



LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES, CHURCH STREET, LEDBURY

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1 September 2023

TO: Councillors Bradford, Briggs, 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 September 2023 at 7.00pm at the Town Council Offices, Church Lane, Ledbury**, for the purpose of transacting the business set out below.

Yours faithfully

Angela Price
Town Clerk

FILMING AND RECORDING OF COUNCIL MEETINGS

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

A G E N D A

1 To receive apologies for absence

2 Declarations of Interest

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

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

3 The Nolan Principles

(Pages 135 - 136)

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, 20 July 2023 and Thursday, 17 August 2023

(Pages 137 - 143)

6 To review Action Sheets

(Pages 144 - 146)

7 Market House - Update

(Pages 147 - 148)

8 War Memorial - Proposal for new Planters

(Pages 149 -154)

9 CCTV at Recreation Ground - Update

(Pages 155 - 156)

10 Memorial Bench in Walled Garden

(Page 157)

11 Christmas Lights Contract

(Pages 158 - 159)

12 Tree in Blenheim Park, Ledbury

(Pages 160 - 161)

13 CCTV Repair at Recreation Ground

(Page 162)

14 Committee Reports to Full Council

(Page 163)

15 Date of Next Meeting

The next meeting of the Environment and Leisure Committee is scheduled to take place on Thursday, 2 November 2023 in the Committee Room, Council Offices, Church Lane, Ledbury.

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

Agenda excluding confidential papers to:

Plus: The Press
Library

Agenda front pages to all non-committee members

LEDBURY TOWN COUNCIL

ENVIRONMENT & LEISURE COMMITTEE	7 SEPTEMBER 2023	AGENDA ITEM NO. 3
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THE SEVEN PRINCIPLES OF PUBLIC LIFE

(NOLAN PRINCIPLES)

1. Selflessness

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

2. Integrity

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

3. Objectivity

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

4. Accountability

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

5. Openness

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

6. Honesty

Holders of public office should be truthful.

7. Leadership

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

LEDBURY TOWN COUNCIL

**MINUTES OF A MEETING OF THE ENVIRONMENT AND LEISURE COMMITTEE
HELD ON 20 JULY 2023**

PRESENT: Councillors Bradford (Deputy Chair).

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

Due to the meeting not being quorate it could not proceed and therefore will be rescheduled.

E21 DATE OF NEXT MEETING

To note that the date of the next Environment and Leisure Committee meeting is to be rescheduled which will take place at the Town Council offices.

The meeting ended at 7.10pm.

Signed Dated

DRAFT

LEDBURY TOWN COUNCIL

MINUTES OF A MEETING OF THE ENVIRONMENT AND LEISURE COMMITTEE HELD ON 17 AUGUST 2023

PRESENT: Councillors Chowns (Chair), Eakin, l'Anson, McAll & Newsham.

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

E21 APOLOGIES FOR ABSENCE

No apologies for absence were received.

E22 DECLARATIONS OF INTEREST

RESOLVED:

No declarations of interest were received.

E23 THE NOLAN PRINCIPLES

RESOLVED:

That the Nolan Principles be received and noted.

E24 PUBLIC PARTICIPATION

RESOLVED:

No members of the public were present.

E25 TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE ENVIRONMENT & LEISURE COMMITTEE HELD ON THURSDAY, 15 JUNE 2023

RESOLVED:

That the minutes of the Environment & Leisure Committee held on Thursday, 15 June 2023 were approved and signed as a correct record.

E26 TO REVIEW ACTION SHEETS

Councillor McAll left at 7:22pm.

Members discussed action point E13.14 - That the Deputy Clerk speak to local estate agents to enquire about new land for the Cemetery and seek advice from Councillor Howells regarding the Neighbourhood Development Plan and whether any provision had been made to extend the existing Cemetery or if any other provision had been made for further Cemetery space. Members asked if the Deputy Clerk could provide a progress report on new land for the Cemetery at the next Environment & Leisure Committee meeting.

RESOLVED:

1. That the Action Sheet was received and noted.
2. That the Deputy Clerk provide a progress report on any new land for the Cemetery at the next Environment & Leisure Committee meeting.
3. That Ledbury Town Council engage Harrison Clark Rickerbys Limited to prepare a Service Level Agreement for circa £1,950 to £2,750 plus VAT for the October Funfair and that these costs be allocated from Cost Centre 220 Nominal Code 4590 – Professional Services, 2023/34 budget.

E27 CEMETERY

- i. That in accordance with Standing Order 23(a), authority be given for the Deeds of Exclusive Right of Burial 749, 750 and 752 to be signed, granting the exclusive right of burial to those named on the interment form.
- ii. That in accordance with Standing Order 23(a), authority be given for the Deeds of Exclusive Right of Burial 748 to be signed, granting the transfer of the exclusive right of burial to those named on each transfer request.

RESOLVED:

1. That authorisation be given for the signing of the Deeds for Exclusive Right of Burial 749, 750 and 752 granting the exclusive right of burial to those named on the interment form.
2. That authorisation be given for the signing of the Deeds for Exclusive Right of Burial 748 granting the transfer of the exclusive right of burial to those named on the interment form.

E28 CEMETERY RULES AND REGULATIONS

Councillor l'Anson requested that the sentence: "Fresh flowers are recognised as the symbol of the gift of creation and the brevity of life" in paragraph 2.7 be taken out.

Councillor Eakin proposed that the amended Cemetery Rules and Regulations be approved subject to the above amendment. Councillor l'Anson seconded this, and all members were in favour.

