



LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES, CHURCH STREET, LEDBURY

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11 September 2020

TO: Councillors Bannister, Knight, (Chair), Manns (Deputy Chair), Morris, Vesma (Town Mayor-ex-officio) and Whattler

Dear Member

You are hereby summoned to attend a meeting of the **Environment & Leisure Committee** which will be held on **Thursday, 17 September 2020 at 7.00 pm**. During the Covid-19 Pandemic, meetings will take place via Zoom for the purpose of transacting the business set out below.

Members of the public will be able to watch the meeting live on the Council's Facebook Page at the link below:

<https://www.facebook.com/Ledbury-Town-Council-1834014213360154/?ref=bookmarks>

Yours faithfully

Angie Price

A G E N D A

1. **To receive apologies for absence**
2. To receive declarations of interest and written requests for dispensations
(Members are invited to declare disclosable pecuniary interests and other interests in items on the agenda as required by Ledbury Town Council's Code of Conduct for Members and by the Localism Act 2011)
(Note: Members seeking advice on this item are asked to contact the Monitoring Office at least 72 hours prior to the meeting)

3. **Public Participation**

Members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in the agenda. The period of time, which is at the Chairman's discretion, for public participation shall not exceed 15 minutes. Each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than five minutes. Questions/comments shall be directed to the Committee Chairman.

If you would like to raise any questions in relation to any item on the agenda please contact the Town Clerk who will provide you with the link to join the meeting. Alternatively, send your questions/comments to the Town Clerk no later than 4.30 pm on the day of the meeting at clerk@ledburytowncouncil.gov.uk who will ensure they are raised in the meeting.

4. **To approve and sign as a correct record the minutes of a meeting of the Environment & Leisure Committee held on 16 July 2020**
(Pages 291-302)
5. **Update on Working Parties** (Pages 303-310)
 - i. October Fair 2020 - Cancelled
 - ii. Christmas Lights – 14 September 2020 @2.00 pm in the Market House
 - iii. Remembrance Day – 29 September 2020 @ 2.00 pm in the Market House
 - iv. Climate Change – 28 September 2020 @ 6.00 pm in the Market House
6. **Recreation Ground** (Pages 311-323)
 - i. Youth Shelter
 - ii. Action Plan in respect of issues raised via the annual inspection of the recreation ground, play areas, skate park and shelter
 - iii. Designs for artwork to rear of shelter and skate park
7. **Cemetery** (Pages 324-338)
 - i. Amended Cemetery Rules and Regulations
 - ii. Grant of Exclusive Right of Burial and Transfer of Exclusive Right of Burial
 - iii. Church Votive
 - i. Path Edges(Pages 339-340)
8. **Maintenance Programme for Council owned buildings** (Verbal Report)
9. **Provision of benches and litter bins (including recycling bins)**
(Verbal Update)
10. **Wooden posts in Church Lane** (Verbal Update)
11. **Bye Law in respect of Church Lane** (Verbal update)
12. **Recommendations from other committees** (If any)
13. **Corporate Plan**
14. **Date of next meeting**

To note that the date of the next meeting of the Environment & Leisure Committee is scheduled for 19 November 2020

15. **Exclusion of Press and Public**

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

16. **Draft new post job description and person specification (Pages 341-344)**

Distribution: Full agenda to: - Committee members (5)
Town Mayor (ex-officio)

Agenda excluding confidential papers to:

Plus: The Press
Library

Agenda front pages to all non-committee members

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 ATTENDANCE: The Town Clerk – Angela Price
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 car parks 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

ENVIRONMENT AND LEISURE COMMITTEE
16.07.2020

Minute No.	Action	To be Actioned by	Date Actioned	Comments	Status
E63(1)	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.	TC	21.07.2020	Spoke with TR - awaiting a call from another residents to discuss sand bags	In progress
E67(1)	That the Clerk produce a press release inviting members of the public to join the working parties.	TC/AO	17.07.2020		Completed
E68(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.	TC/AO	17.07.2020		Completed
E68(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.	TC, CG, AO	19.07.2020		Completed
E69(1)	RECOMMENDATION to the Finance, Policy & General Purposes Committee to purchase the Husqvarna R316TsX AWD 112 cm deck mower at a cost of £6,650 and 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	TC		Not submitted to FP&GP - will refer to Full Council on 30.07.20	Completed
E69(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.	TC	24.07.2020	Could offer £250 part Ex - however, may be worth keeping as a spare	Completed

