

4th July 2023.

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

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 10th July 2023 at 7.30pm**. This meeting is open to the Press and Public.

Yours sincerely,

Martin Kavanagh

Services Delivery Manager

AGENDA

- 1. Appointment of Community Services Committee Chairperson**
Services Delivery Manager
- 2. Appointment of Community Services Committee Deputy Chairperson**
Chairperson
- 3. Apologies for Absence**
Services Delivery Manager
- 4. Declarations of Interest and Dispensations**
Services Delivery Manager
- 5. Approval of previous Meeting Minutes. (Appendix 1)**
Chairperson
5.1 Recommendation: To approve the minutes of a meeting of the Community Services Committee held on Monday 13 March 2023, already circulated, and as attached as Appendix 1.
- 6. Questions and Petitions from Members of the Public**

Town Hall, Market Place, Newbury, RG14 5AA

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Newbury Town Council is committed
to continuing to make Newbury a
better place to live, work and visit

Chairperson

7. Members' Questions and Petitions

Chairperson

(Questions must be submitted to the Services Delivery Manager by 2.00 pm on Friday 7th July)

8. Motion from Councillor Vaughan Miller. (Appendix 2)

Chairperson

That the Community Services Committee of Newbury Town Council resolve to improve existing playing pitches and bring back online Victoria Park football pitch.

9. Motion from Councillor Vaughan Miller. (Appendix 3)

Chairperson

That the Community Services Committee of Newbury Town Council resolve to seek to improve our provision for our allotments across the town.

10. Working Groups. (Appendix 4)

Chairperson

To Approve the Terms of Reference for the Community Services Committee's Working Groups and **to appoint** members to the Working Groups:

- Green Spaces Working Group
- The Market Working Group

11. The Victoria Park Sub Committee. (Appendix 5)

Chairperson

To Approve the Terms of Reference for the Victoria Park Sub Committee.

12. Benches in Public Places. (Appendix 6)

Services Delivery Manager

To Update the Council's Policy on the provision of benches in public places.

13. Services Delivery Manager's Report. (Appendix 7)

Services Delivery Manager

To note the contents of the Services Delivery Manager's Report.

14. Hutton Close. (Appendix 8)

Chairperson

To Approve proposals for upgrading at Hutton Close.

15. 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.

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 13 MARCH 2023 AT 7.30PM**

PRESENT

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

In Attendance

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

1. APOLOGIES FOR ABSENCE

There were none.

Not in Attendance: Cllr Olivia Lewis

2. DECLARATIONS OF INTEREST AND DISPENSATIONS

The Community Services Manager declared that Councillors Jeff Beck, 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.

3. APPROVAL OF PREVIOUS MEETING MINUTES

PROPOSED: Cllr Jeff Beck

SECONDED: Cllr Nigel Foot

RESOLVED: That the minutes of the meeting of the Community Services Committee held on 12 December 2022 are approved and signed by the Chairperson.

4. QUESTIONS AND PETITIONS FROM MEMBERS OF THE PUBLIC**Question from Mrs Sally Beckett**

"I fully understand that current regulations within West Berks obviate the need for railings or fencing around the play area in Victoria Park. By writing to the Town Council, I am expressing a concern, based on observation, about the safety of young children within a play space in which people are clearly exercising dogs off the leash.

If there is no way of enforcing owners to control or keep their dogs on a leash surely the sensible solution is to protect the play area?

Dog ownership has increased and also changed greatly over the last few years and certainly within the time since the Town Council made its decision about enclosing the Victoria Park play area”.

Chairperson’s response:

Thank you for your comments. The Town Council do take them on board and share your concerns regarding the safety of children. The Town Council do follow strict criteria to ensure the safety of park users. We follow guidance in line with ROSPA, the UK specialist body in parks and recreation grounds.

To ensure the upmost safety to park users we also complete an independent annual inspection. At no point has a recommendation come forward that the Town Council should consider the provision of railing or fencing around the parks play area.

The 2023 independent annual inspection has been instructed, the Inspector will be asked to make specific comment on the question you have raised.

The Annual Report will be issued sometime in late April 2023, the outcome and any recommendation will be Reported to this Committee in July 2023, where the question will be reviewed.

Question from Mr Simon Kirby

"Councillors, I am concerned that you cut your hedges to the middle of March when the RSPB advise not to cut trees and hedges in the main bird nesting season from March through August."

