

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 20th November 2023**

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

# MINUTES

Cllr Hill(Chair) Scully, Shaw, K Taylor-Moran.

Cllr Day, J Taylor-Moran.

Officer present: Terry Philpott Town Clerk,

Via zoom Sarah Fenton, Ros Montgomery.

Members of the public:

**CE316: To receive and accept Apologies for Absence**

* Cllr Bryant, Mowbray.
* Donna Mansfield

**CE317: To receive any Declarations of Interest and review any requests for Dispensation submitted to the Clerk.**

* None declared.

**CE318: Minutes from the previous meeting:** to receive and sign the minutes of the last Community and Environment meeting held on 18th September 2023

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

**CE319: Correspondence and Clerks report (TP 5mins)**

* Twinning update, agreed date 9th and 10th March 2024. Details tbc
* Bier Proposal, John Wing advised of grant funding no further feedback.
* Museum Tourist information point, further meeting which clarified the focus on Ware Community.
* EHC Présentation re Eco initiatives.

**CE320: Melissa Whittaker, Community Engagement Manager for Cash Access**

A briefing was received related to the Ware Community Bank Hub, covering the main points.

* The background to Bank Hubs
* 12 months is the average time to set up, target date July 2024.
* Temporary Bank hubs may be available if no permanent facility available.
* Lease for 3-10 years.

**CE321: Cemetery Fees for 2024 (TP 5 mins)**

**Resolved:** To approve the Cemetery fees for 2024 with an average 5% increase.

**CE322: Allotments and Cemetery Updates (DM 5 mins)**

The report was noted.

**Allotment Waitlist Report**

There is currently a total of **36** people on the waiting list covering both sites.

|  |  |  |
| --- | --- | --- |
| **Site** | **# on Waitlist** | **# of Vacant Plots** |
| Crosspath Field  (King George Road) | 7 | 4 |
| Warehouse Field (Widbury Hill) | 29 | 17 |

There is 1 person on the Warehouse Field waiting list who already has a plot but would like an additional one.

I have recently completed a piece of work to tidy up the waiting lists. I have removed the 5 people on the waiting list who shared, over the last 12 months, that they are not in a position to take on an allotment plot. I have also removed those people who live outside of the parish of Ware, as our Allotment Allocation Policy states only residents of Ware are eligible for a plot. I have made written contact with all of the above people to advise of their removal, giving those that are residents a period of time to respond.

**Allotment Inspections**

I have completed allotment re-inspections for those plots initially deemed ‘poor’. This has resulted in 6 plot holders’ tenancies being terminated through our eviction process (Notice of Intent to Terminate giving 30 days notice and then a Notice to Quit). I have two other plot holders who are going through the eviction process (one of which is due to non-payment of rental charges).

**CE323: Events update. Report attached (RM 10mins)**

The report was noted.

**School Summer holiday activities**

Our analysis of the programme of summer holiday activities shows:

Total summer spend: £6485.00

9 activities over 6 weeks

3 aimed at over 12s

Approx 1320 attendees

**October half term activities 2023**

Over the October half term holiday, we hosted a Halloween Craft workshop, a film, a Lego workshop and gaming. This was at a cost of £1670.00. 580 children attended across the four events.

**Carol Concert**

The Annual Carol Concert will take place on Sunday 17th December. If playing outside Ware Brass will play. The Concert will take place outside if the weather allows, otherwise in Fletcher’s Lea. We are looking at serving mulled wine to raise funds for the Mayor’s charity.

**2024 Events**

**Cinema January - May**

The January-May 2024 programme is now in place:

16th January The Old Oak

13th February Joyride

12th March The Great Escaper

16th April The Miracle Club

14th May Killers of the Flower Moon

**February 2024 half term holiday**

On Tuesday 13th February 2023 we will show two films in Fletcher’s Lea, one for younger children and a family film:

2pm Elementals

6.30pm Dungeons & Dragons

**Easter Funday**

The Easter activities will take place at the Priory on Saturday March 30th, 2024.

**10th Annual Food Festival 2024**

Proposed date of Sunday 12th May, Noon-4pm. Food & produce stalls, live music.

