

20 November 2023

To: Councillors Phil Barnett; Vera Barnett, Jo Day, Billy Drummond; Nigel Foot; David Harman; Chris Hood; Steve Masters, Gary Norman and Meg Thomas.

Substitutes: All the remaining members of the Council.

Also to: All Members of the Council for information.

Dear Councillor

You are required to attend a meeting of the **Civic Pride, Arts & Culture Committee** (CPAC) to be held on **Monday 27 November 2023 at 7.30pm**. This meeting will be held in the **Council Chamber** and if required streamed via zoom. This meeting is open to the Press and Public.

Members of the public may join the meeting over zoom by using the following link:

<https://us05web.zoom.us/j/84958089706?pwd=p1QsbatGKRBDdbLHIThMinGpKGnqoA.1>

Yours sincerely,

Virginia Robins
Civic Manager

AGENDA

- 1. Apologies**
- 2. Declarations of interest and dispensations**
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 & Appendix 2)**
4.1 To approve the minutes of the meetings of the Civic Pride, Arts & Culture Committee held on 4 September 2023 (previously circulated)
4.2 Report on the actions from previous minutes
- 4. Questions and petitions from members of the public**
(Questions, in writing, must be with the Civic Manager by 2.00 pm on Friday 24 November 2023)

5. **Members' questions and petitions**
(Questions, in writing, must be with the Civic Manager by 2.00 pm on Friday 24 November 2023)
6. **Report on Remembrance Sunday Event (Appendix 3)**
To receive a report from the Civic Manager on Remembrance Day event on Sunday 12 November
7. **Heritage Open Day (Appendix 4)**
To receive a report from the Civic Manager on this year's Heritage Open Day on 9 September
8. **Local Democracy Working Group (Appendix 5)**
To receive a report from the Civic Manager on Local Democracy Working Week – 10 – 20 October
9. **Festive Afternoon Tea (Appendix 6)**
To receive an update on the Festive Afternoon Tea event taking place on 14 December from Civic Manager
10. **Ebb and Flow information Panel Refurbishment (Appendix 7)**
To receive an update on progress regarding panel design
11. **Civic Awards 2024 (Appendix 8)**
To resolve to hold the event on Wednesday 13 March 2024
12. **Town Council Strategy 2023-2028 (Appendix 9)**
To recommend any proposed changes to the Town Council Strategy
13. **Civic Pride, Arts and Culture Committee Budget 2023-2024 (Appendix 10)**
To recommend any proposed changes to the CPAC Budget.
14. **Civic Manager's Reports - Mayoral letters (Appendix 11)**
Raising the Profile of the Council in the Community
15. **Civic Events (Appendix 12)**
 - a) **To review** civic events since the last meeting of the Committee (since 4 September)
 - b) **To note** the programme of civic events until the next meeting
 - c) **To receive** ideas for suggested or potential future events or activities
16. **Forward Work Programme for Civic Pride, Arts & Leisure Committee meetings 2024/25 (Appendix 13)**
To note and agree any other items that Members resolve to add to the Forward Work Programme

Minutes of a meeting of the Civic Pride, Arts, & Culture Committee held in the Council Chamber on Monday 4 September 2023 at 7.30pm

Present:

Councillors Phil Barnett; Vera Barnett, Jo Day, Ian Jee (sub Meg Thomas); David Harman; Chris Hood; Steve Masters; Andy Moore (sub Billy Drummond) and Gary Norman

Officers present:

Virginia Robins, Civic Manager (Maternity Cover)
Amy Xing, Corporate Services Officer

1. Apologies for absence

Apologies: Councillors Nigel Foot, Billy Drummond, Meg Thomas

2. Declaration of Interest and Dispensations

The Civic Manager declared that Councillor Phil Barnett is also a member of the West Berkshire Council, which is declared as a general interest and a dispensation is in place to allow him to partake in discussions relating to West Berkshire Council business.

3. Minutes

Proposed: Councillor Phil Barnett

Seconded: Councillor Steve Masters

Resolved: That the Minutes of the meeting of the Civic Pride, Arts & Culture Committee held on Monday 3rd July 2023 be approved and signed by the Chairperson.

Actions from previous meeting

Actions were completed and further outcomes to be discussed through relevant agenda items in this meeting.

4. Questions and petitions from members of the public

There were none.

5. Members' questions and petitions

There were none.

6. West Berkshire Libraries presentation

The Committee received an update from Felicity Harrison, Culture and Libraries Manager at West Berkshire Council regarding recent service developments following the Libraries Review. Councillors asked several questions and Felicity said she would forward more details about the recent increase in numbers of members and other information that councillors requested. The service was congratulated for

receiving 'Library of Sanctuary Status' in recognition of the work they do in collaboration with Educafe to welcome and support refugees and people seeking sanctuary in our communities.

7. Report on Remembrance Sunday Planning (Appendix 3)

The Committee received a report from the Civic Manager on this year's Remembrance Sunday planning. A meeting had been held with key stakeholders on 21 August with the Royal British Legion and other representatives includes the Police, Kennet Radio, Buglers, Scouts, Civic Team etc to discuss planning for the Parade this year. All is progressing well.

8. Heritage Open Day (Appendix 4)

The Committee received a report from the Civic Manager on this year's Heritage Open Day on 9th September. The theme this year is 'Creativity Unwrapped' and we have a full rota of councillors for which the Civic Manager expressed thanks. Steve Masters confirmed he was available and will be added to the rota. As well as regalia displays there will also be pictures from Newbury Art Group, a local resident's painting of the old Newbury Theatre and a display from the Friends of Newtown Cemetery.

9. Local Democracy Working Group (Appendix 5)

The Committee received a report from the Civic Manager on the latest plans for Local Democracy Working Week.

Primary and secondary schools are due to take part in the Local Democracy Initiative between 9th and 20th October. Gary Norman asked if i-college could also be included in the invitation list and said he would invite them directly. Jo Day requested that a reminder letter go to Link councillors to ask them to connect with their local school.

10. Art on the Park (Appendix 6)

The Committee received a report from the Cllr Jo Day on the Art on the Park event which had gone very well. Two more events were scheduled to take place next year on 26th May and 25th August. Jo requested a councillor representative to volunteer to be on the Art on the Park committee to help support next year's events and Steve Masters offered his services.

11. Ebb and Flow information Panel Refurbishment (Appendix 7)

The Civic Manager reminded Councillors that they had all be forwarded the draft text from local historian David Peacocke. Councillors were happy with the text but queried whether there would be any pictures. They also asked for the text to be mocked up into a display and then they will vote to take it forward.

12. Town Hall Flag Flying Policy (Appendix 8)

The Committee received a report from Cllr Jo Day regarding the event that took place on 1 September to 'retire' the previous Ukrainian flag that has been replaced with a new one to show solidarity with the Ukrainian community. It was a very

successful event with many Ukrainian guests and councillors attending. A press release will be sent out.

13. Raising the profile of the Council in the Community

The Meeting received the list of Mayoral letters sent since the last meeting of the Council. Councillors were impressed by the number. Steve Masters asked if the letters are being published on twitter as well as Facebook. The Civic Manager confirmed they are but there had been some IT glitches with twitter recently which would be resolved.

14. Civic Events

- a. The information regarding Civic Events held since the last meeting of this committee was received and noted.
 - Angels of Ukraine
- b. The information relating to future Civic Events as detailed on the agenda was received and noted by the Committee.
 - Annual Bowls Match (Wednesday 6th September)
- c. One new idea had been put forward as a suggestions for a future activity – a local artist Kate Oppel had proposed sculpting a statue of Paddington Bear and the Queen based on the popular video that was shown depicting them taking tea together. Further research had shown however that copyright is owned by a film company who were not prepared to work with Newbury. This idea was not considered feasible.

Gary Norman has been approached regarding a Ugandan / Asian Statue. He will report any further developments to the Committee.

15. Forward Work Programme for Civic Pride, Arts & Leisure Committee Meetings.

Noted.

There being no further business the Chairperson declared the meeting closed at 8.40 pm.

Chairperson:

Date:

Civic Pride, Arts and Culture Committee

Date: 04 09 2023

ACTION SHEET

Item	Resolved	Actions	who	when
Agenda Item 2 – Apologies	Apologies: Councillors Billy Drummond, Nigel Foot, Meg Thomas	Write up attendance register	Kym	05 09 2023
Agenda Item 4 - Minutes	Approved & Signed	Send signed minutes to Corporate Support Officer	CM	05 09 2023
Agenda Item 6 - West Berkshire Libraries presentation	Very informative update was shared with the councillors from West Berkshire Libraries	Breakdown of visitor numbers, + analysis of increased visitor numbers was requested from Felicity Harrison – and shared with councillors	CM/FH	05 09 2023
Agenda Item 8 – Heritage Open Day	Event will be taking place between 10am and 2pm as we have sufficient councillors and officers	Rota and volunteer briefing distributed. Info boards, art displays, Town Trails leaflets, booklets, civic regalia will be available for viewing by the public.	CM	9 September 2023
Agenda Item 9 – Local Democracy Working Group	Primary and secondary schools all contacted to offer a slot to attend Local Democracy Week. Some responses but remainder need to be reminded.	Ask link councillors to follow up with the schools. CM to also remind schools in advance.	CM / Chairperson	07 09 2023

Agenda Item 10 - Art on the Park	Jo Day requested volunteers for next year's Art on the Park events	Steve Masters volunteered to be on the committee	SM	26 05 23 and 25 08 23
Agenda Item 11 – Ebb & Flow Information Panel	Draft text for the refurbished information panel has been shared with councillors who would like to see any pictures to accompany the text and a mock up before final approval	Check if there are appropriate pictures and ask designer to do a mock up	CM	1 10 2023
Agenda Item 12 – Town Hall Flag Flying Policy	Event took place to celebrate Ukrainian Day of Knowledge on 1 September with a presentation to the Ukrainian community of the framed flag with a plaque to be displayed in the Town Hall	Press release/publicise via public channels	CM / Chairperson	1 September
Agenda Item 13 – Mayoral letters	Ensure congratulations letters are being published on social media	Check Twitter is working	CM	6 09 23

Public Report to Civic Pride, Arts and Culture Committee

27 November 2023

Agenda Item 6: Remembrance Sunday Parade & Service 12 November 2023

This year's Remembrance Service Parade & Service followed the format of that of 2022's event. We attracted in the region of 2,500-3,000 people attending as part of the parade and spectators.

