

7 March 2022

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

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

**Also:** All Members of the Council for information.

Dear Councillor,

You are required to attend a meeting of the Community Services Committee to be held in the Council Chamber, Town Hall, Market Place, Newbury, on **Monday 13<sup>th</sup> March 2023 at 7.30pm**. This meeting is open to the Press and Public.

Yours sincerely,

**David Ingram**

**Community Services Manager**

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## **AGENDA**

**1. Apologies for Absence**

Community Services Manager

**2. Declarations of Interest and Dispensations**

Chairperson

**2.1 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

**3.1 Recommendation: To approve** the minutes of a meeting of the Community Services Committee held on Monday 12<sup>th</sup> December 2022, already circulated, and as attached at Appendix 1.

**4. Questions and Petitions from Members of the Public**

Chairperson

**5. Members' Questions and Petitions**

Chairperson

Town Hall, Market Place, Newbury, RG14 5AA

☎ (01635) 35486

☎ (01635) 40484

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✉ [towncouncil@newbury.gov.uk](mailto:towncouncil@newbury.gov.uk)

🌐 [www.newbury.gov.uk](http://www.newbury.gov.uk)

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

**6. Chairs Summary (Appendix 2)**

**Recommendation:** To note achievements of the decisions from this Committee.

**7. Green Spaces Working Group - Newbury in Bloom (Appendix 3)**

Chairperson – Cllr J Gage

**7.1 Recommendation:** to receive the Mins of 12/01/23, 09/02/23, 09/03/23, Appendix 3.1a &b.

**7.2 Recommendation:** To approve the GSWG Works / Consultation matrix Appendix 3.2.

**8. Market Working Group (Appendix 4)**

Chairperson – Cllr M Coston

**8.1 Recommendation:** To note the minutes of the Market Working Party approved by Full Council on 30<sup>th</sup> January 2023.

**9. Community Services Managers Report (Appendix 5)**

Community Services Manager

**9.1 Recommendation:** To note the contents of the Community Services Managers Report

**9.2 Recommendations:** To approve the Market rent matrix as set out in Appendix 5.1

**10. Forward Work Programme for Community Services Committee 2022/23 (Appendix 6)**

Chairperson

**Recommendation:** To note the Forward Work Programme

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

**11. Part 2 - Exclusion of the press and Public**

*Chairperson*

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

**12. Bandstand Tender (Appendix 7)**

*Chairperson*

**Recommendation:** To accept the Consultants recommendation for Tender Report subject to Policy & Resources Committee approval for the release of an additional £30,000

**13. Café Project (Appendix 8)**

*Chairperson – Cllr Roger Hunneman*

**Recommendation:** To investigate options including value engineering and alternative sources of funding for this project for July 2023 Committee consideration.'

*Community Services Manager*

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

**MINUTES OF A MEETING OF THE COMMUNITY SERVICES COMMITTEE  
HELD IN THE COUNCIL CHAMBER, TOWN HALL, MARKET PLACE, NEWBURY  
ON MONDAY 12 DECEMBER 2022 AT 7.30PM**

**PRESENT**

Councillors: Jeff Beck; Martin Colston; Nigel Foot; Chris Foster; Jon Gage; Roger Hunneman; Sarah Slack (Chair); and Martha Vickers (Vice Chair).

**In Attendance**

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

**1. APOLOGIES FOR ABSENCE**

Cllr David Marsh

**Not in Attendance:** Cllr Olivia Lewis

**2. DECLARATIONS OF INTEREST AND DISPENSATIONS**

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

**3. APPROVAL OF PREVIOUS MEETING MINUTES**

**PROPOSED:** Cllr Martin Colston

**SECONDED:** Cllr Nigel Foot

**RESOLVED:** That the minutes of the meeting of the Community Services Committee held on 18 July 2022 are approved and signed by the Chairperson.

**NOTE:** The meeting scheduled for 19 September 2022 was cancelled due to the death of Queen Elizabeth II

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

##### Questions from Mrs Marion Fenn

**Question 1** - Will the Council agree that the artificial grass, suppressing the brambles, on the small area underneath the new notice board at Wash Common Allotments is acceptable as a practical solution to enabling the notice board to be read?

**Response from Chairperson:** Not wishing to pre-empt Members discussion on Item 2a, Cllr Jon Gage's Motion for the use of Artificial Grass (Turf), the Council is of a view that while an acceptable in the short term to overcome a specific issue, a longer-term permanent solution should be found

**Question 2** - Please will you give specific permission for the small area of artificial grass under the notice board at Wash Common Allotments to be retained as an identified approved town council project?

**Response from Chairperson:** The Council, irrespective of the Motion in 2a below, will look at alternatives for the replacement of the small area of artificial grass with a more suitable solution.

**Question 3** - If the council do not permit retention of this small area of artificial grass what alternative will they put in place if it is removed to ensure tenants, officers and stewards have access to the notice board?

**Councils' response:** as expressed above, the Council will look at what alternative sustainable longer-term solutions are available to give safe & easy access to this area for the Allotments Tenants.

##### Questions from Paula Saunderson

**Question 1** - It is my understanding that NTC is Riparian Owner of the stretch of the River Lambourn on the South side that is along River Walk, so what budget and plans does this Asset Management Committee have to re-instate the riverbanks to their previous state as a Spatial Flood Defence for Walton Way & River Walk?

**Response from Chairperson:** The Council has commissioned a study of this area of the water course over which it has some responsibility. Once that Study has been submitted the Council will consider what, if any, actions it needs to take to meet its Statutory liability.

**Question 2** - The broken down un-managed Willows outside 1 & 2 River Walk, and a seat further down have caused a lowering of the banks and allow incursions by humans and dogs which allows further deterioration of the Spatial Flood Defence so how and with whose assistance will NTC tackle these important Flood Risk Management problems.

