

11 December 2019

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; Jeff Cant

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 16th December 2019 at 7.30pm**. This meeting is open to the Press and Public.

Yours sincerely,

David Ingram
Community Services Manager

AGENDA

1. Election of Chairperson and Vice-Chairperson

Chairperson

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

2. Apologies for Absence

Community Services Manager

3. Declarations of Interest and Dispensations

Chairperson

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

4. Minutes (Appendix 1)

Chairperson

To approve the minutes of a meeting of the Community Services Committee held on Monday 23rd September 2019, already circulated and as attached at Appendix 1.

5. Questions and Petitions from Members of the Public

Chairperson

6. Members' Questions and Petitions

Chairperson

7. Community Services Managers Report (Appendix 2)

Community Services Manager

To receive a verbal update from the Community Services 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 24th October & 21 November 2019 and the recommendations of the Group:

8.2 To approve: Newbury Town Council will manage the Newbury in Bloom Competition 2020 delegated to the Green Spaces Working Group

8.3 To approve that Newbury Town Council will manage the entry to Regional Finals (Thames & Chiltern) of Britain in Bloom 2020

8.4 To approve the Community Newbury in Bloom Working Plan as set out in Appendix 3a

8.5 To approve the delegation of the expenditure approval for Newbury in Bloom costs, agreed in the 2020/21 Budget (Budget Code 4710) to the Chair & Deputy Chair, Green Spaces Working Group (subject to Financial Regulations)

9. Allotment Stewards Meeting (Appendix 4)

Chairperson

11.1 To note the minutes of the Allotment Stewards meeting of 22 October 2019

10. Forward Work Programme for Community Services Committee 2019/20 (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.

11. City Recreation Ground Consultation (Appendix 6)

Chairperson

To approve the budget submission to Policy & Resources Committee for this project in a sum of £ 160,000 over a 3 fiscal year period 2020/21 to 2023/4 to enhance City Recreation ground in accord with the Plans submitted & cost Plan in appendix 6b subject to outcome of Public Consultation and fund being available in the following years from Section 106 or CIL funding allocations.

12. Skyllings Pay area (Appendix 7)

To approve the option for the future development of the Skylling play area as set out in Appendix 7a, subject to outcome of consultation with Residents & competitive costings being obtained.

To recommend funding to a value not to exceed £24,000 be put aside by Policy & Resources Committee for the project in 2020/21

13. Review of Community Services 2019/20 Budgets (Appendix 8)

Community Services Manager

To consider the Officers' proposal for the Community Services Budget for the 2020/21 financial year, as attached at Appendix 8

To consider any additions, amendments or deletions required, before inclusion in draft budget for Policy & Resources Committee consideration on 14 January 2020.

To approve the submission of the Draft Budget proposal to for Policy & Resources Committee consideration on 14 January 2020

14. Services Revenues for 2020/21 Financial Year (Appendix 9 & 9A)

Community Services Manager

To consider proposals for Service Revenues for 2020/21 and allotments for 2021/22 as attached at Appendix 9.

To consider any additions, amendments or deletions required, before inclusion in draft budget for Policy & Resources Committee consideration on 14 January 2020.

To approve the revised Services Revenues for the financial year 2020/21 and in advance the Allotment Charges for 2021/22 at Appendix 9A

15. The Bus Shelter in Almond Avenue 1302 0033 (Appendix 10)

Community Services Manager

To consider & approve the removal or relocation of the above Bus Shelter as per the attached report at Appendix 10

16. Exclusion of the Press and Public

Chairperson

To move: That under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960 the press and public be excluded from the meeting for the following items of business because publicity would be prejudicial to the public interest by reason of the confidential financial business to be transacted.

17. New Community Cafe facility – Victoria Park (Appendix 11)

Chairperson

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

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

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

**MINUTES OF A MEETING OF THE COMMUNITY SERVICES COMMITTEE HELD IN THE
COUNCIL CHAMBER, TOWN HALL, MARKET PLACE, NEWBURY
ON MONDAY 23 SEPTEMBER 2019 AT 7PM**

PRESENT

Councillors Jeff Beck; Martin Colston; Jo Day; Billy Drummond; Nigel Foot; Chris Foster; Jon Gage; Roger Hunneman; Olivia Lewis; David Marsh; Sarah Slack, Martha Vickers.

In Attendance

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

17. APOLOGIES FOR ABSENCE

There were none.

18. DECLARATIONS OF INTEREST AND DISPENSATIONS

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

19. MINUTES

PROPOSED: Councillor Olivia Lewis

SECONDED: Councillor Jo Day

RESOLVED: That the minutes of the meeting of the Community Services Committee held on 17 June 2019, be approved.

20. ALLOTMENT AWARDS

The 2019 Allotment Awards as attached at Appendix 2 of the Agenda were noted and the presentations to the winning tenants and allotment site were carried out.

21. QUESTION AND PETITIONS MEMBERS OF THE PUBLIC

There were none.

22. MEMBERS QUESTIONS AND PETITIONS

There were none.

Note: Item 11 on the Agenda 'Skyllings Play Area' was moved up the Agenda to this point

23. SKYLLINGS PLAY AREA

PROPOSED: Councillor Olivia Lewis

SECONDED: Councillor Martha Vickers

The meeting considered the report of the Community Services Manager. The Chairperson invited Mr. David Burgess to address the meeting and answer questions on the concerns of the residents.

RESOLVED: To remove the current MUGA play equipment and, having a full consultation with residents to look at options and budgets going forward.

The Community Services Manager to prepare an action plan with timescales that are realistic and achievable for the next CS Committee meeting in 16 December 2019.

24. COMMUNITY SERVICES MANAGERS REPORT

The Community Services Managers report was noted.

The Community Services Manager confirmed to Members that all of NTC's buildings were being surveyed for the suitability to install solar panels. This would be reported at the next meeting of the Committee, when budgetary proposals are considered.

25. NEWBURY IN BLOOM

The minutes of the Newbury in Bloom Working Group of 20 June, 11 July, 8 August and 13 September 2019 were noted.

26. WORKING GROUPS & SUBCOMMITTEE REPORT**25.1 Market Working Group**

PROPOSED: Councillor Olivia Lewis

SECONDED: Councillor Billy Drummond

RESOLVED: That Council's Officers with Members support, work with interested parties to develop a Newbury-wide Market strategy to support the Council's vision of Newbury Markets.

25.2 Environmental Working Group

PROPOSED: Councillor Oliva Lewis

SECONDED: Councillor Martin Colston

RESOLVED: To approve the setting up of an 'Environmental Working Group' to incorporate Ecology, Nature Horticulture & Arboriculture issues, advise, co-ordinate and lead on associated events such as Green Flag, Newbury in Bloom, Chiltern in Bloom and others that would meet the Newbury Town Council strategy. The name of this Working Group will be decided by the members.

Members were nominated as follows:

Cllrs David Marsh; Billy Drummond; Jon Gage, Martha Vickers; Chris Foster, Sarah Slack, Jeff Beck.