Watership Brass – The Newbury Town Band lead the parade once again down Northbrook Street towards the Market Place.

We once again invested in a 3rd loudspeaker which was located at the War Memorial allowing those who were located around the corner of the Market Place to hear the service which was delivered by the Revd. Will Hunter Smart who took over from the Revd. Keri Eynon this year owing to Keri's ill health. Will provided an excellent and moving service despite it being his first time of presiding over the occasion.

Again, we had the raised staging for the 'Signer' for those in our community who are deaf and hard of hearing who was positioned suitably and in clear view of those who required her services positioned by the old Strada restaurant. This was very well received by the public and the deaf community, some of which travelled to Newbury specifically for the signed service.

In the church, the service was led by Revd Will Hunter-Smart and the Mayor of Newbury supported and delivered a reading. All went according to plan.

The Newbury Royal British Legion once again loaned us their knitted 'River of Poppies' displayed by the War Memorial and provided Standard Bearers training to the youth groups on the evening of the 10 November which was hosted in the Town Hall Chamber.

The Civic Manager and Thames Valley Police were concerned about crowd control safety when the public made their way from Northbrook Street to fill Mansion House Street in 2022, this was rectified this year with improved cordoning of areas with tape & cones which could be moved as and when required by police officers and stewards to ensure the safety of spectators. While there were a few other minor hiccups, these were only noticeable to those who have been involved in the planning and not to the public.

A wash-up meeting is planned to take place on Monday 27 November with all those playing a key role reviewing this year's event; with all contingents invited to provide feedback and ideas for improvement.

Overall, I would consider this year's event to be very successful thanks for the fantastic teamwork displayed by the civic team and community partners. While there were a couple of minor issues on the day, what is important to remember is that thousands in our community came together to pay their respects to those who lost their lives. It was a

wonderful, poignant occasion; having so many members of the community come together on this occasion forming fundamental part of our Civic calendar.

I would like to extend my thanks to Brendon Ferreira and James Heasman who were fundamental to helping set everything up on the day, to Thames Valley Police who did a great job at supporting when it came to crowd control, and also to Newbury Royal British Legion for their ongoing support.

Public Report to Civic Pride, Arts and Culture Committee

Agenda Item 7: Heritage Open Day 2023 Report

On Saturday 9 September, the Town Hall was opened to the public from 10am to 2pm as part of the National Heritage Open Days Festival.

There was a display on the Town Hall's history and a member of the Civic Team was available to explain the significance of our maces and regalia. (On a touching note, former macebearer Rod Thomason was present to share his knowledge about his work as a macebearer in one of his last public appearances). There was also information available on the paintings which are permanently on display, and free refreshments were available throughout the day. The Mayor's Chair, hats and robes were available for viewing and for children to try on and to take photos.

The Mayor's Parlour was also open where visitors could meet the Mayor who was wearing his chain & robes.

This year's event focused on the theme of Creativity Unwrapped and we were able to promote the artistic and cultural delights of Newbury with the recently printed Town Trails maps. Also present to show Newbury's heritage was a show of Newbury Art Group's paintings of Newbury and Newtown Cemetery Friends had a display.

We carried out a good amount of advertising for this year's event – press release, social media messages, website, poster in Tesco, the library, the Corn Exchange. The event was also registered on the Heritage Open Days website as an official event.

The event was stewarded by Councillors, Civic Staff and Officers throughout the day as follows:

HERITAGE OPEN DAY - SATURDAY 9TH SEPTEMBER		
Time slot:	10:00 - 12:00	12:00 - 14:00
Meeting and Greeting	Sarah Slack	Patrick Whitehead - Mayor's cadet
Upstairs Roamer	Joyce Lewis	Meg Thomas
Downstairs Roamer	Jayne French Drayton	Roger Hunneman
Tea & Coffee	Brendon Ferreira	Brendon Ferreira
Regalia (Maces) (Civic Team)	Barry Digby	Anthony Hewitt
Robes & Hats	Mayor Nigel Foot and Ian Campbell	Elizabeth O'Keefe

We had a great deal of footfall – the day being one of the hottest in the year – so many people were enjoying the sunshine but coming into the Town Hall to cool off and take

advantage of the welcoming atmosphere. It was a really fantastic day and I'm very grateful to everyone who made the day the success it was.

We had a total of 232 visitors who all gave universally positive feedback. I have put some examples below:

"Lovely space and very friendly. Love the Town Trails. Good to see the internal workings of a Town Hall."

"Very interesting – especially talking to the Macebearers."

"Children very excited to see inside of Town Hall. Flags and badges helped."

"Very well organised and informative – and cool!"

"Lots of useful information and very warm welcome."

"It was a joy to stumble on this unexpectedly and see the history of Newbury Town Hall. Well done to the Town Crier for highlighting."

"Very friendly welcome, local knowledge and advice."

"Wonderful experience. Very lucky to have Open Day."

"Wonderful event. People interaction the key to the event. Very friendly and informative."

"Great to see history being kept alive."

"Never been in before...Very cool."

"Very good – good chat with Macebearer and Mayor."

"It was very nice to see inside Town Hall. It was very beautiful. It was a pleasure that me and my kids met the Mayor."

"it was the first time we saw inside the Town Hall. Good refreshments. 5 year old was keen to meet the Mayor. Thank you."

We could possibly have done with some more councillor support – this being a comment from Cllr Elizabeth O'Keeffe:

Please pass on thanks to the Civic Team for giving their Saturday and on such a hot day. Also, to both you and Amy. All visitors seemed really pleased and interested and such a cross section of residents and visitors from elsewhere. Bigger and better next year but need more councillors to help!!!!!!!!!!!!!!

Public Report to Civic Pride, Arts and Culture Committee

27 November 2023

Agenda Item 8: Local Democracy Weeks – Meet the Town Council

The Local Democracy Working Group hosted ‘Meet the Town Council’ events during the months of October/November with more planned in December owing to popular demand - with an aim to encourage local children to take an interest in and understand the workings of their local council.

Our local primary schools were invited into the Town Hall where they could meet the Mayor, have a fun tour of the Town Hall, and listen to a short presentation explaining what Newbury Town Council do, as well as try on Councillor robes, have pictures taken and do a word search quiz.

For the secondary schools, Members had an opportunity to visit the school, give a short presentation about the Town Council, host Q&A sessions with them about local politics and inform them about the Neighbourhood Development Plan.

This year there was also an opportunity to visit other groups such as Berkshire Youth, Newbury College and a local scouts group who were very interested in the possibility of meeting the Councillors.

Primary Schools

2023’s event received a good response to our invitation, with 5 out of 12 primary schools attending the sessions on offer during the 2nd and 3rd week of October and a 6th school (Winchcombe) requesting a day in December. The dates that sessions took place were in the period of Monday 9th October – Friday 19th October:

Monday 9 th October	10am – 12pm	Fir Tree Primary School
Tuesday 10 th October	1pm – 3pm	The Willows Primary School
Wednesday 11 th October	1pm – 3pm	The Willows Primary School
Monday 16 th October	10am – 12pm	St Gabriels Primary School
Tuesday 17 th October	10am – 12pm	St Nicholas Junior
Tuesday 17 th October	1pm – 3pm	St Nicholas Junior
Thursday 19 th October	10am – 12pm	John Rankin Junior School

Feedback was very positive from all participants. Please see the table at the end of this review.

Secondary Schools

We invited 5 schools and two were interested. We have a visit to Trinity School booked on 1 December. Newbury College also responded positively and we plan to book a slot with the young people attending the college soon.

Other Groups

Berkshire Youth and Wash Common Scouts were keen to be booked in for a Meet the Councillor session and we have arranged a slot with Berkshire Youth on 21 November. We await the outcome of discussions with Wash Common Scouts.

DATE	SCHOOL	VENUE	COMPUTER VISUALS	SPOKEN COMMENTARY	TOUR / QUIZ	TRYING ON ROBE SESSION	WORD SEARCHES	MIXTURE/ PACE OF ACTIVITIES	PRACTICAL ARRANGEMENT	PRE-EVENT COMMS WITH TOWN HALL	ADAPTING TO YOUR NEEDS (IF APPLICABLE)	COMMENTS / SUGGESTIONS
9 Oct	Fir Tree Primary School	4	3	3	3	4	3	3	3	4	4	Thank you for carrying on even though a child was very distracting. Very enjoyable time, lovely to see the building. Could children be given a topic to debate and vote on? Giving them the experience of what you do.
10 Oct	Willows Primary School	3	4	4	4	4	4	4	4	4 4	4	Thank you for being so flexible with today's event timings. It was very much appreciated.
11 Oct	Willows Primary School											
16 Oct	St Gabriels	4	4	4	4	4	4	4	4	4	4	Absolutely excellent – thank you. We would love to come again.
17 Oct	St Nicolas School	4	4	4	4	4	4	4	4	4	4	Good mixture of sitting and listening as well as practical activities. Pitched well to engage the children. Thank you
17 Oct	St Nicolas School	4	2	4	4	4	4	4	4	4	4	A big thank you for all of your time and effort. Very enjoyable. Thank you.
19 Oct	John Rankin Junior School	4	4	4	4	4	4	4	4	4	4	No improvements – the School Council love coming on this trip every year – thank you so much

Public Report to Civic Pride, Arts and Leisure Committee

27 November 2023

Agenda Item 9 : Mayor's Festive Afternoon Tea

The Mayor's Festive Afternoon Tea will take place this year on Thursday 14 December 2023, 2pm – 4pm in Newbury Baptist Church Hall.

