

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

**PRESENT**

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

**IN ATTENDANCE**

Martin Kavanagh, SDM

**1. APOLOGIES FOR ABSENCE**

Apologies received from Cllrs Roger Hunneman and Sarah Slack

**2. DECLARATIONS OF INTEREST AND DISPENSATIONS**

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

**3. APPROVAL OF PREVIOUS MEETING MINUTES**

**PROPOSED:** Cllr Foot

**SECONDED:** Cllr Hood

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

**4. OFFICERS REPORT**

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

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

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

**6. MEMBERS' QUESTIONS AND PETITIONS**

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

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

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

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

**PROPOSED:** Cllr Miller

**SECONDED:** Cllr Foot

**8. ANNUAL BUDGET, QUARTERLY MONITORING, SUMMARY REPORT**

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

Detailed report to follow by end Jan 26 from SDM

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

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

**PROPOSED:** Cllr Miller

**SECONDED:** Cllr Vickers

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

**PROPOSED:** Cllr Miller

**SECONDED:** Cllr Foot

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

**PROPOSED:** Cllr Miller

**SECONDED:** Cllr Foot

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

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

Park Run however has been paused while alternative solutions for the current winter

circuit can be found and then considered by both Victoria Park Sub – Committee and this Committee.

**11. HUTTON CLOSE DRAFT PROPOSAL (Appendix 5)**

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

**PROPOSED:** Cllr Jee

**SECONDED:** Cllr Thomas

**12. MARKET WORKING GROUP (APPENDIX 6)**

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

**RESOLVED:**

The SDM write on behalf of NTC

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

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

**PROPOSED:** Cllr Miller

**SECONDED:** Cllr Marsh

**13. ALLOTMENTS STEWARDS MEETING MINUTES (Appendix 7)**

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

**REPRESENTATION:** A member of the public addressed the meeting with information relating to Allotments costs and water usage/costs specifically. The Chair suggested the topics could be addressed at the new Allotment Working Group and thanked the member of the public for their representation.

The content of this representation will be carried forward and considered in Agenda item 14.

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

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

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

**15. GREEN SPACES WORKING GROUP (Appendix 9)**

**NOTED:** Minutes of 20th Nov. 25  
Corrections required however...

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

**Apologies:** remove David Marsh

**NOTED:** Minutes 23 Oct 25

**RESOLVED:** Agenda Item 2b & 2c  
To Support the proposal to continue to fund NIB & T & CIB for the FY 26/27 Budget

**PROPOSED:** Cllr Jee

**SECONDED:** Cllr Barnett V

**16. FORWARD WORK PROGRAMME (Appendix 10)**

**NOTED:** the recent changes to the programme.

**17. NEXT MEETING DATE**

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

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

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