**Response from Chairperson:** thank you for raising these issues, the Council will investigate to see what, if any, actions are required. The Council has not had any representations from the Regulatory Bodies in respect of issues to be managed on its section of the water course.

**Question 3** - The Banks are also designated as a BOA - Biodiversity Opportunity Area- so, again, what plans, and budget does this Asset Management Committee have to improve the strip, and how will it involve the residents of 1-6 River Walk?

**Response from Chairperson:** as stated above, the Council has commissioned a Report. Once submitted the Council will consider what, if any, actions it needs to take along its section of the water course. You will note in Item 7, Budget, Members will consider a request from Cllr S Gourley for a Budget provision in anticipation of a Report being submitted.

## 5. MEMBERS'S QUESTIONS AND PETITIONS

There were none

## 6. MOTION FROM COUNCILLOR JON GAGE

**PROPOSED:** Cllr Jon Gage

**SECONDED:** Cllr Nigel Foot

**RESOLVED:** That Newbury Town Council resolve to prohibit the use of artificial grass (turf) on areas of land owned or managed by Newbury Town Council unless specific permission has been granted by this Committee on an identified approved Town Council project AND

**RESOLVED:** That Newbury Town Council approach West Berkshire Council to request that they follow a similar approach to prohibit the use of this artificial grass (turf).

## 7. GREEN SPACES WORKING GROUP – NEWBURY IN BLOOM

**7.1** The minutes of the GSWG meetings of 7 April, 5 May, 9 June, 13 July, 18 August, 22 September, 13 October and 10 November were noted.

### 7.2

**PROPOSED:** Cllr Jeff Beck

**SECONDED:** Cllr Jon Gage

**RESOLVED:** To approve the NiB (GSWG) Working Group Plan as set out in Appendix 3 of this meeting.

## 8. HUTTON CLOSE PUBLIC CONSULTATION OUTCOME

### 8.1

**PROPOSED:** Cllr Chris Foster

**SECONDED:** Cllr Nigel Foot

**RESOLVED:** That Officers discuss with WBC the issue of enhanced cycle/pedestrian access around Shaw Road and ascertain the impact this may have on the land in Hutton Close

### 8.2

**PROPOSED:** Cllr Chris Foster

**SECONDED:** Cllr Nigel Foot

**RESOLVED:** That Officers put forward a tree & bulb planting scheme to enhance the existing hedge/tree areas specifically seeking opportunities for carbon reduction planting.

### 8.3

**PROPOSED:** Cllr Chris Foster

**SECONDED:** Cllr Nigel Foot

**RESOLVED:** That Officers carry out a more in-depth analysis on other suggestion coming out of the Consultation event to put forward additional appropriate investment items for Committee consideration.

## 9. COMMUNITY SERVICES MANAGER'S REPORT

### 9.1

The Committee received an update from John Gardner of the Friends of Newtown Road Cemetery. Members welcomed John's very interesting written report and verbal update and thanked him for his presentation.

### 9.2

The progress made by the Community Services Team on various Newbury Town projects was noted.

**9.3****PROPOSED:** Cllr Martin Colston**SECONDED:** Cllr Jeff Beck

**RESOLVED:** That a sum not to exceed £8,500 out of the agreed budget of £10,000, as a contribution toward a new Waterless Toilet to be installed in Newtown road cemetery in agreement with the Friends of NRC.

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

**RESOLVED:** To make a budget request to Policy & Resources Committee as set out in the table below:

Location	Item	Value	Approved
Town Hall	Addl. Solar PV to roof	£10,000	Yes
City Rec	Addl. Bench	£1,750	Yes
Victoria Park	Petanque pitch	£14,000	No
Newtown Rd Cemetery	Water supply	£3,120	No
Peace Gardens.	Wharf Rose Beds	£500	Yes
Greenham House Gardens.	Upgrade funds roll over balance	£10,500	Yes
Victoria Park & City Rec	Green Flag submission	£1,550	Yes
Various	Community planting events 2023/24	£1,500	Yes
Various	3 new dog bins, new locations	£1,245	No
Water Courses	Environmental improvements	£10,000	Yes
Public Engagement	Green Space	£3,000	Yes

**10. FORWARD WORK PROGRAMME FOR COMMUNITY SERVICES COMMITTEE 2022/23**

The Forwards Works Programme for 2022/23 was noted.

It was requested to add the River Lambourn Biodiversity study to the Forward Works Programme.



**11. BUDGETS FOR 2023/24 & 2024/25****11.1**

**PROPOSED:** Cllr Martin Colston

**SECONDED:** Cllr Chris Foster

**RESOLVED:** To present the Budget provision for 2023/24 as in Appendix 7a to the Policy & Resources Committee in January 2023.

**11.2**

**PROPOSED:** Cllr Martin Colston

**SECONDED:** Cllr Jeff Beck

**RESOLVED:** To approve the 2023/24 and 2024/25 (Allotments) Budget Services Income Provision and to present to the Policy & Resources Committee.

**Cllr Andy Moore Joined the meeting at 21:26**

**12. EXCLUSION OF PRESS AND PUBLIC**

**PROPOSED:** Cllr Jeff Beck

**SECONDED:** Cllr Martin Colston

**RESOLVED:** That under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960 the press and public be excluded from the meeting for the following items of business (agenda items 18 and 19) because publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

**13. MOTION FROM COUNCILLOR ANDY MOORE**

**PROPOSED:** Cllr Martin Colston

**SECONDED:** Cllr Nigel Foot

**RESOLVED:** That a Working Group is formed, members agreed as David Ingram (CS Manager), Cllr Andy Moore and Cllr Sarah Slack to review the Council's regulations for Shaw cemetery to include the "10 years rule" (currently custom and practice) and make any other amendments required.

Following the debate and the resolution passed above Cllr Andy Moore withdrew his Motion.

**14. CAFÉ PROJECT**

The Community Service Manager gave an update.

