



LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES, CHURCH STREET, LEDBURY

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1 July 2022

TO: Councillors Auburn, Beddoes-Davis, Bradford, Chowns, Eakin, Manns, Morris, Shields, Sims, Sinclair and Whattler

Dear Member

You are invited to attend a meeting of the **Environment & Leisure Committee on Thursday, 7 July 2022 at 7.00pm at the Methodist Church, Bye Street, Ledbury**, for the purpose of transacting the business set out below.

Yours faithfully

Angela Price

AGENDA

- 1 Election of Chair for the 2022/23 Municipal Year**
- 2 To receive apologies for absence**
- 3 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)

- 4 The Nolan Principles** (Pages 1201 - 1202)
- 5 Election of Vice-Chair for the 2022/23 Municipal Year**
- 6 Terms of Reference** (Pages 1203 - 1204)

7 Public Participation

Members of the public are permitted to make representations, answer questions, and give evidence in respect of any item of business included in the agenda. If you would like to attend the meeting to ask a question on any item on this agenda please contact the Clerk at clerk@ledburytowncouncil.gov.uk to request the meeting link.

- 8 To receive and note the minutes of a meeting of the Extraordinary Environment & Leisure Committee held on 21 April 2022 (Pages 1205 - 1210)**
- 9 To review Action Sheets (Pages 1211 - 1218)**
- 10 St Michael's and All Angels Church, Closed Churchyard (Pages 1219 - 1228)**
- 11 Asbestos Surveys (Pages 1229 - 1324)**
- 12 Cemetery Update (Pages 1325 - 1332)**
- 12.1 Ongoing Works
 - 12.2 Cemetery Chapel
 - 12.3 Outside Organisations
- 13 Recreation Ground (Pages 1333 – 1348)**
- 13.1 Zip Wire
 - 13.2 Cantilever Tyre Swing
 - 13.3 Skate Park
 - 13.4 Basketball Court
 - 13.5 Consultation with Schools regarding play Equipment
- 14 Dog Hill Woods (Pages 1349 - 1356)**
- 14.1 Geological Signage
 - 14.2 Visit to Dog Hill Woods
- 15 Memorial Bench and/or Plaque for the late Cllr Knight (Pages 1357 - 1358)**
- 16 Proposed Tree Planting (Pages 1359 - 1360)**
- 17 John Masefield Commemorative Project (Pages 1361 – 1366)**
- 18 Cultivation Licences (Pages 1367 – 1368)**
- 19 Working Parties**
- 19.1 To receive and note the minutes of the meeting of the Events Working Party held on Thursday, 28 April 2022, Tuesday, 17 May 2022 and Wednesday, 29 June 2022 and consider any recommendations therein.
(Pages 1369 - 1386)

19.2 To receive and note the minutes of the meeting of the Climate Change Working Party held on Monday, 30 May 2022 and consider any recommendations therein. **(Pages 1387 - 1390)**

19.3 To discuss the future requirements of the Climate Change Working Party. **(Pages 1391 - 1392)**

20 Date of Next Meeting

Date of the next meeting of the Environment and Leisure Committee to be held on Thursday, 15 September 2022.

Distribution: Full agenda to: - Committee members (10)
Town Mayor (ex-officio)

Agenda excluding confidential papers to:

Plus: The Press
Library

Agenda front pages to all non-committee members

LEDBURY TOWN COUNCIL

ENVIRONMENT & LEISURE COMMITTEE	7 JULY 2022	AGENDA ITEM NO. 4
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THE SEVEN PRINCIPLES OF PUBLIC LIFE

(NOLAN PRINCIPLES)

1. Selflessness

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

2. Integrity

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

3. Objectivity

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

4. Accountability

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

5. Openness

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

6. Honesty

Holders of public office should be truthful.

7. Leadership

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

TERMS OF REFERENCE

ENVIRONMENT AND LEISURE COMMITTEE

QUORUM – The quorum of the Environment & Leisure Committee shall be agreed by the Committee and recommended to Full Council for agreement.

The Environment & Leisure Committee Quorum will be three.

UNDER DELEGATED POWERS

1. To monitor the administration of the day to day running of the Market House, Painted Room, Cemeteries and Community Facilities under the control of the Council.
2. To be responsible for the maintenance of the vehicles and machinery, in connection with the Council services.
3. To implement the works programme of the Council in respect of the Market House Hall, Cemeteries and Community Facilities.
4. To authorise the Clerk to carry out all the of the Councils statutory functions with regard to the Cemeteries in line with the Council's responsibilities as a burial authority.
5. To review the fees in respect of the Cemeteries and Market House, subject to not exceeding an increase above the Consumer Price Index (CPI)

BY WAY OF RECOMMENDATIONS TO FULL COUNCIL OR THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE.

1. To consider public representation relating to the provision of services provided by the Council in respect of the Environment and Leisure and to make recommendations where appropriate.
2. To contribute to the formulation and implementation of the corporate plan, making appropriate recommendations.
3. To make recommendations regarding the purchase of vehicles in connection with the Council's services
4. To make recommendations on any increase in the fees in respect of the Cemeteries and Market House with exceed the CPI.
5. To make recommendations on the expenditure of monies in respect of services/purchases of goods or equipment etc. for the Halls, Cemeteries and Community Facilities which exceed its budget allocations.
6. To make recommendations on any repairs and expenditure in respect of the Listed Buildings under the Council's Management.
7. To feed into the annual budget setting cycle.

LEDBURY TOWN COUNCIL

**MINUTES OF AN EXTRAORDINARY ENVIRONMENT AND LEISURE
COMMITTEE MEETING HELD ON
21 APRIL 2022**

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

ALSO PRESENT: Julia Lawrence – Deputy Clerk
Amy Howells – Minute Taker

E255 APOLOGIES FOR ABSENCE

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

E256 THE NOLAN PRINCIPLES

The Nolan Principles were received and noted.

E257 DECLARATIONS OF INTEREST

None received.

E258 PUBLIC PARTICIPATION

No public were present.

**E259 TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE
ENVIRONMENT AND LEISURE COMMITTEE HELD ON 17 MARCH 2022**

RESOLVED:

That the minutes of an Environment and Leisure Committee Meeting held on Thursday, 17 March 2022 be accepted and signed subject to the following amendment:

E245.1 – Outdoor Gym Equipment – A typing error had been noted and should read “rubber” as opposed to “rubble”.

E260 TO REVIEW ACTION SHEETS

Members of the Environment & Leisure Committee made reference to the following Action Points:-

E243(2) – Bike Hoop Racks – Councillor Bradford addressed the bicycle racks and noted that they are not used but made reference to the amount of bicycles that are chained to the Market House railings and asked for a sign to be erected

so to prevent damage being caused to the infrastructure of the Market House. The Deputy Clerk confirmed that the matter would be addressed once guidance on appropriate signage had been sought from Herefordshire Council's Conservation Officer.

E179(3) - The Deputy Clerk explained to members that the charity who originally wished to paint murals on bins were experiencing difficulty in finding artists to paint the bins and hence no progress had been made. Members of the Committee agreed to close down the action and not proceed any further.

E247(1) – Members of the Environment & Leisure Committee asked the Deputy Clerk to summarise what dialogue had taken place prior to the last committee meeting held on 17 March 2022. Councillor Sinclair considered that Ledbury Town Council should not be spending money on a Climate Change Working Party, in particular making reference to £3,000 that had already been spent, Councillors Sinclair and Bradford noted that they were still waiting for a detailed report setting out how the £3,000 had been spent. Councillor Sinclair believed that the £3,000 had been for a consultant to advise the Climate Change members whereas Councillor Chowns believed that some of the monies had been spent on equipment.

Councillor Bradford made reference to the heavy flow of traffic and congestion along New Street which he believed was due to the sequence of the traffic lights at Top Cross and requested Officers to investigate whether the sequence of the traffic lights had been adjusted.

RESOLVED:

- 1. That the Action Sheets be received and noted, and that the various amendments be made.**
- 2. That the Deputy Clerk investigates a “no bicycles” sign for the Market House.**
- 3. That the report in respect of expenditure incurred through the Climate Change Working Party be shared with Members of the Committee.**
- 4. That the Deputy Clerk liaise with Herefordshire Council/Balfour Beatty to establish whether the traffic lights at the top of Top Cross had been adjusted.**

E261 REPAIR OF BASKETBALL COURT, RECREATION GROUND

The purpose of the report was to advise Members of the Environment & Leisure committee of an incident that took place over the weekend of 26 & 27 February 2022, where a rubbish bin had been set alight on the side of the basketball court at the Recreation Ground. Members of the Committee were asked to consider the quotations received in order to repair the damage done.

Members of the Committee debated whether the repair should not be carried out until the new CCTV was in operation and/or if the repair was delayed, then there was every likelihood that the repair costs would be increased.

On viewing the options put forward, Councillor Sinclair proposed Company Two should be selected as he considered that they were providing best value for money out of the three options. Members of the Committee unanimously voted for Company Two to carry out the repair works at a cost of £1,040.00 + VAT as soon as possible.

RESOLVED:

That company no. two, as provided in the report, be appointed to undertake the remedial works at the Basketball Court at a cost of £1,040.00 + VAT.

E262 SKATE PARK, RECREATION GROUND

The purpose of the report was to provide members with further information received relating to the charges presented at the last E&L Committee meeting held on 17 March 2022 in respect of installation costs for the skate park.

RESOLVED:

- 1. That the report be received and noted, noting the explanations put forward by the company in respect of the installation costs.**
- 2. That the Deputy Clerk be requested to contact the preferred company and confirm the Committee's acceptance in order to proceed with the installation of new skate park equipment, as detailed in the report presented to the Environment & Leisure Committee on 17 March 2022 at a cost of £34,221.00 + VAT.**
- 3. That Members note the cost of circa £5,000/£6,000 may be required for resurfacing works and should this be the case, agree for such works to be quoted for accordingly.**

E263 CHRISTMAS LIGHTS

The Town Clerk had presented a further report to Members with information on the Christmas Lights contract for 2022/23 and 2023/24 giving a summary of all the lights that would fall within the contract, together with the additional lighting now requested and their associated costs.

Councillor Sinclair proposed that Members agree to Quote No. 25364, which included the LED Stalactites although Members of the Committee agreed to eliminate the 'Welcome to Ledbury' lights subject to a discount being applied.

RESOLVED:

- 1 That Quote No. 25364 be approved in respect of the additional Christmas Lights to be supplied by Blachere Illuminations Ltd with the exclusion of the Welcome to Ledbury sign, thus taking into account the reduction in the total cost of the Christmas Lights.
- 2 That a RECOMMENDATION be made to the Finance, Policy & General Purposes Committee that any additional funds required for the 2022/23 Christmas Lights expenditure be identified from the General Reserve.

E264 FEES AND CHARGES

Members of the Environment & Leisure Committee were asked to consider the current level of fees and charges in respect of the various Ledbury Town Council buildings/services with a view to increasing them in 2022/23. This included the following:

- i. Cemetery
- ii. Charter Market
- iii. Jacobean Room/Weddings
- iv. Market House

Councillor Whattler suggested rates should differ for residents as compared to those for non-residents for the Cemetery. The Deputy Clerk explained that the percentage increase was for all services in their entirety and percentage rates could not be adjusted per building/event. Members of the Environment & Leisure Committee considered that two percent was a satisfactory increase in view of the current climate.

RECOMMENDATION:

That the Finance, Policy & General Purposes Committee be requested to approve a 2% increase in respect of fees and charges relating to the Cemetery, Charter Market, Jacobean Room/Weddings, and Market House for the financial year 2022/23.

E265 CHILDREN'S PLAY EQUIPMENT CONSULTATION

The report updated members regarding the informal consultation relating to the children's play equipment.

RESOLVED:

That the report be received and noted.

E266 TO RECEIVE AND NOTE THE MINUTES OF THE MEETING OF THE EVENTS WORKING PARTY HELD ON THURSDAY, 24 MARCH 2022 AND CONSIDER ANY RECOMMENDATIONS THEREIN.

Members of the Committee received and noted the contents of the Minutes of the Events Working Party but made reference to the following points.

- 1 Councillor Sinclair recorded thanks to Olivia Trueman, Community Development Officer, who had done an excellent job in organising the Careers and Advice Fair event.
- 2 Mother's Day Chapel Event – Councillor Bradford considered that the event should be run again despite the poor attendance on the day and that more should be done to promote the Cemetery Chapel as he believed that not everybody knew it existed.
- 3 Members of the Committee asked if the Community Development Officer (Maternity Cover) would be able to produce a report confirming how many people attended the Jobs and Advice Fair. Discussion took place whether the event should be repeated later in the year.
- 3 Councillor Morris made reference to E62, enquiring whether the Community Development Officer had met with the Governors of John Masefield High School before her departure on Maternity Leave.
- 4 Members raised their concerns on “Ledfest on the Rec” as they were rather sceptical that it was “too late in the day” to hire an Event Manager as well as securing bookings for all the associated event infrastructure.
- 5 Councillor Bradford made reference to Jubilee bunting and whether a Union Jack flag could be hung from the Market House. Councillor Sinclair recorded that wherever possible, existing bunting and flags should be used first.
- 7 Members of the Committee considered that it would be more appropriate to have free parking all day on Saturday, 3 December 2022 as opposed to Friday, 2 December to coincide with late night shopping since no car parking charges applied after 18.00 hours each evening. This suggestion is to be put forward to Herefordshire Council for consideration.

RESOLVED:

- 1 **That the minutes of an Events Working Party held on Thursday, 24 March 2022 be received and noted.**
- 2 **That the Community Development Officer provide feedback on the number of attendees at the Careers and Advice Fair.**

- 3 That the Deputy Clerk investigate whether a Union jack flag could be hung from the Market House.
- 4 That the Community Development Officer provide an update regarding the Governors Meeting at John Masefield High School.
- 5 That the recommendation from the Events Working Party to provide free parking all day on Saturday, 3 December 2022 be put to the next Environment & Leisure Committee Meeting. This was to be in place of the existing date put forward – Friday, 2 December 2022.

E267 DATE OF NEXT MEETING

RESOLVED:

To note that the next meeting of the Environment & Leisure Committee will be agreed at the Annual Meeting of Council scheduled for Thursday, 12 May 2022.

Councillor Chowns recorded his thanks to the Deputy Chair, Officers and Committee Members on the work that had been completed within his year of Chairmanship.

The meeting ended at 7:38pm.

Signed Dated
(Chair)

ENVIRONMENT AND LEISURE COMMITTEE
ACTION SHEET - 7 JULY 2022

ITEM NO.9

Minute No.	Action	To be Actioned by	Date to be actioned by	Comments	Status
E260	Deputy Clerk is to close down previous Action No. E179(3) in respect of painting murals on bins.	DC	22.04.2022	Closed down	Complete
E260	Ref: E247(1) Cllrs Sinclair and Bradford requested sight of the report relating to the £3000 spent on Climate Change	DC	30.06.2022	DC to obtain information and forward on.	In progress.
E260	Cllr Bradford requested that a "No Bicycles" sign should be erected at the Market House to prevent cyclists chaining their bikes against the wooden railings	DC	01.06.2022	DC contacted the Conservation Officer on 26 May 2022 to be advised that she had left Herefordshire Council. Her replacement was contacted the same day. A further email follow-up was made on 9 June 2022 and as at 30 June 2022 a response is still awaited. The DC contacted Herefordshire Council to speak direct to Debra Lewis on 30 June 2022 but her phone went into voicemail - message left for her to return call.	In progress.
E260	Members requested the DC to make contact with BBLP/HC regarding the traffic lights at Top Cross (whether they had been adjusted).	DC	01.06.2022	Outstanding	In progress
E261	Members of the Committee agreed to select Company 2 to carry out resurfacing repair works at the Basketball Court at the recreation ground, and that the DC is to appoint them so works can be undertaken.	DC	22.08.2022	DC gave purchase order on 25.04.2022 to Company (G C Joyce) who confirmed a 12/14 lead time. DC has since spoken with company who have confirmed a start date of 22 August 2022.	In progress
E262	DC instructed to contact preferred company for skatepark and proceed with works.	DC		14 April 2022 Purchase order for £34,221.00 provided to company.	Complete
E263	Quote No 25364 for Blachere Illuminations be approved.	TC			Complete
E264	That the Finance, Policy & General Purposes Committee be requested to approve a 2% increase in respect of fees/charges for the Cemetery, Charter Market, Jacobean Room/ Weddings and Market House for 2022/23.	TC			Complete

ENVIRONMENT AND LEISURE COMMITTEE						As at 13.04.22
ACTION SHEETS - ONGOING						
Minute No.	Action	To be Actioned by	Date to be actioned by	Comments	Status	
E104 (2)	That the Clerk continue to investigate the possibility of recycling banks being located within the town.	DTC			In progress	
E125 (1)	That the Clerk be authorised to contact BBLP to establish whether it would be possible to mount banners to the lamp posts listed within the report.	TC		Designs to be provided by Community Development Officer	In progress	
E125(3)	Once confirmation has been received from BBLP, The Clerk TC obtain quotes in respect of the banners and fittings and submit a report to a future Environment and Leisure Committee.	TC		See above	In progress	
E135(2)	That members of the Environment and Leisure Committee agree that the Events Working Party meet with representatives of Rubicon UK in the future, noting that the repairs on the Skatepark are priority.	TC, CDO		Chaser email sent 08.07.2021 with regard event and what we need to refurb skate park	In progress	
E137(2)	That officers establish what information is in the other boards at Dog Hill Woods with a view to the same information being supplied in the damaged board.	AO			In progress	
E139	That the Clerk be authorised to contact the council's current defibrillator supplier to confirm the cost to supply and install two new defibrillators in locked cabinets into two telephone kiosks.	TC		Following maintenance of both phone boxes red paint to be ordered and Defibs to be purchased from London Hearts to be considered	In progress	
E163(2)	That an event be held to coincide with the Queens Jubilee in 2022			Events working party to be arranged	In Progress	
E166(b)	That Council promote refill.org.uk and the refill app with traders and supermarkets and that Ledbury aim to become a refill town.	CDO			In progress	
E166(c)	That the CDO be asked to provide more information on a possible climate change blog before any final decision	CDO			In progress	

E166(3)	That a Christmas Lights Working Party be set up to consider the quotes for the Christmas Lights for the following three year	TC	28.07.2021	WP Members agreed to accept the lowest quote subject to the Clerk requesting alternative design - Alternative design received and agreed Clerk waiting on confirmation of any additional cost in relation to the new design and also the cost to decorate the trees and shrubs outside the Alms Houses	Quotes received and checked - agreed to accept quote from Blachere
E167	Officers to approach companies to ask if they would sponsor new information boards at Dog Hill Woods	DTC		DTC to consider on taking up post	In progress
E169	Chairs of E&L, Planning and Economy & Tourism to get together to discuss corporate plan	TC plus chairs of Standing Committees		Meeting to be arranged	In progress
E170	Officers to contact Guy Tustin and ask if he would be interested in quoting to provide updated management plan for Dog Hill Woods	DTC		DTC to do on taking up post	completed
From 16 September 2021 onwards:					
E176(2)	That the artist be contacted to arrange collection of paint already purchased for the painting of the rear of the shelter, to be stored in Council offices.	DTC		Paint has been collected and is now stored at Cemetery.	Completed
E176(3)	That when appointed the new town cleaner be tasked with cleaning the smoke damage from the inside of the shelter.	DTC	Sep-22	Revisit exercise in Autumn 2022	In Progress
E176(4)	That once the rear of the shelter has been painted and the inside of the shelter has been repaired, the DC make arrangements for an anti-vandalism paint to be applied to both sides of the shelter	DTC	May-22	Task put "on hold" whilst anti-social behaviour at The Shelter is being addressed. Revisit this in Spring 2022.	In Progress
E179(1)	That consideration be given to providing replacement bins around Ledbury	DTC	Jul-22	DC is to undertake a revised audit of bins in Summer 2022	In Progress
E179(2)	To note that Cllr Chowns had suggested that two new benches could be sited in Dog Hill Wood	DTC	30.06.22	This is to be addressed when the visit takes place to DHW on 08.07.22	In Progress
E179(3)	That subject to approval from BBLP the committee agreed to the Ledbury Community Bin Mural Project to paint a mural on four bins initially, with a view to considering more in the future	DTC	May-22	Meeting held on 15/03/22 with Charnee, Bin Mural project to obtain update. Little progress made by them to put forward artists. DC to send follow-up email.	In Progress

E183	That Officers & Cllr Chowns review the Corporate Plan and provide an update at the next meeting of the E & L Committee	Officers		At 21.04.22 Extraordinary E & L Meeting, members agreed to close this project.	Project Closed
E189(1)	That the quotation received in respect of the quinquennial works to the Market House be deferred until the timber assessment and testing surveys have been carried out	DTC	Aug-22	Awaiting report. Report received. Need to review contents and take action.	In Progress
E202-3	The Deputy Clerk investigate whether further lighting can be put in place within St Katherine's Car Park, subject to the regulations set out in the Planning Application No. 150041.	DC	Revisit Oct 2022	As at 04/04/22 DC has received response from Senior Project Manager confirming that the request for additional street lighting will be considered as part of Phase 2 of the suggested works for the car park, to be considered in Autumn 2022	In Progress
E213-2	The Clerk investigate whether an EPC is required in respect of the Chapel and if so, arrange for this to be carried out without delay.	TC	09.05.2022	Upon investigation Clerk established that as the chapel is not used on a regular basis, it would be exempt and therefore does not require an EPC	Completed
E214	Deputy Clerk to bring back more information to the next meeting about the timber assessment.	DC	17.3.22	DC awaiting a report from Caroe for next steps.	In Progress
E223	Members agreed for an "Explorer Play dome" or something similar to be replaced with the hex swings. The hex swings move to another location and the seasaw be replaced within the next 12 months. That the skate park be upgraded/replaced.	DC	17.3.22	Committee members wished Explorer Play dome to be considered as part of consultation - confirmed. Location of new equipment yet to be confirmed as at 12.04.22.	Complete
E223 (3)	That the Deputy Clerk organises an informal consultation with members of the public when the weather improves. The Police are to be invited to take part in this event.	DC	14.3.22	DC has made arrangements to consult with 3 schools end April/early May regarding children's play equipment. Please refer to ref. 24594) below.	Complete
E224	The Deputy Clerk is to contact Councillor Harvey to obtain further information and bring a report back to the next Environment & Leisure meeting regarding the blossom trees in the High Street	DC	17.3.22	Information received advising to contact Tree Forum. In interim, establishing suitable locations for trees to be planted, either in ground or pots.	In Progress

E225 (1)	The Deputy Clerk to bring more information back to the committee regarding the Woodland Management Plan to the next E&L Committee.	DC	25.3.22	DC has contacted Guy Tustin and is awaiting a quotation to carry out works. As we are now "out of season", any coppicing/other related works will need to start in the Autumn, but it is proposed to get a programme in place now in readiness for when works can start, subject to agreeing costs first (potentially using Welcome Back Funding?)	In Progress
E225 (2)	That members agreed for replacement signage to be erected subject to receiving full costs which are to be presented at the next Committee meeting in March 2022 for approval.	DC	08.07.22	Visit to DHWs has been arranged for 8 July 2022 with Councillors to establish work programme for the Autumn. To be reported back at next meeting	In Progress
E225 (3)	That members agreed for benches to be installed at Dog Hill Woods, at locations to be confirmed, whether this be by volunteer groups or local craftsmen.	DC	31.3.22	As at 10.04.22 it has been established that new updated artwork can be provided by Herefordshire & Worcestershire Earth Heritage Trust for £250. DC is now awaiting quotes for printing of signs.	In Progress
E229 (2)	That the Deputy Clerk be requested to look into wooden fencing around the Christmas tree as opposed to the metal barriers.	DC	End April 2022	DC has spoken with Guy Tustin about this and this is to be included within his scope of works. Quotation yet to be received. [Please refer to E225(1) above].	In Progress
E227	That the Deputy Clerk be authorised to proceed with the installation of the bench, outside of the Almshouses, subject to receiving permission from Herefordshire Council.	DC	01.09.22	To be addressed later this year.	In Progress
			29.04.2022	DC has received Bench Licence from Herefordshire Council and can proceed with installation although quotes are now required from maintenance contractors to actually install the bench!	Complete
			End April 2022	Quotes have been sought from maintenance contractors to actually install the bench.	Complete
			Jun-22	BBLP have arranged to install bench. Awaiting date for works to be done.	In progress

E231 (2)	The Deputy Clerk to investigate the costs of installing a temporary bike rack by the side of the Market House and bring to the next Environment & Leisure meeting.	DC	26.04.22	DC arranged meeting with BBLP and Committee Members to consider locations for a bike rack in Town for 26/04/22. Please note that the location next to the bus stop is not suitable due to there being a manhole cover/utility services beneath; outside spar shop also not enough space and Market House deemed inappropriate due to space. Please refer to ref: 243(2) below.	Complete
E236 (2)	That the Deputy Clerk to speak with the Town Clerk to ask for an update from the police regarding the quality of images required.	DC & TC	End May	Sentinel have now repaired CCTV cameras at recreational ground. Revised quotes for new CCTV will address the issue of poor images going forward.	Complete
E241	The Deputy Clerk is to contact Councillor Liz Harvey and advise her that Hazel Webster would be making contact with her direct as regards the request for a memorial plaque for 'Ben'.	DC	25.03.22	DC emailed Cllr Liz Harvey on 24/03/22 and advised her to expect an email from Ms Hazel Webster.	Complete
E243 (2)	The Deputy Clerk is to arrange a meeting between Balfour Beatty and Ledbury Town Councillors to establish a suitable location for a new bike rack in Ledbury town centre	DC	31.03.22	DC contacted members of the Committee on 05/04/22 that a meeting has been arranged with BBLP regarding the bike racks. Meeting arranged for 26/04/22 at 2.30pm.	Complete
			25.04.22	25/04/2022 - Members received an email from the DC advising that the meeting scheduled had been cancelled by BBLP due to work commitments relating to the Jubilee. The DC asked Members to advise if they still wished to have a meeting after the Jubilee events to continue with this project. As at 30/06/2022 no response has been received from any Members of the E&L Committee to continue so consider the project closed.	Complete

E245 (2)	The Deputy Clerk is to arrange for the supply and installation of the missing legs for the seated leg press and providing a rubber handle for the double cross country skier at a total cost of £778.50 plus VAT.	DC	31.03.22	Further to Committee agreeing to proceed with replacement equipment, this was ordered on 01/04/22. Installation will take place on 08/06/22.	Complete
E245 (3)	That Members of the Environment & Leisure Committee agree to the Shelter being moved to the location as detailed in Appendix C (Item No. 8.2), facing in the same direction as its current location. The Shelter will then only be moved 180 degrees (when it would be facing Bye Street) once new CCTV has been installed and is in operation.	DC	End May	Following Full Council meeting on 11/04/2022, Committee agreed to leave Shelter in its current location but to review the situation in six months time.	Complete
E245 (4)	Deputy Clerk will report back to the Environment & Leisure Committee at a future meeting with findings from a consultation with Ledbury and Eastnor Primary Schools and John Masefield Secondary School to gauge a preference on which piece of children's play equipment is preferred.	DC	End May	As at 06/04/22, informal consultation events have been confirmed with: John Masefield High School on 4 May 2022; Eastnor Primary School on 6 May 2022 and Ledbury Primary School on 29 April 2022.	Complete
E246	Skate Park - Option Two was chosen in principle, subject to receiving further clarification on the installation costs noted in the quotations received. The Deputy Clerk is to bring back further details to the next meeting.	DC	05.04.22	DC has contacted the Company who have provided a full explanation of the breakdown of the installation costs which are being presented at the Committee meeting on 21/04/22.	Complete
E247 (1)	The Deputy Clerk is to contact the Chair of the Climate Change Working Party to put forward a suggestion to encourage members of the public to become Councillors, and particularly with those who have an interest in climate change.	DC/TC	31.03.22	DC met with the Chair of the Climate Change Working Party and shared comments put forward at the Committee meeting held on 17/03/22. It was agreed that the next meeting of the CCWP would be postponed until 16/05/22 at which time the working party could consider appropriate goals and objectives going forward.	Complete
E249	That the Clerk provide a full summary of all christmas lights to be installed in November 2022 and provide this summary to members of the E & L Committee.	TC	End May	TC has presented paper to Extra- ordinary E&L Committee Meeting on 21 April 2022 to further review summary of all christmas lights.	Complete
E254 (2)	The Deputy Clerk to bring back further proposals of a new CCTV system to the next Environment & Leisure Committee meeting.	DC	End May/ June [TBC]	Details to be brought back to the next E & L meeting, once the date has been finalised.	In Progress

LEDBURY TOWN COUNCIL

ENVIRONMENT & LEISURE COMMITTEE	7 JULY 2022	AGENDA ITEM: 10
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Report Prepared by Angela Price – Town Clerk

ST MICHAEL'S AND ALL ANGELS CHURCH, CLOSED CHURCHYARD

Purpose of Report

The purpose of this report is to provide Members of the Environment and Leisure Committee with confirmation of the status of St Michael's and All Angels Churchyard.

Detailed Information

Over the past three years Ledbury Town Council has been approached by St Michael's and All Angels and members of the public in respect of a number of repairs/maintenance issues in the Churchyard. Also, Ledbury Town Council maintains the grass cutting and grounds maintenance for the Church via a ground's maintenance contract. This has raised questions from Councillors as to why Ledbury Town Council is being asked to pay for these repairs/maintenance.

A local authority can be charged with the maintenance of a churchyard via Section 215 of the Local Government Act 1972 which applies specifically to churchyards closed by an Order in Council, as contained in the Burials Act 1853, which will require the Parish Council to ensure that:

- 1. The churches and chapels in every parish shall be decently kept and from time to time, as occasion may require, shall be well and sufficiently repaired and all things therein shall be maintained in such an orderly and decent fashion as best becomes the House of God*
- 2. The like care shall be taken that the churchyards be duly fenced, and that the said fences be maintained at the charge of those to whom by law or custom the liability belongs, and that the churchyards be kept in such an orderly and decent manner as becomes consecrated ground."*

For the above to apply to a local authority it would require the passing of an Act of Parliament that the local authority is charged with the maintenance as stated above.

Following a number of questions being raised as to why Ledbury Town Council were being asked to fund the repairs to lights within the churchyard of St Michael's and All Angels, and the absence of any documents to confirm whether Ledbury Town Council had been charged with the responsibility of the maintenance of the churchyard, the Clerk contacted the Ministry of Justice to establish whether such an Act had been passed and signed by the Privy Council to charge the Parish Council with the responsibility for the churchyard.

Attached is a copy of a letter and accompanying documents received from the Ministry of Justice which confirms that such an Act was passed on 3 September and 16 November 1858 which declared the parish church a "*closed churchyard*" which means that the maintenance and care of the churchyard would be passed to

Also attached is a document providing information on what a Parish Council can be asked to provide in respect of the maintenance and repair of a closed Churchyard as contained in Section 1 of the Burial Act 1853.

Therefore, it should be noted that Ledbury Town Council, as the local authority who is the Burial Authority in the town of Ledbury, are charged with the maintenance of St Michael's and All Angels churchyard as outlined in the attached document.

Recommendation

That Members of the Environment & Leisure Committee receive and note the information provided within this report and the attached documents, noting that the maintenance of St Michael's and All Angels Churchyard is charged to Ledbury Town Council and that a suitable budget should be considered in the annual budget of future years.

Attached:

1. Letter from Ministry of Justice
2. Articles from The London Gazette – 3 September 1858 and 16 November 1858
3. Legal Advisory Commission of the General Synod "The Maintenance of Monuments in Closed Churchyards"



Ministry
of Justice

Coroners Casework Team
102 Petty France
London SW1H 9AJ

T 020 3334 3555
E coroners@justice.gov.uk

22nd April 2022

Angela Price
clerk@ledburytowncouncil.gov.uk

Dear Ms Price,

Order in Council in respect of local church

Thank you for your request of 11th March 2022 requesting a copy of the Order in Council with regard to St Michael's and All Angels, Ledbury. I apologise for the delay in replying.

Please find attached two orders made on the 3rd September 1858 and 16th November 1858. You will see that each order does not refer to the name of the churchyard. It was common practice at that time to only refer to the churchyard to be closed as parish church, but I have checked our records and cannot find any record of any other churchyards in Ledbury having an Order in Council.

Please let me know if I can be of any further assistance.

Yours sincerely,

Christine Groves-Loader
Senior Caseworker

And whereas certain Orders in Council have been made, directing the discontinuance of burials in the churchyards and burial-grounds hereinafter mentioned from the time mentioned in such Orders respectively; and whereas it seems fit to Her Majesty, by and with the advice of Her Privy Council, that the time for discontinuing burials in the said churchyards and burial-grounds be postponed;

Now, therefore, Her Majesty, by and with the advice aforesaid, is pleased to order, and it is hereby ordered, that the time for the discontinuance of burials in such churchyards and burial-grounds be postponed as follows; viz.:

In the churchyard of the parish of CLAYBROOK, from the first of October next to the first of June, one thousand eight hundred and fifty-nine;

In the churchyard of the parish of GILLINGHAM, Kent, from the first of September, instant, to the first of January, one thousand eight hundred and fifty-nine;

In the churchyard of MELBOURNE, Derbyshire, in the Friends Burial-ground, in the New Jerusalem Chapel Burial-ground, and in the Baptist Chapel Burial-ground, in that parish, from the first of September instant, to the first of May, one thousand eight hundred and fifty-nine;

In the new portion of the churchyard at All Saints, NEWMARKET, and in the new burial-ground in St. Mary's Parish in that town, from the first of August to the first of November, one thousand eight hundred and fifty-eight;

In the churchyard of the parish of SELBY, from the first of September to the first of November, one thousand eight hundred and fifty-eight;

In the parish churchyard and Vicarage Croft, in St. Andrew's Churchyard, in the burial-grounds of the Baptist, Zion, and Salem Chapels, and in the Old Friends' Burial-ground, all in WAKEFIELD, from the first of November next, to the first of May, one thousand eight hundred and fifty-nine;

And whereas by an Order in Council of the eighth of June, one thousand eight hundred and fifty-four, burials were directed wholly to cease in the churchyard of All Saints, Chorlton, in MANCHESTER, from and after the first of March, one thousand eight hundred and fifty-six, and the said Order was varied by an Order of the twenty-seventh of August, one thousand eight hundred and fifty-seven, and it seems fit that the same be again varied; now, therefore, Her Majesty, by and with the advice of Her Privy Council, is pleased to order, and it is hereby ordered, that interments in All Saints Churchyard, Chorlton, in Manchester, be discontinued from and after the first day of July, one thousand eight hundred and fifty-nine; and forthwith, except in now existing private vaults and brick graves, in which each coffin shall be embedded in charcoal, and separately entombed in an air-tight manner, and except in private family graves in which no coffin shall be buried within a foot of any other coffin, or four feet of the surface of the ground; and it is further ordered, that none be buried in any grave or vault except widowers, widows, parents, children, brothers or sisters of those already interred therein, and that the entire surface of the ground, not occupied by stones or walks, be covered with soil, and a living vegetation maintained.

And whereas by an Order in Council of the eighteenth of October, one thousand eight hundred and fifty-four, burials were directed to be discontinued from and after the first of June then next, in the churchyard of St. Edmund, SALISBURY, except as was therein excepted, and such time was afterwards postponed to the first of February, one thousand eight hundred and fifty-eight, and it seems fit that the said Order be varied; now, therefore, Her Majesty, by and with the advice aforesaid, is pleased to order, and it is hereby ordered, that interment in the said churchyard of St. Edmund, Salisbury, be discontinued, except for the burial of the widowers, widows, parents, and unmarried children, of those already buried in now existing catacombs, vaults, and walled graves, in which each coffin shall be imbedded in charcoal, and separately entombed in an air-tight manner, and in family graves not less than five feet deep, which can be opened without the exposure of human remains.

