



# LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES, CHURCH STREET, LEDBURY

HEREFORDSHIRE HR8 1DH. Tel. (01531) 632306

Email: [clerk@ledburytowncouncil.gov.uk](mailto:clerk@ledburytowncouncil.gov.uk) Website: [www.ledburytowncouncil.gov.uk](http://www.ledburytowncouncil.gov.uk)

10 March 2023

**TO: Councillors Auburn, Beddoes-Davis, Bradford, Chowns (Chair), Eakin, Howells (Town Mayor ex-officio), Manns, Shields, Sims, Sinclair and Whattler**

Dear Member

You are invited to attend a meeting of the **Environment & Leisure Committee on Thursday, 16 March 2023 at 7.00pm at Ledbury Town Council Offices, Church Lane, Ledbury**, for the purpose of transacting the business set out below.

Yours faithfully

Angela Price PSLCC, AICCM  
Town Clerk

## **A G E N D A**

### **FILMING AND RECORDING OF COUNCIL MEETINGS**

Members of the public are permitted to file 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 and broadcast must respect the rights of other people attending under the Data Protection (GDPR) Act 2018.

**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 To receive and note The Nolan Principles  
(Standing Item) (Pages 1759 - 1760)**

**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. If you would like to attend the meeting to ask a question on any item on this agenda please contact the Clerk at [clerk@ledburytowncouncil.gov.uk](mailto:clerk@ledburytowncouncil.gov.uk) to request the meeting link.

**5 To receive and note the minutes of a meeting of the Environment & Leisure  
Committee held on Thursday, 19 January 2023 (Pages 1761 - 1770)**

**6 To review Action Sheets (Pages 1771 - 1772)**

**7 Representation from Ledbury Police**

**8 Cemetery**

8.1 That in accordance with Standing Order 23(a), authority be given for the Deeds of Exclusive Right of Burial 740 to be signed, granting the exclusive right of burial to those named on the interment form.

8.2 That in accordance with Standing Order 23(a), authority be given for the Deeds of Exclusive Right of Burial 739 to be signed, granting the transfer of the exclusive right of burial to those named on each transfer request.

**9 Recreation Ground (Pages 1773 - 1780)**

**9.1 Youth Cabins**

**9.2 Sports & Play Consulting**

**10 October Funfair (Pages 1781 - 1782)**

**11 Bye Street Public Toilets (Pages 1783 - 1786)**

**12 Market House Roof Tender (Pages 1787 - 1790)**

**13 Herefordshire Council Tree Planting (Pages 1791 - 1800)**

**14 Traffic Cones (Pages 1801 - 1802)**

**15 Working Parties**

15.1 To receive and note the minutes of the meeting of the Events Working Party held on 18 January 2023, 8 February 2023 and 8 March 2023 and consider any recommendations therein. **(Pages 1803 - 1822)**

15.2 To receive and note the minutes of the meeting of the Climate Change Working Party held on 22 February 2023 and consider any recommendations therein. **(Pages 1823 - 1828)**

15.3 To receive and note the minutes of the meeting of the John Masefield Memorial Working Party held on 13 January 2023 and 17 February 2023. **(Pages 1829 - 1840)**

## **16 Date of Next Meeting**

Date of the next meeting of the Environment and Leisure Committee to be agreed at the Annual Meeting of Council scheduled for Thursday, 11 May 2023.

**Distribution:** Full agenda to: - Committee members (11)  
Town Mayor (ex-officio)

Agenda excluding confidential papers to:

Plus: The Press  
Library

Agenda front pages to all non-committee members





LEDBURY TOWN COUNCIL

ENVIRONMENT & LEISURE COMMITTEE	16 MARCH 2023	AGENDA ITEM NO. 3
------------------------------------	---------------	-------------------

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 AN ENVIRONMENT AND LEISURE COMMITTEE MEETING HELD  
ON 19 JANUARY 2023**

---

**PRESENT:** Councillors Auburn, Bradford, Chowns (Chair), Eakin, Howells (Town Mayor ex-officio), Shields, Sims, Sinclair & Whattler

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

**E326 APOLOGIES FOR ABSENCE**

**No apologies for absence were received.**

**E327 DECLARATIONS OF INTEREST**

**No declarations of interest were received.**

**E328 THE NOLAN PRINCIPLES**

**RESOLVED:**

**That the Nolan Principles be received and noted.**

**E329 PUBLIC PARTICIPATION**

**No members of the public were present.**

**E330 TO RECEIVE AND NOTE THE MINUTES OF THE ENVIRONMENT & LEISURE  
COMMITTEE MEETING HELD ON THURSDAY, 17 NOVEMBER 2022**

Councillors Auburn and Bradford arrived at 7:05pm.

Councillor Bradford made comment about minute no. E317 on page 1614 – anti-social behaviour at the Recreation Ground. He stated that the Parish Officers to which he referred to in this section of the minutes were employed and wanted to inform members of this as this was not reflected in the minutes.

All members were in favour of accepting the minutes.

**RESOLVED:**

**That the minutes of the Environment and Leisure Committee meeting held on Thursday, 17 November 2022 be approved and signed as a correct record.**

Councillor Whattler arrived at 7:10pm.

### **E331 TO REVIEW ACTION SHEETS**

The Deputy Clerk informed members that minute no. E319 – resurfacing works on the skatepark had been completed on Wednesday, 18 January 2023. She also asked Councillors if they had time to walk to the skatepark and inspect the works undertaken to ensure that it was completed to a satisfactory standard. Councillor Bradford stated that as no criticism had been received via any social media platforms, he deemed that the works had been completed to a satisfactory standard.

#### **RESOLVED:**

**That the Action Sheet be received and noted.**

### **E332 CEMETERY**

- i. That in accordance with Standing Order 23(a), authority be given for the Deeds of Exclusive Right of Burial 734, 735, 737 and 738 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 164 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 734, 735, 737 and 738 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 164 granting the exclusive right of burial to those named on the interment form.**

### **E333 SPORTS AND PLAY CONSULTING**

Councillor Bradford proposed that Ledbury Town Council appoint Sports & Play Consulting “if and when it is needed” to provide advice and support for the installation of new children’s play equipment at the Recreation Ground, which will help support officers in following the correct processes as laid out in Standing Orders and Financial Regulations throughout the process.

Members took a vote and there was 1 abstention, all other 7 members were in favour.

#### **RESOLVED:**

**That the Sports & Play Consulting company be used “if and when needed”, to provide specialised advice and support for the installation of new children’s play equipment in the Recreation Ground.**



## E334 GREAT BIG GREEN WEEK EVENT

The Deputy Clerk informed members that the Great Big Green Week Event is a national event which is taking place in June 2023 in which the Climate Change Working Party would like take part in.

Councillor Eakin stated that £2,000 is a reasonable budget to commit to this event and proposed that this recommendation be accepted. Councillor Shields clarified that the budget is for the work of the Climate Change Committee and will help with other events as well as this one.

Councillor Whattler stated that he believed anything to do with Climate Change was not cost effective on the basis that the UK only produce 2% of the worlds CO2 levels and are only 1% of the world population, referring to a video that he had shared with Councillors prior to the meeting.

Councillor Sinclair stated that if CO2 levels are the problem, then the Chinese can be blamed as they produce the most CO2 and in the past 8-years have produced more than Britain has since the Industrial Revolution. Councillor Sinclair stated that it was his belief that The Green Party had set up this organisation as a charity to extract taxpayers' money and to campaign. He added that he believed that they are trying 'to encourage people to obtain new behaviours, as it sounds like they are trying to confuse people's minds'.

Members then interjected to point out that this event is nothing to do with the Green Party. Councillor Bradford called for a Point of Order due to Councillor Sinclair being interrupted whilst making his point. Councillor Sinclair continued that the recommendation for this budget of £2,000 should be referred to the Grants Working Party and not Environment and Leisure Committee as the Climate Change Working Party are asking for a grant. He then stated that grants can only go to charities registered in Ledbury which this event is not and therefore, should not be eligible for funding.

Councillor Howells called for a Point of Order as he believed the debate was irrelevant. He clarified that there is a Climate Change Working Party that has been appointed by Ledbury Town Council to make recommendations through the Environment and Leisure Committee and regardless of individuals opinions on climate change and whether they believe it or not, all that needs to be done is for the committee to decide whether to accept the Climate Change Working Party recommendations or not.

Councillor Bradford asked for clarification on the practibility of this event and how residents will be informed of the practical steps as stated in the report. Councillor Eakin interjected to correct Councillor Bradford on his grammar and stated 'practicality'. Councillor Shields clarified that members of the Climate Change Working Party will do this by creating posters and having stalls under the Market House to help raise awareness. Councillor Chowns also stated that this event is a public awareness exercise.

Councillor Sims stated that the recommendation is to provide a budget of £2,000 within the 2023/24 budget for the Climate Change Working Party to cover events such



as The Great Big Green Week. Councillor Sims seconded Councillor Eakin's proposal and asked members for a vote to be taken on this proposal.

Councillor Eakin stated that what is being proposed here is an effort to encourage certain behaviours through voluntary participation and education as we often done with various events and other charities do this with all sorts of activities in Ledbury and elsewhere. He also stated that a comparison of this and an ongoing act of genocide is in the worst possible haste and warrants at very least an apology.

Councillor Sinclair stated that he believed any members of the Committee who were supporters of the Green Party should have made a Declaration of Interest at the start of the meeting as he believes it is a Green Party issue. Councillor Chowns clarified that this is not the case and that the event is independently run.

Councillor Chowns read out an email received from Herefordshire Council's Democratic Services which stated: "*The Great Big Green Week is widely used across the country as a celebration of community action to tackle climate change. Thus, unless specifically referenced, the title does not promote the Green Party or any specific political party*".

Councillor Eakin then pointed out to members the Council's Standing Orders and stated if he remembered correctly that it reads "Councillors should only be able to speak once on an item in the agenda." Councillor Bradford stated that he believed this was at Full Council meetings to which Councillor Chowns clarified that the same applies to all committee meetings. Councillor Bradford then asked the Deputy Clerk to check standing orders to clarify if a member can only speak once on any agenda item at a committee meeting.

A named vote was requested by Councillor Sinclair.

Cllr Auburn	For	Cllr Shields	For
Cllr Bradford	Against	Cllr Sims	For
Cllr Chowns	For	Cllr Sinclair	Against
Cllr Eakin	For	Cllr Whattler	Abstention

Councillor Bradford then asked whether the Deputy Clerk had found the Standing Order for committee meetings about a member only speaking once on an item in the agenda. The Deputy Clerk read out the information on committees and sub committees, however this was not the relevant Standing Order. Councillor Howells stated that he believed this decision was at the Chairman's discretion. Councillor Chowns stated that he had allowed members to speak more than once on an item in the agenda in this meeting and that he would continue to do so for the remainder of the meeting.

#### **RESOLVED:**

**That Members of the Environment and Leisure Committee were in favour of the Climate Change Working Party participating in the Great Big Green Week and approved a budget of £2,000 to cover this event and other related opportunities during the year.**

#### **E335 "NO BALL GAMES" SIGN – BLENHEIM DRIVE, LEDBURY**

Councillor Sinclair proposed that the “No Ball Games” sign should not be reinstated in Blenheim Drive as there had been no further reports of attempted damage or distress to the residents there. All Councillors were in favour of this proposal.

**RESOLVED:**

**That the “No Ball Games” sign is not to be reinstated in Blenheim Drive due to there being no further complaints of attempted damage or distress to the residents that live there.**

**E336 CEMETERY MAPPING SOFTWARE UPDATE**

Councillor Sinclair proposed that the recommendation put forward for Pear Mapping to complete the additional works for a cost of no more than £750.00 plus VAT be accepted. 7 members were in favour and there was 1 abstention.

**RESOLVED:**

**That Officers be instructed to advise Pear Mapping to undertake the additional works required to complete the project relating to the cemetery software at a cost of no more than £750.00 plus VAT.**

**E337 QUEEN’S MEMORIAL IN THE WALLED GARDEN**

Councillor Whattler suggested that the already standing memorial in the Walled Garden should not be restored but should be replaced with a new one. Councillor Sims disagreed and stated that the current memorial was legible and at no current risk of falling and did not believe a new memorial should be installed until necessary.

Councillor Bradford informed Members that the Walled Garden is not Ledbury Town Council’s property as it is owned by Herefordshire Council and asked why should the Town Council pay to have it restored when it is on Herefordshire Council’s property.

Members agreed that further information on who’s responsibility it is to maintain this memorial should be provided at the next Environment and Leisure Committee meeting to be discussed further.

**RESOLVED:**

**That the Deputy Clerk seek advice on who’s responsibility it is to maintain the memorial in the Walled Garden and for this information to be provided at the next Environment and Leisure Committee meeting taking place on Thursday, 16 March 2023.**

**E338 DOG HILL WOOD UPDATE**

The Deputy Clerk informed members that the Forestry Commission had been particularly hard to get hold of for advice on a felling licence. Councillor Bradford informed the Deputy Clerk that he had a general email address to which he had



previously sent emails to and had a response from and that he would provide her with contact details after the meeting.

**RESOLVED:**

**That the contents of the Dog Hill Wood update be received and noted.**

**E339 MEMORIAL PARK BENCH – DOG HILL WOOD**

Members debated the request to install a memorial bench in Dog Hill Wood and as the local resident had indicated that they would be willing to pay for the memorial bench and it would be at no cost to the Town Council, there were no grounds on which to not to allow this.

Councillor Howells suggested that it be made clear to the local resident that should any damage be made to this memorial bench, or should it need repairing, then these costs would need to be covered by the owner. If not, the bench would have to be removed by Ledbury Town Council.

