

LEDBURY TOWN COUNCIL

MINUTES OF A MEETING OF THE ENVIRONMENT AND LEISURE COMMITTEE  
HELD ON 2 MAY 2024

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**PRESENT:** Councillors Bradford, Chowns (Chair) and Newsham

**ALSO PRESENT:** Julia Lawrence – Deputy Town Clerk  
Trudie McGinnis – Minute Taker

**E117 APOLOGIES**

Apologies for absence were received from Councillors l'Anson, McAll and Sinclair.

**E118 DECLARATIONS OF INTEREST**

None received.

**E119 THE NOLAN PRINCIPLES**

**RESOLVED:**

**That the Nolan Principles be received and noted.**

**E120 PUBLIC PARTICIPATION**

No public participation.

**E121 TO RECEIVE AND NOTE THE MINUTES OF THE MEETING OF THE ENVIRONMENT & LEISURE COMMITTEE HELD ON THURSDAY, 7 MAY 2024**

**RESOLVED:**

**That the minutes of the meeting of the Environment & Leisure Committee held on 7 March 2024 be approved and signed as a correct record.**

**E122 TO REVIEW THE ACTION SHEET**

**E73.2** Custodians for the War Memorial - To be included in the next newsletter.

**E76.2** CCTV for Recreation Ground - Deputy Clerk advised that Herefordshire Council are still scheduled to replace and upgrade the CCTV at the Recreation Ground in due course.

**E80.1** Three quotes have been requested for Christmas Lights. A Task & Finish Group will be set up once all the quotations have been received.

**E102.3** Annual premise licence - still under investigation and awaiting a response from Herefordshire Council.

**E102.5** Licence for Ledbury Town Council - still under investigation and awaiting a response from Hereford Council.

**E110** Generic Risk Assessment - currently in progress, a draft is being drawn up.

## **E123 CEMETERY**

### **RESOLVED:**

- 1. That in accordance with Standing Order 23(a), authority be given for the Deeds of Exclusive Right of Burial 775 and 776 to be signed, granting the exclusive right of burial to those named on the interment form.**
- 2. That in accordance with Standing Order 23(a), authority be given for the Deeds of Exclusive Right of Burial 262 and 593 to be signed, granting the transfer of the exclusive right of burial to those named on each transfer request.**

## **E124 DOG HILL WOOD – BENCH PROPOSAL**

Members of the Environment & Leisure Committee considered the proposals put forward and of the local resident having a memorial bench at Dog Hill Wood, subject to them being advised that the costs for maintenance would need to be borne by them. The memorial bench would be installed utilising an existing bench location which had previously fallen into disrepair.

The Deputy Clerk reported that Adrian Hope Tree Services had kindly offered to supply some wood to make the bench however, assembling it would be down to the family to deal with, at their expense.

It was noted that any memorial benches would be the responsibility of the resident to maintain, and should they fall into disrepair, then Ledbury Town Council would take back ownership of the bench for health and safety reasons.

### **RESOLVED:**

**That the local resident be advised that they can proceed with the installation of a bench in Dog Hill Wood at one of the existing locations stated within the report, at their expense.**

## **E125 PLANTERS AND FLOWERS FOR WAR MEMORIAL AND PLANTING SCHEME FOR THE HOMEND**

Members of the Environment & Leisure Committee reviewed the comments received from Ledbury in Bloom and the following conclusions were reached.

War Memorial – Request Ledbury in Bloom to build a discreet “prototype” trough in keeping with the War Memorial and present this to the Environment & Leisure Committee for their opinion/approval before proceeding with building any further troughs.

Flowers at the four corners of the War Memorial – It was agreed that flowers for Remembrance Day should only be displayed in the pots.

Planting Scheme for the Homend – Members considered that such planting may clutter up the pavements and would need Herefordshire Council permission and therefore Members decided not to pursue this proposal.

**RESOLVED:**

- 1. That Ledbury in Bloom be invited to build a discreet “prototype” trough for final opinion/approval prior to any further troughs being made.**
- 2. That flowers in the stone pots should be restricted to Remembrance Day only.**
- 3. That the planting scheme for the Homend not be pursued due to having too much street furniture in place.**

**E126 MARKET HOUSE – FEASIBILITY STUDY FOR SIT-ON STAIRLIFT**

Members of the Committee considered the Feasibility Study that had been presented by Caroe & Partners, noting that there were mixed views on the content of the report, accepting that there were huge health and safety risks whereas the building has become a monument rather than an operational building, having not been used for the past five years.

Members considered how the Market House could still be used in its current state. Councillor Bradford stated that prior to the pandemic, the Market House had been used to run council meetings as well as wedding ceremonies. Councillor Bradford believed that if sufficient advance notice/announcements were made and if anyone with disabilities wanted to attend such a meeting/wedding, then the venue could be changed to the Council Offices. It was noted that the Market House had no toilet facilities and Councillor Bradford suggested that individuals be directed to the Church Lane public toilets.

Utilising the space for weddings was further explored and Officers have been requested to confirm whether a licence would be required for the Market House, noting that the Market House has no toilet facilities.

**RESOLVED:**

- 1. That Members of the Environment & Leisure Committee received and noted the contents of the report.**
- 2. That Officers be requested to investigate whether a licence to hold weddings in the Market House would be required.**

## **E127 COUNCIL OFFICES - CCTV UPDATE**

Members considered the report that had been presented but also considered that an additional camera should be positioned at the front door entrance as well. The reasoning for the camera on the back door was because Council staff are currently unable to identify who is at the back door.

Members agreed that the Council should accept the £125.00 payment in relation to requesting Listed Building Consent advice.

