

27 June 2023

To: The Leader and Deputy Leader of the Council; Councillors Phil Barnett; Vera Barnett, Billy Drummond; Nigel Foot; David Harman; Chris Hood; Steve Masters 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** to be held on **Monday 3rd July 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:

Join zoom meeting

<https://zoom.us/j/6429446988?pwd=TSsxQ2Y4UkUwa3d1V1BvRXNnV0ltQT09>

Yours sincerely,

Virginia Robins
Civic Manager

AGENDA

1. Election of Chairperson and Vice-Chairperson

To elect the Chairperson and Vice Chairperson of the Civic Pride, Arts and Leisure Committee for 2023/2024 Municipal Year

2. Apologies

3. 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.

4. Minutes (Appendix 1 & Appendix 2)

4.1 To approve the minutes of the meetings of the Civic Pride, Arts & Culture Committee held on Monday 27th February 2023 (previously circulated)

4.2 Report on the actions from previous minutes

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5. **Questions and petitions from members of the public**
(Questions, in writing, must be with the Civic Manager by 2.00 pm on Friday 30th June 2023)
6. **Members' questions and petitions**
(Questions, in writing, must be with the Civic Manager by 2.00 pm on Friday 30th June 2023)
7. **Report on Mayor Making (Appendix 3)**
To receive a report from the Civic Manager on the Mayor Making event that took place on Sunday 14th May.
8. **Report and Review Civic Award Presentation Evening (Appendix 4)**
To receive a report from the Civic Manager on the Newbury Town Civic Award Presentation event that took place on Wednesday 15th March.
9. **Heritage Open Day (Appendix 5)**
To receive a report from the Civic Manager on proposals for this year's heritage Open Day
10. **Update from Local Democracy Working Group (Appendix 6)**
To approve the terms of reference and appoint members to the Local Democracy Working Group.
11. **Twin Towns Signage (Appendix 7)**
To receive a report from the Civic Manager
12. **Ebb and Flow information Panel Refurbishment (Appendix 8)**
To receive a report from the Civic Manager
13. **Mayoral letters (Appendix 9)**
Raising the Profile of the Council in the Community
14. **Town Hall Flag-Flying Policy (Appendix 10)**
To review the current arrangements
15. **Civic Events (Appendix 11)**
 - a) **To review** civic events since the last meeting of the Committee (since 27th February)
 - King's Coronation activities 6th May 2023
 - b) **To note** the programme of civic events until the next meeting
 - Annual Bowls Match (Wednesday 6 September)
 - Visit to Braunfels (31 August to 4 September 2023)
 - c) **To receive** ideas for suggested or potential future events or activities.
16. **Newbury Spring Festival (Appendix 12)**
To receive a report from Councillor Jo Day on the Newbury Spring Festival.
17. **Forward Work Programme for Civic Pride, Arts & Leisure Committee meetings 2023/24 (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 27th February 2023 at 7.30pm

Present

Councillors Martin Colston; Billy Drummond; Sue Farrant; Stuart Gourley; David Marsh; Gary Norman; and Elizabeth O’Keeffe (Chairperson)

Officer present:

Elisa Mullen, Civic Manager

51. Apologies for absence

Apologies: Councillors Jo Day (attended via Zoom); Steve Masters & Sarah Slack

Absent: Councillor Olivia Lewis

52. Declaration of Interest and Dispensations

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

53. Minutes**53.1**

Proposed: Councillor Billy Drummond

Seconded: Councillor Stuart Gourley

Resolved: That the Minutes of the meeting of the Civic Pride, Arts & Culture Committee held on Monday 28th November 2022 be approved and signed by the Chairperson.

53.2 Actions from previous meeting

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

The Civic Manager reported on the status follow up actions from Item 45 – Music Festival and discussions that took place with Thatcham Town Council’s Events Manager regarding the resource and finance that they put into hosting their Thatcham Festival and that it’s not something that Newbury Town Council are able to resource. It was also noted that there seemed to be no further discussions or arrangements with Newbury BID regarding their Arts & Culture Festival which was due to take place in Summer 2023.

