

WARE TOWN COUNCIL

To all Members of the Tourism, Leisure & Amenities Committee (Cllr's Kaye, Ballam, Curtis, Kent, Reed, M Standley)

Your attendance is requested at a Meeting of the **TOURISM, LEISURE AND AMENITIES COMMITTEE** at 7.30pm on Monday 4 April 2016 at The Priory, Ware when the following business will be transacted:

The meeting is open to the Public and the Press. The Council provides opportunity for members of the public to speak or ask questions at every meeting of the Committee on any item on the agenda

A G E N D A

1. To receive **Apologies for Absence**
2. To receive any **Declarations of Interest**
3. **Seeing it Through Project** – to receive a presentation from Emma Blowers, Pins and Feathers (Community Drama) Productions
4. To receive and approve the **Minutes of the Meeting of 29 February** (previously circulated)
5. **Community Forum** – to note the meeting on Thursday 7 April
6. **Tudor Square Enhancement Scheme**
 - i) to receive a progress report (attached)
 - ii) to consider proposals for a lease of Tudor Square from East Herts Council (attached)
7. **Events** – to receive a report from the Events Officer (attached)
8. **Tourism** – to receive a progress report (oral report)
9. **Town Centre Development** – to receive a progress report (oral report)
10. **Christmas Lights** – to receive a report on new Christmas lights (oral report)
11. **Street Furniture** – to receive a progress report (oral report)
12. **Noticeboards** – to receive a progress report (oral report)
13. **Date of Next Meeting:** Next scheduled meeting 10 October 2016


Jill Rowlinson
TOWN CLERK

www.waretowncouncil.gov.uk

Date: 29 March 2016
Ware Priory
High Street
Ware, SG12 9AL
01920 460316

WARE TOWN COUNCIL

TOURISM, LEISURE & AMENITIES COMMITTEE 4 APRIL 2016

TUDOR SQUARE ENHANCEMENT – AGENDA ITEM 6

i) Progress since 29 February:

1. **Discharge of Planning Conditions** – a meeting was held with the East Herts Planning and Landscape Officers on 8 March – notes attached.
2. **Highways** – as previously reported to the Finance & Resources Committee under New Homes Bonus projects, HCC Highways required payment of £4,406 (less £750 already paid). A meeting was held with HCC Highways on 30.03.16 to discuss conditions and the fee – notes attached.

The Committee is asked to note the report.

ii) Proposals for a lease of Tudor Square

A meeting was held with Wendy Ellis of EHC Estates Department on 17 March regarding a lease to protect Ware Town Council's continuing interest in Tudor Square – notes attached. The proposed terms of the lease are:-

1. Lease only being offered as EHC are not currently selling or investing in any land
2. Rent – peppercorn
3. Term – WE suggests 20 or 25 years – could probably negotiate longer if required but the term of the lease needs to be the term for which WTC is willing to accept responsibility. The Committee's view as agreed on 7 November was to request an asset transfer of the land. As this is not possible, it may be that the committee would like to request a long lease, say 50 years.
4. This will include standard terms to maintain, insure, look after etc.
5. EHC to retain rights to use for market to trade and to alter market days
6. Parking enforcement – this should still continue – WE to confirm.
7. Trees – to be sole responsibility of WTC
8. WTC to have a fully funded maintenance programme over the term of the lease.
9. WE to send JR draft Heads of Terms.
10. JR to send WE full contact details of WTC solicitors.

The Committee is asked to consider whether to accept a lease of 25 years or whether to request a longer term lease, say 50 years.

Tudor Square

Notes of a meeting with EHC re discharge of planning conditions 08.03.16

Present: Cllr J Kaye, J Rowlinson (WTC); P Reed (Barker Associates); K Honour (contractor); T Hagyard, P Stevens (EHC)

Condition 3 – external lighting. EHC to discharge.

Condition 4 – archaeological work EHC to discharge.

Condition 5 – detailed engineering drawings & plans including specifications of all materials:-

- PS not happy with the type and colour of Yorkstone – would prefer tumbled setts to be from Marshalls to colour match existing Yorkstone. Contractor since confirmed these can be obtained at same price as original specification KH to advise if any difference in cost of laying.
- PS – planters are too high for plants to grow. PR advised that planters are all ground level except for one at the back which is the existing raised bed. – OK
- Benches – if looking to reduce cost could put some in now and some at a later stage
- Planting plans – PS concerned that this will require too much maintenance. PR to go back to Anthea Harrison and advise that these have not been approved and to redraft. In the meantime EHC suggesting discharge of hard landscaping and to come back later with planting plans.
- JK – were there too many trees and were these too large? PS – need specific size (2m) for market traders to walk under.
- PS – stone to be cut with bench saw. KH – this has been provided for in tender price.

Noted that a meeting was required with Highways to discuss their conditions and also their fee.

KH pointed out that the contractor prices were now 7 months old and could not be held for much longer.

TH recommended speaking to the agents for the extension at Temple to find out when they are planning to start work as this could impact on the Tudor Square project.

