



Ware Town Council

Ware Priory, High Street, Ware, SG12 9AL

www.waretowncouncil.gov.uk

01920 460316

COMMUNITY AND ENVIRONMENT COMMITTEE MEETING Monday 20th September 2021

in the Priory Hall, Ware Priory, Ware, starting at 7.30pm

MINUTES

CLlr Ballam (Chair), Day Fernando, Kemp, Reed,

Officer present: Terry Philpott Town Clerk, Sarah Fenton (zoom), Kelly Jervcinovic (zoom), Ros Montgomery (zoom).

CE159: To receive and accept Apologies for Absence

- Cllr Kaye, Cllr Shaw (V)

CE160: To receive any Declarations of Interest and review any requests for Dispensation submitted to the Clerk.

- None declared

CE161: Minutes from the previous meeting: to receive and sign the minutes of the last Community and Environment meeting held on 12th July 2021.

Resolved the minutes are an accurate record

CE161: 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.
- Commonwealth War Graves signage ongoing
- Twinning feedback from the event on 19th September 2021.
- Play Area Project group update

- Skate Park Project update
- Cemetery Liaison Group update

CE162: Allotment Updates (KJ)

The report from the Allotments Officer was noted.

Waiting list Report

In a report made to the Committee on 29 August 2019, it was seen that 14 people were on the allotment waitlist, with three vacant plots being available at the time.

Site	# On Waitlist	# Of Vacant Plots
Crosspath Field (King George Road)	8	2
Warehouse Field (Widbury Hill)	6	1

The Council saw a surge in demand for allotment plots during the COVID-19 pandemic. As of 13 September 2021, there are 53 people on the waitlist. Please note, the Council closed the waitlist in March 2021 for the remainder of the year.

Site	# On Waitlist	# Of Vacant Plots
Crosspath Field (King George Road)	10	5
Warehouse Field (Widbury Hill)	43	0

There were also a further 14 applications that were made before the waitlist was closed. However, they were not entered onto the waitlist, as they did not supply the GDPR consent form allowing for their details to be held in the waitlist system.

Lettings & Vacant Plots Report

Since 1 April 2021, four plots have been tenanted. 1 at the Crosspath site and 3 at the Warehouse site. Three of those plots became available due to voluntary terminations, and one due to a plot holder offering to split a 7-pole plot (175m²).

Two allotment holders at the Crosspath site agreed to terminate their tenancy as they were no longer able to work their plots. These newly available plots were split creating four available plots for persons on the waitlist.

15 notices of Breach of Contract were sent to plot holders on the Warehouse site on 1 September 2021. Plot holders were requested to tend their plots in order to avoid their tenancies being terminated. Follow-up inspections will be made as of 1 October 2021.

Resolved: To reopen the waiting list for allotments, with communication related to the anticipated wait time, currently c5years.

CE163: Allotment Rents 2022/23 (KJ)

Allotment Rents for 1 October 2021 to 30 September 2022 are due on 1 October 2021 and rent demands will be sent to tenants at the end of September 2021.

In terms of the Allotment Tenancy Agreement, Ware Town Council needs to give allotment holders 12 months' notice of any increase in rent. Therefore, if the Council is to increase rents from 1 October 2022, then the notice of increase will need to be sent with the current rent demands.

Allotment rents are currently £6.00 per pole (5m²). The average plot size is 5 poles. For a plot of that size, the total annual rent is £30.

The Council is asked to consider a rental increase of £0.50 per pole.

A comparison of allotment rents charged by other councils is attached.

Resolved: To increase the rent by 50p per pole.

CE164: Events update. Report attached (RM)

The report from the Events Manager was noted.

School Summer holiday activities

Two days of activities took place in the Play Park during the final week of the school holidays. Both were well attended and well received by the community.

Summer Concerts

The programme of free Summer Concerts concluded with a concert from Ware Brass who usually perform twice over the programme but were unable to do so this year due to restrictions. Overall concerts throughout the summer have been well attended and are clearly appreciated by the local community. The total spend was £3070. This includes £200 spent on a summer event pullout produced by Axis Magazine.

Rock In the Priory (mini)

A much-scaled back version of Rock in the Priory was held at the Drill Hall on September 4th. The setup and line up were good; however, we didn't get the numbers expected. Having spoken to bands they confirmed that other venues which are normally busy aren't attracting the numbers at the moment. My opposite numbers across the district tell me their events generally, not just music events, are only about 30% of usual capacity.

Town Twinning

The in- person celebration weekend has been replaced with a Zoom signing of the Pledge which took place on Sunday 19th September.

Riverside Real Ale Festival

The Riverside Real Ale Festival will take place across the Conservatory & Priory Hall on October 16th. There will also be a marquee on the back lawn which can be used as overspill and for entertainment for children in the afternoon. Ware Ukulele will play in the afternoon and confirmation is awaited on a band for the evening session. A BBQ will operate throughout the event. The evening session will be over 18s only. Online ticket sales commenced on 9th September and as of today's date (13/09/21) 58 tickets have been sold.

