



# LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES, CHURCH STREET, LEDBURY

HEREFORDSHIRE HR8 1DH. Tel. (01531) 632306

Email: [clerk@ledburytowncouncil.gov.uk](mailto:clerk@ledburytowncouncil.gov.uk)

Website: [www.ledburytowncouncil.gov.uk](http://www.ledburytowncouncil.gov.uk)

24 March 2023

Dear Councillors

You are summoned to attend an Extraordinary meeting of **LEDBURY TOWN COUNCIL** to be held on **Thursday, 2 March 2023 at 6.15 pm in the Council Offices, Church Lane, Ledbury**, for the purpose of transacting the business shown in the agenda below.

Yours faithfully

Councillor Phillip Howells  
Town Mayor

## A G E N D A

**1. Apologies**

**2. Declarations of Interests**

To receive any declarations of interest and written requests for dispensations.

*Members are invited to declare disclosable pecuniary interests and other interests in items on the agenda as required by the Ledbury Town Council Code of Conduct for Members and by the Localism Act 2011.*

*(Note: Members seeking advice on this item are asked to contact the Monitoring officer at least 72 hours prior to the meeting)*

- 3. To approve and sign the minutes of an extraordinary meeting of Council held on 9 February 2023 (Pages 3907-3911)**
- 4. To give consideration to recommendations on projects that the remaining £9,180.55 of the Great Places to Visit Fund could be spent (To Follow)**
- 5. To consider possible feasibility study project that could be put forward for a share of the UK Shared Prosperity Fund (To Follow)**
- 6. To give consideration to quotes received in respect of required trees works at Dog Hill Woods (Pages 3912-3914)**

**7. Date of next meeting**

To note that the next meeting of Full Council is scheduled for 30 March 2023 at 7.00 pm in the Burgage Hall

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Local Press (2)  
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Councillor l'Anson (1)**

**LEDBURY TOWN COUNCIL  
MINUTES OF AN EXTRAORDINARY FULL COUNCIL MEETING  
HELD ON 9 FEBRUARY 2023**

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**PRESENT:** Councillors Bannister, Howells (Chair), Morris, Sims, Sinclair & Whattler.

**ALSO PRESENT:** Angela Price – Town Clerk  
Sophie Jarvis – Minute Taker

**C689 APOLOGIES**

No apologies were received.

**C690 DECLARATIONS OF INTERESTS**

**RESOLVED:**

Councillor Sinclair declared a personal interest in minute no C692, Events Working Party minutes in respect of the King's Coronation, as he had provided details of a friend who owns a mug company.

**C691 TO APPROVE AND SIGN THE MINUTES OF A MEETING OF FULL COUNCIL HELD ON 2 FEBRUARY 2023.**

**RESOLVED:**

That the minutes of a meeting of Full Council held on 2 February 2023 be approved and signed as a correct record.

**C692 TO GIVE CONSIDERATION TO RECOMMENDATIONS FROM THE EVENTS WORKING PARTY IN RESPECT OF THE KING'S CORONATION FOLLOWING THE DECISION TAKEN AT FULL COUNCIL ON 2 FEBRUARY 2023.**

Members discussed and accepted the recommendations in respect of the King's Coronation from the Events Working Party minutes on 8 February 2023. Members made additional comments listed below.

- I. **That the Council hold an event on Monday, 8 May 2023 to celebrate the King's Coronation, noting that the event can only proceed with confirmation that 20 volunteers will be available to assist on the day, in addition to staff and Councillors.**

All members were in favour of accepting this recommendation and agreed that the target of 20 volunteers should be achieved by 9 March 2023 in order for this event to take place and there should also be a minimum number of 6 Councillors volunteering for this event. Members stated that if these volunteer numbers were not met then the event would not be able to take place. Members agreed that an advert should be published on the Council's social media

platforms asking for volunteers and that an email also be sent to all Councillors asking for help.

- II. That a road closure be applied from 9:30 am until 7:30 pm, noting that the event will take place from 12:00 noon until 5:00 pm.**

All members were in favour of accepting this recommendation.

- III. That food traders are invited to trade in the street during the Ledbury Coronation Celebration. No street traders selling alcohol will be permitted.**

All members were in favour of this recommendation. They agreed that there needs to be a minimum of 6 food traders and there will be no charge for them to have a pitch at the Coronation event.

- IV. That the Town Clerk contact local companies to seek possible sponsorship and funding for the event.**

All members were in favour of accepting this recommendation and agreed that the Clerk should write a letter to be signed by the Town Mayor asking for sponsorship and funding of the Coronation event.

- V. That the High Street, including the Market House, is decorated appropriately for the Coronation.**

All members were in favour of accepting this recommendation and suggested that Balfour Beatty be asked whether they could provide a cherry picker to help decorate the Market House and Town appropriately for the Coronation. Members suggested that Commonwealth flags be placed around the Market House as well as Union Jack flags and that plain coloured bunting could be placed around the rest of the Town. It was suggested that these should be non-plastic and these decorations should be up no later than 2 weeks before the Coronation. It was suggested that no more than £2,000 be spent on the decorations for the Coronation and that this will be delegated to the Clerk, the Mayor and the Chair of Finance. Members voted on this budget for decorations 4 members voted for, 1 voted against and 1 abstention.

