



# LEDBURY TOWN COUNCIL

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14 July 2023

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

Dear Member

You are invited to attend a meeting of the **Environment & Leisure Committee on Thursday, 20 July 2023 at 7.00pm at the Town Council Offices, Church Lane, Ledbury**, for the purpose of transacting the business set out below.

Yours faithfully

Angela Price  
Town Clerk

## FILMING AND RECORDING OF COUNCIL MEETINGS

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

## A G E N D A

**1 To receive apologies for absence**

**2 Declarations of Interest**

To receive declarations of interest and written requests for dispensations  
*(Members are invited to declare disclosable pecuniary interests and other interests in items on the agenda as required by Ledbury Town Council's Code of Conduct for Members and by the Localism Act 2011)*

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

**3 The Nolan Principles**

**(Page 85)**

**4 Public Participation**

Members of the public are permitted to make representations, answer questions, and give evidence in respect of any item of business included in the agenda. The period



of time, which is at the Chairman's discretion, for public participation shall not exceed 15 minutes. Each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than five minutes. Questions/comments shall be directed to the Chairman.

**5 To receive and note the minutes of a meeting of the Environment & Leisure Committee held on Thursday, 15 June 2023 (Pages 86 - 96)**

**6 To review Action Sheets (Pages 97 - 98)**

**7 Cemetery**

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

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

**8 Cemetery Rules and Regulations (Pages 99 - 107)**

**9 Comments from Community Day 2023 – including Banners (Pages 108 - 110)**

**10 Market House (Pages 111 - 112)**

**11 Recreation Ground (Pages 113 - 115)**

**12 Foamstream Weeding Machine (Page 116)**

**13 Gazebos (Pages 117 - 118)**

**14 Working Parties**

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

**(Pages 119 - 128)**

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

**(Pages 129 - 134)**

**15 Date of Next Meeting**

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



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

Agenda excluding confidential papers to:

Plus: The Press  
Library

Agenda front pages to all non-committee members





## THE SEVEN PRINCIPLES OF PUBLIC LIFE

### (NOLAN PRINCIPLES)

#### **1. Selflessness**

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

#### **2. Integrity**

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

#### **3. Objectivity**

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

#### **4. Accountability**

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

#### **5. Openness**

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

#### **6. Honesty**

Holders of public office should be truthful.

#### **7. Leadership**

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

## LEDBURY TOWN COUNCIL

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

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

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

#### **E1 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Eakin and Sinclair.

#### **E2 DECLARATIONS OF INTEREST**

##### **RESOLVED:**

**No declarations of interest were received.**

#### **E3 THE NOLAN PRINCIPLES**

##### **RESOLVED:**

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

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

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

##### **RESOLVED:**

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

#### **E5 TERMS OF REFERENCE**

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

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

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

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

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

**RESOLVED:**

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

**E6 PUBLIC PARTICIPATION**

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

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

**RECOMMENDATION:**

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

**Councillor Morris left the meeting at 7:38pm.**



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

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

**RESOLVED:**

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

**E8 TO REVIEW THE ACTION SHEET**

The following points on the Action Sheet were discussed.

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

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

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

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

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

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

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

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

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



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

**RESOLVED:**

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

**RECOMMENDATION:**

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

**E9 CEMETERY**

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

**RESOLVED:**

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

**E10 CEMETERY INSURANCE CLAIM**

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

## **RECOMMENDATION:**

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

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

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

### **E11 MARKET HOUSE ROOF TENDER**

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

## **RESOLVED:**

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

### **E12 MAPLINK INTEGRATION FOR CEMETERY SOFTWARE**

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

## **RECOMMENDATION:**

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

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

### **E13 CEMETERY UPDATE**

Members discussed the following points in the Ledbury Cemetery Report.

