

# LEDBURY TOWN COUNCIL

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13 April 2022

**TO: Councillors Bradford, Chowns (Chair), Eakin, Knight, Manns (ex-officio),  
Morris, Sinclair and Whattler**

Dear Member

You are invited to attend a meeting of the **Extraordinary Environment & Leisure Committee on Thursday, 21 April 2022 at 6.00pm at the Market House, High Street, Ledbury**, for the purpose of transacting the business set out below.

Yours faithfully

Angela Price

## A G E N D A

**1 To receive apologies for absence**

**2 The Nolan Principles**

**(Pages 1142 - 1143)**

**3 Declarations of Interest**

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

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

**4 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 17 March 2022**  
**(Pages 1144 – 1153)**

- |    |  |                     |
|----|--|---------------------|
| 6  | To review Action Sheets                | (Pages 1154 - 1161) |
| 7  | Repair of Basketball Court             | (Pages 1162 - 1167) |
| 8  | Skate Park, Recreation Ground          | (Pages 1168 - 1169) |
| 9  | Christmas Lights                       | (Pages 1170 - 1187) |
| 10 | Fees and charges                       | (Pages 1188 - 1191) |
|    | i. Cemetery                            |                     |
|    | ii. Charter Market                     |                     |
|    | iii. Jacobean Room/Weddings            |                     |
|    | iv. Market House                       |                     |
| 11 | Children's Play Equipment Consultation | (Pages 1192 - 1195) |
| 12 | Working Parties                        | (Pages 1196 – 1200) |

To receive and note the minutes of the meeting of the Events Working Party held on Thursday, 24 March 2022 and consider any recommendations therein.

**13 Date of Next Meeting**

Date of the next meeting of the Environment and Leisure Committee to be agreed at the Annual Meeting of Council scheduled for Thursday, 12 May 2022.

**Distribution:** Full agenda to: - Committee members (7)  
Town Mayor (ex-officio)

Agenda excluding confidential papers to:

Plus: The Press  
Library

Agenda front pages to all non-committee members

## LEDBURY TOWN COUNCIL

EXTRAORDINARY ENVIRONMENT & LEISURE COMMITTEE	21 APRIL 2022	AGENDA ITEM NO. 2
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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 & LEISURE COMMITTEE MEETING HELD ON  
17 MARCH 2022**

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**PRESENT:** Councillors Bradford, Eakin, Knight (Chair), Sinclair and Whattler

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

**E237 TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Chowns and Morris.

**E238 THE NOLAN PRINCIPLES**

The Nolan Principles were received and noted.

**E239 DECLARATION OF INTEREST**

**RESOLVED:**

None received.

**E240 PUBLIC PARTICIPATION - TO CONSIDER QUESTIONS/COMMENTS  
FROM MEMBERS OF THE PUBLIC IN ACCORDANCE WITH THE  
PROVISIONS OF STANDING ORDERS 3(E) AND 3(F)**

That the Chair asked Members of the Committee if they would agree to bring Item No. 12 forward. This was proposed by Councillor Eakin and seconded by Councillor Knight.

**E241 MEMORIAL PLAQUE FOR 'BEN'**

Members of the Committee read an email that had been received from Hazel Webster of Ledbury Carers Group requesting that Ledbury Town Council give consideration to a plaque being erected on one of the benches outside of the Market House in memory of 'Ben' who was described as a "unique colourful character in the town, who walked around the town centre daily, stopping for a rest on the bench at the Market House".

Councillor Bradford advised members of the public who were present that the benches around the Market House did not belong to Ledbury Town Council and advised Hazel Webster to make contact with Councillor Liz Harvey who was the Ward Member for Ledbury North/Herefordshire Council, in order that Councillor Harvey could give consideration to this request. Members requested that the Deputy Clerk write to Hazel Webster and forward on Councillor Harvey's contact details.

Councillor Whattler suggested that they might like to consider a bench at Ledbury Cemetery but it was noted that Ben spent her time by the Market House and hence why this was the preferred location.

**RESOLVED:**

**That the Deputy Clerk is requested to contact Councillor Liz Harvey and advise her that Hazel Webster would be making contact with her direct as regards the request for a memorial plaque for Ben.**

**E242 TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE ENVIRONMENT & LEISURE COMMITTEE HELD ON 20 JANUARY 2022**

Councillor Whattler made reference to Minute No. E224 stating that whilst he considered it was not appropriate to plant trees in the ground, he had no objection to trees being planted in pots.

**RESOLVED:**

**That the minutes of an Environment & Leisure Committee held on 20 January 2022 be approved and signed as a correct record subject to the amendment noted above.**

**E243 TO REVIEW ACTION SHEETS**

E223(1) – Councillor Whattler questioned why the “Explorer Play dome” had not been put forward as an alternative piece of children’s play equipment. The Deputy Clerk advised that this particular piece of equipment had been presented by another company which had not been selected at the last Environmental & Leisure Committee Meeting. However, the Deputy Clerk advised that further discussion on the children’s play area was to be covered in a further report at the meeting (Agenda Item No. 8.3).

E224 – Members of the Committee are to note that further information was requested from Councillor Liz Harvey in respect of the blossom trees in Ledbury High Street.

E231(2) – Members of the Committee requested that the Deputy Clerk set up a meeting between representatives from Balfour Beatty and Ledbury Town Councillors to establish a suitable location for a new bike rack in Ledbury town centre.

**RESOLVED:**

- 1 That Councillors received and noted the contents of the report.**
- 2 That the Deputy Clerk arrange a meeting between Balfour Beatty and Ledbury Town Councillors to establish a suitable location for a new bike rack in Ledbury town centre**



## E244 CEMETERY

### RESOLVED:

- 1 That in accordance with Standing Order 23(a), authority be given for the Deeds of Exclusive Right of Burial 712 and 714 to be signed, granting the exclusive right of burial to those named on the interment form.
- 2 That in accordance with Standing Order 23(a), authority be given for the Deeds of Exclusive Right of Burial 642 to be signed, granting the transfer of the exclusive right of burial to those named on each transfer request.

## E245 RECREATION GROUND

### 1 Outdoor Gym Equipment

Members of the Environmental & Leisure Committee agreed to the purchase of replacement legs for the Seated Leg Press at £770.00, excluding VAT, together with the purchase of a rubble handle for the Double Cross Country Skier at £8.50, excluding VAT.

Councillor Whattler suggested that good locking nuts should be provided for the replacement legs to prevent these new parts being stolen.

### 2 Future of the Shelter

Councillor Bradford stated that he was under the impression that the future of the Shelter had already been determined at a previous meeting. The Deputy Clerk reminded members of the Environmental & Leisure Committee that measures were to be put in place first, such as improved lighting, clearance of vegetation and undergrowth and improved CCTV, to see if this made a difference. These measures had now been implemented. Councillor Knight made reference to a recent meeting that she and the Clerk had had with the Police. The Police confirmed that they would now be using different "policing methods" and did not see it essential for the Shelter to be removed now that we were coming into the Spring. Councillor Eakin believed that despite this, we could, nevertheless face the same issues next Winter.

Councillor Bradford reported that he had been speaking with a Youth Worker who confirmed that the youth were in favour of the alternative option put forward, being to move the Shelter further up on the grass area but facing towards Bye Street. Members of the Committee felt that moving the Shelter so that it was facing Bye Street was not appropriate as it would not be covered by CCTV.

Councillor Sinclair said that the Shelter did not need to stand on a hard standing surface whereas Councillor Whattler stated that standing the Shelter on just grass would not be appropriate especially when trying to

clear up the broken glass bottles, needles and any other rubbish that has been deposited by the youths and in some instances had been stamped into the grass. As it is easier to sweep up from a hard service, it was decided that paving slabs would be appropriate.

Members of the Environment & Leisure Committee agreed that the Shelter should, in the interim, be moved to the new location but should remain facing in the same direction. The Shelter would not be moved 180 degrees, i.e. facing Bye Street until appropriate CCTV was in position and in operation. It was noted that a new contractor needed to be sought to move the Shelter since the original provider was no longer in business.

### **3 Children's Play Equipment**

Councillor Whattler considered that the two options put forward for the new piece of children's play equipment were not exciting enough as compared to the Explorer Dome piece of equipment that had been presented at the meeting on 20 January 2022. The Deputy Clerk advised Members of the meeting that the Explorer Dome had been put forward by another company, which had not been selected.