**Summer Concerts**

A programme of summer entertainment May-September will be put together during autumn/winter 2023.

**D-Day 80th Anniversary – 6th June 2024**

Proposal for some or all of the elements below:

**Proposal:**

6.45pm Flag ceremony with uniform youth/Mayor/Councillors

‘Land Girls’/Wonder women Entertainment of the War? 7pm-9pm

Music 7.30pm-8pm. 8.15pm-9pm, Barry Sapsford’s Swing Orchestra? 40s feel? Something modern?

Beacon lighting: Sunset 21.15 so 21.20

Finish: 21.30

Throughout: Pop up Fish & chip bar

Approximate cost for all of the above: £3000.00-£3500

The proposal was approved at the meeting.

**Ware Festival 2024**

Ware Festival and all its associated events will begin with Carnival Day on Saturday July 6th. Planning will commence in November 2023.

**School Holiday activities**

Work will begin on the May/Summer/October 2024 & February 2025 programme in November.

**Mayoral Events**

**Humanist Service: 8th October:** This was well received by those who attended.

**Mayor’s Reception for volunteers**: 7th December, Fletcher’s Lea – 7pm-8.30pm

**Quiz Night**: 17th November, Fletcher’s Lea

**Mayor’s Gala:** 23rd March 2024, Fletcher’s Lea; information & ticket application will go out in the New Year.

**Ware’s The Music**

Ware’s the Music was put together by a group of local volunteers & music enthusiasts in conjunction with local pubs, in 2017 and continued successfully until the pandemic. There was no event in either 2020 or 2021. The venues then decided that they no longer wished to work with the Ware’s The Music Committee and withdrew. In 2023 a new group, ‘Ware Is The Music’ was formed by local publicans with a proposed date of 24th June 2023. However, the event didn’t come together.

It was agreed that this event remain within the hospitality community.

**Eco Audit – Ware Town Council Events**

Look at food miles.

Local/organic food

Vegetarian/vegan options

Encourage traders to use non plastic food containers.

Reduce reliance on generators by providing suitable electric points for traders/musicians.

Include biodiversity & ecology activities as part of the holiday activities programme

**CE324: Town Centre projects 2023/24 (SF 10mins)**

**Tudor Square Sunday Market**

The remaining market date for the year is Sunday, 19th November. We have discussed with East Herts Council future plans for Tudor Square & markets licensing and are arranging a meeting for December with all parties to agree the plan for 2024.

**Shared Prosperity Funding**

We have now formally submitted the funding information and forms to East Herts Council for £100k towards the toilet/café project. This included a spreadsheet of output indicators and outcome indicators that our project matches from the UKSPF document.

**Community Payback Autumn Clean**

The Hertfordshire Probationary Service’s Community Payback ‘Autum Clean’ campaign has now finished and has moved on to us continuing to receive weekly help from the team in the town centre including painting and cleaning.

**Traders Association Proposal**

The consultants and a group of 12 traders met at Truly Scrumptious café on Thursday 26th October to explore the parameters of the new trader’s association in Ware. The group have established themselves as ‘Ware Independent Traders’ with a number of ideas or initiatives suggested that would support footfall in the town. A WhatsApp group has been set up. We are waiting for the next steps of support from the Save The High Street consultant on moving forward and making the group purposeful and self-sustaining.

**Christmas 2023**

We have received the Stage 1 License certificate (for attaching festive lighting and banners to street lighting columns in Hertfordshire in line with Section 178 of the Highways Act 1980) from HCC/Ringway which has allowed us to progress with our lighting displays.

The lantern lights are to be switched on during the evening of Thursday 16th November and the Ware Bear installed on 18th November. The cross streets, festoon lighting and column displays will be switched on during the same day.

There is new festoon lighting in West Street. We were unable to string the lights across the path as an anchor point could not be drilled into the buildings above the Hair & Beauty business due to the fragility of its façade and potential damage.

We have

-Lantern lights throughout town

-Ware Bear

-Amwell End 3 street column displays

-3 x Cross Street displays in High St and Baldock St

-East Street Festoon Lighting

-West Street Festoon Lighting

**CE325 : Communications update 2023/24 (SF 10mins)**

**Ware Town Council Website**

Website data for October:

For October our website had 13,190 views from 4692 visitors.

