



LEDBURY TOWN COUNCIL

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9 February 2024

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

Dear Member

You are invited to attend an Extraordinary Meeting of the **Environment & Leisure Committee on Thursday, 15 February 2024 at 5.30pm at the Town Council Offices, Church Lane, Ledbury**, for the purpose of transacting the business set out below.

Yours faithfully

Angela Price
Town Clerk

FILMING AND RECORDING OF COUNCIL MEETINGS

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

A G E N D A

- 1 To receive apologies for absence**
- 2 Declarations of Interest**

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

3 The Nolan Principles

4 Public Participation

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

5 To receive and note the minutes of meetings of the Environment & Leisure Committee held on Thursday, 4 January 2024 (Pages 497 - 504)

6 To review Action Sheets (Page 505)

7 Garden of Remembrance – Ledbury Cemetery (Pages 506 - 509)

8 Date of Next Meeting

The next meeting of the Environment and Leisure Committee is scheduled to take place on Thursday, 7 March 2024 in the Committee Room, Council Offices, Church Lane, Ledbury.

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

Agenda excluding confidential papers to:

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LEDBURY TOWN COUNCIL

MINUTES OF A MEETING OF THE ENVIRONMENT AND LEISURE COMMITTEE

HELD ON 4 JANUARY 2024

PRESENT: Councillors Bradford, Chowns (Chair), l'Anson & Sinclair.

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

E69 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Eakin, McAll and Newsham.

E70 DECLARATIONS OF INTEREST

RESOLVED:

None received.

E71 THE NOLAN PRINCIPLES

RESOLVED:

That the Nolan Principles be received and noted.

E72 PUBLIC PARTICIPATION

No members of the public were present at the meeting.

E73 TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING OF THE ENVIRONMENT & LEISURE COMMITTEE HELD ON 2 NOVEMBER 2023

Members requested that, as stated in Minute No. E58 War Memorial Ownership, there should be an item in the next Council Newsletter to “make it widely known that the ownership of the War Memorial does not sit with the Town Council, rather that they are custodians for the people”.

RESOLVED:

- 1. That the Minutes of the Meeting of the Environment & Leisure Committee held on 2 November 2023 were approved and signed as a correct record.**
- 2. That an article be included in the next Council Newsletter advising members of the public that the Town Council are Custodians of the War Memorial on behalf of the people of the town.**

E74 TO REVIEW ACTION SHEETS

Members were very pleased with the amount of progress made in completing tasks on the action sheet and expressed their appreciation to Officers. Members asked that in future only outstanding items in red should be shown on the Action Sheets.

RESOLVED:

That the Action Sheet be received and noted.

E75 CCTV CONTRACT WITH HEREFORDSHIRE COUNCIL

Councillor Bradford queried whether a new camera had been put in underneath the Market House as he was unable to locate it. Members asked the Deputy Clerk to check if this has been installed.

Members agreed that they would like more detail including a list of where all the cameras are located and their field of vision, and that this information should be an annex to the Service Level Agreement.

Members were advised that there are difficulties communicating with the CCTV Monitoring Office and that the Town Council no longer receive quarterly reports as was the case in the past. Members instructed the Deputy Clerk to investigate why the Council can no longer have direct access to the footage from the CCTV cameras.

Councillor Sinclair proposed that the CCTV Contract – Service Level Agreement (“SLA”) report be accepted in principle subject to Ledbury Town Council receiving clarification regarding access and further details on locations of all cameras and the field of vision that they cover.

RESOLVED:

- 1. That the Deputy Clerk investigate if a new camera had been installed underneath the Market House.**
- 2. That more information be retrieved from the CCTV Monitoring Office including details on where all cameras are located and their field of vision.**
- 3. That the Deputy Clerk investigate why Ledbury Town Council no longer receive quarterly reports from the CCTV Monitoring Office.**
- 4. That the CCTV Contract – Service Level Agreement report be accepted in principle subject to Ledbury Town Council receiving clarification regarding access to footage along with details on locations of all cameras and the field of vision that they cover and that this be reported back to Full Council.**
- 5. That the Herefordshire CCTV News and Annual Report provided be received and noted.**

E76 CCTV UPDATE

Members noted that should Herefordshire Council not continue with the provision of new CCTV at the Recreation Ground, then Ledbury Town Council would have to cover the cost for any new equipment.

