



Ware Town Council

Ware Priory, High Street, Ware, SG12 9AL

www.waretowncouncil.gov.uk

01920 460316

WARE TOWN COUNCIL MEETING

Monday 25th March 2024

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

CLlr Day (Chair) Bryant, Butcher, Hill, Mowbray, Scully, Shaw, J Taylor-Moran, K Taylor-Moran Williams, Zsibrita

Officer present: Terry Philpott Town Clerk, Sarah Fenton.

Members of the public:

MINUTES

WTC714: To receive and accept Apologies for Absence

WTC715: To receive any Declarations of Interest and review any requests for Dispensation submitted to the Clerk.

- None declared

WTC716: Minutes from the previous meeting: to receive and sign the minutes of the last Town Council meeting held on 22nd January 2024

Resolved: The minutes are an accurate record

WTC717: Minutes from the committee meetings

To receive and sign the minutes of the Finance and Policy Committee 29th January 2024.

Resolved: The minutes are an accurate record

To receive and sign the minutes of the Community and Environment Committee 12th February 2024.

Resolved: The minutes are an accurate record

WTC718: Correspondence and Clerks report (TP 5mins)

- Councillor Allowances awaiting further feedback from EHC
- Café / Toilet project update, not possible to continue with the current scheme. Toilet facility to be refurbished asap
- Business plan update meeting 15th April 2024
- Twinning update, successful trip to Corneilles

WTC719: 59 High Street Ware Hertfordshire (TD 10mins)

To review the planning application for the above property and agree the councils response

<https://publicaccess.eastherts.gov.uk/online-applications/applicationDetails.do?keyVal=S8YHVCGLN1I00&activeTab=summary>

Resolved : WTC Object to the application on the following grounds

Proposed Response to Planning Application 3/24/0301/FUL – 59 High Street, Ware

Proposal: Retention of partial change of use of ground floor from Class E (Bank) to Class C3 (Residential) to create 2 residential units, with new ground floor windows and doors, alteration to fenestration and new fence.

Ware Neighbourhood Plan policies:

POLICY W6: RETAINING AND ENHANCING THE VITALITY AND VIABILITY OF WARE TOWN CENTRE
Mixed use development proposals for main town centre uses - including employment, office, retail, community, cultural, tourism and residential uses - will be supported, subject to other policies in this Neighbourhood Plan. Such proposals should demonstrate how they contribute to one or more of the following aspirations: i. they help to maintain a strong and vibrant retail presence within the town centre area, enabling the continued presence of a varied range of small independent shops (where government's definition of small is <280 sq m), in accordance with Policy W8; ii. they enhance the provision of leisure activities for both residents and tourists. This could include cultural, arts and community venues, additional overnight accommodation and food or drink establishments; iii. they provide safe, easy, and inclusive access for all people regardless of disability, age or gender. This should include access to, into and within the building and its facilities, as well as appropriate car parking and access to public transport provision. iv. they encourage footfall into the evening, where this does not compromise local amenity; v. they provide opportunities for office-based and shared-space employment, which complement and support the town centre's vitality and viability; vi. they offer opportunities for housing on otherwise underused upper floors, in particular, and both where separate access can be achieved and where these are shown to be no longer suitable for commercial use; and The temporary change of use of vacant premises to enable pop-up shops, community advertising displays and activities will be supported, where they contribute positively to the area.

(To a lesser extent) **POLICY W8: SMALL BUSINESS SUPPORT A.** Development proposals that foster small, local business activity in the town centre will be supported. Proposals for the significant

enlargement of units or the merging of multiple units will not be supported within the secondary shop frontage areas of Ware Town centre. B. The reuse of buildings, including historic buildings, within Ware Town centre for activities that will enhance the vitality and viability of the town will be particularly supported. This could include community uses, retail or business. Any associated physical alterations should be sympathetic to the historic and architectural significance and character of the building concerned.

District Plan policies:

Policy RTC1 Retail Development

I. Within the town centre boundaries as defined on the Policies Map, main town centre uses as defined by the NPPF will be supported in principle, where they contribute to maintaining the role and function, viability and vitality of the market town.

Policy RTC3 Primary Shopping Frontages

In order to protect the vitality and viability of the Primary Shopping Areas, within the Primary Shopping Frontages in Bishop’s Stortford, Hertford and Ware, as defined on the Policies Map, proposals for Use Class A1 will be supported in principle as the preferred use, while Use Classes A1, A2, A3, A4 and A5 will be supported in principle provided they have an active frontage and there remains an adequate provision of A1 and A2 uses which support its role as a Primary Shopping Frontage.

