

LEDBURY TOWN COUNCIL

**MINUTES OF A MEETING OF THE ENVIRONMENT AND LEISURE COMMITTEE
HELD ON
16 MARCH 2023**

PRESENT: Councillors Beddoes-Davis, Bradford, Chowns (Chair), Shields, Sinclair and Whattler

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

E346 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Auburn and Sims.

E347 DECLARATIONS OF INTEREST

Councillor Sinclair declared an interest in the Market House Roof Tender item due to him providing details of roofing company to Ledbury Town Council. He stated that he would abstain from any conversations on this matter.

E348 THE NOLAN PRINCIPLES

RESOLVED:

That the Nolan Principles be received and noted.

E349 PUBLIC PARTICIPATION

Members considered that the wording that was read out needed amending as it gave reference to Zoom meetings which took place during Covid and considered that this wording should now be reviewed and amended.

RESOLVED:

No members of the public were present.

That the wording noted on the Agenda be reviewed and amended.

E350 TO APPROVE AND SIGN THE MINUTES OF THE ENVIRONMENT & LEISURE COMMITTEE MEETING HELD ON THURSDAY, 19 JANUARY 2023

RESOLVED:

That the minutes of the Environment & Leisure Committee meeting held on Thursday, 19 January 2023 be approved and signed as a correct record.



E351 TO REVIEW ACTION SHEETS

The Deputy Clerk gave a verbal update on the action sheet.

RESOLVED:

That the action sheet be received and noted.

E352 REPRESENTATION FROM LEDBURY POLICE

The Chair read out an email received from the Police sending their apologies to members of the committee. This email advised that the Police had been advised by their supervisors that it would not be appropriate for them to attend the meeting and offer their opinions on the temporary container at the Recreation Ground. However, it did state that they believe some kind of permanent youth centre with activities would be very beneficial to the local community and that whatever is decided they will work alongside the Council.

Members expressed their disappointed in this outcome and felt let down as in previous years there had quite often been a police presence at Environment & Leisure Committee meetings. Members agreed that the Chair should respond to the police expressing their thoughts on this matter.

RESOLVED:

That the Chair write to the Police expressing how members feel about not having a police presence at these committee meetings.

E353 CEMETERY

- i. That in accordance with Standing Order 23(a), authority be given for the Deeds of Exclusive Right of Burial 740 to be signed, granting the exclusive right of burial to those named on the interment form.
- ii. That in accordance with Standing Order 23(a), authority be given for the Deeds of Exclusive Right of Burial 739 to be signed, granting the transfer of the exclusive right of burial to those named on each transfer request.

RESOLVED:

1. **That authorisation be given for the signing of the Deeds for Exclusive Right of Burial 740 granting the exclusive right of burial to those named on the interment form.**
2. **That authorisation be given for the signing of the Deeds for Exclusive Right of Burial 739 granting the transfer of the exclusive right of burial to those named on the interment form.**

A handwritten signature in black ink, consisting of a large, stylized initial 'S' followed by a cursive flourish.

E354 RECREATION GROUND

a. Youth Cabins

Members discussed the possibility of having of unit for use as a youth cabin being sited at the Recreation Ground. It was noted that there may be other locations which could also be suitable for a youth club such as Busy Bees Nursery, the old Boxing Club or a property that had recently become available on the trading estate, which used to be a nursery. Members suggested that these properties could be more suitable as facilities such as water and electricity were already in place at these locations. Members agreed that it would be good to use the Section 106 funding for this project and Herefordshire Council should be contacted to ask for their support as well as considering the Youth Grant Scheme.

Members viewed the second-hand refurbished units in the report and concluded that these units may be too small once the appropriate facilities had been put in, i.e., two toilets and a kitchen area. All members were in favour of this item being deferred to the next meeting to allow further investigation regarding HC contribution, availability of utility services, planning etc, as well as costs for possibly a 40' container.

RESOLVED:

That the 'Youth Cabin' idea be deferred until the next Environment & Leisure meeting so allowing more time for further investigation.

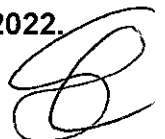
b. Sports & Play Consulting

Members were asked to consider whether the appointment of Sports and Play Consulting should be commissioned now to progress with the new piece of children's play equipment or whether to proceed independently with this project.

