

08 December 2020

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

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

Also: All Members of the Council for information.

Dear Councillor,

You are required to attend a meeting of the Community Services Committee to be held in the Council Chamber, Town Hall, Market Place, Newbury, on **Monday 14th December 2020 at 7.30pm**. This meeting is open to the Press and Public.

To Join this Zoom Committee Meeting

<https://zoom.us/j/97683936961?pwd=cjNUZmkxalU4TDBTM056MVVjUVMvdz09>

Meeting ID: 976 8393 6961

Passcode: 111372

Yours sincerely,

David Ingram
Community Services Manager

AGENDA

1. Apologies for Absence

Community Services Manager

2. 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.

3. Minutes (Appendix 1)

Chairperson

To approve the minutes of a meeting of the Community Services Committee held on Monday 21 September 2020, already circulated and as attached at Appendix 1.

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

4. **Questions and Petitions from Members of the Public**
Chairperson
5. **Members' Questions and Petitions**
Chairperson
6. **Greenham Common Commissioners**
Chairperson
To invite Rebecca Hart to outline request for assistance as set out in last Committee meeting.
7. **Community Services Managers Report (Appendix 2)**
Community Services Manager
To receive an update from the Community Services Manager on activities undertaken
To note items as attached at Appendix 2.
8. **Green Spaces Working Group - Newbury in Bloom (Appendix 3)**
Chairperson
8.1 To note the minutes of the Green Spaces Group of 8th October Appx- 3a/ 12th November Appx-3b/ December and the recommendations of the Group:
8.2 To approve the Community Newbury in Bloom Working Plan as set out in Appendix 3c
9. **Review of Community Services 2021/22 Budgets (Appendix 4&4a)**
Community Services Manager
To consider the Officers' proposal for the Community Services Budget for the 2020/21 financial year, as attached at Appendix 4
To consider any additions, amendments or deletions required, before inclusion in draft budget for Policy & Resources Committee consideration on 14 January 2021. **To approve** the submission of the Draft Budget proposal to for Policy & Resources Committee consideration on 14 January 2021 Appendix 4a
10. **Services Revenues for 2020/21 Financial Year (Appendix 4b)**
Community Services Manager
To consider proposals for Service Revenues for 2021/22 and allotments for 2022/23 as attached at Appendix 4b
To consider any additions, amendments or deletions required, before inclusion in draft budget for Policy & Resources Committee consideration on 14 January 2021. **To approve** the revised Services Revenues for the financial year 2021/22 and in advance the Allotment Charges for 2021/22 at Appendix 4b

(Appendix 5)

Chairperson

To note the Forward Work Programme subject to amendment following outcome of Councils new Strategy being adopted.

To invite Members to raise any additional items for consideration.

12. Town Council Strategy 2019-2024 (Appendix 6)

Chairperson

To recommend any proposed changes to the Town Council Strategy

13. New Community Cafe facility – Victoria Park

Chairperson

11.1 To update the Committee on the current plans for the proposed Community Café Community Services Manager verbal update

11.2 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
ONLINE VIA ZOOM
ON MONDAY 21 SEPTEMBER AT 7.30PM**

PRESENT

Councillors Martin Colston (Leader); Olivia Lewis (Deputy Leader) Jeff Beck; Nigel Foot; Chris Foster; Jon Gage; Roger Hunneman; Sarah Slack; Martha Vickers.

In Attendance

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

Absent: Cllr Steve Masters

1. APOLOGIES FOR ABSENCE

There were none.

2. DECLARATIONS OF INTEREST AND DISPENSATIONS

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

3. MINUTES

PROPOSED: Cllr Jeff Beck

SECONDED: Cllr Martha Vickers

RESOLVED: That the minutes of the meeting of the Community Services Committee held on 16 March 2020, be approved.

4. QUESTIONS AND PETITIONS MEMBERS OF THE PUBLIC

There were none.

5. MEMBERS QUESTIONS AND PETITIONS

Cllr Roger Hunneman, "The Greenham and Crookham Common Commissioners are requesting a contribution towards the costs of running their affairs. They are making this request of all the organisations who have representatives on the Commission.

In particular, support is being sought from the three local Parish Councils (Newbury, Greenham & Thatcham) and the District Council (as owners of the Commons) so as to ensure that the Commission complies with its legal duties to have proper accounts and administration – which involves cost. Greenham Parish Council has agreed to providing the services of their Assistant Clerk up to a value of £500 in lieu of a monetary contribution while Thatcham Town Council has said it will make a contribution if the other councils do so. A figure of £500/yr. for 3 years has been suggested.

The Commissioners look after the management of the Common, I am sure that members are aware the Common is heavily used by residents of Newbury, and it is very much appreciated by them. In view of this can this Council consider making such a contribution to the Commissioners? – although it is appreciated that a change in the Council's Strategy might needed to do so. Failing that can the Commission be invited to apply for a grant through the grant sub- committee?"

Chairpersons reply:

"Thank you, Cllr Hunneman.

The Council accepts that Greenham Common is a valuable recreational asset within West Berkshire & Newbury Parishioners have the benefit of its use.

Can I suggest that this committee agree to invite Rebecca Hart, the Commission secretary, to make a presentation to the next CS meeting in December 2020, so that Members can hear about the work of the commission and can make an informed decision in the matter".

It was agreed that this item would be added to the Forward Works Programme for the December Community Services Committee Meeting.

6. NEWBURY'S 'IN LOCKDOWN' 2020 ALLOTMENT AWARDS

The winners were announced and congratulated. A certificate and hand-crafted wooden keyring will be delivered to each winner in due course.

7. COMMUNITY SERVICES MANAGERS REPORT

7.1 Councillors received an update from the Community Services Manager on activities undertaken as per the items as attached at Appendix 3 of the Agenda.

7.2 The items on the report were noted.

7.3

PROPOSED: Cllr Jeff Beck

SECONDED: Cllr Martin Colston

RESOLVED: To approve the investment in the upkeep of the WW2 Civilian Casualty memorial at Shaw Cemetery.

7.4

PROPOSED: Cllr Martha Vickers

SECONDED: Cllr Sarah Slack

RESOLVED: to approve the expenditure in making the metal pedestrian gate in Hutton Close Park dog friendly.

7.5

PROPOSED: Cllr Roger Hunneman

SECONDED: Cllr Jon Gage

RESOLVED: To approve that Officers negotiate a new lease with the Canal and River Trust for Lock Island on the best terms available.

8. GREEN SPACES WORKING GROUP – NEWBURY IN BLOOM

8.1 The minutes of the Green Spaces Group of 25 June 2020, 23 July 2020 and 20 August 2020 were noted.

8.2 The Green Spaces Working Group Forward Community Engagement Plan as set out in Appendix 4.4 of the Agenda was approved.

8.3 The issues encountered and plans for Newtown Road Cemetery as at Appendix 4.5 of the Agenda were noted.

8.4.1

PROPOSED: Cllr Jon Gage

SECONDED: Cllr Martha Vickers

RESOLVED: A new green Spaces Working Group Social media page be provided to publicise ongoing Green Spaces activities & post information on Green Flag, Newbury in Bloom and Britain in Bloom activities.

8.4.2**PROPOSED:** Cllr Jon Gage**SECONDED:** Cllr Martha Vickers**RESOLVED:** That the Newbury in Bloom competition be put in place for the 2020/21 growing season**8.4.3****PROPOSED:** Cllr Jon Gage**SECONDED:** Cllr Martha Vickers**RESOLVED:** That the submission of an Entry in the Thames & Chiltern Regional finals of Britain in Bloom 2020/21**8.4.4****Cllrs Martha Vickers, Chris Foster and Olivia Lewis declared an interest in this item as they are members of Friends of the Earth (Newbury).****PROPOSED:** Cllr Jon Gage**SECONDED:** Cllr Sarah Slack**RESOLVED:** To approve the joint working with Friends of the Earth (Newbury) and Growing Newbury Green on the Lockdown Wood project on land at Barn Crescent.**8.4.5****Cllr Chris Foster declared an interest in this item as he volunteers with the Secret Garden Community Project at Lock Island.****PROPOSED:** Cllr Jon Gage**SECONDED:** Cllr Martha Vickers**RESOLVED:** To agree partnership working between Newbury Town Council, Lock Island Project and Growing Newbury Green in enhancing the Green space on Lock Island subject to the Canal & River Trust agreement.**8.4.6****PROPOSED:** Cllr Jon Gage**SECONDED:** Cllr Jeff Beck**RESOLVED:** That the Tree Policy is adopted as at Appendix 4.6 of the Agenda, to cover all existing and future trees within the Newbury Town Council portfolio and in addition to add a footnote to the Policy to confirm that there is a revenue stream available to cover the maintenance of new trees for 5 years.

8.4.7**PROPOSED:** Cllr Jon Gage**SECONDED:** Cllr Jeff Beck

RESOLVED: To invest a sum not to exceed £4,500 to reconnect the outflow drainage to the pond in Victoria Park to allow the balancing arrangement to be reinstated.

8.4.8**PROPOSED:** Cllr Jeff Beck**SECONDED:** Cllr Martha Vickers

RESOLVED: To provide a detailed Options Appraisal for the future investment needs for the Victoria Park Boating Pond and a Public Consultation seeking opinions/options for its future use.

9 FORWARD WORKS PROGRAMME FOR COMMUNITY SERVICES COMMITTEE 2019/20

The contents of the Forward Work Programme for the Municipal Year 2021-2020 were noted.

Members were invited to raise any additional items for consideration for the future programmes.

It was agreed that as noted earlier in this meeting, additional items to be added for the Forward Work Programme for this Committee are:

- Invite Rebecca Hart from The Greenham and Crookham Common Commissioners to give a presentation.
- Provide a detailed Options Appraisal for the future investment needs for the Victoria Park Boating Pond.

10 CITY RECREATION GROUND UPDATE

The progress and updated plan for City Recreation Ground improvements were noted.

11 SKYLLINGS (AND OTHER) PLAY AREA UPDATE

The Community Services Manager gave a verbal update on the new Skyllings Play Area and other Play areas.

There was discussion regarding a small grassed area adjacent the Skyllings Play Area and if there was a possibility of adding a bench or something useful to the residents using the play area in the future.

12 WASTE COLLECTION & DISPOSAL

PROPOSED: Cllr Jeff Beck

SECONDED: Cllr Martin Colston

RESOLVED: to approve the cost for new segregates waste collection from City Recreation Ground in the sum of £3,420 per annum.

There was discussion regarding issues raised by Cllr Martha Vickers concerning waste collection & disposal from Newbury Town Council assets and concerns with the amount of litter in Newbury.

It was suggested that Cllr Martha Vickers should make a request in writing via the Community Services Manager requesting that a line is added to the Strategy to this regard. This could then be considered by the Town Council's Strategy Working Group.

13 FOOTBALL FEES – UNDER 18'S

PROPOSED: Cllr Jeff Beck

SECONDED: Cllr Olivia Lewis

RESOLVED: To change the fee structure to align with the FA designation that all teams made up of players under 18 shall have the pitch fee waived by the Council to encourage more youth sports.

14 ALLOTMENT RULES

PROPOSED: Cllr Jeff Beck

SECONDED: Cllr Martin Colston

RESOLVED: To approve a change in the Allotment Rules to give priority to Newbury Parishioners of Newbury who are on the Allotment waiting list over all other applicants, with immediate effect.

15. URGENT TREE WORKS

PROPOSED: Cllr Martin Colston

SECONDED: Cllr Roger Hunneman

RESOLVED: To approve a sum not to exceed £11,400 for the urgent removal of damaged, fallen or diseased trees being found or notified to Newbury Town Council in the Lockdown period.

16. EXCLUSION OF PRESS AND PUBLIC

PROPOSED: Cllr Olivia Lewis

SECONDED: Cllr Jeff Beck

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

17. NEW COMMUNITY CAFÉ FACILITY – VICTORIA PARK**17.1**

An update was received from the Community Services Manager on the current plans for the proposed community café and changing rooms.

