

**22 November 2022**

**To:** The Leader and Deputy Leader of the Council; Councillors Jo Day; Billy Drummond; Sue Farrant; Stuart Gourley; Olivia Lewis; Steve Masters; Gary Norman & Elizabeth O'Keeffe.

**Substitutes:** Councillors Jeff Beck; Nigel Foot; Chris Foster; David Marsh; Martha Vickers.

**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** to be held on **Monday 28<sup>th</sup> November 2022 at 7.30pm**. This meeting will be held in the **Council Chamber** and 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:

Join Zoom Meeting

<https://us02web.zoom.us/j/81562373802>

Yours sincerely,

**Elisa Mullen**

**Civic Manager**

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## **AGENDA**

**1. Apologies**

*Civic Manager*

**2. Declarations of interest and dispensations**

*Chairperson*

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

**3. Minutes (Appendix 1 & Appendix 2)**

*Chairperson*

**3.1 To approve** the minutes of the meetings of the Civic Pride, Arts & Culture Committee held on Monday 4<sup>th</sup> July 2022 (previously circulated).

**3.2 Report** on actions from previous minutes.

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Making Newbury a Town  
we can all be proud of.

4. **Questions and petitions from members of the public**  
*Chairperson*  
(Questions, in writing, must be with the Civic Manager by 2.00 pm on Friday 25<sup>th</sup> November 2022)
5. **Members' questions and petitions**  
*Chairperson*  
(Questions, in writing, must be with the Civic Manager by 2.00 pm on 25<sup>th</sup> November 2022)
6. **Newbury & District Arts Association (Appendix 3)**  
*Chairperson*  
**To receive** a report from the Newbury & District Arts Association on their activities of the past year, and their forthcoming activities.
7. **Local Democracy Working Group (Appendix 4)**  
*Chairperson/Cllr Jo Day*  
**To report** on this year's Local Democracy Events which took place in Autumn 2022.
8. **Newbury Town Council Silver Anniversary Working Group (Appendix 5)**  
*Chairperson/Cllr Gary Norman*  
**To report** on the events that have taken place since the last meeting.  
**To note** any upcoming events.
9. **Art on the Park (Appendix 6a & 6b)**  
*Chairperson/Cllr Sue Farrant*  
**To report** on Art on the Park which took place on Sunday 28<sup>th</sup> August 2022.  
**To approve** Council resource provided for 2023's events.
10. **Civic Manager's reports:**  
*Chairperson/Civic Manager*
  - Heritage Open Day (Appendix 7) Sunday 30<sup>th</sup> October 2022 - Historical Open Day.
  - Remembrance Sunday 2022 (Appendix 8)
  - Operation London Bridge (Appendix 9)
  - Raising the Profile of the Council in the Community (Appendix 10)
11. **Ebb & Flow Information Panel**  
*Civic Manager*  
**To note** the new information panel is now in place at Lock Island.  
**To consider** future of the old panel.
12. **Newbury Town Civic Awards 2023 (Appendix 11)**  
*Civic Manager*  
**To approve** arrangements for the 2023 Newbury Town Civic Awards.
13. **Newbury Town Trails (Appendix 12a & 12b)**  
*Civic Manager*  
**To approve** a project plan for the rebranding of the Newbury Town Trails Project.
14. **Music Festival**  
*Chairperson/Civic Manager*  
**To note** considerations explored for a Music Festival to take place in 2023 following the suggestion from the previous Committee meeting.

**15. Flying the Ukrainian Flag from the Town Hall**

*Chairperson*

**To resolve** that Newbury Town Council continues to fly the Ukrainian Flag from the Town Hall.

**16. Council Strategy**

*Chairperson*

**To consider** any strategy items for approval of recommendation to Policy & Resources Committee.

**17. Civic Pride, Arts & Culture Budget 2023/24 (Appendix 13)**

*Chairperson*

**To note** the amount spent against the current financial year in 2022/23.

**To consider** items that need to be covered by the 2023/24 budget for the approval of recommendation to Policy & Resources Committee.

**18. Civic Events (Appendix 14)**

*Chairperson*

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.

**19. Forward Work Programme for Civic Pride, Arts & Leisure Committee meetings 2022/23 (Appendix 15)**

*Chairperson*

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

**Next Meeting:**

**27<sup>th</sup> February 2022, 7:30pm**

**Minutes of a meeting of the Civic Pride, Arts, & Culture Committee held in the Council Chamber on Monday 4<sup>th</sup> July 2022 at 7.30pm**

**Present**

Councillors Martin Colston; Jo Day; Billy Drummond; Stuart Gourley; Steve Masters; Gary Norman; Elizabeth O’Keeffe; and Sarah Slack

**Officer present:**

Elisa Mullen, Civic Manager

**01. Election of a Chairperson and Vice Chairperson**

**Proposed:** Councillor Elizabeth O’Keeffe

**Seconded:** Councillor Martin Colston

**Resolved:** That Councillor Jo Day be elected as Chairperson of the Civic Pride, Arts and Culture Committee for the Municipal Year 2022/23.

There were no other nominations.

**Proposed:** Councillor Jo Day

**Seconded:** Councillor Stuart Gourley

**Resolved:** That Councillor Elizabeth O’Keeffe be elected as Vice-Chairperson of the Civic Pride, Arts and Culture Committee for the Municipal Year 2022/23.

There were no other nominations.

**02. Apologies for absence**

**Apologies:** Councillors Sue Farrant & Olivia Lewis

**03. Declaration of Interest and Dispensations**

The Civic Manager declared that Councillors Billy Drummond and Steve Masters 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.

**04. Minutes****4.1**

**Proposed:** Councillor Elizabeth O’Keeffe

**Seconded:** Councillor Billy Drummond

**Resolved:** That the Minutes of the meeting of the Civic Pride, Arts & Culture Committee held on Monday 28<sup>th</sup> February 2022 be approved and signed by the Chairperson.

**4.2 Actions from previous meeting**

Actions were completed by the Civic Manager and further outcomes to be discussed through relevant agenda items.

**05. Questions and petitions from members of the public**

There were none.

**06. Members’ questions and petitions**

There were none.

**07. Mayor’s Drive & Tea Party (Appendix 3)**

The Council received a report from Angela Spellman, lead organiser of the Mayor’s Drive & Tea Party, about the history of the event and information on their decision taken to stop the event.

The Chairperson thanked Angela and her team of volunteers for their organisation of the event over many years. Angela was presented with some flowers and a framed letter of thanks from the Mayor of Newbury.

**Proposed:** Councillor Steve Masters

**Seconded:** Councillor Martin Colston

**Resolved:** The recommendation that the Council would consider supporting community organisations who wish to come forward to host a similar event was approved.