RESOLVED:

That the amended Cemetery Rules and Regulations were approved subject to the above amendment being made.

E29 COMMENTS FROM COMMUNITY DAY 2023 – INCLUDING BANNERS

Members discussed that the 'Street Banners' should be referred to the Planning, Economy & Tourism Committee as this matter is to help promote tourism.

RESOLVED:

- 1. That the comments from Community Day 2023 were received with thanks.**
- 2. Members decided that the 'Street Banners' should be referred to the Planning, Economy & Tourism Committee.**

E30 MARKET HOUSE

Members agreed that the roof works and the damage to limewater plaster works should be done at the same time, if possible, to help save costs on scaffolding.

Members discussed the stairlift information and all members were in favour of instructing officers to investigate this proposal further and acquire more detailed information such as drawings and photographs of the product. The Chair would like the companies to ensure that when the stairlift is in use, it does not mean that the stairs are out of action to ensure safety should there be an emergency.

RESOLVED:

- 1. That members received and noted the contents of the Market House report.**
- 2. Members instruct officers to investigate the stairlift proposal further and acquire more detailed information such as drawings and photographs of the product.**

E31 RECREATION GROUND

All members were in favour of continuing to proceed with the main piece of children's play equipment with the research that took place last year. The Chair noted that as stated in the report it is important to investigate possible grant funding to help with this project.

Members discussed that as long as the cantilever tyre swing is safe to leave this for now as it is very expensive to replace with the correct safety devices and that the focus should remain on the new main piece of equipment.

The Chair asked for more information on costing of materials for the potential artwork/murals on the skatepark. Once an idea of cost has been established then local schools or a competition could be put in place for this project.

Members discussed the CCTV installation in the mid/late 90s and agreed that the Councillor who would have best knowledge of this was not present and this would be asked at a future meeting.

The Deputy Clerk informed members that as well as looking into better CCTV coverage at the Recreation Ground, there is the possibility of having a 'looping system' down Bye Street and Bridge Street with better defined columns.

RESOLVED:

- 1. That possible grant funding be investigated to help purchase a new main piece of children's play equipment at the Recreation Ground.**
- 2. That the cantilever tyre swing is not replaced at this current time due to budget.**
- 3. That a report be brought back to the Environment & Leisure Committee with details on costs of materials for artwork/murals to be put on the reverse of the ramps at the skatepark. Once the cost has been established a plan can be put into place to contact local schools or put on a competition to complete this project.**
- 4. Members noted the contents regarding the CCTV coverage within the Recreation Ground and the maintenance works planned for bins and benches.**

E32 FOAMSTREAM WEEDING MACHINE

The Deputy Clerk informed members that the Foamstream machine is now securely on the trailer at the Cemetery. Unfortunately, due to the Cemetery Groundsman being off sick the machine is yet to be used. Training has been booked for the Wednesday, 30 August 2023 to enable the Maintenance Operative and the temporary Groundsman to use this equipment once they have received this training.

RESOLVED:

That the contents of the Foamstream Weeding Machine report were received and noted.

E33 GAZEBOS

Members agreed that it would be wise to add a line to the Terms & Conditions section of the hire document which states that all gazebos, even those which have sustained damage, must be returned to Ledbury Town Council for assessment.

Members discussed that if Ledbury Swifts have written to Ledbury Town Council stating that they will pay for the repairs then they should be billed.

Members decided that they do not think it is necessary for an instructional video to be made to demonstrate how to put up the gazebos.

RESOLVED:

- 1. That a line be added to the Gazebo Terms & Conditions document which states that all gazebos, event those which have sustained damage, must be returned to Ledbury Town Council for assessment.**
- 2. Members agreed that officers should proceed to purchase a new frame to replace the damaged frame at a cost of £260 (+VAT) which cost will be billed to Ledbury Swifts as per the hire agreement.**

3. That the idea of filming an instructional video is not explored any further.

E34 WORKING PARTIES

14.1 – To receive and note the minutes of the meeting of the Events Working Party held on 7 June 2023 and draft minutes dated 5 July 2023 and 2 August 2023 and consider the recommendations therein.

RESOLVED:

1. That the minutes of the Events Working Party held on 7 June 2023, 5 July 2023 and 2 August 2023 were received and noted accepting recommendations therein.
2. In the absence of the Sealed Knot responding to the CDO's emails, Members agreed that Timequest Medieval should be booked for the two days (16 & 17 September 2023) at a cost of £120.00 for two people, noting that one day was to be free of charge.
3. That a readathon event should take place at next year's World Book Day Event.
4. That the Clerk be instructed to write to local businesses seeking sponsorship for the Christmas Lights Switch on event.
5. That Officers be instructed to purchase a banner which would promote the businesses that had helped sponsor the event. Company names and logos would appear on the banner which would be erected outside the Market House on the day of the event.
6. That a Santa's Grotto be held in the Jacobean Room and that the gift in 2023 should be a colouring book and pencils/crayons.
7. That members approve the hiring of the band, "Mirror Ball", to play at the event at a cost of £840.
8. That the Clerk be authorised to write to local businesses to request funding towards the gifts for struggling families.
9. That members approve the hiring of St Katherine's Hall to be used as the craft space.
10. That the date for the 2024 Christmas Lights Switch On Event is set as Sunday, 24 November 2024.

