

7th January 2026

To: Cllrs: Vera Barnett, Nigel Foot, Chris Hood, Roger Hunneman, Ian Jee, David Marsh, Vaughan Miller, Sarah Slack, Meg Thomas and Martha Vickers.

Substitutes: All remaining Council Members.

Dear Councillor(s)

You are required to attend an Extraordinary Meeting of the **Community Services Committee** to be held in the Council Chamber, Town Hall, Market Place, Newbury RG14 5AA, on **Monday 12th January 2026 at 18:45pm**. This meeting is open to the Press and Public and will be streamed and recorded via Zoom:

Join Zoom Meeting

<https://us02web.zoom.us/j/82979064594?pwd=YlpljlnfT5C9BxNVafTlZLoraakd3B.1>

Meeting ID: 829 7906 4594

Passcode: 498156

Yours sincerely,



Martin Kavanagh
Services Delivery Manager

AGENDA

- 1. Apologies for Absence**
Services Delivery Manager
- 2. Declarations of Interest and Dispensations**
Chair

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

- 3. Approval of previous Meeting Minutes (Appendix 1)**
Chair

To approve: the minutes of the Community Services Committee Meeting held on Monday 15th December 2025.

Town Hall, Market Place, Newbury, RG14 5AA

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4. Questions and Petitions from Members of the Public

Chair

Questions must be submitted to the Services Delivery Manger by 2.00 pm on Monday 12th January 2026.

5. Members' Questions and Petitions

Chair

Questions to be submitted to the Services Delivery Manger by 2.00 pm on Monday 12th January 2026.

6. Allotments Rule Change

Services Delivery Manager

To approve: officers recommendation for the addition of a new rule to be added to the Allotment Rules. As follows:

“Water Use:”

- Sprinklers and unattended hosepipes are not allowed at any time. Tenants may use handheld watering cans or handheld hoses only when actively watering under supervision; hoses must be disconnected immediately afterwards.
- Water is supplied for the benefit of all plot holders, tenants must not monopolise the water supply; excessive or wasteful use may result in a formal notice, additional charges, or termination of tenancy.
- Tenants are strongly encouraged to install water butts or other rainwater harvesting equipment. Mulching and other water saving measures are recommended.
 - Tenants must not install or connect any permanent irrigation systems or modify the mains water supply. Any unapproved connections will result in termination of tenancy.
 - Watering should ideally be undertaken in the early morning or evening to minimise evaporation and maximise efficiency.

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

**MINUTES OF THE COMMUNITY SERVICES COMMITTEE MEETING
ON MONDAY 15th DECEMBER 2025 AT 7.30PM IN THE COUNCIL CHAMBER, TOWN
HALL, MARKET PLACE, NEWBURY, RG14 5AA.**

PRESENT

Councillors: Phil Barnett (sub), Vera Barnett, Nigel Foot, Chris Hood, Ian Jee, David Marsh, Vaughan Miller (Chair), Meg Thomas and Martha Vickers.

IN ATTENDANCE

Martin Kavanagh, SDM

1. APOLOGIES FOR ABSENCE

Apologies received from Cllrs Roger Hunneman and Sarah Slack

2. DECLARATIONS OF INTEREST AND DISPENSATIONS

The Services Delivery Manager declared that Councillors Phil Barnett, Nigel Foot, David Marsh & 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 Foot

SECONDED: Cllr Hood

RESOLVED: That the minutes of the meeting of the Community Services Committee held on Monday 15th September 2025 are approved and signed by the Chairperson.

4. OFFICERS REPORT

Cllrs **received** and **noted** the Service Delivery Managers Report.

5. QUESTIONS AND PETITIONS FROM MEMBERS OF THE PUBLIC

One member of the public introduced a representation regarding Allotments which was delivered in the opening of Agenda Item 14 (Allotment business).

6. MEMBERS' QUESTIONS AND PETITIONS

Cllr Meg Thomas raised the question of an additional dog poo bin, on the bridleway in Wash Common. The Service Delivery Manager advised the costs of such provision, and that there was no budget funding available, and the proposed site is not NTC land

7. NTC KPIs FY 25/26 REPORT (Appendix 2)

Members resolved one change to the Community Services KPI items as follows:

RESOLVED: Amend the “contractors quotes for unscheduled works from one week to one month”

PROPOSED: Cllr Miller

SECONDED: Cllr Foot

8. ANNUAL BUDGET, QUARTERLY MONITORING, SUMMARY REPORT

Members **received** a verbal summary report of expenditure year to date.

