



**THE TOWN COUNCIL
OF
ROYAL LEAMINGTON SPA
TOWN HALL, PARADE,
ROYAL LEAMINGTON SPA
WARWICKSHIRE CV32 4AT**

**T: 01926 450 906 F: 01926 456 901
E: rnash@towncouncil.spacomputers.com
www.learmingtonspatowncouncil.gov.uk**

**ROBERT NASH ACIS DMS
Clerk to the Town Council**

25th May 2012

Dear Councillor,

A meeting of the Cultural and Community Committee will be held in Meeting Room 5 at the Town Hall, Parade, Royal Leamington Spa on **THURSDAY 31ST MAY 2012 commencing at 6.30 pm.**

The business will be as set out below.

Yours faithfully,

Clerk to the Town Council

To:- Councillors J. Clarke, R. Copping, G. Dulay, S. Ingleby, S. Lytton, Y. Moore, Mota Singh and A. Stevens.

Mr J. Mather and Mr M. Crawshaw (Leamington International Twinning Society)

(All other Members of the Town Council – Agenda for information only)

AGENDA

1. **ELECTION OF CHAIRMAN**
2. **ELECTION OF VICE-CHAIRMAN**
3. **APOLOGIES FOR ABSENCE**
4. **DECLARATIONS OF INTEREST**
Members are invited to declare any interest they may have in an item identified for discussion at the Meeting.
5. **PUBLIC FORUM**
To receive representations from Members of the public in accordance with Council Standing Orders
6. **MINUTES**
To approve and sign as a correct record the Minutes of the Meeting of the Cultural and Community Committee held on 2ND April 2012 (Report No. 6)

7. MATTERS ARISING FROM THE MINUTES
8. TOWN TWINNING

To consider any matters arising in relation to Twinning. Representatives of LITS will be in attendance.
9. INSTALLATION OF AUTOMATED EXTERNAL DEFIBRILLATOR (AED)

To consider the attached Report (Report No. 9)
10. ROYAL JUBILEE
 - (i) To consider arrangements for the Royal Diamond Jubilee and arrival of Olympic Torch. Minutes of the meetings of the Royal Jubilee Working Party held on 30th April and 24th May 2012 herewith.(Report No. 10)
 - (ii) Christchurch Gardens

To consider a proposal from Warwick District Council to introduce some commemorative planting into Christchurch Gardens.
11. GUILD OF GUIDES WALKS 2012

The Town Clerk will report orally on arrangements for this year's programme of walks.
12. COMMUNITY GRANTS

To note reports and feedback from recipients of Community Grants.
(Report No. 12 herewith)

MINUTES OF A MEETING OF THE CULTURAL AND COMMUNITY COMMITTEE HELD ON 2 APRIL 2012 AT THE TOWN HALL, PARADE, ROYAL LEAMINGTON SPA

PRESENT: Councillor Mota Singh (Chairman), Judith Clarke, Roger Copping, Sue Ingleby, Simon Lytton, Yvonne Moore, Ann Morrison and Amanda Stevens.

In attendance: Peter Cantlay and Mike Crawshaw (Members of LITS)

54. PUBLIC FORUM

There were no members of the public present.

55. MINUTES

RESOLVED that the Minutes of the Meeting of the Cultural and Community Committee held on 6 March 2012 are confirmed and signed as a correct record.

55. MATTERS ARISING FROM THE MINUTES

There were no matters arising.

56. TOWN TWINNING

(i) Twinning Links

The Chairman welcomed Peter Cantlay and Mike Crawshaw of Leamington International Twinning Society LITS to the meeting.

Mr Crawshaw indicated that he had received enquiries from a school at Heemstede in the Netherlands with regard to developing a twinning exchange with a School in Leamington. He suggested that this would be a good opportunity to engage with young people and establish support for twinning through educational institutions. To progress this it would be helpful if a single point of contact could be developed so that this interest could be co-ordinated and managed effectively. It was agreed that, in the first instance, the Town Clerk could assist this process. Where appropriate contact details of other organisations in the Town could also be dispensed through this source.

