



LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES, CHURCH STREET, LEDBURY

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27 October 2023

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

Dear Member

You are invited to attend a meeting of the **Environment & Leisure Committee on Thursday, 2 November 2023 at 7.00pm at the Town Council Offices, Church Lane, Ledbury**, for the purpose of transacting the business set out below.

Yours faithfully

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Angela Price
Town Clerk

FILMING AND RECORDING OF COUNCIL MEETINGS

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

A G E N D A

1 To receive apologies for absence

2 Declarations of Interest

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

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

3 The Nolan Principles

(Pages 164-165)

4 Public Participation

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

5 To receive and note the minutes of meetings of the Environment & Leisure Committee held on Thursday, 7 September 2023 (Pages 166-175)

6 To review Action Sheets (Pages 176-185)

7 Market House - Update (Pages 186-187)

8 War Memorial Ownership (Pages 188-195)

9 CCTV at Recreation Ground & Cemetery – Update (Pages 196-205)

10 Tree Survey – Cemetery (Pages 206-229)

11 Timber Climber and Inclusive Roundabout – Recreation Ground (Pages 230-271)

12 2024/25 Budget (Pages 272-283)

13 Closed Churchyards (Pages 284-313)

14 Working Parties

14.1 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. (Pages 314-323)

14.2 To receive and note the minutes of the meeting of the Climate Change Working Party held on 4 October 2023. (Pages 324-329)

15 Date of Next Meeting

The next meeting of the Environment and Leisure Committee is scheduled to take place on Thursday, 4 January 2024 in the Committee Room, Council Offices, Church Lane, Ledbury.

16 Exclusion of Press and Public

In accordance with Section 12(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.

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

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LEDBURY TOWN COUNCIL

ENVIRONMENT & LEISURE COMMITTEE	2 NOVEMBER 2023	AGENDA ITEM NO. 3
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THE SEVEN PRINCIPLES OF PUBLIC LIFE

(NOLAN PRINCIPLES)

1. Selflessness

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

2. Integrity

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

3. Objectivity

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

4. Accountability

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

5. Openness

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

6. Honesty

Holders of public office should be truthful.

7. Leadership

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

LEDBURY TOWN COUNCIL**MINUTES OF A MEETING OF THE ENVIRONMENT AND LEISURE COMMITTEE
HELD ON 7 SEPTEMBER 2023**

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

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

E36 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Chowns.

E37 DECLARATIONS OF INTEREST**RESOLVED:**

No declarations of interest were received.

E38 THE NOLAN PRINCIPLES**RESOLVED:**

That the Nolan Principles be received and noted.

E39 PUBLIC PARTICIPATION**RESOLVED:**

No members of the public were present.

E40 TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE ENVIRONMENT AND LEISURE COMMITTEE HELD ON THURSDAY, 20 JULY 2023 AND A RECONVENED MEETING HELD ON THURSDAY, 17 AUGUST 2023

Members were provided with an update on the three recommendations that members had requested more information on at the previous meeting.

Councillor l'Anson raised concerns that this item should be discussed as part of the Action sheet and not as part of the minutes.

E34.11 – That members approve the hire of a generator from Ashley Rogers subject to a competitive cost being received.

The Chair noted that this item had been discussed at the Extraordinary Full Council meeting that took place on Wednesday, 6 September 2023.

E34.12 – That members approve the Santa Dash portion of the event with a suggested entry fee of £6 for adults and £1 for children, with a family ticket to be available, cost to be decided.

The Deputy Clerk provided further information that had been previously provided to the Events Working party in respect of the proposed Santa Dash. The Chair suggested that a Christmas Lights Working Task and Finish should be set up to discuss the Christmas Lights-switch on event. The Deputy Clerk suggested that this be discussed further at agenda item 11.

E34.13 – That a recommendation be submitted to the Environment and Leisure Committee that the Council hold an event on Whit Sunday 2024 which would take the form of a Village Fete and that it be aimed at the youth of Ledbury.

No discussion took place in respect of this minute.

Councillor Bradford proposed that the minutes of a meeting of the Environment and Leisure Committee held on Thursday, 20 July 2023 and Thursday, 17 August 2023 be approved and signed as a correct record.

RESOLVED:

- 1. That the minutes of the Environment and Leisure Committee held on Thursday, 20 July 2023 and Thursday, 17 August 2023 be approved and signed as a correct record.**
- 2. That a Christmas Lights Working Party be set up to discuss this event in detail and the option of having a Santa Dash.**
- 3. That a meeting be held to discuss the Santa Dash with the Rugby Club to establish whether they would be interested in working with the Council on this project before any further action is taken on this.**

E41 TO REVIEW ACTION SHEETS

Members discussed the following points on the Action Sheet:

E5.3 – That Herefordshire Council be approached to take ownership back of maintaining the walkways in Deer Park.

The Deputy Clerk advised Members that the contract for maintaining the walkways in Deer Park expires in 2 years' time. It was noted that Ledbury Town Council is maintaining these walkways which are in the ownership of Herefordshire Council. The Chair asked that officers email Herefordshire Council on the next working day to inform them that Ledbury Town Council should not be maintaining this area.

E5.3 – That Councillor Harvey be approached to enquire about the ownership of the public toilets in Bye Street.

The Deputy Clerk informed Members that the Clerk had been in correspondence with Councillor Harvey with regards to the public toilets on Bye Street. The Chair asked the Deputy Clerk to send an email to Councillor Harvey the next working day to ask for an update on this situation and copy in all Members of the Environment and Leisure Committee.

E5.4 – That the Deputy Clerk look into the possibility of having a CCTV camera put in under the Market House.

Members made reference to the Service Level Agreement for the CCTV and asked that a copy of the document be circulated to all Members of the Committee. The Chair also asked if the CCTV Monitoring Manager could also attend either Full Council or an Environment and Leisure Committee meeting to discuss the contract.

The Deputy Clerk advised Members that Herefordshire Council CCTV Monitoring Unit were now monitoring the ground level space under the Market House.

E11 – The Deputy Clerk provided Member with an update on the works to the Market House Roof. She advised that a contractor had been appointed and a pre-start meeting was scheduled, at which time it was anticipated that a start date would be agreed.

E13.1 – That memorial tople testing commence subject to receiving approval from the Finance, Policy & General Purposes Committee.

The Deputy Clerk advised Members that Memsafe had been appointed and a start date was awaited.

E13.2 – That the Deputy Clerk investigate when the last tree survey took place in the Cemetery.

The Chair asked the Deputy Clerk to obtain quotes for a tree survey and for these to be brought back to the next Environment and Leisure Committee meeting.

E13.3 – That the main driveway at the Cemetery be topped up with gravel.

The Deputy Clerk informed Members that this task had not been completed yet as there are a number of outstanding projects for the Cemetery and the Deputy Clerk is to address all of these projects with the Clerk to determine (i) that there is sufficient budget to cover all of these items and (ii) for them to be prioritised.

Councillor Bradford suggested that quotes be obtained and that this be funded from cemetery budgets.

E13.5 – That the CCTV arrangements be looked into at the Cemetery in light of the recent break in.

Councillor Bradford asked the Deputy Clerk for an update on whether quotes had been received for new CCTV in the cemetery. She advised that quotes had not been obtained. The Chair asked that these be provided to the next meeting.

E13.8 – That the Cemetery Groundsman and the Town Maintenance Operative lay a gravel path near the children's graves with works to be completed by this Autumn.

Members noted that this task is not urgent to complete at the moment.

E13.10 – That a scatter garden be put in at the Cemetery.

Members asked the Deputy Clerk to obtain some quotes for this to be brought back to the next Environment and Leisure Committee meeting. The Deputy Clerk reiterated the comments made above in E13.3 concerning budget and priority of works.

E13.12 – That a plaque be purchased for the Cemetery Chapel for deceased Mayors and Councillors.

E13.13 – That a new Garden of Remembrance should be put in place as shown on the Cemetery map.

Members agreed that this task is currently not urgent.

E13.14 – That the Deputy Clerk speak to local estate agents to enquire about new land for the Cemetery and seek advice from Councillor Howells regarding the Neighbourhood Development Plan and whether any provision had been made to extend the existing Cemetery or if any other provision had been made for further Cemetery space.

Members noted that this project is a priority as it will be a long process. The Deputy Clerk had sent an email to Councillor Howells regarding whether any provision had been made for an extension to the Cemetery in the NDP. However, a response has not yet been received. The Deputy Clerk informed Members that various factors needed to be considered when purchasing a plot of land, which could take up to 2 years to complete. The Chair asked if the Deputy Clerk could continue looking into this and bring an update to the next Environment and Leisure Committee meeting.

E14 – That officers be instructed to proceed with the felling licence at Dog Hill Wood.

The Deputy Clerk informed Members that this is a complex application and that she has a meeting set with the Town Clerk the following week to go through this application. The Chair requested that an email update be sent to all Members after this has taken place.

E15 – That the Walled Garden maintenance contract be investigated with a view to the maintenance reverting back to Herefordshire Council as the owners of this lane.

Members were frustrated that Ledbury Town Council have been maintaining the Walled Garden when it is Herefordshire Council's responsibility. The Chair instructed the Deputy Clerk to email Herefordshire Council stating that Ledbury Town Council do not own the Walled Garden and are not responsible for maintaining it.

E30.2 – Members instruct officers to investigate the stairlift proposal further and acquire more detailed information such as drawings and photographs of the product.

The Chair requested that the Deputy Clerk email Acorn Stairlifts, who had provided an initial quotation and invite them to attend the next Environment and Leisure Committee meeting to enable Members to ask them questions about how they would proceed with this. Members also asked the Deputy Clerk to obtain two further quotes from other companies for this work. Councillor McAll suggested approaching a local company.

E31.3 – That a report be brought back to the Environment and Leisure Committee with details on costs of materials for artwork/murals to be put on the ramps at the skatepark. Once the cost has been established a plan can be put into place to contact local schools or put on a competition to complete this project.

The Deputy Clerk advised Members that there were other more pressing projects that needed attention ahead of this project and therefore this project would be addressed when work/time pressures allowed, which was acknowledged by Members.

E33.2 – Members agreed that officers should proceed to purchase a new frame for the gazebo that was damaged to replace the old one at a cost of £260 (+VAT) and that the cost to replace the frame be covered by Ledbury Swifts as per the hire agreement.

The Deputy Clerk informed members that the new frame had been ordered but the item was currently out of stock, awaiting delivery.

E34.4 – That the Clerk be instructed to write to local businesses seeking sponsorship for the Christmas Lights Switch on event.

The Chair asked if the Mayor could write to the Ledbury Trader's Association to ask for their help with this.

E34.11 – That members request more information from officers before approving the hire of a generator from Ashley Rogers subject to competitive costs being received.

The Chair requested that other quotes be obtained in accordance with the Councils financial regulations and to look into the option of Ledbury Town Council purchasing their own generator.

E34.12 – That members request more information from officers before approving the Santa Dash for the Christmas Light Switch On, with a suggested entry fee of £6 for adults and £1 for children, with a family ticket to be available cost to be decided.

Members requested that Ledbury Rugby Club be approached to find out if this would be something of interest that they could help with and then discuss this in further detail at a Christmas Lights Working Party.

RESOLVED:

That the Action Sheet was received and noted.

- 1. That officers email Herefordshire Council and copy all Environment and Leisure Committee Members the next working day requesting Herefordshire Council to take back the responsibility for the walkways in Deer Park.**
- 2. That the Deputy Clerk send an email to Councillor Harvey and the Town Clerk the next working day to ask for an update on the public toilets in Bye Street and copy all Environment and Leisure Committee members.**

3. That officers obtain a copy of the Service Level Agreement for the CCTV and circulate to all Members of the Environment and Leisure Committee and that the CCTV Monitoring Manager be invited to the next meeting of Full Council or Environment and Leisure Committee to discuss the contract.
4. That the Deputy Clerk obtain quotes for a tree survey at the Cemetery and these quotes be brought to the next Environment and Leisure Committee Meeting taking place on Thursday, 2 November 2023.
5. That a traffic light system be put in place on the action sheet to prioritise projects that need completing.
6. That the Deputy Clerk obtain quotes for a new security system at the Cemetery and bring these to the next Environment and Leisure Committee meeting scheduled for Thursday, 2 November 2023.
7. That the Deputy Clerk obtain quotes for putting in a scatter garden at the Cemetery and bring these to the next Environment and Leisure Committee meeting taking place on Thursday, 2 November 2023.
8. That the Deputy Clerk obtain quotes for a plaque to be installed in the Cemetery Chapel for deceased Mayors and Councillors and these quotes be brought back to the next Environment and Leisure Committee meeting taking place on Thursday, 2 November 2023.
9. That the Deputy Clerk continues to investigate where new land can be purchased for the Cemetery extension and consider what associated feasibility studies should be undertaken as part of this process. An update on this should be brought back to the next Environment and Leisure Committee meeting on Thursday, 2 November 2023.
10. That the Deputy Clerk email all Environment and Leisure Committee Members once the felling application licence has been completed for Dog Hill Wood.
11. That the Deputy Clerk email Herefordshire Council to inform them that Ledbury Town Council do not own the Walled Garden and are not responsible for maintaining it.
12. That the Deputy Clerk write to Acorn Stairlifts to invite them to attend the next Environment and Leisure Committee meeting on Thursday, 2 November 2023. If they are unable to make this date, then to seek an alternative meeting date.
13. That the Deputy Clerk obtain two further quotes for the stairlift on the Market House, one being from The Helping Hands Company.
14. That the Mayor write to the Trader's Association asking for sponsorship for the Christmas Lights events.

15. That two further quotes are obtained for the hire of a generator for the Christmas Lights event and that the option of Ledbury Town Council purchasing their own generator be investigated.
16. That Ledbury Rugby Club be approached to ask if they would be willing to help with the Santa Dash which would take place in the morning of the Christmas Lights event on Sunday, 26 November 2023. If they are interested, then this idea be discussed further at a Christmas Lights Working Party.

E42 MARKET HOUSE UPDATE

RESOLVED:

That the Market House update be received and noted.

E43 WAR MEMORIAL – PROPOSAL FOR NEW PLANTERS

Members were provided with a letter received from a local resident which provided proposals for new planters around the War Memorial, to be installed once works at the War Memorial had been completed.

Members agreed that the works should be completed before consideration of whether to provide any new street furniture around the War Memorial.

RESOLVED:

That the proposal for new planters around the War Memorial be deferred until the restoration works have been completed.

E44 CCTV AT RECREATION GROUND - UPDATE

Members agreed that the CCTV at the Recreation Ground needs to be replaced as soon as possible and ensure that it is of a higher quality than the previous one. The Chair instructed the Deputy Clerk to obtain quotes for a new CCTV camera and bring these back to the next Environment and Leisure Committee meeting. The Deputy Clerk advised that the Council were already in discussions with Herefordshire Council CCTV Monitoring Team as detailed in the report submitted to the Committee.

RESOLVED:

That the Deputy Clerk obtain quotes for new CCTV to be purchased for the Recreation Ground which will replace the existing system. These quotes are to be brought back to the next Environment and Leisure Committee meeting.

E45 MEMORIAL BENCH IN WALLED GARDEN

Members queried why Ledbury Town Council are dealing with a request for a memorial bench in the Walled Garden when this is Herefordshire Council's responsibility. The Chair instructed the Deputy Clerk to write to the resident and inform them that they need to contact Herefordshire Council with this request.

RESOLVED:

That the Deputy Clerk write to the resident asking them to take this query to Herefordshire Council.

E46 CHRISTMAS LIGHTS CONTRACT

Members agreed that it would be nice to have some different style Christmas lights in the Town Centre to add more variation and make it eye-catching. Members agreed, as mentioned earlier in the meeting, that a Christmas Lights Working Party be set up to discuss this in more detail along with the Switch On event.

RESOLVED:

That a Christmas Lights Working Party be set up to discuss this in more detail as well as the Lights Switch-on event.

E47 TREE IN BLENHEIM PARK, LEDBURY

Members considered the proposals put forward to potentially reduce one large tree by 30% because of the impact of the lower overhanging branches in a resident's garden. Members noted that the tree was perfectly healthy and that it was not the Council's policy to carry out unnecessary works to healthy trees. It was agreed that to undertake these works without good reason it would set a precedent for other trees owned by the Council. Therefore, it was agreed that the tree should not be cut back by 30%. However, Members agreed that the resident could cut back the lower overhanging branches into their garden if they so wished.

RECOMMENDED:

That Ledbury Town Council agree not to take any action on reducing the tree by 30% and that a recommendation be submitted to full council that it be council policy to not carry out works to healthy trees without good reason.

E48 CCTV REPAIR AT RECREATION GROUND

Members had been advised that one of the CCTV cameras was not working correctly and Sentinel Security had been approached to provide a cost for a new camera.

RESOLVED:

That Members instruct the Deputy Clerk to instruct Sentinel Security to provide a new CCTV camera at the Recreation Ground at a cost of £531.25 + VAT.

E49 COMMITTEE REPORTS TO FULL COUNCIL

A report had been submitted to the Committee outlining proposals for Chairs of each Committee to present their minutes of respective committee meetings at Full Council.

RESOLVED:

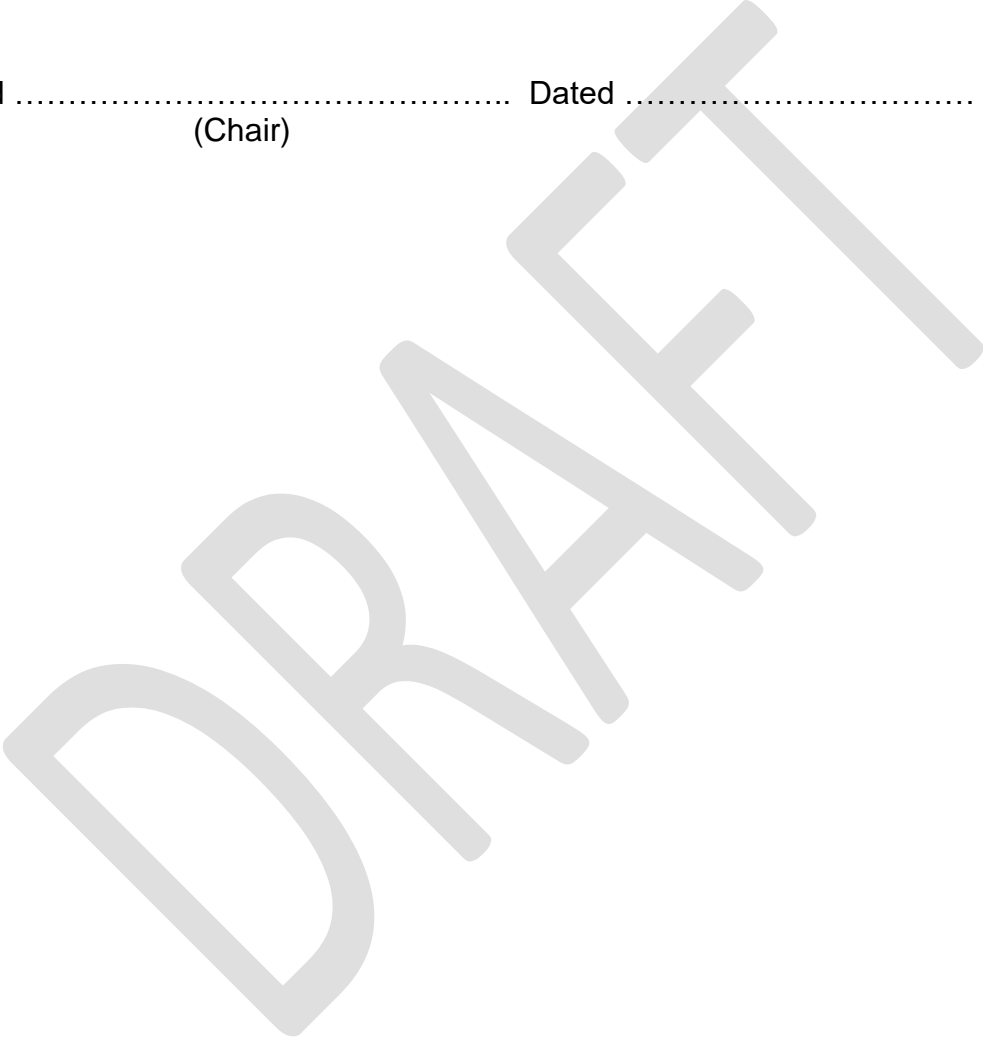
That Members received and noted the contents of the report to present minutes of their respective meetings to Full Council.

E35 DATE OF NEXT MEETING

To note that the date of the next Environment and Leisure Committee meeting is scheduled for Thursday, 2 November 2023 at the Town Council offices.

The meeting ended at 8:37pm.