**RESOLVED:**

**That Ledbury Town Council approve the proposal put forward for a memorial bench in Dog Hill Woods to be installed, ensuring that the owner of this bench is aware that they will be responsible for any repairs otherwise if deemed unsafe the bench will be removed by Ledbury Town Council.**

**E340 CEMETERY GROUNDWORK**

Councillor Sims proposed that a new company should be sought to remove the remains of the ivy on the wall in the cemetery which adjoins the Football Club. Councillor Sinclair disagreed and stated the company used before is still the cheapest option for these works. The Deputy Clerk informed members that the work that had already been carried out by this company was to a satisfactory level and that there were no issues with the work they had done. Councillor Sinclair also stated that if there was to be a new company to complete these works then it would have to go out to tender and would create more work for Council staff. Councillor Sims withdrew his proposal and Councillor Sinclair proposed that the existing company proceed with the works at a further cost of £1,400 plus VAT. All members were in favour of this.

**RESOLVED:**

**That the existing company proceed with removing the entirety of the ivy off the wall at the cemetery that adjoins the Football Club for a further cost of £1,400 plus VAT.**

**E341 SECURITY AT THE RECREATION GROUND**

Councillor Sims stated that reading the report provided it was clear that anti-social behaviour is happening in lots of other towns, and that it is something that all towns want to reduce. However, looking at the findings of the report it would be unwise to

pay for additional security and/or a "Park Keeper" when the advice received was that it may not have much/if any impact on reducing anti-social behaviour. Therefore, Councillor Sims proposed that recommendation 1 should be refused, Councillor Eakin seconded this proposal.

Councillor Bradford explained that he had spoken to the Police and that they had informed him that they were looking forward to receiving some help on this and that the Police want intelligence on details of who is causing the anti-social behaviour.

Councillor Shields informed members that she had spoken to members of the public to gain their views on the situation, the two main points that she received were that if additional money was put into security systems at the Recreation Ground, then this would just encourage the anti-social behaviour to move elsewhere. Secondly, if a 'Park Keeper' was employed then this could create a potential target.

A vote took place on the proposal to refuse the recommendation to pay for additional security to try and reduce anti-social behaviour, 6 members were in favour and 2 were against.

Members then discussed recommendation 2 – considering a 'PACT' style of meeting where members of the public and police can meet so that everyone has the opportunity to voice their opinion. Councillor Howells informed members that there are informal monthly meetings taking place with the Police, Councillor Hughes, the Clerk and the Deputy Clerk which is helping to form closer relations between the council and the police. Councillor Bradford queried if there were any minutes from these minutes, the Deputy Clerk informed him that these were informal meetings and that minutes had not been taken.

Members discussed that PACT meetings used to take place but eventually stopped due to them not being very successful. Councillor Bradford stated that a representative from the Police used to attend all the Environment and Leisure meetings and now it does not seem to be happening even though he still invited them himself. Members agreed that a Police presence would be beneficial to have at future Environment and Leisure Committee meetings.

**RESOLVED:**

- 1. That additional security or a 'Park Keeper' not be put in place following the feedback from other Town Councils and security companies.**
- 2. That the Deputy Clerk invite the Police and members of the public to attend the next Environment and Leisure Committee meeting taking place on Thursday, 16 March 2023.**

**E342 WOODLAND MANAGEMENT PLAN FOR EASTNOR CASTLE ESTATE**

Councillor Sinclair stated that this is private land and there are no queries with the Woodland Management Plan for Eastnor Castle Estate.

Councillor Shields asked if the Deputy Clerk could write back to Eastnor Castle Estate to thank them for providing this information to Ledbury Town Council.



**RESOLVED:**

**That the Woodland Management Plan for Eastnor Castle Estate was received and noted and that the Deputy Clerk would write to Eastnor Castle Estate to thank them for providing Ledbury Town Council with this information.**

**E343 MALVERN HILLS AREA OF NATURAL BEAUTY – ANNUAL REVIEW 2021/22 – FOR INFORMATION ONLY**

**RESOLVED:**

**That the Malvern Hills Area of Natural Beauty annual review 2021/22 was received and noted.**

**E344 WORKING PARTIES**

- a. TO RECEIVE AND NOTE THE MINUTES OF THE MEETING OF THE EVENTS WORKING PARTY HELD ON 10 NOVEMBER 2022 AND 8 DECEMBER 2022 AND CONSIDER ANY RECOMMENDATIONS THEREIN.**

Councillor Sinclair proposed that all the recommendations in the minutes of the meeting of the Events Working Party held on 10 November 2022 be accepted. 7 members were in favour of this, and 1 member abstained.

Councillor Sinclair proposed that all the recommendations in the minutes of the meeting of the Events Working Party held on 8 December 2022 be accepted. 7 members were in favour of this, and 1 member abstained.

**RESOLVED:**

- 1. That the recommendations in the minutes of the Events Working Party held on 10 November 2022 be accepted.**
  - 2. That the recommendations in the minutes of the Events Working Party held on 8 December 2022 be accepted.**
- b. TO RECEIVE AND NOTE THE MINUTES OF THE MEETING OF THE CLIMATE CHANGE WORKING PARTY HELD ON 7 DECEMBER 2022 AND CONSIDER ANY RECOMMENDATIONS THEREIN.**

**RESOLVED:**

**That the minutes of the Climate Change Working Party held on 7 December 2022 were received and noted.**

- c. TO RECEIVE AND NOTE THE MINUTES OF THE MEETING OF THE JOHN MASEFIELD MEMORIAL WORKING PARTY HELD ON 23 SEPTEMBER 2022 AND 25 NOVEMBER 2022.**

Councillor Sims clarified that the John Masefield Memorial Working Party makes recommendations to two committees: Environment & Leisure Committee and Economy, Planning & Tourism Committee.



Councillor Sims proposed that the recommendations in the minutes of the John Masefield Memorial Working Party held on 23 September 2022 that applied to Environment & Leisure Committee be accepted and all members were in favour of this.

Councillor Sinclair proposed that the recommendations in the minutes of the John Masefield Working Party held on 25 November 2022 to accepted, all members were in favour of this.

**RESOLVED:**

- 1. That the recommendations made in the minutes of the John Masefield Memorial Working Party held on 23 September 2022 be approved.**
- 2. That the recommendations made in the minutes of the John Masefield Memorial Working Party held on 25 November 2022 be approved.**

**E345 DATE OF NEXT MEETING**

To note that the date of the next Environment and Leisure Committee is Thursday, 16 March 2023.

The meeting ended at 8:35pm.

Signed ..... Dated .....  
(Chair)



**ENVIRONMENT AND LEISURE COMMITTEE**

**ITEM NO. 6**

19 January 2023

Minute No.	Action	To be Actioned by	Date Actioned	Comments	Status
E333	That the Sports & Play Consulting company be used "if and when needed", to provide specialised advice and support for the installation of new children's play equipment in the Recreation Ground.	DC			
E334	That members of the Environment and Leisure Committee were in favour of the Climate Change Working Party participating in the Great Big Green Week and approved a budget of £2,000 to cover this event and	DC	27/01/2023	27/01/2023 - Refer back to Climate Change Working Party/Community Development Officer to progress.	Ongoing
E335	That the "No Ball Games" sign is not to be reinstated in Blenheim Drive due to there being no further complaints of attempted damage or distress to the residents that live there.	DC	07/03/2023	Now that the World Book Day event has passed, the CDO has now focus on this event.	
E336	That Officers be instructed to advise Pear Mapping to undertake the additional works required to complete the project relating to the cemetery software at a cost of no more than £750.00 plus VAT.	DC	27/01/2023	Deputy Clerk has contacted resident and updated them. Matter closed	Complete
E337	That the Deputy Clerk seek advice on who's responsibility it is to maintain the memorial in the Walled Garden and for this information to be provided at the next Environment & Leisure Committee meeting taking place on Thursday, 16 March 2023.	DC	30/01/2023	30/01/2023 - Deputy Clerk has provided purchase order for balance of works to be completed.	Ongoing
E339	That Ledbury Town Council approve the proposal put forward for a memorial bench in Dog Hill Woods to be installed, ensuring that the owner of this bench is aware that they will be responsible for any repairs otherwise if deemed unsafe the bench will be removed by Ledbury Town Council.	DC	07/03/2023	Works have now been completed by Pear Mapping - just remains for checking and sign off by L.TC.	
E340	That the existing company proceed with removing the entirety of the ivy off the wall at the cemetery that adjoins the Football Club for a further cost of £1,400 plus VAT.	DC	30/01/2023	30/01/2023 - Deputy Clerk contacted Herefordshire Council who advised that if anyone or a community group wishes to install a memorial, then they must provide an outline plan and location to ensure its in keeping with the site and layout and that the excavation would not cause any issues. It would also be the responsibility of the individual/group installing to cover costs as HC do not have any financial responsibility for these types of structures. Once agreed, it would then need to be highlighted in a licence issued from BBLP. I have advised the local resident of this confirming that none of the above falls under the remit of Ledbury Town Council.	Complete
E341(1)	That additional security or a 'Park Keeper' not be put in place following the feedback from other Town Councils and security companies.	DC	30/01/2023	30/01/2023 - Deputy Clerk has contacted resident and Ledbury Funeralcare to advise that the bench can be installed subject to stipulations set regarding ongoing maintenance of the bench. The area in question needs the vegetation to be removed which will be done within the next month, with a view to installing the bench in March/April.	Ongoing
E341(2)	That the Deputy Clerk invite the Police and members of the public to attend the next Environment and Leisure Committee meeting taking place on Thursday, 16 March 2023.	DC	27/01/2023	27/01/2023 - The Company has been given purchase order number to proceed. Awaiting confirmation of date to return to finish the job.	
E342	That the Clerk write to Eastnor Castle Estate to thank them for providing Ledbury Town Council with the information on the Woodland Management Plan.	TC	09/03/2023	The company is undertaking the balance of works on 9 & 10 March 2023.	
		DC		Following debate at E & L Meeting, agreed not to pursue with the "Park Keeper" role for security at the Recreation Ground.	Complete
		DC	08/03/2023	The Police have been invited to attend the next E & L Meeting scheduled for 16/03/2023.	Complete
		DC	10/03/2023	Letter of thanks submitted on 10/03/2023	Complete





## LEDBURY TOWN COUNCIL

<b>ENVIRONMENT &amp; LEISURE COMMITTEE</b>	<b>16 MARCH 2023</b>	<b>AGENDA ITEM: 9</b>
--	----------------------	-----------------------

Report prepared by Julia Lawrence, Deputy Town Clerk

### RECREATION GROUND

#### Purpose of Report

The purpose of this report is to ask Members of the Environment and Leisure Committee to consider proposals put forward for a youth cabin to be situated at the Recreation Ground and whether Members are in approval of requesting Sports and Play Consulting Limited to progress a new piece of children's equipment for the play area.

#### Detailed Information

##### **1 Youth Cabin**

A Task and Finish Group meeting took place in January 2023 to debate whether it would be appropriate to appoint a "Park Keeper" style role for the Recreation area at certain times of the day. The findings of that meeting were presented to Members of the Environment and Leisure Committee on 19 January 2023 to consider the "for and against" for such a proposal and Committee Members voted not to pursue a "Park Keeper" style role at the Recreation Ground.

However, in the absence of a youth facility in the Town, the provision of a "youth cabin" has been suggested, to be located at the Recreation Ground. The youth cabin would, in effect, be a refurbished shipping storage container.

Subject to where such a youth cabin was situated at the Recreation Ground, the following items need to be considered:

- planning permission and building regulation fees;
- foundations;
- provision of and connection of mains services on site;
- hard standing, entrance/exit steps, ramps;
- Fixtures and fittings.

#### Financial Implications

Costs for both a 20' and 32' container are provided below, which have been obtained from a local supplier based in Much Dewchurch, Hereford.

The unit will be made from steel, anti-vandal specification; can be profiled or flat sided externally. The unit will be painted in a single colour paint range using their



standard 'single pack' zincphosphate based high solids compliant paint system. The floor will consist of 18mm timber overlaid with heavy duty vinyl, internal walls lined with polyester faced plywood, ceiling lined with mono white plywood; white plastic trims would be fitted throughout. 50mm mineral fibre insulation is fitted to the wall and ceiling cavities. All electrics wired to consumer unit fitted with RCD and MCB to current I.E.T. regulations.

<b>SECOND HAND REFURBISHED UNIT 32' X 10' (Office)</b> The unit will be fitted with: 1 x Multi point locking personnel door 4 x UPVC Tilt and Turn windows 5 x Vapour proof LED lights and switch 2 x Panel heaters 1 x Partition c/w internal door 12 x 13amp twin switched double sockets PIR 1 x Consumer unit	<b>SECOND HAND REFURBISHED UNIT 20' x 8' (Office)</b> The unit will be fitted with: 1 x Multi point locking personnel door 2 x UPVC Tilt and Turn windows 3 x Vapour proof LED lights and switch 2 x Panel heaters 3 x 13amp twin switched double sockets PIR 1 x Consumer unit
Cost: £8,245.00 + VAT	Cost: £6,496.00 + VAT
<b>Optional Extras include:</b> 1 x Fit 1 W/C wash hand basin & Hand dryer	£975.00 + VAT
1 x Single drainer s/s sink, hot & cold taps, cupboard under, worktop, 2kW 10 litre water heater and double socket above and below worktop	£750.00 + VAT
1 x Effluent Tank	£1,495.00 + VAT
Budget cost to service tank	£165.00 + VAT per service
Delivery: with Hi-ab off loading to include time on site	£800.00 + VAT
Hardcore base, includes delivery to site (Based on 10 tonnes, 40mm to dust)	£352.00 + VAT (Approximate cost)

As noted above, Members of the Environment and Leisure Committee should note that if a generator was to be used in the absence of mains services, then provision would need to be made to accommodate the generator as well as ensuring that it was secure. (Costing not included above). Likewise, if the option of installing a toilet was considered, then the unit would need to be raised above ground level to accommodate the effluent tank and appreciating that it would need to be emptied, so its location would also need to be considered.

