



Ware Town Council

Ware Priory, High Street, Ware, SG12 9AL

www.waretowncouncil.gov.uk

01920 460316

WARE TOWN COUNCIL MEETING

will meet on

Monday 16th October 2023

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

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

Terry Philpott, Town Clerk

11th October 2023

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.

A G E N D A

WTC656: To receive and accept Apologies for Absence

WTC657: To receive any Declarations of Interest and review any requests for Dispensation submitted to the Clerk.

WTC658: Minutes from the previous meeting: to receive and sign the minutes of the last Town Council meeting held on 11th September 2023

WTC659: Correspondence and Clerks report (TP)

- EV Charging points now installed, publicity to be arranged.
- Defib on the old toilet block now installed, publicity to be arranged.
- CCTV control centre visit, date tbc.
- Skatepark perimeter project has commenced, anticipated to complete late September early October.

- Wodson Park visit, date tbc.
- Cemetery topple testing update.
- London Plane tree works commencing in November 2023
- Councillor surgeries
- Budget / Business Plan process
- Planning Application Management
- Remembrance Service 12th November 2023
- Dual Authentication
- Sustainability Business Manager / Carbon reporting workshop.

WTC660: Civility and Respect

Definition of Civility and Respect

Civility means politeness and courtesy in behaviour, speech, and in the written word.

Examples of ways in which you can show respect are by listening and paying attention to others, having consideration for other people’s feelings, following protocols and rules, showing appreciation and thanks, and being kind.

The National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC), and One Voice Wales (OVW), believe now is the time to put civility and respect at the top of the agenda and start a culture change for the local council sector.

By our council signing up to the civility and respect pledge we are demonstrating that our council is committed to treating councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.

Statement	Tick to agree
Our council has agreed that it will treat all councillors, clerk and all employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.	
Our council has put in place a training programme for councillors and staff	
Our council has signed up to Code of Conduct for councillors	
Our council has good governance arrangements in place including, staff contracts, and a dignity at work policy.	
Our council will commit to seeking professional help in the early stages should civility and respect issues arise.	
Our council will commit to calling out bullying and harassment when if	

and when it happens.	
Our council will continue to learn from best practice in the sector and aspire to being a role model/champion council e.g., via the Local Council Award Scheme	
Our council supports the continued lobbying for the change in legislation to support the Civility and Respect Pledge, including sanctions for elected members where appropriate.	

Recommendation: To support the Civility and Respect pledge

WTC661: Grant applications

To receive an update on grants allocated by officers and review any grants for consideration by Full Council.

Date	Organisation	Where are they based	Purpose of grant	Grant awarded/financial assistance
14.04.23	Ware Football Club	Ware	Clubhouse Improvements	£ 1,000.00
14.04.23	Ware Boxing Club	Ware	Kit for the Members	£ 500.00
14.04.23	Ware District Guides	Ware	Coronation Event	£ 470.00
14.04.23	Ware Joggers	Ware	Ware Festival of Running	£ 882.00
14.04.23	Ware & District Photographic	Ware	Photo Exhibition	£ 250.00
28.04.23	East Herts Swift Group	Ware	Installation of swift boxes	£ 500.00
15.05.23	St Catherines School	Ware	Playground Equipment	£ 500.00
15.05.23	Future Living Hertford	Hertford	Sugarfoot Boxing - Coach	£ 1,000.00
15.05.23	Ware Lions	Ware	Equipment for Club	£ 500.00
30.04.23	Ware Mens Shed	Ware	Annual Rent	£ 2,400.00
15.06.23	Youth Justice	Ware	Allotments 23/24	£ 750.00
30.06.23	EHDC	Ware	Diversionary Activites - Ware	£ 2,000.00
14.07.23	Rotary Club	Ware	Strawberry Teas - 09.07.23	£ 300.00
31.07.23	Ware Town Centre Partnership	Ware	Music & Motors	£ 500.00
31.08.23	Community Initiative	Ware	Move, Meditate & Relax	£ 490.00
15.09.23	Carers in Herts	Ware	Hubs for unpaid carers	£ 1,000.00
15.09.23	Police	Ware	Community Day	£ 300.00
15.09.23	Red Kite	Ware	Support Group	£ 2,000.00
29.09.23	Wodson Park Trust	Ware	Pickleball	£ 930.00
			Total Spend Year To Date 2023/24	£ 13,572.00
			Grant Pot 2023/24 £30k	£ 30,000.00
			Remaining 2023/24	£ 16,428.00
			Loneliness Budget 2023/24 £3k	£ 3,000.00
			Loneliness Budget Spent 2023/24	£ 2,700.00
			Loneliness Budget Remaining 2023/24	£ 300.00

CHIPS playscheme – Application for £2,000.00 over the next 3 years.

WTC662: Grounds Maintenance Contract

At the December 2022 WTC approved the appointment of contractor A for the Cemetery Grounds Maintenance contract. The contractor commenced in April 2023. Following a series of reviews with the contractor it was mutually agreed that the contract should end at the end of September 2023.