C. C. Greville.

AT the Court at *Osborne House, Isle of Wight*, the 2nd day of *September*, 1858,

PRESENT,

The QUEEN's Most Excellent Majesty in Council.

WHEREAS the Right Honourable Spencer Horatio Walpole, one of Her Majesty's Principal Secretaries of State, after giving to the Incumbents and the Churchwardens of the parishes hereinafter mentioned ten days' previous notice of his intention to make such representations, has, under the provisions of an Act, passed in the session of Parliament held in the sixteenth and seventeenth years of Her Majesty's reign, intitled "An Act to amend the laws concerning the burial of the dead in England beyond the limits of the metropolis, and to amend the Act concerning the burial of the dead in the metropolis," made two representations stating that, for the protection of the public health, no new burial-ground should be opened in any of the undermentioned parishes without the previous approval of one of Her Majesty's Principal Secretaries of State, and that interments in the same should be discontinued, with the following modifications:

GATESHEAD.—Forthwith in the *churchyards* of *St. Edmunds* and *St. Cuthberts*, *Gateshead*, except so far as is compatible with the observance of the regulations for new burial-grounds, omitting No. 3.

LEDBURY.—Forthwith in the *parish church*, and also in the *churchyard*, and *Baptist Burial-ground*, *Ledbury*, except in graves not less than five feet deep which can be opened without the disturbance of remains,—and that no grave be dug within three yards of any dwelling.

HORTON, NORTHUMBERLAND.—In the *parish churchyard* on the first day of November, one thousand eight hundred and fifty-eight, except in graves and vaults which are free from water, no graves to be less than five feet deep, and no remains to be disturbed, and that the churchyard be properly drained.

STAINDROP.—Forthwith in the *parish church* of *Staindrop*; and also in the *churchyard*, except in that part which is to the north of the church, on and after the first day of March, one thousand eight hundred and fifty-nine.

compatible with the observance of the Regulations for New Burial-grounds, omitting No. 3.

CHESTER-LE-STREET, DURHAM.—In *Birtley Churchyard*, except so far as is compatible with the observance of the Regulations for New Burial-grounds.

GAINFORD, DURHAM.—From and after the first day of June, one thousand eight hundred and fifty-nine, in the *church and churchyard of Barnard Castle*.

CHEPSTOW.—In the *Independent Burial-ground*, except in graves never before buried in, and in which actual members of the congregation only and their children shall be interred.

CHARING, KENT.—In the *parish church of Charing*; and from and after the first day of June, one thousand eight hundred and fifty-nine, in the *churchyard*, with the exception of now existing vaults and brick graves which can be opened without disturbing soil that has been already buried in, and in which each coffin shall be entombed in brick or stonework properly cemented; also with the exception of reserved earthen grave spaces, in which the only bodies to be interred shall be those of the husbands and wives of persons already buried therein.

Wm. L. Bathurst.

AT the Court at Windsor, the 13th day of November, 1858,

PRESENT,

The QUEEN'S Most Excellent Majesty in Council.

WHEREAS by an Act, passed in the session of Parliament, held in the sixteenth and seventeenth years of Her Majesty's reign, intitled "An Act to amend the laws concerning the burial of the dead in England, beyond the limits of the metropolis, and to amend the Act concerning the burial of the dead in the metropolis;" it is enacted, that in case it appears to Her Majesty in Council, upon the representation of one of Her Majesty's Principal Secretaries of State, that, for the protection of the public health, the opening of any new burial-ground in any city or town, or within any other limits, save with the previous approval of one of such Secretaries of State, should be prohibited, or that burials in any city or town, or within any other limits, or in any burial-ground or places of burial, should be wholly discontinued, or should be discontinued subject to any exception or qualification; it shall be lawful for Her Majesty, by and with the advice of Her Privy Council, to order that no new burial-ground shall be opened in any city or town, or within such limits, without such previous approval, or (as the case may require), that after a time mentioned in the Order, burials in such city or town, or within such limits, or in such burial-grounds or places of burial, shall be discontinued wholly, or subject to any exceptions or qualifications mentioned in such Order, and so from time to time, as circumstances may require: provided always, that notice of such representation, and of the time when it shall please Her Majesty to order that the same be taken into consideration by the Privy Council, shall be published in the London Gazette, and shall be affixed on the doors of the churches or chapels of, or on some other conspicuous places within the parishes affected by such representation, one month before such representation is so considered; provided also, that no such representation shall be made in rela-

tion to the burial-ground of any parish until ten days' previous notice of the intention to make such representation, shall have been given to the Incumbent and Vestry Clerk or Churchwardens of such parish;

And whereas the Right Honourable Spencer Horatio Walpole, one of Her Majesty's Principal Secretaries of State, after giving to the Incumbents and the Churchwardens of the parishes herein-after mentioned, ten days' previous notice of his intention to make such representations, has made two representations stating that, for the protection of the public health, no new burial-ground should be opened in the undermentioned parishes without the previous approval of one of Her Majesty's Principal Secretaries of State, and that burials should be discontinued therein, with the following modifications;

And whereas Her Majesty was pleased, by Her Order in Council of the second of September last, to give notice of such representations, and to order that the same be taken into consideration by a Committee of the Lords of Her Majesty's Most Honourable Privy Council, on the sixteenth day of October last; and such Order has been published in the London Gazette: and copies thereof have been affixed as required by the said Act:

Now, therefore, Her Majesty, by and with the advice of Her Privy Council, is pleased to order, and it is hereby ordered, that no new burial-ground shall be opened in any of the undermentioned parishes without the previous approval of one of Her Majesty's Principal Secretaries of State; and that burials in the said parishes shall be discontinued with the following modifications, from and after the twenty-fifth of November instant, (except as is herein otherwise directed), as follows; viz.:

GATESHEAD.—In the *churchyards of St. Edmunds and St. Cuthberts, Gateshead*, except so far as is compatible with the observance of the Regulations for New Burial-grounds, omitting No. 3.

LEDBURY.—In the *parish church, and also in the churchyard, and Baptist Burial-ground, Ledbury*, except in graves not less than five feet deep which can be opened without the disturbance of remains,—and it is also ordered that no grave be dug within three yards of any dwelling.

HORTON, NORTHUMBERLAND.—In the *parish churchyard*, except in graves and vaults which are free from water, and it is ordered that no graves be less than five feet deep, and no remains be disturbed, and that the churchyard be properly drained.

STAINDROP.—In the *parish church of Staindrop*; and on and after the first day of March, one thousand eight hundred and fifty-nine, in the *churchyard*, except in that part which is to the north of the church.

COLCHESTER, ST. BOTOLPH'S.—In the *Garrison Burial-ground*, except so far as they may be conducted in accordance with the 7th Official Regulation for Burial-grounds.

ROCHDALE.—In the *parish church of Rochdale*.

WHALLEY.—Wholly in the *church of Haslingden*, and also in such part of the *churchyard* as is within three yards of any dwelling, and in the rest of the churchyard, except so far as is compatible with the observance of the Regulations for New Burial-grounds, numbers 5, 6, 7 and 8; and in the *Independent, Wesleyan and Baptist Burial-grounds*, in *Haslingden*, except in graves never pre-

LEGAL ADVISORY COMMISSION OF THE GENERAL SYNOD

THE MAINTENANCE OF MONUMENTS IN CLOSED CHURCHYARDS

Introduction

1. The purpose of this Opinion is to provide advice upon the extent to which a local authority, taking over responsibility for the maintenance of a churchyard under Section 215 of the Local Government Act 1972, thereby becomes responsible for the safety of monuments within the churchyard.
2. Section 215 of the 1972 Act applies specifically to churchyards closed by an Order in Council. The procedure for making such Orders is contained in Section 1 of the Burial Act 1853. A churchyard may have been entirely disused for many years but it would not on that account be described as a closed churchyard, nor would a churchyard where all further burials have been prohibited by a local Act of Parliament. Where the requisite Order in Council has been made, section 215(1) provides that,

... the parochial church council shall maintain [the churchyard] by keeping it in decent order and its walls and fences in good repair.

A PCC which is liable to maintain a closed churchyard under subsection (1) may however serve upon the appropriate local authority a request under subsection (2)

... to take over the maintenance of the churchyard
in which event, three months after service of the request

... the maintenance of the churchyard shall be taken over by the authority on whom the request is served ...

Subsections (2) and (3) contain additional provisions, irrelevant for present purposes, identifying the organ of local government which is actually to assume the maintenance responsibility.

Relevant powers and duties of the parochial church council

3. The PCC is a body corporate which is entirely the creature of legislation. Its powers are derived exclusively from statute, measure or canon. They do not extend to ownership of the churchyard, the legal interest in which is vested elsewhere. Specific powers and duties in relation to the churchyard (as outlined in the following paragraphs) have however devolved upon the PCC.
4. Before the passing of the Parochial Church Councils (Powers) Measure 1921, responsibility for the maintenance of churchyards was borne by the churchwardens pursuant to Canon 85 of 1603. In the case of closed churchyards, Section 18 of the Burial Act 1855 (now repealed, with a saving in respect of the City of London) enabled the churchwardens to recover the resultant expenses from the poor rate.
5. As from 21 July 1921, by the successive operation of Section 4(1)(ii)(c) of the Parochial Church Councils (Powers) Measure 1921 and Section 4(1)(ii)(c) of the Parochial Church Councils (Powers) Measure 1956, there were transferred to the PCC all the powers and duties of churchwardens in relation to open or closed churchyards.

6. Canon 85 of 1603, in a modernised form, became Canon F 13 of the modern Canons of the Church of England:

1. *The churches and chapels in every parish shall be decently kept and from time to time, as occasion may require, shall be well and sufficiently repaired and all things therein shall be maintained in such an orderly and decent fashion as best becomes the House of God.*

2. *The like care shall be taken that the churchyards be duly fenced, and that the said fences be maintained at the charge of those to whom by law or custom the liability belongs, and that the churchyards be kept in such an orderly and decent manner as becomes consecrated ground.*

3.

Canon F 14 reflected the transfer of the churchwardens' responsibilities to the PCC by providing that:

The things appertaining to churches and chapels, and the obligations relating thereto, and to the care and repair of churches, chapels and churchyards referred to in the foregoing Canons shall, so far as the law may from time to time require, be provided and performed in the case of parochial churches and chapels by and at the charge of the parochial church council.

7. The drafting of Section 215(1) of the Local Government Act 1972 is consistent with Canon F 13.2, Canon F 14, and Section 4(1)(ii)(c) of the Parochial Church Councils (Powers) Measure 1956. Whether a churchyard is open for burials, or closed by Order in Council, precisely the same duty to maintain it falls upon the PCC concerned until the obligation to maintain has been taken over pursuant to Section 215(2) of the Act. The content of the duty is expressed throughout the legislation in almost identical terms, there being no material difference between a churchyard being kept 'in decent order' and 'in such an orderly and decent manner as becomes consecrated ground'.

The duty to maintain monuments

8. Churchyard monuments, whether ancient tombs or modern memorials, are not annexed to the freehold but remain private property. The legal complexities concerning the devolution of title to monuments are identified in the Commission's Opinion, *Churchyards: Ownership of Monuments and Trees*. The owner of the monument is the party primarily liable for maintaining it in a safe condition, and may have to satisfy a claim for damages if injury is caused by a negligent failure to keep it in good order.
9. In the case of a churchyard maintainable by the PCC under Canon F 13.2 or Section 215(1) of the Local Government Act, a liability for personal injury (secondary to that of the owner) may arise by reason of the failure of the PCC to exercise its powers in relation to a dangerous monument. These powers are also identified in the Commission's Opinion, *Churchyards: Ownership of Monuments and Trees*. They are ancillary to the duty to keep the churchyard 'in decent order' or 'in an orderly and decent manner', a concept which extends beyond its cosmetic appearance. Safety to the public is one necessary aspect of what, in the context of a place of burial, amounts to 'decency'. Thus in *The Vicar and Churchwardens of St Botolph Without Aldgate v Parishioners of the Same* [1892] P 173, the Chancellor of London held that the filling and levelling of a dilapidated vault came within the duty to keep the churchyard in a sanitary and decent order.

10. The existence of the general duty to maintain the churchyard, coupled with the power (under faculty) to make safe any dangerous monument there, constitute a sufficient degree of control for the PCC to be liable as an occupier under legislation considered at paragraph 14 of this Opinion.

Consequences when maintenance is taken over by a local authority

11. The drafting of Section 215 of the Local Government Act 1972 demonstrates that, after a request has been made for the appropriate authority to maintain a churchyard, the responsibility of the PCC will in its entirety pass to the authority leaving the PCC without any residual maintenance obligation in respect of that churchyard. So much is clear from the phrase 'the maintenance of the churchyard shall be taken over' which appears in subsection (2). The words 'taken over' themselves signify a complete transfer from one entity to another. Their meaning is reinforced by the unqualified reference to 'the maintenance of the churchyard', which relates back to the expression 'the parochial church council shall maintain' in subsection (1). The remaining words in subsection (1), which appear after those just quoted, only serve to define the content of the statutory duty to maintain, and do not create separate self-standing duties with regard to walls or fences.
12. Where notice is properly served under Section 215, it is not open for the local authority to agree with the PCC to limit its maintenance liability or to confine it to particular areas in the churchyard whilst including liability in respect of others. The recent decision in *Lydbrook Parochial Church Council v Forest of Dean District Council* (heard in Gloucester County Court before District Judge Thomas in December 2003 and noted at (2004) 7 Ecc LJ 495), reinforces the legal position that the duty is one of substantive maintenance and not merely management of decline (see generally *R v Burial Board of Bishopwearmouth* (1879) 5 QBD 67 at 68) nor is it conditional on adequate funds being available.
13. By Section 215(2) the PCC is therefore wholly divested of its duties under subsection (1), which are also co-extensive with the duties imposed by Canons F 13.2 and F 14. The canonical obligation does not survive the transfer of function under Section 215(2) because the canon only operates 'so far as the law may from time to time require'. Thus the canon on its own terms is supplanted by the local authority's legal duty under the Act. It follows that there is nothing of a mandatory nature left for the PCC to do by way of churchyard maintenance.
14. The legal responsibility for injuries arising from the state of land, or property annexed to land, is predicated not upon ownership but occupation. The duty of care is articulated in two Occupiers' Liability Acts, that of 1957 in respect of those lawfully on the land (styled 'visitors'), and that of 1984 for trespassers. An occupier is someone who has control over the land in question. Since control may be shared (for example, as between a landlord and a tenant) two or more persons may simultaneously be occupiers. See *Wheat v E Lacon & Co Ltd* [1966] AC 552. The owner of a monument exercises control over it, and hence owes a duty of care under these statutes. Following a Section 215(2) transfer, the element of control which is the necessary foundation of an occupier's liability passes from the PCC to the local authority. Even if in particular circumstances a PCC is found voluntarily to have retained some residual control over the churchyard, it is entitled to claim an indemnity or contribution pursuant to the Civil Liability (Contribution) Act 1978 from the local authority whose breach of duty occasions injury.
15. The operation of Section 215 of the Local Government Act 1972 has no effect upon the primary liability of the owner of a monument. The secondary liability, however, is taken

over by the local authority under Section 215(2) as one aspect of the duty to keep the churchyard in decent order. The local authority thereby acquires sufficient standing to apply to the Consistory Court for a faculty empowering it to make safe dangerous monuments. See generally *Re Keynsham Cemetery* [2003] 1 WLR 66 (Bath and Wells Consistory Court), and *Re Welford Road Cemetery* (2006) *Times* 2 November (Court of Arches). Where there is an emergency involving interests of health and safety, the Consistory Court has special powers under Rule 13(10) of the Faculty Jurisdiction Rules 2000 to grant a faculty at short notice.

Employer's liability

16. The law as outlined above has further consequences for a local authority whose workforce is engaged in churchyard maintenance. The churchyard thereby becomes a 'workplace' for the purposes of the Workplace (Health, Safety and Welfare) Regulations 1992. Under Regulation 4 of those Regulations the employer has duties in relation to the safety of any workplace under his control, while parallel duties are imposed upon any other person having control of a workplace.
17. Where the workplace is a closed churchyard the maintenance of which has been taken over by a local authority, the duty to maintain it, associated with the power to seek any necessary faculty from the Consistory Court, gives rise to the requisite control under Regulation 4. If a dangerous monument constitutes a hazard to the authority's workforce (whether directly employed or not) the duties under the Regulations require the authority to take the necessary steps to obviate the hazard. In doing so the authority has to plan and conduct its operations in such a way as to comply simultaneously with the Regulations, Section 215(2) of the Local Government Act 1972, and the requirements of the faculty jurisdiction. Compliance with each of these legal regimes is mandatory.

Conclusion

18. The legal position may be summarised as follows. The primary responsibility for the safety of a monument in a churchyard closed by Order in Council rests with the owner of the monument. If the owner defaults, a secondary responsibility is imposed upon the body having the duty to maintain the closed churchyard. This may be the PCC, pursuant to Section 215(1) of the Local Government Act 1972. Where, however, a local authority has taken over the maintenance of the churchyard under Section 215(2) its maintenance obligation extends to the safety of the monuments there. In that event the PCC is discharged from further liability as from the time of transfer and, if sued for injury caused by a dangerous monument it is entitled to seek indemnity or contribution from the local authority.

January 2007

LEDBURY TOWN COUNCIL

ENVIRONMENT & LEISURE COMMITTEE	7 JULY 2022	AGENDA ITEM: 11
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Report prepared by Julia Lawrence, Deputy Town Clerk

ASBESTOS SURVEYS

Purpose of Report

The purpose of this report is to update Members of the Environment & Leisure Committee of the outcomes of the Asbestos Surveys that were carried out in Ledbury Town Council properties.

Detailed Information

At the November 2021 meeting of the Environment & Leisure Committee, the Clerk had presented a land valuation report to the Committee. In that report, John Goodwin, Estate Agents, had recommended that if there was not one available, Ledbury Town Council should obtain asbestos surveys on all the buildings owned by the Town Council.

In December 2021, the Deputy Clerk approached several local companies with a specification to undertake the asbestos surveys to the Council Offices, the Market House, Cemetery Chapel and Mortuary. Quotations and background information about the relevant companies were presented at the January 2022 Environment and Leisure Committee meeting for consideration.

On reviewing the information presented to the meeting, members of the Environment and Leisure Committee selected Company A to carry out the works. Company A, known as Sutton Surveys from Hereford subsequently carried out the works in February 2022.

Copies of their detailed reports are attached.

In summary, the outcome of the surveys are as follows:

Town Council Offices	VERY LOW asbestos related risk
Market House	VERY LOW asbestos related risk
Cemetery Chapel	VERY LOW asbestos related risk
Cemetery Mortuary	VERY LOW asbestos related risk

However, it should be noted that whilst the asbestos related risk is very low, the following areas listed below were detected as having evidence of asbestos, therefore, should Ledbury Town Council ever be in a position to undertake works certainly in these specific areas, they are already fully aware and can take appropriate steps to

mitigate coming into contact with asbestos substances and to contact competent professionals to deal with the situation.

Town Council Offices	The cement cloaking sheet to the WC ground floor. The sink pad to the kitchen. The cement soffit to the WC ground floor.
Market House	No asbestos was positively identified in this inspection.
Cemetery Chapel	The asbestos cement cloaking sheets to the gable end of the shed.
Cemetery Mortuary	No asbestos was positively identified in this inspection.

Recommendation

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

**ASBESTOS MANAGEMENT SURVEY
ASG-AMS REPORT**



Report ref: -	SS-21-5263a
Report date: -	February 2022
Site: -	Ledbury Town Council Offices
Town:	Ledbury
Postcode:	HR8 1DH

Contents

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Introduction

General details

Sample list

Test results

Asbestos Register (MRA and PRA)

Photographic record

Plans

General Details

Stock profile: -	Town house
Construction date: -	Unknown
Site location: -	Ledbury Town Council, Town Council Offices Church St, Ledbury HR8 1DH
Postcode: -	HR8 1DH
Special instructions: -	Julia Lawrence
Site specific details: -	RA and MS carried out with site walkover
Date of inspection: -	16 th February 2022
Type of survey: -	AMS inspection but to ASG standard
Surveyed by: -	AJE
Report checked by: -	TB (February 2022)
Report audited by: -	GRS (February 2022)
Analysts-	Scopes AAS Ltd
UKAS accreditation	2707

Report

Introduction

Sutton Asbestos Surveys have now completed an Asbestos Management Survey at Ledbury Town Council, Town Council Offices, Church St, Ledbury HR8 1DH. The survey has been triggered under Regulation 4 of the CAR 2012 which focuses on the management aspects of the legislation.

The work was requested by Julia Lawrence, acting on behalf of the owners of the site. The legal Duty Holder under the Control of Asbestos Regulations 2012 is usually the owner (nominal post holder) of the facility, although tenants and other stakeholders can also share the responsibility. Contact and site details are listed below and an aerial plan and other location information are provided in the report to help locate the building.

Site Address

Ledbury Town Council
Town Council Offices
Church St
Ledbury
HR8 1DH.

The legislation

In order to comply with the Control of Asbestos Regulations (CAR2012) the Asbestos Management Plan (AMP) for the site must be made available to all Contractors indicating where asbestos might be encountered during the course of any planned work. This information is mandatory, but also obligatory under other Health and Safety Legislation. The regulations require contractors to assess the risks involved by developing a documented Risk Assessment and Method Statement (RAMS) prior to undertaking any work.

An inspection of the property was therefore commissioned to determine the type and extent of Asbestos Containing Material (ACM) present and if any subsequent work should be Licensed (LW), Notifiable (NNLW) or Unlicensed (UW) and whether the HSE or LA would need to be informed. The data produced from the inspection is used by the Duty Holder and Contractor to conduct the necessary RAMS in conjunction with the asbestos management process described in the regulations.

Asbestos Management

The primary focus of CAR 2012 is on Asbestos Management through Regulation 4, this is the principal legal requirement. The legislation does not require all ACM to be removed from a building unless the material is in very poor condition or it needs to be disturbed during the course of any planned maintenance, refurbishment or demolition.

Details of any ACM found at the site are contained in this 'short' asbestos survey report and specifically set out in the Asbestos Register. This (register) contains the Material Risk Assessment (MRA) and Priority Risk Assessment (PRA) required by the Duty Holder to formulate a viable AMP and provides the essential tools to complete the management process. These data, together with the photographic detail and attached plans, will furnish

competent contractors and maintenance operatives with the information required to carry out any work on those parts of the structure surveyed, within the legal framework.

Site description

The building was first erected in the sixteenth century. It is a black and white building with 3 storeys and a cellar.

The Inspection

Following a suitable assessment of the risks involved, the inspection was carried out unsuited utilising face fitted orinasal FFP3 masks and wet wipes for cleaning etc. The survey process can be traced through the photographic record which illustrates the areas involved.

It is essential that the survey identifies 'So Far As Is Reasonably Practicable' (SFAIRP) all ACMs on the site. The surveyors aimed to uncover suspect materials and investigate those areas of the buildings that it was safe to access, but underground services, confined spaces and buried materials have not been fully investigated. It must be noted that any inspection may fail to find the full extent of asbestos in a building as ACM may often be hidden from view, incorporated into unusual materials, boxed and intermixed with non ACM into various parts of the fabric and/or encapsulated within stone work, plaster or other linings

The Surveyors have discussed the findings of the report with the parties involved and are available to advise on any asbestos related aspect of the planned work. The report should be integrated into the existing survey and Asbestos Management Plan (AMP) for the site and the relevant registers may need to be updated in favour of any new findings. Full reports and supporting data sheets can be provided on request for an additional fee.

The Results

Nineteen samples were taken from the site and examined by a UKAS accredited analyst using Polarised Light Microscopy (PLM) techniques in accordance with the HSG248 standard. Three samples returned a result of Chrysotile (white asbestos). The remaining sixteen samples were proven to be NADIS (No Asbestos Detected In Sample).

Asbestos positively identified in this inspection includes:

- The cement cloaking sheet to the WC ground floor tested SS-21-5263a-4 ACM Chrysotile. Asbestos cement usually contains 10-15% white asbestos fibre
- The sink pad to the kitchen tested SS-21-5263a-10 ACM Chrysotile. Asbestos bitumen usually contains between 5-8% Chrysotile (White) asbestos fibres
- The cement soffit to the WC ground floor tested SS-21-5263a-12 ACM Chrysotile. Asbestos cement usually contains 10-15% white asbestos fibre

Other asbestos items were presumed during the course of this survey were :

- The safe to entrance two ground floor is presumed to contain asbestos packing ACM Crocidolite. Asbestos packing can contain up to 100% blue asbestos fibre.

- The cloaking sheets to the gable end and dormer windows on the exterior are presumed asbestos cement. Asbestos cement can contain up to 15% white asbestos..

Hazardous Waste

If any ACM is removed from this site it will need to be treated as Hazardous Waste under the Waste Management (Licensing) Regulations (WMLR). Licensed Carriers are required to transport the hazardous waste to a suitable licensed depository. Many contractors are licensed carriers of this waste or can obtain special locked asbestos skips for placement on site. Smaller pieces of ACM should be double bagged, sealed and properly identified with the EWC2002 six figure codes prior to removal, in accordance with the Carriage of Dangerous Goods Act 2004.

Appropriate precautions must be taken during transfer operations and suitable PPE worn to carry out the task. Waste transfer documentation should also be sought for the file record, as the asbestos remains the property and responsibility of the Duty Holder until it has been signed for at a licensed depository in accordance with details listed on the Waste Transfer Note (WTN).

Training (Regulation 10 AAT and IIT)

All employees (excluding LARCs) who disturb asbestos, or 'are likely to influence the way in which this work is carried out', (i.e. Duty Holders, Contractors, Project Engineers, Consultants and Architects), must have the necessary experience and annual Cat 1 Asbestos Awareness Training (AAT) required by the legislation (CAR 2012 Regulation 10). Operatives who disturb asbestos must have the relevant CAT 2 training. Sutton Surveys can deliver both categories of tailored AAT to support the Duty Holder or Contractor and offer a quality asbestos advice service.

Summary

The surveyors have already discussed any arising asbestos issues with Client representatives and we can reaffirm that there is a **VERY LOW** asbestos related risk associated with the property.

Our general advice is that any asbestos identified in the building should not be disturbed (drilled, cut, abraded, sanded etc.) unless carried out by competent professionals. Any removal work must also be in accordance with CAR 2012 and standard HSE asbestos guidance notes, in particular, HSG210 (Asbestos Essentials Task Manual). Further details can be obtained from the HSE website or e-mailed by us on request.


If you wish to discuss this report in more detail or asbestos in general, then please contact Alex Edwards of Sutton Surveys on (01432) 343344 or E-mail Alex@sutton-surveys.co.uk We always offer comprehensive, confidential quality advice - without any charges.



Alex Edwards (Director)
Senior Surveyor P402/P405

**Address: Ledbury Town Council, Town Council Offices,
Church St, Ledbury HR8 1DH**

Job Ref: SS- 21-5263a

Sample Ref	Description	Type (Surveyors Assessment)	QA Check	Asbestos present Y/N	Test House
SS-21-5263a-3	Putty to kitchen window	Putty	✓	N	
SS-21-5263a-4	Cement cloaking sheet to ground floor WC	Cement	✓	Y	
SS-21-5263a-5	Putty to accounts window	Putty	✓	N	
SS-21-5263a-6	IB to reception staircase soffit	IB	✓	N	
SS-21-5263a-7	IB to reception staircase cheek	IB	✓	N	
SS-21-5263a-8	IB ceiling to entrance 2 ceiling	IB	✓	N	
SS-21-5263a-9	Textured coating to ceiling in kitchen entrance	Textured coating	✓	N	
SS-21-5263a-10	Sink pad to kitchen	Bitumen	✓	Y	
SS-21-5263a-11	Textured coating to ceiling in kitchen	Textured coating	✓	N	
SS-21-5263a-12	Cement soffit to ground floor WC	Cement	✓	Y	
SS-21-5263a-13	Textured coating to ceiling in Men's WC	Textured coating	✓	N	
SS-21-5263a-14	IB ceiling to painted room	IB	✓	N	
SS-21-5263a-15	IB fireplace soffit to accounts	IB	✓	N	
SS-21-5263a-16	IB ceiling lining to second floor storage room 3	IB	✓	N	
SS-21-5263a-17	IB ceiling lining to small room	IB	✓	N	
SS-21-5263a-18	Textured coating to wall of cellar staircase	Textured coating	✓	N	
SS-21-5263a-19	Insulation debris to cellar wall	Insulation	✓	N	
Tested at Scopes Asbestos Analyst Services UKAS Accredited 2707 Sampled 16 th February 2022					



CERTIFICATE FOR IDENTIFICATION OF ASBESTOS FIBRES

STANDARD	<input type="checkbox"/>
PREMIUM	<input type="checkbox"/>
EMERGENCY	<input type="checkbox"/>

Client:	SUTTON SURVEYS
Address:	UNIT 9 MORTIMER TRADING ESTATE MORTIMER ROAD HEREFORD, HR4 9SP
Attention:	ALEX EDWARDS
Site Address:	LEDBURY TOWN COUNCIL TOWN COUNCIL OFFICES CHURCH ST, LEDBURY, HR8 1DH
Date sample taken:	16/02/22
Date sample received:	18/02/22
Date of Analysis:	18/02/22

Analysis Report No.	SCO/22/3720
Report Date.	18/02/22
Site Ref No.	SS-21-5263A
Page No:	1 of 2
No. of Samples:	15
Obtained:	DELIVERED

Samples of material, referenced below, have been examined to determine the presence of asbestos fibres, using Scopes Asbestos Analysis "in house" method of transmitted/polarised light microscopy and centre stop dispersion staining, based on HSE's HSG248. If samples have been DELIVERED the site address and actual sample location is as given by the client at the time of delivery. Scopes Asbestos Analysis Services Limited are not responsible for the accuracy or competence of the sampling by third parties. Under these circumstances Scopes Asbestos Analysis Services Limited cannot be held responsible for the interpretation of the results shown. Results relate only to the items tested.

SCOPES SAMPLE No.	CLIENT SAMPLE No.	Sample Location	Fibre Type Detected
1	SS-21-5263A-3	PUTTY TO KITCHEN WINDOW	NADIS
2	SS-21-5263A-4	CEMENT CLOAKING SHEET TO GROUND FLOOR WC	CHRYSTILE
3	SS-21-5263A-5	PUTTY TO ACCOUNTS WINDOWS	NADIS
4	SS-21-5263A-6	INSULATION BOARD TO RECEPTION STAIRCASE SOFFIT	NADIS
5	SS-21-5263A-7	INSULATION BOARD TO RECEPTION STAIRCASE SHEET	NADIS
6	SS-21-5263A-8	INSULATION BOARD CEILING TO ENTRANCE 2 CEILING	NADIS
7	SS-21-5263A-9	TEXTURED COATING TO CEILING IN KITCHEN ENTRANCE	NADIS
8	SS-21-5263A-10	SINK PAD TO KITCHEN – BITUMEN	CHRYSTILE
9	SS-21-5263A-11	TEXTURED COATING TO CEILING IN KITCHEN	NADIS
10	SS-21-5263A-12	CEMENT SOFFIT TO GROUND FLOOR WC	CHRYSTILE
11	SS-21-5263A-13	TEXTURED COATING TO CEILING IN MENS WC	NADIS

KEY: NADIS – No Asbestos Detected in Sample
 Note: All samples will be retained for a minimum of six months.
 Note: This Certificate for Identification of Asbestos Fibres shall not be reproduced except in full without the written approval of the Laboratory.
 Note: All Analysis is performed in House on the registered premises (below).
 Note: Where an 'A' appears at the end of the analysis report number this means an amendment has been made to the original report. Information that has been amended will be marked with an 'A'

Analysed by:	T CROOT	Authorised signatory:	
		Print name:	C.BOLTON – ADMINISTRATION MANAGER

BULK 001-VER 7.10-June-20-QCM



CERTIFICATE FOR IDENTIFICATION OF ASBESTOS FIBRES

STANDARD	<input type="checkbox"/>
PREMIUM	<input type="checkbox"/>
EMERGENCY	<input type="checkbox"/>

Client:	SUTTON SURVEYS
Address:	UNIT 9 MORTIMER TRADING ESTATE MORTIMER ROAD HEREFORD, HR4 9SP
Attention:	ALEX EDWARDS
Site Address:	LEDBURY TOWN COUNCIL TOWN COUNCIL OFFICES CHURCH ST, LEDBURY, HR8 1DH
Date sample taken:	16/02/22
Date sample received:	18/02/22
Date of Analysis:	18/02/22

Analysis Report No.	SOX/22/3720
Report Date.	18/02/22
Site Ref No.	SS-21-5263A
Page Nos	2 Of 2
No. of Samples:	15
Obtained:	DELIVERED

Samples of material, referenced below, have been examined to determine the presence of asbestos fibres, using Scopes Asbestos Analysis "in house" method of transmitted/polarised light microscopy and centre stop dispersion staining, based on HSE's HSG248. If samples have been DELIVERED the site address and actual sample location is as given by the client at the time of delivery. Scopes Asbestos Analysis Services Limited are not responsible for the accuracy or competence of the sampling by third parties. Under these circumstances Scopes Asbestos Analysis Services Limited cannot be held responsible for the interpretation of the results shown. Results relate only to the items tested.

SCOPE'S SAMPLE No.	CLIENT SAMPLE No.	Sample Location	Fibre Type Detected
12	SS-21-5263A-14	INSULATION BOARD CEILING TO PAINTED ROOM	NADIS
13	SS-21-5263A-15	INSULATION BOARD FIREPLACE SOFFITS TO ACCOUNTS	NADIS
14	SS-21-5263A-16	INSULATION BOARD CEILING LINING TO SECOND FLOOR STORAGE ROOM 3	NADIS
15	SS-21-5263A-17	INSULATION BOARD CEILING LINING TO SMALL ROOM	NADIS

KEY: NADIS – No Asbestos Detected in Sample

Note: All samples will be retained for a minimum of six months.
 Note: This Certificate for Identification of Asbestos Fibres shall not be reproduced except in full without the written approval of the Laboratory.
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 Note: Where an 'A' appears at the end of the analysis report number this means an amendment has been made to the original report. Information that has been amended will be marked with an 'A'

Analysed by:	T CROOT	Authorised signatory:	
		Print name:	C.BOLTON – ADMINISTRATION MANAGER

BULK 001-VER 7 10-June-20-QCM



CERTIFICATE FOR IDENTIFICATION OF ASBESTOS FIBRES

STANDARD	<input type="checkbox"/>
PREMIUM	<input type="checkbox"/>
EMERGENCY	<input type="checkbox"/>

Client:	SUTTON SURVEYS
Address:	UNIT 9 MORTIMER TRADING ESTATE MORTIMER ROAD HEREFORD, HR4 9SP
Attention:	ALEX EDWARDS
Site Address:	LEDBURY TOWN COUNCIL TOWN COUNCIL OFFICES CHURCH STREET, LEDBURY, HR6 1DH
Date sample taken:	16/02/22
Date sample received:	10/03/22
Date of Analysis:	10/03/22

Analysis Report No.	SCO/22/5524
Report Date.	10/03/22
Site Ref No.	SS-21-5263A
Page No.	1 Of 1
No. of Samples:	2
Obtained:	DELIVERED

Samples of material, referenced below, have been examined to determine the presence of asbestos fibres, using Scopes Asbestos Analysis "in house" method of transmitted/polarised light microscopy and centre stop dispersion staining, based on HSE's HSG248. If samples have been DELIVERED the site address and actual sample location is as given by the client at the time of delivery. Scopes Asbestos Analysis Services Limited are not responsible for the accuracy or competence of the sampling by third parties. Under these circumstances Scopes Asbestos Analysis Services Limited cannot be held responsible for the interpretation of the results shown. Results relate only to the items tested.

