

**LEDBURY TOWN COUNCIL**  
**MINUTES OF A MEETING OF THE**  
**ENVIROMENT AND LEISURE COMMITTEE**  
**HELD ON 18 NOVEMBER 2020**  
**VIA ZOOM**

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**PRESENT:** Councillors Bannister, Chowns & Manns

**IN**  
**ATTENDANCE:** The Town Clerk – Angela Price

**E91. APOLOGIES**

Apologies were received from Councillors Knight and Morris with Standing apologies being received from Councillor Whattler

**E92. DECLARATION OF INTERESTS**

None received

**E93. PUBLIC PARTICIPATION**

None received

**E94. TO APPROVE AND SIGN THE MINUTES OF A MEETING OF THE ENVIRONMENT AND LEISURE COMMITTEE HELD ON 17 SEPTEMBER 2020**

**RESOLVED:**

**That the minutes of a meeting of the Environment and Leisure Committee held on 17 September 2020 be approved and signed as a correct record.**

**E95. UPDATE ON WORKING PARTIES**

**Climate Change Working Party**

Members were asked to receive and note the minutes of the Climate Change Working Party held on 26 October 2020.

The Clerk Advised of the following recommendations from within the minutes:

- 1. To add Herefordshire Council Strategic Waste Review public consultation to the Climate Change Working Party action plan, with the aim of assisting Herefordshire Council to gain public opinion in the Ledbury area.*

- II. *That Ledbury Town Council gets involved with Herefordshire Council Strategic Waste Review consultation and endorse an awareness raising programme.*
- III. *That the Environment and Leisure Committee consider the Climate Change Deceleration making amendments where appropriate with a recommendation to Full Council that they be approved.*

**RESOLVED:**

- 1. That the notes of the Climate Change Working Party held on 26 October 2020 be received and noted.**
- 2. That the Herefordshire Council Strategic Waste Review public consultation be added to the Climate Change Working Party action plan.**
- 3. That the Climate Change Deceleration be agreed subject to the following amendment:**

**Climate Emergency Declaration - paragraph two is amended to read “Ledbury Town Council acknowledges that global warming exists ...”**

**Christmas Lights**

- I. Members were asked to receive and note the notes of a Christmas Lights Working Party held on 26 October 2020.

The Clerk advised of the following recommendations from within the notes:

*C.28: That the Environment & Leisure Committee give consideration to working with the Traders Association in respect of an 'odd object' window display at different times throughout the year, to celebrate different dates and seasons, i.e. Valentine's Day, Easter, etc. and that the be referred to the Tourism, Town Marketing, Charter Market & Market House Working Party for consideration.*

Members agreed that it was not appropriate for the Council to dictate to the Traders in the town what they can/cannot, should/should not do in their shop windows and as such it was agreed that the recommendation that this item be referred to the Tourism, Town Marketing, Charter Market & Market House Working Party not be acceded to. However, it was agreed that the council would promote and support

the Traders Association throughout the year via social media platforms.

*C.30: That the Environment & Leisure Committee consider donating the Christmas presents purchased for the grotto to Ledbury based families via organisations such as the West Mercia Women's Refuge and the Ledbury Foodbank.*

*C.32 : That the light switch-on is filmed and put on social media with a press release stating the Council's duty of care and reinforce the reasons why Ledbury Town Council have not advertised the switch-on date.*

### Lights

- II. The Clerk advised that the current Christmas Lights contract with Gala Lights is due to expire, therefore Council will need to obtain, and review quotes should they wish to continue providing Christmas Lights in the town centre.

### **RESOLVED:**

- 4. That the notes of the Christmas Lights working Party held on 26 October 2020 be received and noted.**
- 5. That the Environment & Leisure Committee agree to donating the Christmas presents purchased for the grotto to Ledbury based families via organisations such as the West Mercia Women's Refuge and the Ledbury Foodbank.**
- 6. That the light switch-on be filmed and put on social media with a press release stating the Council's duty of care and reinforce the reasons why Ledbury Town Council have not advertised the switch-on date.**
- 7. That officers obtain quotes from at least three Christmas Lights suppliers for a three-year contract, 2021/24, for the supply and installation of Christmas lights in the town centre.**
- 8. That once obtained, the Christmas Lights Working Party be requested to consider the quotes and make a recommendation to the Environment and Leisure Committee.**

### **Cemetery Working Party**

Councillor Manns advised members that in the past Ledbury Town Council had a Cemetery Working Party. He explained that after a discussion with the Clerk they thought it would be beneficial to have a '**Friends of Ledbury Cemetery**' group as opposed to a working party to encourage more members of the public to join.

