



LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES, CHURCH STREET, LEDBURY

HEREFORDSHIRE HR8 1DH. Tel. (01531) 632306

Email: clerk@ledburytowncouncil.gov.uk Website: www.ledburytowncouncil.gov.uk

11 August 2023

TO: Councillors Bradford, Briggs, Chowns (Chair), Eakin, I'Anson, McAll, Newsham and Sinclair

Dear Member

You are invited to attend a meeting of the **Environment & Leisure Committee** on **Thursday, 17 August 2023 at 7.00pm** at the **Town Council Offices, Church Lane, Ledbury**, for the purpose of transacting the business set out below.

Yours faithfully

Angela Price
Town Clerk

FILMING AND RECORDING OF COUNCIL MEETINGS

Members of the public are permitted to film or record meetings to which they are permitted access, in a non-disruptive manner. Whilst those attending meetings are deemed to have consented to the filming, recording, or broadcasting of meetings, those exercising the rights to film, record or broadcast must respect the rights of other people attending under the Data Protection Act (GDPR) 2018

A G E N D A

1 To receive apologies for absence

2 Declarations of Interest

To receive 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 Ledbury Town Council's Code of Conduct for Members and by the Localism Act 2011)

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

3 The Nolan Principles

(Pages 138-139)

4 Public Participation

Members of the public are permitted to make representations, answer questions, and give evidence in respect of any item of business included in the agenda. The period of time, which is at the Chairman's discretion, for public participation shall not exceed 15 minutes. Each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than five minutes. Questions/comments shall be directed to the Chairman.

5 To receive and note the minutes of a meeting of the Environment & Leisure Committee held on Thursday, 15 June 2023 (Pages 140-151)

6 To review Action Sheets (Pages 152-153)

7 Cemetery

7.1 That in accordance with Standing Order 23(a), authority be given for the Deeds of Exclusive Right of Burial 749, 750 and 752 to be signed, granting the exclusive right of burial to those named on the interment form.

7.2 That in accordance with Standing Order 23(a), authority be given for the Deeds of Exclusive Right of Burial 748 to be signed, granting the transfer of the exclusive right of burial to those named on each transfer request.

8 Cemetery Rules and Regulations (Pages 154-163)

9 Comments from Community Day 2023 – including Banners (Pages 164-167)

10 Market House (Pages 168-171)

11 Recreation Ground (Pages 172-175)

12 Foamstream Weeding Machine (Pages 176-177)

13 Gazebos (Pages 178-179)

14 Working Parties

14.1 To receive and note the minutes of the meeting of the Events Working Party held on 7 June 2023 and draft minutes dated 5 July 2023 and 2 August 2023 and consider any recommendations therein.

(Pages 180-195)

14.2 To receive and note the minutes of the meeting of the John Masfield Memorial Working Party held on 9 June 2023 and draft minutes dated 4 August 2023.

(Pages 196-209)

15 Date of Next Meeting

The next meeting of the Environment and Leisure Committee is scheduled to take place on Thursday, 7 September 2023 in the Committee Room, Council Offices, Church Lane, Ledbury.

Distribution: Full agenda to: - Committee members (6)

Agenda excluding confidential papers to:

Plus: The Press
Library

Agenda front pages to all non-committee members

LEDBURY TOWN COUNCIL

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| ENVIRONMENT & LEISURE COMMITTEE | 17 AUGUST 2023 | AGENDA ITEM NO. 3 |
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THE SEVEN PRINCIPLES OF PUBLIC LIFE

(NOLAN PRINCIPLES)

1. Selflessness

Holders of public office should act solely in terms of the public interest.

2. Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

3. Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

4. Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

5. Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

6. Honesty

Holders of public office should be truthful.

7. Leadership

Holders of public office should exhibit these principles in their own behaviour and treat others with respect. They should actively promote and robustly support the principles and challenge poor behaviour wherever it occurs.

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 topple 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 Masfield Memorial Working Party held on 31 March 2023 and 12 May 2023.

RESOLVED:

That the draft minutes of the meeting of the John Masfield 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 Dated
(Chair)

ENVIRONMENT AND LEISURE COMMITTEE
ACTION SHEET - 15 JUNE 2023

ITEM NO. 6

| Minute No. | Action | To be Actioned by | Date Actioned | Comments | Status |
|------------|--|------------------------------|---------------|---|-----------------|
| E5 | 1. That the Terms of Reference for the Environment & Leisure Committee were received and approved, subject to minor amendments. | DC | | | Complete |
| | 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. | DC | | | Complete |
| | 3. That Herefordshire Council be approached to take ownership back of maintaining the walkways in Deer Park. | DC | | | Ongoing |
| | 4. That the Deputy Clerk investigate who has ownership over the War Memorial. | DC | | Clerk has confirmed that Ledbury Town Council own the War Memorial | Complete |
| E6 | Recommendation: That a budget line be set of £1,000 for the Events Working Party to use for advertising events. | | | Clerk has confirmed that there is a budget line of £7000 for Events | Complete |
| E8 | 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. | DC | | PS 21390 Alice Bennett has now taken over this post. Cllr Chowns was copied into email dated 1/7/23 | Complete |
| | 3. That Councillor Harvey be approached to enquire about the ownership of the public toilets on Bye Street. | DC | | As at 8/8/23 DTC contacted Cllr Harvey with a view to arranging for toilets to be re-opened (in time for Ledbury Carnival). Awaiting a response regarding Love Ledbury providing cleaning provisions, soap/toilet paper. | Ongoing |
| | 4. That the Deputy Clerk look into the possibility of having a CCTV camera put in under the Market House. | DC | | DTC has contacted CCTV Monitoring Officer at HC and put in a request. | Ongoing |
| E10 | 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) | DC | | Blower and Strimmer has since been purchased. Committee Members subsequently agreed to make an insurance claim for the goods stolen. | Complete |
| E11 | That the original tender for the Market House Roof be reviewed and follow due process when the Clerk has returned from annual leave. | DC | | TC/DTC and Chairs of E&L and Finance Committee opened up Tender Document. Currently with Caroe & Partners to review. As noted at Full Council on 4/8/23, Council agreed to appointing D A Cook to undertake roof repairs. As at 7/8/23, D A Cook were appointed but will not commence works until confirmation received regarding planning permission. | Ongoing |
| E12 | That the inclusion of MapLink Integration, as part of the Council's overall Rialtas Cemeteries and Memorials Management Solution, be purchased with immediate effect. | DC | | | Complete |
| E13 | 1. That memorial topple testing commence subject to receiving approval from the Finance, Policy & General Purposes Committee for further funding from earmarked reserves. | DC | | As at 6/7/23 awaiting outcome of further funding. Agreed at Full Council (3/8/23) to proceed. Memsafe have been instructed to carry out the works as soon as possible. | Ongoing |
| | 2. That the Deputy Clerk investigate when the last tree survey took place in the Cemetery. | DC | | DTC is reviewing old files to establish if and when a survey took place. | Ongoing |
| | 3. That the main driveway at the Cemetery be topped up with gravel. | DC | | | |
| | 4. That the repointing/repairing of the walls that adjoin the Cemetery, as detailed on the Cemetery Plan, be revisited next year. | DC | | | Revisit in 2024 |
| | 5. That the CCTV and existing arrangement for security be looked into at the Cemetery in light of the recent break in. | DC | | | Ongoing |
| | 6. That storage space be addressed for the new trailer to ensure that the new Foamstream machine is locked away secure. | DC | | Ledbury Plant Hire to move equipment on Tuesday 18 July 2023 | Complete |
| | 7. That the bins at the Cemetery be revisited once the CCTV and security measures have been updated. | DC | | Two cast iron bins currently in storage at the Cemetery will be utilised. Maintenance Operative will paint them black shortly | Complete |
| | 8. That the Cemetery Groundsman and the Town Maintenance man lay a gravel path near the children's graves, with works to be completed by this Autumn. | Groundsman / Maintenance man | | | |
| | 10. That a Scatter Garden be put in at the Cemetery. | DC | | | Ongoing |
| | 11. That the Chapel Pews and Lecterns be reviewed next 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. | DC | | | Ongoing |
| | 12. That a plaque be purchased for the Cemetery Chapel for deceased Mayors and Councillors. | DC | | | |
| | 13. That a new Garden of Remembrance should be put in place as shown on the Cemetery map. | DC | | | |
| | 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. | DC | | | Ongoing |
| E14 | That officers be instructed to proceed with the felling license at Dog Hill Wood. | DC | | DC has contacted the Forestry Commission for advice in applying for a licence. No response received as at 12.07.2023. | Ongoing |
| E15 | 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. | DC | | DC has had a conversation with TC to progress this. | Ongoing |
| E16 | That a Portable Exhibition Pop-Up Counter be purchased for future Council events. | DC | | CDO has purchased equipment | Complete |
| E17.1 | 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. | CDO | | CDO contacted Sealed Knot but no response. Subsequently Timequest Medieval Experiences will assist at HODs on Saturday & Sunday. | Complete |
| | 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. | EWP | | | |
| | 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 advertise events. | EWP | | | |
| E17.2 | ii. That the Community Garden and the Fruit Gleaning be priority projects for the Climate Change Working Party to complete. | CCWP | | | |
| E17.4 | That the Events Working Party and the Climate Change Working Party both be established for the 2023/24 municipal year. | DC | | DC to set dates with TC for CCWP | Ongoing |
| | | | | Dates now confirmed for next CCWP meetings. To be issued to Working | |
| E20 | 2. That members agreed to a meeting to explore the opportunity for partnership working with Ledbury Places. | TC | | | Ongoing |

LEDBURY TOWN COUNCIL

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| ENVIRONMENT & LEISURE COMMITTEE | 17 AUGUST 2023 | AGENDA ITEM: 8 |
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Report prepared by Julia Lawrence – Deputy Town Clerk

CEMETERY RULES AND REGULATIONS

Purpose of Report

The purpose of this report is to request Members of the Environment & Leisure Committee to review and agree to amendments now being presented in respect of the Cemetery's Rules and Regulations.

Detailed Information

In September 2020 the Rules and Regulations for the Cemetery were revised. As part of a standard process to revisit policies and regulations in general for Ledbury Town Council, the Rules and Regulations have recently been reviewed and a copy of the proposed amendments are attached at Appendix A.

The proposed amendments are shown in red text; the existing text is shown in black text. These proposed amendments are in accordance with those promoted by the Diocese of Hereford Churchyard Regulations 2008.