The event will be hosted by the Mayor and follow the same principles as previous years – an afternoon tea for residents in the town for those age 75 and over and funded by the Mayor's Benevolent Fund.

2023's event has followed the same event plan of that of 2022, with Newbury Baptist Church being chosen as a venue as it worked well last year particularly as it has parking and can provide easy disabled access.

A press release was issued 5 weeks before the event inviting residents to contact the Civic Office to book their place to attend. Ticketed entry is required for an event of this nature to ensure we were able to accommodate guests in the venue and manage the food that would be confirmed and ordered in advance.

Owing to the success of last year's event we have already had over 40 responses including a group from Fair Close Residential Home.

Tickets have been sent to majority of attendees who registered their interest far enough in advance; we will maintain a guest list to ensure that all people who have said they want to attend are able to do so. A condition of attending was that all guests had to provide their own transport to and from the venue, this was not provided.

The plan is for each guest to be welcomed by the Mayor and Mayoress and offered a welcome drink before taking to their seats for afternoon tea. Catering is to be provided by Wendy at the Empire Bakery who will produce Christmas afternoon tea boxes which are £500 cheaper than the previous supplier. It will be interesting to see what kind of feedback we receive.

Once guests have finished their afternoon tea, entertainment will be provided and arranged inhouse; We have a group of children attending from St Nicolas School who will be singing Christmas carols and dancing. There will be Christmas music playing in the background and the Mayor will host a game of bingo and encourage tables to take part in a group quiz. Prizes will also be given out to the oldest lady and gent present, and a random prize draw will be done for 3 guests to win £25 Tesco vouchers.

The Civic Manager has put a volunteer call out to all Councillors who would like to take part and support the event, with a few positive responses. Roles will include meeting and greeting upon arrival, pouring of welcome drinks, serving of tea or coffee, clear up, making

sure guests feel accommodated throughout the event and wash up after service and pack down and tidy of the venue once the event is finished.

All volunteers deserve a huge thank you for all their support for this event, (especially Vera Barnett and Sarah Slack who have driven the catering options / organisation this year).

Public Report to Civic Pride, Arts & Culture Committee

27 November 2023

Agenda Item 10: Ebb & Flow Information Panel

Context

In September 2022, a new information panel was installed with current, updated information by the Ebb & Flow sculpture by Newbury Lock.

Because a new information has been installed, the old panel still remains in place. The information on this is faded and the existing lectern requires repairs.

Following the previous Civic Pride, Arts and Culture Committee meeting in November 2022, the Civic Manager explored the pricing options for repurposing the former Ebb & Flow panel, which also includes a brief on the significance of Lock Cottage.

It was suggested at the last meeting that an idea could be to refresh the information on the panel to show the significance of Lock Cottage and provide some more focused and updated information on the history of the site.

Financial

A quote was obtained from Crescent Signs for the repair of the panel.

For the repairs to the existing lectern, the new manufacture of the top frame and mounting of new information, this would cost £798.00 +VAT. The design and artwork generation for a new graphic to be included would cost £75.00 +VAT for the first hour, with £48.00 +VAT per hour thereafter.

There is £1500.00 in the Civic Pride, Arts and Culture 2023/24 budget dedicated for this specific project.

Consultation

Whilst Councillors are broadly happy with this approach, they would like to see a mock up of the panel containing the new text and image of Lock Cottage.

We have requested Lock Cottage illustrations from West Berkshire Museum and await their response.

Public Report to Civic Pride, Arts & Culture Committee

27 November 2023

Agenda Item 11: Newbury Town Civic Awards 2024

Background

The Newbury Town Civic Awards were launched in 1998 and have since grown, both in the number of awards presented and the number of nominees received. Last year there were four awards which formed part of the Civic Awards Ceremony; the main Civic Award, the Young Person's Civic Award specifically for young people under the age of 18 which was introduced in 2009, the Business Civic Award in 2018 which was introduced to raise the profile of businesses in Newbury who support the local community, and the Environmental Contribution Award which was introduced in 2020 to recognise either individuals or groups who have made a significant contribution to improve our local environment. In 2024 a Local Group Civic Award will be introduced (following approval from the Civic Pride, Arts and Culture Committee in July). This avoids having to differentiate achievements between individuals and group organisations and will give clarity to nominees on what award they can nominate for, recognising even more achievements that take place within the Town.

The Civic Awards are launched in January of each year. Nominations are received by the closing date in March. The nominations are considered by a panel of judges including the Mayor of Newbury, the Chairperson of CPA&C and a member of staff from the Newbury BID. All nominees are invited to the Awards Ceremony and everyone, including the winners, receive a certificate from the Mayor. The winners will receive a personalised engraved trophy for display, and their names engraved on our Civic Award shields which are on display in the Town Hall.

Invitations to attend the Civic Award Presentation evening includes our MP, The Lord Lieutenant, High Sheriff, Chairperson WBC, Mayor's Chaplain, NTC Councillors, previous award winners, nominees and nominators.

Current Position

Following the success of last year's stand-alone Presentation Ceremony in the Council Chamber, it is proposed that the 2024 event takes place in the same format as 2023's event plan where the awards would take place followed by a buffet and networking. The dates for 2024's proposal are as follows:

- Nominations Open – Monday 29 January 2024
- Nominations Close – Sunday 25 February 2024
- Awards Take Place – Wednesday 13 March 2024

Planning for the event and the nomination period would be carried out by the Civic Manager. The event would be delivered by the Corporate Support Officer along with the support of the Civic Team and Councillors.

Financial and Legal Implications

The current budget provision is £1000.

Reference to the Council Strategy, where relevant

It is an objective of the Council to run and sponsor an annual Civic Awards scheme (Strategy, objective O2.6).

Equality and Diversity Impacts

The awards are open to all the communities in Newbury where all are encouraged to submit nominations.

Recommendation(s)

-That the Council resolves to host the Newbury Town Civic Awards Presentation in the Council Chamber on Wednesday 13 March 2024.

Public Report to Civic Pride, Arts and Culture Committee

27 November 2023

Agenda Item 12: Town Council Strategy 2024-2028

Decision Required:

To recommend any proposed changes to the current Town Council Strategy and for consideration in the **NTC Strategy 2024-2028**.

Background/ Introduction

The Council adopted a revised Strategy after the Town Council elections in 2019 which set out our aims and objectives over the period 2019 to 2024. It provides the policy framework within which the elected Members make decisions and the Officers (staff) conduct their day-to-day work.

It includes the ongoing services of the Council and any additional services which the Council might consider delivering in the future, as well as any related projects that the Council might wish to undertake.

It has been developed in order to drive our goals and to inform our budget-setting and expenditure. It also forms the framework for expenditure of Community Infrastructure Levies (CIL) as agreed by this Committee.

The current Strategy was made by the previous council, to cover the term 2019 to 2024. Following the Town Council elections this year, the Council is now preparing a Strategy to cover the term of this council, 2024-2028.

The Strategy is a live document, reviewed annually by the Council. The review has regard to the following matters:

- The progress made in achieving objectives to date,
- Any changes required due to changes in legislation, funding or other circumstances,
- Each October all members are invited to submit proposals for the annual review, which are taken to the relevant committees for consideration
- Each of the Committees review their service areas and make proposals to the Council, as appropriate.

A Working Group was set up to assist in the annual review of the Strategy. The Working Group has met twice already and the outcomes from those meetings are attached as a new draft Strategy 2024-2028. The most significant changes proposed to date are highlighted in yellow to assist members.

Issues arising/ Options considered

The Committee is invited to comment on the Strategy objectives which fall within its terms of reference. These fall mostly on pages 24, 25 and 26 of the attached draft Strategy.

Conclusion

The recommendations from the committee will be referred to The Strategy Working Group, who will in turn make recommendations to the Policy and Resources Committee. That Committee will consider the draft Strategy and budget at its meeting on 15 January 2024.

The Strategy will be finally approved by full Council on 22 January 2024.

Report Author: Hugh Peacocke, (Chief executive Officer)

Date: 27 October 2023.



