

3<sup>rd</sup> December 2025

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

**Substitutes:** All remaining Council Members.

Dear Councillor(s)

You are required to attend a meeting of the **Community Services Committee** to be held in the Council Chamber, Town Hall, Market Place, Newbury RG14 5AA, on **Monday 15<sup>th</sup> December 2025 at 7.30pm**. This meeting is open to the Press and Public and will be streamed and recorded via Zoom:

<https://us02web.zoom.us/j/81280892516?pwd=Ohjayx39mLQWBDB9dHmeCcJIFEMn1c.1>

Meeting ID: 812 8089 2516

Passcode: 324812

Yours sincerely,



**Martin Kavanagh**  
**Services Delivery Manager**

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## AGENDA

**1. Apologies for Absence**

*Services Delivery Manager*

**2. Declarations of Interest and Dispensations**

*Chair*

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

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

*Chair*

**To approve:** the minutes of the Community Services Committee Meeting held on Monday 15<sup>th</sup> September 2025

**4. Officer's report on actions from previous meeting**

*Services Delivery Manager*

Town Hall, Market Place, Newbury, RG14 5AA

☎ (01635) 35486

☎ (01635) 40484

🐦 @NewburyTC

✉ town council@newbury.gov.uk

🌐 www.newbury.gov.uk

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all be proud of

**To note:** updates in the Forward Work Programme

**5. Questions and Petitions from Members of the Public**

*Chair*

Questions must be submitted to the Chief Executive Officer by 2.00 pm on Friday 12<sup>th</sup> December 2025

**6. Members' Questions and Petitions**

*Chair*

Questions to be submitted to the Chief Executive Officer by 2.00 pm on Friday 12<sup>th</sup> December 2025

**7. NTC KPIs 25/26 Report (Appendix 2)**

*Services Delivery Manager*

To **note** the NTC KPIs report for 2025/26

**8. Annual Budget, Quarterly Monitoring, Summary Report**

*Services Delivery Manager*

To **receive:** the financial year budget report

**9. Services Revenues Proposal for FY 2026/27 & Allotments FY 2027/28 (Appendices 3 and 4)**

*Services Delivery Manager*

To **approve:** recommendations for service revenues for the budget year 2026/27 and the Allotment budget year 2027/28

**10. Victoria Park Projects Sub-Committee**

*Chair*

To **receive** a verbal report on the .... VPPSC.

To **note:** the projects pipeline no longer includes a Boules provision in Victoria Park, due to lack of sponsorship

**11. Hutton Close Draft Proposal (Appendix 5)**

*Services delivery manager*

To **Consider** and **Resolve:** the draft proposal empowering the Green Spaces Working Group to progress improvements to the Hutton Close open space with outcomes from the public consultation and transfer project responsibilities to Green Spaces Working Group to deliver

**12. Market Working Group (Appendix 6)**

*Chair*

To **note:** minutes of 7th August 2025 meeting

**13. Allotments Stewards Meeting Minutes (Appendix 7)**

*Chair*

To **note**: meeting minutes of 30<sup>th</sup> October 2025

**14. Allotments Water Use, Proposed Rule Change Programme (Appendix 8)**

*Chair*

To **resolve** the proposal for fair water use policy and new proposed rule change to our terms of use for all allotments.

**15. Green Spaces Working Group (appendix 9)**

*Services Delivery Manager*

To **receive** the minutes of the Green Spaces Working Group

To **note** the minutes of Green Spaces Working Group. To **recommend** the GSWG recommendation to enter Thames and Chilterns in Bloom competition for 2026, recommending the budget for Thames and Chilterns in Bloom.

**18. Forward Work Programme – Update & (Appendix 10)**

*Chair*

**The next meeting date is Monday 30.03.26 in the Council Chamber of Newbury Town Hall starting at 7:30 pm**

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

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

**PRESENT**

Councillors: Billy Drummond (substitute), Nigel Foot, Chris Hood, Roger Hunneman (Chair), Ian Jee, David Marsh and Martha Vickers.

**In Attendance**

Toby Miles-Mallowan, CEO

**1. APOLOGIES FOR ABSENCE**

Apologies received from Vera Barnett (substitute – Billy Drummond), Vaughan Miller & Meg Thomas

**2. DECLARATIONS OF INTEREST AND DISPENSATIONS**

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

**3. APPROVAL OF PREVIOUS MEETING MINUTES**

**PROPOSED:** Cllr Martha Vickers

**SECONDED:** Cllr Ian Jee

**RESOLVED:** That the minutes of the meeting of the Community Services Committee held on Monday 14<sup>th</sup> July 2025 are approved and signed by the Chairperson.

**4. OFFICERS REPORT**

Cllrs **received** and **noted** the Service Delivery Managers Report  
Committee **requested** that the CEO email Cllrs about NTC's position with regards to the Peace Gardens.

**5. QUESTIONS AND PETITIONS FROM MEMBERS OF THE PUBLIC**

There were no questions received.

**6. MEMBERS' QUESTIONS AND PETITIONS**

There were no questions received

**7. ANNUAL BUDGET, QUARTERLY MONITORING, SUMMARY REPORT (APPENDIX 3)**

The report was **received**

**1. VICTORIA PARK PROJECTS SUB-COMMITTEE, REPORT AND RECOMMENDATIONS**

**PROPOSED** Cllr Billy Drummond

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**SECONDED** Cllr Martha Vickers

**RESOLVED** to recommend to the Policy and Resources the following budget amendments to fund the Pergola development.

- £5,000 to be taken from the EMR 418, code 4776/306
- £1,800 from EMR 455, Code 4425/310
- £4,600 from EMR 456, Code 4541/345

**PROPOSED** Cllr Martha Vickers

**SECONDED** Cllr Nigel Foot

**Resolved** to adopt option B in the Football options – to recommend to P&R transferring the budget to purchase football goals to supporting football infrastructure in Victoria Park, and that the additional funds are found from existing CS budgets.

**Agreed** that CEO write to West Berkshire Council regarding potential training bike track.

## **8. MARKET WORKING GROUP (APPENDIX 5)**

Committee **noted** working group minutes of the 7<sup>th</sup> August 2025 meeting

## **9. GREEN SPACES WORKING GROUP (APPENDIX 6)**

**NOTED** the councillors noted working group meeting minutes of the 6<sup>th</sup> June & 7<sup>th</sup> August 2025

Committee **commended** officers Kym Heasman and James Heasman's input into the Newbury in Bloom event. Committee also thanked the Sponsors, notably John O'Conner for their support of the event.