- VI. That Officers confirm the availability of a Town Crier for Monday, 8 May 2023.**

All members were in favour of this recommendation.

- VII. That the Community Development Officer engage with organisations and traders in the Town to confirm participation in the Coronation event. In particular, to participate in a window display or golden crown trail, similar to the Platinum Jubilee.**

All members were in favour of this recommendation. Members also discussed ways in which local volunteer groups could be more involved in this event by

offering funding of up to £50 each to help them put on children's activities. It was suggested that groups like Ledbury Scouts and Ledbury's Children Centre could be contacted to have an area for activities and create a 'lost children's zone'. Members voted on funding these groups £50 to help support them with putting on activities, 5 members voted for and 1 abstained.

**VIII. That Officers obtain three quotes to purchase commemorative mugs for all children that attend Ledbury Primary School.**

Councillor Sinclair had declared an interest in this item and stated that he would not take part in this conversation.

Members were all in favour of this recommendation and stated that these mugs should be sourced as locally as possible. The clerk suggested purchasing 400 mugs to cover any potential new pupils at Ledbury Primary School. One member queried if the 'official design' Coronation mugs could be purchased, the Clerk informed members that this could be done but would cost significantly more. Members agreed that at least 3 quotes be obtained including an official design mug quote, the designs will be sent to Councillors via email to be approved.

**IX. That the Council produce a Coronation Souvenir Programme of the day, similar to the late Queen's Coronation.**

All members were in favour of accepting this recommendation. Members suggested that the sponsors be printed on the back page of the souvenir programme expressing thanks and that there should be enough copies of these for one programme per household.

**X. Tables and Chairs**

The Clerk advised that a recommendation had been missed from the Events Working Party minutes regarding the tables and chairs for the Coronation event. Members discussed that it would be better to contact local places such as the Burgage Hall, Community Hall and St Katherine's to borrow their tables and chairs for this event. It was noted that a representative from these places would need to help transport them into town. Members also agreed that the Council's outdoor tables and chairs could also be used. It was suggested that John Masefield could also be contacted to ask if they could loan their gym benches for this event.

**RESOLVED:**

- 1. That the recommendations on the Events Working Party meeting from 2 February 2023 be accepted, noting the additional comments as listed above.**
- 2. That an advert be prepared and published asking for volunteers to help with the Coronation event and explaining that without the volunteers the event will not be able to proceed.**

3. That the Clerk email all Councillors asking them to volunteer on the day.
4. That a road closure be applied for from 9:30 am to 7:30 pm, noting that the event will take place from 12:00 noon to 5:00 pm.
5. That the Town Clerk write a letter for the Mayor to sign to go to local companies to seek possible sponsorship and funding for the Coronation event.
6. That officers contact Balfour Beatty in the first instance to ask whether they would be able to provide a cherry picker free of charge to help put up the Coronation. If BBLP are unable to assist quotes be obtained from companies who can provide a cherry picker.
7. That Commonwealth flags be put up around the Market house as well as Union Jack flags and that plain coloured bunting be put up around the rest of the Town. These decorations must be up at least 2 weeks before the Coronation and there will be a budget of £2,000 to be overseen by the Clerk, the Mayor and the Chair of Finance.
8. That Officers confirm the availability of a Town Crier for Monday, 8 May 2023.
9. That 3 quotes be obtained for Coronation mugs for the pupils of Ledbury Primary School including a quote of an official design. These designs will be sent to Councillors via email for approval.
10. That the Council produce a Coronation Souvenir Programme of the day, similar to the late Queen's Coronation and that there be enough printed for one per every household in Ledbury.
11. That local places such as the Burgage Hall and the Community Hall etc be contacted to ask if they can help provide tables and chairs for the Coronation event along with a representative to help transport these into town.

#### **C693 DATE OF NEXT MEETING**

To note that the next meeting of Full Council is scheduled for 30 March 2023 at 7:00pm in the Burgage Hall.

#### **C694 EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED:**

No members of the public of press were present.

**C695 TOWN COUNCIL PAYROLL SERVICE PROVIDERS**

Members discussed the annual costs of the quotes received for the Town Council Payroll service providers. A vote took place as to which company should be selected, all members voted for Thompson.

**RESOLVED:**

**That Thompson be appointed as the new Town Council payroll service providers and that the Clerk proceed with this**

**The meeting ended at 6.50pm.**

Signed ..... Date .....  
(Town Mayor)

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## LEDBURY TOWN COUNCIL

<b>EXTRAORDINARY COUNCIL MEETING</b>	<b>2 MARCH 2023</b>	<b>AGENDA ITEM: 6</b>
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Report prepared by Julia Lawrence – Deputy Town Clerk

### **DOG HILL WOOD – TREE FELLING QUOTATIONS**

#### **Purpose of Report**

The purpose of this report is to update Members following the submission of the Tree Survey that was carried out for Dog Hill Wood In November 2022 which identified a number of trees that needed to be felled.