**Top pages visited in October (other than homepage):**

**1.** Ware Town Council October Newsletter **2.** What’s On **3.** Ware’s The Film Festival **4.** Councillors & Staff **5.** Events **6.** Ware 50th Fireworks Display **7.** New Banking Hub Article **8.** Neighbourhood Plan **9.** School Holiday Activities **10.** Neighourhood Plan Referendum Results

**Social Media**

Across our social media pages for Sept & Oct (since the last C& E Meeting report) on Facebook, Instagram and Twitter for Ware Town Centre, Ware Town Council, Ware Priory & Ware Lido:

**259** posts

**316,137** post impressions (the number of times the posts appeared on someone’s screens)

**293,125** users (the number of people who saw our social content – page & reach profile)

**4.28%** post engagement rate across networks (average engagement rate)

**4,104** post reactions & likes.

**22,887** Fans/Followers across networks

**698** New Fans/Followers

A screenshot of a computer

Description automatically generated

**Lido Facebook & Instagram Highlights**

A screenshot of a computer

Description automatically generated

**Town Council/Centre Facebook & Instagram Highlights**

**CE326: Climate and Ecology Bill (GH 5mins)**

To review the request from zero hour and agree the council’s response.

I'm writing on behalf of Zero Hour and seeking Ware Town Council support for the [Climate and Ecology Bill](https://zerohour-dot-yamm-track.appspot.com/2KHr_8TtQiqDMXODGXQY-83oPYVbi5Vr6xJsh0l_pFiErySpDiwHBu2ZjV0SYN_qwxcIBnyCWt80Z-oApJkFttGiDDBNXUwuMGD7UusCFZxa7a-j6q3aeaa4qz978QvWID2XqO2Pk5QpR8emyKqpaZKwEImGJmprG6sdFv6VXMjMPqkD_uVboQ6El), which is due for its second reading on [24 November.](https://zerohour-dot-yamm-track.appspot.com/2V0OD1s9Cs0VoKRGX1fkiEcMY1OlGDvyZvheTqhYiBKIwySpDiwGYa68rQ_is01GjMu0ZxYTQ5c0h-FOOKLvlfFPfL8yWMRDKyXzCSTCh7pVl5Ms0KZvCGWlVT6sBchOZ-x-nQ0qFh8U1K__Byj_bqyHXtUcoYJfQOXZnXlgsc6jlr4whS0BvmXEF1h6gkfBin2oEAaQ)  
  
We recognise that parish and town councils are influential organisations, with links to the local community, regional charities and civic bodies. Ware Town Council is on the front line when it comes to protecting the places and communities we love and cherish.  
  
We are writing to ask your council to join the [168 parish & town councils](https://zerohour-dot-yamm-track.appspot.com/2k1lEahEVZvGWPpV5U3LonmAZXrD8VxzE3y_dxX4_r3Q2ySpDiwH73FBj1Yw3dFIqBl8ugeSZ2IzqVzv67-2oxqhOfwTfJKcWndqucAPMkuA62GBeE_W641shn5qROrFwdIfuIWtwYx3BCX-_CRBdWMQ_Jp_Ycypm1WtUMYG00-G_ARuGP_7h5tDT60EB) across the UK to support the [Climate and Ecology Bill](https://zerohour-dot-yamm-track.appspot.com/2Sz3hapZahPPDLFhi_MA-s8dXsd8GgVJSJG7lfjHWJn86ySpDiwG-IRq_eSCEDmq3QskkGZn0D91TN0ixjjJvIl9WdO2VL9B0Xvyfb9jteS2qR04yzGm8qebiBHqLzXw8wJruUdfX45qRc8Rf2YgVRrC_Kp-NlckfQ3Lf6NCILpWE2B9DMmAnnmXR)and add your voice to those organisations calling for joined-up action that provides an adequate, commensurate response to the emergency of our natural world, our parks, villages and towns, our landscapes and wildlife.  
   
