

# LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES, CHURCH STREET, LEDBURY

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13 January 2023

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

Dear Member

You are invited to attend a meeting of the **Environment & Leisure Committee on Thursday, 19 January 2023 at 7.00pm at Ledbury Town Council Offices, Church Lane, Ledbury**, for the purpose of transacting the business set out below.

Yours faithfully

Angela Price PSLCC, AICCM  
Town Clerk

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

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

Members of the public are permitted to file or record meetings to which they are permitted access, in a non-disruptive manner. Whilst those attending meetings are deemed to have consented to the filming, recording or broadcasting of meetings, those exercising the rights to film, record and broadcast must respect the rights of other people attending under the Data Protection Act 1998.

**1 To receive apologies for absence**

**2 Declarations of Interest**

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

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

**3 To receive and note The Nolan Principles (Standing Item) (Pages 1610 - 1611)**

**4 Public Participation**

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

**5 To receive and note the minutes of a meeting of the Environment & Leisure Committee held on Thursday, 17 November 2022 (Pages 1612 – 1619)**

**6 To review Action Sheets (Pages 1620 – 1621)**

**7 Cemetery**

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

7.2 That in accordance with Standing Order 23(a), authority be given for the Deeds of Exclusive Right of Burial 164 to be signed, granting the transfer of the exclusive right of burial to those named on each transfer request.

**8 Sports and Play Consulting (Pages 1622 - 1623)**

**9 Great Big Green Week Event (Pages 1624 - 1629)**

**10 “No Ball Games” Sign - Blenheim Drive, Ledbury (Pages 1630 - 1633)**

**11 Cemetery Mapping Software Update (Pages 1634 - 1635)**

**12 Queens Memorial in the Walled Garden (Pages 1636 - 1637)**

**13 Dog Hill Wood Update (Pages 1638 - 1657)**

**14 Memorial Park Bench – Dog Hill Wood (Pages 1658 - 1659)**

**15 Cemetery Groundwork (Pages 1660 - 1663)**

**16 Security at the Recreation Ground (To Follow)**

**17 Woodland Management Plan for Eastnor Castle Estate (Pages 1664 - 1725)**

**18 Malvern Hills Area of Natural Beauty – Annual Review 2021/22 – FOR INFORMATION ONLY (Page 1726)**

## **19 Working Parties**

- 19.1 To receive and note the minutes of the meeting of the Events Working Party held on 10 November 2022 and 8 December 2022 and consider any recommendations therein. **(Pages 1728 - 1737)**
- 19.2 To receive and note the minutes of the meeting of the Climate Change Working Party held on 7 December 2022 and consider any recommendations therein. **(Pages 1738 - 1749)**
- 19.3** To receive and note the minutes of the meeting of the John Masefield Memorial Working Party held on 23 September 2022 and 25 November 2022. **(Pages 1750 - 1758)**

## **20 Date of Next Meeting**

Date of the next meeting of the Environment and Leisure Committee to be held on Thursday, 16 March 2023.

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

Agenda excluding confidential papers to:

Plus: The Press  
Library

Agenda front pages to all non-committee members



## LEDBURY TOWN COUNCIL

ENVIRONMENT & LEISURE COMMITTEE	19 JANUARY 2023	AGENDA ITEM NO. 3
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### THE SEVEN PRINCIPLES OF PUBLIC LIFE

#### (NOLAN PRINCIPLES)

**1. Selflessness**

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

**2. Integrity**

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

**3. Objectivity**

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

**4. Accountability**

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

**5. Openness**

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

**6. Honesty**

Holders of public office should be truthful.

**7. Leadership**

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



**LEDBURY TOWN COUNCIL**

**MINUTES OF AN ENVIRONMENT AND LEISURE COMMITTEE MEETING HELD  
ON 17 NOVEMBER 2022**

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**PRESENT:** Councillors Beddoes-Davies, Bradford, Chowns (Chair), Shields, Sims & Sinclair

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

**E310 APOLOGIES FOR ABSENCE**

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

**E311 DECLARATIONS OF INTEREST**

**RESOLVED:**

**No declarations of interest were received.**

**E312 THE NOLAN PRINCIPLES**

**RESOLVED:**

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

**E313 PUBLIC PARTICIPATION**

**RESOLVED:**

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

**E314 TO RECEIVE AND NOTE THE MINUTES OF THE ENVIRONMENT & LEISURE  
COMMITTEE MEETING HELD ON TUESDAY, 27 SEPTEMBER 2022**

Councillor Sinclair stated that these minutes should be considered at the next Full Council meeting due to Minute No. E301 being incorrect as he did not agree that the traffic management for the October Fair had been resolved. Discussions took place as to why the sum of £3,580.00 plus VAT was paid for traffic management at the Funfair when it has never been this much in previous years. Councillor Chowns reminded members that due to the last Environment and Leisure meeting being delayed, due to the passing of the late Queen Elizabeth II, unfortunately there was very little time left before the October Fair. With this in mind, the Clerk and himself had to make a quick decision on which companies would be appointed for the traffic management and first aid cover. Councillor Sinclair proposed that the minutes be received and accepted subject to the exclusion of Minute no. E301 – October Fair, Traffic Management.

Members also discussed when the works are planning to go ahead on the War Memorial. The Deputy Clerk informed members that she believed this was commencing in Spring 2023 due to weather conditions. Members asked that the Clerk release a public statement informing members of the public when the works are planned to start on the War Memorial.

**RESOLVED:**

- 1. That the minutes of the Environment & Leisure Committee Meeting held on Tuesday, 27 September 2022 be received and noted with the exception of Minute No. E301 which related to traffic management.**
- 2. That the Clerk provide a public statement to inform people when the works are due to commence on the War Memorial.**

**E315 TO REVIEW ACTION SHEETS**

The Deputy Clerk informed members of the following updates on the Action Sheet.

E300.1 – That the clearance of the ivy on the wall joining the Football Club at the cemetery is scheduled to take place on Tuesday, 22 November 2022.

E300.2 – That the carpet in the cemetery chapel has been paid for and the work is scheduled to commence on Thursday, 1 December 2022.

E300.3 – That the wooden floors beneath the pews in the chapel be stripped and re-stained on Monday, 28 November 2022 and/or Tuesday, 29 November 2022.

E302 – The Deputy Clerk informed the Committee Members that previously the Committee had agreed for a company to provide a steel band around the beam of the cantilever tyre swing. However, the Deputy Clerk advised that she was seeking companies to quote for a secondary safety device for the cantilever tyre swing and until that was agreed, confirmed that this project would remain in abeyance.

E303 – Members queried why a portable stairlift could not be fitted to the staircase attached to the Market House. Councillor Bradford asked the Deputy Clerk if members could have sight of the email from Herefordshire Council with the details confirming this. Councillors made reference to the actual staircase of the Market House believing that this part of the building was not listed and considered it should be exempt from the restrictions applied to the actual listed Market House.

**RESOLVED:**

**That the contents of the action sheet were received and noted and that the Deputy Clerk would provide a copy of the email received from Herefordshire Council regarding attaching a stairlift to the fabric of the building.**



## E316 CEMETERY

### RESOLVED:

**That authorisation be given for the signing of the Deeds for Exclusive Right of Burial 721, 725, 727, 728, 729, 731, 732 and 733 granting the exclusive right of burial to those named on the interment form.**

## E317 ANTI-SOCIAL BEHAVIOUR AT THE RECREATION GROUND

Members discussed the rising problems of anti-social behaviour at the Recreation Ground. Councillor Bradford stated that some 15 years ago, there was a budget for 'Security Park Keepers' who very successfully patrolled the Parish and Recreation Ground and after a while, they became known as Parish Officers. These individuals were highly trained, wore body cameras and had direct links with the Police. However, these job holders resigned and the positions haven't been replaced. Councillor Bradford considered that this option should be considered even if it meant a part-time role. Councillor Bradford informed members that he had investigated private security companies and believed that there are local companies who would be interested in this role.

Councillor Sims stated that he believed the budget proposed for this project would be better spent on a 'youth engagement programme' to create opportunities that could work parallel to eliminating anti-social behaviour, rather than addressing it as a separate issue. Discussion took place regarding using the Busy Bees building as a Youth Centre and it was noted that a dialogue was ongoing.

Councillor Sims considered that this item should not be voted upon at this time but rather that the Members awaited the results of the report which had been commissioned by Ledbury Town Council before taking a vote.

Councillor Sinclair proposed that members of the Environment and Leisure Committee accept the three recommendations included in the report on anti-social behaviour at the Recreation Ground and for these then to be taken to the next Full Council meeting taking place on Thursday, 1 December 2022.

A named vote was called.

Cllr Beddoes-Davies	For	Cllr Shields	Abstention
Cllr Bradford	For	Cllr Sims	Abstention
Cllr Chowns	For	Cllr Sinclair	For

### RECOMMENDATION:

**That the three recommendations in the report on anti-social behaviour at the Recreation Ground be accepted and be referred to the next Full Council meeting on Thursday, 1 December 2022.**

### **E318 DOG HILL WOOD – TREE SURVEY**

Members of the Committee noted the contents of the report. Councillor Bradford proposed that the recommendations be accepted on the Dog Hill Wood Tree Survey report, all members were in favour.

#### **RECOMMENDATIONS:**

- 1 That the recommendations be accepted from the Dog Hill Wood – Tree Survey report and for the Council to make a budget provision of circa £8,750 for the removal of the 25 trees identified in David Gardner's report.**
- 2 That members instruct the Deputy Clerk to seek quotations from professional tree surgeons for the removal of the 25 trees over a three/four year period.**

### **E319 SKATEPARK RESURFACING WORKS**

The Deputy Clerk informed members that originally a smaller section was proposed for resurfacing if it was required. However, now that the ramps have been re-aligned, it has identified a larger area of the skatepark that needs to be resurfaced. As previously advised, the Deputy Clerk had allowed a budget of circa £5,000 to £6,000 for the smaller area but now that the area has increased, so have the costs.

Councillor Sinclair proposed that Company C – Kington should be appointed for the resurfacing works on the skatepark, on the basis that the tarmac depth of material was 35mm and came with a two-year warranty against workmanship and defects. All Members of the Committee were in favour. Councillor Chowns asked that as soon as the Company has been appointed that Committee Members be advised of the start date for these works.

#### **RECOMMENDATION:**

**That the Deputy Clerk appoint Company C – Kington to carry out the resurfacing works on the skatepark as soon as possible, subject to the funding being available.**

### **E320 SKATEPARK ARTWORK**

Councillor Beddoes-Davies highlighted that not all skatepark users are school children and that the artwork that is being applied onto the ramps should appeal to all users no matter what their age is. With this in mind, asking schools to design the artwork for the skatepark is not reaching out to all users. Councillor Sims agreed that their needs to be a sense of ownership for all skatepark users and that this could potentially tie in with a 'youth engagement project'. This could be used as a teaching tool and an activity that all can join in on to create their own artwork alongside professionals. Councillor Sims proposed that a report be produced for the next Committee Meeting to include companies/artists that can teach skatepark users to create their own murals on the ramps and that this could be combined with a youth engagement project.

**RESOLVED:**

**That the Deputy Clerk produce a report on companies/artists that can teach skatepark users to create their own murals on the ramps and how this could be combined with a youth engagement project.**

**E321 WORKING PARTIES**

- 1. To receive and note the minutes of the meeting of the Events Working Party held on Thursday, 29 September and Thursday, 13 October 2022 and consider any recommendations therein.**

Councillor Bradford queried why there is to be a road closure for the Christmas Light Switch-on event on Sunday, 27 November 2022. The Deputy Clerk informed members that this event is going to be bigger than previous years and the road closure is necessary for the 26 Christmas Market stalls that will be in the High Street.

Councillor Bradford also stated that he did not feel people should have to book and pay for the Santa's Grotto as this is something that has not been done before in previous years. He queried what would happen if people were unaware of this booking system and just turned up on the day, would they be sent away? The Deputy Clerk informed members that they would not turn children away to see Father Christmas.

The Deputy Clerk informed members that the recommendations in these minutes had gone to the Finance, Policies & General Purposes Committee meeting. Councillor Sims asked if it could be made clearer on the agenda what recommendations members needed to act on in future meetings.

**RESOLVED:**

**That the minutes of the Events Working Party held on Thursday, 29 September and Thursday, 13 October 2022 were received and noted.**

- 2. Recommendations put forward at the Events Working Party held on Thursday, 10 November 2022**

Councillor Sims proposed that all seven recommendations be accepted from the report at the Events Working Party held on Thursday, 10 November 2022. All members were in favour. These recommendations related to:

- Four recommendations were in respect of World Book Day 2023;
- One recommendation was to include a budget line for known events in the annual budget programme;
- One recommendation was to consider delegated powers for the Clerk and Deputy Clerk, in conjunction with the Chairs of Environment and Leisure and Finance, Policy and General Purposes Committee in order that bookings could be secured for events well in advance;
- One recommendation was to set up a Task & Finish Group in respect of the Coronation event in May 2023.

**RESOLVED:**

**That all recommendations were accepted from the report on the Events Working Party held on Thursday, 10 November 2022**

- 3. To receive and note the minutes of the meeting of the climate change working party held on Wednesday, 12 October 2022 and consider any recommendations therein**

Councillor Shields advised the Committee about events taking place in January, "Keep Herefordshire Warm" for which grant funding is available. All Members were in favour of this. Councillor Shields also advised the Committee of the Great Big Green Week national event which she hoped Ledbury Town Council could consider and this will be brought back to the January 2023 meeting for consideration and approval.

**RESOLVED:**

**That the minutes of the meeting of the Climate Change Working Party held on Wednesday, 12 October 2022 were received and noted**

**E322 DATE OF NEXT MEETING**

**RESOLVED:**

**The next meeting of the Environment and Leisure Committee is scheduled for Thursday, 19 January 2023.**

**E323 EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED:**

**That in accordance with Section 1(2) of the Public Bodes 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.**

**E324 OCTOBER FUNFAIR**

Councillor Bradford highlighted the following issues that were raised at the October Funfair:

- Resolution to start Fair at 5.00pm and not 4.00pm
- Contamination from generators
- HGVs/vans arriving well before the agreed time
- Health & safety issues over trailing cables
- The amount of money paid by the Town Council for the road closure
- An assault that took place during the Fair which hospitalised a man and there has been no follow up report on this

Members questioned what powers does the Town Council have over enforcement on timings of arrival for the Funfair providers; what are the Council's limitations; whether

the Fair can be located in a different place, or, if the Town Council could enact fines. Councillor Chowns proposed that there should be a Memorandum of Understanding between the Town Council and the Funfair providers who have been coming to the Town for such a long time and that it was disappointing to note the issues that had occurred. Members also discussed the lack of police presence at this event. Councillor Bradford informed members that there is to be a Police Liaison Meeting in December and suggested that the Chair of this Committee should attend to discuss these issues from the October Fair.

The Deputy Clerk informed members that she was waiting for static CCTV images from Herefordshire Council to confirm if the cars were being moved too early in the day which the Funfair provider has denied all knowledge about.

The Deputy Clerk made members aware that in the 1584 Charter it does not specifically state that the Funfair must take place in the High Street. Members agreed that as a matter of urgency, all archives must be looked at to confirm any specifications on the October Funfair. Councillor Sims proposed that the Town Clerk seek independent legal advice as a matter of urgency on four main points listed below before the meeting takes place with the Funfair provider in the New Year.

- Costing
- Placement
- Timing
- Who runs the Funfair

All members were in favour of this.

**RESOLVED:**

**That the Clerk write a report on the October Funfair to include the above four points after seeking independent legal advice and that this information be taken to the meeting with the Funfair provider in the New Year.**

**E325 SPECIFICATION FOR MAINTENANCE OPERATIVE**

Members discussed the length of time that is most suitable for the maintenance operative job. Councillor Sims queried if a 12-month contract would be too long whereas Councillor Beddoes-Davies highlighted that a 12-month contract would be beneficial due to seasonal changes. Members agreed and stated that there must be a breakout clause within the contract.

**RESOLVED:**

**That the specification for the maintenance operative job contract be for a 12-month period, to include a breakout clause, be presented at the next Full Council meeting.**

The meeting ended at 8:40pm

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

Minute No	Action	To be actioned by	Date to be actioned by	Comments	Status
E314	That the Clerk provide a public statement to inform people when the works are due to commence on the War Memorial	TC			
E315	That the Deputy Clerk would provide a copy of the email received from Herefordshire Council regarding attaching a stairlift to the fabric of the building to the next E&L meeting.	DTC	End Jan 2023	13.01.23 As noted at November 2022, DTC is seeking evidence of how the old grain store may have been assessed at the Market House. If this location is different to where the current staircase is, then potentially Historic England could be asked to consider that that "opening" could be utilised for a lift. Still very early stages as having difficulty finding any evidence.	Ongoing
E317	That the three recommendations in the report on anti-social behaviour at the Recreation Ground be accepted and be referred to the next Full Council meeting on Thursday, 1 December 2022. 1. Consider what measures, if any, can be taken to reduce/eliminate anti-social behaviour in line with the measures set out in the email sent in from a local resident. 2. Consider whether Ledbury Town Council should engage a company to oversee the security at the Recreation Ground, and if so, what the arrangements should cover. 3. Consider whether a PACT style meeting should be convened in conjunction with West Mercia Police.	DTC	End Jan 2023	A Task and Finish Group meeting took place on Tuesday, 10 January 2023 to establish a job specification for a "Park Keeper" focussing purely on the security aspects. Agreed that the Deputy Clerk to contact security companies to establish how they tackle anti social behaviour as well as contacting other Town/Parish Councils in the County to see what measures they put in place to deal with such behaviour at recreation parks. Deputy Clerk is to present a report for the next E & L Meeting on 19 January 2023.	Ongoing
E318	That the Council make a budget provision of circa £8,750 for the removal of the 25 trees identified in David Gardner's report.	TC		Budget agreed	Complete
E319	That the Deputy Clerk seek costings from professional tree surgeons for the removal of the 25 trees over a three/four year period.	DTC	End Jan 2023	As at 13.01.23, draft tender document has been prepared but clarification is awaited from Forestry Commission as to whether a new Felling Licence is required. Please refer to Committee report for full details.	Ongoing - subject to outcome from Forestry Commission
E320	That the Deputy Clerk appoint Company C - Kingston to carry out the resurfacing works on the skatepark as soon as possible, subject to the funding being available. That the Deputy Clerk produce a report on companies/artists that can teach skatepark users to create their own murals on the ramps and how this could be combined with a youth engagement project.	DTC	End Jan 2023	G M Joyce Surfacing Ltd are scheduled to undertake resurfacing works from Monday 16 January until Wednesday 18 January, weather permitting.	Ongoing - expect works to be completed by 18 January 2023, subject to weather
E321.1	1. That the Community Development Officer contacts the Ledbury organisations that were involved in World Book Day 2022 to ascertain whether they wish to be involved in the 2023 event, and if so, how.	CDO	Early January 2023	13.01.23 - Whilst a report was reported to be brought back to the January 2023 Committee Meeting, this work has been postponed as this exercise will be the responsibility of the Community Development Officer to progress.	Ongoing
E321.2	2. That the Community Development Officer contacts schools in Ledbury and District (JMHS, Ledbury, Eastnor Primary School, Ashperton, Much Marcle, Cowall, Red Marley, Cradley, and Bosbury Primary Schools) to learn about their active involvement in the development of a Ledbury and District celebration.	CDO	Early January 2023	Contact has been made and an ongoing dialogue is in place.	Ongoing
E321.3	3. That the Community Development Officer and the Deputy Clerk engage with Ledbury Poetry Festival, especially around exploring the potential for Children Laureate's involvement in Ledbury's World Book Day 2023.	CDO	Early January 2023	All schools have been contacted and the CDO is to subsequently follow up all initial enquiries with the Schools.	Ongoing
E321.4	4. That the Environment & Leisure Committee allocates a budget with ceiling figure of £2,000 to the World Book Day event, to be taken from the 2022/23 Events Budget.	TC		Budget agreed	Complete
E321.5	5. The Events Working Party request that members of the Environment and Leisure Committee accept a proposal to form a Task and Finish Group in respect of the Coronation event planned to take place on the new Bank Holiday, Monday, 8 May 2023.	DTC	End Jan 2023	13.01.23 - A task & Finish Group meeting has been scheduled for Monday, 23 January 2023 at 3.00pm.	Ongoing - meeting planned for Monday 23 January 2023
E324	That the Clerk contact solicitors to seek independent legal advice concerning location of funfair, costs expected to be met by the Funfair, prior to meeting with the Funfair provider in the New Year.	TC	End Jan 2023	Outcome awaited from solicitors	
E325	That the specification for the maintenance operative job contract be for a 12-month period, to include a breakout clause, be presented at the next Full Council meeting.	DTC	10-Feb-23	13.01.23 - An advert has been drafted, in conjunction with the Job Specification. This has been presented at the Resources Committee meeting held on 12 January 2023. Agreed that this can now be advertised in local press, Contract Finder and sent to any local property services for consideration.	



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## LEDBURY TOWN COUNCIL

<b>ENVIRONMENT &amp; LEISURE COMMITTEE</b>	<b>19 JANUARY 2023</b>	<b>AGENDA ITEM: 8</b>
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Report prepared by Julia Lawrence, Deputy Town Clerk

### **INDEPENDENT ADVICE FOR SPORTS AND PLAY EQUIPMENT**

#### **Purpose of Report**

The purpose of this report is to ask Members of the Environment and Leisure Committee to consider the report submitted by Sports & Play Consulting. The company specialises in providing advice and support for the installation of new children's play equipment.

#### **Detailed Information**

Members of the Environment and Leisure Committee are aware that proposals are planned for a new piece of children's play equipment to be installed at the Recreation Ground in Ledbury. Whilst a consultation with the three local schools took place last year resulting in a preferred piece of equipment (Quest Enterprise) that the children voted on, it is proposed that Ledbury Town Council ("LTC") further addresses the requirements for the children's play area bearing in mind the substantial funds that will be required to undertake these changes.

Therefore, it is proposed that LTC appoints an independent company who can offer advice and support when required to help make informed choices, assess current facilities, procurement procedures, public consultation to evaluating tender responses so ensuring LTC end up with the right contractor for the project and ensuring that LTC follows best practice at all times.

With the help of Sports and Play Equipment, LTC can ensure we are compliant with British Standard EN1176 and appreciating that we most likely will want to remove two existing items of play equipment to make way for a new, bigger and better multi-use piece of equipment, LTC can ensure that all safety requirements are taken on board, such as, for example, adequate free space (*only applies where there is 'forced' movement*) and falling space (*surfacing area – free spaces may not overlap. Falling spaces may overlap but free spaces and adjacent falling spaces may not overlap*) between equipment. Getting this right will also keep the Inspectors from The Register of Play Inspectors International (RPII) happy as they will be able to confirm that everything installed meets all the playground safety standards.

Sports and Play Consulting is a specialist company, set up in March 2018 and is the only company in the UK that actually specialises in this particular field. Further details can be found in the attached document (Appendix A).

The company's client list extends to many Town and Parish Councils, including for example, Arnott Parish Council, Berkeley Town Council, Micheldever Parish Council, Marlborough Town and Council, Bude Town Council and Nailsworth Town Council.

An outline of the fee structure based on the budget and project is as follows:

Procurement and Tendering Stage	
- Fixed rate	£1,600.00
Project Management	
- 5.5% of budget (i.e. £35,000 budget for improvements)	£1,925.00

VAT does not currently apply.

### **Recommendations**

- 1 That Members of the Environment & Leisure Committee are asked to consider the proposal put forward to appoint Sports & Play Equipment to assist LTC in the procurement and tendering stage and project management for the purchase of a new children's piece of play equipment, in accordance with the fee structure set out above.**
- 2 Should Members of the Environment & Leisure Committee agree to the above proposals, that the company be appointed by the end of February 2023 in order that the procurement and tendering stage can get under way before selecting a contractor in the new financial year to deliver and install the new piece of play equipment.**

<https://www.sportsandplayconsulting.co.uk/>

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## LEDBURY TOWN COUNCIL

ENVIRONMENT & LEISURE COMMITTEE	19 JANUARY 2023	AGENDA ITEM: 9
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Report prepared by Julia Lawrence, Deputy Town Clerk

### GREAT BIG GREEN WEEK EVENT

#### Purpose of Report

The purpose of this report is to ask Members of the Environment and Leisure Committee to consider and allow the Climate Change Working Party to organise an event during the Great Big Green Week in June 2023.

#### Detailed Information

The Great Big Green Week event is being held this year between 10 and 18 June 2023.

At a recent Climate Change Working Party, members of that group compiled a Project Plan (Version 1) for the event and a copy is attached at Appendix A. As noted on the Project Plan, the event's main objective is to raise awareness and provide practical steps for residents that can help to try and mitigate the effects of climate change on our lives.

It is hoped that a wide range of organisations will participate in the event such as the local schools, UMITE, voluntary organisations and independent traders local to Ledbury, Herefordshire Council and if possible, national commercial organisations.

As noted in the Climate Change Working Party minutes dated 7 December 2022, the Working Party is seeking approval of an overall budget of £2,000 to cover not only this event but any other related opportunities during the year.

Members of the Environment and Leisure Committee are asked to consider the proposals put forward for the Climate Change Working Party to organise and run this event in June. It is envisaged that the Community Development Officer will play a leading role in its organisation.

#### Recommendation

**That Members of the Environment & Leisure Committee are asked to consider the proposals put forward and decide whether to allow the Climate Change Working Party to proceed with the organisation of an event in the Great Big Green Week, 10 to 18 June 2023.**



## Great Big Green Week 2023 Project DRAFT

Project Title:	Ledbury's Great Big Green Week Project 10 – 18 June 2023
Project Director/ Manager:	
Issue Date:	Oct 22
Revision No.:	v0.1
Status:	Draft

### PROJECT IDENTITY

Project Owner:	Ledbury Town Council - Chair of E & L Committee
Project Manager	Chairman of Climate Change Working Party

### OVERALL OBJECTIVE(S)

The aim of the project is during the Great Big Green Week to raise awareness and provide practical steps for residents, that can help to try and mitigate the effects of Climate Change on our lives and those of the future generations.