It was agreed that the Working Group can co-opt other parties.

27. HOMELESSNESS STRATEGY GROUP

PROPOSED: Councillor Olivia Lewis

SECONDED: Councillor Jo Day

RESOLVED: To approve the nomination of Cllr Martha Vickers to represent Newbury Town Council on the West Berkshire Council Homelessness Strategy Group.

It was agreed that Cllr Martha Vickers would provide ongoing written updates to be included in the Community Services Committee agendas in the future.

28. PLAYGROUND EQUIPMENT REPLACEMENT PROGRAMME

PROPOSED: Councillor Martin Colston

SECONDED: Councillor Jeff Beck

RESOLVED: To approve the Council preparing a 10-year investment strategy for Playgrounds and Open Spaces indicating the investment needs year on year. This would be reported at the next meeting of the Committee, when budgetary proposals are considered.

29. FORWARD WORK PROGRAMME FOR COMMUNITY SERVICES COMMITTEE 2019/20

The Forward Work Programme was noted.

It was requested that the following is added for the December 2019 Committee Meeting:

Update on refurbishing the water fountain at the Town Hall

Update on the Victoria Park Café development

30. CITY RECREATION GROUND CONSULTATION

PROPOSED: Councillor Martin Colston

SECONDED: Councillor Jeff Beck

RESOLVED: To approve in principle, pending further budget discussions, the proposal for investment into City Recreation Ground subject to further Public Consultation on the proposal and future funding provision. This would be reported at the next meeting of the Committee, when budgetary proposals are considered.

31. CLIMATE CHANGE WORKING GROUP

PROPOSED: Councillor Martin Colston

SECONDED: Councillor Chris foster

RESOLVED: To approve the use of the Council Chamber and ancillary Council facilities to enable the Climate Change Working Group to hold an information workshop on Saturday 28 September 2019.

32. EXCLUSION OF THE PRESS AND PUBLIC

PROPOSED: Councillor Olivia Lewis

SECONDED: Councillor Jon Gage

RESOLVED: That under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960 the press and public be excluded from the meeting for the following items of business (agenda item 17) because publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

33. VICTORIA PARK SUBCOMMITTEE

33.1 The minutes from the Victoria Park sub-committee meeting of 8 July, 12 August & 17 September 2019 were noted.

33.2 The Committee received an update on the current plans for the proposed community Café from the Community Services Manager.

33.3

PROPOSED: Councillor Roger Hunneman

SECONDED: Councillor Jon Gage

RESOLVED: To approve the final design, subject to minor internal only changes and as might be directed by the Victoria Park subcommittee.

PROPOSED: Councillor Olivia Lewis

SECONDED: Councillor Roger Hunneman

RESOLVED: That a full Planning Application be prepared and submitted to West Berkshire Council for this facility by Michael Pagliarioli Architects as set out in their fee bid.

THERE BEING NO OTHER BUSINESS THE CHAIRPERSON THANKED ALL THOSE IN ATTENDANCE AND DECLARED THE MEETING CLOSED AT 8:45pm.

CHAIRPERSON

Newbury Town Council**Public Report****Community Services Committee,****Agenda Item No 7****Community Services Manager Report – December 2019****1. Town Hall & other buildings – Structural survey**

Budget provision has been made to carry out the works highlighted in the Reports issued by our Consultant Surveys spread over 3 fiscal years. The allocation will be discussed as part of the forthcoming Budget round.

2. Mayoral Boards

Cost have been obtained for a restoration project to renovate the Mayoral Boards in the Chamber. The requirement to clean, restore lettering and preserves as best the background surface allows is estimates at a sum in excess of £23,000. This is based on a Time Change for 2 specialist restorers to work on the panels over a 3-month period.

As an alternative, the Community Services Manager is investigation the options to have new Board made using a Fretwork technique to allow copy Panels to be made and hung over the existing deteriorating panels, allowing the originals to stay in place but partly protected. Cutting Technology Ltd. are currently looking at the potential for carrying out this work.

3. City Recreation Ground Roofing

The roof to the Changing Rooms has been damaged in that the lead flashing to the roof skylight has been removed and subsequently the Skylight itself damaged beyond repair. This is having a detrimental effect on the Changing facility with water now penetration both the roof structure & the Changing areas.

Currently we have 3 Teams and a Lacrosse Team using the facility

As a matter of Urgency, the Chief Executive has authorised repairs to the sum of £4,250 plus VAT. This incident is also subject to an Insurance claim

4. One Tree Park Allotment - triangle

Approval has been sought from West Berkshire Council to allow the expansion of the Allotment on to land opposite the current site which is in Newbury Town Council control. No objections have been raised subject to protection of the Right of way which divides the 2 sites. The Allotment Holders have volunteered to fund this project & carry out the works, there is no cost to Newbury Town Council

This project was discussed at the Green Spaces Working Group and agreed as a benefit.

5. Newbury Tennis Competition

The proposal to hold a Newbury Tennis competition based at the Victoria Park Tennis facility is being explored. The suggestion is that a knockout style completion be held from Mid-April 2019 for up to 5 categories, Singles, Doubles & Youth culminating is a Finals Day on Sunday 5th July 2020 in Victoria Park.

Further work will be consultation will be carried out by the Community Services Team over the coming months to finalise the proposal for approval.

6. Greenham House Gardens

Discussion are taking place with West Berkshire Council in respect of devolving the Greenham House Gardens to Newbury Town Council on a long Lease subject to certain rights and investment by WBC in advance of Transfer. These are progressing well; it is anticipated a recommendation will be brought forward at the next Committee meeting

7. Lock Island

Discussion are taking place with the Canal & Rover Trust in respect of the renewal of the Lease Agreement for part of the Island in their ownership managed by Newbury Town Council, which is due to expire shortly.

The current discussions are progressing well, part of the renewal project includes involving the Secret Garden Group is improving the use and appearance of the area, see Green Spaces Mins of 21st November 2019.

It is anticipated a recommendation for Lease renewal will be brought forward in due course.

8. Falklands Memorial

The land around Falkland Memorial, Wash Common is in the ownership of the National Trust. Since 2002 Newbury Town Council have, by way of Letter Licence, managed and maintained the green spaces around this memorial at a cost of circa £448 pa. to the Council. The Service includes grass cutting, litter clearing, bin emptying and associated works. It should be noted bins, benches & information boards were provided by the Town Council. This service excludes any Tree works to the area at the rear of the plot.

The memorial itself is managed by the Trust.

Discussions are taking place in respect of an Agreement renewal; it is anticipated a recommendation will be brought forward for Members consideration in due course.

9. Annual Family Day

Due to the heavy demand on Victoria Park in 2020 (Crafty Raft, Waterways Festival, Fair) it has been difficult to find a suitable date for the annual Newbury Town Council Family Day. The only convenient date available is 19th July 2020. This is still subject to decisions on the Victoria Park new café build programme.