Members of the Environment & Leisure Committee would like further details and clarity on the following recommendations:

11. That members approve the hire of a generator from Ashley Rogers subject to a competitive cost being received.

12. That members approve the Santa Dash portion of the event with a suggested entry fee of £6 for adults and £1 for children, with a family ticket to be available, cost to be decided.

13. That a recommendation be submitted to the Environment & Leisure Committee that the Council hold an event on Whit Sunday 2024 which would take the form of a Village Fete and that it be aimed at the youth of Ledbury.

14.2 – To receive and note the draft minutes of the meeting of the John Masefield Memorial Working Party held on 9 June 2023 and draft minutes dated 4 August 2023.

RESOLVED:

That the draft minutes of the meeting of the John Masefield Memorial Working Party held on 9 June 2023 and 4 August 2023 were received and noted.

E35 DATE OF NEXT MEETING

To note that the date of the next Environment and Leisure Committee meeting is scheduled for Thursday, 7 September 2023 at the Town Council offices.

The meeting ended at 8:28pm.

Signed Dated
(Chair)

ENVIRONMENT AND LEISURE COMMITTEE

17 August 2023

Minute No.	Action	To be Actioned by	Date Actioned	Comments	Status	
E5	3. That Herefordshire Council be approached to take ownership back of maintaining the walkways in Deer Park.	DC			Ongoing	
	3. That Councillor Harvey be approached to enquire about the ownership of the public toilets on Bye Street.	DC				
	4. That the Deputy Clerk look into the possibility of having a CCTV camera put in under the Market House.	DC		DTC has contacted CCTV Monitoring Officer at HC and put in a request. As per report dated 7 September 2023 HC CCTV have made some provision for CCTV under the	Complete Complete	
E11	That the original tender for the Market House Roof be reviewed and follow due process when the Clerk has returned from annual leave.	DC/TC/Chair		TC/DTC and Chairs of E&L and Finance Committee opened up Tender Document. Currently with Caroe & Partners to review.	Complete	
				31/08/23 - Tender agreed, Contractor appointed. Waiting to confirm start date following meeting scheduled with Contractor.	Ongoing	
E13	1. That memorial topple testing commence subject to receiving approval from the Finance, Policy & General	DC		As at 6/7/23 awaiting outcome of further funding.	Complete	
	2. That he Deputy Clerk investigate when the last tree survey took place in the Cemetery.	DC		Funding agreed - awaiting for Memsafe to give DTC is reviewing old files to establish if and when a survey took place.	Ongoing Ongoing	
	3. That the main driveway at the Cemetery be topped up with gravel.	DC		To be completed subject to budget availability.	Ongoing	
	4. That the repointing/repairing of the walls that adjoin the Cemetery, as detailed on the Cemetery Plan, be revisited next year.	DC	Revisit 2024		Revisit in 2024	
	5. That the CCTV and existing arrangement for security be looked into at the Cemetery in light of the recent break in.	DC			Ongoing	
	8. That the Cemetery Groundsman and the Town Maintenance man lay a gravel path near the children's graves, with works to be completed by this Autumn.	Groundsman / Maintenance man	Mid Sept 23	Clerk and Deputy Clerk to review budgets and carry out works in accordance with budget allocations.	Ongoing	
	10. That a Scatter Garden be put in at the Cemetery.	DC			Ongoing	
	11. That the Chapel Pews and Lecterns be reviewed next year. It was agreed that a deep clean of the Chapel takes place once quotations have been received to redecorate the	DC			Ongoing	
	12. That a plaque be purchased for the Cemetery Chapel for deceased Mayors and Councillors.	DC			Ongoing	
	13. That a new Garden of Remembrance should be put in place as shown on the Cemetery map.	DC			Ongoing	
	14. That the Deputy Clerk speak to local estate agents to enquire about new land for the Cemetery and seek advice from Councillor Howells regarding the Neighbourhood Development Plan and whether any provision had been made to extend the existing Cemetery or if any other	DC			Ongoing	
	E14	That officers be instructed to proceed with the felling license at Dog Hill Wood.	DC/TC			Ongoing
	E15	2. That the Walled Garden maintenance contract be investigated as this area is owned by Herefordshire Council and should be maintained by them and not Lebdury Town	DC		DC has had a conversation with TC to progress this.	Ongoing

