

12 September 2023.

To: Cllrs: Vera Barnett, Alistair Bounds, Jayne French-Drayton, Nigel Foot, Roger Hunneman, Ian Jee, David Marsh, Vaughan Miller, Sarah Slack and Martha Vickers.

Substitutes: All the remaining members of the Council.

Also: All Members of the Council for information.

Dear Councillor(s)

You are required to attend a meeting of the Community Services Committee to be held in the Council Chamber, Town Hall, Market Place, Newbury RG14 5AA, on **Monday 18th September 2023 at 7.30pm**. This meeting is open to the Press and Public.

Yours sincerely,

Martin Kavanagh

Services Delivery Manager

AGENDA

- 1. Apologies for Absence**
Services Delivery Manager
- 2. Declarations of Interest and Dispensations**
Chairperson
- 3. Approval of previous Meeting Minutes. (Appendix 1)**
Chairperson
To approve the minutes of a meeting of the Community Services Committee held on Monday 10th July 2023, as attached.
- 4. Questions and Petitions from Members of the Public**
Chairperson
- 5. Members' Questions and Petitions**
Chairperson
(Questions must be submitted to the Services Delivery Manager by 2.00 pm on Friday 15th September).

- 6. Motion from Councillor Vaughan Miller. (Appendix 2)**
Chairperson
To resolve: football facilities pricing structure review.
- 7. Motion from Councillor Meg Thomas. (Appendix 3)**
Chairperson
To note: the update of the Wash Common “Mounds” and surrounds.
- 8. Green Spaces Working Group. (Appendix 4)**
Chairperson
To note: the GSWG minutes of 06.04.23 meeting and minutes of 20.07.23
To resolve: the question of participation in both “Newbury in Bloom” and Britain in Bloom for 2025 – note this will require funding in the budget year 24/25 if agreed.
- 9. Market Working Group. (Appendix 5)**
Chairperson
To note: the Market Working Group minutes of 20.07.23 below – in particular the reference to pedestrianisation.
To resolve: that NTC request that “West Berkshire Council trial free parking on a Thursday for 1 hour at the Wharf and Library car parks”.
- 10. Services Delivery Manager’s Report. (Appendix 6)**
Services Delivery Manager
To note: the contents of the Services Delivery Manager’s Report.
- 11. Victoria Park Maintenance and Development Report (Appendix 7)**
Services Delivery Manager
To note: the contents of the Green Flag reports for Victoria Park and City Recreation Ground.
To consider: the report of the Council’s Parks and Open spaces Supervisor.
- 12. ARK Report (Appendix 8)**
Services Delivery Manager
To note: the contents of the recent Ark report.
- 13. Community Services Committee 23/24 Forward Work Programme. (Appendix 9)**
Chairperson
To note and invite members to raise any additional items for consideration for the next meeting.
- 14. 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 nature of the business to be transacted.

15. Motion from Councillor Vaughan Miller.

Chairperson

To resolve: the allotment leaseholders proposal.

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

Newbury Town Council

Public Report

To: Community Services Committee

Date of meeting: 18 September 2023

Agenda item No. 3: Appendix 1

Decision Required: To approve the minutes of a meeting of the Community Services Committee held on Monday 10th July 2023, as below.

**MINUTES OF A MEETING OF THE COMMUNITY SERVICES COMMITTEE
HELD IN THE COUNCIL CHAMBER, TOWN HALL, MARKET PLACE, NEWBURY**

ON MONDAY 10th JULY 2023 AT 7.30PM

Present

Councillors; Vaughan Miller; Jayne-French Drayton; Nigel Foot; Ian Jee; Martha Vickers; Alistair Bounds; Vera Barnett; Roger Hunneman; David Marsh

In Attendance

Martin Kavanagh, Services Delivery Manager
Caroline Edmunds, Community Services Officer
David Ingram, Projects Delivery Manager
Hugh Peacocke, Chief Executive Officer

1. APPOINTMENT OF COMMUNITY SERVICES COMMITTEE CHAIRPERSON

PROPOSED: Cllr Jayne French-Drayton

SECONDED: Cllr David Marsh

RESOLVED: That Cllr Vaughan Miller be elected as Chairperson.

2. APPOINTMENT OF COMMUNITY SERVICES COMMITTEE DEPUTY CHAIRPERSON

PROPOSED: Cllr Nigel Foot

SECONDED: Cllr Vera Barnett

RESOLVED: That Cllr Jayne French-Drayton be elected as Deputy-Chairperson.

