



**WARE TOWN COUNCIL MEETING**  
**Monday 23<sup>rd</sup> September 2024**  
in The Priory Hall, The Priory, Ware, starting at 7.30pm

**MINUTES**

Cllr Butcher (Chair) Day, Butcher, Hill, Scully, Shaw, J Taylor-Moran, K Taylor-Moran Williams (from WTC849), Zsibrita

Officer present: Terry Philpott Town Clerk, Ros Montgomery.  
Members of the public:

**WTC846: To receive and accept Apologies for Absence**

- Cllrs Bryant, Mowbray.

**WTC847: To receive any Declarations of Interest and review any requests for Dispensation submitted to the Clerk.**

- WTC870 Property update Cllrs Butcher, Scully, Shaw

**WTC848: Minutes from the previous meeting:** to receive and sign the minutes of the last Town Council meeting held on 19<sup>th</sup> August 2024

**Resolved** the minutes are an accurate record.

**WTC849: Ware Police introductions (TP/10mins)**

Introduction to Inspector Mark Collins and Sgt Luke Collyer with agreement for a future meeting to discuss police priorities for Ware.

## WTC850: Correspondence and Clerks report (TP/10mins)

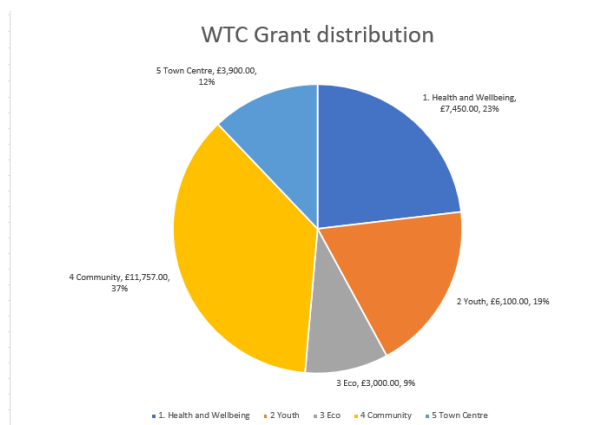
Public toilets at Ware Rail Station not likely to reopen.  
 HVO fuel for the truck, not commercially viable for relatively small usage.  
 Water Bottles for refill scheme, reviewed prices too high to sell  
 Wares the Community 22<sup>nd</sup> February 2025 at the Southern Maltings  
 Remembrance Sunday 10<sup>th</sup> November / 11<sup>th</sup> November Ware Memorial gathering.  
 Hate Crime School packs being distributed to local schools.  
 Large tree in the Priory Grounds is unsafe and will need to be removed, it will be replaced.

## WTC851 : Grant applications (TP/2mins)

**Resolved:** To approve the grant application from the Ware Society for £1000 towards the May Savedge information board.

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

30.08.24	Christ Church School	Ware	Screens	£	100.00
30.08.24	Mid Herts Raynets Group	Ware	First Aid Course	£	210.00
30.08.24	Herts Boat Rescue	Ware	Running costs 24/25	£	500.00
30.08.24	Local Social	Ware	Networking Events	£	1,250.00
13.09.24	Ware Town Centre Partnership	Ware	Community Day	£	500.00
			Total 2024/25	£	29,448.71
			Grant Pot £38k	£	38,000.00
			Remaining 2024/25	£	8,551.29
			Loneliness Budget £5k	£	5,000.00
			Spent 2024/25	£	4,150.00
			Remaining 2024/25	£	850.00



1. Promotion of health and wellbeing including reduction of loneliness
2. Youth facilities
3. Projects that support Environment and biodiversity initiatives for community groups and within the community
4. Community Events
5. Activities that contribute to the vibrancy of the town centre and attract visitors to Ware

## WTC852: Planning Application (GW/10mins)

The application was granted with conditions and was not discussed at the meeting .