SCOPES SAMPLE No.	CLIENT SAMPLE No.	Sample Location	Fibre Type Detected
1	SS-21-5263A-18	CELLAR STAIRCASE – TEXTURED COATING TO WALL	NADIS
2	SS-21-5263A-19	CELLAR WALL – INSULATION DEBRIS	NADIS

KEY: NADIS – No Asbestos Detected in Sample

Note: All samples will be retained for a minimum of six months.
 Note: This Certificate for Identification of Asbestos Fibres shall not be reproduced except in full without the written approval of the Laboratory.
 Note: All Analysis is performed in House on the registered premises (below).
 Note: Where an 'A' appears at the end of the analysis report number this means an amendment has been made to the original report. Information that has been amended will be marked with an †

Analysed by:	P ROWLAND	Authorised signatory:	
		Print name:	C.BOLTON – ADMINISTRATION MANAGER

BULK 001-VER 7 10-June-20-QCM

ASBESTOS REGISTER and MATERIAL and PRIORITY RISK ASSESSMENT (MIRA and PRA)

The duty to manage under Regulation 4 of the CAR requires a written plan to be produced, specifying the measures to be taken to control and manage the risk from identified and presumed ACMs. An important stage of this process is to assess the potential for fibre release of each ACM found (MIRA) and the prioritisation of that material for management purposes (PRA). A standard assessment approach suitable for a Management (MS) survey is given below based on a simplified additive algorithm in ASG and HSG227 but for pre-demolition surveys, no assessment is necessary.

For management purposes the Duty Holder may adopt the following RISK RATING (MIRA + PRA). 8 or less represents a VERY LOW RISK, between 9 and 12 a LOW RISK and from 13 to 15 a MEDIUM RISK. Scores above 16 are associated with a HIGH RISK and these areas are immediately actioned by the surveyors.

The HSE priority and material risk scoring tool can be accessed at <http://www.hse.gov.uk/ASBESTOS/assets/docs/materials-priority-scoring.pdf>

*Work should be Risk Assessed (RA) prior to being disturbed as material in poor condition or in large quantities, or the working practice, may necessitate the use of Licensed Contractors.

Asbestos Survey Guide (ASG) Asbestos Management Survey Ledbury Town Council, Town Council Offices, Church St, Ledbury HR8 1DH (MIRA/PRA)												
1 of 1												
Location	Description	Product type	Damage or deterioration	Surface treatment	Asbestos Type	Sample Ref	Qty Approx	Cat Work	MIRA TOTAL	PRA TOTAL	Risk Rating	Rec.
Exterior Ground floor WC	Cement cloaking sheet	Asbestos cement	Low damage	Unsealed	White	SS-21-5263a-4	10 lin/m	UW	4	2	6	Manage
Exterior Ground floor WC	Cement soffit	Asbestos cement	Low damage	Unsealed	White	SS-21-5263a-12	10 lin/m	UW	4	2	6	Manage
Exterior Gable and dormer windows	Cement cloaking sheet	Asbestos cement	Low damage	Unsealed	White	Presumed	30 lin/m	UW	4	2	6	Manage
Interior Ground floor kitchen	Sink pad	Asbestos bitumen	Low damage	Composite	White	SS-21-5263a-10	1 unit	UW	3	2	5	Manage
Interior Ground floor entrance 2	Safe	Asbestos packing	Low damage	Sealed	Blue	Presumed	1 unit	UW	4	1	5	Manage
<p>All quantities are estimated by the surveyors and should be measured accurately for contract and tender purposes. * Category of removal work is UW (Unlicensed Work) NNLW (Notifiable Non Licensed Work) or LW (Licensed Work) *This category could change depending on the techniques used to remove the materials and the method used or stability of the fixing.</p>												

Photographic Record February 2022

Ledbury Town Council, Town Council Offices, Church St, Ledbury HR8 1DH

 <p>General view of Ledbury town council offices</p>	 <p>No cloaking sheet to front elevation</p>	 <p>Timber fascia and soffit</p>	 <p>Wattle and daub infill panels to exterior</p>
 <p>No DPC seen</p>	 <p>Timber galleons to exterior</p>	 <p>Timber portal frame to exterior</p>	 <p>Timber soffits to exterior</p>

Photographic Record February 2022

Ledbury Town Council, Town Council Offices, Church St, Ledbury HR8 1DH

			
<p>No cloaking sheet seen to exterior</p>	<p>Clay roof tiles and no cloaking sheet to exterior</p>	<p>Timber soffits to exterior</p>	<p>Putty to kitchen window tested SS-21-5263a-3 non ACM</p>
			
<p>Metal grate to exterior</p>	<p>Timber door to exterior</p>	<p>Timber soffit to exterior</p>	<p>Cement cloaking sheet to ground floor WC tested SS-21-5263a-4 ACM Chrysotile</p>






Photographic Record February 2022

Ledbury Town Council, Town Council Offices, Church St, Ledbury HR8 1DH

			
Presumed asbestos cement cloaking sheet to gable end ACM Chrysofile	Presumed asbestos cement cloaking sheet to dormer window ACM Chrysofile	Presumed asbestos cement cloaking sheet to dormer window ACM Chrysofile	Presumed asbestos cement cloaking sheet to dormer window ACM Chrysofile
			
Presumed asbestos cement cloaking sheet to dormer window ACM Chrysofile	General view of reception	General view of reception	Painted plastered ceiling to reception
	Putty to accounts window tested SS-21-5263a-5 non ACM		


Photographic Record February 2022

Ledbury Town Council, Town Council Offices, Church St, Ledbury HR8 1DH

						
Carpet on ceramic floor tiles to reception	No register plate to fire place in reception	Insulation board soffit to reception staircase tested SS-21-5263a-6 non ACM	Insulation board sheet to reception staircase tested SS-21-5263a-7 non ACM	General view of Jacobean room	Wood panelling to walls in Jacobean room	Carpet on timber to floor in Jacobean room









Photographic Record February 2022

Ledbury Town Council, Town Council Offices, Church St, Ledbury HR8 1DH

	<p>No register plate to fire place in Jacobean Room</p>		<p>Modern night storage heaters throughout</p>		<p>General view of rear entrance</p>		<p>Painted plaster linings to rear entrance</p>
	<p>Wooden floor to rear entrance</p>		<p>Ceramic floor tiles to entrance 2</p>		<p>Insulation board ceiling lining to entrance 2 tested SS-21-5263a-8 non ACM</p>		<p>Ceramic floor tiles to entrance 2</p>

Photographic Record February 2022

Ledbury Town Council, Town Council Offices, Church St, Ledbury HR8 1DH

 <p>Modern night storage heaters throughout</p>	 <p>Painted plaster infill panel behind night storage heater</p>	 <p>Painted plastered linings to walls and ceiling in kitchen entrance</p>	 <p>Painted plastered walls to kitchen entrance</p>
 <p>General view of the kitchen</p>	 <p>Sink pad to the kitchen tested SS-21-5263a-10 ACM Chrysotile</p>	 <p>Textured ceiling coating to kitchen tested SS-21-5263a-11 non ACM</p>	 <p>Asbestos cement soffit to ground floor WC tested SS-21-5263a-12 ACM Chrysotile</p>


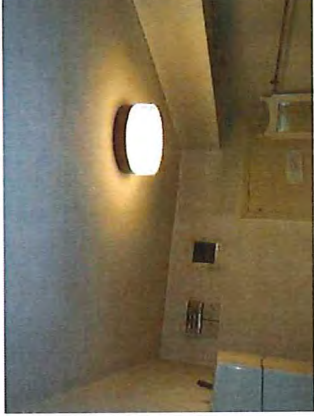






Photographic Record February 2022

Ledbury Town Council, Town Council Offices, Church St, Ledbury HR8 1DH

			
<p>Painted plastered linings to walls and ceiling in accounts office</p>	<p>Carpet on screed to accounts office</p>	<p>Insulation board soffit to account fire place tested SS-21-5263a-15 non ACM</p>	<p>Modern electrical unit's to ground floor WCX</p>
			
<p>Modern night storage heater to ground floor WC</p>	<p>General view of deputy managers office</p>	<p>Wooden door to deputy managers office</p>	<p>Modern night storage heater to deputy managers office</p>

Photographic Record February 2022

Ledbury Town Council, Town Council Offices, Church St, Ledbury HR8 1DH

	<p>Textured ceiling coating to Men's WC tested SS-21-5263a-13 non ACM</p>		<p>Textured ceiling coating to Ladies WC type similar to SS-21-5263a-13 non ACM</p>		<p>Timber box work to Ladies WC</p>		<p>Safe to entrance 2 with presumed enclosed asbestos packing ACM Crocidolite</p>
	<p>General view of the staircase</p>		<p>Painted plaster linings to the staircase</p>		<p>Painted plaster linings to first floor office</p>		<p>Modern night storage heater to Clarks office</p>

Photographic Record February 2022

Ledbury Town Council, Town Council Offices, Church St, Ledbury HR8 1DH

			
Painted plastered ceiling to Clarks office	Modern night storage heater to Clarks office	No register plate to Clarks office	General view of Clarks office storage cupboard
			
Painted plastered ceiling to Clarks office cupboard	General view of painted room	Insulation board ceiling lining to painted room tested SS-21-5263a-14 non ACM	Wooden floor to painted room

Photographic Record February 2022

Ledbury Town Council, Town Council Offices, Church St, Ledbury HR8 1DH

			
No register plate to fire place in painted room	Painted plaster linings to first floor rear staircase	Painted plaster linings to second floor storage room	Painted plaster linings to second floor storage room
			
Timber eaves to second floor storage room	Timber eaves to second floor storage room	Painted plaster linings to second floor storage room 2	Painted plaster linings to second floor storage room 2

Photographic Record February 2022
Ledbury Town Council, Town Council Offices, Church St, Ledbury HR8 1DH

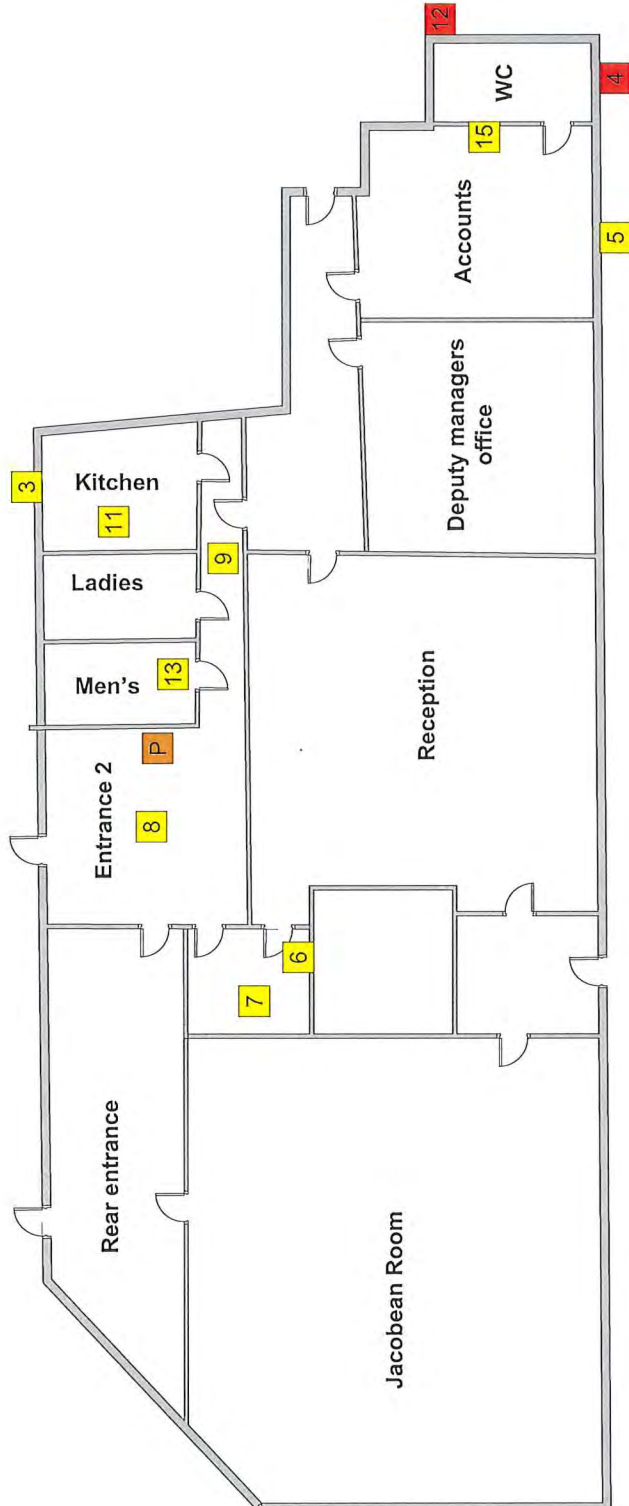
	<p>Insulation board ceiling lining to second floor storage room 3 tested SS-21-5263a-16 non ACM</p>		<p>Insulation board ceiling lining to second floor storage room 3 tested SS-21-5263a-16 non ACM</p>		<p>Insulation board ceiling lining to second floor small room staircase type similar to SS-21-5263a-16 non ACM</p>		<p>General view of the small room</p>
	<p>Insulation board ceiling lining to second floor small room type similar to SS-21-5263a-16 non ACM</p>		<p>Textured wall coating to staircase for cellar tested SS-212-5263a-18 non ACM</p>		<p>Insulation debris to wall in cellar tested SS-212-5263a-19 non ACM</p>		<p>Modern electrical units to cellar</p>

SS-21-5263a

AMS

**Ledbury Town Council
Offices**

Ground floor



Key

- # = Sample Points
- P = Presumed asbestos locations
- # = Positive sample Points



Not to scale

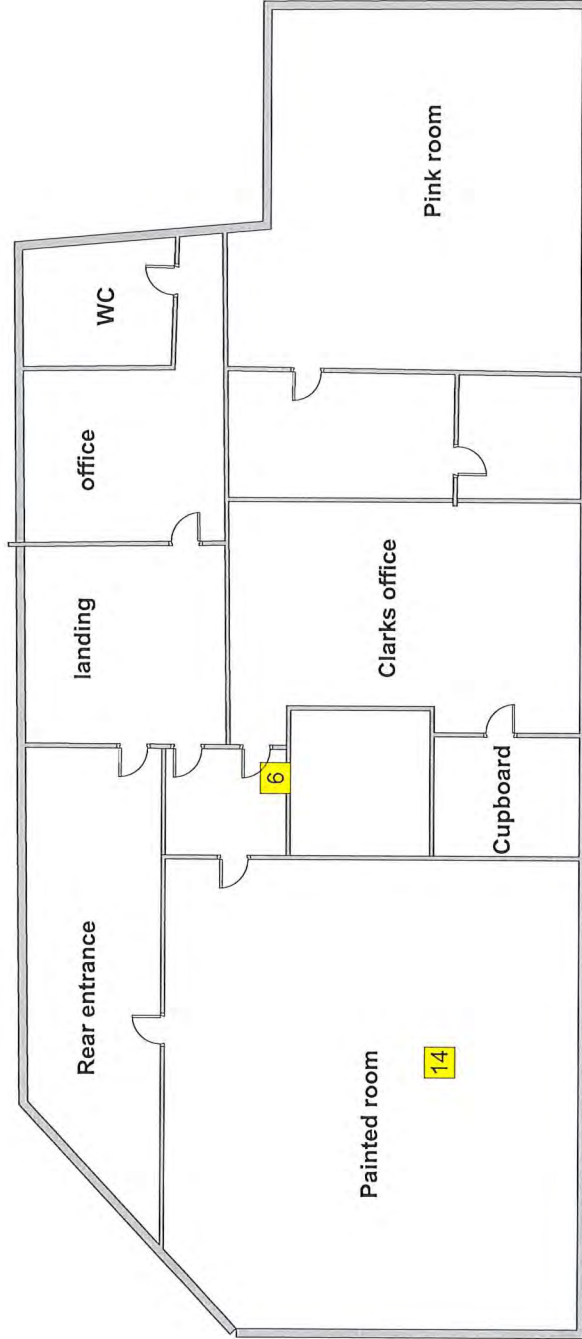
1253

SS-21-5263a

AMS

Ledbury Town Council
Offices

First floor



1254



Not to scale

Key

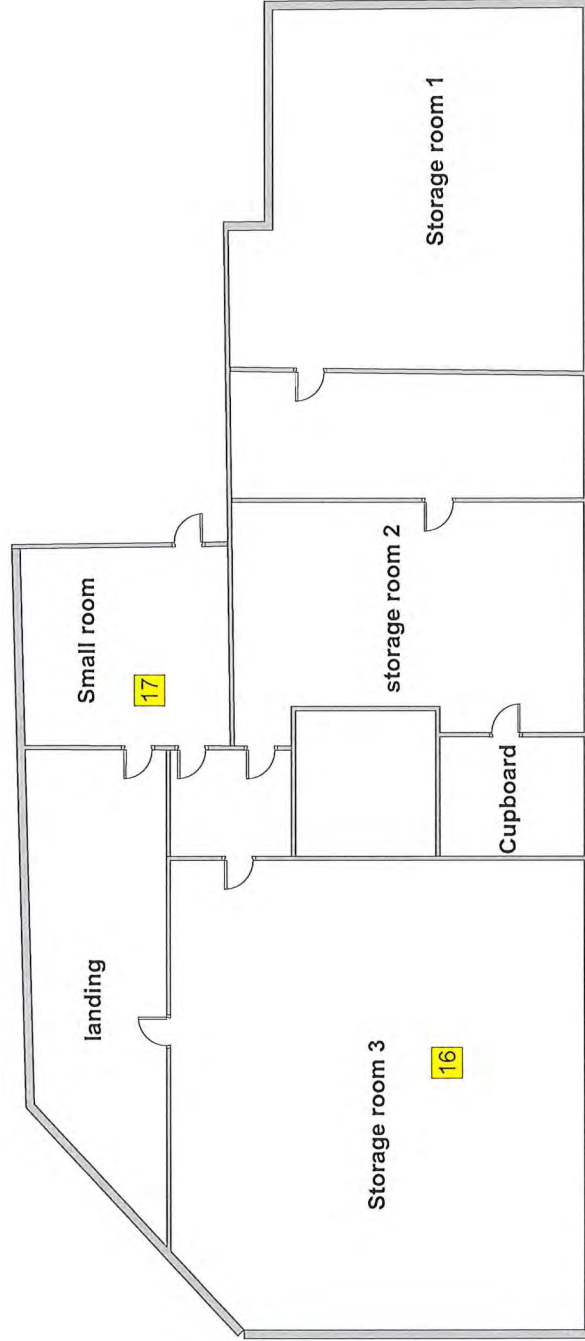
- # = Sample Points
- P = Presumed asbestos locations
- # = Positive sample Points

SS-21-5263a

AMS

**Ledbury Town Council
Offices**

Second floor



Key

= Sample Points

P = Presumed asbestos locations

= Positive sample Points



Not to scale

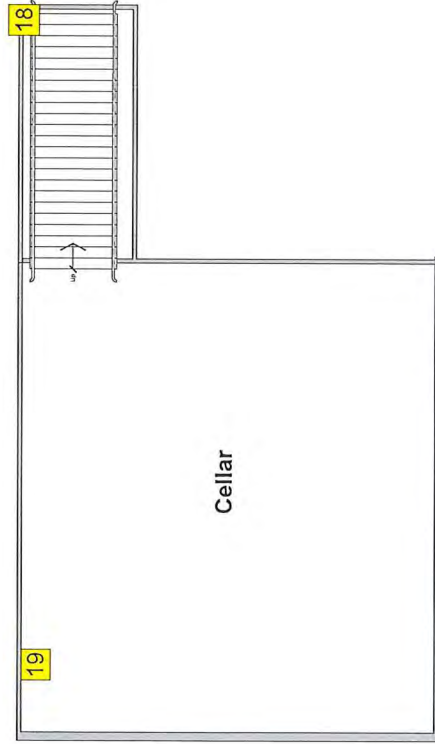
SS-21-5263a

AMS

Ledbury Town Council

Offices

Cellar



1256



Not to scale

Key

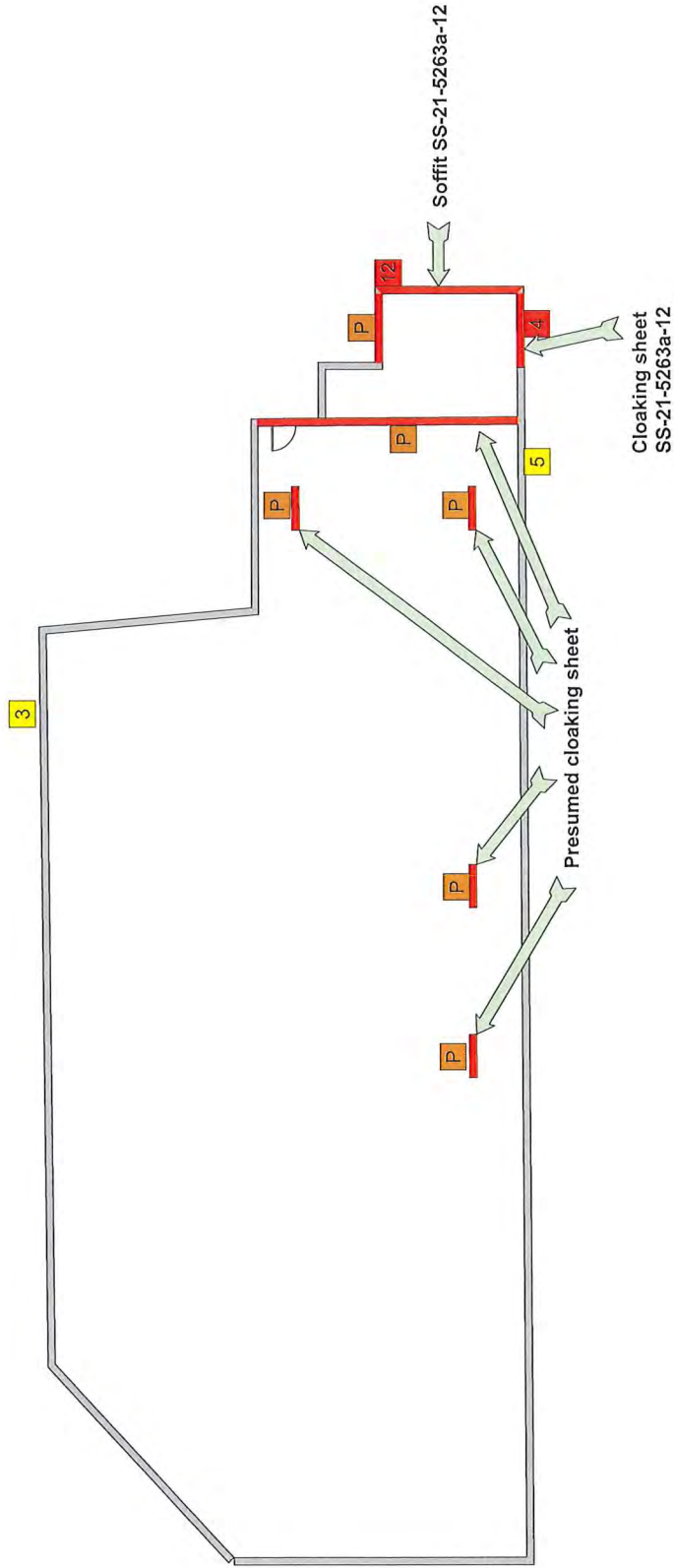
- # = Sample Points
- P = Presumed asbestos locations
- # = Positive sample Points

SS-21-5263a

AMS

Ledbury Town Council
Offices

Exterior



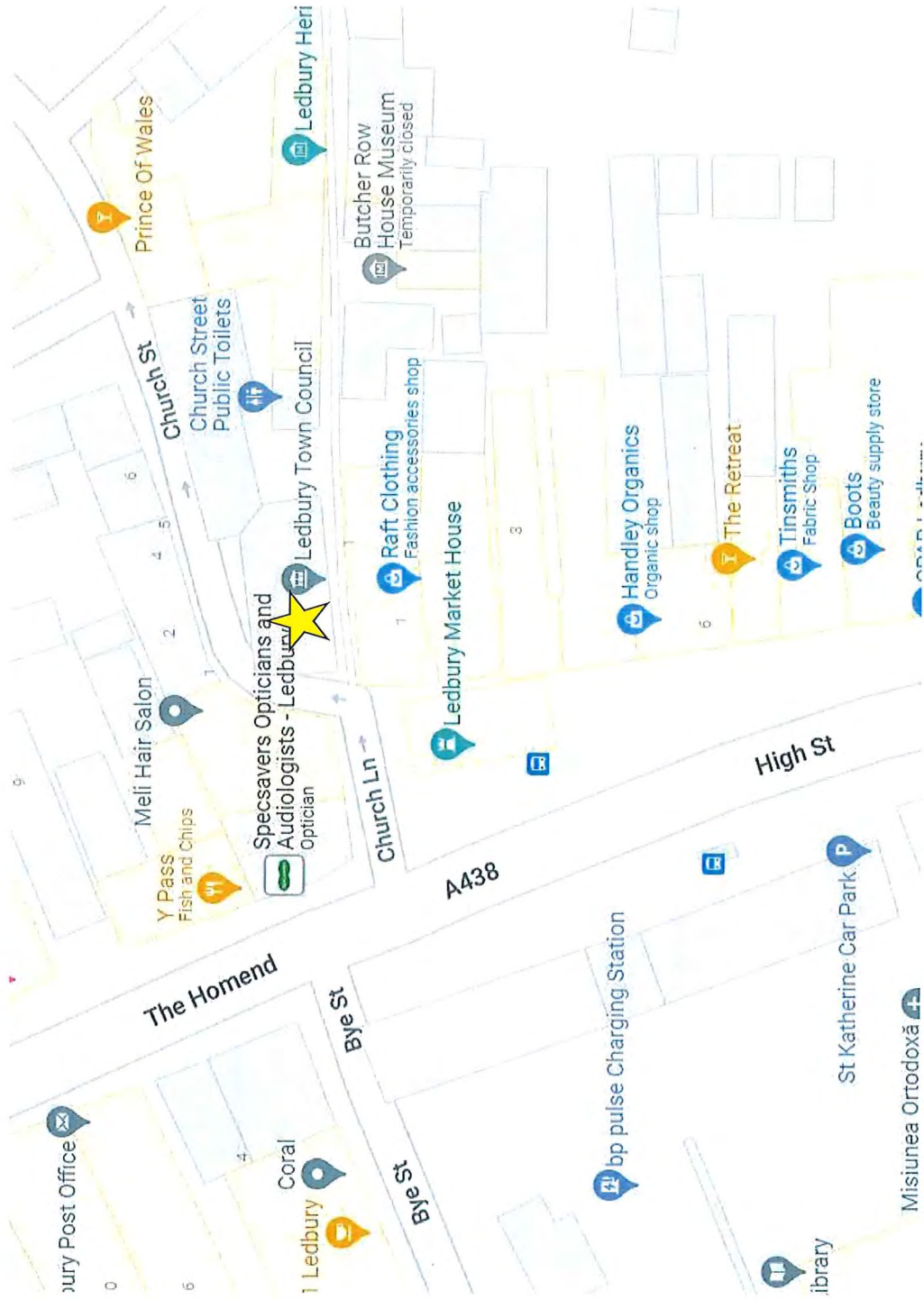
Key

- # = Sample Points
- P = Presumed asbestos locations
- # = Positive sample Points
- = Asbestos cement

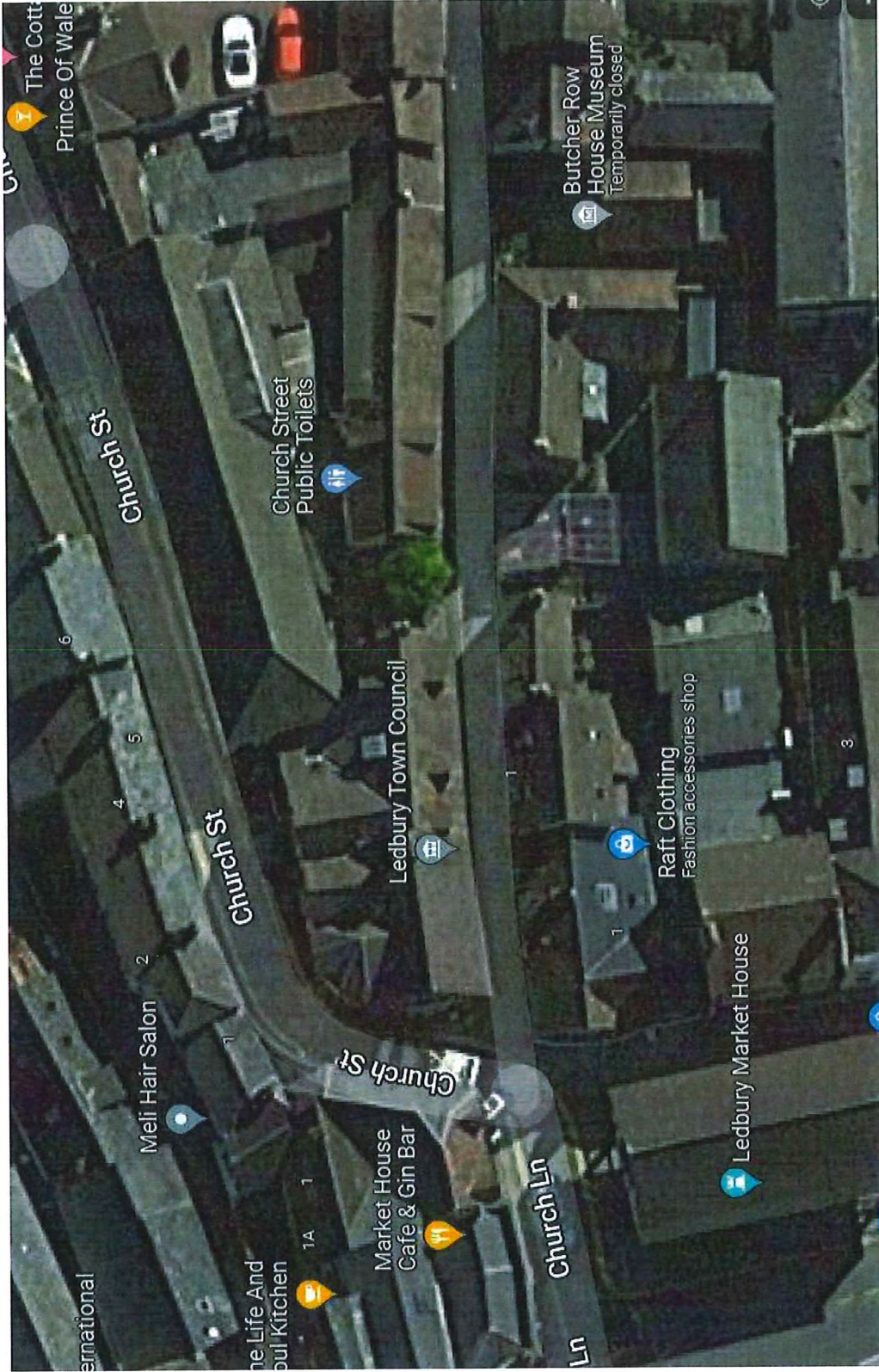


Not to scale

Location plan showing access to Ledbury Town Council, Town Council Offices, Church St, Ledbury



Aerial view of the site



Sutton Surveys

Unit 8 Mortimer Road Trading Estate, Mortimer Road, Hereford, HR4 9SP

Tel (01432) 343344 Ans (01432) 343344 Mob (07971) 264014

Sutton Asbestos Surveys Ltd trading as Sutton Surveys Company No 5332563 VAT Reg (FRS) 8575618 82

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Asbestos Surveys and Asbestos Awareness Training, SUDS, Drainage and Flood Surveys, Contaminated Land,
Ground Investigations, Waste and Minerals, Recycling, Soils, Earthworks, Highways, Pavements

1260

ASBESTOS MANAGEMENT SURVEY ASG-AMS REPORT



Report ref: -	SS-21-5263b
Report date: -	February 2022
Site: -	Market House Ledbury
Town:	Ledbury
Postcode:	HR8 1DH

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General Details

Stock profile: -	Market House
Construction date: -	Unknown
Site location: -	Market House Ledbury, 3 High Street Ledbury
Postcode: -	HR8 1DH
Special instructions: -	Julia Lawrence
Site specific details: -	RA and MS carried out with site walkover
Date of inspection: -	16 th February 2022
Type of survey: -	AMS inspection but to ASG standard
Surveyed by: -	AJE
Report checked by: -	TB (February 2022)
Report audited by: -	GRS (February 2022)
Analysts-	Scopes AAS Ltd
UKAS accreditation	2707

Report

Introduction

Sutton Asbestos Surveys have now completed an Asbestos Management Survey at Market House Ledbury, 3 High Street, Ledbury HR8 1DH. The survey has been triggered under Regulation 4 of the CAR 2012 which focuses on the management aspects of the legislation.

The work was requested by Julia Lawrence, acting on behalf of the owners of the site. The legal Duty Holder under the Control of Asbestos Regulations 2012 is usually the owner (nominal post holder) of the facility, although tenants and other stakeholders can also share the responsibility. Contact and site details are listed below and an aerial plan and other location information are provided in the report to help locate the building.

Site Address

Market House,
3 High Street
Ledbury
HR8 1DH.

The legislation

In order to comply with the Control of Asbestos Regulations (CAR2012) the Asbestos Management Plan (AMP) for the site must be made available to all Contractors indicating where asbestos might be encountered during the course of any planned work. This information is mandatory, but also obligatory under other Health and Safety Legislation. The regulations require contractors to assess the risks involved by developing a documented Risk Assessment and Method Statement (RAMS) prior to undertaking any work.

An inspection of the property was therefore commissioned to determine the type and extent of Asbestos Containing Material (ACM) present and if any subsequent work should be Licensed (LW), Notifiable (NNLW) or Unlicensed (UW) and whether the HSE or LA would need to be informed. The data produced from the inspection is used by the Duty Holder and Contractor to conduct the necessary RAMS in conjunction with the asbestos management process described in the regulations.

Asbestos Management

The primary focus of CAR 2012 is on Asbestos Management through Regulation 4, this is the principal legal requirement. The legislation does not require all ACM to be removed from a building unless the material is in very poor condition or it needs to be disturbed during the course of any planned maintenance, refurbishment or demolition.

Details of any ACM found at the site are contained in this 'short' asbestos survey report and specifically set out in the Asbestos Register. This (register) contains the Material Risk Assessment (MRA) and Priority Risk Assessment (PRA) required by the Duty Holder to formulate a viable AMP and provides the essential tools to complete the management process. These data, together with the photographic detail and attached plans, will furnish competent contractors and maintenance operatives with the information required to carry out any work on those parts of the structure surveyed, within the legal framework.

Site description

The building was first erected in the sixteenth century. It is a black and white building with an open ground floor and an enclosed first floor.

The Inspection

Following a suitable assessment of the risks involved, the inspection was carried out unsuited utilising face fitted orinasal FFP3 masks and wet wipes for cleaning etc. The survey process can be traced through the photographic record which illustrates the areas involved.

It is essential that the survey identifies 'So Far As Is Reasonably Practicable' (SFAIRP) all ACMs on the site. The surveyors aimed to uncover suspect materials and investigate those areas of the buildings that it was safe to access, but underground services, confined spaces and buried materials have not been fully investigated. It must be noted that any inspection may fail to find the full extent of asbestos in a building as ACM may often be hidden from view, incorporated into unusual materials, boxed and intermixed with non ACM into various parts of the fabric and/or encapsulated within stone work, plaster or other linings

The Surveyors have discussed the findings of the report with the parties involved and are available to advise on any asbestos related aspect of the planned work. The report should be integrated into the existing survey and Asbestos Management Plan (AMP) for the site and the relevant registers may need to be updated in favour of any new findings. Full reports and supporting data sheets can be provided on request for an additional fee.

