

**23 June 2025**

**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 30<sup>th</sup> June 2025** at 7.30pm. The meeting is open to the press and public and will be streamed via Zoom:

<https://us02web.zoom.us/j/83160926735?pwd=PdkUQbIClwPaXtfCoTncbCLXoJSjXD.1>

Meeting ID: 831 6092 6735 Passcode: 613250

Yours sincerely,

**Joanna Aylott**  
Civic Services 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. Election of Chair**  
**To elect** a chair for the Civic Pride, Arts & Culture Committee for 2025/26.
- 4. Election of Vice-Chair**  
**To elect** a vice-chair for the Civic Pride, Arts & Culture Committee for 2025/26.
- 5. Minutes (Appendices 1 & 2)**  
**To approve** the minutes of a meeting of the Civic Pride, Arts & Culture Committee held on 17<sup>th</sup> February 2025 (Appendix 1).  
**To report** on the actions from previous minutes (Appendix 2).
- 6. Questions and Petitions from Members of the Public**  
Questions, in writing, must be with the Civic Services Manager by 2pm on Friday 27<sup>th</sup> June 2025.

Town Hall, Market Place, Newbury, RG14 5AA

 (01635) 35486     [towncouncil@newbury.gov.uk](mailto:towncouncil@newbury.gov.uk)  
 (01635) 40484     [www.newbury.gov.uk](http://www.newbury.gov.uk)  
 @NewburyTC     NewburyTC

Making Newbury a Town  
we can all be proud of.

**7. Members' Questions and Petitions**

Questions, in writing, must be with the Civic Services Manager by 2pm on Friday 27<sup>th</sup> June 2025.

**8. Update from VE & VJ Day 80<sup>th</sup> Anniversary Working Group (Appendices 3a & 3b)**

**To receive** a report on VE Day events that took place on the 8<sup>th</sup> and 10<sup>th</sup> May 2025, and plans to commemorate VJ Day on 15<sup>th</sup> August (Appendix 3a).

**To approve** the working group Terms of Reference (Appendix 3b).

**9. Update from Local Democracy Working Group (Appendices 4a & 4b)**

**To receive** an update on the actions from the Local Democracy Working Group.

**To approve** recommendations from the working group to refresh Saturday Surgery. (Appendix 4a).

**To approve** the working group Terms of Reference (Appendix 4b).

**10. Update to Walking Tour of Newbury (Appendix 5)**

**To approve** a request to update the walking tour of Newbury leaflet.

**11. Heritage Open Day**

**To note** this year's Heritage Open Day event will take place on Saturday 13<sup>th</sup> September in the Town Hall, with the theme Architecture.

**12. Sea Cadets Trafalgar Parade**

**To note** the Newbury Sea Cadets unit will be hosting Berkshire District's Trafalgar Parade on 12<sup>th</sup> October 2025.

**13. Flag Flying Requests (Appendices 6a and 6b)**

**To approve** a request from Newbury & District Sea Cadets to fly the White Ensign of the Royal Navy on Sunday 12<sup>th</sup> October 2025 (Appendix 6a).

**To approve** a request from Newbury Pride to fly the Inclusive Progressive Pride Flag on 12<sup>th</sup> July 2025 (Appendix 6b).

**14. Discretionary Events Grant Funding (Appendix 7)**

**To note** the remaining balance of £1,000 in the Discretionary Events Fund (4217/210).

**To approve** the process for allocating the remaining funds (Appendix 7).

**15. Mayor's Pendant**

**To note** that repairs to the Mayor's Pendant were undertaken in March 2025 and were covered by the Council's insurance.

**16. Civic Services Manager's Reports (Appendices 8a, 8b, 8c & 8d)**

**To note** the following reports:

-Raising the Profile of the Council in the Community (Appendix 8a)

-Civic Awards 2025 (Appendix 8b)

-Mayor Making 2025 (Appendix 8c)

-Armed Forces Day Freedom Parade (Appendix 8d)

**17. Civic Events (Appendix 9)**

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.

**18. Forward Work Programme 2025/26 (Appendix 10)**

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

**Minutes of a meeting of the Civic Pride, Arts, & Culture Committee held in the Council Chamber on Monday 17 February 2025 at 7.30pm**

**Present:** Councillors Phil Barnett (19:40), Vera Barnett, Jo Day, Billy Drummond, David Harman, Chris Hood (19:34), Ian Jee (sub), Gary Norman and Graham Storey

**Officers Present**

Joanna Aylott (Civic Manager)

Amy Xing (Civic Officer)

**63. Apologies**

Councillors Andy Moore and Nigel Foot (substitute Ian Jee).

**64. Declarations of Interest and Dispensations**

It was declared that Councillors Phil Barnett and Billy Drummond 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.

**65. Minutes**

**Proposed:** Vera Barnett

**Seconded:** Gary Norman

**Resolved:** The minutes of the meeting of the Civic Pride, Arts and Culture Committee held on 25 November 2024 were approved.

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

**66. Questions and Petitions from Members of the Public**

There were none.

**67. Members' Questions and Petitions**

There were none.

**68. Royal Engineers Association Freedom Parade**

The Chairperson introduced representatives from the Royal Engineers Association (REA).

The Corps of Royal Engineers, through its unit 42 Engineer Regiment (Geographic), holds the Freedom of the Town due to its long association with Newbury.

In 2025 the Regiment will be celebrating the 200th anniversary of the formation of its three Regular sub-unit squadrons, 13 Geographic Squadron, 14 Geographic Squadron and 16 Geographic Support Squadron, and wish to celebrate the occasion with a Freedom Parade through the town.

The REA representatives gave an update on their plans for the Parade on 28 June 2025. If not approved as a Freedom Parade by The Corps of Royal Engineers Headquarters, it will be a Celebration Parade coinciding with Armed Forces Day.

The format and route of the parade will be similar to that on Remembrance Sunday. The planning is being supported by NTC, and includes police security, road closures, first aid, sound provision and hospitality, including NTC funding towards these elements. NTC is coordinating with the Market to explore whether the market can coincide with the parade, subject to security concerns. Other organisations involved are the Newbury Royal British Legion, Thames Valley Police and Safety Advisory Group.

The Committee expressed their excitement and support for the Parade and thanked the REA for their efforts in organising this event.

#### **69. Update from the VE Day & VJ Day 80th Anniversary Working Group**

The Civic Manager gave an update on plans formed by the Working Group for these important dates. It was noted that events have been planned for Thursday 8 and Saturday 10 May in Victoria Park to mark the 80th anniversary of VE Day.

