

30 June 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 5th July at 7.30pm** in the **Council Chamber**. This meeting is open to the Press and Public.

Yours sincerely,

Elisa Adams
Civic Manager

AGENDA

1. Election of a Chairperson

Civic Manager

To elect the Chairperson and Vice-Chairperson of the Civic Pride, Arts, & Culture Committee for 2021/22 Municipal Year.

2. Apologies

Civic Manager

3. 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.

4. Minutes (Appendix 1 & Appendix 2)

Chairperson

4.1 To approve the minutes of the meetings of the Civic Pride, Arts & Leisure Committee held on Monday 1st March 2021 (previously circulated).

4.2 Report on actions from previous minutes.

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- 5. Questions and petitions from members of the public**
Chairperson
(Questions, in writing, must be with the Civic Manager by 2.00 pm on Friday 2nd July 2021)
- 6. Members' questions and petitions**
Chairperson
(Questions, in writing, must be with the Civic Manager by 2.00 pm on Friday 2nd July 2021)
- 7. Newbury Twin Town Signage in the Town**
Chairperson/Civic Manager
To receive an update on progress of investigations for Newbury approach road signage to include Carcaixent.
- 8. Newbury Town Trail (Appendix 3)**
Civic Manager
To update the committee on the progress of Newbury Town Trails concept working with the Newbury BID.
- 9. Art on the Park**
Chairperson/Cllr Sue Farrant
To receive an update on the status of Art on the Park for Summer 2021.
- 10. Newbury Town Civic Awards 2021 (Appendix 4)**
Chairperson
To receive a report on the 2021 Newbury Town Civic Awards.
- 11. Local Democracy Working Group (Appendix 5a & 5b)**
Chairperson
To review working group membership & Terms of Reference.
To receive a report on the 'Ask A Young Person' event which took place on 17th June 2021.
- 12. Mayor Making (Appendix 6)**
Civic Manager
To receive a report on the 2021 Mayor Making Ceremony.
- 13. Newbury Town Council Silver Anniversary (Appendix 7)**
Chairperson
To approve arrangements for the formation of a Working Group to prepare Silver Anniversary Celebrations in 2022.
- 14. Queen's Platinum Jubilee (Appendix 8)**
Chairperson/Civic Manager
To receive a verbal update on current arrangements for celebrating the Queen's Platinum Jubilee.
- 15. Mayor's Drive and Tea Party**
Civic Manager
To note that alternative arrangements in place of the Mayor's Drive and Tea Party are currently being explored for later in Autumn/Winter 2021.

16. Heritage Open Day

Chairperson/Civic Manager

To note that the Town Hall will welcome the public for Heritage Open day, in conjunction with the Heritage Open Days Festival, on Saturday 18th September 2021.

17. Flag Flying (Appendix 9)

Chairperson/Civic Manager

To approve the policy in relation to flags being flown from the flagpole on the balcony of the Town Hall. (Appendix 9).

18. Raising the Profile of the Council in the Community (Appendix 10)

Chairperson

To note the letters of congratulations that the Mayor of Newbury has sent to residents and organisations in the community since the last meeting of this committee.

19. Civic Events

Chairperson/Civic Manager

a) **To review** civic events since the last meeting of the Committee

- Virtual Civic Awards Presentation – 17th March 2021
- ‘Ask A Young Person’, Youth Voice Event – 17th June 2021
- Mayor Making – 27th June 2021

b) **To note** the programme of civic events until the next meeting

- Art on the Park – 29TH August

c) **To receive** ideas for suggested or potential future events or activities.

20. Forward Work Programme for Civic Pride, Arts, & Culture Committee meetings 2021/22 (Appendix 11)

Chairperson

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

Next Meeting:

6th September 2021, 7:30pm

**Minutes of a meeting of the Civic Pride, Arts & Leisure Committee held virtually on
Monday 1 March 2021 at 7.30pm**

Present

The Leader and Deputy Leader of the Council; Councillors Jo Day (Chairperson); Billy Drummond; Sue Farrant; Olivia Lewis; Steve Masters; Gary Norman & Elizabeth O’Keeffe

Officer present:

Elisa Adams, Civic Manager

52. Apologies for absence

None

53. 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.

54. Minutes

54.1

Proposed: Councillor Billy Drummond

Seconded: Councillor Martin Colston

Resolved: That the Minutes of the meeting of the Civic Pride, Arts & Leisure Committee held on Monday 30th November 2020 be approved and signed by the Chairperson.

54.2 Actions from previous meeting

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

55. Questions and petitions from members of the public

There were none.

56. Members' questions and petitions

There were none.

57. Newbury Twin Town Association.

The Chairperson welcomed Gillian Durrant to the meeting, Chair of the Newbury Twin Town Association. A report was received reflecting on their activities from the past year, and the struggles that they have faced due to Covid-19.

A question was asked regarding new signage to reflect our most recent twinning with Carcaixent. The Civic Manager will check what reserves are earmarked and will work with the NTTA to investigate solutions can be done to either replace or amend the current signage on the town's approach roads.

Members were enthusiastic about wanting to do more in representing our Twin Towns throughout Newbury and felt that more could be done in addition to the approach road signs into Newbury. Some ideas suggested included having a sign on the outside of the Town Hall showcasing our Twin Towns (which The Leader suggested could be a possible, less costly solution until funds were available to replace or adjust the approach road signage) and hanging each Twin Town's flag from the Town Hall on the date of the anniversary of when Newbury twinned with them.

The Civic Manager agreed to further investigate these options, and to bring a report back to the next meeting providing more information.

58. Newbury Town Trail

Following a brief discussion of the Newbury Town Trails concept, Cllr Martin Colston advised that it would be a good idea to speak to Newbury BID who have previously expressed interest in supporting the idea of town trails.

Proposed: Cllr Sue Farrant

Seconded: Cllr Olivia Lewis

Resolved: Arrangements to introduce Newbury Town Trails concept was approved to move forward with planning.

