



LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES, CHURCH STREET, LEDBURY

HEREFORDSHIRE HR8 1DH. Tel. (01531) 632306

Email: clerk@ledburytowncouncil.gov.uk Website: www.ledburytowncouncil.gov.uk

19 February 2025

Dear Councillor

Please find attached To Follow reports in respect of the meeting of **LEDBURY TOWN COUNCIL** to be held on **Thursday, 20 February 2025 at 7.00 pm** in the **Town Council Offices, Church Lane, Ledbury, HR8 1DH**

Yours faithfully

Angela Price PSLCC, AICCM, MIWFM
Town Clerk

A G E N D A

4. To approve and sign as a correct record the minutes of an extraordinary meeting of Council held on 13 February 2025 (Pages 3081-3083)
14. Committee Structure update (Page 3084)
21. Tree Works at Upperfields (Pages 3085-3096)

Distribution: - Full agenda reports to all Councillors (10)
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Police (1)

**MINUTES OF A MEETING OF FULL COUNCIL
HELD ON 13 FEBRUARY 2025**

PRESENT: Councillors Browning, Chowns (Chair), Eakin, Harvey, Hughes, Kettle, Morris, Newsham and Sinclair

ALSO PRESENT: Angela Price – Town Clerk
Julia Lawrence – Deputy Clerk
Honor Holton – Minute Taker

C636. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Bradford. Councillor Howells' apologies were received as per his request for 6-month dispensation.

C637. DECLARATIONS OF INTEREST

None received.

C638. TO NOTE THE NOLAN PRINCIPLES

RESOLVED:

That the Nolan Principles be received and noted.

C639. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF A MEETING OF COUNCIL HELD ON 23 JANUARY 2025

RESOLVED:

That the minutes of the meeting of Council held on 23 January 2025 be approved and signed as a correct record.

C640. TO RECEIVE AND NOTE THE ACTION SHEET

RESOLVED:

That the action sheet be received and noted.

C641. TO CONSIDER AND APPROVE THE BUDGET FOR 2025/2026

RESOLVED:

That the following recommendations be approved:

- 1. That the draft budget for 2025/26 be approved as presented.**

2. That the Town Clerk be authorised to request a precept of £734,622, an annual increase from £188.80 to £198.71 per Band D equivalent property (an annual increase of £9.91 - £0.83 per month).

C642. TO CONSIDER COUNCIL'S RESPONSE TO PLANNING APPLICATION P242783/O

Members considered at length the draft response to the Planning Application that had been circulated at the meeting. Various comments/amendments were noted as part of the response.

RESOLVED:

1. That subject to amendments being made as agreed, the Clerk be authorised to forward this Council's response to Planning Application P242783/O (Lidl Application) to Herefordshire Council Planning Officers accordingly.
2. That a copy of the final response be shared with all Councillors.

C643. EXCLUSION OF PRESS AND PUBLIC

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

C644. RECOMMENDATIONS FROM MEETING OF THE RESOURCES COMMITTEE HELD ON 6 FEBRUARY 2025

RESOLVED:

1. That an ex-gratia payment be paid to Post Holders 50 and 60 in the sum of £500 and £250 respectively.
2. That the Clerk be authorised to engage the services of Hoople in respect of personnel advice and support at a cost of £75.00 per hour, with a ceiling of £5,000.
3. That management duties of Post Holder 47, be temporarily moved to Post Holder 50 for a period of at least six-months with a review in month five and that Post Holder 50 receive an uplift in salary from spinal column point 22-24, which is an increase of £1,600.00 per annum.

The meeting ended at 8.30pm.

Signed Date

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FULL COUNCIL	20 FEBRUARY 2025	AGENDA ITEM: 14
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Report prepared by Angela Price – Town Clerk

COMMITTEE STRUCTURE

Purpose of Report

The purpose of this report is to advise Members on the progress of work being undertaken in respect of the Committee Structure.

Detailed Information

Workshops were held, with all Members invited to attend, to consider and have input into the Committee Structure Workplans on 12 December 2024 (Finance) and 14 February 2025 (Planning & Environment & Leisure). These have now been developed to a draft stage and funding and staffing resources has also been considered and aligned to the work programmes.

The next steps in this process include:

- Committees reviewing their terms of reference to align them with the draft work programmes and corporate plan;
- The Resources Committee to consider a draft schedule of meetings calendar for the 2025/26 municipal year and review the revised terms of reference;
- A brief on the proposed work programmes to be presented at the Annual Town Meeting on 24 April 2025;
- Target date for delegating of work programmes to committees is the Annual Council meeting in May 2025.