#### **Detailed Information**

As detailed in the report that was submitted to Members of the Environment and Leisure Committee on 19 January 2023, the Deputy Clerk informed Members that there was some confusion as to whether the existing “England Woodland Grant Scheme for Dog Hill Wood” would cover the felling now identified in the Tree Survey dated November 2022. Advice was sought from the Forestry Commission to confirm the present position. It took several weeks to obtain a response which subsequently resulted in the Forestry Commission confirming that the Priority 1 trees identified could be felled now without the need for a felling licence. There were three Priority 1 trees, numbers 10, 11 and 17 that this applied to. However, tree number 17 was felled by a volunteer on one of the volunteer days arranged by the Deputy Town Clerk.

The balance of trees which are either Priority 2 or in need of removing deadwood would need a felling licence and therefore the Deputy Clerk will liaise with the Forestry Commission to start the felling licence application, well in advance in order that further works can take place without delay in the Autumn.

The Deputy Clerk invited quotations from four local companies to fell the two Priority 1 trees on the proviso that the works could be completed by the end of March 2023. It should be noted that tree number 10 is fairly straightforward in terms of felling whereas tree number 11 is a very large tree with extensive decay at the base and extensive dieback at the crown and so two options are to be considered.

The first option (1) is to fell both trees, cutting wood to manageable lengths whereas option (2) would be to fell trees and leave its trunk whole for habitat to make a home in due to its size.

#### **Company 1**

This is a Hereford based company, Members of the Society of Arboriculture, Constructionline and County Council approved contractors, conversant with all Forestry Commission guidelines and is an ARB Approved Contractor and approved Contractor to Herefordshire Council and Balfour Beatty. This company envisages the

work taking up to three days to complete utilising a mini digger on site, large chainsaws and signage on site as well as a 7.5ton tipping vehicle.

The contractor has £5M public liability and employers liability insurance and all works to be carried out in accordance with the current British Standard 3998 "Tree Work Recommendations". With over 30 years' experience, staff are fully trained and accredited working to NPTC ("*National Proficiency Test Council*") standards.

### **Company 2**

This company is based in Much Marcle and have confirmed that given the condition of the tree (number 11), it would be impossible to directionally fell at ground level without either putting the operator at risk or causing significant damage to a number of surrounding large trees being retained. The level of dieback in the upper canopy means that traditional climbing and dismantling methods are not possible, therefore the use of a large MEWP ("*Mobile Elevated Work Platform*") will be used to dismantle the crown of the tree safely. Given the location and size of the tree, this will require equipment to be hired in from a third party.

There will be a minimum of three operatives on site to ensure the safe management of pedestrians although Ledbury Town Council will be making it clear to the successful company that whilst such works take place, the area in question will be cordoned off for safety and pedestrians will not be able to use the footpath whilst works take place. It is anticipated that works are estimated to take three days to complete.

Company comprehensively insured for the sum of £5M.

### **Company 3**

This company is based in Ross on Wye and has been established since 2005. Operations will be carried out in accordance with BS 3998 and in accordance with the Town and Country Planning Act 1990, Forestry Act 1967 and will meet the 1998 PUWER ("*Provision and use of Work Equipment Regulations*") regulations.

All equipment used is owned by the company and will include ground saws, a Forst TR8 tracked woodchipper, a Case JX109OU Tractor and winch, 4x4 trucks. Where possible, the company will use their 14m reach MEWP for work at height. The company is fully insured with £5M public liability and employers liability cover.

The company will be providing four staff who will be on site for two days. Their clients include Ross Town Council and Birch Utility Services (Devon), both of whom they have worked for a number of years.

All staff will be suitably qualified Arborists, holding the more indepth EFAW + F ("*Emergency First Aid at Work + Forestry First Aid*") qualifications and their Aerial Rescue Certificate (NPTC 307), so that any team member could rescue a climber in difficulty.

The table below summarises the options and costs, excluding VAT:

Company	Option	Description of works	Cost
1	1A	T10 - Cut to manageable lengths T11 - To be left whole as habitat	£1,895.00
	1B	T10 and T11 – Cut to manageable lengths	£2,995.00
2	2	T10 – Cut to manageable lengths T11 – To be left whole as habitat	£6,575.00
3	3A	T10 and T11 – Cut to manageable lengths	£3,800.00
	3B	T10 and T11 – To both be left whole as habitat	£3,200.00

### **Recommendation**

**That Members give consideration to the proposals put forward, and for Members to select a company and in the case of two of the companies, to agree on what option to progress, in order that the works can be completed by the end of March 2023.**

