

**MINUTES OF A MEETING  
OF ENVIRONMENT AND LEISURE COMMITTEE  
HELD ON 21 NOVEMBER 2019  
IN THE MARKET HOUSE, LEDBURY**

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**PRESENT** Councillor Bannister, Eakin, Knight, Morris, Whattler (Chair)

**IN ATTENDANCE** The Town Clerk – Angela Price  
The Minute Taker – Olivia Bundy  
Member of the Public – Arthur Edge

**E37. APOLOGIES**

Apologies were received from Councillor Manns

**E38. DECLARATION OF INTERESTS**

None received

**E39. PUBLIC PARTICIPATION**

Arthur Edge advised that he would like to speak on agenda item 8

**E40. TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF COUNCIL HELD ON 19 SEPTEMBER 2019**

Councillor Morris enquired whether there was an update on minute number E33 regarding the street banners. He felt that it would be beneficial to contact a street management consultant to ask for their advice. The Clerk suggested inviting a street management consultant to the next Environment and Leisure meeting and that she would look into costs in the interim.

The Clerk updated members on the progress of the War Memorial and advised that a deposit had been received from Mr Heaton who had kindly offered to pay for the repairs. She also advised members that the company repairing the War Memorial suggested engraving Mr Heaton's name onto a flagstone and that they could do this.

Councillor Morris advised that in a previous meeting of the committee it had been suggested that the Town Clerk would look into costs of a Heritage Board for the motorway to attract more tourists. The Town Clerk advised that she would review previous minutes in respect of discussions into the possibility of installing Heritage Boards on the outskirts of Ledbury.

**RESOLVED:**

- 1. That the minutes of the meeting of the Environment and Leisure Committee held on 19 September 201 be approved and signed as a correct record**
- 2. That the Town Clerk invites a Street Management Consultant to the next Environment and Leisure meeting on 20 February 2020**
- 3. That the Clerk investigates the possibility of installing heritage boards on the outskirts of Ledbury and the costs involved.**

**E41. RECREATION GROUND**

1. Shelter

- (a) The Town Clerk updated members on the progress of the shelter including a recent meeting with BBLP to discuss the possibility of installing a bin opposite the shelter. She advised that after speaking to BBLP she could confirm that they would not be willing to install a bin. She advised the Town Council could do so at their own expense but if it is on HCC land it would need to be in keeping with other bins in the area.
- (b) The Clerk advised that she had received designs from both Primary and Secondary Schools in Ledbury regarding the art competition for the shelter. Members were impressed by the submitted artwork and agreed on the winning designs that they felt would be suitable for the shelter.

Councillor Knight suggested writing to the schools to thank all the students that submitted art work and create a press release with a picture of the chosen students with their artwork by the shelter.

Members agreed that they would like the Town Clerk to obtain quotes for the painting of the shelter and that this should be undertaken in spring 2020.

2. Bins

- (a) Members were provided with copies of a survey that had been carried out by Councillor Whattler on the state of the bins in Ledbury. The report showed that there were 23 bins in a poor state which could potentially be dangerous to the public due to rusting and loose metal.

The Town Clerk advised that she had emailed Sustainable Ledbury and the Civic Society to ask if they would like to contribute to replacing/repairing certain bins around Ledbury however she had not received any correspondence as of yet. She advised that BBLP had advised that if a bin was found to be unsafe they would remove it but their current policy is not to replace bins unless it is absolutely necessary. Again, Council could if they wish replace or repair like for like bins in Ledbury, but at their own expense.

The Clerk advised that currently there is no budget for the council to purchase bins, however she had prepared a report on bins for consideration for the budget 2020/21.

(b) Car Parking Spaces

Members were asked to consider making a recommendation to Full Council that staff be permitted to utilise two of the parking spaces situated at the Recreational Ground that the council own for parking when at work.

Members agreed to make the recommendation to Full Council.

