



29 August 2017

To: The Leader and Deputy Leader of the Council; Councillors Howard Bairstow; Jeanette Clifford; Jo Day; David Fish; Sarah Greenall; Arthur Johnson; Mike Johnston; Margo Payne; Kuldip Singh Kang; Julian Swift-Hook.

Substitutes: Councillors Lynne Doherty; James Fredrickson; John Gardner; Andrew Steel; Tony Stretton; 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 & Leisure Committee** to be held in the Council Chamber, Town Hall, Market Place, Newbury on **Monday 4 September 2017 at 7.30pm**. The meeting is open to the Press and Public.

Yours sincerely,

Joyce Lewis
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)**
Chairperson
To approve the minutes of a meeting of the Civic Pride, Arts & Leisure Committee held on Monday 12 June 2017 (already circulated).
- 4. Questions and petitions from members of the public**
Chairperson
- 5. Members' questions and petitions**
Chairperson

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6. **Newbury Art Trail Steering Group (Appendix 2)**
Chairperson
To receive the minutes of the Newbury Art Trail Steering Group held on 11 July 2017

7. **Newbury in Bloom (Appendix 3a, 3b & 3c)**
Chairperson/Cllr Sarah Greenall
To receive the minutes of the Newbury in Bloom Working Group meetings held on 28 June, 25 July and 23 August 2017.

8. **Presentation - Newbury UN Association**
To receive a presentation of the U.N.A. (UK) Charter.

9. **Review of the Council's Strategy (Appendix 4a & 4b)**
The Council's Strategy will be reviewed at the meeting of full Council on 30 October. The review will focus on the aims of objectives of the Council for the next 2 years. Each Committee of the Council is invited to make recommendations to the Strategy Working Group for consideration in the review.

10. **Heritage Open Day and 20th Anniversary Display in the Town Hall, 9 September 2017**
Chairperson
To advise the Members that the Council is holding this event inviting the public to view the Town Hall and a display of the Newbury Town Councils 20th Anniversary.

11. **Letting of Suite 2, Town Hall (Appendix 5)**
Chairperson
To approve the letting of Suite 2 at a discounted rate, as set out in Appendix 5.

12. **Saturday Surgeries Working Group (Appendix 6)**
Chairperson
To approve the attached terms of reference for a Working Group to review the Council's Saturday Surgeries and to invite members to join the Working Group.

13. **Civic Events**
Chairperson/Civic Manager
 - a) **To review** Civic Events since the last meeting of this committee
25.06.2017 – Armed Forces Parade & Service
05.07.2017 – Mayor's Drive & Tea Party

 - b) **To note** the programme of Civic Events until the next meeting
09.09.2017 – Heritage Open Day
12.11.2017 – Remembrance Sunday Parade & Service
November 2017 – World Wars Exhibition & Talk

If you would like a paper copy or large print copy of this agenda please request this from the Reception Desk at the Town Hall.

**MINUTES OF A MEETING OF THE CIVIC PRIDE, ARTS & LEISURE COMMITTEE HELD IN
THE COUNCIL CHAMBER, TOWN HALL, MARKET PLACE, NEWBURY ON
MONDAY 12 JUNE 2017 AT 7.30PM**

PRESENT

Councillors Howard Bairstow; Jeanette Clifford; Jo Day; Adrian Edwards; Miles Evans; Sarah Greenall; Arthur Johnson; Margo Payne (Chairperson); Kuldip Singh Kang.

OFFICERS PRESENT:

Hugh Peacocke, Chief Executive Officer
Margaret Gore, Corporate Services Officer.

The Leader of the Council, Councillor Adrian Edwards presided over the Election of the Chairperson

1. ELECTION OF CHAIRPERSON AND VICE-CHAIRPERSON

PROPOSED: Councillor Miles Evans

SECONDED: Councillor Jo Day

RESOLVED: That Councillor Margo Payne be elected as Chairperson of the Civic Pride, Arts & Leisure Committee for the Municipal Year 2017/2018.

There were no other nominations.

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

The Chairperson invited nominations for the vice-chair:

PROPOSED: Councillor Arthur Johnson

SECONDED: Councillor Jo Day

That Councillor Jo Day be elected as Vice-Chairperson of the Civic Pride, Arts & Leisure Committee for the Municipal Year 2017/2018.

PROPOSED: Councillor Sarah Greenall

SECONDED: Councillor Jeanette Clifford

That Councillor Kuldip Singh Kang be elected as Vice-Chairperson of the Civic Pride, Arts & Leisure Committee for the Municipal Year 2017/2018.

There were two votes in favour of Councillor Jo Day and 6 votes in favour of Councillor Kuldip Singh Kang.

RESOLVED: That Councillor Kuldip Singh Kang be elected as Vice-Chairperson of the Civic Pride, Arts & Leisure Committee for the Municipal Year 2017/2018.