Tudor Square

Notes of a meeting with HCC Highways 30.03.16

Present: Cllr J Kaye, J Rowlinson (WTC); Faye Pannah, Chris Simpson (HCC)

JR explained that WTC was trying to bring down costs so that the project was still within budget and could still go ahead. FP/CS suggested this could be achieved by:-

- not working on the highway area (so a S278 would not be required)
- not removing the bollards (JR advised that this is an integral part of the plan and that EHC Planning is keen for these to be removed)
- seeking an order to "Stop up" the highway – application to Dept for Transport required with associated consultation period.
- Obtaining funding from a councillor
- Using Ringway as the contractor (JR explained this was not an option as a contractor had been appointed through the competitive tender process)
- There was also some scope for HCC to reduce their costs (by approximately £1,500) as the developer was WTC

FP mentioned that there were safety concerns about the removal of the bollards and about the installation of the planting area near the existing tree (near Jacobys). However, CS was comfortable with the design as it was, he considered it worked.

JR explained that the Project Manager (PR) was concerned that HCC would require additional work to be carried out, eg new crossing points. CS did not consider this to be the case as the surface already took vehicles – the diagrams provided with the correspondence were standard details. HCC needs a solid understanding of what work is to be carried out on the highway, eg most of the work is to use existing surface, plus the timescale that the contractor will be working on the highways section of the project. Regarding the bollards, they would like something from EHC Planning Officer and Conservation Officer to support the removal of the bollards.

CS mentioned that we could start work on the parts of the work which were not on the highway before obtaining highway permission – JR not sure if this is practical though.

Agreed:

- FP and CS to send PR details of exactly what additional information they require
- FP and CS to look at revising the HCC fee by approximately £1,500
- JR to contact Tim Hagyard (EHC) about written support for removal of bollards

Tudor Square

Notes of meeting with Wendy Ellis, East Herts Council 17.03.16

Licence for works

1. The fee for the licence will be £1
2. JR to send WE the following:
 - Details of contractor to WE
 - Details of the duration of the works, start date and end date when known
 - The contractor should provide insurance cover for £5m – send copy of certificate to WE
 - Schedule of works to WE
 - Details of Honours methods of limiting disruption (as previously mentioned by Keith)
3. The licence will include clauses about keeping having a compound for all machinery, 6ft heras fencing, area to be kept tidy at all times.
4. There is CCTV coverage in Tudors Square – JR to inform CCTV Partnership that the works will be taking place with a site compound and check that it will be on and monitored all the time.
5. Vehicle parking – provision for maximum of 5 vehicles to be included in licence – WE to inform EHC Parking Dept. Provision for delivery vehicles to load and unload only.
6. Working times – JR to check restrictions in planning conditions and get back to WE
7. Need to provide for access for refuse trucks – both domestic and trade waste. Re-routing will be permitted.

Trade Waste for Market

Nick Kirby (EHC Environment) had noticed that there was currently no provision in the plan to store trade waste bins for the market. Ware Town Council or Ware Town Councillor had complained about the trade waste bins being in the centre of the square on market days. WE had spoken to Tim Hagyard who considered that if trade bin space was wanted this could be designed into the scheme. Nick had suggested an area but this appeared to be in the raised bed section – JR to speak to Tim Hagyard and Nick Kirby. WE considered that it could be included in the lease for this to be carried out within 12 months if it was something WTC wanted to do. It would need to be accessible to trade waste vehicles. WE considered that it might not be worth spending too much on this area now if we were going to change it later. Post meeting note – JR discussed with TH. It is not a requirement of planning and is late in the day to change the design.

Lease

1. Lease only being offered as EHC are not currently selling or investing in any land
2. Rent – peppercorn
3. Term – WE suggests 20 or 25 years – could probably negotiate longer if required but the term of the lease needs to be the term for which WTC is willing to accept responsibility. – JR to put this to Tourism, Leisure & Amenities Committee on 04.04.16
4. This will include standard terms to maintain, insure, look after etc.
5. EHC to retain rights to use for market to trade and to alter market days

6. Parking enforcement – this should still continue – WE to confirm.
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Agenda item 7

Cinema

Cinema continues to be well attended. The audience is a mix of couples, singles, groups of friends and some clubs such as the U3A Friendship groups & Albury Women's group who attend as a group outing. Our next film is 'Bridge of Spies' on 20th April. Films for May & June will be planned after which 'cinema will have a two month break, resuming in September.

There were no children's films at Easter due to the uncertainty as to whether or not the building would be available.

Annual Talk

The annual town talk presented by David Permanent on 22nd March was well received. 80-100 people attended. Peter Ruffles has agreed to present a talk in 2017 - date to be agreed.

Easter Activities

There was an egg decorating competition in Fletcher's Lea and an egg hunt in the grounds for the under 8s. 63 children took part. The day was run by members of the Ware Festival Committee.

Ware Food Festival

Fifteen stalls have booked to date - some repeat bookings and some new stalls. Family entertainment will take place during the afternoon. Village Wines & Wood Brothers had been in touch with regard to holding a wine event over the weekend - update awaited. A leaflet will be available early May and there will be an advert & editorial in the May issue of Axis Magazine.

Rock in The Priory

The showcase weekend took place in Fletchers Lea 19th/20th March. 16 bands played over the weekend and the line up for 24th July. One set has been reserved for the winner of the music section of East Herts Got Talent. Thanks are due to the volunteer team who worked throughout the weekend.