



LEDBURY TOWN COUNCIL

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29 February 2024

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

Dear Member

You are invited to attend a meeting of the **Environment & Leisure Committee** on **Thursday, 7 March 2024 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

(Page 510)

4 Public Participation

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

- 5 To receive and note the minutes of meetings of the Environment & Leisure Committee held on Thursday, 15 February 2024 (Pages 511 - 513)**
- 6 To review Action Sheets (Page 514)**
- 7 Cemetery**
 - 7.1 That in accordance with Standing Order 23(a), authority be given for the Deeds of Exclusive Right of Burial 770, 771, 772, 773 and 769 to be signed, granting the exclusive right of burial to those named on the interment form.**
 - 7.2 That in accordance with Standing Order 23(a), authority be given for the Deeds of Exclusive Right of Burial 317 to be signed, granting the transfer of the exclusive right of burial to those named on each transfer request.**
- 8 CCTV Update (Pages 515 - 548)**
- 9 Planters and Flowers for War Memorial (Pages 549 - 554)**
- 10 Contractor Involvement- Open spaces in Ledbury (Pages 555 - 578)**
- 11 Market House – Feasibility Study for Sit-on Stair-lift (Pages 579 – 586)**
- 12 Council Offices – Roofing Repair Works (Pages 587 – 590)**
- 13 Bye Street Public Toilets (Pages 591 – 594)**
- 14 New Gates for Storage Area, Ledbury Cemetery (Pages 595 – 597)**
- 15 Plaque for Cemetery Chapel (Pages 598 – 599)**
- 16 The Future of Ledbury Celebration (Pages 600 – 607)**
- 17 Planting Scheme for The Homend (Pages 608 – 609)**
- 18 Malvern Hills Correspondence (Page 610)
- Management Plan Review**

19 Working Parties

- 19.1 To receive and note the draft minutes of the meeting of the Events Working Party held on 1 February 2024. (Pages 611 - 614)**
- 19.2 To receive and note the draft minutes of the meeting of the Climate Change Working Party held on 7 February 2023. (Pages 615 – 619)**
- 19.3 To receive and note the minutes of John Masfield Memorial Working Party held on 29 November 2023 and the draft minutes of 21 February 2024. (Pages 620 – 633)**
- 19.4 To receive and note the notes of the Christmas Lights Task & Finish Group Meeting held on 22 January 2024. (Pages 634 - 636)**

20 Date of Next Meeting

The next meeting of the Environment and Leisure Committee is scheduled to take place on Thursday, 2 May 2024 in the Committee Room, Council Offices, Church Lane, Ledbury.

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

Agenda excluding confidential papers to:

Plus: The Press
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LEDBURY TOWN COUNCIL

ENVIRONMENT & LEISURE COMMITTEE	7 MARCH 2024	AGENDA ITEM NO. 3
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THE SEVEN PRINCIPLES OF PUBLIC LIFE

(NOLAN PRINCIPLES)

1. Selflessness

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

2. Integrity

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

3. Objectivity

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

4. Accountability

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

5. Openness

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

6. Honesty

Holders of public office should be truthful.

7. Leadership

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

LEDBURY TOWN COUNCIL

**MINUTES OF AN EXTRAORDINARY MEETING OF THE
ENVIRONMENT & LEISURE COMMITTEE
HELD ON 15 FEBRUARY 2024**

PRESENT: Councillors Bradford (Chair), l'Anson, McAll, Newsham and Sinclair

ALSO PRESENT: Julia Lawrence – Deputy Town Clerk

E89 APOLOGIES FOR ABSENCE

No apologies for absence were received.

E90 DECLARATIONS OF INTEREST

None received.

E91 THE NOLAN PRINCIPLES

RESOLVED:

That the Nolan Principles be received and noted.

E92 PUBLIC PARTICIPATION

No members of the public were present at the meeting.

**E93 TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF THE
MEETING OF THE ENVIRONMENT AND LEISURE COMMITTEE HELD ON
4 JANUARY 2024**

RESOLVED:

That the Minutes of the Meeting of the Environment & Leisure Committee held on 4 January 2024 be approved and signed as a correct record.

E94 TO REVIEW ACTION SHEETS

Members requested that the Action Sheets should be presented A3 size as the print within the packs was too small to read. It was agreed that the items shown in red marked "Complete" should be removed from the next Action Sheet.

The following actions were discussed:

E67 Members requested an update regarding the SLA for the October Funfair. The Deputy Clerk advised that this was with the Clerk to take back to the solicitors for amendment following the recent Task & Finish Group Meeting that was held to discuss the draft SLA.

- E75 The Deputy Clerk advised that a detailed report would be presented to the next Environment & Leisure Committee regarding CCTV, advising that there was no actual camera underneath the Market House.

Councillor l'Anson briefly informed the meeting that she had attended a virtual meeting with the Clerk concerning the future of CCTV concerning Hereford City Council withdrawing funds for the CCTV.

Members requested an update regarding the quarterly newsletter. The Deputy Clerk advised Members that this would be included within the report referred to above.

Councillor Bradford requested that a cost be sought to install a camera on the Methodist Church, Bye Street.

- E76.3 It was noted that the Contractor responsible for Dog Hill Wood did not have a ticket to work at height. Members considered that the Council may want to consider this for the future should anything need to be installed at height.

- E77 Maintaining the Walled Garden. The Deputy Clerk advised Members that this was already on the agenda for the meeting on 7 March 2024.

- E80.1 Christmas Lights. The Deputy Clerk advised Members that she and the Clerk were hoping to meet Christmas light contractors at the recent SLCC Conference but there had been no companies in attendance. It was noted that the existing contractor will be invited to quote.

RESOLVED:

That the Action Sheet be received and noted.

Councillor l'Anson left the meeting at 5.45pm.

E95 GARDEN OF REMEMBRANCE – LEDBURY CEMETERY

Members of the Environment & Leisure Committee considered the report noting that there was some urgency to appoint a contractor to install a new Garden of Remembrance as there were currently only two plots remaining in the existing Garden of Remembrance.

Members considered the proposals put forward and agreed unanimously to appoint Company 1 to undertake the works at a cost of £3,327.00 plus VAT.

RESOLVED:

That Members of the Environment & Leisure Committee unanimously agreed to award the contract to Company 1 to install a new Garden of Remembrance at Ledbury Cemetery, at a cost of £3,327.00 plus VAT and instruct Officers to appoint Company 1 so that works can commence as soon as possible.

E96 DATE OF NEXT MEETING

RESOLVED:

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

The meeting ended at 5.48pm.

Signed **Dated**
(Chair)

DRAFT

ENVIRONMENT AND LEISURE COMMITTEE

15.02.2024

Minute No.	Action	To be Actioned by	Date Actioned	Updates	Status
E64.1.6.	That a full breakdown of the costs for the 2024 HODs event be provided prior to discussing the proposed budget of £3,500	CDO	Mar-24	CDO is to arrange a Steering Group meeting to progress this. Meeting arranged for 5 March 2024.	Complete
E64.1.7.	That training be provided for volunteers at the HODs event prior to the 2024 event	CDO	Mar-24	CDO is to liaise with Al Braithwaite to contact local community groups and councillors to arrange a workshop on the history of heritage sites. Meeting arranged for 5 March 2024.	Complete
E67	October Funfair Service Level Agreement - That members requested that this item be taken to a Task and Finish Group for an in-depth review	TC	Mar-24	Meeting took place on 24 January (TC/DTC/Cllrs Chowns & McAll) to discuss the draft SLA. TC has forwarded amendments to solicitors for updating.	Complete
E73.2	That an article be included in the next Council Newsletter advising members of the public that the Town Council are Custodians of the War Memorial on behalf of the people of the town.	Officers	Mar-24	To be included within next Newsletter scheduled for March	In progress
E75.1	That the Deputy Clerk investigate if a new camera had been installed underneath the Market House.	DTC	Mar-24	The Deputy Clerk visited the CCTV Monitoring Centre on 6 February 2024 and will be submitting a detailed report following that visit which will be presented at the next E&L meeting in March.	Complete
E75.2	That more information be retrieved from the CCTV Monitoring Office including details on where all camera are located and their field of vision.				
E75.3	That the Deputy Clerk investigate why Ledbury Town Council no longer receive quarterly reports from the CCTV Monitoring Office.				
E75.4	That the CCTV Contract - Service Level Agreement report be accepted in principle subject to Ledbury Town Council receiving clarification regarding access to footage along with details on locations of all camera and the field of vision that they cover and that this be reported back to Full Council.				
E76.2	That should Herefordshire Council not continue with the provision of CCTV cameras at the Recreation Ground Ledbury Town Council investigate the cost to install a camera at Bye Street to be linked into the Hereford CCTV system.	TC		ON HOLD - Due to withdrawal of scheme by Hereford City Council.	On Hold
E76.3	That the Deputy Clerk check with the Council's contractor to establish whether he has an appropriate license for working at height to install a camera at Dog Hill Wood.	DTC	07-Mar-24	DTC has contacted the Contractor - a response is awaited. Confirmed that the contractor does not have a license to work at height.	Complete
E77	That a report be submitted to the next meeting of Environment & Leisure Committee providing a breakdown of the costs to Ledbury Town Council in respect of maintaining the Walled Garden and other walkways (i.e. Deer Park and New Mills) over the past 12 months.	DTC	07-Mar-24	Report to be submitted to the E&L meeting 7 March	Complete
E79.1	That a more detailed sketch of the Plaque for the Cemetery Chapel be provided at the next Committee Meeting to include option 2 but with an additional column including the number of years the person served at Ledbury Town Council.	DTC	07-Mar-24	DTC has contacted Calligrapher and a revised mock-up will be submitted to the E&L meeting in March. Calligrapher is now unable to proceed due to ill health. Alternative options to be put to E&L meeting in March	Ongoing
E79.2	That something similar to the red ink shown in the design be used, i.e. a dark red/burgundy colour.				
E80.1	RECOMMENDATION: That it be recommended to Full Council that quotes be obtained from Christmas Lights providers concentrating on the area from Top Cross to Bye Street, within the £15,000 budget, as follows: •5 verticals in the High Street; •Retain the string lights over the Almshouses, BBI, Market House and Council offices; •1 x overhead light from BBI to Spec Savers •1 x overhead light at Top Cross	TC/DTC	07-Mar-24	Meeting to be arranged with Christmas Light contractors. A meeting with Blachere has been arranged for 26 March 2024.	In progress
E81	That company 1 be appointed to carry out the EICR tests for the Council Offices, The Market House, and the Cemetery Chapel for the total cost of £610.00 + VAT.	DTC	Feb-24	Works being done on 29 February and 1 March 2024.	Complete
E84.1.3	That consideration be given to the competition being of trees of significance through the seasons.	CDO	Mar-24	CDO to address this at new Task & Finish Group for Great Big Green Week - date confirmed - 5 March.	Complete
E84.2.2	That the report presented by Professor John Whitlegg be submitted to a meeting of Traffic Management Working Party on 31 January 2024 for further consideration.	TC		The Traffic Management Working Party did not take place on 31 January. It will be presented at the next meeting to be scheduled for 27 March 2024.	Complete
E88	RECOMMENDATION: That Ledbury Town Council do not continue to make provision for burial services for new plots at Ledbury Cemetery at this stage.	TC/Councillors	Feb-24	Recommendation NOT agreed at Full Council. Further details to be provided at Parish Meeting on 15 February.	Complete

LEDBURY TOWN COUNCIL

ENVIRONMENT & LEISURE COMMITTEE	7 MARCH 2024	AGENDA ITEM: 8
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Report prepared by Julia Lawrence – Deputy Town Clerk

CCTV UPDATE

Purpose of Report

The purpose of this report is to share with Members of the Environment & Leisure Committee information regarding the Town's CCTV.

Detailed Information

At the last Environment & Leisure Committee Meeting held in November 2023, Members asked for clarification regarding the CCTV in Ledbury, being:

- 1) Confirmation on the number of CCTV cameras that are in Ledbury and their location;
- 2) The cameras field of vision;
- 3) Why Councillors cannot obtain information about footage;
- 4) Why the Council does not receive quarterly newsletters;
- 5) CCTV costs for Council Offices - Caroe & Partners to assist with listed building consent;
- 6) New CCTV camera outside the Methodist Church, Bye Street.

The Deputy Clerk attended the CCTV Monitoring Centre on Tuesday, 6 February 2024 and met with one of the CCTV Officers who was able to demonstrate in detail the CCTV cameras. Taking the above points in order as noted above:

1 Confirmation of the number of CCTV cameras in Ledbury and their location.

There are 5 cameras in Ledbury:

- ❖ 4 are PTZ cameras being "Pan Tilt Zoom" covering 360 degrees with an extensive range as demonstrated in the photographs below.
 - Spec Savers building on corner, covering Bye Street, Homend and part of the High Street.
 - Old Market Café building, covering High Street pavement, restricted view under Market House and view towards Almshouses.
 - Top Cross, covering Southend and High Street.
 - Walled Garden.
- ❖ 1 static camera located on the Council Offices which looks up Church Lane towards St Michaels.

2 The cameras field of vision

The images are recorded and stored for one month. The field of vision is excellent. For example, the camera on Spec Savers is able to zoom in on a car registration plate as far as Carey's, the old Gun Shop. The camera has the facility to zoom in even closer, capturing the image inside a vehicle if required, for example, is the driver was using a mobile phone which is not hands-free.

Please note that the images shown are predominantly for general information and for the benefit of Councillors who have not had the opportunity to visit the CCTV Monitoring Centre in Hereford and hopefully they will enable Members to understand the field of vision captured.

The three images below are from Spec Savers buildings – towards The Homend, down Bye Street and towards Top Cross.



The Homend



Bye Street



High Street, towards Top Cross

The next two images below are from the same camera above but zoomed in. The image below shows further up the Homend.



This image shows Top Cross when the recent utility works took place.



The images below show the camera on New Market House Café and Grill. As can be seen, the view under the Market House is restricted. There is no camera at ground level.



This image below shows the pavement running up the High Street towards Top Cross. To give an idea of zooming in, note the sign below circled in red.



Here's the sign, circled above in red, and it's still not fully zoomed in either.



As noted above, the cameras have 360 degrees and again, the image below taken from the New Market House Café and Grill camera, shows the view up Church Street.



This view taken again from the New Market House Café and Grill shows the Almshouses.



The camera below is at Top Cross looking towards the Market House and beyond.



Zoom in a little more – notice the scaffolding shown ringed in red in the photograph below.



And here's that scaffolding referred to above.



The photograph below shows The Southend, again taken from Top Cross.



The image below is showing Church Lane, from the static camera on the Council offices.



These images are from the camera in the Walled Garden



This view shows the footpath running in front of St Michaels.



Please note that none of the images shown above show the full extent of the field of vision.

3 Why Councillors cannot obtain information about footage

The above question was put to Debbie Turner, CCTV Compliance Manager, and her response was as follows:

“The first question I would ask is why do the Councillors wish to see the footage? Is it as a result of a crime? Who investigates crime? The Police.

So a crime has taken place, I provide footage to a Councillor who believes they recognise Joe Bloggs as the offender. That Councillor then either goes on social media or tells someone who the “offender” is etc, or even worse tackles the “offender” about their crime. This causes a number of issues – mainly it interferes with a crime investigation, there may already have been an open and active investigation on the “offender”, they may have identified the wrong person, there are a number of things that are wrong with this under data protection.

When I’ve been asked previously I’ve said no, and this is why it has then gone to the local policing team as they are the investigating authority and as such are the ones that should they wish to share the images in the interest of the investigation only they will.

I have attached the governments Surveillance Camera Code of practice. Section 7 goes into details about disclosure of images.

I must also remind you that a public authority system is governed much, much more than a domestic system”.

A copy of the Government’s Surveillance Camera Code of Practice can be found at Appendix A.

4 Why the Council does not receive quarterly newsletters.

This question was put to the CCTV Compliance Manager, who confirmed that whilst the Annual Report had only recently been issued (*E & L Committee Meeting on 4 January 2024 - Item 7*), she found it disappointing that no one at all had given her any feedback. Due to her departure from the Council in March, the CCTV Compliance Manager has confirmed that it will be down to her predecessor to determine how the newsletter is to be approached in the future.

5 CCTV Costs for Ledbury Town Council Offices

Members will note that as detailed in the CCTV Update Report (Item No 8) at the 4 January 2024 meeting, costs were awaited from Caroe & Partners to assist in the listed building consent process in order that new CCTV could be installed at the Council Offices. At the time, the costs were awaited.

Caroe & Partners have now confirmed that their fee for the preparation and submission of a Listed Building Consent application for a new CCTV installation, internally throughout much of the ground floor, the Painted Room to the first floor and externally to the rear elevation of the offices in Church Street, would be a fixed fee of £1,500.00 plus VAT.

If appointed, Caroe & Partner would carry out the following work:

- 1) Prepare and submit all documents required for registration of a Listed Building Consent application, submitted via Herefordshire Council’s on-line planning portal, on behalf of Ledbury Town Council.
- 2) This would include existing and proposed plans showing CCTV camera and workstation positions; cable routes and types, fixings to existing fabric, and information about the proposed cameras based on the quotation which you have provided.
- 3) Photographic or drawn external rear elevation showing the proposed CCTV camera position and cable route.
- 4) A simple heritage impact assessment, including a statement of need for the CCTV installation.
- 5) Liaison with Herefordshire Council planning department to confirm whether a planning application is also needed, and submission of an application, if required.

Please note that should any further work be required, such as the provision of further information, if required by Herefordshire Council following registration, then Caroe & Partners would charge for this in addition, in accordance with their current standard tender documents, charged at their current hourly rates.

Their tender excludes all expenses and disbursements such as application fees payable to Herefordshire Council or maps which may be required, and which would be charged in addition.

6 New CCTV Camera outside the Methodist Church, Bye Street

Officers contacted the CCTV Compliance Manager on 20 February 2024 to ask if a new CCTV camera could be installed on the building of the Methodist Church, Bye Street subject to receiving the necessary costs. A response to that email request is awaited.

Recommendations

- 1 That Members of the Environment and Leisure Committee receive and note the contents of this report.
- 2 That Members approve the fixed fee of £1,500.00 plus VAT, presented by Caroe & Partners to undertake works for a Listed Building Consent for a new CCTV system at the Council Offices.
- 3 Subject to approval of the above, Officers be instructed to appoint Caroe & Partners to proceed in respect of the CCTV system in the Council offices.



Home Office

Surveillance Camera Code of Practice

First Published June 2013

Amended November 2021

Paper to lie before both Houses of Parliament for 40 days during which time either House may resolve that the updated Code be not issued.

Surveillance Camera Code of Practice

Presented to Parliament Pursuant to Section 31 (3)
of the Protection of Freedoms Act 2012

November 2021



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4 Surveillance Camera Code of Practice

Introduction and overview

Definitions

1. In this code:

- “HRA 1998” means the Human Rights Act 1998.
- “RIPA 2000” means the Regulation of Investigatory Powers Act 2000.
- “EA 2010” means the Equality Act 2010.
- “PoFA 2012” means the Protection of Freedoms Act 2012.
- “IPA 2016” means the Investigatory Powers Act 2016.
- “DPA 2018” means the Data Protection Act 2018.
- “Data protection legislation” means DPA 2018 and the UK General Data Protection Regulation.
- “ECHR” means the European Convention on Human Rights.
- “Overt surveillance” means any use of surveillance for which authority does not fall under RIPA 2000.
- “Public place” has the meaning given by Section 16(b) of the Public Order Act 1986 and is taken to include any highway and any place to which at the material time the public or any section of the public has access, on payment or otherwise, as of right or by virtue of express or implied permission.
- “Relevant authority” has the meaning given by Section 33(5) of PoFA 2012.
- “Surveillance camera systems” has the meaning given by Section 29(6) of PoFA 2012 and is taken to include: (a) closed circuit television (CCTV) or automatic number plate recognition (ANPR) systems; (b) any other systems for recording or viewing visual images for surveillance purposes; (c) any systems for storing, receiving, transmitting, processing or checking the images or information obtained by (a) or (b); (d) any other systems associated with, or otherwise connected with (a), (b) or (c)¹.
- “System Operator” – person or persons that take a decision to deploy a surveillance camera system, and/or are responsible for defining its purpose, and/or are responsible for the control of the use or processing of images or other information obtained by virtue of such system.
- “System User” – person or persons who may be employed or contracted by the system operator who have access to live or recorded images or other information obtained by virtue of such system.
- “Commissioner” is the role undertaken by the Surveillance Camera Commissioner, as set out in PoFA 2012. To encourage compliance with this code, it is the function of

¹ Excludes any camera system with relevant type approval of a prescribed device under Section 20 of the Road Traffic Offenders Act 1988 used exclusively for enforcement purposes, which captures and retains an image only when the relevant offence is detected and with no capability to be used for any surveillance purpose. For example, for the enforcement of speeding offences.

the Commissioner to provide information and advice on all matters within this code relevant to surveillance camera systems².

² The Commissioner's functions are set out in Section 34(2) of the 2012 Act: a) Encouraging compliance with the surveillance camera code; b) Reviewing operation of the code, and c) Providing advice about the code.

Background

2. This code of practice is issued by the Secretary of State under Sections 29 to 31 of PoFA 2012. It provides guidance on the appropriate and effective use of surveillance camera systems by relevant authorities (as defined by Section 33(5) of PoFA 2012) in England and Wales who must, under Section 33(1) of PoFA 2012, have regard to the code when exercising any functions to which the code relates. Other operators and users of surveillance camera systems in England and Wales are encouraged to adopt the code voluntarily. It is a significant step in the ongoing process of delivering the government's commitment to the 'further regulation of CCTV' which it believes is a task that is best managed in gradual and incremental stages. As understanding and application of the code increases the government may consider including other bodies as relevant authorities who will have to have regard to the code.

