

11 June 2019

To: The Leader and Deputy Leader; Cllrs Martha Vickers, Chris Foster Jo Day; Billy Drummond; Nigel Foot; Jon Gage; Roger Hunneman; David Marsh; Sarah Slack; Martha Vickers;

Substitutes: Cllrs Jeff Cant; Sue Farrant; Stephen Masters; Erik Pattenden; Tony Vickers, Vaughn Miller

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 17th June 2019 at 7.30pm**. This meeting is open to the Press and Public.

Yours sincerely,

David Ingram
Community Services Manager

AGENDA

1. Election of Chairperson and Vice-Chairperson

Chairperson

To elect the Chairperson and Vice-Chairperson of the Community Services Committee for the 2019/2020 municipal year.

2. Apologies for Absence

Community Services Manager

3. Declarations of Interest and Dispensations

Chairperson

To receive any declarations of interest relating to business to be conducted in this meeting and confirmation of any relevant dispensations.

4. Minutes (Appendix 1)

Chairperson

To approve the minutes of a meeting of the Community Services Committee held on Monday 11 March 2019, already circulated and as attached at Appendix 1.

5. Questions and Petitions from Members of the Public

Chairperson

6. Members' Questions and Petitions

Chairperson

7. Community Services Managers Report (Appendix 2)

Community Services Manager

To receive a verbal update from the Community Services Managers on "to note items" as attached at Appendix 2.

8. Newbury in Bloom (Appendix 3)

Chairperson

9.1 To note the minutes of the Newbury in Bloom Working Group of 14 March, 12 April and 17 May 2018 as attached at Appendix 3a, 3b, and 3c.

9. Allotment Tenants Meeting (Appendix 4)

Chairperson

To note the feedback from the Allotment Tenants meeting of 16 April 2019 at 6.30pm as attached at Appendix 5.

10. Market Working Group (Appendix 5)

Chairperson

To note the feedback from the Market Working Group meeting of 1 April 2019 at 6.30pm as attached at Appendix 6.

11. Working Groups and Sub-Committees (Appendices 6a and 6b)

Chairperson

11.1 To agree the membership of Newbury in Bloom Working Group

11.2 (a) To appoint a Sub-Committee to deal with issues around the construction of the Community café and the changing rooms in Victoria Park

11.2 (b) To agree the terms of reference for the above sub-committee

11.3 To consider if any other Working Groups noted are necessary, with the Community Services Committee as the parent Committee for the 2019/20 municipal year as attached at Appendix 6.

12. Allotment Councillor Visits

Chairperson

12.1 To consider that the 2019 Councillor Allotment Visits (formally known as Allotment Inspections) will take place over 3 evenings this year further to feedback from the 2018 Allotment Visits & Tenants feedback. The visits could be arranged in mid-August 2019 after the Newbury & Britain in Bloom awards.

12.2 For the purposes of allotment awards, due to the lateness of the visits, it is suggested that Allotments Stewards judge the best in each category to provide an award list for Councillors to visit & congratulate on the three days. Certificates will be awarded to successful tenants and a trophy will be presented to the overall allotment site winner at Community Services meeting on 23rd September 2019.

12.3 To request volunteers from Members to participate in the Allotment visits in August 2019.

**13. Forward Work Programme for Community Services Committee 2019/20
(Appendix 7)**

Chairperson

To note and agree any other items that Members resolve to add to the Forward Work Programme at Appendix 7

14. City Recreation Ground Consultation (Appendices 8a, 8b and 8c)

Chairperson

To note the consultation outcomes and consider the options arising from same.

At the Community Services Committee, 11th March 2019, it was resolved that Officers are to prepare a long-term plan for the future of the City Recreation Ground, having regard to the outcome of the public consultation.

15. 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.

16. New Community Cafe & Sports Changing facility – Victoria Park (Appendix 9)

Chairperson

16.1 To update the Committee on the current plans for the proposed community café and changing rooms

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

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 11 MARCH 2019 AT 7.30PM**

PRESENT

Councillors Howard Bairstow; Miles Evans; David Fenn; David Fish; John Gardner; Sarah Greenall (Chairperson); Margo Payne; Kuldeep Singh Kang; Martha Vickers.

In Attendance

David Ingram, Community Services Manager
Hugh Peacocke, Chief Executive Officer
Jo Lempriere, Community Services Officer

55. APOLOGIES FOR ABSENCE

Councillors: Adrian Edwards, Arthur Johnson
Absent: Councillor James Frederickson

56. DECLARATIONS OF INTEREST AND DISPENSATIONS

The Community Services Manager declared that Councillor Howard Bairstow is also a Member of West Berkshire Council, which is declared as a general interest on his behalf and a dispensation is in place to allow him to partake in discussions relating to West Berkshire Council business.

57. MINUTES

PROPOSED: Councillor Margo Payne

SECONDED: Councillor Howard Bairstow

RESOLVED: That the minutes of the meeting of the Community Services Committee held on 10 December 2018, be approved and signed by the Chairperson.

58. QUESTIONS AND PETITIONS FROM MEMBERS OF THE PUBLIC

There were none.

59. MEMBERS' QUESTIONS AND PETITIONS**Question from Cllr Martha Vickers:**

"In view of reports of increasing vandalism in Victoria Park will the Town Council consider creating the role of Park Warden as a step towards preventing such acts?"

Response from Chairperson:

"Thank you for your proposal; public safety is paramount. That's why we have invested heavily in leisure facilities and CCTV."

Tackling crime is for the Police. Crimes in Victoria Park have been carried out in the early hours, outside the times we would expect wardens to work."

Following the vandalism in November 2018, CCTV captured by Newbury Town Council's cameras was sent to the Police, which helped in their investigation."

We'll continue to work with partners to help keep the park safe, and will keep safety measures under constant review."

Councillor Vickers added a follow up response:

"A Park Warden would be a friendly face in the park, and a good step in the right direction, prevention and building relationships within the park rather than Policing.

Community Services Manager David Ingram response:

"Records over the past 2 and a half years show that the 13 incidents have occurred after dark, the new buildings will give us an opportunity to install greater CCTV coverage and manage the anti-social behaviour going forward.

60. NEWBURY IN BLOOM

The minutes of the Newbury in Bloom Working Group of 20 December 2018, 24 January and 21 February 2019 as attached at Appendices 2a & 2b of the agenda were noted.

Cllr Sarah Greenall reminder members that there is a Shrub planting event on Saturday, 16 March starting in Victoria Park 10:30am and then moving on to Lock Island after that.

61. ALLOTMENT COUNCILLOR VISITS 2019

It was agreed to defer the Annual Councillor visits to later summer / early autumn, the annual prize giving to Newbury Town Council Allotments for 2019 would now be incorporated in to the Newbury in Bloom judging, tenants will be encouraged to enter the event.