As far as planning permission, the Deputy Clerk has contacted Herefordshire Council's Planning Department to ascertain if planning permission would be required. Their response is as follows:

*"A shipping container is classed as a temporary structure and as such, may not require permission.*

*It may be that you can apply for a prior notification, but given that the space is a recreational site for the public, you may want to give an opportunity to the public to be consulted, which would only be available through a planning application”.*

If such a youth cabin was to be located on the patch of grass next to the car park, it is worth noting that the current CCTV faces towards the skatepark/children’s play area and not toward Bridge Street, where the cabin would be sited.

Should the proposal of installing a unit be agreed, then the delivery of the unit is subject to road traffic conditions and the Highway Authorities’ approval for movement on wide or high loads where applicable.

Appendix A shows a typical example of the unit described above.

Members of the Environment and Leisure Committee should consider whether such a unit would be installed as a permanent or temporary measure and should it be put in place but was not successful in terms of its use, then what provision should be made for the unit thereafter and whether it should still remain on site at the Recreation Ground?

Further consideration also needs to be given to staffing the cabin once in operation.

## **2 Sports and Play Consulting Limited**

Members of the Environment and Leisure Committee agreed at the committee meeting in January 2023 to appoint Sports and Play Consulting “if and when it is needed” when considering the purchase of a piece of children’s play equipment.

Previous to this meeting, Ledbury Town Council agreed to purchase a multi play unit for the children’s play area which would replace the existing see-saw and also the three-way springer. Following the consultation that took place last year, the Quest Enterprise piece of equipment was favoured although it was felt that it may be appropriate to revisit this exercise and see if there was another piece of equipment on the market that was better. In the meantime, the see-saw has already been removed as it had become loose in the ground and was unsafe.

Members are now asked to consider whether to instruct Officers to engage Sports and Play Consulting in the procurement/tendering stage and/or project management processes necessary to bring forward this project noting that there is a fixed rate of £1,600.00 for the procurement stage and 5.5% of the budget costs for improvements.

It should be borne in mind that whilst we would achieve peace of mind with the addition of a third party overseeing the works, albeit incurring additional costs, and ensuring that we meet the various RPII (*The Register of Play Inspectors International*) regulations etc, Ledbury Town Council should also expect reputable companies bidding to advise on what is and what is not possible within the constraints of the space available and should only be recommending

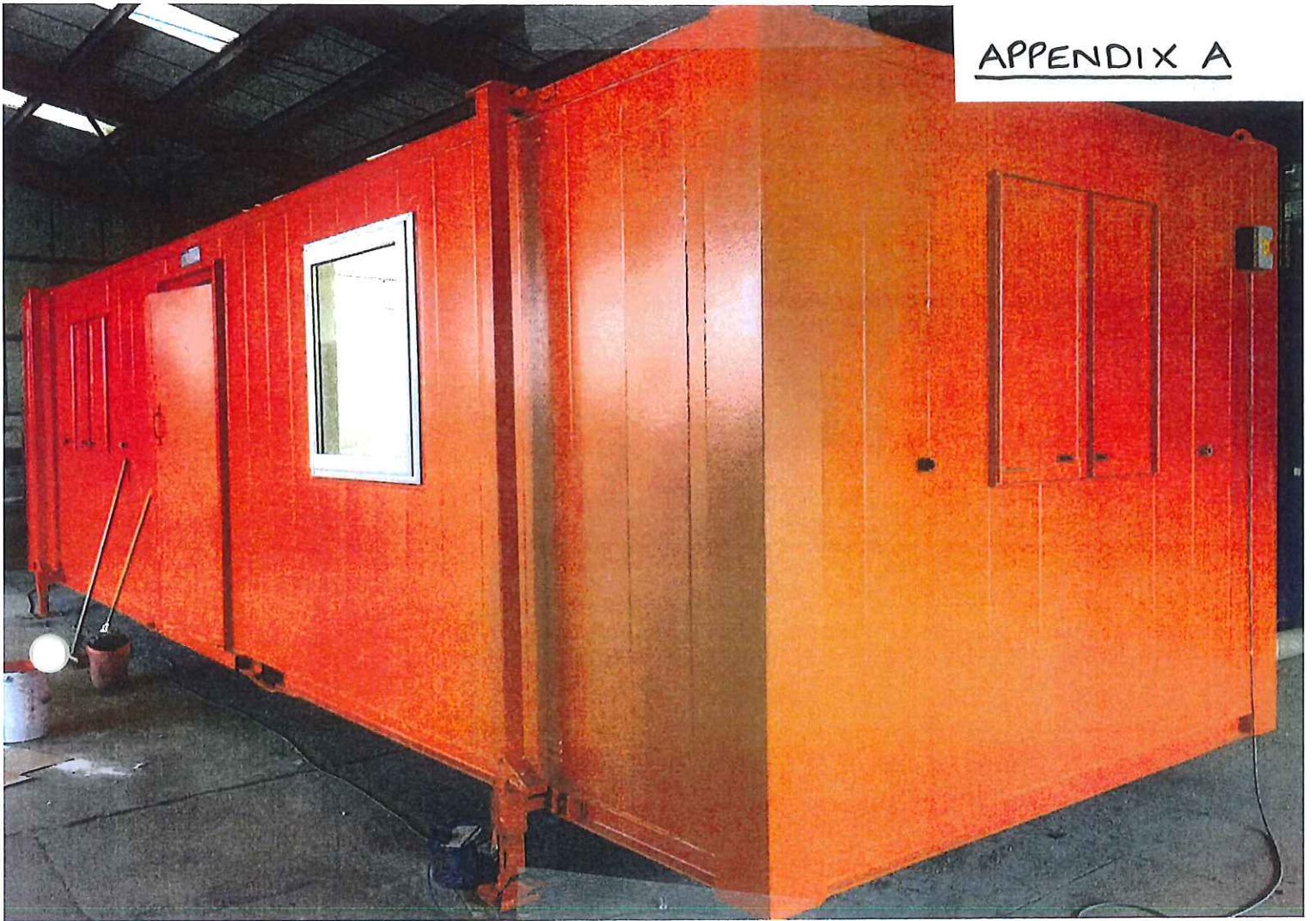
appropriate play equipment that meets these regulations, which should be backed up by relevant safety certificates when equipment is installed.

### **Recommendations**

- 1 That Members of the Environment and Leisure Committee consider the proposals put forward for a unit to be installed at the Recreation Ground, as a location for the youth to meet, confirming whether this is permanent or temporary, and is something that should be pursued further by Officers.**
- 2 That Members of the Environment and Leisure Committee consider whether the appointment of Sports and Play Consulting should be commissioned now to progress with the new piece of children's play equipment or whether to proceed independently with this project.**



APPENDIX A



1777







1779





## LEDBURY TOWN COUNCIL

<b>ENVIRONMENT &amp; LEISURE COMMITTEE</b>	<b>16 MARCH 2023</b>	<b>AGENDA ITEM: 10</b>
--	----------------------	------------------------

Report prepared by Julia Lawrence, Deputy Town Clerk

### **OCTOBER FAIR**

#### **Purpose of Report**

Members of the Environment and Leisure Committee are aware that discussions have taken place previously regarding the location of the Funfair that takes place each year in October as well as what costs should be borne by the Funfair operators. In the meantime, advice has been sought from the Council's solicitors and their advice is detailed below.

#### **Detailed Information**

Members will note that at the Committee meeting held on 17 November 2022, it was considered whether a Memorandum of Understanding between the Town Council and the Funfair operators should be drawn up to establish who would be responsible for the various elements of the Funfair both in terms of resource and costs. Such items would include provision of first aid cover, road closure costs, traffic management including associated road closure signage and stewarding at the event.

Appreciating that there were several issues at the 2022 Funfair, it was previously agreed that the Clerk and Deputy Clerk would meet with the Funfair organisers to address these issues and other concerns, so that there was not a repeat at the 2023 Funfair. However, in the interim, it was agreed that independent legal advice should be sought before the above mentioned meeting takes places with the Funfair operators.

The advice received from the Council's solicitors, Red Kite, was that whilst there is a 1584 Charter in place, the Royal Charter doesn't have much legal status as it stands. All it offers is the right for the Funfair to come to Town.

Red Kite have advised that the Memorandum of Understanding would not be a good idea as these are not enforceable in law. However, they have suggested that a Service Agreement would be more appropriate as this could include all the points that the Council are concerned about and would have legal standing.

They have advised that a contract would not be a good way forward due to the confusion over who would be the contracted party, i.e. would this be Herefordshire Council as they issue the road closure based on information provided to them by the Funfair, which is in effect a licence to hold the event, or would it be the Town Council, as it is the Council who receive the rent from the Funfair.



In light of the above, the most practical solution would be to draw up a Service Level Agreement whereby the Clerk and Deputy Clerk can discuss and agree with the Funfair Operators who is accountable for the various aspects of the Funfair in terms of responsibility and cost.

### **Recommendations**

- 1. That Members of the Environment and Leisure Committee give consideration to the contents of the report and agree that the best course of action is for officers to meet with the Funfair organisers, to discuss the issues and concerns noted at the 2022 Funfair.**
  
- 2. That a Service Level Agreement be drawn up between the Town Council and the Rogers Funfair in advance of the October 2023 Funfair setting out the responsibilities for both parties.**

## LEDBURY TOWN COUNCIL

<b>ENVIRONMENT &amp; LEISURE COMMITTEE</b>	<b>16 MARCH 2023</b>	<b>AGENDA ITEM: 11</b>
--	----------------------	------------------------

Report prepared by Julia Lawrence, Deputy Town Clerk

### **BYE STREET PUBLIC TOILETS**

#### **Purpose of Report**

During the course of 2022 Ledbury Town Council ("LTC") spent funds from the "Welcome Back Fund" ("WBF") and "Great Places to Visit Funding" ("GPV") in order that the Bye Street Public Toilets could be re-opened in time for the Carnival in August 2022.

Whilst the toilets were re-opened in time for the Carnival, the toilets were subsequently closed again from October 2022 and have remained so. Understandably, Members of the Environment and Leisure Committee are keen to know what can be done to re-open the toilets again to the public.

#### **Detailed Information**

Love Ledbury, is the Charity organisation are who responsible for the upkeep of the toilets of Bye Street. Unfortunately, the toilets have been closed since before the outbreak of Covid in 2019. The toilets have been in need of repair for some time, and it was with the help of the above mentioned funding that LTC were able to support Love Ledbury in funding the following works via the GPV funding in an attempt to get the toilets reopened. These works included the following:-

- March 2022 (1) Carry out a full inspection and test of all the functional parts of the public toilets. The service included the inspection of all electrical fittings and accessories and all sanitary, waste, water fittings, heating and any other accessories. (£520.00 plus VAT) (WBF).
- March 2022 (2) Following the above onsite assessment of the electrics and plumbing, it resulted in the following electrical work being required: new time clock required for lighting; new external photocell for front external lighting; new rear outside light; new hot water heater required for sink in rear maintenance area; all lighting in toilets and external area to front needed replacing; all inline extractor fans which are situated in the loft area, needed replacing and ducting hoovered out; low voltage cable supplying one of the solenoid valves had thermal damage and needed replacing; one of the coin slot machines which releases one of the toilet doors did not work correctly and so a replacement part needed to be sourced (£2,100.00 plus VAT) (GPV).

March 2022 (3) As per the original assessment noted in (1) above, associated plumbing works were required to complete the works which included: fitting six new solenoids to the sinks, one urinal and the wash deck as they were not shutting off; the two litre expansion vessel attached to the water heater needed replacing as it had lost its pre-charge; the isolation valves either side of the solenoids didn't work/leaked when turned on or off, so all fourteen of these needed to be replaced; the elbow on the flush down pipe on the toilet on the left hand side as you walk into the maintenance block was leaking so needed replacing. (£1,368.74 plus VAT) (GPV).

August 2022 (4) Carry out a deep clean of the toilets to include washing down tiles and floors, cobwebbing and cleaning all sanitary ware. (£111.00 plus VAT) (GPV).

It should be noted that by the time of the 2022 Carnival, Bye Street toilets were operational and open to the public. However, at that time, the timing mechanisms were not working (awaiting new parts as noted in (5) below) and so it was decided to manually open/close the toilets each day and this was undertaken by Councillor Nick Morris, who is a member of the Love Ledbury Group.

October 2022 (5) To remove all existing toilet door locks; supply and install four new 12v door locks; supply and install four external push to release buttons; supply and install two 12v time clocks with transformers and isolator switches. (£740.00 + VAT) (GPV).

24 Oct 2022 (6) The Deputy Clerk informed the Clerk and Cllrs Harvey and Morris that the timing mechanism issues had been completed and the toilets were now on a timer and open to the public between 8.00 hours and 18.00 hours daily.

In addition to this, it had been hoped that repairs could be undertaken to part of the roof, guttering, and reinstatement of the fascia at the front of the toilet block and possibly replacement of the baby changing facility could also be undertaken as part of the funding.