**THERE BEING NO OTHER BUSINESS, THE CHAIRPERSON THANKED ALL THOSE IN ATTENDANCE AND DECLARED THE MEETING CLOSED AT 21:50**

**CHAIRPERSON**

DRAFT

# **NEWBURY TOWN COUNCIL**

## **Community Services Committee**

**Agenda Item: 6**

**Appendix: 2**

### **Chairpersons update Report on Community Services Committee Activity - 2019 / 2023**

During the course of this administration, we experienced the Covid-19 Pandemic. Despite lockdown we continued to maintain and keep our Green Spaces open, along with the Charter Market, the Wharf toilets, allotments and Shaw Cemetery.

Victoria Park has again been awarded the Green Flag.

A new Adventure Golf course is proving to be extremely popular for all age groups.

Residents now have the opportunity to enter the annual Newbury tennis competition, organised by the Tennis Association.

Revenue was provided to maintain outflow drainage for the Boating Pond in Victoria Park.

The Bowls club also received funding for maintenance.

Officers are working on maintaining the Bandstand in Victoria Park, which is currently not water-tight.

Our Community Services Manager, and the Victoria Park Sub-Committee, have worked long and hard on the Victoria Park Cafe project. Our aim is to achieve BREEAM 'very good' in the build for this project. It was resolved to de-couple the changing rooms and the community cafe going forward and treat them as two separate projects.

Demand for changing rooms was researched.

The cafe design was worked up in consultation with all relevant Statutory Bodies including the Environment Agency, to enable carbon neutral operation, with PV panels for electricity generation and air source heat pumps for heating, prior to submission to West Berkshire Planning Authority in September 2020.

A playground equipment replacement programme with a ten-year investment strategy for playgrounds and Open Spaces was agreed. Following Public Consultations.

City Recreation playground

Skyllings play area.

Fifth Road playground

Wash Common and Victoria Park have all benefitted from new equipment. Much of the new playground equipment is for inclusive use.

Repair and maintenance of our playground equipment was challenging last year due to vandalism. Currently, it is not such an issue.

As the temperatures soared last year, bottle fills were provided in Wash Common and the City Recreation ground.

In 2019, Newbury Town Council declared a "Climate Emergency" that required urgent action.

Since then, we have reduced our carbon footprint by 40%. We're ahead of schedule to achieve net zero by 2030. We continue to improve energy efficiency of the Town Hall including placing solar panels on the Town Hall roof.

A wider programme of activities to help Newbury as whole, become more sustainable, have been promoted.

Trees to off-set carbon within our own operations have been planted.

Officers put forward a tree and bulb planting scheme to enhance existing hedge and tree areas specifically seeking opportunities for carbon reduction planting.

A resolution was passed that Newbury Town Council prohibits the use of artificial grass (turf) on areas of land owned or managed by Newbury Town Council, unless specific permission has been granted by the Community Services Committee.

It was resolved that all football players under the age of 18 years, had the pitch fee waived by the Council to encourage more sport for young people.

Cllr Martha Vickers was nominated to represent Newbury Town Council on the West Berkshire Homeless Strategy Group.

In January 2023, Newbury Town Council's grounds maintenance contract, shared with West Berkshire District Council expired. A new contract for Newbury Town Council has been negotiated and a new grounds maintenance team are now operating in Newbury. Our new contract allows us to be much more proactive on improving biodiversity and gives increased flexibility to adapt in the future.

An Environmental Working Group was formed to incorporate ecology, nature, horticulture and arboriculture issues and also lead on associated events such as; Green Flag, Newbury in Bloom and Chiltern in Bloom. When we entered Britain in Bloom for the very first time in 2019/20, I am proud to say that Newbury Town won a National Silver Gilt award.

We have managed green spaces, supported nature and horticultural projects, in a cost-effective manner whilst maximising environmental benefits and biodiversity.

A social media page is now in place to publicise on going Green Spaces activities.

Joint working with The Friends of the Earth and Growing Newbury Green on the Lockdown Woods Project at Barns Crescent, and Community Orchards, enhances the Green Spaces as does the partnership with the Lock Island Project, in agreement with the Canal and River Trust.

Greenham House Gardens have now been transferred from West Berkshire Council to Newbury Town Council.

Improvements to our green space, the Old Hospital Green has taken place. It is planted up with mainly medicinal plants.

Our Green Spaces accumulate litter. Segregated waste collection bins have been provided at City recreation Ground.

The Council is keen to support local Volunteers and Groups in litter clearing, over and above the Town Council's own organised events. For example, the Council has provided litter clearing equipment for use by the Friends Group at Speen Moor Walk.

We participate and encourage others to take part in the annual Great British Spring Clean event.

The current tree policy is to replace each lost tree with two more. Funds have been allocated to cover maintenance of new trees for five years.

The town has 100% allotment occupancy. There has been a small increase in the cost of renting an allotment plot. Allotment rules were approved to give Newbury Parishioners who are on the allotment waiting list, priority over all other applicants.

It was resolved that only chemicals, pesticides that have been approved, are to be used on allotments, where alternative methods have failed. This is in compliance with the Health and Safety executive guidance and code of practice.

Councillor allotment visits are arranged annually during the Summer months.

Allotments are always a popular entry in the annual Newbury in Bloom competitions.

Allotment Awards take place annually.

The Charter Market appears busy. Management and energy costs have risen. To balance the rise, there has been an increase in the charge for pitches.

A new Charter Market Working Group was formed to include Councillors, Officer and the Charter Market Manger. Various initiatives are under discussion.

Members of our community have enjoyed helping to sow wild meadow seeds in Victoria Park, City recreation ground and close to Ladybird's Pre-School in Wash Common. Residents have enjoyed volunteering by helping to plant roses, trees and bulbs, including crocus bulb planting, supporting the 'Purple for Polio' initiative.