The Deputy Clerk advised Members of the Environment & Leisure Committee that she would be undertaking a consultation with both Ledbury and Eastnor Primary Schools and John Masefield Secondary School to gauge what the children would like to see at the recreational ground. Councillor Whattler asked for the Explorer Dome style of equipment to also be put forward as an alternative option and the Deputy Clerk agreed to do so. The Deputy Clerk reminded Members that the Explorer Dome was considerably more expensive than the other two pieces of equipment being considered and Councillor Whattler suggested that it may be appropriate to ascertain what the overall consensus was for this new piece of equipment but for it to be installed in the following financial year 2023/24 in order that funding could be used in the forthcoming financial year 2022/23 to make improvements to the skate park. Members of the Environment & Leisure Committee were all in favour of this proposal.

#### **RESOLVED:**

- 1 That Members of the Environment & Leisure Committee received and noted the contents of the report.**
- 2 That Members of the Environment & Leisure Committee request that the Deputy Clerk arranges for the supply and installation of the missing legs for the seated leg press and providing a rubber handle for the double cross country skier at a total cost of £778.50 plus VAT.**



- 3 That Members of the Environment & Leisure Committee agree to the Shelter being moved to the location as detailed in Appendix C (Item No. 8.2), facing in the same direction as its current location. The Shelter will then only be moved 180 degrees (when it would be facing Bye Street) once new CCTV has been installed and is in operation.
- 4 That Members of the Environment & Leisure Committee noted that a consultation would take place with Ledbury and Eastnor Primary Schools and John Masefield Secondary School to gauge a preference on which piece of children's play equipment was preferred and the Deputy Clerk will report back to the Environment & Leisure Committee at a future meeting.

#### **E246 RECREATION GROUND – SKATE PARK**

Members of the Environment & Leisure Committee discussed the skate park, noting that certain aspects of the equipment was not safe. Councillor Bradford stated that he had spoken with a youth worker who queried the distances between ramps if using a bike. Members considered the two options put forward. Option One: to undertake priority maintenance/riding surface replacement on the equipment (Item No. 9, Appendix A) or Option Two: to provide new equipment (Item No. 9, Appendix B).

Members of the Environment & Leisure Committee were all in favour of Option Two. Councillor Sinclair requested that the Deputy Clerk seek further clarification relating to the installation costs shown on the Company's quotations as there was a significant difference. Option One amounted to £20,095.00 [3 x site operatives and being on site for 12 days whereas Option Two amounted to £6,500.00 [2 x site operatives and being on site for 5 days]. Members requested that the Deputy Clerk obtain details from the contractor and report back at the next meeting.

The Deputy Clerk advised Members that the quotation did not allow for any new tarmac surface underneath the existing pieces of equipment once they are moved to their new positions. A ball park figure for the resurfacing could well be in the region of £5,000.00 to £6,000.00 but until the equipment is removed, it is difficult to ascertain how much resurfacing will be necessary, if any.

#### **RESOLVED:**

- 1 That Members of the Environment & Leisure Committee agreed to proceed with Option Two in principle, subject to receiving further clarification on the installation costs noted in the quotations attached. The Deputy Clerk is to bring back further details to the next meeting.



## **E247 CLIMATE CHANGE WORKING PARTY COMPLAINT**

Members of the Environment & Leisure Committee discussed the letter of complaint that had been received from the Chair of the Climate Change Working Party. Members considered that there were insufficient Councillors within Ledbury Town Council who had any real interest in climate change and suggested that the Chair of the Working Party may wish to encourage other members of the public to become Councillors who had an interest in this subject matter and who would be committed.

The Deputy Clerk reminded Members that Ledbury Town Council had signed up to a Climate Emergency Declaration. Unfortunately a couple of the Members present confirmed that they were not aware of this Declaration nor indeed that it had been approved.

The Deputy Clerk further stated that when the Working Party had put forward suggestions and ideas to the Environment & Leisure Committee, when these ideas were not to be pursued, insufficient detail had been fed back to the Working Party. Therefore, Members of the Environment & Leisure Committee agreed to give more detailed responses to requests in the future.

### **RESOLVED:**

- 1 That the Deputy Clerk is to contact the Chair of the Climate Change Working Party to put forward a suggestion to encourage members of the public to become Councillors, and particularly with those who have an interest in climate change.**
- 2 That Members of the Environment & Leisure Committee agree to provide detailed responses to any requests put forward, with immediate effect.**

## **E248 OCTOBER FAIR 2022**

Members of the Environment & Leisure Committee discussed whether the October Fair 2022 should be allowed to open the Fair an hour earlier on both days which would result in the various roads having to be closed also an hour earlier.

Councillor Bradford recommended that Ledbury Town Council should talk to the traders first to gain their views whereas Councillor Sinclair believed that if they were trading for an extra hour each day, then Ledbury Town Council should expect to receive a 17% uplift on the current charge received from the Fair and that this needed to be explored and agreed first before making a decision.

Councillor Whattler considered that if the roads were closed an hour earlier at 3.00pm, this would have an impact on the school run as parents would not be able to drive through Town. On reflection, for this reason, Members of the Environment & Leisure Committee agreed that the hours of the Fair would

remain the same as last year: roads close at 4.00pm with the Fair starting at 5.00pm until 10.00pm.

**RESOLVED:**

- 1 That Members of the Environment & Leisure Committee agreed for the hours of the Fair to remain unchanged. Therefore, hours of the Fair will be 5.00pm until 10.00pm but closing the various roads at 4.00pm each evening.**

**E249 CHRISTMAS LIGHTS**

Members of the Committee discussed the options that had been put forward by the Town Clerk noting that there were two options on the table to consider. However, Members of the Environment & Leisure Committee asked to see sight of a revised contract which listed all the lights now being proposed so to ensure that nothing had been omitted. Councillor Bradford made reference to the lack of lights down New Street as compared to previous years and the Deputy Clerk re-confirmed that there would be 3 vertical lights installed on lamp posts along the Southend. Councillor Sinclair requested that the Clerk provide an up to date list of what is to be included at Christmas 2022 and resubmit.

**RESOLVED:**

**That the Clerk provide a full summary of all Christmas lights to be installed in November 2022 to Members of the Environment & Leisure Committee in order that they can then decide what option to select.**

**E250 CORPORATE PLAN**

Members of the Environment & Leisure Committee noted the contents of the Corporate Plan. Councillor Sinclair requested that "B8 – Reduce carbon footprint" be moved to the priority list.

**RESOLVED:**

- 1 That the Corporate Plan be received and noted.**
- 2 That "B8 – Reduce carbon footprint" be moved under the priority list.**

**E251 WORKING PARTIES**

- 1 TO RECEIVE AND NOTE THE MINUTES OF THE MEETINGS OF THE EVENTS WORKING PARTY HELD ON THURSDAY, 13 JANUARY 2022, THURSDAY, 27 JANUARY 2022 AND THURSDAY, 17 FEBRUARY 2022 AND CONSIDER ANY RECOMMENDATIONS THEREIN.**
- 2 TO RECEIVE AND NOTE THE MINUTES OF THE MEETING OF THE**



**CLIMATE CHANGE WORKING PARTY HELD ON 6 DECEMBER 2021 AND MONDAY, 7 FEBRUARY 2022 AND CONSIDER ANY RECOMMENDATIONS THEREIN.**

Members of the Committee referred to the high visibility jackets (Item No. CC47) stating that they did not consider the wording "LTC for the Community" necessary. However, the Deputy Clerk advised that these jackets were being funded through the Welcome Back Fund.

**RESOLVED:**

- 1 That minutes of the meetings of the Events Working Party held on 13 January 2022, 27 January 2022 and 17 February 2022 be approved and signed as a correct record of the minutes.**
- 2 That minutes of the meeting of the Climate Change Working Party held on 7 February be approved and signed as a correct record of the minutes.**

**E252 DATE OF NEXT MEETING**

That the date of the next meeting is to be agreed at the Annual Meeting of Council scheduled for Thursday, 12 May 2022.

**E253 EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED:**

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

**E254 RECREATIONAL GROUND – CCTV**

Members of the Committee noted that variations to the CCTV quotations were in the process of being received to accommodate the area near the basketball court and that these would then be shared with Herefordshire Council's Monitoring Centre to ensure that the equipment would be compatible.

However, due to the changes proposed for the revised location of the Shelter, the Deputy Clerk advised that a further revision to the existing quotations would be required so to ensure that once the Shelter was in its new position, that appropriate CCTV was in place to cover the Shelter. The proposed new CCTV would now also be located at the Bye Street end of the recreational park, looking inwards towards the skate park. Members of the Committee needed to note that this particular parcel of land may not be in the ownership of Ledbury Town Council so this too is also being investigated.

**RESOLVED:**

- 1 That members received and noted the report.**
- 2 That the Deputy Clerk will bring back further proposals of a new CCTV system to the next Environment & Leisure Committee meeting.**

The meeting ended at 8.30pm.