The Chairperson, Councillor Margo Payne thanked Councillor Jo Day for her work as Vice-Chairperson for the previous year and for all the help she gave to other Members.

2. APOLOGIES FOR ABSENCE

Councillors David Fish, Julian Swift-Hook

Absent: Councillor Mike Johnston.

3. DECLARATIONS OF INTEREST AND DISPENSATIONS

Chief Executive Officer declared that Councillors Howard Bairstow, Jeanette Clifford and Adrian Edwards 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 Sarah Greenall

SECONDED: Councillor Jeanette Clifford

RESOLVED: That the Minutes of the meeting of the Civic Pride, Arts & Leisure Committee held on Monday 20 February 2017 be approved and signed by the Chairperson.

5. QUESTIONS AND PETITIONS FROM MEMBERS OF THE PUBLIC

There were none.

6. MEMBERS' QUESTIONS AND PETITIONS

There were none.

7. ANNUAL COMMUNITY CLEAN

The report on the Annual Community Clean which took place on 25 March 2017 was received and noted by the Committee.

Councillor Miles Evans thanked the Chairperson, Councillor Margo Payne for organising successful Community Clean events over the past two years.

8. NEWBURY ART TRAIL STEERING GROUP

The minutes of the Newbury Art Trail Steering Group for 4 April 2017 were received and noted by the Committee.

9. MUSIC IN THE MARKET PLACE – SUNDAY 13 AUGUST 2017

Councillor Arthur Johnson informed the meeting that this year's event will not take place as he has not been able to devote enough time to the organisation of the event. He is hoping to organise something bigger and better for next year.

It was agreed that a recommendation be made to the Policy & Resources Committee to earmark the current funding for 2018/2019 financial year.

10. NEWBURY TOWN CIVIC AWARD PRESENTATION EVENING

The information was received and noted by the Committee.

11. MAYOR MAKING CEREMONY HELD ON 14 MAY 2017

The information was received and noted by the Committee.

12. WORLD WARS WORKING GROUP

The minutes of the World Wars Working Group meeting held on 3 May 2017 were received and noted by the Committee.

13. NEWBURY IN BLOOM

The minutes of the Newbury in Bloom Working Group meetings held on 15 February, 15 March, 5 April and 2 May 2017 were received and noted by the Committee.

It was noted that the closing date for entries is 30th June 2017 and that entries from local businesses was low. Members were urged to encourage more businesses to enter the competition.

14. 20th ANNIVERSARY OF NEWBURY TOWN COUNCIL IN MAY 2017

14.1 The minutes of the NTC 20th Anniversary Working Group meetings held on 14 March, 11 April, 2 May and 16 May 2017 were received and noted by the Committee.

14.2 The report on the 20th Anniversary Reception held on 22 May 2017 was received and noted by the Committee.

14.3 **PROPOSED:** Councillor Sarah Greenall
SECONDED: Councillor Jeanette Clifford

RESOLVED: That a seat be installed in The Market Place, outside the Town Hall to commemorate the 20th Anniversary of Newbury Town Council using £1,050.00 of funds from CPA&L Budget.

15. KEY PERFORMANCE INDICATORS

PROPOSED: Councillor Kuldeep Singh Kang
SECONDED: Councillor Jo Day

RESOLVED: That Key Performance indicators to help us to measure how well we are performing compared to key service targets and objectives as agreed at the Policy & Resources Meeting of 24 April 2017 be approved.

16. TOWN HALL CHAMBER FLOORING

16.1 The Committee considered the report and recommendation from the Community Services Manager.

16.2 **PROPOSED:** Councillor Sarah Greenall
SECONDED: Councillor Adrian Edwards

RESOLVED: That the Kardean LooseLay Longboard Vinyl flooring be purchased to replace the existing carpet in the Council Chamber.

PROPOSED: Councillor Sarah Greenall
SECONDED: Councillor Kuldip Singh Kang

RESOLVED: That the colour chosen for the Kardean LooseLay Longboard Vinyl flooring be Providence LLP 108.

17. DISCUSSION ON POTENTIAL FUTURE EVENTS

The information relating to previous events as detailed on the agenda was received and noted by the Committee. It was agreed that in future, only forthcoming events would be listed.

Councillor Howard Bairstow made the following suggestion for a possible future event:

- 1st April 2018 - Royal Air Force Centenary 1918-2018.
The Chairperson suggested that this could be a project for the World Wars Working Group to consider.

18. Civic Events

a) Councillor Adrian Edwards said that the Tigris Memorial Service was a very moving event, well organised by the Royal British Legion However, there was a very poor turnout of councillors. It was suggested that a list of important dates be circulated to all Members at the beginning of the Civic year to ensure these dates be added to personal diaries.