[3/24/1224/FUL | Retrospective erection of canopy, 2.8m boundary fence and concrete hardstanding. Change of use of one garage to MOT bay. | Car Wash Red House Service Station London Road Ware Hertfordshire \(eastherts.gov.uk\)](#)

## WTC853: Allotment and Cemetery report (DM/TP 10mins)

**Resolved:** To approve the Allotment Fees for 2025/26

The allotment charge for October 2024 is £7.50 per pole, increase this to **£9.50** per pole for the annual invoices in October 2025.

**Resolved:** To approve the change to the allotment tenancy agreement

Changes to Allotment Tenancy Agreement

Under Clause 2.11 of the current tenancy, plot holders can only have 1 structure on their plot – either a shed or a greenhouse. Working with members of the Ware Allotments & Garden Society (WAGS) we have reviewed this and are proposing to update the Tenancy Agreement.

We propose plot holders be allowed the following: -

- 5 - 10 pole plots can have a shed, a greenhouse and a polytunnel
  - Plots under 5 poles can have a shed and either a greenhouse or a polytunnel
  - Shed size: no larger than 6ft x 4ft
  - Greenhouse size: no larger than 6ft x 8ft
  - Polytunnel size: no larger than 10ft x 13ft
- 

## Allotment Waitlist Report

There is currently a total of **7** people on the waiting list covering both sites (this was at 32 in February and 15 in July).

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

There are 2 people on the waiting list for Warehouse Field who already have a plot but would like an additional one.

The person on the Crosspath waiting list is waiting for a plot in a particular plot area of the site (we are in the process of offering a plot in this specific area).

### **Allotment Inspections**

The annual allotment inspections have been completed, whereby all 204 tenanted plots across both sites have been viewed and findings recorded. Following the inspections, 10 plot holders made individual decisions to terminate their tenancies.

Re-inspections were required for 14 plots (of which 5 were deemed in 'poor' condition) for the Crosspath site, and 42 (of which 18 were deemed in 'poor' condition) for the Warehouse Field site. So far, I have issued 12 plots with Notices of Intent to Terminate, which gives the holder's 30 days notice to complete the necessary work or make contact with the Allotments Officer to discuss their plans. At this time, one of the Notices has resulted in a Notice to Quit being issued and the holder's tenancy terminated.

Plot holders are encouraged to share (prior to and throughout the inspection process) if there is anything that could impact their ability or opportunity to work their plot, as this will always be taken into account as part of the inspection.

### **Annual Allotment Competition**

The judging of the Allotment Competition has been completed, with first and second winners being identified (listed below). The Awards will take place on Monday 28<sup>th</sup> October, before the Full Council meeting. Invites have been sent to all Councillors. Both Mayor. Martin Butcher and Councillor. Graeme Hill have kindly agreed to present the awards.

<b><u>CROSSPATH</u></b>	<b><u>WAREHOUSE FIELD</u></b>
<b>First Prize - Best Kept Allotment</b> David Smith & Claire Lovegrove - CR030	<b>First Prize - Best Kept Allotment</b> Daniel Rook - WA104A
<b>Second Prize - Best Kept Allotment</b> Alan Norris - CR029B	<b>Joint Second Prize - Best Kept Allotment</b> Ian Bridges - WA023 & Lynn Corbett - WA094A
<b>Award for Best Kept Allotment by a Newcomer</b> Stephen Hubbard - CR026B	<b>Award for Best Kept Allotment by a Newcomer</b> Anthony Copeland - WA031B
<b>SHORTLISTED FOR JUDGING</b> Zeph Landers - CR015A (Newcomer) Carolyn Phypers - CR032C (Newcomer) David Nye - CR003 Sarah Tooke - CR009A	<b>SHORTLISTED FOR JUDGING</b> Ian Channel - WA050B (Newcomer) Laura Tamburello - WA061B (Newcomer) Heidi Pateman - WA048A James Upton - WA049B

Samantha Harvey - CR011A Andrew Robinson - CR012B Jane Hazelwood - CR017A	Rebecca Bendix - WA063A Robert Baker - WA075 Mark Buswell - WA078B Paul Duff - WA088
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### **WTC854: Events Report (RM/10mins)**

The Events report was discussed and noted.