17.2

PROPOSED: Cllr Jeff Beck

SECONDED: Cllr Martin Colston

RESOLVED: That the Planning Application is completed and submitted to West Berkshire Council at the earliest opportunity and direct the Victoria Park sub-committee to:

1. Monitor progress of the current plan through the Planning process
2. Consider the next stage for this project, detailed design & the call of Tenders for its construction in light of the current uncertain Covid-19 situation
3. Consider how best to progress the selection of suitable Operator / Lessee in the current Covid –19 situation

THERE BEING NO OTHER BUSINESS THE CHAIRPERSON THANKED ALL THOSE IN ATTENDANCE AND DECLARED THE MEETING CLOSED AT 9:10pm

CHAIRPERSON

Newbury Town Council**Public Report****Community Services Committee,
Agenda Item No 7****Community Services Manager Report – December 2020****Green Spaces**

Development of the Town Councils Parks & Recreation grounds continue with plans now progressed for additional tree planting in both Wash Common and Barn Crescent, see Appendix DD GSWG Progress Planner.

Despite Lockdown and the postponement of both Newbury in Bloom and Britain in Bloom, The Royal Horticultural Society has awarded Newbury Town Council, a Certificate of Recognitions for the preparatory works being carried this year in preparation for these events. In addition, the have award Carnarvon Place, Newbury an individual Certificate acknowledging the efforts made by the Residents.

Newbury Town Council also retained its Green Flag award for Victoria Park, 2020/21.

The Committee is asked to consider the recommendations from the Green Spaces Working Group, please see Green Spaces Working Group update, Appendix 3.

Allotments

The Lockdown in adversity Allotment Awards presented by the Community Services Committee were well received and consideration will be given to continuing with an Annual award on similar lines

All plots are currently let. All Applicants on the waiting list have been advised of the change of Rules for Newbury Town Council Allotments. Currently there are 176 applicants await allocations.

	Dairy Farm	One Tree Park	Parsons	Southby's	Wash Common
In Parish	13	23	29	21	16
Out of Parish	13	5	4	12	7
Totals	26	28	33	33	23

Stewards are looking at opportunities to bring waste areas on the sites back into use, 3 new plots have been created in Wash Common.

The Community Services Manager wrote to all Stewards on behalf of the Committee in November thanking them for their assistance in keeping Allotments open in the Lockdown period, managing Social distancing and supporting the CS Team in continuing to let vacant plots.

Our Stewards are a valuable asset.

Members should be aware of the recent Avian (Bird) Flu outbreak which has imposed severe restrictions on keepers of Poultry & birds. The Team along with our Stewards are monitoring those Tenants plots that have poultry. We have no reports of infection to date.

Skyllings & City Recreation Ground

The Council investment in both sites has now been made and works nearing completion. Skyllings was formally re-opening by the Leader of the Council in September which was followed by completion of new surfacing in Wash Common, Walton Way and Victoria park. Work on installing the new duals Recycling bins and the recycled benches in City Recreation Ground will take place shortly which concludes this year's work. There will be a period of recover for the ground in City Recreation Ground before final changes are made to the grass areas.

Playgrounds & open spaces

The Team continue to monitor Government Guidance on use of parks & open spaces, as far as possible all are managed in compliance and no issues reported. Playground safety inspections continue in accord with recommendations and necessary repairs are carried out despite some additional delay in obtaining spare parts.

Members will be aware that we had a spate of vandalism & anti-social behaviour in our parks & recreation grounds resulting in damage which has now all been attended to. Thames Valley Police are currently investigating some of these incidents.

Town Hall energy projects

This fiscal year's investment into energy efficiency projects is complete. The outcome of the Climate Change Working Group annual review shows a significant reduction in energy use for the Town Hall in the last year, these additional efficiencies should further reduce annual consumption.

SSE have now agreed to install SMART meters to the electrical installations across the Town hall, this will aid real time management of the accounts. This is due to take place during February 2021.

Investment recommendations for 2021/2 are set out in the Budget proposal, Item BB

Lock Island Lease

Discussions with the Canal & River Trust for Lease renewal of part of the land on Lock Island continue.

Falkland memorial landholding

Discussion with the National Trust in respect of a management Agreement for the land around the Falkland memorial continue.

Greenham House Gardens.

We await West Berkshire Council to complete the repairs to the pathways before seeking the required Public Consultation for taking the ownership of the land and seeking view on the investment proposals.

Market

Newbury Town Council provides ongoing detailed Risk assessments for Covid – 19 and were able to keep the Market trading with the assistance of the Market Manager.

The decision to continue to provide facilities for the Market has attracted new business to the market which is now trading well. Members will be aware of the recent visit by the Earl of Wessex in appreciation for the efforts made to keep this valuable service going.

Cemeteries

The measured land surveys of the Cemeteries have now been carried out and a digital record provided. The Ministry of Justice required Headstone surveys will be carried out over the winter months.

Operations at Shaw cemetery have been kept going Officers & Contract staff managing the continual changes to the Covid-19 Regulations exceptionally well.

The works to the Civilian War memorial authorised by this Committee have been completed.

Covid – 19

Numerous COVID – 19 Risk assessments continue to be updated and facilities managed in accord with Government guidance. Recent second lockdown closure of the Tennis facility & cessation of Grass roots sport has been well managed. The Market continues to trade well with appropriate precautions.

Team continue to monitor Government guidelines & Health England recommendations. Currently we can report that residents, Customers, staff & tenants have been compliant with both The Town Council's requests, and Health & Safety guidance put in place for everyone's safety. We have had no reports of infections because of use of the Town Councils assets.

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

Signed: David W Ingram,
Community Services Manager

Date: 7 December 2020

Newbury Green Spaces / in Bloom Working Group**Zoom Meeting 8th October 2020****Minutes**

PRESENT: Councillors: Jon Gage, (Chair), Chris Foster, Sarah Slack, Billy Drummond, Jeff Beck

Members: Tony Hammond, David Fenn

Officers: James Heasman (GMO), David Ingram (Community Services Manager).

1. Apologies

Cllr David Marsh

Apologies also from: Samantha Carpenter, Paul Barker, Fran Lawton, Fiona Walker, Sukey Russell Hayward

2. Minutes

The minutes of the meeting of the Green Spaces Working Group held on 23rd August 2020 were briefly discussed, subject to some minor amendments was approved, items were now either completed or included on Agenda. The principal matters are set out in the Agenda.

3. Community Services Feedback**a) Tree Policy**

Amended as requested & all now approved by **Community Services Committee** & to be adopted by the Council.

b) Victoria Park & Pond

Funding approved by Community Services for short term fix. Pond refilled, water escaping allowing balancing with regular management. Ready for Green Flag visit. To be monitored & works put in hand when appropriate.

c) City Rec project - James updated on the City Recreation Ground project, running mainly to Project Plan.**d) Matrix – The matrix & action plan was approved by CS Meeting****4. Part 1****e) Update on BIB 2021 Entry**

Confirmation at Community Services Committee should go forward allowing NTC (Newbury Town Council) to enter into the 2021/2 Thames & Chiltern Budget provision for this should be made.

f) City Rec wildflower cut & drag- 6th Sept 2020

The event went ahead over 2 days, a good turnout, successful event.

- g) **Wash Common Tree planting 5th & 12th Dec 2020** This project was approved and will not move to the implementation stage. Fencing & hole boring will be organized by NTC as soon as practical, PR will be issued in due course to attract interest for the planting day. Trees have been put on order for delivery. Consideration to be given to Interpretation Board in this area to include Fruit Tree identification. Budget allocation for tree management / watering should be made for 2021/2
- h) **Community Orchards 2020/21**
All now agreed and in Action plan, see Barn Crescent
- i) **Old Hospital Green Botanical Planting**
Project all approved at Community Services, project to advance with current funding. James to meet with Fran Lawton to finalise & move forward planting. Budget provision for 2021/2 for management & watering.

5. Part 2

- a) Plans for Lock Island partnership – Delay with funding issue, subject to receipt all now ready to progress.

b) **Waste collection & bins**

Community Services Committee have asked Green Spaces to consider all issues around Waste, recycling & look at bringing forward a Strategy with recommendations for implementation. Initial discussion, suggested simple starting point to place stickers on bins encouraging responsible recycling, use of alternative bins when full, take rubbish home.

This subject is significant and will need to be tackled in smaller specific areas. CSM will bring some suggestions to next meeting.

c) **Newtown Rd Cemetery**

Meadow cutting & Community Payback organized to drag & collect for removal.

d) **Biodiversity plans & monitoring.**

Cllr Foster raised the matter of Biodiversity as a new Strategy Item, P&R agreed That this would be subject to the Green Spaces WG recommendation.

The suggestion is :

“Ensure that management of our green spaces and support for nature and horticulture projects more widely across Newbury is designed, where feasible and cost effective, to maximise environmental benefits and biodiversity”

It was agreed that the CSM would bring some proposals to the next WG meeting

e) **Mowing Cycles**

NTC are contractually bound as far as cutting routines are concerned however discussions with Continental Landscapes & WBC over change in pattern

f) **Litter picking provisions**

Cllr Vickers asked if the WG would consider making provision for the Council to hold litter picking equipment to support members local initiatives and other Groups in litter picking activities. The WG agree to put this forward as a Budget item.

g) **Lockdown Wood**

Community Services agreed to the Barn Crescent Lockdown Wood proposal, supported by NTC to be managed by Friends of the Earth & Grow Newbury Green. It was agreed that once planted NTC would take management responsibility back for the area.

h) Climate Emergency Group Feedback – Chris Foster

The need for co-operation between the Climate Change & Green Spaces WG was emphasised with common themes such as ecology, Tree planting, green spaces adding to nature green corridors through Newbury

Hedges - It was agreed that planning of new Hedges would be an environmental improvement, Cllr Foster would provide some advice. James H. would look at where opportunities exist (5th Rd) and bring these to the next meeting for discussion.

i) Environmental Events to be advertised.

Pictures of the Wildflower areas as well as horticultural events notified to NTC are regularly being posted on the NTC media pages. Members are encouraged to send any useful information which might be posted to James or David. Other upcoming National & Regional events will be posted as and when they are notified to Caroline

j) Meeting frequency

Next meeting will be scheduled for early Nov 2020

6. DATES for next Meetings:

Next WG meeting is scheduled for 12th November 2020 at 7pm

The meeting at closed at 20.30

David W Ingram

Community Services Manager

Newbury Green Spaces / in Bloom Working Group**Zoom Meeting 12th November 2020****Minutes**

PRESENT: Councillors: Jon Gage, (Chair), Chris Foster, Sarah Slack, Billy Drummond, David Marsh

Members: Tony Hammond, David Fenn

Officers: James Heasman (GMO), David Ingram (Community Services Manager).

1. Apologies

Cllr Jeff Beck

Apologies also from: Samantha Carpenter, Paul Barker, Fran Lawton, Fiona Walker, Sukey Russell Hayward

2. Minutes

The minutes of the meeting of the Green Spaces Working Group held on 8th October 2020 were briefly discussed, subject to some minor amendments was approved, items were now either completed or included on Agenda. The principal matters are set out in the Agenda.

3. Outcomes from Community Services Meeting

recommendations of the Group were approved at Community Services and are being implemented.

All

4. Part 1 - Update on Community activity/ Matrix

- a) NIB categories 2021- Need to agree any changes to the categories for entry / judgement at the next meeting
- b) BIB Route 2021 prospective stops - to remain the same as was proposed for this year James will contact all participants to see if they are willing. Members are to consider any alternative options should any of the current not be participating. Route to be discussed at next meeting
- c) 5th & 12th December Wash Common new plantation, woodland school volunteer planting – Social media review. All in hand, planting to be done in sessions of 2 hours at a time depending on numbers
- d) Community Orchard pruning and new orchard. - Tony outlines plan, NTC funding made available
- e) Old Hospital Green Garden- forward plan - James to contact Fran and progress out of current funding if possible.
- f) Victoria Park Wildflower strip- to be allowed for in budget provision.

5. Part 2

- a) Plans for Lock Island partnership – NTC still negotiating new Lease with CRT, until this is finalised there will be a delay in documentation with SGP
- a) Newtown Rd Cemetery update. _ still awaiting Community payback to remove cuttings, may have to be paid Contract removal. Poss ask Green Gym for assistance.
- b) Biodiversity plans and monitoring - Order of costs discussed Quote from Café Environmental Consultant. Awaiting
- c) Litter picking provisions- to be budgeted for 2021/22 & kept in the Town hall
- d) Lockdown Woodland Barns Crescent update - Tony updated on the current plan
- e) Climate Emergency Group Feedback – Chris Foster
- f) Environmental Events to be advertised. _ several event matters were highlighted this month in Press & Social media
- g) Frequency of Working Group Meetings - to meet before next CS meeting to discuss budget & I Bloom
- h) Budget for 2021/22 any additional spend items- Members to advise CSM if there are any other budget requirements not listed to be added to 2021/22

6. DATES for next Meetings:

Next WG meeting is scheduled for 12th November 2020 at 7pm

The meeting at closed at 20.30

David W Ingram

Community Services Manager

Green Spaces Working Group Activity Plan (Draft) 2020/21 season with Engagement plan.