E69(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.	TC			Clerk to provide further examples and costs to next meeting of E & L	on Agenda
E70(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	TC				In progress
E70(2)	That Members instruct the Clerk to contact BBLP to discuss the options for recycling banks within Ledbury.	TC				In progress
E71(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.	TC/ AO			Contractor confirmed quote includes supply and fit - contracted to undertake work to two bollards following consultation with the Chair of the Committee	In progress
E71(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	TC/AO			as above	Completed
E71(3)	That the Town Clerk contact the local resident to accept their kind contribution towards a new wooden bollard and discuss the chosen quote.	TC/AO				In progress

LEDBURY TOWN COUNCIL

NOTES OF A MEETING OF THE CHRISTMAS LIGHTS 2020, WORKING PARTY HELD ON 18 AUGUST 2020

PRESENT: Councillor Manns (Chair) Caroline Green, Councillor Howells, Sally Holiday, Griff Holiday, Olivia Bundy (Administrator) Angela Price (Town Clerk)

C.1 TERMS OF REFERENCE

The Town Clerk advised that there are no Terms of Reference available, therefore she will create a copy for members for the next meeting of the Christmas Lights Working Party.

C.2 NOTES OF A MEETING OF THE CHRISTMAS LIGHTS WORKING PARTY HELD ON 19 NOVEMBER 2019

RESOLVED: That the notes be received and noted

C.3 COVID-19 RESTRICTIONS

- To note that the Government will not support organisations that are promoting large events.

C.4 SUGGESTIONS GOING FORWARD

- Members agreed that due to Covid-19 and Government advice, the Council would organise a low-key event and an ordinary event. It will be decided closer to the time which type of event members decide to go for.
- The Christmas Lights Switch on event will be held on 28 November 2020
- Small Market stalls socially distanced throughout the town on weekends in the lead up to Christmas.
- Late night shopping in ledbury to be held on 4th December
- Traders Association to sell mistletoe under the Market House to raise money for Charity. Card to be given with mistletoe to promote late night shopping.
- LTC to possibly sell hot drinks under the Market House during the light switch on.

Road Closures

- LTC have applied for a road closure

Activities

- Odd objects to be hidden in shop windows in lead up to Christmas for families to find. A form will be held at the Town Council offices for families to fill in and submit. Prizes to be won.
- Councillor Knight to provide costs for prizes and bring samples into the LTC office.
- Caroline Green to create a form for the festive 'odd objects' activity
- Letters to Santa – Posted through LTC Letter box. replies from LTC (santa)

- Competition to create a Christmas card or festive jumper for the Mayor. Winner will receive a golden ticket and will be invited to switch on the lights with the Mayor.

Tree

- Town Clerk to contact Keith from the Brewery to ask whether he would like to donate the Christmas tree again.
- LTC to investigate the costs of new lighting for the tree.
- LTC to ask the public if they would like to sponsor the tree.
- LTC to investigate costs for a company to provide small trees on buildings and shops throughout the town.

Entertainment

- LTC to investigate costs of a light show to be projected onto a building.
- Festive music to be played under the Market House – possibly recorded due to Covid-19

C.5 Date of Next Meeting

The next Christmas Lights Working Party will be held on Monday, 14 September 2020 at 2:00pm in the Market House.

LEDBURY TOWN COUNCIL

TERMS OF REFERENCE

CHRISTMAS LIGHTS AND DECORATIONS WORKING PARTY

1. Membership

Members of the Working Party can be appointed at any time during the Municipal year and will consist of both Town Councillors and members of relevant local groups/organisations.

The Membership will be made up of Councillors, stakeholders, representatives of local community groups.

2. Chairman

A Chairman will be appointed annually, at the first meeting of the Working Party.

The Chairman will be the main point of contact for the clerk.

The Clerk will ensure minutes are taken from the meeting ensuring the capture of any actions proposed. This report will be submitted to the next meeting of the Environment & Leisure Committee for consideration.

