



LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES, CHURCH STREET, LEDBURY

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11 November 2022

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, 17 November 2022 at 7.00pm at the Burgage Hall, 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

1 To receive apologies for absence

2 Declarations of Interest

To receive declarations of interest and written requests for dispensations
(Members are invited to declare disclosable pecuniary interests and other interests in items on the agenda as required by Ledbury Town Council's Code of Conduct for Members and by the Localism Act 2011)
(Note: Members seeking advice on this item are asked to contact the Monitoring Office at least 72 hours prior to the meeting)

3 The Nolan Principles

(Pages 1538 - 1539)

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 to request the meeting link

5 To receive and note the minutes of a meeting of the Extraordinary Environment & Leisure Committee held on Tuesday, 27 September 2022
(Pages 1540 - 1549)

6 To review Action Sheets
(Pages 1550 - 1551)

7 Cemetery

That in accordance with Standing Order 23(a), authority be given for the Deeds of Exclusive Right of Burial 721, 725, 727, 728,729, 731, 732 and 733 to be signed, granting the exclusive right of burial to those named on the interment form

8 Anti-Social Behaviour at the Recreation Ground
(Pages 1552 - 1555)

9 Dog Hill Wood – Tree Survey
(Pages 1556 - 1571)

10 Skatepark Resurfacing Works
(Pages 1572 - 1577)

11 Skatepark Artwork
(Pages 1578 - 1586)

12 Working Parties

12.1 To receive and note the minutes of the meeting of the Events Working Party held on Thursday, 29 September and Thursday, 13 October 2022 and consider any recommendations therein.
(Pages 1587 - 1598)

12.2 Recommendations put forward at the Events Working Party held on Thursday, 10 November 2022.
(Pages 1599 - 1600)

12.3 To receive and note the minutes of the meeting of the Climate Change Working Party held on Wednesday, 12 October 2022 and consider any recommendations therein.
(Pages 1601 - 1604)

13 Date of Next Meeting

Date of the next meeting of the Environment and Leisure Committee to be held on Thursday, 19 January 2023.

14 Exclusion of Press and Public

In accordance with Section 1(2) of the Public Bodies Admission to Meetings Act 1960, in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public are excluded from the remainder of the meeting.

15 October Funfair
(Pages 1605 - 1609)

16 Specification for Maintenance Operative
(To Follow)

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	17 NOVEMBER 2022	AGENDA ITEM NO. 3
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THE SEVEN PRINCIPLES OF PUBLIC LIFE

(NOLAN PRINCIPLES)

1. Selflessness

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

2. Integrity

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

3. Objectivity

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

4. Accountability

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

5. Openness

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

6. Honesty

Holders of public office should be truthful.

7. Leadership

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

LEDBURY TOWN COUNCIL

MINUTES OF AN ENVIRONMENT AND LEISURE COMMITTEE MEETING HELD ON 26 SEPTEMBER 2022

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

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

E289 APOLOGIES FOR ABSENCE

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

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

E290 DECLARATIONS OF INTEREST

RESOLVED:

No declarations of interest were received.

E291 THE NOLAN PRINCIPLES

RESOLVED:

That the Nolan Principles be received and noted.

E292 TERMS OF REFERENCE

RESOLVED:

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

E293 PUBLIC PARTICIPATION

No members of the public were present.

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

RESOLVED:

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

E295 TO REVIEW ACTION SHEETS

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

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

RESOLVED:

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

E296 CEMETERY

RESOLVED:

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

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

E297 CLIMATE CHANGE WORKING PARTY

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

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

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

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

Plan of Action:

1. Developing a resilience for extreme weather conditions

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

2. Raise public awareness and building public engagement

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

3. Build youth engagement

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

4. Build a resource base of information and contacts

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

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

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

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

This point was received and noted.

RESOLVED:

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

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

E298 CONTRACT FOR EXTERNAL GROUNDSMAN

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

RECOMMENDED:

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

E299 DOG HILL WOOD

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

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

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

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

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

RECOMMENDATION:

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

E300 CEMETERY UPDATE

Clearance of Ivy on wall joining the Football Club

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

RESOLVED:

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

Cemetery Chapel – Carpet

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

RESOLVED:

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

Wooden floors beneath Pews

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

RESOLVED:

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

Wooden Pews and Lecterns

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

RESOLVED:

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

Interior Deep Clean

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

RESOLVED:

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

E301 OCTOBER FAIR

First Aid Providers

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

RESOLVED:

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

Traffic management

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

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

RESOLVED:

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

E302 RECREATION GROUND

Cantilever Tyre Swing

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

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

RESOLVED:

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

E303 MARKET HOUSE/COUNCIL OFFICES – REPAIRS/TIMBER

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

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

RESOLVED:

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

E304 MEMORIAL GARDEN FOR MAYORS/COUNCILLORS

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

RESOLVED:

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

E305 PROPOSED TREE PLANTING

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

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

RESOLVED:

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

E306 CONSIDERATION OF ITEMS OF 2023/24 BUDGET

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

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

RESOLVED:

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

E307 CHRISTMAS LIGHTS

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

RESOLVED:

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

E308 WORKING PARTIES

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

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

RESOLVED:

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

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

RESOLVED:

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

E309 DATE OF NEXT MEETING

RESOLVED:

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

The meeting ended at 9.00pm.

Signed Dated
(Chair)

ENVIRONMENT AND LEISURE COMMITTEE
ACTION SHEET - 27 SEPTEMBER 2022

ITEM NO. 6

Minute No	Action	To be actioned by	Date to be actioned by	Comments	Status
E292	Once works have been completed on the War Memorial this item will be added on to the Terms of Reference	DTC	Spring 2023	To be included once works at the War Memorial have been completed.	In progress
E295	Deputy Clerk to seek clarification regarding free car parking from Herefordshire Council for Saturday, 3 December 2022.	DTC	29.09.2022	TC confirmed with HC that free car parking will be on Saturday, 4 December 2022.	Completed
E297(3)	Climate Change Working Party - That a recommendation for budget provision be subject to approval by the FP & GP committee for the remainder of 2022/23 and 2023/24 budgets	TC			Completed
E298	Deputy Clerk to inform the external groundsman of extended contract for a further 2 years.	DTC			Completed
E299(1)	Deputy Clerk to appoint Company B to carry out a tree safety survey in Dog Hill Wood	DTC		David Gardner Trees were appointed. Tree Survey completed and copy of report submitted to E & L Committee (17.11.2022)	Completed
E299(2)	That E&L proposed a viement of £1000 be taken from "Closed Churchyard - Tree works/property maintenance" to "Amenity Areas - Dog Hill Wood Maintenance Coppicing" to provide sufficient funding for up to three days training in respect of coppicing, to be provided by Guy Tustin at a cost of £400 per day.	TC/AC	29.09.2022	Request approved at FP&GP Committee - Accts clerk to be advised	Completed
E300.1	Deputy Clerk to appoint Company B to carry out the clearance of ivy on the wall joining the Football Club	DTC		Chris Arnold Tree Surgery were appointed to carry out this works, which is scheduled to take place on 22 November 2022.	In progress
E300.2	Cemetery Chapel - Carpet. Deputy Clerk to appoint Company C2 to dispose of existing carpet, supply and fit new carpet to the Cemetery Chapel	DTC	Mid Dec 2022	Company C2 (Carpetright) has been appointed. The company has requested payment up front so am awaiting for approval from the Chair/Vice Chair of Finance Committee to approve. Once payment is received, this automatically generates an invoice.	In progress
E300.3	Wooden Floors beneath Pews - Deputy Clerk to appoint Company F1 to undertake works to strip and re-stain the wooden floors beneath the pews and lecterns.	DTC	End Nov 2022	Company F1 (Maivern Floor Care) appointed. Works to start on 28 or 29 November 2022 (dependent on completing other job).	In progress
E300.4	Wooden Pews and Lecterns - Postpone the works of the wooden lecterns and pews in the Cemetery until the next financial year due to limited budget.	TC	Apr-23	Budget provision to be considered in 2023/24	In progress
E300.5	Postpone the interior deep clean of the Cemetery until the next financial year due to limited budget	TC	Apr-23	Budget provision to be considered in 2023/24	In progress
E301	That Members endorse the actions taken by the Clerk & Chair in respect of appointing Company 1 as the first aid provider for the October Fair at a cost of £874 plus VAT	TC	15.09.2022	TC advised P2P accordingly	Completed
	That Members endorse the actions taken by the Clerk & Chair in respect of appointing Company 2 in respect of traffic management for the October Fair at a cost of £3,580 plus VAT	TC	15.09.2022	TC advised company 2 accordingly	Completed
E302	Deputy Clerk to appoint Company 9 to repair the cantilever tyre swing at the Recreation Ground subject to receiving a guarantee for the works and fitting a secondary safety device	DTC	Ongoing	Whilst Company 9 has been approached, there still remains the issue regarding the Secondary Safety Device. In this regard, the DTC is in contact with another company to see if they can provide another complete unit which covers this safety aspect.	In progress
E303	Deputy Clerk to investigate the possibility of having a demonstration of a portable stairlift in the Market House	DTC	Ongoing	03.11.22 - DTC has met with Fire Brigade to establish what portable chairs they use. Now seeking further guidance from stairlift companies bearing in mind that none of the equipment can be attached to the staircase.	In progress
E304	Memorial plaque to be displayed in the Cemetery in remembrance of past and present Mayors and Councillors once the Chapel has had an interior deep clean	DTC	Apr-23		In progress

LEDBURY TOWN COUNCIL

ENVIRONMENT & LEISURE COMMITTEE	17 NOVEMBER 2022	AGENDA ITEM: 8
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Report prepared by Julia Lawrence, Deputy Town Clerk

ANTI-SOCIAL BEHAVIOUR AT THE RECREATION GROUND

Purpose of Report

The purpose of this report is to bring to the attention of Members of the Environment and Leisure Committee the ongoing problems at the Recreation Ground relating to anti-social behaviour and to consider what measures can be taken to improve the situation.