Date	Activity	Where	Organising	Supporting	Cost	Out of Hrs Staffing Time	Staffing costs #
23 rd Jan 2021	Barns Crescent extension of orchard	Barns Crescent	GNG	NTC / NIB WG	£200	0	0
Engagement plan							
6 th Feb 2021	New community orchard plant	Glendale Avenue	GMO / GNG	NIB WG	£1200	4 hrs	£100
Engagement plan							
17 th Feb 2021	Britain in Bloom Preselection / information meeting	Town Hall	GMO / NTC	55	£150	4hrs	£100
Engagement plan							
20 th Feb 2021	Orchard pruning	TBC	GNG / NTC GMO	NIB WG	Nil	6 Hrs	£150
Engagement plan							
6 th March 2021	New wildflower meadow install Victoria Park	Victoria Park	NTC GMO	GSWG	£4000	8 Hrs	£200
Engagement plan							

Green Spaces Working Group Activity Plan (Draft) 2020/21 season with Engagement plan.

20th March 2021	NHS commemoration garden medicinal planting	Old Hospital Green	NTC GMO / Chair	NIB WG / Community Matters?	£2620	6hrs	£150
Engagement plan							
Week of 28th June 2021	NiB Judging Week- Closed 18 th Jun 2020	All over	NIB WG / NTC GMO	NTC	NIL	16 Hrs	£400
Engagement plan							
July 2021	Route Clean-up day	T&CIB Route	NIB WG / NTC GMO	McDonalds?	NIL	8 Hrs	£200
Engagement plan							
July 2021	T&C IB judging day	T&CIB Route	NTC GMO	NIB WG	£800	65 Hrs*	£1,625
Engagement plan							
August 2020	Community Clean event	Across Newbury	NIB WG	NTC GMO	TBD	8 Hrs	£200
Engagement plan							
September 2021	NIB Presentation Evening	Corn Exchange	NTC GMO	NIB WG	£800	8 Hrs	£200
Engagement plan							

Green Spaces Working Group Activity Plan (Draft) 2020/21 season with Engagement plan.

Annual	Meeting attendance by Officers	Town Hall	NTC GMO & CSM		£1800	12 x 3hrs x 2 = 72	£1,800
Engagement plan							
Totals					£11,470	458	£5,125

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

Updated December 2020

Newbury Town Council

Public

Report to:

Community Services Committee – 14th December 2020

Agenda Item No 9

Background

The Community Services budget is made up of 2 sections, income which is derived from the charges made to services to its Parishioners and expenditure, the cost to the Council in delivering services through the Community Services Team.

On Income, costs usually discounted to Newbury Parishioners, full costs charged to other members of the public living outside the Town. For this reason, there are 2 scales of charges, one for residents of the Town (Precept payers) and those outside the Town boundary.

The Annual budget shown all cost that are associated with the running of a particular Service or asset including an assessment of Staffing costs and overheads. This allows members to gauge the real cost of providing that service to the Civic Parish.

Annually the 2 schedules of Service charges and the annual budget are reviewed in line with inflation rates, wage & third-party contract increases and cost of materials, where used and the Council strategy items required to be implemented in the coming year.

Service Charges to the Public

Previous year - 2019/20

Cemetery charges were increased by 2.5%, Market charges were increased by 2.5%, Senior football pitches were increased from £63.22p to £64.80p, Allotment charges were increased by 2.5% and the tennis courts there were no increase in the floodlighting charges or the play and play charges

Annual Membership to be increased from £39.00per annum to £44.00 and no increase in the floodlighting charges.

2020/21

The annual CPI inflation rate for the period is given as 1.6%. The increase in the cost of Contract works (cemetery & other services) is set at 3%. The cost of energy & service supply had risen by 4 % due to the expiry of the 4-year lock in costs.

Overall, the increase in cost for chargeable Services to the Public has been calculated as 2%.

Annual Family Tennis Membership to be increased from £44.00per annum to £45.00 and no increase in the floodlighting charges.

Current proposal - 2021/22

These are shown in Appendix 4b. The increase in cost for chargeable Services to the Public for the next fiscal year has been calculated as 2%. Much of this increase is in labour costs associated with the increase in the Living wage which impacts directly on the Grounds Maintenance Contract costs which is heavily labour orientated, material cost rises have some impact, the remaining costs are within the CPI inflation range.

The calculation on Charges for the coming year have taken all this into account.

Annual Family Tennis membership remains at £45 to encourage more usage which will benefit the income stream.

Budget 2021/22

The Budget proposals are set out in Appendix 4a. These are based on both the projected Revenue need for managing & maintaining the current asset and additional requirement to take forward the Council's Strategic aims in the coming year.

Members attention is drawn to the Grounds Maintenance Management budget lines, this Contract takes up a sizeable portion of the annual Budget need.

The main projected additional spends are in areas of planning & preparation for the Wash Common & Fifth Road investment project, the Nightingale's play area upgrade potential Transfer of the land at Greenham House Gardens and continuation of the carbon reduction initiatives.

The budget provision for the proposed new Community Café in Victoria Park are carried forward.

Objective

To ensure that the cost of providing Services by Newbury Town Council is adequately recovered where Services provides are chargeable so as limit the burden on the Precept Charges and to deliver the next phase of the Councils Strategic plan.

Considerations

The annual CPI inflation rate for the period is given as 0.8%. The increase in the cost of Contract works (Parks, Cemetery & other services) is set at 4.8% due to 2 rises in the Minimum wage on the period and materials costs increases.

Overall, the increase in cost for chargeable Services to the Public has been calculated as 2%.

Council Strategy

The Council Strategy requires the Community Services Manager to provide managed services to the Town, ensuring value for money using local supply & services where possible.

Newbury Town Council will review our purchasing arrangements, drive efficiencies, and ensure best value for the people.

Options

Having considered the annual inflationary projection and know cost increases, the options put forward by Officers are:

1. **Do nothing** – keep the Service Charges & budget request at the current level – cost above inflation to be met out of the Precept budget provision in 2021/22 or a reduction in Service levels
2. **For Members to recommend a lower below inflation increase in chargeable Service costs & Budget request** – balance to be met out of Precept budget provision and or provide a lower level of service
3. **Approve the increases & budget as set out in Appendix 4 a&b** – the Council will be able to recover its outlay cost for legitimate chargeable services to the public and deliver the next phase of its Strategic vision.

Recommendation:

To approve the average 2% increase in costs to some of the Public for services offered by Newbury Town Council as set out in attached Appendix 4b with some costs remain the same for a further year

To approve the submission of the Community Services budget proposal as set out in Appendix 4a&b to the Policy & Resources Committee for further scrutiny as part of the Council's overall budget requirement.

Signed: David W Ingram,
Community Services Manager
9 December 2020

		Previous			2021/22	
		2018/19	2019/20	projected 20/21	Carry forward	Budget
Strategy						
4150 Grants for Climate Change Proj		0	10,000	10,000		10,000
Greenham and Crookham common						500
4210 Defibs		0	4,000	4,000	4,000	4,000
Overhead Expenditure		0	14,000	14,000		14,500
290	Town Hall					
1270 Suite Lease Income		36,294	36,000	22,000		28,000
1275 Solar Panel Income		0	400	400		400
1280 Chamber Hire		7,523	6,500	500		6,000
1285 Projector Hire		0	0			0
1990 Miscellaneous Income		64	10	0		0
Total Income		43,881	42,910	22,900		34,400
4045 Salary Reallocation		59,643	60,738	60,738		48,244
4265 Subscriptions		0	0			0
4310 Reconnect Drinking Fountain		0	1,850	1,850	1,850	1,850
4315 Town Hall Survey		4,600	8,700	8,700		11,650
4320 Town Hall Refurb		0	40,000	40,000		35,000
4345 Replacement Solar Panel Invert		0	1,500	0	1,500	1,500
4405 Rates		10,615	10,771	10,785		11,094
4410 Water		427	500	1,000		1,000
4415 Energy Supplies		1,973	11,400	11,400		10,300
4416 Energy Conservation Projects		0	12,140	12,140		5,000
4425 Repairs and Maintenance		21,524	57,500	57,500		59,000
4430 Maint. Contracts		13,775	14,163	14,163		14,588
4440 Fire Extinguishers		957	700	1,500		1,500
4445 Security		428	800	800		800
Overhead Expenditure		113,942	220,762	220,576	3,350	201,526
300	Newtown Road Cemetery					
1300 Cemetery Income		40	10	0		0
1990 Miscellaneous Income		0	100	0		0
Total Income		40	110	0	0	0
4045 Salary Reallocation		2,364	2,413	2,413		2,395

£4,000 from CIL

Expenditure

Income

Only if we need to carry over- from general reserves

Add Restoration Surveys Cliveden £11,650

£35,000 from general reserves

Carry over - from general reserves

Phase 2 incl Reports * some may be Grant aided- from general reserves

Expenditure

Income

4315 Topographical Survey	0	3,500	3,500		0	DONE from general reserves
4355 Toilet Hire NRC	845	1,300	0	1,300	1,300	
4405 Rates	323	378	377		389	
4410 Water	0	0			0	
4415 Energy Supplies	727	800	600		400	Reduce
4416 Energy Conservation Projects	0	1,000	0	1,000	1,000	Carry over from 2020 - from general reserves
4425 Repairs and Maintenance	5,040	11,730	1,500		8,500	
4430 Maint. Contracts	10,752	11,150	10,000		12,250	Continental + 5%
4435 Maint. Contracts Unscheduled	0	1,200	1,200		1,200	
4436 Headstone Survey	0	2,000	0	2,000	2,000	Done from general reserves
4440 Fire Extinguishers	58	100	100		100	
4515 Tree Surveys & Works	466	0			800	Cedar tree reserve
Composting Toilet		0			10,250	
Bio-diversity Survey					3,500	
Redecoration of chapel		5,400	5,400		1,200	from general reserves
Overhead Expenditure	20,575	40,971	25,090	4,300	45,284	Expenditure
305 Shaw Cemetery						
1300 Cemetery Income	41,008	35,000	35,000		35,000	
1990 Miscellaneous Income	165	0			0	
Total Income	41,173	35,000	35,000		35,000	Income
4045 Salary Reallocation	21,276	21,722	21,722		21,559	
4250 IT	1,002	1,160	1,100		1,100	
4265 Subscriptions	220	0	95		95	
4315 Topographical Survey	0	6,400	6,400		0	Done- from general reserves
4400 Rent Payable	1,000	1,000	0		0	
4405 Rates	1,050	1,228	250		280	
4410 Water	2,255	1,110	3,000		3,000	
4415 Energy Supplies	802	1,700	1,000		1,000	
4416 Energy Conservation Projects	0	1,860	0	1,860	1,860	Carry over - from general reserves
4425 Repairs and Maintenance	2,802	13,560	13,560		13,560	Underspend this year due to Covid - Toilets need doing next year
4430 Maint. Contracts	58,353	60,471	60,000		63,500	Continental +5%
4435 Maint. Contracts Unscheduled	1,000	2,000	2,000		2,200	Beds need doing this year
4436 Headstone Survey	0	3,560	3,560		0	from general reserves
4440 Fire Extinguishers	146	250	250		250	
4515 Tree Surveys & Works	2,528	0	0		2,885	4 trees are issues
Overhead Expenditure	92,434	116,021	112,937	1,860	111,289	Expenditure
310 Markets						
1320 Market Income	27,467	34,000	32,000		35,000	
1990 Miscellaneous Income	0	20	0		0	