Cllr Jo Day noted that the Working Group is working in collaboration with local partners such as the Royal British Legion, Newbury BID and the Corn Exchange during the planning.

#### **70. Update from Local Democracy Working Group**

Cllr Jo Day updated the Committee on actions from the Working Group and noted that their current focus is on engaging adults and youth groups. Cllr Jo Day shared some ideas from the last meeting on how Saturday Surgeries might be improved, including changing the name, making Cllrs more visible, and having guidelines on how to carry out the duty. The committee agreed ideas were moving in the right direction and encouraged the Working Group to continue to explore this.

It was agreed that Working Group will put forward some proposals and a checklist for Saturday Surgery to be reviewed by the Committee at the next meeting.

Cllr Gary Norman updated the Committee on progress with Berkshire Youth and noted positive steps were being made regarding youth engagement.

#### **71. Civic Awards**

The Civic Manager provided an update on the status of this year's Civic Awards, noting the key dates for the end of the nomination period, judging panel and the awards ceremony. It was noted that invitations had been issued for the awards evening, and Cllrs were encouraged to RSVP.

#### **72. Mayor Making**

The Civic Manager provided an update on the status of this year's Mayor Making planning. It was noted that the event will take place at the Corn Exchange and St Nicolas Church again this year, and the Civic Office will work closely with the incoming Mayor to accommodate their preferences for the day.

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

It was noted that the flag flying policy and application form approved by this Committee at the last meeting is now published on the Newbury Town Council website.

#### **74. Newbury Twin Town Association**

The Committee reviewed a report from the Newbury Twin Town Association on their activities of the past year, and their forthcoming activities.

Cllr Phil Barnett noted that he had attended the recent AGM, where exciting opportunities for upcoming trips were discussed.

The report stated that the Newbury Twin Town Association are happy to learn that this Committee is exploring Twin Town signage or a trail in Victoria Park and hoped this would be in place for the next reunion in July 2027. The working group is to keep this in mind.

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

The Civic Manager presented reports on the Mayor's Festive Afternoon Tea and Raising the Profile of the Council in the Community.

#### **76. Civic Events**

Information regarding the Mayor's Festive Afternoon Tea (17 December), Civic Carol Service (22 December) and launch of the 2025 Civic Awards (27 January) was received and noted.

Information relating to future Civic Events was noted including the Civic Awards Ceremony (19 March), the Mayor's Fundraising Gig (21 March), Mayor's Coffee Morning for West Berks Foodbank (12 April), VE Day 80 Events (8 & 10 May), Mayor Making (11 May) and the Royal Engineers Association Parade (28 June).

Newbury Road Club are still planning their event in Victoria Park on Saturday 14 June. Cllr Gary Norman will be the main link between the Road Club and NTC regarding this event.

Community United have cancelled their event on Saturday 28 June in Victoria Park.

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

Items on the forward work programme were noted. No other items were added.

**There being no further business, the Chairperson declared the meeting closed at 8:28pm.**

**Chairperson:**

**Date:**

## Civic Pride, Arts &amp; Culture Committee

Date: 17 02 2025

ACTION SHEET

Item	Resolved	Actions	Who	When
Agenda Item 1 – Apologies	Apologies – Cllrs Billy Drummond, Andy Moore, and Graham Storey.	Write up attendance register.	CC	As soon as possible
Agenda Item 3 – Minutes	Approved and signed.	Send signed minutes to Committee Clerk.	CM	As soon as possible
Agenda Item 8 – Update from Local Democracy Working Group	Working Group to put forward some proposals and a checklist for ‘Saturday Surgery’ to be reviewed by the Committee at the next meeting.		CM/JD	At next meeting
Agenda Item 12 – Newbury Twin Town Association	New Ideas to feature and highlight our Twin Towns within the parish. Cllrs Billy Drummond, David Harman and Gary Norman have formed a Working Group for Twin Town Signage.	Working Group to arrange meeting, co-ordinating with Planning & Highways and to report back.	BD/DH/GN	May/June 2025
Agenda Item 14 – Civic Events	Upcoming schedule of events noted.	Reports on: -Civic Awards -VE Day 80 Events -Mayor Making -Royal Engineers Parade	CM	June 2025

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

30 June 2025

### Agenda Item 8: VE & VJ Day 80<sup>th</sup> Anniversary Working Group Report

The VE & VJ Day 80<sup>th</sup> Anniversary Working Group was formed following a meeting of the Civic Pride, Arts and Culture Committee on 2<sup>nd</sup> September 2024. The purpose of the group is to ensure that the 80<sup>th</sup> anniversaries of VE and VJ Day are appropriately commemorated in Newbury.

#### VE Day

Newbury Town Council, in partnership with local organisations, successfully delivered a programme of community events from 8<sup>th</sup> to 10<sup>th</sup> May 2025 to mark VE Day 80.

Taking advice from national organisers, Thursday 8<sup>th</sup> May began with the raising of the Union Flag and a Proclamation from the Town Crier. A well-attended service at the War Memorial followed, co-ordinated by the Newbury Royal British Legion, honouring those who served in the Second World War. The Fair Close Centre also hosted a VE Day lunch with entertainment for over-65s, which the Mayor attended.

In the evening, a Beacon Lighting Ceremony took place in Victoria Park. The event, accompanied by music from local bands and singing groups, provided a meaningful opportunity for community reflection. More than a thousand beacons were lit across the country to mark the 80<sup>th</sup> anniversary of VE Day, and Newbury was proud to take part.

10<sup>th</sup> May featured a Community Commemoration Day in Victoria Park, with live music, family-friendly activities, and stalls from local armed forces groups, youth groups and charities. Feedback highlighted a lively and inclusive atmosphere throughout the day. The Royal British Legion hosted their own successful event at Pelican Lane, featuring historical displays, performances, and military vehicle exhibits.

A special thanks needs to be extended to all organisations involved, and all Councillors who volunteered as stewards to support these events.

#### VJ Day

Preparations are now underway for VJ Day 80, with a memorial service planned on Friday 15<sup>th</sup> August at the War Memorial. Representatives from the Emergency Services and Armed Forces will be invited, alongside local schools, youth organisations, and cadet groups.

A public appeal has been made through the Newbury Weekly News for those with connections to VJ Day to come forward and participate in a reception and exhibition in the Town Hall following the service. A local historian has also agreed to participate with a short talk on the war in the Far East as part of the commemorative programme. Further details will be shared in due course, but the core plans for the memorial service and supporting events are now confirmed.