The Committee thanked Cllr Jee for his leadership and input into the Newbury in Bloom and Thames and Chilterns in Bloom.

## **10. FORWARD WORK PROGRAMME**

The following items have been added to the forward work programme for October.

- River Lamborne Riparian Rights Planning
- Budget Preparation
- Nightingales playground update
- Newbury Town Hall remedial works update

## **11. NEXT MEETING**

**The next meeting to be held in the town hall, council chamber, market place, Newbury on monday 15th December 2025 starting at 7.30pm**

**Newbury Town Council Key Performance Indicators 2021-22**

Indicator	R/A/G Status											
	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR
<b>Accounts</b>												
Percentage of invoices paid within 30 days of receipt by Corporate Services Team (excluding disputed invoices)												
Council expenditure to be within 5% budget												
Amount of bad debt over £500 and more than 3 months old (aim to reduce this over the year)												
Achieving budgeted income from chamber lettings (£7,000)												
Achieving budgeted income from Suite Lettings (£38,000)												
Unqualified financial audit												
<b>Website/social media</b>												
Number of Facebook followers (aim for 10 new p.m. 120 pa)												
Number of Twitter followers (aim for 10 new pm, 120 pa)												
Number of hits on website (sessions) to increase in year												
All agendas published within 3 clear days prior to the meeting												
<b>Communication with Public</b>												
Publish minutes of meetings within 2 working days of Corporate Services being advised they are approved by the chairperson												
Produce draft minutes of all Council and Committee meetings within 3 working days of committee meeting												
Complaints dealt with within 5 working days												
Produce 4 press releases each month												
Produce a newsletter every month												
Saturday surgery issues to processed within 3 working days												
<b>Community Services</b>												
Undertake monthly detailed play area inspections												
Market Income in line with budget (£40,000)												
Allotment income in line with budget (£21,000 - due 1.4.18)												
Shaw Cemetery income in line with budget (£45,000)												
Shrub and flower beds weeded as per contract												
pond cleaned 6 times pa or more if needed												
Contractors quote for Unscheduled Works within a week												
Frequency of grass cutting – based on length of grass												
Frequent litter picking, based on times per site per contract												
Contractors inspecting playgrounds weekly & competently												
Number of vacant allotment plots below 17												
Reduce NTC carbon footprint by 7 tonnes per annum												
<b>Planning and Highways</b>												
Planning comments made at meetings of the committee should be submitted to WBC within 2 working days of the meeting being held												
<b>Staff</b>												
Total staff Time Off In Lieu (TOIL) carried forward												
Each staff member to undertake 6 hours training per quarter (pro-rata)												
number of staff working days lost to sickness - target no more than 4 per month												

**Explanation of colours in chart**

	Green = target met
	Amber = target close but not met
	Red = target not met

Newbury Town Council Key Performance Indicators W.E.F 04.2025- 03.26 Community Services report

Appendix

Indicator	MGR	R/A/G Status											
		APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR
<b>CS Civic KPIs</b>													
Percentage of invoices paid within 30 days of receipt by Corporate Services Team (excluding disputed invoices)	LM												
Council expenditure to be within 5% budget	LM												
Amount of bad debt over £500 and more than 3 months old (aim to reduce this over the year)	LM												
Achieving budgeted income from chamber lettings (£7,000)	LM												
Achieving budgeted income from Suite Lettings (£38,000)	LM												
Unqualified financial audit	LM												
<b>Website/social media</b>													
Number of Facebook followers (aim for 10 new p.m. 120 pa)	JO	90	59	100	24	72	46	23	57				
Number of Twitter followers (aim for 10 new pm, 120 pa)	JO	We cannot get analytics from Twitter any longer without paying for premium											
Number of hits on website (sessions) to increase in year	JO	3.3k	4.7k	3.6k	3.5k	4.1k							
All agendas published within 3 clear days prior to the meeting	KH												
<b>Communication with Public</b>													
Publish meeting minutes within 2 working days post Chairs approval	KH												
Produce draft minutes of all Council and Committee meetings within 3 working days of committee meeting	KH												
Complaints dealt with within 5 working days	JO												
Produce 4 press releases each month	JO												
Produce a newsletter every month	JO												
Saturday surgery issues to processed within 3 working days	JO												
<b>Community Services</b>													
Undertake monthly detailed play area inspections	MK/JH												
Market Income in line with budget (£40,000)	JO	Not able to track monthly due to seasonality in income											
Allotment income in line with budget (£21,000 - due 1.4.18)	JO	Not able to track monthly due to seasonality in income											
Shaw Cemetery income in line with budget (£45,000)	JO	Not able to track monthly due to seasonality in income											
Shrub and flower beds weeded as per contract	MK/JH												
Pond cleaned 6 times pa or more if needed	MK/JH												
3 Contractors quotes for Unscheduled Works within a week	MK/JH												
Frequency of grass cutting – based on contract terms	MK/JH												
Frequent litter picking, based on times per site per contract	MK/JH												
Contractors inspecting playgrounds weekly & competently	MK/JH												
Number of vacant allotment plots below 17	JO												
Reduce NTC carbon footprint by 7 tonnes per annum	MK/JH												
<b>Planning and Highways</b>													
Planning comments made at meetings of the committee should be submitted to WBC within 2 working days of the meeting being held	KH												
<b>Staff</b>													
Total staff Time Off In Lieu (TOIL) carried forward	LM												
Each staff member to undertake 6 hours training per quarter (pro-rata)	LM												
number of staff working days lost to sickness - target no more than 4 per month	LM												