Total Income	27,467	32,000	32,000	0	35,000	Income
4045 Salary Reallocation	24,155	25,575	25,575		23,542	
4265 Subscriptions	358	360	360		370	
4275 Advertising General	1,946	2,500	1,000		1,500	
4360 Market Management	13,200	13,500	13,500		16,000	Management fee increase this year
4365 Free Car Parking	0	4,000	0		0	
4366 Market Strategy	0	4,000	0		0	from general reserves
4405 Rates	8,223	8,236	5,558		5,725	
4415 Energy Supplies	702	1,000	1,000		1,000	
4425 Repairs and Maintenance	0	2,100	1,000		2,865	Pop up needs rewiring
4445 Security	0	0	0		0	
Overhead Expenditure	48,584	61,271	47,993		51,002	Expenditure
315 War Memorial						
4045 Salary Reallocation	3,483	5,505	5,505		3,780	
4425 Repairs and Maintenance	26	1,000	500		700	add a sinking fund of £2000 pa
Sinking Fund					2,000	
Overhead Expenditure	3,509	6,505	6,005		6,480	Expenditure
320 Footway Lighting						
4045 Salary Reallocation	3,484	5,506	5,506		3,780	
4415 Energy Supplies	5,222	7,100	7,100		7,313	
4425 Repairs and Maintenance	9,042	9,000	7,000		18,250	add improvement plan over 8 years @ £11250 pa
Overhead Expenditure	17,748	21,606	19,606		29,343	Expenditure
325 Clock House						
4045 Salary Reallocation	3,484	5,505	5,505		3,780	
4415 Energy Supplies	722	620	700		750	
4425 Repairs and Maintenance	1,411	3,000	2,000		4,840	We need to look at the Lighting £2840
Overhead Expenditure	5,617	9,125	8,205		9,370	Expenditure
330 Street Furniture						
4045 Salary Reallocation	3,483	5,506	5,506		3,781	
4415 Energy Supplies	0	0	214		220	
4425 Repairs and Maintenance	1,475	5,400	3,500		5,500	Bin & bench catch up repairs
4435 Maint. Contracts Unscheduled	0	0	0		500	Oiling the benches
4460 Grit Bins	3,795	4,500	2,500		4,635	
Overhead Expenditure	8,753	15,406	11,720		14,636	Expenditure
335 Recreation Grounds						
1355 Income - Pitches	1,844	2,200	800		2,266	

Total Income	1,854	2,200	800		2,266	Income
4045 Salary Reallocation	12,813	13,823	13,823		15,514	
4410 Water	948	600	500		600	
4415 Energy Supplies	1,611	2,000	1,500		2,060	
4423 Upgrading	0	0	0		2,250	mainly signs
4425 Repairs and Maintenance	3,825	6,940	6,940		7,000	Vandalism damage
4430 Maint. Contracts	26,106	27,053	25,000		29,800	Continental +5%
4435 Maint. Contracts Unscheduled	4,948	2,500	2,500		9,650	Incl prep works for Wash Common upgrade
4515 Tree Surveys & Works	1,131	0			5,460	Tree damage
4580 PPE	0	0	1,000		1,000	
Drinking water tap		1,220	0	1,220	1,220	from general reserves
Consultation					4,000	Add Public Consultation costs £4,000
Overhead Expenditure	51,382	54,136	51,263	1,220	78,554	Expenditure
336 City Recreation Ground						
4423 Upgrading	0	125,000	125,000		14,000	Complete all remaining works. £125,000 from CIL
Drinking water tap		1,220	0	1,220	1,220	from general reserves
Overhead Expenditure	0	126,220	125,000	1,220	15,220	Expenditure
340 Play Areas						
4045 Salary Reallocation	17,933	17,033	17,033		18,613	
4423 Upgrading	0	108,000	108,000		5,800	Design fee next phase.
4424 Skylings	0	24,000	24,000		0	Done.
4425 Repairs and Maintenance	10,079	8,000	14,000		14,000	Incl poss removal of some equipment in advance of Project
4430 Maint. Contracts	20,595	21,343	18,000		23,240	Continental +5%
4435 Maint. Contracts Unscheduled	1,464	1,000	1,000		9,600	Incl prep cost for Nightingale & 5th Rd upgrade project
4520 Replacement Play Equipment	3,008	0			0	Out of R&M
Overhead Expenditure	53,079	179,376	182,033		71,253	Expenditure
345 Victoria Park						
1360 Income - Tennis Courts	9,332	9,000	11,000		12,000	
1380 Income - Bowling Club	900	900	900		927	
1385 Income - Kiosk/Cafe	6,846	4,000	4,000		1,600	Kiosk closed
1500 Other open spaces income	2,350	2,300	2,000		2,000	
1600 Sponsorship	0	0			0	
1990 Miscellaneous Income	2,311	250	1,410		1,000	
EMR for VP Café			16,000	143,100	143,100	159100 in 20-21, less £16,000 spent
CIL for café				25,000	25,000	
Section 106 for café				51,000	51,000	
PWLB for VP Café					250,000	
Total Income	21,739	16,450	35,310	219,100	486,627	Income / Budget reallocation

4045 Salary Reallocation	37,881	29,744	29,774		33,162
4265 Subscriptions	0	0	70		0
4275 Advertising General	0	0	175		0
4325 PWLB Loan charges	0	5,000	0		20,000
4355 Toilet Hire NRC	0	700	0		700
4410 Water	2,369	3,500	3,500		4,350
4415 Energy Supplies	2,243	1,700	4,000		4,000
4425 Repairs and Maintenance	14,352	17,700	7,000		13,450
4430 Maint. Contracts	57,979	61,306	61,306		66,450
4435 Maint. Contracts Unscheduled	120	2,500	2,500		8,850
4440 Fire Extinguishers	117	200	200		200
4445 Security	370	500	500		500
4465 Tennis Courts Maintenance Fund	750	3,600	3,600		3,600
4475 VP LTA Registration Fee	330	330	330		350
4480 Music at the Bandstand	2,550	2,720	0		3,000
4485 VP tennis court promotion	0	2,285	0		1,500
4490 VP Fun Day	2,207	2,500	0		2,500
4515 Tree Surveys & Works	2,563	0			2,300
4525 Fees	0	45,000	16,000		35,000
4530 Other Expenditure	0	440,100	0		440,000
4535 Hoist	0	12,000	0	12,000	12,000
Biodiversity survey					3,540
Café consultation					4,000
Overhead Expenditure	123,831	631,385	128,955	12,000	659,452
350 Open Spaces					
1395 Wayleave Income	25	25	25		25
Total Income	25	25	25		25
4045 Salary Reallocation	12,812	13,824	13,824		15,514
Salary reallocation- green spaces WG					10,642
4400	175	175	175		180
4410 Water	91	100	100		100
4425 Repairs and Maintenance	5,943	12,350	5,000		5,000
4430 Maint. Contracts	69,058	70,868	70,868		72,994
4435 Maint. Contracts Unscheduled	2,461	3,000	3,000		13,450
Blossoms Field tree works		8,350	8,350		3,500
4515 Tree Surveys & Works	2,962	0	0		7,650
Biodiversity survey					3,450
Overhead Expenditure	93,502	108,667	101,317		132,480

CIL

Add Splash park

Skate ramps & zip wire

Continental +5%

Additional works, Wildflower, Lavender, Culvert

£785 from EMR

Chestnut pruning

unpaid Architect & Consultant fees

Build costs

Changing Places addition

Expenditure

Income

Continental +5%

Incl initial works to Greenham Ho Gardens

from general reserves (21-22- watering)

Tree issues based on current spend

Add Biodiversity Survey £3450

Expenditure

355	Floral Displays and Trees					
1990	Miscellaneous Income	2,050	2,050	0	2,000	
	Total Income	2,050	2,050	0	2,000	Income
4045	Salary Reallocation	6,453	5,889	5,889	6,230	
4425	Repairs and Maintenance	245	400	400	850	Additional bedding
4430	Maint. Contracts	23,214	21,258	21,258	21,896	Continental +5%
4470	Tree Maintenance	0	5,000	5,000	5,000	Based on current spend
4500	Tree planting	1,048	3,000	3,000	4,850	Orchard planting plan + cost of 1st year maintenance
4505	Edible Crops	173	300	300	300	
4510	Additional Floral Displays NIB	550	1,500	0	1,500	
	Consultations				6,000	Green Flag City Rec, Wash Common & Greenham House
	Overhead Expenditure	31,683	37,347	35,847	46,626	Expenditure
360	Britain & Newbury In Bloom					
1600	Sponsorship	500	500	0	0	
	Total Income	500	500	0	0	Income
4045	Salary Reallocation	9,363	15,297	15,287	15,833	
4425	Repairs and Maintenance	0	0	1,000	1,500	Corn Exchange & Awards
4710	Newbury In Bloom	3,695	7,000	1,000	10,000	incl carry over 2020- £2000 from EMR
	Staff costs				11,500	Overtime
	Overhead Expenditure	13,058	22,297	17,287	38,833	Expenditure
420	Wash Common Allotment					
1400	Allotment Income	3,105	3,200	3,300	3,300	
	Total Income	3,105	3,200	3,300	3,300	Income
4045	Salary Reallocation	5,585	5,781	5,781	5,914	
4410	Water	418	600	700	700	
4425	Repairs and Maintenance	779	1,600	1,600	2,250	Works required this year
4430	Maint. Contracts	1,349	1,398	1,398	1,440	Continental minor involvement
4435	Maint. Contracts Unscheduled	0	280	280	2,000	Inc prep works of Upgrade project
4450	Extra security measures	0	1,000	500	2,300	damaged fences
4515	Tree Surveys & Works	420	0		800	
	Overhead Expenditure	8,551	10,659	10,259	15,404	Expenditure
421	Allotments (except Wash Common					
1400	Allotment Income	18,638	19,000	19,500	19,570	
1405	Allotment Key Replacement	10	0	0	0	
1990	Miscellaneous Income	75	40	0	0	
	Total Income	18,723	19,040	19,500	19,570	Income

4045 Salary Reallocation	27,924	28,906	28,906		29,570
4400 Rent Payable	850	850	850		876
4410 Water	3,273	3,500	4,000		4,000
4425 Repairs and Maintenance	6,833	9,400	8,000		16,500
4430 Maint. Contracts	6,742	6,983	6,983		7,192
4435 Maint. Contracts Unscheduled	577	1,730	1,730		2,890
4450 Extra security measures	3,000	3,000	2,000		5,540
4515 Tree Surveys & Works	292	0	0		500
Overhead Expenditure	49,491	54,369	52,469		67,068
430 Wharf Toilets					
4045 Salary Reallocation	6,717	5,743	5,743		6,548
4195 Wharf Toilets Contract	11,480	11,500	11,500		11,845
4405 Rates	7,084	7,096	7,196		7,309
4415 Energy Supplies	567	0	0		0
4425 Repairs and Maintenance	4,065	2,000	3,000		3,650
Overhead Expenditure	29,913	26,339	27,439		29,352
Community Services Totals					
Income projections	160,557	153,485	148,835	219,100	618,188
Expenditure projections	765,652	1,742,462	1,184,001	23,950	1,623,172
900 Capital & Projects					
1805 Loan Proceeds					
1900 S.106 income					
1905 CIL income					
Total Income					
4905 CIL Expenditure					
9010 CAPEX VP Cafe					
9040 CAPEX Tree Maintenance Reserve					
Overhead Expenditure					
1076 Precept Received					

inlc cost of Skips and fence at West Mills
Continental +5%
Ditches will need Machine clearance this year
Rear fence in need to repair

Expenditure

Taps & sinks need to be finished off

Updated DWI 4/12/20

**Services Revenues for 2021/2022 Financial Year and
Allotments for 2022/2022**

To consider the following proposals for 2021/2022 and allotment increases for 2022/2023:

Cemetery Charges:

	2020/ 2021	2021/2022 Charges Rounded after 2% increase	2021/ 2022	2021/2022 Charges Rounded after 2% increase
Purchase of Rights	66% Residents Discount		Non-Resident	
Exclusive right of burial for the period of 100 years in an ordinary grave	£436	£445	£1,282	£1,308
Exclusive right of burial for the period of 100 years in a selected grave	£866	£883	£2,546	£2,597
Purchase of plot 0.6m x 0.6m for Interment of cremated remains	£151	£154	£443	£452
Purchase of a plot 0.6m x 1.2m as a baby or child's grave	£151	£154	£443	£452
Interments				
In an 'Ordinary' grave of a body of a stillborn child	£77	£79	£228	£233
In an 'Ordinary' grave of a body of a Person exceeding one month but under 14 years	£126	£128	£370	£377
In an 'Ordinary' grave of a Person exceeding 14 years	£283	£289	£832	£849
In a 'Selected' grave of a body of a stillborn child	£151	£154	£443	£452
In a 'Selected' grave of a body of a Person exceeding one month but under 14 years	£239	£243	£702	£716
In a 'Selected' grave of a body of a Person exceeding 14 years	£365	£372	£1,074	£1,095
Interment of ashes	£145	£148	£428	£437
Groundwork preparation by Council staff for the interment of ashes	£83	£85	£83	£85
Ancillary / Other Charges				
Use of Cemetery Chapel	£75	£76	£220	£224
Transferring deeds of rights of burial	£41	£42	£41	£42

Additional Cemetery Charges

Memorials	2020/ 2021	2021/2022 Charges Rounded after 2% increase	2021/ 2022	2021/2022 Charges Rounded after 2% increase
	66% Residents Discount		Non-Resident	
Right to erect a headstone, cross, Monument or any other memorial	£169	£173	£498	£508
Right to place an inscribed vase at the grave head position	£42	£43	£125	£128
Right to place a memorial on a cremated remains plot not exceeding 500mm (1' 8") in height above ground level	£42	£43	£125	£128
Additional inscription	£26	£27	£76	£78

Other Service Charges

Market Charges – Officers recommend an increase in the charge for a 3m x 3m pitch from £12.45 to **£12.70** per day for traders who pay monthly in advance and the standard daily rate will increase from £18.68 to **£19.05** per day for a 3m x 3m pitch. Larger stalls will be charged thereafter at the linear metre rate.