Strategy 2024-2028

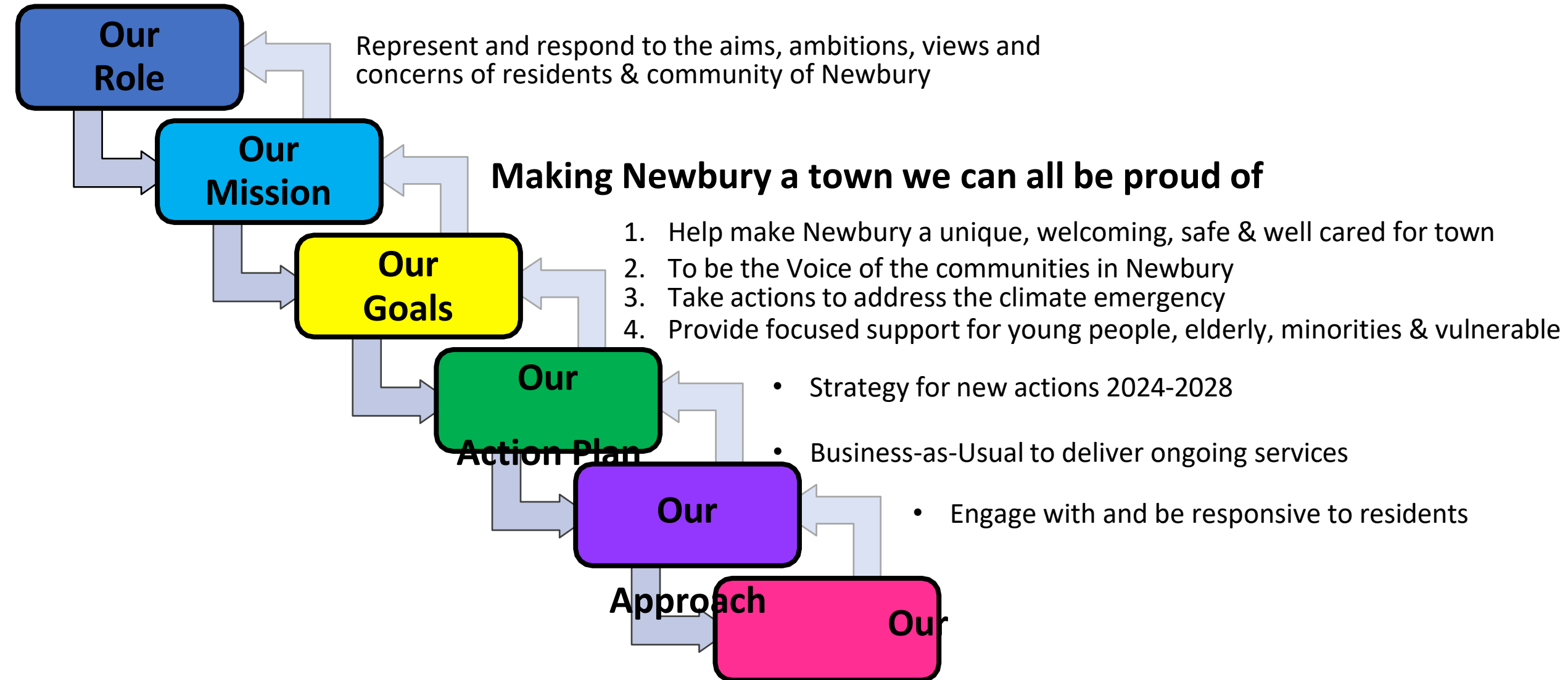
Version 3. Strategy Working Group October 2023

Making Newbury a town we can all be proud of

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Summary for our strategy



- Regular, transparent reviews on progress
- Sound governance and best practice

Structure

- Focused committees and working groups
- Clear responsibilities

Newbury Town Council Role – What we deliver



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

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

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

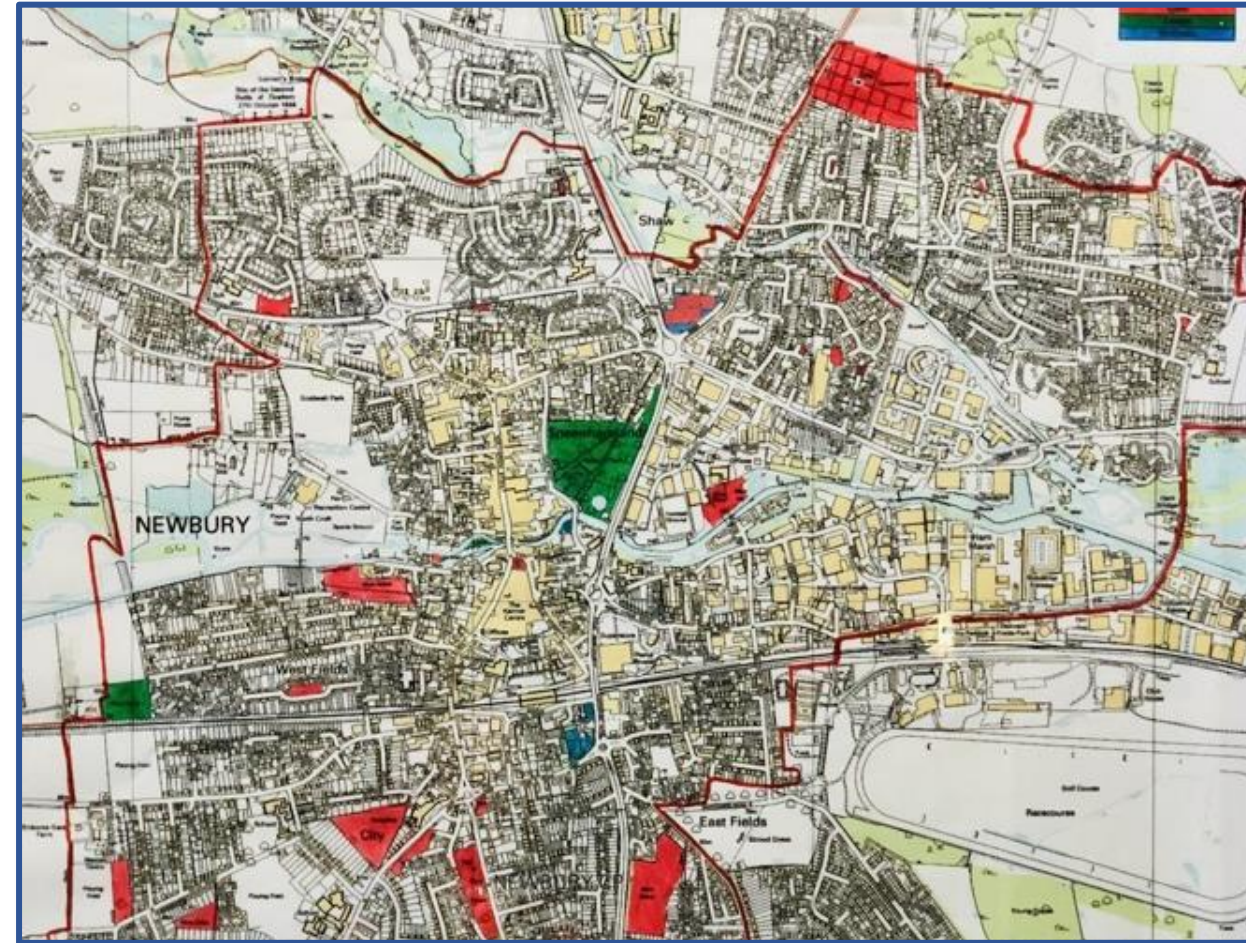
- Funded by annual Precept, developer contributions & other income

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

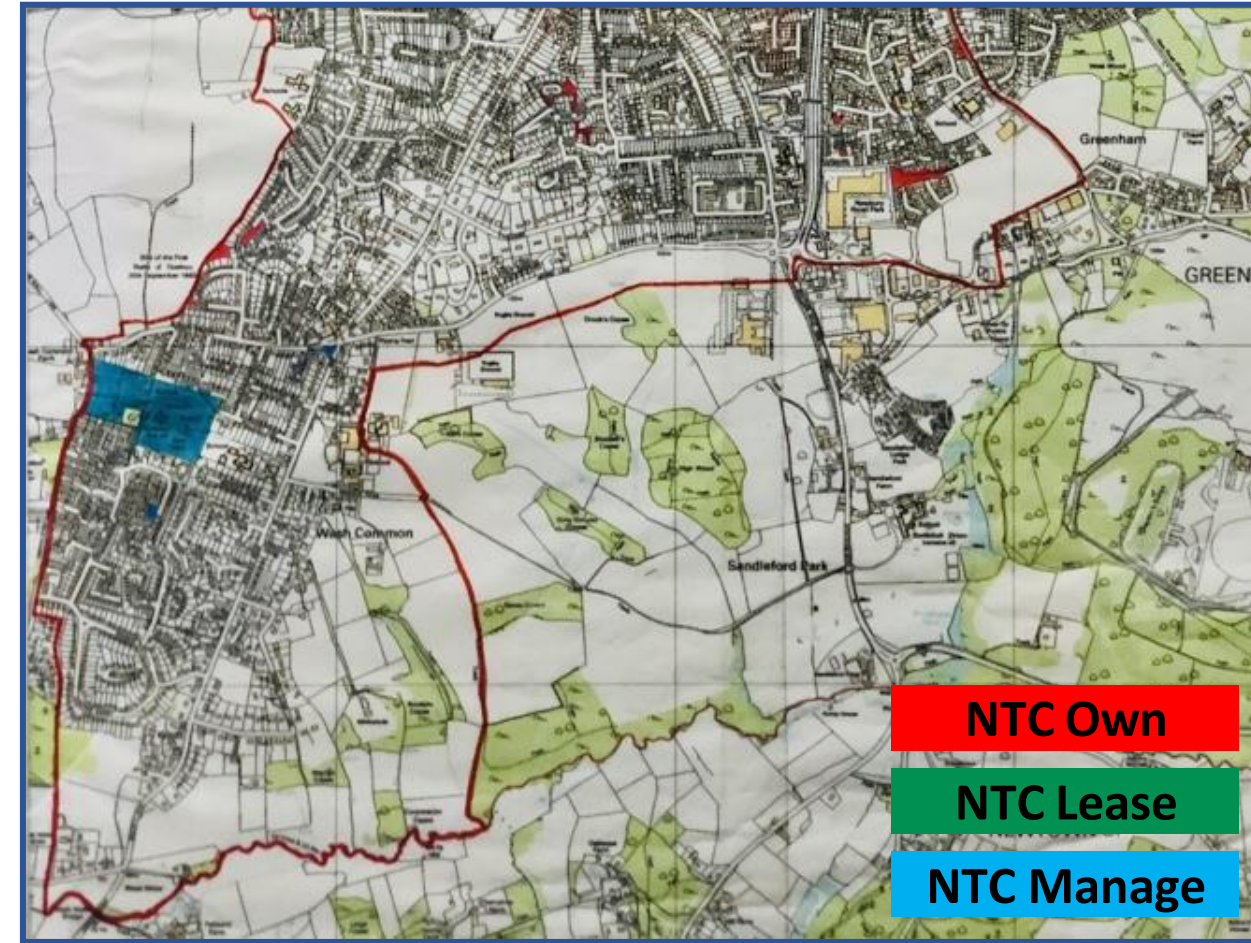
- Funded by government, council tax, business rates & other income streams