Signed Dated
(Chair)



ENVIRONMENT AND LEISURE COMMITTEE

02 November 2023

Minute No.	Action	To be Actioned by	Date Actioned	Updates	Status	Priority R/G/A
ENVIRONMENT & LEISURE MEETING HELD ON 15 JUNE 2023						
E11	That the original tender for the Market House Roof be reviewed and follow due process when the Clerk has returned from annual leave.	DC/TC/Chair	Oct-23	TC/DTC and Chairs of E&L and Finance Committee opened up Tender Document. Currently with Caroe & Partners to review.	Complete	
				31/08/23 - Tender agreed, Contractor appointed. Scaffolding to be erected 11 October 2023 with work anticipated to start the	Complete - works started mid October	
E13.1	That memorial tople testing commence subject to receiving approval from the Finance, Policy & General Purposes Committee for further funding from earmarked reserves.	DC	Jan/Feb 24	As at 6/7/23 awaiting outcome of further funding.	Complete	
				Funding agreed - awaiting for Memsafe to provide start date	Agreed that these works will be undertaken in Jan/Feb 2024 with comms being started in Nov 2023	
E13.3	That the main driveway at the Cemetery be topped up with gravel.	DC	20.09.2023 - discussed at Budget Monitoring meeting	To be completed subject to budget availability. Agreed at budget monitoring meeting that funds from Earmarked Reserve to be used for this project (Paths, Benches & Bins)	In Progress - Works to be undertaken between Nov 23 and Jan 24	
E13.4	That the repointing/repairing of the walls that adjoin the Cemetery, as detailed on the Cemetery Plan, be revisited next	DC	Apr-24	Revisit this exercise in 2024 - subject to funding.	Revisit in 2024	

E13.8	That the Cemetery Groundsman and the Town Maintenance man lay a gravel path near the children's graves, with works to be completed by this Autumn.	Groundsman / Maintenance man	Nov/Dec 2023	Clerk and Deputy Clerk to review budgets and carry out works in accordance with budget allocations. Clerk agreed that funds to be allocated from CC 102 NC 4206 - for path to Children's graves	In Progress - works to be undertaken in Nov/Dec 2023	
E13.11	That the Chapel Pews and Lecterns be reviewed next year. It was agreed that a deep clean of the Chapel takes place once quotations have been received to redecorate the interior of the Chapel.	DC	Apr-24	To be revisited in 2024/24 financial year	In progress	
E17.2	ii. That the Community Garden and the Fruit Gleaning be priority projects for the Climate Change Working Party to complete.	CCWP	Oct-23	To be addressed at the next CCWP meeting scheduled for 4 October 2023	Complete	
ENVIRONMENT & LEISURE MEETING HELD ON 17 AUGUST 2023						
E26.3	That members of the Environment & Leisure Committee agreed to a pay Harrison Clark Rickerby's Limited to prepare a Service Level Agreement for a fee in the region of £1,950 to £2,750 plus VAT. Costs to be taken from budget line 220/4590 - Professional Services	TC / DC	Nov meeting	Copy of draft agreement to be provided to Nov meeting of E & L - noting that this will not be completed prior to 2023 Fair - officers working with solicitors to draw up draft agreement for council consideration	In progress	
E31.1	That possible grant funding be investigated to help purchase a new main piece of children's play equipment at the Recreation Ground.	DC	Spring 24	This opportunity will be pursued for the purchase of the main multi play unit in Spring 2024	In progress - Spring 2024	

E31.3	That a report be brought back to the Environment & Leisure Committee with details on costs of materials for artwork/murals to be put on the ramps at the skatepark. Once the cost has been established a plan can be put into place to contact local schools or put on a competition to complete this project.	DC	2024	To be revisited in 2024 in conjunction with local schools	In progress - Spring 2024	
E33.2	Members agreed that officers should proceed to purchase a new frame to replace the damaged frame at a cost of £260 (+VAT) which cost will be billed to Ledbury Swifts as per the hire	DC	Sep-23	Order placed - not currently in stock but will be sent out as soon as stock available. Replacement frame	Complete	
E34.3	That a readathon event should take place at next year's World Book Day	CDO	WBD 2024	CDO to arrange when organising event	In progress	
E34.4	That the Clerk be instructed to write to local businesses seeking sponsorship for the Christmas Lights Switch on	TC	20.09.2023	Letter sent to 60 plus Ledbury Businesses	Completed	
E34.5	That Officers be instructed to purchase a banner which would promote the businesses that had helped sponsor the event. Company names and logos would appear on the banner which would be erected outside the Market House on the day of the event.	TC/CDO	Nov-23	Banner to be purchased once sponsors known - to include names and logos of sponsor companies and to be attached to Market House at Xmas Lights event	To be actioned once sponsors known	
E34.8	That the Clerk be authorised to write to local businesses to request funding towards the gifts for struggling families.	TC	20.09.2023	Letter sent to 60 plus Ledbury Businesses	Completed	
E34.12	That members request more information from officers before approving the Santa Dash for the Christmas Light Switch On, with a suggested entry fee of £6 for adults and £1 for children, with a family ticket to be	DTC/Admin	07.09.2023	More information to be provided to next meeting	Completed	

E34.13	That members request more information from officers before agreeing to hold an event on Whit Sunday 2024 which would take the form of a Village Fete and that it be aimed at the youth of Ledbury.	TC/DTC	07.09.2023 - further information to be provided at meeting on 02.11.2023	No update provided at September meeting - further information to be provided to November meeting	In Progress	
ENVIRONMENT & LEISURE MEETING HELD ON 07 SEPTEMBER 2023						
E40.2	That a Christmas Lights Working Party be set up to discuss this event in detail and the option of having a Santa Dash.	DTC	04.10.2023	Task and Finish Group arranged for 04.10.2023	Comp	
E40.3	That a meeting be held to discuss the Santa Dash with the Rugby Club to establish whether they would be interested in working with the Council on this project before any further action is taken on this.	TC	24.07.2023	Clerk and Administrator met with Rugby Club to discuss Santa Dash. Rugby Club keen to get involved and have advised that the board is happy with this. - plan is for the Santa Dash to be held in the morning before the official lights switch on event in town and will be managed by Rugby Club staff and members	Awaiting approval from Council to proceed. - approval given and Rugby Club advised - advertised but no interest to date	
E41.1	That officers email Herefordshire Council and copy all Environment and Leisure Committee Members the next working day requesting Herefordshire Council to take back the responsibility for the walkways in Deer Park.	DTC/TC	10.09.2023	TC sent email to HC Parks & Open Spaces Officer 10.09.2023 - meeting arranged for 05.10.2023	In Progress	
E41.2	That the Deputy Clerk send an email to Councillor Harvey and the Town Clerk the next working day to ask for an update on the public toilets in Bye Street and copy all Environment and Leisure Committee members.	TC	23.11.23	Clerk is liaising with Cllr Harvey on this matter.	In progress	

E41.3	That officers obtain a copy of the Service Level Agreement for the CCTV and circulate to all Members of the Environment and Leisure Committee and that the CCTV Monitoring Manager be invited to the next meeting of Full Council or Environment and Leisure Committee to discuss the contract.	TC	17.09.2023 - copy of SLA to be added to Nov agenda	TC emailed Debbie Turner at HC CCTV Suite for copy of SLA - copy received and to be included on next meeting of E & L for review	Copy obtained and to be included on Nov agenda.	
E41.4	That the Deputy Clerk obtain quotes for a tree survey at the Cemetery and these quotes be brought to the next Environment and Leisure Committee Meeting taking place on Thursday, 2 November 2023.	DTC	18.09.2023 - copy of report to be included on E & L agenda in Oct 2023	TC asked office staff to review minutes of E & L to establish when tree survey was reported to committee. Established that tree survey reported to E & L in Nov 2020. Copy of report located to be provided to E & L at next meeting	Complete	
E41.5	That a traffic light system be put in place on the action sheet to prioritise projects that need completing.	E & L Cllrs	2.11.23	Councillors to establish priorities for work to be undertaken.	In progress	
E41.6	That the Deputy Clerk obtain quotes for a new security system at the Cemetery and bring these to the next Environment and Leisure Committee meeting scheduled for Thursday, 2 November 2023.	DTC	23.11.23	DTC has met with Security Company, who has provided quotation. Quotations awaited from other companies - to be presented at Full Council on 23/11/23	In progress - bring to Full Council (23/11/23)	

E41.7	That the Deputy Clerk obtain quotes for putting in a scatter garden at the Cemetery and bring these to the next Environment and Leisure Committee meeting taking place on Thursday, 2 November 2023.	DTC	02.11.2023	Quotes to be presented to November meeting and made available for consideration as part of 2024/25 budget setting process - may be possible to fund from earmarked reserves if alternative funding found for new cameras at recreation ground	In progress	
E41.8	That the Deputy Clerk obtain quotes for a plaque to be installed in the Cemetery Chapel for deceased Mayors and Councillors and these quotes be brought back to the next Environment and Leisure Committee meeting taking place on Thursday, 2 November 2023.	DTC	02.11.2023	A quote is awaited from a Calligrapher who has undertaken other works for us at LTC	In progress - bring to Full Council (23/11/23)	
E41.9	That the Officers continue to investigate where new land can be purchased for the Cemetery extension and consider what associated feasibility studies should be undertaken as part of this process. An update on this should be brought back to the next Environment and Leisure Committee meeting on Thursday, 2 November 2023.	TC	Oct-23	Town Clerk to arrange meetig with local estate agents - information received on company that can assist with requirements for consideration for new burial land - officers to arrange a meeting - contacted and waiting for response	In progress	
E41.10	That the Deputy Clerk email all Environment and Leisure Committee Members once the felling application licence has been completed for Dog Hill Wood.	DTC	03.11.23	Felling Application has been updated with additional information - to be re-submitted.	In progress	

E41.11	That the Deputy Clerk email Herefordshire Council to inform them that Ledbury Town Council do not own the Walled Garden and are not responsible for maintaining it.	TC/DTC	05.10.2023	To be discussed in meeting with HC Parks and open spaces officer 05.10.2023 - established that LTC own Licence to Cultivate the Walled Garden	Complete	
E41.12	That the Deputy Clerk write to Acorn Stairlifts to invite them to attend the next Environment and Leisure Committee meeting on Thursday, 2 November 2023. If they are unable to make this date, then to seek an alternative meeting date.	DTC	02.11.2023	This has not been pursued as yet due to advice received from Caroe & Partners regarding listed building consent etc. Please refer to paper detailed in 2 November 2023 report.	In progress	
E41.13	That the Deputy Clerk obtain two further quotes for the stairlift on the Market House, one being from The Helping Hands Company.	DTC	02.11.2023	Helping Hands have confirmed that they do not supply stairlifts. Please refer to report for update.	Completed	
E41.15	That two further quotes are obtained for the hire of a generator for the Christmas Lights event and that the option of Ledbury Town Council purchasing their own generator be investigated.	Officers	19.09.2023	Ashley Rogers suggested he supply the generator in exchange for rent for two fair ground rides at Christmas event. Agreed to have just one generator as opposed to two to reduce noise from Almshouses.	Complete	

E41.16	That Ledbury Rugby Club be approached to ask if they would be willing to help with the Santa Dash which would take place in the morning of the Christmas Lights event on Sunday, 26 November 2023. If they are interested, then this idea be discussed further at a Christmas Lights Working Party.	TC	24.10.2023	Clerk and Administrator met with Rugby Club to discuss Santa Dash. Rugby Club keen to get involved and have advised that the board is happy with this. - plan is for the Santa Dash to be held in the morning before the official lights switch on event in town and will be managed by Rugby Club staff and members	Awaiting approval from Council to proceed. - approval given and Rugby Club advised - advertised but no interest to date	
E43	That the proposal for new planters around the War Memorial be deferred until the restoration works have been completed.	TC/DTC	Nov-23	Deferred until completion of War Memorial Works - Letter to be sent to resident to advise of decision	To be reviewed in November 2023 after completion of WM works	
				Letter sent to resident to advise of decision.	Completed	
E44	That the Deputy Clerk obtain quotes for new CCTV to be purchased for the Recreation Ground which will replace the existing system. These quotes are to be brought back to the next Environment and Leisure Committee meeting.	DTC	Nov-23	Currently awaiting response from HC CCTV to advise whether approval given for funding application recently lodged for installation of cameras at Recreation Ground - funding available in Earmarked Reserve if required	In progress - outcome of bid application awaited	
E45	That the Deputy Clerk write to the resident asking them to take this query to Herefordshire Council. (Bench in Walled Garden)	DTC	12.09.23	Resident has been informed of the protocol.	Completed	

E46	That a Christmas Lights Working Party be set up to discuss this in more detail as well as the Lights Switch-on event.	DTC/TC	04.10.2023	Task and Finish Group arranged for 04.10.2023	Completed	
E47	That Ledbury Town Council agree not to take any action on reducing the tree by 30% and that a recommendation be submitted to full council that it be council policy to not carry out works to healthy trees without good reason.	DTC	12.09.23	DTC has written to Resident advising them of the outcome.	Completed	
E48	That Members instruct the Deputy Clerk to instruct Sentinel Security to provide a new CCTV camera at the Recreation Ground at a cost of £531.25 + VAT.	DTC	27.10.23	Sentinel are visiting the Recreation Ground on Friday 27 October to carry out the necessary works.	Completed	

LEDBURY TOWN COUNCIL

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Report prepared by Julia Lawrence – Deputy Town Clerk

MARKET HOUSE - UPDATE

Purpose of Report

The purpose of this report is to update Members of the Environment and Leisure Committee on the Market House.

Detailed Information

Roof and Plaster Repairs

Members will note that the scaffolding around the Market House was erected shortly after the departure of the Funfair on 11 October 2023.

On 18 October 2023, the Clerk and Deputy Clerk met with D A Cook, contractors for the roof repairs, Jane Chamberlain (Caroe) and Connor Ruttledge, Senior Building Conversation Officer from Herefordshire Council to carry out an initial inspection of the building in terms of accessing the level of additional repairs that might be required. Following that inspection it was confirmed that there were no immediate areas for concern other than the works that are to be addressed.

Unfortunately Ian Bishop of Ian Bishop Stone Masonry was unable to attend due to contracting Covid although Mr Bishop has confirmed that he will undertake his work within the constraints of the scaffolding as well as using an elevated platform to carry out his works where necessary.

It is hoped that these works can be completed within four to five weeks.

Stairlift

It has been confirmed that Listed Building Consent would be required for the installation of a stairlift, and detailed drawings would be required as part of the Planning application to show the new lift and the impact of the alterations to the existing fabric of the building; how the stairlift will work around the gate half way up the staircase; and at the head of the staircase. All fabric including the staircase is Grade 1 listed.

Officers would suggest that Caroe & Partners be appointed to prepare the drawings and deal with any and all queries arising before seeking quotes, such as revised fire risk assessments; liaising with Herefordshire Council since Planning Consent may be required; Historic England, if they wish to be involved, Building Regulations – Part M etc., and to act as Clerk of Works similar to that as with the Market House repairs.

The fees for Caroe fees to undertake this role have not yet been confirmed and if this information is available by the time of the meeting, these will be reported accordingly.

Lift

During the course of the meeting with Connor Ruttledge, installing a lift at the Market House was also broached, as an alternative to a stairlift. Connor advised that he feels a lift would be a better alternative to the stairlift subject to it being of appropriate materials to ensure that it does not drastically alter the appearance of the Market House and proper consideration is given to the Heritage issues that may arise.

Members are asked to consider whether they would like to pursue this option in addition to the Stairlift.

Recommendations

- 1 That Members are requested to note the updates regarding the roof and plaster repairs.
- 2 That Members make a recommendation to the Finance, Policy & General Purposes Committee to appoint Caroe & Partners to consider the proposed installation of a stairlift and that this be funded from the Listed Buildings Earmarked Reserve.
- 3 That Members are asked to consider whether the option to install a lift should also be investigated.

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Report prepared by Angela Price – Town Clerk

OWNERSHIP OF LEDBURY WAR MEMORIAL

Purpose of Report

The purpose of this report is to provide Members with an update on the “ownership” and management of repairs of the Ledbury War Memorial, in High Street.

Detailed Information

Previously Councillors have raised concerns about why Ledbury Town Council appear to be responsible for the repairs to the Ledbury War Memorial, when they believe this previously sat with the Ledbury branch of the Royal British Legion.

The history of how the memorial came about and how it was funded is well known thanks to the booklets created by Jennifer Harrison on “War Memorials in Ledbury”. However, the ownership of the memorial is not resolved.

The booklet makes reference to a public appeal for funds that was made in August 1919 to erect a memorial in High Street, Ledbury (the design of which had already been selected). The cost of the scheme was estimated to be circa £1,200. All of the funds to build the memorial were raised by voluntary subscriptions.

In 1985 the headline in the Ledbury Reporter was “War Memorial Protection Bid” highlighting the “onslaught of modern traffic” in the centre of the town. The very next edition of the Ledbury Reporter sadly carried a photograph of the War Memorial reduced to a pile of rubble after being hit by a lorry as it was being reversed in the High Street. The memorial was restored in time for Remembrance Sunday the following year, however there is no information on where the funds came from for this; it would be a fair assumption that insurance from the company who’s van reversed into paid for this, but this is to be confirmed.

In 1987 plans were made to add an extra tier to the memorial in remembrance of those who had died in the Second World War and the Ledbury Branch of the Royal British Legion launched a public appeal for funds to provide engraved stone panels commemorating the names of the fallen in the Second World War. Again no information can be found as yet as to where the funds came from for the additional tier.

The War Memorials (Local Authorities Powers) Act 1923 s1, enables local authorities, as defined in that Act, to incur reasonable expenditure in the maintenance, repair, and protection of war memorials in their district which are vested in them. Information provided by the War Memorials Trust can be found in the attached document (Appendix B) “Parliamentary Acts related to War Memorials”, particular attention

should be paid to the section in relation to the Parish Councils Act 1957 which refers to an amendment to the War Memorials (Local Authorities Powers) Act 1923.

However, there is still a question “Has the Ledbury War Memorial on High Street been vested to Ledbury Town Council?”

A further document sourced from the War Memorials Trust entitled “Ownership of War Memorials” is attached (Appendix A). Members will note that this document states:

“The law and war memorials

If a formal transfer of ownership at any point in the war memorial’s history cannot be established, then the War Memorials (Local Authorities’ Powers) Act of 1923 and subsequent amendments enables local councils to carry out work to war memorials within their area whether they officially ‘own’ them or not. However, please note that, although this Act gives such powers to local authorities it does not give an obligation to do so. Please see War Memorials Trust’s ‘Parliamentary acts related to war memorials’ help sheet for further information. The Trust would suggest contacting the Conservation Officer at your local authority (normally in the conservation or planning departments) for further clarification on their involvement with local war memorials.”

Officers have contacted the Conservation Officer at Hereford Council to seek clarification on their involvement with the War Memorial in past years, in particular 1985 and should they provide a response by this meeting officers will relay this back to Members.

As part of the process of investigating ownership of the Memorial the Clerk has contacted a former Councillor and Mayor who has advised that they recall the then Town Clerk, briefing Members about cleaning the memorial and regilding the flame and that no reference was made at that time to this being on behalf of the Legion, which would suggest that the Town Council were using the power of the War Memorials (Local Authorities’ Powers) Act of 1923 at this time.

They have also advised that they do not recall any discussion or debate about Council taking on maintenance of the Memorial from the Legion and that any discussions prior to 2014 in respect of the refurbishment of the Memorial were had without reference to the Legion, which again would suggest that the Town Council were using the power of the War Memorials (Local Authorities’ Powers) Act of 1923. He further advised that if the Council has taken on this role from the Legion, he has no memory of it or any Councillor who had been in place prior to 1995 ever mentioning that it was a responsibility that the Town Council had taken on. This should not be taken to mean that the responsibility of the memorial should not sit with the Council, it just means that currently there is no confirmed information as to who the responsibility of the memorial sits with, it is not a case of ownership, as the memorial in effect is owned by the people, as it was their funds that paid for it in the first instance.

Members should consider the fact that the funds for the memorial in 1919 were raised by the public, that the normal practice is that a memorial can be vested to a Local Authority to maintain and manage the upkeep. The Royal British Legion are not, and never have been a Local Authority so the likelihood of them ever having been responsible for the upkeep of the Memorial is low. As the funds were raised by the

people, it is more likely that the responsibility has been vested to a Local Authority, which would either be the County Council or the Parish Council. Hopefully information can be sought from Herefordshire Council Conservation Officers in respect of who submitted planning and listed buildings applications in 1985 and 1987 for the repairs and additions to the memorial, which will clarify the position of the Town Council in respect of the War Memorial.

Recommendation

That Members of the Environment & Leisure Committee consider the information provided within this report and await further clarification, if available, from the Conservation Officer.



The question of ownership or custodianship of war memorials can be quite difficult to answer. However, the following points offer some guidance about establishing ownership.

- **Research the history of the war memorial**

As the majority of war memorials were created by public subscription through committees formed for their commissioning (and usually dissolved after completion), the ownership can only be established if a formal transfer of responsibility occurred after the war memorial's dedication/creation.

War Memorials Trust recommends researching the history of the war memorial to establish if a formal transfer occurred. The majority of war memorials were created by a local community. These communities may be geographical or based on a workplace, place of worship, school or social group. Therefore research will need to be focussed on that community. Use local sources of information (e.g. parish records, local archives at libraries and museums, local newspaper archives, company records, etc). Please see War Memorials Trust's 'Researching the history of a war memorial' helpsheet for further information.

You could also contact the War Memorial Register (c/o Imperial War Museum, Lambeth Road, London SE1 6HZ, T: 020 7207 9851, E: memorials@iwm.org.uk, W: www.iwm.org.uk/memorials/search). The Inventory aims to compile a comprehensive record of all war memorials in the UK and may hold information about your war memorial.

If the war memorial is located in the premises or grounds of a particular group or organisation (e.g. a place of worship, bank, post office, scout hut, etc) then contact the relevant authorities to establish if they are responsible for the memorial.