Football Charges – Officers recommend a 2% increase from £66.00 to **£67.32** (Excl. VAT @ 20%) for senior pitches and continue with no charge for junior under 18's pitches.

Tennis Court Charges – Officers recommend to retain the Annual Family Membership at the 2020/2021 level of **£45/12 months**. Play and play will increase from £3.40 to **£3.50** / half hour, floodlight use will increase from £1.60 to **£1.65** / half hour.

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.

Officers recommend an increase for 2022/23 for Newbury Parish Residents from 37p per sq. metre to **38p** per sq. metre (equivalent to £9.44 per pole or 25 sq. metres) rounded after the 2% increase.

Newbury Town Council

**Projected additional Work Programme for Community Services Meetings for the Municipal Years
2020/21/22**

Meeting Date	Item
December 2020	Election of Chairperson and Vice-Chairperson
	Agree membership of each Community Services Working Group for the 2019/2020 municipal year
	Update on Victoria Park Community café
	Greenham House Gardens update
	Update on Falklands Memorial land
	Update City Recreation Ground Project /Playgrounds / Skyllings
	Update on Budget projects for 2021/22
	Update on Wash Common Tree planting / Green Spaces activities
	Lock Island Lease update
2021 / 22	
March 2021	
	Update on Community Cafe
	Update on Green Spaces activity & Engagement plan
	Update on Newbury in Bloom / Britain in Bloom
	Update on Newtown Road Cemetery annual Friends Report
	Update on Allotment Stewards / Tenants meetings
	Playground investment project - Nightingales
	Wash Common investment plan
	Greenham House Gardens Investment plan
July 2021	Election of Chairperson and Vice-Chairperson
	Agree membership of each Community Services Working Group for the 2019/2020 municipal year
	Update on Victoria Park Community café
	Greenham House Gardens update
	Update on Falklands Memorial land Agreement
	Update on Nightingales investment plan
	Update on Wash Common Investment plan
	Update on Green Spaces activities
	Lock Island Lease update
	Update on Victoria Park Pond investigations

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

David W Ingram
Community Services Manager
December 2020



Strategy 2019-2024

Version Final for Full Council on 3rd February 2020

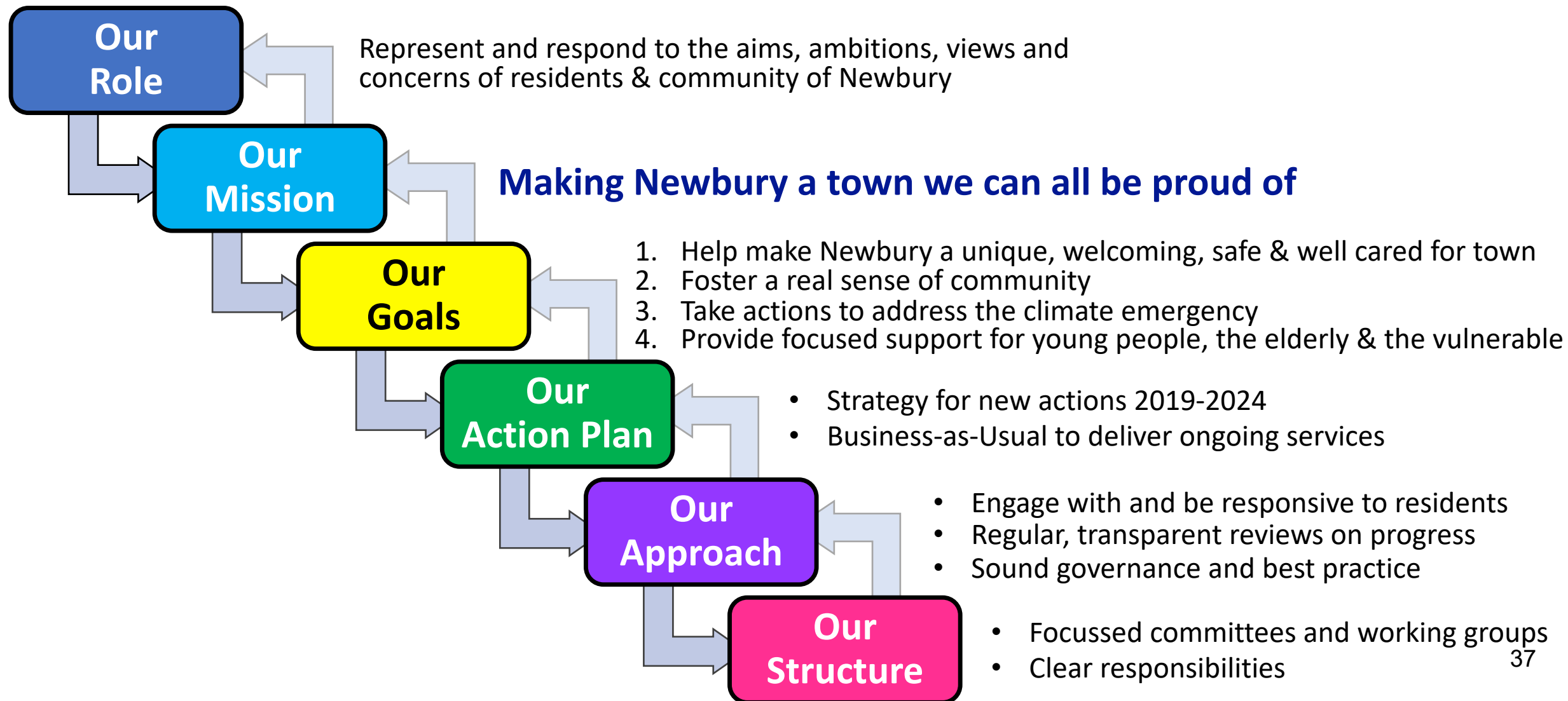
Making Newbury a town we can all be proud of

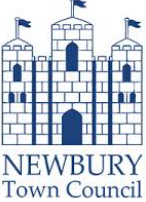
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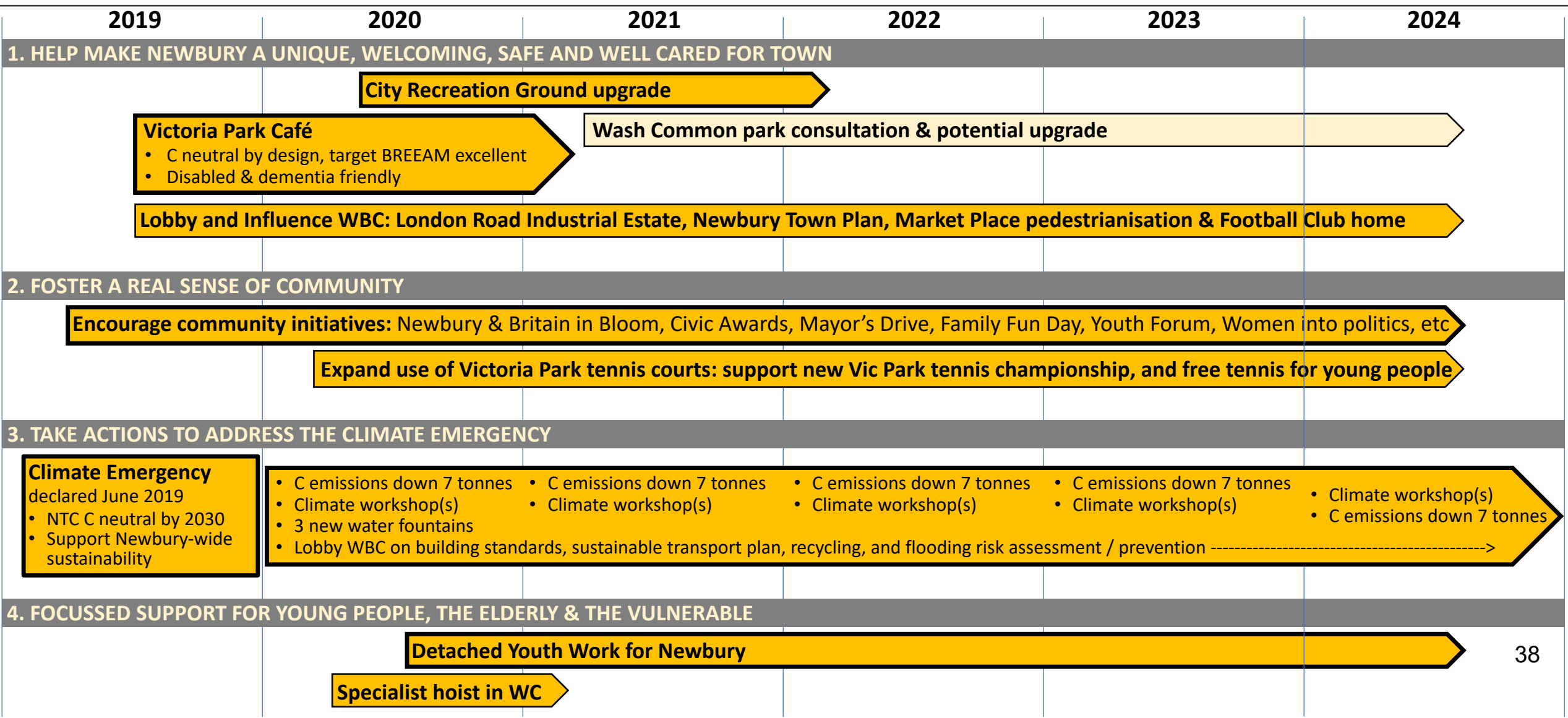
Summary for our new strategy





Making Newbury a town we can all be proud of

Summary of Key Strategic Actions 2019-2024



Newbury Town Council Role – *Why are we Here?*



Represent and respond to the aims, ambitions, views and concerns of residents & community of Newbury

- Statutory consultee on Planning & Highways
- Responsible for:
 - Most parks, playgrounds & public spaces
 - All allotments
 - All cemeteries
 - Many public amenities
 - Town Hall and several other public buildings
 - Charter market and Farmers' market
 - Mayor and civic events
- General Power of Competence enables NTC to take on additional responsibilities as it sees fit:
 - E.g. Youth work

- Lobby and work with other bodies to further the interests of the people of Newbury, especially Newbury BID, West Berkshire Council & Thames Valley Police