3. Powers

Working Parties cannot make decisions on behalf of the Town Council, and any recommendations made by this group will be subject to approval by the Environment & Leisure Committee, Finance Committee and/or Council. This group has no budgetary powers.

The Council's Standing Orders apply to all meetings of the Working Party.

4. Responsibilities and Areas of Operation

- To ensure that all risk assessments, insurance, licences, and other legal conditions are met and presented to the Council via the clerk;
- To obtain a minimum of 3 quotes in respect of the provision of Christmas lights for Ledbury Town Centre for recommendation to the Environment & Leisure Committee, Finance Committee and/or Council;
- To book the buildings and activities for the switch on;
- To liaise with the local school in respect of any Christmas competitions;
- To consider and recommend the supply of a Christmas trees;

- To liaise with stakeholders and other interested parties via the Working Party meetings prior to the event;
- To recommend marketing materials for the event;
- To ensure all lights and decorations are dismantled and stored appropriately each January;

The Working Party will keep the Council fully informed, providing reports to the Environment & Leisure Committee meetings and ensuring that copies of all relevant documentation are made available for inspection by Council members.

**LEDBURY TOWN COUNCIL
MINUTES OF A MEETING OF THE CLIMATE CHANGE WORKING PARTY HELD
ON 1 SEPTEMBER 2020**

PRESENT: Councillor Knight, Councillor Howells, Amanda Lambourne, Nina Shields.

C.1 APOLOGIES

No Apologies were received

C.2 DECLERATIONS OF INTEREST (Councillors Only)

None received

C.3 TO ELECT A CHAIRMAN

Members elected Nina Shields as the Chairman of the Climate Change Working Party.

C.4 TERMS OF REFERENCE

Nina Shields proposed that the Council take a two-fold approach to the Terms of Reference and suggested that these be divided between ways in which the council can incorporate this into the internal business of the council, along with an external programme for the town.

Councillor Howells proposed looking at examples of other councils and also utilising the Friends of the Earth content as provided with the agenda.

It was agreed that members would send their suggestions for the Terms of Reference to the Town Clerk and that she and Nina would draft the Terms of Reference for consideration at the next meeting. The Town Clerk advised that the draft Terms of Reference should be recommended to the Environment and Leisure Committee for approval.

**C.5 TO AGREE CONTENT OF CLIMATE CHANGE DECLARATION FOR
RECOMMENDATION TO THE ENVIRONMENT & LEISURE COMMITTEE**

Members agreed that they would defer the above agenda item to the next Climate Change Working Party when the Terms of Reference have been drafted and approved by Council.

The next Climate Change Working Party will be held on Monday 28th at 6:00pm in the Market House.

Signed..... Date

LEDBURY TOWN COUNCIL
TERMS OF REFERENCE
CLIMATE CHANGE WORKING PARTY

1. Membership

Members of the Working Party can be appointed at any time during the Municipal year and will consist of both Town Councillors and members of relevant local groups/organisations.

The Membership will be made up of Councillors, stakeholders, representatives of local community groups and other interested parties.

2. Chairman

A Chairman will be appointed annually, at the first meeting of the Working Party.

The Chairman will be the main point of contact for the clerk.

The Clerk will ensure minutes are taken from the meeting ensuring the capture of any actions proposed. This report will be submitted to the next meeting of the Environment & Leisure Committee for consideration.

3. Powers

Working Parties cannot make decisions on behalf of the Town Council, and any recommendations made by this group will be subject to approval by the Environment & Leisure Committee, Finance Committee and/or Council. This group has no budgetary powers.

The Council's Standing Orders apply to all meetings of the Working Party.

