

15 September 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; Vaughan Miller; Erik Pattenden; Tony Vickers; Jeff Cant

Also: All Members of the Council for information.

Dear Councillor,

You are required to attend a Zoom meeting of the Community Services Committee to be held on **Monday 21st September 2020 at 7.30pm**. This meeting is open to the Press and Public.

Join Zoom Meeting access

<https://zoom.us/j/92193787356?pwd=dzBaRVBHKzZVRStQUU9jVHd1YnRmZz09>

Meeting ID: 921 9378 7356

Passcode: 937861

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 16th March 2020, already circulated, and as attached at Appendix 1.

Town Hall, Market Place, Newbury, RG14 5AA

☎ (01635) 35486

☎ (01635) 40484

🐦 @NewburyTC

✉ towncouncil@newbury.gov.uk

🌐 www.newbury.gov.uk

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4. **Questions and Petitions from Members of the Public** – (to be received by the Community Services Manager no later than 2 pm on 21st September 2020)
Chairperson
5. **Members' Questions and Petitions** - (to be received by the Community Services Manager no later than 2 pm on 21st September 2020)
Chairperson
6. **Newbury's 'In Lockdown' Allotment Awards 2020 (Appendix 2)**
Chairperson
This year our Allotment Stewards have nominated a tenant or tenants who have made a difference during lockdown at their site.
Chairperson - To announce the winners
7. **Community Services Managers Report (Appendix 3)**
Community Services Manager
 - 7.1 **To receive** an update from the Community Services Manager on activities undertaken
 - 7.2 **To note** items as attached at Appendix 3.
 - 7.3 **To approve:** the investment in the upkeep of the WW 2 Civilian Casualty memorial in Shaw Road Cemetery.
 - 7.4 **To approve:** the expenditure in making the metal pedestrian gate in Hutton Close Park dog friendly.
 - 7.5 **To approve:** that Officers negotiate a new lease with the C&RT for Lock Island on the best terms available.
8. **Green Spaces Working Group - Newbury in Bloom (Appendix 4)**
Chairperson
 - 8.1 **To note** the minutes of the Green Spaces Group of 25th June, 23rd July & 20th August 2020
 - 8.2 **To approve the** Green Spaces Working Group Forward Community Engagement Plan as set out in Appendix 4.4
 - 8.3 **To note** the issues encountered & plans for Newtown Road Cemetery. (Appendix 4.5)
 - 8.4 **To approve the recommendation made by the Green Spaces Working Group:**
 - 8.4.1 – 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 – the Newbury in Bloom competition be put in place for the 2020/21 growing season
 - 8.4.3 – the submission of an Entry in the Thames & Chiltern Regional finals of Britain in Bloom 2020/21
 - 8.4.4- the Lockdown Wood project on land at Barn Crescent and the partnership working between Newbury Town Council, Friends of the Earth (Newbury) and Growing Newbury Green
 - 8.4.5 – the partnership working between Newbury Town Council, Lock island Project & Growing Newbury Green in enhancing the Green space on lock island subject to the Canal & River Trust agreement.

8.4.6 – Tree Policy – adopt the Policy to cover all existing & future Trees within the Newbury Town Council portfolio. (Appendix 4.6)

8.4.7- Victoria Park Boating Pond – to invest a sum not to exceed £4,500 to reconnect the outflow drainage to the pond to allow the balancing arrangement to be reinstated.

8.4.8 - To provide 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 Work Programme for Community Services Committee 2019/20 (Appendix 5)

Chairperson

To note the Forward Work Programme.

To invite Members to raise any additional items for consideration.

10. City Recreation Ground update (Verbal update by Community Services Manager)

Chairperson

To note the progress and updated plan for City Recreation Ground improvements.

11. Skyllings (and other) Play area update (Verbal update by Community Services Manager)

Chairperson

12. Waste collection & disposal (Appendix 6)

Chairperson

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

To discuss issues raised by Cllr M Vickers concerning Waste collection & disposal from Newbury Town Council assets.

13. Football Fees – Under 18's (Appendix 7)

Chairperson

To approve the change in 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

Chairperson

To approve the change is the Allotment Rules to give priority to Newbury Parishioners who are on the Allotment waiting List over all other applicants.

15. Urgent Tree Works (Appendix 8)

Chairperson

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 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 9)

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 16 MARCH 2020 AT 7.30PM**

PRESENT

Councillors Jeff Beck; Nigel Foot; Chris Foster; Jon Gage; Roger Hunneman; Steve Masters (Sub), Sarah Slack; Martha Vickers.

In Attendance

David Ingram, Community Services Manager

Jo Lempriere, Community Services Officer

51. APOLOGIES FOR ABSENCE

Cllr Martin Colston – Listening in online

Cllr Olivia Lewis

Cllr David Marsh

Cllr Vaughan Miller – Listening in online

52. DECLARATIONS OF INTEREST AND DISPENSATIONS

The Community Services Manager declared that Councillors Jeff Beck, [Steve Masters](#) 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.

53. MINUTES (appendix 1 of the Agenda)

PROPOSED: Councillor Jeff Beck

SECONDED: Councillor Jon Gage

RESOLVED: That the minutes of the meeting of the Community Services Committee held on 16 December 2019, be approved.

54. QUESTION AND PETITIONS MEMBERS OF THE PUBLIC

There were none.

55. MEMBERS QUESTIONS AND PETITIONS

Cllr Chris Foster. "What can this council do to thank and support those members of the community who are organising offers of help to vulnerable people during the coronavirus crisis?"

Chairpersons reply *"Cllr Foster, thank you for your question. Newbury Town Council is very supportive of all individuals & Community Groups who are and will give up their time to assist the less able and vulnerable in our Community.*

Community spirit and togetherness, looking out for the vulnerable in your neighbourhood is key in these difficult circumstances.

We commend & encourage such neighbourly actions.

Newbury Town Council is aware that in this Civic Parish we have a high number of dependent individuals, be they in supported or nursing accommodation or indeed living at home.

The Council is currently reviewing its position on the effects of this outbreak and the various measures it can directly influence and those it can support.

This Council is looking to Government & West Berkshire Council, as the responsible authority for local Community Health, Education & Adult Services for guidance.

Newbury Town Council are ready, willing and prepared to support, at a Civic Parish level, any request for assistance.

The Town Council will update its position on the coronavirus crisis, what actions [it](#) proposes to take & how it will support the Community".

56. PUBLIC SPACES PROTECTION ORDER CONSULTATION (appendix 7 of the Agenda) – moved from agenda item 11

PROPOSED: Councillor Steve Masters

SECONDED: Councillor Jeff Beck

RESOLVED: That Standing Orders be suspended.

Alexandra O'Connor (West Berkshire Council – Senior Community Coordinator (Resolutions) and Inspector Mark Tucker (Thames Valley Police – Community Policing Team) gave a presentation outlining the history behind the Public Spaces Protection Order (PSPO) and Councillors were invited to ask questions.

PROPOSED: Councillor Roger Hunneman

SECONDED: Councillor Steve Masters

RESOLVED: That the Town Council will make a submission in support of this Public Spaces Protection Order (PSPO) with recommendations that this order does not disrupt the Rights to Protest or be used to move on rough sleepers.

PROPOSED: Councillor Jeff Beck

SECONDED: Councillor Steve Masters

RESOLVED: That Standing Orders be reinstated.

57. COMMUNITY SERVICES MANAGERS REPORT (appendix 2 of the Agenda)

Councillors received an update from the Community Services Manager on activities undertaken as per the items as attached at Appendix 2 of the Agenda.

It was noted that the Bandstand in Victoria Park was over subscribed and that there was a waiting list for the other Brass & Silver Bands. It was suggested that the budget be increased to allow more Bands to play.

58. GREEN SPACES WORKING GROUP – NEWBURY IN BLOOM (appendix 3 of the Agenda)

58.1 The minutes of the Green Spaces Group of 18th December 2019, 16th January 2020 and 6th February 2020 with the recommendations of the Group, as detailed in Appendices 3.1 to 3.4 of the agenda were noted.

58.2 The approval of the Community Newbury in Bloom Working Plan as set out in Appendix 3.5 of the agenda has been held over due to the escalating restrictions due to the Coronavirus (COVID-19).