Chairperson’s Response:

Thank you for your comments. I can confirm that the Town Council’s new Ground Maintenance contractor has had a backlog of works in particular cutting back overgrown hedges.

Almost all of the Council hedges were cut during January & February 2023, a few remained to be cut in early March 2023. All were cut by 8 March 2023. Now that the backlog has been managed, future hedge cutting operations are likely to be in a period December through February.

The four formal hedges will be cut as required on a periodic growth basis.

The Wildlife & Countryside Act 1971 clearly states the responsibility held by anyone who carried out works where wildlife is or may be present, this applies 365 day a year, not just in the arbitrary timescales stated above.

The Town Council Contractors and its Operatives are aware of the Legal requirements set out in the Act. The Town Council is not aware of any breaches.

Supplementary question from Mr Kirby:

“It would have been helpful if you had this item on the Agenda to discuss, there are issues and more to be said on this”.

The Chairperson thanked Mr Kirby for his supplementary question.

Response from Community Services Manager:

This Committee will refer this matter to the Green Spaces Working Group for additional discussion.

5. MEMBERS’S QUESTIONS AND PETITIONS

Question from Cllr Martin Colston

“The committee of the very successful GreenFest in Hampstead Norreys have decided they are no longer able to continue as hosts and organisers. They are, however, very keen that the concept of GreenFest should continue, and indeed there will be a GreenFest event in April this year in Lambourn.

I had an information gathering meeting with the outgoing committee late last year, and I think Newbury would make an excellent location for a future GreenFest event. It could be centred in Victoria Park and we could potentially hold talks and debates in the Town Hall. It occurred to me that if it were held on the same day as the NTC Family Fun Day it could be an even better occasion, and some of the organising, publicity and logistics could be shared.

Will the Community Services committee please add a discussion on the possibility of hosting GreenFest in the future, possibly in 2024, on the forward work programme for later this year; and invite the original GreenFest committee to participate in the discussion?

Response from the Chairperson

The Committee will ask both Officers & the Climate Emergency Working Group to engage with the current GreenFest organisers to see how the Town Council can be of assistance going forward.

Question from Cllr Martin Colston

“I have recently received an email from Paul Walter, a former NTC Member. In it he informed me that when Peter Greenhalgh was Mayor, he planted Samaritans 40-year anniversary roses in the Peace Gardens on the Wharf. A plaque was unveiled next to the lovely Samaritans roses commemorating 40 years of the Samaritans and also the life of my son Toby Walter (because my wife was a Samaritan when he died in 1993). These roses no longer survive, and the plaque holder has rotten away.

Paul has requested that NTC plant some new roses in a public space, like Victoria Park, located such that the plaque in memory of his son can be mounted close by.

Please can the Community Services committee commit to agree a suitable location with Paul, and then to plant some new roses there and mount the plaque?”

Response from the Chairperson

The Committee will ask Officers to investigate the potential for an additional bed in Victoria Park, discuss the options with the Town Councils landlords, provide a budget cost for creating a new bed and ongoing maintenance.

Officers will also be asked to explore funding options to limit any impact of the Civic Parish precept changes for creating & managing this facility.

6. CHAIR’S SUMMARY

The achievements of the decisions for this Committee were noted. This includes the creation of the Climate Emergency Working Group organising Workshops and offering Climate Emergency Grants.

7. GREEN SPACES WORKING GROUP – NEWBURY IN BLOOM

7.1 The minutes of the GSWG meetings of 12 January 2023, 9 February 2023 and 9 March 2023 were noted.

7.2

PROPOSED: Cllr Jon Gage

SECONDED: Cllr Nigel Foot

RESOLVED: To approve the Green Spaces Working Group Works/Consultation matrix as set out in Appendix 3.2 of this meeting.

8. MARKET WORKING GROUP

The minutes of the Market Working Group of 19 January 2023 were noted.

9. COMMUNITY SERVICES MANAGER'S REPORT**9.1**

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

There was discussion regarding The Wharf toilets refurbishment and how this fitted in with the Newbury Master Plan. It was requested by the Committee that the Community Services Manager will seek information regarding the Master Plan Steering Group (a West Berkshire Council led group) from the Chief Executive Officer.

9.2

PROPOSED: Cllr Martin Colston

SECONDED: Cllr Chris Foster

RESOLVED: To approve Market rent matrix as set out in Appendix 5.

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

The Forwards Works Programme for 2022/23 was noted.