4. Responsibilities and Areas of Operation

Internal to the Council

- To work with existing Town Council Working Groups and Standing Committees, to ensure that recommendations are considered of any associated climate and environmental impact and that mitigation, reduction or removal is considered in all decisions and ongoing operations;
- To help build links with other organisations and Herefordshire Council in particular, to improve waste management, public transport, and housing provision;
- To help Ledbury Town Council to develop a longer-term plan for the Parish;

- Support review of purchasing of goods and services to ensure environmental issues are taken into account;
- Support the Neighbourhood Plan to ensure energy and environmental needs are covered in the plan, for consideration in all planning matters;

External to the Council

- To support the community in discussion around setting of appropriate targets for carbon reduction both locally and nationally in policy;
- To work with local residents, group, and other stakeholders to advise and support the adoption of sustainable ways of living and working;

The Working Party will keep the Council fully informed, providing reports to the Environment & Leisure Committee meetings and ensuring that copies of all relevant documentation are made available for inspection by Council members.

ENVIRONMENT AND LEISURE COMMITTEE	17 SEPTEMBER 2020	AGENDA ITEM: 6 (i)
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Report prepared by Angie Price – Town Clerk

YOUTH SHELTER

Purpose of Report

The purpose of this report is to advise Members of the Environment & Leisure Committee of some issues that have been occurring around the Shelter area of the Recreation Ground.

Detailed Information

The Clerk has recently been advised of issues at the recreation ground in respect of broken glass being found on the area around the shelter, and in the skate park and play area. This would appear to be as a result of youngsters gathering at the shelter, drinking and playing music until late into the evening.

A number of local residents have commented on these issues on social media and would appear to be borne out by the mess being left on a nightly basis. The Police have been informed and have agreed to make more frequent walks rounds in this area.

Recommendation

That Members receive and note the above information.

LEDBURY TOWN COUNCIL

ENVIRONMENT & LEISURE COMMITTEE	17 SEPTEMBER 2020	AGENDA ITEM: 6 (ii)
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Report Prepared by Angie Price, Town Clerk

OUTCOME OF ANNUAL INSPECTION OF RECREATION GROUND, PLAY AREAS, SKATE PARK AND FITNESS EQUIPMENT

Purpose of Report

The purpose of this report is to provide Members of the Environment & Leisure Committee with sight on the annual inspection reports in respect of the recreation ground, play areas, skate park and fitness equipment.

Detailed Information

The British and European safety standard BS EN1176 and the Health & Safety Executive strongly recommend that all play areas have at least one inspection every year from an independent suitably qualified body such as ROSPA.

Children's playgrounds should be inspected annually by an independent specialist to ensure the long-term safety of the site, equipment, and ancillary items. This will also meet legal and insurance responsibilities as well as complying with the requirements of EN1176 (the European Playground Standard).

Ledbury Town Council have a standing agreement with a qualified playground inspector to have the recreation ground, play areas, skate park and fitness equipment inspected annually, with the most recent inspection having been carried out in June 2020. (copies of the reports were provided to Members prior to the meeting for information).

Upon receipt of the reports it became apparent that there were a lot of issues raised within the report, which will result in repair or replacement of equipment and grounds accordingly.

At the time the reports were received staff were still working from home, however once they had returned to the office the Clerk arranged to meet with the groundsman contracted to maintain the recreation ground and equipment to go through the issues raised. At that meeting it was agreed that the groundsman would review the reports and advise the Clerk what work would be covered by his contract, what works he could do subject to additional quotes and what work should be considered by external companies, such as grounds works, and ensuring the equipment is compliant with British and European Safety Standards.

A further meeting took place on site between the Clerk and the Groundsman to review some of the issues raised within the report to assist with the preparation of a programme of works. The groundsman has provided information to the Clerk in

respect of the tasks he can do, either as part of the maintenance contract or as additional works. A suggested action plan is attached for members information.

Financial Implications

In the 2020/21 budget the following amounts have been allocated to the Recreation Ground budget:

	Allocated	Spent
New Play Equipment	£5,000	
Repairs to play equipment	£2,000	
Skate Park	£5,000	
Youth Shelter	£1,000	£ 990
Litter Bins	£ 306	
Non-contracted grounds maintenance	£5,000	£1,541

The following amounts have been allocated to the Special Projects budget:

Litter Bins, Benches & Pathways	£5,000	£2,584
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Monies listed as spent above are as follows:

Youth Shelter – cost of artwork on the inside of the shelter

Non-contracted grounds maintenance – works to relay the pathway from the Orchard Lane entrance

Litter Bins, Benches & Pathways – purchase of 10 new recycled benches for use in recreation ground and/or cemetery

As stated above and on the attached programme of works, the Groundsman has indicated that some of the works will be carried out as part of his contract. However, much of the work required will be additional costs and careful consideration of the funds available, as listed above and the need to ensure equipment is safe will need to be costed in accordance with the risks involved.