### RATIONALE FOR UNDERTAKING PROJECT

Climate Change affects everyone through their daily lives and this project would provide a focus through the national event week for residents to get involved in making a difference. It will allow opportunity to experience different ways that we could all help the planet by changing our behaviours. Starting to do things differently over a week could be the first step personalising those actions into everyday life.

### SCOPE

The Council has a Climate Change Emergency Declaration and leading this project would demonstrate how it takes Climate Change seriously.  
To hold a series of events across the town that provides the community with opportunities to take practical steps, get involved in local organisations, celebrate what we are doing to help the planet, and join up our community to create a movement of positive actions.  
These events would seek to include Schools, NMITE, voluntary organisations across the town, local independent traders, Herefordshire Council and national commercial organisations.  
The events will need to produce good memories to encourage people to maintain their new behaviours. So this could include musical engagements, quizzes, comedy acts, etc .

### Exclusions

- That no profit would be made from the event.
- No increase in carbon emissions would happen due to the events.

### Assumptions

- The council would lead/co-ordinate the project through officers of the council.
- The council would be supported by the Climate Change Working Party and other community groups.
- Events could be held under the Market House and at other venues, free of charge.
- Funding of set costs/publicity would be met by the council.
- Schools would play a significant part in the week (through the school curriculum, material is available to hold events and that schools will take advantage of this).

### Constraints

- Funding of set up costs would need to be kept to a minimum.

### MILESTONES/DELIVERABLES

- Identifying the local organisations, schools and businesses that would want to be involved.
- Seek approval from E & L Committee to undertake the project and secure funding for the event.
- Start to plan the events that could happen by engagement with key groups across the community.
- Develop a communication plan.
- 

### MAJOR RISKS

1. This project will take time to plan and run. Should there be a lack of commitment/capacity to meet the timeline set out, it would mean that the events may not take place and that it could lead to reputational damage for the council.
2. Lack of willingness and capacity across the town to get involved in the event.
3. Lack of ownership of the project by the Councillors will risk the overall success and delivery.
4. Clashes with other events in the town may reduce the success of the project and the willingness for residents to get involved.

### DEPENDENCIES/ INTERFACES

- To ensure that there is joined up thinking across the town so that everyone is clear about the role and responsibility and how they can contribute to the events.
- It is particularly important to align with the schools as their planning for future terms happens well in advance.
- Strong publicity through local and social media is vital to reach the Ledbury community in way that is appropriate to all.

### REPORTING

- This project should provide regular updates of the key milestones to the E & L Committee and Full Council.
- Engagement with the Traders Association would also be required.

### OTHER REQUIREMENTS

- Project Timeline to be developed by the end of December.

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## LEDBURY TOWN COUNCIL

ENVIRONMENT & LEISURE COMMITTEE	19 JANUARY 2023	AGENDA ITEM: 10
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Report prepared by Julia Lawrence, Deputy Town Clerk

### “NO BALL GAMES” SIGN - BLENHEIM DRIVE, LEDBURY

#### Purpose of Report

The purpose of this report is to ask Members of the Environment and Leisure Committee to consider whether a “No Ball Games” sign should be reinstated in Blenheim Drive.

#### Detailed Information

In November 2022, Ledbury Town Council received a complaint from a resident of Blenheim Drive concerning balls that were being kicked against their perimeter fence or balls that were thrown into their garden resulting in some damage.

For this reason, Ledbury Town Council took the decision to erect a “No Ball Games” sign in the green space in an attempt to prevent any further damage or distress to the residents.

The green space in question is not particularly large and it is not an area that the Council would encourage ball games such as football, to be played in and Councillors have noted that this area in the past has been used as a quiet space for picnics etc.

The Malvern Gazette and Ledbury Reporter featured this matter in the paper on 25 November 2022 and a copy of the article is attached at Appendix A.

Following the media coverage, it should be noted that the sign was subsequently removed by Ledbury Town Council.

Another resident living in the immediate area stated: *“Having just read the article in the Ledbury Reporter, I am appalled that this has been made out that every resident has an issue with ball games on the green, it seems more like one person has the issue from my understanding. What makes playing football anti social, these greens are meant for everyone not one person who seems to think it’s an extension to their own garden and no one else can use it. I think more people who actually live in the area should have had a say”.*

Members of the Environment and Leisure Committee are asked to consider whether the sign should be reinstated or not. Please note that since this incident and the removal of the sign, there have been no further complaints of balls either damaging perimeter fencing or damage to garden objects/furniture.

Recommendation

- 1 That Members of the Environment and Leisure Committee are asked to consider whether the “No Ball Games” sign should be reinstated or not.

25 November 2022

Malvern Gazette and Ledbury Reporter 3

## News



SIGN: Blenheim Drive

### Ball games outlawed

A 'No Ball Games' sign has been installed following reports of antisocial behaviour in a Ledbury street.

Residents in and around Blenheim Drive have had balls thrown into their gardens, causing damage to fencing and other garden items.

"After careful consideration, Ledbury Town Council has decided to display the No Ball Games sign in the green space in an attempt to prevent any further damage," a spokesperson for the town council said.

"Ledbury Town Council remains committed to ensuring that open spaces are available to children to use on the proviso that other residents' properties are not damaged in the process."

IS IS COMING!!!

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1633

## LEDBURY TOWN COUNCIL

<b>ENVIRONMENT &amp; LEISURE COMMITTEE</b>	<b>19 JANUARY 2023</b>	<b>AGENDA ITEM: 11</b>
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Report prepared by Julia Lawrence, Deputy Town Clerk

### CEMETERY MAPPING SOFTWARE UPDATE

#### Purpose of Report

The purpose of this report is to provide an update on the cemetery mapping software that was originally reported in January 2022.

#### Detailed Information

Members of the Environment and Leisure Committee were informed in January 2022 that there was a requirement to improve the way in which information, relating to grave information, i.e. names of deceased and location of grave, could be improved and the Committee agreed for an electronic mapping system to be installed.

Since February 2022, Pear Mapping, have been carrying out extensive work with the help of Ledbury Town Council's Burial Clerk, to firstly scan all the registers and card system of every deceased person; to map each and every grave bearing in mind some may be double graves and finally undertaking the transcription of all the data; methodically checking that every record registered on the new electronic system is correct.

The whole exercise, however, has flagged up some anomalies which could not have been foreseen as they are issues that have been created many years ago due to the way in which some of the deaths had been recorded. For example, multiple burials of siblings and parent/children need to be identified and new grave references need to be created so that there is a separate entry for each body. Currently, multiple burials are registered with one reference which the Rialtas software will not recognise as it will treat them as a duplicate and reject them. Recording stillborn burials also need to be corrected as in some instances the existing records refer also to stillbirths, so again further work is required so that there is consistent data going forward. Coupled to this, there are some very old records where grave numbers are unidentifiable, i.e. the wording on registers is faint and so extremely difficult to decipher. These too need to be identified and checked to ensure they are not duplicates.

The above issues still need to be resolved which is over and above what was quoted for originally and could not have been foreseen until in depth work was underway. Pear Mapping has stated that the worst case scenario to undertake this additional work would be £750.00 (plus VAT) and therefore Members of the Environment and Leisure Committee are asked to consider the approval of this cost to complete works.

**Recommendation**

**That Members of the Environment & Leisure Committee are asked to consider and agree for Pear Mapping to complete these works for a cost of no more than £750.00 plus VAT.**

## LEDBURY TOWN COUNCIL

ENVIRONMENT & LEISURE COMMITTEE	19 JANUARY 2023	AGENDA ITEM: 12
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Report prepared by Julia Lawrence, Deputy Town Clerk

### QUEEN'S MEMORIAL IN THE WALLED GARDEN

#### Purpose of Report

The purpose of this report is to ask Members of the Environment and Leisure Committee to consider the request put forward by a member of the public to have a memorial for the late Queen Elizabeth II.

#### Detailed Information

A local resident wrote to Ledbury Town Council in September 2022 to enquire if the Town Council was thinking of erecting a suitable memorial for the Late Queen Elizabeth II.

The resident has asked for the Committee to consider renovating the oak pillar that was installed in the Walled Garden to commemorate her 60 years on the throne. Please note that Herefordshire Council own the Walled Garden. A photograph of the oak pillar is attached at Appendix A. The resident considers that the oak pillar is in a very sad state and if anything can be done to improve it, believes that this could be a fitting memorial.

As shown by the photograph, the oak pillar is not that large and so revamping it may be a bit of a challenge and should something be decided as being a good idea, then a Task and Finish Group Meeting would need to be established to agree on what could be done subject to any funding being made available.

#### Recommendations

- 1 That Members of the Environment & Leisure Committee are asked to consider the proposal put forward and decide whether to proceed with this proposal or not.
- 2 Should Members of the Environment & Leisure Committee consider the proposal is worth pursuing, then the Deputy Clerk be instructed to arrange a Task and Finish Group meeting to progress this.

QUEEN'S MEMORIAL IN THE WALLED GARDEN





## LEDBURY TOWN COUNCIL

ENVIRONMENT & LEISURE COMMITTEE	19 JANUARY 2023	AGENDA ITEM: 13
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Report prepared by Julia Lawrence, Deputy Town Clerk

### DOG HILL WOOD - UPDATE

#### Purpose of Report

The purpose of this report is to update Members of the Environment and Leisure Committee regarding works taking place at Dog Hill Wood.

#### Detailed Information

##### **Tree Survey Works**

Members will be aware that a tree survey was undertaken last November, and a copy of the Tree Survey was shared with Members of the Committee at the November 2022 Environment and Leisure Committee meeting.

The Tree Survey highlighted that several trees need to be either felled or for major deadwood to be removed and subsequently a draft tender document has been drawn up to send out to potential tree surgeons for this work. However, in the meantime, having carried out some research, it appears that Ledbury Town Council may need to apply for a felling licence and to this end the Forestry Commission has been contacted for further advice in this regard.

In the meantime, officers have flagged up to the Forestry Commission that Ledbury Town Council does have a document entitled: "England Woodland Grant Scheme for Dog Hill Wood" ("EWGS"), which was also shared with Committee Members at the January 2022 Committee meeting (reference: Item No. 12, pages 983 to 996) although a further copy is attached herewith for information at Appendix A.

In this document it refers to "End of Felling Approval – 4 March 2025"; officers are questioning whether this document actually relates to a previous grant application or felling application and whilst it states it expires on 4 March 2025, whether Ledbury Town Council could still use this document for felling purposes. Normally a felling licence will allow the owner to fell "identified" trees and woodland legally and so further clarification is sought as to whether this application would have related to a previous tree felling exercise bearing in mind this EWGS application covered the period 31 July 2015 to 4 March 2025.

A response is awaited from the local Forestry Commission Woodland Manager to confirm what is possible and whether or not Ledbury Town Council needs to apply for a new felling licence. An automated response has already been received from the Forestry Commission who state: "If a felling licence application has been submitted,

*please note we aim to issue the approve licence within 11 weeks of receipt".* The Council has already registered online with the Forestry Commission in readiness to apply for a felling licence if required but Members are asked to note the timescale to obtain a felling licence. If this is the case, then worst case scenario is that the licence may not be received until the end of March 2023 at the earliest.

As noted above, regardless of this timeline, the draft tender document is attached (Appendix B) for information appreciating that modifications will undoubtedly need to be made once a dialogue has taken place with the Woodland Officer. It is anticipated that a verbal update will be reported at the Committee meeting on 19 January 2023.

### **Volunteer Days**

The first volunteer day took place on Wednesday, 23 November 2022 and through the help of ten volunteers, a considerable difference was made to the landscape for the first coupe. It was unfortunate that there was a torrential rain-storm close to lunchtime which unfortunately aborted the work for the majority of the volunteers to continue into the afternoon. One of the category 1 trees highlighted in the Tree Survey report which overhung the main footpath was also felled by one of the volunteers.

A further day was scheduled for Thursday, 15 December 2022 but it was decided to cancel this due to the extreme cold weather conditions. A further two half day sessions will be planned very soon to continue with coppicing and undertake some of the hedge laying by Upperfields.

### **Recommendation**

**That Members of the Environment & Leisure Committee are asked to note the contents of this report.**



English Woodland Grant Scheme Contract for Doghill Wood (FLA to plan 36635)	
Contract Number 36635	Case Reference 38227
SBI Number 114059568	

Date of Approval

Date Last Amended

End of Felling Approval

Forestry Commission Contact	Bullers Hill Admin Hub Forestry Commission Bullers Hill Kennford Nr Exeter EX6 7XR Tel 0300 067 4960 email <a href="mailto:adminhub.bullershill@forestrycommission.gov.uk">adminhub.bullershill@forestrycommission.gov.uk</a>
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1640

English Woodland Grant Scheme contract for Doghill Wood (FLA to plan 36635)

Contract Number 36635

Case Reference 38227

## CONTENTS

This Contract contains the following sections

Terms & Conditions	For details see page	3 to 7
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Agent Details	For details see page	9
Payment Details	For details see page	10
General Details	For details see page	11

### Grant Details

Work Schedule	For details see page	13
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This contract details the following types of felling. By accepting this contract you will be awarded a Felling Licence to carry out this felling work

Thinning	For details see page	12
Maps	For details see page	14
Additional Pages	For details see page	

# EWGS Terms & Conditions

**Introductory Statement**  
This contract defines the work, grant aid and permissions that have been agreed by Forestry Commission England and the Applicant as part of the English Woodland Grant Scheme.

## 1. Parties to this Contract

This contract is made between the Forestry Commissioners (in all parts of this contract called "us" or "we") and the person or persons listed in the contract (in all parts of the contract called "you" or "the applicant").

## 2. Signing this contract

By signing this contract you agree to be bound by these conditions. We also agree to be bound by the conditions.

## 3. Permission for Felling Areas

Where you have proposed felling trees as part of the contract, the Forestry Commission has considered the felling proposals as a Felling Licence Application. By signing this contract, you agree to carry out any restocking which the Forestry Commission may specify in the contract as a condition of the Felling Licence. The Felling Licence will become active when you approve the contract on-line or receive a paper copy approved and signed by the Forestry Commission on behalf of the Forestry Commissioners.

If the Felling Licence relates to trees that are covered by a Tree Preservation Order (TPO) and the existence of the TPO was not declared by you, then the Felling Licence will not cover the felling of these trees and you may commit an offence by felling them.

## 4. Information

Any general information that you need to give the Forestry Commissioners under this Contract can be given either in writing (and be delivered or sent by post), or by electronic communication to the Forestry Commission at the regional Grants & Regulations offices or National Office Bristol.

If the Forestry Commissioners need to give you general information we will send it either in writing or by electronic communication to you. Unless the Forestry Commissioners have agreed otherwise, they will send it to your address(es) set out in this contract, or to the first of the Applicants named in this contract at the address given for that person.

## 5. Notice

Any formal notice that you need to give to the Forestry Commissioners under this Contract must be given in writing (and be delivered or sent by post, or via electronic means) to the Forestry Commission at the regional Grants & Regulations offices or National Office Bristol.

If the Forestry Commissioners need to give you formal notice, they will send it in writing to you. Unless the Forestry Commissioners have agreed otherwise, they will send it to your address(es) or via electronic means as set out in this Contract, or to the first of the Applicants named in the Contract at the address given for that person.

## 6. Entire Agreement

It is accepted by us and by you that no statement or representation of any nature made prior to the Approval Date, as defined in paragraph 12, will form a term or condition of this contract unless set out in writing in this contract.

By signing this contract, you agree to abide by the conditions and undertakings required to comply with the Rural Development Programme for England, as approved by the European Commission or any EC legislation, in particular Council Regulation 1698/2005.

General conditions and other permissions

## 7. Restrictions on the land

You must tell us if there are any legal or other restrictions affecting the land, which could prevent you from completing the work or maintaining the work. It is your responsibility to find out whether any such restrictions exist and to obtain any necessary approvals or consents.

If you do not tell us about any restriction that may affect the work proposals then we may terminate the contract, pay no further grants and may reclaim grants paid for work already carried out.

## 8. Funding from other sources

You must tell us if any other public body (including the Heritage Lottery Fund and the European Union) has agreed to fund the work or maintenance or if you are claiming funding from any such body for other work on the land covered by this contract. All grant applications and claims will be "Cross Checked" against other publicly funded grant payments. Where incompatible payments are identified on an area of land, the grant payment or area may be reduced to prevent incompatible payments being made to you. If this happens we will contact you to explain the reasons for any reduction.

## 9. Historic and Archaeological sites

The work you do must not damage or destroy sites identified in the contract as being of historic or archaeological importance. This contract only provides permission to carry out the operations specified in the Plan on sites of historic or archaeological importance.

There is additional protection for Scheduled Ancient Monuments. If English Heritage have identified the need for Scheduled Monument Consent for certain operations in the contract, or you wish to carry out other operations not specified in the contract, you must secure consent from English Heritage before starting any work.

## 10. Sites of Special Scientific Interest, National Nature Reserves, Special Protection Areas, Special Areas of Conservation

You must only carry out operations on these sites that we have agreed in the plan. If you want to carry out other operations that are not agreed in the plan then you must get the necessary permission from Natural England.

## 11. Public access

You must protect all public rights of way over the land. Unless we have agreed otherwise, or the land is "access land" within the meaning of the Countryside and Rights of Way Act 2000, you need not provide any other public access.

## EWGS Terms & Conditions

Timescale for the contract

### 12. "Approval Period" to carry out the work

The approval period is the period when work can be carried out. It starts when we sign the contract (the "Approval Date") and expires 5 years after the Approval Date. In order to claim grant, you must carry out our grant-aided work as agreed and submit your claim form to us for that work, together with a map of the area by 31st March of the claim year agreed in the Work Details.

The approval period to carry out tree felling work starts when we sign the contract (the "Approval Date") and expires five years after the Approval Date. Felling permission is granted for ten years from approval date where it is part of an FC approved woodland management plan. Woodland cover must have been re-established within 10 years of tree felling. If you wish to receive any grants that are associated with the felling and restocking approval, you must adhere to the approved financial years for grant payment as set out in the Work Details.

For Woodland Management Grant, operations are approved for the 5 calendar years in which the grant instalments are paid i.e. 1st January to 31st December each year.

### 13. "Contract Period"

The "Contract Period" is the period of maintenance that you must carry out to meet the conditions of this contract. It starts on the date each grant is paid or, if the grant is to be made in several payments, on the date when the first of those payments is made. The "Contract Period" ends after the following periods, or on such earlier or later date as we may notify to you following an inspection or review of the work to which the payments made under this contract relate.

- \* **Woodland Creation Grants** (for new planting and natural colonisation) - 10 years from the date a first instalment is paid;
- \* **Additional Contributions to Woodland Creation Grants expressly for Public Access** - 30 years from the date a first instalment is paid;
- \* **Farm Woodland Payments**
  - a) For work areas awarded 10 annual payments (new woodland comprising 50% or less by area of broad-leaved trees) - 20 years
  - b) For work areas awarded 15 annual payments (for creating new woodland comprising more than 50% by area of broad-leaved trees) - 30 years;
- \* **Woodland Regeneration Grant** (for restocking by planting or natural regeneration) in respect of each payment - 10 years from the date the payment is made;
- \* **Woodland Improvement Grant**
  - a) Where the contract includes Woodland Improvement Grant payments for public access and the total of these is less than or equal to £10,000 - 10 Years
  - b) Where the contract includes Woodland Improvement Grant payments for public access and the total of these exceeds £10,000 but is less than or equal to £20,000 - 20 Years
  - c) Where the contract includes Woodland Improvement Grant payments for public access and the total of these exceeds £20,000 - 30 Years
  - d) All other Woodland Improvement Grant payments - 5 years;
- \* **Woodland Management Grant** (five annual instalments) - 5 years from the contract Approval Date.
- \* **Interim Woodland Creation Grant** (both establishment and maintenance) - 5 years after the last payment.

Claiming Grant

### 14. Woodland Management Grant

For contracts that include Woodland Management Grant, we take signing this contract as your claim for all 5 instalments of Woodland Management Grant. There will be no need to claim for the grant using a claim form. Each year you may need to declare, by 15th May at the latest, continued compliance with the Woodland Management Grant conditions to ensure ongoing payment.

### 15. Standards of work expected and maintenance

All work must be done in accordance with this contract. If essential operations i.e. work vital for achieving the stated outcomes of the contract, are not completed in accordance with the Plan then we may withhold grants for other operations or terminate the contract.

You must carry out the operations specified in the contract and all subsequent maintenance to achieve the expected or desired outcomes with due care, skill and diligence in line with advice given in our current best practice guidelines and the UK Forestry Standard published at the time that the work was approved by us. You must ensure that the work carried out is maintained to the end of the "Contract Period".

It will be your responsibility to carry out any necessary maintenance to ensure that the work specified in the contract is successful.

We will not be held liable for any advice that may be given to you (other than that given by us) in this respect during the period of the contract.

We will not be liable for the effects of adverse weather, fire, pests or acts of God. It is your responsibility to utilise suitable skills and resources to complete the operations agreed in the contract.

### 16. Rates of grant to be paid

Subject to Conditions 22-27 and to your compliance with the remaining conditions, we will pay you grants of the types specified in this contract, so long as the work is done to our reasonable satisfaction. We will work out the payments using the rates quoted in this contract, except:

- \* In the case of Farm Woodland Payments where the rate payable will be that which is current at the time of each payment. On set-aside land the Farm Woodland Payment rate will be reduced by an amount equal to the set-aside payment rate;
- \* For Farm Woodland Payments, non-farmers will be capped at a maximum payment of €150 per hectare per year, based on the sterling-euro exchange rate on the 31st December each year;
- \* The area over which grant may be paid could be adjusted either up or down to account for more accurate land measurement such as Rural Land Register updates.

### 17. Who will be paid grant

Any grants we decide to pay you will be paid to you or your agent via BACS, as set out in the Paying Grants section of this contract.

### 18. Area over which we will pay grant

The area over which we will pay grant will be based on the area we measure when we receive your grant claim, provided the claim is on land approved in the contract and the area does not exceed that approved in the contract.

## EWGS Terms & Conditions

### 19. Date by which you must claim grants

You must carry out the work agreed in the Work Details and submit your claim form to us for that work, together with a map of the area by 31st March of the claim year agreed in the Work Details, unless we agree a change to this contract. If you do not submit your claim by this date, no right to payment will arise under this contract and we will only pay grant at our absolute discretion.

### 20. Changes to the work

You cannot change the work approved in this contract unless we agree and approve the change with you in advance, in writing or by e-mail. Approval of any requested changes to the approved contract is at our discretion.

### 21. Inspection

You must let us, our officers, Rural Payments Agency officers or other persons authorised by us to enter the land at all reasonable times during the Contract Period to check that you are keeping to this contract. Failure to allow or obstructing an inspection may result in refusal to pay grant or reclaim of grants already paid with interest.

### Termination of the Contract

#### 22. Terminating the contract - general grounds

We may terminate this contract immediately if:

- \* You do not keep to any Condition of this contract;
- \* You have not repaid any grant within three months of a written demand;
- \* Any material information you gave us when you made this contract is false, misleading or incomplete;
- \* Any material information you gave us when you make your claim for grant is false, misleading or incomplete;
- \* You are declared bankrupt or make a composition or arrangements with, or grant a trust deed for your creditors, or go into liquidation (other than a members voluntary liquidation).

Before we terminate the contract or ask you to repay grant, we will give you notice of the reasons for termination of your contract. If we consider that the situation can be put right, we will give you the opportunity to put the situation right, within the time that we specify.

It will be possible to terminate the contract at other times by mutual agreement. If you wish to terminate the contract during the contract period described in paragraph 13 but the work you have done will not achieve the purpose for which it was granted, we may, before we agree to termination, require you to repay part or all of the grant paid to you together with interest at the rate set from time to time by HM Treasury.

### 23. Stopping occupying the land

You must inform us if you stop occupying the land, or any part of it to which the contract applies. This contract may not be assigned to a subsequent owner (or anyone else) without our permission.

New occupiers must notify their interest to take on the contract within three months of purchase. After that, agreement to take on the contract is at our discretion and we reserve the right to alter the work details and contract conditions with the new occupier.

In the event that the contract conditions are not fulfilled, we will reclaim grant with interest from the grant recipient, irrespective of whether they occupy the land or not. We recommend outgoing occupiers set up private agreements to transfer liabilities during land sale.

### 24. Terminating the contract if the approved work will have an adverse effect on the environment

If, following the Approval Date, we become aware of information or there is a change of circumstances as a result of which it appears to us that any work, which has not been completed, should no longer be approved for the purposes of this contract because:

- \* the work is not permitted by, or would only be permitted if formally approved under environmental law; or
- \* giving a grant towards the carrying out of the work would not be consistent with our statutory duties with regard to the environment,

and we notify you accordingly; then the contract shall apply, with any necessary adaptation, only to the work completed at the date of their notice.

If we give you the option of either making changes to the work or maintenance or terminating the contract, we shall notify you of the changes we are asking you to make. We will provide you with details of how future grant payments would be calculated if you choose to make the changes requested. We will tell you the amount of grant that will be paid to you in respect of works already carried out if you choose to terminate the contract.

If you do not notify us that you either wish to carry out the specified changes or to terminate the contract within 28 days of our notification to you of the information described in the preceding paragraph, we may terminate the contract with immediate effect.

In accordance with this Condition, if either you or us terminate the contract, grant will be paid to you in respect of work carried out before the date of termination but no further payments will be made under this contract.

If the work does not meet the conditions of the contract

### 25. Withholding grant payment

If you do not carry out the work or maintenance to the standards and timescale set out in Conditions 15 and 19, we may withhold payment of grant. Where we withhold the grant, we will explain our reasons for doing so and give you an opportunity to put it right (where reasonable to do so) before re-submitting the grant claim.

