

**LEDBURY TOWN COUNCIL**

**MINUTES OF A MEETING OF THE ENVIRONMENT AND LEISURE COMMITTEE  
HELD ON 2 NOVEMBER 2023**

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

**ALSO PRESENT:** Julia Lawrence – Deputy Town Clerk  
Angela Price – Town Clerk  
Charlotte Bartrop – Minute Taker

**E51 APOLOGIES**

Apologies for absence were received from Councillor Eakin.

**E52 DECLARATIONS OF INTEREST**

None received.

**E53 THE NOLAN PRINCIPLES**

**RESOLVED**

That the Nolan Principles be received and noted.

**E54 PUBLIC PARTICIPATION**

No members of the public were present at the meeting.

**E55 TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF THE  
MEETING OF THE ENVIRONMENT & LEISURE COMMITTEE HELD ON  
7 SEPTEMBER 2023**

Members were advised that minute number E40 should read “To approve and sign the minutes.....”

**RESOLVED**

That the minutes of the meeting of the Environment & Leisure Committee held on 7 September 2023 be approved and signed as a correct record subject to the following amendment:

That minute number E40 be amended to read:

“To approve and sign the minutes.....”

## **E56 TO REVIEW ACTION SHEETS**

Updates were provided regarding the following items:

- E13.4 Should end with the word "year".
- E34.13 That the Clerk and CDO will be meeting with Community Day organisers regarding a possible joint venture in June 2024.
- E40.2 That the residents of the Alms Houses confirmed that they would welcome the Christmas lights to be installed on the Alms Houses.
- E41.1 Walkways in Deer Park – Officers are still waiting for further information on this item.
- E41.7 Scatter Garden - This has been included for consideration in the 2024/25 budget.
- E41.9 Officers advised that they had had a conversation with CDS regarding how they can assist Ledbury Town Council to identify land for burial purposes and with the process beyond this to the point of laying out the cemetery. It is anticipated that further information will be available at the next meeting.
- E41.11 That Councillors have requested that they have sight of the Licence to Cultivate for the Walled Garden.
- E41.12 Stairlift for the Market House - That this item is on the meeting's agenda.

### **RESOLVED**

**That the Deputy Clerk obtain a copy of the Licence to Cultivate for the Walled Garden, as mentioned in item 41.11 and circulate to Councillors.**

## **E57 MARKET HOUSE - UPDATE**

Members were provided with an update in respect of the works to the Market House which included information received from Herefordshire Council's Conservation Officer in respect of a stairlift being fitted to the Market House. The advice received was that a feasibility study and quantity surveyors report should be sought, and Caroe & Partners have advised that they could assist with this at a cost of circa £3,600 plus VAT.

There was also a discussion about the option of installing a lift. Members noted that this proposal had previously been discussed but local residents had rejected the idea. Members therefore agreed not to discuss this option further.

### **RECOMMENDATION**

**That a recommendation be submitted to the Finance, Policy, and General Purposes Committee that Caroe & Partners be appointed to provide a feasibility study and quantity surveyors report in respect of the proposal to install a stairlift at the Market House at a cost of circa £3,600 plus VAT.**

## **E58 WAR MEMORIAL OWNERSHIP**

Members discussed the works which have been carried out to the pavement surrounding the War Memorial and who held the insurance for the War Memorial.

Officers informed the Members that the War Memorial came under the Town Council Insurance, as was the case in other Parishes and that Ledbury Town Council are the Custodians of the War Memorial, which was originally erected using funds raised by Ledbury residents.

Members requested that this information be put into the public domain to ensure that residents are aware.

#### **RESOLVED**

**That Officers make it widely known that the ownership of the War Memorial does not sit with the Town Council, rather that they are custodians for the people.**

#### **E59 CCTV AT RECREATION GROUND & CEMETERY – UPDATE**

Recreation Ground – Members noted the update regarding CCTV at the Recreation Ground, noting that Ledbury Town Council will be required to provide a third of the costs to match fund, circa £8,000, towards the costs for new CCTV to be installed at the Recreation Ground by Herefordshire Council.

Cemetery – Members were informed that the CCTV had not been damaged during the break-in although the cameras had now been repositioned. They were also advised that it is anticipated that quotes will be provided to the meeting of Full Council on 23 November 2023 for a replacement CCTV system in the cemetery.

#### **RESOLVED**

**That members received and noted the information provided within the report, noting that a sum of £8,000 had been included as match funding from Ledbury Town Council in respect of the recent funding application submitted by Herefordshire Council CCTV Compliance Manager for CCTV at the Recreation Ground.**

#### **E60 TREE SURVEY – CEMETERY**

Members were advised that the last Tree Survey was carried out in October 2020 and needed to be undertaken now to ensure that the condition of trees were safe as well as being required for insurance purposes.