The Results

No samples were taken from the site and examined by a UKAS accredited analyst using Polarised Light Microscopy (PLM) techniques in accordance with the HSG248 standard.

No asbestos was positively identified in this inspection

No Other asbestos items were presumed during the course of this survey

Hazardous Waste

If any ACM is removed from this site it will need to be treated as Hazardous Waste under the Waste Management (Licensing) Regulations (WMR). Licensed Carriers are required to transport the hazardous waste to a suitable licensed depository. Many contractors are licensed carriers of this waste or can obtain special locked asbestos skips for placement on site. Smaller pieces of ACM should be double bagged, sealed and properly identified with the EWC2002 six figure codes prior to removal, in accordance with the Carriage of Dangerous Goods Act 2004.

Appropriate precautions must be taken during transfer operations and suitable PPE worn to carry out the task. Waste transfer documentation should also be sought for the file record, as the asbestos remains the property and responsibility of the Duty Holder until it has been signed for at a licensed depository in accordance with details listed on the Waste Transfer Note (WTN).

Training (Regulation 10 AAT and IIT)

All employees (excluding LARCs) who disturb asbestos, or 'are likely to influence the way in which this work is carried out', (i.e. Duty Holders, Contractors, Project Engineers,

Consultants and Architects), must have the necessary experience and annual Cat 1 Asbestos Awareness Training (AAT) required by the legislation (CAR 2012 Regulation 10). Operatives who disturb asbestos must have the relevant CAT 2 training. Sutton Surveys can deliver both categories of tailored AAT to support the Duty Holder or Contractor and offer a quality asbestos advice service.

Summary

The surveyors have already discussed any arising asbestos issues with Client representatives and we can reaffirm that there is a **VERY LOW** asbestos related risk associated with the property.

Our general advice is that any asbestos identified in the building should not be disturbed (drilled, cut, abraded, sanded etc.) unless carried out by competent professionals. Any removal work must also be in accordance with CAR 2012 and standard HSE asbestos guidance notes, in particular, HSG210 (Asbestos Essentials Task Manual). Further details can be obtained from the HSE website or e-mailed by us on request.

If you wish to discuss this report in more detail or asbestos in general, then please contact Alex Edwards of Sutton Surveys on (01432) 343344 or E-mail Alex@sutton-surveys.co.uk We always offer comprehensive, confidential quality advice - without any charges.



Alex Edwards (Director)
Senior Surveyor P402/P405

ASBESTOS REGISTER and MATERIAL and PRIORITY RISK ASSESSMENT (MRA and PRA)

The duty to manage under Regulation 4 of the CAR requires a written plan to be produced, specifying the measures to be taken to control and manage the risk from identified and presumed ACMs. An important stage of this process is to assess the potential for fibre release of each ACM found (MRA) and the prioritisation of that material for management purposes (PRA). A standard assessment approach suitable for a Management (MS) survey is given below based on a simplified additive algorithm in ASG and HSG227 but for pre-demolition surveys, no assessment is necessary.

For management purposes the Duty Holder may adopt the following RISK RATING (MRA + PRA). 8 or less represents a VERY LOW RISK, between 9 and 12 a LOW RISK and from 13 to 15 a MEDIUM RISK. Scores above 16 are associated with a HIGH RISK and these areas are immediately actioned by the surveyors.

The HSE priority and material risk scoring tool can be accessed at <http://www.hse.gov.uk/ASBESTOS/assets/docs/materials-priority-scoring.pdf>

*Work should be Risk Assessed (RA) prior to being disturbed as material in poor condition or in large quantities, or the working practice, may necessitate the use of Licensed Contractors.

Asbestos Survey Guide (ASG) Asbestos Management Survey Market House Ledbury, 3 High Street, Ledbury HR8 1DH (MRA/PRA)												
1 of 1												
Location	Description	Product type	Damage or deterioration	Surface treatment	Asbestos Type	Sample Ref	Qty Approx	Cat Work	MRA TOTAL	PRA TOTAL	Risk Rating	Rec.
No asbestos was presumed during the course of this survey												
All quantities are estimated by the surveyors and should be measured accurately for contract and tender purposes. * Category of removal work is UW (Unlicensed Work) NNLW (Notifiable Non Licensed Work) or LW (Licensed Work) *This category could change depending on the techniques used to remove the materials and the method used or stability of the fixing.												

Photographic Record February 2022

Market House Ledbury, 3 High Street, Ledbury HR8 1DH

 <p>General view of Market House Ledbury</p>	 <p>Painted plaster lined walls to the staircase</p>	 <p>General view of the interior</p>	 <p>Timber truss and timber lined roof</p>
 <p>Modern electrical heaters</p>	 <p>Modern electrical units</p>	 <p>Modern electrical units</p>	

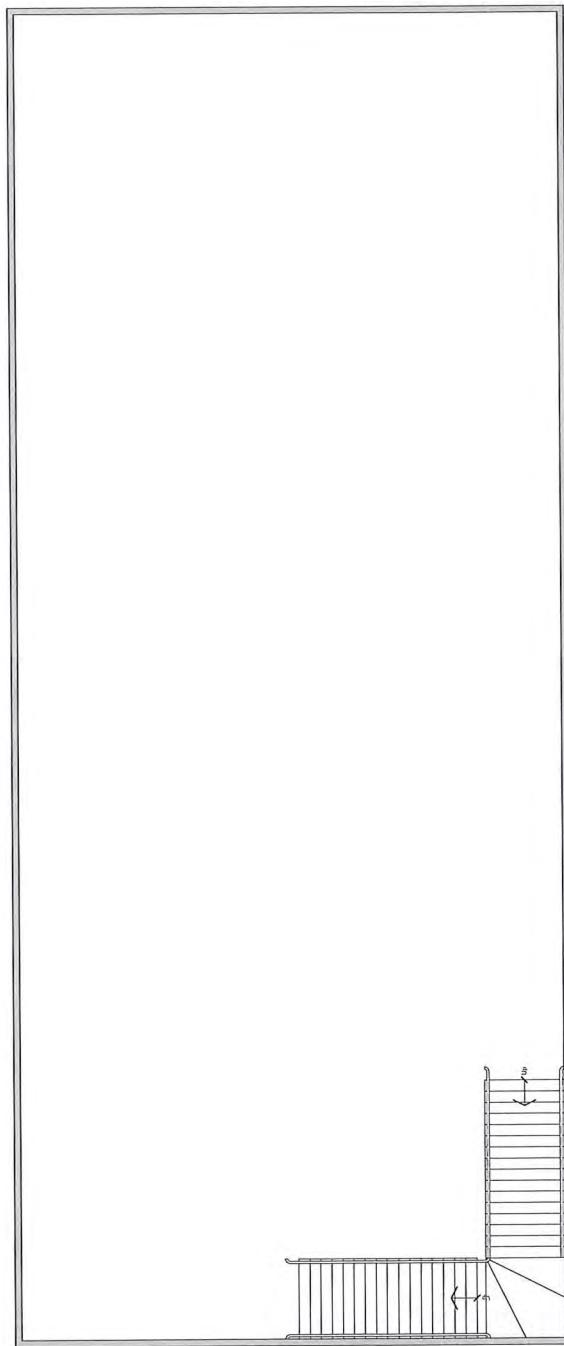
SS-21-5263b AMS Market House Ledbury

SS-21-5263b

AMS

Market House Ledbury

Ground floor



1269



Not to scale

Key

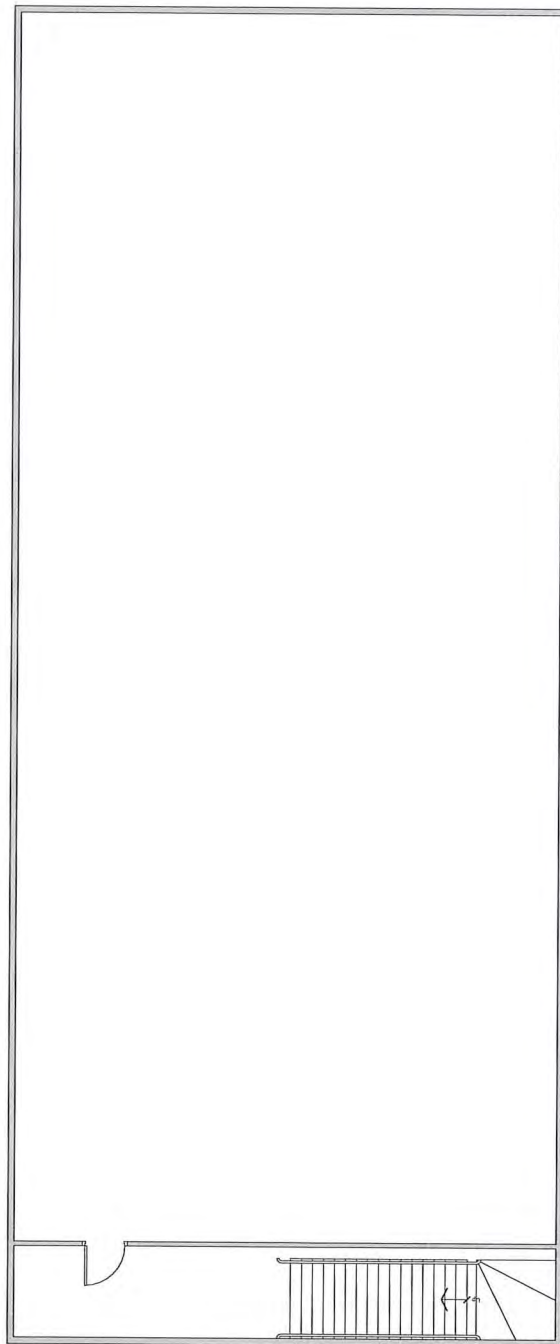
- # = Sample Points
- P = Presumed asbestos locations
- # = Positive sample Points

SS-21-5263b

AMS

Market House Ledbury

First floor



1270

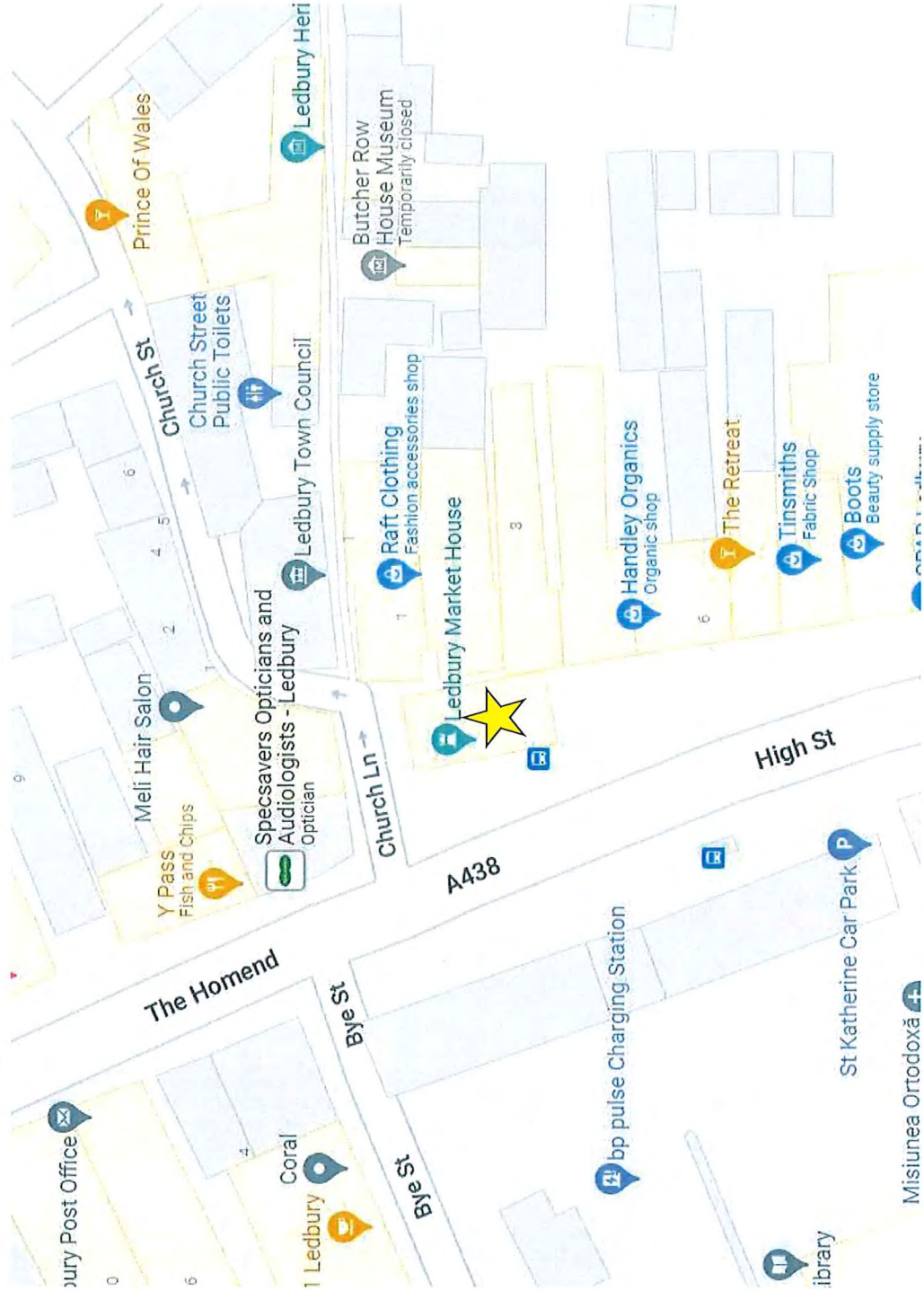


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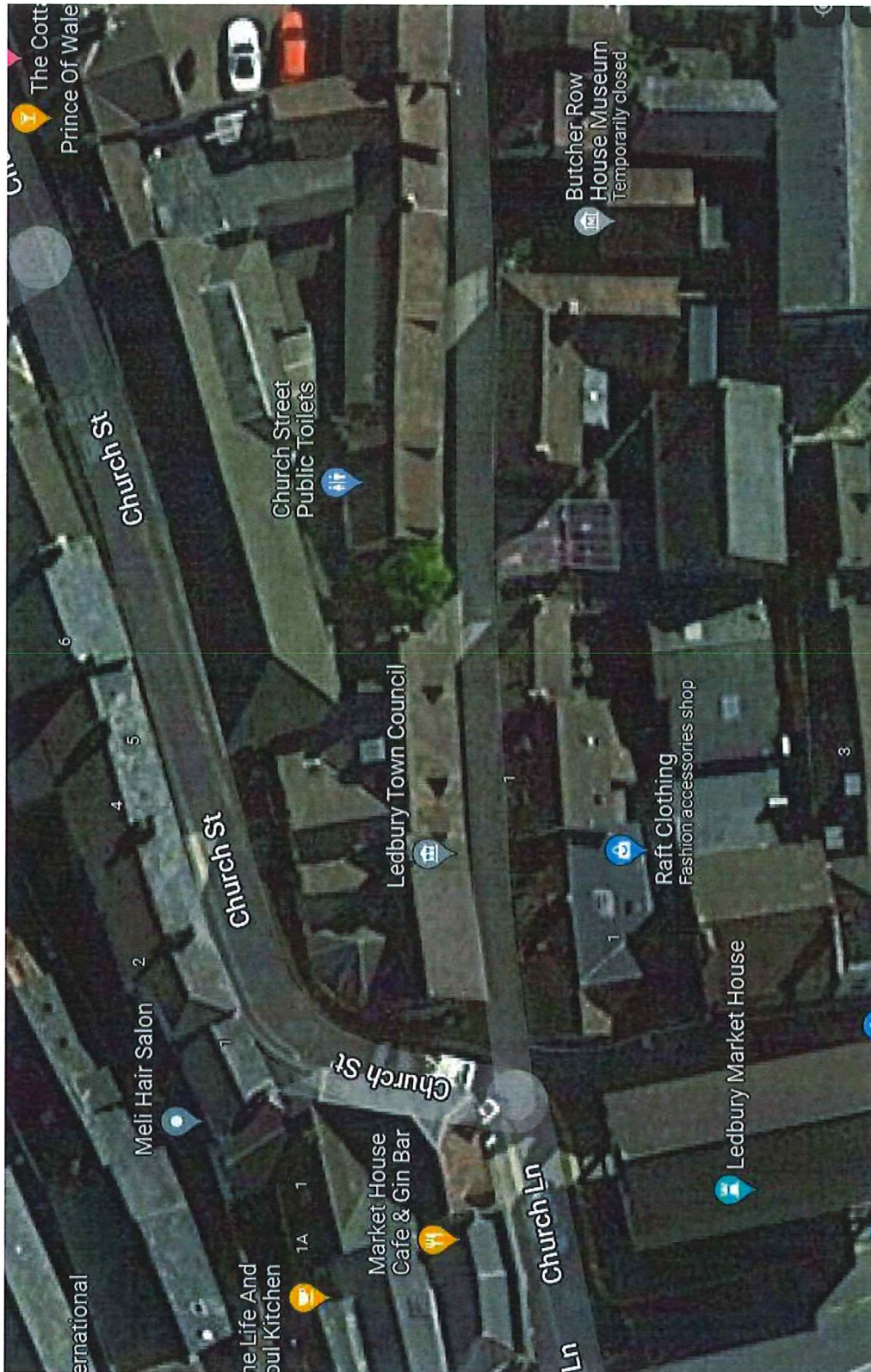
Key

- # = Sample Points
- P = Presumed asbestos locations
- # = Positive sample Points

Location plan showing access to Market House Ledbury, High Street, Ledbury



Aerial view of the site



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ASBESTOS MANAGEMENT SURVEY ASG-AMS REPORT



Report ref: -	SS-21-5263c
Report date: -	February 2022
Site: -	Ledbury Cemetery Chapel
Town:	Ledbury
Postcode:	HR8 2EL

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Test results

Asbestos Register (MRA and PRA)

Photographic record

Plans

General Details

Stock profile: -	Church
Construction date: -	Unknown
Site location: -	Ledbury Cemetery Chapel, New Street, Ledbury
Postcode: -	HR8 2EL
Special instructions: -	Julia Lawrence
Site specific details: -	RA and MS carried out with site walkover
Date of inspection: -	16 th February 2022
Type of survey: -	AMS inspection but to ASG standard
Surveyed by: -	AJE
Report checked by: -	TB (February 2022)
Report audited by: -	GRS (February 2022)
Analysts-	Scopes AAS Ltd
UKAS accreditation	2707

Report

Introduction

Sutton Asbestos Surveys have now completed an Asbestos Management Survey at Ledbury Cemetery Chapel, New Street, Ledbury, HR8 2EL. The survey has been triggered under Regulation 4 of the CAR 2012 which focuses on the management aspects of the legislation.

The work was requested by Julia Lawrence, acting on behalf of the owners of the site. The legal Duty Holder under the Control of Asbestos Regulations 2012 is usually the owner (nominal post holder) of the facility, although tenants and other stakeholders can also share the responsibility. Contact and site details are listed below and an aerial plan and other location information are provided in the report to help locate the building.

Site Address

Ledbury Cemetery Chapel
New Street
Ledbury
HR8 2EL.

The legislation

In order to comply with the Control of Asbestos Regulations (CAR2012) the Asbestos Management Plan (AMP) for the site must be made available to all Contractors indicating where asbestos might be encountered during the course of any planned work. This information is mandatory, but also obligatory under other Health and Safety Legislation. The regulations require contractors to assess the risks involved by developing a documented Risk Assessment and Method Statement (RAMS) prior to undertaking any work.

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The primary focus of CAR 2012 is on Asbestos Management through Regulation 4, this is the principal legal requirement. The legislation does not require all ACM to be removed from a building unless the material is in very poor condition or it needs to be disturbed during the course of any planned maintenance, refurbishment or demolition.

Details of any ACM found at the site are contained in this 'short' asbestos survey report and specifically set out in the Asbestos Register. This (register) contains the Material Risk Assessment (MRA) and Priority Risk Assessment (PRA) required by the Duty Holder to formulate a viable AMP and provides the essential tools to complete the management process. These data, together with the photographic detail and attached plans, will furnish competent contractors and maintenance operatives with the information required to carry out any work on those parts of the structure surveyed, within the legal framework.

Site description

This small church is constructed in stone with a clay tile roof. There is an office and store to the front and offices to the rear. There is a shed extension on the side of the building. The first floors above the offices and the bell tower were not accessed.

The Inspection

Following a suitable assessment of the risks involved, the inspection was carried out unsuited utilising face fitted orinasal FFP3 masks and wet wipes for cleaning etc. The survey process can be traced through the photographic record which illustrates the areas involved.

It is essential that the survey identifies 'So Far As Is Reasonably Practicable' (SFAIRP) all ACMs on the site. The surveyors aimed to uncover suspect materials and investigate those areas of the buildings that it was safe to access, but underground services, confined spaces and buried materials have not been fully investigated. It must be noted that any inspection may fail to find the full extent of asbestos in a building as ACM may often be hidden from view, incorporated into unusual materials, boxed and intermixed with non ACM into various parts of the fabric and/or encapsulated within stone work, plaster or other linings

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The Results

One sample was taken from the site and examined by a UKAS accredited analyst using Polarised Light Microscopy (PLM) techniques in accordance with the HSG248 standard. The single sample returned a result of Chrysotike (White asbestos)

Asbestos positively identified in this inspection includes:

- The asbestos cement cloaking sheets to the gable end of the shed tested SS-21-5263c-2 ACM Chrysotile. Asbestos cement can contain up to 15% white asbestos.

No other asbestos items were presumed during the course of this survey

Hazardous Waste

If any ACM is removed from this site it will need to be treated as Hazardous Waste under the Waste Management (Licensing) Regulations (WMR). Licensed Carriers are required to transport the hazardous waste to a suitable licensed depository. Many contractors are licensed carriers of this waste or can obtain special locked asbestos skips for placement on site. Smaller pieces of ACM should be double bagged, sealed and properly identified with the EWC2002 six figure codes prior to removal, in accordance with the Carriage of Dangerous Goods Act 2004.

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The surveyors have already discussed any arising asbestos issues with Client representatives and we can reaffirm that there is a **VERY LOW** asbestos related risk associated with the property.

Our general advice is that any asbestos identified in the building should not be disturbed (drilled, cut, abraded, sanded etc.) unless carried out by competent professionals. Any removal work must also be in accordance with CAR 2012 and standard HSE asbestos guidance notes, in particular, HSG210 (Asbestos Essentials Task Manual). Further details can be obtained from the HSE website or e-mailed by us on request.


If you wish to discuss this report in more detail or asbestos in general, then please contact Alex Edwards of Sutton Surveys on (01432) 343344 or E-mail Alex@sutton-surveys.co.uk We always offer comprehensive, confidential quality advice - without any charges.



Alex Edwards (Director)
Senior Surveyor P402/P405

**Address: Ledbury Cemetery Chapel, New Street, Ledbury
HR8 2EL**

Job Ref: SS- 21-5263c

Sample Ref	Description	Type (Surveyors Assessment)	QA Check	Asbestos present Y/N	Test House
SS-21-5263c-2	Cement cloaking sheet to chapel shed	Cement	✓	Y	
Tested at Scopes Asbestos Analyst Services UKAS Accredited 2707 Sampled 16 th February 2022					



CERTIFICATE FOR IDENTIFICATION OF ASBESTOS FIBRES

STANDARD	<input type="checkbox"/>
PREMIUM	<input type="checkbox"/>
EMERGENCY	<input type="checkbox"/>

Client:	SUTTON SURVEYS
Address:	UNIT 9 MORTIMER TRADING ESTATE MORTIMER ROAD HEREFORD, HR4 9SP
Attention:	ALEX EDWARDS
Site Address:	LEDBURY CEMETERY CHAPEL, NEW STREET LEDBURY HR8 2EL
Date sample taken:	16/02/22
Date sample received:	18/02/22
Date of Analysis:	18/02/22

Analysis Report No.	SCO/22/3721
Report Date.	18/02/22
Site Ref No.	SS-21-5263C
Page No:	1 Of 1
No. of Samples:	1
Obtained:	DELIVERED

Samples of material, referenced below, have been examined to determine the presence of asbestos fibres, using Scopes Asbestos Analysis "in house" method of transmitted/polarised light microscopy and centre stop dispersion staining, based on HSE's H5G248. If samples have been DELIVERED the site address and actual sample location is as given by the client at the time of delivery. Scopes Asbestos Analysis Services Limited are not responsible for the accuracy or competence of the sampling by third parties. Under these circumstances Scopes Asbestos Analysis Services Limited cannot be held responsible for the interpretation of the results shown. Results relate only to the items tested.

SCOPE SAMPLE No.	CLIENT SAMPLE No.	Sample Location	Fibre Type Detected
1	SS-21-5263C-2	CEMENT CLOAKING SHEET TO CHAPEL SHED	CHRYSOTILE

KEY: NADIS – No Asbestos Detected in Sample
 Note: All samples will be retained for a minimum of six months.
 Note: This Certificate for Identification of Asbestos Fibres shall not be reproduced except in full without the written approval of the Laboratory.
 Note: All Analysis is performed in House on the registered premises (below).
 Note: Where an 'A' appears at the end of the analysis report number this means an amendment has been made to the original report. Information that has been amended will be marked with an †

Analysed by:	T CROOT	Authorised signatory:	
		Print name:	C.BOLTON – ADMINISTRATION MANAGER

BULK 001-VER 7 10-June-20-QCM

ASBESTOS REGISTER and MATERIAL and PRIORITY RISK ASSESSMENT (MRA and PRA)

The duty to manage under Regulation 4 of the CAR requires a written plan to be produced, specifying the measures to be taken to control and manage the risk from identified and presumed ACMs. An important stage of this process is to assess the potential for fibre release of each ACM found (MRA) and the prioritisation of that material for management purposes (PRA). A standard assessment approach suitable for a Management (MS) survey is given below based on a simplified additive algorithm in ASG and HSG227 but for pre-demolition surveys, no assessment is necessary.

For management purposes the Duty Holder may adopt the following RISK RATING (MRA + PRA). 8 or less represents a VERY LOW RISK, between 9 and 12 a LOW RISK and from 13 to 15 a MEDIUM RISK. Scores above 16 are associated with a HIGH RISK and these areas are immediately actioned by the surveyors.









The HSE priority and material risk scoring tool can be accessed at <http://www.hse.gov.uk/ASBESTOS/assets/docs/materials-priority-scoring.pdf>

*Work should be Risk Assessed (RA) prior to being disturbed as material in poor condition or in large quantities, or the working practice, may necessitate the use of Licensed Contractors.

Asbestos Survey Guide (ASG) Asbestos Management Survey Ledbury Cemetery Chapel, New Street, Ledbury, HR8 2EL (MRA/PRA) 1 of 1												
Location	Description	Product type	Damage or deterioration	Surface treatment	Asbestos Type	Sample Ref	Qty Approx	Cat Work	MRA TOTAL	PRA TOTAL	Risk Rating	Rec.
Exterior shed	Cement cloaking sheet	Asbestos cement	Low damage	Unsealed	White	SS-21-5263c-2	10 lin/m	UW	4	2	6	Manage
All quantities are estimated by the surveyors and should be measured accurately for contract and tender purposes. * Category of removal work is UW (Unlicensed Work) NNLW (Notifiable Non Licensed Work) or LW (Licensed Work) **This category could change depending on the techniques used to remove the materials and the method used or stability of the fixing.												

Photographic Record February 2022

Ledbury Cemetery Chapel, New Street, Ledbury, HR8 2EL

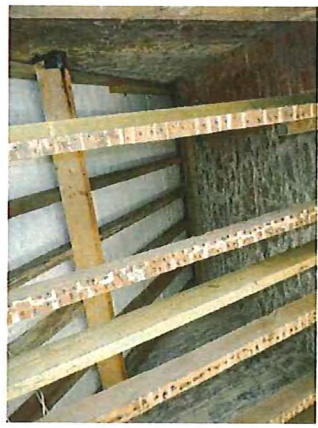


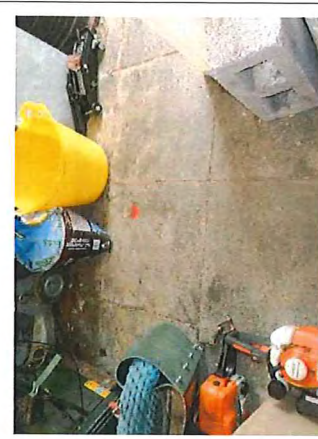
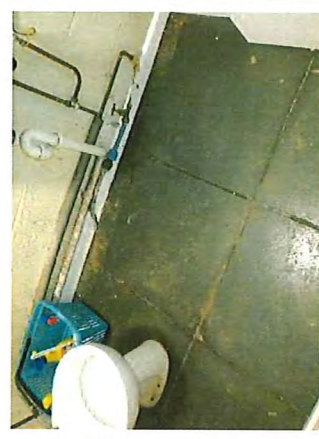


 <p>General view of Ledbury Cemetery Chapel</p>	 <p>Clay tiles to roof</p>	 <p>Stone copings to roof</p>	 <p>Asbestos cement cloaking sheet to shed tested SS-21-5263c-2 ACDM Chrysofile</p>
 <p>Slate to shed roof</p>	 <p>No access to bell tower</p>	 <p>No access to bell tower</p>	 <p>General view of the chapel</p>

Photographic Record February 2022

Ledbury Cemetary Chapel, New Street, Ledbury, HR8 2EL


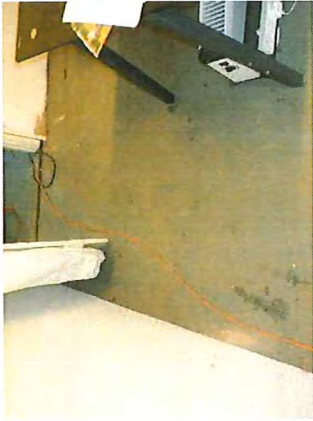






 <p>Timber ceiling to the chapel</p>	 <p>Ceramic floor tiles to the chapel</p>	 <p>Electric organ to chapel</p>	 <p>General view of the office</p>
 <p>Painted plastered linings to office</p>	 <p>Timber infill panel to the fire place</p>	 <p>Carpet on screed to the office</p>	 <p>Rendered walls to store</p>

Photographic Record February 2022
Ledbury Cemetery Chapel, New Street, Ledbury, HR8 2EL

 <p>Timber truss and modern roofing felt to stores</p>	 <p>General view of the shed</p>	 <p>Modern roofing felt to shed</p>	 <p>Stone flags to floor</p>
 <p>Ceramic cistern and UPVC soil pipe to WC</p>	 <p>Stone flags to WC</p>	 <p>Painted plaster linings to WC</p>	 <p>General view of office 2</p>

Photographic Record February 2022

Ledbury Cemetery Chapel, New Street, Ledbury, HR8 2EL

			
Painted plaster linings to office 2	Concrete floor to office 2	Timber infill panel to fireplace in office 2	Timber staircase to office 2
			
General view of office 3	Painted plastered linings to office 3	Concrete floor to office 3	No access to first floor

SS-21-5263c

AMS

Ledbury Cemetery Chapel

Ground floor

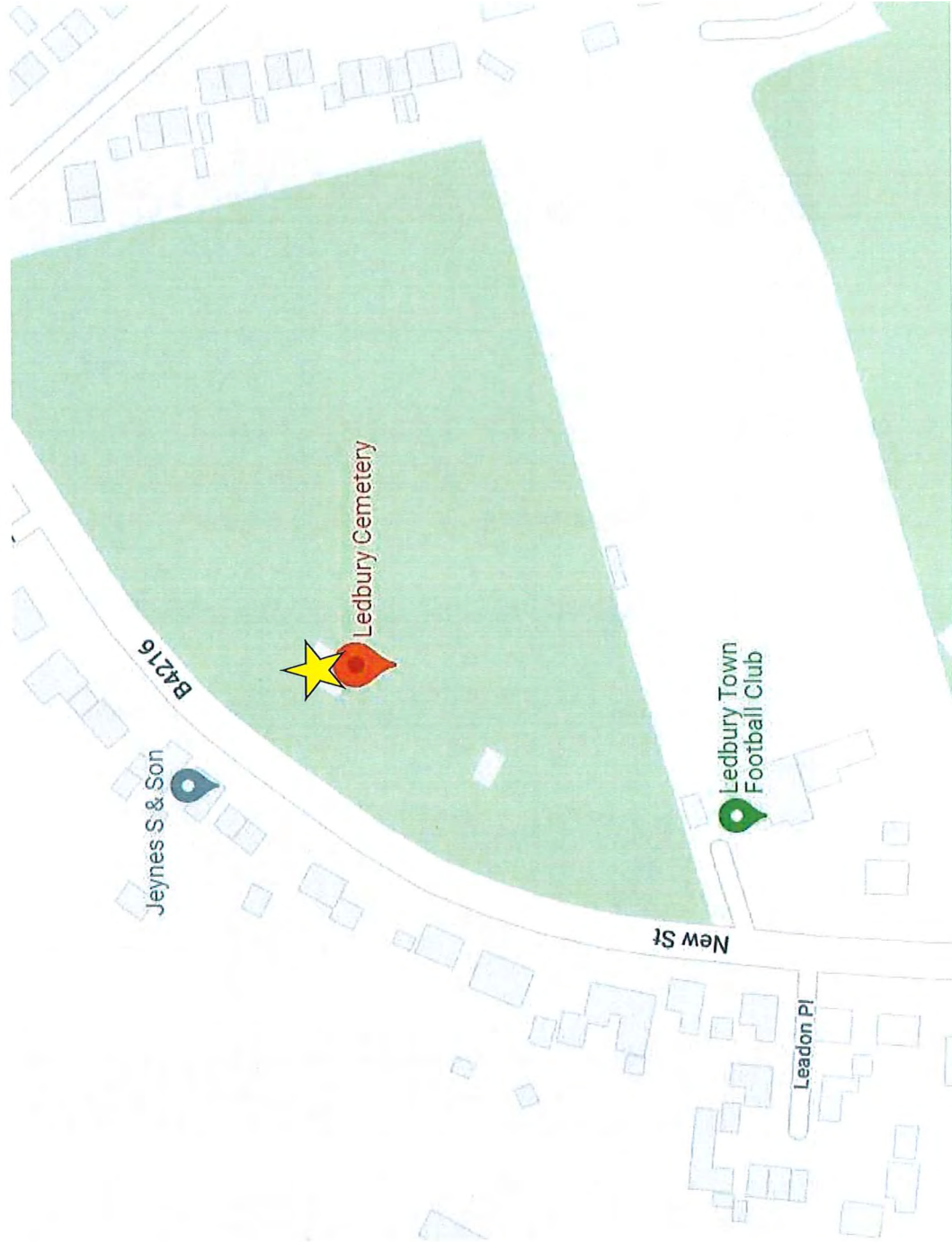


Not to scale

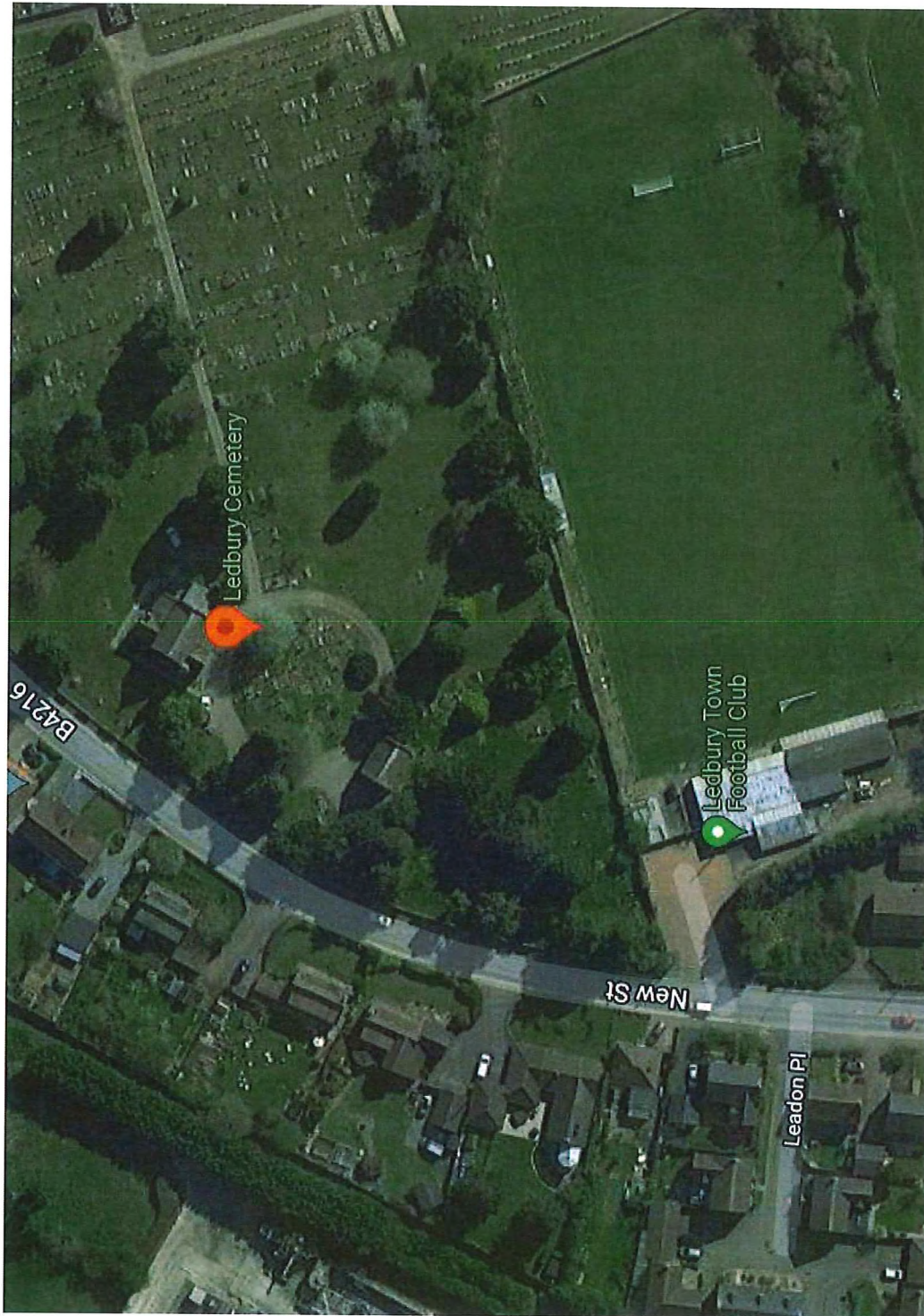
Key

- # = Sample Points
- P = Presumed asbestos locations
- # = Positive sample Points
- = Asbestos cement

Location plan showing access to Ledbury Town Council, Town Council Offices, Church St, Ledbury



Aerial view of the site



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ASBESTOS MANAGEMENT SURVEY ASG-AMS REPORT



Report ref: -	SS-21-5263d
Report date: -	February 2022
Site: -	Ledbury Cemetery Mortuary
Town:	Ledbury
Postcode:	HR8 2EL

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Analysts-	Scopes AAS Ltd
UKAS accreditation	2707

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The work was requested by Julia Lawrence, acting on behalf of the owners of the site. The legal Duty Holder under the Control of Asbestos Regulations 2012 is usually the owner (nominal post holder) of the facility, although tenants and other stakeholders can also share the responsibility. Contact and site details are listed below and an aerial plan and other location information are provided in the report to help locate the building.

