



ROBERT NASH ACIS DMS
Clerk to the Town Council

THE TOWN COUNCIL
OF
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29th November, 2019

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 5th DECEMBER, 2019 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.

Mr J. Mather (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. TREE RENEWAL AND MAINTENANCE
To consider progress relating to tree maintenance and renewal. An Officer from the Forestry team of Warwickshire County Council will be in attendance.
6. MINUTES
To approve and sign as a correct record the Minutes of the Meeting of the Cultural and Community Committee held on 7th November, 2019 (Report No.6)
7. MATTERS ARISING FROM THE MINUTES
Summer Band Concerts
Town Clerk to report on correspondence with Warwick District Council.
8. COMMUNITY GRANT FUND
To consider revision of the criteria for the Community Grant Fund (Report No.8)
9. HISTORIC WALKING TOURS OF LEAMINGTON SPA 2019
To consider the attached Report (Report No 9)
10. BLUE PLAQUES
To consider the attached Minutes of the meeting held on 19th November (Report No 10)
11. LEAMINGTON IN BLOOM
To consider any matters arising from the meeting held on 4th December.
Town Clerk to report orally.

MINUTES OF A MEETING OF THE CULTURAL AND COMMUNITY COMMITTEE HELD ON 7th NOVEMBER, 2019 AT THE TOWN HALL, PARADE, LEAMINGTON SPA

Present: Councillors David Brunson (Chair), Navdeep Atwal, Julija Boulton, Will Bryce, Amy Evans, Jennifer McAllister, Louisa Radice and Amanda Stevens.

Margaret Begg (Leamington International Twinning Society)

28. **ELECTION OF CHAIRMAN**

Nominations were invited for Chair of the Cultural and Community Committee following the resignation of the previous Chair Cllr Calver. Councillor Brunson and Cllr Boulton were nominated as Chair of the Committee for the remainder of the year 2019/20 and, on being put to the vote, it was

RESOLVED that Councillor Brunson is elected Chair of the Cultural and Community Committee for the remainder of the year 2019/20.

29. **DECLARATIONS OF INTEREST**

Councillor Stevens declared a non-pecuniary interest in Town Twinning as a member of the Leamington International Twinning Society.

30. **PUBLIC FORUM**

No representations were made.

31. **TOWN TWINNING MATTERS**

Margaret Begg referred to the successful 50th Anniversary celebrations of the Twinning Agreement with Sceaux which had been formally recognised during the visit to Leamington over the period 18th – 21st October. She thanked the Town Council of its support in helping to ensure that the renewal ceremony on 19th October was a success and for the grant assistance provided for the Firework display at the civic dinner on 20th October.

The date of the return visit to Sceaux in 2020 was at present unknown. An additional visit was now being planned to Bruhl in February to coincide with the Bruhl Carnival. It was intended to use the occasion to host a football tournament involving teams from all three Towns. Councillor Atwal volunteered to speak with Khalsa Football Club to determine possible interest. The Bruhl Twinning Society would also be arranging a visit to Leamington in October.

The Committee congratulated the Members of LITS on a most successful programme of activities to mark the anniversary of twinning with Sceaux and particularly commended the work undertaken by Sue Staddon.

RESOLVED that the Report is received.

Margaret Begg thanked the Committee for its support and then left the meeting.

32. **MINUTES**

RESOLVED that the Minutes of the Meeting of the Cultural and Community Committee held on 3RD October, 2019 are confirmed and signed as a correct record.

33. **COMMUNITY GRANT FUND**

The Town Clerk explained that the Council's Community Grant Fund had operated successfully over many years. The fund was invariably over- subscribed and was now a known source of grant income for many of the Town's community and voluntary groups.

Applicants to the fund need to satisfy specified criterion which was set out in the application form, a copy of which had been circulated (Report No.7). The Town Clerk suggested that as the criteria had not been reviewed for several years, it was now opportune to do so.

The Council's Climate Change Task and Finish Group had agreed to refer to this Committee consideration of energy efficiency measures and proposals to reduce carbon output in the grant criteria.

During discussion, it was suggested that the following references in the application form needed to be re-worded and clarified:-

- Applications should normally be for "one –off " projects. This was considered to be confusing and implied that applicants could not submit a bid for a project that was similar to one funded previously. As the Committee considered applications for events that were almost identical to those assisted in previous years, it was agreed that the phrasing of this condition should be reviewed.
- Providing lasting benefit to current and future residents. This wording was considered unnecessary
- Applicants should be advised that no retrospective applications will be considered
- The dates on which applications will be considered by the Committee should be part of the application form and publicised.