- Funded by annual Precept, developer contributions & other income

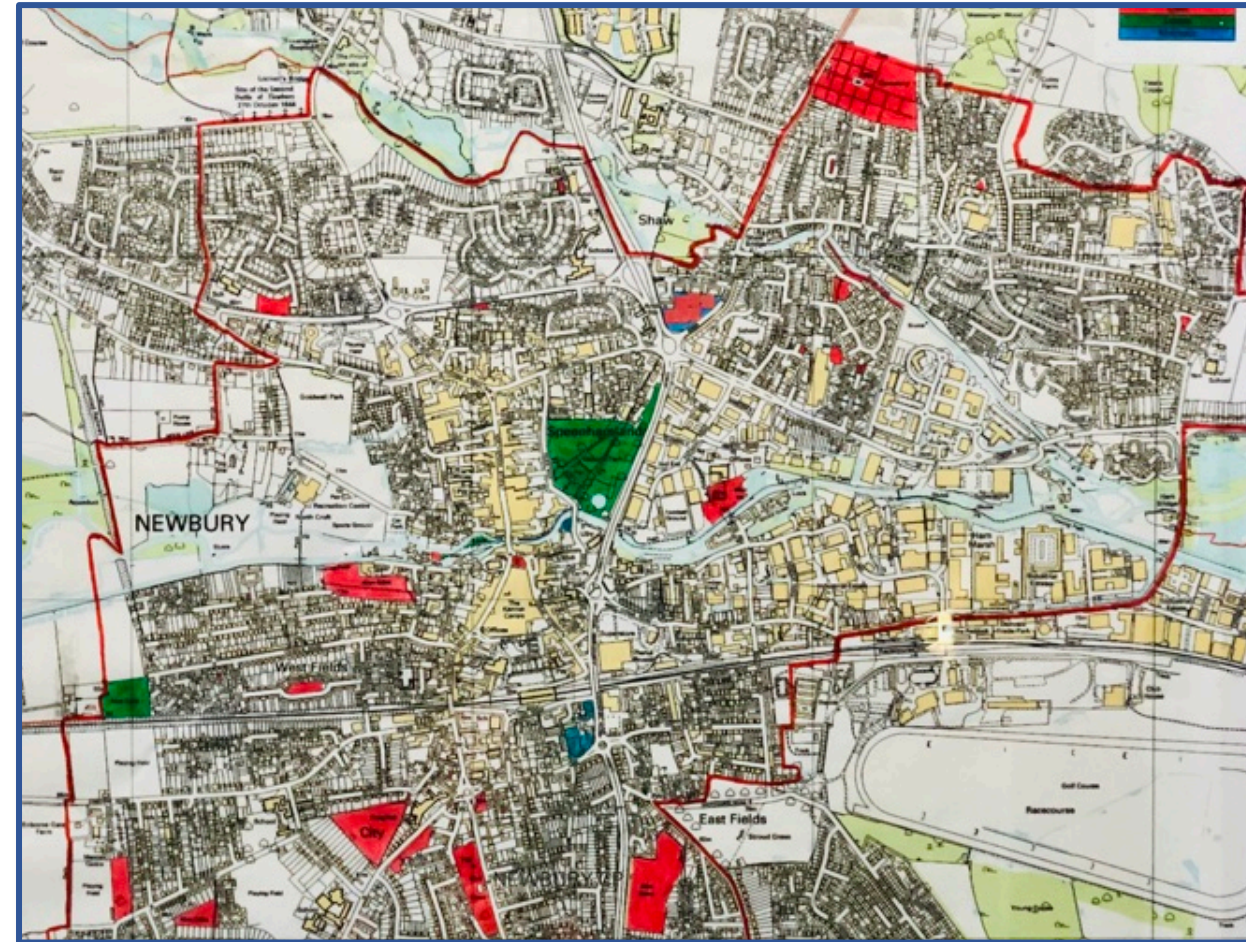


- Planning & building control
- Roads, transport & parking
- Licensing
- Care & housing
- Schools, learning & libraries
- Consumer & environmental protection
- Rubbish & recycling
- Leisure, parks & countryside
- Tax & benefits

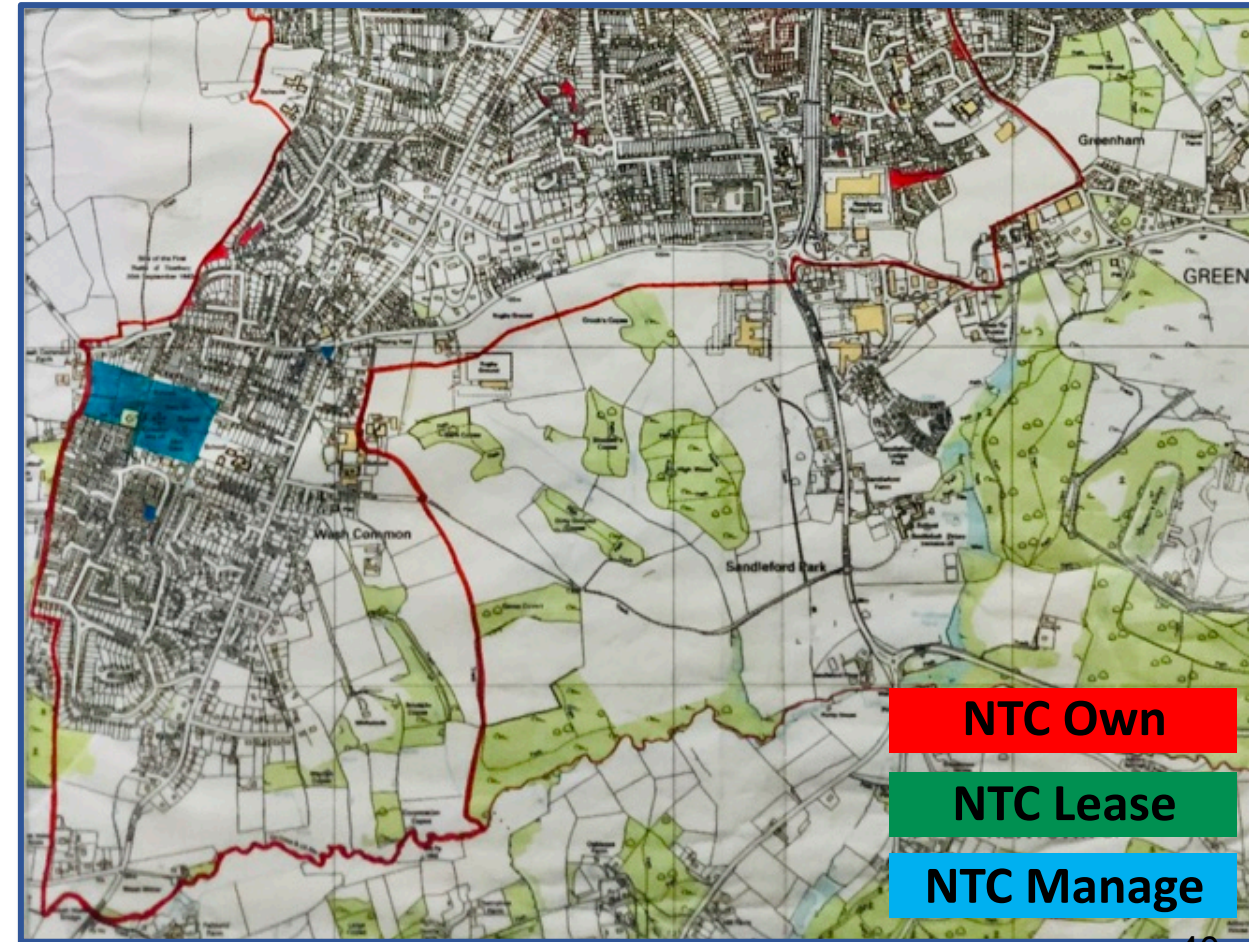
- Funded by government, council tax, business rates & other income streams

Newbury parish boundary and land we own, lease and manage

Newbury Parish – northern half



Newbury Parish – southern half



NTC Own

NTC Lease

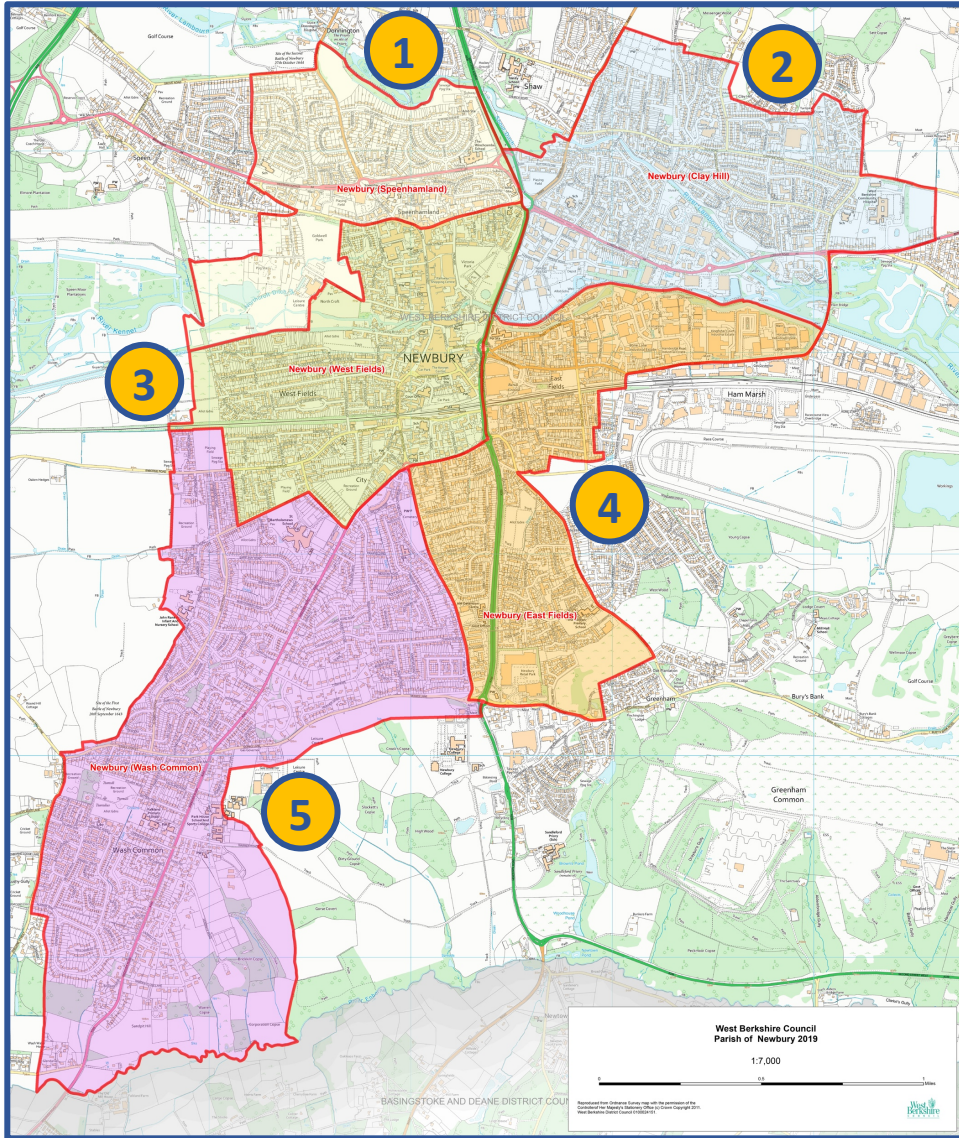
NTC Manage



Making Newbury a town we can all be proud of

**Our
Role**

Newbury parish wards and Councillors



1. Speenhamland

- Jo Day – *Liberal Democrat*
- Steve Masters – *Green Party*

2. Clay Hill

- Phil Barnett – *Liberal Democrat*
- Jeff Beck – *Conservative*
- Jeff Cant – *Conservative*
- Sue Farrant – *Liberal Democrat*
- Pam Lusby Taylor – *Liberal Democrat*

3. West Fields

- Martin Colston – *Liberal Democrat, Leader of the Council*
- Nigel Foot – *Liberal Democrat*
- Andy Moore – *Liberal Democrat*
- Elizabeth O’Keeffe – *Liberal Democrat, Mayor*
- Martha Vickers – *Liberal Democrat*

4. East Fields

- Billy Drummond – *Liberal Democrat, Deputy Mayor*
- Jon Gage – *Liberal Democrat*
- Olivia Lewis – *Liberal Democrat, Deputy Leader of the Council*
- Vaughan Miller – *Liberal Democrat*
- Erik Pattenden – *Liberal Democrat*

5. Wash Common

- Chris Foster – *Liberal Democrat*
- Roger Hunnemann – *Liberal Democrat*
- David Marsh – *Green Party*
- Gary Norman – *Liberal Democrat*
- Sarah Slack – *Liberal Democrat*
- Tony Vickers – *Liberal Democrat*

- New Mission: **Making Newbury a town we can all be proud of**
- Our priorities are:
 - **Our residents and our community**
 - **Local businesses & their employees, & visitors to the town**