All members were in favour of Sports and Play Consulting not being appointed just yet but suggested that a letter should be sent to them to request clarification on their expertise and how they would be able to help the Council specifically. It was appreciated that whilst a consultation had taken place last year resulting in a particular piece of children's equipment, Members considered that this feedback should be shared with Sports and Play Consulting to see if they could advise on a better solution. Members agreed to defer this item until the new Council administration was in place and then progress matters.

RESOLVED:

- 1. That Sports and Play Consulting is not appointed now, but that they are asked to set out their expertise and allow them the opportunity to provide alternative proposals that may be more appropriate, to those obtained through the last consultation process, in respect of the play equipment consulted on in 2022.**



2. That the response from Play Consulting be submitted to the next meeting of the Environment & Leisure committee for the new administration to review.

E355 OCTOBER FUNFAIR

All members agreed that there needed to be action on this matter after the issues that arose during the October Funfair 2022. After discussion, Members proposed that a Service Level Agreement should be drawn up in order that this can be discussed with the Rogers Family.

RESOLVED:

That members of the Environment & Leisure Committee instruct officers to meet with the October Funfair organisers to discuss the issues and concerns noted at the 2022 October Funfair.

RECOMMENDATION

That a recommendation be made to Full Council that officers contact the Council's Solicitors in respect of drawing up a Service Level Agreement between the Town Council and the Rogers Funfair in advance of the October 2023 Funfair setting out the responsibilities for both parties.

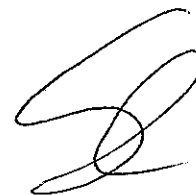
E356 BYE STREET PUBLIC TOILETS

Members expressed their concern on the lack of knowledge of the 'Love Ledbury' charity. It was suggested that their charity number be investigated and whether they still hold the contract to the Bye Street public toilets.

Members suggested that these toilets should also be managed by Herefordshire Council as well as those in Church Lane and Herefordshire Council should be contacted to see what can be done to enable these toilets to be re-opened in time for the Coronation event.

RESOLVED:

1. That the 'Love Ledbury' charity be investigated and find out if they still hold the contract to the Bye Street public toilets.
2. That Herefordshire Council be contacted to enquire if they could take on full ownership of the public toilets in Bye Street as it would be most beneficial to have these toilets open in time for the Coronation event.
3. That it be investigated on how best the toilets can be run effectively, possibly by disabling the high security locks.



E357 MARKET HOUSE ROOF TENDER

Councillor Sinclair declared an interest in this item and informed members that he would not take part in any debate or vote on this matter.

The Deputy Clerk informed members that despite eight companies being contacted for the Market House Roof Tender, only one submission had been received. Members suggested contacting the company who carried out the works on the new roof of the Market House some ten years ago. Members agreed that this process should not be rushed unless this matter is causing significant damage or concern to the Market House as the most appropriate company should be commissioned to undertake the works. Members voted to repeat the tender process to allow more time for companies to respond. Five members voted for and one abstained.

RESOLVED:

- 1. That the company who carried out the works of the new roof on the Market House circa ten years ago be identified and asked if they would be interested in submitting in a tender.**
- 2. Officers repeat the tender process with a start date no earlier than June 2023.**

E358 HEREFORDSHIRE COUNCIL TREE PLANTING

Members discussed the trees that had been planted by Herefordshire Council on Biddulph Way. They noted that it seemed like an unsafe idea as it was causing obstruction to drivers when at this junction. Members also noted that the CCTV camera in the Walled Garden is already obstructed by one tree and planting two more there seemed unreasonable. All members were in favour of contacting Herefordshire Council to query why some of these trees had been planted after having discussions with Councillors that these locations seemed unreasonable and to also question the decision behind the choice of tree.

RESOLVED:

That Herefordshire Council be contacted to reconsider the sites of the trees planted at Biddulph Way and the two planted in the Walled Garden as well as asking what their thought process was as to the selection of tree species chosen for those areas.

E359 TRAFFIC CONES

It was suggested that chains looped through traffic cones should be considered as they may be more secure when linked together than the regular singular traffic cones. It was stated that the council already owns steel barriers, but these do not seem to be utilised due to the lack of resource. Members suggested that if these barriers are used for the car parking spaces reserved for the Charter Market, then a clear sign needs to be attached to them explaining why they are there.



It was suggested that Herefordshire Council should be contacted explaining the difficulties that are being experienced over the parking spaces reserved for the Charter Market and ask to access the CCTV footage when there are related incidents.

It was noted that there used to be a CCTV Service Level Agreement in place which was shared on a quarterly basis with Councillors and considered that this should be resurrected.