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The legislation

In order to comply with the Control of Asbestos Regulations (CAR2012) the Asbestos Management Plan (AMP) for the site must be made available to all Contractors indicating where asbestos might be encountered during the course of any planned work. This information is mandatory, but also obligatory under other Health and Safety Legislation. The regulations require contractors to assess the risks involved by developing a documented Risk Assessment and Method Statement (RAMS) prior to undertaking any work.

An inspection of the property was therefore commissioned to determine the type and extent of Asbestos Containing Material (ACM) present and if any subsequent work should be Licensed (LW), Notifiable (NNLW) or Unlicensed (UW) and whether the HSE or LA would need to be informed. The data produced from the inspection is used by the Duty Holder and Contractor to conduct the necessary RAMS in conjunction with the asbestos management process described in the regulations.

Asbestos Management

The primary focus of CAR 2012 is on Asbestos Management through Regulation 4, this is the principal legal requirement. The legislation does not require all ACM to be removed from a building unless the material is in very poor condition or it needs to be disturbed during the course of any planned maintenance, refurbishment or demolition.

Details of any ACM found at the site are contained in this 'short' asbestos survey report and specifically set out in the Asbestos Register. This (register) contains the Material Risk Assessment (MRA) and Priority Risk Assessment (PRA) required by the Duty Holder to formulate a viable AMP and provides the essential tools to complete the management process. These data, together with the photographic detail and attached plans, will furnish competent contractors and maintenance operatives with the information required to carry out any work on those parts of the structure surveyed, within the legal framework.

Site description

This small mortuary is constructed in stone with a clay tile roof. There is an entrance and store room with a refrigerated morgue.

The Inspection

Following a suitable assessment of the risks involved, the inspection was carried out unsuited utilising face fitted orinasal FFP3 masks and wet wipes for cleaning etc. The survey process can be traced through the photographic record which illustrates the areas involved.

It is essential that the survey identifies 'So Far As Is Reasonably Practicable' (SFAIRP) all ACMs on the site. The surveyors aimed to uncover suspect materials and investigate those areas of the buildings that it was safe to access, but underground services, confined spaces and buried materials have not been fully investigated. It must be noted that any inspection may fail to find the full extent of asbestos in a building as ACM may often be hidden from view, incorporated into unusual materials, boxed and intermixed with non ACM into various parts of the fabric and/or encapsulated within stone work, plaster or other linings

The Surveyors have discussed the findings of the report with the parties involved and are available to advise on any asbestos related aspect of the planned work. The report should be integrated into the existing survey and Asbestos Management Plan (AMP) for the site and the relevant registers may need to be updated in favour of any new findings. Full reports and supporting data sheets can be provided on request for an additional fee.

The Results

One sample was taken from the site and examined by a UKAS accredited analyst using Polarised Light Microscopy (PLM) techniques in accordance with the HSG248 standard. The single sample returned a result of NADIS (No Asbestos Detected In Sample

No asbestos was positively identified in this inspection

Asbestos items were presumed during the course of this survey include:

- The cast iron soil pipe to the exterior of the Mortuary is presumed to contain rope seals ACM Chrysotile. Asbestos textile can contain up to 98% white asbestos..
- The electrical fan to the interior of the Mortuary is presumed to contain asbestos textiles ACM Chrysotile. Asbestos textile can contain up to 98% white asbestos..

Hazardous Waste

If any ACM is removed from this site it will need to be treated as Hazardous Waste under the Waste Management (Licensing) Regulations (WMR). Licensed Carriers are required to transport the hazardous waste to a suitable licensed depository. Many contractors are licensed carriers of this waste or can obtain special locked asbestos skips for placement on site. Smaller pieces of ACM should be double bagged, sealed and properly identified with the EWC2002 six figure codes prior to removal, in accordance with the Carriage of Dangerous Goods Act 2004.

Appropriate precautions must be taken during transfer operations and suitable PPE worn to carry out the task. Waste transfer documentation should also be sought for the file record, as the asbestos remains the property and responsibility of the Duty Holder until it has been signed for at a licensed depository in accordance with details listed on the Waste Transfer Note (WTN).

Training (Regulation 10 AAT and IIT)

All employees (excluding LARCs) who disturb asbestos, or 'are likely to influence the way in which this work is carried out', (i.e. Duty Holders, Contractors, Project Engineers, Consultants and Architects), must have the necessary experience and annual Cat 1 Asbestos Awareness Training (AAT) required by the legislation (CAR 2012 Regulation 10). Operatives who disturb asbestos must have the relevant CAT 2 training. Sutton Surveys can deliver both categories of tailored AAT to support the Duty Holder or Contractor and offer a quality asbestos advice service.

Summary

The surveyors have already discussed any arising asbestos issues with Client representatives and we can reaffirm that there is a **VERY LOW** asbestos related risk associated with the property.

Our general advice is that any asbestos identified in the building should not be disturbed (drilled, cut, abraded, sanded etc.) unless carried out by competent professionals. Any removal work must also be in accordance with CAR 2012 and standard HSE asbestos guidance notes, in particular, HSG210 (Asbestos Essentials Task Manual). Further details can be obtained from the HSE website or e-mailed by us on request.


If you wish to discuss this report in more detail or asbestos in general, then please contact Alex Edwards of Sutton Surveys on (01432) 343344 or E-mail Alex@sutton-surveys.co.uk We always offer comprehensive, confidential quality advice - without any charges.



Alex Edwards (Director)
Senior Surveyor P402/P405

**Address: Ledbury Cemetery Mortuary, Chapel of Rest,
New Street, Ledbury, HR8 2EL**

Job Ref: SS- 21-5263d

Sample Ref	Description	Type (Surveyors Assessment)	QA Check	Asbestos present Y/N	Test House
SS-21-5263d-2	IB ceiling to mortuary	IB	✓	N	
Tested at Scopes Asbestos Analyst Services UKAS Accredited 2707 Sampled 16 th February 2022					



CERTIFICATE FOR IDENTIFICATION OF ASBESTOS FIBRES

STANDARD	<input type="checkbox"/>
PREMIUM	<input type="checkbox"/>
EMERGENCY	<input type="checkbox"/>

Client:	SUTTON SURVEYS
Address:	UNIT 9 MORTIMER TRADING ESTATE MORTIMER ROAD HEREFORD, HR4 9SP
Attention:	ALEX EDWARDS
Site Address:	LEDBURY CEMETERY MORTUARY CHAPEL OF REST, NEW STREET LEDBURY, HR8 2EL
Date sample taken:	16/02/22
Date sample received:	18/02/22
Date of Analysis:	18/02/22

Analysis Report No.	SC01/22/3719
Report Date:	18/02/22
Site Ref No.	SS-21-5263D
Page No:	1 Of 1
No. of Samples:	1
Obtained:	DELIVERED

Samples of material, referenced below, have been examined to determine the presence of asbestos fibres, using Scopes Asbestos Analysis "in house" method of transmitted/polarised light microscopy and centre stop dispersion staining, based on HSE's HSG248. If samples have been DELIVERED the site address and actual sample location is as given by the client at the time of delivery. Scopes Asbestos Analysis Services Limited are not responsible for the accuracy or competence of the sampling by third parties. Under these circumstances Scopes Asbestos Analysis Services Limited cannot be held responsible for the interpretation of the results shown. Results relate only to the items tested.

SCOPES SAMPLE No.	CLIENT SAMPLE No.	Sample Location	Fibre Type Detected
1	SS-21-5263D-1	INSULATION BOARD – CEILING TO MORTUARY	NADIS

KEY: NADIS – No Asbestos Detected in Sample

Note: All samples will be retained for a minimum of six months.
 Note: This Certificate for Identification of Asbestos Fibres shall not be reproduced except in full without the written approval of the Laboratory.
 Note: All Analysis is performed in House on the registered premises (below).
 Note: Where an "A" appears at the end of the analysis report number this means an amendment has been made to the original report. Information that has been amended will be marked with an *

Analysed by:	P ROWLAND	Authorised signatory:	
		Print name:	C.BOLTON – ADMINISTRATION MANAGER

BULK 001-VER 7 10-June-20-QCM

ASBESTOS REGISTER and MATERIAL and PRIORITY RISK ASSESSMENT (MRA and PRA)

The duty to manage under Regulation 4 of the CAR requires a written plan to be produced, specifying the measures to be taken to control and manage the risk from identified and presumed ACMs. An important stage of this process is to assess the potential for fibre release of each ACM found (MRA) and the prioritisation of that material for management purposes (PRA). A standard assessment approach suitable for a Management (MS) survey is given below based on a simplified additive algorithm in ASG and HSG227 but for pre-demolition surveys, no assessment is necessary.

For management purposes the Duty Holder may adopt the following RISK RATING (MRA + PRA). 8 or less represents a VERY LOW RISK, between 9 and 12 a LOW RISK and from 13 to 15 a MEDIUM RISK. Scores above 16 are associated with a HIGH RISK and these areas are immediately actioned by the surveyors.

The HSE priority and material risk scoring tool can be accessed at <http://www.hse.gov.uk/ASBESTOS/assets/docs/materials-priority-scoring.pdf>

*Work should be Risk Assessed (RA) prior to being disturbed as material in poor condition or in large quantities, or the working practice, may necessitate the use of Licensed Contractors.

Asbestos Survey Guide (ASG) Asbestos Management Survey Ledbury Cemetery Mortuary, New Street, Ledbury, HR8 2EL (MRA/PRA) 1 of 1												
Location	Description	Product type	Damage or deterioration	Surface treatment	Asbestos Type	Sample Ref	Qty Approx	Cat Work	MRA TOTAL	PRA TOTAL	Risk Rating	Rec.
Exterior	Cast iron soil pipe	Asbestos textile	Low damage	Enclosed	White	Presumed	Small qty	UW	4	2	6	Manage
Interior	Electrical fan	Asbestos textile	Low damage	Enclosed	White	Presumed	Small qty	UW	4	2	6	Manage









All quantities are estimated by the surveyors and should be measured accurately for contract and tender purposes.

* Category of removal work is UW (Unlicensed Work) NNLW (Notifiable Non Licensed Work) or LW (Licensed Work)

*This category could change depending on the techniques used to remove the materials and the method used or stability of the fixing.

Photographic Record February 2022

Ledbury Cemetery Mortuary, New Street, Ledbury, HR8 2EL

 <p>General view of Ledbury Cemetery Mortuary</p>	 <p>Clay tiles to roof</p>	 <p>Cast iron foul vent to exterior with presumed enclosed rope seal to spigot joints ACM Chrysofile</p>	 <p>Stone copings to roof</p>
 <p>UPVC rain water goods to exterior</p>	 <p>Lead and glass windows</p>	 <p>Timber and lead electrics box</p>	 <p>Timber ceiling lining to interior</p>

Photographic Record February 2022
Ledbury Cemetery Mortuary, New Street, Ledbury, HR8 2EL

SS-21-5263d AMS Ledbury Cemetery Mortuary

 <p>Modern electrical units</p>	 <p>Carpet on concrete</p>	 <p>Timber ceiling lining</p>	 <p>Carpet on concrete</p>
 <p>General view of chapel of rest</p>	 <p>Modern kitchen suite</p>	 <p>Modern refrigerator unit</p>	 <p>Modern vinyl floor sheet</p>

Photographic Record February 2022 Ledbury Cemetery Mortuary, New Street, Ledbury, HR8 2EL

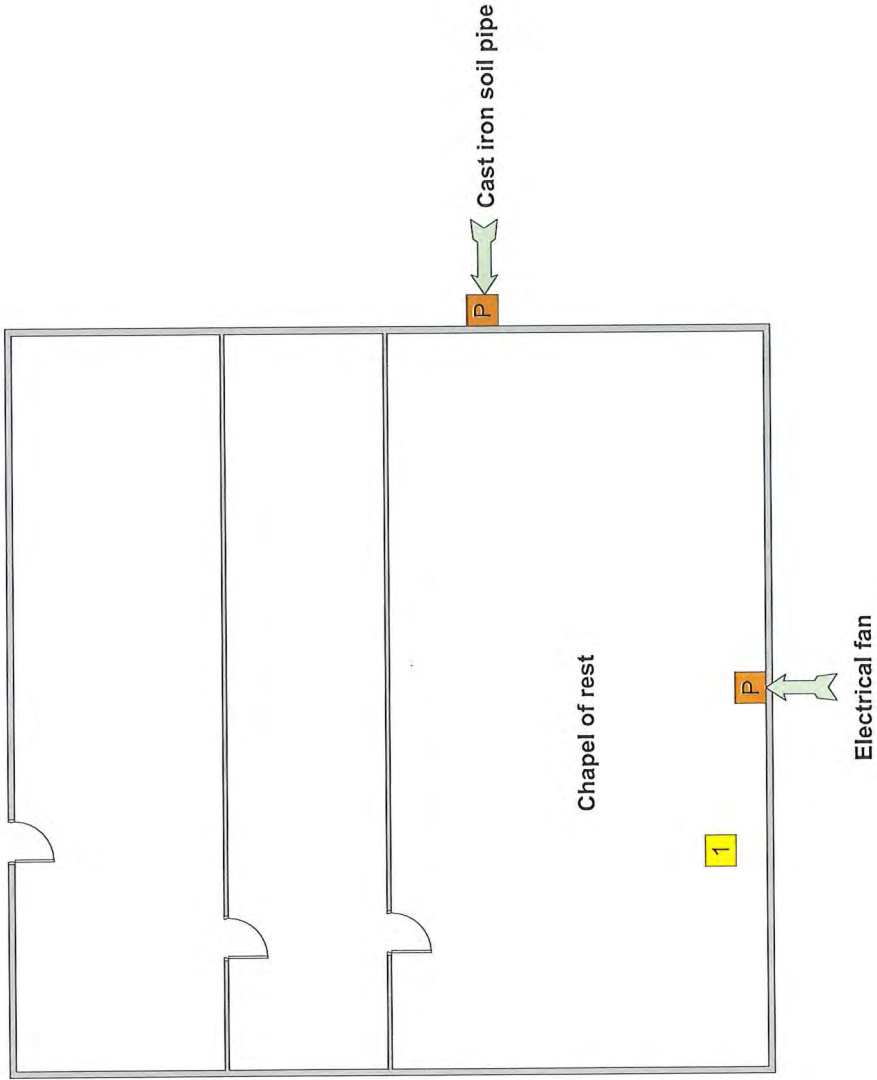
 <p>Electrical fan with presumed enclosed asbestos textiles ACM Chrysotile</p>	 <p>Insulation board ceiling lining to chapel of rest tested SS-21-5263d-1 non ACM</p>	 <p>Timber ceiling lining to roof void in chapel of rest</p>	 <p>No insulation to roof void</p>				
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SS-21-5263d

AMS

Ledbury Cemetery Mortuary

Ground floor



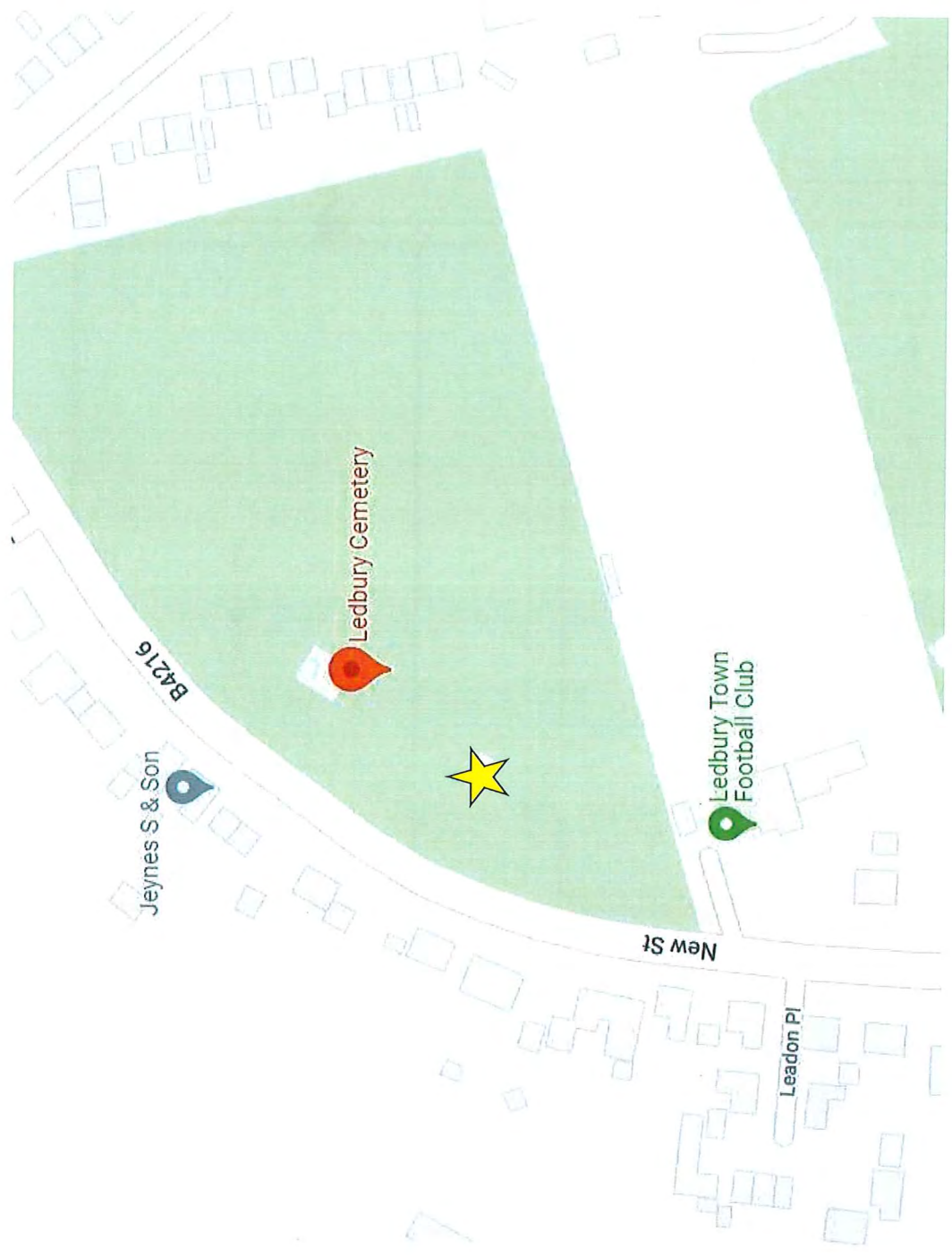
Key

- # = Sample Points
- P = Presumed asbestos locations
- # = Positive sample Points

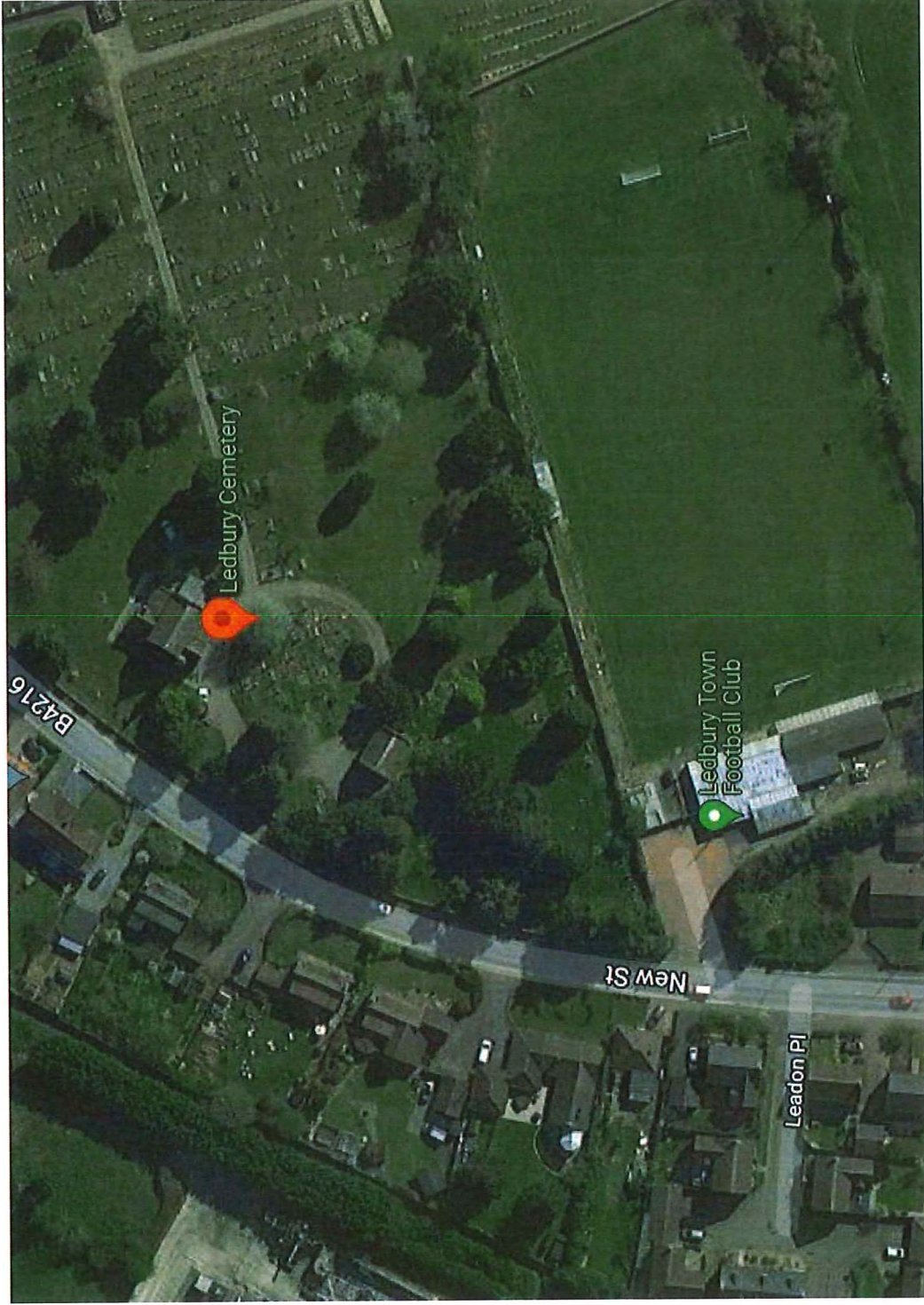


Not to scale

Location plan showing access to Ledbury Town Council, Town Council Offices, Church St, Ledbury



Aerial view of the site



Sutton Surveys

Unit 8 Mortimer Road Trading Estate, Mortimer Road, Hereford, HR4 9SP

Tel (01432) 343344 Ans (01432) 343344 Mob (07971) 264014

Sutton Asbestos Surveys Ltd trading as Sutton Surveys Company No 5332563 VAT Reg (FRS) 8575618 82

[E-mail info@sutton-surveys.co.uk](mailto:info@sutton-surveys.co.uk)

*Asbestos Surveys and Asbestos Awareness Training, SUDS, Drainage and Flood Surveys, Contaminated Land,
Ground Investigations, Waste and Minerals, Recycling, Soils, Earthworks, Highways, Pavements*

ASBESTOS MANAGEMENT SURVEY ASG-AMS REPORT



Report ref: -	SS-21-5263d
Report date: -	February 2022
Site: -	Ledbury Cemetery Mortuary
Town:	Ledbury
Postcode:	HR8 2EL

Contents

Front page

Contents page

Introduction

General details

Sample list

Test results

Asbestos Register (MRA and PRA)

Photographic record

Plans

General Details

Stock profile: -	Mortuary
Construction date: -	Unknown
Site location: -	Ledbury Cemetery Mortuary, New Street, Ledbury
Postcode: -	HR8 2EL
Special instructions: -	Julia Lawrence
Site specific details: -	RA and MS carried out with site walkover
Date of inspection: -	16 th February 2022
Type of survey: -	AMS inspection but to ASG standard
Surveyed by: -	AJE
Report checked by: -	TB (February 2022)
Report audited by: -	GRS (February 2022)
Analysts-	Scopes AAS Ltd
UKAS accreditation	2707

Report

Introduction

Sutton Asbestos Surveys have now completed an Asbestos Management Survey at Ledbury Cemetery Mortuary, New Street, Ledbury, HR8 2EL. The survey has been triggered under Regulation 4 of the CAR 2012 which focuses on the management aspects of the legislation.

The work was requested by Julia Lawrence, acting on behalf of the owners of the site. The legal Duty Holder under the Control of Asbestos Regulations 2012 is usually the owner (nominal post holder) of the facility, although tenants and other stakeholders can also share the responsibility. Contact and site details are listed below and an aerial plan and other location information are provided in the report to help locate the building.

Site Address

Ledbury Cemetery Mortuary
New Street
Ledbury
HR8 2EL.

The legislation

In order to comply with the Control of Asbestos Regulations (CAR2012) the Asbestos Management Plan (AMP) for the site must be made available to all Contractors indicating where asbestos might be encountered during the course of any planned work. This information is mandatory, but also obligatory under other Health and Safety Legislation. The regulations require contractors to assess the risks involved by developing a documented Risk Assessment and Method Statement (RAMS) prior to undertaking any work.

An inspection of the property was therefore commissioned to determine the type and extent of Asbestos Containing Material (ACM) present and if any subsequent work should be Licensed (LW), Notifiable (NNLW) or Unlicensed (UW) and whether the HSE or LA would need to be informed. The data produced from the inspection is used by the Duty Holder and Contractor to conduct the necessary RAMS in conjunction with the asbestos management process described in the regulations.

Asbestos Management

The primary focus of CAR 2012 is on Asbestos Management through Regulation 4, this is the principal legal requirement. The legislation does not require all ACM to be removed from a building unless the material is in very poor condition or it needs to be disturbed during the course of any planned maintenance, refurbishment or demolition.

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Site description

This small mortuary is constructed in stone with a clay tile roof. There is an entrance and store room with a refrigerated morgue.

The Inspection

Following a suitable assessment of the risks involved, the inspection was carried out unsuited utilising face fitted orinasal FFP3 masks and wet wipes for cleaning etc. The survey process can be traced through the photographic record which illustrates the areas involved.

It is essential that the survey identifies 'So Far As Is Reasonably Practicable' (SFAIRP) all ACMs on the site. The surveyors aimed to uncover suspect materials and investigate those areas of the buildings that it was safe to access, but underground services, confined spaces and buried materials have not been fully investigated. It must be noted that any inspection may fail to find the full extent of asbestos in a building as ACM may often be hidden from view, incorporated into unusual materials, boxed and intermixed with non ACM into various parts of the fabric and/or encapsulated within stone work, plaster or other linings

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The Results

One sample was taken from the site and examined by a UKAS accredited analyst using Polarised Light Microscopy (PLM) techniques in accordance with the HSG248 standard. The single sample returned a result of NADIS (No Asbestos Detected In Sample)

No asbestos was positively identified in this inspection

Asbestos items were presumed during the course of this survey include:

- The cast iron soil pipe to the exterior of the Mortuary is presumed to contain rope seals ACM Chrysotile. Asbestos textile can contain up to 98% white asbestos..
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Hazardous Waste

If any ACM is removed from this site it will need to be treated as Hazardous Waste under the Waste Management (Licensing) Regulations (WML). Licensed Carriers are required to transport the hazardous waste to a suitable licensed depository. Many contractors are licensed carriers of this waste or can obtain special locked asbestos skips for placement on site. Smaller pieces of ACM should be double bagged, sealed and properly identified with the EWC2002 six figure codes prior to removal, in accordance with the Carriage of Dangerous Goods Act 2004.

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The surveyors have already discussed any arising asbestos issues with Client representatives and we can reaffirm that there is a **VERY LOW** asbestos related risk associated with the property.

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If you wish to discuss this report in more detail or asbestos in general, then please contact Alex Edwards of Sutton Surveys on (01432) 343344 or E-mail Alex@sutton-surveys.co.uk We always offer comprehensive, confidential quality advice - without any charges.



Alex Edwards (Director)
Senior Surveyor P402/P405

**Address: Ledbury Cemetery Mortuary, Chapel of Rest,
New Street, Ledbury, HR8 2EL**

Job Ref: SS- 21-5263d

Sample Ref	Description	Type (Surveyors Assessment)	QA Check	Asbestos present Y/N	Test House
SS-21-5263d-2	IB ceiling to mortuary	IB	✓	N	
Tested at Scopes Asbestos Analyst Services UKAS Accredited 2707 Sampled 16 th February 2022					



CERTIFICATE FOR IDENTIFICATION OF ASBESTOS FIBRES

STANDARD	<input type="checkbox"/>
PREMIUM	<input type="checkbox"/>
EMERGENCY	<input type="checkbox"/>

Client:	SUTTON SURVEYS
Address:	UNIT 9 MORTIMER TRADING ESTATE MORTIMER ROAD HEREFORD, HR4 9SP
Attention:	ALEX EDWARDS
Site Address:	LEDBURY CEMETERY MORTUARY CHAPEL OF REST, NEW STREET LEDBURY, HR8 2EL
Date sample taken:	16/02/22
Date sample received:	18/02/22
Date of Analysis:	18/02/22

Analysis Report No.	SCO/22/3719
Report Date.	18/02/22
Site Ref No.	SS-21-5263D
Page No:	1 Of 1
No. of Samples:	1
Obtained:	DELIVERED

Samples of material, referenced below, have been examined to determine the presence of asbestos fibres, using Scopes Asbestos Analysis "in house" method of transmitted/polarised light microscopy and centre stop dispersion staining, based on HSE's HSG248. If samples have been DELIVERED the site address and actual sample location is as given by the client at the time of delivery. Scopes Asbestos Analysis Services Limited are not responsible for the accuracy or competence of the sampling by third parties. Under these circumstances Scopes Asbestos Analysis Services Limited cannot be held responsible for the interpretation of the results shown. Results relate only to the items tested.

SCOPE SAMPLE No.	CLIENT SAMPLE No.	Sample Location	Fibre Type Detected
1	SS-21-5263D-1	INSULATION BOARD – CEILING TO MORTUARY	NADES

KEY: NADES – No Asbestos Detected in Sample

Note: All samples will be retained for a minimum of six months.
 Note: This Certificate for Identification of Asbestos Fibres shall not be reproduced except in full without the written approval of the Laboratory.
 Note: All Analysis is performed in House on the registered premises (below).
 Note: Where an 'A' appears at the end of the analysis report number this means an amendment has been made to the original report. Information that has been amended will be marked with an †

Analysed by:	P ROWLAND	Authorised signatory:	
		Print name:	C.BOLTON – ADMINISTRATION MANAGER

BULK 001-VER 7 10-June-20-QCM

ASBESTOS REGISTER and MATERIAL and PRIORITY RISK ASSESSMENT (MRA and PRA)

The duty to manage under Regulation 4 of the CAR requires a written plan to be produced, specifying the measures to be taken to control and manage the risk from identified and presumed ACMs. An important stage of this process is to assess the potential for fibre release of each ACM found (MRA) and the prioritisation of that material for management purposes (PRA). A standard assessment approach suitable for a Management (MS) survey is given below based on a simplified additive algorithm in ASG and HSG227 but for pre-demolition surveys, no assessment is necessary.

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All quantities are estimated by the surveyors and should be measured accurately for contract and tender purposes.