Detailed report to follow by end Jan 26 from SDM

9. SERVICES REVENUES PROPOSAL FY 26/27 & ALLOTMENTS FY 27/28 (Appendices 3 & 4)

RESOLVED: To approve the planned increases as per the Appendices attached.

PROPOSED: Cllr Miller

SECONDED: Cllr Vickers

RESOLVED: To invite members of the allotment community to express their interest in joining the new Allotments Working Group, with an initial task of reviewing the current budget process as just undertaken and report to this committee at the next meeting.

PROPOSED: Cllr Miller

SECONDED: Cllr Foot

RESOLVED: On the question of extending the allotment rent concessions to a wider audience such as schools and charities, the members decided. So not to extend. However, suggest these communities’ requests be considered by the Grant Sub Committee or Climate Emergency Subcommittee as appropriate.

PROPOSED: Cllr Miller

SECONDED: Cllr Foot

10. VICTORIA PARK PROJECTS SUB-COMMITTEE, REPORT & RECOMMENDATIONS

The Chair provided a summary update on the Victoria Park projects. Notably the Cafe project is on plan and progressing well. Supported by the current project plan on display at the meeting.

Park Run however has been paused while alternative solutions for the current winter circuit can be found and then considered by both Victoria Park Sub – Committee and this Committee.

11. HUTTON CLOSE DRAFT PROPOSAL (Appendix 5)

RESOLVED: The Green Spaces Working Group have been granted devolved responsibility and powers to deliver the project as prescribed in the scope of papers presented today. This committee would keep an oversight brief however and therefore require regular reports / updates of progress.

PROPOSED: Cllr Jee

SECONDED: Cllr Thomas

12. MARKET WORKING GROUP (APPENDIX 6)

NOTED: working group minutes of the 7th of August 2025 meeting and...

RESOLVED:

The SDM write on behalf of NTC

To request that WBC consider our request for free parking for the trading hours 10 – 12 noon only of Charter Market only on the Thursday only for a trial period of three

months then review the outcomes of the trial with NTC.

Further that WBC consider our request for free bus travel again for the trading hours 10 – 12 noon of Charter Market only on the Thursday and only for a trial period of three months then review the outcomes of the trial with NTC.

PROPOSED: Cllr Miller

SECONDED: Cllr Marsh

13. ALLOTMENTS STEWARDS MEETING MINUTES (Appendix 7)

NOTED: that the stewards meeting minutes also resonated with Agenda Item 14 (Appendix 8)

REPRESENTATION: A member of the public addressed the meeting with information relating to Allotments costs and water usage/costs specifically. The Chair suggested the topics could be addressed at the new Allotment Working Group and thanked the member of the public for their representation. The content of this representation will be carried forward and considered in Agenda item 14.

14. ALLOTMENTS WATER USE, PROPOSED RULE CHANGE (Appendix 8)

NOTED: that both water usage and cost increases have contributed to a Significant increase in the resultant costs this year.

RESOLVED: In principle the members agree that the situation needs managing, in Line within the ideas being proposed, however they wish to have the final sign off on any communications on this matter with our allotment holders. Deadline is looming - Jan 26.

Chair and SDM to resolve

15. GREEN SPACES WORKING GROUP (Appendix 9)

NOTED: Minutes of 20th Nov. 25

Corrections required however...

Present: remove Susan Millington & Tony Hammond and add David Marsh

Apologies: remove David Marsh

NOTED: Minutes 23 Oct 25

RESOLVED: Agenda Item 2b & 2c

To Support the proposal to continue to fund NIB & T & CIB for the FY 26/27
Budget

PROPOSED: Cllr Jee

SECONDED: Cllr Barnett V

16. FORWARD WORK PROGRAMME (Appendix 10)

NOTED: the recent changes to the programme.

17. NEXT MEETING DATE

The next meeting is to be held in the Council Chamber, Newbury Town Hall, Market Place, Newbury on Monday 30th March 2026 starting at 7.30pm.

There being no further business the Chair closed the meeting at 21.25 hrs.

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

Newbury Town Council

Public Report

To: Community Services Committee

Date of meeting: 15th December 2025

Agenda item No.