Recommendation

That Members receive and note the above update in respect of the progress on the Committee Structure work programme.

FULL COUNCIL	20 FEBRUARY 2025	AGENDA ITEM: 21
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Report prepared by Julia Lawrence – Deputy Town Clerk

TREE WORKS AT UPPERFIELDS, LEDBURY

Purpose of Report

The purpose of this report is to advise Members that qualified tree surgeons have been invited to provide quotations to fell trees along Upperfields, Ledbury.

Equality Duty

Under section 149 of the Equality Act 2010, the “general duty” on public authorities is set out as follows:

A public authority must, in the exercise of its functions, have due regard to the need to:

- a. eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;
- b. advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- c. foster good relations between persons who share a relevant protected characteristic and person who do not share it.

The public sector equality duty (specific duty) requires Ledbury Town Council to consider how it can positively contribute to the advancement of equality and good relations and demonstrate that they are paying ‘due regard’ in their decision making in the design of policies and in the delivery of services.

Detailed Information

A tree survey that was carried out in November 2022 identified four trees that needed attention along Upperfields. However, at the time, emphasis was given to trees along Knapp Lane.

Due to the extreme weather conditions that have been experienced of late, this has resulted in several residents along Upperfields expressing their concerns over trees which they believe if they were to fall, would cause considerable damage to property as well as landing on overhead telephone cables.

Adrian Hope Tree Services was asked to conduct a Health and Condition Survey of all the trees along the western boundary of Dog Hill Wood, adjacent to Upperfields that are within the “risk zone” of properties and public rights of way. A copy of their Survey is attached at Appendix A.

On reviewing the Survey, officers consider that tree numbers T0646, T0647, T0648, T0649, T0651, T0652, T0653, T0655, 0454 and 0645 be addressed as soon as possible to ensure this work is completed ahead of the nesting season.

Appreciating that we are close to the bird nesting season, an invitation (Appendix B) has been sent to six qualified tree surgeons to seek their interest in felling these trees, subject to the trees being inspected for any nesting birds prior to any works being carried out. In addition to this, Officer's contacted Herefordshire Council's Streetworks Team to ascertain the possibility of having a road closure in place, should this be needed by a contractor. Herefordshire Council have now confirmed that there is only a short section of Upperfields that is public highway (Appendix C) whereas the majority of the road is private, and this information has been relayed to the tree surgeons to consider as part of their quotation.

A letter will be sent from Ledbury Town Council to all residents along Upperfields advising them when the works would take place and what arrangements will be put in place in respect of access and egress to their property during this period.

Six companies were invited to quote for this work, of which four have provided quotes.

All four companies are known to Ledbury Town Council, and three of the companies have previously undertaken works for the Council.

A summary of their costs are as follows:

1 Company 1 – Location: Much Marcle

- Works to take 3 to 4 days.
- 3 or 4 Operatives.
- Training and Certification. All relevant tickets are held by Operatives undertaking this work, such as:
 - NPTC certificates for chainsaw use;
 - Emergency First Aid + Forestry Elements (EFAW + F);
 - Manual Handling Training;
 - Lantra/NPTC qualifications for machinery including brushwood chippers and strimmers;
 - NPTC Aerial rescue.
- One day with temporary traffic lights on Knapp Lane. (Used in accordance with "Safety at Street Works and Road Works – A Code of Practice").
- Remainder of works will be carried out from within the woodland. A tracked woodchipper and mini-digger with grab will be used for moving and stacking the wood.
- Brash and debris to be wood-chipped and scattered back into the woodland. Large material to be stacked in safe condition as habitat, clear of footpaths.
- Works to be completed to comply with British Standard 3998:2010 Recommendations for Tree Work
- Comprehensively insured for the sum of £5,000,000.

Cost: £5,900.00 + VAT. This also includes the fees for the traffic light application.

2 Company 2 – Location: Ross on Wye

- Works to take 5 days.
- 3 Operatives.
- All relevant training tickets are held – please refer to (1) above for summary.
- When visiting site to quote for the works, this company could not locate tree number T0646 so is not included within the quote.
- Tree T0454 requires a one day road closure (corner of Knapp Lane) but the price for the road closure has not been included within the quote as the company were still waiting to receive confirmation of cost at the time of submitting their quotation.
- The company has noted that Tree T0652 already has birds nesting in this tree.
- Chip brush in piles in woodland. All works to be carried out from within the woodland. The footpath would temporarily be closed.
- Wood to be left safely and not dangerously stacked in manageable lengths at base of tree.
- Works to be completed to comply with British Standard 3998:2010 Recommendations for Tree Work
- Comprehensively insured for the sum of £5,000,000.