RESOLVED

(i) that details of the proposed twinning exchange are forwarded to the Town Clerk in order to generate potential interest among the Secondary Schools and Colleges in Leamington

(ii) that the Town Clerk is the first point of contact for any groups and organisations seeking contact with one another in connection with Twinning activity.

(ii) Twinning Conference: Bruhl 24-25 March 2012

Consideration was given to a Report (Report No. 6) summarising the outcome of a Conference held at Bruhl on 24-25 March 2012 which had been attended by the Mayor, Councillor Stevens and the Town Clerk.

It was noted that the intention was for the four towns involved in the project, namely Leamington, Sceaux, Bruhl and Kunice (Poland) to participate in and host a series of conferences over a two year period. The principal objective of these events was to raise the profile of twinning and to engage more effectively with a range of community organisations. The costs of these events would be assisted with a grant from the European Union, the application for which would be made by the Bruhl Twinning Association.

The representatives at the Conference had agreed in principle to support the application and it was now appropriate for the Town Council to formally agree the Town's participation and to consider what funding, if any, needed to be provided in the future. It was also evident that in terms of the organisation of these events, the municipal authorities of each town would need to play a pivotal role.

There was general support for the principle of such conferences provided they could demonstrate positive outcomes in renewing the commitment of the wider community to twinning, particularly for example groups presently under represented such as young people.

RESOLVED to Recommend Council

(i) that Royal Leamington Spa supports the bid for European Union Funding for a series of Twinning Conferences at Sceaux, Bruhl, Leamington Spa and Kunice during 2013 and 2014;

(ii) the role of the Town Council in terms of organising and funding the Conference to take place at Leamington Spa is clarified and an estimate of the cost to this Council obtained at the earliest opportunity.

Mr Crawshaw and Mr Cantlay then left the Meeting.

In accordance with the National Code of Conduct, Councillors Singh, Clarke, Copping and Stevens declared personal interests in the above item by reason of being Members of Leamington International Twinning Society, remained in the meeting and took part in the discussion and voting thereon.

57. ROYAL JUBILEE

A meeting of the Royal Jubilee Working Group had taken place prior to this meeting and Councillor Ingleby outlined the Group's conclusions. The Minutes of the last meeting held on 8 March 2012 were also circulated and considered.

It was noted that in relation to the preparations for the Jubilee, together with those for the Olympic Torch Relay, the Town Council had granted a sum of £10,000 as funding support. The Working Group had considered the means by which this funding could be allocated to support community ventures and had considered that financial assistance to meet the cost of public liability insurance for street parties taking place for the Diamond Jubilee would be appropriate.

Whilst it was not certain how many bids would be made for this funding, an initial ceiling of approximately £3,000 was suggested. This would ensure that sufficient funds remained available to assist with the costs associated with the Jubilee Party being organised by Leamington BID.

RESOLVED

- (i) that applications for financial assistance to meet the cost of public liability insurance for street parties are invited from neighbourhood and resident groups by means of direct correspondence, Members' Surgeries use of Websites and a Press Release;
- (ii) that applications are treated on their merits and funding is disbursed until the available funding is exhausted, or the Working Group deems otherwise;
- (iii) that the Minutes of the Meeting of the Working Group held on 8 March 2012 are received.

58. BLUE PLAQUES

Consideration was given to a schedule of approved and suggested candidates for the erection of Blue Plaques which had been put forward by the Blue Plaque Group. The Town Clerk confirmed that the scheme was managed by the Blue Plaque Group but that the Town Council had an opportunity to consider which of the suggested candidates it wished to support with funding allocated in the budget during 2012-13.

RESOLVED that, subject to identifying a suitable location and obtaining approval of the property owner the following candidates for Blue Plaques are preferred:

John Fell
John Hitchman
Benjamin Satchwell

The meeting commenced at 6.30pm and finished at 7.45pm



**REPORT TO A MEETING OF THE CULTURAL AND COMMUNITY COMMITTEE TO
BE HELD ON 31st MAY 2012**

INSTALLATION OF AN AUTOMATED EXTERNAL DEFIBRILLATOR

(To be presented by Councillor R. Copping)

1. PURPOSE OF REPORT

- 1.1 To gain the support of Members for the proposal that an Automated External Defibrillator (AED) be installed in Royal Leamington Spa Town Centre, specifically on the Parade, outside the Town Hall.