54. Questions and petitions from members of the public

There were none.

55. Members' questions and petitions

There were none.

56. Newbury Twin Town Association

The Council received a report from the Newbury Twin Town Association on their activities of the past year, and their forthcoming activities.

A question was raised regarding putting Carcaixent on the approach road signs located on the Town boundary welcoming people into Newbury. The Civic Manager explained that following discussions with the Community Services team, to replace the signage would be a very expensive job due to the depleting state of the posts which the signs are attached to, and that any work done on them would require a highway order to ensure the safety of workers which will become very expensive. A short term solution which could be explored is looking at the possibility of putting stickers over the current Twin Town signs with the new information before looking at potential sponsorship as a long term option to refurbish the signs. The Civic Manager put this on the action log to be explored.

57. Art on the Park

A verbal report was presented by Cllr Sue Farrant on behalf of the Art on the Park organising group on the status of arrangements for 2023. The organisers are very keen to host two events 2023, one at the end of May and the other the end of August, on the bank holiday weekends.

Positive feedback had been received about both events, and the group have an aim to expand their committee with people who have marketing expertise.

The committee are very grateful for the support of Newbury Town Council, and thanked us for our ongoing support and resource.

Once plans are in place for 2023's events, there will be a call out for volunteer stewards to assist with Art on the Park for 2023.

58. Newbury Town Council Silver Anniversary Working Group

The Committee were presented with a report on the events which have taken place as part of the commemorations for Newbury Town Council's Silver anniversary over the past year.

Thanks was recorded to all Working Group members who helped bring the programme of events together and took part in the delivery of a successful programme which was fun and enjoyable to host.

59. Newbury Town Trails

Proposed: Councillor Martin Colston

Seconded: Councillor Sue Farrant

Resolved: The draft versions of the new Public Art Map and the Blue Plaque Map were approved, with minor changes to spelling and colours, to go to print ready for distribution in Spring 2023.

60. Newbury Town Civic Awards 2023

The Civic Manager updated the Committee that the nomination period for the Civic Awards 2023 was now closed. A total of 25 nominations were received in total, which the most ever received as part of the scheme. The judging panel came together to decide the winners earlier that day.

The presentation evening will be taking place on Wednesday 15th March.

61. Mayor Making 2023

The Committee noted that Mayor Making would be taking place on Sunday 14th May at The Corn Exchange.

The Civic Manager explained that arrangements are already taking shape and have to take in the uncertainty of the Elections at the start of May. Therefore help from the Combined Cadet Force and entertainment from Sing For Fun has already been sought.

Full details of Mayor Making will be presented to the new administration at Full Council on 10th May 2023.

62. King Charles III Coronation Commemorations

The current guidance on national and local arrangements for King Charles III's Coronation weekend were noted by the Committee in a report.

Proposed: Councillor Gary Norman

Seconded: Councillor Martin Colston

Resolved: The recommendation to encourage local communities to host events celebrating the Coronation, with an aim for the Mayor to attend as many as possible was resolved.

63. Mayor's Festive Afternoon Tea

Proposed: Councillor Billy Drummond

Seconded: Councillor Stuart Gourley

Resolved: The recommendation to have the Mayor's Festive Afternoon Tea was approved to be a permanent fixture in the Civic Calendar in place of the Mayor's Drive & Tea Party.

64. Ebb & Flow Information Panel

Proposed: Councillor Sue Farrant

Seconded: Councillor Martin Colston

Resolved: The recommendation for the refurbishment of the former Ebb & Flow information panel was approved to be repurposed for sharing information about Lock Cottage.

Draft wording for the panel would be brought to the next committee meeting, following consultation with local historians.

65. Civic Manager's Reports

The Civic Manager presented the following reports to the Committee:

- **Civic Carol Service** Thanks were noted to all Councillors who attended, and to those who gave readings as part of the service.
- **Raising the Profile of the Council in the Community.** The letters of congratulations that the Mayor has sent to residents and organisations in the community were noted.

66. Flying the Pride Progress Flag from the Town Hall

Proposed: Councillor Martin Colston

Seconded: Councillor Sue Farrant

Resolved: That Newbury Town Council will fly the Pride Progress Flag from the Town Hall for the duration of Newbury Pride & World Pride Day 2023.