3. APOLOGIES FOR ABSENCE

Cllr Sarah Slack.

4. DECLARATIONS OF INTEREST AND DISPENSATIONS

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

5. APPROVAL OF PREVIOUS MEETING MINUTES

PROPOSED: Cllr Roger Hunneman

SECONDED: Cllr Martha Vickers

RESOLVED: That the minutes of the meeting of the Community Services Committee held on 13 March 2023 are approved and signed by the Chairperson.

6. QUESTIONS AND PETITIONS FROM MEMBERS OF THE PUBLIC

There were none.

7. MEMBERS'S QUESTIONS AND PETITIONS

Question received from Cllr Meg Thomas:

The Ancient Burial Mounds Area, Wash Common.

“Can Community Services pick up the following issues and move forward with them? I acknowledge however that Historic England needs to be involved in the process.”

i “We feel the vegetation at the ring barrow and its neighbour should be lowered so the public can appreciate the site more”.

ii “The interpretation boards at all four sites need updating”.

iii “The path from Glendale Ave to Battle Road also needs updating.”

Chairperson's Response:

“I thank the member for raising the question and would recommend that we frame this as a motion for the next Community Services Committee where this can be fully considered, and next steps can be determined.”

8. MOTION FROM COUNCILLOR VAUGHAN MILLER

Simon Alston and Alex Wren from CSA07, a local youth football club were invited to speak regarding the current football pitch offering from Newbury Town Council as they use Wash Common Recreation Ground and City Recreation Ground for games together with a number of other pitches which are not looked after by NTC.

They have around 300 registered players from 7-year-olds to under 18's. They have 40 volunteer coaches from the local community and players represented by over 20 nationalities.

They expressed concern that there are not enough floodlit pitches in Newbury for teams to train and play. They are also concerned that there are not enough pitches of varying sizes for different ages of children to play. They informed the committee that there is not a single FA approved 3G pitch for playing matches in Newbury. They also informed the Committee that there are grants available to clubs and suggested that perhaps NTC could partner with clubs to support improvements.

The Chairperson thanked them for their presentation.

The Services Delivery Manager confirmed that during the summer there is a schedule of Works to prepare both Wash Common and City Recreation Ground ready for the start of the season to make repairs and improve the pitches.

Concern was expressed with regards to dog mess on the football pitches.

PROPOSED: Cllr Vaughan Miller

SECONDED: Cllr Ian Jee

RESOLVED: That the Community Services Committee of Newbury Town Council resolve to improve the existing playing pitches and bring back online Victoria Park football pitch and explore marking out smaller pitches within the existing sites.

It was further agreed that the Council should consult residents in the vicinity of Victoria Park to advise them of this proposal and invite their views on how any impacts on them might be minimised.

9. MOTION FROM COUNCILLOR VAUGHAN MILLER

PROPOSED: Cllr Vaughan Miller

SECONDED: Cllr Jayne French-Drayton

RESOLVED: That the Community Services Committee of Newbury Town Council resolve to seek to improve our provision of our allotments across the town. The first step would be to carry out a survey of all our allotment holders.

It was agreed that a task group would be set up with Cllrs Vera Barnett, Jayne French-Drayton and Sarah Slack. The Task Group will put together consultation questions which will be forwarded to Officers for input and brought to the next CS Committee meeting for approval in September.

10. WORKING GROUPS

GREEN SPACES WORKING GROUP

PROPOSED: Cllr Vaughan Miller

SECONDED: Cllr Martha Vickers

RESOLVED: To approve the Terms of Reference for the Green Spaces Working Group.

PROPOSED: Cllr Nigel Foot

SECONDED: Cllr Ian Jee

RESOLVED: That the members of the Green Spaces Working Group are:

Cllrs Jayne French-Drayton, David Marsh, Ian Jee, Sarah Slack and Martha Vickers

Substitutes: Cllrs Vaughan Miller and Alistair Bounds

MARKET WORKING GROUP

PROPOSED: Cllr Vaughan Miller

SECONDED: Cllr Nigel Foot

RESOLVED: To approve the Terms of Reference for the Market Working Group (with amendments as discussed and attached to these minutes).

PROPOSED: Cllr Alistair Bounds

SECONDED: Cllr Nigel Foot

RESOLVED: That the members of the Market Working Group are:

Cllrs Jayne French-Drayton, David Marsh, Gary Norman, Nigel Foot, Vaughan Miller and Martha Vickers.

