



# 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

**Monday 22<sup>nd</sup> May 2023**

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

### MINUTES

ClIr Hill (Chair) Bryant, Day, Mowbray, Scully, K Taylor-Moran.

Officer present: Terry Philpott Town Clerk, Sarah Fenton, Ros Montgomery.

#### **CE264: To receive and accept Apologies for Absence**

- Cllr Shaw

#### **CE265: To receive any Declarations of Interest and review any requests for Dispensation submitted to the Clerk.**

- None declared.

**CE266: Minutes from the previous meeting:** to receive and sign the minutes of the last Community and Environment meeting held on 13<sup>th</sup> February 2023

**Resolved:** The minutes are an accurate record.

#### **CE267: Correspondence and Clerks report (TP 5mins)**

#### **CE268: Cemetery and Allotment Updates (DM 5 mins)**

- Allotment competition
- Community Orchard
- Beehive compound

## Decisions to be Taken.

1. The Council is asked to consider which members of the Council will participate in the judging of the Allotment Competition - Round 1: Tuesday 11th July and Round 2: Tuesday 18th July.

**Resolved:** Cllrs Hill and Day would be part of the judging panel. To be briefed by Donna Mansfield

## Allotment Waitlist Report

There is currently a total of 48 people on the waiting list covering both sites. Ten of these are new waiting list applicants, who have applied since the last C&E meeting in February 2023.

Site	# on Waitlist	# of Vacant Plots
Crosspath Field (King George Road)	5	0
Warehouse Field (Windbury Hill)	43	13

There are 6 people on the Warehouse Field waiting list who have shared, over the last 6 months, they do not feel in a position to take on an allotment plot at this time. I will periodically contact them to see if their situation has changed and what their wishes are in regard to remaining on the waiting list. Them remaining on the waiting list does not impact those further down the list.

I am actively working with the Chair of the Ware Allotment & Garden Society (WAGS) to offer the vacant plots out to those on the waiting list. Contact is made with each person next on the waiting list to offer them the opportunity to view the plots. At times this can be a slow process, as people do not always respond to our attempts to make contact. When there is a persistent lack of response, I will write to those individuals and advise if we do not hear from them by a certain date, they will be removed from the waiting list.

## Allotment Inspections

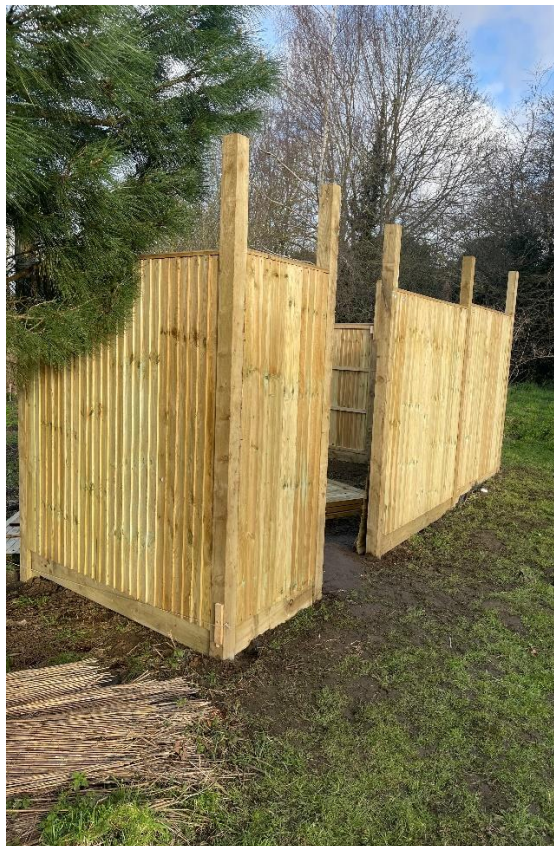
Allotment inspections are taking place throughout May, whereby all plots across both sites will be inspected. This is a total of 193 plots. Each plot holder will receive a copy of their individual inspection report. Those required, will receive follow up inspections after 2 months to see if the requested work or action has been undertaken. There will also be a further general inspection of both sites in the autumn / wintertime. However, throughout the year individual inspections can be completed as/when concerns be raised about specific plots.