Members also noted that it would be beneficial to investigate options of installing a CCTV camera on the Methodist Church to cover down Bye Street which would also come under the Herefordshire Council contract.

Members discussed why the camera in Dog Hill Wood had been removed from the CCTV Policy. Councillor Bradford informed members that the previous camera had been a wildlife camera with only a 12-month battery life and that in line with health and safety measures you need someone with a licence to install these and who also had a licence to work at height. Members asked the Deputy Clerk to check with the Ledbury Town Council contractor to see if he had an appropriate licence.

Members were advised that Officers were still waiting to hear back from Caroe & Partners in respect of their fees to assist in the installation of cameras at the Council Offices.

RESOLVED:

- 1. That the amendments to the Council's CCTV Policy be approved.**
- 2. That should Herefordshire Council not continue with the provision of CCTV cameras at the Recreation Ground Ledbury Town Council investigate the cost to install a camera at Bye Street to be linked into the Hereford CCTV system.**
- 3. That the Deputy Clerk check with the Council's contractor to establish whether he has an appropriate licence for working at height to install a camera at Dog Hill Wood.**

E77 WALLED GARDEN – LICENSE TO CULTIVATE

Councillor Bradford stated that the Walled Garden is not Ledbury Town Council's property, and the Town Council should not be paying to maintain this area. Councillor Bradford suggested that Herefordshire Council should take ownership of this area back.

Councillor Sinclair proposed that a report be submitted to the next Committee Meeting to inform members on how much of the precept has been spent in the last 12-months for maintaining the Walled Garden and other walkways in Ledbury, such as Deer Park and New Mills, and who is also responsible for these areas.

RESOLVED:

That a report be submitted to the next Meeting of the Environment and Leisure Committee providing a breakdown of the costs to Ledbury Town Council in respect of maintaining the Walled Garden and other walkways (i.e. Deer Park and New Mills) over the past 12 months.

E78 CEMETERY FEES – COMPARISONS

Members noted that Ledbury cemetery fees are significantly lower than other local Market Towns and that the Council should consider increasing their costs so that they are in line with other Market Towns. However, Members agreed that the fees should be increased gradually.

Councillor Chowns proposed that the 'Exclusive Right of Burial exceeding 18 years (Ledbury Resident)' should be increased from £462.00 to £500.00 and that the 'Exclusive Right of Burial in Garden of Remembrance (Ledbury Resident)' should be increased from £154.00 to £200.00 and that all other cemetery fees remain the same.

RECOMMENDATION:

That Members of the Environment and Leisure Committee meeting submit the following recommendations to Full Council for approval in respect of an increase to the current Cemetery Fees and Charges.

- 1. That the Exclusive Right of Burial exceeding 18 years (Ledbury Resident) be increased from £462.00 to £500.00.**
- 2. That the Exclusive Right of Burial in Garden of Remembrance (Ledbury Resident) be increased from £154.00 to £200.00.**

E79 PLAQUE FOR CEMETERY CHAPEL

Two options had been presented to Members on the design of a plaque to be displayed in the Cemetery Chapel listing past Mayors and Councillors who had passed away.

Members decided that they would like a more detailed sketch to be provided at the next Committee Meeting to include option 2 but with an additional column including the number of years the person served at Ledbury Town Council. Members also liked the design with red ink and requested that something similar be incorporated into it like a dark red/burgundy.

RESOLVED:

- 1. That a more detailed sketch be provided at the next Committee Meeting to include option 2 but with an additional column including the number of years the person served at Ledbury Town Council.**
- 2. That something similar to the red ink shown in the design be used, i.e. a dark red/burgundy colour.**

E80 CHRISTMAS LIGHTS

Members considered the possibility of purchasing the Christmas lights from Blachere, which had been in place for the past three years as part of the contract. However it was felt that this could incur more hidden costs than initially considered.

Members agreed that it would be wise to focus on just the centre of the town for Christmas Lights to help reduce the costs, from Top Cross to the junction of Bye Street/High Street. Councillors also suggested a competition for traders for the best lights to encourage shops to have their own Christmas Lights whereby the Council could consider offering a cash price of £1,000 for the best Christmas display. This would apply to the Homend only.

Councillor Bradford proposed that Option 2 be pursued with a new lighting company, with no lights on the Homend but to make the main focus of the Town Centre.

