



**THE TOWN COUNCIL
OF
ROYAL LEAMINGTON SPA**
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ROBERT NASH ACIS DMS
Clerk to the Town Council

28TH February 2013

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 7TH MARCH 2013 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.

Cllrs J. Knight and A. Morrison (substituting)

Mr J. Mather and Mr M. Crawshaw (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**
(I) **Conference Proposal**
To consider and approve the Recommendations of the meeting of the Twinning Group held on 14th February 2013 (Report No.4)

(ii) Other Twinning matters

Members of Leamington Twinning Society are in attendance for these items.

5. MINUTES

To approve and sign as a correct record the Minutes of the Meeting of the Cultural and Community Committee held on 8th January 2013 (Report No. 5)

6. MATTERS ARISING FROM THE MINUTES

7. GUIDED WALKS 2013

To consider the attached Report (Report No. 7)

8. BLUE PLAQUES

Town Clerk to report orally on the priorities for Blue Plaques for 2013 approved by the Blue Plaque Group

9. COMMUNITY GRANT FUND

(i) To consider applications for assistance from within the Community Grant Fund and the future application process (Report No. 9)

(ii) Grant Awards 2012

To consider feedback from grant applications approved in 2012.

MINUTES OF A MEETING OF THE TWINNING WORKING GROUP HELD ON 14TH FEBRUARY 2013 AT THE TOWN HALL LEAMINGTON SPA

Present: Councillors Judith Clarke, Roger Copping and Amanda Stevens. Mr J. Mather (Leamington International Twinning Society).

An apology for absence was received from Councillor Sue Ingleby.

3. MINUTES

RESOLVED that the Minutes of the Meeting of the Twinning Working Group held on 3RD July, 2012 are confirmed and signed as a correct record.

4. TOWN TWINNING CONFERENCES

The Working Group was advised that since the last meeting the Town Council had been informed that the application by Bruhl Twinning Association to the European Union for funding for a programme of Conferences had been unsuccessful. However, the communication from Bruhl had indicated that the application would be resubmitted in revised format with a view to securing some funding for a single Conference to coincide with the planned visit to Bruhl in October 2013. This was also the occasion of the 40th Anniversary of the signing of the Twinning Agreement between the two Towns. At this stage it was not clear how much funding might be secured in the event of a successful bid. However the Conference programme proposed by Bruhl was demanding and entailed several workshops over a two day period. It was highly improbable that the Town Council and LITS would be able to generate the resources necessary to achieve a display programme such as that envisaged by Bruhl Twinning Association.

It was conceded that the revised bid composed by Bruhl had been designed to attract European funding. Nevertheless it was considered to relate to many issues which though of importance in Europe were of limited relevance to most community and voluntary groups and members of LITS. As the stage of preparing for the exchange visit to Bruhl over the period 3rd-7th October was close to hand, it was agreed that it was important to begin considering the precise level of input that could be realistically anticipated from Leamington.

The Town Clerk circulated a schedule indicating the response from various community and voluntary organisations to the invitation sent in August 2012 to participate in the roundtable Conferences, as originally planned. The Working Group agreed that the interest shown by several groups should be followed up with a further letter announcing the Anniversary celebrations at Bruhl in October, 2013 and inviting possible participation.

RESOLVED to Recommend the Cultural and Community Committee

(i) that the Bruhl Twinning Association is advised of the support of the Town Council and LITS for the celebrations connected with the 40th Anniversary of the signing of the Town Twinning Agreements;

(ii) that Bruhl Twinning Association is advised that the Town will be unable to participate in the planned workshop activity scheduled for 4th October, 2013;

(iii) that a party from Leamington will attend the Anniversary Twinning celebrations and associated events over the period 3rd-7th October, 2013

(iii) that an invitation is extended to those community and voluntary groups, having previously expressed an interest in Twinning exchanges, to join the Town delegation visiting Bruhl.

5. OTHER TWINNING MATTERS

John Mather reported that the visit to Heemstede taking place over the period 18th-22nd April was presently undersubscribed and as a result coach hire was unviable. Unless more people expressed an interest, it was likely that the trip would be made by air and the length of visit curtailed to the week-end.

The inward visit from Sceaux had now been confirmed for the period 14th-18th June. Further potential hosts would be welcome as to date LITS had only 15 confirmed offers from Members.

The meeting commenced at 6.30 pm and ended at 7.35 pm.