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1317


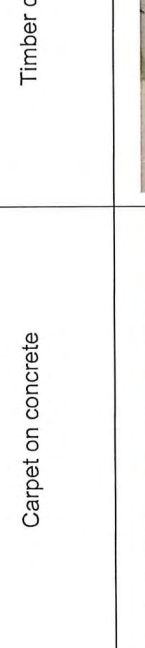
Photographic Record February 2022

Ledbury Cemetery Mortuary, New Street, Ledbury, HR8 2EL




 <p>General view of Ledbury Cemetery Mortuary</p>	 <p>Clay tiles to roof</p>	 <p>Cast iron foul vent to exterior with presumed enclosed rope seal to spigot joints ACM Chrysofile</p>	 <p>Stone copings to roof</p>
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Photographic Record February 2022

Ledbury Cemetery Mortuary, New Street, Ledbury, HR8 2EL

 <p>Modern electrical units</p>	 <p>Carpet on concrete</p>	 <p>Timber ceiling lining</p>	 <p>Carpet on concrete</p>
 <p>General view of chapel of rest</p>	 <p>Modern kitchen suite</p>	 <p>Modern refrigerator unit</p>	 <p>Modern vinyl floor sheet</p>

Photographic Record February 2022
Ledbury Cemetery Mortuary, New Street, Ledbury, HR8 2EL

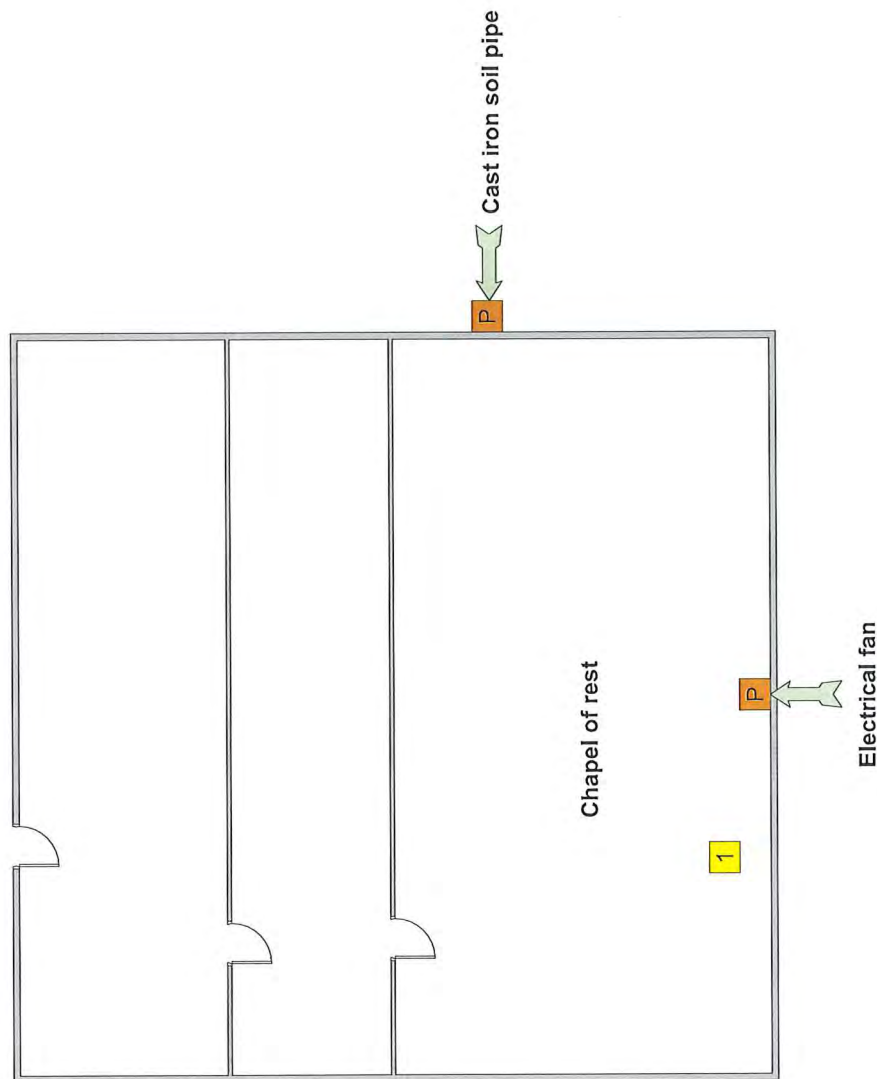
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SS-21-5263d

AMS

Ledbury Cemetery Mortuary

Ground floor



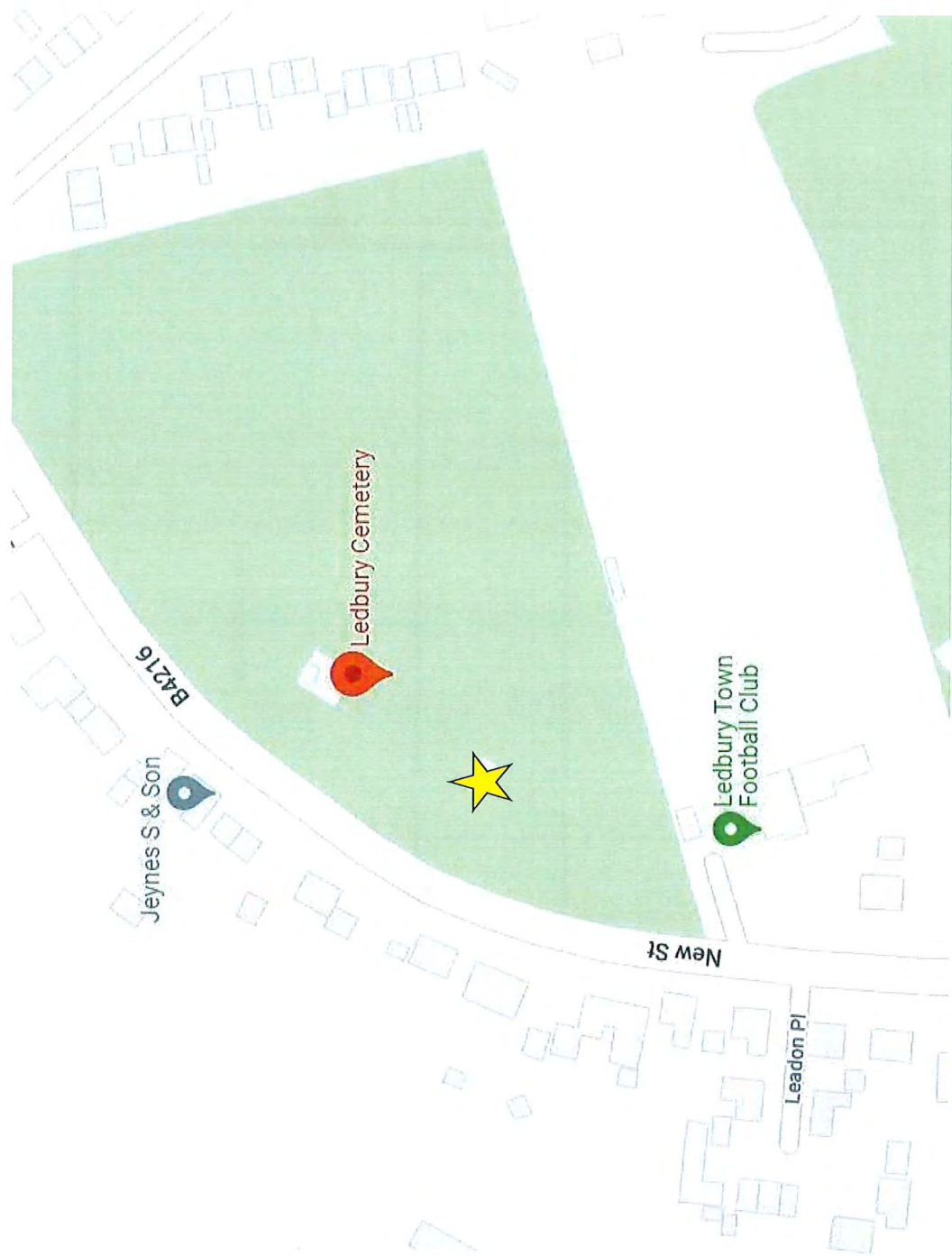
Key

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- = Positive sample Points

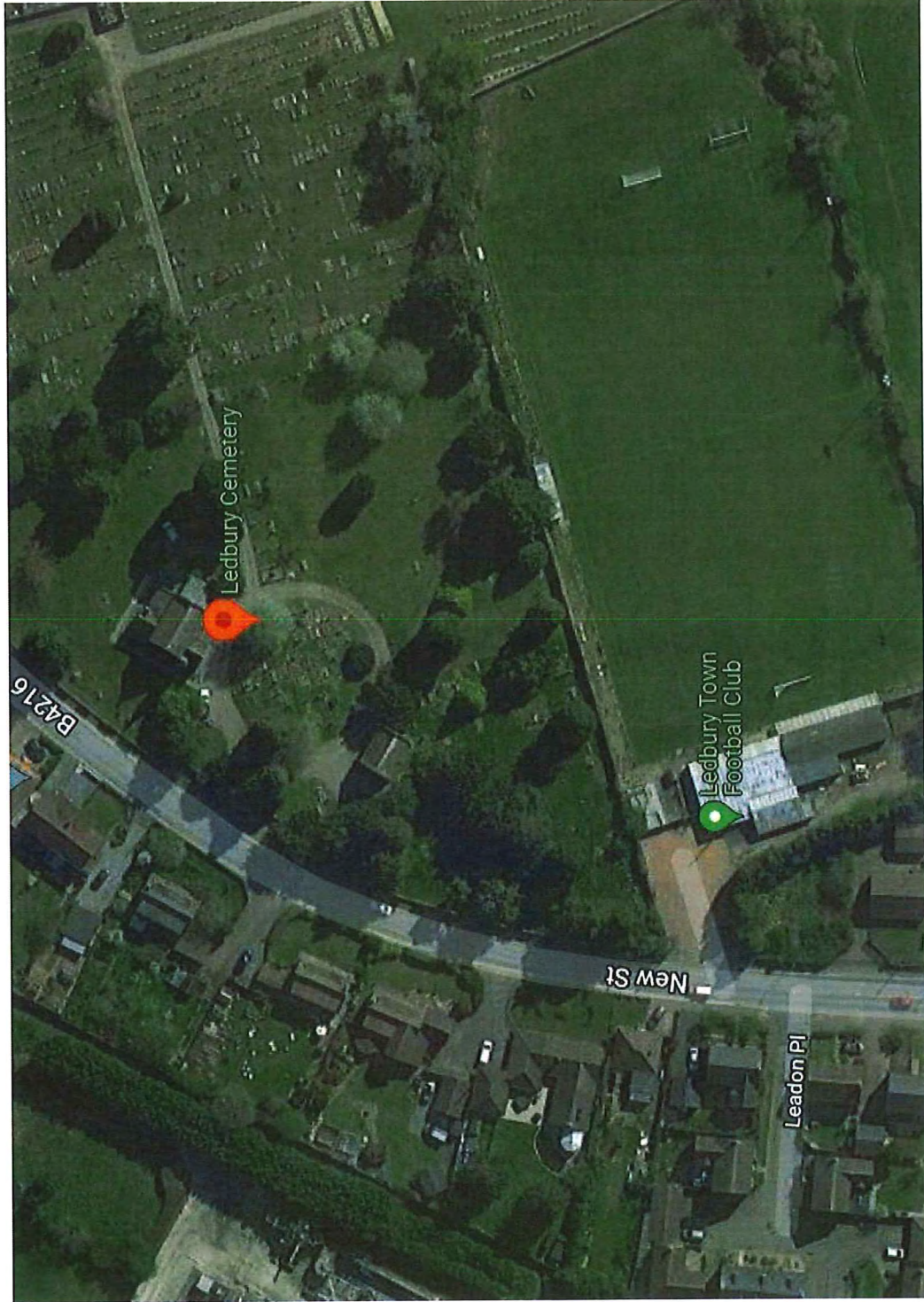


Not to scale

Location plan showing access to Ledbury Town Council, Town Council Offices, Church St, Ledbury



Aerial view of the site



Sutton Surveys

Unit 8 Mortimer Road Trading Estate, Mortimer Road, Hereford, HR4 9SP

Tel (01432) 343344 Ans (01432) 343344 Mob (07971) 264014

Sutton Asbestos Surveys Ltd trading as Sutton Surveys Company No 5332563 VAT Reg (FRS) 8575618 82

[E-mail info@sutton-surveys.co.uk](mailto:info@sutton-surveys.co.uk)

*Asbestos Surveys and Asbestos Awareness Training, SUDS, Drainage and Flood Surveys, Contaminated Land,
Ground Investigations, Waste and Minerals, Recycling, Soils, Earthworks, Highways, Pavements*

LEDBURY TOWN COUNCIL

ENVIRONMENT & LEISURE COMMITTEE	7 JULY 2022	AGENDA ITEM: 12
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Report prepared by Julia Lawrence, Deputy Town Clerk

CEMETERY UPDATE

Purpose of Report

The purpose of this report is to update all Members of the Environment & Leisure Committee following a visit to the Cemetery on Thursday, 16 June 2022.

Detailed Information

Members of the Environment and Leisure Committee were invited to attend a meeting at the Cemetery on Thursday, 16 June 2022 so that everyone could fully understand the ongoing issues that Ledbury Town Council is dealing with as well as appreciating what works are required, both on a day-to-day basis as well as long term to ensure that the Cemetery grounds and buildings are maintained to a satisfactory level.

Firstly, the Deputy Clerk wishes to record her thanks to Councillors Chowns, Morris and Shields who attended the meeting.

12.1 Ongoing Works

Members of the Environment and Leisure Committee will be pleased to note that Terry Dold, our groundsman, recently returned to work following sick leave. In his absence, David McCutcheon, who undertakes all the mowing at the Recreation Ground, St Michael's & All Angels and the walled garden, very kindly stepped in and undertook the mowing of the Cemetery, in addition to his own portfolio of works. David also emptied the bins on a regular basis. Ledbury Town Council was then without anyone for approximately two weeks before Terry returned to undertake the mowing and during this time, several complaints had been received concerning the general untidiness of the Cemetery. In the week commencing Monday, 13 June 2022, Terry has been working extremely hard to radically improve the general appearance of the Cemetery by mowing, strimming and applying weed killer in the appropriate locations. By the end of that week, there has been a marked difference in the general appearance of the Cemetery.

Eliminating the weeds, thistles, dandelions is an ongoing issue and whilst Terry may apply weed killer, what does not help the situation is that there are an enormous amount of graves, particularly the ones edged with kerbs, that are not maintained by families and consequently have been left unattended for many months (possibly years) which has allowed thistle/dandelion seeds, ivy and other shrubs to subsume the confines of that grave and do not get removed.

Attached are examples of unkept graves Appendix A. Responsibility for maintaining graves is that of the family and not Ledbury Town Council so whilst we may have lovely mown lawned areas, the appearance is soon destroyed by the lack of maintenance of graves and all one sees is a sea of dandelions and thistles. A recent press release has been issued reminding those with family members in the Cemetery to take responsibility for their graves. Whilst not Ledbury Town Council's responsibility, Terry has strimmed all the dandelions/thistles within the graves as a one-off exercise (as shown in one of the photographs).

At the start of June, Ledbury Town Council contracted Tree Time Arboricultural Services to remove ivy from the Cemetery boundary walls along the footpath in New Street as well as eliminating any overhanging branches of trees/shrubs as we had received complaints that members of the public were having difficulty in walking along the footpath. The cost to carry out these works was £300.00 plus VAT. Photographs of before and after are attached at Appendix B.

During the winter months, Terry will be tasked to remove the ivy that is growing over the Cemetery wall that abuts on to the Football Club as well as other boundary walls.

There are also sections of the stone wall within the confines of the Cemetery that are in need of repointing so this too will be addressed in due course.

Immediately behind the Chapel is a section dedicated to baby graves. Most of these graves are visited on a regular basis by parents/grandparents. Next to these graves, around the corner, is the storage of sandbags which are covered by a large tarpaulin. Parents/grandparents of the baby graves had asked for them to be removed, along with the grit bin and to be moved to the top end of the cemetery. The sandbags are situated next to the Chapel for ease of access in the event of an emergency and so cannot be removed.

Finally, Members of the Environment and Leisure Committee are asked to note that whilst members of the public may take it upon themselves to assist in the Cemetery by cutting low hanging branches of trees, which may overhang on to graves, they generally tend to leave the debris in a pile which means that Terry has to stop what he is doing in order to remove the debris. This has a knock-on effect on Terry's workload – whilst he is clearing up after others, this prevents him getting on with mowing and strimming.

12.2 Cemetery Chapel

During the course of the visit to the Cemetery, Councillors viewed the Chapel. Councillors were all of the same opinion that not only did the Chapel need a thorough clean, but the carpet needed cleaning to remove the stains, the tiled floor needed attention and the wooden flooring and seating area was in need of re-staining. The Deputy Clerk is to source quotations for this work to be carried out, subject to approval and budget.

12.3 Outside Organisations

Ledbury Town Council has recently been approached by Herefordshire Wildlife Trust as they wished to undertake a community project within the grounds of the Cemetery and this was discussed at the meeting held on 16 June 2022. Members of the Environment and Leisure Committee who attended were in full favour of the following to take place:

- Install a Camtrail camera to observe the bat population.
- Create a bug "hotel".
- Do a litter pick (not that there is much rubbish there).
- Do an initial Bio Blitz to see what is already living in the area.
- Repeat the Bio Blitz at 6 monthly intervals.

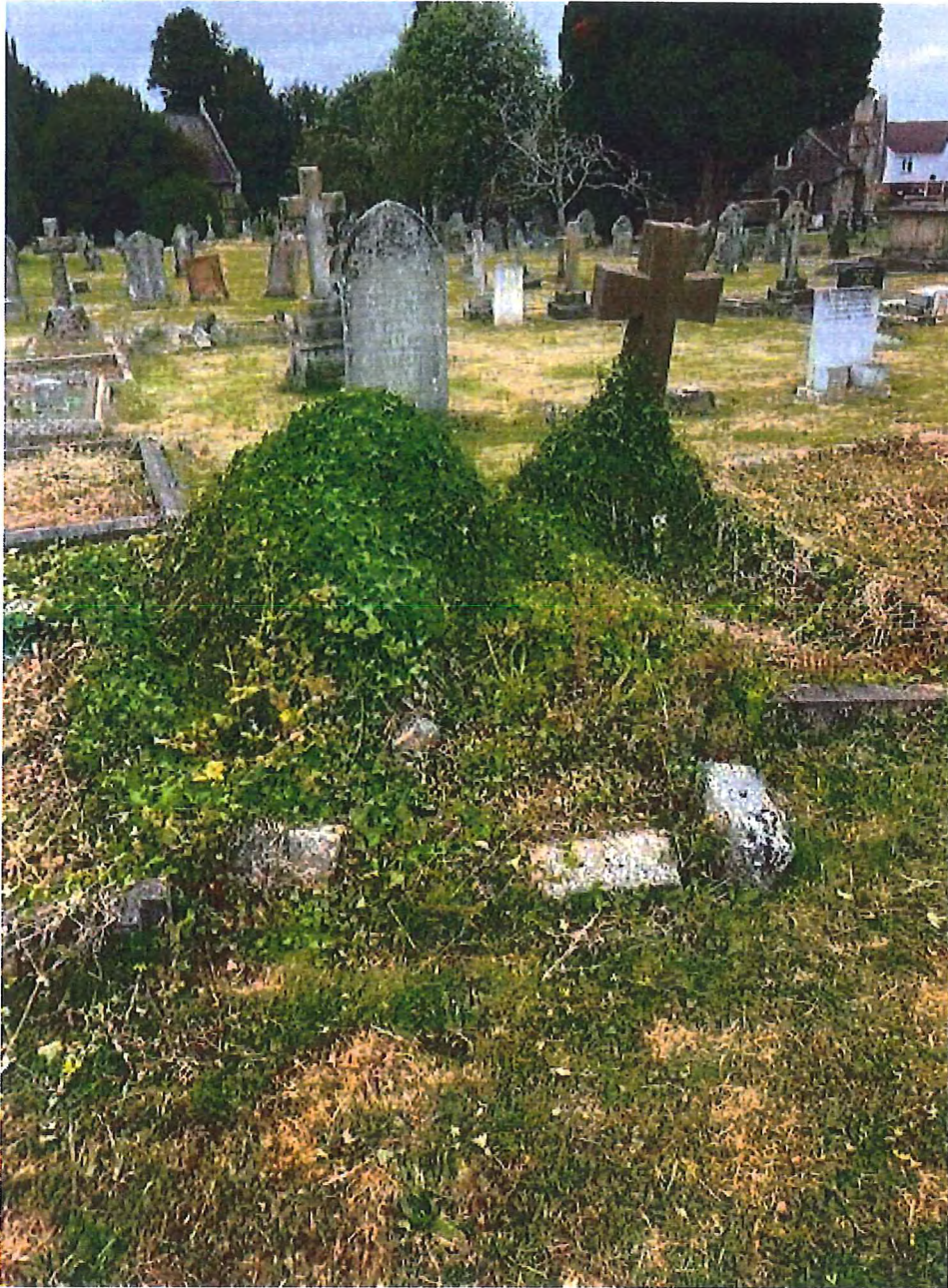
There were two other areas of interest on their list, namely, to plant some wildflower seeds and plant pollinator plants around the seating area. At this stage, it was agreed not to do this until we know what type of wildflower seeds they are proposing and as far as the pollinator plants, believe that if plants are planted too close to benches, people with allergies may be affected or possibly get insect bites.

It is hoped that the Wildlife Trust will be able to start in August 2022 but this has yet to be confirmed. The Deputy Clerk has also advised the Wildlife Trust that Ledbury Town Council would also be looking for community groups/volunteers to assist with works at Dog Hill Wood so there is a possibility that they will also be able to get involved there.

Recommendation

That Members of the Environment & Leisure Committee receive and note the contents of this report and accept proposals for the Deputy Clerk to seek quotations for works to be carried out at the Cemetery Chapel, subject to approval and budget.

APPENDIX A





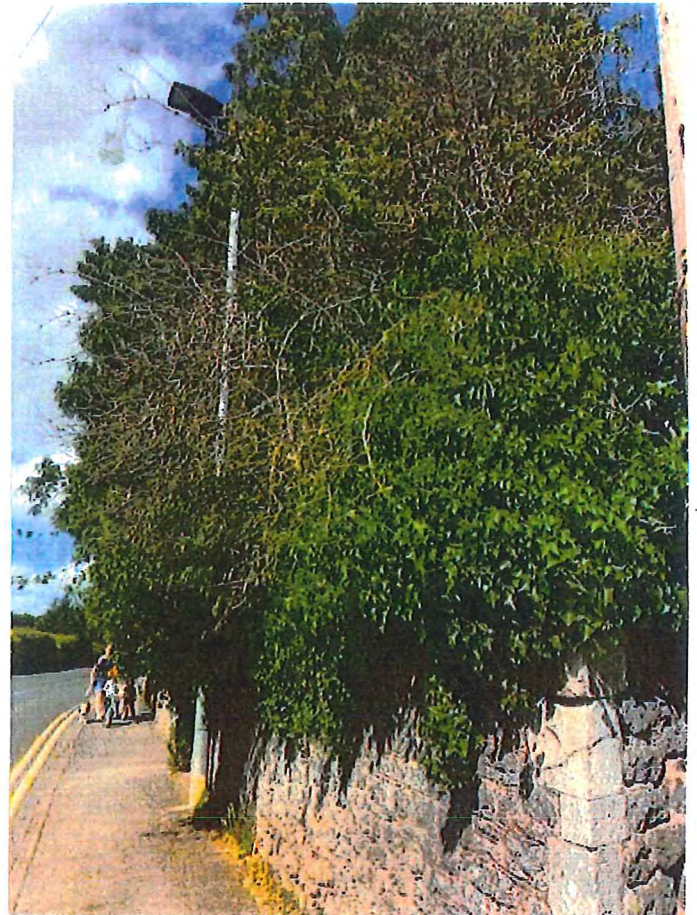
Grave below - Strimmed by Terry.



**LEDBURY CEMETERY
NEW STREET**

Clearance of Ivy/overhanging branches
on to New Street

BEFORE



AFTER



LEDBURY TOWN COUNCIL

ENVIRONMENT & LEISURE COMMITTEE	7 JULY 2022	AGENDA ITEM: 13
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Report prepared by Julia Lawrence, Deputy Town Clerk

RECREATION GROUND

Purpose of Report

Members of the Environment and Leisure Committee are aware that there are several ongoing projects associated with the Recreation Ground and this report is either to provide an update or to request approval for works to proceed.

Detailed Information

13.1 Zip Wire

Members of the Environment and Leisure Committee may be aware that there was an incident several months ago where two boys had been playing on the zip wire resulting in them having an accident. At the time, the incident was reported to Ledbury Town Council but no communication was received from the boys' parents.

At the time, for safety reasons, the button seat to the zip wire was removed immediately and the zip wire decommissioned.

Quotations have now been obtained for the button seat to be reinstated, removing the knot that had been put in the suspension chain (so to heighten the seat off the ground) and for the piece of equipment to have a service to ensure that the brakes are working correctly and at correct spacing.

Like all play equipment, unless you are the original manufacturer, it is extremely difficult to find other contractors who are willing to undertake repairs for someone else's equipment. For this reason, six companies were approached: two companies have provided quotes, three responded confirming that they would not be quoting for other manufacturers' products, and the other company did not respond at all.

Company 1

This company is a family owned business which has been trading for over 100 years and is a market leader in outdoor playgrounds, having a UK manufacturing base, extensive guarantees and readily available spares if needed. This company has accreditation to CHAS, Constructionline, EXOR AND SMAS Worksafe and is also a member of the Considerate Constructors Scheme (CCS) (No. 00350) whilst ensuring their conformance to the European Safety Standard for Playground Equipment – EN1176. As a BS EN ISO

9001:2000 registered company, this company has a total quality control management system, ensuring the highest standard of raw materials, manufacture and installation of playground and sports' equipment.

Its customer base comprises local authorities, town/parish and community councils, schools, leisure parks and holiday centres to housing developers. Examples of customers includes Agar Grove for Camden Council, Backfield Play Area for Newry Mourne & Down District Council, Dare Valley Country Park for Rhondda Cynon Taff County Borough Council, Whitchurch Town Council and Scottish Borders Council.

Their quotation is as follows:

	£
Button Seat and Chain Assembly – cableway only	212.00
Cost to fit the above parts and labour to fit new seat and chain assembly, carry out visual non-dismantling check on cable, check stops and reposition as necessary. If any parts are identified as being required these parts and labour would be quoted for as necessary	400.00

Total, excluding VAT	612.00

The company was also to provide a quotation to carry out a full service but due to IT related problems, they were unable to submit their costs in time. Therefore, this information will follow.

Company 2

This company is a family owned business with over 32 years' experience of working in the playground industry with an extensive range of clients in parish council/local authorities and schools, whilst ensuring their conformance to the European Safety Standard for Playground Equipment – EN1176.

Accreditations include full SSIP (Safety Schemes in Procurement (SSIP) Ltd) through SMAS and all relevant associated Health and Safety policies. This company is well known also to the Play Inspection Company, often getting referrals as a company to work with on repair projects and new.

Its customer base includes Beaford Play Space, North Devon Hospice, Bay View Inn Cornwall, Great Torrington Old Bowling Green Commons Playpark.

Their quotation is as follows:

	£
Cable way service (up to 25 meters) includes checking suspension chain fittings and rubber hose for damage and wear. Checking brakes are sound with no breaks and correctly spaced allowing a 2-meter gap at 45% from end. Checking trolley including internal break to ensure trolley stops on release. Checking cable for signs of breaks in wire.	

Checking all tension fittings. Checking structure/frame above ground only. Check ramp for loose fittings/stability and damage. 1,290.00

Please note that this company has quoted to carry out a service but has not allowed for spare components. Having seen visual images, the existing suspension chain and seat are in need of replacing so the following additional costs are likely to be required:

	£
New cable up to 25 meters, supply and installed	589.00
New pendulum seat and chain with protection hose, Supply and installed	167.00
New cableway trolley with braking system, supply/install	197.00
New brake springs with rubber buffer, supply/install	<u>132.00</u>
Total additional costs	1,085.00

The above costs also exclude VAT.

13.2 Cantilever Tyre Swing

The cantilever tyre swing is located in the Recreation Ground between the outdoor gym equipment and the wooden play equipment. This piece of equipment was decommissioned a while back because it had developed quite severe cracks in the wooden structure so the tyre was removed for safety reasons.

Having undertaken a recent consultation at three schools, the cantilever tyre swing was always mentioned and children had asked for it to be put back into operation. The Clerk subsequently requested quotations be obtained for another swing, to be of a wooden structure so that it remains in keeping with the other wooden play equipment. Five companies had been approached – two companies never responded, one company (Company A) was only prepared to quote for the supply of the swing as Ledbury was outside their radius to install leaving two other companies to provide a quote to both supply and install. The details are as follows:

Company A

This company is a playground equipment design, manufacture, and installation company with over 10 years building award winning playgrounds. They manufacture a range of high-quality natural play equipment as well as building large bespoke playgrounds. The products are hand crafted out of hardwood that doesn't require chemical treatment, so they are durable and kind to the environment.

The company uses a range of naturally very durable hardwood. The main species used are greenheart, opepe, ekki, cumaru, and robinia, which is either reclaimed or from FSC certified sawmills. Robinia is grown in commercial quantities in Europe and is an ideal timber for cantilever tyre swings. In general, this range of wood is used not just for their toughness but because they are less prone to cracking than oak or sweet chestnut. For robinia, the

company offers a 15-year warranty for in ground contact and a 20-year warranty for out of ground contact.

The company is an API member, Constructionline and CQMS Safety Scheme member. An information sheet for the Robinia Swing No. 1 Tyre is attached at Appendix A. The company has an impressive customer list in providing wooden playparks including such locations at Battersea Power Station, Regents Park, Kew Gardens and Hever Castle. As noted above, this company has only tendered a quote to supply a swing.

Robinia Swing No. 1	3,095.00
Swing Seat Tyre	893.00
Delivery – Pallet large	450.00

Total, excluding VAT	4,438.00

Company B

This company has been trading since November 2011, run by the director whose background is that of specialist designer, builder, and consultant for playgrounds. The company has a comprehensive understanding of the European Playground Equipment Standards EN1176 and EN1177 and are able to supply and install in under 6 weeks. This company's equipment is designed and built to last at least 15 to 20 years. The source of materials all come from the UK and wooden playground equipment is made using locally sourced timber, only using chemical-free wood. All of the structural timber is guaranteed for 15 years against rot, decay and insect infestation which impairs the structural integrity of the product.

The company's customer base includes numerous councils including Leeds, Bournemouth, Christchurch, Poole and Harrow Council. The majority of their work is for large developers such as Lendlease and Murphy and about 20% of their work is for private individuals and private schools

The quotation to supply and install is as follows:

Cantilever oak swing	5,820.00
Grass mats	816.00
Roadside delivery to the recreation ground	430.00
Installation of equipment and grass mats into soft ground.	
Removal of old equipment	4,300.00
Prelims including materials, travel, plant hire, Accommodation, spoil removal, welfare, site Security (heras fencing)	5,490.00

Total, excluding VAT	16,856.00

An information sheet for this swing is attached at Appendix B.

Company C

This company has been specialising in playground equipment for the past 26 years, manufacturing a wide range of high-quality playground let alone golf course improvements. Their customer base is wide ranging from education/schools, local authorities, house builders and developers, leisure, retail, and tourism. Previous projects have included regeneration of Birmingham's Jewellery Quarter, redevelopment of Elephant and Castle in London, Legoland Windsor and working with several Parish Councils including Somerset, Redlynch and Brogborough.

All staff hold CSCS cards with foremen/supervisors holding SMSTS/SSSTS levels. All staff have been vetted with an enhanced DBS (Disclosure and Barring Service) check. They are Constructionline Gold Members and also a member of ROSPA. They comply with all responsibilities under relevant legislation and the Construction, Design and Management (CDM) regulations. Their health and safety systems and standards have been assessed and approved by the Contractors Health and Safety Assessment Scheme (CHAS).

Their quotation is for the Bird's Nest Swing, as follows:

£

Remove and dispose of existing cantilever swing.
Supply and install Birds Nest Swing 137417m.

Supply and install 21m2 Grass mats over existing
Terrain 5,345.00

OR

Supply and install 21m2 x 40mm Tiger Mulch over
50mm stone base 7,947.00

Optional: Post installation inspection 550.00

The above costs are exclusive of VAT

An image of the Bird's nest swing is shown at Appendix C.

13.3 Skate Park

The Deputy Clerk gave an update at the Extraordinary Meeting of the Environment and Leisure Committee on 21 April 2022 regarding the current position for Evolution Skateparks. In summary, the consultant, Alastair, had expressed a wish to provide a service to Ledbury Town Council to repair the skatepark but putting forward revised costs as detailed in the report and members of the Environment and Leisure Committee agreed to this proposal. Members will recall that the changes to the work schedule were due to the Managing Director wishing to cut back on his workload due to ill health.

Since the Full Council meeting on 9 June 2002, progress has been slow as Alastair has not communicated at all resulting in the Deputy Clerk sending a further letter to the Managing Director, Mr Paul Trickey, requesting that Alastair makes contact. The reasons for his lack of communication are unknown.

In response to this further letter, the Deputy Clerk has spoken at length with Mr Paul Trickey, the Managing Director of Evolution Skateparks and whilst his health is not good, he nevertheless wishes to honour our purchase order. Members will recall that there had been a misunderstanding between the two quotations received and Mr Paul Trickey has since apologised for the confusion but has confirmed that for the work to be undertaken, both quotations are valid. Mr Trickey has written to the Deputy Clerk setting out his proposals as he fully appreciates that the Council's budget was originally for the £34,221.00 (+ VAT) and he has therefore put forward two suggestions as a means to settle the remaining quotation for £26,181.80 (+ VAT), being either:

- i) Postpone payment for up to 6 months, with no additional cost once payment of £34,221.00 has been paid within 30 days of installation; or
- ii) Defer payment until the new financial year, providing payment is made by the end of April 2023, but that this will incur an additional fee of £1,000.00.

Please refer to Appendix D summarising the payment plan. Councillors discussed the reliability of Alastair at the recent Full Council meeting held on 9 June 2022 and whilst he has many years knowledge and expertise in the skatepark industry and knowing that he was in the process of setting up his own company in order to quote for the repair works of the skatepark, Members were cautious in so far as he did not have company background/history to support him whereas if Ledbury Town Council continue with Evolution Skateparks, then the Council has comfort that this is a reliable company having been in business since 2003 and built over 100 skateparks for numerous parish councils from St Helier to Bury, Basingstoke to the Isle of Wight.

The above payment plan has been discussed with the Clerk and the Deputy Clerk can confirm that whilst there is already a budget of £35,000 for play equipment, allocated to the skatepark, there is also a further £35,330 in earmarked reserves which could be used for the skatepark, which had been allocated to the playground refurbishment, which it has been agreed that should be delayed to ensure the work to the skate park is carried out as a priority. This cost could cover the £26,181.80 as well as any resurfacing costs, which have previously been estimated in the region of £5,000 to £6,000 if needed. Members of the Environment and Leisure Committee are asked to consider utilising these earmarked reserves in order that we can undertake all the works required to provide a first class skatepark.

Subject to approval and agreement of the above, Mr Trickey has confirmed that he has the necessary materials in stock to undertake this project without too much of a delay.

13.4 Basketball Court

Members of the Environment and Leisure Committee will be aware that damage to the basketball court was raised at the extraordinary meeting held on 21 April 2022 and members agreed for the damaged section of the basketball court to be resurfaced. Company 2 was selected to carry out the works at a cost of £1,040.00. The Company, G M Joyce Surfacing Ltd, was commissioned to carry out the works on 25 April 2022 who confirmed that the lead time for the job to be completed would be between 12 and 14 weeks. G M Joyce have since confirmed that they anticipate the work to be done in the week commencing Monday, 22 August 2022. The delay is due to a shortage of staff.

13.5 Consultation with Schools regarding play equipment

The consultation with three schools, Ledbury Primary School, John Masefield High School and Eastnor Primary School all took place at the end of April/beginning of May 2022 to ask the children what their preference was as regards the "Explorer Dome" style of play equipment at the Recreation Ground. The 3 options are attached at Appendix E.

It was an interesting exercise. The Deputy Clerk gave a presentation at morning assembly to approximately 400 children at Ledbury Primary School and the overall consensus was for the Quest Enterprise, with the Explorer Dome coming in second place. Eastnor Primary School also voted for the Quest Enterprise with the Explorer Dome coming second. John Masefield High School voted for the Quest Cosmos with the Explorer Dome coming in third place.