The Rules and Regulations are issued to all Funeral Directors and family members who purchase the Exclusive Right of Burial of a plot at Ledbury Cemetery. It is important to note that these Rules and Regulations are particularly important for new grave owners since more restrictions will be seen to be placed upon them as opposed to existing grave owners in the older section of the Cemetery. It is also hoped that these revised Rules and Regulations will enhance some formality in the style of memorials which in turn helps to keep the Cemetery looking tidy.

Members are asked to review the Rules and Regulations, and approve subject to any proposed amendments in order that these can be finalised and issued to Funeral Directors and/or new grave owners with effect from August 2023. The document will also form part of an application pack for either new interments or additional interments to graves or the Garden of Remembrance.

Recommendation

That Members of the Environment and Leisure Committee review the attached Rules and regulations, pertaining to Ledbury Cemetery, and approve them, subject to any amendments.

Ledbury Town Council



Ledbury Cemetery, New Street, Ledbury,
HR8 2DX

Rules and Regulations
~~September 2020~~
August 2023

LEDBURY TOWN COUNCIL

REGULATIONS CONCERNING BURIALS IN LEDBURY NEW STREET CEMETERY

~~WELCOME~~ INTRODUCTION

Ledbury Town Council welcomes all visitors to the Cemetery every day of the year, on weekdays from 9:00am to 17:00pm and at weekends and public holidays. We ask for respect and dignity of the facility, including keeping dogs on leads and children always supervised.

WORKING PRACTICE

All work should comply with the code of working practice of the National Association of Memorial Masons insofar as compatible with these Regulations.

APPLICATIONS OF INTERMENT

All applications must be submitted to Ledbury Town Council 14 days prior to the interment. Applications received must be signed by the registered owner of the exclusive right of burial. Should the owner be deceased, the applicant must contact the Proper Officer of the Council prior to the interment taking place to transfer ownership.

1 CEMETERY

1.1 Exclusive Right of Burial

The Exclusive Right of Burial entitles the deed-holder to determine who is buried in the grave and whether a memorial can be installed (subject to the payment of the relevant fee and permission from Ledbury Town Council being granted). All requests for transfers of Exclusive Right must be in writing to Ledbury Town Council together with payment of the relevant administration fee. You will be required to provide documents such as grant of probate or letters of administration to demonstrate your right to have the grave transferred into your name.

All Exclusive Rights of Burial terminates after 99 years.

1.2 Statutory Declaration

A statutory declaration is a legal document and is required by the Council as evidence of the ownership of a grave belonging to a deceased person. A declaration is needed if a grant of probate or letters of administration is not required for their estate and you want the grave ownership transferred to you. Only the registered grave owner may authorise burials or a memorial for a grave.

Please note: The owner of the Exclusive Rights is responsible for advising the Parish Council of any change of address. Failure to notify us of a new address may result in any remedial action required in respect of the grave

plot, or any memorial installed on the plot, having to be taken without reference to the owner of the Exclusive Right

1.3 Grave Depths

Interments will take place in plots allocated by Ledbury Town Council (other than those pre-purchased prior to 1986).

The Local Authorities Cemeteries Order 1977 states that 915mm of soil has to be between the top of the last coffin interred and the ground level (for an average coffin being 380mm in height. For double depth graves 150mm of soil is to be left between each coffin. New Grave opening depth: 1980mm Second Interment depth: 1370mm Child's Grave depth: 1370mm

Single plot : 4ft 3

Double plot: 5ft 8

1. ~~BURIAL PLOTS~~

2 MEMORIALS AND GRAVES

All memorials MUST be erected in accordance with BS8415 (or any such new regulation that is introduced herein after) and the National Association of Monumental Masons (NAMM) Code of Practice. Ledbury Town Council reserves the right to refuse permission for the installation of any memorial where the fixing method does not comply with current guidelines. All memorials remain the property and responsibility of the 'Exclusive Right' owner. Ledbury Town Council shall not be responsible for any damage or breakage which may occur to any memorial through any cause whatsoever ie vandalism, storm damage etc. Owners should consider insurance for their memorials. The memorial owner has a responsibility to maintain their memorial.

2.1 General

A new grave can take up to 12 months to settle, following which an application may be submitted for the introduction of a memorial. The Groundsman will undertake regular topping up of the grave during this period.

2.2 Approval of gravestones

Any 'Exclusive Right' deed holder who wishes to erect a memorial in the Cemetery must contact a NAMM approved Memorial Mason. The application must show a drawing or illustration of the design, dimensions, full constructional details (for checking against the NAMM Code of Practice) materials to be used and any inscription required. Where memorials or kerb sets are erected that are not in compliance with these directives, the Council reserve the right to remove such items and all costs incurred will be charged to the 'Exclusive Right' deed holder. Subsequent additions of kerb sets or additional memorials items must be applied for as above.

The application form should be obtained from Ledbury Town Council. No action should be taken in respect of the application until written permission has been given.

2.3 Permitted designs – New Section of Cemetery

Headstones should not exceed 2 feet 6 inches in height, 2 feet in width and 12 inches in depth.

Headstones, crosses or ledgers only may be introduced and must be simple in design.

Columbaria, raised curbs, railings, plain or coloured chippings or stones in the shape of hearts, figures or bird baths are not permitted in the New Section of the Cemetery. Please refer to Appendix which outlines this area. Photographs (or equivalent) and other mementoes similarly are not permitted.

2.4 Materials for Memorials

Natural materials only should be used, preferably those which are traditionally used in local buildings, e.g. stone, slate or oak. The materials selected should be in sympathy with the colour and texture of the Cemetery buildings, fabric and any adjacent buildings and walls.

Where stone types are no longer available, carveable re-constituted stone may be a suitable alternative. The use of black or pearl granite, of all-polished granite of whatever colour, of white marble or of plastic is not permitted.

The finish of all stones should be non-reflective.

2.5 Inscriptions

Dedications should be simple, reverent and appropriate. Inscriptions (on the front only) should be incised or may be in relief and may be picked out in black, silver or gold. Flush or raised lead is also permitted. Plastic or other applied lettering is not permitted. Hand-cut lettering is encouraged.

The name only of a mason or firm may be inscribed low down at the side or on the reverse of a headstone or cross in unpainted and unleaded letters not more than 13mm (1/2") in height provided their appearance is seemly and unobtrusive having regard to the memorial as a whole. Every memorial erected or placed in the cemetery shall bear the grave space number on the back face or base.

~~Monumental Mason's names, signs or marks may be inscribed on any memorial item~~

2.6 Removal of a memorial stone

The removal of a memorial stone for further interment or its removal for repair, maintenance or inscription is permitted with the consent of Ledbury Town Council. Memorials remain the property of the family.

2.7 Flowers and additional memorials

Flower Vases

~~Only permitted flower receptacles are allowed in the Cemetery. Under no circumstances should glass containers be used.~~

A flower vase may be incorporated in the base of headstones or crosses, but separate vases must not be placed elsewhere in the grave space, except where it is intended that no headstone, cross or other memorial will be erected; then, a fixed vase, in permitted stone material, not more than 300mm (12") high x 200mm (8") wide x 200mm (8") deep with a memorial inscription may be placed in the approximate position where the headstone, cross or other memorial would have been, had there been one.

Plastic and glass containers are not permitted as they are safety hazards.

The Council reserves the right to remove, and dispose of, deteriorated floral tributes, and any other unauthorised articles such as fences, ornaments. Any unauthorised items will be removed by the Groundsman and may be placed in the Cemetery Chapel or replanted elsewhere in the Cemetery without further reference.

The planting of trees, bushes or shrubs are not permitted in the new section of the Cemetery.

Flowers

Fresh flowers are encouraged as opposed to artificial flowers. Fresh flowers are recognised as the symbol of the gift of creation and the brevity of life. Exceptionally, Remembrance Day poppies and Christmas wreaths may be placed on graves. After one month, Ledbury Town Council may remove dead and artificial flowers to keep the Cemetery tidy.

3 GARDEN OF REMEMBRANCE & CREMATED REMAINS

3.1 Purchase of a Garden of Remembrance Plot

All plots purchased are double in depth. A "Grant of Exclusive Right of Burial" certificate will be issued with the plot receipt. Any change of ownership must be notified to Ledbury Town Council, together with appropriate documentation.

Garden of Remembrance depth : 2ft

- 3.2** Caskets of ashes may be interred within the Garden of Remembrance or in a conventional grave in the cemetery where the 'Exclusive Right' has been purchased. **There is no facility for 'scattering' ashes.** Cremated Remains may only be interred in grave spaces where 'Exclusive Rights' exist on receipt of the written permission of the registered owner of the grave.

3.3 Memorial Stones

Memorial stones, incorporating vases if desired, may be introduced with the permission of Ledbury Town Council.

The stone should be of a material permitted for memorial stones under Regulation 2.4. It must be laid flat with the ground, not exceeding 450mm (18") square, and should respect the character of the Garden of Remembrance as a whole. It should not be covered with Perspex or other protective material. No memorial stones are permitted to be placed in Cemetery walls.

Removal of a Memorial Stone

The removal of a memorial stone for further interment or its removal for repair, maintenance or inscription is permitted with the consent of Ledbury Town Council. Memorials remain the property of the family.

4 GENERAL

4.1 Cutting and general Maintenance Work

Ledbury Town Council is now a lawned Cemetery. Mowing and general upkeep of the cemetery will be carried out by the Groundman employed by Ledbury Town Council. The frequency of maintenance will be determined by weather conditions.

Individual maintenance of grave spaces is the responsibility of owners. The Council reserves the right to carry out levelling or in-filling on grave spaces where this becomes necessary. The Council will reinstate subsided graves over a period of time following interment and will lay seed when natural settlement of the ground has ceased. Owners are reminded not to plant this area of the grave, as plants will be removed to allow reinstatement work.

4.2 Litter and Rubbish

Ledbury Town Council Litter bins are situated around the Cemetery and should be used to dispose of all rubbish. Wreaths and floral tributes from recent funerals should be removed when they have deteriorated. The bins are emptied by the Groundsman twice weekly.

4.3 Water supply

There are ~~two~~ three water connections in the Cemetery: near the Chapel, the entrance gate by Oakland Drive **and centrally by the enclosed maintenance storage area.** Water **containers** ~~cans~~ are ~~will be~~ provided by the Groundsman **and are available for use and are situated close to the water connections**

~~mentioned above. upon request and we ask that you return them to the chapel or groundman after use.~~ The water supply may be turned off to avoid frozen pipes or during drought conditions.