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

DRAFT





**ENVIRONMENT AND LEISURE COMMITTEE  
ACTION SHEET - 21 APRIL 2022**

**ITEM NO.6**

Minute No.	Action	To be Actioned by	Date to be actioned by	Comments	Status
E241	The Deputy Clerk is to contact Councillor Liz Harvey and advise her that Hazel Webster would be making contact with her direct as regards the request for a memorial plaque for 'Ben'.	DC	25-Mar-22	DC emailed Cllr Liz Harvey on 24/03/22 and advised her to expect an email from Ms Hazel Webster.	Complete
E243 (2)	The Deputy Clerk is to arrange a meeting between Balfour Beatty and Ledbury Town Councillors to establish a suitable location for a new bike rack in Ledbury town centre.	DC	31-Mar-22	DC contacted Members of the Committee on 05/04/22 that a meeting had been arranged with BBLP regarding the bike racks. Meeting arranged for 26/04/22 at 2.30pm.	Complete
E245 (2)	The Deputy Clerk is to arrange for the supply and installation of the missing legs for the seated leg press and providing a rubber handle for the double cross country skier at a total cost of £778.50 plus VAT.	DC	31-Mar-22	Further to Committee agreeing to proceed with replacement equipment, this was ordered on 01/04/22. Installation will take place on 08/06/22.	Complete
E245 (3)	That Members of the Environment & Leisure Committee agree to the Shelter being moved to the location as detailed in Appendix C (Item No. 8.2), facing in the same direction as its current location. The Shelter will then only be moved 180 degrees (when it would be facing Bye Street) once new CCTV has been installed and is in operation.	DC	End May	Following Full Council meeting on 11/04/2022, Committee agreed to leave Shelter in its current location but to review the situation in six months time.	Complete
E245 (4)	Deputy Clerk will report back to the Environment & Leisure Committee at a future meeting with findings from a consultation with Ledbury and Eastnor Primary Schools and John Masefield Secondary School to gauge a preference on which piece of children's play equipment is preferred.	DC	End May	As at 06/04/22, informal consultation events have been confirmed with: John Masefield High School on 4 May 2022; Eastnor Primary School on 6 May 2022 and Ledbury Primary School on 29 April 2022.	Complete

E246	Skate Park - Option Two was chosen in principle, subject to receiving further clarification on the installation costs noted in the quotations received. The Deputy Clerk is to bring back further details to the next meeting.	DC	05-Apr-22	DC has contacted the Company who have provided a full explanation of the breakdown of the installation costs which are being presented at the Committee meeting on 21/04/22.	Complete
E247 (1)	The Deputy Clerk is to contact the Chair of the Climate Change Working Party to put forward a suggestion to encourage members of the public to become Councillors, and particularly with those who have an interest in climate change.	DC/TC	31-Mar-22	DC met with the Chair of the Climate Change Working Party and shared comments put forward at the Committee meeting held on 17/03/22. It was agreed that the next meeting of the CCWP would be postponed until 16/05/22 at which time the working party could consider appropriate goals and objectives going forward.	Complete
E249	That the Clerk provide a full summary of all christmas lights to be installed in November 2022 and provide this summary to members of the E & L Committee.	TC	End May	TC has presented paper to Extra-ordinary E&L Committee Meeting on 21 April 2022 to further review summary of all christmas lights.	Complete
E254 (2)	The Deputy Clerk to bring back further proposals of a new CCTV system to the next Environment & Leisure Committee meeting.	DC	End May/ June [TBC]	Details to be brought back to the next E & L meeting, once the date has been finalised.	In Progress

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



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

	That Officers & Cllr Chowns review the Corporate Plan and provide an update at the next meeting of the E & L Committee	Officers		DC has revamped the Corporate Plan into 3 sections: Priority; Wish List and Projects already in hand.	Complete
E183					
E189(1)	That the quotation received in respect of the quinquennial works to the Market House be deferred until the timber assessment and testing surveys have been carried out	DTC		Awaiting report	In Progress
E202-3	The Deputy Clerk investigate whether further lighting can be put in place within St Katherines Car Park, subject to the regulations set out in the Planning Application No. 150041.	DC	Revisit Oct 2022	As at 04/04/22 DC has received response from Senior Project Manager confirming that the request for additional street lighting will be considered as part of Phase 2 of the suggested works for the car park, to be considered in Autumn 2022	In Progress
E213-2	The Clerk investigate whether an EPC is required in respect of the Chapel and if so, arrange for this to be carried out without delay.	TC	11.2.22		In Progress
E214	Deputy Clerk to bring back more information to the next meeting about the timber assessment.	DC	17.3.22	DC awaiting a report from Caroe for next steps.	In Progress
E223	Members agreed for an "Explorer Play dome" or something similar to be replaced with the hex swings. The hex swings move to another location and the seasaw be replaced within the next 12 months. That the skate park be upgraded/replaced.	DC	17.3.22	Committee members wished Explorer Play dome to be considered as part of consultation - confirmed. Location of new equipment yet to be confirmed as at 12.04.22.	Complete
E223 (3)	That the Deputy Clerk organises an informal consultation with members of the public when the weather improves. The Police are to be invited to take part in this event.	DC	14.3.22	DC has made arrangements to consult with 3 schools end April/early May regarding children's play equipment. Please refer to ref: 24594) below.	Complete
E224	The Deputy Clerk is to contact Councillor Harvey to obtain further information and bring a report back to the next Environment & Leisure meeting regarding the blossom trees in the High Street	DC	17.3.22	Information received advising to contact Tree Forum. In interim, establishing suitable locations for trees to be planted, either in ground or pots.	In Progress



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

E231 (2)	The Deputy Clerk to investigate the costs of installing a temporary bike rack by the side of the Market House and bring to the next Environment & Leisure meeting.	DC	26.04.22	DC arranged meeting with BBLP and Committee Members to consider locations for a bike rack in Town for 26/04/22. Please note that the location next to the bus stop is not suitable due to there being a manhole cover/utility services beneath; outside spar shop also not enough space and Market House deemed inappropriate due to space. Please refer to ref: 243(2) below.	Complete
E236 (2)	<b>That the Deputy Clerk to speak with the Town Clerk to ask for an update from the police regarding the quality of images required.</b>	DC & TC	End May	<b>Sentinel have now repaired CCTV cameras at recreational ground. Revised quotes for new CCTV will address the issue of poor images going forward.</b>	In Progress
E241	The Deputy Clerk is to contact Councillor Liz Harvey and advise her that Hazel Webster would be making contact with her direct as regards the request for a memorial plaque for 'Ben'.	DC	25.03.22	DC emailed Cllr Liz Harvey on 24/03/22 and advised her to expect an email from Ms Hazel Webster.	Complete
E243 (2)	The Deputy Clerk is to arrange a meeting between Balfour Beatty and Ledbury Town Councillors to establish a suitable location for a new bike rack in Ledbury town centre	DC	31.03.22	DC contacted members of the Committee on 05/04/22 that a meeting has been arranged with BBLP regarding the bike racks. Meeting arranged for 26/04/22 at 2.30pm.	Complete
E245 (2)	The Deputy Clerk is to arrange for the supply and installation of the missing legs for the seated leg press and providing a rubber handle for the double cross country skier at a total cost of £778.50 plus VAT.	DC	31.03.22	Further to Committee agreeing to proceed with replacement equipment, this was ordered on 01/04/22. Installation will take place on 08/06/22.	Complete
E245 (3)	That Members of the Environment & Leisure Committee agree to the Shelter being moved to the location as detailed in Appendix C (Item No. 8.2), facing in the same direction as its current location. The Shelter will then only be moved 180 degrees (when it would be facing Bye Street) once new CCTV has been installed and is in operation.	DC	End May	Following Full Council meeting on 11/04/2022, Committee agreed to leave Shelter in its current location but to review the situation in six months time.	Complete

E245 (4)	Deputy Clerk will report back to the Environment & Leisure Committee at a future meeting with findings from a consultation with Ledbury and Eastnor Primary Schools and John Masefield Secondary School to gauge a preference on which piece of children's play equipment is preferred.	DC	End May	As at 06/04/22, informal consultation events have been confirmed with: John Masefield High School on 4 May 2022; Eastnor Primary School on 6 May 2022 and Ledbury Primary School on 29 April 2022.	Complete
E246	Skate Park - Option Two was chosen in principle, subject to receiving further clarification on the installation costs noted in the quotations received. The Deputy Clerk is to bring back further details to the next meeting.	DC	05.04.22	DC has contacted the Company who have provided a full explanation of the breakdown of the installation costs which are being presented at the Committee meeting on 21/04/22.	Complete
E247 (1)	The Deputy Clerk is to contact the Chair of the Climate Change Working Party to put forward a suggestion to encourage members of the public to become Councillors, and particularly with those who have an interest in climate change.	DC/TC	31.03.22	DC met with the Chair of the Climate Change Working Party and shared comments put forward at the Committee meeting held on 17/03/22. It was agreed that the next meeting of the CCWP would be postponed until 16/05/22 at which time the working party could consider appropriate goals and objectives going forward.	Complete
E249	That the Clerk provide a full summary of all christmas lights to be installed in November 2022 and provide this summary to members of the E & L Committee.	TC	End May	TC has presented paper to Extra- ordinary E&L Committee Meeting on 21 April 2022 to further review summary of all christmas lights.	Complete
E254 (2)	The Deputy Clerk to bring back further proposals of a new CCTV DC system to the next Environment & Leisure Committee meeting.	DC	End May/ June [TBC]	Details to be brought back to the next E & L meeting, once the date has been finalised.	In Progress



