

LEDBURY TOWN COUNCIL

MINUTES OF AN ENVIRONMENT & LEISURE COMMITTEE HELD ON 18 NOVEMBER 2021

PRESENT: Councillors Chowns (Chair), Manns (Town Mayor – Ex-Officio), Eakin, Knight, Whattler, Bradford

ALSO PRESENT: Angela Price – Town Clerk
Julia Lawrence – Deputy Clerk
Amy Howells – Minute Taker
PCSO Nick Ashby – West Mercia Police
Charles Naylor - Design Out Crime Officer - West Mercia Police
Cllr Ewen Sinclair

E190 APOLOGIES FOR ABSENCE

No apologies for absence were received.

E191 DECLARATIONS OF INTEREST

Councillor Knight declared a personal interest in agenda item E208, Christmas Gifts.

E192 PUBLIC PARTICIPATION

RESOLVED:

No public were present.

E193 TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE ENVIRONMENT & LEISURE COMMITTEE HELD ON 16 SEPTEMBER 2021.

RESOLVED:

That the minutes of an Environment & Leisure Committee held on 16 September 2021 be approved and signed as a correct record subject to the following amendment:

1. Minute No. E171 – Apologies were given by Councillor Morris.
2. Minute No's E179 and E183 - That the spelling of Councillor Chowns name be amended from "Chows" to "Chowns".
3. That the raised pavement at Top Cross referred to in previous minutes should remain as a standing item on the agenda.

4. That it be noted that the Big Green Market did not take place due to COP26 but that the Committee were keen for this event to take place in 2022.

That the Chair asked Members of the Committee if they would agree to bring Item 20 forward noting that Members would be requested to consider going into closed session as this agenda item had been placed on the agenda to be discussed in confidential discussions.

E194 EXCLUSION OF PRESS AND PUBLIC

RESOLVED:

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.

E195 RECREATION GROUND UPDATE

Mr Charles Naylor, on behalf of West Mercia Police, gave a brief overview of the current situation at the Recreational Ground noting that 12 reports had been recorded by the Police. During a recent visit to the recreational ground with the Deputy Clerk, Mr Naylor had undertaken an environmental visual audit of the area and recommended that the tree growth/vegetation along the Town Trail should be cut back to allow more light into the area and make it safe. Mr Naylor made reference to the CCTV and suggested that the Council could investigate linking their CCTV with Herefordshire Council's CCTV Monitoring Unit.

Members of the Committee discussed the Shelter and believed that all options still needed to be addressed before either removing the Shelter itself and leaving the seating in place, moving the whole structure to another location or totally removing the whole structure for a temporary period. Committee members noted that the Shelter had originally been earmarked for a location closer to the car-parking area when it was originally constructed.

RESOLVED:

1. That Councillors receive and note the contents of the report.
2. That the Deputy Clerk obtain quotations for alternative CCTV cameras with a higher resolution.
3. That the Deputy Clerk liaise with Sustainable Ledbury Group with a view to cutting back some of the vegetation along the Town Trail to provide more light in the area.
4. That the Committee give consideration to removing the Shelter but leaving the seating in its current location or totally removing the whole structure for a temporary period.

PCSO Nick Ashby and Mr Charles Naylor left the meeting at 7:50pm.

E196 RESOLVED:

That the meeting return to public session.

E197 TO REVIEW ACTION SHEET

The Committee were requested to give consideration to the Action Sheets. Councillor Morris requested that in future all items within the Action Sheets identify a timeline for completion.

Councillor Morris made reference to E125(1) regarding vertical banners; The Clerk confirmed that this had been included within the "Welcome Back Fund". The Committee agreed to arrange a Task and Finish Group meeting to progress this project. Councillors Morris, Manns, Knight and Sinclair registered their interest in attending the Task and Finish Group meeting and the Deputy Clerk was tasked to arrange a meeting to take place within the next 7 to 10 days.

