



# Ware Town Council

Ware Priory, High Street, Ware, SG12 9AL

[www.waretowncouncil.gov.uk](http://www.waretowncouncil.gov.uk)

01920 460316

## COMMUNITY AND ENVIRONMENT COMMITTEE MEETING

will meet on

**Monday 20th May 2019**

in the Council Chamber, Ware Priory, Ware, starting at 7.30pm

All Members of the committee are summoned to attend the above meeting when the following business will be transacted:

Terry Philpott, Town Clerk

15<sup>h</sup> May 2019

This meeting is open to the Public and Press. The Council provides opportunity for members of the public to speak or ask questions at every meeting of the Council on any item on the agenda. Requests for items to be included on the agenda should be notified to the Clerk by the first Monday of the month.

### AGENDA

**CE001: To receive and accept Apologies for Absence**

**CE002: To receive any Declarations of Interest and review any requests for Dispensation submitted to the Clerk.**

**CE003: To appoint Vice Chairman for the standing committees**

**CE004: Minutes from the previous meeting:** to receive and sign the minutes of the last Town Council meeting held on 18<sup>th</sup> February 2019.

**CE005: Correspondence and Clerks report**

- Ware Foodbank are looking for new premises following the closure of the Salvation Army Hall
- Tudor Square Archaeology report received and sent to EH LPA

#### **CE006: Grant requests**

**Beekeepers:** Request for £368.59 to support a Beehive compound at Widbury Hill Allotment (Papers available via The Clerks Office)

#### **CE007: Events update (see separate report)**

To receive a report from the Ros Montgomery, Event Manager.

#### **CE008: Allotment report – Letting and Vacancies**

Ware Town Council has 2 allotment sites - 142 plots on Warehouse Field and 56 plots on Crosspath Field making a total of 198 allotments. There is a short waiting list and prospective plot holders are contacted when their turn is reached. An average plot measures 5 poles or 25 square metres and the rent is £5 per pole. The total income from rent last financial year was £5177.50.

Ware Allotment and Leisure Garden Society assists Ware Town Council in the management of the allotments and receive an annual grant of £2000 from the Town Council. There are also additional costs to the Council relating to the management of the allotments, for example, skip hire to remove non-compostable items, pest control fees and water charges.

Waiting list for Warehouse Field (Widbury Hill)	6
Waiting list for Crosspath Field (King George Road)	2

There are no vacant plots on Warehouse Field nor on Crosspath Field now.

#### **ALLOTMENTS - 2019 BEST KEPT ALLOTMENT COMPETITION**

##### **To agree the process for managing this year's competition.**

The competition takes place annually and judging is during the month of July. In previous years the judges have been the Mayor, Deputy Mayor, Chair of Finance & Resources and an independent judge with some horticultural knowledge. Last year the judge was Amber Nicholls from Guideposts. The Allotment Society prepares a shortlist of allotments that are to be considered by the judges. There is a prize for the Best Kept allotment winner and the second prize winner on each site and for the Best New allotment winner on each site. Each judge is given a marking sheet to allocate points in the following categories i.e. crop quality, variety of crops, pest control, and general cultivation and paths. The prizes are presented to the winners in September when the Ware Festival AGM takes place.

##### **2018 Best Kept Allotment Competition.**

Short List by WAGS was notified by 6 July 2018, Judging took place on 19 July 2018.

The presentation evening was on 25 September 2018.

#### **CE009: Kings Mead Nature reserve**

**From Herts and Middlesex Wildlife Trust:** (See separate report for more information)

A public consultation has been held related to Kings Meads, the group is now looking for local partners to get involved in the project and for letters of support for the scheme to submit with funding applications.

**Recommendation:** To write a letter of support related to the proposed work at Kings Mead Nature Reserve.

#### **CE010: Footbridge Ware Station**

**To receive an update on the agreed project.**

It had been proposed that Ware Town Council should take the opportunity to improve the look of the railway footbridge by the level crossing at Amwell End Ware. The idea was to paint the inside of the walkway bridge with a mural celebrating the Town of Ware designed by students of Hertford Regional College. There was also a possibility of painting the risers on the steps,

The proposal was for a stencilled skyscape showing prominent buildings in Ware. The Town Clerk has applied to Network Rail for permission, East Herts Council have approved the concept subject to a more detailed design, once known so they could assess if there was any harm or potential for harm to the character and appearance of the Conservation Area and whether planning permission would then be required. The Finance & Policy Committee had agreed to allocate up to £2,000 from the New Homes Bonus for the supply of paint.