58.3 PROPOSED: Councillor Jeff Beck

SECONDED: Councillor Jon Gage

RESOLVED: To recommend to Full Council the Transfer of Greenham House Gardens from West Berkshire Council to Newbury Town Council on the terms negotiated by Officers, as detailed in Appendix 3.6 of the Agenda, with the additional recommendation of using porous recycled rubber products for the pathways as opposed to asphalt which is non-porous.

58.4 PROPOSED: Councillor Nigel Foot

SECONDED: Councillor Steve Masters

RESOLVED: That the Town Council through Officers renegotiate the agreement with the National Trust for Newbury Town Council to manage the grounds & trees associated with the Falklands memorial, with financial assistance from the National Trust for forward tree works.

58.5 The Community Services Managers biannual meeting with the Friends of Newtown Road Cemetery, as detailed within Appendix 3.8 of the agenda was noted.

59. FORWARD WORKING PROGRAMME FOR COMMUNITY SERVICES COMMITTEE 2019/20 (appendix 4 of the Agenda)

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

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

60. CITY RECREATION GROUND CONSULTATION (appendix 5 of the Agenda)

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

61. SKYLLINGS PLAY AREA (appendix 6 of the Agenda)

The current position on the proposal for the Skyllings playground redevelopment plan were noted.

62. MARKET CONSULTATION (appendix 8 of the Agenda)

The Community Services Manager David Ingram stated that he had been instructed to appoint a Specialist Market Consultant subject to available funding & Newbury BID sharing costs for the project, however the costs have been received are they are excessively prohibitive, therefore requested that this item be withdrawn from the agenda.

63. EXCLUSION OF THE PRESS AND PUBLIC

PROPOSED: Councillor Jeff Beck

SECONDED: Councillor Chris Foster

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.

64. VICTORIA PARK SUBCOMMITTEE (appendix 9 of the Agenda)

- 64.1** The Committee received an update of the current plans for the proposed community café.
- 64.2** The Committee agreed that the Victoria Park Sub-Committee can proceed with the plans as they are currently, however be ready to make small changes if required by the Planning Office of West Berkshire Council.

THERE BEING NO OTHER BUSINESS THE CHAIRPERSON THANKED ALL THOSE IN ATTENDANCE AND DECLARED THE MEETING CLOSED AT 9.20pm.

CHAIRPERSON

Newbury's 'In Lockdown' 2020 Allotment Awards

Nominated by the Allotment Stewards from each site.

Southby's Site

Mike Hart, plot 19.

Mr Hart grew around 1300 young tomato plants from early in the year which he gave away for a charitable donation. He gave around 300 plants to a local scout group to be able to sell for their fundraising. From the remainder he managed to donate £2000 for Newbury Cancer Care. The project will be ongoing with the help of the Southby's Allotment Tenants Association (SATA).

Parsons Site

Frank Knott, New Leaf Horticultural Therapy, plots 29 & 30

This allotment is usually tended by a small friendly group of people, all of whom are experiencing mental health problems but who find support and friendship through the two sessions that are held at the allotments each week.

During 'lockdown' Frank, who runs the group, regularly visited the large plot to keep it ready for the group on their return. Following the easing of 'lockdown' the group are now back at the allotment with Frank as their inspiration.

One Tree Park Site

During (and since) lockdown OTP ran a very successful Plant & Produce Stall. None of this would have been possible without the hard work and patience of 3 ladies who pricked-out literally hundreds of seedlings for onward growing. The Award goes jointly to:

- Irene Hanbury
- Sarah de Souza
- Julie Cole

Wash Common Site

Ruth Reid, plot 33

Not only does Ruth keep her organic allotment in a methodical and productive way, it always looks well cared for and pretty with lots of pretty, insect attracting flowers. Ruth keeps an eye out for anybody in need. She notices when somebody's allotment is not looking to be tended as well as usual and will weed and water to help maintain it. She will ask if everything is alright with certain plot tenants. Her caring ways are also expressed in her helping with the establishment of the therapy garden on site. Already produce from it is being used by the food bank.

West Mills Site

Mrs Christa & Mr Mike Steer, plot 18a

Having only taken on the plot in March this year, Mr & Mrs Steer are new tenants who have done a fantastic job creating their allotment, creating raised beds and a fruit cage during lockdown transforming a previously neglected plot.

Dairy Farm Site

Lina Lennie, plots 28a/b

Lina and her family have been nominated for taking on a very neglected allotment plot and have completely transformed it into an outstanding growing area. Fellow tenants and the allotment Steward on the site are pleased to see this plot looking so beautiful and the family working together with the children getting involved in the growing and tending of the plot.

Newbury Town Council

Public Report

**Community Services Committee,
Agenda Item No 7**

Community Services Manager Report – September 2020

1. Green Spaces

Several projects are underway which commits Staff & Volunteer time for the enhancement of Newbury. The wildflower meadow in City Recreation Ground has been a great success and the new woodland planting in Wash Common alongside Lockdown Wood is eagerly anticipated. An alliance with the Lock Island project & Growing Newbury Green will see additional benefits coming forward in the coming year.

Sadly, both Newbury in Bloom & the Regional finals of Britain in Bloom were cancelled this year. We look forward to the next year in bloom.

The Allotments have been very active, and we still have a waiting list for most sites.

We have experienced an abnormal amount of Tree issues already this year, the exceptional rains, and strong winds, unusual for this time of year have caused damage to 12 trees within NTC responsibility with an extra unbudgeted cost more than £8,000

A sperate Report has been issued.

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

2. Town Hall energy projects

Several energy efficiency projects are underway within the Town Hall. Lighting movement detectors have been installed in the Toilet areas; more will be fitted to meeting rooms & offices.

Suite 7 formally rented to West Berkshire Council is currently vacant awaiting re letting. The opportunity has been taken to upgrade the lighting & heating to this Suite by way of an experiment to see how cost effective such an upgrade might be. As a result, the rest of the Town hall lighting & heating will be upgraded over time (commencing 15th September 2020) on the same basis commencing with the offices occupied by the Council.

3. Cemeteries

The biannual meeting with the Friends of Newtown Rd Cemetery has yet to take place, delayed due to Covid -19 restrictions. We have sustained some damage to the gravestones in this Cemetery, falling limbs from the Cedar tree, the cost of repair being investigated likely to expensive. Insurers have been notified.

Works on digital mapping of both Cemeteries will commence in October 2020 producing digitalised detailed information on the sites for future incorporation in a GIS based record system for the Town Assets.

In Shaw Road Cemetery, a large Memorial burial area for Civilian victims of WW 2

<http://westberkshirewarmemorials.org.uk/memorial.php?link=WB108>

This Memorial area has deteriorated and is in need of some works. The Council has previously maintained this area on behalf of the Community. A cost of £580 has been suggested to bring this memorial back up to an acceptable condition. This can be funded out of Shaw Cemetery maintenance budget 2019/20.

Recommendation: Members agree to the investment in the upkeep of the memorial.

4. Hutton Close

Newbury Town Council has a request from The Guide Dogs for the Blind Mobility Team to consider providing latches to the pedestrian gates that lead in and out of Hutton Close playing area off Shaw Road. Currently the gate is designed to swing freely both ways to enable Wheelchair access. Latches would mean that it would be difficult for a wheelchair user to lean over the gate to lift the catch & open this. There is a catch system on the second gate which opens onto the A339 footpath

The Guide Dogs Team write:

Free running a dog with no vision is very different from running a dog with vision to check on where they are, and our Guide Dog Owners require enclosed facilities to assist with this. There are Guide Dogs Owners in your area who have been using this field with an understanding that they are in a safe area, who are very concerned to have found out about this gate. The ability to give their dogs freedom of lead is essential for the dog's welfare, and important for their independence not to have to rely on other people to provide this.

I feel it is important that this gate is replaced in advance of injury to a child or dog, rather than in response to it in the future

The gate in question is a steel gate therefore modification is a little more complicated. We have a quote for fitting a system which could be operated by wheelchair users although it will be with some difficulty, the cost associated is £480 plus VAT. The cost could be funded out of Maintenance revenue if approved.

Recommendation: Members agree to the modification of the Shaw Road gate to Hutton Close.