Purpose of the code

3. This code covers technology systems that are associated with, or otherwise connected with, surveillance cameras. Modern and ever-advancing surveillance camera technology provides increasing potential for the gathering and use of images and associated information. These advances vastly increase the ability and capacity to capture, store, share and analyse images, information and data. Advancements in sensor technology and artificial intelligence are developing at an ever-increasing pace, as is the ability to integrate these technologies with surveillance cameras. The overarching purpose of this code is to enable operators of surveillance camera systems to make legitimate use of available technology in a way that the public would rightly expect and to a standard that maintains public trust and confidence.
4. Surveillance camera systems are deployed extensively within England and Wales, and these systems form part of a complex landscape of ownership, operation and accountability. Where used appropriately, these systems are valuable tools which contribute to public safety and security, and in protecting both people and property.
5. The government is fully supportive of the use of overt surveillance camera systems in a public place whenever that use is: in pursuit of a legitimate aim; necessary to meet a pressing need; proportionate; effective, and compliant with any relevant legal obligations. It is the way in which technology is used that is potentially intrusive rather than the technology itself and therefore a decision to use any surveillance camera technology must be articulated clearly, documented as to the stated purpose for any deployment and be transparent, with the community being informed as to the nature of the surveillance activity being conducted and the justification for it taking place. The technical design solution for such a deployment should be proportionate to the stated purpose rather than driven by the availability of funding or technological innovation. Decisions as to the most appropriate technology should always consider the potential to meet the stated purpose without unnecessary interference with human rights; and any deployment should not continue for longer than necessary.
6. This code identifies clear standards and good practice without being prescriptive about the detail of how the guiding principles must be followed, or about any specific operational, technical or competency measures which a system operator should follow. This is to ensure it does not stifle innovation or fail to retain currency in an arena where technology and professional practice is expected to continue evolving.

Scope of surveillance activity to which this code applies

7. The code applies to the use of surveillance camera systems as defined by Section 29(6) of PoFA 2012 that operate in public places in England and Wales, regardless of whether there is any live viewing or recording of images or information or associated data. Covert surveillance by public authorities (as defined in Part II of RIPA 2000) is not covered by this code but is regulated by RIPA 2000.

Effect of the Code

8. By virtue of Section 33(1) of PoFA 2012, a relevant authority is under a duty to have regard to this code when, in exercising any of its functions, it considers that the future deployment or continued deployment of overt surveillance camera systems to observe public places may be appropriate. This can include the operation or use of any surveillance camera systems, or the use or processing of images or other information obtained by virtue of such systems. "Having regard" to statutory guidance means that relevant authorities should take statutory guidance into account and if they decided to depart from it, they would have to have and give clear reasons for doing so³. It is a legitimate public expectation of relevant authorities that they are able to demonstrate how they have had regard to this code.
9. The duty to have regard to this code also applies when a relevant authority uses a third party to discharge relevant functions covered by this code and where it enters into partnership arrangements.
10. The duty to have regard does not extend to such third-party service providers or partners unless they themselves are a relevant authority. Contractual provisions or memoranda of understanding agreed after this code comes into effect with such third party service providers or partners must ensure that contractors are obliged by the terms of the contract to have regard to the code when exercising functions to which the code relates.
11. When used as part of civil traffic enforcement arrangements, the primary purpose of any surveillance camera system must be the safe and efficient operation of the road network by deterring motorists from contravening parking or road traffic restrictions. Any proposal to impose surveillance camera requirements as part of the conditions attached to a licence or certificate is likely to give rise to concerns about the proportionality of such an approach and will require an appropriately strong justification and must be kept under regular review. Applications in relation to licensed premises and vehicles must consider the circumstances surrounding that application and whether a requirement to have a surveillance camera system is appropriate in that case. Where there is any conflict between this code and the legislation relevant to civil enforcement functions (including any secondary legislation made or statutory guidance issued) that legislation shall apply.
12. A failure on the part of any person to act in accordance with any provision of this code does not of itself make that person liable to criminal or civil proceedings. This code is, however, admissible in evidence in criminal or civil proceedings, and a court or tribunal may take into account a failure by a relevant authority to have regard to the code in determining a question in any such proceedings.
13. Other operators of surveillance camera systems who are not defined as relevant authorities are encouraged to adopt this code and its guiding principles voluntarily and

³ R. (on the application of London Oratory School Governors) v Schools Adjudicator [2015]. See also R (Munjaz) v Mersey Care NHS Trust [2006]

make a public commitment to doing so. Such system operators do not have to have regard to this code but it is still considered best practice.

Overview

14. The starting point for a system operator in achieving the most appropriate balance between public protection and individual human rights is to adopt a single set of guiding principles that are applicable to all surveillance camera systems in public places. Following these guiding principles allows a system operator to establish a clear rationale for any overt surveillance camera deployment in public places and to run any such system effectively, which helps ensure compliance with other legal duties.
15. To achieve this, the code sets out 12 guiding principles that should apply to all surveillance camera systems in public places. These guiding principles draw together good practice and existing legal obligations to create a regulatory framework which can be understood by system operators and the public alike. The Commissioner can provide information and advice in how the principles can be applied in various situations.
16. The guiding principles can be applied to numerous variations in circumstances, including changes in technology and should enable a system operator to reach informed and appropriate decisions when considering either the development or use of surveillance camera systems or the use or processing of images, information or data obtained by virtue of such systems. However, relevant authorities are encouraged to seek advice from the Commissioner and other regulators⁴, before any trial or pilot of new technology is undertaken in a public place.

⁴ Where this is a forensic science activity over which the Forensic Science Regulator has oversight, the Forensic Science Code of Practice applies.

Guiding Principles

System operators should adopt the following 12 guiding principles:

1. Use of a surveillance camera system must always be for a specified purpose which is in pursuit of a legitimate aim and necessary to meet an identified pressing need.
2. The user of a surveillance camera system must take into account its effect on individuals and their privacy, with regular reviews to ensure its use remains justified.
3. There must be as much transparency in the use of a surveillance camera system as possible, including a published contact point for access to information and complaints.
4. There must be clear responsibility and accountability for all surveillance camera system activities including images and information collected, held and used.
5. Clear rules, policies and procedures must be in place before a surveillance camera system is used, and these must be communicated to all who need to comply with them.
6. No more images and information should be stored than that which is strictly required for the stated purpose of a surveillance camera system, and such images and information should be deleted once their purposes have been discharged.
7. Access to retained images and information should be restricted and there must be clearly defined rules on who can gain access and for what purpose such access is granted; the disclosure of images and information should only take place when it is necessary for such a purpose or for law enforcement purposes.
8. Surveillance camera system operators should consider any approved operational, technical and competency standards relevant to a system and its purpose and work to meet and maintain those standards.
9. Surveillance camera system images and information should be subject to appropriate security measures to safeguard against unauthorised access and use.
10. There should be effective review and audit mechanisms to ensure legal requirements, policies and standards are complied with in practice, and regular reports should be published.
11. When the use of a surveillance camera system is in pursuit of a legitimate aim, and there is a pressing need for its use, it should then be used in the most effective way to support public safety and law enforcement with the aim of processing images and information of evidential value.
12. Any information used to support a surveillance camera system which compares against a reference database for matching purposes should be accurate and kept up to date.

Principle 1 – Use of a surveillance camera system must always be for a specified purpose which is in pursuit of a legitimate aim and necessary to meet an identified pressing need.

- 1.1 Surveillance camera systems operating in public places must always have a clearly defined purpose or purposes in pursuit of a legitimate aim and be necessary to address a pressing need (or needs). Such a legitimate aim and pressing need include national security, public safety, the economic well-being of the country, the prevention of disorder or crime, the protection of health or morals, or the protection of the rights and freedoms of others. That purpose (or purposes) should be capable of translation into clearly articulated objectives against which the ongoing requirement for operation or use of the systems and any images or other information obtained can be assessed.
- 1.2 In assessing whether a system will meet its objectives, and in designing the appropriate technological solution to do so, a system operator should always consider the requirements of the end user of the images, particularly where the objective can be characterised as the prevention, detection and investigation of crime and the end user is likely to be the police and the criminal justice system.
- 1.3 A surveillance camera system should only be used in a public place for the specific purpose or purposes it was established to address. It should not be used for other purposes that would not have justified its establishment in the first place. Any proposed extension to the purposes for which a system was established and images and information are collected should be subject to consultation before any decision is taken. When using surveillance systems, you can only use the personal data for a new purpose if either this is compatible with your original purpose, you get consent from individuals, or you have a clear obligation or function set out in law

Principle 2 – The user of a surveillance camera system must take into account its effect on individuals and their privacy, with regular reviews to ensure its use remains justified.

- 2.1 HRA 1998 gave further effect in UK law to the rights set out in the ECHR. Some of these rights are absolute, while others are qualified or limited, meaning that it is permissible for the state to interfere with those rights if certain conditions are satisfied and the interference is proportionate. The use of surveillance cameras in public spaces places and selected sites could have the potential to impact on human rights including:
 - the right to respect for private and family life (Article 8);
 - freedom of thought, conscience and religion (Article 9);
 - freedom of expression (Article 10);
 - freedom of assembly and association (Article 11); and
 - protection from discrimination (Article 14).
- 2.2 The right to respect for private and family life set out in Article 8 of the ECHR enshrines in law a long held freedom enjoyed in England and Wales. People do, however, have varying and subjective expectations of privacy with one of the variables being situational. Deploying surveillance camera systems in public places where there is a particularly high expectation of privacy should only be

done to address a particularly serious problem that cannot be addressed by less intrusive means. Such deployment should be subject to regular review, at least annually, to ensure it remains necessary.

- 2.3 Any proposed deployment that also includes audio recording in a public place is likely to require a strong justification of necessity to establish its proportionality. There is a strong presumption that a surveillance camera system must not be used to record conversations as this is highly intrusive and unlikely to be justified.
- 2.4 Any use of facial recognition or other biometric characteristic recognition systems needs to be clearly justified and proportionate in meeting the stated purpose, and be suitably validated. It should always involve human intervention before decisions are taken that affect an individual adversely.
- 2.5 This principle points to the need for a data protection impact assessment (DPIA) to be undertaken whenever the development or review of a surveillance camera system is being considered to ensure that the purpose of the system is and remains justifiable, there is consultation with those most likely to be affected, and the impact on their privacy is assessed and any appropriate safeguards can be put in place. Where such an assessment follows a formal and documented process, such processes help to ensure that sound decisions are reached on implementation and on any necessary measures to safeguard against disproportionate interference with privacy.
- 2.6 A DPIA also helps assure compliance with obligations as data controller under the data protection legislation⁵. Comprehensive guidance on undertaking a DPIA is available from the ICO. In the case of a public authority, this also demonstrates that both the necessity and extent of any interference with Article 8 and other individual rights has been considered. Relevant authorities should satisfy themselves that a surveillance camera system does not produce unacceptable bias on any relevant ground or characteristic of the individuals whose images might reasonably be expected to be captured by it and operators should take particular account of the Public Sector Equality Duty⁶.

Principle 3 – There must be as much transparency in the use of a surveillance camera system as possible, including a published contact point for access to information and complaints.

- 3.1 People in public places should normally be made aware whenever they are being monitored by a surveillance camera system, who is undertaking the activity and the purpose for which the associated information is to be used. This is an integral part of overt surveillance and is already a legal obligation under DPA 2018. Furthermore, such transparency supports and informs the public and forms part of the wider democratic accountability of surveillance by relevant authorities.
- 3.2 Responsible and legitimate surveillance is dependent upon transparency and accountability on the part of a system operator. The provision of information is the first step in transparency and is also a key mechanism of accountability. In the development or review of any surveillance camera system, proportionate consultation and engagement with the public and partners (including the police) will be an important part of assessing whether there is a legitimate aim and a

⁵ Article 35 of the GDPR and Section 64 of DPA 2018.

⁶ s149 of EA 2010.

pressing need, and whether the system itself is a proportionate response. Such consultation and engagement also provide an opportunity to identify any concerns and modify the proposition to strike the most appropriate balance between public protection and individual privacy.

- 3.3 This means ensuring effective engagement with representatives of those affected and in particular where the measure may have a disproportionate impact on a particular community. It is important that consultation is meaningful and undertaken at a stage when there is a realistic prospect of influencing developments.
- 3.4 System operators should be proactive in the provision of regularly published information about the purpose, operation and effect of a system. This is consistent with the government's commitment to greater transparency on the part of public bodies.
- 3.5 In addition to the proactive publication of information about the stated purpose of a surveillance camera system, good practice includes considering the publication of information on the procedures and safeguards in place, impact assessments undertaken, performance statistics and other management information and any reviews or audits undertaken. Public authorities should consider including this information as part of their publication schemes under the Freedom of Information Act 2000.
- 3.6 This is not to imply that the exact location of surveillance cameras should always be disclosed if to do so would defeat the justified purpose identified under Principle 1.
- 3.7 A system operator should have an effective procedure for handling concerns and complaints from individuals and organisations about the use of surveillance camera systems. Information about complaints procedures should be made readily available to the public. Where a complaint is made and the complainant not satisfied with the response, there should be an internal review mechanism in place using a person not involved in handling the initial complaint. Complaints must be handled in a timely fashion and complainants given an indication of how long a complaint may take to handle at the outset.
- 3.8 Information should be provided to the complainant about any regulatory bodies who may have jurisdiction in that case such as the Information Commissioner or the Investigatory Powers Tribunal.
- 3.9 Where a complaint or other information comes to the attention of a relevant authority or other system operator that indicates criminal offences may have been committed in relation to a surveillance camera system, then these matters should be referred to the appropriate body, such as the police, the Independent Office for Police Conduct or the ICO for any offences under data protection legislation.
- 3.10 In line with government commitment towards greater transparency on the part of public authorities, a system operator should publish statistical information about the number and nature of complaints received and how these have been resolved on an annual basis at least.
- 3.11 The government's further commitment to 'open data' means that public authorities should consider making information available in reusable form so others can develop services based on this data. This would extend to information about surveillance camera systems.

- 3.12 The Commissioner has no statutory role in relation to the investigation and resolution of complaints. System operators should, however, be prepared to share information about the nature of complaints with the Commissioner on an ad hoc, and where appropriate, anonymised basis to assist in any review of the operation of this code.

Principle 4 – There must be clear responsibility and accountability for all surveillance camera system activities including images and information collected, held and used.

- 4.1 People considering the need to develop a surveillance camera system should give due consideration to the establishment of proper governance arrangements. There must be clear responsibility and accountability for such a system. It is good practice to have a designated individual responsible for the development and operation of a surveillance camera system, for ensuring there is appropriate consultation and transparency over its purpose, deployment and for reviewing how effectively it meets its purpose.
- 4.2 Where a system is jointly owned or jointly operated, the governance and accountability arrangements should be agreed between the partners and documented so that each of the partner organisations has clear responsibilities, with clarity over obligations and expectations and procedures for the resolution of any differences between the parties or changes of circumstance. Further guidance on this is available from the ICO.
- 4.3 A surveillance camera system may be used for more than one legitimate purpose. For example, one purpose might be crime prevention and detection, and another traffic management. Responsibility for each purpose may rest within different elements of a system operator's management structure but overall accountability for ensuring effective governance arrangements and facilitating effective joint working, review and audit, decision making and public engagement sits with the operator.

Principle 5 – Clear rules, policies and procedures must be in place before a surveillance camera system is used, and these must be communicated to all who need to comply with them.

- 5.1 There are significant benefits in having clear policies and procedures for the operation of any surveillance camera system. Where the operator is a relevant authority, their published policies will form part of the body of law under which they operate. Publishing and reviewing their policies and procedures will aid the effective management and use of a surveillance camera system and ensure that any legal obligations affecting the use of such a system are addressed.
- 5.2 A surveillance camera system operator is encouraged to follow a quality management system as a major step forward in controlling and improving their key processes. Where this is done through certification against a quality management standard, it can provide a robust operating environment with the additional benefit of reassurance for the public that the system is operated responsibly and effectively, and the likelihood of any breach of individual privacy is greatly reduced.

- 5.3 It is good practice that the communication of rules, policies and procedures should be done as part of the induction and ongoing professional training and development of all system users. This should maximise the likelihood of compliance by ensuring system users are competent, have relevant skills and training on the operational, technical and privacy considerations and fully understand the policies and procedures. It is a requirement of the data protection legislation that organisations ensure the reliability of staff having access to personal data, including images and information obtained by surveillance camera systems.
- 5.4 Wherever there are occupational standards available which are relevant to the roles and responsibilities of their system users, a systems operator should consider the benefits and any statutory requirements associated with such occupational standards.
- 5.5 The Commissioner will provide advice and guidance on relevant quality management and occupational competency standards.
- 5.6 Wherever a surveillance camera system covers public space, a system operator should be aware of the statutory licensing requirements of the Private Security Industry Act 2001. Under these requirements, the Security Industry Authority (SIA) is charged with licensing individuals working in specific sectors of the private security industry. A public space surveillance (CCTV) licence is required when operatives are supplied under a contract for services even where that service is provided by a relevant authority. The SIA can provide more information about licencing requirements.
- 5.7 SIA licensing is dependent upon evidence that an individual is fit and proper to fulfil the role, and evidence of their ability to fulfil a role effectively and safely with the right skills and knowledge. There are various relevant qualifications available, and training to attain these is delivered by a range of different accredited providers.
- 5.8 Even where there is no statutory licensing requirement, it is good practice for a system operator to ensure that all staff who either manage or use a surveillance camera system, or use or process the images and information obtained by virtue of such systems have the necessary skills and knowledge.

Principle 6 – No more images and information should be stored than that which is strictly required for the stated purpose of a surveillance camera system, and such images and information should be deleted once their purposes have been discharged.

- 6.1 Images and information obtained from a surveillance camera system should not be retained for longer than necessary to fulfil the purpose for which they were obtained in the first place. This is also a requirement of data protection legislation and further guidance on this is available from the ICO.
- 6.2 The retention period for different surveillance camera systems will vary due to the purpose for the system and how long images and other information need to be retained so as to serve its intended purpose. It is not, therefore, possible to be prescriptive about maximum or minimum periods. Initial retention periods should be reviewed by a system operator and reset in the light of experience. A

proportionate approach should always be used to inform retention periods, and these should not be based upon infrequent exceptional cases.

- 6.3 Although images and other information should not be kept for longer than necessary to meet the purposes for recording them, on occasions, a system operator may need to retain images for a longer period, for example where a law enforcement body is investigating a crime, to give them the opportunity to view the images as part of an active investigation.

Principle 7 – Access to retained images and information should be restricted and there must be clearly defined rules on who can gain access and for what purpose such access is granted; the disclosure of images and information should only take place when it is necessary for such a purpose or for law enforcement purposes.

- 7.1 The sharing of images and other information obtained from a surveillance camera system must be controlled and consistent with the stated purpose for which the system was established. Disclosure of images or information may be appropriate where data protection legislation makes exemptions which allow it, provided that the applicable requirements of the data protection legislation are met, or where permitted by other legislation such as the Counter Terrorism Act 2008. These exemptions include where non-disclosure would be likely to prejudice the prevention and detection of crime, and for national security purposes. Where a system operator declines a request for disclosure from a law enforcement agency, there is provision under Section 9 of and Schedule 1 to the Police and Criminal Evidence Act 1984 to seek a production order from a magistrate.
- 7.2 There may be other limited occasions when disclosure of images to another third party, such as a person whose property has been damaged, may be appropriate. Such requests for images or information should be approached with care and in accordance with the data protection legislation, as a wide disclosure may be an unfair intrusion into the privacy of the individuals concerned.
- 7.3 A system operator should have clear policies and guidelines in place to deal with any requests that are received. In particular:
 - Arrangements should be in place to restrict disclosure of images in a way consistent with the purpose for establishing the system.
 - Where images are disclosed, consideration should be given to whether images that may identify individuals need to be obscured to prevent unwarranted identification.
 - Those that may handle requests for disclosure should have clear guidance on the circumstances in which disclosure is appropriate.
 - The method of disclosing images should be secure to ensure they are only seen by the intended recipient.
 - Appropriate records should be maintained.
- 7.4 Judgements about disclosure should be made by a system operator. They have discretion to refuse any request for information unless there is an overriding legal obligation such as a court order or information access rights. Once they have disclosed an image to another body, such as the police, then the recipient becomes responsible for their copy of that image. If the recipient is a relevant

authority, it is then the recipient's responsibility to have regard to this code of practice and to comply with any other legal obligations such as data protection legislation and HRA 1998 in relation to any further disclosures.

- 7.5 Individuals can request images and information about themselves through a subject access request under the relevant part of the data protection legislation. Detailed guidance on this and matters such as when to withhold or obscure images of third parties caught in images is included in guidance issued by the ICO.
- 7.6 Requests for information from public bodies may be made under the Freedom of Information Act 2000. The ICO also produces detailed guidance on these obligations.

Principle 8 – Surveillance camera system operators should consider any approved operational, technical and competency standards relevant to a system and its purpose and work to meet and maintain those standards.

- 8.1 Approved standards may apply to the system functionality, the installation and the operation and maintenance of a surveillance camera system. These are usually focused on typical CCTV installations, however there may be additional standards applicable where the

system has specific advanced capability such as ANPR, video analytics or facial recognition systems, or where there is a specific deployment scenario, for example the use of bodyworn video recorders.

- 8.2 Approved standards are available to inform good practice for the operation of surveillance camera systems, including those developed domestically by the British Standards Institute, at a European level by the Comité Européen de Normalisation Électrotechnique or at a global level by the International Electrotechnical Commission.
- 8.3 A system operator should consider any approved standards which appear relevant to the effective application of technology to meet the purpose of their system and take steps to secure certification against those standards. Such certification is likely to involve assessment by an independent certification body⁷. This has benefits for a system operator in that the effectiveness of a system is likely to be assured and in demonstrating to the public that suitable standards are in place and being followed.

Principle 9 – Surveillance camera system images and information should be subject to appropriate security measures to safeguard against unauthorised access and use.

- 9.1 Putting effective security safeguards in place helps ensure the integrity of images and information should they be necessary for use as evidence in legal

⁷ For instance, the Commissioner's third-party certification scheme. A current list of recommended standards for consideration by a system owner and operator is maintained and made available by the Commissioner. Such a list will provide detailed guidance on suitable standards and the bodies that can accredit performance against such standards.

proceedings. This also helps to foster public confidence in system operators and how they approach the handling of images and information.

- 9.2 Under the data protection legislation, those operating surveillance camera systems or who use or process images and information obtained by such systems must have a clearly defined policy to control how images and information are stored and who has access to them. The use or processing of images and information should be consistent with the purpose for deployment, and images should only be used for the stated purpose for which collected.
- 9.3 Security extends to technical and organisational security, including cyber and physical security. There need to be measures in place to ensure appropriate security of the data and guard against unauthorised use, access or disclosure. The ICO publishes helpful guidance on achieving this in practice.

