

**MINUTES OF A MEETING
OF THE
ENVIRONMENT AND LEISURE COMMITTEE
HELD ON 19 SEPTEMBER 2019
IN THE TOWN COUNCIL OFFICES, LEDBURY**

PRESENT: Councillors: Bannister, Manns and Morris

IN ATTENDANCE: Angela Price – Town Clerk
Louise James – Minute Taker
Member of Public (left the meeting after Public Participation).

E21. APOLOGIES

Apologies were received from Councillors Whattler (Chair), Howells (Town Mayor – ex officio), Knight (Vice Chair).

As the Chair and Vice Chair were absent from the meeting, Councillor Bannister was elected Chair of this meeting.

E22. DECLARATIONS OF INTERESTS

None received

E23. PUBLIC PARTICIPATION

A Member of the public, spoke as a resident of Market Street, explaining that 2-years ago she wrote to the Town Council with her concerns regarding the likelihood of an accident happening in Market Street due to the amount of artic lorries entering the street believing it to be a through road. She expressed her concerns regarding the lack of space for HGV's to turn, and the number of pedestrians, especially school children, the elderly and the disabled who use Market Street, and the potential for an accident. She explained that the current sign is located half way up the street, and by the time it becomes visible it is too late and the lorries would then continue down the Street thinking they would be able to turn around at some point further down. She noted that the house next to hers had been damaged by a lorry hitting it whilst turning, and that the cabs of lorries over-hang the pavements when turning.

She advised that the parking attendant for Shaw Healthcare would be able provide independent witness to near misses

The councillors thanked her, and noted that the erection of a No Through Road sign will be considered under Agenda Item 9. The member of public left the meeting.

E24. MINUTES

TO APPROVE THE MINUTES OF THE ENVIRONMENT AND LEISURE COMMITTEE MEETING HELD ON THE 20 JUNE 2019 AS A CORRECT RECORD.

RESOLVED:

That the minutes be approved as signed as a correct record.

E25. RECREATION GROUND

Members were provided with an update of matters relating to the Recreation Ground and considered as follows:

Shelter

1. John Masefield High School have now replied to the Clerk. They advised that they were very pleased to be asked to provide designs from the students and would ensure that these were provided by the closing date.

The Clerk also advised that so far she had not received a response from Ledbury Primary School.

The Clerk advised that she was trying to arrange a meeting with BBLP to discuss the possibility of having a new bin placed adjacent to the shelter. Councillor Morris asked that the Clerk to speak to BBLP regarding all bins, the Clerk advised Members that Councillor Whattler's bin survey had been shared with BBLP. The Clerk confirmed that she would be arranging meeting with BBLP to discuss multiple issues.

Councillor Morris asked that BBLP be asked to share their plans with the Council in respect of new recycling bins in Herefordshire and whether dual-purpose recycling/general waste bins are likely to be provided. It was suggested that sponsorship for the bins may be possible, for example by local business and groups.

2. Councillor Harvey's idea of bespoke decorated sheets being purchased from the shelter manufacturer was discussed and considered to be a good suggestion, the Clerk was asked to enquire as to whether this would be possible.
3. The Clerk advised that there is a significant issue with graffiti at the shelter and that some particularly offensive graffiti had recently been removed and that during the removal, due to the materials used to write the graffiti, the surface of the shelter had been damaged. Members recognised that graffiti is a problem and agreed with the suggestion from the Chair, Councillor Whattler, that the damaged area be repaired with a zinc galvanising paint and that graffiti remover be purchased for removal of future graffiti. It was also agreed that

the shelter should be painted with an anti-graffiti paint once the design has been completed.

4. The Clerk had hoped to have quotes available at the meeting in respect of the replacement surface of the ground under and around the shelter, however she had not received these.