MINUTES OF A MEETING OF THE CULTURAL AND COMMUNITY COMMITTEE HELD ON 8TH JANUARY 2013

Present: Councillors J. Clarke (Chairman) R. Copping, G. Dulay, S.Ingleby, Y.Moore, M.Singh, and A. Stevens.

Also present: Mr M. Crawshaw, (Leamington International Twinning Society)

Apologies for absence were received from Councillor S.Lytton, and Mr J. Mather (Leamington International Twinning Society)

40. TOWN TWINNING MATTERS

Consideration was given to a Report (Report No. 4) concerning the progress of an application to the European Union for financial assistance in connection with the programme of Twinning Conferences to be held over the period 2013-14.

It was noted that the application had been initially rejected by the Europe for Citizens programme, though unsuccessful applicants had been invited to re-submit their application which would be reconsidered in February and a further announcement made in June. It appeared highly improbable therefore that the project would now proceed but preparations would continue in Bruhl for the celebratory events to mark the 40th Anniversary of the twinning of the two Towns to be held between 30th September and 7th October 2013. The Committee was recommended to make provision within the budget of £3,000 to help meet the costs associated with transporting a delegation to Bruhl, having regard to the objective of the Conference proposal to broaden twinning visits to include persons from community, sporting, educational and cultural organisations based in Leamington Spa. A schedule of organisations that had responded to an initial invitation to take part in the Twinning Conferences was attached to the Report.

Some concern was expressed that providing financial assistance to individuals to participate in twinning exchanges was not an appropriate use of Council funds. The Town Clerk advised that at present the Town Council provided no significant funding for twinning, other than the annual grant to Leamington Twinning Society which was used entirely to provide Civic receptions for delegations visiting Leamington from overseas. These events were arranged by LITS on the Town Council's behalf. Authority to promote exchange visits to the area was provided for under the Local Government Act 1972.

RESOLVED

(i) to recommend Council that a provision of £3,000 is included in the budget for 2013/14 to meet costs associated with a delegation attending the 40th Anniversary of the twinning of Bruhl and Royal Leamington Spa.

(ii) further consideration is given to the possible participation of community organisations in the 40th Anniversary celebrations at Bruhl between 30th September and 7th October 2013.

41. **MINUTES**

RESOLVED that the Minutes of the Meeting of the Cultural and Community Committee held on 15th November 2012 are confirmed and signed as a correct record.

42. **MATTERS ARISING FROM THE MINUTES**

(a) **Town Twinning**

Councillor Dulay advised that no interest had been shown by the Governors of Champion School in participating in a school exchange with one of the Twin Towns.

RESOLVED that no further action is taken.

(b) **Christchurch Gardens Planting Scheme**

The Town Clerk reported that the District Council had carried out the planting of some 16,000 bulbs alongside the Clarendon Avenue elevation of the Gardens. This had been undertaken by employees of the District Council, contractors and volunteers who had responded to the invitation to participate in a community planting exercise. The cost of the exercise was contained within the £2220 granted by the Town Council. The remainder of the area could be planted in similar fashion next autumn subject to available funding.

RESOLVED that the District Council is thanked for concluding the project satisfactorily and involving volunteer contribution in the planting exercise.

(c) **Trees**

The Town Clerk reported the response of the Green Space Manager to the suggestion that some trees be planted at Villiers Street. He had agreed that the area could potentially benefit from planting several trees and accordingly had approached the County Highway Department to establish the proximity of underground services. The proposal would therefore need to be deferred until the 2013 planting season.

RESOLVED that the report is noted and the location of Villiers Street added to the list of possible planting locations for 2013/14.

43. **ERECTION OF AUTOMATED EXTERNAL DEFIBRILLATOR AT TOWN HALL**

The Town Clerk reported that listed building consent had now been granted to allow the Town Council to erect the Defibrillator on an external wall of the Town Hall.

An order for the device would be placed within the next week and arrangements made for the erection of the cabinet on the exterior of the building.

It was confirmed that a formal unveiling would take place and details circulated to the Press and local business.

RESOLVED that the Report is noted and details of arrangements for the public acknowledgement of the project are circulated to the Press, public and business community in due course.

44. **COMMUNITY GRANT FUND**

The Town Clerk advised that the opportunity for applicants to bid to the Community Grant Fund had been publicised and that the closing date was 11th February 2013. It was noted that the remaining funding to be disbursed in 2012/13 was £6,530. Interest had been expressed by three potential applicants to date.