The Civic Manager agreed to contact the Newbury BID to see if they would be able to support the concept.

59. Art On The Park

Cllr Sue Farrant provided an update on progress she had made towards discussions to bring back Art On The Park.

While there wasn't much to update on, due to the difficulty of planning a meeting during Lockdown, the Committee were assured that Newbury & District Arts Association and Newbury Art Group were both interested in bringing the event back for Summer 2021.

Members were happy to support both groups in the instigation of Art on the Park for Summer 2021.

The Civic Manager agreed to support by exploring dates during August in which the groups can make use of Victoria Park, including the Bank Holiday weekend.

60. Newbury Town Civic Awards 2021

The Civic Manager provided an update that nominations for the Civic Awards had taken place and that the awards will be presented by a pre-recorded video which will premier on the Town Council Facebook page and website on Wednesday 17th March at 7pm

The Council also noted the pin badge competition for the Community Champions Award had taken place, won by 8 year old Suraiya Sheikh.

A report on the Civic Awards 2021 will be brought to the next meeting.

61. Local Democracy Working Group

61.1 The minutes from the Local Democracy Working Group meetings taking place on 19th January 2021 & 9th February 2021 were noted

61.2 The Committee was presented with the Working Group Terms of Reference

Proposed: Cllr Jo Day

Seconded: Cllr Gary Norman

Resolved: The Terms of Reference for Local Democracy Working Group were approved.

61.3 Members thanked the Civic Manager and the Local Democracy Working Group for the effort that had been put into making the Youth Voice Survey a success, and look forward to seeing what event comes out of the results of the survey.

A decision was to be taken on approving the survey report;

Proposed: Cllr Gary Norman

Seconded: Cllr Martin Colston

Resolved: The survey report which tells the outcomes of the Youth Voice Survey was approved to be shared among partner organisations, schools, all members and Link Councillors.

It was noted by the Civic Manager to make sure Clay Hill Community Centre and Greenham Community Youth Project are included in these communications.

62. Mayor Making

The Civic Manager provided a verbal update on the current working arrangements for Mayor Making 2021.

This was noted by the Committee, and further information will be presented at the Policy & Resources meeting taking place on the 26th April 2021.

63. Newbury Town Council Silver Anniversary

The Committee noted that Newbury Town Council will be celebrating its 25th Anniversary in May 2022. Members agreed that they would like to move forward in marking the occasion, but events could coincide with the next agenda item.

64. Queen's Platinum Jubilee

The Committee noted that Her Majesty The Queen's Platinum Jubilee would take place in June 2022.

Members liked the idea of hosting an event in Victoria Park to commemorate the occasion, as well as the Town Council's silver anniversary.

Members have been invited to email the Civic Manager with any ideas on how to commemorate both events which will be put into a report for the next meeting.

65. Mayor's Drive and Tea Party

It was noted by the committee that the Mayor's Drive and Tea Party would not be taking place this year, and organisers didn't want to look into alternative options for the event.

Cllr Billy Drummond, Deputy Mayor, expressed that he would be interested in running an event during his year if elected as Mayor, potentially a tea party in Victoria Park. Councillors felt disappointed that the event wouldn't be running for a second year, but would be in support if the incoming Mayor would like to host an afternoon tea party event as part of the Mayor's Benevolent Fund when it is safe to do so.

66. Celebrating Cultural Diversity in Newbury

Cllr Sarah Slack presented ideas that had been raised following her involvement in a Community United West Berkshire event, that the Covid pandemic had highlighted the inequalities in diverse communities. The event highlighted the need for communities to act towards inequalities and to promote social cohesion. Cllr Slack suggested that this could be done through supporting and acknowledging cultural and religious festivals and events that take place throughout the year.

Members were in support that the Council should do more to promote social cohesion. It was agreed that the Civic Manager would work with Cllr Slack to support the development of the idea and would report back to the next meeting.

67. Raising the Profile of the Council in the Community

Letters of congratulations were noted by the Committee. The Civic Manager and the Mayor were thanked for the work that has been put into this scheme and hope for the long continuation of it.

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. Future events include:
 - Virtual Civic Awards Presentation on 17th March 2021. All members will receive an invitation to watch the event.
 - Mayor Making. The agenda noted the 16th May date, however the agenda was published before decisions were explored regarding new Mayor Making plans.

- c. Potential future events or activities:
No ideas received

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

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

- Newbury Twin Town Association
- Report on ideas for Silver Anniversary & Queen’s Platinum Jubilee celebrations
- Mayor’s Drive & Tea Party alternative event
- Celebrating Cultural Diversity in Newbury

There being no further business the Chairperson declared the meeting closed at 9.30pm.