Principle 10 – There should be effective review and audit mechanisms to ensure legal requirements, policies and standards are complied with in practice, and regular reports should be published.

- 10.1 A system operator should, as a matter of good governance, review and audit the continued use of a surveillance camera system on a regular basis, at least annually, together with relevant policies to ensure their system remains necessary, proportionate and effective in meeting its stated purpose(s).
- 10.2 As part of the regular review of the necessity, proportionality and effectiveness of a surveillance camera system, a system operator should assess whether the location of cameras remains justified in meeting the stated purpose and whether there is a case for removal or relocation.
- 10.3 In reviewing the continued use of a surveillance camera system, a system operator should consider undertaking an evaluation to enable comparison with alternative interventions with less risk of invading individual privacy, and different models of operation (to establish for example any requirement for 24 hour monitoring). In doing so, there should be consideration of an assessment of the future resource requirements for meeting running costs, including staffing, maintenance, and repair.
- 10.4 A system operator should make a summary of such a review available publicly as part of the transparency and accountability for the use and consequences of its operation.

Principle 11 – When the use of a surveillance camera system is in pursuit of a legitimate aim, and there is a pressing need for its use, it should then be used in the most effective way to support public safety and law enforcement with the aim of processing images and information of evidential value.

- 11.1 The effectiveness of a surveillance camera system will be dependent upon its capability to capture, process, analyse and store images and information at a quality which is suitable for its intended purpose. Wherever the system is used for a law enforcement purpose, it must be capable through processes, procedures and training of system users, of delivering images and information that is of

evidential value to the criminal justice system. Otherwise, the end user of the images, who are likely to be the police or a law enforcement agency, will not be able to play their part effectively in meeting the intended purpose of the system – it may be difficult for an operator to argue that their purpose is to detect crime if the quality of the images produced is inadequate to support that purpose.

11.2 It is important that there are effective safeguards in place to ensure the forensic integrity of recorded images and information and its usefulness for the purpose for which it is intended to be used. Recorded material should be stored in a way that maintains the integrity of the image and information, with particular importance attached to ensuring that meta data (e.g. time, date and location) is recorded reliably, and compression of data does not reduce its quality to an extent that it is no longer suitable for its intended purpose. This is to ensure that the rights of individuals recorded by a surveillance camera system are protected and that the material can be used as evidence in court. To do this, the medium on which the images and information are stored will be important, and access must be restricted. A record should be kept as an audit trail of how images and information are handled if they are likely to be used as exhibits for the purpose of criminal proceedings in court. Once there is no longer a clearly justifiable reason to retain the recorded images and information, they should be deleted.

11.3 It is important that digital images and other related information can similarly be shared with ease with appropriate agencies if this is envisaged when establishing a system. If this interoperability cannot be readily achieved, it may undermine the purpose for deploying the system

11.4 It is therefore essential that any digital images and information likely to be shared lawfully with other agencies and the criminal justice system are in a data format that is interoperable and can be readily exported, and then stored and analysed without any loss of forensic integrity. In particular:

- A system user should be able to export images and information from a surveillance camera system when requested.
- The export of images and information should be possible without interrupting the operation of the system.
- The exported images and information should be in a format which is interoperable and can be readily accessed and replayed.

Principle 12 – Any information used to support a surveillance camera system which compares against a reference database for matching purposes should be accurate and kept up to date.

12.1 Any use of technologies such as ANPR or facial recognition systems which may rely on the accuracy of information generated elsewhere, such as databases provided by others, should not be introduced without regular assessment to ensure the underlying data is fit for purpose.

12.2 A system operator should have a clear policy to determine the inclusion of a vehicle registration number or a known individual's details on the reference database associated with such technology. A system operator should ensure that reference data is not retained for longer than necessary to fulfil the purpose for which it was originally added to a database.

12.3 When using a surveillance camera system for live facial recognition (LFR) purposes to find people on a watchlist, chief police officers should:

- set out and publish (a) the categories of people to be included on a watchlist and (b) the criteria that will be used in determining when and where to deploy LFR, having regard to the need only to do so for a lawful policing purpose;
- ensure that any biometric data that does not produce an alert against someone on the watchlist by the LFR system is deleted instantaneously or near-instantaneously;
- have regard to the Public Sector Equality Duty, in particular taking account of any potential adverse impact that the LFR algorithm may have on members of protected groups;
- establish an authorisation process for LFR deployments and identify the criteria by which officers are empowered to issue LFR deployment authorisations.

LEDBURY TOWN COUNCIL

ENVIRONMENT & LEISURE COMMITTEE	7 MARCH 2024	AGENDA ITEM: 9
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Report prepared by Julia Lawrence – Deputy Town Clerk

PLANTERS AND FLOWERS FOR WAR MEMORIAL

Purpose of Report

The purpose of this report is to update Members of the Environment & Leisure Committee regarding previous proposals presented for new planters near to the War Memorial and to seek opinions for flowers to be displayed in the stone pots around the War Memorial.

Detailed Information

1 Planters near to the War Memorial

Members of the Environment & Leisure Committee will recall that a report was presented at their meeting on 7 September 2023 (Item No. 8) seeking opinions on proposals that had been presented by a member of the public for the provision of four guard posts and new planters. The report at that time gave reasons why four guard posts could not be pursued and it was agreed that the proposals for new planters would be revisited once works for the War Memorial had been completed.

Please refer to Appendix A which shows an exchange of correspondence between the Mayor and the member of public, and which also sets out the proposed ideas for new planters and the repositioning of the existing benches. As can be seen by the Mayor's letter, the Mayor is proposing that an invitation is extended to Ledbury's Men's Shed who could possibly produce new wooden 'log cabin style' planters for the Council. Appendix A is a plan showing the proposed new layout once new planters are in place, together with the repositioning of the existing benches.

As noted in the member of public's note, he is referring to grey 'fibre glass' style planters as being an alternative choice.

2 Flowers in the Stone Pots around the War Memorial

A member of the public has suggested that artificial flowers could be displayed in the stone pots around the War Memorial at certain times of the year to commemorate certain events. This could include, for example:

Easter	Daffodils
VJ Day	Orchids
VE Day	Red/White/Blue Spring flowers
D Day	Summer Flowers
Remembrance Service	Poppies
Christmas	Holly/Berries

It was suggested that a local florist could be asked to supply the artificial flowers in oasis, so that they fitted into the stone pots with ease. After the event, the flowers would be removed for safe keeping and 'dusting off' until the following year.

Recommendations

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

- 1 Confirm whether Members wish to proceed with new planters to be located near to the War Memorial and if so, what style they should follow, whether this be wooden planters, 'fibre glass' style or some other material, which would be in keeping with the War Memorial.
- 2 If Members are in agreement with this proposal and wish to follow the wooden planter style, to confirm whether or not they wish Ledbury Men's Shed to be approached to undertake this work.
- 3 Confirm whether the proposals put forward for artificial flowers to be displayed in the stone pots around the War Memorial at certain times of the year to commemorate certain events throughout the year should be pursued or not.



LEDBURY TOWN COUNCIL

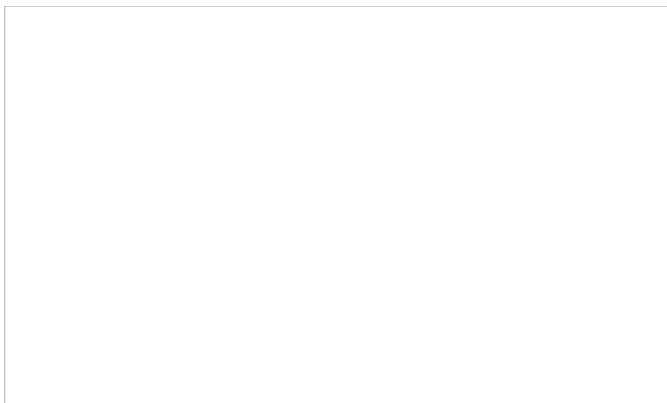
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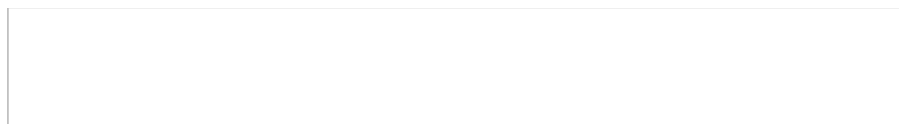
e-mail: admin@ledburytowncouncil.gov.uk website: www.ledburytowncouncil.gov.uk

Your Ref:

Our Ref:



19th January '24



It was good to talk to you yesterday, (if a bit chilly!) about the seats and planters alongside the war memorial, and I do agree with you about the 'log cabin' style planters.

I have had an idea that might work. There are plans for a Men's Shed to be established in Ledbury. Last year we had a competition to design a 'hedger's house', and the winning designs were made by the Men's Shed in



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Bromyard. It would be a really good project for the new Ledbury Main Shed if they could produce stunning new planters to replace the existing ones, (and good for b5th publicity and cost). I intend to propose this at the earliest.

Thank you for spurring me into action

Best Regards

Allen G'Antons.

17 JAN 2016

22 Jan 24

Dear Councillor L'Amour

REARRANGEMENT OF 4 X BENCHES & NEW PLANTERS

Thank you so much for your letter - and my apologies for "going on" in the cold, whereas a coffee nearby was in order!

I like your idea, but in the short term, if the benches are repositioned sooner than later,

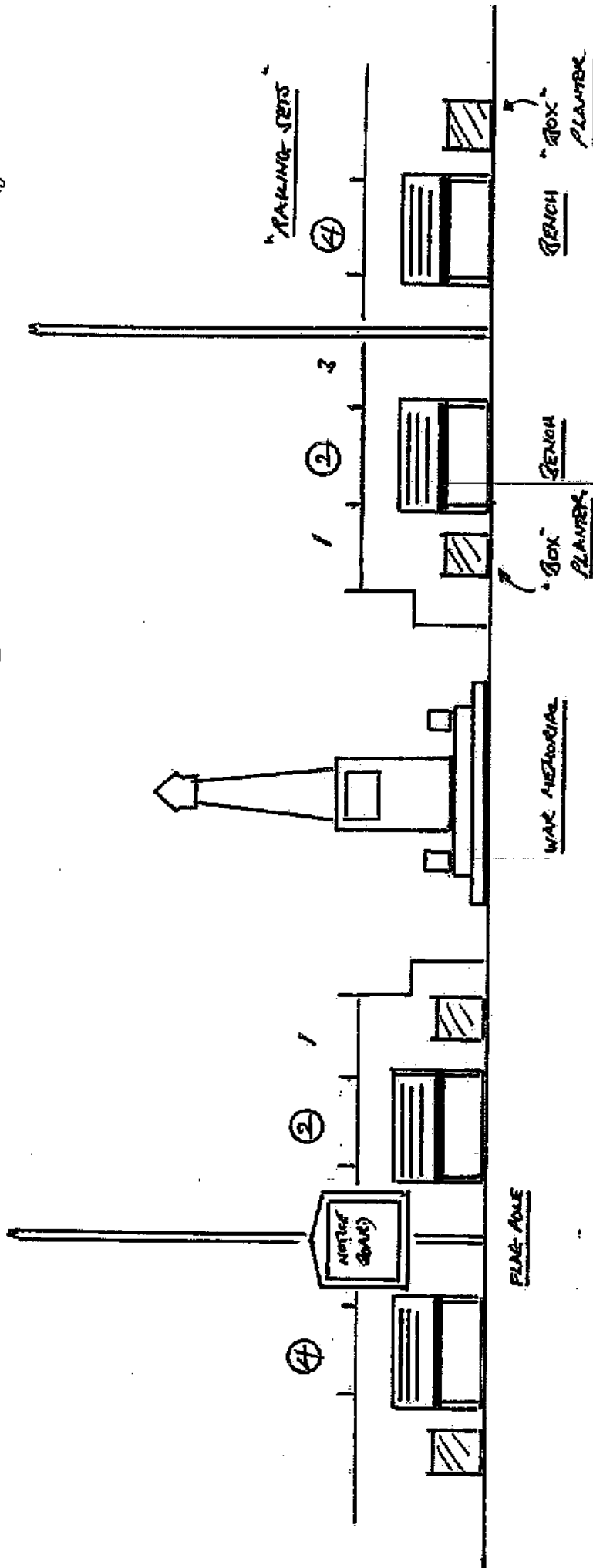
4 x "half-barrel" planters (as those on the high streets) would suffice (£50 each) - they could be repositioned elsewhere later.

The planters I have in mind are the grey "fibre glass" sort: 3ft x 3ft x 3ft which would look very smart, but your idea (to similar dimensions) would be good.

May I help you in the "supervision" of the move of the benches, please. Kind regards,

SUGGESTION FOR SYMMETRICAL ARRANGING OF TREES, BENCHES
WITH "BOX" PLANTERS EITHER SIDE OF EACH PAIR OF BENCHES

05 OCT 2023



LEEBOURY HIGH STREET

29 OCT 12

LEDBURY TOWN COUNCIL

ENVIRONMENT & LEISURE COMMITTEE	7 MARCH 2024	AGENDA ITEM: 10
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Report prepared by Julia Lawrence – Deputy Town Clerk

CONTRACTOR INVOLVEMENT – OPEN SPACES IN LEDBURY

Purpose of Report

The purpose of this report is to inform Members of the Environment & Leisure Committee of works that are undertaken by the Council's Contractor, Mr David McCutcheon, in relation to open spaces, that are all under the responsibility of Balfour Beatty Living Places, on behalf of Herefordshire Council.

Detailed Information

Members of the Environment & Leisure Committee will recall that discussions have already taken place regarding whose responsibility it is to maintain open spaces in Ledbury. In particular, concerns have been raised whereby the Council's Contractor, Mr McCutcheon, is doing more work than he is contracted for. Several years ago, Mr McCutcheon had maintained these areas due to Balfour Beatty not regularly maintaining them and as soon as Mr McCutcheon started these works, Balfour Beatty automatically withdrew their services and did not continue with the service they were contracted to do. Since then, Mr McCutcheon has continued this service, however, Members believe these areas should revert back to Herefordshire Council.

Ledbury Town Council contract out work to Mr David McCutcheon, who is currently working under a two-year extension to his existing contract. The extension period runs from 1 April 2023 to 31 March 2025 at the same rates as his existing contract.

Mr McCutcheon's contract is broken down into four areas, namely:

	<u>Monthly Payment</u>
GM1 – Dog Hill Wood Maintenance and Management	£336.66
GM2 – Grass Cutting	£1,120.00
GM3 – Play Areas	£100.00
GM4 – Benches Maintenance and Management	£52.08

	£1,608.74

Copies of the above mentioned contracts can be found at Appendix A.

Therefore, Ledbury Town Council is paying Mr McCutcheon £19,304.88 per annum to cover the above mentioned works.

There are other areas which are also maintained by Mr McCutcheon, but which are the responsibility of Balfour Beatty Living Places, and the costs for this work is broken down as follows:

	<u>Costs Per Annum</u>
Martins Way Playing Fields: 21 cuts per year. 2 hours approx. per cut, £70.00 per cut.	£1,470.00
Walled Garden: 16 cuts per year. 1 hour approx. per cut, £35.00 per cut	£560.00
Queens Walk: 16 cuts per year. 1 hour approx. per cut, £35.00 per cut	£560.00
Pathways at Blenheim Drive/Orchard Close: 10 cuts per year. 1 hour approx. per cut, £35.00 per cut	£350.00

	£2,940.00

Please note that the £2,940.00 costs per annum are already included within the annual payment of £19,304.88 paid by the Council.

Should Members decide that the above four areas should no longer be managed by Ledbury Town Council, it should be noted that it will be unlikely that Balfour Beatty would be able to pick up these areas straight away and as a consequence these areas would deteriorate quite quickly once the growing season gets underway and public perception of this will be impacted upon Ledbury Town Council whereby members of the public will be under the impression that these areas are the Council's responsibility and they have been neglected. Previously, Balfour Beatty have confirmed that these areas would be treated as reactive works and not proactive works, so would not be deemed a priority.

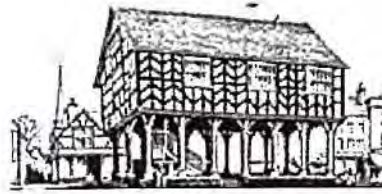
If the above route is pursued, then Ledbury Town Council needs to find alternative works for Mr McCutcheon, under his extended contract, for 84 hours per annum.

Recommendation

That Members of the Environment and Leisure Committee give consideration as to what course of action they wish to take, whether this be either:

- a) Leave the status of the contract as it is until 31 March 2025, when the contract expires, whereby the Council continues to subsidise Herefordshire Council with these works; or
- b) Ledbury Town Council stops with immediate effect the works undertaken by Mr McCutcheon at the four locations referred to above.

RECEIVED
01 SEP 2022



LEDBURY TOWN COUNCIL

GROUNDS MANAGEMENT

SPECIFICATION

Dog Hill Wood Maintenance & Management

GM1

Woodland Management

1. GENERAL

- 1.1 The service required under the Contract must be carried out to the entire satisfaction of the Authorised Officer who will maintain continual inspections to ensure that the standard of maintenance being achieved complies with the Conditions of the Contract.
- 1.2 Failure at any time to achieve the required standards at any location or in any activity, which is part of the Service, will be deemed to be a breach of the Contract.
- 1.3 Methods of maintenance, which would or might impair safe working arrangements or give rise to nuisance or damage to property or inconvenience to residents are unacceptable.
- 1.4 The work will include keeping footpaths and steps clear, grass cutting, maintenance of seats, handrails, weed control spraying, hedging, trees, litter clearance and woodland management. Variations may be required to the Schedule and Specification during the period of the contract; attention is drawn to Clause 4 of the general conditions.
- 1.5 The contractor is to carry out the maintenance of grounds at the premises shown in the Schedule and shall be responsible for the provision of all plant, labour, equipment and materials necessary for the proper execution of the work. The intention of the work specification is to ensure that certain minimum standards are maintained and the monitoring of standards will reflect this.

2. ACCESS TO SITE

- 2.1 Contractors will be required to enter and leave sites by the normal gateways and to co-operate with occupants in matters of security regarding such gates. Contractors will be expected to exercise firm control over their staff both as to work performance and conduct.
- 2.2 Every care should be taken to prevent damage to turf, apparatus and facilities, trees, shrubs and other items. Damage to Council property will be chargeable to contractors.

3. OBSTRUCTIONS AND OTHER CONSTRAINTS

- 3.1 Obstructions and other constraints with regard to access to some locations may prevent the use of large plant. It is the responsibility of the Contractor to ensure that they are aware of all access problems. No claims will be submitted on the basis that access is inadequate or other constraints exist.

4. STATUTORY OBLIGATIONS

- 4.1 It is the responsibility of the Contractor to familiarise themselves with any Acts or Regulations relating to this Contract. These shall include inter alia:-

The Environmental Protection Act 1990
Health and Safety at Work etc. Act 1974
Food and Environmental Protection Act 1985
Department of the Environment's guidelines on the application of herbicides
Highways Act 1980

5. SPECIFICATION FOR WOODLAND MAINTENANCE AND MANAGEMENT

5.1 General

- 5.1.1 The Contractor will be expected to organise a Woodland Management Programme to keep the woodland in an acceptable condition for access at all times during the year.
- 5.1.2 Running in conjunction with the regular maintenance contract, there is a scheme already in place, in co-operation with the Forestry Authority, for management of certain parts of the wood.

Coppicers have already been appointed by Ledbury Town Council to operate this scheme.
- 5.1.3 The contractor will be expected to work in close liaison with the Coppicers, who will advise which areas and scope of work included in the scheme are currently in operation.
- 5.1.4 The contractor will be expected to have ultimate control and report to the Town Council any activities which they may consider to be unsuitable.

5.2 Hedges

- 5.2.1 The hedges adjacent to Upperfields (residential Road)

5.2.1.1 Hedges are to be kept trimmed.

5.2.1.2 Care to be taken to keep street lighting free from foliage and allowance made to ensure traffic is not impeded on the roadway.

- 5.2.2 Hillfield Drive (residences)

5.2.2.1 Hedges to be kept trimmed to avoid unnecessary overhang into adjacent gardens.

5.2.3 Green Lane

- 5.2.3.1 Hedges to be kept in neat condition and visibility splays to be retained.

5.2.4 Knapp Lane

- 5.2.4.1 Hedges to be kept trimmed, bearing in mind that traffic using the main road should not be impeded with overhanging foliage. Care to be taken to keep the traffic signs clear of vegetation from the wood.

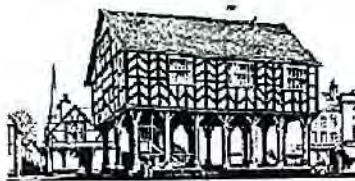
5.3 Trees

- 5.3.1 All trees to be monitored for any fallen branches which should be removed from paths etc.
- 5.3.2 Damaged trees to be reported to the Town Clerk
- 5.3.3 No saleable timber should be removed from the site, cut up or used and will remain the property of the Town Council until such time as it is sold or it's use agreed with the Council.

5.4 Litter Collection

- 5.4.1 Prior to grass cutting in specified areas, the Contractor shall inspect the area and remove all bottles, tins and other such debris. All such material shall be removed from site to a suitable tip, not placed in adjacent bins.

01 SEP 2022



LEDBURY TOWN COUNCIL

GROUNDS MANAGEMENT

PART TWO

SPECIFICATIONS Grass Cutting GM2

1. GENERAL

- 1.1 The Service required under the Contract must be carried out to the entire satisfaction of the Authorised Officer who will maintain continual inspections to ensure that the standard of maintenance being achieved complies with the Conditions of the Contract.
- 1.2 Failure at any time and from time to time to achieve the required standards at any location or in any activity, which is part of the Service, will be deemed to be a breach of the Contract.
- 1.3 Methods of maintenance, which would or might impair safe working arrangements or give rise to nuisance or damage to property or inconvenience to residents are unacceptable.
- 1.4 The work will include mowing to sports and amenity grass, aerating, rolling, fertilizer application, weed control spraying, hedging, drainage, works to beds and borders, marking out of sports facilities, maintenance of hard porous facilities, arboricultural work etc. The number and type of sporting facilities at each site is given in the 'Measurement Schedules', which is given as a guide only. Variations may be required to the Schedule of Sites and the Specification during the period of the contract, and such variations will be determined by the Authorised Officer.
- 1.5 The Contractor is to carry out the maintenance of the sites shown in the Schedule of Sites and shall be responsible for the provision of all plant, labour, equipment and materials necessary for the proper execution of the work. The intention of the work specification is to ensure that certain minimum standards are maintained and the monitoring of standards will reflect this. Contractors should note that there are certain areas that are considered critical (for example maintenance of sports facilities).

