

1 September 2021

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 6th September at 7.30pm** in the **Council Chamber**. This meeting is open to the Press and Public.

Yours sincerely,

Elisa Adams
Civic Manager

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 5th July 2021 (previously circulated).
3.2 Report on actions from previous minutes.
- 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 3rd September 2021)

Town Hall, Market Place, Newbury, RG14 5AA

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MADE IN NEWBURY



9th August 2021

**Local Democracy Working Group Minutes
9th August 2021 2pm via Zoom**

Working Group Members: Councillors Jo Day (Chairperson); Jeff Beck; Billy Drummond; Nigel Foot; Stuart Gourley; Gary Norman; Elizabeth O’Keeffe; Martha Vickers.

Officer support:

Elisa Adams, Civic Manager

1. Apologies.

No apologies

Absent: Jeff Beck, Nigel Foot, Martha Vickers

2. Minutes (Appendix 1).

Proposed: Councillor Billy Drummond

Seconded: Councillor Elizabeth O’Keeffe

Resolution: Minutes of the meeting held on the 16th March were agreed.

3. Youth Voice Event (Appendix 2).

To review the youth voice event ‘Ask A Young Person’ which took place on 17th June 2021 and future outcomes

Councillor Gary Norman gave an overview of the ‘Ask A Young Person’ event.

Main feedback from young people was in response to the topic of Places to Meet and

Things To Do. Young people’s thoughts on their opinions of the Town Hall stood out and the need for indoor spaces in Newbury for young people. Looking at being able to provide an opportunity for young people to visit the Town Hall, particularly for those who took part. Potential to move forward with a Youth Consultancy opportunity with the young people that were interested following ‘Ask a Young Person’.

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Civic Manager to look at possible date of Wednesday 20th October 4:30pm for an opportunity for young people to have a tour of the Town Hall and for them to ask any questions, providing food.

Councillor Gary Norman also pitched a suggested youth event in Victoria Park next year as part of the Council's 25 year anniversary celebration. The suggestion was for young people to get involved in suggesting ideas of what activities could be a part of the event, using the opportunity as a hook to get young people involved in the Council by steering this particular idea. Councillor Norman's suggestion will be fed to the 25th Anniversary Working Group, with potential for youth organisations to be involved.

4. Primary Schools 'Meet The Town Council' fortnight.

To consider arrangements for this year's event.

It was agreed that we would look to host our usual fortnight of events in October 2021.

Provisional slots booked in the Council Chamber Wednesday 13th – Friday 15th and Wednesday 20th – Friday 22nd for 10am – 12pm and 1pm – 3pm slots (12 in total).

The Civic Manager will work with the Chair to write to the primary schools to invite them in the Autumn. It was also noted to not be too disappointed if there isn't much take up this year as there isn't as much notice as previous years. Dependent on the school response it could be considered to move the event to January/February of 2022.

It's important to make sure we find the correct person to contact at each school to make sure the invitation gets consideration (Deputy Head or KS2 Lead). Councillors have been advised to share their key contacts with schools with the Civic Manager. In all invitations, we would advise each school of their Link Councillor and ensure they're included in the invitation.

Chair agreed to support the Civic Manager in updating the presentation and documents used for activities.

Rota for Councillors present on the day to be created. Ensure Councillors are trained up to do the talk and tour – briefing before meeting the schools.

Civic Manager to order new Mayor's Bears, flags and booking of the Civic Team & Mayor.

5. Secondary School's Offering.

To consider this year's secondary school offering.

It was agreed that we would ask the secondary schools if they would like to take part this year by taking part in a similar Q&A style event, either during the Monday or Tuesday of 'Meet the

Town Council' fortnight, or whenever the schools have good availability during October or early November.

There would be 3 elements of the secondary school event:

- Section on Newbury Town Council and what we do
- Q&A with Councillors which stimulates political debate & how that effects local democracy
- Trying to recruit for the Young People's consultancy.

