

ROBERT NASH ACIS DMS
Clerk to the Town Council

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OF
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16TH March 2020

Dear Councillor,

You are summoned to a meeting of the Cultural and Community Committee to be held in Meeting Room 5 at the Town Hall, Parade, Royal Leamington Spa on **THURSDAY 19th MARCH, 2020 commencing at 6.00 pm.**

The business will be as set out below.

Yours faithfully,

Clerk to the Town Council

To:- Councillors Navdeep Atwal, Julija Boulton, David Brunson, Will Bryce, Amy Evans, Jennifer McAllister, Louisa Radice and Amanda Stevens.

Ms Karen MacQueen (Leamington International Twinning Society)

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

AGENDA

1. **APOLOGIES FOR ABSENCE**
2. **DECLARATIONS OF INTEREST**
Members are invited to declare any interest they may have in an item identified for discussion at the Meeting.
3. **PUBLIC FORUM**
To receive representations from Members of the public in accordance with Council Standing Orders.

4. TOWN TWINNING MATTERS
To consider matters relating to twinning activity.
A representative of Leamington Twinning Society will be in attendance for this item.
5. MINUTES
To approve and sign as a correct record the Minutes of the Meeting of the Cultural and Community Committee held on 16th January, 2019 (Report No.5)
6. MATTERS ARISING FROM THE MINUTES
7. COUNCIL OBJECTIVES
To consider the attached Report (Report No 7) **to follow**.
8. LEAMINGTON IN BLOOM
To consider any matters arising in relation to preparations for participation in Heart of England in Bloom Competition.
Town Clerk to report orally.
9. VE/VJ Day – 8th MAY 2020
To consider the Council's collaboration with Warwick District Remembers for the commemorative event to be held on 8th May. Draft Event Plan (Report 9) herewith.
10. BLUE PLAQUES
To consider the Minutes of the last meeting of the Blue Plaque Group held on 25th February (Report No. 10)

**MINUTES OF A MEETING OF THE CULTURAL AND COMMUNITY COMMITTEE HELD
ON 16th JANUARY, 2020 AT THE TOWN HALL, PARADE, LEAMINGTON SPA**

Present: Councillors David Brunson (Chair), Jennifer McAllister, Louisa Radice, Amanda Stevens and Nick Wilkins (substituting for Cllr Evans).

John Mather (Leamington International Twinning Society)

48. **APOLOGIES**

Apologies for absence were received from Councillors Navdeep Atwal, Julija Boulton, Will Bryce and Amy Evans

49. **DECLARATIONS OF INTEREST**

Councillor Stevens declared a non-pecuniary interest as a Member of the Leamington History Society in relation to the application for a community grant by the Society which was to be considered under Agenda item 8.

50. **PUBLIC FORUM**

There were no representations from Members of the Public.

51. **YOU CAN FLOURISH**

The meeting was attended by Kerstin Friend of You can Flourish who had responded to the invitation to provide the Council with feedback on a grant of £1322 allocated in September 2019 to the Flourish Girls' Course at Campion School.

Ms Friend explained that the Flourish courses were delivered for the benefit of girls in the age range 11-18 who were experiencing difficulties with self-esteem and mental well-being. The course covered such issues as understanding healthy relationship, body image, and managing emotional issues. Pupils were usually referred to the course by teachers and each course normally comprised up to 8 pupils. Utilising the Council grant, courses had recently been completed at Campion School for girls in the school years 7-10 who were referred by the SEN Co-ordinator.

In answer to questions, Ms Friend confirmed that the success of courses was measured on the basis of self-assessment. This had indicated recently that 65% of participants felt that their well-being had improved as a result of participation. Courses were presently oversubscribed and it was hoped to run at least 10 courses in 2020.

The relationship of "You can Flourish" to denominational religious belief was raised. The Committee was advised that whilst the Charity followed a Christian ethos, it was engaged in seeking to help girls from all backgrounds, including those of diverse ethnicity, whether of religious belief or none. You can Flourish relied heavily on volunteers who were drawn from a variety of backgrounds but all were experienced

in working with young people. All volunteers engaged in delivering courses were required to attend training sessions and were supervised in the delivery of the course content. The charity was fortunate in having access to a range of people with a breadth of skills. External expertise was brought in to supplement that available where necessary.