JA

Civic Services Manager

12.06.2025

**80<sup>th</sup> Anniversary of VE Day & VJ Day Working Group**  
**Terms of Reference**

**Background**

At the Civic Pride, Arts & Culture Committee meeting of Newbury Town Council on Monday 1<sup>st</sup> July 2024, it was resolved that a Working Group be formed to consider how Newbury Town Council can help to commemorate the 80<sup>th</sup> anniversary of the end of the Second World War, with two key dates to remember in 2025, Thursday 8 May and Friday 15 August. Thursday 8 May is Victory in Europe Day (VE Day). Friday 15 August is Victory over Japan Day (VJ Day).

The Working Group will involve other relevant groups, bodies and individuals.

The main ask from the national organisers for VE Day is that villages, towns, cities and organisations of all sizes mark the 80<sup>th</sup> anniversary by raising a unique VE Day flag at 9am, and light a beacon at 9.30pm on Thursday 8<sup>th</sup> May 2025. National organisers also encourage, where possible, holding parties of celebration throughout the day - using this to pay tribute to those within their local communities that undertook so much for us all during WWII, especially as we must use every opportunity possible to help promote peace around the world.

**Members**

- Councillors Vera Barnett, Phil Barnett, Graham Storey, Jo Day and Andy Moore
- Greenham Control Tower Representative
- Toby Miles-Mallowan (CEO, Newbury Town Council)
- Dave Glover (Royal British Legion)
- Sarah Moxon (Royal British Legion)
- Newbury BID
- David Peacocke (Local Historian)
- Joanna Aylott (Civic Services Manager, Newbury Town Council)
- Amy Xing (Civic Officer, Newbury Town Council)
- Event Participants – Kennet Radio / Watership Brass
- Andy Murrill (Newbury Weekly News)
- Alan Bovingdon-Cox (RAF Welford Historical Society)
- Geoff Edwards (RAF Welford Historical Society)

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, then they can nominate a substitute to represent their area of responsibility.

**Support**

Event support is provided by the Civic Services Manager. Admin support is provided by the Civic Officer.

**Quorum**

Quorum is 4 members of the group, including 1 elected member of NTC.

## Goals

- To ensure that the 80<sup>th</sup> anniversaries of VE Day and VJ Day are appropriately commemorated in Newbury.
- To recognise the contribution made by local people and the impact on the people of Newbury.

## Deliverables

The Working Group is tasked with delivering to the parent Committee (Civic Pride, Arts and Culture) and to the community of Newbury:

- An action plan with timeline of commemoration, with clear responsibilities.
- The implementation of the recommendations and actions approved by the parent committee while the Working Group is in action.

As the action plan is populated with specific ideas, this deliverable list may be expanded to include the main specific deliverables.

## Scope / Jurisdiction

To primarily work on items that have a direct impact on Newbury.

Where relevant, to work with the District Council and adjacent parishes where wider or joint commemoration is appropriate.

## Outside of Scope / Jurisdiction

TBA.

## Guidance from the Council / Parent Committee

Provided at initial resolution and at each report back to the Civic Pride, Arts and Culture Committee.

## Resources and Budget

Use of Town Council meeting rooms, administration resources and Officer time as required.

A budget of £3,000 has been allocated. Any further funding authorization is sought from the parent Committee or Full Council.

Grant funding will be sought from grant funding bodies as relevant.

Guidance will be sought from other bodies as relevant.

## Governance

The Working Party will decide through consensus, majority vote or chair's authority to decide what should be taken forward for action or for consideration by the Civic Pride, Arts & Culture Committee. 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.
- Communication is generally informal and via e-mail.

## **Appendix 3b**

- Relevant documentation is stored in the Civic Pride, Arts and Culture folder on the Town Council IT data store.
- The group will meet as often as necessary to ensure progress as required.
- Sub-groups (with other nominated members) can be created as necessary to progress specific items.
- Occasionally reporting back to the Civic Pride, Arts and Culture Committee or Full Council on progress (via the Chairperson) and whenever it needs additional authority for action.
- The Working Group's work is complete when it has achieved all the deliverables to the satisfaction of the parent Committee.

These Terms of Reference may be reviewed and changed as necessary by the Working Group in the light of additional information, with significant changes requiring authorisation by the parent Committee.

### **Version History**

Created: 21/10/2024

Updated: 14/11/2024 – To include VJ Day in scope. Members amended.

## Proposals for Refreshing Saturday Surgery

The Local Democracy Working Group have been discussing how councillors operate Saturday Surgeries as part of our outreach to adults in our community. Several ideas have been discussed and it has been agreed to try a refreshed approach to our Saturday duties rather than to try out something completely different.

First of all, the name. Some councillors think that the current title, Saturday Surgery, is confusing so others have been considered and currently the preferred one would be Meet Your Councillors.

We have always worked in twos and this should continue for the safety of councillors.

To be more visible to the public it is suggested that councillors wear some kind of jacket or tabard with council crest and the chosen title of the activity (Meet Your Councillors).

Some current equipment is rather heavy and it is recommended that we try to find lighter alternative or, if people on duty don't feel comfortable to move the equipment they should not feel obliged to and can leave it inside.

In order to improve written feedback for officers, and to cut down their workload it is suggested that a dedicated tablet is purchased so that records can be entered and sent as well as giving access to other useful information on the internet and the ability to make direct contact with the West Berkshire website. It is suggested that a small table and chairs are set up a little further inside the entrance, still in sight of the open doors, in order to sit and talk to the public and to record their contact details and matters which have been raised in a comfortable and efficient manner.

The public should not be allowed access beyond the entrance area for insurance reasons unless there is an activity such as a coffee morning taking place with an officer in attendance.

Councillors should try to be proactive in engaging with the public, using the current newsletter or information about other matters. There will be newsletters available to distribute. Individual councillors may wish to promote other council activities, for example, Newbury in Bloom etc.

Officers will change the display board monthly to provide latest information/project/update, remind councillors of their duties the week before their shift and attempt to keep the website up to date with duties that have been swapped. Officers are to follow up issues which have arisen that could not be resolved by duty councillors and copy in the councillor recording the issue. A record of issues will be kept in a log.

Cllr Jo Day  
Chair of the Local Democracy Working Group  
07/06/2025

**Local Democracy Working Group (LDWG)**  
**Terms of Reference**

**Name: Newbury Town Council Local Democracy Working Group**

Membership: Cllr Phil Barnett, Cllr Vera Barnett, Cllr Jo Day, Cllr Billy Drummond, Cllr Steve Masters, Cllr Andy Moore, Cllr David Harman, Cllr Gary Norman, Cllr Meg Thomas & Cllr Martha Vickers.