As noted in these minutes, it was agreed to add:

- Annual ROSPA report findings with regards to the Victoria Park play area.
- Outcome of discussions with GreenFest organisers

The Chairperson, Cllr Sarah Slack expressed thanks to the Committee Members and Community Services Manager and the Committee Officers for their support and contribution over the last 4 years.

11. PART 2 – EXCLUSION OF THE PRESS AND PUBLIC (WITH EXCEPTION OF MARTIN KAVANAGH)

PROPOSED: Cllr John Gage

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.

12. BANDSTAND TENDER

PROPOSED: Cllr Jeff Beck

SECONDED: Cllr Martin Colston

RESOLVED: To accept the Consultant's recommendation for Tender Report subject to Policy & Resources Committee approval for the release of an additional £30,000.

13. CAFÉ PROJECT

PROPOSED: Cllr Jeff Beck

SECONDED: Cllr Martin Colston

RESOLVED: To investigate options including value engineering and alternative sources of funding for this project for July 2023 Community Services Committee consideration.

THERE BEING NO OTHER BUSINESS, THE CHAIRPERSON THANKED ALL THOSE IN ATTENDANCE AND DECLARED THE MEETING CLOSED AT 21:15

CHAIRPERSON

Motion for Community Services 10/07/2023

Improve existing playing pitches and bring back online Victoria Park football pitch

Newbury Town Council currently manage football pitches at Wash Common and City Park. It used to manage an additional pitch at Victoria Park.

The current pitches have some damage, particularly in the goal areas.

The pitches are also within open parks, which are used regularly for dog walking. Whilst most dog owners are responsible, they would benefit from additional signage to request owners to take reasonable steps to keep dogs off the playing areas. Many children play on these pitches and dog fouling creates additional work for team coaches before games as well as a risk to players health should they come into contact with fouled areas.

Motion

This motion calls on the council to provide the best playing pitches for the football community it can, within the constraints of ground conditions and budget. This should start an immediate assessment of pitch conditions, with the aim of getting necessary repairs completed during the current off season, and a report for further recommendations to improve the standard of these pitches, including an assessment of drainage improvements, particularly at Wash Common.

Add extra signage to the Wash Common and City Park to request dog owners to take all reasonable steps to keep their dogs off the pitches.

It also calls on the council to re-provision the playing pitch in Victoria Park, with changing rooms and storage for equipment. This should commence with commissioning a consultation with local residents overlooking the Victoria Park, officers report with costs and schedule to bring this online during the 2023/24 season (with or without changing rooms).

Motion for Community Services 10/07/2023

To seek to improve our provision for our allotments across the town

This Newbury Town Council key service is enjoyed by many of our residents. (Currently 628 allotment leases let). As a first step I suggest we carry out a survey of all our allotment holders

Cllr V Miller

Green Spaces Working Group.

Terms of Reference

The Community Services Committee approves the setting up of a Green Spaces Working Group, with the following remit:

In Bloom campaigns (Newbury in Bloom and Britain in Bloom)

The full membership of the Working Group shall encourage and promote voluntary and community involvement in the Council's "In Bloom" campaigns.

At the end of each year, the working group will make recommendations to the Community Services Committee for In Bloom campaigns for the following year. These recommendations will be considered at the December meeting of the Committee. The Committee's decisions in these matters will form the action plan for the Working Group and the In Bloom campaigns for the following year.

The longer-term aim will be to encourage the voluntary and community groups to take on these campaigns, with support, including financial support, from the Town Council.

The Council's Parks and Open Spaces

The full membership of the Working Group shall encourage and promote voluntary and community involvement to improve and maintain the Council's parks and open spaces.

The full membership of the Working Group may make recommendations to the Community Services Committee regarding improvements or longer-term objectives for the Council's parks and open spaces.

The Council's parks and open spaces include Newtown Road Cemetery, but not Shaw Cemetery. The remit of the Working Group does not include playgrounds, football pitches, allotments or any lands not maintained by Newbury Town Council.

Membership

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

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

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

Administration support is provided by the Services Delivery Manager.

Quorum is 2 elected Working Group members, in addition to Chair or Deputy and 1 Officer. The Group should meet on a bimonthly basis unless otherwise agreed by the Working Group.