5. Lock Island Lease

Members may be aware that part of Lock Island Newbury is in the Ownership of the Canal & River Trust (C&RT). Newbury Town Council (Newbury Borough Council) hold a 25-year Lease which expires on 29th September 2020. The C&RT have now approached the Council to discuss renewal of the Lease and discuss Terms. Members are asked to confirm that they wish Officers to negotiate a new Lease term and to report back for approval the outcome. In the interim the Council will be holding over on the Lease on existing Terms. Please see also recommendation **8.4.5 on the Agenda.**

Recommendation: That Officers negotiate a new lease with the C&RT for Lock Island on the best terms available.

6. Annual Family Day

The Family Day for 2021 has provisionally been set for Saturday 6th June 2021, the “D” Day Anniversary. Subject to prevailing Covid Regulations, arrangements will be made on a provisional basis to this event to take place.

7. Bandstand

Due to Covid-19 restrictions the Bandstand has not had its usual Summer band concert season. Currently there is no plan to make this available for the rest of this fiscal year.

8. Market

The Town Council provided a detailed Risk assessment at the outset of Covid – 19 and were able to keep the Market Trading with the assistance of the Market Manager. This has attracted new business to the market which is now trading well. The retirement of Glyn Moyes (the Watch Man) after 41 years trading on Newbury Market is a sad loss.

There is still some doubt over the longevity of the Thames Valley Farmers Market currently not trading at capacity.

9. Wi-fi & CCTV to Town Hall

The Town Hall has an updated Wi-fi network which has improved both coverage & speed. The Town Hall has a CCTV installation covering the principle entrances with a new door link microphone entry system allowing Visitors to be managed from the outer Mansion House door into the Reception and if necessary to be served via the Reception intercom thus being Covid -19 secure at all times.

10. H&S matters

Please see attached the H&S matrix issued to P&R Committee (Appx 3.1). You will note that during and because of Covid -19 the Team has been heavily engaged in Risk assessments as well as the routine 5-year cyclical H&S updated required under

the H&S at Work cat & Regulations. A significant amount of action has taken place as a result, the Council is currently in a good position in terms of compliance.

11. Covid – 19

Numerous COVID – 19 Risk assessments have been carried out by the Team including Parks & Receptions Grounds allowing their use, Football facilities, Splash park and the recent Children's Fair rides in Victoria Park as well as Cemetery use & the market. Some managed Community Events have also been taking place. The Team continue to monitor Government guidelines & Health England recommendations. Currently we can report that with one major exception, 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.

Sanitation stations, screens and other mitigation measures have been applied to the Town Hall building. The Team are currently working flexibly both at home & attending the Office when required.

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: 14 September 2020

Health & Safety Report for P&R Committee - Last Updated 09/07/2020

Appendix 3.1

Appendix 1

Note: Health and Safety is considered in all that we do, and that this report includes aspects of all services, while ensuring no unnecessary duplication within individual service plans.

Ref-:	Description of Action Required	Responsibility	Cost	Due Date	Completion Date	Next Due	Pre-requisites / Notes	Benefits
HS1	Football changing rooms Domestic Water Services hygiene regimes following LRA - Weekly Purging, Monthly temp reading, quarterly descaling of shower heads	Subcontractor	Included in contract	On Going	Weekly / Monthly / On going	N/A	Recreation Ground R&M budget	To minimise risk of legionella / compliance with legislation
HS2	Town Hall Domestic Water Services hygiene regimes following LRA - Weekly Purging, Monthly temp reading,	Safety Officer	Included in staff cost	On Going	Weekly / Monthly / On going	N/A	Staff costs budget	To minimise risk of legionella / compliance with legislation
HS3	Shaw Cemetery Domestic Water Services hygiene regimes following LRA - weekly purging, monthly temp reading,	Subcontractor	Included in contract	On Going	Weekly / Monthly / On going	N/A	Shaw Cemetery R&M budget	To minimise risk of legionella / compliance with legislation
HS4	Town Hall Inspections (offices and communal areas). Including Quarterly Workplace Inspections by Safety Officer	Officers	Included in staff cost	On going / ad hoc	Daily / Weekly / Monthly / Quarterly / On going	N/A	N/A	Improved Town Hall Safety
HS5	Town Hall Fire Alarm Testing	Officers	Included in staff cost	On going	Weekly	N/A	N/A	Compliance with legislation
HS6	Town Hall Disabled Toilet Alarm Testing	Officers	Included in staff cost	On going	Monthly	N/A	N/A	Improved Town Hall Safety
HS7	Risk Management Strategy and Strategic Risk Register Review	Council	Included in staff cost	15/10/2019	Agreed at P&R 14.10.19	October 2020	Audit Working Group to consider following Management Team input	Ensured risk strategy is still correct
HS8	Town Hall Safety Inspections (quarterly)	Safety Officer / Caretaker	Included in staff cost	20 December 2019	Completed 20/12/2019	End March 2020 - delayed due to Lockdown	N/A	Improved Town Hall Safety
HS9	Annual Play Area Inspection by ROSPA accredited inspection company	Contractor / Safety Officer / Community Services Manager	Approx. £700	End March 2019	Completed 13, 14, & 15 February 2019	February 2020	Playground R&M budget	Legal requirement Safety for users
HS10	Boiler Servicing & Gas Safety Certificate for Served	Safety Officer / Subcontractor	£200.00	End Jan 2020	Completed 08/01/2020	End Jan 2021	Town Hall Contract	Continued Town Hall Safety / compliance with legislation
HS11	Boiler Servicing & Gas Safety Certificate for Old Court House (Suite 1)	Safety Officer / Subcontractor	£200.00	End July 2020	Engineer appointment Booked 17/07/2020	End June 2021	Town Hall Contract	Continued Town Hall Safety / compliance with legislation
HS12	Lift Inspection (annually)	Subcontractor / Safety Officer	Included in Insurance	End June 2019	Completed 20/06/2019	June 2020 delayed due to Lockdown	Legal requirement	Improved Town Hall safety / compliance with legislation
HS13	Fire Extinguishers Maintenance (annually) for All NTC Sites, requiring extinguishers (Shaw Cemetery, Victoria Park Changing Rooms & Kiosk, Bowling Club, Town Hall, Newtown Road Cemetery)	Safety Officer / Subcontractor	£1,043 Annually	End April 2019	Completed April 2019	End April 2020 - Delayed due to Lockdown - Engineer attending 10/07/2020	Various Contracts / R&M budgets	Improved safety / compliance with legislation
HS14	5 yearly Periodical Test & Inspections of the Town Hall Electrical System	Safety Officer / Subcontractor	£4,750.00	End April 2015	W/C 20/07/2020 - delayed due to lockdown	April 2025	Town Hall R&M budget	Improved safety / compliance with legislation
HS15	Newtown Road Cemetery 5 yearly Electrical installation testing	Safety Officer / Subcontractor	£300.00	End April 2017	Completed 17/05/2017	May 2022	Newtown Road Cemetery R&M Budget	Improved safety / compliance with legislation
HS16	Lift Service (6 monthly) Changing to quarterly March 2019	Safety Officer / Subcontractor	From March 2019 £320/annual	End Jan 2020	Completed 20/01/2020	End April 2020 - Delayed due to Lockdown - waiting date from Contractor	Town Hall R&M budget	Improved Town Hall safety / compliance with legislation
HS17	Independent Town Hall Annual Fire Risk Assessment Review (annually)	Safety Officer / Community Services Manager	£175.00	End May 2020	Delayed due to lockdown - Completed 15/06/2020	End June 2021	Town Hall R&M budget	Improved Town Hall safety / compliance with legislation
HS18	Town Hall (PAT) Portable Electrical Appliance Testing (annually)	Safety Officer / Caretaker	Included in staff cost	End July 2019	Completed 31/07/2019	W/C 13 July 2020	Officer Time	Improved Town Hall safety / compliance with legislation

Health & Safety Report for P&R Committee - Last Updated 09/07/2020

Appendix 3.1

Appendix 1

Note: Health and Safety is considered in all that we do, and that this report includes aspects of all services, while ensuring no unnecessary duplication within individual service plans.