The Community services Committee listen to our residents' views through various Public Consultations such as Skyllings play area, Greenham House Gardens, Old Hospital Green, Wash Common Open Spaces, Victoria Park, City Recreation Ground and Hutton Close. We also listen to our residents via questions / presentations submitted to the Community Services Committee, via email or phone calls to the Town Hall, via the Councillors Saturday Surgery. We also invite Friends of Newtown Road Cemetery and others to present useful information to this Committee.

I would like to thank all our volunteers who all contribute their valuable input to making Newbury a town we can all be proud of. I would also like to thank our skilled volunteers who are members of our working groups, especially those who are members of the Green Space Working Group, for their very valuable input and participation.

Most of all I would like to say a big Thank You to Newbury Town Council's staff for all their work, with all our initiatives, in particular, our Community Services Manager, David Ingram. His outstanding commitment and work have been hugely beneficial. Without his experience and expert input, we would not have accomplished the projects that have benefitted our residents so much, here in Newbury.

Cllr Sarah Slack,  
Chair of the Community Services Committee.

6th March 2023.



Newbury Green Spaces / in Bloom Working Group  
9<sup>th</sup> February 2023 7.00 pm

## **DRAFT Minutes**

Present: **Councillors:** **Martha Vickers**, Sarah Slack, David Marsh, Martha Vickers, Billy Drummond.

**Members:** Susan Millington, Paul Barker, Sukey Russel-Hayward, Tony Hammond and David Fenn

**Apologies.** Cllr Chris Foster, Cllr Jon Gage, Cllr Jeff Beck, Fran Lawton

### **1.Minutes**

The minutes of the meeting of the Green Spaces Working Group held on 8<sup>th</sup> December were agreed.

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

Updated and or held over from last meeting.

#### **a) NIB 2023**

The group agreed the categories for this years competition and made amendments to the elements in which the competition is scored on and made suggested alterations to the poster and Application Pack.

**Action- Sukey to amend poster and application pack and send to james to distribute for approval via email.**

It was agreed at the previous meeting that we would assign 'Champions' to promote the categories either individually or as a small team so that we could target entrants and hopefully seek out additional entrants for this years competition.

**The champions for each category was as follows-**

**Community Projects – James Heasman**

**Allotments – Susan Millington and David Fenn**

**Businesses – Fran Lawton, Cllr Slack, Cllr Martha Vickers and Cllr Marsh**

**Schools – Cllr Gage**

**Places of worship and Assembly – Cllr Vickers**

**Neighbourhood – Councilors in there specific ward**

**Miniature – Cllr Slack**

The group discussed the judging criteria and made changes to the criteria for the following year that was easier to understand for the entrants. They also discussed the best way to convey this to the entrants so they know what to focus on when entering.

**Action – to discuss at the next meeting the weighting for the different criteria and the best way to convey this information to the entrants.**

**b) Green Flag**

James had provided the group with the submitted copies prior to the meeting Cllr Martha Vickers commended James and Suzie on the hard work that had been put into these submissions and the professional management plans that had been put together.

**c) Ukraine Rose Planting 26<sup>th</sup> February 2023**

James gave an update on the rose planting which was now scheduled for the 26<sup>th</sup> February to give the best opportunity of Ukrainian families attending.

Paul gave a brief account of what the working party was planning to achieve with the bed on Saturday 12<sup>th</sup> and discussed with James tools that would be needed.

**d) Friends of Victoria Park Launch**

James was still trying to get in touch with the right person at the Bowls Club but would hopefully have an update by the next meeting.

**Action- James to follow up with bowls club and check date is available**

**e) Ukraine sunflower bed and Afghanistan tulip bulb planting**

James explained that the invite for schools to partake in sunflower planting for Ukraine would be going out with the competition information to the schools and we would then put packs together to be sent to the schools so they could start growing the sunflowers in the spring.

**Action- James to arrange flyer to go to schools and follow up with email to hopefully gain interest**

Cllr Gage was not present at the meeting so we agreed to revisit the Tulip planting at the next meeting.

**Action- Jon to make contact through community united to find a contact for tulip planting.**

**f) AOB**

James gave details of the pruning days for Growing Newbury Green as follows, 11<sup>th</sup> Feb for Digby Rd and 12<sup>th</sup> Mar for Sayers Close.

**Action- James to arrange promotion through Newbury Town Council social media.**

### **3. Part 2 - NTC Elected Members meeting**

**a) Consultation Matrix update-** Wash Common consultation discussed and James explained that phase 1 is in progress. Marking out of basketball area requested if funds are available.

**b) Actions following budget –** None at this time

**c) Hedgehog heroes GM contract-** James still waiting on response from contractors. Will put pressure on to sign up if they are not already.

**Members Question-** Cllr Vickers asked whether we could look at extending opening hours to Newtown Rd Cemetery in the summer as it will mean the site is better utilized by the local residents?

### **4. Date of Next Meeting (s) - Thursday 9<sup>th</sup> March 2023 at NTC Town Hall**

Meeting Closed at 8.45pm

James D Heasman

Parks and Open Spaces Supervisor





Newbury Green Spaces / in Bloom Working Group  
12<sup>th</sup> January 7.00 pm

## **DRAFT Minutes**

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

**Members:** Susan Millington, Paul Barker and David Fenn

**Apologies.** Cllr Chris Foster, Sukey Russel-Hayward, Tony Hammond, Fran Lawton,

### **1.Minutes**

The minutes of the meeting of the Green Spaces Working Group held on 8<sup>th</sup> December were agreed.

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

Updated and or held over from last meeting.

#### **a) NIB 2023**

Paul is working on a new potential sponsor EJM , it has been highlighted that budgets for the competition may be lower next year and potentially they could help by sponsoring a contribution towards the presentation evening if current sponsors all take up there current categories from the previous year.

