

LEDBURY TOWN COUNCIL

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9 June 2023

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

Dear Member

You are invited to attend a meeting of the **Environment & Leisure Committee on Thursday, 15 June 2023 at 7.00pm at the Town Council Offices, Church Lane, Ledbury**, for the purpose of transacting the business set out below.

Yours faithfully

Angela Price
Town Clerk

FILMING AND RECORDING OF COUNCIL MEETINGS

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

A G E N D A

1 To receive apologies for absence

2 Declarations of Interest

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

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

3 The Nolan Principles

(Pages 1 - 2)

4 Election of Vice-Chair for the 2023/24 Municipal Year

- 5 Terms of Reference (Pages 3 - 6)**
 5.1 Environment & Leisure Committee
 5.2 Events Working Party
- 6 Public Participation**
- Members of the public are permitted to make representations, answer questions, and give evidence in respect of any item of business included in the agenda. The period of time, which is at the Chairman's discretion, for public participation shall not exceed 15 minutes. Each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than five minutes. Questions/comments shall be directed to the Chairman.
- 7 To receive and note the minutes of a meeting of the Environment & Leisure Committee held on Thursday, 16 March 2023 (Pages 7 - 16)**
- 8 To review Action Sheets (Pages 17 - 18)**
- 9 Cemetery**
- 9.1 That in accordance with Standing Order 23(a), authority be given for the Deeds of Exclusive Right of Burial 482, 742, 744 and 746 to be signed, granting the exclusive right of burial to those named on the interment form.
- 9.2 That in accordance with Standing Order 23(a), authority be given for the Deeds of Exclusive Right of Burial 271, 612 and 739 to be signed, granting the transfer of the exclusive right of burial to those named on each transfer request.
- 10 Cemetery Insurance Claim (Pages 19 - 20)**
- 11 Market House Roof Tender (Pages 21 - 22)**
- 12 MapLink Integration for Cemetery Software (Pages 23 - 24)**
- 13 Cemetery Update (Pages 25 - 34)**
- 14 Dog Hill Wood (Pages 35 - 38)**
- 15 St Michael & All Angels Closed Churchyard (Pages 39 - 60)**
- 16 Portable Exhibition Pop-Up Counter (Pages 61 - 64)**
- 17 Working Parties**
- 17.1 To receive and note the minutes of the meeting of the Events Working Party held on 5 April 2023 and 3 May 2023 and consider any recommendations therein. **(Pages 65 - 70)**
- 17.2 To receive and note the draft minutes of the meeting of the Climate Change Working Party held on 3 May 2023 and consider any recommendations therein. **(Pages 71 - 74)**

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

(Pages 75 - 84)

17.4 To consider establishing Working Parties for 2023/24:

- Events Working Party
- Climate Change Working Party

18 Date of Next Meeting

The next meeting of the Environment and Leisure Committee is scheduled to take place on Thursday, 20 July 2023 in the Committee Room, Council Offices, Church Lane, Ledbury.

19 Exclusion of Press and Public

In accordance with Section 12(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.

20 Partnership Working and Historic Buildings in Ledbury

(Pages 85 - 86)

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

Agenda excluding confidential papers to:

Plus: The Press
Library

Agenda front pages to all non-committee members

LEDBURY TOWN COUNCIL

ENVIRONMENT & LEISURE COMMITTEE	15 JUNE 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.

TERMS OF REFERENCE

ENVIRONMENT AND LEISURE COMMITTEE

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

The Environment & Leisure Committee Quorum will be three.

UNDER DELEGATED POWERS

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

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

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

6. To make recommendations on any repairs and expenditure in respect of the Listed Buildings under the Council's Management.
7. To feed into the annual budget setting cycle.

LEDBURY TOWN COUNCIL

TERMS OF REFERENCE

EVENTS WORKING PARTY

1. Purpose

The purpose of the Events Working Party is to:

- a) Promote events which will encourage local residents and businesses of Ledbury to participate in and to increase the number of visitors to Ledbury, thereby boosting the local economy and potentially encouraging inward investment.
- b) Take overall responsibility for the organisation and running of Town Council events.
- c) Provide support in the facilitation of community groups and event organisers within the Town.
- d) To consider recommendations from Standing Committees in relation to Council events and provide recommendations on the type and content of events.

2. Quorum

To enable the Events Working Party to meet its quorate requirements, there MUST be two members of the Working Party present, regardless of whether they are Councillors or non-councillor members of the Working Party. However, there MUST be at least one Councillor present for the meeting to proceed.

3. Membership

Members of the Events Working Party can be appointed at any time during the Municipal year and will consist of Town Councillors, members of relevant local groups/organisations and members of the public.

The Membership will be made up of Councillors, stakeholders and representatives of local community groups.

4. Chairman

A Chairman will be appointed annually, at the first meeting of the Working Party.

The Chairman will be the main point of contact for the Town Clerk.

The Town Clerk will ensure minutes are taken from the meeting ensuring the capture of any actions proposed. This report will be submitted to the next meeting of the Environment and Leisure Committee for consideration.

5. Powers

Working Parties cannot make decisions on behalf of the Town Council. Any recommendations made by this group will be subject to approval by the Environment and Leisure Committee, Finance, Policy and General Purposes Committee and/or Council. This group has no budgetary powers.

The Council's Standing Orders apply to all meetings of the Committee.

6. Responsibilities and Areas of Operation

- To ensure that all risk assessments, insurance, licences, and other legal conditions are met and presented to the Council via the Clerk. This relates only to Town Council events or where the Town Council is a stakeholder.
- To obtain a minimum of three quotes in respect of the provision of Council run events, to be approved by the Environment and Leisure Committee, Finance, Policy and General Purposes Committee and/or Council.
- To book buildings or outdoor areas for events if needed (for Council events only).
- To book activities or entertainment (for Council events only).
- To liaise with the local traders.
- To liaise with stakeholders and other interested parties via the Committee meetings prior to the event.
- To recommend Council related marketing/promotional materials for the event.

The Working Party will keep the Council fully informed, providing reports to the Environment and Leisure Committee meetings and ensuring that copies of all relevant documentation are made available for inspection by Council members.

7. Review of Terms of Reference

These Terms of Reference will be approved by Council at its Annual Meetings, and received and noted at the first meeting of the Environment and Leisure Committee each municipal year.

LEDBURY TOWN COUNCIL

**MINUTES OF A MEETING OF THE ENVIRONMENT AND LEISURE COMMITTEE
HELD ON 16 MARCH 2023**

PRESENT: Councillors Beddoes-Davis, Bradford, Chowns (Chair), Shields, Sinclair and Whattler

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

E346 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Auburn and Sims.

E347 DECLARATIONS OF INTEREST

Councillor Sinclair declared an interest in the Market House Roof Tender item due to him providing details of roofing company to Ledbury Town Council. He stated that he would abstain from any conversations on this matter.

E348 THE NOLAN PRINCIPLES

RESOLVED:

That the Nolan Principles be received and noted.

E349 PUBLIC PARTICIPATION

Members considered that the wording that was read out needed amending as it gave reference to Zoom meetings which took place during Covid and considered that this wording should now be reviewed and amended.

RESOLVED:

No members of the public were present.

That the wording noted on the Agenda be reviewed and amended.

E350 TO APPROVE AND SIGN THE MINUTES OF THE ENVIRONMENT & LEISURE COMMITTEE MEETING HELD ON THURSDAY, 19 JANUARY 2023

RESOLVED:

That the minutes of the Environment & Leisure Committee meeting held on Thursday, 19 January 2023 be approved and signed as a correct record.

E351 TO REVIEW ACTION SHEETS

The Deputy Clerk gave a verbal update on the action sheet.

RESOLVED:

That the action sheet be received and noted.

E352 REPRESENTATION FROM LEDBURY POLICE

The Chair read out an email received from the Police sending their apologies to members of the Committee. This email advised that the Police had been advised by their supervisors that it would not be appropriate for them to attend the meeting and offer their opinions on the temporary container at the Recreation Ground. However, it did state that they believe some kind of permanent youth centre with activities would be beneficial to the local community and that whatever is decided they will work alongside the Council.

Members expressed their disappointment in this outcome and felt let down as in previous years there had quite often been a police presence at Environment & Leisure Committee meetings. Members agreed that the Chair should respond to the police expressing their thoughts on this matter.

RESOLVED:

That the Chair write to the Police expressing Members disappointment at them not being able to attend the committee meetings.

E353 CEMETERY

- i. That in accordance with Standing Order 23(a), authority be given for the Deeds of Exclusive Right of Burial 740 to be signed, granting the exclusive right of burial to those named on the interment form.
- ii. That in accordance with Standing Order 23(a), authority be given for the Deeds of Exclusive Right of Burial 739 to be signed, granting the transfer of the exclusive right of burial to those named on each transfer request.

RESOLVED:

1. **That authorisation be given for the signing of the Deeds for Exclusive Right of Burial 740 granting the exclusive right of burial to those named on the interment form.**
2. **That authorisation be given for the signing of the Deeds for Exclusive Right of Burial 739 granting the transfer of the exclusive right of burial to those named on the interment form.**

E354 RECREATION GROUND

a. Youth Cabins

Members discussed the possibility of having of unit for use as a youth cabin being sited at the Recreation Ground. It was noted that there may be other locations which could also be suitable for a youth club such as Busy Bees Nursery, the old Boxing Club or a property that had recently become available on the trading estate, which used to be a nursery. Members suggested that these properties could be more suitable as facilities such as water and electricity were already in place at these locations. Members agreed that it would be good to use the Section 106 funding for this project and Herefordshire Council should be contacted to ask for their support as well as considering the Youth Grant Scheme.

Members considered the second-hand refurbished units in the report and concluded that these units may be too small once the appropriate facilities had been put in, i.e. two toilets and a kitchen area. All members were in favour of this item being deferred to the next meeting to allow further investigation regarding HC contribution, availability of utility services, planning etc, as well as costs for a 40m container.

RESOLVED:

That the 'Youth Cabin' idea be deferred until the next Environment & Leisure meeting so allowing more time for further investigation.

b. Sports & Play Consulting

Members were asked to consider whether the appointment of Sports and Play Consulting should be commissioned to progress with the new piece of children's play equipment or whether to proceed independently with this project.

All members were in favour of Sports and Play Consulting not being appointed at this time, but suggested that a letter should be sent to them to request clarification on their expertise and how they would be able to help the Council specifically. It was appreciated that whilst a consultation had taken place last year resulting in a particular piece of children's equipment, Members considered that this feedback should be shared with Sports and Play Consulting to see if they could advise on a better solution. Members agreed to defer this item until the new Council administration was in place and then progress matters.

RESOLVED:

- 1. That Sports and Play Consulting is not appointed at this time, but that they are asked to provide further details of their expertise and ask them to provide alternative proposals that may be more appropriate, to those obtained through the last consultation process, in respect of the play equipment consulted on in 2022.**

2. That the response from Play Consulting be submitted to the next meeting of the Environment & Leisure committee for the new administration to review.

E355 OCTOBER FUNFAIR

Members agreed that there needed to be action on this matter after the issues that arose during the October Funfair 2022. After discussion, Members proposed that a Service Level Agreement should be drawn up in order that this can be discussed with the Rogers Family.

RESOLVED:

That Officers meet with the October Funfair organisers to discuss the issues and concerns noted at the 2022 October Funfair.

RECOMMENDATION

That a recommendation be made to Full Council that following the meeting with representatives of the Fair, Officers contact the Council's Solicitors in respect of drawing up a Service Level Agreement between the Town Council and the Rogers Funfair in advance of the October 2023 Funfair setting out the responsibilities for both parties.

E356 BYE STREET PUBLIC TOILETS

Members expressed their concern on the lack of knowledge of the 'Love Ledbury' charity. It was suggested that their charity number be investigated and whether they still hold the contract to the Bye Street public toilets.

Members suggested that these toilets should also be managed by Herefordshire Council as well as those in Church Lane and Herefordshire Council should be contacted to see what can be done to enable these toilets to be re-opened in time for the Coronation event.

RESOLVED:

1. That the 'Love Ledbury' charity be investigated and find out if they still hold the contract to the Bye Street public toilets.
2. That Herefordshire Council be contacted to enquire if they could take on full ownership of the public toilets in Bye Street as it would be most beneficial to have these toilets open in time for the Coronation event.
3. That it be investigated on how best the toilets can be run effectively, by disabling the high security locks.

E357 MARKET HOUSE ROOF TENDER

Councillor Sinclair declared an interest in this item and informed members that he would not take part in any debate or vote on this matter.

The Deputy Clerk informed members that despite eight companies being contacted for the Market House Roof Tender, only one submission had been received. Members suggested contacting the company who carried out the works on the new roof of the Market House some ten years ago. Members agreed that this process should not be rushed unless this matter is causing significant damage or concern to the Market House as the most appropriate company should be commissioned to undertake the works. Members voted to repeat the tender process to allow more time for companies to respond. Five members voted for and one abstained.

RESOLVED:

- 1. That the company who carried out the works of the new roof on the Market House circa ten years ago be identified and asked if they would be interested in submitting in a tender.**
- 2. Officers repeat the tender process with a start date no earlier than June 2023.**

E358 HEREFORDSHIRE COUNCIL TREE PLANTING

Members discussed the trees that had been planted by Herefordshire Council on Biddulph Way. They noted that it seemed like an unsafe idea as it was causing obstruction to drivers when at this junction. Members also noted that the CCTV camera in the Walled Garden is already obstructed by one tree and planting two more there seemed unreasonable. All members were in favour of contacting Herefordshire Council to query why some of these trees had been planted after having discussions with Councillors that these locations seemed unreasonable and to also question the decision behind the choice of tree.

RESOLVED:

That Herefordshire Council be contacted to reconsider the sites of the trees planted at Biddulph Way and the two planted in the Walled Garden as well as asking what their thought process was as to the selection of tree species chosen for those areas.

E359 TRAFFIC CONES

It was suggested that chains looped through traffic cones should be considered as they may be more secure when linked together than the regular singular traffic cones. It was stated that the Council already owns steel barriers, but these do not seem to be utilised due to the lack of resource. Members suggested that if these barriers are used for the car parking spaces reserved for the Charter Market, then a clear sign needs to be attached to them explaining why they are there.

It was suggested that Herefordshire Council should be contacted explaining the difficulties that are being experienced over the parking spaces reserved for the Charter Market and ask to access the CCTV footage when there are related incidents.

It was noted that there used to be a CCTV Service Level Agreement in place which was shared on a quarterly basis with Councillors and considered that this should be resurrected.

RESOLVED:

1. That the cost of chains looped through traffic cones be investigated and if these cones are not significantly more money than the standard cones, that these be purchased.
2. That Herefordshire Council's CCTV department be contacted to ask for footage on incidents that are taking place in the car parking spaces reserved for the Charter Market.
3. That the Service Level Agreement previously in place with Herefordshire Council's CCTV unit be revisited with a view to the Town receiving quarterly reports as had been the case previously.

E360 WORKING PARTIES

- 1.1 To receive and note the minutes of the meeting of the Events Working Party held on 18 January 2023, 8 February 2023 and 8 March 2023 and consider any recommendations therein.

Minutes of the meeting of the Events Working Party held on 18 January 2023

Members agreed to receive and note these minutes.