Councillor Miles Evans thanked the Community Services team, Granville and Caroline especially for putting together the Victoria Park Family Fun Day. It was a credit to all involved, every facility within the park was being used.

Councillor Kuldip Singh Kang thanked Councillor David Fish for all his work organising a successful Football Festival on 3 June 2017.

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

In the absence of the Civic Manager Joyce Lewis, due to sick leave, the CEO has notified members that Corporate Services (Margaret and Tony) are looking after the Mayoral Diary and Civic Events. The Community Services Team will work with the British Legion to help organise Armed Forces Parade on 25 June. The CEO would look after the business of the Civic Pride, Arts and Leisure Committee. Gillian Durrant,

Finance and Corporate Services Manager, will be requested to look after the organisation of the Mayor's Drive and Tea Party

The Chairperson wished the Civic Manager a speedy recovery and noted that she was missed by all.

THERE BEING NO FURTHER BUSINESS THE CHAIRPERSON DECLARED THE MEETING CLOSED AT 8.01PM.

CHAIRPERSON

DRAFT

Newbury Art Trail Steering Group

Minutes of Meeting held on 11 July 2017

Present:- Cllrs Howard Bairstow, Dave Goff, Sarah Greenall Margo Payne (Chairperson). Mr B Eggleton, Newbury Society

Specific items discussed:-

Jack of Newbury Statue – the Chairperson outlined the problems that are currently being experienced over this project. It was noted that planning permission has now been requested.

Malvern Court/Willow Close – Dave Goff is still working towards an interpretation panel for Binary Heads.

Date of the Next Meeting:- The next meeting will take place on Wednesday, 27 September 2017 commencing at 4.00 pm in the Town Hall, Newbury.

Newbury In Bloom Working Group

Council Chamber, Town Hall, Held on Wednesday, 28 June 2017

Minutes

PRESENT: Councillors David Fenn; Sarah Greenall (Chairperson); Kuldip Singh Kang; Martha Vickers; David Fish; Margo Payne; James Heasman (GMO NTC); Marion Fenn; Paul Barker and Fran Lawton.

1. APOLOGIES

Howard Bairstow, Samantha Carpenter, Judith Cooper, Diane Baton, Hugh Peacocke and Tony Hammond

2. MINUTES TO APPROVE

That the minutes of the meeting of the Newbury in Bloom working Group held on 25 May 2017, be approved as a correct record.

3. GROWING NEWBURY GREEN UPDATE

Tony Hammond was unable to attend the meeting and said he would give an update at the next meeting.

4. SPONSORSHIP MONEY

James explained that we had 4 applications for funding through the community projects-
Winchcombe place £50 spent at Growing2Gether Soil donated by Rivar
Riverside Centre £140 spent with Growing2Gether
Carnarvon Place Gardening Club (Dealing direct with Rivar for materials)
New leaf horticultural therapy £70 Mole vouchers

5. TROPHIES

David Fenn said he would get an update by the next meeting and get an invoice off of him for payment.

6. LEAFLETS / APPLICATIONS / EXPECTED LATE ENTRANTS

Sarah took the opportunity to thank Samantha, Fran, Martha and James for the application drop that was done on Monday the 26th which contributed to adding at least 8 extra entrants to the category.

The group looked at the current print out of entrants and Marion said she was expecting Falkland school to still enter and James said he would approach St Nicholas' Church to see if they were still planning on entering.

It was agreed to make the cut off for any late entries the 5th July and not allow any after that date.

It was also agreed to look into adding an 'Allotment' and 'Plot No' box to the application for next year for ease of collation.

7. JUDGING AVAILABILITY / CONFIRMATION OF DATES

A timetable of judging was provided, James went round and asked each of the group for availability and the judges were put in place and agreed on the evening. Table attached.

8. SENSORY GARDEN VICTORIA PARK

David Fish approached the rest of the group to see if they were interested in offering expertise to support in the design of a sensory garden in Victoria Park incorporating mounded areas and sensory elements to be put to the Community Services Committee. The group agreed that it may be beneficial to work on the project as a joint venture as Newbury in Bloom meets more regularly than the Victoria Park working group. Sarah said that Newbury in Bloom may be able to offer some financial support as well with money left from the bags for help scheme and that it would be worth approaching other supermarkets and local businesses to invest in the garden. This would mean due to restrictions with some of the funding that this would have to be a project that was undertaken this winter before February if approved.

Fran offered to do plotting of a plan for the site through the use of CAD and offer support with Paul and James to give suggestions for planting and landscaping of the site.

James, Paul and Fran agreed to have a site visit and James said he would measure the site to give an idea of the size.

9. AOB

No other business

10. NEXT MEETING

The next meeting is scheduled for Wednesday, 25 July 2017

Newbury In Bloom Working Group

Council Chamber, Town Hall, Held on Wednesday, 25 July 2017

Minutes

PRESENT: Councillors David Fenn; Sarah Greenall (Chairperson); Kuldip Singh Kang; Martha Vickers; David Fish; Margo Payne; James Heasman (GMO NTC); Marion Fenn; Paul Barker and Fran Lawton.