The recommendation is to appoint contractor D (the second placed contractor) for the period September 2023 to March 2024. During the interim the contract specification will be reviewed in line with increasing biodiversity at the cemetery with further discussion with the contractor and councillors.

WTC541: Cemetery Grounds Maintenance

To review the tender submissions and agree the appointment of a contractor from April 2023.

Supplier A	Supplier B	Supplier C	Supplier D	Supplier E
£	£	£	£	£
17,800.00	18,000.00	26,675.00	27,000.00	29,698.80

Recommendation is to appoint Supplier A to carry out works subject to satisfactory references.

Payment terms to be discussed prior to arranging start date.

Price (50)	50	49	42	41	38
Quality (30)	30	10	28	30	25
Reliability (10)	10	2	8	10	8
Proximity (5)	1	4	1	4	3
ECO (5)	5	0	5	0	5
Total (100)	96	65	84	85	79

Recommendation: To appoint contractor A subject to satisfactory references and site visit, to be managed by the clerk's office.

WTC663: Air Conditioning Fletchers Lea

Project objective: To install a replacement for the gas fired heating with the facility to cool the building. (A similar scheme has been installed in the Priory Conservatory).

Timescale: Date tbc dependant on bookings and availability of contractor.

Summary of works to be completed: Please refer to tender document.

	Supplier A	Supplier B	Supplier C
FLEA	£ 32,792.00	£ 34,398.00	£39,860.00
Price (50)	50	48	43
Quality (30)	30	20	20
Reliability (10)	10	8	7
Proximity (5)	5	3	1
ECO (5)	0	5	0
Total (100)	95	84	71

Recommendation: To appoint contractor A to be managed by the clerk's office.

WTC664: Infrared Heating in Fletchers Lea reception

Project objective: To install infrared heating in reception area to replace the gas heating. To trial in a public area

Timescale: To be confirmed

Summary of works to be completed:

Contractor	A	B	C	D
Total	Job to big	£5586.30	£6958.89	

Recommendation: To appoint contractor B to be managed by the clerk's office.

WTC665: Draft Proofing Ware Priory

Project objective: To make the building more Energy efficient.

Timescale: To be confirmed

Summary of works to be completed: Overhaul of windows.

Contractor	A	B	C	D
	Contacted company with know reply	10578.40	11000	
Total				

Recommendation: To appoint contractor C as there is some redecoration in this quote to be managed by the clerks office.

WTC666: 20mph zone

Hertfordshire County Council (HCC) is proposing to introduce a 20mph Zone in the Northeast Ware area. This proposal is part of a larger programme to introduce 20mph zones in suitable areas across the county and this email is to consult with you on the proposals.

Details of the location is shown in the attached plan. The aim of the proposal is to make it easier and safer for people walking and cycling and to improve safety for all road users by encouraging vehicle drivers to adopt appropriate and safe speeds.

We have measured the average vehicle speeds within the proposed 20mph zone, and they are low enough that additional physical traffic calming features (such as speed bumps) will not be needed. Zone entry and exit signs, as well as repeater signs throughout the area and 20mph road markings will be installed.

This proposal follows national guidance and complies with HCC's Speed Management Strategy.

The information is provided as part of the consultation process and HCC invites you to provide comment on the proposal. You may do this via email response to speed.management@hertfordshire.gov.uk by Monday 16 October 2023.

Residents of the area will be consulted from Monday 25 September 2023 to Monday 23 October 2023 in the form of a letter and plan mailed to all affected properties, with the option to complete an online survey or respond via post. Other areas of Ware may be considered for 20mph areas at a later date.

To agree the council's response to the consultation.

WTC667: Feedback from members of Neighbourhood Plan Forum (Cllrs)

The Neighbourhood Plan was approved on the 28th September 2023.0

To receive feedback from Councillors on the forum.

WTC668: Feedback from members of external groups (Cllrs)

- Friend of Ware Priory (GH)
- Town Twinning (KTM)
- Southern Maltings (GW)
- Ware Frill Hall (AZ)
- Ware Museum (BB)
- Ware Society (RM)
- Ware Charities (JTM)

WTC669: Reports from Committees – to receive and note the minutes of following committees:

Finance and Policy –

Community and Environment –

Human Resources – 25th September 2023.

WTC670: Agenda items for next meeting

WTC671: Mayor's Closing Remarks

To agree any items to be dealt with after the public, including the press have been excluded. (A resolution to be passed by Councillors)
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WTC672: Toilet / Café refurbishment (Commercially sensitive)

Recommendation: To suspend standing orders to allow the quote for professional fees to be accepted.

Recommendation: To accept the quote for professional fees.

WTC673: Property update (Commercially sensitive)

To review the proposed correspondence with EHC regarding property in Ware and agree the next steps.

WTC674: Feedback from members of Ware Lido Project group (TP/TD)

To receive feedback from the LPG following the meeting on 16th October 2023.