**Action – Paul to follow up and report back on whether they would be interested in sponsoring towards presentation evening.**

The group agreed to look at providing a champion for each category to help promote and gain entries. This will therefore have a focal point for that category and that person can go around Newbury encouraging the residents to enter.

**Action – Approve categories for this years competition for the next meeting and agree champions for each category.**

Schools letters to be put out mid-February under hope of gaining more entries and official launch early March. For the rest of the competition.

#### **b) Green Flag**

James gave an update that the Green Flag submissions are progressing and will be ready for the January 31<sup>st</sup> deadline. Currently being reviewed by a third party. Once finalized copies will be available for group members if they would like a copy.

### **c) Ukraine Rose Planting 12<sup>th</sup> February 2023**

James explained that the area in which the rose bed is housed is currently being assessed as to the ownership of the area. The group agreed to agree with the project without an outcome due to the positivity of the scheme.

Paul offered to contact his suppliers at Highclere Castle to see if any saving can be made on the plants for the scheme and Jon Gage approved that Riva would sponsor a bag of Mulch for the bed to be spread after planting.

Due to the heavy interest from Ukrainian families the group agreed to keep it as a closed planting for the relocated Ukrainian citizens. James to follow up on arrangements.

### **d) Friends of Victoria Park Launch**

The group agreed they would hold their drop in event on the 15<sup>th</sup> April 10.00 – 13.30 at the bowls club in Victoria Park with refreshments to be provided. Event to be promoted after the rose planting and working group members to help with letter drops to local residents to the park.

**Action- James to follow up with bowls club and check date is available**

### **e) Ukraine sunflower bed and Afghanistan tulip bulb planting**

The group plan to approach Newbury schools when promoting Newbury in Bloom via a separate flyer about the schools planting the sunflowers and growing them on for the bed. If there is high levels of interest look at providing additional areas around the town other than Greenham House Gardens.

The group also agreed to plant the bed with Tulips with relocated Afghanists if the link can be made.

**Action- James to arrange flyer to go to schools and follow up with email to hopefully gain interest**

**Action- Jon to make contact through community united to find a contact for tulip planting.**

### **f) AOB**

James gave details of the pruning days for Growing Newbury Green as follows, 11<sup>th</sup> Feb for Digby Rd and 12<sup>th</sup> Mar for Sayers Close.

**Action- James to arrange promotion through Newbury Town Council social media.**

## **3. Part 2 - NTC Elected Members meeting**

**a) Consultation Matrix update-** Wash Common consultation discussed and James explained that phase 1 is in progress. Marking out of basketball area requested if funds are available.

**b) Actions following budget –** James gave a brief update on playground developments to councilors and that all outstanding work has now been completed.

**c) Hedgehog heroes GM contract-** James explained progress in early stages of contracts and that it is looking promising in its development. To follow up on Hedgehog heroes in coming weeks once they have bedded in.

**Members Question-** Cllr Vickers asked whether we could look at extending opening hours to Newtown Rd Cemetery in the summer as it will mean the site is better utilized by the local residents?

#### **4. Date of Next Meeting (s) - Thursday 9<sup>th</sup> February 2023 at NTC Town Hall**

Meeting Closed at 8.45pm

James D Heasman  
Parks and Open Spaces Supervisor

Green Spaces Working Group Activity Plan (Draft) 2022/3 season with Engagement plan.

Date	Activity	Where	Organising	Supporting	Cost	Out of Hrs Staffing Time	Overtime costs #
<b>TBC January 2022</b>	Tree Planting site TBC potentially Parsons	TBC	POSS	GSWG	£3000	8 Hrs	£200
<b>Engagement plan</b>	NTC has a budget for tree planting GSWG has to decide whether we are undertaking tree planting this year.						
<b>26<sup>th</sup> Feb 2023</b>	Valentines Ukraine rose planting	Peace Gardens (Wharf)	POSS/NTC	GSWG	£750	6hrs	£150
<b>Engagement plan</b>	Undertake Rose Planting with volunteers sponsoring a rose in the Peace Gardens rose bed for Valentines day						
<b>15<sup>th</sup> February 2023</b>	Bat Box making and putting up	Waterside Centre / Victoria Park	POSO / BY	GSWG	£400	0hrs	£0
<b>Engagement Plan</b>	Public engagement project working with Berkshire youth to build and put up new bird boxes in Victoria Park						
<b>Feb / March 2023</b>	Orchard pruning days	Across Newbury orchards	GNG	<b>GSWG/POSO</b>	<i>Nil</i>	0Hrs	£0
<b>Engagement plan</b>	Promotion and support of pruning events across Newbury engaging with Growing Newbury Green						
<b>6<sup>th</sup> March 2023</b>	NIB Launch 2023	N/A	<b>POSS/PR</b>	GSWG	£0	6hr	£150
<b>Engagement plan</b>	<b>Promotional launch of NIB competition for 2023</b>						
<b>April / May 2023</b>	Sunflower project planting with schools for Ukraine	TBC	POSS	GSWG	£100	0hrs	£0
<b>Engagement plan</b>	Engagement project with school children planting sunflower seeds to be grown on to plant in Greenham House Gardens and planting events in May						

