	Scheduled monument	Contract	Plans need WBC / EH approval			CSM	Site plans needed for discussion with Authorities		
Lighting	7	low	med	£15,700	01/04/2023	Scheduled monument	Contract	Plans need WBC / EH approval			CSM	Site plans needed for discussion with Authorities		
Cost of implementation				£373,648										
Question 9 - Addl Comments														
Do nothing - unnecessary expense		low	low	£0										
More benches		med	high	£6,700			Contract	Location need consideration				Budget		
More bins		med	high	£3,800			Contract	Location need consideration				Budget		
Additional car parking needed		low	low	£25,000			Contract / WBC	location need consideration				Budget		
Wild flower areas		med	high	£1,450			NTC	Removal costs				Budget		
Bulb planting along path edges		med	med	£500		Paths Q8	NTC	Part of the Volunteering event this Autumn subject to attendance numbers						
Pathways along Stuart Rd & to School		med	high	£65,000		Paths Q8	Contract							

Newbury Town Council

Public Report to:

Community Services Committee – 13th December 2021

Agenda Item No 9

Background

The Community Services budget is made up of 2 sections, income which is derived from the charges made to services to its Parishioners and expenditure, the cost to the Council in delivering services through the Community Services Team.

On Income, costs usually discounted to Newbury Parishioners, full costs charged to other members of the public living outside the Town. For this reason, there are 2 scales of charges, one for residents of the Town (Precept payers) and those outside the Town boundary.

The Annual budget shown all cost that are associated with the running of a particular Service or asset including an assessment of Staffing costs and overheads. This allows members to gauge the real cost of providing that service to the Civic Parish.

Annually the 2 schedules of Service charges and the annual budget are reviewed in line with inflation rates, wage & third-party contract increases and cost of materials, where used and the Council strategy items required to be implemented in the coming year.

Service Charges to the Public

Previous year – 2021/22

The annual CPI inflation rate for the period is given as 3%. The increase in the cost of Contract works (cemetery & other services) was set at 3%.

Overall, the increase in cost for chargeable Services to the Public was calculated as 3%. Annual Family Tennis Membership held this year at £45.00 and small increase in the floodlighting charges.

Current proposal – 2022/3

These are shown in Appendix 4b. The increase in cost for chargeable Services to the Public for the next fiscal year has been calculated as 3.8%. Much of this increase is in labour costs associated with the increase in the Living wage which impacts directly on the Grounds Maintenance Contract costs which is heavily labour orientated, material cost rises have some impact, the remaining costs are within the CPI inflation range.

The calculation on Charges for the coming year have taken all this into account.

Annual Family Tennis membership remains at £45 to encourage more usage which will benefit the income stream.

Budget 2022/3

The Budget proposals are set out in Appendix 4a. These are based on both the projected Revenue need for managing & maintaining the current asset and additional requirement to take forward the Council's Strategic aims in the coming year.

Member's attention is drawn to the Grounds Maintenance Management budget lines, this Contract takes up a sizeable portion of the annual Budget need. The current Contract ends in January 2023, its replacement will have a financial impact in the last fiscal quarter, a 15 % annual rise in cost is anticipated for a new delivery option.

The main projected additional spends are in areas of planning & preparation for the Wash Common & Fifth Road investment project, the Nightingale's play area upgrade potential Transfer of the land at Greenham House Gardens and continuation of the carbon reduction initiatives.

The budget provision for the proposed new Community Café in Victoria Park is carried forward.

The draft budget also includes several projects which we would undertake if we can secure external funding. These include works at Victoria Park and upgrading of the public toilets at The Wharf.

