

**27<sup>th</sup> August 2024**

**To:** Councillors Phil Barnett; Vera Barnett, Jo Day, Billy Drummond; Nigel Foot; David Harman; Chris Hood; Andy Moore; Gary Norman and Graham Storey

**Substitutes:** All the remaining members of the Council.

**Also to:** All members of the Council for information.

Dear Councillor,

You are summoned to attend a meeting of the **Civic Pride, Arts & Culture Committee** to be held in the Council Chamber, Town Hall, Market Place, Newbury on **Monday 2<sup>nd</sup> September 2024** at 7.30pm. The meeting is open to the press and public and will be streamed via Zoom:

<https://us02web.zoom.us/j/81059544362?pwd=bf1lbJ9v9ja8RjPYUpSGHV61Xfv2dg.1>

Meeting ID: 810 5954 4362

Passcode: 243366

Yours sincerely,

**Joanna Aylott**  
**Civic Manager**


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## **AGENDA**

- 1. Apologies**
- 2. Declarations of interest and dispensations**  
**To receive** any declarations of interest relating to business to be conducted in this meeting and confirmation of any relevant dispensations.
- 3. Minutes (Appendix 1 & Appendix 2)**
  - 3.1 **To approve** the minutes of the meeting of the Civic Pride, Arts & Culture Committee held on Monday 1<sup>st</sup> July 2024 (previously circulated).
  - 3.2 **To report** on the actions from previous minutes.
- 4. Questions and petitions from members of the public**  
(Questions, in writing, must be with the Civic Manager by 2.00 pm on Friday 30<sup>th</sup> August 2024).
- 5. Members' questions and petitions**  
(Questions, in writing, must be with the Civic Manager by 2.00 pm on Friday 30<sup>th</sup> August 2024).

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- 6. Update from Local Democracy Working Group (Appendix 3)**  
**To update** the Committee on the actions from the Local Democracy Working Group, and events that will be taking place before the next Committee meeting.
- 7. Update on Remembrance Sunday (Appendix 4)**  
**To receive** an update from the Civic Manager on plans for this year's Remembrance Sunday commemorations taking place on 10<sup>th</sup> November.
- 8. Heritage Open Day**  
**To note** that the Heritage Open Day will be taking place on Saturday 14<sup>th</sup> September 2024.  
**To receive** a verbal report from the Civic Manager on plans for this year's event.
- 9. VE Day 80<sup>th</sup> Anniversary – 8<sup>th</sup> May 2025**  
**To note** that a Working Group will be formed to recognise the 80<sup>th</sup> anniversary of VE Day.
- 10. Art on the Park**  
**To receive** a verbal report from the Art on the Park group about their 2024 events and activities.
- 11. Newbury Town Flag Display**  
**To note** the status of the Newbury Town Flag display and advise of the unveiling date on 17<sup>th</sup> October 2024 at the Town Hall.
- 12. Flying the Town Flag from the Town Hall (Appendix 5)**  
**To review and approve** the Town Council's Flag Flying Policy.
- 13. Service at War Memorial for Afghanistan (Appendix 6)**  
**To approve** a request from the Royal British Legion to hold a Memorial Service for Service Personnel who served in Afghanistan.
- 14. Civic Manager's Reports (Appendix 7)**  
**To note** the following reports:  
Raising the Profile of the Council in the Community
- 15. Civic Events (Appendix 8)**  
15.1 **To review** civic events since the last meeting of the Committee.  
15.2 **To note** the programme of civic events until the next meeting.  
15.3 **To receive** ideas for suggested or potential future events or activities.
- 16. Forward Work Programme for Civic Pride, Arts & Leisure Committee meetings 2024/25 (Appendix 9)**  
**To note** and agree any other items that Members resolve to add to the Forward Work Programme.
- 17. Twin Town Signage & Trail (Appendix 10)**  
**To review** the plan for Twin Town Signage in Victoria Park, with a Trail map to follow.

**18. Exclusion of the Press and Public**

**To move:** That under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960 the press and public be excluded from the meeting for the following items of business because publicity would be prejudicial to the public interest by reason of the confidential financial business to be transacted.

**19. Newbury Town Band**

**To review** the agreement Newbury Town Council has with Watership Brass, Newbury's Town Band.

**Minutes of a meeting of the Civic Pride, Arts, & Culture Committee held in the  
Council Chamber on Monday 1 July 2024 at 7.30pm**

**Present:**

Councillors Vera Barnett, Jo Day, Billy Drummond; Nigel Foot; David Harman;  
Chris Hood; Andy Moore; and Graham Storey

**Officers present:**

Elisa Mullen (Civic Manager), Amy Xing (Corporate Support Officer)

**1. Election of a Chair and Vice-Chair for the municipal year 2024/25**

**Proposed:** Billy Drummond

**Seconded:** Andy Moore

**Resolved:** Councillor Jo Day was duly elected as Chair of Civic Pride, Arts and Culture Committee for the municipal year 2024/2025.