The Civic Manager will contact Newbury Pride to let them know that this was approved.

67. Flying the Town Flag from the Town Hall

Members considered the proposal to revert to flying the Town Flag as the default flag from the Town Hall.

Due to the recent anniversary taking place, the Council felt that solidarity needed to be extended further. Therefore, this proposal failed to gain support.

This item will remain on the forward work programme for discussion at the next Committee meeting on 3rd July 2023.

68. 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.
- c. No new ideas were put forward for suggestions for future events and activities.

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

The following items are to be added to the forward working programme:

- Approach Road Signs, Twin Towns
- Ebb & Flow Information Panel Refurbishment
- Flying the Ukrainian Flag

The Committee also wanted to record their thanks to the Civic Manager and wish her all the best as she goes off on Maternity Leave.

There being no further business the Chairperson declared the meeting closed at 8:27pm.

Chairperson:

Date:

Civic Pride, Arts and Culture Committee

Date: 27 02 2023

ACTION SHEET

Item	Resolved	Actions	who	when
Agenda Item 51 – Apologies	Apologies: Councillors Steve Masters & Sarah Slack Absent: Olivia Lewis	Write up attendance register	Corporate Support Officer	02 03 2023
Agenda Item 53 - Minutes	Approved & Signed	Send signed minutes to Corporate Support Officer	Civic Manager	02 03 2023
Agenda Item 56 - Newbury Twin Town Association	Question raised regarding approach road signage to include Carcaixent. Explore a short-term option of placing a sticker over each of the current signs.	Quote for stickers and safety costs of getting them mounted onto each sign.	CM Cover/Community Services	19 06 2023
Agenda Item 59 – Newbury Town Trails	The draft versions of the new Public Art Map and the Blue Plaque Map were approved, with minor changes to spelling and colours, to go to print ready for distribution in Spring 2023.	Await feedback on minor edits re. spelling from Cllr Farrant and update the documents. Send to printers for printing	CM Cover	Spring 2023
Agenda Item 62 – King Charles III Coronation	The recommendation to encourage local communities to host events celebrating the Coronation, with an aim for the Mayor to attend as many as possible was resolved.	Prepare PR and information to go out to groups on how to invite the Mayor to their event. Purchase commemorative pin badges	CM Cover	April 2023
Agenda Item 63 – Mayor's Festive Afternoon Tea	To have the Mayor's Festive Afternoon Tea as a permanent fixture in the Civic Calendar in place of the Mayor's Drive & Tea Party	Add to forward work programme and Civic Event Calendar for Winter 2023.	CM Cover	02 03 2023

Agenda Item 64 – Ebb & Flow Information Panel	The recommendation for the refurbishment of the old Ebb & Flow panel to be repurposed for sharing information about Lock Cottage was approved.	Work with local historians to approve draft wording to bring to next Committee Meeting	CM Cover	19 06 2023
Agenda Item 66 – Flying the Pride Progress Flag from the Town Hall	The recommendation for the Pride Progress flag to fly from the Town Hall for the duration of Newbury Pride & World Pride Day was approved.	Inform Newbury Pride Inform Town Hall Officer & include on his calendar	Civic Manager/	02 03 2023
Agenda Item 67 – Flying the Ukrainian Flag	The Council continues to fly the Ukrainian Flag from the Town Hall	Advise Town Hall Officer	Civic Manager	ASAP
Agenda Item 69 – Forward Working Programme	Add the following to the Forward Working Programme: Approach Road Signs – Twin Towns Ebb & Flow Panel Refurb Flying the Ukrainian Flag	Add to Forward Working Programme	Civic Manager	02 03 2023

Appendix 3

Public Report to Civic Pride, Arts & Leisure Committee 3 July 2023

Agenda Item No: 7

Mayor Making 14 May 2023

Mayor Making took place on Sunday 14 May 2023. The ceremony was held in the Corn Exchange followed by Civic Service at St Nicolas Church then a reception was held in the Church Hall. This year's event had several challenges: Local elections meant that we did not officially know who the Mayor was going to be. It was highly likely it would be the Deputy Mayor but we were not able to send out his invitations until the official announcement just 3 days before the Mayor Making event; the King's Coronation also required resourcing, 2 bank holidays interrupted the working week and finally, the Civic Manager was on maternity leave which resulted in there being a delay in some of the organisational details.