1. APOLOGIES

David Fish, Judith Cooper and Tony Hammond

2. MINUTES TO APPROVE

That the minutes of the meeting of the Newbury in Bloom working Group held on 20 June 2017, be approved as a correct record.

3. JUDGING FEEDBACK AND RESULTS

James told the group the results from each category and everyone agreed they were accurate to their individual judging experiences.

Paul brought with him some notes on his experiences of the 4 categories he had judged which will be kept on record for reference.

The key parts that were discussed from his notes were that areas around allotments could be enhanced with additional planting from the council and tenants to make them more attractive for Britain in Bloom.

Martha suggested he brought this suggestion to the Allotments working group for consultation there.

Hugh suggested that it may be worth waiting till the Thames and Chiltern Britain in Bloom judges visited for guidance before approaching other groups in the council for support.

The whole group agreed that the judging criteria for each category needed to be looked at before next year's judging.

We agreed to defer the changes to judging criteria till the first meeting back after the Presentation Evening.

4. TROPHIES

David and Marion brought the trophies with them and James agreed to arrange payment for them. All of the Committee commented on how wonderful the trophies looked this year.

5. SPONSORSHIP MONEY CONFIRMATION

James explained that all the sponsorship money had been accounted for now and he just had to collect the vouchers from Mole Country Stores.

6. AWARDS NIGHT, PLANNING, INVITES AND ATTENDEES

James explained that due to the high amount of entrants this year St Nicholas Hall would not be able to facilitate the presentation evening in the current format.

The group agreed that rather than changing the current format they would prefer to find a larger facility to house the evening.

Sarah and Kuldip agreed to approach St Bartholomew's School, St Georges Church Hall and Wash Common Hall.

The group as agreed below these representatives would do the introduction for each of the categories as follows.

Primary Schools – Samantha Carpenter
Businesses – Martha Vickers
Almshouses – Sarah Greenall
Community Projects – Fran Lawton
Places of Worship – Margo Payne
Allotments – Marion Fenn

The Group looked at the previous year's invitation and agreed to keep the design the same and just update it with a more up to date photo and the details of the rsvp to be made more prominent.

7. SENSORY GARDEN VICTORIA PARK

James provided Fran and Paul with a plan of the prospective area for the Sensory Garden within Victoria Park and gave Fran some additional information on the types of species that do well in the area.

Paul and Fran said they would do some work on a Small, medium and large budget option and the benefits to feed back to the Victoria Park Working Group and the Community Services Committee.

Martha mentioned she had a contact within West Berks that deals with Dementia that may be able to give some input in to the design.

Margo said she would contact the Castle school and see whether they would be interesting in helping if the project was agreed.

8. ANY OTHER POTENTIAL PROJECTS

Margo is looking into a community project to improve the area near the Shaw Hill One Stop and asked whether we could find out who the land belongs to. James said he would ask Gillian to do a land search.

Martha said it may be worth approaching the residents around City Rec as they are enthusiastic to improve the area.

Marion and Howard Suggested fruit bushes and raised beds on Falkland Memorial would help to improve the hedge line area on the site.

It was agreed to put an email out to all members seeing whether any other Members have suggestions for improvements to their ward areas.

9. AOB

No other business

10. NEXT MEETING

The next meeting is scheduled for Wednesday, 23 August 2017

Newbury In Bloom Working Group

Council Chamber, Town Hall, Held on Wednesday, 23rd August 2017

Minutes

PRESENT: Councillors David Fenn; Sarah Greenall (Chairperson); Martha Vickers; David Fish; James Heasman (GMO NTC); Marion Fenn; Samantha Carpenter; Hugh Peacocke; Paul Barker and Tony Hammond.

1. APOLOGIES

Howard Bairstow, Margo Payne, Kuldip Singh Kang, Fran Lawton

2. MINUTES TO APPROVE

That the minutes of the meeting of the Newbury in Bloom working Group held on 25th July 2017, be approved as a correct record.

3. AWARDS EVENING

Sarah explained that the Awards evening would now be held at the Corn Exchange on Tuesday 19th September and that light refreshments would be provided.

James asked for assistance putting picture on boards before the awards, Samantha, Paul and Tony offered to come down at 16.30 to assist.

It was decided the running order for the presentation would be as follows-

Places of Worship

Schools

Allotments

Almshouses

Community Projects

Businesses

To assist the judges preparing for their presentations at the Awards James will send them a list of entries and sponsors for each category.

Samantha asked whether any extra promotion could be done for the sponsors and James agreed to talk to Tony Hiller about a rolling projection of the sponsors to be put up on the stage area.

