



LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES, CHURCH STREET, LEDBURY

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11 March 2022

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

Dear Member

You are invited to attend a meeting of the **Environment & Leisure Committee on Thursday, 17 March 2022 at 7.00pm at the Burgage Hall, Church Lane, Ledbury**, for the purpose of transacting the business set out below.

Yours faithfully

pp Angela Price

A G E N D A

1 To receive apologies for absence

2 The Nolan Principles (Pages 1046 - 1047)

3 Declarations of Interest

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

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

4 Public Participation

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

5 To receive and note the minutes of a meeting of the Environment & Leisure Committee held on 20 January 2022 (Pages 1048 – 1057)

- 6 To review Action Sheets (Pages 1058 - 1061)**
- 7 Cemetery**
- 7.1 That in accordance with Standing Order 23(a), authority be given for the Deeds of Exclusive Right of Burial 712 and 714 to be signed, granting the exclusive right of burial to those named on the interment form.
- 7.2 That in accordance with Standing Order 23(a), authority be given for the Deeds of Exclusive Right of Burial 642 to be signed, granting the transfer of the exclusive right of burial to those named on each transfer request.
- 8 Recreation Ground (Pages 1062 - 1073)**
- 8.1 Outdoor Gym Equipment
- 8.2 Shelter
- 8.3 Children's Play Area
- 9 Recreation Ground – Skate Park (Pages 1074 - 1087)**
- 10 Climate Change Working Party Complaint (Pages 1088 - 1091)**
- 11 October Fair 2022 (Pages 1092 - 1095)**
- 12 Memorial Plaque for 'Ben' (Pages 1096 - 1097)**
- 13 Christmas Lights (Pages 1098 - 1115)**
- 14 Corporate Plan (Standing Item) (Pages 1116 - 1117)**
- 15 Working Parties (Pages 1118 - 1139)**
- 15.1 To receive and note the minutes of the meetings of the Events Working Party held on Thursday, 13 January 2022, Thursday, 27 January 2022 and Thursday, 17 February 2022 and consider any recommendations therein.
[Pages 1118 - 1131]
- 15.2 To receive and note the minutes of the meeting of the Climate Change Working Party held on Monday, 6 December 2021 and Monday, 7 February 2022 and consider any recommendations therein.
[Pages 1132 - 1139]
- 16 Date of Next Meeting**
- Date of the next meeting of the Environment and Leisure Committee to be agreed at the Annual Meeting of Council scheduled for Thursday, 12 May 2022.

17 Exclusion of Press and Public

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

18 Recreational Ground – CCTV

(Pages 1140 - 1141)

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

Agenda excluding confidential papers to:

Plus: The Press
Library

Agenda front pages to all non-committee members

LEDBURY TOWN COUNCIL

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. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

LEDBURY TOWN COUNCIL

**MINUTES OF AN ENVIRONMENT & LEISURE COMMITTEE MEETING HELD ON
20 JANUARY 2022**

PRESENT: Councillors Knight (Chair), Bradford, Whattler and Morris

ALSO PRESENT: Julia Lawrence – Deputy Clerk
Amy Howells – Minute Taker

E214 TO RECEIVE APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Sinclair, Chowns, Hughes and Eakin.

E215 THE NOLAN PRINCIPLES

The Nolan Principles were received and noted.

E216 TERMS OF REFERENCE – QUORUM

Members discussed what they considered should be quorum for the Environment & Leisure Committee meetings. Councillor Bradford believed that due to the scrutiny that Ledbury Town Council had gone through, considered a quorum of four members was not adequate. Councillor Whattler proposed five members for quorum but other members disagreed.

Due to the number of members on the Committee, it was agreed that quorum would be four members. This was proposed by Councillor Knight and seconded by Councillor Morris.

RESOLVED:

It was agreed by members of the Committee that Quorum will be four members for this Committee.

E217 DECLARATION OF INTEREST

RESOLVED:

None received.

E218 PUBLIC PARTICIPATION

No public were present.

E219 TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE ENVIRONMENT & LEISURE COMMITTEE HELD ON 18 NOVEMBER 2021

The Deputy Clerk gave a brief update on each item and Councillors requested certain issues be noted and be moved to the next meeting. Items to be brought forward are:

- Item No. E195.2 Five companies have already been approached regarding CCTV and quotations are awaited.
- Item No. E195.4 Removing the shelter/seating. Councillor Bradford requested that the Clerk contact the company to make arrangements to move it, noting that it does not need a concrete base. Councillor Bradford requested an email be circulated to Committee members with an update.
- Item No. E201.1 Bench outside Old Cottage Hospital. Ongoing with Herefordshire Council/Balfour Beatty.
- Item No. E202.3 Lighting in St Katherines Car Park. This matter is in hand and it is hoped that there will be a decision in time for the March Committee meeting.
- Item No. E213.2 Clerk to confirm status on EPC for the Chapel.
- Item No. E214.2 A report is awaited from Caroe in respect of the timber assessment. An update will be provided at the March Committee meeting.

RESOLVED:

That the minutes of an Environment & Leisure Committee held on 18 November 2021 be approved and signed as a correct record subject to the following amendments:

Councillor Morris to be noted as present at this meeting.

Members entered closed session at 7:12PM

E220 TO REVIEW ACTION SHEET

RESOLVED:

That Councillors received and noted the contents of the report.

E221 CEMETERY

RESOLVED:

1. That in accordance with Standing Order 23(a), authority be given for the Deeds of Exclusive Right of Burial 708, 709, 710, 711 and 61280 to be signed, granting the exclusive right of burial to those named on the interment form.

2. That in accordance with Standing Order 23(a), authority be given for the Deeds of Exclusive Right of Burial 6324878 to be signed, granting the transfer of the exclusive right of burial to those named on each transfer request.

E222 RECREATION GROUND UPDATE – GENERAL

RESOLVED:

That members received and noted the contents of the report.

E223 RECREATION GROUND – CHILDRENS' PLAY AREA

Councillor Knight proposed that Ledbury Town Council should have an informal consultation with members of the public at the recreation ground to ascertain what the children would want at the Play Area. Councillor Whattler noted that the budget for such works should be decided before consulting with the public. The Deputy Clerk referred Committee members to the report which detailed the budget.

Whilst the meeting was quorate, members agreed that it would be more appropriate to take the report to Full Council so that more members could take a vote on which company to select due to the costs involved.

However, on reviewing the play equipment, the Committee agreed to the following:

- 1 Replace the hex swings with an "Explorer Dome" style of equipment or something similar.
- 2 Relocate the hex swings to another part of the recreation ground.
- 3 Upgrade/replace the existing skate park facility.
- 4 Replace the existing seesaw within the next 12 months.

Subject to the informal consultation and clarification of budgets, the above was proposed by Councillor Whattler and seconded by Councillor Bradford, all were in favour.

RESOLVED:

1. That members agreed for an "Explorer Play dome" or something similar to be replaced with the hex swings. The hex swings move to another location and the seesaw be replaced within the next 12 months. That the skate park be upgraded/replaced.
2. That members of the committee take the report to Full Council to consider and select a company that Ledbury Town Council would work with in future regarding the above mentioned changes to the children's play area.

3. That the Deputy Clerk organises an informal consultation with members of the public when the weather improves. The Police are to be invited to take part in this event.

E224 BLOSSOM TREES FOR LEDBURY HIGH STREET IN RESPECT OF THE QUEEN'S PLATNIUM JUBILLEE

Committee members considered that further information was required from Councillor Harvey who had put forward the proposal for planting the blossom trees in Ledbury High Street for the Queen's Jubilee. Councillor Whattler considered it was not appropriate as the trees, if planted in the ground, could cause root damage to properties, restrict daylight and could become untidy if leaves were not cleared. Councillor Bradford was of the same opinion whereas Councillor Morris agreed that we should proceed.

RESOLVED:

1. That the Deputy Clerk is to contact Councillor Harvey to obtain further information and bring a report back to the next Environment & Leisure meeting.

E225 DOG HILL WOODS

Councillor Bradford recommended that Ledbury Town Council approach the Forestry Commission and advise them that no further works have taken place at Dog Hill Woods and that contractors be commissioned to undertake the works, as set out in the Woodland Management Plan. Councillor Bradford proposed that replacement signage be erected to include one new board in respect of the Geo site and two replacement signs for general information and CCTV signs to be added to the picnic area. Councillor Whattler seconded the motion.

Members suggested that the Deputy Clerk look for either volunteer groups to make the benches or tender for local craftsmen to make these for the Council. It was agreed that Councillor Whattler and the Deputy Clerk will visit Dog Hill Woods, photograph areas where benches could be located.

RESOLVED:

1. Members requested the Deputy Clerk to bring more information back regarding the Woodland Management Plan to the next E&L Committee.
2. That members agreed for replacement signage to be erected subject to receiving full costs which are to be presented at the next Committee meeting in March 2022 for approval.
3. That members agreed for benches to be installed at Dog Hill Woods, at locations to be confirmed, whether this be by volunteer groups or local craftsmen.

E226 ASBESTOS SURVEY

Members of the Committee reviewed the quotations received from three companies who could carry out asbestos surveys on Council properties. Councillors Whattler and Morris requested Company A to undertake the work as they had stated that they could provide 50 samples, more so than the other two companies at a cost of £850 plus VAT. This was proposed by Councillor Whattler and seconded by Councillor Bradford and agreed by all members.

RESOLVED:

That the Deputy Clerk be authorised to appoint Company A to carry out asbestos surveys on all four properties owned by Ledbury Town Council.

E227 MEMORIAL BENCHES

A local resident had asked for a memorial bench to be installed outside of the Alms Houses in memory of her late husband. The Committee approved the installation of a bench and for the resident to provide a plaque, which would be mounted on the bench by LTC's Maintenance operative. The installation was still subject to permission being granted by Herefordshire Council and the Deputy Clerk will pursue this.

RESOLVED:

That the Deputy Clerk be authorised to proceed with the installation of the bench subject to receiving permission from Herefordshire Council.

E228 CEMETERY MAPPING SOFTWARE

The Deputy Clerk outlined the background as to why this mapping software was required, pointing out that it was being used by three other local Councils. Councillor Bradford believed that this software had been authorised several years ago for the then Deputy Clerk to put in place. This had not materialised, and Councillor Morris believed that all correspondence relating to this may have been lost. Councillor Bradford agreed to research old correspondence and would present any papers in relation to this particular software to support his comments. The Committee agreed that should no correspondence be presented within the next two weeks, then Ledbury Town Council should proceed with the mapping software.

On the basis that no correspondence was presented within the two-week period, Councillor Whattler proposed that the Deputy Clerk proceed and appoint Pear Mapping to undertake the installation of the mapping software. This was seconded by Councillor Morris and agreed by members.

RESOLVED:

That members make a recommendation to the Finance, Policy & General Purpose Committee that the cost for Pear Mapping to install the digital

mapping system for Ledbury Cemetery be included in the 2022/23 budget subject to Councillor Bradford's findings within the two week timescale.

E229 CHRISTMAS LIGHTS SWITCH ON EVENT UPDATE

The Deputy Clerk gave members a summary of a meeting that Councillor Knight, the Town Clerk and Deputy Clerk had had with the Lighting contractors. Photographs of what was required were given to the light contractors and the response, together with revised costs, will be brought to the March 2022 meeting. Members requested the Council erect wooden fencing around the Christmas Tree instead of the metal barriers and that the final arrangements for the Christmas lights are placed on the website.

RESOLVED:

1. That members received and noted the report.
2. That the Deputy Clerk be requested to look into wooden fencing around the Christmas tree as opposed to the metal barriers.

E230 BYE STREET PUBLIC TOILETS

The Committee discussed Ledbury Town Council taking over responsibility for the Bye Street public toilets but in view that these are located on land not owned by Herefordshire Council, it was agreed that this be put forward for discussion at the next Full Council meeting. Councillor Bradford stated that he had correspondence relating to these toilets and would forward on to the Deputy Clerk.

RESOLVED:

1. That the committee agreed to defer this item to be addressed at the next Full Council meeting. Councillor Bradford to provide any relevant supporting papers to the Deputy Clerk.

E231 BIKE HOOP RACKS IN FRONT OF BYE STREET PUBLIC TOILETS

The committee debated suitable locations for bike racks to be positioned. Outside the Market House was considered so long as the racks could be removed when the Christmas Tree is in situ. All Councillors agreed to walk around Town and report back to the Deputy Clerk with suitable locations.

RESOLVED:

1. That the report be received and noted.
2. That the Deputy Clerk investigate the costs of installing a temporary bike rack by the side of the Market House and bring to the next Environment & Leisure meeting.

3. That members of the Committee send reports of areas that could be used for bike racks to the Deputy Clerk.

E232 CORPORATE PLAN

RESOLVED:

That the Corporate Plan be received and noted.

E233 WORKING PARTIES

- a. TO RECEIVE AND NOTE THE MINUTES OF THE MEETINGS OF THE EVENTS WORKING PARTY HELD ON 3 NOVEMBER 2021, 19 NOVEMBER 2021 AND 9 DECEMBER 2021 AND CONSIDER ANY RECOMMENDATIONS THEREIN.
- b. TO RECEIVE AND NOTE THE MINUTES OF THE MEETING OF THE MARKETS WORKING PARTY HELD ON 12 NOVEMBER 2021 AND CONSIDER ANY RECOMMENDATIONS THEREIN.
- c. TO RECEIVE AND NOTE THE MINUTES OF THE MEETING OF THE CLIMATE CHANGE WORKING PARTY HELD ON MONDAY, 6 DECEMBER 2021 AND CONSIDER ANY RECOMMENDATIONS THEREIN.

RESOLVED:

1. That minutes of the meetings of the Events Working Party held on 3 November 2021, 19 November 2021 and 9 December 2021 were received and noted by members with the recommendation from 9 December 2021:
 - a. For the Christmas lights switch on to go ahead on the last Sunday of November being Sunday, 27 November 2022 and for the lights to be switched on at 4:00pm.
 - b. That a full road closure will not be put in place between the junction of Bye Street and Top Cross. Members preferred the market to be in St Katherine's car park due to safety issues, subject to approval of Herefordshire Council.
 - c. That Ledbury Town Council request the free parking day for the late-night shopping event to be held after the Lights switch-on event.
 - d. The Christmas lights design competition has been superseded with a "Welcome to Ledbury" light display.
 - e. That the £100 street party grant scheme is not to be administered by Ledbury Town Council.

2. THAT MINUTES OF THE MEETINGS OF THE MARKETS WORKING PARTY HELD ON 12 NOVEMBER 2021 WERE RECEIVED AND NOTED WITH THE RECOMMENDATIONS.

a. That terms of reference from the Markets Working Party be approved.

3. TO RECEIVE AND NOTE THE MINUTES OF THE MEETING OF THE CLIMATE CHANGE WORKING PARTY HELD ON MONDAY, 6 DECEMBER 2021 BE RECEIVED AND NOTED WITH RECOMMENDATIONS:

- a. E&L requested that a Climate Change blog should not go ahead.
- b. E&L requested that Great Big Green Week should not go ahead this year.

Standing orders were decided for an additional 15 minutes.

- c. That the committee agreed to the Climate Change Working Party purchasing 20 high visibility jackets for volunteers with the slogan on the back of the jacket, to accompany the LTC logo. 'LTC FOR THE COMMUNITY' subject to the Deputy Clerk ascertaining costs for the purchase of the jackets and print work and reporting back at the next meeting.

E234 DATE OF NEXT MEETING

It was noted that the next meeting of the Environment & Leisure Committee was scheduled for Thursday, 17 March 2022 at 7:00pm.

E235 EXCLUSION OF PRESS AND PUBLIC

RESOLVED:

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

E236 RECREATIONAL GROUND UPDATE – CCTV

The Deputy Clerk updated members that she was meeting with a CCTV Engineer on 27 January 2022 to repair the CCTV. Members requested that the Deputy Clerk get an update from the Police following their attendance at the last meeting.