**Proposed:** Councillor Stuart Gourley

**Seconded:** Councillor Martin Colston

**Resolved:** The recommendation that the Council would explore a new event opportunity within the scope of our resources if no community groups came forward was approved.

**08. Local Democracy Working Group (Appendix 4a & 4b)**

It was noted that Cllr Elizabeth O’Keeffe has stood down from this working group.

**Proposed:** Councillor Jo Day

**Seconded:** Councillor Gary Norman

**Resolved:** The Terms of Reference for Local Democracy Working Group and working group membership were approved, and Councillor Steve Masters will now be a member.

The Council also received a report on the current status of local democracy events due to take place in Autumn 2022.

**09. Newbury Town Council Silvery Anniversary Working Group (Appendix 5a, 5b and 5c)**

It was noted that Cllr Elizabeth O’Keeffe has stood down from this working group.

**Proposed:** Councillor Jo Day

**Seconded:** Councillor Billy Drummond

**Resolved:** The Terms of Reference for NTC25 and working group membership were approved, and Councillor Martha Vickers will now be a member.

The Council also received a report on the Silver Anniversary Reception that took place on the 1<sup>st</sup> April 2022 and the recent Beating the Bounds events which had a good turnout. Members were informed of upcoming anniversary events that are due to take place for the remainder to the year.

**10. Art On The Park (Appendix 6)**

The Council noted that Art on the Park is scheduled to take place on Sunday 28<sup>th</sup> August 2022.

Councillors have been urged to volunteer as a steward on the day when the request is made.

#### **11. Newbury Town Trails**

The Civic Manager informed the Council that this project had come to a stop as the Newbury BID had decided to go ahead with the project on their own. They are going to produce their own maps using a more expensive alternative supplier, therefore, no longer supporting our next series of maps.

It was noted that our current maps are extremely popular, but they are now dated and do not show the new Blue Plaques.

There were discussions about how we move the project forward and it was agreed that different ideas would be explored in time before the next meeting.

Any ideas and document examples that Councillors have should be sent to the Civic Manager before the next meeting.

#### **12. Ebb & Flow Information Panel**

The Civic Manager informed the Committee that the Canal Corridor Working Group were trying to work on all future signage along the canal being uniform and consistent with each other, this was making progress with our project very slow.

The Council were still very keen to progress this project with a view to have the new Ebb & Flow information panel installed at earliest convenience.

#### **13. Heritage Open Day**

It was noted that the Council will welcome the public to the Town Hall for Heritage Open Day on Saturday 17th September 2022 10am – 2pm, showcasing the 25th Anniversary timeline display.

Volunteers are encouraged to come forward to assist with stewarding on the day.

#### **14. Baby Loss Awareness Week (Appendix 17)**

Members received a report to participate in the Wave of Light event which involved lighting up the Town Hall in pink & blue colours to support Baby Loss Awareness Week.

Members noted that while they support the cause, it's important to remain fair to other organisations when it comes to financial resources when raising awareness of organisations. Members felt that it could end up having a knock-on effect if we were to

approve this and that there may be an expectation to give the same support to other organisations when we don't have the resources.

It was also noted that there could be other opportunities to support the cause. A suggestion which was favoured was to offer the organisation use of the Chamber for a Coffee Morning where they could also use it as an opportunity to fundraise for a charity appropriate to the cause.

The Civic Manager will contact the member of the public to advise of this opportunity and if they would like to take it up.

It was noted that the up lighting of buildings was becoming a more popular way of showing solidarity with causes. It was agreed that permanent lighting for this could be explored.

#### **15. Flying the Ukrainian Flag from the Town Hall**

**Proposed:** Councillor Martin Coulston

**Seconded:** Councillor Sarah Slack

**Resolved:** That Newbury Town Council continues to fly the Ukrainian Flag from the Town Hall.

#### **16. Queen's Platinum Jubilee (Appendix 8)**

The Council received a quote on the Beacon Lighting Event which was held on the 2<sup>nd</sup> June 2022.

It was noted that for future events similar to this that a greater budget would be considered.

Councillors would also like to record their thanks to volunteer stewards and the Newbury Sea Cadets for their fundraising efforts for the Mayor's charities.

#### **17. Newbury Town Civic Awards 2022 (Appendix 9)**

The Council received a report on the Newbury Town Civic Awards which was held on in March 2022.

The first Civic Award event was successful. The Civic Manager noted that the Council should continue to push for nominations and promotion of the Young Person's Civic Award for 2023's event.



**18. Mayor Making 2022 (Appendix 10)**

The Council received a report on Mayor Making which was held on 15<sup>th</sup> May 2022.

The Civic Manager noted some changes that would be made to 2023's event; these include starting the Church Service later, going back to a raising of hand for voting rather than standing, and making clear to all guests that they are welcome to attend the Reception if they don't wish to go to the church service.

The Civic Manager extended her thanks to Brendon Ferreira and the Combined Cadet Force Volunteers who supported the event on the day.

Councillors would also like to record their thanks to the Civic Manager for the successful civic events programme that has taken place since the last meeting of this Committee.

**19. Raising the Profile of the Council in the Community**

Letters of congratulations were noted by the Committee.

The Civic Manager encouraged Councillors to come forward with any recommendations that they may have.

**20. Civic Events**

- a. The information regarding Civic Events held since the last meeting of this committee was received and noted.
- b. The information relating to future Civic Events as detailed on the agenda was received and noted by the Committee.

It was also noted that a Mayor's Coffee Morning for Speakability would be taking place on Saturday 16<sup>th</sup> July in the Council Chamber.

- c. Potential future events or activities:

Following the success of the Queen's Platinum Jubilee Beacon Lighting Event, Councillor Sarah Slack suggested we consider a Music Festival in Victoria Park. Councillor Stuart Gourley then suggested that this could work as a fundraiser to help fund repairs for the bandstand.

The Civic Manager will look further into this, and the item would be added to the Forward Working Programme.