RESOLVED:

- 1. That the Committee receive and note the Action Sheets.**
- 2. That the Action Sheets be updated with dates and emailed to Members of the Environment & Leisure Committee by the Deputy Clerk once completed.**
- 3. That Dog Hill Wood be placed on the next agenda of the Environment & Leisure Committee for further discussion.**
- 4. That the Deputy Clerk is to arrange a Task and Finish Group meeting to progress the vertical banners project.**

E198 GRANT OF EXCLUSIVE RIGHT OF BURIAL AND TRANSFER OF EXCLUSIVE RIGHT OF BURIAL

- 1. That in accordance with Standing Order 23(a) authority to given for the Deeds of the Exclusive Rights of Burial (Deed numbers 152, 704, 705, 706 and 707) 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 Deed of Exclusive Right of Burial (Deed numbers 170, 233, 372, 399 and 427) to be signed, granting the Exclusive Right of Burial to those named as the purchaser of the Deed of Exclusive Right of Burial.**

E199 CHRISTMAS LIGHTS SWITCH ON

The Committee noted that the Market House had been referred to as "Market Hall" in the report and that this should be amended.

A poster for the Christmas Lights Switch-on event was provided for members, noting that this had been shared with social media platforms, including 'Voice of Ledbury' and the Ledbury Town Council Notice board.

RESOLVED:

That the Committee receive and note the contents of this report.

E200 QUEEN'S PLATNIUM JUBILEE COMMEMORATIVE MUGS

The Committee considered whether Ledbury Town Council would like to purchase commemorative mugs for the Queens Platinum Jubilee.

RESOLVED:

That the Council would not purchase commemorative mugs in respect of the Queen's Platinum Jubilee.

E201 BENCHES

Members were asked to give consideration to two requests for benches. The first bench was a memorial bench to be located in Ledbury Cemetery in memory of a close friend. The second bench proposed was to locate one of Ledbury Town Council's new benches in front of the Old Cottage Hospital. The location of this bench would require permission from Herefordshire Council.

RESOLVED:

- 1. That permission to have a bench placed within the Cemetery was not granted on the grounds that Ledbury Town Council have a Bench Policy in place whereby the Council will provide the benches to enable more than one memorial plaque to be placed on them to avoid saturation of benches in the Cemetery.**
- 2. That the Committee agreed to erect a bench with the proposed location being outside the Old Cottage Hospital, subject to agreement from Herefordshire Council.**

E202 LIGHTING IN LEDBURY

Members were asked to consider the report provided in respect of new lighting in Ledbury Churchyard, St Katherine's Car Park and at The Southend.

The Clerk reported that an application for solar lights at St Katherines Car Park was being considered as part of the Welcome Back Fund.

RESOLVED:

- 1. That the Committee note the contents of the report.**
- 2. That the quotation received for 3 new lanterns to be replaced in Ledbury Churchyard at a cost of £1,522.96 be approved.**
- 3. That the Deputy Clerk investigate whether further lighting can be put in place within St Katherines Car Park, subject to the regulations set out in the Planning Application No. 150041, which would be in addition to the solar lights referred to above.**
- 4. That the Chair of the Committee and Deputy Clerk meet with Balfour Beatty to establish where and what replacement lights can be erected along The Southend and at what cost and report back at the January 2022 meeting.**

E203 CONSIDERATION OF ITEMS FOR INCLUSION IN THE 2022/23 ANNUAL BUDGET

The Clerk asked Members to consider the budgets put forward and for any additional budget items to be considered for inclusion in the 2022/23 annual budget.

RESOLVED:

- 1. That the draft proposed 2022/23 budget figures be recommended to Finance, Policy & General Purpose Committee for approval.**
- 2. That it be noted that the Environment & Leisure Committee had no proposals for additional budget items for inclusion within the 2022/23 budget.**

E204 CORPORATE PLAN

The Deputy Clerk advised the Committee that the Corporate Plan had been updated to eliminate any duplications as well as summarising priority work.

That the Committee noted the following amendments:

Item: A8 referred to "Health Group", they felt that this should be amended to "CCG".

Item: A10 had an ongoing budget of £5,000 set aside.

Item: B4 "military theatre" should read "theatres of operation".