E17.2	ii. That the Community Garden and the Fruit Gleaning be priority projects for the Climate Change Working Party to complete.	CCWP		To be addressed at the next CCWP meeting scheduled for 4 October 2023	Ongoing
E26.2	That the Deputy Clerk provide a progress report on any new land for the Cemetery at the next Environment & Leisure	DC	07/09/2023		Ongoing
E26.3	That members of the Environment & Leisure Committee agreed to a pay Harrison Clark Rickerby's Limited to prepare a Service Level Agreement for a fee in the region of £1,950 to £2,750 plus VAT. Costs to be taken from budget line	TC / DC			Ongoing
E29.2	Members decided that the 'Street Banners' should be referred to the Planning, Economy & Tourism Committee.	DC			Complete
E30.2	Members instruct officers to investigate the stairlift proposal further and acquire more detailed information such as drawings and photographs of the product.	DC		DTC has had meeting with Caroe & Partners; draft documentation to be submitted to HC Planning for consideration.	Ongoing
E31	1. That possible grant funding be investigated to help purchase a new main piece of children's play equipment at	DC			Ongoing
	3. That a report be brought back to the Environment & Leisure Committee with details on costs of materials for artwork/murals to be put on the ramps at the skatepark. Once the cost has been established a plan can be put into place to contact local schools or put on a competition to complete this project.	DC			Ongoing
E33	1. That a line be added to the Gazebo Terms & Conditions document which states that all gazebos which have sustained damage, must be returned to Ledbury Town	CDO			Complete
	2. Members agreed that officers should proceed to purchase a new frame to replace the damaged frame at a cost of £260 (+VAT) which cost will be billed to Ledbury Swifts as per the hire agreement.	DC/CDO			Ongoing
E34	2. In the absence of the Sealed Knot responding to the CDO's emails, Members agreed that Timequest Medieval should be booked for the two days (16 & 17 September 2023) at a cost of £120.00 for two people, noting that one	DC/CDO			Complete
	3. That a readathon event should take place at next year's World Book Day Event.	CDO			Ongoing
	4. That the Clerk be instructed to write to local businesses seeking sponsorship for the Christmas Lights Switch on	TC			Ongoing
	5. That Officers be instructed to purchase a banner which would promote the businesses that had helped sponsor the event. Company names and logos would appear on the banner which would be erected outside the Market House	TC/DTC			Ongoing
	6. That a Santa's Grotto be held in the Jacobean Room and that the gift in 2023 should be a colouring book and				Complete
	7. That members approve the hiring of the band, "Mirror Ball", to play at the event at a cost of £840.				Complete
	8. That the Clerk be authorised to write to local businesses to request funding towards the gifts for struggling families.	TC			Ongoing
	9. That members approve the hiring of St Katherine's Hall to be used as the craft space.	CDO			Ongoing

11. That members request more information from officers before approving the hire of a generator from Ashley Rogers subject to competitive cost being received.	DTC/Admin		The generator was required for the Food Court. The Administrator is to follow this up.	Ongoing
12. That members request more information from officers before approving the Santa Dash for the Christmas Light Switch On, with a suggested entry fee of £6 for adults and £1 for children, with a family ticket to be available, cost to be	DTC/Admin		Refer to Events WP Report	Ongoing
13. That members request more information from officers before agreeing to hold an event on Whit Sunday 2024 which would take the form of a Village Fete and that it be	TC/DTC			Ongoing

LEDBURY TOWN COUNCIL

ENVIRONMENT & LEISURE COMMITTEE	7 SEPTEMBER 2023	AGENDA ITEM: 7
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Report prepared by Julia Lawrence – Deputy Town Clerk

MARKET HOUSE

Purpose of Report

The purpose of this report is to provide Members of the Environment & Leisure Committee with a further update on the planned works to the Market House.

Detailed Information

Roof and Plaster Work Repairs

Members of the Environment & Leisure Committee are aware that works are required to the roof and plaster on the Market House. Contractors have been sourced, and quotations accepted and are ready to commence works. However, the Council had been seeking confirmation from Herefordshire Council Planning/Conservation to confirm that “like for like” works could proceed without listed building consent and until this confirmation had been received, the Council was not prepared to allow the contractors to commence any works.

The Deputy Clerk has confirmed that a response was received from Herefordshire Council on 21 August 2023 confirming the following:-

- *Slipped tiles can be re-fixed without the need for consent, and a small quantity can be replaced like-for-like (in terms of material type, colour, dimensions, texture etc). If larger quantities or whole areas require replacing this may trigger the need for consent.*
- *Renovation and/or re-decoration of rainwater goods is also permissible without consent, but, as with the tiles, if there are numerous components which require replacing this may require consent, and there would be an obligation for them to be like-for-like.*
- *Assessment of roof joinery condition is very worthwhile given the access which will be afforded by the scaffolding, and where small scale repairs are necessary these can be undertaken like-for-like, but I would advise providing a method statement which outlines what is required and how they will be executed. For larger quantities, or whole sale replacement of timber components, consent may be required. It is worth noting that the roof covering was stripped in 2005 and so repair works undertaken during that phase may have resolved many underlying condition issues.*
- *Re-fixing loose or displaced lead work will not require consent.*

In the meantime, the contractors have been requested to provide their Method Statements and materials list which will be shared with Herefordshire Council Planning Department accordingly.

Herefordshire Council Planning Department have advised that once the scaffolding is in place it may transpire that the degree/extent of works necessary is greater than first thought. They have suggested that if this is the case, it would be prudent to submit a Pre-Application Advice request. The Council's consultants, Caroe & Partners, have already been engaged to oversee the works in this regard.

A meeting is proposed to take place between the contractors, Caroe & Partners and Officers from Ledbury Town Council in the next couple of weeks to discuss the logistics once works are under way, in particular in respect of whether the scaffolding may have an impact on some of the market traders.

Stairlift

Members of the Environment & Leisure Committee will note that as discussed at the committee meeting held on 17 August 2023, under Item No. 10 (3), Members were in agreement that officers investigate the use of a stairlift under the Market House.

A meeting was held with Caroe & Partners recently to discuss "next steps" and documentation is being drawn up to present to Herefordshire Council Planning Department for consideration.

Recommendation

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

LEDBURY TOWN COUNCIL

ENVIRONMENT & LEISURE COMMITTEE	7 SEPTEMBER 2023	AGENDA ITEM: 8
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Report prepared by Julia Lawrence – Deputy Town Clerk

WAR MEMORIAL – PROPOSAL FOR NEW PLANTERS AND RE-ARRANGED SEATING

Purpose of Report

The purpose of this report is to ask Members of the Environment & Leisure Committee to consider proposals put forward by a member of the public to improve the immediate area surrounding the War Memorial once works have finished to and around the War Memorial.