Councillor Bannister agreed that the Council already had multiple working parties and that it would take the strain off many members. He also noted that working parties had become formal and that it would be good to encourage more residents to become more involved with the Town Council and Cemetery.

**RESOLVED: That the Council create an informal cemetery group called 'Friends of Ledbury Cemetery' and that members of the public are invited to join.**

E96.

### **RECREATION GROUND**

#### **Annual inspection of the recreation ground, play areas, skate park and shelter**

Members were provided with an update on the progress being made with work identified as a result of the Annual Play Inspection Report.

The Clerk advised that some companies that the Deputy Clerk had contacted were not willing to repair the equipment as they were not installed by the company previously. However, she was able to receive a from Wicksteed, the original company that installed the play equipment. She advised that the costs of repairs would be in the region of £30,000 and that there is currently circa £12,000 available in the 2020/21 budget.

Councillor Bannister expressed how important the playground and play equipment is to residents and families of Ledbury. He agreed that the Council need to budget for the replacement of the play areas equipment and suggested a budget of £50,000 in the 2021/22.

Councillor Chowns asked whether a local business would like to sponsor the recreation ground. The Clerk advised that she would investigate this and update members accordingly.

Members agreed to discuss this further at Agenda item 19, 2021/22 Budget Items, noting that the Deputy Clerk would continue to gather quotes from play equipment companies.

### **Recent incident at Recreation Ground**

Members were provided with a report on an incident that took place on the evenings of 4 & 5 November 2020 at the Recreation Ground.

#### **RESOLVED:**

- 1. That Members of the Environment and Leisure Committee receive and note the specification which has been provided to the original supplier of the play equipment.**
- 2. That members of the Environment and Leisure Committee receive and note the report in relation to the incident at the Recreation ground, noting that officers are taking action in respect of a permanent repair to the two lockdown posts at the end of the Recreation Ground.**

**E97.**

### **CEMETERY**

#### **Grant of Exclusive Right of Burial and Transfer of Exclusive Right of Burial**

That in accordance with Standing Order 23(a), authority be given for the Deeds of Exclusive Right of Burial (Deed numbers 100, 138 345, 547, 689 and 691) to be signed, granting the exclusive right of burial to those named as the purchaser of the Deed of Exclusive Right of Burial

That in accordance with Standing Order 23(a), authority be given for the Transfer of the Deed of Exclusive Right of Burial (None prepared) to be signed, granting the exclusive right of burial to those named as the purchaser of the Deed of Exclusive Right of Burial.

**E98.**

### **VOTIVE**

At a meeting of the Environment & Leisure Committee held on 16 July 2020 Members were requested to consider the purchase of a Church Votive for use at the Cemetery Chapel. The purpose of the Votive would be to allow the chapel to be opened on various days throughout the year.

The Clerk advised that the Votive had been purchased and is currently in the Chapel. She asked members whether they would be willing to volunteer to help on the weekend before Christmas, Sunday, 20 December, so that members of the public could come and light a candle in memory of loved ones.

**RESOLVED:**

1. That the update on the Chapel Votive be received and noted.
2. That the Clerk send an email to Members to ask whether they would be willing to volunteer on Sunday, 20 December to open the Chapel for residents to light a candle in memory of loved ones.

**E99. TREE SURVEY REPORT**

Members were provided with a copy of a recent tree survey of the trees in Ledbury Cemetery.

Members asked whether it would be possible to upload the report to the council's website.

**RESOLVED:**

1. That members of the Environment and Leisure Committee receive and note the tree survey report in respect of trees at Ledbury Cemetery.
2. That the Tree Survey be uploaded to the Ledbury Town Council website.

**E100. CHARTER MARKET**

The Town Clerk advised that the Council had been approached by a local chef who would like to sell hot foods under the Market House on Saturday's. She provided members with a 'food allergens and intolerance' policy and advised that a recommendation would have to be sent to the Finance, Policy and General Purposes committee for approval.

**RECOMMENDATION**

1. That members of the Environment and Leisure Committee recommend that members of the Finance, Policy and General Purposes Committee approve the 'food allergens and intolerance' policy in respect of homemade foods being sold on market stalls in Ledbury.