RESOLVED:

- 1. That the Corporate Plan be received and noted subject to the following amendments:**
 - i. Item: A8 referred to “Health Group”, they felt that this should be amended to “CCG”.**
 - ii. Item: A10 had an ongoing budget of £5,000 set aside.**
 - iii. Item: B4 “military theatre” should read “theatres of operation”.**

E205 WORKING PARTY

To receive and note the minutes of a meeting of the Events Working Party held on Wednesday, 6 October 2021 and consider any recommendations therein.

RESOLVED:

- 1. That the minutes of an Event’s Working Party held on 6 October 2021 be approved and signed as a correct record.**
- 2. That an artificial Christmas Tree be purchased for the Cemetery Chapel for use in 2022 onwards.**

E206 TOY SWAP SALE

Unfortunately, this item had been requested by the Community Development Officer, who was off sick and therefore this item was deferred until the next meeting.

RESOLVED:

That the Toy Swap/Sale item be deferred to a future meeting of the committee.

E207 LEDBURY FOOD GROUP

Mr Griff Holliday, Secretary of Ledbury Food Group had requested Ledbury Town Council consider his report to act as the Applicant Organisation grant application to Herefordshire Council for funding under their Festival and Events Discretionary Grant Scheme.

RESOLVED:

That Members approve and support the application.

Councillor Eakin left the meeting at 9:00PM

E208 RESOLVED:

That Standing Order 3(x) be suspended for a period of 15 minutes.

E209 CHRISTMAS GIFTS

Members were presented with an audit of presents currently in possession of the Council. The Committee were asked to consider providing Christmas gifts to children from less fortunate homes as they had done in 2020.

RESOLVED:

- 1. That Christmas gifts be provided to children identified via Ledbury Primary School and the Children's Centre in 2021/22 and that this be continued in 2022/23 also.**
- 2. That funds required to purchase additional gifts in 2021/22 be taken from the events budget.**

E210 CAMERAS IN DOG HILL WOOD

Committee Members discussed the use of cameras in Dog Hill Woods. It was noted that the wildlife cameras had been erected in the past but were now out of vision due to tree growth and were not a serving purpose. The Committee appreciated that if new battery powered cameras were erected, then they would likely only have a short battery life and thereafter would only work as a deterrent.

RESOLVED:

That members approved the erection of CCTV signs in Dog Hill Wood.

E211 DATE OF NEXT MEETING

RESOLVED:

To note that the date of the next meeting of the Environment and Leisure Committee is scheduled for 20 January 2022 at 7:00pm in the Burgage Hall.

E212 EXCLUSION OF PRESS AND PUBLIC

RESOLVED:

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.

E213 LAND VALUATION REPORT

Members were presented with a report to review the land valuations owned by Ledbury Town Council.

RESOLVED:

- 1. That the Clerk review the Asbestos Surveys for all buildings owned by Ledbury Town Council, to ensure that they are in place for all buildings accordingly.**
- 2. That the Clerk investigate whether an EPC is required in respect of the Chapel and if so, arrange for this to be carried out without delay.**
- 3. That a recommendation be submitted to a meeting of the Finance, Policy & General Purpose Committee that the Clerk confirms with the Council's Solicitors the suggested market rental value of £3,000 for inclusion in the draft lease and that a copy of the draft lease, once prepared be submitted to a meeting of the Finance, Policy & General Purpose Committee for consideration, and that a copy of the draft lease be provided to the Co-operative Funeral Care Solicitor for consideration and comment.**
- 4. That the report be submitted to a meeting of Council for further consideration on what action, if any, the Council would wish to take in respect of the land owned by Ledbury Town Council.**

E214 TIMBER ASSESSMENT – COUNCIL OFFICES & MARKET HOUSE

Members will note that before any quinquennial works take place on either the Market House or Council Offices, that a timber assessment of both buildings takes place first.

Demaus Building Diagnostic were commissioned to undertake these works and their report detailed works to take place.

RESOLVED:

- 1. That members of the Environment & Leisure Committee receive and note the contents of the report.**
- 2. Members agreed for Officers to progress the works suggested and for the Deputy Clerk to bring back more information to the next meeting.**

End of closed session

The meeting ended at 9:15pm.

Signed Dated
(Chair)