Detailed Information

A member of the public has recently written to Ledbury Town Council and Caroe & Partners with suggestions for new planters and re-arranged seating to be considered once works to the War Memorial has been completed.

A copy of the letter and suggestions put forward are attached at Appendix A.

The proposal has also included the provision of four guard posts to be positioned on the edge of the paving next to the highway. Members are asked to note that this has previously been discussed with both Highways and Conservation Officers at Herefordshire Council and whilst the Conservation Officers did not have an issue with this, the Highways Officers have advised that this is not possible due to there being insufficient space between the road side and the memorial in line with highway rules and regulations, which as a consequence would also substantially reduce the space for pedestrians, in particular disabled buggies and push chairs.

Officers also asked the opinion of the Council's consultants, Caroe & Partners, as to whether it would be appropriate and their response is as follows:

“Our comments are that we are not aware of any proposals to install bollards and that in conservation areas, the intent is generally to keep the street scene uncluttered, where possible. We understand that bollards should not be placed very close to the highway and that space is limited, between the War Memorial and the road.

Ledbury Town Council have taken all reasonable measures to mitigate further vehicle damage to the paving by matching adjacent sound paving and using stone paving slabs and setts of appropriate thickness and bedding, specified by an engineer. The previous paving slabs were only 10mm thick and therefore highly prone to damage. Whilst the risk of damage cannot of course be eliminated, best current practice is being followed”.

Recommendation

That Members of the Environment and Leisure Committee receive the contents of this letter and instruct the Clerk to respond to the author providing details of why this would not be possible as outlined above.

RECEIVED
18 JUL 2023

The Town Mayor
Ledbury Town Council
Church Street
LEDBURY HR8 1JH

18 July 2023

Dear Councillor,

PROPOSAL FOR NEW PLANTERS AND REARRANGED SEATING
AT THE WAR MEMORIAL & ALMS HOUSES

- The wooden "log-cabin"-style planters either side of the entrance to the Alms Houses, adjacent to the War Memorial, are now delapidated and unsightly.
- They were not, in my opinion, a suitable design for this central place on the High Street and I think Ledbury could do better. This area is not well laid out (and not helped by two other planters now put there).
- Now that the War Memorial and paving are being attended to my I again submit my original proposal for when the 4 x seats were provided by the Town Council and the Civic Society.

RECEIVED
18 JUL 2023

- I enclose my original sketch showing my proposal.

This depicts:

- Pairs of the seats repositioned either side of the Alms House steps - each seat set level.
- And each pair either side of the flag pole behind - placed centrally below the 2nd and 4th "railing set" behind.
- 2 pairs of "square" box planters "carbon-fibre" type beside each pair of seats.

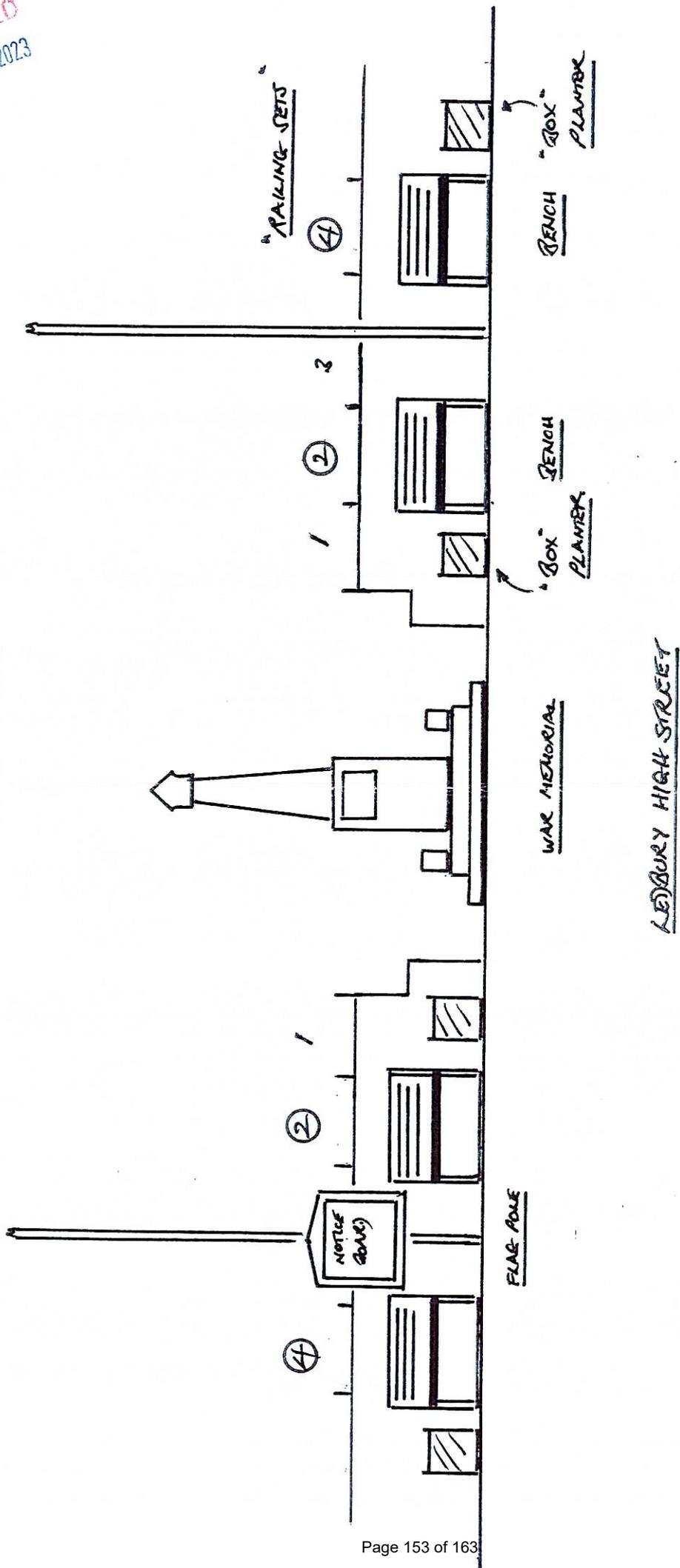
This would provide a more pleasing and symmetrical arrangement/presentation in this important location and would greatly enhance this part of our High Street.