10. Bandstand

It should be noted that the Sunday Bands music concerts at the Victoria bandstand have again been oversubscribed for 2020.

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: 5th December 2019

Newbury Town Council

NIB Working Group Activity Plan (Draft) 2019/20 season.

Date	Activity	Where	Organising	Supporting	Cost	Out of Hrs Staffing Time	Staffing costs #
26/10/19	Bulb planting	Wash Common	NTC GMO / Chair	NIB WG	£250	6 Hrs	£150
17/11/19	Lavender pruning day	Victoria Park	VPWG / Eden / NTC GMO	NIB WG	NIL	0 Hrs	£0
30 th Nov 2019	Tree Planting Tree Charter day	City Rec	GNG / GMO	NIB WG		6	£150
18 January 2020	Apple tree pruning	Digby Rd	GNG	NTC / NIB WG	NIL		
12 Feb 2020	Britain in Bloom Pre selection / information meeting	Town Hall	GMO / NTC	NTC / NIB WG	Nil	4	£100
15/2/2020	Orchard pruning and pear tree planting	City Rec	GNG / NTC GMO / Chair	NIB WG	£2000	6 Hrs	£150
8 March 2020	Apple tree pruning	Barns Crescent	GNG	NTC / NIB WG	NIL		
21/3/2020	Wildflower seeding for meadow	City Rec / GHG	NTC GMO / Chair	NIB WG	£800	4 Hrs	£100
18/4/2020	Bee attracting shrub planting	Old Hospital Green	NTC GMO / Chair	NIB WG	£1200	4 Hrs	£100
Week of 29/6/20	NiB Judging Week	All over	NIB WG / NTC GMO	NTC	NIL	16 Hrs	£400
July 2020	Route Clean up day	T&CIB Route	NIB WG / NTC GMO	McDonalds?	NIL	8 Hrs	£200
July 2020	T&C IB judging day	T&CIB Route	NTC GMO	NIB WG	£800	65 Hrs*	£1,625
August 2020	Community Clean event	All across Newbury	NIB WG	NTC GMO	TBD	8 Hrs	£200

September 2020	NIB Presentation Evening	Corn Exchange	NTC GMO	NIB WG	£800	8 Hrs	£200
				Totals	£5,850	125 Hrs	£3,125

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

Updated 21Nov 2019



**MINUTES OF THE MEETING OF
THE NEWBURY ALLOTMENT STEWARDS
TUESDAY 22 OCTOBER 2019 AT 6:45 PM
COUNCIL CHAMBER, TOWN HALL, MARKET PLACE, NEWBURY**

In attendance:

Cllrs David Marsh, & Sarah Slack; Dave Cole & Terry Cook (Joint Stewards One Tree Park); Colin Dumelow (Dairy Farm Steward); Marion & David Fenn (Joint Stewards Wash Common); Shannon Carr & Chris Lawrence (Joint Stewards Southby's); Jo Lempriere (Community Services Officer); James Heasman (Grounds Maintenance Officer – Chair).

1. WELCOME, APOLOGIES AND INTRODUCTIONS

**Cllrs Tony Vickers; Martha Vickers, Jeff Beck, Vaughan Miller, Martin Colson
Stewards: Teresa & Nick Bune (West Mills); Jamie Taylor (Parsons)
Officers: David Ingram and Caroline Edmunds**

2. REVIEW OF THE MINUTES 30 OCTOBER 2018

In attendance

Colin Dumelow attended the previous meeting so the attendees for the Allotment Stewards Meeting dated 30 October 2018 has been amended to reflect this.

3. NTC GROUNDS MAINTENANCE OFFICER UPDATE

James stated that NTC have instructed a Contractor to carry out a detailed survey of all tree within NTC owned land, this includes allotments. So far, there have only been 2 large Ash trees within West Mills Allotments which were found to have a Polyporous Fungal Disease, causing white rot in the roots and the risk of Windthrow, these trees have already been taken down.

There was an increased number of entrants from the allotment tenants for this years Newbury in Bloom, and One Tree Park were on the route for the Britain in Bloom judging in which Newbury achieved a Silver Gilt award.

Emailed Questions from Nick & Teresa Bune:

- 1 The grass cutting has been terrible they are not doing it regularly or properly they don't do round by the troughs etc...**

James stated that he will bring this up again in the next monthly meeting with the Contractors and pass on the comments that have been made collectively by all the Stewards within this meeting.

2 Are we still getting our fencing done over the autumn/winter?

The Community Services Team are hoping to find a budgetary source to fund these works as the removal of the Ash Trees has also exacerbated the security issues along the tow path boundary to the allotments.

3 When are the contractors going to cut the stuff back to the left of the entrance?

James stated that these works were carried out prior to this meeting.

Emailed Question from James Taylor:

- 1. My only point specific to Parsons is the additional fencing in the SW corner and to the right of the main gate. If this can be budgeted for in 2020 that would be great (although I appreciate, we have had a large fencing spend already-these are two weak spots).**

James said the Community Services will be preparing items for all budgets to be considered within the December Community Services Meeting; therefore, these items will be included within this discussion.

James stated that the strimming of the vacant plots will continue, as and when plots require it, however, currently there is 100% tenancy on all viable plots within the 6 allotment sites.

James asked the Stewards for any additional Grounds Maintenance issues they may have:

Colin Dumelow:

Trackway from Faraday Road to the Allotment – can we have the hedging cut back as it is encroaching on to the track?

Action – James to raise an unscheduled works order for these works

Rats – there is an increased number of rats within the site, can we inform our Pest Control Contractor?

Action – Jo to contact Pest Control Contractor

Plot 14 – please can you arrange for Community Pay Back to help clear it, as the previous tenants left a lot of debris on the plot, and the current tenant is struggling to remove it.

Action – James to schedule this in with the Probation Services – this will be in approximately 6 weeks' time (by the end of November)

Chris Lawrence:

Branches and brambles to the right hand side of the trackway are encroaching on the track causing vehicles to go on to the grass pathways.

Action – James to raise an unscheduled works order for the crown lift and to schedule in the hedge cutting as winter works approximately 3 weeks

Rear garden fences – Can the Community Services Manager provide an update on the Land Registry Searches for the properties adjoining the allotment site to ascertain if it is the property owners responsibility to provide the fencing to the rear of there properties, as deer have been entering the site.

Action – David Ingram to follow up the searches and report back to Chris Lawrence & Shannon

Dave Cole:

Can we have payment for the non-compostable waste removal from site, as access to the site prohibits a skip being delivered.

Action – Jo to liaise with Dave Cole / the One Tree Park Unincorporated Association regarding raising an order and generating an invoice for payment.

Marion & David Fenn:

Entrance gate – can the Anti-Climb paint be renewed as it has dried up?

Action – James to arrange this with our General Maintenance Contractor

All Stewards:

Water taps & troughs – please can they be notified as to when the water is to be turned off to the sites.

Action – James to liaise with the Stewards and arrange this before the first frost is pending.

