

LEDBURY TOWN COUNCIL

MINUTES OF AN ENVIRONMENT AND LEISURE COMMITTEE MEETING HELD ON 27 SEPTEMBER 2022

PRESENT: Councillors Bradford, Chowns (Chair), Shields, Sinclair and Whattler

ALSO PRESENT: Julia Lawrence – Deputy Town Clerk
Angela Price – Town Clerk
Sophie Jarvis – Minute Taker

E289 APOLOGIES FOR ABSENCE

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

All members of the Environment & Leisure Committee paused for a one-minute silence out of respect for the late Majesty Queen Elizabeth II.

E290 DECLARATIONS OF INTEREST

RESOLVED:

No declarations of interest were received.

E291 THE NOLAN PRINCIPLES

RESOLVED:

That the Nolan Principles be received and noted.

E292 TERMS OF REFERENCE

RESOLVED:

The terms of reference be received and noted, and that upon completion of the works to the War Memorial an item be included in the Terms of Reference to recognise that the War Memorial comes under the remit of the Environment & Leisure Committee.

E293 PUBLIC PARTICIPATION

No members of the public were present.

E294 TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE EXTRAORDINARY ENVIRONMENT & LEISURE COMMITTEE HELD ON 7 JULY 2022

RESOLVED:

That the minutes of a meeting of the Extraordinary Environment & Leisure Committee held on 7 July 2022 be approved and signed as a correct record.

E295 TO REVIEW ACTION SHEETS

Councillor Sinclair queried point E275 on the action sheet relating to free car parking. The Deputy Town Clerk confirmed she would check this with Herefordshire Council.

Councillor Chowns queried why the Christmas lights switch-on event had been moved to a Sunday this year as compared to a Saturday as in previous years. The Town Clerk confirmed that this decision was made due to it being a trial as it was felt that a road closure on a Sunday will be less disruptive than it would be on a Saturday. She also advised the Committee that in 2021 the event had been moved to the first weekend in December, which was later than usual, advising that the reason for this was to avoid clashing with other towns. She advised that it had been agreed to reinstate it on the last weekend on November, but on the Sunday to avoid a clash with other market towns.

RESOLVED:

That the Deputy Clerk seek clarification regarding free car parking from Herefordshire Council.

E296 CEMETERY

RESOLVED:

That authorisation be given for the signing of the Deeds for Exclusive Right of Burial 715, 716, 717, 718, 720, 723 and 72 granting the exclusive right of burial to those named on the interment form.

That authorisation be given for the signing of the Deeds of Exclusive Right of Burial 48 granting the transfer of the exclusive right of burial to those named on each transfer request.

E297 CLIMATE CHANGE WORKING PARTY

Councillor Bradford queried if there had been a conversation at a previous meeting with regards to relieving staff from minute taking at working parties. It was confirmed that this subject had been discussed and that it had been agreed that Working Party Chairs would help reduce the staff workload by providing them with items for Working Party agendas and by a member of the Working Party taking minutes.

Councillor Shields spoke for the Climate Change Working Party, advising that she did not consider there was enough clarity between the Working Party and Environment and Leisure Committee. Councillor Shields stated that it was not clear

what the Environment and Leisure Committee want the Working Party to achieve. Discussion took place regarding the 6 items on the Plan of Action which the Working Party had produced and asked the Committee to consider these.

The Chair allowed 10 minutes to discuss the Plan of Action provided by the Climate Change working party.

Plan of Action:

1. Developing a resilience for extreme weather conditions

Councillor Bradford stated that he was in favour of developing warm/cool rooms for extreme weather conditions. The Town Clerk confirmed discussion are ongoing with Talk Community Hub to set these up in the Ledbury.

2. Raise public awareness and building public engagement

Councillor Bradford suggested incorporating this into the Ledbury Town Council Facebook page or alternatively setting up a new Facebook page in aid of this. The Town Clerk queried who would be responsible for this. Councillor Bradford suggested that Councillor Shields should take on this role as Chair of the Climate Change Working Party. This item will be added to the next Climate Change Working Party agenda.