Minutes of the meeting of the Events Working Party held on 8 February 2023

Members agreed to receive and note these minutes.

Minutes of the meeting of the Events Working Party held on 8 March 2023

The Deputy Clerk informed members that the satisfactory number of volunteers had been met for the Coronation event.

Members noted that the World Book Day 2023 event that Ledbury Town Council held in town on Saturday, 4 March 2023 was a huge success and wanted to express their thanks to all staff members involved and especially to the Community Development Officer for the hard work put into this event. Members said it was great to see the town so busy with many people celebrating this event.

Members queried why the Christmas light switch on event had been planned for a Sunday in 2023 rather than a Saturday when shops are open. The Deputy Clerk informed members that last years' event was on a Sunday and was a huge success. Members were also informed that stall holders have already shown interest in attending on Sunday, 26 November 2023 and it would be unwise to change the date now. Members asked that this situation be reviewed for 2024 as they believed a Saturday would be more fitting for this event.

Members discussed the Coronation mug design for the mugs that are being purchased for the children of Ledbury Primary School, requesting to see the design via email before purchasing these. A vote took place as to whether to accept the recommendation of purchasing 400 mugs at the cost of £1,700. Three members voted for, one abstained and two members voted against.

Members discussed minute no. E200 – Careers Fair - Members queried whether this event would be aimed at children or should adults be included too. They came to the conclusion that the recommendation of Ledbury Town Council helping facilitate John Masefield High School Careers event should be deferred to the next meeting as there was insufficient information to consider at this time.

Members asked for minute no. E201 (Great Big Green Week) recommendation 2 to be corrected to read 'Barrett Browning Institute' rather than the 'Poetry House'

The following recommendations from these minutes were resolved:

RESOLVED:

1. That the minutes of the Events Working Party held on 18 January 2023, 8 February 2023 and 8 March 2023 were received and noted.
2. That Environment & Leisure Committee members agreed to Ledbury World Book Day becoming an annual event, run by the Town Council, noting that planning for next year's event should start in July 2023.
3. That officers apply for a road closure for Sunday, 26 November 2023, between the hours of 11:00am and 7:30pm in respect of the Christmas Lights Switch-on event.
4. That the Environment and Leisure Committee approve hiring the acrobats for the Christmas light switch on event at a cost of £1,260 including travel, noting that the CDO will seek sponsorship from businesses.
5. That the members agree to utilising a proportion of St Katherine's car park for a 'Food Court' and that the Fun Fair providers are approached with a view to providing two children's rides to be placed in this area in respect of the Christmas Lights Switch-on event.
6. That a generator be hired for the Christmas Lights Switch-on event, to allow supply of electricity to food traders, and lighting to the St

Katherine's car park, noting that there will be a service charge to traders .

7. That Ledbury Town Council have a stand at Ledbury Community Day.
8. That the Coronation mug design be sent to members once and subject to approval 400 mugs be purchased at the cost of £1,700.
9. That Ledbury Town Council arrange a community litter picking event during the Great Big Green Week event (10-18 June 2023)
10. That the Community Development Officer work with community groups and businesses to encourage them to promote sustainability, similar COP 26 event in the Barrett Browning Institute.

- 1.2 To receive and note the minutes of the meeting of the Climate Change Working Party held on 22 February 2023 and consider any recommendations therein

There was a discussion regarding point 5.1, paragraph 2 of these minutes. The Chair of the Climate Change Working Party informed members that she believed this paragraph was not a true representation of what was said, and it could be seen as misleading. All members were in favour of striking this paragraph from the minutes, but that the minutes should be referred back to the Climate Change Working Party for clarification before approving them at the next meeting.

Members took a vote on the recommendation of the Clerk arranging to measure Ledbury Town Council's carbon footprint, 3 members voted for and 2 voted against.

RESOLVED:

1. That the minutes of the meeting of the Climate Change Working Party held on 22 February be received and noted.
2. That paragraph 2 of point 5.1 be removed and the minutes be referred back to the Climate Change Working Party for amendment before approving them.
3. That the Clerk arrange to measure Ledbury Town Council's carbon footprint, taking advice from Paul Kinnaird as appropriate.

- 1.3 To receive and note the minutes of the meeting of the John Masefield Memorial Working Party held on 13 January 2023 and 17 February 2023.

RESOLVED:

That the minutes of the meeting of the John Masefield Memorial Working Party held on 13 January 2023 and 17 February 2023 were received and noted.

E361 DATE OF NEXT MEETING

To note that the date of the next Environment and Leisure Committee will be agreed at the Annual Council meeting scheduled for Thursday, 11 May 2023.

The meeting ended at 8:50pm.

Signed Dated
(Chair)

DRAFT

ENVIRONMENT AND LEISURE COMMITTEE

16 March 2023

ITEM NO. 8

Minute No.	Action	To be Actioned by	Date Actioned	Comments	Status
E349	That the wording noted on the agenda be reviewed and amended, to ensure that the wording is amended to not include reference to Zoom meetings which took place during Covid.	DC			Complete
E352	That the Chair write to the police expressing how members feel about not having a police presence at the Environment & Leisure Committee Meetings.	SC			
E354(a)	That the 'Youth Cabin' idea be deferred until the next Environment & Leisure meeting so allowing more time for further investigation.	DC	20-Jul-23	To be addressed at July Committee Meeting	
E354(b)	1. That Sports and Play Consulting is not appointed now, but that they are asked to set out their expertise and allow them the opportunity to provide alternative proposals that may be more appropriate, to those obtained through the last consultation process, in respect of the play equipment consulted on in 2022.	DC	20/07/2023	To be addressed at July Committee Meeting	
	2. That the response from Play Consulting be submitted to the next meeting of the Environment & Leisure committee for the new administration to review	DC	20/07/2023	To be addressed at July Committee Meeting	
E355	That members of the Environment & Leisure Committee instruct officers to meet with the October Funfair organisers to discuss the issues and concerns noted at the 2022 October Funfair.	DC		Clerk & Deputy Clerk met with Ashley Rogers on 15/05/23 to discuss Service Level Agreement.	Complete
E356	1. That the 'Love Ledbury' charity be investigated and find out if they still hold the contract to the Bye Street public toilets.	DC		Awaiting response	
	2. That Herefordshire Council be contacted to enquire if they could take on full ownership of the public toilets in Bye Street as it would be most beneficial to have these toilets open in time for the Coronation event.	DC			Complete
E357	1. That the company who carried out the works of the new roof on the Market House circa ten years ago be identified and asked if they would be interested in submitting a tender.	DC		Caroe & Partners have been contacted in the absence of information in the office.	
	2. Officers repeat the tender process with a start date no earlier than June 2023.	DC			Complete
E358	That Herefordshire Council be contacted to reconsider the sites of the trees planted at Biddulph Way and the two planted in the Walled Garden as well as asking what their thought process was as to the selection of tree species chosen for those areas.	DC		HC Officers have attended site and consider trees are appropriate for the area. Trees will be monitored.	Complete
E359	1. That the cost of chains looped through traffic cones be investigated and if these cones are not significantly more money than the standard cones, that these be purchased.	DC		Agreed to put out Barriers.	Complete
	2. That Herefordshire Council's CCTV department be contacted to ask for footage on incidents that are taking place in the car parking spaces reserved for the Charter Market.	DC			Complete
	3. That the Service Level Agreement previously in place with Herefordshire Council's CCTV unit be revisited with a view to the Town receiving quarterly reports as had been the case previously.	DC		Outstanding. Deputy Clerk to chase up HC Officers.	
E360 (1.1)	2. That Environment & Leisure Committee members agreed to Ledbury World Book Day becoming an annual event, run by the Town Council, noting that planning for next year's event should start in July 2023.	DC			Complete
	3. That officers apply for a road closure for Sunday, 26 November 2023, between the hours of 11:00am and 7:30pm in respect of the Christmas Lights Switch-on event.	DC			Complete
	4. That the Environment and Leisure Committee approve hiring the acrobats for the Christmas light switch on event at a cost of £1,260 including travel, noting that the CDO will seek possible sponsorship from businesses.	DC			Complete
	5. That the members agree to utilising a proportion of St Katherine's car park for a 'Food Court' and that the Fun Fair providers are approached with a view to providing two children's rides to be placed in this area in respect of the Christmas Lights Switch-on event.	DC		Further information being submitted to Full Council on 29 June 2023.	
	6. That a generator be hired for the Christmas Lights Switch-on event, to allow supply of electricity to food traders, and lighting to the St Katherine's car park, noting that there will be a service charge to traders	DC		Quotes being obtained.	
	7. That Ledbury Town Council have a stand at Ledbury Community Day.	DC		Deputy Clerk and Community Development Officer having a stand.	Complete
	8. That the Coronation mug design be sent to members once and subject to approval 400 mugs be purchased at the cost of £1,700.	DC			Complete
	9. That Ledbury Town Council arrange a community litter picking event during the Great Big Green Week event (10-18 June 2023)	CDO			Complete
	10. That the Community Development Officer work with community groups and businesses to encourage them to promote sustainability, similar COP 26 event in the Barrett Browning Institute.	CDO			Complete
	E360 (1.2)	That paragraph 2, point 5.1 be removed from the Climate Change Working Party minutes held on 22 February 2023. These minutes need to be referred back to the Climate Change Working Party for amendment before approving them.			
That the Clerk arrange to measure Ledbury Town Council's carbon footprint, taking advice from Paul Kinnaird as appropriate.		TC		Clerk has meeting scheduled for 5 July 2023.	

LEDBURY TOWN COUNCIL

ENVIRONMENT & LEISURE COMMITTEE	15 JUNE 2023	AGENDA ITEM: 10
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Report prepared by Julia Lawrence – Deputy Town Clerk

CEMETERY INSURANCE CLAIM

Purpose of Report

The purpose of this report is to ask Members of the Environment & Leisure Committee to consider whether Ledbury Town Council should register an insurance claim for stolen items of garden machinery equipment, stolen from Ledbury Cemetery.

Detailed Information

Members of the Environment & Leisure Committee were advised that overnight between Thursday, 1 June 2023 and the early hours of Friday, 2 June 2023, that a break-in took place at the Cemetery. The room off the Chapel building which stores the garden machinery, both mowers and hand tools, had been broken into resulting in the theft of a Stihl Strimmer, Stihl Blower and hedge cutter. Thieves had damaged the overhead security lights, short circuiting the power so that the lights did not work and causing damage to the pedestrian door. On Friday, 2 June 2023, new security lights were installed together with two new padlocks for the pedestrian door.

The Clerk registered the theft with the Council's Insurance Company. However, there is a £250 excess, and the Insurance Company has suggested that the Council may wish to resolve this in-house rather than reporting it as an "incident" to avoid increases to future premiums.

Quotes have been received from three Stihl dealers in the area for identical models to those that were stolen, and one Husqvarna dealer, who has quoted "like for like" for a replacement Blower and Strimmer. The prices are as follows:

Company	Location	Product	Cost	Availability
A	Ledbury	Stihl BG56 Blower	£255.00 inclusive of VAT	In Stock
		Stihl FS240 Strimmer	£730.00 inclusive of VAT	In Stock
B	Leigh Sinton	Stihl BG Blower	£272.00 inclusive of VAT	In Stock
		Stihl FS240 Strimmer	£765.00 inclusive of VAT	Out of Stock
C	Gloucester	Stihl BG Blower	£260.00 inclusive of VAT	Out of Stock
		Stihl FS240 Strimmer	£260.00 inclusive of VAT	Out of Stock

Company	Location	Product	Cost	Availability
D	Hereford	Husqvarna Blower	Costs awaited	
		Husqvarna Strimmer	Costs awaited	

At the time of submitting this report, costs from Company D were still awaited. The Deputy Clerk will advise Members at the meeting on 15 June 2023 what these costs are. Please also note that whilst some items are noted as in stock above, this position could change.

Recommendations

1. That Members give consideration to the contents of this report and decide whether or not to recommend the Council proceeds with an insurance claim for the replacement of the three items stolen, as listed above, noting that the hedge cutter has not been quoted for at this stage, due to this item not being as critical for day to day operations in the Cemetery at the present time.

or

2. Members give authorisation for Officers to purchase the above named garden equipment with immediate effect.

LEDBURY TOWN COUNCIL

ENVIRONMENT & LEISURE COMMITTEE	15 JUNE 2023	AGENDA ITEM: 11
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Report prepared by Julia Lawrence – Deputy Town Clerk

MARKET HOUSE ROOF TENDER

Purpose of Report

The purpose of this report is to provide Members of the Environment & Leisure Committee with an update following the tender process that has taken place for roof repairs to the Market House.

Detailed Information

At a meeting of the Environment & Leisure Committee held on 16 March 2023 Members were advised of the tender process that had started in February 2023 to invite contractors to submit tenders to undertake the roof repairs needed for the Market House. The deadline response for submissions was 8 March 2023. Whilst the tender advertisement had been placed on the Contractors portal, advertised in the local press (Ledbury Reporter and Malvern Gazette) as well as on social media, and sending details directly to eight roofing companies, some of whom were registered on the National Heritage Roofing Contractors Register, this achieved only one tender response.

Appreciating that this did not meet the Council's required criteria of achieving three quotations, Members decided at the meeting on 16 March 2023 to re-advertise the job opportunity through the same channels as before but giving contractors an even longer timeframe to respond. Therefore, the tender documentation was re-circulated to the existing list of contractors and advertised as before by the end of March 2023, with a deadline for submissions set at 15 May 2023.

Between re-advertising the tender documentation and the new deadline date, one company showed interest and met with the Deputy Clerk on site.

It is extremely disappointing to note that despite giving further time to respond, regrettably the deadline date of 15 May 2023 for the second round of tenders achieved no tender submissions for the roof repairs at all.

In view of the outcome of this second round of the tender process for the roof repairs, Members of the Environment and Leisure Committee are asked to consider the following options:

- 1 Open the existing tender that was received during the first tender process, in accordance with formal tendering procedures, in the presence of the Clerk, Deputy Clerk and two Councillors (Chair of Environment and Leisure and Finance, Policy & General Purposes Committee) and the contents to be

considered against the contents of the Tender Documents and financial information checked and verified with the assistance of Caroe & Partners, with a report on the outcome being submitted to Full Council for final consideration. Members should note that the costs presented in the original tender proposal may well have since increased and Members should consider what mechanism should be put in place if this is the case whilst also taking into consideration that this company may not now be in a position to undertake the works due to having an existing full order book.

Or

- 2 Repeat the exercise again noting that if no further tenders are received this work will be further delayed.

Or

- 3 Members are asked to put forward alternative solutions to resolve the situation that the Council is presented with.

Or

- 4 Postpone works until next year when hopefully the general building works situation may have "righted itself" following the Covid pandemic whereby contractors will have more time and scope, albeit the lack of roofing companies who specialise in heritage buildings may also have declined. In the meantime, consideration to weather conditions and the impact of damage caused due to missing roof tiles/rafters during the winter months needs to be taken on board.

Recommendations

That Members give consideration to the contents of this report and the four options as listed above and agree on a way forward and authorise Officers to proceed accordingly.

Option 1 – Review the original tender received and follow due process, as noted above.

Option 2 – Repeat the tender process again.

Option 3 – Members put forward alternative solutions as to how to resolve the situation and progress this in order that the roof repairs can be completed.