Cost: £4,500.00 + VAT. This excludes the fees for the road closure application (re Tree 0454) and not felling one of the trees (T0646).

3 Company 3 – Location: Hereford

- Works estimated to take 5 days.
- 3 Operatives.
- All relevant training tickets are held – please refer to (1) above for summary.
- Tree T0454 requires a one day road closure (corner of Knapp Lane) but the cost for the road closure has not been included due to time scales to submit their quote. Therefore, in the absence of the road closure costs, the company is proposing to implement a temporary traffic light one-way system on Knapp Lane with “long delay” signs *just* for when the front section of T0454 is felled. Please note that traffic lights can only be held on red for a maximum of 15 minutes at any one time. Appropriate signage would be displayed to deter motorists using this road whilst this tree is taken down. Some of this work can be done from the woodland side. The private road section can be effectively managed using signage, cones and a banksman positioned where works may impact safe access.
- Equipment being used will be:
 - Arb tipper truck;
 - Tracked or wheel base chipper (as appropriate for ground conditions);
 - LOLER compliant tree climbing equipment;
 - 20m MEWP (hired in)
- Trees will be safely dismantled and lowered using a combination of climbing techniques and MEWP access.
- Works to be completed to comply with British Standard 3998:2010 Recommendations for Tree Work.

- Comprehensively insured for the sum of £10,000,000.

Cost: £5,000.00 + VAT

4 **Company 4 – Location: Nr Cheltenham**

- Works estimated to take 5 days.
- 3 Operatives.
- All relevant training tickets are held – please refer to (1) above for summary.
- Traffic lights to be used for the removal of Tree 0454 for one day
- Works to be completed to comply with British Standard 3998:2010 Recommendations for Tree Work.
- Comprehensively insured for the sum of £5,000,000.

Cost: £7,500.00 + VAT To include the cost of traffic lights

Financial Implications

Officers would suggest that due to there being insufficient funds available within the 2024/25 budgets, the funds for these works be taken from the Amenities and Public Spaces Earmarked Reserve (335) the current balance of this being £39,860.

Recommendation

1. That Members give consideration to the above information and agree to the works being carried out as a matter of urgency.
2. That Members agree which contractor to appoint to undertake the tree works to Upperfields and authorise Officers to instruct the successful Contractors to undertake the works, with a view to carrying out the tree works as soon as possible.

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ARBORICULTURAL ASSESSMENT



CLIENT: Ledbury Town Council

REF: 18687

1.0 REPORT BRIEF

- 1.1 Adrian Hope Tree Services has been instructed in writing by Ledbury Town Council to:
- a) Carry out a health and condition survey of all trees along the western boundary of Dog Hill Wood, adjacent to Upperfields that are within the risk zone of properties and public rights of way.
 - b) Produce a subsequent written report on any tree that is found to require attention, detailing species, condition, recommendations and priority.
 - c) All trees identified to be marked with aluminium tags and mapped.
- 1.2 Any recommendations made will conform to current industry best practices and be consistent with maintaining the amenity and wildlife value of individual trees and groups of trees.

2.0 REPORT LIMITATIONS

- 2.1 The inspection has been carried out from ground level using only visual observation methods as this is a preliminary report. Should a more detailed inspection be required then this will be highlighted in the recommendations. A climbing inspection was not undertaken, therefore possible defects to the upper sides of branches were not detected from ground level.
- 2.2 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 at least once a year. The conclusions and recommendations in this report are only valid for a period of one year. The period of validity may be reduced in the case of a change of conditions to or in proximity to the tree.
- 2.3 This report does not deal with the effect trees and vegetation may have or have had on the structural integrity of property and the possibility of structural movement, subsidence and heave.
- 2.4 No investigation was made into the presence of any protected species in the trees surveyed. Before any works commence, this must be undertaken.