11. THE VICTORIA PARK SUB COMMITTEE

PROPOSED: Cllr Vaughan Miller

SECONDED: Cllr Nigel Foot

RESOLVED: To approve the Terms of Reference for the Victoria Park Sub Committee.

12. BENCHES IN PUBLIC SPACES

The Services Delivery Manager gave an update on the Council's Policy on the provision of benches in public spaces, as attached at Appendix 6 of the agenda. Further context was also provided by the Community Services Manager.

PROPOSED: Cllr Martha Vickers

SECONDED: Cllr Vera Barnett

RESOLVED: To Approve the Council's Policy on the provision of benches in public spaces.

13. SERVICES DELIVERY MANAGER'S REPORT

The contents of the Services Delivery Manager's Report were noted.

The Committee thanked our new Grounds Maintenance Contractors, John O'Conner for their commitment and support with the new contract.

The Committee also thanked NTC Officer James Heasman, our Parks & Open Spaces Supervisor for his support and commitment with Community Projects in particular.

14. HUTTON CLOSE

PROPOSED: Cllr Vaughan Miller

SECONDED: Cllr Vera Barnett

RESOLVED: To approve the proposal to plant up to 30 donated trees and bulbs at Hutton Close and to continue to investigate other uses which were suggested through the Public Consultation in 2022.

15. COMMUNITY SERVICES COMMITTEE 23/24 FORWARD WORK PROGRAMME

The Forwards Works Programme for 2023/24 was noted and Members were invited to raise any additional items for consideration for the next meeting.

It was requested that the Allotment Survey as discussed in this meeting is added to the Forward Works Programme for the next meeting in September 2023.

Note: A vote of thanks was given to David Ingram, Community Services Manager on the occasion of his last meeting with the Committee.

THERE BEING NO OTHER BUSINESS, THE CHAIRPERSON THANKED ALL THOSE IN ATTENDANCE AND DECLARED THE MEETING CLOSED AT 21:25

CHAIRPERSON

Newbury Town Council

Public Report**To:** Community Services Committee**Date of meeting:** 18th September 2023**Agenda item No. 6: Appendix 2****Members to resolve:** Football facilities, hire rates pricing review.**Background:** This is the earlier motion by Councillor Vaughan Miller at the last committee meeting. Councillor Miller is likely to join this meeting virtually so can only speak to motion.**Pricing review proposal.****Motion**

"I propose changes to our football facilities bookings fees with effect from the start of the new football season 24/25 as follows:

Adult Bookings

Casual bookings, cost reduction from £91.80 to £85 and block bookings, cost reduction from £76.50 to £70

Junior (U18's) Bookings

I also propose cost increases for under 18s as follows:

Casual bookings, cost increase from £0 - £25

Block bookings, cost increase from £0 -£20

I note that if approved by the P & R Committee, these fees will not be applicable until the next budget year and in practice will be implemented from the start of next year's football season."

Proposed:**Seconded:****Resolved:**

Newbury Town Council

Public Report**To:** Community Services Committee**Date of meeting:** 18 September 2023**Agenda item No. 7: Appendix 3**

Decision Required: Members' direction as to potential improvements to the ring barrow and the near surrounds.

Specifically, to ask Community Services to consider improvements in three key areas:

- i "We feel the vegetation at the ring barrow and its neighbour should be lowered so the public can appreciate the site more".
- ii "The interpretation boards at all four sites need updating.
- iii "The path from Glendale Ave to Battle Road also needs updating."

Services Delivery Managers supporting information.**Options...**

Do nothing. Not recommended – due to tripping hazards.

Do essential works to ensure the footpath from Glendale Ave to Battle Road is free of obstructions as a safety consideration. Without encroaching on the Heritage England protected assets. There is evidence of scheduled works to the south end of the footpath to repair two potholes. Finally, to replace the perspex on the display/information boards, to improve readability and overall presentation.

Updating the footpath?

In practice this would mean, digging out the current surface dressing, without disturbing the ground and resurface. Cost estimate is between £38,000 and £42,000. However, the footpath is worn but not to excess and is still fit for purpose.

Recommendation to members

To implement the "Do essential works" option at this time and monitor the condition of the footpath going forward. Ensure any planned repairs are completed to the south end of the footpath to repair two potholes.