#### **13.1 Memorial Topple Testing**

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



### **13.2 Tree Survey**

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

### **13.3 Applying new gravel to the Main Driveway**

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

### **13.4 Repointing/repairing of walls adjoining the Football Ground**

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

### **13.5 CCTV**

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

### **13.6 Storage space for the new trailer**

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

### **13.7 Bins**

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

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

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

### **13.9 "Letters to Heaven" white letterbox**

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

### **13.10 Scatter Garden in the Cemetery**

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

### **13.11 Chapel Pews and Lecterns, including deep clean of Chapel**

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

### **13.12 Plaque for deceased Mayors and Councillors**

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

### **13.13 New Garden of Remembrance**

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

### **13.14 The future of the Cemetery**

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

#### **RECOMMENDATION:**

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

#### **RESOLVED:**

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



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

#### **E14 DOG HILL WOOD**

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

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

##### **RESOLVED:**

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

#### **E15 ST MICHAEL & ALL ANGELS CLOSED CHURCHYARD**

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

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

##### **RESOLVED:**

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

## **E16 PORTABLE EXHIBITION POP-UP COUNTER**

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

### **RESOLVED:**

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

## **E17 WORKING PARTIES**

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

### **RESOLVED:**

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

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

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

Members discussed the Climate Change order of priorities:

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



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

**RESOLVED:**

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

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

**RESOLVED:**

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

**17.4 To consider establishing Working Parties for 2023/24**

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

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

**RESOLVED:**

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

**E18 DATE OF NEXT MEETING**

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

**E19 Exclusion of Press and Public**

**RESOLVED:**

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

## **E20 PARTNERSHIP WORKING AND HISTORIC BUILDINGS IN LEDBURY**

### **RESOLVED:**

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

The meeting ended at 9:00pm.

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

**ENVIRONMENT AND LEISURE COMMITTEE**

**15 June 2023**

Minute No.	Action	To be Actioned by	Date Actioned	Comments	Status
E5	1. That the Terms of Reference for the Environment & Leisure Committee were received and approved, subject to minor amendments.	DC			Complete
	2. That the Deputy Clerk make some amendments to the Terms of Reference for the Events Working Party in order that these can be presented at the next Full Council meeting for approval.	DC			Complete
	3. That Herefordshire Council be approached to take ownership back of maintaining the walkways in Deer Park.	DC			Ongoing
	4. That the Deputy Clerk investigate who has ownership over the War Memorial.	DC		Clerk has confirmed that Ledbury Town Council own the War Memorial	Complete
E6	<b>Recommendation:</b> That a budget line be set of £1,000 for the Events Working Party to use for advertising events.			Clerk has confirmed that there is a budget line of £7000 for Events	Complete
E8	2. That the Chair will contact the new Sergeant at Ledbury Police Station and ask if they would be able to attend future Environment & Leisure Committee Meetings.	DC		PS 21390 Alice Bennett has now taken over this post. Cllr Chowns was copied into email dated 1/7/23	Complete
	3. That Councillor Harvey be approached to enquire about the ownership of the public toilets on Bye Street.	DC			
	4. That the Deputy Clerk look into the possibility of having a CCTV camera put in under the Market House.	DC		DTC has contacted CCTV Monitoring Officer at HC and put in a request.	Ongoing
E10	That Ledbury Town Council does not make an insurance claim for the stolen items of garden machinery equipment. Members selected Company A to purchase the stolen items of garden machinery equipment for the Cemetery, being: Stihl BG56 Blower - £255.00 (inclusive of VAT) Stihl FS240 Strimmer - £730.00 (inclusive of VAT)	DC		Blower and Strimmer has since been purchased. Committee Members subsequently agreed to make an insurance claim for the goods stolen.	Complete
E11	That the original tender for the Market House Roof be reviewed and follow due process when the Clerk has returned from annual leave.	DC/TC/Chair		TC/DTC and Chairs of E&L and Finance Committee opened up Tender Document. Currently with Caroe & Partners to review.	Ongoing
E12	That the inclusion of MapLink Integration, as part of the Council's overall Rialtas Cemeteries and Memorials Management Solution, be purchased with immediate effect.	DC			Complete
E13	1. That memorial topple testing commence subject to receiving approval from the Finance, Policy & General Purposes Committee for further funding from earmarked reserves.	DC		As at 6/7/23 awaiting outcome of further funding.	Ongoing
	2. That the Deputy Clerk investigate when the last tree survey took place in the Cemetery.	DC		DTC is reviewing old files to establish if and when a survey took place.	Ongoing
	3. That the main driveway at the Cemetery be topped up with gravel.	DC			
	4. That the repointing/repairing of the walls that adjoin the Cemetery, as detailed on the Cemetery Plan, be revisited next year.	DC			Revisit in 2024
	5. That the CCTV and existing arrangement for security be looked into at the Cemetery in light of the recent break in.	DC			Ongoing



