

**MINUTES OF A MEETING  
OF THE  
ENVIRONMENT AND LEISURE COMMITTEE  
HELD ON 14<sup>th</sup> OF FEBRUARY 2019  
IN THE TOWN COUNCIL OFFICES, LEDBURY**

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**PRESENT:** Councillors: J Hopkins, (Chair) K Francis, N Morris, N Shields, D Vesma, D Whattler.

**IN ATTENDANCE:** Mab Owain, Interim Clerk, L James, Minute taker, 2 members of the public.

**E15 - 02.19 APOLOGIES**

Apologies were received from Cllrs Bradford, Knight & Manns.

**E16 - 02.19 DECLARATION OF INTERESTS**

No declaration of interest was made.

**E17 - 02.19 PUBLIC PARTICIPATION**

- Brenda Hill, on behalf of the Christmas Lights 2019 Working Party, gave a summary of the plans for the Christmas Lights switch-on for 2019. The date for this year's switch on will be Saturday 23<sup>rd</sup> November.
- As per their minutes (agenda item 15) they have requested that the Working Party be organised by the Town Council, in order to benefit from the Town Council Public Liability Insurance, and to request Church Street to be closed between 2pm – 6pm.
- Mrs Hill explained that the Working Party would like to apply for a grant to cover the hire of a professional Public Address system. It was discussed whether the Council should purchase a PA system which could be loaned to Town events if required. To add to the agenda of the next F&GP meeting.

**ACTION POINT:** Add Public Address System to the next Finance and General Purposes agenda.

Mrs Hill left the meeting at 7.38pm.

**E18 - 02.19 MINUTES**

**To approved the Minutes of the Environment and Leisure Committee meeting held on the 10<sup>th</sup> January 2019 as a correct record.**

It was noted that these minutes have already been presented at Full Council.

**RESOLVED:** to accept the minutes of the meeting of the 10<sup>th</sup> January 2019 as a correct record. The minutes were duly signed by the Chairman.

**E19 - 02.19 DOG HILL WOOD****5.1 Re CCTV update from Cllr Hopkins following meeting with PC Ransome-Williams, West Mercia Police.**

- Cllr Hopkins gave a report regarding the meeting. The police welcome CCTV images, regardless of quality, and advised that the current system is adequate, although camera locations need repositioning at irregular intervals.
- Police will be increasing patrols during summer months, and signage will be erected notifying of patrols. These signs will be erected with assistance from Hereford & Worcester Fire Service.

**RESOLVED:** To accept the Police recommendation that the existing CCTV system is adequate and that a new system is not required, although irregular repositioning of the cameras should be implemented.

**5.2 Dog Hill Wood Management Plan (including coppicing).**

- The Management Plan was discussed. The five-year review date is 2020. It was asked by Councillors to include review of Ash trees and ivy growth on trees in particular when the plan is reviewed.

**RESOLVED:** to give Guy Tustin approval to undertake coppicing as per the schedule, and to review the management plan with Cllr Hopkins and Cllr Francis. Cllr Hopkins to review the coppicing work once completed.

**5.3 Dog Hill Wood Maintenance Contract**

- Currently unskilled work is done by the Contractor, with skilled arboriculturalists being brought in where necessary. It was discussed splitting the contract into skilled and unskilled sections.
- The Interim Clerk explained that the contract is for renewal in 6 weeks time. It was proposed that a Task and Finish Group be set up to review both the Dog Hill Wood maintenance contract and the Grounds maintenance contract (Agenda item 6). It was also proposed that an initial 1-month extension from the end of current contract be implemented.

**RESOLVED:** To create a Task and Finish Group to review the Dog Hill Wood maintenance contract and the Grounds maintenance contract.

**RESOLVED:** To implement an initial 1-month extension from the end of the current contract.

The structure of, and the date for the Task and Finish Group to meet was agreed.

**E20 - 02.19 GROUND MAINTENANCE CONTRACTS RENEWAL.**

- It was agreed that this will be handled by the Task and Finish Group as

above.

### **E21 - 02.19 P3 LENGTHSMAN**

- The Interim Clerk explained that the Council needed to submit an expression of interest to Herefordshire Council for the coming year. This has been done.

**ACTION POINT:** Ensure that the Office have the list of the lengthsman's duties available for the Full Council meeting.

### **E22 - 02.19 ARMED FORCES DAY 24<sup>th</sup> JUNE 2019 – LOWERING THE FLAG.**

- This agenda item was requested by Cllr Manns, but in his absence it was deferred to the next E&L meeting.

### **E23 - 02.19 OVERHANGING TREES AT OAKLAND DRIVE**

Refer to previous minutes E13.01-19 (ii)

- Cllr Bradford had offered some help to the resident, but this had been rejected on Health and Safety grounds.
- The Interim Clerk agreed to write to the Ward Councillor asking that they ask Herefordshire Council to review the situation.
- The Council to write to resident saying unfortunately the Council are unable to offer any more help, but will be contacting Ward Councillor about this problem.