Newbury Town Council

Public Report

To: Community Services Committee

Date of meeting: 18 September 2023

Agenda item No. 8: Appendix 4**To note:** the GSWG minutes of 06.04.23 meeting and minutes of 20.07.23**To resolve:** the question of participation in both “Newbury in Bloom” and Britain in Bloom for 2025 – important note this will require funding in the budget year 24/25 if agreed.-----
Newbury Green Spaces / in Bloom Working Group 20th July 2023 7.00 pm**DRAFT Minutes**Present: **Councillors:** Jayne French-Drayton, Ian Jee, David Marsh, Martha Vickers,**Members:** Jon Gage, David Fenn, Susan Millington and Tony Hammond**Apologies.** Cllr Martha Vickers, Cllr Sarah Slack, Cllr David Marsh, Sukey Russel- Hayward, Paul Barker, Fran Lawton**1. Appointment of Chair and Deputy Chair**

Jayne French Drayton approved as chair of the Green Spaces working group. Proposed Ian Jee, seconded Jon Gage

Ian Jee approved as deputy chair of the Green Spaces working group. Proposed Jayne French-Drayton, seconded David Fenn.

New terms of reference noted by the group.

2. MinutesThe minutes of the meeting of the Green Spaces Working Group held on 6th April 2023 were agreed with a minor amendment.**3. Community activity/ Matrix-**

Updated and or held over from last meeting.

a) NIB 2023 judging feedback

Cllr French-Drayton gave feedback on her enjoyment of being involved in her first NIB judging. The group agreed they were all happy with how the judging went and the amount of participants in this years competition. They had no improvements at this point as feedback for next years competition.

b) Green Flag

James announced that we had now received the results of the Green Flag, explaining Victoria Park had retained its Flag and City Recreation ground had received its first ever green flag. Jayne gave feedback on the winners ceremony that Jayne and James had attended earlier in the day and that it was a great achievement for the district with 2 of the 4 Flags held in the district under Newbury Town Councils Stewardship.

Ian Jee asked that a motion of congratulations and commendation be given to James Heasman, all involved at NTC and mentioned the impact that the new contractors John O Conner LTD are making on Newbury town council sites.

Action – Jayne asked that we discussed future additional sites that could be entered for Green Flag status in future meetings.

c) Presentation Evening approval of corn exchange.

The group discussed the Corn exchange and agreed to the terms of use of the corn exchange and fee and to provide soft refreshments on the evening.

Action – James to proceed with the plans with the corn exchange and arrange NTC to put out invites.

The group also agreed to progress with the trowel and fork to be burn etched by Naomi Lunn as the prize for winners this year.

d) Friends of Victoria Park Launch

The launch event was held and there was interest in pursuing a further meeting to try and form a structure to the group. Next meeting to be discussed at next GSWG.

e) Bulb planting Nightingales

Cost was discussed from Matrix and decision was taken to proceed and a suitable date found for this.

Action – James to source bulbs for the event and to arrange promotion through NTC. Jayne offered to letter drop houses close to the location and Jon Gage offered to put posters up in Community Centre.

f) Wildflower meadow and native hedge planting Greenham House Gardens

James discussed the plans for the site with the group and the volunteer involvement for engagement on the site. This is to progress as budgeted items for the site.

Action – James to progress and arrange promotion for wildflower seeding and hedge planting.

Councillor Jee asked about the Rose bed that is to be resituated at Greenham House Gardens for the Samaritans.

Action – James to investigate funding for the project and Cllr Jee to approach the Samaritans about the possibility of planting the bed.

g) Bat box building with Berkshire Youth

Group agreed to work with Berkshire Youth on making bat boxes again for City Recreation ground in the October half term as the project worked so successfully last time for Victoria Park.

Action – James to arrange materials and promotion with Berkshire Youth

h) Thames and Chiltern in Bloom 2024

The group discussed Thames and Chiltern in Bloom at length and decided that we should attempt the 2025 campaign to give the council and working group members time to ready itself for the entry. This is dependent on additional financial support from the council to support this.

i) AOB

Tony Hammond and Cllr Jee noted the tree planting proposal and had concerns about the Parsons Allotment site.

James agreed to arrange a site meeting with Councillor Jee, Councillor French Drayton and Tony Hammond to look at site suitability

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Date of next meeting

Thursday 24th August to start at 6.30 so as to help with clashes of other meetings.

Meeting Closed at 9.20pm

James Heasman

Services Delivery Managers supporting information.