Explanation of colours in chart

	Green = target met
	Amber = target close but not met
	Red = target not met




## Newbury Town Council Key Performance Indicators W.E.F 04.2026- 03.27

Indicator		
<b>Accounts</b>	<b>MGR</b>	
Percentage of invoices paid within 30 days of receipt by Corporate Services Team (excluding disputed invoices)	LM	
Council expenditure to be within 5% budget	LM	
Amount of bad debt over £500 and more than 3 months old (aim to reduce this over the year)	LM	
Achieving budgeted income from chamber lettings (£7,000)	LM	
Achieving budgeted income from Suite Lettings (£38,000)	LM	
Unqualified financial audit	LM	
<b>Website/social media</b>		
Number of Facebook followers (aim for 10 new p.m. 120 pa)	JO	
Number of Twitter followers (aim for 10 new pm, 120 pa)	JO	
Number of hits on website (sessions) to increase in year	JO	
All agendas published within 3 clear days prior to the meeting	KH	
<b>Communication with Public</b>		
Publish meeting minutes within 2 working days post Chairs approval	KH	
Produce draft minutes of all Council and Committee meetings within 3 working days of committee meeting	KH	
Complaints dealt with within 5 working days	JO	
Produce 4 press releases each month	JO	
Produce a newsletter every month	JO	
Saturday surgery issues to processed within 3 working days	JO	
<b>Community Services</b>		
Undertake monthly detailed play area inspections	MK	
Market Income in line with budget forecast	JO	
Allotment income in line with budget forecast	JO	
Shaw Cemetery income in line with budget forecast	JO	
Shrub and flower beds weeded as per contract	MK	
pond cleaned 6 times pa or more if needed	MK	
Contractors quote for Unscheduled Works within a week	MK	
Frequency of grass cutting – based on contract terms	MK	
Frequent litter picking, based on times per site per contract	MK	
Contractors inspecting playgrounds weekly & competently	MK	
Number of vacant allotment plots below 17	JO	
Reduce NTC carbon footprint by 7 tonnes per annum	MK	
<b>Planning and Highways</b>		
Planning comments made at meetings of the committee should be submitted to WBC within 2 working days of the meeting being held	KH	



<b>Staff</b>		
Total staff Time Off In Lieu (TOIL) carried forward	<b>LM</b>	
Each staff member to undertake 6 hours training per quarter (pro-rata)	<b>LM</b>	
number of staff working days lost to sickness - target no more than 4 per month	<b>LM</b>	

#### Explanation of colours in chart

	Green = target met
	Amber = target close but not met
	Red = target not met

R/A/G Status

APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC




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JAN	FEB	MAR


**Report to Community Services Committee Meeting****Monday 15 December 2025**

**To progress improvements to the Hutton Close open space with outcomes from public consultation and transfer project to Green Spaces Working Group to oversee.**

To **consider** and **resolve** for current EMR budget to be set for environmental and facility improvements to Hutton Close based upon the outcome of public consultation below.

To **Consider** and **Resolve** for project to be given with budget to the Green Spaces working group to oversee with the understanding that any money left over is returned to EMR and a suitable positive response level be sought from public consultation prior to progression of each element.

**Background**

Newbury Town Council received £20000 from developers when leasing part of the Hutton Close site which committee agreed should be reinvested in the site to improve current facilities.

Initial consultation was undertaken with many outcomes unaffordable within the set out Ear Marked Reserve. 2 outcomes that had strong support was to improve the play facilities on the site and to make biodiversity and environmental improvements on the site.

Officers and the Green spaces working group have worked together to produce a second consultation document to be circulated to local residents and be promoted with affordable changes that could be made to the site with the current reserve budget to enhance the site for both users and the local environment.

**Recommendation to this Committee:**

To approve the following-

- The consultation document attached to be circulated to residents.
- To move this project to be seen through by the Green Spaces Working Group with the understanding that any Money left from the project is returned to the EMR to support future improvements on the site.
- The costs attached for the Green Spaces Working group to continue. Costs are greater than the budget provided so improvements will be undertaken in order of popularity in

relation to the consultation with the least popular not undertaken to bring within budget.

- Each improvement suggested must have at least 75% positive support as a condition to the Green Spaces Working Group to progress that element. If not the money for that element will be left in the Ear Marked Reserve on completion.

## HUTTON CLOSE - HAVE YOUR SAY!

Newbury Town Council owns and maintains the open space at Hutton Close, comprising an area of around 2.6 acres. The land has remained largely an open space for a number of years and used mainly for dog walking. There are 2 small goalposts at the centre which are occasionally used by local young children.

From 2018 to 2021 David Wilson Homes used a section of the open space for a temporary construction compound whilst building the adjoining housing at Hutton Close. Any new facilities will be paid for using funds provided by David Wilson Homes in connection to this and would therefore be no extra burden on the Council Taxpayers in Newbury. The delivery of the project is subject to funding and may therefore have to be phased.

Newbury Town Council are looking at plans to enhance the area, which could include planting a communal herb garden, building a pond or series of small ponds and installing a small goalmouth area for children

We would like your opinion on the use of the open space going forward and how it could be improved. We are inviting local residents to make comments on the provisional plans, which can be found on our website: [www.newbury.gov.uk](http://www.newbury.gov.uk).

If you have any additional ideas or observations on the proposals, please contact the Parks and Open Spaces Supervisor, James Heasman at [james.heasman@newbury.gov.uk](mailto:james.heasman@newbury.gov.uk) or write to the Town Hall, Market Place, Newbury, RG14 5AA.

The project will be discussed at the next Green Spaces Working Group on **TBC**; therefore, any comments will need to be received by **TBC** to be included.



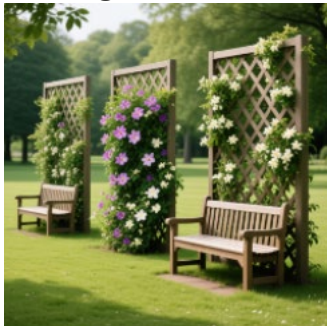
# HUTTON CLOSE PROPOSAL

## Small multi use goal mouths for exercise



Two multi use goal mouths to replace the current ones. They would provide '5-a-side' goals which have backstops to stop run off and fixed cricket wickets that can be used for 'quick cricket'. The dimensions of the proposed goalmouths are 5.9m x 1.1m x 0.7m and they will be placed 30m apart.

## Seating area with trellises for climbing plants



As there is currently no seating in Hutton Close our plan is create a seating area that looks nice and provides a space for pollinators. Two benches will be placed near trellis a trellis design with good sightlines to the goal mouths so parents can watch their children play. This will also ensure there is good visibility from the park entrance and the local buildings. The trellises will be planted with Summer and Winter Jasmine, Summer and Winter Clematis and Honeysuckle.

## Community Herb Garden



This would be a community led project which would encourage locals to look after and use herbs in a raised bed. As there is not an easy access point at the moment from the development into Hutton Close, the raised bed would be built next to the fence behind the orchard so residents can pick the herbs by leaning over. The aim would be to have the

following: chives, coriander, dill, mint, oregano, parsley, rosemary, sage, thyme, chamomile and marigolds.

### **Insect Hotel**



This is a simple and effective way of boosting the biodiversity in the ecosystem. They provide refuge for solitary bees, ladybirds and other bugs which then in turn support pollination and control pests. This would be an amazing resource in an environment so close to the Robin Hood Roundabout. It will also create a learning resource for children in the area who can come and look at the bugs and see if any bees have moved in.