Civic Service

The Mayor's Civic Service will take place at St. Mary's Church on Sunday, October 24th followed by Afternoon Tea at the Priory. Invitations have been issued.

Mayor's Christmas Reception for volunteers

This will take place in the Priory Hall on December 9th.

Christmas Carol Concert

The traditional Carol Concert with Ware Brass will take place on 19th December.

2022

Monthly cinema in Fletcher's Lea

It is hoped to reinstate this programme once the NHS Vaccine Pod has vacated Fletcher's Lea.

Guided Tours of Ware

Guided tours usually operate May-September. Tours have not taken place for the last two years. Consideration needs to be given as to whether or not to reinstate this bearing in mind that there are very few active tour guides.

Queen's Platinum Jubilee – weekend of Thursday 2nd June-Sunday 5th June 2022

Friday 3rd June – Service of thanksgiving at St. Mary's Church

Saturday 4th June – family afternoon at the Priory with giant games/food vendors on site/bar open

Sunday 5th June – Series of 2 or 3 concerts going on throughout the afternoon/early evening – perhaps finish with a 'last night of the proms' type concert

Consider a grant pot from which members of the community could apply for funds to put on a street party.

CE165: Ware Film Festival (VS)

The report from Cllr V Shaw was noted.

Planning for the festival is now well advanced. The dates for the festival have been confirmed as being from 10th to 16th October with at least 8 films being planned for screening in 7 venues.

Screenings

Date	Venue	Film	Suitable for
10 th Oct am	Southern Maltings	Secret Garden	Younger
10 th Oct pm	Southern Maltings	Nomadland	Older
11 th Oct	Ware Priory	Dream horse	All
12 th Oct	Christchurch	Hidden Figures	All
13 th Oct	Brewery Tap	The Angel's Share	Older
15 th Oct	Allenbury's	Cruella	Younger
16 th Oct	Place House	Finding Your Feet	All
10 th to 16 th Oct	The Mixer	Various	Older

HRC

Herts Regional College have agreed to support the project. Students from their Event Planning HND course will provide logistical, technical and compliance support. It is expected that they will take care of risk assessments, checking of licensing and insurances as well as support during the festival.

Not only does this help the project, but it gives the students valuable practical experience which can be used by them to support applications to universities or when applying for job opportunities in the future.

HRC have expressed their interest in developing this relationship so that they can play a part in future festivals and other events.

Ticketing

Ticketing has now been set up in Eventbrite. It is ready for distribution to all the venues and WTC for use in advertising on their various social media and other internet platforms.

No charge will be made for attendance. The ticketing allows monitoring of audience sizes and limiting attendance in case of over subscription.

Publicity

This is an area of concern in that we only 3 weeks until the festival opens.

With thanks to Sarah, we have some artwork, which will be used in all publicity. We will set up an independent Facebook site the festival. The main approach is to ask all the venues to advertise the festival in their buildings and on their social media and websites.

Southern Maltings have agreed to let the festival use their website to advertise, WTC will do the same on their website, U3A have agreed to send details to their users as have the Ware Film Club.

This will be supported with advertising in the town with posters, flyers and banners as well as some media such as Axis magazine and the Mercury

Licencing

To show the films, we will need to pay a licence fee to an appropriate licencing body. For the Southern Maltings and the Mixer there are already suitable arrangements in place. For the other venues licences are being sought at an estimated cost of £100 per film (approx. £500)

Expected Costs

So far little has been spent except for the cost of purchasing the films, approx. £50. It may be necessary to provide a projector, some suitable speakers and a DVD player for some venues but these need to be investigated further. HRC have agreed to do some research.

It may be that we can access these from other places but there is a budget of over £4k remaining, which will more than cover the expected expense.

CE166: Christmas 2021 (SF)

The report from the Communications and project manager was noted.

As per agreement at last C&E meeting, we are progressing with plans, licensing and dates for Ware Bear's return, Ware Bear trail, Cross-street motifs (ordered and on way from continent) and 120 metres of Festoon lighting for East Street. Ware in Bloom meeting late this month to discuss working together again and the planter Christmas wraps and Tudor Square/Amwell End Bridge lights and solar trees. Lights switch on w/c 15 November with switch on ceremony with the mayor.

CE167: Town Centre projects 2021/22 (SF)

The report from the Communications and project manager was noted.

Welcome Back Fund

Funding has been agreed by East Herts. To start with, this month, we are ordering a large marquee for the Priory Grounds to help make our events weather-proof (!) and coloured event lighting for the front of the Priory.