4. ALLOTMENT WINNERS

James thanked the stewards carrying out the judging this year. At the March Community Services Meeting we will be discussing the way forward for next year's Allotment Visits & Judging. If you have any suggestions, please email David directly so he can collate your views.

Action – Stewards to email David (david.ingram@newbury.gov.uk) with their suggestions. (Letters can also be sent for those without email)

Secondary Action – Community Services Team to report back to the Stewards the resolution of the CS Meeting in March.

5. BUDGET/SECURITY

James stated that we have some budget left until the end of the financial year. Is there anything that you want to be considered in particular? Budgets for 2020 / 2021 will be considered in December Community Services Meeting, in this we will ask the New Council for the ability to review security at all allotments and carry out appropriate security works in the New Financial Year.

All agreed that this had been covered within Agenda Item 3.

6. SUGGESTED RULE CHANGES

Chris Lawrence asked if rule 2 (the Tenant Will) j below be amended to include a minimum width of path?

2 the Tenant Will, j) not obstruct, encroach or reduce the width of the pathways surrounding their allotment and keep the adjoining path to the left and rear of the Allotment in good repair and regularly cut;

Jo explained that some sites have narrow paths or no paths in between that plots and this would be difficult manage if there was a minimum width was stated

7. AOB

Chris & Shannon asked if the letter / emails that accompany the annual rents can include reminder about path widths and keeping dogs under control?

Action – Jo & Caroline to add these items to the covering documents with the rent due notifications, that are sent out in January 2020.

James read out a statement from David Ingram – I have spoken with Greenham Parish Clerk and they will be discussing their allotment policy at their next meeting with the view of discussing a rental contribution for Greenham residents. However, this would only apply to the Greenham residents, as other Local Town / Parish Councils have been approached but have not commented on this charge to their residents.

8. DATE FOR NEXT MEETING (HELD ANNUALLY)

Date for next meeting: Tuesday, 20 October 2020 at 6.45pm

Please note the Allotment Tenants Meeting will be held on Tuesday, 21 April 2020 at 6.30pm

There being no other business the meeting closed at 7:37pm

Newbury Town Council

Work Programme for Community Services Meetings for the Municipal Year 2019/20

Meeting Date	Item
December 2019	Skyllings update play equipment recommendation with costs
	Budget proposal
	Consider proposals for Service Revenues for allotments and other lettings
	Update on City Recreation ground proposal with costs
	Update on progress Victoria Park cafe
	Update on Newbury & Britain in Bloom
March 2020	Queen Victoria & Lions
	Consider options and dates for Victoria Park 2019 Family Day
	Update on Victoria Park café
	Greenham House Gardens update
	Community Services KPI's – consider any additional KPI's or amendments to existing KPI's
	Update on Falklands Memorial land
	Update on Bylaws project
	Update on Newtown Road Cemetery annual Friends Report
2020/21	
May/ June 2020	Nomination and Election of Community Services Chair and Vice-chair
	Nomination and Election of Community Services Chair and Vice-chair
	Agree membership of each Community Services Working Group for the 2019/2020 municipal year
	Update on Community Cafe
	Update on Green Flag Award year 2
	Update on Newbury in Bloom / Britain in Bloom

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

Newbury Town Council**Public Report****Community Services Committee, 16th Dec 2019****Agenda Item No 11****City Recreation Ground – Public Consultation**

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

Background:

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

The Minutes noted:

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

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

A matrix of the Consultation responses is appended in Appendix 6a

Objective

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

Outcome:

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

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

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

Reference to Council Strategy, where relevant

The Council Strategy includes the following objectives:

01.6 - Maintain and run high quality parks, playground and leisure spaces/facilities
01.16 – Encourage & facilitate resident's participation in social recreational and sporting activities.
01. STP4 – Consult residents in the area and prepare a plan for the development of leisure amenity facilities at Coty Recreation Ground

Options review

The conclusion that Officers have come to following extensive consultations with Sports bodies and other community groups is that:

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

cricket & tennis facilities were not suitable in this location

There are currently have 3 Football Teams and a Lacrosse Team using the facility at weekends, with ad hoc use by schools in the week.

that a rounder pitch would be marked out for the summer months

the suggestion for water / paddle area is not cost effective to provide.

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

that a fitness facility with workout stations should be provided.

At the Community Services Committee Meeting of 23rd September 2019, it was resolved that:

To approve in principle, pending further budget discussions, the proposal for investment into City Recreation Ground subject to further Public Consultation on the proposal and future funding provision. This would be reported at the next meeting of the Committee, when budgetary proposals are considered.

The cost matrix is attached in Appendix 6b

The Council's Strategy proposal recommends that City Recreation Ground should be enhanced to allow an application for Green Flag status to be submitted.

An action plan has been drawn up phasing the works over 3 budgetary years for ease of funding. Ground improvement, including the extension of the Community Orchard (completed) & meadowland are being undertaken by the Green Spaces Working Group

The Officers have now sought firm Bids for carrying out the works to provide additional play equipment, enhance footways, fitness track & equipment.

The Purdah requirement for the General Election has deferred the ability to seek the Public view on the proposal, this will now take place in January / February with a view to instructing the First phase works (subject to funding) in May 2020

Recommendation(s)

To approve the budget submission to Policy & Resources Committee for this project in a sum of £ 160,000 over a 3 fiscal year period 2020/21 to 2023/4 to enhance City Recreation ground in accord with the Plans submitted & cost Plan in appendix 6b subject to outcome of Public Consultation and fund being available in the following years from Section 106 or CIL funding allocations.

Signed: David Ingram
Community Services Manager

28 November 2019

Project Risk Register
Project : Strategic Plan following Public Consultation - City Recreation Ground

**Project lead: David W Ingram -
Community Services Manager -
Newbury Town Council**

DATE : 23/04/2019
VERSION NO 4 ; City Recreation Ground RM
No 4 ACTIVE

Note* Risks updated to reflect project progress - N/A = risk now considered expired.

[illegible]

Key

£181,550

Newbury Town Council opportunity

3rd party consultation needed

Contractor install

Newbury Town Council City Recreation Ground Costs Tracker

Installation item			Price
Play equipment 12-18 year olds			£30,103
Fitness Equipment Trim Trail			£8,558
MUGA			£6790
MUGA Surfacing			£8,200
New Pathways			£71,10
Low level solar lighting			£5,100
Recycled Picnic benches			£2,532
Bench Fitting			£73,
8 x new bins			£1,600
Bin installation			£975
Rounders pitch mark out			£125 PCY
Wildflower Meadow			£665
Pear tree orchard			£2,410
• Container Kiosk			£8,800
• PVs and system for Kiosk			£6,500
• Kiosk sub base			£1,500
Halfpipe renovation/transport			£4,500
Year 1	£80,010		
Year 2	£53,240	Overall cost	£160,400
Year 3	£27,138		

Newbury Town Council**Public****Report to:**

Community Services Committee – 16th Dec 2019

Agenda Item No 12 Skyllings Pay area

To approve the option for the future development of the Skylling play area subject to outcome of consultation with Residents & competitive costings being obtained.

