

LEDBURY TOWN COUNCIL

MINUTES OF A MEETING OF THE ENVIRONMENT AND LEISURE COMMITTEE HELD ON 15 JUNE 2023

PRESENT: Councillors Bradford, Chowns (Chair) and l'Anson.

ALSO PRESENT: Julia Lawrence – Deputy Town Clerk
Sophie Jarvis – Minute Taker
Councillor Morris

E1 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Eakin and Sinclair.

E2 DECLARATIONS OF INTEREST

RESOLVED:

No declarations of interest were received.

E3 THE NOLAN PRINCIPLES

RESOLVED:

That the Nolan Principles be received and noted.

E4 ELECTION OF VICE-CHAIR FOR THE 2023/24 MUNICIPAL YEAR

Councillor Chowns proposed that Councillor Bradford be elected the Vice-Chair for the 2023/24 municipal year. Councillor l'Anson seconded the motion and all members were in favour.

RESOLVED:

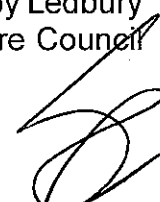
That Councillor Bradford be elected as Vice-Chair for the 2023/24 municipal year.

E5 TERMS OF REFERENCE

- **Environment & Leisure Committee**
- **Events Working Party**

Members discussed the Terms of Reference for the Environment & Leisure Committee and it was agreed that these would be received and approved subject to some minor amendments.

Members discussed the walkways in Deer Park that are being looked after by Ledbury Town Council, as they need to be investigated as to whether Herefordshire Council should take ownership back for maintaining this area.



The Deputy Clerk informed Members that once the restoration works have been completed on the War Memorial, this item will come back under the Environment & Leisure Committee. Councillor Bradford queried why this would be the case as Ledbury Town Council do not own the War Memorial; he informed Members that the responsibility of the War Memorial is with the Royal British Legion. Members asked the Deputy Clerk to investigate who has ownership over the War Memorial.

Members discussed the Terms of Reference for the Events Working Party and it was agreed that these needed amendment. Once amended, Members requested that the Terms of Reference go to the next Full Council meeting for approval.

RESOLVED:

- 1. That the Terms of Reference for the Environment & Leisure Committee were received and approved, subject to minor amendments.**
- 2. That the Deputy Clerk make some amendments to the Terms of Reference for the Events Working Party in order that these can be presented at the next Full Council meeting for approval.**
- 3. That Herefordshire Council be approached to take ownership back of maintaining the walkways in Deer Park.**
- 4. That the Deputy Clerk investigate who has ownership over the War Memorial.**

E6 PUBLIC PARTICIPATION

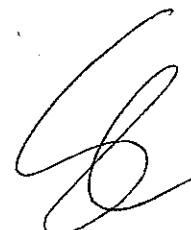
Councillor Morris asked Members of the Environment & Leisure Committee to set a budget line for the Events Working Party to use for advertising events. Members were in favour of putting this to Full Council for approval subject to such events being approved in advance at the Environment & Leisure Committee and before being advertised publicly.

Councillor Morris queried why the new weeding machine had not been used at the Cemetery and asked if a deadline could be set for staff to be using it by the end of the month. The Deputy Clerk informed Members that there had been a delay in this equipment being used due to the Cemetery Groundsman being off ill and finding a hire company to move the equipment on to the trailer. Members agreed that the new weeding machine should be in operation by the beginning of July 2023.

RECOMMENDATION:

That a budget line be set of £1,000 for the Events Working Party to use for advertising events.

Councillor Morris left the meeting at 7:38pm.



E7 TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE ENVIRONMENT & LEISURE COMMITTEE HELD ON THURSDAY, 16 MARCH 2023

Councillor Bradford proposed that the minutes of the meeting of the Environment & Leisure Committee held on Thursday, 16 March 2023 be approved and signed as a correct record. Councillor Chowns seconded the motion and all members were in favour.

RESOLVED:

That the minutes of the Environment & Leisure Committee meeting held on Thursday, 16 March 2023 be approved and signed as a correct record.

E8 TO REVIEW THE ACTION SHEET

The following points on the Action Sheet were discussed.

E352 – That the Chair write to the Police expressing how members feel about not having a police presence at the Environment & Leisure Committee Meetings.

Councillor Bradford informed members that there is a new Sergeant at Ledbury Police Station who would be willing to attend Environment & Leisure Committee Meetings. Members agreed that Councillor Chowns should approach the new Sergeant to ask them to attend the next meeting.

E354(a) – That the ‘Youth Cabin’ idea be deferred until the next Environment & Leisure Committee meeting so allowing more time for further investigation.