Option 4 – Postpone works until next year.

LEDBURY TOWN COUNCIL

ENVIRONMENT & LEISURE COMMITTEE	15 JUNE 2023	AGENDA ITEM: 12
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Report prepared by Julia Lawrence – Deputy Town Clerk

MAPLINK INTEGRATION FOR CEMETERY SOFTWARE

Purpose of Report

The purpose of this report is to ask Members of the Environment & Leisure Committee to approve an addition to the Three Year Support and Maintenance Contract with Rialtas in respect of the Cemetery Mapping software that has recently been added to an electronic database.

Detailed Information

Members of the Environment & Leisure Committee will recall that the Council commissioned Pear Mapping to provide software to create an electronic mapping system. That work has now been completed and all information held in the Council's books and manual systems has now been transferred into an electronic database produced by Pear Mapping.

However, as part of the Rialtas Cemeteries software suite, which comprises Cemeteries and Memorials Management and Pear MapLink Integration, the Council has not paid for MapLink Integration as it was not required in the past.

MapLink Integration links information on the database with the Rialtas software suite (Cemeteries and Memorials Management).

At present, the Council is paying for Rialtas for licences for the Cemeteries Management and Memorials Management, at a cost of £214.25 plus VAT per annum.

Following the creation of the electronic system, the addition of MapLink Integration would enable Officers to research for plots quickly and easily by inputting the name of the deceased, which would pair up with the relevant plot, thereby identifying the location of the grave, as well as giving full details of the deceased. Without MapLink, this is a time consuming exercise.

Members of the Environment & Leisure Committee are asked to give approval for the MapLink module to be included within the Rialtas package, as without this MapLink cannot go live, which would result in a waste of expenditure on this project. The addition of this third licence, will increase the annual support and maintenance fee for the Rialtas software to £375.00 plus VAT per annum which is based on a three year minimum contract term.

As noted above, £214.25 plus VAT has already been paid this year by the Council, therefore the balance of £133.75 plus VAT would be payable now and would be pro rata'd to coincide with the annual payment.

Recommendation

That Members of the Environment & Leisure Committee give consideration to and approve the inclusion of MapLink Integration as part of the Council's overall Rialtas Cemeteries and Memorials Management Solution with immediate effect.

LEDBURY TOWN COUNCIL

ENVIRONMENT & LEISURE COMMITTEE	15 JUNE 2023	AGENDA ITEM: 13
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Report prepared by Julia Lawrence, Deputy Town Clerk

LEDBURY CEMETERY

Purpose of Report

The purpose of this report is to request Members of the Environment & Leisure Committee to consider what works are required at Ledbury Cemetery and what should be done in order of priority so that Officers can obtain the necessary quotations for works to proceed.

Detailed Information

1 Works undertaken to date

The following works have taken place at the Cemetery in the last 12 months:

- 1.1 Cemetery Chapel – Replacing the existing carpet within the Chapel with new carpet. The Chapel wooden floors were re-sanded back to their original wood finish.
- 1.2 Ivy was removed off the boundary walls joining the Football Ground.
- 1.3 An electronic mapping system was commissioned but due to software updates, this slowed down the completion of this project.

2 What work needs to be done

- 2.1 **Memorial Topple Testing.** Topple testing of some of the memorials was carried out in 2020. The cemetery map attached shows the area hatched in blue that has already been topple tested. Memorial testing is a requirement by law and therefore it is essential that the remaining memorials are tested as soon as is practicable.

As this is a specialised service specific to cemeteries, the number of companies who can provide this service is limited and therefore it is difficult to obtain the usual three quotes. The cost quoted to topple test each memorial is £3.75 plus VAT, which includes a visual inspection to establish whether there is any damage to the memorial or vegetation around it and whether or not it is leaning and if so, what the extent is to be deemed dangerous. Memsafe, as part of their fees, would carry out physical risk assessments, provide a proposal list setting out their recommendations and place a notice on the memorial if unsafe. It would

be standard practice to erect a small sign stating that the memorial is unsafe and the cost of such a sign is not included within the £3.75 cost.

The Deputy Clerk met with a representative from Memsafe, who had carried out the previous topple testing, who confirmed that a ball park figure of approximately 1,600 memorials still needed to be tested and that would also include all the memorials in the new area. To complete the balance of the testing in one year could be in the region of £6,000.00 plus VAT, excluding costs for any signage for unsafe memorials, costs associated with contacting relatives or notices in the local press if no family members are listed, which is also a requirement to show that the Council is undertaking it's duty in respect of inspections. The Council's 2023/24 budget allocation for memorial testing is £1,000 and there is currently no Earmarked Reserves available for this. Members may wish to make a recommendation to the Finance, Policy & General Purposes Committee that an Earmarked Reserve be established making use of surplus funds from the 2022/23 budget in order for this work to proceed.

- 2.2 **A Tree Survey** is required within the grounds of the Cemetery as there are several large trees on the boundary adjoining New Street that may need to be addressed. A budget of £1,000 has been allocated in the 2023/24 budget for tree works/property maintenance.
- 2.3 **The main driveway** within the confines of the Cemetery and the circular turning space in front of the Chapel is also in need of fresh gravel. (area hatched in green on the Cemetery map). To enhance the whole area, it would need a hardcore base topped up with gravel but not pea gravel, as appears to have been the case in the past, to ensure it lasts longer. A budget of £2,000 has been allocated in the 2023/24 budget for grounds maintenance. It should also be noted that to do this, then two trees at the entrance of the Cemetery which overhang the main gates would need to be removed to make way for a large lorry to access the site to deliver the aggregates and it should be noted that one of these trees referred to is already dead.
- 2.4 **Repointing/repairing of walls.** Now that the ivy has been removed from the walls adjoining the Football Ground, the wall needs a combination of repointing or repairing, with the inclusion of new stones. The extent of this wall is shown highlighted in yellow on the Cemetery map. This also applies to a section of wall that joins Oaklands Drive. This will be a time consuming exercise which again will need attention before too long so to prevent further damage and additional costs over and beyond those costs needed to undertake the repointing. A budget of £2,000 has been allocated in the 2023/24 budget for perimeter wall repairs. It is possible that costs to do this work could easily exceed the budget.
- 2.5 **CCTV.** Currently, Ledbury Town Council has limited facilities for CCTV at the Cemetery, and in view of the recent break-in, Members are asked

to consider looking at options now to improve the existing arrangements for security, not only for garden machinery equipment but also for the trailer/foamstream weeding machine (despite having security measures in place for the trailer).

- 2.6 Storage space for the new Trailer.** Members will note that the Foamstream machine was purchased earlier this year, due to its size, needs to be housed on a 8' x 5' trailer to accommodate the engine and water tank. Members will be fully aware of the costs incurred to date regarding the Foamstream machine and trailer and therefore this piece of equipment does need to be securely locked away when not in use. A tracker device has already been ordered for the trailer, awaiting a date for fitting. "Smartwater" is also being investigated as another security measure. However, it may be prudent for a storage facility to be found for the equipment especially when it is not in use and during the winter months. The Deputy Clerk is trying to contact the owner of the old Ambulance Station to see if this could be a possibility. Failing that, the trailer will need to be parked up next to the Chapel workshop, hence the importance of the CCTV.
- 2.7 Bins.** There are currently several black bins located in and around the Cemetery. Due to the style of the bin, they are not easy to empty and having recently attended a Cemetery in Ludlow, they have numerous green wheelie bins in their Cemetery but with the lids removed. They merged well into the environs of the Cemetery and whilst they were bigger, did not allow the rubbish to fall out, as can happen with our existing bins and subsequently make a mess. This is something that Ledbury Town Council may wish to consider for Ledbury Cemetery albeit appreciating that the bins would still need to be emptied on a regular basis to prevent them becoming too heavy to lift.
- 2.8 Addition of a new gravel path.** At a recent "Friends of the Cemetery" meeting held on 28 April 2023, a resident suggested that it may be sensible to install a gravel path where the baby graves are. The idea being to run a gravel path along and in front of the two wooden benches as shown at Appendix A. The location is also shown by the yellow dotted line on the Cemetery map, attached.
- 2.9 "Letters to Heaven" white letterbox.** The Community Development Officer has asked about the possibility of having a "Letters to Heaven white letterbox" installed in the Cemetery. The purpose of this is mainly for Children to send a letter to lost loved ones to help cope with grief. This concept has worked really well, with 36 Cemeteries in other areas. The letterbox would be emptied regularly throughout the year and all letters would be retained for a specified period. Appendix B shows an example of the letterbox used elsewhere. In this one location, over 200 letters had been posted in the letterbox.

- 2.10 Rules and Regulations.** The last Rules and Regulations were reviewed in September 2020. The Deputy Clerk is working with the Clerk to update this document which will be shared with Members at the July 2023 meeting.
- 2.11 Scatter Garden.** At the “Friends of the Cemetery” meeting mentioned above, those in attendance considered that it would be nice to have a scatter garden in the Cemetery. The proposed area for such a Scatter Garden is shown on the attached Cemetery plan and is marked up in green to show its location. A raised flower bed could be constructed so that it is kept separate from the Garden of Remembrance and would also not require mowing. Members of the Environment & Leisure Committee are asked to give consideration to this suggestion.
- 2.12 Chapel Pews and Lecterns.** As noted earlier, works took place within the Cemetery Chapel to improve the internal appearance. However, at that time, quotations had been received to also improve the wooden pews and lecterns, but it was decided to leave this until the new financial year. In addition to these works, addressing the tiled floor within the Chapel was also another potential job and a deep clean. Members of the Committee are asked to consider whether these works should now be addressed. There is a budget allocation of £1,100 for maintenance.
- 2.13 Plaque for deceased Mayors and Councillors.** At the Environment and Leisure Committee meeting held on 27 September 2022 (Item No. 16), members agreed that a plaque should be installed within the Chapel listing the previous mayors and councillors that had passed away once the Chapel had an interior deep clean. This still needs to be done but Members of the Committee are asked to consider how far back this plaque should be dated, noting that there is no specific budget allocated for this project.
- 2.14 Herefordshire Wildlife Trust.** As noted in the minutes of the Environment and Leisure Committee meeting held on 7 July 2022 (Minute No. E279).

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

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

There were two other areas of interest on their list, namely, to plant some wildflower seeds and plant pollinator plants around the seating area. At

this stage, it was agreed not to do this until we know what type of wildflower seeds they are proposing and as far as the pollinator plants, believe that if plants are planted too close to benches, people with allergies may be affected or possibly get insect bites.

The Community Group met last year and instigated the above mentioned jobs in August 2022. The Deputy Clerk has since been in contact with them to enquire whether they are intending to visit the Cemetery again to continue where they left off and awaits a response.

2.15 External appearance of the Cemetery. It is a few years now since the ironwork on the boundary wall was painted. This will be a job for the Maintenance Operative to address later this year.

2.16 Garden of Remembrance. A proposed site for a new Garden of Remembrance is also shown on the plan. Members are asked to consider this location appreciating that substantial preparatory work will be required to lay it out properly wherever its proposed location may be.

3 The future of the Cemetery

The new section of the Cemetery is filling up and although the Council has approximately 115 spaces marked on the electronic filing system currently available, Members need to seriously consider next steps as a matter of priority. Preparing ground for a new Cemetery takes several years and the Council needs to consider locations for either a new Cemetery or how, if at all, the current cemetery could be extended.

4 Summary

As has been noted above, there are many jobs within the Cemetery that need attention, however it should be noted that the 2023/24 budget will not be able to provide for all of the tasks to be undertaken this year.

Members are therefore asked to consider the priorities for this year and what should be considered when setting the 2024/25 budget.

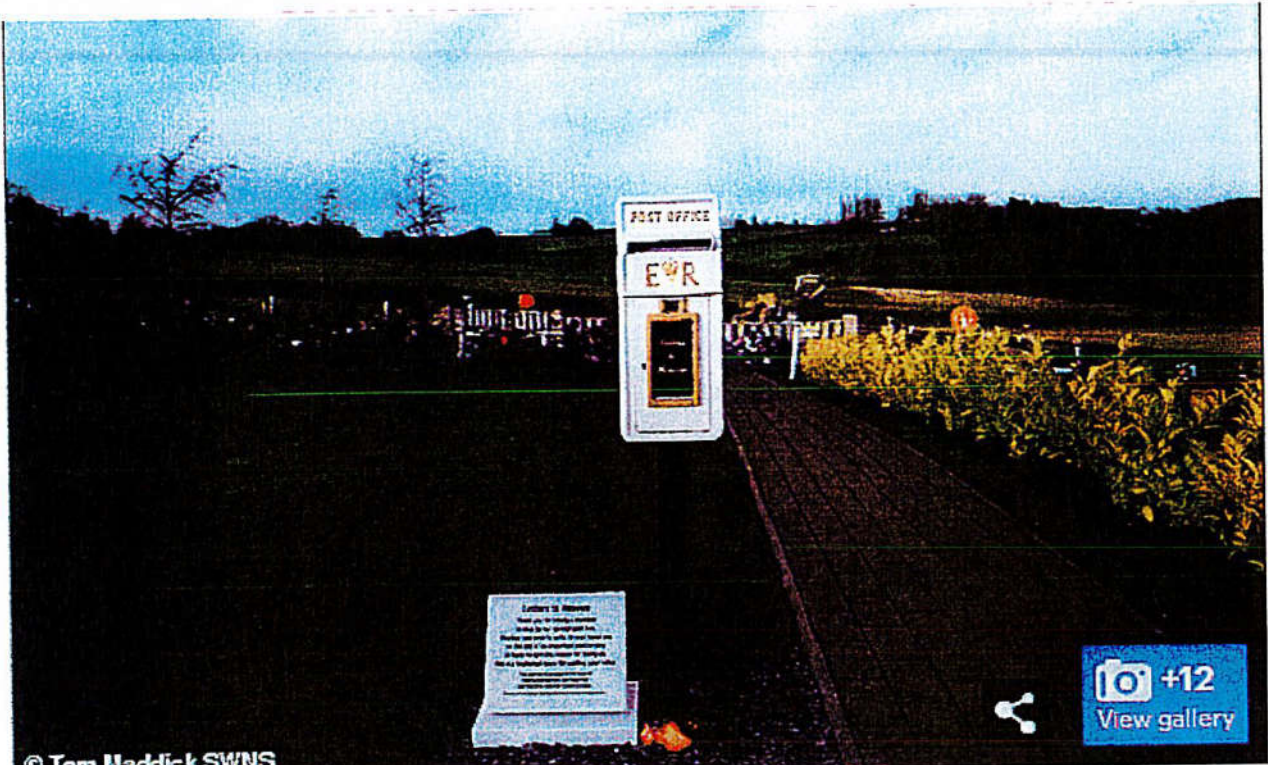
Recommendations

That Members of the Environment & Leisure Committee give consideration to the contents of this report, agree in order of priority the tasks listed above:

- 1 Topple Testing of memorials appreciating that the budget cannot cater for the balance in this financial year unless funds are transferred from other income streams (noting that this is a requirement by law).
- 2 Carry out a tree survey.
- 3 Apply new gravel to main drive and circular section outside the Chapel.

