

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

 (01635) 35486

 (01635) 40484

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5. Members' questions and petitions

Chairperson

(Questions, in writing, must be with the Civic Manager by 2.00 pm on Friday 3rd September 2021)

6. Newbury Town Trail (Appendix 3)

To approve the final draft of the Public Art & Blue Plaque 'Newbury Town Trails' map for printing and distribution.

7. Local Democracy Working Group (Appendix 4)

Chairperson

To report on this year's Local Democracy events due to take place in Autumn 2021.

8. Newbury Town Council Silver Anniversary (Appendix 5a & 5b)

Chairperson

To approve the Terms of Reference for the NTC Silver Anniversary Working Group.

To report the initial ideas that the Working Group discussed for the Silver Anniversary Celebrations.

9. Queen's Platinum Jubilee (Appendix 6)

Civic Manager

To report an update of event plans for the Queen's Platinum Jubilee.

10. Heritage Open Day (Appendix 7)

Chairperson/Civic Manager

To report on arrangements for this year's Heritage Open Day taking place on Saturday 18th September.

11. Remembrance Sunday 2021 (Appendix 8)

Chairperson/Civic Manager

To report on arrangements for this year's Remembrance Sunday commemoration taking place on Sunday 14th November 2021.

12. Ebb & Flow Sculpture Signage (Appendix 9)

Chairperson/Civic Manager

To report on the status of replacing the signage at the Ebb & Flow Sculpture.

13. 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.

14. Civic Events

Chairperson/Civic Manager

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

- Mayor's Coffee Morning – 31st July 2021
- Launch of Mayor's One in 100 Fundraising Campaign
- Art on the Park – CANCELLED FOR 2021
- Mayor's Fundraising Teddy Bear's Picnic – 31st August 2021

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

- Heritage Open Day – 18th September 2021
- Mayor’s Charity Quiz Night – 1st October 2021
- LDWG Meet the Town Council events – October 2021
- Armistice Day – 11th November 2021
- Remembrance Sunday – 14th November 2021

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

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

29th November 2021, 7:30pm

Minutes of a meeting of the Civic Pride, Arts, & Culture Committee held in the Council Chamber on Monday 5 July 2021 at 7.30pm

Present

The Leader; Councillors Jo Day (Chairperson); Billy Drummond; Sue Farrant; Stuart Gourley & Elizabeth O’Keeffe

Officer present:

Elisa Adams, Civic Manager

1. Election of a Chair and Vice Chair-Person

Proposed: Councillor Martin Colston

Seconded: Councillor Elizabeth O’Keeffe

Resolved: That Councillor Jo Day be elected as Chairperson of the Civic Pride, Arts and Culture Committee for the Municipal Year 2021/22.

There were no other nominations.

Proposed: Councillor Jo Day

Seconded: Councillor Billy Drummond

Resolved: That Councillor Elizabeth O’Keeffe be elected as Vice-Chairperson of the Civic Pride, Arts and Culture Committee for the Municipal Year 2021/22.

There were no other nominations.

2. Apologies for absence

Apologies: Councillor Gary Norman; Councillor Olivia Lewis; Councillor Sarah Slack.

Absent: Councillor Steve Masters.

3. Declaration of Interest and Dispensations

The Civic Manager declared that Councillor Billy Drummond is also a Member of West Berkshire Council, which is declared as a general interest on his behalf and a dispensation is in place to allow him to partake in discussions relating to West Berkshire Council business.

4. Minutes

4.1

Proposed: Councillor Elizabeth O’Keeffe

Seconded: Councillor Martin Colston

Resolved: That the Minutes of the meeting of the Civic Pride, Arts & Leisure Committee held on Monday 1st March 2021 be approved and signed by the Chairperson.

Cllr Stuart Gourley abstained from voting.

4.2 Actions from previous meeting

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

5. Questions and petitions from members of the public

There were none.

6. Members’ questions and petitions

Councillor Stuart Gourley asked the following question:

“Would the CPAL committee consider investigating the possibility, and associated costs and requirements, of installing an ‘interpretation / information board’ similar to those along the canal, and in Speen, and Goldwell park, with historical facts and information on sites such as the junction of Kiln Road/Pear Tree and the highlighting the significance of the site in the 2nd battle of Newbury. Other areas of historical significance that could be investigated are the old factory on Turnpike, which supported the building of Spitfires during the 2nd World War.”