## Community Orchard

James Frecknall attended the meeting and provided an update on behalf of the Committee managing the Community Orchard.

### **Beekeeping at Warehouse Field site**

As previously shared, it has been agreed for James Griffiths to use the same area used before at Warehouse Field for his beekeeping. Attached is a copy of James' plan, along with the photos below of his progress so far.



### **Sunflower Competition**

As previously agreed, we are opening our Sunflower Competition to all children and adults within Ware. Last year, the competition was only open to the children of allotment holders. This year the competition will have two categories for both the children and adult groups – Tallest Sunflower and Biggest Flower Head. We have notified people of the competition via our noticeboards, website, social media, Ware Town Council Newsletter and via school newsletters. The closing date for entries to be emailed to the Allotment Officer is midnight on 31<sup>st</sup> August 2023.

### **Cemetery Topple Testing**

Headstone topple testing is to be completed this year at Ware Cemetery. Matthew Watkins is securing a company to undertake this work. Topple testing is required by Law to ensure all cemeteries are deemed safe. The work involves a headstone's stability being tested by hand to ensure it is not at risk of falling over. This previously became a statutory requirement following the death of a child visiting a London cemetery. If a headstone is considered unsafe measures are taken to minimise the

risk and where necessary, the legal registered owner of the grave space is required to fix or replace the headstone. Due to its sensitive nature, prior to the work commencing, we will notify the Town via notices, social media and our Newsletter.

### **CE269: Events update. Report attached (RM 10mins)**

To receive a report from the events manager.

### **Monthly Cinema**

The current programme ended earlier this month with 'Living' which was offered to our usual audience free of charge as part of our Coronation offering. Cinema continues to be well attended and is very much appreciated by its target group. We have friendship groups who meet for lunch in the town and then come along to cinema; a group who are picked up for lunch at Age Concern and are then brought over to Fletcher's Lea, lots of people who come alone but always find someone to have a chat and a cup of tea with. The next programme of monthly films will run September-December, the programme will be available late July.

### **Summer Concerts**

The first of our free Summer Concerts took place as part of the Coronation weekend. Concerts run 3pm-5pm on the back lawn. The exception to this is Abba Stars which will run 5pm-7pm. The bar is open during the concerts. The remaining concerts will take place on:

04/06/23	Barry Sapsford's Swing Orchestra
18/06/23	Ware Ukulele
25/06/23	Somewhere2Sing
02/07/23	Ware Brass (tbc)
16/07/23	Abba Stars
23/07/23	Lip Service Brass Band
13/08/23	Steve Young
28/08/23	George Croucher
10 09/23	Ware Brass
December	Carol Concert with Ware Brass tbc

### **Ware Festival**

Ware Festival will begin with Carnival & the Town Fair on Saturday July 1<sup>st</sup>. This is followed by a whole month of events including The Riverside Real Ale Festival, Pavement Artists Competition, Putting Competition, Raft Race, Bus Pass Party amongst others. Stall and Parade bookings have been coming in & we are currently trying to engage with more local organisations and encourage them to take part.

## **Rock in the Priory**

This takes place on 30<sup>th</sup> July and will, as last year, equipment share with Exile Events who have exclusive use of the Priory on 29<sup>th</sup> July. The Showcase for Rock in the Priory took place in April and the line up is now in place.

## **School holiday activities**

**We have an extensive offering of free activities during the summer and October half term holidays. Activities will be put in place for February half term 2024 a little later in the year.**

### **Summer 2023 – under 12s**

24/07/23 Mosaic mirrors craft workshop  
01/08/23 Archery (open to all)  
08/08/23 Doodlejam (open to all)  
14/08/23 Pedal Cars  
22/08/23 Water Wars (open to all)  
29/08/23 Dodge Ball, Beat the Keeper, Hungry Hippos inflatable.