Yours sincerely,

Copy to: Hedbury & District Civic Society.
"Hedbury in Blson"

RECEIVED
18 JUL 2023

SUGGESTION FOR SYMMETRICAL POSITIONING OF TUBULAR BENCHES
WITH "BOX" PLANTERS EITHER SIDE OF EACH PAIR OF BENCHES



29 Oct 12

TO:

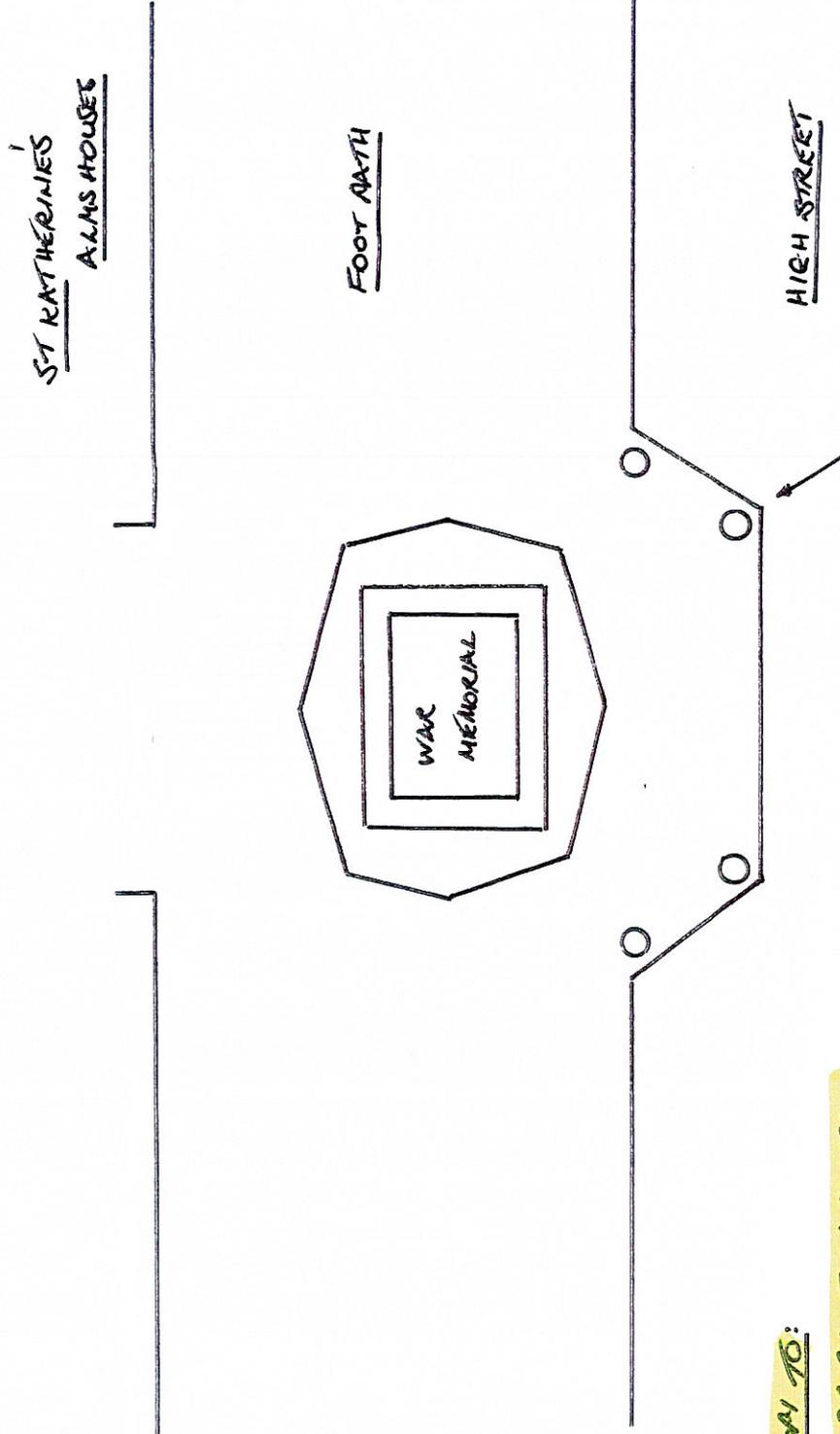
THE CONSULTING ARCHITECT
Leisure War Memorial

FROM: LEISURE BRANCH

THE ROYAL BRITISH LEGION
CHURCH ROAD LEISURE

RECEIVED
10 JUL 2023

LEISURE WAR MEMORIAL
PROPOSAL FOR 4 X 4" QUARK POSTS AT NEB SPICES: TO PROTECT FROM TRAFFIC



CCP TO:

- LEISURE TOWN COUNCIL
- LEISURE DISTRICT CIVIC SOCIETY.