The main highlights of the draft budget for Community services are as follows:

- The increase in the Grounds maintenance contract costs
- The proposal to spend £125,000 on the roof of the Town Hall, using the reserves accumulated for this purpose over 2 years, as well as a further £35,000 to be levied this year
- Newtown Road Cemetery: Repointing of the walls (£7,500) and a contribution towards the provision of a composting toilet (£3,500)
- Markets: We are estimating a 25% increase in market income reflecting the growing popularity of our markets
- Footway Lighting: Substantial increases in the budget to cover extra repairs and upgrading to lower energy lights
- Recreation grounds: an additional expenditure of £9,870 to bring our football pitches back to an acceptable standard. Proposed expenditure of £18,600 from CIL funds for phase 1 of the Wash Common upgrade.
- Play areas: £100,000 from reserves for urgent repairs/ upgrading to playgrounds at Fifth Road and the Nightingales.
- Victoria Park: Tennis courts income up from £12,000 to £20,000. New income stream from proposed Mini Golf (£5,000) (it is proposed to use that income next year for urgent repairs to Victoria and her lions). Subject to receiving external funding: upgrade bandstand, pond liner and to replace the disability swing.
- Open Spaces: The draft budget includes £38,000 to provide a footpath at Hutton Close and £10,500 to carry out works at Greenham house Gardens should WBC complete the transfer to NTC.
- Britain and Newbury in Bloom includes increased expenditure, as recommended by The Green Spaces Working Group- an extra £7,000 for Britain in Bloom and 5,460 towards the Secret Garden project.
- Allotments: £7,700 for new notice boards at all the allotment sites. £15,720 for catch up maintenance works.

- Wharf toilets: £18,870 for upgrade works, if funded by the contractor, subject to contract review. Note that business rates are no longer levied on public toilets, an annual saving of £7,300.
- The reallocation of some costs from repairs and maintenance to Salaries arising from the proposed recruitment of our Facilities Officer

Objective

To deliver the community services as set out in the Council's Strategy and to ensure that the cost of providing Services by Newbury Town Council is recovered where Services provides are chargeable so as limit the burden on the Precept Charges and to deliver the next phase of the Councils Strategic plan.

Considerations

The annual CPI inflation rate for the period is given as 3.8%. The increase in the cost of Contract works (Parks, Cemetery & other services) is set at 4.8% due to 2 rises in the Minimum wage on the period and materials costs increases.

Overall, the increase in cost for chargeable Services to the Public has been calculated as 3.1 % partly balanced out by additional income projections.

Council Strategy

The Council Strategy requires the Community Services Manager to provide managed services to the Town, ensuring value for money using local supply & services where possible.

Newbury Town Council will review our purchasing arrangements, drive efficiencies, and ensure best value for the people.

Options

Having considered the annual inflationary projection and known cost increases, the options put forward by Officers are:

1. **Do nothing** – keep the Service Charges & budget request at the current level – cost above inflation to be met out of the Precept budget provision in 2021/22 or a reduction in Service levels
2. **For Members to recommend a lower than inflation increase in chargeable Service costs & Budget request** – balance to be met out of Precept budget provision and or provide a lower level of service
3. **Approve the increases & budget as set out in Appendix 4 a&b** – the Council will be able to recover its outlay cost for legitimate chargeable services to the public and deliver the next phase of its Strategic vision.

Recommendation:

To approve the average 3% increase in costs to some of the Public for services offered by Newbury Town Council as set out in attached Appendix 5b with some costs remain the same for a further year

To approve the submission of the Community Services budget proposal as set out in Appendix 5a&b to the Policy & Resources Committee for further scrutiny as part of the Council's overall budget requirement.

Signed:

David W Ingram,
Community Services Manager
9 December 2021

Appendix 5a

	Agreed 2021-22	Additions approved in year	Reserves used
			Reserves
290 Town Hall			
1270 Suite Lease Income	32,000		
1275 Solar Panel Income	400		
1280 Chamber Hire	6,000		
1285 Projector Hire	0		
Total Income	38,400		
4045 Salary Reallocation	47,325		
4250 IT	0		
4255 Professional Fees	0		
4310 Reconnect Drinking Fountain	1,850		
4315 Topographical Survey	11,650		
4320 Town Hall Refurb	5,000		5,000
4335 Town Hall Maintenance Fund	49,500		
4345 Replacement Solar Panel Invert	1,500		
4405 Rates	11,094		
4410 Water	1,000		
4415 Energy Supplies	10,300		
4416 Energy Conservation Projects	5,000		5,000
4425 Repairs and Maintenance	29,500		6,000
4430 Maint. Contracts	14,588		
4440 Fire Extinguishers	1,500		
4445 Security	800		
Total Expenditure	190,607		
295 Weddings			
1280 Chamber Hire	2,500		
Total Income	2,500		
4045 Salary Reallocation	3,429		
4340 Weddings expenditure	1,000		
Total Expenditure	4,429		
300 Newtown Road Cemetery			
1990 Miscellaneous Income	0		
Total Income	0		
4045 Salary Reallocation	2,348		
4355 Toilet Hire NRC	1,300		
4405 Rates	389		
4415 Energy Supplies	400		

