

**LEDBURY TOWN COUNCIL**  
**MINUTES OF A MEETING OF THE**  
**ENVIROMENT AND LEISURE COMMITTEE**  
**HELD ON 21 JANUARY 2021**  
**VIA ZOOM**

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**PRESENT:** Councillors Bannister, Chowns, Manns (Deputy Chair) and Morris

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

**E116. APOLOGIES**

Apologies were received from Councillors Knight and standing apologies being received from Councillor Whattler.

**E117. DECLARATION OF INTERESTS**

None received.

**E118. PUBLIC PARTICIPATION**

None received.

**E119. TO APPROVE AND SIGN THE MINUTES OF A MEETING OF THE ENVIRONMENT AND LEISURE COMMITTEE HELD ON 19 NOVEMBER 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.**

**E120. 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 23 November and 11 January 2021.

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

- I. That the Committee consider allocating £2,500 - £3,000 in the Council budget 2021-2022, specifically to work with Garden Organic to provide*

*a sustained approach to campaigning and raising awareness of recycling, composting, and reducing food waste and assist with training local volunteers. If the Committee are unable to allocate the full amount, please can the Committee consider allocating a budget for this work which can be used as match-funding.*

- II. That the amended Climate Change Declaration be put before full Council for agreement in November 2020.*
- III. CC3: LTC buy renewable electricity for all council buildings.*
- IV. CC4: Recommend LTC measure their own current carbon footprint as a baseline to measure progress.*
- V. CC8: WP to draft a Council plastic-free 'statement' and recommend to Committee that Council adopt the statement.*
- VI. CC9: XR Ledbury have volunteered to lead and coordinate community litter picks in conjunction with Balfour Beatty, where equipment can be hired free of charge and safety advice provided.*
- VII. CC15: to include an article in the Council newsletter on Malvern Hills Car Club to promote use.*
- VIII. CC22: that Council considers amending financial regulations to make it clear that quotes for sustainable contracts, renewable energy and from eco/green suppliers will be sought in the first instance.*
- IX. CC36-28: that Committee note these Climate Change goals have been passed to the Neighbourhood Development Plan working group for inclusion in the Plan.*
- X. That Members of the Environment and Leisure Committee consider the proposals on page 550-553*
- XI. That Ledbury Town Council becomes a member of the Herefordshire Green Network at a cost of £50 per annum for 2021, payment from the Climate Change budget.*
- XII. That the Environment & Leisure Committee be requested to consider the Climate Change Working Party to work with HGN & the Centre for Alternative*

*Technology to source quotes for an expert to undertake the carbon footprint measurement of Ledbury Town Council assets, so the Council have a baseline figure to improve upon*

*XIII. Recommend to Environment & Leisure Committee that the Climate Change budget be used to purchase litter picking equipment: 10 x grabbers, hoops, gloves, and hi-vis vests, to support individuals and community groups (when able) to carry out community litter picks in Ledbury.*

**RESOLVED:**

- 1. That the current sum of £2,500 in the Climate Change Working Party Budget be used in conjunction with match funding.**
- 2. That the amended Climate Change Declaration be put before full Council for agreement in February 2021.**
- 3. That the Economy & Tourism Working Party be asked to provide more information on the type of renewable energy sources the Council could consider.**
- 4. That Members of the Environment and Leisure Committee agree to the Council measuring its Carbon Footprint.**
- 5. The members of the Environment and Leisure Committee agree to the Climate Change Working Party producing a draft plastic free statement.**
- 6. That Members of the Environment and Leisure Committee note that XR Ledbury have volunteered to lead and coordinate community litter picks in conjunction with Balfour Beatty, where equipment can be hired free of charge and safety advice provided.**
- 7. That members of the Environment and Leisure Committee note that the recommendation has been superseded by (6) above and therefore did not support the recommendation for the council to purchase litter picking equipment.**
- 8. That a RECOMMENDATION be sent to a meeting of Full Council to consider amending Financial Regulations to make it clear that quotes for sustainable contracts, renewable energy and from eco/green suppliers will be sought in the first instance.**

9. That the following proposal be sent to the next meeting of Economic Development and Planning Committee:
  - a) Sustainable Ledbury would like to clear much of the ground growing ivy to enable a variety of woodland plants to establish.
  - b) Brambles to be cut every three years to enable a variety of woodland plants to establish.
  - c) To propose a thin number of tree saplings where appropriate and recruit suitable saplings to develop the next generation of canopy trees.
10. That Members of the Environment and Leisure Committee agree to Ledbury Town Council becomes a member of the Herefordshire Green Network at a cost of £50 per annum for 2021, payment from the Climate Change budget.
11. That Members of the Environment and Leisure Committee agree to the Climate Change Working Party work with HGN & the Centre for Alternative Technology to source quotes for an expert to undertake the carbon footprint measurement of Ledbury Town Council assets, so the Council have a baseline figure to improve upon.
12. That Members of the Environment & Leisure Committee DO NOT accept the proposal to purchase litter picking equipment, due to Herefordshire Council providing equipment for free.

E121.

## **RECREATION GROUND**

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

Members were advised that there have been a number of incidents at the Recreation ground including, abandoned vehicles and anti-social behaviour. The Clerk advised members that the office is working with the police.