There were also discussions about the potential to have West Berkshire Councillors or Officers there as well (or Newbury Town Councillors who have a dual hat with West Berkshire) as it would be likely that secondary school students would questions that would be more appropriate for WBC to answer. Agreed to get an answer from the schools about participation first before deciding to invite West Berkshire Councillors or Officers.

The Civic Manager will check the Link Councillor List and will copy all link councillors into the school's invitations.

6. Future Meeting

Wednesday 8th September – 9:30am via Zoom

NTC Silver Anniversary Working Group **Terms of Reference**

Background:

At the Civic Pride, Arts & Culture Committee meeting of Newbury Town Council on 5th July 2021, it was resolved that a Working Group be formed to consider how Newbury Town Council's silver anniversary should be marked/celebrated in 2022.

Members:

- Councillors Jo Day, Billy Drummond (Mayor), Gary Norman (Deputy Mayor), Elizabeth O'Keeffe
- Joyce Lewis (former Civic Manager & Keeper of the Robes)
- Elisa Adams (Newbury Town Council Civic Manager)

Additional members are welcome, either on an individual basis, or as a representative of any relevant group.

If a member is unable to attend a meeting, they can nominate a substitute to represent their area of responsibility.

If an officer is unable to attend a meeting, a substitute officer will be in place.

Administration support is provided by Elisa, Civic Manager.

Quorum is 3 Members and 1 Officer

Goals:

- To ensure that the 25th anniversary of Newbury Town Council is appropriately acknowledged;

Deliverables:

The Working Group is tasked with delivering to the parent Committee (Civic Pride, Arts and Culture) and to the community of Newbury:

- A costed and detailed action plan of celebratory event/s with clear responsibilities.
- The implementation of the recommendations and actions approved by the parent committee while the Working Group is in action.

Scope / Jurisdiction

To primarily work on items that have a direct impact on Newbury civic parish.

Guidance from the Council / Parent Committee

Provide a report back to the Civic Pride, Arts and Culture Committee.

Resources and Budget

Uses Town Council meeting rooms, administration resources and officer time as required.

A budget line to be proposed in the draft budget for 2022/23. Any further funding authorisation is sought from parent Committee or full Council.

Governance

Decisions agreed mostly by consensus, but where necessary a majority vote of those present, with Chairperson's casting vote if necessary. The Chairperson must be an elected Councillor.

Additional Notes

- Methods of work (e.g. consultations, press releases, surveys, progress reports etc) are entirely up to the Working Group to decide and must follow the Councils agreed procedure.
- Communications are generally informal and via email
- Relevant documentation is stored in a sub-folder under the Civic Pride, Arts and Culture folder on the Town Council IT data store, plus in an email store within the Civic Manager's email folders
- The group will meet at regular intervals to ensure progress as required
- Sub-groups (with other nominated members) can be created as necessary to progress specific items
- Occasionally reporting back to the Civic Pride, Arts and Culture Committee or Full Council on progress (via the Chairperson) and whenever it needs additional authority for action
- The Working Group's work is complete when it has achieved all the deliverables to the satisfaction of the parent Committee.

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

NTC Silver Anniversary Working Group

Monday 9th August, 3pm via Zoom

Attendance: Councillor Jo Day, Councillor Billy Drummond, Joyce Lewis, Elisa Mullen (Civic Manager), Councillor Gary Norman, Councillor Elizabeth O'Keeffe

1. To agree a Chairman

Proposed: Councillor Billy Drummond

Seconded: Councillor Jo Day

Resolved: Councillor Gary Norman was named chairperson of the NTC Silver Anniversary Working Group

2. Apologies

No Apologies

3. To consider and agree the Terms of Reference (Appendix 1)

To add "If an officer is unable to attend a meeting, a substitute officer will be in place." to ensure quorate meetings.

Proposed: Councillor Jo Day

Seconded: Councillor Elizabeth O'Keeffe

Resolved: With the above addition, the Terms of Reference would be taken to the Civic Pride, Arts and Culture Committee on the 6th September for approval.