## LEDBURY TOWN COUNCIL

<b>EXTRAORDINARY ENVIRONMENT &amp; LEISURE COMMITTEE</b>	<b>21 APRIL 2022</b>	<b>AGENDA ITEM: 7</b>
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Report prepared by Julia Lawrence, Deputy Town Clerk

### **REPAIR OF BASKETBALL COURT, RECREATION GROUND**

#### **Purpose of Report**

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

#### **Detailed Information**

Over the weekend of 26/27 February 2022, the Police reported to Ledbury Town Council that damage had been done to the edge of the basketball court at the Recreation Ground due to a rubbish bin being set on fire. This has resulted in the top layer of the tarmac of the basketball court being damaged as shown in the attached photographs.

Officers were asked by the Police to provide costings for the repair of the court and on providing this information, officers have asked the Police to confirm whether the perpetrators will be required to reimburse the cost of the repair work. At present, the repair costs are noted within the Police case files and therefore, in the interim, the best course of action for Ledbury Town Council would be to carry out the repairs with a view to making a claim for the costs in due course.

Three companies have been approached to quote for the repair works. The works are to include:

- cut out existing damaged tarmac;
- supply and lay new tarmac;
- compact seal the joints and re-paint the white line.

#### **Company 1**

This family business has been operating since 1985 carrying out resurfacing works for both small and large assignments as well as undertaking a wide range of ground works in general.

## Company 2

This family business has been operating since 2002 and covers all aspects of resurfacing works for driveways, footpaths, block paving, school playgrounds and white lining. Staff receive ongoing health and safety training covering CSCS (Construction Skills Competence Scheme), NPORS Plant Scheme, CPCS (Construction Plant Competence Scheme), and Street Works Labourer and Supervisor qualifications. They hold liability insurance up to £5million.

## Company 3

This is a family business, established in 1999 and covers all aspects of domestic, commercial and local council projects ranging from carparks, roadways, school playgrounds, skate and play parks and tennis courts although this is not a conclusive list. They are fully insured, with an experienced workforce utilising a wide range of equipment.

All three companies are local to Hereford or Worcester.

The table below summarises the works and costs received from the three companies:-

Company	Summary of Works	Cost, excluding VAT
1	Saw cut existing tarmac. Break out damaged area and remove off site. Prepare area for tarmac. Supply and lay tarmac and compact seal joint, approx. 10 m2. Repaint white line.	£1,395.00
2	Break out damaged area of bitmac approx. 10 m2. Saw cut around for flush finish for new asphalt. Sweep clean, supply and apply a tack coat of bitumen emulsion to existing. Also supply and lay by hand 70mm average of 6mm Hot Rolled Asphalt Surface Course. Complete line marking to damaged area. Leave site clean and tidy.	£1,040.00
3	Prepare area of approx. 7.5 m2. Tarmac with 6mm wearing course, 40mm thick approx. Well rolled with vibratory roller. Seal edges with hot bitumen. Reinstate white line.	£900.00



### **Recommendation**

That Members of the Environment & Leisure Committee give consideration to the information provided within the report and appoint a company to undertake the remedial works at the Basketball Court accordingly.



## LTC Deputy Clerk

---

**From:** LTC Deputy Clerk  
**Sent:** 01 March 2022 10:35  
**To:** LTC Deputy Clerk  
**Subject:** Basketball court

**Follow Up Flag:** Follow up  
**Flag Status:** Completed







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## LEDBURY TOWN COUNCIL

EXTRAORDINARY ENVIRONMENT & LEISURE COMMITTEE	21 APRIL 2022	AGENDA ITEM: 8
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Report prepared by Julia Lawrence, Deputy Town Clerk

### SKATE PARK, RECREATION GROUND

#### Purpose of Report

The purpose of this report is to provide Members of the Environment & Leisure Committee with further information received relating to the charges presented at the last Environment & Committee Meeting held on 17 March 2022 in respect of installation costs for the skate park.

#### Detailed Information

At the Environment & Leisure Committee meeting held on 17 March 2022, Councillors agreed to select Company 3 to install new equipment as set out in the report presented at that meeting, subject to seeking an explanation as to why there was a big difference in costs relating to the installation of the equipment.

To recap:

- 1) **To manufacture, deliver and install new equipment** **£6,500.00**

Installation costs to include the provision and erection of temporary site security fencing, allowing for 2 x site operatives, including anticipated time on site for 5 days.

- 2) **To carry out priority maintenance/riding surface Replacement on existing skate equipment** **£20,095.00**

Installation costs to include the provision and erection of temporary site security fencing, allowing for 3 x site operatives, including anticipated time on site for 12 days.

The Deputy Clerk contacted the Company who have provided the following explanation for the costs, as detailed below using the same numbering as shown above as follows:

- 1) *"As stated in the quote 'comments', there are 2 operatives on site. Installation of new equipment has a different rhythm than repair, and works more efficiently with operatives in 'pairs'. The installation element of this project is too small for 4 operatives, hence we use 2. Installation time is calculated on completion of 'sections'/day. This may be literal or relate to entire units if they're small/*



*complicated. This isn't an industry equation. Our experience tells us. Tooling/ equipment/crane assistance is more significant for installation in terms of set-up/pack down each day. More time is lost/day to that and thus we extend our working 'day' to accommodate it. Typically, installation is calculated on a 'day' being approximate 10 hours. The total installation costs will include accommodation/food/welfare/plant fuel and operative transport.*

*£6,500.00 over 5 days + £1,330.00 divided by 2 = £650/operative".*

- 2) *"As stated in the quote 'comments', there are 3 operatives on site. The volume of work to repair and rectify equipment requires a pair to carry out riding surface replacement (its not an individual kind of task) and the third individual to take care of all remedials and toe-plate replacement.*

*We know from historical works elsewhere that 3 sheets/day replacement is a realistic number when we factor all elements required to replace, e.g. removal/prep/cut to fit/alignment/drill/tap/countersink etc. This type of work is very labour heavy if quality results are expected.*

*The number of days on-site is a calculation of total number of sheets required divided by sheets per day + remedials + 'issue' contingency. Some of the works has a degree of unknown including dismantling/removal and disposal of units.*

*Included within the total installation costs will be accommodation/food/welfare/ plant fuel and operative transport. The works within this quote have a particular 'rhythm' in terms of day to day progress. Works contained within would be calculated on a 'day' being approximate 8 hours.*

*£20,095.00 over 12 days = £1,674/day divided by 3 = £558/operative".*

Members are reminded that in addition to the above costs, it is likely that sections of the tarmac will need to be resurfaced once the existing pieces of equipment are removed. Until that takes place, the full extent of resurfacing works will not be known, if any. As noted in the report dated 17 March 2022 (Page 1076) no costs had been allocated for these works at that time. Therefore, it would be prudent to budget for resurfacing works of circa £5,000 to £6,000 for the completion of this work, should it be required.

### **Recommendations**

- 1 Subject to Members accepting the explanations above from the preferred Company previously selected, the Deputy Clerk be requested to contact the Company and confirm the Committee's acceptance in order to proceed with the installation of new skate park equipment, as detailed in a report presented to the Environment & Leisure Committee on 17 March 2022 at a cost of £34,221.00 + VAT.
- 2 That Members of the Environment & Leisure Committee note and accept that costs of circa £5,000/£6,000 may be required for resurfacing works and should this be the case, agree for such works to be quoted for.



## LEDBURY TOWN COUNCIL

<b>EXTRAORDINARY ENVIRONMENT &amp; LEISURE COMMITTEE</b>	<b>21 APRIL 2022</b>	<b>AGENDA ITEM: 9</b>
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Report prepared by Angela Price – Town Clerk

### **CHRISTMAS LIGHTS**

#### **Purpose of Report**

The Purpose of this report is to provide Members of the Environment & Leisure Committee with information on the Christmas Lights contract for 2022/23 and 2023/24.