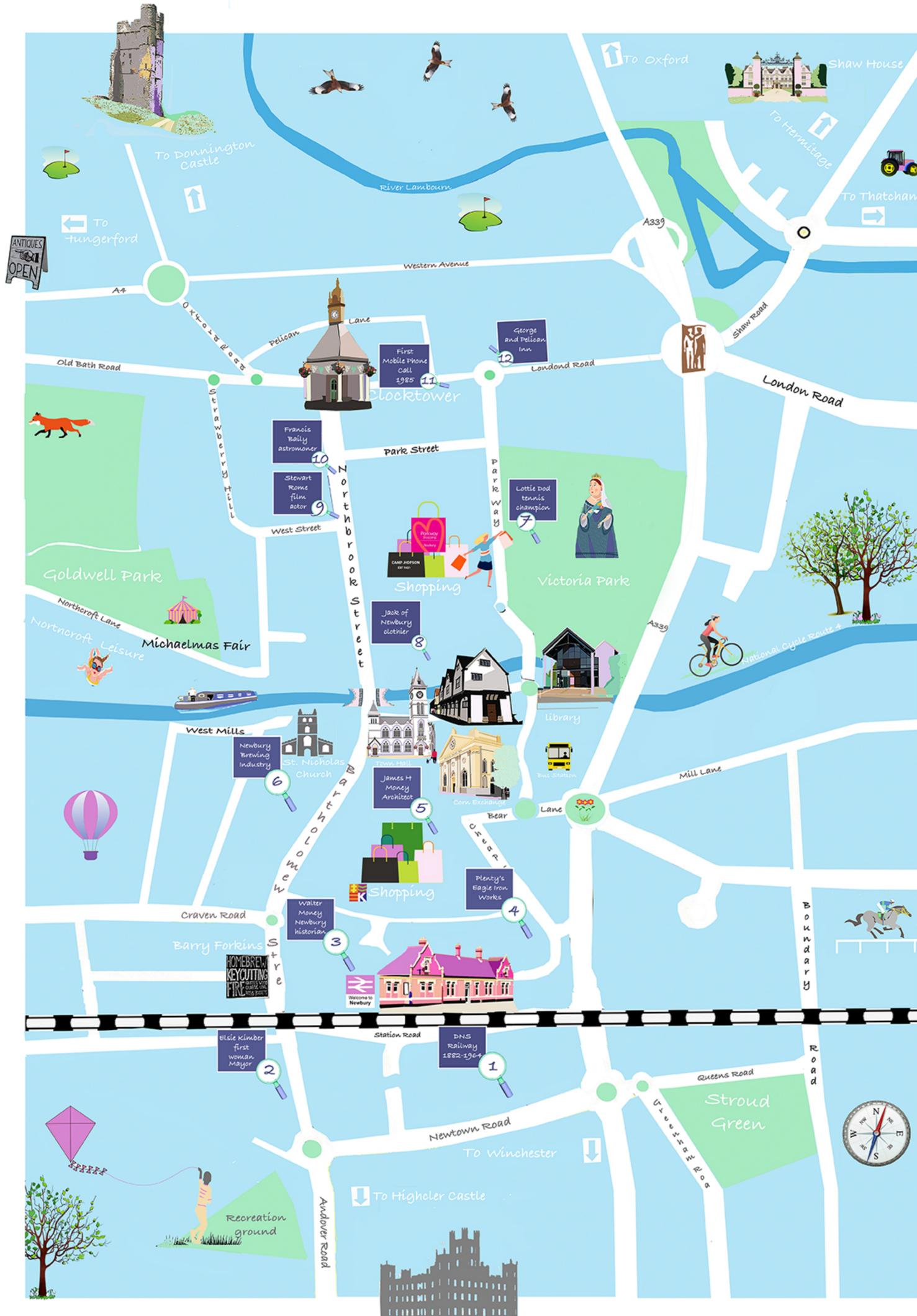
Chairperson:

Date:

CPA&L Action Sheet**Civic Pride, Arts and Leisure Committee****Date: 03/01/2021**

Item	Resolved	Actions	who	when
Minutes		Send signed minutes to Darius for archive		
Agenda Item 57 – Newbury Twin Town Association	Further investigation into the following: <ul style="list-style-type: none"> - Town's approach road signage to include Carcaixent - How the Town Council can represent our Twin Towns more throughout Newbury - Sign on the Town Hall building - Flying each Twin Town's flag from the Town Hall on the date of their twinning anniversary. 	Further investigation required. Work with NTTA & Community Services team. Report back to next meeting.	Civic Manager	17/06/21
Agenda Item 58 – Newbury Town Trail	Arrangements to introduce Newbury Town Trails concept.	Work with Newbury BID to see if they would be able to support concept.	Civic Manager	17/06/21
Agenda Item 59 – Art on the Park	Council are in support of art groups restablisng event for Summer 2021.	Explore possible dates for use of Victoria Park in August 2021	Civic Manager	18/03/21
Agenda Item 61 – Local Democracy Working Group	Survey report which tells the outcomes of the Youth Voice Survey was approved	Share among partner organisations, schools, all members including Link Councillors. Important to include Clay Hill Community Centre & Greenham Community Youth Project in communications	Civic Manager	18/03/21
Agenda Item 63 – NTC Silver Anniversary Agenda Item 64 - Queen's Platinum Jubilee	Councillors happy to move forward in looking at arrangements to celebrate these 2 events.	Ideas to commemorate both events should be emailed to the Civic Manager and reported back.	Civic Manager	17/06/21
Agenda Item 65 – Mayor's Drive and Tea Party	Councillors interested in hosting an alternative event	Add to Forward Work Programme for July 2021 meeting	Civic Manager	17/06/21
Agenda Item 66 – Celebrating Cultural Diversity in Newbury	Councillors are in support to do more to promote social cohesion and celebrate Newbury's diverse community	Civic Manager will work with Cllr Sarah Slack to support the development of the idea	Civic Manager	17/06/21
Agenda Item 69 – Forward Work Programme	Newbury Twin Town Association Ideas for Silver Anniversary & Platinum Jubilee Mayor's Drive & Tea Party alternative event Celebrating Cultural Diversity in Newbury	Add to Forward Work Programme for March 2021 meeting	Civic Manager	17/06/21

NEWBURY



MADE IN NEWBURY

Public Report to Civic Pride, Arts & Culture Committee

5th July 2021

Agenda Item 10: Newbury Town Civic Awards 2021

Report

Promotion for the 2021 Awards began in December 2020 with the introduction of our Community Champions Award and launching a pin-badge design competition to be used as the prize for this special new award. The competition ran from 7th December 2020 to 17th January 2021. 7 entries were received in total. The winning design was produced by 7 year old Suraiya Sheikh who received formal recognition through a press release, a letter from the Mayor, special mention in the Civic Awards presentation as well as being given some of the final badges that had been manufactured.