RECOMMENDATION:

- 1. That it be recommended to Full Council that quotes be obtained from Christmas Lights providers concentrating on the area from Top Cross to Bye Street, within the £15,000 budget, as follows:**
 - 5 verticals in the High Street;
 - Retain the string lights over the Almshouses, BBI, Market House and Council offices;
 - 1 x overhead light from BBI to Spec Savers
 - 1 x overhead light at Top Cross
- 2. That a tree similar to size and shape of the 2023 tree be sourced and more lights added.**
- 3. That consideration be given to a competition for Homend only traders and businesses to provide their own Christmas Lights display.**

E81 EICR TESTING

Councillor Sinclair proposed that Company 1 be appointed to carry out the EICR tests for the Council Offices, The Market House, and the Cemetery Chapel.

RESOLVED:

That company 1 be appointed to carry out the EICR tests for the Council Offices, The Market House, and the Cemetery Chapel for the total cost of £610.00 + VAT.

E82 COMMITTEE STRUCTURE – INITIAL DATA REPORT

Members expressed their thanks to Councillor McAll for his input to date in producing the data reports for the various committees.

RESOLVED:

That the Committee Structure – Initial Data Report be received and noted.

E83 MARKET HOUSE – FEASIBILITY STUDY FOR NEW SIT-ON CHAIR LIFT

Caroe & Partners had since provided a summary of what the feasibility study would entail in respect of the proposed new sit-on chair lift for the Market House, which was reviewed by Members of the Committee, confirming that Caroe & Partner's fees would be £3,000 + VAT and for Caroe & Partners to seek a Quantity Survey, would be for a fee of circa £800 to £1,000 + VAT.

RESOLVED:

That the information provided within the report provided by the Deputy Clerk be received and noted.

E84 WORKING PARTIES

84.1 Events Working Party

To receive and note the minutes of the meeting of the Events Working Party held on 1 November 2023 and the draft minutes dated 7 December 2023.

Members discussed the photographic calendar competition (Minute No. 90 refers). It was noted that it was proposed that the finished calendar should be ready for 2026, having been launched at Great Big Green Week in June 2024 and that it should be of trees of significance through the seasons. However, Members of the Environment & Leisure requested that this calendar should be made available for 2025.

RESOLVED:

- 1. That the minutes of the Events Working Party held on 1 November 2023 be received and noted.**
- 2. That the draft minutes of the Events Working Party dated 7 December 2023 be received and noted.**
- 3. That consideration be given to the competition being of trees of significance through the seasons.**

84.2 Climate Change Working Party

To receive and note the draft minutes of the meeting of the Climate Change Working Party held on 6 December 2023.

Councillor Sinclair questioned the accuracy of the assumptions and figures within the report. He pointed out that Prof Whitelegg's report assumed that each pupil is driven to and collected from JMHS on 195 days per year. The Chair agreed that the number of journey's was a gross exaggeration. Councillor did not consider the report should not be submitted

to the TMWP and pointed out that Prof Whitelegg even contradict his own calculation by quoting National Data for school runs. The vast majority walk to John Masefield High School.

Councillor Sinclair pointed out the following assumptions from within the report as being incorrect:

“The John Masefield school has 889 pupils and delivers 195 days of lessons each year. This results in 346,710 trips in the school year – $889 \times 2 \times 195 = 346,710$ school trips can be translated into tonnes of carbon if we have data that reveals the percentage of these trips that are by car, bus, bike and walking and trip length. National data shows that 47% of trips to school are by car and 1% by bicycle.

Members of the Environment and Leisure Committee agreed that the report presented by Professor John Whitelegg be submitted to a meeting of the Traffic Management Working Party on 31 January 2024 for further consideration.”

Concerns were raised about the placing of renewable PV panels on listed buildings.

RESOLVED:

1. **That the draft minutes of the Climate Change Working Party held on 6 December 2023 be received and noted.**
2. **That the report presented by Professor John Whitelegg be submitted to a meeting of Traffic Management Working Party on 31 January 2024 for further consideration.**
3. **Councillor Chowns agreed to speak to Councillor Ellie Chowns in respect of details for NMiTE.**

E85 MALVERN HILLS NATIONAL LANDSCAPE CONSULTATION

Members of the Committee reviewed the documentation that had been presented by the Malvern Hills Landscape Team on the new draft Position Statement on “Renewable Energy in the Malvern Hills National Landscape and its Setting” and requested that the documentation be reviewed by members of the Climate Change Working Party at their next meeting on 7 February 2024 and make a response before the consultation deadline of 28 February 2024.

