**MINUTES OF A MEETING**

**OF THE**

**ENVIRONMENT AND LEISURE COMMITTEE**

**HELD ON 20JUNE 2019**

**IN THE TOWN COUNCIL OFFICES, LEDBURY**

**PRESENT:** Councillors: Bannister, Eakin, Howells (Town Mayor- ex officio) Knight (Vice-Chair) Manns, Morris, Whattler (Chair)

**IN ATTENDANCE:** Angela Price- Town Clerk
 Olivia Bundy – Minute Taker

1. APOLOGIES

 None received

1. **DECLARATION OF INTERESTS**

 None received.

1. **PUBLIC PARTICIPATION**

 No Public present at the meeting.

1. **MINUTES**

**TO APPROVE AND SIGN THE MINTUES OF THE ENVIRONMENT AND LEISURE COMMITTEE MEETING HELD ONN 14 MARCH 2019 AS A CORRECT RECORD**

 Members asked the Clerk for an update on the following:

 Minute No. E37 6.2

The Town Clerk advised that an alternative weed killer was now being used at the cemetery and that this would be applied every 3-months.

 Minute No. E43

Members were concerned that some of the waste bins from Southend and The Parade had been removed without notification from Belfour Beatty. It was suggested that the Town Clerk contact Balfour Beatty and ask for details of where new bins had been placed in the town and establish whether these had been placed in line with the report provided by the Town Council as a result of the map produced by Councillor Whattler.

Councillor Whattler advised that there should be a copy of the map available in the office, alternatively it was suggested that Balfour Beatty may have a copy.

Councillor Morris proposed a meeting be arranged with Neil James from Balfour Beatty to discuss bins in the town further. Councillor Howells advised that Hereford Council were looking into a new recycling scheme with regards bins and suggested that Ledbury Town Council may wish to consider approaching them with a view to being a pilot for a similar project.

 **RESOLVED:**

1. That the minutes be approved and signed as a correct record.

2. That the Town Clerk arranges a meeting with Neil James from Balfour Beatty with Councillors Morris and Whattler to discuss bins in the town.

1. TERMS OF REFERENCE

Councillor Whattler asked for clarification on point 2 under “By Way of Recommendation” in respect of the Corporate Plan. The Town Clerk advised that the Corporate Plan was a proposed document that she hopes to have available for approval by the Annual Meeting in May 2020. She advised that a date had been arranged for a Councillors and Staff Workshop to assist with its preparation.

 **RESOLVED: That the Terms of Reference be recommended to Full Council with no amendments.**

1. TO GIVE CONSIDERATION TO PROPOSED FEES AND CHARGES FOR 2019/2020

 Services provided in Ledbury Municipal Cemetery

Councillor Manns advised that he could not recall when the fees and charges were last increased. Councillors Morris and Bannister expressed their concerns that there had potentially been no increase in the cemetery charges for over 4-years and proposed that they should be increased by more than the proposed 2% increase.

 Councillor Eakin suggested that the Clerk investigate when the charges were last increased, but that in the meantime proposed to increase the charges by 2% in line with inflation.

The Clerk raised the matter of “out of parish fees”, advising Members that Ledbury one of the few towns in Herefordshire that is a burial authority, with other cemeteries in Herefordshire being managed by Hereford Council. She advised the residents of Ledbury pay towards the upkeep of the cemetery through their Council Tax, which entitles them to be buried in Ledbury at the standard fee agreed by Council. However, she advised that anyone living outside of the boundary of Ledbury could also be buried in Ledbury for the same price, even though they have not paid toward the upkeep in the same way as residents. Therefore, many burial authorities charge an “out of parish” fee for non- residents.

 Members were grateful for the information and felt that this would be a good source of increased income, to help with the upkeep of the cemetery in the future.

Councillor Howells asked whether the Committee would consider holding a Parish Meeting for the purpose of consulting on this and other cemetery-based issues.

 **RESOLVED:**

1. That the Town Clerk investigates when the cemetery charges were last increased and report back to committee, but that in the meantime a recommendation be made to Finance, Policy & General Purposes Committee that the fees and charges be increased by 2% in line with Inflation.

2. That a recommendation be made to a meeting of Full Council that a Parish Meeting be convened to engage on cemetery matters.