Detailed Information

Members of the Environment and Leisure Committee are fully aware of the ongoing issues that Ledbury Town Council is faced with on a regular occurrence.

Ledbury Town Councillors are aware that the skatepark has recently been revamped, the Shelter has had new paint, including anti-graffiti coating applied to both the front and back of the Shelter and new football nets have recently been installed. Members will also recall that the multi-coloured bench that was only installed last Summer was recently burnt to the ground and prior to that, one of the wooden memorial benches had been vandalised and had to be removed for safety reasons.

A great deal of time, resource and financial input has been invested in the Recreation Ground and whilst it is extremely disappointing to officers and councillors when reports come in that an item of equipment has been vandalised or burnt, this too is also being felt by some local residents and it has become apparent that some local residents would be prepared to take it upon themselves to establish a vigilante group.

I attach an email (Appendix A) that the Clerk recently received from a local resident which highlights their concerns. The Deputy Clerk contacted the individual to arrange a meeting with Councillor Chowns to discuss the specific issues in question but no response has been received.

Councillor Bradford has also expressed concerns and considers that Ledbury Town Council should consider some element of ongoing security at the Recreation Ground to help curb the anti-social behaviour. Members of the Environment and Leisure Committee are therefore asked to debate and decide whether this course of action should be pursued, and if so, establish the frequency of security visits, subject to funding.

At a recent meeting with Ledbury Police, PC Sarah Ransome-Williams suggested that if local residents wish to get involved with patrolling the Recreation Ground, that they should consider joining the "Specials" and perhaps that this is something that needs to be publicised. It was also debated whether a "PACT" style meeting should take place, run jointly by West Mercia Police and Ledbury Town Council, so that local residents had an opportunity to voice their concerns and put forward suggestions. However, PC Sarah Ransome-Williams did advise that the Town Council employing security could be a sensible approach.

Recommendations

That Members of the Environment & Leisure Committee are asked to:

- 1 Consider what measures, if any, can be taken to reduce/eliminate anti-social behaviour in line with the measures set out in the attached email.**
- 2 Consider whether Ledbury Town Council should engage a company to oversee the security at the Recreation Ground, and if so, what the arrangements should cover.**
- 3 Consider whether a PACT style meeting should be convened in conjunction with West Mercia Police.**

Tue 11 Oct

APPENDIX A

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Antisocial and criminal behaviour

Julia
EHL

Sent

To: clerk@ledburytowncouncil.gov.uk



Copy Recs. From: 

Subject: Antisocial and criminal behaviour

Dear Clerk,

I am a concerned resident and part of a growing group of people that have serious and concerning issues which need to be raised with the town council in conjunction with the police.

Having discussed the necessary procedure required to raise issues with councillors in public I am hoping to begin a correspondence with yourself in order to have a place on the agenda at the next available open meeting.

A growing number of residents have begun to assemble in disgust at the perpetual antisocial and criminal behaviour in Ledbury. This includes vandalism and a recent assault on a young girl involving a weapon. The groups intention is to discuss how this can be tackled and resolved. I am sure you would agree that these matters NEED to be addressed as a matter of urgency before matters get out of control. There are several outraged and exhausted residents that have the potential to take matters into their own hands which could result in matters escalating out of control, which obviously needs to be avoided.

Speaking on behalf of the growing community exacerbated by this, we would appreciate it if you would be able to advise with this process and thereby attend to this matter with the greatest of urgency.

Yours sincerely,



Sent from my iPad

LEDBURY TOWN COUNCIL

ENVIRONMENT & LEISURE COMMITTEE	17 NOVEMBER 2022	AGENDA ITEM: 9
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Report prepared by Julia Lawrence, Deputy Town Clerk

DOG HILL WOOD – TREE SURVEY

Purpose of Report

The purpose of this report is to update Members of the Environment and Leisure Committee of the findings following the tree safety survey that was carried out in Dog Hill Wood, Ledbury on 26 October 2022.

Detailed Information

Members of the Environment and Leisure Committee will note that at the last Environment and Leisure Committee meeting held in September, it was agreed that a tree safety survey would be commissioned for Dog Hill Wood. The survey would be for the purposes of tree health whereby establishing where there could be possible/potential dangers to the public being an amenity woodland. The concentration being on trees close to the rides/footpaths.

As part of the survey report, the tree consultant was also asked to advise Ledbury Town Council accordingly, if, for instance, there is a 100 foot tree with a rotting basal close to the ride/footpath that would be deemed dangerous, but if it had a significant lean into a coupe and the likelihood of falling into that coupe, away from any ride/footpath, could be viewed as not significant and should be revisited, say, in five years' time.

A copy of the Tree Condition Report undertaken by David Gardner Trees is attached. Out of the 47 trees assessed in the Report, David Gardner considers that 25 trees should be felled. This is broken down into 15 Ash trees, 2 Sycamore trees, 5 Cherry trees, 1 Elm tree and 1 Field Maple tree.

As noted in Section 5.1 of David Gardner's report, he recommends that the Ash population will have to be removed within as short a time period as three years and recommends that this programme of removals commence before Spring 2023. This clearly will have a significant impact on the budget going forward.

For budgeting purposes, a guestimate to fell 25 trees over a three-year period could cost anything in the region of £7,500 to £8,750 working on the basis of approximately £300 to £350 per tree. Please note that this is purely a guestimate without a tree surgeon actually assessing the location of the tree, e.g. is it close to properties, implications as to what machinery might be required (e.g. winches) and would it be easily accessible to get appropriate machinery in place to fell the tree.

Therefore, it would be sensible to allocate funding and for such costs to be catered for in future years' budgets if Ledbury Town Council is to make a difference to Dog Hill Wood.

Council Members may consider that this programme of works should be extended over a four-year period to ease any potential budget constraints so alternative scenarios should also be considered in this context.

Recommendations

- 1 That Members of the Environment & Leisure Committee are asked to consider the contents of this report as well as the report presented by David Gardner.**
- 2 That Council makes provision for a budget of circa £8,750 for the felling of the above mentioned trees, over a three/four year period.**
- 3 If Members accept the proposals put forward by David Gardner, to instruct the Deputy Clerk to seek costings from professional tree surgeons for the removal of the 25 trees over a three/four-year period.**

DAVID GARDNER

ARBORICULTURE




Arboricultural
ASSOCIATION
Professional Member



TREE CONDITION REPORT

Dog Hill Wood, Ledbury,
Herefordshire

Ref: TCR/DHW/01

Date: 2nd November 2022

www.davidgardnertrees.co.uk

1 Introduction

- 1.1 This report was commissioned by Ledbury Town Council. It is intended to provide an assessment of the condition of trees found within falling distance of areas of Dog Hill Wood subject to higher levels of occupancy. All such trees will be inspected but only those exhibiting defects, disease or other relevant characteristics will be recorded. Trees adjacent to the area surveyed may be assessed remotely in the event that they are deemed potentially hazardous to the site.
- 1.2 The data used in this report was collected during a site survey on the 26th of October 2022. Weather conditions were bright and clear, with visibility being sufficient for the inspection undertaken.
- 1.3 The accompanying Tree Location Plan provides an indication of the location of any trees or other features recorded and should not be relied upon for precise accuracy.
- 1.4 Herefordshire Council's online mapping system shows no Tree Preservation Orders in place on the site and that it lies outside any Conservation Area. The provisions of the Forestry Act 1967 may still apply to the removal of any trees though.