Newbury parish boundary and land we own, lease and manage

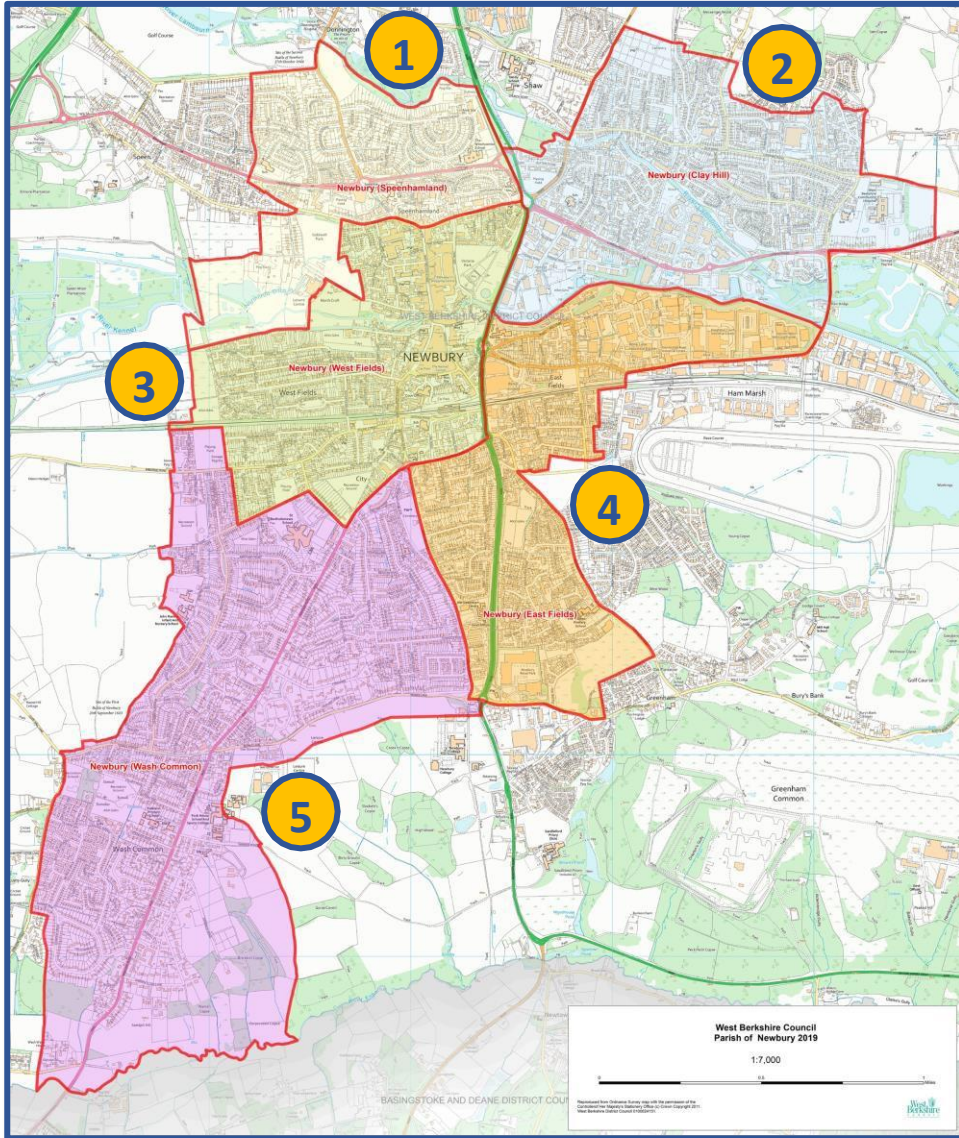
Newbury Parish – northern half



Newbury Parish – southern half



Newbury parish wards and Councillors – January 2024



1. Speenhamland

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

2. Clay Hill

- Vera Barnett – *Liberal Democrat*
- Nigel Foot – *Liberal Democrat*
- Chris Hood – *Liberal Democrat*
- Ian Jee – *Liberal Democrat*
- Pam Lusby-Taylor – *Liberal Democrat*

3. West Fields

- Alistair Bounds – *Liberal Democrat*
- Andy Moore – *Liberal Democrat*
- Elizabeth O’Keeffe – *Liberal Democrat*
- Sarah Slack – *Liberal Democrat*
- Martha Vickers – *Liberal Democrat*

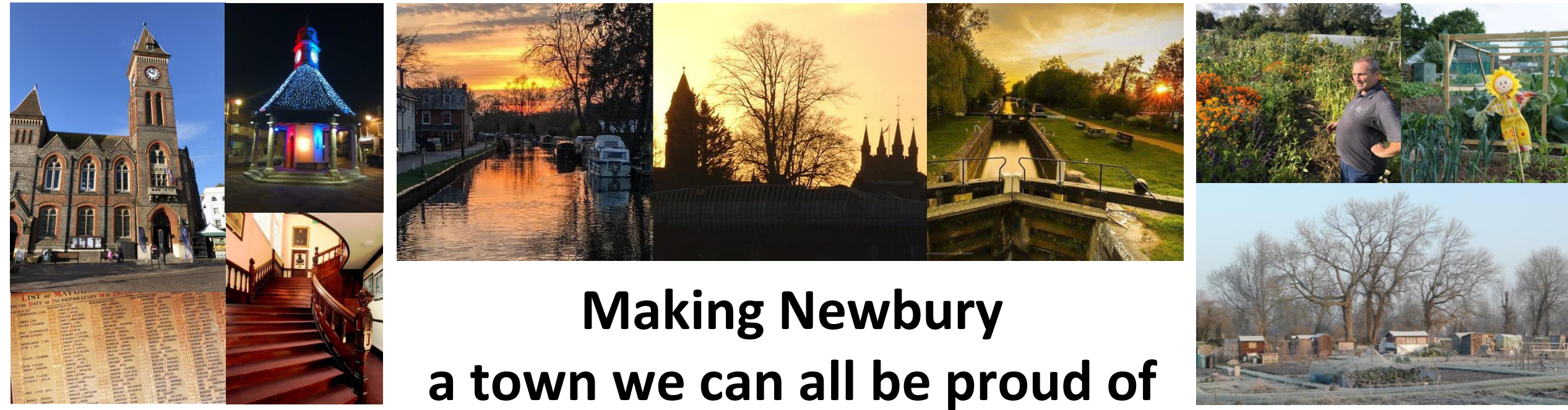
4. East Fields

- Phil Barnett – *Liberal Democrat*
- Billy Drummond – *Liberal Democrat*
- David Harman – *Liberal Democrat*
- Vaughan Miller – *Liberal Democrat*
- Gary Norman – *Liberal Democrat*

5. Wash Common

- Sam Dibas – *Liberal Democrat*
- Jayne French-Drayton – *Liberal Democrat*
- Roger Hunnemann – *Liberal Democrat*
- David Marsh – *Green Party*
- Meg Thomas – *Liberal Democrat*
- Tony Vickers – *Liberal Democrat*

Our Mission – *What drives us?*



Our Goals – *Where are we heading?*

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

- A. Provide outstanding parks, playgrounds and public spaces
- B. Run vibrant markets
- C. Run thriving allotments
- D. Provide well-kept and peaceful cemeteries
- E. Ensure our public and historic buildings are properly cared for and well-used
- F. Help deliver a well-presented town with high quality public amenities that support well-being, safety and visitors

2. To be the Voice of the communities in Newbury

- A. Provide a strong voice for Newbury by lobbying and working with WBC, Newbury BID, and others
- B. To promote, represent and support the views of the communities in Newbury
- C. Inspiring Civic events and Mayoral calendar
- D. Enjoyable and inclusive community events
- E. Celebrate and recognise individual and community achievements
- F. Encourage and support contributions to our public and community life
- G. Celebrate and encourage appreciation of public art and Newbury's heritage
- H. Establish a Consultation Panel to hear the views of the diverse communities of Newbury.

3. Take actions to address the climate emergency

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

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

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

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

Provide outstanding parks, playgrounds and public spaces



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

A. Provide outstanding parks, playgrounds and public spaces in the most sustainable way that we can, having regard to value for money.

A.1 Victoria Park

- a) To continually improve the community offer in Victoria Park by providing the best sports, recreation, leisure and community facilities that we can, within available resources. The Park will have public toilets with baby changing facilities, male, female and disabled toilets for park users
- b) The Park will have enhanced CCTV
- c) To retain Green Flag status for Victoria Park
- d) Install Boules Piste in Victoria Park
- e) To restore football in Victoria Park*

A.2 Wash Common public space:

- a) Carry out phase 1 upgrade when resources are available
- b) Longer term goal to secure Green Flag status – investigate once upgrade completed

A.3 City Recreation Ground

To retain Green Flag status for City recreation ground

A.4 Hutton Close

2023/24 Carry out upgrade based on results of the consultation

A.5 Playgrounds

To ensure safety and quality, start implementation of long-term rolling plans for:

- i. the refurbishment / replacement of playground and other park equipment when it reaches the end of its life
- ii. Complete major upgrade to playgrounds in the Nightingales and Digby Road

A.6 Trees and other planting

- a) To ensure they are properly cared for and replaced or extended when necessary
- b) Implement our rolling maintenance plans for equipment and planting and managing our tree stock, and review and update annually
- c) Provide and maintain trees, flower beds, hanging baskets and other plantings in appropriate locations

A.7 Waterways and “Blue Spaces”

Carry out our responsibilities as riparian owners on any relevant lands in our ownership

A.8 Sports and Recreation Facilities

- a) Enhanced provision and management of playing pitches*
- b)) Enhanced provision and management of outdoor sports equipment*

A.9 Public open Spaces

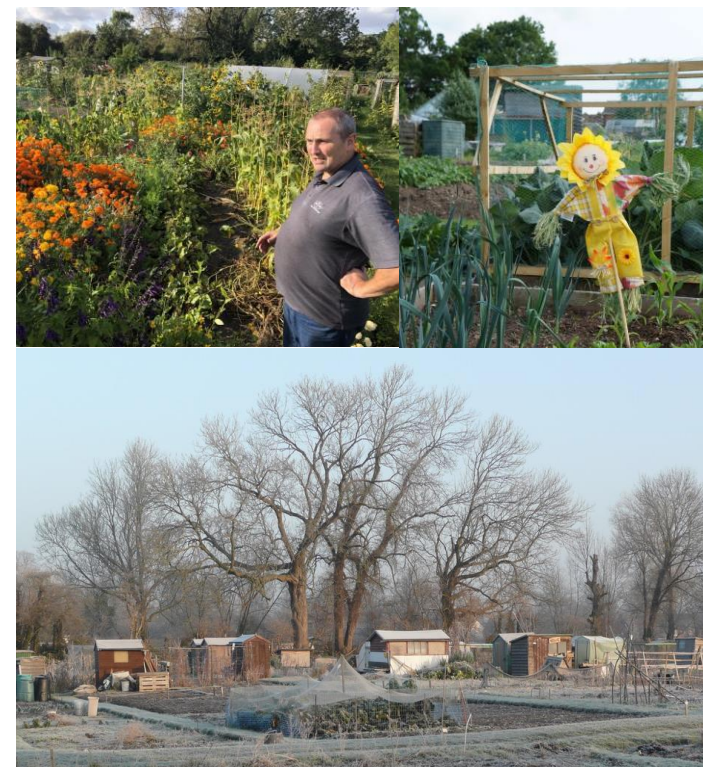
Lobby WBC to ensure that POS in new developments is maintained through public funding, not management companies.