4416 Energy Conservation Projects	1,000	1,000
4425 Repairs and Maintenance	7,500	
4430 Maint. Contracts	12,250	
4435 Maint. Contracts Unscheduled	1,200	
4436 Headstone Survey	2,000	
4440 Fire Extinguishers	100	
4515 Tree Surveys & Works	800	800
4540 NRC Composting Toilet (25%)	2,563	
4545 Redecoration of Chapel	1,200	1,200
Total Expenditure	33,050	

305 Shaw Cemetery

1300 Cemetery Income	35,000	
Total Income	35,000	
4045 Salary Reallocation	21,149	
4250 IT	1,100	
4265 Subscriptions	95	
4400 Rent Payable	1,000	
4405 Rates	280	
4410 Water	3,000	
4415 Energy Supplies	1,000	
4416 Energy Conservation Projects	1,860	1,860
4425 Repairs and Maintenance	13,560	
4430 Maint. Contracts	63,500	
4435 Maint. Contracts Unscheduled	2,200	
4440 Fire Extinguishers	250	
4515 Tree Surveys & Works	2,885	680
Total Expenditure	111,879	

310 Markets

1320 Market Income	39,000	
Total Income	39,000	
4045 Salary Reallocation	23,094	
4265 Subscriptions	370	
4275 Advertising General	1,500	
4360 Market Management	14,000	
4405 Rates	5,725	
4415 Energy Supplies	1,000	
4425 Repairs and Maintenance	2,865	
Total Expenditure	48,554	

315 War Memorial

4045 Salary Reallocation	3,708	
4425 Repairs and Maintenance	700	
4850 Sinking Fund	2,000	
Total Expenditure	6,408	

320 Footway Lighting				
4045 Salary Reallocation	3,708			
4415 Energy Supplies	7,313			
4425 Repairs and Maintenance	13,000			
4855 Street Lighting Upgrade	2,530			
Total Expenditure	26,551			
325 Clock House				
1080 Replacement lighting	0			
4045 Salary Reallocation	3,708			
4415 Energy Supplies	750			
4425 Repairs and Maintenance	4,840			
Total Expenditure	9,298			
330 Street Furniture				
Income- Bus shelter advertising				
Total income				
4045 Salary Reallocation	3,709			
4415 Energy Supplies	220			
4425 Repairs and Maintenance	5,500	2,500		2,500
4435 Maint. Contracts Unscheduled	500			
4460 Grit Bins	4,635			
4860 Move of Bus Stop	5,800			5,800
Bus shelters provision and maintenance				
Total Expenditure	20,364			
335 Recreation Grounds				
1355 Income - Pitches	2,266			
Total Income	2,266			
4861 football pitch management	0			
4045 Salary Reallocation	15,218			
4410 Water	600			
4415 Energy Supplies	2,060			
4423 Upgrading	2,250			2,250
4425 Repairs and Maintenance	4,600			
4430 Maint. Contracts	29,800			
4435 Maint. Contracts Unscheduled	9,650			
4470 Tree Maintenance	0	5,650		5,650
4515 Tree Surveys & Works	5,460			5,460
4580 PPE	1,000			
4585 Drinking Water Tap	1,220			
4423 Wash Common upgrade- Phase 1				
4590 Consultation	1,000			