Officers will advise the tenants of this at the Annual tenants meeting, which is to be held in the Town Hall, Council Chamber on Tuesday, 16 April 2019 at 6.30pm.

62. VICTORIA PARK FAMILY DAY 2019

After a brief discussion, it was agreed that holding the event on the 16th June, was not a good idea as it was Father's Day, but Councillors were happy to agree any of the other 4 Sundays in June 2019.

A new date has been arranged for Sunday, 23rd June 2019.

63. MARKET WORKING PARTY

The minutes of the Market Working Party held on 28 January 2019 as attached at Appendix 3 of the agenda were noted.

Councillor Martha Vickers reminder Councillors that they have all been sent Posters to display and promote the market.

64. COMMUNITY SERVICES MANAGERS REPORT

The report from the Community Services Manager was noted.

The Committee congratulated Officers on the re-decoration works that had taken place in the Council Chamber.

65. CITY RECREATION GROUND CONSULTATION

The report on the outcome of the public consultation in respect of City Recreation Ground, as attached at appendix 5, was noted.

Officers are to prepare a long-term plan for the future of the City Recreation Ground, having regard to the outcome of the public consultation.

66. DICKENS WALK PLAYGROUND EQUIPMENT

PROPOSED: Councillor Kuldip Singh Kang

SECONDED: Councillor Howard Bairstow

RESOLVED: To allocate S106 funds of £2,300 towards the installation of new play equipment at Dickens Walk, the bulk of the moneys £5,921 will be coming from Playgrounds 2018/19 R&M Budget.

67. DEFIBRILLATOR AT THE TOWN HALL

Following a brief discussion, it was agreed a defibrillator should be provided by Newbury Town Council to be located externally. Further investigations needed to be carried out to find an external location for the defibrillator. Officers to investigate.

68. VICTORIA PARK ICE RINK

The report on the viability of an ice-rink at the pond in Victoria Park was received.

Officers were instructed not to pursue this opportunity of the installation of an Ice Rink in Victoria Park due to the significant investment needed, showing an uncertain return on the suggested investment.

69. FORWARD WORK PROGRAMME FOR COMMUNITY SERVICES COMMITTEE MEETINGS

There were no amendments, additions or deletions to the forward work programme for the Community Services Meetings.

70. EXCLUSION OF THE PRESS AND PUBLIC

PROPOSED: Councillor Margo Payne

SECONDED: Councillor Howard Bairstow

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 item 17) because publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

71. NEW CAFÉ AND SPORTS CHANGING ROOMS FOR VICTORIA PARK

An update was received from the Community Services Manager on the proposals for the construction of a new café and sports changing rooms for Victoria Park.

THERE BEING NO OTHER BUSINESS THE CHAIRPERSON THANKED ALL THOSE IN ATTENDANCE AND DECLARED THE MEETING CLOSED AT 8.20PM.

CHAIRPERSON

DRAFT

Newbury Town Council

Public Report

Community Services Committee, 17 June 2019

Agenda Item No 7

Community Services Manager Report (17 June 2019)

1. Town Hall Carpet – Civic Staircase, landings and foyer

Laying of new carpet and ancillary works have been completed and the reaction from members and the public has been very positive

2. Town Hall & other buildings – Structural survey

Surveyors have now completed their inspection of the structures on the Town Hall, Clock Tower, 2 Cemetery Chapels & Bowling Club including Drone aerial surveys of roof & guttering. Their findings and the associated Asset management investment plan is awaited. The full report and options for the plan will be taken to the next meeting of this committee for approval?

3. Bowls Club Roof

There are issues with the roof over the Victoria Bowls Club. The property is being fully surveyed, above, however it is likely that some remedial work will be required this summer. The maintenance of the roof (and structural elements of the building) rest with Newbury Town Council.

4. Victoria Park Pedalo Protection

We have completed work on the installation of a protective wooded lip on the top of the small wall around the pond in an area near to the boat store to protect the underside of the pedalos when being lifted in and out of the pond.

5. City Recreation Ground Pedestrian Pathway

Plans are in place to refurbish and widen the pathway between Rectory Close and Buckingham Road. Which are subject to a potential match funding bid at WBC have now been incorporated into the City Rec Consultation programme.

6. Play Equipment and Surfacing

The annual external inspection of Playgrounds & equipment has been carried out by The Playground Inspection Company Ltd. The outcome is currently being analysed and works needed to meet statutory compliance are being prioritised & implemented. Some in year additional funding may be required.

7. Grounds Maintenance Contract

Following the initial settling in period, tri party discussions are ongoing to seek to refine & improve the delivery. It was agreed the Contract was being delivered as Tendered and the outcomes generally in line with the performance specification set out by Newbury Town Council. The Contract is managed through WBC and is until 2023.

8. Victoria Park – Sensory Garden

Newbury Town Council continue in their effort is in progress to secure additional funding for this project with an approach to the National Lottery Community Fund. A business case for additional Grant funding has been submitted for consideration.

9. Town Hall – Mayoral Name Boards

Discussions are ongoing in assessing the deterioration of the wall surface in the Council Chamber which is affecting some of the older Mayoral Names on the Name Scroll Board. Specialist Historical Manuscript Artists have been contacted to give a view on the current decay and options for preservation and/or replacement of these panels.

10. Dickens Walk

The S106 funds of £2,300 towards the installation of new play equipment at Dickens Walk has been expended and the new equipment installed.

11. Roof PVs

Recent failure of some of the equipment associated with the Solar Panels on the Town Hall roof requires an expenditure of circa £1200 for a new Fronius IG20 Grid Connect Inverter, one of the current 2 installations has failed.

Once a new Inverter has been sourced, currently only available in Austria, the generation of electricity from the Panel will recommence.

12. Architectural Illumination of the Town Hall

Initial ideas in respect of highlighting the architectural features of the Town Hall in the evenings as part of the enhancement of the Historic Architectural Trail around Newbury. Constraints due to the traffic movement & Market Place usage restrict the use of ground lighting are adding to the challenge.

13. GIS asset database

Currently Newbury Town Council has no single data base for the management of its assets in particular the volume of lower value items, bins, benches, bus shelters as well as the estate of Trees that are managed by the Community Services Team. In order to improve management efficiency and governance, investigation into the availability of a single platform GIS based software to assist this process is being investigated

14. Health, Safety & security

Newbury Town Council is updating its Risk Assessment in respect if the Statutory, Mandatory Inspection & Testing routines required to remain compliant. This will involve updating surveys (Items 2 &3 above) Asbestos Register, Fire, Health & Safety Risk Assessments, tree surveys? and similar Statutory requirements. These will be a cost associated with these specialist assessments.