RESOLVED that a further Report is considered taking account of the revisions agreed by the Committee, including provision for considering applications that address energy efficiency and reductions in carbon output

34. **BUDGET 2020/21**

Consideration was given to a report, (Report 8) in which the Committee was advised of the anticipated expenditure in relation to those areas of the budget for which it was responsible.

The current budget for Community Grants was £45,000. This had remained constant over many years and therefore a potential increase in the budget may be justified. It was felt that a proposal to increase the budget should be assessed in relation to the number of applications over a three year period and the funding awarded.

The budget for tree planting and maintenance was discussed and, whilst this was a project that had delivered considerable benefits in recent years, it was important that the Committee received timely information in order to prioritise where the funding is allocated. The Town Clerk also advised that in relation to Summer Band Concerts at Jephson Gardens, Warwick District Council had not responded to requests for assurances on how this funding had been used in 2019 and therefore the budget should be withdrawn.

RESOLVED

- (i) that the Community Grant budget is further considered by the Policy and Resources Committee having regard to the record of applications for Community Grants over the last three years;
- (ii) that the provision for summer band concerts is reviewed following a response from Warwick District Council;
- (iii) that tree planting and maintenance is considered following submission of a report by Warwickshire County Council on priorities for 2019/20; and
- (iv) the remaining budget proposals for 2020/21, set out in Report No. 8, are recommended to the Policy and Resources Committee.

35. **TREE REPLACEMENT AND RENEWAL**

Consideration was given to a schedule of possible locations for the planting of trees in Leamington (Report No.9).

The Town Clerk reported that the schedule comprised some locations that had been requested by Town Councillors and others that were suggestions put forward by the Arboriculture Area Manager, Warwickshire County Council. Following the last meeting, the Manager had been invited to attend this meeting but had been unable to do so.

The Committee expressed concern that it was not possible from the information provided to draw up a list of priority locations for this work. It was also suggested that a map detailing the locations where the Council's support for tree maintenance was being spent should be obtained for the next meeting.

Councillor Atwal also raised the issue of trees overgrowing properties at Curzon Grove which had been raised on previous occasions.

RESOLVED

(i) that the Arboriculture Area Manager is requested to attend the next meeting with details of proposed tree planting locations to enable the Committee to develop a list of priority sites;

(ii) that a map illustrating the programme of work undertaken in maintaining street trees in Leamington Spa over the period of the last 12 months is provided; and

(iii) a further request is made to Warwickshire County Council to arrange a site visit at Curzon Grove to investigate and resolve complaints about trees overgrowing residential properties.

The meeting commenced at 6.00 pm and ended at 7.45 pm.

REPORT TO A MEETING OF THE CULTURAL AND COMMUNITY COMMITTEE TO BE HELD ON 5TH DECEMBER 2019

COMMUNITY GRANT FUND

1. **PURPOSE OF THE REPORT**

- 1.1 To enable the Committee to complete a review of the Community Grant Fund, specifically the criteria used to award grants.

2. **INTRODUCTION**

- 2.1 At the last meeting, consideration was given to the current criteria applying to applicants seeking assistance from the Community Grant Fund.

- 2.2 The Committee considered a number of areas of the application form and the following changes were agreed:

- Applications should normally be for "one –off" projects. This was considered to be confusing and implied that applicants could not submit a bid for a project that was similar to one funded previously. As the Committee considered applications for events that were almost identical to those assisted in previous years, it was agreed that the phrasing of this condition should be reviewed.
- Providing lasting benefit to current and future residents. This wording was considered unnecessary
- Applicants should be advised that no retrospective applications will be considered
- The dates on which applications will be considered by the Committee should be part of the application form and publicised.
- provision should be made for applications that address energy efficiency and reductions in carbon output

- 2.3 The relevant sections of the Community Grant Application have been revisited and amended taking account of the above observations. This is set out in Appendix to the Report.

- 2.4 The inclusion of the dates for determination of applications will need to be amended to take account of the agreed Calendar of meetings for 2020/21.

3. **RECOMMENDATION**

- 3.1 The Committee is recommended to approve the suggested changes to the application procedure for Community Grants as set out in the Appendix to the Report.