### **School Holiday Activities**

**Easter 2024:** 420 children attended the Egg Decoration Competition/Easter Egg Hunt and a Silent Disco. Total spend £500.00.

**May half term 2024:** 210 children took part in multi-sports and a planting session. Total spend £718.00

**Summer holidays:** An extensive programme of activities took place which included Archery, a climbing wall, water wars, bungee trampolines, mini golf, multi sports and craft sessions. For some activities parents were able to join in too. Approximately 1865 children participated. Total spend: £4959.00

Work on the 2025 programme of activities will begin in the autumn.

### **D Day 80<sup>th</sup> Anniversary – 8<sup>th</sup> May**

A well-attended, gentle event much appreciated by our community. Barry Sapsford's Swing Orchestra were popular as was the entertainment provided by 'The Land Girls'. The evening concluded with a Beacon lighting by the Mayor. It was good to hear some anecdotes from those who remembered VE Day.

### **Food Festival 2024**

Held on 12<sup>th</sup> May on the front lawn at Ware Priory, this event is cemented in as part of our annual calendar and was very well attended. 21 traders attended. There was entertainment from Lip Service Brass Band and biscuit decorating. Both the front and back lawns were busy.

### **Cinema**

Cinema continued to sell out right up until the May film. After a short summer break, cinema resumes in September when the following films will be shown:

September 17<sup>th</sup>      The Color Purple  
October 15<sup>th</sup>        The End We Start From

Ware Town Council, The Priory, High Street, Ware SG12 9AL  
Telephone 01920 460316  
[www.waretowncouncil.gov.uk](http://www.waretowncouncil.gov.uk)

November 12<sup>th</sup>            One Love  
December 17<sup>th</sup>           The Holdovers

## **Ware Festival**

Despite dreadful weather the Carnival Parade and Town Fair still had a strong turnout. The Real Ale Festival the following weekend was a great success and the smaller events such as the Putting Competition, Raft Race, Pavement Artists and the Bus Pass Party were well attended and appreciated by our community. The AGM takes place at the Priory, 7.30pm on Monday 30<sup>th</sup> September and work will begin on 2025 in November.

## **OTL Ware – Saturday 27<sup>th</sup> July**

This event was broadly well received by the community. The event was well attended throughout, with family activities in the High Street during the afternoon. The Tap Bar, Punch House, The Snug, the Quiet Man and The Saracens Head all hosted stages and some local businesses got involved although some chose to close for the day. Pubs, restaurants & Cafes were all very busy. Verbal feedback from local police was that it had been a great day for the town with no public order issues, either during the event or at the after parties hosted by the participating pubs. It is estimated that 5000 people attended throughout the day. You can view photos of the event here: <https://ware.oldtownlive.co.uk/> Plans are underway for 2025 which will take place on 26<sup>th</sup> July.

## **Summer Concerts**

The final summer concert of the season took place on September 15<sup>th</sup>. The programme has been well attended throughout the summer, especially the Old Time Sailors concert on August Bank holiday. Work will begin on the 2025 programme next month. Total spend £6770.00.

## **Wellbeing Programme**

The Wellbeing Programme launched in May with a talk and Q&A session around resilience. The programme has included two events at the Lido – ‘Ecstatic Dance & Swim’ and ‘Moonlight Swim’, a programme of breathwork classes, a kickboxing programme, Laughing Yoga, Sound Journey. Over the next few months the kick boxing/breathwork programme will continue and in addition there will be wreath making and zentangle. Spend to date £5200.

