

**LEDBURY TOWN COUNCIL  
MINUTES OF A MEETING OF THE  
ENVIROMENT AND LEISURE COMMITTEE  
HELD ON 18 MARCH 2021  
VIA ZOOM**

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

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

**E130. APOLOGIES**

Standing apologies were received from Councillor Whattler.

**E131. DECLARATION OF INTERESTS**

Councillor Knight declared a pecuniary interest in Agenda item 6 and completed the appropriate forms accordingly. It was noted that Councillor Knight will participate in the conversation, however she would not vote.

**E132. PUBLIC PARTICIPATION**

The Clerk advised that she had received a question from a member of the public asking whether the council could provide a painted tennis court on the recreation Ground. The Clerk advised that she would investigate this and report back to a future meeting of the Environment and Leisure Committee.

**E133. TO APPROVE AND SIGN THE MINUTES OF A MEETING OF THE ENVIRONMENT AND LEISURE COMMITTEE HELD ON 21 JANUARY 2021**

It was noted that minute no. E124(4) should read:-

“That Members of the Environment & Leisure Committee agree that the Christmas lights being switched on from 6.00 am – 12.00 am.

**RESOLVED:**

**That the minutes of a meeting of the Environment and Leisure Committee held on 21 January 2021 be approved and signed as a correct record, subject to the above amendment.**

E134.

**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 1 March 2021.

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

- I. *That the Chairman of the Climate Change Working Party attend the Environment & Leisure Committee meetings to provide feedback as required.*
- II. *That the Environment & Leisure Committee consider the draft Single Use Plastic Policy with a recommendation to Full Council that this be adopted.*

The Chair of the Climate Change Working Party, Nina Shields, referred members to minute number CC.38 (1) and advised that in a previous meeting of Environment and Leisure, members agreed that the sum of £2,500 in the Climate Change working Party budget be used in conjunction with match-funding. She advised members that she had been in contact with Garden Organic who are offering training courses for volunteers to attend events in order to educate residents on recycling and the environment, the total costs of the training are £2,000 and asked the committee to approve this expenditure.

**RESOLVED:**

1. **That Members of the Environment and Leisure Committee agree to the Chairman of the Climate Change Working Party attend the Environment & Leisure Committee meetings to provide feedback as required.**
2. **That the Environment & Leisure Committee consider the draft Single Use Plastic Policy with a recommendation to Full Council that this be adopted.**
3. **That a RECOMMENDATION be sent to the Finance, Policy and General Purposes Committee for authorisation of expenditure from the Climate Change 2020/21 budget in the sum of £2000 for the provision of training from Garden Organic**

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E135.

## **RECREATION GROUND**

### **i. Proposed Music Event**

Members were advised of a proposal put forward by local residents for a music event on the Recreation Ground, in particular a 'Reggae at the Rec' event.

Councillor Knight advised that she had some useful contacts that would be able to help with the event that she would be happy to share with the Clerk.

Councillor Manns was in favour of the event. However, he thought that the Council should contact residents nearby to advise them of the event and possibly provide complimentary passes.

Councillor Bannister noted that the proposed dates of Reggae on the Rec. were close to the El Dorado festival at Eastnor Castle, and it was agreed that when setting a final date for any event dates of events in Ledbury and other towns should be taken into consideration.

Members agreed to initially set up a working party to discuss the logistics of the event and that members of the public are invited afterwards. Both Councillor Knight and Manns volunteered to join the working party and it was agreed that this be opened up to all members to join.

### **RESOLVED:**

**That members of the Environment and Leisure Committee agree to set up an Events Working Party to discuss the possibility of 'Reggae on the Rec' in 2021.**

### **2. Talent Pathway Programme**

The Town Clerk advised members that she had received a proposal from Team Rubicon, who are a provider of scooter and skateboarding coaching.

Members were asked to consider holding an event at the Skate Park for young people to showcase their talents in skating, which could be done via a small fun community led event.

The Clerk advised that Rubicon UK have offered to provide details of companies that could advise on the repairs/replacement of equipment etc. at the skatepark.

**RESOLVED: That members of the Environment and Leisure Committee agree that the Events Working Party meet with**

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representatives of Rubicon UK in the future, noting that the repairs on the Skatepark are priority.

**Verbal report on play park and skate park refurbishment**

3.

The Town Clerk provided members with an update on the refurbishment of the Playpark and Skatepark. She advised that they had receive a detailed proposal from one playground company and were waiting to receive others before brining them to committee for consideration.

**RESOLVED:** That the verbal update on the refurbishment of the Playpark and Skatepark be received and noted.

E136.

**GRANT OF EXCLUSIVE RIGHT OF BURIAL AND TRANSFER OF EXCLUSIVE RIGHT OF BURIAL**

**RESOLVED:**

1. 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
2. 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.

E137.

**DOG HILL WOOD**

1. **Tree Maintenance**

Members were advised of tree maintenance that was required at Dog Hill Wood and were provided with a report and quotes from local tree surgeons. Members were advised that more than three quotes had been sought, however only two had been received.