2. BACKGROUND

- 2.1 AEDs are increasingly present in town centres, schools, larger stores and other prominent locations. In March 2012, at the full Council meeting of Warwick District Council, I proposed a Motion that Warwick District Council provided some officer support and advice on the location of an AED within Leamington Town Centre. This was passed 'nem con'.
- 2.2 In spite of help from officers, I have not been able to move this project forward. I now understand that an AED will be installed at Shire Hall, Warwick and I would suggest that the Town Hall in Leamington Spa would be an appropriate location also.

3. ISSUES FOR CONSIDERATION

3.1 Funding

The ZOLL AED costs £1,500 + Vat and the protective stainless steel box a further £750 +Vat. These costs have very generously been covered by a grant from Royal Leamington Spa Round Table.

3.2 There would also be the following additional costs:

Electrical connection from the Town Hall to the AED Circa £150.00
(Possibility of volunteer doing work for free)

Replacement Battery Packs Circa £40.00
(Battery life up to 5 years giving enough power for 300-400 shocks)

Electricity costs to AED for lighting and cooling fan estimated 25p per week.
Daily battery costs are less than 3p – just over 20pence per week.

An illustration of the ZOLL AED is attached as an Appendix to the Report.

3.3 Resources

Regular battery testing would be required fortnightly.

Training of First Responders - a team of 9 would be required – hopefully recruited from staff within the Town Hall, local Councillors and local retail and businesses. Training is free and would be provided by the West Midlands Ambulance Trust.

3.4 Planning Permission

A similar scheme has been proposed by the Angel Hotel (Grade II listed) and discussions are currently ongoing with Warwick District Council's Conservation officer Alan Mayes. The outcome of those discussions will impact on any proposal for the Town Hall.

3.5 A brass plaque has been requested from The Round Table, to acknowledge their financial input in to this proposal, which would cost circa £30.