We are awaiting a more detailed design.

#### **CE011: TUDOR SQUARE ENHANCEMENT SCHEME**

##### **Enhancement Scheme - Progress since 17 September**

Work was completed in time for Dickensian Evening on 7 December. A final project account had been circulated. The final cost of the project was £158,082 against a budget of £191,131. This was mainly due to the reduction in the project so as not to work on HCC Highways Land.

##### **Lease to WTC**

Draft Heads of Terms had been received from East Herts Council to lease Tudor Square to Ware Town Council for a period of 25 years for a peppercorn rent. The Heads of Terms included the provision "Tenant to implement a parking enforcement service to protect the square". East Herts Council's Estates Department clarified that this meant, if the Town Council was having markets or mobile units on the square, then we would need to ensure that only authorised vehicles drove on and that their weight would not damage the paving work. It did not mean that we had to be responsible for parking enforcement in general in the square. Ware Town Council would need to:

- put in writing to EHC how the brickwork was laid, that it is insured and that the only parking to take place there will be temporary for setting up and dropping off.
- confirm to EHC that we have an agreement with Parking Services at EHC to enforce parking in the square and copy Parking Services in.

Once this was complete, EHC would be satisfied that the Town Council had implemented a suitable parking enforcement policy.

## **Rising Bollard**

To note the contents of the report and agree the next steps.

## **CE012: MARKETS**

### **New Arrangements for Ware Market**

East Herts Council have reviewed the way they manage markets. They had suspended their market rights and Ware Market would now be managed under the street trading legislation.

### **Specialist Markets**

Ware Town Council could promote specialist and/or Sunday markets. Anyone wishing to run a market needs to apply for street trading consent, rather than a market licence. Now there were no market rights in Hertford, Ware would, in theory, be able to hold events on the same day as Hertford. However, we need to bear in mind that we are still within 6.6 miles of Hoddesdon Market and would not be able to hold a market at the same time as Hoddesdon, i.e. Wednesdays and Fridays.

Last year Street Food Heroes took place between April and October on the second Thursday of each month. This was due to continue in 2019 in Tudor Square. It was organised by one of the traders who applied for the licence and ensured all rubbish was removed. If the Town Council was to promote additional markets then it was recommended following this model so that the Town Council was not responsible for licensing, setting up and breaking down stalls, refuse removal and clean up. It was

Further work is being investigated re the cost and feasibility of holding specialist market in Tudor Square.

## **CE013: Street Furniture and Bins**

At previous meetings it was agreed to progress the installation of a recyclable litter bin near the Punch House. Enquiries had been made with East Herts Council about what permissions were required and about emptying arrangements. A response was still awaited.

- to ask East Herts Council if they could provide additional litter bins and/or arrange for more frequent emptying of litter bins along the towpath.
- To purchase an additional litter bin for the Closed Churchyard, provided there was enough in the maintenance budget.

The above items are being worked on

## **CE014: CHRISTMAS LIGHTS**

Ware Town Council owns the Christmas lights which are put up in the town each year. These cost around £6,500 each year to put up and take down, including the necessary testing.

In 2014, the Town Council set aside a budget to buy new Christmas lights for the town. A consultation was carried out to find out what people thought of Ware's Christmas lights. Strong opinions were put forward and an overwhelming majority of residents said they liked the existing lanterns style lights and should keep them. Taking this on board, it was decided to keep the existing lanterns but use

more energy efficient bulbs, light up more of the trees in town and buy some new features to go across East Street and West Street. These were obtained ready for Christmas in 2015.

There were two main ways to obtain Christmas lighting, outright purchase or leasing and most suppliers could quote for either of these. If the Council wished to obtain new Christmas lights the following issues need to be considered:

- A licence from HCC Highways needs to be obtained and there are very strict criteria to adhere to. It needs to be in place before the lights are put up.
- Cross street decorations will depend on whether the infrastructure of the supporting buildings is suitable. Bear in mind that most of the buildings in the High Street are listed.
- There are very few standard lampposts along the High Street on which decorations could be fixed.
- Nothing had been included in the budget for 2019/20 so a request for New Homes Bonus would be required.

Further work under review:

- To investigate the feasibility of providing lighting on more trees in town, including the tree on the roundabout at Baldock Street.
- The Facilities Supervisor has identified the requirements for the licence, this is due for submission on 1<sup>st</sup> July 2019.

**CE015: Agenda items for next meeting 15<sup>th</sup> July 2019**