Despite all this, the event ran like clockwork thanks to the huge efforts of an experienced civic team, dedicated temporary staff, the Newbury Town Councillors and all the suppliers and services who supported us on the day.

The Mayor Making event itself attracted a good number of guests in the Corn Exchange auditorium including people invited from a cross section of our community, together with friends and family of the incoming and outgoing Mayors and local dignitaries including the High Sheriff of Berkshire.

The Combined Cadet Force provided six cadets and an officer to assist in the movement of equipment from the Town Hall to the Corn Exchange and Church Hall. They looked very smart and worked extremely efficiently assisting in any way they could and remaining to the very end of the reception to clear up the church hall and return equipment to the Town Hall prior to departure. This event would not be as efficiently managed without the support of the Cadets and we are very lucky to have had their willing assistance.

The Corn Exchange staff as always, worked very hard to ensure that our requirements were met and that our guests were seated in plenty of time for the arrival of the Mayor and Councillors prior to the meeting. The excellent entertainment this year was provided by Sing for Fun, a group of non-professional singers who were very well received by the audience.

Revd. Will Hunter Smart at St Nicolas Church provided the civic service which was printed in the programme for all our guests to follow.

The buffet lunch in the church hall was well attended and enjoyed by all.

Thanks are extended to the Civic team who add the extra colour and dignity to the day and always go the extra mile doing whatever is asked of them in their very special way. Thanks are also extended to the Councillors present on the day who provided colourful and interesting speeches ensuring that our guests enjoyed the event.

It was an excellent day made even better by glorious sunshine. Feedback from the event was very positive and the Deputy Lord Lieutenant Dr Christina Hill Williams wrote to the Mayor saying that it was a great pleasure to be at such an interesting and impressive ceremony.

Public Report to Civic Pride, Arts and Leisure Committee 3 July 2023

Agenda Item No: 8

Civic Awards 15 March 2023

2023 saw the Newbury Town Civic Awards in their 26th year of delivery. This year there was four award categories; The Newbury Town Civic Award, Young Person's Civic Award, Business Civic Award and the Environmental Contribution Award. Both individuals and groups/organisations are able to be recommended for all these award categories.

Winners of the Awards receive a wooden, engraved plaque to retain and mark their achievements. Their names are also engrave on our wooden shields which are hung at the top of the Civic Staircase for all to view.

This year, the awards were launched on 30th January, with the nomination period close on Sunday 27th February.

All the nominations were considered by the judging panel, and we received the following nominations in each category:

- Newbury Town Civic Award: 12
- Young Person's Civic Award: 3
- Business Civic Award: 4
- Environmental Contribution Civic Award: 2
- TOTAL: 21

There was a healthy mix of nominations come through specifically for the Newbury Town Civic Award category, with around half of the nominations being for individuals and half being for groups or organisations.

When looking at the nominations in this category, it's very difficult to differentiate a single winner for this award when you have both individuals and groups who do a great deal of community work in the town, comparing the achievements of a single person compared to a group is very difficult.

Because of this, it is proposed that there is a new award category solely for groups to be recognised as a "Local Group Civic Award". This would avoid having to differentiate achievements between individuals and group organisations and would give clarity to nominees on what award they can nominate for, recognising even more achievements that take place within the Town.

Financial

The current budget provision is £1000. With the introduction of a new award, this would require the purchase of a new shield for display, and provision of an additional wooden award to be presented on the evening. 2024's budget would allow for this.

Strategy

2C. Celebrate and recognise individual and community achievements.

2C1. Run and sponsor Newbury's annual Civic Award scheme to recognise the contributions of our residents to the town.

Equality and Diversity Impacts

The awards are open to all the communities in Newbury.