Recommendation

1. That Members of the Environment & Leisure Committee receive and note the above report and attached information and authorise the Clerk to proceed with the programme of works subject to costing each area accordingly and funding being available.
2. Any works not able to be carried out within the 2020/21 budget be carried out in 2021/22 with appropriate funds being placed in the 2021/22 budget.
3. That the possibility of S106 funds for replacement play equipment be investigated.

Works to be carried out as part of Groundsman's contract

No.	Works required - Repair/Replace/Other	To be undertaken by	Materials/equipment required	Anticipated Cost	Comments	Anticipated Completion date
1	General Tidy up of all areas - remove all debris from all areas	Groundsman	N/A	N/A		Sep-20
2	Clean all signage and replace damaged or unreadable signs	Groundsman and admin team	Cleaning products and new signs where applicable		New signs ordered August 2020	End of 2020
3	Embankment Slide - Reinstate surface around this item	Groundsman	Top soil and grass seed/turf			End of 2020
4	Timber sleepers - Reinstate the ground around with new soil and grass seed/turf	Groundsman	Top Soil and grass/Turf			End of 2020
5	Metal benches - Replace with new recycled benches and remove all fixtures and fittings not required. New soil to be laid and reseeded around all benches	Groundsman	New recycled benches. Top Soil and grass seed/turf		Benches already purchased	End of 2020
6	Timber benches - Repair where possible or replace with new recycled benches	Groundsman	Replacement timber and fixings, new recycled benches		Benches already purchased	End of 2020
7	Picnic tables - Replace Lay new soil and reseed	Town Clerk Groundsman	New picnic bench, top soil and grass seed			End of 2020
8	Timber stepping stones - Remove and reinstate surface	Groundsman	Top soil and grass seed/turf			End of 2020
9	Aerial Runway (Zip wire) - reinstate surface - lift and relay matting	Groundsman	Top soil, grass seed/turf			End of 2020
2	3 way Springer - Remove algae and clean	Groundsman	Cleaning products			End of 2020
10	Multiplay Slide - Tighten all bolts to reduce finger entrapment risk	Groundsman	N/A	N/A		End of 2020

Works quoted for by groundsman - not part of contract

No.	Works required - Repair/Replace/Other	To be undertaken by	Materials/equipment required	Anticipated Cost	Comments	Anticipated Completion date
1	Bay Cradle Swing - Treat and repaint all paintwork	Groundsman	N/A	£500		End of 2020
2	Bay Mixed Swing - Treat and repaint all paintwork	Groundsman	N/A			End of 2020
3	Hexagon Swing - treat and repaint (consider removing in future)	Groundsman	N/A			End of 2020
4	Gates around skate park and play area - treat any rusting components and repaint.	Groundsman	N/A	Quote received £2,500		End of 2020

TO obtain quotes

No.	Works required - Repair/Replace/Other	To be undertaken by	Materials/equipment required	Anticipated Cost	Comments	Anticipated Completion date
11	Youth Shelter - remove trip hazards	Local Contractor	N/A	TBC		End of 2020
13	Lift and relay safety mats at site of wooden play area (Orchard Lane End). New soil to be laid and reseeded. Mats to be relayed in accordance with the API (Associated Play Industries) Code of Practice	Local Contractor	Top Soil and grass seed/turf			End of 2020
10	See Saw - Treat and repaint metalwork and replace seat plates	Local Contractor/ admin team	Contractor to provide paint etc. new seat to be sourced by admin team	TBC		2021/22
11	3 way springer - treat and repaint metalwork	Local Contractor	Contractor to provide	TBC		2021/22
14	Skate park gates - General maintenance to gate as per report	Local Contractor	Contractor to provide	TBC		2021/22
16	Mesh Fencing replace inserts missing from fence posts	Local Contractor	Contractor to provide	TBC		2021/22
18	Lift and relay all mats around all fitness equipment	Local Contractor	Top soil grass seed/turf	TBC		2021/22
3	Bay Cradle Swing - Repair and relay safety surface Assess chains and bushes and replace if necessary	Specialist contractor	To be supplied by contractor			2021/22
4	Bay Mixed Swing - Repair and relay safety surface where necessary - Assess chains and ropes and replace if necessary	Specialist contractor	To be agreed with supplier			2021/22