Members can be added/removed as agreed at any meeting.

Secretarial support (Agendas, minutes, circulation of information) is provided by Newbury Town Council's Civic Services Manager.

Quorum of 3 Members at each meeting for decision making, including the Chair.

Members of other organisations may be invited to be co-opted at our meetings when appropriate.

**Goals**

- 1. To promote the work of Newbury Town Council by engaging with young people through various youth channels.**
  - Work closely with schools and other youth organisations and clubs.
  
- 2. To promote local democracy and the fundamentals of the Town Council to local primary schools.**
  - Successfully contact Newbury local schools, inviting them to learn about Newbury Town Council.
  - To successfully deliver interactive Meet The Town Council sessions with primary school groups in the Town Hall.
  
- 3. To inform and engage local secondary schools and other educational establishments in the democratic processes and the working of their local councils.**
  - Deliver quality and engaging sessions to secondary school students, facilitating their interest in local issues.
  - Encourage secondary school students to participate in sharing their views on local issues with the Town Council.
  
- 4. To encourage people of all backgrounds to engage in activities and events which are centred around topics of local interest, encouraging healthy and informative discussions.**
  - Engage with the public through Saturday Surgeries.
  - Facilitate the organisation of activities which local people can take part in to have their say on local matters which they have raised, to seek out topics of interest in Newbury.

## **Deliverables**

The Working Group is tasked with delivering to the parent Committee (Civic Pride, Arts and Culture):

- A detailed plan, with clear responsibilities to implement sessions as part of Meet The Town Council Week, targeted at Primary and Secondary schools to take place in the Autumn Term.
- Detailed plans and responsibilities to implement activities to engage local people in discussion events on topics of local interest which they have raised, and to consult Full Council when necessary.
- The implementation of the recommendations and actions approved by the parent committee, and Full Council when necessary.

## **Scope/Jurisdiction**

To primarily work with organisations that have a direct impact on the Newbury civic parish, but to be inclusive of neighbouring parishes, and those who travel to Newbury for work and education purposes.

The Civic Services Manager may take the findings from sessions and events to other Officers to see what can be supported in further delivery in line with the Council Strategy.

## **Guidance from the Council**

Reports to Civic Pride, Arts and Culture Committee.

To advise Full Council of the program within 'Meet the Town Council' sessions, secondary schools, and other offerings; and to encourage Member participation closer to the time.

## **Resources and Budget**

Supported by the Civic Manager in meetings, and the Civic Officer in updating resources.

Relies on the participation of Councillors in addition to members of the Working Group to deliver sessions.

Use of Town Council meeting rooms, administration resources and officer time as approved by CPA&C.

The Local Democracy Working Group has separate budget lines defined within the Annual Budget for the delivery of their activities.

## **Governance**

The Working Group will discuss proposals proposed by members and decide through majority vote, with the Chair's casting vote if necessary.

## **Additional Notes**

Activities for Meet The Town Council events usually take place in the school's Autumn term, in October. The Civic Services Manager will send invitations to the primary schools at the end of the Spring term, with follow ups at the start of the Autumn term. If sessions are unable to take place, alternative arrangements may be considered. The participation of the

Mayor and the Civic Staff play an important part of the primary school visits. The Civic Services Manager will coordinate all member and staff availability.

Councillors will lead the delivery of presentations for all age groups.

A report of proceedings for Meet The Town Council, and other events, is promoted at Full Council in June to encourage member participation. There is a progress and feedback reports at subsequent Civic Pride, Arts and Culture Committee meetings.

The Working Group will communicate through email, phone and at Working Group meetings.

Relevant electronic documentation is stored on the Town Council IT data store.

The group will meet at least 3 times a year, or as required.

These Terms of Reference may be reviewed and changed as necessary by the parent committee.

#### **Version History**

Updated: 20/05/2025 – To include other educational establishments. Members amended.

## A Brief History of Newbury

Newbury has a long and interesting history due to its strategic position on a crossing of the River Kennet. Settlement began in the Middle Stone Age, about 7000 BC. The Romans had a military station nearby on the road between Silchester and Cirencester.

From Norman times to this day, Newbury with its markets and fairs remains the centre of a rich agricultural district. From the Middle Ages to the early 18<sup>th</sup> Century, there was a flourishing woollen cloth industry. During Tudor times this was of both national and international importance. 'Winchcombe' cloth from Newbury was the market leader of the mid 16<sup>th</sup> century, both home and abroad.

Newbury also played a role in the Civil War with major battles in 1643 and 1644. Domington Castle was a Royalist stronghold.

The late 19<sup>th</sup> and 20<sup>th</sup> centuries saw a rise in modern manufacturing and engineering. The area is closely linked to the Second World War – the gliders for the Normandy Landings were built here and tested locally, while the Americans enlarged an Air Base at Greenham Common. During the Cold War Cruise Missiles were stationed here, which led to many years of protests centred on the Peace Women's camps.

Towards the end of the 20<sup>th</sup> Century the expansion of the telecoms industry began a new and prosperous chapter in Newbury's history.

Now in the 21<sup>st</sup> century the town is Vodafone's global headquarters and a centre for high tech communications and media industries.

The challenge now is for Newbury to retain its historic market town character, with its diversity of fine listed buildings, shops and businesses, while remaining at the cutting edge of modern technology.



*We hope you have enjoyed this short tour of part of our Town Centre. Why not visit the Visitor Information Centre in the Town Hall to find out more about Newbury and its past? There you will find more detailed leaflets and information about Newbury, its people and local history.*

*The book 'The Newbury Mosaic: a pictorial romp through the history of Newbury' is available at a price of £2 from the Town Hall.*

*Visit the Newbury Society's website on [www.newbury-society.org.uk](http://www.newbury-society.org.uk) for historical facts and information about the town's architecture.*

*This leaflet was produced by  
Newbury Town Council  
with help from  
West Berkshire Heritage Service  
The Newbury Society  
Dr David Peacock, local historian.*

**NEWBURY TOWN COUNCIL**

TOWN HALL  
MARKET PLACE  
NEWBURY  
BERKSHIRE  
RG14 5AA

TEL: 01635 35486  
[towncouncil@newbury.gov.uk](mailto:towncouncil@newbury.gov.uk)  
[www.newbury.gov.uk](http://www.newbury.gov.uk)



**Self Guided  
Walking Tour  
Around  
Newbury Town  
Centre**

**20 minute circular  
walking route  
from the Wharf**

**A thriving  
Market Town in  
South Central  
England**



Start the tour in the Wharf. The large modern wood and glass building on the water's edge is the **Public Library**. Look at the pavement next to the building



where you will see the **Newbury Mosaic**, a pictorial romp through the history of the town.