Nominations for the Civic Awards opened on the 27th January and ran for 4 weeks. A press release launched the awards encouraging members of the public to visit the Town Council website to either download a nomination form to be put in the Town Hall post box or to fill in an online form. The public were unable to collect physical nomination forms from the Town Hall this year due to the closure of the building. Nomination forms, promotional posters and information about the awards were also sent to local charities and voluntary organisations to encourage nominations.

Nominations closed on the 28th February, however due to little-to-no nominations for the Young Person's Award and the Environmental Contribution Award the nomination period for these two awards was extended to the 3rd March.

We received the following number of nominations:

Civic Award - 7

Young Persons Award - 1

Business Award - 3

Environmental Contribution Award – 2

Community Champions Award - 4

TOTAL – 17

It was expected that we would have a strong number of nominations this year following the community spirit witnessed throughout the last year, however nominations for this year's main awards were low compared to that of previous years. This is believed to be due to the large number of similar award schemes that have been launched over the past year to celebrate those who have supported their community in response to the pandemic. With the timing of Newbury Town Civic

Awards taking place after the new schemes have been implemented, when it came to our Awards the market for awards schemes had become very busy with many local residents being recognised through other new schemes. It raises the question if the awards should be moved to different time of the year (and if so, when?), or if these new award schemes were one-offs to celebrate special achievements throughout the Covid period.

Nevertheless, while there weren't as many nominations, they were all of a strong quality which made judging difficult. Judges this year included the Mayor of Newbury; Chairperson of Civic Pride, Arts and Leisure Committee Cllr Jo Day and Operations Manager at the Newbury BID, Alison Drummond.

Due to the ongoing pandemic, an early decision was taken to not host the awards presentation in the Town Hall. Instead, we worked closely with local company Dynamiq who helped produce a short video presentation of all nominees and winners. The 16 minute video premiered on the Town Council Facebook and YouTube page on Wednesday 17th March, the original date of when the awards presentation would have taken place in the Town Hall. All judges took part in the video as well as The Town Crier and the Town Marshal who took active roles in presenting. Feedback for the video presentation has been very positive, and the concept for using video for different areas of Council business could certainly be explored in the future.

The Civic Award winner was Eve Hughes, with a Highly Commended recognition for Judith Colby. Young Persons award winner was 17 year old Ellie Chadwick. The Business Award winner was Colline Watts of Colline's Kitchen. The winner of the Environmental Contribution Award was Dr Susan Millington. The winners of the Community Champion Awards were ABC To Read, Julie Cobbett, Mai-Britt Gram Jensen and Bev Lewis for their efforts in direct response to the covid pandemic over the past year.

All winners, nominees and nominators were notified of the results of the awards. A press release was issued, and a full list was published on the Newbury Town Council website. All award winners (including those from 2020's awards) were invited to the Town Hall the week of the 26th April 2021 to collect their physical prize from the Mayor and each nominee received a certificate of recognition in the post.

Elisa Adams
Civic Manager
07 04 2021

Local Democracy Working Group (LDWG)
Terms of Reference

Name: Newbury Town Council Local Democracy Working Group

Current 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.

5th July 2021

Agenda Item 11: Local Democracy Working Group

Report

Following the success of the Youth Voice Survey, it was agreed that we would proceed in arranging an online event for young people to further express their opinions and voice their concerns on the issues that affect them, and what we can do in Newbury to make the town a better place for them to live, study and visit. The event was planned to take place on Thursday 17th June 4:30pm – 6pm via Zoom.

Following the results of the survey, it was determined that the key themes for discussion would be 'Places to Meet & Things to Do', 'Mental Health' and 'Inclusivity'.

Berkshire Youth and Time to Talk West Berkshire agreed to take a lead on the facilitation of the event, with Berkshire Youth's Kate Armitage being the overall event facilitator at the start and end of the event. Then there would be three 20 minute break-out sessions based upon the three themes listed above, respectively led by youth workers from Berkshire Youth and Tammy Wilshire from Time to Talk. These sessions would take place in 3 separate break-out rooms so the participants can make the most of each session in a smaller group, encouraging active participation.

The sign up process was for young people to register their interest for the event via Eventbrite and then, for safeguarding purposes, they were required to complete and return a consent form before receiving the link to participate in the event.

While we had 17 young people register their interest via the Eventbrite link, only 11 of those returned their completed consent forms in time for the event.

Because we didn't have as many sign ups as anticipated, we abandoned the idea of using break out sessions and had all participants take part in one informal, discussion-based event all together in one space based off the findings of the survey results and the key themes that came from them. This was led by Kate Armitage, with the Civic Manager and Cllr Gary Norman also present on the event.

We had 9 young people take part in the event.

Although we didn't have as many young people as expected, the event was still a success. Young people engaged in conversation and digital-based activities to provide their ideas and feedback to make Newbury a more inclusive town for young people.

One of the standout discussions that took place revolved around inclusive spaces in Newbury, and main consensus from discussions was that they would like to see Newbury have an indoor, warm, sheltered space in the town where young people can meet with friends without it being part of an organised event or have a need to spend any money.

Within this discussion, young people spoke about how they feel about the Town Hall. The young people described the Town Hall as "a place where you're not supposed to go" as it felt "very exclusive" and had only ever seen older people coming in and out of the building. There could be opportunities to utilise the Town Hall in the future to engage young people giving them the chance

to visit the Town Hall, this can be done through new initiatives and the continuation of our Primary School programme in the Autumn to 'Meet the Town Council'.