The meeting agreed that it may be worth having some floral displays on the stage, it was agreed to approach councillors and group members that have done displays previously to see if they could provide suitable displays.

4. WAITROSE

James explained he met the new manager at Waitrose and that it was not appropriate to pursue developing an area that belonged to Waitrose but that we had offered horticultural advice in developing the area.

He also explained that we could not apply for funding through their community grants as you needed to be a registered charity.

Tony offered to approach some contacts through Waitrose to see if there is any other ways we could approach Waitrose.

5. BRITAIN IN BLOOM – NEXT STEPS FORWARD

Sarah explained that we are now looking to enter Britain in Bloom in 2019 but we should be looking to improve areas of importance in the next 18 months.

Hugh had been in contact with the Thames and Chiltern in Bloom judging panel and they had offered to come and visit the town to give us some pointers. The group suggested that the first week in October would be a good week for most of us to meet them. They also invited us to send some reps to the regional Britain in Bloom seminar in Henley on 2 November

Paul emphasised the importance of getting WBC to support our entry to Britain in Bloom and Hugh suggested that we may judge public buildings next year as part of the Newbury in Bloom competition as we progress towards Britain in Bloom.

6. COMMUNITY PROJECTS EACH WARD

James suggested a selection of planting receptacles to be fixed in various places on Lock Island that could be planted each year by Schools and Community Groups. The group agreed this was a good idea and James agreed to pursue the idea to check the logistics.

Paul said he was not aware of all the sites that Newbury Town Council own or maintain so James offered to find a time in which he could take group members round NTCs key sites in relation to Britain in Bloom. This would be done after the presentation evening and the date and time would be decided at the next meeting.

Council members will be asked to identify possible projects in their wards at the Community Services Committee meeting on 25 September.

It was also agreed that Newbury in Bloom would continue to run alongside Britain in Bloom once we entered Britain in Bloom.

7. NEXT MEETING

The next meeting is scheduled for Wednesday, 13 September 2017

Newbury Town Council**Public Report****Report to: Civic Pride, Arts and Leisure Committee, 4 September 2017****Agenda Item No 9: Review of the Council's Strategy**

The Council's Strategy will be reviewed at the meeting of full Council on 30 October. The review will focus on the aims and objectives of the Council for the next 2 years. Each Committee of the Council is invited to make recommendations to the Strategy Working Group for consideration in the review.

Background

The Council's Strategy is reviewed on an annual basis and reported on half-yearly. Each Committee of the Council is invited to put forward recommendations for projects which it would like to see completed over the next 2 years.

Objective

The Council's Strategy sets out our aims and objectives, and provides the policy framework within which the elected Members make decisions and the Officers (staff) conduct their day-to-day work. It includes the ongoing services of the Council and any additional services which the Council might consider delivering in the future, as well as any related projects that the Council wishes to undertake.

It has been developed in order to drive our short, medium and long-term goals and to inform our budget-setting and expenditure.

Process

The Council's Strategy Working Group will review the current Strategy and any recommendations received and propose a draft review for consideration by full Council on 30 October.

Financial and Legal implications

Any financial implications will be reviewed in the Council's budget-setting process.

As the Council can now exercise The General Power of Competence, it is legally empowered to deliver a wide range of services and functions.

Consultation:

The Council's Committees are invited to make proposals for inclusion in the review and the Working Group would also consider any proposals that Members might like to put forward.

Other information

The Strategy is a "Live" document, which reflects the aims and objectives of the Council and assists the Council and the public to identify our priorities for finances and service delivery.

Recommendation(s)

That the Civic Pride, Arts and Leisure Committee puts forward any projects it wishes to prioritise for inclusion in the review of the Council's Strategy.

Signed: Hugh Peacocke
Chief Executive Officer

25 August 2017

NEWBURY TOWN COUNCIL

STRATEGY 2016-2021

Adopted November 2015

Reviewed October 2016

1 INTRODUCTION

This Strategy sets out our aims and objectives, and provides the policy framework within which the elected Members make decisions and the Officers (staff) conduct their day-to-day work.

It has been developed in order to drive our short, medium and long-term goals and to inform our budget-setting and expenditure.

It is reviewed regularly and revised as required

2 THE TOWN COUNCIL'S STRATEGIC OBJECTIVES

Newbury Town Council exists to serve the citizens of Newbury. It is a catalyst for the development of activities, facilities and services within the town.

The Town Council's overall objectives are to:

- SO1 Provide services responsive to the needs and aspirations of the citizens of Newbury;
- SO2 Provide services that are sustainable and represent excellent value for money;
- SO3 Deliver services in partnership with others where this offers best value;
- SO4 Provide services that are recognisable as being delivered by Newbury Town Council;
- SO5 Provide a channel for the citizens of Newbury to express their needs and preferences;
- SO6 Act as a facilitator for action that will improve and enhance life for everyone who lives in, works in, learns in or visits our town;
- SO7 Work towards the development of a Newbury Town Plan;
- SO8 To develop Victoria Park as a first class amenity and recreational area for the benefit of all the citizens of Newbury;
- SO9 Work in partnership with others to ensure a continuous improvement in the appearance of our town

3 THE TOWN COUNCIL'S POLICIES

To ensure that what we do every day is always focused on meeting our overall objectives, we have adopted specific policies to provide a clear framework for our daily work and decision-making.