RESOLVED:

That the Climate Change Working Party review the documentation of the Malvern Hills National Landscape Consultation and provide a response.

E86 DATE OF NEXT MEETING

RESOLVED:

That the next Meeting of the Environment and Leisure Committee will be held on 7 March 2024 in the Committee Room, Council Offices, Church Lane, Ledbury.

E87 EXCLUSION OF PRESS AND PUBLIC

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

E88 FUTURE PROVISION OF BURIAL GROUNDS

Members of the Environment and Leisure Committee considered the options open to the Council for the existing Cemetery in New Street, appreciating that it was anticipated that the Cemetery would be at full capacity for new graves in approximately 15 years' time. Members considered that the provision of a new/extended Cemetery would put a real financial strain on the Council and would not be affordable, in terms of a public loan being too expensive, escalating land value costs and the impact on the precept.

Councillor Sinclair stated that he felt this would create an unfair financial strain on the council and the residents of Ledbury if the council were to proceed with this. He pointed out that land in and around Ledbury is likely to cost more than the suggested £70,000-£120,000 and no land owner around Ledbury would sell land at this price if planning permission was granted for development of a site. This would mean that the council would have to compete with developers and therefore, would increase the cost to council and residents of Ledbury.

Councillor Bradford advised that there is land in and around Ledbury, planning permission for houses and commercial use is often granted, but we would be looking for land to bury the dead. However, pragmatically the council should request that Hereford take over further burial provision, due to the potential increase to the precept.

Councillor Chowns pointed out that Ledbury Town Council, as a Parish Council do not have a statutory duty to provide burial authority.

Due to the factors referred to above, Councillor Bradford proposed that Ledbury Town Council do not continue to make provision for burial services for new plots in Ledbury Cemetery once all the new plots have been taken.

RECOMMENDATION:

That Ledbury Town Council do not continue to make provision for burial services for new plots at Ledbury Cemetery at this stage.

The meeting ended at 8:57pm.

SignedDated
(Chair)