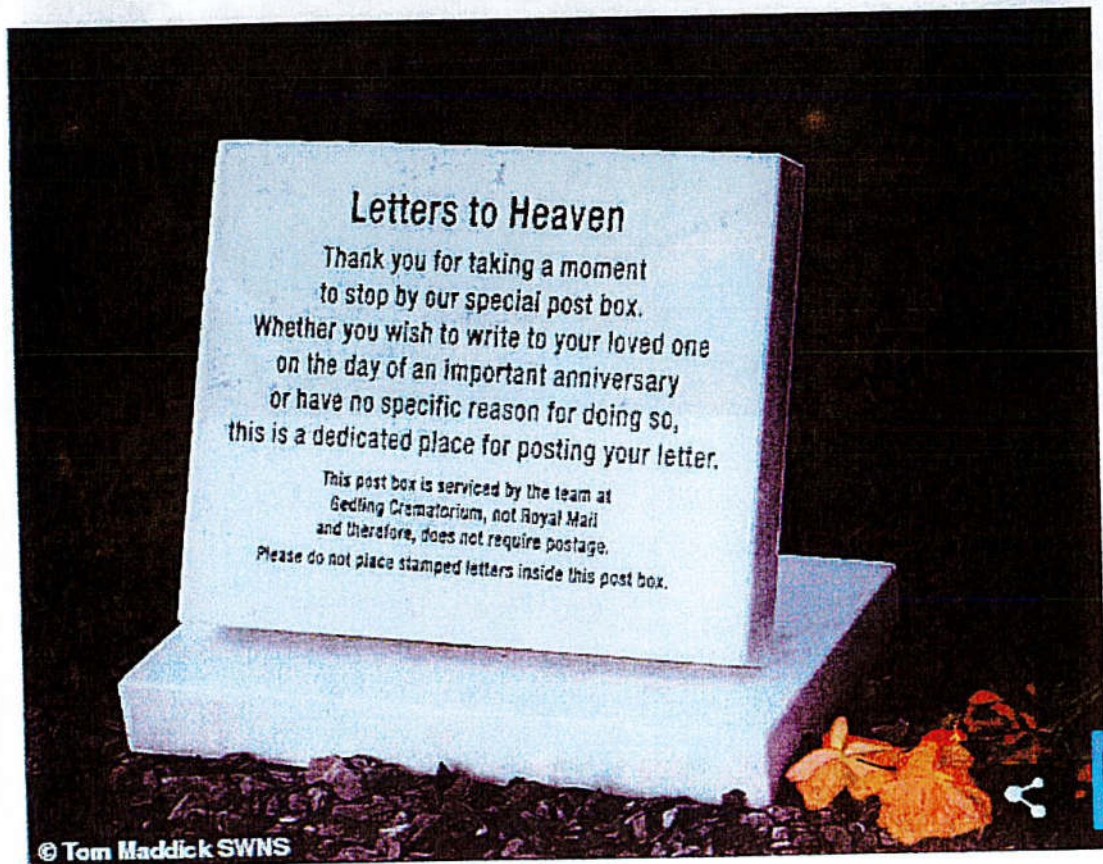
- 4 Repointing/repairing of the boundary walls adjoining the Football Club and sections by Orchard Drive.
- 5 CCTV for Cemetery.
- 6 Storage space for Trailer/foamstream machine.
- 7 Bins.
- 8 New gravel path near childrens' graves.
- 9 Scatter Garden.
- 10 Chapel Pews and Lecterns, including deep clean of Chapel.
- 11 Plaque for deceased Mayors and Councillors in the Chapel.
- 12 New Garden of Remembrance.
- 13 The future of the Cemetery – next steps.





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Matilda was the first to use the postbox (above) and sent a letter containing a moving and emotional poem



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Ledbury Town Council

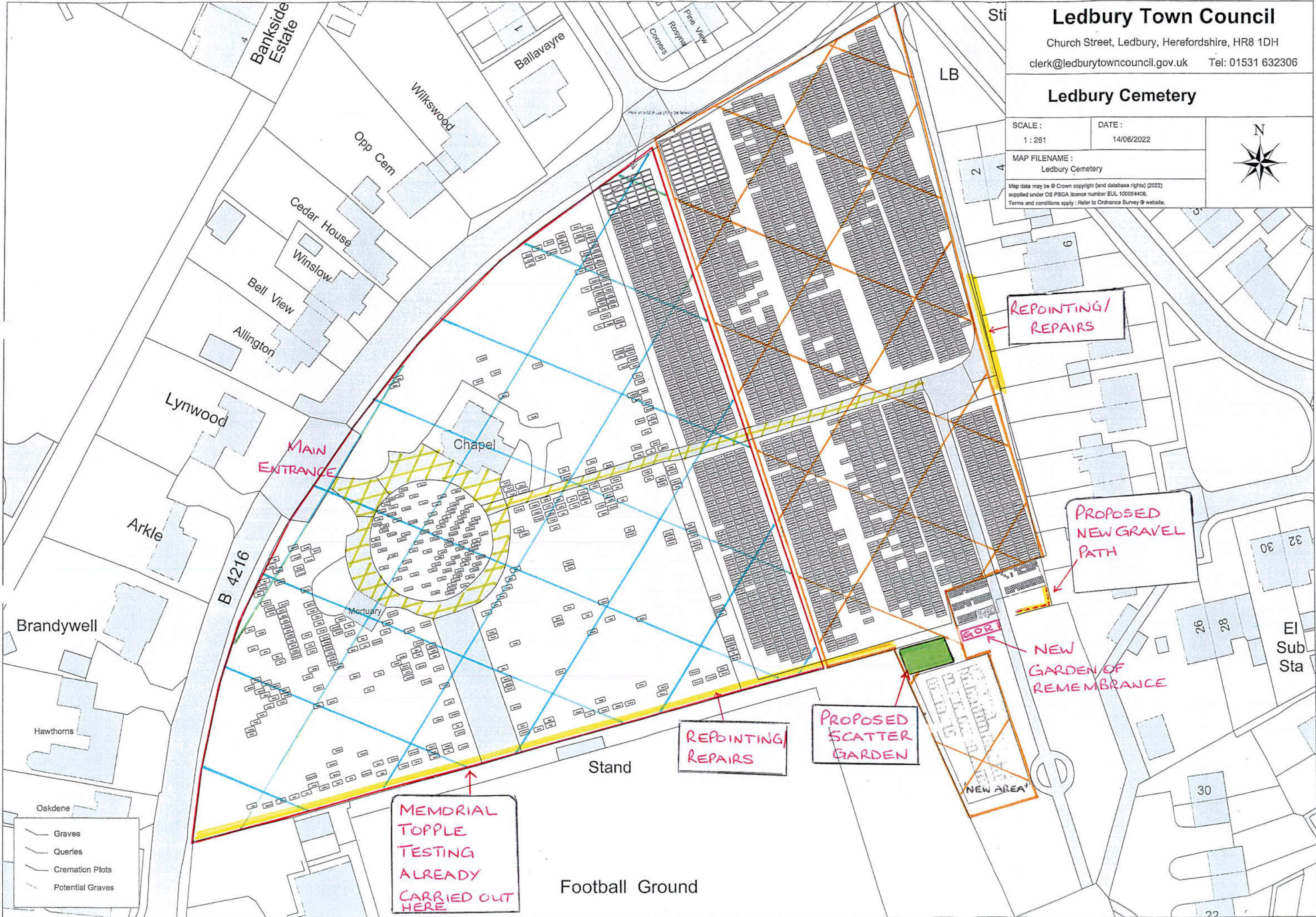
Church Street, Ledbury, Herefordshire, HR8 1DH
clerk@ledburytowncouncil.gov.uk Tel: 01531 632306

Ledbury Cemetery

SCALE: 1:281 DATE: 14/06/2022

MAP FILENAME: Ledbury Cemetery

Map data may be © Crown copyright (and database rights) (2022) supplied under OS PSGA licence number EUL 100054406. Terms and conditions apply: Refer to Ordnance Survey website.



MEMORIAL TOPPLE TESTING ALREADY CARRIED OUT HERE

REPOINTING/ REPAIRS

PROPOSED SCATTER GARDEN

REPOINTING/ REPAIRS

PROPOSED NEW GRAVEL PATH

NEW GARDEN OF REMEMBRANCE

LEDBURY TOWN COUNCIL

ENVIRONMENT & LEISURE COMMITTEE	15 JUNE 2023	AGENDA ITEM: 14
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Report prepared by Julia Lawrence – Deputy Town Clerk

DOG HILL WOOD

Purpose of Report

The purpose of this report is to update Members of the Environment & Leisure Committee regarding works that have taken place already and ongoing works planned for Dog Hill Woods in the coming financial year.

Detailed Information

1 Works undertaken to date

- 1.1 Members of the Environment & Leisure Committee will note that last year saw the start of a volunteering programme to work on a coupe each year. The first coupe was completed earlier this year and despite it being a very small party of volunteers, they managed to achieve a lot of work clearing brambles, coppicing and in some instances cutting down trees that had fallen on to Green Lane during the bad weather.

It is hoped that those volunteers and more will want to participate again this Autumn when works can start on the second coupe.

- 1.2 The tree survey completed in November 2022 identified numerous trees that needed felling along Green Lane and the majority of these have now been felled. However, further works are required as part of this tree survey which is detailed later in the report.
- 1.3 The two new geosigns were commissioned and installed but unfortunately, one of these geosigns (near to the picnic area) had been vandalised within six days of being installed. Replacement materials have been purchased and plans are in place for this repair to be carried out.
- 1.4 Members will recall that they were happy to proceed with the installation of a memorial bench in the Wood following a request from a local resident. (Please refer to Agenda Item No. 14, 19 January 2023) This bench (paid for by the resident) is now insitu and the resident is extremely happy with the bench and its location on Green Lane. (Appendix A).

- 1.5 A new sign was erected on the gate at the North End Car Park to prevent residents parking in front of the gate. The purpose of the sign was to ensure that the entrance was kept clear in the event of an emergency whereby emergency vehicles may need to access the wood. The sign has met some opposition but is there for a purpose.

2 What work needs to be done

- 2.1 **Tree Felling** As noted above, the tree survey that was undertaken in November 2022 was commissioned for the purposes of tree health establishing where there were any possible/potential dangers to the public. The survey concentrated on trees close to the rides/footpaths and road (Knapp Lane). The report identified a total of 47 trees that needed attention. Out of the 47 trees assessed in the Report, it identified 25 trees that required felling, 15 trees required deadwood to be removed where trees were either leaning over a footpath or road and the balance needed to be monitored. A felling application will therefore be made for the remainder of these trees to be felled and/or for the crowns to be removed so that the felling of these trees can take place in Winter 2023. The budget allocation for 2023/24 is £1,500 (maintenance and coppicing); £2,650 (general tree works and park maintenance) and £1,000 (DHW Management Plan) which may well fall short for the felling licence and felling works to take place.
- 2.2 **Benches** Now that the Council has a full time Maintenance Operative, a programme of works will commence within the next two weeks whereby the metal benches in the Wood will all be sanded down and repainted. The aim is to achieve repairing/repainting of two benches per month to coincide with other duties that need to be undertaken.
- 2.3 **Bins** The Council has recently purchased some new rubbish bins and dog waste bins through the Great Places to Visit funding and one rubbish bin and two dog waste bins have been allocated to be placed within Dog Hill Wood. (The other rubbish bin and dog waste bin will be installed at the Recreation Ground). The installation of these bins will be undertaken within the next month by the Maintenance Operative.
- 2.4 **Solar CCTV** Discussion has taken place regarding the installation of a solar CCTV system in Dog Hill Wood. The Deputy Clerk recently met with Herefordshire Council's CCTV Monitoring Officer and one of their specialist CCTV consultants to enquire about the possibility of having a solar CCTV system. The consultant did not favour this approach and the Deputy Clerk is to send some photographs of the area to see whether 'normal' CCTV coverage could be extended somewhat into the Wood.

Recommendation

That Members of the Environment & Leisure Committee receive and note the contents of the report and instruct Officers to proceed with the felling licence in the interim.



LEDBURY TOWN COUNCIL

ENVIRONMENT & LEISURE COMMITTEE	15 JUNE 2023	AGENDA ITEM: 15
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Report prepared by Angela Price – Town Clerk

ST MICHAEL & ALL ANGELS CLOSED CHURCHYARD

Purpose of Report

The purpose of this report is to provide Members of the Environment & Leisure Committee with an update on the response received from the Privy Council in respect of the closed churchyard maintenance at St Michael & All Angels.

Detailed Information

At a meeting of the Environment & Leisure Committee held on 7 July 2022 Members were advised of a response received from the Privy Council in respect of the maintenance of the Churchyard at St Michael & All Angels.

At that meeting it was resolved that the Clerk should seek clarification on the definition of "Local Authority" and that this item be brought back to a future meeting of the Committee.

Section 215 of the Local Government Act 1972 states:

"215 - Maintenance of a closed churchyard

*(1) Subject to subsection (2) below, where outside the area subject to the **M1** Welsh Church Act 1914 a churchyard has been closed by an Order in Council, the parochial church council shall maintain it by keeping it in decent order and its walls and fences in good repair.*

(2) A parochial church council which is liable under subsection (1) above to maintain a closed churchyard may—

(a) if the churchyard is in a parish or community having a separate parish or community council, serve a written request on that council to take over the maintenance of the churchyard;

(b) if the churchyard is in a parish not having a separate parish council, serve such a request on the chairman of the parish meeting;

*(c) if the churchyard is in a community not having a separate community council, serve such a request on the council of the **F1** county or county borough] in which the community is situated; or*

(d) if the churchyard is in England elsewhere than the City and the Temples and is not in any parish, serve such a request on the council of the district or London borough in which the churchyard is situated;

and, subject to subsection (3) below, the maintenance of the churchyard shall be taken over by the authority on whom the request is served or the parish meeting, as the case may be, three months after service of the request.

*(3) If, pursuant to subsection (2) above, a request is served on a parish or community council or the chairman of a parish meeting and, if that council or meeting so resolve and, before the expiration of the said three months, give written notice of the resolution to the council of the **[F2]** district, Welsh county or (as the case may be) county borough] and to the parochial church council maintaining the churchyard, the **[F3]** local authority to whom the notice is given], and not the parish or community council or parish meeting, shall take over the maintenance of the churchyard at the expiration of the said three months.*

*(4) Where before the passing of this Act a church council established under the constitution of the Church in Wales, in purported exercise of the powers conferred by section 18 of the **M2** Burial Act 1855 (maintenance of closed churchyard payable out of rates), issued a certificate with respect to a closed churchyard to a local authority, and that authority thereupon took over the maintenance of the churchyard, the authority's action shall be deemed to have been lawful for all purposes, and the authority for the time being responsible for the maintenance of the churchyard shall have the like duty with respect to its maintenance as a parochial church council elsewhere than the area subject to the **M3** Welsh Church Act 1914.*

*(5) In subsection (1) above, "the area subject to the **M4** Welsh Church Act 1914" means the area in which the Church of England was disestablished by that Act."*

The .gov website provides a definition of what is considered to be a local authority.

The term "Local Authority" is defined as any one of the following:

- Municipalities.
- Regional Municipalities.
- Rural Communities (RC)
- Local Service Districts (LSD)

Source: <https://www.gov.uk/guidance/local-government-structure-and-elections>

The above list does not include Town or Parish Councils, and therefore it could be considered that as Ledbury Town Council is categorised as a "Town" or "Parish" Council it is not therefore defined as a "Local Authority". However, the information provided above clearly states "Parish or Community Council".

