

## LEDBURY TOWN COUNCIL

### MINUTES OF AN EXTRAORDINARY ENVIRONMENT AND LEISURE COMMITTEE MEETING HELD ON 21 APRIL 2022

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**PRESENT:** Councillors Bradford, Chowns (Chair), Morris, Sinclair and Whattler.

**ALSO PRESENT:** Julia Lawrence – Deputy Clerk  
Amy Howells – Minute Taker

#### E255 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Eakin, Knight and Manns.

#### E256 THE NOLAN PRINCIPLES

The Nolan Principles were received and noted.

#### E257 DECLARATIONS OF INTEREST

None received.

#### E258 PUBLIC PARTICIPATION

No public were present.

#### E259 TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE ENVIRONMENT AND LEISURE COMMITTEE HELD ON 17 MARCH 2022

##### RESOLVED:

**That the minutes of an Environment and Leisure Committee Meeting held on Thursday, 17 March 2022 be accepted and signed subject to the following amendment:**

**E245.1 – Outdoor Gym Equipment – A typing error had been noted and should read “rubber” as opposed to “rubble”.**

#### E260 TO REVIEW ACTION SHEETS

Members of the Environment & Leisure Committee made reference to the following Action Points:-

E243(2) – Bike Hoop Racks – Councillor Bradford addressed the bicycle racks and noted that they are not used but made reference to the amount of bicycles that are chained to the Market House railings and asked for a sign to be erected

so to prevent damage being caused to the infrastructure of the Market House. The Deputy Clerk confirmed that the matter would be addressed once guidance on appropriate signage had been sought from Herefordshire Council's Conservation Officer.

E179(3) - The Deputy Clerk explained to members that the charity who originally wished to paint murals on bins were experiencing difficulty in finding artists to paint the bins and hence no progress had been made. Members of the Committee agreed to close down the action and not proceed any further.

E247(1) – Members of the Environment & Leisure Committee asked the Deputy Clerk to summarise what dialogue had taken place prior to the last committee meeting held on 17 March 2022. Councillor Sinclair considered that Ledbury Town Council should not be spending money on a Climate Change Working Party, in particular making reference to £3,000 that had already been spent, Councillors Sinclair and Bradford noted that they were still waiting for a detailed report setting out how the £3,000 had been spent. Councillor Sinclair believed that the £3,000 had been for a consultant to advise the Climate Change members whereas Councillor Chowns believed that some of the monies had been spent on equipment.

Councillor Bradford made reference to the heavy flow of traffic and congestion along New Street which he believed was due to the sequence of the traffic lights at Top Cross and requested Officers to investigate whether the sequence of the traffic lights had been adjusted.

**RESOLVED:**

- 1. That the Action Sheets be received and noted, and that the various amendments be made.**
- 2. That the Deputy Clerk investigates a “no bicycles” sign for the Market House.**
- 3. That the report in respect of expenditure incurred through the Climate Change Working Party be shared with Members of the Committee.**
- 4. That the Deputy Clerk liaise with Herefordshire Council/Balfour Beatty to establish whether the traffic lights at the top of Top Cross had been adjusted.**

**E261 REPAIR OF BASKETBALL COURT, RECREATION GROUND**

The purpose of the report was to advise Members of the Environment & Leisure committee of an incident that took place over the weekend of 26 & 27 February 2022, where a rubbish bin had been set alight on the side of the basketball court at the Recreation Ground. Members of the Committee were asked to consider the quotations received in order to repair the damage done.

Members of the Committee debated whether the repair should not be carried out until the new CCTV was in operation and/or if the repair was delayed, then there was every likelihood that the repair costs would be increased.

On viewing the options put forward, Councillor Sinclair proposed Company Two should be selected as he considered that they were providing best value for money out of the three options. Members of the Committee unanimously voted for Company Two to carry out the repair works at a cost of £1,040.00 + VAT as soon as possible.

**RESOLVED:**

**That company no. two, as provided in the report, be appointed to undertake the remedial works at the Basketball Court at a cost of £1,040.00 + VAT.**

**E262 SKATE PARK, RECREATION GROUND**

The purpose of the report was to provide members with further information received relating to the charges presented at the last E&L Committee meeting held on 17 March 2022 in respect of installation costs for the skate park.

**RESOLVED:**

- 1. That the report be received and noted, noting the explanations put forward by the company in respect of the installation costs.**
- 2. That the Deputy Clerk be requested to contact the preferred company and confirm the Committee's acceptance in order to proceed with the installation of new skate park equipment, as detailed in the report presented to the Environment & Leisure Committee on 17 March 2022 at a cost of £34,221.00 + VAT.**
- 3. That Members note the cost of circa £5,000/£6,000 may be required for resurfacing works and should this be the case, agree for such works to be quoted for accordingly.**

**E263 CHRISTMAS LIGHTS**

The Town Clerk had presented a further report to Members with information on the Christmas Lights contract for 2022/23 and 2023/24 giving a summary of all the lights that would fall within the contract, together with the additional lighting now requested and their associated costs.