Specialist works

No.	Works required - Repair/Replace/Other	To be undertaken by	Materials/equipment required	Anticipated Cost	Comments	Anticipated Completion date
1	Skate ramps and equipment - consult with manufacturer on all issues raised within the report in respect of safety and repair	Specialist contractor	To be discussed with contractor	TBC	Meet with contractor to assess asap	
2	Single point swing - to be assessed by manufacturer and repaired or replaced accordingly	Manufacturer				2021
3	Bay Cradle Swing - Repair and relay safety surface Assess chains and bushes and replace if necessary	Specialist contractor	To be supplied by contractor			2021/22
4	Bay Mixed Swing - Repair and relay safety surface where necessary - Assess chains and ropes and replace if necessary	Specialist contractor	To be agreed with supplier			2021/22
6	Multiplay Slide - repair safety surface	Specialist Contractor	To be agreed supplier	TBC		2021/22
7	Aerial Runway (Zip wire) - Inspect main cable - Replace worn or missing nylon inserts, test seat height when loaded with 69.5 kg, adjust cable stop position, inspect seat connection, repair traveller brake	Specialist Contractor		TBC		2021/22
9	See Saw - Repair safety surface	Specialist Contractor	Contractor to provide	TBC		2021/22
12	3 way springer - repair damaged safety surface	Specialist Contractor	To be agreed supplier	TBC		2021/22
17	Fitness equipment - consult with manufacturer on all issues raised within the report in respect of missing parts and safety issues	Specialist contractor	To be discussed with contractor	TBC		2021/22
5	Commando Net - replace missing bolt cap covers	Admin team to contact supplier	Bolt cap covers			2021/22
19	Basketball Backboard - remove front of board and commission artwork similar to the shelter	Street artist	To be provided by artist	TBC		2021/22

To be removed and replaced

No.	Works required - Repair/Replace/Other	To be undertaken by	Materials/equipment required	Anticipated Cost	Comments	Anticipated Completion date
5	Timber climber - Remove and consider replacing		N/A			End of 2020
9	Dome Climber - Remove and replace with new equipment		N/A			End of 2020

ENVIRONMENT AND LEISURE COMMITTEE	17 SEPTEMBER 2020	AGENDA ITEM: 6 (iii)
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Report prepared by Angie Price – Town Clerk

DESIGNS FOR ARTWORK TO REAR OF SHELTER AND SKATE PARK

Purpose of Report

The purpose of this report is to provide Members of the Environment & Leisure Committee with information on the recent inspection of the recreation ground and associated equipment.

Detailed Information

At previous meetings Members have agreed that the rear of the Shelter at the Recreation Ground and the Skate Park should be considered for artwork, similar to that of the inside of the Shelter.

As a result of this the public were asked to provide suggestions for these two areas. A number of ideas were received and these graffiti artist responsible for the works to the shelter was asked to provide a draft proposal using the designs received.

Attached is a black and white copy of a suggestion for the rear of the back of the shelter. The skateboard park designs have not yet been provided and as there are several issues around the skate park which were highlighted in agenda item 7(ii) that may mean some of the equipment needs to be replaced and therefore it would not be sensible to paint these areas until such time the programme of works has been completed as detailed in the report at agenda item 7(ii).

Financial Implications

A total sum of £1,000 was allocated to the Youth Shelter budget for 2020/21 and the recent artwork costs were £990.00. leaving just £10 in the budget. Therefore, there are insufficient funds for any further artwork in 2020/21 and should Members agree to go forward with the designs, subject to costs, a request would need to be made to the Finance, Policy & General Purposes Committee to identify funding for the project.

Recommendation

That Members of the Environment & Leisure Committee consider the above information and attached drawing with a view to approving the artwork to the rear of the shelter, subject to funds being identified from the 2020/21 budget.