Feedback from the day from the Civic Team

The feedback was broadly very positive – comments included:

- This was my first time with a speaking part, sharing the microphone with the Town Crier, and I thought it all went well. I thought the catering worked better this year than previously offering cake and sherry.
- A good event: I can't think of any improvements except we could do with more entries.

Two attendees did make a comment about the number of people invited restricting how many people could be in the Council Chamber:

- I can't really give you any positive feedback ! I had to listen/enjoy the occasion with a few of us outside the main chamber as there were no spare seats. I am unaware of how many guests are allowed but perhaps it needs limiting to make sure that everyone is guaranteed a seat for the event.
- We did not have enough room in the Chamber- several councillors had to stand on the landing, so if it grows any larger we may have to consider a bigger venue?

Recommendation

To approve the recommendation of introducing a new "Local Group Civic Award" category.

To investigate another venue with more space

To encourage more entries

Virginia Robins
Civic Manager
01.06.2023

Public Report to Civic Pride, Arts and Leisure Committee 3 July 2023

Agenda Item No: 9 : Heritage Open Day

Heritage Open Day usually takes place every September as part of the National Heritage Open Days festival when thousands of volunteers across the country invite people to experience local history, architecture and culture. All for free.

Last year, as a mark of respect, following the death of Queen Elizabeth II, NTC's Heritage Open Day planned for Saturday 17 September 2022 at the Town Hall in Newbury was postponed until Sunday 30 October.

This year Heritage Open Days will run between 8-17 September.

A date for the festival should be confirmed at July's meeting and from there organisation can start. This year's theme is 'Creativity Unwrapped' which the organisers hope will inspire people to look at their site and organisation and look at its creative heritage: [Creativity Unwrapped | Heritage Open Days](#). Questions to consider are: *Who were the designers behind your building, park or garden? Has your town been immortalised in a song, painting or film? Are there artists or creative figures with links to your local area?*

I would suggest that we link in the recently published Newbury Town Trail for Public Arts and Blue Plaques guides and promote those and Newbury's history at the same time so tying in the 'creativity unwrapped' theme.

The activity for the committee/Civic Manager includes:

- The organisation of presentation boards
- The special presentation (usually each year has a specific theme which can be tied into Newbury's history) One of the display boards should be specifically created to follow the theme to make the open day unique from previous
- Call out to Councillors to volunteer and complete a volunteer rota
- Create a poster advertising the event
- Advertise the event on the Heritage Open Days festival website (login details are available)

The extent of the type of activities that we are able to be put on that day is dependent on how many councillors volunteer. E.g. The Mayor usually likes to open the Mayor's parlour – however, someone needs to be on the door managing crowds.

The Civic Team are all encouraged to take part on the day, sitting with maces and sharing their historical knowledge of the Town Hall building.

On the day councillors should attempt to get feedback from visiting members of the public which should be fed back to the Civic Manager to include in a report to the September/November CPA&C Meeting.

West Berkshire Council are marking this year's Heritage programme on the weekend of the 9th and 10th of September. Normally we align with those events and it is recommended that we hold our Town Hall Heritage Open Day on Saturday 9th September. (Footfall in the Town Centre is higher on a Saturday than on Sunday).

Previous experience has shown that the numbers visiting the display reduce significantly from 1 pm to 2 pm, so the opening hours need to be considered.

There is no specific budget for this event so it cannot take place without sufficient Councillor volunteers. Therefore, if the Committee feels that the Council should proceed with this event, Councillors will need to confirm their availability by 31 July.

Local Democracy Working Group (LDWG)
Terms of Reference

Name: Newbury Town Council Local Democracy Working Group

Previous membership: Membership: Cllr Jeff Beck, Cllr Jo Day (Chair), Cllr Billy Drummond, Cllr Nigel Foot, Cllr David Marsh, Cllr Gary Norman, Cllr Elizabeth O'Keeffe & Cllr Martha Vickers

Members can be added/removed as agreed at any meeting.

Secretarial support (Agendas, minutes, circulation of information) is provided by Newbury Town Council's Civic Manager.

Quorum of 3 Members at each meeting for decision making, including the Chair.