However, whilst relevant contractors were invited to quote for the works, none were able to provide risk assessments or method statements for the work and therefore this work was not undertaken.

Whilst the toilets had been re-opened, Love Ledbury had made no provision for the cleaning of them going forward (noting that prior to Covid, the cleaning had been undertaken by Councillor Harvey, who is also a member of the Love Ledbury Group).

25 October 2022 The Deputy Clerk was instructed by Councillor Harvey, on behalf of Love Ledbury, to close the toilets as there was no cleaning provision in place, LTC subsequently put up appropriate signage on the toilet block stating that the toilets were now closed.



Members of the Environment and Leisure Committee are asked to consider what plans Love Ledbury now have for these toilets bearing in mind £4,839.74 (plus VAT) has been spent to date on these toilets via the GPV Funding. It has been proposed that a letter should be sent to the Love Ledbury Group requesting an update and a date for when the toilets will be re-opened. In view of the tourism season looming, with a response being requested no later than 28 April 2023.

**Recommendation**

**That Members of the Environment and Leisure Committee give consideration the contents of the report and instruct the Clerk to write to Love Ledbury Committee requesting an update on the future of Bye Street Public Toilets and a date when they will be re-opened, and for such a response to be received no later than Friday, 28 April 2023.**



## LEDBURY TOWN COUNCIL

<b>ENVIRONMENT &amp; LEISURE COMMITTEE</b>	<b>16 MARCH 2023</b>	<b>AGENDA ITEM: 12</b>
--	----------------------	------------------------

Report prepared by Julia Lawrence, Deputy Town Clerk

### MARKET HOUSE – ROOF TENDER

#### Purpose of Report

Members of the Environment and Leisure Committee are aware that further works need to be undertaken at the Market House, not only in response to the Quinquennial Survey that was undertaken in November 2017 but also the need to undertake some general roofing repairs. This report provides Members with an update following the recent Tender process.

#### Detailed Information

On 20 February 2023 Members of the Environment and Leisure Committee as well as other Ledbury Town Councillors, were provided with a copy of the Tender document that had been submitted to eight roofing contractors inviting them to tender for the works, as set out in those documents. In addition to this, an advert had been placed in the Ledbury Reporter, Malvern Gazette and online requesting any interested parties to contact the office to obtain the tender documentation.

Four of those companies were members of the NFRC (National Heritage Roofing Contractors Register), two companies came as a recommendation from Caroe & Partners, and the remaining two companies were local to the area who had shown skills and expertise working on heritage/listed buildings.

The deadline for responses for submission of their tender was Wednesday, 8 March 2023 at 12.00noon.

Members will be disappointed to note that out of the eight companies noted above, only one company submitted their tender document. There had also been no response to the online/newspaper advertisements.

The Deputy Clerk contacted the eight companies on the morning of 8 March 2023 to remind them of the deadline and also to enquire if they would be submitting a tender. The table below summarises their responses in no particular order.

Company	Outcome
1	No response. Contacted company but answerphone in place. Left message to return call – no response.
2	Company had not acted upon initial email inviting them to tender. When contacted, company said it was too far to travel.



3	Company confirmed receiving initial email but simply had not responded. When asked if they would be submitting a tender, their response was that “maybe it was too far to travel”.
4	Whilst Company showed interest on 20 February, they confirmed that their earliest availability to attend site would be 17 May, which automatically ruled them out because of the deadline date.
5	Company responded on 17 February confirming that they would not be putting in a tender as they were “too busy at this time to quote”.
6	No response from the Company initially. Deputy Clerk spoke to them on 8 March to see if they would be submitting a tender but they said they were “too busy and would not be interested in taking on any more work certainly in the immediate future”.
7	No response to initial email. Subsequently chased up by email (as no contact number available) but no response received.
8	On receipt of receiving tender documentation, Company confirmed their interest and would be submitting their tender. Their tender was received in accordance with instructions set out in LTC’s Tender documentation, being received on 8 March 2023 at 11.48am, delivered by hand.

In view of the outcome of this tender process, Members of the Environment and Leisure Committee are asked to consider two options, namely:-

- 1 The tender received be opened in accordance with formal tendering procedures, in the presence of the Clerk, Deputy Clerk and two Councillors (Chair of Environment & Leisure and Finance, Policy & General Purposes Committee) and the contents be considered against the contents of the Tender Documents and financial information checked and verified, with a report on the outcome being submitted to Full Council for final consideration.

or

- 2 If the above quotation is not acceptable or Councillors wish to have three quotations to consider, as is standard, that officers repeat the tender process with a revised start date for the works to be in the Summer, i.e. June through to August, thereby giving a longer lead time not only to receive tenders back but also further notice before works can commence. This would also mean that there would be no risk of scaffolding being in place at the time of the Coronation event in May 2023.

### **Recommendations**

**That Members of the Environment and Leisure Committee consider the two options put forward and confirm their preference as to how officers should proceed in this tender process for the Market House roof works as follows:**

**Option 1 – Give consideration to the tender received and make recommendation to Full Council that they appoint this company to undertake the works, in the absence of the required three tenders, as stated in financial regulations.**

or,

**Option 2 – Officers repeat the tender process with a start date no earlier than June 2023.**





**LEDBURY TOWN COUNCIL**

<b>ENVIRONMENT &amp; LEISURE COMMITTEE</b>	<b>16 MARCH 2023</b>	<b>AGENDA ITEM: 13</b>
--	----------------------	------------------------

Report prepared by Julia Lawrence, Deputy Town Clerk

**HEREFORDSHIRE COUNCIL – PROPOSED TREE PLANTING**

**Purpose of Report**

Members of the Environment and Leisure Committee will recall that in July 2022, Councillors Shields and Sinclair and the Deputy Clerk met with Herefordshire Council’s Tree Officers and Balfour Beatty Grounds Maintenance to consider locations for possible tree planting in Ledbury Town.

**Detailed Information**

At that time, locations were considered and put forward as possible sites for new trees subject to Herefordshire Council receiving funding.

In December 2022, Herefordshire Council confirmed that they would be progressing with the project but would be prioritising the tree planting within open spaces. The planting within the hard landscape (i.e. pavements) is more complex as it requires checks around utilities and the use of tree pits. However, there is a possibility that this might still happen later on within the planting season.

Herefordshire Council confirmed that funding will be allocated to all the market towns on an equal basis.

Please find attached at Appendix A information which outlines where the 6 trees have recently been planted in Ledbury. Appendix B shows the new trees in the Walled Garden and at the Recreation Ground.

**Recommendation**

That Members of the Environment and Leisure Committee receive and note the contents of this report.



Proposed Ledbury Tree Planting Plan 2022

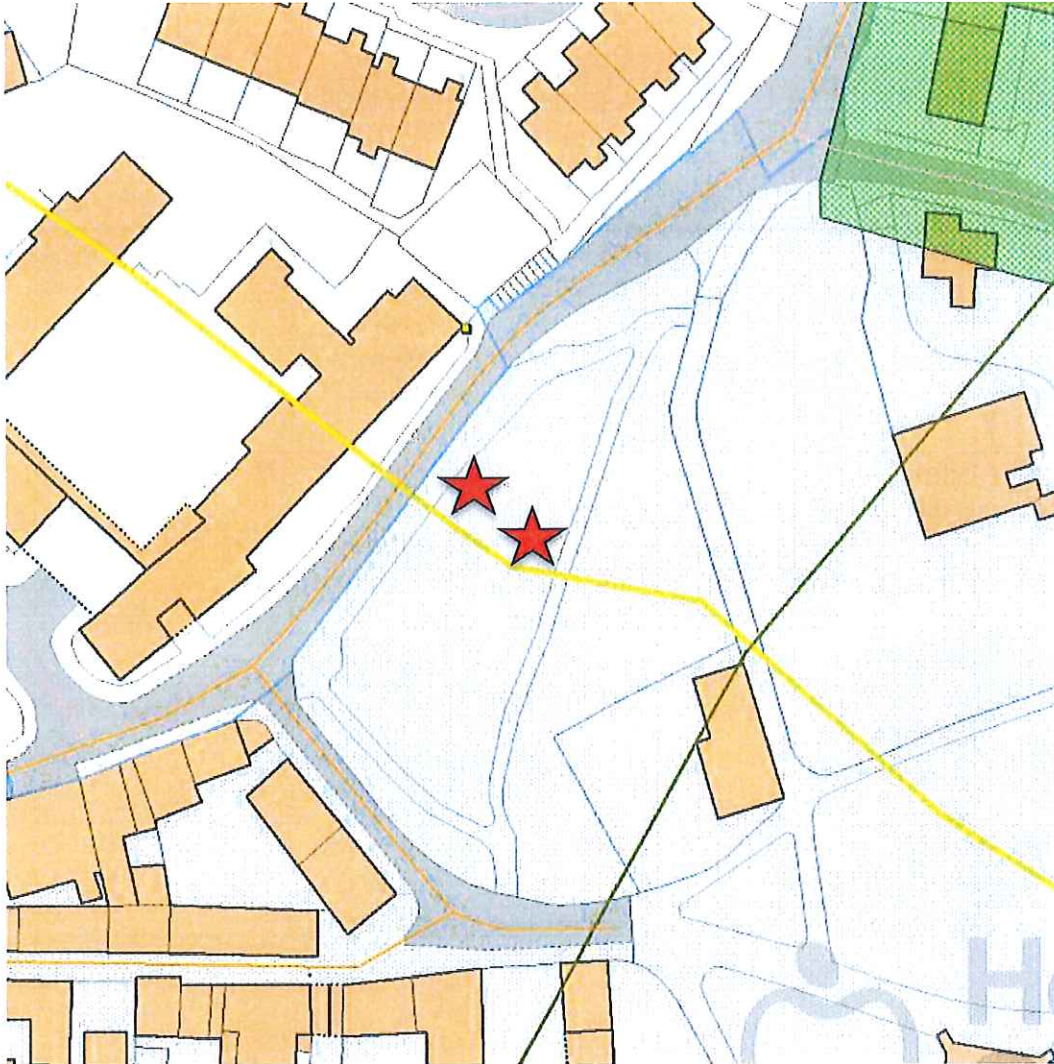
Town	Site	Tree Numbers	Confirmed tree	Size	Urban tree Y/N	Mature Size
Ledbury	Site 2 – Walled Gardens	1	Crataegus persimilis Prunifolia Splendens	Rootball 10-12cm Clear Stem	N	Small
Ledbury	Site 2 – Walled Gardens	1	Crataegus persimilis Prunifolia Splendens	Rootball 10-12cm Clear Stem	N	Small
Ledbury	Site 4 – Recreational Ground	1	Platanus x acerifolia	75L Container 14-16cm Clear Stem	N	Large
Ledbury	Site 5 – Biddulph way junction	1	Pinus sylvestris	Rootball 350-400cm	N	Large
Ledbury	Site 5 – Biddulph way junction	1	Liquidambar styraciflua Worplesdon	45L Container 10-12cm Clear Stem	N	Medium
Ledbury	Site 6 – River Walk	1	Tilia tomentosa Brabant	20-25cm Clear Stem	N	Large



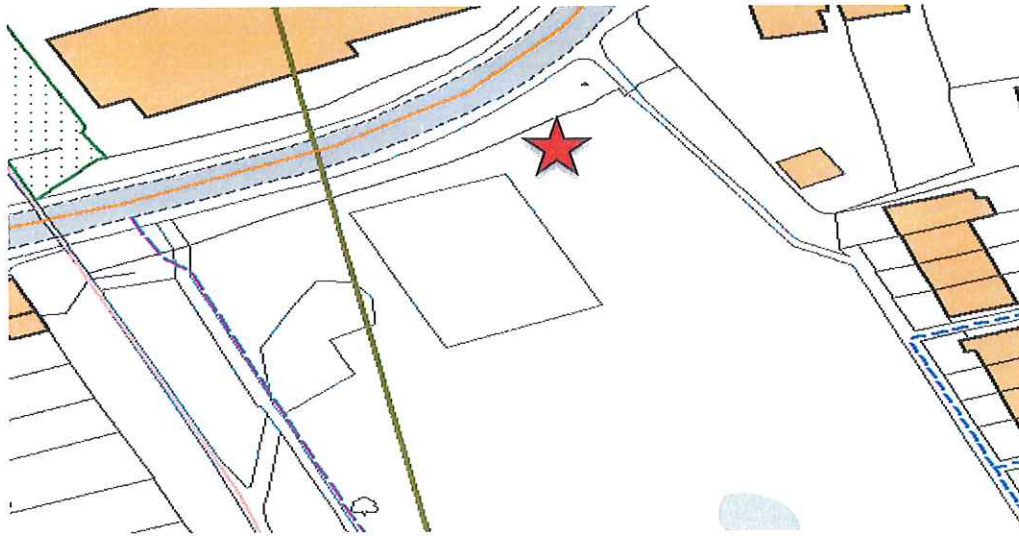
Site 2 – Walled Gardens

The raised bed already contains a mature Cockspur thorn, a Hawthorn clone tolerant of the urban environment.