2 Limitations

- 2.1 The trees were inspected from ground level only, utilising binoculars, sounding mallet and probe where appropriate. Trees were not climbed and specialist diagnostic equipment was not employed.
- 2.2 No responsibility can be accepted for damage or injury sustained as a result of hazards or defects not apparent during a ground level, visual inspection at the date of the survey. Similarly, no responsibility can be accepted for damage or injury arising from trees whose condition may be obscured in part or in whole (by ivy for example) or to which full access was impeded. Any potential hazards that may develop following this report should be brought to the consultant's attention as soon as possible.
- 2.3 Where significant defects have been identified some recommendations for action may be provided. It should be appreciated that any such recommendations are in outline form only and do not constitute a detailed specification of any works that may be required.
- 2.4 Prior to the commencement of any tree works, an ecological assessment of specific trees may be required to ascertain whether protected species (e.g. bats, badgers and invertebrates etc.) may be affected.

3 Methodology

- 3.1 As noted in paragraph 2.1, the tree was inspected from ground level only on the basis of the Visual Tree Assessment method proposed by Mattheck and Breloer (The Body Language of Trees, DoE booklet Research for Amenity Trees No. 4, 1994).
- 3.2 It will be appreciated that the identification of defects or other indications of failure e.g. species, soil conditions, construction works adjacent to trees is only one part of the assessment of the risk trees pose. It is necessary to further consider the size of part liable to fail, the likelihood of this failure and finally the likelihood of damage or injury resulting from this failure. Recommendations for works made in this report are based upon a careful, considered balancing of these factors in the light of the benefits trees provide.



4 General Notes

- 4.1 Trees are dynamic living organisms whose condition can change rapidly or which can be subject to damage by extreme weather conditions. Tree inspection details and recommendations can only be assumed to be accurate for one year from the date of inspection. The work recommendations made below are based on an expectation that the trees will be rechecked approximately every 12 months.
- 4.2 The priorities listed for works recommended are intended to provide a guide as to when a reasonable landowner would reduce the level of risk by rather than be a prediction of when failure will occur.

5 Ash Dieback

- 5.1 There are a large number of ash trees within the woodland that are exhibiting symptoms of Ash Dieback Disease caused by the fungus *Hymenoscyphus fraxineus*. The amount of affected trees meant that marking them individually was neither feasible nor useful given it is recommended that a rolling programme of removals of affected ash be instituted. The relatively rapid progress of this disease means that it is likely that a significant amount of the woodland's ash population will have to be removed within as short a time period as 3 years. I would recommend that this programme of removals commence before Spring 2023 and be focussed on those individuals showing the greatest level of dieback. It is though recognised that identifying this over winter may not be straightforward.
- 5.2 There are though are number of exceptions where trees who are not likely to require removal in the first tranche based on crown density but nonetheless prevent a risk to the public from more specific hazards such as decay or deadwood. These are tagged individually but should still be considered part of the wider thinning process. Carrying out works to these trees to reduce the immediate risk but felling them later will of course have a cost implication.

DAVID GARDNER

ARBORICULTURE



Appendix 1

Survey Schedule

Tree No.	Species	Target	Structural condition	Physiological condition	Observations	Recommendations	Priority
444	Oak	Footpath	Fair	Fair	Deadwood over footpath	Remove deadwood over footpath	3
445	Oak	Highway	Fair	Fair	Deadwood over road	Remove major deadwood over road	2
1	Ash	Road	Poor	Fair	Decay in side stem with remnant of fruiting body assumed to be <i>Inonotus hispidus</i> 1.5m above ground. Decay / cavity in main stem which is obscured by ivy.	Fell	2
446	Ash	Road	Fair	Fair	Deadwood over road likely the result of ADD. Condition of tree not does not currently justify removal but is likely to decline further.	Remove deadwood over road but consider pre-emptive felling	2
2	Sycamore	Road	Poor	Dead	Dead 5m stump leaning over road.	Fell	2
3	Cherry	Road & footpath	Poor	Fair	Extensive decay in main stem. Tree leans over footpath towards road.	Fell	2
447	Oak	Footpath	Fair	Fair	Deadwood over footpath	Remove major deadwood over footpath	3
4	Ash	Footpath & road	Fair / poor	Fair / poor	Triple stemmed specimen exhibiting dieback of upper canopy. 2 of the 3 stems tap hollowly, 1 of which leans towards road.	Fell	2
448	Ash	Footpath & road	Fair / poor	Fair / poor	Triple stemmed specimen exhibiting dieback of upper canopy. 2 of the 3 stems tap hollowly, 1 of which leans towards road.	Fell	2
449	Oak	Road & footpath	Fair	Fair	Major deadwood over road and footpath.	Remove	2
450	Oak	Road & footpath	Fair	Fair	Major deadwood over road and footpath.	Remove	
451	Ash	Road	Fair	Fair	Deadwood over road likely the result of ADD. Condition of tree not does not currently justify removal but is likely to decline further.	Remove deadwood over road but consider pre-emptive felling	2

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Tree No.	Species	Target	Structural condition	Physiological condition	Observations	Recommendations	Priority
5	Ash	Road & footpath	Fair	Fair / poor	Dead subsidiary stem leans over footpath towards road. Remaining tree exhibits moderate dieback.	Fell	2
6	Sycamore	Footpath	Poor	Dead	Previously failed tree hung up in adjacent Oak could conceivably snap and roll onto footpath but this considered low likelihood.	Monitor	3
452	Ash	Road			Group of 3 stems all with deadwood over road likely the result of ADD. Condition of tree not does not currently justify removal but is likely to decline further.	Remove deadwood over road but consider pre-emptive felling	2
453	Sycamore	Road	Fair	Fair	2 small side stems leaning over road both have historic wounds at base exposing the heartwood. Species characteristics would indicate failure unlikely.	Monitor	3
454	Ash	Road and building	Fair	Fair	Woodpecker hole visible at 3.5m height on East side of main stem. Stem taps somewhat hollowly below this.	Carry out climbing inspection of woodpecker hole to ascertain its significance.	2
455	Ash	Footpaths	Fair	Fair	Dense ivy prevents full inspection of stem. Limb growing westwards over footpaths exhibits numerous cavities. Major deadwood throughout crown.	Remove limb growing over footpaths and major deadwood likely to fall onto a footpath. Consider pre-emptive felling.	2
7	Cherry	Footpath	Poor	Dead	Standing dead small cherry	Fell	2
8	Ash	Footpath	Poor	Fair	Tree leans significantly over footpath. Inonotus hispidus bracket visible on main stem at 4m height.	Fell	2
9	Ash	Footpath	Fair	Poor	Tree leans heavily over footpath. Advanced dieback evident.	Fell	2

Tree No.	Species	Target	Structural condition	Physiological condition	Observations	Recommendations	Priority
10	Ash	Footpath	Fair	Poor	Tree leans over footpath and exhibits advanced dieback. Extensive decay at base.	Fell	1
11	Ash	Footpath	Poor	Poor	Tree leans towards footpath and has extensive decay at base. Extensive dieback of upper crown apparent.	Fell	1
456	Oak	Footpath	Fair	Fair	Major deadwood over footpath.	Remove major deadwood likely to fall onto footpath.	3
12	Elm	Footpath	Poor	Dead	Large standing dead elm adjacent to footpath.	Fell	2
457	Oak	Footpath	Fair	Fair	Major deadwood over footpath	Remove major deadwood likely to fall onto footpath.	2
13	Oak	Footpath and bench	Poor	Dead	Standing dead stem.	Fell	2
14	Cherry	Footpath	Poor	Dead	Standing dead side stem leaning towards footpath.	Fell	2
15	Oak	Footpath	Poor	Dead	Standing dead tree within falling distance of footpath.	Monolith for habitat if safe to climb.	2
16	Field maple	Footpath	Poor	Dead	Standing dead tree within falling distance of footpath	Fell	2
17	Ash	Footpath	Poor	Dead	Previously failed large ash lodged in dead stem and extends over footpath.	Fell	1
458	Oak	Footpath	Fair	Fair / poor	In physiological decline. No pathogens observed.	Monitor in future surveys.	3
459	Ash	Footpath	Fair	Fair	Major deadwood over footpath.	Remove major deadwood over footpath and consider pre-emptive felling.	2

Tree No.	Species	Target	Structural condition	Physiological condition	Observations	Recommendations	Priority
18	Cherry	Footpath	Poor	Poor	Previously uprooted and lodged in large oak across footpath.	Fell	2
460	Oak	Footpath	Fair	Fair	Major deadwood leans towards footpath.	Remove major deadwood likely to fall onto footpath	2
461	Ash	Footpath	Fair	Fair	Broken branches hanging over footpath.	Remove broken branches	2
462	Cherry	Footpath	Fair	Good	Decay at base with evidence of fungal bracket attachment visible. Soundings indicate sufficient sound material at present.	Monitor	3
19	Ash	Footpath	Fair	Poor	2 ash stems showing advanced decline.	Fell	2
20	Sycamore	Footpath	Poor	Poor	Moribund tree.	Fell	2
21	Elm	Footpath	Poor	Dead	Dead tree within falling distance of footpath.	Fell	2
22	Ash	Footpath	Poor	Fair	Tree leans over footpath and has large cavity in main stem extending from 1-6m above ground.	Fell	2
23	Cherry	Footpath	Poor	Dead	Dead tree within falling distance of footpath.	Fell	2
463	Ash	Footpath	Fair	Fair	Cavity at base but sounding of stem indicates sufficient sound material. Major deadwood throughout crown.	Remove major deadwood likely to fall onto footpath.	2
464	Cherry	Footpath	Fair/poor	Fair	2 woodpecker holes visible in southern side of stem at approximately 5m above ground.	Carry out climbing inspection to ascertain significance of holes and reduce / fell if necessary.	2
24	Ash	Footpath	Poor	Poor	Advanced dieback of crown evident. Rib of sunken bark on main stem indicative of decay.	Fell	2
25	Ash	Footpath	Poor	Dead	Dead tree within falling distance of footpath.	Fell	2