Councillor Copping referred to interest by the organisers of the Lillington Fun Day which had been supported in the current financial year with a grant of £500 for activities associated with the Royal Jubilee. It was hoped to repeat the occasion in 2013 and an inquiry had been made for further funding. It was agreed that an application from the organisers would be entertained.

Discussion took place on the timetable for consideration of applications to the Community Grant Fund in the new financial year. It was felt that there were benefits to dividing the budget into two tranches and considering applications on two separate dates during the year.

RESOLVED that consideration is given at the next meeting to the process and timetable for considering applications to the Community Grant Fund during 2013/14.

The meeting commenced at 6.30 pm and ended at 7.30 pm.

REPORT TO A MEETING OF THE CULTURAL AND COMMUNITY COMMITTEE TO BE HELD ON 7TH MARCH 2013

GUIDED WALKS 2013

1. PURPOSE OF REPORT

- 1.1 To seek approval for arrangements for the delivery of a programme of guided walks in Leamington during 2013.

2. BACKGROUND

- 2.1 The provision of guided walks in Leamington Spa has over many years been delivered through a group of volunteers – the Guild of Guides. Until 2009, the programme was supported by Warwick District Council which undertook to provide administrative support, marketing and promotion of the programme.
- 2.2 In 2009 the Town Council was asked to accommodate the role previously undertaken by the District Council and this new arrangement has existed until 2012. It will be appreciated that the delivery of guided walks around the Town relies overwhelmingly on the services of the volunteer guides.
- 2.3 In previous years, the programme had operated from the middle of the month of June until the end of the month of August. Individual walks have been conducted by a single guide on most weekday evenings which places a heavy commitment upon the volunteers. For example, in 2010 a total of 70 walks were delivered by 9 guides over the 12 week period. Members of the public wishing to participate in a walk could do so by simply arriving at the starting point prior to the commencement of each walk. No prior booking has been required.
- 2.4 In 2012, it was no longer possible to sustain a programme on this basis and as a consequence no guided walks took place. This was principally due to the retirement of two of the volunteers and the unavailability of a third volunteer for almost the entire period. The Cultural and Community Committee expressed its continued support for some form of guided walk programme and suggested that alternative options are considered.

3. LEAMINGTON HISTORY GROUP

- 3.1 In response to an invitation to local groups with an interest in assisting a future walk programme, Leamington History Group has indicated its willingness to assume responsibility for the recruitment and management of the Guides in return for the Town Council providing modest financial support for publicity and promotion of the walk programme.
- 3.2 The History Group has over 100 Members and is confident that it can recruit sufficient numbers of volunteers to operate a viable programme over the forthcoming

summer period. This partnership would ensure that the most is made of the available resource and bring additional benefits to the programme. For example:-

Leamington History Group provides:-

Access to expertise to help produce new literature and inform the walk itinerary
Access to the South Lodge building at Jephson Gardens for the provision of display information and the serving of refreshments
Extensive membership to help recruit and sustain the volunteer base
Consistent approach to the delivery of the walk programme.

Town Council provides:-

Administrative support, including an initial point of contact for bookings
Source of funding for the printing of leaflets, promotion and advertising the programme
An internet presence via the Council's website

- 3.3 It is anticipated that the programme could be more flexible with regard to the days of the week and the times of the day when a greater number of people are in the Town. A pre-booking system would facilitate a closer matching of demand to the available resource than has been the case in the past.
- 3.4 The existing volunteers who have helped deliver the walks over recent years have been advised of the discussion with the Leamington History Group and invited to take part in the revised programme for 2013. In expectation that the programme would need some additional financial resources, the budget for the Guided Walks in 2013 was increased by the Town Council to £500.

4. RECOMMENDATION

- 4.1 Guided walks undertaken by the Guild of Guides in Leamington were abandoned in 2012 due to the absence of sufficient volunteers to deliver a coherent programme. In addition, the programme has followed a very similar pattern over many years and is therefore in need of a review and the application of a fresh approach.
- 4.2 The proposal by the Leamington History Group provides an opportunity to bring a new perspective to the programme and an opportunity to recruit new volunteers with the requisite knowledge and expertise. The Town Council would continue to provide essential administrative and financial support to help sustain the programme over future years. Reports to this Committee would continue to be submitted at the start and conclusion of each year.
- 4.3 The Committee is recommended to accept the offer of support from Leamington History Group to manage and deliver the Guided Walks programme in 2013, subject to the Town Council providing appropriate financial and administrative support.

REPORT TO A MEETING OF THE CULTURAL AND COMMUNITY COMMITTEE TO BE HELD ON 7TH MARCH 2013

COMMUNITY GRANT FUND

1. PURPOSE OF THE REPORT

To consider applications for financial assistance from the Community Grant Fund.