3. Build youth engagement

Discussions took place as to whether a Youth Council could be formed within John Masefield High School/Ledbury Primary School. Members agreed that this would not reach out to all children as some children who live in Ledbury might not necessarily go to school in Ledbury.

4. Build a resource base of information and contacts

Councillors suggested that the library would be ideal for a resource base.

5. Develop resilience to shortages (e.g. food, fuel etc.)

Discussions took place as to whether this would fall under Ledbury Food Group. It was agreed that Ledbury Town Council could ensure that there is a link with Ledbury Food Group with regards to developing a resilience to shortages e.g. food and that the Town Council should have a facilitator role in respect of this.

6. Keep under consideration opportunities to review the town's carbon footprint

This point was received and noted.

RESOLVED:

- 1. That Members of the Environment and Leisure committee approved the Terms of Reference for the Climate Change Working Party.**

2. **That Members of the Environment and Leisure committee approved the Plan of Action presented by the Climate Change Working Party.**
3. **That a recommendation for budget provision be subject to approval by the Finance, Policy & General Purposes Committee for the remainder of 2022/23 and 2023/2024 budgets.**

E298 CONTRACT FOR EXTERNAL GROUNDSMAN

The Committee considered the report requested an extension to the existing Grounds Maintenance contract.

RECOMMENDED:

That it be recommended to Full Council that the contract for the external groundsman be extended for a further 2 years, as per the terms of the contract.

E299 DOG HILL WOOD

Discussions took place as to whether there was a contractor for the management of Dog Hill Wood in place. Councillor Bradford queried why one was not in place, as there had been one in previous years. Councillor Shields informed members of the Committee that the contract had lapsed previously. All Councillors agreed that it a contractor should be retained to manage the tree work, coppicing and other such projects at Dog Hill Woods.

Members were advised that due to the meeting having been delayed due to unforeseen circumstances, the Chair of the Environment and Leisure Committee and Town Clerk had met to discuss the quotations in respect of the tree survey at Dog Hill Woods. Members were asked to note that Company B had been selected on the grounds that the trees would be tagged and plotted on an electronic map. The cost to undertake this survey is £495.00. The Committee endorsed the actions taken by the Chair and Town Clerk.

Discussions took place on how many volunteers had put themselves forward to help clear Dog Hill Woods. The Deputy Clerk informed Members that there had been considerable interest and that two volunteers who had registered had their own chainsaws (and relevant certificates) and had relevant experience to undertake appropriate woodland work.

The Town Clerk informed Members that there was only £1,000 left in the budget for Dog Hill Wood for the rest of the financial year. There were discussions as to whether this could cover the two days training for the volunteers and how many volunteers would be needed. The Deputy Clerk will report back to the Committee after the deadline to confirm how many volunteers have come forward.

Councillor Shields confirmed that she had recently purchased a range of garden tools for Sustainable Ledbury which were also for use by the community in general so these tools would be used for works at Dog Hill Wood.

RECOMMENDATION:

- 1. That Members of the Environment and Leisure Committee endorse the actions taken by the Clerk and Chair of the Committee in respect of the appointment of a tree safety survey, noting that Company B, at a cost of £495.00 plus VAT had been appointed.**
- 2. That the Environment and Leisure Committee proposed a virement of £1,000 be taken from “Closed Churchyard – Tree Works/Property Maintenance” (CC101 – NC 4250) to “Amenity Areas – Dog Hill Wood Maintenance Coppicing” (CC108 – NC 4210) to provide sufficient funding for up to three days training in respect of coppicing, to be provided by Guy Tustin at a cost of £400 per day.**

E300 CEMETERY UPDATE

Clearance of Ivy on wall joining the Football Club

The Committee debated the difference between the quotations that had been received which were quite wide ranging in respect of the ivy clearance along the wall joining the Football Club and concluded that Company B should be appointed to carry out the works at £900.00 plus VAT.