	6. That storage space be addressed for the new trailer to ensure that the new Foamstream machine is locked away securely.	DC		Ledbury Plant Hire to move equipment on Tuesday 18 July 2023	Complete
	7. That the bins at the Cemetery be revisited once the CCTV and security measures have been updated.	DC		Two cast iron bins currently in storage at the Cemetery will be utilised. Maintenance Operative will paint them black shortly	Complete
	8. That the Cemetery Groundsman and the Town Maintenance man lay a gravel path near the children's graves, with works to be completed by this Autumn.	Groundsman / Maintenance man			
	10. That a Scatter Garden be put in at the Cemetery.	DC			
	11. That the Chapel Pews and Lecterns be reviewed next year. It was agreed that a deep clean of the Chapel takes place once quotations have been received to redecorate the interior of the Chapel.	DC			Ongoing
	12. That a plaque be purchased for the Cemetery Chapel for deceased Mayors and Councillors.	DC			
	13. That a new Garden of Remembrance should be put in place as shown on the Cemetery map.	DC			
	14. That the Deputy Clerk speak to local estate agents to enquire about new land for the Cemetery and seek advice from Councillor Howells regarding the Neighbourhood Development Plan and whether any provision had been made to extend the existing Cemetery or if any other provision had been made for further Cemetery space.	DC			Ongoing
E14	That officers be instructed to proceed with the felling license at Dog Hill Wood.	DC			Ongoing
E15	2. That the Walled Garden maintenance contract be investigated as this area is owned by Herefordshire Council and should be maintained by them and not Ledbury Town Council.	DC		DC has had a conversation with TC to progress this.	Ongoing
E16	That a Portable Exhibition Pop-Up Counter be purchased for future Council events.	DC		CDO has purchased equipment	Complete
E17.1	ii. That the CDO secure the Sealed Knot as a one day Living History Camp supported by a Hog Roast on the Recreation Ground for the Heritage Open Days event.	CDO		CDO contacted Sealed Knot but no response. Subsequently Timequest Medieval Experiences will assist at HODs on Saturday & Sunday.	Complete
	iii. That the members of the Events Working Party be granted approval to hire Merchants House Musicians to play on Friday, 15 September 2023 and Saturday, 16 September 2023 at a cost of £200 (plus parking fee) for Heritage Open Days event.	EWP			
	iv. That the Events Working Party have approval to have a budget for £1,170 plus VAT for three double pages in the Focus for 2023/24 advertise events.	EWP			
E17.2	ii. That the Community Garden and the Fruit Gleaning be priority projects for the Climate Change Working Party to complete.	CCWP			
E17.4	That the Events Working Party and the Climate Change Working Party both be established for the 2023/24 municipal year.	DC		DC to set dates with TC for CCWP	Ongoing
E20	2. That members agreed to a meeting to explore the opportunity for partnership working with Ledbury Places.	TC			Ongoing

## LEDBURY TOWN COUNCIL

<b>ENVIRONMENT &amp; LEISURE COMMITTEE</b>	<b>20 JULY 2023</b>	<b>AGENDA ITEM: 8</b>
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Report prepared by Julia Lawrence – Deputy Town Clerk