### 26. Repayment of grant

Where you do not carry out the work or maintenance to the standards and timescale set out in Conditions 15 and 19 and cannot or have not put the situation right, we will require you to repay grant with interest for areas that have not been successful. The interest will be charged from the date the problem was first identified to the date the repayment invoice is raised.

If you are asked to repay grant, we may deduct this amount from any grants you are due now or in the future under this or any other agreement or contract with us.

## EWGS Terms & Conditions

### 27. Repayment of grant on termination

If this contract is terminated we will not pay any more grant to you under this contract.

If the contract is terminated because you stop occupying the land or any part of it for any reason, and the work is not successful for what would have been the rest of the contract period, you will be liable to repay any grant you have received together with interest at the rate set from time to time by HM Treasury. The interest will be charged from the date the payable order was issued until the date that we write to seek reclaim unless we agree otherwise.

Liability for grant repayment remains with the grant recipient until the end of the contract period, even if they no longer have an interest in the land.

### 28. Withholding grant against other RDPE Schemes

If you are required to repay grants under any other grant scheme within the Rural Development Plan for England, part or all of your EWGS grant claim may not be paid to you but may be used to repay what you owe to the Rural Payments Agency.

Similarly, if you have to repay grant under this contract, it may be collected via other grant schemes under the Rural Development Plan for England.

### 29. Penalties

In addition to the withholding or repayment of grant under conditions 25 to 28, a penalty may be applied in the following circumstances:

- \* Intentional false declaration during the application or grant claim - will result in exclusion from support under the EAFRD and any grants paid under the scheme will be recovered;
- \* Over-claiming grants by <3% of the correct amount - the grant payment will be reduced by the difference between the amount claimed and the correct amount;
- \* Over-claiming grants by 3-20% of the correct amount - the verified amount of grant due will be reduced by twice the difference between the claim and the correct amount;
- \* Over-claiming grants by >20% of the correct area - no grant payment will be made for grants due that year under this contract.

You can correct an obvious error in the application or claim at any time after submission. The obvious error must be recognised as such by us and will be detected from information given in the application or claim form. Cases that meet these criteria will not result in a reduction of payment. Errors discovered after notification of an inspection or during an inspection will not be treated as obvious errors.

### 30. Cross Compliance

Breaches of cross-compliance requirements as set out in the Cross Compliance Handbook may result in a reduction of Farm Woodland Payment and / or Woodland Management Grant, even if the breach occurs on another part of the holding. The level of reduction will depend on the severity, extent and permanence of the breach as set out in the cross compliance regulations.

### 31. Order in which penalties will be applied

Penalties will be applied in the following order, with each successive reduction being based on the amount resulting from the previous reduction:

- \* Over-claiming land area;
- \* Non-respect of eligibility criteria;
- \* Cross compliance.

### Grants for Public Access

#### 32. Public Access

If grants are paid for public access you must, from the date of payment of that grant let the general public, free of charge, have access to walk between dawn and dusk over the part of the land the grant is paid for. This access must be permitted for the following periods, dependant on the type and value of grant paid:

(a) Public access Additional Contribution under the Woodland Creation Grant - 30 years;

(b) Woodland Improvement Grant for public access:

- \* Up to and including £10,000 - 10 years;
- \* Up to and including £20,000 - 20 years;
- \* Over £20,000 - 30 years.

Appropriate signage must be provided and/or maintained to ensure that members of the public are aware of this access permission. The public can only be excluded in circumstances agreed in the Plan of Operations.

Details of the public access agreed may be published in written or electronic form by the FC, or anyone we approve to do so.

### General Contract Clauses

#### 33. Compliance with Rural Development Regulations

The English Woodland Grant Scheme is partly funded by European Agricultural Fund for Rural Development (EAFRD) as part of the Rural Development Plan 2007-2013 and is therefore subject to the associated EU regulations including Cross-Compliance.

The regulations may change during the life of this contract. If any changes affect you, we will contact you and let you know what you need to do. If changes to the regulations are not acceptable to you, then you have the right to terminate the contract subject to you informing us within 28 days of the notification. If you terminate you must meet all your obligations in respect of grant aid received to date, and any felling licence conditions included within the contract.

#### 34. Disputes

If we disagree with you about whether or not you have kept to the contract, or about the standard or extent of the work done, either party may ask for the matter to be decided by an arbitrator chosen from a panel of arbitrators agreed jointly by you, us and the Institute of Chartered Foresters. You or we must give notice of this action to the other party. If you and us cannot agree to a suitable person within one month after notice, the President of the Institute of Chartered Foresters will appoint the arbitrator. Any other dispute shall be submitted to the courts in accordance with clause 37.



## EWGS Terms & Conditions

### 35. Force Majeure

You must tell us within 10 days of an incident if, as a result of: an act of war, terrorism, an epidemic, a disease affecting woodlands or catastrophic weather (which could not reasonably have been expected to take place during the period of the contract), you are unable to complete or maintain the work set out in the contract. We will then discuss and agree with you certain measures such as:

- \* a longer period in which to complete the work;
- \* a reinstatement plan where this is possible;
- \* acceptance by us of a lower standard of work.

We will not seek repayment of grants for work that was carried out satisfactorily but which is subsequently adversely affected by events described above, providing that you have made a reasonable effort to minimise the impact or make good the damage.

Where the events described above mean that we are unable to pay grants, we reserve the right to reschedule the years in which grants can be claimed.

If the event that storms, fire or disease have a significant impact on the woodland(s) covered by the Plan, we reserve the right to review the Plan with you and to modify or remove operations that are no longer appropriate.

### 36. Disclosure of information and publicity

Defra is the data controller in respect of any personal data that you provide to the Rural Payments Agency. Your personal information will be protected in line with the Data Protection Act 1998. The information will be used mainly to support the application to which it relates. The information may also be used in line with the Data Protection Act, for other purposes as explained in scheme guidance and on the Access to Information pages on the RPA website. If you have any questions please contact the Customer Service Centre.

EC legislation (Council Regulation (EC) No. 1290/2005 and Commission Regulation (EC) No. 259/2008) requires the UK to publish details of recipients of CAP subsidy payments on a single website containing:

- \* trading title (ie the name in which the claim is made);
- \* payments for the year broken down into SPS and related payments, and Rural Development Programme payments, local town and the first three or four digits of the recipient's postcode.

You agree that all information about participation in the English Woodland Grant Scheme and this Contract, including information in your application and grant claims and any other relevant information may be made public.

A list of all the beneficiaries receiving EU grant aid will be published annually. The list will include the name and address of the beneficiary, the operations supported and the amount of grant received.

Any promotional information you produce must acknowledge the grant aid received from the Forestry Commission.

Contracts with a total value over £30,000 for all grants except Farm Woodland Payments and Woodland Management Grant must have plaques erected on site. The plaques will acknowledge the grant aid received from the Forestry Commission via English Woodland Grant Scheme and acknowledge that the EU and Defra provide the funding. We will provide the plaques and agree where they must be located.

Contracts with a total value over £250,000 for all grants except Farm Woodland Payments and Woodland Management Grant must have a board of minimum size A2 erected on site. The board must include details of the scheme, acknowledge the grant aid received from the Forestry Commission via English Woodland Grant Scheme and acknowledge that the EU and Defra provide the funding. We will agree the design and location of the board before it is produced and erected.

### 37. Governing law

This contract will be governed by the Law of England and subject to the jurisdiction of the courts of England.

Property Name Doghill Wood (FLA to plan 36635)

Contract Number 36635

Case Reference 38227

### PARTIES TO THE CONTRACT

Forestry Commission

Approved by Tracy Beattie

Date 31-JUL-2015

For and on behalf of the Forestry Commissioners

### Applicant(s)

Person Mrs Karen Mitchell  
Organisation  
Address Town Council Offices, Church Street  
Ledbury  
HR8 1DH  
Phone 01531 632306  
E-mail ledburytowncouncil@ledbury.net  
Forestry  
Commission to  
send  
Documents by Letter

#### Roles in this contract

Owner

Main Applicant

The agent on this case is permitted to carry out the following actions on this contract :-

Claim Grants	Yes
Sign Contracts	No
Apply for and agree amendments to contract	No
Agree changes to payee details	No

Signed electronically Karen Mitchell  
Date of Approval 31-JUL-15

Signed for the FC by Tracy Beattie

Date 31-JUL-15

Property Name Doghill Wood (FLA to plan 36635)

Contract Number 36635

Case Reference 38227

### AGENT DETAILS

Managing Agent	
Person	Mr Guy Tustin
Organisation	
Address	White Rose Cottage Parkway Ledbury HR8 2JD
Phone	01531 631021
E-mail	
Forestry Commission to send documents by	Email
	<u>Roles in this contract</u> Agent Primary Contact

Property Name Doghill Wood (FLA to plan 36635)

Contract Number 36635

Case Reference 38227

**PAYMENT DETAILS**

The bank account to which payment will be made will be that associated with the SBI for this agreement.

Property Name Doghill Wood (FLA to plan 36635)

Contract Number 36635

Case Reference 38227

### GENERAL DETAILS

Refer to Plan of Ops ref plan - 36635

Property Name Doghill Wood (FLA to plan 36635)

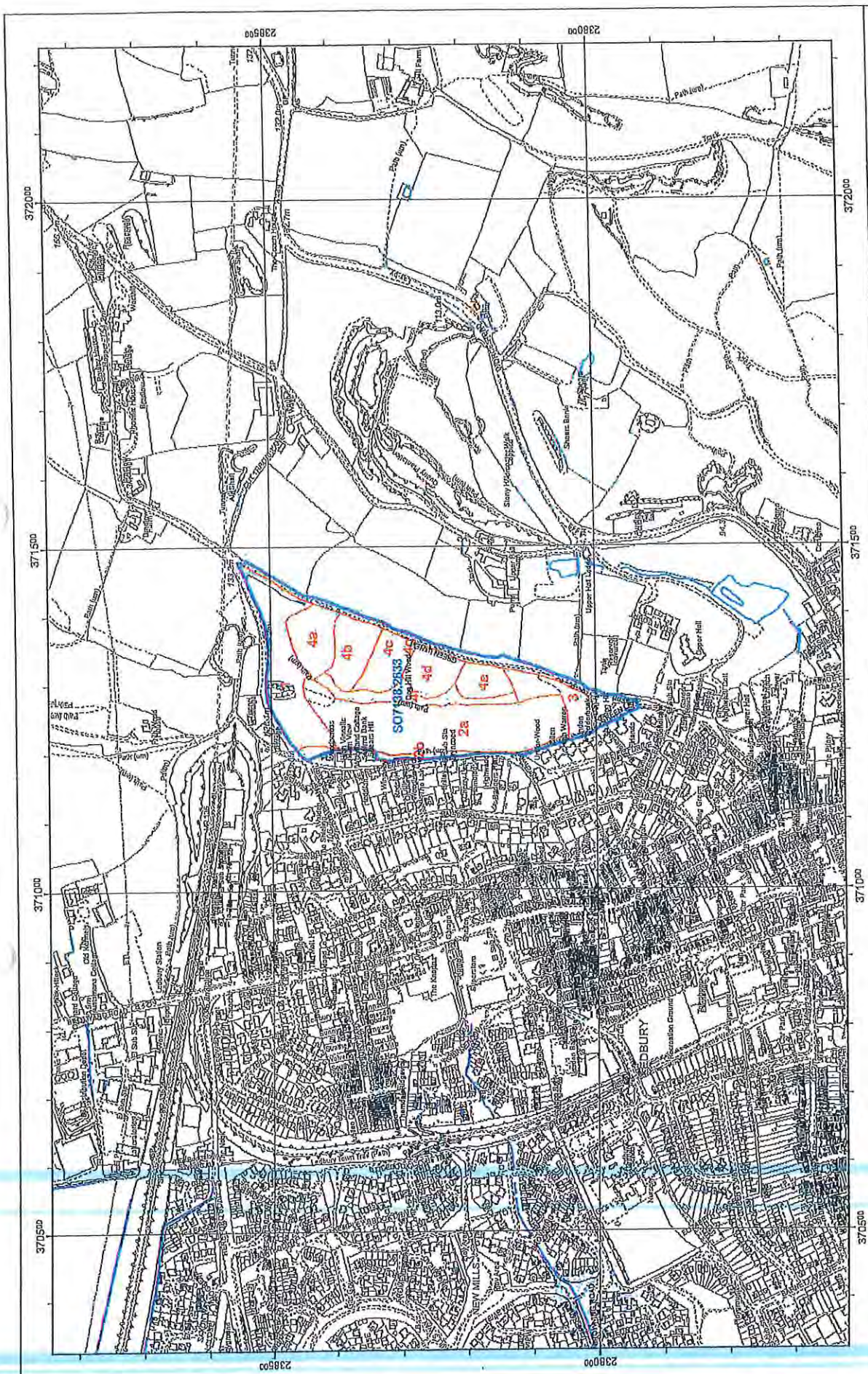
Contract Number 36635

Case Reference 38227

## GRANT DETAILS

### Felling

Thinning					
Cpt/ Sub-Cpt	Total Area (Ha)	Area of Work (Ha)	Conditional/ Unconditional	End of Felling Approval	
1	1.47	1.47	Unconditional	04/Mar/2025	
2a	2.70	2.70	Unconditional	04/Mar/2025	
2b	0.27	0.27	Unconditional	04/Mar/2025	
3	0.76	0.76	Unconditional	04/Mar/2025	
4a	0.62	0.62	Unconditional	04/Mar/2025	
4b	0.57	0.57	Unconditional	04/Mar/2025	
4c	0.49	0.49	Unconditional	04/Mar/2025	
4d	0.50	0.50	Unconditional	04/Mar/2025	
4e	0.36	0.36	Unconditional	04/Mar/2025	
4f	0.50	0.50	Unconditional	04/Mar/2025	
4g	0.53	0.53	Unconditional	04/Mar/2025	
Refer to the plan of operations.					
Continue with phased rotational coppicing and thinning to favour recruitment of hazel coppice and some other canopy species other than ash to improve species diversity and reduce ash element but recruit species less susceptible to squirrel damage. Reduce winter cover for squirrel and where possible instigate management on their populations.					
When routinely thinning retain a proportion of older growth specimen trees of favourable habitat for bats and buffer any trees that contain bat roosts in line with EPS guidance.					
Continue with annual management operations to manage open space, non natives and safety inspections.					
In cpts 1 to 3 thin canopy species to 60% stocking. In cpt 4 thin canopy to promote coppice regrowth and a number of new cohorts of maiden trees to develop into future standards.					



Case Ref: 38227, Doghill Wood (FLA to plan 36635) Map 1/1

Scale 1:5,000 on A3 paper

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SO712382

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Property Name: Doghill Wood (FLA to plan 36635)

Ref: 38227

**WORK SCHEDULE**

Only the first seven years of grants will be shown but totals will be correct.

Fund	Work Item Desc.	SubCpt	Parcel Ref	Payment	Total
Felling License Application	Thinning	2a, 1, 4a, 4f, 4d, 2b, 3, 4e, 4b, 4g, 4c	SO7136.2833		
Annual Totals					

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LEDBURY TOWN COUNCIL

CHURCH LANE, LEDBURY, HEREFORDSHIRE HR8 1DL

TENDER SUBMISSION TO FELL TREES IN DOG HILL WOOD, LEDBURY

**Ledbury Town Council ("LTC") is seeking tenders to fell a selection of trees in Dog Hill Wood, Ledbury, Herefordshire.**

**Background**

Dog Hill Wood is a designated Ancient Semi natural woodland and a former coppice. It is situated on the Eastern edge of Ledbury above the town at approximately 110 to 150m and on the Western edge of the Malvern Hills AONB. Most of the woodland on its Western side is close to a residential area and on very steep ground. The Eastern side is on a slightly shallower slope but still very difficult working. The woodlands are frequently used by the residents of Ledbury with many networks of paths throughout. The majority of canopy species are mostly ash and oak and are over 100 years old with the occasional yew at 200+. There are a number of quarries and adjacent roads to the North and West sides and Green Lane running North South on the wood's Eastern side.

**Tree Survey**

LTC has recently commissioned David Gardner Arboriculture, to undertake a Tree Survey at Dog Hill Wood, Ledbury, Herefordshire.

The Survey was for the purposes of tree health whereby there could be possible/potential dangers to the public being an amenity woodland. The concentration being on trees close to the rides/ footpaths. In particular, the tree survey was commissioned in order to advise LTC if, for instance, there was a 100 foot tree with a rotting basal close to the ride/footpath that would be deemed dangerous, but if it has a significant lean into a coupe and the likelihood of falling into that coupe away from any ride/footpath, then this could be left with a view to revisiting it in, say, 5 years' time.

The Tree Survey, carried out by David Gardner Arboriculture, dated 11 November 2022, is attached. The following points are of note:

- 1 47 trees have been identified in the Survey that require to be either felled or in some instances to remove deadwood that either overhangs the road or footpath. Since November 2022, one of the trees, number 17, has already been felled for safety reasons.
- 2 It is proposed that trees are felled as a priority with the removal of deadwood to be undertaken thereafter. However, it may be more sensible to remove such deadwood if the relevant machinery is in situ close by so to prevent back-tracking. According to the tree location plan, trees located along Green Lane are

shown as either category 1 or 2, as a priority to fell, being numbers 8, 9, 10, 11, 12 and 14, noting that 17 has already been felled.

- 3 Trees numbered 13, 456, 457, 458 and 459 are situated along the boundary and fall under the ownership of the neighboring farm and need to be excluded at this time. However, trees numbers 447, 449, 450, 451 and 452 require the removal of deadwood, as detailed in the Tree Survey.
- 4 There are four, potentially five trees that require felling that are situated along the boundary of Dog Hill Wood running alongside Knapp Lane, which is a busy road frequently used as a short-cut from the A438 through to the Malvern/Ledbury Road (Worcester Road A449). The numbers of these trees are 1, 2, 5, 452 and potentially 448. In the case of 452, removal of deadwood over the road but consider pre-emptive felling.
- 5 Tree numbers 3, 4, 7, 16, 18, 19, 20, 21, 22, 23, 24, 25, 26 are all categorized as 2.
- 6 Tree numbers 15, 454, 464 have been flagged up for further inspection.

**LTC is now seeking tenders from qualified tree surgeons to fell and/or remove the deadwood as identified in the Tree Survey over a period of up to two years.**

Please note that the successful bidder must be able to commit to starting this work in February/March 2023 [TO BE REVIEWED FOLLOWING DISCUSSION WITH WOODLAND OFFICER]

**If you wish to submit a Tender, the following criteria must be met:**

- 7 The primary legal protection for trees is provided for by the Town and Country Planning Act 1990 (as amended) and the Forestry Act 1967 (as amended). All tender submissions are to accept and take on board the requirements of these Acts, as well as meeting the Provision and Use of Work Equipment Regulations 1998 (PUWER).
- 8 All Contractors must provide a copy of a valid Public Liability Insurance Certificate, together with Risk Assessments and Method Statements depending on location of felling.
- 9 All staff must be City & Guild NPTC Level 2 qualified, or equivalent, i.e. LANTRA Awards and all work is to be carried out in accordance with the BS3998:2010 British Standards for Tree Work. Copies of all Certificates of Competence for those undertaking the works should also be attached.
- 10 As part of your tender submission, please provide a summary of your company history, e.g. how many years in business; accreditations the company may hold.
- 11 What health and safety measures does the company have in place although it is expected that all workers assigned to this work will hold more in depth First Aid training (EFAW + F).

- 12 Please provide two references/testimonials of similar works undertaken, providing contact details should you be happy for LTC to contact them direct.
- 13 A detailed works programme setting out how the trees will be felled and/or deadwood removed, detailing what equipment you would bring on site, owned by you, e.g. scissor lifts/track shredders. [LOLER compliant tree climbing equipment]. Please also indicate what, if any, hired machinery would also be used. Please confirm the duration of works and how many operatives would be on site.
- 14 What provision will you make to remove cut timber to a collection point, presumably from North Point Car Park so that it can be removed off site.
- 15 In the case of (4) above, what plans would you propose be put in place for the trees that need to be felled along Knapp Lane? For example, would you be considering any traffic management such as traffic lights or Stop and Go.
- 16 Completed tenders need to be submitted to the Deputy Clerk no later than 12.00 noon on [XX Month 2023]. All tenders will then be presented to Full Council on [XX Month 2023] for consideration by LTC Councillors and a successful bidder will be selected to commence works.

It is important to stress that the tender document will be submitted to Full Council with all references to your company identity removed in order to ensure that there are no conflicts of interest and that all parties have an equally fair chance of a successful outcome. Therefore, you may wish to provide a second version of your tender suitably amended!

- 17 The successful bidder must be able to start work [*date to confirm*] to at least make a start, with a view to completing works before the growing season gets underway. However, all works must be completed by [*to confirm, subject to felling licence*].

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## LEDBURY TOWN COUNCIL

ENVIRONMENT & LEISURE COMMITTEE	19 JANUARY 2023	AGENDA ITEM: 14
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Report prepared by Julia Lawrence, Deputy Town Clerk

### MEMORIAL BENCH IN DOG HILL WOOD

#### Purpose of Report

The purpose of this report is to ask Members of the Environment and Leisure Committee to consider the request put forward by a member of the public to have a memorial bench erected in Dog Hill Wood.

#### Detailed Information

A local resident approached Ledbury Town Council in October 2022 to see if a memorial bench could be erected somewhere in Ledbury but preferably in Dog Hill Wood as he and his late wife regularly walked on the Erith, Dog Hill and Coneygree Woods.

The process of establishing a suitable location in Dog Hill Woods was put "on hold in the interim" whilst some of the volunteering works took place within the Wood in the hope that it would reveal a suitable location as to where a bench could be positioned as the resident was keen for the bench to be on a "popular pathway used by walkers".

Fortunately, at the first volunteer day in the Wood, a concrete base was revealed along the main footpath, Green Lane, leading to the North End car park. Whilst the base is currently concealed with undergrowth, this location was put forward to the resident as a potential location. A plan showing its approximate location is attached at Appendix A appreciating that the undergrowth would have to be removed first.

The resident has confirmed that he is happy with the location and now seeks permission from Ledbury Town Council for a bench to be installed. The resident has also asked for a small plaque to be added to the bench with his late wife's name, date of birth and date of death and a short inscription saying that she loved the woods.

Subject to approval, Ledbury Funeralcare would be arranging the bench for the resident as they had arranged the funeral for his late wife. Whilst Ledbury Funeralcare would be providing the bench and fixings etc, Ledbury Town Council's Groundsman, for Dog Hill Wood, would need install the bench in the correct location.

#### Recommendation

- 1 That Members of the Environment & Leisure Committee are asked to consider and approve the proposal put forward for a memorial bench to be sited and installed at the location agreed.

ITEM NO. 14 - APPENDIX A

MEMORIAL BENCH IN DOG HILL WOOD



## LEDBURY TOWN COUNCIL

ENVIRONMENT & LEISURE COMMITTEE	19 JANUARY 2023	AGENDA ITEM: 15
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Report prepared by Julia Lawrence, Deputy Town Clerk

### CEMETERY GROUNDWORKS – REMOVAL OF IVY

#### Purpose of Report

The purpose of this report is to update Members of the Environment and Leisure Committee concerning the removal of ivy on the perimeter wall at the Cemetery.

#### Detailed Information

In September 2022, quotations were received from four local companies to remove the ivy off the wall that adjoins the Football Club. The ivy is particularly dense along this wall and this was specifically highlighted to the contractors at the time of inviting them to quote.

At the Environment and Leisure Committee meeting in September, members selected Company B to undertake the works at a cost of £900.00 plus VAT. This quote was substantially less than what was quoted by the other three companies, ranging between £2,910.42 and £3,860.00 plus VAT respectively.

At the time, discussion took place about the difference in man hours and days to complete the works noting that Company B had allocated three men to complete in one day whereas the other quotes ranged from five to eight days and with two to three men completing the works. Although Company B was selected, there was still some scepticism as to whether they would complete the works in one day as stated in their quote, but it was decided to appoint them and see how they got on.

Before Christmas, Company B arrived on site at the Cemetery to start works. Whilst there were three men on site, they soon realised that the job was bigger than anticipated and the Deputy Clerk met with them on site as they wanted to show why the job was taking so long with little progress. As expected, sections of ivy had deeply knit into the wall resulting in sections of the mortar coming away with the ivy as it was removed and actual stones within the wall had also become loose. It was apparent that there was no way this job could be finished within the day. The Officer questioned the company as to whether they had actually attended site when compiling the quote and they confirmed that their Manager had been to site, but he had totally misjudged the extent of works to be undertaken for which they apologised.

After that visit, the Officer contacted the company to ascertain when they would be returning to complete the works in line with their quotation. The company advised that they wanted to complete other smaller jobs elsewhere but would confirm a date when they would return. On 6 January 2023, the three men returned and resumed work

where they had left off, only again to bring to the Deputy Clerk's attention the poor state of the wall and intimating that for the wall to be completed, they would be looking for further costs. Photographs of the wall, taken on day two of the works are shown at Appendix A.

The company has now confirmed that it will cost a further £1,400.00 (plus VAT) to complete works.

Therefore, Ledbury Town Council is faced with two options now:

- i) Continue with the existing company at a further cost of £1,400.00 plus VAT;  
or
- ii) Seek new quotations from contractors for the remaining section of the wall. The downside to this option is that completion of works will be further delayed.

Whilst it is disappointing to note what has happened, albeit it is not a total surprise, nevertheless the men who have undertaken the work to date have done a good job and have been particularly careful in trying not to damage the wall where possible. The additional cost of £1,400.00 is still less than the lowest quote provided by one of the other companies who quoted originally.