Outcomes:

The Working Group is tasked with delivering to the parent Committee (Community Services Committee) and to the community within Newbury Town:

An annual plan in November each year outlining its recommendations for:

- Green Flag Award

- Newbury in Bloom competition
- Participation (or not) in Regional Finals, Britain in Bloom
- Time & cost planning timetable for the years activities

Scope / Jurisdiction

As set by the parent committee

Guidance from the Council / Parent Committee

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

Resources and Budget

The Working Group will be responsible for the budget allocated to it by the parent committee. The outcomes are to be managed by the Working Group on a Voluntary input basis. The Council will support the Working Group with access to Town Council meeting rooms, administration resources and officer time as required. The Working Group are not able to commit Officer time / Council resource to any project delivery more than the allocated budget.

The Working Group is expected to obtain sponsorship/ Grants for the different categories of awards & project outcomes before submitting requests to the Council.

Any additional funding support which may be required subject to a business case being submitted by the Working Group for authorisation from the parent Committee.

Governance

Decisions agreed mostly by consensus, but where necessary a majority vote of those present, with the Chairperson's casting vote if necessary. The Chairperson must be elected annually by the Working Group and must be an elected member of the Council.

Additional information:

- Methods of work (e.g., consultations, press releases, surveys, progress reports etc) are entirely up to the Working Group to decide & manage.
- Communications are generally informal and via e-mail.
- Relevant documentation is stored in a sub-folder under Community Services on the Town Council IT data store.
- The group will meet as required to deliver its objectives.
- Sub-groups (with other nominated members) can be created as necessary to progress specific items.
- Occasionally reporting back to the Community Services Committee on progress (via the Chairperson) and whenever it needs additional authority for action.
- The Working Group's work is complete when it has achieved all the deliverables to the satisfaction of the parent Committee or where the Committee resolves its outcomes are not being realised.

Any changes to these Terms of Reference require authorisation by the parent Committee.

Services Delivery Manager
July 2023

Market Working Group Terms of Reference

Name: Market Working Party

Members:

- **3 Members of Newbury Town Council (to be appointed)**
- **2 Market traders to be nominated by the traders and/or the Market Manager**
- **Newbury BID Representative**
- **WBC Representative as Landlord**

Quorum: 3 of the official group membership, at least one of which will be an elected member of NTC, one a trader and one other representative.

Support:

Meeting support will be provided by a Community Services Officer and the Market Manager.

Goals:

1. To bring forward proposals to grow the markets in Newbury
2. To consider the impact and advantage of one-off events e.g. Christmas Fayre, other events by surveying the Charter Market traders no later than 4 weeks after any event.
3. To consider the longer term provision of Newbury markets beyond the expiry of the current Agreement with WBC in 2027.

Guidance from the Council / Parent Committee

Input/recommendations may be provided through the Community Services Committee. All recommendation (outside approved delegated budget provisions) require the approval of the Community Services Committee.

Resources and Budget

There is currently a budget allocated to the promotion/marketing of the market and entertainment. This budget is managed by the Community Services Officer.

Governance

The Working Party will decide through consensus, 2/3 majority vote or chair's authority to decide what should be taken forward for action or for consideration by the Community Services Committee.

Meetings

The Working Group shall meet twice a year to discuss matters on the Agenda, additional meetings can be called by the Chair. Meetings should fit in with the availability of the Market Managers and at minimal cost to the Council.

Additional Notes

- The Group will communicate through email, phone and meetings, both formally and informally.
- The Group may meet on Zoom if agreed by the Chair
- Shared information/documentation will be held in the Council's Community Services Office.
- The Group reports progress on an ad hoc basis and formally each September to its parent Community Services Committee. It can also publish press releases on key items of progress and events/promotions.

These Terms of Reference may be reviewed and changed as necessary by the working group in light of additional information **and approved by the parent committee.**

Newbury Town Council

Public Report to the Community Services Committee.

Agenda Item No 11 Victoria Park Development – Sub Committee

To consider the creation of a Victoria Park Sub-Committee and Terms of Reference.

Background:

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

Objective

To appoint a Sub-Committee of elected Members and any ad hoc specialist where required to oversee the construction phase of this project, the selection of a café lessee, agree the operating Lease & rental terms and manage the risk map for this project.

Options

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

Proposal

To form a Sub-Committee of the Council, with 6 Members and 4 substitutes, to work with the Chief Executive and Services Delivery Manager to support the development and confirm decisions to be made in terms of:

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

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

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

Reference to Council Strategy, where relevant

Mission Statement: Newbury: a town we can all be proud of.

