

**MINUTES OF A MEETING OF THE CIVIC PRIDE, ARTS & LEISURE COMMITTEE HELD
IN THE COUNCIL CHAMBER, TOWN HALL, MARKET PLACE, NEWBURY ON
MONDAY 13 JUNE 2016 AT 7.30PM**

PRESENT

Councillors Howard Bairstow; David Fish; Dave Goff; Sarah Greenall; Arthur Johnson; Margo Payne (Chairperson); Anthony Pick; Kuldip Singh Kang; Tony Stretton; Julian Swift-Hook; Martha Vickers (named substitute).

OFFICERS PRESENT: Joyce Lewis, Civic Manager and Margaret Gore, Corporate Services Officer.

The Leader of the Council, Councillor Dave Goff presided over the Election of the Chairperson

1. ELECTION OF CHAIRPERSON AND VICE-CHAIRPERSON

PROPOSED: Councillor Sarah Greenall

SECONDED: Councillor David Fish

RESOLVED: That Councillor Margo Payne be elected as Chairperson of the Civic Pride, Arts & Leisure Committee for the Municipal Year 2016/2017.

Councillor Margo Payne took the Chair for the remainder of the meeting.

The Chairperson, Councillor Margo Payne thanked Councillor Kuldip Singh Kang for his work as Chairperson for the previous year and all the help he gave to other Members.

PROPOSED: Councillor Julian Swift-Hook

SECONDED: Councillor Howard Bairstow

RESOLVED: That Councillor Jo Day be elected as Vice-Chairperson of the Civic Pride, Arts & Leisure Committee for the Municipal Year 2016/2017.

There were no other nominations.

2. APOLOGIES FOR ABSENCE

Councillors Jo Day, Jeanette Clifford.

3. DECLARATIONS OF INTEREST AND DISPENSATIONS

Councillors Howard Bairstow, Dave Goff and Anthony Pick declared that they 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: Councillor Kuldip Singh Kang

SECONDED: Councillor Sarah Greenall

RESOLVED: That the Minutes of the meeting of the Civic Pride, Arts & Leisure Committee held on 8 February 2016 be approved and signed by the Chairperson.

5. QUESTIONS AND PETITIONS FROM MEMBERS OF THE PUBLIC

Mr Mercado asked the following question:

“Has the Civic Pride Committee of Newbury Town Council any authority to express its concern to any local commercial business or authority regarding the up keeping of its land or premises which may appear neglected and thus detrimental to the appearance of Newbury Town?”

The Chairperson gave the following response:

The appearance of Newbury Town is a matter of great importance to this Council.

We do all in our power to ensure that the Town is looking well both for the people and communities of the Town and for our visitors.

For instance:

- We take great pride about properties in our ownership and care, such as The Town Hall, Victoria Park and other parks and open spaces throughout the Town, as well as the 2 Cemeteries for which we are responsible. Recently we have repainted and restored the exterior of the Town Hall, as well as putting up hanging baskets on the Hall. We have just finished an extensive programme of planting in all our parks and supplied hanging baskets to a number of other properties in town.

- This year we have re-introduced our “Newbury in Bloom” campaign and the aims of the campaign are to:

- Create an attractive and sustainable environment making Newbury a greener, cleaner and more pleasant place to live;
- Promote horticultural excellence and improve the appearance of our town and environment;
- Bring together all sectors of the community; individuals; friends; groups and businesses who wish to care for our environment;
- Support the local economy by promoting tourism and encouraging visitors to stop and enjoy our beautiful town.

- The Town Council expends considerable resources through our landscapes contract to keep the Town looking well, including litter control, grass cutting and the removal of fly-posting and graffiti where required.

- Newbury has a very fine stock of listed buildings and the Council has an active Heritage Working Group which works closely with the District Council’s Conservation Officers to protect these buildings and their features.