Appendix

COMMUNITY GRANT APPLICATION NOTES

The Community Grant Fund has been established as a means of helping Community and Voluntary groups with projects that are of benefit to the wider community. It will contribute to the Town Council's objective of involving community representatives in identifying local needs and facilitate collaboration between the Council and partner organisations.

Applications will need to satisfy the following conditions to be considered for a grant:

- (1) Bids should be made for projects which will be of benefit to the whole community or a specific group whose principal objectives are not those of a single individual. Applications will not be entertained where the benefit is to a single individual.
- (2) The project should be of benefit to a significant number of persons living within the Parish of Royal Leamington Spa. If you are unsure of the boundary of the Parish, please contact us for further guidance.
- (3) Applications should normally be for ~~one-off projects and usually for sums up to and including~~ £2,000 maximum. ~~Applications will be considered for On-going revenue funding subject to the applicant indicating the time frame over which this funding will be used and identifying how the service will be sustained in the long term after the Council Grant has been exhausted. will be considered exceptionally where an organisation offers a range of services over successive years.~~
- (4) Where a project or scheme is subject to applications to other funding sources (lottery fund, other local authority etc), applications will need to be supported with appropriate details of such other potential funders.
- (5) Projects should lie outside the responsibility of any single agency or service. They will not be funded if they are eligible for funding through conventional statutory means, unless there is matched funding or an agreement with other agencies to meet on-going costs after the initial contribution from the Town Council. Where this is the case, applications should be supported with details of the third party funding.
- (6) Applications must be supported with the audited accounts of the relevant organisation for a period of two financial years prior to the date of application, and indicate expenditure, income, assets and liabilities, together with funding obtained from other Public Bodies, if appropriate. Additionally, your application should be supported with a breakdown of the proposed expenditure and, for items in excess of £250, a minimum of two quotations must be provided.
- (7) Start-up organisations will be eligible to apply to the fund, subject to such applications being supported by bank statements and evidence that they are formally constituted and financially accountable.

- (8) Applications must be submitted in advance of the project to which funding is to be applied. The Council will not consider retrospective applications.
- (9) Applications must be made in the name of the organisation to which the agreed project funding is to be granted and be supported by those persons authorised for such purposes in the relevant Constitution and/or Articles of Association of the organisation concerned.
- (10) Applications will be considered only from “not for profit” organisations.
- (11) Applications must be made on the relevant application form and must be supported by appropriate documentation.
- (12) Applications will be evaluated according to a number of criteria:
- Reducing social inequality or specific disadvantage
 - Promoting health and wellbeing
 - Addressing unemployment and providing opportunities for skills development
 - Providing positive activities for young people
 - Promoting community spirit and cohesion
 - Partnership working to maximize reach and effect of project
 - Enhancing or protecting the natural or built environments
 - Promoting equality and diversity across Leamington
 - Supporting arts and cultural opportunities
 - Addressing climate change through measures as reducing carbon emissions and projects which provide for environmental sustainability
 - Providing lasting benefit to current and future residents of Leamington
- (12) The Grant Fund does not support applications that promote or encourage any political or religious belief.

Applications will be assessed according to how they satisfy the above criteria. Few applications will meet all these but those that are likely to be successful will demonstrate a commitment to a number of these factors.

Successful applicants will be expected to provide the Council with an assessment of the project subsequent to its implementation. This can be in the form of a written assessment or individual feedback to the Cultural and Community Committee at one of its Meetings.

The Community Grant Fund is divided into three bidding rounds – May, August and December. You can only bid to one of these rounds of funding within one financial year. The closing dates for this year’s bidding rounds are:-

Closing date for Applications	Date of Council decision
18 th May 2020	To be determined
17 th August 2020	To be determined
14 th December 2020	To be determined

Further advice on the application process can be obtained from the Democratic Support Officer (email admin@leamingtonspatowncouncil.gov.uk)

Report to Leamington Town Council Cultural and Community Committee and Leamington History Group Committee

Guild of Guides **Historic Walking Tours of Leamington Spa 2019**

Synopsis

This report gives the background to the walks, describes the walking tours of Leamington for 2019, outlines the number of volunteer guides, number of walkers and then makes recommendations for 2020.

Background

Historic walking tours of Leamington have been provided free of charge to local people and visitors for thirty years. The Guild of Guides, consisting of volunteer guides, provides the service. They were managed by the District Council for many years and, latterly, by the Leamington Town Council. The walks usually run from June to September each year, taking place Tuesday afternoons and Wednesday evenings during the week, lasting around one and a half hours. In September only afternoon walks were carried out.