### **Wildlife Trail**



Another benefit to children could be a wildlife trail. This will consist of a series of plinths around the open space near to trees, plants or areas that animals might live, textured metal plaques on them which can be used to make rubbings. If all the rubbings are made and brought to the town council, children can collect a Mayors Bear.

### **Natural Play Frame**



A climbing area made from oak trees around Newbury that required felling after becoming unstable. This would be a great asset to the area by helping children: get exercise, encourage imaginative play, promote social play, connect with nature and provide natural stimuli which are particularly important to children with SEND.

## **Ponds**

### **Option 1 - Above Ground Barrel Pond**



A series of covered ponds, located in the shadier areas of Hutton Close. Ponds are an amazing resource in boosting biodiversity in urban areas, supporting two thirds of all freshwater species. They are also used by mammals as watering holes. Plants could include water lilies, hornwort, aquatic mareetail and marsh marigold. Covered ponds are a great way of encouraging wildlife into the area whilst providing a safe educational space for children.

### **Option 2 - In-Ground Pond with security fence**

A small pond which is rainwater fed and has shallow edges to provide habitats for marginal species. There will be a waist high fence surrounding it for safety or a pond cover. It will be a minimum surface area of 4m<sup>2</sup> and a depth of 20-60cm. These provide good conditions for wildlife to flourish. This would be a good learning resource for families and schools who would be invited to use it as part of learning activities.





**MARKET WORKING GROUP**  
**Thursday 6 November 2025 3:30pm**  
**Council Chamber, Town Hall**  
**Market Place, Newbury**

**MINUTES**

**IN ATTENDANCE:**

Cllrs Vaughan Miller, Gary Norman, Martha Vickers, David Marsh  
Debbie Smith, Market Manager  
Gareth Dowding, WBC Traffic & Road Safety  
Caroline Edmunds – Community Services Officer

Apologies from Liam Sheppard & Trish Willetts, Newbury BID

**1. MINUTES FROM LAST MINUTES 7 AUGUST 2025**

The minutes of the meeting of the Market Working Group meeting held on 7 August were approved.

**2. NEWBURY CHRISTMAS LIGHTS SWITCH ON EVENT – 15 NOVEMBER 2025**

All necessary arrangements have been made for the Market to operate exclusively in Northbrook Street on the day of the Switch-On event, Saturday 15 November (with our regular Garden Centre stall trading along Mansion House Street as usual). Our Market Managers have spent considerable time planning the move and ensuring that the Market stalls will be in situ from 5am on the day of the event.

A few additional stalls will be joining the event, along with most of our regular traders. Some have chosen not to attend due to the anticipated loss of trade, as they sell perishable goods and consider the risk too high. Generators will be supplied by the BID team and will be ready for use from 5am.

A survey will be conducted with Market Traders after the event to gather feedback, particularly regarding how trade was affected on the day. Results will be shared with the Newbury BID team and this group. Caroline will confirm the date for the post-event 'wash-up' meeting.

West Berkshire Council Highways expressed disappointment at not being invited to this afternoon's on-site meeting regarding the organisation of the Switch-On event, which was coordinated by the BID team.

### **3. UPDATE FROM MARKET MANAGER**

Thursdays are still very quiet – 7 stalls today.

Saturday – 17 stalls on Saturday

The later pedestrianisation of the town has affected the Market, as it has been noticed that more delivery lorries now park in the Market Place and nearby areas, then walk their goods down to Northbrook Street and other locations. Because they can no longer access the area in the evening, it appears that many are shifting their delivery times, resulting in more deliveries occurring outside the pedestrianised hours (e.g. before 10am).

Customers and traders often comment that they would like free parking within the town for a certain period of time – other towns that our regular traders work at do have some incentives for customer parking, including some free hours.

**Action: It was agreed that a request be submitted to the Community Services Committee meeting on 15 December 2025, asking West Berkshire Council to consider providing two hours of free parking on Thursday mornings (10:00 a.m. – 12:00 noon) as a trial initiative.**

### **4. FUTURE EVENTS**

#### **Christmas 2025**

Kennet Radio are coming along for the day on the Saturday before Christmas to play Christmas tunes and entertain in the Market Place. Traders will be encouraged to 'Christmas' up their stalls for the day.

#### **Young Traders Market – Saturday 30 May**

The NMTF (National Market Traders Federation) organises a national event for traders aged 16–25. Work is underway to bring this event to Newbury on Saturday 30 May 2026. The NMTF maintains a database of young traders participating in events across the country and will begin promoting the Newbury event after Christmas. Further updates will be provided as plans progress.

#### **'Pet Day' on the Market idea**

Officers have proposed holding a dedicated "Pet Day" on the Market during the summer holidays in 2026. The event would feature a photographer to take pictures of attendees with their pets, along with additional pet-related stalls.

Suggestions for the event included inviting a local dog trainer, fresh pet food suppliers, and other pet-related attractions. It was agreed that this would be a positive addition to

the Market. Caroline will explore these ideas further with a view to holding the event in August 2026.

**MEETING CLOSED AT 4:45PM**

Next Meeting date proposed as after the BID 'wash up meeting' for the Christmas Lights Switch on event.

***Suggested next meeting: Thursday 22 January 2026 @ 3:30pm Council Chamber***





Newbury Green Spaces / in Bloom Working Group  
4<sup>th</sup> September 2025 6.30 pm

## Minutes

Present: **Councillors:** Ian Jee, Billy Drummond & Martha Vickers.

**Members:** David Fenn, Susan Millington, Tony Hammond.

**Officers:** James Heasman & Anna Roberts

**Apologies.** Cllr David Marsh, Cllr Sarah Slack, Cllr Vaughan Miller, David Fenn, Sukey Russell- Hayward & Dave Watts (John O Conner)

### 1. Minutes

Minutes of 7<sup>th</sup> August were approved

### 2. In Bloom Update

#### a) NIB presentation evening update

Forks are now ready for the evening, group agreed they looked fantastic. James gave a run through of the day and reminded the group there was a run through of the presentation at 1.00 and that assistance would be needed to put the photo boards together at 3.00 on the day.

#### b) T&CIB Places for presentation event

James explained that the places had been confirmed for Cllr Ian Jee and Paul Fairchild but he was still awaiting confirmation of an additional ticket for Dave Watts of John O Conner.

### 3. Hutton Close & Bulb Planting

The group discussed the previous consultation that was undertaken for the site and that some desired elements were unattainable with the budget available. It was agreed to suggest a targeted second consultation to the Community Services Committee to be circulated to local residents and set up online with access via a QR code on posters put up on the ground. It would be targeted on options that are affordable within the budget assigned.