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

Signed: David W Ingram, Community Services Manager

Date: 10th June 2019

Newbury in Bloom Working Group**Town Hall, Elsie Kimber Room, Thursday, 23 May 2019****Minutes**

PRESENT: **Councillors** Martha Vickers; Billy Drummond; Jon Gage;
Members: Samantha Carpenter; Fran Lawton +1, David Fenn, Paul Barker +1,
Officers: James Heasman (Chair), David Ingram (Community Services Manager).

At the point of this meeting, New Councilor Members had not been appointed to serve Newbury in Bloom Working Group under the Terms of Reference. Previous Members were no longer available to sit in an elected capacity.

The Terms of Reference do state that the Quorum must be 3 Councilors and 1 Officer, as an interim measure, it was agreed that these criteria had been met and the formal meeting of the Newbury in Bloom Working Group was thereby constituted.

1. Apologies

This meeting had an extended invitation to all new Members, a number had sent apologies which have been acknowledged.

2. Minutes

The minutes of the meeting of the Newbury in Bloom Working Group held on 21 February were briefly discussed, items were now either completed or included on Agenda.

3. Green Flag Update

Newbury Town Council along with Friends of Victoria Park have entered Victoria Park for a Green Flag award.

Its purpose & aims of Green Flag Award are:

- To ensure that everybody has access to quality green and other open spaces, irrespective of where they live.
- To ensure that these spaces are appropriately managed and meet the needs of the communities that they serve.
- To establish standards of good management.
- To promote and share good practice amongst the green space sector.
- To recognise and reward the hard work of managers, staff and volunteers

Judging of the Award is to be carried out by 2 appointed Judges commencing **10.00 on 24th May 2019**. The outcome will not be known until the National Awards are announced toward the end of June 2019.

*Post Inspection note – the 2 hour tour round the Park went well, Judges offered some useful tips, the questions raised as well as follow up e-mail questions were answered fully.
We await the outcome, end June 2019.*

4. **Newbury In Bloom update**

To date only 14 applications had been received which was normal for the stage of the process. Average no applications year on year has been around 40, most applications come in the last 7/10 days

Concern expressed around applications of Best Street and canal boats.

It was agreed that Allotments would continue to be judged within the Newbury in Bloom project based on individuals making application.

Scoring:

It was agreed that the scoring for the 2019 Newbury in Bloom should be as score sheet,

Appendix 1

It was agreed that Working Group members would make themselves available for Judging in accord with the Timetable in **Appendix 2**, final nomination for Judges Rota would be agreed at next meeting.

It was agreed that that Working Group members would make themselves available for letter drops in accord with Key dates below or at any other time convenient to themselves, the key targets being Alms-houses and Canal boats. Please advise James H. of your route to avoid duplication of effort should you wish to assist in individual let drop activity.

Were possible increased awareness should be encouraged, Newbury Town Council media posters, letter drops and Local Media, Newspapers & radio. James would provide additional Application packs where required.

Grants:

It was agreed that the Working Group would support the payment of a sum not more than £100 to support Community Groups entering Newbury in Bloom.

Key dates:

Letter Drops: 10.00 13th June 2019 & 13.00 19th June 2019

Judging timetable 1st to 8th July 2019

Next scheduled meeting 20th June 2019

Presentation evening arranged for 25th September 2019

5. **Regional Finals, Britain in Bloom (Thames & Chiltern)**

Judging date has now been confirmed as **17th July 2019** starting at the Town Hall, Newbury
Confusion in respect of category classification has now resulted in the Newbury Application being downsized to Large Town

This in turn has resulted in the Judging Tour being reduced by 30 mins. Consequentially 3 areas of the original Tour Plan have had to be removed. It is hoped that the end stop would be in the Bowls Club, Victoria Park, yet to be confirmed

The Canal Boat trip is retained and the Grow Newbury Green presentation may be moved to take place on the Board journey

The current Tour Plan is set out in Appendix 4 with rough route map included.

Bournemouth visits. James & Paul kindly visited the Team in Bournemouth who have had multiple success with Gold awards. The outcome suggested for Newbury, we are in a "Good place" in terms of its offering to the Judges. James & Paul outlines some of the learning from the visit.

Key outcome are to allow the Judging stations members to "set out their stall" as it were with a pitch to the Judges rather than the Judges prompting, which they are potentially not going to do.

A run through of the route and attention to the "little things" that might give a negative impression.

A discussion took place in respect of the Terms of Reference for the Working Group in light of the Bournemouth experience. David Ingram (CSM) would be a paper to next Working Group meeting outlining some proposals to amend the Terms of Reference in light of the visit & recent experiences.

Any changed would have to be agreed by the Parent Committee, Newbury Town Council Community Services.

Key dates:

Next Route walk through - 4th June 2019

Next scheduled meeting with NiB – 20th June 2019

Community route clean - 14th July 2019

Judging -17th July 2019

Newbury Town Council Presentation evening – 25th September 2019

6. Britain in Bloom Portfolio

Community Services Manager demonstrated the current work which 2 members of Staff had volunteered to prepare. Following the submission guidelines, the overall portfolio structure by category had been set up:

Cover

Introduction

Content

Review of the Year

Local Identity

Natural Environment

Community

Conclusion

Newbury in Bloom

Within each folder work is being collected, data and photographs, to form the pages making up the portfolio. The max is 12 sides.

The Bournemouth visit emphasis the importance of submitting a portfolio and for this to show those areas NOT being included in the Judging tour. Duplication should be avoided.

Working Group Member were encouraged to send to Caroline Edmunds at Newbury Town Council and information pictures of event or special interest which happen over the next few weeks for inclusion.

It is intended that the first Draft of the Portfolio submission is tabled at the next meeting.

7. Newbury in Bloom Judging Criteria

Summarised in **Appendix 1** attached

8. Newbury In Bloom Entry Canvassing

Noted in 4, above and in **4 above**.

9. AOB

Community Services Manager thanks all of the attendees for their participation and extended a special thanks you to Paul Barker for giving up his time for both the Bournemouth visit and the dry runs & “snagging lists” for the Britain in Bloom entry.

The meeting closed at 1920.

NEXT MEETING

The next meeting is scheduled for Thursday 20th June 2019 at 6.30pm in the Town Hall.

D W Ingram

Community Services Manager

Minutes of the Allotment Tenants Meeting

For Dairy Farm, One Tree Park, Parsons, Southby's, Wash Common & West Mills Allotment sites

Meeting held on Tuesday, 16 April 2019 at 6.30pm
Council Chamber, Town Hall, Market Place, Newbury

In attendance: Cllr David Fenn; David Ingram (Community Services Manager); Caroline Edmunds and Jo Lempriere (Community Services Officers); James Heasman (Grounds Maintenance Officer)

14 tenants from all sites (Site Stewards from 4 of the 6 sites & 10 Tenants from 5 of the sites).

1. Welcome

David Ingram, Community Services Manager (Chairperson) welcomed all those in attendance.