TUL23

(NOT TO SCALE)

LEDBURY TOWN COUNCIL

ENVIRONMENT & LEISURE COMMITTEE	7 SEPTEMBER 2023	AGENDA ITEM: 9
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Report prepared by Julia Lawrence – Deputy Town Clerk

CCTV AT RECREATION GROUND / MARKET HOUSE - UPDATE

Purpose of Report

The purpose of this report is to provide Members of the Environment & Leisure Committee with an update regarding CCTV at the Recreation Ground and Market House.

Detailed Information

Recreation Ground

Members will note that in March 2022 the matter of CCTV was raised due to incidents taking place at the Recreation Ground and at that time quotations were sought from security companies to provide a better CCTV system. Whilst five companies were approached, only two companies came forward with quotations which were not ideal.

Subsequently, Members agreed that Herefordshire Council's CCTV Compliance Team should be contacted with a view to requesting Herefordshire Council take on responsibility for the CCTV covering the Recreation Ground. Officers of Herefordshire Council attended the Recreation Ground in June this year to consider what could be done and it was proposed that a "daisy chain" approach could be undertaken by extending the existing CCTV system down Bye Street/Bridge Street and then bringing new CCTV into the Recreation Ground utilising the existing light columns. Balfour Beatty were also contacted to inspect the existing columns in the Recreation Ground who confirmed that one of them would require changing to accommodate a heavier double door column, with an entry point for an electrical cable.

As detailed in the report submitted to the Environment & Leisure Committee meeting on 20 July 2023 (Item No. 11 – CCTV), reference had been made regarding wayleaves and licences. Due to the lack of paperwork confirming when Ledbury Town Council had installed the CCTV in the mid/late 90s, Herefordshire Council needed to know if any permission from the owners of the buildings in Ledbury to attach the CCTV and its ancillary equipment to each building had been granted. Following the request put forward in that report, this brought forward no new evidence. In the meantime, Herefordshire Council's Compliance Team have now confirmed that they have identified the owners and have acquired the necessary permissions.

Following this feasibility study that was undertaken in June, it was hoped that some Safer Streets Funding could be used in Ledbury. The Herefordshire Council CCTV Compliance Manager has prepared the documentation and is awaiting permission from an officer of West Mercia Police to go ahead to use some of the Safer Streets

money. (At the time of writing this report, the officer of WMP had been on leave and had only just returned, therefore the CCTV Compliance Officer was hoping to make contact with the officer within the next few days).

Market House

A request had been put forward to the CCTV Compliance Team to also monitor activity under the Market House at ground level. The CCTV Compliance Manager has also confirmed that they are now monitoring under the Market House.

Recommendation

That Members of the Environment and Leisure Committee receive and note the contents of this report noting that further progress has been made regarding new and improved CCTV at the Recreation Ground and Market House.

LEDBURY TOWN COUNCIL

ENVIRONMENT & LEISURE COMMITTEE	7 SEPTEMBER 2023	AGENDA ITEM: 10
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Report prepared by Julia Lawrence – Deputy Town Clerk

MEMORIAL BENCH IN WALLED GARDEN

Purpose of Report

The purpose of this report is to inform Members of the Environment & Leisure Committee of an enquiry received by a member of the public to take ownership of a bench in the Walled Garden.

Detailed Information

Members of the Environment & Leisure Committee are aware that the Walled Garden falls under the responsibility of Herefordshire Council when it concerns benches or any dealings relating to the late Queen Elizabeth Memorial.

A member of the public recently approached Ledbury Town Council to see if they could purchase a bench as a memorial for their late relative. The matter was taken up with Herefordshire Council who confirmed that they were more than happy for members of the public to either purchase or maintain an existing bench in the Walled Garden so long as they took responsibility for the bench afterwards. The only exception to this was should a new bench be installed, that when the ground was prepared for a concrete slab that there was no interference with any underground cables, which would need to be addressed with Herefordshire Council first.

The relative, who is not local to Ledbury, has been informed of this outcome and has agreed to adopt an existing bench within the Walled Garden and to carry out some refurbishment works before a plaque is placed on the bench.

The Deputy Clerk has sent the relative a series of photographs advising what benches are available, together with details of their condition and awaits a response as to which bench they would like to select. Details of local contractors will also be forwarded to the relative in order that the refurbishment works can take place, such costs to be borne totally by the relative.

Recommendation

That Members of the Environment and Leisure Committee receive and note the contents of this report noting that no costs will be incurred by Ledbury Town Council for the bench refurbishment.

LEDBURY TOWN COUNCIL

ENVIRONMENT & LEISURE COMMITTEE	7 SEPTEMBER 2023	AGENDA ITEM: 11
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Report prepared by Julia Lawrence – Deputy Town Clerk

CHRISTMAS LIGHTS

Purpose of Report

The purpose of this report is to advise Members of the Environment & Leisure Committee that the three-year contract with Blachere Illumination UK Limited will expire in January 2023. Therefore, Members are asked to consider whether this company is retained or whether the Council should enter into a new tender process for a new three or four year contract.

Detailed Information

At the Environment & Leisure Committee meeting held on 16 September 2021, Item No. 11, Members of the committee appointed Blachere Illuminations on a three year contract to provide a variety of Christmas lights along the Southend, High Street, Bye Street, Homend, outside the Almshouses, Market House and Church Lane, covering the bushes outside the Almshouses and also decorating the 20ft Christmas tree next to the Market House.