No burial shall take place, no cremated human remains shall be scattered and no tombstone or other memorial shall be placed in a cemetery, and no additional inscription shall be made on a tombstone or other memorial, without the permission of the officer appointed for that purpose by the burial authority.

Every person contravening the above provision shall be liable (under article 19 of the local Authorities Cemeteries Order 1977), on summary conviction to a fine not exceeding £1000); and in the case of a continuing offence, to a fine not exceeding £10 for each day during which the offence continues after conviction therefor.

Town Clerk
January 2020
August 2023

LEDBURY TOWN COUNCIL

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| ENVIRONMENT & LEISURE COMMITTEE | 17 AUGUST 2023 | AGENDA ITEM: 9 |
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Report prepared by Olivia Trueman – Community Development Officer

COMMENTS FROM COMMUNITY DAY 2023 – INCLUDING BANNERS

Purpose of Report

To provide Members of the Environment and Leisure Committee with an update regarding Ledbury community Day, and the comments received from Members of the public in relation to the town and what permanent banners they would like installed in the High Street.

Detailed Information

On Saturday, 10 June 2023, both the Deputy Clerk and CDO attended Community Day as representatives of Ledbury Town Council. Both Officers engaged with the public and asked them the below questions

What's 'Tops' and 'Pants' about Ledbury

Using pictures of tops and pants, Members of the Public were asked to write what they felt was great about Ledbury, and what needed improvement. They were then asked to hang the comments on the washing line and were advised that comments would be fed back to the Council for discussion. This activity was engaging for all ages and was a great opportunity to speak to residents and visitors.

Below is a table with the comments that were collected.

| Tops about Ledbury - Good | Pants about Ledbury – Not so good |
|----------------------------------|---|
| Community Spirit | Dog faeces |
| The Friendly Atmosphere | Lack of Youth Facilities |
| The History | Less houses |
| Friendliness | Not enough green things |
| Range of Shops | Thistles on pavement |
| Culture | Scruffy appearance |
| Theatre | New houses but no infrastructure |
| Poetry Festival | Difficult to see doctor |
| Hard working Council Staff | Potholes |
| Independent shops | Parking on double yellows |
| Lots to do | Limited resources |
| Feeling safe | Improve traffic/transport in/out of town |
| Daffodil bus | Too much planning permission with inadequate facilities |

| | |
|--------------------------|---|
| Profusion of good cafes | Lack of 132 Bus to Gloucester |
| Organic shop | Parking - roadside is an issue |
| The Barn | Need free areas for short term parking |
| Public toilets | Nothing for Youth |
| LTC open to suggestions | Expansion North of viaduct is uncontrolled |
| Community Activities | Encourage more retail business in town |
| Surrounding area - hills | Taxi service |
| say hello to each other | Not very friendly |
| Good neighbours | Pockets of insularity |
| Friendly people | Increasing traffic |
| Nice shops | loss of a lot of good shops |
| Great countryside | Lower road has a wall which is falling down and broken fence |
| Super eateries | Weeds on pavement |
| | Overgrown footpaths on Town Trail |
| | Bin by shelter - need one |
| | Potholes |
| | What measures/plans has the Parish Council got to reduce the speed of traffic in Ledbury? |
| | Bye Street Coaches - car spaces filled with mud |

Banners in the High Street

Members of the public were asked if they would like to see banners/flags in the High Street, and what the design should be. The idea was well received with the following suggestions being made.

| Flag Ideas | Vote |
|---------------------------------------|------|
| Poetry Town Flags | 3 |
| Poems from local poets | 3 |
| Heraldry | 4 |
| Old Merchants Trademarks | 1 |
| Flags to be designed by local schools | 2 |
| Food and Drink | 1 |

The CDO has contacted the Tewkesbury Battlefield Society to obtain information on how they organised the production and display of medieval banners, that brighten the streets of Tewkesbury every summer. Although she is still awaiting a response, the below was found on the website:

‘Each is based on the arms of a person who was involved in the Battle. They are made from cotton ‘duck’ and then hand-painted using modern acrylic paints.

During the winter months they are part of a rolling programme of refurbishment, to keep them looking fresh. Another one of our aims is, through ongoing research, to

increase the number every year. In 2022 there were 195 on display. Each year many of the town's traders then rent one or two of them, which we hang outside their premises from mid-June to mid-September. Whilst deliberately kept at a level easily affordable by even the smallest of the traders the rental income funds the banner project itself and also helps support the Society's wider work.

All the current banners are available in our Street Banners book along with a brief description of their heraldic construction and a brief synopsis of the owners. Available to purchase via our online shop.

All the work on the banners, from painting at our weekly sessions, on a Monday afternoon in Elizabeth Wyatt House, Barton Road, to erection (a good job for those who enjoy ladders!), marketing and rental collection is carried out by a team of volunteers. If you fancy wielding a paintbrush, or helping in any other aspect of the banners project, why not [contact us](#).'

RECOMMENDATIONS

- 1. That Members of the Environment and Leisure Committee receive and note the data collected from Community Day**
- 2. That Members of the Environment and Leisure Committee give consideration on how to proceed with the above project, in relation to street banners.**

LEDBURY TOWN COUNCIL

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| ENVIRONMENT & LEISURE COMMITTEE | 17 AUGUST 2023 | AGENDA ITEM: 10 |
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Report prepared by Julia Lawrence – Deputy Town Clerk

MARKET HOUSE

Purpose of Report

The purpose of this report is to provide Members of the Environment & Leisure Committee with a general update on the Market House.

Detailed Information

1 Roof Tender

Members will note that tenders had been sought on two separate occasions in respect of roof repairs and other works as identified within the Quinquennial Survey. The two separate tender processes only achieved one response (from the first stage) and at the Committee meeting held on 15 June 2023, Members agreed that the existing tender submission should now be opened in accordance with formal tendering procedures. This was carried out on Friday, 30 June 2023 in the presence of the Clerk, Deputy Clerk and two Councillors – Chair of Environment and Leisure Committee and Chair of Finance, Policy & General Purposes Committee.

The tender was reviewed by the above mentioned panel and forwarded on to Caroe & Partners for them to review the tender in line with the specification, that had been provided to all companies, to check its accuracy and that the costings provided are value for money.

On 3 August 2023, Full Council agreed the following Resolution under Item No. C81 ii) b) and which had previously been presented to the Finance, Policy & General Purposes Committee on 27 July 2023, Item No. 15.

“That DA Cook, as the only contractor to submit a tender for the roof works and taking into account the response received from Caroe & Partners, be appointed to undertake the roof repairs to the Market House, High Street, Ledbury, as per their tender submission in the sum of £33,364.60, noting that £13,168.68 of the cost is for scaffolding and that it includes a contingency of £5,000.

That Caroe & Partners be appointed to provide support with the roofing project and attend site visits whilst work is being undertaken, which will be at their normal hourly rate”.

2 Damage to Limewater Plaster on the Market House

During the course of the evening of Sunday, 25 June 2023 or morning of Monday, 26 June 2023, limewater plaster had fallen off the façade at the front of the Market House onto the pavement below by the bus stop revealing the internal laths. It is suspected that this is due to the extreme weather conditions or vibrations from heavy traffic passing by (as suggested by one of the companies tendering for the works).

Three companies were contacted on Monday, 26 June 2023 to invite them to visit the site and assess the damage in order to submit a quotation for the repairs. The remit was also to include the inspection of other panels around the Market House to see if there were any other sections of plaster that might need attention since some remedial works had taken place approximately 3 to 4 years ago. Companies were asked to provide valid insurance certificates, risk assessment and method statements as part of their response and asked how they would approach the work should they be successful, i.e. whether they would use scaffolding, a MEWP (Mobile Elevated Works Platform) or even a ladder.

Herefordshire Council Building Control attended on Monday, 3 July 2023 to assess the Market House in case the structure was considered dangerous but have confirmed that as it was made safe, they were content with their findings.

The Deputy Clerk has also contacted the Planning Team/Conservation Officers at Herefordshire Council to check whether any planning permission is required for the repair works to be undertaken.

On 27 July 2023, Finance, Policy and General Purposes Committee under Item No. F44 ii) agreed the following Resolution:

“That Company A be appointed to undertake the repairs to the plaster on the Market House to enable works to be carried out as soon as possible”.

At the time of writing this report, Members of the Environment & Leisure Committee should note that whilst both contractors have now been appointed to carry out the roof and plaster repairs, they have been advised that they are unable to commence works until the Council receives a response from the Herefordshire Council Planning and Conservation Teams confirming that no planning permission is required for these works.

It is also hoped that both works can take place at approximately the same time so as to reduce costs on scaffolding and disruption to the public and Officers are liaising with the contractors with this in mind.

3 Stairlift

As noted in the report presented to the Environment and Leisure Committee on 20 July 2023 (Item No. 10), which meeting was subsequently aborted due to it not being quorate, Officers are pleased to report that some progress has been made regarding installing a stairlift at the Market House.

Two reputable stairlift companies were contacted and invited to visit the Market House to assess the location for a stairlift. One company said that it would not be possible as there were too many complications whereas another company has submitted a quotation for the installation of a stairlift.

However, several modifications would need to be made if the Council were to proceed with this proposal, namely:

- 1) To include the formation of a gated area at the foot of the staircase to accommodate the stairlift seat and hinged rail which would be approximately 3' square, thereby moving back the original wrought iron date at the bottom of the stairs. This could impact upon the original paving stones under the Market House.
- 2) Modifying the wrought iron gate half-way up the staircase to allow for the stairlift rail to run seamlessly from top to bottom.
- 3) Allow for the installation of new electrics (IP65 fused spur fitting) and lift call points.

When the upper floor is not open, the stairlift seat would be stationed at the top of the stairs for safety/security.

The Deputy Clerk has written to Herefordshire Council's Planning and Conservation Team, as well as Historic England to obtain their views on the proposals put forward and awaits their response.

The cost of the stairlift quoted is £6,890 + VAT (which is valid for 6 months) but does not include any costs for installation of electrics, modifications to the wrought iron gates and revised configuration as detailed in 1) above. It would also be prudent to involve the Council's consultants, Caroe & Partners, to assist with the preparation of drawings and other information to enable a Listed Building Consent application to be made.