Ms Friend was thanked by the Chairman and commended by the Committee for the work undertaken with vulnerable young people

52. **TOWN TWINNING MATTERS**

John Mather, (Chairman LITS), confirmed that the dates for the exchange visit to Sceaux (France) were now agreed as 24th-28th April. Details of the travel arrangements had been circulated by the Society to all potential individuals and families. Members of the Council were most welcome to attend as this was an opportunity to acknowledge the 50th Anniversary of the signing of the Twinning Agreement between the two Towns. Mr Mather advised that he would be visiting Sceaux in a personal capacity over the week-end of 18th and 19th January and had made arrangements with the Town Clerk to obtain the signature of the Mayor of Sceaux to the new Twinning documents approved at the ceremony in Leamington on 19th October 2019.

The visit to Leamington by the Bruhl Twinning Association would take place over the period 10th-14th October with the Civic Dinner being held at Warwick School on Sunday 11th October. Arrangements for the arrival of guests at the Town Hall would need to be made for the evening of Saturday 10th October.

Mr Mather thanked the Committee and left the meeting.

RESOLVED that the Report on Twinning activity is received.

53. **MINUTES**

RESOLVED that the Minutes of the Meeting of the Cultural and Community Committee held on 5th December, 2019 are confirmed and signed as a correct record

54. **MATTERS ARISING FROM THE MINUTES**

(i) Community Grant Fund

The Committee was advised that the Town Council had approved its budget for 2020/21 and had increased funding for Community Grants by £10,000 to £55,000. The additional £10,000 was intended to assist the Committee in allocating financial support for projects that helped to address social isolation. This funding was not however ring fenced.

RESOLVED that the information is noted.

(ii) Historic Walking Tours of Leamington 2019

The Town Clerk reported that following consideration of the Report from the History Society in respect of the Walking Tours in 2019, he had written to the Society to suggest various options to address its concern regarding the management of the Walks in 2020. He indicated that a reply was awaited and further details would be reported to the Committee at a future meeting.

RESOLVED that the report is noted.

55. **COMMUNITY GRANT FUND**

Consideration was given to a Report (Report No.8) including applications for assistance from the Community Grant Fund.

Following consideration of each application, and the relevant background papers, it was **RESOLVED** that the following grants are awarded:-

No.	Applicant	Project	Amount Requested	Awarded
1	Art in the Park	Save Our Species: a community making of mini-beasts (large scale installation using recycled materials)	£1,250	£1,250
2	Warwickshire Open Studios	Retrospective:20 artists, 20 artworks, 20 years exhibition	£2,000	£1,500
3	Lillington Local History Society	County Schools Attended by Lillington Children - schooldays history project	£1,628	£1,628
4	Sez-You Community Theatre	South Town Community Play theme of how are we connected in our community?	£1,970	£1,500
5	MENCAP	Sensory Equipment: Bubble Wall Machine	£2,000	£0
6	Leamington Music Festival	Leamington Music Festival & Winter Programme: promotion of 20+ concerts and education programme	£2,000	£2,000

7	Revitalise	4 respite breaks for disabled people and their carers from Leamington Spa	£1,528	£1,000
8	Leamington Poetry Festival	Streamlined 2nd annual poetry festival in various public locations in Leamington Spa	£1,500	£1,250
9	P.B.C.	Quarterly production of newsletter for 25 registered PBC sufferers in Leamington Spa	£385	£385
10	Brunswick Hub	Equipment and seeds/plants for the community garden ("Secret Garden")	£750	£750
11	Own Books	6 art and reading workshops for children and young people plus associated publicity and admin costs	£2,000	£2,000
12	Leamington Cricket Club	Contribution to toilets refurbishment	£500	£500
13	Telford Infants School	Arts Week: artist in residence, resources and printing artwork onto aluminium panels	£2,000	£2,000
14	Sikh Community Centre	Women's International Day 14th March 2020: refreshments, DJ and dance group and printing	£1,300	£1,000

56. **LEAMINGTON IN BLOOM**

The Town Clerk reported that the Leamington in Bloom Group had met on 8th January and had considered the following items:-

The Primary School Art Competition is to be judged by the Learning and Engagement officer at the Art Gallery and Museum.