2. ACCESS TO SITE

- 2.1 Contractors will be required to enter and leave sites by the normal gateways and to co-operate with occupants in matters of security regarding such gates. Contractors will be expected to exercise firm control over their staff both as to work performance and conduct.
- 2.2 Every care should be taken to prevent damage to turf, trees, shrubs and other items. Vehicles or equipment should not traverse specialised turf areas such as grass cricket squares, artificial wickets and the like..

3. OBSTRUCTIONS AND OTHER CONSTRAINTS

- 3.1 Obstructions and other constraints with regard to access to some locations may prevent the use of large plant. It is the responsibility of the Contractor to ensure that he is aware of all access problems. No claims will be submitted on the basis that access is inadequate or other constraints exist.

4. STATUTORY OBLIGATIONS

- 4.1 It is the responsibility of the Contractor to familiarise himself with any Acts or Regulations relating to this Contract. These shall include inter alia:-

The Environmental Protection Act 1990

Health and Safety at Work etc. Act 1974

Food and Environmental Protection Act 1985

Department of the Environment's guidelines on the application of herbicides

Highways Act 1980

5. SPECIFICATION FOR GRASS CUTTING

5.1 General

For the purposes of this Contract "grass" shall read to include cultivate, naturally formed, newly seeded and combinations of weed and grasses.

5.1.1 The Contractor shall cut all grass areas specified in the Measurement Schedules to ensure that the maximum height stated in Clause 8 (Classifications) is maintained at all times.

5.1.2 The Contractor must have suitable equipment to achieve the standards specified at every site regardless of condition and circumstances.

5.1.3 It is not possible to predict accurately the precise number of mowings which may be required on any site in any one year, however Clause 8 of this Specification includes a given number of mowings which is to be used as a guide only.

5.1.4 Mowing will take place to maintain a good turf at an appropriate height to facilitate the playing of specific sports and to maintain an acceptable environment. Frequencies indicated are only to be used to determine contract variations, additions, subtractions or substitutions.

5.1.5 The majority of this work will normally take place between March and October, the precise dates depending on the conditions prevailing on any particular site

6.2 Operations

6.2.1 All grass shall be cut cleanly and evenly, to the appropriate height on each site and without damaging the existing surface.

6.2.2 The Contractor shall complete one area of grass cutting before moving onto the next, inclusive of all strimming, edging etc.

6.2.3 Soft vegetable growth such as clover will be deemed to be part of the Contract where it falls within any areas of grass.

6.2.4 The Contractor shall include within his rates for the levelling/spreading of molehills when necessary. Chain Harrowing permitted.

- 6.2.5 Great care is to be taken to avoid damaging the turf by mowing when conditions
- 6.2.6 are adverse.

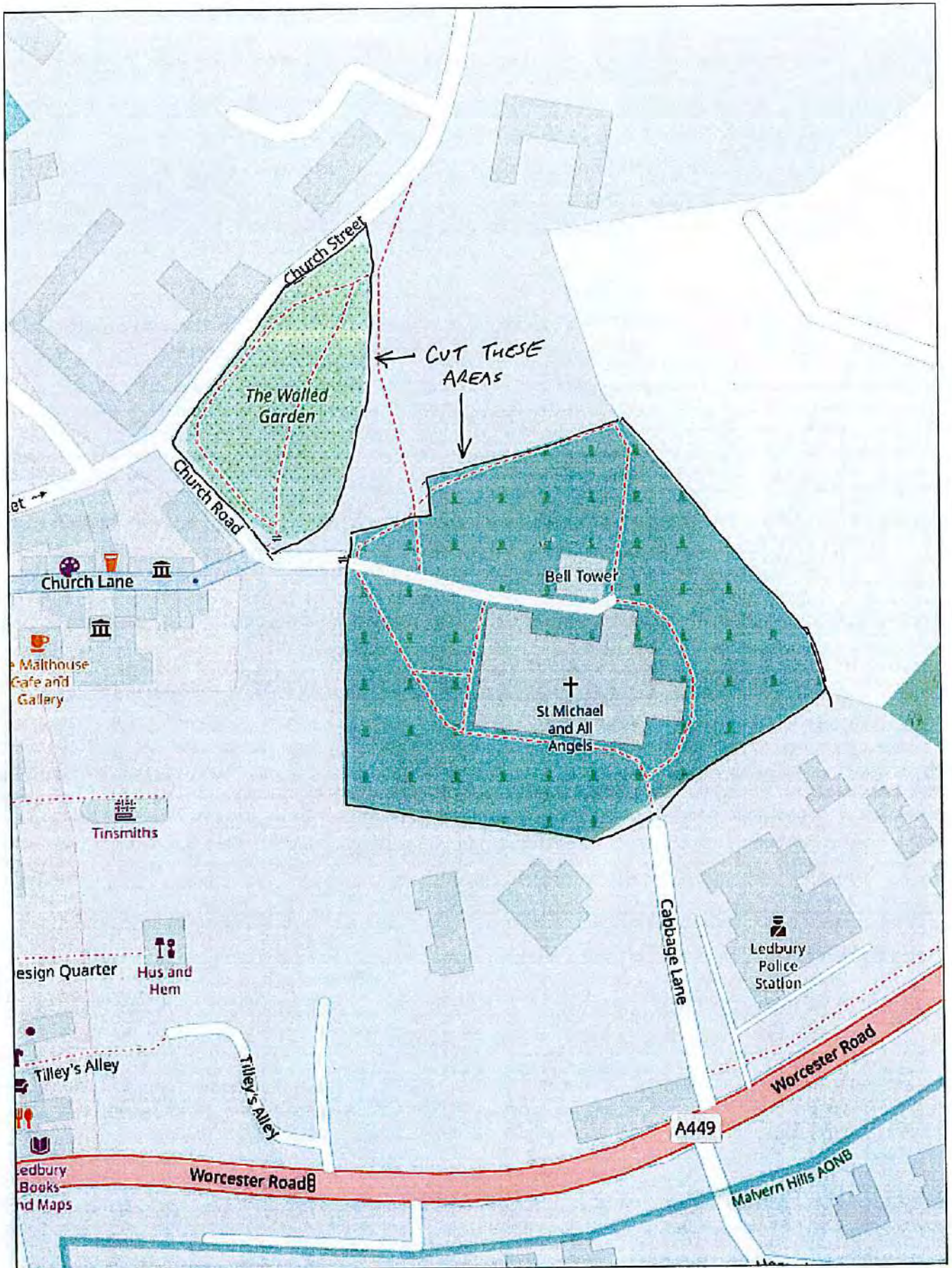
6.3 **Specification**

- 6.3.1 Unless otherwise instructed mowing/trimming shall take place on the full area of grass at the site, up to paving, fencing, tree bases, shrub beds and any other boundaries or obstacles. Moveable pieces of equipment, nets, hurdles, seats etc. will be moved by the Contractor prior to mowing and replaced when mowing operations are complete.
- 6.3.2 Unless otherwise instructed the Contractor shall take care to cut as closely as possible around obstructions, at edges and margins, and boundaries, and clear arisings from site where necessary. Grass which cannot be cut by machine shall be cut by other means to the same standard as the surrounding area, regardless of surface irregularities which may exist.
- 6.3.3 The Contractor shall cut a clean edge to all edges where they meet kerbing or paths.
- 6.3.4 The Contractor shall form, or reform, good edges to grassed areas where they meet a rose or shrub bed, tree base and remove cuttings.
- 6.3.5 The Contractor shall be required to re-cut any area, deemed by the Authorised Officer to be unsatisfactorily mown, at the Contractors own expense. The Contractor shall not leave rolls or heaps of grass on site or any abnormal amount of cut grass which could become a fire hazard or harmful to the natural growth of the grass. Excess is to be raked off and cleared from site.
- 6.3.6 Should the Contractor cause damage to an existing surface or create divots, tear or scalp areas of grass during grass cutting operations, then the Contractor shall repair and/or reinstate such damage to the satisfaction of the Authorised Officer at the earliest possible time after the event and maintain such area until re-established.
- 6.3.7 In areas that contain bulbs or corms, the Contractor shall arrange for grass cutting to be undertaken just prior to the emergence of the leaves in Spring. These areas will not be cut again until an instruction is received from the Authorised Officer. The cuttings arising shall all be collected and cleared from site.
- 6.3.8 All persons operating grass cutting machinery must be satisfactorily trained, and the Authorised Officer reserves the right to ask the Contractor to provide adequate proof that his operators are well trained, conversant with Health and Safety legislation and competent in their operating methods and have First Aid facilities and equipment readily available at all times.
- 6.3.9 At each mowing visit, the Contractor shall ensure that tree bases and other obstacles are clean, tidy and weed free by methods to be approved by the Authorised Officer. The tender rate for grass cutting shall include for this associated work. The Contractor must take immediate action to remedy any damage caused to trees or tree supports or any other obstacles, in a manner acceptable to the Authorised Officer.

6.4 Variations to Grass Cutting Programme Arising Out of Weather Conditions

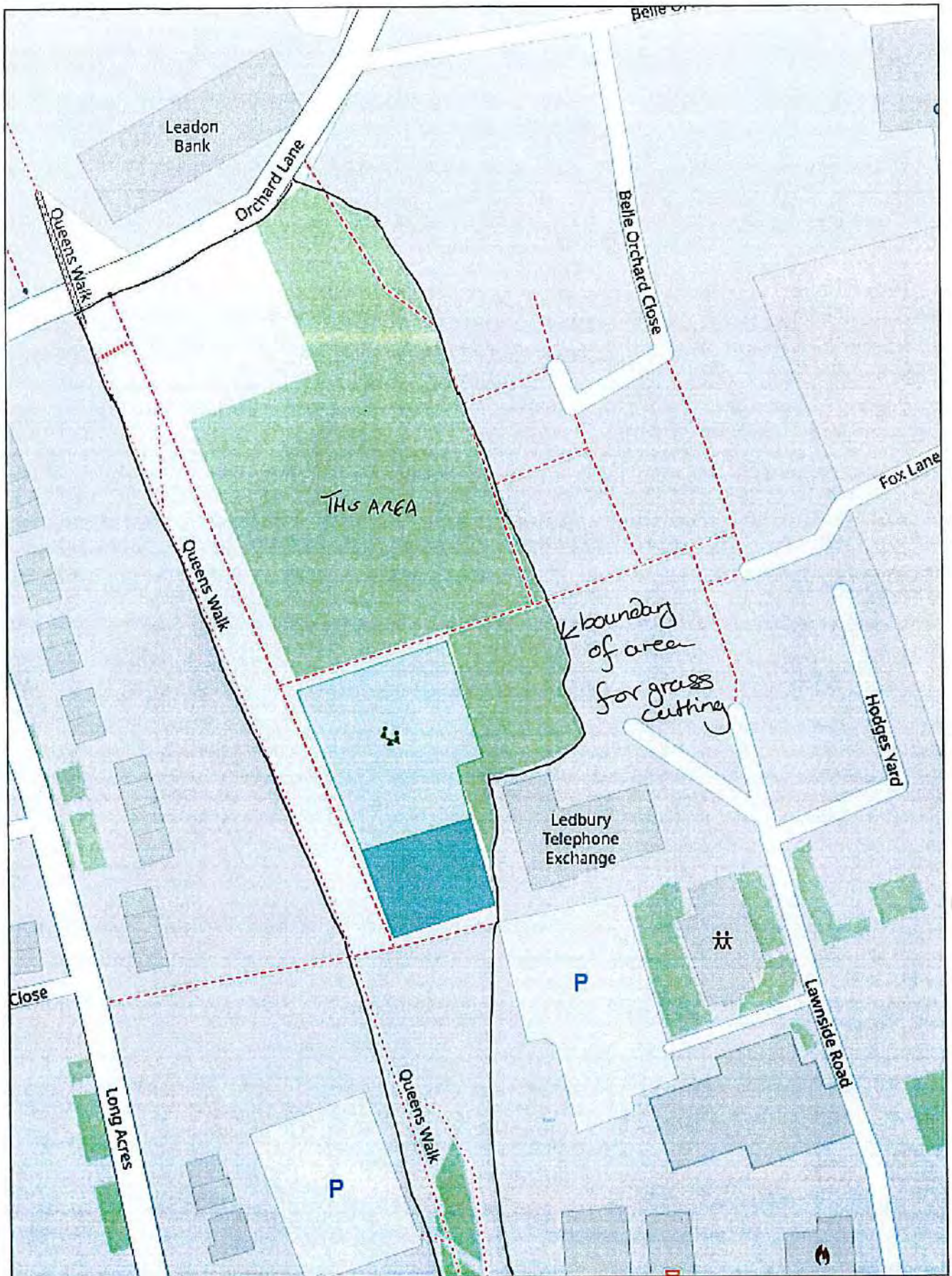
- 6.4.1 In drought conditions the following modifications to specified mowing operations shall be implemented at the Authorised Officers discretion:-
 - 6.4.1.1 Cutting heights shall be raised to 40mm
 - 6.4.1.2 Mowing will only continue so long as grass growth continues to reach maximum allowance height.
- 6.4.2 In very wet conditions all operations involving grass cutting shall cease until conditions allow operations to continue without:-
 - 6.4.2.1 Damaging the surfacing, levels and contour of the ground
 - 6.4.2.2 Creating grass cutting divots from the rollers or cutters
- 6.4.3 If the very wet conditions persist and additional operations are required to cut grass and remove arisings, then the Contractor shall agree with the Authorised Officer, a fair and reasonable rate for dealing with the excess growth on the basis of the Schedule of Rates.

GM 2

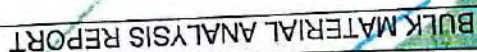


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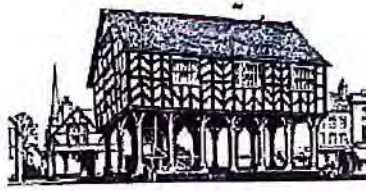
GM2



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LEDBURY TOWN COUNCIL

GROUND MANAGEMENT

SPECIFICATION

Play Areas

GM3

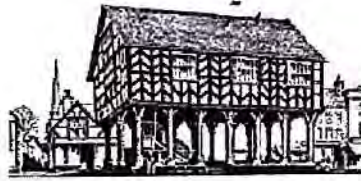
LEDBURY TOWN COUNCIL

Play Area Specification

GM3

Play Areas Equipment (1&2) & Skatepark (6)		
General maintenance & Inspection	All equipment is to be inspected weekly, a completed Monitoring Report is to be provided to Council office.	
	Routine oiling and general maintenance should be carried out at that time. Any repairs necessary for safety reasons should be carried out immediately, or steps taken to prevent the use of the equipment, until such time as it is made safe. The office should be advised of this as soon as practicable.	
	The inspection shall be carried out according to the 'ROSPA Check List', which will be made available.	
	Equipment and furniture shall be kept as free of graffiti as possible, with painting and cleaning as required.	
	A report sheet to be handed to the Office following each weekly inspection, when any further work will be considered/authorised. NB: An annual inspection will be carried out by ROSPA. This usually takes place in March.	
Safety surfacing	All rubber surfaces shall be kept clean and free of grass cuttings and moss. Tiles should be weeded and sprayed with an approved weed killer, as instructed by the Town Council.	
	Bark should be forked away weekly and topped up as necessary to keep the regulation depth.	
Litter/leaf clearance	Skatepark to be swept or blown daily with all debris removed.	

Hard standing/basketball pitch (3), designated Car Park and Footpaths (4), Covered seating areas (6)		Unit Price
General Maintenance	These areas to be monitored for moss, weeds and litter and general wear and tear. Any work required other than routine should be reported to the Clerk.	



LEDBURY TOWN COUNCIL

GROUNDS MANAGEMENT

SPECIFICATION

Benches

Maintenance & Management

GM4

The Recreation Ground	
Queens Walk Gardens 5 x metal benches	All benches to be inspected weekly; Faults to be logged and reported to the Deputy Clerk; Repairs to be undertaken to ensure bench safety as and when required If replacement needed report to be provided to Deputy Clerk; All ground surfaces to be inspected and any damage reported; All weeds to be cleared; All litter to be collected and removed off site (not to be placed in locality litter bins).
Queens Walk Path (Town Trail) 4 x metal and concrete backless benches 3 x metal benches 1 x wooden bench	All benches to be inspected weekly; Faults to be logged and reported to the Deputy Clerk; Repairs to be undertaken to ensure bench safety as and when required; If replacement needed report to be provided to Deputy Clerk; All ground surfaces to be inspected and any damage reported; All weeds to be cleared; All litter to be collected and removed off site (not to be placed in locality litter bins).
Play Area 1 1 x wood and metal bench 1 x wood and concrete bench 2 x picnic tables	All benches to be inspected weekly; Faults to be logged and reported to the Deputy Clerk; Repairs to be undertaken to ensure bench safety as and when required; If replacement needed report to be provided to Deputy Clerk; All ground surfaces to be inspected and any damage reported; All litter to be collected and removed off site (not to be placed in locality litter bins).
Play Area 2 2 x wooden benches	All benches to be inspected weekly; Faults to be logged and reported to the Deputy Clerk; Repairs to be undertaken to ensure bench safety as and when required; If replacement needed report to be provided to Deputy Clerk; All ground surfaces to be inspected and any damage reported;

	All litter to be collected and removed off site (not to be placed in locality litter bins).
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Jubilee Close 1 Metal curved back bench	All benches to be inspected weekly; Faults to be logged and reported to the Deputy Clerk; Repairs to be undertaken to ensure bench safety as and when required; If replacement needed report to be provided to Deputy Clerk; All ground surfaces to be inspected and any damage reported; All litter to be collected and removed off site (not to be placed in locality litter bins).
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Gloucester Road 3 benches – make undetermined	All benches to be inspected weekly; Faults to be logged and reported to the Deputy Clerk; Repairs to be undertaken to ensure bench safety as and when required; If replacement needed report to be provided to Deputy Clerk; All ground surfaces to be inspected and any damage reported; All litter to be collected and removed off site (not to be placed in locality litter bins).
DOG Hill Wood 2 x picnic benches	All benches to be inspected weekly; Faults to be logged and reported to the Deputy Clerk; Repairs to be undertaken to ensure bench safety as and when required; If replacement needed report to be provided to Deputy Clerk; All ground surfaces to be inspected and any damage reported; All litter to be collected and removed off site (not to be placed in locality litter bins).

LEDBURY TOWN COUNCIL

ENVIRONMENT & LEISURE COMMITTEE	7 MARCH 2024	AGENDA ITEM: 11
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Report prepared by Julia Lawrence – Deputy Town Clerk

MARKET HOUSE – FEASIBILITY STUDY FOR SIT-ON STAIR-LIFT

Purpose of Report

The purpose of this report is to update Members of the Environment & Leisure Committee with initial notes provided by Caroe & Partners in respect of the sit-on stair-lift for the Market House.

Detailed Information

Caroe & Partners have provided their initial comments regarding the feasibility study they are working on for the Market House Sit-on Stair-lift. A copy of these comments are attached at Appendix A, along with the sketch layouts.

Caroe & Partners also make reference to discarding the wheelchair platform lift and whilst the notes refer you to a particular website, please find attached at Appendix B an example which shows how the wheelchair platform lift does block the entire staircase.

Appendix C shows some photographs of the Stainburn Taylor external stairs.

Members of the Environment & Leisure Committee are asked to consider these initial options put forward ahead of receiving the feasibility study. Caroe & Partners welcome any feedback in the interim.

Recommendation

That Members of the Environment and Leisure Committee receive and note the contents of this report and if appropriate, provide any feedback to Caroe & Partners, ahead of receiving the feasibility study.

LTC Deputy Clerk

From: Hannah Grayson <Hannah.Grayson@caroe.co.uk>
Sent: 28 February 2024 19:03
To: LTC Deputy Clerk; Jane Chamberlain
Subject: RE: Feasibility Study for Market House Sit-on Stair-Lift
Attachments: Market hall Access Audit Illustrative Layouts.pdf; IMG.jpg; Market hall external lift elevation.pdf

Dear Julia,

I attach some sketch layouts for our feasibility study, I'd like to go through the actual report with Jane first so I hope it's okay if I just send you a summary:

In 2004 Stainburn Taylor carried out an options appraisal, which I have reviewed. At the time there were 4 main options considered:

- A) A wheelchair platform lift, discarded because the stairs aren't wide enough, and widening them would involve alterations to the historic structure, which may affect its general stability.
- B) A platform lift, their sketch layout shows it bang in the middle so maybe that's why they discarded it.
- C) A chairlift, I think this wasn't taken any further because it didn't solve the problem fully, and reduces the width of the stairs
- D) A new set of external stairs to the north elevation, and a lift in place of the existing stairs. This is an interesting solution but I think it got far too many people up in arms about the visual change. Photo of a model attached.

I think they were right to discard the wheelchair platform lift, there's some photos here of one blending in nicely in a historic setting; <https://www.stannahlifts.co.uk/products/platform-lifts/wheelchair-platform-stairlift>, but it totally blocks the only escape route when it's in use.

We discussed a potential location of a lift if it was slightly closer to the edge of the building, when I was last there. It would block the light and internal views of one of the windows, however it still leaves you with plenty of useable space. You can get lifts that pop out of the floor, but I think in this case that's too much of a health and safety hazard. Ian Stainburn was discussing a full-scale mock-up to see its impact, you might want to consider doing that for the internal space.

Another option is having the lift externally with a walkway, linking to what Ian thought might be a historic opening, slightly less visual impact than external stairs, but still potentially controversial, and costly!