3. Room Hire (Jacobean & Market House), Market stall and Wedding package hire costs

**RESOLVED: That a recommendation be made to a meeting of Finance, Policy & General Purposes Committee that the fees and charges in respect of room hire be increased by 2%, in line with inflation.**

1. **RECREATION GROUND**

1. SHELTER

1. The Town Clerk advised that she had looked into the removal of the remnants of the base of a previously sited bin and will update accordingly.

**RESOLVED: That the Town Clerk liaise with BBLP in respect of the remnants of the rubbish bin previously sited next to the old shelter.**

1. Members agreed that the secondary schools should have input on the design of at least two panels on the shelter and suggested that an artist copy the winning art onto the shelter for health and safety reasons. However, it was suggested that the Clerk obtain costs for the work prior to contacting the schools.

Councillor Howells suggested a couple of local artists that he thought would interested in quoting for the works to decorate the shelter and suggested members to email The Clerk with names to contact.

 **RESOLVED:**

**1. That the Town Clerk contacts local artists in respect of quotes for the decoration of the skate park and shelter with examples of their work.**

**2. If Councillors know of any artists that may be interested in this work to ask them to contact the Clerk or alternatively Councillors to provide contact details.**

**iii. A question had been asked whether the Shelter could be moved to an alternative location within the Recreation Ground. Councillor Manns advised that the shelter had been constructed in the current area as it was owned by Ledbury Council and if it was to be removed it would have to go on Hereford Council ground. Members were also advised that the new shelter had been concreted in and therefore it would be a costly exercise to move it.**

**RESOLVED: That the shelter would remain in its current position.**

**iii.** Members agreed that a concrete base for the shelter would be safer as it would be less likely to become slippery in wet weather and would also be less of a fire hazard. However, it was suggested that the current base of the shelter needs to be reviewed and that the Town Clerk should be asked to obtain quotes for a larger area to be laid and that it be stated that the base should be 50-75 mm above grass level.

**RESOLVED: The TC to obtain 3-quotes for a new concrete base for the ground around and beyond the new shelter and that it be 50 mm - 75 mm above the grass to allow rain to soak away**.

 **2. LIGHTING**

The Town Clerk advised that she had spoken to Belfour Beatty with regards to the missing key for the security lighting located at the recreation Ground that is disturbing residents. The Clerk advised the she is currently waiting for a quote for the works.

 Councillor Howells advised that it would be worth checking if the key to the lights is in the CCTV cupboard at the community Hall.

i. **RESOLVED: That the Clerk checks whether the key for the light cage is located at the Community Hall with the CCTV.**

3. WASTE BINS

Councillor Howells and Manns advised that they had been approached by some of the youth of Ledbury on Community Day and whether there could be a metal bin installed by the shelter.

Members agreed that a metal bin would be beneficial next to the shelter and asked whether the base where the previous bin and been could be used

**RESOLVED: That the Town Clerk contacts BBLP for a cost of a new metal bin to be sited adjacent to the new shelter and whether it would be possible to utilise the current base.**

1. PATHWAY / WALKWAY

 The Town Clerk advised that she was scheduled to have a meeting with the contracted groundsman to visit all the sites managed by him on Monday, 24June 2019 and that she hoped that she would be able to establish who owns the land in question (Queens Walk). The Clerk advised that once this had been established, she would take the appropriate action to address this via BBLB.

 **RESOLVED: That the Town Clerk circulate Maps of areas that Hereford Council, via BBLP are responsible for within Ledbury.**

5. STREET FURNITURE

Members were made aware of issues arising from “A” boards being placed on the pavement in a number of locations around the town. The Town Clerk advised that there are specific rules on what should be put onto the public paths including “A” Boards and street furniture.

RESOLVED: That the Town Clerk contacts Hereford Council regarding procedures and update Councillors accordingly.

**E8. BENCHES**

Councillor Whattler suggested that 6-10 recycled memorial benches be purchased for use in the cemetery, which in turn would provide space for memorial plaques to be placed upon them.

The Town Clerk suggested that it would be better if the benches were purchased by the Council, as this would offer more people the opportunity to have a plaque on a bench and advised that recycled benches require less maintenance.