The Chairperson responded as follows:

Thank you very much for your question. While it is great idea that you wish to highlight the significance of historical areas of Newbury, and it is in our Strategy to celebrate and encourage appreciation of Newbury’s heritage, at the moment we don’t have any budget for this year to install any information boards which could be around £1,000 per board going with our usual suppliers. There would also be the ongoing maintenance costs of the boards. Further investigation would be required of the spaces that would be considered and research into who has ownership of the land in which they would be installed. Perhaps we could refer this to the Newbury Society for their views? Any further considerations of the proposal would have to wait until next year’s budget discussions.

7. Newbury Twin Town Signage

The Civic Manager shared progress she made investigating the need for the approach roads signage to be replaced to reflect the twinning with Carcaixent in 2019.

The Civic Manager explained that there was need for additional elements of the town's approach road signs to be replaced as information regarding the market days is also incorrect, it would be a bigger and much more expensive project than anticipated to replace the signage which would require further input from other Committees.

There was also explorations to have more permanent signage either outside the Town Hall building or in the Market Place with an arrow pointer sign post or a flat metal sign.

It was suggested by the Civic Manager that new signage could be a project to explore for the Town Council's Silver Anniversary.

The Council agreed that the project should continue to be explored, with priority being to include Carcaixent on our signage.

8. Newbury Town Trails

The Civic Manager shared a rough draft of a Town Trails map that was being produced by the Newbury BID who are supporting the Town Council in developing the project. The first map produced will include an Art Trail with the town's sculpture pieces, and a Blue Plaque Trail with an aim for them to be ready for the start of the school Summer holidays.

Councillors provided feedback on the first draft of the map that would be printed, the Civic Manager will feed back comments to the BID.

9. Art On The Park

Cllr Sue Farrant provided an update on progress towards Art on the Park 2021. While a date is in place for the event to take place on Sunday 29th August, there were issues to be resolved regarding drop off points along Parkway and managing funds.

A meeting with the organisers will take place on the 6th July. Progress will be reported to the Committee if the event is still due to go ahead.

10. Newbury Town Civic Awards 2021

The meeting received a report from the Civic Manager on the Newbury Town Civic Awards 2021. While provisional timings are in place for 2022's Awards scheme, it was agreed that the Civic Manager would explore what other similar award schemes are in the area and the dates they're running.

11. Local Democracy Working Group

11.1 The Committee was presented with the Working Group Terms of Reference. Communication had been received from Cllr David Marsh who had decided to stand down from the Working Group.

Proposed: Cllr Jo Day

Seconded: Cllr Elizabeth O'Keeffe

Resolved: The Terms of Reference for Local Democracy Working Group were approved and Cllr Stuart Gourley would now be a member.

11.2 The Committee received a report from the Ask A Young Person Event.

12. Mayor Making

The Committee received a report from Mayor Making 2021.

Councillors would like to record their thanks to Cllr Jo Day for arranging the beautiful floral displays.

Councillors would also like to record their thanks to the Civic Manager for her work in making this year's event happen in difficult circumstances. Thanks was also noted to Joyce Lewis and Anthony Hewitt for their roles.

13. Newbury Town Council Silver Anniversary

Proposed: Cllr Jo Day

Seconded: Cllr Billy Drummond

Resolved: A task-and-finish Working Group will be formed to prepare for the Town Council's Silver Anniversary Celebrations in 2022.

Councillors Jo Day, Elizabeth O'Keeffe and Billy Drummond all volunteered to be part of the group. Cllr Martin Colston also suggested Cllr Gary Norman be involved. Cllr Sue

Farrant suggested Joyce Lewis. The Civic Manager will contact Joyce to ask if she would like to be involved, and all Councillors to see if anyone else would like to be involved.

An introductory meeting will take place with terms of reference to be formed with formal ratification of the working group to take place at the next Committee Meeting.

14. Queen's Platinum Jubilee

The Civic Manager provided an update on correspondence from Pageant Master Bruno Peek and the Lord Lieutenant on hosting beacon lighting events on Thursday 2nd June 2022 for the Queen's Platinum Jubilee. The Town Council have previously hosted a beacon lighting event for the Queen's 90th birthday so the event will be modelled off that event with opportunity to have food vans & music.