Recommendations

- 1 That Members of the Environment and Leisure Committee receive and note the contents of this report.**
- 2 That Members of the Environment and Leisure Committee give consideration to the proposal presented regarding the stairlift and whether or not Officers should be asked to investigate this proposal further.**

LEDBURY TOWN COUNCIL

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| ENVIRONMENT & LEISURE COMMITTEE | 17 AUGUST 2023 | AGENDA ITEM: 11 |
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Report prepared by Julia Lawrence – Deputy Town Clerk

RECREATION GROUND

Purpose of Report

The purpose of this report is to update Members of the Environment and Leisure Committee concerning the Recreation Ground.

Detailed Information

1 Play Equipment

Members of the Environment & Leisure Committee will be aware that following a consultation process in Summer 2022, the consensus at the time was to install a Quest Enterprise multiplay unit (*7 July 2022 Committee Meeting, Item No. 13.5*) but Members noted that this could not proceed until the new financial year 2023/24.

With the new Council Administration in place, Members are asked to revisit this and consider whether they wish to pursue this piece of equipment (Quest Enterprise) or go back out to the market place and see if there is an alternative piece of equipment that may be better, both in terms of use and cost.

At the Committee Meeting on 19 January 2023 Members agreed *“that Sports & Play Consulting Company be used “if and when it is needed” to provide specialised advice and support for the installation of new children’s play equipment in the Recreation Ground”*.

At the Committee Meeting held on 16 March 2023, Members agreed *“that Sports and Play Consulting is not appointed now, but that they be asked to set out their expertise and allow them the opportunity to provide alternative proposals that may be more appropriate, to those obtained through the last consultation process, in respect of the play equipment consulted on in 2022”*.

Until it is confirmed what approach should now be taken with regard to this major multi-play unit, no further communication will be made with Sports and Play Consulting.

This year’s budget for new play equipment is £10,000, with no additional funds available from reserves, as these were used to refurbish the Skate Park in 2022/23.

In addition to the above mentioned piece of equipment, Members need to consider what should be done with the cantilever tyre swing – previously this had been costed but was considered too expensive to replace and the alternative approach was to obtain quotes for a blacksmith to provide stainless steels/metal supports for the oak beam albeit the equipment would also require a secondary safety device fitted. Costs were obtained at the time but it was put on hold due to budget constraints.

The timber play equipment at the far end of the Recreation Ground will also need some replacement timbers and Ledbury Town Council's Maintenance Operative can deal with this, subject to budget provision.

It is possible that grant funding could be applied from the Co-op's Local Community Good Causes Fund. This funding scheme helps homeless people to refurbishing playgrounds and providing life-saving equipment – the Local Community Fund provides funding for thousands of local causes. Should Ledbury Town Council be successful, then such funds could go towards the cost of the equipment, for example either the main piece of children's equipment or towards a new cantilever tyre swing.

2 Skatepark

The skatepark has received a lot of use since its revamp last year, attracting a far greater age group, not only for skate boarders but also cyclists.

Members are asked to consider whether the rear sides of the new ramps should have artwork/murals applied to them (similar to what was done on the Shelter), with designs provided from the three local schools (Ledbury Primary School, Eastnor Primary School and John Masefield High School). Members also agreed at the Committee Meeting held on 17 November 2022 (Item No. E320) that this could also be combined with a youth engagement project.

Members of the Committee are requested to consider (a) if any artwork/murals should now be applied to the rear sides of the new ramps, and (b) what approach should be taken to instigate the designs.

CCTV

Members will note that Officers have been pursuing Herefordshire Council's CCTV Monitoring Unit in order to provide better CCTV coverage at the Recreation Ground. Following a recent meeting with the CCTV Compliance Manager, some progress has been made as the CCTV Compliance Manager has been researching information about the existing light columns and whether they will be robust enough to accommodate a better CCTV system. Balfour Beatty have confirmed that one of the columns will need changing to a heavier double door column. I understand that the CCTV Compliance Manager has some costings for the CCTV but is waiting for them to be verified.

The other query raised relates to wayleaves and licences since there appears no paperwork to confirm that when Ledbury Town Council installed the CCTV

in the mid/late 90s whether there is any permission from the owners of the buildings in Ledbury to attach the CCTV and its ancillary equipment to each building. There is no trace with Herefordshire Council that these permissions and paperwork were ever transferred over with the reorganisation. The buildings are the Market House Restaurant and Specsavers predecessors. If any of the Members can recollect what happened when the CCTV was installed, that information would be very useful.

3 Bins and Benches

Ledbury Town Council recently acquired some new bins (both waste and dog waste bins) which will be installed shortly at the Recreation Ground. The Maintenance Operative is currently busy repainting metal benches in Dog Hill Wood but will soon be focusing on some of the metal benches at the Recreation Ground to give these a coat of paint too.

Recommendations

- 1 That Members of the Environment and Leisure Committee give consideration to how Ledbury Town Council should proceed with the main piece of children's play equipment.**
- 2 That Members of the Environment and Leisure Committee give consideration to what action should be taken in respect of the cantilever tyre swing.**
- 3 That Members of the Environment and Leisure Committee give consideration to either painting artwork/murals on the reverse side of the skatepark ramps or leaving them as they stand at the present time.**
- 4 Members are asked to share any information about the CCTV when it was installed in the 1990s, if this information is readily available.**
- 5 That Members of the Environment and Leisure Committee note the contents regarding CCTV coverage within the Recreation Ground and the maintenance works planned for bins and benches.**

LEDBURY TOWN COUNCIL

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| ENVIRONMENT & LEISURE COMMITTEE | 17 AUGUST 2023 | AGENDA ITEM: 12 |
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Report prepared by Julia Lawrence – Deputy Town Clerk

FOAMSTREAM WEEDING MACHINE

Purpose of Report

The purpose of this report is to update Members of the Environment & Leisure Committee regarding the Foamstream Weeding Machine.

Detailed Information

Members of the Environment and Leisure Committee will be aware that the Foamstream Weeding Machine (“FWM”) was purchased and delivered several months ago. The supplier delivered the equipment with the use of a forklift truck which Ledbury Town Council does not own. In the interim, the equipment has been stored in the workshop at the Cemetery.

Ledbury Plant Hire transferred the FWM onto the trailer on Tuesday, 18 July 2023 and has safely been stored in the Workshop at the Cemetery since that time.

Unfortunately, our Groundsman is away from the office at the present time and so the FWM has not been used. Officers have agreed that arrangements should be made for the supplier of the FWM to return to the Cemetery and provide further training to LTC’s Maintenance Operative as well as the temporary Groundsman and the Deputy Clerk in order that the machine can be used as soon as possible.

In the interim, any weeds in the High Street or the Homend will be sprayed by the Lengthsman as a temporary measure.

The suggestion of using the old Ambulance Station for storage of the trailer and FWM has been suggested and contact was made with Domino Pizza’s Head Office via telephone. Due to a lack of response, this has since been followed up by two letters to their Estates/Programme Department and a response is still awaited.

Recommendation

Members of the Environment and Leisure Committee are asked to receive and note the contents of the report.

LEDBURY TOWN COUNCIL

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| ENVIRONMENT & LEISURE COMMITTEE | 17 AUGUST 2023 | AGENDA ITEM: 13 |
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Report prepared by Charlotte Barltrop, Administrator

GAZEBOS

Purpose of Report

The purpose of this report is to advise members of the Environment and Leisure Committee of an incident with one of the Council gazebo's, which resulted in damage been done and a replacement being required.

Detailed Information

As part of Ledbury Town Council's continued commitment to Ledbury Community Groups, the 12 gazebos which were purchased under Great Places to Visit Funding are loaned out to any group within the town which makes a request.

On 11 June 2023, 6 gazebos were loaned out to the Ledbury Swifts for use at a football match. Whilst being erected one of the gazebo frames was damaged which has rendered it unusable.

Whilst instructions are supplied for the erection of gazebos, officers propose that a short instructional video be produced in order to avoid further incidents of this type.

Ledbury Swifts have returned the gazebo covers to Ledbury Town Council but, despite requests they have not returned the damaged frame. Ledbury Swifts have stated that they will pay for the frame to be replaced, however spare parts are available for the gazebos and subject to assessment, may be a cheaper way of returning the gazebo to service. However, without the frame it is not possible to assess this.

Poptents have been approached for a quotation to replace the damaged frame which is £260 (+VAT). Officers have approached other suppliers for quotations for the parts but have been informed that existing covers would not fit frames supplied by 3rd party suppliers due to the bespoke nature of the product.

Recommendation

- 1. That Members of the Environment and Leisure Committee agree to add a line to the Terms & Conditions section of the hire document which states that all gazebos, even those which have sustained damage, must be returned to Ledbury Town Council for assessment.**

- 2. That members agree that officers should proceed to purchase a new frame to replace the damaged frame at a cost of £260 (+VAT) which cost will be billed to Ledbury Swifts as per the hire agreement.**
- 3. That members instruct Ledbury Town Council officers to create a short instructional video which can be sent via email to all groups hiring the gazebos.**

LEDBURY TOWN COUNCIL

MINUTES OF A MEETING OF THE EVENTS WORKING PARTY MEETING HELD ON 7 JUNE 2023

PRESENT: Councillors: Morris (Chair), L'Anson
Non-Councillors – Al Braithwaite, Griff Holliday, Lynette Loader, Nina Shields

ALSO PRESENT:
Julia Lawrence, Deputy Clerk
Olivia Trueman, Community Development Officer (CDO).

1. **APOLOGIES FOR ABSENCE**

Apologies were received from Hannah Bergough-Sutton, (Ledbury Poetry); Heather Coppock, Hilary Jones and Christine Tustin.

2. **DECLARATIONS OF INTEREST**

None.

3. **TO ELECT NON-COUNCIL MEMBERS**

None

4. **TO APPROVE AND SIGN, AS A CORRECT RECORD, THE MINUTES OF THE EVENTS WORKING PARTY MEETING HELD ON 3 MAY 2023.**

RESOLVED:

That the minutes of the Events Working Party held on 3 May 2023 be approved and signed as a correct record.

(Proposed by Councillor Morris; Seconded by Nina Shields).

To note: clarification is required on the circulation list for this Working Group. Deputy Clerk to confirm group members.

5. **CORONATION EVENT**

A report was prepared by Charlotte Barltrop, LTC Administration, and was presented by Olivia Trueman, Community Development Officer (CDO) at the meeting.