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ARBORICULTURAL ASSESSMENT

Abbreviations:

DBH – Diameter at Breast Height, estimated in CM

ADB – Ash Die Back (*Hymenoscyphus fraxineus*)

Key

Physiological Condition

Good - Very Few defects, with good Vigor, Vitality and a reasonably long-life expectancy for its age class

Fair – Some defects giving the tree a shorten life expectancy

Poor – Limited life expectancy with major problems

Dead – Tree is standing dead

Structural Condition

Good – Very few physical defects

Fair – Some defects rectifiable with minor interventions

Poor – Significant physical defects only rectifiable with major interventions

NOTE

- i) Ivy should be retained as a wildlife habitat and removed only to allow a detailed safety inspection.
- ii) Deadwood to be removed only where it is of significance to safety

ARBORICULTURAL ASSESSMENT

Ref.	Species	Height (M)	DBH (cm)	Crown Radius (M)	Life Stage	Description	Physiological Condition	Structural Condition	Recommendations	Timescale
G1	Common ash (<i>Fraxinus excelsior</i>)	14	25	3.00	Young	Group of Ash, Sycamore and Cherry stems heavily leaning over road towards property and powerlines. Encroaching on road clearance, short life expectancy.	Good	Fair	Fell all stems in group (6 stems) to as near ground level as possible, marked with paint	1 Year
T0455	Common ash (<i>Fraxinus excelsior</i>)	18	55	7.00	Mature	Heavily Ivy covered main stem. Large low limb on West Side has numerous cavities. limb on East Side in upper canopy with further cavities.	Fair	Fair	Reduce to standing stem no taller than 6m, any low limbs with cavities shortened back to retain habitat features.	6 Months
T0646	Common ash (<i>Fraxinus excelsior</i>)	15	25	3.00	Semi Mature	Twin stemmed tree with cavity at base on north side below union. Falling distance of footpath and road.	Fair	Fair	Fell tree to as near ground level as possible	6 Months
T0647	Common ash (<i>Fraxinus excelsior</i>)	17	35	2.00	Young	Heavily Ivy covered main stem. Significant die back in upper canopy. Hollowing at base and leaning towards footpath and road.	Poor	Poor	Fell tree to as near ground level as possible	6 Months
T0648	Common ash (<i>Fraxinus excelsior</i>)	4	20	0.00	Dead	Recently collapsed section over footpath being supported by nearby Hazel.	Dead	Not Recorded	Clear fallen section.	Urgent

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ARBORICULTURAL ASSESSMENT

Ref.	Species	Height (M)	DBH (cm)	Crown Radius (M)	Life Stage	Description	Physiological Condition	Structural Condition	Recommendations	Timescale
T0649	Cherry (<i>Prunus</i> <i>sp.</i> 'Cherry')	15	25	2.00	Dead	Standing dead stem. Within falling distance of footpath and road. Collapsed section of Sycamore below over footpath.	Dead	Not Recorded	Fell tree to as near ground level as possible and clear section of Sycamore over footpath.	6 Months
T0650	Common ash (<i>Fraxinus excelsior</i>)	15	30	2.00	Dead	Standing dead stem. Previously marked with blue 25.	Dead	Not Recorded	Fell tree to as near ground level as possible	6 Months
T0651	Common ash (<i>Fraxinus excelsior</i>)	22	60	8.00	Mature	Heavily Ivy covered main stem. Recent branch loss over footpath. Within falling distance of footpath and property.	Fair	Good	Sever Ivy at base to aid future inspections	3 Months
T0652	Common ash (<i>Fraxinus excelsior</i>)	20	65	10.00	Mature	Heavily Ivy covered main stem. Evidence of <i>Inonotus hispidus</i> brackets on ground around base of tree. Falling distance of footpaths and property. Upper canopy showing signs of decline.	Poor	Poor	Fell tree to as near ground level as possible	6 Months
T0653	Common ash (<i>Fraxinus excelsior</i>)	10	20	2.00	Dead	Group of standing dead or dying stems around footpath intersection. Ash, Cherry and Field Maple. Stems marked with orange paint.	Dead	Not Recorded	Fell tree to as near ground level as possible.	6 Months