The Clerk wrote to the Privy Council in April 2023 to seek further clarification on this matter (copy of letter attached). A response has now been received from the Privy Council however this has not provided any further clarification on this matter and a copy of this response is attached for Members information.

As a follow up to the letter received from the Privy Council the Clerk has written to the Bereavement Office at Hereford Council to see if they can provide any advice or clarification on this matter and their response is also attached.

Members will note that at the beginning of the email they ask the question "Was the church yard formally closed?" The answer to this question is "yes, it was formally closed", and we know this because of the evidence provided by the Privy Council that was previously presented to committee, which consisted of two notices in the press advising that it had been formally recorded that the church yard was formally closed in the 1800's.

Recommendation

That Members receive and note the information received from the Ministry of Justice and Herefordshire Council Bereavements Office, and give consideration to what action, if any, the council wish to take in respect of this matter.

3 April 2023

Christine Groves-Loader
Senior Caseworker
Coroners Casework Team
102 Petty France
London
SW1H 9AJ

Dear Ms Groves-Loader

Thank you for your letter dated 22 April 2022 (copy attached) in which you provided two orders made in 1858 in respect of the burial ground within the grounds of St Michael & All Angels Church, Ledbury, Herefordshire.

On providing this information to Ledbury Town Council, I have been asked to seek clarification on the definition of "Local Authority" to establish whether the responsibility of managing the closed churchyard should fall within the remit of the Local Authority, Herefordshire Council, or that of Ledbury Town Council, who is not recognised as a Local Authority within the .gov.uk website.

The term "Local Authority" is defined as any one of the following:

- Municipalities.
- Regional Municipalities.
- Rural Communities (RC)
- Local Service Districts (LSD)

Source: <https://www.gov.uk/guidance/local-government-structure-and-elections>

As Ledbury Town Council is categorised as a "Town" or "Parish" Council it is not therefore defined as a "Local Authority".

I have attached a copy of Section 215 of the Local Government Act 1972 – Maintenance of a closed churchyard and note that it states "A parochial church council which is liable under subsection (1) above to maintain a closed church yard may –(a) if a churchyard is in a parish or community having a separate parish or community council, serve a written request on that council to take over the maintenance of that churchyard."

Ledbury Town Council are seeking evidence that a written request was provided to the Council to take over the maintenance of that churchyard. However, I have not been able to establish with the Church whether this was ever done, and wonder whether in making the orders in 1858 this would have been provided to the Privy Council.

Any assistance you can offer in respect of understanding whether Ledbury Town Council, as a Town/Parish Council are the relevant authority to take on the maintenance of the Churchyard at St Michael & All Angels Church in Ledbury would be very much appreciated.

Yours sincerely

Angela Price PSLCC, MIWFM, AICCM
CiLCA (England & Wales)
Town Clerk

LTC Clerk

From: Bereavement (HC) <bereavement@herefordshire.gov.uk>
Sent: 14 April 2023 10:20
To: LTC Clerk
Cc: Bereavement (HC); Gibbon, John
Subject: RE: St Michael and All Angels Closed Churchyard Ledbury
Attachments: Closed_Churchyard_Policy.pdf

You don't often get email from bereavement@herefordshire.gov.uk. [Learn why this is important](#)

Good morning Angela. Have a look at the document attached as a guide for you (up to page 5). The crux of the matter is was the church yard formally closed?

Responsibility for maintenance of a Closed Churchyard 5. Once a Churchyard is Closed, responsibility for maintenance falls on the Parochial Church Council (PCC) for the Parish in which the Churchyard lies pursuant to section 215(1), Local Government Act 1972 (hereafter referred to as LGA 1972). The PCC is required to keep the Churchyard in decent order and its walls and fences (including gates) in good repair.

By virtue of s.215(2) of the LGA 1972, a PCC may at any time serve a written request on the Parish Council, to take over the maintenance of the Churchyard. Where two or more Parishes are grouped under a common Council, the request is served on the chairman of the Parish meeting of the relevant Parish in the group. Subject to s.215(3) of the LGA 1972 (see next paragraph), the Council or meeting takes over the maintenance three months after service of the request.

Within the three month period referred to above, the Council can pass on the maintenance responsibility to the District Council. The mechanism by which they can do that is by passing such a resolution and then giving notice of that resolution to the District Council and to the PCC. At the expiry of the three months (see paragraph 7) the District Council must take over the maintenance. If the three months period expires without the Council having made such a resolution, however, the District Council can no longer be required to take over the maintenance of the Churchyard although it has the power to enter into an agreement to do so pursuant to s.101 of the LGA 1972. Additionally (or alternatively) the District Council has the power to make a financial contribution towards the cost of maintenance pursuant to s.214(6) of the LGA 1972.

Hope this helps,

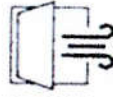
Regards

T Morris

Tracy Morris MICCM (Dip Hons)
Economy and Environment Directorate
Bereavement Services Assistant Manager
Crematorium office, Westfaling Street, Hereford, HR4 0JE
01432 383203
tmorris@herefordshire.gov.uk



VACCINES



FRESH AIR



FACE
COVERING



STAY HOME
IF UNWELL



HAND
WASHING

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Council's Homepage www.herefordshire.gov.uk

From: LTC Clerk <clerk@ledburytowncouncil.gov.uk>
Sent: 13 April 2023 18:01
To: Bereavement (HC) <bereavement@herefordshire.gov.uk>
Subject: St Michael and All Angels Closed Churchyard Ledbury

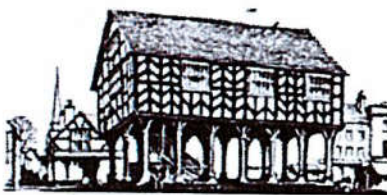
This message originated from outside of Herefordshire Council or Hoople. Please do not click links or open attachments unless you recognise the sender and know the content is safe.

Please see the attached letter in respect of the maintenance of St Michael and All Angels Churchyard, Ledbury.

Any help you can provide in respect of this would be appreciated.

Kind regards

Angela Price PSLCC, MICCM, MIWFM
CiLCA (England & Wales)
Town Clerk
Ledbury Town Council
Tel: 01531 632306
Mobile: 07734966926



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Closed Churchyards And Disused Burial Grounds

The Closed Churchyard Policy were adopted by Full Council at its Meeting held on 1 December 2015.

Introduction

1. This Note deals with the law relating to Closed Churchyards and disused Burial Grounds. A "Closed Churchyard" is a Churchyard belonging (but not necessarily physically attached) to a Parish Church of the Church of England which has been formally Closed by an Order in Council made by the Privy Council. A "disused Burial ground" is a place used, or intended to be used, for Burial purposes by any other person or body and which is no longer used for such purposes (and may include a Closed Churchyard). "Consecrated" means consecrated in accordance with the rites of the Church of England.

The closure of a Churchyard

2. Under the common law a Parishioner (a person resident in a Parish or a person who dies there) has a legal right to be buried in the Church of England Parish Churchyard. When a Churchyard becomes full, it is necessary for this right to be restricted or abrogated. Accordingly, under section 1 of the Burial Act 1853, the Privy Council may make an Order in Council to close a Churchyard for Burial subject to any exceptions specified in the Order. Such an Order is made (if at all) at the request of the Secretary of State for the Environment. The Grounds for making an Order are –
 - a) that further Burials would constitute a public health risk;
 - b) that further Burials would be contrary to decency;
 - c) that Burials should be discontinued for the prevention or mitigation of nuisance; or
 - d) there is no proper room for new graves.
3. An Order may permit further Burials, but only –
 - a) in existing walled graves or vaults which have rooms; and
 - b) in existing earthen graves where the top of the coffin is at least 3 feet below the normal level of the ground.
4. It is the view of the Department of the Environment that the interment of cremated remains is allowed in a Closed Churchyard, subject to obtaining a faculty (if required) where this can be done without disturbing human remains.

Responsibility for maintenance of a Closed Churchyard

5. Once a Churchyard is Closed, responsibility for maintenance falls on the Parochial Church Council (PCC) for the Parish in which the Churchyard lies pursuant to section 215(1), Local

Government Act 1972 (hereafter referred to as LGA 1972). The PCC is required to keep the Churchyard in decent order and its walls and fences (including gates) in good repair.

6. By virtue of s.215(2) of the LGA 1972, a PCC may at any time serve a written request on the Parish Council, to take over the maintenance of the Churchyard. Where two or more Parishes are grouped under a common Council, the request is served on the chairman of the Parish meeting of the relevant Parish in the group. Subject to s.215(3) of the LGA 1972 (see next paragraph), the Council or meeting takes over the maintenance three months after service of the request.
7. Within the three month period referred to above, the Council can pass on the maintenance responsibility to the District Council. The mechanism by which they can do that is by passing such as resolution and then giving notice of that resolution to the District Council and to the PCC. At the expiry of the three months (see paragraph 7) the District Council must take over the maintenance. If the three months period expires without the Council having made such a resolution, however, the District Council can no longer be *required* to take over the maintenance of the Churchyard although it has the *power* to enter into an agreement to do so pursuant to s.101 of the LGA 1972. Additionally (or alternatively) the District Council has the power to make a financial contribution towards the cost of maintenance pursuant to s.214(6) of the LGA 1972.
8. Whilst the statutory minimum period of notice under s.215(2) is three months, longer notice is usually given in practice - with at least twelve months being the norm where extensive repairs are needed. Such notice is required to enable the relevant Local Authority to budget and precept for any necessary expenditure.
9. If a Parish Council, whether formally or informally, to take over maintenance of a Closed Churchyard, a request should always be made to see the relevant Order in Council. It sometimes happens that the Churchyard in question, although no longer used for Burials, has not been formally Closed. In such a case, the Parish Authority is not obliged to take over responsibility, although it may contribute financially to expense of the PCC in relation to maintenance (s.214(6), LGA 1972). In practice, a Parish Authority would probably be well advised to seek to avoid a formal transfer of responsibility by offering financial assistance under s.214(6). By so doing, the PCC would remain responsible for maintenance with the Parish Authority helping financially.

10. If a formal request is received from PCC, should the Parish Authority resolve to hand on responsibility to the District Council? There are both advantages and disadvantages in doing. The advantages are –

- a) the Parish Authority has no functional/management responsibility for the upkeep of the Churchyard;
- b) the Parish Authority does not have to use its own financial resources for maintenance; and
- c) the Parish Authority does not have to employ staff or contractors to carry out maintenance work.

11. The disadvantages are –

- a) the District Council may (and probably will) treat the expense of maintenance of the Churchyard as a “special expense” under section 35 of the Local Government Finance Act 1992 chargeable only on the Council tax payers of the Parish;
- b) the cost of maintenance by the District Council is likely to be higher than that which the Parish Authority would incur because of the relative inefficiency of carrying out a small-scale job with a full-time work force or contractor; and
- c) the standards and policies of the District Council in relation to the upkeep of the Churchyard may not be to the liking of the Parish Authority or to the Local inhabitants.

12. On balance, the view that the disadvantages are likely to outweigh the advantages and therefore advises member Councils and meetings not to pass on responsibility to a District Council when a formal request is received under s.215(2) of the LGA 1972. Where responsibility has been passed on, it cannot formally be passed back to the Parish Authority, but an arrangement could be made with the District Council under s.101 of the LGA 1972 whereby the Parish Authority exercised the District Council’s powers, with or without a financial contribution in pursuance of s.214(6) of the LGA 1972.

The standard of maintenance for a Closed Churchyard

13. There is no statutory guidance on the appropriate standard to which a Closed Churchyard should be maintained. Advice given in a guide for Wardens is worth quoting –

“... to see that the Churchyard is kept in a decent and fitting manner, that is cleared of all rubbish, muck, thorns, shrubs and anything else that may annoy Parishioners when they come into it ...”

14. Responsibility for maintenance includes the maintenance of paths which cross a Churchyard up to the standard of “decent order” as well as cultivated and uncultivated areas. It is unclear whether the duty to maintain a Churchyard “in decent order” extends to a requirement to

ensure that tombstones and memorials do not present a danger to the public. Although there is certainly scope for argument on the issue, however, memorials probably extends to a duty to ensure that they do not topple over. Councils need to ensure that reasonable steps are taken to ensure the health and safety of employees working in Churchyards pursuant to their duties under s.2 of the Health and Safety at Work Act 1974. Their duties may well extend to ensuring that tombstones and memorials do not present a hazard.

15. Under s.6 of the Care of Churches and Ecclesiastical Jurisdiction Measure 1991 (in force from 1 March 1993), the powers, duties and responsibilities of a PCC with respect to the care and maintenance of Churchyards (both open and Closed) extends to all trees therein, including those proposed to be planted. When responsibility for maintenance of a Closed Churchyard is transferred to a Local Authority responsibility for trees is transferred as well. This means that the Parish Authority will have to keep trees trimmed etc and will be responsible for lopping or felling trees which are dangerous or diseased.
16. Responsibility extends to the repair of walls and fences. Often, walls, railings and gates are listed under the Planning (Listed Buildings and Conservation Areas) Act 1990 as being of historic or architectural interest. Consequently, the cost of repairs and maintenance is likely to be high.
17. The ordinary maintenance of monuments and tombstones is not the responsibility of the PCC or the Local Authority but of the owners, who are usually the heirs of the persons commemorated. Where the heirs or other owners cannot be traced, the PCC or Local Authority will have to take responsibility for dealing with dangerous monuments, since safety is part of keeping a Closed Churchyard in decent order (See LTN 64-Tombstones and Memorials). The removal of monuments, whether dangerous or not, requires the consent of the Church of England authorities (usually in the form of a faculty).
18. Responsibility for the Churchyard does not include responsibility for any Church, chapel or other building (such as a shed or bier house) in or adjacent thereto.
19. Whilst responsible for maintenance, the Parish Authority is not the owner or tenant of the Churchyard. It cannot therefore prevent the incumbent and the PCC from exercising their powers over the Churchyard (e.g. to allow the interment of cremated remains). The Parish Authority has no obligation to undertake improvements to the Churchyard.

Churchyard Regulations extract from diocese of Oxford

Interment in ground no longer open for burials

10.9 This category includes, but is not limited to, those closed churchyards, which, by Order in Council, are maintained at the expense of the local authority

10.10 The interment of cremated remains in a closed churchyard must be authorised by faculty

10.11 In the case of a churchyard maintained at the expense of the local authority, *in addition to a faculty* the consent of the local authority to such interment should first be obtained, and no monument may be erected to mark the place of burial without the like consent

Issuing Grant of Exclusive Right of Burial: Cremations only for closed churchyards

Whenever a new private grave is purchased the burial authority must issue a grant of right of burial (sometimes referred to as the grave grant or grave deed). This official document confirms with the purchaser their rights to burial within a defined grave space within the cemetery. (It should be noted that the rights of burial only are purchased and not the land itself, which remains the property of the burial authority.)

The document reflects the entry made in the Purchased Graves Register / Register of Grants as required by Schedule 2 Part 2 paragraph 1 of the Local Authorities' Cemeteries Order 1977.

It is common practice for the burial authority to keep a duplicate of the document issued on file.