#### **Detailed Information**

At a meeting of the Environment & Leisure Committee held on 17 March 2022, the Clerk was asked to provide a full summary of all Christmas Lights to be installed in November 2022 to enable Members to decide on which option to select in respect of the overhead lights in Homend.

Following the Christmas Lights switch on in December 2021 it was agreed that the lights should be revisited with a view to having lights added to the BBI building, the lights in Homend being increased in width and the lights on the Alms Houses being the correct length for the purposes of having lights from one end to the other. The possibility of having a "Welcome to Ledbury" sign and more lights in Bye Street were also discussed.

As a result of these discussions it was agreed that quotes should be obtained from Blachere Illuminations providing details of all the lights to be installed in Ledbury subject to a final decision on the quotes attached.

The following is included on both quotes 25364 and 25329:

Icicle lights on the BBI Building

A Bespoke "Welcome to Ledbury" sign for the North end of Homend – this would replace one of the lights already in situ, which would in turn be sited at the entrance to Bye Street.

Additional icicles for the Alms Houses

Wider lights across Homend either with double zephyr motifs or icicles on either side of the current zephyr motifs

Attached are two quotes which outline the complete provision of Christmas Lights, both quotes include the following lights:

3 x Zephyr Column motifs to be installed in South End  
5 x Zephyr Column motifs to be installed in High Street  
3 x Zephyr Column motifs to be installed in Bye Street  
6 x Cross Street Double Zephyr to be installed in Homend  
LED Stalactite Warm White Icicles – Alms Houses  
4 x Sparklight LED Warm White lights – Bushes at Alms Houses  
LED luminous Ceilings Warm White – 20ft Christmas Tree at Market House  
LED Stalactite Warm White lights – Council Offices  
Festoon Lighting – Market House  
LED Stalactite Warm White Lights – BBI Building

**Quote No. 25364 includes the following:**

Bespoke motif (Welcome to Ledbury)  
LED Stalactites to be added to existing 6 x cross street Double Zephyrs for High Street

**Quote No. 25329 includes the following:**

Bespoke motif (Welcome to Ledbury)  
Double Zephyr to be added to existing 6 x cross street Double Zephyrs for High Street

**Financial Information**

Quote No, 25364 – Year 2 (2022/23) £21,469.81  
Year 3 (2023/24) £19,945.81

Quote No. 25329 - Year 2 (2022/23) £21,897.81  
Year 3 (2023/24) £20,333.81

Currently there is a sum of £13,260 in the 2022/23 budget for Christmas lights, however the additional lights as listed above mean that the cost of the Christmas lights in Ledbury would be increased for both 2022/23 and 2023/24.

The additional expenditure for each quote for the next two years would be as follows:

Quote No. 25364 - Year 1 additional cost of £8,209.81  
Year 2 additional cost of £6,685.81

Quote No. 25329 - Year 1 additional cost of £8,637.80  
Year 2 additional cost of £7,073.80

When considering the attached quotes and the additional Christmas Lights, as requested, Members will need to be mindful that currently the Christmas Lights budget would not be sufficient for either quote. Therefore, Members will be required to make a recommendation to the Finance, Policy & General Purposes Committee for additional funds to be made available from the General Reserve.

### **Recommendation**

1. That Members of the Environment & Leisure Committee give consideration to the information provided and agree which quote they wish to accept in respect of the additional Christmas Lights to be supplied by Blachere Illuminations Ltd.
2. That a recommendation be made to a meeting of the Finance, Policy & General Purposes Committee that any additional funds required for the 2022/23 Christmas Lights expenditure be identified from the General Reserve following the 2021/22 year end.
3. That any increase in expenditure in respect of the Christmas Lights for 2023/24 be taken into consideration when setting the 2023/24 budget.







# Blachere Illumination UK Ltd

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## Copy

Document No	Document Date	Page
25364	29.03.2022	1/3
Customer No	Valid until	
CLEDB	29.04.2022	
Your Reference	Currency	
	GBP	

## Sales Quotation

### Billing Address

Ledbury Town Council  
 Town Council Offices  
 Church Lane  
 Ledbury  
 Herefordshire  
 HR8 1DH  
 UNITED KINGDOM

### Delivery Address

Ledbury Town Council  
 Town Council Offices  
 Church Lane  
 Ledbury  
 Herefordshire  
 HR8 1DH  
 UNITED KINGDOM

### Ledbury Town Council - 3 Year Hire, Install & Removal 2021-2023

Item Code	Description	Quantity	Price	Total	VAT
<b>Southend Column Motifs</b>					
IPL075W ✓	Zephyr (H: 2.5m x W: 0.9m) 8.2kg 60w	3	91.23000	273.69	54.74
	Installation			172.50	34.50
	Removal			110.40	22.08
	<b>Subtotal</b>			<b>556.59</b>	<b>111.32</b>
<b>High Street Wall Motifs ✓</b>					
IPL075W	Zephyr (H: 2.5m x W: 0.9m) 8.2kg 60w	5	91.23000	456.15	91.23
	Installation			431.25	86.25
	Removal			172.50	34.50
	<b>Subtotal</b>			<b>1,059.90</b>	<b>211.98</b>
<b>Bye Street Wall Motifs ✓</b>					
IPL075W	Zephyr (H: 2.5m x W: 0.9m) 8.2kg 60w	3	91.23000	273.69	54.74
	Installation			258.75	51.75
	Removal			103.50	20.70
	<b>Subtotal</b>			<b>635.94</b>	<b>127.19</b>
<b>Homend Street - 6 x Cross Streets ✓</b>					
ITL075W	Double Zephyr (H: 0.87m x W: 5m) 16.5kg 120w	6	177.48000	1,064.88	212.98
	Infrastructure			299.00	59.80
	Installation			897.00	179.40
	Removal			448.50	89.70
	<b>Subtotal</b>			<b>2,709.38</b>	<b>541.88</b>
<b>Icicles on Alms Houses, Market House and Church Lane ✓</b>					
352W	LED Stalactite Warm White 230V White Rubber Cable (L:4.5m x L:0.57m)	15	51.00000	765.00	153.00
	Infrastructure			78.20	15.64
	Installation			547.40	109.48
	Removal			234.60	46.92
	<b>Subtotal</b>			<b>1,625.20</b>	<b>325.04</b>
<b>4 x Bushes outside Alms House ✓</b>					
FL502W-FX	SPARKLIGHT led Warm White + flash, 24v-20m)	12	75.00000	900.00	180.00
	Installation			690.00	138.00
	Removal			276.00	55.20
	<b>Subtotal</b>			<b>1,866.00</b>	<b>373.20</b>

Company Reg No.: SC152939  
 VAT ID No.: GB651936618

Bank Account: 10268667  
 Bank Code: 804638

Please make cheques payable to Blachere Illumination UK Limited

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# Sales Quotation

Document No.

Document Date

Page

25,364

29.03.2022

2/3

Item Code	Description	Quantity	Price	Total	VAT
<b>Lights for 20ft tree (Customer sourcing tree) ✓</b>					
FL414GW	LED Luminous Ceilings Warm White 24V, Green Cable (L: 2m H:30m)	2	252.00000	504.00	100.80
	Installation			690.00	138.00
	Removal			230.00	46.00
	<b>Subtotal</b>			<b>1,424.00</b>	<b>284.80</b>
<b>Product Purchase</b>					
352W	LED Stalactite Warm White 230V White Rubber Cable (L:4.5m x L:0.57m)	14	46.00000	644.00	128.80
	Installation			390.00	78.00
	Removal			165.00	33.00
	<b>Subtotal</b>			<b>1,199.00</b>	<b>239.80</b>
<b>Market House - Festoon Lighting - total of 180m ✓</b>					
G099C	B22 Garland L:100m 230V 200 Sockets 2 Per Mtr, Green Rubber	2	250.25000	500.50	100.10
	Installation			1,449.00	289.80
	Removal			621.00	124.20
	<b>Subtotal</b>			<b>2,570.50</b>	<b>514.10</b>
<b>BBI Building - 32m of icicle lights ✓</b>					
352W	LED Stalactite Warm White 230V White Rubber Cable (L:4.5m x L:0.57m)	8	51.00000	408.00	81.60
	Installation			257.60	51.52
	Removal			110.40	22.08
	<b>Subtotal</b>			<b>776.00</b>	<b>155.20</b>
<b>Alms House - shortfall of icicle Lights (45m) ✓</b>					
352W	LED Stalactite Warm White 230V White Rubber Cable (L:4.5m x L:0.57m)	10	51.00000	510.00	102.00
	Installation			362.25	72.45
	Removal			155.25	31.05
	<b>Subtotal</b>			<b>1,027.50</b>	<b>205.50</b>
<b>Homend St - Icicle Lights to go with existing Motifs ✓</b>					
352W-FX	LED Stalactite + Flash 230V Warm White, White Rubber Cable (W4.5m x L0.5	12	73.50000	882.00	176.40
	<b>Subtotal</b>			<b>882.00</b>	<b>176.40</b>
<b>Bespoke Motif ✓</b>					
ZGEN	Special Product Item	1	2,500.00000	2,500.00	500.00
	Installation			977.50	195.50
	Removal			448.50	89.70
	<b>Subtotal</b>			<b>3,926.00</b>	<b>785.20</b>
<b>Storage</b>					
ISTRBLOC	Storage at Blockley	1	880.00000	880.00	176.00
	<b>Subtotal</b>			<b>880.00</b>	<b>176.00</b>
<b>Switch On</b>					
	Switch on			709.00	141.79
	<b>Subtotal</b>			<b>709.00</b>	<b>141.79</b>

Company Reg No.:

SC152939

Bank Account:

10268667

VAT ID No.:

GB651936618

Bank Code:

804638

Please make cheques payable to Blachere Illumination UK Limited

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# Sales Quotation

Document No.