Total expenditure	72,858		
336 City Recreation Ground			
4423 Upgrading	14,000		
4585 Drinking Water Tap	1,220		
Total Expenditure	15,220		
340 Play Areas			
4045 Salary Reallocation	18,258		
4423 Upgrading	5,800		
4425 Repairs and Maintenance	14,000	28,900	28,900
4430 Maint. Contracts	23,240		
4435 Maint. Contracts Unscheduled	9,600		
Total Expenditure	70,898		
345 Victoria Park			
1360 Income - Tennis Courts	12,000		
1380 Income - Bowling Club	927		
1385 Income - Kiosk/Cafe	1,600		
Mini Golf			
1500 Other open spaces income	2,000		
1990 Miscellaneous Income	1,000		
Total Income	17,527		
4537 Upgrade VP Bandstand	0		
4538 Pond liner	0		
4539 Replace disability swing	0		
4541 Repairs to Victoria and Lions	0		
4543 Splashpark	0		
4045 Salary Reallocation	32,530		
4325 PWLB Loan charges	10,000		
4355 Toilet Hire	700		
4410 Water	4,350		
4415 Energy Supplies	4,000		
4425 Repairs and Maintenance	13,450	10,440	10,440
4430 Maint. Contracts	66,450		
4435 Maint. Contracts Unscheduled	4,850		
4437 Wild Flower Meadow VP	4,000		
4440 Fire Extinguishers	200		
4445 Security	500		
4455 VP Cafe Maintenance Fund	0		
4465 Tennis Courts Maintenance Fund	3,600		
4475 VP LTA Registration Fee	350		
4480 Music at the Bandstand	3,000		

4485 VP tennis court promotion	1,500		785
4490 VP Fun Day	2,500		
4515 Tree Surveys & Works	2,300		2,300
4525 Fees	35,000		
4530 Community Cafe	399,000		
4535 Hoist	12,000		
4590 Consultation	1,000		
Total Expenditure	601,280		

350 Open Spaces

1395 Wayleave Income	25		
Total Income	25		
4771 Hutton Close Footpath	0		
4045 Salary Reallocation	25,658		
4400 Rent Payable	180		
4410 Water	100		
4425 Repairs and Maintenance	5,000		
4430 Maint. Contracts	72,994		
4435 Maint. Contracts Unscheduled	4,000		
4515 Tree Surveys & Works	7,650		7,650
4750 Greenham House Gdns	9,450		
4755 Blossoms Field Tree Works	3,500		
4760 Litter Picking Equipment	500		
4765 Speen Moor Friends Group	500		
4770 Biodiversity Survey	2,000		
Total Expenditure	131,532		

355 Floral Displays and Trees

1990 Miscellaneous Income	2,000		
Total Income	2,000		
4045 Salary Reallocation	6,111		
4425 Repairs and Maintenance	850		
4430 Maint. Contracts	21,896		
4435 Maint. Contracts Unscheduled	0		
4470 Tree Maintenance	5,000	5,000	5,000
4500 Tree planting	4,850		797
4505 Edible Crops	300		
4510 Additional Floral Displays NIB	1,500		
4590 Consultation	1,000		
Total Expenditure	41,507		

360 Britain & Newbury In Bloom

1600 Sponsorship	0		
Total Income	0		

4711 Britain in Bloom	0	
4712 Lock Island Upgrade	0	
4045 Salary Reallocation	18,307	
4425 Repairs and Maintenance	0	
4710 Newbury In Bloom	7,000	2,198
Total Expenditure	25,307	

420 Wash Common Allotment		
1400 Allotment Income	3,300	
Total Income	3,300	
4451 Notice Boards	0	
4045 Salary Reallocation	5,801	
4410 Water	700	
4425 Repairs and Maintenance	2,250	
4430 Maint. Contracts	1,440	
4435 Maint. Contracts Unscheduled	2,000	
4450 Extra security measures	2,300	
4515 Tree Surveys & Works	800	800
Total Expenditure	15,291	

421 Allotments (except Wash Common		
1400 Allotment Income	19,570	
Total Income	19,570	
4451 Notice Boards	0	
4045 Salary Reallocation	29,007	
4255 Investigate additional allotment sites	2,500	
4400 Rent Payable	876	
4410 Water	4,000	
4425 Repairs and Maintenance	16,500	
4430 Maint. Contracts	7,192	
4435 Maint. Contracts Unscheduled	1,500	
4450 Extra security measures	5,540	2,075
4515 Tree Surveys & Works	500	500
Total Expenditure	67,615	