- **The law and war memorials**

If a formal transfer of ownership at any point in the war memorial's history cannot be established, then the War Memorials (Local Authorities' Powers) Act of 1923 and subsequent amendments enables local councils to carry out work to war memorials within their area whether they officially 'own' them or not. However, please note that, although this Act gives such powers to local authorities it does not give an obligation to do so. Please see War Memorials Trust's 'Parliamentary acts related to war memorials' helpsheet for further information.

The Trust would suggest contacting the Conservation Officer at your local authority (normally in the conservation or planning departments) for further clarification on their involvement with local war memorials.

If you are concerned about a war memorial and cannot conclusively establish ownership/custodianship, please contact the Conservation Officer at War Memorials Trust for further advice.

War Memorials Trust 14 Buckingham Palace Road London SW1W 0QP

Telephone: 020 7233 7356/ 0300 123 0764 Fax: 020 7834 0202/ 0300 123 0765

Email: conservation@warmemorials.org Website: www.warmemorials.org

Registered Charity Commission Number: 1062255

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Parliamentary Acts related to war memorials



War Memorials Trust

There is actually very little legislation covering war memorials and war memorial issues. However, the main Parliamentary Acts related to war memorials are:

- **War Memorials (Local Authorities' Powers) Act 18th July 1923
13 and 14 GEO.5, Chapter 18**

This Act enables local authorities under certain circumstances to maintain, repair and protect war memorials vested in them:

“Be it enacted by the King's most Excellent Majesty, by and with the advice and consent of the Lords Spiritual and Temporal, and Commons, in this present Parliament assembled, and by the authority of the same, as follows:

1 Expenditure in maintenance, &c., of war memorials

A local authority may incur reasonable expenditure in the maintenance, repair and protection of any war memorial within their district, which may be vested in them.

2 Approval of county council or Minister of Health

Any expenditure to be incurred under this Act by a local authority shall –

(a) in the case of a parish council or parish meeting, be limited to an amount which will not involve a rate exceeding a penny in the pound for any financial year, and be subject to the approval of the county council;

(b) in the case of any other local authority, be limited to an amount from time to time approved by the Minister for Health.

3 Application

The provisions of this Act shall not apply to a war memorial provided or maintained by a local authority in the exercise of any other statutory power.

4 Definition

In this Act the expression “local authority” means the council of a county, county borough, metropolitan borough or other borough, or of an urban district or parish, and the parish meeting of a rural parish with no parish council.

5 Short title

This Act may be cited as the War Memorials (Local Authorities' Powers) Act, 1923.”

- **Local Authorities Act 1948/ Local Government Act 1948
11 and 12 GEO.6, Chapter 26, Clause 133**

This amendment to the War Memorials (Local Authorities' Powers) Act of 1923 states that:

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1 In section one of the War Memorials (Local Authorities' Powers) Act, 1923 (which enables local authorities, as defined in that Act, to incur reasonable expenditure in the maintenance, repair and protection of war memorials in their district which are vested in them) for the words "which may be vested in them," there shall be substituted the words "whether vested in them or not."

2 The matters on which expenditure may be incurred under the said section one shall include the alteration of any memorial to which that section applies so as to make it serve as a memorial in connection with any war subsequent to that in connection with which it was erected and the correction of any error or omission in the inscription on any such memorial.

3 The War Memorials (Local Authorities' Powers) Act, 1923, as amended by the foregoing provisions of this section shall extend to Scotland subject to the following modifications: sections two and four shall not apply: and the expression "local authority" means a county, town, or district council."

- **Parish Councils Act 1957**

5 and 6 ELIZ.2, Chapter 42, Part II, Extension and Adaptation of Other Powers, Clause 8

This amendment to the War Memorials (Local Authorities' Powers) Act 1923 states that:

1 Powers to be exercisable without reference to council

Every parish council shall be a local authority for the purposes of the Open Spaces Act, 1906, whether or not invested with the powers of that Act by the council of the county within which the parish is situate.

2 The approval or consent of the county council shall no longer be required for any of the following matters:

(a) for the incurring by a parish council or parish meeting of any expenditure under the War Memorials (Local Authorities' Powers) Act 1923."

- **Local Government Act 1973**

Clause 170

This amendment to the War Memorials (Local Authorities' Powers) Act 1923 applies to Scotland only and states that:

1 The local authority for the purposes of the War Memorials (Local Authorities' Powers) Act 1923 as extended to Scotland by clause 133 of the Local Government Act 1948 shall be a local authority within the meaning of this Act: and the powers conferred on a local authority by section one of the said Act of 1923 as so extended with regard to war memorials shall apply to any war memorial outside as well as within their area.

2 In consequence of subsection (1) above the said section 133 shall have effect as if after the word "modifications" there were inserted the following -

(a) in section one, for the words "within their district" there shall be substituted the words "whether within or outside their area";

(b) there were substituted the following - "local authority" means a regional, islands or district council."

Please note that War Memorials Trust **does not** have any legal powers. However, the Trust can offer conservation advice and financial assistance to war memorial restoration projects through our grants schemes.

LEDBURY TOWN COUNCIL

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Report prepared by Julia Lawrence – Deputy Town Clerk

CCTV AT RECREATION GROUND AND CEMETERY UPDATE

Purpose of Report

The purpose of this report is to update Members of the Environment and Leisure Committee regarding CCTV for the Recreation Ground and Cemetery.

Detailed Information

Recreation Ground

Members of the Environment and Leisure Committee have previously requested sight of the Service Level Agreement between Herefordshire Council and Ledbury Town Council for CCTV. A copy of this document has now been obtained and a copy is attached at Appendix A.

The document came into force on 1 April 2020 and is due to terminate on 31 March 2025.

Members will note that Officers have been working with the CCTV Monitoring Team at Herefordshire Council with a view to installing a new CCTV at the Recreation Ground, which would be monitored by Herefordshire Council's CCTV team in Hereford. It has been a long process and at the July 2023 committee meeting (Item No. 11.3), the Deputy Clerk gave a further update. Since that time, the CCTV Compliance Manager has been trying to secure funding through the Safer Streets 5 Bid but unfortunately that was unsuccessful as the Home Office requested for such funding to be returned. In the meantime, the CCTV Compliance Manager submitted a bid application in early October with £8,000 being put into the bid from Ledbury Town Council, being approximately 30% of the overall capital cost (currently there is £10,000 in the earmarked reserves for CCTV). It is hoped that this application will be successful; there is a lead time of 16 weeks for the columns and it is imperative that they are ordered as soon as possible as the funding from this project will need to be spent by 31 March 2024. The outcome to this bid is awaited.

It has not been possible to get the CCTV Compliance Manager to attend the meeting at this time.

Cemetery

The Deputy Clerk met recently with a local Security CCTV company with a view to obtaining an estimate for an improved CCTV security system at the Cemetery. The specification for this work, which has been provided by the company that met with the

Deputy Clerk has been circulated to other security companies in the area and it is hoped that a report on this will be available at the Full Council meeting scheduled for 24 November 2023, along with an update on CCTV for the Recreation Ground.

Whilst writing, the Clerk is undertaking a similar exercise for improved CCTV coverage at the Council Offices and will also report back in due course regarding this.

Recommendation

Members are requested to receive and note the information provided above, noting that a sum of £8,000 has been included as match funding from Ledbury Town Council in respect of the recent funding application submitted by the Herefordshire Council CCTV Compliance Manager.

SERVICE LEVEL AGREEMENT

CCTV

1.0 Date of Agreement

THIS AGREEMENT is made on the 4 June 2020

2.0 Parties to Agreement

BETWEEN

THE COUNTY OF HEREFORDSHIRE DISTRICT COUNCIL of Council Offices, Plough Lane, Hereford, HR4 OLE ("the Council") of the first part and LEDBURY TOWN COUNCIL of the second part ('the Service Recipient).

3.0 Duration of Agreement

3.1 This Agreement shall come into force on the 1 April 2020 ("the Commencement Date") and shall terminate on the 31 March 2025 ("the Termination Date") (the "Initial Term"); unless extended in accordance with paragraph 9 for a further maximum period of 4 (four) years or shall continue unless determined on notice as hereinafter provided.

4.0 Service Level

4.1 The service being provided under this Agreement is a CCTV monitoring system in and around LEDBURY in accordance with the established CCTV Code of Practice ("the Service").

4.2 This Agreement establishes the level of service in providing CCTV equipment ("the CCTV/ Equipment") and monitoring to LEDBURY areas ("the Service Level") and the annual financial contribution payable by the Service Recipient towards the Service ("the Annual Contribution").

4.3 The Service Level is set out in Appendix 1 and the Annual Contribution is set out in Appendix 2.

5.0 Services Aims and Objectives

5.1 The Council shall provide a CCTV monitoring service for LEDBURY, to the Service Level.

6.0 Payment Arrangements

6.1 The Service Recipient shall pay to the Council the Annual Contribution as set out in Appendix 2.

7.0 Administrations and Technical Support

The Council's CCTV Compliance Manager shall provide the administrative and technical support necessary to operate the CCTV system at LEDBURY to the Service Level and the Service Recipient acknowledges that the CCTV Equipment will remain in the ownership of The Council at all times.

8.0 Increase/Decrease in Service and Termination

8.1 Where the Council and the Service Recipient deems increases or decreases to either the level of service or the areas covered necessary, then these changes shall be negotiated and accommodated at the earliest opportunity and recorded in writing and signed by both parties as an addendum to this Agreement.

8.2 Each party shall give the other not less than 6 (six) months written notice of its intention to terminate this Agreement.

9.0 Extension of Term

9.1 If the Service Recipient wishes to extend this agreement beyond the expiry of the Initial Term, it shall give the Council at least three (3) months' written notice of such request prior to the expiry of the Initial Term setting out the length of extension required provided always that the Customer shall not be entitled to extend the Initial Term by more than 4 (four) years. If the Customer gives such notice then this agreement shall continue on the same terms as set out herein.

10.0 Councils Additional Responsibilities

10.1 To provide a response to all complaints/enquiries within 10 working days.

10.2 To advise the Service Recipient of foreseeable difficulties in service delivery.

10.3 To routinely liaise with the Service Recipient to assess the financial and operational position of the service.

11.0 Service Recipients Additional Responsibilities

11.1 To liaise with the Council to assess the operational position of the service.

11.2 To fund the level of service requested by the Service Recipient ensuring adequate provision for any agreed service improvements, or increases in areas requiring CCTV in accordance with paragraph 6.

11.3 To consider reports provided by the Council on the need for additional or complimentary CCTV and make clear decisions on the finance for such work.

12.0 Liability

12.1 Save for liability for death or personal injury arising from their negligence, the Council will not be liable to the Service Recipient in respect of any loss or damages incurred by the Service Recipient as a result of a failure by the Council to provide the services.

12.2 Copyright of all images and tapes of all images will remain the property of the Council.

However, as the nominated responsible officer for the day to day operation of the CCTV system, the CCTV Compliance Manager has a legal obligation to ensure compliance with the Data Protection Act 2018 and will make all decisions on the release of information.

13.0 Force Majeure and Disaster Recovery Plan

13.1 Neither party shall have any liability under or be deemed to be in breach of this Agreement for any delays or failures in performance which result from circumstances beyond the reasonable control of that party (an event of "Force Majeure"). In the event that a Force Majeure event continues for a continuous period of more than 6 months, either party may terminate this Agreement by written notice to the other party.

14 Arbitration

14.1 Should the parties be drawn into dispute over any part of this agreement then it shall fall to the Chief Executive of the Council and the Clerk of the Service Recipient to determine an outcome.

14.2 Their decision shall be final and binding.

Signatories to this Agreement



Chris Jenner, Assistant Director Technical Services

The County of Herefordshire District Council

Date: 5 June 2020



Ledbury Town Council

2020

Date 3rd Jun

APPENDIX 1 THE SERVICE

Locations of Cameras in LEDBURY

301	High Street
302	Market Place
303	o Cross
304	alled Garden
305	Church Lane

The Service shall provide:

- (a) Processing of all invoices relating to the operation of a CCTV monitoring system
- (b) Arranging the repair/replacement of the CCTV Equipment, as it becomes faulty, in accordance with its maintenance schedule
- (c) Investigation and response to all complaints from members of the public concerning the operation of the CCTV Equipment.
- (d) Liaison with operational partners including the Police on a regular basis to ensure the system is utilised to its maximum potential but still remains within the operational parameters.
- (e) To register the system under the Data Protection Act 2018 and to assess the schemes impact on the Human Rights Act 1998 and other legislation as it is introduced.
- (f) Undertaking management checks and audits as necessary to ensure the system is operated professionally and competently.
- (g) Insuring the CCTV Equipment against vandalism, damage and loss.
- (h) Providing quarterly incident reports and annual updates on the Service.
- (i) Managing the contract with the third party contractor ("the Contractor") that operates the CCTV system and the CCTV Control Room on behalf of the Council ("the Third Party Contract").
- (j) Ensuring any breakdowns/technical faults are minimized and rectified as soon as is reasonably practicable in order that down time is minimal and the Service outlined can be delivered as per specification set out in the Third Party Contract. (The Third Party Contract requires engineers to attend to any critical faults within 6 hours between the hours of 10:00 and 18:00 Sunday to Thursday and 10:00 and 21 Friday and Saturday, and non critical faults within 24 hours Monday to Friday.)

Operational Parameters

It is important to emphasise that the CCTV system is not a "spy" system. It is intended to assist in the detection of crime and the criminals involved, and to provide evidence in support of successful prosecutions. There will be no interest shown in or deliberate monitoring of, people carrying out their legitimate business.

The system seeks to contribute towards achieving the following strategic objectives:

- (a) To detect, prevent or reduce the incidence of property crime and offences against the person.
- (b) To reduce theft of vehicles and theft from vehicles, both on street and in the car park.
- (c) To improve general security, both in terms of personal security and security of buildings and premises. To make LEDBURY a safer area in which to live.
- (d) To improve communication and the operational response of Police patrols in and around the area.
- (e) To reduce the level of crime, anti-social behaviour and public disorder.
- (f) To identify and respond effectively to all harassment.
- (g) To reduce graffiti, vandalism and other criminal damage within the surveillance area to improve the environment and reduce maintenance costs.

System Operation

The following services will be provided by the Contractor, who will manage and operate the CCTV system on behalf of the Council.

- (a) To record images from all cameras in the area 24 hours per day throughout the year and manage the supporting storage system.
- (b) To staff the control room during agreed (contracted) hours throughout the year with competent CCTV operators.
- (c) To respond to criminal incidents in and around the LEDBURY area as referred to the control room from other agencies/partners.
- (d) To monitor proactively the LEDBURY area with the intention to identify criminal and anti-social behaviour.
- (e) To record all observed incidents of criminal and anti-social activity, and refer such activity to the appropriate agency for a response.
- (O To provide recorded material of acceptable evidential standards to the Police for criminal prosecutions. Such evidence will include all necessary paper work, operator logs and witness statements.
- (g) To undertake pre-arranged presentations of the systems effectiveness to community representatives from LEDBURY.
- (h) To complete and retain all written and electronic information relating to the system for the recommended period of time in accordance with the Data Protection Act 2018.

APPENDIX 2 -SUMMARY OF ANNUAL CONTRIBUTION

Contribution made in 2020/2021

BUDGET	
total cost of running Ledbu 's s stem 2020/2021	16,888.06
Ledbu Town Council's Initial Contribution 2020/2021	8, 153.66

Payment of the Annual Contribution will be made in equal instalments quarterly from April to June, July to September, October to December and January to March. For the first year of this agreement the contribution shall be the amount identified as the Initial Contribution above.

In subsequent years the annual contribution will be increased each year in line with inflation, using the National Statistics Online Monthly RPI, and will be notified in October of each year.

LEDBURY TOWN COUNCIL

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Report prepared by Julia Lawrence – Deputy Town Clerk

TREE SURVEY FOR LEDBURY CEMETERY, NEW STREET

Purpose of Report

The purpose of this report is to ask Members of the Environment and Leisure Committee to give consideration to the report below and select a company to carry out a Tree Survey at Ledbury Cemetery.

Detailed Information

Members of the Environment and Leisure Committee have previously queried whether a Tree Survey had been undertaken at the Cemetery. Further investigation has revealed that a Tree Survey was carried out in October 2020 and a copy of that Survey is attached at Appendix A.

Companies have been invited to submit a quotation to carry out a new Tree Survey at the Cemetery in New Street.

The following information has been requested from interested companies for inclusion in the final Tree Survey:

<ul style="list-style-type: none">• Tree Number• Species• Height• Crown Spread• Diameter (mm)	<ul style="list-style-type: none">• Life expectancy• Vitality• Structural Condition• Observations• Recommendations
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The Tree Survey will also identify work priority (Low/Medium/High). If it is High, what the company recommends the timescale to be for felling, if required. Companies have also been requested to provide a copy of their public liability insurance certificate, RAMS, and a brief background of the company's skills/experience and accreditations.

Ten companies were approached and whilst they are all tree surgeons by profession, not all of them were interested in carrying out tree surveys as they prefer to undertake felling works as opposed to carrying out surveys. A summary of the findings and costs are detailed below.

	Company Location	Notes	Cost, excluding VAT
1	Ledbury		£595.00
2	Ross on Wye	Do not carry out tree surveys – prefer to fell the trees	-
3	Ledbury	Do not carry out tree surveys – prefer to fell the trees	-
4	Longdon		£550.00
5	Ledbury	No response	-
6	Herefordshire		£495.00
7	Abergavenny	Do not carry out tree surveys – prefer to fell the trees	-
8	Abergavenny	No response	-
9	Lugwardine		£900.00
10	Wormbridge		£800.00

Three out of the five companies who have quoted are known to Ledbury Town Council, having previously undertaken work for the Council.

Recommendations

1. Members are requested to give consideration to the information provided above and to confirm whether they would like to proceed with a new Tree Survey for Ledbury Cemetery.
2. Subject to the outcome of 1) above, Members are requested to select a company to undertake the tree survey and instruct officers to contact the successful contractor in order that the company can be instructed to proceed at the earliest opportunity.

Grined out in October
2020

DAVID GARDNER

ARBORICULTURE



Tree Condition Survey:

Ledbury Town Cemetery

New Street

Ledbury

HR8 2DX

Instructing Party:

Ledbury Town Council

Ledbury Town Cemetery

New Street

Ledbury

HR8 2DX

Surveyed by:

David Gardner BSc MSc MArborA

Reference:

2020/0232/TCS/01



Arboricultural
ASSOCIATION

Professional Member

Membership No:

PR5336

1 Introduction

- 1.1 This report was commissioned by Ledbury Town Council. It is intended to provide an assessment of the condition of trees with a diameter >75mm found within the curtilage of the Ledbury Town Cemetery. Trees adjacent to the area surveyed may be assessed remotely in the event that they are deemed potentially hazardous to the site.
- 1.2 The data used in this report was collected during a site survey on the 19th of October 2020. Weather conditions were clear and dry, with visibility being sufficient for the inspection undertaken. Trees were inspected from ground level only, utilising binoculars, sounding mallet and probe where appropriate. Trees were not climbed and specialist diagnostic equipment was not employed.
- 1.3 It should be noted that no responsibility can be accepted for damage or injury sustained as a result of hazards or defects not apparent during a ground level, visual inspection at the date of the survey. Similarly, no responsibility can be accepted for damage or injury arising from trees whose condition may be obscured in part or in whole (by ivy for example) or to which full access was impeded. Any potential hazards that may develop following this report should be brought to the consultant's attention as soon as possible.
- 1.4 Prior to the commencement of any tree works, an ecological assessment of specific trees may be required to ascertain whether protected species (e.g. bats, badgers and invertebrates etc.) may be affected.
- 1.6 The accompanying Tree Location Plan provides an indication of the location of those trees recorded but should not be relied upon for precise accuracy.
- 1.7 Herefordshire Council's online records shows no Tree Preservation Orders on or adjacent to the site and that it lies outwith any Conservation Area.

2 Methodology

- 2.1 As noted in paragraph 1.2 above, trees were inspected using from ground level only on the basis of the Visual Tree Assessment method proposed by Mattheck and Breloer (The Body Language of Trees, DoE booklet Research for Amenity Trees No. 4, 1994).
- 2.2 It will be appreciated that the identification of defects or other indications of failure e.g. species, soil conditions, construction works adjacent to trees is only one part of the assessment of the risk trees pose. It is necessary to further consider the size of part liable to fail, the likelihood of this failure and finally the likelihood of damage or injury resulting from this failure. Recommendations for works made in this report are based upon a careful, considered balancing of these factors in the light of the benefits trees provide.
- 2.3 Inherent in tree inspection is assessment of the risk associated with trees close to people and their property. Most human activities involve a degree of risk, such risks being commonly accepted if the associated benefits are perceived to be commensurate. Risks associated with trees tend to increase with the age of the trees concerned, but so do many of the benefits. It will be appreciated, and deemed to be accepted by the client, that the formulation of recommendations for all management of trees with be guided by the cost-benefit analysis (in terms of amenity), of tree work that would remove all risk of tree related damage.
- 2.4 The level of risk a tree poses is based upon a combination of the level of use of the area around it, the size of the part most likely to fail and the likelihood of that failure occurring. Whilst numbers are substituted for the description of these factors in the survey schedule this does not mean that comparison of the level of risk posed by different trees can be made by comparing the relative totals.