X2 *Crataegus persimilis* *Prunifolia Splendens* Rootball 10-12cm Clear Stem



Site 4 – Recreational Ground  
X1 Platanus x acerifolia (London Plane) 75L Container 14-16cm Clear Stem





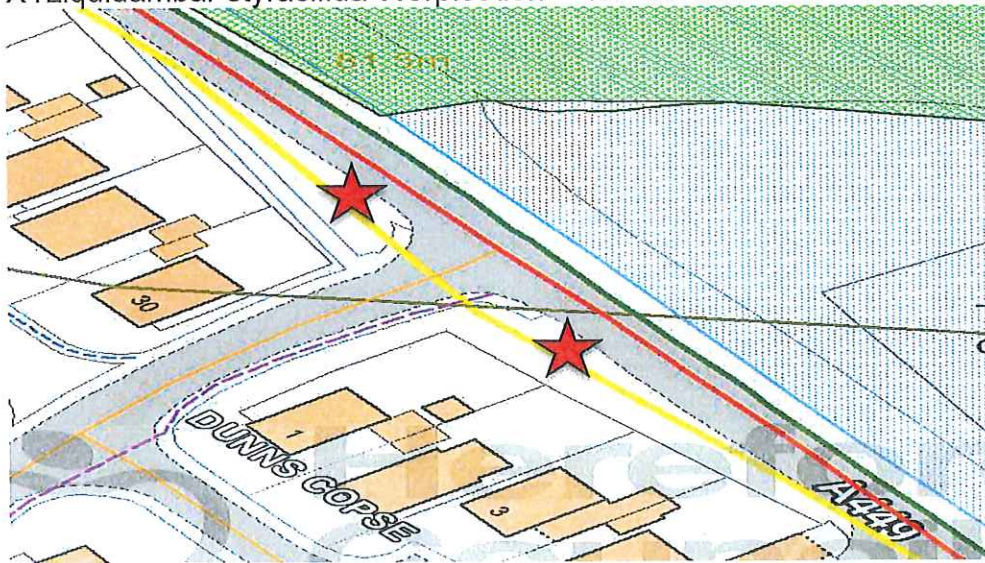
Site 5 – Biddulph way junction

X1 Pinus sylvestris (Scots Pine)

Rootball 350-400cm

X1 Liquidambar styraciflua Worplesdon

45L Container 10-12cm Clear Stem





Site 6 – River Walk

X1 *Tilia tomentosa* Brabant (Lime)

20-25cm Clear Stem





WALLED GARDEN





RECREATION  
GROUND





**LEDBURY TOWN COUNCIL**

<b>ENVIRONMENT &amp; LEISURE COMMITTEE</b>	<b>16 MARCH 2023</b>	<b>AGENDA ITEM: 14</b>
--	----------------------	------------------------

Report prepared by Julia Lawrence, Deputy Town Clerk

**TRAFFIC CONES**

**Purpose of Report**

Members of the Environment and Leisure Committee are asked to give consideration as to whether or not further traffic cones should be purchased by Ledbury Town Council.

**Detailed Information**

Over the past few years, Ledbury Town Council has purchased a small supply of traffic cones which are used predominantly to cordon off the car parking bays when the Market takes place on a Tuesday and Saturday. The purpose of putting the cones out is to prevent motorists receiving parking fines when the parking bays are allocated to Market traders. Over time, the number of traffic cones has diminished either because they have become damaged or more so because they have simply "walked".

At the end of November 2022 Ledbury Town Council purchased a further ten new cones which cost £168.20. Each cone had been marked up with "LTC" so that anyone would know who the cones belonged to. Normally, the cones are kept up the alleyway next to the Newsagents so that they are readily available to pick up and put out for Market Day.

Since then, as noted above, some of the cones have "walked" resulting in some being found outside the Fire Station. Most recently, when LTC's Groundsman came to gather the cones to put out for the Saturday Market, he found that 3 cones were missing. Currently, LTC only has 13 number of cones whereas before Christmas we had 22 cones. The question now being asked is whether it is practical to keep replacing the cones that have "walked", at a cost borne and then lost by Ledbury Town Council.

**Recommendation**

**That Members of the Environment and Leisure Committee give consideration to whether replacement traffic cones should be purchased, noting that the cost to replace these is circa £170 for ten.**





**LEDBURY TOWN COUNCIL**

**MINUTES OF A MEETING OF THE EVENTS WORKING PARTY MEETING  
HELD ON 18 JANUARY 2023**

---

**PRESENT:** Councillors Morris (Chairman) & Shields  
Non-Councillors: Al Braithwaite, Griff Holliday, Lyn Loader

**ALSO PRESENT:** Julia Lawrence (Deputy Clerk)  
Olivia Trueman (Community Development Officer – CDO)

**E169 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Catriona Cole, Councillor Howells, and Christine Tustin.

**E170 DECLARATIONS OF INTEREST**

A Declaration of Interest was received from Councillor Shields as Chairman of Sustainable Ledbury and the Ledbury Library Development Group. Councillor Morris confirmed his Declaration of Interest in the Ledbury Library Development Group.

**E171 TO ELECT NON-COUNCIL MEMBERS**

None.

**E172 TO APPROVE AND SIGN THE MINUTES OF THE EVENTS WORKING PARTY MEETING HELD ON 8 DECEMBER 2022**

Griff Holliday advised members that there was an error in minute number E167 under the subheading 'Community Day'. It was noted that traders could be present on Saturday, 10 June 2023, but not under the Market House as the Brass Band will be stationed there.

Councillor Morris asked whether the Events page on the Town Council website could be updated. The Community Development Officer advised that she would work with the Administrator to ensure the website was up to date. Councillor Morris made reference to the fact that information relating to Ledbury Town Council appeared to be different on the website depending on whether you used Google Safari or Google Chrome.

**RESOLVED:**

- 1 That the minutes of the Events Working Party meeting held on 8 December 2022 be approved and signed as a correct record subject to the amendment noted below.**
- 2 That minute number E167 be amended to read: Market Traders will be able to trade on Saturday, 10 June 2023 as usual. However, it is**

**noted that space under the Market House will be reserved for the Brass Band and that traders will have to be moved to the side of the Market House.**

- 3 That the Community Development Officer and Administrator will work together to ensure that the Events page on the Town Council website is kept up to date.**

#### **E173 LATE NIGHT SHOPPING EVENT**

Members of the Working Party noted the contents of the report provided by Emma Jackson.

Lynn Loader asked whether the Traders Association could keep other traders informed with events well in advance, to ensure that they are well prepared for events including the late-night shopping.

Griff Holliday said it was important to get the publicity right and that we couldn't rely totally on social media but with more emphasis on word of mouth.

Members asked whether the Community Development Officer could confirm the date of this year's late-night shopping, so the calendar of events could be updated.

#### **RESOLVED:**

- 1. That the report provided by Emma Jackson (CDO maternity cover) be received and noted.**
- 2. That the Community Development Officer confirm with the Traders Association what day the late-night shopping will be held on this year and update the Calendar of Events accordingly.**

#### **E174 WORLD BOOK DAY UPDATE – MARCH 2023**

The Community Development Officer gave a summary of work carried out to date, confirming that she had contacted schools in Ledbury and District and received replies from Eastnor Primary School, Much Marcle and John Masefield, who were all willing to participate in World Book Day.

The Community Development Officer provided members with suggestions on how the Council could work with traders for Ledbury World Book Day. She advised that herself and Emma had come up with an idea of hiding golden tickets in shops around Ledbury and that some traders had already expressed some interest in this idea. Members agreed the golden ticket activity and asked if the process could be similar to the Jubilee.

Councillor Shields asked for an update on whether funding was available for the Library Development Group to hire Red Earth Arts again in the Burgage Hall. The Community Development Officer was unable to provide an update



and suggested that she discuss funding with the Town Clerk and email members before the end of the day. Councillor Shields advised members that she would attend the upcoming Ledbury Library Development Group meeting and confirm the logistics of a "Readathon" and whether there was sufficient time to organise this for this year's event. Lyn Loader suggested holding a 'quiet readathon' that she would be happy to facilitate in Co-op Funeral Care, as she felt that some of the younger readers would be more inclined to take part if it wasn't on display under the Market house. Members also discussed the possibility of issuing badges to those people who had taken part in the Readathon

It was noted that Emma Jackson was dealing with the authors and that this needed to be resolved as quickly as possible.

Members asked whether the Community Development Officer could investigate the possibility of music, or a novel being broadcast in the Town, to create an audio buzz throughout the day. It was noted that the Council had a PA system, however if music was to be played the Council would have to register for the correct licences.

Members agreed to delegate powers to the Town Council to enable staff, in particular the Community Development Officer and Deputy Clerk, to book an author and arrange activities for World Book Day, noting that members would likely to be updated via email.

**RESOLVED:**

- 1 That the Community Development Officer provide members with an update on possible funding and the availability of authors via email.**
- 2 That members provide delegated powers to the Community Development Officer and Deputy Clerk to arrange Ledbury's World Book Day event, noting that members are regularly informed by email.**
- 3 That the Community Development Officer investigate the possibility of hiring a PA system for the Readathon or to play music throughout day.**

**E175 CANDLE LIGHTING AT CEMETERY CHAPEL**

The Deputy Clerk advised Members of the Working Party that attendance at the Candle Lighting event had been extremely poor, possibly due to the extreme weather conditions which had kept people away. Discussion took place as to whether the last Sunday before Christmas was the most appropriate date for this event or whether it should be brought forward. It was agreed that the event would stay this year as the last Sunday before Christmas but if attendance was poor, then it would be revisited again.



Lyn Loader is to investigate the date for Remembrance Day and report back at the next meeting to consider if it is worth running an event on this date also.

**RESOLVED:**

1. **That the report provided by the Deputy Clerk be received and noted, noting that the Candle Lighting Event at Christmas 2023 will be held on Sunday, 17 December 2023.**
2. **That Lyn Loader will provide details relating to Remembrance Day.**

**E176 JOBS FAIR**

The Community Development Officer provided members with an overview on last year's Job Fair. Although the event was well organised and advertised, the event was not well attended by potential employees, and it was agreed that the lack of school involvement was unfortunate.

Members agreed that the upcoming Job Fair should be held in John Masefield School, in order to ensure that the school children could attend, and that the Council should work closely with the schools. The Community Development Officer advised Members that she has a meeting booked with the Deputy Head of John Masefield and that she would discuss the possibility of a Jobs Fair in the School and confirm dates that would be preferable and report back at the next Working Party.

**RESOLVED:**

**That the Community Development Officer is to contact the Deputy Head of John Masefield High School and establish whether or not a Jobs Fair can take place at the School, and report back at the next Working Party.**

**E177 CORONATION EVENT**

Members were provided with a report on the upcoming Coronation.

The Deputy Clerk expressed her concerns with the lack of interest for the Task and Finish Working Party. She advised that Norman Stanier who had been the Chair for the 2003 Golden Jubilee was unable to attend. Councillor Morris asked whether the Deputy Clerk could contact Norman Stanier before he leaves for his holiday on 23 January 2023 to ask for any advice or suggestions.

Lyn Loader suggested working with schools to provide entertainment and afternoon tea with the retirement homes.

Al Braithwaite suggested that the Deputy Clerk contact the local Scouts to ask whether they would like to be involved in helping with the planning of the event for the King's Coronation.

**RESOLVED:**

1. That the Deputy Clerk contact Norman Stanier before he departs for his holiday to ask for guidance or suggestions on the Coronation.
2. That Al Braithwaite sends contact details for the Ledbury Scouts to the Deputy Clerk.
3. That the Deputy Clerk contacts Andy Tector to confirm whether the Civic Society would like to be involved in the event planning of the Coronation.

**E178 HERITAGE OPEN DAYS**

The Community Development Officer provided members with an update on Heritage Open day. She suggested that members revisit this agenda item at the next meeting due to the Ledbury World Book Day taking priority. The Working Party proposed that Ledbury's event would take place on Saturday, 16 September 2023 as it would not clash with H-Art.

It was noted that any further updates would be sent via email to members.

**RESOLVED:**

**That Members revisit Heritage Open Day at the next meeting of the Events Working Party.**

**E179 CALENDAR OF EVENTS**

Members went through the Calendar of Events and updated accordingly. It was agreed that the Calendar would be uploaded to the Town Councils website.

**RESOLVED:**

**That the Calendar of events be updated accordingly.**

**E180 DATE OF NEXT MEETING**

**RESOLVED:**

**To note that the date of the next meeting of the Events Working Party was scheduled for 8 February 2023 at 10.00 am, to be held at Ledbury Town Council Offices.**

The meeting closed at 11.15am

.....  
Signed

.....  
Date





## LEDBURY TOWN COUNCIL

### MINUTES OF A MEETING OF THE EVENTS WORKING PARTY MEETING HELD ON 8 FEBRUARY 2023

---

**PRESENT:** Councillors Morris (Chairman) and Sinclair  
Non-Councillors: Christine Tustin

**ALSO PRESENT:** Julia Lawrence - Deputy Clerk  
Olivia Trueman - Community Development Officer (CDO)  
Angela Price – Town Clerk

#### **E181 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Catriona Cole, Lyn Loader, Councillors Howells, Shields, and Sims.

#### **E182 DECLARATIONS OF INTEREST**

Councillor Sinclair declared a personal interest in relation to the planning of the Coronation. He explained that he had provided details of a company, owned by a family friend, that could produce mugs for the Ledbury Coronation Celebration.

#### **E183 TO ELECT NON-COUNCIL MEMBERS**

None.

#### **E184 TO APPROVE AND SIGN THE MINUTES OF THE EVENTS WORKING PARTY MEETING HELD ON 18 JANUARY 2023**

##### **RESOLVED:**

**That the minutes of the Events Working Party meeting held on 18 January 2023 be approved and signed as a correct record.**

#### **E185 WORLD BOOK DAY UPDATE – MARCH 2023**

The CDO provided members with papers detailing the progress of the event and the proposed budget. She explained that in order to provide all the activities in the town, the Committee would have to agree an additional spend of £321. This would cover the PA system for the readathon and to hire the Wildlife Trust, whom would offer children's activities at the Recreation Ground.