Tree No.	Species	Target	Structural condition	Physiological condition	Observations	Recommendations	Priority
26	Ash	Footpath	Fair	Fair	Large fractured piece from previously failed tree lodged in crown over footpath.	Fell - also fell small dead cherry behind.	2

DAVID GARDNER

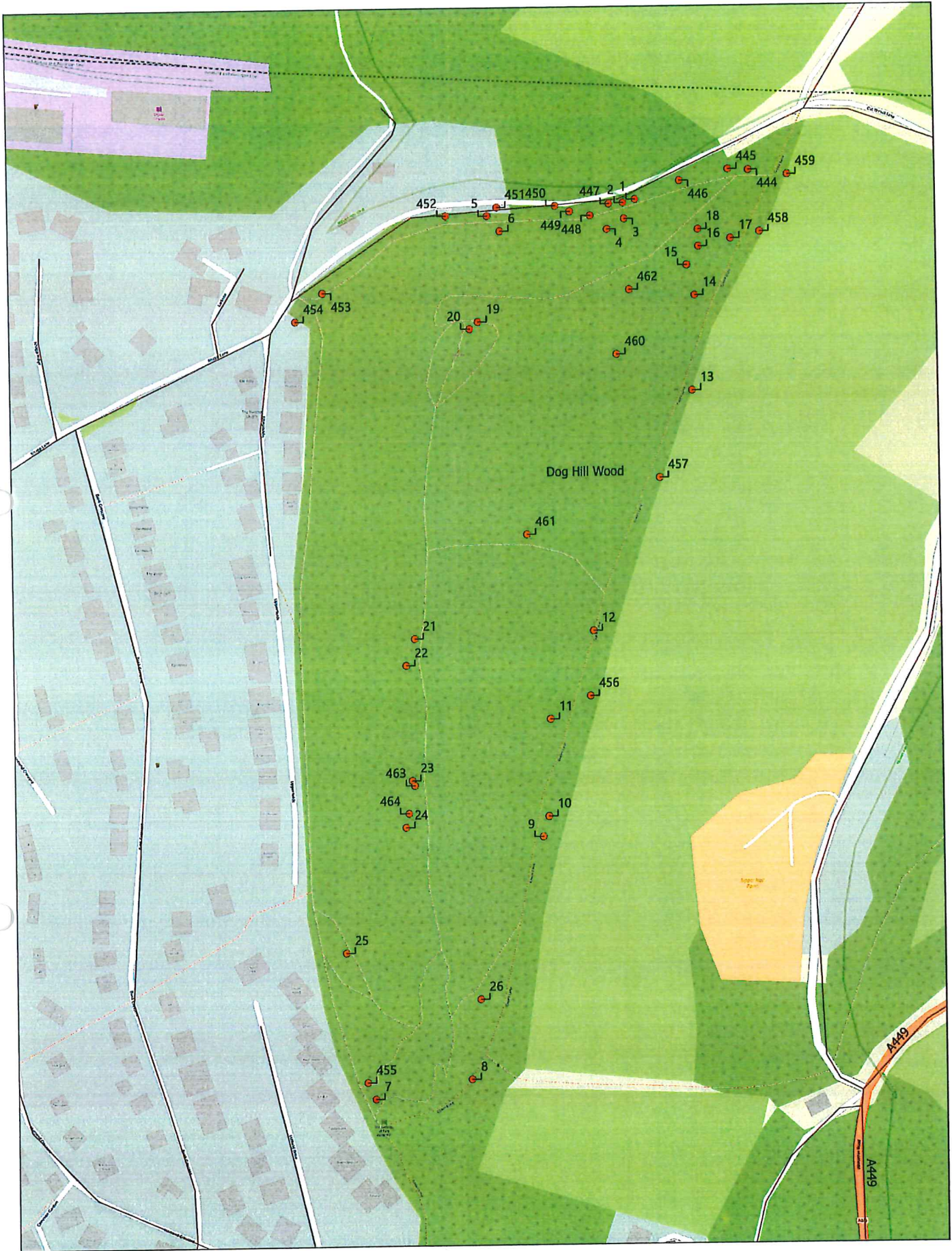
ARBORICULTURE



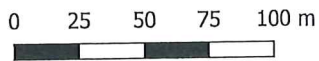
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ASSOCIATION
Professional Member

Appendix 2

Tree Location Plan



Tree location plan
Dog Hill Wood



DAVID GARDNER 
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LEDBURY TOWN COUNCIL

ENVIRONMENT & LEISURE COMMITTEE	17 NOVEMBER 2022	AGENDA ITEM: 10
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Report prepared by Julia Lawrence, Deputy Town Clerk

SKATEPARK RESURFACING

Purpose of Report

The purpose of this report is to ask Members of the Environment and Leisure Committee to consider the quotations presented in respect of resurfacing a section of the skatepark following the refurbishment of the ramps.

Detailed Information

The Deputy Clerk has advised at previous Environment and Leisure Committee meetings that once the repairs/refurbishment works at the skatepark had taken place Ledbury Town Council would know the condition of the surface once old equipment was moved. That said, several areas are in need of resurfacing especially where the kickplates meet the tarmac surface or simply where the old equipment originally stood.

At the time, a ball-park figure of £5,000 to £6,000 was considered sufficient but this estimate was based on resurfacing between the four sections as indicated on the attached plan in Appendix A. Since then, Officers considered that a larger area needs to be resurfaced and this is shown in Appendix B.

Five resurfacing companies have been approached, all of whom are established, and reputable resurfacing companies and the laying of surfacing materials shall be undertaken in compliance with the relevant British Standards. Their quotations relate to the area shown in Appendix B.

Prior to commencement of works, companies have been informed that they must submit a copy of their public and employee liability insurance, risk assessment and method statement ten days prior to commencement of works.

A summary of the quotations is shown below.

Company	Location	Cost + VAT	Notes
A	Presteigne	£13,582.66	A leading UK wide company. Machine lay to a thickness of 30mm. Remove existing asphalt off site
B	Hereford	-	No response
C	Kington	£9,590.00	Machine lay to a thickness of 35mm. Remove existing asphalt off site.

			Warranty period to be a 2 year period to cover workmanship and material defects.
D	Malvern	-	No response
E	Cheltenham	£7,900.00	Machine lay to a thickness of 30mm. Remove existing asphalt off site. Company require 35% deposit upon placement of order. Any defects or faults to be dealt with within 12 months of its completion.

Members of the Committee are asked to consider the above quotations presented with a view to selecting one of these companies to undertake the works as soon as possible. Please note that as far as Company E is concerned, should they be successful, then they would require a 35% deposit upon placement of order.

Recommendation


That Members of the Environment & Leisure Committee are asked to consider the proposals put forward and to select one of the companies to undertake the resurfacing works at the skatepark. The Deputy Clerk then be instructed to appoint the company to carry out the works as soon as possible, subject to funding being available.