**RESOLVED:**

**1. Members agreed to defer a decision on the purchase of new benches until the next meeting of the committee, after a site visit to the Cemetery, Dog Hill Wood, Deer Park and the town, which was an item for discussion later on the agenda.**

**2. That the Deputy Town Clerk contacts the owners of the damaged benches in the cemetery for permission to carry out maintenance on them.**

**3. Further consideration be given as to how many benches should be purchased after a site visit.**

E9. FLOWER PLANTERS BEHIND CHILDREN’S BURIAL AREA

RESOLVED: That the Deputy Town Clerk contacts the plot owners/family of the Children’s burial area and ask if they would prefer to have planters to the side of the burials or alternatively not to replace the planters, with a further report being submitted to a future meeting of the Committee

E10. APPOINTMENT TO OCTOBER FAIR WORKING PARTY

 **RESOLVED: Councillor Knight and Manns requested to sit on the October Fair working party for the 2019/20 Municipal year.**

**E11. MINUTES OF A MEETING OF THE CHRISTMAS LIGHTS WORKING PARTY**

 **Public Liability**

 The Town Clerk advised that Ledbury Council do not have any responsibility for the Public liability insurance for Outside Bodies and advised that ‘Love Ledbury’ may be able to help.

 **Gazebo for Father Christmas**

Members felt a gazebo for Father Christmas may not be practical and felt that this may not be a practical idea considering the weather in December and agreed that if possible, the Burgage Hall would be more practical.

**Ledbury Fire Fighters**

 Members agreed to make recommendation to the Finance, Policy & General Purposes Committee that a contribution of £50 to Ledbury Fire Fighters be made along with a letter of thanks for erecting the Christmas lights

 **RESOLVED:**

**1. That the Town Clerk contacts the Christmas Lights Working Group and advise them that “Love Ledbury” may be able to assist with Public Liability Insurance.**

**2. That the Town Clerk obtain three quotes for the purchase of a Public address system, which could be retained by the Town Council and loaned out to various organisations on request.**

**3. That the availability and cost to hire the Burgage Hall for Santa’s Grotto be investigated.**

**4. That the Deputy Town Clerk contacts Market Stall Holders regarding events at Christmas where the market place will occupied**

E12. ADVERTISING FACILITIES IN THE TOWN

Members agreed that Councillor Morris’ suggestion of banners for the advertising of events in Ledbury Town would be a great way to promote events

and suggested making a list of events they would like banners for and send to the Town Clerk.

 Councillor Knight advised that Stress tests would have to be carried on any banners for the town.

 **RESOLVED:**

**1. That the Town Clerk obtains quotes for horizontal and vertical banners (subject to any that the Council may already have) and also investigate the Stress Test requirements.**

**2. That the Town Clerk contact BBLP in respect of permission required to have horizontal and vertical banners around the town.**

E13. SITE VISITS

The Town Clerk advised members that it would be beneficial for them to carry out regular site visits of the various sites managed via this committee.

 **RESOLVED:**

**That Members agreed to a site visit of the areas maintained by the council within Ledbury and that the Town Clerk provide a list of suggested sites and dates to Members.**

E14. DATE OF NEXT MEETING

 **RESOLVED:**

 **To note that the next meeting of the Environment and Leisure Committee is scheduled for the 19th September 2019.**

E15. EXCLUSION OF PRESS AND PUBLIC

**RESOLVED: 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, it is advisable in the public interest that the press and public are excluded from the remainder of the meeting.**

E16. WAR MEMORIAL

The Clerk presented members with two quotes that had been received in respect of the proposed works to the War Memorial and advised that she was still waiting on one more quote. Members asked that the companies quoting be asked to provide drawings of how they proposed to move the base stones of the memorial to allow Members to compare each quote.

Members agreed that they would like the work on the War Memorial completed before Armistice Day and agreed to set a deadline for April 2020.