The Civic Manager will provide an update on event plans in upcoming committee meetings.

15. Mayor's Drive and Tea Party

The Civic Manager reiterated that this event is not run by the Town Council, but that we support the organisers and sponsor the event. To plan and deliver something solely by the Town Council to the same scale would not be possible. Alternative ideas are to have an indoor event near Christmas time and to put a call out for elderly residents to attend a ticketed event in which they would need to make their own transport arrangements. The Civic Manager will work closely with the Mayor to plan an appropriate event.

16. Heritage Open Day

A verbal update on plans for this year's Heritage Open Day event was provided by the Civic Manager. The national theme for this year's event is Edible England so there will be a display showcasing our Markets, Newbury's food industry and our former Mayors who worked in the food industry. The Open Day will take place on the 18th September in the Council Chamber.

17. Flag Flying

Proposed: Cllr Martin Colston

Seconded: Cllr Stuart Gourley

Resolved: The policy in relation to flags being flown from the flagpole on the balcony of the Town Hall was approved.

18. 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.

The Civic Manager will explore posting the letters on Twitter as they have good reception on Facebook.

19. 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:
 - Art on the Park (29th August) to be confirmed following outcomes of organisers meeting.
 - The Civic Manager also highlighted a Mayor's Coffee Morning which is due to be held on the 31st July.
- c. Potential future events or activities:
No ideas received

20. 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:

- NTC Silver Anniversary
- Queen's Platinum Jubilee
- Ebb & Flow Sculpture Signage

There being no further business the Chairperson declared the meeting closed at 9.11pm.

Chairperson:

Date:

CPA&C Action Sheet**Civic Pride, Arts, and Culture Committee****Date: 05/07/2021**

Item	Resolved	Actions	who	when
Agenda Item 2 – Apologies	Gary Norman, Olivia Lewis, Sarah Slack. Absent: Steve Masters	Write up attendance register	DSO	12/07/21
Agenda Item 4 - Minutes	Approved & Signed	Send signed minutes to DSO for archive	Civic Manager	12/07/21
Agenda Item 6 – Member’s Questions and Petitions	Cllr Gourley question regarding historical interpretation beards	Refer to Newbury Society	Civic Manager	23/07/21
Agenda Item 7 – Twin Town Signage	Council are in support of Twin Town Signage to include Carcaixent.	Further investigate costs for approach road signage & stand alone signage.	Civic Manager	27/08/21
Agenda Item 8 – Newbury Town Trail	Council provided feedback on the first draft of the Town Trails map.	Feedback to the BID	Civic Manager	12/07/21
Agenda Item 9 – Art on the Park	Meeting to take place with organisers on the 6 th July.	Feedback to Committee on outcomes of meeting	Civic Manager	12/07/21
Agenda Item 10 – Civic Awards	Explore other award schemes in the area and the dates they will be running	To be explored	Civic Manager	Ongoing
Agenda Item 13 – NTC Silver Anniversary	Working Group to be formed	1 st meeting to establish a Terms of Reference to bring to next meeting for formal ratification	Civic Manager	27/08/21
Agenda Item 14 – Queen’s Platinum Jubilee	Progress with planning for a beacon lighting event on the 2 nd June 2022.	Provide update on event plans at forthcoming meetings. Freedom of the Town process to be explored	Civic Manager	Ongoing
Agenda Item 15 – Mayor’s Drive and Tea Party	Progress with planning for a Christmas event for elderly residents	Civic Manager to work closely with the Mayor	Civic Manager	Ongoing
Agenda Item 18 – Raising the Profile of the Council in the Community	Explore using Hootsuite to schedule letters to go on Twitter and Instagram.	To be explored	Civic Manager/CE	27/08/21
Agenda Item 20 – Forward Working Programme	<ul style="list-style-type: none"> - NTC Silver Anniversary - Queen’s Platinum Jubilee - Ebb & Flow Sculpture Signage 	To be added to Forward Working Programme	Civic Manager	27/08/21

