

LEDBURY TOWN COUNCIL

MINUTES OF AN ENVIRONMENT & LEISURE COMMITTEE MEETING HELD ON 20 JANUARY 2022

PRESENT: Councillors Knight (Chair), Bradford, Whattler and Morris

ALSO PRESENT: Julia Lawrence – Deputy Clerk
Amy Howells – Minute Taker

E214 TO RECEIVE APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Sinclair, Chowns, Hughes and Eakin.

E215 THE NOLAN PRINCIPLES

The Nolan Principles were received and noted.

E216 TERMS OF REFERENCE – QUORUM

Members discussed what they considered should be quorum for the Environment & Leisure Committee meetings. Councillor Bradford believed that due to the scrutiny that Ledbury Town Council had gone through, considered a quorum of four members was not adequate. Councillor Whattler proposed five members for quorum but other members disagreed.

Due to the number of members on the Committee, it was agreed that quorum would be four members. This was proposed by Councillor Knight and seconded by Councillor Morris.

RESOLVED:

It was agreed by members of the Committee that Quorum will be four members for this Committee.

E217 DECLARATION OF INTEREST

RESOLVED:

None received.

E218 PUBLIC PARTICIPATION

No public were present.

E219 TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE ENVIRONMENT & LEISURE COMMITTEE HELD ON 18 NOVEMBER 2021

The Deputy Clerk gave a brief update on each item and Councillors requested certain issues be noted and be moved to the next meeting. Items to be brought forward are:

- Item No. E195.2 Five companies have already been approached regarding CCTV and quotations are awaited.
- Item No. E195.4 Removing the shelter/seating. Councillor Bradford requested that the Clerk contact the company to make arrangements to move it, noting that it does not need a concrete base. Councillor Bradford requested an email be circulated to Committee members with an update.
- Item No. E201.1 Bench outside Old Cottage Hospital. Ongoing with Herefordshire Council/Balfour Beatty.
- Item No. E202.3 Lighting in St Katherines Car Park. This matter is in hand and it is hoped that there will be a decision in time for the March Committee meeting.
- Item No. E213.2 Clerk to confirm status on EPC for the Chapel.
- Item No. E214.2 A report is awaited from Caroe in respect of the timber assessment. An update will be provided at the March Committee meeting.

RESOLVED:

That the minutes of an Environment & Leisure Committee held on 18 November 2021 be approved and signed as a correct record subject to the following amendments:

Councillor Morris to be noted as present at this meeting.

Members entered closed session at 7:12PM

E220 TO REVIEW ACTION SHEET

RESOLVED:

That Councillors received and noted the contents of the report.

E221 CEMETERY

RESOLVED:

- 1. That in accordance with Standing Order 23(a), authority be given for the Deeds of Exclusive Right of Burial 708, 709, 710, 711 and 61280 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 6324878 to be signed, granting the transfer of the exclusive right of burial to those named on each transfer request.

E222 RECREATION GROUND UPDATE – GENERAL

RESOLVED:

That members received and noted the contents of the report.

E223 RECREATION GROUND – CHILDRENS' PLAY AREA

Councillor Knight proposed that Ledbury Town Council should have an informal consultation with members of the public at the recreation ground to ascertain what the children would want at the Play Area. Councillor Whattler noted that the budget for such works should be decided before consulting with the public. The Deputy Clerk referred Committee members to the report which detailed the budget.

Whilst the meeting was quorate, members agreed that it would be more appropriate to take the report to Full Council so that more members could take a vote on which company to select due to the costs involved.

However, on reviewing the play equipment, the Committee agreed to the following:

- 1 Replace the hex swings with an “Explorer Dome” style of equipment or something similar.
- 2 Relocate the hex swings to another part of the recreation ground.
- 3 Upgrade/replace the existing skate park facility.
- 4 Replace the existing seesaw within the next 12 months.

Subject to the informal consultation and clarification of budgets, the above was proposed by Councillor Whattler and seconded by Councillor Bradford, all were in favour.

RESOLVED:

1. That members agreed for an “Explorer Play dome” or something similar to be replaced with the hex swings. The hex swings move to another location and the seesaw be replaced within the next 12 months. That the skate park be upgraded/replaced.
2. That members of the committee take the report to Full Council to consider and select a company that Ledbury Town Council would work with in future regarding the above mentioned changes to the children’s play area.

3. That the Deputy Clerk organises an informal consultation with members of the public when the weather improves. The Police are to be invited to take part in this event.