**E101. MAINTENANCE PROGRAMME**

Members were informed the need of intention to prepare a 5-year rolling programme in respect of the continued maintenance of all council owned buildings.

Ledbury Town Council own the following properties:

Council Offices  
Market House  
Cemetery Chapel  
Cemetery Mortuary

The Clerk advised that this would be in addition to the quinquennial surveys that are carried out on the Market House and Council Offices.

**RESOLVED:**

1. **That members receive and note the report and recognise that the preparation of a 5-year rolling programme for the inspection of all buildings owned by the council is likely to incur additional charges going forward.**
2. **That once the draft maintenance programme has been prepared it will be provided for consideration by the Environment and Leisure Committee.**

**E102.**

**DECISION NOTICES**

Members were provided with 'Record of Officer Decision Notices' to inform members of decision that were taken outside of committee using delegated powers.

**RESOLVED:**

**That the Record of Officer Decisions be received and noted.**

**E103.**

**COUNCIL OFFICES – CHIMNEYS**

The Clerk advised members that the chimney in the reception area is in desperate need of cleaning and that a sweep had been booked for 4 December 2020.

The Clerk advised that the internal structure of the reception chimney is currently in a poor state of repair and that it would be necessary to have this assessed by a sweep to establish whether the repairs work need to be carried out prior to the sweeping of the chimney.

**RESOLVED:**

1. **That Members of the Environment and Leisure Committee receive and note the update in relation to the chimney in the council offices.**

2. **That a further report be provided to a future meeting of the Environment & Leisure Committee on the works required to make good the internal chimney in reception.**

#### **E104. PROVISION OF BINS**

Councillor Manns advised that Herefordshire Council have advised that they have identified funding to replace some of the bins in the Market Towns. The Clerk suggested that she contact Herefordshire Council and send a copy of the list of bins that the Council consider need replacing in Ledbury.

It was noted that Councillor Knight had been approached by many residents in Ledbury asking whether the council could install recycling bins at the end of the carpark area adjacent to the recreation ground. The Clerk advised that with the news that Herefordshire Council are funding bins around the town members may wish to ask whether the bins being replaced could be replaced with recycling bins.

Councillor Bannister proposed that the council look at replacing the bins in the town and that they come back to recycling bins in the future.

#### **RESOLVED:**

1. **That the Clerk be instructed to respond to Herefordshire Council with a list of bins that the council would like to be considered for replacement, as per the attached report.**
2. **That the Clerk continue to investigate the possibility of recycling banks being located within the town.**

#### **E105. WAR MEMORIAL**

The Clerk advised that the stone Mason had replaced the slabs around the War Memorial, however consideration needed to be given to stronger slabs being laid in the future due to the slabs around the War Memorial being thin and therefore easily cracking when vehicles drive over them

Councillor Bannister suggested fitting bollards around the war Memorial to stop vehicles from driving on the pavement. The Clerk advised that she needed to obtain advice from the War Memorial Trust to establish whether bollards could be sited in the vicinity of the Memorial, as this would alter the original design of the area.



**RESOLVED:**

1. **That the update from the Town Clerk in relation to the War Memorial be received and noted.**
2. **That the Clerk investigate whether it would be possible to place bollards at the War Memorial site.**

**E106. WOODEN POSTS IN CHURCH LANE**

The Clerk updated members on the progress of the replacement oak bollard on Church Lane. She advised that the adjacent bollard had become rotten and therefore needed replacing. Subsequently, the chair of Environment and Leisure in conjunction with the Town Clerk, agreed to go ahead with the replacement of the second oak bollard.

The estimated date of installation will be on Friday, 20 November 2020.

**RESOLVED:**

**E107. That the update from the Town Clerk in relation to the Oak Bollard on Church Street be received and noted.  
WINTER HANGING BASKETS**

The Chair asked for members opinions on installing winter hanging baskets in ledbury.

Councillor Bannister felt that this would be well received throughout Ledbury and volunteered to liaise with Clive Gunn from ledbury in Bloom to ask whether it would be possible to have winter hanging baskets.

**RESOLVED:**

**E108. That the Council investigate the possibility of providing winter hanging baskets in 2021.**

**E108. LITTER PICKING**

Members were provided with a copy of correspondence from a local resident in relation to the Council providing litter picking equipment for the XR litter picking group.