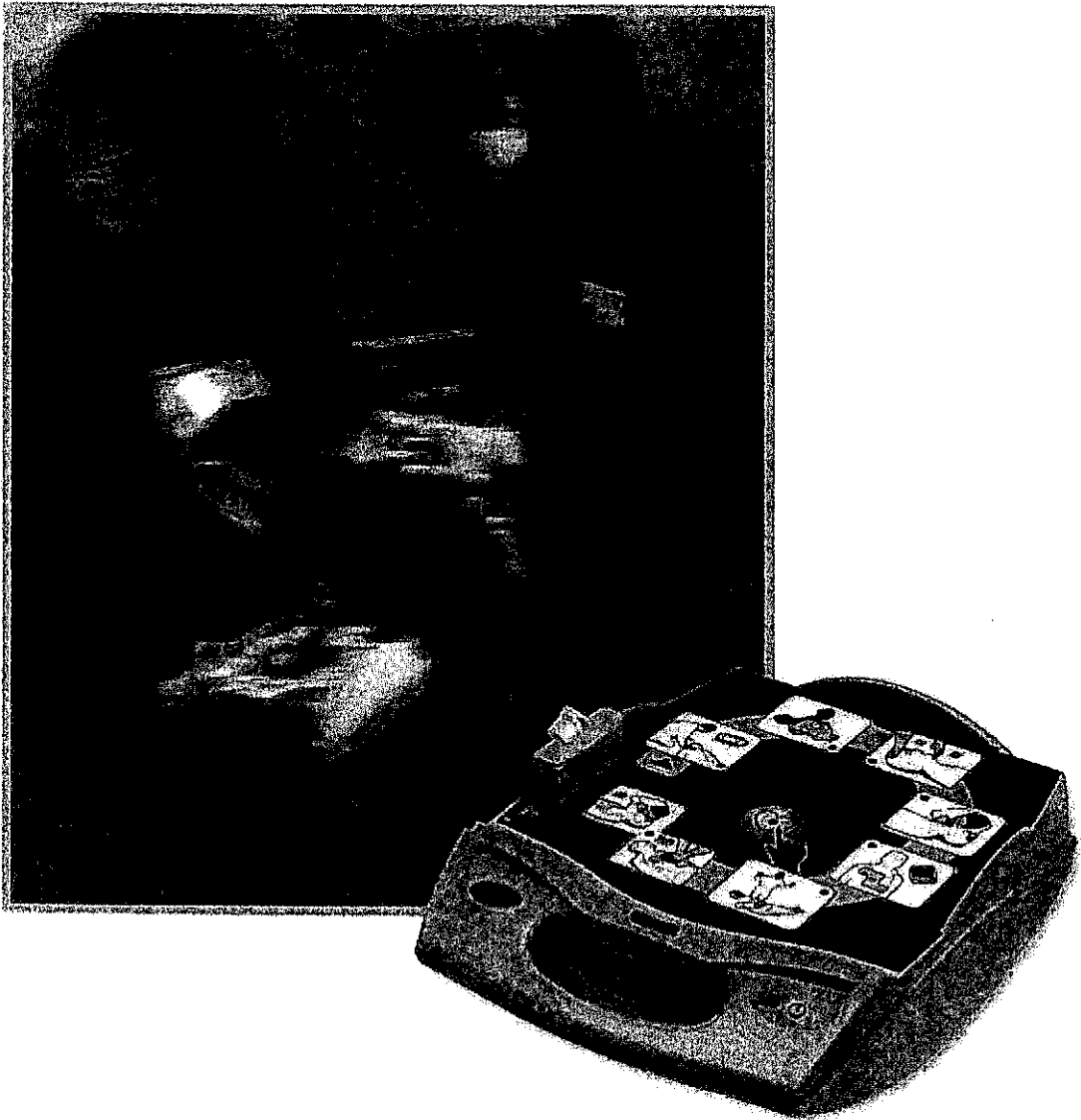
4. RECOMMENDATION

4.1 This is a life-saving piece of equipment which may well save a life of a local resident or visitor to Leamington Spa. I recommend that the Town Council supports this proposal.

4.2 If the Committee is minded to support the proposal, a recommendation to Council will be necessary in order to identify the source of funding as this is an unbudgeted item.

AED PLUS

Accessories and Training Products



The AED Plus® can be purchased with a variety of accessories that includes wall cabinets, mounting brackets, batteries, extra electrode pads, and AED signage. Our clear safety cabinet has rounded corners and our customized wall mounting box comes in surface, recessed and flush configurations.

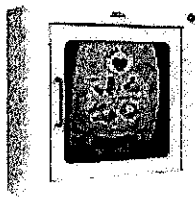
ZOLL
Advancing Resuscitation. Today.™

Wall Mounting Options

The AED Plus® mounting bracket and wall cabinets are designed for installation of the AED Plus in visible locations.



Wall Mounting Bracket
Part #8000-0809-01



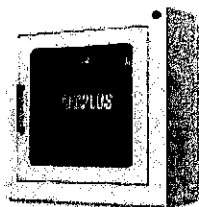
Surface Wall Mounting Box
with Alarm
Part #8000-0817
17.3 in W x 17.3 in H x 8.9 in D
44.1 cm W x 44.1 cm H x 22.6 cm D



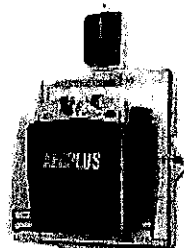
Flush Wall Mounting Box
with Alarm
Part #8000-0811
17.3 in W x 17.3 in H x 1.5 in D
44.1 cm W x 44.1 cm H x 3.9 cm D



Recessed Wall Mounting Box
with Alarm
Part #8000-0814
17.3 in W x 17.3 in H x 3.5 in D
44.1 cm W x 44.1 cm H x 8.8 cm D