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ARBORICULTURAL ASSESSMENT

Ref.	Species	Height (M)	DBH (cm)	Crown Radius (M)	Life Stage	Description	Physiological Condition	Structural Condition	Recommendations	Timescale
T0654	Common ash (<i>Fraxinus excelsior</i>)	20	65	10.00	Mature	Heavily Ivy covered preventing visual inspection on main stem.	Good	Good	Sever Ivy at base to aid future inspections.	6 Months
T0655	Common ash (<i>Fraxinus excelsior</i>)	25	70	10.00	Mature	Heavily Ivy-covered main stem preventing visual inspection from ground level.	Good	Good	Sever Ivy at base to aid future inspections.	3 Months
T0656	Common ash (<i>Fraxinus excelsior</i>)	18	45	10.00	Mature	Ivy previously cut but starting to re-establish on stem.	Good	Good	Sever Ivy at base to aid future inspections.	6 Months
0454	Common ash (<i>Fraxinus excelsior</i>)	20	60	8.00	Mature	Leans towards road and properties, woodpecker hole at 3.5m on east side with fissure to ground level. Hollowing at base and along main stem.	Fair	Poor	Fell tree to as near ground level as possible	6 Months
0645	Common ash (<i>Fraxinus excelsior</i>)	20	60	10.00	Mature	Heavily ivy-covered main stem. Crown showing significant dieback, within falling distance of property.	Poor	Fair	Reduce to monolith at 4m, point will not reach footpath below.	6 Months

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LEDBURY TOWN COUNCIL
CHURCH LANE, LEDBURY, HEREFORDSHIRE HR8 1DL

QUOTATION TO FELL TREES IN DOG HILL WOOD, LEDBURY

Ledbury Town Council ("LTC") is seeking quotations to fell a selection of trees in Dog Hill Wood, Ledbury, Herefordshire.

Background

Dog Hill Wood is a designated Ancient Semi natural woodland and a former coppice. It is situated on the Eastern edge of Ledbury above the town at approximately 110 to 150m and on the Western edge of the Malvern Hills AONB. Most of the woodland on its Western side is close to a residential area and on very steep ground. The Eastern side is on a slightly shallower slope but still very difficult working. The woodlands are frequently used by the residents of Ledbury with many networks of paths throughout. The majority of canopy species are mostly ash and oak and are over 100 years old with the occasional yew at 200+. There are a number of quarries and adjacent roads to the North and West sides and Green Lane running North South on the wood's Eastern side.

Tree Survey

LTC has recently commissioned Adrian Hope Tree Services to undertake a Health and Condition Survey of all trees along the western boundary of Dog Hill Wood, adjacent to Upperfields that are within the risk zone of properties and public rights of way.

The Arboricultural Assessment, reference 18687 is attached.

Due to the shortness of time and the bird nesting season soon to be upon us, Ledbury Town Council is looking for trees, numbered T0646, T0647, T0648, T0649, T0651, T0652, T0653, T0655, 0454 and 0645 to be felled as soon as possible and for the wood to be removed off site.

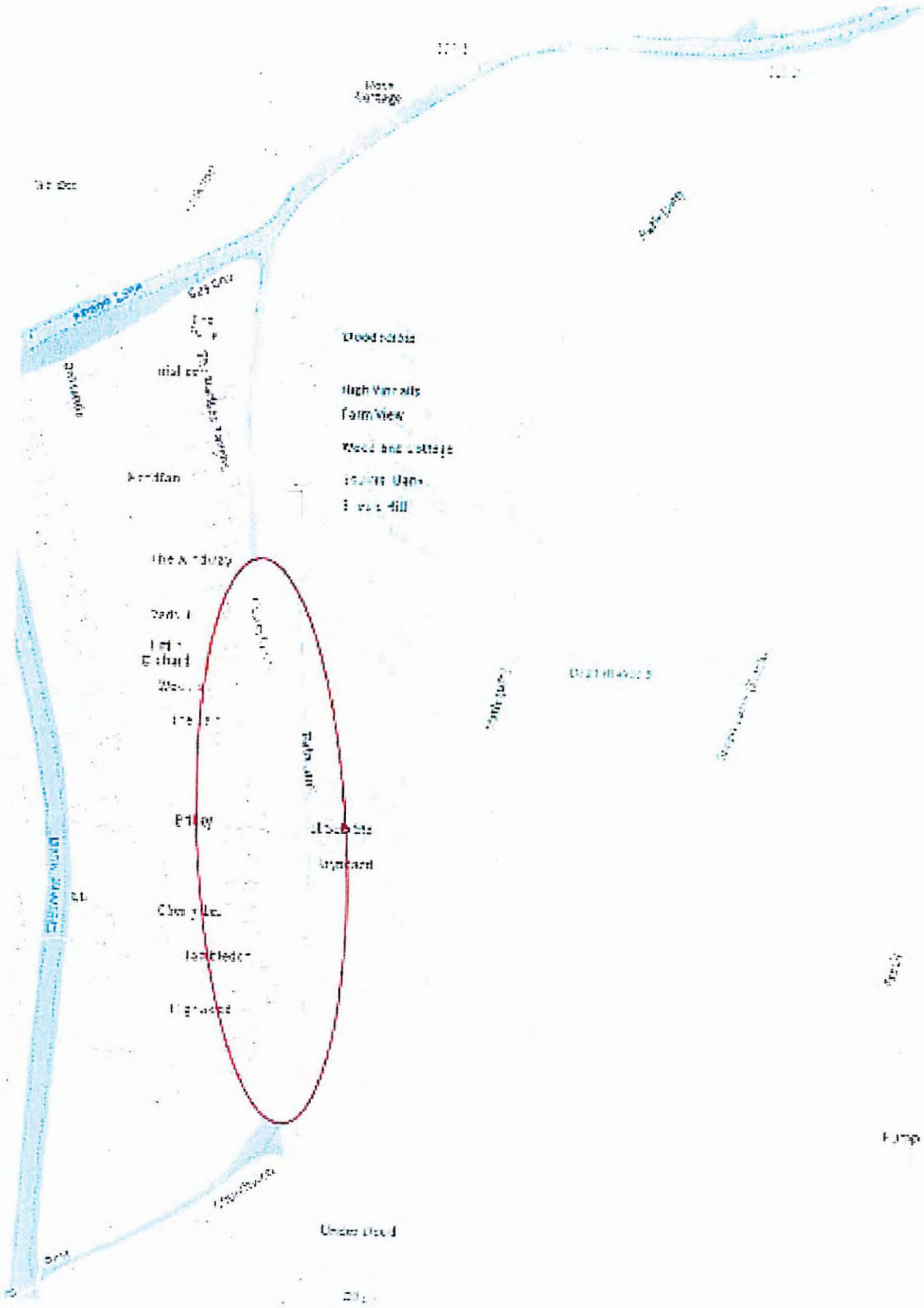
LTC is now seeking quotations from qualified tree surgeons to fell these trees as soon as possible.

