

LEDBURY TOWN COUNCIL
MINUTES OF A MEETING OF THE
ENVIROMENT AND LEISURE COMMITTEE
HELD ON 16 JULY 2020
VIA ZOOM

PRESENT: Councillors Bannister, Manns, Morris, Knight

IN The Town Clerk – Angela Price
ATTENDANCE: The Minute Taker- Olivia Bundy

E61. APOLOGIES

Standing apologies were received from Councillor Whattler

E62. DECLARATION OF INTERESTS

None received

E63. PUBLIC PARTICIPATION

The Town Clerk advised that she read out correspondence that had been received from a resident regarding the Cemetery.

The resident expressed their concerns regarding dogs in the cemetery and an increase of dog fouling in the cemetery. She pointed out that there were no signs saying that dogs were permitted in the cemetery but that they must be kept on a lead.

The Town Clerk advised that a 'Dogs in Cemetery' sign had been ordered and that in the meantime a temporary sign had been installed. She also advised that the Cemetery Groundsman checks the grounds daily and cleans up and disposes of any dog fouling.

Councillor Manns believed that some residents parked on Cemetery grounds.

Members agreed that the Council laminate signs to advise that the area in front of the cemetery gates is for visitors to the cemetery only.

There was a discussion regarding the sandbags at the cemetery and whether they were unsightly. Councillor Manns advised members that the sandbags were located at the cemetery due to easy access for the town or fire brigade if needed. The Town Clerk suggested looking into an open wooden storage unit to store the sandbags.

The Town Clerk also advised that the resident asked whether they could gravel the area where the sandbags were, free of charge. Members asked the Town Clerk if she could provide more information on this at a future meeting.

RESOLVED:

That the Town Clerk contact the resident regarding her concerns at the Cemetery to discuss the sandbag area and report back to a future meeting of the Committee.

TO APPROVE AND SIGN THE MINUTES OF A MEETING OF THE ENVIRONMENT AND LEISURE COMMITTEE HELD ON 20 FEBRUARY 2020

RESOLVED:

That the minutes of a meeting of the Environment and Leisure Committee held on 20 February 2020 be approved and signed as a correct record.

E64. TERMS OF REFERENCE

RESOLVED:

- E65. 1. That the Terms of Reference for the Resources Committee be approved, subject to consideration of the Corporate Plan.**

E66. WORKING PARTIES

- E67.** Nominations were requested for Members to sit on the following working parties. The Town Clerk advised members that she was going to create a press release inviting members of the public to also join working parties.

October Fair

Councillors Knight, Morris

Christmas Lights

Councillor Knight, Manns

Remembrance Day

Councillor Knight, Manns

Town Events

Councillor Knight, Manns, Morris

Council Events

Councillor Knight, Bannister, Manns

Climate Change

Councillor Knight, Manns, Howells

RESOLVED:

That the Membership of the Council's Working Party's for the 2020/21 Municipal Year be as above and that the Clerk produce a press release inviting members of the public to join the working parties.

E68.

RECREATION GROUND

Update on the shelter painting

The Town Clerk updated members on the progress of the painting on the shelter at the recreation ground. She advised that there had been lots of positive feedback from members of the public including young adults who used the skatepark regularly. The Town Clerk advised that she had discussed the painting of the skate park with the youth earlier in the day and she advised that they had given a positive response.

Members agreed that they would like the Town Clerk to create a press release inviting residents of Ledbury to submit artwork for the outside of the shelter and the ramps in the skatepark.

Skate Park Safety

Members were advised that the Clerk had received an email from a concerned resident regarding the safety of users at the Skate park. The resident raised concerns over whether the Council should enforce users to wear helmets and other protective items.

The Town Clerk advised that she had been in contact with the Councils insurers who had confirmed, that a sign at the skatepark asking users to wear the appropriate safety gear was sufficient for insurance purposes, it is not a requirement of the insurance cover for the council to enforce this.

Members were advised of an event that the Mayor would like to hold at the skate park which could be used to highlight the need for safety gear to be worn. The idea for the event was to bring some professional skateboarders to Ledbury to give demonstrations and talk to the youngsters about safety. Councillor Knight advised that she had been in contact with a

professional skateboarder from Hereford who had advised they would be willing to assist with the event.