Strategy objectives: To further enhance and improve the services we deliver for the people of Newbury.

By the end of 2023, open a new Café in Victoria Park that we can all be proud of, assuming tenders come in within our agreed budget.

If we cannot meet our agreed budget, then we will pause the project until the market situation improves, and we can tender again.

- a) We will target BREEAM Excellent for the building design and construction
21/22 Planning permission granted, detailed design completed
- b) Café has been designed to enable carbon neutral operation with PV panels for electricity generation and air source heat pumps for heating
- c) Café will have a toilet with baby changing facilities and disabled access; & the building will also house male, female and disabled toilets for park users
- d) The building will have storage facilities for tennis coaches and other users of the park. The park will have enhanced CCTV

At the full Council meeting of 12.06.2023, Officers were authorised to consider all appropriate options for this facility.

Equality and Diversity impacts

The facilities will be available for all the community to enjoy. The changing rooms include provision for people with disabilities.

Recommendation(s)

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

Signed: Martin Kavanagh
Services Delivery Manager

Installation of Benches & Non-Standard Memorials**1. ALL NEW BENCHES & NONE STANDARD MEMORIALS as of...**

Only benches installed by the Town Council are allowed at Shaw & Newtown Rd Cemetery. The Town Council issues licences for them to be used as memorials.

a. License a Memorial Bench or Non-Standard Memorial

You can buy a license for a memorial bench and/or non-standard memorials for up to 10 years at the current license fee rate.

This includes:

- a bench/memorial installed by the Town Council in a location determined by the Town Council
- creating a single plaque with an agreed inscription and installing this on the bench
- Other memorials such as trees

Further plaques can be added for an additional charge.

Contact The Town Council to buy a license for a memorial bench plaque or to renew a memorial bench license before it lapses.

After the 10-year licence expires the licence holder can:

- renew their licence at the current [renewal fee](#)
- decline to renew and the plaque will be removed from the bench and returned to them. The bench will then be made available for other memorials.

The Town Council will contact the Licensee at the last address given when the license is up for renewal, please make sure you let us know if your contact details change.

b. More information for memorial benches license holders

- the Town Council will try to place the bench as close as possible to the position you request. Locations of benches are on a first come first served basis.
- please note benches can only be installed by the Town Council. If a bench has been installed by anyone other than the Town Council (unless expressly authorised in writing) it will be removed without notice and without guarantee of safe return.

APPENDIX 6

- no items can be placed or planted on or around benches, they will be removed without notice and the person responsible may be charged.
- any person may sit on any bench in the cemetery.
- if the bench or plinth becomes damaged or unsafe, we (The Town Council) will repair where this is financially viable within the 10 year period of the license. The Town Council will try to notify the license holder about the issue. It is important license holders tell us if their contact details change.

c. Information for bench owners (where this is not the Council)

- the Town Council reserve the right to replace benches / non-standard memorials with a council owned bench and plaque returned to the owners when the current license / agreement ends or the existing bench / non-standard memorial is deemed not fit for purpose by the Town Council.
- if offered a new license and the bench owner no longer wishes to continue with a memorial, they have 30 days to remove the bench and plinth return the area to grass. If this work is not done, the Town Council will carry it out without notice and cannot guarantee the safe return of the bench. The owner may also be charged for this.
- if your bench or plinth becomes damaged or unsafe, it is the owner's responsibility to fix this. We will try to notify the bench owner as soon as possible at the last address provided by the Licensee when The Town Council becomes aware of any signs of damage, wear or deterioration or it is deemed unsafe.
- if it is a health and safety issue, or it has not been fixed after the 30 days, the bench will be removed immediately and kept in storage for 30 days for the owner to collect.
- if the bench or plinth cannot be repaired the owner can purchase a new bench under our new bench policy, or to remove the bench and plinth and to return the area to grass.

Existing Benches as of...

1. Currently all officially approved benches have a letter of authority which includes the statement:

“Newbury Town Council is happy to grant you permission to supply and install the Bench, at our e.g., Shaw Cemetery, please see the enclosed plan for the preferred location of the bench.

May we remind you that as the applicant, you will remain the owner of and be responsible for the up-keep and maintenance of the above stated non-standard memorial.

In addition, **Newbury Town Council reserves the right to remove any gardens, benches, or other items, which may become neglected**; however, we will endeavour to contact the applicant prior to any removal.”