Ref-:	Description of Action Required	Responsibility	Cost	Due Date	Completion Date	Next Due	Pre-requisites / Notes	Benefits
HS19	Lightning Conductor Maintenance / Inspection (annually) Test Strike UK Limited	Safety Officer / Subcontractor	£110.00	End Jan 2020	Completed 16/01/2020	End of January 2021	Town Hall R&M budget	Improved Town Hall safety / compliance with legislation
HS20	Independent Legionella Risk Assessment - All NTC Premises	Safety Officer / Subcontractor	£1,500.00	End Jan 2020	Completed 20/01/2020	As required by Legislation	Town Hall R&M budget	Improved safety / compliance with legislation
HS21	Shaw Cemetery (PAT) Portable Electrical Appliance Testing (annually)	Safety Officer / Subcontractor	Under taken by GM Contractors	End July 2019	Completed 25/07/2019	W/C 20 July 2020	Shaw Cemetery R&M budget	Improved Shaw Cemetery safety / compliance with legislation
HS22	Town Hall Emergency Light Test (6 monthly)	Safety Officer / Subcontractor	£165.00	End Dec 2019	Completed 20/12/2019	End June 2020 - delayed due to lockdown, waiting Date from Contractor	Town Hall R&M budget	Improved Town Hall safety / compliance with legislation
HS23	Bandstand Electrical Supply Testing (annually)	Safety Officer / Subcontractor	£120.00	End July 2019	Completed 31/07/2018	July 2020 - delayed due to lockdown, waiting Date from Contractor	Victoria Park R&M budget	Improved Bandstand safety / compliance with legislation
HS24	Town Hall Fire Alarm Maintenance (quarterly)	Safety Officer / Subcontractor	Included in contract	End March 2020	Completed - delayed due to lockdown 24/04/2020	Engineer booked for 20/07/2020	Town Hall Contract	Information for Emergency Services and Town Hall occupants
HS25	Town Hall Fire Alarm - Major System improvement works	Safety Officer / Subcontractor	£4,110.00	End October 2018	Completed 03/10/2019	One Off	Town Hall R&M budget	Improved system safety for Town Hall users
HS26	Town Hall Emergency Evacuation Drills	Community Services Manager / Safety Officer / Fire Marshals	Included in staff cost	Minimum of 2 per annum	Completed Not a Drill 27/08/2019	Minimum of 2 per annum - delayed due to lockdown	N/A	Improved Town Hall safety / compliance with legislation
HS27	Independent Commercial EPC Survey	Community Services Manager / Contractor	£375.00	End June 2020	Completed 19/06/2020	End June 2030	Town Hall R&M budget	Compliance with legislation
HS28	Independent DEC Survey	Community Services Manager / Contractor	£475.00	End June 2020	Completed 19/06/2020	End June 2030	Town Hall R&M budget	Compliance with legislation
HS29	Independent Asbestos management Survey	Community Services Manager / Contractor	£595.00	End June 2020	Completed 19/06/2020	End June 2030	Town Hall R&M budget	Compliance with legislation
HS30	Independent Marketing style floor plan Survey	Community Services Manager / Contractor	£445.00	End June 2020	Completed 19/06/2020	End June 2030	Town Hall R&M budget	Compliance with legislation
HS31	Independent 5 year Structural & Aerial Drone Surveys - All NTC Premises	Community Services Manager / Contractor	£8,606.00	End June 2019	Completed 30/06/2019	End June 2024	Town Hall R&M budget	Compliance with legislation
HS32	Independent Tree Condition Survey & Mapping - All NTC Land	Community Services Manager / Contractor	£15,700.00	End Jan 2020	Completed End January 2020	End January 2025	Town Hall R&M budget	Compliance with legislation
HS33	Shaw Cemetery Memorial survey (subject to available funding)	Community Services Manager / Contractor	TBC	2020/21	TBC	TBC	Shaw Cemetery R&M budget	Compliance with legislation
HS34	Town Hall Covid-19 Risk Assessment	Community Services Manager / Officers	Included in staff cost		Completed 02/07/2020	As required by Legislation	Town Hall R&M budget	Compliance with legislation
HS35	Market Covid-19 Risk Assessment	Community Services Manager / Officers	Included in staff cost		Completed 28/05/2020	As required by Legislation	Market R&M budget	Compliance with legislation

Health & Safety Report for P&R Committee - Last Updated 09/07/2020

Appendix 3.1

Appendix 1

Note: Health and Safety is considered in all that we do, and that this report includes aspects of all services, while ensuring no unnecessary duplication within individual service plans.

Ref-:	Description of Action Required	Responsibility	Cost	Due Date	Completion Date	Next Due	Pre-requisites / Notes	Benefits
HS36	Play Area Covid-19 Risk Assessment	Community Services Manager / Officers	Included in staff cost		Completed 02/07/2020	As required by Legislation	Play Area R&M budget	Compliance with legislation
HS37	Cemeteries Covid-19 Risk Assessment	Community Services Manager / Officers	Included in staff cost		Completed 02/07/2020	As required by Legislation	Shaw & Newtown Road R&M budget	Compliance with legislation
HS38	Review of Town Hall Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2019	Completed 30/10/2019	End October 2020	N/A	Improved information on Risks for NTC own / managed assets
HS39	Review of Victoria Park Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2019	Completed 30/10/2019	End October 2020	N/A	Improved information on Risks for NTC own / managed assets
HS40	Review of Newtown Road Cemetery Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2019	Completed 30/10/2019	End October 2020	N/A	Improved information on Risks for NTC own / managed assets
HS41	Review of Shaw Cemetery Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2019	Completed 30/10/2019	End October 2020	N/A	Improved information on Risks for NTC own / managed assets
HS42	Review of Market Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2019	Completed 30/10/2019	End October 2020	N/A	Improved information on Risks for NTC own / managed assets
HS43	Review of Recreation Grounds Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2019	Completed 30/10/2019	End October 2020	N/A	Improved information on Risks for NTC own / managed assets
HS44	Review of Playground Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2019	Completed 30/10/2019	End October 2020	N/A	Improved information on Risks for NTC own / managed assets
HS45	Review of Allotments Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2019	Completed 30/10/2019	End October 2020	N/A	Improved information on Risks for NTC own / managed assets
HS46	Review of Bus Shelter Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2019	Completed 30/10/2019	End October 2020	N/A	Improved information on Risks for NTC own / managed assets
HS47	Review of Clocks Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2019	Completed 30/10/2019	End October 2020	N/A	Improved information on Risks for NTC own / managed assets

Health & Safety Report for P&R Committee - Last Updated 09/07/2020

Appendix 3.1

Appendix 1

Note: Health and Safety is considered in all that we do, and that this report includes aspects of all services, while ensuring no unnecessary duplication within individual service plans.

Ref-:	Description of Action Required	Responsibility	Cost	Due Date	Completion Date	Next Due	Pre-requisites / Notes	Benefits
HS48	Review of Public Seating (Benches) Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2019	Completed 30/10/2019	End October 2020	N/A	Improved information on Risks for NTC own / managed assets
HS49	Review of Skatepark Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2019	Completed 30/10/2019	End October 2020	N/A	Improved information on Risks for NTC own / managed assets
HS50	Review of Footway Lighting Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2019	Completed 30/10/2019	End October 2020	N/A	Improved information on Risks for NTC own / managed assets
HS51	Review of War Memorial Service Risk Assessments (annually)	Community Services Manager / Community Services Officers / GMO	Included in staff cost	End October 2019	Completed 30/10/2019	End October 2020	N/A	Improved information on Risks for NTC own / managed assets

Newbury Green Spaces / in Bloom Working Group**Zoom Meeting 25th June 2020****Minutes**

PRESENT: Councillors: Jon Gage, (Chair) Martha Vickers, Chris Foster, David Marsh, Sarah Slack
Members: Fiona Walker, Fran Lawton, Fiona Walker, David Fenn, Tony Hammond
Officers: James Heasman (GMO), David Ingram (Community Services Manager).

1. Apologies

Cllr Billy Drummond, Jeff Beck

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

2. Minutes

The minutes of the meeting of the Newbury in Bloom Working Group held on 5th March 2020 were briefly discussed, items were now either completed or included on Agenda. The principal matters are set out in the Agenda.

3. Part 1**a) Newbury in Bloom Photos**

The Working Group agreed that a Recommendation should be taken forward to next Committee to the effect that the current Newbury in Bloom Facebook site should be reactivated and made available to this Group.

Agreement to be reached on its management and editorial content as a matter of urgency.

An opportunity is being missed to collect and collate data for the 2021/2 Britain in Bloom Entry Brochure as no records of activity is being captured due to Lockdown.