Floral Train project to be expanded to include Residential Care Homes

Eco Festival – 31st May – Promotional stall to be hosted

Re-wilding as an option for new cultivation to be discussed with District Council.

Planning for the tour by the judging Panel in July was now well underway.

RESOLVED that the Report is noted.

The meeting commenced at 6.00 pm and ended at 8.45 pm.

REPORT No 9

Warwick District Remembers
Royal Leamington Spa Town Council
Whitnash Town Council
VE VJ Commemorative Event

Friday 8th May – 12.00 'till 21.30

EVENT
MANAGEMENT
PLAN

Prepared by: Adrian Barton

Version: 1/2020

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Appendices

Change control record

Issue Number	Date	Changes Made
1	23/02/2019	New Issue
2	09/03/2020	Updated
3		
4		
5		
6		

1.0 INTRODUCTION

1.1 Background to the event

The event is aimed at residents of Leamington Spa and Whitnash, advertising of the event will be in these 2 towns and the surrounding areas. Attendance is free as the event will be sited at the Pump Room Gardens which is a public open space. The philosophy of the group is to host an event to which the whole community could attend free of charge.

1.2 Event Synopsis

The event is split into specific proceedings over the day –

12 Noon – Fun in the Pump Rooms

We will have various attractions on the Pump Rooms to include bouncy castles and childrens rides, various military vehicles, various info stands and displays, DDay exhibition and Anderson Shelter and a full size replica Spitfire

14.30 – Leamington at War Walk with Barrie Franklin

16.00 – Veterans Tent

There will be a Veterans tent where all serving and ex military personal are invited to share a cup of tea and a slice of cake, this will be by application so to 'keep an eye' on the numbers

17.00 – Concert

We have a number of acts from solo singers to choirs from a pipe and drum band to a brass band the concert will go thro to dusk presumed to be around 21.15. Residents will be invited to bring along a picnic and their own drink, soft and alcohol. Hot food and a Bar will be open during the event.

18.30 – Remembrance

During this part of the evening we will remember those who gave their lives from all sides of WW2 in the form of a Service of Remembrance and Wreath laying

19.15 – Concert resumes

21.15 (Dusk) – Fireworks

We will stage a firework display hopefully to music, the fireworks will be set off from the Jephsons, Subject to a suitable site in conjunction with WDC

21.30 – End of Event

In order to fund the event, Warwick District Remembers has applied for a number of grants from Leamington Town Council, Whitnash Town Council, WDC VE Fund and has a number of generous sponsors, various attractions and food outlets will pay a percentage of their takings. There is a licensed bar on the pump rooms and amenities such as toilets, hand washing area etc will be 'brought in', it is hoped that the Public W/C's by the police station will be kept open a little later than normal a 'place of safety' is located beside the stage in an emergency situation.

Entry to the event is free of charge.

First aid will be provided by Warwickshire Ambulance Association and stewarding is provided by volunteers and CJ Events.

1.3 Event Timetable

Thursday

- On Thursday the stage and community marquees will be set up and security will be in attendance late into the evening

Friday

- 08.00 Field Opens to allow access to stalls and attractions
- 12.00 Field opens to the general public
- 16.00 Veterans & VIP Tent till 17.00
- 17.00 Concert
- 18.30 Remembrance
- 19.15 Concert
- 21.15 End of concert
- 21.15 Fireworks

Pre-event activities

4 Weeks before

- Event posters erected

Post-event activities

Friday

- 21.30 till 24.00 Clear Site of all movable items

Saturday

- All Marquees excluding stage and cover to be removed, Heras fencing to be erected around Stage until Monday when it will be removed