**RESOLVED:**

- 1. That the Clerk writes to the schools thanking them for the artwork for the Shelter and prepares a press release with the chosen artwork.**
- 2. That the Clerk contact street artists to discuss the transferring of the artwork onto the shelter with a view to providing quotes.**
- 3. That Members receive and note the report, endorsing the actions taken by the Clerk and Chair of the committee in respect of the quote for the works to the shelter in the sum of £3,390**

**RECOMMENDATION**

- 4. That members make a recommendation to Full Council for 2 members of the staff to utilise parking at the recreational ground when working.**

**E42.**

**CEMETERY**

1. Memorial Safety

- a) The Clerk advised members that the Memorial Safety Programme was due to start the week commencing 25

November 2019 and that signs advising this have been placed within the cemetery, along with a press release to the Ledbury Reporter, website and social media platforms.

2. Benches

- a) The Town Clerk advised members that following the site visit to the cemetery on 19 September 2019 it was agreed that the Council should in future, purchase benches for installation in the Cemetery. She advised that the Groundsman had been asked to create a report on the state of benches in the Cemetery and the Deputy Clerk will contact the current owners of the benches and ask them to carry out maintenance to their benches or allow the groundsman to do so.

3. Parish Meeting

- a) Members were provided with a report on the outcome of the Parish Meeting held on 19 September 2019. Councillor Whattler advised members that it was agreed in the meeting that dogs should be permitted in the cemetery as long as they were on leads. He also advised that it was agreed the council will provide dog-poo bags and dog bins in the cemetery.

4. Damage to memorial

- a) Members were provided with information regarding a damaged memorial in the cemetery which was reported to the council by a relative.

5. Use of Chapel

- a) Members were asked to consider a request from Hilary Jones of Ledbury Funeral Services regarding the use of the Chapel at the Cemetery.

**RESOLVED:**

- 1. That Members receive and note the above report, noting that the Memorial Safety Programme will commence week beginning 25 November 2019.**
- 2. That Members receive and note the notes of a Parish Meeting held on 19 September 2019, noting that dog-poo bags and bins are to be provided for use in the Cemetery**

- 3. Members agree to the repair of the headstone at the cost of the Council, due to it appearing that the damage may have been caused by council machinery.**
- 4. That Members agree to the request made by Hilary Jones that they be permitted to use the chapel for mourners to congregate prior to cremated remains interments.**

**RECOMMENDATION:**

- 5. That the draft fees and charges be submitted to the next meeting of the Finance, Policy & General Purposes Committee on 28 November 2019 to be considered as part of the 2020/21 budget setting process.**

**E43. REQUEST FROM RESIDENT IN RESPECT OF OVERHANGING TREE**

Members were requested to give consideration to a request from a member of the public for a tree survey to be carried out on a tree near to his home.

**RESOLVED:**

**That members receive and note the report and authorise the Clerk in conjunction with the Chair of the Committee to consider the quotes when received subject to the cost of the survey being within the remaining tree budget of £1,220, and appoint one of the companies to carry out a survey.**

**E44. CONSIDERATION OF REFORMING GREEN SPACES WORKING PARTY**

Members were asked to consider re-forming the Green Spaces Working Party to provide an avenue for discussion about green spaces in the town and how they can be improved.

Arthur Edge, a resident of Ledbury expressed his concerns with the upkeep of the trail in particular the state of the trees. He advised that he had recently submitted a complaint to the Ombudsman due to Hereford Council not responding to the FOI that he requested regarding the recent survey on the condition of the trees. Arthur advised that the Trail had been neglected for over 40-years and felt that Hereford Council had a duty of upkeep.

Councillor Whattler suggested the Clerk submitting an FOI request to Hereford Council regarding the current tree survey.

The Clerk advised members that the previous Mayor is very much involved with Sustainable Ledbury and that with the help of the Council they are looking to apply for a license to cultivate.