## **Forthcoming Events**

### **Forthcoming School Holiday Activities**

October 2024 Half Term: Lego activities, gaming & a film

## **Film Festival**

The Film Festival will take place over the week of 27<sup>th</sup> October – 3<sup>rd</sup> November. There will be 9 films showing across the week and venues taking part are Southern Maltings, The Saracen's Head, Allenbury's, The Brewery Tap, Place House and Fletcher's Lea.

Councillor support with hosting would be appreciated, particularly with the 3 evening films which will be hosted in Fletcher's Lea. Free tickets are now available here:

<https://www.ticketsource.co.uk/Waretowncouncil>

CLLr support from  
27<sup>th</sup> October MB  
1<sup>st</sup> November GH  
3<sup>rd</sup> November VS

## **Christmas Singalong with Ware Brass**

The popular Christmas singalong with Ware Brass will take place on 22<sup>nd</sup> December – details to be announced nearer the time, weather dependent.

## **February 2025 Half Term: Silent Disco & a film**

### **Food Festival 2025**

To agree a date – 11<sup>th</sup> , 18<sup>th</sup> , 25<sup>th</sup> May

### **VE Day 80 – 8<sup>th</sup> May 2025**

Agreed to mark this occasion, budget in line with D Day event in 2024.

## **Mayoral Events**

An Autumn Celebration in Ware – Sunday October 13<sup>th</sup>, 3pm in Fletcher's Lea, followed by tea in the Conservatory.

Mayor's Reception for volunteers – 10<sup>th</sup> December

Celebration Dinner – 15<sup>th</sup> February, Ware Priory

### **WTC855: Lido Business Plan (KH/TP/ 30mins)**

To review the Lido business plan and methodology.

**Resolved:** To approve the business plan including,

For the Lido to be open to the public 12 months of the year, supported by additional permanent staff. Excluding the loan costs the Lido operation is budgeted to operate at a small surplus (less than £10K pa)

The provision of 2 x treatment rooms and a function / exercise suite with pricing agreed.

#### Treatment Room

Daily 10 hrs	4 hrs	2hrs	1hr
£50 / £60inc VAT	£40 / £48 inc Vat	£32 / £38.40 inc VAT	£20 / £24 inc VAT

#### The Provision of Studio Space

Daily 10 hrs	4 hrs	2hrs	1hr
£60 / £72inc VAT	£40 / £48 inc Vat	£30 / £36 inc VAT	£20 / £24 inc VAT

The addition of an Infra red sauna with a capacity of 5 people, to be used during the cold-water swim season.

Additional works to the front of the building at an estimated cost of £150K.

#### **WTC856: Lido Business Plan, borrowing approval (KH/TP / 5mins)**

#### **Based on the business plan WTC are asked to approve**

At the Ware Town Council meeting of 23<sup>rd</sup> September 2024, it was resolved to seek the approval of the Secretary of State for Housing, Communities and Local Government to apply for a PWLB loan of £1500000, over the borrowing term of 25 years for refurbishment to Ware Lido. The annual loan repayments will come to around £105880.

It is not intended to increase the council tax precept for the purpose of the loan repayments.



### WTC857: Priory Park Swing replacement quotes & recommendation (TP/2mins)

**Project objective:** To replace old swing in priory park with a new one.

**Timescale:** To be confirmed

**Summary of works to be completed:** To remove old swing and replace with new.

Contractor	A	B	C	D
	4295	8413	6711	

Agreed not defer the decision until the October meeting

### WTC858: Priory Building Lift replacement (MW/SH/TP/2 mins)

**Project objective:** The Priory is a listed building. We have a small passenger, and goods lift capacity for 6 persons and a maximum load of 450 kg that is used from the ground floor to get to the first floor. We also have a motor room to the side of the lift. The lift is most 30 years old and is in need of complete upgrade. All tenders will need to have a complete site survey to be arranged with the maintenance manager before putting in a tender. Tender to come with maintenance contract costs.