RESOLVED:

That Members of the Environment and Leisure Committee approved the appointment of Company B to undertake the clearance of ivy on the wall joining the Football Club at a cost of £900.00 plus VAT.

Cemetery Chapel – Carpet

Members of the Committee considered the quotes provided and agreed to select Company C2 on the basis that their product was the same as detailed for C1 but not as expensive.

RESOLVED:

That Members of the Environment and Leisure Committee approved the appointment of Company C2 to dispose of existing carpet, supply and fit new carpet to the Cemetery Chapel at a cost of £367.10 plus VAT.

Wooden floors beneath Pews

Members of the Environment and Leisure Committee considered the two companies put forward to strip and re-stain the wooden floors beneath the pews and lecterns and agreed to select Company F1 to undertake the works at a cost of £772.00 plus VAT.

RESOLVED:

That Members of the Environment and Leisure Committee approved and selected Company F1 to re-stain the wooden floors beneath the pews in the Cemetery Chapel at a cost of £772.00 plus VAT.

Wooden Pews and Lecterns

In view of the limited budget in this financial year, the Committee Members agreed to postpone these works at this time.

RESOLVED:

That Members of the Environment and Leisure Committee agreed that these works would be delayed until the next financial year 2023/24.

Interior Deep Clean

Due to budget constraints, Members of the Committee agreed to postpone the interior deep clean, which would also incorporate painting and decorating until the new financial year.

RESOLVED:

Members agreed that the interior deep clean would be delayed until the new financial year 2023/24.

E301 OCTOBER FAIR

First Aid Providers

Members were advised that due to the Committee meeting being delayed due to the death of the Late Queen Elizabeth II, and the October Fair being only a few weeks away, the Chair of the Environment and Leisure Committee and Town Clerk had met to consider the quotes received in respect of first aid cover at the October Fair. It was noted that the Chair and Clerk had appointed Company 1 at a cost of £874.00 plus VAT. Members were asked to endorse the actions taken.

RESOLVED:

That Members of the Environment and Leisure Committee endorse the actions of the Chair and Clerk in respect of the appointment of a First Aid Provider for the October Fair at a cost of £874.00 plus VAT.

Traffic management

Discussion took place as to why the Town Council were paying for the traffic management rather than the fair providers. It was considered that the event was too close now for this to be investigated, but that this should be addressed with the Fair organisers prior to the Fair taking place in 2023.

As noted above, due to the limited time available, the Chair of the Environment and Leisure Committee and Town Clerk met to consider the quotes received in respect of traffic management provision for the October Fair. It was agreed that Company 2 be appointed at a cost of £3,580.00 plus VAT and Members of the Committee were asked to endorse the actions taken.

RESOLVED:

- 1. That Members of the Environment and Leisure Committee endorsed the actions of the Town Clerk and Chair of the Committee in respect of appointing company 2 for traffic management at the October Fair at a cost of £3,580.00 plus VAT.**
- 2. That a review of why a traffic management company are required at the October Fair be undertaken, and that this be referred back to a future meeting of the committee for further discussion.**

E302 RECREATION GROUND

Cantilever Tyre Swing

The Deputy Clerk advised that since submitting the report and costs, and whilst companies have quoted to apply steel bands/straps around the oak beam, it would appear that the piece of equipment would need to have a secondary safety device fitted since the current fitment did not show evidence of one ever being fitted.

Members of the Committee agreed to select Company 9 to undertake the works to fit two new reinforcing brackets at a cost of £210.00 plus VAT. However, this would still be subject to two factors: (1) receiving a guarantee from the company that the reinforcement brackets would last for a given time; and (2) ensuring that a new secondary safety device would be fitted. This will incur an additional cost, currently not known.

RESOLVED:

That Members of the Environment and Leisure Committee appoint Company 9 to repair the cantilever tyre swing at a cost of £210.00 plus VAT subject to receiving a guarantee for the works and fitting a secondary safety device.