It was agreed to focus on the multi-use goal ends as an option and potential environmental and biodiversity improvements to engage the community.

**Action – James and Anna to produce a paper for the next GSWG to discuss to be put forward to the Community Services Committee.**

**Anna to liaise with Susan Millington regarding suggestions regarding the biodiversity and environmental elements.**

**Also continue to arrange NIB Bulb Planting for this Autumn on this site.**

#### **4. Potential new tree sites**

Susan requested 7 new trees if possible, for John Rankin school on an area owned by WBC outside the school silver birch and Rowan. James agreed this could be possible but would need approval to be sought from WBC.

**Action - James to consult with SEWA group on return from paternity leave to discuss their budget this year and look at potential planting sites.**

#### **5. Newbury Nature Corridor Update**

Susan gave an update in regards to the Newbury nature corridor as follows-

- Advertised a free gardening for wildlife talk on the 5<sup>th</sup> September.
- Plans for the hedge to be planted at Middle Close in early January, wanted to mention to the SEWA group whether they would support with the planting. James to continue to liaise with the group on the project and whether nTC can rotovate the area prior to planting.
- Scouts are currently touring Wash Common giving out hedgehog highway signs.

#### **6. Secret Garden Project Update**

Sukey was not in attendance, so no update was given

#### **7. Growing Newbury Green Update**

Tony explained that he was now entering harvest time where the group harvest the fruit and offer it to the local residents. The following dates have been fixed so far-

- 6<sup>th</sup> September Digby Rd Orchard
- 13<sup>th</sup> September Barns Crescent Orchard
- Sayers close to be confirmed at the end of September.



**AOB**

Martha requested that a recommendation be put forward to the next CS Committee to have the planting areas and a bench area transferred to NTC if under WBC ownership.

**Action – James to check ownership and report back to the next meeting.**

**Date of next meeting**

**23<sup>rd</sup> October 2025**

Meeting Closed at 8.30pm

James D Heasman

Parks and Open Spaces Supervisor

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Newbury Green Spaces / in Bloom Working Group  
23<sup>rd</sup> October 2025 6.30 pm

## Minutes

Present: **Councillors:** Ian Jee, Vaughan Miller & Martha Vickers.

**Members:** David Fenn, Susan Millington, Sukey Russell-Hayward & Tony Hammond (via zoom).

**Officers:** James Heasman & Anna Roberts

**Apologies.** Cllr David Marsh, Cllr Sarah Slack, Susan Millington, Dave Watts (John O Conner)

### 1. Minutes

Minutes of 4<sup>th</sup> September 2025 were approved

### 2. In Bloom Update

Agenda items Updated and or held over from the last meeting.

#### a) NIB Presentation Evening feedback

The group agreed that the evening went well and the new format was well appreciated, we should look to continue with this format going forward.

A discussion was had about the need for the run through prior to the event and James agreed to make sure this was better prepared next year.

#### b) NIB 2026

The group agreed to propose the NIB competition for funding to be run in 2026.

#### c) T&CIB Presentation Event

The group talked through the result of this year's entry into Thames and Chiltern In Bloom which was very positive as we had not entered since 2019. They went through the feedback received from the judges which they felt had been critical in some areas.

Support from other partners had been lacking this year such as WBC and the Newbury Bid. This is something that the group agreed to work on and hopefully make some of the run up to the event easier.

**Action – Group agreed to propose the towns entry into Thames and Chiltern in Bloom with a suitable budget proposed by officers to support.**

### **3. Hutton Close Bulb Planting 29<sup>th</sup> November**

James gave an update on promotion of the bulb planting in regards to promotion, with posters to be put out on site and social media posts to be scheduled.

The group discussed the environmental improvements that Anna had prepared for the site. It was agreed to propose that all the potential recommendations were added to the consultation.

James to check whether the consultation needs to go to committee for approval prior to circulation the group were keen to circulate with the bulb planting but understood it may have to wait for the next committee meeting for approval.

### **4. Sewa tree planting update**

James explained at this point there was no funding available from the SEWA group, James to investigate what funding NTC has and come back with a plan to the next working group.

### **5. Newbury Nature Corridor Update**

Susan gave the following update-

- Gardening for wildlife talk went well and was well attended.
- SGA seed heads have now been cut and dispersed on SGA and some used on other sites
- Will be working in the coming months with the local scouts building bee boxes.
- Networking event on the 8<sup>th</sup> November in conjunction with BBOWT.
- Plans to plant 7 new trees outside John Rankin School and sleepers on the 6<sup>th</sup> December in conjunction with WBC.

- January hedge planting is working with this group NTC to support with money towards the hedge as on NTC land and arrange rotovation.

## **6. Secret Garden Project Update**

Sukey explained that they are currently in the process of shutdown for the winter, unfortunately the bug hotel was raided at community corner, but they have plans to improve this for the future to deter this. They want to do some mulching but would need to have the chip delivered to West Mills, James agreed to talk to the stewards and arrange a key.

Seeking to do work to the benches on the hardstanding at West Mills. Liaise with the Goulds as not NTC land.

## **7. Growing Newbury Green Update**

Harvesting has now been done for this year including working with the local scouts to get the harvest in at Barns Crescent and distributed to the residents.

Pruning workshops and Wassail planned for the new year, NTC to support with promotion again

**Date of next meeting**  
**20<sup>th</sup> November 2025**

Meeting Closed at 8.45pm

James D Heasman  
Parks and Open Spaces Supervisor



Newbury Green Spaces / in Bloom Working Group  
20<sup>th</sup> November 2025 6.30 pm

## Minutes

Present: **Councillors:** Ian Jee, Vaughan Miller & Martha Vickers.

**Members:** David Fenn, Susan Millington, Sukey Russell-Hayward & Tony Hammond (via zoom).

**Officers:** James Heasman & Anna Roberts

**Apologies.** Cllr David Marsh, Cllr Sarah Slack, Susan Millington, Dave Watts (John O Conner)

### 1. Minutes

Minutes of 23<sup>rd</sup> October 2025 were approved with an amendment in relation to David Fenn's attendance.

### 2. In Bloom Update

Agenda items Updated and or held over from the last meeting.

#### a) NIB Categories 2026

The group agreed to continue with the current categories plus a new category of best front garden.

**Action – James to amend the categories list to add the new best front garden category and find an additional sponsor.**

The group discussed the need to promote sustainable and environmental practices especially with the new best front garden category coming in. It was suggested that we make sure our criteria was updated on the website with a list of positive elements especially from an environmental point of view. Also speak to the Friends of the Earth in regards to a signpost of potential improvements to align with nature corridors.