Goals

- 1. To promote the work of Newbury Town Council by engaging with young people through various youth channels.**
 - Work closely with schools and other youth organisations and clubs.
- 2. To promote local democracy and the fundamentals of the Town Council to local primary schools.**
 - Successful contact Newbury local schools, inviting them to learn about Newbury Town Council.
 - To successfully deliver interactive Meet The Town Council sessions with primary school groups in the Town Hall.
- 3. To inform and engage local secondary schools in the democratic processes and the working of their local councils**
 - Deliver quality and engaging sessions to secondary school students, facilitating their interest in local issues.
 - Encourage secondary school students to participate in sharing their views on local issues with the Town Council.
- 4. To encourage people of all backgrounds to engage in activities and events which are centred around topics of local interest, encouraging healthy and informative discussions.**
 - Engage with the public through online consultations to seek out topics of interest in Newbury.
 - Facilitate the organisation of online sessions events which local people can take part in to have their say on local matters which they have raised as part of the online consultations.

Deliverables

The Working Group is tasked with delivering to the parent Committee (Civic Pride, Arts and Leisure):

- A detailed plan, with clear responsibilities to implement sessions as part of Meet The Town Council Week, targeted at Primary and Secondary schools to take place in the Autumn Term.
- Detailed plans and responsibilities to implement online sessions to engage local people in discussion events on topics of local interest which they have raised.
- The implementation for the recommendations and actions approved by the parent committee while the Working Group is in action.

Scope/Jurisdiction

To primarily work with organisations that have a direct impact on the Newbury civic parish, but to be inclusive of those who travel to Newbury for work and education purposes.

The Civic Manager take the findings from any online sessions and events to other Officers to see what can be supported in further delivery in line with the Council Strategy.

Guidance from the Council

Reports to Civic Pride, Arts and Leisure Committee.

To advise Full Council of the programme within Meet The Town Council Week and to encourage Member participation closer to the time.

Resources and Budget

Supported by the Civic Manager in meetings, and the Corporate Support Officer in updating resources.

Relies on the participation of Councillors in addition to members of the Working Group to deliver sessions.

Use of Town Council meeting rooms, administration resources and officer time as approved by CPA&L.

The Local Democracy Working Group has separate budget lines defined within the Annual Budget for the delivery of their activities.

Governance

The Working Group will discuss proposals proposed by members and decide through majority vote, with the Chair's casting vote if necessary.

Additional Notes

Activities for Meet The Town Council events usually take place in the school's Autumn term, in October. The Civic Manager will send invitations to the primary schools at the end of the Spring term, with follow ups at the start of the Autumn term. If sessions are unable to take place, alternative arrangements may be considered. The participation of the Mayor and the Civic Staff play an important part of the primary school visits. The Civic Manager will coordinate all member and staff availability.

Councillors will lead the delivery of presentations for all age groups.

A report of proceedings for Meet The Town Council, and other events, is promoted at Full Council in June to encourage member participation. There is a progress and feedback reports at subsequent Civic Pride, Arts and Leisure Committee meetings.

The Working Group will communicate through email, phone and at Working Group meetings.

Relevant electronic documentation is stored on the Town Council IT data store.

The group will meet at least 3 times a year, or as required.

These Terms of Reference may be reviewed and changed as necessary by the parent committee.

Public Report to Civic Pride, Arts & Leisure Committee 3 July 2023

Agenda Item No : 11

Newbury Boundary Signs featuring Twin Town - update

A quote has been obtained from Paul Tebble at Crescent Signs for the costing of stickers to include all five towns. Details below:

Option One – replacement graphics to panels No. 3 and No. 4 on 6 signs (2 per sign so 12 in total)

£660 + VAT for self-adhesive vinyl graphic (sticker) to be designed and fitted

Note: this option is not recommended by the designer as the edges of the existing graphics may show through

Option Two – replacement of rigid panels to panels No. 3 and No. 4 (2 per sign so 12 in total)

£831 + VAT to fit overlay panels above direct existing panels

Note: this option is recommended to hide any graphics underneath

The ask is also to add the dates of the Farmers Markets.