### **Recommendations**

**That Members of the Environment & Leisure Committee are asked to note the contents of the report and decide whether to proceed with the existing company at a further cost of £1,400 (plus VAT) or to seek new quotes from other companies in order that the ivy can be removed in its entirety off the wall that adjoins the Football Club.**



ITEM NO. 15 - APPENDIX A

CEMETERY GROUNDWORKS - REMOVAL OF IVY





LEDBURY TOWN COUNCIL

ENVIRONMENT & LEISURE COMMITTEE	19 JANUARY 2023	AGENDA ITEM: 17
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Report prepared by Julia Lawrence, Deputy Town Clerk

**EASTNOR CASTLE ESTATE WOODLAND MANAGEMENT PLAN**

**Purpose of Report**

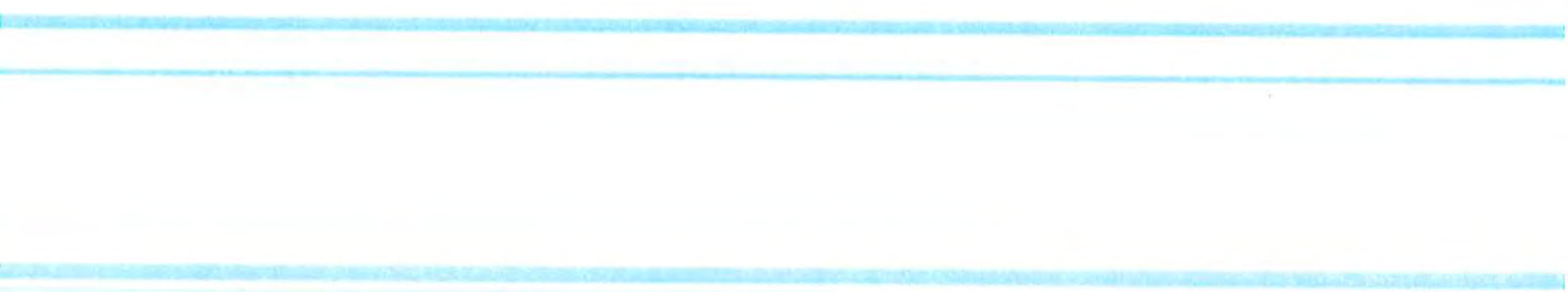
The purpose of this report is to ask Members of the Environment and Leisure Committee to consider the Woodland Management Plan presented by the Eastnor Castle Estate.

**Detailed Information**

Eastnor Castle Estate is in the process of putting together a Woodland Management Plan and have written to Ledbury Town Council asking whether the Council would like to give any input or have any enquiries specifically regarding the management of compartments 97, 98, 99, 100, 103 to 105, 107 to 109, 147, 148, 167, 178 and 191.

**Recommendation**

- 1 That Members of the Environment & Leisure Committee are asked to review the Woodland Management Plan presented by Eastnor Castle Estate and to flag up any queries arising from the Plan, if there are any, with the Deputy Clerk, so that she may report back to the Agents responsible for the Plan.**



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# Woodland Management Plan

<b>To be completed by the plan author:</b>	
<b>Woodland or Property name</b>	Eastnor Castle Estate
<b>Woodland Management Plan case reference</b>	1471447
<b>The landowner agrees this plan as a statement of intent for the woodland</b>	Yes
<b>Plan author name</b>	Andrew Bronwin

<b>For FC Use only:</b>			
<b>Plan Period</b> <i>(dd/mm/yyyy - Ten years)</i>	<b>Approval Date:</b>		<b>Approved until:</b>
<b>Five Year Review Date</b>			

Revision No.	Date	Status (draft/final)	Reason for Revision

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## UK Forestry Standard management planning criteria

Approval of this plan will be considered against the following UKFS criteria. Prior to submission review your plan against the criteria using the check list below.

UKFS management plan criteria		Minimum approval requirements	Author check <input checked="" type="checkbox"/>
1	<p><b>Plan Objectives:</b> Forest management plans should state the objectives of management and set out how an appropriate balance between social, economic, and environmental objectives will be achieved.</p>	<ul style="list-style-type: none"> <li>Management plan objectives are stated.</li> <li>Consideration is given to environmental, economic and social objectives relevant to the vision for the woodland.</li> </ul>	Yes
2	<p><b>Forest context and important features in management strategy:</b> Forest management plans should address the forest context and the forest potential and demonstrate how the relevant interests and issues have been considered and addressed.</p>	<p>Management intentions communicated in <b>Sect. 6</b> of the management plan are in line with stated objective(s) <b>Sect. 2</b>.</p> <p>Management intentions should take account of:</p> <ul style="list-style-type: none"> <li>Relevant features and issues identified within the woodland survey (<b>Sect. 4</b>)</li> <li>Any potential threats to and opportunities for the woodland, as identified under woodland protection (<b>Sect. 5</b>).</li> <li>Relevant comments received from stakeholder engagement and documented in <b>Sect. 7</b>.</li> </ul>	Yes
3	<p><b>Identification of designations within and surrounding the site:</b> For designated areas, e.g. National Parks or SSSI, particular account should be taken of landscape and other sensitivities in the design of forests and forest infrastructure.</p>	<ul style="list-style-type: none"> <li>Survey information (<b>Sect. 4</b>) identifies any designations that impact on woodland management.</li> <li>Management intentions (<b>Sect. 6</b>) have taken account of any designations.</li> </ul>	Yes
4	<p><b>Felling and restocking to improve forest structure and diversity:</b> When planning felling and restocking, the design of existing forests should be re-assessed and any necessary changes made so that they meet UKFS requirements. Forests should be designed to achieve a diverse structure of habitat, species and ages of trees, appropriate to the scale and context. Forests characterised by a lack of diversity, due to extensive areas of even-aged trees, should be progressively restructured to achieve age class range.</p>	<ul style="list-style-type: none"> <li>Felling and restocking proposals are consistent with UKFS design principles (for example scale and adjacency).</li> <li>Current diversity (structure, species, age structure) of the woodland has been identified through the survey (<b>Sect. 4</b>).</li> <li>Management intentions aim to improve / maintain current diversity (structure, species, and ages of trees).</li> </ul>	Yes
5	<p><b>Consultation:</b> Consultation on forest management plans and proposals should be carried out according to forestry authority procedures and, where required, the Environmental Impact Assessment Regulations.</p>	<ul style="list-style-type: none"> <li>Stakeholder engagement is in line with current FC guidance and recorded in <b>Sect. 7</b>. The minimum requirement is for statutory consultation to take place, and this will be carried out by the Forestry Commission.</li> <li>Plan authors undertake stakeholder engagement (ref FC Ops Note 35) relevant to the context and setting of the woodland.</li> </ul>	Yes
6	<p><b>Plan Update and Review:</b> Management of the forest should conform to</p>	<ul style="list-style-type: none"> <li>A 5 year review period is stated on the 1st page of the plan.</li> </ul>	N/A

the plan, and the plan should be updated to ensure it is current and relevant.	• <b>Sect. 8</b> is completed with 1 indicator of success per management objective.	
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## Section 1: Property Details

<u>Woodland Property Name</u>		Eastnor Castle Estates	
Name	James Hervey-Bathurst	Owner	Yes
Email	graeme@eastnorestate.co.uk	Contact Number	07919 202361
Agent Name: Andrew Bronwin			
Email	andrew@bronwin.co.uk	Contact Number	01597 825900
County	Herefordshire	<u>Local Authority</u>	Herefordshire CC
Grid Reference	SO733372	Single Business Identifier	106666124
What is the total area of this woodland management plan? (In hectares)		488.28 ha	
You have included an Inventory and Plan of Operations with this woodland management plan?		Yes	
You have listed the maps associated with this woodland management plan?		Location map 1. Compartment maps 2. Designations maps 3. Constraints maps 4. Rides maps 5. Harvesting maps	
Do you intend to use the information within this woodland management plan and associated Inventory and Plan of Operations to apply for the following?		Felling Licence	Yes
		Thinning Licence	Yes
		Tree Health Grant	Yes
You declare that there is management control of the woodland detailed within the woodland management plan?		Yes	
You agree to make the woodland management plan publicly available?		Yes	



## Section 2: Vision and Objectives

**To develop your long term vision, you need to express as clearly as possible the overall direction of management for the woodland(s) and how you envisage it will be in the future. This covers the duration of the plan and beyond.**

### 2.1 Vision

**Describe your long term vision for the woodland(s). (Suggest 300 words max)**

The estate woodlands have a long history of management and are an important part in the running of the estate along with farming, shooting and other enterprises, which form the backbone for this estate intergrated into the local landscape.

Management of the woodlands is to produce high quality timber whilst enhancing resilience and maintaining or improving the ecological and landscape value where appropriate.

A number of the woods have had management interventions over a period of time, resulting in an excellent timber resources across a wide range of age classes. This approach will be continued, harvesting mature or coppice crops, when market conditions are suitable and restocking with productive and marketable species that will provide a sustainable income stream into the future.

However, it is recognised that there are increasing challenges from climate change, pests and diseases and steps will be taken to improve the resilience of the woodlands and move away from more vulnerable species.

Natural England have designated SSSI woodlands with high values in biodiversity and importance, which need management and protecting to preserve the richness of these areas.

The open wooded pasture of Eastnor Park is Registered Parkland with Historic England and is listed as Grade II, along with the Malvern Hills SAM areas. The character and condition of the estate woodland contributes to the significance of the registered landscape and this will be maintained.

By the end of the plan period, the vision will be that the woodlands are well thinned mainly, with an open ride network in places, according to UK standard silvicultural practice and in accordance with UK Forest Standard.





## 2.2 Management Objectives

State the objectives of management demonstrating how sustainable forest management is to be achieved. Objectives are a set of specific, quantifiable statements that represent what needs to happen to achieve the long term vision.

No.	Objectives (include environmental, economic and social considerations)
1	Harvesting and thinning of maturing crops and restructuring.
2	Protecting and enhancing the biodiversity of the woodlands.
3	Safeguarding the commercial importance of access for Land Rover.
4	Improving the commercial shooting interests.
5	Reducing the risk of woodland pest and diseases.
6	Improving and safeguarding of features like SSSI and SAMs along with the listed Parkland woodlands.
7	Maintaining the importance of the landscape within the estate.

## Section 3: Plan Review – Achievements

Use this section to identify achievements made against previous plan objectives. This section should be completed at the 5 year review and could be informed through monitoring activities undertaken.

Objectives	Achievement
N/A	

## Section 4: Woodland Survey

This section is about collecting information relating to your woodland and its location, including any statutory constraints i.e. designations.

### 4.1 Description

#### Brief description of the woodland property:

The estate is located between the towns of Ledbury to the west and Malvern to the east and in the Malvern Hills AONB area. The main village is Eastnor, with the main roads A438 or the A449 crossing over the estate. The area is mostly mixed farming businesses and other commercial ventures, with woodland being an integrated part and an important landscape feature on the higher contours.

The woodland areas are very visible in the local landscape and to the estate, as a backdrop around the castle and multiple farms scattered over the estate. Most of the woods are along ridges and the Malvern Hills. The woodland blocks ranging in size from 0.20ha to over 100ha with a mixed composition of species, as described below:

The main woodland blocks over 20ha are: News Wood, Ridgeway, Mayhill Wood, Hospital Wood, Clenchers Mill Wood with Midsummer Hill, Ragged Stone on the Malvern Hills.

#### Woodland Classification for the estate:

ASNW Areas	ASNW/PAWS Areas	PAWS Areas	Secondary Woodland
42%	7%	12%	39%

Nearly 50% of the estates woods are of ASNW or PAWS status with the balance as secondary woodland. There are a few pure conifer stands, but generally conifers are in mixtures with broadleaves. The woods have been managed for a number of decades with small interventions of thinning or some felling or coppice working being done under forestry licences and older grant schemes. The woods have the support of metalled tracks crossing between different woods, but once off these the access is difficult on clayey soils. The broadleaf woods are high forest with a mixed understorey present and need further thinning to improve the quality of the crops.

Little work has been carried out in the smaller woods scattered around the estate these blocks and the intention will to undertake more management when opportunities exist with harvesting and markets.

#### Age classes:

1900	1920	1930	1940	1950	1960	1970	1980	1990	OG	MISC
36%	3%	2%	1%	9%	7%	3%	5%	23%	4%	7%

The estate age classes are spread across more than a century with many of the older

crops still existing and little restocking in the last twenty years or more.

**Designations:**

There is multiple NE and HE designated areas, which are important as to the biodiversity and history of the estate. The entire estate falls into the Malvern Hills AONB and a conservation area around Eastnor. The Malvern Hills falls onto the eastern flanks for the estate boundaries and has open access under Crow Act.

**General details and topography:**

The entire woodland holding amounts to 488.28 ha and comprises of 42% pure broadleaves, 19% broadleaf and conifer mixtures, and 4% open ground.

**Soil Types across the estate:**

- Slightly acid loamy and clayey soils with impeded drainage across many of the estates woodlands.
- Slowly permeable seasonally wet acid loamy and clayey soils on the lower lying estate farmland.
- Freely draining acid loamy soils over rock on the Malvern Hills.

Which has various sedimentary bedrock layers across the estate of Much Wedlock limestone formation, Bronsill Shale, May Hill sandstone, Coalbrookdale formation, Malvern complex-granitic rock, Lower Ludlow shades.

**Rainfall:**

Average is about 764mm/year

**Elevation:**

Across the estate it varies between the Malvern Hills at 275m and the lowest of 95m above sea level.



## 4.2 Information

Use this section to identify features that are both present in your woodland(s) and where required, on land adjacent to your woodland. It may be useful to identify known features on an accompanying map. Woodland information for your property can be found on the [Magic](#) website or the Forestry Commission [Land Information Search](#).

Feature	Within Woodland(s)	Cpts	Adjacent to Woodland(s)	Map No
<b>Biodiversity- Designations</b>				
Site of Special Scientific Interest	Yes	See Below	Yes	2
Special Area of Conservation	No		No	
Tree Preservation Order	No		No	
Conservation Area	No	112	Yes	
Special Protection Area	No		No	
Ramsar Site	No		No	
National Nature Reserve	No		No	
Local Nature Reserve	Yes	See below	Yes	2
Other (please Specify):	N/A		N/A	
<b>Notes:</b>	<p><b>Special Wildlife sites:</b></p> <p>Beside Cpt 112 Eastnor Lake Ref: SO73/012 Grid Reference: SO736368</p> <p>Cpts 71 to 73 Howlers Coppice Ref: SO73/014 Grid Reference: SO743356</p> <p>Cpts 57 to 68 Pendocks Grove and adjoining woodland Ref: SO73/017 Grid Reference: SO754358</p> <p>Cpts 102 to 109 Hospital Wood Ref: SO73/009 Grid Reference: SO722360</p> <p>Cpts 72, 78 to 100, 157 Clenchers Mill Wood and Little Woolpits Ref: SO73/010 Grid Reference: SO728354</p> <p>Cpts 123 to 135 Coneygree and Mayhill Woods Ref: SO73/007 Grid Reference: SO720371</p> <p>Beside Cpt 183a Quarry near Dead Woman's, Thorn Ref: SO73/008 Grid Reference: SO721376</p>			



Cpts 113 to 117	Eastnor Hill Wood Ref: SO73/011 Grid Reference: SO727375
Cpts 147 to 151	Stitch Wood and adjoining pasture Ref: SO73/013 Grid Reference: SO736385
Cpts 40 to 41, 44 to 48 and Parkland woods	Eastnor Park, Ashen Fields Coppice Ref: SO73/016 Grid Reference: SO745377
Cpts 136 to 146, 165 & 178	Ridgeway Wood Ref: SO73/015 Grid Reference: SO743389
Cpts 11	The Malvern Hills and adjoining sites Ref: SO73/018 Grid Reference: SO764399
<b>Natural England SSSI sites:</b>	
Cpt 165, 205	Eastnor Park SSSI
Cpts 8, 136, 137, 140 to 144 & 146	Ridgeway Wood SSSI
Cpts 11, 14, 15 to 39, 54, (Excluding Cpts 25, pt 24, 34, pt 36)	The Malvern Hills SSSI (mixed)
Cpts 130 to 132 & 134, 135	Mayhill Wood
<b>Herefordshire CC Conservation Area:</b>	
Beside Cpt 112	Name: Eastnor Id: 018686 LA REF: CON_AR_018 Designation date: 08/10/1991

Feature		Within Woodland(s)	Cpts	Map No	Notes
<b>Biodiversity - European Protected Species</b>					
Bat	Species (if known)	Yes	All	N/A	Likely to be present in all woods. NBN records show some recorded spp like Lesser Horseshoe bat, Noctule, Pipistrelle
Dormouse		Yes	Some woods	N/A	NBN records from the past, and likely to be present in some woods with a better understorey
Great Crested Newt		Yes	Some woods	N/A	NBN recorded, and likely to be present in some areas near pools etc
Otter		No			No NBN records, but likely to be passing through some woods where watercourses or pools exist.
Sand Lizard		No			No NBN records
Smooth Snake		No			No NBN records
Natterjack Toad		No			No NBN records
<b>Biodiversity - Priority Species</b>					
<a href="#">Schedule 1 Birds</a>	Species:	No	None		No NBN records, and inside some woodland bird assemblages, as targeted by CS for Marsh Tit, Willow Tit, Redstart, Wood Warbler, Hawfinch, Spotted Flycatcher, Pied Flycatcher, Tree Pipit, Lesser Redpoll
Mammals (Red Squirrel, Water Vole, Pine Marten etc)		No	None		NBN records for badger. Further checks to be made when harvesting.

Reptiles (grass snake, adder, common lizard etc)	No	Some woods		Likely to be present in some areas, but no NBN records
Plants	Yes	All		Woodland flora present throughout most woods, with NBN records
Fungi/Lichens	Yes	All		Woodland fungi and lichens present throughout most woods in the soil or decaying trees. No specific NBN records
Invertebrates (butterflies, moths, beetles etc)	Yes	All		NBN records present, and many woods have such species present.
Amphibians (pool frog, common toad)	No	Some woods		No NBN records, but likely to be around watercourses and pools
Other (please Specify):	N/A			
<b>Historic Environment</b>				
Scheduled Monuments	Yes	181	2	Midsummer Hill ID 1003533
		11		Herefordshire Beacon ID 1003814
Unscheduled Monuments	No			
Registered Parks and Gardens	Yes	Mixed	2	Eastnor Parkland Grade II
Boundaries and Veteran Trees	Yes	Some woods	Not mapped	Scattered mature trees in and around the edges of some woods and the parkland.
Listed Buildings	Yes	Close by to Cpts	2	Eastnor Obelisk ID 1266786 Grade 11
Other (please Specify):	N/A			
<b>Landscape</b>				
<b>National Character Area</b> (please Specify): No 106 Severn and Avon Vales for Cpt 54 & No 103 Malvern Hills for all other Cpts				
National Park	No			
Area of Outstanding Natural Beauty	Yes	All		Malvern Hills

Other (please Specify):	N/A			
<b>People</b>				
CROW Access	Yes	181, 182		Malvern Hills CRoW 2000 Open Access Land
Public Rights of Way (any)	Yes	3, 5, 10, 11, 14, 16, 31, 36, 37, 39 40, 54, 58, 71, 89, 119, 120, 121, 136, 158, 159, 178, 181, 182, 185, 186, 195, 205	3	
Other Access Provision	No			
Public Involvement	No			
Visitor Information	No			
Public Recreation Facilities	Yes	Mixed		Malvern Hills and Parkland
Provision of Learning Opportunities	No			
Anti-social Behaviour	No			
Other (please Specify):				
Registered Common Land (England)	Yes	181		Small area
<b>Water</b>				
Watercourses	Yes	14, 15, 18, 19, 20, 21,		Unnamed small streams across many cpts

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		22, 23, 27, 32, 35, 36, 38, 39, 41, 46, 47, 52, 63, 67, 68, 96, 110, 111, 127, 151, 145, 158, 159, 160, 168, 169, 170, 177, 176, 179, 187, 189, 190, 199, 205	3	
Lakes	Yes	158, 181,	3	Plus Eastnor lake cpt?
Ponds	Yes	11, 51, 47, 110, 127, 139, 170, 179, 185	3	
Other (please Specify):	N/A			



### 4.3 Habitat Types

This section is to consider the habitat types within your woodland(s) that might impact/inform your management decisions. Larger non-wooded areas within your woodland should be classified according to broad habitat type where relevant this information should also help inform your management decisions. Woodlands should be designed to achieve a diverse structure of habitat, species and ages of trees, appropriate to the scale and context of the woodland.

Feature	Within Woodland(s)	Cpts	Map No	Notes
<b>Woodland Habitat Types</b>				
Ancient Semi-Natural Woodland	Yes	3, 4, 5, 6, 8,11, 12,13, 15-29, 31-39, 41, 46,47, 48,50, 57-60, 61-63, 67,70, 74-76, 78-80, 81-86, 88-95, 97-99, 100-109, 120, 121, 133-150, 167, 205	2	
Planted Ancient Woodland Site (PAWS)	Yes	3, 7, 9, 10, 14, 30, 34, 36, 44-47, 64-67, 75, 83, 84, 87, 88, 94, 96, 98, 109, 118,	2	

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		119, 123- 132, 151		
Semi-natural features in PAWS	No			
Lowland beech and yew woodland	No			
Lowland mixed deciduous woodland	No	All other Cpts		Secondary woodland with a planted broadleaf crop with some conifer
Upland mixed ash woods	No			
Upland Oakwood	No			
Wet woodland	No			
Wood-pasture and parkland	Yes	3 to 5, 7, 8, 111, 112, 136 to 146, 154, 155, 165, 168, 188, 205		Eastnor Park and Ashen Fields Coppice
Other (please Specify):	No			
<b>Non Woodland Habitat Types</b>				
Blanket bog	No			
Fenland	No			
Lowland calcareous grassland	No			
Lowland dry acid grassland	No			
Lowland heath land	No			
Lowland meadows	No			
Lowland raised bog	No			
Rush pasture	No			
Reed bed	No			
Wood pasture	No			
Upland hay meadows	No			
Upland heath land	No			
Unimproved grassland	Yes	54, 181, 182		Part of the Malvern Hills open ground areas
Peat lands	No			
Wetland habitats	No			
Other (please Specify):	N/A			

## 4.4 Structure

This section should provide a snapshot of the current structure of your woodland as a whole. A full inventory for your woodland(s) can be included in the separate Plan of Operations spreadsheet. Ensuring woodland has a varied structure in terms of age, species, origin and open space will provide a range of benefits for the biodiversity of the woodland and its resilience. The diagrams below show an example of both uneven and even aged woodland.

Woodland Type (Broadleaf, Conifer, Coppice, Intimate Mix)	Percentage of Mgt Plan Area	Age Structure (even/uneven)	Notes (i.e. understorey or natural regeneration present)
ASNW Broadleaf pure crops	42%	Even aged	Ancient woods with some stored coppice and weak understorey present.
PAWS Mixed MB & MC crops	19%	Even aged	Mostly broadleaf element in variable mixtures of conifers or pure conifers.
Secondary broadleaf and conifer mixes and some scrub areas	39%	Even aged	Conifers scattered throughout these areas, with the high forest broadleaves as the main crop and scrubby areas on the Hills.

Uneven-aged woodland – many wildlife habitats because of high diversity



Even-aged woodland – tidy but of low diversity



## Section 5: Woodland Protection

Woodlands in England face a range of threats; this section allows you to consider the potential threats that could be facing your woodland(s). Use the simple Risk Assessment process below to consider any potential threats to their woodland(s) and whether there is a need to take action to protect their woodlands.

**Note:** To add more tables, Copy the table and Paste below.

### 5.1 Risk Matrix

The matrix below provides a system for scoring risk. The matrix also indicates the advised level of action to take to help manage the threat.

<b>Impact</b>	High	Plan for Action	Action	Action
	Medium	Monitor	Plan for Action	Action
	Low	Monitor	Monitor	Plan for Action
		Low	Medium	High
<b>Likelihood of Presence</b>				

### 5.2 Plant Health

Threat (e.g. Ash Dieback, <i>Phytophthora</i> , Needle Blight etc)	Ash Dieback <a href="https://www.forestresearch.gov.uk/tools-and-resources/fthr/pest-and-disease-resources/ash-dieback-hymenoscyphus-fraxineus/">https://www.forestresearch.gov.uk/tools-and-resources/fthr/pest-and-disease-resources/ash-dieback-hymenoscyphus-fraxineus/</a>
Likelihood of presence (high/medium/low)	High
Impact (high/medium/low)	High
Response (inc protection measures)	Ash dieback is present in most woods in both mature and young plantations of ash. The proportion of ash in the woodlands is mixed and integrated with other species, so it is proposed to thin out the ash in areas where it is not a major component, with the thinning being slightly heavier than under normal silvicultural conditions in order to increase the vigour of other species to replace the ash. Any felling of ash crops will need to be restocked with a wider diverse range of native species, but retaining up to 5% of healthy ash as a long term seed source.

Threat (e.g. Ash Dieback, <i>Phytophthora</i> , Needle Blight etc)	Acute Oak Decline (AOD) <a href="https://www.forestryresearch.gov.uk/tools-and-resources/fthr/pest-and-disease-resources/acute-oak-decline/">https://www.forestryresearch.gov.uk/tools-and-resources/fthr/pest-and-disease-resources/acute-oak-decline/</a>
Likelihood of presence (high/medium/low)	Low
Impact (high/medium/low)	Low
Response (inc protection measures)	This is not present in the woods but potential for a serious impact on the mature/semi-mature oak and they should be monitored closely and thinned out where possible. Trees are affected in the parkland and being monitored by NE.

Threat (e.g. Ash Dieback, <i>Phytophthora</i> , Needle Blight etc)	Great Spruce Bark Beetle ( <i>Dendroctonus micans</i> ) <a href="https://www.forestryresearch.gov.uk/tools-and-resources/fthr/pest-and-disease-resources/great-spruce-bark-beetle-dendroctonus-micans/">https://www.forestryresearch.gov.uk/tools-and-resources/fthr/pest-and-disease-resources/great-spruce-bark-beetle-dendroctonus-micans/</a>
Likelihood of presence (high/medium/low)	Low
Impact (high/medium/low)	High
Response (inc protection measures)	<i>Dendroctonus micans</i> is generally attracted to spruce trees (Sitka & Norway locally). Biological control has been implemented for the last 20-30 years using <i>Rhisofagus grandis</i> , a predatory beetle that feeds on the <i>Dendroctonus</i> larvae. It is important to remain vigilant for small outbreaks in spruce crops throughout their lifecycle in order to tackle the infestation at an early stage by felling or biological control.