3 Re-inspection Period

- 3.1 Given the current level of use of the site and its surrounds, and the size of trees present, I would recommend that the trees be re-inspected in no less than 24 months' time unless otherwise indicated in the survey schedule below.
- 3.2 Trees are living organisms whose health and condition can change rapidly; the health, condition and safety of trees should be checked on a regular basis, preferably the frequency cited above. The conclusions and recommendations in this report are based upon the assumption that the trees will be inspected on the interval cited above / in the survey schedule where this differs in the future and therefore are only valid for that period.
- 3.3 This period of validity may be reduced in the case of a change of conditions to or in proximity to the tree. Such changes may include but are not limited to: changes in ground level, tree works, extreme weather events or hydrological changes. Any gross change in tree condition such as the appearance of cracks / splits, the loss of foliage or soil movement around the base should be reported to a suitably qualified arboriculturalist without delay.

Appendix 1

Survey Schedule

Key:

Vitality:

Good – no significant health problems

Moderate – symptoms of ill health that can be remediated

Poor – significant ill health

Structural Condition:

Good – no significant defects

Moderate – significant defects that can be remediated.

Poor – Significant defects no remedy

Work Priority:

High – within 3 months

Medium – within 18 months

Low – within 36 months

Long term management – works not strictly necessary but would alleviate / avoid future issues

Explanatory note regarding priority codes:

It is recognised that the owner of a site may have competing responsibilities and the risk their trees present may be lower than other potential hazards on the site. Therefore, the timeframes specified below are intended to provide an indication of when works should be scheduled rather than an absolute deadline or indication of when failure will occur.

Tree No.	Species	Height	Crown spread (m)				Diameter (mm)	Life expectancy	Vitality	Structural condition	Observations	Recommendations	Work Priority
			N	E	S	W							
1	Yew, Common	10	6	5	4	5	500	40+	G	Northern crown encroaching on mortuary building	Cut back from mortuary to provide 2m clearance	Low	
2	Cypress, Lawson	8	3	3	3	3	200	40+	G				
3	Yew, Common	8	5	5	5	5	550	40+	M	Dense ivy obscuring stem. Of indifferent form			
4	Redwood, Giant	12	4	4	4	4	750	40+	G				
5	Yew, Common	6	3	3	3	3	150	40+	M				
8	Elder	2	2	2	2	0		20+	M	Shrub growing from memorial feature causing damage.	Fell	Medium	
9	Cypress, Lawson	18	4	4	4	4	600	20+	M	Dense ivy obscuring stem.			

Tree Condition Survey: Ledbury Town Cemetery, New Street, Ledbury HR8 2DX
 Instructing Party: Ledbury Town Council, Ledbury Town Cemetery, New Street, Ledbury HR8 2DX
 Date: 26th October 2020

Tree No.	Species	Height	Crown spread (m)				Diameter (mm)	Life expectancy	Vitality	Structural condition	Observations	Recommendations	Work Priority
			N	E	S	W							
10	Cypress, Lawson	18	4	4	4	4	800	20+	M	Ivy obscuring stem. Low foliage encroaching on pavement	Crown lift low branches over pavement.	Medium	
11	Cypress, False	16	4	4	4	4	500	20+	G				
12	Cypress, Lawson	6	2	2	2	2	150	10+	P	Thin crown			
13	Cypress, False	15	3	3	3	3	450	20+	M	Ivy obscuring stem			
14	Holly	2	1	1	1	1		40+	G	Growing in memorial feature, possibly planted?			
16	Cypress, False	12	2	2	2	2	4 x 150	20+	M				
17	Cypress, Lawson	14	4	4	4	4	500	20+	M	Ivy obscuring stem. Slightly thin crown			

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 Date: 26th October 2020

Tree No.	Species	Height	Crown spread (m)				Diameter (mm)	Life expectancy	Vitality	Structural condition	Observations	Recommendations	Work Priority
			N	E	S	W							
18	Cypress, Lawson	18	2	3	2	2	450	20+	M	Ivy obscuring stem			
19	Box	10	4	4	4	4	3 x 150	40+	M				
20	Yew, Common	15	4	4	4	4	425	40+	G				
21	Yew, Common	14	4	4	4	4	500	40+	M				
23	Spruce, Norway	18	4	4	4	4	500	20+	M	Dense ivy obscuring stem			
24	Box	8	3	3	3	3	3 x 125	40+	M	Ivy obscuring stem.			
25	Yew, Common	17	8	8	8	8	650	40+	M	Ivy obscuring stem			
26	Yew, Common	14	6	6	6	6	2 x 600	40+	G	Dense ivy obscuring stem			
28	Yew, Common	8	3	3	1	3	350	40+	M	Ivy obscuring stem			

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Tree No.	Species	Height	Crown spread (m)				Diameter (mm)	Life expectancy	Vitality	Structural condition	Observations	Recommendations	Work Priority
			N	E	S	W							
29	Yew, Irish	8	4	4	4	4	6 x 100	40+	G	M			
30	Holly	7	2	2	2	2	100	40+	G	G	Dense ivy in upper crown		
31	Cypress, Lawson	15	3	3	3	6	450	20+	G	G	Dense ivy at base obscuring stem		
32	Cypress, False	10	2	2	2	2	225	20+	M	M	Thin crown suppressed by adjacent specimens		
33	Yew, Irish	6	3	3	3	3	2 x 200	40+	M	M	Some limbs engulfed in ivy.	Remove ivy	
34	Cypress, False	16	3	3	3	3	550	20+	G	G			

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Tree No.	Species	Height	Crown spread (m)				Diameter (mm)	Life expectancy	Vitality	Structural condition	Observations	Recommendations	Work Priority
			N	E	S	W							
35	Whitebeam, Swedish	14	5	5	5	5	40+	G	M	Numerous tight forks 1m above ground			
35	Whitebeam	12	5	5	5	5	40+	G	M	Numerous tight forks 1m above ground			
37	Box	3	3	3	3	3	40+	G	G				
38	Cypress, False	17	6	6	6	6	20+	G	M				
39	Whitebeam	12	5	5	5	5	40+	G	M	Weak unions at base			
40	Yew, Irish	8	4	4	4	4	40+	G	M				
41	Cherry, flowering	3	2	2	2	2	20+	G	G				
41	Cypress, False	14	4	4	4	4	40+	G	M	Weak union at base			

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Tree No.	Species	Height	Crown spread (m)				Diameter (mm)	Life expectancy	Vitality	Structural condition	Observations	Recommendations	Work Priority
			N	E	S	W							
43	Rowan	6	2	2	2	2	80	40+	G	M			
45	Western Red Cedar	8	6	6	6	6	400	40+	G		Consider pruning out reverted (non-variegated) limbs	Low	
49	Cypress, Lawson	18	4	4	4	4	750	20+	G		Dense ivy obscuring stem base		
49	Cypress, Lawson	17	3	3	3	3	750	20+	G		Dense ivy obscuring stem		
50	Cherry, flowering	9	4	4	4	4	325	40+	G				
51	Oak, English	17	8	8	8	8	1200	40+	M		Pollarded. Dense ivy prevents inspection of stem. Deadwood throughout crown. Soil appears to have been built up around base.	Remove deadwood and return levels around base to original.	Medium

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Tree No.	Species	Height	Crown spread (m)				Diameter (mm)	Life expectancy	Vitality	Structural condition	Observations	Recommendations	Work Priority
			N	E	S	W							
52	Cypress, False	16	4	4	4	4	1000	20+	G	M	Weak union at base where stem divides into 3 co-dominant stems.		
53	Yew, Common	8	4	4	4	4	550	40+	G	G	Ivy obscuring stem		
54	Cypress, Lawson	16	3	3	3	3	700	20+	M	M	Weak union at 2m where stem divides into 2 co-dominant stems		
55	Yew, Common	10	5	5	5	5	575	40+	M	G	Slightly thin crown for species		
56	Yew, Common	12	3	3	3	3	500	40+	G	G			
57	Yew, Common	3	2	2	2	2	95	40+	G	G			
58	Plum, Purple	6	2	5	2	2	125	40+	G	M			

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Tree No.	Species	Height	Crown spread (m)				Diameter (mm)	Life expectancy	Vitality	Structural condition	Observations	Recommendations	Work Priority
			N	E	S	W							
59	Cypress, False	17	3	3	3	1	750	20+	G	Weak union at base			
60	Cypress, False	16	3	1	3	3	700	20+	G				
61	Yew, Common	10	3	3	3	3	450	40+	G				
63	Box	8	3	3	3	3	350	40+	G				
64	Cypress, False	18	4	4	4	4	1200	20+	G	Weak union at base			
65	Cypress, Lawson	10	4	4	4	1	275	40+	G	Golden cultivar			
66	Cypress, Lawson	15	3	3	3	3	550	40+	G				
69	Cypress, Lawson	8	3	3	3	3	200	40+	G	Blue cultivar			
70	Western Red Cedar	17	5	1	5	5	400	40+	G				
71	Western Red Cedar	18	5	5	5	1	800	40+	G				
71a	Plum, Purple	6	2	2	2	2	300	20+	M				
72	Cherry	3	2	2	2	2	125	0	D	Standing dead	Fell	Medium	
73	Yew, Common	9	5	5	5	5	800	40+	G				

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Tree No.	Species	Height	Crown spread (m)				Diameter (mm)	Life expectancy	Vitality	Structural condition	Observations	Recommendations	Work Priority
			N	E	S	W							
74	Rowan	4	2	2	2	2	100	40+	G				
75	Yew, Common	8	2	2	2	2	4x75	40+	G	Elder growing within crown	Remove elder	Low	
76	Yew, Irish	8	2	2	2	2	8x75	40+	G	Dead shrub within crown	Remove dead shrub	Low	
77	Apple, Crab	2	1	1	1	1	75	0	P	Standing dead	Fell	Medium	
78	Whitebeam	8	4	4	4	4	325	40+	M	Numerous tight forks at base			
79	Tulip tree	11	5	5	5	5	475	40+	G	Has potential to develop into fine specimen			

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Tree No.	Species	Height	Crown spread (m)				Diameter (mm)	Life expectancy	Vitality	Structural condition	Observations	Recommendations	Work Priority
			N	E	S	W							
80	Whitebeam	9	4	4	4	4	500	40+	G	M	Numerous tight forks at base		
81	Apple, Crab	2	1	1	1	1	75	20+	M	M	Low leaf cover	Low	
82	Rowan, Mountain Ash	4	2	2	2	2	100	20+	G	M			
83	Rowan, Mountain Ash	4	2	2	2	2	85	40+	G	G			
85	Yew, Common	12	3	3	3	3	9x90	40+	G	M			
86	Cedar, Himalayan	14	6	6	6	6	700	40+	G	M	Has potential to develop into fine specimen		
87	Plum, Purple	4	2	2	2	5	2x100	20+	M	M			
88	Holly	5	2	2	2	2	4x125	40+	G	M	Growing against boundary wall		

Tree Condition Survey: Ledbury Town Cemetery, New Street, Ledbury HR8 2DX
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 Date: 26th October 2020

Tree No.	Species	Height	Crown spread (m)				Diameter (mm)	Life expectancy	Vitality	Structural condition	Observations	Recommendations	Work Priority
			N	E	S	W							
90	Cedar, Blue Atlas	15	5	5	5	5	40+	G	M	Blue atlas cedar. Has potential to develop into fine specimen			
91	Whitebeam	8	3	3	3	3	40+	G	M				
92	Rowan, Mountain Ash	5	2	2	2	2	20+	G	M				
93	Birch, Silver	12	2	2	2	2	20+	M	M	Thin crown	Monitor crown health 2021	Low	
94	Hazel, Common	3	2	2	2	2	40+	G	G	Silver birch growing through crown			
95	Birch, Silver	14	3	3	3	3	40+	G	G				

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Tree No.	Species	Height	Crown spread (m)				Diameter (mm)	Life expectancy	Vitality	Structural condition	Observations	Recommendations	Work Priority
			N	E	S	W							
97	Ash, Common	16	8	8	8	8	10+	M	M	Base inaccessible. Dieback throughout which is consistent with Ash Dieback Disease. Tree not currently hazardous but condition almost certain to deteriorate.	Monitor leaf emergence 2021. Consider removal before condition deteriorates to point removal is hazardous to tree surgeons.	Medium	
98	Plum spp	0	2	1	1	1	40+	G	M				
101	Holly	3	2	2	2	2	40+	G	G	Growing immediately adjacent to graves			
G102	Holly	2	1	1	1	1	40+	G	G	Group of small specimens. Self-sown ash establishing by north-eastern tree.	Fell self-sown ash	Low	
103	Cypress, Lawson	14	2	2	2	2	40+	G	M				

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Tree No.	Species	Height	Crown spread (m)				Diameter (mm)	Life expectancy	Vitality	Structural condition	Observations	Recommendations	Work Priority
			N	E	S	W							
104	Holly	7	2	2	2	2	130	40+	G	Growing within grave but not causing damage at present			
105	Cypress, False	16	3	3	3	3	2x400	20+	M	Weak union at base			
106	Cypress, Lawson	17	4	4	4	4	800	20+	G				
G107	Juniper	12	3	3	3	6	250	40+	M				
108	Juniper	4	1	1	1	1	95	20+	G				
109	Cherry, flowering	2	1	1	1	1	85	20+	M				
110	Cherry, flowering	3	2	2	2	2	150	20+	M	Weak union at base			
111	Cypress, Lawson	5	2	2	2	5	150	40+	G				
111	Sycamore	3	2	2	2	2	125	40+	G	Brilliantissimum cultivar			

Tree Condition Survey: Ledbury Town Cemetery, New Street, Ledbury HRS 2DX
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 Date: 26th October 2020

Tree No.	Species	Height	Crown spread (m)				Diameter (mm)	Life expectancy	Vitality	Structural condition	Observations	Recommendations	Work Priority
			N	E	S	W							
112	Cypress, Lawson	4	2	2	2	2	125	40+	G	Blue cultivar			
116	Cypress, Lawson	6	2	2	2	2	150	40+	G				
119	Oak, English	14	9	9	9	9	600	40+	G	Has potential to develop into fine specimen			
120	Juniper	6	2	2	5	2	100	20+	G				
120	Juniper	6	2	2	2	2	100	40+	G				
121	Western Red Cedar	3	2	2	2	2	4x150	40+	G	Variegated cultivar			
122	Cypress, Lawson	16	3	3	3	3	675	20+	G	Ivy obscuring stem			
124	Holly	8	3	3	3	3	400	40+	G				
125	Cypress, Lawson	15	2	2	2	2	450	20+	M	Thin crown			
126	Cypress, Lawson	16	3	3	3	3	500	40+	G				

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 Date: 26th October 2020

Tree No.	Species	Height	Crown spread (m)				Diameter (mm)	Life expectancy	Vitality	Structural condition	Observations	Recommendations	Work Priority
			N	E	S	W							
127	Cypress, Lawson	5	2	2	2	2	140	40+	G				
128	Cypress, Lawson	15	3	3	6	6	450	40+	G				
129	Cypress, False	2	1	1	1	1	50	20+	M				
131	Elder	3	1	1	1	1		20+	G				
132	Cypress, Lawson	3	2	2	2	2	200	40+	G	Golden cultivar			
133	Buddleia	3	2	2	2	2	75	20+	M				
134	Cypress, Lawson	14	3	3	3	3	275	40+	G				
135	Cypress, Lawson	18	3	3	3	3	425	40+	G	Ivy obscuring stem			

Tree Condition Survey: Ledbury Town Cemetery, New Street, Ledbury HR8 2DX
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 Date: 26th October 2020

Appendix 2

Tree Location Plan

Tree Condition Survey: Ledbury Town Cemetery, New Street, Ledbury HR8 2DX
Instructing Party: Ledbury Town Council, Ledbury Town Cemetery, New Street, Ledbury HR8 2DX
Date: 26th October 2020

DAVID GARDNER
ARBORICULTURE

Not to scale
 October 2020

Site: Ludbury Cemetery
 Drawing Title: Tree Location Plan



LEDBURY TOWN COUNCIL

ENVIRONMENT & LEISURE COMMITTEE	2 NOVEMBER 2023	AGENDA ITEM: 11
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Report prepared by Julia Lawrence – Deputy Town Clerk

TIMBER CLIMBER AND INCLUSIVE ROUNDABOUT AT THE RECREATION GROUND

Purpose of Report

The purpose of this report is to ask Members of the Environment and Leisure Committee to consider either repairing or replacing the Timber Climber at the Recreation Ground and to repair the inclusive roundabout.

Detailed Information

Timber Climber

In October 2023, the annual inspection was undertaken by Combined Playground Services Ltd, being registered members of RPII (Register of Play Inspectors International), to visit the Recreation Ground and inspect the equipment in the play area as well as the skate park. A copy of the Inspection Report for the Recreation Ground is attached at Appendix A.

The Timber Climber was assessed, and several weaknesses were identified, such as rotting timbers to the barrier/handrails, bridge and platform and also main timber post supports have rotted at ground level. At the time, it was recommended that the Timber Climber be isolated and not used until measures could be put in place to either repair sections or replace the whole unit “like for like”. As recommended by the RPII Inspector, action was taken immediately by staff to isolate this piece of equipment.

To repair the severe timber rot on the bridge and the platform, would involve the following items being replaced:

- 7 of the 16 posts - rotted at ground level
- The barrier/handrail timbers - rotted
- Missing or damaged bot cap covers
- The connecting links are in excess of 8.6mm and less than the 12mm and fail the requirements of BS EN 1176:2008 Part 1; clause 4.2.13. Chains – these need replacing
- The surrounding surface has eroded and the concrete foundations are exposed

The following photographs show some of the damage to the Timber Climber.



As is the case with the majority of the play equipment at the Recreation Ground, there are no manufacturers' name plates fitted so it is difficult to ascertain who the original suppliers were. Therefore, the Deputy Clerk has approached 8 companies to see if this work would be of interest to them appreciating that not all contractors are willing to supply and install as the majority are only interested in supplying the materials which is why some of the companies noted below are not local to Ledbury.

A summary of responses is shown below.

Repair is to replace the sections noted earlier in this report and *Replacement* is for a new "like for like" piece of equipment.

	Company location	Costs, excluding VAT	Notes
1	Churcham, Gloucester	Repair: £3,574.00	This quote does not allow for galvanised steel feet. Includes 2 tonne of topsoil to remove exposed concrete.
2	Stroud, Gloucestershire	Repair: £2,555.00 Replacement: £6,875.00	This repair allows for treated Radiata posts only. Steel feet would be an extra £85 each (per foot) The Replacement would be an identical copy of the existing piece of equipment, i.e same dimensions, timber profiles etc.
3	Weston Super Mare		Declined to quote
4	Stonehouse, Gloucestershire		No response
5	Flintshire		Declined to quote
6	Beckenham		No, too far aware

7	Newport	Repair: £3,250.00 Replacement: £9,500.00	This repair includes £600 (plus VAT) for galvanised steel shoes
8	Cheshire		No response

Please note that all companies wishing to provide a quotation have also been requested to submit copies of their public liability insurance certificate, RAMS, together with references for two similar jobs they have completed.

The image below is that which has been presented by Company No. 7, the replacement piece of timber equipment costing £9,500.00 plus VAT. The price includes the in-ground steel feet, dig out and remove old equipment, supply and install new equipment.



Inclusive Roundabout

Members will note that the same issues have applied for the inclusive roundabout whereby details of the manufacturer are unknown and contractors are unwilling to repair equipment which has not been supplied by them. The roundabout needs a new slew ring bearing as it is quite sluggish and children have difficulty pushing the roundabout when playing on it.



As a result of carrying out the exercise for the Timber climber, this identified two companies who would be willing to undertake the repairs, being to supply and install a replacement slew bearing for the roundabout. The costs are as follows:

	Company location	Costs, excluding VAT
1	Newport	£1,550.00
2	Stroud, Gloucestershire	£1,985.00

Recommendations

1. Members are requested to give urgent consideration to the above information and make a recommendation to the Finance, Policy & General Purposes Committee that the Timber Climber be replaced as a matter of urgency, and that funds be taken from the 2023/24 budget (110/4235).
2. That Members make a recommendation to the Finance, Policy & General Purposes Committee as to which company be appointed to undertake the replacement for the Timber Climber and at what cost.
3. Members are requested to give consideration to the repair of the inclusive roundabout and make a recommendation to the Finance, Policy & General Purposes Committee for the repairs to be undertaken, and that funds be taken from the 2023/34 Play Equipment Maintenance Budget (110/4236).
4. That Members make a recommendation to the Finance, Policy & General Purposes Committee as to which company be appointed to undertake the repairs for the inclusive roundabout and at what cost.



Combined Playground
Services Ltd

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Annual Inspection

Ledbury By TC Play Area

01 October 2023



Inspection carried out by

Lyn Williams

Inspection Methodology



This document outlines the RPII scope for inspections undertaken by the Inspectors listed as Annual Inspectors on the RPII Register of Inspectors when undertaking Indoor Annual, Outdoor Annual, Outdoor Operational and Outdoor Routine inspections

Inspections are undertaken with reference to the standards listed in this preamble only; where no date for the standard is given it will be the standard that is current at the time of inspection except where overlap periods are granted by the standards committee when standards are updated. The information contained in reports is provided to assist the owner/operator in fulfilling their responsibilities as detailed in the relevant standard. Other standards referenced within the listed standards do not form part of the inspection, unless they are also explicitly listed here.

The following standards are relevant to all installations of equipment that are publicly accessible to users; this includes public parks, pay and play parks, schools, nurseries, public houses, holiday parks, indoor play centres, farm parks etc. All equipment used or employed in publicly accessible areas should meet with the requirements of the relevant standards (listed below):

BS EN 1176 Parts 1, 2, 3, 4, 5, 6, 10 & 11 Playground equipment intended for permanent installation outdoors & indoors.