URGENT attention required. Report to next Committee

b) Update on BIB 2021 Entry

2021/2 entry information is as yet not available, the Group agreed a Recommendation should go forward allowing NTC (Newbury Town Council) to enter into the 2021/2 Thames & Chiltern Competition and work needed to start now to collate background data on any activity being carried out this year to be put into the Brochure for next year's entry.
Recommend to next Committee

c) Green spaces matrix & annual planner

James updated on those activities which could be done going forward, those that are re planned for 202/21 and carried forward to 2020/21. The Planner would be updated and recirculated follow today's input.

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

James H advised this was still schedule, the cost for the preparatory works are agreed, seeds & sand has arrived, PR and local posters are being organised.

e) Wash Common Tree planting 5th & 12th Dec 2020

as part of the NTC requirement to replant 2 for 1, the 5-year Tree survey found several trees which had to be removed for disease or Health & Safety reasons. New trees will be planted in Wash Common and other areas. James issued a plan with a tree species list & set out the vision, agreed by the Group. This is a long-term project, any association with schools and other Groups, to be involved longer term would be very welcomed.

a) Community Orchards 2020/21

Tony H set out the positive achievements had from the spring pruning 2020 and the plan for 2020/21. All positive & successful a few trees lost over the year Group pleased with success rate & outcomes agreed to pursue this in next year with more planting.

f) Old Hospital Green Botanical Planting

Design has been approved in principle & no objections received from Civic Pride, Arts & Leisure. James H to organise preparation works & plants for the event. PR has been re drafted for circulation & approval.

4. Part 2

a) Plans for Lock Island partnership – It was previously agreed that NTC would go ahead with the immediate planned improvement works to the Island. NTCs works are completed. The proposal is set out below:

The design is formed from two sweeping circles joined by a wave. The form will be created in vertical larch, similar to the bow of the boat on the other side.

The design represents the flow of water through Newbury, with the circles flowing the 'flow and eb' sculpture.

This design will give a stunning entrance to Newbury and will represent not only the above, but also symbolises the importance of community, diversity and unity of the people of our town.

Between the circles are seats and further planting.

The larger circle has is aluminium text/letters:

NEWBURY

Community Matters

The wood we need is:

66x2.4m (10x15cm) larch mini sleepers = £792

8x3.6m (3x15cm) larch board for seating = £80

30m of aluminium strip = £40

Screws = £30

Total £942

The WG agreed to support the provision of this material for development of Lock Island.

b) Tree Policy

James H. asked if Members have a view on the extent to which NTC should carry out works on Trees which are owned or managed by NTC requested by the Public.

Currently the view taken by the Community Services Team is that unless works are needed for health or the tree or for health Safety or nuisance reasons, tree surgery would not be approved.

Members were asked to consider a recommendation to be put to the Community Services Committee for formal adoption.

James would bring a short statement to this effect to the next meeting.

c) Newtown Rd Cemetery

James updated on the works agreed with the Wildflower areas and confirmed that the Cemetery would be reopened on a limited hours basis subject to Continental staff being available.

Discovery of orchids & other plants was welcomed; the information should be shared on social media.

d) Lockdown Wood

Susan Millington joined the meeting to set out the vision on the Project, the requirement for Friends of the Earth Newbury to take this forward. Options were discussed as to the available on NTC land which would be suitable for this project. It was agreed that James would organise a site visit to Barn Crescent to look at the potential for this site being used.

e) James updated on the City Recreation Ground project, the Wildflower area, the planned cut & drag which public participation would be considered

f) 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

g) 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.

5. DATES for next Meetings:

Next WG meeting suggested 23rd July 2020 by Zoom

The meeting, interrupted by a power cut in Newbury, closed at 21.30

David W Ingram

Community Services Manager

Newbury Green Spaces / in Bloom Working Group**Zoom Meeting 23rd July 2020****Minutes**

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

Members: Fran Lawton, Sukey Russell-Hayward

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

1. Apologies

Cllr Martha Vickers

Apologies also from: Samantha Carpenter, Paul Barker, Fran Lawton, Fiona Walker, David Fenn, Tony Hammond

2. Minutes

The minutes of the meeting of the Green Spaces Working Group held on 23rd June 2020 were briefly discussed, items were now either completed or included on Agenda. The principal matters are set out in the Agenda.

3. Part 1**a) Newbury in Bloom Photos**

Confirmation that this Working Group agreed a Recommendation should be taken forward to next Committee to the effect that the current Newbury in Bloom Facebook site should be reactivated and made available to this Group.

Agreement to be reached on its management and editorial content as a matter of urgency.

An opportunity is being missed to collect and collate data for the 2021/2 Britain in Bloom Entry Brochure as no records of activity is being captured due to Lockdown.

URGENT attention required. Report to next Committee

b) Update on BIB 2021 Entry

Confirmation that this Working Group agreed a Recommendation should go forward allowing NTC (Newbury Town Council) to enter into the 2021/2 Thames & Chiltern Competition and work needed to start now to collate background data on any activity being carried out this year to be put into the Brochure for next year's entry.

Members had already started to send in photos for the album to be used in the next Prospectus & for current PR purposes.

Recommend to next Committee

c) Green spaces matrix & annual planner

James

had updated on those activities which could be done going forward, those that are re planned for 202/21 and carried forward to 2020/21. The Planner would be updated and recirculated when changes were needed, particularly any additional dated to be considered

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

James H advised this was still scheduled, the cost for the preparatory works are agreed, PR and local posters are being organised. A good turnout is anticipated (subject to weather)

e) Wash Common Tree planting 5th & 12th Dec 2020

as

part of the NTC requirement to replant 2 for 1, the 5-year Tree survey found several This was now agreed and subject to P&R Committee approval a deer fence would enclose the area for additional protection of the new Trees. There had been some interest shown in this project & the potential for its longer-term use for education. This to be pursued at a later stage.

a) Community Orchards 2020/21

Tony H set out the positive achievements had from the spring pruning 2020 and the plan for 2020/21. All positive & successful a few trees lost over the year Group pleased with success rate & outcomes agreed to pursue this in next year with more planting. Glendale Avenue was suggested for 6th January 2020.

f) Old Hospital Green Botanical Planting

Design has been approved in principle & no objections received from Civic Pride, Arts & Leisure. The theme is to be related to HNHS Corona Virus M James H to organise preparation works & plants for the event. PR has been re drafted for circulation & approval.

4. Part 2

- a) Plans for Lock Island partnership – It was previously agreed that NTC would go ahead with the immediate planned improvement works to the Island. NTCs works are completed. support the provision of this material for development of Lock Island. The WG agreed that an allocation out of this year's budget in the sum of £942 would be allocated to assist this phase of the Lock Island improvements.

b) Tree Policy

James H. produced a Policy document for discussion. Members agreed this was a sensible approach and recommended it be taken forward of adoptions at next full Committee

c) Newtown Rd Cemetery

James updated on the works agreed with the Wildflower areas and confirmed that the Cemetery had been reopened by Continental staff.

Discovery of orchids & other plants was welcomed; the information should be shared on social media.

d) Lockdown Wood

Susan Millington joined the meeting to confirm a successful visit to Barn Crescent to look at the potential for this site being used. It was agreed that subject to Council Committee approval, this site would be suitable for the Lockdown Wood project and the Working Group would work alongside Friends of the Earth in establishing this.

Recommend to next Committee

e) City Rec project - James updated on the City Recreation Ground project, the Wildflower area, the planned cut & drag which public participation is being planned on 6th September 2020, to be discussed at next meeting,

f) 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

g) 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

h) Allotment awards

It was agreed that this years Allotment Awards would be different in that the Stewards would nominate a Tenant / plot that despite the current adversity had excelled. It was agreed that the GSWG would sponsor the award “in adversity” with a suitable gift.

5. DATES for next Meetings:

Next WG meeting is scheduled for 20th August 2020 at 7pm

The meeting at closed at 20.10

David W Ingram

Community Services Manager

Newbury Green Spaces / in Bloom Working Group**Zoom Meeting 20th August 2020****Minutes**

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

Members: Tony Hammond, Sukey Russell-Hayward,
Susan Millington by invitation

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

1. Apologies

Cllr Martha Vickers

Apologies also from: Samantha Carpenter, Paul Barker, Fran Lawton, Fiona Walker, David Fenn,

2. Minutes

The minutes of the meeting of the Green Spaces Working Group held on 23rd July 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. Part 1**a) Newbury in Bloom Photos**

Report to next (Sept) CS Committee recommending Green Spaces / NIB / BiB Facebook page to be set up.