**Green Spaces Working Group Activity Plan (Draft) 2022/3 season with Engagement plan.**

<b>22<sup>nd</sup> April 2023</b>	Victoria Park friends launch event	Nightingales area	POSS	GSWG	£100	6 Hrs	£150
<b>Engagement plan</b>	Meet and greet events for potential new members to reform the friends of Victoria Park.						
<b>June 2023</b>	NIB Judging week	All entries	POSS/NTC	GSWG	£0	12hrs	£300
<b>Engagement plan</b>	Gardening competition forming the basis for the route for T&CIB route for following year						
<b>July 2023</b>	Community clean event	Preformed route	GSWG	GSWG & CFO	£100	10hrs	£250
<b>Engagement Plan</b>	Clean up day across Newbury litter picking and community clean events						
<b>September 2023</b>	NIB Presentation Evening	TBC	POSS	GSWG	£2500	15 Hrs	£375
<b>Engagement plan</b>	Prize giving evening for the Newbury in Bloom competition						
<b>November 2023</b>	Bulb Planting in Nightingales area	Nightingales area	GSWG / POSS	GSWG	£500	6 Hrs	£150
<b>Engagement plan</b>	GSWG agreed to supplement areas in the nightingales with bulbs suitable to the area						
<b>December 2023</b>	Greenham House Gardens Wildflower Seeding	TBC	POSS	GSWG	TBD from improvement budget	8hrs	£200
<b>Engagement plan</b>	Volunteer seeding event at Greenham House gardens on land previously stripped by contractors.						
<b>January 2024</b>	Native hedge line planting Greenham House Gardens	Nightingales area	GSWG / POSS	GSWG	£500	6 Hrs	£150

**Green Spaces Working Group Activity Plan (Draft) 2022/3 season with Engagement plan.**

<b>Engagement plan</b>	GSWG agreed to supplement areas in the nightingales with bulbs suitable to the area
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- \* Incl. Hrs in preparation in advance # assumed @ £25phr.

Updated 8<sup>th</sup> March 2023

New Consultations :

Wash Common – phase 2

Hutton Close – reinvestment of DWH funding

Nightingales – Playgrounds

Greenham House – investment proposal

Digby Rd - Playground



**MARKET WORKING GROUP**  
**Thursday 19 January 2023 3:30pm**  
**Council Chamber, Town Hall**  
**Market Place, Newbury**

**MINUTES**

**IN ATTENDANCE:**

Cllr Martha Vickers, Cllr Martin Colston, Cllr David Marsh.  
Debbie Smith Market Manager, Adrian Doyle (Market Trader)  
Alison Drummond (BID) via ZOOM  
Richard Farley (BID representative) via ZOOM  
Gareth Dowding – WBC Highways  
Caroline Edmunds – Community Services Officer

**1. CHRISTMAS FAYRE 3 AND 4 DECEMBER 2022:**

**A) Update on Charter Market trader' questionnaire (NTC)**

**B) Update on impact of Christmas Fayre on businesses (Newbury BID)**

Martin gave an overview of the Market Traders questionnaire responses which had been distributed before the meeting.

11 questionnaires were completed by traders out of 20 that were distributed.

Alison gave an overview of the businesses that responded to the BID survey for the event. 48 responses were received out of the 500 businesses that the request for feedback was emailed. The responses were distributed before the meeting.

Alison also gave an overview of the 10 responses from members of the public attending the event, to a survey that took place when the Victorian Christmas Fayre was taking place.

No feedback had been received from the Farmer's Market who use the Market Place on the 1<sup>st</sup> Sunday of each month until 1pm.

All agreed it was unreasonable to move the Charter Market to replace it with another Market. Especially during Christmas period.

The 2022 Christmas Lights Switch on event was very well attended and had valuable feedback with regards to the daylong free festival from businesses. Alison confirmed that BID members would like to have the switch on event on a Saturday for 2023.

Alison worked with Debbie last year on bringing in a small stage for the event in the morning alongside the Market. Unfortunately, there were issues with the stage/sound and the public perception of the event wasn't good for the actual switch on itself.

Alison said that the BID's main request of the Town Council is to use the 3<sup>rd</sup> Saturday of November for the Christmas Lights Switch on. She suggested that the Charter Market Traders could be part of the event and stay on until the end of the event.

Alison confirmed that the BID would not be asking for the Victorian Fayre to take place again for this year, 2023.

## **2. SHARED USE OF THE MARKET PLACE: RECOMMENDATIONS TO FULL COUNCIL ON 30 JANUARY 2023**

It was agreed by all that the Town Council would work together with the Newbury BID team to involve the Charter Market traders in all events.

Plans for all events would be discussed by the members of the Market Working Group for events going forward.

### **RECOMMENDATION TO FULL COUNCIL:**

The Market Working Group believes that the Market Place is primarily for the Charter Market and that events are important and that we can accommodate both the Charter Market and events at the same time.

This means everyone can benefit.

In order to plan successful events that benefit the Charter Market and the town in the future we will agree the organisation for these events in the Market Working Group which will comprise representative from the Charter Market Traders, the Newbury BID, Councillors, West Berkshire Council Highways and the event organiser (if there is one).

The Farmer's Market is held on the first Sunday of each month and would need to be involved in discussions if an event is proposed that falls on a Farmer's Market day.

If agreement cannot be reached, then the event will not happen.



### **3. PROMOTING THE CHARTER MARKET - EXTENDED TRADING HOURS AND ONE-OFF EVENTS FOR THE CHARTER MARKET**

Extending the hours of a Thursday or Saturday Charter Market was discussed for one off events. Other local traders could be encouraged to come along for the extended hours with music/entertainment.

As the Market's licence was until 5pm only, a Road Closure Order would need to be obtained from WBC but this should not be an issue for one off events.

It was agreed that a meeting should be held in 4 – 6 weeks with all parties involved.

Alison and Caroline to agree a suitable time once the BID has a suggested program of events.

Newbury Town Council

## Public Report

## Community Services Committee,

## Agenda Item No - 9 Appendix 5

Community Services Manager update Report – March 2023

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

**1. Green Spaces Working Group**

**Recommendation:** Approval of Mins of 12/01/23, 09/02/23, 09/03/23(draft)  
**Appendix 3/1a&b**

**Recommendation:** Approval of the GSWG Works / Consultation matrix **Appendix 3.2.**

The approved Rose **planting in the bed in Peace Garden**, Newbury Wharf car park area was carried on Sunday 26<sup>th</sup> Feb 2023, the event well attended.