### **E24 - 02.19 TOWN CENTRE**

Town centre bins

- The Interim Clerk is still trying to contact Herefordshire Council regarding the bins. Herefordshire Council have a responsibility to collect from the bins, so should not object to the Town Council replacing the bins at our own cost, but before doing so, the Council needs to confirm that the collections will continue. In the meantime the Interim Clerk will approach companies for quotes for 25 & 50l bins, finished to Maritime standard.

### **E25 - 02.19 LEDBURY WAR MEMORIAL**

To receive an update on progress/developments.

- The Interim Clerk has received responses from 4 specialist engineering companies, all relatively local, 3 of whom are happy to tender for the work. The next step is for the companies to come and look at the structures. The Interim Clerk was thanked for his work so far, and it was noted that it should be publicised as to the action being taken.

**E26 - 02.19 RECREATION GROUND**

Resurfacing playground path – progress report

- The repairs to the path have been carried out by the Town Council as an emergency for Health and Safety reasons as the path had become unsafe.
- It was requested that Herefordshire Council are asked to do an inspection of the whole path as there are other areas which need review.
- Sight of the annual ROSPA report was requested, it was determined that this is due shortly and will be presented to the E&L committee soon after.

**ACTION POINT:** to contact Herefordshire Council to inspect the whole path with respect to possible repairs.

**E27 - 02.19 HANGING BASKET INSTALLATION BY BBLP**

Refer previous minutes E6.01-19 (6.3).

- No feedback has been received from Cllr Bradford. It was proposed to accept the original quote from BBLP.

**RESOLVED:** to accept the original quote from BBLP.

**E28 - 02.19 WORKING PARTY REPORT**

Report of Christmas Lights Working Party meeting held on 5<sup>th</sup> February 2019.

- It was felt that this had been covered adequately by Mrs Hill in the Public Participation. A vote of thanks to Mrs Hill was given unanimously.

**E29 - 02.19 CORRESPONDENCE FOR INFORMATION**

## 15.1 Lightning Conductor

- Notification has been received that the Annual Inspection is due at the Market House and Chapel.

**RESOLVED:** to accept the quote for the Annual inspection of the Lightning Conductors.

## 15.2 Cemetery benches.

- Correspondence has been received regarding the lack of benches in the new area of the Cemetery; the correspondent would like to place a bench in memory of their father.
- It was suggested that previous minutes of the Cemetery Working Party be reviewed to see what precedent has been set. Old benches are in clusters rather than evenly spaced.
- It was agreed that the Cemetery Working Party should meet before the Council is dissolved; and also once the new Groundsman is in post, meet with the Groundsman at the cemetery.

- The agenda for the Cemetery Working Party meeting to include: cemetery benches, cemetery wall, tree maintenance, headstone assessment, grave ornaments.

**ACTION POINT:** to write to correspondent advising that Council will be in touch regarding this after the elections in May.

### 15.3 Dog Waste x 2

- The first correspondent was requesting more signs re dog fouling, specifying a particular problem with this in New Street. This was discussed and it was felt that there were already enough signage, and that the Council is pro-active as free dog waste bags are available from the Council.

**ACTION POINT:** to write to correspondent advising that Council are sympathetic to their views, but feel that signage is adequate, and free dog waste bags are available.

- The second correspondent wrote offering anti-litter display material, mentioning concerns re litter and dog fouling.
- BBLP will do extra bin collections if notified – they can be notified via the “report a problem” link through the Herefordshire Council website. This also has links for reporting items such as blocked storm drains and pot-holes.
- It was requested that the new Town Council website have these links available.
- It was requested that the litter bins have signs which inform residents of contact details if there is a problem.
- Bins to be signed with provider’s name (i.e. Ledbury Town Council, Civic Society).

**ACTION POINT:** to formally reply to the correspondent thanking them for the information that they have provided, and informing them of the steps which have been taken by the Council in regards to dog fouling and litter in the past, including posters, warning signs re dog fouling, and that the Council are investing in new litter bins.

### **E30 - 02.19 DATE OF NEXT MEETING AND ITEMS FOR FUTURE AGENDA INCLUSION**

- Councillor Morris asked that Advertising Facilities in the Town be added to the agenda, however on discussion it was felt that this would be better dealt with under the auspices of the Economic Development and Planning Committee.

**ACTION POINT:** to add Advertising Facilities in the Town to the ED&P committee agenda.

**No items were suggested for future agendas by councillors in the meeting.**

**The date of the next, scheduled meeting of the Environment & Leisure Committee is 14<sup>th</sup> March 2019.**

Meeting closed at 9.05pm.

CHAIRMAN .....

DATE .....