Councillor Sinclair proposed that Members agree to Quote No. 25364, which included the LED Stalactites although Members of the Committee agreed to eliminate the 'Welcome to Ledbury' lights subject to a discount being applied.

**RESOLVED:**

- 1 That Quote No. 25364 be approved in respect of the additional Christmas Lights to be supplied by Blachere Illuminations Ltd with the exclusion of the Welcome to Ledbury sign, thus taking into account the reduction in the total cost of the Christmas Lights.
- 2 That a RECOMMENDATION be made to the Finance, Policy & General Purposes Committee that any additional funds required for the 2022/23 Christmas Lights expenditure be identified from the General Reserve.

**E264 FEES AND CHARGES**

Members of the Environment & Leisure Committee were asked to consider the current level of fees and charges in respect of the various Ledbury Town Council buildings/services with a view to increasing them in 2022/23. This included the following:

- i. Cemetery
- ii. Charter Market
- iii. Jacobean Room/Weddings
- iv. Market House

Councillor Whattler suggested rates should differ for residents as compared to those for non-residents for the Cemetery. The Deputy Clerk explained that the percentage increase was for all services in their entirety and percentage rates could not be adjusted per building/event. Members of the Environment & Leisure Committee considered that two percent was a satisfactory increase in view of the current climate.

**RECOMMENDATION:**

**That the Finance, Policy & General Purposes Committee be requested to approve a 2% increase in respect of fees and charges relating to the Cemetery, Charter Market, Jacobean Room/Weddings, and Market House for the financial year 2022/23.**

**E265 CHILDREN'S PLAY EQUIPMENT CONSULTATION**

The report updated members regarding the informal consultation relating to the children's play equipment.

**RESOLVED:**

**That the report be received and noted.**

**E266 TO RECEIVE AND NOTE THE MINUTES OF THE MEETING OF THE EVENTS WORKING PARTY HELD ON THURSDAY, 24 MARCH 2022 AND CONSIDER ANY RECOMMENDATIONS THEREIN.**

Members of the Committee received and noted the contents of the Minutes of the Events Working Party but made reference to the following points.

- 1 Councillor Sinclair recorded thanks to Olivia Trueman, Community Development Officer, who had done an excellent job in organising the Careers and Advice Fair event.
- 2 Mother's Day Chapel Event – Councillor Bradford considered that the event should be run again despite the poor attendance on the day and that more should be done to promote the Cemetery Chapel as he believed that not everybody knew it existed.
- 3 Members of the Committee asked if the Community Development Officer (Maternity Cover) would be able to produce a report confirming how many people attended the Jobs and Advice Fair. Discussion took place whether the event should be repeated later in the year.
- 3 Councillor Morris made reference to E62, enquiring whether the Community Development Officer had met with the Governors of John Masefield High School before her departure on Maternity Leave.
- 4 Members raised their concerns on “Ledfest on the Rec” as they were rather sceptical that it was “too late in the day” to hire an Event Manager as well as securing bookings for all the associated event infrastructure.
- 5 Councillor Bradford made reference to Jubilee bunting and whether a Union Jack flag could be hung from the Market House. Councillor Sinclair recorded that wherever possible, existing bunting and flags should be used first.
- 7 Members of the Committee considered that it would be more appropriate to have free parking all day on Saturday, 3 December 2022 as opposed to Friday, 2 December to coincide with late night shopping since no car parking charges applied after 18.00 hours each evening. This suggestion is to be put forward to Herefordshire Council for consideration.

**RESOLVED:**

- 1 **That the minutes of an Events Working Party held on Thursday, 24 March 2022 be received and noted.**
- 2 **That the Community Development Officer provide feedback on the number of attendees at the Careers and Advice Fair.**

- 3 That the Deputy Clerk investigate whether a Union jack flag could be hung from the Market House.
- 4 That the Community Development Officer provide an update regarding the Governors Meeting at John Masefield High School.
- 5 That the recommendation from the Events Working Party to provide free parking all day on Saturday, 3 December 2022 be put to the next Environment & Leisure Committee Meeting. This was to be in place of the existing date put forward – Friday, 2 December 2022.

**E267 DATE OF NEXT MEETING**

**RESOLVED:**

**To note that the next meeting of the Environment & Leisure Committee will be agreed at the Annual Meeting of Council scheduled for Thursday, 12 May 2022.**

Councillor Chowns recorded his thanks to the Deputy Chair, Officers and Committee Members on the work that had been completed within his year of Chairmanship.

The meeting ended at 7:38pm.

Signed ..... Dated .....  
(Chair)