**Proposed:** Jo Day

**Seconded:** David Harman

**Resolved:** Councillor Billy Drummond was duly elected as Vice-Chair of Civic Pride, Arts and Culture Committee for the municipal year 2024/2025.

**2. Apologies for absence**

**Apologies:** Councillors Phil Barnett and Gary Norman

**3. Declarations of interest and dispensations**

The Civic Manager declared that Councillors Billy Drummond and Nigel Foot 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.

**4. Minutes**

**Proposed:** Billy Drummond

**Seconded:** Vera Barnett

**Resolved:** The minutes of the meeting of the Civic Pride, Arts and Culture Committee held on 19<sup>th</sup> February 2024 were approved.

Actions from the previous meeting were all fulfilled, with items to be discussed as part of this meeting's agenda.

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

There were none.

**6. Members' questions and petitions**

There were none.

**7. Update from Local Democracy Working Group**

It was noted that the Primary School sessions for Local Democracy Week will be taking place in the Council Chamber between 7<sup>th</sup> – 18<sup>th</sup> October 2024. All Councillors are encouraged to participate in this year's programme.

**Proposed:** Nigel Foot

**Seconded:** Andy Moore

**Resolved:** The Terms of Reference for the Local Democracy Working Group were approved by the Committee.

**Proposed:** Jo Day

**Seconded:** David Harman

**Resolved:** Councillor Andy Moore is to be added as a member of the Local Democracy Working Group, and should be invited to future meetings going forward.

**8. D Day 80<sup>th</sup> Anniversary Working Group**

The Committee received a report from the Chair on the D Day Anniversary event which took place on 6<sup>th</sup> June 2024 at Greenham Control Tower, which highlighted the work that the Working Group did and the fundraising to help make the event a success.

The Chairperson thanked all those who participated and called the Working Group to a close as the objectives have now been fulfilled.

The Civic Manager will send the wording of the poem delivered by Kennet School during the Service to NWN and publish it on the Town Council website.

**9. VE Day 80<sup>th</sup> Anniversary – 8<sup>th</sup> May 2024**

**Proposed:** Jo Day

**Seconded:** Vera Barnett

**Resolved:** That a Working Group should be formed to discuss plans to commemorate VE Day 80<sup>th</sup> Anniversary in 2025.

Councillors Vera Barnett, Graham Storey, Jo Day and Andy Moore all volunteered to be a part of the Working Group. It was also encouraged that invitations are extended to Councillor Phil Barnet, Newbury Town Council's CEO, and the Royal British Legion to involve them in sharing ideas and working cohesively.

The first meeting will be arranged to take place in November, once Remembrance Sunday has taken place.

**10. Mayor's Benevolent Fund**

A report was presented by the Civic Manager outlining the changes that will be made the Mayor's Benevolent Fund following the meeting of Full Council on 24<sup>th</sup> June where it was agreed that the charity would now be repurposed to solely focus on supporting the Mayor's chosen charity for the municipal year.

It was requested that the Civic Manager explores if there is an opportunity for the charity to receive Gift Aid to help increase funds.

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

**Proposed:** Andy Moore

**Seconded:** Vera Barnett

**Resolved:** The Newbury Town Trails Family Scavenger Hunt map will be printed and distributed ready for the start of the school summer holidays.

It has been actioned for the Civic Manager to get this printed as soon as possible.

### **12. Freedom of the Town and Honorary Aldermen**

**Proposed:** Jo Day

**Seconded:** Billy Drummond

**Resolved:** The process for granting Freedom of the Town and appointing Honorary Aldermen of Newbury was approved.

The process nominating Freedom and Honorary Aldermen will be circulated to all Councillors and should be included on the next agenda for Full Council to consider nominations to apply for the honour.

### **13. Newbury Town Flag Display**

**Proposed:** Vera Barnett

**Seconded:** Graham Storey

**Resolved:** The draft display showcasing the Newbury Town Flag in the Town Hall, in memory of Rod Thomason, was approved.

The Civic Manager will arrange for an unveiling of the display to take place on 17<sup>th</sup> October 2024, on the 1<sup>st</sup> anniversary of when Rod passed away.

### **14. Flying the Town Flag from the Town Hall**

The Civic Manager presented an updated Flag Flying policy which included an application process for anyone who wishes to request the flying of a particular flag from the Town Hall building.

The consensus among the Councillors was that there needed to be further clarification in the report that:

- The default flag for the town is the Newbury Flag;
- There should be a limit of flying alternative flag requests to be 1 day as default, but can be requests for it to be flown for up to a maximum of 1 week;
- In exceptional circumstances a flag can be flown for a maximum of 3 months with express permission from the Civic Pride, Arts and Culture Committee

The Committee felt there needed time to reflect further refining of the policy before a vote could be taken for approval. The Civic Manager will work on this policy and bring to review at the next meeting of this Committee.

## **15. Retiring the Ukrainian Flag**

**Proposed:** Andy Moore

**Seconded:** Nigel Foot

**Resolved:** The Newbury Town Flag continues to be flown from the Town Hall as our default flag following Newbury Pride (13<sup>th</sup> July 2024).

