

**LEDBURY TOWN COUNCIL**

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

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**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 AN 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)

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