**21. Forward Work Programme for Civic Pride, Arts & Leisure Committee meetings 2022/2023 (Appendix 12)**

It was agreed that the following items would be added to the Forward Working Programme for the next meeting:

- Music Festival
- Review of Art on the Park
- Newbury Town Trails
- Ebb & Flow Information Panel

**There being no further business the Chairperson declared the meeting closed at 9.05pm.**

**Chairperson:**

**Date:**

## Civic Pride, Arts and Culture Committee

Date: 04 07 2022

**ACTION SHEET**

Item	Resolved	Actions	who	when
Agenda Item 2 – Apologies	Apologies: Sue Farrant & Olivia Lewis	Write up attendance register	DSO	08 07 22
Agenda Item 4 - Minutes	Approved & Signed	Send signed minutes to DSO for archive	Civic Manager	08 07 22
Agenda Item 8 – Local Democracy Working Group	Councillor Elizabeth O’Keeffe stepped down from the Working Group. Councillor Steve Masters approved as a member of Local Democracy Working Group.	Amend the membership Send Steve Masters previous minutes from LDWG Meetings	Civic Manager	ASAP
Agenda Item 9 – Newbury Town Council Silver Anniversary Working Group	Councillor Elizabeth O’Keeffe stepped down from the Working Group. Councillor Martha Vickers approved as a member of Local Democracy Working Group	Amend the membership. Send Martha Vickers previous minutes from NTC25 Meetings	Civic Manager	ASAP
Agenda Item 11 – Newbury Town Trails	Explore different ways in which the project can move forward.	<ul style="list-style-type: none"> <li>- Advise all members and invite ideas</li> <li>- Project Plan for next meeting</li> <li>- Ideas and document examples that could help with exploring different options</li> </ul>	Civic Manager  Members	12 09 22  05 09 22
Agenda Item 12 – Ebb & Flow Information Panel	New information panel installed	Install new Information panel	Civic Manager/ Community Services	End of 2022
Agenda Item 14 – Baby Loss Awareness Week	<ul style="list-style-type: none"> <li>- Advise member of the public of Council’s concerns and offer a coffee morning rather than lighting the town hall</li> <li>- Explore if permanent lighting would be possible for the town hall</li> </ul>	<ul style="list-style-type: none"> <li>- Contact member of the public concerned</li> <li>- Explore Further, including with other Officers</li> </ul>	Civic Manager	ASAP
Agenda Item 15 – Ukrainian Flag	<ul style="list-style-type: none"> <li>- The Ukrainian Flag would continue to fly from the Town Hall</li> </ul>	<ul style="list-style-type: none"> <li>- Advise Town Hall Officer</li> </ul>	Civic Manager	ASAP
Agenda Item 18 - Mayor Making	Changes for 2023’s event: <ul style="list-style-type: none"> <li>- Starting the church service at 12pm</li> <li>- Raising of hands for voting</li> <li>- Making clear to all guests that they are welcome to attend the Reception if they don’t wish to go to the Church Service.</li> <li>-</li> </ul>	<ul style="list-style-type: none"> <li>- Amend next year’s programme</li> </ul>	Civic Manager	March 2023

Agenda Item 20c – Civic Events	Music Festival to raise funds to repair the bandstand	- Explore Further	Civic Manager	12 09 22
Agenda Item 21 – Forward Working Programme	Add the following to the Forward Working Programme: <ul style="list-style-type: none"> <li>- Music Festival</li> <li>- Review of Art on the Park</li> <li>- Newbury Town Trails</li> </ul> Ebb & Flow Information Panel	- Add to Forward Working Programme	Civic Manager	12 09 22

## Newbury and District Arts Association.

## Report for Newbury Town Council – November 2022

The NDAA is an umbrella organisation which manages the NDAA Arts Noticeboard in Northbrook Street and operates the [newburyarts.co.uk](http://newburyarts.co.uk) website. The majority of our twenty-six registered members are groups which promote and give performances or run classes and exhibitions, and they represent both the voluntary and professional sectors.

It has been uplifting to see that so many groups involved in promoting and providing cultural activities in Newbury, have resumed their activities post the Covid-19 pandemic.

Publicising events remains a perennial challenge to all arts groups, particularly the smaller, voluntary organisations.

The Corn Exchange acts as a drop-off point for hard copy publicity to be displayed on the Northbrook Street Arts Board. We aim to update the display every two weeks. At busy times of the year, priority is given to displaying items for voluntary groups. The Arts Board is in need of refurbishment, and I may well find myself approaching Newbury Town Council for funding. Although we live in a digital world, most people agree that the Arts Board is a valuable resource.

The website, [newburyarts.co.uk](http://newburyarts.co.uk), is somewhat dated but is a useful resource and better than nothing. The NDAA did approach Bid/Visit Newbury earlier this year about the possibility of including more arts events on their website, but nothing came of this. We are keen to pursue this and will try to make some progress in the coming year.

It is worth stating that Newbury is extremely fortunate in retaining a local newspaper, the Newbury Weekly News, which continues to provide excellent coverage of Arts events.

Funding is the other issue which affects most arts groups and in Newbury, Greenham Trust and The Good Exchange platform offer a unique opportunity for groups to apply for funds towards specific projects.

The thriving cultural scene in Newbury and its surrounding district, enriches our community in immeasurable ways. We must continue to work hard to preserve and develop the arts for all to enjoy.

Mrs Jane Shillam – Chairman NDAA

## Public Report to Civic Pride, Arts and Culture Committee

**28<sup>th</sup> November 2022**

### Agenda Item 7: Local Democracy Working Group

Local Democracy Working Group hosted 'Meet the Town Council' events during the month of October with an aim to encourage local children to take an interest in and understand the workings of their local council.

Our local primary schools are invited into the Town Hall where they could meet the Mayor, have a fun tour of the Town Hall, and listen a short presentation explaining what Newbury Town Council do.

For secondary schools, Members take the opportunity to visit the schools, giving a short presentation about the Town Council, hosting Q&A sessions with them about local politics and informing them about the Neighbourhood Development Plan.

#### Primary Schools

2022's event received a very strong response to our invitation, with 7 out of 11 primary schools we invited filling all the presentation spots that were on offer during the 2<sup>nd</sup> and 3<sup>rd</sup> week of October. The dates that sessions took place was in the period of Monday 10<sup>th</sup> October – Friday 21<sup>st</sup> October:

Monday 10 <sup>th</sup> October	10am – 12pm	St Josephs Primary
Monday 10 <sup>th</sup> October	1pm – 3pm	Speenhamland Primary
Tuesday 11 <sup>th</sup> October	1pm – 3pm	The Willows Primary School
Wednesday 12 <sup>th</sup> October	1pm – 3pm	Speenhamland Primary
Friday 14 <sup>th</sup> October	10am – 12pm (2 45min sessions)	St John the Evangelist Infant
Friday 14 <sup>th</sup> October	1pm – 3pm	Speenhamland Primary
Tuesday 18 <sup>th</sup> October	1pm – 3pm	The Willows Primary School
Wednesday 19 <sup>th</sup> October	10am – 12pm	John Rankin Junior School
Wednesday 19 <sup>th</sup> October	1pm – 3pm	The Winchcombe Primary
Thursday 20 <sup>th</sup> October	10am – 12pm	St Nicolas Junior
Thursday 20 <sup>th</sup> October	1pm – 3pm	St Nicolas Junior

Replies of 'no thank you': None

No Response: **Falkland Primary, Fir Tree Primary, Robert Sandilands First School, Highwood Copse Primary School.**

Sessions were adapted for **St John the Evangelist Infant School** where we delivered **two shorter sessions for Year 2 students.**

The primary school sessions have all been very well received both by pupils and teachers, receiving very positive feedback on our evaluation forms. They were enjoyed by Councillors who participated.