430 Wharf Toilets	
4417 Refurbishment	0
4045 Salary Reallocation	6,424
4195 Wharf Toilets Contract	11,845
4405 Rates	7,309
4425 Repairs and Maintenance	3,650
Total Expenditure	29,228

2021-22	Draft Budget 2022-23	Notes	Non-precept NTC Reserves	CIL/ S106
CIL/ S106				
	32,000			
	500			
	7,000			
	50			
	39,550			
	33,656			
	0			
	12,350	Ext surveys, stone	12,350	
	2,760	Covid-compliant drinking tap	2,760	
	0			
	0			
	125,000	Asbestos roof removal (already £90 K EMR)	90,000	
	1,870	replace when needed	1,870	
	11,500			
	500			
	9,000			
	4,000		4,000	
	22,500	Minor works and improvements, conservation, redec		
	15,900	Cleaning contract review		
	1,950	Maintenance and upgrades		
	1,600	CCTV maintenance		
	242,586			
	2,500			
	2,500			
	9,923			
	1,000			
	10,923			
	100			
	100			
	6,857			
	1,250			
	393			
	850			

0		
15,670	Includes re-pointing walls	
8,650		
1,560		
2,240		2,240
225		
1,850		
14,000	Net of contribution from Friends	3,500
0		
53,545		

40,000		
40,000		
14,443		
1,180		
95		
1,000		
1,500		
2,000		
1,100		
0		
5,540		
67,500		
2,860	Additional works, incl biodiversity	
860		
3,420		
101,498		

50,000
50,000
12,939
450
1,500
14,800
6,000
1,100
2,850
39,639

1,577	
2,500	Incl pressure washing
2,000	£8K needed- RBL contribution?
6,077	

	4,094			
	7,500			
	21,900			
2,530	10,000			10,000
	43,494			
	18,400			
	1,577			
	800			
	5,580			
	26,357			
	48,000			
	48,000			
	5,397			
	250			
	7,000	Incl bench replacements		3,000
	500			
	4,800			
	0			
	48,000			
	65,947			
	3,000			
	3,000			
	9,870			
	25,182			
	650			
	2,300			
	3,000			
	9,000	Incl changing rooms refurb	5,000	
	32,200			
	7,600	Incl biodiversity		
	0			
	6,780		6,780	
	1,000			
	2,760	Covid compliant	2,760	
	18,600	CIL?		18,600
	1,250			

120,192

0

0

0

36,449

115,000

21,000

25,400

5,500

203,349

Fifth Road/ Nightingales
Failing equipment

115,000

20,000

950

3,000

5,000

4,000

500

33,450

48,000

External Funding/Grants/ sponsorship?

19,000

External Funding/Grants/ sponsorship?

25,000

External Funding/Grants/ sponsorship?

5,000

4,870

reduce water consumption

4,870

47,023

15,000

10,000

700

4,500

4,500

13,000

71,000

6,650

Incl biodiversity

0

650

500

3,000

3,600

330

3,500

	1,500		
	2,500		
	4,530		4,530
45,000	25,000		
	380,000	60,459	123,541
	12,000		12,000
	0		
	701,353		

	25		
	25		
	38,000		
	15,674		
	180		
	110		
	4,000		
	76,240		
	7,470		
	4,530		4,530
	10,500	2021-22 not spent	10,500
	0		
	500		
	500		
	1,000		
	158,704		

	1,500	
	1,500	
	6,514	
	500	
	23,890	
	1,435	
	7,680	
	6,750	Fifth Road and Barn Crescent
	450	
	1,800	
	0	
	49,019	

500
500

7,000	
5,460	5,460
9,571	
0	
7,000	
29,031	

3,500	
3,500	
1,850	1,850
4,775	
700	
3,400	
2,300	
6,720	
2,240	2,240
2,100	
24,085	

20,000	
20,000	
5,850	5,850
19,100	
0	
900	
4,000	
3,400	
9,870	
12,500	Catch up work 11,000
5,850	
2,800	2,800
64,270	

18,870	(Perhaps the contractors?)
2,914	
12,450	
0	
3,800	
38,034	

**External
Funding
& PWLB**

11,500

18,400

48,000

19,000

25,000

300,000

18,870

**Services Revenues for 2022/2023 Financial Year and
Allotments for 2023/2024**

To consider the following proposals for 2022/2023 and allotment increases for 2023/2024:

Cemetery Charges:

	2021/ 2022	2022/2023 Charges Rounded	2021/ 2022	2022/23 Charges Rounded
Purchase of Rights	Residents Discount		Non-Resident	
Exclusive right of burial for the period of 100 years in an ordinary grave	£445	£450	£1,308	£1,310
Exclusive right of burial for the period of 100 years in a selected grave	£883	£885	£2,597	£2,600
Purchase of plot 0.6m x 0.6m for Interment of cremated remains	£154	£155	£452	£460
Purchase of a plot 0.6m x 1.2m as a baby or child's grave	£154	£155	£452	£450
Interments				
In an 'Ordinary' grave of a body of a stillborn child	£79	£80	£233	£235
In an 'Ordinary' grave of a body of a Person exceeding one month but under 14 years	£128	£130	£377	£375
In an 'Ordinary' grave of a Person exceeding 14 years	£289	£290	£849	£850
In a 'Selected' grave of a body of a stillborn child	£154	£155	£452	£450
In a 'Selected' grave of a body of a Person exceeding one month but under 14 years	£243	£240	£716	£715
In a 'Selected' grave of a body of a Person exceeding 14 years	£372	£370	£1,095	£1,095
Interment of ashes	£148	£155	£437	£440
Groundwork preparation by Council staff for the interment of ashes	£85	£90	£85	£90
Ancillary / Other Charges				
Use of Cemetery Chapel	£76	£80	£224	£225
Transferring deeds of rights of burial	£42	£45	£42	£45

Additional Cemetery Charges

Memorials	2020/ 2021	2021/2022 Charges Rounded	2021/ 2022	2021/2022 Charges Rounded
	Residents Discount		Non-Resident	
Right to erect a headstone, cross, Monument or any other memorial	£169	£170	£498	£500
Right to place an inscribed vase at the grave head position	£42	£45	£125	£130
Right to place a memorial on a cremated remains plot not exceeding 500mm (1' 8") in height above ground level	£42	£45	£125	£130
Additional inscription	£26	£25	£76	£75

Other Service Charges

Market Charges – Officers recommend an increase in the charge for a 3m x 3m pitch from **£12.70 to £15.00 per** day for traders who pay monthly in advance and the standard daily rate will increase from **£19.05 to £22.00 per** day for a 3m x 3m pitch. Larger stalls will be charged thereafter at the linear metre rate. Market cost (management & electricity) are rising, this increase is necessary to balance that rise.

Football Charges – Officers recommend an increase from **£67.30 to £70.00** (Excl. VAT @ 20%) for senior pitches and continue with no charge for junior under 18's pitches. The Council is aware that the cost of organised football is significantly increasing (insurances, fees, etc) is there for looking at a balance between increasing the cost & making use unaffordable.

Tennis Court Charges – Officers recommend retaining the Annual Family Membership at the 2021/2022 level of **£45/12 months**. Play and play will increase from £3.50 to **£3.70** / half hour, floodlight use will increase from £1.60 to **£1.75** / half hour. The Council wished to encourage more Family Membership to increase usage of this facility

Allotment Charges – In 2013 the Community Services Committee agreed that in line with most other allotment authorities, we should, from 2015-16 onwards, give a year's notice of any change in allotment service charges, as opposed to the previous 2 months' notice.

Officers recommend an increase for 2023/24 for Newbury Parish Residents from **40p** per sq. metre to **42p** per sq. metre (equivalent to £10.50 per pole or 25 sq. metres).