Threat (e.g. Ash Dieback, <i>Phytophthora</i> , Needle Blight etc)	Chestnut Ink Disease ( <i>Phytophthora cinnamomi</i> , <i>P. cambivora</i> ) <a href="https://www.forestryresearch.gov.uk/research/mapping-the-distribution-of-phytophthoras-in-britain/phytophthora-cinnamomi/">https://www.forestryresearch.gov.uk/research/mapping-the-distribution-of-phytophthoras-in-britain/phytophthora-cinnamomi/</a>
Likelihood of presence (high/medium/low)	Medium

Impact (high/medium/low)	Medium
Response (inc protection measures)	Chestnut ink disease causes the death of infected mature Sweet chestnut trees within 1 to 3 years. The disease remains in the soil for many years and is taken up by the next generation of Sweet chestnut. The most effective control currently is to fell infected trees and remove the timber from site and not plant SC on the same ground.

Threat (e.g. Ash Dieback, <i>Phytophthora</i> , Needle Blight etc)	<i>Phytophthora ramorum</i> <a href="https://www.forestresearch.gov.uk/tools-and-resources/fthr/pest-and-disease-resources/ramorum-disease-phytophthora-ramorum/">https://www.forestresearch.gov.uk/tools-and-resources/fthr/pest-and-disease-resources/ramorum-disease-phytophthora-ramorum/</a>
Likelihood of presence (high/medium/low)	Low - Zone 2 area
Impact (high/medium/low)	High
Response (inc protection measures)	This disease affects Larch attacking the tree vigorously; the tree then becomes a host for the disease, creating large populations of spores, which then infect neighbouring trees. The disease is present across the country in varying density. Currently the disease is not in the immediate vicinity. Due to the scattered nature of the Larch in the woodlands, it is proposed to remove some trees during thinning operations in order to reduce further the threat of infection and to monitor the large blocks of larch for any early signs.

Threat (e.g. Ash Dieback, <i>Phytophthora</i> , Needle Blight etc)	<i>Phytophthora pluvialis</i> <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1057343/Symptom_guide_P_pluvialis_v2_Feb_2022.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1057343/Symptom_guide_P_pluvialis_v2_Feb_2022.pdf</a>
Likelihood of presence (high/medium/low)	Low
Impact (high/medium/low)	Medium
Response (inc protection measures)	This known and recent disease (2021), can



cause needle cast, shoot dieback, and lesions on the stem, branches, and roots to tree species like WH and DF, plus some pine spp. *Phytophthora pluvialis* meets the criteria to be classified as a GB quarantine pest for regulatory purposes and has demarcated areas around England of the confirmed outbreak sites, and introduced movement restrictions on materials capable of spreading the disease, with one demarcated areas are currently in place in western Herefordshire. Any signs will be reported via Tree Alert.

Threat (e.g. Ash Dieback, <i>Phytophthora</i> , Needle Blight etc)	<b>Dothistroma needle blight (<i>Dothistroma septosporum</i>)</b> <a href="https://www.forestresearch.gov.uk/tools-and-resources/ftlr/pest-and-disease-resources/dothistroma-needle-blight-dothistroma-septosporum/">https://www.forestresearch.gov.uk/tools-and-resources/ftlr/pest-and-disease-resources/dothistroma-needle-blight-dothistroma-septosporum/</a>
Likelihood of presence (high/medium/low)	Low
Impact (high/medium/low)	High
Response (inc protection measures)	<p>It causes premature needle defoliation; resulting in loss of timber yield and, in severe cases, tree death in pine species like CP, SP, LP.</p> <p>It is also known as red band needle blight because of the colourful symptoms it shows on pine trees. Trees of all ages can become infected. Symptoms are first seen at the base of the crown on older needles. Infected needles typically develop yellow and tan spots and bands, which soon turn red. Then, as the disease progresses, the ends of the needles turn reddish-brown while the needle base remains green.</p> <p>Controls include thinning of stands of pine trees in accordance with good silvicultural practice to promote air circulation in the tree crowns. This will help to reduce humidity levels in the crowns, thereby making conditions less conducive to fungus development. No-thin regimes and delayed first thinning have been shown to lead to</p>





	significant numbers of tree deaths if work is not undertaken.
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**General Biosecurity Measures**

Currently only routine low risk operations are likely to take place in the woodland. The following measures will be followed by those carrying out forest management work; timber harvesting and establishment (restocking, weeding & cleaning) where:

- Footwear and outer clothing that can easily be kept clean to be worn.
- Footwear and outer clothing regularly cleaned and kept visually free from soil and organic debris.
- Vehicles cleaned regularly, mud and organic material not allowed to accumulate on tyres, wheels and under wheel arches.
- Equipment taken on to site restricted to only that needed for task.
- Tools and equipment kept clean, serviceable and free from organic debris

**5.3 Deer**

Species - Likelihood of presence (high/medium/low)	High (fallow, roe and muntjac) and Red within the parkland
Impact (high/medium/low)	High
Response (inc protection measures)	<p>There are significant numbers of fallow in the surrounding area and muntjac is increasing in each wood. Roe are present in some woodland blocks. There is a captive Red Deer herd within the parkland.</p> <p>In some woods the damage could be significant, and there is an ecological impact from browsing of ground flora and understorey shrubs/ natural regeneration and coppice.</p> <p>Low key culling is presently being undertaken but this will need to increase if the pressure is to be reduced.</p> <p>Control strategies should seek to maintain or reduce populations and a more detailed deer management plan is required to determine the strategy and cull targets for the future.</p> <p>Deer enclosure plots and additional high seats may be used to monitor/control the browsing</p>

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	<p>impact.</p> <p>Some deer fencing may be required, where the impact will be serious on coppice or restocking areas.</p>
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### 5.4 Grey Squirrels

Likelihood of presence (high/medium/low)	<p>Medium</p> <p><a href="https://www.forestresearch.gov.uk/research/controlling-grey-squirrels-forests-and-woodlands-uk/">https://www.forestresearch.gov.uk/research/controlling-grey-squirrels-forests-and-woodlands-uk/</a></p>
Impact (high/medium/low)	high
Response (inc protection measures)	<p>Squirrel control is essential in all young establishing restocking compartments (and will consist of trapping, dray poking &amp; shooting).</p> <p>The estate carries out limited intervention and this needs to be increased where necessary.</p> <p>Squirrel control will use working circles around vulnerable plantations according to FC guidelines.</p>

### 5.5 Livestock and Other Mammals

Threat (Sheep, Horse, Rabbit etc)	Rabbit & Hares
Likelihood of presence (high/medium/low)	High
Impact (high/medium/low)	High
Response (inc protection measures)	<p>Many of the woodland blocks are bounded by fields and the presence of rabbits and hare browsing is likely to be an issue for restocking sites. Consider rabbit fencing or other tree protection when restocking.</p>

Threat (Sheep, Horse, Rabbit etc)	Livestock (farm)
Likelihood of presence (high/medium/low)	Medium
Impact (high/medium/low)	Medium
Response (inc protection measures)	There does not appear to be livestock trespass within the woodland boundaries, however fencing will require maintenance or replacement in some areas to ensure future security, where grazing stock are beside woods.

## 5.6 Water & Soil

Threat (Soil Erosion, Acidification of Water, Pollution incidents etc)	Point Pollution
Likelihood of presence (high/medium/low)	Low
Impact (high/medium/low)	Low
Response (inc protection measures)	Forest machinery working onsite will carry a spillage kit of the appropriate size.

Threat (Soil Erosion, Acidification of Water, Pollution incidents etc)	Soil Erosion
Likelihood of presence (high/medium/low)	Low
Impact (high/medium/low)	Medium
Response (inc protection measures)	Harvesting operations will use brush mats where possible in order to prevent soil erosion during operations. Use brush bunds to filter water before it enters watercourses. All watercourses to be kept clear of lop & top debris.

General measures to protect against siltation and pollution:

- Work avoided during prolonged wet weather.
- Watercourse crossing points minimised.
- Culverts installed where ditches cross the main extraction tracks.
- Watercourse kept free of debris as far as practical during operations. All debris to be removed from watercourses once harvesting operations are completed.
- Extraction routes will be planned to minimise journeys through sensitive areas.
- Timber stacking areas sited on dried ground where practical.
- Fuelling points to be located away from watercourses and wetland areas.



### 5.7 Environmental

Threat (Pollution, Fire, Flood, Wind, Invasive Species, etc)	Fire
Likelihood of presence (high/medium/low)	Low
Impact (high/medium/low)	Low
Response (inc protection measures)	In the case of fire the local fire brigade will be call and requested to attend.  Located at: Malvern, Ledbury and Upton upon Severn stations

Threat (Pollution, Fire, Flood, Wind, Invasive Species, etc)	Invasive Species
Likelihood of presence (high/medium/low)	Low
Impact (high/medium/low)	Low
Response (inc protection measures)	Any scattered areas of Rhododendron ponticum and Laurel which have established in some woodlands will be treated where not required for the shoot. Removal of these invasive species should be prioritised in order to reduce the risk of disease entering the woodland and ensure the protection of remnant native woodland vegetation in these areas. Some areas will have to be retained where shooting interests are high or important.

### 5.8 Social

Threat (Rights of Way, CROW, permissive access, events sporting rights, Anti-social Behaviour etc)	Game Shooting
Likelihood of presence (high/medium/low)	Low
Impact (high/medium/low)	Medium
Response (inc protection measures)	Good practice guidelines approved by the BASC, CLA & GWCT will be adopted wherever possible. Game shooting is very important to the estate and warning signs will be erected when necessary, where shoot drives are likely

	to occur within the vicinity of these areas near PRWs.
Threat (Rights of Way, CROW, permissive access, events sporting rights etc)	Rights of Way, CROW, plus permissive access around Parkland area and Malvern Hills
Likelihood of presence (high/medium/low)	High
Impact (high/medium/low)	Medium
Response (inc protection measures)	Tree safety and regular inspections will be undertaken along these routes, plus warning signs erected when harvesting within the same area or stacking timber loading points.

## 5.9 Economic

Threat (Timber forecasting, markets, products, operational costs etc)	Operational Costs
Likelihood of presence (high/medium/low)	High
Impact (high/medium/low)	High
Response (inc protection measures)	<p>Most woods have some access, while the small blocks have limited access routes due to the neighbouring farmland. Waterlogging and soft ground conditions are a feature of many woodlands. These features have the potential to cause harvesting costs to increase to the point where timber production becomes uneconomical unless better access and stacking points are integrated.</p> <p>Therefore, following approval of the management plan, woodland improvement grant may be applied for to assist with the cost of creating new access tracks, haulage routes and stacking/loading areas in order to reduce the cost of harvesting operations. All other existing stoned tracks to be maintained after harvesting.</p>

Threat (Timber forecasting, markets, products, operational costs etc)	Markets
Likelihood of presence	High

(high/medium/low)	
Impact (high/medium/low)	High
Response (inc protection measures)	A proportion of the current mixed broadleaves component should be thinned or felled and marketed to local and national markets in the short term, with the increasing advance of ash dieback becoming more established in the crops, which would reduce yield and value in the longer term timber.

Threat (Timber forecasting, markets, products, operational costs etc)	Age Class range
Likelihood of presence (high/medium/low)	High
Impact (high/medium/low)	High
Response (inc protection measures)	A need to create a wider and younger age classes taking the opportunity current mixed broadleaf/ash and conifer components to restock or use coppice regrowth for some species like the Sweet Chestnut, should give a more diverse range of species and create a better age profile for the future.

## 5.10 Climate Change Resilience

Threat (Uniform Structure, Provenance, Lack of Diversity etc)	Uniform Structure
Likelihood of presence (high/medium/low)	High
Impact (high/medium/low)	Medium
Response (inc protection measures)	Break up uniform age structure by thinning and clearfelling will encourage more resilient species to be planted. Where deer are controlled and gradually convert some woodlands to a more continuous cover style management regime to help preserve the local landscape character.

Threat (Uniform Structure, Provenance, Lack of Diversity etc)	Species Composition
Likelihood of presence (high/medium/low)	Medium
Impact (high/medium/low)	Medium



Response (inc protection measures)	Species composition is quite varied currently and it would be an advantage to maintain and widen this by restocking or enrichment the species mixtures. Each restock will consider including honorary natives outside the ancient woodlands.
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## Section 6: Management Strategy

This section requires a statement of intent, setting out how you intend to achieve your management objectives and manage important features identified within the previous sections of the plan. A detailed work programme by sub-compartment can be added to the Plan of Operations.

Management Objective / Feature	Management Intention
1. Harvesting and thinning of maturing crops and restructuring	<p>To work over mature crops by felling or coppice working and restocking with appropriate species and balancing the age classes which will be robust to fight climate change and pest and diseases into the future.</p> <p>Thinning operations will cover many areas and on average between 30 to 60m<sup>3</sup>/ha will be removed to help develop a canopy of healthy crowns and better understorey.</p> <p>Replanting will be with the right species for each site and designation. Stocking densities will be 1600t/ha for broadleaves and 2500t/ha for conifers with some OG and WSH where necessary.</p>
2. Protecting and enhancing the biodiversity of the woodlands	<p>This objective will deliver the important features of each woodland by improving the rides, safeguarding ancient and unusual tree species, improving the derelict coppice, leaving deadwood where safe while undertaking deer and squirrel controls.</p>
3. Safeguarding the commercial importance of access for LandRover	<p>The woodlands are an important feature for this company and that all harvesting works will be in consultation with them, to maintain the present infrastructure and increase biodiversity experience and enhancement for their visitor experiences with a atmosphere of positive woodland management around the routes taken and ride network.</p>
4. Improving the commercial shooting interests	<p>The harvesting will take into account the importance of the shoot and work to improve and maintain a viable shooting enterprise.</p>





<p>5. Reducing the risk of woodland pest and diseases</p>	<p>Ash and other tree species will be monitored and the current best practice following guidelines to be undertaken to safeguard the woods and trees within those areas. Where necessary Tree Health grants will help the restructuring in the restocking areas of the right species.</p>
<p>6. Improving and safeguarding of features like SSSI and SAMs along with the listed Parkland woodlands</p>	<p>All works will have the approval of both NE or HE for those designated Cpts and that the FC Supplementary Notice will give a more detailed specification of works in the SSSI areas or with SAM a notice of works where required for both organisations approval.</p>
<p>7. Maintaining the importance of the landscape within the estate</p>	<p>The woodland management felling and thinning operations will strongly bear the importance of securing or improving the internal and external landscape of the estates woodlands.</p> <p>The thinning operations will remove the overstocked areas, depending on the standing volumes and felling will retain important trees and edges where necessary.</p>
<p><b>CS Targeted work:</b> for the future in the main high priority areas like (ASNW/PAWS)</p> <p>Rides – 2 or 3 Zone only</p>	<p>Ride mowing will be undertaken annually on some ride centres and once every two years on specified ridesides in order to promote rideside vegetation on a two zone cycle. 2 zone management will endeavour to achieve an overall width of 9-12m where possible, with zone 1 width to be 3/5m and zone 2 width to be 3/4m on either side of zone 1.</p> <p>There are opportunities for 3 Zone rides with overall width of 15-20m where possible, with zone 1 width to be 3/5m and zone 2 width to be 3/4m on either side of zone 1 and zone 3 5m on the outer edges.</p> <p>Note that Zone 1 is not always possible along many rides, as they are used by LandRover and that zones 2 or 3 will be managed only in</p>

Open Ground	<p>those circumstances.</p> <p>Thinning will endeavour to remove occasional rideside trees to assist with ride widening and create scalloped edges if the ride doesn't already have the correct width.</p> <p>Open ground will consist of glades, unplanted non-productive areas. These areas will be managed to remove unwanted tree and scrub growth to ensure that the areas remain open throughout the plan period and mown on a yearly basis with the cuttings left to rot on site.</p>
Coppicing	<p>Some areas of the woodlands contain a more dense stored hazel or sweet chestnut coppice and will be re-coppiced in specified areas during future thinning operations. This will rejuvenate the coppice resource for the benefit of the local wildlife.</p>
Deadwood Habitat	<p>Standing and fallen deadwood will be retained in areas, where it is currently most evident, in order to work towards the UKFS target of 20m<sup>3</sup>/ha.</p>
Veteran Trees	<p>Veteran trees identified for interventions in subsequent Countryside Stewardship grant funding applications will be sensitively halo thinned during thinning operations in order to open the adjacent canopy to promote improved health and vitality.</p>
Invasive Species Control	<p>Control of invasive species, such as <i>Rhododendron ponticum</i> and Laurel will be undertaken as necessary, and will generally be cut to ground level and stump sprayed using glyphosate onto the fresh cut stump until the regrowth is eradicated. The areas selected will be done in consultation with the shoot.</p>
Uneconomic thinning of broadleaves	<p>Some thinning operations in young crops between the ages of 20 to 30 years old will be required to help develop their robustness and improve the stand quality. This work is mostly cutting to waste in these small areas. Some pockets of SC will be singled and not coppiced to become a high forest canopy.</p>

<b>Other Woodland Objectives</b>	
Minimal Intervention Areas	These areas will be some older crops/ scrubby areas or important landscape features where forestry operations will be undertaken or areas where thinning is unlikely to be undertaken.
EPS Mitigation	NBN Gateway data has been checked as part of this management plan process to ascertain EPS located in or near the woodland. This information will be reviewed periodically to check for updates. Relevant EPS information will be supplied to contractors prior to work commencing. Operations will follow current FC best practice guidelines.
Woodland infrastructure: New track creation and upgrade of existing tracks to improve access for the production of timber	<p>Creation of new tracks or upgrading for haulage or forwarder may be required in less accessible areas or keeping off LandRover tracks, or where green rides or farmland routes to the woods are insufficient to efficiently manage the woodland.</p> <p>Track repair and maintenance will be undertaken throughout the plan period to ensure that the access tracks are maintained in good order and suitable for harvesting equipment to access the site safely.</p>

## Section 7: Stakeholder Engagement

There can be a requirement on both the FC and the owner to undertake consultation/engagement. Please refer to [Operations Note 35](#) for further information. Use this section to identify people or organisations with an interest in your woodland and also to record any engagement that you have undertaken, relative to activities identified within the plan.

Work Proposal	Individual/ Organisation	Date Contacted	Date feedback received	Response	Action
All SSSI Cpts Email: <a href="mailto:enquiries@naturalengland.org.uk">enquiries@naturalengland.org.uk</a>	Natural England Worcs	23/12/22			
All SAM or Parkland Cpts Email: <a href="mailto:midlands@HistoricEngland.org.uk">midlands@HistoricEngland.org.uk</a>	Historic England Birmingham	23/12/22			
All Cpts Email: <a href="mailto:aonb@worcestershire.gov.uk">aonb@worcestershire.gov.uk</a>	Malvern Hills AONB	23/12/22			
Cpts 161 to 163	Bromsberrow	23/12/22			

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<p><b>Clerk Name:</b> Dave Kent <b>Email:</b> <a href="mailto:bbpc@live.co.uk">bbpc@live.co.uk</a></p>	<p><b>CP, Glos</b></p>				
<p><b>Cpts 54</b> <b>Clerk Name:</b> Mrs Janice Kennedy <b>Email:</b> <a href="mailto:berrowparishcouncil@gmail.com">berrowparishcouncil@gmail.com</a></p>	<p><b>Berrow CP Worcs</b></p>	<p>23/12/22</p>			
<p><b>Cpts 97, 98, 99, 100, 103 to 105, 107 to 109, 147, 148, 167, 178, 191</b> <b>Clerk Name:</b> Ms Angie Price <b>Email:</b> <a href="mailto:clerk@ledburytowncouncil.gov.uk">clerk@ledburytowncouncil.gov.uk</a></p>	<p><b>Ledbury CP Hfds</b></p>	<p>23/12/22</p>			
<p><b>All other Cpts</b> <b>Clerk Name:</b> Mrs. Janet Chester <b>Email:</b> <a href="mailto:eastnordonningtonpcc@hotmail.co.uk">eastnordonningtonpcc@hotmail.co.uk</a></p>	<p><b>Eastnor and Donnington CP Hfds</b></p>	<p>23/12/22</p>			
<p><b>General: Cpts1, 2, 3</b> <b>Clerk Name:</b> Mrs.</p>	<p><b>Colwall CP Hfds</b></p>	<p>23/12/22</p>			

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**Karen Davis**

**Email:**

[cpccclerk@colwall.org.uk](mailto:cpccclerk@colwall.org.uk)

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## Section 8: Monitoring

Indicators of progress/success should be defined for each management objective and then checked at regular intervals. Other management activities could also be considered within this monitoring section. The data collected will help to evaluate progress.

Management Objective/Activities	Indicator of Progress/Success	Method of Assessment	Frequency of Assessment	Responsibility	Assessment Results
Harvesting and thinning of maturing crops and restructuring.	Harvesting yield and standing volume	Monitoring of harvesting yield and stand volume assessments	Annual	Forest Manager	
	Successful establishment of restock sites.	Record of completion			
	Pest/disease damage	Visual assessment			
Protecting and enhancing the biodiversity of the woodlands.	Silviculture programme intervention to improve species diversity/structure.	Visual assessment	Annual	Forest Manager	
Safeguarding the commercial importance of access for LandRover.	Approved plan, work records	Land Rover communication	Annual	Forest Manager and Land Rover agent	
Improving the commercial	Successful	Keeper	Annual	Forest Manger	

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shooting interests.	establishment of restock sites with suitable species	communication on Record of completion		and Game keeper	
Reducing the risk of woodland pest and diseases.	Pest/disease damage Successful establishment of restocking. Squirrel damage Impact of deer browsing on flora	Visual assessment Beat-up/cpt surveys, and damage inspections Squirrel cull records Deer enclosure plots. Deer management plan and cull records.	Annually	Forest Manager and Game Keeper.	
Improving and safeguarding of features like SSSI and SAMs along with the listed Parkland woodlands.	Consultation Low intervention areas Thinning	Communication on Visual assessment	Annual	Forest Manager	
Maintaining the importance of the landscape within the estate.	Consultation Approved plan, work records	Communication on Visual assessment	Annual	Forest Manager	
Minimal Intervention Areas	Approved plan,	Visual	Annual	Forest Manager	

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	work records	assessment	Annual	Forest Manager
EPS Mitigation	Approved plan, work record	Visual assessment	Annual	Forest Manager
Woodland infrastructure: New track creation and upgrade of existing tracks to improve access for the production of timber	Ride structure Approved plan Work records	Photographic record/compl etion of work programme	5 years	Forest Manager

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## UK Forestry Standard woodland plan assessment

For FC office use and approval only:

UKFS management plan criteria	Minimum approval requirements	Achieved	Review notes
<p><b>Plan Objectives:</b> Forest management plans should state the objectives of management and set out how an appropriate balance between social, economic, environmental objectives will be achieved.</p>	<ul style="list-style-type: none"> <li>Management plan objectives are stated.</li> <li>Consideration is given to environmental, economic and social objectives relevant to the vision for the woodland.</li> </ul>	Yes/No	
<p><b>Forest context and important features in management strategy:</b> Forest management plans should address the forest context and the forest potential and demonstrate how the relevant interests and issues have been considered and addressed.</p>	<p>Management intentions communicated in <b>Sect. 6</b> of the management plan are in line with stated objective(s) in <b>Sect. 2</b>. Management intentions should take account of:</p> <ul style="list-style-type: none"> <li>Relevant features and issues identified in the woodland survey (<b>Sect. 4</b>).</li> <li>Any potential threats to and opportunities for the woodland, as identified under woodland protection (<b>Sect. 5</b>).</li> <li>Relevant comments received from stakeholder engagement are documented in <b>Sect. 7</b>.</li> </ul>	Yes/No	
<p><b>Identification of designations within and surrounding the woodland site:</b> For designated areas, e.g. National Parks or SSSI, particular account is taken of landscape and other sensitivities in the design of forests and forest infrastructure.</p>	<ul style="list-style-type: none"> <li>Survey information (<b>Sect. 4</b>) identifies any designations that impact on woodland management.</li> <li>Management intentions (<b>Sect. 6</b>) have taken account of any designations.</li> </ul>	Yes/No	
<p><b>Felling and restocking to improve forest structure and diversity:</b> When planning felling and restocking, the design of existing forests should be re-</p>	<ul style="list-style-type: none"> <li>Felling and restocking proposals are consistent with UKFS design principles (for example scale and adjacency).</li> <li>Current diversity (structure, species, age</li> </ul>	Yes/No	

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<p>assessed and any necessary changes made to meet UKFS requirements. Forests should be designed to achieve a diverse structure of habitat, species and age range of trees, appropriate to the scale and context. Forests characterised by a lack of diversity, due to extensive areas of even-aged trees, should be progressively restructured to achieve age class range.</p>	<p>structure) of the woodland has been identified through the survey (<b>Sect. 4</b>). • Management intentions aim to improve / maintain current diversity (structure, species, and ages of trees).</p>	
<p><b>Consultation:</b> Consultation on forest management plans and proposals should be carried out according to forestry authority procedures and, where required, the Environmental Impact Assessment (Forestry) Regulations.</p>	<ul style="list-style-type: none"> <li>• Stakeholder consultation is in line with current FC guidance, and recorded in <b>Sect. 7</b>. The minimum requirement is for statutory consultation to take place, and this will be carried out by the Forestry Commission.</li> <li>• Plan authors undertake stakeholder engagement (ref FC Ops Note 35) relevant to the context and setting of the woodland.</li> </ul>	<p><b>Yes/No</b></p>
<p><b>Plan update and review:</b> Management of the forest should conform to the plan, and the plan should be updated to ensure it is current and relevant.</p>	<ul style="list-style-type: none"> <li>• A 5 year review period is stated on the 1<sup>st</sup> page of the plan</li> <li>• <b>Sect. 8</b> is completed with 1 indicator of success identified per management objective</li> </ul>	<p><b>Yes/No</b></p>