2. Allotment Award Winners (Appendix 1)

The winners of the Allotment Awards 2018 were noted.

3. Councillor Allotment Visits 2019 & Newbury in Bloom

Due to the Town Council elections on 2 May, it was agreed at the recent Community Services Meeting that the Councillor visits this year will take place in August/early September.

Newbury Town Council have applied for Green Flag Status for Victoria Park, and have entered the regional area for this year's Britain in Bloom competition.

We would like to encourage all allotment tenants to enter the Newbury in Bloom competition which highlights allotments together with other areas of the town. Application forms were available at the meeting for tenants to take away if they would like to enter. The winner of the Allotment category will receive a £100.00 Yew Tree Garden Centre voucher.

4. Tenants Questions

Questions from Wash Common allotment tenants submitted before the meeting

1. Why was the hedge cut so late?

Our contractors have a set period of when they can cut the hedges. From October/Nov through to 15 March as set out by the Royal Society for the Protection of Birds. All NTC hedges were cut within the timescale.

2. Would there be any chance of having a receipt when the allotment bill is paid, by email?

We can provide a receipt if a tenant requests one. It is not feasible for a receipt to be sent electronically or otherwise to every tenant as the new billing systems does not support this function.

Town Hall, Market Place, Newbury, RG14 5AA

☎ (01635) 35486

☎ (01635) 40484

🐦 @NewburyTC

✉ towncouncil@newbury.gov.uk

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

Questions from the floor

Chris Lawrence – Southby's, matters arising from the last minutes:

1. We requested grass be cut shorter when it's cut. Is this going to improve from previous years?

James Heasman – It is difficult to cut the grass with the undulations of the ground within the allotments. I will ask them to cut lower, as the first cut was quite high.

Action: James Heasman to address this with contractors.

2. At the previous meeting there were discussions on how plots could be managed if a tenant was ill. It was suggested that we spray and strim at the cost to the plot holder.

Caroline Edmunds – If someone is ill, we can ask them to pay to have it strimmed and recoup the money.

Chris Owens – One Tree Park – Could we perhaps add this to the rules in the future. It was agreed this could be looked into.

3. Will the Council be reviewing the Policy of Non-Residents paying double for a plot?

Cllr David Fenn – We have heard that Greenham Parish Council area has twice the amount of houses as a while ago. The 'Out of Parish' half of the rent could perhaps be picked up by Greenham and other Parish Councils, we could ask them for a contribution.

David Ingram – We can ask other Councils once again in the future to look into this.

Dave Cole – One Tree Park – Asked how many sites have got vacancies?

Chris Lawrence – Southby's currently has 2 vacant plots now

David Ingram – Across all the sites we currently have around 97% occupancy of plots, however this is something to consider and we are keeping this in mind.

Dave Cole – When is the judging for Newbury in Bloom?

James Heasman – First week of July, the closing date for entrants is 23 June.

5. Self-Management

David Ingram – Parliamentary Committee on Allotments is pushing for Self-Management, does anyone here have any interest in taking this on?

Cllr David Fenn – This has been brought up at previous meetings, and no-one has shown any interest in this, as tenants have concern on who would run it, what if they leave, etc. so they are happy for the Council to continue to manage the sites

No one attending the meeting was interested in self-management.

Action: David Ingram – a copy of the Select Committee on Environment, Transport and Regional Affairs Fifth Report, is sent with these minutes.

6. AOB

David Ingram stated that as he is new to the allotments and this meeting, could the structure of this meeting be changed, to perhaps the tenants could have more input? As the meeting is for the allotment tenants, should the Allotment Stewards be running the meeting perhaps? David welcomed ideas, perhaps a wish list from the allotment tenants.

One tenant at the meeting suggested that each site could volunteer somebody from their site to give an outline of what their site is doing in the previous year.

Michael Weideli – One Tree Park – We need to encourage more allotment holders to come to these meetings. Generally people are happy with what they are doing at the allotments and have no need to come.

David Ingram – We welcome your feedback for future meetings, a format change perhaps, if necessary?

General Tenant Feedback – Councillor Visits are liked by the tenants. At the Councillor visits in September – could we do the judging then?

David Ingram – We will review with the new Council Members on how to proceed in the future.

James Heasman – We want to encourage as many tenants as possible to enter Newbury in Bloom for Horticultural excellence. NiB is not all about flowers.

Action: James Heasman to send an overview of scoring criteria for the allotment for NiB.

Teressa Bune – West Mills – Do the grass cutters (Contractors) strim around the fences? Also the hedges have not been cut satisfactorily.

James Heasman – Yes they should be, we will look into this and the hedge cutting.

David Ingram – we have a review meeting with the Contractors in the very near future, we will discuss all the issues raised at this meeting with them.

Chris Lawrence – Thanked the Community Services Team, on behalf of the Southby's site for their support and work throughout the year.

Officers thanked Clare Bland, Dairy Farm Allotment Tenant, who works at Hillier's Garden Centre for the box of seeds donated by Hillier's for everyone to help themselves to.

There being no other business the meeting closed at 7.22pm

SELF-MANAGEMENT

104. Self-management of allotment sites involves local authorities devolving responsibilities for many of the day-to-day issues of site management to the allotment society or committee. The society is made responsible for collecting the rent and retains some or all of the money collected to fund basic maintenance, management of vacancies and waiting lists and cultivation control.

105. The vast majority of the evidence we received on self-management was positive: witnesses from Handsworth, Bromley and Stroud[173] all provided stories of reinvigorated allotment societies. Shepperton Allotment Association wrote that:

"For a good many years, our site has been run by a committee of plot-holders, under licence from our council ... We consider that our site is the best site in our borough simply because it is self-run. We believe that most allotment sites would benefit from being self-run, where there are sufficient plot-holders willing to undertake it." [174]

106. There is little doubt that, when successfully implemented, self-management schemes ensure greater control of a site by allotment holders and tend to work to the benefit of the site.

The Parliamentary Under-Secretary of State expressed support for the practice, noting that "self-management at that very local level is almost always a good idea.

"[175] **We believe that self-management fulfills the twin aims of ensuring greater control of a site by allotment holders and also reducing a local authority's administrative responsibilities.**

We recommend that all local authorities examine the potential for self-management of their allotment sites.

107. Some witnesses,[176] including the Department of the Environment, Transport and the Regions,[177] expressed some reservations about the legal implications of passing control of a site to an allotment society.

To overcome this, **we recommend that the Department of the Environment, Transport and the Regions should draw up an appropriate model agreement that can be used by local authorities formally to devolve responsibilities to allotment societies. In particular, this should make provision for a local authority to take back control of a site in exceptional circumstances.**



**MINUTES OF THE MEETING OF
THE MARKET WORKING PARTY
held on Monday 1 April 2019 at 10 am
in the Elsie Kimber Room, Town Hall, Market Place, Newbury**

In Attendance:

Cllrs Adrian Edwards, Martha Vickers (Chair); Debbie Smith (Market Manager)
Caroline Edmunds (NTC Officer)

1. Welcome/Apologies/Introductions

There were apologies from Cllr Margo Payne and Malcolm Smith (Market Manager)

2. Minutes & Matters arising from previous meeting 28 January 2019

The minutes were agreed as correct.