ENVIRONMENT AND LEISURE COMMITTEE

15.02.24

Minute No.	Action	To be Actioned by	Date Actioned	Updates	Status
E62.3	That a Memorial Plaque be erected to commemorate past Mayors and Councillors who have passed away	DTC	Mar-24	Superseded - please see E79.1 below.	Complete
E62.4	That contingency be considered as part of the earmarked reserves for the purchase and laying out of new cemetery land – that the members agreed that this should be explored further and that a PWLB loan may be the appropriate action	TC/DTC/Councillors	Feb-24	Please refer to E88 below.	Complete
E64.1.2.	That officers be authorised to book Petr Horacek and/or Andy Seed for Ledbury World Book Day 2024 at a cost of £860 plus travel fees and VAT	CDO	Dec-23	Author has now been booked.	Complete
E64.1.3.	That Catherine Barr be booked for the Great Big Green Week at a cost of £505 plus travel and VAT, which would be funded from the Climate Change Working Party budget	CDO	Dec-23	The author is now not available having accepted commitments elsewhere	Complete
E64.1.6.	That a full breakdown of the costs for the 2024 HODs event be provided prior to discussing the proposed budget of £3,500	CDO	Mar-24	CDO is to arrange a Steering Group meeting to progress this.	In progress
E64.1.7.	That training be provided for volunteers at the HODs event prior to the 2024 event	CDO	Mar-24	CDO is to liaise with Al Braithwaite to contact local community groups and councillors to arrange a workshop on the history of heritage sites.	In progress
E67	October Funfair Service Level Agreement - That members requested that this item be taken to a Task and Finish Group for an in-depth review	TC	Mar-24	Meeting took place on 24 January (TC/DTC/Cllrs Chowns & McAll) to discuss the draft SLA. TC to forward amendments to solicitors for updating.	In progress
E73.2	That an article be included in the next Council Newsletter advising members of the public that the Town Council are Custodians of the War Memorial on behalf of the people of the town.	Officers	Mar-24	To be included within next Newsletter scheduled for March	In progress
E75.1	That the Deputy Clerk investigate if a new camera had been installed underneath the Market House.	DTC	Mar-24	The Deputy Clerk visited the CCTV Monitoring Centre on 6 February 2024 and will be submitting a detailed report following that visit which will be presented at the next E&L meeting in March.	In progress
E75.2	That more information be retrieved from the CCTV Monitoring Office including details on where all camera are located and their field of vision.				
E75.3	That the Deputy Clerk investigate why Ledbury Town Council no longer receive quarterly reports from the CCTV Monitoring Office.				
E75.4	That the CCTV Contract - Service Level Agreement report be accepted in principle subject to Ledbury Town Council receiving clarification regarding access to footage along with details on locations of all camera and the field of vision that they cover and that this be reported back to Full Council.				
E76.1	That the amendments to the Council's CCTV Policy be approved.	TC	Feb-24	Policy has been updated.	Complete
E76.2	That should Herefordshire Council not continue with the provision of CCTV cameras at the Recreation Ground Ledbury Town Council investigate the cost to install a camera at Bye Street to be linked into the Hereford CCTV system.	TC		ON HOLD - Due to withdrawal of scheme by Hereford City Council.	On Hold
E76.3	That the Deputy Clerk check with the Council's contractor to establish whether he has an appropriate license for working at height to install a camera at Dog Hill Wood.	DTC	07-Mar-24	DTC has contacted the Contractor - a response is awaited.	In progress
E77	That a report be submitted to the next meeting of Environment & Leisure Committee providing a breakdown of the costs to Ledbury Town Council in respect of maintaining the Walled Garden and other walkways (i.e. Deer Park and New Mills) over the past 12 months.	DTC	07-Mar-24	Report to be submitted to the E&L meeting 7 March	In progress
E78	RECOMMENDATION: That Members of the Environment and Leisure Committee meeting submit the following recommendations to Full Council for approval in respect of an increase to the current Cemetery Fees and Charges:	Full Council		Full Council agreed on 25 January to increase the charges noted. The Schedule of Charges has been updated.	Complete
E78.1	That the Exclusive Right of Burial exceeding 18 years (Ledbury Resident) be increased from £462.00 to £500.00				
E78.2	That the Exclusive Right of Burial in Garden of Remembrance (Ledbury Resident) be increased from £154.00 to £200.00				
E79.1	That a more detailed sketch of the Plaque for the Cemetery Chapel be provided at the next Committee Meeting to include option 2 but with an additional column including the number of years the person served at Ledbury Town Council.	DTC	07-Mar-24	DTC has contacted Calligrapher and a revised mock-up will be submitted to the E&L meeting in March.	Ongoing
E79.2	That something similar to the red ink shown in the design be used, i.e. a dark red/burgundy colour.				
E80.1	RECOMMENDATION: That it be recommended to Full Council that quotes be obtained from Christmas Lights providers concentrating on the area from Top Cross to Bye Street, within the £15,000 budget, as follows: •5 verticals in the High Street; •Retain the string lights over the Almshouses, BBI, Market House and Council offices; •1 x overhead light from BBI to Spec Savers •1 x overhead light at Top Cross	TC/DTC	07-Mar-24	Meeting to be arranged with Christmas Light contractors.	In progress
E80.2	That a tree similar to size and shape of the 2023 tree be sourced and more lights added.	DTC	Jan-24	Coddington Trees have been contacted and a tree has been reserved for 2024.	Complete
E80.3	That consideration be given to a competition for Homend only traders and businesses to provide their own Christmas Lights display.	Officers		Superseded	Complete
E81	That company 1 be appointed to carry out the EICR tests for the Council Offices, The Market House, and the Cemetery Chapel for the total cost of £610.00 + VAT.	DTC	Feb-24	DTC has chased contractor for date, advising that if this is not done within next two weeks (ending 23 Feb) then the Council will source another contractor.	In progress
E84.1.3	That consideration be given to the competition being of trees of significance through the seasons.	CDO	Mar-24	CDO to address this at new Task & Finish Group for Great Big Green Week - date to be confirmed	In progress
E84.2.2	That the report presented by Professor John Whitlegg be submitted to a meeting of Traffic Management Working Party on 31 January 2024 for further consideration.	TC		The Traffic Management Working Party did not take place on 31 January. It will be presented at the next meeting to be scheduled.	In progress
E84.2.3	Councillor Chowns agreed to speak to Councillor Ellie Chowns in respect of details for NMiTE.	Cllr Chowns	Feb-24	Agreed at CCWP that Al Braithwaite will contact NMiTE as she already has contacts at NMiTE.	Complete
E85	That the Climate Change Working Party review the documentation of the Malvern Hills National Landscape Consultation and provide a response.	CCWP	Feb-24	CCWP has provided response to TC in order to respond to Malvern Hills	Complete
E88	RECOMMENDATION: That Ledbury Town Council do not continue to make provision for burial services for new plots at Ledbury Cemetery at this stage.	TC/Councillors	Feb-24	Recommendation NOT agreed at Full Council. Further details to be provided at Parish Meeting on 15 February.	In progress