### **Summer 2023 – Age 12 upwards**

09/08/23 Climbing wall  
23/08/23 Zorb  
29/08/23 Communal Mosaic Mural

### **October half term 2023**

23/10/23 Halloween crafting – open to all ages  
25/10/23 Lego workshop – younger children  
26/10/23 Gaming – older children

### **CE270: Coronation Celebrations (RM 5mins)**

To review the Coronation Celebrations in 2023.

### **Coronation Celebrations 7<sup>th</sup> May 2023**

The Coronation celebrations and the Annual Food Festival were brought together and resulted in a good family day out. For the first time the Food Festival took place in the Priory grounds rather than Tudor Square; mainly to allow us more freedom and a little extra space. We had 12 vendors of one kind or another – some of these were double pitches. The afternoon included a concert by Lip Service Brass Band and a Coronation Craft workshop in Fletcher's Lea with local artist Donna Reeves. There was also wandering musical/comedy entertaining from Markmark Productions.

The day was busy from opening at Noon. Traders had a very successful day with most selling out. The front lawn was full of families and across all ages. Many brought picnics but clearly still spent at the various stalls.

### **CE271: Twinning update (5 mins)**

To review the proposals for the 2023 events.

### **CE272: Ware Film Festival (VS 5 mins)**

To discuss the plan for the Film Festival 2023.

### **CE273: Town Centre projects 2023/24 (SF 10mins)**

#### **Tudor Square Sunday Market**

Our market in partnership with Southern Maltings launched in February and is being held on the third Sunday of each month (excluding August and January). Southern Maltings manage the stall holders, an excellent range of local produce, crafts, and gifts. The first three markets in February, March and April were well attended. Aprils included a circus workshop for children and the May market will see the first dog show in the town centre being staged! Future dates for this year are:

- Sun 21st May
- Sun 18th Jun
- Sun 16th Jul
- Sun 17th Sep
- Sun 15th Oct
- Sun 19th Nov

#### **Town Centre Wayfinding & Signage**

We have met with a company to explore options for a wayfinding strategy in Ware. The first phase of the process would be a town centre visit to audit the existing wayfinding, town centre layout, themes, heritage, and the existing public realm. This is followed by analysis and a presentation suggesting quantities and guide prices. There is also the option for a second phase that provides a detailed signage family, designs and mapping and the final phase is the production and installation of the signage. Each phase has a separate spec and cost. The views of Councillors on the validity of such a scheme are invited.

#### **Shared Prosperity Funding**

We have submitted an outline to East Herts Council for this funding including projects that fit in with East Herts' four investment priorities for the fund. We included self-contained toilets sited on the Priory grounds, refurbishment of the current toilet block for an alternative use, more EV charging points and for a potential wayfinding/signage survey in the town centre.

#### **Town Centre Spring Clean**

This will be scheduled for the next month. The spring clean will include jet-washing and chewing gum removal for the High Street and surrounding streets. We will combine this work with a cleaning of the war memorial by the same company to benefit from a volume discount.

Freedom of Ware holder, Jon Wing has kindly compiled a 'snagging list' of issues around the town that need addressing but aren't all necessarily within the scope of the town council, but nevertheless are important; graffiti & old covid posters, lampposts in need of painting etc. These issues have, in many cases been adversely commented on in the past when Ware in Bloom were being judged by Anglia and Britain in Bloom. We are looking at how we can facilitate these tasks in-house and what we can do to mobilise other authorities to address them and improve the attractiveness of the town centre for residents, shoppers and visitors.

### **Traders Association Proposal**

We met with East Herts Officers and the Herts Growth Board Scheme who are looking at putting us forward for support for a new trader's association in Ware. We will update when further information is made available and assess if there is a real benefit for this in Ware.