Document Date

Page

25,364

29.03.2022

3/3

Item Code	Description	Quantity	Price	Total	VAT
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Payment Terms - to be agreed

THIS QUOTATION IS PROVIDED SUBJECT TO COMPLETION OF A FULL SITE SURVEY AND ON THE BASIS THE ALL ELECTRICAL AND MECHANICAL INFRASTRUCTURE NECESSARY IS IN PLACE, OF A SOUND NATURE AND IN FULL WORKING ORDER

This quotation is valid for 30 days from the date of the quotation

It is the responsibility of the Client to ensure that all permissions and consents are in place prior to the installation works commencing

Blachere Illumination UK Limited will not make or accept responsibility for any connections within residential properties

Year 2 21,469.81

Year 3 ,19,945.81

plus vat per year

Notes:

Total Before Tax	£21,847.01
Total Tax Amount	£4,369.40
<b>Total Amount</b>	<b>£26,216.41</b>

Company Reg No.: SC152939

Bank Account: 10268667

VAT ID No.: GB651936618

Bank Code: 804638

Please make cheques payable to Blachere Illumination UK Limited

Subject to our terms and conditions

1176





## Blachere Illumination UK Ltd

Gladstone Place  
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KY15 7LB  
UNITED KINGDOM

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## Sales Quotation

### Copy

Document No	Document Date	Page
25329	24.03.2022	1/3
Customer No	Valid Until	
CLEDB	24.04.2022	
Your Reference	Currency	
	GBP	

### Billing Address

Ledbury Town Council  
Town Council Offices  
Church Lane  
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HR8 1DH  
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	<b>Subtotal</b>			<b>635.94</b>	<b>127.19</b>
<b>Homend Street - 6 x Cross Streets</b>					
ITL075W ✓	Double Zephyr (H: 0.87m x W: 5m) 16.5kg 120w	6	177.48000	1,064.88	212.98
	Infrastructure			299.00	59.80
	Installation			897.00	179.40
	Removal			448.50	89.70
	<b>Subtotal</b>			<b>2,709.38</b>	<b>541.88</b>
<b>Icicles on Alms Houses, Market House and Church Lane</b>					
352W ✓	LED Stalactite Warm White 230V White Rubber Cable (L:4.5m x L:0.57m)	15	51.00000	765.00	153.00
	Infrastructure			78.20	15.64
	Installation			547.40	109.48
	Removal			234.60	46.92
	<b>Subtotal</b>			<b>1,625.20</b>	<b>325.04</b>
<b>4 x Bushes outside Alms House</b>					
FL502W-FX ✓	SPARKLIGHT led Warm White + flash, 24v-20m)	12	75.00000	900.00	180.00
	Installation			690.00	138.00
	Removal			276.00	55.20
	<b>Subtotal</b>			<b>1,866.00</b>	<b>373.20</b>

Company Reg No.: SC152939  
VAT ID No.: GB651936618

Bank Account: 10268667  
Bank Code: 804638

Please make cheques payable to Blachere Illumination UK Limited

Subject to our terms and conditions

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# Sales Quotation

Document No.

Document Date

Page

25,329

24.03.2022

2/3

Item Code	Description	Quantity	Price	Total	VAT
<b>Lights for 20ft tree (Customer sourcing tree)</b>					
FL414GW	LED Luminous Ceilings Warm White 24V, Green Cable (L: 2m H:30m)	2	252.00000	504.00	100.80
	Installation			690.00	138.00
	Removal			230.00	46.00
	<b>Subtotal</b>			<b>1,424.00</b>	<b>284.80</b>
<b>Product Purchase</b>					
352W	LED Stalactite Warm White 230V White Rubber Cable (L:4.5m x L:0.57m)	14	46.00000	644.00	128.80
	Installation			390.00	78.00
	Removal			165.00	33.00
	<b>Subtotal</b>			<b>1,199.00</b>	<b>239.80</b>
<b>Market House - Festoon Lighting - total of 180m ✓</b>					
G099C	B22 Garland L:100m 230V 200 Sockets 2 Per Mtr, Green Rubber	2	250.25000	500.50	100.10
	Installation			1,449.00	289.80
	Removal			621.00	124.20
	<b>Subtotal</b>			<b>2,570.50</b>	<b>514.10</b>
<b>BB1 Building - 32m of Icicle lights ✓</b>					
352W	LED Stalactite Warm White 230V White Rubber Cable (L:4.5m x L:0.57m)	8	51.00000	408.00	81.60
	Installation			257.60	51.52
	Removal			110.40	22.08
	<b>Subtotal</b>			<b>776.00</b>	<b>155.20</b>
<b>Alms House - shortfall of Icicle Lights (45m) ✓</b>					
352W	LED Stalactite Warm White 230V White Rubber Cable (L:4.5m x L:0.57m)	10	51.00000	510.00	102.00
	Installation			362.25	72.45
	Removal			155.25	31.05
	<b>Subtotal</b>			<b>1,027.50</b>	<b>205.50</b>
<b>Homend St - Extra Motifs to go with existing ✓</b>					
ITL075W	Double Zephyr (H: 0.87m x W: 5m) 16.5kg 120w	5	509.30000	2,546.50	509.30
ZGEN	Special Product Item - <i> bespoke Motif ✓</i>	1	2,500.00000	2,500.00	500.00
	Installation			149.50	29.90
	<b>Subtotal</b>			<b>5,196.00</b>	<b>1,039.20</b>
<b>Storage</b>					
ISTRBLOC	Storage at Blockley	1	880.00000	880.00	176.00
	<b>Subtotal</b>			<b>880.00</b>	<b>176.00</b>
<b>Switch On</b>					
	Switch on			709.00	141.79
	<b>Subtotal</b>			<b>709.00</b>	<b>141.79</b>

Company Reg No.:

SC152939

Bank Account:

10268667

VAT ID No.:

GB651936618

Bank Code:

804638

Please make cheques payable to Blachere Illumination UK Limited

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# Sales Quotation

Document No. 25,329 Document Date 24.03.2022 Page 3/3

Item Code	Description	Quantity	Price	Total	VAT
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**Payment Terms - to be agreed**

THIS QUOTATION IS PROVIDED SUBJECT TO COMPLETION OF A FULL SITE SURVEY AND ON THE BASIS THE ALL ELECTRICAL AND MECHANICAL INFRASTRUCTURE NECESSARY IS IN PLACE, OF A SOUND NATURE AND IN FULL WORKING ORDER

This quotation is valid for 30 days from the date of the quotation

It is the responsibility of the Client to ensure that all permissions and consents are in place prior to the installation works commencing

Blachere Illumination UK Limited will not make or accept responsibility for any connections within residential properties

Year 2 21,897.81  
Year 3 20,333.81  
plus vat per year

Notes:

Total Before Tax	£22,235.01
Total Tax Amount	£4,447.00
<b>Total Amount</b>	<b>£26,682.01</b>

Company Reg No.: SC152939 Bank Account: 10268667  
VAT ID No.: GB651936618 Bank Code: 804638

Please make cheques payable to Blachere Illumination UK Limited

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Welcome to Ledbury

approx.: H: 1.4m x W: 6.0m

Artwork provided on this board is a registered trademark of the artist. Please contact the artist for more information.









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## LEDBURY TOWN COUNCIL

<b>EXTRAORDINARY ENVIRONMENT &amp; LEISURE COMMITTEE</b>	<b>21 APRIL 2022</b>	<b>AGENDA ITEM: 10</b>
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Report prepared by Angela Price – Town Clerk

### **FEES AND CHARGES**

#### **Purpose of Report**

The purpose of this report is to provide Members of the Environment & Leisure Committee with suggested increases in respect of all council services.