2. COMMUNITY GRANT FUND 2012/13

- 2.1 The Committee will recall that the Community Grant Fund has traditionally been awarded in a single tranche in November each year. At the meeting of the Committee on 15th November applications totalling the sum of £35,470 were awarded. This left a balance of £6530 to be allocated.
- 2.2 It was agreed at the meeting that the remaining balance would be re-advertised and any further applications considered prior to the end of the current financial year. This report details the response to the latest application round.
- 2.3 As in previous application rounds, each application has been assessed and detailed financial information obtained. A file containing all the application papers has been placed on deposit at the Town Hall and Members of the Committee invited to review the documentation prior to the Meeting.
- 2.4 The applications are summarised at Appendix 1. A rating matrix has also been applied which reflects the degree to which each application conforms to the criteria adopted by the Committee. This is a helpful addition to the assessment process but each application will need to be considered on its individual merit.
- 2.5 The applications submitted total **£16020** and the remaining budget is **£6530**.
- 2.6 The Committee is requested to consider the applications and agree a disbursement of the remaining funding.

3. FUTURE COMMUNITY GRANT FUND TIMETABLE

- 3.1 At the meeting on 8th January, it was agreed that consideration is given at the next meeting to the process and timetable for considering applications to the Community Grant Fund in 2013/14.
- 3.2 The Committee's preference was to move to a two tranche process whereby applications can be considered twice a year instead of the present annual system. If this system were to be adopted it is suggested that the available funding is split equally between the two application cycles. The Committee may wish to consider if applications that are rejected in round one can apply again in round two since this may result in a proportionally greater number of applications later in the year.

- 3.3 If a two tranche process is preferred, it is suggested that the deadlines for application are set during August and January. This will allow sufficient time to publicise the availability of funding and permit applicants time to submit their bids.
- 3.4 The views of the Committee are requested.

No.	Applicant	Organisation	Address	Project Title	Amount Requested	Previous Awards	Deprivation/Inclusion Max 3)	Public Involvement/Community Benefit Max 3)	Sustainability (Max 2)	Partnership/match Funding (max 1)	Total
1	Jenny St John	Heritage Matters	10 Eborall Close, Woodloes Park, Warwick CV34 5QA	Leamington Looks Back	£2,000	£2,000 - 2011 Application rejected in October 2012	1	2	0	1	4
2	John Butler	LCFD 2013 Organising Group	10 Queens Close, Kenilworth CV8 1JR	Lillington Community Fun Day 2013	£800	Received grant of £500 for 2012 event from Jubilee budget	2	2	0	1	5
3	Carole Sleight	Arts Trail	26 Beauchamp Avenue, CV32 5TA	Art Trail Workshops and Mentoring Project	£1,900		0	1	0	0	1
4	Helen Smith	WCVYS	Elizabeth House, Church Street, SonA CV37 6HX	Young Leaders' Residential	£900		1	1	0	1	3
5	Sybil Roberson	The Chain	89 Crown Way, Lillington, CV32 7SH	Lillington Arty Folk	£1,200	£2000- 2011 £2000 - 2012	2	2	0	0	4
6	Jan Thomas	Leamington Netball Club	Kenilworth Rd, CV32 7RG	The Hub	2,000.00		1	2	0	1	4
7	D S Randhawa	Asian Elderly Men's Club	17 A/B Queensway CV31 3LZ	Refurbishment of kitchen & Toilets	£2,050	£800 - 2007 ; £1,500 - 2010; £500 - 2011					
8	Pam Nagi	Elderly Women's Group	Sikh Cultural & Sports Community Centre 17 A/B Queensway CV31 3LZ	Community Vaisakhi Celebration with Healthy Eating & Keeping Fit workshops	£2,000	£1,500 - 2007 £1250 - 2008 £1000 - 2009 £1,000 - 2010	2	2	0	1	5
9	Kristie Naimo	ARC CIC	122 Brunswick Street CV31 2EN	Creating a Pond in Foundry Wood	£1,350	Application rejected in October 2012	1	2	2	1	6
10	Maddy Kerr	Heartbreak productions	North Hall Spencer Yard CV32 3SY	Community Workshops	£1,820	£2000 - 2007 £1023 - 2008 £1000 - 2009 £1500 - 2010 £1751 - 2011	2	2	0	0	4
				Total	£16,020	Grant Fund available £6530					