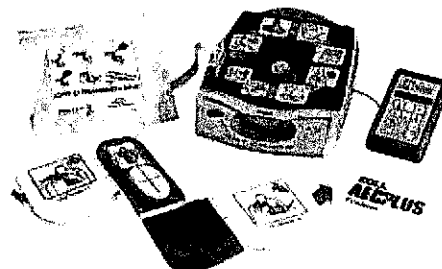
Standard Metal Wall Cabinet
with Alarm
Part #8000-0855
17.4 in W x 17.4 in H x 8.9 in D
44.4 cm W x 44.4 cm H x 22.7 cm D



Clear AED Plus Wall Cabinet
with Alarm
Part #8000-0856
12.2 in W x 23.5 in H x 6.4 in D
30.9 cm W x 59.6 cm H x 16.3 cm D

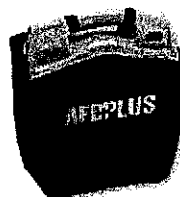
AED Plus Trainer

Allows students to practice realistic device operation using AHA recommended training scenarios.



AED Plus Trainer, CPR-D Training padz and remote
Part #8008-0104-01

Accessories

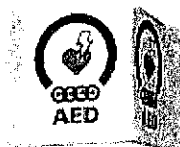


AED Plus Black Carry Bag
Part #8000-0802-01



Small Case fits AED Plus only
Large Case fits AED Plus,
CPR-D® padz and pedi® padz II and
a sleeve of extra batteries

Pelican Case
Small Case Part #8000-0836-01
Large Case Part #8000-0837-01



AED 3D Sign
Part #9310-0738



8.5x11 AED Sign
Part #8000-0825



Type 123 Lithium Batteries (sleeve of 10)
Part #8000-0807-01

AED Plus Electrodes



CPR-D® padz®
Part #8900-0800-01



pedi® padz® II
Part #8900-0810-01



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MINUTES OF THE MEETING OF THE ROYAL JUBILEE WORKING GROUP HELD ON 30th APRIL 2012 AT THE TOWN HALL, PARADE, LEAMINGTON SPA

Present: Sue Ingleby (Chairman), Ann Morrison, Yvonne Moore and Amanda Stevens.

An apology for absence was received from Councillor Bill Gifford.

14. **MINUTES**

RESOLVED that the Minutes of the Meeting held on 2nd April, 2012 are confirmed and signed as a correct record.

15. **OLYMPIC TORCH PREPARATIONS**

It was noted arrangements for the arrival of the Olympic Torch on 1st July were now in place. A draft programme had been drawn up the District Council and included:-

- Activities:- storytelling, mechanical elephant, portable whale, street performer, face painting and balloon modelling, portable climbing wall, Leamington Brakes FC (sport activities), Kudos catering, arts and crafts stalls, band (bandstand)
- Discussions are currently taking place to consider Touch FM's involvement.
- Considering of a schools' viewing area near All Saints Church at the bottom of Parade. This is work in progress.
- Street dressing:- purchase of bunting, flags for flagpoles and feathered flags that are directly placed into the ground. These will be used to decorate Pump Room Gardens, Jephson Gardens and Christchurch Gardens etc.
- BID is considering designing flags that may be used to decorate the Pump Room Gardens.

The Town Council would also need to consider the information that it wished to include on the information stand allocated for the Town Council on the day.

RESOLVED

- (i) that progress in relation to the fun day at Pump Room Gardens on 1st July, 2012 is noted.
- (ii) that Members of the Town Council are invited to consider suggestions for information to be placed on the Information stand to be provided at the event on 1st July.

16. **ROYAL JUBILEE CELEBRATIONS**

The Town Council had agreed at previous meetings to make a financial contribution to the event being organised by Leamington BID at the Pump Room Gardens taking place on 3rd June as follows:-

- (i) £2,500 towards the cost of hiring a large screen TV;
- (ii) £750 towards the cost of a local Community Arts workshop for the production of flags and bunting.