2. **The Policy as of... shall be amended to include:**

Please see note 1.c above also.

- a. “The Town Council will inspect all benches and other non-standard memorials on a regular basis. Should any be found to be defective, of poor quality, or detracting from the general appearance of the Cemetery, the Town Council will endeavour to notify the registered owner, place a suitable notice in the bench or memorial and allow 30 days for the bench / memorial to be removed for repair or to be replaced.
- b. If it is a health and safety issue, or it has not been fixed after the 30 days, the bench will be removed immediately and kept in storage for 30 days for the owner to collect. After 30 days the bench / memorial will be destroyed, any plaque retained for a further 30 days.
- c. Once a bench has in the view of the Council become life expired or beyond repair, this Agreement ends. The Council reserves the right to reuse the designated area for other purposes.
- d. New installations including replacements will be subject to a new Agreement, as above.

DEFINITION of Benches / Non-standard memorials

Any Memorial bench, tree or other feature is defined as not being placed on a designated Burial plot(s) as a marker (tombstone) in accord with the **Cemetery Regulations - Memorials** and **The Local Authorities' Cemeteries Order 1977**.

Non-standard memorials include benches, planting of a tree or shrub in a designated area with the Cemetery and maintaining a garden area around the base of an existing Cemetery tree. Application forms must be completed before any Non-Standard Memorial can be placed or planted.

Non-Standard Memorials that are gardens, or a garden area around the base of an existing Cemetery tree, must comply with the following regulation, which was approved by the Councils Community Services Committee Meeting of Monday, 18 March 2013, as follows:

A garden area around the base of any designated tree or garden area incorporating a tree within the Cemetery must have a distance of 8 inches diameter from the base of the tree, where there is no soil to allow the tree to draw in oxygen at its base, which will help with its long-term survival. The beds are to be no larger than 6 feet in diameter overall and shall be a single tier with a maximum height of 8 inches.

Newbury Town Council**Public Report****To:** Community Services Committee**Date of meeting:** 10 July 2023**Agenda item No. 13: Services Delivery Manager Report****Grounds Maintenance Contract**

Background/ Introduction:

The progress and implementation of the Grounds Maintenance Contract with John O’Conner Ltd. Report on first six months since the start of the contract and performance against the Key Performance Indicators set out by Newbury Town Council.

Objective(s)

The new contract sets out to provide a high level of service to Newbury Town Council in the provision of;

- Grass Cutting
- Waste management and litter picking
- Hedge cutting
- Bedding, shrub care and planting
- Sports pitch maintenance
- The care of the Town Councils two cemeteries
- Weekly visual playground inspections
- Pond cleaning
- Leaf Clearance

John O’Conner has agreed as part of the contract to assist where possible in helping to promote biodiversity on Newbury Town Council land and to work with the council on its environmental policies in areas that they can make changes to assist with the Council’s targets.

KPI Reporting

The objectives above form the basis of the KPI reporting with set tasks that must be achieved monthly, changing with the seasons and the tasks that should be undertaken on that given month. Due to the need to bring elements up to standard after the previous incumbents, the KPI reporting was not undertaken from January to the 1st March 2023 to give John O’Conner the chance to bring all elements up to the standard expected before they would be assessed on their achievements. Key performance indicators should all be completed each month and less than 2 complaints for waste or cemetery management should be received each month. This is considered Green. 1 failure is Amber and must be rectified by the next monthly meeting or they move to Red. 2 or more is Red and Newbury Town Council can implement the process for compensation for the failed elements.

KPI Reporting for 2023 YTD

- March – Green 9 out of 9 KPI's
- April – Amber 8 out of 9 - grass cut rotation not completed due to staff shortage.
- May – Green 9 out of 9 KPI's
- June – reporting scheduled after the preparation of this report

Overview

John O'Conner took over a contract that was behind on where it should have been in January and should be commended on their achievement in catching up all elements of the contract by the 1st March, 7 weeks after taking the contract on.

They have found recruitment of staff difficult in this area but have resourced staff from other contracts when needed to hit their objectives in the month where they moved in to Amber to resolve this issue.