### **RESOLVED:**

- 1. That Caroe & Partners be instructed to seek Listed Building pre-application advice at a cost of £125.00.**
- 2. That Caroe & Partners be instructed to include a further camera, at the front entrance of Council Offices as part of the overall specification.**

## **E128 BYE STREET TOILETS PARTNERSHIP AGREEMENT**

Members considered the proposals that had been presented but were not keen to take on this entity, as it was believed that Love Ledbury is not and has never been a charity. Councillor Newsham advised that there are two ways in which charitable status is gained: either by registering their charity with HMRC or via the Charity Commission website. It was noted that Love Ledbury cannot be found on the Charity Commission website, although it could still be registered as a charity with HMRC.

Members requested that Officers seek formal confirmation of the status of the Bye Street Public Toilets. However, Members believed it would be unwise for Ledbury Town Council to enter into a legal entity as Love Ledbury had not been able to manage the toilets since 2011.

Further discussion took place regarding the public toilets in Church Lane, considering that it would be more sensible if Herefordshire Council were to take on the responsibility of the Bye Street public toilets. The Deputy Clerk advised that Hoople are responsible for the Church Lane toilets and that it would be highly unlikely that they would want to take over responsibility of the Bye Street toilets as well.

It was brought to the attention of Members that the draft Partnership Agreement did state that repairs to the fabric of the building should continue to be borne by Herefordshire Council under the existing arrangement.

### **RECOMMENDATION:**

**That Members of the Environment & Leisure Committee proposed not to accept the draft Partnership Agreement subject to first receiving confirmation of the actual charitable status of Love Ledbury and confirmation of the expiry date of the lease.**

**RESOLVED:**

**That a dialogue be entered into with Herefordshire Council to explore whether it would be more feasible for Herefordshire Council to take over responsibility of the Bye Street public toilets as opposed to Ledbury Town Council.**

**E129 EICR REPORTS - UPDATE**

**RESOLVED:**

**That the ECIR reports be received and noted.**

**E130 FUTURE PROVISION OF BURIAL LAND IN LEDBURY**

Members of the Environment & Leisure Committee noted the contents of the report that had been presented.

It was agreed that a Task & Finish Group meeting should be set up to explore Recommendations 1, 2 and 3, being:-

- 1 Options to extend further the active use of the existing cemetery.
- 2 Options to extend the current cemetery grounds.
- 3 Options to provide new cemetery facilities, noting that these should be located within the parish boundary of Ledbury.

It was proposed that up to six members of the public should be invited to participate, and an open invitation be circulated on the Council's website, via a press release and other social media channels. The Deputy Clerk advised that this meeting would be an opportunity to consider the proposals for an appropriate scatter garden.

Councillor Bradford suggested that Ledbury Football Club be approached to see if they would be willing to sell some of their land towards a new burial section.

**RESOLVED:**

1. **That Officers set up a Task & Finish Group to consider the three options presented, as detailed above.**
2. **That Ledbury Football Club be approached to see if they would be willing to sell some of their land towards a new burial section.**

**E131 MEMORIAL BOARD FOR CEMETERY CHAPEL**

**RESOLVED:**

**That Company no. one be selected to supply an honours board, and the provision of the initial signwriting at a cost of £1,138.58 plus VAT.**

## **E132 LEGIONELLA TESTING FOR COUNCIL PROPERTY**

The Deputy Clerk advised Members that having spoken with three companies who specialised in Legionella testing, all three companies confirmed that the Town Council Offices and Cemetery Chapel were both low risk and therefore legionella sampling was not required. However, a formal Risk Assessment still needed to be undertaken and Members agreed to select Company 3 to carry out these works at a cost of £605.00 plus VAT.

### **RESOLVED:**

**That Officers be instructed to appoint Company 3 to carry out the Risk Assessment and related training for a cost of £605.00 plus VAT.**

## **E133 WORKING PARTIES**

### **1 TO RECEIVE AND NOTE THE DRAFT MINUTES OF THE MEETING OF THE CLIMATE CHANGE WORKING PARTY HELD ON 23 APRIL 2024**

Members discussed what the relationship would be between NMiTE, Ledbury Places and Ledbury Town Council, confirming that it would be merely an academic exercise whereby students of NMiTE would be able to benefit from using Ledbury Town Council's Offices as a case study for any climate change or energy saving projects.

### **RESOLVED:**

**That Members of the Environment & Leisure Committee receive and note the draft minutes of the Climate Change Working Party held on 23 April 2024.**

### **RECOMMENDATION:**

**That the recommendations presented at 5.1 and 5.2 be accepted and approved by Members of the Environment & Leisure Committee.**

**The Recommendations are as follows:**

- 5.1 That the opportunity for Ledbury Town Council to work in partnership with NMiTE and Ledbury Places be recommended to Environment & Leisure Committee, with a view to identifying a project(s) and the opportunity to be involved in developing a Heritage Asset Master Plan for the benefit of the buildings within the respective ownership and management.**
- 5.2 That Environment and Leisure Committee support Ledbury Places leading on the creation of a Heritage Asset Master Plan.**

**2 TO RECEIVE AND NOTE THE DRAFT MINUTES OF THE JOHN MASEFIELD MEMORIAL WORKING PARTY HELD ON 3 APRIL 2024**

That Members of the Environment & Leisure Committee receive and note the draft minutes of the John Masefield Memorial Working Party held on 3 April 2024.

**E134 DATE OF NEXT MEETING**

**RESOLVED:**

**To note that, subject to confirmation at the Annual Council Meeting, being held on 9 May 2024, it is proposed that the next meeting of the Environment and Leisure Committee will take place on 11 July 2024 in the Committee Room, Council Offices, Church Lane, Ledbury.**

Signed .....  
(Chair)

Dated .....

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