



Leek Town Council War Memorials Committee
Meeting to be held Tuesday 3 February 2026 at 6:00 pm
at the Leek Town Council Office, 15 Stockwell Street, Leek, ST13 6DH
AGENDA

ROUTINE MATTERS

1 Attendance and apologies for absence

2 Minutes

To approve the minutes of the meeting held on 4 November 2025.

To consider any matters arising from the minutes not otherwise on the agenda.

3 FINANCE

To receive an update on the current financial situation and the forecast for the financial year to 31 March.

To report that Town Council at its last meeting approved a budget of £9,000 for the committee for 2026-27 (the same as for 2025-26).

MEMORIALS

4 MEMORIAL WORKS

To receive reports on

- repair to broken steps, easing of sticking door, and painting of door on NWM
- developments with regard to the toilet block at Ball Haye Green
- the annual service of the NWM clock with particular regard to missing chimes and slight discrepancy of the clock hands.
- possible change of electricity supplier for the NWM clock.

To consider

- prioritising pavement work on Leekbrook memorial
- prioritising stone-and metal-work at Ball Haye Green
- advice to pedestrians using the NWM paving.

To identify ways in which the Council's war memorials can be improved, better publicised and more effectively used for the benefit of the town.

5 EXHIBITION IN NWM

To consider changing the exhibition within the NWM.

6 LIGHTING OF THE NWM

To receive a report on flood-lighting of the NWM and on progress in ensuring that colours can be changed by Council staff (rather than by the contractor).

7 LAND AT THE NICHOLSON WAR MEMORIAL

To report that

- whilst the NWM is the property of Leek Town Council the land on which it is built is owned by the Leek Town Lands Trust
- Land Registry plans indicate that the LTLT property includes the gardens and, it would appear, the driveway at the front of the Cattle Market public house (though there is a right of way over the latter)
- it is clearly in the interests of both LTC and the LTLT to transfer, at minimal cost, the ownership of the land to the former (noting that this can be a laborious business, involving the Charity Commission and the Land Registry)
- LTLT is securing a valuation of the land (in the joint expectation that that would be £0).

To consider

- making soundings as to the likely legal cost to the Council of such a transfer and of any insurance implications
- inviting Richard Benefer to draft a brief account of the ownership of the land before 1925 and arrangements for its use for the Monument.

EVENTS

8 REMEMBRANCE DAY AND OTHER MEMORIAL EVENTS

To receive a report on Remembrance and Armistice Days and on scheduled events at the Memorials in 2026.

9 PUBLICITY

To consider further publicity for, and making a permanent record of, the events of the Centenary Year including the parade, ceremony and exhibition, the echoes of that day at the Civic Service, and the Remembrance Day ceremony.

10 TOURS OF THE NWM

To receive reports on tours of the Monument

- at the scheduled monthly events in 2025
- for ad-hoc groups
- at the Mayor's fund-raising event on 14 January 2026.

To consider arrangements for Tours of the NWM in 2026 (possibly second Sunday of April to November, 11:00 to 1:30)

AOB/DNM

11 COMMUNICATION

To identify what, arising from the meeting, needs to be publicised, and how.

12 ANY OTHER RELEVANT BUSINESS

13 DATE OF NEXT MEETING: 3 March 2026.



Leek Town Council War Memorials Committee

Minutes of the meeting held on Tuesday 4 November 2025

ROUTINE MATTERS

Present Cllrs Hilyer (Chair), Hoptroff, Nicholls, M Swindlehurst, L Swindlehurst, Webster and Colin Agar and Richard Benefer

Apologies Cllrs Birch, Powner, Young

Present Denise Wheat (Town Clerk) and Victoria Johnson (Administrative Assistant)

1 Minutes

The minutes of the meeting held on 7 October 2025 were approved.

2 Finance

It was reported that

- the financial outcome for the year would be within about £2,000 of estimate although the cost of strengthening the poppy panels and adding robust fittings (to enable straightforward use on the Monument for future events) had not yet been established
- the possibility of transferring ownership of the land around the Monument was still being explored.

It was agreed that, if possible,

- the cost of assets (banners, display cabinets, tv screen, poppy panel fitting etc) should be spread over a longer period and
- that items that were more properly assigned to other cost headings (eg the tv screen for general committee use) should also be more suitably assigned in the accounts.

MEMORIALS

3 Memorial works

It was reported that

- The NWM needed repair to broken steps, easing of sticking door, painting of the door (black) and attention to paving that might be being affected by tree roots
- the three poppy panels (used on three sides of the NWM, at just below balcony level) would receive a sound foundation with secure fixing arrangements - they will be securely stored and relatively easily mounted when needed
- pavement work on Leekbrook memorial was still required as was stone-work on Ball Haye Green
- developments with regard to providing storage space in the former toilet block at Ball Haye Green were in hand and that toilet provision might be possible in due course
- the 'Plant a Poppy' day at BHG (associated with Nature in Your Neighbourhood) had had some success
- there was a possibility (through Outside) of an artwork, perhaps with a practical application, being provided at BHG – the Town Clerk would report on developments
- the cost of picking litter on the BHG memorial grounds was proving too high and any suggestion for solving the problem would be welcome.