In 2013 an initiative between the Leamington Town Council and the Leamington History Group led to the Cultural and Community Committee of the Town Council agreeing to the History Group taking over the management of the Guild of Guides. The Town Council would provide financial and administrative support to the scheme

The Guides 2019

We had a total of 11 guides for 2019. Four of the guides were new recruits and had no previous experience. Two of our regular guides decided to retire. The guides were willing to give up their time voluntarily and it does them great credit that that were willing to devote their time to telling the history of Leamington Spa to both locals and visitors alike.

The Walks 2019

As stated previously, the walks were arranged on Tuesdays and Wednesdays. They commenced at 2.30 pm on Tuesdays and 7pm on Wednesdays except for September when all walks were carried out at 2.30 pm.

The walks started on Tuesday 18 June and finished on Wednesday 11 September. We were grateful to the Mayor of Leamington, Cllr Bill Gifford, for opening the walks programme on 18th June.

In total, 26 free guided walks were carried out – the same number as last year. For Heritage Week two free guided walks were also carried out offering an interesting tour of Brunswick Cemetery

In addition, booked private walks consisting of 89 people in total, were carried out between July and October 2019.

The Guild of Guides was also pleased to support the Mayor's Charity Walk in July 2019. This turned out to be a very successful event when 40 guests enjoyed a pleasant stroll around North East Leamington.

Advertised free walks

Month	Number of walkers	Number of walks
June	50	4
July	234	10
August	196	8
September	84	4
TOTAL	564	26

Summary of free walks

Number of walks in 2019 = 26

Total number of walkers in 2019 = 564

Rounded average number of people per walk in 2019 = 22

This figure is **decrease** of **28** from last year when we had a record number of walkers.

Summary of other walks

Booked walks - Six walks were booked bringing in **89** people

Mayors Charity Walk - This walk was supported by **40** guests.

Cemetery Walks – Over the two walks **54** people visited the cemetery

The Grand Total for 2019 comes to 747 walkers over 35 walks

The walks programme for 2019 almost matched that of 2018 showing a slight decrease of 28 in numbers overall. This is a remarkable achievement considering the 2018 season was the most successful we had ever had at that time and we had reduced the publicity for the 2019 season.

We are therefore most grateful for the help, assistance and sponsorship offered by the Town Council in enabling such a successful 2019 season.

It was also pleasing to note that the ratio between locals and visitors was about 3 to 1, which means we were able to attract numbers of both local residents and visitors, although the local walkers were predominant. Also the numbers of younger people has continued to increase. In fact the age range spanned 3 years to 90 years!

Concerns

Despite the success of the walks, the actual numbers of walkers proved a real challenge to the guides. It is reasonable, as a volunteer guide, to manage a group of about twenty walkers. Health and Safety considerations are an issue as well as the possibility of using more than one guide on each walk. A more detailed analysis of the walks showed that over the 26 walks, 8 walks were over or close to 30 walkers with the maximum being 35.

This year, as last, we attempted to restrict the numbers to 20 per walk by advertising this on all our publicity material. However, this proved unsuccessful in quite a number of walks and the guides were reluctant to turn people away. We also reduced the level of advertising and confined our advertising fliers to the Visitor Centre only. The possibility of charging for walks was considered but rejected on administrative and historical grounds.

The Visitor centre in the Pump Rooms has been extremely supportive to the walks programme allowing our banner to be displayed and advising visitors about our free walks programme.

The Chair of the Leamington History Group, Barry Franklin, accompanied by myself, provided the extra cover for the walks as necessary. Although this was very time consuming we felt it important to support the guides and to ensure they could manage the larger groups. I am very grateful to Barry for his help and support during the season. I am also grateful for the support of the Leamington History Group Committee.

Conclusion

The partnership between Leamington Town Council and the Leamington History Group has once again proved to be extremely successful in promoting historic Leamington as a valued part of Warwickshire's past. Despite not being involved in "Shakespeare's Warwickshire" these tours have given many people, both tourists and visitors alike, a valuable insight into Leamington as an 19th century spa town.