RESOLVED:-

1. **That Members of the Environment & Leisure Committee receive the update provided by the Clerk.**
2. **That the Clerk continue to arrange a meeting with between Councillors Morris and Whattler, the Clerk and BBLP to discuss the possible installation of a bin adjacent to the shelter and other bin related issues.**
3. **That the Clerk contact the company who installed the shelter to enquire whether they would be able to print the final designs onto bespoke sheets to be attached to the shelter panels and report back to the next meeting of the Environment & Leisure Committee.**
4. **That the galvanised surface that has been damaged due to vandalism be repaired with a zinc galvanising paint and that graffiti remover be purchased for the foreseeable future.**
5. **That consideration be given to painting the shelter with an anti-graffiti paint once the design has been completed.**
6. **That the Chair and Vice Chair of the Committee be given delegated powers, in conjunction with the Town Clerk, to agree which quote to accept in respect of the replacement surface for the shelter.**

Lighting

Members were provided with details of the cost to repair two faulty floodlights and one street light at the Recreation Ground.

RESOLVED:

1. That a **RECOMMENDATION** be made to the Finance, Policy & General Purposes Committee that the works to the two faulty lights in the recreation ground, to be carried out by BBLP at a cost of £2,081.32, which includes the removal and replacement of the key to the light cage, replacement of two faulty floodlights and 1 faulty street light.

E26. CEMETERY

Members were provided with an update on cemetery matters, some of which had been considered during the site visit prior to the meeting.

1. Benches

Members discussed the need for some of the benches in the cemetery to be replaced or repaired and the Clerk suggested that this could be implemented via a survey of all the benches in the cemetery.

RESOLVED:

That the Town Clerk arrange for a survey of all the benches in the cemetery with a report being submitted to the next meeting of the Environment & Leisure Committee.

2. Abolition of Charges for Children's Burials

Members were provided with information on the Government's decision to abolish of Children's burials in England.

RESOLVED:

That the report on the abolition of Children's funeral charges in England be received and noted.

3. Items to be considered for discussion at the Parish Meeting – 29 October 2019

The following items were discussed regarding the Parish Meeting agenda:

- **Dogs on Leads:** It was noted that the current notice at the entrance that advises dogs are not permitted in the cemetery is unreadable and should be replaced if Council continue to uphold this regulation. It was pointed out that the end gate is always open and therefore it is difficult to enforce the "No Dogs" rule. Member suggested that a discussion around there being a trial period where dogs be officially permitted in the cemetery should take place at the Parish. The Clerk pointed out that there needs to be consideration of staff working, i.e. strimming etc. and should dogs be permitted into the cemetery and that they should only be allowed in on a lead. The Council would need to consider the provision of at least 1 dog bin on site, and consideration will need to be given as to how this would be emptied.
- **Sheep grazing,** this was thought impractical if dogs were to be allowed into the cemetery, also grazing sheep would not differentiate between grass and pot plants etc. It was decided not to include this as an item for discussion at the Parish Meeting agenda.
- **Review of fees and charges.** Members considered this would be a good opportunity to discuss fees and charges for the cemetery.

- Following the site visit, it was requested that an agenda item for the inclusion of a “scatter garden” be added to the agenda of the Parish meeting.

RESOLVED

That the following items be added to the agenda for the Parish Meeting due to be held on 29 October 2019.

Dogs being permitted in the cemetery;
Cemetery fees and charges;
Introduction of a scatter Garden

E27. TO RECEIVE NOTES OF A MEETING OF THE OCTOBER FAIR WORKING PARTY HELD ON 4 SEPTEMBER 2019

The Clerk advised Member that Volunteers were required to man the barriers at the October Fair. A question was raised in respect of whether own Council's Insurance covered the rides, the Town Clerk advised that the October Fair organisers would be expected to have their own insurance. Councillor Bannister asked if the Council has documentation regarding ride safety. The Clerk advised that she would expect that this would be made available to the Council but that she would check with the Deputy Clerk.

RESOLVED:

1. That the notes of a meeting of the October Fair Working Party held on 4 September 2019 be received and noted.
2. That the Town Clerk check with the Deputy Town Clerk that copies of relevant documentation have been provided to the Council, in respect of the fair and rides.