3. Presentation from Jon Crocker – ‘Shopappy.com’

Jon Crocker introduced the company and gave an outline of what its aims are and what they can provide and a short video was shown of Stevenage, who currently are using ‘Shopappy’. Jon’s presentation included the following:

‘Shopappy’ is an ‘app’ currently used in 30 towns across the country to promote the High Street, and individual (usually independent) shops and Markets. It is a way of allowing High Streets to utilise the internet for online ordering, the way larger shops do.

Their primary aim is encourage shoppers who may or may not ordinarily look online to discover what their town centre can offer and to generate more footfall with an intent to spend.

The key barrier to a number of independent shops and Markets is awareness. People may not be aware of what the Market can offer them and the enormous range of goods and services that a town centre can provide.

‘Shopappy’ provides a ‘virtual High Street’ for a Town where people can browse and discover what businesses can offer in a town. Each business has a ‘shop window’ on the website. The app generally raises awareness of what a town can offer – at any time of day.

A selling point would be ‘availability’ as customers very often say they are ‘time poor’ and have no time to go shopping on a High Street. The app is available 24 hours a day.

In short, people can order through the app/website online and ‘click and collect’ as they do with larger stores. This can be through a central collection site in the Town, or, at the store/Market stall itself. The Newbury Corn Exchange have already been in talks with ‘Shopappy’ to discuss being the ‘collection point’ for Newbury.

Costs involved:

Businesses trading for 4 days a week or less pay £9.99 per month to be part of the project (in our case, this would be for each individual Market Trader). Businesses open for longer than 4 days a week pay £19.99 per month.

The traders and business owners pay a 3% on top of the quoted 'buy' costs to cover 'Shopappy's transaction fee.

With regards to Markets, Barnsley currently use the app with their outdoor Market.

The app is not just for retail, restaurants, bars, hairdressers can make use of it, including a 'book at table' facility.

The Market Working Party agreed that this sounded like a good idea if it can be taken forward. Jon stated that there needs to be at least 30 businesses involved in a Town to make it viable. He has made contact with the BID regarding the idea.

It was agreed to pass the information to the NTC CEO for review, and that the matter be taken forward to the BID. It was thought that WBC may also need to be involved. Jon stated that in most towns where this has been taken up, the BID for that town have taken it forward.

Debbie was sure that some of our Newbury Market traders would be keen to get on board.

4. Review of NABMA recommendations

The NAMBA Health Check carried out in 2018 suggested that we hold an 'open forum' for traders to meet with Councillors to discuss the Market.

Debbie suggested that an informal meeting held outside in the Market Place at around 4pm one Market Day, would be the best forum for this. Market Traders start work very early in the morning, are usually not local, and attend other Markets. A meeting at this time of day and location would be the most convenient for the traders. It was agreed that this could be arranged for some time during the summer months.

The Health Check also recommended:

- More involvement with the Newbury BID – it was agreed that we would continue to invite a BID representative to the meetings in the future and hope, moving forward, some joint events could be held.
- Traders take advantage of any entertainment or event (i.e face painting) when there is a crowd/queue of people.

5. Market Managers Update

Debbie stated that the Market suffered quite badly with the recent high winds but didn't do too badly in the snow. On the whole as the weather is improving and the difficult winter period is at an end, the Market is doing well. A number of new trader enquiries have come through.

We now have two new fish stalls, who are not coming every week, but are coming on a regular basis and are doing well.

Debbie noted that during the winter, the regular food stalls came every week, as the food stalls do well generally.

The traders that are doing well and surviving are the ones who carry quality goods that people want, and/or cannot buy anywhere else in the Town.

6. NTC Update

Caroline gave an overview of recent advertising successes:

- New large posters erected at bus stop 'H' at the Wharf
- New large posters erected at pay point in car park at the Wharf
- 10 signs given to Newbury & District buses with the agreement that they will put on local buses
- Advert placed in new publication: 'Welcome to Berkshire' (expected to print up to 10,000 books and launch in April)
- New larger poster in Kennet Centre
- Asked 'Visit Newbury' to use our poster/logo on their website – they are currently rebuilding it, so they have acknowledged receipt
- Poster given to the 'Teashop by the Canal'
- Poster sent to the Library to put on their new electronic notice board New large posters put up in NTC maintained bus shelters
- Arranged for traders social media/websites to be added to the NTC Market page

Entertainment

- Social media – added request for singers/bands – one response so far
- Face painter booked for April 18th in the Easter holidays (the Town Crier is coming to promote) & Watership Brass booked for April 13th

Investigated:

- Electronic advertising on the buses. Quote received, best quote we can get is £360 + VAT for a two-week run, on a minimum of four Kennections buses, of an advert screen.

It was agreed that this was not a good use of the Marketing Budget at present.

Ideas for future consideration:

Punch & Judy Show

Morris Dancers

Vodafone buses promotion possibility

Penny Post advertising possibility

'Recipe of the Month' – Create a recipe using ingredients that can all be sourced from the Market, and promote on the Market Stalls and through Social Media so customers can buy all ingredients on one day from the Market and make the dish at home.

Caroline asked for ideas for simple recipes that could be used for this from the group.

A Press Release with some photos of the entertainment after Easter, promoting the new 'eating area' and the Market in general.

7. Date for next meeting.

TBC

Meeting closed at 11:45 am

Newbury Town Council

Public Report

Community Services Committee,

Agenda Item No 11

Working Group / sub Committee Membership

To consider the restructuring of the Community Services Working Groups/sub committees

Background:

As part of Newbury Town Council's Strategy to further enhance and improve the services we deliver, Newbury Town Council have a structure of Working Groups set up under the direction of Community Services Committee to fulfil specific tasks on behalf of the Committee.

These Working Groups include:

Newbury in Bloom
Britain in Bloom
Market
Newtown Road Cemetery
Victoria Park

Objective

To convene a group of elected Members and ad hoc specialists where required to oversee specific projects instigated by the Community Services Committee, in order to assist with achieving the committee's aims.

Options

1. Do nothing - all work carried out within the Community Services Committee & Full Council
2. Delegate authority within approved criteria to the Working Groups/Sub Committees
3. Delegate all authority within approved criteria to Chief Executive Officer

Proposal

1. To reform a number of specific Working Groups or Sub-Committees of the Community Services Committee & Council, with Members and substitutes, with representation as per the other 2 sub committees of the Council (staff sub-committee and grants sub-committee), to work with the Chief Executive & Community Services Manager.