Lessons learnt Feedback and discussion:

- a) The event was a great success for the Town.
- b) The time required to prepare for the event placed significant pressure on Council staff, both in terms of planning, sourcing volunteers (and the need for a greater number) and delivering the programme on the day.
- c) Lack of Volunteers on the day placed more pressure on Council staff.
- d) The number of events being managed and delivered through the Council staff team needs to be reviewed to ensure that there is time and resource available to achieve successful outcomes.
- e) Getting through the committee process in a timely manner to ensure that funding was approved as part of the planning and preparation needs to improve for future events. To speed up the committee process, it was suggested that a detailed financial profile for the events programme be developed in advance of the each of financial year and submitted to E&L for consideration as part of the budget setting process. Adopting this approach would help ensure that events could be programmed potentially one year in advance, provide a more comprehensive list of events, funding requirements and allow the staff the plan and organise them more efficiently.
- f) There was no recognition of the Pet Shop who sponsored the event. The CDO is to send a letter of thanks to the Pet Shop.
- g) It was noted that a post had already been put out on social media thanking the volunteers but the Working Party agreed that it may be more appropriate to send a letter of thanks to those volunteers who actually helped on the day.

RESOLVED:

The following recommendations were made:

5a. A letter of thanks to be sent to the Volunteers who supported the event. Deputy Clerk to action.

5b. A letter of thanks be sent to the Pet Shop. CDO to action.

5c. Chairman of the Events Working Party and Officers, to prepare a proposal for funding future events both 2023/24 financial year if possible, and in preparation for 2024/25 budget setting timescale. This detailed proposal would seek approval from Environment & Leisure Committee. Cllr Morris to progress.

6. HERITAGE OPEN DAYS (HODS) 8 – 17 SEPTEMBER 2023

The CDO presented a paper on progress on HODS. The paper set out a proposal to host a medieval sport event (Buhurt) on the Recreation Ground. Unfortunately, the representative of the organisation was unable to make the meeting to provide further details.

In summary, the Buhurt event would not work this year during HODS as the Car Rally would be a main focus for Ledbury on both 16 and 17 September. Again planning for HODS in 2024, may facilitate such an event.

To note also more volunteers are required to cover the opening of St Katherines Chapel and the Chapel at the Cemetery. Until this support is confirmed, no details can be posted.

It was noted that Ledbury Places were having a lady who would be repairing and restoring old materials/ceramics etc upstairs on 16 September 2023.

RESOLVED:

The report was received and noted by the Working Party.

The recommendation to hold a medieval combat (Buhurt) event at the Recreation Ground was rejected, but thanks are to be conveyed to Buhurt for the suggestion (CDO).

7. COMMUNITY DAY - 10 JUNE 2023

Griff Holliday informed the Working Party that there would be 60 groups from across the Town coming together for the day. This ranged from bell ringers, brassband, meditation groups to mini gardening at St Katherines.

Promotional information had been circulated. More volunteers would be welcome to set up and take down.

8. GREAT BIG GREEN WEEK – 10 TO 18 JUNE 2023

The update report was noted as planning was progressing.

9. CELEBRATION DAY – 9 JULY 2023

Works continues albeit progress was slow in getting food stalls to come forward. Music programme is being built for the day. The CDO is working with Griff Holliday on logistics for the day.

10. LEDBURY CARNIVAL – 28 AUGUST 2023

No further updates.

RESOLVED:

Further updates to be sought for the next meeting. Action by Deputy Clerk

11. LEDBURY POETRY FESTIVAL – 30 JUNE TO 9 JULY 2023

No further updates.

12. CALENDER OF EVENTS

Additions for the events calendar to include:

- Car Rally - 16 September (PM)
- Medieval combat at Ayleton on 16 September.
- Mayor's duties – 1 October and coffee mornings.

Plans for World Book Day 2024 are underway with advice to focus on such books as The Grinch, Postman Pat, Elmer the Elephant. The CDO is seeking funding and would want to include a readathon.

13. DATE OF NEXT MEETING

The next meeting of the Events Working Party is Wednesday, 5 July 2023 at 10.00am at Ledbury Funeralcare, Hawcutt House, Bye Street, Ledbury.

LEDBURY TOWN COUNCIL

MINUTES OF A MEETING OF THE EVENTS WORKING PARTY MEETING HELD ON 5 JULY 2023

PRESENT: Councillors: Morris (Chair), l'Anson
Non-Councillors – Griff Holliday, Lynette Loader, Janet Meredith, Nina Shields

ALSO PRESENT: Julia Lawrence, Deputy Clerk

1 APOLOGIES FOR ABSENCE

Apologies were received from Hannah Bergough-Sutton, (Ledbury Poetry); Heather Coppock, Jill Jupp and Olivia Trueman.

2 DECLARATIONS OF INTEREST

None

3 TERMS OF REFERENCE

It was noted that the Terms of Reference had been approved at the recent Full Council meeting held on 29 June 2023.

4 TO ELECT NON-COUNCIL MEMBERS

None

5 TO APPROVE AND SIGN, AS A CORRECT RECORD, THE MINUTES OF THE EVENTS WORKING PARTY MEETING HELD ON 7 JUNE 2023 SUBJECT TO THE FOLLOWING AMENDMENTS:

- 5.1 Item 5b: In the absence of the CDO being present at the meeting, it was suggested that the CDO should copy in the Deputy Clerk when confirming actions. In this instance, confirmation that a thank you letter had been sent to the Pet Shop
- 5.2 Item 5c: Agreed that Councillor Morris would meet with the Deputy Clerk to draw up a schedule of events to incorporate costs so that these can all be approved together so that it saves time having to revisit the exercise each time for an event.

- 5.3 Members of the Working Party noted Councillor Morris had attended the Full Council meeting to establish whether there was a budget for events and it was confirmed that there is already a budget line of £7,000 set for events during the course of the year.

RESOLVED:

That the minutes of the Events Working Party held on 3 May 2023 be approved and signed as a correct record subject to the amendments recorded above.

6 HERITAGE OPEN DAYS - UPDATE

Members of the Events Working Party noted the contents of the report that had been presented by the Community Development Officer (CDO).

Members agreed that due to the Sealed Knot not having responded to the CDO's emails, that the CDO should now pursue Timequest Medieval Experiences to participate in the event on Saturday, 16 September 2023 at a charge of £120 (2 people). Timequest had also confirmed that they would be happy to attend on Sunday, 17 September 2023 at no charge. Members were in full favour of using this alternative company.

The volunteer schedule was shared with Members of the Working Party. Nina Shields asked that the CDO provide a summary of help required when and where, so that she could see if she could get help from Sustainable Ledbury or the Library Group to assist.

As part of the "Past and Poet Trail" that the CDO and Tour Guide Manager were working on, to create a "Past and Poet Trail" throughout the Town, it was agreed that QR codes would be placed around the Trail which would load images and a map of the town. Members agreed to look for photographs as detailed in the CDO's report.

RESOLVED:

- 6.1 Members of the Events Working Party are to research and obtain copies of old photographs for the "Past and Poet Trail" as detailed in the report and report back to the CDO.**

RECOMMENDATION:

- 6.2 In the absence of the Sealed Knot responding to the CDO's emails, Members agreed that Timequest Medieval Experiences should be booked for the two days (16 & 17 September 2023) at a cost of £120.00 for two people, noting that one day was to be free of charge.**

7 COMMUNITY DAY EVENT – FEEDBACK

Griff Holliday confirmed that the Committee were generally pleased with the way the event went. 60 different organisations were in attendance, which was an increase on last year and which gave everyone an opportunity to network. Footfall in both halls was good.

Griff Holliday questioned how to make the event more attractive for the youth and considered that something different may need to take place despite several youth organisations attending, i.e. army cadets. The Working Party considered that it may be appropriate to have an area dedicated to the youth or, alternatively, to put on an event on the Recreation Ground and do something that would appeal to them. For example, tug of war.

The Committee recorded a note of thanks to Ledbury Town Council for use of the Market House and general support for the event.

8 GREAT BIG GREEN WEEK

Members of the Working Party noted the contents of the report.

Nina Shields commented on the bees wax wrap workshop noting that if this was to be repeated, then it would be preferable to have two irons and sharp scissors. Thanks were conveyed to Sophie Jarvis for organising the workshop on the day.

Members considered that it may be appropriate to have individual advertising of workshops in addition to the overall programme as it was considered that some of the events, i.e. bees wax wrap workshop may not have been widely advertised. Lyn Loader reminded Members of the Working Party that her windows at the Co-op could accommodate up to 18 posters, A4 size, to promote such events.

It was noted that the coffee morning had been very successful and had been an excellent networking event with 5 mayors, 3 DLTs, 5 councillors, the Chair and Vice Chair of Herefordshire Council all in attendance.

Lyn Loader made reference to the Co-op's charity funding available for local communities and recommended that Members visit their website for more information as to how the local community could benefit.

A note of thanks was also conveyed to Olivia Trueman for organising the litter pick event, which had also been well supported.

RESOLVED:

That Members note the suggestions put forward regarding publicity of events and ensuring sufficient materials were available for workshops.

9 WORLD BOOK DAY

Members of the Events Working Party noted the contents of the report. The Deputy Clerk confirmed that Ledbury Town Council had been successful in securing £2,000 funding which would be match-funded by Ledbury Town Council.

Nina Shields considered that the readathon should be repeated again next year.

RECOMMENDATION

9.1 That a readathon event should take place at next year's World Book Day Event.

10 CHRISTMAS LIGHTS SWITCH-ON EVENT – SPONSORSHIP

The Working Party were all in full favour of the Clerk writing to local businesses/organisations to seek sponsorship for the Christmas Lights switch-on event.

Ledbury Town Council also wished to erect a banner outside the Market House which would promote the companies that had sponsored the event. The banner would be erected in time for the event and Members of the Working Party were in full favour of purchasing a banner and erecting it at the said time.

RECOMMENDATIONS

10.1 That the Clerk be instructed to write to local businesses seeking sponsorship for the Christmas lights Switch-on event.

10.2 That Officers be instructed to purchase a banner which would promote the businesses that had helped sponsor the event. Company names and logos would appear on the banner which would be erected outside the Market House on the day of the event.

11 CELEBRATION DAY EVENT – FEEDBACK

Griff Holliday described the event as “the last day of magic”, being the last day of the Poetry Festival. It was noted that there had been 20 producers/

suppliers for food and drink, 4 musical acts and 3 poetic acts during the course of the day, which had been enjoyed by everyone.

10.55am Cllr Helen l'Anson left the meeting.

12 LEDBURY CARNIVAL – UPDATE

Janet Meredith gave an update on the Carnival; this year's theme being "Countryside Fun", noting that plans were going extremely well but the main hurdle was the traffic management bill for £7,500. In view of this, alternative routes were being considered with a preference to start from John Masefield High School. It will also be the first year to have disability/mobility scooters in the parade.