4. To discuss and formulate ideas to acknowledge/celebrate the 25th anniversary of NTC.

The Civic Manager shared a list of the events that took place for the Town Council's 20th Anniversary in 2017, and working group members shared their thoughts on whether they would like to run similar events for 2022:

- Celebration Reception in St Nicolas Church Hall with refreshments, quiz and celebration of achievements. Very successful for the 20th anniversary event, invited former Councillors & Mayors to attend and organisations involved in the Town Council that had a history. Would be good to do something like this again as a 'launch event' for 2022's anniversary, as close to the date of formation of the Council as possible (this is 1st April 1997, 1st April 2022 falls on a Friday and St Nics Church Hall is available on this date for hire).
- 20th Anniversary mugs for sale towards the Mayor's Benevolent Fund. Mugs didn't sell very well previously, so it may not be a good idea this year. Mayor's Bears in silver to purchase could be considered as an alternative.
- Special letterheaded paper & logos used throughout the year. Special branding (silver branding, town flag & 25) was something favoured. Potential to look at hosting a competition towards the end of 2021 for the public to submit a suitable logo.
- Commemorative bench purchased to mark the anniversary. Would prefer to go with alternative installations suggested down below.

The Civic Manager also shared feedback of ideas that came from Councillors via email in advance of the Working Group being formed:

- Engaging with Newbury Residents to share 25 yrs of success. Opportunity to ask the public to produce photographs & memories – born/married/significant life events when NTC was formed. NWN to be able to help in finding archives.
- Exhibition in the Chamber. Could work as part of Heritage Open Day in September.
- Section on Website. Doable, need to look at what kind of content goes on there.
- Competition for public to vote for the Town Council's Top 10 achievements. Sceptical about this, could involve criticism.
- Focus topic for our Heritage Open Day event (rough dates of either 10th/17th September 2022) "25 years of the Council, 400 years of history"
- 25th Anniversary celebratory piece of public art in the town. Would be very expensive and would need to be explored now.
- Replacement of the Town's approach road signs - more achievable than the above. Discussion of replacement of approach road signs has already been discussed so it would make sense for this to be the project for 'permanent commemoration'.

Discussions took place with an idea to host a special young person's event in Victoria Park. Youth and Sports organisations taking part in different areas e.g skateboard demonstrations, tennis, canoe club, Newbury archers, paddle boarding, waterside centre, corn exchange youth workshops, local celebrities/sports people involved. See if Berkshire Youth would be onboard to help facilitate the organisation. Would it work as an add on for the Family Day? Elisa to speak to Caroline & David about their 2022 plans.

Would need to know the status of Victoria Park Café, would building works affect the Family Day next year? A big reveal of the café could be incorporated into special plans.

Special sponsors & partners for the year were discussed. Task to try to find sponsors, suggestions include:

Stryker

Newbury Building Society (paid for the original approach road signs when celebrating 400yrs of royal charter)

Microfocus

Vodafone

Open to finding other connections with large/medium sized Newbury business. Emphasise events were running with profits going to Mayor's Benevolent Fund and Mayor's Charities. Bringing others local partners onboard for events, e.g. Corn Exchange, Canoe Club, Berkshire Youth.

Annual Bowls Match, 25th Anniversary Special. Civic Manager to contact Bowls Club.

All items of interest will be included on the agenda for the next meeting where we can refine some of our plans and begin to look at budgets.

5. Date of next meeting

Wednesday 8th September 10:30am

HM The Queen's Platinum Jubilee Beacon Lighting**Rough Event Plan****Thursday 2nd June 2022****Concept**

Beacon Lighting Event to take place in Victoria Park on Thursday 2nd June 2022 to celebrate the Queen's Platinum Jubilee. Beacons across the UK will be lit as sunset falls on this day; this will be roughly 21:15. An event would be held in the evening at Victoria Park which will offer entertainment and food in the lead up to the occasion which will be suitable for all ages to attend.