Background

At the Community Services Committee on 23rd September the Committee resolved:

To remove the current MUGA play equipment and, having a full consultation with residents to look at options and budgets going forward.

The Community Services Manager to prepare an action plan with timescales that are realistic and achievable for the next CS Committee meeting in 16 December 2019.

Objective

In line with the Councils 10 year rolling Playground improvement plan to investigate the options for remodelling the Play area with a view also to mitigate the impact of the Play area noise generation on residents

Options

It was agreed at Committee that the Community Services Manager would investigate Option 3 tabled:

To investigate removal & temporary storage of MUGA for future use, re furbish area with potential for rotation, trial type equipment.

Several Play equipment manufacturers were contacted with a Brief to supply & install modern play equipment of a mid-agree range suitable for today's child development needs with emphasis on unisex facilities to encourage exercise and play.

Having set a timetable for submission, only 2 manufacturers came forward with options. Neither of the proposal were deemed to be suitable for this location save elements from both, if combined, might be a solution.

The Community Services Manager has therefore re issued the Brief to encompass a complete renewal of the Play area to provide facilities meeting the original brief and giving longevity to the playpark on completion. This has extended the scope or renewal & replacement.

Further discussion has resulted in a proposal as set out in Appendix 7a.

Financial and Legal implications

This is not currently a budgeted Community Services project, the project if approved will require new funding provision which is being asked for out of Capital expenditure as the first phase of the 10-year rolling Playground improvement plan.

Reference to Council Strategy, where relevant

O1.6 To maintain high quality parks, playgrounds & leisure spaces.

The Consultation new Strategy anticipated a 10-year rolling investment plan for Newbury Town Council playparks, this project would be the first test of that new policy, promoting play, health, fitness & social interaction for its young people in its play areas.

Equality and Diversity impacts

One principal consideration to be considered is that the area was transferred as Open space and historically had been designated as Play space. It was considered and agreed that this area should continue to be play space, the new facilities should look at enhancement of physical exercise, enjoyment and ability skills for a mixed age group and to encourage girls to make more use of the play area.

Consultation:

Several Residents from Walton Way came to the meeting with Members and expressed their views. These have been taken into consideration. A wider consultation including Skyllings residents is required once this Committee has given approval to the principle of the project being carried out.

If approved by the Committee a full Consultation will be carried out to seek wider approval for the renewal project.

Recommendation(s)

To approve the option for the future development of the Skylling play area as set out in Appendix 7a, subject to outcome of consultation with Residents & competitive costings being obtained.

To recommend funding to a value not to exceed £24,000 be put aside by Policy & Resources Committee for the project in 2020/21

Signed: David Ingram, Community Services Manager
10th December 2019



Newbury Town Council - Skyllings Playground

Scheme No: 21101rev1/BER Date: 12/11/19 Drawn by: ML

All plans are to scale unless otherwise stated. Artists impressions are provided as a visual only and may not accurately represent the layout of the finished site. All plans, quotations and correspondence between Playdale and the addressee are to remain strictly confidential between those parties only. Playdale reserve the right to make modification in design and specification.



www.playdale.co.uk



Community Services - Budget provision 2020/21

		Current Year 2019/20		Actual YTD 30.11.2019	Projected Expenditure	Next Year Budget 2020/21	Budget Notes
		Agreed Budget	Revised Budget				
290	<u>Town Hall</u>						
4045	Salary Reallocation	59,089		39,868	59,089	60,738	
4315	Town Hall survey	4,780		4,600	4,600	8,700	CAD floor plans
4320	Town Hall Refurb	5,000		-	5,000	5,000	CCWG - Upgrade lighting, refurb of reception staircase
4325	PWLB Loan Interest	69		69	69		For TH lift - ends in Sept 2019
4330	PWLB Loan Capital	2,500		2,500	2,500		For TH lift - ends in Sept 2019
4335	Town Hall Maintenance Fund			-			
	replacement of solar panel inverter					1,500	Contingency to replace second 3kw inverter for solar panel
	reconnect drinking fountain					1,850	from Gen Reserves
4405	Rates	10,510		8,529	10,510	10,771	allowing for 1.7% CPI + BID 1.5%
4410	Water	500		283	500	500	
4415	Energy Supplies	10,800		(2,631)	10,800	11,400	new contract - higher price
	Energy conservation projects					12,140	CCWG - upgrade office lights and storage heaters
4425	Repairs and Maintenance	22,500		17,109		57,500	£35k in yr one, (#65k next year and balance of 56k thereafter) for additional repairs identified by survey will be less once breakdown received - could take from reserves if CIL used for café
					22,500		allowing for 3% increase
4430	Maint. Contracts	13,750		9,184	13,750	14,163	will be less once new quote received
4440	Fire Extinguishers	733		837	837	700	
4445	Security	800		-	800	800	
	Expenditure	131,031	-	80,348	130,955	185,762	
300	<u>Newtown Road Cemetery</u>						
4045	Salary Reallocation	2,342		1,580	2,342	2,413	
4315	Survey					3,500	Topographical survey
4355	Toilet Hire	1,300		895	1,200	1,300	JL's estimate
4405	Rates	294		323		378	plus 15% transitional relief and 1.7% CPI
					323		
4415	Energy Supplies	800		305	800	800	
	Energy conservation projects					1,000	CCWG -new heater for chapel
4425	Repairs and Maintenance	6,330		3,775		11,730	Redecoration & minor external repairs to chapel £5,400
					6,330		increased by 3%
4430	Maint. Contracts	10,825		6,253	10,825	11,150	
4435	Maint. Contracts Unscheduled	1,200		-	1,200	1,200	

4440	Fire Extinguishers	100	48	100	100	Current contract ends 25.3.19
4515	Tree Surveys & Works	466	-	466		5 yrly
Expenditure		23,657	-	13,179	23,586	33,571

		Current Year 2019/20		Next Year		
		Agreed Budget	Revised Budget	Actual YTD 30.11.2019	Projected Expenditure	Budget 2020/21
305	<u>Shaw Cemetery</u>					
4045	Salary Reallocation	21,079		14,222	19,565	21,722
4250	IT	1,160		544	1,160	1,160
4315	Survey					6,400
4400	Rent Payable	1,000		-	1,000	1,000
4405	Rates	955		840		1,228
					955	plus 15% transitional relief and 1.7% CPI
4410	Water	400		1,993	2,000	1,110
4415	Energy Supplies	1,550		192	1,550	1,700
	Energy conservation projects					1,860
4425	Repairs and Maintenance	13,000		2,289	13,000	13,560
4430	Maint. Contracts	58,710		33,912	58,710	60,471
4435	Maint. Contracts Unscheduled	2,000		-	-	2,000
4440	Fire Extinguishers	250		121	250	250
4515	Tree Surveys & Works	2,528				
Expenditure		102,632	-	54,113	98,190	112,461