Our Goals – *Where are we heading?*

1. Help make Newbury a unique, welcoming, safe and well cared for town

- A. Provide outstanding parks, playgrounds and public spaces
- B. Run vibrant charter and farmers' markets
- C. Run thriving allotments
- D. Provide well-kept and peaceful cemeteries
- E. Ensure our public and historic buildings are properly cared for and well-used
- F. Help deliver a well-presented town with high quality public amenities that support well-being, safety and visitors
- G. Provide a strong voice for Newbury to push the following with WBC, Newbury BID, and others:
 - i. Encourage diverse shopping and eating out options with a significant number of independents
 - ii. Prioritise and improve the facilities for walking, cycling and public transport
 - iii. Deliver permanent pedestrianisation in the Market Place and within major new developments
 - iv. Ensure regular reviews on the LRIE redevelopment so that it meets the needs of the town and community
 - v. Maintain pressure for significant provision of social housing, including houses for social rent
 - vi. Improve environmental standards and reduce carbon footprint of building and infrastructure projects
 - vii. Explore delivering a Neighbourhood Development Plan to give added weight to (i) to (vi) above

2. Foster a real sense of community

- A. Inspiring Civic events and Mayoral calendar
- B. Enjoyable and inclusive community events
- C. Celebrate and recognise individual and community achievements
- D. Encourage and support contributions to our public and community life

3. Take actions to address the climate emergency

- A. Ensure the activities of the Town Council are carbon neutral by 2030 or before
- B. Actively encourage and support actions that will make Newbury as a whole more environmentally sustainable

4. Provide focused support for young people, the elderly and the vulnerable

- A. Provide funding support for youth work in Newbury
- B. Support initiatives to make Newbury a more inclusive town
- C. Work with local organisations which support the homeless in Newbury

Coding to understand type of strategy action points

1. Specific project activity – roman font
2. *Business as usual items – italic font*

1. Help make Newbury a unique, welcoming, safe and well cared for town

A. Provide outstanding parks, playgrounds and public spaces

1. By Easter 2021, open a new café in Victoria Park that we can all be proud of
 - a) We will target BREEAM Excellent for the building design and construction
 - b) Café will be 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 users of the park
 - d) The building will have changing facilities for tennis coaches and other users of the tennis courts
 - e) The building will be the CCTV hub for the park
2. Finalise plans for upgrades to the City Recreation Ground by January 2020
3. Upgrade City Recreation Ground according to agreed plans, including achieving Green Flag status, and as funding allows – 2020 to 2022
4. Consider requirements and costs for targeting Green Flag for Wash Common park. Decision and plan by end 2020, target start 2021
5. From April 2020, to ensure safety and quality, start implementation of long-term rolling plans for:
 - a) the refurbishment / replacement of playground and other park equipment when it reaches the end of its life
 - b) our trees and other planting to ensure they are properly cared for and replaced or extended when necessary
6. Explore options for better utilization of our land at Hutton Close – recommendation by end 2020
7. Explore taking ownership of Greenham House Gardens from WBC – decision by April 2021
8. *Maintain Green Flag Status for Victoria Park*
9. *Implement our rolling maintenance plans for equipment and planting, and review and update annually*
10. *Provide and maintain trees, flower beds, hanging baskets and other plantings in appropriate locations*

B. Run vibrant charter and farmers' markets

1. By end 2020, develop a new, coherent strategy for town's Charter, Farmers' and Artisan markets with Newbury BID and other invited bodies
2. *Run an annual meeting with all market traders to gather their views and agree joint action plan to enhance our market*

1. Help make Newbury a unique, welcoming, safe and well cared for town

C. Run thriving Allotments

- 1. Maintain and run high quality allotments, and promote allotments to new tenants targeting > 97% occupancy*
- 2. Encourage and support competitions within and between allotments*
- 3. Organise an annual meeting with allotment holders to agree action plan for the following year*

D. Provide well-kept and peaceful Cemeteries

- 1. Maintain and run cemeteries to a high standard*

E. Ensure our public and historic buildings are properly cared for and well-used

- 1. From April 2020, to ensure safety and quality, start implementation of long-term rolling plan for the upkeep and refurbishment of the public buildings in our care*
- 2. Implement our rolling upkeep and refurbishment plans for buildings, and review and update annually*
- 3. Promote the use and enjoyment of the Town Hall for all the people of Newbury, including as a venue for meetings, conferences, receptions, the celebration of weddings, etc*
 - a) Continue to offer discounted rates for local community groups that are engaged in activities that further the aims of the NTC strategy*
- 4. Work with the Newbury Society and other relevant outside bodies to:*
 - a) Support the heritage and conservation of Newbury and promote events and activities that recognise, highlight and protect the town's traditions, heritage and history and help engage the public interest and involvement in Newbury's heritage*
 - b) Support the protection of important and historical / character buildings through Local Listing and, when agreed, by liaising with Historic England for national listing*

1. Help make Newbury a unique, welcoming, safe and well cared for town

F. Help deliver a well-presented town with high quality public amenities that support well-being, safety and visitors

1. Well-presented town:

- a) Work with Newbury BID, WBC and other interested parties to ensure town is kept clean and tidy (while being mindful of any environmental impacts)
- b) *Monitor the implementation of the Newbury Town Plan, and report twice yearly to the Planning & Highways Committee*
- c) *Continue to pressure BT to improve the appearance of the BT tower, and work with any interested parties who can make this happen*

2. Provide and maintain the following high-quality public amenities in appropriate locations:

- a) *Public toilets*
 - i. By end Q2 2020, explore options for the best location for a specialist hoist in at least one public toilet in Newbury that will enable carers to change older children / young people on the changing table when needed rather than on the floor.
 - ii. Install as soon as practical, and by mid 2021 at the latest
- b) *Bus shelters*
- c) *Benches and other street furniture*
- d) *Roadside salt bins*
- e) *Footway lighting*
- f) *Bins for litter / dog waste*
- g) *Provide limited support for library services in Newbury, with clearly defined benefits for residents and / or NTC. To be reviewed annually in October to determine whether to continue support for the following budget year.*

1. Help make Newbury a unique, welcoming, safe and well cared for town

F. Help deliver a well-presented town with high quality public amenities that support well-being, safety and visitors

3. Well-being:

- a) By end 2020, work with West Berkshire District Council to identify what additional signage and footpaths are required for walking and cycling routes to and from the Town Centre and local schools, and agree a programme for their delivery
- b) Work with local community groups like the Newbury Society and City Arts to promote and extend the Town Trail and other visual arts initiatives.

4. Safety:

- a) Specialist changing facilities:
 - i. (Repeat of 1.F.2.i) By end Q2 2020, explore options for the best location for a specialist hoist in at least one public toilet in Newbury that will enable carers to change older children / young people on the changing table when needed rather than on the floor.
 - ii. (Repeat of 1.F.2.ii) Install as soon as practical, and by mid 2021 at the latest
- b) Provide defibrillators in appropriate locations and assist other bodies who wish to provide them
- c) *Support community safety, working with partners as appropriate, including Town Centre CCTV, footway lighting etc as required*

5. Support Visitors:

- a) By end 2020, working with Newbury BID, agree a co-operation plan with coach operators who bring visitors to the town to make them feel welcome and encourage them to continue to stop off in Newbury
- b) Work with Newbury BID and other organisations to encourage sustainable tourism growth in the interest of the town's economy
- c) *Provide brochures, maps, signage and other information for the benefit of visitors to Newbury*
- d) *Work with partners to ensure Newbury "arrival points" (Tesco roundabout, train stations, car parks etc) give visitors a good impression*

1. Help make Newbury a unique, welcoming, safe and well cared for town

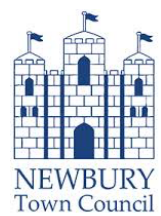
G. Provide a strong voice for Newbury to push the following with WBC, Newbury BID, etc:

1. Lobby West Berkshire Council to adopt the following into their new Local Plan, expected in Q1/Q2 2020
 - a) The relevant parts of the Newbury Town Plan 2019-2036
 - b) An environmentally sustainable approach to transport that promotes modal shift to no / low carbon modes of transport, especially walking, cycling and public transport
 - c) Opposition to the use of Permitted Development Rights for change of use to residential in established employment areas, and request the planning authority to seek article 4 directions in this matter
2. London Road Industrial Estate redevelopment
 - a) Institute regular meetings with West Berkshire Council following each meeting of the LRIE Project Board to ensure prompt updates and opportunity for NTC to provide input – Q4 2019
 - b) Ensure full participation and input into any consultation on the redevelopment of the LRIE – timing dependent on WBC
3. Newbury Vision 2036
 - a) Lobby WBC to ensure NTC is represented on the core project team for the development of the new Newbury Vision 2036
 - b) Ensure the Newbury Town Plan 2019-2036 and the views of our residents form a central part of the input to any consultation on the new Newbury Vision 2036
4. Lobby WBC to:
 - a) Provide a suitable football facility for Newbury's Men's, Ladies and Youth teams to play football at an equivalent or better standard than the old ground provided. This should be within the Newbury settlement area, with good walking and cycling access to the town centre, good public transport links and adequate parking. Inability to provision a suitable alternative site should result in the ground on Faraday Road being returned to its former standard or being redeveloped to an even better standard, with 3/4 G pitches providing higher availability for matches and training* (As amended by Full Council on 20th May 2020)
 - b) Devolve to NTC powers under S215 of the Planning Act to enable us to take action against owners of lands or buildings which detract from the amenity of the area (See also 1.G.11.e)
 - c) Complete a Conservation Area Appraisal for the town
5. Work with Newbury BID and other relevant organisations to lobby WBC for the permanent pedestrianisation of the Market Place, excluding Mansion House and Wharf Streets. Aim for decision by end Q3 2020

1. Help make Newbury a unique, welcoming, safe and well cared for town

G. Provide a strong voice for Newbury to push the following with WBC, Newbury BID, etc:

6. Neighbourhood Development Plan
 - a) By end 2020, explore the time and costs to produce Neighbourhood Development Plan, and the likely benefits in terms of increased influence on planning decisions and additional CIL contributions
 - b) By end Q1 2021: decide whether to move forward with a Neighbourhood Development Plan based on both the cost benefit investigation and the success or otherwise of G1-G4 above
7. Work with and support the Canal Corridor Working Group to prepare an action plan by the end of Q3 2020 for the future development and protection of the Canal Corridor
8. Promote and encourage investment in the Town Centre, especially south of the Canal Bridge, including a coherent plan for the Kennet Centre
9. Work closely with WBC, the BID, Thames Valley Police and other organisations that are important to the success and wellbeing of the town and its residents
10. Work with partners to grow Newbury's reputation as a centre of high-tech excellence
11. Support and encourage the devolution of decision making and service delivery to the most appropriate level
12. Use our role as statutory consultee for Planning to:
 - a) Encourage diverse shopping and eating out options with a significant number of independents
 - b) Encourage a modal shift in transport by prioritising walking, cycling and public transport
 - c) Maintain pressure for significant provision of social housing, including houses for social rent
 - d) Improve environmental standards and reduce carbon footprint of new building and infrastructure projects
 - e) Lobby, encourage and assist WBC in enforcing S215 repairs to land and buildings that diminish the town's appearance (see also G3b)
 - f) Continue to pressure WBC to maintain, respect and protect our Conservation Area (see also 1.G.3.c)
 - g) Request the planning authority to address the flood risks associated with development proposals and ensure that these are properly addressed
 - h) Lobby the Local Planning Authority as appropriate on issues of importance for the wellbeing and prosperity of the people of Newbury
 - i) Comment on all planning and licensing applications in, near, or affecting the town and continue to provide a service to residents of Newbury who wish to comment on them further and seek to influence West Berkshire Council on all planning applications of significance
 - j) Comment and respond to the Highways Authority (West Berkshire District Council) on consultations and proposals for highways, traffic and parking schemes in Newbury



2. Foster a real sense of community

A. Arrange and Manage Inspiring Civic events and Mayoral calendar

- 1. Co-ordinate the annual Remembrance Day ceremony in Newbury*
- 2. Deliver the annual Mayor Making ceremony*
- 3. Uphold and promote the role of Mayor as Civic Head and First Citizen of Newbury*
- 4. Encourage bookings, and manage the calendar of events for the Mayor and Deputy Mayor*