A table of the votes is shown below

School	Quest Enterprise	Explorer Dome	Quest Cosmos
Ledbury Primary School	1 st	2 nd	3 rd
John Masefield High School	2 nd 7 (of 29)	3 rd 2 (of 29)	1 st 20 (of 29)
Eastnor Primary School	1 st 18 (of 26)	2 nd 6 (of 26)	3 rd 2 (of 26)

As part of the overall consultation, the children considered the Explorer Dome unsafe because there were too many ropes. However, during conversations at all three schools, the children had asked for the cantilever tyre swing to be put back into operation; they asked for new football nets so that they could play football; they referred to the foul language coming from the Shelter which they did not like but also wanted improvement to the skatepark noting the amount of holes on the ramps.

Next steps. Now that a decision has been reached following the consultation, it is likely that this piece of equipment will not be commissioned until 2023/24 financial year due to other requests on the budget for the recreation ground.

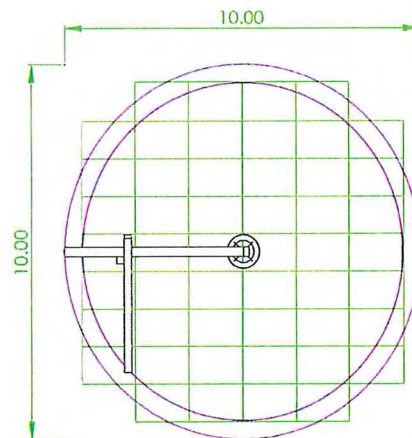
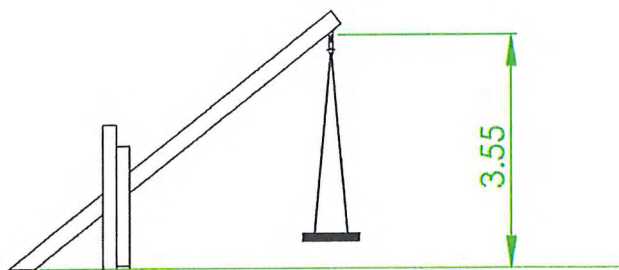
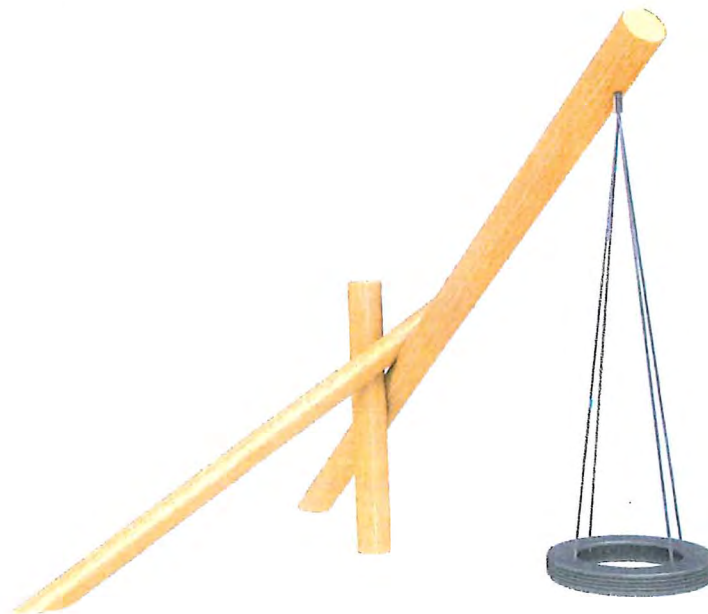
Recommendation

That Members of the Environment & Leisure Committee:

- 1 Accept and agree to appoint one of the Companies to make repairs to the zip wire and carry out a service [Company 1 or 2], appreciating that costs for a full service from Company 2 are awaited.
- 2 Accept and agree to appoint a company to supply and install the cantilever tyre swing subject to budget [Company A, B or C].
- 3 Consider the new proposals put forward by Mr Paul Trickey, Managing Director of Evolution Skateparks, in terms of a payment plan for the skatepark. If Members of the Committee find this acceptable, agree for these works to now start as soon as possible subject to seeking approvals from the Finance, Policy and General Purposes Committee at the end of July 2022.
- 4 Note the approximate date set for repair works to take place at the basketball court.
- 5 Note the contents of the report regarding the Children's play equipment, noting that the Quest Enterprise was the preferred choice albeit this could not be commissioned, subject to approvals, until the new financial year 2023/24.

Product Specification Sheet

Robinia Swing No.1 Tyre



Age Range	4 years plus
Area Required	10.0m x 10.0m
Critical Fall Height	2.0m
Safety Surfacing	64 sqm

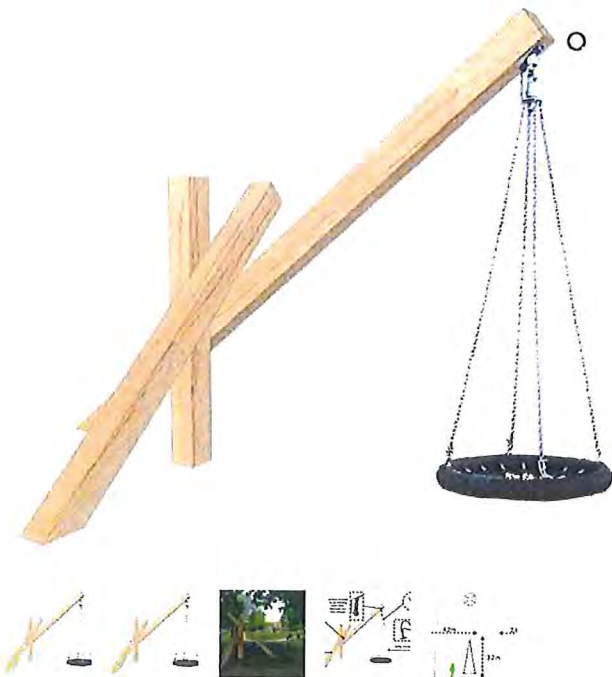
Materials	Warranties
Stainless steel fixings	30 years
Robinia out of ground contact	20 years
Robinia in ground contact	15 years
Wire reinforced ropes	2 years
Moveable metal parts	2 years

Product Code SW.2.01T

Our robinia swing no.1 tyre consists of large robinia poles and stainless-steel fixings arranged together forming a cantilever point for the tyre swing.

Common spares are stocked in the UK for a 2-5 day delivery. All of our equipment is designed to be quick and easy to repair.





Cantilever Swing

£5,820.00

1

[ADD TO QUOTE](#)

[Or Get In Touch](#)

International shipping available
Prices do not include delivery or installation

[Description](#)

[Additional information](#)

[Downloads](#)

[Gallery](#)

Cantilever swings are exhilarating free swings designed for older children. The swing allows dynamic movement resulting in a more stimulating swing. It's a great social swings too, allowing multiple children to all swing at once and take turns to push.

The swing is made from heavy duty oak beams, stainless steel fixings and uses the most robust stainless steel swing bracket on the market. The swing frame can be supplied with either a pommel swing seat, or a selection of basket swings, including our super durable chain cradle swing. Soft corded cradles swings come in a variety of colours.

The swing is designed to be as durable and robust as possible and is perfect for parks, schools, or gardens. Its unique contemporary shape makes it a great swing for any playground.

Please note that each swing is made to order and can be designed to fit the space you have. [Get in touch for swing cost, installation details and safety surface extents.](#)

Cantilever swing details:

- 250 mm solid oak timbers
- Compatible with a variety of swing seats
- Stainless steel fixings
- Safety chain and the most durable swing joint on the market
- Cantilever swing dimensions 3.2 m high x 4.2 m length
- Built and designed in the UK for short lead times

Guarantees

- Timber – 15 years
- Fixings- 15 years
- Swing joint (strongest on the market) – 2 years

*We recommend that playground equipment installed on rubberised safety surface, or loose fill bark that requires steel shoe footings.

These can be fitted for a small extra cost.

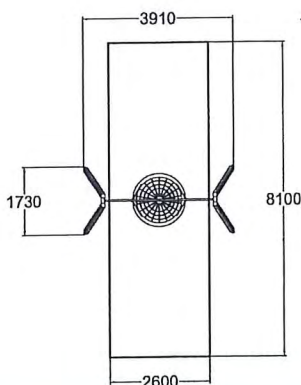
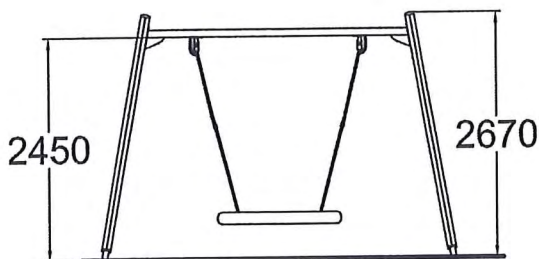
1342

Bird's Nest Swing



Swing frame for bird's nest swing

The frame height is 2,70 mm. The bird's nest swing is everybody's favourite! Children, youngsters and adults alike will take pleasure in swinging and lounging in this birds' nest swing with a streamline design. To ensure that people with physical limitations can access the product, please place it so that the surface is hard enough for independent or assisted access.



User age	1+
Number of users	4
Product length, mm	3910
Product width, mm	1730
Product height, mm	2700
Impact area, m ²	21.1
Falling space, m ²	21.1
Height required, mm	2900
Max. free fall height, mm	1400
Safety info	EN 1176-1, 2:2008
Installation time (for 1), H	6
Foundation options	Deep mounting

1343

APPENDIX D



Anderson Manor Workshop
Winterbourne Anderson
Blandford
Dorset
DT11 9HD

25th June 2022

Dear Julia,

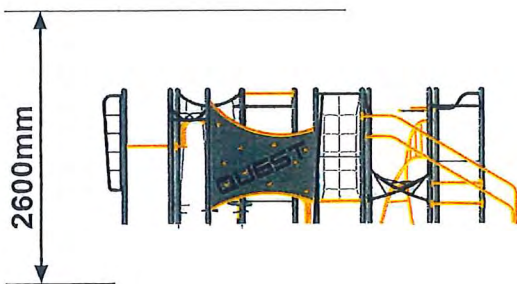
Thank you for your email dated 24th June. I am sorry for the confusion over the wording of the quotes provided by Alastair, which I hope we have now clarified. As I said, I am willing to be flexible with the payment to help the council finance the work and set out my proposal as to how payments can be made below;

1. The payment terms for the first quote of £34,221.00 (+ VAT) is within 30 days of installation.
2. For the second quote of £26,181.80 (+ VAT) I have two options;
 - a) I am happy to postpone payment of £26,181.80 (+ VAT) for up to 6 months with no additional cost, once payment of £34,221.00 (+ VAT) had been paid within 30 days following completion.
 - b) I am willing to defer payment until the new financial year, providing payment is made by the end of April 2023, but this will incur an additional fee of £1000.

If you require any further details, please do not hesitate to contact me. I would be grateful if you could keep me updated with any progress and the outcome of the meeting. Once both quotes have been approved, I will ensure the work is prioritised and do my utmost to get the skatepark completed as soon possible.

Kind regards,

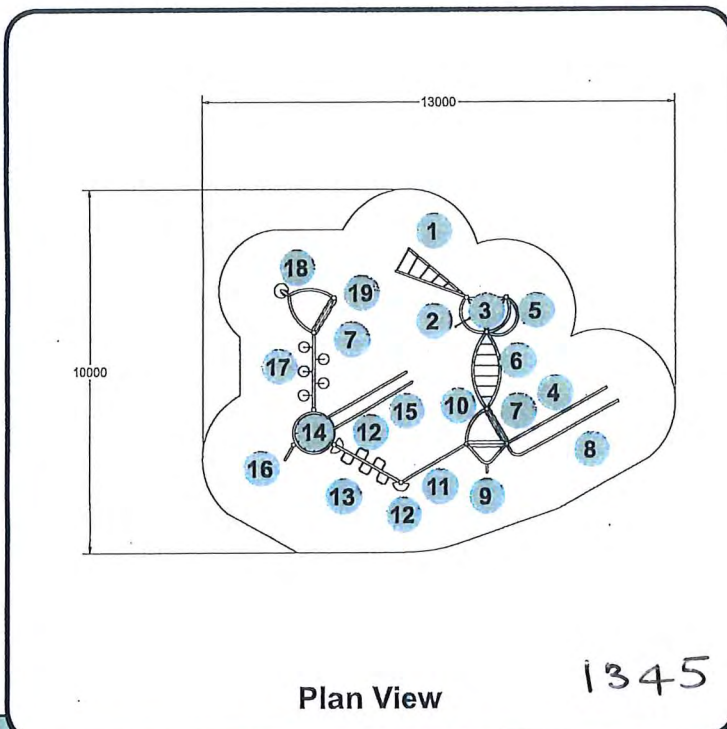
Paul Trickey



Side Elevation

Features

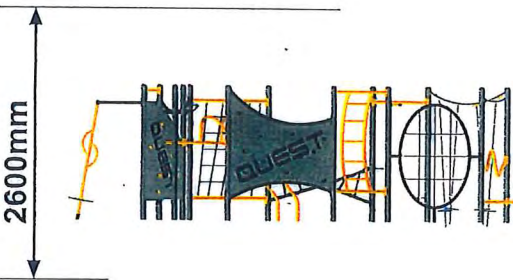
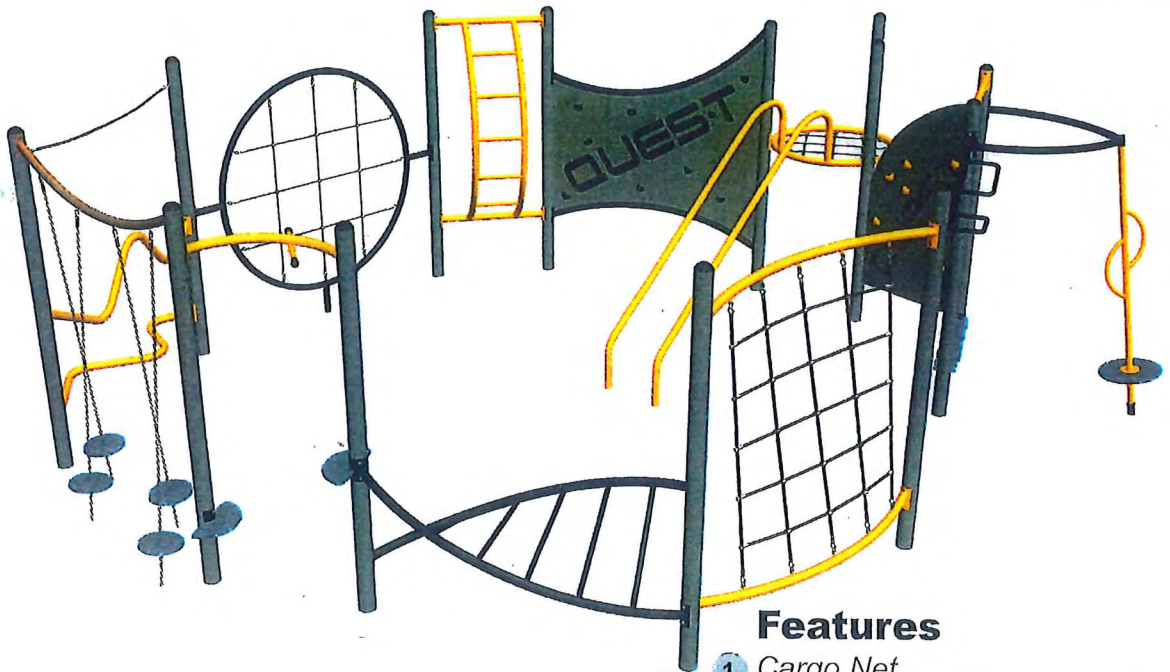
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|------------------------|-------------------------|
| 1 Curved Ladder | 10 Vertical Chain Wall |
| 2 Rotating Handle Bars | 11 Climb Wall Link |
| 3 Hammock Net | 12 Walkerboard - Semi |
| 4 Pull Up Bar - Wavy | 13 Overhead Bars |
| 5 Climb Bars | 14 Rope Platform |
| 6 Wave Link | 15 Parallel Bars |
| 7 Walkerboards | 16 Side Ladder |
| 8 Glider Bars | 17 Hang Tough |
| 9 Sloping Firepole | 18 Rotating Platform |
| | 19 Pull Up Bar Straight |



Plan View

Technical Information

Product Code	Q111
Equipment Size (mm)	9550Lx 6700W x 2600H
Minimum Space (mm)	13000 x 10000
Free Height of Fall (mm)	2500
Safety Surface Area	93m ²
User Age Range	7-14 Years



Side Elevation

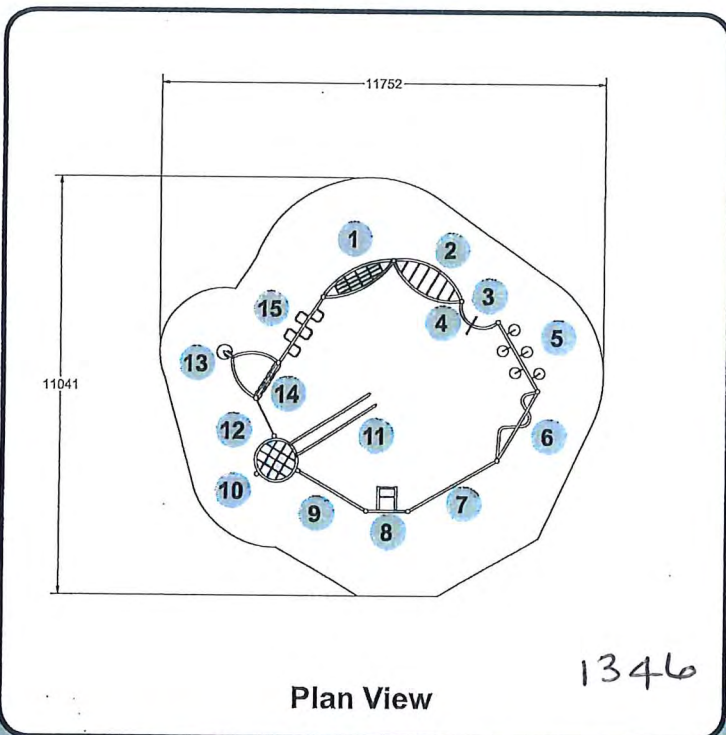
All Play & Leisure's product range is fully compliant with **BS EN 1176**

Features

- 1 Cargo Net
- 2 Wave Link
- 3 Rotating Handle Bars
- 4 Walkerboard - Semi
- 5 Hang Tough
- 6 Up & Over Link
- 7 Spiders Web
- 8 Pull Up Bar - Wavy
- 9 Rope Platform
- 10 Parallel Bars
- 11 Half Climb Wall
- 12 Climb Wall Link
- 13 Rotating Platform
- 14 Walkerboards
- 15 Overhead Bars

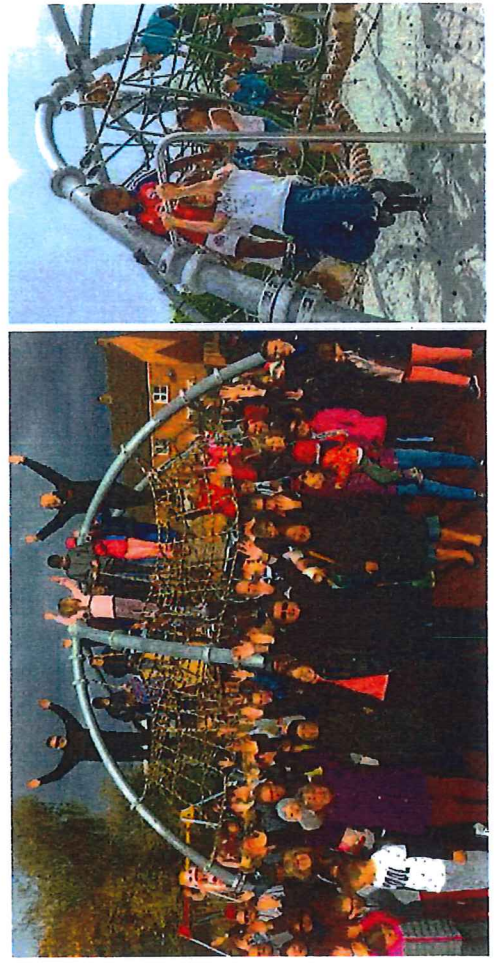
Technical Information

Product Code	Q112
Equipment Size (mm)	8700L x 6700W x 2600H
Minimum Space (mm)	11752 x 11041
Free Height of Fall (mm)	2500
Safety Surface Area	93m ²
User Age Range	7-14 Years



Plan View

Explorer Dome



- Space needed 11m x 10m
- Height 4.07m



LEDBURY TOWN COUNCIL

ENVIRONMENT & LEISURE COMMITTEE	7 JULY 2022	AGENDA ITEM: 14
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Report prepared by Julia Lawrence, Deputy Town Clerk

DOG HILL WOODS

Purpose of Report

The purpose of this report is to update Members of the Environment & Leisure Committee regarding the geological signage at Dog Hill Woods and future programme of works.

Detailed Information

1 Geological Signage

As part of an ongoing project to improve the environment in Dog Hill Woods, whether it be general maintenance of footpaths, upkeep of benches, and signage, Members of the Environment & Leisure Committee requested that the two geological signs located at both entrances of Dog Hill Woods be replaced since one of them was totally illegible (Knapp Lane entrance). The geological sign located at the top of Church Street/Green Lane is attached for information (Appendix A).

The Deputy Clerk has spent a considerable amount of time trying to ascertain where the original artwork was produced for these two signs but unfortunately this has been to no avail and the only option at the time was to get the signs totally reproduced from the existing poor quality sign and this process had been started. However, since then, it transpires that the original signs were produced by the Herefordshire and Worcestershire Earth Heritage Trust ("The Trust"), a registered Charity (No. 1144354), who are based at the University of Worcester.

Having contacted The Trust, they have the facility to provide a PDF file of the sign through their Geological Records Centre but can also update the geological content at the same time. This had been actioned, but the process was unfortunately put on hold because the lady responsible for updating the data fell over and broke her hip. Only very recently has The Trust confirmed that she is now able to reconvene where she left off to complete this work. The cost to update the sign is £250 for which the Council will receive a PDF file which can then be shared with a printer to reproduce the sign.

Whilst appreciating it is normal practice to obtain three quotes for new assignments, if the Council were to get the signs reproduced by a sign writing company then all we would be doing is recreating what we currently have whereas obtaining the signs from The Trust allows us not only to get the signs

reproduced but also updated at the same time and this seems the most appropriate way forward.

Framework Structure for Geological Signs

Having sorted out the artwork, the wooden frame housing for the sign at the Green Lane end of the woods is in need of replacement (as shown in Appendix A) and therefore quotations have been received to replace the two existing frames (lecterns) with new ones. Whilst The Trust are able to provide an electronic file of the updated sign, they do not have the facility to reproduce this and quotations have been sought for companies to produce the sign to its actual size as well as supplying the wooden frame housing (lecterns). The details are as follows:

Company 1

This family run company is based in Shrewsbury, Shropshire and has been established since 1967 and is able to offer Accoya frames plus artwork. Their Mimaki printer will enhance the design with excellent print quality, crisp text and bright vibrant reproduction of photographs, water colours and images. This high-quality print is supported by a 10-year warranty against fading. Encapsulated Glass Reinforced Plastic (GRP) signs are designed for use in public open spaces, offering exceptional outdoor durability. The finish allows graffiti to be easily cleaned whilst water ingress is not a problem. Accoya offers exceptional durability and stability with oak legs. This combination is the most durable and stable timber option available. An image of the frame is shown at Appendix B.

Supply of 2 lectern frames	£1,425.00
Supply 2 printed signs, in vandal proof material	£320.00
Packing & Carriage	£95.00

Total cost, excluding VAT	£1,840.00

Company 2

This company has been in business since 2003 and has been producing wildlife and heritage interpretation signs for an ever-expanding client base ranging from wildlife trusts and countryside agencies to parish councils, larger metropolitan councils and may 'friends' groups.

Oak Lecterns: This company will be supplying A1 oak lecterns comprising display frame in seasoned oak with marine ply back board, fixed to 2 (no) 90 x 90 mm oak legs with cross beam support, extending 600mm below ground with anchors. Display frame fixed with power-coated steel angle bar, angled at 45° with leading edge 700mm from ground level, no face fixings. Display frame and legs finished in light oak exterior SX70 wood-stain, frame only finished with Sadolin Clear Coat. Visible area 817mm x 570mm.

Display graphics: DuraPanel 3mm Aluminum Panel, direct printed laminated with heat-treat finish, high anti-graffiti qualities and UV fade resistant for 10 years (subject to regular maintenance); **OR**

GRP (Glass Reinforced Plastic) – 3mm high anti-graffiti qualities and UV face resistant for 10 years.

	£
A1 Oak Lectern with DuraPanel (£962.00 each)	1,924.00
Or	
A1 Oak Lectern with GRP Panel (£996.00 each)	1,992.00

Artwork set up fee from customer supplied print ready artwork in PDF form to include all tick marks/bleeds	30.00
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Delivery by pallet carrier (part assembled) (may vary subject to fuel surcharge at time of delivery)	130.00
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Total costs being either £2,084.00 or £2,152.00 respectively, excluding VAT.

An image showing the lectern is shown at Appendix C, which is very similar to that shown in Appendix B for Company 1.

Company 3

This company showed great interest in this job but unfortunately failed to submit their quotation in time due to work pressures. It is hoped that their quotation will be submitted prior to the Committee meeting.

Funding for this project is being provided from the Great Places to Visit Fund, subject to review by the Grants Committee.

2 Visit to Dog Hill Woods

Members of the Environment and Leisure Committee will be aware that an invitation had been sent to them to join the Deputy Clerk and Guy Tustin, an expert in woodland management, to visit the woods and establish, in order of priority, what works needed to be done in order to ensure that the woods are maintained now and in the future. The outcome of that visit will confirm what areas of the wood where trees may need to be coppiced, footpaths cleared/maintained or what needs to be done regarding hedging. In addition, what action can be taken to attract community/volunteer groups to get involved in the general up-keep of the woods.

Regrettably, the response to attend was very poor and therefore the visit has now been rescheduled for the afternoon of Friday, 8 July 2022.

As noted in the Cemetery report (Item No. 12.3), it is hoped that Herefordshire Wildlife Trust will also want to get involved in due course.

Recommendation

1. That Members of the Environment & Leisure Committee receive and note the contents of this report.
2. Members are requested to select and approve one company to provide revised artwork and framework (Lecterns) to be located in Dog Hill Woods. Funding for

the above works is being sourced from the Great Places to Visit Fund, as approved by Council.

LTC Deputy Clerk

From: Julia Lawrence <ltcdc@icloud.com>
Sent: 29 June 2022 13:54
To: LTC Deputy Clerk
Subject: DHW Geosign



Sent from my iPhone

1354

Newton-in-Bowland village

Newton-in-Bowland is a beautiful village with a rich history. It is situated on the banks of the River Hodder, which is a popular spot for fishing and walking. The village is home to many historic buildings and is a great place to visit if you are looking for a peaceful spot to relax.



The River Hodder is a beautiful river that flows through the village. It is a popular spot for fishing and walking. The river is home to many different species of fish and is a great place to visit if you are looking for a peaceful spot to relax.

The Countryside Code
Please remember:
Keep dogs under close control to help protect the countryside and wildlife.
Do not pick any flowers; this area is home to some rare and important wildflower species.
Fasten all gates, take your litter home and most importantly, enjoy your walk.

River Hodder Walks
Circular walks along the River Hodder for you to enjoy.
● 1.5 miles / 2.4 km
● 4.2 miles / 7.5 km - a walk leaflet can be downloaded for this route at:
ribblife.co.uk/heritage/river-hodder-walks/
Alternatively, the walk leaflet can be accessed via the QR code.

Ribble Life Together
The Ribble has been provided in partnership with Ribble Life Together and is part of Ribble Life Together. For more information about Ribble Life Together and its activities, please get in touch.
www.ribblifetogether.org



LEDBURY TOWN COUNCIL

ENVIRONMENT & LEISURE COMMITTEE	7 JULY 2022	AGENDA ITEM: 15
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Report prepared by Julia Lawrence, Deputy Town Clerk

MEMORIAL BENCH AND/OR PLAQUE FOR THE LATE COUNCILLOR DEE KNIGHT

Purpose of Report

The purpose of this report is to ask Members of the Environment & Leisure Committee to consider providing and installing a memorial bench and/or plaque in memory of the late Councillor Dee Knight.

Detailed Information

It came as a total shock to many of the Ledbury Town Councillors and indeed residents of Ledbury on hearing of the sad passing of Councillor Dee Knight, who passed away on 21 May 2022.

Whilst Councillor Dee Knight had been unwell, she always put on a brave face and certainly played down any illness, yet she continued in her councillor duties with endless enthusiasm, courage and showing a great empathy for the residents of Ledbury. A Councillor has therefore suggested that a memorial bench and/or plaque should be put in place in memory of the late Councillor Knight, possibly close to the Market House, where she had spent many hours of her time especially when helping organise the Tuesday and Saturday markets.

Recommendation

That Members of the Environment & Leisure Committee are asked to consider and accept the proposals put forward, confirming whether it should be a memorial bench and/or plaque, to be located somewhere suitable in close proximity to the Market House.

LEDBURY TOWN COUNCIL

ENVIRONMENT & LEISURE COMMITTEE	7 JULY 2022	AGENDA ITEM: 16
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Report prepared by Julia Lawrence, Deputy Town Clerk

PROPOSED TREE PLANTING

Purpose of Report

The purpose of this report is to ask Members of the Environment & Leisure Committee to consider proposals put forward by Liz Duberley, Service Manager Built and Natural Environment, Herefordshire Council for proposed tree planting.

Detailed Information

Liz Duberley and her team are currently working on a project to increase biodiversity across the county and they are running a collection of small projects as part of this. One of their projects is tree planting and they are keen to progress this within urban areas, not just the city but also the market towns. As a first step, Liz is hoping to meet with representatives from Ledbury Town Council and walk its extents with the tree officer to establish where there may be potential capacity to include further planting. However, whilst Liz is keen to progress this project, Liz is still establishing just how far their budget will extend.

Therefore, at this stage, Liz is seeking names of representatives from the Environment and Leisure Committee who would be willing to assist in this project, subject to funding.

Recommendation

That Members of the Environment & Leisure Committee receive and note the contents of this report and put forward name(s) of Members who would be willing to participate in this proposed tree planting project.

LEDBURY TOWN COUNCIL

ENVIRONMENT & LEISURE COMMITTEE	7 JULY 2022	AGENDA ITEM: 17
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Report prepared by Emma Jackson, Community Development Officer

JOHN MASEFIELD COMMEMORATIVE PROJECT (WORKING TITLE)

Purpose of Report

The purpose of this report is to provide Members of the Environment and Leisure Committee with recommendations from the Ledbury Poets Memorial Task & Finish Group, and to recommend a project plan to progress an appropriate memorial to the poets most closely associated with Ledbury.

Detailed Information

At a meeting of Full Council on 9 June 2022, Councillor Morris put forward the following motion:

"That Ledbury Town Council considers commissioning a memorial to John Masefield, and that the memorial be in the form of brass plaques to be positioned around the town."

Councillor Sims felt that this motion should be expanded to include other poets and Councillor Beddoes-Davis saw this as a creative opportunity to involve local craftsmen. Chloe Gardner, Director of Ledbury Poetry Festival, asked to be involved in further discussions. Councillor Bradford believed that the project needed to be looked at more comprehensively as there is currently no budget available for such a project. The Committee agreed unanimously that a Task & Finish Group be arranged to discuss this further with a report of that meeting being submitted to the Environment and Leisure Committee with recommendations. (Refer to Minute C524)

Councillor Chowns suggested that a Task & Finish group meet urgently to draft an outline proposal to take forward to the next meeting on 7 July. The Task & Finish Group met on 24 June 2022. In attendance was Councillors Morris and Sims, Christine Tustin from Ledbury and District Civic Society, and Tim Keyes, from St Michael's and All Angels Bell Ringers. Apologies were received from Chloe Garner, Director of Ledbury Poetry Festival; Charles Masefield, a descendent relative of John Masefield; and Councillor Emalee Beddoes-Davis and all have requested to be closely involved with the project, if it progresses.

The Agenda for that meeting covered which poets to include in any commemoration activity, the form that commemoration should take, discussions on budget availability and likely costs incurred, as well as a timescale for delivery. Councillor Morris supplied a paper, which is attached for reference (Appendix A) and the CDO supplied a set of notes to support the discussions (Appendix B). The Task & Finish Group discussed at length which poets to include. While it was noted that ideally a number of poets who

historically had been closely associated with the Town, such as the Dymock Poets, and Elizabeth Barrett-Browning would feature, their inclusion at this stage would widen the project potentially beyond the breadth of feasibility and delay overall progress. However appropriate means to commemorate them might be something to return to in the future, and would make a possible follow-up stage. Furthermore, John Masefield is the only Poet Laureate to have been born and raised in Ledbury, and had maintained a close association with the town throughout his lifetime. The Task & Finish Group therefore recommend that commemorations focus on John Masefield. However given recent controversies around historical statues and memorials, the Town Clerk writes to an independent academic, Dr Philip Herrington, University of London, to verify that there are no known concerns about John Masefield that may cause controversy, and thereby damage the reputation of Ledbury or its Town Council by association.

The Task & Finish Group also considered the form any memorial might take. There was a willingness to consult widely with key stakeholders in Ledbury, such as the schools, the Poetry Festival, the library, and a number of voluntary organisations, including Ledbury and District Civic Society, Ledbury Places, and likewise to engage Ledbury residents in final decisions. Such consultations also offer learning opportunities, extensive PR, more cohesive communities, which in turn benefits the residents and businesses of the Town by boosting the economy, *creating a more inclusive and equal community*, and *enhances community participation in the arts, culture and heritage*, as per the stated objectives in the current Corporate Plan. There was wide consensus to refrain from immediately commissioning a statue or bust, and explore other forms that would benefit multiple venues across the Town e.g. information boards in the alleyways and/or at the train station, a link to a more permanent exhibition that looked at a contemporary response from the local community to the works of John Masefield, and is a springboard to further creativity. The Task & Finish Group also discussed commemorative wall plaques, paving stones, walks of fame and incorporating more unusual materials, such as recycled glass slabs, which have been used elsewhere around the world.

The Task & Finish Group were especially concerned with how any lasting commemoration would be financed, and noted that there is no allocated budget in the current year, and sculptures, statues, plaques are all costly. Councillor Morris advised a figure of £50k. The Task and Finish Group requested that the CDO further investigate costs, and these be included in the project budget, as possible options. Awareness of the cost implications resulted in a recommendation that a commemoration be phased so monies could be raised from a number of sources, and public engagement grown : The latter would be key to securing a large Trust or Foundation Grant, which could be possible as the Church Bells restoration project had demonstrated. Tim Keyes advised that Heritage Lottery monies had been granted because the Bells Restoration project had focused not just on things but also activity. It was also noted that Ledbury Town Council would be unlikely to secure such monies alone, and that partnership bid funding would be advisable. Ledbury Business' and Traders may also want to contribute as well. The alternative would be to allocate a set budget over a period of time which would be run down as a commemorative trail developed.