- We work closely with our partners in the BID and the District Council to address these issues and to maintain the physical and environmental qualities of Newbury. Regarding the upkeep and appearance of buildings or premises which may appear neglected and thus detrimental to the appearance of Newbury Town, while the Town Council can express its concern in these matters the statutory authority to deal with

them lies with West Berkshire District Council. The District Council has a wide range of powers, including Building Control, where the building represents a danger or hazard to the public, powers to protect listed buildings and powers under section 215 of the Planning Acts which provides a local planning authority with the power to take steps requiring land to be cleaned up when its condition adversely affects the amenity of the area.

The Town Council works closely with the District Council to address matters of this nature. However, when dealing with commercial properties for issues such as this it can often be difficult to contact the owners or to find someone with the authority or wish to address these matters, which can often lead to inaction or frustrating delays.

If there are particular buildings or lands which you feel need attention, please let us know and we will endeavour to have the matter resolved. While we do not have the authority we can still pass on the details to the relevant body with our concerns.

Mr Mercado asked the following supplementary question:

“Mr Mercado thanked Madam Chairperson for her reply but felt this didn’t answer his question which he then repeated.”

The Chairperson gave the following response:

“No this Committee does not have the authority to express its concerns however, if you provide this council with a written list of your concerns we will forward them to the relevant organisations.”

6. MEMBERS’ QUESTIONS AND PETITIONS

There were none.

7. CIVIC PRIDE ARTS AND LEISURE STRATEGY REVIEW

After a brief discussion it was agreed that the Members consider any changes that are to be made and forward them to Joyce Lewis, Civic Manager. Any changes that have been submitted will be considered at the next meeting of this committee scheduled for Monday 5 September 2016.

8. NEWBURY ART TRAIL STEERING GROUP

Members received a verbal report From Councillor Goff, Chairperson to the Newbury Art Trail Steering Group.

“I and other Members of this Council have been very busy with work and other Working Groups so there has not been a meeting of Newbury Art Trail Working Group since I last reported to this Committee. It is my intention to organise a meeting in the near future with the intention to discuss the following:

- Review of the Working Groups Terms of Reference
- To consider putting together a leaflet explaining the Art Trail
- The Walks organised by the Heritage Working Group should also be linked to this group so as to include the Art Trail pieces

9. MUSIC IN THE MARKET PLACE – SUNDAY 14 AUGUST 2016

Members received a verbal update from Councillor Arthur Johnson on the Music in the Market Place event scheduled to be held on Sunday 14 August 2016 between 12 noon and 5pm.

- A poster for Music in the Market Place will be available by the end of the month.
- Four bands are confirmed to play.
- All the organisation is going well so far.

10. NEWBURY TOWN CIVIC AWARD PRESENTATION EVENING

It was noted that there were not very many nominations this year for the Young Person's category. It was agreed that this be reviewed at the meeting scheduled for November 2016. If any Member/Officers have suggestions on how to make this a more successful event please could they forward their comments to Joyce Lewis, Civic Manager for example: should this be a standalone event?

11. MAYOR MAKING CEREMONY HELD ON 15 MAY 2016

The report regarding the Mayor Making Ceremony, as attached to the agenda at appendix 4 was received and noted by the Committee.

12. WORLD WARS WORKING GROUP

The minutes of the World Wars Working Group meetings held on 24 February, 6 April and 24 May 2016.

It was noted that the talk for 15th July had been missed off the list shown on the agenda.

13. QE 90

The minutes of the QE90 Working Group meetings held on 2 March, 12 April & 10 May 2016 were received and noted by the Committee.

The Chairperson thanked all Members / Officers involved in the organisation of the Picnic in the Park which was a great success.

The Leader of the Council, Councillor Dave Goff asked that his thanks to Councillor Margo Payne and her Team and the Civic Manager and her team for organising the Picnic in the Park event be recorded.

14. NEWBURY IN BLOOM

The minutes of the Newbury in Bloom Working Group meetings held on 11 February, 14 March, 15 April and 17 May 2016 were received and noted by the Committee.