Here are some further points and feedback from young people which were also noted from the event:

- There aren't enough spaces for young people to hang out indoors. There is the Town Centre and Victoria Park but there's not much to do.
- Feel that young people are labelled by 'hanging out' because there is nothing for them to do in the town.
- Some young people end up going to either Reading or Basingstoke as there's no activities or shelter in Newbury.
- When asked what the word 'inclusivity' means to them, feedback included "together", "feeling valued in the community", "equality", "same opportunities".
- There were discussions about inclusive toilets in schools, the only knowledge they had of inclusive toilets in Newbury was those in the Corn Exchange.
- Young people expressed that they felt the younger generation was more open to understanding the differences in society and are opening their minds to learn more to be a more inclusive community.
- When discussing the Ping Pong Parlour in the Kennet Centre, young people said how excited they were that this was available to them. One participant said that it demonstrated how little there is to do in Newbury as there was high excitement levels about "something so simple".
- Discussing Victoria Park, the young people said that they do like going there as it is central in the town, although they enjoy it in the Summer. They said that they would like more things to do for their age range, using an example of the tennis courts being available without the need to sign up. It was noted that they felt that there was a lot to do for either older groups or younger groups and families in Newbury, but not much for their age range. They would like to see more events in Victoria Park, potentially with an up to date 'what's on' display board. Lighting in Victoria Park was discussed, with a wish to feel safer in the town they thought the park is too dark at night time – one participant said that her parents wouldn't let her walk through the park after staying late after school as it is too dark. The bandstand was highlighted as the only sheltered place in Victoria Park, they would like to see more shelter available.
- Discussing the Waterside, one participant said that it's "amazing that the Waterside is coming back" and is looking forward to visiting when it is open. They recommended that a big publicity campaign to get the name out would be good.
- When discussing mental health in young people, they still felt that there was bad stigma around the "mental health" phrase. They felt that Counselling felt intimidating and could be off-putting for many their age as they are admitting that they have a problem.
- When asked who young people go to for support, responses included "Friends", "teachers", "parents", "no one".
- Discussing more places that young people meet with their friends, examples included "Victoria Park, bandstand, skate park, canal, Donnington castle, Northcroft Park, Mr Moo Juice, McDonalds".
- When asked what Newbury is missing, responses included "Indoor spaces", "indoor activities", "shelter", "cheap places to eat".
- When asked if each young person had £1 million pounds to develop a centre for young people in Newbury what they would include, responses included "trampoline park", "bean

Appendix 5b

bags”, “indoor centre”, “roller skating”, “obstacle courses”, “basketball court”, “an arcade”, warm spaces”.

At the end of the session, the young people who took part said that they would be interested in being a part of similar events like Ask A Young Person on Zoom, and would be very interested in taking part in an event at the Town Hall.

Elisa Adams

Civic Manager

29 06 2021

5th July 2021

Agenda Item 12: Mayor Making 2021

Report

Mayor Making took place on Sunday 27th June 2021. The Ceremony was held in the Corn Exchange followed by a Civic Service at St Nicolas Church was a reception in the Church Hall.

Due to the Covid Pandemic, last year a Mayor Making ceremony didn't take place as the Mayor continued for an additional municipal year. This year, the Ceremony took place 6 weeks later than the originally planned date (15th May) due to venues not being open in time to coincide with the Government Roadmap.

This was also the first Mayor Making event that the Civic Manager has led on since her appointment in the role.

Planning for 2021's Mayor Making Ceremony was met with uncertainty from the outset of organisation. Unfortunately, due to the Government Roadmap's Step 4 not going ahead, adaptations for this year's even had to be made for it to comply with Step 3 of the roadmap. This meant that the while the Ceremony in the Corn Exchange could go ahead, the Civic Service in St Nicolas Church could not, and refreshments following the service would not be possible. Alternatively, following the ceremony, there was an interval at the end of the Ceremony and the Civic Service would take place in the Corn Exchange lead by Revd. Will Hunter Smart. Following the service, there was a receiving line outside the Corn Exchange where the Mayor, Councillors and Civic Staff thanked guests for their attendance.

Corn Ex's new seating arrangements to comply with social distancing meant that the guest list had to become more focused to accommodate less than previous years. Even so, the auditorium was filled with a number of guests from all sections of our community, together with friends and family of the Mayor, former Mayor and deputy Mayor as well as local dignitaries including our MP and The High Sheriff. Because of social distancing requirements on stage, it was not possible for all Councillors to be on stage this year, instead Councillors were sat in the front row of the auditorium and speakers were invited up onto the stage when required following a one-way system.

The Corn Exchange staff were incredibly helpful in ensuring our requirements were met and were efficient in providing assurance regarding their covid procedures in the lead up to the event. They were very helpful in assisting with the seating plan requirements and on the day they ensured that guests were seated safely and administered temperature checks and track and trace appropriately. I thank everyone at the Corn Exchange for their guidance and support this year, they were incredibly helpful and I offer high praise to all the team involved.

Because the Annual Meeting of the Council had already taken place on the 4th May, the Mayor Making Ceremony offered recitals of the events that took place in this meeting with speeches being anecdotal of the events of the 4th May. Thank you to all Councillors who delivered their personable, fun and thought-provoking speeches. Entertainment was provided by Imogen Brown who wowed guests with her piano performance.

Appendix 6

The Mayor's Chaplain, Revd. Becky Bevan from St George's Church, liaised with Revd. Will Hunter Smart at St Nicolas Church to bring together the civic service which was printed in the programme for all our guests to follow. I thank Revd Will Hunter Smart and Nic Cope for providing a lovely service, and for being so accommodating to deliver this in the Corn Exchange this year.

Thanks are extended to the Civic Team who have been eagerly awaiting this year's Mayor Making event, they have all gone the extra mile to provide support for this occasion and share their wisdom for planning this year's event. They all performed exceptionally well on the day and have been fantastic support in the lead up to the event. I extend thanks to Joyce Lewis who took on the role of Stand-In Attendant on the day, and welcome Anthony Hewitt who undertook his first official mace bearing duty on the biggest civic event of the year.

Elisa Adams

Civic Manager

29 06 2021

Public Report: Civic Pride, Arts and Culture Committee

5th July 2021

Agenda Item 13: Newbury Town Council's Silver Anniversary

Decision Required: To approve arrangements for the formation of a Working Group to prepare Silver Anniversary Celebrations in 2022.