We have a [draft motion](https://zerohour-dot-yamm-track.appspot.com/26wKkJAPxmuFP19R_x7fEn-E1kvweptf2SSNIiRTiGA49ySpDiwELq_0A3_XgJ3jbx9fVwNXIvKMNkY5ot89MckHk9tqYBXdHoAuchSj7JxAzvxiLfdl1hwXIGuzBaKq5i-vL7ennKqEPHSRhlKN0frEG73pZ72b5m2NUd_9ZMPDY0XTMy8iDACVGABy1s5ad5Lf8t2Yk5J-HzG5WvFlJxEJf0F0ze8GKoLfJYiBuC7kLBNe9ri7qoUYm0E5wcrY), which you may find useful. If Ware Town Council is supportive, we are asking that after the motion is passed, Ware Town Council issues a press release that it has done so and writes and requests your MP(s) to also publicly support the CE Bill *(if they are one of the*[*130 that have already done so*](https://zerohour-dot-yamm-track.appspot.com/2tASuYfF6ab_hguXmCWXOh4YwhvFl0fi9Bd98C66GbclBySpDiwG0ZZu6z92itYKpM2w0zKx-D1Pq4O0Qpa4znoMf_p1D9dv0ekuilKZOSmB4wfoXYgPWC7ngLydNC83VwP7kUUTlERhK3VzuXZz_CyccH7QkcxQq_w3Bfx_5mVJxO3V_jafDYL-AqAhp)*, please write and thank them for being supporters).*  
  
The [Climate and Ecology Bill](https://zerohour-dot-yamm-track.appspot.com/2hyxSyQIPXIDSqgNDbv9emn_6bGIngEGAQwE3HN0UbjxFySpDiwHz3p6wUkxMQb79lT2sCjmG3RLRUl1_fnqnGMg1zr2KKnbSXx0J4bTvheOnVTmhgjxp8XQGOvZ2wo46S4bUji_lrwzkfVKwxjnGf0bjkHlGXrN3dm8NQ3d2u9OWxIXm-HcQjWFT), if made law, would ensure that:  
  
- The threat facing nature is tackled shoulder to shoulder with the climate crisis in a joined-up approach.  
  
- The Paris Agreement is enshrined into law to ensure that the UK does its real fair share to limit global temperature rise to the most stringent end of the Paris agreement - 1.5°C.  
  
- The UK takes full responsibility for our entire greenhouse gas footprint by accounting for all of the emissions that take place overseas to manufacture, transport and dispose of the goods and services we import and consume)-   
  
- The government deliver a climate and nature assembly that is representative of the UK population, working directly with the Government and Parliament to ensure that all voices are heard and that no one is left behind.  
  
More information about the CE Bill and supporting organisations can be found at [https://www.zerohour.uk/](https://zerohour-dot-yamm-track.appspot.com/2r9Ut1oOOdh6NwoxBjOBhBxf9ZYrzBANtBBFLwq_SFAJKySpDiwEfsptunLOnaABLuW1bkd4rWH8qOTSlvA76iQH-ke-HJiY9K1xV7ly4TcBDMKwIL2u2iQ67NSYJ2EhGZn-9t8DbuOjQZUg7IK0T_di-lF9peyRRqsi4j4WZiHWYSu169Q); this [2-minute video](https://zerohour-dot-yamm-track.appspot.com/2Ll5MLKUYglta31qmj26PL42XN2ziTq7cZme9SivCPOZOySpDiwG1DogbCHmh1i0GXfgqwcpf8CNQGljzQufu5mNwv9vIewudmqXgHprzCarfsrBNyGpwZIhXZ-pPN_ugMEcBXEuIIhrH5HYhnaOJ8yUvAFTppkLKppm1TEUvD-6oZ7BP_-zGXbXsSuEZpA) or a [15-minute presentation](https://zerohour-dot-yamm-track.appspot.com/2XfYA3A2ESrqWTakfJsUl0xT7LuyjE8E9WOEtasX2l41SySpDiwFe4uRJMGkMbV5RZwbGzQdTiLx9R3w7RXjqarJlOJsozoG89XXIynF4Hxnd-MQih3QbTzm8CY_Cy8etHXK8SbaKzFf2AYJOL04gNyCWqBYtHSD9W4Qfe2oxDq6kozWdYq_jVytGTbib) may also prove useful.