B. Stage and support enjoyable and inclusive community events

- 1. Work with and support the tennis coaches to stage a Victoria Park tennis championship. Target first championship in 2020.*
- 2. By end Q2 2020, explore options for utilising downtime on the Victoria Park tennis courts to offer free tennis to young people*
- 3. Support the re-establishment of Art in the Park and other public arts events*
- 4. Work with Newbury BID and other parties to explore options for a Christmas Market in Newbury from 2020*
- 5. Hold an Annual Family Day in early summer in Victoria Park for the enjoyment of our residents and to promote the park and its facilities*
- 6. Organise and support the annual Mayor's Drive in July to give the over 75s an enjoyable day out*
- 7. Support and promote selected community events through financial assistance and / or provision of venues and facilities, notably, but not limited to: Christmas Lights, Music at the Band Stand, and the Newbury Carnival*
- 8. Support Newbury in Bloom and Britain in Bloom to raise Civic Pride and encourage and acknowledge efforts by the community, businesses, residents and other organisations of Newbury*
- 9. Encourage and facilitate residents' participation in social, recreational and sporting activities by providing suitable facilities in appropriate places*
- 10. New: Where it fits with other Council initiatives, encourage and support community involvement as appropriate – e.g. community litter picks, community planting / clearing for biodiversity etc*

2. Foster a real sense of community

C. Celebrate and recognise individual and community achievements

- 1. Run and sponsor Newbury's annual Civic Award scheme to recognise the contributions of our residents to the town*
 - a) Add an award for best environmental contribution
 - b) Display full list of all those who have been congratulated by the Mayor during the preceding year
- 2. Congratulate residents and members of the community whenever significant achievements are brought to our attention, and keep a list on the website*

D. Encourage and support contributions to our public and community life

- 1. Hold an Annual Town Meeting for Town Council electors and use it to encourage participation in and feedback on key elements of the Council strategy*
- 2. Run an annual 'Spotlight on the Town Council' week (instead of local democracy week) with particular focus on*
 - a) Encouraging women into local politics
 - b) Introducing young people to local democracy and NTC; and encouraging a Youth Forum / Youth Council
 - c) Run a community grants scheme which prioritises the award of financial or other support to organisations and causes which serve wholly or mainly the residents of Newbury and have outcomes that support the delivery of our Strategy
- 3. Continue to support the principle of Newbury Town Twinning and explore how to make it more inclusive*
- 4. Provide support, advice and publicity for self-funding groups (eg Friends of Victoria Park, Friends of Newtown Road Cemetery)*

3: Take actions to address the climate emergency

A. Ensure the activities of Newbury Town Council are carbon neutral by 2030 or before

- Becoming carbon neutral will be a core ongoing priority for NTC, and will result in clear targets and potentially new ways of working across the organisation
 - NTC direct carbon footprint has been independently measured and certified at 68.11 tonnes per year. Therefore, to become carbon neutral by 2030, NTC will need to reduce its annual carbon footprint by an average of at least 7 tonnes every year, although the reduction is unlikely to be linear
1. The Climate Emergency Working Group will continue to develop our plans and recommendations to deliver net zero carbon
 - a) In December 2019, agree a clear carbon reduction plan for 2020 with aspiration to deliver a full year equivalent reduction of at least 7 tonnes
 - b) In December every year, starting in 2020, agree the detailed carbon reduction plan and budget for the following year, and an outline plan for the remaining years to 2030
 2. For existing operations we will:
 - a) Prioritise real reductions in our energy usage by cutting out waste and by investing in more efficient systems and ways of working. For example in the Town Hall we will invest in insulation, efficient heating, low energy bulbs, systems to automatically turn off the lights, etc.
 - b) We will also look to offset where this makes sense; and will not simply buy offsets as an easy way to reduce our carbon footprint. Instead we will prioritise by offsetting through primarily local means and opportunities within our operations. For example solar electricity generation, additional tree and shrub planting, grants to local organisations supporting our carbon-neutral / Climate Emergency principles, etc.
 3. For all new projects, activities and procurement decisions we will:
 - a) Ensure carbon impact is a core decision making criteria when making recommendations about new projects, activities and procurement decisions. We will always aim to minimise the carbon impact, and target net zero where practical and cost effective. To this end, from November 2019, environmental impact considerations will become part of the NTC standard report template.
 - b) Redesign the new café in Victoria Park to enable carbon neutral operation, and target BREEAM Excellent for its construction
 4. *Ensure that management of our green spaces and support for nature and horticulture projects more widely across Newbury is designed, where feasible and cost effective, to maximise environmental benefits and biodiversity.*
 5. *Once our current contract ends, we will move to green tariffs (certified 100% matched by renewable sources) for our energy supply. In the meantime we will explore options within our current contract.*
 6. *From March 2020, our carbon footprint will be publicly reported annually as a new KPI.*

3: Take actions to address the climate emergency

B. Encourage and support actions that will make Newbury as a whole more environmentally sustainable

1. Starting in September 2019, NTC will hold at least one Climate Change Community Workshop per year to:
 - a) Update local residents & environmental groups on progress towards making the activities of NTC carbon neutral, and gather feedback & suggestions
 - b) Encourage & support actions to help make Newbury as a whole more environmentally sustainable, & gather suggestions on how NTC can best help
2. By mid April 2020, launch a Climate Fund to support local environmental groups with projects that will reduce CO2 emissions and other actions that benefit the climate in the parish of Newbury
 - a) NTC will be able to take credit for an appropriate share of any carbon reduction and use this to offset total emissions and help deliver zero carbon
3. Use our influence and network where appropriate and cost effective to:
 - a) Support local community organisations in their 'green initiatives'
 - b) Support a local 'Green Directory' to ensure residents know what resources, offers and support they can access
4. By end 2020, reconnect the drinking water fountain on the Town Hall, and install new drinking water taps in the City recreation Ground and Blossoms Field
5. During 2020, investigate cost effective ways of increasing the current recycling rate from waste collected from our parks. Decide in October 2020 whether to implement new arrangements
6. Lobby WBC to:
 - a) Update their planning guidelines to require key environmental features in order to receive planning support, e.g. solar panels for electricity and hot water, electricity storage batteries, ground / air source heat pumps, electric car changing point, etc. This should also be added to their Local Plan review
 - b) (Repeat of 1.G.4): Work with Newbury BID and other relevant organisations to lobby WBC for the permanent pedestrianisation of the Market Place, excluding Mansion House and Wharf Streets. Aim for decision by end 2020
 - c) (Repeat of 1.G.1.b): Develop an environmentally sustainable approach to transport that promotes modal shift to no / low carbon modes of transport, especially walking, cycling and public transport. This should also be added to their Local Plan review
 - d) Support the wider use of electric vehicles (cars and bicycles), and to install an adequate number charge points in suitable, secure parking spaces that are reserved for those vehicles
 - e) Radically expand the range of materials and product types that are collected kerb-side for recycling
7. *Encourage local community groups to set up market stalls at no / heavily reduced fees to promote green initiatives e.g. refillables*

4: Focused support for young people, the elderly and the vulnerable

A. Provide funding to support youth work in Newbury

1. Launch a new fund dedicated to delivering much needed youth work for Newbury, running from April 2020 to March 2024.
This fund will form part of the budget for the next 4 years to enable our partners to plan effectively and deliver the best possible outcomes

B. Support initiatives to make Newbury a more inclusive town

1. Organise dementia-awareness training for all members and officers by Q1 2020, and then display accreditation on NTC website
2. Ensure the design of the new café in Victoria Park considers the needs of those with dementia, and encourage the café operator to embrace dementia-awareness training and practices
3. Specialist Changing facilities:
 - a) (Repeat 1.F.2.a.i) By end Q2 2020, explore options for the best location for a specialist hoist in at least one public toilet in Newbury that will enable carers to change older children / young people on the changing table when needed rather than on the floor.
 - b) (Repeat 1.F.2.ii) Install as soon as practical, and by mid 2021 at the latest
4. *Dementia-friendly training planned for first quarter following successive elections*
5. *We will strive to ensure that our policies and actions do not exclude any sections of the community, and that our services are accessible by all citizens of the town*

C. Work with local organisations which support the homeless in Newbury

1. Ensure NTC has permanent representation on WBC Homeless committee to stand up for the needs of the homeless in Newbury

1. Encourage public engagement with both the Town Council and local democracy.

- 1. Encourage public attendance and questions at Council meetings*
- 2. Be visible, relevant responsive and accountable to our residents:*
- 3. Make ourselves available to the public by holding regular surgeries - street / ward / Town Hall steps / other locations*
- 4. Actively seek to hear the needs, desires and ambitions of the people in Newbury, and respond as quickly and as comprehensively as possible within the limits of our resources and other constraints.*
- 5. We will represent the views of the people of Newbury when working with other partners and stakeholders or other bodies, both local and national, who can improve the quality of life for our citizens.*
- 6. Continually improve and upgrade our website and social media in order to engage and consult the people of Newbury*
- 7. Publish a monthly digital newsletter covering important events and achievements of the Town Council*

2. Promote cultural identity and equality of opportunity

- 1. We will strive to ensure that our policies and actions do not exclude any sections of the community, and that our services are accessible by all citizens of the town. (See also Our Action Plan 4.B.4&5).*

3. Exercise sound governance and best practice to ensure efficient and cost-effective delivery of services:

- 1. Deliver services effectively, efficiently, on time and within budget*
- 2. Use direct labour or contractors as appropriate, and always ensure value for money*
- 3. Use local suppliers wherever possible*
- 4. Deliver services in partnership with others when it offers best value and/or can expand the range of services we provide*
- 5. Work with other partners and stakeholders to achieve efficiency savings in service delivery and where appropriate, expand the range of services provided by the Town Council.*
- 6. Minimise waste created by the Council and the services we provide*
- 7. Maximise opportunities to recycle waste created by the Council and the services we provide wherever possible*

Our Approach – Part 2 = Policy Area 3 from current strategy

Newbury Town Council, its Members and its Officers will:

1. Exercise Good Governance and best practice to ensure that we are open, transparent and accountable

- 1. We will maintain openness and transparency in our actions and decision making*
- 2. We will make our information, public meetings and records as widely accessible as practically possible*
- 3. We will maintain an up-to-date public website that is informative and easy to access and use*
- 4. We will publish and distribute an annual newsletter, with the Precept Leaflet and encourage residents to give feedback – (modified)*
- 5. We will consult on issues of significance to Newbury, using tools such as public meetings, surveys, questionnaires, petitions, etc.*
- 6. We will respond promptly to complaints and act as quickly as possible to resolve them.*
- 7. We will maintain the assets of the Town Council and ensure public access to them*
- 8. We will constantly monitor and review Newbury Town Council's current asset register to ensure that we are getting best use/value of the assets*
- 9. We will regularly review whether it is in the best interest of our residents and NTC to take over responsibility for services and / or ownership of assets from other organisations*
- 10. We will keep abreast of all relevant legislative changes impacting on our activities and services*
- 11. We will report quarterly on our performance against KPI's and review our KPI's to ensure that they are relevant and appropriate*
- 12. We will report every 3 months on our progress towards achieving the short- and medium-term projects contained in this Strategy*
- 13. We will review this Strategy annually and make any appropriate amendments, additions or deletions.*
- 14. We will continually review our work practices and purchasing arrangements to drive efficiencies and ensure best value for the people of Newbury*
- 15. We will embrace technological advances to progress smarter working methods, where feasible, in order to reduce waste and be more efficient*
- 16. We will continually review our Committee structures and Working Groups and implement any improvements identified*
- 17. We will continue personal development for Members and Officers so that they are suitably equipped with knowledge and skills to carry out their roles and maintain effective working practices, fulfilling their duties and responsibilities to residents professionally and effectively.*
- 18. We will exercise best practice as an employer, promoting fairness and equality for our employees and volunteers*

Our Structure

- **People**

- 23 Councillors (Members), elected every 4 years - *responsible for setting the strategy and budget*
- 16 staff (including part-time and honorary staff) - *responsible for advising Members, and delivering the strategy and ongoing services*

- **Decision Making**

- Full Council, Committees and Sub-Committees can make decisions
- Working Groups make recommendations to their parent committee which then decides whether to implement

- **Meetings, Committees and Working Groups:**

- **Full Council** – 23 Members, 4 scheduled meetings / year
 - Local democracy week working group
- **Policy & Resources** – 10 Members, 5 Subs, 4/yr.
 - Staff Sub-Committee – 6 members, 4 subs, 4/yr
 - Grants Sub-Committee – 6 members, 4 subs, 2/yr
 - Strategy working group
 - Audit working group
- **Planning & Highways** – 10 Members, 5 Subs, every 3 weeks
 - Canal Corridor working group
 - Heritage working group
 - Joint Sandleford working group
- **Community Services** – 10 Members, 5 Subs, 4/yr
 - Victoria Park Sub-Committee
 - Climate Emergency working group
 - Green Spaces working group
- **Civic Pride, Arts & Leisure** – 10 Members, 5 Subs, 4/yr
 - VE Day 75th Anniversary WG