Controversial and costly options may take many years to be realised, and in the meantime there is no safe access for people who are unsteady on the stairs (which were slightly updated in 2004ish, but still don't comply with modern standards). A seated chairlift could be a relatively quick way of improving access for some people. There would need to be thorough risk assessments carried out to ensure the fire safety of the building isn't compromised, for instance a plan for evacuation, and maybe a fire alarm system could give people early warning they need to leave the building. It isn't an ideal solution, mainly because it would still exclude many wheelchair users, but with careful management it could provide a wider selection of people with safe access.

A big drawback with a stairlift is that many people would need to be helped onto it, in full view of the general public, so is a less dignified and inclusive option. It excludes wheelchair users whose equipment is too big to bring up the stairs, or who don't have a trusted helper available. There's a reason that building regulations don't have standards for them for public buildings. I don't think it is advisable as a permanent measure, but often temporary measures become permanent despite best intentions. I would advise the options with the lifts are fully discussed and discarded before proceeding with the chair lift.

SKETCH LAYOUT ONLY, SETTING OUT AND FINAL DIMS OF LIFTING EQUIPMENT HAS NOT BEEN CHECKED

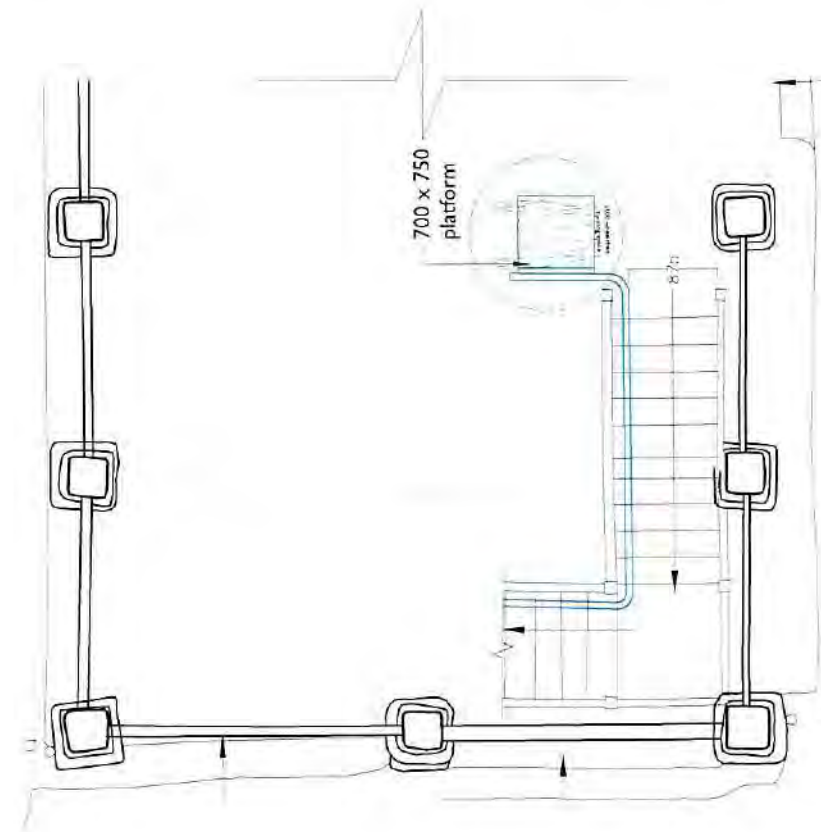
PROS:
Minimal impact on existing fabric
Safe access for those unsteady on the stairs and some wheelchair users

CONS:
May require alterations to stairs
Impinges on width of stairs
Not suitable for larger chairs
Blocks escape route when in use

SCALED DIMENSIONS SHOULD NOT BE TAKEN FROM THIS DRAWING.

All dimensions must be checked on site before detailed design, construction or fabrication.

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GROUND FLOOR NORTH END



FIRST FLOOR NORTH END

0 2500mm

Caroe & Partners Architects

34 - 36 Church Street
Tewkesbury
Gloucestershire
GL20 5SN

Tel: 01531 634848

Tewkesbury@caroe.co.uk

www.caroe.co.uk

Project

LED BURY
Market Hall Access

Drawing

Market Hall Wheelchair Stair Lift
Sketch Plan

Drawing No. Scale

H1930/3/SK01 1:50 @ A3

Date Drawn By Purpose

Feb 2024 HG Preliminary

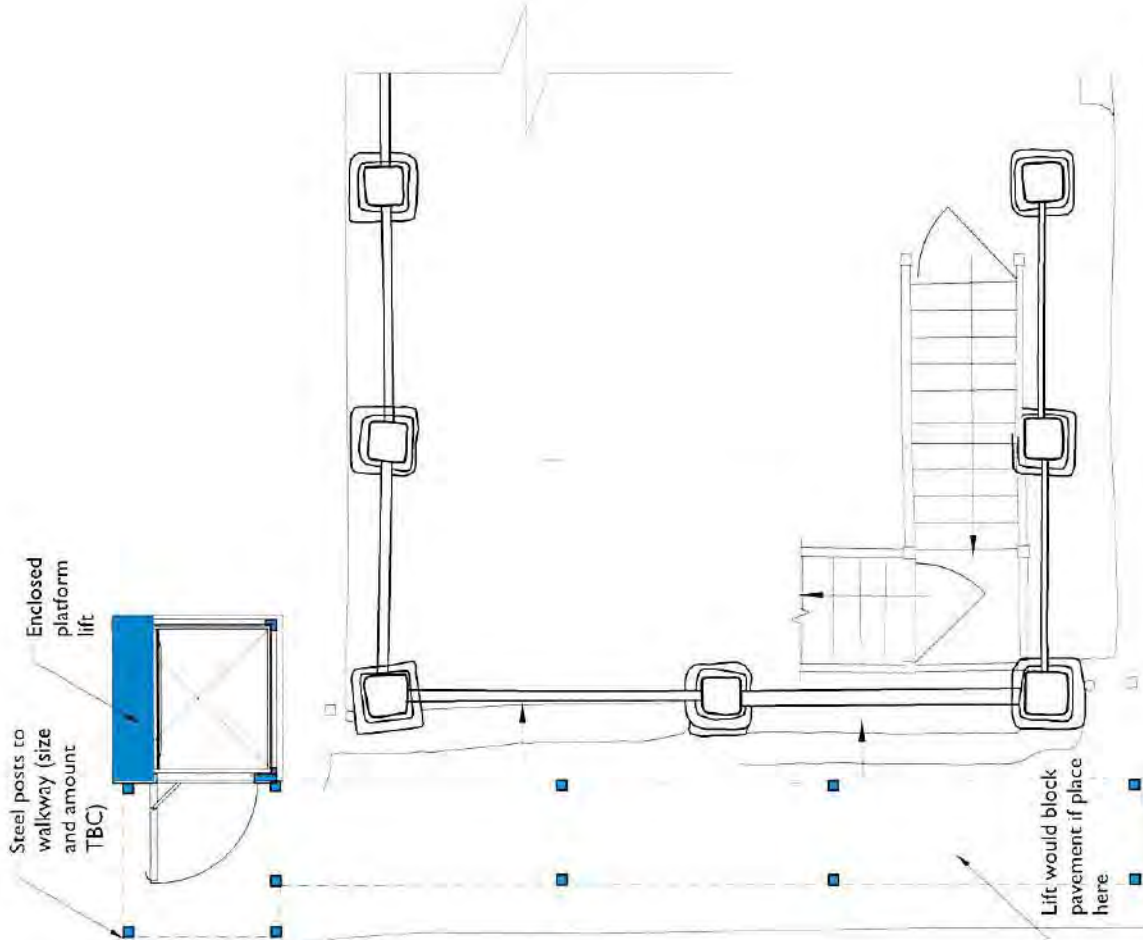
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SKETCH LAYOUT ONLY, SETTING
OUT AND FINAL DIMS OF LIFTING
EQUIPMENT HAS NOT BEEN
CHECKED

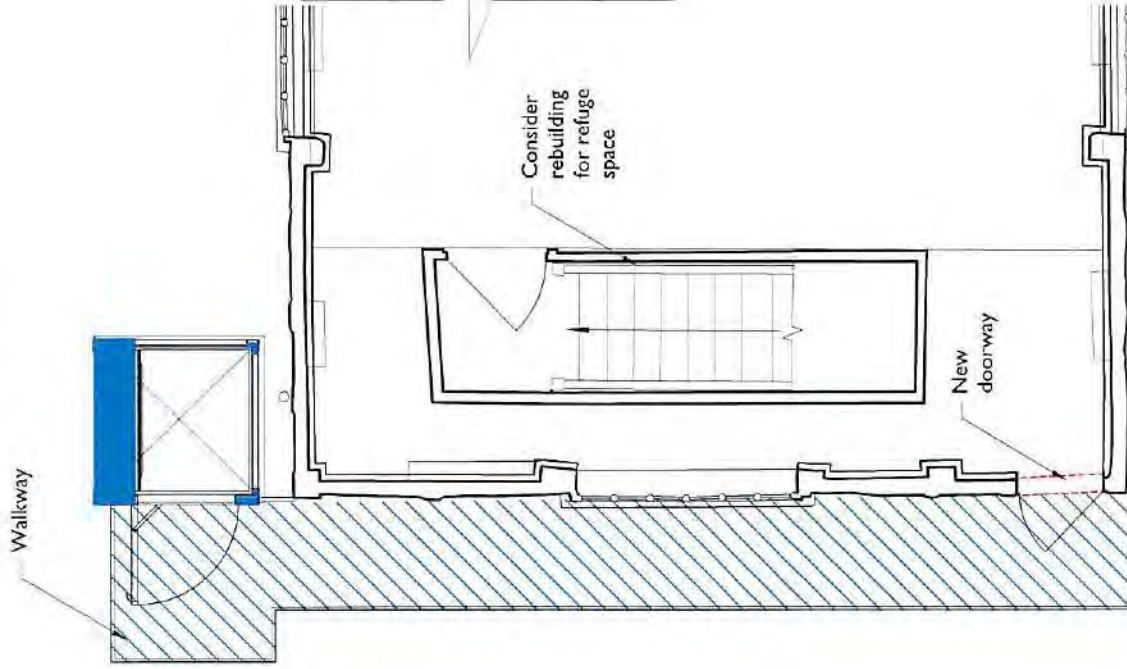
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GROUND FLOOR NORTH END



FIRST FLOOR NORTH END

PROS:
Safe access for all users
No alterations to existing
stairs or within main hall
CONS:
Impact on North Elevation
Cost

0 2500mm

Caroe &
Partners
Architects

34 - 36 Church Street
Tewkesbury
Gloucestershire
GL20 5SN

Tel: 01531 534848

teewkesbury@caroe.co.uk

www.caroe.co.uk

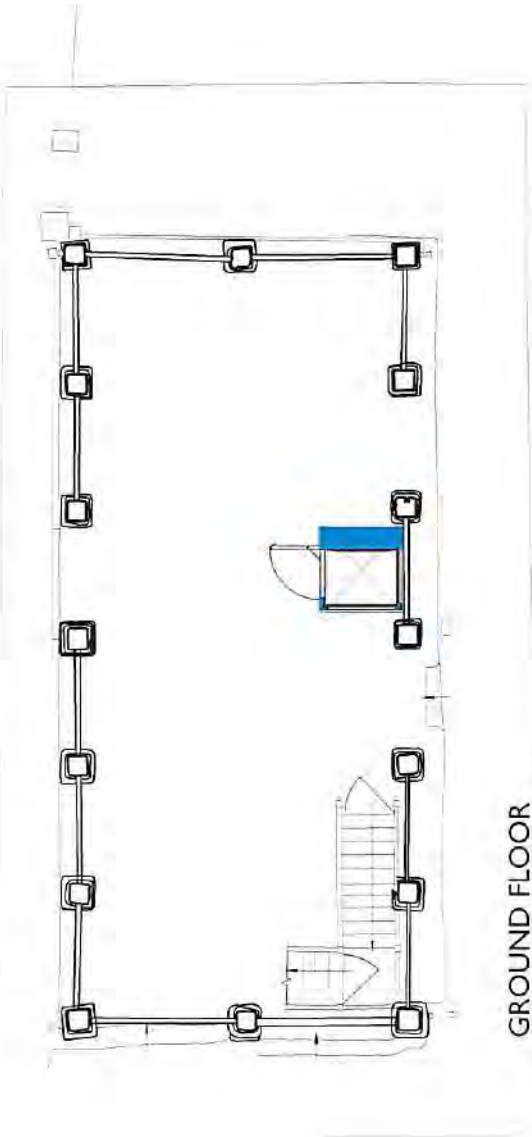
Project
LED BURY
Market Hall Access

Drawing
Market Hall External Lift Sketch
Plan

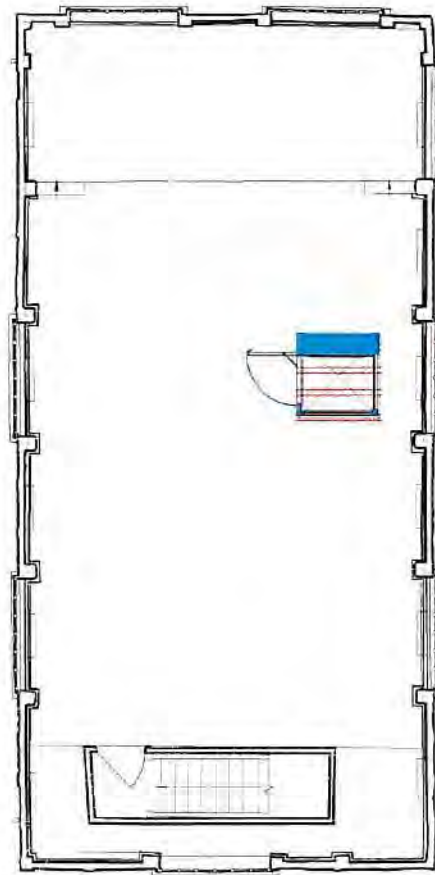
Drawing No.	Scale	
H193073/SK03	1:50 @ A3	
Date	Drawn By	Purpose
Feb 2024	HG	Preliminary

DRAFT

SKETCH LAYOUT ONLY, SETTING
OUT AND FINAL DIMS OF LIFTING
EQUIPMENT HAS NOT BEEN
CHECKED



GROUND FLOOR



FIRST FLOOR

- PROS:**
- Safe access for all users
 - Less impact on views of building
 - Stairs can be retained
 - No alterations to historic structure
- CONS:**
- Blocks window upstairs
 - Takes up floor space

SCALED DIMENSIONS SHOULD NOT BE
TAKEN FROM THIS DRAWING.
All dimensions must be checked on site
before detailed design, construction or
fabrication.
This drawing and these designs are the
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Caroe &
Partners
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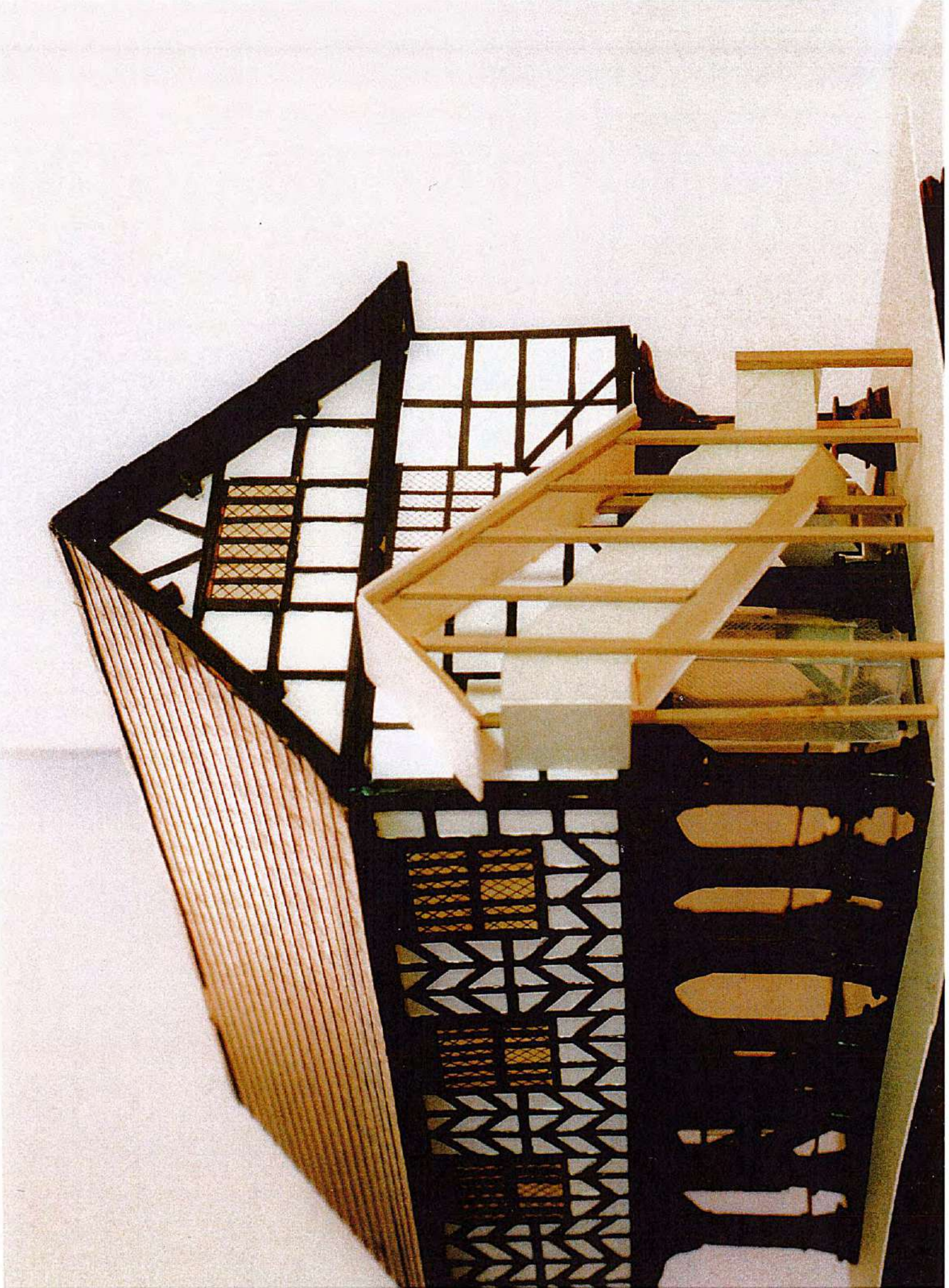
31 - 36 Church Street
Tewkesbury
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Tewkesbury@caroe.co.uk
www.caroe.co.uk

Project
LED BURY
Market Hall Access

Drawing
Market Hall Internal Lift Sketch Plan

Drawing No.	Scale	
H1930/3/SK05	1:100 @ A3	
Date	Drawn By	Purpose
Feb 2024	HG	Preliminary