[ROSE BEDS PLANTED IN SUPPORT OF UKRAINE \(newbury.gov.uk\)](https://www.newbury.gov.uk/news/rose-beds-planted-in-support-of-ukraine)

**Victoria Park Friends Group** – renew the Friends of Victoria Park group as set out in the previously approved Terms of Reference is in hand with a Coffee morning on 2<sup>nd</sup> April 2023, hosted by Newbury Bowls Club.

**Victoria Park Bat Boxes** – The Parks & Green Spaces Supervisor (James) organised a Bat Box building with the Waterside Centre - <https://www.newbury.gov.uk/news/14-bat-boxes-installed-in-victoria-park/>

**Tree Pruning** - in association with Growing Newbury Green, Fruit Tree pruning has been organised for 2 dates in March 2023 - <https://www.newbury.gov.uk/news/newbury-community-orchard-pruning-events-2023/>

**Great British Spring Clean** - This year's Great British Spring Clean will take place during the week of **17 March - 2 April 2023**. As in previous years, **Members** are encouraged to organise Ward clean events where possible.

**Newbury in Bloom** – the 2023 NiB campaign was launched on 6<sup>th</sup> March 2023. The closing date for entries is 26 May 2023 and the judging for the competition will take place week commencing 19 June 2023.

[NEWBURY IN BLOOM LAUNCH 2023 – ENTER NOW!](#)

**The Green Flag submissions:**

The Parks & Green Spaces Supervisor (James) with the assistance of other staff has now developed the submission for both Victoria Park & City Recreation Ground. The GM Contractor, John O'Conner has assisted in checking the final Draft, submissions have now been made for Green Flag status on both sites for 2023/24 and beyond.

<https://www.newbury.gov.uk/news/newbury-town-council-enter-2-local-parks-for-green-flag-award-1/>

Subject to future investment in Wash Common open space, this site will also be considered for a Green Flag entry in future years.

**2. Market Working Group**

**Recommendation:** to Note Mins of 19<sup>th</sup> January 2023

The Newbury BID's Victorian Christmas Fayre went ahead with the Charter market Traders relocated to Bartholomew Street. The feedback & recommendations are set out in the Mins, which were also approved by Full Council on 30<sup>th</sup> January 2023.

**Resolved:** That the Council approves the recommendations of the Market Working Group regarding shared use of the Market Place for events, subject to the amendment that if agreement cannot be reached between the parties of the Working Group, then the matter is to be referred to the council's Community Services Committee for determination.

The 2023 Xmas light switch on 18<sup>th</sup> November 2023 has been agreed between the parties, other events have yet to be tabled by the Newbury BID or others.

There will be a meeting with Newbury Pride Festival to agree shared use of the Market Place on June 24<sup>th</sup>, 2023 (provisional).

Please see also Item 14 - Budget

**3. Grounds Maintenance**

The Tender return for the new 2023 GM Contract was presented & discussed at Full Council on 26<sup>th</sup> September 2023 which gave approval to enter a Contract with John O'Conner Grounds Maintenance Ltd for a period of 3 years.

<https://www.newbury.gov.uk/news/town-council-signs-new-grounds-maintenance-contract-with-john-o-conner/>

Mobilisation phase has now been completed, move to a new leased Facility in Hambridge Lane, new vehicles purchased & new joint Logo's agreed. TUPE staff matters settled management matters finalised, a new NTC on site Supervisor in place.

The monthly Project Team meeting were held on 10<sup>th</sup> Feb 2023 & 8<sup>th</sup> March 2023 to iron out issues arising from taking over these Contracted works.

To date, the Council is very pleased with the new contract delivery and a number of compliments have come from the public in respect of the progress being made in improving the look of the Town's open spaces.

The Town Centre hanging baskets & blooms were removed from the Contract provision and a separate arrangement with Window Flowers Ltd, Burnham, Berks entered at a much-reduced cost. The Summer displays have now been ordered for 2023.

Regrettably many of last year's Retail units are not participating, there will be fewer non-public displays.

#### **4. Newtown Rd Cemetery.**

**Composting Toilet** – The new WooWoo composting Toilet was installed 23/24 February 2023 as agreed by Committee. The Council Community Services Operative (Paul) will be proving the finishing protection and facilities with a view to making the unit available for use in early March 2023. **See Appendix 5.2**

#### **5. Playgrounds & open spaces.**

##### **a. Fifth Road**

The approved plan for the upgrade of the Children's play area has been completed with an opening of the new facility in late December 2022.

<https://newbury.gov.uk/news/fifth-road-has-a-brand-new-playground-2/>

##### **b. Wash Common Swing.**

The recommended new multiple Spider swing (Viper) to replace the decaying timer facility approved by P&R Committee was installed in early February 2023.

#### **6. Falkland Memorial Ground (NT).**

Discussion with the National Trust in respect of a Management Agreement for the land around the Falkland memorial are presently on hold pending availability of resources. Currently NTC are paying for the Grounds Maintenance of this National Trust land, currently £1,433 per annum.

#### **7. Hutton Close.**

Following approval at the last meeting, Officers met with West Berkshire Council to consider the options for a joint project to improve the pedestrian & cycle way access around Shaw Rd and Hutton Close. West Berkshire Council are looking at the issues with on-street parking, the pedestrian crossing and potential reduction of the footway. There may be some opportunity to work together on some of the solutions for a better travel plan along Shaw Rd. Further discussions will take place during March 23.

**8. Victoria Park****a. Bandstand**

With a successful funding appeal via the Good Exchange, £28,000 in total, Consultants have been appointed (alongside the Wharf Toilet project) to carry out an in-depth survey & Specification to Tender the works necessary to bring the bandstand back to a good state of repair ready for the next band season.

Initial Tender returns have been unsatisfactory. Negotiated tender opportunity have been explored and are set out in Part 2 of this meeting.