The CDO advised that a phased project which grew in scale and outreach over a period of 2-3 years might be more successful. Initially engagement would start with

schools and a few local voluntary groups, through a series of workshops focused on John Masefield & his work, and encourage participants to respond creatively. This initial project would start to raise awareness, invite commemorative activity and be less expensive to fund. It would be accompanied by information boards and a new pamphlet on John Masefield & his association with Ledbury, linked to places around the Town. If this first phase was successful, then there would be a model of engagement that could be widened out to more participants, and increasing testimonials to enable associated Press & Publicity and draw down bigger sources of funding, to provide a lasting permanent commemorative trail or sculpture. The final stage would be the project's legacy, which would explore how the other poets might be included. At each phase, there would be an opportunity to celebrate the activity undertaken, review and decide to progress or not, dependent on new funding secured. The Task & Finish Group asked the CDO to draw up a project plan, and cost on the varying elements for presentation to the E & L Committee. (see Appendix C)

It is anticipated that further information relating to the budget, potential sources of funding and a project timescale will be available in time for the meeting. (Appendix C)

Recommendation

That:

1. Consideration be given to a poets' commemoration to focus solely on John Masefield
2. The Clerk writes to Dr Philip Herrington, University of London, for confirmation that there are no known concerns about John Masefield that may cause controversy, and thereby damage the reputation of Ledbury or its Town Council by association.
3. That The John Masefield Society be contacted and advised of The Council's plan to commemorate John Masefield within the Town.
4. Members agree to a working party being established to progress this project.

Proposals for Commemorative Concept, 2022

John Masefield's Poetry Line

Stops along the way throughout the town, commemorating the life and work of Ledbury's Poet Laureate, John Masefield (1878-1967).

Plaques to appear set into the pavement and walls, featuring his most renowned verses and quotes for all to enjoy, both today and in the future.

The project should be handled by a working party. This will consist of at least two town councillors, the CDO, representatives from the John Masefield Society, Ledbury Poetry Festival, Ledbury Places, Civic Society and local schools.

Materials: Brass, bronze, steel, corten steel, glass (sand-blasted/acid-etched), wood, ceramic, concrete. Non-slip coating? Any others?

Size: ranging from 15cm sq to 1m sq.

Design and branding: Suggest traditional, legible typeface(s) – consistent(?)
Commissioning artist/designers

Number of plaques and locations: 5 – 25?
Budget – minimum £500 per unit x 12 = £60,000

Bust: Cast in bronze or porcelain, or clay, located in a niche in town.

Use QR codes for more information. Website will need updating to fulfil this.

Propose an accompanying A5 booklet:

- seek sponsorship for each poem to cover cost
- on sale at Council Offices, Heritage Centre, Butcher Row House Museum, Feathers, Hellens, Eastnor, The Nest ???
- brief biog of Masefield – approach his family locally for less-used photos
- simple map of Ledbury showing locations of numbered plaques
- each poem then identified, printed in full – plus any interesting details or information/images

TASK & FINISH GROUP

LEDBURY POETS MEMORIAL


1

- ### AGENDA
1. Election of Chair
 -
 1. Apologies for absence
 -
 1. Round table discussion on the following:
 - Which Poets to include in this tribute e.g. John Masefield, Elizabeth Barrett Browning, The Dymock Poets
 - Form To Commemorate Poets/ Association with Ledbury e.g. statues, busts, brass plaques, stone engravings, sculptures
 - Budget & Timeline for Project Completion

2


Which Poets To Include :

JOHN MASEFIELD



*"When I am buried, all my thoughts and acts
Will be reduced to lists of dates and facts"*

ELIZABETH BARRETT BROWNING



Light tomorrow with today

3


Which Poets To Include

The Dymock Poets

- Robert Frost
- Lascelles Abercrombie
- Rupert Brooke
- Edward Thomas
- Wilfrid Wilson Gibson
- John Drinkwater

RECIPROcity

*I do not think that sleep and weather are
Meant, or that the forms of a rose
Come of a white spire, or that trees
Have wisdom in their wisdom seasons.
Yet there are things beyond in my mind
With memory, and genius, and bewilder;
That in my troubled sense I see cry
Upon the white compass of the sky,
And every field, and with that I would be
As little devoted as a star or tree.*
John Drinkwater



*"Toss at my window, window tree,
My sash is lowered when night
comes on; But let there never be
cutain drawn Between you and
me. Vague dream-head tilted
out of the ground, And bring next
most diffuse to cloud, Not all
your light tongues talking aloud
Could be profound. But time, I
have seen you taken and tossed,
And if you have seen me when I
slept, You have seen me when I
was taken and tossed. And all but
lost. That day she put our heads
together, Fate had her
imagination about her, Your head
so much concerned with ours,
Mine with inner weather." Robert
Frost*

4

- ### How To Commemorate
- The role of traditional memorials in contemporary society
- The Coulston Controversy
 - The Empty Plinth In Trafalgar Square
 - Mary Wollstonecraft
 - The Windsrush memorial unveiled this week

5

- ### Budget & Timeline For Completion
- How long to do properly
 - Potential External Funders : How ?

6

LEDBURY TOWN COUNCIL

ENVIRONMENT AND LEISURE COUNCIL	7 JULY 2022	AGENDA ITEM: 18
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FULL COUNCIL	9 JUNE 2022	AGENDA ITEM: 19
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Report prepared by Angela Price – Town Clerk

CULTIVATION LICENCES

Purpose of Report

The purpose of this report is to ask Members to give consideration to whether they wish to take over the responsibility of grass cutting and/or grass/verge areas in Ledbury.

Detailed Information

At a recent meeting the issue around the time it is taking to process Cultivation Licences was discussed, and it was suggested by Councillor Harvey that a request should be submitted to Balfour Beatty/Herefordshire Council in respect of a possible blanket cultivation licence for Ledbury.

The Clerk contacted Balfour Beatty in respect of a possible blanket cultivation licence and the following response has been received:

“With regards to a blanket cultivation licence, Fi did inform me that the Council last year agreed that they did not want to take over grass cutting or responsibility for any grass/verge areas in Ledbury so I would suggest the way forward would be for Ledbury Town Council to resolve at one of its meetings that this is now the wishes of the Council and they map out the areas they wish to agree licences for and the works the council will be responsible for delivering for each area. Once this has been resolved by Council this will enable a starting point for consideration and discussion which Herefordshire Council can consider and apply any terms and conditions they wish to apply.”

Recommendation

1. Members are asked to give consideration to the response from Balfour Beatty and agree what areas, if any, they wish to take over the responsibility of via a cultivation licence, with a view to providing further information to Balfour Beatty/Herefordshire Council.
2. That should Members agree to provide a list of areas for licences, that a Task and Finish Group be set up to undertake this.

LEDBURY TOWN COUNCIL

**MINUTES OF AN EVENTS WORKING PARTY MEETING HELD ON
17 MAY 2022**

PRESENT: Councillors Chowns and Morris (Chair)
NON-COUNCIL MEMBERS: Lynette Loader, Hilary Jones

ALSO PRESENT: Julia Lawrence – Deputy Clerk
Emma Jackson – Community Development Officer
Catriona Cole – Ledbury Primary School
Nina Shields – Sustainable Ledbury

E82 ELECTION OF CHAIR FOR 2022/23 MUNICIPAL YEAR

Councillor Morris nominated Griff Holliday to be Chair. Members of the Working Party noted that if Griff Holliday chose to decline this post, then Councillor Morris confirmed his acceptance to become Chair of the Working Party. Due to Griff Holliday not being present at the meeting, the Deputy Clerk is to contact Griff Holliday and put forward the proposal to him.

E83 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Howells and Knight, and Griff Holliday.

E84 DECLARATIONS OF INTERESTS

No declarations of interest were received.

E85 TERMS OF REFERENCE

The Working Party agreed that in order for the Events Working Party to meet its quorate requirements, quorum should be two members, of which one member needed to be a Councillor.

The Terms of Reference will be revised and submitted at the next Working Party Meeting.

Councillor Chowns joined the meeting at 10.05am

E86 ELECTION OF NON-COUNCIL MEMBERS TO THE EVENTS WORKING PARTY

The following non-council members were elected on to the Working Party:
Griff Holliday, Hilary Jones and Lynette Loader.

E87 TO APPROVE AND SIGN THE MINUTES OF A MEETING OF THE EVENTS WORKING PARTY HELD ON THURSDAY, 28 APRIL 2022

RESOLVED:

That the minutes of the Events Working Party held on Thursday, 28 April 2022 be approved and signed as a correct record.

E88 2022 QUEEN'S PLATINUM JUBILEE EVENTS - UPDATES

1 Jubilee Picnic in the Park : Friday, 3 June 2022, 2.00pm to 7.00pm

The Community Development Officer gave a summary of the arrangements for the Jubilee Picnic.

Gazebos: These are to be stored in the Community Hall overnight prior to the event and then on the day will be positioned down each side of the recreation ground in order to act as a modest noise buffer for the residential properties situated close by. The CDO requested help from councillors/volunteers to move the gazebos and tables/chairs to site. Nina Shields and Lynette Loader confirmed that they could be available from 11.00am. Nina Shields also agreed to speak with members of Sustainable Ledbury to see if they could help. Catriona Cole would also ask parents of Ledbury Primary School/John Masefield High School to help.

Toilets had been booked and were to be located on the hard standing space close to the skate park (small car park).

A selection of children's games had been organised including Jenga, Connect 4, large tennis racquets/balls as well as a craft zone for face painting.

Two Jubilee competitions would be run:
Best Dressed King & Queen
Best Dressed Jubilee Hat

Music: 3 separate bands had been booked for the event, namely Lost Cat (acoustic saxophone); Fiddlers Two (traditional folk); Band for Life (popular covers) each doing 45 minute stints, and Band For Life had agreed to manage the artists throughout the day.

Councillor Chowns noted that it was an alcohol free zone and literature promoting the event stated that it was "soft drinks only" albeit the Working Party appreciated that some people may want to bring alcoholic beverages which was acceptable provided nothing got out of hand.

The Police have been informed of the event but it was noted that at the time of the meeting, members were unsure whether the Police would be in attendance during the event.

Councillor Chowns advised that if we got 50 families attending, then the event would be considered a success. Should wet weather be forecast for the event, then a decision would be made on the afternoon of Wednesday, 1 June 2022 as to whether to cancel the event or not.

Letters are to be delivered to all residents overlooking the recreation ground prior to the event.

The CDO gave an update on the Jubilee souvenir brochure which was being included in the 27 May 2022 edition of Focus.

2 Community Day

Griff Holliday had forwarded an email to the Deputy Clerk summarising arrangements for Community Day confirming that planning and arrangements for the day were going ahead generally smoothly. Over 50 groups and organisations had now signed up to the event.

The event would be presaged by pealing bells from the Church Tower at 9.30am. The event will open at 10.00am with the band playing under the Market House. The Community Choir would perform from 11.00am and the bell ringers will have their bell trainer between and after the musical performances.

Many groups and organisations will be present in the Burgage and St Katherine's Halls, the Repair Café will be at the Community Hall. Other venues include the Bowls Club, British Legion, Poetry House, Methodist Church, Busy Bees, the Theatre, Ledbury Halt Wild Garden, the Recreation Ground and Heritage Buildings.

Griff Holliday asked volunteers to help with setting up, closing down and stewarding.

3 Window Display Competition

The CDO confirmed that the wooden crowns had now been ordered to be distributed to members of Ledbury Traders Association. An application form would be made available from either LTC offices or from the retailers.

Catriona Cole left the meeting at 9.50am.

4 Jubilee Decorations

The CDO advised members that bunting has been purchased for Church Lane only. The CDO confirmed that there would be 35 union jack flags mounted on flag poles along the High Street which will be up by traders over the weekend of 21/22 May 2022.

Members of the Working Party agreed that the Jubilee correx posters around Town could be removed and given to schools for crafts re-use afterwards.

The Deputy Clerk is to confirm when the hanging baskets would be arriving.

The Working Party noted that the flag outside the Almshouses would be changed to commemorate Falklands Day.

RESOLVED:

That the Events Working Party note the contents of this report relating to the “Jubilee Picnic in the Park – a family event for all of Ledbury” event.

E89 CALENDAR OF EVENTS

Members of the Working Party requested that times of events should be added to the schedule.

Councillor Chowns made reference to Heritage Week enquiring what the theme would be this year and the CDO is to investigate this.

RESOLVED:

- 1. That members receive and note the Calendar of Events.**
- 2. That the CDO investigates what the theme of Heritage Week will be this year.**

E90 DATE OF NEXT MEETING

RESOLVED:

It was noted that the next meeting of the Events Working Party was scheduled for Thursday, 23 June 2022 and would be held in Ledbury Town Council Offices. All meetings to start at 10.00am.

Dates of future Working Party meetings are as follows:

- 21 July 2022 – Ledbury Funeral Services
- 18 August 2022- Ledbury Town Council
- 15 September 2022 – Ledbury Funeral Services
- 13 October 2022 – Ledbury Town Council
- 10 November 2022 – Ledbury Funeral Services
- 8 December 2022 – Ledbury Town Council

The meeting ended at 11:20am.

Signed Dated
(Chair)

DRAFT

LEDBURY TOWN COUNCIL

**MINUTES OF AN EVENTS WORKING PARTY MEETING HELD ON
28 APRIL 2022**

PRESENT: Councillors Howells, Manns and Morris (Chair)
NON-COUNCIL MEMBERS: Griff Holiday and Lynette Loader

ALSO PRESENT: Angela Price – Town Clerk
Julia Lawrence – Deputy Clerk
Amy Howells – Minute Taker
Emma Jackson – Community Development Officer
Jill Jupp – Carnival Association

E70 APOLOGIES FOR ABSENCE

Apologies for absence were received from Catriona Cole, Hilary Jones, Councillor Knight, Don McAll and Susie McKechnie.

E71 DECLARATIONS OF INTEREST

Councillor Morris declared a pecuniary interest in agenda item 9.2.

E72 ELECTION OF NON-COUNCIL MEMBERS

None Received.

**E73 TO APPROVE AND SIGN THE MINUTES OF A MEETING OF THE EVENTS
WORKING PARTY HELD ON THURSDAY, 24 MARCH 2022**

RESOLVED:

That the minutes of the Events Working Party held on Thursday, 24 March 2022 be approved and signed as a correct record subject to Councillor Morris requesting an update regarding Minute No. E62. The Community Development Officer (“CDO”) confirmed that she had been in contact with John Masefield High School and was awaiting an invitation to attend the next Governors meeting.

E74 LEDBURY CARNIVAL

Jill Jupp advised members that Ledbury Carnival would be taking place on the August Bank Holiday and the theme this year is “Ledbury Bloom”. Jill Jupp confirmed that the Carnival would follow a traditional format with a float procession starting at 12.00 noon from the Rugby Football Club, travelling up New Street, along the High Street and finishing at Ledbury Primary School.

There will be a full programme of entertainment - in the town there will be street stalls from local organisations, children's activities and some of these will also be in Bye Street including Ronald's Fair. A photography competition has been set up in memory of Andy Ward and members of the public have been asked to submit pictures from previous carnivals whereby the winning picture will be used for the front cover for future programmes. This will continue annually with a memorial trophy for the winner. Currently the Carnival needs more volunteers to help steward and set up the event and Jill Jupp asked if any Councillors or LTC staff would be available to help. The Clerk responded that the CDO has emailed Councillors and staff to ask for volunteers for the Carnival. Ledbury Town Council will provide barriers as has been done in previous years.

E75 DELAYED 20TH ANNIVERSARY CELEBRATIONS FOR LEDBURY'S TWINNING WITH STROMSTAD IN SWEDEN

Jill Jupp updated members on the 20th Anniversary celebrations for Ledbury's twinning with Strömstad in Sweden, being held on 2 July 2022 between 2.30pm and 5.00pm at the Recreation Ground. It will be a family fun event Swedish style including a Swedish pole dance, craft activities including an opportunity to make flower garlands, Community Choir, Ledbury Swifts 'Beat the goalie', all of which is to be advertised in the Ledbury Poetry Festival programme.

Jill Jupp asked the Town Clerk if gazebos and tables could be made available to use for the event. The Town Clerk confirmed that Ledbury Town Council had recently purchased 12 gazebos and these could be used by local organisations for events free of charge. Councillor Morris suggested that the tables from the Burgage Hall could also be considered.

RESOLVED:

Members of the Events Working Party noted the report and Councillor Howells thanked Jill Jupp for a comprehensive summary of the events taking place.

E76 MOTHER'S DAY EVENT AT CEMETERY CHAPEL – FEEDBACK

Members were provided with feedback following the event held at the Cemetery Chapel for Mother's Day. The Chapel had been opened between 10.00am and 4.00pm to allow family members to remember loved ones by lighting a candle in the Chapel. Councillor Morris, the CDO and Deputy Clerk had been present during the course of the day to offer tea, coffee and biscuits and despite it being a lovely sunny day, attendance was poor.

Following discussion, the Working Party felt that until everything got back to normality following the Covid Pandemic, that Father's Day and Children's Day events should be postponed this year but that the Christmas event should still take place.

The Working Party agreed that in 2023 the Cemetery Chapel would be opened for Mother's Day, Father's Day, Children's Day and at Christmas and that these events would be launched this Christmas in readiness for next year.

RESOLVED:

That members of the Events Working Party agreed not to proceed with Father's Day and Children's Day in 2022 but to continue with the Christmas event. A full schedule would be resumed in 2023 which would include Mother's Day, Father's Day, Children's Day and the Christmas event. 2023 events are to be launched at Christmas 2022 and included within Ledbury Town Council's calendar of events.

Jill Jupp left the meeting at 10:36am.

E77 CAREERS AND ADVICE FAIR – FEEDBACK

Members were provided with a feedback report on the Careers & Advice Fair which had been funded by Ledbury Town Council, and which had taken place on 31 March 2022 at the Community Hall. The CDO advised members of an amendment to the report and that it should read that Councillors Sinclair and Bradford were in attendance at the event.

Councillor Morris questioned the amount of people who attended the event. The CDO reported that an informal number was kept at the beginning of the event and that this was approximately 15 – 20 people in the first 2 hours. It was agreed that further monitoring of footfall would take place at any future event. The Clerk put forward a suggestion to hold a Careers Fair in the summer whereby more school leavers would be able to attend as well as revisiting the times of the event. Holding an event later in the day, between 3.00pm and 7.00pm might attract school leavers as well as their parents.

Overall, it was noted that the event had been well received and that good networking had taken place between the exhibitors.

Councillor Morris questioned how the Fair was marketed for children who are not in education or training. The CDO advised that HVOSS/Community Renewal Fund had handled this. Councillor Howells asked if John Masefield High School had been asked to get involved. The Clerk confirmed that Olivia Trueman (CDO) had previously contacted the School but she had not received any response.

It was suggested that the CDO contact John Masefield High School to discuss using their hall for a future Careers and Advice Fair and how they could involve their students.

RESOLVED:

- 1. That members received and noted the report.**

2. **That the Community Development Officer is to contact John Masefield High School to discuss the possibility of using their hall for a future Careers and Advice Fair.**

E78 2022 QUEEN'S PLATNIUM JUBILEE EVENTS

9.1 Ledfest on the Rec

The Clerk advised members that Ledbury Town Council were no longer proceeding with 'Ledfest on the Rec' due to a series of issues resulting in a lack of resources to organise the event. However, it was agreed that an event would still take place which will be called "Jubilee Picnic in the Park – a family event for all of Ledbury".

The revised theme would have a family empathise as it is an alcohol free zone, be similar to a summer fete inviting families to attend for a picnic, for children to participate in children's games, running Jubilee related competitions, face painting with a few local bands playing music. It was suggested that the Carnival Princesses could judge a fancy-dress competition for the children attending. Councillor Morris suggested that stocks be added for photographs.

Griff Holliday considered that 'Family' excludes a lot of people. The Clerk advised that the Council specifically asked for 'Family' to be in the title as it was a Family fun event for everyone.

Councillor Manns left the meeting at 10:55am.

9.2 Community Day

Griff Holliday gave members an update on Community Day which will be taking place on Saturday, 4 June 2022. Currently there are 45-50 groups attending. It is hoped that the local bell ringers will ring a purl of bells to mark the opening of the event. Ledbury Choir and Band will be performing under the Market House with other events taking place at the Burgage Hall, Ledbury Bowls Club and St Katherines. The Town Clerk added that the Council will be having a stall next to HVOS and as the event falls within "Volunteer Week", it is hoped that current councillors will attend and be able to encourage other people to become councillors.

9.3 Window Display Competition

The CDO updated members that she had met with Susie McKechnie, Chair of Ledbury Traders Association, regarding the Window display competition. Traders were keen to participate in the Jubilee themed window display competition, which would be run over the Bank Holiday and that a crown will be supplied by Ledbury Town Council for traders to hide in their window display for members of the public to find. Griff Holliday requested if information on the competition could be sent to him, then he would get it added into his advertisement.

9.4 Jubilee Decorations

The CDO advised members aware that Ledbury Town Council are in the process of organising bunting for Church Lane and ribbon for the horizontal posts on the Market House. The CDO has identified 35 flag mounts along the High Street and Susie McKechnie is to liaise with traders to establish which traders would like to have a flag on their flagpole, in order that the flags can be purchased by Ledbury Town Council. Herefordshire Council had been contacted to ask if any of their community groups would be available to help put the flags up. It was noted that Balfour Beatty may be able to assist in putting the bunting up.

RESOLVED:

1. That the Events Working Party noted the change of event being held by Ledbury Town Council on Friday, 3 June, "Jubilee Picnic in the Park – a family event for all of Ledbury".
2. That Ledbury Town Council will be providing crowns to traders who will be participating in the window display competition. Details to be provided to Griff Holliday for inclusion within his advertising material.
3. Bunting will be supplied by Ledbury Town Council for the locations noted above. Local traders are to confirm, via Susie McKenzie, whether they require a flag (for their flagpole), which will be supplied by Ledbury Town Council.

E79 MARKETS – UPDATE

The CDO gave members an update on Markets. The pitch occupation was generally good and the Administrative Officer was doing well organising traders and filling pitches last minute. The CDO addressed the new Craft Market and reported that interest was poor and proposed that this particular market be run when there was a likely increase in footfall, so that it coincided with other main events in Town and which would appeal to traders. Members agreed that this would work well especially if more events were going on in the town.

RESOLVED:

That the CDO and Administrative Officer work to revisit the schedule of craft markets in line with the calendar of events.

E80 CALENDAR OF EVENTS

Griff Holliday requested that Ledbury Celebration which takes place on 10 July 2022 between 11.00am and 5.00pm should be added to the calendar of events. Griff Holliday also queried if Heritage Day would be supported this year between 9 and 18 September 2022 and the Clerk confirmed this would be going ahead.

RESOLVED:

1. That members receive and note the Calendar of Events.
2. That Ledbury Celebration and Heritage Day be added to the Calendar of Events.

E81 DATE OF NEXT MEETING

RESOLVED:

It was noted that the next meeting of the Events Working Party was scheduled for Tuesday, 17 May 2022 and that the Deputy Clerk would be providing members with a full list of future dates at that meeting.

The meeting ended at 11:30am.

Signed Dated
(Chair)

LEDBURY TOWN COUNCIL

**MINUTES OF AN EVENTS WORKING PARTY MEETING HELD ON
29 JUNE 2022**

PRESENT: Councillor Morris (Chair)
NON-COUNCIL MEMBERS: Griff Holliday, Hilary Jones and Christine Tustin

ALSO PRESENT: Julia Lawrence – Deputy Clerk
Emma Jackson – Community Development Officer

E91 ELECTION OF CHAIR FOR 2022/23 MUNICIPAL YEAR

Councillor Morris was formally elected Chair to the Events Working Party.

E92 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Howells and Peter Arscott.

E93 DECLARATIONS OF INTERESTS

No declarations of interest were received.

E94 TERMS OF REFERENCE

Griff Holliday requested that the Terms of Reference be reviewed further as he felt that they did not truly reflect the purpose of the Working Party. It was agreed that this would be brought back to the next Working Party meeting for further discussion.

E95 ELECTION OF NON-COUNCIL MEMBERS TO THE EVENTS WORKING PARTY

Christine Tustin was elected as a non-council member on to the Working Party.

E96 TO APPROVE AND SIGN THE MINUTES OF A MEETING OF THE EVENTS WORKING PARTY HELD ON TUESDAY, 17 MAY 2022

RESOLVED:

That the minutes of the Events Working Party held on Tuesday, 17 May 2022 be approved and signed as a correct record.

E97 2022 QUEEN'S PLATINUM JUBILEE EVENTS - UPDATES

1 Jubilee Picnic in the Park : Friday, 3 June 2022, 2.00pm to 7.00pm

The Community Development Officer had presented a report to the meeting which was received and noted. Councillor Morris reported that it had been a good day albeit appreciating that there had been a lot of pressure getting it together and that should the Council run an event next year, then the Council needed to allow for between 9 and 12 months to organise it.

The Council is requested to decide what event they would like to run next year now in order to allow adequate time to organise the event. Councillor Morris made reference to World Book Day in March 2023 and that if we wanted to attract a celebrity, then we would need to start work on this in September.

2 Community Day

Griff Holliday gave an update on Community Day. The committee had asked for feedback, but it was too early to share responses as they were still awaited. Generally, Griff Holliday considered that the event was successful as it had done what it set out to do.

Councillor Morris considered that there were not many young or middle-aged people or parents with young children supporting the event whereas Griff Holliday considered that was the normal age range of attendees. Christine Tustin considered the event comes around very quickly albeit Griff Holliday stated that the last event was in 2019 and considered that if the event is dropped for a year, then it is difficult to restart. Members of the Working Party needed to be mindful that it was a busy weekend what with all the Jubilee events as well as half term week so there would have been a lot of people away.

Discussion took place as to whether the event should be moved to another date because of potential clashes with Hellens and the Three Counties Show. A provisional date of 10 June 2023 has been set subject to approval from the Community Day's Committee.

RECOMMENDATION:

Members of the Environment and Leisure Committee are asked to consider what type of event Ledbury Town Council would like to run next year as an annual event for future years.

E98 OCTOBER FAIR

The Deputy Clerk advised Members that Ashley Rogers had been advised that their proposal to extend times of the road closure had not been approved. No response had been received from the Rogers Family.

Councillor Morris asked if their rates had been negotiated and the Deputy Clerk advised that she would pick this matter up with the Clerk.

RESOLVED:

That the Deputy Clerk is to liaise with the Clerk to consider rates for the Funfair.

E99 HERITAGE OPEN DAYS (“HOD”)

The Community Development Officer (“CDO”) had presented a report of HOD advising that the overall theme was ‘Invention’ and that the Council’s Tour Guides were going to open up the Painted Room and Market House on certain days. It was proposed that the Council would only co-ordinate the event with local Ledbury Heritage sites to establish what buildings would be open during the Heritage Open Days, being 9 – 18 September 2022. This would lead to a focused HODS event in Ledbury, through resulting publicity and marketing. Individual Heritage sites would still take ownership of organising events and Ledbury Town Council through the CDO would help facilitate co-ordinations and collaboration. Heritage sites in Ledbury which could form part of this event are:

- Heritage Centre
- The Library / Master’s House
- The Poetry House (formerly known as The BBI)
- Ledbury Town Council : The Painted Room, Market House & Cemetery
- Butchers Row
- Church Tower (Bell exhibition)
- The Almshouses & St Katherine’s Chapel & Hall

The Town’s Traders could also be contacted to see if they would like to be involved, and certainly some communication with them would be advisable to maximise the benefits of HODS to the local economy. N.B. Tinsmiths’ have already booked the Heritage Centre for HODS & Tiley’s Printing would be a further example of a heritage trader that would be of interest.

It was agreed that a Task and Finish Group should be run to establish what three days would be the most appropriate to run the event. Councillor Morris had suggested 14-18 September 2022, but this would clash with H-Art and/or 3 Shires Stages Rally. 9-11 September 2022 were subsequently put forward as proposed alternative dates. The above mentioned organisations are to be invited to a Task and Finish Group within the next week as the deadline for registering is the end of July, with an increasing number of Press & Publicity opportunities over the next month.

It is recommended that the Environment & Leisure Committee consider the above and agree for the CDO to coordinate the event so that it can be publicised but that individual locations take ownership of what they wish to do to support the theme of Invention.

RECOMMENDATION:

That a Task and Finish Group be set up within the next 7 to 10 days to establish what dates the event should run and the CDO is to co-ordinate attendees.

E100 POETRY FESTIVAL INCLUDING LEDBURY CELEBRATION DAY

Poetry Festival:

The CDO, on behalf of Becky Shaw, the Operations Manager for the Poetry Festival gave a resume of events taking place for the Poetry Festival, noting that there would be 11 days of poetry events, with 83 events in total. The whole town centre would be involved which would even include deck chairs under the Market House or possibly a beach in the Walled Garden. The Poetry Festival had also arranged for bunting to be put up in Church Lane and this was being done at the time of this meeting!

Ledbury Celebration Day:

Griff Holliday confirmed that good progress had been made. There will be a good selection of attendees, with 20 food stalls but noted that they had had difficulty in getting good local food. Ledbury Town Council would be providing their 12 gazebos for the event. There would be an excellent line-up of music including three choirs. The poetry machine would be in operation on 1 July in the Burgage Hall.

E101 CALENDAR OF EVENTS

Councillor Morris requested that the headings of the table should appear at the top of each page.

The dates for the Heritage Open Days needed to be confirmed subject to the Task & Finish Group taking place.

The CDO is to add times for the Three Shires Rally event and will circulate a copy to the Carnival Princess co-ordinator so that she is aware of all up and coming dates. Ensure that the calendar is put on the Council's website.

By September, to start adding events for 2023 such as the Big Breakfast and World Book Day.

Griff Holliday left the meeting at 11.00am

RESOLVED:

That members receive and note the Calendar of Events and the various amendments be made to the Calendar.

E102 DATE OF NEXT MEETING

RESOLVED:

It was noted that the next meeting of the Events Working Party was scheduled for Thursday, 21 July 2022 and would be held at Ledbury Funeral Services (Co-op) at 10.00am.

The meeting ended at 11:05am.

Signed Dated
(Chair)

DRAFT

LEDBURY TOWN COUNCIL

**MINUTES OF A CLIMATE CHANGE WORKING PARTY MEETING HELD ON
30 MAY 2022**

PRESENT: Councillors Chowns and Morris, Amanda Lambourne, William Lambourne, Alan Pike, Dilys Merry, Nina Shields (Chair)

ALSO PRESENT: Julia Lawrence – Deputy Town Clerk

CC60 ELECTION OF CHAIR FOR 2022/23 MUNICIPAL YEAR

Nina Shields was elected as Chair for the 2022/23 municipal year.

CC61 APOLOGIES FOR ABSENCE

Apologies for absence were received from Al Braithwaite.

CC62 DECLARATIONS OF INTEREST

None received.

CC63 TERMS OF REFERENCE

The Terms of Reference were reviewed noting that in 3 sections, the Terms of Reference referred to “Amenities and Tourism Committee” when this should still read “Environment and Leisure Committee”.

Nina Shields made reference to previous occasions when projects had been rejected without any explanation by the Environment and Leisure Committee and requested that in future, good feedback should be provided on proposals put forward.

Councillors Chowns, Chair to the Environment and Leisure Committee, apologised for proposals that had not been pursued but stated that he was unable to attend meetings on a Monday evening and therefore had no advocacy due to non-attendance.

Councillor Morris proposed that the Environment and Leisure Committee include the Climate Change Working Party as an agenda item at the next meeting on 7 July 2022 in order to establish its modus operandi, setting out its aims and objectives.

It was noted that whilst there will be occasions when suggestions are put forward, members of the Working Party needed to appreciate that not all

recommendations may get approved by the Environment and Leisure Committee.

RESOLVED:

- 1 That the Terms of Reference be agreed.
- 2 That an agenda item is to be placed on the next Environment and Leisure Committee meeting requesting discussion on the modus operandi of the Climate Change Working Party to include its aims and objectives.

CC64 TO RECEIVE AND NOTE THE MINUTES OF THE CLIMATE CHANGE WORKING PARTY HELD ON 7 FEBRUARY 2022

RESOLVED:

That the minutes of the Climate Change meeting held on 7 February 2022 be received and noted as a correct record.

CC65 CLIMATE CHANGE DECLARATION

Members of the Climate Change Working Party were asked to refresh themselves on the contents of the Climate Change Declaration noting that the Working Party are only able to put forward recommendations as it is for the Environment and Leisure Committee to agree and propose recommendations put forward.

CC66 ACTION SHEET

Nina Shields advised the Working Party that the original Action Plan was far too long and it was proposed that the abbreviated Action Plan be presented to the Environment and Leisure Committee for discussion and approval before proceeding with any of the suggestions put forward.

Nina Shields reminded members that once a project had been rejected, it cannot be revisited until a further six months had passed.

RESOLVED:

That the abbreviated Action Plan be presented at the next Environment and Leisure Committee for discussion and approval prior to commencement of any of the projects.

CC67 2022 PROJECTS

Review of plastic free policy for Ledbury Town Council - A copy of the Policy is attached. Members are asked to note the contents.

Members of the Working Party discussed other topics, including:

- 1 Planting trees – put forward suggestions as to where they could be planted
- 2 Homend Crescent mining bees.
- 3 Mixing wild flowers with cultivated flowers.
- 4 Promote nature conservation on a mini scale – identify areas around Town and bringing awareness to local residents.

Members noted that several litter picking parties were underway and doing litter picks but there appeared to be no communication between them. It was agreed that a register should be facilitated through the Environment and Leisure Committee and the Deputy Clerk asked members to channel all contacts details for the various groups in order that the register could be formed.

In summary, members appreciated that a mechanism needed to be established first to decide on priorities and/or what is feasible, agree on communications and then get acceptance from the Environment and Leisure Committee to proceed.

RESOLVED:

- 1 **That Members of the Climate Change Working Party present the proposed 2022 projects to the Environment and Leisure Committee for discussion and approval on 7 July 2022.**
- 2 **That Members of the Climate Change Working Party provide the Deputy Clerk with contact details for all litter pick groups so to establish a register.**

CC68 DATE OF NEXT MEETING

RESOLVED:

It was noted that the next meeting of the Climate Change Working Party is scheduled for Wednesday, 3 August 2022 at 6.00pm, at Ledbury Town Council offices.

The meeting ended at 7:30pm.

Signed Dated
(Chair)

LEDBURY TOWN COUNCIL

ENVIRONMENT & LEISURE COMMITTEE	7 JULY 2022	AGENDA ITEM: 19.3
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Report prepared by Julia Lawrence, Deputy Town Clerk

FUTURE REQUIREMENTS OF THE CLIMATE CHANGE WORKING PARTY

Purpose of Report

The purpose of this report is for Members of the Environment and Leisure Committee to agree on the future requirements of the Climate Change Working Party.

Detailed Information

Members of the Committee will note that a complaint had been received from the Chair of the Climate Change Working Party, Nina Shields, in March 2022 expressing concerns over the lack of support that this particular Working Party was receiving from Members of the Committee. Whilst the complaint has been addressed, members of the Working Party would like a clear vision as to what they should focus on going forward, in order that when proposals are presented to Members of the Environment and Leisure Committee for consideration, they will then receive full support because they are issues/projects that the Environment and Leisure Committee believe are important not only for sustainability in general but also for the local community.

The following list of projects are up for consideration by the Environment and Leisure Committee and the Working Party seeks their approval to either continue with them or disband the idea.

- Review of plastic free policy for Ledbury Town Council;
- Planting trees;
- Homend Crescent mining bees;
- Mixing wild flowers with cultivated flowers;
- Promote nature conservation on a mini scale – identify areas around Town and bringing awareness to local residents.

The majority of the Climate Change Working Party members are volunteers so it is important that they receive positive feedback in response to requests and if the subject matter is rejected, reasons for that objection should also be provided.

Please note that no budget has been allocated for this financial year. However, the Committee are asked to consider what they believe would be a suitable budget provision going forward.

Recommendation

That Members of the Environment & Leisure Committee receive and note the contents of this report and agree what projects should be given priority for 2022/23 for the Climate Change Working Party and what should be a suitable budget provision going forward.