Appendix 7

The meeting is asked to authorise officers to explore with NTTA options for a town centre sign to celebrate Newbury's twin Towns.

Such proposals to be considered as part of next year's budget.

Public Report to Civic Pride, Arts & Leisure Committee 3 July 2023

Agenda Item No: 12

Ebb and Flow Information Panel



Following approval for the former Ebb and Flow information panel to be repurposed/refurbished for sharing information about Lock Cottage and the history of John Gould to show the significance of Lock Cottage a quote was provided by Paul at Crescent Signs of £798 + VAT (panel) and £75 for 1st hour and £48 + VAT per hour thereafter (for the design and artwork).

Anthony Pick and the History Society / Heritage Working Group were approached for comments to the draft text below. We are still to hear from them.

The proposal could also be discussed with the Canal Corridor Working Group.???

This site was formerly occupied by the Lock Cottage. Built in the Eighteenth Century, its original use is thought to have been as a warehouse and is believed to date back to 1720. Following the construction of the Kennet and Avon Canal in 1796 the property was used as the Lockkeeper's house. It was last occupied by the Lockkeeper Albert Emberlin and his family until 1958, after which it remained empty. In the Autumn 1989, following a fire, the Lock Cottage was declared unsafe and

sadly had to be demolished after falling into a state of disrepair. In 1995, Newbury District Council decided to turn the site into a public open space, which was officially opened in June 1996. The area marked out in brick paving is the footprint of the Lock Cottage and the adjacent outhouse.

Public Report to Civic Pride, Arts and Culture Committee 3 July 2023

Agenda Item No: 13

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 19 (as of 30 06 2023):

28/02/2023 – Albert and Dorothy Smith who celebrated 70 years of marriage.

28/02/2023 - Izzy Fry, who finished 5th in the final of the 3000 metres at the UK Indoor Athletics Championships I would like to offer my congratulations to you on your recent success, finishing 5th in the final of the 3000 metres at the UK Indoor Athletics Championships.

28/02/2023 - Newbury BID were congratulated on the success of their recent Dino Day in the town.

28/02/2023 – Winnie Tigwell was congratulated on reaching 100 years old.

23/03/2023 – Charlotte Wilson, won the Mock Trial for Berkshire Schools

23/05/2023 – Mike Sheridan, a Newbury resident who completed the London Marathon as well as winning the M70 race and breaking the record that had stood since 1996.

25/05/2023 – Ayo Sokale, resident of Newbury shortlisted for the Diversity and Inclusion Ward in Egnuity Skills Awards

31/05/2023 – Jeff Bird– for organising the Newbury 10k

05/06/2023 - Newbury Athletics Club and Team Kennet who had success in all the age categories at Berkshire Athletics Track and Field County Championships.

06/06/2023 – Newbury Lions Club 50th year anniversary and contribution of £15,000 to good causes in West Berkshire.

06/06/2023 – Lauren Bell for her cricketing accomplishments - playing for the England Women's Cricket team and taking two wickets for 25 runs to help 'Southern Vipers' Women's T20 team to win comfortably against the South-East Stars in the Charlotte Edwards T20 Cup.

06/06/2023 – Victoria Duncan, for finishing the gruelling Marathon de Sables ultra marathon race across the Sahara and also finishing overall 58th, 7th woman finisher and 5th British competitor to finish.

13/06/2023 – Andrew Johnston, for walking from Newbury to Hungerford to raise money in memory of his late mother.

13/06/2023 – Keith Williams, for organising the 79th anniversary of the D-Day Landings remembrance service.

13/06/2023 – Phoenix Lacrosse Club, for growth in members, together with invitations to take part in England trials, on completing their first year of competitive lacrosse to girls across the district.

17/06/2023– Bharati Shakha Newbury, for celebrating the International Yoga Day in Victoria Park for the 2nd year, bringing the community together and improving wellbeing.

23/06/2023– Newbury Library, for winning the 'Library of Sanctuary status' which given by City of Sanctuary UK in recognition of their work in welcoming and supporting refugees and others seeking sanctuary.

26/06/2023– Ruth Saunders, for celebrating her 107th birthday.