### **CEMETERY RULES AND REGULATIONS**

#### **Purpose of Report**

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

#### **Detailed Information**

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

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

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

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

#### **Recommendation**

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

# Ledbury Town Council



Ledbury Cemetery, New Street, Ledbury,  
HR8 2DX

Rules and Regulations  
~~September 2020~~  
August 2023



# LEDBURY TOWN COUNCIL

## REGULATIONS CONCERNING BURIALS IN LEDBURY NEW STREET CEMETERY

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### ~~WELCOME~~ INTRODUCTION

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

### WORKING PRACTICE

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

### APPLICATIONS OF INTERMENT

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

## 1 CEMETERY

### 1.1 Exclusive Right of Burial

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

All Exclusive Rights of Burial terminates after 99 years.

### 1.2 Statutory Declaration

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

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

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

### **1.3 Grave Depths**

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

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

Single plot : 4ft 3

Double plot: 5ft 8

## **1. ~~BURIAL PLOTS~~**

## **2 MEMORIALS AND GRAVES**

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

### **2.1 General**

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

### **2.2 Approval of gravestones**

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

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

### **2.3 Permitted designs – New Section of Cemetery**

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

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

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

### **2.4 Materials for Memorials**

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

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

The finish of all stones should be non-reflective.

### **2.5 Inscriptions**

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

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

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



## **2.6 Removal of a memorial stone**

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

## **2.7 Flowers and additional memorials**

### **Flower Vases**

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

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

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

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

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

### **Flowers**

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

## **3 GARDEN OF REMEMBRANCE & CREMATED REMAINS**

### **3.1 Purchase of a Garden of Remembrance Plot**

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

Garden of Remembrance depth : 2ft

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

### **3.3 Memorial Stones**

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

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

#### **Removal of a Memorial Stone**

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

## **4 GENERAL**

### **4.1 Cutting and general Maintenance Work**

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

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

### **4.2 Litter and Rubbish**

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

### **4.3 Water supply**

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

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

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

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

**Town Clerk**  
**January 2020**  
**August 2023**





## LEDBURY TOWN COUNCIL

<b>ENVIRONMENT &amp; LEISURE COMMITTEE</b>	<b>20 JULY 2023</b>	<b>AGENDA ITEM: 9</b>
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Report prepared by Olivia Trueman – Community Development Officer

### **COMMENTS FROM COMMUNITY DAY 2023 – INCLUDING BANNERS**

#### **Purpose of Report**

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

#### **Detailed Information**

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

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

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

Below is a table with the comments that were collected.

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

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

### **Banners in the High Street**

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

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

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

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

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



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

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

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

## **RECOMMENDATIONS**

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

## LEDBURY TOWN COUNCIL

<b>ENVIRONMENT &amp; LEISURE COMMITTEE</b>	<b>20 JULY 2023</b>	<b>AGENDA ITEM: 10</b>
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Report prepared by Julia Lawrence – Deputy Town Clerk

### **MARKET HOUSE**

#### **Purpose of Report**

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

#### **Detailed Information**

##### **1 Roof Tender**

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

The tender was reviewed by the above mentioned panel and forwarded on to Caroe & Partners for them to review the tender in line with the specification, that had been provided to all companies, to check its accuracy and that the costings provided are value for money. At the time of writing this report, no response has been received from Caroe & Partners.

##### **2 Damage to Limewater Plaster on the Market House**

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

Three companies were contacted on Monday, 26 June 2023 to invite them to visit the site and assess the damage in order to submit a quotation for the repairs. Company 1 attended the Market House on Wednesday, 28 June 2023 and has submitted their quotation. Company 2 attended site on Friday, 30 June 2023 and Company 3 attended on Tuesday, 4 July 2023. Quotations have yet to be received from Companies 2 and 3.

The remit was also to include the inspection of other panels around the Market House to see if there were any other sections of plaster that might need attention since some remedial works had taken place approximately 3 to 4 years ago. Companies were asked to provide valid insurance certificates, risk assessment and method statements as part of their response and asked how they would approach the work should they be successful, i.e. whether they would use scaffolding, a MEWP (Mobile Elevated Works Platform) or even a ladder.