It was noted that there had been five entries to each category so far. There is still time for other entries. The closing date for entries is Thursday 30 June 2016.

15. TWIN TOWN REUNION

The report regarding the Twin Town Reunion, as attached to the agenda at appendix 8 was received and noted by the Committee.

16. 20th ANNIVERSARY OF NEWBURY TOWN COUNCIL IN MAY 2017

It was agreed that it would be important to recognising the 20th anniversary of Newbury Town Council in during May 2017. The actual date that this council came into being was 22 May 1997.

It was agreed that the Civic Manager contact all Members of this Council to ask for ideas as to how this date should be celebrated, giving a date for comments to be returned. Once comments have been received a Working Group should be organised to discuss further. If any Councillors are interested in being part of the Working Group please could they inform the Chairperson, Councillor Margo Payne and the Civic Manager, Joyce Lewis.

17. NEWBURY TO BECOME A FAIRTRADE TOWN

It was agreed that to become a Fairtrade Town should be a council led initiative. A Steering Group needs to be set up including all sections of the community including the BID. All Newbury Town Councillors to be invited to join the Steering Group to progress this objective prior to inviting other organisations to join.

18. TOWN HALL OPEN DAY/WEEKEND IN CONJUNCTION WITH THE NATIONAL HERITAGE WEEKEND.

After a brief discussion it was agreed that an Open Evening rather than an Open Day/Week would take place. An e-mail is to be sent to all Members of this council to ask for advice / suggestions of what they would like included. This item will be reviewed at a future meeting.

19. JOHN KIMBERS CHEST

The information was received and noted by the Committee.

20. DISCUSSION OF PAST AND POTENTIAL FUTURE EVENTS

- a) The information relating to previous events as detailed on the agenda was received and noted by the Committee.
- b) Future events:
 - Sunday 26 June 2016 – Rotary Club annual Boules event
 - Saturday 16 July 2016 – Culture Fest

- Sunday 24 July 2016 – Tigris Memorial Service at St Nicolas Church

Members were encouraged to contact the organiser of the Rotary Club annual Boules event and Culture Fest if they could help in anyway. Members were also encouraged to attend the Tigris Memorial Service.

- c) This item was moved to Item 21 on the agenda.

21. CIVIC EVENTS

- a) The information provided by the Civic Manager was received and noted by the Committee.
- b) The information relating to future Civic Events as detailed on the agenda was received and noted by the Committee.

It was noted that:

- i) Members were encouraged to attend and wear their formal regalia
- ii) The Mayor's Drive & Tea Party scheduled for Wednesday 6 July drivers still required. If anyone is available could they please let The Civic Manager know?
- iii) The Twin Town Association is still looking for volunteers to host visitors from our Twin Towns during 8-12th September. An e-mail is to be forwarded to all Members regarding this matter.
- c) The following suggestions were made:
- i) Councillor Martha Vickers suggested that we revisit the idea of a Public Art Gallery in the Civic Entrance on Saturdays as was previously organised by former councillor Julie Csala. However, it was noted that it was stopped as no one could give the time that Mrs Csala gave to such an event. This would be a very big commitment to take on.
- ii) It was also suggested that this Council allow the use of Suite 1 for events until such times that it is leased to another organisation.
- iii) Councillor Fish noted that the CPA&L Strategy mentions Sports and that this Council hasn't been involved in anything sport related. The Chairperson encouraged Councillor Fish to consider what this council could do and bring his suggestions to a future meeting of this Committee.

THERE BEING NO FURTHER BUSINESS THE CHAIRPERSON DECLARED THE MEETING CLOSED AT 8.20PM.

CHAIRPERSON



Newbury Town Civic Awards – 2017

Newbury Town Civic Award Scheme commenced in 1998, sponsored by Lloyds Bank and has continued along the same lines ever since, although now fully sponsored by Newbury Town Council. The Newbury Young Persons' Civic Award was introduced in 2009 and has been sponsored by Swift Couriers from the outset.