BS EN 1176 Part 7 - 'Guidance on Installation, Inspection, Maintenance and Operation' (this document gives guidance to the owners/operators of the facility on the installation, inspection, maintenance and operation of playground equipment, excluding ancillary items).

In the United Kingdom the National Foreword forms an important part to the understanding and implementation of the recommendations set out in this document. It clarifies the application of the document within the UK as best practice guidance, as the document has been used since its initial publication. Therefore, in the UK this standard (BS EN 1176 – Part 7) contains no requirements and needs to be read and implemented as guidance, with the use of the term 'shall' therefore becoming a recommendation, as in the term 'should'.

Domestic play equipment falls outside of the scope of the current BS EN 1176 and has its own standards (BS EN 71 series – Safety of Toys). Where domestic equipment can be identified this will be acknowledged in the report but any comments concerning compliances will follow the requirements and recommendations of BS EN 1176.

When water play items, including spray parks, are inspected any comments concerning compliance within the inspection will refer to EN 1176. We have not assessed these against the requirements of EN 17232 (Water play equipment and features).

Other equipment that is not clearly identified as unsupervised or domestic (natural play, self-build equipment etc.) will be assessed for compliance with the relevant standard listed below:

- | | |
|--------------------|---|
| BS EN15312 | Free access multi-sports equipment |
| BS EN 14974 | Equipment - Skateparks |
| BS EN 16630 | Permanently installed outdoor fitness equipment |

Annual and Post Installation inspections will take into consideration compliance with these current standards and defects related to wear and vandalism. Items on site but not listed in the report have not been included in the inspection. The inspection will cover the playground equipment and the active area (that area which is obviously part of the playground), nominally up to three metres around, the fence line if closer, or other areas as agreed.

Operational inspections only take into consideration defects related to cleanliness, equipment ground clearances, ground surface finishes, exposed foundations, sharp edges, missing parts, excessive wear (of moving parts) structural integrity, wear and vandalism

Routine visual inspections relate only to the most obvious defects such as broken or missing parts, litter, vandalism and issues created by severe weather conditions (the intention is to identify hazards created by storm damage).

All inspections are non-dismantling, non-destructive and do not include any structural, toxicology or impact assessments defined in the standard; however, the inspector will undertake a manual test for stability and if equipment fails under manual load, or any other hazard is identified as an unacceptable risk, the owner/operator will be notified as soon as practicably possible.

The inspector will access all reasonably accessible equipment and will assess all reasonably accessible parts above the standing surface. Where it is not possible to access parts of the equipment without employing an alternative means of access the report will record the action required by the owner/operator to ensure the continued safe use of the equipment.

Ancillary equipment will be assessed using the inspector's knowledge and experience of the standards named in this document. (Note: Ancillary items are not included in the specific equipment-type parts of the EN 1176 series; hence they are not assessed for compliance with EN 1176 series and are subject to a general safety assessment).

The owner/operator is responsible for the overall safety of the equipment and area.

The operator is responsible for managing risks of their provision and is required by law to carry out a 'suitable and sufficient assessment' of the risks associated with a site or activity. This inspection shall be considered as contributing to the operator's discharge of this responsibility

The inspector will not undertake any of the following works unless specifically agreed in writing at the time of the order:

Checking the depth and underlying structural integrity of any surface areas and/or carrying out any testing of the impact attenuating properties of any surfaces; the identification of any corrosion, rot or other deterioration in any apparatus or equipment other than by an external inspection; the inspection of any equipment (or part thereof) that is beneath the playing surface (loose-fill materials may be moved to expose foundations); tightening any bolts, hinges or other fixing devices on any apparatus or equipment; assessing or inspecting any electrical installations contained on any site and/or apparatus and/or equipment; assessing or inspecting any water supplies and/or water features and/or any associated computerised systems (including carrying out any programming); where planting or

trees are mentioned in the report no assessments of toxicity, suitability or condition are undertaken – the owner/operator should have suitable inspections provided by a competent person.

The details contained within the report are a snapshot of the condition at the time of inspection only and subsequent events may affect the condition of the facility. Suggested remedial actions are based on the knowledge and experience of the inspector and/or that of the inspection company. The owner/operator should always seek the advice of the manufacturer or a competent person when undertaking repairs and/or modifications to equipment.

Table 1

The operator is responsible for following the guidance of the relevant standards. The standards give guidance on the installation, inspection, maintenance and operation of the various types of facilities. The inspection guidance is listed in Table 1, with an indication of which parts will be included in an RPII Annual or Post-Installation Inspection. The relevant standards also contain additional parts which the operator should follow.

Inspection Recommendations of relevant standards Refer to relevant standards for full text	Annual Main	RPII Annual Outdoor Inspection
6.1 d) Overall levels of safety of equipment (see note 1)	Yes	Yes (1)
6.1 d) Overall levels of safety of the foundations (see note 1)	Yes	Yes (1)
6.1 d) Overall levels of safety of playing surfaces (see note 2)	Yes	Yes (2)
6.1 d) Compliance with the relevant parts of the standard and or risk assessment (see note 3)	Yes	Yes (3)
6.1 d) Effects of weather	Yes	Yes
6.1 d) Presence of rot, decay or corrosion (see note 1)	Yes	Yes (1)
6.1 d) Assessment of repairs made or added or replaced components (see note 4)	Yes	Yes (4)
6.1 d) Excavation or dismantling/additional measures	No	No
6.2.1 Assessment of glass reinforced plastic components (see note 5)	Yes	Yes
6.2.1 Inspection of one post equipment (see note 1)	Yes	Yes (1)
6.2.4 Undertaking the Operators inspection protocol	Yes	No

N.B: The clause numbers in table 1 are taken from BS EN 1176-7: 2020. The content is equally applicable to all other relevant standards listed herein. Playgrounds contain a range of equipment from different manufacturers and installed over a number of years; operators should implement any guidance provided by the manufacturer. Item

specific detail is not readily available to RPII Playground Inspectors, whose report contributes to the operator's overall Annual Main Inspection as detailed in the relevant Standards

Note 1

A manual test only is undertaken for stability. Wear and instability are only detectable where readily apparent without dismantling or destruction and without the use of tools, excavation or specialist equipment. Rot and corrosion are tested for with a hammer and/or steel rod. Decay in timber may exist which can only be found with specialist equipment.

Note 2

Only the visible condition and dimensional compliance of surface extent is considered. Neither testing of impact attenuating properties nor measurement of the thickness of bound surfaces are undertaken on RPII annual inspections.

Note 3

The inspection assesses compliance where this can be tested on site using manual methods without dismantling, destruction and without the use of tools or specialist equipment.

Note 4

The operator should use manufacturers' recommended parts, or equivalent. We are unable to verify if such parts have been used, and any subsequent change in quality or performance of replaced parts.

Note 5

Visible glass fibres will be noted in reports. The operator is responsible for repairs or replacement.

Timber

Where timber posts are set into the ground it is not always possible to determine levels of rot or decay, in particular internal rot. The owner/operator should ensure it conducts appropriate inspections to identify rot/decay in timber, especially at or just below ground level, before it becomes a problem

The majority of timber posts will rot/decay from the inside out making it difficult to identify a problem unless specialist tools (e.g. a Resistograph) are used and we would recommend the use of a Specialist to conduct such a survey when indications of rot are noted.

General comments:

The current European Standards (EN1176 and EN1177 2017) replaced the previous EN1176 and EN1177 (2008) Standards and came fully into effect in November 2018.

These Standards are not retrospective or a legal requirement, however a site risk assessment is a legal requirement and good practice encourages the carrying out of the risk assessment in conjunction with a Standards compliance assessment. The Standards limitations should be recognised as mere compliance will not automatically create a safe

playground. Like previous playground standards they are intended to be used intelligently as an aid and are aimed at providing a uniform source of reference throughout the U.K and the rest of Europe.

BS 5696 and part of BS 7188 (British Standards prior to the introduction of EN1176/EN1177 1998) were withdrawn on 1 January 1999. Equipment produced before this date should meet BS 5696 or DIN 7926 or have undergone third party testing or risk assessment. The HSE have a guidance leaflet if required.

Some elements of the Standards are open to interpretation. In the event of a dispute a decision on interpretation may be sought from the BSI or from the European Standards Committee.

Risk Assessment Evaluation:

The risk assessment is based on a likelihood x possible severity of injury index with one being the lowest and safest value and five being the highest and most severe value.

Risk Score	Risk Categories
1 - 5	Low risk - Monitor
6 - 10	Low/medium risk - Carry out the inspectors recommendations
12 - 15	Medium risk - Programme actions to remove the hazard
15 - 16	Medium/high risk - Take action at the earliest possible opportunity / isolate the equipment
20 - 25	Unacceptable risk - Take immediate action to reduce the risk.

The above table is a guideline only and should be read in conjunction with the individual recommendations

NB: The inspection only identifies the current condition of the equipment, It is the responsibility of the owner/operator to provide a continued level of maintenance and to ensure that the equipment is kept in good working order and the site fit for use.

Items present on site but not contained within this report have not been inspected.

Site Overview

The site is overlooked by residential properties

Disabled access:

The site is accessible to most people including those with severe disabilities if help is at hand

Site General

1

Comments



There are loose timber logs throughout the site

2 The edges of the grass mat surface have not been installed in accordance with the API Code of Practice

3 The grass mats are silted up and the soil is compacted; this may have an effect on the impact absorbing properties of the surface



Recommendations:

1 Remove the logs from site

Risk Assessment:

2 x 4

2 Tuck in edges of grass mat to remove trip hazards

Risk Assessment:

2 x 3



3 Lift and relay mats or test impact absorbing properties to ensure the correct surface qualities are maintained for the equipment

Risk Assessment:

2 x 3



Signs

1 The item is satisfactory

Comments:

Recommendations:

1 No action required

Risk Assessment:

2 x 2

Gates

Comments:

1



The gate is snagging on the surrounding surface preventing it from closing correctly

2 The gate is not operating correctly

3 The rubber buffer is missing from the latch plate

4 The opening between the gate and the post is less than 12mm and could trap users fingers

Recommendations:

1 Adjust the gate or reduce surface levels to ensure the gate closes correctly

Risk Assessment:

2 x 3

2 Ensure that the gate closes between 4 and 8 seconds

Risk Assessment:

2 x 3

3 Replace the rubber buffer

Risk Assessment:

2 x 3



4 Adjust the gate to ensure a 12mm opening all around



2 x 3

Risk Assessment:

Comments:

1



Maintenance Gate

The gate has one drop bolt missing

2 There is no padlock on the maintenance gate

Recommendations:

1 Replace Drop bolt

Risk Assessment:

2 x 3

2 Provide a padlock to secure the gate

Risk Assessment:

2 x 3



Fence

Comments:

1

There is minor damage to the fence sections



Recommendations:

- 1 Monitor for any further deterioration and repair as required

Risk Assessment:

2 x 3



Comments:

1

Timber Benches



The surface has eroded and may be slippery in wet conditions

2 Parts of the timber are rough or splintered

Recommendations:

1 Reinststate the surface

Risk Assessment:

2 x 3

2 Remove all rough or sharp edges

Risk Assessment:

3 x 3



Metal Benches



The paintwork on this item has been damaged or worn exposing the metal underneath which is rusting

2 There are trip hazards at the edges of the surface

3 The end caps are missing

4 The surface has eroded and may be slippery in wet conditions

Comments:

1



Recommendations:

- 1 Treat and repaint the metalwork

Risk Assessment: 2 x 3

- 2 Reinststate the surface

Risk Assessment: 2 x 3

- 3 Replace missing end

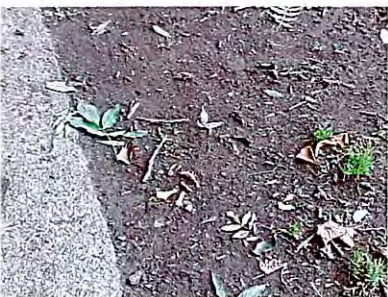
caps

Risk Assessment: 2 x 3

- 4 Reinststate the surface



Risk Assessment: 2 x 4



Picnic Tables



Ground Anchored Litter Bins



Comments:

- 1 The surface has eroded around the item
- 2 There are fixings missing on this item

Recommendations:

- 1 Reinststate the surface

Risk Assessment: 2 x 3

- 2 Replace the fixings

Risk Assessment: 2 x 3

The paint is flaking off the metalwork

- 2 The hinge is broken on the door

Recommendations:

- 1 Treat and repaint the metalwork

2 x 3

2 x 3

Comments:

1

Risk Assessment:



2 Repair/replace the hinge

Risk Assessment:





Embankment Slide

Surfacing: Grass Mats
EN1176 Compliance: Yes

EN1177 Compliance: Yes **Manufacturer:** Kaiser Kune

Comments:



- 1 The surface has eroded around the item
- 2 The concrete foundations are exposed creating trip points
- 3 The edges of the grass mat surface have not been installed in accordance with the API Code of Practice creating trip hazards
- 4 There are parts of the timber that have rotted



Recommendations:

- 1 Reinstate the surface

Risk Assessment: 2 x 3

- 2 Reinstate surrounding surfaces to remove the trip points

Risk Assessment: 2 x 4

- 3 Tuck in edges of grass mat to remove trip hazards

Risk Assessment: 2 x 4

- 4 Replace all affected timbers

Risk Assessment: 2 x 4





Embankment Slide continued

Comments:



5 The paintwork on this item has been damaged or worn exposing the metal underneath

6 There are bolt caps missing from the item

7 There is graffiti present

Recommendations:

5 Treat and repaint the metalwork

Risk Assessment:

2 x 3

6 Replace missing bolt caps

Risk Assessment:

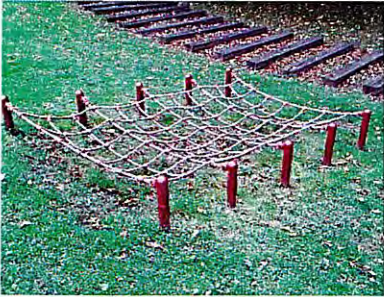
2 x 2

7 Remove the graffiti

Risk Assessment:

2 x 2





Commando Net

Surfacing:

Grass Mat

EN1176 Compliance:

Yes

EN1177 Compliance: Yes **Manufacturer:**

Not Known

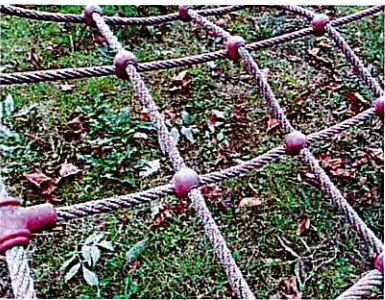
Comments:



- 1 There are bolt cap covers missing or damaged
- 2 The ropes are showing signs of wear

Recommendations:

- 1 Replace missing or damaged bolt cap covers



Risk Assessment:

2 x 2

- 2 Monitor for further deterioration and repair or replace the components as required

Risk Assessment:

2 x 3

Surfacing:

EN1176 Compliance:



Timber Climber

Grass Mats
No

EN1177 Compliance:

Yes

Manufacturer:

Not Known

Comments



- 1 There is severe timber rot on the bridge and the platform
- 2 The connecting links are in excess of 8.6mm and less than 12mm and fail the requirements of BS EN 1176:2008 Part 1; clause 4.2.13, Chains
- 3 There are bolt cap covers missing or damaged
- 4 7 of the 16 Posts are rotted at ground level



Recommendations:

- 1 Remove and replace all affected timber sections. Isolate the equipment until such time as the repairs have been carried out

Risk Assessment:

at the next maintenance

Risk Assessment:

- 3 Replace missing or



2 Replace with 4 x 4 compliant links

1 x 5

damaged bolt 2 x 3 cap covers

Risk Assessment:

- 4 Remove and replace all affected timber sections. Isolate the equipment until such time as the repairs have been carried out **Risk Assessment:**

4 x 4

Note: Ensure suitable isolation methods are used to prevent unauthorised use



Timber Climber - Continued Comments

- 5 The surrounding surface has eroded and the concrete foundations are exposed

- 6 The Barrier/Handrail timbers are Rotted



Recommendations:

- 5 Reinststate ground levels to remove concrete hazard

Risk Assessment:

2 x 4

- 6 Replace the affected Timbers as soon as is practicable

Risk Assessment:

3 x 4



Surfacing:

EN1176 Compliance:



Timber Sleepers

Grass
N/A

EN1177 Compliance: N/A **Manufacturer:** Not Known

Comments:



- 1 The surface has eroded around the item
- 2 There are parts of the timber structure that have rotted

Recommendations:

- 1 Reinstate the surface

Risk Assessment: 2 x 3

- 2 Replace all affected timbers

Risk Assessment: 2 x 4



Space Net



Surfacing: Grass Mats

EN1176 Compliance: No

EN1177 Compliance: Yes **Manufacturer:** Not Known

Comments:

- 1 There is a potential crush point between the post and ropes
- 2 The ropes/nets are worn/damaged in places
- 3 There is moderate damage to the safety surface

Recommendations:

- 1 Monitor

Risk Assessment: 1 x 5

- 2 Monitor for further deterioration and repair / replace the components as required **Risk Assessment:**

- 3 Repair the damaged areas of surfacing 2 x 3

Risk Assessment: 2 x 4

Single Point Swing



Surfacing: Grass Mats

EN1176 Compliance: N/A

EN1177 Compliance: N/A **Manufacturer:** Not Known

Comments:

- 1 Parts of the timber are rough or splintered
- 2 The timber has a number of splits although these are not considered to be a problem at present
- 3 The item has missing component(s)

Recommendations:

- 1 Remove all rough or sharp edges

Risk Assessment: 2 x 3

- 2 Monitor to ensure the splits do not cross through fixing points of the structure and cause any instability **Risk**

2 x 3

Assessment:

1 Bay Cradle Swing



Surfacing:

Wet Pour

EN1176 Compliance:

- 3 Consider replacing missing components

Risk Assessment:

2 x 2

Yes

EN1177 Compliance: No Manufacturer:

Wicksteed

Comments:

- 1 There is surface corrosion present on the item

Recommendations:

- 1 Consider treating and repainting the item

Risk Assessment:

2 x 3

Surfacing:

Wet Pour

EN1176 Compliance:

2 Bay mixed Swing



No

EN1177 Compliance:

Yes

Manufacturer:

Wicksteed

Comments:

1 The chain openings are in excess of the 8.6mm recommended by BS EN 1176

maximum of

2 There is some chain

wear

3 The ropes are

worn/damaged in places

4 The safety surfacing

is damaged



Recommendations:

1 Replace with compliant chains during next maintenance cycle

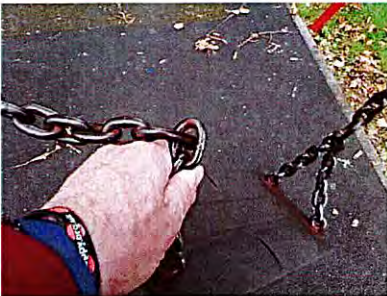
Risk Assessment:

1 x 5

2 Monitor and replace when the links are 40% worn

2 x 3

2 x 3





Risk Assessment:

- 3 Monitor and repair or replace the components as required

Risk Assessment:

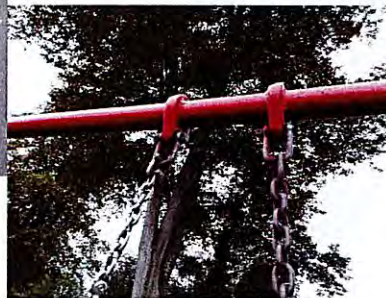
- 4 Repair the damaged areas of surfacing

Risk Assessment:

2 x 4



- 2 Bay mixed Swing continued **Comments:**



- 5 The bushes are worn or missing
- 6 The surfacing width under each seat is less than 1.75 metres and fails the requirements of BS EN 1176 Part 2

Recommendations:



- 5 Replace worn or missing bushes

Risk Assessment:

2 x 4

- 6 Monitor use

Risk Assessment:

2 x 3

Monkey Ladder



Surfacing:

Wet Pour

EN1176 Compliance:

Yes

EN1177 Compliance:

Yes

Manufacturer:

Wicksteed

Comments:

- 1 The item is satisfactory

Recommendations:

- 1 No action required

Risk Assessment:

2 x 2

Surfacing:

EN1176 Compliance:



Dome Climber

No

Bark

EN1177 Compliance: Yes **Manufacturer:** Wicksteed

Comments:



- 1 The level of loose fill surfacing has fallen below the minimum 200mm recommended by BS EN 1176 Part 1
- 2 There is a finger entrapment in the structure and the item fails to meet the requirements of BS EN 1176:2008 Part 1 4.2.7.6

Recommendations:



- 1 Top up the loose fill surfacing to recommended levels.