### **RESOLVED:**

That members of the Environment and Leisure Committee receive and note the verbal report in relation to the incident at the Recreation ground, noting that officers are working with the Police to stop the incidents.

**E122. 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 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 76, 466, 547 to be signed, granting the exclusive right of burial to those named as the purchaser of the Deed of Exclusive Right of Burial.

**E123. MAINTENANCE PROGRAMME**

Members were provided with a 5-year Town Council maintenance Plan for the following properties:

Council Offices  
Market House  
Cemetery Chapel  
Cemetery Mortuary

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

**RESOLVED:**

- 1. That members receive and note the 5-year rolling programme for the inspection of all buildings owned by the council.**

**E124. CHRISTMAS LIGHTS CONTRACT REQUIREMENT**

The Clerk updated Members on the anticipated specification in respect of the future Christmas lights contract.

Members were requested to provide guidance on the following in respect of the specification for a future Christmas light contract.

- 1. Should the Council continue with the 5 overhead strings in the Homend, that they currently have, or should they extend the lights further down Homend, and if so, how far?*

- II. Consideration be given to retaining the current style and colours of the lights as per the past three years.*
- III. Consideration to be given to increasing the vertical wall lights to the Southend, and how far they should be extended.*
- IV. That in the future, when the lights are switched on, they remain on constantly for the entire period.*
- V. That Members consider whether the Council would purchase the town Christmas Tree in future years, and if so note that it would be necessary to include requirements for Christmas tree lights in the specification for Christmas Lights provision.*

**RESOLVED:**

- 1. That Members of the Environment and Leisure Committee agree to extend the lights on the Homend to Tesco's Superstore, noting that the Clerk obtain permission from the appropriate Proprietors.**
- 2. That Members of the Environment and Leisure Committee agree to retaining the current style and colours of the lights as per the past three years.**
- 3. That Members of the Environment and Leisure Committee agree to increasing the vertical wall lights to the Southend.**
- 4. That Members of the Environment and Leisure Committee agree to the Christmas lights being switched on from 12:00pm to 6:00am.**
- 5. That Members of the Environment and Leisure Committee agree to the Council purchasing a Christmas Tree, noting that it would be necessary to include requirements for Christmas tree lights in the specification for Christmas Lights provision.**

**E125.**

**ADVERTISING BANNERS**

Members were provided with a report on possible locations for lamp-post mounted banners.

Councillor Morris thanked Councillor Bannister for the report and the work that he put into the document.

**RESOLVED:**

1. That the Clerk be authorised to contact BBLP to establish whether it would be possible to mount banners to the lamp posts listed within the report.
2. That a RECOMMENDATION be sent to the Finance Policy and General-Purpose Committee to request a budget of £5,000 to spend on banners.
3. Once confirmation has been received from BBLP, The Clerk obtain quotes in respect of the banners and fittings and submit a report to a future Environment and Leisure Committee.

**E126.**

**CORPORATE PLAN**

Members were provided with a corporate plan action sheet and were asked to make comment on individual actions and whether there was a cost involved.

**RESOLVED:**

1. That Members of the Environment and Leisure Committee receive and note the Corporate Plan action sheet.

**E127.**

**2021/22 BUDGET ITEMS**

Members were provided with draft 2021/22 budget papers and were asked to consider any further items for inclusion.

Councillor Bannister proposed a further budget of £50,000 to improve the Recreation Ground, including the equipment in the playground and Skatepark.

**RESOLVED:**

1. That a RECOMMENDATION is sent to the Finance Policy and General Purposes Committee to create a budget heading named 'Refurbishment' with the budget of £50,000 in order to refurbish the Playground and Skatepark equipment.
2. That members of the Environment and Leisure Committee receive and note the 2021/2 budget information.

**E128. 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 18 March 2021.**

**E129. 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**

**E130. TOWN MAINTENANCE OPERATIVE**

The Clerk provided Members with the outcome of a recent recruitment process in respect of the above post and confirmed that it had not been possible to fill the post.

**RESOLVED:**

**That a further recruitment process be entered into in respect of the post of Town Maintenance Operative.**

**E131. WAR MEMORIAL**

Members were requested to give consideration to a verbal update on the War Memorial.

Members were advised that the Clerk had received two quotes in respect of the work required to repair the flagstones around the Memorial.

It was agreed that the Clerk would provide copies of the quotes to the members of the Committee for further consideration. Councillor Bannister stated that it is important that the council specify what type of slabs are laid in the area around the Memorial.

**RESOLVED:**

**That the Clerk forward the quotes onto members of the Committee for further consideration.**

**E132. CCTV**

The Clerk advised Members on the operational status of the CCTV at the recreation ground.



The Clerk advised that she had been in discussions with the CCTV Suite at Herefordshire Council as to whether Ledbury Town Council could like their CCTV with Herefordshire Council.

**RESOLVED:**

That the Clerk continue discussions with the CCTV provider and Herefordshire Council in respect of the future of the CCTV at the recreation ground.

The meeting ended at 9.00 pm.

Signed .....  
(Chair)

Dated .....