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<p><b>Approved in Principle</b> <i>This means the FC is happy with your plan; it meets UKFS requirements.</i> a) You can use it to support a CS-HT or other grant application. b) You do not yet have a licence to undertake any tree felling in the plan.</p>	<p><b>Name (WO or FM):</b></p>	<p><b>Date:</b></p>
<p><b>Approved</b> <i>This means FC is happy with your plan; it meets UKFS requirements, and we have also approved a felling licence for any tree felling in the plan (where required).</i></p>	<p><b>Name (AO, WO or FM):</b></p>	<p><b>Date:</b></p>

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Sub-Cpt Record										Restocking										NEW							
Cpt	Sub Cpt	Area (Ha)	Species	Designations	Area to be felled (Ha)	Type Felling	Identify species that are more than 20% of the volume to be felled. Below 20%, record as MB or MC	Est Volume (m3) con	Est Volume (m3) bativ	Pref Felling Year	Notes (use this column for felling and restocking notes)	Restock area (ha)	% of open space	Spp	%	Spp	%	Spp	%	Spp	%	Total % including (must equal 100%) auto generated	Stocking density (Stocks per Hectare)	% Established by natural regeneration	Select restock proposal type		
24		1.78	OK MB	ASNW/SSS	1.78	T	OK MB	80		6-10																	
25		0.95	SC MB	ASNW/SSS	0.95	FC	SC MB	90		6-10		0.95		SC	80	MB	20					100	1600			Restock With Coppice Rec	
26		2.72	OK SC MB	ASNW/SSS	2.72	T	OK SC MB	125		6-10																	
27		2.55	K SC AH CAR	MEASW/SSS	2.55	T	OK SC AH CAR MB	120		1-5																	
28		2.53	OK SC MB	ASNW/SSS	2.53	T	OK SC MB	120		6-10																	
29		3.34	OK PO MB	ASNW/SSS	3.34	T	OK PO MB	150		1-5																	
30		1.46	OK MB	PAWS/SSS	1.46	T	OK MB																				
31		3.19	OK MB	ASNW/SSS	3.19	T	OK MB	145		6-10																	
32		1.34	OK CAR AH MB	ASNW/SSS	1.34	T	OK CAR AH MB	60		1-5																	
33		1.93	K SC CAR PO	MEASW/SSS	1.93	T	OK SC CAR PO MB	90		1-5																	
34 a		0.70	JL MB	W/PAWS/E	0.70	CF	JL MB	200		1-5		0.70	10	WRC	60	SP	10	MB	20			300	2500/1600			Replant The Felled Area	
34 b		3.39	OK MB	W/PAWS/E	3.39	T	OK MB	150		1-5																	
35		2.57	K SC AH CAR	MEASW/SSS	2.57	T	OK SC AH CAR MB	120		6-10																	
36 a		4.33	OK SC MB MC	W/PAWS/E	4.33	T	OK SC MB MC	20		1-5																	
36 b		0.60	JL MB	W/PAWS/E	0.60	CF	JL MB	10		1-5																	
36 c		0.28	OK SC MB MC		0.28	T	OK SC MB MC	2		1-5																	
37		2.04	OK MB	ASNW/SSS	2.04	T	OK MB	90		6-10																	
38 a		1.55	OK AH MB	ASNW/SSS	1.05	T	OK AH MB	50		1-5																	
38 b		5.37	OK MB	ASNW/SSS	0.50	RF	OK MB	125		1-5																	
39 a		1.31	OK AH MB	ASNW/SS	1.31	T	OK AH MB	60		6-10																	
39 b		1.37	AH MB	ASNW/SS	1.37	RF	AH MB	340		1-5		1.37	10	OK	50	SC	25	BI	15			100	1600			Replant The Felled Area	
40		2.55	OK SC AH MB	ASNW	1.55	T	OK SC AH MB	70		1-5																	
41		1.74	OK SC AH MB	ASNW	1.74	T	OK SC AH MB	80		1-5		1.00	10	OK	50	SC	25	BI	15			100	1600			Replant The Felled Area	
42		2.79	OK SC AH MB	ASNW	2.79	T	OK SC AH MB	130		1-5																	
43		3.42	OK MB	ASNW	3.42	T	OK MB	150		1-5																	
44		0.73	SC MB	PAWS	0.73	FC	SC MB	70		1-5		0.73		SC	80	MB	20					100	1600			Restock With Coppice Rec	
45		1.83	OK AH MB	PAWS	1.33	T	OK AH MB	60		1-5																	
46		2.03	OK AH MB	ASNW/PA	1.53	T	OK AH MB	120		1-5		0.50		OK	50	BI	20	HBM	10	MB	20		100	1600			Replant The Felled Area
					0.50	RF	AH OK MB	70		1-5		0.50		OK	50	BI	20	HBM	10	MB	20		100	1600			Replant The Felled Area









**Sub-Cpt Record** **Felling** **Restocking**

NEW

Cpt	Sub Cpt	Area (Ha)		Species	Designations	Area to be felled (ha)	Type of felling	Identify species that are more than 20% of the volume felled. Below 20%, record as MB or MC				Est Volume (m <sup>3</sup> ) con	Est Volume (m <sup>3</sup> ) bdy	Prof Felling Year	Notes (use this column for felling and restocking notes)	Restock (ha)	% of space	Spp. Species to be restocked												Total % including open spaces (must auto generated)	Stocking Density (cows/Hectares)	% Established by natural regeneration	Select restock proposal type			
		PO	CA					MB	MC	PO	CA							MB	MC	Spp %	Spp %	Spp %	Spp %	Spp %	Spp %	Spp %	Spp %	Spp %	Spp %					Spp %	Spp %	Spp %
110		0.69		PO, CA, MB		0.69	CF					200	1-5		0.69			PO	BD	CA	MB	MC	NS	SC	SYC	DF	100	1600		Replant The Felled Area						
111		1.91		NS, PO, AH, MB, MC		1.91	T					45	6-10																							
112		4.46		JL, SP, OK, AH, MB, MC		4.46	T					100	6-10																							
113 a		0.75		AH, OK, MB		0.75	T					30	1-5																							
113 b		1.73		OK, AH, MB		1.73	T					65	1-5																							
114		1.52		OK, SYC, YEW, AH, MB		1.52	T					40	1-5																							
115 a		0.3		JL, MB		0.3	CF					25	1-5																							
115 b		3.8		AH, OK, SYC, SC, MC, MB		3.8	FC					20	1-5																							
116		2.44		AH, NS, OK, MB, MC		0.44	T					10	1-5																							
117		1.48		OK, AH, MB		1.48	T					55	6-10																							
118		3.08		OK, AH, SYC, DF, MB	PAWS	3.08	T					30	6-10																							
119 a		2.04		SYC, OK, EL, MB	PAWS	2.04	T					10	6-10																							
119 b		0.87		JL, MB	PAWS	0.87	CF					260	1-5																							
120		1.13		OK, AH, MB	ASNW	1.13	T					50	6-10																							
121		1.86		OK, SC, MB	ASNW	1.86	T					80	6-10																							
122		1.8		AH, OK, SYC, MB		1.8	T					80	6-10																							
123		2.65		BT, AH, MB	PAWS	2.65	T					110	6-10																							
124		1.53		SC, MB	PAWS	0.75	FC					75	6-10																							
125		1.49		AH, MB	PAWS	1.49	T					60	6-10																							
126		2.92		EL, MB	PAWS	2	RF					500	1-5																							
127		2.13		OK, AH, MB, SYC	PAWS	2.13	T					95	6-10																							
128		2.37		OK, AH, SC, MB	PAWS	2.37	T					100	6-10																							
129		1.05		OK, AH, SYC, MB	PAWS	1.05	T					50	1-5																							

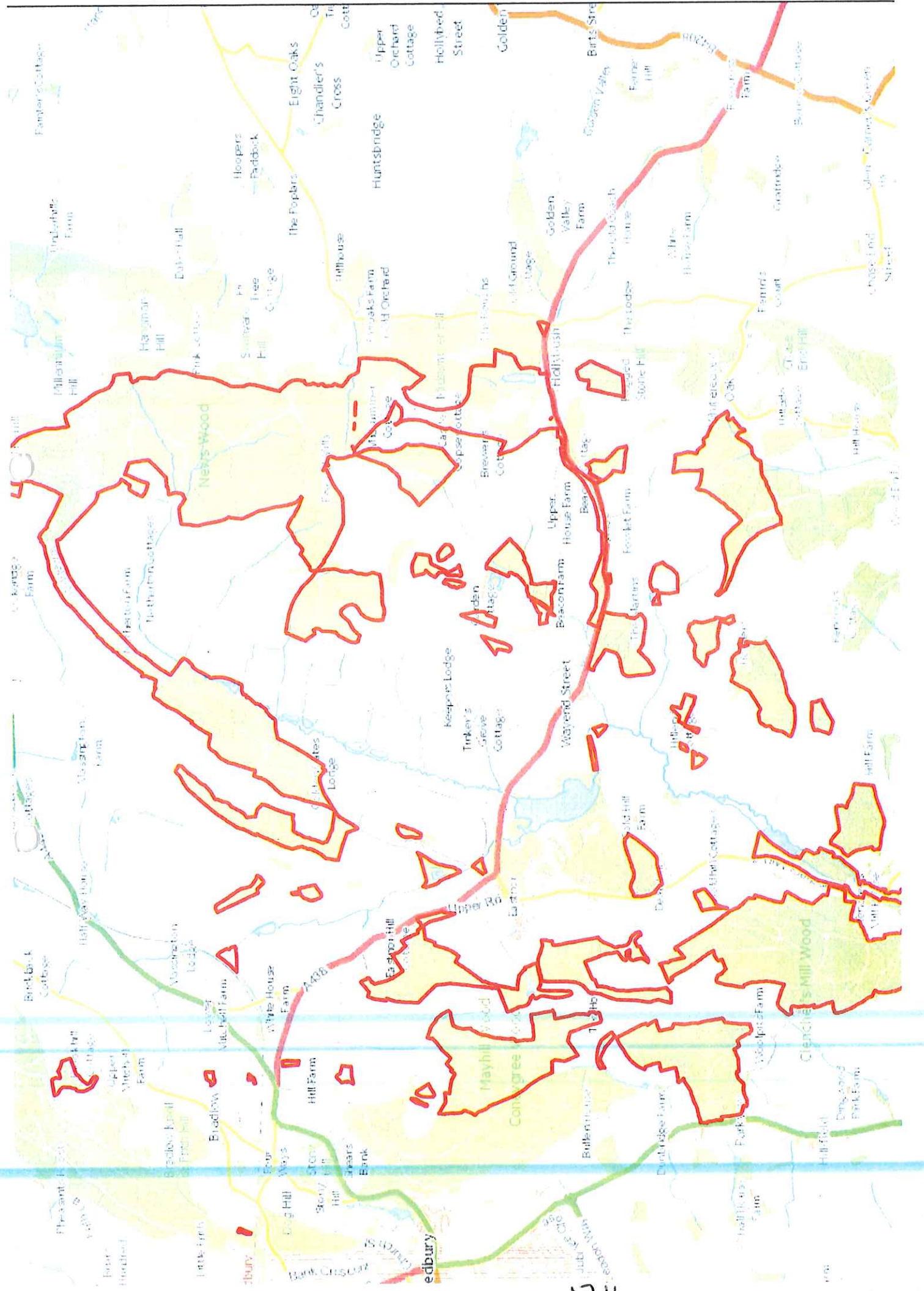
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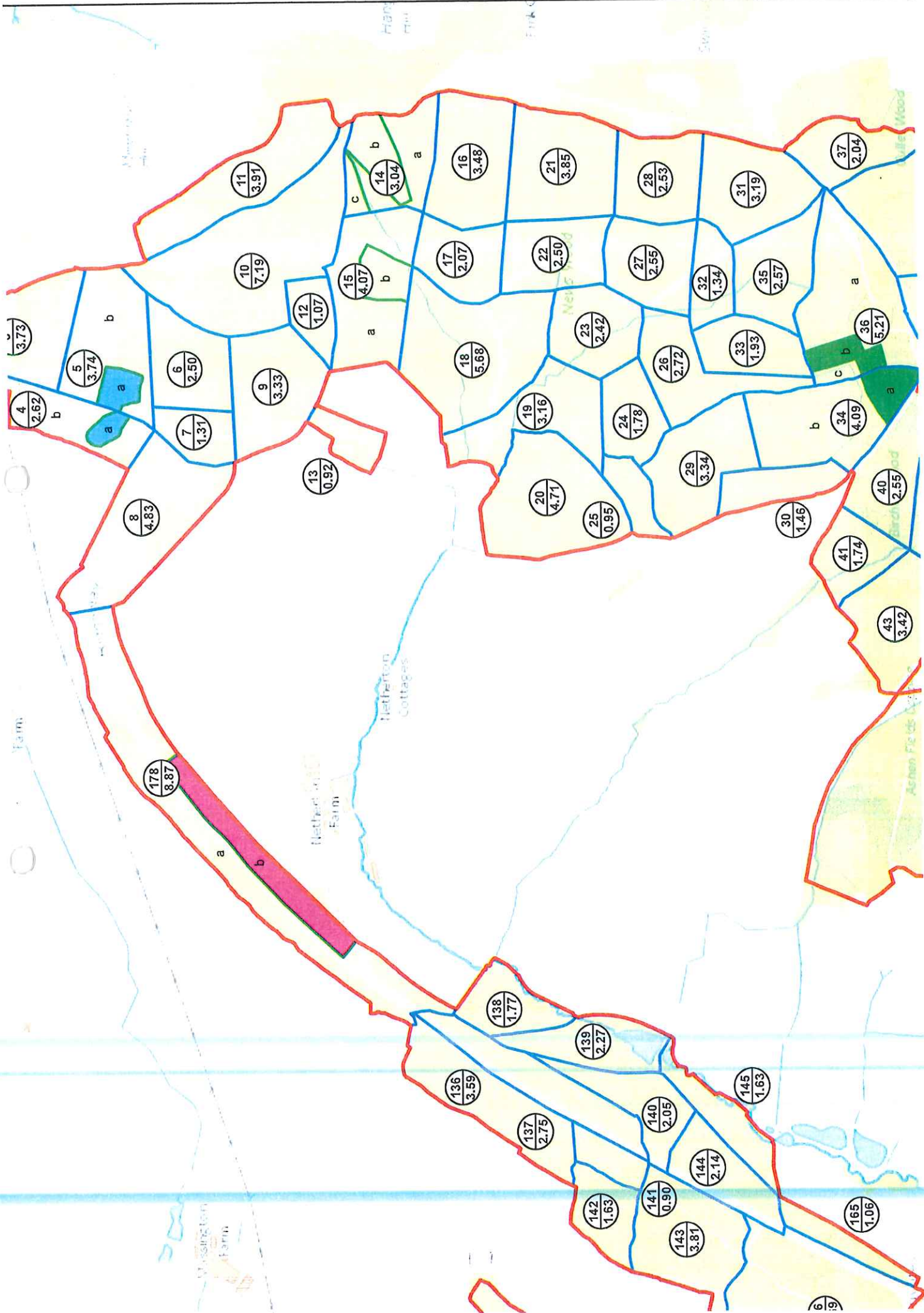


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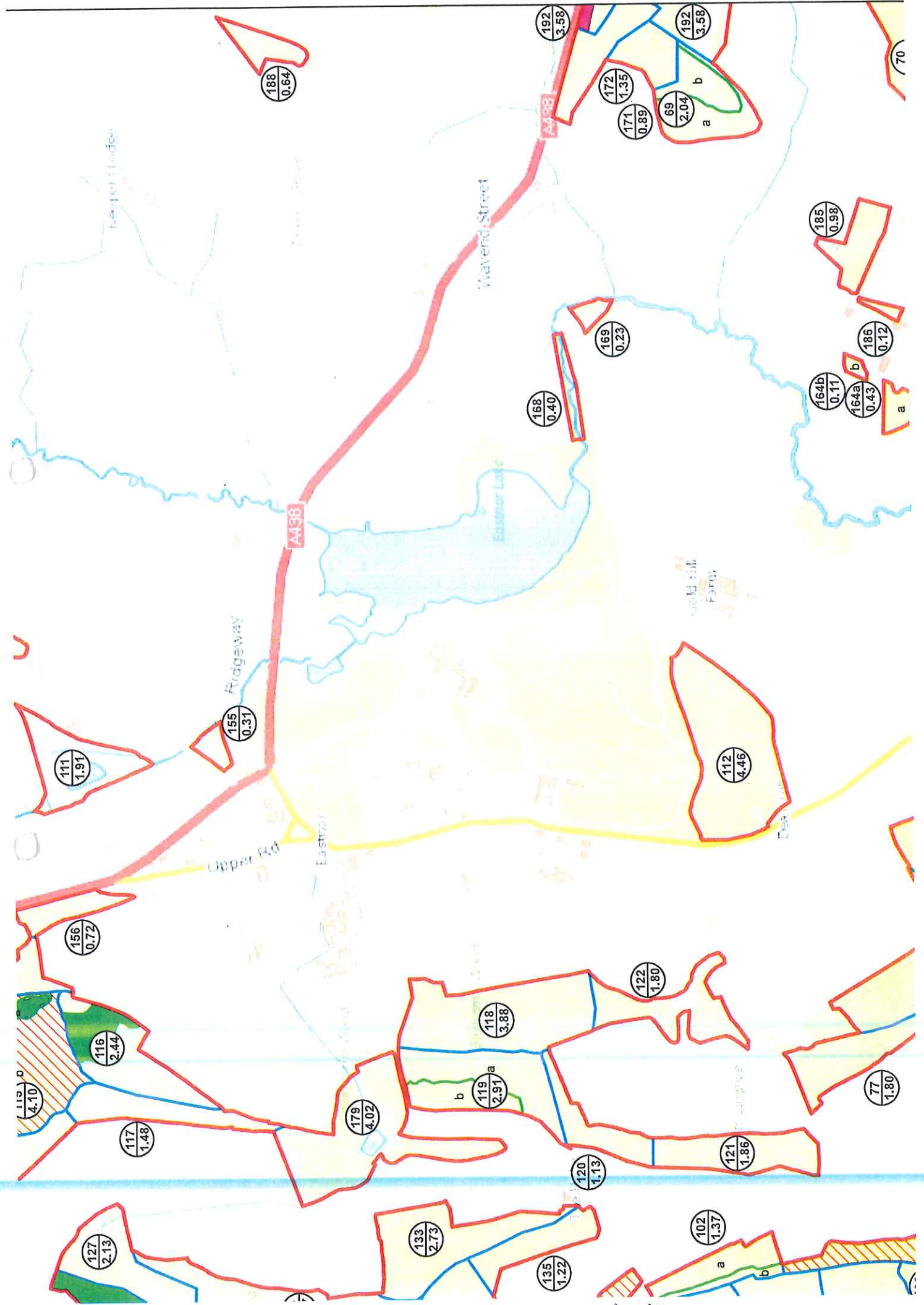


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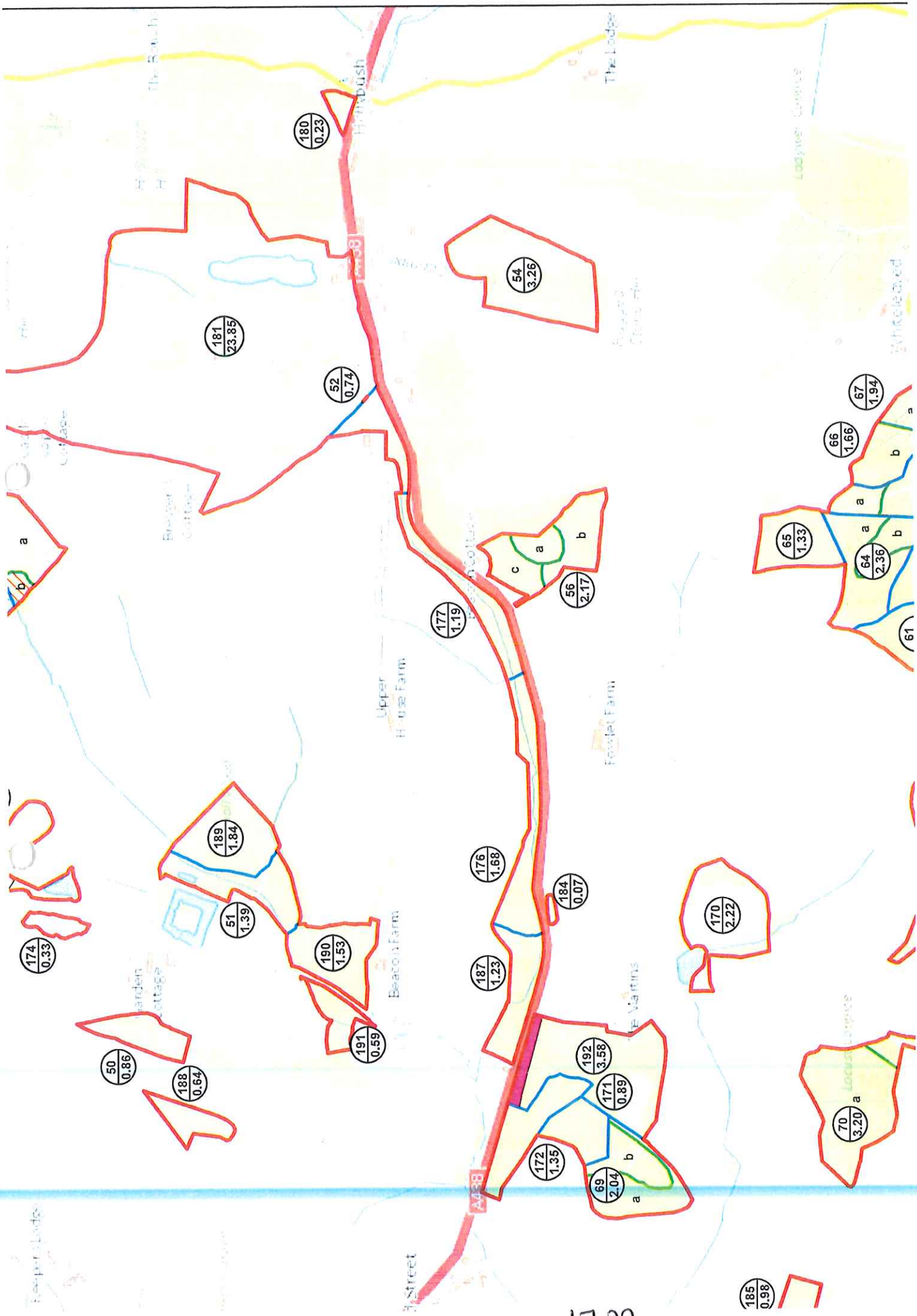
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185  
0.98

1722

50  
0.86

188  
0.64

174  
0.33

189  
1.84

51  
1.39

190  
1.53

191  
0.69

187  
1.23

176  
1.68

184  
0.07

172  
1.35

171  
0.89

192  
3.58

170  
2.22

70  
3.20

52  
0.74

177  
1.19

56  
2.17

181  
23.85

54  
3.26

180  
0.23

66  
1.66

67  
1.94

65  
1.33

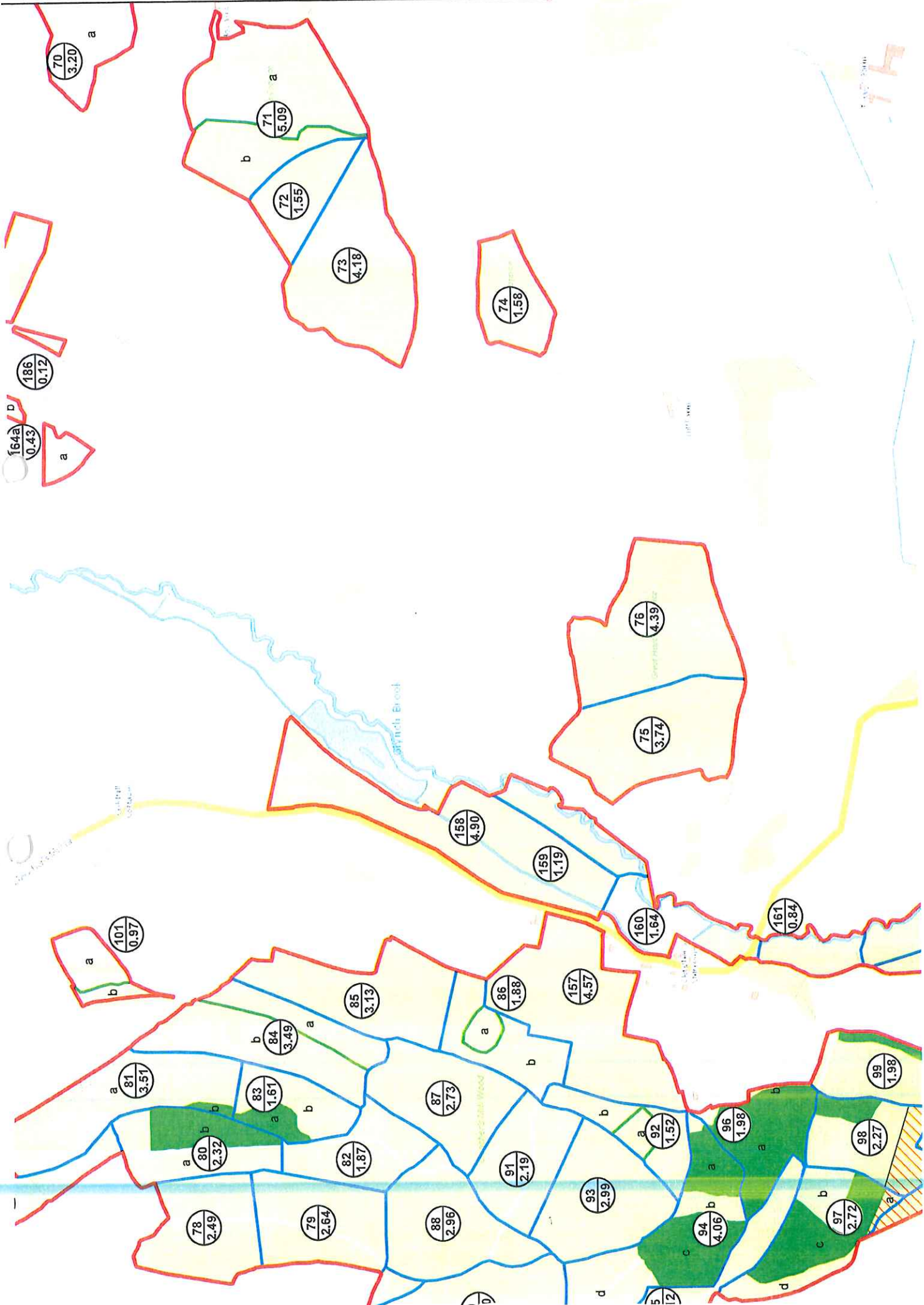
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185  
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LEDBURY TOWN COUNCIL

<b>ENVIRONMENT &amp; LEISURE COMMITTEE</b>	<b>19 JANUARY 2023</b>	<b>AGENDA ITEM: 18</b>
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Report prepared by Julia Lawrence, Deputy Town Clerk

**MALVERN HILLS - AREA OF OUTSTANDING NATURAL BEAUTY  
ANNUAL REVIEW 2021/22**

**Information Only**

Members of the Environment and Leisure Committee are advised that the Annual Review 2021/22 for Malvern Hills Area of Outstanding Natural Beauty is for information only.