Since the initial contract was put in place, modifications were made to the contract for Christmas 2022, i.e. changes in Christmas light designs, locations. December 2023 is the final year of the contract and it is anticipated that issues previously encountered have all been resolved and will not be repeated again this year

However, it should be noted that due to the trees having been removed from the Alms Houses it will not be possible to display lights in this area in 2023.

Members of the Environment & Leisure Committee are now asked to consider the following:

- 1) Should Ledbury Town Council retain Blachere Illuminations UK Limited for a further year (December 2024) with the same lights appreciating that the cost for one year would need to be confirmed; or
- 2) Officers enter into a tender process from Christmas light providers to put forward a new three or four year contract, with effect from December 2024; or
- 3) Ledbury Town Council to seek new quotations for a new three year contract but to revisit the quantum of Christmas lights currently on display with a view to reducing the number of lights to reduce the cost to the public purse.

In order to ensure that the Christmas lights switch-on event goes without any problems, electricians have been commissioned to remove all the existing electronic timers and install analogue timers. There are pros and cons with both types of timers, and this has been questioned with Blachere, who have confirmed that they would be happy to work with analogue timers.

Recommendations

That Members of the Environment and Leisure Committee receive and note the contents of this report and decide on what course of action should be taken going forward regarding the Christmas lights for 2024 and thereafter, being one of the following proposals:

- 1. Ledbury Town Council retain Blachere Illuminations UK Limited for a further year (December 2024) with the same lights; or**
- 2. Officers enter into a tender process from Christmas light providers to put forward a new three or four year contract, with effect from December 2024; or**
- 3. Ledbury Town Council to seek new quotations for a new three year contract but to revisit the quantum of Christmas lights currently on display with a view to reducing the number of lights to reduce the cost to the public purse.**

LEDBURY TOWN COUNCIL

ENVIRONMENT & LEISURE COMMITTEE	7 SEPTEMBER 2023	AGENDA ITEM: 12
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Report prepared by Julia Lawrence – Deputy Town Clerk

TREE IN BLENHEIM PARK, LEDBURY

Purpose of Report

The purpose of this report is to ask Members of the Environment & Leisure Committee to consider whether works should be undertaken to remove sections of a large tree in Blenheim Park, Ledbury. Please note that the tree is located on land owned by Ledbury Town Council.

Detailed Information

A resident that resides in Blenheim Park has brought to the attention of the Council a large tree which is impacting upon their back garden and has asked for the lower overhanging branches to be removed and some height at the top. A photograph of the tree is shown at Appendix A.

Quotations have been sought from several contractors to consider this work but due to holidays and other commitments, has resulted in only one local quotation being received.

Members should note that this is a perfectly healthy tree with no obvious signs of damage. The residents are making this request due to concerns about the overhanging branches, the height of the tree and its vicinity to their property.

The contractor who has quoted has stated that the removal of the overhanging branches and some height at the top will unbalance the tree and has suggested a complete reduction in the region of 30%. The cost quoted to undertake these works is £660.00 plus VAT.

Recommendation

That Members of the Environment and Leisure Committee give consideration to the above information and decide what if any action should be taken to reduce the overhanging branches that are affecting the residents property, noting that the recommendation is to undertake a complete reduction in the region of 30% at a cost of £660.00 plus VAT.



BLENNHEIM PARK

LEDBURY TOWN COUNCIL

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Report prepared by Julia Lawrence – Deputy Town Clerk

CCTV REPAIR AT THE RECREATION GROUND

Purpose of Report

The purpose of this report is to ask Members of the Environment & Leisure Committee to approve the cost for the repair of one CCTV camera at the Recreation Ground.

Detailed Information

Ledbury Town Council has recently had cause to review CCTV footage at the Recreation Ground which highlighted that one of the cameras was not working correctly. Sentinel Security Systems Ltd visited site and have confirmed that the cost to carry out repair works to the camera, including the cost of the platform hire would be £531.25 plus VAT.

Recommendation

That Members of the Environment and Leisure Committee receive and note the contents of this report instruct the Deputy Clerk to engage Sentinel Security Systems Ltd to carry out the works to repair the CCTV camera at a cost of £531.25 plus VAT.

LEDBURY TOWN COUNCIL

ENVIRONMENT & LEISURE COMMITTEE	7 SEPTEMBER 2023	AGENDA ITEM: 14
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Report prepared by Julia Lawrence – Deputy Town Clerk

COMMITTEE REPORTS TO FULL COUNCIL

Purpose of Report

The purpose of this report is to inform Members of the Environment & Leisure Committee of proposed procedures for presenting minutes at Full Council meetings.

Detailed Information

Members of the Environment & Leisure Committee are asked to note that at the meeting of the Planning, Economy and Tourism Committee held on 10 August 2023 it was suggested that it would be good practice for all Chairs of each Committee to present the minutes of their meetings Full Council and raise any recommendations at that time to avoid any recommendations within the minutes being overlooked.

Should the Chair not be present at Full Council, then the role will fall to the Vice-Chair, and should both the Chair and Vice-Chair not be present, then an appointed representative of the Environment & Leisure Committee will undertake the role in their absence.

Recommendation

That Members of the Environment and Leisure Committee receive and note the contents of this report acknowledging the suggestion that the Chair of each Standing Committee will, for the purpose of good practice, present the minutes of each meeting accordingly.