Re-opening Children's area and outdoor gym

Members were provided with government guidance for managing playgrounds and outdoor gyms and ask to consider whether the play area and outdoor gym equipment at the recreation ground should be reopened and how it should be managed.

The Town Clerk provided members with a copy of a risk assessment in respect of the play areas and outdoor gym. She advised that the risk assessment places responsibility on users of the play areas and gym equipment to maintain social distancing and the use of hand sanitiser on a daily basis, with responsibility clearly placed with the Council should they become aware that someone who has recently used the equipment has contracted Covid-19. This will be communicated to users via signage and information on the Council's website and social media platforms, along with the risk assessment. The Clerk has asked a member of staff to obtain quotes for the necessary signage as detailed within the risk assessment.

Councillor Manns queried whether the equipment at the recreation ground would be cleaned before re-opening. The Clerk advised that should make arrangements with the cemetery groundsman to clean the equipment before the opening on 21 July 2020.

RESOLVED:

- 1. That Members of the Environment and Leisure Committee received and note the update on the progress of the shelter from the Town Clerk.**
- 2. That a press release be prepared inviting residents to submit an artwork design for the exterior of the shelter and ramps at the Skatepark.**
- 3. That the Play area and outdoor gym at the recreation ground be re-opened on Friday, 19 July, subject to the groundsman cleaning the equipment prior to opening and subject to signs being purchased and displayed, and the risk assessment being published on the Council website and social media platforms.**

E69.

CEMETERY**Quotes in relation to replacement sit and ride mower**

Members of the Environment & Leisure Committee were provided with three quotes in respect of the purchase of a replacement sit and ride mower for use at the cemetery, in line with the Council's financial regulations.

The Town Clerk reminded members that a sum of £4,500 was placed in the 2020/21 budget as a special project, for the purpose of purchasing a replacement sit and ride mower for use in the cemetery. However, following tests on a variety of mowers she advised that it is likely that a mower suitable for use in the cemetery will be in the region of £6,500, which is an additional cost of circa £2,000 to that budgeted. The reason for this is due to the tight turns around areas within the cemetery and the need to consider power steering and zero turn options and the demand for such machines is less than that of a standard machine.

The Clerk identified that the additional cost of the mower could be taken from cost centre 102 nominal code 4000 (Cemetery staff salaries) as the new groundsman had not been recruited due to the pandemic.

Councillor Manns advised that the current mower in the cemetery was originally purchased as refurbished and therefore he proposed that the Council purchase the Husqvarna R316TsX AWD 112 cm deck mower at a cost of £6,650

Councillor Bannister queried whether the council could part-exchange the existing mower. The Clerk advised that she would investigate this as an option.

Members agreed that it would be beneficial to have a service contract with the supplier of the new mower.

Proposed design for a votive stand in the Cemetery Chapel and a memory tree for the Cemetery Grounds.

Members were asked to consider the information provided by the Town Clerk in relation to the possible cost for the purchase of a Church Votive Stand and/or Memory Tree for the Cemetery.

The Town Clerk advised that there were no funds available in the 2020/21 budget for either of these projects and therefore it may not be possible to purchase them until such time funds are available within the Council's budget. Alternatively, if members

were to agree to purchase a standard style Votive Stand this could be purchased for around £400/£500, and it would be possible to identify funds from the 2020/21 budget.

Councillor Bannister proposed that the Council purchase a standard votive between £400-£500.

The Town Clerk advised that she could bring examples of votives from £400-£500 to the next E&L Meeting for members to discuss.

Members agreed that they would like to go ahead with the votive and that in the future they would look into the possibility of a memory tree for the Cemetery.

RESOLVED:

1. **That Members of the Environment & Leisure Committee agree to the purchase of the Husqvarna R316TsX AWD 112 cm deck mower at a cost of £6,650 with a RECOMMENDATION to the Finance, Policy & General Purposes Committee that the funds placed in the Special Projects budget for 2020/21 in the total of £4,500 be approved for expenditure, and that the additional cost of £2,120 be taken from Cost Centre 102, Nominal Code 4000 (Cemetery staff salaries), subject to the Clerk investigating part exchange for the current machine.**
2. **That the Town Clerk investigate whether the existing mower could be part exchanged and whether the proposed company provide service contract and what the cost would be.**
3. **That members agree to purchase a standard votive stand for the cemetery at a cost of £400-£500, noting that the Town Clerk provide quotes and images for the next Environment & Leisure Committee Meeting.**

E70. BENCHES AND LITTER BINS

Members of the Environment & Leisure Committee were asked to consider the priorities for new bins and benches around the town.