2.0 EVENT MANAGEMENT

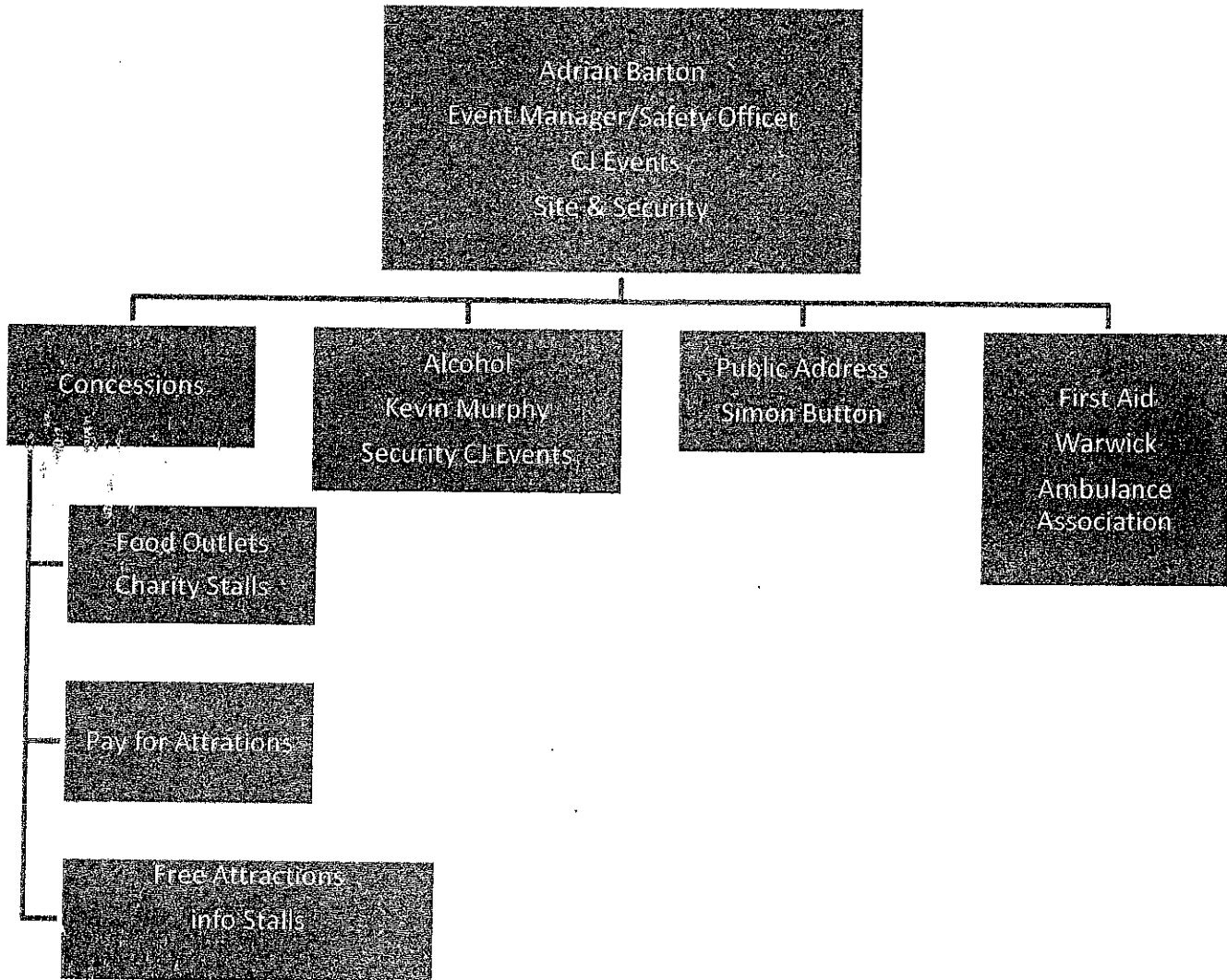
The event will be managed by event manager on site. The organisation chart in section 2.2 details the control hierarchy.