Following consultation with the Ukrainian Community, the Civic Manager relayed feedback that it would be more appropriate for us to quietly retire the Ukrainian Flag and then to fly it on Ukraine Day each year, which is the 24<sup>th</sup> August.

**Proposed:** Jo Day

**Seconded:** Vera Barnett

**Resolved:** The Ukraine Flag is flown on Ukraine Day, 24<sup>th</sup> August, each year from the Town Hall building.

The Committee felt that any consultations on flying the Ukrainian Flag from the Town Hall on other occasions should be considered favourably.

## **16. Newbury Town Band**

The agreement between Newbury Town Council and Watership Brass was presented to Newbury Town Council. The Civic Manager outlined that we pay an annual retainer to Watership Brass for them to have the title of the Newbury Town Band and for their ongoing support to provide for Remembrance Sunday, and that there was no obligation for them to play at our Mayor Making ceremonies. It was made explicit that if this arrangement were to cease then it would be incredibly difficult to source another band to support the Town Council for our Remembrance Sunday parade and service and that our retainer fee was guarantee that they will be able to support the Town Council on Remembrance Sunday.

The Committee actioned the Civic Manager to liaise with Watership Brass in ensuring that the agreement is kept up to date moving forward, and the updated version to be brought to the next meeting.

## **17. Twin Town Signage**

The Civic Manager invited the Committee to discuss new ideas for ways in which we can feature and highlight Newbury's Twin Towns within the Parish, bringing a presence and visibility of them to the public.

Councillor Jo Day agreed to speak with her contact regarding the feasibility of a sun dial in Victoria Park.

The Civic Manager agreed to do a feasibility study on installing physical plaques about each Twin Town in Victoria Park and creating a Town Trail Map with further information about each town. Councillor David Harman suggested that there could be a link to this with our new Community Café.

It was also suggested that we collaborate with NTTA on potential funding or sponsorship opportunities for this project, and for replacing our Parish welcome signs.

## **18. Heritage Open Day**

It was noted that this year's Heritage Open Day event will take place on Saturday 14<sup>th</sup> September, with the National theme of Routes, Networks and Connections.

Councillor Nigel Foot suggested we contact the Kennet Valley Guild of Spinners, Weavers and Dyers to see if they would like to be involved in this year's event.

A call out for volunteers will be sent to Councillors in due course, as the success of this event is only viable if we have a strong number of volunteers.

## **19. Civic Manager's Reports**

The Civic Manager presented reports on the following key Civic Events which have taken place since the last meeting:

- Civic Awards
- Mayor Making
- Mayoral Fundraising
- Raising the Profile of the Council in the Community

The Civic Manager also highlighted that we've had a very successful Civic Team recruitment campaign, hiring 3 new Macebearers and a new Town Crier. We are currently waiting for the Town Crier's new uniform to arrive and then a PR Campaign introducing the new Civic Team to the Town will be created and published.

## **20. Civic Events**

- The information regarding 10 Civic Events held since the last meeting of this committee was received and noted.
- Information relating to future Civic Events was noted including 60<sup>th</sup> Anniversary of Twinning with Braunfels, Art on the Park and a date TBC for the Annual Bowls Match
- The Mayor, Cllr Andy Moore, expressed his interest in reprising the Fundraising Concert as one of his fundraising events during his mayoral year for his chosen charity.

## **21. Forward Work Programme for Civic Pride, Arts & Culture Committee meetings 2024/25**

Noted. Councillors requested to add the following to the Forward Work Programme

- Flag Flying Policy Review
- VE Day Working Group
- Twin Town Commemorations
- Watership Brass Agreement Review

**There being no further business, the Chairperson declared the meeting closed at 8:55pm.**

The Councillors offered their thanks to Civic Manager, Elisa Mullen, for all her support to the Committee as she moves on from Newbury Town Council to relocate to the North East.

**Chairperson:**

**Date:**



## Civic Pride, Arts &amp; Culture Committee

Date: 01 07 2024

ACTION SHEET

Item	Resolved	Actions	who	when
Agenda Item 2 – Apologies	Apologies: Councillor Phil Barnett & Gary Norman	Write up attendance register	Corporate Support Officer	As soon as possible
Agenda Item 4 – Minutes	Approved & Signed	Send signed minutes to Corporate Support Officer	CM	As soon as possible
Agenda Item 7 – Local Democracy Working Group	Cllr Andy Moore is added as a member of the LDWG	Invite to next meeting. Schedule next meeting.	CM	As soon as possible
Agenda Item 8 – D Day 80 <sup>th</sup> Anniversary Working Group	Wording of the Poem delivered by Kennet School during the service	Send the NWN, thanking Kennet School for their delivery of it at the service. Publish on our website	CM	As soon as possible
Agenda Item 9 – VE Day 80 <sup>th</sup> Anniversary	Working Group to be formed. Cllrs Vera Barnett, Graham Storey, Jo Day and Andy Moore	Form a working group with a first meeting due to take place in November once Remembrance Sunday has taken place. Invite Cllr Phil Barnett, CEO and RBL	CM	September 2024
Agenda Item 10 – Review of the Mayor’s Benevolent Fund	Mayor’s Benevolent Fund Changes approved following Full Council Meeting	Explore opportunity for the charity to receive Gift Aid with HMRC	CM	September 2024
Agenda Item 13 – Newbury Town Trails	Approved	Print and distribute	CM	As soon as possible
Agenda Item 12 – Freedom of the Town and Honorary Aldermen	The process of granting Freedom of the Town and Appointing Honorary Aldermen was approved	Circulate process and step by step of process to all Councillors	CM	September 2024