### **Community Banking Hub**

We submitted a request to LINK\* in late December requesting a review and a banking hub and highlighting the difficulties Ware is experiencing with regards to accessing banking facilities. The review was completed in March, and this was the response we unfortunately received:

***"LINK have undertaken a thorough review of the community including analysis of population data, vulnerability measures, current free access to cash, and the level of provision of banking facilities within the immediate area. Furthermore, we have visited the community in order to gain a more detailed understanding of the local circumstances. Our findings have been measured against set criteria given to us by Cash Action Group to ensure that all requests are treated equally and fairly. This has resulted in the current level of access to cash provision being assessed as being suitable for the community and therefore a new solution is not considered to be necessary in this location. I have included a link to our Cash Locator, which helps consumers find their nearest access to cash provision (<https://www.link.co.uk/consumers/locator/>)."***

### **Christmas 2023**

The Ware Bear has reached his 'end of life' as expected with large outdoor illuminated set-pieces. This is due to the degradation in the covering material. His end was hastened by the vandalism suffered over the past two festive seasons. It would be helpful for Councillors to consider their thoughts for 2023 options and feedback please.

### **CE274 : Communications update 2023/24 (SF 10mins)**

### **Ware Town Council Website & social media**

Our website migrated to Google Analytics 4 in August 2022 meaning we are able to show data from that point. Traffic from August 2022 to March 2023 amounted to 65k page views and 27k users. Our monthly newsletter readership has increased and now features each month in the top ten most visited pages.

For the 12-month period of March 2022 to Feb 2023 on our social media channels; Ware Town Council and Ware Town Centre (posts promoting shop local & businesses):

Ware Town Centre	Fans/Followers	Post Impressions	Post Reach	New Fans	Lost Fans	Posts published
Facebook	1437	285267	268272	422	27	274
Instagram	1793	171362	160770	778		276
<b>Ware Town Council</b>						
Facebook	1592	189095	176738	508	30	171
Instagram	505	26654	23053	274		152
Twitter	3022	69667		54		181

Our Google Business profile for the same period of March 2022 to February 2023:

	Number of times customers found this listing by searching on Google Search or Maps	Number of times this listing has been viewed on Google Search or Maps
March 2022 to Feb 2023	<b>Total Searches</b>	<b>Total Views</b>
	986348	2242428
For these business profiles:		
Ware Town Council		
Ware Skatepark.		
Fletchers Lea		
Ware Priory Lido		
Ware Priory		

## **Brand Guidelines**

These are now available for internal and external use detailing logo usage, colour palette and typography for Ware Town Council.

## **CE275: Biodiversity and Environmental impact grants. (TP 10mins)**

Hertfordshire County Council are launching a new environmental improvement grant scheme. The scheme aims to enable small projects which will help deliver their biodiversity objectives: to enhance nature in Hertfordshire by 20% by 2050 and to establish at least 1.8 million trees across the county by 2030. Grants can cover 50% of agreed costs up to a maximum value of £3000. Any project with benefits for wildlife could be eligible, including tree or hedgerow planting, pond creation or wildflower meadow restoration, and we can also help develop your project ideas. HCC have recently supported a project to [plant 600 native trees at Aldenham Country Park](#) and are working with Hornbeam Wood Hedgehog Sanctuary in Harpenden to establish 700m of hedgerow and 1500m<sup>2</sup> of scrub, and establish wildflowers in existing grassland.



For more information and to apply, visit: <https://www.hertfordshire.gov.uk/services/recycling-waste-and-environment/countryside-management/grants-and-advice/grants-and-advice.aspx#environmentalimprovementgrants>

This spring HCC offering free green space opportunity audits to parish and town councils, (WTC have registered to be part of this audit), which aim to identify opportunities to enhance biodiversity within small green spaces. The new grant scheme offers an ideal funding option for projects identified through these audits.

**Recommendation:** To await the feedback from the audit and consider other projects which could be supported, to be discussed at the July C&E meeting.

**CE276: WTC Eco initiatives update (TD 5 mins)**

The Eco audit review is being undertaken and will be provided for the C&E July 2023 meeting.

For reference the original ECO audit is included in the agenda pack for new Councillors.

**CE277: Agenda items for next meeting**

Reports for inclusion to be sent to the Clerk by 10am Monday 26<sup>th</sup> June 2023.

With no further business the meeting closed at 9.35pm

Signed

Dated