Some of the sessions were adapted on the day to accommodate late arrivals, early leavers and larger groups by encouraging the group who are trying on the robes to take it in turns to visit the Mayor's Parlour which worked very well, and is an element we should keep moving forward.

Some minor changes should be made to the Primary Schools presentation for next year, which have been addressed. However, apart from this the Primary Schools sessions are very strong and are a great project that the Council delivers.

A special thanks are extended to all Councillors and Civic Team members who took part in the sessions and shared their knowledge.

Dates for next year will be considered for 2023, a provisional booking has been made for **Monday 9<sup>th</sup> October – Friday 20<sup>th</sup> October**.

### Secondary Schools

For the Secondary Schools, we offered them the opportunity for Councillors to visit their school to deliver a short presentation about how the Town Council works, and to take their questions to understand more about how their Town Council works in wider politics.

It should be noted that trying to get the secondary schools to engage with our initial invitation was very tricky, and it took a lot of persistence to get those who did respond to get in touch with us.

Participating Schools: **Trinity School, St Bartholomew's School**

No Response: **Park House School, St Gabriels, Newbury College.**

At the time of writing this report, St Bartholomew's School needed to reschedule their visits and they are in the process of being rescheduled and the Trinity School visit won't have taken place yet.

Councillors Gary Norman, Nigel Foot and Martha Vickers will have visited Trinity School on Friday 18<sup>th</sup> September to deliver a session with Year 12 students. The session will promote the Town Council, have a Q&A session with Councillors and also promote the work of the Neighbourhood Development Working Group which forms as part of Planning & Highways Committee to promote their ongoing survey.

The Local Democracy Working Group will have come together by Thursday 24<sup>th</sup> November to discuss how the Trinity School session went and share feedback.

#### Overall Observations

Overall, the sessions with primary schools and were very well received from Councillors and Civic Staff involved. Feedback from schools was very positive, with high scoring marks on our evaluation forms from the teachers who completed them.

Secondary school engagement continues to be increasingly tough for us.

There are some suggested ideas to improve the sessions from the Local Democracy Working Group, some of these can very easily be done but others will require more work and preparation. Autumn is a very busy time period for the Civic Office, and this should be taken into consideration when considering any suggestions to improve the events going forward, or additions to the Local Democracy programme.

Elisa Mullen

Civic Manager

17 11 2022



## **Public Report to Civic Pride, Arts and Culture Committee**

**28<sup>th</sup> November 2022**

### **Agenda Item 8: Silver Anniversary Working Group Events Report**

The events of the 25<sup>th</sup> Anniversary Working Group which have taken place since this last meeting are as follows:

- Beating the Bounds by Bike – Sunday 24<sup>th</sup> July
- Town Hall Family Open Day – Saturday 31<sup>st</sup> July
- Heritage Open Day – Saturday 17<sup>th</sup> September

#### **Beating the Bounds by Bike – Sunday 24<sup>th</sup> July**

The final Beating the Bounds event was delivered by Cllr Martin Colston. This event put together the north and south Beating the Bounds walking routes to create one large loop of the Newbury Town boundary which could be covered by bike.

There were around 15 participants in total for this event, all a range of ages and ethnicities. Some of them were taking part in a Beating the Bounds event for the first time while others had taken part in the two walking events prior to the cycle event.

The length of the cycle was approximately 23.5 kilometre, and the total route took roughly 2.5 hrs to complete. Like the walking events, there was tea and cake available for all participants in the town hall afterwards.

The event was very well received by those who participated and was enjoyed by many. A special thank you is extended to Cllr Martin Colston who devised the route and learnt about significant historical points of interest.

This was the first cycle event of this kind that had been put on since 2006.

#### **Town Hall Family Open Day – Saturday 31<sup>st</sup> July**

The purpose for this event was to promote the 25<sup>th</sup> Anniversary timeline of events display to the public, showcasing the achievements of Newbury Town Council which have impacted the public. The event was marketed as a Family Open Day to encourage family attendance where we would also have the family elements of our Heritage Open Day to bring people into the Town Hall; this included meeting the Mayor in the Mayor's Parlour, sitting in the Mayor's Chair and trying on of the Councillor's robes and hats.

As this was a trial event, this ran from 10am – 12pm.

Even though the town was quiet, and the Town Crier admitted that it was a struggle to try and get people through the doors, the event was attended by 72 people. Of those 27 people, 17 were counted as children.

Nevertheless, those who did attend enjoyed their visit and enjoyed learning about the history of the Town Hall and the Town Council.

It's worth noting that many visitors were international visitors and people not local to Newbury and were very keen to interact with the Councillors present.

This event is due to be repeated on Saturday 4<sup>th</sup> February 2023 as another opportunity for the public to view the exhibition.

### **Heritage Open Day – Saturday 17<sup>th</sup> September**

The 25<sup>th</sup> Anniversary was used as a vehicle for a special exhibition for this year's Heritage Open Day.

Unfortunately, due to the mourning period for HM Queen Elizabeth II this event was postponed. The event was rescheduled to Sunday 30<sup>th</sup> October and rebranded as a Historical Open Day.

This event has been covered by a separate item on this meeting's agenda.

Future events of the 25<sup>th</sup> Anniversary Working Group that are coming up are:

**Saturday 4<sup>th</sup> February 2022 – Town Hall Open Day (25<sup>th</sup> Anniversary exhibition showcase)**

Elisa Mullen

18 08 2022



## **Report on Art on the Park, 28 August 2022**

Colleagues, I am writing this report in my capacity as Chair of the Art on the Park 2022 organising committee.

I am very pleased to be able to tell you that the event, held on 28 August, was a great success with all 21 available pitches taken by artists and craftspeople and a steady flow of people viewing the work throughout the day.

The organising committee, made up of people from Newbury Town Council, Newbury and District Arts Association and Newbury Art Group, has already met to review the feedback from participants and the financial outturn and has agreed that Art on the Park should be held again in 2023. The Sundays of two bank holiday weekends, 28 May 2023 and 27 August 2023 have been provisionally set as the dates (both are weather dependent).

Some members will recall that the original event was held in Parkway with the artists hanging their work from Victoria Park railings and using small tables on the pavement in front of the railings. The redevelopment of Parkway brought Art on the Park to an end some 15 years ago but this administration's commitment to supporting culture and promoting community events provided the catalyst to reviving what had been an extremely popular fixture in the town's summer calendar. Changes to Parkway's layout meant that the original site was no longer suitable and the organisers were delighted when Ms Maria Morgan, Head of Victoria Park Nursery School and Family Hub, agreed that the railings outside those buildings could be used instead. There was also car parking adjacent to the Nursery which could be made available to the artists and tables could be set up alongside the tarmac path running through the Park so people could stroll up and down looking at the work on display.