Background:

Newbury Town Council is due to celebrate the 25th Anniversary of its formation in 1997.

It is important to ensure that the anniversary is appropriately acknowledged. The purpose of the working group will be to consider how Newbury Town Council's 25th Anniversary should be marked/celebrated, and to support the implementation of any action plans and events.

Celebrations for the Town' Council's 20th Anniversary in 2017 included:

- Celebration Reception in St Nicolas Church Hall with refreshments, quiz and celebration of achievements.
- 20th Anniversary mugs for sale towards the Mayor's Benevolent Fund
- Special letterheaded paper & logos used throughout the year
- Commemorative bench purchased to mark the anniversary.

Suggestions to commemorate the 25th Anniversary include:

- Engaging with Newbury Residents to share 25yrs of success
- Exhibition in the Chamber
- Section on Website
- Competition for public to vote for the Town Council's Top 10 achievements
- Focus topic for our Heritage Open Day event
- 25th Anniversary celebratory piece of public art in the town
- Replacement of the Town's approach road signs

By bringing Councillors, Officers and members of the community together we can showcase the Town Council's past 25 years and celebrate how we have helped to make this a town we can all be proud of.

Cost: The Working Group will be able to formulate appropriate plans which will then be reported to Civic Pride, Arts and Culture Committee. A budget line would be proposed in the draft budget 2022/23 for the occasion. Any further funding authorisation will be sought from the CPA&C Committee or Full Council.

Decision Required: To approve arrangements for the formation of a Working Group to prepare Silver Anniversary Celebrations in 2022.

Elisa Adams
Civic Manager
03 06 2021



The Queen's
Platinum Jubilee
Beacons



2nd June 2022

Further to the announcement from Buckingham Palace on 2nd June 2021, regarding the Platinum Jubilee Weekend of 2nd - 5th June next year, of which The Queen's Platinum Jubilee Beacons is part, I have pleasure in sending you the first edition of the Guide To Taking Part. The beacon lighting event will take place throughout the United Kingdom, Channel Islands, Isle of Man, UK Overseas Territories and for the first time, in each of the capital cities of the Commonwealth countries on the 2nd June next year.

Pages 11, 12, 13 and 14 show the various types of beacons to be used for this historic occasion that can be lit in farmers fields, on country estates, on the top of high hills, around our shorelines on cliff tops and on beaches, with gas fuelled beacons on church towers and castle battlements and permanent beacon braziers made and lit by craftsmen and women in the centre of town and village greens, providing a lasting reminder of this historic moment in the history of The Queen's reign.

Those wanting to take part are being asked to go to page 10, and provide us with the information requested in Step 1, enabling us to include them in the monthly guide updates over the next eleven months, as well as entering them in the special leather-bound book being presented to The Queen after the Jubilee Weekend, along with being able to send them further information in due course. The guide can also be viewed and downloaded from www.queensjubileebeacons.com.

Many of those receiving this communication will already have permanent beacons in place, so please light them for this occasion.

From pages 16 - 27 you will see those, to date, that have already agreed to take part around the UK and the Commonwealth. These lists and pages in the guide will be added to over the next eleven months as more communities etc, join the project.

From the guide, you will see that we are involving town criers undertaking the Proclamation at **1pm** announcing the lighting of the beacons that evening and pipers playing *Diu Regnare* at **9.09pm**, before the beacons are lit at **9.15pm**.

With this in mind, you may wish to consider sourcing a local piper to play this tune at your beacon location before you light your beacon at **9.15pm**. If this is the case, please register your piper in a similar way to your beacon by no later than **1st June** next year.

This could well be the last chain of beacons lit during The Queen's reign, so we want to make it the largest and most dramatic the world has ever seen. We do hope therefore, that you will help us achieve this by taking part in lighting a beacon at **9.15pm** on 2nd June next year.

My warmest regards,

Bruno Peek

Bruno Peek LVO OBE OPR
Pageantmaster
The Queen's Platinum Jubilee Beacons

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Public Report: Civic Pride, Arts and Culture Committee

5th July 2021

Agenda Item 17: Flag Flying

Decision Required: To approve the policy in relation to flags being flown from the flagpole on the balcony of the Town Hall.

Background Information:

Following discussions from March 2021's meeting, the Civic Manager began researching flag flying protocols in the UK as well as ways in which cultural diversity can be celebrated in the town.

Flags are a way of expressing joy and pride – they are emotive symbols which can boost local and national identities and strengthen community cohesion.

Flags are treated as advertisements for the purposes of the planning regime and some require formal consent (permission) from the local planning authority, whereas others do not.

This policy relates to flags being flown from the flagpole on the balcony of the Town Hall.

This has been drafted in compliance with Government guidance (text in italics) and regulations for their flag flying protocols.

Newbury Town Council Flag Flying Policy:

All flag flying is subject to some standard conditions. All flags must:

- Be maintained in a condition that does not impair the overall visual appearance of the site ;*
- Be kept in a safe condition;*
- have the permission of the owner of the site on which they are displayed (this includes the Highway Authority if the sign is to be placed on highway land);*
- Not obscure, or hinder the interpretation of official road, rail, waterway or aircraft signs, or otherwise make hazardous the use of these types of transport, and*
- Be removed carefully where so required by the planning authority.*

Subject to compliance with the Government standard flag flying conditions, there are 3 categories of flag:

- 1. flags which can be flown without consent of the local planning authority,*

2. flags which do not need consent provided they comply with further restrictions (referred to as “deemed consent” in the Regulations) and
3. flags which require consent (“express consent”)

1. Flags which do not need consent

The recent changes allow a wider range of national, sub-national, community and international flags. The full list of flags that do not require consent are:

- (a) Any country’s national flag, civil ensign or civil air ensign;
- (b) The flag of the Commonwealth, the European Union, the United Nations or any other international organisation of which the United Kingdom is a member;
- (c) A flag of any island, county, district, borough, burgh, parish, city, town or village within the United Kingdom;
- (d) The flag of the Black Country, East Anglia, Wessex, any Part of Lincolnshire, any Riding of Yorkshire or any historic county within the United Kingdom;
- (e) The flag of Saint David;
- (f) The flag of Saint Patrick;
- (g) The flag of any administrative area within any country outside the United Kingdom;
- (h) Any flag of Her Majesty’s forces;
- (i) The Armed Forces Day flag

The above flags or their flagpoles must not display any advertisement or subject matter additional to the design of the flag, but the Regulations now highlight that you can attach a black mourning ribbon to either the flag or flagpole where the flag cannot be flown at half mast, for example, when flying a flag on a flagpole projecting at an angle from the side of a building. The use of the word “country” in (a) and (g) of the list above, includes any of the Channel Islands, the Isle of Man and any British Overseas Territory. The flags of St George and St Andrew are recognised as the national flags of England and Scotland, but the flags of St David and St Patrick are listed separately as they do not necessarily fall into the category of a country’s national flag.

2. Flags which do not require consent provided they comply with certain restrictions

A number of categories of flag may be flown without consent, subject to certain restrictions regarding the size of the flag, the size of characters on the flag, and the number and location of the flags.

Categories of flag that can now be flown:

- a) House flag - the flag is allowed to display the name, emblem, device or trademark of the company (or person) occupying the building. This would include the Newbury Town Flag.

b) Flags that refer to a specific event of limited duration that is taking place in the building from which the flag is flown. This could include coffee mornings or other events booked in the Town Hall and would need to specify their flag flying requirements on their booking form.

c) Any sports club (but cannot include sponsorship logos). This should be reserved for special occasions/celebrations.

d) The horizontal striped rainbow flag, such as the "Pride" Flag. It is suggested that Newbury Pride submit proposals to the CPA&C meeting in Feb/ March to include requests to fly the Pride or Progressive flag.

e) Specified award schemes - Eco-Schools, Queens Awards for Enterprise and Investors in People. The restrictions on flying this second category of flag relate to where the flagpole (flagstaff) is located on a building or within the grounds of a building.

f) Green and Blue environmental award scheme flags. The changes also allow a flag of the Blue Flag award scheme to be flown from a flagpole on part of a beach or marina and a flag of the Green Flag Award scheme or Green Flag Community Award scheme to be flown on part of a park, garden or other green space.

Only one flag is permitted to fly from the Council's projecting flagpole.

- The flag may not exceed 2 square metres in size*
- No restrictions on the size of characters*
- Consent is required if the flagpole is in a controlled area*

3. Flags which require consent

Any flag not identified above requires express consent from the local planning authority before it can be flown.

For instance, it may be suggested that the Council might fly the flag of our twin towns (5 different towns) to celebrate the anniversary of each twinning. In this regard, it is suggested that the Council seeks consent from the planning authority (West Berkshire Council) to fly these flags for one day during the week of each anniversary. This would allow us some flexibility regarding Town Hall events and days on which we fly the Union Flag or other national commemorations/ events.

Flying the Union Flag

The Union Flag is the national flag of the United Kingdom of Great Britain and Northern Ireland, the Crown Dependencies and the Overseas Territories. It is a symbol of national unity and pride. The first Union Flag was created in 1606 and combined the flags of England and Scotland; the present Union Flag dates from 1801.

There are designated days when the Union Flag must be flown on UK government buildings by command of Her Majesty the Queen. However, UK government buildings are encouraged to fly the Union Flag all year around.

This government guidance is aimed at UK government buildings. However, local authorities and other local organisations are encouraged to follow suit where they wish to fly flags. This guidance will apply from the summer (2021).

Where UK government buildings only have one flagpole, the Union Flag should be flown every day except on certain occasions when you may wish to fly other flags, including but not limited to, the national flags of the constituent nations of the United Kingdom, the Armed Forces flag, the Commonwealth flag, county and other local flags, and other flags which may promote civic pride.

The Committee should decide whether the Council follows the Government's guidance to fly the Union Flag every day.

At the moment, the default position is that the Council flies the Town Flag daily.

The Union Flag is flown on the below days:

Designated days for flying the Union Flag on UK government buildings 2021

- 9 January: Birthday of the Duchess of Cambridge*
- 20 January: Birthday of the Countess of Wessex*
- 6 February: Her Majesty's Accession*
- 19 February: Birthday of the Duke of York*
- 1 March: St David's Day (in Wales)*
- 8 March: Commonwealth Day (second Monday in March)*
- 10 March: Birthday of the Earl of Wessex*
- 17 March: St. Patrick's Day (in Northern Ireland)*
- 21 April: Birthday of Her Majesty the Queen*
- 23 April: St George's Day (in England)*
- 2 June: Coronation Day*
- 10 June: Birthday of the Duke of Edinburgh*
- 12 June: Official celebration of Her Majesty's Birthday*
- 21 June: Birthday of the Duke of Cambridge*
- 17 July: Birthday of the Duchess of Cornwall*
- 15 August: Birthday of the Princess Royal*
- 14 November: Remembrance Day (second Sunday in November)*
- 14 November: Birthday of the Prince of Wales*
- 20 November: Her Majesty's Wedding Day*
- 30 November: St Andrew's Day (in Scotland)*

DCMS may issue ad-hoc guidance encouraging UK government buildings to fly such flags throughout the year, alongside the Union Flag
In England, it is now possible to fly more than one flag on the same flagpole if there is enough space. If so, the Union Flag should always fly on top ('in the superior position').
UK government building flagpoles should not remain empty – the default should be flying the Union Flag if no other flag is being flown.