Agenda Item 13 – Newbury Town Flag Display	The draft display was approved	Arrange display based off draft Find Location Arrange unveiling date	CM/CSO	October 2024
Agenda Item 14 – Flying the Town Flag from the Town Hall	The consensus among the Councillors was that there needed to be further clarification in the report that: <ul style="list-style-type: none"> <li>- The default flag for the town is the Newbury Flag;</li> <li>- There should be a limit of flying alternative flag requests to be 1 day as default, but can be requests for it to be flown for up to a maximum of 1 week;</li> <li>- In exceptional circumstances a flag can be flown for a maximum of 3 months with express permission from the Civic Pride, Arts and Culture Committee</li> </ul>	Further refine the flag flying policy and application to take to the next committee meeting	CM	19 <sup>th</sup> August 2024
Agenda Item 15 – Retiring the Ukrainian Flag	The Newbury Town Flag continues to be flown from the Town Hall as our default flag following Newbury Pride (13 <sup>th</sup> July 2024).  The Ukraine Flag is flown on Ukraine Day, 24 <sup>th</sup> August, each year from the Town Hall building.	Inform the Town Hall Officer Inform Gillian Durrant to pass onto the Ukrainian Community of 24 <sup>th</sup> August	CM	As soon as possible
Agenda Item 16 – Newbury Town Band	Ensure that the agreement is kept up to date and bring to next meeting	Contact Watership Brass	CM	19 <sup>th</sup> August 2024
Agenda Item 17 – Twin Town Signage	New Ideas to feature and highlight our Twin Towns within the parish	Sun Dial Feasibility  Twin Town Trail around Victoria Park feasibility study liaise with Crescent Signs and CS Dept.  Consult NTA on funding/sponsorship opportunities	JD  CM  CM	September 2024

<p>Agenda Item 18 – Heritage Open Day</p>	<p>Date is Saturday 14<sup>th</sup> September</p>	<p>Contact all Cllrs to advise of date and request volunteers</p> <p>Contact Kennet Valley Guild of Spinners, Weavers and Dyers to see if they would like to get involved</p>	<p>CM/CSO</p>	<p>August 2024</p> <p>As soon as possible</p>
<p>Agenda Item 20 – Civic Events</p>	<p>Annual Bowls Match</p> <p>Mayor’s Fundraising Concert Reprise</p>	<p>Contact re. Date</p> <p>Speak to Mayor, Waterside Centre and Martin Kavanagh about securing a date</p>	<p>CM</p>	<p>As soon as possible</p> <p>September 2024</p>
<p>Agenda Item 18 – Forward Work Programme</p>	<p>Add the following:</p> <ul style="list-style-type: none"> <li>• Flag Flying Policy Review</li> <li>• VE Day Working Group</li> <li>• Twin Town Commemorations</li> <li>• Watership Brass Agreement Review</li> </ul>	<p>Add for next meeting</p>	<p>CM</p>	<p>19<sup>th</sup> August 2024</p>

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

### Agenda Item 6: Local Democracy Working Group Report

The Local Democracy Working group have met on two occasions (16<sup>th</sup> July & 9<sup>th</sup> August) since the last committee meeting. As part of these meetings, both primary and secondary schools have been contacted to take part in our 'Meet the Town Council' event programme for 2024. 2024's programme is due to take place from 7<sup>th</sup> to 18<sup>th</sup> October.

#### Primary Schools

The primary school offering is that they attend the Town Hall and receive a presentation, a tour of the building, try on Councillor's robes and learn about the civic regalia.

Six primary schools have responded that they would like to take part so far.

The schools who haven't respond to our invitation will be chased up as the new term starts on Tuesday 5 September.

It is important to note that the invitations were sent very late this year to all schools due to not being able to hold the Working Group meeting until after the General Election. At the time of writing this report, the plan is to send all schools a reminder about the event.

#### Secondary Schools

For secondary schools, our programme is to visit the secondary schools and to present to them either in an assembly or with smaller groups of pupils. We've given opportunity to be very flexible with the programme of activities to ensure that our visit fits in within the curriculum.

In our invitation this year, we let schools know that we were be willing to be flexible with the dates we have provided and that we are willing to work with their schedule for a visit to take place.

Four secondary schools have responded so far. The schools yet to respond will be sent a reminder at the start of September.