E303 MARKET HOUSE/COUNCIL OFFICES – REPAIRS/TIMBER

The Town Clerk advised Members that she is attending a meeting on Wednesday, 28 September 2022 with Historic England and Caroe & Partners to discuss the Market House. The timber assessment, portable stair chair and signage are to be discussed. An open invitation was passed to all Members of the Committee if they wished to attend the meeting.

Members suggested that the Town Council should attempt to get a demonstration of a portable stair chair to see if it would work on the stairs to the upper floor of the Market House.

RESOLVED:

- 1. That Members of the Environment and Leisure Committee received and noted the contents of this report.**
- 2. That the Deputy Clerk investigate the possibility of having a demonstration of a portable stairlift in the Market House.**

E304 MEMORIAL GARDEN FOR MAYORS/COUNCILLORS

Members agreed that there should be a memorial for both past and present Mayors and Councillors as they should be recognised for the work they have contributed to the Town.

RESOLVED:

That Members of the Environment and Leisure Committee agreed that a suitable plaque should be displayed in the Cemetery Chapel in remembrance of past and present Mayors and Councillors once the Chapel has had an interior deep clean.

E305 PROPOSED TREE PLANTING

Members discussed the proposed tree planting scheme, acknowledging that trees can bring down the temperature of a street by up to 10 degrees in hotter weather conditions or causing possible sight obstructions for drivers in a few of the proposed locations of the tree planting.

The Deputy Clerk advised Members that whilst these were suggestions put forward by Officers of Herefordshire Council as being “accepted locations”, this was still very much down to whether there would be sufficient funding and at which time, agreement to locations would then be agreed.

RESOLVED:

That Members of the Environment and Leisure Committee note that the proposed Tree Planting report be received and noted and would be subject to receiving further updates from Herefordshire Council in due course.

E306 CONSIDERATION OF ITEMS OF 2023/24 BUDGET

Members queried why Ledbury Town Council had the responsibility of budgeting for the Closed Churchyard. Members asked whether this was something the council’s solicitor could look into, the Clerk advised that she could contact the solicitor to investigate this.

Councillor Shields queried if there was any budget for the Climate Change Working Party especially if they wanted to hire venues for events such as National Recycling Week. £1,000 was to be set aside for the Climate Change Working Party. The Town Clerk advised that there was an earmarked reserve for the CCTV funding.

RESOLVED:

That Members of the Environment and Leisure Committee noted and received the contents of the 2023/24 Budget report, noting that a further report will be submitted at the next meeting.

E307 CHRISTMAS LIGHTS

Members of the Committee appreciated the increase in electricity bills and despite the soaring costs considered that members of the public would still like to see the Christmas lights. However, Members asked for a summary of costs for the previous year for the lights to be compared to this year's costs to assist with the budget setting process for 2023/24.

RESOLVED:

That Members of the Environment and Leisure Committee received and noted the contents of the Christmas Lights report.

E308 WORKING PARTIES

TO RECEIVE AND NOTE THE MINUTES OF THE MEETING OF THE EVENTS WORKING PARTY HELD ON THURSDAY, 21 JULY AND THURSDAY, 18 AUGUST 2022 AND CONSIDER ANY RECOMMENDATIONS THEREIN

The Clerk made reference to the Recommendation under E109, she advised that discussions had been had with talkcommunity and HVOS about setting up a volunteer register for Ledbury.

RESOLVED:

That the minutes of the Events working party held on Thursday, 21 July and Thursday, 18 August 2022 were received and noted.

TO RECEIVE AND NOTE THE MINUTES OF THE MEETING OF THE CLIMATE CHANGE WORKING PARTY HELD ON WEDNESDAY, 10 AUGUST 2022 AND CONSIDER ANY RECOMMENDATIONS THEREIN

RESOLVED:

That the minutes of the Climate Change Working Party held on Wednesday, 10 August 2022 were received and noted.

E309 DATE OF NEXT MEETING

RESOLVED:

The next meeting of the Environment and Leisure Committee is scheduled for Thursday, 17 November 2022.

The meeting ended at 9.00pm.

Signed Dated
(Chair)