These groups to include:

Victoria Park Sub-Committee
Newbury in Bloom Working Group

2. To formally stand down the current Newbury Town Council Working Groups which include:

Victoria Park
Britain in Bloom
Market
Allotments
Newtown Road Cemetery
Library

3. To receive on an annual basis an update report from Officers on the standing of each of these areas of interest above for consideration

Financial and Legal Implications

Sub-Committees are a delegated sub group of the Community Services Committee and work in accord with Standing Orders and within the Terms of Reference given. They have delegated financial authority and can make decisions within the terms of reference given to them by their parent committee.

Working Groups are formed as Sponsored groups of the Community Services Committee with a largely volunteer membership operating within the given Terms of Reference with no decision making authority over budget or assets.

Reference to Council Strategy, where relevant

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

Strategy objectives: To further enhance and improve the services we deliver for the people of Newbury this is what we plan to do in the next 12 months:

O1.STP1 Construct new café facilities in Victoria Park and provide a suitable venue for the rejuvenated Park

O1.STP2 Construct new changing rooms in Victoria Park to meet the needs of the Improved facilities at the football pitch and the tennis courts

The provision of these facilities is a key priority for the Council.

O3.18 We will continually review our Committee structures and Working Groups and implement any improvements identified.

Current Working Groups:

Officers have reviewed the operations of each of the current working groups and recommend as follows:

- Victoria Park: established to deal with the repairs to the park following the subsidence damage in 2011. These works are now completed and the Working Group is no longer required. The role and input of The Friends of Victoria park is important and there should be an annual meeting with the Friends and report to the Committee each year.
- Britain in Bloom: suggest we continue the present arrangements with Members being invited to attend on an ad hoc basis, review after we receive the judges report for 2019. Following a review of the outcomes from Green Flag,

- Newbury in Bloom & the Regional Finals of Britain in Bloom, further recommendations for the future structure will be made.
- Market: the Market Working Group has recommended a strategy for the market, which was agreed by The Committee in December 2018. It is recommended that there be an annual meeting with market traders to hear their ideas and concerns and a report be taken to the Committee to address these matters.
- Allotments: The Allotment Working Group has been rolled into the Allotment Tenants Meeting and is now held annually. Independently there are Allotment Stewards Meetings where local allotment issues can be raised.
- Newtown Road Cemetery: the aim of the Working Group was to have the cemetery re-opened to the public and this was achieved in 2015. Recommend an annual meeting with the Friends to hear their ideas and concerns and a report be taken to the Committee to address these matters.

Equality and Diversity impacts

Newbury Town Council encouraged full participation from all parts of the Community in the Committee / sub Groups to contribute toward making Newbury a better place to live, work & visit.

Recommendation(s)

To stand down existing Working Groups, invite a select number of Councillors to form the Victoria Park Development Sub-Committee, approve the principle Terms of Reference and maintain the Newbury in Bloom Working Group pending review of the outcomes of this years competitions.

Signed: David Ingram
Community Services Manager

Newbury Town Council

Public Report to the Community Services Committee,

Agenda Item No 12 Victoria Park Development – Sub Committee

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

Background:

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

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 decision reported back to Community Services Committee.
Delegate authority within approved criteria to the Sub-Committee
2. 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, with representation as per the other 2 Sub-Committees of the Council (staff Sub-committee and grants Sub-Committee), to work with the Chief Executive and Community Services Manager to support the development and confirm decisions to be made in terms of:

1. variations to the design, finishing's and fit out once contracted
2. approval of additional expenditure within the delegated budget above
3. monitoring progress against Project Plan and costs
4. recommending to Community Services Committee any additional funding required outside the approved budget
5. 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 meet from July 2019 for the period to post completion review, which is likely to be in February 2020, as and when issues arise requiring Members input.

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

All decisions will be made by a vote of 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.

Financial and Legal Implications

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

In preparing the 2 schemes scheduled for a planning application, it has been necessary to engage a number of specialist consultants to provide expert evidence for the Design & Access Statement in order to satisfy a number of the previous conditions placed upon approvals for both the café & changing rooms. In addition changes to the changing room layout have been necessary to meet Football Association recommendations.

Specialist work includes Ecology (bats), Arboriculture (trees), Archaeological and Historic (Air Raid Shelter) reports, as well as engineering solutions for water and drainage.

These costs as well as a variation to the original roof design on the changing rooms have brought the current overall cost to circa £640,000. The remaining contingency is now marginal and needs careful management

Reference to Council Strategy, where relevant

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

Strategy objectives: To further enhance and improve the services we deliver for the people of Newbury this is what we plan to do in the next 12 months:

O1.STP1 Construct new café facilities in Victoria Park and provide a suitable venue for the rejuvenated Park;

O1.STP2 Construct new changing rooms in Victoria Park to meet the needs of the improved facilities at the football pitch and the tennis courts. The provision of these facilities is a key priority for the Council.

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: David Ingram
Community Services Manager

Newbury Town Council

Work Programme for Community Services Meetings for the Municipal Year 2018/19

Meeting Date	Item
24 September 2018	To receive a presentation on “Building Communities Together” by the WBDC team manager, Susan Powell- deferred to December
	Allotment Awards - make presentations to the winning Tenants and Allotment Site
	To consider street lighting revised costs attributed to a street lighting proposal along the pathway between Park Way and St Marys Road entrances to Victoria (see CSM report)
	Review of Grounds Maintenance performance (see CSM report)
	Tree Planting Programme (Town Design Statement)
	Approve arrangements for VP Café and Changing rooms
	Approve an action plan to further raise the profile and improve the appearance of the Council's markets, taking into account the changing shopping patterns and requirements of the people of Newbury- defer to December
10 December 2018	To receive a presentation on “Building Communities Together” by the WBDC team manager, Susan Powell
	Review and consider any additions, amendments or deletions to the detailed Service Plans before they are published as a new starting point on the Town Council website.
	Approve an action plan to further raise the profile and improve the appearance of the Council's markets, taking into account the changing shopping patterns and requirements of the people of Newbury
	Consider proposals for Service Revenues for 2019/20 and allotment for 2021/22
	Consider Officers' proposal for the Community Services Budget for the 2018/19 financial year, and in particular to consider any additions, amendments or deletions required, before inclusion in draft budget for Policy & Resources Committee consideration on 14 January 2019
	Land at Fifth Road
11 March	Consider options and dates for Victoria Park 2019 Family Day
	Update on Victoria Park café and changing rooms
	Investigate and assess the viability of an ice-rink at the pond in Victoria Park
	City Rec consultation
2019/20	
May/ June 2019	Nomination and Election of Community Services Chair and Vice-chair
	Agree membership of each Community Services Working Group for the 2019/2020 municipal year
	Update on Community café and Changing rooms for Victoria Park
	Update on Green Flag Award
	Update on City Recreation Ground Consultation

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

Newbury Town Council**Public Report****Community Services Committee, 17 June 2019****Agenda Item No 14****City Recreation Ground – Public Consultation**

To consider the work in progress following the outcome of the Public Consultation in respect of City Recreation Ground

Background:

A Report outlining the results of the Public Consultation, which closed on 28th February 2019, was presented to the Community Services Committee, 11th March 2019.