Ideas

Event start at 7:30pm

Kennet Radio & Watership Brass available

Food Van on site for the occasion (Fink Street Food?) will require someone on St Mary's Gate for access.

Other entertainment for consideration, VoxFresh? Rock Choir? Dancing?

Equipment: Dias for speeches, Gazebo, table & chairs (info and H&S point), cones & tape around beacon.

Rough Timings

13:00 Town Crier proclamation – from Council Steps (Live stream/pre-recorded also available for out social media)

18:00 Event Set Up in VP, suppliers arrival & stewards briefing

19:30 EVENT START with entertainment & music

21:09 Piper to play "Diu Regnare" (source a piper - Watership Brass?) (TIME TBC WEEK COMMENCING 30/5/22)

21:15 Beacon Lit (TIME TBC WEEK COMMENCING 30/5/22)

21:17 National Anthem followed by words of thanks from the Mayor

End & Pack Down

SOURCE/COST

- Beacon & Gas Canisters (£490+VAT)
- Kennet Radio (estimated cost of £1000 - awaiting more accurate quote)
- Misc costs; bin bags, cable ties, tape etc (£50)
- Piper (cost TBC)

10:00	Unit Commanders briefing	Unit Commanders with Parade Marshal	Pelican Lane	
10:15	Civic Party to Form Up in the Town Hall	Civic Party	Town Hall	
10:15	Guard of Honour Posted	77 th Brigade	2 at War Memorial, 2 at Dias in Market Place	
10:20	Parade fall on Unit Markets	Parade	Pelican Lane	
10:25	Northbrook Street Bollards Lowered	Northbrook Street	Civic Manager/WBC	
10:25	PARADE STEP OFF under instruction of Parade Marshal & Watership Brass	Parade	Pelican Lane – London Rd – The Broadway – Northbrook St – Mansion House St – Market Place	Form up in the Market Place as instructed. Standard bearers to assemble as instructed.
10:25	Mayor's Party to process to Dias to take Salute	Mace Bearers, Mayor, Guard of Honour, President RBL	Town Hall to Mansion House Street	
10:30	Civic Party to process to Market Place	Remainder of Civic Party	Town Hall to Market Place	
10:30	The Arcade to be cordoned off	Police	St Barts end & Market Place end	
10:50	Call parade to ATTENTION to receive the Mayor of Newbury	Parade Marshal & Mace Bearers, Mayor, Guard of Honour & President RBL	Mansion House Street to Market Place	
	Band stop Playing	Watership Brass		
	Church Choir to follow Saluting Party into Market Place and head behind the Civic Party by notice boards	Church Choir	West Mills to Market Place	
	Take up position Hymn Bidding Prayer	Bugler Chaplain	Market Place	
10:59	ATTENTION Present Arms Exhortation Last Post	Parade Marshal Guard Commander Chaplain Bugler		
11:00	Solemn Silence Reveille Kohima Epitaph Prayer	Bugler Chaplain		

	<p>AT EASE 2 Young People to the Dias Prayer ATTENTION National Anthem Blessing Instructions on wreath laying</p>	<p>Parade Marshal NOMINATED ESCORT Chaplain Parade Marshal Watership Brass Chaplain</p>		
	<p>Commence Playing Standard Bearers March out of Market Place to St Nics Form Guard of Honour Wreath Bearers to lay their wreaths and re join their own contingents back in the Market Place March units to West Mills via War Memorial into church or remain in Market Place for dismissal</p>	<p>Watership Brass Standard Bearers followed by Choir and Clergy, then the Wheelchair party followed by the Civic Party Nominated Wreath Layers Main Parade</p>	<p>Market Place, Mansion House Street, West Mills Approach to West Door at St Nics church Market Place to War Memorial & return to Market Place</p>	<p>The Mayor, and other members of the Civic Party will lay their wreaths at the War Memorial as they continue to St Nics.</p>
	<p>Stop Playing as NOMINATED REPRESENTATIVE takes to dais to announce the end of the parade and dismissal of the crowd Commence Playing for 5 minutes until crowd disperses</p>	<p>Watership Brass NOMINATED REPRESENTATIVE Watership Brass</p>	<p>Market Place</p>	
Once Clear	<p>Removal of Dias, Police Tape, Cones & Signage Remove PA System</p>	<p>Care Taker & Civic Manager Kennet Radio</p>	<p>Market Place & Mansion House Street</p>	
12:15	<p>March to Pelican Lane</p>	<p>Marching Contingents Leaving Church</p>	<p>St Nics/West Mills/Northbrook Street/Broadway/London Rd/Pelican Lane</p>	<p>Police to briefly re-introduce road closure</p>
	<p>Process to Town Hall</p>	<p>Civic Party</p>	<p>St Nics/West Mills/Mansion House Street/Market Place/Town Hall</p>	<p>Mayor dismisses all upon return to Chamber</p>