The Clerk advised that Herefordshire Council can offer a small number of litter picking items on permanent loan. The Clerk suggested deferring this agenda item to the Climate Change Working Party.

**RESOLVED:**

**That the above agenda item be deferred to the next Climate Change Working Party.**

**E109.**

**CORPORATE PLAN**

Members were provided with an action plan for the corporate plan.

Councillor Bannister advised that on Monday, 30 November 2020 at 6:30 via zoom the Economic Development and Planning Committee will meet to discuss the priorities in the corporate plan action sheet. It was noted that members of the Environment and Leisure Committee meeting will meet afterwards.

**RESOLVED:**

- 1. That the update on the corporate plan be received and noted.**
- 2. That a meeting is held on Monday, 30 November 2020 via zoom to discuss the Environment and Leisure priorities in the corporate plan action sheet.**

**E110.**

**ADVERTISING BANNERS**

Members were provided with a report in relation to advertising banners in Ledbury.

Councillors Bannister and Morris had taken pictures of a number of locations in and around Ledbury that they felt would be an appropriate for advertising banners to be sited. These included lamp post banners and an overhead banner in High Street, utilising the eyelets which are in place for the Christmas Lights.

The Clerk advised that they had been advised on several occasions that the eyelets currently in place would not be strong enough to support an overhead banner and that if they wished to consider this then stronger eyelets would need to be in place.

It was agreed that in the first instance a request should be made to Herefordshire Council to allow lamp post banners to be erected, and Councillor Bannister volunteered to provide the lamp post numbers for the next meeting of Environment and Leisure Committee. In the meantime, the Clerk will contact Herefordshire Council to ask whether there would be any issues with installing banners across the street or on mounted onto posts.

**RESOLVED:**

- 1. That the advertising banners report be received and noted.**
- 2. That Councillor Bannister identify the lamp posts that he feels would be a prime location for advertising banners and report back to the Clerk for the next Environment and leisure Committee.**
- 3. That the Clerk contact Herefordshire Council to confirm whether there would be any issues with installing advertising banners across the street or on lamp posts.**

**E111.**

**2021/22 BUDGET ITEMS**

Members were given the opportunity to consider any items they wish to be included in the 2021/22 budget, in addition to the standard annual budget.

Members proposed that the following items are taken into consideration within the 2021/22 budget:

- I. Substantial budget for the replacement of the play area at the recreation ground.**
- II. Budget for the 5-year rolling maintenance programme of Council owned properties.**
- III. Budget for the Winter Baskets throughout Ledbury.**

The Clerk advised that there would be a budget meeting to discuss the 2021/22 budget on 2 December, via Zoom at 6:00pm and that all members are welcome to attend.

**RESOLVED:**

**That the below proposed budget items be brought forward at the proposed budget meeting**

- I. Substantial budget for the replacement of the play area at the recreation ground.**
- II. Budget for the 5-year rolling maintenance programme of Council owned properties.**
- III. Budget for the Winter Baskets throughout Ledbury.**

**E112. 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 21 January 2021.**

**E113. 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**

**E114. UPDATE ON RECRUITMENT OF TOWN MAINTENANCE OPERATIVE**

Members were advised that interviews for the above position had been held that day and that the successful candidate would be informed the following day to start as soon as possible.

**RESOLVED:**

**That the update on the recruitment process be received and noted.**

**E115. MORTUARY LEASE**

Members were advised that the lease in respect of the Mortuary in Ledbury Cemetery was due to expire in March 2021 and Members were asked to recommend to the Finance, Policy & General Purposes Committee that the Clerk be authorised to enter into discussions with the current lease holder with a view to renewing the lease.

Members were also advised of a clause within the current lease that did not appear to have been dealt with correctly and Members were requested to approve the actions taken by the Clerk in respect of this issue, and that this issue also be raised with the Finance, Policy & General Purposes Committee.

**RESOLVED:**

- 1. That a recommendation by submitted to the Finance, Policy & General Purposes Committee that the Clerk be authorised to enter into discussion with the current lease holder with a view to renewing the lease.**

2. **That the Clerk obtain a valuation for the current market lease value in respect of the Mortuary.**
3. **That the issue in respect of clause 12 of the addendum to the Lease be considered at a meeting of the Finance, Policy & General Purposes Committee.**

The Meeting ended at 9.15 pm

Signed ..... Dated .....