Our policies are set out under six equally important Policy Area headings:

- PA1. Environment and Sustainability;
- PA2. Communication and Consultation;
- PA3. Community Leadership;
- PA4. Enhancing and Protecting the Town's Facilities;
- PA5. Provision of Services;
- PA6. Equality and Diversity.

This section sets out our position on each of the Policy Areas.

Policy Area 1 – Environment and Sustainability

Newbury Town Council recognises that it has an important community leadership role to play in helping Newbury's residents and businesses capture the opportunities and benefits of taking action on climate change and to promote sustainability.

With this in mind, we will:

- PA1.1 **Use local suppliers** wherever possible;
- PA1.2 **Work** to safeguard the vitality of the local economy, ensuring that any adverse impact on the environment and the quality of life in Newbury and its surrounding area is minimised;
- PA1.3 **Minimise waste** created by the Council and the services we provide;
- PA1.4 **Recycle waste** created by the Council and the services we provide wherever possible;
- PA1.5 **Protect** and enhance public open space in the town;
- PA1.6 **Encourage biodiversity** and habitat variety in our parks and other assets;
- PA1.7 **Actively pursue** and encourage the use of renewable energy;
- PA1.8 **Encourage** activities, development and transport plans that promote the health and wellbeing of, and respect for, all our citizens and visitors;
- PA1.9 **Work** to retain and promote Newbury's Fairtrade Town status;
- PA1.10 **Work** with West Berkshire Council to ensure a sustainable transport policy.

Policy Area 2 – Communication and Consultation

We will strive to maintain openness and transparency in our actions and decision making. We will actively seek to hear the needs and desires of people in Newbury, and will respond as quickly and as comprehensively as possible within the limits of our resources and other constraints.

In order to achieve this, we will:

- PA2.1 **Make** ourselves available to the public by holding Saturday morning surgeries;
- PA2.2 **Encourage** public attendance at meetings of the Council;
- PA2.3 **Encourage** public questions at Council meetings;
- PA2.4 **Make** our information, public meetings and records as widely accessible as possible;
- PA2.5 **Maintain** an up-to-date public website that is informative and easy to access and use;
- PA2.6 **Publish** and distribute an annual newsletter, with the Precept Leaflet;
- PA2.7 **Consult** on issues of significance to Newbury, using tools such as public meetings, surveys, questionnaires, petitions, etc.
- PA2.8 **Respond** promptly to complaints and act as quickly as possible to resolve them.

Policy Area 3 – Community Leadership

We will use all the tools at our disposal to engage our community in making their own difference. We will encourage public engagement with both the Town Council and local democracy, we will work closely with other stakeholders, and we will organise and support a wide variety of ceremonial and civic occasions.

In order to achieve this, we will:

- PA3.1 **Ensure** that our policies and actions do not exclude any sections of the community, and that our services are accessible by all citizens of the town;
- PA3.2 **Work** closely with West Berkshire Council, the Business Improvement District (BID) and other organisations that are important to the success and wellbeing of the town and its residents;
- PA3.3 **Support** and encourage the devolution of decision-making and service delivery to the lowest appropriate level;
- PA3.4 **Support** Remembrance Day and other important civic events;
- PA3.5 **Run** and sponsor Newbury's annual Civic Award scheme;
- PA3.6 **Run** a community grants scheme which prioritises the award of financial or other support to organisations and causes which serve wholly or mainly the residents of Newbury and have outcomes that support the delivery of our Strategy;
- PA3.7 **Support** the Newbury Youth Council (NYC);
- PA3.8 **Promote** annual events for Local Democracy Week, in particular for young people.

Policy Area 4 – Enhancing and Protecting Town Facilities

We will enhance and preserve Newbury’s heritage, environment, community and cultural vibrancy, and we will protect the town from excessive, unsustainable and conflicting development.

In order to achieve this, we will:

- PA4.1 **Promote** arts, leisure and sporting activities in the town through our Arts and Leisure Strategy and work programme;
- PA4.2 **Lobby** the Local Planning Authority as appropriate;
- PA4.3 **Comment** on all planning and licensing applications in, near, or affecting the town and continue to provide a service to residents of Newbury who wish to comment on them further and seek to influence West Berkshire Council on all planning applications of significance;
- PA4.5 **Work** with others to ensure a vibrant town centre;
- PA4.6 **Work** with others to ensure Newbury is a safe, attractive and friendly place in which to live, work, shop, learn and play;
- PA4.7 **Maintain** the assets of the Town Council and ensure public access to them;
- PA4.8 **Promote** events and activities that recognise, highlight and protect the town’s traditions, heritage and history;
- PA4.9 **Promote** Newbury in Bloom to raise civic pride and encourage and acknowledge efforts by the community, businesses, residents and other organisations of Newbury;
- PA4.10 **Work** in partnership with others to improve the range of facilities in our town.