Ebb and Flow



A water sculpture by Peter Randall-Page

In 1998, Newbury Town Council embarked on an ambitious, long term project to create a trail of public art with the theme of 'Flow', reflecting the town's pride in its heritage and ambitions for the future.

Peter Randall-Page's 'Ebb and Flow', the handsome granite bowl you see in front of you, was the first piece installed in our trail. Lifted into place in 2003 across the river by a crane positioned in Northcroft Lane, 'Ebb and Flow' fills and empties in parallel* with the water in Newbury Lock. Look closely and you'll appreciate the curves and spirals that shape the movement of the water: stand back and notice how the setting enhances its beauty.

The theme of 'Flow' encapsulates Newbury. The town has long flourished as a hub of movement: goods trading in the market, boats passing along the waterways, vehicles travelling far and wide by road and rail, and most recently, electronic data flowing constantly and invisibly all around us.

In the flow of time, Civil War soldiers, generals, merchants and princes, travellers by coach between London and Bath, women from the Greenham Common Peace Camps, protestors during the 'Battle of the By-pass', pioneers of the digital age are among those who have flowed into Newbury - and while many have stayed, others have gone, leaving behind only memories.

Now, as we look to a future where people, goods, information and ideas will continue to flow through our town from all over the world, we welcome residents and visitors alike to enjoy our trail and everything else our historic town has to offer.



Follow the spiral granite path. What can you see?

Ebb and Flow is an enormous silver-grey granite bowl, 2.4 metres in diameter and weighing seven tonnes. That is the weight of two elephants!

Look inside the bowl, is there any water in there?

If you see water, there must be a boat going through the lock!

Why?

The bowl is connected to the lock by underground piping. When the lock fills, the Ebb and Flow bowl fills: when the lock empties, the bowl empties too. This is caused by natural water pressure.

What is water pressure?

Water Pressure is the force that pushes water through pipes. It can be high or low depending on factors such as the relative height of the water source.

Look inside the bowl closely can you see spirals carved in the rock?

The pattern of opposing spirals shapes the water as it rises and falls.

How was it made?

The granite for the bowl was quarried and turned.

What does turning mean

It is a form of machining, used to create round shapes by cutting away unwanted material. The turning process requires a turning machine or lathe and cutting tool.

Who made it and where was it made?

Sculptor Peter Randall-Page was commissioned to create the artwork for Newbury Town Council in 2003. He was selected to develop designs for an artwork for Newbury Lock, to respond to the Town Trail's theme of 'Flow'.

After the granite was quarried and turned in Germany, Ebb and Flow was carved in Devon.