Both awards are well received although it has proved impossible in recent years to increase the number of nominations, particularly for the Young Persons' Award. The awards are publicised in the local media and information is sent out to local organisations, charities, schools and youth groups. Last year the Young Persons nomination form was revised by NYC to ensure it was user friendly amongst the young people, this really didn't make any difference at all to the number of nominations.

Over the past year, discussion has taken place regarding the possibility of initiating an additional award to highlight the charitable support provided by local companies. If this is agreed, this would then bring together all sections of our community under the Civic Awards, however the detail of how this third arm of the Civic Awards would work will need thought.

I believe that the actual presentation evening is a successful event with very little change required, perhaps with a freshening up of the technology to ensure that it provides the right background and hype to the evening.

Joyce Lewis
Civic Manager
24 08 2016

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**Minutes
World Wars Working Group
Town Hall, 6.45 pm Tuesday 21 June 2016**

Present: Cllr Jo Day (Chairman); Jane Burrell, Phil Wood; Sarah Moxon, RBL; Judith Colby, Lions and Joyce Lewis, NTC;

1. Apologies: Brian Sylvester and Doug Larsen.
2. Approval of minutes of meeting on 24 May 2016. Approved as a correct record.
3. Review of World War events since last meeting.
 - No events have taken place since the last meeting.
4. Discussion on proposed future events
 - Battle of the Somme Commemorative Vigil – 1st July 2016. It was agreed that a photocopied white poppy background with brief information about the vigil will be displayed at the War Memorial to explain why the vigil is taking place and to detail the commemorative service at 12 noon. Joyce to advise those taking part in the vigil of the time they are on duty. At 7.30 am a whistle will be blown – 3 short blasts – by Del Milan, provided by Sarah. It is hoped that we will be allowed to put up a Battle of the Somme display in the Town Hall reception area the day. Light refreshments will be available in the Town Hall following the 12 noon commemorative service.
 - Battle of the Somme commemorative service – Revd Will Briggs will lead this service. PA system has been arranged. Someone required to say the Exhortation and Kohima Epitaph. Bugler, if the Vogel brothers can't help us out, Sarah has another contact. The Mayor will lay the Somme wreath; no other wreaths will be laid.
 - Talks in July – Approximately half the tickets have been sold. Information has been sent to the Newbury Weekly News What's On Guide. Phil to produce a press release for NWN and see if that appears before we go ahead with an Advert
 - November Exhibition – (*Exhibition set up, Friday 4 November 2016. Exhibition Official Opening and Talk, evening of Friday 4 November. Exhibition opens to the public Saturday 5th to Sunday 13 November excluding times that schools visits are arranged. Exhibition breakdown Monday morning 14 November.*) Exhibition to include information from the Somme exhibition. Lions Display unit will be required again please. Lighting to be investigated for Town Hall display boards, (Marler Haley were recommended as experts in display lighting)
 - Talk by Philip Wood – to take place on opening night of exhibition, Friday 4 November.
 - Poppies – It is a possibility that Lions Club may sponsor the purchase of poppy seeds for their centenary year 2017. Joyce to investigate the possibility of planting poppy seeds in public spaces in Newbury, in addition seeds could be forwarded to schools for planting.
5. Date of next meeting Tuesday 30 August 2016 at 18.45 hrs, Town Hall

**Minutes
90th Birthday Working Group
Town Hall, 6.30 pm Tuesday 20 June 2016**

Present: Cllrs Margo Payne (Chairman), Howard Bairstow, Arthur Johnson & David Fish, Sarah Moxon-RBL and Joyce Lewis, Civic Mgr;