In the meantime, Herefordshire Council Building Control attended on Monday, 3 July 2023 to assess the Market House in case the structure was considered dangerous but have confirmed that as it was made safe, they were content with their findings. The Deputy Clerk has also contacted the Planning Team/Conservation Officers at Herefordshire Council to check whether any planning permission is required for the repair works to be undertaken. Their response is also awaited.

### **Stairlift**

Members of the Environment and Leisure Committee are advised that the prospect of installing a stairlift at the Market House is still on the radar of Officers. This project is ongoing, but Members need to appreciate that installing a stairlift is not that straightforward as the Council is faced with obstacles such as a wrought iron gate which splits the top section of stairs with the bottom section of stairs so a continuous rail for a stairlift seat to travel from top to bottom would not work. Even if two separate rails were considered, again there is limited space for a seat to be “parked” when not in use. For example, if such a chair was “parked” at the foot of the first flight of stairs, then it could be deemed that there wouldn’t be sufficient space for any other users walking up/down the stairs and what would happen if there was an emergency upstairs and everyone had to vacate quickly. The stairlift unit/seat could then be considered as an obstacle.

### **Recommendation**

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

## LEDBURY TOWN COUNCIL

<b>ENVIRONMENT &amp; LEISURE COMMITTEE</b>	<b>20 JULY 2023</b>	<b>AGENDA ITEM: 11</b>
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Report prepared by Julia Lawrence – Deputy Town Clerk

### **RECREATION GROUND**

#### **Purpose of Report**

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

#### **Detailed Information**

##### **1 Play Equipment**

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

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

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

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

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

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



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

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

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

## **2 Skatepark**

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

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

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

## **CCTV**

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

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

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

### **3 Bins and Benches**

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

### **Recommendations**

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

## LEDBURY TOWN COUNCIL

<b>ENVIRONMENT &amp; LEISURE COMMITTEE</b>	<b>20 JULY 2023</b>	<b>AGENDA ITEM: 12</b>
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Report prepared by Julia Lawrence – Deputy Town Clerk

### **FOAMSTREAM WEEDING MACHINE**

#### **Purpose of Report**

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

#### **Detailed Information**

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

A local company, Ledbury Plant Hire, has now confirmed that they have availability to visit the Cemetery with appropriate equipment to lift the equipment out of the workshop and place it on to the trailer. There are also two extremely heavy cast iron rubbish bins stored in the workshop, which will also be removed and made use of within the Cemetery. These bins cannot be removed with a simple sack cart as they are far too heavy. These works will take place on Tuesday, 18 July 2023. The Foamstream Weeding Machine will then be mobile, ready for use.

Once the bins are removed and the workshop revamped in terms of storing machinery and equipment in other sections of the buildings at the Cemetery, the trailer with the Foamstream Weeding Machine will be able to be stored safely within the workshop.

Following the recent break-in at the Cemetery, Officers from Ledbury and Ross-on-Wye Police Stations attended the Cemetery on Friday, 16 June 2023 and marked up the equipment with the Council's postcode in an attempt to deter further equipment being stolen.

The suggestion of using the old Ambulance Station for storage of the trailer and weeding machine has been suggested and the Deputy Clerk has made contact with Domino Pizza's Head Office via telephone and a response is awaited.

#### **Recommendation**

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

## LEDBURY TOWN COUNCIL

<b>ENVIRONMENT &amp; LEISURE COMMITTEE</b>	<b>20 JULY 2023</b>	<b>AGENDA ITEM: 13</b>
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Report prepared by Charlotte Barltrop, Administrator

### **GAZEBOS**

#### **Purpose of Report**

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

#### **Detailed Information**

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

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

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

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

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

#### **Recommendation**

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

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



## **LEDBURY TOWN COUNCIL**

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

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

**ALSO PRESENT:**

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

**1. APOLOGIES FOR ABSENCE**

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

**2. DECLARATIONS OF INTEREST**

None.