Risk Assessment: 2 x 3

- 2 Monitor use

Risk Assessment: 1 x 5

Multiplay Slide

Surfacing: Wet Pour

EN1176 Compliance:

No

EN1177 Compliance: Yes Manufacturer: Playworld

Comments:



and the item fails to Part 1 4.2.7.6

2 The paint is flaking



1 There are finger entrapments in the platform meet the requirements of BS EN 1176:2008

off the metalwork

Recommendations:

1 Monitor use

Risk Assessment: 1 x 5

2 Treat and repaint the metalwork

Risk Assessment: 2 x 3



Aerial Runway

Grass Mats
Yes

EN1177 Compliance: Yes Manufacturer: Not Known

EN1176 Compliance:

Comments:



1 We recommend that the main cable is thoroughly inspected at least once every 2 years this; will involve either removing the cable or gaining access by ladders and/or steps to inspect for damage or internal rusting

2 The seat connection cannot be inspected without dismantling the seat

3 There are gaps opening between the grass mat tiles around the item

4 The surface has eroded



Recommendations:

1 Inspect the cable in accordance with the manufacturers' recommendations **Risk Assessment:**



2 Dismantle the seat to inspect the seat for wear

connection

2 x 4

Risk Assessment:

3 Lift and relay the mats to remove the gaps

0 x 0

Risk Assessment: 2 x 3

4 Reinststate the surface



Risk Assessment: 2 x 3

Aerial Runway continued

Comments:



5 The main cable is rubbing on the Cross Bar entry point

Recommendations:

5 Provide a Bush to reduce wear

Risk Assessment:

2 x 5

Surfacing:

EN1176 Compliance:



Helical Slide

No

Wet Pour

EN1177 Compliance: Yes **Manufacturer:** Not Known

Comments:



1 There are finger entrapments in the framework and the item fails to meet the requirements of BS EN 1176:2008 Part 1 4.2.7.6

2 The surfacing dimensions are short and do not meet with the requirements of the current applicable standard

Recommendations:

1 Monitor use

Risk Assessment: 1 x 5

2 Monitor use

Risk Assessment: 2 x 3



Roundabout

Surfacing: Wet Pour



EN1176 Compliance:

Yes

EN1177 Compliance:

Yes

Not Identified

Park Leisure

Comments:

- 2 Ther are fixings
- 3 The bearing is



- 1 There is minor damage to the safety surface
loose on the handrail
showing signs of wear

Recommendations:

- 1 Monitor and repair when required

Risk Assessment:

2 x 3

- 2 Secure all loose fixings

Risk Assessment:

2 x 4

- 3 Monitor for any further deterioration and replace as required

2 x 3



Risk Assessment:

Hexagon Swing

Bark

Surfacing:

EN1176 Compliance:

No

EN1177 Compliance:

Yes

Manufacturer: Not Known

Comments:



maximum of 8.6mm

- 2 Some of the tiles are
- 3 There are trip hazards at
- 4 There are parts of the



1 The chain openings are in excess of the recommended by BS EN 1176

lifting and creating trips hazard

the edges of the tile surface

timber edging that have rotted or are missing



- 1 Replace with compliant chains during next maintenance cycle

Risk Assessment:

1 x 5

- 2 Resecure the tiles as required

Risk Assessment:

2 x 4

- 3 Reinstate surrounding surface levels to remove the trip points

Risk Assessment:

2 x 4



- 4 Replace all affected timber edgings

2 x 4



Risk Assessment:

Hexagon Swing continued

Comments:



- 5 The level of loose fill surfacing has fallen below the minimum 200mm recommended by BS EN 1176 Part 1
- 6 The seat connectors are loose
- 7 Exposed timber edgings are a Hard Object in the falling space
- 8 There is some notable evidence of chain wear



- 9 The seat clearance from finished surface level to the underside of the seat is too low and does not meet the requirements of BS EN 1176 Part 2 (350mm minimum clearance required)

Recommendations:

- 5 Top up loose fill surfacing to recommended levels.



Risk Assessment:

2 x 4

- 6 Tighten seat connectors

Risk Assessment:

2 x 4

- 7 Top up the loose fill to the correct levels

Risk Assessment:

2 x 5

- 8 Monitor for further deterioration and replace when 40% worn

Risk Assessment:

2 x 3



- 9 Install the swing seats to a minimum height of 350mm to the underside of the seat

Risk Assessment:

2 x 4



Surfacing:

Wet Pour

EN1176 Compliance:

3 Way Springer



Yes

EN1177 Compliance:

Yes

Manufacturer:

Not Known

Comments:



- 2 The paintwork on this the metal underneath
- 3 There is algae on this
- 4 There are

- 1 The safety surfacing is damaged item has been damaged or worn exposing which is rusting item weeds/vegetation growth on, between or

around the edges of the surfacing



Recommendations:

- 1 Monitor

Risk Assessment:

2 x 3

- 2 Treat and repaint the metalwork

Risk Assessment:

2 x 3

- 3 Remove algae and clean item

Risk Assessment:

2 x 3

- 4 Remove weeds/vegetation growth



Surfacing:

Wet Pour

EN1176 Compliance:



Risk Assessment:

2 x 3

Toddler Multiplay Slide



No

EN1177 Compliance:

Yes Manufacturer:

Wicksteed

Comments:

the platform in
to be a low risk

- 2 There are inserts

Recommendations:



1 The firemans pole is less than 350mm from
contravention of BS EN1176, we consider this
finding and no remedial action is required

missing on this item

- 1 Monitor - No remedial work recommended

Risk Assessment:

2 x 3

- 2 Replace the missing inserts

Risk Assessment:

2 x 2



See Saw

Surfacing:

Wet Pour

EN1176 Compliance:

N/A

EN1177 Compliance:

N/A **Manufacturer:**

Not Identified



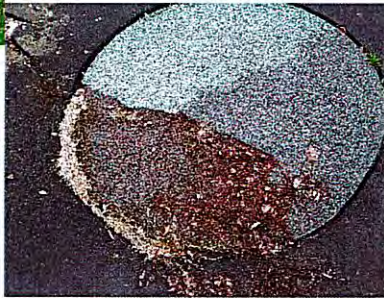
Hazards over the

2 The safety surfacing

Comments:

1 This item has been Removed leaving Trip poorly reinstated Base

is damaged



Recommendations:

1 Remove the Trip Hazards

Risk Assessment:

2 x 4

2 Repair safety surface

Risk Assessment:

2 x 4

ENVIRONMENT & LEISURE COMMITTEE	2 NOVEMBER 2023	AGENDA ITEM: 12
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Report prepared by Angela Price – Town Clerk

CONSIDERATION OF ITEMS FOR 2024/25 BUDGET

Purpose of Report

The purpose of this report is to ask Members of the Environment & Leisure Committee to give consideration to items to be included in the 2024/25 budget in addition to those listed in the attached information.

Detailed Information

Attached are budget monitoring sheets in relation to all budgets managed by the Environment & Leisure Committee, which should be taken into account when considering items for inclusion in the 2024/25 budget setting process. The attached provide information on the budget status as 24 October 2023 in order to inform Members where there are overspends and underspends that should be considered when setting the budget.

Currently CPI is at 6.7% and where increases have been made within the attached budget papers this has been applied and rounded or down accordingly.

Officers will review the budget figures ahead of the meeting and provide notes on where they believe the committee need to consider increasing or decreasing the allocation for 2024/25.

Chairs of each Standing Committee have been invited to attend a meeting of the Committee Structure Task and Finish Group to advise them of what steps each committee needs to take going forward in relation to their work plan for the next year and how this will inform their budget setting recommendations.

The following items have been discussed at meetings of the Committee for inclusion in the 2024/25 annual budget and should now be considered by the Committee in order of priority and whether they are to be included in 2024/25 or beyond:

- 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
- Refurbishment of the Chapel Pews and Lecterns be considered
- Plaque for past Mayors & Councillors who have passed away
- That contingency be considered as part of the earmarked reserves for the purchase and laying out of new cemetery land

- Request from Climate Change Working Party for sum of £2,000 to be included in the budget
- There will potentially be increased tree works required in 2024/25 and Members may wish to consider increasing the budget for this work for one year.
- It has now been established that as the burials 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

Members should bear in mind that the fees and charges for council services should be reviewed as part of the annual budget setting process and should provide advice to the RFO on the percentage increase to consider in respect of these services for 22023/24.

Recommendation

1. That Members review the attached budget monitoring sheets and consider which, if any, budget lines need to be considered for a higher increase than the current CPI.
2. That Members make recommendation on whether the current fees and charges for council services should be increased, and if so by what percentage.
3. That Members review the list of items previously discussed for inclusion in the 2024/25 budget.

Cemetery**EXPENDITURE**

<u>Item No.</u>	<u>Description</u>	<u>2023/24</u>	<u>2023/24</u>	<u>2024/25</u>	<u>2025/26</u>
		<u>Budget</u>	<u>Actual To date</u>	<u>Draft Budget</u>	<u>Draft Budget</u>
			<u>£</u>	<u>£</u>	<u>£</u>
1	Salaries	30,345	15,315	31,810	33,735
2	National Insurance	4,021	1,566	3,135	3,400
3	Pension	7,677	3,314	6,330	6,713
4	Temporary Staff	2000	2,490	2000	2,000
5	Cleaning	250	-	250	250
6	Rates	2,970	1,471	3,169	3,381
7	Water	200	21	200	200
8	Electricity	2,000	145	2,000	2,000
9	PPE/Health & Safety	500	638	500	500
10	Chapel & Mortuary Maintenance	1,100	1,679	1,100	1,100
11	Grounds Maintenance	2,200	62	2,200	2,200
12	Equipment Maintenance	1,100	1,703	1,000	1,100
13	New Equipment	1,100	226	1,100	1,100
14	Equipment Hire	750	-	750	750
15	Vehicle Maintenance	1,000	26	1,000	1,000
16	Vehicle Tax, Insurance & MOT	1,000	741	1,000	1,000
17	Skip Hire	1,650	635	1,760	1,880
18	Tree works	1,000	-	1,000	1,000
19	Fuel	1,000	743	1,000	1,000
20	Perimeter Repairs	2,000	-	2,000	2,000
22	Memorial Testing	1,000	-	1,000	1,000
23	Cemetery Mapping	0	750	375	375
TOTAL EXPENDITURE		64,863	31,525	64,679	67,684
INCOME					
1	Internment fees	(11,000)	(4,988)	(11,000)	(11,000)
2	Exclusive Right of Burial	0	(1,263)	0	0
3	Memorial Fees	(2,500)	(607)	(2,500)	(2,500)
4	Mortuary Rent	(2,500)	(1,250)	(2,500)	(2,500)
5	Chapel Hire	(150)	(150)	(150)	(150)
6	Transfer of Exclusive Right of Burial	(360)	(33)	(360)	(360)
7	Memorial Bench	0	0	0	-
TOTAL INCOME		(16,510)	(8,291)	(16,510)	(16,510)
NET EXPENDITURE/(INCOME)		48,353	23,234	48,169	51,174

Closed Churchyard

EXPENDITURE

<u>Item No.</u>	<u>Description</u>	<u>2023/24</u>	<u>2023/24</u>	<u>2024/25</u>	<u>2025/26</u>
		<u>Budget</u>	<u>Actual</u>	<u>Draft Budget</u>	<u>Draft Budget</u>
			<u>year to date</u>		
			<u>£</u>	<u>£</u>	
1	Property Maintenance	1,000	0	1,000	1,000
2	Refuse Collections	250	-	250	250
3	Tree Works	1,000	-	1,000	1,000
4	Grounds Maintenance (contract)	1,500	-	1,500	1,500
EXPENDITURE		3,750	-	3,750	3,750
INCOME		-	-	-	-
TOTAL INCOME		-	-	-	-
NET EXPENDITURE/(INCOME)		3,750	-	3,750	3,750

NOTES:

1. Property Maintenance includes wall repairs

Recreation Ground

EXPENDITURE

Item No.	Description	2023/24	2023/24	2024/25	2025/26
		Budget	Actual To date	Draft Budget	Draft Budget
		£	£	£	£
1	Grounds maintenance contract	7,854	5,600	7,854	7,854
2	Grounds Maintenance	3,000	701	3,000	3,000
3	ROSPA reports	71	71	75	80
4	New Play Equipment	10,000	-	5,000	5,000
5	Play Equipment Maintenance	5,000	500	5,000	5,000
6	New Skate Park equipment	1,000	-	0	-
7	Skate Park Maintenance	3,000	160	1,500	1,500
8	Shelter Maintenance	1,000	-	1,000	1,000
9	Litter Bins	8,208	-	1,000	1,000
10	CCTV maintenance	1,000	0	1,000	1,000
11	Street Light Maintenance	500	-	500	500
TOTAL EXPENDITURE		40,633	7,032	25,929	25,934
INCOME		0	0	0	0
TOTAL INCOME		0	0	0	0
NET EXPENDITURE/(INCOME)		40,633	7,032	25,929	25,934

NOTES:

4. Funds used to refurbish skate park additional expenditure to be taken from EMR

Amenity Areas

EXPENDITURE

		<u>2023/24</u>	<u>2023/24</u>	<u>2024/25</u>	<u>2025/26</u>
<u>Item</u>	<u>Description</u>	<u>Budget</u>	<u>Actual</u>	<u>Draft</u>	<u>Draft</u>
<u>No.</u>		£	£	£	£
			Year to date	Budget	Budget
1	Salaries Town Cleaner	25,000	7,429	30,165	32,090
2	Street Cleaning Materials	500	0	500	500
3	Dog Hill Wood Management Plan	1000	-	1000	1,000
4	Dog Hill Wood Maintenance Contract	4040	1,347	4040	4,040
5	Dog Hill Wood Maintenance (add expenses)	500	50	500	500
6	Dog Hill Wood Coppicing	1000	-	1000	1,000
7	General Tree Works	1650	2,670	1000	1,650
8	General Park Maintenance	1000	-	1000	1,000
11	Devolved Services (Grass Cutting)	1000	260	1000	1,000
12	CCTV Hereford	9500	2,623	10275	10,275
13	New equipment	200	0	200	200
14	Dog Bags	700	0	700	700
15	Defibrillator maintenance	350	95	350	350
17	Electricity (Comm Hall)	1000	640	1000	1,000
TOTAL EXPENDITURE		47,440	15,114	52,730	55,305
INCOME					
1	Dog Poop Bags	(1,000)	(238)	(1,000)	(1,000)
TOTAL INCOME		(1,000)	(238)	(1,000)	(1,000)
NET EXPENDITURE/(INCOME)		46,440	14,876	51,730	54,305

Notes:

1 Salaries include oncosts

Council Buildings - Painted Room**EXPENDITURE**

	<u>2023/24</u>	<u>2023/24</u>	<u>2024/25</u>	<u>2025/26</u>	
	<u>Budget</u>	<u>Actual</u>	<u>Draft</u>	<u>Draft</u>	
<u>Item No.</u>	<u>Description</u>	<u>Year to date</u>	<u>Budget</u>	<u>Budget</u>	
			<u>£</u>	<u>£</u>	
1	Salaries	8,500	6,334	8,500	8,500
2	Employer Nat Ins	-	320	-	-
3	Employer Pension	-	228	-	-
4	Advertising	800	277	800	800
5	Stock purchased	550	-	550	550
6	Music Licence	350	-	350	350
7	Card Machine Transaction	-	61	130	130
8	Card Machine Rental	600	176	500	500
TOTAL EXPENDITURE		10,800	7,396	10,830	10,830
INCOME					
1	Sales	(1,000)	(1,247)	(1,000)	(1,000)
2	Donations	(3,000)	(2,606)	(3,000)	(3,000)
TOTAL INCOME		(4,000)	(3,853)	(4,000)	(4,000)
NET EXPENDITURE/INCOME		6,800	3,543	6,830	6,830

NOTES:

Jacobean Room

		EXPENDITURE			
<u>Item No.</u>	<u>Description</u>	<u>2023/24</u> <u>Budget</u>	<u>2023/24</u> <u>Actual</u> <u>Year to date</u>	<u>2024/25</u> <u>Draft</u> <u>Budget</u>	<u>2025/26</u> <u>Draft</u> <u>Budget</u>
		£	£	£	£
1	Licence Fee	500	-	-	-
2	Advertising	500	-	500	500
3	Wedding Refunds	-	190	-	-
TOTAL EXPENDITURE		1,000	190	500	500
INCOME					
1	Ceremony Room	(2,200)	(2,866)	(2,200)	(2,200)
TOTAL INCOME		(2,200)	(2,866)	(2,200)	(2,200)
NET EXPENDITURE/(INCOME)		(1,200)	(2,676)	(1,700)	(1,700)
NOTES:					
1. Due every three years					

Council properties - Market House**EXPENDITURE**

<u>Item No.</u>	<u>Description</u>	<u>2023/24</u> <u>Budget</u>	<u>2023/24</u> <u>Actual</u> year to date £	<u>2024/25</u> <u>Draft</u> Budget £	<u>2025/26</u> <u>Draft</u> Budget £
1	Rates	1650	281	1760	1,880
2	Electricity	1500	1,341	1,600	1,710
3	Cleaning	100	-	100	100
4	Water	100	33	100	100
5	Maintenance	5000	-	5000	5,000
TOTAL EXPENDITURE		8,350	1,655	8,560	8,790
INCOME					
1	Market House Income	(1,100)	0	(1,100)	(1,100)
TOTAL INCOME		(1,100)	0	(1,100)	(1,100)
NET EXPENDITURE/(INCOME)		7,250	1,655	7,460	7,690
NOTES					

Council Properties

EXPENDITURE

<u>Item</u>	<u>Description</u>	<u>2023/24</u>	<u>2023/24</u>	<u>2024/25</u>	<u>2025/26</u>
		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>
<u>No.</u>			<u>Year to date</u>		
			<u>£</u>	<u>£</u>	<u>£</u>
1	Property Maintenance (Council Offices)	3,300	572	3,300	3,300
2	Property Maintenance (Painted Room)	1,100	-	1,100	1,100
3	Non Domestic Rates	7,277	3,799	7,765	8,285
4	Wheely Bin Collection	1,000	191	1,000	1,000
5	Housekeeping	500	134	500	500
6	Alarms	4,620	59	4,620	4,620
7	Quinquennial Works	2,000	-	2,000	2,000
8	War memorial Refurbishment	0	11,760	0	-
9	War memorial Cleaning	0	-	450	450
10	Cleaning	2,500	1,776	2,500	2,500
11	Window Cleaning	250	-	250	250
12	Water	590	408	590	630
13	Confidential waste - shredding	780	556	780	780
14	Electricity	6,000	8,113	8,000	8,000
TOTAL EXPENDITURE		29,917	27,368	32,855	33,415
INCOME					
2	War Memorial Refund	(3,333)	(1,667)	(3,333)	(3,333)
TOTAL INCOME		(3,333)	(1,667)	(3,333)	(3,333)
NET EXPENDITURE/(INCOME)		23,251	24,034	26,189	26,749

Notes

8 To be paid for from Earmarked Reserves

LEDBURY TOWN COUNCIL

Cemetery Fees and Charges 2023/24

EXCLUSIVE RIGHT OF BURIAL (To include fee of £45 for cemetery improvement fund)

Residents of Ledbury

Exclusive Right of Burial exceeding 18-years	£462.00
Exclusive Right of Burial of a child not exceeding 18-years	£0.00
Exclusive Right of Burial in Garden of Remembrance	£154.00

Non-Residents

Exclusive Right of Burial in any grave exceeding 18 years	£875.00
Exclusive Right of Burial of a child not exceeding 18 years	£ 0.00
Exclusive Right of Burial in Garden of Remembrance	£308.00
Transfer of Exclusive Right of Burial	£ 32.50

INTERMENT FEES

Residents of Ledbury

For interment in an earthen grave	1 Depth	2 Depth
18-years and over	£189.00	£214.00
Not exceeding 18-years	No Charge	No Charge
For interment in the Garden of Remembrance		£ 104.00
For interment of ashes in grave space		£ 104.00
For interment of ashes where no funeral director instructed		£ 170.00
For interment of ashes not exceeding 18-years		No charge

Non-Residents

For interment in an earthen grave	1 Depth	2 Depth
18-years and over	£385.50	£428.00
Not exceeding 18-years	No Charge	No Charge
For interment in the Garden of Remembrance		£207.00
For interment of ashes in grave space		£207.00
For interment of ashes where no funeral director instructed		£341.00
For interment of ashes not exceeding 18-years		No charge

MEMORIAL FEES

Flat stone (Garden of Remembrance) Permit (1ft x 1ft)	£ 69.00
Additional Inscription (permission required)	£ 47.00
Head or Foot Stones (2'6" high x 2'6" wide x 12" thick)	£164.00
Additional Inscription (Permission required)	£ 47.00
Headstone for Childs Grave not exceeding 18-years	No charge

OTHER CHARGES

Use of Chapel for funeral service	£ 82.00
Search for an entry of burial in register books	£ 18.00
Certified copy of an entry of burial in the register books	£ 18.00
To provide duplicate burial deed	£ 18.00
For the Exhumation from an earthen grave	£282.00
For the Exhumation of cremated remains (container only)	£174.00

Report prepared by Angela Price – Town Clerk

MANAGING CLOSED CHURCHYARDS

Purpose or Report

The purpose of this report is to share information in relation to managing closed churchyards that the Clerk obtained on a recent training session with SLCC.

Detailed Information

Following a number of questions being raised by both councillors and members of the public in relation to why Ledbury Town Council are responsible for the upkeep of the grounds of St Michael & All Angels Church in Ledbury the Clerk recently attended a training course provided by the Society of Local Council Clerks (SLCC) on Managing Closed Churchyards, in the hope that she could get answers to some of these questions.

As advised in a previous report a Parochial Church Council (PCC) may apply to the Secretary of State (Ministry of Justice) for an Order in Council to close a Church of England Churchyard to further burials under Section 1 of the Burial Act 1853. It is more likely that since the introduction of the Local Government Act 1972 that such acts will be recorded, and any Parish Council approached with a request from the PCC for them to maintain the closed church yard would have received a letter and it would have been recorded in their minutes whether they accepted or declined the request.