#### **Detailed Information**

Attached is a list of services provided by Ledbury Town Council and their current fees/charges and suggested increases in those charges, in relation to the following services:

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

The fees and charges for all council services were last reviewed in 2020/21 and therefore it would now be appropriate for these to be reviewed. However, going forward the Clerk would advise Members that the fees and charges will be considered as part of the annual budget setting process in the future.

Members will note that three options for the increase in the 2022/23 fees and charges have been provided within the attached document, 2%, 5% and 6.2% and Members need to agree which, if any, of the proposed increases to recommend to a meeting of the Finance, Policy & General Purposes Committee for implementation.

#### **Recommendation**

That Members of the Environment & Leisure Committee give consideration to the information provided and agree what percentage increase in respect of fees and charges for council services should be recommended to the Finance, Policy & General Purposes Committee for implementation with immediate effect.





LEDBURY TOWN COUNCIL - CEMETERY FEES AND CHARGES

Exclusive Right of Burial (To include fee of £45 for cemetery improvement fund)

Current fee 2% increase 5% increase CPI increase 6.2%

	£	£	£	£
Residents of Ledbury				
Exclusive Right of Burial exceeding 18-years	453.00	462.00	476.00	481.00
Exclusive Right of Burial not-exceeding 18-years	0.00	0.00	0.00	0.00
Exclusive Right of Burial of Garden of Remembrance	151.00	154.00	159.00	160.00

**Non-Residents**

Exclusive Right of Burial exceeding 18-years	858.00	875.00	901.00	911.00
Exclusive Right of Burial not-exceeding 18-years	0.00	0.00	0.00	0.00
Exclusive Right of Burial of Garden of Remembrance	302.00	308.00	317.00	320.00

Transfer of Exclusive Right of Burial

32.00

32.50

33.50

34.00

**Interment Fees**

**Residents of Ledbury**

For interment in an earthen grave 1 depth(18 years plus)	186.00	189.00	195.00	197.50
For interment in an earthen grave 2 depth(18 years plus)	210.00	214.00	220.50	223.00
Interment in Garden of Remembrance	102.00	104.00	107.00	108.00
Interment of ashes in a grave space	102.00	104.00	107.00	108.00
Interment of ashes where no funeral director instructed	167.00	170.00	175.00	177.00

**Non-Residents**

For interment in an earthen grave 1 depth(18 years plus)	378.00	385.50	398.00	400.00
For interment in an earthen grave 2 depth(18 years plus)	420.00	428.00	441.00	446.00
Interment in Garden of Remembrance	203.00	207.00	213.00	215.50
Interment of ashes in a grave space	203.00	207.00	213.00	215.50
Interment of ashes where no funeral director instructed	334.00	341.00	350.00	351.00

**FEES AND CHARGES LEDBURY TOWN COUNCIL 2022/23**

**Charter Market**

	<b>2021/22</b>	<b>2% increase</b>	<b>5% increase</b>	<b>CPI Increase (6.2%)</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Market House - covered pitch	21.00	21.50	22.00	22.50
High Street pitch	18.00	18.50	19.00	19.00
Electricity supply per pitch	1.00	Recommend overall increase to £1.50 per pitch		

**Jacobean Room**

	<b>2021/22</b>	<b>2% increase</b>	<b>5% increase</b>	<b>CPI Increase (6.2%)</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Weddings	235.00	230.00	247.00	250.00
Hourly rate	12.00	12.50	12.50	13.00
Daily rate	76.00	77.50	80.00	81.00

**Market House**

	<b>2021/22</b>	<b>2% increase</b>	<b>5% increase</b>	<b>CPI Increase (6.2%)</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Hourly Rate	9.00	9.00	9.50	10.00
Daily Rate	56.00	57.00	59.00	59.50

## LEDBURY TOWN COUNCIL

<b>EXTRAORDINARY ENVIRONMENT &amp; LEISURE COMMITTEE</b>	<b>21 APRIL 2022</b>	<b>AGENDA ITEM: 11</b>
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Report prepared by Julia Lawrence, Deputy Town Clerk

### **CHILDREN'S PLAY EQUIPMENT CONSULTATION**

#### **Purpose of Report**

The purpose of this report is to update Members of the Environment & Leisure Committee regarding the informal consultation relating to the children's play equipment.

#### **Detailed Information**

Members of the Environment & Leisure Committee requested that a consultation takes place with John Masefield High School, Ledbury Primary School and Eastnor Primary School to gauge the children's preference as to which piece of play equipment they would like to see at the recreational ground.

Therefore, three options will be presented at the various schools for the children to view before making a decision. Two options will be supplied by one contractor and the other being the Explorer Dome, provided by another contractor. Images of these pieces of equipment are attached.

The consultations have now been confirmed to take place on the following dates:

Friday, 29 April 2022	Ledbury Primary School
Wednesday, 4 May 2022	John Masefield High School
Friday, 6 May 2022	Eastnor Primary School

#### **Recommendation**

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



# Explorer Dome



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







### Our Guarantee

All Play & Leisure equipment is manufactured at our premises in North Wales and our structural steelwork meets the highest standards. We guarantee that if any of our products fail due to defect in workmanship during a 30 year period, we will repair or replace free of charge all parts found to have a structural defect. This extensive period of guarantee is only possible due to our continual program of quality through every stage of design manufacture, installation and service.

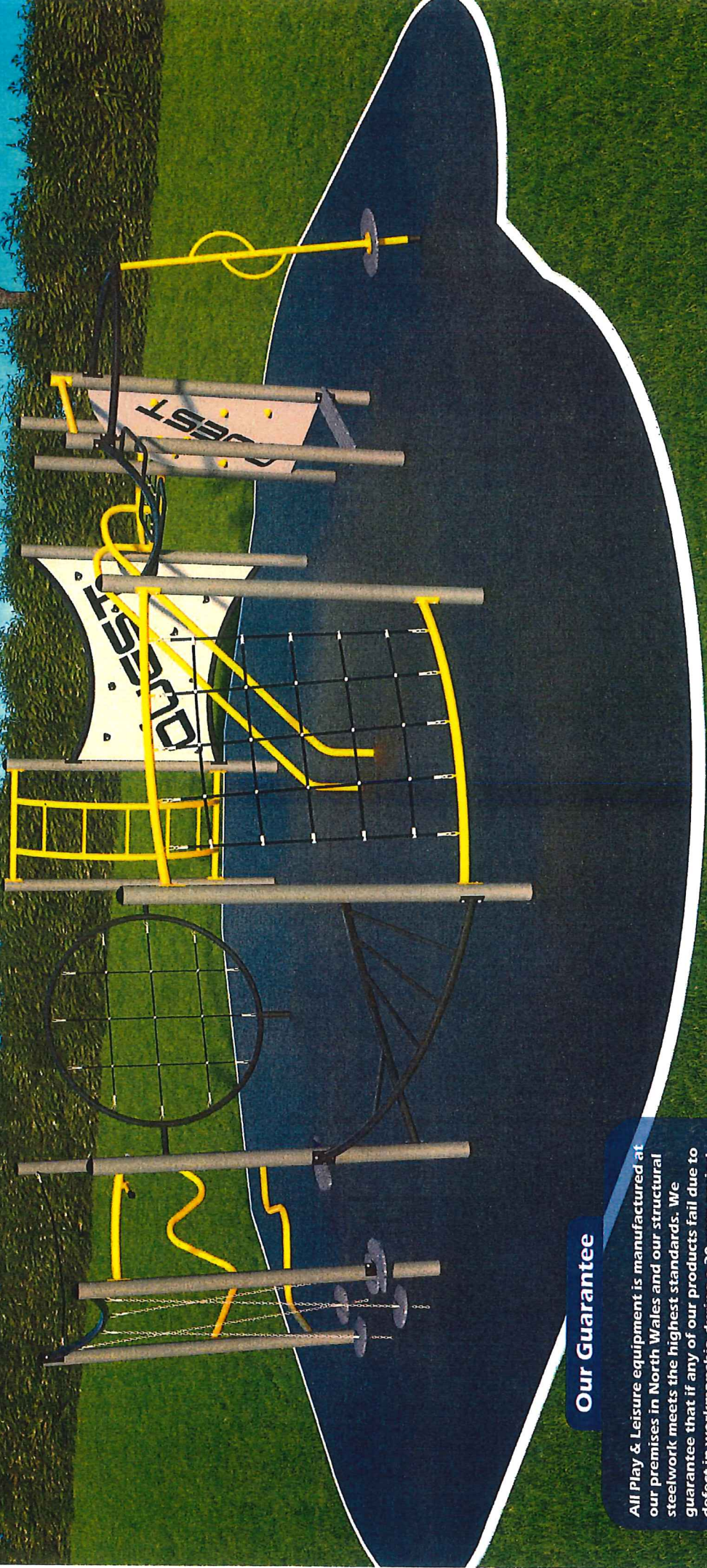
Enterprise Quest Multi Play Unit

*This design is an Artists representation only*

...creating smiles for over 30 years 😊

1194





### Our Guarantee

All Play & Leisure equipment is manufactured at our premises in North Wales and our structural steelwork meets the highest standards. We guarantee that if any of our products fail due to defect in workmanship during a 30 year period, we will repair or replace free of charge all parts found to have a structural defect. This extensive period of guarantee is only possible due to our continual program of quality through every stage of design manufacture, installation and service.