Considering the lateness of the invites sent, this is a very good response from secondary schools in comparison to previous years where we have struggled to engage with secondary schools.

The four secondary schools who have confirmed their interest have requested further discussions at the start of the new school term in relation to what the content of the sessions will be. In previous years this has consisted of a Q&A session with Councillors and a brief introduction to the differences between Newbury Town Council and West Berkshire District Council.

#### Engaging other Youth Groups

The Local Democracy Working Group are also keen to further develop engagement with local young people outside of schools. To do this, in the meeting held on 9<sup>th</sup> August we

invited Kerrie Hiscock the lead for Youth Voice and Participation at Berkshire Youth to attend our meeting to discuss new ways in which we could engage young people.

The Chair explained that our previous offerings to secondary schools and youth groups have differed where take up in engagement has been mixed over the years. She asked if Kerrie is able to share some insights into how we can engage with other youth groups and support the work of Berkshire Youth with shared objectives to collaborate with young people.

Kerrie explained that it's important to reach out to young people based on settings they feel comfortable in, some are keener than others about going to formal sessions. The best way to engage with them is to get to know the young people through activities they enjoy doing, and to ensure that we're transparent in our agenda when focusing on what we want to achieve e.g. asking them what's important to them.

Kerrie explained that there may be opportunities for our Councillors to participate in pre-existing and established activities already offered by Berkshire Youth where Councillors can attend on a committed basis when invited. These include Youth Cafes, special interest groups and detached sessions where Youth Workers go out to widen their reach.

It was agreed that Newbury Town Council would try to find Councillors to volunteer to engage with the young people in these sessions. The Council will try to match willing, and committed Councillors to the right activity to ensure that their engagement is meaningful and purposeful. It was suggested that Councillors have advice and tips on how to speak and engage with young people through conversations.

Berkshire Youth will also be pushing their Youth Forum in September, encouraging a youth voice in how the organisation is run in the community. It was suggested that Councillors could attend a couple of sessions to observe and listen to what young people are suggesting, establishing what is important to them and supporting their base for social action to take place locally. Following this there could be then opportunity to consult on how we can support young people with their wishes moving forward.

Kerrie mentioned that one of the key components of engaging with young people was the importance of the feedback loop and ensuring that any suggestions are followed up. Even if things they've asked for can't be done, they engage with that; no feedback at all is demotivating for them.

Kerrie has sent Officers a list of activities that Councillors could take part in:

- Waterside Youth Café – Monday & Tuesdays 4.30-6pm.
- Community Youth Project – Senior Youth Session – Thursday 4.30 – 6pm, Greenham Community Centre.
- Next Gen Youth Café (Jesus Disciple Centre) – Friday 7-8.30pm, Riverside Community Centre.
- St Francis de Sales Youth Club – Friday 6-8pm (Monthly), St Francis de Sales, Wash Common.

NTC to request any willing and committed Councillors to attending sessions on a regular basis and to match one or two councillors with an activity they can attend on a regular basis.

It was agreed that the best opportunity to ask for volunteers, and to inform Councillors of our plans would be when also requesting volunteers to take part in our Meet the Town Council sessions. Kerrie suggested we could call their roles 'Youth Champions'.

It was also suggested that there is a specific item as part of the Full Council meeting taking place on 21st October to speak more about the opportunities we are exploring.

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

**Agenda Item 7: Remembrance Sunday Planning**

Background/Objective

Newbury Town's Remembrance Sunday Parade and Service is organised by the Civic Manager on behalf of this Council. This is a community event held with assistance from a number of organisations within this community including, the Royal British Legion, Police and uniformed youth organisations.

Remembrance Sunday this year will be taking place on Sunday 10 November 2024.

In preparations for the event, a meeting was held on 14 August with the Royal British Legion and other representatives including Thames Valley Police, Kennet Radio, Scouts and Guides, Civic Team etc to discuss planning for honouring Remembrance Sunday this year. This meeting also included former Civic Manager, Elisa Mullen to assist in the event handover to the new Civic Manager, Joanna Aylott.

- There was agreement that the parade and service should continue to take place as per previous years, starting from the Royal British Legion at Pelican Lane and finishing in the Market Place ready for the service to commence.
- The parade and service would operate with army representatives on parade and Standard Bearers and Wreath Layers from each contingent that usually takes part (and a Leader when considering youth organisations).
- Usual security provisions and road closures would apply, with a strong emphasis on the safety of spectators, ensuring the event follows guidance under Martyn's Law.
- We will be exploring the option of streaming the event with Kennet Radio for members of the community to view from their devices.
- Parade Marshal to be the Senior RSM at Denison Barracks.
- The provision of a Church service following the ceremony is yet to be confirmed. The Civic Manager has been in contact with Rev. Will Hunter Smart at St Nicolas Church regarding a service (yet to receive a response).
- West Berkshire Council and the local police have been informed about the event, and a follow up meeting between the Civic Manager and Thames Valley Police will be arranged for further guidance and safety provisions from their perspective.
- Updated plans for the event will be issued on a regular basis to all key stakeholders.