#### **RESOLVED**

- 1. That a new Tree Survey be carried out in respect of Ledbury Cemetery.**
- 2. That Company No. 1 be engaged to undertake the Tree Survey at the cemetery at a cost of £595.00 plus VAT.**
- 3. That the Deputy Clerk seek guidance on the frequency of Tree Surveys from the company which had been selected to undertake the Tree Survey.**

## **E61 TIMBER CLIMBER AND INCLUSIVE ROUNDABOUT – RECREATION GROUND**

Members agreed that the Timber Climber should be replaced as a matter of urgency on safety grounds. It was agreed that Company No. 7 should be appointed to supply and install the new Timber Climber at a cost of £9,500.00 plus VAT.

Members also discussed the repair to the inclusive roundabout and agreed that Company No. 1 should undertake this repair for £1,550.00 plus VAT. Members established from the information provided within the report that this was the same company being asked to install the new Timber Climber and it was therefore suggested that the Deputy Clerk should enquire whether there would be any chance of a discount.

### **RECOMMENDATIONS**

- 1. That a recommendation be submitted to the Finance, Policy, and General Purposes Committee that the Timber Climber be replaced as a matter of urgency and that the funds be taken from the 2023/24 budget. (110/4235).**
- 2. That a recommendation be submitted to the Finance, Policy, and General Purposes Committee that Company No. 7 be engaged to undertake the replacement of the Timber Climber at a cost of £9,500 plus VAT.**
- 3. That a recommendation be submitted to the Finance, Policy, and General Purposes Committee to repair the inclusive roundabout using funds from the 2023/24 Play Equipment Budget (110/4236).**
- 4. That a recommendation be submitted to the Finance, Policy, and General Purposes Committee to appoint company to undertake the repairs to the inclusive roundabout at a cost of £1,550 plus VAT.**

## **E62 2024/25 BUDGET**

Members discussed the proposed changes to the budget with particular emphasis on the following items:

- 1 Scatter Garden at the cemetery – currently there is no provision for this in the earmarked reserves. It has been listed as a special project over the past years, but no budget has been allocated specifically for its completion. It has been proposed that £2,000 should be allocated from the reserves when this is progressed. That this was agreed.
- 2 Refurbishment of the Chapel Pews and Lecterns – Cemetery Budget: Chapel and Mortuary – consider increasing by £1,000.
- 3 Plaque for past Mayors & Councillors who have passed away – question was asked as to whether this should be a single plaque or individual plaques. It was agreed that a single plaque with all the names should be installed in the Cemetery Chapel.

- 4 That contingency be considered as part of the earmarked reserves for the purchase and laying out of new cemetery land – Members agreed that this should be explored further and that a PWLB (Public Works Loan Bond) loan may be the appropriate way forward, although it should also be considered that once the Cemetery is full, there is no statutory requirement on Ledbury Town Council to provide burial facilities, and that provision would have to be sought for all future new plots at Herefordshire Council.
- 5 Request from Climate Change Working Party for a sum of £2,000 to be included in the budget.
- 6 There will potentially be increased tree works at the Cemetery required in 2024/25 consider increasing the budget for this work. Members suggested an increase to £1,500.
- 7 It has now been established that as the Burial Authority, the Council are responsible for testing the safety of memorials in the Closed Churchyard at St Michael & All Angels. Therefore, consideration should be given to a sum being placed in the 2024/25 budget for this work to be undertaken, as it is a safety matter that needs to be addressed. Proposed that £2,000 be included as a new line in the Closed Churchyard Expenditure.
- 8 Council Buildings – Painted Room - Cost centre 105/Nominal Codes 4000, 4018 and 4019 (Salaries, National Insurance and Pension) to be merged.
- 9 Council Buildings – Painted Room - Cost centre 105/Nominal Codes 4433 and 4435 (Card Machine Rental and Card Machine Transactions) to be merged.
- 10 Council Properties - Propose consideration of funds for new CCTV system in the offices.
- 11 Consider increase in the cemetery fees and charges, and other fees. Report to be provided advising possible 3%, 5% and 7% increase.