Reference to Strategy:

4B – Support initiatives to make Newbury a more inclusive town

Risk:

Under the Lone Working Arrangement policy, staff should only be asked to change flags when there is more than one person in the Town Hall. Access to change the flag is via the balcony in the Robing Room. The balcony is very slippery and climbing in and out of the window to access the flag pole is a hazard. The more frequent changing of flag adds to the risk of injury or damage. It is only Council Staff who are permitted to raise and lower any flags as per the Town Hall risk assessment.

All flag requests will be in compliance with the Government's published restrictions on flag flying and will have to meet the requirements on size and condition of the flag.

Recommendation: To approve the policy in relation to flags being flown from the flagpole on the balcony of the Town Hall.

Hugh Peacocke – Chief Executive Officer
Elisa Adams - Civic Manager
29 06 2021

Public Report to Civic Pride, Arts and Culture Committee

5th July 2021

Agenda Item 18: 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 **27 by former Mayor, Cllr Elizabeth O’Keeffe, and 34 by current Mayor Cllr Billy Drummond** (as of 29 06 2021):

08 03 2021 – 137 Gin Distillery, World Gin Awards

08 03 2021 – Alan Bryant, retirement from Newbury Cancer Care

08 03 2021 – Julie Mullis, daily fundraising walk around City Rec Ground

08 03 2021 – Newbury Netball League, wellbeing support to young members

08 03 2021 – Speenhamland School, 100 laps of running track for charity

08 03 2021 – Winchcombe Place Care Home, Food for Thought initiative

15 03 2021 – Hogan Music, Schools Music Investment Programme

15 03 2021 – Luke Humphries, runner up UK Darts Open

15 03 2021 – Newbury Rotary Club, 126 desks donated to Africa

15 03 2021 – Vicki Lambourne, dementia-friendly activity booklet

15 03 2021 – West Berkshire GP Surgeries, ‘jog for jobs’ fundraiser

15 03 2021 – Local schools upon their safe reopening

18 03 2021 – Christopher Jordaan, random acts of kindness to residents

18 03 2021 – Love Lane Preschool, ‘Love Lane to London’ fundraiser

18 03 2021 – Peter Skelton, best driving instruction in South East England

19 04 2021 – Open letter to all retailers upon their reopening

19 04 2021 – Matt Rossiter, European Gold Championship medal

19 04 2021 – Melissa Newman, University of West London’s Graduate Award

19 04 2021 – Noah Thorne, winning a ‘Takeaway Getaway’ for charity DJing

19 04 2021 – Tina Turner, giving flowers to volunteers at vaccination centre

19 04 2021 – Volunteer Centre West Berkshire, new premises Broadway House

04 05 2021 – Alex Hatt & Lacey Smith, V&A Museums competition success

04 05 2021 – Annabel Farley, finalist in National Guides For Brides Supplier Awards

04 05 2021 – Charmaine’s Hair & Beauty, joining Green Salon Collective

04 05 2021 – Trinity School Students, National Design Museum’s competition success

04 05 2021 – Jannifer Davies, 100th Birthday

04 05 2021 – Shay Perrins, fundraising for Little Princess Trust

04 05 2021 – Special Auction Services, fundraising for Alexander Devine Hospice

10 05 2021 – Gracewell of Newbury, resident’s Virtual World Tour

10 05 2021 – Jess Bowsher, 100 hill climbs for charity

10 05 2021 – Kevin Archibald & Julia Ingram, vaccination centre volunteers of the week

10 05 2021 – Olly Daniels, winner of the Virtual Crafty Craft

17 05 2021 – Louise Sugden, Para Powerlifting World Cup

08 06 2021 – Bharati Shakha Newbury, SEWA fundraising drive

08 06 2021 – Indulge Hairdressing, launching own environmentally friendly products

08 06 2021 – Mary Hare School, participation in agricultural challenge

08 06 2021 – Olivia Harper, fundraising for Little Princess Trust

08 06 2021 – Peter Moss, volunteer efforts for Scope Newbury

08 06 2021 – Robin Busby, fundraising for hospital ward

08 06 2021 – Sally Mills, vaccination centre volunteer of the week

14 06 2021 – Chequers Hotel, new garden opening

14 06 2021 – Luna Boutiques, store opening

- 14 06 2021 – Mike Hart, 1 year of Zoom fitness classes
- 14 06 2021 – Harry Jack, Rupert Elwes, Rob Sugden & Dom Ward climbing Mt Snowdon for charity
- 14 06 2021 – Newbury Street Pastors restarting
- 14 06 2021 – Volunteer Centre Handybus running for 35yrs
- 21 06 2021 – Code Ninjas, Opening
- 21 06 2021 – Jim Dearlove 100th birthday
- 21 06 2021 – Julie Mullis, 70 mile charity walk
- 21 06 2021 – Newbury Cricket Club upgrade project
- 21 06 2021 – Newbury Freemasons, £18,000 donation to Newbury Soup Kitchen
- 21 06 2021 – Newbury Vaccination Centre closing doors after administering over 65,000 jabs
- 21 06 2021 – Nigel Clifford, President of Royal Geographical Society
- 21 06 2021 – Ruth Saunders, 105th birthday
- 28 06 2021 – Evans Family, fundraising for Parkinson’s UK
- 28 06 2021 - Soroptimists, celebrating centenary year
- 28 06 2021 - Newbury College Lat Flow Test volunteers, thank you
- 28 06 2021 - Newbury Twin Town Association, tour of Newbury roads named after our twin towns
- 28 06 2021 - Trinity Students winning national awards in V&A design competition
- 28 06 2021 - Claire Emons, bronze medal in cycling national championship
- 28 06 2021 - Charlotte Payne, selected for European Championships

Elisa Adams (Civic Manager)

29 06 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 Mayor's Drive & Tea Party, alternative event
September	Remembrance Sunday Planning Heritage Open Day Local Democracy Event Art on the Park Report
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
Feb/March	NTTA Report Local Democracy Working Group – Terms of Reference Art on the Park Mayor Making Queen's Platinum Jubilee