URGENT attention required. Report to next Committee

b) Update on BIB 2021 Entry

Confirmation that this Working Group agreed a Recommendation should go forward allowing NTC (Newbury Town Council) to enter into the 2021/2 Thames & Chiltern Report to next (Sept) CS Committee recommending submission.

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

PR to be issued 24/8, scythe now purchased, James H has action plan for C-19 management & pre-cutting H&S talk re using cutting equipment. A good turnout is anticipated (subject to weather)

d) Wash Common Tree planting 5th & 12th Dec 2020

as part of the NTC requirement to replant 2 for 1, the 5-year Tree survey found several This

was now agreed and subject to P&R Committee approval a deer fence would enclose the area for additional protection of the new Trees. There had been some interest shown in this project & the potential for its longer-term use for education. This to be pursued at a later stage. Consideration to be given to Interpretation Board in this area to include Fruit Tree identification

e) Community Orchards 2020/21

Tony H confirmed 80% success rate with new trees. Glendale Avenue (4/5 trees) was suggested for 6th January 2020, other areas Inc. Sayers Close to be done. Barn Cres planting under Lockdown Wood.

f) Old Hospital Green Botanical Planting

Design has been approved in principle & no objections received from Civic Pride, Arts & Leisure. The theme is to be related to HNHS Corona Virus C-19 James H to organise preparation works & plants for the event. PR has been re drafted for circulation & approval. **To be noted at Community Services Meeting Sept 2020**

4. Part 2

a) Plans for Lock Island partnership – Funds for the Lock island raised beds had been released, the action plan is to commence works post Bank Holiday. Some tree pruning was to be carried out by NTC week of 24/8/20

b) Tree Policy

James H. produced a Policy document for discussion. Members agreed this was a sensible approach and recommended it be taken forward of adoptions at next full Committee.

To be recommended & Report to next (Sept) CS Committee

c) Victoria Park & Pond

The issues with the VP Pond were briefly discussed. It was agreed that as an interim measure until a full Options appraisal was available, investment into repairs necessary to re fill & operate the ponds, subject to availability, should be made. The future of the Pond, its operation, the investment needs should be discussed alongside the operation & opening of the new Community Café.

Recommendation to CS Committee to invest in the short / medium term operation of the Pond & extend Brief of the VP café subcommittee to consider the operation of the VP Pond alongside the new Community café facility.

d) Waste collection & bins

Question raised by Cllr Vickers as to issues surrounding additional bins, collection, use of third parties to collect & remove waste was discussed and noted that this will be an Agenda items for next Community Services Meeting.

To be raised ta CS meeting Sept.2020.

e) Newtown Rd Cemetery

James updated on the works agreed with the Wildflower areas and confirmed that the Cemetery had been reopened by Continental staff. Current restrictions on Community Payback may result in Contractors being paid to remove the cut material.

The Cedar has again shed limbs, intermittent closure due to high winds may be necessary at short Notice.

f) Lockdown Wood

Susan Millington joined the meeting to confirm a agreement to plant on Barn Crescent. Subject to CS Committee approval, this site would be suitable for the Lockdown Wood project and the Working Group would work alongside Friends of the Earth & Growing Newbury Green in establishing this. The GSWG agreed a budget provision of £120 for new fruit trees to this area. Some hedge cutting would be undertaken by NTC as the appropriate time in advance of Planning / late Dec2020 early Jan 2021.

Report to next (Sept) CS Committee recommending agreement to this project.

g) City Rec project - James updated on the City Recreation Ground project, the Wildflower area, the planned cut & drag which public participation is being planned on 6th September 2020, to be discussed at next meeting,

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

It was agreed that the next meeting should be after the CS Meeting, 8th October 2020 7pm was proposed.

5. DATES for next Meetings:

Next WG meeting is scheduled for 8th October 2020 at 7pm

The meeting at closed at 20.40

David W Ingram

Community Services Manager

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

Date	Activity	Where	Organising	Supporting	Cost	Out of Hrs Staffing Time	Staffing costs #
July / August	Secret Garden new bed	Lock Island	NTC GMO / Chair / Community Matters	Community Matters	£1000	2 hrs	£50
6 th Sep 2020	Social distanced wildflower drag	City Rec	NIB WG / GMO	NIB WG	NIL	4 Hrs	£100
August-Nov	Playground improvements and City Rec development	4 play sites and City Rec	GMO/CSM	NTC	CIL Costs	TBD	TBD
5 th Dec 2020	Volunteer tree planting Day 1 plantation	Blossoms Field	NTC GMO	NIB WG	£9000	6hrs	£150
12 th Dec 2020	Volunteer tree planting day 2 plantation / stand alone trees	Blossoms Field / Wash Common Rec	GMO / NTC	NIB WG	Nil	6 hrs	£150
16 th Jan 2021	Apple tree pruning	Barns Crescent	GNG	NTC / NIB WG	200	0	0
6 th Feb 2021	Potential new community orchard plant	Glendale Avenue	GMO / GNG	NIB WG	1200	4 hrs	£100
17 th Feb 2021	Britain in Bloom Pre selection / information meeting	Town Hall	GMO / NTC	55	150	4hrs	£100
20 th Feb 2021	Orchard pruning	Digby Rd	GNG / NTC GMO	NIB WG	Nil	6 Hrs	£150
20 th March 2021	NHS commemoration garden medicinal planting	Old Hospital Green	NTC GMO / Chair	NIB WG / Community Matters?	£2620	6hrs	£150
Week of 28th June 2021	NiB Judging Week- Closed 18 th Jun 2020	All over	NIB WG / NTC GMO	NTC	NIL	16 Hrs	£400
July 2021	Route Clean up day	T&CIB Route	NIB WG / NTC GMO	McDonalds?	NIL	8 Hrs	£200
July 2021	T&C IB judging day	T&CIB Route	NTC GMO	NIB WG	£800	65 Hrs*	£1,625

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

August 2020	Community Clean event	All across Newbury	NIB WG	NTC GMO	TBD	8 Hrs	£200
Date	Activity	Where	Organising	Supporting	Cost	Out of Hrs Staffing Time	Staffing costs #
September 2021	NIB Presentation Evening	Corn Exchange	NTC GMO	NIB WG	£800	8 Hrs	£200
Annual	Meeting attendance by Officers	Town Hall	NTC GMO & CSM			12 x 3hrs x 2 = 72	£1,800
Totals					£15,770	205	£5,175

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

Updated 25 FEB 2020

Action Sheet v2 updated 14/9/2020

Item	Issue	Actions	who	when
Opening Hours	Recommendation that current hours, 10am to 3 pm are acceptable with suggestion that hours in the Summer months (April to October) be extended to 5 pm	Opening Hours are under review due to both Covid -9 issues & manpower issued by Continental Landscapes. This will be reviewed at the October 2020 GM Contract review meeting	<i>DB/ DI</i>	<i>18/10</i>
Emergency information	New notices have been erected giving the Newbury Town Council 24 hr number, 07555 207946 as well as an alternative number should attendance to the Cemetery be needed.	Any incident to be recorded for future discussion. Major issued during C-19 has been Cedar Tree shedding branches causing damage to Graves	<i>DI</i>	
Grounds Maintenance Contract	Overall satisfaction with outputs a discussion on the Wildflower areas and how to improve the flowering quality & range.	Nature Group with assistance of Cllr Chris Foster now overseeing this part of the Contract with JH. Revised routine agreed and being monitored	<i>DB/JH/CF</i>	
Wildflower areas	To cut clear the southern smaller area also we clear half the northern area to see if that can be improved	See notes above, management routine changed to assist future growth		<i>3/2021</i>
War Graves	No investment by CWGC	NTC to ask GWGC what their action plan for up keen is to both NTC Cemeteries.	<i>NTC</i>	<i>Ongoing</i>