**b. Boating Pond**

Consultants (Bandstand/ Wharf Toilets) have been asked to carry out an options appraisal to offer advice on the longer-term maintenance and management of the pond in terms of leakage & inflow / outflow.

**9. Town Hall.**

Recent issues with roof leaks over the Tenanted areas of the building have been cured. In the next few weeks work on checking the stone work & parapets along Mansion House Street will be carried out by contractors with the use of a high level cherry picker vehicle.

**10. Shaw Cemetery.**

**Rule 23** - Changes agreed by Policy & Resources Committee in respect of Rule 23, in / out of Parish have now been implemented and Regulations updated

**Chapel** - The Chapel to Shaw Cemetery has been refurbished with new flooring, redecoration & upgrade of the heating system following a severe water leak. This has made the facility more attractive for Memorial usage. The upgraded facility is being advertised.

**11. Allotments.**

Allotments are continuing to be well occupied.

The new 2023 invoices have been sent out, this usually generates some additional vacancies as Tenants give up their plots for the coming year.

If staff resources allow, a campaign of reletting will be put in place late in March/ April 2023 when occupation becomes clearer.

**12. Wharf Toilets refurbishment.**

The Wharf Toilet management agreement has expired and the Contractor, Healthmatic Ltd are on a holding over Agreement managing until September 2023.

Following this Committee's agreement to appoint a Consultant Team a detailed design & survey of the premises have been carried out, a redesign of the internal in progress with the intention to seek Tenders in May 2023 with a projected refurbishment plan for September – December 2023.

The second round for Changing Places bids from HMG opened in November 2022, however West Berkshire is excluded from bidding in this funding round.

When the tenders are received the Council will explore funding options for this project.

### **13. Consultations.**

#### **Wash Common**

The Parks & Recreation Supervisor has purchased all the materials for the implementation of phase 1 works following the initial Consultation outcomes, new & replacement bins, benches & signs. Delivery is expected in mid /late March 2023, following which installation will take place.

Due to the current budget restraints in 2023/24, the next phase of Public Consultation on additional investment to the ash Common Open spaces had been delayed.

It is anticipated this will take place in the later summer in advance of the 2024/25 Budget discussion by the Town Council

#### **Nightingale's Play areas.**

As noted above, current budget restraints will also result in the Nightingales Playground consultation will take place over the Autumn 2023 subject to resource availability.

The outline of the Consultation will be based on Members' initial thoughts raised in March 2020 which might include a rationalisation of the play areas, sale of some sites for development and a reinvestment into new quality facilities for a complete age range on the estate and fully inclusive. This may require areas such as Sayers Close to be considered as part of the overall project plan.

This project will become a priority item for the 2024/5 budget discussions.

### **14. Budget 2022/23.**

Income / expenditure is on target for the 2022/23 year. Slightly higher than expected costs at Shaw cemetery due to the water leak in the Chapel, most other expenditure is on budget.

In the Budget Approval 2023/4 for the Market rents, there appears to be a calculation anomaly which when applied to the existing matrix has recalculated the 2023/24 rent unevenly.

For good governance, Members are asked to re approve the final rental calculations, 10% on average across the whole range of stalls, as approved at the Committee meeting of 12<sup>th</sup> Dec 2022, now set out in detail in **Appendix 5.1**

This has no impact on the Budget income lines, previously approved.

**Recommendations:** To approve the Market rent matrix as set out in **Appendix 5.1**

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

Date: 7<sup>th</sup> March 2023

**Community Services Committee 13 March 2023 - Appendix 5.1**

**Newbury Town Council - Market Traders Charges - 2023/24**

Previous foot run  approx.	Frontage  M run  Up to	By DD		Casual	
		by m unit		by m unit	
		Day Rate		Day Rate	
10	3	£16.50	Base rate	£25.50	Base rate
	3.5	£18.25	£3.503	£27.93	£4.850
13	4	£20.00		£30.35	
	4.5	£21.75		£32.78	
16	5	£23.51		£35.20	
	5.5	£25.26		£37.63	
19	6	£27.01		£40.05	
	6.5	£28.76		£42.48	
23	7	£30.51		£44.90	
	7.5	£32.26		£47.33	
26	8	£44.52		£49.75	
	8.5	£35.77		£52.18	
29	9	£37.52		£54.60	
	9.5	£39.62		£57.51	
32	10	£41.02		£59.45	
	11	£44.52		£64.30	
39	12	£48.03		£69.15	
	13	£51.53		£74.00	
46	14	£55.03		£78.85	
	15	£58.54		£83.70	
52	16	£62.04		£88.55	
	17	£65.54		£93.40	
59	18	£69.05		£98.25	
	19	£72.55		£103.10	
65	20	£76.05		£107.95	

To take effect 1st April 2023 - Currently NO additional charge for use of Electricity

NB- Current rate £0.1551 per unit, post Fixed Tariff est - 0.4667 per unit.

## Newbury Town Council

**Item 10 - Projected additional Work Programme for Community Services Meetings for the  
Municipal Years 2023/24**

<b>Meeting Date</b>	<b>Subject</b>
<b>Community Services Meeting – March 2023</b>	
<b>Scheduled Committee business</b>	
<b>July 2023</b>	Election of Chair & Deputy Working Groups  Newbury in Bloom update GM Contract update  Wash Common Consultation Nightingales project plan Playgrounds investment update Hutton Close update  Cafe update  Wharf Toilets / Bandstand update  Asset Management plan
<b>Suggested Forward Plan</b>	
<b>September 2023</b>	Working Groups update  GM Contract progress Café progress Wharf Toilets / Bandstand progress Playgrounds investment plan update  2023/24 Budget works programme update  Adventure Golf update Newbury Tennis update  10-year Asset Management investment project plan
<b>Newbury Town Council elections due to take place May 2023. Priorities may change</b>	

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

David W Ingram  
March 2023