

LEOMINSTER TOWN COUNCIL

COMMUNICATIONS & EVENTS COMMITTEE

Minutes of the Communications & Events Committee meeting held on Tuesday 17th May 2022 commencing at 11:30am in the Stable Gallery, 11 Corn Square, Leominster, HR6 8YP.

MEMBERS PRESENT: Councillors Murdoch (Chair), Smith-Winnard (Vice-Chair), Jacquet, Rumsey and Sutcliffe.

OFFICERS PRESENT: Town Clerk, Democratic Services Officer, TIC Manager, Projects & Grants Officer.

CE01/22 APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted by the Committee for Cllr Thomas (Holiday) and the Market Officer (Prior Engagement).

CE02/22 DECLARATIONS OF INTEREST

- Cllr Sutcliffe – Leominster Food Fayre

CE03/22 REQUESTS FOR DISPENSATIONS

No requests for dispensations had been received.

CE04/22 QUESTIONS FROM THE PUBLIC

There were no members of the public present. No issues were raised.

CE05/22 MINUTES OF PREVIOUS MEETING

Committee **RESOLVED** that the minutes of the Communications and Events Committee meeting held on Tuesday 15th March 2022 be agreed and signed as a correct record.

CE06/22 CLERK'S REPORT

The clerk had nothing to report.

CE07/22 MARKET OFFICER'S REPORT

The clerk presented a report updating Committee on the Leominster markets. Following discussion, it was **RESOLVED:**

- To note the report;
- To note that 4 stallholders have been provided with access to the town centre's Wi-Fi. Some stallholders are still only accepting cash payments but can contact the clerk if they require access to Wi-Fi in order that they can accept card payments;
- To note that the clerk has contacted Herefordshire Council to request the green canopies that Herefordshire Council previously used (the canopies have been replaced with purple canopies);
- To note that the HSHAZ works in Corn Square are due to commence in January 2023 and alternative plans will need to be made for Market traders. It was suggested that Broad Street is used as an alternative site. The clerk will contact the Licensing and Enforcement Officer at

Herefordshire Council to establish if the road closure could be changed from Corn Square to Broad Street.

CE08/22 TOURIST INFORMATION CENTRE

The Centre report was presented by the TIC Manager, Mrs Gill Ding. Following discussion, it was **RESOLVED**:

- To note the report;
- To note that VisitHerefordshire have a number of influencers on Facebook promoting the Black and White Village Trail (including the use of podcasts);
- To note that Leominster in Bloom are currently filling their planters with compost. They are testing the use of peat free compost in some planters with a view to moving to peat free compost by 2023. They are also investigating planting more permanent types of plants. A number of planters are due to be replaced with half-barrelled planters;
- To note that the door on Bertie Bargates is due to be completed on 22nd May 2022. Leominster in Bloom are investigating the cost of installing CCTV;
- To note that the Town Council will be purchasing two oak fingerposts for Leominster for the Herefordshire Trail;
- To note that the TIC windows have been decorated to celebrate the Queen's Platinum Jubilee.

CE09/22 COMMUNICATIONS & EVENTS UPDATE REPORT

Committee considered the update report from the Town Clerk and, following discussion, **RESOLVED**:

- To note the report;
- To note the following verbal update, provided by the Projects and Grants Officer, regarding Leominster Cultural Consortium:
 - Church Street Voices project - About Face Theatre ran community-building and place-based story collecting workshops with people living and working on Church Street;
 - Food for Stories project - this is a joint venture from Salt Road and Plantastik CIC. Participants swap stories for ethically produced food that also contributes to reducing landfill waste. The first Food for Stories session took place with residents at Arkwright Court;
 - Fetch Theatre Company's Lion Puppet – the 9-foot-tall lion puppet will be launched on Saturday 4th June 2022 for the Queen's Platinum Jubilee. The Cultural Consortium is looking for volunteers to train to become puppeteers in order that teams can be set up to operate the lion at future events. Cllr Sutcliffe suggested advertising for volunteers in Leominster News.
- To note the following verbal update, provided by the Projects and Grants Officer, regarding the High Street Heritage Action Zone:
 - HSHAZ Grant scheme – the Herefordshire Council Grants Scheme Officer is working with 22 properties that have applied for funding. Capital works agreements need to be fully signed before information on the properties can be publically released.