	Supplier A	Supplier B	Supplier C	Supplier D
	£39,950	£47,993.79	£ 53,473.72	£68,868.00
Price (40)	40	32	27	10
Maint price (10)	0	0	2	0
Quality (30)	25	20	15	25
Reliability (10)	8	6	3	8
Proximity (5)	4	3	4	2
ECO (5)	4	3	0	4
<b>Total (100)</b>	<b>81</b>	<b>64</b>	<b>49</b>	<b>49</b>

**Resolved:** To appoint contractor A to be managed by the Clerks Office, subject to review of maintenance costs and installation plan.

### WTC859: Grounds Maintenance Contract Cemetery (TP/2mins)

**Resolved:** To extend the exiting grounds maintenance contract for the cemetery for a further two years from April 2025 at an annual cost of £27000.

### **WTC860: Financial Report (SH/TP 5mins)**

The Finance reports to 31<sup>ST</sup> August 2024 was noted.

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

### **WTC861: Ware Town Council Bank Reconciliations 01.08.24 – 31.08.24 (SH/TP 2mins)**

**Resolved:** To approve the above Bank Reconciliations TD/ AZ.

### **WTC862: External Audit (SH/TP 2 mins)**

It was noted that PKF Littlejohn the external auditor has completed their review. There are no notes or recommendations for further action.

The following observation was made and noted.

*Other matters not affecting our opinion which we draw to the attention of the authority:  
The smaller authority has confirmed that it has not complied with the governance Assertion in Section 1, Box 4, and it has provided the appointed auditor with an adequate explanation for non-compliance and details of the actions necessary to address weaknesses identified. This is consistent with the Internal Auditor's response to Internal Control Objective M.  
In the completion of the Annual Internal Audit Report, and their detailed report, the internal auditor has drawn attention to weaknesses in relation to documenting amendments to salaries and setting allowances to members. The smaller authority must ensure that action is taken to address these areas of weakness in a timely manner.*

### **WTC863: Health and Safety Policy Statement (TP 2mins)**

**Resolved:** To approve the policy

### **WTC864: Child Protection Policy (TP 2mins)**

**Resolved:** To approve the policy

### **WTC865: Vulnerable Adults Policy (TP 2mins)**

**Resolved:** To approve the policy

**WTC866: Feedback from members of external groups (Cllrs / 5mins)**

- Friend of Ware Priory (GH)
- Town Twinning (KTM)
- Southern Maltings (RM)
- Ware Drill Hall (AZ)
- Ware Museum (BB)
- Ware Society (RM)
- Ware Charities (GW)
- Air Training Corps (TD)

**WTC867: East Herts Council Call for Sites (Cllrs/10mins)**

East Herts Council are currently consulting on their Call for Sites, which is the first stage in the District Plan Review process.

The Council is seeking potential sites for a wide variety of uses, including housing, employment, community facilities, as well as land for wildlife habitat creation and enhancement. The consultation closes on 30th September 2024.

The list below are sites in the county council's ownership that have been identified for promotion through the consultation:

Ware - Fanhams Hall Road playing field.  
Ware - Hertford Rugby Club, Hoe Lane  
Ware - Horticultural Nursery, Hoe Lane

It should be noted that any sites that are located within the urban areas of East Herts that could come forward as windfall sites have been excluded from the list as they are not reliant on a local plan allocation.

**Feedback from WTC**

Ware - Fanhams Hall Road playing field- not supported due the lack of recreation space .  
Ware - Hertford Rugby Club, Hoe Lane- not supported due the lack of recreation space  
Ware - Horticultural Nursery, Hoe Lane- increase of traffic would be unacceptable

**WTC868: Agenda items for next meeting****WTC869: Mayor's Closing Remarks (MB/2mins)**

**Resolved: To discuss item WTC870 excluding the press and public**

**WTC870: Property Update (commercial confidentiality) (TP/5mins)**

Verbal update was received from Terry Philpott, Town Clerk in relation to property matters being worked on.

With no further business the meeting closed at 10.15pm