310	<u>Markets</u>					
4045	Salary Reallocation	23,931		16,146	23,931	25,575
4265	Subscriptions	325		358	358	360
4275	Advertising General	2,500		2,156	2,500	2,500
	Free Car Parking					10,000
4360	Market Management	13,500		9,900	13,500	13,500
4405	Rates	8,100		6,627	8,100	8,236
4415	Energy Supplies	1,000		463	1,000	1,000
4425	Repairs and Maintenance	3,000		(362)	2,000	2,100
4445	Security	260		-	-	
Expenditure		52,616	-	35,288	51,389	63,271

		Current Year 2019/20		Next Year		
		Agreed Budget	Revised Budget	Actual YTD 30.11.2019	Projected Expenditure	Budget 2020/21
315	<u>War Memorial</u>					
4045	Salary Reallocation	3,451		2,328	3,451	5,505
4425	Repairs and Maintenance	1,000		19		1,000
					1,000	
Expenditure		4,451	-	2,347	4,451	6,505
315	Expenditure	4,451	-	2,347	4,451	6,505

Longer term contingency -put unspent into EMR to replace worn sculpture on top

320 Footway Lighting

4045	Salary Reallocation	3,452	2,329	3,452	5,506	
4415	Energy Supplies	6,400	3,008	6,400	7,100	new contract, price increase
4425	Repairs and Maintenance	9,000	5,254	9,000	9,000	
Expenditure		18,852	-	10,591	18,852	21,606
320	Expenditure	18,852	-	10,591	18,852	21,606

325 Clock House

4045	Salary Reallocation	3,452	2,329	3,452	5,505	
4415	Energy Supplies	580	404	580	620	new contract, increased price
4425	Repairs and Maintenance	1,200	1,143	1,200	3,000	Repairs req following survey
Expenditure		5,232	-	3,876	5,232	9,125
325	Expenditure	5,232	-	3,876	5,232	9,125

330 Street Furniture

4045	Salary Reallocation	3,451	2,328	3,451	5,506	
4425	Repairs and Maintenance	3,000	1,475		5,400	CCWG -New recycle bin options in Strategy
				3,000		
4460	Grit Bins	7,500	3,795	7,500	4,500	reduce
Expenditure		13,951	-	7,598	13,951	15,406
330	Expenditure	13,951	-	7,598	13,951	15,406

335 Recreation Grounds

4045	Salary Reallocation	12,694	8,565	12,008	13,823	
4410	Water	510	555	700	600	
4415	Energy Supplies	2,000	814	2,000	2,000	
4425	Repairs and Maintenance	4,500	7,436	8,000	6,940	CCWG - to include 2 new water refill points
4430	Maint. Contracts	26,265	15,171	26,265	27,053	increased by 3%
4435	Maint. Contracts Unscheduled	2,500	109	2,500	2,500	
4515	Tree Survey & Works	1,131	-	1,131	1,131	
Expenditure		49,600	-	32,650	52,604	54,047

Current Year 2019/20

Agreed Budget **Revised Budget** **Actual YTD 30.11.2019** **Projected Expenditure** **Next Year Budget 2020/21**

340 Play Areas

4045	Salary Reallocation	17,767	11,988	17,767	17,033	
4425	Repairs and Maintenance	8,000	7,250	8,000	8,000	
4430	Maint. Contracts	20,721	11,968	20,721	21,343	increased by 3%
4435	Maint. Contracts Unscheduled	1,000	-	1,000	1,000	
4520	Replacement Play Equipment	20,000	2,398	20,000	-	not required if CIL used instead
Expenditure		67,488	-	33,604	67,488	47,376
340	Expenditure	67,488	-	33,604	67,488	47,376

345 Victoria Park

4045	Salary Reallocation	37,529	25,321	32,716	29,744	
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4192	toilet contract				3,500	est cost of new café public toilets cleaning contract
4325	PWLB Loan Interest & repayment	14,000		-	14,000	as reported to FC on 21.10.19 - will vary
4355	Toilet Hire	700	-	700	700	in case new café not opened in time
4410	Water	3,500	1,799	3,500	3,500	
4415	Energy Supplies	1,500	1,795		1,700	May be less if café tenant in place early in season
				2,000		
4425	Repairs and Maintenance	17,700	10,026		17,700	May be less if rental income is used for R&M £632 for tennis court gate maintenance+ £2200 for splash park annual maintenance (3 yr. contract)
				17,700		
4430	Maint. Contracts	59,520	33,533	59,520	61,306	increased by 3%
4435	Maint. Contracts Unscheduled	2,500	(180)	2,500	2,500	
4440	Fire Extinguishers	200	97	200	200	Out of contract
4445	Security	500	-		500	CCTV (£262 maintenance)and £145 kiosk alarm
				500		
4455	VP Cafe Maintenance Fund	-	-		-	Annually, but not built in 18/19, so no need for budget in 19/20
4465	Tennis courts maintenance Fund	3,600	-		3,600	Maintenance fund - annually in line with LTA funding agreement
				3,600		
4475	LTA Registration Fee	330	330	330	330	£110 for each tennis court
4480	Music at the Bandstand	2,550	2,550	2,550	2,720	£160 per band
4485	Tennis Promotion	-	-	-	2,500	Promotion and annual tournament
4490	VP Family Day	2,500	2,207	2,207	2,500	
4515	Tree Survey & Works	2,563	-	2,563		5 yrly
	Expenditure	149,192	-	77,478	130,586	147,000

		Current Year 2019/20		Next Year		
		Agreed Budget	Revised Budget	Actual YTD 30.11.2019	Projected Expenditure	Budget 2020/21
350	Open Spaces					
4045	Salary Reallocation	12,693		8,564	12,693	13,824
4400	Rent Payable	170		175	175	175
4410	Water	80		83	120	100
4425	Repairs and Maintenance	4,000		1,306		12,350
					4,000	to include work on trees at Blossoms Field £8350
4430	Maint. Contracts	68,804		40,044	68,804	70,868
4435	Maint. Contracts Unscheduled	3,000		-	3,000	3,000
4515	Tree Survey & Works	2,962		-	2,962	
	Expenditure	91,709	-	50,172	91,754	100,317
355	Floral Displays					
4045	Salary Reallocation	6,393		4,313	6,393	5,889
4425	Repairs and Maintenance	400		245	400	400
4430	Maint. Contracts	20,639		11,921	20,639	21,258
4500	Tree planting	2,000		955	2,000	3,000
4505	Edible Crops	300		173	300	300

4510	Additional Floral Displays	1,500		155	1,500	1,500
	Expenditure	31,232	-	17,762	31,232	32,347
1600	Sponsorship	-		-		-
1990	Miscellaneous Income	1,800		2,050	2,050	2,050
	Total Income	1,800	-	2,050	2,050	2,050
355	Expenditure	29,432	-	15,712	29,182	30,297

360 Britain & Newbury in Bloom

4045	Salary Reallocation	9,276	-	6,259	9,276	15,297
4710	Newbury in Bloom	7,000	-	2,577	3,200	5,000
	Expenditure	16,276	-	8,836	12,476	20,297