It was agreed that,

- where possible, expenditure on outstanding repairs could be deferred to the 2026-27 financial year
- the six banners would be re-erected in the spring, at the same time as the annual flower display, following any necessary consultation with planning officers
- the possibility of securing War Memorial Trust funding for monument repairs should be explored
- the poppy panels should be lent to the Longest Yarn event at Tean (until Christmas)

4 Display the NWM

It was reported that the display in the NWM would be reviewed using, where possible, images from the Centenary Exhibition (once ownership had been established and any loans negotiated).

5 Lighting of the NWM

It was agreed that the following schedule of NWM illuminations should be adopted, noting that the bright white floodlighting will be used at all other times.

COMMEMORATIVE DATE/EVENT	COLOUR
Remembrance Sunday/Armistice Day/All RBL Memorial dates	Red
Christmas Lights Switch On	Ice blue
The Longest Night (Samaritans)	Green
Twelve Days of Christmas (25 th Dec – 6 th Jan)	Ice blue
National Holocaust Memorial	Purple
Monarch's birthday	Gold
St George's Day	Gold
Commonwealth Day	Gold
Staffordshire Day	Yellow
St Michael's Eve	Purple
Pride	Colour to be determined
Mental Health Awareness	Green

It was further agreed that

- additional days (epilepsy, breast cancer, baby loss etc) should be added, with appropriate colours
- special days nominated for particular conditions should have illumination only for two nights (before and after)
- the reason for particular illumination should be publicised on Council sites, advertised in the Your Leek magazine, and publicised in the notice board at Sparrow Park and possibly on the Monument door.

6 VANDALISM NEAR TO NWM AND BHGM

It was reported that the Mayor had written to the Chief Executive of Staffordshire County Council about vandalism (red paint) on zebra crossings adjacent to the two war memorials which “can seriously damage the town’s reputation and misrepresent our commitment to respect”. As organisers of the Remembrance services at the two memorials the Mayor, on behalf of the Town Council, asked the Chief Executive for an “assurance that the graffiti be removed before Sunday 9 November”: *the following response has been received “I’m pleased to confirm that both sets of road markings were replaced earlier this morning. The zebra crossing markings on Ball Haye Street were heavily worn and had becoming quite hazardous, so they required urgent attention. While the road marking crew was in the area, we also took the opportunity to refresh the markings on Haregate Road too. Staffordshire County Council fully appreciate the importance of the upcoming Remembrance events and share the Town Council’s commitment to ensuring that they are conducted with the dignity and respect they deserve. I trust these actions have addressed the Town Council’s concerns”.*

EVENTS

7 REMEMBRANCE DAY

Nicholson War Memorial

It was reported that Remembrance Day, 9 November 2025, would be the most significant for some time in that

- there would be a contingent of 52 serving soldiers from the 16th Signal Regiment (based in Stafford), alongside the 5th Leek Scout band and air and police cadets
- the three poppy panels would be in place
- it would further mark the Centenary of the NWN (although probably not the 100th Remembrance Ceremony there - it is not clear when events were held in the 1920’s and 30’s and they were probably suspended in the years 1929-45)
- it would be the first time that the Monument has been lit up specially (through to Armistice Day).

It was further reported that

- the NWM parade would be led by Admiral Sir Trevor Soar DL (Deputy Lieutenant), the Mayor, and Dame Keren Bradley MP, preceded by the 5th Leek Scout Band and the RBL standards;
- the Salvation Army band would be playing at the Monument;
- the ceremony would commence with the chiming of the clock at 11:00; the Mayor will read the names of wreath bearers;
- the parade would then return to the Market Place via Derby Street – the Mayor, DL and MP (and other dignitaries) would take the salute near Rymans (provided the weather allows)

Leekbrook and Balle Have Green

It was reported that

- the Leekbrook ceremony will take place at 9:00 with Cllr Nicholls representing the Council: this ceremony is in liaison with Cheddleton RBL;
- the parade for the Ball Haye Green Memorial would leave the Priory Inn, be led by Deputy Lieutenant Mrs Judy Scott Moncrieff, the Mayor and the Revd Mike Fitzgerald (there will not be a band); following the ceremony the parade would return to Novi Lane.

8 PUBLICITY

It was agreed that further publicity for, and a permanent record be made of, the events of the Centenary Year including the parade, ceremony and exhibition, the echoes of that day at the Civic Service, and the Remembrance Day ceremony: in particular the film made of the day should be put on YouTube, signposted from the Council website and advertised on Facebook

9 TOURS OF THE NWM

It was reported that

- An extra tour had been laid on 2 November, with a reasonable take-up and positive feed-back
- Efforts will be made to recruit more volunteer guides, possibly through the Historical Society, U3A and the Your Leek Magazine (*another former guide has come forward to add to the three experienced guides we have – the*

chair of committee also undertakes crowd control)

- Involvement of cadets will be explored and the Staffordshire Council of Voluntary Youth Services will be approached
- Mr Benefer will write up his notes to help future guides

It was agreed that

- If possible, there should be tours on the first Sunday of each month from April to November 2026 (inclusive)
- If sufficient guides can be recruited the provision of ad-hoc tours should be advertised

DNM

10 It was agreed that the date of the next meeting should be 3 January 2026