Councillor Sinclair suggested that the Town Clerk contact all the members of the Finance Committee to ask whether the budget of £2,000 could be increased by £321.

Councillor Morris asked for minor amendments to be made to the progress and budget sheet. The Community Development Officer agreed that she would send an updated version to members via email.

The CDO advised members that she had visited the majority of shops in Ledbury to ask whether they would like to be a part of World Book Day, and hide golden tickets in their windows for families to find. The feedback was extremely positive, and all of the shops were enthusiastic about the event. It was noted that Tilley's, the local print shop, had been asked to design and print the golden tickets.

Posters to advertise Ledbury World Book Day were distributed to members for input. It was agreed that the poster advertising the Golden Ticket Hunt could be advertised with immediate effect, however the general poster of the event needed some more work as members felt it was too 'busy' and hard to read. Councillor Morris advised members that Red Earth Arts were missing from the description on the poster and asked for them to be added.

A "design your own poster" was being sent to all schools in Ledbury and District so that school children could create their own design which would be displayed as part of the event. It was agreed that WBD should also be used to promote John Masefield.

Councillor Sinclair suggested that both posters be distributed with the Ledbury Focus. The CDO agreed to contact Betty at Grapevines to confirm the deadline for March edition and how much it would cost to distribute the leaflets. The Clerk suggested contacting Tilley's, Imprint and Vista Print to get quotes for printing.

It was agreed that the Council staff would create signage inhouse to save on costs.

Space for market traders has been well received resulting in the CDO requesting a further 2 spaces in the High Street for more traders. The Hereford Diocese has also been approached to see if space can also be utilised along St Katherines Walk if required.

#### **RESOLVED:**

- 1 That Members of the Events Working Party receive and note the reports provided by the CDO.**
- 2 That the Town Clerk contact all Members of the Finance Committee for authorisation that the budget be increased by £321 in order to provide more activities at Ledbury World Book Day.**
- 3 That the Community Development contact Grapevine (Ledbury Focus) to obtain quotes to distribute the posters advertising World Book Day.**

- 4 That the Community Development Officer obtain 3 quotes to print 6,000 posters for the Ledbury Focus, noting that local companies are taken into consideration.

#### **E186 CORONATION EVENT**

As a Member of the Finance Committee and the Coronation Task and Finish Group, Councillor Sinclair asked whether he could talk Members through the proposed plan for the Coronation. This request was accepted by the Chair.

Councillor Sinclair referred Members to page 204 of the agenda pack, which provided Members with an outline of the proposed event, advising that due to staff availability, it was agreed that the Ledbury Coronation Celebration would be held on Monday, 8 May 2023.

The following was discussed and agreed.

#### **Location**

It was agreed that the street celebration be located in the High Street between Bye Street junction and Top Cross. The Town Clerk advised that the Deputy Clerk would apply for a road closure from 9:30 hours until 19:30 hours, noting that the event will take place from 12:00 hours until 17:00 hours.

#### **Ox or Hog Roast**

The Town Clerk advised Members that the Administrator had booked LDA Meats to provide a Hog Roast. Councillor Morris questioned whether the three butchers in Ledbury were approached. The Deputy Clerk advised that all 3 butchers in Ledbury had been approached but only one butcher was available during the coronation weekend.

Councillor Sinclair asked that other food vendors are contacted to ask whether they would like a pitch to trade at the event.

Members of the Working Party agreed not to have external bars present as trade stands, as a means to encourage those seeking an alcoholic drink to support one of Ledbury's local hostelrys.

#### **Sponsorship**

The Town Clerk advised that she would write to businesses to ask whether they would like to sponsor the event.

#### **Street Decorations**

The Deputy Clerk confirmed that she had spoken with the residents of the Alms Houses and that bunting could be hung on the railings. The Clerk also suggested decorating the Market House with bunting and decorations, similar



to the Platinum Jubilee event. The local retailers will also be encouraged to fly flags from their flag poles.

### **Town Crier**

It was agreed that the Town Crier would be contacted to ask availability for on Monday, 8 May 2023.

### **Volunteers**

Due to staff availability and the Council's resources, it was agreed that the minimum amount of volunteers needed for the event to take place would be 20 volunteers, in addition to staff and councillors. Councillor Sinclair suggested that an advert is published in the Ledbury Focus calling for volunteers to help with the event, otherwise it would not be feasible. The Town Clerk also advised that she would create a Facebook post encouraging volunteers to help.

### **Engagement with local traders**

It was agreed that the Community Development Officer would contact traders to confirm whether they would be in favour of a shop window competition including a 'crown trail' similar to what had been done for the late Queen's Platinum Jubilee in 2022.

### **Commemorative Mugs for the Schools**

The Deputy Clerk advised members that the administrator was in the process of obtaining quotes for mugs which would be provided to Ledbury Primary School. Councillor Sinclair advised that he knew of a company that could provide a sensible quote and that he would send the details to office staff.

The Deputy Clerk advised that she would contact Ledbury Primary School to clarify how many mugs the Council would need to purchase to ensure that all children, up to the age of 11, would receive a mug.

### **Coronation Programme**

Councillor Sinclair advised members that Brenda Hill, a Ledbury resident, had a copy of the late Queen's Coronation Souvenir Programme and that the Council could use this as inspiration. It was agreed that a Souvenir Programme should be produced for the event. The Town Clerk suggested contacting Tilley's Printing in Ledbury to see if they could help.

### **RECOMMENDATIONS:**

1. **That the report provided by the Deputy Clerk be received and noted.**
2. **That the following recommendations be sent to the Full Council Committee to agree:**

- I. That the Council hold an event on Monday, 8 May 2023 to celebrate the King's Coronation, noting that the event can only proceed with confirmation that 20 volunteers will be available to assist on the day, in addition to staff and councillors.
- II. That the Deputy Clerk apply for a road closure from 9:30 hours until 19:30 hours, noting that the event will take place from 12:00 hours until 17:00 hours.
- III. That Food Traders are invited to trade in the street during the Ledbury Coronation Celebration. No street traders selling alcohol will be permitted.
- IV. That the Town Clerk contact local companies to seek possible sponsorship and funding for the event.
- V. That the High Street, including the Market House is decorated appropriately for the Coronation.
- VI. That Officers confirm the availability of a Town Crier for Monday, 8 May 2023.
- VII. That the Community Development Officer engage with organisations and traders in the town to confirm participation in the Coronation event. In particular, to participate in a window display or golden crown trail, similar to the Platinum Jubilee.
- VIII. That Officers obtain three quotes to purchase commemorative mugs for all children that attend Ledbury Primary School.
- IX. That the Council produce a Coronation Souvenir Programme of the day, similar to the late Queen's Coronation.

11.00am Cllr Sinclair and Angie Price left the meeting.

#### **E187 LEDBURY CARNIVAL**

Members were provided with a report prepared by Emma Jackson ( CDO maternity cover).

#### **RESOLVED:**

**That the report be received and noted.**

## **E188 JOBS FAIR**

The CDO advised Members that she would be meeting the Deputy of John Masefield High School later that day to discuss whether the Council could work with their careers department to hold a Jobs Fair. Members agreed for the CDO to provide a report at the next Events Working Party.

### **RESOLVED:**

**That the CDO provide a report of the meeting with Mr Collard, Deputy at John Masefield High School at the next Events Working Party.**

## **E189 HERITAGE OPEN DAYS**

The CDO asked Members whether they would like to take part in Heritage Open Day over three days, or whether it should be scaled back due to a shortage of staff. Members agreed that, where possible, it would be good to promote the event over 3 days and that the Market House, Painted Room should be open.

The CDO also asked Members whether they would consider hiring Merchants House Musicians to play Tudor music under the Market House on the Saturday during the event. Members were in favour of this suggestion.

There was a discussion concerning the Charter Market and whether Officers could have a Medieval market during the Saturday of Heritage Open Day. The Community Development Officer advised that she would work with the Administrator to contact traders, and felt that this could be a great opportunity as market days are generally more popular when an event is taking place.

Councillor Morris asked whether the Community Development Officer could contact the organisations listed below to ask whether they would be willing to participate in the event :

Eastnor Castle  
Hellens Manor  
Bell Tower  
Heritage Centre  
Burgage Hall and Butchers Row Museum  
St Katherines Chapel  
Masters House  
Tilley's Printing  
Church

### **RECOMMENDATIONS**

- 1. That the Town Council open the Painted Room, New Street Cemetery Chapel and Market House for three days during the Heritage Open Day event, noting that dates are to be confirmed once the CDO has**



had clarification from other organisations listed above, on what days they are opening.

2. That the Council hold a medieval market on Saturday, 16 September 2023, if there is enough interest from traders.
3. That the Council hire Merchants Musicians on Saturday, 16 September 2023 to play Tudor style music under the Market House at the cost of £50 for the day.

11.19am Christine Tustin left the meeting.

#### **E190 CALENDAR OF EVENTS**

Members went through the Calendar of Events and updated accordingly noting that headings needed to be added at the top of each page. It was agreed that the Calendar would be uploaded to the Town Council's website and the CDO will ensure that this is updated on a monthly basis.

#### **RESOLVED:**

**That the Calendar of events be updated accordingly.**

#### **E191 DATE OF NEXT MEETING**

#### **RESOLVED:**

**To note that the date of the next meeting of the Events Working Party is scheduled for 8 March 2023 at 10.00 am, to be held at Ledbury Funeral Care, Hawcutt House, Bye Street, Ledbury**

The meeting closed at 11.25am

.....  
Signed

.....  
Date



## LEDBURY TOWN COUNCIL

### MINUTES OF A MEETING OF THE EVENTS WORKING PARTY MEETING HELD ON 8 MARCH 2023

---

**PRESENT:** Councillors Morris (Chairman) and Shields  
Non-Councillors: Griff Holiday, Lynette Loader,  
and Hannah Bengough – Sutton (Poetry House)

**ALSO PRESENT:** Olivia Trueman - Community Development Officer (CDO)  
Charlotte Barltrop - Administrator

#### **E192 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Catriona Cole, Christine Tustin and Councillor Howells.

#### **E193 DECLARATIONS OF INTEREST**

None received

#### **E194 TO ELECT NON-COUNCIL MEMBERS**

**RESOLVED:**

**That Hannah Bengough - Sutton of Ledbury Poetry Festival be voted in as a Member of the Events Working Party.**

#### **E195 TO APPROVE AND SIGN THE MINUTES OF THE EVENTS WORKING PARTY MEETING HELD ON 8 FEBRUARY 2023**

**RESOLVED:**

**That the minutes of the Events Working Party meeting held on 8 February 2023 be approved and signed as a correct record.**

#### **E196 WORLD BOOK DAY UPDATE – MARCH 2023**

The CDO advised Members that the event had run smoothly, all workshops had been well attended by members of the public and feedback which had been received from attendees, markets traders and local businesses had all been positive. It was also noted that over 80 businesses had taken part in the golden ticket trail and that the feedback was very positive.

Lynette Loader informed Members that the Face painting, held at the Coop Funeralcare offices, had been a huge success with more than 50 faces painted. However, there had been an incident with a member of the public being verbally abusive when told that the queue had closed due to time



constraints. It was suggested that a booking system be brought in for next year's event to avoid any disappointment and therefore conflict.

Busy Bees reported that they were well attended and that 50% of the children attending the play sessions were new to them. They felt that it had been highly successful.

Members discussed whether Ledbury World Book Day should become an annual event due to its success over the past two years. It was also suggested that planning for the event should commence immediately after the Poetry Festival in July, in order to create a larger event with the same level of success.

Councillor Shields asked that a special thanks to the Officers be minuted, for all the hard work put into organising Ledbury World Book Day.

**RECOMMENDATION:**

**That a recommendation be sent to the Environment and Leisure Committee to agree to Ledbury World Book Day becoming an annual event, run by the Council, noting that planning for next year's event starts in July 2023.**

**E197 CHRISTMAS LIGHTS SWITCH ON EVENT – 2023**

The Administrator updated the meeting on the current status of the plans for the Christmas Lights Switch On event 2023.

Members felt that the road closure should be in place from 11.00am, due to Santa's Grotto being open and the expected increase in footfall in the High Street during this period. Members also suggested that it may take longer than 1 hour to pack down the Market and event area so the road closure should end at 7.30pm.

The Administrator suggested that St Katherine's carpark be utilised as a Food Court and entertainment area for families, which could include a fairground ride for children. It was agreed that the space between the Almshouses and Masters House would be ideal space and would mean that there would still be parking available on the other side. It was noted that due to the lack of lighting in St Katherine's carpark, the Town Council would need to investigate the possibility of hiring a generator to provide lighting. Councillor Morris asked whether one of the local companies could become a sponsor and provide a free generator for the day.

The CDO advised members that she would be asking traders and businesses if they were interested in sponsoring the King's Coronation, and therefore could also include the Christmas Lights event. Members agreed that the businesses should be asked whether they would like to sponsor the Council's major events.

Members discussed the entertainer's options, details of which were provided within the report and decided that the favoured order for the entertainers from first choice to last was acrobats, Snow Queen and juggler/stilt walker.

**RECOMMENDATIONS:**

1. **That Officers apply for a road closure for Sunday, 26 November 2023, between the hours of 11.00am and 7.30pm.**
2. **That the Environment & Leisure Committee consider hiring the acrobats for the Christmas light switch on event at a cost of £1,260 including travel. Noting that the CDO will seek possible sponsorship from businesses.**
3. **That members ask the Environment & Leisure Committee to consider utilising a proportion of St Katherines Carpark for a 'Food Court' and that the Fun Fair is approached with a view to providing two children's rides to be placed in this area.**
3. **That Members consider the hire of a generator to allow supply of electricity to food traders, and lighting to the St Katherines Carpark, noting that there will be a service charge to traders.**

**E198 COMMUNITY DAY EVENT**

Griff Holiday informed the meeting that all plans that are currently in place for Community Day 2023 are going well.