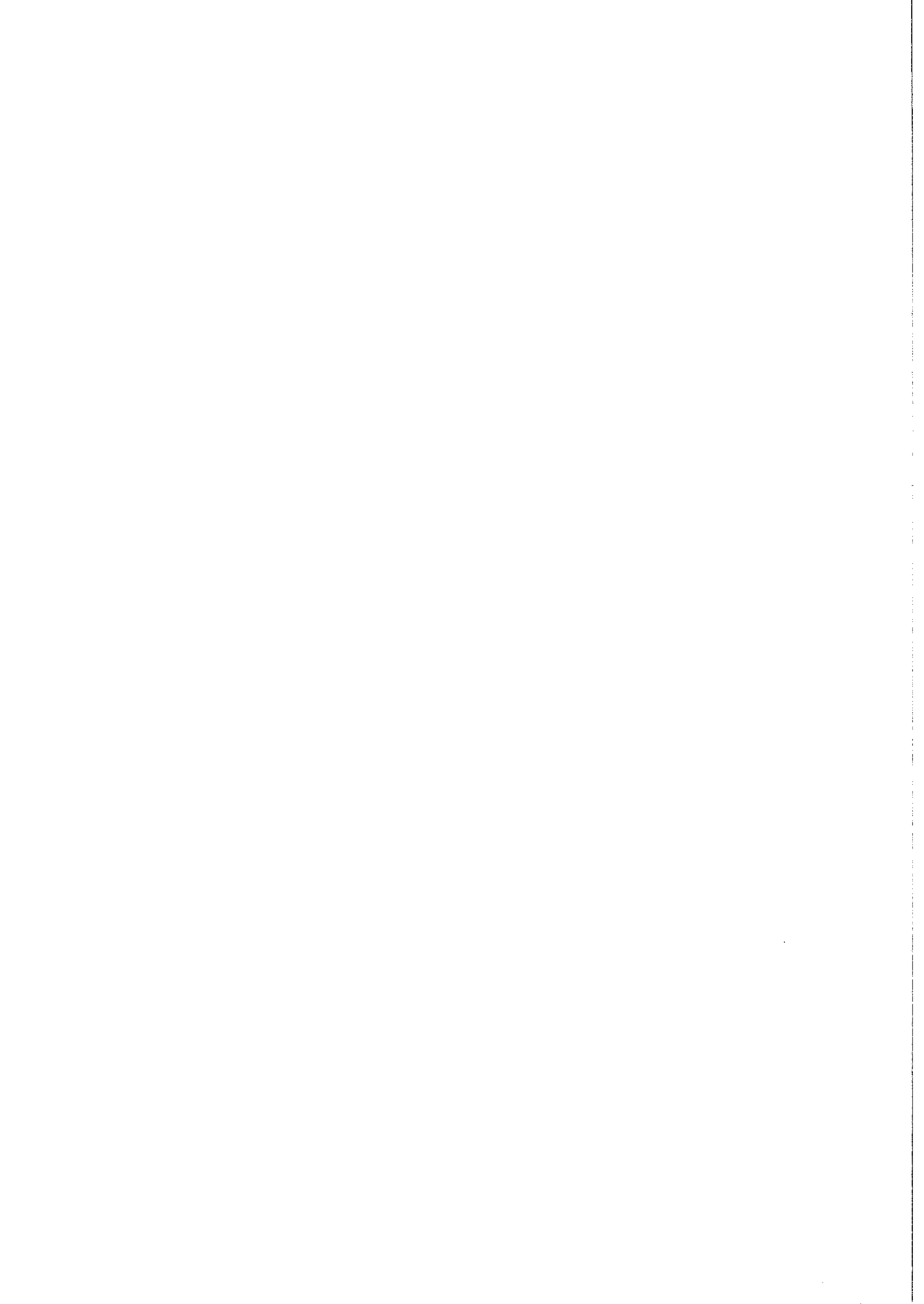
The feedback from the walkers has suggested that they have found the tours extremely enjoyable and informative and an important part of promoting Leamington as a historic spa town. Walkers appreciated the range of themed walks available and many took the opportunity to enjoy several different walks. For many people the walks have become a social occasion mixing a bit of healthy exercise with learning about the history of the town.

However, the increase in walkers has now become a real problem, as the guides are now having to manage, on occasions, larger numbers of walkers. Leamington Town Council has provided a portable microphone system for the use of guides. This has proved successful although some guides have had difficulty in adjusting to it. Serious thought now needs to be given as to how we manage next year, including taking note of Health and Safety requirements.