Newbury & Britain in Bloom Options

Status Quo Do nothing with regard to BIB but **continue** with our budgeted NIB.

To resolve the issue of entry into BIB based on the high uptake in the participating numbers in this year's NIB and renewed appetite for BIB following the problematic "covid years". In practice this

would mean laying the ground literally 12 months before judging. So the costs would need to be in the 24/25 Budget.

Financial position

Should the resolution be carried the cost estimate is an additional £3500 for BIB. It would need to be in the planning process for the up coming budget review starting in October 2023.

James Heasman Report

The Green Spaces Working Group are planning a presentation evening on the 14th September which was the culmination of this years Newbury in Bloom Competition. It was well attended and provides an opportunity for everyone to discuss the years growing and the winners to be announced for the 7 categories. This year was an exceptional year in which there was 40 entries across the categories and is the second highest since the competition resumed in 2016 and the most entrants pre-covid.

The group have an active community engagement program in place (see matrix attached), which includes, bulb planting in the Eastfields area, bat box building with Berkshire Youth, a new wildflower meadow seeding in Greenham House Gardens amongst other activities which are to be run as volunteer days to engage the community. The group have made recommendation that Newbury enters Thames and Chiltern in Bloom (Regionals for Britain in Bloom) in 2025 this would need additional funding to support this entry in the 2024/25 budget as there would need to be a year of activity prior to the judging in June 2025. An additional £3500 would need to be allocated bringing the budget to £8000. Our last entry was 2019 where the town received a level of Silver Gilt, second in category and received an additional award for community involvement.

Matrix

January 2024	Hutton Close volunteer tree planting	Hutton Close	POSS	GSWG	Nil sponsored trees	10hrs	£250
Engagement plan	Public engagement with residents in surrounding area new planting of 30 deciduous native trees funded by volunteer group, supports outcome from public consultation.						
January 2024	Native hedge line planting Greenham House Gardens	Nightingales area	GSWG / POSS	GSWG	£500	6 Hrs	£150
Engagement plan	GSWG agreed to supplement areas in the nightingales with bulbs suitable to the area						
February 2024	BIB introduction evening for route participants	Town Hall	POSS	GSWG	£100	6 Hrs	£150
Engagement plan	Pre discussion with potential parts to the route to form Newbury's entry into Britain in Bloom. Council must decide whether want to enter into regional competition and whether funding will be made available.						
March 2024	NIB Launch 2024	N/A	POSS/PR	GSWG	£0	6hr	£150
Engagement plan	Promotional launch of NIB competition for 2024						

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

Newbury Town Council

Public Report

To: Community Services Committee

Date of meeting: 18 September 2023

Agenda item No.9: Appendix 5

To note: the Market Working Group minutes of 20.07.23 below – in particular the reference to pedestrianisation.

To resolve: that NTC request that “West Berkshire Council trial free parking on a Thursday for 1 hour at the wharf and Library car parks” in a bid to increase footfall.



MARKET WORKING GROUP

Thursday 20 July 2023 3:30pm

Council Chamber, Town Hall

Market Place, Newbury

MINUTES

IN ATTENDANCE:

Cllrs Martha Vickers, Vaughan Miller, Gary Norman & David Marsh

Debbie Smith Market Manager

Warwick Heskins (Newbury BID Chair)

Richard Farley (Newbury BID Deputy Chair)

Alison Drummond (Newbury BID Operations Manager)

Caroline Edmunds – Community Services Officer

1. INTRODUCTIONS & APOLOGIES

Apologies received from Gareth Dowding, West Berkshire Council and Cllrs Jayne French-Drayton and Nigel Foot.

2. ELECTION OF MARKET WORKING GROUP CHAIRPERSON AND DEPUTY CHAIRPERSON

PROPOSED: Cllr Martha Vickers

SECONDED: Cllr Gary Norman

RESOLVED: That Cllr Vaughan Miller be elected as Chairperson.

PROPOSED: Cllr Vaughan Miller

SECONDED: Cllr Martha Vickers

RESOLVED: That Cllr David Marsh be elected as Deputy Chairperson

3. NOTE TERMS OF REFERENCE AS AGREED AT COMMUNITY SERVICES MEETING

The terms of reference were noted.

4. UPDATE FROM MARKET MANAGER ON IMPACT OF NEWBURY PRIDE EVENT THAT TOOK PLACE 24 JUNE WITH SHARED US OF THE MARKET PLACE

Went well, as planned. Didn't seem so busy but was more organised than last year. Crowd was very well organised by the Pride team and Market Management.