- 1 **Albert Alexander**
Carnarvon Place, Andover Road
- 2 **Elsie Kimber**
64 Bartholomew Street
- 3 **Walter Money**
Market Street (corner with Bartholomew Street)
- 4 **Newbury Brewing Industry**
St Nicolas House, West Mills
- 5 **Jack of Newbury**
24 Northbrook Street
- 6 **Stewart Rome**
58 Northbrook Street
- 7 **Francis Baily**
62 Northbrook Street
- 8 **First Mobile Phone Call 1985**
20-22 The Broadway
- 9 **George & Pelican Inn**
2 London Road
- 10 **Lottie Dod**
Victoria Park Tennis Courts
- 11 **James H Money**
Town Hall, Market Place
- 12 **Plenty's Eagle Iron Works**
Cheap Street
- 13 **DNS Railway**
Station Road

BLUE PLAQUE TRAIL

CONCEPT THEME OF 'FLOW'

Work began in 1998 to introduce a series of site specific, permanent and temporary, public art pieces into the town centre in anticipation of the new Millennium. The works produced are varied but are linked by the concept theme of Flow.

The theme was developed by local artist, Michael Fairfax in 1999. The theme of Flow was chosen to represent the importance of the movements of people, of goods, of water, of ideas, of vehicles and, most recently, of data, through Newbury.

The theme came from Fairfax's research to reflect the importance of the history of the town, highlighting the wool industry, trade in agricultural and other commodities, new technological industries, and Newbury's position as the intersection of major North-South and East-West routes for travellers by road, rail, and water.

It was decided that the first piece of art to be produced under this theme should be a sculpture. Artists were invited to submit designs as part of a competition to create a piece of site-specific public art which incorporated flowing water at Newbury Lock. The winner of the competition was Peter Randall-Page who submitted a design for a simple, granite bowl sculpture which is now known locally as Ebb & Flow, and was installed on the 27th July 2003.

With 'Flow's' reference in the most recent piece of commissioned work 'Two Rivers', the Town Council wish to keep this concept thriving in new pieces of work to be developed in the future.

NEWBURY'S BLUE PLAQUE SCHEME

Newbury Town Council's Blue Plaques, in conjunction with the Newbury Society, commemorate the lives of significant Newbury residents through the ages and mark where they lived or worked.

These plaques also celebrate businesses and industries who have had a significant impact on the town of Newbury.

The original blue plaque scheme was established in 1867 by the Society of Arts in London, and since then the scheme has been replicated in hundreds of towns and cities around the country.

Members of the public are welcome to put forward their suggestions of a person, a business or notable event for a blue plaque to be discussed by the Town Council's Heritage Working Group, as long as the person has been dead for at least 10 years.

GET SOCIAL

Stay up-to-date with all the latest local love, what's new and what's on in Newbury, vegan and beyond, by signing up to the Visit Newbury Loves Local newsletter at visitnewbury.org.uk.

To find out all the latest news from Newbury Town Council visit newbury.gov.uk/news.