2.1 Event Safety Policy Statement

Appropriate arrangements shall be put in place to hold an event that is managed safely, with clear roles and responsibilities identified and communicated. An emergency plan will be drawn up and circulated to appropriate persons/organisations. The event shall be held in compliance with all current legislation. The event organisers will take all practical steps to ensure the health, safety and welfare of all volunteers, and event attendees, and any others potentially affected by the event, including emergency services personnel.

Appropriate public liability and employer will be in place.

2.2 Organisational Chart



Contact details for key personnel is included in section 4.4 Communication

2.3 Levels of Safety Responsibility

Safety responsibility shall correspond with the organisation chart in section 2.2.

2.4 Statement of Intent

The intention of the event is to provide free social event focused marking VE/VJ 75 Years on and entertainment to promote a good community spirit.

3.0 EVENT RISK ASSESSMENTS

Please refer to risk assessments.

3.2 Stewards Statement

- 2 CJ Stewards will carry out site access duties 9 till 12 and then will carry out site security and public info/helping/safety duties till 9.30
- 1 CJ Steward will supervise the public at the alcohol tent

3.3 Volunteer Stewards

- There will be a number of volunteer stewards who will supervise the Veterans tent and generally look after the well being of

3.2 Risk Assessment

See Appendices

4.0 SPECIFIC DETAILS OF THE EVENT

4.1. Venue

See attached diagram.

4.3 Audience Profile and Capacity

Attendance is aimed at residents of Leamington & Whitnash and not advertised further afield. This then reduces the number of attendees and also minimises the number of cars being brought to the local area as residents are encouraged to walk to the event.

Attendance is free as the event is held on public playing field owned by the District Council.

4.4 Communications

Contact details for key personnel

Name	Event Role	Mobile phone	E-mail (pre-event contact)
Adrian Barton	Event Manager, Electrical & overall Safety Officer	07855372323	warwickdistrictremembers@gmail.com
Simon Button	Site Public Address and Safety Officer	07810883802	sbuttonhole@ntlworld.com
Mike Cornes	First Aid		999wra@gmail.com
CJ Events	Site Access & Supervision		jamie@cjeventswarwickshire.co.uk

Name	Event Role	Mobile phone	E-mail (pre-event contact)
Cathy Herbert	Event Assistant - Veterans Tent Supervisor	07926584202	cathy.herbert@btinternet.com

4.5 Concessions

See above for list

4.6 Contractors

Linleigh Electrical for electrical requirements
WDC for Pre and Post Waste arrangements
Umbravilla for Marquee
G & R for scaffolded stage
C.J.'s for Site Security

4.7 Welfare arrangements

Toilets and Hand Wash available from hired in W/C'S and public conveniences

Drinks will available from the Coffee outlet and Bar – soft and alcoholic, the public are encouraged to Bring your own drinks and picnic

4.8 Fire Precautions

In the event of fire or other serious incident:

- Staff shall raise the alarm by reporting to the nearest steward who shall then relay the incident over the pa system
- The Safety Officer shall assume operational control until hand over to Warwickshire Police or Warwickshire Fire and Rescue Service.
- The Area by the Library will be used as a 'safe' area for those remaining on site and other attendees will be directed away from the venue via the nearest available access – 3 main routes available, York Road, Dormer Place Lane and The Parade for pedestrians. If emergency access is required these routes will be reduced to 2 so that Dormer Place is kept free from obstructions.
- All staff not directly responding to the incident shall muster at the pa system and await instruction.
- Fire Team Leader and Event Manager/Safety Officer all have individual authority for calling the emergency services if they believe it warranted. The Event Manager/Safety Officer shall be responsible for ensuring this has occurred.

Evacuation message:-

"Ladies and Gentlemen, due to unforeseen circumstances we will be evacuating this area. The stewards will direct you to your nearest exit route."

4.9 First Aid

Warwick Ambulance Association will be in attendance with a clearly identifiable first aid point and 'First Aid' Vest so that they are easily identifiable. This First Aiders hold a British Red Cross First Aid at Work Certificate and will carry a First Responder Kit. Additional First Aiders, qualified to General First Aid, will also be available at the event. Further First Aid Kits and a defibrillator are also available from the town hall

4.10 Firework Show

This will be staged and managed by Spitfire Pyrotechnics of Coventry, the display will originate from The Jephsons Gardens for all to observe from The Pump Room Gardens

4.11 Music levels etc.

There shall be no significant noise levels expected. A PA system will be available for announcements and to play music during the day.