Policy Area 5 – Provision of Services

We will deliver well-managed services to the town, using direct labour or contractors as appropriate, and always ensure value for money while using local labour and suppliers where possible.

In order to achieve this, we will:

- PA5.1 **Provide** efficient and customer-responsive action in all of our service areas;
- PA5.2 **Maintain** a budget explicitly for local environmental improvement capital projects such as footway lighting, public benches, litter/dog bins, salt/grit bins, and tree planting;
- PA5.3 **Promote** the use of the Town Hall as a venue for meetings, conferences, receptions, the celebration of weddings, etc;
- PA5.4 **Run** regular high quality markets;
- PA5.5 **Maintain and Run** high quality allotments;
- PA5.6 **Maintain and Run** cemeteries to a high standard;

- PA5.7 **Maintain and Run** high quality parks, playground and leisure spaces/ facilities;
- PA5.8 **Maintain** high quality open spaces;
- PA5.9 **Provide** bus shelters in appropriate locations;
- PA5.10 **Provide** and maintain public conveniences;
- PA5.11 **Provide** roadside salt/grit bins in appropriate locations;
- PA5.12 **Provide and maintain** benches and other street furniture in appropriate locations;
- PA5.13 **Provide and maintain** trees, flower beds, hanging baskets and other plantings in appropriate locations;
- PA5.14 **Provide** brochures, maps, signage and other information for the benefit of visitors to Newbury;
- PA5.16 **Support** Community safety, including Town Centre CCTV through working with partners in this area;
- PA5.17 **Support and promote** community events through financial assistance and/or provision of venues and facilities;
- PA5.18 **Explore** efficiency savings through joint working with the District Council and other parish and town councils;
- PA5.19. **Provide** and maintain clean drinking water facilities.

Policy Area 6 – Equality and Diversity

Newbury Town Council is fully committed to equality for all and to fully recognising and embracing diversity in our community.

We will fulfil our duties and responsibilities under, and act in accordance with both the spirit and the requirements of, the Equality Act 2010, the Public Sector Equality Duty set out in it, and any other relevant legislation.

4 TARGETS FOR THE NEXT FOUR YEARS (2017 – 2021)

It's important that we make measurable progress towards achieving our overall objectives, which means in turn we need to be able to demonstrate that we are making progress towards delivering the policies set out under each of the Policy Areas.

Therefore we have set ourselves specific targets for the short and medium term, each of which relates back to one or more specific Policies.

SHORT-TERM TARGETS

This is what we plan to do in the next 12 months:

- TS1. **Complete** repairs and reinstatements in Victoria Park following the damage suffered since 2010
- TS2. **Produce** a detailed schedule of s106/CIL funds held and proposed spending plans [PA4.1, PA4.4, PA4.7] to expend S106 funds we hold for the purpose of meeting the plans identified;
- TS3. **Review** the future direction of the Newbury Art Trail and the NATSG
- TS4. **Re-energise** the Fairtrade Town initiative
- TS5. **Improve** use of Facebook and Twitter and create a “Mobile-friendly” Town Council website as a means of engaging with the public
- TS6. **Pursue** joint working initiatives with Thatcham Town Council and other Parishes to achieve efficiency savings in service delivery
- TS7. **Review** Newbury Town Council’s current asset register and put forward proposals for best use/value
- TS8. **Review** the Newbury Town Design Statement
- TS9. **Prepare** an operational plan to create the Town Plan.
- TS10. **Report back** to the Council’s Planning & Highways Committee about West Berkshire Council’s sustainable transport Policy
- TS11. **Keep abreast** of Localism and Big Society initiatives and impacts

MEDIUM-TERM TARGETS

Some things will take longer to do, so we have also set ourselves targets which we plan to achieve in the next 3 years:

- TM1. **Lobby** and work with West Berkshire Council to devolve appropriate assets and services to us [PA3.3];
- TM2. **Work** with West Berkshire Council and others to continue Local Listing in West Berkshire in order to enhance the protection of character buildings in the town [PA4.2, PA4.5, PA4.6, PA4.8];
- TM3. **Promote** and encourage retail investment, *in the Town Centre, south of the Canal Bridge* [PA3.2]
- TM4. **Enhance** the Town Hall as an ongoing project
- TM5. **Provide** a café in Victoria Park to replace the existing kiosk and provide a suitable facility for the rejuvenated park
- TM6. **Construct** new changing rooms in Victoria Park to meet the needs of the improved facilities at the football pitch and the tennis courts

5 THE LONGER TERM

We recognise that Newbury Town Council has a responsibility to look further ahead, too, and with this in mind we are committed to a number of ongoing and longer term activities:

- TL1. **Encourage** the development of low-cost (inexpensive) and Affordable (social) housing throughout the town to meet identified local needs
- TL2. **Encourage** residents' participation in social, recreational and sporting activities
- TL3. **Implement** projects that improve the appreciation of heritage and conservation to the public
- TL4. **Prepare** a Newbury Town Plan which fully meets the objectives of Newbury Town Council's Strategy.