Behind you is a bridge over the River Kennet, and next to it is the Stone Building, a base for the **Kennet and Avon Canal Trust** with a small museum and tea room. The canal and river are one as they pass through the town, and Newbury was an important inland port from the mid-18<sup>th</sup> Century until the arrival of the railways. Across



the water is **Victoria Park**, with its boating pond built in the 1930's to provide work relief for the unemployed. **The Granary** is the long low building with an overhanging gallery on the first floor, built as a grain store in the time of George II. Walk alongside this building and you are walking over the quays where barges would have been loaded and unloaded in the mid-18<sup>th</sup> century. On the right is the mid-18<sup>th</sup> century Wharf House. At the far end of The Granary building is the **Old Cloth Hall** which dates from 1627 and houses **West Berkshire Museum**. **Entry to the Museum is free so why not have a look.....**

Walking on past the Old Cloth Hall brings you towards the **Market Place**. Straight ahead is the Town Hall with its high clock tower (from where you can also start your tour). It was built in the late 19<sup>th</sup> century. There used also to be stocks and a pillory for punishing the local bad lads.

Markets are every Thursday and Saturday with a Farmers' Market on the first and third Sundays of every month. Continental Markets are also held at various times of the year.



Many of the buildings in the centre of Newbury were updated instead of demolished and many originally date from the 15<sup>th</sup> to 18<sup>th</sup> centuries. **The Old Wagon and Horses** still has a 17<sup>th</sup> century staircase. To the left of the Town Hall are various shops in 17<sup>th</sup> and 18<sup>th</sup> century buildings.

At the far side on the left is the **Corn Exchange** built in 1861 with a Corinthian facade for trading corn and other grains. It has been restored and is now used as a theatre, film and concert hall. Next to this is the **Elephant at The Market Hotel** which was once a coaching inn. Newbury was an important stop halfway along the A4 between London and Bath and on the North/South route from the Midlands and Oxford to the port of Southampton. Weary travellers could rest themselves and their horses overnight at the various inns around the town. Cross over the road opposite the Corn Exchange and turn right. Again look up at the architecture above the banks, shops and restaurants.

Turn left into the **Arcade** alleyway with its interesting mix of shops and buildings. This was once known as Whirligig (or Whirligog) Alley apparently due to the dizzying effect of the fumes and smells from the felt makers and dyers premises that were along here for many years. As you leave the Arcade onto Bartholomew Street, **St Nicolas' Church** is facing



you. This fine Church was rebuilt in the 1520's. There is a Tudor roof and the tower holds a ring of ten bells. Besides being a place of worship it provides a venue for concerts and plays throughout the year, including the Newbury Spring Festival. Walk down the path and into the side entrance to visit the Church. If the door is locked the key may be available from the Hall opposite. Inside are also a brass dedicated to **John Winchcombe** and a window for **Jack of Newbury**, famous for the quality and volume of locally produced woollen cloth.

Exiting the Churchyard back onto **Bartholomew St**, turn left and walk past the **War Memorial**, and cross over **Newbury Bridge**. Looking left you can see views towards the lock. Walk over the bridge which was built in 1769. On each corner of the bridge are buildings which have access to vaulted store rooms within the structure of the bridge itself.

These rooms were packed with explosives during World War II in order to blow up the bridge as a last line of defence in case of a German invasion from the South coast.

Ahead of you is Northbrook Street which still has attractive facades high above the shop fronts. Over the bridge, take the first alleyway on the left down towards the **Lock, Stock and Barrel** pub. The 'Lock' makes reference to the adjoining Newbury Lock. Turn left into the small, low alleyway. This leads to the **Kennet and Avon Canal**.



Walk along the edge of the canal towards the lock and **Lock Island**. There is a lovely view across towards **St Nicolas Church** and up the canal towards **West Mills**. To the right of the lock is the first sculpture in the Town Trail – a granite bowl called Ebb and Flow, by Peter Randall-Page, which fills and empties with the movement of water through the lock.



The towing path is not continuous under Newbury Bridge, horses towing barges had to come through the tunnel, up the alley and cross the street. Rope marks are clearly visible in the bricks on the corner of the passage way. Walk back the way you came, up onto **Northbrook St** and turn right, back over **Newbury Bridge**. Notice the little drinking fountain with a scripture passage from St John on the wall of the **Town Hall**.

Turn left into Mansion House Street and on into the **Market Place**. Look up to see the painting of a White Hart, or deer, above the door of **White Hart House** which was another coaching inn.



Walk back along Wharf Street, look up at the dragon weather/vane on the top of the **Old Cloth Hall**. Walk on a little further past the Museum again, and you are back in the Wharf with its coach/car park.

**Flag Flying Request Form**

This form is to be used 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>	
Name	[REDACTED]
Address	[REDACTED]
Email	[REDACTED]
Telephone	[REDACTED]
Organisation	Newbury & District Sea Cadets

<b>Section 2: About Your Flag Flying</b>	
What nationality, community or group is being celebrated?	Trafalgar Day 21 <sup>st</sup> October annually

What flag do you wish to fly?	The White Ensign of the Royal Navy	
What date would you like to fly this flag?	Sunday 12 <sup>th</sup> October 25 potentially through to the evening of the 21 <sup>st</sup> , TBC.	
Do you already have a flag to provide?	Yes	No
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.	Yes we can provide the white ensign several days in advance	
<b>This form is completed on the basis that the flag will be flown for 1 day.</b>		

<b>Section 3: Additional Information</b>		
Will you require any rooms inside the Town Hall?	Yes	No
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.		
Do you plan to host a flag raising ceremony on our Town Hall Steps?  If so, please outline full details regarding speeches, VIP guests and dignitaries in attendance, programme timings, speeches etc.	Yes	No
	Potentially a small raising of the ensign ceremony on the Sunday morning and at lowering.	
Please provide any further information that you may feel is relevant for Council consideration to support your application.	This request is aligned to the Berkshire District Trafalgar parade taking place on Sunday 12 <sup>th</sup> October 25, ahead of the parade.	