Making Newbury a town we can all be proud of

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

B.Run vibrant charter and farmers' markets

C.Run thriving allotments



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

B. Run vibrant markets

- a) The Market Working Group will produce and monitor an action plan to enhance our market and hold an annual survey with our regular traders
- b) Our markets will work closely with Newbury BID (Business Improvement District) and other partners to facilitate and promote town centre events *

C. Run thriving Allotments

- a) Explore options for additional allotment sites, working with our neighbouring parishes as appropriate
- b) Request new developments to include allotment provision where appropriate
- c) Maintain and run high quality allotments, and promote allotments to new tenants targeting > 97% occupancy
- d) Encourage and support competitions within and between allotments
- e) Organise an annual meeting with allotment holders to agree action plan for the following year

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

D. Provide well-kept and peaceful cemeteries

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



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

D. Provide well-kept and peaceful Cemeteries

1. Maintain and run cemeteries to a high standard
2. Explore options to ensure that burials can continue in the parish for the next 25 years*

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

1. Ensure safety and quality, through the implementation of long-term rolling plans for the upkeep and refurbishment of the public buildings in our care
2. Prepare a long-term strategy (10+ years) to include plans for the future of our public buildings and other assets, to include the next cyclical survey and forward maintenance plan including stonework
3. Consider the best options for the use and enjoyment of the Town Hall for all the people of Newbury
Continue to offer discounted rates for local community groups that are engaged in activities that further the aims of the NTC strategy
4. Work with the Newbury Society and other relevant outside bodies to:
 - a) Support the heritage and conservation of Newbury and promote events and activities that recognise, highlight and protect the town's traditions, heritage and history and help engage the public interest and involvement in Newbury's heritage
 - b) Support the protection of important and historical / character buildings through Local Listing and, when agreed, by liaising with Historic England for national listing

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

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



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

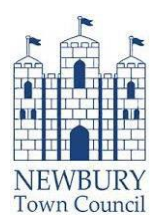
F. Help deliver a well-presented town with high quality public amenities that support well-being, safety and visitors

1. Well-presented town:

- a) Work with Newbury BID, WBC and other interested parties to ensure the town is kept clean and tidy (while being mindful of any environmental impacts)
- b) Continue to pressure BT to improve the appearance of the BT tower, and work with any interested parties who can help to make this happen
- c) Encourage the owners of the Kennet Centre and the Planning Authority to ensure any re-development of the centre is in keeping with the historic town centre in terms of both appearance and scale

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

- a) Public toilets
 - 1. A new public toilet to be provided in Victoria Park
 - 2. To upgrade and refurbish the public toilets at the Wharf so that they are more economic to run, more vandal-resistant and more sustainable in the longer term. This work to include the provision of a Changing Places facilities (with specialist hoist) and a shower, both within the current building structure.
- b) Bus shelters
- c) Benches and other street furniture
- d) Roadside salt bins
- e) Footway lighting
- f) Bins for litter / dog waste
- g) Continue the lease of the Library building at Wash Common and support the Friends of Wash Common Community Library
- h) Provide town centre facilities for cyclists



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

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

3. Well-being:

- a) Support the work of the Greenham & Crookham Common Commissioners
- b) Support the Friends Group working to ensure the permitted path through Speen Moors remains open to the public
- c) Work with local community groups like the Newbury Society and City Arts to promote and extend the Town Trail and other visual arts initiatives.

4. Safety:

- a) Specialist changing facilities: the addition of a Changing Places facility (with specialist hoist) as part of the Wharf Toilets upgrade project
- b) Provide defibrillators in appropriate locations and assist other bodies who wish to provide them
- c) Support community safety, working with partners as appropriate, including Town Centre CCTV, footway lighting etc as required

5. Support Visitors:

- a) Working with Newbury BID, agree a co-operation plan with coach operators who bring visitors to the town to make them feel welcome and encourage them to continue to stop off in Newbury
- b) Work with Newbury BID and other organisations to encourage sustainable tourism growth in the interest of the town's economy
- c) Provide brochures, maps, signage and other information for the benefit of visitors to Newbury
- d) Work with partners to ensure Newbury "arrival points" give visitors a good impression
- e) Maintain the Visitor Information point in Newbury Library

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

To be the Voice of the communities in Newbury



Making Newbury a town we can all be proud of

2. To be the Voice of the communities in Newbury



2.To be the Voice of the communities in Newbury

A. Provide a strong voice for Newbury by lobbying and working with WBC, Newbury BID, and others

1. Neighbourhood Development Plan

- a) Goal to have the NDP completed and adopted by the end of 2025

2. Canal Corridor Working Group

- a) To work with partners to prepare an outline plan for the future development and protection of the Canal Corridor.
- b) By April 2024: confirm detailed implementation plan, to dovetail with WBC plans to upgrade the Wharf

3. Promote and encourage investment in the Town Centre, especially south of the Canal Bridge, including a coherent plan for the Kennet Centre

4. Work with Newbury BID and other relevant organisations to lobby WBC for the pedestrianisation of the Market Place (permanent vehicle restricted zone), excluding Mansion House and Wharf Streets. Aim for decision by end 2024 (Use NTC input to the Newbury Town Centre Masterplan 2036 to promote this objective)

5. Newbury Town Centre Masterplan 2036

To work with partners to deliver the aims and aspirations of the Plan

6. London Road Industrial Estate redevelopment

To work with West Berkshire District Council on these proposals so that we can express the wishes of the community for this redevelopment.

2.To be the Voice of the communities in Newbury

7. Lobby West Berkshire Council to adopt the following into their new Local Plan:

- a) An environmentally sustainable approach to transport that promotes modal shift to no / low carbon modes of transport, especially walking, cycling and public transport
- b) Opposition to the use of Permitted Development Rights for change of use to residential in established employment areas, and request the planning authority to seek article 4 directions in this matter

8. Lobby WBC to:

1. Include NTC as a key consultant in their plans to restore the Faraday Road Football Stadium, with enhanced 3G pitch and full club house facilities.
2. Take action where appropriate under S215 of the Planning against owners of lands or buildings which detract from the amenity of the area and encourage WBC to devolve this power to the Town Council (See also 1.G.11.e) – Regular item on P&H; several recommendations made to WBC and improvements made to several buildings as a result
3. Complete a Conservation Area Appraisal for the town
4. Consider making Newbury a low emission zone and so discourage through traffic on the A339
5. Lobby WBC for Newbury to develop better integrated travel points, for example at Newbury Train Station
6. Work with partners to grow Newbury's reputation as a centre of high-tech excellence
7. Support and encourage the devolution of decision making and service delivery to the most appropriate level
8. Carry out a community Governance review to include all of Newbury within the Town Council area*

2.To be the Voice of the communities in Newbury

9. Use our role as statutory consultee for Planning to:

1. Encourage diverse shopping and eating out options with a significant number of independents
2. Encourage a modal shift in transport by prioritising walking, cycling and public transport
3. Maintain pressure for significant provision of social housing, including houses for social rent
4. Improve environmental standards and reduce carbon footprint of new building and infrastructure projects
5. Lobby, encourage and assist WBC in enforcing S215 repairs to land and buildings that diminish the town's appearance (see also G3b)
6. Continue to pressure WBC to maintain, respect and protect our Conservation Area (see also 1.G.3.c)
7. Request the planning authority to address the flood risks associated with development proposals and ensure that these are properly addressed
8. Lobby the Local Planning Authority as appropriate on issues of importance for the wellbeing and prosperity of the people of Newbury
9. Comment on relevant planning and licensing applications in, near, or affecting the town and continue to provide a service to residents of Newbury who wish to comment on them further and seek to influence West Berkshire Council on all planning applications of significance
10. Comment and respond to the Highways Authority (West Berkshire District Council) on consultations and proposals for highways, traffic and parking schemes in Newbury
11. Request new development, where appropriate, to include allotment provision

2.To be the Voice of the communities in Newbury

B. To promote, represent and support the views of the communities in Newbury*

We will establish a Consultation Panel to hear the views of the diverse communities of Newbury. Organisations and groups from the community, voluntary and charity sectors will be encouraged to engage and participate with the Council on projects and policy matters of importance to them.