Councillor Dave Goff

Leader

Newbury Town Council

November 2016

Newbury Town Council**Public Report****Report to: Civic Pride Arts and Leisure****Agenda Item No X:****Hire of Suite 2 for a block booking****Background**

We have been approached by People Plus for a block booking of Suite 2 from 9am to 5pm on alternate Mondays from September to December.

“People Plus provide employment support and training services to help people to transform their lives and businesses through work, training, education and financial advice.

We help people move into work by enabling them to gain the skills they need to make them employable, providing them with real work experience or helping them onto a traineeship or apprenticeship. We also have a long track record of helping people to become self-employed and start up their own businesses.

We do this through our work as a prime provider on behalf of the Department for Work and Pensions delivering the Work Programme and through our work with the Skills Funding Agency and the European Social Fund delivering training and qualifications to equip young people with the right skills for a successful career.” (See <http://www.peopleplus.co.uk/who-we-are>)

They require a small room for one to one interviews with the long term unemployed. The Mayor’s Parlour was considered but it was decided it would be inconvenient and unsuitable. The company has offered to pay £8 plus VAT an hour. As this is lower than our published hourly rates for Suite 2 (£24 plus VAT per hour for commercial and business meetings under category B, or £12.50 plus VAT per hour for local non-profit organisation under category A) a committee decision is required to agree to this lower rate.

Objective

Suite 2 is rarely booked for non-council use, some regular previous bookings have come to an end. Although used frequently by the Council itself for meetings, it would not be too inconvenient to accommodate this regular booking.

Options

If we do not offer the booking at the lower rate the Council will lose potential revenue of £64 a day; and in excess of £450 in total.

Reference to Council Strategy

PA5.3 Promote the use of the Town Hall as a venue for meetings, conferences, receptions, the celebration of weddings, etc;

Other information

People Plus have agreed that their representative will greet each client in reception and lead them through to Suite 2, then see them out again afterwards.

Recommendation(s)

It is recommended that members resolve to allow People Plus to hire Suite 2 at the rate of £8 per hour, plus VAT.

Signed: Gillian Durrant
23 August 2017

Newbury Town Council

Public Report

Report to

Civic Pride, Arts and Leisure Committee, 4 September 2017

Agenda Item No 14: Saturday Surgeries Working Group

To approve the attached terms of reference for a Working Group to review the Council's Saturday Surgeries and to invite members to join the Working Group

Background

At the Council meeting on 26 June, Councillor Jo Day asked the following question:

“Councillor Surgery is one of several ways that NTC communicates with the people of Newbury but some residents are still unaware that the service exists. Is it time to take action to improve the way Councillor Surgery works?”

The Town Mayor responded:

“This is a very timely question, coming during our 20th Anniversary year. I believe the Saturday Surgeries have been in place since the Town Council was established back in 1997 and there has been little or no review of the way they operate since then. They are advertised on the Council's Social Media accounts Thursday afternoon and Saturday morning prior to the surgery. We now use the large ‘A’ boards on Saturdays on the pavement outside the Town Hall to advise the public that Saturday surgeries are in place. Members of the public are also encouraged to ask their questions via “Ask the Leader” throughout the week on the NTC website.

I believe the time is right to review the operation of the Saturday Surgeries. Are they worthwhile? Can we add more value for the public from the time and effort that all Members give to these? We need to set out what we aim to achieve from Saturday Surgeries before we can consider how to improve the way they work. The Surgeries are an objective in the Council's Strategy: under Policy Area 2 – Communication and Consultation, the Strategy says that:

We will strive to maintain openness and transparency in our actions and decision making. We will actively seek to hear the needs and desires of people in Newbury, and will respond as quickly and as comprehensively as possible within the limits of our resources and other constraints. In order to achieve this, we will "Make ourselves available to the public by holding Saturday morning surgeries".

Recommendation(s)

To establish a Working Group to:

- Set out what the Council aims to achieve from Saturday Surgeries
- Review their current operation
- Consider ways in which they could be improved and
- Report its recommendations for consideration in the review of the Council's Strategy.

Signed: Hugh Peacocke
Chief Executive Officer

23 August 2017