1. Apologies – Cllrs Jo Day, Sarah Greenall & Kuldip Singh-Kang.
Cllr Kuldip Singh-Kang wishes to have recorded his thanks to the whole committee for the effort that has been put in to organise all the events and special thanks to Margo for taking on the chairmanship.
2. The minutes of the meeting held on 6 June 2016 were agreed as a true record.
3. Discussion and review of events held
 - 3.1 Clean for the Queen – Although a disappointing number of public taking part in this event, it was felt that the date in early March will have had an influence as it was so cold and wet. It was agreed that an annual litter pick should form part of the Council's programme of events. In addition to the equipment provided, brooms would also be a big help as cigarette ends are impossible to collect with litter pickers. It should be considered that a particular area be targeted rather than routes from the Town Hall.
 - 3.2 Beating the Bounds, North and South – both well organised, hugely successful events led by really interesting and informed leaders. When repeated, perhaps leaving a larger gap between the two walks, perhaps one in the spring and one in the autumn.
 - 3.3 Lighting the Beacon – although many routes of free advertising were used, it would seem that it is essential to purchase advertising space in the local paper to ensure that the information gets to relevant people. Well planned event, with all the right things in place, would just have liked more public.
 - 3.4 Picnic in the Park – a great success, public turned up in their droves and stayed no matter what the weather threw at us. Our 90 yr old guests enjoyed their VIP role in the event as well as their afternoon tea and being looked after so well by the Waitrose Ladies and David & Marion Fenn. The traditional games proved popular raising £153 for the Mayor's Benevolent Fund despite keeping the charges at 10p or 20p. Entertainment for the whole afternoon was first class and proved a big draw, Watership Brass kept the people listening despite a deluge of rain. All performances had put a great deal of thought into the content and it really did show.

Thanks were given to all members of the committee for their efforts and hard work in bringing together so many events in such a short space of time.

It was agreed that the work of this committee is complete and is therefore desolved.

Newbury In Bloom Working Group

Council Chamber, Town Hall, 15th June 2016

Minutes

Working Group Members: Councillors David Fish; Sarah Greenall (Chairperson); Kuldip Singh Kang; Martha Vickers and James Heasman (GMO NTC)

Others Present: Councillor David Fenn; Marion Fenn; Judith Cooper; Dianne Baton; Fran Lawton; Paul Barker and Tony Hammond, Hugh Peacocke (CEO NTC)

1. Apologies

Councillor David Fish, Judith Cooper, Dianne Baton

2. Minutes

James explained that he had been waiting for the dates of the judging specific to each category before sending a confirmation email to the participants.

The days in which each category would be judged was then discussed and agreed as-

Pubs and Restaurants Monday 11th July at approximately 16.00 start

- Paul Barker
- Fran Lawton
- David Fish

Place of Worship Tuesday 12th July at approximately 16.00 start

- Tony Hammond
- James Heasman
- Paul Barker

Allotments Wednesday 13th July at approximately 17.00 start

- Sarah Greenall
- Kuldip Singh Kang
- Yew Tree Garden Centre Representative
- James Heasman (attend as guide)

Businesses 14th July at approximately 14.30 pm start

- Martha Vickers
- Paul Barker
- Fran Lawton

Schools 15th July appointments through the day with the schools

- Penwood Nurseries representative
- Kuldip Singh Kang
- James Heasman

These start times are all subject to change depending on the amount of entries before closing date.

The minutes of the meeting of the 17th May 2016 were then approved.

3. Entries received so far

James Heasman provided a spreadsheet documenting showing the 20 entries so far. Sarah Greenall provided information that she was expecting 2 more business entries from Sumo Flowers and LK Hair. Martha Vickers also said she was expecting an entry from Saint Francis de Sales Church.

The group agreed that the amount of entries was encouraging and they were happy with the level of entrants thus far.

Hugh Peacocke explained that he would be arranging a press release in the coming week to help promote extra applicants.

It was agreed to acknowledge receipt of the entries to date and thank them for their participation.

4. Judging Criteria

James Heasman and Hugh Peacocke provided a document suggesting that there should be certain weighting of judging categories specific to each entry category.

The suggested weightings were discussed, adjusted and agreed, (as per attached)

James Heasman agreed to provide the weightings on the judging sheets that will be provided for the judging days.

