



Ware Town Council

Ware Priory, High Street, Ware, SG12 9AL

www.waretowncouncil.gov.uk

01920 460316

COMMUNITY AND ENVIRONMENT COMMITTEE MEETING

Monday 9th November 2020

Via zoom starting at 7.30pm

MINUTES

Present: Cllr Ballam (Chair), Butcher, Curtis, Fernando, Reed, Shaw (V).

Officer present: Terry Philpott Town Clerk, Ros Montgomery, Shella Turner.

Members of the public: nil

CE107: To receive and accept Apologies for Absence

- None received

CE108: To receive any Declarations of Interest and review any requests for Dispensation submitted to the Clerk.

- None declared

CE109: Minutes from the previous meeting: to receive and sign the minutes of the last Community and Environment meeting held on 14th September 2020.

Resolved: The minutes are an accurate record

CE110: Planning application old Nat West Bank (TP)

[Change of use from A2 \(Financial\) to A4 \(Drinking Establishment\) with extraction/ducting at rear elevation.](#)

59 High Street Ware Hertfordshire SG12 9AB

Ref. No: 3/20/0868/FUL

The Councillors noted that this was a revised application from the earlier 2020 submission. The work undertaken by the Planning Officer and the Agent appears to have improved the scheme resulting in

fewer concerns particularly from the neighbours who expressed multiple concerns for the previous application. Thank to the Planning Officer and Agent for the work in resolving this matter.

The application was considered by Cllrs present and noted.

CE111: Correspondence and Clerks report (TP)

- River Railings work ongoing, several complaints received by WTC on the tardiness of Thames Water to facilitate the repairs, Thames Water now undertaking work in house, delayed due to Covid furlough.
- Towpath bridge repairs update, work has commenced.
- Commonwealth War Graves signage is being reviewed for both Cemetery sites, signs will be placed at the entrance. A map for the War Graves and a broader map detailing the specific areas of the cemetery will be positioned on a noticeboard in the next few months.

CE112: CCTV in Ware (TP)

An update on the tender process was provided by the Clerk. The tender process has been concluded, three meetings with suppliers have been held with ongoing discussions with the current supplier taking place. WTC will be asked to consider moving the budget for new CCTV equipment into the 2021/22 year from the two following years.

CE113: Events update. Report attached (RM)

A broad discussion on the report from the events manager was held at the meeting, the report was formally noted.

Key points:

Cinema 2021

Agreed not to restart until Spring 2021.

Remembrance Sunday/Armistice Day

Plans were in place for four Church services across the Town on December 8th. These have now been cancelled due the latest lockdown.

Armistice Day WTC are running an online campaign asking the public to take part in a town wide two-minute silence on November 11th.

Summer Concerts 2021

Plans are being progressed for the summer programme of concerts for 2021.

Ware Festival

The Ware Festival Committee met recently. Tentative plans are being put in place to continue as normal, however, alternative ways of proceeding have been discussed. It is hoped the Riverside Real Ale Festival will go ahead as normal. A meeting has yet to be held to discuss Rock in the Priory.

Food Festival/Ware's the Music

Ware's the Music is scheduled to take place on Saturday 22nd May 2021 and the Food Festival on Sunday 23rd May. It was agreed to hold a two-day Food Festival on the Saturday and Sunday so that the two events could support each other. RM to work through the details.

CE114: Christmas 2020

The Christmas lights have been installed and will be switched on 21/22nd November.

The Ware Bear will be sited at the same time

The Xmas trail will start early December after the current lockdown ends.

Planter wraps are ordered and will be installed early December.

CE115: Twinning 2021

It was agreed that an initial meeting would be called to work with the Twinning Association.

A proposed date of 18th / 19th September 2021, with invitation to Wulfrath and Cormeilles.

An increased budget of £4K would be considered for the 2021/20 budget.

WTC would send the formal invitations to Wulfrath and Cormeilles.

WTC would be responsible for the Civic Events which would include a dinner on Saturday evening and the signing of the pledges on Sunday lunchtime.

The Twinning Association would take responsibility for hosting and any social activities.

The steering group would jointly agree on suitable gifts.

CE116: Play Area Project group 2021

The business plan supports the development of the skate and play areas. The skate park will be refurbished in early 2021, with development work for the play area and masterplan for the whole area created in 2021 with implementation planned for 2022. A local resident has approached WTC to raise funds, it would be beneficial for a wider community group to be formed to support this project. Cllrs Butcher agreed to be the Council representative for this project.

CE117: Cemetery Fees 2021/22 (TP/ST)

The report from Shella Turner, Cemetery Officer was considered. It was agreed that a 2% increase would be implemented from January 2021 (rounded to the nearest pound)

CE118: Cemetery Liaison Group (TP)

The liaison group have met via zoom and continue to be active, additional bird have been installed in October, plus bat boxes made by the grounds team.

The wildflower area was not successful this season, we will try again next year.

CE119: Communications Strategy (TP)

This item was discussed after agenda item CE110, Cllr Curtis left the meeting after this item.

Stage 1 - Bespoke Communications Review, Audit and Report

Breakthrough Communications will work with Ware TC to objectively analyse its current external communications channels, including quality of existing content, its current messaging for each channel and how this relates to each service. We will do this by working through each existing channel, looking at key metrics and virtually interviewing Officers, where relevant. We will produce a report for council officers, setting out our views and offering a set of recommendations, which will inform the work we set out below in our proposed forward-looking communications strategy virtual workshop.

Stage 2 - Bespoke Communications Strategy Virtual Workshop

Breakthrough Communications will work with Ware TC to hold a virtual workshop with Officers (and Members, if deemed appropriate) to develop a forward-looking communications strategy for its overarching external communications channels going forward, including honing and developing key communications messages for each service area. This will include the formulation of a top-level plan of work, which can then be used to better understand

Investment required by Ware TC for both services: £1,345 + VAT

Resolved: WTC will work with Breakthrough Communications to undertake and communications review, followed by a workshop and a plan for implementation at the agree price of £1345 plus VAT.

Ros Montgomery and Shella Turner left the meeting at this point

CE120: Climate Change the way forward for Ware (MB)

The seminar recording was reviewed followed by a broad discussion; a further meeting would be held to discuss specific actions.

CE121: Agenda items for next meeting 8th February 2021

Health and Wellbeing. Proposal from Cllr Curtis



Hertfordshire Year of Culture 2020

Webpage: www.HYOC2020.org.uk, twitter [@HYOC2020](https://twitter.com/HYOC2020), facebook [@HertsYOC2020](https://www.facebook.com/HertsYOC2020)

Signed

Dated