LEDBURY TOWN COUNCIL

ENVIRONMENT & LEISURE COMMITTEE	15 FEBRUARY 2024 (Extraordinary Meeting)	AGENDA ITEM: 7
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Report prepared by Julia Lawrence – Deputy Town Clerk

GARDEN OF REMEMBRANCE – LEDBURY CEMETERY

Purpose of Report

The purpose of this report is to ask Members of the Environment and Leisure Committee to consider quotations received from contractors to build a new Garden of Remembrance (“GOR”) at Ledbury Cemetery.

Detailed Information

Members of the Environment and Leisure Committee will note that it was agreed for a new GOR to be put in place at the June 2023 committee meeting (Minute Ref: 13.13).

Six contractors were recently approached inviting them to quote for the works to establish a new GOR at Ledbury Cemetery. As shown by the photograph below, the last GOR only had 6 plots available but since this photograph was taken, there are now only 2 plots remaining. Therefore, all contractors have been advised that whoever is successful, the Council would wish the works to take place at the earliest opportunity.



The specification to undertake this work was as follows:

- 1 The size of the GOR to be 9 metres x 1.95 metres, to be in keeping with the existing GORs.
- 2 Prepare the ground, removing any hardstone slab/bricks/rocks and making sure that the ground has been properly prepared and sufficient levels are maintained to a depth of 0.6 metres.

As shown in the photograph below, the stone wall in the middle at the top of the photograph extends down across the grass. The ground has been rodded by the grave digger who has confirmed that the wall is approximately three inches beneath the grass surface so this will need to be excavated and removed, as this will be the location of the new GOR.



- 3 Apply Terram Weed membrane.
- 4 Apply 50mm gravel, similar to what has been used in the other GOR.
- 5 The GOR to have edging kerb stones, set on a concrete base, like the existing GOR.
- 6 All rubble and any rubbish relating to the works are to be removed off site by the Contractor and the site to be left tidy on completion of works.

As noted above, six contractors were approached, of which three contractors declined to quote (two responded and the other didn't). A summary of the positive responses to the invitation for this work are as follows:

Company	Location	Cost, exc VAT	Notes/Availability
1	Ledbury	£3,327.00	All work is fully guaranteed. Public Liability Insurance - £10million. Employers' Liability Insurance - £10million. The company has confirmed that they have a team of 9 operatives so could easily change their work programme to accommodate an early start date.
2	Ledbury	£2,550.00	Public and Product Liability Insurance - £5million. This company already has other commitments for February so would not be able to start until mid March.
3	Hereford	£3,310.00	Details of Public Liability Insurance not provided. This company also has other commitments and would not be able to start until end March/April.

It should be noted that whilst Contractors have confirmed their availability, any start date will also be dependent upon weather conditions at the time. It is envisaged that the works will take approximately 3 to 4 days although all works will have to fit around any pre-booked funerals.

All companies are reputable and would be able to carry out these works. The Council has used two of the above companies for other works in the past.

Funds to cover the costs for the GOR will be taken from:
102/4206 Grounds Maintenance (£1,687) with the balance taken from General Reserves 2023/24.

Members should also note that there will be an additional cost to map the new plots on the Council's electronic mapping system and a cost for this will be reported at the committee meeting in March 2024.

Funds to cover the mapping costs will be taken from General Reserves 2023/24.

Recommendation

That Members of the Environment and Leisure Committee give consideration to the quotations received and select one contractor to build a new GOR at Ledbury Cemetery, and to instruct Officers to appoint the successful contractor so that works can commence as soon as possible.