DRAFT



The Stairiser range at a glance



Stairiser SR

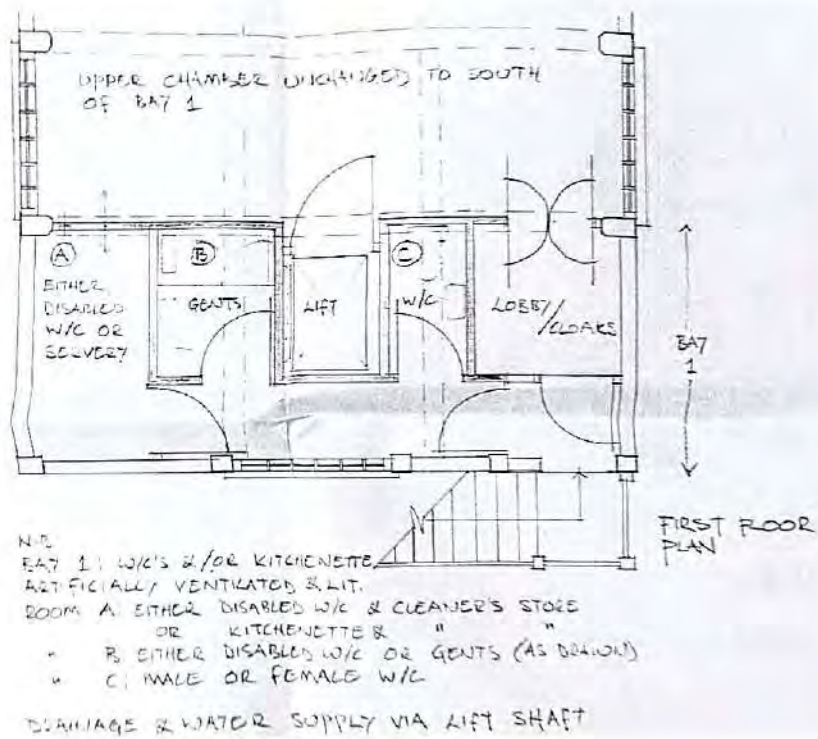
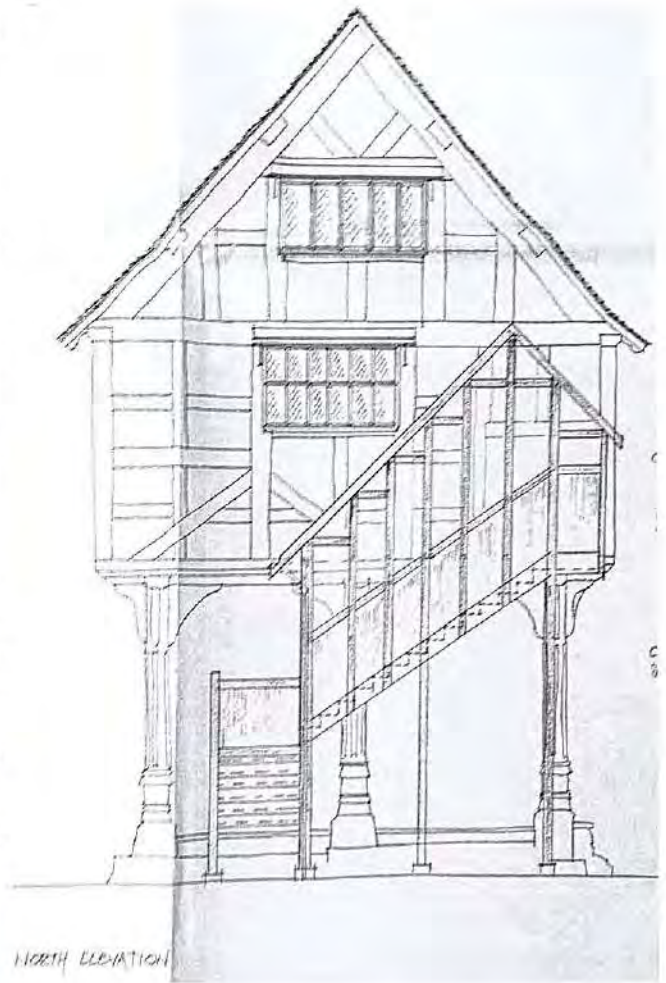
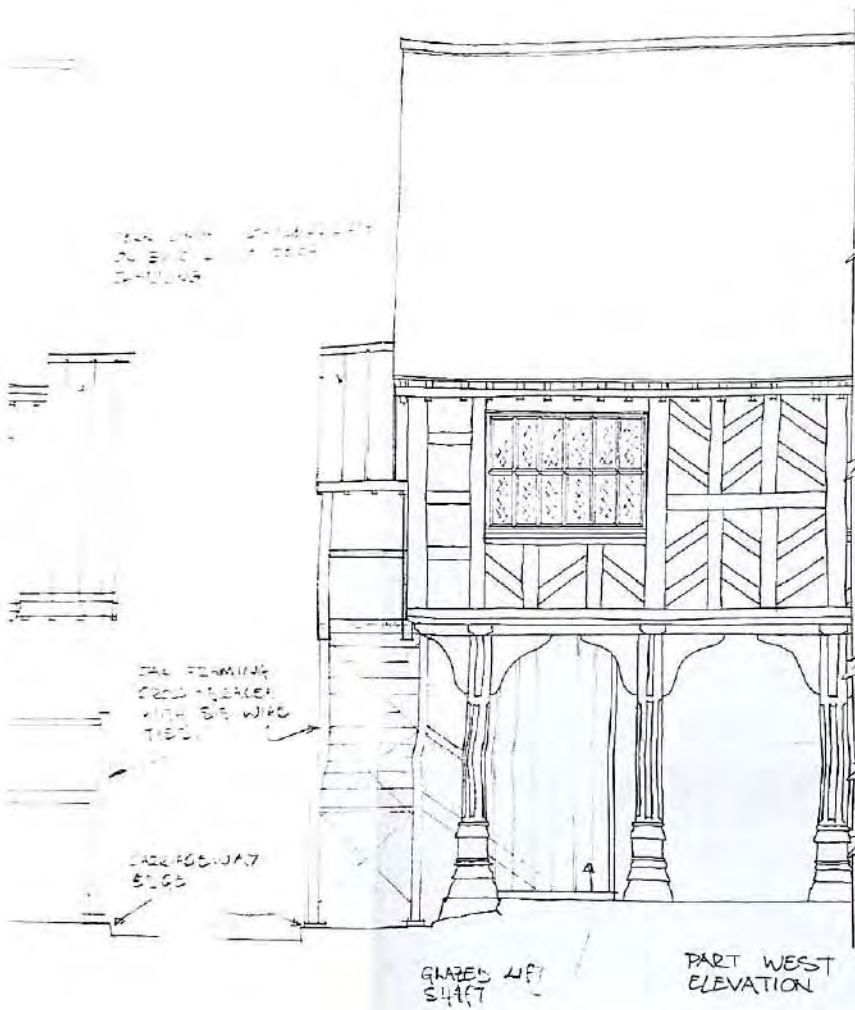
Designed to accommodate the needs of a straight rail over a single flight of straight stairs.



Stairiser CR

Designed to cover the needs on a curved rail, making it suitable for any run of stairs with a single turn or multiple landings. This model also allows the platform to be parked away from the stairs.

APPENDIX C



LEDBURY TOWN COUNCIL

ENVIRONMENT & LEISURE COMMITTEE	7 MARCH 2024	AGENDA ITEM: 12
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Report prepared by Julia Lawrence – Deputy Town Clerk

COUNCIL OFFICES – ROOFING REPAIR WORKS

Purpose of Report

The purpose of this report is to ask Members of the Environment & Leisure Committee to consider information contained within this report with a view to selecting a contractor to replace and fix some new guttering and drainpipes at Ledbury Town Council Offices in Church Lane.

Detailed Information

Before Christmas, we experienced some rather torrential weather which highlighted that several sections of guttering and drainpipes on the Council's offices were in need of repair or replacement as the guttering simply could not contain the volume of rainwater that was being washed away and was cascading over the side of the guttering in torrents, especially from the guttering above the Clerk's office.

In particular, the three photographs below show the main areas where repair works need to take place:



(1)

There is a serious leak in the guttering above the Clerk's office.



(2)

There is a leak in the valley gutter which could potentially be leaking over the internal staircase to the Painted Room.



(3)

The downpipes need checking on the rear of the building.

The specification to undertake this work was to include checking and resealing some of the joints, checking the valley gutter (photograph 2) and ensuring that all the guttering was sound, noting that there was a serious leak over the Clerk's window (photograph 1). As works would be "like for like", it would not require any listed building consent. However, when the works do take place, the Council will be informing Herefordshire Council's Conservation Team of these works so that they are kept fully informed.

Contractors were advised that access to the front of the building would need to be via a Mobile Elevated Work Platform ("MEWP"), since Church Lane is a cobbled pedestrian walkway with no vehicular access. As far as photograph 2 is concerned, contractors were also made aware that when repairs take place, then a road closure **may** be required especially if a MEWP was being proposed for the works since any works to the valley gutter may impinge on utilising part of the highway.

Regrettably, by the time of the deadline date, only two companies out of the six companies contacted had submitted quotes. Subsequently, the Deputy Clerk contacted another roofing contractor who confirmed their interest and hopefully this was going to be the third quote. However, that company has since declined. Their response was: *"Unfortunately I am not going to submit a quote for the work you sent over. I am overloaded with work and I am booked up until end of July. I would rather say now and not waste your time"*.

Therefore, out of the seven companies, only two companies have put forward their quotation to undertake guttering and drainpipe repairs to the Council offices, as set out below.

Company	Location	Cost, ex VAT	Notes
1	Worcestershire	£2,160.00	This company has a lot of experience in dealing with listed buildings and indeed this company has been used by the Council in the recent past. The company has not confirmed duration of works since they prefer to access what will be required for the corner of the building abutting the road and for this reason have made no provision for a road closure, if needed, at this stage.
2	Ledbury	£1,275.00	This company has confirmed that they have carried out other similar work. As far as the road closure, the company has confirmed that they would be looking to work outside of working hours when the road is quieter. They have done a few projects up Church Street and know it is not particularly busy especially during non-peak times. The company has confirmed that it will take one day to complete all works.

Both companies have confirmed that they have both public and employer's liability insurance in place.

At the start of this process, it was interesting to note that whilst all seven companies expressed an interest, what they did not want to do was get too weighed down in completing risk assessments and method statements. The Deputy Clerk asked one of the contractors why they didn't want to quote and if there were any other opportunities in the future, would they like to be included on the list. Their response was: *"Probably not. I much prefer domestic work. A lot less paperwork, no risk assessments and method statements etc. just price and go. A lot of jumping through hoops for council work. Hope that makes sense"*.

Funds to cover these works will be sourced from cost centre 202 (Town Council Offices /4170 Maintenance).

Members should note that if a road closure is required, then there would be an additional cost of £1,300, which has not been included above.

Recommendation

That Members of the Environment and Leisure Committee give consideration to the above information and select one of the companies to undertake works at Ledbury Town Council Offices to repair/replace guttering and drainpipes.

LEDBURY TOWN COUNCIL

ENVIRONMENT & LEISURE COMMITTEE	7 MARCH 2024	AGENDA ITEM: 13
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Report prepared by Julia Lawrence – Deputy Town Clerk

BYE STREET PUBLIC TOILETS

Purpose of Report

The purpose of this report is to ask Members of the Environment & Leisure Committee to consider quotations received from contractors to undertake some remedial repairs to Bye Street Public Toilets.

Detailed Information

Members of the Environment & Leisure Committee will be reminded that in July 2022, Ledbury Town Council undertook other works so to open up the toilets. This included plumbing and electrical works.

However, at that time, there remained some remedial works that needed attention and this included:

- 1 Repair/replace the guttering as shown in photographs (1) and (2).
- 2 A section of fascia board is missing at the front of the toilet block as shown in photograph (3), which needs adding.
- 3 A few tiles have slipped on the roof at the front which require reinstating (photograph 4).
- 4 Some ridge tiles as shown in photograph (5) need cementing back in.



Photograph (1) - Guttering



Photograph (2) - Guttering



Photograph (3) - Fascia



Photograph (4) – Roof Tiles



Photograph (5) – Ridge Tiles

The Deputy Clerk has already advised Members in the report for roofing repairs (Item No. 11) for the Council Offices that contractors are not generally keen to be involved in jobs relating to the Council because of the paperwork that is required.

To hopefully overcome this, in this instance ten companies were approached to quote for the above mentioned works. Similar to the process for gutter repairs for the Council Offices, the Deputy Clerk contacted each company initially by telephone, explaining in detail what needed to be done followed by a detailed email and the above photographs, so they knew in advance what they would be quoting for. At the time of

that initial telephone conversation, nine contractors expressed an interest in submitting a quotation and would call by the toilets to assess the works.

Regrettably, by the time of the deadline date for submission of quotations, that positive picture of receiving quotations had somewhat radically changed, resulting in just one quotation. It is also disappointing to note that whilst every effort is made to offer work to the local community, six of the companies below advertised in the Ledbury Focus.

Below is a summary of the responses:

Company	Location	Cost, ex VAT	Notes
1	Malvern (Focus)	-	Followed up with two chase-up emails and left two voice messages. No response received.
2	Malvern (Focus)	-	Followed up with two chase-up emails and left two voice messages. No response received.
3	Tewkesbury	-	Company had been recommended. Again, followed up with two chase-up emails and left two voice messages. When I eventually caught up with contractor, he said he would be quoting but nothing was forthcoming.
4	Hereford	-	Contractor confirmed that he would not be quoting at this time.
5	Hereford (Focus)	-	After sending two chase-up emails and voice messages, Contractor then confirmed that he was booked up for the next 12 months so not quoting.
6	Ledbury (Focus)	-	As before, having sent two chase-up emails and leaving voice messages, contractor eventually confirmed that he was a "one man band" and preferred little private jobs.
7	Ledbury (Focus)	-	Spoke to office initially, gave details and they were to call back. No calls received.
8	Hereford	-	A relatively big company based in Hereford who sounded very promising at the start. However, after chasing up for a quote, their response came back as: <i>"Probably not. I much prefer domestic work. A lot less paperwork, no risk assessments and method statements etc. just price and go. A lot of jumping through hoops for council work. Hope that makes sense"</i> . (Please note that this is the same company who were to quote for works to the Council Offices).

9	Ledbury (Focus)	£825.00	This company is relatively new to the Council having submitted quotes for other work.
10	Hereford	-	This company too sounded very promising until they confirmed that they were booked up until the end of July.

Company No 9 is a local company, sourced from the Ledbury Focus. The company has confirmed that it has both public and employer's liability insurance in place.

At present, there is no allocated funding for this works so consideration will need to be given to where these funds will be allocated from, the Clerk has advised that they will have to be taken from the General Reserves. However, it should be noted that as this was a decision taken after the annual budget setting process no provision has been made in the 2024/25 budget.

Recommendation

1. That Members of the Environment and Leisure Committee receive and note the contents of this report and decide whether they wish to select the above company to carry out works on Bye Street Public Toilets. The process could be re-run but companies from further afield may need to be invited to ensure a positive response albeit their quotes may be higher due to, for example, additional travel expenses incurred.
2. Subject to the outcome of 1 above, officers be instructed to inform Company 9 that they have been successful in the sum of £825.00 plus VAT.

LEDBURY TOWN COUNCIL

ENVIRONMENT & LEISURE COMMITTEE	7 MARCH 2024	AGENDA ITEM: 14
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Report prepared by Julia Lawrence – Deputy Town Clerk

NEW GATES AND POSTS FOR STORAGE AREA, LEDBURY CEMETERY

Purpose of Report

The purpose of this report is to ask Members of the Environment & Leisure Committee to consider information contained within this report with a view to selecting a contractor to replace the gates and posts at the storage area at Ledbury Cemetery.

Detailed Information

The gates and posts that hide the storage area at Ledbury Cemetery are in need of replacement as they are rotten. Currently the gates conceal the skip.

As shown in the photograph below, the middle post has recently been modified as a temporary measure as the base of the post was rotten. Since then, the post on the left-hand side of the photograph has also rotted totally whereby it no longer supports the gate. It is therefore essential that these gates and posts are replaced as soon as possible, since it is an eye sore to residents who may be visiting graves.



Members of the Environment and Leisure Committee are aware that every effort is made to ensure that the Cemetery is kept tidy, and the view of the skip does not present a pleasant view.

Seven contractors were contacted to invite them to quote for the works: to replace the two sets of gates and the three wooden posts.

Four contractors confirmed their interest, and a summary of their costs are shown below. The other three contractors, from the Hereford/Malvern area, did not respond to any emails and/or voice messages left for them.

Company	Location	Cost	Notes
1	Ledbury	£1,180.00 + VAT	This company has quoted for 4 posts, with 2 being in the middle to provide extra support to the gates. The company has quoted for closeboard gates. Public Liability Insurance in place
2	Ledbury	£1,934.00 No VAT	Public Liability Insurance in place
3	Malvern	£2,366.00 + VAT	This company will cordon off the area before commencement of works. The company has quoted for tongue and groove panelled gates. Employers and Public Liability Insurance in place
4	Ledbury	£1,976.73 + VAT	The company has quoted for treated feather edge timber boards for the gates. Employers and Public Liability Insurance in place.

It should be noted that these contractors have not undertaken work for Ledbury Town Council in the past and have all been sourced from the 'Ledbury Focus', although one of the local companies is about to embark upon the new Garden of Remembrance at Ledbury Cemetery.

Financial Implications

The maintenance budget for the cemetery for 2023/24 is currently overspent by £666.00, and therefore if this work is to be undertaken prior to 1 April 2024, the cost will result in a further overspend to this budget line. However, there are currently unspent funds in the "Perimeter Wall Repairs" budget line of £2,000, which could be allocated for this expenditure within the cemetery budget 2023/24.

Recommendations

1. That Members of the Environment and Leisure Committee select one of the companies to undertake works at Ledbury Cemetery to replace the existing rotten gates and posts as detailed above.

2. That officers be instructed to appoint the successful contractor accordingly.
3. That the funds for the cost of these works be taken from the "Perimeter Wall Repairs" line of the 2023/24 budget.

LEDBURY TOWN COUNCIL

ENVIRONMENT & LEISURE COMMITTEE	7 MARCH 2024	AGENDA ITEM: 15
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Report prepared by Julia Lawrence – Deputy Town Clerk

PLAQUE FOR CEMETERY CHAPEL

Purpose of Report

The purpose of this report is to update Members of the Environment & Leisure Committee regarding the proposed plaque for the Cemetery Chapel in memoriam of late Mayors and Councillors.

Detailed Information

Members of the Environment & Leisure Committee will note that this was raised at the Committee meeting held on 4 January 2024.

At that time, Members had been presented with a raw mock-up of what the proposed plaque could look like (as shown below at Option 1) but Members asked for a more detailed mock-up to be provided to incorporate an additional line entry and for the main text to be in a dark red/burgundy colour.

The proposal was to have the following columns displayed on the plaque:

- Year of Death
- Name of the Mayor/Councillor
- Year served as a Mayor/Councillor
- M/C (in brackets)

The Calligrapher who has been providing this information has been unwell since before Christmas and has now confirmed that she is unable to proceed with this project due to ill health and will not be available certainly until the Summer. Therefore, Officers are seeking alternative Calligraphers to undertake this project.

However, it may be prudent to consider an alternative to the Option 1 that has been discussed. An example of Option 1 is shown below.

An alternative approach may be a large wooden board, inscribed by a sign writer. An example of such a board is shown below (Option 2), and which may be more in keeping with the interior of the Cemetery Chapel.



Option (1)



Option (2)

Members are therefore asked to consider both options put forward and select their preferred choice in order that Officers can proceed accordingly to obtain further designs and costs. Likewise, should Members have any other suggestions for consideration, then such proposals can also be considered at this time.

Recommendation

That Members of the Environment & Leisure Committee receive and note the contents of this report and decide on what design/style the plaque should be for late Mayors/Councillors that will be displayed in the Cemetery Chapel, in order that Officers can be instructed to further investigate these plaques.

LEDBURY TOWN COUNCIL

ENVIRONMENT & LEISURE COMMITTEE	7 MARCH 2024	AGENDA ITEM: 16
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Report prepared by Olivia Trueman – Community Development Officer

THE FUTURE OF LEDBURY CELEBRATION

Purpose of Report

The objective of this report is to inform Members of a collaborative meeting involving the Town Clerk, Community Development Officer, Food Group representatives, and members of Ledbury Poetry. The meeting was convened to deliberate on the future trajectory of Ledbury Celebration and the potential of partnership.

Notes of the meeting – Appendix A

Detailed Information

Members are likely acquainted with the traditional occurrence of Ledbury Celebration, typically held on the concluding day of the Poetry Festival in July, within the confines of St Katherine's carpark. This event presents an array of attractions to both residents and visitors, including a vibrant market showcasing the finest local produce, accompanied by musical performances, dance, and poetry. Each year, the Food Group and Poetry Festival collaborate to ensure the smooth and successful coordination of this occasion.

The Ledbury Celebration has grown into a popular and well-loved part of the Ledbury's calendar of larger town events. Ledbury Town Council has consistently contributed to the success of this event, notably by providing essential resources such as barriers and gazebos, and actively promoting it through the Council's social media platforms.

At the meeting, there was a discussion on whether the Town Council would become a formal partner of Ledbury Celebration, and assist with the organisation of the event as detailed below:

1. Provide a letter of support to the Food Groups funding request- particularly the UK Shared Prosperity Fund.
2. Assistance in the organisation and planning of Ledbury Celebration
3. Assistance when booking local market traders (i.e. Sharing market database and increase a general focus at events on local traders and produce)
4. Benefit from the Town Council's VAT when paying bills (Clerk investigating whether this is possible).
5. To add Ledbury Celebration to the Town Councils PPL and PRS licence (to hold live music in the town).

6. That the Town Council to apply for an annual premise licence which will cover events that attract more than 500 people at a time, and where live music is played (this would include the Christmas Light Switch on Event, Ledbury Celebration, and other events the Town wishes to celebrate)

Financial implications

To add Ledbury Celebration to the PPL and PRS licence there would be an additional cost of **£166.71** - *as quoted on Friday 9th February.*

<https://pplprs.co.uk/>

There will be a cost for the Town Council to apply for an annual premise licence which will cover the Christmas Light Switch on event, Ledbury Celebration, and any other events the Town wish to coordinate in the town centre/High Street. Officers are waiting on further information from Herefordshire Council regarding costs for a licence.

It is worth noting that a premise licence is a licence that is granted to authorise the premises to be used for licensable activities, namely the retail sale of alcohol, provision of regulated entertainment, and provision of late-night refreshment. It is pertinent to note that a Temporary Event Notice (TEN) license typically covers events with an attendance of up to 500 people or fewer at any given time.

<https://www.herefordshire.gov.uk/directory-record/2008/premises-licence>

Project plan

Griff Holliday, a member of the Food Group, has submitted a detailed high-level project plan for the Ledbury Celebration. This document aims to facilitate discussions regarding potential assistance that the Ledbury Town Council could offer- Appendix B

Conclusion

The meeting provided valuable insights into the potential partnership between the Town Council, Food Group, and Ledbury Poetry for the successful continuation of Ledbury Celebration. Another benefit of partnership is the opportunity to expand and enrich the Town Council's trader database. By intensifying focus on local produce during events and expanding market offerings through collaborative efforts.

Further discussions and actions are necessary to formalise the partnership and address financial considerations.

Recommendations:

1. That the Environment & Leisure Committee agree to the Town Council forming a partnership with Ledbury Food Group and the Poetry Festival to hold the annual event 'Ledbury Celebration'.

2. That the Environment & Leisure Committee agree to the Town Council taking an active role in the organisation of Ledbury Celebration as detailed in Appendix B.
3. That the Environment & Leisure Committee agree to Ledbury Celebration being added to the PPL/PRS licence at an estimated cost of £166.71.
4. That the Environment & Leisure Committee agree to Officers investigating whether the Town Council would benefit from an annual premise licence, which would include Ledbury Celebration.

Ledbury Celebration 2024 – Notes of a Joint Meeting on 13th December 2023

Present:

Ledbury Food Group: Griff Holliday, David McCauley

Ledbury Town Council: Angela Price (Town Clerk) Olivia Freeman (CDO)

Ledbury Poetry: Hannah Bengough Sutton, Sabeen Chaudhry

Purpose: *To review issues identified from 2023's event and plan forward.*

The meeting followed Ledbury Food Group's mail of 16th October 2023.

Resources/Volunteers - *Our very limited people resources to organise the event – we don't have a regular organiser nor back up if people are ill, incapacitated or become unavailable.*

AP advised that the Town Council were now making facilitating volunteers to smaller groups a condition of their funding to large local groups e.g. Carnival and Poetry Festival. GH noted this could help with stewarding and set up/set down needs.

Action: Food Group to liaise with CDO on needs.

Organisation - *The very "one-off" nature of the event*

GH said that the act of organising particularly the food market element of the event gave concerns with no regular organiser from year to year. AP noted that possible economies of scale may be possible with the LTC's market activities developing e.g. with the Christmas Lights event. There could be opportunities to share the Food Group's contacts, increase a general focus at events on local food and add to regular markets from joint working. **Action:** GH to provide event project plan to AP to help consider synergies and possible assistance with organisation from LTC.