The Deputy Clerk has contacted companies for quotes for a better CCTV system that will have the ability to run from the Town Council Offices as well as the ability to link in with Herefordshire Council's monitoring unit, and is currently awaiting responses.

RESOLVED:

- 1. That members received and noted the report.**
- 2. That the Deputy Clerk to speak with the Town Clerk to ask for an update from the police regarding the quality of images required.**

Members returned to open session at 7:32pm.

The meeting ended at 9:04pm.

Signed Dated
(Chair)

**ENVIRONMENT AND LEISURE COMMITTEE
ACTION SHEET - 17 March 2022**

Item No. 6

Minute No.	Action	To be Actioned by	Date to be actioned by	Comments	Status
E223 (1)	Members agreed for an "Explorer Play dome" or something similar to be replaced with the hex swings. The hex swings move to another location and the seesaw be replaced within the next 12 months. That the skate park be upgraded/replaced.	DC	17.03.2022	Committee Members to decide on piece of equipment to replace hex swings at next committee meeting.	In Progress
E223 (2)	That members of the committee take the report to Full Council to consider and select a company that Ledbury Town Council would work with in future regarding the above mentioned changes to the children's play area.	TC		Committee Members selected Company 3 at the Full Council meeting - Play and Leisure	Complete
E223 (3)	That the Deputy Clerk organises an informal consultation with members of the public when the weather improves. The Police are to be invited to take part in this event.	DC	14.04.2022	DC contacting primary and secondary schools to arrange consultation to get their views on play equipment.	In Progress
E224	The Deputy Clerk is to contact Councillor Harvey to obtain further information and bring a report back to the next Environment & Leisure meeting.	DC	17.03.2022		In Progress
E225 (1)	The Deputy Clerk to bring more information back to the committee regarding the Woodland Management Plan to the next E&L Committee.	DC	25.03.2022	DC has contacted Guy Tustin and is awaiting a quotation to carry out works. As we are now "out of season", any coppicing/other related works will need to start in the Autumn, but it is proposed to get a programme in place now in readiness for when works can start, subject to agreeing costs first (potentially using Welcome Back Funding?)	In Progress

E225 (2)	That members agreed for replacement signage to be erected subject to receiving full costs which are to be presented at the next Committee meeting in March 2022 for approval.	DC	31.03.2022	Due to no artwork being available, the geo signs need to be reproduced from scratch. Images have been sent to printers to re-create a new sign and quotations are awaited.	In Progress
E225 (3)	That members agreed for benches to be installed at Dog Hill Woods, at locations to be confirmed, whether this be by volunteer groups or local craftsmen.	DC	25.03.2022	DC has spoken with Guy Tustin about this and this is to be included within his scope of works. Quotation yet to be received. [Please refer to E225(1) above].	In Progress
E226	That the Deputy Clerk be authorised to appoint Company A to carry out asbestos surveys on all four properties owned by Ledbury Town Council.	DC			Complete
E229 (2)	That the Deputy Clerk be requested to look into wooden fencing around the Christmas tree as opposed to the metal barriers.	DC	01.09.2022	To be addressed later this year.	In Progress
E227	That the Deputy Clerk be authorised to proceed with the installation of the bench subject to receiving permission from Herefordshire Council.	DC	29.04.2022	DC has received Bench Licence from Herefordshire Council and can proceed with installation although quotes are now required from maintenance contractors to actually install the bench!	In Progress
E228	That members make a recommendation to the Finance, Policy & General Purpose Committee that the cost for Pear Mapping to install the digital mapping system for Ledbury Cemetery be included in the 2022/23 budget subject to Councillor Bradford's findings within the two week timescale.	TC		Matter resolved and Pear Mapping have been appointed to carry out works as per their quotation - scanning work has already started.	Complete

E231 (2)	The Deputy Clerk to investigate the costs of installing a temporary bike rack by the side of the Market House and bring to the next Environment & Leisure meeting.	DC		DC has put the idea to BBLP to install bike rack outside the Market House. Whilst this has not been ruled out, further work needs to be done to source a smaller bike rack which may appear more favourable and safer due to its location.	In Progress
E231 (3)	Members of the Committee to send reports of areas that could be used for bike racks to the Deputy Clerk.	Committee Members	28.01.2022		Complete
E326 (1)	That the Deputy Clerk to speak with the Town Clerk to ask for an update from the police regarding the quality of images required.	DC & TC	25.03.2022	DC on receipt of receiving quotations from CCTV companies, will share this information with Herefordshire Council's Monitoring Centre to ensure that any new CCTV equipment will be compatible with their systems.	In Progress

LEDBURY TOWN COUNCIL

ENVIRONMENT & LEISURE COMMITTEE	17 MARCH 2022	AGENDA ITEM: 8
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Report prepared by Julia Lawrence, Deputy Town Clerk

RECREATIONAL GROUND

Purpose of Report

The purpose of this report is to ask Members of the Environment & Leisure Committee to consider the following:-

- a) Undertaking some remedial works to the outdoor gym equipment at the Recreational Ground, Ledbury.
- b) Deciding on the future of the Shelter.
- c) Update on new piece of children's equipment in place of the hex swings.

Detailed Information

1) Outdoor Gym Equipment

Members of the Environment & Leisure Committee will be aware that Officers have been focussing on the children's play area and skate park. However, next to the children's play area is an area dedicated to outdoor gym equipment.

This equipment is used on a regular basis, both by children and adults. However, there is one item of equipment, the Seated Leg Press, which is missing its legs! Please refer to the attached photograph (Appendix A). The Double Cross Country Skier is also missing one of its rubber handles.

Quotations were requested from 4 companies to supply and fit the seated leg press, as follows:

Company 1 £975.44, excluding VAT

Company 2 £770.00, excluding VAT

This company confirmed that they would also be able to provide the rubber handle for the double cross country skier at £8.50, excluding VAT.

Company 3

Considered the job was too small to quote for.

Company 4

This company does not fix other play equipment as they do not hold the technical drawings to manufacture the replacement parts.

2) **Future of the Shelter**

Members of the Committee will note that a discussion took place regarding the location of the Shelter at the Environment & Leisure Committee meeting held on 18 November 2021. At that meeting, there was Police representation. Mr Charles Naylor, Design Out Crime Officer, agreed to forward a copy of his report following the risk assessment that he had undertaken at the recreational ground. A copy of his report is attached. (Appendix B)

The report did not focus on the main element of the risk assessment, that being the Shelter. However, it was agreed that a series of steps should be taken before removing the Shelter and this included better lighting of the immediate area, removing undergrowth and overgrown vegetation and improvements to the CCTV. All of the above measures have been undertaken which has resulted in no real improvement to the area surrounding the Shelter as the anti-social behaviour has continued despite these improvements.

The Committee are now asked to consider the following options for the Shelter:-

- a) Leave the entire Shelter/seating construction in its current position; or
- b) Remove the top half of the Shelter altogether but leave the seating in place; or
- c) Remove the entire structure and re-locate to the grassed area as shown on the attached plan (Appendix C); or
- d) Remove the Shelter/seating completely and have it stored at the Cemetery.

When considering the options put forward above, the Committee should note that the Town Clerk, Councillors Chowns and Knight met with the Police on 7 March 2022 and the Shelter was discussed at that meeting. The Police confirmed that it had been their preference for the Shelter to have been removed during the winter months as the youths tended to congregate there when the weather was much colder. The Police stated that they follow a different 'policing style' during the summer months and now believe there would be no benefit in removing the Shelter as the youths tend to sit on the grass during the summer months as opposed to sheltering under the Shelter when the weather is much colder.

3) **Children's Play Equipment**

At the Environment & Leisure Committee meeting in January 2022, the Committee selected a company to provide remedial works to the children's play area and agreed to change the hex swings for another piece of equipment. The company selected are called Play and Leisure.

Play and Leisure are in the process of providing their programme of works so that the remedial works (wet pour and grass matting) resurfacing works can take place.

Members will be fully aware that at the time of selecting a company for Ledbury Town Council to work with, Members confirmed that they wished to retain the hex swings but made no decision as to where the hex swings should be relocated in order to make way for the new piece of equipment. Appreciating that the hex swings need to stay within the confines of the children's play area for safety reasons, there are 4 options to consider:-

- a) leave the hex swings in their current location;
 - b) build the new piece of children's play equipment next to them, i.e. between the hex swings and the toddler unit; or
 - c) staggered from the middle point, between hex swings and toddler unit, going across and utilising space of the 3 seat bouncy seesaw; or
 - d) in place of the existing seesaw and 3 seat bouncy seesaw.
- Options b) to d) are shown in Appendix D.

By considering options b) or c), it eliminates any unnecessary costs to move the hex swings to another location or replacing the seesaw and 3 seat bouncy seesaw now since the Committee had agreed to replace the seesaw anyway in 12 months' time.

The Committee are asked to consider the 4 options above. If the Committee wish to move the hex swings to another location, then Committee Members are asked to confirm and agree on an alternative location within the confines of the children's play area.

The two pieces of equipment that are on offer are the Enterprise Quest Multi Play Unit which was presented at the last Committee meeting and the other piece of equipment is called the Cosmos Multi Play Unit. A summary of their features is attached at Appendix E.

At the last Committee meeting it was agreed that an informal consultation should take place with children to ascertain what they would like to see and use. Therefore, both options will be passed to Ledbury and Eastnor Primary Schools and John Macefield High School for the children to vote and it is hoped that the majority vote will determine what should be built, subject to budget.

The costs for these pieces of equipment, excluding VAT, are as follows:-

Enterprise Quest Q111	£13,143.90
Cosmos Quest Q112	£13,994.90
Groundworks and installation	£9,781.00
Safety Surfacing, approx.	£3,835.00

Please note that the Cosmos covers the same area as the Enterprise but is just a different shape so the costs for groundworks, installation and surfacing would apply to both pieces of equipment. There is also the possibility that there may be some minimal change in the costs shown since the original costs were quoted based on doing the whole job at one time. The Committee also need to

bear in mind that the above costs do not include removing any of the other play equipment that has been suggested in Appendix D.

Recommendations

- 1 That Members of the Environment & Leisure Committee receive and note the contents of this report.
- 2 That Members of the Environment & Leisure Committee confirm whether they wish to proceed with the repairs for the outdoor gym equipment noted above, subject to funding being available.
3. If Members are agreeable to the repairs being undertaken, to appoint one of the companies noted above and to request that the Deputy Clerk liaise with the company to undertake the works as soon as possible.
- 4 That Members of the Environment & Leisure Committee give consideration to the four options on how to proceed in respect of the Shelter:
 - a) Leave the entire Shelter/seating construction in its current position; or
 - b) Remove the top half of the Shelter altogether but leave the seating in place; or
 - c) Remove the entire structure and re-locate it on the grassed area as shown on the attached plan; or
 - d) Remove the Shelter/seating completely and have it stored at the Cemetery.
- 4 That Members of the Environment & Leisure Committee agree on the following course of action with regard to the hex swings, by selecting one of the following options:
 - a) Leave the hex swings in their current location; or
 - b) Build the new piece of children's play equipment next to them, i.e. between the hex swings and the toddler unit; or
 - c) Staggered from the middle point, between hex swings and toddler unit, going across and utilising space of the 3 seat bouncy seesaw; or
 - d) In place of the existing seesaw and 3 seat bouncy seesaw.
- e) That the Committee notes that the two options for the new piece of children's play equipment will be presented to both primary and secondary schools for an informal consultation. The outcome of the consultation will be reported back at the next Environment & Leisure Committee meeting.



LTC Deputy Clerk

From: Naylor, Charles <charles.naylor@westmercia.police.uk>
Sent: 08 February 2022 11:26
To: LTC Deputy Clerk
Subject: Ledbury Recreational Ground

Follow Up Flag: Follow up
Flag Status: Flagged

You don't often get email from charles.naylor@westmercia.police.uk. [Learn why this is important](#)

Good morning Julia,

I have had an exchange of emails regarding an outstanding report on the Rec, which I was not aware of but would now like to address that with the following information.

On Monday 15th November I visited the Ledbury Rec, where I met you and PC Sarah Ransome-Williams, to carry out a crime risk survey, specifically around the use of CFTV and general concerns of anti-social behaviour in the area.

The information that you were able to provide at the time, (with the lighting technicians also present by coincidence) was that the lighting in the area was due to be upgraded. I was not aware of issues with the CCTV units other than the ongoing matters of having them monitored.

The main concern was around the youth shelter which is being misused by local youths and because of the design the drug and alcohol users would appear to have adopted it as there place to meet. This clearly deters members of the public who would want to use it for genuine reasons. An option, therefore, would be to remove the shelter, perhaps on a temporary basis, to elevate the problems.

I also walked the footpaths which run along the 'south' border of the grounds. There is a good opportunity to clear areas of shrubs and non-substantial tree growth along these paths to open the footpaths up. This would have the direct consequence of reducing the fear of crime in the area and increase the 'natural surveillance', and important factor in reducing offending behaviour.

It will important to ensure that any displacement of the offending youths is monitored as a result of this work being carried out.

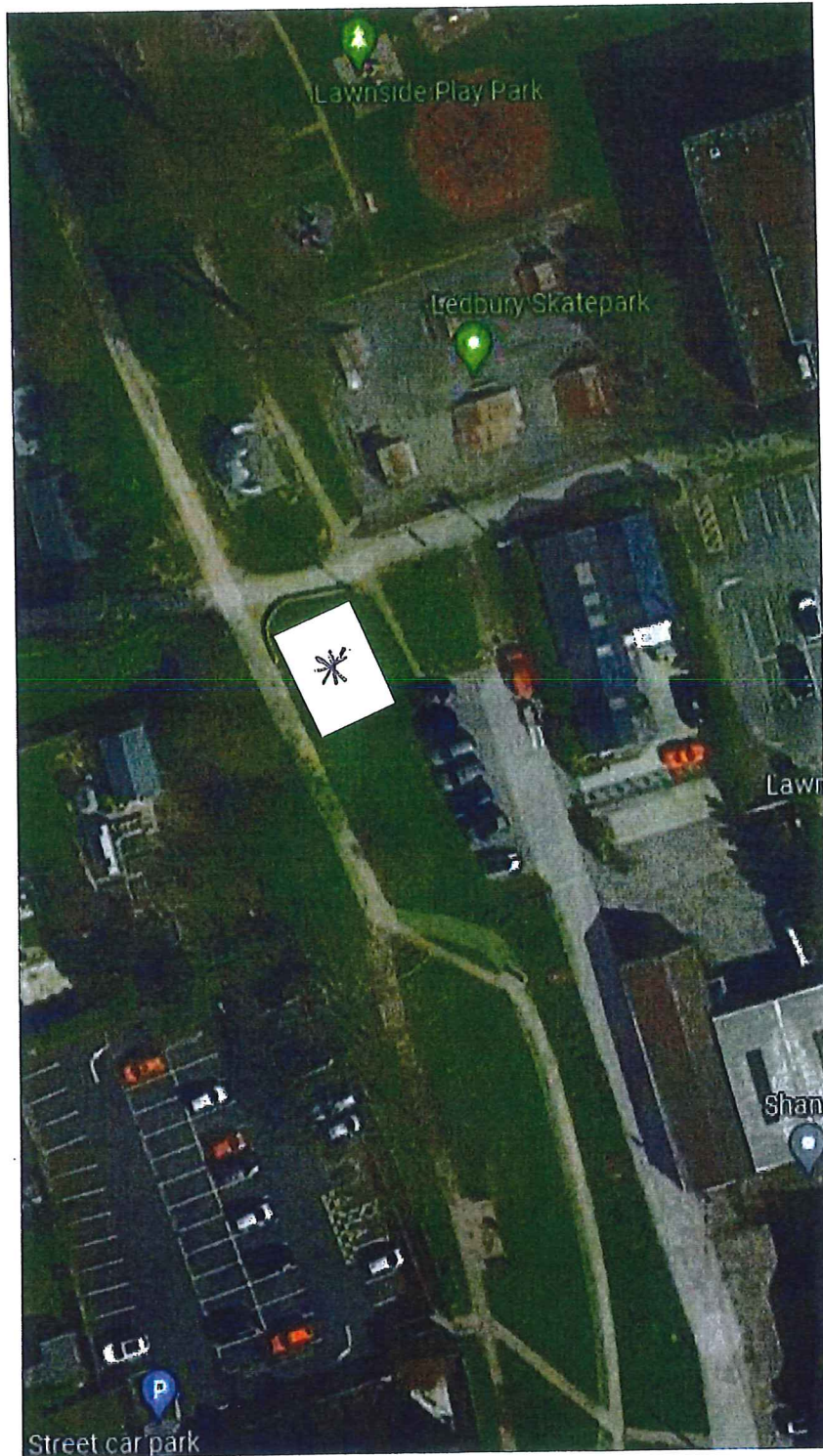
At the Ledbury TC meeting on the 18th November I agreed to meet with a councillor at the Rec to walk the footpaths again and make a plan for the removal of the aforementioned tree/shrub growth but to date haven't had that invitation. For the record I would welcome another site meeting if that would help and given the time of year and the breeding season of the birds that should be carried out very soon.