If there are no boats, why not have a look at this video of Ebb and Flow in action

<https://www.facebook.com/NewburyTC/videos/4038349490842/>

Public Report to Civic Pride, Arts and Culture Committee

6th September 2021

Agenda Item X: 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 **47 (as of 26 08 2021)**:

05 07 2021 – Jonas Pearson, 14 year old game development with 1 million downloads

05 07 2021 – Loose Ends, new premise at Cricket Club

05 07 2021 – Park House School, fundraising for Newbury Soup Kitchen

05 07 2021 – Richard Farley, Deputy Chairman Newbury BID

05 07 2021 – Tofe Mohammed, mentor to young migrants in Newbury

05 07 2021 – Warwick Heskins, Chairman Newbury BID

08 07 2021 – Max J Green, receiving a Diana Award

08 07 2021 – Sue Tillen, providing CPR saving local man

08 07 2021 – Sushi Maki, Gold Seal award

27 07 2021 – Chief Inspector Lindsay Finch, retirement

27 07 2021 – Fink Street Food, food van crowdfunding campaign

27 07 2021 – Georgina Bartlett, first novel published

27 07 2021 – Michael Fairfax, unveiling of Two Rivers

27 07 2021 – Nick Carter, retirement

27 07 2021 – Nigel Lynn, appointed WBC CEO

- 27 07 2021 – Swift Logistics, new pharmaceutical division
- 02 08 2021 – Charlie Wiggett, local footballer signed to NUFC
- 02 08 2021 – Janet Wood, retirement from Girl Guiding
- 02 08 2021 – Matt Rossiter, Tokyo 2020 competitor
- 02 08 2021 – Wendy Bird, lollypop lady retirement
- 09 08 2021 – Amelia Rose Accessories, Muddy Stilettos Award
- 09 08 2021 – Georgie Cherryman, fundraising for Little Princess Trust
- 09 08 2021 – Lillian Cook, 100th Birthday
- 09 08 2021 – Newbury Athletics Club success at county tournament
- 09 08 2021 – Newbury Soup Kitchen, new catering van
- 09 08 2021 – Rocking Horse Nursery, #JustQuality Award
- 09 08 2021 – Ruth Saunders MBE Points of Light Award
- 09 08 2021 – The Globe, Muddy Stilettos Award
- 09 08 2021 – The Pizza Pilot, Muddy Stilettos Award
- 09 08 2021 – Will Young, patron for Newbury Soup Kitchen
- 12 08 2021 – City Arts ChalkFest
- 12 08 2021 – Letters of congratulations were written to the following schools and establishments for exam success:
- Park House School
 - St Bartholomew School
 - St Gabriels School
 - Trinity School
 - Newbury College
- 26 08 2021 – Berkshire Youth successful launch of Waterside Centre
- 26 08 2021 – Dave Shields, success at British Masters Championships
- 26 08 2021 – Eddie Franklin charity cycle
- 26 08 2021 – Florence & Jasper Hayes, 10km run for charity
- 26 08 2021 – Kayla Bell, representing Team GB at Olympic Games
- 26 08 2021 – Lockdown Woods commemoration ceremony

26 08 2021 – Louise Sugden, representing Team GB at Olympic Games

26 08 2021 – Margaret Gore, 20 years service at Newbury Town Council

26 08 2021 – Newbury AC success at British Masters Championships

26 08 2021 – Noeline Rycroft, selling homemade jam for charity

26 08 2021 – Tim Jeffery, representing Team GB at Olympic Games

Elisa Adams (Civic Manager)

26 08 2021

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. Past Civic Events
10. Future Civic Events
11. Discussion on Potential Future Civic Events

Meeting Date	Item
June/July	Election of Chairperson Report on Mayor Making Report and Review Civic Award Presentation Evening Heritage Open Day Art on the Park Local Democracy Event Newbury Twin Town Association Report on ideas for NTC Silver Anniversary & Queen's Platinum Jubilee Local Democracy Working Group – Terms of Reference
September	Remembrance Sunday Planning Heritage Open Day Local Democracy Event NTC Silver Anniversary Queen's Platinum Jubilee Ebb & Flow Sculpture Signage
Nov/Dec	Report on Heritage Open Day Remembrance Sunday Report Report from Newbury & District Arts Association Report of Local Democracy Event Budget and future projects Civic Awards Planning Art on the Park NTC Silver Anniversary Queen's Platinum Jubilee Ebb & Flow Information Panel
Feb/March	NTTA Report Art on the Park Mayor Making Queen's Platinum Jubilee