**Public Report to Civic Pride, Arts & Culture Committee**

**Agenda Item 12: Flag Flying Policy**

**Decision Required:** To review and approve the Town Council's Flag Flying Policy.

**Newbury Town Council Flag Flying Policy**

\*\*\*changes in red

\*\*\*changes in green following July 2024 meeting for CPA&C Review in September 2024.

Flags are a way of expressing joy and pride – they are emotive symbols which can boost local and national identities as well as strengthening community cohesion and marking civic pride.

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 Newbury Town Hall.

This has been drafted in compliance with Government guidance and regulations for their flag flying protocols while also providing scope for which cultural diversity can be celebrated in the town.

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.
- Be removed carefully where so required by the planning authority.

**Flag Categories**

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).**
- 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 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; This would include the Newbury Town Flag.
- (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 His 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 Chamber, Elsie Kimber Room or on the Town Hall Steps and would need to specify their flag flying requirements as additional information to accompany 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 Pride Progress flag.*

e) Specified award schemes - Eco-Schools, Queen’s Awards for Enterprise and Investors in People.

f) the NHS flag.

g) 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.*

The restrictions of flying this category of flag relate to where the flagpole is located on a building:

- Two flags on the same flagpole projecting from any part of a building are permitted provided one of the flags is from category (a) (flags which do not need consent) such as a national flag and that flag is flown in the superior position.
- Otherwise, only one flag on a projecting flagpole on a building is permitted.
- The flag may not exceed 2 square metres in size.
- No restrictions on the size of characters.

### 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.*

### 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 His Majesty the King. However, UK government buildings are encouraged to fly the Union Flag all year around.

The 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.

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.

UK government building flagpoles should never remain empty – the default should be flying the Union Flag if no other flag is being flown.

*The default position is that the Council flies the Town Flag daily.*

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

Designated days for flying the Union Flag on UK government buildings 2024:

- 1 March: St David's Day (in Wales)
- 11 March: Commonwealth Day (second Monday in March)
- 17 March: St. Patrick's Day (in Northern Ireland)
- 9 April: His Majesty The King's Wedding Anniversary
- 23 April: St George's Day (in England)
- 6 May: Coronation Day
- 15 June: Official Birthday of His Majesty The King
- 21 June: Birthday of the HRH The Prince of Wales
- 17 July: Birthday of Her Majesty The Queen
- 8 September: His Majesty The King's Accession
- 10 November: Remembrance Day (second Sunday in November)
- 14 November: Birthday of His Majesty The King
- 30 November: St Andrew's Day (in Scotland)

Also the day of the opening of a Session of the Houses of Parliament by His Majesty and the day of the prorogation of a Session of the Houses of Parliament by His Majesty. Flags should be flown on these days even if His Majesty does not perform the ceremony in person. Flags need to be flown in the Greater London area.

DCMS may issue ad-hoc guidance encouraging UK government buildings to fly such flags throughout the year, alongside the Union Flag.

### **Process for Dealing with Flag Flying Requests**

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.

When a request for flying a flag comes into the Town Council this should be sent directly to the Civic Manager, or to the CEO in their absence.

It will then be determined which category the flag flying request falls into; 1, 2 or 3.

Category 3 the organisation will be encouraged to contact West Berkshire Council with their request and will be provided with the appropriate contact details.

Categories 1 and 2, will be required to complete a Flag Flying Application Form (**Annex 1**) and this will be taken to the next available Full Council or Committee Meeting to be consulted upon. The item will need to be added to the agenda of the meeting with the Application Form as an accompanying appendix. This is not inclusive of Sub-Committees or Working Groups.

Once a decision has been made by the Council or Committee; if approved, arrangements will then be made with the Town Hall Officer to fly the flag on the date specified on the application form and taken down the following day after the specified date. As default, flags will be flying for 1 day, however requests can be made for the flag to be flown for up to a maximum of 1 week.

In exceptional circumstances, a flag can be flown for a maximum of 3 months with express permission from the Civic Pride, Arts and Culture Committee.

If any requests to fly any other flags, regardless of if they fall into category 1, 2 or 3, fall on the same day as a designated Union Flag Flying Day, the Union Flag takes precedence.

The Council reserves the right to refuse request for flag flying requests on the grounds that:

- The Union Flag will be flying on the same day.
- The request falls outside the government guidelines.
- The flag flying would be disruptive to the Council.
- The flag flying would affect community cohesion or relations.

The Town Council holds the right to manage ad hoc flag flying requests which may fall outside the threshold of the application form. These requests will be dealt with on a case-by-case basis with the Leader of the Council, Mayor and Chairperson of the Civic Pride, Arts and Culture Committee. This is on the basis that flags can be flown for a maximum of 3 months, and will then the decision will be reviewed whether it should continue to be flown at the next meeting of Civic Pride, Arts and Culture Committee.

**Reference to Strategy:** 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 flagpole 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 updated policy in relation to flags being flown from the flagpole on the balcony of the Town Hall.