**Resolved:** To support the bill, to pass a motion at Full Council in December and write to our local MP.

**CE327: Sele School consultation (GH 5mins)**

To review the request from Sele School and agree the council’s response.

The Sele School is carrying out a consultation on changing the number of students admitted to the school each year; if agreed the change will take place from the September 2025 intake. The reason for proposing this change is that our Governors and Senior Leadership believe that the current stated admission number is higher than the school's facilities can actually accommodate.

As a Town Council which falls within our Priority Area for admissions, I am writing to inform you of this proposal; please see the attached letter for full details of the proposed change and the reasons why this is felt to be necessary. I also attach the proposed Admission Arrangements for the 2025 - 2026 academic year and the Sixth Form Application Form for completeness.

All of this information can also be found on the school website [Admissions Consultation for 2025 - 2026](https://www.sele.herts.sch.uk/Admissions-Consultation-for-2025-2026/) page by following the link.

We would like to hear your views. If you wish to comment, please do so no later than 11 December 2023 by emailing [sbruton@sele.herts.sch.uk](mailto:sbruton@sele.herts.sch.uk) who will ensure that your comments are passed to Governors and to the Senior Leadership Team.

Hertfordshire County Council is also consulting and has asked us to bring this to the attention of our consultees.

**Hertfordshire County Council's Consultation:**

Hertfordshire County Council is also running a consultation on the proposed admissions arrangements for community and voluntary controlled schools for the school year 2025/26 and is seeking responses from parent/carers, schools and community groups.

HCC’s proposed changes are:

1. To **reduce** the published admission number (PAN) at 4 community or voluntary controlled primary schools, however none of them are relevant to The Sele School.
2. If the proposal to close Hexton Primary School is approved, to amend the admission arrangements for Pirton Primary School to give increased priority to children from the parish of Hexton.
3. Amend the schemes of coordination to clarify The funding agreement process for new or proposed free schools, the process for informing the home LA of a school’s decision to increase their PAN and to reduce the timescale for responding to allocations from 14 days to 7. This will allow more time for effective processing of responses prior to the next allocation round.

4. Retain the remainder of the county council’s existing admission arrangements for 2025/26, including PANs, Relevant Areas and schemes of coordination.

The consultation period runs until 11 December 2023.

Please visit [www.hertfordshire.gov.uk/admissions2025](http://www.hertfordshire.gov.uk/admissions2025) for more information and to respond online.

**Resolved:** WTC believe that the Governors are best placed to make the decision.

**CE328: Air Quality survey (GH 5mins)**

To review the request from East Herts Council and agree the council’s response.

East Herts Council has now started a six-week consultation on its proposed Air Quality Action Plan (AQAP) in fulfilment of its obligations to meet air quality objective limits under Part IV of the Environment Act 1995 and to meet the requirements of the Local Air Quality Management (LAQM) statutory process.

The new Air Quality Action Plan for East Hertfordshire will cover the period between 2024 and 2029 with the aim of improving air quality and reducing residents’ exposure to air pollution. The action plan outlines our plan to effectively tackle air quality issues that are within our control. The plan also recognises that the as a district council, we cannot achieve this alone and will rely on key stakeholders to achieve positive change.

The Air Quality Action Plan, together with details of how to respond to the consultation can be found on our website: <https://www.eastherts.gov.uk/environmental-health/air-quality-action-plan-consultation>

The consultation will run for six weeks and close at 09:00-hrs on the 13 December 2023.

**Resolved:** WTC support the proposals in principle, further details are included in the 2023 Ware Neighbourhood Plan.

**CE329: Increased Hedge report (TP 5mins)**

The report and location of an additional 130m of hedges within WTC properties was noted and approved.

**Objective:** As per the Eco report options were considered to increase the amount of hedge capacity within WTC properties.

**Summary:**

After speaking to the ground staff and having a walk around the Priory Grounds, Cemetery and Allotments we have decided on putting three hedges in to the grounds.

* 2 Hedges to be put into the priory grounds each approximately 40 meters long.
* 1 Hedges to be put into the cemetery approximately 50 meters.