WTC720: Grant applications (TP 10mins)

The allocated grants were noted.
2024/25 Successful Applications

Organisation	Purpose of grant	Grant awarded/financial assistance	
Book Festival	Book Festival	£	1,000.00
Great Amwell Scout Group	Improvements to Facilities	£	1,500.00
Hearts for Hearts	Heartstart Lifesaver Course	£	450.00
St Marys Church	Church Lighting	£	1,000.00
Ware 10s	First Aid provision - 07.07.24	£	882.00
5th Ware Scouts	Contribution to Norway trip	£	500.00
Ware & District Photographic Society	60th Anniversary Fundraiser	£	300.00
Ware District Scout Council	St Georges Day Parade 21.04.24	£	400.00
Ware Youth Football Club	Community Area refurb	£	1,000.00
Ware Girl Guides	Contribution to trip	£	500.00
	Total 2024/25	£	7,532.00
	Grant Pot £38k	£	38,000.00
	Remaining 2024/25	£	30,468.00
	Loneliness Budget £5k	£	5,000.00
	Spent 2024/25		
	Remaining 2024/25	£	5,000.00

Resolved: To support Herts Cycle Hubs £2000

Resolved: To support Dickensian Evening £5000

Resolved: To support PSA Testing event 25th May 2024 £1800

The allocated grants were noted.

2023/24 Successful Applications

Organisation	Purpose of grant	Grant awarded/financial assistance
Ware Football Club	Clubhouse Improvements	£ 1,000.00
Ware Boxing Club	Kit for the Members	£ 500.00
Ware District Guides	Coronation Event	£ 470.00
Ware Joggers	Ware Festival of Running	£ 882.00
Ware & District Photographic	Photo Exhibition	£ 250.00
East Herts Swift Group	Installation of swift boxes	£ 500.00
St Catherines School	Playground Equipment	£ 500.00
Future Living Hertford	Sugarfoot Boxing - Coach	£ 1,000.00
Ware Lions	Equipment for Club	£ 500.00
Ware Mens Shed	Annual Rent	£ 2,400.00
Youth Justice	Allotments 23/24	£ 750.00
EHDC	Diversionary Activities - Ware	£ 2,000.00
Rotary Club	Strawberry Teas - 09.07.23	£ 300.00
Ware Town Centre Partnership	Music & Motors	£ 500.00
Beekeeper	Shed for Apiary	£ 362.95
Community Initiative	Move, Meditate & Relax	£ 490.00
Carers in Herts	Hubs for unpaid carers	£ 1,000.00
Police	Community Day	£ 250.00
Red Kite	Support Group	£ 2,000.00
Wodson Park Trust	Pickleball	£ 930.00
Ware Arts Centre	Mini Maltings	£ 750.00
Local Social Netball	Local Social Netball	£ 1,000.00
CHIPS	Playschemes	£ 2,000.00
Christmas Together	Christmas Together	£ 350.00
Neighbourhood Plan Group	Ware Neighbourhood Plan	£ 848.99
Herts Phoenix Athletic Club	Cover for High Jump Bed Spike Proof	£ 500.00
Citizens Advice	Citizens Advice Room Hire	£ 500.00
Community Alliance	Room hire costs for Digital Workshop	£ 400.00
Scotts Grotto	Garden Tidy Up	£ 1,000.00
Ware Drill Hall	Badminton Court Repainting of Lines	£ 2,000.00
Ware Musical Theatre	Additional Seating for Drill Hall Performance	£ 2,000.00
Ware Boxing Club	Equipment for Club, Insurance	£ 2,613.00
Police	Christmas Hampers	£ 502.40
Future Hope	Support the minibus	£ 1,000.00
Generation Circus	Trampolines and mats	£ 500.00
Millbrook Womens Club	Celebration Dinner	£ 500.66
	Total Spend Year To Date 2023/24	£ 30,000.00
	Grant Pot 2023/24 £30k	£ 30,000.00
	Remaining 2023/24	£ -
	Loneliness Budget 2023/24 £3k	£ 3,050.00
	Loneliness Budget Spent 2023/24	£ 3,050.00
	Loneliness Budget Remaining 2023/24	£ -

WTC721: Ware Christmas Lights (SF 15mins)

To review and approve the Christmas Lights scheme prior to the issue of the tender document.

Resolved: For 2024

To have 3 set pieces plus tree lighting and a cross street in Baldock Street

To encourage shop owners to decorate windows with a cash price £250, runners up £100 via a public vote.

Resolved: For 2025 and future years

To consult with the public for 3 different schemes.

Costs to be obtained for anchor point installation and testing.