#### **RECOMMENDATIONS:**

**That the following items be recommended to the Finance, Policy & General Purposes Committee for consideration in the 2024/25 budget:**

- 1. That £2,000 be allocated from reserves for the provision of a scatter garden at the Cemetery.**
- 2. That line 10 on page 274 of the budget pages be increased to a sum of £2,100 to allow for the refurbishment of the Pews and Lecterns at the Cemetery Chapel.**
- 3. That a Memorial Plaque be erected to commemorate past Mayors and Councillors who have passed away.**
- 4. That contingency be considered as part of the earmarked reserves for the purchase and laying out of new cemetery land – that the members agreed**

that this should be explored further and that a PWLB loan may be the appropriate action.

5. That £2,000 be allocated to a budget specifically for the use of the Climate Change Working Party.
6. That Memorial testing be added to the Closed Churchyard Expenditure in the sum of £2,000.
7. Council Buildings – Painted Room - Cost centre 105/Nominal Codes 4000, 4018 and 4019 (Salaries, National Insurance and Pension) to be merged.
8. Council Buildings – Painted Room - Cost centre 105/Nominal Codes 4433 and 4435 (Card Machine Rental and Card Machine Transactions) to be merged.
9. Members agreed to the other changes as detailed in Item Nos. 6, 7 and 10 above:  
  
Item 6 – Tree works at the Cemetery – increase budget to £1,500.  
Item 7 – Closed Churchyard Expenditure – new line entry budget £2,000  
Item 10 – CCTV system for LTC Offices.
10. That the Clerk provide a report regarding the Cemetery Fees and Charges, outlining how the fees have increased since her appointment and what an increase of either 3%, 5% or 7% would look like in real terms.

#### **E63 CLOSED CHURCHYARDS**

##### **RESOLVED**

That members received and noted the information provided in the report on managing closed churchyards.

#### **E64 WORKING PARTIES**

##### **E64.1 TO RECEIVE AND NOTE THE MINUTES OF THE MEETING OF THE EVENTS WORKING PARTY HELD ON 6 SEPTEMBER 2023 AND THE DRAFT MINUTES DATED 4 OCTOBER 2023.**

Members discussed the recommendations within the minutes which had been received.

##### **RESOLVED**

1. That the minutes of the meeting of the Events Working Party held on 6 September 2023 and the draft minutes dated 4 October 2023 be received and noted.
2. That officers be authorised to book Petr Horacek and/or Andy Seed for Ledbury World Book Day 2024 at a cost of £860 plus travel fees and VAT.

3. That Catherine Barr be booked for the Great Big Green Week at a cost of £505 plus travel and VAT, which would be funded from the Climate Change Working Party budget.
4. That Ledbury Town Council do not enter a float at Ledbury Carnival 2024, due to lack of resources.
5. That the Clerk and CDO meet with the organisers of Community Day in order to discuss the possibility of amalgamating the proposed Bank Holiday Event into the Community Day event.
6. That a full breakdown of the costs for the 2024 HODs event be provided prior to discussing the proposed budget of £3,500.
7. That training be provided for volunteers at the HODs event prior to the 2024 event.
8. That the Events Working Party be reminded that it is not within their remit to instruct staff to carry out a project such as the costings for 50,000 leaflets for HODs.
9. That a request for the funding in minute no. 7a, has already been considered for inclusion in the 2024/25 budget in a previous agenda item.

**E65 SUSPENSION OF STANDING ORDER 3(x)**

**RESOLVED:**

To suspend Standing Order 3(x) for a period of 30 minutes and that Members give consideration to priority items within the agenda for consideration, with the remaining business to be considered at a reconvened meeting.

**E66 TO RECEIVE AND NOTE THE MINUTES OF THE MEETING OF THE CLIMATE CHANGE WORKING PARTY HELD ON 4 OCTOBER 2023.**

**RESOLVED:**

1. That the minutes of the meeting of the Climate Change Working Party held on 4 October 2023 be received and noted.
2. That the recommendation at 7a is being considered as part of the Traffic Management Working Party.
3. That the request for an update on the progress of delivering actions relating to Climate Change within the Corporate Plan is currently being worked through by the Committee Structure Changes group.
4. That the request to ask NMite to carry out a survey be declined due to a survey having been completed in 2022.

**E67 FUNFAIR SERVICE LEVEL AGREEMENT**

Due to the complexities of the Service Level Agreement, Members agreed that it would be sensible if a Task & Finish Group was set up to discuss the SLA in more detail.

**RESOLVED**

**That members requested that this item be taken to a Task and Finish Group for an in-depth review.**

**E68 DATE OF NEXT MEETING**

**RESOLVED**

**That the next meeting of the Environment and Leisure Committee will be held on 4 January 2024 in the Committee Room, Council Offices, Church Lane, Ledbury.**

The meeting was ended at 9.07pm.

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