26/06/2023– Crimson Heat, for winning the 11 national championship titles at British Cheerleading Association National Championships.

Public Report to Civic Pride, Arts & Leisure Committee 3 July 2023

Agenda Item No: 14

Flying the Ukrainian flag outside Newbury Town Council office

The Committee have agreed to a 3-month review of flying the Ukrainian flag as the default flag from the Town Hall unless scheduled events require a different flag eg. Newbury Pride flag will be flown (24th – 27th June). The current guidance on the NTC website is below:

As of 24th April 2022, the Council resolved to agree a motion to change the default flag to fly from the Town Hall from the Newbury Town Flag to the Ukrainian flag in solidarity with the people of Ukraine and to show support for local people helping Ukrainian refugees.

This change will be until the war in Ukraine ends or the Council decides to revert to the Newbury Town Flag as standard. This decision will be reviewed at least every 3 months at the Civic Pride, Arts and Culture Committee meeting.

Click below to find information on Newbury Town Council's Flag Flying Policy

[Flag Flying Policy](#)

We have ordered a new Ukrainian flag which will be used outside the Town Hall to replace the old one.

We would ask the Committee for agreement that this approach continues.

Public Report to Civic Pride, Arts & Leisure Committee 3 July 2023

Agenda Item No. 15 Civic Events

King Charles' Coronation

The Coronation of HM King Charles III took place on Saturday 6 May 2023. It was also announced that there would be a Bank Holiday and a series of community activities would take place.

The Council needed to be mindful of what could be achieved in terms of commemorative activities as the date of the celebrations fell straight after Local Elections and just before Mayor Making.

CPA&C agreed a budget of £1,500 for any coronation activities undertaken.

At the February 2023 meeting, it was agreed that Newbury Town Council would NOT be hosting their own specific event for the Coronation Celebrations due to the precarity of the timings and lack of resource available and time to arrange anything.

Instead, the Council would be encouraging community led events and encouraging the community to invite the Mayor of Newbury to attend as many events as possible, whether this was street parties or volunteering events. And then at each event the Mayor could distribute commemorative pin badges to attendees.

300 Coronation Pin Badges were purchased from Made by Cooper with 'Newbury' personalised on them. These were delivered in good time for the Coronation and enabled the Mayor to share them with members of the community. He attended 17 events in total following a press release being produced by Newbury Town Council and published on the NTC website and Newbury Weekly News with a message encouraging the community to invite the Mayor to their celebrations.

In addition, a congratulations message was published in the Newbury Weekly News.

A whole page of the Newbury Weekly News the following week featured the Mayor attending many events and was a good way to promote the Council's dignitaries. Follow up stories were also shared on social media.

Newbury Town Council

Report from Councillor Jo Day to the Civic Pride, Arts and Culture Committee meeting on 3rd July 2023.

Agenda item 11: Newbury Spring Festival

Their aim is to expand their offering of range of music and make the event more NEWBURY Spring Festival and more appealing to a wider range of people.

They are looking for advice and to work in partnership with NTC to try to achieve this and involve more people in participating and attending not only the usual kind of offering but also some new events. They are wondering whether they might be able to use the Market Place, Victoria Park or Northcroft for some events and are considering advertising using banners to make sure nobody is unaware that the Festival is happening

It was suggested that Greenham Trust seem interested and may be willing to help with funding.

At present it is just a set of ideas being explored.

Newbury Town Council

Work Programme for Civic Pride, Arts & 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
July	Election of Chairperson Report on Mayor Making Report and Review Civic Award Presentation Evening Heritage Open Day Local Democracy Working Group Approach Road Signs – Twin Towns Ebb & Flow Information Panel Refurbishment
September	Remembrance Sunday Planning Heritage Open Day Local Democracy Events Art on the Park Report

Appendix 13

November	Remembrance Sunday Report Report from Newbury & District Arts Association Heritage Open Day Report Report of Local Democracy Event Strategy Review Budget 2023/24 Civic Awards Planning Festive Afternoon Tea
February	NTTA Report Civic Awards Mayor Making Festive Afternoon Tea Report