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

None

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

**RESOLVED:**

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

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

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

**5. CORONATION EVENT**

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

#### Lessons learnt Feedback and discussion:

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

#### **RESOLVED:**

#### **The following recommendations were made:**

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

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

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

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

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

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

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

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

### **RESOLVED:**

**The report was received and noted by the Working Party.**

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

## **7. COMMUNITY DAY - 10 JUNE 2023**

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

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

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

The update report was noted as planning was progressing.

## **9. CELEBRATION DAY – 9 JULY 2023**

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

## **10. LEDBURY CARNIVAL – 28 AUGUST 2023**

No further updates.

**RESOLVED:**

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

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

No further updates.

**12. CALENDER OF EVENTS**

Additions for the events calendar to include:

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

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

**13. DATE OF NEXT MEETING**

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

## LEDBURY TOWN COUNCIL

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

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

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

#### **1 APOLOGIES FOR ABSENCE**

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

#### **2 DECLARATIONS OF INTEREST**

None

#### **3 TERMS OF REFERENCE**

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

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

None

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

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



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

**RESOLVED:**

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

## **6 HERITAGE OPEN DAYS - UPDATE**

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

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

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

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

**RESOLVED:**

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

**RECOMMENDATION:**

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

## **7 COMMUNITY DAY EVENT – FEEDBACK**

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

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

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

## **8 GREAT BIG GREEN WEEK**

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

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

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

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

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

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

## **RESOLVED:**

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

### **9 WORLD BOOK DAY**

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

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

## **RECOMMENDATION**

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

### **10 CHRISTMAS LIGHTS SWITCH-ON EVENT – SPONSORSHIP**

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

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

## **RECOMMENDATIONS**

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

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

### **11 CELEBRATION DAY EVENT – FEEDBACK**

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

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

10.55am Cllr Helen l'Anson left the meeting.

## **12 LEDBURY CARNIVAL – UPDATE**

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

11.00am Nina Shields left the meeting.

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

## **13 STROMSTAD – UPDATE**

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

### **RESOLVED:**

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

## **14 POETRY FESTIVAL**

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

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

## **15 CALENDAR OF EVENTS**

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

## **16 DATE OF NEXT MEETING**

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

The meeting closed at 11.15am.

.....  
Chair

.....  
Date



## LEDBURY TOWN COUNCIL

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

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

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

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

#### **JM70 APOLOGIES FOR ABSENCE**

Nina Shields, Chris Noel, Catriona Cole

#### **JM71 DECLARATIONS OF INTEREST**

No declarations of interest were received.

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

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

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

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

#### **RESOLVED:**

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

## **JM73 RESIGNATION OF PROJECT MANAGER**

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

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

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

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

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

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

Councillor Chowns joined the meeting at 14:30.

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

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

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

**RESOLVED:**

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

**RECOMMENDATION:**

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

**JM74 COMMUNICATIONS FROM DR JANE MEE**

Members agreed to bring agenda item 7 forward.

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

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

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

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

**RESOLVED:**

**That the Working Party confirm whether they would like to accept Dr Mee's proposal to help with engagement projects and funding for the John Masefield Project.**

## **JM75      ROLE OF COMMITTEE**

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

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

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

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

### **RESOLVED:**

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

## **JM76      POSTPONED PHASE 2 LAUNCH**

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

Councillor Chowns left the meeting.

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

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

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

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

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

**RESOLVED:**

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

**JM77 UPDATE ON CULTURAL PARTNERS**

Members were provided with an update on Cultural Partners.

**RESOLVED:**

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

**JM78 INVITE LIST**

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

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

**RESOLVED:**

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

**JM79 WEBSITE CONTENT**

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

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

**JM80 ADVERTISING AND PROMOTIONAL MATERIAL**

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

**RESOLVED:**

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

**JM81 DATE OF NEXT MEETING**

**RESOLVED:**

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

**Signed .....** **Dated .....**