1600	Sponsorship	500	-	500	500	500
	Total Income	500	-	500	500	500
295	Expenditure	15,776	-	8,336	11,976	19,797

		Current Year 2019/20		Next Year		
		Agreed Budget	Revised Budget	Actual YTD 30.11.2019	Projected Expenditure	Budget 2020/21
420	Wash Common Allotment					
4045	Salary Reallocation	5,533		3,733	5,533	5,781 kept separate as a charity
4410	Water	485		709	750	600
4425	Repairs and Maintenance	1,600		639	1,600	1,600
4430	Maint. Contracts	1,357		784	1,357	1,398 increased by 3%
4435	Maint. Contracts Unscheduled	280		-	280	280
4450	Extra security measures	500		-	500	1,000 We need to replace some of the fence
4515	Tree Survey & Works	58		-	58	- 5 yrly
	Expenditure	9,813	-	5,865	10,078	10,659

421 Allotments (except Wash Common)

4045	Salary Reallocation	27,665		18,666	28,525	28,906	
4400	Rent Payable	850		425	850	850	£212.5x4
4410	Water	3,000		4,185	3,500	3,500	
4425	Repairs and Maintenance	9,400		5,043	9,400	9,400	
4430	Maint. Contracts	6,780		3,918	6,780	6,983	increased by 3%
4435	Maint. Contracts Unscheduled	1,730		-	1,730	1,730	
4450	Extra security measures	3,000		-	3,000	3,000	Fence issues on 3 sides £3000 annually
4515	Tree Survey & Works	292		-	292	-	5 yrly
	Expenditure	52,717	-	32,237	54,077	54,369	

430 Wharf Toilets

4045	Salary Reallocation	6,655		4,490	6,655	5,743	
4195	Wharf Toilets Contract	11,500		5,740	11,500	11,500	5 yr. contract ends 2.4.22
4405	Rates	7,000		7,084	7,084	7,096	rates not yet cancelled by govt
4415	Energy Supplies	-		567	567	-	
4425	Repairs and Maintenance	2,000		3,516	3,516	2,000	Hoist included below in CIL expenditure
	Expenditure	27,155	-	21,397	29,322	26,339	

430	Expenditure	<u>27,155</u>	-	<u>21,397</u>	<u>29,322</u>	<u>26,339</u>
		<u>845,304</u>				

Total Revenue Budget provision 2020/21 **970,255** ** NB

NB- income projections excluded, subject to approval- Committee Item 14 - Service Charges

NB - excludes Capital expenditure items incl Café.

Additional funds requested 2020/21 **£124,951**
Increase of 6.77%



		Current Year 2019/20		Actual YTD 30.11.2019	Projected Expenditure	Next Year Budget 2020/21	
		Agreed Budget	Revised Budget				
<u>900</u>	<u>Capital & Projects</u>						
4905	CIL Expenditure						£25k café; £10k café loan; £12K hoist in toilet; £10k train station signage; £10k Canal Corridor; £4k defibrillators; City Rec; New play equipment & Skyllings equipment
		24,300		-		328,000	
9010	CAPEX VP Cafe	349,099		36,172	38,663	485,100	£51k S.106, 250k PWLB, £176,047 reserves.
	CAPEX changing rooms	199,000		-	-	-	
9040	CAPEX Tree Maintenance reserve	5,000		8,895	8,895	5,000	to bring it back to £10k (figure varies according to money spent in year)
	Expenditure	<u>577,399</u>	-	<u>45,067</u>	<u>47,558</u>	<u>818,100</u>	

Salary Reallocation

**Service Supplies
Rates**

Repair & Maintenance

Maint. Contracts

One off Expenditure

Income

Yellow

Orange

900 Capital

Newbury Town Council

Public

Report to:

Community Services Committee – 16th December 2019

Agenda Item No 14

Background

Newbury Town Council provide a number of services to its Parishioners and to other members of the public living outside the Town. Some of these services are chargeable to the public. There are 2 scales of charges, one for residents of the Town (Precept payers) and those outside the Town boundary.

Annually both schedules of Service charges are review in line with inflation rates, wage & third-party contract increases and cost of materials, where used.

Previous years

2018/19, Cemetery charges were increased by 2.8%, Market charges were increased by 2.8%, Senior football pitches were increased from £61.50p to £63.22p, Allotment charges were increased by 2.8% and the tennis courts were increased from £3.00 per half hour to £3.20 for pay & play use.

Annual Membership to be increased from £36.00per annum to £39.00 and no increase in the floodlighting charges.

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.

Objective

To ensure that the cost of providing Services by Newbury Town Council are adequate recovered where Services provides are chargeable so as not to add additional burden on the Precept Charges.

Considerations

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 has 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%.

Council Strategy

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

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

Options

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

1. **Do nothing** – keep the Service Charges at the current level – this in real terms will require cost above inflation to be met out of the Precept budget provision in 2020/21
2. **For members to recommend a lower below inflation increase in chargeable Service costs** – balance will have to be met out of Precept budget provision
3. **Approve the increases as set out in Appendix 9 a** – the Council will be able to recover its outlay cost for legitimate chargeable services to the public without the need for subsidy out of the Precept charges.

Recommendation:

To approve the average 2 % increase in costs to the Public for services offered by Newbury Town Council as set out in attached Appendix 9 a.

Signed: David Ingram, Community Services Manager 08 November 2019

Services Revenues for 2020/21 Financial Year and Allotments for 2021/22

To consider the following proposals for 2019/20 and allotment increases for 2020/21:

Cemetery Charges:

	2019/20	2020/21 Charges Rounded after 2% increase	2019/20	2020/21 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	£427	£436	£1,257	£1,282
Exclusive right of burial for the period of 100 years in a selected grave	£849	£866	£2,496	£2,546
Purchase of plot 0.6m x 0.6m for Interment of cremated remains	£148	£151	£434	£443
Purchase of a plot 0.6m x 1.2m as a baby or child's grave	£148	£151	£434	£443
Interments				
In an 'Ordinary' grave of a body of a stillborn child	£76	£77	£223	£228
In an 'Ordinary' grave of a body of a Person exceeding one month but under 14 years	£123	£126	£362	£370
In an 'Ordinary' grave of a Person exceeding 14 years	£277	£283	£816	£832
In a 'Selected' grave of a body of a stillborn child	£148	£151	£434	£443
In a 'Selected' grave of a body of a Person exceeding one month but under 14 years	£234	£239	£688	£702
In a 'Selected' grave of a body of a Person exceeding 14 years	£358	£365	£1,053	£1,074
Interment of ashes	£143	£145	£419	£428
Groundwork preparation by Council staff for the interment of ashes	£81	£83	£81	£83
Ancillary / Other Charges				
Use of Cemetery Chapel	£73	£75	£216	£220
Transferring deeds of rights of burial	£40	£41	£40	£41

Additional Cemetery Charges

	2019/20	2020/21 Charges Rounded after 2% increase	2019/20	2020/21 Charges Rounded after 2% increase
Memorials	66% Residents Discount		Non-Resident	
Right to erect a headstone, cross, Monument or any other memorial	£166	£169	£488	£498
Right to place an inscribed vase at the grave head position	£42	£42	£122	£125
Right to place a memorial on a cremated remains plot not exceeding 500mm (1' 8") in height above ground level	£42	£42	£122	£125
Additional inscription	£25	£26	£75	£76

Other Service Charges

Market Charges – Officers recommend an increase in the charge for a 3m x 3m pitch from £11.95 to **£12.45** per day for traders who pay monthly in advance and the standard daily rate will increase from £17.93 to **£18.68** 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 £64.80p to **£66.00** (Excl. VAT @ 20%) for senior pitches and continue with no charge for junior pitches.