Members agreed to accept quote number 2 at a cost of £1,140.00.

2.

**Information Board at Dog Hill Wood**

The Clerk informed members of the need to repair the information board at Dog Hill Wood.

Nina Shields suggested that the Council liaise with Ledbury naturalists and Celia Kellet to provide include a map of the woods

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and information on the flora and fauna found in the woods. It was also suggested that the information provided in the board should match that of other information boards at Dog Hill Woods.

The Clerk advised that the Officers could contact the Unitary authorities as they may have a department that could help with printing and design.

**RESOLVED:**

1. **That officers establish what information is in the other boards at Dog Hill Woods with a view to the same information being supplied in the damaged board.**
2. **That the Clerk contact Herefordshire Council to investigate whether they have a department that could assist with the printing of a large-scale information notice.**

**E138.**

**REQUEST TO INSTALL BIKE RACKS NEAR BYE STREET PUBLIC TOILETS**

A request was received from Councillor Chowns to install a bike rack within the bollard area outside the Bye Street Public Toilets. The Clerk also advised that members of the public had asked whether it was possible to install bike racks near the Market House.

Councillor Manns identified some areas that the bike racks could be installed, including, near the bus stop and opposite the Market House Café. However, felt that this could cause some issues as the Christmas tree is installed nearby.

Councillor Bannister expressed his concerns with installing bike racks near the Market House.

Nina shields advised that hoops at the base of the lampposts are for bikes and suggested doubling up the hoops. Councillor Chowns felt that the lampposts were not close enough to the Market House which had been the issued raised with Councillor Knight.

**RESOLVED:**

1. **That Members of the Environment and Leisure Committee receive and note the request to install bike ramps near Bye Street Toilets and the Market House.**
2. **That the Clerk liaise with Love Ledbury to ask whether a bike rack could be installed nearby.**

E139.

**INSTALLATION OF DEFIBRILLATORS**

Members were provided with a report on the possibility of installing defibrillators in two former public telephones boxes, which have been adopted by Ledbury Town Council.

The Clerk advised that the attached report did not provide details of the cost of purchasing the defibrillators from the Council's current supplier and she advised that prices for these had been obtained in late 2019, and that officers were waiting for an updated price for these. She advised members of the benefits if the Council were to use the same company and it was noted that it the cost from this company was considerably less than those provided in the report.

**RESOLVED: That the Clerk be authorised to contact the council's current defibrillator supplier to confirm the cost to supply and install two new defibrillators in locked cabinets into two telephone kiosks.**

E140.

**CORPORATE PLAN**

Members were provided with a corporate plan action sheet. The Clerk advised that officers would need to add a reference column to the action sheet for the next Environment and Leisure Committee.

Councillor Knight asked whether the Corporate Plan Action sheet could be uploaded onto the website.

**RESOLVED:**

1. That Members of the Environment and Leisure Committee receive and note the Corporate Plan action sheet, noting that Officers add a reference column.
2. That the action sheet be uploaded onto the Town Councils website.

E141.

**COMMUNITY GARDENS CHARITY**

The Clerk advised members of correspondence received from Haygrove, who had advised that they had secured funding by a local business in Ledbury to provide a community garden. Haygrove had contacted the Council asking them to provide a letter of support in respect of the proposed community garden project.

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**RESOLVED: That a RECOMMENDATION be sent to the next Full Council meeting to write a letter of support in relation to a community garden in Ledbury.**

**E142. 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 13 May 2021.**

**E143. 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.**

**E144. WAR MEMORIAL**

Members were provided with three quotes in respect of the additional works required to the War Memorial in the High Street.

The Clerk also provided members with a copy of the detailed specification that had been sent to each contractor to quote on.

Councillor Knight asked whether the quotes received were from local tradesmen. The Clerk advised that one of the quotes was from a local company.

The Clerk advised that the 3<sup>rd</sup> quote that she had received had noted that the pointing had become loose and that the main structure had not been fitted correctly.

Councillor Morris felt that the current work was not fit for purpose and that they should be asked to redo the work. Councillor Morris was advised that the Council had previously discussed this option and it had been agreed not to pursue the matter at that time.

Councillor Knight suggested that herself, Councillor Bannister, and the Clerk meet with the preferred contractor, prior to engagement to agree the works in order to avoid any further unnecessary delays on the repairs.

**RESOLVED: That a meeting be arranged between the Contractor, Councillors and Clerk.**

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**E145.**

**LAND AT BLENHIEM DRIVE**

Members were asked to consider a request received from a local resident at Blenheim Drive in respect of the land adjacent to their premises.

**RESOLVED:** That a recommendation be submitted to Full Council that the Council do not rent the land at Blenheim Drive.

Signed .....

Dated .....