To Recommend: Service Revenues Proposal for FY 2026/27 (incl. Allotments FY 2027/28)

(CPI uplift for commercial services, and CPIH uplift for domestic services)

Cemetery Charges - Officers recommend a 8.2% increase across all charges in line with Consumer Prices Index including owner occupiers' housing costs figures x 2(CPIH) (Release date: 22 October 2025). See table below.

	2025/26	2026/27 Charges Rounded after CPIH x2 8.2%	2025/26	2026/27 Charges Rounded after CPIH x2 8.2%
Purchase of Rights	In-Parish		Out of Parish	
Exclusive right of burial for the period of 100 years in an ordinary grave	£540	£584	£1554	£1681
Exclusive right of burial for the period of 100 years in a selected grave	£1058	£1145	£3109	£3364
Purchase of plot 0.6m x 0.6m for Interment of cremated remains	£186	£203	£545	£590
Purchase of a plot 0.6m x 1.2m as a baby or child's grave	£186	£201	£540	£584
Interments				
In an 'Ordinary' grave of a body of a stillborn child	£94	£102	£283	£306
In an 'Ordinary' grave of a body of a Person exceeding one month but under 14 years	£156	£169	£447	£484
In an 'Ordinary' grave of a Person exceeding 14 years	£338	£366	£1047	£1133
In a 'Selected' grave of a body of a stillborn child	£186	£201	£540	£584
In a 'Selected' grave of a body of a Person exceeding one month but under 14 years	£288	£312	£856	£926
In a 'Selected' grave of a body of a Person exceeding 14 years	£436	£472	£1254	£1357
Interment of ashes	£186	£201	£523	£566
Ground work preparation by Council staff for the interment of ashes	£109	£118	£109	£118
Ancillary / Other Charges				
Use of Cemetery Chapel	£98	£106	£262	£283
Transferring deeds of rights of burial	£54	£58	£54	£58

Cemetery Charges continued

Memorials	2025/26	2026/27 Charges Rounded after CPIH x2 8.2%	2025/26	2026/27 Charges Rounded after CPIH x2 8.2%
	In-Parish		Out of Parish	
<i>Right to erect a headstone, cross, Monument or any other memorial</i>	£202	£219	£594	£642
<i>Right to place an inscribed vase at the grave head position</i>	£54	£58	£158	£171
<i>Right to place a memorial on a cremated remains plot not exceeding 500mm (1' 8") in height above ground level</i>	£54	£58	£158	£171
<i>Additional inscription</i>	£28	£30	£92	£100

Market Charges – Officers recommend a 4.1% increase across all charges in line with Consumer Prices Index (CPI) across all charges for example a 3m x 3m pitch on a casual basis will increase from £27.70 per day to £28.84 per day and for traders who pay monthly in advance the cost will increase from £17.95 per day to £18.68 per day for the standard daily rate.

Football Charges – Officers recommend fixed increases to the following football pitch bookings(rounded to the nearest £)

	Current	2026/27
Adult Block bookings:	£77	£85
I would also propose the following for under 18s:		
	Current	2026/27
Full size pitch 11 a-side		£40
Single small pitch (7-a-side pitch)	£15.50	£20
Single small pitch (9-a-side pitch)	n/a	£20

Allotment Charges

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

8.2.% increase across allotment fees for FY 2027/28 for Newbury Parish Residents from **53p** per sq. metre to **57p** per sq. metre, equivalent to **£14.25** per pole, for a 10-pole plot **£142.50**.

Newbury Town Council resolved, at the Community Services Committee Meeting on 9 December 2024, to implement a concessionary rate from the next billing period of 1 April 2026 – 31 March 2027.

Information on how to apply and the criteria has been emailed or sent by post to all of our allotment tenants, and this will be implemented when invoices are sent out in January 2026.

TO CONSIDER: We do have one charity and two schools registered currently as tenants for allotment plots. There has been a request that Council discuss whether a similar discount could be given to them. i.e either 50% or 20% discount on the annual allotment rent.

Newbury Farmer's Market

The Farmer's Market operate under a licence between West Berkshire Council and Newbury Town Council to hold a market on the first Sunday of each month.

The Thames Valley Farmer's Market Co-operative currently pay the Town Council a fee of £50.25 (+VAT) per month for this licence.

Officers recommend increasing this payment to £53 (+VAT) per month from 1st April 2026 and to review each year in line with CPI.