Tennis Court Charges – Officers recommend an increase for Annual Family Membership to be increased from £44 per annum to **£45**. Play and play will increase from £3.20 to **£3.40** / half hour, floodlight use will also increase from £1.50 to **£1.60** / half hour.

The annual fee increase equates to just 2p per week, allowing a whole family to play as much as they like, for a whole year.

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 2021/22 for Newbury Parish Residents from 36p per sq. metre to **37p** per sq. metre (equivalent to £9.25 per pole) rounded after the 2% increase.

Officers recommend an increase for 2021/22 for Non-Residents of Newbury from 72p per sq. metre to **74p** per sq. metre (equivalent to £18.50 per pole) rounded after the 2% increase.

David W Ingram
Community Services Manager
December 2019

Newbury Town Council**Public****Report to:**

Community Services Committee – 16th December 2019

Agenda Item No 15**Background**

The Bus Shelter in Almond Avenue 1302 0033 has not been served by buses for many year, 2 residents have requested the removal of this shelter and are willing to pay for its removal.

The residents say that “the bus stop is constantly vandalised, causing glass shattered on the floor where school children walk to school daily and that Teenagers hang out drinking and smoking in the bus stop causing disturbance”.

Objective

To ensure that incidents of anti-social behaviour are reduced, and that Bus Shelters are provided in appropriate location.

Reference to Council Strategy, where relevant

The Council Strategy includes the following objectives:

- 01.7 Provide Bus Shelters in appropriate locations
- 03.6 We will respond promptly to complaints and act as quickly as possible to resolve them.
- 03.8 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

Options

1. **Do nothing – keep the Bus Shelter in it’s current location allowing ClearChannel to maintain there revenue from this shelter to facilitate reports to all NTC owned Shelter.**

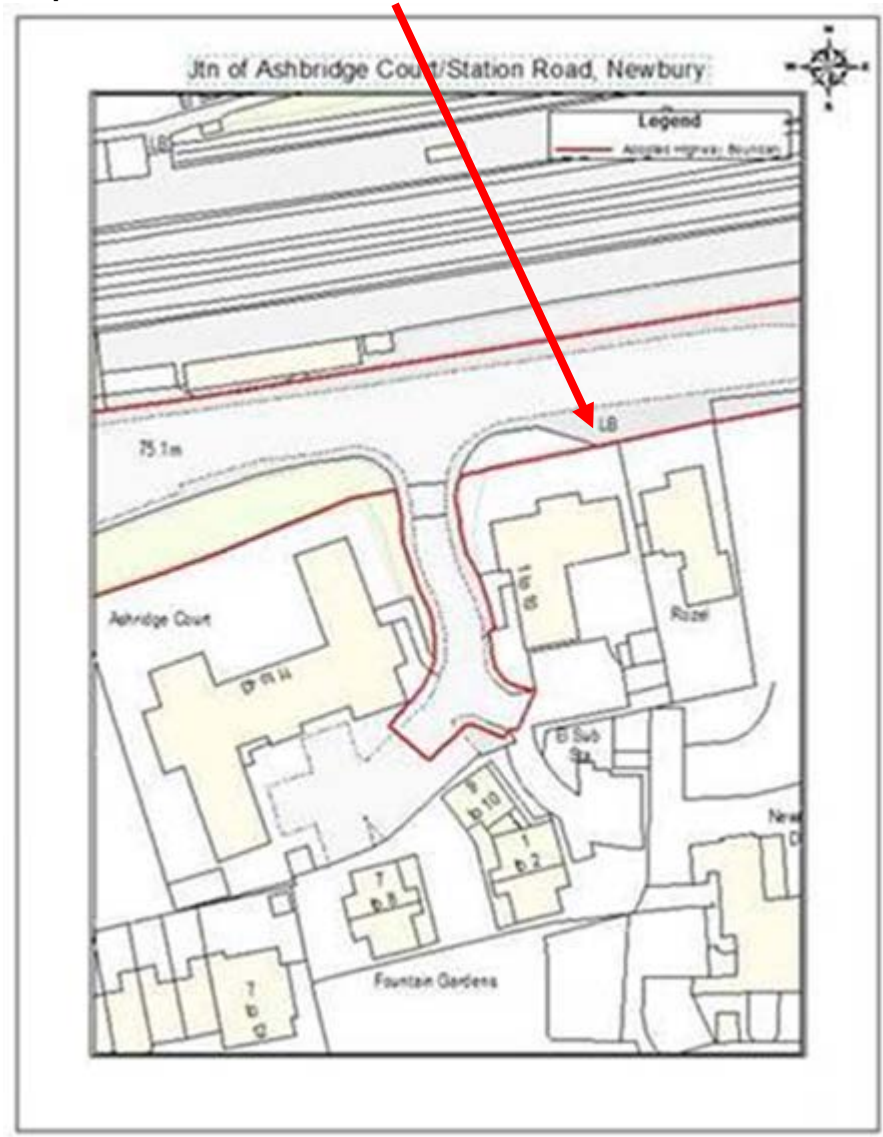
No cost to NTC or the precept.

2. **Permanent removal Shelter, including loss of revenue from the advertising for Clear Chanel, and subject to the agreement of the West Berkshire Councils Public Transport Services Team (14/10/2019), Costs from Clear Channel i.r.o. £7,800 + VAT.**

No cost to NTC or the precept, resident willing to pay for the removal

3. Relocate Shelter to another suitable location within Newbury; West Berkshire Councils Public Transport Services Team and Newbury Town Council have found a suitable location in Station Road, by bus stop. Was shown on the map below, as this has the required minimum footpath width of 3 metres footpath. Costs from Clear Channel (14/10/2019) i.r.o £6,000 + VAT

Proposed location of Bus Shelter



No cost to NTC or the precept, resident willing to pay for the removal

Consultation:

Incidents of anti-social behaviour would be reduced by the removal of this Bus Shelter and that this Bus Shelters not in an appropriate location.

Recommendation(s) To consider the options 2 and 3, and agree the best use of Newbury Town Council assets.

Signed: David Ingram, Community Services Manager

08 November 2019