E224 BLOSSOM TREES FOR LEDBURY HIGH STREET IN RESPECT OF THE QUEEN'S PLATNIUM JUBILLEE

Committee members considered that further information was required from Councillor Harvey who had put forward the proposal for planting the blossom trees in Ledbury High Street for the Queen's Jubilee. Councillor Whattler considered it was not appropriate as the trees, if planted in the ground, could cause root damage to properties, restrict daylight and could become untidy if leaves were not cleared. Councillor Bradford was of the same opinion whereas Councillor Morris agreed that we should proceed.

RESOLVED:

1. That the Deputy Clerk is to contact Councillor Harvey to obtain further information and bring a report back to the next Environment & Leisure meeting.

E225 DOG HILL WOODS

Councillor Bradford recommended that Ledbury Town Council approach the Forestry Commission and advise them that no further works have taken place at Dog Hill Woods and that contractors be commissioned to undertake the works, as set out in the Woodland Management Plan. Councillor Bradford proposed that replacement signage be erected to include one new board in respect of the Geo site and two replacement signs for general information and CCTV signs to be added to the picnic area. Councillor Whattler seconded the motion.

Members suggested that the Deputy Clerk look for either volunteer groups to make the benches or tender for local craftsmen to make these for the Council. It was agreed that Councillor Whattler and the Deputy Clerk will visit Dog Hill Woods, photograph areas where benches could be located.

RESOLVED:

1. Members requested the Deputy Clerk to bring more information back regarding the Woodland Management Plan to the next E&L Committee.
2. That members agreed for replacement signage to be erected subject to receiving full costs which are to be presented at the next Committee meeting in March 2022 for approval.
3. That members agreed for benches to be installed at Dog Hill Woods, at locations to be confirmed, whether this be by volunteer groups or local craftsmen.

E226 ASBESTOS SURVEY

Members of the Committee reviewed the quotations received from three companies who could carry out asbestos surveys on Council properties. Councillors Whattler and Morris requested Company A to undertake the work as they had stated that they could provide 50 samples, more so than the other two companies at a cost of £850 plus VAT. This was proposed by Councillor Whattler and seconded by Councillor Bradford and agreed by all members.

RESOLVED:

That the Deputy Clerk be authorised to appoint Company A to carry out asbestos surveys on all four properties owned by Ledbury Town Council.

E227 MEMORIAL BENCHES

A local resident had asked for a memorial bench to be installed outside of the Alms Houses in memory of her late husband. The Committee approved the installation of a bench and for the resident to provide a plaque, which would be mounted on the bench by LTC's Maintenance operative. The installation was still subject to permission being granted by Herefordshire Council and the Deputy Clerk will pursue this.

RESOLVED:

That the Deputy Clerk be authorised to proceed with the installation of the bench subject to receiving permission from Herefordshire Council.

E228 CEMETERY MAPPING SOFTWARE

The Deputy Clerk outlined the background as to why this mapping software was required, pointing out that it was being used by three other local Councils. Councillor Bradford believed that this software had been authorised several years ago for the then Deputy Clerk to put in place. This had not materialised, and Councillor Morris believed that all correspondence relating to this may have been lost. Councillor Bradford agreed to research old correspondence and would present any papers in relation to this particular software to support his comments. The Committee agreed that should no correspondence be presented within the next two weeks, then Ledbury Town Council should proceed with the mapping software.

On the basis that no correspondence was presented within the two-week period, Councillor Whattler proposed that the Deputy Clerk proceed and appoint Pear Mapping to undertake the installation of the mapping software. This was seconded by Councillor Morris and agreed by members.

RESOLVED:

That members make a recommendation to the Finance, Policy & General Purpose Committee that the cost for Pear Mapping to install the digital

mapping system for Ledbury Cemetery be included in the 2022/23 budget subject to Councillor Bradford's findings within the two week timescale.

E229 CHRISTMAS LIGHTS SWITCH ON EVENT UPDATE

The Deputy Clerk gave members a summary of a meeting that Councillor Knight, the Town Clerk and Deputy Clerk had had with the Lighting contractors. Photographs of what was required were given to the light contractors and the response, together with revised costs, will be brought to the March 2022 meeting. Members requested the Council erect wooden fencing around the Christmas Tree instead of the metal barriers and that the final arrangements for the Christmas lights are placed on the website.

RESOLVED:

- 1. That members received and noted the report.**
- 2. That the Deputy Clerk be requested to look into wooden fencing around the Christmas tree as opposed to the metal barriers.**

E230 BYE STREET PUBLIC TOILETS

The Committee discussed Ledbury Town Council taking over responsibility for the Bye Street public toilets but in view that these are located on land not owned by Herefordshire Council, it was agreed that this be put forward for discussion at the next Full Council meeting. Councillor Bradford stated that he had correspondence relating to these toilets and would forward on to the Deputy Clerk.