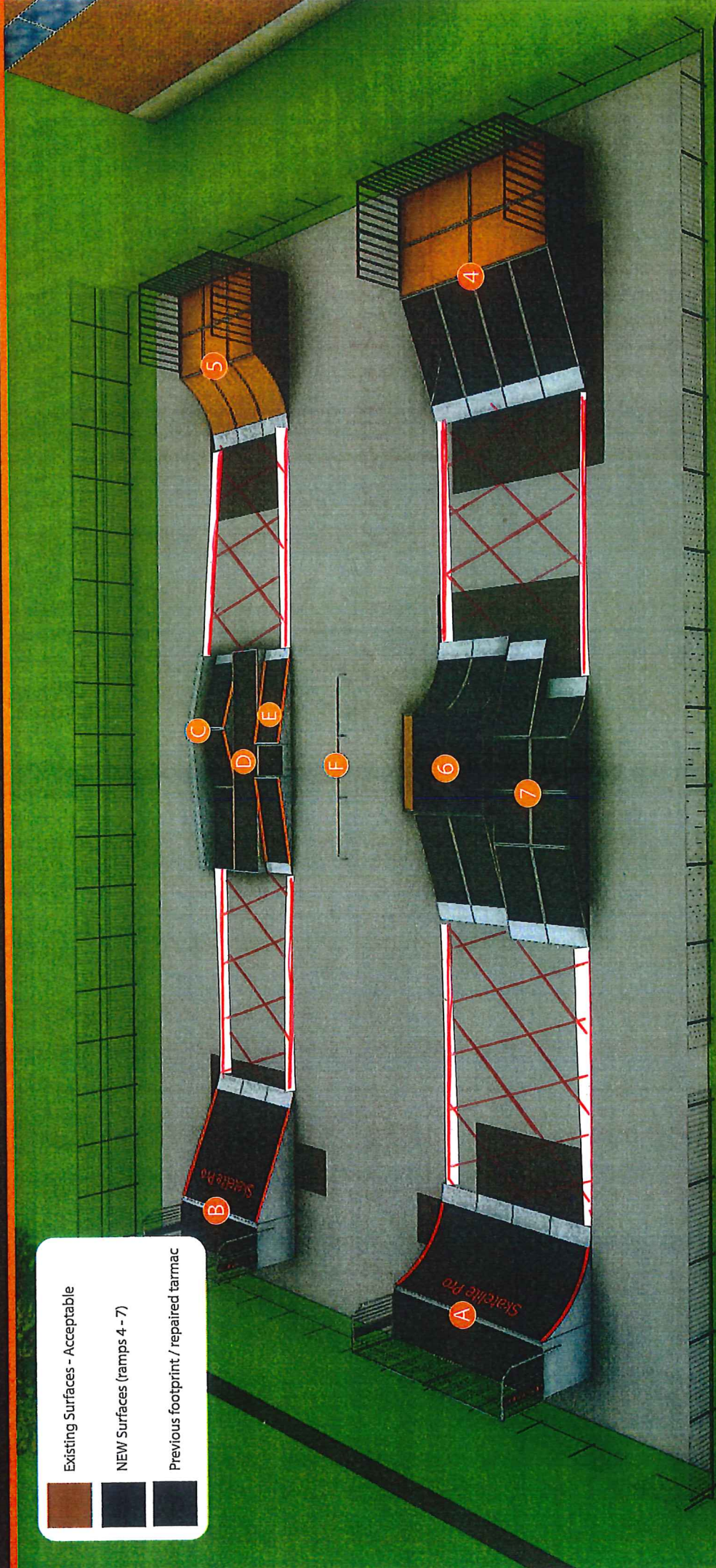
LEDBURY SKATEPARK

Revised Layout Option 1



evolution
SKATEPARK RAMPS

	Existing Surfaces - Acceptable
	NEW Surfaces (ramps 4-7)
	Previous footprint / repaired tarmac



Skatelite Pro™

Client / Organisation : Julia Lawrence / Ledbury Town Council
 Project : Ledbury Skatepark Repair/Upgrade/Reconfiguration Proposals
 Design Date : 04th February 2022
 Design concepts remain the property of Full Circle Leisure Ltd / Evolution Skateparks
 Tel : 01929 472 030

LEDBURY SKATEPARK

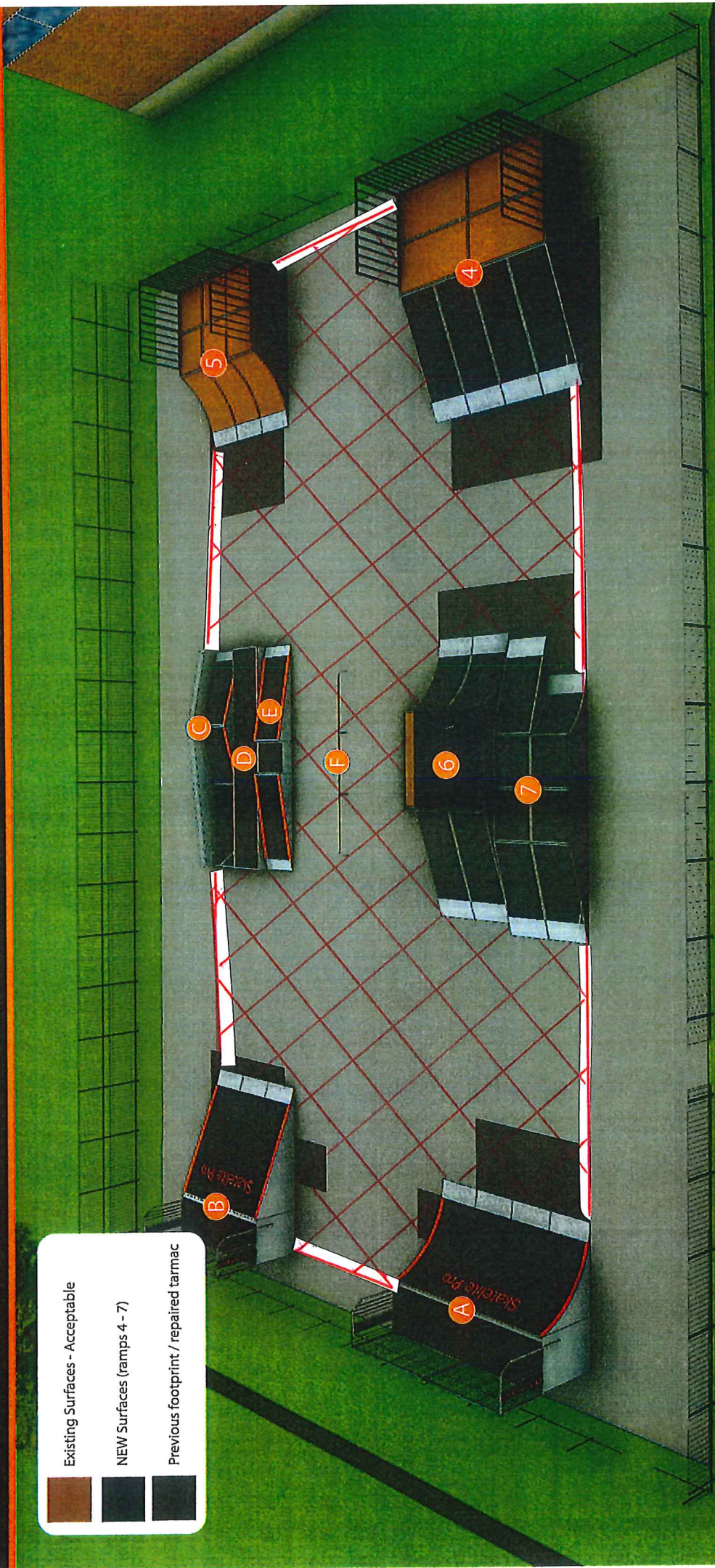
Revised Layout Option 1

APPENDIX B

evolution SKATEPARK RAMPS



	Existing Surfaces - Acceptable
	NEW Surfaces (ramps 4 - 7)
	Previous footprint / repaired tarmac



Client / Organisation : Julia Lawrence / Ledbury Town Council
 Project : Ledbury Skatepark Repair/Upgrade/Reconfiguration Proposals
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Skatelite Pro™



LEDBURY TOWN COUNCIL

ENVIRONMENT & LEISURE COMMITTEE	17 NOVEMBER 2022	AGENDA ITEM: 11
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Report prepared by Julia Lawrence, Deputy Town Clerk

SKATEPARK ARTWORK

Purpose of Report

The purpose of this report is to ask Members of the Environment and Leisure Committee whether they would like to see artwork/murals applied to the new skatepark ramps.

Detailed Information

Recently, the Shelter has had a new design painted on the rear and the front image has been re-painted to eliminate the smoke damage and graffiti that had been caused by recent anti-social behaviour. Both the front and back of the Shelter have had anti-graffiti coating applied to prevent any further unwanted graffiti. Images of the front of the Shelter, shown before and after are shown at Appendix A. Whilst these works were being undertaken, the Deputy Clerk witnessed many members of the public stopping and asking the artists what was being done and commented on the excellent work.

Members of the Environment and Leisure Committee are now asked to consider whether further artwork/murals should be applied to the rear sections of the new ramps with carefully planned designs. Appendix B shows the areas earmarked for this proposed project.

Officers would suggest that the local schools are invited to put forward their design(s), similar to those done for the Shelter art work, which would then be considered by members of the Environment and Leisure Committee. The design(s) could then be applied to the ramps.

The invitation to provide designs would be extended to John Masefield High School, Ledbury Primary School and Eastnor Primary School. The invitation would be submitted to the Schools towards the end of this term in order that this could be considered by the teaching staff early on in the new term as a new project for the children to start early in January 2023.

Should this proposal be accepted, then Ledbury Town Council would need to consider who could carry out the artwork. Using the existing Artists does have its advantages. The advantages, as demonstrated by their work to date, is that they have experience in converting local children's drawings to a mural in a way that seems to please the community and would be able to continue their art style over to the skatepark.

There is, as a by-product of their work carried out on the Shelter, plenty of left-over spray paint which is a style and brand that the Artists are familiar with. They know roughly how much is left of each colour, which would reduce the their costs.