Sukey suggested that we looked at a plaque to with the prizes each year that could go up at the winning entrant.

**Action – James to investigate additional cost and designs.**

## **b) T&CIB**

This element was not discussed as awaiting approval for funding from committee.

### **3. Hutton Close Bulb Planting 29<sup>th</sup> November and site improvements**

James explained that we now had the bulbs for the planting and that the event was all ready and advertised for the 29<sup>th</sup>. Group members noted the date. The group discussed the options provided in the document, some tweaks could be made in relation to the photos used and the design of some elements. Anna and James agreed to address these changes before it was put to committee on the 15<sup>th</sup> December.

**Ian thanked Anna and James for the hard work they had put into producing the project costs and consultation paper for the group.**

### **4. Sewa tree planting update**

James explained that SEWA had attempted a last minute attempt to gain funding from the Greenham Common Trust which was unsuccessful. SEWA did offer though to provide manpower if another planting was planned. James explained that there was a budget available via the council for tree planting.

**Action - James to explore the possibility of undertaking a tree planting with the SEWA Group at Hutton Close and potentially Wash Common in February next year a figure of £2000 to be used towards this planting from the budget.**

### **5. Hedge planting middle Close**

Susan was unable to be at the meeting, James explained that he has been in communication and due to other events planned in early January the best date was for the planting to happen on Saturday 17<sup>th</sup> January.

Ian asked whether signage will be put up prior to the planting.

**Action – Council officers to put up posters prior to Christmas promoting the planting and allowing the residents to know there will be a new hedge planted.**

### **6. Newbury Nature Corridor Update**

Susan was not available for the meeting.

## **7. Secret Garden Project Update**

Sukey clarified that the council would pay for the replacement vandalised trees on Lock Island.

## **8. Growing Newbury Green Update**

Tony was not in attendance but had provided an update via email prior to the meeting.

The Wassailing event was planned again for City Recreation Ground this year on the 10<sup>th</sup> January. The group agreed that the event is fine to be organised on NTC land with insurances gained previously.

Other pruning workshops would follow through February and March.

### **Date of next meeting**

**15<sup>th</sup> January 2025**

Meeting Closed at 8.00pm

James D Heasman

Parks and Open Spaces Supervisor

**Green Spaces Working Group Activity Plan (Draft) 2026/27 season with Engagement plan.**

Date	Activity	Where	Organising	Supporting	Cost	Out of Hrs Staffing Time	Overtime costs #
<b>17<sup>th</sup> January 2026</b>	Community hedge planting	Elizabeth Avenue	POSS	Newbury Nature Corridor	£600	8hrs	£200
<b>Engagement plan</b>	Engaging local community to plant the new hedge.						
<b>Jan 2026</b>	Hutton Close Consultation	Hutton Close	POSS and TPOSO	GSWG	£200	3hrs	£75
<b>Engagement Plan</b>	Letter drop and QR poster signage in area						
<b>Jan/Feb TBD</b>	Thames and Chiltern information evening	Town Hall Chamber	POSS	GSWG	£100	6hrs	£150
<b>Engagement Plan</b>	Engaging community with the In Bloom competitions						
<b>15<sup>th</sup> February 2026</b>	NIB Launch		POSS	GSWG	NIL	6hrs	£150
<b>Engagement Plan</b>	Engaging community in NIB						
<b>March 2026</b>	Tree Planting	Hutton Close and Wash Common	POSS	SEWA	£2000	6hrs	£150
<b>Engagement Plan</b>	Working with SEWA group						
<b>March 2026</b>	Hutton Close Works	Hutton Close	POSS and TPOSO	GSWG	£20,000	6hrs	£150
<b>Engagement Plan</b>	See consultation. Press release						
<b>28<sup>th</sup> April 2026</b>	Thames and Chiltern in Bloom route catch up meeting	Town Hall Chamber	POSS	GSWG	NIL	4hrs	£100
<b>Engagement plan</b>	Catch up meeting with route participants for the Thames and Chiltern in Bloom Route						
<b>22<sup>nd</sup> May 2026</b>	NIB Competition entry closure	—	POSS	GSWG	NIL	NIL	NIL
<b>Engagement plan</b>	Closure of the competition and release of judging timetables and times.						



### Green Spaces Working Group Activity Plan (Draft) 2026/27 season with Engagement plan.

<b>22<sup>nd</sup> June – 26<sup>th</sup> June 2026</b>	Nib Judging Week	Across Newbury	POSS	GSWG & Guest Judges	NIL	12hrs	£300
<b>Engagement plan</b>	Judging week for all entries into this year's Newbury in Bloom competition						
<b>TBD July</b>	Corporate Clean-up Day	TBD	POSS	GSWG	TBD	TBD	TBD
<b>Engagement plan</b>	Corporate litter pick and route clean up event for T&CIB						
<b>TBD July 2026</b>	Community litter pick and clean up	T&CIB Route	POSS	GSWG	NIL	6hrs	£150
<b>Engagement plan</b>	T&CIB Route clean up event to be held weekend before judging						
<b>TBD July 2026</b>	T&CIB judging day	T&CIB Route	POSS	Facilities Operative & GSWG	£500	6hrs	£150
<b>Engagement plan</b>	Judging even for Newbury in the regionals for Britain in Bloom						
<b>9<sup>th</sup> September 2026</b>	Newbury in Bloom Presentation evening	The Corn Exchange	POSS	Various officers & GSWG	£200 + Sponsorship for venue	12hrs	£300
<b>Engagement plan</b>	Corporate litter pick and route clean up event for T&CIB						
<b>Autumn / Winter</b>	Volunteer events	TBD	POSS	GSWG	TBD	TBD	TBD
<b>Engagement plan</b>	Bulb Planting / tree planting / hedge plantings etc for the autumn / winter season.						

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

Updated 10<sup>th</sup> December 2025

New Consultations: Hutton Close Development



**MINUTES OF THE MEETING OF  
THE NEWBURY ALLOTMENT STEWARDS  
THURSDAY 30 OCTOBER 2025  
COUNCIL CHAMBER, TOWN HALL, MARKET PLACE, NEWBURY**

**In attendance:**

Cllr Gary Norman, Leader of the Council  
Cllr Vaughan Miller, Chairperson NTC Community Services Committee.  
Cllr Roger Hunneman  
Cllr Ian Jee

Colin Dumelow (Dairy Farm Steward), Geoff Annetts (Dairy Farm Steward), Marion & David Fenn (Joint Stewards Wash Common), Shannon Carr (Joint Steward Southby's), Chris Lawrence (Joint Steward Southby's) James Taylor (Steward Parsons), Teressa & Nick Bune (Joint Stewards West Mills).