Griff asked the members whether Ledbury Town Council would commit to a stand at the event.

**RECOMMENDATION:**

**That Members of the Environment and Leisure Committee agree to Ledbury Town Council having a stand at Ledbury Community Day 2023.**

**E199 CORONATION EVENT – MONDAY, 8 MAY 2023 – UPDATE**

Officers updated members on the current status of the plans for the Coronation Event which is due to take place on Monday, 8 May 2023, which included a community bunting project. The CDO advised members that she was liaising with community groups, members of the public and schools to create sustainable bunting to decorate the town.

The Administrator confirmed that she had booked a local butcher to provide a hog roast and that she is currently liaising with other food vans and traders. Councillor Morris asked that the Administrator confirm how many the Hog Roast would feed and report back to the next meeting. The CDO advised that



she would contact all eateries in Ledbury to ask whether they would like to open on Monday, 8 May, for the King's Coronation Celebration Event.

The Administrator reminded members that she was asked to gather three quotes for Coronation mugs which would be handed out to the children at Ledbury Primary School. Three quotes were discussed and it was agreed that members would go for quote number 3, which came to the total of £1,700 for 400 mugs. The reasons for this decision were due to the competitive price and that the company was local to Ledbury.

**RESOLVED:**

- 1. That the CDO contact all eateries in Ledbury to ask whether they would like to open on Monday, 8 May, for the King's Coronation Celebration Event.**

**RECOMMENDATION:**

- 1. That Members agree to purchase 400 mugs for the King's Coronation, which will be given to children at Ledbury Primary School at the cost of £1,700 including delivery.**

**E200 CAREERS FAIR**

The CDO provided Members with a report regarding her meeting with the Deputy Head Teacher at John Masefield High School. She advised members that the school usually hold a careers fair and that the school would welcome any help from the Council to continue this event.

Members agreed that careers events are more suited to students at schools as most jobs are now advertised online or through agencies. Based on last year's attendance at the career fair, members agreed to help facilitate John Masefield's student careers advice fair.

**RECOMMENDATION:**

**That Ledbury Town Council help facilitate John Masefield High School Careers event, noting that a date has not been confirmed.**

**E201 GREAT BIG GREEN WEEK**

Councillor Shields suggested that the Council arrange a community litter pick during the Great Big Green Week, and that community groups come together to promote sustainability either under the Market House or in a venue, something similar to COP 26 which the council helped facilitate in 2022.

The CDO suggested utilising the area under the Market House to display boards and hold activities.



**RECOMMENDATION:**

- 1. That Members of the Environment and Leisure Committee agree to the Council arranging a community litter picking event during the Great Big Green week (10 – 18 June).**
- 2. That Members of the Environment and Leisure Committee agree to the Community Development Officer working with community groups and businesses to encourage them to promote sustainability, similar to COP 26 event in the Poetry House.**

**E202 HERITAGE OPEN DAYS**

The CDO updated Members on the current status of the plans for Heritage Open Days in 2023, advising that the plans are moving forward, and the event will feature a Medieval Market.

**RESOLVED:**

**That the members received and noted the CDO's report.**

**E203 CALENDAR OF EVENTS**

Members considered whether the format of the calendar of events should be altered. The chair enquired as to whether the date at which each event plan should begin should be noted within the Calendar.

It was felt that this may confuse the calendar somewhat but that a project planning calendar should be produced in which timelines for events are recorded to ensure that the EWP is working to produce quality projects.

**RESOLVED:**

**The members agreed that a second calendar should be produced which reflects project planning start dates.**

**E204 DATE OF NEXT MEETING**

**RESOLVED:**

The date of the next Events Working Party meeting to be held on Wednesday, 5 April 2023, at 10.00am, at Ledbury Town Council Offices, Church Lane, Ledbury.

The meeting closed at 12:10pm

.....  
Signed

.....  
Date



**LEDBURY TOWN COUNCIL**

**MINUTES OF A MEETING OF THE CLIMATE CHANGE WORKING PARTY  
MEETING HELD ON WEDNESDAY, 22 FEBRUARY 2023**

---

**PRESENT:** Councillor Nina Shields (Chair)  
Non-Councillors – Paul and Beverley Kinnaird

**ALSO PRESENT:** Julia Lawrence – Deputy Clerk

**1. APOLOGIES FOR ABSENCE**

Apologies were received from Al Braithwaite, Councillors Chowns and Whattler.

**2. DECLARATIONS OF INTEREST**

None received.

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

Paul and Beverley Kinnaird were elected as non-council members to the Climate Change Working Party.

**4. TO APPROVE AND SIGN THE MINUTES OF THE CLIMATE CHANGE WORKING PARTY MEETING HELD ON 7 DECEMBER 2022**

**RESOLVED:**

**That the minutes of the Climate Change Working Party meeting held on 7 December 2022 be approved and signed as a correct record.**

**5. UPDATE ON ACTION POINTS**

**5.1 Feedback from the Environment and Leisure Committee**

Councillor Shields gave an overview of the plan of action for the Working Party, noting that the Environment & Leisure Committee had approved for the Great Big Green Week event to proceed in June 2023, as well as highlighting the Council's Declaration in terms of sustainability.

Consideration was given as to whether Councillor Ellie Chowns could assist, but it was agreed that with the Pre-election period starting in March, it would be difficult. However, members felt that it would be useful if she could get involved with the Great Big Green Week event in June.



## 5.2 Update on Warm Spaces

It was noted that the take-up had not been huge. Whether this was due to people who were struggling not being able to find out about the Warm Spaces or perhaps the message not having reached people in need, coupled with times of opening and locations, not being suitable. It was agreed that Councillor Shields would seek feedback from Talk Community as the scheme is due to come to a close at the end of March 2023.

### RESOLVED:

**That Councillor Nina Shields contact Talk Community to seek feedback on the Warm Spaces initiative.**

## 6. GREAT BIG GREEN WEEK (“GBGW”)

A note of thanks was recorded for the work that Al Braithwaite had done to date on the Project Plan for the event.

6.1 Update on actions detailed in Minute 6.4 iii) of the Minutes of 7 December 2022:

### Schools & Quiz ideas

Councillor Shields reported that she has a meeting with the Cluster of School Head Teachers and Governors on 9 March 2023 at which time she will put forward the question for children to research: “How far does their food travel and how much water it uses”.

It was proposed that school children should be encouraged to create a poster, A4 size, as part of a competition to promote climate change. Children would be asked to include their Christian name and school year so that GDPR is not breached. The posters would then be displayed in the Town Council windows and subsequently be on display during the GBGW event.

### Supermarkets – packaging/local vs distance travel for goods

Al Braithwaite to update.

### Surfers against Sewage

Al Braithwaite to update.

### Review of Herefordshire Green Network

Julia Lawrence to contact Councillor Chowns for an update.

### Garden Organic

Councillor Shields had contacted Garden Organic who do not do anything specific for the GBGW. She anticipated that we would be able to use some of their general publicity.

### Virgin Atlantic – presentation/carbon offsetting

A paper had been attached to the agenda with useful website links. Whilst it was very interesting to note, Members were not sure how it could be used at the GBGW event and that it may be more beneficial to promote electric bicycles. A note of thanks was recorded for the Clerk in obtaining the information.

### Traders Association

It was proposed that the shops be asked to reflect an environmental theme in their windows during the GBGW.

### Herefordshire Council – electric charging points

Angie Price has received some information, but the Working Party wondered whether there were any further updates. Paul Kinnaird noted that Herefordshire Council had changed their main operator which was causing problems especially if members of the public had an existing membership with another operator. Julia Lawrence is to ask Angie Price if she is aware of any further information and if there are plans to make electric charging easier as opposed to subscribing.

Paul Kinnaird is to speak to Ben Boswell at Herefordshire Council concerning charging points in general as there are insufficient charging points and is not a system that everyone wants to use. It was considered that the charging points should be made available on apart to purchasing petrol.

### Car Club

Julia Lawrence to ask Councillor Chowns for an update.

### NMITE

Councillor Shields confirmed that she had made contact with a Marketing and Publicity Officer at NMITE.

Councillor Shields confirmed that she had made contact with the Chairman for the Community Day event who was happy to have a green theme at the event.

It was confirmed that nothing had been progressed just yet other than the Town Council would be focussing on this event once the World Book

Day event (4 March 2023) had been completed. Paul Kinnaird was asked to find out, via Herefordshire Green Network, whether Ledbury is the only Town in Herefordshire participating in the GBGW event and report back. However, it is hoped that the Town Council will be able to build and improve upon this event over time.

**RESOLVED:**

- a) **That a record of thanks be noted for AI Braithwaite for her excellent work to date relating to the Project Plan.**
- b) **That members of the Working Party follow up on action points as noted above.**
- c) **That Paul Kinnaird contact Ben Boswell regarding the electric charging points in and around Ledbury town.**
- d) **That thanks be given to the Clerk for obtaining useful information relating to Virgin Atlantic.**
- e) **That the GBGW event be progressed in more detail by the Community Development Officer once the World Book Day event had taken place on 4 March 2023.**

**7. Measuring Ledbury's Carbon Footprint**

Paul Kinnaird gave an overview of the process and explained that it would be very easy to start with measuring LTC's carbon footprint. There are four categories to consider, namely: primary energy, transport, food and lifestyle. He explained that primary energy and transport were the easiest to measure and pointed out that lifestyle is the hardest. He gave clothing as an example of the difficulties.

Discussion took place as to how information could be shared with residents. Paul Kinnaird suggested that one of the easiest ways would be to illustrate two houses/households: House A before any improvements and House B after improvements.

The meeting felt that the starting point should be for LTC to measure its carbon footprint. Thereafter consideration should be given to advising residents about measuring the carbon footprint of their households. This could take the form of an information pack and/or building up an email register of interested residents with whom LTC could share information (subject to GDPR regulations).

It was agreed that this project should be separate from the GBGW.



**RECOMMENDATION**

**That the Environment and Leisure Committee ask the Clerk to arrange to measure LTC's carbon footprint, taking advice from Paul Kinnaird as appropriate.**

**8. Litter Picking**

A poster had gone out on Facebook inviting groups who litter pick to contact LTC with a view to LTC drawing up a schedule. Hopefully this would provide litter picks each week. The Working Party noted the list of groups and individuals who had already expressed an interest. It was proposed that this approach could be launched during the GBGW.

**RESOLVED:**

**That the schedule of litter picking groups be launched during the GBGW.**

**9. Date of Next Meeting**

**RESOLVED:**

That the date of the next meeting of the Climate Change Working Party is scheduled for Wednesday, 5 April 2023, in the Council offices starting at 6.00pm.

The meeting closed at 7.07pm

Signed .....  
(Chair)

Date .....



LEDBURY TOWN COUNCIL

MINUTES OF JOHN MASEFIELD MEMORIAL WORKING PARTY  
HELD ON FRIDAY, 13 JANUARY 2023

---

**PRESENT:** Councillors Morris, Beddoes-Davis  
Non-Council - Caroline Magnus, Chris Noel, Dr Philip Errington,  
Charles Masefield - John Masefield Society  
Christine Tustin – Ledbury & District Civic Society; Ledbury  
Places  
Chloe Garner – Ledbury Poetry [Festival]  
Andy Collard – John Masefield High School

**ALSO PRESENT:** Angela Price –Town Clerk  
Olivia Trueman – Community Development Officer  
Emma Jackson – Community Development Officer (*Maternity  
Cover*)

**JM33 APOLOGIES FOR ABSENCE:**

Apologies for absence were received from Councillor Hughes and Sims,  
and Tim Keyes

**JM34 DECLARATIONS OF INTEREST**

No declarations of interest were received.

**JM36 ELECTION OF NON-COUNCIL MEMBERS TO THE WORKING  
PARTY**

**RESOLVED:**

Charles Masefield was elected as a member of the John Masefield  
Working Party.

**JM37 TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE  
JOHN MASEFIELD WORKING PARTY HELD ON 25 NOVEMBER  
2022.**

**RESOLVED:**

That the minutes of the meeting of The John Masefield Working  
Party held on 25 November 2022 be approved and signed as a  
correct record.



**ACTION SHEET**

The Chair guided the Working Party the Action Sheet, inviting comment and feedback from all members of the group.

JM19 (05): The Clerk advised that a meeting had been arranged with 2Faced Dance Company to progress opportunities for potential collaboration, to take place on 24 January. Andy Collard, as Deputy Head of John Masefield High School, informed members that if 2Faced Dance Company were not available to help, then he would welcome the Working Party exploring the potential of a John Masefield related performance involving students from the school.

JM19 (10): The Clerk advised that quotes from specialist organisations and/or individuals who would be able to help facilitate workshops, was on-going and that the recruitment of a Project Manager was being progressed, noting that this would be an integral part of engaging individuals to help with the workshops.

JM19 (12): The Clerk confirmed that there was a separate budget line for the John Masefield Project in the Draft 2023/2024 budget for consideration by Council.

JM24: The revised Terms of Reference had been included on the Agenda of the Environment & Leisure Committee meeting, scheduled for 19 January 2023, for approval.

JM29: Caroline Magnus advised that she had been discussing a memorial however as the project was still in the early stages she did not wish to share the idea at this time. However, she did state that a statue may be possible in the future and that funding may be available.