5. Allotment Visits – 22nd June & 29th June

It was agreed by the group that this subject was not appropriate to this meeting and was not discussed further.

6. AOB

Hugh Peacocke asked whether a date had been set for the reception/prize giving night. The group explained it had been initially decided to be held on the 5th September. It was then pointed out by Sarah Greenall that this night clashed with a number other things going on at the Council so attendance may not be as high.

The group decided on the date of the 13th September to be confirmed after the meeting (now confirmed).

Howard Bairstow suggested taking photos of the entrants this year to be used for the prize giving evening the group agreed this was a good idea.

Kuldip Singh Kang suggested that we requested 2 pupils from each school to assist with our tour of their gardens. James Heasman said he would discuss this with the schools.

David Fenn asked for the maker of the trophy's to be added to the list of attendees. The group agreed.

7. Next Meeting

20th July 2016 at 6pm (confirmed)

Newbury In Bloom Working Group

Council Chamber, Town Hall, 16th July 2016

Minutes

Working Group Members: Councillors David Fish; Sarah Greenall (Chairperson); Kuldip Singh Kang; Howard Bairstow; Martha Vickers and James Heasman (GMO NTC)

Others Present: Councillor David Fenn; Marion Fenn; Judith Cooper; Dianne Baten; Fran Lawton; Paul Barker and Tony Hammond.

1. Apologies

Councillor David Fenn, Diane Baten, Councilor Kuldip Singh Kang, Judith Cooper

2. Minutes

Minutes were all agreed and accepted.

3. Results From Judging

James provided a copy of the results from all categories to the working group for review. Martha asked for the categories specifically the business category to be reviewed, as the criteria did not necessarily fit all the entrants.

The group agreed to review this for the following years judging.

4. Feedback From The Judging

All that judged agreed they enjoyed the experience and would want to be involved in next year's competition.

They all gave examples and reasons why they had enjoyed their experience of judging.

5. Presentation Evening

James explained he had booked St Nicholas church hall for the evening of the 13th September for a 6.30 meet for a 7.00 start.

He asked whether Sarah would Host the evening as Chair for the group and the prizes would be given out by a representative from each judging panel they were agreed as followed.

Pubs and Restaurants - Fran

Businesses - Paul

Schools - Howard

Places of Worship - Tony

Allotments - Marion

The invite list was also agreed as followed

The MP

The 3 relevant WBC representatives

The Councilors

The Judges

The entries

Hugh, Granville, Joyce and Gillian

The Makers of the trophies

Sponsors of prizes

Growing Newbury Green

Growing 2 Gether

Station, Library and Parkway

Lord and Lady Carnavon

Media
The Bid
NWN

It was asked whether we would want to do a Runner up to first prize this year this was agreed as a good idea.

6. AOB

Fran suggested that the Newbury in Bloom information should be provided slightly earlier next year in February or March. The group agreed.

The group discussed having a break from meetings in October/November we decided to discuss this further in the following meeting to confirm.

7. Next Meeting

7th September 2016 at 6pm (confirmed)



NEWBURY Town Council

APPENDIX 6

Twin Town Reunion : 8 – 12 September 2016

Invitation responses have now been received from our four twin towns and two linked towns. Eeklo made a special request for an invitation to be extended to two Mayors in Romanian towns that Eeklo have links with. As we have not invited other towns linked with other twin towns, and that we are unable to increase the number of people attending the reunion Eeklo were asked to include the two Mayors within the numbers invited from Eeklo as additional space was not available.

We are expecting 87 visitors, the majority of whom will arrive on the evening of Thursday 8 September and will be greeted in the Town Hall where their hosts will meet them and take them to where they will be staying.

The programme for the weekend includes

Friday morning – Presentation and discussion on the theme ‘The Future of Europe’.

Friday lunchtime – a European lunch where all the towns bring food/drink from their own area.

Friday afternoon – Visit to Shaw House and afternoon tea.