The Chair informed members that there had been meetings with Busy Bees Nursery to make arrangements for a Youth Centre in their premises and that there is an aim to have this completed for the Autumn. Members suggested it would be wise for Ledbury Town Council to collaborate to help improve the premises.

E355 – That members of the Environment & Leisure Committee instruct Officers to meet with the October Funfair organisers to discuss the issues and concerns noted at the 2022 October Funfair.

The Deputy Clerk informed Members that this meeting had taken place with the Funfair organisers and a Service Level Agreement is in the process of being drawn up by Ledbury Town Council’s solicitors.

E356 – That the ‘Love Ledbury’ charity be investigated and find out if they still hold the contract to the Bye Street public toilets.

Members discussed that Councillor Harvey should be approached to ask what has happened to the contract for these public toilets and whose responsibility it now is to look after these toilets.

E359(2) – That Herefordshire Council’s CCTV department be contacted to ask for footage on incidents that are taking place in the car parking spaces reserved for the Charter Market.

The Deputy Clerk informed Members that she had met with Debbie Turner from Herefordshire Council's CCTV team to discuss more substantial CCTV at the Recreation Ground and potentially some in Dog Hill Wood. The Deputy Clerk is awaiting more information/costs on this. Members queried if there could be a CCTV camera put in at street level to view the Market House as currently the CCTV does not capture anything underneath the Market House.

RESOLVED:

- 1. That the contents of the Action Sheet be received and noted.**
- 2. That the Chair will contact the new Sergeant at Ledbury Police Station and ask if they would be able to attend future Environment & Leisure Committee Meetings.**
- 3. That Councillor Harvey be approached to enquire about the public toilets on Bye Street.**

RECOMMENDATION:

- 4. That the Deputy Clerk investigate the possibility of having a CCTV camera put in under the Market House.**

E9 CEMETERY

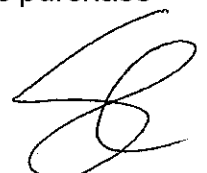
- i. That in accordance with Standing Order 23(a), authority be given for the Deeds of Exclusive Right of Burial 482, 742, 744 and 746 to be signed, granting the exclusive right of burial to those named on the interment form.
- ii. That in accordance with Standing Order 23(a), authority be given for the Deeds of Exclusive Right of Burial 271, 612 and 739 to be signed, granting the transfer of the exclusive right of burial to those named on each transfer request.

RESOLVED:

- 1. That authorisation be given for the signing of the Deeds for Exclusive Right of Burial 482, 742, 744 and 746 granting the exclusive right of burial to those named on the interment form.**
- 2. That authorisation be given for the signing of the Deeds for Exclusive Right of Burial 271, 612 and 739 granting the transfer of the exclusive right of burial to those named on the interment form.**

E10 CEMETERY INSURANCE CLAIM

Councillor Bradford proposed that the insurance should not be claimed and that it is simpler to replace the items stolen. Councillor l'Anson seconded the motion and all members were in favour. Members voted to select Company A to be used to purchase the two items, Stihl Strimmer and Stihl Blower.



RECOMMENDATION:

That Ledbury Town Council does not make an insurance claim for the stolen items of garden machinery equipment. Members selected Company A to purchase the stolen items of garden machinery equipment for the Cemetery, being:

**Stihl BG56 Blower - £255.00 (inclusive of VAT)
Stihl FS240 Strimmer - £730.00 (inclusive of VAT)**

E11 MARKET HOUSE ROOF TENDER

Members discussed that this tender process has already been repeated and in view that several areas of work were requested from the quinquennial report, it was agreed that the roof repairs and works identified from the quinquennial report should be carried out as soon as possible. Members agreed to select Option 1 on the recommendations from the report: to review the original tender received and follow due process when the Clerk has returned from annual leave.

RESOLVED:

That the original tender be reviewed and follow due process when the Clerk has returned from annual leave.

E12 MAPLINK INTEGRATION FOR CEMETERY SOFTWARE

Councillor Bradford proposed that the recommendation be approved for the inclusion of MapLink Integration as part of the Council's overall Rialtas Cemeteries and Memorials Management Solution with immediate effect. Councillor l'Anson seconded the motion and all members were in favour.

RECOMMENDATION:

That the inclusion of MapLink Integration, as part of the Council's overall Rialtas Cemeteries and Memorials Management Solution, be purchased with immediate effect at a cost of £375.00 plus VAT per annum.

Members are asked to note that £214.25 plus VAT has already been paid this year by the Council, therefore the balance of £133.75 plus VAT is payable now.

E13 CEMETERY UPDATE

Members discussed the following points in the Ledbury Cemetery Report.