Community Banking Hub

Approached Julie Marson MP considering the Treasury consultation on the topic (which we are responding to and asking for backing for Ware to be part of the scheme for a shared bank branch approach– providing a banking solution for our community). We applied for funding via the Neighbourhood Plan Locality Fund in May, they requested further information last month and are due to let us know their decision this month.

Social Media

We have consolidated our social media accounts and added a dedicated Ware Town Council Facebook page that is gaining traction. As well as giving us a voice, this new page allows other groups to @mention us. Across the town council and town centre accounts we have 4.8k+ followers & growing. Instagram page for the town council to follow. New Comms Coordinator tasked with launching it with a Ware's Where photo challenge! The Hootsuite social media management platform is proving an asset to scheduling and managing posts.

Digital Noticeboards

The content for the screens is being compiled now including a shopping and eating/drinking directory, maps, and transport services and an 'Explore Ware' section with Ware attractions and activities. This will be ready to launch on the new Priory reception board at the end of the month. The content compiled will also be able to be repurposed for the revamped town council website.

Bike Rack Burgage Lane

HCC didn't install the bike rack in July as scheduled, still chasing, including chasing the funding for the bin screening.

Ware Town Council and Visitor Website

Website brief to be finalised.

Town Centre Waste & Bins

The 3 'market' bins have been moved from Tudor Square to the bin shed by the Priory Park toilets for the Wombles of Ware to use which they are pleased about. Other actions that were agreed in July are being chased with East Herts from the walk around the town we did with the Contracts Officer & Enforcement Officer from North/East Herts Council. Costs for a 'spring clean' of the town are being chased too.

Tudor Square parking and safety

It was agreed at the Town Centre Steering group by the police & licensing to restrict access to Tudor Square with a temporary barrier in the form of a planter. This can be moved by the fire service if access is required. It will act as a much-needed safety measure in the square, especially with the outside dining and planned events.

Empty Units

To trial/prove the concept of the shop window dressing concept, we are working on creating a vinyl to cover the windows of an empty bank unit with a graphic promoting Ware and the new Christmas production at Southern Maltings. The window would be used to advertise what is going on in Ware throughout Christmas and the show. Cost of the window vinyl to be split between Hertford Theatre and us. The show schedule in Dec & Jan is expected to bring in 4k+ tickets holders over its run, we are working in partnership with the theatre as this is a fabulous opportunity for increased footfall at this time of year.

Ware Cup

4 x cafés have expressed an interest in the scheme. Costs for the branded cups to supply to the business to be looked at in advance of next C&E meeting.

CE168: Adoption of the red phone box (SF/AC)

It was agreed that this potential project would be put on hold to enable other higher priority projects to be focussed on.

CE169: Shop signage in the Conservation Area (JK)

Cllr Kaye has contacted EHDC planning to express concern re the management of shop signs in the Ware Town but to date has not received a response.

CE170: CCTV Updates (TP)

WTC in partnership with Hertford and Bishops Stortford Town Councils have been in discussion with EHDC and others regarding the future provision of CCTV. There is an allocation in the current years budget of £32K towards new equipment, with a review of exact position of cameras to be undertaken as part of the tender process. To facilitate this WTC, need to give 18 months' notice on the current contract.

Agreement of terms on behalf of WTC

1. WTC *will* pay the partnership fees of £11656 (but not the communications fees) for 2021/2022.
2. WTC *recommend* as part of the budgeting process, that we pay *both* the partnership fees and the communication fees for 2022/2023 will be paid. (East Herts District Council is under obligation to pay the partnership fees until March 31st, 2023, and we will mirror that obligation.
3. We will, as part of the procurement process, specify a start date (for any new supplier) no earlier than 1st April 2023

These commitments are made in good faith subject to

- a. EHDC issuing (no later than 30th September 2021) the notice to trigger the break clause as agreed at our most recent teleconference
- b. The understanding that the above commitments are without prejudice to any (possibly disputed) contractual obligations which may or may not exist between EHDC and any or all the three councils in relation to CCTV services

Resolved: To support the above proposals to be managed by the Clerks Office.

CE171: Drainage Issues (AC)

Concern has been raised about drainage issues on Hertford Road, between Amwell End and London Road. Cllr Curtis requests that it would be good if the council wrote to Thames Water, EHDC and HCC to see if the various bodies involved in matters relating to drainage can work together to identify a solution.

The Committee agreed to wait for the report from Cllr Curtis before taking any further action.

CE172: Thomas Clarkson memorial, plus other potential memorials. (IK/SS)

Feedback from Cllr Kemp and Cllr Shaw was received and noted, with no further action.

CE173: Climate Change the way forward for Ware (TD/MB)

Feedback was received on the following initiatives.

- COP26 Conference / Ware Eco day 6th November 2021 at The Priory
- Eco Audit

CE174: Agenda items for next meeting 8th November 2021

With no further business the meeting closed at 9.05pm

Signed

Dated