Event dispersed quicker than last year, and all very well received.

The BID team expressed some concerns with the road closure that was in place from 5pm which was after the Market had left. It was agreed that a wash up meeting should be held with all parties.

ACTION CE: ARRANGE A WASH UP MEETING WITH PRIDE TEAM/WBC/BID TEAM.

5. TO EXPLORE THE POSSIBILITY OF FREE PARKING FOR SHOPPERS ON MARKET DAYS WITH WEST BERKSHIRE COUNCIL

2 hours free parking on a Thursday has been suggested in the past.

Cllr David Marsh stated that a new Parking strategy was being presented by WBC in the near future.

It was agreed that a formal request should be sent to West Berkshire Council to trial free parking on a Thursday for 1 hour at the Wharf and Library car parks.

It was also suggested that we explore the option of offering free bus journeys on Thursdays as a separate issue which should be brought to the next appropriate Community Services Meeting.

ACTION: RECOMMENDATION TO BE MADE TO THE COMMUNITY SERVICES COMMITTEE REGARDING 1 HOUR FREE PARKING.

6. IDEAS FOR ENCOURAGING YOUNG PEOPLE TO TRADE/PROMOTION RE SAME

Ideas for involving and promoting young traders to experience trading from a Market Stall included:

- Contacting Newbury College as they showed an interest in the Market at the recent Newbury in Bloom judging.
- Newbury Young Enterprise could be approached.
- Colleges/Schools/Young entrepreneurial people under 25 should be considered.

It was noted that the Market currently offers a free Charity pitch and the young people's pitch could be booked and run in the same way.

ACTIONS:

Caroline contact at Newbury College.

Caroline to create some Marketing material to include detail of what would be required that could be send to Schools, Colleges and Newbury Young Enterprise.

CLRs who have links with such organisations to reach out and spread the word that the Market are very willing to discuss opportunities.

7. WBC PEDESTRIANISATION PROPOSALS AND HOW THEY MIGHT IMPACT THE MARKET

As the Market is usually shut down and gone by 5pm it would not impact the Market for the road to be pedestrianised at 5pm.

It was noted that the Town Council's Strategy is to pedestrianise the Market Place only and it was requested that this should be discussed at the next Community Service Committee Meeting with a view to formally requesting this is discussed at West Berkshire Council.

8. BID UPDATE – FESTIVAL OF THE MOON & CHRISTMAS LIGHTS SWITCH ON EVENT

Alison updated the group on the Festival of the Moon Festival and the Christmas Lights Switch on event.

Alison thanked the Town Council for the use of the Town Hall Chamber for one of the events.

ACTION: CAROLINE TO ADD A LINK TO THE FESTIVAL OF THE MOON EVENT TO THE TOWN COUNCIL'S WEBSITE

9. ANY OTHER IDEAS TO 'IMPROVE THE MARKET FOR THE BENEFIT OF THE COMMUNITY

It was noted that we currently offer a 'buy 4 weeks, get 4 weeks free' pitch to new traders. To qualify, new traders have to trade on 4 consecutive weeks which is pre-paid and then they receive 4 consecutive weeks for free.

It was discussed that other Market offerings should be visited to see if we can get any ideas for the future of the Market. Market Manager, Debbie, confirmed that she often visited other Markets and as well as approaching traders, gaining insight into how other Markets operate.

Meeting closed at 5:10pm

Newbury Town Council

Public Report

To: Community Services Committee

Date of meeting: 18th September 2023

**Agenda item No.10: Appendix 6
Services Delivery Manager Report**

Grounds Maintenance Contract - update

The contractor is performing at the correct level to ensure we meet all Key Performance Indicators (KPI's) and the officers have regular meetings to ensure standards are met. I am pleased to report that 9 out of 9 KPIs were achieved June, July, and August 23. Further, we have agreed the 20% replanting schedule of perennials which, in addition to controlling costs more effectively, has environmental benefits regarding our carbon footprint. This was an item for members consideration in the last report which is now resolved.

Green Flag Report Review, an in-depth review of the report has been undertaken with and the details can be found at agenda item 11.

Relocation of Samaritans Rose bed, this is now scheduled for a spring planting, subject to the provisions of roses from either the Samaritans or the surviving family. Further update in December CS Committee meeting.