Funding/Costs - *increased difficulties in obtaining funding as a small non-charitable organisation, coupled with increasing costs. We ran at a deficit in 2023.*

The event costs about £4,500 to put on, if costs of organisation are included (c. £1500). To help the Food Group in their quest for funding the following **actions** were agreed:

- Ledbury Town Council and Ledbury Poetry to provide letters in support to the Food Group's funding requests for this event (AP and HBS/SC)
- In future, Food Group to consider applying for a multi-year grant from LTC (note LTC has already agreed part-funding for 2024 event)
- CDO to provide GH with details of next round of Herefordshire festivals funding
- CDO/LTC to advise other possible sources as these are known
- Sponsorship - Food Group to consider whether local sponsors should be approached, noting many are already sponsoring the poetry festival

Re Costs:

- Generator/Power costs - Food Group to consider whether approach to Rogers family to suggest free children's rides in return for power generation is desired - ?as part of a focused children's area. (Approach recently used by LTC)

- Possible partnership with LTC re bills carrying VAT - LTC can reclaim VAT on expenditure – AP to consider and review with GH/McC

Ledbury Food Group's Focus *Our wish to concentrate our limited resources on events that are primarily local food focused rather than broader brushed*

The Ledbury Celebration has grown into a popular, well-loved part of the Ledbury calendar of larger town events. The event is valued by both Ledbury Town Council and Ledbury Poetry, and fits well as a last day event to the Festival.

But it is now far more than a food festival/market and too widespread to continue to be run principally by the Food Group.

The meeting participants **agreed** that the event should now be run as a full partnership of the Food Group, the Town Council and Ledbury Poetry with each contributing resource to the total event.

Action: Partners to develop their roles – review at next joint meeting

Licensing - *Limits afforded by licensing regulations on our growing the event – we are operating at the limits of a Temporary Event Notice (max 500 at any time)*

Currently the event attracts about 1,000 visitors over 5 hours. GH noted that the event could not grow without addressing licensing – the following were identified to provide greater flexibility:

Music/Performance – the Town Council already has a full licence for town functions. It may be possible to include the Celebration within this **Action:** AP to check feasibility with insurers etc.

Alcohol Sales - the Town Clerk is planning to get a full licence for town events – training is involved. This event could qualify in future.

For 2024 – it would help to operate with the benefit of the full music/entertainment licence to allow for boosting visitor numbers. Alcohol sales could continue to be covered by a TEN in a restricted area.

Future - *A changing selling environment for local food producers out of Covid with less appeal for one off “market” events of this type*

GH said that we needed to recognise that the event could be significantly different in 5 years' time – with no food market but with continued presence from street-food traders and a greater emphasis on performance.

All **agreed** that for 2024 the event should follow closely the 2023 event in content, providing a “dress rehearsal” for the future and new ways of working.

Griff Holliday

Ledbury Food Group

15th December 2023

Ledbury Celebration – High Level Project Plan

Food Market and overall event activities

When?	What?	Who?	Notes
January	Review and update producers/stall-holders listing	Organiser with Food Group	
	Send out advice of date – collate responses	Organiser	Recent attendees and others from listing
	Review Terms and Conditions – confirm fees - agree general invitees (radius etc)	Food Group with Organiser	
	Obtain permissions to use site and St Katherine's	Food Group	With Herefordshire Council and Ledbury Ministry
February	Agree Invitation Letter and finalise Ts and Cs, Booking Form, Risk Assessment Form	Food Group with Organiser	
	Send out documentation (above) to producers/stallholders	Organiser	
March	Obtain quotations for supplies – gazebos, tables and chairs, power supply. Place orders	Organiser/Food Group	
March	Process Temporary Event Notice (TEN)	Food Group	
March & April	Process responses – confirm acceptance etc – check paper work submitted - develop plan of market needs – check fees are paid – organise invoicing where required	Organiser	
April	Develop Event Management Plan and Risk Review – submit Draft to SAG	Food Group with Organiser	
April	Recruit volunteers for set up/set down and stewarding	Food Group with Organiser	?Help from LTC for 2024
May	Develop site plan – confirm gazebo and table needs	Organiser	
May/June	Continue to process responses etc.	Organiser	
June	Draw up site plan	Organiser with Food Group	
June	Prepare and send out Instructions for the Day to stall-holders	Organiser	
June	Respond to issues, enquiries etc	Organiser	
June	Finalise Event Management Plan and Risk Review	Food Group with Organiser	
June	Agree and distribute Stewarding Guidelines	Food Group	

When?	What?	Who?	Notes
June	Finalise delivery arrangements for Gazebos, Tables and Chairs, Power supply etc	Organiser	
July	Pre Event – final arrangements	Organiser with Food Group	Coordinating deliveries etc
July	Event Day – Supervise arrangements for stall-holders and power – arrival and set up – during day – closing and departure	Organiser leads	
July	Event Day – Site set up (gazebos, tables, chairs), performance area, visitor area. Site set down	Food Group with partners/helpers	
July	Post event – Ask for and collate feedback – contribute to review - RELAX	Organiser	

Other activities – not involving Organiser directly

What?	Detail	Who?
Music Programme	Arrange/appoint PA requirements and music event management	Food Group
	Invite local amateur groups to take part	Food Group
	Identify suitable local performers/acts to take part to complete the programme	Music Event Mgr with Food Group
	Agree music programme and running order	Music Event Mgr with Food Group
	Coordinate Poetry Programme into overall performance	Music Event Mgr with Ledbury Poetry
	Stage Manage performances on day – set up, performance support, set down – coordinating with Organiser etc.	Music Event Mgr

What?	Detail	Who?
Poetry Programme	Identify poets to perform at the event – identify a performance compere – identify any other poet input to the event(like the Poetry Machine)	Ledbury Poetry
	Make arrangements for attendance with poetry performers	Ledbury Poetry
	Coordinate poet activities on the day	Ledbury Poetry with Music Event Manager

What?	Detail	Who?
Publicity	Poetry Festival Programme – event details – by mid April	Food Group with Ledbury Poetry
	Website and Social Media	All partners
	Posters and Flyers – also usable by Social Media	Food Group
	Local Press and Radio	Food Group
	Roadside Banners	Food Group

Material available for the event – requiring updating for 2024 event

- Producer Database – contact details etc. To be updated!
- Invitation Letter
- Entry Form
- Risk Assessment Form
- Terms and Conditions
- Event Management Plan
- Risk Review
- Poster
- Flyer
- Roadside Board Content
- Stewarding Guidelines
- Notes for Performers
- Producer Information (for those attending)
- Event plan of St Katherine’s Car Park area
- Power requirements for stalls – format for reuse

Prepared by Griff Holiday, Ledbury Food Group

LEDBURY TOWN COUNCIL

ENVIRONMENT & LEISURE COMMITTEE	7 MARCH 2024	AGENDA ITEM: 17
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Report prepared by Julia Lawrence – Deputy Town Clerk

PLANTING SCHEME FOR THE HOMEND

Purpose of Report

The purpose of this report is to ask Members of the Environment & Leisure Committee to consider a proposal put forward by a local resident for placing planters, full of evergreens, along the Homend.

Detailed Information

A local resident who resides along The Homend has written to the Council stating:

"I was alarmed to read information from Natural England describing streets like mine as an 'urban canyon' from which pollutants cannot easily escape.

I know that the Council provides hanging baskets each year, which look fantastic along the Homend and the High Street, but could planters, full of evergreens, be placed on the pavement along areas like the terrace I live in, in addition to the baskets? Whilst I'd love to plant climbers at the front to act as a 'green wall', I'm not sure this is compatible with the current paving at the front, and as Platform Housing own most of the terrace here, I'm not sure the neighbouring properties would be able to join in"

Would love to hear if there is anything that could be done to 'green' up the Homend a little and provide cleaner air along here".



The resident makes no reference as to who should fund the purchase of these planters or indeed who should provide the compost and evergreen plants.

Recommendation

That Members of the Environment & Leisure Committee give consideration to the request from the resident and whether this suggestion to place planters along The Homend is viable and worth pursuing by Ledbury Town Council.

LEDBURY TOWN COUNCIL

ENVIRONMENT & LEISURE COMMITTEE	7 MARCH 2024	AGENDA ITEM: 18
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Report prepared by Julia Lawrence – Deputy Town Clerk

MALVERN HILLS MANAGEMENT PLAN REVIEW 2024

Purpose of Report

The purpose of this report is to ask Members of the Environment & Leisure Committee to consider the request put forward by Malvern Hills National Landscape to reviews its Management Plan Review 2024.

Detailed Information

The Malvern Hills National Landscape Partnership has contacted Ledbury Town Council to advise that work has now commenced to review the statutory Management Plan for the Malvern Hills Landscape (AONB). The request invited stakeholders to undertake a quick online survey of what matters in the Malvern Hills Landscape. The closing date for responses is 8 March 2024.

Should Members wish to participate in the online survey, more information about the Management Plan Review, including a timetable for the work can be found at:
[Management Plan Review 2024 – Malvern Hills National Landscape \(malvern-hills-nl.org.uk\)](https://malvern-hills-nl.org.uk)

Recommendation

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

LEDBURY TOWN COUNCIL

MINUTES OF A MEETING OF THE EVENTS WORKING PARTY MEETING HELD ON 1 FEBRUARY 2024

PRESENT: Councillors: Furlonger and Morris (Chair)
Non-Councillors: Al Braithwaite (Minute Taker), Catriona Cole, Griff Holliday, Lynette Loader and Nina Shields

ALSO PRESENT: Olivia Trueman, Community Development Officer (CDO)

94. APOLOGIES FOR ABSENCE

Apologies for absence were received from Heather Coppock.

95. DECLARATIONS OF INTEREST

None.

96. TO ELECT NON-COUNCIL MEMBERS

None.

97. TO APPROVE AND SIGN, AS A CORRECT RECORD, THE MINUTES OF THE EVENTS WORKING PARTY MEETING HELD ON 7 DECEMBER 2023.

There were two amendments to the minutes of the meeting held on 7 December 2023, as follows:

- a) Item 85 – It should read “Recommended”, and not “Resolved”.
- b) Item 87 – GBGW – It should read Herefordshire Wildlife Trust could (not ‘would’) develop a Nature Trail....
- c) Item 87 - Gardeners’ Question Time Style Event - add “on sustainability matters”.

RESOLVED:

That the minutes of the meeting of the Events Working Party held on 7 December 2023 be approved as a correct record subject to the above amendments.

98. WORLD BOOK DAY - 9 MARCH 2024 (Overall budget £4,000)

The CDO presented an update report noting that “Resolved”, should read “Recommended”.

The CDO advised that marketing materials were ready to be printed, and that she was waiting to hear back from Ledbury Places on what activity they would be holding.

RESOLVED:

That printing of the marketing material would progress as soon as possible. All outstanding issues would be discussed at the Steering Group later in February.

99. LEDBURY COMMUNITY DAY - 8 JUNE 2024

The CDO presented a report on a recent meeting regarding Community Day. The Working Group then discussed ideas for providing a Community Day for the youth of Ledbury or for part of the day, say between 10.00am and 1.00pm.

Suggestions included:

- Fashion show
- Song/music festival
- Dance event
-

It was suggested that schools be invited to do a “performance event” (singularly or collectively).

It was noted that for any events taking place in the Town Square, there was no electricity on the Square.

It was noted that invitations were going out to community groups for the day.

RESOLVED:

That the CDO contact schools to identify what involvement they would like in Community Day/Great Big Green Week.

100. GREAT BIG GREEN WEEK (‘GBGW’) - 8 to 16 JUNE 2024.

It was noted that the GBGW Steering Group had yet to meet, but this would occur prior to the next Events Working Party meeting in April.

It was suggested that the original concept of the Photographic Competition “Trees of Ledbury” be divided into two categories:

- a) Photographic competition – “Trees” competition for Children to be held on Community Day.
- b) Photographic competition – “Trees of Significance in Ledbury” for Adults be held the following weekend (15 June 2024).

RESOLVED:

That the meeting of the GBGW Steering Group is to review ideas previously identified and those set out above and bring these back to the April meeting.

101. CANDLE LIGHTING EVENT AT THE CEMETERY CHAPEL - 17 DECEMBER 2023

The CDO presented a brief update report on the above event.

It was noted that the event was well received and welcomed by those who attended with many people staying longer to chat. The banner and marketing provided timely details of the event helping to make it a great success.

Thanks were given to Co-op Funeral care for providing refreshments. The CDO was also thanked for a good job well done.

It was agreed that given the success, the same event would run again on Sunday, 15 December 2024 between 10.00am and 3.00pm.

RESOLVED:

That the Candle Lighting Event at the Cemetery Chapel takes place in 2024 on 15 December between 10.00am and 3.00pm.

102. SCHEDULE OF COMMITTEE MEETINGS

The schedule was noted.

It was requested that the CDO provide a schedule of the Working Parties and the Committees that they report into.

RESOLVED:

That in addition to the Committee Meeting dates tabled, a schedule of all the different Working Group meetings should be included and to which Committee they report into.

103. CALENDER OF EVENTS AND WEBSITE

The schedule was noted. Additional events to include:

- a) 19 February 2024 - A talk on the new waste strategy and Kerbside collection arrangements in Ledbury – Burgage Hall 7.30 pm.
- b) 26 March 2024 - Suzette Hill, Author at The Library.

A discussion took place about the opportunity and cost to update LTC website with a genuine events calendar, saving time and streamlining the process. It was felt that an improvement to the website would be beneficial for the Town Council's presence. The cost for updating the website by Advansys (provider to the Council) is £1,800 plus VAT.

RESOLVED:

To recommend to the Environment and Leisure Committee to approve the funding for the website improvement. Griff Holliday to work with the CDO on the detailed report which will be presented at the next Environment and Leisure Committee Meeting in March.

104 DATE OF NEXT MEETING

The date of the next meeting of the Events Working Party is on 4 April 2024 at Ledbury Town Council Offices.

DRAFT

LEDBURY TOWN COUNCIL

MINUTES OF A MEETING OF THE CLIMATE CHANGE WORKING PARTY HELD ON 7 FEBRUARY 2024

PRESENT: Councillors: Chowns and Sinclair
Non-Councillors – Nina Shields (Chair), Al Braithwaite, Beverley Kinnaird, Paul Kinnaird, County Councillor Justine Peberdy and Catherine Simonini (Ledbury Health Partnership)

ALSO PRESENT: Julia Lawrence, Deputy Clerk

1. APOLOGIES FOR ABSENCE

Apologies were received from Councillor McAll and Professor John Whitelegg.

2. DECLARATIONS OF INTEREST

None.

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 6 DECEMBER 2023.

Since the issuing of the draft minutes of 6 December 2023, Councillor Sinclair had raised a concern that the data contained in Item 7 (Transport) presented by Professional Whitelegg was inaccurate in terms of journeys by car.

This meeting noted that there had been confusion about the definition of “trips”. Professor Whitelegg, since that meeting, had advised the Council and its Members that “trips” related to all forms of movement to and from the School, not just cars. It was also noted that the words “great exaggeration” was not used in the meeting by Councillor Chowns.

RESOLVED:

That the Minutes of the Climate Change Working Party (“CCWP”) meeting held on 6 December 2023 be approved and signed as a correct record subject to the amendment that the word “trips” (Item 7) recognises different types of movement to and from the School, not solely cars.

The minutes were proposed by Councillor Chowns and seconded by Nina Shields, then as a correct record.

5. LEDBURY HEALTH PARTNERSHIP

The Practice Manager, Catherine Simonini, advised the Working Party that there is no current requirement to track trends or record the impacts of Climate Change on health by the Department of Health or other health bodies.

It could be possible to provide data to support or provide a base line of different health conditions that relate to climate change if there was a project requiring the ability to monitor changes over a period of time.

It was noted that unlike the Council, the Practice does not have a Climate Change Emergency Policy and that it was a challenge to reach Net Zero as some buildings were not within the ownership of the Practice. Where control and influence was possible (St Katherine's), it is well run and is trying to address the challenges. At other locations, there are less obligations on commercial landlords to address the climate change problems.

The Practice Manager was thanked for her insight of the challenges facing the Health Practice.

RESOLVED:

It was proposed that at the next CCWP Meeting consideration should be given as to how the Council could work with the Health Practice in the future.

6. FEEDBACK FROM ENVIRONMENT & LEISURE COMMITTEE ("E&L")

The report was noted.

A discussion took place about developing a potential relationship to work together with NMiTE. Al Braithwaite advised that NMiTE were working with Ledbury Places on a few projects (via an MOU) to better understand what could be done with its historic buildings to improve thermal capacity and overall structure. Councillor Chowns would welcome an opportunity to have a discussion to understand how a relationship could potentially develop.

RESOLVED:

It was agreed that Al Braithwaite would contact NMiTE to start the discussion with NMiTE about their involvement with the Council. Councillor Chowns confirmed that he would also be pleased to join the meeting.

7. FEEDBACK FROM TRAFFIC MANAGEMENT WORKING PARTY IN RESPECT OF THE REPORT PRESENTED BY PROFESSOR WHITELEGG

This item was deferred until the next CCWP as the meeting had only been held earlier on 7 February 2024.

RESOLVED:

To be an item on the agenda for the next meeting on 3 April 2024.

8. MALVERN HILLS NATIONAL LANDSCAPE CONSULTATION

The consultation document presented to Ledbury Town Council was provided by E&L to CCWP for their response with a view to submitting that response to Malvern Hills National Landscape. The consultation document relates to renewable energy in the Malvern Hills and its setting.

In summary the CCWP noted:-

- It was a thorough report.
- That the report took a positive approach to renewable energy but would not want to deploy anything that would have a major impact on the setting.
- It did not wish to do anything on a large scale or that might cause disruption to the land and buildings.

RESOLVED:

That the CCWP agreed that the following statement should be the recommended response to be sent to Malvern Hills National Landscape by the deadline of 28 February 2024 from the Council and E&L.

“Thank you for the detailed and thorough report and the opportunity to comment. Ledbury Town Council is supportive of the aims to provide renewable opportunities whilst safeguarding the landscape”.

9. ABSOLUTE NET ZERO REPORT

Councillor Sinclair lead a discussion for the Working Party on the Absolute Net Zero report, making members of the Group aware that the creation of the academic report, 4 years ago, is understood to be backed by the Chinese Government.

Councillor Sinclair wanted to make people aware of some of the points set out in the diagram 2020-2050 (page 6 of the actual report) and the impact that they would have on everyday life.

It was noted that many of the insights across a range of headings, were not unexpected in the longer term – to 2050, but it was good to raise awareness. It was acknowledged that CO2 to zero had moved on in the recent past, even given the recent concerns about the location of COP28.

A further report was referred to by the Chairman, having received information from Professor Whitelegg about the same and set out below.

“The Wuppertal Institute also uses its long-standing expertise in performing meta-analyses of energy system scenarios in various projects. In one of these meta-analyses on behalf of Fridays for Future Germany, it investigated the accelerated changes that would be realised in the energy industry and in the buildings, industry and transport sectors to achieve a [climate-neutral German energy system already by 2035](#). In a study on behalf of the nature conservation organisation NABU, the Wuppertal Institute used a scenario meta-analysis to derive various strategies for how the energy transition can be implemented in a way that minimises negative impacts on nature.

[CO2-Neutral by 2035: Key Points of a German Contribution to Maintain the 1.5°C Limit - Wuppertal Institute for Climate, Environment and Energy \(wupperinst.org\)](#)”

It was noted that much of the report was outside the remit of the Working Party, which had been set up to make recommendations to E&L to build resilience and address opportunities to improve the sustainability of Ledbury.

The Chair thanked Councillor Sinclair for bringing the report to the Working Party's attention.

RESOLVED:

That the Working Party reflect on the reports for future consideration.

10. COUNCIL CARBON FOOTPRINT

Awaiting feedback from the Finance Committee.

RESOLVED:

That the CCWP is awaiting feedback from the Finance Committee.

11. WARM SPACES FOR WINTER 2023/24

It was noted that the Rugby Club did apply for grant funding for warm spaces this year, but the application had been rejected on the grounds that they could not offer time slots outside of regular working hours.

12. COMMITTEE STRUCTURE/CORPORATE PLAN 2020

To be carried forward to the next meeting.

13. DATE OF NEXT MEETING

The date of the next meeting of the CCWP will be held on Wednesday, 3 April 2024 at 6.00pm, in the Council Offices.

CLIMATE CHANGE WORKING PARTY – ACTION SHEET

No:	Item (Action Required)	Responsibility	To be actioned by (date)
6	Al Braithwaite agreed to contact NMITE to start the discussion with NMITE. Councillor Chowns to join the meeting.	Al Braithwaite	April 24
8	This Working Party agreed that the following statement should be the recommended response to be sent to Malvern Hills National Landscape by the deadline of 28 February 2024 from the Council and E&L.	E&L and Clerk	28 February 24

LEDBURY TOWN COUNCIL

MINUTES OF A MEETING OF THE JOHN MASEFIELD MEMORIAL WORKING PARTY HELD ON THURSDAY, 29 NOVEMBER 2023

PRESENT: Ledbury Town Councillors Chowns, Furlonger, l'Anson and Morris
Non-Council Members, Chloe Garner, Tim Keyes, Jess Locke, Jane Mee, Chris Noel, Councillor Justine Peberdy, Councillor Stef Simmons, Christine Tustin, and Jackie Tweedale

VIA TEAMS: Dr Philip Errington and Caroline Magnus

ALSO PRESENT: Angela Price – Town Clerk
Olivia Trueman – Community Development Officer

JM110. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Sarah Jane Arbury, Catrina Cole, and Lesley Ingram.

JM111. **DECLARATIONS OF INTEREST**

None received.

JM112. **TO APPROVE AND SIGN THE MINUTES OF THE JOHN MASEFIELD WORKING PARTY HELD ON 19 OCTOBER 2023**

Caroline Magnus advised that she had hoped to have had the opportunity to have a discussion with Chris Noel and Philip Errington in respect of minute numbers JM103(iii) and JM106, however, due to personal issues this had not taken place. She therefore asked whether either of these items had been taken up in her absence?

Chloe Garner asked whether a formal letter had been sent to Ledbury Poetry in respect of a potential partnership. The Clerk advised that this letter had not yet been sent. Chloe advised that she had had an informal conversation with the Trustees to make them aware of the suggestion.

Christine Tustin asked whether there had been any progress in relation to the John Masefield Society being a key stakeholder. Caroline Magnus asked Chris Noel and Philip Errington for their thoughts on this.

Caroline reiterated her concerns raised at the previous meeting, about whether the John Masefield Society should be a partner rather than a stakeholder, and how far the Society's involvement could go.