Item	Issue	Actions	who	when
GIS Mapping	NTC have commission Ridge & Ptns Surveyors to provide a new updated Digitalised mapping of the Cemetery & graves as a for runner for NTC moving to a GIS Based system for its Asset Management. This is likely to be Parish online or similar	Ridge to set out action Plan for the work and dates for possible meeting with Friends re-records for input. Referencing is a key element of the recording processes.	<i>NTC/ Friends / RP</i>	<i>Ongoing through 2020</i>
Chapel	Damp & redecoration complete New Heating & change to lighting, possible punker fan to be installed as part of Energy efficiency project. Possibly secondary glazing also Tenders for backlog repairs outlined in Surveyors Report being sought as set out below:	NTC to advise programme dates Part of NTC Energy Conservation project	<i>DI</i>	<i>03/2021</i>
Outcome of Structural Survey of Chapel & surrounds	To carry out in order of priority works recommended by Structural Surveyor.	<i>2.2. The chapel is in sound structural condition but will require some ongoing maintenance to reduce the risk of deterioration.</i> <i>2.3. There are several slipped and broken slates to the roof, which will require replacing in the short-term to maintain weather tightness.</i> <i>2.4. There are some areas of the perimeter walling where masonry and pointing has deteriorated. Whist structurally stable at present,</i>	<i>NTC</i>	<i>3/2021</i>

Item	Issue	Actions	who	when
		<p><i>repairs ought to be undertaken to reduce the risk of instability in the future.</i></p> <p><i>2.5. There is some deterioration to the mortar joints of the coping stones on the parapet walls at the front and rear of the chapel. These ought to be repointed in the short-term to maintain weather tightness.</i></p> <p><i>2.6. The gutters are full of debris and ought to be cleared out in the short-term.</i></p> <p><i>2.9. The gulley's to the rainwater goods is blocked and ought to be cleared out in the short-term to ensure that rainwater goods continue to function.</i></p> <p><i>Relay external rubber mulch flooring, larger area to allow outside functions to take place</i></p>	NTC	
Gravestones	<i>The graveyard has been in use for some time and several the gravestones are leaning and cracked. We are unsure as to the responsibility for the upkeep of these, but they ought to be assessed and the relevant persons notified in due course. It would be adequate at present to install warning signs noting the central risk of the gravestones.</i>	<p>Min of Justice Regulations (Managing the safety of Burial Ground Memorials) & the Local Authorities' Cemeteries Order 1977 (LACO)</p> <p>Instructions issued to Ridge & Partners Surveyor to carry out Survey & test to record a base datum for follow up examinations</p>	DI / Jo L.	03/2021
Fire Risk	<i>There is no smoke detector or fire alarm fitted. As there is only one escape route and all areas of the chapel are visible, it is not considered necessary to install</i>	Risk survey to be undertaken- Poss. smoke detector & Fire Extinguisher to be installed	NTC	4/2021

Item	Issue	Actions	who	when
	<i>detectors from a life safety standpoint. The lack of alarm does however mean that, should a fire occur when the chapel is vacant, it would likely be some time before the alarm was raised meaning there is a risk to the property.</i>			
Security Risk	<i>There is no security system installed and the doors are only locked by way of a padlock. This means that there is a risk of forced entry, although given the lack of valuable items contained within the chapel, this may not be of concern. We would suspect the higher concern would be risk of vandalism or vagrancy. You ought to undertake your own risk assessment in this regard and install precautionary measures as appropriate.</i>	Insurance risk survey to be undertaken Consider emote alarm system	NTC	4/2021
Future use of Chapel	Discussion on how the Chapel could be better used, School, interest groups, Exhibitions, Interpretive Centre? How should the Chapel be let? PR / Advertisement	Discussion for future meetings, consider interactive screen, TV with USB pre recorded material by subject etc.	NTC / Friends	
Forwards Work Plan	1. Bell – plan to put forward a proposal for Budget 2020/21 to reinstate the Chapel Bell	Costs to be sought for Budget purposes as part of the Survey works	NTC	4/2021

Item	Issue	Actions	who	when
	2. Earth closet – application to Faculty at Oxford Diocese - <i>Ecclesiastical Law and the Church of England</i> 3. External water standpipe installation 4. Investigate potential for alternative energy provision (solar or Wind power)	NTC recommend primitive after Ground Survey advising works to go ahead. QUEST (Univ. of Reading) requested to consider works required Still awaiting confirmation form TWA for new meter & installation. Survey suggested too much shading, alternative options being considered		
Newbury Town Council Support	Terms of Reference / Memorandum of Understanding Insurance PR / Advertising	NTC still to draft a new Service Level Agreement between Friends Group & NTC outlining the rights reservation & responsibilities of each party for discussion. BS has submitted the current Policy Cover to NTC – confirmation that NTC have an agreement to cover the premium costs. Discussion to take place around increased support from NTC in advertising Group, activities, Volunteers & event days Signposting to Friends web site?	NTC Friends	By July 2021
Future Meetings	Community Services Committee recommended 6 monthly meeting with the Friends and in the October meeting the Friend should make a Report to Committee outlining their activities for the previous year & ambitions for the coming year & support required from NTC .	Friends Group to consider Report to October Community Services Committee, written & presentation potential, Next NTC / Friends meeting suggests end August / beginning September 2020.	Friends /NTC	

Newbury Town Council Tree policy

Newbury Town Council is approached regularly by members of the public in relation to undertaking works to trees including whether to cut back from boundaries, remove the tree or if there has been damage sustained due to weather conditions. This document will help to clarify the process and the council's stance on works being undertaken.

The decisions are based on various parameters that put the policy together below.

- Council funds in relation to tree maintenance
- The Council's strategy outlining the need to preserve tree stocks wherever possible and if possible, increase.
- To have safe tree stocks that do not cause a risk to public, staff or cause damage to structures where practicable.
- Undertaking best tree practice for the works to be undertaken such as undertaking tree works when it is best for the preservation of the tree and causing the least disturbance for wildlife.

Process**Tree safety**

Each tree should be assessed by a qualified external PTI assessor every 5 years for its safety in regard to structure, fungal diseases and any additional work that needs to be undertaken to keep the tree safe.

This will be the basis for essential tree works that need to be undertaken by the council to keep the trees safe.

This should then be followed up by a BTI assessor where possible if needed in the period between external assessment.

The outcome of these assessments will vary in outcome dependent on the assessment outcome from the tree is safe to complete removal.

Wind damage

Wind damage of trees shall be assessed by the GMO (BTI qualified) to arrange clear up, assess any damage caused and any remedial follow up work that needs to be undertaken to make the tree safe this is the only works that maybe undertaken out of the 'best practice' window stated below. Any damage caused to structure or third party should then be referred onto our insurers.

Call out from public

The GMO should attend all call outs and disputes in relation to trees owned by the council. A lot of these trees are on boundaries and are disputes regarding overhanging their boundary.

Initially the tree will be assessed by the GMO for safety and integrity of the tree. If a problem is found works will be undertaken preferably in the 'best practice' window.

If the tree is healthy and there is no need for work to be undertaken to make it safe the council's stance will be to leave the tree to continue to grow undisturbed.

If the tree is a tree overhanging a resident's boundary that is not causing damage, they will be given the option to undertake the works they have requested to the trees funded by themselves under the following conditions.

- They are following best process in relation to the welfare of the tree.
- The works are undertaken by a qualified tree surgeon.
- A plan is submitted to the council that is agreed by GMO.

Exceptions to this would be-

- The tree is rubbing against property causing damage.
- The tree is undermining the property causing structural damage.

In this instance the community services Manager / GMO will need to be provided with proof of the damage in which to make the decision of how best to proceed.

Any disputes in this area will be referred to Green Spaces WG for a recommendation to be put forward to the Community Services Committee for resolution.

Trees in a conservation area or have a Tree preservation order.

Some of the Council's tree stocks are in a conservation area and a few have TPOs in this case WBC tree officers will have to be consulted in relation to works undertaken on these trees.

Outcome

Window of best practice

Tree works should be undertaken on trees usually between October and early March **February** or after the leaves have fallen from the trees and before the tree has started to bud. This is for the welfare of the tree going forward as they are more likely to survive major surgery if it is undertaken in this period.

This is also in the window of least disturbance for bird nesting and will limit the detrimental impact to wildlife.

Exemption to this are-

- The tree is unsafe or has a fungal infection causing risk that cannot wait.
- Weather damage has caused a risk to public.

- The tree is obstructing a pathway, but minimum removal should be done to rectify this and should if possible be saved till this period.