 **RESOLVED:**

**1. That a decision on the War Memorial be deferred to either an Extraordinary meeting or Environment & Leisure Committee or a meeting Full Council and that in the meantime the Clerk goes back to the companies quoting and ask for drawings to be provided to show how they intend to carry out the works.**

**2. That the Town Clerk contact the second company who had provided a quote and ask them whether the quote includes work on the drainage, as this was not obvious from the quotation provided.**

E17. GROUNDS MAINTENANCE

The Town Clerk advised members that there had been two quotes received in respect of the proposed grounds maintenance contracts. However, she advised Members that she had some concerns over the specifications that had been sent out in March. She advised that both companies, who had tendered had asked a number of questions that should have been made clear within the specification.

The Clerk also raised concerns that there were some areas within Ledbury that the current groundsman was maintaining but that she had established during a meeting with the Grounds Maintenance Officer from Hereford Council should be done by BBLP or their contractors.

Therefore, the Town Clerk requested a deferral of the grounds maintenance contract to allow her an opportunity to meet with the current groundsman in order to establish exactly what he does in each area. The Clerk advised that she had spoken to the current grounds maintenance contractor and he had agreed, if necessary, to an extension on his current contract to the end of March 2020, with a view to the new contractors being in place and ready to start from 1 April 2020.

By deferring the decision, it was anticipated that the Clerk and Deputy would be able to put together a more defined specification for each area, which could then be despatched as a Closed Tender with these being received in time to be considered for funding as part of the Council’s 2020/21 budget setting process.

Members agreed that this would be a sensible approach and Councillor Bannister suggested adding the cemetery to the specification for a quote.

 **RESOLVED:**

**That the review of the Grounds Maintenance Contract be deferred to allow the Clerk and Deputy Clerk the opportunity to prepare more definitive specifications for a closed tender process to be undertaken with a view to considering the cost implications in the 2020/21 budget.**

E18. MEMORIAL INSPECTION (TOPPLE TESTING)

The Town Clerk advised that the Council is not currently meeting its statutory requirements in respect of Memorial Testing in the Cemetery. Councillor Manns advised that he recalled that this had been carried out quite recently. The Clerk advised that this had not been carried out for 10-years and therefore it was essential that it be carried out as a matter of urgency.

Councillor Eakin proposed the recommendation as per the report that a recommendation be made to the Finance, Policy & General Purposes Committee that the Clerk be authorised to make arrangements to implement a programme of Memorial Testing as outlined in order to meet their duty under the LACO:-

Year 1 (2019/20) – Inspection of larger memorials with a report being submitted outlining works required – report to be submitted to the Environment & Leisure Committee for consideration and to agree funding for repairs – recommendation to Finance, Policy & General Purposes Committee to agree funding.

 **Total cost for inspection £2,250.00**

 **Total cost for repairs (unknown)**

Year 2 (2020/21) – Inspection of newer lawn memorials with a report being submitted outlining works required - report to be submitted to Environment & Leisure Committee for consideration and to agree funding for repairs – recommendation to Finance, Policy & General Purposes Committee to agree funding in the 2020/21 budget.

 **Total cost for inspection £3,000.00**

 **Total cost for repairs (unknown)**

If the programme is to be commenced in the 2019/20 financial year Councillors should note that no budget provision has been made for this programme and therefore a virement would need to be considered later in the year for any works undertaken in the 2019/20 financial year (potentially code 4592 – Health & Safety), alternatively the funds could be taken from the Council’s reserves.

 Councillor Bannister suggested that Hereford Council may be able to quote to carry out Topple Testing.

 **RESOLVED:**

**1. That the Town Clerk contacts Hereford Council Bereavement to ask whether they carry out Topple Testing in-house or buy-in the service, and if they carry it out in-house would the be interested in quoting for the work at Ledbury Cemetery.**

**2. That subject to the response from Hereford Council in respect of the above, a recommendation be made to the Finance, Policy & General Purposes Committee to identify funding for the Topple Testing as laid out in the recommendation above.**

**E19. CCTV**

Members were advised that unfortunately, not all of the required information had been received in time for the meeting in respect of securing the Council’s CCTV equipment.

**RESOLVED: That the key and password for the CCTV be removed from their current location and the Clerk contact the Manager to discuss the key to the cabinet.**

**E20.** Councillor Howells thanked the thanked the Town Clerk for the detailed reports that she had provided as part of the agenda, advising that he felt that the Topple Testing report had been very informative.

 The meeting closed at 9:25 pm

Signed Dated: 19 September 2019