Jo Aylott (Civic Manager), Caroline Edmunds (Community Services Officer), Tina Sukhatska (Community Services Officer), James Heasman (Parks & Open Spaces Supervisor).

**1. WELCOME, APOLOGIES AND INTRODUCTIONS**

Everyone in the group introduced themselves.

Apologies: Dave Cole (Joint Steward One Tree Park), Terry Cook (Joint Steward One Tree Park)

**2. ANNUAL ALLOTMENT AWARDS 2025/COUNCILLOR SUMMER VISITS**

It was agreed that the current approach, whereby Stewards nominate winners for the categories set annually by the Council, continues to work well. The Stewards confirmed they were satisfied with this arrangement.

It was further agreed that, where possible, winners from the previous year would be invited to assist with the judging for the following year's awards.

Cllr Miller expressed his appreciation to the Stewards for their efforts and noted how much he and his fellow Councillors valued the allotment visits during the summer. He highlighted that these visits provide an excellent opportunity to meet tenants in a relaxed and informal setting.

### **3. CONCESSIONARY RATES AS AGREED AT DEC. 2024 COMMITTEE MEETING**

The Concessionary rates agreed at the Community Services Meeting in December 2024 were noted. Tenants have been informed of the rates and asked to apply for the discount for the 2026/27 season.

It was noted that a number of eligible tenants had already returned the application.

### **4. RECOMMENDATIONS/REQUESTS REGARDING ALLOTMENT RULES**

This item was deferred until later in the meeting.

### **5. GROUNDS MAINTENANCE – James Heasman (Parks & Open Spaces Supervisor)**

#### **Newbury in Bloom**

James noted that, while participation continues to grow across all categories of the highly successful *Newbury in Bloom* campaign, the number of entries for the allotment category has not seen the same increase. He asked that the Stewards actively encourage more tenants to participate.

James also reiterated the judging criteria for the allotment category, which includes horticultural achievement, the cultivation of a variety of produce, and the promotion of wildlife and pollination. He reminded the group that a cash prize is awarded to the winner.

The Stewards reported that they have made efforts to encourage entries, with some promoting the competition through association newsletters. However, they noted that tenants often appear reluctant to enter themselves.

It was agreed that, when the 2026 campaign is launched, Officers will provide Stewards with additional information regarding the judging criteria to assist in promoting participation.

#### **Grass Cutting**

Everyone agreed that the standard of grass cutting this year has been very good, and the Stewards expressed satisfaction with the performance of the contractors, John O'Conner Grounds Maintenance Ltd. The frequency of cutting has been increased to once every three weeks during the season.

The Stewards requested that, if possible, the grass be cut slightly shorter in future. Southby's requested advance notice of the next cut, as their central track is currently blocked.

## Water Usage

Water usage is a significant concern for the Town Council, particularly in light of a recent 200% increase in water bills. Bills are expected to continue rising, and each site is individually metered.

To manage consumption, the Council may need to consider the following measures:

- Amending the allotment rules,
- Removing taps from troughs at all sites,
- Charging tenants for excessive water usage, or
- Implementing a ban on hosepipe use.

A note will be sent with the invoices in January 2026 to all tenants, stating:

*"Due to significant increases in water bills at the allotment sites, excessive or prolonged use of a hosepipe will result in a warning. Unattended hosepipes are not permitted."*

*If water consumption remains high, the Council may also consider introducing an additional charge for water usage in future years."*

**Action: Officers to investigate other Council allotment rules, with a view to proposing a rule amendment to be taken forward to the next Community Services Committee Meeting in December.**

James noted that the water will be turned off at each site week commencing 10 November 2025 for the winter.

## 6. QUESTIONS

Questions from Southby's allotment Stewards:

### Site Security

*There have been a number of recent break-ins. The Police visited Southby's site for an extended period, and damage has also occurred in other areas under our management, including playgrounds.*

*Response:* If specific projects are identified to improve site security, grants may be applied for through the Allotment Associations.

All of our sites now have secure gates. Intruders are gaining entry by cutting through fences. If any specific areas are identified, please let James know and we will seek to rectify them at the earliest possible opportunity.

**Cutting Back Hedges Around the Site**

*Response:* All hedges under NTC jurisdiction will be cut back in accordance with the Town Council's current Tree & Hedge Policy, with work to be completed by 1st February 2026.

**Removal of Dead Tree Near Side Gate**

*Response:* This has been added to the clearance list and will be addressed in due course.

**Lifting the Crown of the Oak Tree by the Machine Shed (West Side)**

*Response:* This tree work is scheduled to be completed by 1st February 2026.

**Bag of Scalpings for Main Track (to be left inside main gate)**

*Response:* This has been approved, and James will arrange delivery in due course.

**Grass Cutting – Next Scheduled Cut and Frequency for Next Year**

*Response:* One more cut is planned for this year. Grass cutting occurs every three weeks during the cutting season on allotment sites, weather permitting. The season usually begins around March, depending on ground conditions.

**Wood Chip Deliveries**

*Response:* Issues with untidy deliveries have been resolved. Contractors will now ensure wood chip is deposited only on the concrete in a single pile, eliminating the need for additional tidying.

**Adjustment of Main Gates**

*Response:* The gates require adjustment as they currently touch at the top. Bolt holes will be installed in the ground to secure the bolts when opening and closing the gates, preventing them from swinging. James will arrange for the contractor to inspect and carry out the work.

**Questions from Dairy Farm Allotment Stewards****Overgrown Track**

*Response:* James will arrange for the overgrown track to be cleared.

**Excessive Water/Hosepipe Usage**

*Response:* This issue has been discussed previously, and measures will be put in place to manage water usage.

**Fence Damage Near Recently Removed Tree**

*Response:* The fence in this area has been damaged and James will arrange for repairs in due course.

Question from: Cllr Vaughan Miller

**How do the Stewards feel it is going with regards to tenants using chemicals on their plots?**

Southby's – Chris stated that they have control of chemicals on their site, but tenants can use chemicals of their own if they choose.

West Mills – Stewards said that not many tenants use chemicals.

**Dairy Farm – there was a question regarding tenants returning their keys once they have relinquished their tenancy.**

Officers stated that most tenants do return gate keys and receive their £10 key deposit back. On occasion, keys are not returned. Generally, if people leave the area or move away it is difficult to get the keys back.

There was a suggestion to increase the allotment key deposit in the future.