**RESOLVED:**

**That the Clerk submits a FOI request to Hereford Council regarding the most up to date tree survey for Ledbury Town Trail.**

**E45.**

**NOTES OF A MEETING OF THE CHRISTMAS LIGHTS WORKING PARTY HELD ON 1 AND 22 OCTOBER, 6 & 12 NOVEMBER 2019**

Members were asked to receive and note the minutes of the Christmas Lights Working Party held on 1 and 22 October, 6 & 12 November 2019

**RESOLVED:**

**That the minutes of the Christmas Lights Working Party meetings held on 1 and 22 October and 6 and 12 November 2019 be received and noted.**

**E46.**

**ITEMS FOR CONSIDERATION IN 2020/21 BUDGET**

Members were asked to give consideration to the 2020/21 budget and decide on the items they would like to recommend to the next Finance, Policy and General Purposes committee on 28 November 2019

Councillor Eakin proposed that a budget be in place for next year in order to replace the 20 bins around Ledbury that are in poor state of repair and that in the meantime Ward Councillors liaise with BBLP regarding the type of bins the council should purchase.

The Clerk advised that a budget had been made for a Town Cleaner and if members were to go ahead with the Derby metal bins they could be looked after as part of the job description for this future member of staff.

**RECOMMENDATION**

That the following items considered for inclusion as additional expenditure within the Environment & Leisure budget for the 2020/21 financial year: -

1.

New Benches and picnic tables	£ 3,910.00
20 x Derby Steel Litter Bins (for the cemetery & Town Trail)	£ 5,980.00
20 x moulded benches (cemetery and Rec)	£ 5,180.00
Replacement Sit and Ride Mower	£ 4,500.00
10 x Replacement Planters for Ledbury in Bloom	£ 1,100.00
<b>TOTAL</b>	<b>£20,670.00</b>

2. That consideration be given to the proposed cemetery fees and charges.
3. That consideration be given to the proposed room hire charges.
4. That consideration be given to the inclusion of a "Special Project – Market House Renovations" for funds to be placed into the 2020/21 budget and future budgets to provide for improvements to the Market House, such as a lift, toilet and kitchen facilities.
5. That the Lengthsman Scheme be moved from the E & L budget and placed in the ED & PL budgets.
6. That the budget for traffic management be increased to £10,000 in 2020/21 due to there being a number of projects the Working Party would like to bring forward, such as SID's and other traffic calming projects.
7. That consideration be given to a possible increase in the Charter Market for 2020/21 with a view to engaging Street Management Consultants to help improve and manage the Market in Ledbury.

#### **E47. PROPOSED FEES AND CHARGES FOR THE CEMETERY 2020/21**

Members were provided with a draft copy of proposed Fees and Charges for the Cemetery 2020/21.

The Clerk advised members that she had had a meeting with the Chair of Finance who suggested looking at examples of Cemetery Charges from other local Parish Councils. The Clerk advised members that the proposed cemetery charges may change and that she would update members accordingly.

**RESOLVED:**

**That the Clerk looks into other Local Parish Cemetery charges and updates members accordingly, with a view to providing these to the Finance, Policy & General Purposes for consideration.**

**E48. DATE OF NEXT MEETING**

**RESOLVED:**

**To note that the next meeting of Environment and Leisure will be held 20 February 2020.**

**E49. EXCLUSION OF 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, in the public interest the press and public are excluded from the remainder of the meeting.**

**E50. GROUNDS MAINTENANCE CONTRACTS**

Members were provided with three quotes in respect of the Grounds Maintenance Contracts and were asked to make a decision on which quotation to accept. The Clerk advised that the Grounds Maintenance contract covered various areas in Ledbury owned and managed by the Town Council.

There was a lengthy discussion between members and it was decided that they would accept quotation one at £19,305.00 per Annum.

**RESOLVED:**

**That Members accept quotation number one at a cost of £19,305.00 per annum**

Signed ...*Dee Knight*

Date 20 February 2020