Philip Errington asked Jane Mee how the relationship of the John Masefield Society as a partner would impact the project, rather than being a key stakeholder and ability to get funding, was it really necessary

for the John Masefield Society to be a partner? Jane advised that the John Masefield Society around the table as an active stakeholder is very important, but from the point of view of gaining funding Ledbury Poetry is of more importance. The track record of Ledbury Poetry in respect of funding and projects would be more significant in respect of NHL funding.

Philip was satisfied that the John Masefield Society as a key stakeholder and the Ledbury Poetry as a partner would be a good way forward and if other members of the Society were in agreement would be happy to proceed in this manner.

Tim Keyes noted that he felt the archiving of the John Masefield information held in the library was an important element of the support that could be offered by the John Masefield Society and Philip Errington agreed with this, noting that they were keen to make use of the assets held by the Society to help this project.

Councillor Morris noted that the Society were important from the point of view of having a bank account set up.

RESOLVED:

1. **That the John Masefield Society be recorded as a key stakeholder of the John Masefield Memorial Project.**
2. **That the minutes of the meeting of the John Masefield Memorial Working Party be approved and signed as a correct record.**

JM113. **DATE OF NEXT MEETING**

RESOLVED:

To note that the next meeting is scheduled for Wednesday, 21 February 2024 at 10.00 am in the Committee Room at the Council Offices.

JM114. **FUNDING**

- a. **Update on National Lottery Funding Application**

Jane Mee advised that the NHLF would be publishing a new funding strategy document in January, and therefore it is not possible to submit an application until then. She advised that the underlying principles of the strategy would remain the same and advised that there is a summary sheet available on line.

Jane advised that if there were any substantive changes needed to the application ahead of submission she would share these with members of the Working Party, otherwise subject to approval of the Clerk and Chair of the Working Party, Jane would submit

the enquiry form directly to NHLF to avoid delay. Chloe noted that if Ledbury Poetry are to be a partner it would be helpful if they could have sight of this prior to submission. This was agreed by members.

b. Possible Match Funding

Councillor Morris asked the Ward Councillors whether they could pursue any funding opportunities via Herefordshire Council on behalf of the Working Party. Councillor Simmons advised that they would be happy to take this forward but did advise that due to the reduction in funding for Herefordshire Council, there would likely be little opportunities for this type of project. Councillor Peberdy advised that she would also be happy to take the request forward in respect of possible heritage project funding via Herefordshire Council.

c. Other Possible Funding Sources

i. Local Donations

Councillor Morris advised that match funding is essential for this project to be a success. Jane Mee advised that the Working Party should be looking for at least 10% of the overall cost of the project.

It was suggested that it would probably be more effective if the various groups involved were to approach their own contacts etc. individually rather than passing these through the Working Party.

Caroline suggested that it was essential that information be available to be provided to potential funders and that the project was not yet at a stage where this could be done.

There was further discussion about how this could be progressed when the more information is available.

ii. Quentin Blake Illustrations

Councillor Morris suggested approaching Quentin Blake to ask whether he would consider auctioning his illustrations to help fund the project. Philip Errington advised that this would not be possible as Quentin Blake keeps these in his own archive. However, Philip did suggest that it may be worth asking if he would allow them to be used in some way in support of the project. Chloe suggested that the Poetry House, Library, or Hellens Manor, could be used for an exhibition of these. Philip did advise that there may be

complications in having an exhibition, but that he was happy to ask the question.

RESOLVED:

1. **That the updates in respect of funding be received and noted.**
2. **That Philip Errington approach Quentin Blake to ask whether it would be possible to use the illustrations for an exhibition.**

JM114.

UPDATE FROM COMMUNICATIONS STEERING GROUP AND ITEMS FOR CONSIDERATION

a. Creative Brief

Councillor Furlonger picked up on the conversations from the previous agenda item, in respect of consistency in communications and elevating those to a professional level.

He advised that the purpose of the creative brief was to give the group a visual identity, which would comprise a Logo, letterhead, email template, etc. He suggested that these could be designed by a professional to alleviate the pressure of the office staff.

Jane Mee asked whether this would include something around “messaging”; Councillor Furlonger advised that this was about building the “brand” and would include visual identity, tone and words to be used.

Philip Errington asked whether there was a designer in mind who could work on this. Councillor Furlonger advised that there was an in-house resource, depending on capacity, and failing that the Council would follow its financial regulations and obtain at least three quotes/tenders for the work. Philip advised that he had lots of illustrations etc. that could be used in respect of this and asked that he be included in the design stages.

Chloe asked whether there was any funding available for this work. The Clerk advised that there is just under £11,000 available from the funds granted by Ledbury Town Council for the project.

Philip Errington suggested that children is a great place to start with promoting the project and John Masefield. Caroline advised that she has some fabulous descriptions of John Masefield’s childhood and wondered whether she and Philip could get together to create something to work on with children.

Various methods of communication and fund raising were discussed, consideration will need to be given in respect of how to progress these going forward :

- Social media
- Newsletters
- Ledbury Focus
- Crowd Funding
- Local town events (i.e. Community Day, Carnival etc)

b. Possible future events and timeline

Various types of events and timings of those events were discussed, and it was agreed that Members should provide information to populate the timeline.

A discussion was held on who should be considered to be invited to the official unveiling of the memorial once agreed and developed. The suggestions included the following:

- His Majesty King Charles III (John Masefield wrote a poem to commemorate the birth of the future King)
- The current Poet Laurette
- Lord Lieutenants

c. List of Community Groups contacted

The Community Development Officer provided an update of expressions of interests received from the groups that had been contacted.

Philip Errington left the meeting at 11.07 am.

d. Poetry Festival

Councillor Morris complimented Ledbury Poetry on their recent press releases.

e. The Clerk advised that there was some work needed to update the website due to a number of dates having been agreed for events that had not happened. It was agreed that this work should go on in the back ground, but that it was not necessarily a priority at this time.

RESOLVED:

1. **That Philip Errington be included in the design stages of the project visual identity designs.**

2. That any members who have suggestions of people who may be able to quote for the design works advise the Clerk of their details.
3. That the Communications Strategy Steering Group prepare a specification for the design works to be sent to suitable organisations for them to provide quotes.
4. That an in-principle request be made to the meeting of the Finance, Policy & General Purposes Committee in January 2024, for funding towards the preparation of the visual identity of the John Masefield Working Party.
5. That Members should provide information to populate the timeline.
6. That consideration be given to who should be invited to the official unveiling and that the Clerk work with the Chairman's office in Hereford Council in respect of how those considered should be approached.
7. That Members provide any information for the website to the Clerk.
8. That the updates provided in respect of the Communications Steering Group and other items be received and noted.

JM115. UPDATE ON SETTING UP AND MANAGEMENT OF BANK ACCOUNT

Chris Noel advised that Holly Welford was unclear about what was expected of her in respect of this bank account. He suggested that he and the Chair of the Working Party have a meeting with her to discuss this.

Caroline advised that Chris is working hard to get the account set up and Chris advised that he was working with the Society's Treasurer to get the account set up.

RESOLVED:

That the Chair and Chris Noel meet with Holly Welford to discuss her role in respect of the bank account for the Working Party.

The meeting ended at 11.13 am

LEDBURY TOWN COUNCIL

MINUTES OF A MEETING OF THE JOHN MASEFIELD MEMORIAL WORKING PARTY HELD ON WEDNESDAY, 21 FEBRUARY 2024

PRESENT: Councillors Furlonger, l'Anson, McAll, and Morris (Chair)
Non-Council Members: Chloe Garner (Ledbury Poetry), Lesley Ingram (JM Society), Mark Lister (Ledbury Foodbank), Dr Jane Mee (Funding Co-ordinator), Chris Noels (JM Society), Justine Peberdy (Ward Councillor), Christine Tustin (Ledbury Civic Society)

ALSO PRESENT: Angela Price – Town Clerk

JM116. APOLOGIES FOR ABSENCE

Apologies for absence were received from Philip Errington, Jess Locke, Caroline Magnus, Nina Shields and Oliva Trueman.

JM117. DECLARATIONS OF INTEREST

None received.

JM118. TO APPROVE AND SIGN THE NOTES OF THE JOHN MASEFIELD MEMORIAL WORKING PARTY MEETING HELD ON 29 NOVEMBER 2023

RESOLVED:

That the notes of the meeting of the John Masefield Memorial Working Party meeting held on 29 November 2024 be approved and signed as a correct record.

JM119. RESPONSE FROM LEDBURY POETRY

Members of the Working Party noted the response from Ledbury Poetry, which advised that whilst they were interested in the project and would be very happy to support the project they are hesitant to become a formal partner at this stage, their concern is for a potential conflict of interest due to their having also submitted a grant application to NLHF.

Dr Mee asked Chloe whether the Trustees were aware that the project would come with its own staff and therefore it was not anticipated that there would be additional pressure put on the Ledbury Poetry staff. Chloe advised that these were questions that would need to be considered if this partnership was to progress at a later date.

Chloe stressed that she hoped everyone understood the reason for the hesitancy on the part of Ledbury Poetry.

FUNDING**a. Update on National Lottery Heritage Funding**

Dr Mee advised that she had submitted the initial enquiry form to NLHF and that she had incorporated the comments from Members. She advised that she had had a conversation with Christine Tustin around the name of the project and the proposed budget for the project. Christine had raised concerns about whether the cost of the memorial included within the enquiry form were sufficient. Jane advised that she had used a previous project to provide a guide for the application.

Dr Mee advised that she had expected to receive feedback on Monday, 20 February, however this had not been received and despite having chased, she is yet to hear. She advised that she had been informed that it was slightly delayed as the officer dealing with it had raised a question and that the response to that was awaited. Jane wondered whether the query could be in respect of what she has said about the final memorial, but until they hear back this is only speculation.

Dr Mee advised that she would share the information once received.

b. Possible Match Funding

Dr Mee advised that there are a number of ways in which match funding can be raised, which include fund raising, smaller grants, lead partner funding.

Dr Mee advised that the match funding target would be in the region of £25,000 and she would anticipate that, as the Lead Partner, Ledbury Town Council would provide some match funding, which would be in addition to the funding already allocated. She suggested that the Town Council could be asked to consider circa £5,000 for the duration of the project. This could be made available over the life span of the project, incrementally or as the need arises.

The Clerk advised the Working Party that if this is a recommendation to Council then a detailed plan of the budget showing what that funding would support in respect of the project would need to be provided. The Council would be unlikely to provide the funding without such information.

RESOLVED:

1. That the Clerk will forward a copy of the NDP budget plan.
2. That a **RECOMMENDATION** be submitted to Full Council that Ledbury Town Council provide match funding of circa £5,000 to be broken down over the life span of the project.
3. That Dr Mee provide the Clerk with an outline budget plan in support of the above recommendation.

c. Other Possible Funding Sources

- i. Local Donations
- ii. Gala Evening – Councillor Morris advised of an embryonic plan to hold a Gala Evening possibly in 2025/26. Ideas so far suggest that it could be held in the auditorium in John Masefield School, which seats 220 people. He advised that there are people interested in John Masefield and his work, who may like to contribute.

He provided a suggestion for a possible Patron, who could help bring people to the Gala Evening and other fund raising activities, as well as raising the overall profile of the project and its goals. He also advised that the High Sheriffs are generally interested in the project.

Dr Mee clarified with Councillor Morris that this is intended for the purpose of fund raising and not necessarily for the people of the town, although they would be welcome to purchase a ticket and attend.

Councillor McAll suggested possible crowd funding, the Clerk advised that this had been discussed previously.

Councillor Morris advised that 2-faced dance had advised that there is a large American contingent who are aware of John Masefield and his works, which could be tapped into. Although Dr Mee advised that fund raising from America comes with some issues.

RESOLVED:

1. That a **Funding Steering Group** be set up, noting that **Justine Peberdy** and **Councillor Furlonger** expressed a willingness to be part of this Steering Group.

2. **The Clerk would send an email to all members to ask if they would like to be part of the Funding Steering Group.**

JM121. **FIT FOR THE FUTURE**

Members were advised that Fit for the Future is an environmental sustainability network with over 150 charities, heritage organisations, cultural venues, public sector bodies and more in its membership. They facilitate knowledge-sharing and collaboration across organisations and sectors so that they can achieve the rapid far-reaching changes needed to decarbonise, adapt to climate change and drive positive environmental impacts.

Dr Mee advised Members that it has been suggested by NLHF that all groups applying for grant funding should be encouraged to sign up to Fit for the Future.

Chloe advised that Ledbury Poetry were signed up to Fit for the Future and that they offered very good networking opportunities.

RESOLVED:

That the Clerk investigate “Fit for the Future” with a view to signing up on behalf of Ledbury Town Council, in particular for the benefit of the John Masefield Memorial Project grant funding application to NLHF.

JM122. **UPDATE FROM THE COMMUNICATIONS STEERING GROUP**

a. **Potential Patron**

Councillor Morris suggested a potential Patron for the project, however, he advised that it was proving difficult to be able to contact the individual. He noted that he now has a possible contact via the partner of the individual.

Councillor Furlonger advised that the purpose of a Patron would be to leverage their popularity and notoriety to attention to the project and specifically any fund raising initiatives, it would not necessarily be someone who is “interested” in John Masefield. He advised that this individual has an affinity with the works of John Masefield whilst also being well known and popular. He advised that a letter had been prepared and that this will be sent via the Clerk. He also advised that he had managed to cultivate a contact with a close friend of the individual which may be useful.

Dr Mee suggested an alternative should the suggested individual not wish to take up the role of Patron. Members felt that this was a good second option.

RESOLVED:

That Councillor Morris review the prepared letter and forward to the Clerk along with the necessary contact details, so that the Clerk can send it on behalf of the Group

b. Funding for branding, visual identity and communications

Members were provided with a Creative Brief which had been drawn up by the Communications Steering Group.

Councillor Morris advised that it would be essential for the project to have its own identity as outlined in the Brief. He advised that quotes would need to be obtained, which will be the responsibility of Council staff.

Councillor l'Anson asked where the money would come from for this, the Clerk advised that the Chair had made a request to the recent Full Council meeting to draw down £3,000 from the current funding set aside by the council for this project. Council had agreed in principle subject to receiving a detailed plan on how the money would be spent.

Dr Mee raised concerns over the suggested amount of £3,000, she asked whether this would be stipulated in the brief, as she felt that this amount was restrictive to what could be provided. She advised that would anticipate a cost in the region of £15,000. Recognising the restrictions of the budget, Councillor Morris informed the meeting that approaches would be made to self-employed individuals rather than agencies or consultancies with multiple personnel.

The Mayor suggested that Martin Tilley may know someone local who could help and it was also noted that he should be asked to quote for any printed material required.

There was a brief discussion about an online presence for the project. Councillor Morris raised concerns about the current information provided on the website, the Clerk advised that this had been discussed at a previous meeting, but it had been agreed that this should be put on hold for the time being. The Clerk advised that she would be happy to receive information from Members for inclusion on the website and Councillor Morris suggested that this could sit with the Communications Steering Group.

JM123. UPDATE FROM COMMUNITY DEVELOPMENT OFFICER

The Community Development Officer (CDO) had provided an update on local third sector groups that she had reached out to in respect of assistance with the project. The Clerk advised that the CDO had repeatedly chased the contacts but had advised that it had been extremely difficult to get them to engage.

Dr mee asked if there were any common reasons for the lack of willingness to engage, the Clerk advised that as these are groups that involve the harder to reach members of the community, it is generally the current cost of living and social issues that is preventing them from engaging, they have more important things to be thinking about and doing at the current time.

It was noted that the Rugby Club had not been approached and that they would be an excellent choice for a partnership role with the project.

Mark Lister noted that Age UK would be a good group to get involved. It was noted that Sue Moseley had been to a previous meeting and that she is on the list of recipients for the agenda. The Clerk suggested that all three branches in the locality should be contacted, Councillor McAll suggested this could be raised at the next network meeting.

JM124. UPDATE ON SETTING UP AND MANAGEMENT OF BANK ACCOUNT

Councillor Morris advised that he had not been able to identify a suitable individual who may be willing to take up the role of Treasurer for the project. Councillor McAll suggested that Councillor Newsham may be willing to take this up, as a retired Chartered Accountant.

RESOLVED:

That Councillor Newsham be asked whether he would be interested in taking up the role of Treasurer for the John Masefield Memorial project. The Clerk to approach him on behalf of the group

JM125. PROJECT PROPOSAL

Members were advised that this would become a standing item on the agenda, to ensure that any new members at future meetings are informed of the project.

JM126. NEXT STEPS

- a. Questions for full NLHF application

Dr Mee advised members that she would require further information to enable some of the questions to be answered. She

suggested that it would be helpful to contact local countryside groups, a number of suggestions were provided by the group members. Councillor Peberdy advised that she had a contact at a local group which she would share. Countryside Alliance and Ledbury Naturalists were mentioned as possible organisations to contact.

Dr Mee asked for clarity on who would own the final memorial, she suggested that it ought to be Ledbury Town Council, as the Lead Project Partner. The owner will also be responsible for future maintenance programmes.

Dr Mee was advised that there were a number of strategic plans available such as the Council's Corporate Plan, Ledbury Neighbourhood Plan, Local Authority Local Plan, Town Plan and that a Tourism Strategy is being developed.

There was some discussion around volunteers and recruitment and whether they would require training and if so what type of training this would be. All agreed that this is impossible to answer at this stage and until the type of memorial has been decided.

b. Revised Project Programme and Budget

Members were provided with a copy of the suggested budget and it was agreed that a copy of the revised project programme would be sent to all members.

RESOLVED:

That the Clerk provide a copy of the revised project programme to members via email.

JM127. **INVITATIONS TO THE FINAL EVENT**

Members discussed possible invitees to the final event, and it was agreed that the Clerk would contact the Lord Lieutenant to enquire on protocols re invitations.

RESOLVED:

That the Clerk write to the Lord Lieutenant and report back to a future meeting of the Working Party.

JM128. **DATABASE**

Members were provided with a list of companies and organisations who had been added to the database so far. Councillor Morris identified that there were some errors in the information, and it was agreed that he could send details of these to the Clerk so that they can be corrected.

JM129. **DATE OF NEXT MEETING**

RESOLVED:

To note that the next meeting of the John Masefield Memorial Working Party will be held on Wednesday, 3 April 2024 at 10.00 am in the Council Offices.

The meeting ended at 11.26 am.

Signed Dated ,,

DRAFT

NOTES OF A TASK AND FINISH GROUP MEETING HELD ON
MONDAY, 22 JANUARY 2024

CHRISTMAS LIGHTS 2024

PRESENT: Councillors Chowns (Chair), l'Anson (Town Mayor), McAll, Morris, Newsham, and Sinclair

ALSO PRESENT: Angela Price – Town Clerk
Julia Lawrence – Deputy Clerk
Christian Hill (member of public/electrician)

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Susie McKechnie, on behalf of the Traders Association.

2 GENERAL DISCUSSION

The Clerk reported that the budget going forward would be £15,000 per year.

- Discussion took place regarding the location of the lights and the following comments were noted:
 - Those present considered it important to have lights along the Homend, even if it meant reducing the frequency of lights, say every other string, i.e. put up 50% of lights.
- Comments received from Susie McKechnie, on behalf of the traders, was read out to the meeting:

"I have heard various rumours about the Christmas Lights and the reduction in budget which is of course of great concern to the traders.

Also, if it is a question of not having lights up The Homend, I think this would be a big mistake as the High Street and Homend are really as one!

We appreciate the budgeting is always difficult and I heard you were looking at other contractors so perhaps it might be worth contacting someone at Tewkesbury and Bromyard because I have been informed, they both have fabulous Christmas Lights.

Also, I would just like to say thank you for the great Christmas Lights 2023, there were lots of positive comments".

- There were mixed views in respect of having lights along the Southend, some of those present considered that there should be no lights in Southend, however others felt that there should be lights in both Southend and New Street, but not Bye Street.

- It was agreed that the lights for the Market House, Almshouses, BBI Building and Council Offices should continue.
- It was discussed whether traders could contribute to the lights. The Clerk noted that this hasn't happened since 2019. She advised that when she started with LTC the Council were paying for the lights, however there were collection pots in most shops in town which stated they were collecting for the Christmas Tree however, the Council has paid for the tree for a number of years and any monies raised in 2019 were not given as a contribution to the lights and tree that the Council provided.
- Mr Hill made reference to other local Towns (Bromyard) whereby it is the residents had taken ownership of installing lights etc., with the help of the local Chamber of Commerce. However, the streets in Bromyard are very different to the streets in Ledbury, as they are narrow.
- Mr Hill suggested that the Council consider erecting festoon lighting around the Market House, Almshouses and BBI using the existing lighting that the Council currently has. It was also considered whether lights could be looped along the frontages of buildings/shops at the Homend, thereby eliminating the need for a cherry picker. Examples of this can be found at Upton or Leominster.
- It was suggested that if the above option were pursued, then traders should be asked to contribute to the cost.
- It was noted that if the existing lights were used, then these could be fitted with LED lights (currently fitted with bayonet fitting).
- The combination of having two colours (white/yellow) was well received whereas it was felt that a combination of several colours similar to Bromyard was not appropriate for Ledbury.
- The Clerk reiterated what had been discussed at the Environment and Leisure Committee meeting, assuming that the Council had responsibility for the lights, giving 3 options:
 - To display all lights at agreed locations; or
 - Hybrid option; or
 - Enter into a contract to hire all lights.
- After considerable discussion the following points were agreed in respect of a specification for Christmas Lights contractors noting that there is a budget of £15,000 per annum:
 - Request a five-year contract period, to include a further two-year rollover clause.

- The same lights as this year to be installed at BBI, Almshouse, Market House, and Council Offices.
- Vertical motif lights in High Street as in previous years
- Vertical motif lights to be considered for The Homend to be located at the same places as the current points. However, this will require letters to be sent to all property owners requesting their permission, as it is likely that this will result in a change of attachment from those that are currently in place.(six in total)
- That two quotes be requested – one for the above and one to include vertical motifs in Bye Street, and New Street
- The Christmas tree continue to be decorated as in the past two years.
- That a breakdown of all costs involved be provided by each contractor prior to any final decisions being taken (consideration of storage costs)