Unfortunately, it is less likely that written information on requests prior to 1972 would be available beyond that which has been provided to this committee previously, which were a report in the local newspaper advising that the Churchyard is now categorised as a Closed Churchyard. The advice provided at the training course was that if a council has been maintaining a closed churchyard for a lengthy period of time, then this would be taken as that council having taken that on through due process at the time of the Churchyard being declared closed. This has often been through default due to Local Government re-organisation where the duties held by a previous borough or district council have been passed onto the Parish Council. This would appear to be the case in relation to St Michael & All Angels.

As part of this discussion the Clerk asked the trainer, “If a Council took a decision to no longer provide financial support to a closed churchyard, which had been closed in the 1800’s and that was assumed that it was the responsibility of the Parish Council, albeit by default, what would the consequences be?”

The trainer advised that once a Parish Council takes on the responsibility, however this has occurred, if they did not fulfil their power to do so, then the Council would find themselves up in front of an Ecclesiastical Court, who are considered to be experts in

interpreting Cannon Law, a basis of which was the Corpus Juris Civilis of Justinian, which is considered the source of the civil law legal tradition.

The Clerk also raised the question of a Council's legal position in providing this funding from a point of view of the Equalities Act 2010, and Members will note that there is reference to Section 214 (6) of the LGA 1972 which NALC states that this section can be used to help other religions or Christian denominations with the maintenance of their burial ground.

Taking both of these two points into consideration it should be understood that any challenge of the Council in respect of paying for the upkeep of the grounds of St Michael & All Angels closed churchyard being Church of England land, and there not being fair and equal consideration of spending public money on this land as opposed to other religions within Ledbury, would be unlikely to stand up as the same request can be placed on this Council by any other religion or Christian denomination in Ledbury, should they have a churchyard that becomes closed.

One further point that Members should be aware of which is referred to in the training information is that previously it has been widely believed that the Local Government Act 1894, Section 8 precluded Parish Councils from funding the maintenance and upkeep of churches and other religious buildings. In July 2023 the House of Lords agreed, during the report stage of the Levelling Up and Regeneration Bill, an amendment which clarifies that the 1894 Act does not prohibit parish councils from funding places of worship. Moreover, more recently DLUHC Minister, Michael Gove MP, has confirmed in a letter to the Chief Secretary to the Treasury, John Glen that "The 1894 Act does not include any general or specific provision which prohibits parish councils from funding the maintenance and upkeep of churches and other religious buildings."

SLCC has asked NALC to review their legal advice on this matter if the Lords amendment remains in the LURB Bill when it returns to the House of Commons and is passed into law.

If this is passed into law this could have significant ramifications for parish councils who will be likely to receive requests from religious groups to help with the upkeep of their buildings. However, it should be borne in mind that this is a "power" and not a "duty" and as such parish councils can decide, as with other grant funding requests, to decline to support these groups.

Recommendation

Members are requested to receive and note the information provided above and within the accompanying document.

Managing Closed Churchyards by Local Councils

**Friday 15 September
2023**

*Alan Fairchild MBE, FSLCC
Honorary Vice-President*

*Member, Ministry of Justice Burial and Cremation Advisory
Group & British Register of Accredited Memorial Masons
(BRAMM)*

What we will be covering

- ✓ closing Church of England churchyards by Order in Council
- ✓ notification and objections to closure
- ✓ continuation of burials in closed churchyards
- ✓ transfer of maintenance responsibility to parish and district councils – legal and financial implications
- ✓ faculty jurisdiction and role of parochial church councils (PCCs)
- ✓ funding open churchyards and extensions – legal “grey” and uncertain areas
- ✓ funding churches and church property – latest developments
- ✓ memorial management, safety checks and repair costs
- ✓ health and safety responsibilities of councils and PCCs

Who Are Burial Authorities?

By Section 214(1) of the Local Government Act 1972 the following shall be Burial Authorities:

- District Councils
- London Borough Councils
- The Common Council of the City of London
- Parish Councils
- Parish Meetings of parishes having no parish council
- Community Councils in Wales
- *Note: Unitary authorities also have the same powers*

Power to Provide and Fund Cemeteries

Local Government Act 1972:

Section 214 (2) “Burial authorities may provide and maintain cemeteries whether in or outside their area”

Section 214 (6) “A burial authority may contribute towards any expenses incurred by any other person in providing or maintaining a cemetery in which the inhabitants of the authority’s area may be buried”

There is no legal requirement for local councils in England and Wales to provide cemeteries or continue the provision of burial services once their own cemeteries become full as churchyards are closed for the burial of parishioners

Closure of Churchyards

A Parochial Church Council (PCC) may apply to the Secretary of State (Ministry of Justice) for an Order in Council to close a Church of England churchyard to further burials under Section 1 of the Burial Act 1853

Such an Order may be sought for one or more of the following reasons:

- there is no proper room for new graves
- further burials would be contrary to decency
- discontinuance of burials would prevent or mitigate nuisance
- further burials would constitute a health risk

Ministry of Justice Application

Applicants for an Order in Council to discontinue burials in a CofE churchyard must complete a formal (standard) form which includes:

- providing two A4 (scale 1:1250) maps of the burial ground showing the area to be closed and any area already closed or not to be closed
- notice of intention to transfer maintenance responsibility to the Parish Council/Parish Meeting - Part B(i)
- notice of intention for maintenance responsibility to be retained by the PCC – Part C(i)
- confirmation the Parish Council/Parish Meetings has no objection to the closure OR disagrees with the applicant's assertion there is no room for new graves or closure would be contrary to decency, mitigate/prevent nuisance or further burials would be a health risk

MofJ Closure Guidance

PCC's intending to transfer maintenance responsibility under **Section 215 of the Local Government Act 1972** soon after a closure Order has been obtained are advised *that it would be helpful* to ensure walls and fences are in good repair and identified and carried out any remedial work necessary, including to memorials

PCC's are expected to give at least 12 months notice of their intention to transfer maintenance responsibility to enable councils to make appropriate budgetary provision

It is unlikely, in my view, neglecting maintenance of walls, fences, footpaths, trees or memorials would alone be sufficient grounds for challenging an application for closure provided the lack of any new grave spaces or other health, decency and nuisance mitigation reasons can be primarily evidenced by the PCC

MofJ “Decent Condition” Guidance

Good - The churchyard is in an acceptable condition for the maintenance responsibility to be transferred. The trees, walls and fences are in a reasonable state of repair, and the monuments have been assessed for safety within the last 2 years.

Fair - The churchyard and/or the trees, walls and fences require some attention, but no major work, restoration or clearance. For example the trees might need trimming, some repairs might be required to the walls or fences, and/or the memorials may not have been assessed recently or are known to include some which need to be made safe.

Poor - The churchyard requires capital investment or essential repairs or restoration work

Exceptions to No Further Coffin Burials

When a closure Order is granted, by default, provision will be made, unless the PCC request otherwise, for burials to continue to be allowed:

- in existing walled graves or vaults where room exists
- in existing earthen family graves at least one metre below ground level at the top of the coffin where room exists
- in any unused earthen grave space reserved by faculty provided the top of the coffin is at least one metre below ground level

Closure of a churchyard under the Burial Act 1853 does not prevent the continued interment of cremated remains. A faculty is required if existing remains are likely to be disturbed or removed from a churchyard.

What Happens After Closure?

Maintenance responsibility for closed churchyards remains with PCCs who must maintain the churchyard in *decent order* and its walls and fences in good repair

Once closed by Order in Council a PCC may serve written notice on the Parish Council/Parish Meeting requiring the authority to take maintenance responsibility three months from receipt of the notice

The Parish Council/Parish Meeting must either accept that responsibility or **within three months** resolve not to do so and in turn notify the District Council accordingly who cannot then refuse

Decision Time

Should local councils accept or pass on maintenance responsibility?

What are the advantages – the Parish/Town Council:

- sets minimum maintenance standards
- retains control over day to day management of the churchyard
- can make layout and landscaping changes *subject to faculty approval*
- exercises control over safety standards and repair of memorials, walls, paths & fences
- is not subject to annual concurrent functions “special expense” charge added to Parish/Town Council precept *as determined* by the District Council under section 35 of the Local Government Finance Act 1992

What if....

Local councils accept responsibility – what then?

- maintenance and upkeep repair costs must be paid for by Parish/Town Council
- the Diocese remains the freehold land owner and exercises faculty jurisdiction in authorising any significant repairs and site improvements and ensuring the churchyard is kept in “decent order”
- parish/town councils must comply with health and safety legislation and exercise a “duty of care” for visitors, contractors and employees

Alternative to Closure and Transfer

NALC advises that as a burial authority has a general power to contribute towards the expenses of providing or maintaining a cemetery *by any person* under Section 214(6) of the LGA 1972, it can financially help a PCC maintain a churchyard even if full provided it has not been closed by Order in Council

Funding towards maintenance costs can be given in the form of an annual fixed or variable grant or form part of a legally binding agreement between the Parish Council and PCC

NALC also states that Section 214 (6) can be used to help other religions or Christian denominations with the maintenance of their burial grounds

Legal Grey Areas and Uncertainty

Section 214(6) of the Act refers specifically to burial authorities financially supporting cemeteries provided by any other person *“in which the inhabitants of the authority’s area may be buried”*. It could be argued that a churchyard that has no space for new coffin (or even ashes) burials does not meet this criteria.

Care should also be taken when a Parish Council enters into legally binding agreement with a PCC whose churchyard is full but is willing defer seeking an Order in Council in return for financial support with its maintenance expenses

Such agreements should specify current and future repair and maintenance costs to be met by both parties and include a “right to cancel” clause

Funding Churches and Church Property

For many years there has been uncertainty around funding/grant aiding Church of England churches and property in general by local councils due to the perceived Local Government Act 1894, Section 8 legal prohibition.

In July 2023 the House of Lords agreed, during the report stage of the Levelling Up and Regeneration Bill (LURB), an amendment which clarifies that the 1894 Act does not prohibit parish councils from funding places of worship.

DLUHC Minister, Michael Gove also confirmed in a letter to the Chief Secretary to the Treasury, John Glen that “It (the 1894 Act) does not include any general or specific provision which prohibits parish councils from funding the maintenance and upkeep of churches and other religious buildings”.

SLCC has asked NALC to review their legal advice on this matter if the Lords amendment remains in the LURB Bill when it returns to the House of Commons and is passed into law.

Memorials in Closed Churchyards

Primary responsibility for the safety of memorials in closed churchyards rests with owners and their legal successors. If owners default (or cannot be traced), secondary responsibility lies with the local authority that has accepted maintenance responsibility.

Faculties for urgent significant safety repairs can be granted by a Church of England Consistory Court presided over by the Chancellor of the Diocese at short notice. Faculties for routine stability testing and “making safe” in situ are usually issued by the Diocesan Registrar on behalf of the Chancellor. In either case the faculty fee, testing and temporary safety costs are met by the Parish Council or, if they agree, shared with the PCC.

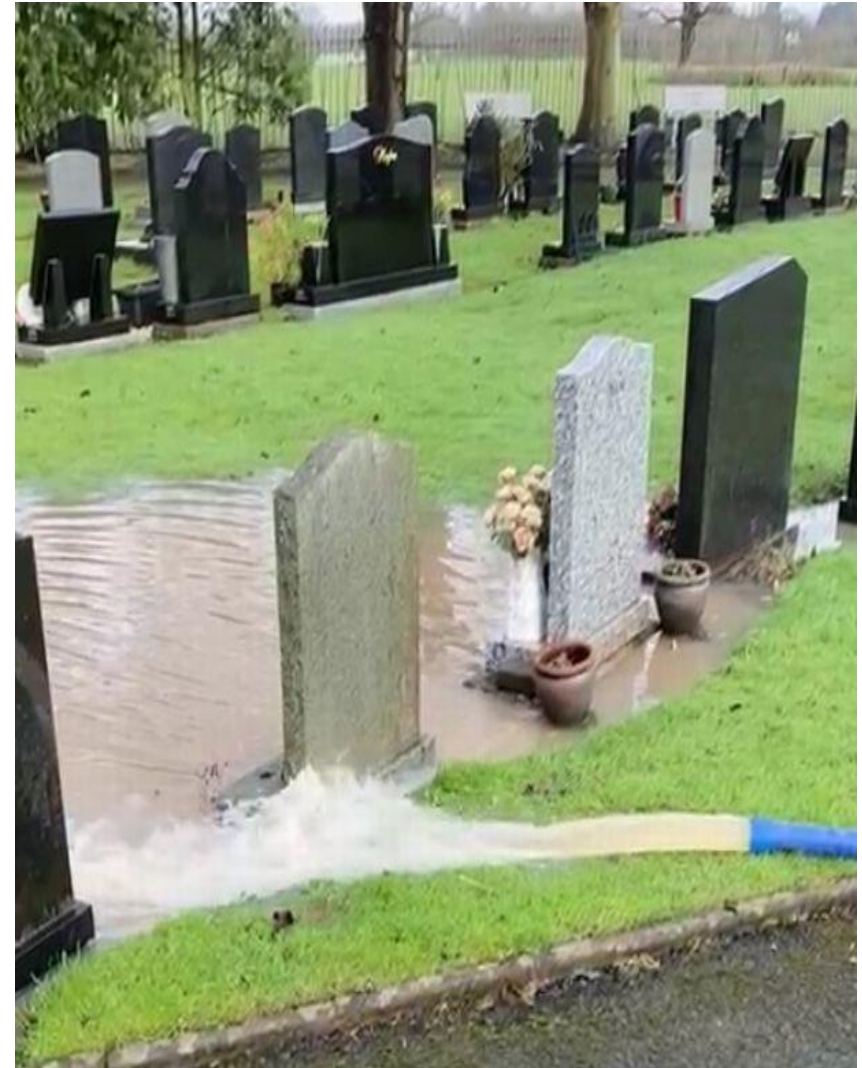
Memorials Safety Cost Recovery

Records of memorial owners are held by the PCC and owners should be notified when safety testing is carried out where memorial owners are liable for safety repairs or have failed to meet the cost the council can take reasonable steps to secure payment

It is always advisable for a Parish Council to consult and work in conjunction with the PCC and Incumbent when undertaking any kind of memorial safety testing and repairs in churchyards

Some diocese now provide training for PCC volunteers carrying out visual inspections and hand stability testing which could offset costs that might otherwise fall to parish councils

Climate Change & Memorial Safety



Memorial Design & Construction

- memorials over 625mm (24.5”) in height should be designed and installed to British Standard 8415 to withstand a force of 70kg applied at the top the memorial or at least 1500mm (59”) from the ground whichever is the lower
- **however** – hand (or mechanical) test pressure applied for testing stability (i.e. movement) **should not exceed 25kg**
- memorials over 625mm must also have either an accredited ground anchor, an approved mechanical locking system or be dowelled to a suitable foundation
- anyone carrying out visual inspections and testing memorials should have appropriate training ***including local council employees and volunteer councillors*** or be professionally qualified and indemnified

Hand Testing & Recording

Gentle Hand Test to 25kg

Record Results



Safety Checks

Visual Inspection

- ✓ Are joints intact?
- ✓ Are kerbs and/or corner posts detached?
- ✓ Does headstone appear secure?
- ✓ Is memorial leaning?
- ✓ What type of stone?
- ✓ Condition of inscription?
- ✓ Cracks or faults?
- ✓ Ground conditions?
- ✓ Trees?



Be Careful Testing Large Memorials



Action required

- remove hazard and where possible temporarily support to prevent falling
- cordon off danger area
- report and record



Staking & Banding smaller upright memorials

In addition to notifying the parochial church council also place notices on memorials with contact details of the Clerk to the PCC

Not all old Memorials are a Safety Hazard



Health and Safety Responsibilities

Parish Councils responsible for closed churchyards are required to maintain them in “decent order”. This generally means their condition should not offend a reasonable church goer.

Freehold ownership of closed churchyards remains at all times vested in the Church and thus responsibility for any accidents or injuries will likely be brought against the PCC

However, when maintenance responsibility is transferred burial authorities have a duty of care to visitors as well as the health and safety of employees and contractors working in the cemetery. Any breach is likely to result in councils being enjoined in accident and injury claims made against PCCs.

Information and Publications

- **Burial Grounds: Guidance for Managers (Ministry of Justice 2010)**
www.gov.uk/government/publications/burial-grounds-guidance-for-managers
- **Ministry of Justice Application and Guidance Notes for an Order in Council to discontinue burials in CofE churchyards**
- https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/783359/Apply_to_close_a_churchyard_-_application_form_and_guidance_notes.pdf
- **The Churchyards Handbook – Thomas Cooke 4th Edition (Church House Publishing, London) ISBN 978-0-7151-4301-8**
- **The Maintenance of Monuments in Closed Churchyards**
- <https://www.churchofengland.org/sites/default/files/2017-12/maintenance%20of%20monuments%20in%20closed%20churchyards.pdf>
- **NALC Legal Topic Note LTN 65 (November 2020) – Closed Churchyards and Disused Burial Grounds (available from NALC County Associations)**
- **Maintenance of Memorials in Closed Churchyards – General Synod Legal Advisory Commission (January 2007)**
- <https://www.churchofengland.org/sites/default/files/2017-12/maintenance%20of%20monuments%20in%20closed%20churchyards.pdf>

Final Questions

Thanks for listening and if you would like to offer any feedback or suggest further cemetery training needs please email either Lucy Takle or Abby Scovell at

events@slcc.co.uk

**LEDBURY TOWN COUNCIL
MINUTES OF A MEETING OF THE EVENTS MANAGEMENT WORKING PARTY
HELD ON 6 SEPTEMBER 2023**

PRESENT: Councillors l’Anson, Morris (Chair), McAll and Furlonger.
Non-Councillors Heather Coppock, Griff Holliday, Janet Meredith, Nina Shields, Lyn Loader,

ALSO PRESENT: Julia Lawrence – Deputy Clerk
Olivia Trueman – Community Development Officer (CDO)

43. APOLOGIES FOR ABSENCE

None received.

44. DECLARATIONS OF INTERESTS

None received.

45. ELECTION OF NON-COUNCIL MEMBERS TO THE EVENTS WORKING PARTY

The Chairman confirmed that there were no new non-council members.

46. TO APPROVE AND SIGN THE MINUTES OF A MEETING OF THE EVENTS WORKING PARTY HELD ON WEDNESDAY, 2 AUGUST 2023

The minutes of the previous meeting held on Wednesday, 2 August 2023 were reviewed and approved subject to the following minor amendments:

- Correction of Clive Hitchings surname (from Hutchins).
- Actions were outstanding regarding the arrangements for the Christmas Light switch-on, including the need to provide temporary toilet facilities.

The committee welcomed the inclusion of the Events Calendar and requested that they be notified of the planned dates for the Environment and Leisure Committee meetings. The CDO agreed to provide these dates.

RESOLVED:

- 1. That the minutes of the meeting of Events Working Party held on 2 August 2023 be approved and signed as a correct record subject to the following amendments:**
 - i. Correction of Clive Hitchings surname (from Hutchins).**
 - ii. Actions were outstanding regarding the arrangements for the Christmas Light switch-on, including the need to provide temporary toilet facilities.**
- 2. The CDO agreed to provide dates for future Environment and Leisure Committee meetings.**

47. HERITAGE OPEN DAYS – UPDATE

The CDO confirmed that the Heritage Open Days publication had been completed and was ready for distribution. It was further confirmed that associated posters would be put on display later in the week. Members of the Working Party expressed their thanks to the staff for their work on Heritage Open Days.

RESOLVED:

Members of the Working Party received a verbal brief from the CDO regarding the Heritage Open Days.

48. WORLD BOOK DAY 2024

The CDO had circulated an e-mail covering the prospective authors for Ledbury World Book Day 2024. It was agreed that Petr Horacek and/or Andy Seed should be booked for Ledbury World Book Day and that a recommendation should go to the Environment and Leisure Committee. Their costs to be taken from the overall budget of £4,000.

Members of the Working Party asked that the CDO contact Glazy Days in Ledbury and ask if they would be interested in holding a workshop for families during this event.

Nina Shields suggested that the author, Catherine Barr, be booked for the 'Great Big Green Week' event in 2024.

RECOMMENDATIONS:

- 1. That a recommendation be put to the Environment and Leisure Committee to book Petr Horacek and/or Andy Seed for Ledbury World Book Day 2024 at a cost of £860 plus travel fees and VAT.**
- 2. That a recommendation be put to the Environment and Leisure Committee to book Catherine Barr for the Great Big Green Week 2024 at a cost of £505 plus travel and VAT**

49. MAYOR'S CIVIC EVENT

The Mayor outlined the arrangements for the Mayor's Civic Event at St Michael's Church on 1 October 2023, to be followed by a reception in the Burgage Hall. The Major asked whether Town Councillors could support the event by attending both the civic service and reception. The Major asked Janet Meredith if the Carnival Prince and Princess could be invited to the event.

RESOLVED:

- 1. That the verbal update from the Mayor be received and noted.**
- 2. That the Mayor contact Janet Meredith to see if the Carnival Prince and Princess could also attend the Civic Event.**

50. LEDBURY CARNIVAL

The Working Party received a verbal update on the Ledbury Carnival, which was held on Monday, 28 August 2023. It was noted that this had been a successful event and well-attended. The Working Party recorded a vote of thanks to Mr Hitchings and the Carnival Committee for planning and executing such a successful event.