The Minutes noted:

The report on the outcome of the public consultation in respect of City Recreation Ground, as attached at appendix 5, was noted.

Officers are to prepare a long-term plan for the future of the City Recreation Ground, having regard to the outcome of the public consultation.

Objective

To ensure that any future planning and investment into City Recreation Ground has public participation and meets the residents' expectations.

Outcome:

The Consultation pointed to the following matters being of major importance to the Public:

- A. A safer and more secure Environment
- B. Enhanced facilities
- C. Playgrounds
- D. Other sports and Leisure
- E. Environmental
- F. No Change

Taking the feedback from the Consultation the attached matrix has been produced indicating the principle suggestions made by the Public. The matrix indicated the consideration given to each, interdependencies, such a competing for same space, and likely budgetary implications. This matrix is refined as work on the individual suggestions is progressed.

Reference to Council Strategy, where relevant

The Council Strategy includes the following objectives:

01.6 - Maintain and run high quality parks, playground and leisure spaces/facilities

01.16 – Encourage & facilitate resident's participation in social recreational and sporting activities.

01. STP4 – Consult residents in the area and prepare a plan for the development of leisure amenity facilities at Coty Recreation Ground

Options review

The first area which Officers considered was in respect of ball games. Contact was made with the National Sports bodies, The Football Association, English Cricket Board, Lawn Tennis Associations and Rounder England for advice on suitability of providing sports facilities in the location.

Other than Rounder's, the Sports Bodies were of the view that the site had too many restrictions and local competing requirements for investment into these facilities to be recommended.

The conclusion is that the full size football pitch should be retained and strongly marketed, in the non-football season a rounder pitch should be overlaid on that area for general use.

The water / paddle area was considered to provide high risk, the regulations for managing water facilities, cleanliness, hygiene, legionella management would be a significant expense for a limited period of use every year. The Splash Park facility in Victoria Park was considered to be a reasonable alternative locations for those wishing to use such a facility.

The conclusion is that this suggestion is not cost effective to provide.

The current focus is on additional play facilities. Advice has been sought from a number of specialist suppliers. The views expressed suggest that the Play facility for Toddlers is sufficient in the current facility but there is a need for equipment for older children. A number of options have been put forward which include features as shown in the "mock up" in Appendix.

The conclusion is that an older children's challenge play facility should be provided.

Another area of current focus is the perimeter pathway. A number of suggestions including, lighting, widening, jogging and fitness were made. Officers are looking at the potential for making this pathway dual purpose allowing both a footway and an exercise facility on an improved layout. The marking out of the footway with thermoplastic distance markers & fitness encouragement as well as activity features alongside at strategic locations is being considered.

The conclusion is that a fitness facility with workout stations should be provided.

Officers will continue to work through the suggestion as set out in the Matrix with the aim of bringing a comprehensive Report to the Community Services Committee, 23 September 2019.

Recommendation(s)

- A. Members to note & approve the initial progress in respect of the outcomes from the Public Consultation.**
- B. Officers continue in the preparation of a long term plan for the future of the City Recreation ground, having regard to the outcomes of the public consultation.**

Signed: David Ingram
Community Services Manager

30 May 2019



Map
on for your map.

ITEMS LIST

Equipment	
A. Metal Trim Trial Senior Hurdles	Ref:JPS12A-S-M
B. Metal Balance beam	Ref:JPS14A-M
C. Metal Senior Monkey Bars	Ref:JPS21A-S-M
D. Metal Senior Leapfrog	Ref:JPS16A-S-M
E. Senior Abs Bench	Ref:JPS13A-S-M
F. Rodeoboard	Ref:J3501A
G. Hip Hop	Ref:J2410A
H. Aeroskate Metal	Ref:J2581A-M
I. Metal Cableway	Ref:J514A
J. Goal End	Ref:J22101A
K. A2 Sign Post and Panel	Ref:UKA2PP

Groundworks
Equipment to be surfaced with 239m² Envirosmart Grass mat.

Line Markings of START, 100m, 200m, 300m, 400m, 500m, 600m, 700m & FINISH to be laid on to existing pathway.

Optional Extras
Post installation inspection has been included as optional extra

Subject to full site survey from a Proludic Representative.

Proposed Grassmat Safer surfacing is based on a fully established grass site (including a minimum of 150mm of good quality soil and turf).

Preliminaries have been included within your quotation, these equate to site setup, site storage, delivery, unloading of equipment, site welfare, heras fencing & signage and skips (this can also include supervision where necessary).

Some images shown are for illustrative purposes only. The quote and items list will show the exact equipment used.