All participating artists were asked to complete a feedback form before they left and organisers were pleased to see that they had liked the venue and virtually all said they hoped Art on the Park would return on a regular basis and said they would want to take part again. Organisers have already had expressions of interest in future events from people who did not have pitches this year.

Suggestions for improvement centred on increased publicity in order to encourage more visitors next time. The organisers have taken that on board and have already



## Appendix 6a

begun to discuss ways to promote future events, they also hope to recruit one of this year's participants to the organising committee.

The Newbury Weekly News sent a photographer and there was a positive article with good spread of pictures in the 8 September edition of the paper. A member of Newbury Camera Club came along at the organisers' request and he has also provided an excellent set of photographs which can be used for future publicity.

Financially, this year's event made a small surplus of £77.84 thanks to starting with the generous grant of £500 from Newbury Town Council through the Civic Pride, Culture and Arts Committee. That grant made it possible for the organisers to pay for the necessary Trading Licence (£144), buy branded tabards for the volunteer stewards, print simple flyers and posters and meet other small expenses. Artists paid £15 for their pitch, bringing in £315.00.

The organisers are very grateful to the Town Council both for financial support and for support in kind this year, including the use of Council facilities for committee meetings, the participation of the Civic Manager at meetings and volunteer involvement on the day. That support has been invaluable and organisers very much hope that it will be continued in 2023.

Sue Farrant

Chair, Art on the Park 2022

## **Public Report to Civic Pride, Art and Culture Committee**

**28<sup>th</sup> November 2022**

### **Item 9: Art on the Park 2022**

#### **Context:**

Following the success of Art on the Park in August 2022, there is an ambition for the Organising Committee to host two events in 2023.

As part of 2022's event, the Town Council gifted the organising committee use of Council Offices to be used to hold their meetings, as well as the Civic Manager being present to support the group where possible.

For 2023, it is proposed that while Officer participation in meetings would not be possible due to a smaller Officer team throughout 2023 where resource will be stretched, the Council could once again offer the group use of Council Offices for the group to host their planning meetings, free of charge liaising with the Corporate Support Officer to book them spaces as & when required.

It is also proposed that £500 is also once again considered to be approved by the CPA&C Committee for approval at Policy & Resources to go towards the hosting of 2023's activities.

#### **Recommendation:**

**To approve** Council resource provided for 2023's events.

## **Public Report to Civic Pride, Arts and Culture Committee**

**28<sup>th</sup> November 2022**

### **Agenda Item 10: Heritage Open Day 2022 Report**

On Saturday 17<sup>th</sup> September, the Town Hall was due to open to the public as part of the National Heritage Open Days Festival. Due to the sad death of Queen Elizabeth II, the decision was taken to postpone this event as it took place during the mourning period.

The event was rescheduled to take place on Sunday 30<sup>th</sup> October 10am – 2pm. The event was also re-marketed as a Historical Open Day to avoid using the National Heritage Open Days branding as the event would not be a part of the festival period.

As per previous years, there was our usual display on the Town Hall's history, a member of the Civic Team with our maces and regalia, information on the paintings which are permanently on display, as well as free refreshments 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 proved to be very popular this year.

We also exhibited a streamlined version of the 25<sup>th</sup> anniversary timeline display of achievements and community impact created by the Town Council over the last 25 years for the public to see. This was displayed outside the Mayor's Parlour and made for interesting viewing for those who were waiting to meet the Mayor.

For the first time this year, we also had local historian David Peacock delivering his illustrated talks about the Town Halls dating back to the 1600s. They took place in the Council Chamber at 11am and repeated at 1pm, lasting 1 hour each.

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

<b>10am – 12pm</b>	<b>12pm - 2pm</b>
Elisa Mullen	Elisa Mullen
Suzie McGann	Suzie McGann
Brendon Ferreira	Brendon Ferreira
Gary Norman	Gary Norman
Brian Sylvester	Anthony Hewitt
Garry Poulson	Joyce Lewis
Barry Digby	Elizabeth O'Keeffe
Rod Thomason	Billy Drummond
	Sarah Slack

	Nigel Foot
--	------------

We took a risk rescheduling this event to take place on a Sunday, and with torrential rain in the morning; the first hour of the day started off very slowly. However, as the weather improved and the town started to become busier, including the attraction of the Artisan Market on Northbrook Street, and we started to bring more visitors.

By the end of the day, we welcomed 183 visitors through the door. Of those 183 visitors, 44 of those were children and 139 adults. It was also noted that we had visitors from Romania, Ukraine, Albania as well as a couple from one of our twin town, Carcaxient in Spain.

The talks by David Peacock were very interesting, with good feedback from those that attended. However, there were mixed opinions about whether the format worked having the talks take place in the Council Chamber. While the talks were marketed as a 'drop in and out' basis, traction into the Council Chamber was lower when the talks were taking place, as the public didn't want to feel they were interrupting or intruding. This caused congestion at the top of the Civic Staircase, where it could be interpreted that people felt they couldn't enjoy the full experience in the Chamber. On the other hand, there was good feedback about the talks being an advantage to add more information to the event and didn't feel that they were distracted by the noise outside the chamber from the civic staircase. Both talks had less than 10 attendees at a time; feedback from Dr Peacock was that he would have liked to have seen a larger turnout for each talk.

While the visitor book didn't receive any traction throughout the day, verbal feedback from visiting members of the public was very positive and they were delighted that they got to visit the Town Hall and see the building as a local attraction.

The Civic Manager thanked all volunteers for their involvement in the day and asked for feedback from them for consideration for future events:

- A Sunday did work. Potential to host two open days over a weekend; one on a Saturday and one on a Sunday, particularly if there are already things going on in the town.
- A later start, 11am – 3pm.
- Great feedback from the Mayor's Parlour with opportunities for photos and meeting the Mayor.
- Regarding the Illustrated talks; it may be better to have the one talk rather than two. While the talks wouldn't have worked in the Elsie Kimber room, there may be something we could do to the layout of the room to encourage more visitors to not feel like they were intruding if we were to do this again next year.

A shortage of Members volunteering meant that all the Civic Team were required to work on the day, resulting in greater cost for the Council to host this event. The success of this event relies heavily on volunteer participation. Future events will require more Councillor participation in order to go ahead.

Each Year the national Heritage Open Day Festival organisers pick a theme and we consider this to highlight significant areas of history and heritage in Newbury. While we opted to promote the Town Council's 25<sup>th</sup> Anniversary at this year's event, once next year's theme has been announced it would be considered to provide a special display for this specific theme in 2023.

Recommendations for 2023 to be considered by the Committee.