Chloe Garner suggested the Working Party may wish to consider something similar to the Queenswood Trail. This is a set of simple wooden structures that when you wind the handle, provide information about the wood. She suggested that projects like these could be easily updated with different recordings and suggested that the posts could be sited around Ledbury.

Chloe also mentioned the example of the Gaudi benches. It was also suggested that children could be encouraged to write a short piece on what a particular John Masefield poem means to them, or how they interpret it which could then be recorded and shared on a trail similar to that of the Queenswood Trail. Andy Collard welcomed this idea, and thought students and staff, including a new Head of Art might want to be involved.

Dr Errington highlighted that longevity might be considered as a factor in determining a final memorial. Councillor Beddoes-Davis welcomed all forms of suggestions and ideas as they could be used as examples when we move to the wider consultation stage. She suggested that research is done on each of the suggestions and brought back to future meeting of the Working Party. Councillor Morris was keen for there to be steppingstones towards a lasting memorial e.g., listening posts to introduce the project, with a memorial potentially in the form of a statue.

JM29: Councillor Morris raised the matter of a leaflet to raise awareness of the project and its anticipated outcome. He asked for this to be done as soon as possible so that the Public are made aware of the project as early as possible. The Clerk advised that she had sent the Press Release to local newspapers and it would also be shared on the Council's website and social media platforms.

Councillor Beddoes-Davis agreed that a brief introductory leaflet to outline the project would be helpful, with more detail to follow as the project evolved.

Charles Masefield asked if he could be provided with a copy of the Notice of Intent, which the Clerk advised that she would share this with all those present. Members also discussed the delivery date of a final memorial; the originally delivery date proposed was summer 2026, however it was suggested that the Working Party may wish to consider a completion date of summer 2028, due to this being the 150<sup>th</sup> anniversary of John Masefield's birth, and that any future publicity would need to take this into consideration.

JM30: Ledbury & District Civic Society propose to start the Autumn 2023 Series with a John Masefield lecture in September. This will form part of its 50<sup>th</sup> Anniversary Celebrations. Caroline Magnus is willing to do this, as is Dr Errington, subject to availability. It is anticipated that this would be a general introduction to John Masefield, which could lead into the project, including how John Masefield is linked to Ledbury. Andy Collard offered the use of John Masefield School theatre for these. It was suggested that this could be a showcase on multiple levels, for the talk or a launch event and Andy advised that the school had held events previously whereby students had contributed by providing catering. Andy agreed to confirm capacity of the Auditorium.

Members felt that this offer, with the numbers of staff, students, and parents, offers an opportunity of wider promotion and engagement. Andy was keen to stress this could be a community event, benefitting all aspects of the community as well as those from further afield who might be interested. Councillor Morris thanked him for this generous offer and agreed that it would be useful to have a date as soon as possible for such an event.



JM30 (1): The Clerk advised that the revised Notice of Intent would be posted to the Town Council website during the week of 16 January, and that the Press Release had been sent to local Press prior to the meeting. In addition, copy had been supplied to two local publications, namely the Focus magazine, and All About The Hills which would be distributed to 6000 residents in Ledbury and District at the end of January.

JM 30 (2): The Clerk advised that the role had been posted on two out of four of the chosen online recruitment websites, as well as the Town Council website, advising that the remaining two would be action the week commencing 16 January 2022.

It was agreed that the Clerk would forward the links to Working Party Members once all of them had been uploaded. Councillor Beddoes-Davis noted that the pay scale needs to be revised. Councillor Morris noted that there are no contingency plans if a suitable candidate is not found. Councillor Beddoes-Davis offered some suggestions which could be explored further if necessary. Councillor Morris also advised that he had met with Tim Keyes who had ideas on alternative approaches, by engaging volunteers assigned to different tasks.

Andy Collard left the meeting.

JM 30 (3): It was agreed that meetings would be held at six weekly intervals to enable officers to be able to undertake the various tasks between meetings and the date of the next two meetings were scheduled for 24 February and 31 March 2023.

The interviewing process was briefly touched on and the Clerk advised that the Working Party need to agree who will sit on the interview panel.

Councillor Morris asked that the Project Timeline colours be revised as he felt the colours used were hard to differentiate.

Members were advised that the CDO had identified potential fundraising streams and that this would be progressed following the appointment of the Project Manager.

The CDO provided an update on three ideas for the Creative Challenge, following a meeting with 64 Million Artists. These appeared to be well received and it was agreed that officers would work to ensure their launch on social media. Members asked that both generic and specific links to our social media were shared. It was suggested that it may be worth considering creating a dedicated page for the John Masefield Memorial Project on the Council's website.

The Clerk updated on Ledbury World Book Day (4 March 2023) and advised that staff were exploring ways to include the John Masefield



Memorial Project in the events taking place on the day. An update will be given at the next meeting.

The Full Launch is still scheduled for 1 June 2023 which marks the birthday of John Masefield. Further details will be submitted to a future meeting of the Working Party.

The date for final project completion was again raised for discussion by Councillor Morris. Dr Errington proposed that the deadline for completion be extended to Summer 2028, as it marked the 150<sup>th</sup> Anniversary of the birth of John Masefield. It was agreed that this will be taken forward as a recommendation to the Environment and Leisure Committee, and subject to their approval to Ledbury Full Council.

JM31: The Full Launch will be discussed further at the next meeting.

JM 31 (1) : Officers advised that activities such as the John Masefield Working Party meeting and engaging with more stakeholders, the Creative Challenge, World Book Day and articles in the local press all constituted a soft launch, as it provided a raising of awareness that the Project was underway, and in its formative stages. Councillor Morris asked that the action sheet be updated with this information.

Chloe Garner left the meeting.

**RESOLVED:**

1. **The officers explore the offers from John Masefield High School in a follow-up meeting with Andy Collard.**
2. **That officers create a leaflet to raise awareness of the project as a matter of priority.**
3. **That the Clerk provide a copy of the Notice of Intent to all Members.**
4. **That consideration be given to extending the completion date of the project to summer 2028, to coincide with the 150<sup>th</sup> anniversary of John Masefield's birthday.**
5. **That Ledbury & District Society, Andy Collard and the John Masefield Society liaise in respect of the proposed series of lectures.**
6. **That the option of using the School facilities for the hard launch of the Project in June 2023 be considered.**

7. That the Clerk provide the link to all four adverts for the Project Manager post to all Members once they were all completed.
8. That Working Party meetings be held six-weekly, with the option to call additional meetings should the need arise.
9. That the CDO review the colour used on the Project Timeline with a view to making it easier to identify the different groups.
10. That Officers proceed with the Creative Challenge.
11. The full launch be discussed at a future meeting of the Working Party.

**JM39**

#### **CHARITABLE STATUS**

Members had been provided with report outlining the process of setting up a Charity, in which the Clerk had suggested alternative options to that of the Council setting up a Charity. Councillor Morris asked whether the John Masefield Society would consider acting as the charity for this project? Caroline Magnus advised that this had been raised with the Society and advised that in principle this could be possible, but only subject to outside help, especially as they already have charitable status. This offer was welcomed by the Working Party, and representatives from the Society advised that they would report back to the next meeting, including consideration on how best to manage it within the Society.

Chris Noel asked whether the Council would consider becoming a member of the Society, and thereby also have Committee membership. This suggestion was welcomed, and it was agreed that they would submit this suggestion to Council for consideration as an Outside Bodies Representation.

**JM40**

#### **PROGRESS REPORT**

Due to time constraints this report was not considered, however it was felt that many of the points within the report had been covered when reviewing the action sheet.

The offer from Nicholas Pope, the local sculptor, was briefly discussed. Caroline Magnus advised that if the project does decide to progress along the sculpture route then a formal open commission process will take place and that Mr Pope should be invited to submit a proposal at that time.

Councillor Beddoes-Davis advised that there are a number of notable local artists who may be interested but that it would be helpful to engage with Nicholas Pope and acknowledge his interest.

**RESOLVED:**

That the Clerk write to Mr Pope to thank him for his input, advising him that the project is in the early stages and that the Working Party will be in contact with him again in the future.

**JM41**

**DATE OF NEXT MEETING**

**RESOLVED:**

**That the next two meeting dates will be scheduled for Friday, 24 February and Friday, 31 March 2023. Both meetings will start at 2.00 pm and will be hybrid meetings.**

The meeting ended at 3.45 pm.

Signed ..... Date .....





**LEDBURY TOWN COUNCIL**

**MINUTES OF JOHN MASEFIELD MEMORIAL WORKING PARTY  
HELD ON FRIDAY, 17 FEBRUARY 2023**

---

**PRESENT:** Councillors Morris  
Non-Council - Caroline Magnus, Chris Noel, Charles Masefield -  
John Masefield Society, Lesley Ingram,  
Christine Tustin – Ledbury & District Civic Society; Ledbury  
Places

**ALSO PRESENT:** Angela Price –Town Clerk  
Olivia Trueman – Community Development Officer  
Emma Jackson – Community Development Officer (*Maternity  
Cover*)

**JM42 APOLOGIES FOR ABSENCE:**

Apologies for absence were received from Councillor Chowns, Hughes, Beddoes-Davis. Chloe Garner, Dr Phillip Errington, Andy Collard and Riah Pryor.

**JM43 DECLARATIONS OF INTEREST**

No declarations of interest were received.

**JM44 ELECTION OF NON-COUNCIL MEMBERS TO THE WORKING PARTY**

**RESOLVED:**

**Lesley Ingram was elected as a member of the John Masefield Working Party.**

**JM45 TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE JOHN MASEFIELD WORKING PARTY HELD ON 13 JANUARY 2023**

It was noted that the spelling of Tim Keyes was incorrect throughout the agenda.

Councillor Morris asked that the below alterations and additions, **in red**, be made to the below minutes:

#### **MINUTE NUMBER JM38:**

(JM29 of the Action Sheet)

- I. Caroline Magnus advised that she has been discussing a memorial however as the project was still in the early stages, she did **not** wish to share the idea at this time.
- II. This is a set of simple wooden structures **that provide audio information about the Queenswood Trail when the handle is wound.**  
However, it was suggested that the Working Party may wish to consider a completion date of summer 2028 **to recognise the 125<sup>th</sup> anniversary of John Masefield,** and that any future publicity would need to take this into consideration.

(JM30 of the Action Sheet)

- III. This will form part of **his 50<sup>th</sup>** anniversary celebrations.

#### **MINUTE NUMBER JM39:**

- IV. Caroline Magnus advised that this had been raised with the society and advised that in principle this could be possible, **but only with outside help.**

Councillor Morris provided Holly with a brief overview of the John Masefield Project, including the proposal of raising 100k to create a memorial of the late John Masefield. He went onto explain that the monies would need to be deposited into an account which will be managed by the John Masefield Society, however it was made clear that they would like help with governance.

Holly agreed to work with the John Masefield Society and explained that her role would include managing governance and keeping a cost ledger. It was also agreed that the Town Council would become an institutional member of the John Masefield Society and that Holly would be elected as a representative along with another councillor from Ledbury Council.

#### **RESOLVED:**

**That the minutes of the meeting of The John Masefield Working Party held on 13 January 2023 be approved and signed with the above alterations and additions.**



**JM46 ACTION SHEET**

The Chair guided the Working Party through the Action Sheet, inviting comment and feedback from all members of the group.

Members discussed possible dates for the big launch and agreed on Thursday 1<sup>st</sup> June to recognise the 150th birthday of John Masefield. It was agreed that the project manager would contact the Deputy Head at John Masefield High School to discuss how the students and school could be involved with the launch.

Emma Jackson advised members that the schools would be on half term during 29<sup>th</sup> May - 2<sup>nd</sup> June which could work in the council's favour. The Clerk advised members that she would ask the Project Manger to liaise with John Masefield as soon as possible.

**RESOLVED:**

**That the Action Sheet be received and noted.**

**JM47 PROJECT TIMELINE**

Members were provided with an updated project timeline, however due to the size there were difficulties reading the document. The Town Clerk advised members that she would speak with the new Project Manager and ask that the timeline be enlarged to make it easier to read when printed.

**RESOLVED:**

**That the Project Timeline be received and noted, noting that the Project Manager will enlarge the document for the next meeting.**

**JM48 UPDATE ON RECRUITMENT OF PROJECT MANAGER**

Councillor Morris advised members that the council received 6 strong applications for the role of Project Manager. However, it was agreed that the position would be offered to Riah Pryor based on her experience and aptitude for the job.

The Clerk advised members that Riah was currently out of the country and therefore gave her apologies for the meeting. It was agreed that upon her return, she would meet with Councillor Morris to have a tour of the town and go through the next stages of the memorial project.

**RESOLVED:**

That the update on the recruitment of the Project Manager be received and noted.

**JM49 TO GIVE CONSIDERATION TO PROJECT LAUNCH JUNE 2023**

The Clerk provided members with correspondence that she had received from the Two Faced Dance Company following the meeting with Councillor Morris and the CDO. The document provided a proposal of how the company could help launch the John Masefield Memorial Project and the costs and work that would be involved.

**RESOLVED:**

**That the Project Manger contact the Deputy Head, Andy Collard, to confirm whether the John Masefield Memorial Launch could be held in the school on Thursday, 1<sup>st</sup> June, and confirm the schools involvement.**

**JM50 DATE OF NEXT MEETING**

**RESOLVED:**

**That the next meeting of the John Masefield Memorial Working Party be held on Friday, 31<sup>st</sup> March at 2.00 pm.**

The meeting ended at 3.00 pm.

Signed ..... Date .....