Note: the right must only be issued for a period NOT exceeding 100 years as required by Article 10(2) of the Local Authorities' Cemeteries Order 1977.

Example Grant of Right of Burial

Hazlemere Parish Council

Grant of Exclusive Right of Burial

By virtue of the powers conferred by the Local Authorities' Cemeteries Order 1977 (hereinafter referred to as "the said Order") on burial authorities constituted under the Local Government Act 1972 Hazlemere Parish Council (hereinafter called "the Council") acting as a burial authority constituted under the said Act

in consideration of the sum of paid to the said Council
by.....
of.....
(hereinafter called "the Grantee")

DO HEREBY GRANT unto the said Grantee the exclusive right of burial in the Grave Space No.....in section.....
in.....cemetery situate at Holy Trinity Hazlemere HP15 7PZ (being a cemetery provided and maintained by the Council) to hold the same unto the Grantee for the term (term not to exceed 100 years) of.....years from the date hereof for the purpose of burial subject to the provisions of the said Order and to the orders, byelaws and regulations for the time being in force with regard to the management regulation and control of the said cemetery.

It is hereby certified that the transaction hereby effected does not form part of a larger transaction or a series of transactions in respect of which the amount or value or the aggregate amount or value of the consideration exceeds £150,000.

Given under my hand this.....day of.....two thousand and.....

(Signed).....

Designation.....

Right to Erect a Memorial

Some burial authorities issue a separate document that relates specifically to memorial rights issued. This gives the flexibility to manage memorials independently of burials rights. In general the period of the memorial rights is limited to 30 years as this is seen as being a reasonable time in which to expect a properly installed memorial to remain standing and not become unstable and therefore dangerous.

Should a single document be issued for both burial and memorial rights for say 75 years it would follow that no action could be taken should the memorial become unstable and hazardous, except action designed to make it safe, during the period of the rights issued. This thinking was brought about due to the liabilities and duty of care placed on burial authorities in relation to dangerous memorials and the push to gain 30 year workmanship guarantees from memorial masons.

This position has moved somewhat recently with thoughts being transferred to memorial masons issuing guarantees of conformity to nationally accepted standards.

Example Grant of Rights to erect and maintain a memorial

Hazlemere Parish Council

Grant Of Rights To Erect And Maintain A Memorial

By virtue of the powers conferred by the Local Authorities Cemeteries Order 1977 (hereinafter referred to as "the said Order") on burial authorities constituted under the Local Government Act 1972 the Hazlemere Parish Council (hereinafter called "the Council") acting as a burial authority constituted under the said Act

in consideration of the sum of.....paid to the said Council by.....of (hereinafter called "the Grantee")

DO HEREBY GRANT unto the Grantee the right to erect and maintain a memorial on grave number.....in section..... in Holy Trinity Cemetery Hazlemere (being a cemetery provided and maintained by the Council) to hold the same unto the Grantee for the term of.....years from the date hereof for the purpose of erecting and maintaining a memorial subject to the provisions of the said Order and to orders, byelaws and regulations for the time being in force with regard to the management, regulation and control of the said cemetery and on such terms and subject to such conditions as the Council considers proper.

It is hereby certified that the transaction hereby effected does not form part of a larger transaction or of a series of transactions in respect of which the amount or value of the consideration exceeds £120,000.

Given under my hand this.....day of.....two thousand and (Signed).....

Designation.....

Documents required by the Council to transfer the ownership of an exclusive right of burial where the original the original rights owner has died

The following describes the information that is required by the Council to enable the proper legal processing of applications for burials in grave spaces. If a Will has been left, grave rights are normally included in the residual estate of the deceased; they are seldom referred to directly.

References to Wills are references to Wills recognised as valid by the laws of England, Scotland and Wales. It should be remembered, however, that Scottish Law on intestacy is different from the law on intestacy in England and Wales, so if you are in doubt ensure reference is made to your own legal advisors who supply legal support for your Council.

1 If the deceased owner left a Will

If the deceased owner left a Will stating who the Grant of Exclusive Right of Burial should be passed to the person identified in the Will should provide the Council with:

- the **Grant of the Exclusive Right of Burial**
- the Grant of Probate – Probate is the document issued by the Court after the will has been proved in Court. It should be the original document bearing the Court Seal. A copy of the relevant part of the document can then taken and retained for the files
- if the person is not also the Executor of the will, an **Assent from the Executor(s) of the Will** giving the Grant of Exclusive Right of Burial to that person.

If the deceased owner left a Will of insufficient value to merit application to be made for Grant of Probate and someone wishes to claim the exclusive right of burial, then the Council should ask for:

- the **Grant of the Exclusive Right of Burial**
- the Death Certificate
- a **Statutory Declaration (see examples below)** detailing the relationship of the person claiming the right of exclusive burial to the deceased owner. See below.
- a **Form of Renunciation (see example below)** from all other people who would be entitled to claim the Grant of the Exclusive Right of Burial.

2 When there is no Will

If the owner of the rights dies without leaving a Will, this is generally referred to as dying intestate and the Council should ask for:

- the **Grant of the Exclusive Right of Burial**
- the Grant of Letters of Administration – letters of administration are granted to a person or persons who apply to the Court to receive permission to administer the estate of the deceased. The Letters of Administration should name the administrator/s and once again should bear the official seal of the Court. The relevant part of the document should be copied and retained on file. An Administrator of an estate has the same powers and responsibilities as an Executor
- if the person is not also the Administrator then an **Assent Form is required from the Administrator(s)** giving the Grant of Exclusive Right of Burial to that person.

If the estate is of insufficient value to merit application for Letters of Administration the Council should ask for:

- the **Grant of the Exclusive Right of Burial**
- the Death Certificate

- a **Statutory Declaration (see example below)** detailing the relationship of the person claiming the rights to the registered grave owner.
- a **Form of Renunciation (see example below)** from all other people that would be entitled to claim the Grant of Exclusive Right of Burial.

If a Statutory Declaration is to be used, it must comply with the Statutory Declarations Act 1835 and must be witnessed by a Commissioner for Oaths, a Solicitor, or a Magistrate. A form of Indemnity is not acceptable. A typical Indemnity Form states:

"I (state full name) of (state full address) hereby declare that I am the (state relationship) of the late (state full name of deceased). The said deceased died on (date) and the said Exclusive Rights of Burial has not been otherwise dealt with.

I am the proper person to exercise the burial and memorial rights in the said grave, and no other relative or person to my knowledge claims any right...and I hereby indemnify the Council against all claims and losses"

This will not stand up in a court of law and the burial authority may find themselves jointly or wholly liable for any damages as you are unable to be indemnified from something that is illegal. If you currently use an indemnity form on the transfer of burial rights this needs to be changed.

A statutory declaration is needed in place of an indemnity form. This normally seeks to identify just how the person who is to become the new owner of the rights, is the legally entitled next of kin to the current owner of the rights. A valid statutory declaration is made up of the following sections:

Section 1 - details of the person making the declaration. This may read:

*I (name of person making declaration) of (address)
in the (County, Unitary Council)
do solemnly and sincerely declare that (name of current owner), purchased/owned the exclusive Right of Burial, described in the Plan Book as Square (number) No (number) Grant (number) in the (and full address of cemetery), and that*

Section 2 – the body of the declaration explaining specific circumstances (detailed examples below)

Section 3 – the declaration in the presence of a Magistrate, Solicitor, or Commissioner for Oaths. This should read:

And I make this solemn declaration conscientiously believing the same to be true by virtue of the Statutory Declarations Act 1835

Signed (name of person making the declaration)

Declared at

in the of.....

This Day of, 20....

Before me (Magistrate, Solicitor, or Commissioner for Oaths)

Due to the number of people now dying intestate (without a Will), the need for a statutory declaration is becoming a frequent requirement. They have many uses, some of which are as follows:

- Correction of mistakes made on the deeds, either during the life of the owner or after death. An example of Section 2 of the declaration may read as follows:

“the said Frederick John Smith shown on Disposal certificate Dis28 41894 dated 1st June 2000 issued by the registrar of births and deaths for the district of Newham is one and the same person as John Smith his name having been incorrectly given when the exclusive Rights of Burial was purchased and I make this declaration in order that the said John Frederick Smith may be buried in the said grave space on Monday 6th June 2000 as is his right as owner thereof AND FURTHER I hereby indemnify Hazlemere Parish Council and all its officers and servants from any liability whatsoever in this matter or arising there from”

- Transfer to spouse/partner when Letters of Administration have not been applied for. An example of Section 2 of the declaration may read as follows:

“the said John Frederick Smith died intestate leaving an estate that does not warrant applying for Grant of Letters of Administration THAT I the said Ann Smith am his lawful surviving wife and next of kin and therefore the present rightful owner of the said Right of Burial AND FURTHER I hereby indemnify

Hazlemere Parish Council and all its officers and servants from any liability whatsoever in this matter or arising there from”

- Transfer from a deceased owner who is widowed and one or more sons/daughters are jointly entitled to the ownership of the right. An example of Section 2 of the declaration may be as follows:

“the said John Smith died a widower intestate leaving an estate that does not warrant applying for Grant of Letters of Administration THAT Colin John Smith Brian Alan Smith and myself the said Mary Ann Smith are his only lawful surviving children and next of kin and therefore the present rightful owners of the said Right of Burial AND FURTHER I hereby indemnify Hazlemere Parish Council and all its officers and servants from any liability whatsoever in this matter or arising there from.”

- Transfer from a deceased owner who is widowed and, whilst one or more sons/daughters may be entitled, it has been agreed that only one will claim the right. This requires agreement from the other siblings and should be accompanied by a Form of Renunciation from the other siblings. An example of Section 2 of the declaration may be as follows:

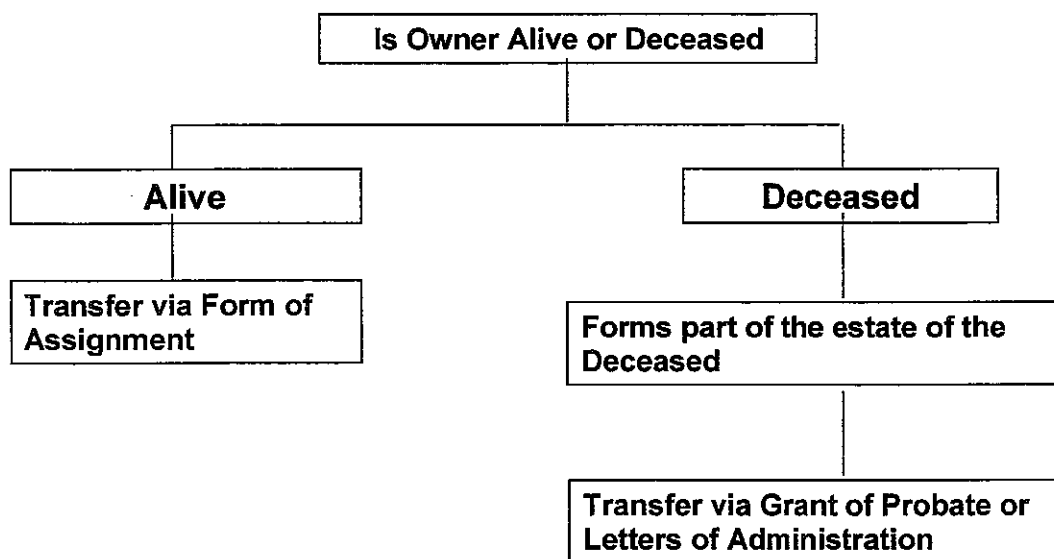
“the said John Smith died a widower intestate leaving an estate that does not warrant applying for Grant of Letters of Administration THAT Colin John Smith Brian Alan Smith and myself the said Mary Ann Smith are his only lawful surviving children and next of kin and therefore the present rightful owners of the said Right of Burial BUT Colin John Smith and Brian Alan Smith desire that the exclusive Right of Burial be vested solely in my name as Mary Ann Smith and have given their consent in the document attached hereto which I declare to be genuine AND FURTHER I hereby indemnify Hazlemere Parish Council and all its officers and servants from any liability whatsoever in this matter or arising there from.”

- Transfer of burial rights in accordance with a valid will, however, the will has not been proved in Court so there is no Deed of Probate. An example of Section 2 of the declaration may be as follows:

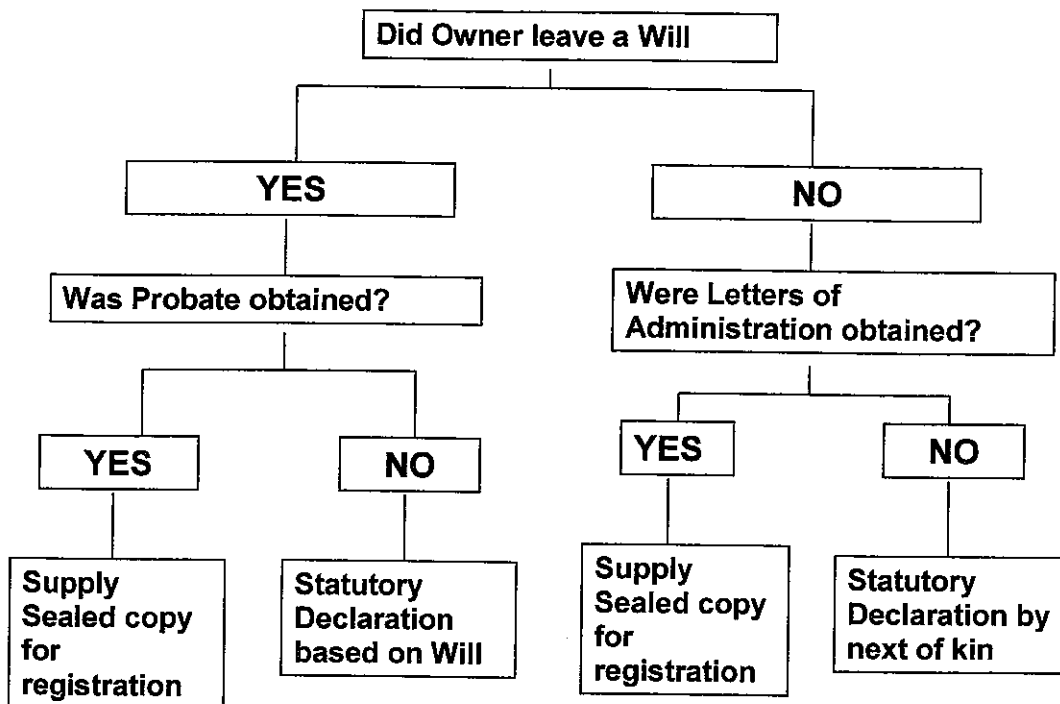
the said John Smith died leaving his last Will and Testament dated 5th February 1987 without codicil and which was not revoked in which I the said Brian Smith was named as sole executor BUT at the time of his death the said John Smith left an estate that did not warrant applying for Grant of Probate and I did not neither do I intend to endeavour to obtain Probate and in these circumstances I declare myself the said Brian Smith to be the present rightful owner of the said Right of Burial AND FURTHER I hereby indemnify Hazlemere Parish Council and all its officers and servants from any liability whatsoever in this matter or arising there from.

These are just a few examples of where a statutory declaration will be required, there are obviously many more scenarios, however, the statutory declaration should be an explanation of the reasons why a particular person or persons, are entitled to own the right.