- 11am start time
- Two events over a Saturday & Sunday, subject to volunteer availability.
- One talk per day only

Elisa Mullen

Civic Manager

01 11 2022



## **Public Report to Civic Pride, Arts and Culture Committee**

**28<sup>th</sup> November 2022**

### **Agenda Item 10: Remembrance Sunday Parade & Service 13<sup>th</sup> November 2022**

This year's Remembrance Service Parade & Service followed the format of that of 2021'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 3<sup>rd</sup> 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 Revd. Keri Eynon. This was a very good investment to make, and one which should be made moving forward for future events.

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 led by Revd Will Hunter-Smart and also involved the Mayor's Chaplain Fr. Gary Collins. The Mayor of Newbury supported and delivered a reading. All went according to plan.

Positive comments have already been received for the number of community groups involved in this year's parade. 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 11<sup>th</sup> November which was hosted in the Town Hall Chamber.

There was a lot of positive comments from this year's event. 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 2021, 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 took place on Monday 21<sup>st</sup> November with all those playing a key role reviewing this year's event; with all contingents happy with how this year's event went and it's smooth running.

Overall, I would consider this year's event to be the most successful one to date. 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, it was great to see the event return in strong form.

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.

Elisa Mullen  
Civic Manager  
21 11 2022



Queen Elizabeth II reigned from 6th February 1952 until her death on Thursday the 8th September 2022. The Queen had very strong connections with West Berkshire and Newbury. A great supporter and lover of horse racing, the Queen was a regular visitor to Newbury Racecourse.

In 1996 she honoured us by coming for the 400th anniversary of the town's royal charter. On that occasion she was welcomed by the Town Mayor, Councillor Garry Poulson. Her Majesty met the Charter Trustees and various members of the the community and then enjoyed a walk about in the Market Place and visited the Town Hall and Mayor's Parlour.

# NTC NEWS: Queen Elizabeth II Commemorative Special

The Mayor, Councillors and Officers of Newbury Town Council were deeply saddened at the news of the death of Her Majesty, Queen Elizabeth II.



The Proclamation for the accession of King Charles III was read on Sunday 18th September at 2.00 pm outside Newbury Town Hall, in the Market Place.

A crowd of 500 people gathered to hear the Chairman of the District Council, Councillor Rick Jones, read the Proclamation. Councillor Gary Norman, the Mayor of Newbury, also addressed the crowd in attendance.



He said *"The Queen cared for her people and, in return, we cared for her. All of us gathered here today will be feeling a range of emotions at the moment. Most of us have a feeling of profound sadness, some feel disorientated, even worried. Some of us like me, are finding it difficult to describe just how we feel. All I know is that last Thursday felt like the first day of the rest of our lives. Now, after a suitable period of reflection and mourning, let's all give our respect and support to our new King, if, for no other reason, than that her late majesty would have wanted it that way.*

Earlier this year, on 2nd June, we celebrated the former Queen's Platinum Jubilee by lighting a beacon in the pond in Victoria Park, which we also did to celebrate Her Majesty's 90th birthday in 2016.



*Today, we proclaim a new King. A significant thing in itself as, for most of us who do not remember a king in our lifetime; kings are just historical figures, or characters in story books.*

*So, people of Newbury, Thatcham, Hungerford, West Berkshire and beyond; thank you for coming here today to share this momentous piece of history with us, and let's together look forward to the future with a measure of hope and optimism."*

The State funeral for her majesty, The Queen, took place on Monday 19th September. A bank Holiday had been declared for the day and the nation stopped to pay their last respects to our longest serving monarch. Her lifetime of service will always be remembered with great fondness and admiration.

Working with our partners at West Berkshire District Council, the Mayor, Councillor Gary Norman, along with the Vice-Chairman of the District Council, Councillor Alan Law, laid the first floral tributes outside the Town Hall at 1.30 pm on Friday 9th September.

Shortly after that we opened our book of condolences in the civic entrance of the Town Hall. The Book remained opened until 12 noon on Saturday 17th September, during which time more than 600 people signed the book and sent messages of condolences. As a mark of respect, the Union Flag was flown at half-mast from the Town Hall throughout this time.



## **Public Report to Civic Pride, Arts and Culture Committee**

**28<sup>th</sup> November 2022**

### **Agenda Item 10: Raising the Profile of the Council in the Community Report**

#### **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**

The total number of letters of congratulations sent since the last meeting of this committee is **66 (as of 14 11 2022)**:

20 06 2022 – 1<sup>st</sup> Newbury Scouts, new Kimber Beaver group

20 06 2022 – Andy Howe, supporting injured military veterans

20 06 2022 – Jones Robinson, Three Peaks fundraiser

28 06 2022 – Bharati Shakha Newbury, fundraising coffee morning success

28 06 2022 – Jamie Allen & Aaron D’Souza, new owners of The Newbury Pub

28 06 2022 – Ken Warburton, gold badge from the Royal British Legion

28 06 2022 – Natures Corner owners retiring

28 06 2022 – Snows Peugeot Newbury customer service award winners

04 07 2022 – 101 Outdoor Arts Dominoes event

04 07 2022 – Falkland School Association fundraising success

04 07 2022 – Kennet & Avon Canal Trust, Annual Waterways Festival

04 07 2022 – Newbury Pride, first ever parade through the town

04 07 2022 – Robert Coster, first stage of Tour De France

04 07 2022 – St Bartholomew School, Education Business Award winners

04 07 2022 – Sue Gillespie, PCSO Award

20 07 2022 – Newbury Rotary Club, Boules in the Square event



20 07 2022 – West Berkshire United, schools sporting event

26 07 2022 – Bart Kuijten, Martin Colston, Rog Davis, Sean Bird; 500km fundraising success

26 07 2022 – Julia Mortimore ending headship at St Bartholomew School

01 08 2022 – Alfie Chan, dentistry services at Commonwealth Games

01 08 2022 – Peter Gale, retiring from headship at Mary Hare School

15 08 2022 – City Arts, Chalkfest

15 08 2022 –James King, new head of Park House School

15 08 2022 – Newbury Tamil School, awards event

15 08 2022 – VICI Language Academy expanding to London

23 08 2022 – Elouise Wade, English National Champion of 50 metre breaststroke

23 08 2022 – James McFadzen, participation in Birmingham’s Commonwealth Games

23 08 2022 – Newbury Twin Town Association, Youth for Europe week success

23 08 2022 – Newbury Youth Theatre, Edinburgh Fringe Festival success

23 08 2022 – Razzamataz Newbury, finalist for Microbusiness of the Year award 2022

23 08 2022 – The Evans Family, fundraising success for Parkinson’s UK climbing Ben Nevis

01 09 2022 – Flag DV Charity, 100 mile challenge raising funds for charity

01 09 2022 – The Waterside Centre, first birthday

20 09 2022 – Chequers Hotel, new green initiatives

20 09 2022 – Chika Cameron-Taylor, new salon opening specialising in hair for BAME clients

20 09 2022 – Kate Oppel, The Queen’s portrait raising funds for various local charities.