John O'Conner have also been working closely with the Parks and Open Spaces Supervisor to support wildlife and reduce the carbon footprint. JOC have-

- Started to reuse water from the splash park to water shrubs, bedding plants and trees.
- Worked with the council to incorporate some no mow areas that will now be cut once a year on 5 new sites alongside our wildflower meadows.
- Signed up to be 'hedgehog heroes'
- Working with the parks and open spaces supervisor on a way to reduce amounts of summer and winter bedding by 20% each year for the next 4 years and replace with perennial planting.
- Used electric hand tools at Shaw Cemetery and are trialling them in other areas, battery life is still an issue on certain tasks.

Conclusion

John O'Conner are forming a strong relationship with the council officers and are maintaining a high standard across the Newbury Town Council land which we wish to continue for the duration of the contract.

They are showing adaptability to adhere to the councils want to be more biodiverse and follow best practice with regard to wildlife and reducing the councils carbon footprint.

Members consideration

The cost of planting with perennials in the winter may incur an extra cost to offset the additional care in the contract for this type of planting, moving away from filling the beds each summer and winter with bedding plants and needing the perennials to be maintained and cared for. Discussions are ongoing with contractors with a cost if any provided at the next Community Services Committee.

James D Heasman

Samaritans Bed -previous question from Cllr Martin Colston

Proposals for the rose bed in Greenham House Gardens is being considered for an autumn planting. Further update at September Community Services Committee meeting.

Tree Pruning

We have five orchards and pruning is scheduled on two sites per year on a rotational basis. Except year 3 where it is 1. Orchards were managed in association with “Growing Newbury Green” and completed in March 2023 as planned. <https://www.newbury.gov.uk/news/newbury-community-orchard-pruning-events-2023>

Family Fun Day

The event attracted a huge turnout of people who came along to enjoy the free activities in the sunshine with the Mayor of Newbury, Cllr Nigel Foot kicking off the fun at noon. It was that well attended that the climbing wall attraction still had “customers” queueing at the end of the day. The Bandstand entertainment once again proved very popular, alongside the Splash Park being a favourite with the smaller children. Please use the link below for further information. Finally, thank you to all the yellow coat volunteers on the day.

<https://www.newbury.gov.uk/news/huge-crowds-enjoy-the-victoria-park-family-day-1/>
[Tree Pruning](#)

Hanging Baskets

We have introduced an improved hanging basket provision this year to now exactly 100 baskets. In addition, troughs have been added at the Wharf and Lock Island. This improvement has been funded by savings made by the CS team.

Community Inclusion

40 pupils from Falkland Primary School were joined by the Mayor of Newbury and Newbury in Bloom volunteers on Friday 25 May to plant sunflowers in support of the people of Ukraine. 180 sunflower seeds were planted in a new bed at Greenham House Gardens, with school staff and members of the Newbury Town Council Green Spaces Working Group lending a hand with the work. The sunflower is the national flower of Ukraine, and it is hoped that they will grow into a symbol of solidarity and support for the local Ukrainian community.

<https://www.newbury.gov.uk/news/primary-school-children-plant-sunflowers-for-ukraine/>

Newbury In Bloom

This years competition had a significant uptake in entrants to almost 40. This takes the engagement level to pre pandemic levels. Judging has taken place and a presentation evening is currently being planned to celebrate the success of the event.

Newbury Town Council

Public Report

To: Community Services Committee

Date of meeting: 10 July 2023

Agenda item No. 14: Hutton Close**Consultation Outcomes / Resolutions**

Discussions with WBC cycle/pedestrian access

The discussions with WBC led to significant challenges with existing WBC planned improvements for the surrounding access/parking routes on Shaw Road. A suggestion to move the access gate to from its existing position to the point of decant from the existing pedestrian crossing on Shaw Road to be considered. The cost for a footpath was in excess of £47,000. So outside our budget of £20,000.

Proposal for Tree & Bulb planting scheme

This proposal is being prepared and we have managed to get up to 30 trees donated for the project (should we need them) and the planting scheme is being formulated once the tree planting plan is completed. This will benefit our carbon reduction going forward.

Other Consultation Suggestions

Responses received;

- Continue as open space might include footpath and some tree planting (70 responses)
- Provide an urban woodland (33 responses)
- Provide children's play equipment on some of the land (28 responses)
- Provide a formal park/garden (9 responses)
- A combination of the above (127 responses)

Please refer to the minutes of the meeting of 12.12.22 for other suggestions ranging from Football Pitch to Information Boards regarding the Civil War.

Newbury Town Council

**Item 15 - Projected additional Work Programme for Community Services Meetings 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 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 Community Services KPI's 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 update TBA

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

Martin Kavanagh
July 2023