E28. MINUTES OF A MEETING OF THE CHRISTMAS LIGHTS WORKING PARTY HELD ON 5 SEPTEMBER 2019

RESOLVED:

1. That the notes of a meeting of the Christmas Lights Working Party held on 4 September 2019 be received and noted.
2. That it be noted that the Christmas Lights Working Party had now returned to under the umbrella of Ledbury Town Council.
3. That the Clerk will provide a press release advising of the Working Party now being part of Ledbury Town Council.

E29. PROPOSED NEW SIGN AT MARKET STREET

Member were requested to give consideration to a report on a request for a “No Through” road sign at the entrance to Market Street for the reasons given by the member of the public at the beginning of the meeting.

Member were advised that the cost for BBLP to provide the sign and post and erect was £586.63.

RESOLVED:

That a RECOMMENDATION be made to the Finance, Policy & General Purposes Committee for funding to erect a new “No Through Road” at the entrance to Market Street at a cost of £586.83.

E30. OUTCOME OF SITE VISITS HELD PRIOR TO THE MEETING

RESOLVED:

That this item had been considered in Minute No’s. E25 and 26.

E31. DATE OF NEXT MEETING

RESOLVED:

To note the date of the next scheduled meeting of the Environment & Leisure Committee is 21 November 2019.

E32. EXCLUSION OF PRESS AND PUBLIC

RESOLVED:

That 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 be excluded from the remainder of the meeting.

E33. ERECTION OF BANNERS IN LEDBURY

Members were provided with information and costs for the installation of permanent banners on street lights and across the street. It was pointed out that most of the street lighting in Ledbury is secured to buildings and not lamp posts and therefore it would be difficult to secure banners to these. However, it was suggested that the could consider the lamp posts on the by-pass.

It was proposed that Councillors present should meet and walk around the town taking photographs of where they thought it would be appropriate to site banners and that a report should be made available for a future meeting of the Committee. Once the committee had agreed on where to site the banners the Clerk would contact HCC

planning department and arrange for an officer to carry out stress tests etc.

Members suggested that they would like to have pictures/illustrations of the proposed types of banners at the next meeting of the committee.

RESOLVED

- 1. That Councillors Bannister and Morris take photographs around the town showing possible locations for the banners.**
- 2. That illustrations of the various banners and brackets and banners be submitted to the next meeting of the Environment & Leisure Committee.**

E34. WAR MEMORIAL

Members gave consideration to quotes received in respect of the repair work needed in respect of the War Memorial. Members agreed that contractor no, 2 should be awarded the contract and asked whether it would be possible to complete the works before the 2019 Remembrance Service.

RESOLVED:

- 1. That a RECOMMENDATION be made to the Finance, Policy & General Purposes Committee to award the contract to Contractor No. 2 at a cost of £30,642.00, noting that currently there is a budget of £15,000 in the 2019/20 budgets.**
- 2. That a RECOMMENDATION be made to the Finance, Policy & General Purposes Committee that the additional £15,642.00 required in respect of costs to repair the War memorial be identified from within the Council's 2018/19 budget.**

E35. GROUNDS MAINTENANCE CONTRACTS

Members were provided with amended Grounds Maintenance Specifications for consideration. Councillors thanked the Clerk for the additional work to improve the specifications. It was confirmed that these contracts were for a 3-year period, with the option to extend for a further 2-years. It was suggested that advertisements for applicants to be posted on the Town Council website and on the Facebook page. An advertisement in the press was considered prohibitive due to cost. The Councillors asked that the contracts include a requirement to provide a progress log providing documentation of work completed, which the Clerk advised was included in the specification documents.

RESOLVED:

That the Ground Maintenance Contracts be advertised on the Town Council Website and Facebook Page.

E36. LAND AT BLENHEIM DRIVE

Members were advised of a request that had been received from a resident of Blenheim Drive, Ledbury. The resident would like to purchase the identified area in Blenheim Drive for parking. The Clerk was requested confirm whether the Town Council are the registered owners of the land and obtain an independent valuation.

RESOLVED:

That a RECOMMENDATION be made to Council that the Town Clerk be authorised to contact the Council's solicitors to confirm ownership of the land and to seek a valuation of the land for sale for the purpose of creating a parking area.

The meeting closed at 8.40pm.

Signed..... Date

Town Mayor

DRAFT