To help cemetery staff find the correct documentation required for a transfer of rights the following charts will be of great use.



The following questions then guide the Council to identifying what specific documents are necessary:



Transfer of Exclusive Rights of Burial - Summary

- Burial rights do not give the owner title over the land. It is simply a right of burial and should include a right to erect a memorial.
- Periods for exclusive rights of burial are at the discretion of the authority, but must not exceed 100 years.
- Ownership can be in single or multiple names
- Written permission of the owner of the right must be obtained before the burial can take place. If the owner is deceased then transfer must take place before the burial of any person other than the (deceased) owner of the right can go ahead.
- Essential part of the administration process should be to identify when the owner of the right is buried into the grave and arrange for the transfer of ownership to the new owner of the right shortly after this.
- No written permission is required when the burial is that of the owner of the rights.
- Indemnity Forms are not legal documents and should not be used. Statutory declarations can be used as an alternative.
- A Statutory Declaration is very useful in the absence of legal documents such as a Grant of Probate or Letters of Administration, however, it is not an alternative to these.
- If the rights are not legally transferred, the burial authority is exposed to the likelihood of legal proceedings at some point in the future.

October 2015

To be reviewed November 2017

LEDBURY TOWN COUNCIL

ENVIRONMENT & LEISURE COMMITTEE	15 JUNE 2023	AGENDA ITEM: 16
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Report prepared by Julia Lawrence – Deputy Town Clerk

PORTABLE EXHIBITION POP-UP COUNTER

Purpose of Report

The purpose of this report is to request Members of the Environment & Leisure Committee to consider Ledbury Town Council purchasing an Exhibition Pop-Up Counter which can be used for events organised by the Council.

Detailed Information

Officers would like to ask Members of the Environment and Leisure Committee to consider purchasing a portable Exhibition Pop-Up Counter as they believe it will provide a professional appearance when the Council has a stand at the various events held throughout each year.

This floor-standing Counter, which is conveniently housed in a carry case, can be erected in just 2 minutes. It is quick and easy to assemble and collapse, whilst providing a professional looking display area or even a meet and greet counter at exhibitions, open day or promotional events.

It is easy to assemble as it has a self-locking magnetic frame with a concertina design that expands and secures into position with the help of magnetic fixing bars. Once in position, a one-piece bespoke graphic is wrapped around the front and sides of the frame, securing into position with magnets for a taut, wrinkle-free and seamless finish. The structure is finished with a thermoformed beech effect countertop which simply slots into position, and provides a useful focus point for product literature, leaflet displays and more. The stand features two internal shelves for conveniently storing brochures, leaflets etc under the tabletop, which again slot simply into place behind the graphic, resting on the internal frame.

The overall size is 1290mm (w) x 985mm (h) x 465mm (d). The visible graphic area is 2060mm (w) x 950mm (h) and weighs 12 kg. The product has a five-year hardware guarantee and includes graphics. Please refer to Appendix A which shows images of the Counter.

The cost is £352.50 + VAT and could be funded either from the Events budget or Office Equipment budget.

Recommendation

Members of the Environment and Leisure Committee are asked to consider and approve the proposal put forward to purchase a portable exhibition pop-up counter which can be used for many Council events in the future.

Portable Exhibition Pop-Up Counta

In stock

Product Code: PU801-2x2

This high-quality pop-up counter with a self-locking magnetic frame offers an excellent way for you to display your custom printed graphics and provides an exciting accessory to our range of exhibition stands. This pop-up counter is perfect for exhibitions and in-store promotions as it is easy to put up and take down and comes with a durable wheeled carry case. [Read More](#)

£352.50 ex vat

Pop-Up Size *

2x2

Qty 1

Add to Basket

For larger quantity discounts [request a quick quote](#) to get an unbeatable price

[How do I upload artwork?](#)

+

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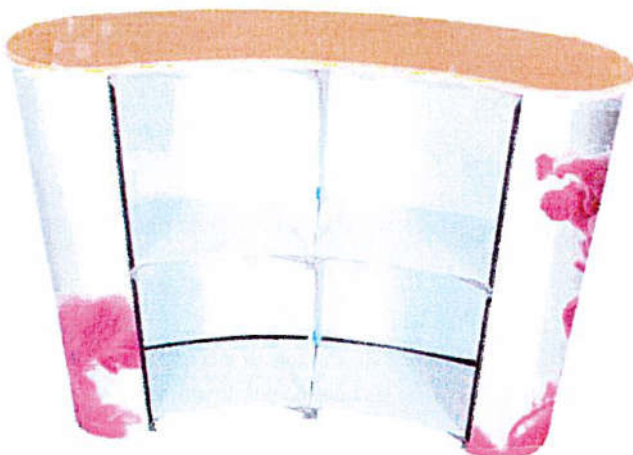
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LEDBURY TOWN COUNCIL

**MINUTES OF A MEETING OF THE EVENTS WORKING PARTY MEETING
HELD ON WEDNESDAY, 5 APRIL 2023**

PRESENT: Councillor Shields
Non-Councillors: Hannah Bergough-Sutton (Ledbury Poetry); Al Braithwaite, Heather Coppock and Griff Holliday

ALSO PRESENT: Julia Lawrence, Deputy Clerk
Olivia Trueman, Community Development Officer (CDO)
Charlotte Barltrop, Administrator

E205 APOLOGIES FOR ABSENCE

Apologies were received from: Councillor Morris and Lynette Loader.

In the absence of Councillor Morris, Councillor Shields agreed to chair the meeting.

E206 DECLARATIONS OF INTEREST

Councillor Shields declared an interest with regards to being a member of Sustainable Ledbury and the Ledbury Library Development Group.

E207 TO ELECT NON-COUNCIL MEMBERS

None

**E208 TO APPROVE AND SIGN, AS A CORRECT RECORD, THE MINUTES OF
THE EVENTS WORKING PARTY MEETING HELD ON 8 MARCH 2023**

RESOLVED:

That the minutes of the Events Working Party meeting held on 8 March 2023 be approved and signed as a correct record, subject to the following amendment to E200 – Careers Fair.

“Feedback from the CDO and Councillors identified that further information about the content of a Careers Fair should be gathered prior to making a final decision as to whether to support a Careers Fair event later in the year”.

E209 CORONATION EVENT

A report was presented by Charlotte Barltrop regarding progress on the various activities on the day. Discussion took place as to whether an alternative band, the “Hey Yabs”, should be considered but Members considered that “Mirror Ball”, who had already been approached should be asked to perform on the

day. However, contact details for Hey Ychs would be registered with the Council to be considered for any other future events.

Members noted that the Council would not be producing a souvenir programme but it was noted that an official brochure was being produced. Charlotte Barltrop agreed to review the official website and provide a link to members for the brochure.

It was noted that it would be helpful if more volunteers could offer their support for the Coronation event and Councillor Shields said she would ask members of Sustainable Ledbury to see if anyone was available on the day.

It was confirmed that four businesses had offered up sponsorship, each for £75.00 which had helped sponsor the purchase of the new PA system.

The CDO advised that she would contact the Volunteers for Coronation Day to see if they would be interested in volunteering for the Ledbury Celebration.

RESOLVED:

- 1. That no staging would be required. A 'thank you' note to be issued to ABE for their support.**
- 2. It was noted that no Souvenir Coronation Brochure would be produced by Ledbury Town Council.**
- 3. Charlotte Barltrop is to provide a link to Members for the official Souvenir brochure.**
- 4. Councillor Shields is to ask members of Sustainable Ledbury to see if they would like to volunteer some of their time at the Coronation event.**
- 5. That the CDO contacts the Coronation volunteers to see if they would like to help at other events, such as the Ledbury Celebration.**

RECOMMENDATION:

- 6. The Working Party approved the hiring of the band "Mirror Ball" and to be confirmed by officers by Close of business on 5 April 2023.**
- 7. That the Hey Ychs be registered with the Council for potential use at future events.**

E210 CORONATION MUGS

A report was presented by the Deputy Clerk regarding the purchase of Coronation Mugs to now include all the students at John Masefield High School. Members noted that it had previously been agreed to purchase mugs for just

Ledbury Primary School but at the recent Full Council meeting held on 30 March 2023, Councillors considered that John Masefield High School should also be included.

After discussion, Members agreed to provide Coronation mugs just for the children of Ledbury High School but that a recommendation be put forward to provide £1,000 to John Masefield High School so that they could decide what to spend the money on for the Coronation.

RECOMMENDATIONS:

- 1. It was agreed to provide and purchase Coronation mugs to Ledbury Primary School.**
- 2. That due to the different age groups involved at John Masefield High School, a £1,000 contribution to the School be made towards an opportunity to celebrate the Coronation.**

Charlotte Barltrop left the meeting.

E211 COMMUNITY DAY

Griff Holliday informed Members that all invitations had been sent out and responses for taking part in Community Day were due in by mid-April and therefore could not comment on how big he envisaged the event to be at this time.

It was noted that Ledbury Town Council would be supporting the event. The Community Band would be playing at 10:00am under the Market House but that the space would be available from 11:00am to promote the Great Big Green Week. It was noted that the Community Choir would not be taking part this year.

E212 LEDBURY CARNIVAL

An update paper was circulated at the meeting. A copy of the report is attached. Ledbury Town Council will advertise the event nearer the time.

E213 LEDBURY POETRY FESTIVAL

Hannah Bergough-Sutton updated the group:-

- 1 The programme was being finalised and would be released end April/Beginning of May.**
- 2 There were other events going on throughout the year in the Poetry House.**

- 3 The "Creative Pathways Project" was underway with individuals seeking volunteering opportunities and Ledbury Poetry seeking placement opportunities.
- 4 "Ledbury Celebration" which takes place on the last day of the Poetry Festival is beginning to be planned.

RESOLVED:

1. **Council Officers would contact Ledbury Poetry about placement opportunities under the Creative Pathways Project.**
2. **An update on the Ledbury Celebration would be provided at the next meeting (GH) and will be listed as a separate agenda item going forward.**

E214 CAREERS FAIR

A report was presented to the Group who agreed further information s required to progress this event in the right format for the right audiences. This includes feedback from John Masefield High School which was awaited.

There may be potential to run this event from lunchtime into the evening so that adults could also be included although it was appreciated that should an event take place within School premises, it may be a problem keeping the School open beyond standard School hours.

The Group agreed that it would be sensible to approach the Job Centre and seek advice from them to confirm that running a Careers Fair would be beneficial especially when it was noted that people don't tend to visit them anymore due to the amount of online recruitment facilities. Alternatively, working with Herefordshire Council and attending a 2-day event could be another option.

RESOLVED:

That the CDO would continue to keep this event under review, noting it would not happen in April 2023 but would seek advice from the Job Centre as to how best this may be progressed possibly in the Autumn.

E215 GREAT BIG GREEN WEEK ("GBGW")

The CDO presented a report on the activities identified to date. Litter collected across the town on Sunday, 11 June 2023 would be put into purple backs to demonstrate how much rubbish/waste we make. The CDO is to contact "Helping Hands" to see if they would like to be involved in the event.

Councillor Shields advised Members that the Ledbury Library Development Group were sponsoring a Wildplay workshop at the Library during the GBGW. Councillor Shields discussed school involvement noting that the recent School

Cluster meeting had been cancelled and the next meeting scheduled for 25 May 2023 would be too close to the event to get anything done.

The potential to have the Nomadic Museum of Natural History demonstrating in the Heritage Centre Lobby on Community Day would be explored. This would need to be funded either through the Council's budget or through a grant (up to £800), which would need to be submitted by 13 April 2023 albeit the Group considered that there may be insufficient time and resource to deal with this at this time.

Activities may tend to fall on Saturday (10th), Sunday (11th), Tuesday (13th) June and possibly the following weekend.

Members unanimously agreed that the GBGW should be transferred from the Climate Change Working Party to the Events Working Party. The main reason for this decision was due to the Events Working Party meeting more frequently and having more members.

The CDO and Al Braithwaite are to finalise the programme for the GBGW.

RESOLVED:

- 1. That the CDO and Al Braithwaite are to finalise details on the event opportunities.**
- 2. That the CDO is to check whether funding is available to pay for the Nomadic Museum.**
- 3. That the CDO puts together a short press release for the Focus.**
- 4. That the GBGW event gets transferred across to the Events Working Party with immediate effect and is dealt with under this Working Party.**

E216 HERITAGE OPEN DAYS.

A paper on activities was circulated, including a report on the Town Council hosting a Medieval Market.

It was noted that The Heritage Centre will have Tudor styled dressing up clothes for children available showing what was worn in the day.

Ledbury Poetry are to consider that they might do throughout the week.

RESOLVED:

That further details are to be brought to the Group in due course.

E217 CALENDAR OF EVENTS

The below was added/removed from the Calendar of events.

Warm Spaces – Removed

Job Fair – Postponed

Ledbury Library Development Group – second hand-book sale 22- 27 May 2023.

E218 DATE OF NEXT MEETING

To note that the date of the next meeting of the Events Working Party is scheduled for Wednesday, 3 May 2023 at 10.00am (at Ledbury Funeralcare, Hawcutt House, Bye Street, Ledbury).

LEDBURY TOWN COUNCIL

**MINUTES OF A MEETING OF THE CLIMATE CHANGE WORKING PARTY
MEETING HELD ON 3 MAY 2023**

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

ALSO PRESENT: Julia Lawrence, Deputy Clerk

1. APOLOGIES FOR ABSENCE

Apologies were received from Beverley Kinnaird.

2. DECLARATIONS OF INTEREST

Declarations of Interest were declared by Councillor Shields: Chairman of Sustainable Ledbury, and Councillor Chowns: Member of Methodist Litter Pick

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 22
FEBRUARY 2023.**

RESOLVED:

That the minutes of the Climate Change Working Party meeting held on 22 February 2022 be approved and signed as a correct record, with the amendment to 5.1, deleting the second paragraph:

“Consideration was given as to whether Councillor Ellie Chowns could assist, but it was agreed that with the Pre-election period starting in March, it would be difficult. However, members felt that it would be useful if she could get involved with the Great Big Green Week event in June”.

5. UPDATE ON ACTION POINTS

5.1. Feedback from E & L Committee. Members of the Working Party noted that the second paragraph of 5.1 should be deleted from the minutes dated 22 February 2023.

5.2 Measuring the Town Council’s Carbon Footprint. Due to the Pre-election changes to the Town Council and PURDAH, it was noted that the Clerk will be progressing this as soon as possible.

Members asked if there was a Council strategy in place to include this and perhaps this could be raised at the Environment & Leisure Committee.

- 5.3 Feedback on Warm Spaces.** A response was still awaited from Herefordshire Council.

Additional Updates:

- 5.4 Litter Picks.** Members asked if the "Lengthsman" could identify bad areas for litter (blackspots) around the Town.

- 5.5 The Great Big Green Week** is now overseen by the Events Working Party. To note that the Community Development Officer from Herefordshire Council is working with the Town Council's Community Development Officer on putting together a programme for the week.

It was noted that there will be a "Cost of Living" event at the Rugby Club and also a clothes swap shop at a forthcoming Mayor's coffee morning.