13.1 Memorial Topple Testing

Members agreed that memorial topple testing is a legal requirement and that works must be done and agreed that a recommendation should be put to the Finance, Policy & General Purposes Committee that an earmarked reserve be established making use of surplus funds from the 2022/23 budget.



13.2 Tree Survey

Members instructed the Deputy Clerk to look into when the last tree survey had taken place in the Cemetery as Members believed this had been done recently.

13.3 Applying new gravel to the Main Driveway

Members agreed that this work should take place and that the dead tree at the entrance to the Cemetery should be cut down.

13.4 Repointing/repairing of walls adjoining the Football Ground

Members agreed that this project be deferred until the next financial year as it is not a priority job and it may use up a substantial amount of the budget.

13.5 CCTV

Members agreed that it would be beneficial to look at options on how to improve the existing arrangements for security and CCTV at the Cemetery especially in light of the recent break in.

13.6 Storage space for the new trailer

Members agreed that storage space for the new trailer should be looked into to ensure the new Foamstream machine is locked away securely when not in use.

13.7 Bins

Members agreed that the bins at the Cemetery can be revisited once the CCTV and security of the Cemetery has been updated.

13.8 Addition of a new gravel path (near children's graves)

Members agreed that the Groundsman and Maintenance man could carry out these works before the Autumn.

13.9 "Letters to Heaven" white letterbox

Members were not in favour of having the "Letters to Heaven" letterbox in the Cemetery.

13.10 Scatter Garden in the Cemetery

Members were in favour of having a Scatter Garden in the Cemetery.

13.11 Chapel Pews and Lecterns, including deep clean of Chapel

Members agreed that improving the wooden pews and lecterns should be looked at in the next financial year due to the budget. Members agreed that a deep clean of the Chapel should take place but to incorporate redecoration of the interior. The Deputy Clerk is to obtain quotations and bring back to the Environment and Leisure Committee at a future meeting.

13.12 Plaque for deceased Mayors and Councillors

Members agreed that a plaque for deceased Mayors and Councillors be sourced for inside the Chapel starting from the late Councillor Dee Knight (May 2022).

13.13 New Garden of Remembrance

Members agreed that a new Garden of Remembrance should be put in the proposed site as shown on the Cemetery map issued at the meeting.

13.14 The future of the Cemetery

Members suggested that the Deputy Clerk contact local estate agents to see what land is available in Ledbury for a new Cemetery. Members also suggested that the Deputy Clerk speak to Councillor Howells to enquire if any provision was made in the Neighbourhood Development Plan for the provision of further Cemetery space.

RECOMMENDATION:

- 1. That memorial tople testing commence subject to receiving approval from the Finance, Policy & General Purposes Committee for further funding from earmarked reserves.**

RESOLVED:

- 2. That the Deputy Clerk investigate when the last tree survey took place in the Cemetery.**
- 3. That the main driveway at the Cemetery be topped up with gravel.**
- 4. That the repointing/repairing of the walls that adjoin the Cemetery, as detailed on the Cemetery plan, be revisited in the next financial year.**
- 5. That the CCTV and existing arrangement for security be looked into at the Cemetery in light of the recent break in.**
- 6. That storage space be addressed for the new trailer to ensure that the new Foamstream machine is locked away securely when not in use.**
- 7. That the bins at the Cemetery be revisited once CCTV and security measures have been updated.**
- 8. That the Cemetery Groundman and the Town Maintenance man lay a gravel path near the children's graves, with works to be completed by this Autumn.**
- 9. That the "Letters to Heaven" letterbox idea is not explored further.**

10. That a new Scatter Garden be put in at the Cemetery.
11. That the Chapel Pews and Lecterns be reviewed in the next financial year. It was agreed that a deep clean of the Chapel takes place once quotations have been received to redecorate the interior of the Chapel.
12. That a plaque be purchased for the Cemetery Chapel for deceased Mayors and Councillors.
13. That a new Garden of Remembrance should be put in place as shown on the Cemetery map.
14. That the Deputy Clerk speak to local estate agents to enquire about new land for the Cemetery and seek advice from Councillor Howells regarding the Neighbourhood Development Plan and whether any provision had been made to extend the existing Cemetery or if any other provision had been made for further Cemetery space.

E14 DOG HILL WOOD

Members received and noted the contents of the Dog Hill Wood Report.

Members agreed that they should instruct Officers to proceed with the felling licence in the interim.

RESOLVED:

That the contents of the Dog Hill Wood Report be received and noted and that Officers be instructed to proceed with the felling licence in the interim.