David W Ingram
Community Services Manager
December 2021

Newbury Town Council

**Projected additional Work Programme for Community Services Meetings for the Municipal Years
2021/22/23**

Meeting Date	Item
Provisional	
March 2022	Update on Green Spaces activities Playground investment update Update on Victoria Park Community café Update on Grounds Maintenance activity Greenham House Gardens update Update on Falklands Memorial land Agreement Update on Wash Common Investment plan Lock Island Lease update Update on Budget 2022/23
Forward Plan	
July 2022	Election of Chair 2022/23 Budget Review Update on Grounds Maintenance Contract Update on Café project

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

David W Ingram
December 2022

Newbury Town Council**Public Report****Report to Community Services Committee****Agenda Item No. 10 Community Café for Victoria Park****1. Background**

The Council has appointed Michael Pagliaroli Architects as the Lead Consultant for the design, planning & Contract management of this project

Additional specialist Consultants, McCarthy Bainbridge (M&E Engineers) Blewburton (Sustainability) Stuart Michael (Drainage) Archibald Shaw (Structural) Greengage (Ecology) Reading University (Archaeology) & John Platts (Arboriculture) have been engaged to support the project.

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

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

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

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

2. Carbon Neutral & BREEAM Excellent

The principle of this design is that the building should attain BREEAM Excellent and it should be Carbon neutral.

This will be monitored through the detailed design process and a balance between cost & outcome in striving for BREAM Excellent will be reported & managed.

To meet these requirements the Project Team have been using the SBEM BRE model at its calculator to achieve the necessary Carbon Credits for this project. The initial

calculations have now been provided which show that there is a need to follow the Passive House principle in design & build, see appendix 6.1

The modelling outcome suggests:

Summary & conclusions

To achieve Net Zero Carbon, thermal fabrics will need to improve as will the Building Service Provision.

The SBEM will predict with accuracy carbon emissions of the installation, but the thermal modelling is produced to identify any elements that could affect that result and that will assist in control of energy performance.

It is clear on looking at the information that currently added Building regulation Part F air changes are adversely affecting heating loads within server and WC areas, so maybe will need to look at reduced flow rates using either low power trickle ventilation or passive ventilation as part of the MEP solution.

The average peak heat load is currently at 59.58 w/m² which is comparable with typical modern construction standards but is not good enough to meet Net Zero at present.

To achieve net zero heating demand will ultimately need to be limited to 15 kwh/m²/yr. and we will model with more accuracy once the MEP design is validated against the improved building fabrics.

Potentially with improved u-values, provision of renewable heating & HWS source, PV and high efficiency lighting large improvements will be made on predicted energy efficiency to enable the scheme to get near to Net Zero.

Please see Appendix 6.2

The next stage will be to find suitable design & manufacture Firms who are able to provide for the build a frame which will meet these requirements for thermal insulation & airtightness.

Once we have confirmation that all the components needed to meet the carbon Zero modelling are available and can be assembled to provide the desired design & configurations, this along with all the other Condition discharge criteria currently being worked on, will be submitted to WBC for discharge.

Application for Building Regulations approval will follow.

Not until we reach this stage can Tenders be issued to suitable Contractors for a final cost for the build to be obtained.

3. Operating Partner

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

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

These discussions are subject to contract and commercially sensitive, no further details will be made available at this time.

Members giving time in working through this Procurement exercise is appreciated

4. CIL Liability

The project being a Commercial approval will attract a CIL liability. Currently the Liability is suggested to be £12,479.70. The CSM have recalculated based on floor areas, the liability it is believed should be circa £4,000.

5. Legals

Gardner Leader, Solicitors, have been instructed by NTC to act in the matter of the Licence to Alter, Licence to sub-let (WBC) and the Lease Agreement for the Café with L & L Woodward.

Project Timetable (provisional)

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

Discharge Planning Conditions.	November 2021
Building Regulations Approval	January 2022
Send out Tenders	January 2022
Tender return & Analysis	March 2022
Report to Community Services Committee	March 2022
Special Meeting Full Council	April 2022

Let Contract	April 2022
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Mobilisation & Condition Discharge 2	June 2021
Prestart meeting	July 2022
Site start	September 2022
Completion	March 2023
Opening	April 2023

6. Costs

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

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

Fees & Cost Committed to date

Project Costs £ 66,650

Legals Costs £ 9,520

CIL demand £12,480

Total commitment £88,650

Fees spend to date **£37,726**

Loan Consultation

The Consultation on the Public Works Loan has been completed, the outcome shown in Appendix 6.3, 78% in favour of the Loan application.

7. Recommendation

To update note the current subcommittee approvals & directions for the proposed community café

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

Signed: David W Ingram, Community Services Manager

Date: 9th September 2021