The hedging will be made up of Blackthorn Hawthorn Dog Rose Field Maple Hornbeam Wild privet. No plants that are poisonous to animals and provide year-round interest and diverse habitat for wildlife. They will also provide cover in the winter months.

Please see maps for the location of these Hedges.

Hedges will be planted over the winter months.

The cost is £500 for all three hedges.

**CE330: Cemetery rewilding (TP 5mins)**

The proposed plan was supported.

Objective: To create more wild areas to increase biodiversity in line with the Eco report.

Proposal: From the Grounds and Maintenance team to rewild an area in the old part of the cemetery.

This has been marked pink on the attached map. The green part of the map is the paths that we are going to keep cut so the area can still be walked around. Also, this will make it look like it is still being looked after and that we are leaving it for a reason. We already have signs up to say that we are leaving some areas of the cemetery and will add some more to this section.

The grounds will be cut once a year by our contractors, the contractor has indicated this work will be approximately the same cost as the current contract.

**CE332: Agenda items for next meeting**

To review the following agenda items which are awaiting reports and agree if they are to be deferred to the next C&E meeting to be held on 12th February 2024, or closed with no further action.

**Youth Engagement:** To review the feedback from Cllr Mowbray and agree the next steps.

**Recycling initiatives:** To review the feedback from Cllr Bryant and Cllr Hill and agree the next steps.

* Biodegradable Takeaway packaging
* Disposable Vapes
* Recycle bins for High St
* Terracycle recycling boxes

**Biodiversity initiatives:**

To provide a series of social media posts related to Biodiversity (GH) to receive an update on the posts and public feedback.

**Ware Film Festival:** To review the feedback from Cllr Shaw.

**Review of ESG policy**

To review the ESG policy and agree an action plan to support the implementation over the next four years of the business plan.

The proposed next action is for the Councillors to review each policy and consider any actions, circulate to Councillors and Officers for review prior to consideration by the C&E committee on 20th November 2023. Items agreed by the C&E will be added to the four-year business plan and will subject to financial / resource scrutiny.

18th September 2023: Review by Councillors / Officers

16th October 2023: Drafts to be circulated for feedback from Councillors / Officers

13th November 2023: Final documents to be emailed to the Clerk for inclusion in the C&E agenda pack.

20th November 2023: C&E Committee approve draft proposals.

27th November 2023: Budget workshop including costed proposals.

8th January 2024: Business plan for2024 – 2028 approved /25 approved.

8th January 2024: Budget / Precept for 2024/25 approved.

# Environment

## **Biodiversity (C&E)**

We will promote biodiversity in all areas controlled by WTC and those areas that we have influence. We will encourage wilded areas.

## **Carbon Footprint Reduction (F&P/C&E)**

We will be carbon neutral by 2030, we will use carbon offsetting to cover any overage based on our targets and will include this in our financial budget.

## **Carbon Footprint Reduction in Our Communities (C&E)**

We will lead by example by providing information and guidance to our communities to facilitate reduced carbon output.

## **Pollution (C&E)**

We will encourage modes of transport that are less polluting. We will adhere to rules and guidelines to avoid polluting rivers and water courses.

## **Sustainable Transport (C&E)**

We will be an advocate and work with others to provide access to safe, affordable safe accessible and sustainable transport systems for all, improving road safety, reducing pollution at an affordable cost.

# Society

## **Wellbeing (All)**

We will promote the emotional and physical wellbeing of employees, ensuring practical support and the management of workload is properly resourced.

## **Community Engagement in Decision Making (C&E)**

We will engage with the community in decisions that impact on them, to support the building of sustainable cohesive communities with improved outcomes, supported by our community engagement policy. We will recognize excellence in our communities by the Freedom of Ware awards and the annual town council award scheme.

## **Youth Engagement (C&E)**

We aim to build meaningful relationships with young people aged 10-21 years old (or up to 25 years if they have physical or learning difficulties). We will do this through youth clubs, multi-sport sessions and in partnership with voluntary, statutory and community groups.

## **Healthy Living (C&E)**

We will encourage a healthy lifestyle to our residents and colleagues, through a programme of communications and subsidised events.

With no further business the meeting closed at 9.25pm

Signed

Dated