<http://malvern hills.org.uk/looking-after/annual-review-and-accounts>



## LEDBURY TOWN COUNCIL

### MINUTES OF A MEETING OF THE EVENTS WORKING PARTY MEETING HELD ON 10 NOVEMBER 2022

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**PRESENT:** Councillors Morris (Chairman), Howells, Shields (Minutes)  
Non-Councillors Griff Holliday, Lyn Loader

**ALSO PRESENT:** Julia Lawrence (Deputy Clerk)  
Charlotte Barltrop (Administrator)

#### **E150 APOLOGIES FOR ABSENCE**

Apologies were received from Hilary Jones and Catriona Cole.

#### **E151 DECLARATIONS OF INTEREST**

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

#### **E152 TO ELECT NON-COUNCIL MEMBERS**

None.

#### **E153 CHRISTMAS LIGHTS SWITCH ON**

Members of the Working Party agreed for this agenda item to be brought forward in order to make best use of Charlotte Barltrop's time.

Charlotte Barltrop confirmed that the road closure approval was expected shortly; the site plan had been finalised; entertainers had been booked; 5 Councillors were helping on the day but volunteer 'elves' were still needed. Local businesses had already pledged £500 in sponsorship for presents for children of families in difficulties.

There was some discussion on volunteer 'elves'. Ideally two teams of 6 were needed to cover from 10.00am to 4.00pm (having 10.00am to 1.00pm and 1.00pm to 4.00pm slots). It was noted that as children would be accompanied by adults, DBS checks would not be required. Lyn Loader confirmed that she would help in the morning. Councillor Nina Shields suggested contacting John Masefield High School Drama Group to see if they could help.

Page 135 of the Report for Agenda Item 6, under Market Stalls, it was noted that the first paragraph should read "The Market is proving to be an extremely successful venture...." It was noted that some of the stalls would be charities.

It was noted that Marshalls were needed to manage the road closures and various contacts were suggested. Members of the Events Working Party

were asked to check with their contacts and advise Charlotte Barltrop accordingly.

Approaches were being made to ensure that there was a volunteer to take the role of Father Christmas – Noel Roberts is to be approached. It was noted that publicity needed to make it clear that children needed to be accompanied by an adult.

Griff Holliday advised that some of the food shops were not aware of the details of the event. Officers were planning to hand deliver posters.

10.30am Charlotte Barltrop left the meeting.

**E154 TO APPROVE AND SIGN, AS A CORRECT RECORD, THE MINUTES OF THE EVENTS WORKING PARTY MEETING HELD ON 13 OCTOBER 2022**

**RESOLVED:**

**That the minutes of the Events Working Party meeting held on 13 October 2022 be approved and signed as a correct record, subject to the following comments and amendments:**

E143 sub paragraph (b) relating to E136 should read "the volunteer leaflet should be sent to Ledbury Naturalists".

E145 The meeting with Ashley Rogers had not yet taken place. The Deputy Clerk confirmed that this would be arranged to take place early in the New Year and would confirm once the date had been set.

E146 (d): second paragraph, second line should read: "in 2020 and 2022, however she reminded councillors .....".

**E154 UPDATE ON PROGRESS – TOURISM**

Members of the Working Party noted the contents of the report. Griff Holliday looked forward to seeing how the Council will approach tourism bearing in mind the competition with other destinations.

**E155 WORLD BOOK DAY**

Members of the Working Party noted and received the report and supporting papers. It was noted that references to Ledbury, should refer to "Ledbury and District".

The meeting felt that the best reference to the World Book Day books would be to have character actors dressed as characters from the books proposed for 2023 and the Community Development Officer be asked to report back at the next Working Party meeting with a progress report, as well as having liaised with local book shops and the Library to establish what books they will be having for the event.

The Community Development Officer was requested to contact the World Book Day organisers regarding the partnership agreement and report back at the next Events Working Party with a progress report in order that all arrangements for the World Book Day event could be finalised at the January 2023 Events Working Party meeting.

#### **RECOMMENDATIONS:**

**Members of the Working Party agreed for the following recommendations to be put before the Environment and Leisure Committee for approval:**

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

**In addition, the Community Development Officer is to:**

- 5 Provide a progress report regarding book characters, local shop involvement and the partnership agreement, as noted above.**

#### **E156 EVENTS CALENDAR**

The meeting shared concerns about the delay in gaining Council approval to organise, fund and run events. It was recognised that the planning for any event related costs needed to be included in the annual budget. To assist this, it was suggested that the calendar be extended ahead for 2 years, currently into 2024, and that it included notes on costs to help future planning.

It was noted that volunteers were needed for the Candle Lighting event on 18 December 2022 at the Cemetery Chapel.

The Ledbury Refugee Support Group event on 25 November is an error.

The Big Soup Day was confirmed and it was noted that Sustainable Ledbury will have a stand on that day advising on the reduction of food waste.

It was proposed that the Coronation be celebrated on the Bank Holiday – Monday, 8 May 2023, noting that this would replace the Council's event on Community Day. Griff Holliday advised that Coronation events in Ledbury have traditionally been celebrated with an ox roast. Given the planning involved, the working party recommended that a Task and Finish Group be set up to plan and manage the event.

The meeting suggested that events in the immediate future be included in the forthcoming Council newsletter.

#### **RECOMMENDATIONS:**

- 1 The Environment and Leisure Committee be asked to include budgeting for known events in the annual budget programme.**
- 2 In order to enable the Working Party to respond more rapidly to events, the Environment and Leisure Committee be asked to consider delegated powers to the Clerk and Deputy Clerk, in conjunction with the Chairs of the Environment and Leisure Committee and Finance, Policy and General Purposes Committee in order that bookings/approvals can be secured for events well in advance.**
- 3 The Environment and Leisure Committee be asked to set up a Task and Finish Group to start planning for a Coronation event on 8 May 2023.**

#### **E157 DATE OF NEXT MEETING**

#### **RESOLVED:**

**To note that the date of the next meeting of the Events Working Party was scheduled for 8 December 2022 at 10.00 am.**

The meeting closed at 11.20am

.....  
Signed

.....  
Date

## LEDBURY TOWN COUNCIL

### MINUTES OF A MEETING OF THE EVENTS WORKING PARTY MEETING HELD ON 8 DECEMBER 2022

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

**ALSO PRESENT:** Julia Lawrence (Deputy Clerk) (Minutes)  
Emma Jackson (Community Development Officer – CDO)

#### **E158 APOLOGIES FOR ABSENCE**

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

#### **E159 DECLARATIONS OF INTEREST**

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

#### **E160 TO ELECT NON-COUNCIL MEMBERS**

None.

#### **E161 TO APPROVE AND SIGN THE MINUTES OF THE EVENTS WORKING PARTY MEETING HELD ON 10 NOVEMBER 2022**

Griff Holliday raised a concern regarding interim progress on items discussed at previous meetings, citing the Coronation as an example. The Chair suggested a timeline for all events was needed. Councillor Shields stated that such actions are recorded under the "Resolved" and/or "Recommendations".

After further discussion, Members agreed that the Calendar of Events Report allowed for progress on events to be tracked. Councillor Shields advocated amending the final column of the Calendar of Events from "Notes" to "Action Points", which would also facilitate a 'watching eye' on ensuring deadlines were observed and advance planning considered. By updating the column each month, members would be informed of interim activity or not. Additionally, verbal updates could be given in meetings on progress behind the scenes on events that were being managed by Ledbury Town Council, or in which they were a significant partner.

#### **RESOLVED:**

- 1 That the minutes of the Events Working Party meeting held on 10 November 2022 were approved and signed as a correct record.**

- 2 That the 'Notes' column of the Calendar of Events being amended to 'Action Points', and that it be updated monthly with progress activity.
- 3 That, where necessary, verbal updates be given in lieu of progress on events where Ledbury Town Council is a significant partner or the lead.

10.20am Lyn Loader arrived at the meeting.

#### **E162 CHRISTMAS LIGHTS SWITCH-ON EVENT 2022 - UPDATE**

Members of the Working Party noted the contents of the report noting that no bad reports had been received in respect of the event and congratulated those involved.

#### **E163 CHRISTMAS LIGHTS SWITCH ON EVENT 2023**

A report had been submitted to the Working Party in respect of proposed arrangements for the 2023 event, to be considered and approved by the Environment and Leisure Committee in January 2023.

The Deputy Clerk advised Members of the Working Party that there had been several positive outcomes following this year's event resulting in additional trading for at least three of the retailers in the High Street/Top Cross. However, it was noted that further feedback from the traders would be helpful. As far as the market traders, it was proposed that they start at 2.00pm and trade up until 5.30pm, once the lights switch-on event has taken place at 5.00pm.

Father Christmas had been well received although it was felt that regular ten-minute breaks should be built into the programme of timed visits. It was agreed that publicity material should also be sent to the Romanian Church.

The CDO drew members attention to the crafting event in the Burgage Hall, and the popularity of having a free activity for local families. Lyn Loader suggested that sponsorship opportunities be explored in future years, following the success of attracting monies this year.

The Working Party discussed the times of the proposed road closure stating that if it was delayed by two hours, i.e. not closing until 12.00noon, then this would allow sufficient time for residents to attend Church or collect Sunday papers before the road closure came into force. It was also debated whether a formal temporary parking suspension along the High Street should be put in place say from 10.00am so to allow market traders time to set up when allowed since on this occasion, some market traders were waiting for vehicles to be removed.

The Working Party were pleased to note that publicity material in Focus had gone to print in November, ahead of the event.



## **RECOMMENDATIONS:**

The following recommendations are to be put to the next Environment and Leisure Committee meeting scheduled for Thursday, 19 January 2023 for approval.

- 1 The Working Party propose that the event takes place on Sunday, 26 November 2023 between the hours of 2.00pm and 6.00pm.
- 2 That the market traders should be contacted well in advance advising them of the event as it was appreciated that the event allowed them extra trading time if they so wished. Additionally, a letter drop to all local retailers would take place nearer the time to publicise the event.
- 3 It was proposed that Father Christmas starts at 1.00pm for booked visits but also having the opportunity of "walk-ins" between 12.00noon and 1.00pm on a first-come first-served basis.
- 4 The Working Party propose that entertainment takes place between 2.00pm and up until 5.00pm, when the Lights are switched on.
- 5 The Working Party propose that the road closure comes into force at 12.00 noon until 7.00pm to allow sufficient time for traders to erect and break down their stall in a safe environment. The road closure will be between Top Cross and the junction with Bye Street and High Street, resulting in Church Street also being closed at the same time.
- 6 To consider whether a temporary car parking suspension should be put in place along the High Street from 10.00am.

### **E164 LATE NIGHT SHOPPING EVENT**

The Working Party noted that the CDO had presented a report following the late night shopping event. However, it was decided to defer this item and bring back to the next meeting, at which time the Working Party would be in receipt of further feedback from the traders/retailers.

### **E165 WORLD BOOK DAY UPDATE – MARCH 2023**

The CDO gave a summary of work done to date noting that this event would primarily fall to Olivia Trueman upon her return to work at the start of January. In the interim it was noted that Emma had contacted both John Masefield High School and Ledbury Primary School but was waiting for them to provide details of their activities. Likewise, The Poetry Festival had still to confirm their programme for the day but did expect to participate. (Members were advised that in the interim, The Poetry Festival had contacted the Children's Poet Laureate in respect of their July Festival. This might impact on Ledbury Town Council securing his involvement for March 2023 but Ledbury Town Council

officers were exploring opportunities for now, and future years.) The CDO would check with regards to feedback from Ledbury Places, and still had to contact Halo Leisure.

The CDO advised that the Clerk had agreed to contacting only three local schools, namely John Masefield High School, Ledbury Primary School and Eastnor Primary School. Lyn Loader clarified that the Working Party had suggested also contacting the cluster schools as children from Ledbury attended them, so it would be a good way to raise awareness of planned activity taking place in Ledbury. Members recommended that the CDO (Emma) send a 'Save the Date' email to the cluster schools before the end of the Michaelmas Term, followed by a publicity e-flyer in the New Year, which CDO (Olivia) would be responsible for.

Councillor Shields provided an update on Ledbury Library Development Group plans for Ledbury World Book Day. She reminded members that in 2022, Red Earth Arts had run the Balloonheads activity in the Burgage Hall, which had proved hugely popular. This event had been funded out of monies from the Welcome Back Fund. Councillor Shields advised that Ledbury Library Development Group would be willing to run the event again. The CDO asked that details and costs of the proposal be sent through for consideration on potential funding by the Clerk and Chair of Environment and Leisure, acknowledging that a budget for the event had already been agreed.

Another idea from Ledbury Library Development Group would be to have a "Readathon" whereby a stand/lectern, with PA system, would be positioned under the Market House and the challenge would be to collectively read a book within the day, reading the contents aloud by members of the public. Clearly a book that would appeal to all age groups would be preferable such as *Charlie and the Chocolate Factory* or *Matilda* by Roald Dahl. Those who participated could receive a badge entitled "I read in Ledbury's Readathon 2023". Members requested the CDO investigate the practicalities of this, including a PA system and stand, and report back at the next meeting.

Griff Holliday reminded members that the varying groups co-ordinated on timings, so there was a full day of activity without excessive overlap of each activity.

The CDO also mentioned the idea of Miffy the Rabbit in lights, in the Ledbury Town Council reception window. Members of the working party were unsure who Miffy was. Members also wondered how John Masefield could be included in the activities for the day.

It was agreed that any publicity for the event needed to be with the Focus in January in time for the February edition.

## RECOMMENDATIONS:

- 1 That the CDO send a 'Save The Date' email to all cluster schools in December, followed by further marketing materials in early 2023.
- 2 That the Town Council website events page is updated with details of Ledbury World Book Day, and the involvement from the local community.
- 3 That the Working Party asks the Environment and Leisure Committee to accept and fund the Burgage Hall for craft events on 4 March 2023.
- 4 That the Working Party asks the Environment and Leisure Committee to consider running a Readathon and if acceptable, to fund the costs for a lectern and PA system for use under the Market House.

### E166 CANDLE LIGHTING AT CEMETERY CHAPEL

Members of the Working Party noted the contents of the report. Lyn Loader offered to arrive for 9.30am to help with setting up the event. It was also agreed that Lyn Loader would bring some tags for the Christmas tree so that those visiting on the day could write a short message and hang it on the Christmas tree.

The Deputy Clerk advised that further volunteers were needed for the event. Councillor Morris offered to do a two-hour slot.

### E167 CALENDAR OF EVENTS

LEAF are running an event on Christmas day offering Christmas lunch at the Baptist Church – to be added to the calendar.

Ledbury Rugby Club have offered a "Warm Space" facility – to be confirmed.

Pot & Page will also be offering a Warm Space facility on Wednesday and Sunday between 10.00am and 5.00pm.

Coronation Event – Task & Finish Group. It was noted that an email had been circulated to all Councillors seeking expressions of interest to join this Group. The Deputy Clerk is to forward the email on to Griff Holliday, Lyn Loader and Hilary Jones.

Great Big Green Week – Councillor Shields confirmed that it was her intention to get schools involved. In particular, asking students to assess how far their food has to travel before reaching them; having stands on the day, e.g. Malvern Hills Car Club and getting other businesses involved with window displays; working with supermarkets to see what they are doing.

Community Day – Councillor Shields asked if a green theme could be considered and what impacts climate change; to bring green stands to the event and maybe considering calling the event: “Go Green for Community Day”. It was also noted that no market traders will be able to trade on 10 June 2023 due to space being allocated to the brass band and other events under the Market House. Ledbury Town Council may also wish to consider inviting dignitaries to the event.

Big Breakfast Event – Griff Holliday reported that they had missed the window for publicising the event in the Focus but it is in “All about the Hills ” and LTC’s newsletter.

Agreed to put Heritage Open Days on the next Agenda.

Dates for Council elections to be added to Calendar of Events.

**E168 DATE OF NEXT MEETING**

**RESOLVED:**

**To note that the date of the next meeting of the Events Working Party was scheduled for 12 January 2023 at 10.00 am.**

The meeting closed at 11.30am

.....  
Signed

.....  
Date

## LEDBURY TOWN COUNCIL

### MINUTES OF A MEETING OF THE CLIMATE CHANGE WORKING PARTY MEETING HELD ON 7 DECEMBER 2022

**PRESENT:** Councillors: Shields, Chowns and Morris  
Non-Councillors – Al Braithwaite

**ALSO PRESENT:** Angie Price, Town Clerk  
David Wood-Robinson

**1. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Paul Kinnaird.

**2. DECLARATIONS OF INTEREST**

None received.

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

None.

**4. TO APPROVE AND SIGN, AS A CORRECT RECORD, THE MINUTES OF  
THE CLIMATE CHANGE WORKING PARTY MEETING HELD ON  
12 OCTOBER 2022.**

**RESOLVED:**

That the minutes of the Climate Change Working Party meeting held on 12 October 2022 be approved and signed as a correct record, with no amendments.

**5. UPDATE ON ACTION POINTS**

**5.1 Feedback from E&L Committee**

The Committee accepted the Terms of Reference. The Committee also agreed to the initial project outline for the Big Green Week and would wish to receive updates and timescales. The Committee requested that a budget be identified for the event that may be required.

**RESOLVED**

That a recommendation be submitted to the Environment & Leisure Committee that a budget for Climate Change of £2,000 would be included in the 2023/24 budget.

## 5.2 Warm Rooms

It was noted that a number of these locations had now been set up and were starting to be used. There was no detail on the available capacity at each location and this would be useful information for people. It was noted that Councillor Morris had not been able to obtain information on the facilities (games, reading etc). It was also suggested that each location should be monitored to see how successfully they were.

### **RESOLVED**

**That information be sourced to identify capacity at each location and also facilities that might be available. These would be added to the Council's Newsletter. Monitoring would be undertaken during the course of the period by Aimee Williams, Talk Community Development Officer at Herefordshire Council.**

## 5.3 **Keep Herefordshire Warm**

Councillor Shields has arranged for "Keep Herefordshire Warm" to hold an event on Tuesday, 10 January 2023 between 10:00hrs and 14:00hrs under the Market House.

## 5.4 **Use of the Council Facebook Page**

Advice and Articles from the Working Party could not be posted directly and should be provided to the Clerk or Deputy Clerk, who will duly post them appropriately.

## 6. GREAT BIG GREEN WEEK 10 – 18 JUNE 2023

- 6.1 It was noted that the initial project brief needed to be updated and regularly reviewed and supported by an appropriate timeline of activities. This included revising the overall objective – replacing the words "to try" with "combat".
- 6.2 It was noted that John Masefield School and the feeder schools would like to be involved. Councillor Shields would return to the School in March 2023 to attend a Cluster Meeting which includes all the head teachers and Chairman of Governors, to share ideas with them on how they could be involved. It was suggested that there could be quiz/competitions on how far fruit/vegetables had travelled and how much water it took to grow the produce.
- 6.3 The Working Group discussed what events/activities should form part of the week. It was agreed that individuals of the working group would take responsibility for contacting a number of organisations to see what they could contribute/if packs were available. The table below, under resolution 6iii, identifies who would do what.

- 6.4 It was noted that 10 June 2023 is also Community Day in the town. Councillor Shields will ask if there could be a “green” theme.

**RESOLVED**

- i. That Al Braithwaite would review and update the project brief and draw together an outline plan of actions required to make the event happen.
- ii. That Councillor Shields is to meet with the Cluster Group to discuss opportunities for being part of the week’s events.
- iii.

Schools & Quiz ideas	Cllr Shields
Supermarkets – packaging/local vs distance travel for goods	Al Braithwaite
Surfers against Sewage	Al Braithwaite
Review of Herefordshire Green Network	Cllr Chowns
Garden Organic	Cllr Shields
Virgin Atlantic – presentation/carbon offsetting	Angie Price
Traders Association	Emma Jackson
Herefordshire Council - electric charging points	Angie Price
Car Club	Cllr Chowns
NMITE	Cllr Shields

- iv. That Councillor Shields is to speak to the Chairman of Community Day.

**7. MEASURING LEBDURY’S CARBON FOOTPRINT**

There was a brief discussion about whether information should be captured on a residential, house by house basis or that a town-wide approach be taken. It was noted that the Clerk had information about a town-wide approach and that in his absence, Paul Kinnaird had sent an email indicating that a residential, house by house approach would be more effective.

In Paul’s absence, given that no one present had his level of expert knowledge, it was agreed to defer further discussion and any decision until the next meeting.

Councillor Chowns advised that the Methodist Church was due to receive a “silver” award with regard to its carbon footprint. It was suggested that perhaps that could be presented during the Big Green Week.

**RESOLVED**

**Members of the Climate Change Working Party agreed to hold the item over until Paul Kinnaird is able to attend.**

**8. DATE OF NEXT MEETING**

To note that the date of the next meeting of the Climate Change Working Party was scheduled for 8 February 2023 at 6.00pm.



## LEDBURY TOWN COUNCIL

### MINUTES OF MEETING OF JOHN MASEFIELD WORKING PARTY HELD ON 23 SEPTEMBER 2022

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**PRESENT:** Councillors Morris, Sims.

**NON-COUNCIL MEMBERS:** Christine Tustin (Ledbury Civic & District Society)  
Chloe Garner (Ledbury Poetry Festival)  
Tim Keyes

**ALSO PRESENT:** Angela Price – Town Clerk  
Emma Jackson – Community Development Officer (CDO)

#### **JM13 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Beddoes-Davis, Robert Vaughan (Honorary Chair of The John Masefield Society), Caroline Magnus (Committee Member of The John Masefield Society and Great Niece of John Masefield) and Charles Masefield.

#### **JM14 DECLARATIONS OF INTEREST**

**No declarations of interest were received.**

#### **JM15 DRAFT TERMS OF REFERENCE**

The Clerk advised members of the amendments to the Terms of Reference to reflect the discussions at the working party held on 28 August 2022.

#### **RESOLVED:**

**That the revised Terms of Reference be approved, subject to point 6 being amended to read as follows –**

- ***The timeframe to establish a John Masefield memorial is not expected to exceed a three-year period.***
- ***The memorial is to be dedicated to John Masefield and no other poets at this stage.***

#### **JM16 ELECTION OF NON-COUNCIL MEMBERS TO THE JOHN MASEFIELD WORKING PARTY**

Chloe Garner declined to be an elected member of the Working Party at this time, advising that the Board of The Poetry Festival are due to meet on 7 October, at which it is anticipated that The Poetry Festival will discuss this project. Chloe advised that she would report back on how The Poetry Festival would wish to be involved in the project following that meeting. Councillor Sims

welcomed engagement from The Poetry Festival and noted it was an important element to the progress of the project.

Councillor Morris hoped that Tim Keyes would be involved for similar reasons.

The Clerk advised members that she had received email correspondence from The John Masefield Society who had advised they would 'very much like to be associated with the current plans.'

Additionally, Caroline Magnus emailed on 22 September as follows:

*"I would like to confirm my interest in joining the Working Party for this John Masefield memorial project ... I am John Masefield's great niece and also a Committee member of the John Masefield Society. My grandfather was next in age to John Masefield and my mother (nee Masefield) spent part of her early childhood in Ledbury with her great Aunt and Uncle at the Priory. I gave the John Masefield's annual lecture in 2018 on the subject of the relationship between the two brothers. Much of it focused on their childhood and the years spent growing up in Ledbury before John was sent away to sea. As a member of the family, I am delighted to know that a commemoration of this sort is being considered. I am concerned that both the Family and the John Masefield Society should be involved in decisions relating to the form, shape or design of any commemoration that is proposed, and would be grateful for the opportunity to speak to the Working Party about this in November ... I would also ask that no firm decisions are taken on this before that meeting."*

Members welcomed this update and noted that they looked forward to meeting members of the John Masefield Society at the next meeting of the working party.

Councillor Morris hoped that future meetings will see more and regular representation from the local community, and that invitations continued to be sent to those individuals referred to in minute no. JM07. Members agreed that this was key to the progress of the project, and especially formal representation from the local schools.