C. Arrange and Manage Inspiring Civic events and Mayoral calendar

- a. Co-ordinate the annual Remembrance Sunday Parade in Newbury
- b. Deliver the annual Mayor Making ceremony
- c. Uphold and promote the role of Mayor as Civic Head and First Citizen of Newbury
- d. Encourage bookings, and manage the calendar of events for the Mayor and Deputy Mayor

D. Stage and support enjoyable and inclusive community events

- a. Work with and support the tennis coaches to stage a Victoria Park tennis championship once Covid allows.
- b. Support Art on the Park and other public arts events
- c. Facilitate the Newbury BID holding Christmas events in the town centre, including the Market Place,
- d. Work with other parties to explore options for up to four significant town centre events per year which include use of the Market Place on days when the Charter Market operates
- e. Hold an Annual Family Day in Victoria Park for the enjoyment of our residents and to promote the park and its facilities
- f. Support the organisation of an annual event for the over 75s in Newbury to be attended by the Mayor

2.To be the Voice of the communities in Newbury

- g. Support and promote selected community events through financial assistance and / or provision of venues and facilities, notably, but not limited to: Christmas Lights, Music at the Band Stand, and the Newbury Carnival
- h. Support Newbury in Bloom to raise Civic Pride and encourage and acknowledge efforts by the community, businesses, residents and other organisations of Newbury
- i. Consider entry into Britain in Bloom when finances and service capacity permit
- j. Encourage and facilitate residents' participation in social, recreational and sporting activities by providing suitable facilities in appropriate places
- k. Where it fits with other Council initiatives, encourage and support community involvement as appropriate – e.g. community litter picks, community planting / clearing for biodiversity etc

2.To be the Voice of the communities in Newbury

E. Celebrate and recognise individual and community achievements

- a. Run and sponsor Newbury's annual Civic Award scheme to recognise the contributions of our residents to the town
- b. Congratulate residents and members of the community whenever significant achievements are brought to our attention, and keep a list on the website

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

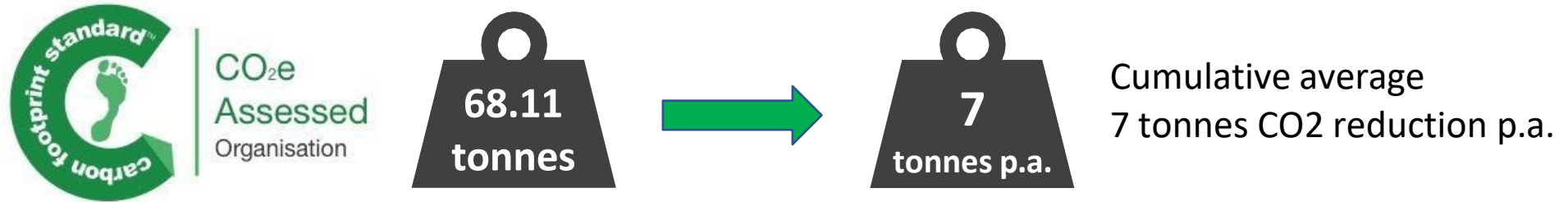
- a. Encourage participation in local democracy with particular focus on:
 - i. Encouraging under-represented sectors into local politics
 - ii. Introducing young people to local democracy and NTC; and encouraging / supporting forums for young people
 - iii. Run a community grants scheme which prioritises the award of financial or other support to organisations and causes which serve wholly or mainly the residents of Newbury and have outcomes that support the delivery of our Strategy
- b. Continue to support the principle of Newbury Town Twinning and explore how to make it more inclusive
- c. Provide support, advice and publicity for self-funding groups (eg Friends of Newtown Road Cemetery, Growing Newbury Green, the Secret Garden project, the Green Gym, etc)

G. Celebrate and encourage appreciation of public art and Newbury's heritage

- a. Further develop the town's heritage trail
- b. Promote the art and heritage trails, working with partners where appropriate
- c. Work with and support the Newbury Spring Festival to make it more accessible for all the communities of Newbury*

3. Take actions to address the climate emergency

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



Launch a Climate Fund to support local environmental groups with projects that will reduce CO₂ emissions in Newbury

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

- Becoming carbon neutral will be a core ongoing priority for NTC, and will result in clear targets and potentially new ways of working across the organisation
 - NTC direct carbon footprint was independently measured in 2019 and certified at 68.11 tonnes per year. Therefore, to become carbon neutral by 2030, NTC will need to reduce its annual carbon footprint by an average of at least 7 tonnes every year, although the reduction is unlikely to be linear
1. The Climate Emergency Working Group will continue to develop our plans and recommendations to deliver net zero carbon
 - a) In December every year agree the detailed carbon reduction plan and budget for the following year, and an outline plan for the remaining years to 2030.
 - b) Audit our street lighting to determine which ones we need to keep. Ensure their replacement with energy efficient solutions forms part of the longer term strategy
 2. For existing operations, we will:
 - a) Prioritise real reductions in our energy usage by cutting out waste and by investing in more efficient systems and ways of working. For example, in the Town Hall we will invest in insulation, efficient heating, low energy bulbs, systems to automatically turn off the lights, etc.
 - b) We will also look to offset where this makes sense; and will not simply buy offsets as an easy way to reduce our carbon footprint. Instead, we will prioritise by offsetting through primarily local means and opportunities within our operations. For example, solar electricity generation, additional tree and shrub planting, grants to local organisations supporting our carbon-neutral / Climate Emergency principles, etc.
 - c) Actively encourage offsets through carbon-neutral energy generation.
 3. For all new projects, activities and procurement decisions we will ensure carbon impact is a core decision making criteria when making recommendations about new projects, activities and procurement decisions. We will always aim to minimise the carbon impact, and target net zero where practical and cost effective.

4. Ensure that management of our green spaces and support for nature and horticulture projects more widely across Newbury is designed, where feasible and cost effective, to maximise environmental benefits and biodiversity.
 - a) Establish new sown wildflower meadows where possible using local seed sources and/or those appropriate to the ecological and cultural heritage of the site.
 - b) Encourage biodiversity in our major open spaces enhancements.
 - c) Change bedding plants to incorporate more perennials vs annuals to reduce climate impact – 25% change per year
 - d) Prohibit the use of artificial grass / turf (due to its adverse effect on biodiversity and decay into microplastic particles) on land owned or managed by Newbury Town Council unless specific permission has been granted by the Community Services committee as part of an identified and approved NTC project where it is the only viable option.
 - e) Approach West Berkshire Council to request that they follow a similar approach to prohibit the use of artificial grass / turf
 - f) Support organisations or projects seeking to provide energy from watercourses.
5. Our carbon footprint will be publicly reported annually as a new KPI

3: Take actions to address the climate emergency

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

1. NTC will hold at least one Climate Change Community Workshop per year to:
 - a) Update local residents & environmental groups on progress towards making the activities of NTC carbon neutral, and gather feedback & suggestions
 - b) Encourage & support actions to help make Newbury as a whole more environmentally sustainable, & gather suggestions on how NTC can best help
2. Provide a Climate Fund to support local environmental groups with projects that will reduce CO2 emissions and other actions that benefit the climate in the parish of Newbury. NTC will be able to take credit for an appropriate share of any carbon reduction and use this to offset total emissions and help deliver zero carbon
3. Use our influence and network where appropriate and cost effective to:
 - a) Support local community organisations in their 'green initiatives'
 - b) Support a local 'Green Directory' to ensure residents know what resources, offers and support they can access
4. increase the current recycling rate from waste collected from our parks.
5. Lobby WBC to:
 - a) Update their planning guidelines to require key environmental features in order to receive planning support, e.g. solar panels for electricity and hot water, electricity storage batteries, ground / air source heat pumps, electric car changing point, etc. This should also be added to their Local Plan review
 - b) (Repeat of 1.G.4): Work with Newbury BID and other relevant organisations to lobby WBC for the permanent pedestrianisation of the Market Place, excluding Mansion House and Wharf Streets. Aim for decision by end 2024

- c) (Repeat of 1.G.1.b): Develop an environmentally sustainable approach to transport that promotes modal shift to no / low carbon modes of transport, especially walking, cycling and public transport.
 - d) Support the wider use of electric vehicles (cars and bicycles), and to install an adequate number charge points in suitable, secure parking spaces that are reserved for those vehicles
 - e) Radically expand the range of materials and product types that are collected kerb-side for recycling
6. Encourage local community groups to set up market stalls at no / heavily reduced fees to promote green initiatives e.g. refillables

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

- Support youth work for Newbury
- Support initiatives to make Newbury a more inclusive town
- Work with local organisations which support the elderly and the homeless in Newbury



- Continue our Service level Agreement with Berkshire Youth for the provision of Youth Outreach services in Newbury
- Explore options for the best location, and then install a specialist hoist in at least one public toilet in Newbury that will enable carers to change older children / young people on the changing table when needed rather than on the floor

4: Focused support for young people, the elderly, minorities & the vulnerable

A. Provide funding to organisations which support youth work in Newbury

1. The Council is committed to developing a youth offering and encouraging joint initiatives between young people and the Council. This will be achieved through our detached work with Berkshire Youth and by supporting and / or lobbying to fulfil suggestions proposed by young people (eg outdoor covered shelter, improved street lighting etc)
2. Provide funding support for youth work initiatives at the Greenham Community Youth Project at the Nightingales, and the Riverside Centre in Clay Hill.

B. Support initiatives to make Newbury a more inclusive town

1. Support our minority communities where possible by working with relevant local groups such as Community United
2. Support dementia-friendly initiatives to help the elderly in our community:
 - a) Maintain NTC's accreditation as a dementia-friendly organisation
 - b) Organise dementia-awareness training for all members and officers and then display accreditation on NTC website
 - c) Dementia-friendly training to be provided following successive elections
3. Specialist Changing facilities:
 - a) These will be part of the proposed Wharf toilets upgrade and will be a welcome additional facility for the town
4. We will strive to ensure that our policies and actions do not exclude any sections of the community, and that our services are accessible by all citizens of the town
5. Encourage youth participation in NTC decision-making processes.