The Working Party registered a formal vote of thanks to the Council officers for their outstanding contribution to the event.

Members agreed that the Council should be more involved in Ledbury carnival, and asked if the Town Council could have a float in 2024. Councillor Furlonger supported the proposal of a Town Council float and offered his help in creating a float.

RECOMMENDATION:

That a recommendation be put to the Environment and Leisure Committee to agree to the Town Council to have a float at Ledbury Carnival 2024.

51. MAY BANK HOLIDAY EVENT 2024

The Working Party discussed arrangements for the May Bank Holiday Event 2024. It was confirmed that this will be a 'Village Event' located at the Ledbury Recreation Ground. It was agreed that this event would be held on the Monday, 20 May 2024 rather than on the Sunday, 19 May 2024.

RESOLVED:

That members received and noted the verbal update.

RECOMMENDATION:

That a recommendation be put to the Environment and Leisure Committee to agree for such an event to take place on Monday, 20 May 2024 at the Recreation Ground.

52. STROMSTAD UPDATE

The Working Party received a verbal update on Stromstad partnering. The Deputy Clerk advised that further information would be found in the newsletter, which had been added to the Town Council website.

RESOLVED:

The verbal update be received and noted.

53. OCTOBER FUN FAIR

The Deputy Clerk provided the Working Party with details on the upcoming October Funfair event. She advised members that the draft Service Level Agreement was being prepared and that she had a meeting with the funfair organisers the week commencing 26 September 2023.

RESOLVED:

That the verbal update on the October Funfair be received and noted.

54. CANDLE LIGHTING EVENT AT THE CHAPEL

The Deputy Clerk advised Members that the Chapel in New Street Cemetery would be opening on Sunday, 17 December for a candle lighting event, and that volunteers were needed.

Nina Shields left the meeting at 11:00am.

RESOLVED:

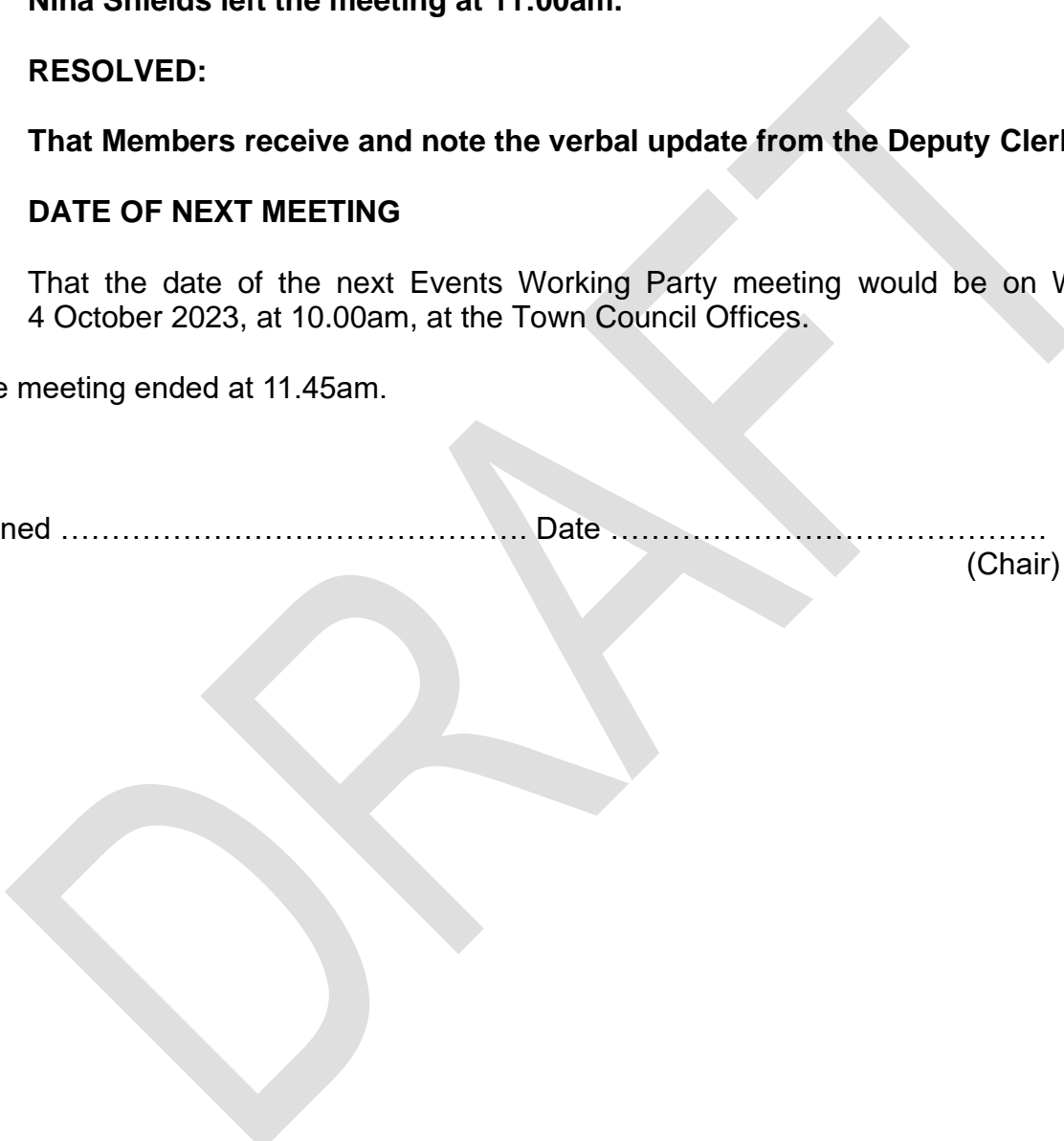
That Members receive and note the verbal update from the Deputy Clerk.

55. DATE OF NEXT MEETING

That the date of the next Events Working Party meeting would be on Wednesday, 4 October 2023, at 10.00am, at the Town Council Offices.

The meeting ended at 11.45am.

Signed Date
(Chair)



LEDBURY TOWN COUNCIL

**MINUTES OF A MEETING OF THE EVENTS WORKING PARTY MEETING
HELD ON 4 OCTOBER 2023**

PRESENT: Councillors: Morris, l'Anson and McAll
Non-Councillors:– Hannah Bergough-Sutton, Al Braithwaite, Catriona Cole, Heather Coppock, Nina Shields and Janet Meredith

ALSO PRESENT:

Julia Lawrence, Deputy Clerk
Olivia Trueman, Community Development Officer (CDO)

1. APOLOGIES FOR ABSENCE

Apologies were received from Griff Holliday and Lynette Loader.

2. DECLARATIONS OF INTEREST

None.

3. TO ELECT NON-COUNCIL MEMBERS

Janet Meredith was elected to become a non-council member of the Events Working Party.

4. TO APPROVE AND SIGN, AS A CORRECT RECORD, THE MINUTES OF THE EVENTS WORKING PARTY MEETING HELD ON 6 SEPTEMBER 2023.

RESOLVED:

**That the minutes of the meeting of the Events Working Party held on 6 September 2023 be approved and signed as a correct record.
Agreed - Proposed by Councillor Morris; Seconded by Cllr McAll.**

To note: clarification is required on the circulation list for this Working Party. Deputy Clerk to confirm group members.

5. HERITAGE OPEN DAYS (HODS) 8 – 17 SEPTEMBER 2023

The CDO presented a report on the success of the HODS and learning points for 2024. These are to include:

- a) More activities for children.
- b) Training and a greater understanding of the history of the buildings in Ledbury for Town Councillors so they could more actively support the days.
- c) Enhanced marketing.

The group discussed the opportunity to potentially purchase “Feather Banners” that changed through the period of HODS but which also could be used for

marketing events through out the year. There should be a review of the best location(s) across the town for the Feather Banners. This would be an additional cost to the Council and would need to be considered as part of the budget setting process for 2024/25.

The report also set out financial implications for marketing materials. The group discussed marketing material both for HODS and further development of the A5 stapled HODS leaflet the CDO created, to promote more of the historic buildings across the town, so underpinning the Town Council's approach to tourism. These should be produced in substantial numbers (up to 50,000), include QR code and be in the most sustainable material possible.

RECOMMENDATIONS:

5a. The Events Working Party agreed to celebrate the HODS in 2024 and request approval from the Environment & Leisure Committee to proceed, anticipating a budget allocation of £3,500 for 2024/25

5b. The Events Working Party agreed to recommend to Environment & Leisure Committee that a joint training and development session be run for Councillors by LTC and Ledbury Places.

RESOLVED:

5c. The CDO is to obtain more detailed costings for Options A and B as set out in Recommendations 2 and 3 and the report – namely:

- i) The production of Z-folded leaflets for HODS.**
- ii) To obtain 3 quotes for the creation of a Ledbury booklet promoting the historic buildings of Ledbury (similar to HODS) to support tourism in the town. This booklet would exclude dates and times of opening, whereas it would include any QR codes. Quotes to be obtained for a maximum print run of 50,000 copies.**

5d. That recommendation 4 (Option C) in the report be rejected.

6. WORLD BOOK DAY - 9 MARCH 2024 (Overall Budget £4,000)

The Working Party discussed the development and support for World Book Day in the Town and the proposal to hire 2 authors – Andy Seed and Petr Horacek with a recommendation to Environment and Leisure Committee on 2 November 2023 for funding of the same, as per the minutes of 6/8/23.

It was also noted that QR codes could provide easy access for many people as part of the events.

The group also agreed that the CDO set up a steering group to drive forward the locations for the event. Steering Group: Cllr l'Anson, Cllr Morris, Ledbury Poetry, Ledbury Places, Sustainable Ledbury and Ledbury Primary School.

RESOLVED:

- 6a. It was resolved that a Steering Group be set up and led by the CDO to agree on locations for Ledbury's World Book Day 2024 event.**

7. GREAT BIG GREEN WEEK – 8 to 16 JUNE 2024

A verbal update on progress was noted, including the continuing support for the week by Sustainable Ledbury. The views/ideas from the Climate Change Working Party will be sought.

The budget of £2,000 is requested from Environment & Leisure as per minutes of 6 September 2023.

RECOMMENDATION:

- 7a. The Events Working Party requested that the Environment & Leisure Committee agree to a budget allocation of £2,000 for 2024/25 for this event.**

8. STROMSTAD - UPDATE

The Mayor reported that a successful coffee morning was held with money raised for the Mayor's charities.

RESOLVED:

Members of the Events Working Party noted that Stromsad had been well received.

9. MAY BANK HOLIDAY 2024

The report was presented to the Working Party. In addition to the suggested activities, Members also considered that some non-competitive events should be included. The Deputy Clerk stressed the need to gain help and support in the organisation of this event, to include LTC Councillors. It was agreed for the event to be viable, help and support should be pledged and confirmed from 20 volunteers prior to Christmas, and subject to receiving confirmation of this number, then plans can be put in place to organise the event for next year, planned for 27 May 2024. A poster seeking volunteer help is to be advertised. A budget will also need to be set.

RECOMMENDATION:

- 9a. Members of the Events Working Party recommend to the Environment and Leisure Committee to agree in principle to the staging of a village fete style event on Monday, 27 May 2024, subject to receiving confirmation of 20 volunteers pledging their help and support before Christmas.**

10. OCTOBER FUNFAIR - 9 & 10 OCTOBER 2023.

The report was noted, including the purchase of new road signage (which can be used for other events) which has been put in place. First Aid will be provided by the Funfair organisers. A new Service Level Agreement (SLA), will be in place for 2024 event.

Cllr McAll recommended that the SLA be presented to the Finance Committee as part of its responsibilities.

RESOLVED:

10a. The SLA be completed well in advance of the 2024 event.

10b. Recommend to Finance Committee that it receives the SLA and associated income details.

11. CANDLE LIGHTING EVENT AT THE CEMETERY CHAPEL

Members of the Working Party noted the contents of the report.

The Deputy Clerk reminded the Working Party that volunteers were needed to help run the day. Heather Coppock offered to provide additional support.

It was recommended that a poster be created to promote the event and that a banner, tastefully created, be attached to the railings of the cemetery.

RESOLVED:

11a. That Volunteers were required to help run the event on the day.

11b. That a tasteful Banner be produced to attach to the railings to advertise the event.

12. SCHEDULE OF COMMITTEE MEETINGS

The schedule was noted and should continue to form part of the agenda.

13. CALENDER OF EVENTS

The Calendar of Events was very useful and could perhaps be extended to cover April 24 to March 25, as events become clearer. Ledbury Primary School requested an electronic copy to share within the School.

Heather Coppock gave the Working Party an update on the potential to add major events by different charities to provide a more detailed picture of events within the Town, throughout the year.

It was noted that there was a need for 2 different calendars as they would have different purposes and different audiences.

RESOLVED:

13a. Heather Coppock agreed to present a short report to the Working Party in December 2023.

14 DATE OF NEXT MEETING

The next meeting of the Events Working Party is 1 November 2023 at Ledbury Funeralcare.

DRAFT

LEDBURY TOWN COUNCIL

**MINUTES OF A MEETING OF THE CLIMATE CHANGE WORKING PARTY
MEETING HELD ON 4 OCTOBER 2023**

PRESENT: Councillors: Chowns
Non-Councillors: Nina Shields, Al Braithwaite, Prof John Whitelegg

ALSO PRESENT: Julia Lawrence, Deputy Clerk

1. ELECTION OF CHAIR

Members of the Climate Change Working Party (“CCWP”) elected Nina Shields as Chair of the Working Party.

2. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Morris, Cllr l’Anson and Paul Kinnaird.

3. DECLARATIONS OF INTEREST

None

4. TERMS OF REFERENCE FOR THE WORKING PARTY

The terms of reference for CCWP were agreed with the addition of the following paragraph relating to a quorum:

“To enable the Climate Change Working Party to meet its quorate requirements, there MUST be two 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”.

5. TO ELECT NON-COUNCIL MEMBERS

The following were elected to join the Working Party as non-council members: Professor John Whitelegg and Al Braithwaite.

6. TO APPROVE AND SIGN, AS A CORRECT RECORD, THE MINUTES OF THE CLIMATE CHANGE WORKING PARTY MEETING HELD ON 3 MAY 2023.

RESOLVED:

That the minutes of the Climate Change Working Party meeting held on 3 May 2023 be approved and signed as a correct record.

7. **TRANSPORT**

Professor John Whitelegg was welcomed to the meeting, as well as becoming a member of the Working Group. Professor Whitelegg is a Professor of sustainable transport at Liverpool John Moores University. He has worked extensively with South Shropshire Council to develop a transport Plan. Since moving to Herefordshire, he has become involved in Herefordshire Council's Climate and Nature Board. (The terms of reference of this Group are attached to the minutes).

Professor Whitelegg is interested in trying to help Ledbury reduce its carbon footprint by 2030, particularly as 35% of Herefordshire carbon emissions relate to transport. A good example of a successful initiative to reduce carbon emissions was the introduction of the Daffodil Line bus.

The Working Party wanted to understand what, if anything relating to transport, had been included in the S106 funding requests.

It is noted that there are potentially a couple of schemes that Ledbury could look to introduce and start to make a difference.

- 1) One day a week create a cycle bus for schools (similar to a walk to school bus).
- 2) Potentially introduce an electric hopper bus to bring people into Ledbury from the outlying housing estates.

After some discussion the Working Party decided that it should recommend to Environment and Leisure Committee that the opportunity to develop a cycle bus and introduce a hopper bus (Buses for Us) to reduce car travel be explored.

RECOMMENDATIONS:

- 7a. **The CCWP request that the Environment and Leisure Committee support exploring how a cycle to school (one day per week) might be progressed in Ledbury and authorise the Working Party to consult with Buses for Us with regard to hopper buses. The CCWP would need to understand how such an activity would complement any work being progressed by the Traffic Management Working Party.**
- 7b. **Professor Whitelegg agreed to prepare a paper for the Environment and Leisure Committee regarding the concept of School Travel Plans (successfully implemented in Surrey),**

seeking approval for a potential viability study for a cycle bus.

RESOLVED:

7c. To have sight of the S106 funding requests submitted to Herefordshire Council.

8. GREAT BIG GREEN WEEK (GBGW) 8 – 16 JUNE 2024

The Working Party would wish to support the Great Big Green Week events in 2024. This would include booking Catherine Barr, author, for a specific event.

It was noted that budget responsibility remains with Environment and Leisure Committee and had been set at £2000 for this year, which had included the costs for the GBGW.

RECOMMENDATIONS:

8a. The CCWP recommend to Environment and Leisure Committee that they fix the budget allocation for the CCWP at £2000 for 2024/25 to include the GBGW and that the Council support the Great Big Green Week in 2024.

8b. The CCWP recommend to Environment and Leisure Committee that the delivery of the GBGW events is overseen by the Events Working Group.

9. PHOTOGRAPHIC COMPETITION: TREES OF SIGNIFICANCE IN LEDBURY

The competition is aimed at encouraging people to get out and take photos of trees, find out about their history and botanical information which would lead to walks around the town.

The plan would be to select the 12 best photos to form a calendar that the Town Council would sell, as part of their tourism responsibilities. The competition could be launched at the start of the GBGW 2024 and cover the different seasons with the intention of having it ready for circulation in 2026.

A panel of judges would be invited to select the winning entry. Such judges may include a professional photographer from the studio in Lower Marcle Road Trading Estate, Andrew (from Tilley's the printers), Herefordshire Wildlife Trust, Ledbury Art Society and Miranda Thomas, a Ranger for Frith Wood. Further details to come to the next CCWP meeting.

RESOLVED:

Members of the Working Party received and noted the draft proposals put forward.

10. CORPORATE PLAN 2020

In considering the work programme to be recommended to the Environment and Leisure Committee for the future, CCWP would welcome an update on the actions progressed under the Council's Corporate Plan.

RECOMMENDATION:

10a To request that Environment and Leisure ask Full Council for an update on the progress on delivering actions relating to Climate Change within the Corporate Plan 2020.

11. COUNCIL CARBON FOOTPRINT

The Working Party received a report from Paul Kinnaird regarding the energy usage by the Town Council. Unfortunately, Paul could not be present to update the Working Party on the findings. The Working Party thanked Paul for the report and agreed that there should be further discussion when he could attend the next meeting.

In the meantime, it was suggested that NMiTE could be approached to see if there were any project opportunities whereby the students could look at listed buildings i.e. review how to insulate the Town Council offices more effectively or the possibility of installing solar panels on car parks could also be explored.

RECOMMENDATION:

11a. Request that the Environment and Leisure approach NMiTE to consider how best to insulate the Town Council offices and/or to look at installing solar panels on car parks.

12. QR CODES

The potential use of these codes was under review across the Council.

RESOLVED:

That QR codes would be kept under review on the agenda.

13. FRUIT GLEANING

Nina Shields reported that the Herefordshire Food Alliance had secured funding for this project and a co-ordinator had been appointed. The first 'Ledbury' pick of Bramley apples and Damsons had taken place and the fruit will be processed by volunteers at Pot & Page on 8 October 2023. The fruit will be frozen and go to the Food Bank, who have been provided with a new freezer under this project.

RESOLVED:

Members of the Working Party were asked to receive and note the update.

14. WARM SPACES FOR WINTER 2023/24

It is understood that planning is underway by the TALK Community Hub for this winter and CCWP will keep a watching brief. Locations would be published via the Council website.

RESOLVED:

The Working Party will keep a watching brief of developments for Warm Spaces.

15. ACTION SHEET

Attached to the agenda was a proposed action sheet which would support the monitoring of actions/outcomes from the meetings. It was noted that most actions from the Working Party were onward recommendations to the Environment and Leisure Committee. It was agreed to add the recommendations set in the minutes to the action sheet as a way of ensuring that recommendations could be cross referenced to E&L committee agenda items.

16. DATE OF NEXT MEETING

The date of the next meeting of the Climate Change Working Party will be held on Wednesday, 6 December 2023 at 6.00pm.

CLIMATE CHANGE WORKING PARTY – ACTION SHEET

No:	Item (Action Required)	Responsibility	To be actioned by (date)
7a	The CCWP recommend to Environment and Leisure Committee how a cycle to school (1 day per week) might be progressed in Ledbury and authorise the working party to consult with Buses for Us. The CCWP, would need to understand how such an activity would complement any work being progressed by the Traffic Management Working Party.	E & L Committee	2 November 2023
7b	Professor Whitelegg agreed to prepare a paper for Environment & Leisure Committee regarding the concept of School Travel Plans (successfully implemented in Surrey), seeking approval for a potential viability study for a cycle bus.	Prof Whitelegg	Mid October 2023
7c	To have sight of the S106 funding requests submitted to Herefordshire Council.	E & L Committee	6 December 2023
8a	The CCWP recommend to the Environment & Leisure Committee that the Council support the Great Big Green Week in 2024 and approve a budget allocation of £2,000 for 2024/25.	E & L Committee	2 November 2023
8b	The CCWP recommend to Environment & Leisure Committee that the delivery of the GBGW events is overseen by the Events Working Group.	E & L Committee	2 November 2023
10a	To request that Environment & Leisure ask Full Council for an update on the progress on delivering actions relating to Climate Change within the Corporate Plan 2020.	E & L Committee/ Full Council	2 November 2023 23 November 2023
11a	Request that Environment & Leisure approach NMite to consider how best to insulate the town council offices and/or look at installing solar panels on car parks	E & L Committee	2 November 2023