The Town Clerk circulated brief details of the format of the event received from BID which would include:-

- Big screen relaying the spectacular Royal procession on the River Thames.
- Live 50's music on the bandstand between 2.00 -4.00 pm.
- A special outdoor film screening at 4pm.
- Creative workshops – flag making, a fun children's kitchen, face painting.
- Delicious food and drink stalls.
- raffle prizes.
- 1950's town tour with Jubilee themed windows and historic displays.

The Town Clerk reported that the availability of Town Council funding for third party insurance for street parties had been publicly advertised and a number of inquiries made by organisers for assistance. A report on the number of applicants would be made to the next Meeting.

RESOLVED that the progress is noted and a further report is made to the next Meeting.

17. **DATE OF NEXT MEETING**

RESOLVED that the next Meeting is held on 24th May 2012 commencing at 5.00 pm.

The Meeting commenced at 3.00 pm and ended at 3.30 pm.

**MINUTES OF THE MEETING OF THE ROYAL JUBILEE WORKING GROUP HELD ON
24th May 2012 AT THE TOWN HALL, PARADE, LEAMINGTON SPA**

Present: Sue Ingleby (Chairman), Ann Morrison, Bill Gifford, Yvonne Moore and Amanda Stevens.

18. MINUTES

RESOLVED that the Minutes of the Meeting held on 30th April 2012 are confirmed and signed as a correct record.

19. OLYMPIC TORCH PREPARATIONS

Consideration was given to the action plan prepared by the Project Officer, Warwick District Council, setting out the various activities planned for the event at the Pump Room Gardens on 1st July 2012.

It was noted that there was flexibility in the programme and some of the events may yet change. However, it was anticipated that there would be a comprehensive range of activities that would appeal to a wide audience. It was noted that the arrival of the Olympic Torch in many Towns had generated a considerable level of interest and this could be expected to be reflected in the numbers attending the event in Leamington on 1st July.

The Town Council had reserved space for an information point and all Members of the Council had been invited to make suggestions in terms of the items that might be displayed. During discussion, further suggestions were made including the Lillington Olympic Festival, Guild of Guides Walks, Music in the Park and Allotment initiatives.

The provision of an information point would require volunteers and the Town Clerk would invite Members of the Town Council to take part at scheduled times throughout the day. In addition, to safeguard against inclement weather, it was agreed to purchase a portable gazebo.

RESOLVED.

- (i) that progress in terms of the arrangements for the family event on 1st July, 2012 is noted and welcomed;
- (ii) that the Town Clerk prepares a schedule of Members of the Council available to assist with managing the Council's Information Point at the event.
- (iii) that a portable gazebo is purchased for use in connection with the Information Point and thereafter is made available for hire to community and voluntary groups within the Town at no charge.

20. ROYAL JUBILEE CELEBRATIONS

Street Parties

A schedule of applicants for reimbursement of the costs of insurance for street parties was circulated. It was noted that applications had been made in respect of the following residential roads:-

<u>Ward</u>	<u>Road</u>
Manor	Keith Road
Manor	Helmsdale Road
Manor	Cloister Way
Milverton	Wheathill Close
Milverton	Greathead Road
Milverton	Guys Cliffe Road
Willes	Leam Terrace

In addition, the Town Clerk reported interest from Old Town Business Association which was experiencing difficulties with obtaining adequate levels of public liability insurance within a limited budget for an event planned to take place at Brunswick and Clemens Streets. Some of the entertainers programmed for the event did not possess insurance and consequently their activities would not be indemnified within the terms of insurance for Street Parties. It was likely that any specific policy to indemnify the Old Town Business Association against potential claims would carry a high premium.

The Council's financial commitment to insurance costs for events associated with the Jubilee and Olympics was presently modest and the Working Group considered that a contribution not exceeding £1,000 could be offered to assist the Old Town Business Association in this regard.