11.00am Nina Shields left the meeting.

Janet Meredith is to contact Nina Shields regarding contact details at John Masefield High School. The Carnival should also seek to apply for funding from the Civic Society.

13 STROMSTAD – UPDATE

Members of the Working Party were provided with a report which had been provided by Jill Jupp, as she was unable to attend the meeting.

RESOLVED:

That the report be received and noted.

14 POETRY FESTIVAL

In the absence of Hannah Bengough-Sutton at the meeting, Hannah had sent an update for Members of the Working Party:

"Ledbury Poetry Festival is in full swing and the town is buzzing with events happening in all the great venues throughout the town. There are still several days to go and tickets available for some of the events so do encourage people to come along. Some of the bigger events have sold out, which is great. Lots of local people are also volunteering in various roles throughout the Festival, which is so nice to have such a great team of local support to help with running the 10 day of events. There is still the Celebration Day event to happen on the last day of the Festival, with poetry and music performances alongside the food fair, and the Poetry Machine will be there all day too for people to drop in and have a poem typed up about them. It should be a lovely community feel to end the last day of the Festival. There will still be events on that evening too, including Poet Laureate Simon Armitage playing at Hellens with his band. So a lot to look forward to still this week. Thank you to everyone who helps support this."

15 CALENDAR OF EVENTS

It was noted that the Three Shires Car Rally (16 September 2023) was missing from the calendar of events and that this should be added to the schedule.

16 DATE OF NEXT MEETING

The next meeting of the Events Working Party is Wednesday, 2 August 2023, at 10.00am, at Ledbury Town Council Offices.

The meeting closed at 11.15am.

.....
Chair

.....
Date

**LEDBURY TOWN COUNCIL
MINUTES OF A MEETING OF THE EVENTS MANAGEMENT WORKING PARTY
HELD ON 2 AUGUST 2023**

PRESENT: Councillors l'Anson and Morris
Non-Councillors Hannah Bengough-Sutton, Heather Coppock, Griff Holliday, Janet Meredith, Nina Shields and Christine Tustin

ALSO PRESENT: Angela Price – Town Clerk
Charlotte Barltrop – Minute Taker
Richard Jeynes – Time Quest

30. APOLOGIES FOR ABSENCE

Apologies for absence were received from Al Braithwaite and Lynn Loader.

31. DECLARATIONS OF INTERESTS

None received.

32. ELECTION OF NON-COUNCIL MEMBERS TO THE EVENTS WORKING PARTY

Heather Coppock expressed an interest in becoming a member.

RESOLVED

That Heather Coppock be voted in as a member of the Events Management Working Party.

33. TO APPROVE AND SIGN THE MINUTES OF A MEETING OF THE EVENTS WORKING PARTY HELD ON WEDNESDAY, 5 JULY 2023

Nina Shields raised concerns in respect of minute no. 15. It appeared that some of the discussion from the previous minutes had not been included. She advised that it had been a long debate in which they had discussed budgets and planning of events and a request for an independent item to be included on this agenda of "Budget" which had not been included and therefore asked that this be discussed as part of the calendar of events later in the meeting.

The Mayor asked whether the Mayor's coffee mornings would be added, and the Clerk suggested that this be discussed when considering the calendar of events.

Griff Holliday advised that the minutes of the June meeting refer to the Celebration Day in the past tense, advising that it had been a well-attended event. However, it should be noted that this meeting took place prior to the event and therefore this minute should be addressed.

RESOLVED:

That the minutes of the meeting of Events Working Party held on 5 July 2023 be approved and signed as a correct record subject to the following amendments:

- i. **Minute 15 – That it be recorded that budgeting and planning of events was discussed in relation to the Calendar of Events however this has not been minuted.**
- ii. **Minute 11 – That it be noted that the tense used was incorrect as the event had not happened at the time of the meeting.**

34. HERITAGE OPEN DAYS – UPDATE

Nina Shields asked that a note of thanks to the CDO and other officers be recorded for the hard work which was being done on this event.

Richard Jeynes from Timequest was in attendance at the meeting to inform the Members about Timequest.

He advised that Timequest runs Medieval Projects at the Verzon House Hotel and has a global clientele. They are keen to get involved with events which are taking place in Ledbury including HODs and World Book Day. There are three academics involved with the project, all of whom are published authors.

Timequest currently offer tours of architectural sites and castles as well as talks, lectures, re-enactments, authentic costumes and arms. At the Verzon they are currently offering Longbow Archery sessions and are about to launch a programme to create an archery troupe whereby new archers are trained from scratch with a view to taking part in the Medieval Fayre's at Tewkesbury and Evesham.

Councillor l'Anson asked that the following amendments be made to the HOD's leaflet:

1. Welcome to Ledbury page

“.....cobble of Church Lane.....”

“....painting believed to be by Titian....” (This has not been proven)

2. Ledbury Poetry House page:

Change “The building was disused from 2015 to 2021 when Ledbury Poetry Festival moved in.” to “The building was taken over by Ledbury Poetry Festival in 2021.”

RESOLVED

That the information provided by the Community Development Officer be received and noted and that the pamphlet be approved subject to the aforementioned changes.

35. WORLD BOOK DAY 2024

The Clerk informed members that the Community Development Officer had been successful in securing £2,000 in funding for this event, and that this will be match funded by Ledbury Town Council which will enable a larger event to be created in 2024.

Nina Shields suggested that Ledbury Library Group may sponsor Red Earth Arts and the Readathon for 2024, although this would have to be put to the managing committee,

Griff Holliday reminded members that the Heritage Centre would be re-opening for the start of their season so they would be available as a venue.

RESOLVED

That the information provided be received and noted.

36. CHRISTMAS LIGHTS SWITCH-ON EVENT

Members enquired as to whether this event would make use of the new Town Square should it be available. The Clerk informed members that she was unsure when this project would be completed, but that if it were completed in time, then this space would be utilised.

Members enquired as to whether the market was open to all charity stalls. They were informed that all local charities are welcome to request a stall.

Members agreed that a colouring book and some crayons or pencils would make a good gift from Santa in the Grotto.

Members discussed the cost of the Santa Dash, with the outgoings currently set at £4.99. It was felt that the cost should be £6.00 and that donation buckets should be available in order that monies can be collected for the Charities selected.

Members enquired as to whether a famous face could be booked to switch the lights on. Officers informed members that this had been explored, however the budget is limited and therefore unlikely that there would be sufficient funding for this.

There was a short discussion regarding the use of the Bye Street toilets during events. The Clerk informed members that whilst Ledbury Town Council are working with Love Ledbury to get these toilets opened, there are a few reasons why they are not in use. Love Ledbury is open to the toilets being used for events; the Clerk can liaise to arrange for the toilets to be opened if notice of requirement is given.

RECOMMENDATIONS

- 1. That a Santa's Grotto be held in the Jacobean Room and that the gift in 2023 should be a colouring book and pencils/crayons.**
- 2. That members approve the hiring of the band, "Mirror Ball", to play at the event at a cost of £840.**
- 3. That members approve the hire of a generator from Ashley Rogers subject to a competitive cost being received.**
- 4. That members approve the Santa Dash portion of the event with a suggested entry fee of £6 for adults and £1 for children, with a family ticket to be available, cost to be decided.**
- 5. That the Clerk be authorised to write to local businesses to request funding towards the gifts for struggling families.**
- 6. That members approve the hiring of St Katherine's Hall to be used as the craft space.**

- 7. That the date for the 2024 Christmas Lights Switch On Event is set as Sunday, 24 November 2024.**

37. Ledbury Carnival

Janet Meredith gave a verbal report which informed members that the sum of £7,500 had been donated to Ledbury Carnival by Clive Hutchins, the original Carnival organiser, and that further sums have been received from anonymous donors.

The Carnival Committee is still attempting to cut costs where possible. This involves, amongst other measures, producing a lower quality programme and not offering cash prizes in 2023.

RESOLVED

That members received and noted the report.

38. May Bank Holiday Event 2024

Members considered what type of event should be allocated to this calendar spot. It was felt that it was close to Community Day. It was noted that whilst Community Day is very much about what community groups there are for the older generation, there is no day to celebrate the youth groups in the town and it was felt that this event could be used to promote youth and youth groups in Ledbury.

Members agreed that traditional British village games, such as tug of war and welly wanging, were excellent ideas as was the "Village Fete" type of event which had been suggested by Officers.

It was suggested that there should be some elements which were not about competition in order for it to be enjoyable for all residents.

Members agreed that this should take place on Whit Sunday in 2024.

RECOMMENDATION

That a recommendation be submitted to the Environment & Leisure Committee that the Council hold an event on Whit Sunday 2024 which would take the form of a Village Fete and that it be aimed at the youth of Ledbury.

39. STRÖMSTAD

No members of the Stromstad Twinning Society were present at this meeting to give an update.

40. POETRY FESTIVAL

Hannah Bengough-Sutton from Ledbury Poetry Festival informed the members that Ledbury Poetry Festival 2023 had been viewed as successful. The festival had scaled down for 2023 which allowed for higher quality events. Hannah stated that any feedback for the festival would be gratefully received.

RESOLVED

That the information provided by Hannah Bengough-Sutton be received and noted.

41. CALENDAR OF EVENTS/WEBSITE

Members discussed that at the previous meeting it was agreed that the format of the Calendar of events would be updated to include a budget column, thus allowing members to have more awareness of the sums which had been spent and where.

It was also discussed that this calendar should be colour coded to show the different categories of events, such as Council run events, community events, Mayors events and Civic events and that it should be a rolling 12/18-month calendar. .

The Clerk agreed that the Calendar should be reviewed and that she and the CDO would undertake this with a view to creating an events page on the website once the amended calendar was approved by the committee.

It was also agreed that the Food Bank being open was not in itself an event and that the opening days should be recorded outside of the calendar rather than as a recurring event.

RESOLVED

That the Town Clerk and Community Development Officer would update the Calendar of Events to include colour coding and all relevant events which take place in Ledbury.

42. DATE OF NEXT MEETING

RESOLVED

That the date of the next Events Working Party meeting would be on Wednesday, 6 September 2023, at 10.00am, at Ledbury Funeral Services, Bye Street, Ledbury.

The meeting ended at 11.45am.