Name: [REDACTED]

Date: 28 MAY 25

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**



### **Flag Flying Request Form**

This form is to be used 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>	
Name	[REDACTED]
Address	[REDACTED]
Email	[REDACTED]
Telephone	[REDACTED]
Organisation	Newbury Pride

<b>Section 2: About Your Flag Flying</b>	
What nationality, community or group is being celebrated?	LGBTQIA+ community

What flag do you wish to fly?	Inclusive Progressive Pride Flag	
What date would you like to fly this flag?	12 <sup>th</sup> July 2025	
Do you already have a flag to provide?	Yes	No
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.	The council is already in possession of this flag, if not I can provide one to be flown	
<b>This form is completed on the basis that the flag will be flown for 1 day.</b>		

<b>Section 3: Additional Information</b>		
Will you require any rooms inside the Town Hall?	Yes	No
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.		
Do you plan to host a flag raising ceremony on our Town Hall Steps?  If so, please outline full details regarding speeches, VIP guests and dignitaries in attendance, programme timings, speeches etc.	Yes	No
Please provide any further information that you may feel is relevant for Council consideration to support your application.	12 <sup>th</sup> July 2025 is the date that Newbury Pride will be celebrating the LGBTQIA+ community in Victoria Park	

Name: [REDACTED]

Date: 10/6/25

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**



## Newbury Town Council – Event Grant Funding

### Application Form

Completed forms should be emailed to: [towncouncil@newbury.gov.uk](mailto:towncouncil@newbury.gov.uk)

Name of organisation:	
Name and role of the person submitting this application:	
Contact Telephone Number:	
Contact E-mail:	
Contact Address:	
Date of Application:	
Name and date of event:	
Is your event open to the public?	
Please explain the purpose of the event for which you are seeking funding:	
Amount of funding requested and a how it will be used for the event:	
Charity registration number (if applicable):	
Is your organisation currently active and operational?	
How many Newbury residents are expected to attend or benefit from the event?	
Are there particular groups of residents who will benefit from the event? (e.g., specific age groups, people with particular needs):	
What positive outcomes do you anticipate for both your organisation and the local community if this grant is awarded?	

Town Hall, Market Place, Newbury, RG14 5AA

 (01635) 35486   
  [towncouncil@newbury.gov.uk](mailto:towncouncil@newbury.gov.uk)  
 (01635) 40484   
  [www.newbury.gov.uk](http://www.newbury.gov.uk)  
 @NewburyTC   
  NewburyTC

Making Newbury a Town  
we can all be proud of.



## **Newbury Town Council – Event Grant Funding**

### **Criteria For Grant Aid**

Priority will be given to events which:

- Are based within the boundary of Newbury Town Council, or which primarily benefit residents of Newbury.
- Provide benefit to the greatest number and broadest range of Newbury residents.
- Deliver a positive impact to the wider community beyond serving the direct interests of the organising group.
- Demonstrate efforts to raise funds independently and are not solely reliant on external grants or donations to finance the event.
- Show a clear commitment to sustainability and environmentally responsible practices.
- Actively promote equality, diversity, and inclusion in their planning and delivery.

In addition:

- Grants will not be awarded for activities that are the statutory responsibility of another authority or organisation.
- Priority will be given to those organisations whose objectives meet the priorities and targets laid down in the Council's Strategy.
- Preference will be given to applications for capital items or one-off event costs, rather than for ongoing or recurring funding needs.

Applications will be assessed against the above criteria.

Short-listed applicants may be invited to attend the scheduled Civic Pride, Arts & Culture Committee meeting to make a short presentation and answer questions from Members of the Committee.

Town Hall, Market Place, Newbury, RG14 5AA

 (01635) 35486     [towncouncil@newbury.gov.uk](mailto:towncouncil@newbury.gov.uk)  
 (01635) 40484     [www.newbury.gov.uk](http://www.newbury.gov.uk)  
 @NewburyTC     NewburyTC

Making Newbury a Town  
we can all be proud of.

Public Report to Civic Pride, Arts & Culture Committee

30 June 2025

Agenda Item 16: Civic Services Manager's Reports - Raising the Profile of the Council in the Community

In line with the objectives set out in the Newbury Town Council Strategy, the Mayor of Newbury's office issues letters of congratulations to celebrate and acknowledge individual and community achievements. This initiative helps to strengthen community engagement and enhance the Council's profile within the town.

The total number of letters of congratulations sent since the last meeting of this committee is 32 (as of 23/06/2025):

- 2025 03 27 **Warwick Heskins** - receiving the National Pubwatch 'Star Award'.
- 2025 03 27 **Kerry Bird** - receiving 'Volunteer of the Year' at the West Berkshire Community Champions Awards.
- 2025 03 27 **Maria Shackell** - highly commended for 'Volunteer of the Year' at the West Berkshire Community Champions Awards.
- 2025 03 27 **Hindu Community of Newbury** - on the success of the Holi celebration.
- 2025 04 01 **Ella Larkin** - for a win at the West Berkshire and North Hampshire Cross Country Championships.
- 2025 04 03 **Kutchenhaus Kitchen** - on the opening of the new showroom.
- 2025 04 03 **Newbury Fire Fighters and Cadets** - for hosting a charity car wash which raised £1,500 for The Fire Fighters Charity.
- 2025 04 10 **Greenfest** - on the success of the Greenfest event.
- 2025 04 10 **Azets Newbury** - on raising £750 for the charity Bridge for Young People.
- 2025 04 15 **Primark** - on the opening of the Newbury store.
- 2025 04 17 **Newbury Building Society** - on the 250<sup>th</sup> anniversary of the building society movement.
- 2025 04 17 **Trinity School** - on the success of their production of Charlie and the Chocolate Factory.
- 2025 04 26 **ASD Family Help** - on their new initiative for autistic and neurodiverse families at the Riverside Centre.
- 2025 05 01 **Doris Dodd** - on her 100<sup>th</sup> birthday.
- 2025 05 02 **Hillen's Kitchen** - on the opening of the new café on Faraday Road.
- 2025 05 15 **Sybil Marsh** - on donating 100 pints of blood throughout her life.
- 2025 05 15 **Newbury Spring Festival** - on the success of their festival programme.
- 2025 05 15 **Joseph Holmes** - on his appointment as CEO of West Berkshire Council.
- 2025 05 22 **Cllr Tony Vickers** - on his appointment as Chairman of West Berkshire Council.
- 2025 05 22 **Tracy Underwood** - on the opening of Wessex House, a new home supporting Bridge for Young People.
- 2025 05 22 **Newbury Community Resource Centre** - celebrating 25 years of service.
- 2025 05 29 **Camellia Club** - on the opening of their dementia support service at Fair Close.
- 2025 05 29 **Newbury Lions Club** - on the success of their annual duck race.
- 2025 05 29 **Chilvester Financial** - on the opening of the new branch in Oxford Street.
- 2025 05 29 **Hugo's Gourmet Pasta** - on their first anniversary since opening.