**Annex 1****Flag Flying Request Form**

This form to request the flying of a flag from Newbury Town Hall's flagpole on the balcony of the Town Hall.

**This form must be completed and submitted to [mayor@newbury.gov.uk](mailto:mayor@newbury.gov.uk) or by post no later than 3 weeks before the date of the flag flying date.**

Once the form has been submitted, the Councillors will discuss the item at their next available meeting and will be added to the agenda. We endeavour to notify you which meeting this may be, though this may not always be possible.

Please note that this form will be used as an accompanying Appendix item to be discussed at Town Council meetings.

The flag you have requested to fly will be flown for one day. Requests for flying for longer can be considered with express permission from the Civic Pride, Arts and Culture Committee.

Once a decision has been made, we will contact you to confirm the outcome and further arrangements as required.

The Council reserves the right to refuse request for flag flying requests on the grounds that:

- The Union Flag will be flying on the same day.
- The request falls outside the government guidelines.
- The flag flying would be disruptive to the Council.
- The flag flying would affect community cohesion or relations.

Please give as much information as possible about your plans as this will support your request. Failure to provide such sufficient information may result in your request being denied.

<b>Section 1: About You</b>	
<b>Name</b>	
<b>Address</b>	
<b>Email</b>	
<b>Telephone</b>	
<b>Organisation</b>	

<b>Section 2: About Your Flag Flying</b>		
<b>What nationality, community or group is being celebrated?</b>		
<b>What flag do you wish to fly?</b>		
<b>What date would you like to fly this flag?</b>		
<b>Do you already have a flag to provide?</b>	<b>Yes</b>	<b>No</b>

<p>Please confirm that you would be able to provide the flag the day before the date you wish to fly the flag. This is to ensure our staff can safely prepare the flag in advance of it being raised.</p>	
<p style="text-align: center;"><b>This form is completed on the basis that the flag will be flown for 1 day.</b></p>	

<p><b>Section 3: Additional Information</b></p>		
<p><b>Will you require any rooms inside the Town Hall?</b></p>	<p><b>Yes</b></p>	<p><b>No</b></p>
<p style="text-align: center;">If 'yes' a room booking form will be required to be completed. We cannot guarantee that we will be able to meet your request if the room has already been booked by another party.</p>		
<p><b>Do you plan to host a flag raising ceremony on our Town Hall Steps?</b> If so, please outline full details regarding speeches, VIP guests and dignitaries in attendance, programme timings, speeches etc.</p>	<p><b>Yes</b></p>	<p><b>No</b></p>
<p><b>Please provide any further information that you may feel is relevant for Council consideration to support your application.</b></p>		

Name:

Date:

Please return this form to [mayor@newbury.gov.uk](mailto:mayor@newbury.gov.uk)

**Newbury Town Council, Newbury Town Hall, Market Place, Newbury, RG14 2FG**

**Public Report to Civic Pride, Arts & Culture Committee**

**Agenda Item 13: Service at War Memorial for Afghanistan Personnel**

**Background**

Newbury Royal British Legion have approached Newbury Town Council and have requested permission to hold a small memorial service on Sunday 15<sup>th</sup> December at 11am at the War Memorial.

This would be especially for service personnel who served in Afghanistan.

The Royal British Legion would like residents to recognise that they're not just here for those who served in WWI or WWII, but for recent conflicts as well.

Newbury has lots of residents who served and are veterans who took part in this specific conflict, and they would like to recognise the service that they gave and give them appropriate public acknowledgement and gratitude.

This would take place at the War Memorial and would be a small service, similar to that which takes place on Armistice Day, 11<sup>th</sup> November.

All Councillors would be encouraged to attend this service.

**Council Resource**

Newbury Town Council would ensure that there are staff present to make sure that the War Memorial is cleaned and presentable in the lead up to the event, and on the morning of the service.

**Council Strategy**

2F – Encourage and support contributions to our public and community life.

**Recommendation:** to approve the request from the Royal British Legion to hold a Memorial Service for Service Personnel who served in Afghanistan.

**Public Report to Civic Pride, Arts & Culture Committee**

**Agenda Item 14: Civic Manager's Report**

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

**Background**

In accordance with the Newbury Town Council Strategy, Other Objectives No. 5  
"Acknowledge the contributions made by those who improve Newbury life"

**Objective**

To raise the profile of all the positive things that happen in the community and, wherever possible, to acknowledge them.

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

As well as directly emailing the people with a congratulations message we are also featuring on social media (with their permission).