Newbury In Bloom As reported earlier this year's competition had a significant uptake in entrants to almost 40. The presentation evening is planned for 14th September to celebrate the success of the event. Please refer to the Parks & Open Spaces Supervisors Report for more details.

Ukrainian Angels 12th July, this moving and poignant exhibition was created by members of the community of Ukrainians who have come to stay in Newbury under the Government's Homes for Ukraine scheme, the temporary exhibit on the east wall of Newbury Town Hall overlooking the Market Place.

The exhibit consisted of yellow and blue 'angels', handmade by Ukrainian women, and each one represents a child that has been killed in Ukraine since Russia invaded in February 2022. This memorial to the child victims of the war was first exhibited in Slovakia in 2022. At the time there were 241 'angels' represented by handmade dolls. The exhibit has since been displayed in other cities in Slovakia, Cyprus, Germany and the UK, and sadly the number of child victims has been increasing, and the current number on display is a shocking 494 angels, each one representing the loss of a Ukrainian child.

The exhibit was well received by local community and the wider media, with it being featured on the prime 6:00pm BBC news slot and on BBC radio and social media. Both the Town Hall and Chamber featured in the news piece.

Victoria Park Bandstand – Please note this summer has been one of the most successful in recent years, with a full programme of an eclectic mix of bookings including brass and silver bands, local reggae band and local rock and roll bands scheduled. Sadly, the rain prevented some bands from playing, however. Refer to Victoria Park agenda item 11 for more details on the refurbishment plans and timescales.

Newbury Town Hall, ongoing remedial works continue, and we recently completed repairs to the south facing aspect of the roof. Plasterwork and painting work to the Chamber and repairs to the curtain tracks and audio. There are further enhancements planned to the audio system to ensure we have a more inclusive offering including audio loop and clearer audio sound. We are waiting for these replacement parts to arrive.

Solar Panels, the installation process of the additional roof mounted PV solar panels is planned for December/January dependant on the authorisation from DNO (the operator of the grid).

Health and Safety, currently works are progressing on fire doors, Eco fire extinguishers and training of team members for First Aid, additional Fire Marshalls, and Evac Chair use. We are also reviewing the “time of day” for the fire alarm, routine testing.

Newbury Town Council**Public Report****To:** Community Services Committee**Date of meeting:** 18 September 2023**Agenda item No. 11: Appendix 7****Members to note:** Victoria Park & City Recreation Ground, Maintenance & Development Report.**Review of the Green Flag Reports and Development****City Recreation Ground**

Following an in-depth review of the green flag reports/feedback with NTC Officers and JOC Management, in summary we scored highly and comments were very positive about what we have achieved. Field assessment, there were only three areas for suggested improvement, and two have been implemented before 12.09.23. The third is to improve the signage stating all the features on offer etc, quotes being collated for consideration currently. Desk assessment is suggesting additional maps and operational plans additional detailing would be useful. Suggested more community involvement should be encouraged. Significant works have also been undertaken to improve the quality of the football pitch, the addition of the rounders pitch, and polite notices erected reminding dog owners/walkers of their responsibilities when using the park with their dogs. (e.g. Dogs not allowed on the football pitch, clean up your doggy deposits etc)

While there is little room to add to the existing recreational equipment on site our focus from here is to maintain the high standard, we have set to ensure we retain the coveted Green Flag Award. It is worth noting that it has taken over four years of planning, investment and significant officers and contractors time to get to this point. A marathon not a sprint comes to mind.

Victoria Park

Again following the in depth review of the green flag reports/feedback with NTC Officers and JOC Management, in summary we scored slightly lower field report than previously, due to the dilapidated: kiosk, bomb shelter (which is a subject for further review in this Committee meeting), and Bandstand. One safety concern re -o/head electrical cabling and their security of fixing, which is an SSE issue. This has already been reported to them. And Gym area past its best and needs to be given significant refurbishment investment or completely replaced including replacing the rubber crumb flooring. Cost estimate for complete replacement flooring and gym equipment is £35k - £39k. Note the equipment is >10 years old and is at the end of its useful life cycle. Desk report suggested improvements by simply adding more details to our management plan and improve signage in the park.

Development

Football Pitch Re-instatement

The pitch will be re-instated by 28th September subject to weather conditions inline with the Motion agreed at the Last CS Committee Meeting. With the addition of a marketing campaign of “coming soon” being promoted to both boys and girls youth football clubs. Additional funding will be required to provide items such as full-size goals/sockets. Temporary toilets are available but no changing rooms or showers at this time. This is a subject for the next item.