20 09 2022 – Scott & Hazel Nicholls of Team Kennet, Newbury Triathlon success

20 09 2022 – The Bakers Lounge Bar opening

20 09 2022 – Wash Common Community Festival success

27 09 2022 – Abi Rutt & Poppy Camplin, awarded #LetGirlsPlay award by the FA.

27 09 2022 – Briony Palmer Reid, BBC Radio Berkshire Make A Difference Award winner for Canal campaigning work.

27 09 2022 – Ed Smith, BBC Radio Berkshire Make A Difference Award winner for various cancer charities fundraising challenges.

27 09 2022 – John Boulter, 100<sup>th</sup> Birthday

27 09 2022 – Newbury Cancer Care, new Rainbow Garden at WB Community Hospital

27 09 2022 – Newbury Salvation Army, new resource centre opening

03 10 2022 – Fir Tree Primary School, celebrating school's 50 year Anniversary

03 10 2022 – Pragna Hay & Ugandan Asian Community, Uprooted 50 Years Ago Dinner event

11 10 2022 – London Marathon Runners success

11 10 2022 – Newbury Malayalee Cultural Association, Onam festival success

11 10 2022 – Phoenix Lacrosse Club, South West Schools Tournament winners

11 10 2022 – St Nicolas Church, fundraising harvest

24 10 2022 – MINT Newbury opening

24 10 2022 – Newbury Methodist Church, fundraising harvest

24 10 2022 – Newbury Velo Club, inclusive cycling programme for visually impaired

31 10 2022 – Bethany Chun, organising Wash Common scarecrow trail for Make-A-Wish Foundation UK.

31 10 2022 – Boswells 50<sup>th</sup> Anniversary

31 10 2022 – Newbury Building Society, customer service award

31 10 2022 – Sophie & Liam Neil, Team GB success at World & European Laser Run Championships

07 11 2022 – Alec Smith, Halloween house décor for charity

07 11 2022 – Dayzie Simpson, aged 13, campaigning for awareness of braille

07 11 2022 – Lifecycle Software, paddle challenge for Berkshire Youth

07 11 2022 – Sukey Russell Hayward, organising Halloween flash mob in West Mills

14 11 2022 – Newbury Grove Care Home, new mini bus & raising £400 for West Berkshire Food Bank

14 11 2022 – Newbury Lions Club, fireworks display

14 11 2022 – Sarah Emery, new CEO of Berkshire Youth

14 11 2022 – St Bartholomew's School, harvest for Loose Ends & Fair Close Centre

Elisa Mullen (Civic Manager)

16 11 2022

**Public Report to Civic Pride, Arts & Culture Committee****28<sup>th</sup> November 2022****Agenda Item 11: Newbury Town Civic Awards 2023****Background**

The Newbury Town Civic Award was launched in 1998 and have since grown, both in the number of awards presented and the number of nominees received. There are currently four awards which form 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.

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&L 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 2023 event takes place in the same format as 2022's event plan where the awards would take place followed by a buffet and networking.

The dates for 2023's proposal are as follows:

- Nominations Open – Monday 30<sup>th</sup> January 2023
- Nominations Close – Sunday 26<sup>th</sup> February 2023
- Awards Take Place – Wednesday 15<sup>th</sup> March 2023



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 15<sup>th</sup> March 2022.

Elisa Mullen  
Civic Manager  
26 10 2022

## **Public Report to Civic Pride, Arts and Culture Committee**

**26<sup>th</sup> September 2022**

### **Agenda Item 13 – Newbury Town Trails**

Recommendation: To approve a project plan for the rebranding of the Newbury Town Trails project.

#### **Background**

In Summer 2021, Newbury Town Council worked closely with Newbury BID to produce two maps as part of a joint Newbury Town Trails initiative.

The Newbury Town Trails umbrella would see a series of maps produced by the Town Council and by the BID to encourage locals and visitors to explore the town. The Town Council's maps would encourage people to appreciate the town's culture and heritage while the BID's would promote the town's businesses and retail offering.

In September 2021, two Newbury Town Trails maps were produced; the Public Art and Blue Plaque Map which was produced by Newbury Town Council, and a Vegan Map which was produced by the BID to promote vegan businesses.

Following a review of the maps in early 2022, the maps had been a success with local people and visitors, and the Library were very keen to have more of them at their Visitor Information Point. It was decided that the project would expand. The BID would look to produce a Dog-Friendly map while Newbury Town Council would look to split the Public Art and Blue Plaque map into two separate maps.

In June 2022, when NTC checked in with The BID to see how progress was going with their map, the BID replied that they had decided to move forward with the project on their own and produce 3 new maps in time for Summer 2022. They felt that our maps had two different aims, particularly as theirs were more business focused while ours were based off local history. Their board also wanted to allocate more budget to the project with a shorter time scales, so they decided to move forward with the project alone.

While this news is disappointing to both Officers and Councillors, at the Civic Pride and Culture Meeting in July 2022, Councillors did feel that there was still a need for NTC to continue with this project on our own focusing on the heritage aspect of our project, with the Public Art & Blue Plaque map being separated into two maps and having a re-design.

#### **Current Position**

Following feedback from the last CPA&C meeting, a project plan has been put together for the re-design of the maps. The foundation of the map included as part of this report has been designed by Bamboo House Publishing, who have worked with the Civic Manager on another project.

The base map has been designed so we are able to add and place on our own markers and points of interest in house (e.g. numbers for a trail and plaques) but the base map can not edited once approved.

Once we have added our own additions of markers and points of interest, these versions can then be uploaded to our website as PDF copies, as well as being printed as physical copies as these are still continuing to be very well received by tourists and locals, with few copies left to give out.

The project plan below has been created with the aim to re-launch the 'Public Art' and 'Blue Plaque' maps as two separate documents by Summer 2023.

### **Project Plan**

AIM: To produce two separate maps, a 'Public Art' and 'Blue Plaque' map as part of the Newbury Town Trails project by Summer 2023.

<b>DUE</b>	<b>ACTION</b>	<b>NOTES</b>
November 2022	Project plan to be approved by CPA&C	
December 2022	Base map design to be sourced	Outsourced – Bamboo House Publishing
February 2023	Information portion of the map to be produced	Created in house.
February/March 2023	X2 map designs to be taken to CPA&C HWG	Work off the information provided on the old map to design two new products, with opportunity to add more substance and information to the new products.
April 2023	Printing of the maps for a launch into Summer 2022	
Late Summer 2023	Review of maps following Summer Launch and then further consultation on future ideas for maps within the Town Council's remit and strategy.	