Recommendations

- 1 That Members of the Environment & Leisure Committee are asked to consider and approve the proposals put forward for the above named local schools to be invited to put forward their design(s) for the new skatepark ramps. It is proposed that the invitation is sent to the schools before the term ends in December 2022.**
- 2 Should the process be accepted, that Members decide whether to appoint the existing Artists to continue the artwork or whether the Deputy Clerk seeks tenders from other Artists/Muralists to submit a bid for their works.**

ITEM No. 11

APPENDIX A

'BEFORE'



1580

ITEM No. 11
APPENDIX A

'AFTER'



1582

APPENDIX B

LTC Deputy Clerk



✕ Areas where artwork could be applied

**LEDBURY TOWN COUNCIL
MINUTES OF AN EVENTS WORKING PARTY MEETING HELD ON
29 SEPTEMBER 2022**

PRESENT: Councillor Morris (Chair)

NON-COUNCIL MEMBERS: Catriona Cole, Hilary Jones, Jill Jupp and Christine Tustin

PRESENT: Julia Lawrence – Deputy Clerk
Charlotte Barltrop – Minute Taker

E125 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Howells and Shields, Chloe Garner, Griff Holliday and Lynette Loader.

E126 DECLARATIONS OF INTERESTS

No declarations of interest were received.

E127 TERMS OF REFERENCE

RESOLVED:

That the terms of Reference be received and noted.

E128 ELECTION OF NON-COUNCIL MEMBERS TO THE EVENTS WORKING PARTY

RESOLVED:

That Catriona Cole be elected as a non-council member of the Events Working Party

E129 TO APPROVE AND SIGN THE MINUTES OF A MEETING OF THE EVENTS WORKING PARTY HELD ON THURSDAY, 18 AUGUST 2022

RESOLVED:

That the minutes of the Events Working Party be approved and signed as a correct record.

E130 UPDATE ON PROGRESS – TOURISM

The Deputy Clerk advised that the Events Working Party's purpose was to focus on events, albeit appreciated that events were also linked with tourism. Christine Tustin considered that tourism did not appear to fall under any Committee and the Deputy Clerk agreed to take this point back to the Clerk for further consideration.

RESOLVED:

That the Deputy Clerk agreed to discuss with the Clerk how and where tourism could be considered and discussed within the Council's committee structure, and provide an update at the next Events Working Party meeting.

E131 CARNIVAL DAY – UPDATE

The Deputy Clerk provided an update regarding the Carnival which had taken place on 29 August 2022, advising that the information within the report had been provided by Jill Jupp, Carnival Association secretary.

Jill Jupp noted that it costs between £13,000 and £14,000 to run the event each year and bucket collections go towards this figure, in addition to any contributions received from local businesses and Ledbury Town Council. Discussion took place regarding any potential external funding, i.e Arts Council and it was agreed that Officers would speak with Jill Jupp concerning this. It was also noted that some committee members who have key roles in the event may step down this year. Jill Jupp confirmed that the Carnival Princesses had worked well during the course of the event.

It was noted that Ledbury Primary School had not participated in the Carnival although there were other opportunities in the future that could be explored.

Jill Jupp left the meeting at 10.45am

Councillor Morris informed Catriona Cole of the John Masefield Memorial Working Party and how Ledbury Primary School could become involved. Catriona Cole is to be sent an invite to the next meeting (25 November 2022) and to be sent a copy of the minutes of the last meeting.

Catriona Cole stated that she was short on time; Councillor Morris asked if she had any items which she would like to discuss before her departure.

The Christmas Lights Event was discussed and it was decided that the Ledbury Primary School choir would be invited to sing at the event. It was also noted that the School normally attends the Remembrance Service.

Catriona Cole left the meeting at 10.55am.

Councillor Morris enquired if H J Pugh would be having an event for Bonfire Night and it was agreed that the Deputy Clerk would investigate this.

RESOLVED:

- 1. That the Deputy Clerk forward details to Catriona Cole concerning the John Masefield Memorial Working Party and diary invite for the next meeting in November.**
- 2. That the Deputy Clerk establish the details of whether there will be a Bonfire Night this year, which is usually organised by H J Pugh.**

E132 HERITAGE OPEN DAYS – UPDATE

A short discussion took place as to the various venues around Ledbury which had taken part in Heritage Open Days (HODs). The Members felt that there were a few lessons to take away from the 2022 event, such as the importance of publicity and signage.

It was considered essential to build relationships with Hereford Library (Head of Service) in order for the Masters House to become more involved. Hilary Jones agreed to take responsibility for the Almshouses for next year.

The Deputy Clerk stated that one of the most important things is getting everything in place early so to ensure that enough time was allowed to achieve the level of interest required. She also stated that Ledbury Town Council could take the lead, if required.

Councillor Morris concurred that having Ledbury Town Council lead on this project may encourage other organisations to participate as there are other buildings within the town who could be included.

RESOLVED:

- 1. That the Events Working Party outlines its future role in HODs events, and that this be circulated to local heritage groups in early 2023.**
- 2. That the Clerk gives consideration as to what staff and resources are available to HODs early in 2023, and that these resources include Ledbury Town Council's Tour Guide Manager from the outset.**
- 3. That planning for HODs is included as an agenda item in the Events Working Party in February 2023, and the Events Working Party seeks feedback on what publications already exist before advising which new ones could be created for HODs.**

E133 OCTOBER FAIR (10/11 OCTOBER 2022)

The Deputy Town Clerk provided a report regarding the October Fair, which takes place on Monday, 10 October 2022 and Tuesday 11 October 2022 from 5.00pm until late.

Councillor Morris enquired about the Health & Safety aspects of the October Fair. The Deputy Clerk assured him that she had received all the relevant documentation from the Fairground operators and that everything else was under control.

Councillor Morris stated that he would like to invite the Health & Safety executive to carry out an inspection prior to the opening of the fair.

RESOLVED:

That the Deputy Clerk contact the Health & Safety executive to invite them to carry out a full inspection of the Fairground prior to its opening on Monday, 10 October 2022.

E134 REMEMBRANCE SERVICE (13 NOVEMBER 2022)

The Deputy Clerk provided a verbal update. She stated that invitations have been sent out to the relevant parties and that the Clerk has had a meeting with the Royal British Legion to discuss the Service of Remembrance.

E135 CHRISTMAS LIGHTS SWITCH-ON EVENT MARKET (27 NOVEMBER 2022)

Charlotte Barltrop provided a report in respect of the status and current plans for the Christmas Lights Switch-On event, scheduled for Sunday, 27 November 2022 in Ledbury High Street.

The Members discussed the poster which had been provided and suggested some changes be made to enhance the design further. Members were advised that the cost of the road closure would be £125. Councillor Morris asked what the opinion of Council was regarding the road closure. The Deputy Clerk stated that Officers felt that the road closure was a good idea in this instance due to the larger than normal number of traders scheduled to attend the Market aspect of the event.

Councillor Morris stated that a recommendation on the road closure would need to be made to the Environment & Leisure Committee for consideration. He also stated that a PA system would be required for the Mayor and the Carnival Princesses to turn on the lights as well as lighting to illuminate this area.

There was some discussion regarding the professional entertainment which should be booked for the event. Each of the options were discussed and the Working Party agreed on the following in order of preference:-

- 1 Acrobatic Entertainers;
- 2 Walkabout performers;
- 3 Dickensian Stilt Walker and Naughty Elves.

RECOMMENDATIONS:

- 1. That the Members of the Environment & Leisure Committee be requested to give consideration to the approval of the road closure for Sunday, 27 November 2022 between the hours of 10.00am and 6.00pm in order that the Market can make use of the High Street at a cost of £125.00.**
- 2. That a recommendation be submitted to the Environment & Leisure Committee to engage option 1, the Acrobatic Entertainers, which have been selected by the Events Working party as the most suitable. In the event that they are unavailable, then option 2, Walkabout Performers, should be selected for the event.**
- 3. That the poster be approved, subject to minor amendments, for distribution to advertise this event.**

E136 DOG HILL WOOD – VOLUNTEER DAYS

The Deputy Clerk advised members of the Working Party that she was still looking for volunteers to assist in the programme of works at Dog Hill Wood and that if anyone knew someone who may be interested in taking part, to share the leaflet with them.

RESOLVED:

That the volunteer leaflet be received and noted.

E137 KING CHARLES III CORONATION

In view of the recent events relating to the late Queen Elizabeth II, the Deputy Clerk put forward the proposal of setting up a Task and Finish Group to discuss the forthcoming Coronation event albeit appreciating that no date has yet been set. Members of the Working Party agreed that this should be put on hold for the time being.

There was also some discussion as to how the Coronation event may be celebrated in Ledbury and although it is widely believed that the Coronation will take place in June 2023, with this date in mind, it was suggested that the Coronation event could be merged with the annual Picnic in the Park event to commemorate the day.