RESOLVED:

- 1 That the minutes of 22 February 2023 be agreed as amended under 5.1 above.**
- 2 That the Working Group seeks clarity from the Council (following the new administration) as to what Climate Change actions are included in the overall Council Strategy.**
- 3 That the Deputy Clerk meets with the Lengthman to discuss "black spots" around Town for litter picking purposes.**
- 4 To note the transfer of the Great Big Green Week to the Events Working Party.**

6. CONSIDERATION OF POSSIBLE ACTIVITIES

Items 6.1 to 6.3 are all Apps supporting a more sustainable way for people to make better use of food. It could be possible that links could be attached to the Council's website.

6.1 "Too Good to Go" App

Traders could potentially use this App to alert members of the local public who had registered/signed up that they were selling off food at the end of the day at a reduced cost. This would need the support of the Traders across the Town and surrounding area.

6.2 "Olio" App

This App would work across local residents who want to share any surplus food that they had. For example, they had bought too much or were planning on going away and no longer needed the same amount of food.

6.3 “Link Tree” App

This App provides a platform to link to a variety of other user-friendly social media platforms, that have the potential to support a greener way of living for people. This App may need more Council intervention to ensure that it is operating in a helpful manner for the public.

6.4 QR Codes

QR Codes (are like bar codes) provide easy access to a variety of things where there is information available to read. Clicking on a QR code could mean that it would give access to papers for the Council, and it would be readable on a person's mobile device thus reducing the amount of paper used. It is understood that Ledbury Foodbank are already using some Apps – Cllr Morris to check if this is the case.

RESOLVED:

- 1 To recommend to the Environment and Leisure Committee to consider the use of more social media (items 6.1, 6.2 and 6.4 above) to support the residents and stay present with the wider community.
- 2 Cllr Morris to contact Ledbury Food Bank and check on their usage of Apps.

7. OTHER POSSIBLE PROJECTS FOR THE FUTURE

The following projects set out possible contributions by Ledbury to reduce the impact of Climate Change on the environment. Each project carries its own recommendation to Environment & Leisure Committee.

7.1 Transport. Professor John Whitelegg recently joined a Sustainable Ledbury meeting, following moving into the area from Shropshire. Whilst there he produced the South Shropshire Climate Change Report and Action Plan.

John has highlighted 15 potential projects, such as ticket policies, design and funding Park & Ride services, best practice cycle paths, car share club scheme, electric bikes, some of which could be possible opportunities for Ledbury. Mr Whitelegg is already in touch with Herefordshire Council about potential projects for the whole county. Given his interest in Ledbury, it may place the Town in a strong position to influence priorities to address Climate Change by Herefordshire Council such as the introduction of electric bikes.

It was agreed that it may be beneficial for the Council to pause until more information on the county wide projects are known.

7.2 Fruit Gleaning. This is a term used when fruit trees and orchards do not get harvested. Feedback from the Food Alliance Group is that they are seeking funding to cook/freeze or dry fruit that has been picked by

Volunteers. To initiate this project, volunteers are required to research where the trees are, the volumes of fruit and then get volunteers together to harvest the fruit and make available to the Food Bank.

- 7.3 Community Garden.** Talk Community Hub wants local towns to contribute to supporting mental health programmes. Creating a community garden is a strong way for a Town to help those dealing with mental health issues. Addressing mental health issues can include people being prescribed to work on a community garden, as well as people self-registering. A potential site in Ledbury could be the rectangular piece of land behind the skate park. Any identified land would require further research, a conversation with the occupiers of flats (adj. to the skate park) or any other neighbours of other potential locations. To note a community garden exists in both Bishop Frome and Ross.

RESOLVED:

- 1 That the Environment & Leisure Committee consider whether the Working Party should have an exploratory conversation with John Whitelegg on a way forward and how to identify a project(s) in conjunction with Herefordshire Council. There could also be an opportunity for joining with the Traffic Management Working Group for such a project.**
- 2 That the Environment & Leisure Committee consider whether fruit gleaning is a project they would wish the Working Party to support.**
- 3 To ask the Environment & Leisure Committee to consider the creation of a community garden in Ledbury to support those suffering mental health problems.**

In order to assist the Environment & Leisure Committee prioritise the above mentioned opportunities, the Climate Change Working Party considered the order of priority to be as follows:

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

8 DATE OF NEXT MEETING

To be agreed following the Annual Council Meeting on 11 May 2023.

LEDBURY TOWN COUNCIL

**MINUTES OF JOHN MASEFIELD MEMORIAL WORKING PARTY
HELD ON FRIDAY, 31 MARCH 2023**

PRESENT: Councillor Morris
Non-Council Members via Zoom - Caroline Magnus, Chris Noel, Philip Errington, and Tim Keyes
Non-Council Members in person - Lesley Ingram, Christine Tustin – Ledbury & District Civic Society; Ledbury Places; Holly Welford, Becky Shaw, and Justine Peberdy – Hellens Manor

ALSO PRESENT: Angela Price –Town Clerk
Riah Pryor- Project Manager
Charlotte Barltrop - Administrator

JM51 APOLOGIES FOR ABSENCE

No apologies were received.

JM52 DECLARATIONS OF INTERESTS

No declarations of interest were received.

JM53 ELECTION OF NON-COUNCIL MEMBERS TO THE JOHN MASEFIELD MEMORIAL WORKING PARTY

RESOLVED:

That the Poetry Festival be elected as a member of the John Masefield Memorial Working Party, noting that Chloe Garner will be their representative.

JM54 TO APPROVE AND SIGN THE NOTES OF THE MEETING OF THE JOHN MASEFIELD WORKING PARTY HELD ON 17 FEBRUARY 2023

RESOLVED:

That the minutes of the meeting of The John Masefield Working Party held on 17 February 2023 be approved and signed.

JM55 INTRODUCTION OF AND PRESENTATION FROM RIAH PRYOR (PROJECT MANAGER)

Riah introduced herself and provided an overview of how she anticipated progressing the project. She advised that focus would be on going out to the community and letting them shape the brief for the subsequent artist/s, rather than the working party shaping an artist brief or memorial and then asking the community their opinion on preconceived ideas. It also allows time to ensure that the project team is mapping out the community, rather than just speaking to individuals or groups who already have an interest in the project.

She advised that she had provided three reports within the agenda, which she presented individually.

JM56 PARTY-PHASING

Riah talked through the plan for Party-phasing for the members, clarifying any salient points-primarily that a period of engagement with stakeholders and potential funders be brought forward and prioritised prior to rolling out the community engagement phase. This was because it could provide an opportunity to seek additional funding for the engagement project and also ensure that the engagement is aligned to the priorities of potential stakeholders and funders for the memorial.

RESOLVED:

That the timeline be adjusted as agreed by the members and project manager.

JM57 STAKEHOLDERS

Members discussed who should be involved, how they should be involved, and how their involvement should be communicated. Riah noted the comments and advised that she would create a detailed contact matrix using the information provided at the meeting.

RESOLVED:

- 1. That Riah will, with information provided by the Town Clerk and the Chair, update the stakeholder matrix to be a more comprehensive list and begin meeting (digitally and in person) priority stakeholders.**
- 2. It was decided that names could be duplicated across lists (for example on the stakeholder matrix and partners list) where individuals were representing multiple perspectives/interests.**

JM58 MARKETING

Riah discussed the ways in which the project would be marketed. In the first instance it was felt that a web page should be set up for inclusion on the Ledbury Town council website in order that the address may be included on all advertising materials.

Chris Noel offered to advertise the project within the permanent display cabinet which is in the Masters House.

The members agreed that a simple leaflet should be produced to be distributed in and around Ledbury to inform residents and visitors of the project which is being undertaken- but only at the point in which there was a clear 'ask' or call to action for the community.

There was discussion as to the objective, scale and venue for the proposed event on 1 June. A request from the group was made to outline a couple of options for the event so that the next steps could be identified.

Key point made that rights are still in copyright, so need to be mindful of related notices/fees and seek appropriate permissions.

Mention of a Masefield project at upcoming Poetry Festival - discussion around joining this up and into the main programme (and that there could also be content here for website).

RESOLVED:

1. That Riah will work with the administrator to create a web page for inclusion on the Ledbury Town Council website.
2. That a display be created for the John Masefield Cabinet at the Masters House.
3. That an information leaflet be created regarding the project for local distribution when the community programme was confirmed.
4. That an options appraisal be drawn up for the 1 June event.

JM59

DATE OF NEXT MEETING

RESOLVED:

That the date of the next Working Party meetings is 12 May, with further meetings scheduled for 12 June and 4 August 2023.

DRAFT

LEDBURY TOWN COUNCIL

**MINUTES OF JOHN MASEFIELD MEMORIAL WORKING PARTY
HELD ON FRIDAY, 12 MAY 2023**

PRESENT: **In Person:** Councillor Morris, Mark Lister/Chair of Civic Society, Chris Noel/John Masefield Society, Caroline Magnus/Great Niece of John Masefield and Member of John Masefield Society, Councillor l'Anson/Town Mayor, and Councillor Howells

Via Zoom: Councillor Briggs and Dr Philip Errington

ALSO PRESENT: Angela Price –Town Clerk
Riah Pryor- Project Manager
Olivia Trueman – Community Development Officer

JM60 APOLOGIES FOR ABSENCE

Councillor Chowns: Christine Tustin/Ledbury & District Civic Society, Andy Collard/John Masefield High School, Lesley Ingram, and Justine Peberdy/Hellens Manor and Tim Keyes.

JM61 DECLARATIONS OF INTEREST

No declarations of interest were received.

JM62 ELECTION OF CHAIR

RESOLVED: That Councillor Morris be elected as Chair of the John Masefield Memorial Working Party for the 2023/24 Municipal year.

JM63 ELECTION OF NON-COUNCIL MEMBERS TO THE JOHN MASEFIELD MEMORIAL WORKING PARTY

Councillor Morris asked that this item be removed from future agendas.

RESOLVED: That this item be removed from all future agendas.

JM64 TO APPROVE AND SIGN THE NOTES OF THE MEETING OF THE JOHN MASEFIELD WORKING PARTY HELD ON 31 MARCH 2023

RESOLVED:

That the minutes of the meeting of The John Masefield Working Party held on 31 March 2023 be reviewed by Members with any suggestions for amendments being provided to the Clerk for consideration again in time for next meeting and that the minutes be resubmitted

JM64 OPTIONS APPRAISAL FOR EVENT

Riah reminded the group of a task from the previous meeting, requesting options for the 1 June event. The event had previously been conceived as a launch of a community programme but as the pros and cons [namely timelines] had been discussed, the idea of a more focused stakeholder event focused on getting people together, rather than it being a larger scale community project, was considered. The committee asked Riah to pull together an options appraisal which she presented to Councillor Morris, and the Town Clerk on 19th of April [attached Agenda Item 6]. One was for the original plan, quite a big event, and the other, a smaller, focused, stakeholder and press event.

As there was a need to proceed with planning prior to the next Working Party meeting, Councillor Morris and the Town Clerk had met with Riah to discuss this and had agreed to proceed with option B (a smaller, focused stakeholder event). Riah had presented the paper at the meeting, so the Working Party was clear on the reasoning behind that decision-making process and, as an update.

RESOLVED: That the Working Party receive and note the update.

JM65 1 JUNE PROVISIONAL EVENT PLAN

Riah talked through an event plan which was drawn up around the preferred option. A set of objectives were identified raising awareness of John Masefield generally and the awareness of the project, more specifically. There was a desire to obtain positive press coverage on the intent of the project, but also to start attracting interest for the mailing list and engage with potential stakeholders and funders. Because timescales are tight, members were advised that the Burgage Hall had been booked from 5pm until 6.15pm and that limited refreshments were being organised. Riah had spoken to Sarah-Jane Arbury/Red Earth Arts about a potential performance/reading at the event and the latest an invitation could go out was Monday, 15 or Tuesday, 16 May. A provisional invite list has been drafted utilising the information from the stakeholder matrix, which requires further input from members of the group.

The Town Clerk confirmed that the team had already gone through a lot of the names on the list to check consent, in terms of GDPR and added that information on businesses would be publicly available.

Caroline Magnus expressed disappointment that Riah was attending this meeting via Zoom, as it was a meeting close to the event. She also wished to discuss what messages would need to go into the short introduction speech being proposed at the event.

Riah advised that the Project Manager role was agreed at three days a month and the reason she had not attended in person was that it would result in funds for the project being used for her time, rather than the project.

Riah outlined that in the allocated three days in May she had needed to outline the event, work with cultural partners to begin fundraising planning for engagement programme and draft a website. She reiterated that the 1 June event schedule was tight but was a date which had been set a long time ago and that she had scaled down the mass engagement event proposed, in order to make it achievable (if there was sufficient support from this).

Philip Errington confirmed his understanding that Caroline and himself would offer an introduction to Masefield as a person in the speeches, and requested Councillor Morris address the event about the project

RESOLVED:

Councillor Morris would be second speaker, Riah to write notes for speech. Philip and Caroline to discuss speech.

JM66 INVITE LIST FOR SIGN OFF AND ACCOMPANYING COVER NOTE

Councillor Morris noted the list of invitees as strange, requesting more representatives from businesses in and around town, serious contributors who may have a budget for corporate or community involvement.

Riah confirmed the list had been drawn up from the stakeholders provided by the committee and the Clerk outlined challenges in providing additional information of individual's names in the timeframe. Riah added that a further round of invites could be sent, but the majority needed to go out on 15 May for the event to be feasible.

Councillor Morris confirmed that the committee's task would be to get any additional names across to the Clerk over the weekend and to work up the invite template (from pre-existing flyer design).

The Clerk added that if confirming the caterers and additional staff required for the event, it may have to go through the Chair of Finance, dependant on value.

RESOLVED:

1. Working Party members to send in additional names and help finalise invitees over the weekend.
2. Councillor Morris to work on invite design.
3. Town Council to confirm RSVP resourcing and process, noting that the CDO would be responsible for this element of the process.
4. Press release to be drafted by RP.

JM67 FUTURE OF JOHN MASEFIELD MEMORIAL WORKING PARTY

The Clerk updated Members that since this report was prepared, she had met with Councillor Morris to discuss the remit of the Council in the project and whether it was too much to take on.

Riah added that if this project is supported by the Committee and all are realistic with the Council resources available, it is achievable. However, she had concerns about capacity of the council team and resources, when stretched.

Councillor Morris proposed that for the next six months, the project should stick with the Working Party within the council with a review at the end of the year.

RESOLVED:

That no changes be made to where the Working Party sits at the current time, but that this be reviewed at the end of the year, with a recommendation to council on how to proceed.

JM68 DRAFT WEBSITE

Riah presented an update on the website page and some draft content to help outline the structure of the webpage and request for committee members to contribute editing preferences (via email) and blog contributions. Emphasis will be on pushing the newsletter banner, to encourage sign up to mailing list

Caroline asked that full names and titles be included on the landing page.

RESOLVED:

- 1. Committee members to send in any edits/additions/changes to the draft content (be advised that they are in wrong order, Clerk will circulate in correct order next week)**
- 2. Once the website is laid out a link to be sent to committee members, prior to its going live.**
- 3. Press release to be circulated only after website up.**
- 4. Riah to write article for Journal.**
- 5. Committee members to send in possible images for the site, preferably to include some of engagement activities with young people.**

JM69 DATE OF NEXT MEETING

RESOLVED:

That it be noted that the dates of the next two meetings are 9 June and 4 August 2023.

Signed **Dated**

DRAFT