**ACTION – Officers to discuss with our accounts department as to if this could work and how it could be managed going forward if this is adopted.**

**Marion & David – Wash Common**

The fencing near to Falkland School needs repairing. Children are crawling under the harras fencing.

*Response:* James will look into this with our contractor and meet with Marion to discuss.

**West Mills**

Residents who live alongside the allotments have historically, and still have, gates that go from their gardens into the allotments. This has been an ongoing issue, with some residents coming through onto the allotments without authority.

*Response:* Residents are not permitted to use this gate and would be trespassing on NTC land without authorisation. Stewards are authorised to block gates on the allotment site if deemed necessary, provided this can be done without affecting residents' property.

Leylandii hedge which is becoming a problem on site – James will arrange to remove it.

**Parsons**

**Wild Area – Cutting Back**

*Response:* The wild area will be cut back, and a mower strip will be created to help maintain it.

**Water Tank Relocation**

*Response:* The possibility of moving the water tank from the top of the wild area to the main part of the site will be considered.

**Orchard Storage Box**

*Response:* The large plastic storage box in the orchard will be reviewed for potential removal.

**Security – Damaged Fencing (Top Northwest Corner)**

*Response:* The fencing in the top northwest corner is damaged and requires repair or replacement – we will look into this.

**Northern Boundary Hedgeline**

*Response:* Cutting back the northern boundary hedgeline, which faces the fields, will be added to the work list. James will check if there is budget available and report back to Jamie.

**Parsons Site – WBC Issue**

*Response:* James will liaise with Vaughan regarding the issue at Parsons with West Berkshire Council (WBC).

Caroline confirmed that we are now using the 'Keeping Hens Agreement' for tenants who request to keep hens on their plot with guidelines.

It was requested that Stewards send details of all existing tenants on the sites who have hens, and an agreement can be sent out retrospectively.

**Meeting finished at 8:40pm.**

**Next meeting will be in October 2026.**

**NOTE: Allotment Tenants Meeting is scheduled for Thursday 9 April 2026.**

**Community Services Committee Meeting 15.12.25 Report****Proposed rule changes regarding water usage at Newbury Town Council allotments**

To **consider** and **resolve** an amendment to the Newbury Town Council Allotment Rules regarding water usages on all 6 of our allotment sites, further to the Allotment Stewards Meeting of 30th October 2025.

**Background**

Water usage is a significant concern for the Town Council, particularly in light of a recent 200% increase in water bills. Bills are expected to continue rising, and each site is individually metered.

To manage consumption, the Council may need to consider the following measures:

- Amending the allotment rules,
- Removing taps from troughs at all sites,
- Charging tenants for excessive water usage, or
- Implementing a ban on hosepipe use.

A note will be sent with the allotment invoices in January 2026 to all tenants, stating:

*"Due to significant increases in water bills at the allotment sites, excessive or prolonged use of a hosepipe will result in a warning, which could ultimately lead to an eviction notice. Unattended hosepipes are not permitted. If water consumption remains high, the Council may also consider introducing an additional charge for water usage in future years."*

**Recommendation to this Committee:**

To agree the following additional Allotment Rule:

**Water Use:**

- Sprinklers and unattended hosepipes are not allowed at any time. Tenants may use handheld watering cans or handheld hoses only when actively watering under supervision; hoses must be disconnected immediately afterwards.



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

**Forward Work Programme for Community Services Committee Meeting 15<sup>th</sup> December 2025**

Standing Items on each (ordinary meeting) agenda:

1. Apologies
2. Declarations of Interests and Dispensations
- 3.1 Approval of Minutes of previous meeting
- 3.2 Officer's report on actions from previous meeting
4. Questions/Petitions from members of the Public
5. Questions/Petitions from Members of the Council
6. Agenda item
7. Agenda item
8. Agenda item etc
9. Forward Work Programme (last item on agenda)

At the first Committee meeting after the May annual meeting of the Council	Election of Chair/ Deputy
	Approval of ToRs and memberships of Committees / Working Groups
June/September/December/March (Quarterly)	Annual Budget, Quarterly Monitoring, Summary Report.
Each November	Review of KPI's for Committee / sub committee
	Send Budget and Strategy proposals to RFO
<b>2025</b>	
2 <sup>nd</sup> June 2025 Meeting	<ul style="list-style-type: none"> <li>- Change of Sub Committee Name</li> <li>- ToR's Approval</li> <li>- Café Update</li> <li>-</li> </ul>
15 <sup>th</sup> September 2025 Meeting	<ul style="list-style-type: none"> <li>- Café Update</li> <li>- Football Options Victoria Park</li> <li>- River Lamborne Riparian Rights Planning</li> <li>- Budget Preparation incl Members budget input – items to add to wish list</li> <li>- Nightingales, playground update</li> <li>- Newbury Town Hall Remedial works roof and façade</li> <li>- Any additional items members resolve to add</li> </ul>
<b>Recommendation</b>	
10 <sup>th</sup> November 2025 E O Committee Meeting	<ul style="list-style-type: none"> <li>- Café Update</li> <li>- Budget Proposals and Priorities inc Boules Project VP &amp; Training Bike Track Project</li> <li>- KPI's- moved to December 2025</li> <li>-</li> </ul>
15 <sup>th</sup> December 2025 Committee Meeting	<ul style="list-style-type: none"> <li>- Café Update -see agenda</li> <li>- Park run update – Service Delivery managers report</li> <li>- Hutton Close consultation update – see Agenda</li> <li>- Feedback on September 2025 issues – see Agenda</li> <li>- KPI reporting – See Agenda</li> <li>-</li> <li>- Any additional items members resolve to add</li> </ul>
<b>Recommendation</b>	
?? 14-28 <sup>th</sup> February 2026	<ul style="list-style-type: none"> <li>- Café Progress report &amp; estimated Café Opening!</li> </ul>
30 <sup>th</sup> March 2026 Committee Meeting	<ul style="list-style-type: none"> <li>- Café Update</li> </ul>

<b>Recommendation</b>	<ul style="list-style-type: none"> <li>- Town Hall Solar replacement panels to Town Hall roof (subject to ratification of original quotation – has been requested)</li> <li>- KPI's</li> <li>- Hutton Close Consultation Update from GSWG</li> <li>- Feedback on December 2025 issues</li> <li>- Any additional items members resolve to add</li> </ul>
TBA June 2026	<ul style="list-style-type: none"> <li>- TBA</li> </ul>

## PROJECTS

Please note the projects listed in the Sept 25 Meeting have removed from this schedule. They can be re - scheduled if needed.