Please note that the successful bidder must be able to commit to felling these trees by the end of March 2025 at the very latest subject first to trees being inspected for any nesting birds prior to any works being carried out. Obviously subject to the birds, the sooner they can be felled, the better.

If you wish to submit a Quotation, the following criteria must be met:

- 1 The primary legal protection for trees is provided for by the Town and Country Planning Act 1990 (as amended) and the Forestry Act 1967 (as amended). All quotations must accept and take on board the requirements of these Acts, as well as meeting the Provision and Use of Work Equipment Regulations 1998 (PUWER).

- 2 All Contractors must provide a copy of a valid Public Liability Insurance Certificate.
- 3 The successful Contractor must provide a Risk Assessment and Method Statement prior to commencement of works.
- 4 All staff must be City & Guild NPTC Level 2 qualified, or equivalent, i.e. LANTRA Awards and all work is to be carried out in accordance with the BS3998:2010 British Standards for Tree Work. Copies of all Certificates of Competence for those undertaking the works should also be attached.
- 5 As part of your quotation, please provide a summary of your company history, e.g. how many years in business; accreditations the company may hold.
- 6 What health and safety measures does the company have in place although it is expected that all workers assigned to this work will hold more in depth First Aid training (EFAW + F).
- 7 Please provide two references/testimonials of similar works undertaken, providing contact details should you be happy for LTC to contact them direct.
- 8 Please provide a works programme setting out how the trees will be felled and detailing what equipment you would bring on site, owned by you, e.g. scissor lifts/track shredders. [LOLER compliant tree climbing equipment]. Please also indicate what, if any, hired machinery would also be used. Please confirm the duration of works and how many operatives would be on site.
- 9 Ledbury Town Council will advise the residents of Upperfields when the works will be undertaken as it is likely that you will need the road space for your vehicles. However, it will be your responsibility, if successful, to ensure that appropriate safety measures are put in place to prevent members of the public walking in the immediate vicinity when the works are taking place.
- 10 Should you wish to meet on site to discuss the works before submitting a quotation, please contact the Deputy Clerk, Julia Lawrence, on 01531 632306.
- 11 **Appreciating the urgency of this work, completed quotations need to be submitted to the Deputy Clerk no later than 12.00 noon on Tuesday, 18 February 2025 in order to be considered at Full Council on Thursday, 20 February 2025. The contract to the successful contractor will be awarded soon after.**



From: LTC Deputy Clerk <charlotte@halden.gov.uk>

Sent: 11 February 2025 15:22

To: Orum, Charlotte <Charlotte.Orum@halden.gov.uk>; fnc-LPL <stuart@halden.gov.uk> Mailbox

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