2025 05 29 **Martyn Ainsworth** - completing an ultramarathon which raised over £3,400 for The Fire Fighters Charity.

2025 05 29 **Newbury 10K** - on the success of their event, with more than £20,000 raised for local charities.

2025 06 06 **Debbie Hollister** - on her skydive in support of the MS Society, raising £1,800.

2025 06 06 **Newbury Canoe Club** - annual litter picking along the Kennet and Avon canal.

2025 06 12 **Fresh Juices and More** - opening in Parkway Shopping Centre.

2025 06 12 **Lee Jamieson** - on his appointment as Deputy Principal of Newbury College.

2025 06 19 **Parkhouse School** - on achieving an 'Outstanding' rating in education and sixth form provision in a recent Ofsted inspection.

## **Strategy**

2.E. Celebrate and recognise individual and community achievements.

2.E.b. Congratulate residents and members of the community whenever significant achievements are brought to our attention and keep a list on the website.

JA

Civic Services Manager

23.06.2025

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

**30 June 2025**

**Agenda Item 16: Civic Services Manager's Reports - Newbury Town Civic Awards 2025**

The Newbury Town Civic Awards 2025 presentation evening took place on Wednesday 19 March. These awards provide an opportunity to celebrate and show appreciation for the outstanding contributions made by individuals and groups in our community.

The 2025 Awards were launched on 27 January, with the nomination period closing on 28 February. The awards were widely advertised, with information and nomination forms distributed to local organisations, youth groups, charities, and schools. A press release was issued and printed in the *Newbury Weekly News*, and posters and flyers were displayed on noticeboards and bus stops. Additionally, information was shared on our website and social media platforms.

We received a total of 32 nominations, all of which were carefully considered by the judging panel on 4 March. The number of nominations received per category was as follows:

- The Newbury Town Civic Award: 7
- The Young Persons Civic Award: 7
- The Business Civic Award: 6
- The Environmental Contribution Civic Award: 4
- The Local Community Group Civic Award: 8

Selecting the winners was a challenge. The calibre of the nominees in each category was exceptionally high, and many had made truly remarkable contributions to the community.

St. Nicolas Church Hall was booked to accommodate guests for the presentation evening, which was hosted by the Town Crier (Steve Wallis), Town Marshall (Barry Digby) and The Mayor of Newbury (Cllr Andy Moore). On the night, winners received an engraved wooden award to keep and mark their achievements. Their names were also engraved onto the perpetual wooden shields, which are proudly displayed at the top of the Civic Staircase. All nominees and winners were presented with a certificate to recognise their exceptional contributions. Following the presentation, refreshments and networking took place, allowing everyone to share in the success and celebrate all involved. The winners were as follows:

- The Newbury Town Civic Award: Bob Whiting
- The Young Persons Civic Award: Amy Oliver
- The Business Civic Award: Apple Print & Creative Ltd
- The Environmental Contribution Civic Award: The Community Furniture Project
- The Local Community Group Civic Award: Fair Close Centre Meals on Wheels Volunteers

In the days following the event, a press release was issued detailing the winners and thanking all nominees along with those who nominated them. This was featured in the *Newbury Weekly News* and on community news websites, ensuring that the stories of the winners and nominees were shared with a wider audience.

Social media engagement was highly positive following the event. The official Newbury Town Council social media channels received an enthusiastic response, with a post highlighting the winners seeing 1,205 impressions and 85 reactions, comments and shares. Local residents, businesses, and community groups took to their own platforms to congratulate the winners and share their pride in being part of such a vibrant community.

### **Financial**

The provision for 2024/2025 was £1,000, and the event was successfully delivered within this budget. Provision for 2025/2026 is set at £1,040 which will support the event in its current capacity.

### **Strategy**

2.E. Celebrate and recognise individual and community achievements.

2.E.a. Run and sponsor Newbury's annual Civic Award scheme to recognise the contributions of our residents to the town.

JA

Civic Services Manager

23.06.2025

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

**30 June 2025**

**Agenda Item 16: Civic Services Manager's Reports - Mayor Making 2025**

Newbury Town Council's Mayor Making ceremony took place on Sunday 11<sup>th</sup> May 2025. Councillor David Harman was formally invested as Mayor of Newbury for the 2025/26 municipal year, with Councillor Sarah Slack invested to serve as Deputy Mayor.

As in previous years, the ceremony was held at the Corn Exchange, followed by a Civic Service at St Nicolas Church and a reception in the Church Hall. Planning for the 2025 event began in January, with effective collaboration between the Town Council, the Corn Exchange, and St Nicolas Church.

The event began with a formal procession through the Market Place, led by the Town Marshal and Macebearers, before the official ceremony commenced inside the Corn Exchange. The event was well attended, with over 200 guests including representatives from across the community, friends and family of the incoming and outgoing Mayors, and local dignitaries. Most ticketed guests were seated in the main auditorium, while the gallery was opened to accommodate members of the public wishing to attend. A small number took up this opportunity.

The Town Crier opened the event, followed by the outgoing Mayor Cllr Andy Moore, who gave a reflective speech on his year in office. A highlight of the ceremony was the presentation of a Long Service Award to retiring Town Marshal Barry Digby, who has served Newbury Town Council with distinction for 23 years.

Newbury Air Cadets provided outstanding support, with cadet and adult volunteers assisting with the movement of equipment between the Town Hall, Corn Exchange, and Church Hall. Smartly presented and highly efficient, their help was invaluable, and they remained until the conclusion of the reception to assist with clear-up and equipment return. The ongoing support from local uniformed youth organisations is a great asset to the Town Council.

Corn Exchange staff ensured the smooth running of the ceremony, and additional support was provided by the outgoing Mayor's Cadets and Civic Team in helping to seat guests in advance of the Mayor and Councillors' arrival. Musical accompaniment was beautifully provided by Trinity School's MelodiX, a talented vocal ensemble from Years 7–9.

The programme ran smoothly and to time. All Councillors kept to their allocated speech durations enabling the event to conclude before 11:30am, allowing time for a comfort break before forming the procession to St Nicolas Church at 11:45am.

The Civic Service was led by the Revd. Joy Mawdesley, the Mayor's newly appointed Chaplain. The order of service was included in the printed programme for all guests.