Recommendations

- That Leamington Town Council continues to provide financial and administrative support to the walks for the 2020 season
- That the Council provides assistance, as necessary, to the Leamington History Group in recruiting and supporting the guides.
- That the Town Council promotes the walks as an integral part of the Health and Well Being programmes in Warwickshire.
- That the Council considers looking at ways to restrict the number of walkers without introducing a charging policy.

Michael Pearson
History Group Walks Organiser - October 2019



**MINUTES OF THE MEETING OF THE BLUE PLAQUE GROUP
HELD ON 19th NOVEMBER 2019 AT THE TOWN HALL LEAMINGTON SPA**

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

1. APOLOGIES FOR ABSENCE

Robert sent his apologies in advance of the meeting. Jennifer chaired meeting.

2. MINUTES

The Minutes of the meeting of the Blue Plaque Group held on 3rd September 2019 were confirmed as a correct record.

All members of the group want to thank Robert for all his hard work on a very well organised Blue Plaque unveiling celebration on the 16th October 2019. Everyone was unanimous in saying how successful and enjoyable the event had been. It was particularly appreciated that a good number of people from Birmingham attended. It was a little disappointing that there were not more locals / members of the history group in attendance.

ACTION – Robin suggested that Robert might like to send the pamphlet from the day to: Wimbledon Lawn Tennis Museum, Church Road, Wimbledon, London SW19 5AE

3. POTENTIAL NEW PLAQUES

Eddie Hapgood - footballer of 44 Heath Terrace – nominated by Mayor Gifford.

ACTION - Robert to give update at next meeting.

The women nominees were prioritised into 3 groups and next actions were agreed.

Group 1			
Name	Achievement	Address	Action
Mary Louise Vellacott	Suffragist	Langton House, Leam Terrace	Margaret to send Robin information from Leamington History Group.
Margaret Mary Maitland Fowler	Philanthropist	21 Newbold Terrace or Bath Street	Margaret to send Robin information from Leamington History Group. Graham suggested investigating Bath Street as a possible location.
(Victoria) Eleanor Louise Doorly	Author of Children's books	To be researched	Robin to research further. Jennifer to email King's High.

Group 2			
Name	Achievement	Address	Action
Helen Brotherton	Conservationist	To be researched	Robin to research further. Jennifer to email Dorset Wildlife Trust.
Marjorie Elizabeth Jane Chandler	Paleobotanist	To be researched	Robin to research further. Jennifer to email British Museum.
(Susan) Isabel Dacre	Artist	To be researched	Robin to research further. Jennifer to email Manchester Art Gallery and/or Herbert. Jennifer to find out if the Manchester Society of Women Artists still exists.
Group 3			
Name	Achievement	Address	Action
Nora Nicholson	Actress	The Vicarage, St Alban's Church (Warwick St)	Need to investigate the exact location of St Alban's vicarage.

4. CURRENT APPROVED LIST OF CANDIDATES

ACTION - the group would like to suggest Robert makes the following changes:

APPROVED LIST

MOVE from APPROVED to POSSIBLE list

- BURGESS, John
- GERE, Charles March
- THOMAS, William

ADD the 7 women from Jennifer's "approved" shortlist:

- Helen Brotherton
- Marjorie Elizabeth Jane Chandler
- Nora Nicholson
- Mary Louise Vellacott
- Margaret Mary Maitland Fowler
- (Victoria) Eleanor Louise Doorly – *currently on the possible list*
- (Susan) Isabel Dacre

POSSIBLE LIST

REMOVE from list completely:

- LODGE, Sir Oliver – update from Margaret: further research has shown that he never lived in Leamington (although his sons did).

ADD the 4 women on Jennifer's shortlist who didn't make it on the approved list:

- Joan Alys Helen Mary Parsons
- Frances Mabel Robinson
- Beatrice Janie Whitby
- Elizabeth Anne Galton

5. ANY OTHER BUSINESS

Robin is looking into a possible nomination: Paul Jennings (journalist/writer).

Members made a couple of suggestions for Brown "information" Plaques:

- Camouflage Unit based at the Regent Hotel during World War II
- The original Avenue Road Bowling Club

6. DATE OF NEXT MEETING

The group suggested one of the following dates:

- Tuesday 25th February 2020 at 2.00pm
- Tuesday 3rd March 2020 at 2.00pm

ACTION: Robert to confirm according to his/room availability.

The meeting started at 2.00pm and ended at 3.15pm.