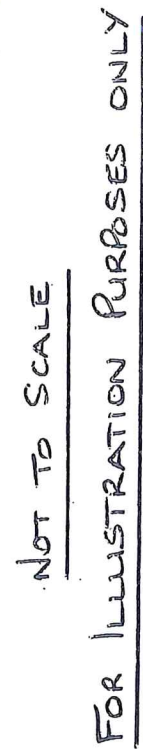
Regards,

Charles

Mr Charles Naylor
Design Out Crime Officer | Problem Solving Hub | West Mercia Police
Hereford Police Station, Bath Street HR1 2HT
Mobile – 07961 909795 Ext: 7723803
Team email: charles.naylor@westmercia.pnn.police.uk

*
REVISED
LOCATION
FOR
SHELTER





CUSTOMER	LEDBURY TOWN COUNCIL		
SITE	LAWNSIDE PLAY PARK, LEDBURY - EXISTING EQUIPMENT		
SCALE	1:200 @ A3	DATE	13/12/2021
		DRG. No.	F/10870/1



1070

Our Guarantee

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

APPENDIX E

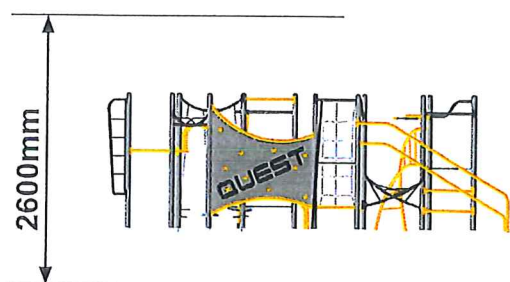
...creating smiles for over 30 years 😊

Enterprise Quest Multi Play Unit

This design is an Artists representation only



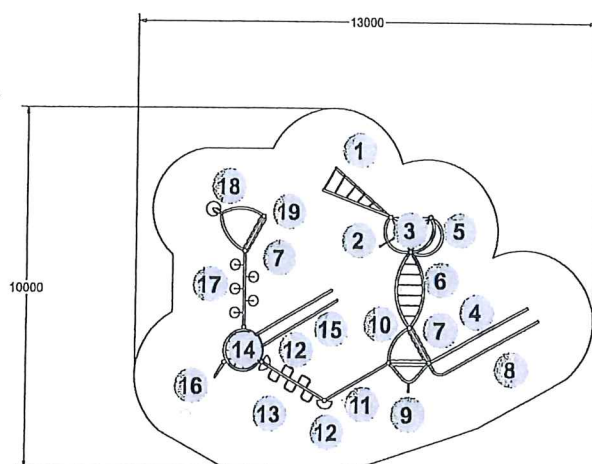
All Play & Leisure's product range is fully compliant with BS EN 1176



Side Elevation

Features

- | | |
|------------------------|-------------------------|
| 1 Curved Ladder | 10 Vertical Chain Wall |
| 2 Rotating Handle Bars | 11 Climb Wall Link |
| 3 Hammock Net | 12 Walkerboard - Semi |
| 4 Pull Up Bar - Wavy | 13 Overhead Bars |
| 5 Climb Bars | 14 Rope Platform |
| 6 Wave Link | 15 Parallel Bars |
| 7 Walkerboards | 16 Side Ladder |
| 8 Glider Bars | 17 Hang Tough |
| 9 Sloping Firepole | 18 Rotating Platform |
| | 19 Pull Up Bar Straight |



Plan View

Technical Information

Product Code
Q111
Equipment Size (mm)
9550Lx 6700W x 2600H
Minimum Space (mm)
13000 x 10000
Free Height of Fall (mm)
2500
Safety Surface Area
93m ²
User Age Range
7-14 Years



1072

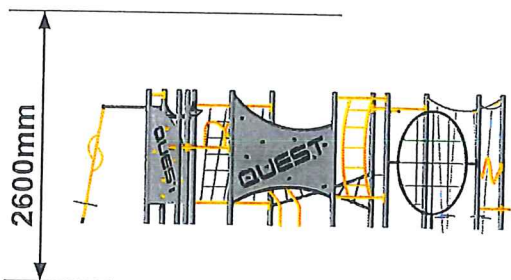
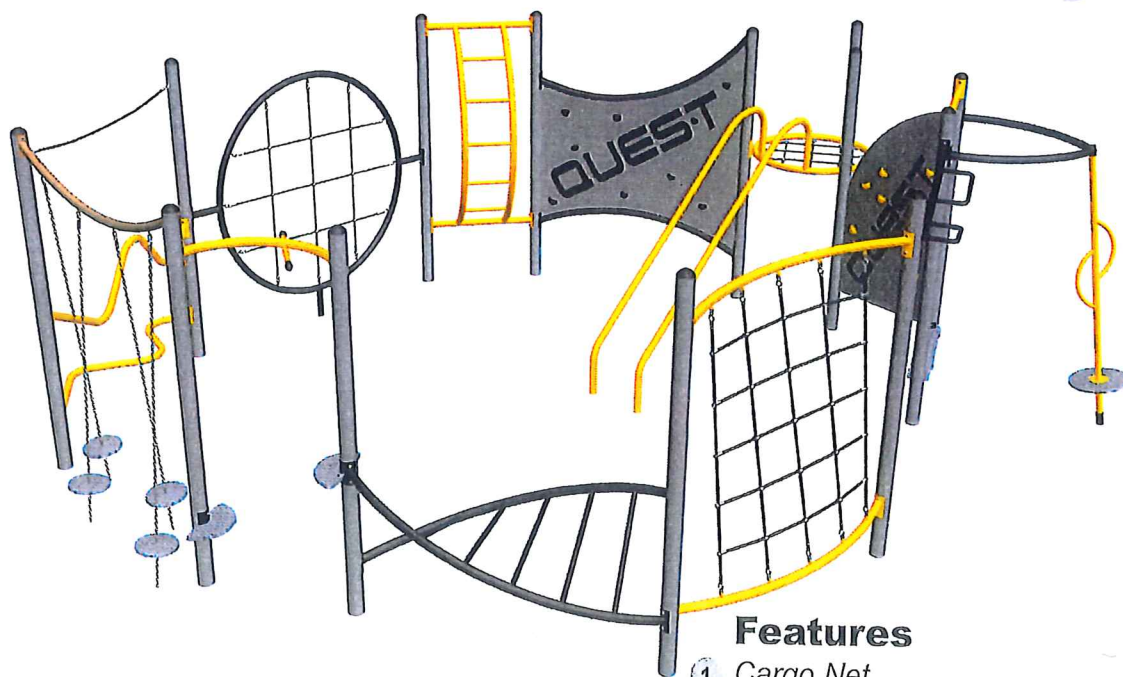
Our Guarantee

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

...creating smiles for over 30 years ☺

Cosmos Quest Multi Play Unit

This design is an Artists representation only



Side Elevation

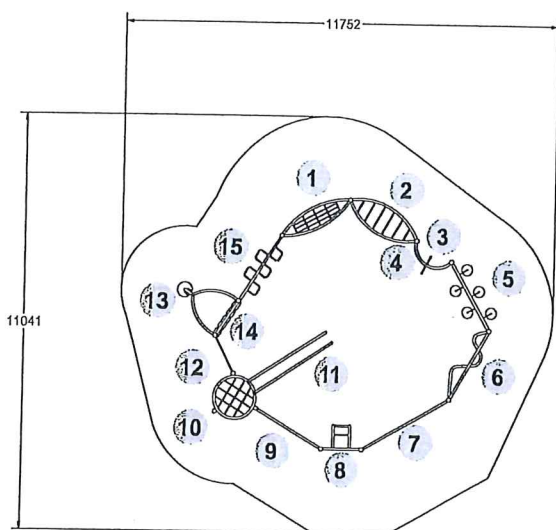
All Play & Leisure's product range is fully compliant with
BS EN 1176

Features

- 1 Cargo Net
- 2 Wave Link
- 3 Rotating Handle Bars
- 4 Walkerboard - Semi
- 5 Hang Tough
- 6 Up & Over Link
- 7 Spiders Web
- 8 Pull Up Bar - Wavy
- 9 Rope Platform
- 10 Parallel Bars
- 11 Half Climb Wall
- 12 Climb Wall Link
- 13 Rotating Platform
- 14 Walkerboards
- 15 Overhead Bars

Technical Information

Product Code
Q112
Equipment Size (mm)
8700L x 6700W x 2600H
Minimum Space (mm)
11752 x 11041
Free Height of Fall (mm)
2500
Safety Surface Area
93m ²
User Age Range
7-14 Years



Plan View

LEDBURY TOWN COUNCIL

ENVIRONMENT & LEISURE COMMITTEE	17 MARCH 2022	AGENDA ITEM: 9
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Report prepared by Julia Lawrence, Deputy Town Clerk

RECREATIONAL GROUND – SKATE PARK

Purpose of Report

The purpose of this report is to ask Members of the Environment & Leisure Committee to give consideration to proposals presented by companies to improve the skate park at the recreational ground in order to make it a better environment for skateboard enthusiasts in Ledbury.

Detailed Information

Members of the Environment & Leisure Committee were advised at the January 2022 meeting of the Committee that proposals for remedial and/or replacement features within the skate park would be submitted to this meeting.

The project has been challenging from day one since the original manufacture for the skate park equipment no longer exists and whilst you would expect companies to be keen to gain new business, due to potential business lost during the pandemic, it appears that this is not the case. Due to the specialist nature of this project, there are no immediate local companies and therefore expressions of interest have been sought from companies as far as Dorset, Kent, Wiltshire with the nearest company being in Gloucester. Despite working with these companies since the beginning of this year, it is disappointing to report that despite the time spent discussing options, only two companies have submitted a quotation.

During discussions with these companies, they were asked to consider the following options:

- A) Provide costs to undertake remedial works to ensure the current skate park facilities are compliant with legislation requirements; and
- B) Put forward suggestions to revamp the skate park, within the existing fencing parameters but to accommodate not only skateboards, but also to give consideration to those using bikes and scooters.

The companies responses to the above options were as follows:

Company 1

Regrettably, this company whilst stating they had an expert in the field, declined in putting forward a quotation.

Company 2

This company appeared very promising particularly because their current workload included responsibility for many play area construction and repairs, safety surfacing and skate parks. They had full employers and public liability insurance up to £5 million; all their works are carried out in accordance with the Health and Safety at Work Act 1974; they are holders of the Construction Industry Scheme (CIS5 Tax Certificate No. 76193 07539) and licenced to carry out herbicides applications. They are full members of the British Association of Landscape Industries and The Fencing Contractors Association.

Company 2 presented their quotation for minimal remedial repair works only as follows:

- Cut out and removal, disposal of damaged sections of Skatelite surface;
- Supply and installation of 8 x 420mm x 1120mm sections;
- Supply and installation of 1 x 440mm x 440mm sections.

Cost for the above works to be £2,212.50 excluding VAT.

No consideration had been given to the toe-plates which need to be replaced as the galvanised joints have eroded quite significantly.

Having contacted this company on several occasions requesting their suggestions for option B), nothing has been forthcoming, nor indeed any further responses to emails and telephone messages left.

Company 3

Members of the Committee will see that this company has considerable expertise in the field of skate parks and have been in the business for the past 12 years. They specialise in the manufacture of skate park equipment for public and private use, having installed over 100 skate parks around the country, primarily in the South. This company is committed to the safety of its customers, offering heavy-duty railings which exceed the ROSPA recommended height. The ramp technology includes such features as galvanised in-fills, which prevents the build-up of litter and reduces the likelihood of vandalism to the ramps. Their customer base includes Pontins, Newperran Holiday Park, numerous Parish Councils from St Helier to Bury, Basingstoke to the Isle of Wight and beyond, HM Forces and many more.

They have shown an incredible amount of flair and enthusiasm as to what can be done at Ledbury and have presented two quotations, as requested in relation to options A) and B) above. The details are as follows:

Firstly, the existing layout is shown at Appendix A and clearly sets out what surfaces are acceptable or need to be replaced.

To understand the terminology of these pieces of equipment, they are known as follows using the numbering shown in Appendix A.

Ramp 1 – Quarter Pipe/Quarter Pipe ‘Hip’

Ramp 2 – Combination Ramp/Quarter Pipe/Quarter Pile ‘Hip’

Ramp 3 – Spine Ramp
Ramp 4 – Flat Bank Combi/Quarter Pipe 'Hip'
Ramp 5 – Quarter Pipe
Ramp 6 – Jump Box
Ramp 7 - Driveway

This company makes reference to non-compliant structures which need to be removed since whilst there are three ramps, to enable a continuous flow of movement around the skate park, it is advisable that ramp 5 has another ramp to allow that continual flow. Members of the committee are also asked to note that the shaded tarmac surfaces are damaged and would need to be resurfaced and ramps 3, 6 and 7 are also mis-aligned with ramps 4 and 5.

The 'Revised Layout Option 1' as shown at Appendix B, sets out the improvements to the skate park in terms of new equipment. It should be noted that this company wishes to utilise the whole space of the skate park as you will see that they are looking to move ramps A, B, 4 and 5 (using the numbering as shown on this Appendix) so that they are closer to the perimeter fencing thus allowing more space between these ramps and the ramps in the middle of the skate park. This extra space will allow more momentum and would be welcomed by the more experienced skateboarder! As these ramps already have railings at the back, they still fall in line with safety requirements.

In terms of ramp 3, the Spine Ramp (Appendix A), this is deemed quite a difficult ramp and does not tend to get used because of it being difficult and so the change to ramps C, D and E (as per Appendix B) will attract more users, whether it is skateboards, bikes or scooters.

As stated above, Appendix B shows where this company would like to introduce new ramps, as follows:

Ramp A - Quarterpipe (formerly known as Ramp 1 in Appendix A)
Ramp B – Flat Bank (formerly known as Ramp 2 in Appendix A)
Ramps C, D and E – Ridge Ramp, Manual Box and Canyon Bank (formerly known as Ramp 3 in Appendix A)
Ramp F is a new Grind Rail (Round) (to replace an existing Rail which is not shown on the drawings)

Appendix C sets out a summary of costs in respect of priority maintenance/riding surface replacement on the equipment referred to in Appendix A above, totalling £26,181.80 excluding VAT.

Appendix D sets out a summary of costs in respect of new equipment as referred to in Appendix B, totalling £34,221.00 excluding VAT. Members are asked to note that should option B be accepted, then consideration would also need to be given to the existing surfaces under the ramps once they are moved to their new position as resurfacing works may need to be undertaken which has not been costed.

Both Appendices C and D give additional details regarding discounts, installation and notes in relation to these quotations. Please note that the discount of £3,029.00 in Appendix D is only valid if the complete works are ordered.

Company 4

This company attended the skate park on 13 January 2022 and demonstrated a good understanding of requirements, what needed to be done and how enhancements could be made to the skate park. However, the gentleman that attended site has since been on long term sick leave and although he returned to the office three weeks ago, promised to let me have their quotation. Regrettably, having since contacted their office and left messages and sent emails, nothing has been forthcoming so I can only assume that they are not interested.

Recommendations

- 1 That Members of the Environment & Leisure Committee receive and note the contents of this report.
- 2 That Members of the Committee agree on what option they wish to follow, either:
 - Option A) Provide costs to undertake remedial works just so that we are totally compliant; or
 - Option B) Put forward suggestions to revamp the skate park, within the existing fencing parameters but to accommodate not only skate boards, but also to give consideration to those using bicycles and scooters.
- 3 Based on the above criteria, that Members of the Committee select a company to undertake the work as agreed.

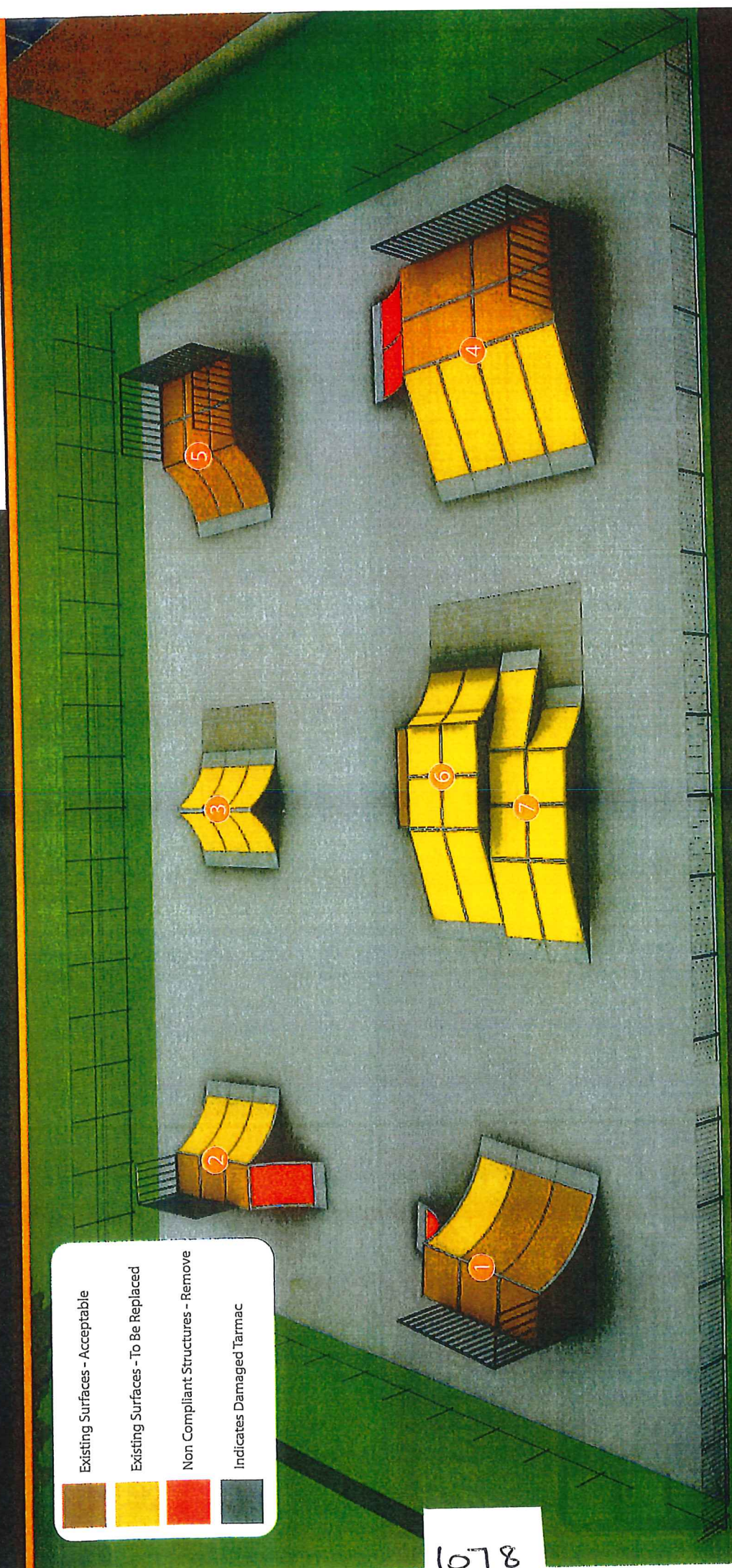
LEDDBURY SKATEPARK

Current Layout (Feb 2022)

ITEM No. 9

APPENDIX A

	Existing Surfaces - Acceptable
	Existing Surfaces - To Be Replaced
	Non Compliant Structures - Remove
	Indicates Damaged Tarmac



1078

Client / Organisation : Julia Lawrence / Ledbury Town Council
 Project : Ledbury Skatepark Repair/Upgrade/Reconfiguration Proposals
 Design Date : Existing / Current (as of Feb 2022)



Skatelite Pro™

LEDBURY SKATEPARK

Revised Layout Option 1

ITEM No. 9

APPENDIX B

Existing Surfaces - Acceptable

NEW Surfaces (ramps 4 - 7)

Previous footprint / repaired tarmac

Client / Organisation : Julia Lawrence / Ledbury Town Council
 Project : Ledbury Skatepark Repair/Upgrade/Reconfiguration Proposals
 Design Date : 04th February 2022



Skatelite ProTM

ITEM No. 9

APPENDIX C

Julia Lawrence
Deputy Town Clerk
Ledbury Town Council
Church Lane
Ledbury
Herefordshire
HR8 1DH

Quote No:

Ref: Ledbury Skatepark
Revised Layout Concept 1

Date: 07 - 02 - 2022

QUOTATION

Page 1 of 3

Quantity	Unit/Part No.	Description	Unit Cost	Value
1.0		Carry out priority maintenance / riding surface replacement on existing skate equipment as identified during 3rd party inspection and subsequent site inspection - to include : * Removal and disposal of existing damaged riding surfaces * Removal and disposal of existing riding surface fixings * Remove existing toe-plates and retro-fit new 'rolled', galvanised steel toe-plate extensions. * Reset, and re-align toe-plate threshold joint +3mm * Supply, cut to fit (on-site) and affix new riding surface sheets * Increase & upgrade riding surface fixings (per sheet) * Reset expansion joints as required. * Reset/re-align wear protection as required * Blank off exposed structural bolt holes as required		
1.0		Remove (high risk) or re-orientate existing units as necessary to facilitate the proposed layout indicated		
		Unit 1 - Quarter Pipe 1.83m high / Quarter Pipe 'Hip' 1.22m wide		
1.0		Dismantle, remove and dispose of majority structure to facilitate Revised Layout Concept 1		* inclusive
1.0		Retain guard railing assembly for subsequent use on Unit 4 to facilitate Revised Layout Concept 1		* inclusive
Comments : * Priority refers to items considered med/high risk EXCLUDING works relating to tarmac repairs * Inclusive refers to elements considered largely labour related, which will form part of the overall 'installation' cost			Goods	
			Delivery	
			Installation	
			Sub - Total	
			VAT @ 20%	
			TOTAL	

Julia Lawrence
Deputy Town Clerk
Ledbury Town Council
Church Lane
Ledbury
Herefordshire
HR8 1DH

Quote No :

Ref: Ledbury Skatepark
Revised Layout Concept 1

Date : 07 - 02 - 2022

Page 2 of 3

QUOTATION

Quantity	Unit/Part No.	Description	Unit Cost	Value
1.0		Unit 2 - Combinaton Ramp Quarter Pipe 1.22m high / Q/Pipe 'Hip' 1.22m high Dismantle, remove and dispose of entire structure to facilitate Revised Layout Concept 1		* inclusive
1.0		Unit 3 - Spine Ramp 0.90m high Dismantle, remove and dispose of entire structure to facilitate Revised Layout Concept 1		* inclusive
		Unit 4 - Flat Bank Combi 1.22m high / Q/Pipe 'Hip' 1.22m high		
4.0	SKT104	Skatelite Pro 3000 (slate black) 3050 x 1220 x 6.5mm	£298.00	£1,192.00
320.0		M6 x 40 CSK Pin Torx Stainless Steel Machine Screws	£0.38	£121.60
4.0	RTP465	Galvanised Steel Rolled Toe-Plate 465 x 1220 x 3mm	£57.60	£230.40
64.0		Avdel Break-Stem CSK 7 x 32mm Mono Bolt	£0.40	£25.60
40.0	E341420	Black Flexi Panel Plug 19 - 14mm	£0.31	£12.40
5.0		Consumables	£9.00	£45.00
1.0		Dismantle, remove and dispose of existing Q/Pipe Hip to facilitate Revised Layout Concept 1		* inclusive
1.0		Erect required railing assembly donated from existing unit 1		* inclusive
Comments :			Goods	£1,627.00
			Delivery	
			Installation	
			Sub - Total	£1,627.00
			VAT @ 20%	
			TOTAL	

* Priority refers to items considered med/high risk EXCLUDING works relating to tarmac repairs
* Inclusive refers to elements considered largely labour related, which will form part of the overall 'installation' cost

1083

Julia Lawrence
Deputy Town Clerk
Ledbury Town Council
Church Lane
Ledbury
Herefordshire
HR8 1DH

Quote No :

Ref : Ledbury Skatepark
Revised Layout Concept 1

Date : 07 - 02 - 2022

Page 3 of 3

QUOTATION

Quantity	Unit/Part No.	Description	Unit Cost	Value
		Unit 5 - Quarter Pipe 1.22m high		
60.0		M6 x 40 CSK Pin Torx Stainless Steel Machine Screws	£0.38	£22.80
3.0	RTP465	Galvanised Steel Rolled Toe-Plate 465 x 1220 x 3mm	£57.60	£172.80
36.0		Avdel Break-Stem CSK 7 x 32mm Mono Bolt	£0.40	£14.40
40.0	E341420	Black Flexi Panel Plug 19 - 14mm	£0.31	£12.40
3.0		Consumables	£9.00	£27.00
		Unit 6 - Jump Box 0.90m high		
6.0	SKT84	Skatelite Pro 3000 (slate black) 2440 x 1220 x 6.5mm	£235.00	£1,410.00
360.0		M6 x 40 CSK Pin Torx Stainless Steel Machine Screws	£0.38	£136.80
4.0	RTP465	Galvanised Steel Rolled Toe-Plate 465 x 1220 x 3mm	£57.60	£230.40
48.0		Avdel Break-Stem CSK 7 x 32mm Mono Bolt	£0.40	£19.20
80.0	E341420	Black Flexi Panel Plug 19 - 14mm	£0.31	£24.80
6.0		Consumables	£9.00	£54.00
		Unit 7 - Driveway 0.60m high		
6.0	SKT84	Skatelite Pro 3000 (slate black) 2440 x 1220 x 6.5mm	£235.00	£1,410.00
360.0		M6 x 40 CSK Pin Torx Stainless Steel Machine Screws	£0.38	£136.80
4.0	RTP465	Galvanised Steel Rolled Toe-Plate 465 x 1220 x 3mm	£57.60	£230.40
48.0		Avdel Break-Stem CSK 7 x 32mm Mono Bolt	£0.40	£19.20
80.0	E341420	Black Flexi Panel Plug 19 - 14mm	£0.31	£24.80
6.0		Consumables	£9.00	£54.00
			Goods	£3,999.80
			Brought Forward	£1,627.00
			Delivery	£460.00
			Installation	£20,095.00
			Sub - Total	£26,181.80
			VAT @ 20%	£5,236.36
			TOTAL	£31,418.16

Comments :

- * Priority refers to items considered med/high risk **EXCLUDING** works relating to tarmac repairs
 - * Quotation assumes **unhindered access** to site with support vehicle/trailer
 - * Works are partially weather dictated. On-site schedule may be affected if poor weather persists.
 - * Installation costs **include** the provision and erection of temporary site security fencing for the duration of works.
 - * Quotation allows for **3 x** site opertaives
 - * Anticipated duration on-site - **12** Days
- QUOTATION VALID FOR **90** DAYS

ITEM No. 9

APPENDIX D

Julia Lawrence
Deputy Town Clerk
Ledbury Town Council
Church Lane
Ledbury
Herefordshire
HR8 1DH

Quote No :

Ref: Ledbury Skatepark
Revised Layout Concept 1

Date : 07 - 02 - 2022

QUOTATION

Quantity	Unit/Part No.	Description	H	W	L	P/Form Depth	Unit Cost	Value
1.0		Manufacture, deliver and install the following new skate ramp units onto existing hard standing area to facilitate Revised Layout Concept 1 :						
A 1.0	QP5164	Quarterpipe	1660	4880	3320	1220		£9,125.00
B 1.0	FB4124	Flat Bank	1355	3660	4600	1220		£8,355.00
C 1.0	RR2420	Ridge Ramp	600 / 900	1520	6316	2440		£5,275.00
D 1.0	MBO1420	Manual Box	300	1220	6316			£3,075.00
E 1.0	CB2420	Canyon Bank	450 / 300	1220	6316	900		£3,915.00
F 1.0	STGR116RD	Grind Rail (Rnd)	400	50	4880			£545.00
		Ramp specifications (summarised):						
		* ENCLOSED Galvanised Steel Structure						
		* 18mm Phenolic Coated, Acoustic Substrate						
		* 7mm, 'Flexi - Bonded', Skatelite Pro 3000 (black) Riding Surface						
		* Tamper Resistant, Stainless Steel Riding Surface Hardware						
		* BSEN 14974: 2006 / BSEN 1176/1 Compliant						
							Goods	£30,290.00
							Discount applied @ 10%	- £3,029.00
							Delivery	£460.00
							Installation	£6,500.00
							Sub - Total	£34,221.00
							VAT @ 20%	£6,844.20
							TOTAL	£41,065.20

Comments :

* Dimensions above are in mm. and are approximate

* **Discount only applies if ordered as part of the complete works detailed in Quote 3259*** Quotation assumes **unhindered access** to site with crane assisted haulage + support vehicle

* Quotation DOES NOT include any associated tarmac rectification (if necessary or applicable)

* Installation costs **include** the provision and erection of temporary site security fencing.* Quotation allows for **2 x** site operatives* Anticipated duration on-site - **5** DaysQUOTATION VALID FOR **90** DAYS

LEDBURY TOWN COUNCIL

ENVIRONMENT & LEISURE COMMITTEE	17 MARCH 2022	AGENDA ITEM: 10
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Report prepared by Julia Lawrence, Deputy Town Clerk

CLIMATE CHANGE WORKING PARTY COMPLAINT

Purpose of Report

The purpose of this report is to ask Members of the Environment & Leisure Committee to give serious consideration as to how the Environment & Leisure Committee and Ledbury Town Council can support the Climate Change Working Party in light of a Complaint received from the Chairman of the Climate Change Working Party.

Detailed Information

Members of the Environment & Leisure Committee are asked to consider the letter of complaint received from the Chairman of the Climate Change Working Party, which was sent to the Town Clerk on 9 March 2022, a copy of which is attached.

Members should note that Ledbury Town Council made a Climate Emergency Declaration in October 2020 and a copy of that Declaration is attached.

Part of that Declaration reads as follows:

"Ledbury Town Council has set up a Climate Change Working Party, bringing together groups throughout the town with the aim of reducing local climate impacts by 2030. The working party will engage with a cross section of Ledbury people, working with businesses, charities, local organisations and housing providers, to minimise the climate impact that actions have in the local area.

This working party reports to Ledbury Town Council and will have an action plan working document with short, medium and long-term actions to be taken".

The Chairman of the Climate Change Working Party is disappointed that there are numerous volunteers willing to make an effort in attending Climate Change Working Party meetings and work with the Council in respect of this, whereas the Working Party is not receiving any real support from Ledbury Town Council or indeed the Environment and Leisure Committee and when ideas and suggestions are put to the Environment & Leisure Committee, they are not met with any real enthusiasm and a desire to want to progress anything and when ideas are disregarded, no real explanation is given to the Working Party.

Recommendations

- 1 That Members of the Environment & Leisure Committee receive and note the contents of this report and the attached letter of complaint.
- 2 That Members of the Committee agree on a positive way forward setting out goals in respect of the Climate Change Working Party and for members who have agreed to be part of this working party, to make an undertaking to attend and participate in future meetings and activities.
- 3 In order to remove the negativity displayed at present, Members give meaningful and explanatory responses for the decisions in respect of recommendations brought to the Environment & Leisure Committee from the Climate Change Working Party.

Climate Change

Dear Angie,

I am writing to express the concerns of myself and other members of the Climate Change Working Party about the apparent lack of support from Ledbury Town Councillors.

This initiative started with a lot of public support following the Council declaring a climate emergency. We were surprised that there was nothing specific which the Council wished us to do, but were happy to offer up ideas for the Council to consider. Although we have done this, we have still had little indication from the Council concerning issues they would like us to pursue. Any guidance has largely been in the form of our recommendations being either approved or turned down, either way, with little or no feedback.

Our 6th of December meeting offered a range of recommendations at minimal or no cost. We were extremely disappointed at our 2nd Feb meeting to learn that these recommendations were largely turned down by the Environment and Leisure Committee, and with little or no explanation. More disappointing, is the fact that there was still no indication from the Committee, what issues they would like us to pursue.

This is particularly disappointing given that the chairman and deputy chairman of the E&L committee are both members of the working party. Sadly they have not been able to attend the last few working party meetings.

Whilst there may be a number of contributing factors, we are concerned at the apparent low priority given to climate change issues. If this is the case, it does not reflect well on the Council. There is now a danger that we lose the good will and interest of volunteers.

We have received a great deal of support from Council officers and I am hoping you will be able to advise on how we can move forward with effective support from Councillors.

Yours sincerely,

Nina

Nina Shields, Chairman, Climate Change Working Party

LEDBURY TOWN COUNCIL
CLIMATE EMERGENCY DECLARATION
(October 2020)

WHAT IS CLIMATE CHANGE?

Climate change refers to the long-term shift in earth's weather patterns and average temperatures. For the past 250 years, humans have contributed to the increased release of carbon dioxide, alongside other greenhouse gases, which causes an increase in global temperatures.

Burning fossil fuels, such as coal, produces energy while releasing greenhouse gases. The long-term challenge is how we address this build-up of greenhouse gases and ensure a clean future for future generations. For example, according to the MET Office, the level of carbon dioxide in the atmosphere rose by 40% during the 20th and 21st century and is now over 400ppm (parts per million). This level of carbon dioxide is higher than at any time in the past 800,000 years.

CLIMATE EMERGENCY DECLARATION

Ledbury Town Council recognises the need to declare a climate change emergency to assist the town of Ledbury to set priorities to mitigate climate change, prior to ultimately entering a state of emergency or equivalent.

Ledbury Town Council acknowledges that global warming exists and that the measures taken up to this point are not enough to limit the changes brought by it. The decision stresses the need for this Council and the wider Government, to devise measures that try and stop human-caused global warming.

Ledbury Town Council has set up a Climate Change working party, bringing together groups throughout the town with the aim of reducing local climate impacts by 2030. The working party will engage with a cross section of Ledbury people, working with businesses, charities, local organisations and housing providers, to minimise the climate impact that actions have in the local area.

This working party reports to Ledbury Town Council and will have an action plan working document with short, medium and long-term actions to be taken.

LEDBURY TOWN COUNCIL

ENVIRONMENT & LEISURE COMMITTEE	17 MARCH 2022	AGENDA ITEM: 11
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Report prepared by Julia Lawrence, Deputy Town Clerk

OCTOBER FAIR 2022

Purpose of Report

The purpose of this report is to ask Members of the Environment & Leisure Committee to consider changes to trading times and road closure times for the October Fair 2022.

Detailed Information

The Fair this year will take place on Monday, 10 October and Tuesday, 11 October 2022.

In previous years, the Fair has started at 4.30pm each evening running until 10.00pm. This year, Mr Ashley Rogers and his family, who organise the Fair, have asked if Ledbury Town Council would consider the following changes:

- 1) Close the roads from 3.00pm each day as opposed to 4.00pm.

The roads that will be affected are:

Ledbury High Street from junction of Bye Street to Upper Cross junction

A temporary closure would be in operation from 3.00pm on Monday, 10 October 2022 until midnight on that evening and then closed again from 3.00pm on Tuesday, 11 October until midnight on that evening.

The Homend from junction with Bye Street to junction with Bank Crescent

A temporary closure would be in operation from 3.00pm on Monday, 10 October 2022 until midnight on that evening and then closed again from 3.00pm on Tuesday, 11 October until midnight on that evening.

Bye Street from junction at St Katherine's Car Park to junction of Ledbury Fire Station

A temporary closure would be in operation from 3.00pm on Monday, 10 October 2022 until midnight on that evening and then closed again at 3.00pm on Tuesday, 11 October 2022 until midnight on that evening.

Bye Street from junction with High Street to St Katherine's Car Park entrance

A temporary road closure will be in operation from 3.00pm on Sunday, 9 October and the road will remain closed until midnight on Tuesday, 11 October 2022.

Please refer to the attached plan.

- 2) Mr Rogers has also requested that the Fair's trading times be changed. This year, Mr Rogers would like to open to members of the public from 4.00pm until 10.00pm each evening. Last year, the Fair opened at 5.00pm until 10.00pm.

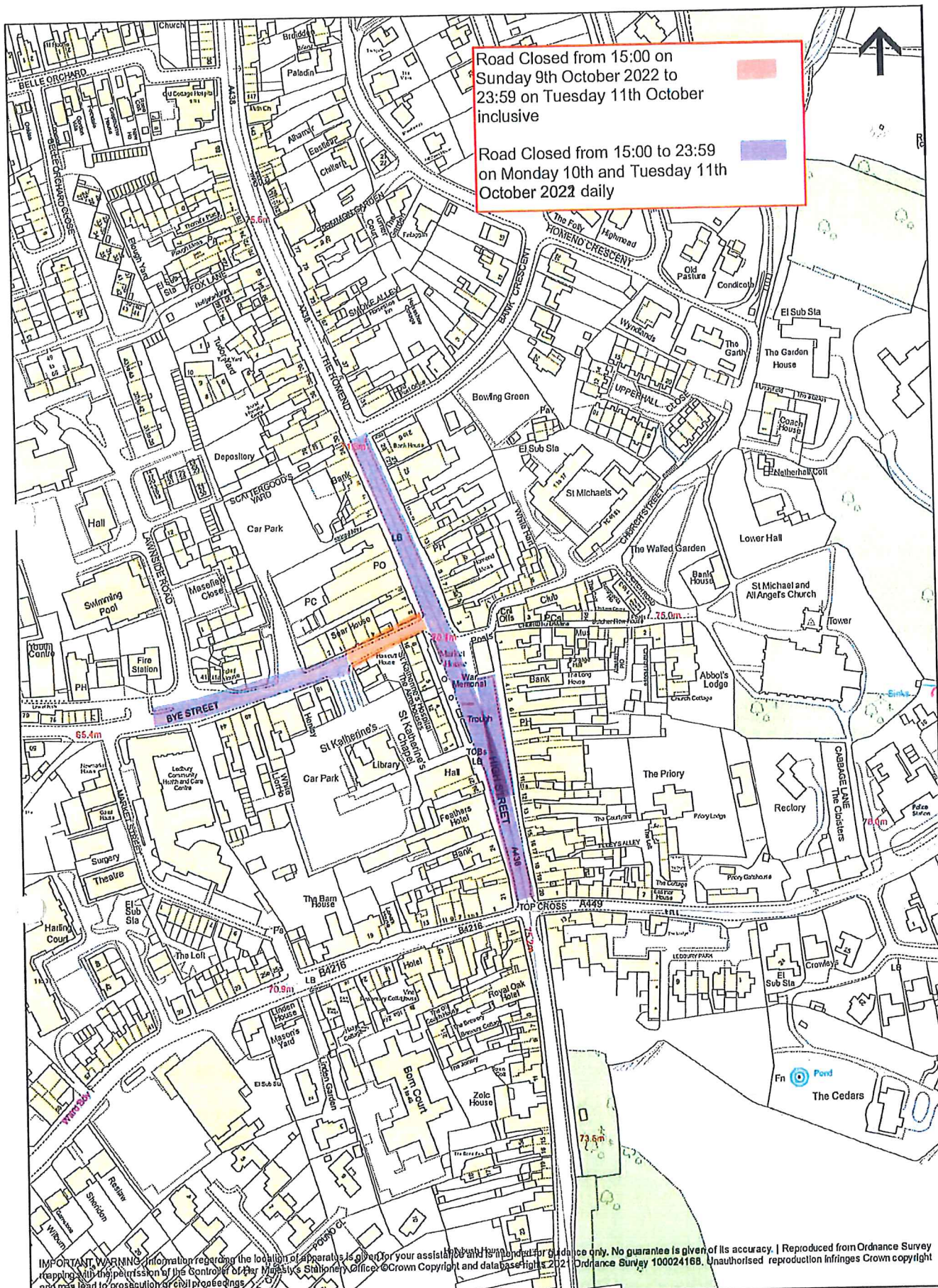
Recommendation

That Members of the Environment & Leisure Committee receive and note the contents of this report and consider whether Ledbury Town Council wish to recommend the proposals put forward by Mr Ashley Rogers to Herefordshire Council for approval, being:

- 1 To temporarily close the roads, as stated above, from 3.00pm as opposed to 4.00pm on both days of the Fair, as well as on Sunday, 9 October to set up.
- 2 To give consideration to the Fair commencing trading with effect from 4.00pm until 10.00pm each evening, as opposed to starting at 5.00pm as done previously.

Road Closed from 15:00 on
Sunday 9th October 2022 to
23:59 on Tuesday 11th October
inclusive

Road Closed from 15:00 to 23:59
on Monday 10th and Tuesday 11th
October 2022 daily



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LEDBURY TOWN COUNCIL

ENVIRONMENT & LEISURE COMMITTEE	17 MARCH 2022	AGENDA ITEM: 12
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Report prepared by Julia Lawrence, Deputy Town Clerk

MEMORIAL BRASS PLAQUE FOR 'BEN'

Purpose of Report

The purpose of this report is to ask Members of the Environment & Leisure Committee to consider having a memorial brass plaque fixed to one of the benches at the Market House in memory of a local resident, 'Ben'.

Detailed Information

Two local residents have contacted Ledbury Town Council asking whether the Council would be prepared to fix a memorial brass plaque to one of the benches at the Market House in memory of 'Ben'. Ben spent most days sitting on a bench adjacent to the Market House before she passed away and local residents would like to acknowledge her life in the form of a memorial plaque.

Officers would assume that those requesting the plaque are also requesting the Town Council to bear the cost of the brass plaque which is likely to be in the region of £50.00 to £60.00 provided that this is approximately 6" x 3" with a short inscription and has 4 drill holes ready for mounting on the back of the bench.

Recommendation

That Members of the Environment & Leisure Committee receive and note the contents of this report and consider whether to make a recommendation to Full Council that a brass plaque be fitted to one of the benches at the Market House, subject to Ledbury Town Council funding this.

ENVIRONMENT & LEISURE COMMITTEE	17 MARCH 2022	AGENDA ITEM: 13
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Report prepared by Angela Price – Town Clerk

CHRISTMAS LIGHTS

Purpose of Report

The purpose of this report is to provide Members of the Environment & Leisure Committee with information in respect of additional Christmas lights as part of the three-year contract with Blachere Illuminations.

Detailed Information

Members will be aware that there were some issues with the Christmas lights installed on the Alms Houses, light missing from Southend due to unresolved issues with Balfour Beatty in respect of the posts and there were also a number of comments made by members of the public about the lights in general.

As a follow up to this, officers, along with Councillor Knight met with Blachere Illuminations to discuss the issues that had arisen and agreed a way forward. A summary of what was agreed at that meeting is attached for information (Appendix A)

Following the meeting the attached designs (Appendix B) were provided, however when discussing the proposed design of the "Welcome to Ledbury" sign the Chair and Vice-Chair were of the same opinion as officers that the design being proposed was not acceptable and Blachere were asked to provide an alternative design. This is also attached for consideration (Appendix C).

One of the key points raised by members of the public was that the lights in Homend were too small for the width of the street and Blachere were requested to provide two options in respect of this as per point two in appendix A. Members had differing preferences on the changes to the overhead lights for Homend and therefore Blachere were asked to provide two quotes taking these two options into consideration.

With regard the lights to be installed on posts in Southend Balfour Beatty and Herefordshire Council have agreed to install new posts as per discussions with the Deputy Town Clerk which will allow for vertical lights to be installed on them going forward (these will be the same as those installed in the High Street and Bye Street). The invoice has been received in respect of these and will be paid by the end of February, subject to approval at the Finance, Policy & General Purposes Committee. Following payment officers will confirm with BBLP when the works will be carried out.

Financial Information

The annual cost of the Christmas lights for years two and three agreed at a meeting of the Environment & Leisure Committee in September 2021 was £10,838.81.

Quote 1 (Appendix D) provides for the double Zephyr motif on the five overhead lights in Homend, plus the additional lights on the Market House, Alms Houses and BBI at a total cost of £11,784.00 per annum, which equates to an annual increase of £945.19.

Quote 2 (Appendix D) provides for LED Stalactite lights to be added to the Zephyr lights that were in Homend in December 2021, plus the additional lights on the Market House, Alms Houses and BBI at a total cost of £11,318.40 per annum which equates to an annual increase of £479.59.

A sum of £13,260 has been included in the 2022/23 budget for Christmas lights which is sufficient to allow the increase of either of the proposed scheme.

Unfortunately, Blachere have advised that there is not scope for a decrease in the cost of the lights that were not installed in High Street, but they did confirm that the installation costs would be removed from the final invoice.

Recommendations

Members are requested to give consideration to the attached proposals as follows:

1. To agree which option to accept in respect of the overhead lights to be installed in the Homend for 2022 and 2023, noting the difference in costs as above and within the attached quotes
2. To confirm acceptance of the newly proposed "Welcome to Ledbury" sign.
3. To confirm acceptance of either quote one in the sum of £11,784.00 or quote two in the sum of £11,318.40 per annum, noting that there is sufficient funding in the 2022/22 budget for either of the quotes.

CHRISTMAS LIGHTS 2022/23
Meeting with Paul Rossiter – Blachere – 13.01.2022

1. Remove the cross street lights from Homend at Launderette and replace with a new "Welcome to Ledbury" sign. (Additional Cost)

Use this cross street light at the entrance to Bye Street – Alms Houses – BBI
(No additional cost)

2. Remaining 5 no. cross street lights to be either double up or icicles added to increase their width due to width of Homend (Additional Cost – potentially £568 if doubled up)
3. Officers to identify the two missing points of infrastructure in High Street – on inspection with contractor it is thought that these points are as follows:

- No. 14 High Street – Currently empty
- No. 18 High Street – John Nash

(Included in initial quote – queried installation costs being refunded for 2021 – awaiting outcome from Blachere)

Other positions are:

- 4 High Street – Barbers Shop
- 8A High Street – Tinsmiths
- 11 High Street – Hay Wines

(No additional cost – included in original quote)

4. Icicles to be placed on the following buildings in addition to this year:
 - Alms Houses – to follow the silhouette of the building
 - BBI – to follow the silhouette of the building

(Small increase anticipated re Alms Houses, as original quote was too short – additional cost for BBI as was not agreed as part of original quote)

Other buildings with icicles as per 2021/22:

- Council Offices – it is not possible to follow the roof of the building due to not being able to get the vehicle into the lane
- Market House – change to 2021/22 – icicles as in 2021/22 with festoon lighting to be installed on upper half of building as in previous years

(No increase in respect of Council offices, small increase anticipated for festoon lighting as this was not part of original quote)

5. Three vertical lights to be installed at Southend on lamp posts nearest to top cross – these will be alternated with two on the left-hand side and one on the right-hand side.

(No additional cost as was part of original quote – queried installation costs being refunded for 2021– awaiting outcome from Blachere)

6. Switch on date for 2022 – to be agreed by E & L – Sunday, 27 November 2022 – lights to be installed after Sunday, 13 November (Remembrance Sunday) and no later than Sunday, 20 November 2022

7. Two timers to be repaired as soon as possible:

- Alms Houses
- Cross street timer at 80/123 Homend (Lotties Cupboard) or Tudor Mews/Smoke Alley

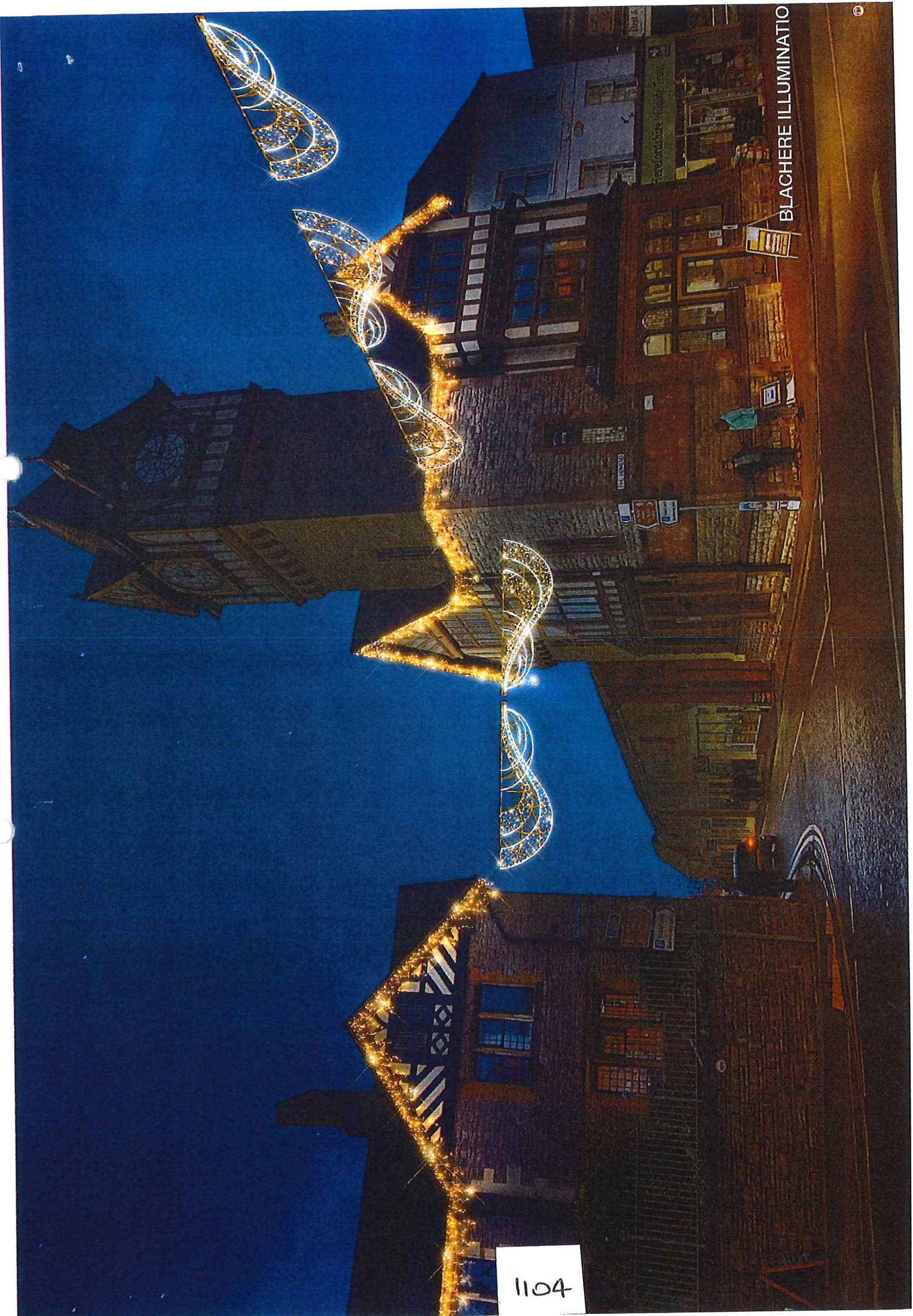
(Quotes being obtained from local electricians to carry out work)



1102

BLANCHERE ILLU

CHX 1212

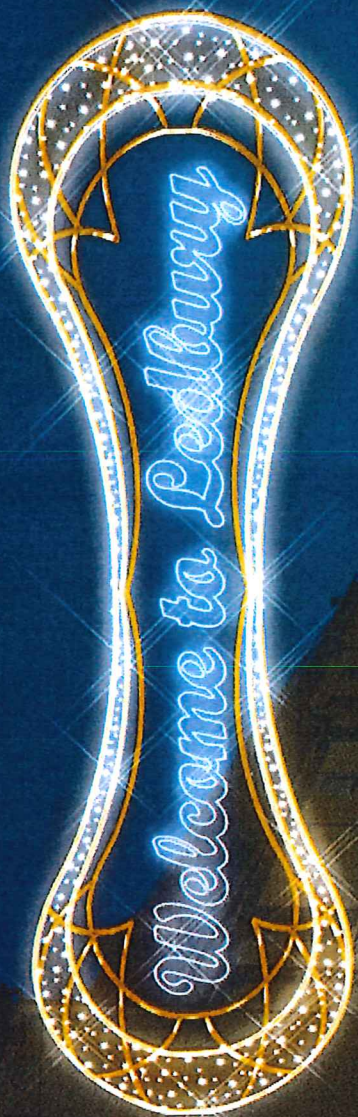


1104



BLANCHERE ILLU

1106



BLACHERE ILLUMINATION UNITED KINGDOM

Homend Welcome to Ledbury

© copyright Blachere Illumination



1108



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



All rights reserved in the product. Registered design of the B&B. Not covered by a patent.



Appendix (1) (1)



Blachere Illumination UK Ltd

Gladstone Place
Ladybank
Fife
KY15 7LB
UNITED KINGDOM

T: +44 1337 832910
E: info@blachere-illumination.co.uk
W: www.blachere-illumination.co.uk

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

Amended

Document No.

25016

Customer No.

CLEDB

Your Reference

Sales Quotation

Document Date

22.01.2022

Valid Until

22.02.2022

Currency

GBP

Page

1/2

Delivery Address

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

ADDITIONS TO 3 YEAR HIRE (YEAR 2)

Item Code	Description	Quantity	Price	Total	VAT
Market House - Festoon lighting - total of 180m					
G099C	B22 Garland L:100m 230V 200 Sockets 2 Per Mtr, Green Rubber	2	250.25000	500.50	100.10
	Installation			1,449.00	289.80
	Removal			621.00	124.20
	Subtotal			2,570.50	514.10
BBI Building - 32m of Icicle lights					
352W	LED Stalactite Warm White 230V White Rubber Cable (L:4.5m x L:0.57m)	8	51.00000	408.00	81.60
	Installation			257.60	51.52
	Removal			110.40	22.08
	Subtotal			776.00	155.20
Alms House - Shortfall of icicle lights (45m)					
352W	LED Stalactite Warm White 230V White Rubber Cable (L:4.5m x L:0.57m)	10	51.00000	510.00	102.00
	Installation			362.25	72.45
	Removal			155.25	31.05
	Subtotal			1,027.50	205.50
Homend St - Extra motifs to go with existing					
ITL075W	Double Zephyr (H: 0.87m x W: 5m) 16.5kg 120w	5	509.30000	2,546.50	509.30
ZGEN	Special Product Item	1	2,500.00000	2,500.00	500.00
	Installation			149.50	29.90
	Subtotal			5,196.00	1,039.20
Storage					
ISTRBLOC	Storage at Blockley	1	250.00000	250.00	50.00
	Subtotal			250.00	50.00

Payment Terms - Nett 30 days from date of invoice

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

YEAR 2 9,894.75

YEAR 3 9,894.75

plus vat to be added

Company Reg No.:

SC152939

Bank Account:

10268667

VAT ID No.:

GB651936618

Bank Code:

804638

Please make cheques payable to Blachere Illumination UK Limited

Subject to our terms and conditions

1112

Sales Quotation

Document No.

Document Date

Page

25,016

22.01.2022

2/2

Item Code	Description	Quantity	Price	Total	VAT
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Notes:

Option 1

Total Before Tax	£9,820.00
Total Tax Amount	£1,964.00
Total Amount	£11,784.00

Company Reg No.: SC152939

Bank Account: 10268667

VAT ID No.: GB651936618

Bank Code: 804638

Please make cheques payable to Blachere Illumination UK Limited

Subject to our terms and conditions

1113



Blachere Illumination UK Ltd

Gladstone Place
Ladybank
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KY15 7LB
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E: info@blachere-illumination.co.uk
W: www.blachere-illumination.co.uk

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

Amended

Document No.

25197

Customer No.

CLEDB

Your Reference

Sales Quotation

Document Date

28.02.2022

Valid Until

28.03.2022

Currency

GBP

Page

1/2

Delivery Address

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

ADDITIONS TO 3 YEAR HIRE (2 Year Hire - Year 1 2022)

Item Code	Description	Quantity	Price	Total	VAT
Market House - Festoon lighting - total of 180m					
G099C	B22 Garland L:100m 230V 200 Sockets 2 Per Mtr, Green Rubber	2	250.25000	500.50	100.10
	Installation			1,449.00	289.80
	Removal			621.00	124.20
	Subtotal			2,570.50	514.10
BBI Building - 32m of icicle lights					
352W	LED Stalactite Warm White 230V White Rubber Cable (L:4.5m x L:0.57m)	8	51.00000	408.00	81.60
	Installation			257.60	51.52
	Removal			110.40	22.08
	Subtotal			776.00	155.20
Alms House - Shortfall of icicle lights (45m)					
352W	LED Stalactite Warm White 230V White Rubber Cable (L:4.5m x L:0.57m)	10	51.00000	510.00	102.00
	Installation			362.25	72.45
	Removal			155.25	31.05
	Subtotal			1,027.50	205.50
Homend St - Stalactites with existing Motifs					
352W-FX	LED Stalactite + Flash 230V Warm White, White Rubber Cable (W4.5m x L0.5	12	73.50000	882.00	176.40
	Subtotal			882.00	176.40
Motifs					
ZGEN	Special Product Item	1	2,500.00000	2,500.00	500.00
	Installation			977.50	195.50
	Removal			448.50	89.70
	Subtotal			3,926.00	785.20
Storage					
ISTRBLOC	Storage at Blockley	1	250.00000	250.00	50.00
	Subtotal			250.00	50.00

Payment Terms - Nett 30 days from date of invoice

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

YEAR 1 9,432.00

YEAR 2 9,432.00

plus vat to be added

Company Reg No.: SC152939

VAT ID No.: GB651936618

Bank Account: 10268667

Bank Code: 804638

Please make cheques payable to Blachere Illumination UK Limited

Subject to our terms and conditions

1114

Sales Quotation

Document No.	Document Date	Page
25,197	28.02.2022	2/2

Item Code	Description	Quantity	Price	Total	VAT
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Notes:

OPTION 2

Total Before Tax	£9,432.00
Total Tax Amount	£1,886.40
Total Amount	£11,318.40

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

Please make cheques payable to Blachere Illumination UK Limited

Subject to our terms and conditions

1115

PRIORITY (in no particular order)		Target Date	Committee Lead	Stakeholders	Comments	No associated costs	No bandwidth to do	Associated Cost	Budget
A1	Work with Schools and Youth Groups to continue the Youth Council and Youth Forum Initiatives / Provide regular opportunities for young people to be involved in local decision-making / Promote opportunities for young people to be involved in town events and initiatives. Introduce a Mayor's Youth Champion	2020 - 2021	E & L / Events WP	E & L	Investigate opportunities in other towns; liaise with Youth Council and Sally Holliday				
A2	Develop a waste management and recycling policy for all areas of the Council	2021 - 2022	E & L / Climate Change WP	E & L	Climate Change Action Plan				
A3	Develop a Greenspace Management Plan for land assets owned or maintained by the Council, to include proactive tree planting programmes and wildlife/biodiversity enhancement activity. Support organisations such as Ledbury in Bloom, U3A gardeners and the Allotment Association with planting and enhancement of the Town.	2021 - 2022	E & L	E & L		*			
A4	Promote "stop the drop" and "Scoop the poop" campaigns and support community clean-up groups to minimise litter and untidiness in the town.	2021 - 2022	E & L	E & L	Link with Greenspace and Public Realm Management Plans				
A5	Introduce a litter clean-up plan and work in partnership with schools and local organisations/stakeholders to organise litter picks in areas within the Town	Monthly	E & L	E & L	Link with Greenspace and Public Realm Management Plans				
A6	Promote walking and cycling in Ledbury	Continuous	E & L	E & L	Link to Town Promotion Plan				
A7	Support crime reduction initiatives such as Community Watch, "We Don't Buy Crime" etc	Continuous	E & L	E & L					
A8	Work with local health board to improve NHS dentistry, GP services and minor injuries unit within the Town	Continuous through the	E & L		CCG				
A9	Town Mayor to hold and attend regular coffee mornings within the Town	Ongoing	E & L	E & L					
A10	Assist in providing support for a safe place for the youth of the Town to meet such as a Drop-in centre	2020 onwards	E & L	E & L	Financial support and liaison with Ward Councillors and local landlords				£5,000
A11	Promote services for the disabled and how to access them	Continuously	E & L	E & L	CAL - link to website; link to local access group				
A12	Maintain and expand the availability of quality public access spaces for recreation and leisure	Ongoing	E & L	ED&P	Neighbourhood Plan and Ward Members				
WISH LIST - TO BE CONSIDERED									
B1	Consider how best to exercise the Parish power for the provision of allotments and to encourage local people to make better and more healthy food choices	2021 - 2022	E & L / Climate Change WP	E & L	Liaise with Climate Change WP/NDP on land allocation				
B2	Work towards meeting the criteria for Green Flag Award for open spaces within the Town	2021 - 2022	E & L	E & L	Develop under Greenspace Management Plan				
B3	Introduce alternative and interactive projects to promote a tidy town, i.e. talking bins	2020 - 2022	E & L	E & L	Link to Public Realm Management Plan				
B4	Work in partnership with military organisations in respect of commemoration plaques for military theatres of operation.	2021 - 2022	E & L						
B5	Create a memory project in partnership with Old Ledbury to capture people, addresses, pictures, events, memories about WW2	To be updated regularly	E & L	ED&P	Maybe broaden beyond WW2 to local memory projects, including Age UK Memory project				
B6	Consider the erection of a statue of the Poet Laurette "John Masefield"	2021 - 2022	E & L		Maybe widen to consider public art as part of tourism attraction				
B7	Celebrate all the poets with connections to Ledbury by way of a poetry and literature project in conjunction with the Ledbury Poetry Festival.	2021 - 2022	E & L						
B8	Reduce carbon footprint	Ongoing	E & L	F&GP	Climate Action Planning				

WISH LIST - TO BE CONSIDERED, Continued		Target Date	Committee Lead	Stakeholders	Comments	No associated costs	No bandwidth to do	Associated cost	Budget
B9	Promote opportunities for community energy projects	Ongoing	E & L	ED&P	Through Environment group and ward members to HC support				
B10	Develop a plastic free policy for Ledbury Town Council and pledge a commitment to working towards a plastic free town	2020 - 2021	E & L	ED&P	Combined with Food Group and Business Forum				
PROJECTS ALREADY IN HAND/ONGOING									
C1	Work with Herefordshire Council and local groups to provide green waste collection service and advice on composting and recycling	2020 - 2021	E & L		Climate Change WP already working with 'Garden Organics' to provide lessons on how to compost. Also promoted during Green Week; via LTC Newsletter and Facebook				
C2	Introduce bird and bat boxes in the cemetery and Dog Hill Woods	2020 - 2021	E & L	E & L	Develop a Greenspace Management Plan			Yes	Yes
C3	Encourage the development of community gardens and community gardening schemes	2021 - 2021	E & L	E & L	Environment Group and NDP for land allocations				
C4	Work with Herefordshire Council and its contractors to ensure litter, dog waste, waste and recycling facilities and grit bins are correctly located, maintained and replaced/repared	2020 - 2021	E & L	E & L	Location map of bins completed together with condition assessment			Potentially	
C5	Work with mental health and wellbeing organisations to promote their services, including social media platforms. Encourage availability of information about health and welfare services	ongoing	E & L	E & L	Health Group liaison and promoting health messages on website and social media				
C6	Become a Dementia Friendly Town in order to generate awareness of how to support people living with dementia.	Start 2021/22 with aim to achieve by 2023	E & L	E & L	Health Group possibly tie in with ecumenical church group		CDO		
C7	Maintain and improve access to social and welfare advice and support services locally such as CAB, Community Action Ledbury and Age UK.	ongoing	F&GP then E & L for ongoing contact		Improve liaison and communication and agree service support				
C8	Have Town Council representation at PACT meetings and invite Police or CSAs to speak to Council regularly on local issues	Continuous	E & L		Coordinate PACT meetings with Council meetings				
C9	Promote projects that help reduce isolation and loneliness - bridge the gap between young and old with workshops	2020 - 2021	E & L	E & L					
C10	Have a presence at community events in Ledbury such as the Community Day, Carnival and other such events	Ongoing	E & L / Events WP	E & L	Add to annual calendar for Council				
C11	Hold candle lighting events at Ledbury Cemetery for Mother's Day and Father's Day last weekend before Christmas	Annually	E & L						
C12	Hold Open Day at Ledbury Cemetery to make available burial books for inspection and family history searches	Quarterly	E & L						
C13	Continue to support events such as the October Fair, Ledbury in Bloom, Christmas lights switch on, Poetry Festival, Ledbury Big Breakfast and Community Day	ongoing	E & L / Events WP		Events calendar link to business forum				
C14	Repair and maintain the War Memorial	2020	E & L		Asset Management Plan				
C15	Work with local businesses and community to provide water refill stations throughout the Town	2021 - 2022	E & L						

LEDBURY TOWN COUNCIL

**MINUTES OF AN EVENTS WORKING PARTY MEETING HELD ON
13 JANUARY 2022**

PRESENT: Councillor Knight, Manns, Morris and Howells
Lynette Loader – Ledbury Funeralcare (Co-op)
Griff Holliday – Ledbury Book Group

ALSO PRESENT: Julia Lawrence – Deputy Clerk, LTC
Olivia Trueman – Community Development Officer, LTC
Katrina Cole – Ledbury Primary School
Nina Shields – Chair of Ledbury Library Group
Vicky Jefferson – Three Counties Book Shop
Melissa Hawker - Trustee of Ledbury Places
Jill Jupp – Carnival Committee

E30 APOLOGIES FOR ABSENCE

Apologies for absences were received from Hilary Jones.

E31 DECLARATIONS OF INTEREST

None received.

E32 ELECTION OF NON-COUNCIL MEMBERS

None received.

**E33 TO APPROVE AND SIGN THE MINUTES OF A MEETING OF THE EVENTS
WORKING PARTY HELD ON THURSDAY, 9 DECEMBER 2021**

RESOLVED:

**That the minutes of the Events Working Party held on 9 December 2021
be approved and signed as a correct record.**

E34 CANDLE LIGHTING EVENT AT CHAPEL

The Chapel was open to members of the public to light a candle in memory of a loved one on Sunday, 19 December 2021. The Deputy Clerk thanked everyone who was involved in the event. There was an excellent turnout with over 100 people attending throughout the day between 10.00am and 4.00pm. A few members of the public asked whether a similar event could take place for Mother's Day. The Deputy Clerk is to review this along with other notable events such as Father's Day. Lynette Loader made reference to National Grieving Week, which is held in November 2022. It was also suggested that a memory tree be erected within the Chapel at such event(s) so that members of

the public could hang a memory tag (i.e. small brown labels) on a memorial tree. This was well received by members.

RECOMMENDATION:

1. That a recommendation be presented to the Environment & Leisure Committee to agree for the Chapel to be opened on notable events, such as Mother's Day and Father's Day, as well as opening during National Grieving Week in November.
2. That a recommendation be made to the Environment & Leisure Committee to agree to erect a Memory Tree whereby biodegradable labels/tags could be placed on the memory tree at the above mentioned events.

E35 WORLD BOOK DAY – MARCH 2022

The Community Development Officer reminded members of some of the suggestions that were made in relation to World Book Day at the previous Events Working Party meeting. Some of these suggestions included Story telling in various venues in Ledbury, book signing and book characters to walk around the town and encourage families to join in the activities.

Councillor Manns suggested that the Council investigate the possibility of an audio book, that could read medieval tales.

Members agreed that World Book Day should run throughout the whole day on Saturday, 5 March 2022, to allow families to visit different venues and activities. It was agreed that the CDO would create a schedule of the day which could be uploaded to the Town Council website for residents to access, once completed.

Nina Shields advised members that she had a contact who may be interested in organising a workshop which could be held at the library. An update would be provided at the next Events Working Party Meeting.

The Deputy Clerk suggested that schools take part in a competition to create a poster for the event, and that the winner could receive a book token to spend locally. This idea was well received by members, and it was agreed that the CDO would contact schools.

It was agreed that Ledbury's World Book Day would be promoted on social media and via the World Book Day website.

Councillor Morris joined the meeting at 10:28AM

RESOLVED:

1. That the Deputy Clerk investigate the possibility of an author coming to Ledbury for World Book Day.

2. That the Community Development Officer research the costs and availability of hiring book characters to walk around the town.
3. That the Community Development Officer create a schedule of the day for discussion at the next Events Working Party meeting.

E36 2022 QUEEN'S PLATINUM JUBILEE EVENTS

The Deputy Clerk updated members on what had been agreed in a previous Events Working Party meeting. This was to run a series of events over the Queen's Platinum Jubilee Bank Holiday weekend. The Deputy Clerk asked members to start considering events on an individual basis for future meetings and for these to be added to the Calendar of Events.

Thursday, 2 June – Jubilee Day (Bank Holiday)
Friday, 3 June – 'Reggae on the Rec' (LTC)
Saturday, 4 June – Community Day (Ledbury Community Group)
Sunday, 5 June – 'Big Jubilee Lunch' (Ledbury Residents)

Ledbury Town Council are looking into providing a grant up to £100 per event, but on a first-come first-served basis. Councillor Howells suggested a limit on 20 streets. Nina Shields added that Sustainable Ledbury are starting training for volunteers for Waste Reduction and they would be happy to have a presence at any of the events to give advice to those attending.

Community Day

Griff Holliday confirmed that invitations in relation to the Community Day event would be sent out to schools and organisations within the next month, once the Government had announced any new Covid related plans. Griff Holliday stated that he was keen to get as many local communities involved on the day including any new organisations and asked the Working Party members to share any details with him of such organisations.

Councillor Knight suggested that a schedule (Souvenir) be drawn up to make the public aware of events taking place. Griff Holliday reported that there usually is a schedule (Souvenir) for Community Day, but that this will be reduced in size to save money and a QR code be produced. The CDO questioned if the schedule (Souvenir) could be combined with LTC so that there was one main schedule available for the whole event. Nina Shields suggested the Council contact the traders around Ledbury to do a themed window display for the event.

Griff Holliday noted that the brass band and choir would be performing under the Market House. The Deputy Clerk stated that LTC needed to review its bookings' schedule for market traders who trade from the Market House on that day, as it will be a normal Market Day event as well.

Grant Funding

Griff Holliday asked for an update on whether funding was available from the Arts Council, with the help of Ledbury Poetry Festival. The Clerk was not present to provide an update, however the CDO advised that she would investigate further as she has a meeting with Chloe Garner, Poetry Festival Director shortly.

Ledbury Places

Melissa Hawker confirmed that the Heritage Centre (formerly the Old Grammar School) would be looking to run a series of events over the 4 days.

RESOLVED:

1. That the Deputy Clerk be requested to ask the Town Clerk if there will be a limit on the number of streets allowed to apply for the grant and if this will be for a street party or garden party.
2. That the Community Development Officer is requested to re-establish contact with previous organisations who were going to participate in "Reggae on the Rec 2021" in order that this event can be progressed.

E37 OCTOBER MOP FAIR 2022

The Deputy Clerk gave a brief update on the MOP fair 2022, and that the proposed new times of the event will go to the next Economy & Tourism Committee for review and agreement.

Lynette Loader made reference to a burger stall that had been positioned outside of her premises which had opened earlier than the scheduled licensed times and requested that this be addressed with the Funfair organisers, so that this was not repeated in 2022.

RESOLVED:

1. That the Deputy Clerk advises and obtains approval to a change of opening times of the MOP fair in October 2022 at the next Economy & Tourism Committee.
2. That the Deputy Clerk ensures that the MOP Fair adheres to its licensed hours of trading in October 2022.

E38 CALENDAR OF EVENTS

The Deputy Clerk circulated a draft calendar of events for future events, which is to be reviewed at each working party meeting to ensure all events are noted. The suggestion that a QR code be created for a page on the website was also considered.

The following events were to be included on the schedule:

Poetry Festival	1-10 July 2022
Ledbury Celebration	10 July 2022
H-Art	To be confirmed

Events taking place at the Barret Browning Institute and Heritage Centre were also to be included on the calendar. Members were asked to let the CDO or Deputy Clerk know of any events that needed to be added.

RESOLVED:

That members of the working party advise the CDO or Deputy Clerk of any future events on an ongoing basis.

E39 DATE OF NEXT MEETING

It was noted that the date of the next meetings of the Events Working Party was scheduled for Thursday, 27 January 2022 (Market House) and Thursday, 17 February 2022.

The meeting ended at 11:12AM.

Signed Dated
(Chair)

LEDBURY TOWN COUNCIL

MINUTES OF AN EVENTS WORKING PARTY MEETING HELD ON 27 JANUARY 2022

PRESENT: Councillor Morris
Griff Holliday – Ledbury Food Group and Community Day
Lynette Loader – Ledbury COOP Funeral Care

ALSO PRESENT: Julia Lawrence – Deputy Clerk
Amy Howells – Minute Taker
Olivia Trueman – Community Development Officer
Nina Shields – Ledbury Library Development Group
Catriona Cole – Ledbury Primary School
Don McAll – Ledbury Rugby Club
Lyndsey Jackson – Ledbury Book store
Melissa Hawker – Ledbury Places
Chloe Garner – Ledbury Poetry Festival

E40 APOLOGIES FOR ABSENCE

Apologies for absences were received from Councillors Knight and Howells.

E41 DECLARATIONS OF INTEREST

None received.

E42 ELECTION OF NON-COUNCIL MEMBERS

RESOLVED:

Don McAll and Catriona Cole expressed their interest in becoming members, however due to work commitments advised that they may not be able to attend every meeting, and therefore would like to be included in all future minutes and emails.

E43 TO APPROVE AND SIGN THE MINUTES OF A MEETING OF THE EVENTS WORKING PARTY HELD ON THURSDAY, 13 JANUARY 2022

RESOLVED:

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

1. That the spelling for Catriona be amended accordingly.
2. That Griff Holliday is the representative of Ledbury Food Group and Ledbury Community Day.

3. E36 – Should read as ‘Griff Holliday asked whether the Brass Band and Choir could perform under the Market House on a market trading day.’

E45 **WORLD BOOK DAY – MARCH 2022**

Members were advised that World Book Day is officially held on Thursday, 3 March 2022, however the Council would be celebrating this day on Saturday, 5 March 2022. The Community Development Officer provided members with a draft schedule of events taking place on World Book Day. Members went through the schedule, and it was noted that each session would be capped for 30 – 45 minutes and that once the schedule is completed a copy would be uploaded to the Town Council website.

Lyndsey Jackson advised members that schools would distribute tokens to students, which would allow them to exchange for selected books for £1. Alternatively, students could put the token towards a book of their choice and make the difference.

The Community Development Officer advised members that the Committee Room in the Town Council Offices is currently available to any community groups that would like to use this space for World Book Day. Nina Shields advised members that the Ledbury Library Development Group had agreed to hire Sarah-Jane, a local poet and writer to hold a series of activities for World Book Day and would need a venue. Councillor Morris suggested that the Community Development Officer contact the Burgage Hall to enquire as to whether the venue would be available.

Although members recognised that hiring an author could prove difficult due to time constraints, it was agreed that the Community Development Officer would contact an author called Ben Davis who is working with John Masefield, and Caroline Green to check availability for a book signing.

Members agreed to the Council producing a poster to advertise World Book Day and that schools should also be involved. The Community Development Officer advised members that she would make contact with the schools and that a deadline for submissions would need to be Friday, 18 February 2022 to allow time to market the event.

5.4 Fancy Dress competition

Members agreed that there should be no fancy-dress competition but there should be an option to dress up. This will be advertised on the poster.

Members agreed that it was too late to organise a short story competition with the schools, and that it be noted that planning should start January 2023 for the next World Book Day. Melissa Hawker advised members that the Heritage Centre may focus on short stories for younger children as their contribution for World Book Day and that she would confirm with the Community Development Officer.

The Community Development Officer provided members with costs to hire Characters to walk around Ledbury on World Book Day. The price of this service would cost between £400-£800 depending on characters. Members felt that the cost of hiring characters was too expensive and asked the Community Development Officer to investigate whether the Market theatre or John Masefield High School could help. It was agreed that the Town Crier should be present on both Thursday, 3 March and Saturday, 5 March 2022 to promote World Book Day.

5.6 Children's Treasure Hunt

Although Councillor Knight was not present, she had advised the Deputy Clerk and Community Development Officer that she may be able to provide businesses with cardboard cut-outs of book characters for children to find as an additional activity. Some members queried that this may be a copyright infringement and therefore suggested using things from home such as teddies or toys.

RECOMMENDATION:

- 1. That a recommendation go to the Full Council Committee to request that the Community Development Officer arrange for a local author to participate in World Book Day for a book signing.**
- 2. That a recommendation go to the Full Council Committee to request that the Community Development Officer liaise with Schools in Ledbury to create a poster for World Book Day, noting that submissions must be returned by Friday, 18 February 2022 to allow sufficient advertising.**
- 3. That a recommendation be submitted to Full Council Committee to request that the Community Development Officer contact traders in Ledbury to confirm whether they would like to be involved with a World Book Day and create a window display.**

E44 GRANT FUNDING FOR "REGGAE ON THE REC"

The Community Development Officer provided members with an update on available grants including the 'Lets Create Jubilee Fund' from the Arts Council. She advised that the Ledbury Poetry Festival would be willing to work in partnership with Ledbury Town Council to hold 'Reggae on the Rec'. The CDO advised members she had contacted the Arts Council to confirm whether the Town Council could apply for the funding, as there was some confusion with the terms and conditions and who qualified for the grant.

Members agreed that the council should apply for the full £10,000 to cover the costs of Reggae on the Rec and hire a professional to help coordinate the day. Chloe Garner recommended contacting Melanie Abrahams, a forerunner in the UK arts industry who holds a Caribbean festival annually. It was noted that the closing date for the grant was 28 February 2022.

Members agreed that a programme of events during the Jubilee weekend should be available for residents. It was suggested that the cost to design and print the programme could come from the welcome back fund.

RECOMMENDATION

1. That a recommendation go to the Full Council committee to request that the Community Development Officer, in partnership with the Poetry Festival, apply for £10,000 from the 'Lets create Jubilee Fund'.
2. That a recommendation go to the Full Council committee to employ an event planner with experience in holding cultural festivals, to assist with the organisation of Reggae on the Rec.
3. That a recommendation go to the Full Council Committee to agree expenditure for a company to design and print a programme of events for the jubilee weekend.

E46 CALENDER OF EVENTS - UPDATE

The Deputy Clerk presented a calendar of events to members and asked if any members had any other events they would like to add.

RESOLVED:

That the calendar of events be received and noted.

E47 DATE OF NEXT MEETING

RESOLVED:

It was noted that the next meeting of the Events Working Party was scheduled for Thursday, 17 February 2022 at 10am.

The meeting ended at 11:04am.

Signed Dated
(Chair)

LEDBURY TOWN COUNCIL

**MINUTES OF AN EVENTS WORKING PARTY HELD ON
17 FEBRUARY 2022**

PRESENT: Councillors Knight (Chair), Morris, and Howells
NON-COUNCIL: Griff Holliday and Lynette Loader

ALSO PRESENT: Julia Lawrence – Deputy Clerk
Olivia Trueman – Community Development Officer
Nina Shields – Ledbury Library Group
Hilary Jones – Ledbury Funeral Services
Catriona Cole – Ledbury Primary School

E48 APOLOGIES FOR ABSENCE

No apologies for absence were received.

E49 DECLARATIONS OF INTEREST

None received.

E50 ELECTION OF NON-COUNCIL MEMBERS

RESOLVED:

Hilary Jones was elected to be a non-council member.

**E51 TO APPROVE AND SIGN THE MINUTES OF A MEETING OF THE EVENTS
WORKING PARTY HELD ON THURSDAY, 27 JANUARY 2022**

The Deputy Clerk referred to Minute No. E43.3 regarding the Brass Band performing under the Market House on Community Day and confirmed that they would be performing on this day.

RESOLVED:

That the minutes of the Events Working Party held on 27 January 2022 be approved and signed as a correct record.

E52 WORLD BOOK DAY – MARCH 2022 UPDATE

The Community Development Officer (CDO) gave an update to members on the World Book Day event which will be taking place on Saturday, 5 March 2022. She advised that a poster had been created free of charge by Joyce Mason and this has been circulated to the Focus, other social media platforms, local radio stations, and as far as Newent and Ross on Wye, as well as local

schools. Lynette Loader confirmed she would be reading 'Hungry Caterpillar' at 12.00 noon and 1.00pm.

The CDO reported that characters (i.e. Peter Rabbit) had previously not been pursued due to cost. However, following a discussion with the Town Clerk, and due to there being sufficient funds available in the Welcome Back Fund, it was agreed that these characters could now be arranged. The CDO confirmed that she had since contacted other companies about these characters, but these were slightly more expensive as they were incorporating their travel costs.

RESOLVED:

That members agreed to have Peter Rabbit characters walk about the Town for World Book Day.

E53 QUEEN'S PLATINUM JUBILEE EVENT – "REGGAE ON THE REC"

The Deputy Clerk (DC) gave an introduction into the purpose of the Jubilee event planned to take place on Friday, 3 June 2022 stating that originally the event was to be called "Reggae on the Rec" but Councillors having given further consideration, it had been agreed that this may not be an appropriate title as members of the public may deem the event to be purely reggae style music and not anything else and which might also deter people from attending the event.

The DC stressed that this event was for everyone. Members therefore agreed that Reggae on the Rec was not a suitable title and should be changed. After further discussion, members agreed that the event should be called "Ledfest on the Rec". Having "world music" could assist with the Jubilee grant application and the CDO reported that whilst Ledbury Town Council had planned to partner with the Community Group/Poetry Festival, it was confirmed that they were now partnering with a children's charity and therefore Ledbury Town Council would now submit its own application.

Griff Holliday gave an update on Community Day. He advised that a separate programme will be produced and then a page will be added within the overall Souvenir Programme.

RESOLVED:

That members received and noted the updates on the Jubilee events, as well as confirming that the name of Ledbury Town Council's event would now be called "Ledfest on the Rec".

E54 CAREERS & ADVICE FAIR – 31 MARCH 2022

The CDO briefed members on the Careers and Advice Fair that has been organised to take place on 31 March 2022 at the Community Hall. This would be a free event and numerous local businesses and community groups had been invited to participate in the event. The CDO confirmed that she had also contacted the local schools and colleges. Griff Holliday advised the CDO that

if she experienced any problems making contact with UMITE, to let him know. The CDO noted that she was still currently putting together a list of the employers ready to send off to schools.

RESOLVED:

That members received and noted the update from the CDO regarding the forthcoming Careers and Advice Fair.

E55 CRAFT MARKETS

The CDO made members aware of the Markets Working Party and that a Craft Market was being introduced and that this would be held on the first Friday of every month starting on 1 April 2022. To date, the CDO confirmed that there had been a lot of interest.

RESOLVED:

That members received and noted the update.

E56 CALENDAR OF EVENTS

The calendar of events was discussed. Griff Holliday noted that the Big Breakfast event, 11th to 14th March had been omitted from the schedule and needed to be added.

RESOLVED:

- 1. That the Calendar of Events be received and noted by members.**
- 2. That the Big Breakfast event be added to the Calendar of Events.**

E57 DATE OF NEXT MEETING

The date of the next Events Working Party meeting will be held on Thursday, 24 March 2022 at 10.00am, at Ledbury Funeral care (Co-op), Hawcutt House, Bye Street, Ledbury.

The meeting ended at 10:58am.

Signed Dated
(Chair)

LEDBURY TOWN COUNCIL

**MINUTES OF THE CLIMATE CHANGE WORKING PARTY HELD ON
MONDAY, 6 DECEMBER 2021**

PRESENT: Councillor Morris, Nina Shields (Chair), Alan Pike, David Maddison and Paul Kinnaird

ALSO PRESENT: Olivia Truman – Community Development Officer
Amy Howells – Minute Taker

CC40 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Howells & Knight, Al Braithwaite, Amanda Lambourne, Dilys Meryl and Christina Vass.

CC41 DECLARATIONS OF INTEREST

None received.

**CC42 TO RECEIVE AND NOTE THE MINUTES OF THE CLIMATE CHANGE
WORKING PARTY HELD ON 9 AUGUST 2021.**

RESOLVED:

That the notes of the Climate Change meeting held on 9 August 2021 be received and noted as a correct record, subject to the following amendments.

To be recorded that Alan Pike was present at the meeting, and not Roger Davies.

CC43 ACTION SHEET

The Community Development Officer provided members with an update on the refill app. She explained that the schemes' purpose was to reduce plastics in the town and encourage visitors and residents to shop more sustainably. She advised members that she had drafted a letter with the Clerk's support which would be distributed to local businesses asking them to sign up to the refill app if possible.

Members agreed that the refill project would help reduce single use plastics by reducing the need for packing and therefore creating less waste.

RESOLVED:

1. That COP26 be removed from the Action Sheet.
2. That the Community Development Officer distribute letters to local shops and cafes asking them to support the refill app scheme.

CC44 UPDATE – PRESENTATION FROM PETER GEBBIE AT HEREFORDSHIRE COUNCIL

Nina Shields advised members that the previous meeting of the Climate Change Working Party was not quorate, however Peter Gebbie from Herefordshire Council flooding department attended to the meeting and provided an informal update. The chairman gave a brief overview of what was discussed and recommended that the committee invite a representative of Balfour Beatty to the next meeting.

RESOLVED:

1. That the CDO should invite an officer from Balfour Beatty to a future meeting of the Climate Change Working Party to discuss local flooding issues and a possible flood management plan.
2. That a contact number and link to report blocked storm drains be put on Ledbury Town Council website for residents to use.

CC45 FLOOD MANAGEMENT

Members were provided with a picture of land at the back of Horse Lane Orchard. A resident had approached Ledbury Town Council with concerns that a substantial amount of flooding in the town had come from Conigree woods, and believed that with some flood resilience, the amount of flooding in the High Street could be reduced.

Nina Shields suggested turning the small boggy area at the back of Horse Lane Orchard to a wildlife habitat and pond, with the help from Herefordshire Council and the landowners.

Members thought that the land to the back of Horse Lane Orchard formed part of Conigree woods, which was potentially owned by the Forestry Commission or Eastnor Estate.

RESOLVED:

1. That a Recommendation be sent to the E&L committee, to contact the Forestry Commission and obtain permission to turn the boggy area of land behind Horse Lane Orchard, into a pond to alleviate the flooding as well as create a wildlife habitat.
2. Flood Management Plan to be added to Action Sheet.

CC46 INITIATIVES AND SCHEMES

Members were given updates on initiatives and schemes.

RESOLVED:

- a) COP 26 – Completed and to be removed off of the Action Sheet.
- b) Refill App – Letters being distributed to local shops that would benefit.
- c) Proposed LTC Climate Change blog - Members suggested creating a blog that could provide information on how to be more sustainable with the help from community groups and schools.
- d) Climate Change updates in Ledbury. CDO to create a detailed report on this to take to E&L for discussion.
- e) Great Big Green Week – It was decided more organising needs to be done for future events. Recommendation made to E&L that a diary of events be created and consider allowing a certain expenditure.
- f) Garden Organics – Updates were received and noted by members. Volunteers are undergoing training in the New Year for them to be able to talk to the public about domestic waste and the current issues.
- g) Town Trail and Climate Grant – Sustainable Ledbury continue to work on cutting back the undergrowth along the Town Trail. During their latest session they carried out work near the skate park, removing lower branches and low hanging ivy from some of the trees to allow more light into the area. Sustainable Ledbury have applied to HC for a grant to fund equipment.

CC47 BUDGET

a) High visibility jackets

Members agreed that it would be beneficial to purchase 20 high visibility jackets for volunteers to wear whilst undertaking work. Nina Shields suggested the following slogan on the back of the jacket, to accompany the LTC logo.

‘LTC FOR THE COMMUNITY’

RESOLVED:

That a recommendation be submitted to the E&L committee to request the purchasing 20 high visibility jackets for Volunteers, with the slogan ‘LTC for the community’ along with the LTC logo.

CC48 USEFUL SOURCES OF INFORMATION

Members were provided with links to useful sources of information. The Community Development Officer advised members that this would be on every agenda going forward.

RESOLVED:

That the useful sources of information be received and noted by members.

CC49 DATE OF NEXT MEETING

RESOLVED:

It was noted that the next meeting of the Climate Change Working Party was scheduled for 7 February 2021.

The meeting ended at 7:15pm.

Signed Dated
(Chair)

LEDBURY TOWN COUNCIL

MINUTES OF A CLIMATE CHANGE WORKING PARTY MEETING HELD ON 7 FEBRUARY 2022

PRESENT: Councillor Morris, Nina Shields (Chair), Alan Pike, Al Braithwaite

ALSO PRESENT: Olivia Trueman – Community Development Officer
Amy Howells – Minute Taker
Jennifer Allen – Drainage Officer, Balfour Beatty

CC49 APOLOGIES FOR ABSENCE

Apologies for absence were received from Christina Vass, Paul Kinnard, Amanda Lambourne and Councillor Knight.

CC50 DECLARATIONS OF INTEREST

None received.

CC51 PRESENTATION FROM JENNIFER ALLEN – DRAINAGE OFFICER AT BALFOUR BEATTY

Jennifer Allen provided members with a presentation on how Balfour Beatty could assist Ledbury Town Council in creating a flood management plan. Nina Shields briefed Jennifer on the areas in Ledbury that are prone to flooding, including Worcester Road.

Nina Shields said that the aim is to give some thought on how the Climate Change Working Party can build resilience so they know where it is likely to happen and what they and residents can do about it. Jennifer responded that the first step is to raise awareness right now so the reactive maintenance can be effective and to see what the problem is and how to manage it. Steve Hodges is Balfour Beatty's main contact to Herefordshire Council and Beth Lewis works under him. Jennifer Allen said that the more reports that happen by residents for each drainage issues this would escalate the matter.

Jennifer noted that she would look and see if there are any information leaflets to give to residents and that she would send a diagram of flood barrier items to the Community Development Officer.

Jennifer Allen left the meeting at 6:46 pm

CC52 TO RECEIVE AND NOTE THE MINUTES OF THE CLIMATE CHANGE WORKING PARTY HELD ON 6 DECEMBER 2022

RESOLVED:

That the notes of the Climate Change meeting held on 6 December 2021 be received and noted as a correct record.

CC53 ACTION SHEET

Nina Shields advised members that the recommendations from the previous meeting of the Climate Change Working Party were not supported by the Environment and Leisure Committee. This included creating a climate blog and organising an event under the Market House to celebrate the Great Big Green Week. Members were disappointed with the feedback, especially when the Council had recently declared an Emergency Climate Declaration and should be seen to be supporting the Climate Change Working Party.

Members asked the Community Development Officer to obtain the reasoning behind the recommendations not being supported, and why Councillors that were listed as members of the Working Party were not attending the meetings.

RESOLVED:

- 1. That Nina Shields write a letter to the Town Clerk, listing the above concerns, including the lack of support from the Environment and leisure committee.**
- 2. That members receive and note the Action Sheet.**

CC54 FLOODING

Nina Shields advised members that before works begin on the flood management plan, more information and research was needed.

RESOLVED:

That members continue to obtain information on Flood Management Plans.

CC55 LEDBURY CARNIVAL 2022

The Community Development Officer advised members that the Ledbury Carnival Association are looking for volunteers, and that this year's theme is around blooms and the climate. Nina suggested inviting a representative of Ledbury Carnival Association to attend Climate Change meeting to brainstorm ideas and how the working party could assist. Alan Pike suggested a mascot for events.

RESOLVED:

That a member of the Carnival Association be invited to attend the next Climate Change Working Party to brainstorm ideas.

CC56 REQUEST FROM FINANCE, POLICY AND GENERAL PURPOSE COMMITTEE

Finance, Policy and General Purpose requested that the chair of the Climate Change Working Party provide a progress report on the Garden Organic Training, and how this will benefit members and the community.

Nina Shields updated members on the progress of Garden Organic project.

RESOLVED:

That the update from Nina Shields be received and noted.

CC57 FUNDING

Members were advised that Ledbury Town council had recently obtained funding from Herefordshire Council. Nina Shields advised that she had a meeting with the Town Clerk and Community Development Officer and that the money had to be spent on improving the town, to welcome back visitors and the tourist season.

She asked members to email her directly with any ideas they may have, and that she would report back to the Town Clerk.

AI Braithwaite left the meeting at 7:21PM

RESOLVED:

- 1. That members contact Nina Shields or the Community Development Officer with any suggestions or ideas on how the funding could be spent.**

CC58 USEFUL SOURCES OF INFORMATION

Members were provided with links to useful sources of information.

RESOLVED:

That the useful sources of information be received and noted by members.

CC59 DATE OF NEXT MEETING

RESOLVED:

It was noted that the next meeting of the Climate Change Working Party was scheduled for Monday, 4 April 2022 at 6:00PM.

The meeting ended at 7:27pm.

Signed Dated
(Chair)