Tree removal and substantial works

If a tree has been identified via the survey as unsafe, has been damaged through weather damage, developed a fungal infection or died of natural causes these trees may have to have a reduction or be removed completely. If safe to do so this should be left to the window of best practice but can be undertaken at any time of year if the risk is deemed high enough. All trees in public open space should be stump ground where practicable for public safety unless in a hedgerow or part of a woodland area.

Pollarding and crown lifting

The council will follow a process of undertaking re-pollarding every 10-15 years of trees that have been pollarded where practicable. This is due to the risk of split out as the regrowth becomes too heavy it runs the risk of splitting out and trees that are usually pollarded are usually of risk to this happening. Basal Growth removal should be undertaken yearly.

Crown Lifting should be undertaken on all pathways on all sites to remove obstructions to pedestrians. This may also be undertaken under the request of the police if it is causing ASB or is contributing to Drug dealing.

Weather risk management

Some of the council's tree stock such as Cedars are inherently a risk to limbs falling out of them in weather conditions such as Snow and high winds. To protect the public, areas of land maybe closed off or sections cordoned off to protect the tree and public during these times.

Replanting policy

The council will execute a 2 for 1 policy for any tree that is taken down in each area this is to maintain the councils tree stock levels for future generations and maintain air quality within the town. The new trees must be planted within a half mile radius of the tree that is being taken down as to minimize change in stocks in that given area.

Community Services Committee 21 September 2020.

Newbury Town Council

Work Programme for Community Services Meetings for the Municipal Year 2020/21/22

Meeting Date	Item
September 2020	Update Skyllings
	Update on City Recreation Ground
	Update on Playground investments
	Update Green Spaces Working Group
	Update on Allotment activity
	Update on Café development
	Discussion on waste
December 2021 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
2021/2	
March 2021	
	Update on Community Cafe
	Update on Green Spaces activity / In Bloom competitions
	Update on Newbury in Bloom / Britain in Bloom
	Update on Newtown Road Cemetery annual Friends Report
	Update on Allotment Stewards / Tenants meetings

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

Newbury Town Council**Public Report to:**

Community Services Committee,

Agenda Item No 12: Separated waste collection - City Recreation Ground new bins**Background**

As part of the Newbury Town Council strategy both for investment in City Recreation Ground and for Climate Change, it had been agreed that 8 new dual compartment recycle waste bins should be installed in City Recreation Ground. The cost of the bins and installation has been factored into the project costs.

Currently bins are emptied on a one sack collection basis, not allowing for segregated collection and disposal.

Currently the whole waste disposal Contracted process with Continental Landscaped Ltd is being reviewed with a move to Incineration waste disposal to assist in costs reduction to the Contract. Dual waste collection & recycling would attract an additional cost to the Contract.

Objective

To have segregated waste collection and disposal from City Recreation Ground at the end of the installation phase of the project.

Outcomes

The current budget assumes single point collection & disposal. The Contractor has been asked to cost the variation to the collection routine with the new dual-purpose bins. This has now been provided by the Regional Director for this Contract as follows:

New recycling bin prices as follows.

To empty the 8 recycling bins and remove the waste to an appropriate point to be recycled. The waste will be stored at our depot in an enclosed skip.

£3,524.07 + VAT per annum. This is based on a frequency of 26 weeks at 3 times a week and 26 weeks at 2 times per week.

Any further bins would incur additional charges.

Financial and Legal implications

The current budget allocation for the Grounds maintenance Contract only caters for an annual inflation increase. This request would be a variation to the Contract on an annual basis and would require the Council to agree to set aside this additional amount for the additional service to be provided.

Consultation:

West Berkshire Council as the Contract Managers have been consulted, although slightly high, the suggest additional cost for the Service is considered reasonable. The cost of an alternative supplier (Veolia) providing this service would be much higher.

Recommendation(s)

To resolve to allocate a sum not to exceed £3, 420 annually as an additional cost to the current Grounds maintenance Contract for removal of dual bin waste.

Signed: David W Ingram
Community Services Manager
10th August 2020

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

Community Services Committee – 21 September 2020

Agenda Item No 13 – Junior Football Age Change:

To approve the increase in age for Junior Football teams from Under 16's to Under 18's, to bring Newbury Town Council Football Charges in line with the current FA guidelines.

Background:

Historically Newbury Town Council charged Junior Football Teams Under 16's to use Council provided Football Pitches, in the Community Services Meeting 12 December 2011, Councillors changed this to Free of Charge, see Agenda Item 7, Minute item 57 and Charges below:

7. Services Revenues for 2012/13 Financial Year

Football Charges – Officers recommend an increase from £52 to £54 (3.85%) for senior pitches and an increase from £10.50 to £11 (4.8%) for junior pitches. Such rounded charges are easier to administer.

57. SERVICES REVENUES FOR 2012/13 FINANCIAL YEAR

PROPOSED: Councillor Julian Swift-Hook

SECONDED: Councillor Tony Stretton

RESOLVED: That Junior football pitches would be free of charge for 2012/2013 financial year.

Newbury Town Council Football Pitch Charges**From 1st April 2012 to 31st March 2013**

Team Type	Cost per Fixture
Adult Teams (Over 16's)	£64.80 inc 20% VAT per game (casual booking)
Adult Teams (Over 16's)	£54.00 per game (regular booking - 10 or more games)
Junior Teams (Under 16's)	Free of Charge
Junior Teams (Under 16's)	Free of Charge

Options:

1. Do nothing and continue to charge all teams over the age of 17.
2. Approve the age increase for Free use of Pitches (Junior teams) to Under 18's and Charge Adult (over 18's) Teams for use of NTC Football facilities.

Financial and Legal implications

Slight loss of revenue for NTC Football fee's going forward.

Reference to Council Strategy, where relevant

The Council Strategy includes the following objectives:

The Town Council 2019 Strategy document has as two of its objectives:

- O1.6 Maintain and Run high quality parks, playground and leisure spaces/ facilities
- O1.16 Encourage and facilitate residents' participation in social, recreational and sporting activities

Equality and Diversity impacts

It is considered and agreed that a participation in group sport activities is beneficial to both physical and mental health.

Recommendation:

To approve the increase in age for Junior Football teams from Under 16's to Under 18's, to bring Newbury Town Council Football Charges in line with the current FA guidelines.

Signed: David Ingram, Community Services Manager
19 September 2020

Newbury Town Council**Public Report to:**

Community Services Committee 21st September 2020,

Agenda Item No 15 : The urgent removal of damaged, fallen & diseased trees**Background**

As part of the Newbury Town Council management protocol, the Council is required under legislation to regularly inspect its tree stock and take any such remedial action as may be required to protect the public. Recent Court cases have reinforced the need for Councils to take swift action to protect the public or risk prosecution by the Health & safety Executive.

Since lockdown in March 2020 we have had a number of reports in respect of damaged, fallen or diseased trees within the Newbury Town Council stock. While we have been able to make safe, it is only now that the Grounds Maintenance Office has been able to visit all sites with Contractors & obtain quotes for this work.

The early winds & wet weather has exaggerated the issues and signs of Ash dieback are now taking hold in Newbury.

Objective

To ensure public safety by speedy action and or removal of damaged or diseased trees.

Outcomes

The current budget for tree removal assumed the normal rate of disposal due to wind & weather damage. The current position shows a number of mature trees which are in need of urgent removal, 2 Willows, a London Plane Oak, 3 Sycamore's, Beech, Horse Chestnut and Ash trees in various locations. Another limb has broken away on the Newtown Rd Cemetery Cedar, causing damage to headstones.

The tendered costs vary from £2,200 to 3,100 each tree, well outside the maintenance budget provision of £4,000 for this year.

Financial and Legal implications

The current allocation for trees & tree works has been committed both in terms of the instruction for the Survey works and general tree management & maintenance. To deal with the additional tree issues highlighted by the Survey works, additional funding is sought.

In particular 2 mature ash trees adjacent to the canal are in urgent need for removal.

They are considered unstable following a close inspection.

Consultation:

The removal of the fallen, damaged & diseased trees has been discussed with the Tree Officers at West Berkshire Council. Any action to remove and/or replace these trees is taking place in full consultation with them.

Recommendation(s)

To resolve to allocate 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.

Signed: David W Ingram
Community Services Manager
10th August 2020