RESOLVED

- (i) that a contribution not exceeding £1,000 is extended to Old Town Business Association to assist with the costs of obtaining the necessary public liability insurance for an event in Old Town;
- (ii) that the Town Clerk offer to provide the Association with assistance in relation to compiling any Risk Assessment that may be necessary; and
- (iii) that approval of any further applications from resident and community groups for financial assistance with the cost of events is delegated to the Chairman of the Working Group in consultation with the Town Clerk.

21. DATE OF NEXT MEETING

No date was fixed for a further meeting. It was agreed that the Working Group could be convened if necessary to finalise arrangements for the Council's participation at the Olympic Torch event on 1st July.

The Meeting commenced at 5.00 pm and ended at 5.35 pm.

Warwickshire Clubs for Young People Grant Report Community Grant Fund – Personal Development Residential and Training.

The grant was used to provide a group of ten young people between the ages of 16 – 18 years of age with the opportunity to take part in a 5 day outdoor education residential. The residential took place in and around Aberdovey, Wales and Snowdonia National Park. During the residential the young people involved took part in a wide variety of activities and challenges. These activities included rock climbing, abseiling, canoeing/kayaking, teambuilding challenges, sailing, high and low ropes courses. The residential culminated in the young people taking part in a two day overnight expedition in the mountains and hills of Snowdonia. During the expedition the young people took responsibility, under supervision, to navigate, route plan, select and pack appropriate kit and equipment and organise and cook overnight rations. The young people taking part were all challenged physically, emotionally and mentally during the residential. They were encouraged and empowered to stretch their comfort zones and their perceptions of their own capabilities. All of the activities delivered on the residential were designed to achieve this development in the young people. The young people learnt many new skills via participation in all of the activities. However, the overnight expedition was a particularly steep learning curve for some of the young people. Spending time in this environment with the challenges that it brings, away from modern day comforts such as a bed, can be a real culture shock! The concept of carrying food, clothes and shelter on your back for two days, and then having to put your own tent up and cook your evening meal was whole new experience for the majority of the young people. Although they found this hard, they also had a fantastic experience. As a result of this the young people began to gain a genuine understanding of the outdoor environment and how being in this environment opens up a world of new opportunities.

As a result of the residential experience the young people gained in confidence, improved their self-esteem, developed their communication skills and team work/building skills, learnt new skills, developed an understanding of the benefits of exercise and healthy lifestyles and arguably the most important of all, had fun.

To reinforce the learning from the residential the young people engaged in an ASDAN Personal and Social Development (PSD) accredited programme. This programme focused on developing self, healthy living and environmental awareness. All of these elements correlated directly with the experience and activities on the residential. As part of the ASDAN the young people engaged in challenges in order to meet the outcomes related to each element. This part of the project enabled the young people to highlight their learning and put into practice environmental activities such as recycling, litter picking and discuss and consider the impact of pollution upon the environment. After spending time in the countryside and away from built up areas on the residential the young people were able to consider the impact of human activity upon the environment. Through healthy living the young people reflected upon their recent experiences and identified actions points that they could aspire to carry out such as ways of improving their health and becoming fitter. These included giving up smoking, taking regular exercise, eating a balanced diet, watching less television or join a sports team or club. These actions points form the basis of personal actions plans, aspirations and ambitions.

Developing self enabled the young people to address ways of overcoming the barriers that they experience in life. Many of the young people have poor educational attainment, little work related experience, low motivation and few perceived opportunities. Therefore, this was a process of identifying how the young people overcame these issues. The young people carried out challenges that would increase opportunities and prospects. These included CV writing, practicing job applications, job searches, applying for college places and looking for suitable courses, practicing interviews with their peers and volunteering to gain relevant experience. The ASDAN enabled young people to gain accreditation and this in turn can be used on their records of achievement to enhance future prospects.

All of the young people involved gained a great deal from the project. They had a fantastic experience on the residential and took part in activities that they may otherwise have been excluded from. The ASDAN PSD enabled the young people to reflect on their experience and how they benefited from it and how they can move forward using this experience as a starting point for future development and opportunities.

ROB SABIN
COUNTY DIRECTOR
WARWICKSHIRE CLUBS FOR YOUNG PEOPLE