- Information regarding some of the properties accepted for funding should be available within the next few weeks;
- Wi-Fi and footfall counters in the town centre –the Wi-Fi provision is now live in Corn Square, the Secret Garden and the Grange. Further areas to be covered will go live shortly – Broad Street, Church Street, High Street, Drapers Lane, West Street and South Street. Collection of footfall data commenced when the Wi-Fi went live. Westend Wifi are investigating extending Wi-Fi to the Old Priory and to provide maximum social value benefit by identifying pockets of economic deprivation within the community. Wi-Fi advertisement stickers will be available for shopkeepers to display on their premises;
 - Youth Engagement: A local historic buildings artist has completed workshops with students from Westfield School and Earl Mortimer College. The pictures have been made into a collage and will be displayed on bus shelters in Leominster bus station;
 - Children's Trail – the draft of the passport has been produced. 1000 A6 copies of the passport will be printed and made available at the TIC. Crayons will be provided with the passport in order that 'brass rubbings' can be collected at each site of interest. The brass signs are small in order to fit onto the legs of each lectern and the signs will link to information on the interpretation boards;
 - Web-based heritage app – the web app has launched and can be accessed via www.leominsterheartandheritage.co.uk;
 - Public Realm – the Leominster HSHAZ delivery team are undertaking a six-week public consultation on how the public spaces in the town can be improved. Full project details, a video briefing and an online survey are available at [Leominster HSHAZ](#). Hard copies of the survey and consultation documents are available from the Town Council Offices, for those who are unable to access the online materials. A Q&A webinar was held on 16th May. Members of the consultation team will be on-site at the Friday market in Corn Square on 27th May to answer questions;
 - Conservation Area appraisal – the appraisal is complete. A public consultation on the document is on hold until the Public Realm consultation has finished.
 - Listing Enhancement project – Historic England are seeking to use dendrochronology investigations and local knowledge to improve and expand records for Leominster's listed buildings. The Cultural Consortium are considering submitting information including details of previous occupants of the buildings. Cllr Sutcliffe advised that The Royal Oak is only listed due to external features and that the listing of internal features could be considered.

- To note the following appointments attended by the Mayor:
 - Monday 4th April – Opening of Leominster Museum
 - Monday 4th April – Leominster Annual Town Meeting
 - Tuesday 5th April – Forbury Chapel AGM
 - Saturday 9th April – Civic Service (Malvern Link)
 - Saturday 9th April – Mayor’s Charity Dance at Leominster Sports & Social Club
 - Tuesday 12th April – E. Stanley Holland charity meeting
 - Thursday 14th April – Opening a bar at the Forbury Care Home
 - Sunday 17th April – Easter Sunday Civic Service at The Priory
 - Saturday 23rd April – Hereford Gang Show
 - Thursday 28th April – Opening of the May Fair in Leominster
 - Tuesday 3rd May – 15-year celebration event at Waverley House Care Home
- To change the TIC opening hours to 9.30am – 4pm (Mon – Sat) from June - August 2022;
- To note that a request has been received for the Town Council to take over the media work for the Cultural Consortium;
- To note that TIC volunteers have raised concerns regarding anti-social behaviour. The clerk has obtained a quote for walkie talkies through the Shop Watch scheme which provides a direct link to the Herefordshire Council CCTV officer;
- To note that Jubilee bunting is due to arrive on 17th May 2022. Existing Union flags and any leftover bunting will be distributed to people holding street parties on a first come first served basis;
- To note that Everybody Dance will be holding a tea party in the Secret Garden on 26th May 2022;
- To note that a licensing application has been submitted for Party in the Park;
- To ensure that prominent signage is displayed between local car parks, Corn Square and the Secret Garden, to promote Leominster Food Fayre;
- To ensure that there is a balance between business and charity stalls at the Victorian Street Market;
- To note the following attractions that have been booked for the Victorian Street Market:
 - Punch and Judy Show in the Secret Garden;
 - Horse and carriage rides around the town. The rides will be operated by a horse charity free of charge, although charitable donations will be requested.
- To note a request to discuss Fair Trade at the next Environmental Working Group meeting.

CE10/22 DATE OF NEXT MEETING

Committee noted that the next Communication and Events meeting would be held on Tuesday 12th July 2022 at 11:30am in the Stable Gallery, 11 Corn Square, Leominster, HR6 8YP.

There being no other business, the Chair thanked members for their attendance and closed the meeting at 12.55 hours.

CHAIR:

DATE:

DRAFT