Signed Date
(Chair)

LEDBURY TOWN COUNCIL

MINUTES OF JOHN MASEFIELD MEMORIAL WORKING PARTY HELD ON FRIDAY, 9 JUNE 2023

PRESENT: Councillor Morris, Caroline Magnus (Great Niece of John Masefield and Member of John Masefield Society), Christine Tustin, Jessica Locke (Librarian at JMHS), Tim Keyes (Church Bell Ringers), Councillor l'Anson (Town Mayor) and Councillor Chowns

Via Zoom Dr Philip Errington, Dr Jane Mee, Lesley Ingram

ALSO PRESENT: Angela Price –Town Clerk
Olivia Trueman – Community Development Officer (CDO)
John Burns – Founder of the Poetry Festival

JM70 APOLOGIES FOR ABSENCE

Nina Shields, Chris Noel, and Catriona Cole

JM71 DECLARATIONS OF INTEREST

No declarations of interest were received.

JM72 TO APPROVE AND SIGN THE NOTES OF THE MEETING OF THE JOHN MASEFIELD WORKING PARTY HELD ON 31 MARCH 2023 AND 12 MAY 2023

The Town Clerk advised members that if the minutes were not approved, the Committee would not be able to move on with the work and recommendations the Committee had proposed.

Based on the Town Clerk's advice, the Committee agreed to accept the minutes as a true record and noted the work that Riah Pryor had put in her presentation.

Caroline Magnus noted that it was not recorded that Riah Pryor attended the meeting on Friday, 12 May via zoom and asked that it was amended accordingly.

RESOLVED:

That the minutes of the meeting of The John Masefield Working Party held on 31 March 2023 and 12 May 2023 be approved and signed as a correct record of the meeting.

JM73 RESIGNATION OF PROJECT MANAGER

Members were advised that Riah Pryor had resigned as Project Manager for the John Masefield Memorial project. A report on page 29 detailed the tasks that she would complete prior to her departure in order to ensure project continuity.

The Chairman asked Members whether they would like to continue working with Riah to complete phase 1 and part of phase two of the John Masefield Memorial Project.

Members were confused as to why the project manager had resigned and asked the Town Clerk to provide a copy of the resignation. The Town Clerk advised members that due to a lack of clarity around the role of the working group and concern for resources available to support the project, Riah Pryor felt the project manager role, as advertised, was not feasible. It was made clear by the Town Clerk that it would not be appropriate to provide Members with a copy of the resignation letter.

Members noted that Riah Pryor had completed much work on the project and felt it was a shame that she had resigned. They agreed that it was imperative that the next Project Manager feels supported and that they would address this as a Working Party.

Dr Jane Mee joined the meeting via zoom at 14:24.

Members agreed that community engagement would play a big part in this project, in particular offering opportunities to residents to explore John Masefield so they can be informed before making decisions.

Councillor Chowns joined the meeting at 14:30.

After a lengthy discussion, it was agreed that the Working Party would continue to work with Riah Pryor in order to complete phase 1 and most of phase 2, noting that the Working Party look as seeking a new Project Manager. It was also agreed that any communication with staff would go through the Town Clerk and not the Members of the committee, to ensure efficient communication.

It was agreed that Councillor Morris would meet with Riah Pryor to discuss the next steps, particularly focusing on a community engagement programme. The Clerk felt it would be beneficial for the Community Development Officer to also be present at the meeting. Councillor Morris advised Members that he would take a copy of the Community Day programme to the meeting, which he felt would be useful for Riah when creating a community programme.

Going forward, members agreed that prospective candidates for the Project Management Role should be invited to the Working Party and asked to provide a small presentation.

RESOLVED:

- 1. That Members note the resignation of the current Project Manager, Riah Pryor.**

RECOMMENDATION:

- 1. That a recommendation be sent to Full Council that a new Project Manager is appointed for the John Masefield Memorial Project, noting that candidates should be invited to meetings and asked to provide a short presentation.**

JM74 COMMUNICATIONS FROM DR JANE MEE

Members agreed to bring agenda item 7 forward.

The Chairman welcomed Dr Mee to the meeting and asked her to provide information on her previous work and experience as a head of Museum Services, and how she could contribute to the John Masefield Project.

Dr Jane Mee advised members that she was head of Museum Services for 25 years and that she had extensive knowledge and experience on applying for funding, in particular Lottery Funding. She explained that most successful funding was awarded to those who could provide evidence of community engagement and that she would be happy to work with the Community Development Officer to provide engagement projects and help apply for funding, as a volunteer. It was noted that Dr Mee lived in North Yorkshire and would in some cases need to attend face to face meetings, therefore expenses would need to be covered.

Caroline Magnus agreed with Dr Mee's points, in particular working with the younger generation to explore the life and work of John Masefield. It was noted that Riah had already contacted cultural partners and community groups, and that there have been discussions around working with the local theatre in Ledbury to showcase a production – as one of the engagement projects.

The Chairman thanked Dr Mee for her time and advised that the Working Party would discuss her proposal and get back to her accordingly.

RESOLVED:

That the Working Party accept Dr Mee's proposal to help with engagement projects and funding for the John Masefield Project.

JM75 ROLE OF COMMITTEE

Members were provided with a report prepared by the Town Clerk regarding the role of the committee.

The Clerk advised members that the work of Council Working Parties is often undertaken by Members of the Working Party, rather than the staff at the Town Council.

It was agreed that the Community Development Officer would email a copy of the Council's Terms of Reference to all Members of the Working Party. Members were encouraged to send suggestions to the Town Clerk via email before Friday, 4 August so a draft Terms of Reference can be adopted at the next meeting. Members agreed that this would provide a clear understanding of the roles of Members and the Working Party and would be beneficial for the next project Manager.

Tim Keyes felt it would be beneficial for the Working Party to produce an audit of Members skills and experience to make it easier for work to be distributed. It was agreed that Members would email the CDO with information on their background, including experience and skillset so she could produce an audit for the next meeting.

RESOLVED:

- 1 That the CDO email a copy of the Council's Terms of Reference to all Members, noting that any suggestions be sent to the Town Clerk via email, before Friday, 4 August.**
- 2 That Members email the CDO with information on their background including skills and experience.**

JM76 POSTPONED PHASE 2 LAUNCH

The Chairman reminded Members that the event, which was supposed to be held on Thursday, 1 June (145th birthday of John Masefield) was cancelled due to not having sufficient contact details to invite.

Councillor Chowns left the meeting.

The Community Development Officer advised Members that the Traders Association's theme for this year's late night shopping event during Christmas time was 'Box of Delights' and asked whether it would be a good idea to work with the Traders of Ledbury to do a large event. The Clerk suggested contacting the BID to ask whether there could be any funding opportunities.

Jessica Locke suggested using the Theatre at John Masefield and involving the students. She advised members that there are 220 seats available and that she would be happy to organise some entertainment, on the provisory

that she is given to go-ahead from the Working Party no later than September.

Councillor Morris also advised members that the Royal Shakespeare Company were also doing a production of John Masefield's 'Box of Delights' from October 2023 – January 2024, and suggested contacting the RSC to explore the possibility of working together.

The Clerk suggested inviting the Chairman of the Traders Association to the next John Masefield Working Party to discuss collaborative working.

RESOLVED:

- 1. That the Chairman of the Traders Association is invited to the next John Masefield Working Party on Friday, 4 August 2023.**
- 2. That Members agree to holding a launch event in December, working with John Masefield Secondary School and The Traders Association.**
- 3. That Councillor Morris contact the RSC to explore the possibility of working together.**

JM77 UPDATE ON CULTURAL PARTNERS

Members were provided with an update on Cultural Partners.

RESOLVED:

That Councillor Morris, Riah Pryor and the CDO meet with the Cultural Partners on Tuesday, 13 June 2023.

JM78 INVITE LIST

Members were provided with a database of useful contacts, mainly local businesses, and organisations, that would be invited to future John Masefield Events.

The Clerk advised Members that the Town Council Administrator is currently working on a database. She asked Members to send any further contacts directly to the CDO, who will ensure the contacts are added to the database for the next meeting.

RESOLVED:

- 1. That Members review the current database of contacts, noting that any additional contacts are emailed to the CDO.**

JM79 WEBSITE CONTENT

It was noted that there were some difficulties accessing the John Masefield page on the Town Council's website. It was agreed that the CDO would send an email to members with a link with direct access to the John Masefield Page. It was noted that any comments or suggestions must be sent to the CDO via email.

RESOLVED: That Members send their comments and suggestions to the CDO regarding the John Masefield page, noting that the Clerk will review all changes on her return from Annual Leave before going live.

JM80 ADVERTISING AND PROMOTIONAL MATERIAL

Members agreed to use social media to raise awareness of John Masefield and the Memorial Project. The CDO suggested posting a poem or fact about John Masefield every Friday to increase engagement.

RESOLVED:

That any advertising be uploaded to the Town Council's Facebook and other social media platforms.

JM81 DATE OF NEXT MEETING

RESOLVED:

That the next meeting of the John Masefield Memorial Working Party be held on Friday, 4 August at 1:00pm.

Signed Dated

LEDBURY TOWN COUNCIL

MINUTES OF JOHN MASEFIELD MEMORIAL WORKING PARTY HELD ON FRIDAY, 4 AUGUST 2023

PRESENT: Councillors Furlonger, Morris (Chair) and l'Anson

Non-Councillors - Christine Tustin, Tim Keyes (Tower Captain Church Bell Ringers), Dr Jane Mee, and Chris Noel

Via Zoom – Sue Moseley – Age UK

ALSO PRESENT: Angela Price –Town Clerk

JM82 APOLOGIES FOR ABSENCE

Dr Philip Errington, Councillor Phillip Howells, Lesley Ingram, Caroline Magnus (Great Niece of John Masefield and Member of John Masefield Society), Justine Peberdy, Nina Shields, and Robert Vaughan.

JM83 DECLARATIONS OF INTEREST

No declarations of interest were received.

JM84 ELECTION OF NON-COUNCIL MEMBERS TO THE JOHN MASEFIELD MEMORIAL WORKING PARTY

RESOLVED:

That Dr Jane Mee be elected as a non-council member of the John Masefield Memorial Working Party

JM85 TO APPROVE AND SIGN THE NOTES OF THE MEETING OF THE JOHN MASEFIELD WORKING PARTY HELD ON 9 JUNE 2023

The Clerk reminded members that at the previous meeting it had been agreed that they would provide information on their skills and knowledge that could be useful to the group, advising that only two members had done so to date.

Councillor Morris advised that he had contacted the RSC and would update about this in the Chairman's report.