4.12 Lost/Found/Vulnerable Persons.

Adrian Barton will act as lead in the event of Lost/Missing/Vulnerable situation.

• Lost & Found Persons/Vulnerable

Point of contact for Lost & Found persons will be the BBQ Tent which is located adjacent to the stage. The PA on the stage is to be used to make announcements throughout the event if required.

If a person is reported missing, Adrian Barton will be informed first via mobile – 07855372323 - then all steward's will be informed via radio and mobile communications.

Lost

If an adult comes to the lost/found/vulnerable area to report a missing person, the following procedure will take place:

1. The Steward will take a full description from the parent/guardian, including:
 - Person Details: Name, Age, Sex,
 - Person Description: Hair colour, Clothing;
 - Incident Details: Location last seen, Time last seen.
2. A note will be made of the name and address of the person reporting the lost person.
3. The Steward will then inform Adrian Barton first via mobile – 07855372323 - then send a radio/mobile message to all channels informing them of a lost person with their description, and to inform them immediately if they are approached or find the person. Police to be informed also after 10 mins.
4. If no information is received from this, then a PA announcement will be made on the stage at the earliest opportunity.
5. Once the person has been located, they will be taken to the lost / found person RVP to be reunited with their parent/guardian.
6. An information message across each mobile/radio channel should then be made to inform that the search is over and police informed after 10 mins if not already aware.

Found person with absent parent/guardian procedure.

1. The steward to whom the lost person is taken to should take them immediately to the lost/found person area.

2. The member of staff will then take a full description of the person, including (where possible):
 - Person Details: Name, Age, Sex,
 - Person Description: Hair colour, Clothing;
3. Ensure that there are more than two people around, and to only comfort the person as is necessary and in an appropriate manner according to their age and behaviour.
4. The Steward will inform Adrian Barton first via mobile – 07855372323 - then steward will then send a mobile/radio message to all channels informing them of a lost person with their description, and to inform them immediately if they are approached by anyone looking for their child and stating their description. Police are to be informed after 10mins.
5. If no information is received from this then a PA announcement will be made on the stage at the earliest opportunity.
6. Once the parent/guardian has been located, they will be taken to the lost / found person RVP to be reunited.

If after 10 minutes any issue has not been solved, the Police will be notified. Any children/adults showing reluctance to go with the parent/carer will be left with the Police to handle.

4.14 Severe/Extreme weather

In severe weather, the event shall be stood down. The decision to stand down the event or not, shall be made by the Event Manager/Safety Officer & Fire Team Leader with advice taken from the Fire Brigade where necessary.

4.15 Lighting

A small amount of portable lighting will be used at dusk but due to street lighting levels this will be only used to enhance overall lighting levels

5.0 SITE SAFETY PLAN

5.1 Site plan

See Appendix

5.2 Site Safety

A temporary stage is planned, Risk assessment attached.

The other safety rules are from the main event risk assessment. Key items listed:

- Parents/guardians responsible for supervision of children
- No unauthorised persons in arenas
- Event advertising focussed on the Leamington and Whitnash Towns.

6.0 CROWD MANAGEMENT PLAN

Previous experience at this type of event and in conjunction with WDC events team it is deemed that there is no need for crowd intervention as the event is spread over 9 hours and over a large open site

7.0 TRANSPORT MANAGEMENT PLAN

7.1 Parking arrangements

There will be only be 'on street' parking

7.2 Highway issues

Apart from access to the site for setting up and dismantling no highway issues are expected

8.0 EMERGENCY PLAN

8.1 Fire and explosion

Evacuation has been addressed above.

In the event of a fire this will be managed by the Fire Team leader and the Event Manager/Safety Officer.

The duties of stewards for the safety of the public are to move the public away from the hazard.