RESOLVED:

- 1. That no further action be taken in respect of setting up a Task and Finish Group for the Coronation until a date has been confirmed.**
- 2. That members of the Events Working Party noted that the annual Picnic in the Park event could be held as a Coronation event, subject to confirmation of the date.**

E138 CALENDAR OF EVENTS

Members considered the events listed and requested that there be more local events included on the calendar. It was noted that the times for the Christmas Light Event had not been included correctly as 12.00 noon to 6.00pm.

RESOLVED:

- 1. That the Calendar of Events be received and noted with the proviso that more local events are added.**
- 2. That the Christmas Lights Switch on event timings be amended accordingly.**

E139 DATE OF NEXT MEETING

RESOLVED:

To note that the next meeting of the Events Working Party is scheduled for Thursday, 13 October 2022 and would be held at Ledbury Town Council Offices at 10.00am.

The meeting ended at 12.00 noon.

Signed Dated
(Chair)

**LEDBURY TOWN COUNCIL
MINUTES OF AN EVENTS WORKING PARTY MEETING HELD ON
13 OCTOBER 2022**

PRESENT: Councillors Morris (Chair) and Howells (Minute Taker)

NON-COUNCIL MEMBERS: Griff Holliday, Lynette Loader

PRESENT: Julia Lawrence (Deputy Clerk)
Charlotte Bartrop (Administration)

E140 APOLOGIES FOR ABSENCE

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

E141 DECLARATIONS OF INTEREST

None received.

E142 ELECTION OF NON-COUNCIL MEMBERS

None.

E143 TO APPROVE AND SIGN THE MINUTES OF THE EVENTS WORKING PARTY HELD ON 29 SEPTEMBER 2022:

Approved unanimously to be signed as an accurate record.

Points raised from the minutes:

- a. E135 Recommendations (Christmas Lights)
 - i. 1 and 2 were approved at Full Council on 6 October
 - ii. 3 – the Chair approved the poster

RESOLVED:

That the Christmas Lights Switch-on event poster be approved.

- b. E136 Dog Hill Wood

Griff Holliday confirmed that the volunteer leaflet had been sent to Ledbury Naturalists.

- c. E137 Recommendations (Coronation)

- i. 1. The T&F group had not yet been set up.

- ii. 2. Council can now commence organisation of an event (annual Picnic in the Park?) since the Coronation date had been set for Saturday, 6 May 2023.
- iii. CB pointed out more time than this year's event was needed for organisation; a quick decision was needed. GH proposed asking community groups on what we all think we should do, inc if street parties are desired. Agreed JL and CB consider next steps and review with the Clerk about how to invite views on what people would like to do – suggestions were use FB, newsletter, email to community groups, businesses, papers, and magazines (Focus, All About the Hills). Could have a mix of 'family/child event earlier, adult event in the evening, with The Rec thought of as suitable for both
- iv. Need to put requests in early such as booking generator(s). Aim for input by end of October if possible with a plan for approval to go to the next E&L committee meeting on 17 November.

RESOLVED:

- 1. **That plans in respect of the 2023 Picnic in the Park event be progressed, taking into account the Coronation of the new King is scheduled for 6 May 2023.**
- 2. **That the Clerk be asked how views could be invited from members of the public in respect of what type of event residents would like the council to hold.**
- 3. **That the importance of booking services early for this event be recognised and acted upon.**

E144 UPDATE ON PROGRESS – TOURISM (Verbal)

JL advised that the Economy & Planning Committee meeting planned for the same evening was being asked to consider the role of tourism and confirm which Standing Committee this sits with. Members felt that the Events Working Party preference is that this should sit under the Economy & Planning (although a separate Working Party, some felt, may be better).

RESOLVED:

To note that the issue of where Tourism fits within the Council's Standing Committees will be discussed at the Economy & Planning Meeting.

E145 UPDATE ON THE OCTOBER FAIR (Verbal)

- a. Mainly passed off very successfully.
- b. Some issues were raised with the traffic management company, such as putting road closure signs in the wrong place; with generator diesel

- b. Some issues were raised with the traffic management company, such as putting road closure signs in the wrong place; with generator diesel fumes/health concerns; rubbish matters and tables blocking the Coop Funeral Services, the Deputy Clerk advised that these had been dealt with as and when they had been raised. The Rogers family and been helpful on every issue raised and had given apologies to the Coop (not putting tables blocking access had been promised beforehand).
- c. It was noted that a number of shops decided not to open because not much business comes on Fair days (perceived to be more closed than usual?).
- d. GH pointed out there was a shortage of car park signs (car parks were relatively empty). He suggested the Council could consider putting parts of the fair in St Katherines car park to take stalls off part of the closed roads such as Bye Street which could then maybe only be closed in the evening? Some discussion had on this subject and agreed to ask Ashley Rogers for a meeting early in 2023 to discuss feasible options.

RESOLVED:

That Ashley Rogers be invited to a meeting in early 2023 to discuss options in relation to the car parks.

E146 CHRISTMAS LIGHTS SWITCH-ON EVENT/MARKETS UPDATE – SUNDAY, 27 NOVEMBER 2022

- a. CB provided an update report on the progress of the Christmas Lights Switch-on event. She advised that Full Council had approved a road closure and booking of street performers. PA system awaiting the Clerk's decision on options.
- b. Council have agreed to have Father Christmas (Councillor Whattler had volunteered and there was also an alternative if necessary advised by Councillor Bradford).
- c. The Clerk joined the meeting for this discussion. She pointed out that the grotto set up in the offices in previous years had been very time consuming and disruptive. However, with the right organisation it would be possible to have a grotto, have a Santa, and provide gifts for visitors to the grotto.
- d. After discussion it was agreed that those visiting Father Christmas would be given a selection box and that there would be a charge of £2 per child to visit. The Clerk advised that she and the administrator had calculated that between the hours of 10.00 am and 4.00 pm it would be possible to have 66 slots were available and that each slot would accommodate a family of no more than three children. It was also suggested that the tickets to see Father Christmas should be sold in advance to assist with

numbers of selection packs to purchase and also to manage any dietary needs.

The Clerk advised that due to Covid they had not had a Father Christmas in 2020 and 2021, however he reminded Councillors that the Council had purchased gifts for children in vulnerable/less fortunate families which had been identified with the assistance of Ledbury Primary School and the Children's Centre. She advised that as the Council had agreed to have Father Christmas this would now take up the funding which would have been available for this.

- e. However, the Clerk suggested that it may be possible to do both if it were agreed to contact local businesses to ask if they would offer some funding towards this. Members felt that this was a good suggestion and that the Clerk should progress this. GH pointed out that on Saturday, 26 November there would be an appeal for donations to the food bank, it was agreed that only the larger Ledbury businesses would be asked to support the gift project to avoid taking money from the Food Bank.

It was noted that a total of approx. 100 gifts would be required, to be made up of selection boxes and age-appropriate gifts. The Clerk advised that the Council has an events budget of £7,500 with £2,500 spend to-date, which could be utilised for the gifts if local businesses were unable to support the Council.

- f. It was noted that Santa's grotto would be built in the Jacobean Room on the Saturday, in readiness for the switch on event on the Sunday and taken down on the Monday to minimise council business disruption. (Lynette left the meeting at this point).
- g. CB added that a "Find the object" type window competition was hoped to be arranged by the traders and she would be asking for trader cooperation (agreed CB to put a proposal precis to the chair on the proposal in cooperation with the interim CDO on getting trader support with the aim of doing so during w/c 17 October if possible). CB's report was noted, and she was thanked for her update.
- h. JL advised that so far an income of £390 was expected from 30 market stalls on the day, which is why a road closure had been requested.

RESOLVED:

- 1. That the Clerk be asked to consider PA options.**
- 2. That staff proceed with plans for the Santa's Grotto as above**
- 3. That the Clerk draft a letter, to be signed by the Mayor, asking local businesses to support the buying of gifts for children from vulnerable/less fortunate families in Ledbury, as had been done by the Council over the past two years.**

E147 WORLD BOOK DAY (MARCH 2023)

- a. Agreed that the plans for another World Book day after the successful last one will be led by the CDO when she returns from maternity leave, as proposed by the Clerk and Deputy Clerk. The Chair felt plan should start now and in particular in respect of booking children's book authors such as Children's Laureate Michael Rosen and walkabout characters.
- b. It was noted that World Book Day in Ledbury would be held on Saturday, 4 March 2023 to allow children to participate, although the actual day is on Thursday, 2 March.