The Town Clerk advised that the administrator had placed an order for 10 new benches at a cost of £2,684 which leaves a total of £2,316 in the budget head. She reminded members during the budget discussions they were advised that the prices of the bins varied, dependent on which style was required and

there were also discussions on whether recycling bins could be purchased.

Councillor Knight advised that she had recently been approached by members of the public asking whether recycling bins could be installed around the town, with Bye Street as a suggested location.

The Town Clerk advised that if the request was in respect of larger “recycling banks” then this would need to be referred to BBLP as a suggestion, however if it the request is in relation to smaller “recycling bins”, then this is something that the Council could potentially consider on the recreation ground, which is owned by the Town Council, and maybe other areas within the town, subject to approval from BBLP.

Councillor Manns noted that there were 2 litter bins in the cemetery storage shed and felt that it would be more useful to have them relocated around the town.

Councillor Bannister noted that during the Ledbury in Bloom Judging 2019, it was noted by the judges the poor state of the some of the bins on the High Street. Whilst he understood that it would be useful to reuse the bins at the cemetery, he felt that the High Street should have replacement like for like bins.

Councillor Morris suggested contacting the Civic Society to ask for the details of the company that produced the metal bins in the High Street as he felt that they were of high quality. The Clerk advised that she had previously been in touch with the Civic Society in respect of this.

Members discussed whether it would be possible to provide recycling bins on the recreation ground.

Councillor Knight asked whether the Council could supply recycling bins on carparks that were close to the centre. The Town Clerk advised that Council would need to obtain permission from Belfour Beatty.

Councillor Bannister suggested providing recycling banks as opposed to recycling bins as they are more eco-friendly and easier to recycle.

RESOLVED:

- 1. That members authorise officers to investigate the costs of replacement bins in the High Street on a like for like basis and provide a further report to the next meeting of the**

Environment & Leisure Committee for further consideration.

- 2. That Members instruct the Clerk to contact BBLP to discuss the options for recycling banks within Ledbury.**

E71. WOODEN BOLLARDS IN CHURCH LANE

Members were provided with three quotes in relation to a replacement wooden bollard on Church Lane.

The Town Clerk advised members that the Council removed the wooden Bollard to the top of Church Lane due to health and safety concerns. It was noted by the Groundsman that the bollard had become rotten throughout and therefore could not be replaced. However, there have been a number of enquiries as to whether the bollard is going to be replaced, with one local resident kindly offering to contribute towards the cost of a replacement bollard, due to it being located on one of Ledbury's most scenic streets.

Members agreed that if quote number 1 of £758 included supply and fit that they would like to instruct that contractor. However, it was noted that the Town Clerk and Chair of E&L have delegated powers to make the final decision depending on the outcome.

Members agreed that they would like to accept contribution from a local resident. The Town Clerk advised that she contact them directly for more information.

RESOLVED:

- 1. That the Town Clerk contact the contractor that quoted £758 to ask whether this included supply and fit, noting that if this were the case it would be agreed.**
- 2. That the Town Clerk and Chair of Environment and Leisure be given delegated powers to decide on a contractor depending on the outcome of quote 1**
- 3. That the Town Clerk contact the local resident to accept their kind contribution towards a new wooden bollard and discuss the chosen quote.**

CORPORATE PLAN

RESOLVED:

That members receive and note the corporate plan.

E72. EXCLUSION OF PRESS AND PUBLIC

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, in the public interest the press and public are excluded from the remainder of the meeting

E73. DATE OF NEXT MEETING

RESOLVED:

To note that the date of the next Environment and Leisure Committee will be agreed at the annual meeting on 17 September 2020.

E74. INCIDENT AT THE RECREATION GROUND

The Clerk updated Members in respect of a recent incident that had taken place at the Recreation Ground.

RESOLVED:

That Members receive and note the update from the Town Clerk.

The Meeting ended at 21:50

Signed Dated