8.6 Lighting or power failures

This will not affect a day time event, in case this will be managed by on site Linleigh Electrical

9.0 Waste Management

Waste Bins will be provided by the Fun Day Committee and placed at strategic locations and the Bin Liners will be provided by WDC, These bin liners will be collected on Monday by WDC.

Appendix 1 -

Appendix 2 -

Appendix 3 - Entertainment Risk Assessments

Appendix 4 -

Appendix 5 - Temporary Event Notice

Appendix 6 - Site Plan

Appendix 7 -

Appendix 8 - Event Insurance

Appendix 9 - Stage/Field Risk Assessment

Appendix 10 - Street Trading Consent Form?

Appendix 11 - Food Outlets

Appendix 12 -

Appendix 13 -

Appendix 14 - Additional Information

**MINUTES OF THE MEETING OF THE BLUE PLAQUE GROUP
HELD ON 25th FEBRUARY 2020 AT THE TOWN HALL LEAMINGTON SPA**

Present: Lyn Buckle, Graham Cooper, Margaret Rushton, Robin Taylor
Cllr Jennifer McAllister and Robert Nash.

1. MINUTES

The Minutes of the meeting of the Blue Plaque Group held on 19th November 2019 were confirmed as a correct record.

2. POTENTIAL NEW PLAQUES

Eddie Hapgood - footballer of 44 Heath Terrace – nominated by Mayor Gifford.
Robert confirmed that the owner of 44 Heath Terrace had now confirmed that permission would be given for a plaque at this house. It was agreed that the plaque should be worded as follows:-

“Eddie Hapgood
1908-1973
England Footballer
Lived here”

Action: Robert N to prepare specification for circulation and approval.

Various new nominees discussed at the last meeting were considered and follow up actions agreed as follows:-

Group 1			
Name	Achievement	Address	Action
Mary Louise Vellacott 1863-1958	Suffragist	Langton House, 31 Leam Terrace	RN to write to owner. Suggested plaque wording:- “Prominent Suffragist lived here”
Margaret Mary Maitland Fowler	Philanthropist	21 Newbold Terrace or former Parthenon, Bath Street (now occupied by Iceland)	RN to contact landlord to obtain approval. If approval obtained suggested wording to be circulated. Should include red cross activity and refer to Blue café
(Victoria) Eleanor Louise Doorly 1880-1950	Author of Children's books	Lived at 43 St Mary's Crescent	RN to contact owner for approval. Jennifer to write to Kings High School to advise of decision and seek voluntary contribution to cost of plaque

Group 2			
Name	Achievement	Address	Action
Helen Brotherton 1914-2009	Conservationist	51 Binswood Avenue	Reply awaited from Dorset Wildlife Trust. Jennifer to pursue & report back
Marjorie Elizabeth Jane Chandler 1897-1983	Paleobotanist	14 Claremont Road	Details now held at Natural History Museum Jennifer to correspond and report back.
(Susan) Isabel Dacre	Artist	Had spent very little time in Leamington	This candidate had left Leamington at a very early age. Agreed that she be deleted from the list.
Group 3			
Name	Achievement	Address	Action
Nora Nicholson 1892-1973	Actress	42 Binswood Avenue	Person matching her name, age 11, found to be living at 42 Binswood Avenue on census. Jennifer to verify if family census details accord with her biography

3. CURRENT APPROVED LIST OF CANDIDATES

The list of approved candidates and possible candidates for consideration for plaques had been updated since the last meeting. As agreed earlier the name of Susan Isabel Dacre can now be deleted. **Action: Robert**

4. ANY OTHER BUSINESS

Paul Jennings (journalist/writer) – It was not considered a viable proposal at present.

Regarding "information" Plaques, in view of the impending anniversary celebrations for the end of World War II, it was agreed that initial inquiries should be made with Travel Lodge regarding a plaque at the Regent Hotel to commemorate the Camouflage Unit that had been based there during World War II.

Action: Robert

5. DATE OF NEXT MEETING

Wednesday 22nd April at 2.00 pm. at the Town Hall.

The meeting started at 2.00pm and ended at 2.50 pm.