E15 ST MICHAEL & ALL ANGELS CLOSED CHURCHYARD

Members received and noted the 'St Michael & All Angels Closed Churchyard' report and the information received from the Ministry of Justice and Herefordshire Council Bereavements Office. Members accepted that Ledbury Town Council would take responsibility of maintaining the closed churchyard.

Members discussed the works undertaken in the Walled Garden and St Michael & All Angels Churchyard. Members would like the contract for the Walled Garden to be investigated as this area is owned by Herefordshire Council and considered that it should be maintained by Balfour Beatty and not Ledbury Town Council.

RESOLVED:

1. **Members accepted that Ledbury Town Council takes responsibility of maintaining the closed churchyard at St Michael and All Angel's Church.**
2. **That the Walled Garden maintenance contract be investigated as this area is owned by Herefordshire Council and should be maintained by them and not Ledbury Town Council.**



E16 PORTABLE EXHIBITION POP-UP COUNTER

Councillor Chowns proposed that the Portable Exhibition Pop-Up Counter be purchased to use at future Council events. Councillor Bradford seconded the motion and all members were in favour.

RESOLVED:

That a Portable Exhibition Pop-Up Counter be purchased for future Council events.

E17 WORKING PARTIES

17.1 To receive and note the minutes of the meeting of the Events Working Party held on 5 April 2023 and 3 May 2023 and consider any recommendations therein.

RESOLVED:

- i. That the minutes of the meeting of the Events Working Party held on 5 April 2023 and 3 May 2023 were received and noted and that the recommendations therein be approved.**
- ii. That the CDO secure the Sealed Knot as a one day Living History Camp supported by a Hog Roast on the Recreation Ground for the Heritage Open Days event.**
- iii. That the members of the Events Working Party be granted approval to hire Merchants House Musicians to play on Friday, 15 September 2023 and Saturday, 16 September 2023 at a cost of £200 (plus parking fee) for Heritage Open Days event.**
- iv. That the Events Working Party have approval to have a budget for £1,170 plus VAT for three double pages in the Focus for 2023/24 to advertise events.**

17.2 To receive and note the draft minutes of the meeting of the Climate Change Working Party held on 3 May 2023 and consider any recommendations therein.

Members discussed minute no. 7.2 – Fruit Gleaning on the Climate Change Working Party minutes. Members asked for confirmation on what the volunteers could help with on this project.

Members discussed the Climate Change order of priorities:

- A) The use of social media apps and QR codes. (6)**
- B) Transport and changes to address climate change. (7.1)**
- C) Community Garden. (7.3)**
- D) Fruit Gleaning. (7.2)**



Members disagreed with the order of priority for these projects and stated that projects C and D should take priority. Due to limited resources within Ledbury Town Council, projects A and B should not be pursued at this time.

RESOLVED:

- i. That the draft minutes of the meeting of the Climate Change Working Party held on 3 May 2023 were received and noted.
- ii. That the Community Garden and the Fruit Gleaning be priority projects for the Climate Change Working Party to complete.

17.3 To receive and note the draft minutes of the meeting of the John Masefield Memorial Working Party held on 31 March 2023 and 12 May 2023.

RESOLVED:

That the draft minutes of the meeting of the John Masefield Memorial Working Party held on 31 March and 12 May 2023 were received and noted.

17.4 To consider establishing Working Parties for 2023/24

- **Events Working Party**
- **Climate Change Working Party**

Councillor Chowns proposed that the Events Working Party and the Climate Change Working Party be established for the 2023/24 municipal year. Councillor Bradford seconded this and all members were in favour.

RESOLVED:

That the Events Working Party and the Climate Change Working Party both be established for the 2023/24 municipal year.

E18 DATE OF NEXT MEETING

To note that the date of the next Environment and Leisure Committee meeting scheduled for Thursday, 20 July 2023 will be agreed at the Annual Council meeting.

E19 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, the press and public are excluded from the remainder of the meeting.



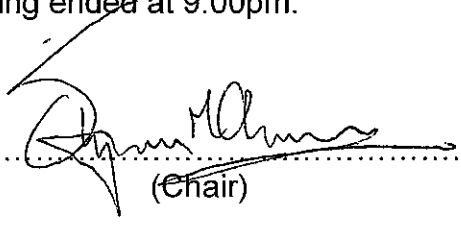
E20 PARTNERSHIP WORKING AND HISTORIC BUILDINGS IN LEDBURY

RESOLVED:

- 1. That the contents of the 'Partnership Working and Historic Buildings in Ledbury' report be received and noted.**
- 2. That members agreed to a meeting to explore the opportunity for partnership working with Ledbury Places.**

The meeting ended at 9:00pm.

Signed



(Chair)

Dated

17 ~~Sept~~ August 2023.