The buffet lunch in the Church Hall was well attended. Catering quantities were perhaps under-judged, but there was no food wasted.

Special thanks are due to the Civic Team, who continue to add colour, dignity, and dedication to the day. This year's ceremony was notable for being the first for Steve Wallis in the role of Town Crier. Steve brought great energy, clarity, and charisma to the role, delivering his proclamations with confidence and enthusiasm.

Thanks also go to all the Councillors who participated, delivering thoughtful and engaging speeches that contributed to a warm and memorable event.

**Financial**

The provision for 2025/2026 was £2,600, and the event was successfully delivered within this budget. Provision for 2026/2027 is set at £2,700 which will support the event in its current capacity.

**Strategy**

2.C. Arrange and Manage Inspiring Civic events and Mayoral calendar.

2.C.b. Deliver the annual Mayor Making ceremony.

JA  
Civic Services Manager  
23.06.2025

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

**30 June 2025**

**Agenda Item 16: Civic Services Manager's Reports – Royal Engineers Armed Forces Day Freedom Parade 2025**

**Background**

*Note: This report was prepared in advance of the event. By the time of the Committee meeting at which this report is being presented, the parade will have already taken place. A follow-up summary and any outcomes or feedback from the event will be shared separately.*

This report provides an update to the Committee regarding the ceremonial Armed Forces Day parade due to take place in Newbury on Saturday 28 June 2025. Organised in partnership with the Royal Engineers Association, Royal British Legion, Thames Valley Police, and several local organisations, the event marks a significant civic occasion for the town and celebrates both local military history and ongoing community connections.

The parade is being held in honour of the 200<sup>th</sup> anniversaries of three Regular Squadrons of the 42 Engineer Regiment (Geographic). These units have a proud and extensive history, from their origins in the early 19<sup>th</sup> century with the Survey of Ireland to their involvement in major international conflicts including the Boer War, the First and Second World Wars, the Cold War, the Falklands Conflict, and more recent operations in the Balkans, Iraq, Afghanistan and Estonia.

This event is especially significant as it recognises the Freedom of the Town, which was granted to the Royal Engineers in 1997. It provides a fitting moment to publicly commemorate this historic honour and the strong relationship between the Regiment and the town of Newbury.

**Overview**

The parade will commence at 10:30am, stepping off from Pelican Lane and proceeding to the Market Place. Led by the Nottinghamshire Band of the Royal Engineers, the march will be conducted with full ceremonial protocol.

Taking part in the parade will be serving personnel from 42 Engineer Regiment (Geographic) and the Royal School of Military Survey, alongside Veterans of the Military Survey Branch of the Royal Engineers Association. The Newbury Royal British Legion and Newbury Sea Cadets will also participate, supporting the parade, and SSAFA, the Armed Forces Charity, will be present to conduct a public collection.

At approximately 11:00am, the formal review of the parade will take place in the Market Place. The reviewing party will include His Majesty's Lord-Lieutenant of Berkshire, Mr Andrew Try Esq; the Mayor of Newbury, Councillor David Harman; and Colonel Alex Harris, Commander Royal Engineers (Geographic). The parade will conclude with a march through

the town centre, ending in a final general salute and three cheers from the assembled troops and veterans.

The parade is designed not only as a military celebration, but as a community event that honours the long-standing ties between Newbury and the Armed Forces. Residents, families, veterans, and local organisations are all encouraged to attend and support the event. Local signage, social media, press coverage, and council communications have all been employed to promote public awareness and engagement.

While the event is public and the Council welcomes community participation, publicity has been handled with care due to security considerations. Advertising has not been widely distributed, and public communications have been managed in close consultation with Thames Valley Police and military representatives to ensure that appropriate security protocols are followed.

**Financial**

As no budget line is in place for this event, a grant application has been submitted and approved from the Ministry of Defence Armed Forces Day fund to support the event. Any surplus event costs are to come from the Civic Hospitality and Events budget.

**Strategy**

2.C. Arrange and Manage Inspiring Civic events and Mayoral calendar.

JA

Civic Services Manager

23.06.2025

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

**30 June 2025**

**Agenda Item 17: 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:
    - Civic Awards Ceremony – 19<sup>th</sup> March 2025
    - Mayor’s Fundraising Gig – 21<sup>st</sup> March 2025
    - Mayor’s Coffee Morning for West Berks Foodbank – 12<sup>th</sup> April 2025
    - VE Day 80 Events – 8<sup>th</sup> and 10<sup>th</sup> May 2025
    - Mayor Making – 11<sup>th</sup> May 2025
    - Royal Engineers Freedom Parade – 28<sup>th</sup> June 2025
  
  - b. **To note** the programme of civic events until the next meeting:
    - VJ Day 80 – 15<sup>th</sup> August 2025
    - Art on the Park – 24<sup>th</sup> August 2025
    - Mayor’s Coffee Morning for Berkshire Youth – date to be confirmed
    - Annual Bowls Match – date to be confirmed
    - Heritage Open Day – 13<sup>th</sup> September 2025
  
  - c. **To receive** ideas for suggested or potential future events or activities.

JA

Civic Services Manager

23/06/2025

**Public Report to Civic Pride, Arts & Culture Committee****30 June 2025****Agenda item 18: Work Programme for Civic Pride, Arts & Culture Committee Meetings****Standing Items on each (ordinary meeting) Agenda:**

1. Apologies
2. Declarations and Dispensation
3. Approval of Minutes of Previous Meeting & Update on Actions
4. Questions/ Petitions from Members of the Public
5. Questions/ Petitions from Members of the Council
6. Flag Flying Requests
7. Civic Services Manager's Reports
8. Civic Events
9. Work Programme and Future Business

<b>June 2025</b>	Election of Chairperson VE & VJ Day Working Group TOR Local Democracy Working Group TOR Heritage Open Day Planning Walking Tour of Newbury Civic Awards Report Mayor Making Report Royal Engineers Association Parade Report
<b>September 2025</b>	Twin Town Commemorations/Trail Welcome to Newbury Signage Design Remembrance Sunday Planning Heritage Open Day Update Local Democracy Events Schedule Art on the Park Report VJ Day Report
<b>November 2025</b>	Festive Afternoon Tea Planning Civic Awards Planning Budget 2026/27 Newbury Town Band Review Heritage Open Day Report Local Democracy Events Report Remembrance Sunday Report
<b>February 2026</b>	Civic Awards Planning Mayor Making Planning NTC 30 Year Anniversary Planning Local Democracy Working Group NTTA Report Festive Afternoon Tea Report