Friday evening – Free time with hosts

Saturday morning – Youth debate/discussion followed by lunch

Saturday afternoon – Youth activity/social event specially for the young people attending

Saturday evening – Mayors and Presidents dinners

Sunday morning – Presidents meeting

Sunday lunchtime – Group Traditional Sunday Lunch followed by a walk

Sunday evening – Farewell drinks

Monday - Depart.

Joyce Lewis
Civic Manager
25 09 16

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Minutes
NTC 20th Anniversary Working Group
Town Hall, 6.15 pm Wednesday 3 August 2016

Present: David Fenn, David Fish, Sarah Greenall, Margo Payne & Julian Swift-Hook; Joyce Lewis, Civic Mgr.

1. Cllr David Fish was appointed Chairman
2. Apologies – Cllrs Kuldip Singh-Kang and Martha Vickers.
3. The Terms of Reference were approved for ratification at the next CP, A&L meeting.
4. Discussion of proposed events/ideas
 - 4.1 Reception perhaps on the evening of 22 May 2017. Possible location being the Corn Exchange. Inviting former NTC Councillors, former Mayors, people and organisations who have worked closely with NTC, current and former Officers. Displays to show achievements/changes to the town during the 20 years (the installation of the lift to be included in display/all achievements and assets).
 - David Fish to research items for displays.
 - Joyce to obtain dates of all first meetings.
 - Margo/Sarah to obtain costings for use of Corn Exchange and Reception.
 - Joyce to create a list of all NTC Councillors.
 - 4.2 To create an addition to the NTC logo to include 20th anniversary to be used for the whole of 2017.
 - Margo to speak to Tony Hiller.
 - 4.3 A good quality, numbered limited edition china mug to be commissioned. Sarah to obtain costings.
 - Sarah/Julian looking at costings for mug.
 - Julian to approach possible sponsor (sponsorship recognition to be underneath or inside the mug).
 - 4.4 Open weekend to invite the public into the Town Hall, including a 20th anniversary coffee morning. Displays above to be re-used.
5. A budget figure to be formalised once costings have been obtained.
6. The next meeting will take place on 31 August 2016 at 6.15 pm.

NTC 20th Anniversary Working Group **Terms of Reference**

Background:

At the Civic Pride, Arts & Leisure Committee meeting of Newbury Town Council on 13 June 2016, it was resolved that a Working Group be formed to consider how Newbury Town Council's 20th anniversary should be marked/celebrated in 2017.

Members:

- Councillors J Swift-Hook (Mayor), D Fenn (Deputy Mayor), D Fish, M Payne, K Singh Kang, S Greenall, M. Vickers.
- Joyce Lewis (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.

Administration support is provided by Joyce Lewis, Civic Manager.

Quorum is 3 Councillors and 1 Officer

Goals:

- To ensure that the 20th anniversary of Newbury Town Council is appropriately acknowledged;

Deliverables:

The Working Group is tasked with delivering to the parent Committee (Civic Pride, Arts and Leisure) 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 Leisure 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 2017/18. 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 e-mail
- Relevant documentation is stored in a sub-folder under the Civic Pride, Arts and Leisure folder on the Town Council IT data store, plus in an e-mail store within the Civic Manager's e-mail 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 Leisure 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 Working Group in the light of additional information, with significant changes requiring authorisation by the parent Committee.



Heritage Open Day- Friday 9 September 2016
Town Hall open from 4 pm to 8 pm

I am delighted that a number of Councillors and Civic Staff have agreed to steward the Town Hall for this event. A full rota will be issued in due course, in the meantime, my thanks to all the volunteers.

My plan is to open the Town Hall via the Civic Entrance (the Mansion House Street doors only opening to allow disabled access) providing visitors use of the main staircase up to the Council Chamber. I do not expect visitors to view the Mansion House Street section of the Town Hall.

There is a brief history of the Town Hall which will be available during the event. This should answer the majority of the questions raised by visitors about the building itself during their 15/20 minutes visit. In addition, a display of photographs and brief information about the history of the Town Hall will be available. This will be displayed on one of the blue display boards in the Council Chamber. It is also anticipated that some of the civic regalia will be on display and, hopefully Mr Mayor will be available during part of the event wearing the robe and chain.