**Budget**

Bamboo House Publishing have asked £725.00 to produce the base map, this would be a one-off payment to them for this project. This is very good value for the time and resource that is put into graphic design process. This would come from the Art Trail budget in the CPA&C Committee Fund.

In April 2022, the new financial year will begin where budget from 2023/24 will be used to print the maps.

**Consultation:**

The Civic Manager consulted with the Democratic Services Officer, as Lead Officer for the Heritage Working Group, in August to discuss the timeline that is being proposed.

He said that the Heritage Working Group were very keen for the project to continue, and like the prospect of having their own Blue Plaque Map which could be updated as and when required.

The Chairperson was consulted with on the initial design stages of the map throughout October where feedback included to make the locations more prominent and to ensure suitable colours were changed to avoid confusion with our Canal, which were listened to by the designers.

**Strategy:**

Goal 2E – Celebrate and encourage appreciation of public art and Newbury's heritage

- Further develop the town's heritage trail
- Promote the art and heritage trails, working with partners where appropriate

Elisa Mullen

Civic Manager

18 11 2022

# A MAP OF NEWBURY



**NEWBURY**  
Town Council

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newburytc

Civic Pride, Arts and Culture Committee – 28<sup>th</sup> November 2022  
 Agenda Item 17: Civic Pride, Arts and Culture Budget 2023/24

Appendix 13

500 CPA&C General		Agreed Budget 2022/23	Spend to 26/10/22	Projected Expenditure	Next Year's Budget CM SUGGESTED 2023/24	(+/-)	NOTES
4600	CPA&C Committee Fund	500	0	500	500	-	
4625	Art Trail ( <b>Newbury Town Trails</b> )	1,000	0	750	1500	-500	Printing Costs for Town Trails Maps. Would recommend increasing this to £1500
4637	Local Democracy WG	600	43	0	500	+100	
4638	Youth Voice Event	5,000	0	0	0	+5,000	Not able to EMR as there's no specific project lined up for these to be used.
4639	Art on the Park	500	500	500	500	-	<b>Subject to Committee Approval</b>
4641	NTC 25 <sup>th</sup> Anniversary	2,500	1,238	2,500	0	+2,500	One-off Project
4640	Queen's Platinum Jubilee Celebration	1,500	1,499	1,500	0	+1,500	One-off Project
<b>NEW</b>	<b>HM King Charles III Coronation</b>	-	-	-	<b>1,500</b>	<b>-1,500</b>	Due to take place 6 <sup>th</sup> May 2023. Projects and national commemorations TBA but we may need to have something put aside for it, just in case.
<b>NEW</b>	<b>Old Ebb &amp; Flow Panel Refurb</b>	-	-	-	<b>1,500</b>	<b>-1,500</b>	Really need to look at what we're going to do with the 'old' info panel and get that updated – reputationally it would look bad if we don't do anything.
	<b>NET EXPENDITURE</b>	<b>11,600</b>	<b>3,280</b>	<b>5,750</b>	<b>6,000</b>	<b>+5,600</b>	
<b>505 Civic Responsibility</b>							
4652	Mayors Allowance	1,000	386	1,000	1,000	-	
4655	Honorarium	4,000	1,650	3,500	3,500	+500	Can be reduced due to 1 Macebearer down & recruitment of THO.
4660	Mayor Making	2,500	1,847	2,000	2,500	-	

Civic Pride, Arts and Culture Committee – 28<sup>th</sup> November 2022  
 Agenda Item 17: Civic Pride, Arts and Culture Budget 2023/24

Appendix 13

4665	Remembrance	4,000	0	3,000	3,000	+1,000	Not so much required
4670	Regalia & Robes	3,000	331	3,000	2,000	+1,000	
4680	Civic Hospitality & Events	1,500	879	1,500	1,500	-	
4690	Twin Towns	250	-	-	250	-	Carry Over. Same again.
4700	Civic Award Scheme	1,000	0	1,000	1,000	-	
4705	Watership Brass	650	650	650	650	-	
	<b>NET EXPENDITURE</b>	<b>17,900</b>	<b>3,896</b>	<b>15,650</b>	<b>16,400</b>	<b>+2,500</b>	
	<b>TOTAL NET EXPENDITURE</b>	<b>29,500</b>	<b>7,176</b>	<b>21,400</b>	<b>22,400</b>	<b>+8,100</b>	

## Public Report to Civic Pride, Arts and Culture Committee

28<sup>th</sup> November 2022

### Agenda Item 18: 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.
- 
- a. **To review** civic events since the last meeting of the Committee:
    - Beating the Bounds by Bike – 24<sup>th</sup> July 2022
    - Town Hall Family Open Day – 30<sup>th</sup> July 2022
    - Annual Bowls Match – 17<sup>th</sup> August 2022
    - Art on the Park – 28<sup>th</sup> August 2022
    - Operation London Bridge Launch – 8<sup>th</sup> September 2022
    - Mayor's Benevolent Fund Quiz – 23<sup>rd</sup> September 2022
    - LDWG Meet the Town Council events – October & November 2022
    - Historical Open Day – 30<sup>th</sup> October 2022
    - Mayor's Coffee Morning (Over 80's Parcel Fund) – 5<sup>th</sup> November 2022
    - Armistice Day – 11<sup>th</sup> November 2022
    - Remembrance Sunday – 13<sup>th</sup> November 2022
    - Mayor's Coffee Morning (Mayor's Benevolent Fund) – 26<sup>th</sup> November 2022
  - b. **To note** the programme of civic events until the next meeting:
    - Mayor's Festive Afternoon Tea – 13<sup>th</sup> December 2022. Volunteers Required.
    - Civic Carol Service at St John's Church – 16<sup>th</sup> December 2022. All should have received their invitation – families are welcome.
    - Civic Awards Launch – January 2023. Please start thinking about anyone who may be a worthy nominee for the awards.

Elisa Mullen

18 08 2022



**Newbury Town Council**

## Work Programme for Civic Pride, Arts &amp; Culture Committee Meetings

**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

Meeting Date	Item
<b>September</b>	Remembrance Sunday Planning Heritage Open Day Report Local Democracy Events NTC Silver Anniversary – Report on Outstanding Events Art on the Park Report Music Festival Ebb & Flow Information Panel Newbury Town Trails
<b>November</b>	Remembrance Sunday Report Report from Newbury & District Arts Association Report of Local Democracy Event Strategy Review Budget 2023/24 Civic Awards Planning NTC Silver Anniversary – Report on Outstanding Events
<b>February</b>	NTTA Report Art on the Park Planning Civic Awards Mayor Making Festive Afternoon Tea Report – Future event in place of Mayor's Drive?
<b>July</b>	Election of Chairperson Report on Mayor Making

**Appendix 15**

	Report and Review Civic Award Presentation Evening Heritage Open Day Art on the Park Local Democracy Working Group
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