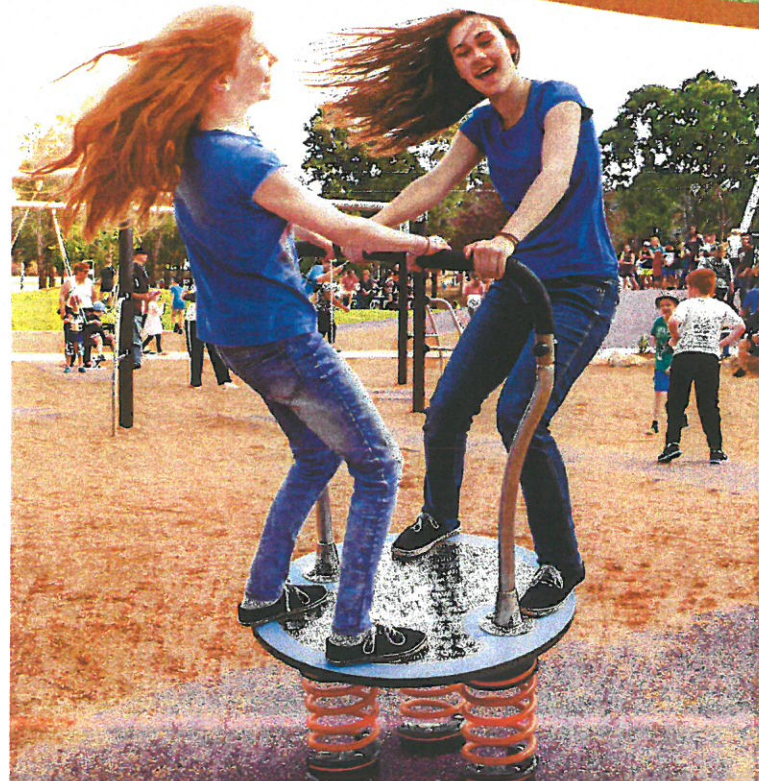
PRODUCT KEY

	Grassmat
	Free Fall
	Free Space





City Recreation Ground Teen Area



Project Risk Register							Project lead: David W Ingram - Community Services Manager - Newbury Town Council							DATE : 23/04/2019 VERSION NO 3 ; City Recreation Ground RM No 3 ACTIVE		
Note* Risks updated to reflect project progress - N/A = risk now considered expired.																
Serial	Suggested improvement	Likelihood to achieve	Social impact	Maximum Cost to NTC	Deliverable by MM/YY*	Inter relationship	Delivered by	Risk issues	Agreed Plan Revised Likelihood	Revised Impact	Responsibility Holder	Additional Notes				
1	Improve lighting	Med	Med	£25,000	01/05/2020	Footpaths	Contract	Cost of capital investment & running costs								
2	Install CCTV	Med	Med	£15,000	01/05/2020	Footpaths / Lighting in 1 above	Contract	Cost of capital investment & running costs								
3	Control of Dogs	Low	Low	£1,000	01/09/2019	No	NTC	Installation of signs Keep Dogs on Lead								
4	Protection of pedestrians	Med	Med	£0	01/05/2020	yes	NTC	combine with CCTV intallation & lighting				See serials 9,10,13				
5	Wider footpaths	Med	Med	£18,000	01/04/2020	Serials 1 & 2 above	Contract	Significant Capital costs				Currenently footpaths will not led towards outer trim tack, widening & improvement in parts required				
6	Gate @ Andover Rd	Med	Med	£3,000	01/07/2019	No	NTC	Minor New Works request								
7	More Dog Bins	Med	Med	£1,600	01/10/2019	No	NTC	Minor New Works request								
8	Dog area (enclosure)	Low	Low	£8,500	01/03/2020	Playing areas / park space	Contract	Reduction of space available for other recreational activities - dog fouling				Dogs under owners control, specific area not covered by facilities, Willoe Close Green end ?				
9	Missing children's area	Low	Low	£15,000	01/05/2020	No	Contract	How would this be managed , social value v investment ?				No ability tpo manage this space				
10	Anti social behavior reduction	Low	Med	£1,500	01/07/2019	No	NTC	Use of CCTV, notices & local vigilance				Notices and serials 9&10				
11	Public Toilets	Low	Low	£25,000	01/03/2020	Changing facilities	Contract	Extension to Changing Rooms to facilitate - social value ?				Consider Container type facility bolted onto to Changing Rooms.				
12	Bike Hire scheme	Low	Low	£8,000	01/05/2020	No	3rd party provider	Is there any economic viability for this, set up cost & return on investment				No economic /feasable option				
13	Bike racks & security	Low	Med	£3,500	01/10/2019	No	NTC	Minor new works request				install single rack bike locking stand				
14	Car parking opposite in Willow Close Green	Low	Low	£15,500	01/05/2020	No	Contract	Capital outlay with no return or social benefit ?								
15	Seating & benches	Med	Med	£8,750	01/07/2019	No	Contract	Minor New Works request				Potentail for 2 areas of seating / tables				
16	Designated walking route (signs)	Low	Med	£5,000	01/09/2019	No	NTC	Minor New Works request				Additional NTC signposting				
17	Zip wire & other adventure facilities	high	Med	£38,000	01/05/2020	Space requirement with other site user needs	Contract	Meeting outdoor installers - positive option				Indicative option design & costing obtained				
18	Adventure play area	High	Med	£10,000	01/03/2020	Space requirement with other site user needs	Contract	Meeting outdoor installers - positive option				consider Childerns adventure trail, Gruffalo and or Twinning, alongside serial 25				
19	Water / paddle area	Low	Med	£10,000	01/05/2020	Access water supply drainage / recycle facility	Contract	To be laid out with other space requirement for the Park				Not feasible option				
20	More traditional equipment	Med	Med	£0	01/09/2019	Space requirement with other site user needs	Contract	To be laid out with other space requirement for the Park - combine with serial 23				See serial 23				
21	Gym / Outdoor fitness	High	High	£8,000	01/09/2019	Space requirement with other site user needs & Serials 1&2	Contract	Meeting outdoor installers - positive option								
22	5 a side football	med	Med	£15,700	01/05/2020	Space requirement & conflict with full size pitch	Contract	FA suggest only 3G pitch would be acceptable therefore look at casual pay alternative				Construct Goal end type Sports wall basket ball with single goal in a 5 a side configuration with suitable base				
23	Tennis facility	Low	Low	£0	01/07/2019	Space requirement with other sports needs	LTA involvement	LTS agee this site not suitable for Tennis				No to be presued				
24	Cricket	Low	Low	£8,500	01/09/2019	Space requirement with other sports needs	Needs EWCb involvement	ECB suggest only Practice Net facility would be adviseable.				Potentail for single cricket net installation which could be taken down at end of season.				
25	Basketball Hoops	high	Med	£0	01/09/2019	Space requirement with other sports needs	NTC	Meeting outdoor installers - positive option				To be included in single end Football goal installation serial 30				
26	Soccer cages	Med	Med	£0	01/10/2019	Space requirement with other sports needs	NTC	Meeting outdoor installers - positive option				To be included in single end Football goal installation serial 30				
27	Trim trail running track	med	high	£7,800	01/10/2019	Space requirement round perimeter /	Contract	Meeting outdoor installers - positive option but only with reuse of existing footway				Provide Envirosmapr grass matts, signage & fitness info				
28	Addt Herb flower & tree planning	Med	Med	£10,000	01/09/2019	Space requirement round perimeter / Serials 1&2	NTC	Minor New Works request				Await outcome of spacial exercise				
29	Wildlife area	Low	Low	£5,700	01/10/2019	Space requirement round perimeter / Serials 1&2	NTC	Question value for segregated urban new area when existing planting could be enhanced				Await outcome of spacial exercise				
30	Nesting boxes	Med	med	£1,500	01/07/2019	No	NTC	Poss. minor new works project				Take Ornithological advice as to type & location				
31	Grow more mow less	Low	Low	£2,400	01/09/2019	No	Contract	Impacts on sports usage which requires tight mowing routine				Review at enbd of exercise				
32	Small pond	Low	Low	£0	01/09/2019	Space requirement round perimeter / Serials 1&2	Contract	As with serial 19, supply & discharge issues, H&S requirements				Not considered a practical option				
33	Do nothing	Low	High	£0	01/09/2019	YES	Contractor	Contractor to confirm risk and milestone program to mitigate disruption to program completion				Not considered a practical option				
36																
Key				£271,950												
Newbury Town Council opportunity																
3rd party consultation needed																
Contractor install																
DWI / NTC / RISK MAP / Draft/ FebMarch 2019 update v3																