A booklet is being compiled of information about the various displays in the Town Hall, which should answer questions before they are asked.

If time permits, a very brief children's question sheet with 8-10 questions, providing children visiting with their parents something to focus on. On receipt of correctly completed sheets, the children will receive 'Mayor Bear' badges.

Tea/Coffee/Squash and biscuits will be available.

Heritage Open Evening			
Friday 9 September 2016			
Stewarding Rota			
Set Up 2-4 pm	Margo Payne	Joyce Lewis	
4-5 pm	Rod Thomason	Ian Campbell	Kuldip Singh-Kang
5-6 pm	Sarah Greenall	Martha Vickers	Kuldip Singh-Kang
6-7 pm	Sarah Greenall	Martha Vickers	Jeanette Clifford
7-8 pm	Barry Digby	Margo & John Payne	Jeanette Clifford

Joyce Lewis - Civic Manager
 25 08 2016



Newbury Town Council – Leisure, Play & Sport Equipment

Blossoms Field – MUGA, climbing net with slide, Rope Swing, rotating net, balance beam, net bridge, stepping stones, table tennis, trampoline, swings, basket swing, multi-games unit, slide, springers (various), spring jeep, roundabout, dinosaur, play table, rope walk, seesaw, trim trail.

Bodin Gardens – Multi-games unit, slide, basket swing, swings, climbing rock, springers (various), goal unit.

Christie Heights – Climbing net and rubular structure with spinner, basket swing, swings, slide, fitness equipment.

City Recreation Ground – Multi-games unit, seesaw, springers (various), swings, football pitches.

Cresswell Road – Multi-games units with slide, climbing frame, free standing slide, muchroom seats, basket swing, swings, balance beam, gyro spiral, roundabout, seesaw, gullwing rocker.

Cromwell Road – Single MUGA, multi-games unity and climbing net, train

Dickens Walk – Multi-play unit, rocking log, embankment slide, stepping stones, rotating platform, springers (various), swings.

Digby Road – Fitness equipment, single MUGA, basket swing, climbing rocks with connecting net, swings, multi-games unit, climbing frame, springers (various), adult gym equipment.

Fifth Road – Cable runway wire, fitness equipment, balance boards, multi-play units, rotating net, springer, climbing net, dizzy disc rotator, basket swing, swings, train, stepping stones, swinging logs, rocker BMX track.

Hamilton Court – Embankment slide, stepping stones, talk tubes, trampoline, dish roundabout, springers (various), swings

Skyllings – Single MUGA, ball games area.

St Georges Avenue – Embankment slide, open space with goals at either end.

Victoria Park – Multi-games unit, springers (various) basket swings, sandpit, dish roundabout, DDA roundabout, rotator, caterpillar, swings, seesaw, timber stepping stones, mega climbing tower with large tube slides, cable runway, skatepark, tennis courts, adult gym equipment, waterpark, disability swing, bowls club, pedaloos, multi-sport bags for loan.

Walton Way – Multi-play unit, balance beam, cone climber, stepping stones, climbers, free standing slide, leap frong, space climbing net, roundabout, spinner, springers (various), swings, basket swing.

Wash Common Recreation Ground – Multi-play units, swings, gullwing rocker, platform, timber stepping stones, football pitch.

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West Berkshire District Council Leisure & Sporting Activities in Newbury

Northcroft Leisure Centre – includes indoor and outdoor swimming pools, squash courts, multi-purpose sports hall, fitness gym and studios.

Northcroft & Goldwell Parks – 3 football pitches, cricket pitch, play area and zip slide, BMX facilities.

The park also hosts a number of annual events including, Michaelmas Fair, Devizes to Westminster Canoe Race, Hockey Festival, Triathlon, Cyclocross, Health Walks and Beer Festival.

Joyce Lewis
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