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# ENVIRONMENT AND LEISURE COMMITTEE

18.03.21

| Minute No. | Action  | To be Actioned by | Date Actioned | Comments   | Status      |
|------------|---|-------------------|---------------|--|-------------|
| E134(2)    | That the Environment & Leisure Committee consider the draft Single Use Plastic Policy with a recommendation to Full Council that this be adopted.   | TC                | 01.04.2021    | Approved at full council - consideration to be given to contents by staff and councillors                                | Completed   |
| E134(3)    | That a RECOMMENDATION be sent to the Finance, Policy and General Purposes Committee for authorisation of expenditure from the Climate Change 2020/21 budget in the sum of £2000 for the provision of training from Garden Organic | TC                | 25.03.2021    | Agreed in principle, subject to a role out program being created - further information to be provided to FP & GP Meeting | Completed   |
| E135(1)    | That members of the Environment and Leisure Committee agree to set up an Events Working Party to discuss the possibility of 'Reggae on the Rec' in 2021.  | TC, CDO           |               | Councillors Knight, Howells and Manns - other councillors welcome to attend  | Completed   |
| E135(2)    | That members of the Environment and Leisure Committee agree that the Events Working Party meet with representatives of Rubicon UK in the future, noting that the repairs on the Skatepark are priority.                           | TC, CDO           |               | Waiting for response in respect of assistance with skate park refurbishment  | In progress |
| E137(1)    | That Members of the Environment and Leisure Committee authorise the Clerk to instruct quote number two to carry out the tree works at Dog Hill Wood.  | AO                | 19.03.21      | Waiting for confirmation of date to undertake works  | Completed   |
| E137(2)    | That officers establish what information is in the other boards at Dog Hill Woods with a view to the same information being supplied in the damaged board.  | AO                |               |  | In progress |
| E137(3)    | That the Clerk contact Herefordshire Council to investigate whether they have a department that could assist with the printing of a large-scale information notice.   | AO                |               | Department no longer in existence - further enquiries being made into possible options                                   | In progress |

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|---------|---|----|--|--|--|-------------|
| E138(2) | That the Clerk liaise with Love Ledbury to ask whether a bike rack could be installed nearby.   | TC |  |  |  | In progress |
| E139    | That the Clerk be authorised to contact the council's current defibrillator supplier to confirm the cost to supply and install two new defibrillators in locked cabinets into two telephone kiosks. | TC |  |  | Following maintenance of both phone boxes red paint to be ordered and Defibs to be purchased from London Hearts to be considered               | In progress |
| E141(1) | That a RECOMMENDATION be sent to the next Full Council meeting to write a letter of support in relation to a community garden in Ledbury.   | TC |  |  | To be approved at full council - 01.04.2021  | Completed   |
| E144(2) | That a meeting be arranged between the Contractor, Councillors and Clerk.   | TC |  |  | Meeting held 25.03.2021 - waiting for updated quote from contractor - to be discussed on FC agenda 04.01.2021 - further discussions to be held | Completed   |
| E145    | That the Clerk contact the resident at Blenheim Drive and advise that the Council have rejected their request to rent the council owned land at Blenheim Drive.                                     | TC |  |  | To be approved at full council - 01.04.2021  | Completed   |

# ENVIRONMENT AND LEISURE COMMITTEE

## TASK TO DO

|          |   |                |  |   |             |
|----------|---|----------------|--|---|-------------|
| E95. (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.                  | TC             |  | Awaiting quotes   | In Progress |
| E95. (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.  | TC             |  | as above  | In Progress |
| E95. (9) | That the Council create an informal cemetery group called 'Friends of Ledbury Cemetery' and that members of the public are invited to join.   | AO/Cllr Knight |  | To be addressed in New Year   | In Progress |
| E104 (2) | That the Clerk continue to investigate the possibility of recycling banks being located within the town.  | DTC            |  |   | In progress |
| E115 (2) | That the Clerk obtain a valuation for the current market lease value in respect of the Mortuary.  | DTC            |  |   | In progress |
| E125 (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.   | TC             |  | HC requested potential style and design - to include writing                | In progress |
| E125(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.                        | TC             |  | See above   | In progress |
| E135(2)  | That members of the Environment and Leisure Committee agree that the Events Working Party meet with representatives of Rubicon UK in the future, noting that the repairs on the Skatepark are priority. | TC, CDO        |  | Waiting for response in respect of assistance with skate park refurbishment | In progress |
| E137(2)  | That officers establish what information is in the other boards at Dog Hill Woods with a view to the same information being supplied in the damaged board.  | AO             |  |   | In progress |



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| E137(3) | That the Clerk contact Herefordshire Council to investigate whether they have a department that could assist with the printing of a large-scale information notice.                                 | AO |  |  | Department no longer in existence - further enquiries being made into possible options   | In progress |
| E138(2) | That the Clerk liaise with Love Ledbury to ask whether a bike rack could be installed nearby.   | TC |  |  |  | In progress |
| E139    | That the Clerk be authorised to contact the council's current defibrillator supplier to confirm the cost to supply and install two new defibrillators in locked cabinets into two telephone kiosks. | TC |  |  | Following maintenance of both phone boxes red paint to be ordered and Defibs to be purchased from London Hearts to be considered | In progress |