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

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

Our Approach – Part 1 = combined pre-amble sections from current strategy **Newbury Town Council, its Members and its Officers will:**

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

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

2. Promote cultural identity and equality of opportunity

- 1. We will strive to ensure that our policies and actions do not exclude any sections of the community, and that our services are accessible by all citizens of the town.*

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

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

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

Newbury Town Council, its Members and its Officers will:

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

- 1. We will maintain openness and transparency in our actions and decision making*
- 2. We will make our information, public meetings and records as widely accessible as practically possible*
- 3. We will maintain an up-to-date public website that is informative and easy to access and use*
- 4. We will publish an annual newsletter, with the Precept Leaflet and encourage residents to give feedback*
- 5. We will consult on issues of significance to Newbury, using tools such as public meetings, surveys, questionnaires, petitions, etc.*
- 6. We will respond promptly to complaints and act as quickly as possible to resolve them.*
- 7. We will maintain the assets of the Town Council and ensure public access to them*
- 8. We will constantly monitor and review Newbury Town Council's current asset register to ensure that we are getting best use/value of the assets*
- 9. We will regularly review whether it is in the best interest of our residents and NTC to take over responsibility for services and / or ownership of assets from other organisations*
- 10. We will keep abreast of all relevant legislative changes impacting on our activities and services*
- 11. We will report quarterly on our performance against KPI's and review our KPI's to ensure that they are relevant and appropriate*
- 12. We will report every 3 months on our progress towards achieving the short- and medium-term projects contained in this Strategy*
- 13. We will review this Strategy annually and make any appropriate amendments, additions or deletions.*
- 14. We will continually review our work practices and purchasing arrangements to drive efficiencies and ensure best value for the people of Newbury*
- 15. We will embrace technological advances to progress smarter working methods, where feasible, in order to reduce waste and be more efficient*
- 16. We will continually review our Committee structures and Working Groups and implement any improvements identified*
- 17. We will continue personal development for Members and Officers so that they are suitably equipped with knowledge and skills to carry out their roles and maintain effective working practices, fulfilling their duties and responsibilities to residents professionally and effectively.*
- 18. We will exercise best practice as an employer, promoting fairness and equality for our employees and volunteers*
- 19.*

Our Structure

- **People**
 - 23 Councillors (Members), elected every 4 years - *responsible for setting the strategy and budget*
 - 18 staff (including part-time and honorary staff) - *responsible for advising Members, and delivering the strategy and ongoing services*
- **Decision Making**
 - Full Council, Committees and Sub-Committees can make decisions
 - Working Groups make recommendations to their parent committee which then decides whether to implement
- **Meetings, Committees and Working Groups:**
 - **Full Council** – 23 Members, 4 scheduled meetings / year
 - **Policy & Resources** – 10 Members, 4/yr.
 - Staff Sub-Committee – 6 members, 4 subs, 4/yr
 - Grants Sub-Committee – 6 members, 4 subs, 2/yr
 - Strategy working group
 - Audit working group
 - **Planning & Highways** – 12 Members, every 4 weeks
 - Canal Corridor working group
 - Heritage working group
 - Joint Sandleford working group
 - Neighbourhood Development Plan steering group
 - Town Centre working group
 - **Community Services** – 10 Members, , 4/yr
 - Victoria Park Café Sub-Committee
 - Climate Emergency working group
 - Green Spaces working group
 - Market Working Group
 - **Civic Pride, Arts & Leisure** – 10 Members, 4/yr
 - Local democracy working group

Our Mission – *What drives us?*



Public Report to Civic Pride, Arts and Culture Committee**27 November 2023****Agenda item 13: CPAC Budget**

500 CPA&C General		Agreed Budget 2023/24	Spend to 26/10/23	Projected Expenditure	Draft 2024/25 Budget	(+/-)	NOTES
4600	CPA&C Committee Fund	500	125	1,125	500	0%	To include new Ebb and Flow panel cost of £798 plus design and artwork
4625	Art Trail (Newbury Town Trails)	1,000	342	542	1000	0%	Printing Costs for Town Trails Maps. Reprint advised
4637	Local Democracy WG	500	0	0	500	0%	
4639	Art on the Park	500	500	500	525	5%	
	NET EXPENDITURE	2500	967	2167	2525	5%	
505 Civic Responsi bility							
4652	Mayors Allowance	1,000	121	271	1,000	0%	
4655	Honorarium	3,500	1,515	3,265	3,500	0%	
4660	Mayor Making	2,500	2,335	2,335	2,500	0%	
4665	Remembrance	3,000	208	2,508	3,000	0%	
4670	Regalia & Robes	2,000	0	0	2,000	0%	
4680	Civic Hospitality & Events	1,500	492	992	1,500	0%	
4690	Twin Towns	250	-	-	250	0%	
4700	Civic Award Scheme	1,000	750	750	1,000	0%	
4705	Watership Brass	650	650	650	650	0%	
	NET EXPENDITURE	15,400	6,071	10,771	15,400	0%	
	TOTAL NET EXPENDITURE	17,900	7,038	12,938	17,925	5%	

Public Report to Civic Pride, Arts and Culture Committee

27 November 2023

Agenda Item No 14: Raising the Profile of the Council in the Community

Background

In accordance with the Newbury Town Council Strategy, Other Objectives No. 5
“Acknowledge the contributions made by those who improve Newbury life.”

Objective

To raise the profile of all the positive things that happen in the community and, wherever possible, to acknowledge them.

Raising the Profile of the Council in the Community

As well as directly emailing the people with a congratulations message we are also featuring on social media (with their permission).

The total number of letters of congratulations sent since the last meeting of this committee is 27 (as of 06 09 2023):

06/09/2023 - Huntley Group Ltd for converting your excess firewood to Bee Hotels and donating to local people and community groups.

08/09/2023 - Kavashni Bamfield for being appointment as Headteacher at Falkland Primary School.

08/09/2023 - Time to Talk for being voted to appear on the new Monopoly: Newbury Edition game.

18/09/2023 - Indulge Hairdressing Salon for getting seven prizes at the British Hair and Beauty Awards.

18/09/2023 - Sarah Bosley and Lorna Crowther for completing a 100km walk and raising thousands of pounds for charity.

25/09/2023 - 25 years of leadership at Volunteer Centre West Berkshire (VCWB).

29/09/2023 - Alice Kunjappy-Clifton for organizing One Community Cricket and Family Fun Day.

29/09/2023 - Peter Wright for organizing Wash Common Garden and Crafts Show.

04/10/2023 – Waterside Youth Centre for holding the first accessible climbing event at the Centre

11/10/2023 – Marion Kershaw for looking after the Community Corner Garden

11/10/2023 – Rebecca Worley for her voluntary work on the vandalised community garden in Station Road

13/10/23 – Newbury B&M store for working in collaboration with Newbury Soup Kitchen

19/10/23 – Friends of Newtown Cemetery for their playlets 20th Century Casualties

19/10/23 – Aiste Callaghan for opening Matilda's Lithuanian School in Newbury

20/10/23 – Mark Chutter, Thomas Hardy Society for working on the blue plaque for Newbury

23/10/23 – Margo Payne for 50 years of supporting the community

27/10/23 – Charlie at Code Ninja, for completing 'nine belts'

27/10/23 – Destinations Expo for celebrating their 30th anniversary

3/11/23 – Elephant at the Market for winning the BID's Spooktacular Window Competition

3/11/23 – West Berkshire Mencap for opening the Mulberry Garden

8/11/23 – Bethany Mossman for organising Wash Common's Scarecrow Trail

10/11/23 – Citizens Advice West Berkshire for winning Community Charity of the Year Award at the Greenham Trust Charity Awards

10/11/23 – West Berkshire Foodbank for winning Charity of the Year and Charity of the year for the Disadvantaged at the Greenham Trust Charity Award

10/11/23 – Gillian Durrant for winning Trustee of the Year at the Greenham Trust Charity Awards

10/11/23 – Paul Black for winning Volunteer of the Year at the Greenham Trust Charity Awards

10/11/23 – Time to Talk West Berkshire for winning Young People Charity of the Year

10/11/23 – Tiny Town Café for opening in Newbury

Public Report to Civic Pride, Arts and Culture Committee

27 November 2023

Agenda Item 15: Civic Events

- a. To review civic events since the last meeting of the Committee
 - b. To note the programme of civic events until the next meeting
 - c. To receive ideas for suggested or potential future events or activities.
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- a. **To review** civic events since the last meeting of the Committee:
 - LDWG Meet the Town Council events – October, November, December 2023
 - Heritage Open Day – 9 September 2023
 - Thomas Hardy Blue Plaque presentation at the Chequers Hotel – 7 October 2023
 - Mayor’s Coffee Morning (Over 80’s Parcel Fund) – 4 November 2023
 - Armistice Day – 11 November 2023
 - Remembrance Sunday – 12 November 2023
 - b. **To note** the programme of civic events until the next meeting:
 - Mayor’s Festive Afternoon Tea – 14 December 2023. Volunteers Required.
 - Civic Carol Service at St Nicolas Church – 17 December 2023. All councillors will receive an invitation – families are welcome.
 - Civic Awards Launch – January 2024. Please start thinking about anyone who may be a worthy nominee for the awards.

Public Report to Civic Pride, Arts and Culture Committee

Agenda item: 16

Foreword Work Programme for Civic Pride, Arts & Culture Committee Meetings 2024/25

Standing Items on each (ordinary meeting) agenda:

1. Apologies
2. Declarations and Dispensation
3. Approval of Minutes of previous meeting & update of actions
4. Questions/ Petitions from members of the Public
5. Questions/ Petitions form Members of the Council
6. Work programme and future business
7. Update from Local Democracy Working Group
8. Mayoral Letters
9. Flying of the Ukrainian Flag from the Town Hall
10. Civic Managers Reports
11. Civic Events
12. Discussion on Potential Future Civic Events

February	NTTA Report Civic Awards Mayor Making Festive Afternoon Tea Report Newbury and District Arts Association
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