RESOLVED:

- 1. That the committee agreed to defer this item to be addressed at the next Full Council meeting. Councillor Bradford to provide any relevant supporting papers to the Deputy Clerk.**

E231 BIKE HOOP RACKS IN FRONT OF BYE STREET PUBLIC TOILETS

The committee debated suitable locations for bike racks to be positioned. Outside the Market House was considered so long as the racks could be removed when the Christmas Tree is in situ. All Councillors agreed to walk around Town and report back to the Deputy Clerk with suitable locations.

RESOLVED:

- 1. That the report be received and noted.**
- 2. That the Deputy Clerk investigate the costs of installing a temporary bike rack by the side of the Market House and bring to the next Environment & Leisure meeting.**

3. That members of the Committee send reports of areas that could be used for bike racks to the Deputy Clerk.

E232 CORPORATE PLAN

RESOLVED:

That the Corporate Plan be received and noted.

E233 WORKING PARTIES

- a. TO RECEIVE AND NOTE THE MINUTES OF THE MEETINGS OF THE EVENTS WORKING PARTY HELD ON 3 NOVEMBER 2021, 19 NOVEMBER 2021 AND 9 DECEMBER 2021 AND CONSIDER ANY RECOMMENDATIONS THEREIN.
- b. TO RECEIVE AND NOTE THE MINUTES OF THE MEETING OF THE MARKETS WORKING PARTY HELD ON 12 NOVEMBER 2021 AND CONSIDER ANY RECOMMENDATIONS THEREIN.
- c. TO RECEIVE AND NOTE THE MINUTES OF THE MEETING OF THE CLIMAGE CHANGE WORKING PARTY HELD ON MONDAY, 6 DECEMBER 2021 AND CONSIDER ANY RECOMMENDATIONS THEREIN.

RESOLVED:

1. That minutes of the meetings of the Events Working Party held on 3 November 2021, 19 November 2021 and 9 December 2021 were received and noted by members with the recommendation from 9 December 2021:
 - a. For the Christmas lights switch on to go ahead on the last Sunday of November being Sunday, 27 November 2022 and for the lights to be switched on at 4:00pm.
 - b. That a full road closure will not be put in place between the junction of Bye Street and Top Cross. Members preferred the market to be in St Katherine's car park due to safety issues, subject to approval of Herefordshire Council.
 - c. That Ledbury Town Council request the free parking day for the late-night shopping event to be held after the Lights switch-on event.
 - d. The Christmas lights design competition has been superseded with a "Welcome to Ledbury" light display.
 - e. That the £100 street party grant scheme is not to be administrated by Ledbury Town Council.

2. THAT MINUTES OF THE MEETINGS OF THE MARKETS WORKING PARTY HELD ON 12 NOVEMBER 2021 WERE RECEIVED AND NOTED WITH THE RECOMMENDATIONS.

a. That terms of reference from the Markets Working Party be approved.

3. TO RECEIVE AND NOTE THE MINUTES OF THE MEETING OF THE CLIMATE CHANGE WORKING PARTY HELD ON MONDAY, 6 DECEMBER 2021 BE RECEIVED AND NOTED WITH RECOMMENDATIONS:

- a. E&L requested that a Climate Change blog should not go ahead.
- b. E&L requested that Great Big Green Week should not go ahead this year.

Standing orders were decided for an additional 15 minutes.

- c. That the committee agreed to the Climate Change Working Party purchasing 20 high visibility jackets for volunteers with the slogan on the back of the jacket, to accompany the LTC logo. 'LTC FOR THE COMMUNITY' subject to the Deputy Clerk ascertaining costs for the purchase of the jackets and print work and reporting back at the next meeting.

E234 DATE OF NEXT MEETING

It was noted that the next meeting of the Environment & Leisure Committee was scheduled for Thursday, 17 March 2022 at 7:00pm.

E235 EXCLUSION OF PRESS AND PUBLIC

RESOLVED:

In accordance with Section 1(2) of the Public Bodies Admission to Meetings) Act 1960, in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public are excluded from the remainder of the meeting.

E236 RECREATIONAL GROUND UPDATE – CCTV

The Deputy Clerk updated members that she was meeting with a CCTV Engineer on 27 January 2022 to repair the CCTV. Members requested that the Deputy Clerk get an update from the Police following their attendance at the last meeting.

The Deputy Clerk has contacted companies for quotes for a better CCTV system that will have the ability to run from the Town Council Offices as well as the ability to link in with Herefordshire Council's monitoring unit, and is currently awaiting responses.

RESOLVED:

- 1. That members received and noted the report.**
- 2. That the Deputy Clerk to speak with the Town Clerk to ask for an update from the police regarding the quality of images required.**

Members returned to open session at 7:32pm.

The meeting ended at 9:04pm.

Signed Dated
(Chair)

DRAFT