Cosmos Quest Multi Play Unit

*This design is an Artists representation only*

...Creating smiles for over 30 years 😊



**LEDBURY TOWN COUNCIL**

**MINUTES OF AN EVENTS WORKING PARTY HELD ON  
24 MARCH 2022**

---

**PRESENT:** Councillors Howells and Knight (Chair)

**ALSO PRESENT:** Julia Lawrence – Deputy Clerk  
Amy Howells – Minute Taker  
Olivia Trueman – Community Development Officer  
Nina Shields – Sustainable Ledbury  
Emma Jackson – Community Development Officer (Interim)  
Lynette Loader – Ledbury Funeral Care (Coop)  
Susie McKechnie – Ledbury Traders Association

**E58 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Catriona Cole, Griff Holliday, Don McAll and Councillor Manns

**E59 DECLARATIONS OF INTEREST**

None received.

**E60 ELECTION OF NON-COUNCIL MEMBERS**

It was agreed that Susie McKechnie would become a Non-Council Member.

**E61 TO APPROVE AND SIGN THE MINUTES OF A MEETING OF THE EVENTS WORKING PARTY HELD ON THURSDAY, 17 FEBRUARY 2022**

**RESOLVED:**

That the minutes of the Events Working Party held on Thursday, 17 February 2022 be approved and signed as a correct record subject to the following amendment:

**E54 – That “UMITE be changed to the correct spelling of “NMiTE”.**

**E62 WORLD BOOK DAY – FEEDBACK**

The Community Development Officer (“CDO”) provided feedback on World Book Day: the Town was very busy and the Council received positive feedback from families and children and suggested that Ledbury Town Council plan in

advance for next year. Nina Shields advised members that she had made a contact at John Masefield High School and that the CDO had been invited to attend the Governor's meeting to discuss how the Council could work with John Masefield High School.

**RESOLVED:**

**That members received and noted the feedback from World Book Day.**

**E63 MOTHER'S DAY EVENT AT CEMETERY CHAPEL, 27 MARCH 2022**

The Deputy Clerk informed members of the forthcoming event at the Cemetery Chapel in aid of the Mother's Day event. Hilary Jones advised that she would be donating a flower arrangement to go into the Chapel for the day.

**RESOLVED:**

**That members received and noted the update regarding the Mother's Day Event.**

**E64 CAREERS AND ADVICE FAIR, 31 MARCH 2022**

The CDO provided members with an update on the Careers and Advice Fair, which was originally suggested by Councillor Bradford. The event will be taking place on Thursday, 31 March 2022 in the Community Hall between 10:00am and 4:00pm. Currently there are over 20 businesses attending. The event has been advertised on social media, Herefordshire Council website and Your Herefordshire.

**RESOLVED:**

**That members received and noted the update regarding the Careers and Advice Fair.**

**E65 QUEEN'S PLATNIUM JUBILEE EVENTS:**

**8.1 LEDFEST ON THE REC**

The CDO is obtaining quotes to hire an Events Manager to help plan Ledfest. The Administration Officer has put out an advertisement on social media for bands and artists for the event. Susie McKechnie requested a copy so that this could also be publicised to local traders. It was agreed that the CDO should also send the poster to the Brewery, all pubs and restaurants in Ledbury, John Masefield High School and Canon Frome Community Group.

The Jubilee event was discussed by members. The CDO gave a verbal update on the Souvenir Brochure and that it was still in planning stage. The Deputy Clerk handed out papers on merchandise including banners, flags and jubilee bunting. Councillor Knight suggested that Ledbury



Town Council should purchase bunting through the grant funding and place along the streets, although Susie McKechnie noted that this had not been well received previously. The CDO showed members all the different items that could be purchased such as a selfie frames, possibly for use at Ledfest. Suggestions were raised that the CDO could contact other local organisations to see if they had items they would be willing to lend for the event. There could also be Ledbury specific banners that could be put up on the flag poles around town. Nina Shields noted that any banners should be sustainable due to Ledbury Town Council's Climate Declaration. Susie McKechnie recommended that Ledbury Town Council should ensure that reusable items are purchased.

Members agreed on purchasing flags that could be attached to the flag poles up the High Street above the shops, subject to consultation with the shop owners. Councillor Knight suggested a red, white and blue union jack being projected around the Market House, similar to what had been done for the Ukraine flag.

**RESOLVED:**

- 1. That the CDO is to email posters for Ledfest performers to Susie McKechnie, Poetry Festival, John Masefield High School and other enterprises noted above.**
- 2. That the CDO is to investigate costs for Union Jack flags or an appropriate alternative to put around town, subject to receiving acceptance from the Grants Committee, and traders agreement.**
- 3. That a Union Jack or Purple Jubilee flag be projected onto the Market House for the Jubilee events, subject to receiving approval from Full Council via the Grants Committee.**

**8.2 COMMUNITY DAY**

Due to Griff Holliday not being able to attend, the Deputy Clerk gave a resume of Community Day, noting that invitations had gone out to the many groups involved in Ledbury. The Band and bellringers with their ringing frame will be located under the Market House. It was hoped that the Community Choir would also be performing.

It was noted that the bell-ringing frame would require power and that this had previously been obtained from upstairs in the Market House by an extension lead.

**RESOLVED:**

- 1. That members received and noted Griff Holliday's update.**
- 2. That the CDO is to inform all market traders as soon as possible that there would be no trading under the Market House on Saturday, 4 June 2022 due to the Community Day event.**



### 8.3 WINDOW DISPLAY COMPETITION

Members agreed to have a Window Display competition to celebrate the Jubilee. It was agreed that the competition should run from Sunday, 29 May 2022 and be judged on Saturday, 4 June 2022 by members of the public. Lynette Loader suggested adding an object in windows, such as a crown which would be hidden in shop window displays as this would hopefully encourage children to get involved in the competition and would want to participate. The CDO is to liaise with Susie McKechnie as far as the town traders and retailers are concerned. The CDO advised members that members of the public could pick up an entry form from Ledbury Town Council. A prize would then be awarded for the winning entry.

#### **RESOLVED:**

- 1. That Members agreed that Community Day would be the day for judging the window display competition.**
- 2. Window Displays to be put up from Sunday, 29 May 2022.**
- 3. The 'Find a crown' scheme was to be explored by the CDO for shops to get involved with on Community Day, and to proceed with set up if viable and sufficient interest from the town's shops.**

### E66 CRAFT MARKETS

The CDO gave an update that the Markets Working Party have agreed to hold a Craft Fair on the first Friday of every month, starting on 1 April 2022. Currently there has been growing interest for the second event in May and onwards.

#### **RESOLVED:**

**That members received and noted the update.**

### E67 CHRISTMAS LIGHTS

The Deputy Clerk advised Members that the lights will be switched on for Sunday, 27 November 2022. The Clerk is currently working with the contractors to supply a new Christmas light, "Welcome to Ledbury", for the Homend. The CDO suggested that a recommendation be taken to Environment & Leisure Committee to provide free car parking on Friday, 2 December 2022 during the day and for the late night shopping event.

#### **RESOLVED:**

**Members received and noted the update.**

#### **RECOMMENDATION:**

**That a recommendation be taken to the Environment & Leisure Committee to provide free car parking on Friday, 2 December 2022.**

**E68 CALENDAR OF EVENTS**

It was noted that the late night shopping event needed to be added to the calendar of events and the Administration Officer is to put the calendar on the Council's Website.

**RESOLVED:**

- 1. That members received and noted the Calendar of Events.**
- 2. That Late Night Shopping be added to the Calendar of Events.**
- 3. That the Administration Officer add Calendar of Events to the Council Website.**

**E69 DATE OF NEXT MEETING**

**RESOLVED:**

**It was noted that the next meeting of the Events Working Party was scheduled for Thursday, 28 April 2022 at 10:00am.**

The meeting ended at 11:35am.

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