The total number of letters of congratulations sent since the last meeting of this committee is 22 (as of 21 08 2024):

28/06/2024 – Bharati Shakha Newbury  
28/06/2024 – Educafe  
28/06/2024 – Tiny Town Café  
04/07/2024 – Caffè Botanico  
05/07/2024 – Al Murray  
05/07/2024 – Commemorative Convoys  
05/07/2024 – Oscar Best  
09/07/2024 – Alisdair Shankland  
11/07/2024 – Delphic Brewing Company  
11/07/2024 – Newbury College  
11/07/2024 – Sketchers  
18/07/2024 – Gails Bakery  
18/07/2024 – Home Start West Berkshire  
18/07/2024 – Newbury Rotary Club  
18/07/2024 – Tracy James Hearing  
29/07/2024 – Luke Humphries  
29/07/2024 – Newbury Lions Club  
29/07/2024 – The Arts Society Newbury  
01/08/2024 – McCann's Coffee  
01/08/2024 – The Soup Kitchen  
08/08/2024 – Peter Kay  
15/08/2024 – All Newbury Secondary Schools



**Public Report to Civic Pride, Arts & Culture Committee**

**Agenda Item 15: Civic Events**

- a. To review civic events since the last meeting of the Committee
  - b. To note the programme of civic events until the next meeting
  - c. To receive ideas for suggested or potential future events or activities.
- 
- a. **To review** civic events since the last meeting of the Committee:
    - 60<sup>th</sup> Anniversary of Twinning with Braunfels, 22<sup>nd</sup> July
    - Art on the Park, 25<sup>th</sup> August
  - b. **To note** the programme of civic events until the next meeting:
    - Annual Bowls Match, 4<sup>th</sup> September
    - Heritage Open Day, 14<sup>th</sup> September
    - Local Democracy Events, from 7<sup>th</sup> October
    - Town Flag Display Unveiling, 17<sup>th</sup> October
    - Remembrance Sunday Parade & Service, 10<sup>th</sup> November
  - c. **To receive** ideas for suggested or potential future events or activities.

**Public Report to Civic Pride, Arts & Culture Committee****Agenda item 16: Work Programme for Civic Pride, Arts & Culture Committee Meetings****2<sup>nd</sup> September 2024****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. Civic Managers Reports (Mayoral Letters)
8. Civic Events
9. Discussion on Potential Future Civic Events

<b>September</b>	Remembrance Sunday Planning Heritage Open Day Local Democracy Events Art on the Park Report Flag Flying Policy Review VE Day Working Group Twin Town Commemorations Watership Brass Agreement Review
<b>November</b>	Remembrance Sunday Report Heritage Open Day Report Local Democracy Events Report Festive Afternoon Tea Civic Awards Planning VE Day Working Group Newbury and District Arts Association report from Jane Shillam Strategy Review Budget 2025/26
<b>February</b>	NTTA Report Civic Awards Mayor Making Festive Afternoon Tea Report VE Day Working Group
<b>July</b>	Election of Chairperson Report: <ul style="list-style-type: none"> <li>- Civic Awards</li> <li>- VE Day</li> <li>- Mayor Making</li> </ul> Heritage Open Day Planning Local Democracy Working Group

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

### Agenda Item 17: Twin Towns Trail

#### Background

Following the last meeting of Civic Pride, Arts and Culture Committee; it was requested for the Committee to think of suggestions for giving our Twin Towns more presence throughout the town.

The Civic Manager suggested the potential of an extension to our Newbury Town Trails project where we install small information plaques around Victoria Park, and then create a Twin Towns Trail showcasing the plaques.

The Newbury Town Trails Maps currently have 3 in their series; Blue Plaques, Public Art, Family Scavenger Hunt which have all been very well received by the public.

The Twin Towns Trail project would be managed in 2 phases:

Phase 1: Installation of information plaques in Victoria Park to showcase the Twin Towns.

Phase 2: The creation of a Twin Town Trail map once the plaques have been installed.

#### Current Position

An indicative quote has been obtained to install 5 plaques in Victoria Park, at a guide price of £975 (£195 each).

These plaques are mounted to a single timber “sleeper” post with an angled top, standing at approx. 70cm tall at its highest point, and will be treated with weather proofing.

Please see **Annex 1** for an example image.

Having the plaques at floor height would be good for families, and younger children to read the information, providing an accessible means of information sharing.

Please see **Annex 2** for an example of what information could be included on each plaque.

#### Consultation

Newbury Twin Town Association like the idea of giving the Twin Towns presence in Victoria Park.

The Civic department would liaise with the Community Services department to find the best specific locations in Victoria Park to install the 5 plaques, with Phase 2 of the project in mind to create an engaging and cohesive Trail.

#### Cost

There is insufficient budget remaining for the 2024/2025 year in the Civic Pride, Arts and Culture Committee Fund with £335 remaining to spend for the 2024/25 year as of the 27<sup>th</sup> August 2024.

Work on the project could begin in 2025 with additional budget proposed for the Art Trail.

Council Strategy

1.F.5.c. Support Visitors: Provide brochures, maps, signage and other information for the benefit of visitors to newbury.

2.F. Encourage and support contributions to our public and community life.

2.F.b. Continue to support the principle of Newbury Town Twinning and explore how to make it more inclusive.

2.G. Celebrate and encourage appreciation of public art and Newbury's heritage.

Annex 1

Example photograph:



**Annex 2**

Example information to be included on each plaque:

