

## **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

ENVIRONMENT & LEISURE COMMITTEE	20 JANUARY 2022	ITEM NO. 3
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Report prepared by Angela Price – Town Clerk

### TERMS OF REFERENCE – QUORUM

#### Purpose of Report

The purpose of this report is to ask Members of the Environment & Leisure Committee to agree a quorum figure for their meetings for inclusion in the Terms of Reference of the Committee.

#### Detailed Information

There has recently been some concerns over what the quorum requirements are for each of the Standing Committees.

The Council's Standing Orders refer to quorum for Council meetings in 3(v) as follows:

***“3v – No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.”***

Standing Order 4(viii) refers to quorum for Committee meetings:

***“4viii – Committees and sub-committees shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases shall be no less than three;”***

Previously committees have not agreed a quorum and they have functioned on the theory that there must be at least three Members of the Committee present for a meeting to be quorate, which has is legally acceptable.

The Clerk has contacted the SLCC for advice on quorum and the advice received was that it is good practice for committees to agree their quorum requirements as part of their Terms of Reference.

The Environment & Leisure Committee currently consists of six members and therefore the committee needs to consider what they wish the quorate of their meeting to be and this then be incorporated into the Terms of Reference.

#### Recommendation

That Members of the Environment & Leisure Committee agree the quorum requirements of the committee, noting that it can be no less than three and that the Terms of Reference will need to be amended to include the quorum requirements.







## **TERMS OF REFERENCE**

### **ENVIRONMENT AND LEISURE COMMITTEE**

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

**The Environment & Leisure Committee Quorum will be three.**

### **UNDER DELEGATED POWERS**

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

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

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







## LEDBURY TOWN COUNCIL

### MINUTES OF AN ENVIRONMENT & LEISURE COMMITTEE HELD ON 18 NOVEMBER 2021

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**PRESENT:** Councillors Chowns (Chair), Manns (Town Mayor – Ex-Officio), Eakin, Knight, Whattler, Bradford

**ALSO PRESENT:** Angela Price – Town Clerk  
Julia Lawrence – Deputy Clerk  
Amy Howells – Minute Taker  
PCSO Nick Ashby – West Mercia Police  
Charles Naylor - Design Out Crime Officer - West Mercia Police  
Cllr Ewen Sinclair

#### **E190 APOLOGIES FOR ABSENCE**

No apologies for absence were received.

#### **E191 DECLARATIONS OF INTEREST**

Councillor Knight declared a personal interest in agenda item E208, Christmas Gifts.

#### **E192 PUBLIC PARTICIPATION**

##### **RESOLVED:**

No public were present.

#### **E193 TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE ENVIRONMENT & LEISURE COMMITTEE HELD ON 16 SEPTEMBER 2021.**

##### **RESOLVED:**

That the minutes of an Environment & Leisure Committee held on 16 September 2021 be approved and signed as a correct record subject to the following amendment:

1. Minute No. E171 – Apologies were given by Councillor Morris.
2. Minute No's E179 and E183 - That the spelling of Councillor Chowns name be amended from "Chows" to "Chowns".
3. That the raised pavement at Top Cross referred to in previous minutes should remain as a standing item on the agenda.



4. That it be noted that the Big Green Market did not take place due to COP26 but that the Committee were keen for this event to take place in 2022.

That the Chair asked Members of the Committee if they would agree to bring Item 20 forward noting that Members would be requested to consider going into closed session as this agenda item had been placed on the agenda to be discussed in confidential discussions.

#### **E194 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.

#### **E195 RECREATION GROUND UPDATE**

Mr Charles Naylor, on behalf of West Mercia Police, gave a brief overview of the current situation at the Recreational Ground noting that 12 reports had been recorded by the Police. During a recent visit to the recreational ground with the Deputy Clerk, Mr Naylor had undertaken an environmental visual audit of the area and recommended that the tree growth/vegetation along the Town Trail should be cut back to allow more light into the area and make it safe. Mr Naylor made reference to the CCTV and suggested that the Council could investigate linking their CCTV with Herefordshire Council's CCTV Monitoring Unit.

Members of the Committee discussed the Shelter and believed that all options still needed to be addressed before either removing the Shelter itself and leaving the seating in place, moving the whole structure to another location or totally removing the whole structure for a temporary period. Committee members noted that the Shelter had originally been earmarked for a location closer to the car-parking area when it was originally constructed.

##### **RESOLVED:**

1. That Councillors receive and note the contents of the report.
2. That the Deputy Clerk obtain quotations for alternative CCTV cameras with a higher resolution.
3. That the Deputy Clerk liaise with Sustainable Ledbury Group with a view to cutting back some of the vegetation along the Town Trail to provide more light in the area.
4. That the Committee give consideration to removing the Shelter but leaving the seating in its current location or totally removing the whole structure for a temporary period.



PCSO Nick Ashby and Mr Charles Naylor left the meeting at 7:50pm.

**E196 RESOLVED:**

**That the meeting return to public session.**

**E197 TO REVIEW ACTION SHEET**

The Committee were requested to give consideration to the Action Sheets. Councillor Morris requested that in future all items within the Action Sheets identify a timeline for completion.

Councillor Morris made reference to E125(1) regarding vertical banners; The Clerk confirmed that this had been included within the "Welcome Back Fund". The Committee agreed to arrange a Task and Finish Group meeting to progress this project. Councillors Morris, Manns, Knight and Sinclair registered their interest in attending the Task and Finish Group meeting and the Deputy Clerk was tasked to arrange a meeting to take place within the next 7 to 10 days.

**RESOLVED:**

- 1. That the Committee receive and note the Action Sheets.**
- 2. That the Action Sheets be updated with dates and emailed to Members of the Environment & Leisure Committee by the Deputy Clerk once completed.**
- 3. That Dog Hill Wood be placed on the next agenda of the Environment & Leisure Committee for further discussion.**
- 4. That the Deputy Clerk is to arrange a Task and Finish Group meeting to progress the vertical banners project.**

**E198 GRANT OF EXCLUSIVE RIGHT OF BURIAL AND TRANSFER OF EXCLUSIVE RIGHT OF BURIAL**

- 1. That in accordance with Standing Order 23(a) authority to given for the Deeds of the Exclusive Rights of Burial (Deed numbers 152, 704, 705, 706 and 707) to be signed, granting the exclusive right of burial to those named as the purchaser of the Deed of Exclusive Right of Burial.**
- 2. That in accordance with Standing Order 23(a) authority be given for the Transfer of Deed of Exclusive Right of Burial (Deed numbers 170, 233, 372, 399 and 427) to be signed, granting the Exclusive Right of Burial to those named as the purchaser of the Deed of Exclusive Right of Burial.**



## **E199 CHRISTMAS LIGHTS SWITCH ON**

The Committee noted that the Market House had been referred to as "Market Hall" in the report and that this should be amended.

A poster for the Christmas Lights Switch-on event was provided for members, noting that this had been shared with social media platforms, including 'Voice of Ledbury' and the Ledbury Town Council Notice board.

### **RESOLVED:**

**That the Committee receive and note the contents of this report.**

## **E200 QUEEN'S PLATNIUM JUBILEE COMMEMORATIVE MUGS**

The Committee considered whether Ledbury Town Council would like to purchase commemorative mugs for the Queens Platinum Jubilee.

### **RESOLVED:**

**That the Council would not purchase commemorative mugs in respect of the Queen's Platinum Jubilee.**

## **E201 BENCHES**

Members were asked to give consideration to two requests for benches. The first bench was a memorial bench to be located in Ledbury Cemetery in memory of a close friend. The second bench proposed was to locate one of Ledbury Town Council's new benches in front of the Old Cottage Hospital. The location of this bench would require permission from Herefordshire Council.

### **RESOLVED:**

- 1. That permission to have a bench placed within the Cemetery was not granted on the grounds that Ledbury Town Council have a Bench Policy in place whereby the Council will provide the benches to enable more than one memorial plaque to be placed on them to avoid saturation of benches in the Cemetery.**
- 2. That the Committee agreed to erect a bench with the proposed location being outside the Old Cottage Hospital, subject to agreement from Herefordshire Council.**

## **E202 LIGHTING IN LEDBURY**

Members were asked to consider the report provided in respect of new lighting in Ledbury Churchyard, St Katherine's Car Park and at The Southend.

The Clerk reported that an application for solar lights at St Katherines Car Park was being considered as part of the Welcome Back Fund.



**RESOLVED:**

1. That the Committee note the contents of the report.
2. That the quotation received for 3 new lanterns to be replaced in Ledbury Churchyard at a cost of £1,522.96 be approved.
3. That the Deputy Clerk investigate whether further lighting can be put in place within St Katherines Car Park, subject to the regulations set out in the Planning Application No. 150041, which would be in addition to the solar lights referred to above.
4. That the Chair of the Committee and Deputy Clerk meet with Balfour Beatty to establish where and what replacement lights can be erected along The Southend and at what cost and report back at the January 2022 meeting.

**E203 CONSIDERATION OF ITEMS FOR INCLUSION IN THE 2022/23 ANNUAL BUDGET**

The Clerk asked Members to consider the budgets put forward and for any additional budget items to be considered for inclusion in the 2022/23 annual budget.

**RESOLVED:**

1. That the draft proposed 2022/23 budget figures be recommended to Finance, Policy & General Purpose Committee for approval.
2. That it be noted that the Environment & Leisure Committee had no proposals for additional budget items for inclusion within the 2022/23 budget.

**E204 CORPORATE PLAN**

The Deputy Clerk advised the Committee that the Corporate Plan had been updated to eliminate any duplications as well as summarising priority work.

That the Committee noted the following amendments:

Item: A8 referred to "Health Group", they felt that this should be amended to "CCG".

Item: A10 had an ongoing budget of £5,000 set aside.

Item: B4 "military theatre" should read "theatres of operation".



**RESOLVED:**

1. That the Corporate Plan be received and noted subject to the following amendments:
  - i. Item: A8 referred to "Health Group", they felt that this should be amended to "CCG".
  - ii. Item: A10 had an ongoing budget of £5,000 set aside.
  - iii. Item: B4 "military theatre" should read "theatres of operation".

**E205 WORKING PARTY**

To receive and note the minutes of a meeting of the Events Working Party held on Wednesday, 6 October 2021 and consider any recommendations therein.

**RESOLVED:**

1. That the minutes of an Event's Working Party held on 6 October 2021 be approved and signed as a correct record.
2. That an artificial Christmas Tree be purchased for the Cemetery Chapel for use in 2022 onwards.

**E206 TOY SWAP SALE**

Unfortunately, this item had been requested by the Community Development Officer, who was off sick and therefore this item was deferred until the next meeting.

**RESOLVED:**

That the Toy Swap/Sale item be deferred to a future meeting of the committee.

**E207 LEDBURY FOOD GROUP**

Mr Griff Holliday, Secretary of Ledbury Food Group had requested Ledbury Town Council consider his report to act as the Applicant Organisation grant application to Herefordshire Council for funding under their Festival and Events Discretionary Grant Scheme.

**RESOLVED:**

That Members approve and support the application.

Councillor Eakin left the meeting at 9:00PM



**E208 RESOLVED:**

**That Standing Order 3(x) be suspended for a period of 15 minutes.**

**E209 CHRISTMAS GIFTS**

Members were presented with an audit of presents currently in possession of the Council. The Committee were asked to consider providing Christmas gifts to children from less fortunate homes as they had done in 2020.

**RESOLVED:**

- 1. That Christmas gifts be provided to children identified via Ledbury Primary School and the Children's Centre in 2021/22 and that this be continued in 2022/23 also.**
- 2. That funds required to purchase additional gifts in 2021/22 be taken from the events budget.**

**E210 CAMERAS IN DOG HILL WOOD**

Committee Members discussed the use of cameras in Dog Hill Woods. It was noted that the wildlife cameras had been erected in the past but were now out of vision due to tree growth and were not a serving purpose. The Committee appreciated that if new battery powered cameras were erected, then they would likely only have a short battery life and thereafter would only work as a deterrent.

**RESOLVED:**

**That members approved the erection of CCTV signs in Dog Hill Wood.**

**E211 DATE OF NEXT MEETING**

**RESOLVED:**

**To note that the date of the next meeting of the Environment and Leisure Committee is scheduled for 20 January 2022 at 7:00pm in the Burgage Hall.**

**E212 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.**



## **E213 LAND VALUATION REPORT**

Members were presented with a report to review the land valuations owned by Ledbury Town Council.

### **RESOLVED:**

1. That the Clerk review the Asbestos Surveys for all buildings owned by Ledbury Town Council, to ensure that they are in place for all buildings accordingly.
2. That the Clerk investigate whether an EPC is required in respect of the Chapel and if so, arrange for this to be carried out without delay.
3. That a recommendation be submitted to a meeting of the Finance, Policy & General Purpose Committee that the Clerk confirms with the Council's Solicitors the suggested market rental value of £3,000 for inclusion in the draft lease and that a copy of the draft lease, once prepared be submitted to a meeting of the Finance, Policy & General Purpose Committee for consideration, and that a copy of the draft lease be provided to the Co-operative Funeral Care Solicitor for consideration and comment.
4. That the report be submitted to a meeting of Council for further consideration on what action, if any, the Council would wish to take in respect of the land owned by Ledbury Town Council.

## **E214 TIMBER ASSESSMENT – COUNCIL OFFICES & MARKET HOUSE**

Members will note that before any quinquennial works take place on either the Market House or Council Offices, that a timber assessment of both buildings takes place first.

Demaus Building Diagnostic were commissioned to undertake these works and their report detailed works to take place.

### **RESOLVED:**

1. That members of the Environment & Leisure Committee receive and note the contents of the report.
2. Members agreed for Officers to progress the works suggested and for the Deputy Clerk to bring back more information to the next meeting.

**End of closed session**



The meeting ended at 9:15pm.

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

DRAFT







ENVIRONMENT AND LEISURE COMMITTEE  
ACTION SHEET - 20 JANUARY 2022

Item No. 7

Minute No.	Action	To be Actioned by	Date Actioned	Comments	Status
E165 - 1	That the Deputy Clerk obtain quotations for alternative CCTV cameras with a higher resolution.	DC	20-Jan-22	Please refer to Item No. 23. Five companies have been approached to see if they would like to tender for new CCTV cameras	In Progress
E165 - 2	The Deputy Clerk to liaise with Sustainable Ledbury Group with a view to cutting back some of the vegetation along the Town Trail to provide more light in the area.	DC	20-Jan-22	Works were started in December 2021 along the Town Trail within the Recreational Ground and will be ongoing throughout 2022	Complete
E197 - 2	The Action Sheets be updated with dates and emailed to Members of the Environment & Leisure Committee by the Deputy Clerk once completed.	DC	20-Jan-22		Complete
E197 - 3	Dog Hill Wood to be placed on the next agenda of the Environment & Leisure Committee for further discussion.	DC	20-Jan-22	Agenda Item No. 12 (Committee meeting 20 January 2022)	Complete
E197 - 4	The Deputy Clerk is to arrange a Task and Finish Group meeting to progress the vertical banners project.	DC	20-Jan-22	A Task and Finish Group meeting took place on 26 November 2021. DC has subsequently been in contact with BBLP to establish locations, which in principle have now been agreed, and which is to be discussed at a further Task and Finish Group meeting with members.	Complete
E202 - 3	The Deputy Clerk investigate whether further lighting can be put in place within St Katherine's Car Park, subject to the regulations set out in the Planning Application No. 150041.	DC	17-Mar-22		In Progress



E202 - 4	Chair of the Committee and Deputy Clerk to meet with Balfour Beatty to establish where and what replacement lights can be erected along The Southend and at what cost and report back at the January 2022 meeting.	DC	20-Jan-22	Locations of the replacement lights columns have now been agreed for the Christmas lights with BBLP. One light column needs to be moved. BBLP are now waiting to hear back with actual costs from Herefordshire Council for works to take place. This may involve a lane closure but this has yet to be determined.	Complete for location of light columns. In progress - relating to actual costs from BBLP/HC.
E205 - 2	An artificial Christmas Tree to be purchased for the Cemetery Chapel for use in 2022 onwards.	DC	20-Jan-22	A real Christmas Tree was purchased for 2021 but it is noted that an artificial tree will be purchased for 2022	Complete
E213 - 1	The Clerk to review the Asbestos Surveys for all buildings owned by Ledbury Town Council.	DC	20-Jan-22	Please refer to Agenda Item No. 13 (Committee meeting 20 January 2022)	Complete
E213 - 2	The Clerk investigate whether an EPC is required in respect of the Chapel and if so, arrange for this to be carried out without delay.	TC	11-Feb-22		In Progress
E213 - 3	That a recommendation be submitted to a meeting of the Finance, Policy & General Purpose Committee that the Clerk confirms with the Council's Solicitors the suggested market rental value of £3,000 for inclusion in the draft lease and that a copy of the draft lease, once prepared be submitted to a meeting of the Finance, Policy & General Purpose Committee for consideration, and that a copy of the draft lease be provided to the Co-operative Funeral Care Solicitor for consideration and comment.	TC			Complete
E213 - 4	The report be submitted to a meeting of Council for further consideration on what action, if any, the Council would wish to take in respect of the land owned by Ledbury Town Council.	TC			Complete



E202 - 4	Chair of the Committee and Deputy Clerk to meet with Balfour Beatty to establish where and what replacement lights can be erected along The Southend and at what cost and report back at the January 2022 meeting.	DC	20-Jan-22	Locations of the replacement lights columns have now been agreed for the Christmas lights with BBLP. One light column needs to be moved. BBLP are now waiting to hear back with actual costs from Herefordshire Council for works to take place. This may involve a lane closure but this has yet to be determined.	Complete for location of light columns. In progress - relating to actual costs from BBLP/HC.
E205 - 2	An artificial Christmas Tree to be purchased for the Cemetery Chapel for use in 2022 onwards.	DC	20-Jan-22	A real Christmas Tree was purchased for 2021 but it is noted that an artificial tree will be purchased for 2022	Complete
E213 - 1	The Clerk to review the Asbestos Surveys for all buildings owned by Ledbury Town Council.	DC	20-Jan-22	Please refer to Agenda Item No. 13 (Committee meeting 20 January 2022)	Complete
E213 - 2	The Clerk investigate whether an EPC is required in respect of the Chapel and if so, arrange for this to be carried out without delay.	TC	11-Feb-22		In Progress
E213 - 3	That a recommendation be submitted to a meeting of the Finance, Policy & General Purpose Committee that the Clerk confirms with the Council's Solicitors the suggested market rental value of £3,000 for inclusion in the draft lease and that a copy of the draft lease, once prepared be submitted to a meeting of the Finance, Policy & General Purpose Committee for consideration, and that a copy of the draft lease be provided to the Co-operative Funeral Care Solicitor for consideration and comment.	TC			Complete
E213 - 4	The report be submitted to a meeting of Council for further consideration on what action, if any, the Council would wish to take in respect of the land owned by Ledbury Town Council.	TC			Complete



E214	Deputy Clerk to bring back more information to the next meeting about the timber assesment.	DC	17-Mar-22	DC awaiting a report from Caroe for next steps.	In Progress
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## LEDBURY TOWN COUNCIL

ENVIRONMENT & LEISURE COMMITTEE	20 JANUARY 2022	ITEM NO. 9
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Report prepared by Julia Lawrence, Deputy Town Clerk

### RECREATIONAL GROUND UPDATE - GENERAL

#### Purpose of Report

That Members of the Environment & Leisure Committee note the contents of this report concerning the recreational ground.

#### Detailed Information

##### **1 FLOOD LIGHTS**

The flood lights that overlook the shelter have now been repaired. However, the light column located on the corner of the Community Hall car park, which overlooks the skate park still needs to be repaired. This has been delayed due to trying to establish where the mains power supply runs to and from. A recent visit to the Community Hall did not reveal whether it was linked to this building as the fuse boxes were not labelled up. Subsequent to that visit, the Electrician, who looks after the Community Hall, has since been contacted and it transpires that there is a small cupboard in the foyer which may hold this fuse box; arrangements are being made to investigate this further.

##### **2 BENCHES**

The multi-coloured picnic bench has now been installed within the play area. The other two existing wooden benches were removed back in October and are still being repaired/repainted by the Town Maintenance Operative and it is hoped that these will be reinstalled by the end of January. Two metal benches that required additional back supports had also been removed and whilst further metal bars have been welded to the backs of these benches, these too are also outstanding.

##### **3 REMOVAL OF VEGETATION ALONG TOWN TRAIL, WITHIN THE RECREATIONAL GROUND**

Sustainable Ledbury undertook one of their volunteer days at the Recreational Ground on Monday, 6 December 2021 thereby clearing away the undergrowth and overgrown vegetation around the trees up past the shelter, next to the Town Trail. This has made a considerable difference to the space, opening it up, making it much lighter as well as acting as a deterrent to prevent any anti-social behaviour at or around the shelter. Sustainable Ledbury will be returning to continue with this work further along the Town Trail, working their way



towards the wooden equipment play area at the other end of the recreational ground.

The graffiti paint has now been collected from the graffiti artist and has been stored in the workshop at the cemetery until further instructions are given regarding the future of the shelter.

#### **4     SKATE PARK**

The Deputy Clerk has been trying to contact the manufacturer of the skate park but it seems that the company is no longer in business. In the meantime, the Deputy Clerk has contacted four other contractors to see if they would be able to repair the sections of surface that require changing/repairing on the ramps. At the time of submitting this report, one quotation had been received and a meeting is scheduled with another contractor.

A report will be presented to the next Environment and Leisure Committee in March 2022 to consider proposals presented in order that repairs can be made to the skate park.

#### **5     CHILDREN'S PLAY AREA**

Please refer to Agenda Item No. 9 for further details.

#### **Recommendation**

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



## LEDBURY TOWN COUNCIL

ENVIRONMENT & LEISURE COMMITTEE	20 JANUARY 2022	ITEM NO. 11
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Report prepared by Julia Lawrence, Deputy Town Clerk

### **BLOSSOM TREES FOR LEDBURY HIGH STREET IN RESPECT OF THE QUEEN'S PLATINUM JUBILEE**

#### **Purpose of Report**

The purpose of this report is to ask Members of the Environment & Leisure Committee to give consideration to whether blossom trees should be reintroduced to Ledbury High Street for the Queen's Platinum Jubilee.

#### **Detailed Information**

Attached is a photograph of how Ledbury looked in the past with trees in the High Street. Councillor Harvey put the question out on Facebook as to whether residents would like to see blossom trees planted in the High Street for the Queen's Diamond Jubilee. Subsequently Councillor Harvey has asked that the question be put to Council for consideration as part of the Platinum Jubilee and the Green Canopy planting.

Should the Committee be in favour of planting blossom trees in the High Street, Committee Members should be aware that this Initiative could not be progressed until agreement had been sought from Herefordshire Council as they own the land in question. Should Herefordshire Council accept the proposals put forward, then there is a possibility that this could be funded via the Welcome Back Fund.

The Committee will note that Ledbury Town Council are already participating in "The Queen's Green Canopy: Plant a Tree for the Jubilee" whereby the Mayor will be officially planting a blossom tree in the grounds of the Ledbury Cemetery as part of this Initiative on 13 January 2022. A further 14 saplings will also be planted within the Cemetery at the same time.

#### **Financial Implications**

Members will be aware that as part of the Welcome Back Fund improvements and planting of the Town Centre have been included, therefore should Members agree to recommend this project it could be funded via the Welcome Back Fund.

#### **Recommendation**

That members of the Environment & Leisure Committee give consideration to the planting of blossom trees in Ledbury High Street, and instruct the Deputy Clerk to investigate this with Herefordshire Council and report back to the next meeting of the committee.







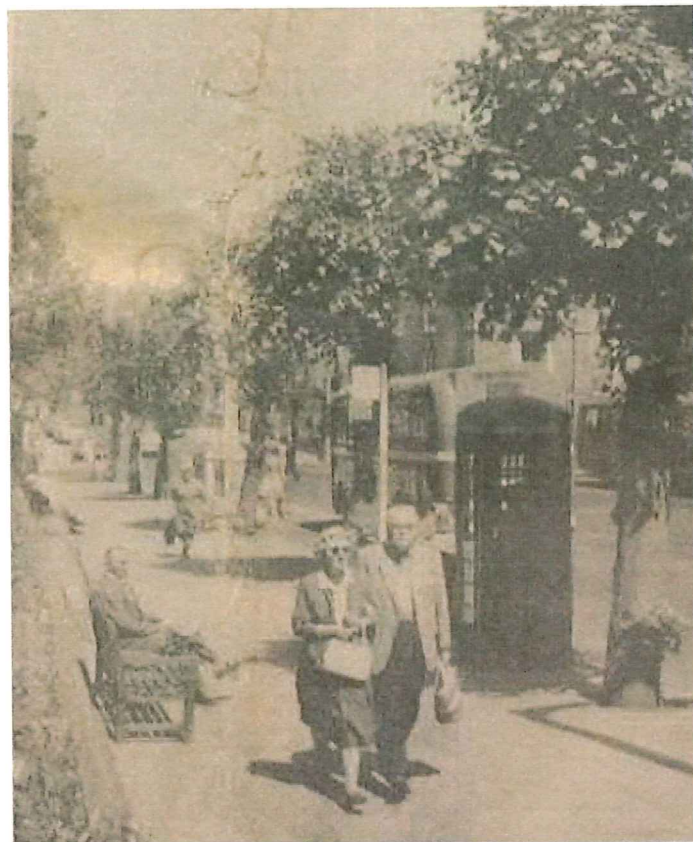
answered this question.



**Old Ledbury**

Elizabeth Harvey · 22 h · 🌐

Would you like to see the blossom trees reintroduced to Ledbury High Street for the Queen's Diamond Jubilee?



👍❤️ 115 · 🏆 2 awards

73 comments

👍 Like    🗨️ Comment    ➦ Share    🏆 Award





Would you like to see the blossom trees reintroduced to Ledbury High Street for the Queen's Diamond Jubilee?









## LEDBURY TOWN COUNCIL

<b>ENVIRONMENT &amp; LEISURE COMMITTEE</b>	<b>20 JANUARY 2022</b>	<b>ITEM NO. 12</b>
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Report prepared by Julia Lawrence, Deputy Town Clerk

### **DOG HILL WOODS – WOODLAND MANAGEMENT PLAN**

#### **Purpose of Report**

The purpose of this report is to provide Members with an update on the Dog Hill Woods Woodland Management Plan which was last presented to the Environment and Leisure Committee in July 2021 when the Clerk was asked to obtain a quote for a new Woodland Management Plan.

#### **Detailed Information**

Following the Environment and Leisure Committee meeting in September 2021 the Deputy Clerk contacted the Forestry Commission to establish whether the existing Plan had expired or whether it was still active. Having contacted Mr Guy Tustin, who had assisted in drawing up the Plan in the first instance, he confirmed that it was active and covered a ten-year period, expiring in 2025 and he provided a copy of the final document.

A copy of the Woodland Management Plan dated 25 February 2015 V1.1 is attached together with corresponding maps. There is then a further copy of the Plan only, dated 16 February 2018 V3.1 which is virtually identical to the first one but without the corresponding maps (this version is not included). Please also find attached a copy of the English Woodland Grant Scheme Contract for Dog Hill Woods.

The Committee are asked to consider what course of action should now be taken in terms of coppicing, restocking, keeping paths clear and cutting back non-native laurel etc and whether Ledbury Town Council wishes to encourage volunteer groups to help in the overall maintenance or seek specialist advice in terms of next steps.

Appreciating that Dog Hill Woods is a natural asset to the local economy, every effort should be made to enhance the natural beauty of this area and encourage residents and visitors. There are two geo signs positioned at both entrances to Dog Hill Woods which are in need of replacement particularly as one sign has faded significantly. The Committee are asked to consider whether these signs should be replaced with new signs and to be erected in Spring and instruct the Deputy Clerk to obtain costs for replacement signage and an installation cost and report back at the next committee meeting. Members will recall that the replacement of these signs has previously been discussed following a request from the group working at the Geo Site.

Several of the benches in Dog Hill Woods have either been vandalised or have been removed. The Committee will note that Ledbury Town Council purchased some benches last year and some of these could be utilised in this area. Alternatively,



volunteer groups could be approached to see if they would be interested in making some wooden benches out of fallen trees which could then be positioned at various vantage points.

### **Recommendation**

1. That members of the Environment & Leisure Committee give consideration to the next steps regarding the Woodland Management Plan for Dog Hill Woods and advise on a course of action following which the Deputy Town Clerk can prepare a programme of works.
2. That members of the Environment & Leisure Committee agree for replacement signage to be erected, to include one new board in respect of the Geo site and two replacement boards for general information subject to receiving full costs which are to be presented at the next Committee meeting in March 2022 for approval.
3. That members of the Environment & Leisure Committee give consideration to placing some of the existing Ledbury Town Council benches in Dog Hill Woods or inviting volunteer groups to create benches out of fallen timber.




# Woodland Management Plan

<b>Woodland Property Name</b>	Dog Hill Wood	
<b>Case Reference</b>	36635	
<b>Plan Period dd/mm/yyyy (ten years)</b>	<b>Approval Date:</b>	<b>To: 2025</b>
<b>Five Year Review Date</b>	2020	

Revision No.	Date	Status (draft/final)	Reason for Revision
The landowner agrees this plan as a statement of intent for the woodland			<input checked="" type="checkbox"/>

## User Support

### To maximise the functionality available:

- Connect to the internet;
- Enable macros as prompted;
- Where the text is blue and underlined additional information is available, hover over the text with your mouse and double click to open;
- Where you see the  symbol, left click on either the symbol or the adjacent cell and press the F1 key for a further explanation of the detail required;
- Throughout the document where you see '**Add Box**' double click on the text and additional boxes will appear.





## UKFS Management Planning Criteria

Approval of this plan will be considered against the following UKFS criteria, prior to submission review your plan against the criteria using the check list below.

No.	UKFS Management Plan Criteria	Approval Criteria	Applicant Check
1	Forest management plans should state the objectives of management and set out how the appropriate balance between economic, environmental and social objectives will be achieved.	Have objectives of management been stated? Consideration given to economic, environmental and social factors (Section 2.2)	<input checked="" type="checkbox"/>
2	Forest management plans should address the forest context and the forest potential and demonstrate how the relevant interests and issues have been considered and addressed.	Does the management strategy (section 6) take into account the forest context and any special features identified within the woodland survey (section 4)	<input checked="" type="checkbox"/>
3	In designated areas, for example national parks, particular account should be taken of landscape and other sensitivities in the design of forests and forest infrastructure.	Have appropriate designations been identified (section 4.2) if so are these reflected through the work proposals in the management strategy (Section 6)	<input checked="" type="checkbox"/>
4	At the time of felling and restocking, the design of existing forests should be re-assessed and any necessary changes made so that they meet UKFS Requirements.	Felling and restocking are consistent with UKFS forest design principles (Section 5 of the UKFS)	<input checked="" type="checkbox"/>
5	Consultation on forest management plans and proposals should be carried out according to forestry authority procedures and, where required, the Environmental Impact Assessment Regulations.	Has consultation happened in line with current FC guidance and recorded as appropriate in section 7	<input checked="" type="checkbox"/>
6	Forests should be designed to achieve a diverse structure of habitat, species and ages of trees, appropriate to the scale and context.	Do the felling and restocking proposals create or improve structural diversity (refer to the plan of operations)	<input checked="" type="checkbox"/>
7	Forests characterised by a lack of diversity due to extensive areas of even-aged trees should be progressively restructured to achieve a range of age classes.	Do the felling and restocking proposals create or improve age class diversity (refer to the plan of operations)	<input checked="" type="checkbox"/>
8	Management of the forest should conform to the plan, and the plan should be updated to ensure it is current and relevant.	Has a 5 year review period been stated (1st page) and where relevant achievements recorded in section 3	<input checked="" type="checkbox"/>
9	New forests and woodlands should be located and designed to maintain or enhance the visual, cultural and ecological value and character of the landscape.	When new planting is being proposed under this plan is it consistent with UKFS and FC guidance on woodland creation	<input type="checkbox"/>



## 1. Property Details

<u>Woodland Property Name</u>			
Name	Dog Hill Wood	Owner <input checked="" type="checkbox"/>	Tenant <input type="checkbox"/>
Email	ledburytowncouncil@ledbury.net	Contact Number	01531 632306
Agent Name (if applicable)		Guy Tustin	
Email	guytustin@btinternet.com	Contact Number	07710447663
County	Herefordshire	<u>Local Authority</u>	Herefordshire Council
Grid  Reference	SO 713382	Single Business Identifier 	114059568
Management Plan Area (Hectares)		11.66	
Have you included a Plan of Operations with this management plan?		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
List the maps associated with this management plan		Map 1. Location map Map 2. AWS map Map 3. Compartment map Map 4. AONB area Map 5. Conservation area Map 6. Constraints- roads and PROW.	
Do you intend to use the information within the management plan and associated plan of operations to apply for the following		Felling Licence <input type="checkbox"/> Thinning Licence <input checked="" type="checkbox"/> Woodland Regeneration Grant <input type="checkbox"/>	
Tick to declare management control and agreement to public availability of the plan		<input checked="" type="checkbox"/>	



## 2. Vision and Objectives

To develop your long term vision, you need to express as clearly as possible the overall direction of management for the woodland(s) and how you envisage it will be in the future. This covers the duration of the plan and beyond.

### 2.1 Vision

Describe your long term vision for the woodland(s).

To develop and manage the woodland as a community woodland whilst balancing multipurpose outputs. Continue to facilitate public access at the same time provide wildlife habitat and some woodland produce to support rural and forestry sector jobs. To coppice the compartment 4's -on a 5 year rotation. Maintain the rides and paths. Promote coppice growth. Improve quality of resources for hedging stakes and binders.

### 2.2 Management Objectives

State the objectives of management demonstrating how sustainable forest management is to be achieved. Objectives are a set of specific, quantifiable statements that represent what needs to happen to achieve the long term vision.

No.	Objectives (include environmental, economic and social considerations)
1	keep the paths and ride clear and carry out appropriate safety inspection and remedial work
2	perpetuate coppice rotation of hazel to produce good hedging stakes and binders
3	routinely thin woodland to produce firewood resource and residue to provide for local charcoal producer
4	reduce having shading of non native laurel by removing it for the benefit of wildlife
5	

**Add Box**

## 3. Plan Review - Achievements

Use this section to identify achievements made against previous plan objectives. This section should be completed at the 5 year review and could be informed through monitoring activities undertaken.

Objectives	Achievement
To continue to manage the wood	1. During the last 5 years through support






resources in line with the previous plan but with some modifications to improve sustainability, public amenity and efficiency	from EWGS18872 we have managed the woodlands open space , including annual mowing of 1.5km of rides and a 0.2ha of glades.
	2. 5 coppice coupes of approx 0.5ha each have been cut over the last 5 years. Total of 2.45ha.
	3. cut cherry laurel and treated over 0.4ha.

**Add Box**

## 4. Woodland Survey

This section is about collecting information relating to your woodland and its location, including any statutory constraints i.e. designations.

### 4.1 Description

Brief description of the woodland property 

The woodland is designated Ancient Semi natural Woodland and a former coppice. It is situated on the Eastern edge of Ledbury above the town at approx 110 to 150m and on the Western edge of the Malvern Hills AONB. Most of the woodland on its Western side is close to a residential area and on very steep ground. The Eastern side is on a slightly shallower slope but still very difficult working. The underlying geology is downtown castle sandstone and aymestry limestone. The site is free draining and the vegetation typical of W8 woodland. The woodlands are frequently used by the residents of ledbury with many networks of paths throughout. The majority of canopy species mostly ash and oak are over 100 years old with the occasional yew at 200+. There are a number of quarries and adjacent roads to the North and West sides and a green lane running North South on the woods Eastern side.


### 4.2 Information

Use this section to identify features that are both present in your woodland(s) and where required, on land adjacent to your woodland. It may be useful to identify known features on an accompanying map. Woodland information for your property can be found on the '[Magic](#)' website or the Forestry Commission [Land Information Search](#).

Feature	Within Woodland(s)	Cpts	Adjacent to Woodland(s)	Map No
<b><u>Biodiversity - Designations</u></b>				





Site of Special Scientific Interest	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>		Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Special Area of Conservation	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>		Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Tree Preservation Order	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>		Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Conservation Area	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	5
Special Protection Area	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>		Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Ramsar Site 	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>		Yes <input type="checkbox"/>	No <input type="checkbox"/>	
National Nature Reserve	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>		Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Local Nature Reserve	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>		Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Other (please Specify):	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>		Yes <input type="checkbox"/>	No <input type="checkbox"/>	
<b>Notes</b>	Part of a Geo Park					

Feature		Within Woodland(s)		Cpts	Map No	Notes
Biodiversity - European Protected Species						
Bat	Species (if known)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>			
Dormouse		Yes <input type="checkbox"/>	No <input type="checkbox"/>			not known
Great Crested Newt		Yes <input type="checkbox"/>	No <input type="checkbox"/>			not known
Otter		Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>			
Sand Lizard		Yes <input type="checkbox"/>	No <input type="checkbox"/>			not known
Smooth Snake		Yes <input type="checkbox"/>	No <input type="checkbox"/>			not known
Natterjack Toad		Yes <input type="checkbox"/>	No <input type="checkbox"/>			not known
Biodiversity - Priority Species						
<u>Schedule 1 Birds</u>	Species	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>			buzzard, woodpecker, crows songbirds
Mammals (Red Squirrel, Water Vole, Pine Marten etc)		Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>			
Reptiles (grass snake, adder, common lizard etc)		Yes <input type="checkbox"/>	No <input type="checkbox"/>			not known
Plants		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>			
Fungi/Lichens		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>			
Invertebrates (butterflies, moths, beetles etc)		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>			
Amphibians (pool frog, common toad)		Yes <input type="checkbox"/>	No <input type="checkbox"/>			unlikely
Other (please Specify):		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>			grey squirrel
Historic Environment						
Scheduled Monuments		Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>			
Unscheduled Monuments		Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>			
Registered Parks and Gardens		Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>			
Boundaries and Veteran Trees		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>		6	
Listed Buildings		Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>			
Other (please Specify):		Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>			
Landscape						



<b>National Character Area</b> (please Specify):					
National Park	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>			
Area of Outstanding Natural Beauty	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>		4	
Other (please Specify):	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>			Important public amenity to Ledbury Town
<b>People</b>					
CROW Access	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>			
Public Rights of Way (any)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>		6	
Other Access Provision	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>			
Public Involvement	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>			
Visitor Information	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>			
Public Recreation Facilities	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>			
Provision of Learning Opportunities	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>			
Anti-social Behaviour	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>			
Other (please Specify):	Yes <input type="checkbox"/>	No <input type="checkbox"/>			
<b>Water</b>					
Watercourses	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>			
Lakes	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>			
Ponds	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>			
Other (please Specify):	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>			

## 4.3 Habitat Types

This section is to consider the habitat types within your woodland(s) that might impact/inform your management decisions. Larger non-wooded areas within your woodland should be classified according to broad habitat type where relevant this information should also help inform your management decisions. Woodlands should be designed to achieve a diverse structure of habitat, species and ages of trees, appropriate to the scale and context of the woodland.

Feature	Within Woodland(s)		Cpts	Map No	Notes
<b>Woodland Habitat Types</b>					
Ancient Semi-Natural Woodland	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>		2	
Planted Ancient Woodland Site (PAWS)	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>			
Semi-natural features in PAWS	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>			
Lowland beech and yew woodland	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>			
Lowland mixed deciduous woodland	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>			





Upland mixed ash woods	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>			
Upland Oakwood	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>			
Wet woodland	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>			
Wood-pasture and parkland	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>			
Other (please Specify):	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>			
<b>Non Woodland Habitat Types</b>					
Blanket bog	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>			
Fenland	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>			
Lowland calcareous grassland	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>			
Lowland dry acid grassland	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>			
Lowland heath land	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>			
Lowland meadows	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>			
Lowland raised bog	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>			
Rush pasture	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>			
Reed bed	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>			
Wood pasture	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>			
Upland hay meadows	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>			
Upland heath land	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>			
Unimproved grassland	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>			
Peat lands	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>			
Wetland habitats	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>			
Other (please Specify):	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>			



## 4.4 Structure

This section should provide a snapshot of the current structure of your woodland as a whole. A full inventory for your woodland(s) can be included in the separate Plan of Operations spreadsheet. Ensuring woodland has a varied structure in terms of age, species, origin and open space will provide a range of benefits for the biodiversity of the woodland and its resilience. The diagrams below show an example of both uneven and even aged woodland.

Woodland Type	Percentage of Mgt Plan Area	Age Structure	Notes (i.e. understory or natural regeneration present)
Native Broadleaves	80	Uneven Aged	Western side largely ash and eastern side oak. Occasional birch, cherry, beech and yew. Mature trees approx 100 years.
Coppice	15	Uneven Aged	hazel
Non Native Broadleaves	5	Uneven Aged	Sycamore exists in small proportions.
Coniferous		Uneven Aged	
Please Select....		Please Select...	
<div> <div> <p>Uneven-aged woodland – many wildlife habitats because of high diversity</p> <p>Ancient trees containing both living and dead branches</p> <p>Middle-aged trees</p> <p>Fallen dead trees</p> <p>Understory of small and small trees</p> <p>New saplings</p> </div> <div> <p>Even-aged woodland – tidy but of low diversity</p> </div> </div>			



## 5. Woodland Protection





Woodlands in England face a range of threats; this section allows you to consider the potential threats that could be facing your woodland(s). Using the simple Risk Assessment process below woodland owners and managers can consider any potential threats to their woodland(s) and whether there is a need to take action to protect their woodlands.

### 5.1 Risk Matrix

The matrix below provides a system for scoring risk. The matrix also indicates the advised level of action to take to help manage the threat.

Impact	High	Plan for Action	Action	Action
	Medium	Monitor	Plan for Action	Action
	Low	Monitor	Monitor	Plan for Action
		Low	Medium	High
Likelihood of Presence				

### 5.2 Plant Health

Threat 	Ash Dieback ( <i>Chalara fraxinea</i> )
(Other Please Specify)	
Likelihood of presence 	Low
Impact 	Medium
Response (inc protection measures) 	Monitor but when routinely thinning areas close to residential sites favour removal of ash and retain other native broadleaves.

Add Box

Add Box

Add Box

### 5.3 Deer

Likelihood of presence	Low
Impact	Low
Response (inc protection measures)	Monitor deer pressure.

### 5.4 Grey Squirrels

Likelihood of presence	High
Impact	High
Response (inc protection measures)	Needs action but high public access to woodland constrains management. Sycamore



	regeneration has been retained as a sacrificial resource to alleviate damage to other trees within the woodland. Populations and damage will be monitored and reviewed.
--	---

## 5.5 Livestock and Other Mammals

Threat	Please Select....
(Other Please Specify)	None
Likelihood of presence	Please Select....
Impact	Please Select....
Response (inc protection measures)	

**Add Box**

## 5.6 Water & Soil

Threat	Soil Erosion
(Other Please Specify)	None known
Likelihood of presence	Low
Impact	Low
Response (inc protection measures)	Some wash down on the South end due to steepness of ground and severity of deluge. Retain understorey vegetation to consolidate soils and combat run off.

**Add Box**

**Add Box**

## 5.7 Environmental

Threat	Other
(Other Please Specify)	Dry springs result in some tree failures.
Likelihood of presence	Low
Impact	Low
Response (inc protection measures)	Monitor areas where proximity to residential sites.

**Add Box**

**Add Box**

## 5.8 Climate Change Resilience

Threat	Small Scale Woodland
(Other Please Specify)	
Likelihood of presence	Low
Impact	Low
Response (inc protection measures)	The woodland is part of an extended matrix of



	woodland in the area and therefore not fragmented. Species can move through landscape.
--	--

**Add Box**

**Add Box**

## 6. Management Strategy

This section requires a statement of intent, setting out how you intend to achieve your management objectives and manage important features identified within the previous sections of the plan. A detailed work programme by sub-compartment can be added to the Plan of Operations.

Management Obj/Feature	Management Intention
1. keep the paths and ride clear and carry out appropriate safety inspection and remedial work	Continue with phased rotational coppicing and thinning to favour recruitment of hazel coppice and some other canopy species other than ash to improve species diversity and reduce ash element but recruit species less susceptible to squirrel damage. Reduce winter cover for squirrel and where possible instigate some management on their populations.
2. perpetuate coppice rotation of hazel to produce good hedging stakes and binders	
3. routinely thin woodland to produce firewood resource and residue to provide for local charcoal producer	When routinely thinning retain a proportion of older growth specimen trees of favourable habitat for bats and buffer any trees that contain bat roosts in line with EPS guidance.
4. reduce having shading of non native laurel by removing it for the benefit of wildlife.	Continue with annual management operations to manage open space, non natives and safety inspections.

**Add Box**



There can be a requirement on both the FC and the owner to undertake consultation/engagement. Please refer to [Operations Note 35](#) for further information. Use this section to identify people or organisations with an interest in your woodland and also to record any engagement that you have undertaken, relative to activities identified within the plan.

[illegible]

13 | Management Plan Template | I&amp;R Team | 25/02/2015

V1.1



## 8. Monitoring

Indicators of progress/success should be defined for each management objective and then checked at regular intervals. Other management activities could also be considered within this monitoring section. The data collected will help to evaluate progress.

Management Objective/Activities	Indicator of Progress/Success	Method of Assessment	Frequency of Assessment	Responsibility	Assessment Results
keep the paths and ride clear and carry out appropriate safety inspection and remedial work		Visual Inspection	Annual	Agent in liaising with Town Council	
perpetuate coppice rotation of hazel to produce good hedging stakes and binders	Produce	as above	Annual	Agent	
routinely thin woodland to produce firewood resource and residue to provide for local charcoal producer				Agent	
reduce having shading of non native laurel by removing it for the benefit of wildlife	Clearance	inspection	annual	Agent	



Management Objective/Activities	Indicator of Progress/Success	Method of Assessment	Frequency of Assessment	Responsibility	Assessment Results

Add Box



## FC Approval – FC Office Use Only

UKFS Management Plan Criteria	Approval Criteria	Yes	No	Notes
Forest management plans should state the objectives of management, and set out how the appropriate balance between economic, environmental and social objectives will be achieved.	Have objectives of management been stated? Consideration given to economic, environmental and social factors (Section 2.2)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Forest management plans should address the forest context and the forest potential, and demonstrate how the relevant interests and issues have been considered and addressed.	Does the management strategy (section 6) take into account the forest context and any special features identified within the woodland survey (section 4)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
In designated areas, for example national parks, particular account should be taken of landscape and other sensitivities in the design of forests and forest infrastructure.	Have appropriate designations been identified (section 4.2) if so are these reflected through the work proposals in the management strategy (Section 6)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	check conservation area, no schedule 1 birds so remove highlight. EPS considered with interventions.
At the time of felling and restocking, the design of existing forests should be re-assessed and any necessary changes made so that they meet UKFS Requirements.	Felling and restocking are consistent with UKFS forest design principles (Section 5 of the UKFS)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Consultation on forest management plans and proposals should be carried out according to forestry authority procedures and, where required, the Environmental Impact Assessment Regulations.	Has consultation happened in line with current FC guidance and recorded as appropriate in section 7	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No previous consultation. Low intervention work and thinning permissions mean no public consultation.
Forests should be designed to achieve a diverse structure of habitat, species and ages of trees, appropriate to the scale and context.	Do the felling and restocking proposals create or improve structural diversity (refer to the plan of operations)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Forests characterised by a lack of diversity due to extensive areas of even-aged trees should be progressively restructured to achieve a range of age classes.	Do the felling and restocking proposals create or improve age class diversity (refer to the plan of operations)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	canopy thinning to stimulate successional growth and coppice regen
Management of the forest should conform to the plan, and the plan should be updated to ensure it is current and relevant.	Has a 5 year review period been stated (1st page) and where relevant achievements recorded in section 3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
New forests and woodlands should be located and designed to maintain or enhance the visual, cultural and ecological value and character of the	When new planting is being proposed under this plan is consistent with UKFS and FC guidance on woodland	<input type="checkbox"/>	<input type="checkbox"/>	n/a

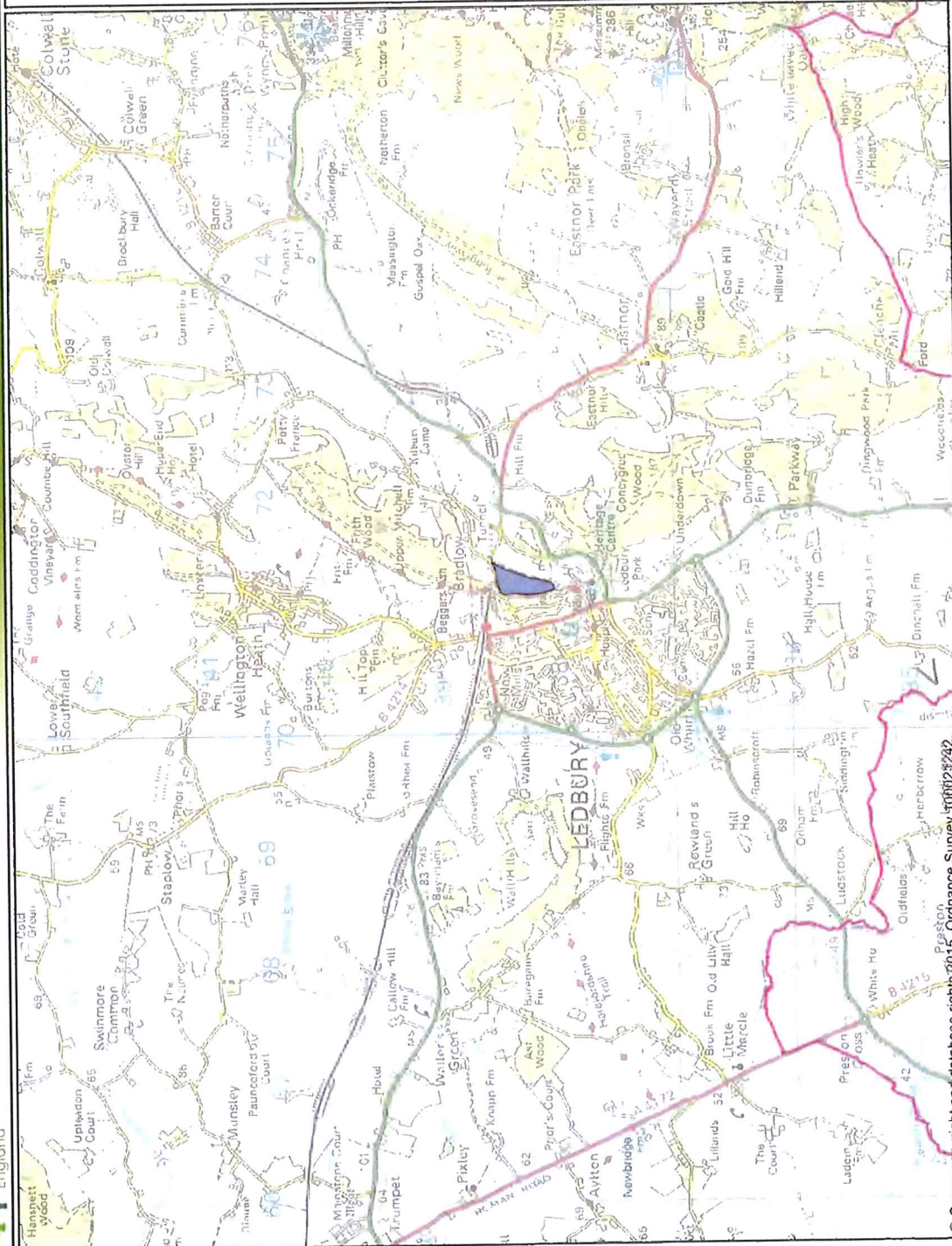




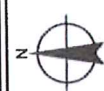
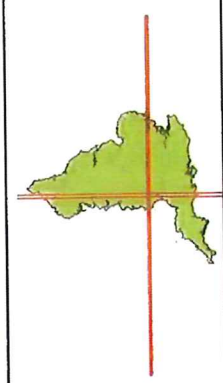
landscape.	creation			
Approving Officer Name	wayne barnes	Plan approved	<input checked="" type="checkbox"/>	



# Map 1. Dog Hill Wood location map.



Forest Services Areas



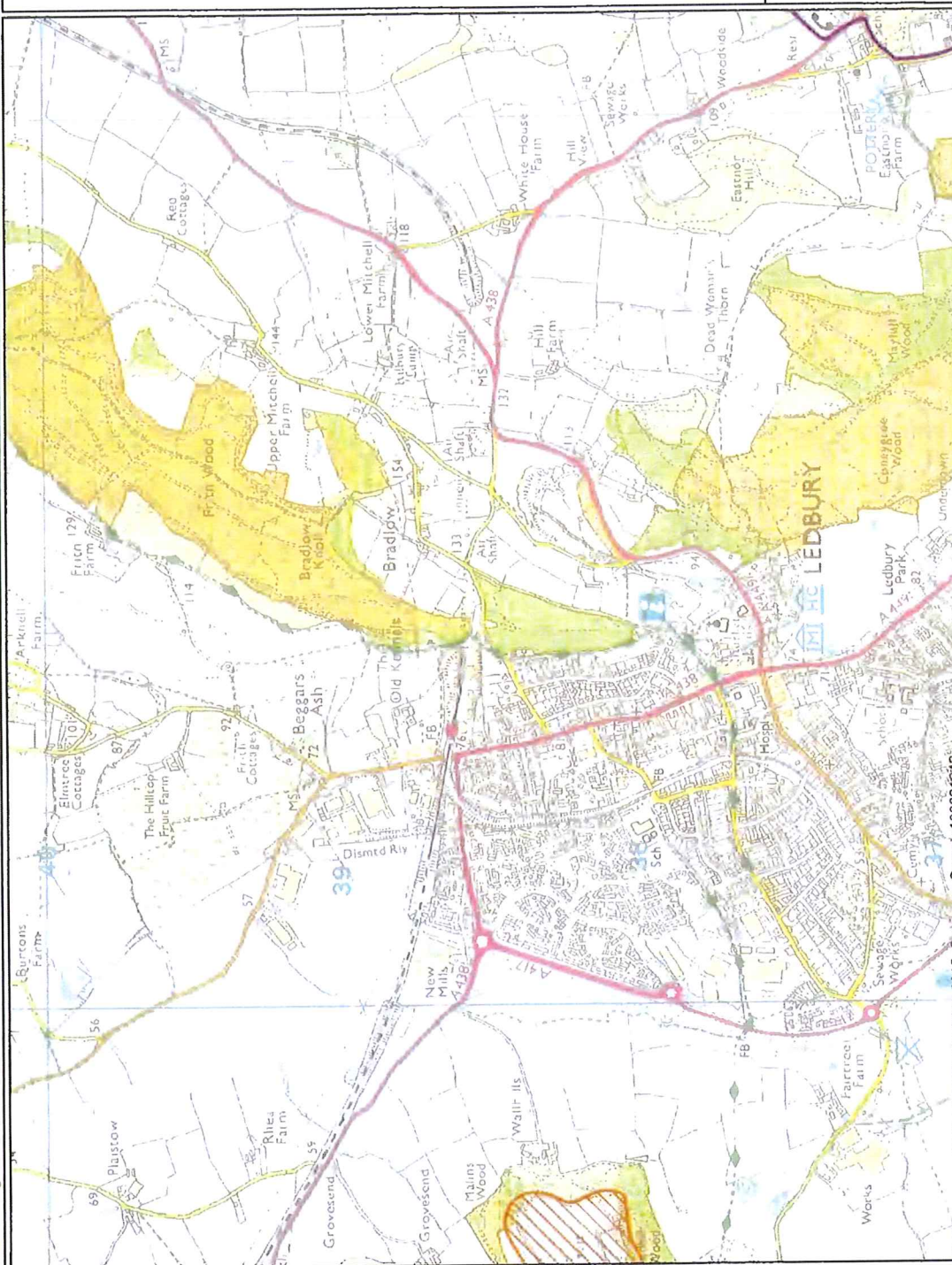
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England

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# Map 2. Dog Hill Wood constraints.



- Forest Services Areas
- Scheduled Monuments
- Ancient Woodland
- Ancient & Semi-Natural Woodland
- Plantation on Ancient Woodland Sites
- Registered Parks and Gardens

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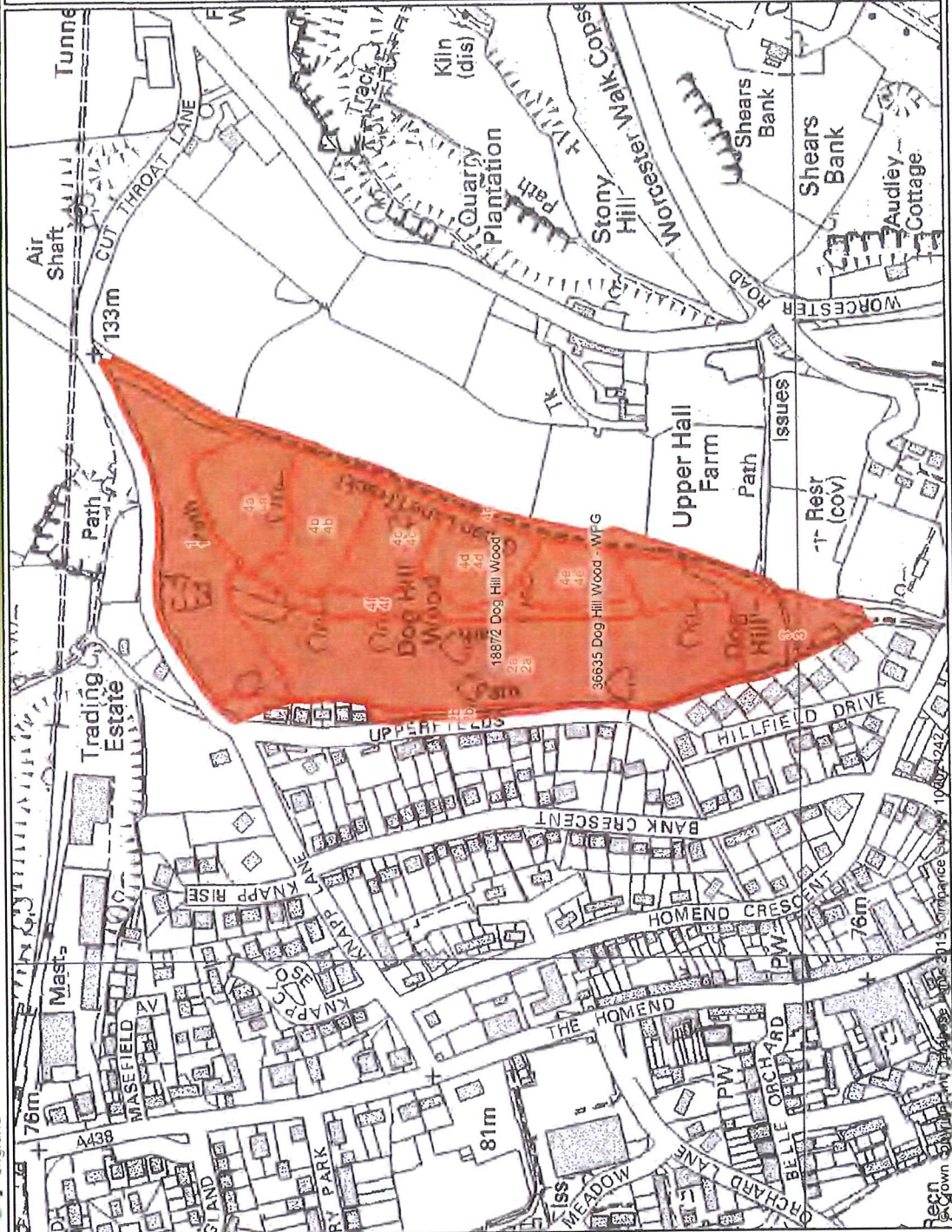
England



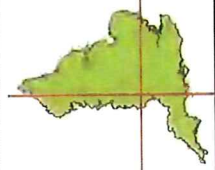
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# Map 3. Dog Hill Wood compartments.



- Forest Services Areas
- EWGS Work Area
- EWGS Case Boundary



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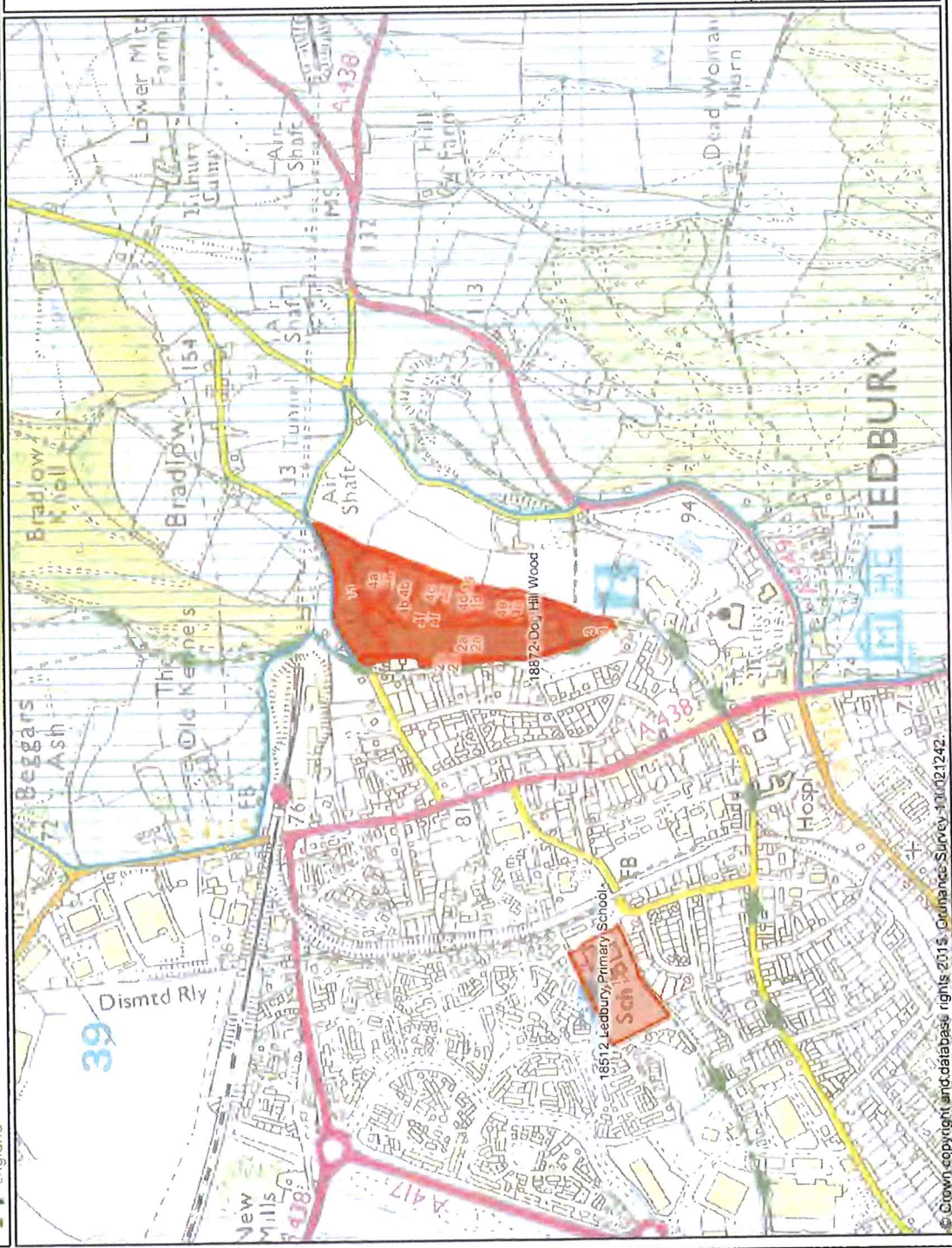
England



# Map 4. AONB area



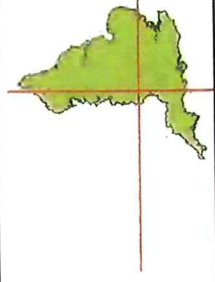
- Forest Services Areas
- AONB
- EWGS Work Area
- EWGS Case Boundary
- FWPS Work Area
- FWPS Case Boundary



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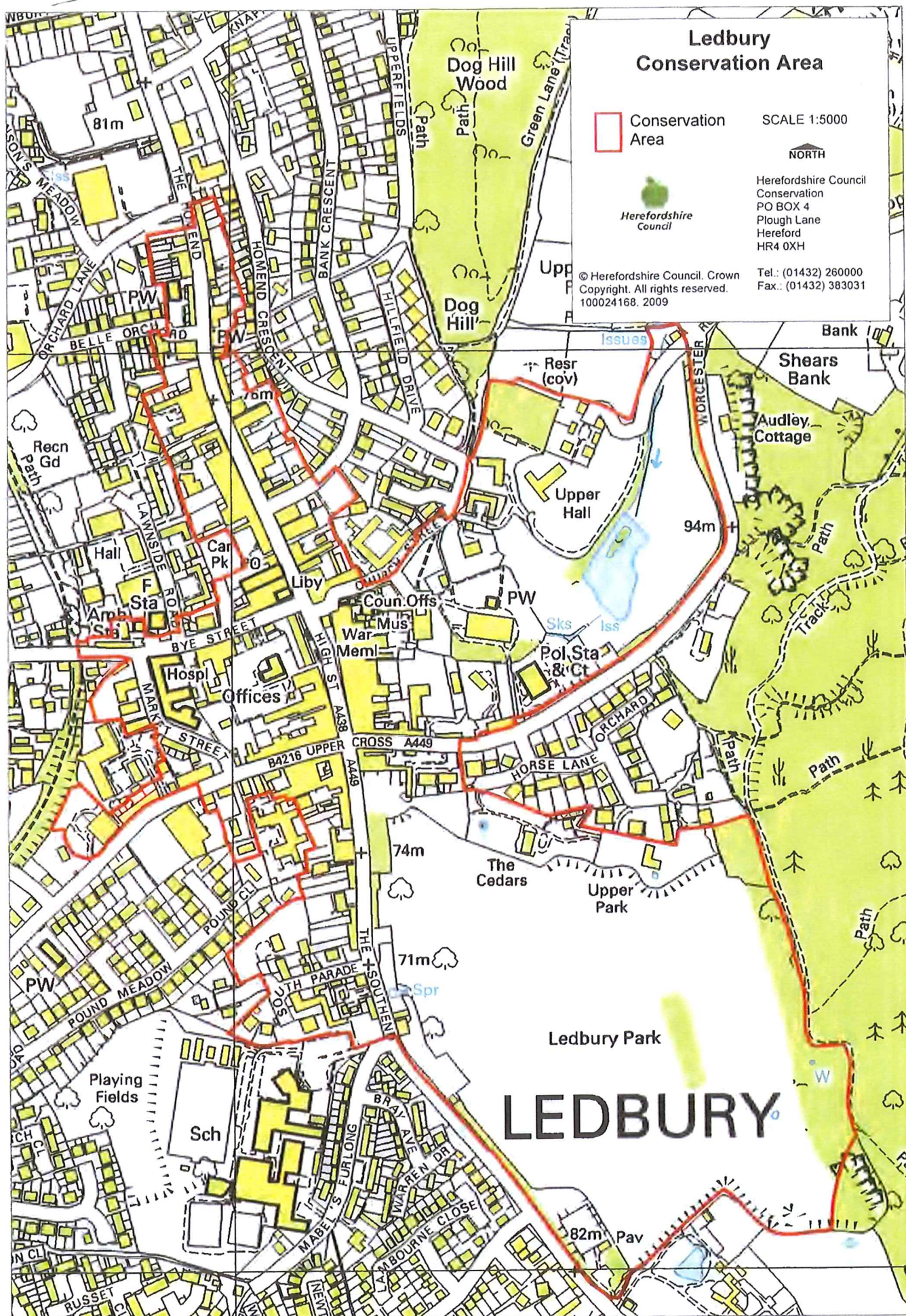
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England

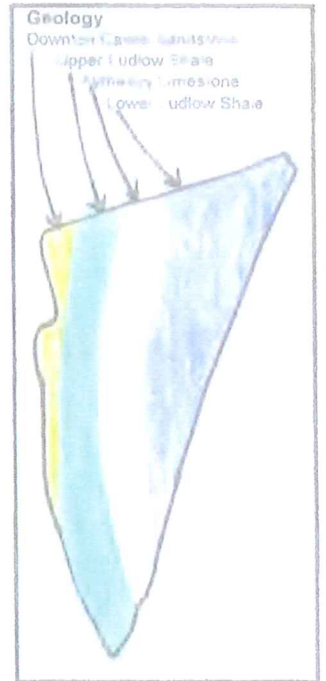
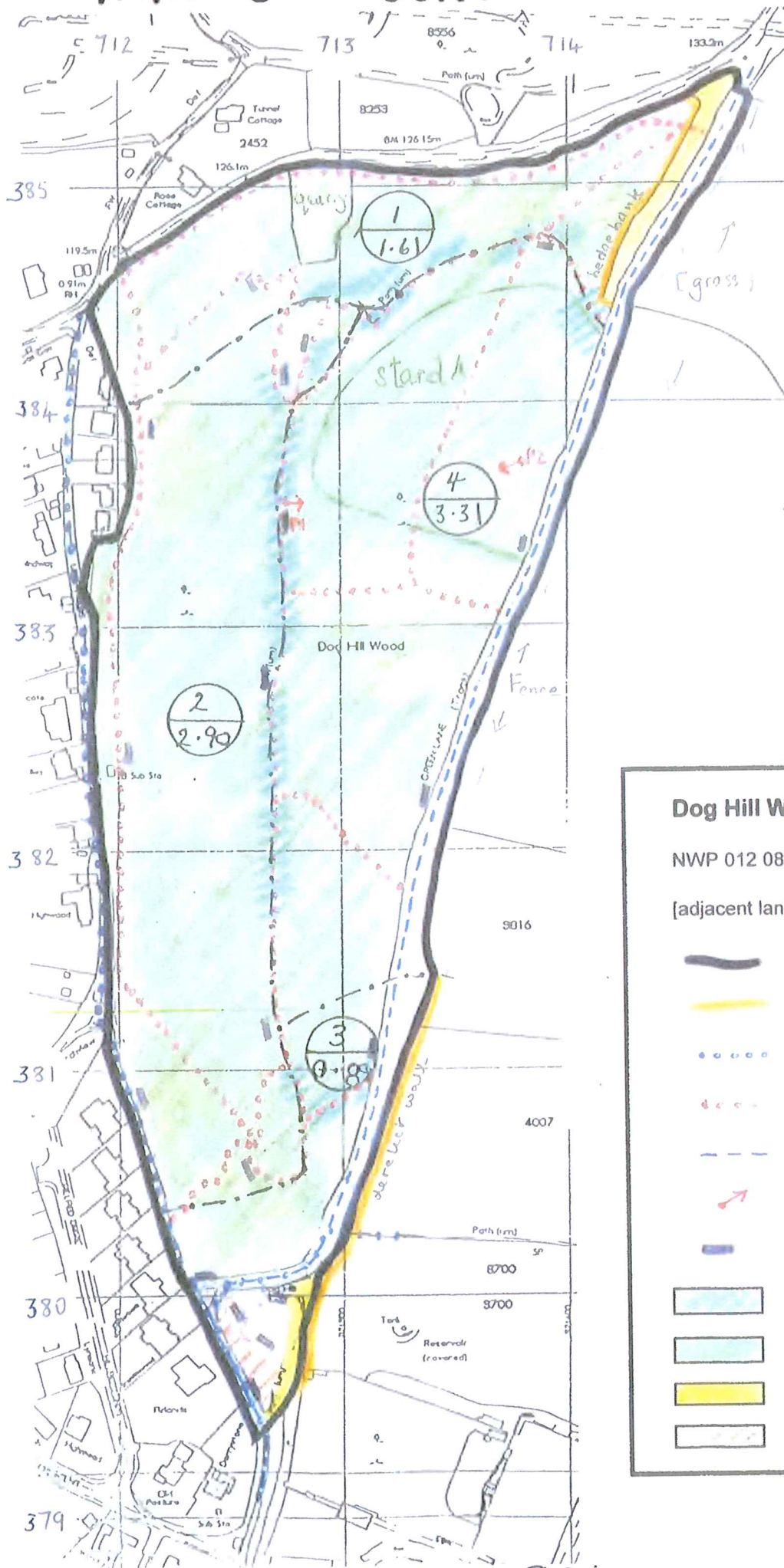


MAP. 5.





# MAP 6- CONSTRAINTS / PATHS



## Dog Hill Wood

NWP 012 083      Scale 1:2500

[adjacent land use]

- site boundary
- old boundaries
- public footpath
- other footpath
- horse riding
- photo
- seat
- Prunus laur & Rhod pont
- ASNW
- OSNW
- grassland/scrub









English Woodland Grant Scheme Contract for Doghill Wood (FLA to plan 36635)

Contract Number 36635

Case Reference 38227

SBI Number 114059568

Date of Approval

31-JUL-2015

Date Last Amended

31-JUL-2015

End of Felling Approval

04-MAR-2025

Forestry  
Commission  
Contact

Bullers Hill Admin Hub  
Forestry Commission  
Bullers Hill  
Kennford  
Nr Exeter  
EX6 7XR  
Tel 0300 067 4960  
email [adminhub.bullershill@forestrycommission.gov.uk](mailto:adminhub.bullershill@forestrycommission.gov.uk)



## CONTENTS

This Contract contains the following sections

Terms & Conditions	For details see page	3 to 7
Parties	For details see page	8
Agent Details	For details see page	9
Payment Details	For details see page	10
General Details	For details see page	11

### Grant Details

Work Schedule	For details see page	13
---------------	----------------------	----

This contract details the following types of felling. By accepting this contract you will be awarded a Felling Licence to carry out this felling work

Thinning	For details see page	12
Maps	For details see page	14
Additional Pages	For details see page	



# EWGS Terms & Conditions

## Introductory Statement

This contract defines the work, grant aid and permissions that have been agreed by Forestry Commission England and the Applicant as part of the English Woodland Grant Scheme.

### 1. Parties to this Contract

This contract is made between the Forestry Commissioners (in all parts of this contract called "us" or "we") and the person or persons listed in the contract (in all parts of the contract called "you" or "the applicant").

### 2. Signing this contract

By signing this contract you agree to be bound by these conditions. We also agree to be bound by the conditions.

### 3. Permission for Felling Areas

Where you have proposed felling trees as part of the contract, the Forestry Commission has considered the felling proposals as a Felling Licence Application. By signing this contract, you agree to carry out any restocking which the Forestry Commission may specify in the contract as a condition of the Felling Licence. The Felling Licence will become active when you approve the contract on-line or receive a paper copy approved and signed by the Forestry Commission on behalf of the Forestry Commissioners.

If the Felling Licence relates to trees that are covered by a Tree Preservation Order (TPO) and the existence of the TPO was not declared by you, then the Felling Licence will not cover the felling of these trees and you may commit an offence by felling them.

### 4. Information

Any general information that you need to give the Forestry Commissioners under this Contract can be given either in writing (and be delivered or sent by post), or by electronic communication to the Forestry Commission at the regional Grants & Regulations offices or National Office Bristol.

If the Forestry Commissioners need to give you general information we will send it either in writing or by electronic communication to you. Unless the Forestry Commissioners have agreed otherwise, they will send it to your address(es) set out in this contract, or to the first of the Applicants named in this contract at the address given for that person.

### 5. Notice

Any formal notice that you need to give to the Forestry Commissioners under this Contract must be given in writing (and be delivered or sent by post, or via electronic means) to the Forestry Commission at the regional Grants & Regulations offices or National Office Bristol.

If the Forestry Commissioners need to give you formal notice, they will send it in writing to you. Unless the Forestry Commissioners have agreed otherwise, they will send it to your address(es) or via electronic means as set out in this Contract, or to the first of the Applicants named in the Contract at the address given for that person.

### 6. Entire Agreement

It is accepted by us and by you that no statement or representation of any nature made prior to the Approval Date, as defined in paragraph 12, will form a term or condition of this contract unless set out in writing in this contract.

By signing this contract, you agree to abide by the conditions and undertakings required to comply with the Rural Development Programme for England, as approved by the European Commission or any EC legislation, in particular Council Regulation 1698/2005.

## General conditions and other permissions

### 7. Restrictions on the land

You must tell us if there are any legal or other restrictions affecting the land, which could prevent you from completing the work or maintaining the work. It is your responsibility to find out whether any such restrictions exist and to obtain any necessary approvals or consents.

If you do not tell us about any restriction that may affect the work proposals then we may terminate the contract, pay no further grants and may reclaim grants paid for work already carried out.

### 8. Funding from other sources

You must tell us if any other public body (including the Heritage Lottery Fund and the European Union) has agreed to fund the work or maintenance or if you are claiming funding from any such body for other work on the land covered by this contract. All grant applications and claims will be "Cross Checked" against other publicly funded grant payments. Where incompatible payments are identified on an area of land, the grant payment or area may be reduced to prevent incompatible payments being made to you. If this happens we will contact you to explain the reasons for any reduction.

### 9. Historic and Archaeological sites

The work you do must not damage or destroy sites identified in the contract as being of historic or archaeological importance. This contract only provides permission to carry out the operations specified in the Plan on sites of historic or archaeological importance.

There is additional protection for Scheduled Ancient Monuments. If English Heritage have identified the need for Scheduled Monument Consent for certain operations in the contract, or you wish to carry out other operations not specified in the contract, you must secure consent from English Heritage before starting any work.

### 10. Sites of Special Scientific Interest, National Nature Reserves, Special Protection Areas, Special Areas of Conservation

You must only carry out operations on these sites that we have agreed in the plan. If you want to carry out other operations that are not agreed in the plan then you must get the necessary permission from Natural England.

### 11. Public access

You must protect all public rights of way over the land. Unless we have agreed otherwise, or the land is "access land" within the meaning of the Countryside and Rights of Way Act 2000, you need not provide any other public access.



## EWGS Terms & Conditions

### Timescale for the contract

#### 12. "Approval Period" to carry out the work

The approval period is the period when work can be carried out. It starts when we sign the contract (the "Approval Date") and expires 5 years after the Approval Date. In order to claim grant, you must carry out our grant-aided work as agreed and submit your claim form to us for that work, together with a map of the area by 31st March of the claim year agreed in the Work Details.

The approval period to carry out tree felling work starts when we sign the contract (the "Approval Date") and expires five years after the Approval Date. Felling permission is granted for ten years from approval date where it is part of an FC approved woodland management plan. Woodland cover must have been re-established within 10 years of tree felling. If you wish to receive any grants that are associated with the felling and restocking approval, you must adhere to the approved financial years for grant payment as set out in the Work Details.

For Woodland Management Grant, operations are approved for the 5 calendar years in which the grant instalments are paid i.e. 1st January to 31st December each year.

#### 13. "Contract Period"

The "Contract Period" is the period of maintenance that you must carry out to meet the conditions of this contract. It starts on the date each grant is paid or, if the grant is to be made in several payments, on the date when the first of those payments is made. The "Contract Period" ends after the following periods, or on such earlier or later date as we may notify to you following an inspection or review of the work to which the payments made under this contract relate.

- \* *Woodland Creation Grants* (for new planting and natural colonisation) - 10 years from the date a first instalment is paid;
- \* *Additional Contributions to Woodland Creation Grants expressly for Public Access* - 30 years from the date a first instalment is paid;
- \* *Farm Woodland Payments*
  - a) For work areas awarded 10 annual payments (new woodland comprising 50% or less by area of broad-leaved trees) - 20 years
  - b) For work areas awarded 15 annual payments (for creating new woodland comprising more than 50% by area of broad-leaved trees) - 30 years;
- \* *Woodland Regeneration Grant* (for restocking by planting or natural regeneration) in respect of each payment - 10 years from the date the payment is made;
- \* *Woodland Improvement Grant*
  - a) Where the contract includes Woodland Improvement Grant payments for public access and the total of these is less than or equal to £10,000 - 10 Years
  - b) Where the contract includes Woodland Improvement Grant payments for public access and the total of these exceeds £10,000 but is less than or equal to £20,000 - 20 Years
  - c) Where the contract includes Woodland Improvement Grant payments for public access and the total of these exceeds £20,000 - 30 Years
  - d) All other Woodland Improvement Grant payments - 5 years;
- \* *Woodland Management Grant* (five annual instalments) - 5 years from the contract Approval Date.
- \* *Interim Woodland Creation Grant* (both establishment and maintenance) - 5 years after the last payment.

### Claiming Grant

#### 14. Woodland Management Grant

For contracts that include Woodland Management Grant, we take signing this contract as your claim for all 5 instalments of Woodland Management Grant. There will be no need to claim for the grant using a claim form. Each year you may need to declare, by 15th May at the latest, continued compliance with the Woodland Management Grant conditions to ensure ongoing payment.

#### 15. Standards of work expected and maintenance

All work must be done in accordance with this contract. If essential operations i.e. work vital for achieving the stated outcomes of the contract, are not completed in accordance with the Plan then we may withhold grants for other operations or terminate the contract.

You must carry out the operations specified in the contract and all subsequent maintenance to achieve the expected or desired outcomes with due care, skill and diligence in line with advice given in our current best practice guidelines and the UK Forestry Standard published at the time that the work was approved by us. You must ensure that the work carried out is maintained to the end of the "Contract Period".

It will be your responsibility to carry out any necessary maintenance to ensure that the work specified in the contract is successful.

We will not be held liable for any advice that may be given to you (other than that given by us) in this respect during the period of the contract.

We will not be liable for the effects of adverse weather, fire, pests or acts of God. It is your responsibility to utilise suitable skills and resources to complete the operations agreed in the contract.

#### 16. Rates of grant to be paid

Subject to Conditions 22-27 and to your compliance with the remaining conditions, we will pay you grants of the types specified in this contract, so long as the work is done to our reasonable satisfaction. We will work out the payments using the rates quoted in this contract, except:

- \* In the case of Farm Woodland Payments where the rate payable will be that which is current at the time of each payment. On set-aside land the Farm Woodland Payment rate will be reduced by an amount equal to the set-aside payment rate;
- \* For Farm Woodland Payments, non-farmers will be capped at a maximum payment of €150 per hectare per year, based on the sterling-euro exchange rate on the 31st December each year;
- \* The area over which grant may be paid could be adjusted either up or down to account for more accurate land measurement such as Rural Land Register updates.

#### 17. Who will be paid grant

Any grants we decide to pay you will be paid to you or your agent via BACS, as set out in the Paying Grants section of this contract.

#### 18. Area over which we will pay grant

The area over which we will pay grant will be based on the area we measure when we receive your grant claim, provided the claim is on land approved in the contract and the area does not exceed that approved in the contract.



## EWGS Terms & Conditions

### 19. Date by which you must claim grants

You must carry out the work agreed in the Work Details and submit your claim form to us for that work, together with a map of the area by 31st March of the claim year agreed in the Work Details, unless we agree a change to this contract. If you do not submit your claim by this date, no right to payment will arise under this contract and we will only pay grant at our absolute discretion.

### 20. Changes to the work

You cannot change the work approved in this contract unless we agree and approve the change with you in advance, in writing or by e-mail. Approval of any requested changes to the approved contract is at our discretion.

### 21. Inspection

You must let us, our officers, Rural Payments Agency officers or other persons authorised by us to enter the land at all reasonable times during the Contract Period to check that you are keeping to this contract. Failure to allow or obstructing an inspection may result in refusal to pay grant or reclaim of grants already paid with interest.

### Termination of the Contract

#### 22. Terminating the contract - general grounds

We may terminate this contract immediately if:

- \* You do not keep to any Condition of this contract;
- \* You have not repaid any grant within three months of a written demand;
- \* Any material information you gave us when you made this contract is false, misleading or incomplete;
- \* Any material information you gave us when you make your claim for grant is false, misleading or incomplete;
- \* You are declared bankrupt or make a composition or arrangements with, or grant a trust deed for your creditors, or go into liquidation (other than a members voluntary liquidation).

Before we terminate the contract or ask you to repay grant, we will give you notice of the reasons for termination of your contract. If we consider that the situation can be put right, we will give you the opportunity to put the situation right, within the time that we specify.

It will be possible to terminate the contract at other times by mutual agreement. If you wish to terminate the contract during the contract period described in paragraph 13 but the work you have done will not achieve the purpose for which it was grant aided, we may, before we agree to termination, require you to repay part or all of the grant paid to you together with interest at the rate set from time to time by HM Treasury.

#### 23. Stopping occupying the land

You must inform us if you stop occupying the land, or any part of it to which the contract applies. This contract may not be assigned to a subsequent owner (or anyone else) without our permission.

New occupiers must notify their interest to take on the contract within three months of purchase. After that, agreement to take on the contract is at our discretion and we reserve the right to alter the work details and contract conditions with the new occupier.

**In the event that the contract conditions are not fulfilled, we will reclaim grant with interest from the grant recipient, irrespective of whether they occupy the land or not. We recommend outgoing occupiers set up private agreements to transfer liabilities during land sale.**

#### 24. Terminating the contract if the approved work will have an adverse effect on the environment

If, following the Approval Date, we become aware of information or there is a change of circumstances as a result of which it appears to us that any work, which has not been completed, should no longer be approved for the purposes of this contract because:

- \* the work is not permitted by, or would only be permitted if formally approved under environmental law; or
- \* giving a grant towards the carrying out of the work would not be consistent with our statutory duties with regard to the environment,

and we notify you accordingly; then the contract shall apply, with any necessary adaptation, only to the work completed at the date of their notice.

If we give you the option of either making changes to the work or maintenance or terminating the contract, we shall notify you of the changes we are asking you to make. We will provide you with details of how future grant payments would be calculated if you choose to make the changes requested. We will tell you the amount of grant that will be paid to you in respect of works already carried out if you choose to terminate the contract.

If you do not notify us that you either wish to carry out the specified changes or to terminate the contract within 28 days of our notification to you of the information described in the preceding paragraph, we may terminate the contract with immediate effect.

In accordance with this Condition, if either you or us terminate the contract, grant will be paid to you in respect of work carried out before the date of termination but no further payments will be made under this contract.

#### **If the work does not meet the conditions of the contract**

##### 25. Withholding grant payment

If you do not carry out the work or maintenance to the standards and timescale set out in Conditions 15 and 19, we may withhold payment of grant. Where we withhold the grant, we will explain our reasons for doing so and give you an opportunity to put it right (where reasonable to do so) before re-submitting the grant claim.

##### 26. Repayment of grant

Where you do not carry out the work or maintenance to the standards and time scale set out in Conditions 15 and 19 and cannot or have not put the situation right, we will require you to repay grant with interest for areas that have not been successful. The interest will be charged from the date the problem was first identified to the date the repayment invoice is raised.

If you are asked to repay grant, we may deduct this amount from any grants you are due now or in the future under this or any other agreement or contract with us.



## EWGS Terms & Conditions

### 27. Repayment of grant on termination

If this contract is terminated we will not pay any more grant to you under this contract.

If the contract is terminated because you stop occupying the land or any part of it for any reason, and the work is not successful for what would have been the rest of the contract period, you will be liable to repay any grant you have received together with interest at the rate set from time to time by HM Treasury. The interest will be charged from the date the payable order was issued until the date that we write to seek reclaim unless we agree otherwise.

Liability for grant repayment remains with the grant recipient until the end of the contract period, even if they no longer have an interest in the land.

### 28. Withholding grant against other RDPE Schemes

If you are required to repay grants under any other grant scheme within the Rural Development Plan for England, part or all of your EWGS grant claim may not be paid to you but may be used to repay what you owe to the Rural Payments Agency.

Similarly, if you have to repay grant under this contract, it may be collected via other grant schemes under the Rural Development Plan for England.

### 29. Penalties

In addition to the withholding or repayment of grant under conditions 25 to 28, a penalty may be applied in the following circumstances:

- \* Intentional false declaration during the application or grant claim - will result in exclusion from support under the EAFRD and any grants paid under the scheme will be recovered;
- \* Over-claiming grants by <3% of the correct amount - the grant payment will be reduced by the difference between the amount claimed and the correct amount;
- \* Over-claiming grants by 3-20% of the correct amount - the verified amount of grant due will be reduced by twice the difference between the claim and the correct amount;
- \* Over-claiming grants by >20% of the correct area - no grant payment will be made for grants due that year under this contract.

You can correct an obvious error in the application or claim at any time after submission. The obvious error must be recognised as such by us and will be detected from information given in the application or claim form. Cases that meet these criteria will not result in a reduction of payment. Errors discovered after notification of an inspection or during an inspection will not be treated as obvious errors.

### 30. Cross Compliance

Breaches of cross-compliance requirements as set out in the Cross Compliance Handbook may result in a reduction of Farm Woodland Payment and / or Woodland Management Grant, even if the breach occurs on another part of the holding. The level of reduction will depend on the severity, extent and permanence of the breach as set out in the cross compliance regulations.

### 31. Order in which penalties will be applied

Penalties will be applied in the following order, with each successive reduction being based on the amount resulting from the previous reduction:

- \* Over-claiming land area;
- \* Non-respect of eligibility criteria;
- \* Cross compliance.

### **Grants for Public Access**

#### 32. Public Access

If grants are paid for public access you must, from the date of payment of that grant let the general public, free of charge, have access to walk between dawn and dusk over the part of the land the grant is paid for. This access must be permitted for the following periods, dependant on the type and value of grant paid:

(a) Public access Additional Contribution under the Woodland Creation Grant - 30 years;

(b) Woodland Improvement Grant for public access:

- \* Up to and including £10,000 - 10 years;
- \* Up to and including £20,000 - 20 years;
- \* Over £20,000 - 30 years.

Appropriate signage must be provided and/or maintained to ensure that members of the public are aware of this access permission. The public can only be excluded in circumstances agreed in the Plan of Operations.

Details of the public access agreed may be published in written or electronic form by the FC, or anyone we approve to do so.

### **General Contract Clauses**

#### 33. Compliance with Rural Development Regulations

The English Woodland Grant Scheme is partly funded by European Agricultural Fund for Rural Development (EAFRD) as part of the Rural Development Plan 2007-2013 and is therefore subject to the associated EU regulations including Cross-Compliance.

The regulations may change during the life of this contract. If any changes affect you, we will contact you and let you know what you need to do. If changes to the regulations are not acceptable to you, then you have the right to terminate the contract subject to you informing us within 28 days of the notification. If you terminate you must meet all your obligations in respect of grant aid received to date, and any felling licence conditions included within the contract.

#### 34. Disputes

If we disagree with you about whether or not you have kept to the contract, or about the standard or extent of the work done, either party may ask for the matter to be decided by an arbitrator chosen from a panel of arbitrators agreed jointly by you, us and the Institute of Chartered Foresters. You or we must give notice of this action to the other party. If you and us cannot agree to a suitable person within one month after notice, the President of the Institute of Chartered Foresters will appoint the arbitrator. Any other dispute shall be submitted to the courts in accordance with clause 37.



## EWGS Terms & Conditions

### 35. Force Majeure

You must tell us within 10 days of an incident if, as a result of: an act of war, terrorism, an epidemic, a disease affecting woodlands or catastrophic weather (which could not reasonably have been expected to take place during the period of the contract), you are unable to complete or maintain the work set out in the contract. We will then discuss and agree with you certain measures such as:

- \* a longer period in which to complete the work;
- \* a reinstatement plan where this is possible;
- \* acceptance by us of a lower standard of work.

We will not seek repayment of grants for work that was carried out satisfactorily but which is subsequently adversely affected by events described above, providing that you have made a reasonable effort to minimise the impact or make good the damage.

Where the events described above mean that we are unable to pay grants, we reserve the right to reschedule the years in which grants can be claimed.

If the event that storms, fire or disease have a significant impact on the woodland(s) covered by the Plan, we reserve the right to review the Plan with you and to modify or remove operations that are no longer appropriate.

### 36. Disclosure of information and publicity

Defra is the data controller in respect of any personal data that you provide to the Rural Payments Agency. Your personal information will be protected in line with the Data Protection Act 1998. The information will be used mainly to support the application to which it relates. The information may also be used in line with the Data Protection Act, for other purposes as explained in scheme guidance and on the Access to Information pages on the RPA website. If you have any questions please contact the Customer Service Centre.

EC legislation (Council Regulation (EC) No. 1290/2005 and Commission Regulation (EC) No. 259/2008) requires the UK to publish details of recipients of CAP subsidy payments on a single website containing:

- \* trading title (ie the name in which the claim is made);
- \* payments for the year broken down into SPS and related payments, and Rural Development Programme payments, local town and the first three or four digits of the recipient's postcode.

You agree that all information about participation in the English Woodland Grant Scheme and this Contract, including information in your application and grant claims and any other relevant information may be made public.

A list of all the beneficiaries receiving EU grant aid will be published annually. The list will include the name and address of the beneficiary, the operations supported and the amount of grant received.

Any promotional information you produce must acknowledge the grant aid received from the Forestry Commission.

Contracts with a total value over £30,000 for all grants except Farm Woodland Payments and Woodland Management Grant must have plaques erected on site. The plaques will acknowledge the grant aid received from the Forestry Commission via English Woodland Grant Scheme and acknowledge that the EU and Defra provide the funding. We will provide the plaques and agree where they must be located.

Contracts with a total value over £250,000 for all grants except Farm Woodland Payments and Woodland Management Grant must have a board of minimum size A2 erected on site. The board must include details of the scheme, acknowledge the grant aid received from the Forestry Commission via English Woodland Grant Scheme and acknowledge that the EU and Defra provide the funding. We will agree the design and location of the board before it is produced and erected.

### 37. Governing law

This contract will be governed by the Law of England and subject to the jurisdiction of the courts of England.



Property Name Doghill Wood (FLA to plan 36635)

Contract Number 36635

Case Reference 38227

### PARTIES TO THE CONTRACT

Forestry Commission

Approved by Tracy Beattie

Date 31-JUL-2015

For and on behalf of the Forestry Commissioners

### Applicant(s)

Person Mrs Karen Mitchell  
Organisation  
Address Town Council Offices, Church Street  
Ledbury  
HR8 1DH  
Phone 01531 632306  
E-mail ledburytowncouncil@ledbury.net  
Forestry  
Commission to  
send  
Documents by Letter

#### Roles in this contract

Owner

Main Applicant

The agent on this case is permitted to carry out the following actions on this contract :-

Claim Grants	Yes
Sign Contracts	No
Apply for and agree amendments to contract	No
Agree changes to payee details	No

Signed electronically Karen Mitchell  
Date of Approval 31-JUL-15

Signed for the FC by Tracy Beattie

Date 31-JUL-15



Property Name Doghill Wood (FLA to plan 36635)

Contract Number 36635

Case Reference 38227

AGENT DETAILS

Managing Agent

Person Mr Guy Tustin  
Organisation  
Address White Rose Cottage  
Parkway  
Ledbury  
HR8 2JD  
Phone 01531 631021  
E-mail  
Forestry  
Commission to  
send documents by Email

Roles in this contract  
Agent  
Primary Contact



Property Name Doghill Wood (FLA to plan 36635)

Contract Number 36635

Case Reference 38227

### PAYMENT DETAILS

The bank account to which payment will be made will be that associated with the SBI for this agreement.



Property Name Doghill Wood (FLA to plan 36635)

Contract Number 36635

Case Reference 38227

## GENERAL DETAILS

Refer to Plan of Ops ref plan - 36635



Property Name Doghill Wood (FLA to plan 36635)

Contract Number 36635

Case Reference 38227

## GRANT DETAILS

### Felling

Thinning				
Cpt/ Sub-Cpt	Total Area (Ha)	Area of Work (Ha)	Conditional/ Unconditional	End of Felling Approval
1	1.47	1.47	Unconditional	04/Mar/2025
2a	2.70	2.70	Unconditional	04/Mar/2025
2b	0.27	0.27	Unconditional	04/Mar/2025
3	0.76	0.76	Unconditional	04/Mar/2025
4a	0.62	0.62	Unconditional	04/Mar/2025
4b	0.57	0.57	Unconditional	04/Mar/2025
4c	0.49	0.49	Unconditional	04/Mar/2025
4d	0.50	0.50	Unconditional	04/Mar/2025
4e	0.36	0.36	Unconditional	04/Mar/2025
4f	0.50	0.50	Unconditional	04/Mar/2025
4g	0.53	0.53	Unconditional	04/Mar/2025
<p>Refer to the plan of operations.</p> <p>Continue with phased rotational coppicing and thinning to favour recruitment of hazel coppice and some other canopy species other than ash to improve species diversity and reduce ash element but recruit species less susceptible to squirrel damage. Reduce winter cover for squirrel and where possible instigate management on their populations.</p> <p>When routinely thinning retain a proportion of older growth specimen trees of favourable habitat for bats and buffer any trees that contain bat roosts in line with EPS guidance.</p> <p>Continue with annual management operations to manage open space, non natives and safety inspections.</p> <p>In cpts 1 to 3 thin canopy species to 60% stocking. In cpt 4 thin canopy to promote coppice regrowth and a number of new cohorts of maiden trees to develop into future standards.</p>				



Property Name: Doghill Wood (FLA to plan 36635)

Ref: 38227

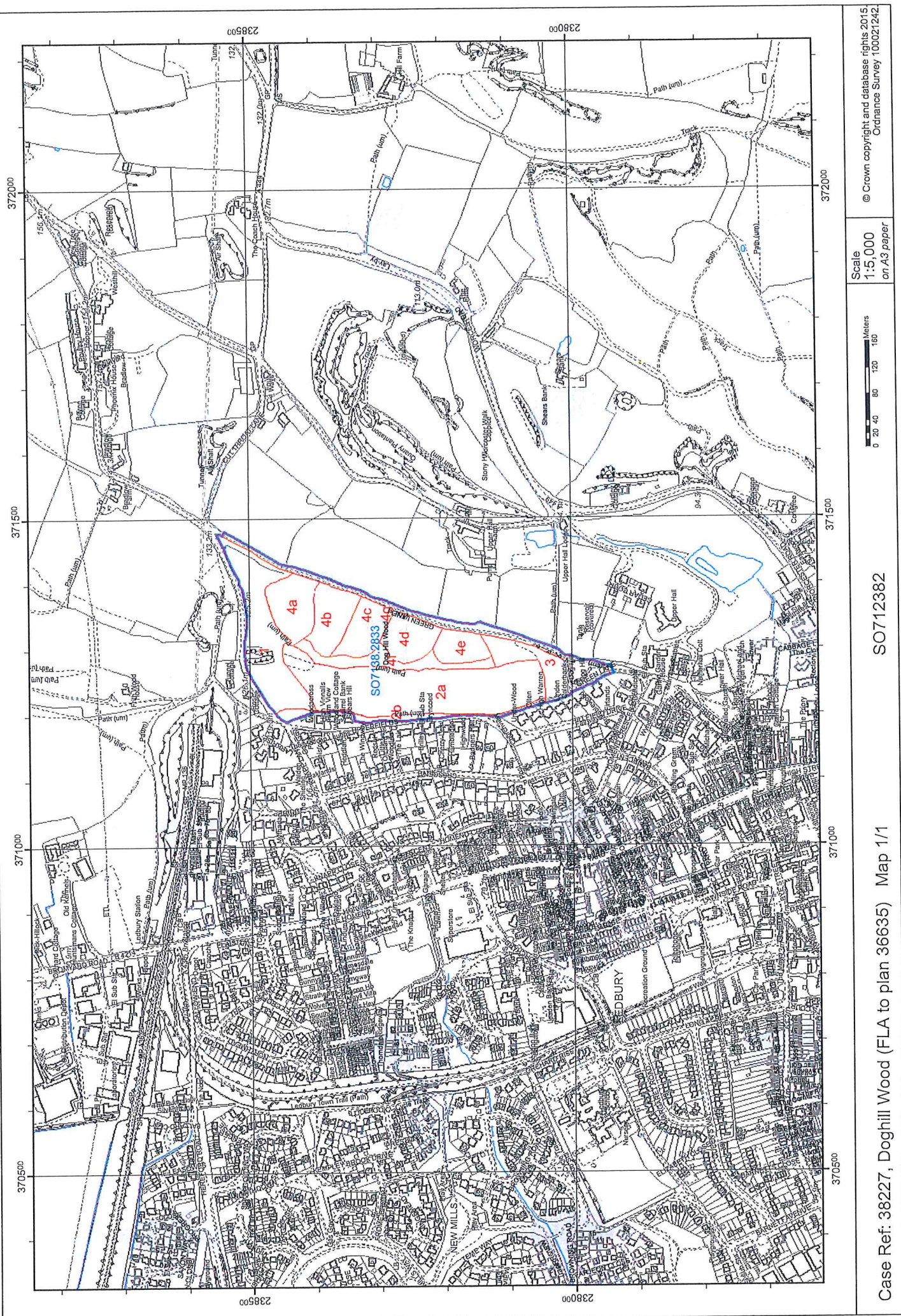
WORK SCHEDULE

Only the first seven years of grants will be shown but totals will be correct.

Fund	Work Item Desc.	SubCpt	Parcel Ref	Payment	Total
Felling License Application	Thinning	2a, 1, 4a, 4f, 4d, 2b, 3, 4e, 4b, 4g, 4c	SO7138.2833		
Annual Totals					

995







## LEDBURY TOWN COUNCIL

ENVIRONMENT & LEISURE COMMITTEE	20 JANUARY 2022	ITEM NO. 13
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Report prepared by Julia Lawrence, Deputy Town Clerk

### **ASBESTOS SURVEYS FOR LEDBURY TOWN COUNCIL PROPERTY**

#### **Purpose of Report**

The purpose of this report is to provide Members of the Environment & Leisure Committee with quotations received in respect of carrying out an asbestos survey of all buildings owned by the Town Council.

#### **Detailed Information**

At the November 2021 meeting of the Environment and Leisure Committee, the Clerk presented a Land Valuation Report to the Committee. In that report John Goodwin, Estate Agents, recommended that if there was not one available, Ledbury Town Council should obtain an asbestos survey on all the buildings owned by the Town Council. Officers have been unable to locate any asbestos surveys that have been carried out in the past and subsequently the Deputy Clerk was instructed to obtain quotes for this work.

In December 2021, the Deputy Clerk approached several companies with a specification to undertake asbestos surveys to the Council Offices, the Market House and the Chapel, New Street. Normally, the mortuary would also be included in this exercise but Ledbury Funeralcare (Co-op) who lease the mortuary automatically carry out an asbestos survey themselves. However, at a meeting with the Council's Health & Safety consultants the Clerk was advised that the Council, as a landlord, have a legal responsibility for ensuring they have carried out an asbestos survey and this will need to be taken into consideration when considering the quotes below.

When selecting the companies, the following criteria was taken into consideration:

- Ensuring surveyors were competent to carry out the work required. In particular, in line with the HSE (Health and Safety Executive), using accredited or certified surveyors for asbestos surveys.
- Have sufficient training, qualifications, knowledge and experience. Having a knowledge of asbestos products, e.g. their nature, uses, sampling techniques, and also knowledge of building construction, construction methods and the various uses of buildings.
- Surveyors should be aware of the different forms of building construction (i.e. system build, traditional) and how construction techniques affect asbestos use.
- It is a requirement of HSG264 (Asbestos the Survey Guide) that all surveying organisations have a quality management system.
- Ensuring that companies have appropriate accreditation.



## **Company A**

The company was incorporated in 2005 and is based within the county of Herefordshire. Whilst a relatively small company of nine staff, six are fully qualified surveyors with over 70 years of collective survey experience. All surveyors have been trained by NATAS (National Asbestos Training Accreditation Scheme) and achieved the BOHS (British Occupational Hygiene Society) P402 (covers surveying and sampling strategies for asbestos in buildings)/BOHS P405 (covers asbestos management in buildings) and some have gained the RSPH Level 3 certification, which is a training goal for all surveyors.

The company has worked on a number of projects with clients including Herefordshire Housing (providing surveys on well over 6000 domestic dwellings and up to 3000 additional structures), Marches Housing, Wye Valley Group (carrying out refurbishment and/or demolition surveys, which are required to be undertaken prior to major refurbishment or demolition work), Herefordshire Council (registered as Consultants to Herefordshire Council supporting them with term contracts), Interserve (providing Annual Asbestos Awareness Training) and the MOD. They have carried out survey work at various locations including Great Brampton House, Stanley Hotel, Kerry Ingredients and Flavourings Site, Amcor, Caerphilly District Miners Hospital and numerous domestic properties.

In accordance with the ASG (Asbestos Survey Guide), due to the nature of the work, this company always provides two surveyors to carry out the works. The company believes that "two pairs of eyes are better than one!"

Accreditations include CHAS (Accredited Contractor), Constructionline Approved and Safe Contractor Safe PQQ - Verified.

As noted above, this company will be providing two lead surveyors (BOHS P402/P405) to attend site for up to 2 days to undertake the Asbestos Management Survey, prepare RAMS and will be undertaken in accordance with HSG 264. Below ground services and confined spaces have not been allowed for. Up to 50 samples have been allowed for to be sent to Scopes AAS Ltd (UKAS No. 2707).

## **Company B**

This Company has been running since 2007 and is based within the county of Worcestershire. Due to the size of the company, whilst it is not accredited by UKAS, it does hold Construction Line Accreditation. Nevertheless, the company has worked for many large companies over the years as well as local authorities and educational establishments. They also undertake works on the recommendation of most of the Estate Agents in Ledbury on behalf of their clients.

The company holds all necessary insurance for undertaking asbestos surveys. Their surveyors are also BOHS P402 and P405 accredited all with over 15 years' experience in asbestos surveying and construction Health and Safety at Work. The Company's Director has over 25 years' experience in Construction Health and Safety, Demolition and Asbestos Works and over 30 years' experience in construction.



The survey would be carried out by two accredited lead Asbestos Surveyors working as a pair, who would go round all the buildings together to get over lone working and also act as a second pair of eyes on the works. It is hoped that all works will be completed within one day.

This company has allowed for up to a maximum of 10 samples per building but in reality believe this is going to be less unless there has been significant renovation works that have been carried out during the asbestos period of the buildings.

The quotation does not include undertaking any investigation into floor slabs, ground investigation works, obtaining Enviro check documents or on-site drainage and these would probably be best dealt with as a part of any ground investigation works and/or drainage site strategy works for the site.

### **Company C**

This Company was established in 2003 with the objective of offering a broad, high quality environmental consultancy service and help businesses comply with asbestos regulations. Since 2003, this company has achieved consistent growth within the Asbestos Consultancy section in that in 2017 it started working in Europe. The business started as a two-person team based in Hereford, and its head office is still in Herefordshire, and has now grown to a multi-departmental organisation, now working throughout the UK and Europe.

This company works across a variety of sectors providing asbestos surveys, consultancy and management services and this includes many public sector organisations including Housing Associations, NHS Trusts and Local Authorities as well as private sector clients including factories and manufacturing, high street retailers and domestic clients. On a local level, they have worked with Herefordshire Council, Balfour Beatty, Hereford Cathedral, RRA Architects and Phipps & Pritchard.

The surveyors undertaking the work all have a minimum of BOHS P402 and a minimum of two years' experience. All surveyors are signed off under the UKAS accreditation. The company has confirmed that a team of two surveyors will undertake the work and all surveys will be carried out in line with HSE guidance HSG264 and will be completed within two days.

The company is ISO17020 UKAS accredited; CHAS (Accredited Contractor), Constructionline Approved and a Certified ISO 9001 2015 Company.

In summary, based on the above information, any of the three companies would be competent to carry out asbestos surveys on the properties.



### **Financial Implications**

A summary of costs are shown below and are exclusive of VAT.

<b>Company</b>	<b>Council Offices</b>	<b>Market House</b>	<b>Chapel, New Street</b>	<b>Mortuary</b>	<b>Total</b>
A	£400.00	£200.00	£100.00	£150.00	£850.00
B	£325.00	£225.00	£250.00	£250.00	£1,050.00
C	£325.00	£275.00	£225.00	£175.00	£1,000.00

### **Recommendation**

That members of the Environment & Leisure Committee receive and note the information given in respect of carrying out asbestos surveys for Ledbury Town Council properties and instruct the Deputy Clerk to appoint one of the companies, detailed above, to proceed with the surveys, noting that as a landlord, a survey should also be carried out on the Mortuary, despite the fact that the Co-op has obtained their own survey.



## LEDBURY TOWN COUNCIL

ENVIRONMENT & LEISURE COMMITTEE	20 JANUARY 2022	ITEM NO. 14
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Report prepared by Julia Lawrence, Deputy Town Clerk

### **MEMORIAL BENCH**

#### **Purpose of Report**

The purpose of this report is to ask Members of the Environment and Leisure Committee to give consideration to installing a memorial bench in memory of a local resident.

#### **Detailed Information**

##### Memorial Bench In High Street, Ledbury

Ledbury Town Council has received a request from a local resident seeking permission to erect a memorial bench in memory of her late husband. In particular, the resident has asked if a bench could be installed in the High Street, either in front of the Alms Houses or in front of the Market House, near the bus stop.

The Deputy Clerk met with the resident and advised that subject to obtaining permission from the Committee and Herefordshire Council, that Ledbury Town Council ('LTC') would be able to provide a bench. All that remained was for the resident to provide a plaque.

There is space to install one of LTC's benches outside the Alms Houses as shown by the photograph more so than outside the Market House. Due to the limited space on the pavement in front of the Market House, and from a safety perspective, it would not leave sufficient space for people waiting to catch a bus.

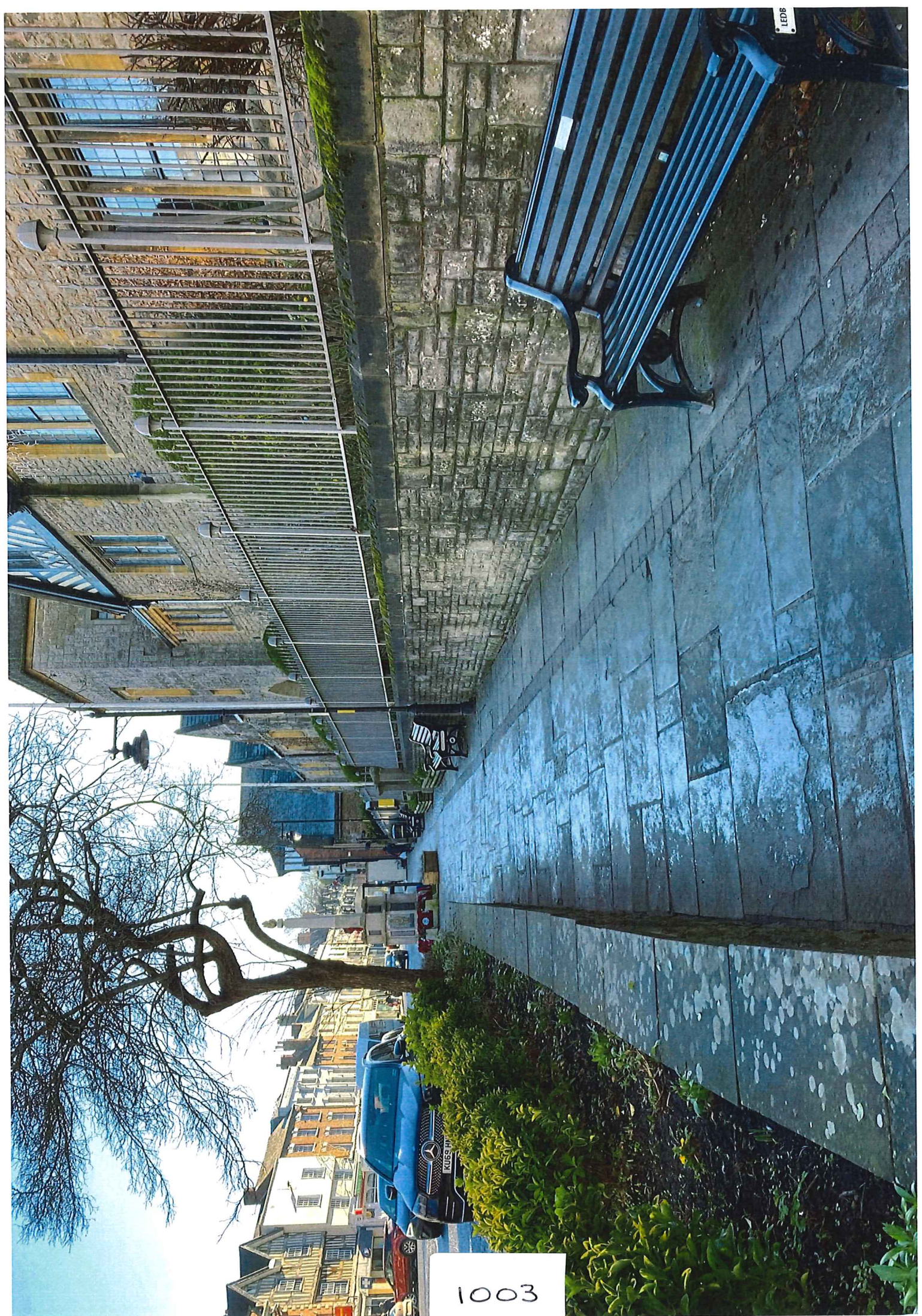
#### **Recommendation**

That members of the Environment & Leisure Committee give consideration to Ledbury Town Council installing a bench outside the Alms Houses and for the resident to provide a plaque, which would be mounted on the bench by LTC's Maintenance Operative, subject to permission to install the bench being granted by Herefordshire Council.









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**CONFIDENTIAL**

**LEDBURY TOWN COUNCIL**

<b>ENVIRONMENT &amp; LEISURE COMMITTEE</b>	<b>20 JANUARY 2022</b>	<b>ITEM NO. 15</b>
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Report prepared by Julia Lawrence, Deputy Town Clerk

**DIGITAL MAPPING FOR LEDBURY CEMETERY**

**Purpose of Report**

The purpose of this report is to provide Members with information in respect of a Digital Mapping system that is available in respect of the Cemetery in Ledbury.

**Detailed Information**

At present, all the documentation to purchase and record a burial plot at Ledbury Municipal Cemetery is done via Rialtas Business Suite ('RBS') software. This includes checking information received from the Funeral Director and then obtaining approval from Ledbury Town Council in order that the deceased can be interred. There is no facility to search for a plot on the existing software, this can currently only be done by using the map which is mounted on a board or by searching the cemetery itself.

The current system of searching for a plot is time consuming and officers consider that this could be improved by the introduction of an electronic mapping system to locate plots.

In order to improve access to the location of plots, a specialist company, Pear Technology, were contacted to provide information on a digital mapping system which would allow Ledbury Town Council to update its cemetery records and make them available electronically and reduce search times.

Ledbury Town Council currently has 13 books of burial records which provide records of all burials at Ledbury Municipal Cemetery. Records are kept electronically and records are broken down into the different areas within the cemetery. For example, Garden of Rest, New Area, Old Area. Each of these areas have their own referencing system. However, as stated above, the current electronic storage does not provide for record searches.

Apart from two large hand-written plans of the cemetery, shown at Appendix A, and individual plans for dedicated areas, as noted above, these are the only hard copies showing the locations of plots (a copy of these is held in the Council offices and one in the Cemetery office). In the event of a fire/flood or for whatever reason, should these plans (or any other documents) get destroyed, then we would have no record at all, hence why it is imperative that we get the Cemetery mapped digitally. Please note that the two large hand-written plans are too large to be stored in a fire-proof safe.



It is important to note that this mapping software is also compatible with RBS, so should we want to obtain further information, then we will have the capacity to do this.

Due to the very specialised nature of this work, and the size of the Cemetery in Ledbury, it is not something which we can put out to tender and obtain several quotations in return. Pear Technology was established in 1995 and is a licensed partner with Ordnance Survey. Pear Technology has around 350 Local Councils as clients. Three testimonials can be found on the leaflet attached. Newent Town Council, Ross on Wye Town Council and Bromyard and Winslow Town Council all use this mapping software. Pear Technology has specialised in cemetery mapping for some years and have an excellent reputation in the industry for customer care and their general attitude to mapping.

The process would involve Pear Technology creating the cemetery maps using the existing maps provided as well as any other information, e.g. Google Earth maps and general cemetery data. For instance, the new maps will show locations of prominent trees, paths and entrances to the cemetery which will provide detail of where you are within the cemetery. Once the map is created, it will be sent back to us to check and make any updates or corrections, a process that may take a number of attempts before it is finally agreed. Once it has been signed off for its accuracy, it will be provided to RBS to link to their cemetery software.

The cost to undertake the mapping of the cemetery is as follows:

Cemetery map, less than 4,000 graves	£2,000.00
Printing, postage and packing	£50.00
MapLink	£300.00
Scanning of Map	£300.00
Scanning of 13 Burial Reports, e.g. index, burial, grave	£1,300.00
Courier £92.70 x 2 trips (206 miles at 45p)	£185.40
SharePoint and Memory Stick	£50.00
Transcription – based on 8,000 burials	£5,600.00
Data validation (per 1,000 records)	£3,200.00
	-----
TOTAL, excluding VAT	£12,985.40
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All of the above are one-time costs. As far as the transcription costs are concerned, this is based on worst case scenario. This cost is based on two people per grave whereas we know that in some instances there may be three people in a grave and then only one person in another, so this cost could reduce. The same principle applies to the data validation costs. The transcription is essential as it ensures the accuracy of the data.

In addition to the above, there is an annual Technical Support cost of £85.00 per year.

With reference to the above costs, MapLink allows the user to link the item (asset) on a map using a tool called the wizard to a database. This software can be used for items that need to be tracked or listed for full history.



The registers are scanned at 300dpi in greyscale jpg files of 1MB each. The scans can be reduced to upload if wished. Please note that this element of the above quotation is sub-contracted to Scripti Ltd, who have over 20 years' experience of scanning burial registers, having scanned over 357 councils.

### **Recommendation**

That members of the Environment & Leisure Committee give consideration to the aforementioned information and make a recommendation to the Finance, Policy & General Purposes Committee that the cost for Pear Mapping to install the digital mapping system for Ledbury Cemetery be included in the 2022/23 budget.







NEW STREET

OAKLAND DRIVE

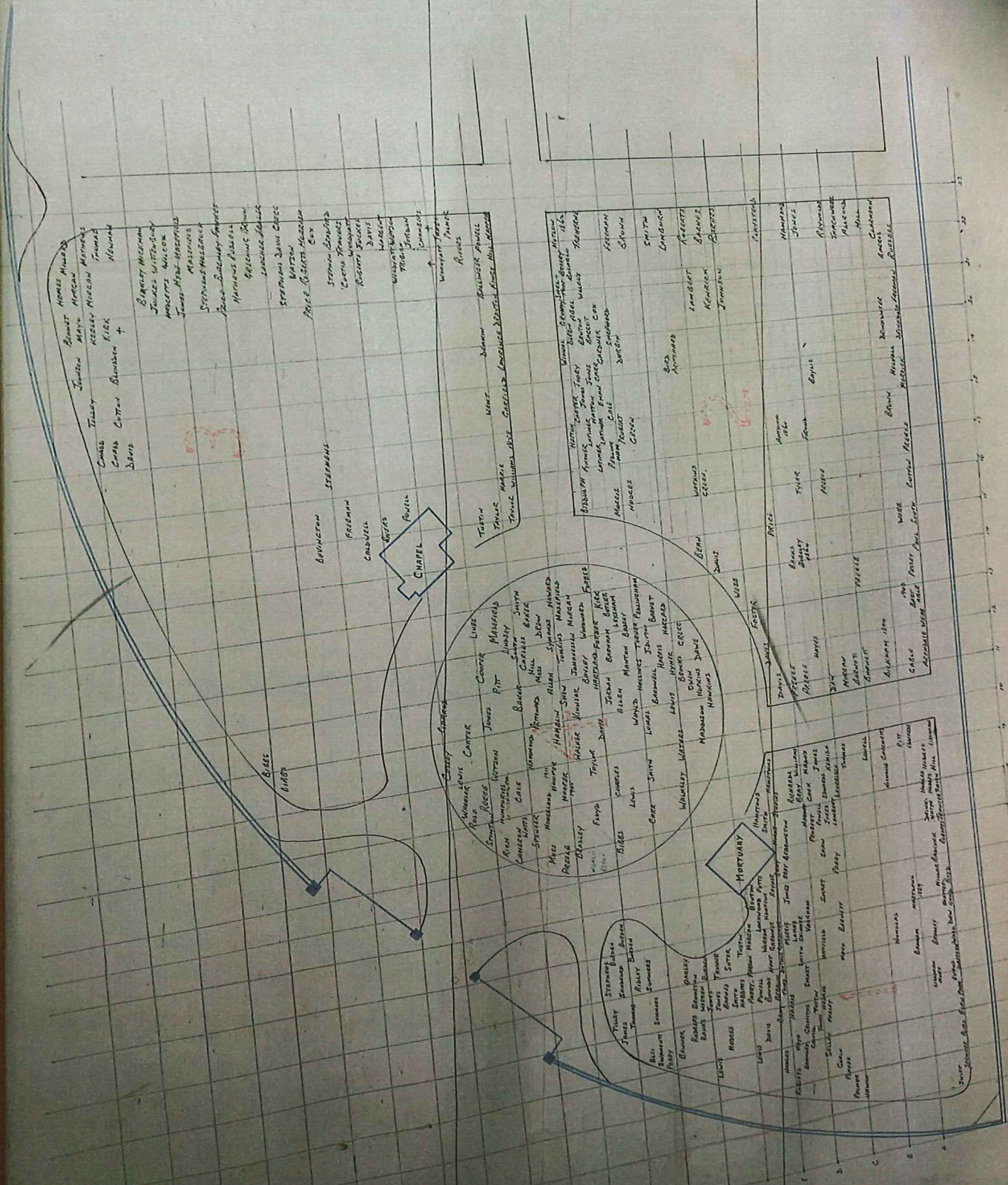
EDBURY JOINT BURIAL BOARD  
PROPOSED ENLARGEMENT OF THE CEMETERY (1907)

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LEDBURY OLD CEMETERY







# Digital Mapping for Town and Parish Councils

Pear Technology's Ordnance Survey-based maps give local councils an affordable and easy to use management tool for accurately showing asset locations, owned land, location of services, rights of way, plans for events, properties under planning review – every map application you can think of. More flexible and professional-looking

than paper-based copies, the maps also provide an excellent means of communicating information with Council members, the public and between staff.

Access to maps can be controlled and because of their versatility, they transform the quality of information for both Council and public use. Key information often

held by just one or two people can be recorded on a centrally held map, so dependency on individuals is reduced and risk management improved.

Areas and distances can be measured accurately without leaving the office, the maps can be updated easily and they can be linked to spreadsheets and databases. Prints can quickly be produced at any scale.



## Typical Applications

Designed for non-specialist users, Pear Technology's software is easy to use. To simplify implementation, we provide a full map preparation service followed by installation, on-site training and on-going technical support.

- » Identification of Council Areas
- » Development of Parish Plans
- » Street Furniture Management
- » Tree Management
- » Playing Field Layouts
- » Cemetery Management
- » Event Planning
- » Sports Field Layout
- » Public Communications
- » Planning Reviews
- » Contract Preparation
- » Allotment Management



Pear Technology Services Ltd.

Tel: 023 9249 9689 Web: [www.peartechnology.co.uk](http://www.peartechnology.co.uk)





# Digital Mapping for Councils

## Any basic mapping system requires two components:

### Background Map

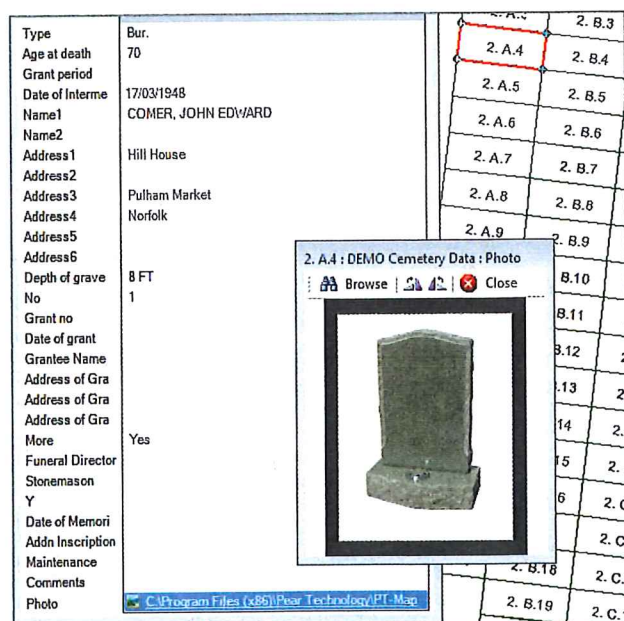
Through Ordnance Survey's Public Sector Mapping Agreement (PSMA), most of their products are freely available to local councils. The MasterMap product used with Pear software is the most detailed, most accurate and best-maintained map data available. We supply this ready for immediate use.

### Software

Pear Technology's **PT-Mapper Pro** lets you add your own information to a map, edit it, print it and email it. **MapLink** connects features on the map to your records in Excel, Access or other data sources so that clicking on the map immediately pops up the relevant information. MapLink is particularly useful for the management of assets, trees, cemeteries and allotments.

### Screenshot of MapLink software

A digital cemetery map linking to burial records.



## Base System

Pear Technology supply a range of modules to suit all parish sizes and complexities, from village to borough and district councils. A basic system comprises:

### Background Map

Ordnance Survey MasterMap data. Can cover adjacent parishes as well if you are working in a cluster group or have shared interests. Signing up to the PSMA is simple and we provide a map that is ready for immediate use.

### PT-Mapper Pro

An easy to use map editing, viewing and printing piece of software that allows you to add markers for street furniture locations, footpaths, trees and street lamps. In fact, anything you are likely to think of. Maps can be coloured to depict council-owned land, environmental protection areas, emergency access routes, wards etc. You can create layout plans for carnivals, fayres, markets, allotments etc. The same software works for cemetery maps, where we would normally provide the initial map which you then maintain.

### MapLink

MapLink provides an easy means of linking maps to records held in Excel, Access and other data sources. Once a link has been created using a simple wizard, clicking on a map object immediately displays the record for that object. The theming tool can be easily applied, enabling objects on the map to display information captured in the linked records in various colours, for a quick and effective way of interpreting your data. Records can be updated from the map, reports generated and printed and the whole or any part of the map printed at any scale. You can save the link and return to it at any time. MapLink is widely used for the management of cemeteries, allotments and council assets.

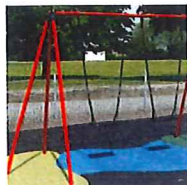
## Our Aim

Because most of our customers are using digital mapping technology for the first time, we aim to make the transition and on-going use of the software as smooth as possible, so we also offer data supply and map preparation services, backed up by a highly competent and friendly customer support team. Our philosophy is that our products should be as open as

possible so that our customers need not feel locked in to our systems. This means that data can be exchanged with other mapping and GIS systems.



## Additional Modules



### Asset Manager

Asset Manager is a database application that can save you and your staff time by simplifying the asset management process whilst ensuring full audit compliance. Maintenance and repairs can be logged and history is retained even if an asset is no longer in use. Able to link to photos and documents.



### Cemetery Management

Pear can convert your old paper maps into a modern digital map that can be easily updated and amended. The map can be linked to a simple Excel spreadsheet, to a full cemetery management application or to a web-based search facility for use by the general public.



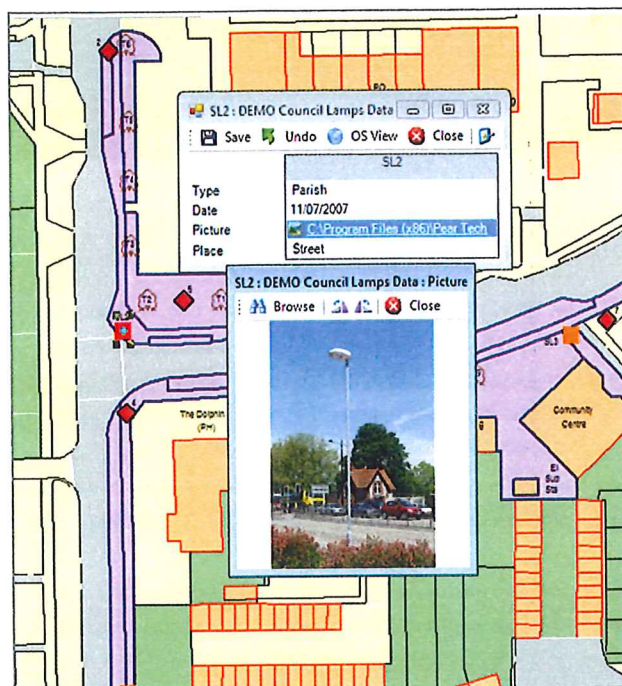
### Tree Management

Data from tree surveys can be added to the Pear mapping system reducing the need for a paper copy. The tree location and the survey results can be supplied in digital format. MapLink can then link the survey results to the relevant tree.



### On-site Data Capture

Pear supply handheld GPS-enabled computers and software that make on-site mapping of assets, trees and boundaries easy. The PocketGIS software lets users record information about each mapped feature in whatever format and detail that is required. An extremely useful tool for asset management and tree surveys.



A screenshot of an asset map linking to records

## About Us

Pear Technology have been suppliers of mapping and GIS software and services since 1995 and have established a reputation for supplying software that is easiest to use in its class and that meets the needs of its users very well. We supply systems to farms, estates, housing associations, tree survey specialists and local government where our customers range from small village parishes to large towns and boroughs. The common factor is that few of our customers are IT-experts, so the focus has always been on supplying software that is straightforward to use whilst still offering excellent functionality, backed up by a professional, friendly technical support service.

Pear Technology have been Licensed Partners with Ordnance Survey since 1996 and are major users of their data.

## Training & Support

### Training

We supply products that require minimal instruction, even for non-specialists. However, digital mapping does require some background knowledge. We provide training that is tailored to your needs and carried out either onsite or at our premises. Usually about half-a day is sufficient for novices to start using the systems productively.

### Support

We have a reputation for friendly and accessible support. With all our products, we offer technical support, which means that we are only a standard rate phone call away. We also offer technical support via email or remote connection, the choice is yours. Finally, we are constantly developing our software so you are entitled to receive software updates.



# Digital Mapping for Town and Parish Councils

## Summary

Pear Technology provide a one-stop shop for all mapping and map-associated needs. As well as utilising Ordnance Survey maps for general asset management, our software can be used for cemetery and allotment management and features added to a map can be linked to the relevant records, including pictures and documents. Maps can be emailed, placed on the web-site for public information purposes and sent to principal authorities.

By having separate pieces of software councils can not only personalise their mapping system to suit their needs, but also expand their system over time.

By having a one-stop shop, there is no debate over who to call for help.

Local or Internet-based installations available.



## Testimonials

*"We mostly use PTMapper Pro and MapLink for asset mapping. I have not only found it easy to use but also very useful as the data is linked to each asset which obviously saves us time. I haven't had any difficulties with the software but any technical issue I have had, I just call up and it gets sorted asap.."*

**Gemma Bolton**, Uckfield Town Council

*"The Pear Technology system cost us about £2000 in 2010, including training and the first year's support. It's difficult to quantify monetary savings but the system has enabled us to do our work in a faster, more professional and more responsive way. It's difficult now to imagine not having such a system."*

**Helen Stewart**, Thame Town Council

*"Stratton St Margaret Parish Council is responsible for cemeteries, allotments, play areas, open spaces and assets such as dog bins etc. Pear's software has not only helped with the management of all this but is easy to use."*

*"The software provides instant access to a digital map of the parish so that location queries can be resolved almost instantly. The helpline is fast, responsive and friendly."*

**Paul Russell**, Stratton St Margaret Parish Council

## Further information

If you have any questions about our software please contact us on **023 9249 9689** or email [info@peartechology.co.uk](mailto:info@peartechology.co.uk)



## System Requirements

Pear Technology software will run on a network, as a stand-alone application or via the internet if installed on a "cloud-computing" system. Recommended minimum requirements are Windows XP or later, 2GB RAM, external mouse for laptops. The handheld mobile data capture devices must use Windows Mobile software. The software can run on Apple computers but only if a Windows operating system is also installed.

**Pear Technology Services Ltd.**

Tel: 023 9249 9689 Web: [www.peartechology.co.uk](http://www.peartechology.co.uk) Email: [info@peartechology.co.uk](mailto:info@peartechology.co.uk)

Pear Technology Services Ltd., Unit 31 Broadmarsh Business Centre, Harts Farm Way, Havant, PO9 1HS





# Cemetery Maps

We can provide you with a digital, interactive map of your cemetery which can link to electronic burial records, photos and documents. You will be able to view your cemetery, zoom in and out, pan around, print out sections and also click on a single plot to bring up all the burial details.

## Minimal disruption

We create digital cemetery maps from photocopies, photographs and scanned images of existing material and we also use high quality aerial imagery from specialist suppliers. If there are no useable maps available, we can arrange for a cemetery to

be surveyed by ourselves. Whatever methods are used, we try to minimise impact on you and your staff.



## Cemetery Maps

- » Maps created from surveys or existing maps
- » Aligned/matched to latest level OS data, aerial imagery
- » Easy to use software
- » Maps integrate with cemetery management software



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# Cemetery Maps

## Description

Not to be confused with cleaned-up reproductions of existing maps, every plot on a Pear Technology map is an individual entity that can be moved, deleted, coloured, re-sized and labelled as required.

The maps remain crystal clear even at the largest magnification whereas those that have been scanned and re-touched will become indistinct just as a photograph does under a powerful magnifying glass. This is important because it means you can produce a detailed map of just a small part of the cemetery and it will remain completely sharp.

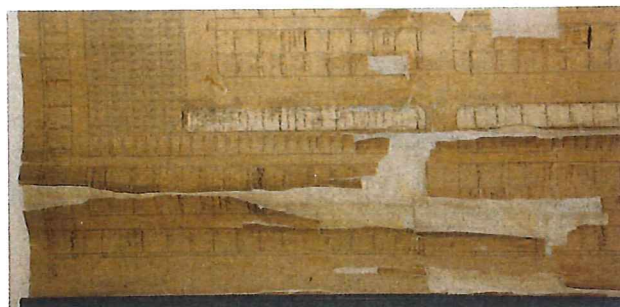
Pear Technology can produce crisp, modern maps from the poorest existing material. They are easy to keep updated using our PT-Mapper software or your own GIS/CAD systems, and because they can be readily converted into different formats, the maps are likely to be as future-proof as the copies they replace.

The maps are supplied with all plots numbered as they are in your current records and they can be linked electronically to third party cemetery management systems, Access databases and Excel spreadsheets through our MapLink software.

## System Requirements

1.6GHz processor or faster, Windows operating system, 2GB RAM, good quality separate video card with min. 128MB on-board memory. Reasonable quality mouse.

## From this:



## to this:



Maps remain crystal clear at all scales

## Further information

For further information and examples of finished maps or to arrange a no-obligation on-site demonstration, please call us on **023 9249 9689** or email us at [info@peartechnology.co.uk](mailto:info@peartechnology.co.uk).



**Pear Technology Services Ltd.**

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## LEDBURY TOWN COUNCIL

ENVIRONMENT & LEISURE COMMITTEE	20 JANUARY 2022	ITEM NO. 17
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Report prepared by Julia Lawrence, Deputy Town Clerk

### **BYE STREET PUBLIC TOILETS**

#### **Purpose of Report**

The purpose of this report is to ask Members of the Environment & Leisure Committee to note the contents of this report and decide whether Ledbury Town Council should investigate the re-opening of the public toilets in Bye Street, Ledbury and take responsibility of these toilets thereafter.

#### **Detailed Information**

The public toilets in Bye Street are the responsibility of Love Ledbury, which Councillor Harvey is one of the directors of. In the past, there has been discussion as to whether Ledbury Town Council should take over the running of these toilets but due to Covid, this matter has not progressed.

The Committee are now asked to consider whether Ledbury Town Council should take responsibility for the running of these toilets. There is some repair work that is required to bring the toilets to a suitable standard before they can be re-opened and this work has been included as part of the Welcome Back Fund. Councillor Harvey provided a quote for these works and officers need to obtain two further quotes before the repair work can proceed.

In addition to these works, a cost analysis should be carried out to establish what the running costs will be for the toilets, to include general maintenance, cleaning costs and materials, time required to clean them and agreeing what should be a fair charge to members of the public to use the facilities.

When drawing up the job description for the Town Cleaner it was agreed that the cleaning and minor maintenance of the toilets should be included in their job description in readiness should the Council wish to proceed.

#### **Recommendation**

That Members of the Environment & Leisure Committee give consideration to whether Ledbury Town Council should investigate the costs involved in taking over responsibility for the Bye Street toilets and if so, instruct the Deputy Town Clerk to undertake a full cost analysis to be submitted to a future meeting of the Environment & Leisure Committee.







## LEDBURY TOWN COUNCIL

ENVIRONMENT & LEISURE COMMITTEE	20 JANUARY 2022	ITEM NO. 18
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Report prepared by Julia Lawrence, Deputy Town Clerk

### **BIKE HOOP RACK IN FRONT OF BYE STREET PUBLIC TOILETS**

#### **Purpose of Report**

The purpose of this report is to ask Members of the Environment & Leisure Committee to consider whether a bike hoop rack could be located and installed on land in front of Bye Street public toilets.

#### **Detailed Information**

In December 2020 the question was put to Herefordshire Council whether they would permit bike hoops to be installed on land in front of Bye Street public toilets.

The then temporary Deputy Clerk carried out some initial enquiries but unfortunately the matter was never progressed to fruition. However, they did establish that the location where the bike hoops are to be considered for installation is not on public highway land but is actually part of the Herefordshire Council owned car park.

In January 2021 Mr Andrew Banks, Development Manager at Herefordshire Council contacted the then Deputy Clerk and reported that: "On the basis that the work is being undertaken by the local authority (either Herefordshire Council or Ledbury Town Council, the works would constitute permitted development under Schedule 2, Part 12, Class A of the Town & Country Planning (General Permitted Development) Order 2015. There is no limitation within this part of the Order as far as conservation areas are concerned and so the provision of cycle hoops would be permitted development".

It was noted in previous correspondence that Herefordshire Council were able to provide an 8 hoop bike rack free of charge but that this was considered too large for the space in question and the then Deputy Clerk was researching costs for 4 and 5 hoop bike racks. In addition to this, as the land is owned by Herefordshire Council, Ledbury Town Council would also need to obtain a licence to carry out work on their land.

As far as paying for the hoop bike rack, Ledbury Town Council could pursue this under a Community Commissioning or Community Project provision, however approvals will be required before proceeding.

#### **Recommendation**

That Members of the Environment & Leisure Committee receive and note the contents of this report and consider whether Ledbury Town Council wish to install a hoop bike



rack outside Bye Street public toilets subject to receiving the necessary licence and approvals from Herefordshire Council. Should the Committee wish to proceed, to instruct the Deputy Clerk to progress the matter and report back with full details at a future meeting.



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				



<b>WISH LIST - TO BE CONSIDERED, Continued</b>		<b>Target Date</b>	<b>Committee Lead</b>	<b>Stakeholders</b>	<b>Comments</b>	<b>No associated costs</b>	<b>No bandwidth to do</b>	<b>Associated cost</b>	<b>Budget</b>
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				
<b>PROJECTS ALREADY IN HAND/ONGOING</b>									
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 THE EVENT'S WORKING PARTY HELD AT 10.00AM ON  
WEDNESDAY, 3 NOVEMBER 2021 IN LEDBURY TOWN COUNCIL OFFICES**

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**PRESENT:** Councillors Howells, Knight (Chair) & Manns

**ALSO PRESENT:** Julia Lawrence – Deputy Clerk / Minute Taker  
Lynette Loader – Ledbury Funeralcare  
Griff Holliday – Ledbury Food Group

**E8 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Hilary Jones.

**E9 DECLARATIONS OF INTEREST**

None received.

**E10 ELECTION OF NON-COUNCIL MEMBERS**

Lynette Loader and Griff Holliday were both elected on to the Events Working Party.

**E11 TO APPROVE AND SIGN THE MINUTES OF A MEETING OF THE EVENTS  
WORKING PARTY HELD ON 6 OCTOBER 2021.**

**RESOLVED:**

**That the minutes of the Events Working Party be approved and signed as  
a correct record.**

Cllr Manns joined the meeting at 10.10am.

**E12 CHRISTMAS LIGHTS SWITCH-ON EVENT**

The Deputy Clerk reported that there will be no road closure for this event. Instead, the space allocated to market traders next to the Market House will be barriered off for pedestrians to watch the Christmas lights switch-on event at 6.00pm on Saturday, 4 December 2021. The Christmas tree will be situated on the corner of Market House, as has been the case in prior years.

To celebrate the switch-on event, the Deputy Clerk reported that a letter would be sent to every trader within Ledbury Town Centre this week inviting them to participate in the event by offering them space for a trade stall from 8.30am until 6.30pm on 4 December for a small charge. The letter would be offering



traders a choice of venues to include St Katherines Hall, St Katherines Walk, St Katherines Car Park as well as under the Market House (up until 4.00pm for the Market House) and possibly a section of the High Street, subject to gaining permission from Herefordshire Council.

From 4.00pm the Market House will be barriered off to make way for the brass band and choir who will be performing under the Market House from approximately 5.00pm until 6.00pm.

Once the list of traders is confirmed, LTC will publish this on its website and other social media platforms as well as the Ledbury Reporter. As part of that media coverage, for everyone's safety, LTC will ask those attending to ensure they have no Covid-19 symptoms and encourage people to take lateral flow tests before coming to the market and wear masks.

The Mayor, accompanied by the Carnival Princesses, will assemble at LTC Offices at 5.30pm before walking towards the switch-on point for 6.00pm, Cllr Manns requested that all LTC Councillors are encouraged to attend the event as there had been minimal support in past years.

Lynette Loader offered to make teas/coffee at the rear of Ledbury Funeralcare which backs on to St Katherines Car Park.

Cllr Knight confirmed that Father Christmas would be in Royal Hall between 10.00am and 6.00pm.

After this event, it is hoped that new and existing traders will want to continue having market stalls in Ledbury on a Tuesday and/or Saturday.

#### **RECOMMENDATION:**

**All LTC Councillors will be requested to attend the event and help where required.**

- E13** Griff Holiday gave notice of his request to reserve Saturday, 4 June 2022 for Ledbury Community Day, between 10.00am and 2.00pm, as part of the Jubilee celebrations. It was agreed that this would be addressed further at the meeting in December in order that provisional bookings could be made.

#### **RESOLVED:**

**That the Queens Jubilee events are to be discussed in more detail at a further meeting of the Events Working Party in December 2021.**

#### **E14 DATE OF NEXT MEETING**

It was noted that the next meeting of the Events Committee was scheduled for Friday, 19 November 2021 at 10.00 am, to be held at Ledbury Funeralcare, Hawcutt House, Bye Street.



The meeting ended at 11:15am.

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

DRAFT







**LEDBURY TOWN COUNCIL**

**MINUTES OF AN EVENTS WORKING PARTY HELD ON  
19 NOVEMBER 2021**

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

**ALSO PRESENT:** Julia Lawrence – Deputy Clerk  
Amy Howells – Minute Taker  
Lynette Loader – Funeral Care

**E15 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Morris, Griff Holliday and Hilary Jones.

**E16 DECLARATIONS OF INTEREST**

None received.

**E17 ELECTION OF NON-COUNCIL MEMBERS**

None received.

**E18 TO APPROVE AND SIGN THE MINUTES OF A MEETING OF THE EVENTS  
WORKING PARTY HELD ON WEDNESDAY, 3 NOVEMBER 2021**

**RESOLVED:**

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

**1. Item No. E13 be amended to read as follows:**

“Griff Holliday gave notice of his request to reserve Saturday, 4 June 2022 for Ledbury Community Day, between 10.00am and 2.00pm, as part of the Jubilee celebrations. It was agreed that this would enhance the Jubilee period and should be taken into account when considering the Queens Jubilee events.”

**2. Lynette Loader confirmed that Ledbury Funeralcare would now be serving tea and coffees from the front of their premises instead of the rear for the light switch on event.**



## **E19 TERMS OF REFERENCE**

The Terms of Reference were presented to the Events Working Party for amendment as no reference had been made to meetings being quorate.

### **RESOLVED:**

**That members receive and approve the revised wording for the Terms of Reference.**

## **E20 CHRISTMAS LIGHTS SWITCH-ON EVENT**

The Deputy Clerk gave an update on the Christmas Lights Switch on event, noting that the Christmas tree will be erected in Town on 26 November 2021 and the lights are to be put up on 29 November 2021. Currently ten new market traders had been signed up to the event and LTC's Administration Officer had been encouraging more traders to take part in the event. A press release will be issued to the Ledbury Reporter, which will include an open invitation to families who may wish to light a candle at the Chapel of Rest, at Ledbury Cemetery, in memory of loved ones.

Councillors Howells and Manns made reference to stewards being available at the lights switch on and the Deputy Clerk is to review this. Councillor Knight offered to assist with stewarding if required. Councillor Howells recommended that this form part of the Risk Assessment for the event.

Reference was made to the Christmas decorations that had been supplied by Hilary Jones last year and Councillor Manns is to sort out the decorations and return these particular decorations to Hilary Jones.

Members of the Working Party enquired as to who would be decorating the Town's Christmas tree and the Deputy Clerk is to confirm this.

### **RESOLVED:**

- 1. That the Deputy Clerk will review stewarding requirements for the switch on event and ensure this is appropriately covered within the Risk Assessment.**
- 2. That the Deputy Clerk will confirm who will be decorating the Town's Christmas tree this year.**
- 3. That Councillor Manns finds and returns the various Christmas decorations to Hilary Jones.**

**Councillor Manns left the meeting at 10:40am.**



**E21 2022 JUBILEE EVENTS – LEDBURY COMMUNITY DAY**

The Events Working Party confirmed that it had no objections for Griff Holliday confirming arrangements for the Ledbury Community Day, to be held on Saturday, 4 June 2022.

**RESOLVED:**

**That the Events Working Party received and approved for the Ledbury Community Day to take place on Saturday, 4 June 2022.**

**E22 DATE OF NEXT MEETING**

**RESOLVED:**

**It was noted that the next meeting of the Events Working Party was scheduled for Thursday, 9 December at 10.00am. The meeting will be held at Ledbury Funeralcare (Co-op), Hawcutt House, Bye Street, Hereford.**

The meeting ended at 10:46am.

Signed ..... Dated .....  
Chair







**LEDBURY TOWN COUNCIL**

**MINUTES OF AN EVENTS WORKING PARTY HELD ON  
THURSDAY, 9 DECEMBER 2021**

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**PRESENT:** Councillors Knight (Chair), Manns and Morris  
Non-Councillor members - Griff Holliday (Ledbury Food Group),  
Lynette Loader (Coop Funeral Care)

**ALSO PRESENT:** Angela Price – Town Clerk  
Julia Lawrence – Deputy Clerk  
Amy Howells – Minute Taker  
Olivia Truman – Community Development Officer

**E23 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Howells and Hilary Jones.

**E24 DECLARATIONS OF INTEREST**

None received.

**E25 ELECTION OF NON-COUNCIL MEMBERS**

No new members

**E26 To approve and sign the minutes of a meeting of the Events Working Party held on Friday, 19 November 2021.**

**RESOLVED:**

**That the minutes of the Events Working Party held on Friday, 19 November 2021 be approved and signed as a correct record.**

**E27 CHRISTMAS LIGHTS SWITCH-ON EVENT – FEEDBACK**

The Deputy Clerk circulated a schedule of observations that had been drawn up following the event which was discussed at the meeting. A copy of that schedule is attached to the minutes.

In addition to the above, the following comments were also noted:

- Agreed that a road closure should take place next year. Councillor Knight noted that pedestrians were standing the wrong side of the safety barriers, in the highway, at the time of the lights switch-on.
- Generally, feedback from market traders was good and who expressed their wish to return.
- Consider doing the lights switch-on on the last weekend of November on the Sunday and bring forward the switch-on time to 4.00pm.



- Give free car parking to shoppers to attend late night shopping on another day.
- Holding the switch-on event on a Sunday would give retailers and market traders another opportunity to trade in the run up to Christmas noting that car parking is free on Sundays.
- Change trading times of market traders to trade from, say 2.00pm until 6.00pm.
- It was noted that whilst Christmas music was played via the PA system under the Market House, there were no Christmas carols and the music was too loud which prevented the Town Crier promoting the switch-on in close proximity to the event.
- More help from Councillors was also discussed. Councillor Morris suggested getting volunteers to help set up. The Clerk said that these volunteers would need to be DBS checked and have insurance in case of any accidents. Councillor Morris said that a budget should be allocated (approximately £10K) to allow for commercial assistance in the set-up and break-down of events.
- Griff Holliday made reference to a train that used to go up and down the High Street, which had been organised by Ledbury Lions. It was noted that Ledbury Lions no longer existed.
- Discussion took place regarding the elf characters that walked around in the run up to the switch-on. Councillor Knight suggested that film characters (i.e. Harry Potter) could be considered for next year and Councillor Dee is to provide details to the Community Development Officer.

Councillor Manns joined the meeting at 10:15am.

The Deputy Clerk said that the Committee should start to organise Christmas market stall bookings from early September. The Clerk also suggested that a Christmas craft area could be set up in the Committee Room in the Council Offices and to involve the students from John Masefield High School if they are available.

The Christmas lights were discussed. It was noted that this was a new three year contract and there were some issues that needed to be resolved, including:

- The Alms Houses had not been correctly decorated with lights in accordance with the specification.
- Additional Christmas lights should be considered for the BBI Building, Bye Street (subject to listed building consents), New Street and The Southend although it was noted that lights have already been allocated for the Southend.
- Consider running a competition for Ledbury school children to design a Christmas light display which could be placed across Bye Street, with the winners being able to assist with the switch-on of the lights.

The Clerk advised that she is arranging on meeting with Blachere for January 2022 to discuss the lighting arrangements going forward.



Thanks were noted from Committee members for all those who had contributed to the event.

Councillor Manns left the meeting at 11:11am.

The Clerk noted the Candle Lighting event that was taking place at the Chapel in the Cemetery on Sunday, 19 December between 10.00am and 4.00pm and that this should have been included on the agenda.

**RESOLVED:**

**The following recommendations be referred to the Environment & Leisure Committee for consideration:**

1. That the Christmas Lights switch-on event be held on the last Sunday in November, being Sunday, 27 November 2022, and for the lights to be switched on at 4.00pm.
2. That a full road closure is put in place from Top Cross to the junction of Bye Street on Sunday, 27 November 2022 between 12.00 noon and 7.00pm.
3. That market traders operate within the confines of the road closure from 2.00pm until 6.00pm.
4. That Ledbury Town Council request the free parking day for the late-night shopping event to be held after the lights switch-on event.
5. That a Christmas Light design competition is undertaken by Ledbury Schools, and for the winner to be invited to the switch-on of the lights.

**E28 WORLD BOOK DAY – MARCH 2022 (Welcome Back Fund)**

It was noted that World Book Day is Saturday, 5 March 2022.

The Events Working Party considered the following events which could be funded by the Welcome Back Funds part of a world book day:

- That story telling events be held in different venues around Ledbury.
- Run a children's fancy dress competition.
- Short story competitions for primary/junior/secondary children.
- "Book characters" to walk around the town and a book signing for a new children's book that has come out.

Griff Holliday suggested that Ledbury Books & Map Shop should be invited to help in the event.

Councillor Morris left the meeting at 11.15am.



**RESOLVED:**

**That the Deputy Clerk submit a report to the next Environment & Leisure Committee meeting in January 2022.**

**E29 2022 QUEEN'S PLATINUM JUBILEE EVENTS**

Griff Holliday reported that he had been contacted by Chloe Garner, Director of Ledbury Poetry Festival, making reference to a Jubilee Fund, "Let's Create Jubilee Fund", whereby £5 million was being made available by the Arts Council. This was an opportunity to work with a cultural organisation and in this instance, it could be the Ledbury Poetry Festival. The deadline for submission of applications is 28 February 2022.

It was discussed a grant be provided for street parties in Ledbury of £100 per street.

Members discussed events for each day of the Platinum Jubilee, to be put forward to the Environment & Leisure Committee for discussion and approval.

Friday, 3 June 2022	Reggae on the Rec
Saturday, 4 June 2022	Community Day
Sunday, 5 June 2022	Big Jubilee Lunch

**RESOLVED:**

1. That the events working party proposed for the Platinum Jubilee be put to the Environment & Leisure Committee for discussion and approval.
2. That the Clerk investigates the Jubilee Fund in respect of possible grant funding for the "Reggae on the Rec" event.
3. That Event working party put forward to Environment and Leisure Committee a £100 grant scheme for the Queen's Jubilee Street parties for discussion.

**DATE OF NEXT MEETING**

**RESOLVED:**

To note that the next meeting of the Events Working Party is scheduled for Thursday, 13 January 2022 at 10.00am.

The meeting ended at 11:36am.

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



**LEDBURY TOWN COUNCIL**

**MINUTES OF THE MARKETS WORKING PARTY HELD ON  
FRIDAY, 12 NOVEMBER 2021 AT LEDBURY TOWN COUNCIL OFFICES**

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**PRESENT:** Councillors Chowns, Hughes, Knight and Morris  
Caroline Green (Chair), Take 4 Gallery

**ALSO PRESENT:** Julia Lawrence – Deputy Clerk/Minutes  
Angie Price – Town Clerk

**MWP1 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Bannister and Olivia Trueman, Community Development Officer ("CDO").

**MWP2 DECLARATIONS OF INTEREST**

No declarations of interest were received.

**MWP3 TO ELECT NON-COUNCIL MEMBERS TO THE MARKETS WORKING PARTY**

None received.

**MWP4 TO APPROVE AND SIGN THE MINUTES OF THE MARKET WORKING PARTY MEETING HELD ON 15 OCTOBER 2021**

**RESOLVED:**

**That the minutes of the Markets Working Party held on 15 October 2021 be approved and signed as a correct record.**

**MWP5 TERMS OF REFERENCE**

The revised Terms of Reference were reviewed by the Committee since there had been an omission in the original set presented, as no reference had been made to the meeting being quorate.

Revised wording has now been incorporated within the Terms of Reference, as set out below:

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



**RESOLVED:**

**That the Terms of Reference be approved and recommended to a meeting of Environment & Leisure.**

**MWP6 LUDLOW MARKET**

In the absence of the CDO, the Clerk gave an update following a meeting with the Ludlow Market Officer:

- 6.1 The Clerk recorded that the Ludlow Market Officer had mentioned much of what Ledbury Town Council ("LTC") had previously considered. However, LTC did need to ensure that trade licences were issued and up to date and that all relevant information was included in the licence.
- 6.2 The Clerk advised that Ludlow Market do not charge traders if they do not turn up on the designated day of trading whereas Ledbury do and the Clerk believed that this was something that needed to be addressed.
- 6.3 The Clerk made reference to the "six and two-third miles rule" whereby markets are not allowed to set up within a 6 2/3<sup>rd</sup> mile radius of Ledbury Town Council market. However, if such a market stall was referred to as a "Plant sale" then this would be acceptable whereas another "market trader" would not be allowed. Discussion took place regarding other "market style" events taking place in and around Ledbury Town Centre, which, in accordance with the 6 2/3<sup>rd</sup> mile rule, should not be permitted.
- 6.4 Discussion took place regarding the charge for a market stall and what was deemed appropriate; LTC may also wish to give consideration to parking concessions for those traders who need to park a van in the car park.
- 6.5 The Working Party explored the possibility of holding markets on days other than Tuesday and Saturday. The Working Party agreed to trial another day in the run up to Christmas and suggested a craft market on Friday, 3 December 2021, under the Market House, to coincide with late night shopping and the Herefordshire Guild of Craftsmen, who were utilising the upstairs of the Market House at the same time. Caroline Green agreed to contact Ledbury to see if they would also be interested in taking part. The Working Party agreed that £10 would be a reasonable charge for each market trader.
- 6.6 Caroline Green suggested that Council liaise with the Traders Association in respect of the above. However, the Working Party were reminded that this was a Ledbury Town Council event at which all traders were invited to participate.
- 6.7 Councillor Hughes asked for the CDO to bring forward a long term strategy plan for markets in Ledbury. The Town Clerk stated that it was important first for the CDO to work with NABMA to bring forward a plan



ensuring that it met all new legislation and legal requirements, ensuring the relevant policies were in place, and in conjunction with the CDO completing her Diploma in Market Administration. To sensibly achieve the above, it was agreed that the CDO should present her draft report by 1 March 2022.

- 6.8 Councillor Chowns suggested that Council should explore other markets, such as Newent Craft Fair although the Working Party agreed that the Council needed to concentrate on establishing a market in the High Street and Market House first.

#### **RESOLUTIONS:**

- 1 The Working Party agreed to trial a craft market on 3 December 2021 and agreed to charge £10 for each market trader.**
- 2 That the CDO bring forward a long term strategy plan ensuring that it met all new legislation and legal requirements by 1 March 2022.**
- 3 The Working Party agreed to concentrate on establishing a market in the High Street and Market House before exploring other opportunities.**

Councillor Chowns left the meeting at 10.35am.

- 6.9 It was agreed that a Press Release would be submitted to the Ledbury Reporter by Friday, 19 November 2021 promoting late night shopping/trade stalls/Christmas light switch-on event.

#### **MWP7 NATIONAL ASSOCIATION OF BRITISH MARKETS**

The Town Clerk reported that the CDO and herself had attended a seminar with NABMA. It was noted that under Ledbury Town Council's membership, NABMA were able to offer legal advice, help set up policies as well as advice relating to the new legislation under Part III of the Food Act 1984.

#### **RESOLUTION:**

**It was reported that the CDO would be producing a 'Declaration of Market Powers'.**

#### **MWP8 DATE OF NEXT MEETING**

#### **RESOLVED:**

**That the date of the next Working Party will be held on Friday, 10 December 2021 at 10.00am in the Market House.**

The meeting ended at 10.55am



Signed ..... Dated .....  
Chair

DRAFT



**LEDBURY TOWN COUNCIL**

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

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**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. COP26 has now been completed and can be removed from the Action Sheet.**
- 2. Community Development Officer to distribute letters to local shops who would benefit from 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. It was agreed 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 sent to the E&L committee to agree to the Climate Change Working Party 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)