**JM17 TO APPROVE AND SIGN NOTES OF THE MEETING OF THE WORKING PARTY HELD ON 28 AUGUST 2022**

**RESOLVED:**

**That the minutes of the meeting of the Working Party, held on 28 August 2022, be approved and signed as a correct record.**

## **JM18 UPDATE FROM THE UNIVERSITY OF LONDON REGARDING ANY POTENTIAL CONTROVERSIES RELATING TO JOHN MASEFIELD**

The Clerk advised members that Dr Philip Errington had replied to her letter. In his response, he stated:

*"I write as Masefield's bibliographer ... I have also edited of Masefield's work ... for a number of ... publishers. I am also the librarian and archivist of The John Masefield Society. I have received fellowships from the University of Texas and the Bodleian Library to research Masefield, have lectured widely on the writer, and am also a visiting research associate with the Department of English Language and Literature at University College London state categorically that there are no concerns known to me regarding John Masefield. He does, of course, represent many of the beliefs of the early twentieth century, but there is nothing unique to him that should over concern. Indeed, one might find in Masefield an early supporter of rights for women (a subject on which he lectured and wrote before the First World War). If I can be of any further assistance, please do not hesitate to contact me."*

All members gratefully welcomed this update. Councillor Sims recommended that there should be on-going communication with Dr Errington to keep abreast of ongoing research. The Clerk advised that she would continue communications with Dr Errington, as well as The John Masefield Society, and all other correspondence of significance. Councillor Morris requested that The Clerk also contact Peter Carter, who had previously chaired The John Masefield Society to update him regarding this correspondence from Dr Errington and assuage any concerns regarding the matter of Masefield's will. The CDO advised that a copy of a notable person's will would usually be held on archive, and therefore it may be worth asking The John Masefield Society for access to it.

### **RECOMMENDED:**

- 1. That the Clerk contacts Dr Errington specifically on the subject of being informed on emerging research about John Masefield**
- 2. That the Clerk writes to Peter Carter to inform him as matter of courtesy of the correspondence received from Dr Errington.**
- 3. That the Clerk contacts The John Masefield Society regarding access to a copy of the will to share with members of this Working Party and those involved henceforth for the purposes of this project.**

## JM19 TIMESCALES AND PROVISIONAL PROJECT BUDGET

Members reviewed the timescales and provisional paper budget that had previously been submitted to the Environment and Leisure Committee at the request of the John Masefield Task and Finish Group. Members noted that a working party had been established, as per point one. Members then worked through a more detailed project brief for Phase 1.

Members agreed that building community engagement and raising awareness of John Masefield's breadth of poetry, his life and specific connection to Ledbury was a primary purpose of Phase 1. Members also wished to engage and involve the community in a practical creative response to his work, including amongst those who were not yet familiar with his work.

It was agreed that engagement did not have to happen just in the form of creative workshops, methods of engagement could be adapted dependent on the audience e.g. a classroom specific project for young people would be different to a broader local community engagement idea. The creative responses of Phase 1 would then be amassed and used to inspire and inform what a lasting memorial would eventually be.

Chloe Garner asked for clarification on what a lasting memorial would be and the process to deciding on it. Councillor Sims advised that Phase 1 was a preparatory phase; establishing early active community engagement was a key part of the Council's role before the project became too defined e.g., while a final lifelike sculpture might be the view of some as a suitable memorial, wider members of the community may consider something different.

Consultation and community inspiration was important, and would allow new ideas to emerge, and for wider voices to be heard. Chloe Garner advised that a set of simple workshops on a response to a specific poem, for example, could result in a set of lovely personal poems but would not necessarily help define a final memorial to John Masefield. She agreed with members that enabling a creative response would build enthusiasm, and establish a baseline for the project, and that many people are currently unaware of the breadth of his work.

It was suggested that workshops in school settings should be memorable so that children would want to talk about it with friends and family, as well as working with the schools to facilitate communication of the project with its stakeholders.

Members concluded that creative workshops could take place in schools and at The Poetry House, subject to their agreement. Chloe Garner advised that The Poetry House would readily welcome being a venue, as providing the space and enabling its use for, by and with the local community was a key part of The Poetry's Festival existing strategy. Members considered using other local spaces like The Burgage Hall or the Community Centre.

Members then discussed the target number of participants in Phase 1, and from what sections of the local community these would be drawn. Following comprehensive discussions, members concluded that in Phase 1 the total target number of participants would be 1500, through a variety of means explored below.

It was agreed that creative community workshops would not suffice as the only means of engagement. Chloe Garner wondered if the Working Party had considered other forms of engagement to support mass engagement, for example the Clerk suggested doing something on World Book Day. Chloe suggested using a method that would capture imaginations and enable heightened publicity, especially in local media because it had not been done in Ledbury before. Councillor Beddoes-Davis (in absentia) wished to advise the Working Party of a group called Two Faced Dance that had undertaken a street performance of Masefield's Christmas novel – Box of Delights. Councillor Morris especially welcomed this suggestion because it reflected his own ambition for theatrical performances to be an element of this phase. Members considered if this could be included in the already planned Christmas lights' switch on, planned for 27 November, and asked The Clerk to investigate if this was possible. It was suggested that if the two Faced Dance were interested in performing at the Christmas Lights Switch-on a soft launch of the Masefield project could run alongside the event.

It was agreed that publicity would need to be developed in time and approved and the Clerk advised that funding for this could be available from the "Events Budget". Volunteers could also help distribute leaflets to inform why this element was included in the Christmas Lights' Switch On event.

The CDO advised that there were other opportunities like the 30-Day Creative Challenge which takes place in January every year which offers opportunities for mass engagement. Chloe Garner advised that specific expertise on mass engagement participation might also be necessary. The Clerk suggested that Ledbury Town Council's social media could also be used to promote John Masefield's poetry with a regularly scheduled post sharing his work, and this would help enable feedback which in turn could be collated.

Members asked The Clerk to consider what existing staff resources were available and if additional ones needed to be factored in specifically for this project.

Members discussed the timetable for Phase 1 and recommended that Phase 1 be completed by the end of the Easter holidays 2023 but were mindful that if this timetable was not met then by the end of Summer 2023 should be the next goal. It was felt that completing workshops in schools by the end of late Autumn 2022 was probably too ambitious and unrealistic.

Members agreed that a recommendation be taken forward to the Economy and Planning Committee to seek quotes from specialist organisations and/or individuals who could help facilitate and advise on these workshops. Councillor Sims asked Chloe Garner if The Poetry Festival could help provide a list of

people to contact. It was suggested that the John Masefield Society also be contacted in respect of this. Councillor Sims advised that different facilitators may be employed dependent on the audience to be engaged.

The Economy and Planning Committee would also need to consider budget allocation for this project. The Clerk advised that there is some existing funding that may be used in the 2022/23 financial year, and she agreed to discuss this separately with the Chair of Economy and Planning, as well as a possible application to Awards for All for funding towards the public engagement.

Councillor Sims advised that if the timescales set out above were to be met then external resources would be required, and the budget should reflect this. Councillor Sims also asked that consideration be given to appointing an overall project manager given Ledbury Town Council's existing staff arrangements. The Clerk agreed to explore this and provide a clear brief to the Economy and Planning Committee.

Members agreed that evaluation should also be built into the project from the outset, as it would help with drawing down funding at subsequent phases. The CDO advised that having external independent evaluation is key in enabling projects to develop and be more self-sustaining. This is an area that the John Masefield Society, and especially Dr Errington might also be able to advise on. Evaluation would therefore need to be considered as part of the budget provision.

Members agreed that evaluation would demonstrate impact; recording the project in the form of photographs etc. would help provide evidence of the project as it progressed. Members suggested that a specialist film company be approached to make a film of Phase 1. The Clerk agreed that officers would follow up on this.

Members agreed that a ballpark overall budget figure of £10-£15k for Phase 1 was accurate. Councillor Sims suggested that involving volunteers may help reduce costs e.g., leaflet design, distributing local publicity. The Clerk advised that the budget needed to be as detailed as possible with 3 quotes received, or alternatively she could ask the Economy and Planning Committee to agree a ceiling figure of £15k on Phase 1, with the caveat that if this figure was being neared, the Working Party would return to the Committee for further consideration.

Members noted that timescales were a concern. The Clerk agreed to review these and report back to the Working Party on what a realistic timescale would be.

Members also discussed how information boards would be included in Phase 1. They concluded that these would better sit in Phase 2 and agreed to explore these at a later stage. Alternative forms of sharing information could also be explored. Christine Tustin advised that Ledbury Civic and District Society might support here with a special event on the Life and Work of John Masefield. Ledbury Library is also an existing source of information. Councillor Morris

advised that the information boards should be an ongoing discussion for the Working Party.

Members also noted the current cost of living crisis and the impact this might have on the viability of this project. They were sensitive to the wider demands being placed on residents and by extension, council budgets. Members noted that the project would be mainly funded externally. Councillor Sims advised therefore community engagement is vital – this project is something the Council is facilitating for everyone in the Town and is a means to bring everyone together and boost tourism, and by extension the local economy to the benefit of all.

**RECOMMENDED:**

- 1. That the project be split into three phases, and that the first phase begins now and runs until the end of Easter holidays 2023 preferably, and no later than the end of summer 2023.**
- 2. That phases have the following distinct objectives:**
  - **Phase One: Raises awareness and develops engagement in the local community; acts as a preparatory phase for phase 2**
  - **Phase Two: Defines a lasting memorial and secures funding for it**
  - **Phase Three: Delivers lasting memorial and considers legacy project**
- 3. That Phase One aims to engage 1500 participants**
- 4. That Phase One includes:**
  - **Mass engagement initiatives**
  - **Creative Community Workshops**
  - **Social media campaign**
  - **Evidence gathering for Phase 2**
- 5. That the project is soft-launched at the Christmas Lights Switch-On event (27 November 2022) subject to the availability of 2Faced Dance company and that the Clerk reports back to the Working Party on the feasibility of this timescale**
- 6. That volunteers be engaged to help with the operational elements of the project e.g., distribution of leaflets, publicity**
- 7. That independent evaluation is included in the project**
- 8. That a digital film company is appointed to record the project**

9. That The Clerk provides the Economy and Planning Committee with a plan for marketing this project
10. That the Economy and Planning Committee instructs The Clerk to seek quotes from specialist organisations and/or individuals who could help facilitate and advise on the community workshops
11. That the Clerk prepares a separate paper for the Economy and Planning Committee to consider the appointment of a project manager to oversee and/or undertake many of the elements listed above, while providing additional expertise and experience to support timely progress
12. That the Economy and Planning Committee allocates a budget with a ceiling figure of £15k to Phase One of this project

**JM20 REVISED DRAFT NOTICE OF INTENT**

Members reviewed the draft notice of intent. Councillor Morris requested that the reference to specific monies be removed. Councillor Sims and The Clerk advised that for fundraising and engagement purposes, some general reference should remain. Councillor Sims requested that a more proactive approach to seeking donations be included, as the Council's budget would not be the sole source of funding. Councillor Sims suggested that the Notice of Intent should clarify Phase 1's primary purpose is to inform the structure of Phase 2 and Phase 3.

**RESOLVED:**

That officers review the Notice of Intent and distribute it via email in the interim for review.

**JM21 DATE OF NEXT MEETING**

**RESOLVED:**

That it be noted that the next meeting of the John Masefield Working Party is scheduled for 25 November at 10.00 am in Ledbury Town Council Offices.

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



**LEDBURY TOWN COUNCIL  
MINUTES OF JOHN MASEFIELD MEMORIAL WORKING PARTY  
HELD ON FRIDAY, 25 NOVEMBER 2022**

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**PRESENT:** Councillors Morris, Beddoes-Davis, Chowns, and Hughes

**ALSO PRESENT:** Angela Price –Town Clerk  
Emma Jackson – Community Development Officer (*Maternity Cover*)  
Caroline Magnus, Chris Noel, Dr Philip Errington - John Masefield Society  
Christine Tustin – Ledbury & District Civic Society; Ledbury Places (*background in Tourism and PR*).  
Chloe Garner – Ledbury Poetry [Festival]  
Catriona Cole – Ledbury Primary School

**JM22** Councillor Beddoes-Davis kindly offered to take the minutes.

**JM 23 APOLOGIES FOR ABSENCE:**

Apologies were received from Councillor Sims, Tim Keyes (Ledbury Resident), Charles Masefield (local solicitor and descendant of John Masefield) Andy Collard (Deputy-Head of John Masefield High School, Ledbury).

**JM24 DECLARATIONS OF INTEREST**

No declarations of interest were received

**JM25 TERMS OF REFERENCE**

Members reviewed these, noting that the small amendment to Term 6 was complete and that the parent committee for this Working Party is now the Environment and Leisure Committee.

**RESOLVED:**

**That the Terms of Reference be recommended to the Environment & Leisure Committee for approval, at its next meeting in January 2023. This vote was unopposed.**

**JM26 ELECTION OF NON-COUNCIL MEMBERS TO THE JOHN MASEFIELD MEMORIAL WORKING PARTY**

Representatives of The John Masefield Society introduced themselves:

Caroline Magnus – John Masefield's great niece representing the family, as well as being a Committee member of the John Masefield Society.

Dr Philip Errington – Academic (*his PhD was on Masefield*) and internationally recognised scholarship expert on John Masefield. Philip has also edited various works of Masefield's poetry, including a Penguins Classic edition; his bibliography of Masefield was published by the British Library. He has lectured and spoken on Masefield extensively.

Chris Noel – Lives in Ledbury and has done so for 42 years. He has been a member of the John Masefield Society since its inception in the early 1990s. Chris will also attend meetings when Caroline is unable to, and therefore represent the John Masefield Society.

Councillor Morris, as Chair of the working party, invited those representatives of The John Masefield Society present to become elected members. Caroline Magnus was very happy to do so; Dr Errington was equally happy to become an elected member, noting that he may be unable to attend all meetings due to distance (he advised that he could attend via an online format, and the Chair and the Clerk agreed to consider this); Chris Noel advised that as the local representative of the John Masefield Society, he would also like to be elected.

**RESOLVED:**

1. **Caroline Magnus, Dr Errington and Chris Noel were all elected to the Working Party.**
2. **That it be noted that Chloe Garner confirmed that, following Ledbury Poetry Trustees meeting (see JM16), she wished to remain a non-elected member.**

**JM27**

**TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE JM WORKING PARTY HELD ON 23 SEPTEMBER 2022**

The Chair gave members the opportunity to voice '*Matters Arising*' which were not covered elsewhere. Caroline Magnus suggested that REF JM19, The Master's House be added to the list of local venues to be considered as a potential space for creative workshops. Members agreed this was a useful suggestion, especially as the John Masefield Archive was already housed there.

**RESOLVED:**

**That the minutes of the meeting of the John Masefield Working Party held on 23 September be approved and signed as a correct record.**

JM28

## ACTION SHEET

The Clerk gave a verbal update on the Action Sheet.

Both Dr Errington and Caroline Magnus spoke favourably of 2Faced Dance Company's previous interpretation of John Masefield's work. (JM19(05)).

Members noted especially the change of parent committee, and how this had impacted on the progression of actions. The Clerk confirmed that, to avoid delay, any outstanding minutes and recommendations would be submitted to Full Council on 1 December 2022 for consideration. She advised that dependent on outcome of the Full Council meeting the minutes would in future be submitted to the Environment & Leisure Committee, and Finance, Policy & General Purposes Committee, as appropriate. It was noted that both Councillor Chowns and Hughes, as Chairs of these respective committees were in attendance, and so informed of current thinking.

### RESOLVED:

**That the action sheet be received and noted.**

JM29

## DRAFT NOTICE OF INTENT

Councillor Morris noted that he was happy with the Notice of Intent, and requested it be published to raise awareness of the project.

Councillor Morris raised the possibility of a leaflet/PDF to encourage donations and sponsorship : The Notice of Intent would form the basis of this copy.

The Clerk reminded the working party that an anonymous donation of £1,000 had already been received. Members welcomed this as a good starting point. Christine Tustin informed members that she, as a result of the article in the Ledbury & District Civic Society newsletter, had also received communication from an interested party. She confirmed that she would follow this up and provide the Clerk with details in due course.

Caroline Magnus asked if there was an overall funding target in mind. Members noted that it was difficult at this stage to define a final amount as Phase 1 (the scoping phase) was only just beginning. Members noted that in the original project timeline drawn up in June 2022 and submitted to Environment & Leisure Committee in July had identified that a final memorial could cost between £75,000-£100,000 with a target delivery date in July 2026. The CDO confirmed that this figure was arrived at following research of similar commemorative projects that had already taken place in other towns throughout the UK.

Caroline Magnus asked for clarification as to whether a sculpture depicting a lifelike representation of John Masefield was a possibility, advising that the family would welcome a figurative representation. Councillor Morris advised that these costs might be prohibitive. Caroline Magnus offered to share details of organisations that are Arts Council funded which could be useful at the commissioning stage. Councillor Beddoes-Davis mentioned concerns of quality in figurative art. Dr Errington reminded members of the unfortunate occurrence of a poor likeness of Masefield on the John Masefield pub sign in The Wirral. He also informed members that as far as he was aware, and unusually for a twentieth century poet, there was not a statue to John Masefield in existence. Dr Errington also shared an idea from the Masefield Society regarding a carved representation of John Masefield, reminiscent of a ship's masthead and relating to nautical themes on Masefield's writing, highlighting Masefield's own interest in mastheads.

Christine Tustin reminded the group that as well as deciding the for the memorial might take, a suitable location had yet to be identified. She suggested The Poetry House might house a lasting John Masefield memorial, and Dr Errington noted that in fact this building was opened by Masefield in 1938.

The idea of a Poetry Trail with plaques and lines of Masefield poetry carved into the pavement was raised. Councillor Chowns reminded members that he had previously welcomed an abstract memorial that celebrated Masefield's association with water, and the sea, rather than an accurate figurative representation. He also hoped there would be an enduring legacy fund that would fund future educational projects.

Councillor Beddoes-Davis reminded the group that the idea of extensive public consultation in Phase 1 was to elicit these ideas so a community consensus could be reached in Phase 2.

#### **RESOLVED:**

**That the Notice of Intent be approved and be used to progress a sponsorship/fundraising leaflet for wider distribution.**

**JM30**

#### **PROGRESS REPORT**

Members were provided with a draft Project Manager role specification for consideration. Councillor Beddoes- Davis welcomed that this was an independent, contracted role.

Christine Tustin asked for clarification on whether this would be an ongoing contract, as the specification only referred to fees for Phase 1. Members agreed that it would be sensible to indicate that a Project Manager might be engaged for the longevity of the project, but further details would only be confirmed as Phase 1 progressed. Councillor Beddoes-Davis advised that the suggested day rate was low for this type

of work and recommended that the overall budget should either be increased or less days contracted to ensure candidates of a suitable calibre apply. The Clerk noted that funding the project was a concern for Council to consider, particularly where long-term funding could be sourced from. It was agreed that the fundraising experience should be included in the essential criteria.

Councillor Beddoes-Davis offered to provide details of where to advertise the person specification. Councillor Hughes advised that Full Council, and associated Committees, were informed of the totality of this contract noting its provision for overall advancement of the project. He also drew attention to the importance of Phase 1 to pump prime subsequent phases. The Chair reminded members that this project did not intend to use Council monies on an ongoing basis. Dr Errington advised of potential US donations that might be explored in the future. Caroline Magnus reminded members that the Masefield family were not particularly wealthy: While Masefield's work is in copyrighted, his Estate is not generating much individual wealth.

Members discussed the possibility of a John Masefield talk hosted by the Ledbury & District Civic Society. Christine Tustin agreed to explore this further with Caroline Magnus and/or Dr Errington. Caroline had previously given a talk to other local groups on the Masefield childhood, and the relationship between her grandfather and great Uncle (John Masefield) and would happily revive it for this project.

Councillor Hughes drew members attention to the funding of the post and asked that the monies requested be specific. Councillor Hughes indicated that the budget must be broken down, and that the project outputs for Phase 1 could not fall within existing staffing remits. The Clerk clarified that that this was clearly outlined in Recommendation 5, with monies for both the role of project manager (£5000) and the delivery of the project (£10,000) being included.

The CDO talked members through the Project Timeline, noting how many of the activities flowed from the appointment of a project manager.

This appointment would enable the project to accelerate as activities would fall within a delivery remit of one individual contracted specifically for this project. Dr Errington asked for clarification on the deadline on delivery of July 2026 and noted that stalling final delivery to 2028 would mark 150 years since John Masefield's birth. The CDO noted how anniversaries could be useful for fundraising purposes, especially in the final stages of a campaign/project. The Clerk asked for clarification from the Chair on the frequency of meetings who advised that monthly meetings were preferable, and an additional meeting might be needed around Easter.

Christine Tustin suggested that at the end of Phase 1, the marketing activity be widened to include a national, possibly international audience for subsequent phases.

Members discussed funding of the project, and the specific recommendation on which cost centres had monies still available in 2022/2023 to support this project. The CDO advised members that as Phase 1 spanned two financial years (that is 2022/2023 and 2023/2024), all monies did not need to be drawn from this year. Councillor Hughes, as Chair of Finance, Policy & General Purposes agreed; he recommended that the budget for Phase 1 be split to allow for a spend of up to £9000 before the end of March 2023, and the remaining £6000 to form part of a new budget line for Ledbury Town Council budget in 2023 / 2024; this might also specify any additional funds required to minimally support Phase 2.

**RECOMMENDED:**

1. That the revised Notice of Intent be published to Ledbury Town Council's website, and shared in the form of a Press Release.
2. That the Outline Specification for the engagement of a Project Manager (see *Appendix A*) be approved subject to the fundraising experience being added to essential criteria, and the day rate being revised to at least £250; and, that the Clerk be asked to advertise the post at the first available and timely opportunity, including reference to this being a multi-year project.
3. That the Detailed Project Timeline (see *Appendix B*) be approved and that the dates therein be agreed as target dates, noting the updated frequency of meetings.
4. That the Marketing Plan (see *Appendix C*) be approved, subject to funding being identified by Council.
5. That Council give consideration to the request for funding for Phase 1 of the project, with a potential ceiling of £15,000, and that Council identify funding from within the 2022/23 budgets, namely from the Town Promotion budget cost centre 107, nominal codes 4703 (£4,000) and 4704 (£5,000) with the remaining £6,000 to be included in budget planning for 2023/2024 as a separate cost centre.

JM31

**TO DISCUSS ACTION POINTS RAISED BY CHAIR**

The Chair had provided a report with a number of points for discussion. He provided Members with an update as to why the soft launch would be, explaining that this was due to 2Faced company not being available for the Christmas Lights Switch on event.

Members were updated on the Creative Challenge national initiative, arranged by 64 Million Artists, and which takes place every January. The CDO suggested using this social media initiative to help soft launch the John Masefield Project, and offered to provide members with further details for the next working party meeting in December. It was agreed that this should commence in the second week of January.

The Chair drew members attention to a Full Launch date on 1 June 2023. Caroline Magnus suggested that working party members reflected on what this might be and feedback to a future meeting.

The Chair referred members to the idea of creating a leaflet to send to potential stakeholders outlining further information about the project and suggesting varying forms of engagement. Dr Errington advised that the John Masefield Society will be sending out a newsletter in May/June and could include such a leaflet at that time.

Members discussed progress with workshops, and it was agreed that this was something that the temporary CDO and the permanent CDO could work on together initially in January when the permanent post holder returns from maternity leave. The project timeline had been adjusted to reflect this, with education workshops starting in February and running through until June, and community-based workshops running from March to the end of July 2023, incorporating Ledbury Poetry Festival and opportunities that arise while that is taking place. Councillor Hughes advised from a Resources & Personnel perspective that Council's decision to continue the contract of the maternity cover CDO role until the end of March might allow for the CDO Officers to make progress during the first 3 months until a project manager was appointed.

Councillor Beddoes-Davis advised that in her experience projects which were well resourced at the outset were more likely to be successful in the long-run; she advised not commencing too soon and waiting for the resources to be in place.

The Chair raised a concern about who would lead Marketing/Publicity on an ongoing basis. The Clerk advised that hopefully the Project Manager, once in place, would do this. Concerns were raised over recruiting someone, and Councillor Beddoes-Davis advised that the contract might need to be negotiated, or the tasks and associated time allocated more strategically. Members were unsure on this and opted to re-visit. Members also discussed what would happen if Full Council did not approve the Project Manager recommendation, and The Clerk advised that there were not current resources available at present, and the project would not happen, which was noted by Members.

Funding for the project will be led by the Clerk and Chair of Finance, in liaison with the Project Manager. The Clerk reminded members that all business relating to Ledbury Town Council must be approved via the Clerk and Council, stating that it would be appropriate for the Chair of

Finance to be included on all financial matters, including all external funding applications.

Caroline Magnus asked for details of where donated monies would be held and whether a separate charitable account would be set up that could benefit from Gift Aid. The CDO advised members that the purpose of Phase 1 was to understand if there was a broader appetite for a lasting memorial of some scale, and the potential to attract funding, noting that setting up a Ledbury Town Council charitable trust immediately might be unnecessary work. The Clerk agreed to advise Full Council and/or this Working Party on the tasks involved in establishing a charitable trust for this project so that members might consider how best to deposit funds raised.

**RESOLVED:**

1. That the Clerk arrange future meetings on a monthly basis initially in line with the project timeline.
2. That members consider what a Full Launch event might involve and feedback at a future meeting.

**RECOMMENDATION:**

1. That a soft launch be scheduled for the second week of January, and the CDO report back to the Working Party in December on progress.
2. That from January onwards, and prior to the appointment of a Project Manager, the Community Development Officer(s) are responsible for:
  - i. Arranging the early workshops
  - ii. Developing the marketing, publicity and fundraising materials required to raise awareness of the project, including a leaflet to engage potential stakeholders
3. That the Clerk provide information on the steps involved for Ledbury Town Council to establish an independent charitable trust and associated bank account, specifically to enable gift aid and increase charitable donations

**JM32**

**DATES OF FUTURE MEETINGS**

The Chair advised that some Councillors would prefer early evening meetings, as they work full-time. Other members advised this would be inconvenient. The Clerk asked for feedback on whether they preferred in person or virtual meetings. Members concluded a hybrid version would be preferable.



**RESOLVED:**

**That it be noted that the next meeting of the John Masefield Working Party is scheduled for 16 December, and that the Clerk would establish whether 2pm or 5pm would be preferable.**

1758