Cost to be obtained for administration re property owner permissions

WTC722: Water fill scheme (TD 10mins)

Resolved: To support the Water Fill scheme at a cost of £2375 for one year.

WTC723: Feedback from members of Ware Lido Project group (TP/TD 10mins)

Resolved: To approve the outline specification, to be managed by the Clerks Office/ Single storey refurbishment.

- There is a need for Improved drainage across whole site - all of the drains/toilets are easily blocked
- Higher roof/ shape that is less easy to break into/get over for trespassers
- Increased Access to poolside – there currently isnt any which means its difficult to get plant equipment/machinery to the pool if needed
- Changing Village / Mixed sex changing with Cubicles and cubicled showers
- More showers
- Sauna
- Smaller front office
- Need for toilets separate to changing rooms to facilitate whatever else goes into the building
- Cleaning cupboard(s)
- Storage facilities
- Function room/mixed use room about the same size as the current
- Treatment rooms – eg sports massage, physiotherapy
- Vending Machines- coffee?
- Solar Panels- potentially to help with power/utilities
- Whatever we do must be eco friendly - we do not want to use Gas in the new building, all the walls must be insulated, if we use electricity it must be subsidised by ASHP and Solar PV.
- Building should be able to achieve a B rating (excluding existing plant room)
- Potential for a gym
- Reduced circulation- lots of dead space/corridors

WTC724: Pool Vacuum (TP 2mins)

Supplier A	£7595.00 + VAT	
Supplier B	£5416.00 + VAT	Registered repair hub for this make
Supplier C	£6579.17 + VAT	
Supplier D	£5332.50 +VAT	

Resolved: To purchase from Supplier B as they can facilitate repairs if required.

WTC725: Working group to encourage greater diversity of Councillors (KTM 5mins)

To agree the membership of the Working Group investigating ways to encourage greater diversity of Councillors.

Terms of reference to be created and approved by Full Council April 2024.

Membership of the working party was agreed

Cllr Mowbray, K Taylor-Moran Williams, Zsibrita

WTC726: Council roles for 2024/25 (TP/TD 10mins)

- To note the nomination of Mayor designate for the 2024/25 Council year

Cllr Butcher was nominated as Mayor designate subject to formal approval at the May 2024 Full Council meeting. Cllr Hill nominated for

- To receive expressions of interest for the Trustee position with Ware Charities effective 31st May 2024 when Alexander Curtis completes his term of office

Cllr Williams

- To consider the membership of the HR Committee

Cllr Day, Mowbray, K Taylor-Moran Williams, Shaw.

- To consider the membership of the Ware Priory Trading / Lido Trading working group

Cllr Day (Chair) Scully, Shaw, J Taylor-Moran, K Taylor-Moran , Zsibrita.

- To consider the invitation to provide a Councillor to be part of the Drill Hall Committee.

Cllr Zsibrita

WTC727: Financial Report (TP 10mins)

Finance reports to 29th February 2024 were discussed and noted.

- Bank Reconciliation inc reserve, earmarked funds
- Debtor's report
- Profit and Loss
- Departmental Profit and Loss showing total income and expenditure.

WTC728: Ware Town Council Bank Reconciliations 01.01.24 – 29.02.24 (TP 2mins)

Resolved: The Bank Reconciliation will be approved by Councillors at the workshop on the 15th April following a briefing from the Town Clerk.

WTC729: Audit Management Replies (TP 2mins)

The internal audit report was noted and the responses by WTC

WTC730: Password Policy (TP 2mins)

Resolved: To approve the password policy

WTC731: Feedback from members of external groups (Cllrs 5mins)

- Friend of Ware Priory (GH) 30th Anniversary this year. Quiz night.
- Town Twinning (KTM) Working group set up, Wulfrath resigning of the pledge 2025.
- Southern Maltings, new council representative required Cllr Williams stepping down.
- Ware Drill Hall (AZ) next meeting in April
- Ware Museum (BB) New logo, tee shirts and tote bags. New website.
- Ware Society (RM) Nothing
- Ware Charities (TJP) Governance review being undertaken
- Air Training Corps (TD)

WTC732: Agenda items for next meeting

WTC733: Mayor's Closing Remarks

Thank you for the Twinning event and gifts received from Cormeilles.

Resolved: To discuss the following agenda items after the exclusion of the press and public.

WTC734: Property update (TP 10mins)

It was agreed to update the Heads of Terms and send to EHC for response, negotiations based on the lease cost to be progressed by the Town Clerk.

WTC735: WTC Contract summary and Direct Debits (TP 5mins)

Resolved: The contract summary and Direct Debits for WTC were approved.

With no further business the meeting closed at 10.05pm

Signed

Dated