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- 1 **Rivers of Newbury**
created post 20th century.
local pieces of site-specific art and sculpture work of local interest fall under the concept theme of 'Flow'. This trail also includes specific art (including community and temporary works) which
- 2 **Newbury Mosaic**
Paul Forsey - 2005
The Newbury Mosaic is a piece of community art which was the brainchild of the Mayor of Newbury for 2004-2005, Cllr Mike Rodger. Designed local artist Paul Forsey and put together with the assistance of more than 4000 local people and the support of numerous local business. The mosaic shows a timeline of historical scenes from Newbury's history over the last 1000 years on 12 linking panels. Books about the creation of Newbury Mosaic are available to purchase from Newbury Town Council.
- 3 **Symphony of the Trees**
Kate Robinson - 2007
Victoria Park
Made of bronze and steel, this piece of work is designed to be touched and explored. Created as part of a two-year education project coordinated by The Corn Exchange aimed at engaging autistic children through music and visual arts. Only parts of the original sculpture remain in Victoria Park, as it was stolen from the park shortly after being installed in 2007. Four years later, the sculpture was returned to Newbury Town Council after a local couple found it on Snelmore Common.
- 4 **Couple in Conversation**
Johannes Von Stumm - 2006
Robin Hood Roundabout
Commissioned by Newbury Town Council as part of their original Town Trail. The steel sculpture stands between 4-5 metres tall and weighs around 6 tonnes. The best way to see this work is to have a look at it while at the traffic lights heading North to the roundabout.
- 5 **Flying Woman**
Giles Fenny - 2004
Waitrose Entrance
Located by the entrance of Waitrose, Flying Woman is a single metal cut-out panel of curved form, with the shape of a woman cut and turned up from the surface towards the sky. Commissioned for Discovery Properties Ltd when developing the new Waitrose store, and the sculpture was included as part of the development scheme. The sculpture was unveiled on 26th May 2004.
- 6 **Ebb and Flow**
Peter Randall-Page - 2003
Newbury Lock
Commissioned by Newbury Town Council, this was the first piece of art produced as part of the concept theme of 'Flow'. Peter Randall-Page submitted the winning Ebb & Flow design to be installed at Newbury Lock. While the design is a simple granite bowl, it is connected to the lock by underground piping; so when the lock fills, the bowl also fills with water. When the lock empties, the bowl empties to.
- 7 **Binary Conversation**
Joseph Hillier - 2012
Andover Road
Two heads which stand facing each other on the Old Hospital Green, one head is formed out of hundreds of steel balls while the other is made of steel rings. This piece was commissioned jointly by Sovereign Housing Association and Newbury Town Council in partnership with Hunters architects. The sculpture has recently been surrounded by the planting of a new NHS Commemorative Garden where all plants have medicinal properties.
- 8 **Michael Fairfax - 2021**
Newbury Station Approach
This is Newbury's most recent piece of site-specific art in the town. The design reflects the importance of water, the canal and river routes through the town and its history, showing the rivers, canals and lakes of Newbury. The piece is made from stainless steel, and being reflective can change depending on the light of the sun.
- 9 **Paul Forsey - 2005**
Newbury Library
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PUBLIC ART IN NEWBURY

PUBLIC ART & BLUE PLAQUE MAP

NEWBURY TOWN TRAILS



A map showcasing Newbury's 20th Century Public Art and the Blue Plaque scheme commemorating significant residents and events



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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’.

Town Hall, Market Place, Newbury, RG14 5AA

 (01635) 35486  towncouncil@newbury.gov.uk
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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)

Newbury Town Hall Open Day

Saturday 18th September 2021
10am - 2pm

Newbury Town Hall, Market Place

Exhibit the Council Chamber, Town Hall's history, civic regalia, the portraits and the Roll of Honour of Mayors back to 1596.

**There will also be a special display focusing on
Newbury Market as part of
Heritage Open Day's
Edible England.**



Refreshments Available



This event will be part of the celebration of the whole of West Berkshire's market offerings. Contact Newbury Town Council for more details & see

www.heritageopendays.org.uk

for other Heritage Open Days in West Berkshire.

Town Hall, Market Place, Newbury, RG14 5AA

 (01635) 35486

 (01635) 40484

 @NewburyTC

 towncouncil@newbury.gov.uk

 www.newbury.gov.uk

 NewburyTC



NEWBURY
Town Council

EVENT RUNNING ORDER**Newbury Remembrance Sunday – 14th November 2021**

Time	Action	Who	Location	Notes
08:00-10:00	Town Hall Set Up 3 Stages Erected Barriers around PA System	Town Hall Caretaker & Civic Manager	Town Hall Market Place	
08:30	PA System Set Up	Kennet Radio	War Memorial & Market Place	3 speakers, 2 in Market Place and 1 at War Memorial
By 10:00	Areas Taped Off	Police	Market Place/MHS/War Memorial	10 Cones provided by NTC
09:45	Stewarding Marshals report to Town Hall steps for a briefing	Stewarding Marshall and Senior Marshal	Town Hall	
10:00	Road Closure Marshals to take up positions at road closure points	Stewarding Marshals & Senior Marshal	Road Closure Points: Both ends of Pelican Lane Old Bath Rd/Oxford Rd mini roundabout West of Park Way/London Rd junction The Broadway/clock house	Road closure signs will be in RBL Carpark. Please return these after the event. Pelican lane needs to be closed off at 10am, other junctions may be left open until the parade steps off at 10:25 Once the parade has passed onto the pedestrianised area, the road closure can be discontinued and marshals can make their way to the Market Place.
10:00	Arrival & Assembly of Parade	Parade	Pelican Lane	Markers to be taken to their position in the Market Place and receive instructions from their Parade Marshal

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