RESOLVED:

- 1. That the minutes of the meeting of The John Masefield Working Party held on 9 June 2023 be approved and signed as a correct record of the meeting.**

2. **That the Clerk provide members with a form to provide details of their skills and knowledge.**

JM86

TERMS OF REFERENCE

Members were provided with a copy of the current Terms of Reference of the Working Party.

Dr Mee asked how 1(a) fits with the role of paid staff and contractors, asking how the relationship between the Clerk and any paid members of staff and the committee would work. The Clerk confirmed that any paid member of staff, whether they are council staff or contractor would be responsible to the Clerk as the Head of Paid Services and that they would provide progress reports via reports to the committee, with any written reports being submitted to the Clerk for inclusion on agendas. Instructions could then be given to the project manager (for example) via the committee however they would be expected to refer all correspondence through the Clerk and not directly to members of the committee.

Tim Keyes noted that there is a lot more to this project than just a memorial and suggested that they may wish to consider a change to the title of the project to fit better with the overall sense of the project and the following was suggested:

“John Masfield Commemoration Working Party”

RECOMMENDATION:

1. **That when putting the specification together for any future project manager their relationship with the Clerk and the working Party will be made clear.**
2. **That members give consideration to the name of the Working Party, and it be considered further at the next meeting.**
3. **That a definition of what the project is about be added to the Terms of Reference.**
4. **That the Terms of Reference be included on all future agendas of the Working Party.**

JM87

DATE OF NEXT MEETING

RESOLVED:

To note that the next meeting of the John Masfield Memorial Working Party is scheduled for 2.00pm on Friday, 29 September 2023, with a further meeting being scheduled for Friday, 3 November 2023.

JM88 CHAIRMANS REPORT

The Chairman provided a verbal update report on progress of the project. He advised that he had been having discussions with people generally on how the project is progressing, and it seems to have good support.

He asked whether Council should be given the opportunity to scrutinise what the Working Party does by way of a report once every six or twelve months. The Clerk advised that the minutes of the Working Party are to be submitted to both the Environment & Leisure and the Planning, Economy & Tourism Committees, who should be scrutinising the work of the working Party. However, it would be acceptable for a more in-depth process to be undertaken via a report being provided to Council on a six-monthly basis.

Tim Keys raised concerns about how PR and publicity would be done. The Clerk advised that there are two members of staff in the council who have responsibility for publicity materials and advised that there are some councillors who have experience in this field who it would be useful to make use of.

RESOLVED:

- 1. That the report provided by the Chairman be received and noted.**
- 2. That this be discussed at the environment & Leisure and Planning, Economy & Tourism Committees to gauge their opinions.**

JM89 UPDATE ON CULTURAL ENGAGEMENT PROGRAMME MEETING

Members were provided with an update on the meeting with the Cultural Partners. Councillor Morris advised that he felt this meeting had been inspiring, however he did not believe that they came away from the meeting with anything concrete agreed, however he believed there had been a further meeting, but he had not received any further information about this.

The Clerk advised that it was unfortunate that Chloe Garner was not at the meeting as it would have been good to have some feedback about the community engagement plan that the Poetry Festival were putting together for September with schools and young people and intergenerational work.

RESOLVED:

- 1. That the notes of the meeting with the cultural partners be received and noted.**
- 2. That the Clerk contact Chloe to ask if there is any progress that she can provide in relation to the community engagement plan for September.**

JM90 NEXT STEPS

i. Funding Application

Members were provided with a draft funding proposal which had been prepared by the project manager, in consultation with the cultural partners and an enquiry form provided by Dr Mee with suggestions on ways in which the funding agreement could be amended.

It was noted that in the draft application provided by the project manager the sum being requested was £10,000, however the sum proposed by Dr Mee within the enquiry form was higher and she had asked the Working Party to consider the level of match funding for the project, assuming that the NLHF usually expect 10% for the level of funding likely to be required, which she had estimated to be in the region of £235,000 for the total project.

It was noted that the whole application information had not yet been provided, and that it was hoped that this would be provided before the project manager goes on annual leave.

Dr Mee advised that she was suggesting a different approach to that of a direct funding application, she was suggesting that the Council submit an enquiry form a, which has a longer turn around time. She advised that her proposal is not that different to the draft submitted by the project manager, it is just a matter of scale. She outlined that the project was a multi-generational community engagement project, based around activities that would engage these audiences and to hopefully ascertain an idea of what a future memorial might look like. The work that the partners would undertake would inform a brief which would then go out to a commissioned artist to create the memorial.

Jane felt the concept of the bid was fine, however she did feel that there was a weakness in the draft application in respect of what they are going to do, e.g., types of activities to be carried out and how these will bring the different generations together, and how will they capture the information to inform the brief for the artist. She also advised that the lottery expect something to be included about evaluation, i.e., what are the measures of success and have you achieved them? Plus, what the outcomes will be and how these will be met, i.e., the mandatory outcome will be that at the end of the project a wider audience has to be engaged, and she did not feel that there was anything in the bid that highlighted other outcomes.

A further question that she raised was how the Lottery would feel about the main outcome of the project was to create a brief for a memorial and to support fund raising. She advised that more information needs to be included, and the Clerk reiterated that the

project manager had advised that there was more input anticipated from the cultural partners.

ii. Partnership working

Members were requested to consider how they wish to proceed with the cultural partners and/or any other likely partners. They were advised that the project manager had built a good relationship with 2Faced Dance, Red Earth Arts, and the Poetry Festival and that it was important to continue these relationships.

Dr Mee advised that two of the partners were natural successive owners of the project, but it was important that this working partnership is investigated at an early stage and a clear plan of partnership working is established.

Jane felt that there is an excellent opportunity to work with partners and community groups on this project. She informed members of the Working Party that by submitting the enquiry form, this will open up a dialogue with the Lottery and will help inform provide feedback on what the final application should look like.

Christine Tustin advised that the bottom line is that they want Ledbury to be indelibly associated with John Masefield, whereas at the moment this is not so well known. "we want to bring that heritage alive."

Jane advised that the Working Party may want to consider two phases to the funding application, the first phase could be the community engagement, advising that a further application will be submitted for phase two, and it may be that the Lottery will like this approach. However, she reiterated that the dialogue that can be entered into via the enquiry form will enable wider parameters for the BID.

Councillor Furlonger asked whether the group had spoken to Becky Shaw of the Poetry Festival. The Clerk advised that they had, however the politics of Ledbury Poetry meant that it was Chloe who was their representative on this committee. Councillor Furlonger advised that the Ledbury Traders are working with the Becky Shaw on a project that may well clash with this groups aims and ambitions. The Clerk advised that Susie McKechnie of the Traders Association had been invited to the meeting, however she had not received a response.

Councillor Morris advised that the Poetry Festival were restructuring, and he advised that there had been meetings were Becky had been present and those present had been very impressed with her motivation and had said that whatever happens with the

restructuring of Ledbury Poetry he would like to have Becky as part of this Working Party.

Councillor Furlonger stated that he felt Becky has a very clear vision from her side of things based upon a similar exercise that exists in Ireland, and that has inspired the formulation of her own planning for this.

Councillor l'Anson highlighted a video that had been created by John Masefield High School students "Masefield Matters" which was available on utube.

https://www.youtube.com/watch?v=ptqKti_mORI

Councillor Morris asked if the application was modified and 100% right with no admissions, would it jeopardise the enquiry that Dr Mee was proposing? Dr Mee advised that this would be the case as they were doing the same thing, but on a different scale. She reiterated her belief that the enquiry form is the way forward as it opens up a dialogue with the Lottery.

Christine Tustin asked what the situation with the current project manager, the Chair advised that this was something that this committee needed to consider and advised that his preference would be that this Working Party continue working with the draft application provided by the Project Manager and if the committee do not feel this is the appropriate way forward that Dr Mee's proposal of an initial enquiry form be pursued.

Following further discussion it was agreed that the next step should be that Dr Mee meets with Chloe Garner to establish where she and the project manager were heading with this partnership and how many community groups have been spoken to about this project.

RESOLVED:

- 1. That Dr Mee have a discussion with Chloe Garner about the participation of Ledbury Poetry in this project.**
- 2. That when the Clerk meets with the new Chairman of Ledbury Poetry she asks whether it would be possible for Becky Shaw to work with the Working Party going forward.**
- 3. That Dr Mee be introduced to Councillor Simmons, Ledbury Ward Councillor.**
- 4. That the outcome of all the above conversations be reported back to the next meeting of the Working Party.**

5. **That Dr Mee be asked to provide the information to be included in the enquiry form, for submission as soon as possible, by the Town Clerk.**

JM91 POSSIBLE JOHN MASEFIELD PROJECT PATRON

Members had been provided with a report advising of a possible Patron for the project.

The Clerk advised that she had not yet written to Ms Joanna Lumley's agent, however she hoped to do this in the following week, subject to the Working Party agreeing that this be done.

RESOLVED:

That the Clerk write to Ms Joanna Lumley's agent to ask whether she would be interested in either becoming a Patron of the Project or willing to offer her support to the project in other ways.

JM92 LAUNCH EVENT – DECEMBER 2023

Members discussed the launch event being held in December 2023. Councillor Morris was concerned that the public need to be informed about what the Working Party is doing and felt that the planned launch in June could have been a vehicle for this. He advised that he believes there are other ways that this could be done such as the website and social media platforms, and that this will be a lengthy conversation which should be had once the National Lottery Heritage funding enquiry form had been submitted and a dialogue entered into with the Lottery, as this will help shape the project.

RESOLVED:

That this item be deferred until such time a dialogue has been started with the Lottery, and that in the meantime, the Community Development Officer be asked to meet with Jess to discuss how the School could help with a launch event.

JM93 UPDATE ON WEBSITE

Members were advised that the John Masefield Memorial Project Page on the Council's website had now gone live.

RESOLVED:

That a link to the John Masefield page on the Council's website be published on the Council's Facebook page and a report be provided at the next meeting of how many people have clicked on the link.

JM94 PROJECT MANAGER

Councillor Morris felt that this had been covered in previous discussions in the meeting, however he advised that the current project manager role had not used all of the funds available and that the group would be guided by the feedback from the dialogue with the Lottery Fund as to how the remaining funds could be best used.

Dr Mee provided members with a number of ways in which they may wish to consider promoting the project:

- Annual Schools Reading Challenge – to read John Masefield story
- British Library
- Museum of Stories at Newcastle and Oxford
- Grace & Perry – artwork

RESOLVED:

That the Clerk investigate the above projects and ways in which they could support the John Masefield Memorial project.

The meeting ended at 2.25 pm.

Signed **Dated**