Kiosk

Please note there is a meeting of the full council on 21st September 2023 to discuss the next stage of the development. Internal repairs are planned for late September to the food preparation areas.

Boules

We are compiling a proposal to the CS Committee for the provision boules next to the existing crazy golf site for the Committees consideration.

Maintenance

The Splash Park is currently being mothballed over the autumn and winter months.

Boating Lake

The canal water feed to the boating lake is still problematic and CRT have not responded to our requests to allow us to fit a buffer flow zone (to prevent boats blocking off the entrance to the inlet pipework feeding the boating lake). Also concrete scabbing and degradation of the lake concrete surface is becoming a problem and needs further investigation over the winter period.

Queen Victoria and Her Lions

We are planning to carry out remedial works to the terracotta tiling of the column and base. Also additional grouting and repairs to the main bodies of her lions.

The report of from the Parks and Open Spaces Supervisor, has been added to the individual agenda items of this agenda and this report.

Martin Kavanagh: Services Delivery Manager

Newbury Town Council**Public Report****To:** Community Services Committee**Date of meeting:** 18 September 2023**Agenda item No.12: Appendix 8****To note:** the ARK Report for the River Lambourn, Walton Way.**Services Delivery Managers supporting information.**

Summary

We are responsible for a short section of this chalk river which is designated Site of Special Scientific Interest (SSSI) and Special Area of Conservation (SAC). There are two key areas we need to address for this river, biodiversity / river health and flood elevation issues primarily related to the maintenance of banks of the river.

Anna Forbes who runs ARK who do an excellent job of carrying out remedial and improvement works with us on our specific section and the river in general. We were given an excellent review by ARK. There are to tasks we are planning:

1 -to take significant weight from one willow tree (see image in report page 5, photo2, last tree on left bank with bridge behind).

2- We will then re-purpose the wood recovered from the tree to make up a new mattress* section to one area of the river bank that needs attention. With the exception of this one bank, we have a clean bill of health on the flood alleviation issue.

*technical term for an intricate blend of wood, reeds, soil and binding materials.

Newbury Town Council

Public Report

To: Community Services Committee

Date of meeting: 18 September 2023

Agenda Item 13 – Appendix 9

Projected additional Work Programme for Community Services for the Municipal Years 2023/24

Meeting Date	Subject
Community Services Meeting – Sept 2023	
Scheduled Committee Business	
July 10th 2023	<p>Election of Chair & Deputy Setting up of Working Groups & TORs</p> <p>Newbury in Bloom update Green Flag submission outcomes GM Contract update Samaritans Rose bed project</p> <p>GreenFest in Victoria Park update Update on Plastics Free Community Member nomination</p> <p>Wash Common Consultation update Phase1 - proposal phase 2. Nightingales project plan Playgrounds investment update – Post Annual Inspection Fencing Victoria Park play area.</p> <p>Hutton Close update – drawings for pathway & planting Peace Gardens / Wharf – Transfer arrangements with WBC</p> <p>Cafe update - Value engineering</p> <p>Wharf Toilets / Bandstand update</p> <p>Salt bin strategy going forward.</p> <p>Asset Management Draft plan (10-year strategy paper)</p> <p>Update Cemetery Regulations – Benches</p> <p>Memorial (sponsorship) Bench/ Asset Policy Document</p>
Suggested Forward Plan	
18th September 2023	<p>Working Groups update GM Contract progress Café progress Wharf Toilets / Bandstand progress Playgrounds investment plan update - Inc VP Play area 2023/24 Budget works programme update Adventure Golf update Newbury Tennis update Dog Bin survey / Grit Bin policy update 10-year Asset Management investment project plan VP Football Consultation Results update.</p>

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

Meeting Date	Subject
Community Services Meeting – December 2023	
Scheduled Committee Business	
11th December 2023	FY 24/25 Complete Budget for P&R Review / Approval Strategy Review & Report
Suggested Forward Plan	
	Working Groups updates GM Contract progress Café progress Wharf Toilets / Bandstand progress PV Solar Panels to Town Hall Roof project update 10-year Asset Management investment project plan Community Services KPI's update

Meeting Date	Subject
Community Services Meeting – March 2024	
Scheduled Committee business	
11th March 2024	TBA
Suggested Forward Plan	
	Working Groups update TBA

Martin Kavanagh
Sept 2023