RESOLVED:

- 1. That more in depth discussion be had at the next meeting of the working Party in respect of World Book Day.**
- 2. That the 2023 Ledbury World Book Day event will be held on Saturday, 4 March 2023.**

E148 CALENDAR OF EVENTS

- a. Agreed need to add to the list:
 - i. The Great Big Green Week 10 -18 June 2023
 - ii. Coronation date 6 May 2023
 - iii. Late night shopping 2 December
- b. Agreed instead of putting every Foodbank opening times and dates on the list they should be in one block to save adding to every week.
- c. Need to add Mayor's Afghani refugees' coffee morning on 15 October and the Cake sale, traditional Pugh's bonfire night on Hazel Meadows if on (JL to check; 5 November?); JL to check with interim CDO on Refugee Support Group dates to put on list
- d. Christmas lights, need times of 12-5 including and that switch on is at 5.00pm.
- e. Also need to promote free car parking and late-night shopping and produce all upcoming seasons events list on one leaflet and promote on FB, starting with the Big Soup Day on 26 November, put on all Xmas events including confirmation if Boxing Day Hunt is on to add to the list
- f. Add for 2023, Carnival date (August Bank Holiday) and Heritage Open Day in September

RESOLVED:

1. That the following events be added to the calendar of event for 2023:
 - i. The Great Big Green Week 10 -18 June 2023
 - ii. Coronation date 6 May 2023
 - iii. Late night shopping 2 December
2. That Foodbank opening times and dates be in one block to save adding to every week.
3. That the following dates be added to the calendar of events:
 - i. Mayor's Afghan coffee morning – 15 October 2022
 - ii. Refuge Cake Sale – 15 October 2022
 - iv. Ledbury Bonfire Night Event (If happening)
 - v. Refugee Support Group dates
4. That the times of the Christmas Lights event be included on the list.
5. That the late-night shopping on Friday, 2 December and free car parking on Saturday, 3 December be promoted.
6. That a leaflet be produced advertising all upcoming Christmas events and that this be shared on social media, starting with the BIG Soup on 26 November 2022.
7. That confirmation of Boxing Day Hunt be sought, and this be added to the list once confirmed.
8. That the 2023 Carnival date be added, noting that this will be on August Bank Holiday.
9. That 2023 Heritage Open Day event be included on the list.

E149 DATE OF NEXT MEETING

RESOLVED:

To note that the next meeting of the Events Working Party I scheduled to take place at 10.00am on Thursday, 10 November 2022.

Signed Date

LEDBURY TOWN COUNCIL

ENVIRONMENT & LEISURE COMMITTEE	17 NOVEMBER 2022	AGENDA ITEM: 12.2
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Report prepared by Julia Lawrence, Deputy Town Clerk

EVENTS WORKING PARTY RECOMMENDATIONS – 10 NOVEMBER 2022

Purpose of Report

The purpose of this report is to ask Members of the Environment and Leisure Committee to consider and approve recommendations put forward at the Events Working Party meeting held on 10 November 2022, in the absence of the minutes being available for the submission of the Committee papers being sent out on Friday, 11 November 2022.

Detailed Information

The Events Working Party request that members of the Environment and Leisure Committee consider the following recommendations:

World Book Day 2023

- 1 That the Community Development Officer contacts the Ledbury organisations that were involved in World Book Day 2022 to ascertain whether they wish to be involved in the 2023 event, and if so, how.
- 2 That the Community Development Officer contacts schools in Ledbury and District (John Masefield High School, Ledbury Primary School, Eastnor Primary School, Ashperton, Much Marcle, Colwall, Red Marley, Cradley and Bosbury Primary Schools) to learn about their plans for World Book Day 2023 and requests their active involvement in the development of a Ledbury and District celebration.
- 3 That the Community Development Officer and the Deputy Clerk engage with Ledbury Poetry Festival, especially around exploring the potential for Children Laureate's involvement in Ledbury's World Book Day 2023.
- 4 That the Environment and Leisure Committee allocates a budget with a ceiling figure of £2,000 to this event, to be taken from the 2022/23 Events Budget.

Coronation Event 2023

- 5 The Events Working Party request that members of the Environment and Leisure Committee accept a proposal to form a Task and Finish Group in respect of the Coronation event planned to take place on the new Bank Holiday, Monday, 8 May 2023.

All Future Events

- 6 Previously there have been occasions where Ledbury Town Council has missed out on securing bookings for events due to the time delay in obtaining approvals. In order that the Events Working Party can respond more rapidly to decision making for future events, the Environment and Leisure Committee is asked to consider granting delegated powers to the Clerk and Deputy Clerk in conjunction with the Chairs of the Environment and Leisure Committee and Finance, Policy and General Purposes Committee.

Recommendation

That Members of the Environment and Leisure Committee accept and agree to the proposals put forward above.

LEDBURY TOWN COUNCIL

MINUTES OF A MEETING OF THE CLIMATE CHANGE WORKING PARTY MEETING HELD ON 12 OCTOBER 2022

PRESENT: Councillors Shields (Chair), Whattler and Morris
Non-Councillors – Al Braithwaite

ALSO PRESENT: Julia Lawrence – Deputy Clerk

1. APOLOGIES FOR ABSENCE

Apologies were received from Councillors Howells and Chowns and Amanda Lambourne.

2. DECLARATIONS OF INTEREST

None received.

3. TERMS OF REFERENCE

It was noted that the Terms of Reference had been agreed by the Environment and Leisure Committee at the meeting on 26 September 2022.

4. TO ELECT NON-COUNCIL MEMBERS

None.

5. TO APPROVE AND SIGN, AS A CORRECT RECORD, THE MINUTES OF THE CLIMATE CHANGE WORKING PARTY MEETING HELD ON 10 AUGUST 2022

RESOLVED:

That the minutes of the Climate Change Working Party meeting held on 10 August 2022 be approved and signed as a correct record, with no amendments.

6. PLAN OF ACTION – DEVELOP PROGRAMME OF WORKS

The Chairman advised the Working Group that the Environment and Leisure Committee had approved the Plan of Action setting out 6 areas of activity.

The Working Party acknowledged that it would be unrealistic to focus on all 6 action areas and would initially focus on:

Area 1 - Developing Resilience for extreme weather conditions; and
Area 2 - Raise public awareness and building public engagement.

These were selected as areas where a real impact could start to be made.

Action: Area 1

The Working Party received an update on actions taking place within the town in relation to Action Area 1 – Developing resilience for extreme weather conditions.

- i. Warm rooms are being created across at least 5 sites in the town. These are: The Burgage Hall, the Library, Methodist Church, Rugby Club and Food Bank. It was anticipated that these premises would be open 6 out of 7 days per week. The warm rooms would last through until March 2023.
- ii. Acknowledging that these rooms would be vital for the winter period, the Working Party agreed that details of opening days and times, capacity at each location, facilities that would be available, whether there was a time limit on staying and whether there was a contact point for people, was required.
- iii. The Chairman also identified an opportunity for “Keep Herefordshire Warm” to hold an event in the town, providing advice and support to residents. Potentially this could be run under the Market House.
- iv. It was noted that Pot & Page is also running a “Homemade Soup and Warm space” events throughout the winter.

RESOLVED:

1. That Councillor Morris agreed to create an A4 information sheet to provide details to the issues raised in 6a (ii) by 19th October 2022.
2. That the Council would get the information sheet out around the town including 2 laminated versions for external posting. Details would also be posted on Facebook.
3. That Councillor Shields would contact “Keep Herefordshire Warm” to see if an event was possible (6a (iii)).
4. That Councillor Shields agreed to talk to the Clerk about the use of the Council website and a Blog for information distribution, in addition to Facebook.
5. That it was noted that resolved actions 1 - 4 could be undertaken by the Working Party without reference back to the Environment and Leisure Committee as this was in line with the Terms of Reference.

Action: Area 2

Under Action Area 2 - Raise Public Awareness and Build Public Engagement, an opportunity for raising awareness of climate change would be put to the

Events Working Party to promote Great Big Green Week which will be held between 10 – 18 June 2023. To undertake such an event would need early planning to ensure success for the town. Discussion took place as to whether the CDO would be able to contact those organisations involved in the COP 26 event or if this would be too much of a work load, for the CDO to provide the Climate Change Working Party with contact details.

Discussions included what the focus would be, who would benefit and how it would help the town. The event could be held under the Market House for the week.

Ideas for the week could include:

- ✓ Working with schools;
- ✓ Talks & Presentations – real actions for residents, led by a number of the towns' voluntary organisations, such as Herefordshire Wildlife Trust, Ledbury In Bloom, Sustainable Ledbury and Allotment Society;
- ✓ Working with traders as to how they are meeting the sustainability challenge;
- ✓ Involvement of NMITE as the local university.

Councillor Morris expressed his concern at the pollution levels during the Funfair from the diesel generators. His concerns were noted.

RESOLVED:

- 1 That under Action: Area 2, a project proposal is to be written to present to the Environment and Leisure Committee with a view to securing funding in next year's budget for the Great Big Green Week event in June 2023. Al Braithwaite to draft a proposal.
- 2 That the Council request that Community Development Officer to contact organisations across the Town to see if/how they would wish to be involved in the Great Big Green Week 2023.

7. DATE OF NEXT MEETING

RESOLVED:

That the date of the next meeting of the Climate Change Working Party will be held on Wednesday, 7 December 2022, in the Council offices starting at 6.00pm.

The meeting closed at 7.10pm

Signed
(Chair)

Date

1604