RESOLVED:

1. That the cost of chains looped through traffic cones be investigated and if these cones are not significantly more money than the standard cones, that these be purchased.
2. That Herefordshire Council's CCTV department be contacted to ask for footage on incidents that are taking place in the car parking spaces reserved for the Charter Market.
3. That the Service Level Agreement previously in place with Herefordshire Council's CCTV unit be revisited with a view to the Town receiving quarterly reports as had been the case previously.

E360 WORKING PARTIES

- 1.1 To receive and note the minutes of the meeting of the Events Working Party held on 18 January 2023, 8 February 2023 and 8 March 2023 and consider any recommendations therein.

Minutes of the meeting of the Events Working Party held on 18 January 2023

Members agreed to receive and note these minutes.

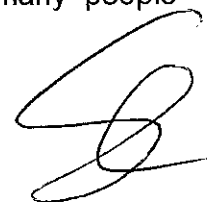
Minutes of the meeting of the Events Working Party held on 8 February 2023

Members agreed to receive and note these minutes.

Minutes of the meeting of the Events Working Party held on 8 March 2023

The Deputy Clerk informed members that the satisfactory number of volunteers had been met for the Coronation event.

Members noted that the World Book Day 2023 event that Ledbury Town Council held in town on Saturday, 4 March 2023 was a huge success and wanted to express their thanks to all staff members involved and especially to the Community Development Officer for the hard work put into this event. Members said it was great to see the town so busy with many people celebrating this event.



Members queried why the Christmas light switch on event had been planned for a Sunday in 2023 rather than a Saturday when shops are open. The Deputy Clerk informed members that last years' event was on a Sunday and was a huge success. Members were also informed that stall holders have already shown interest in attending on Sunday, 26 November 2023 and it would be unwise to change the date now. Members asked that this situation be reviewed for 2024 as they believed a Saturday would be more fitting for this event.

Members discussed the Coronation mug design for the mugs that are being purchased for the children of Ledbury Primary School, requesting to see the design via email before purchasing these. A vote took place as to whether to accept the recommendation of purchasing 400 mugs at the cost of £1,700. Three members voted for, one abstained and two members voted against.

Members discussed minute no. E200 – Careers Fair - Members queried whether this event would be aimed at children or would adults be included too. They came to the conclusion that the recommendation of Ledbury Town Council helping facilitate John Masefield High School Careers event should be deferred to the next meeting as there was insufficient information to consider at this time.

Members asked for minute no. E201 (Great Big Green Week) recommendation 2 to be corrected to read 'Barrett Browning Institute' rather than the 'Poetry House'.

The following recommendations from these minutes were resolved:

RESOLVED:

1. That the minutes of the Events Working Party held on 18 January 2023, 8 February 2023 and 8 March 2023 were received and noted.
2. That Environment & Leisure Committee members agreed to Ledbury World Book Day becoming an annual event, run by the Town Council, noting that planning for next year's event should start in July 2023.
3. That officers apply for a road closure for Sunday, 26 November 2023, between the hours of 11:00am and 7:30pm in respect of the Christmas Lights Switch-on event.
4. That the Environment and Leisure Committee approve hiring the acrobats for the Christmas light switch on event at a cost of £1,260 including travel, noting that the CDO will seek possible sponsorship from businesses.
5. That the members agree to utilising a proportion of St Katherine's car park for a 'Food Court' and that the Fun Fair providers are approached with a view to providing two children's rides to be placed in this area in respect of the Christmas Lights Switch-on event.
6. That a generator be hired for the Christmas Lights Switch-on event, to allow supply of electricity to food traders, and lighting to the St

Katherine's car park, noting that there will be a service charge to traders .

7. That Ledbury Town Council have a stand at Ledbury Community Day.
 8. That the Coronation mug design be sent to members once and subject to approval 400 mugs be purchased at the cost of £1,700.
 9. That Ledbury Town Council arrange a community litter picking event during the Great Big Green Week event (10-18 June 2023)
 10. That the Community Development Officer work with community groups and businesses to encourage them to promote sustainability, similar COP 26 event in the Barrett Browning Institute.
- 1.2 To receive and note the minutes of the meeting of the Climate Change Working Party held on 22 February 2023 and consider any recommendations therein

There was a discussion regarding point 5.1, paragraph 2 of these minutes. The Chair of the Climate Change Working Party informed members that she believed this paragraph was not a true representation of what was said, and it could be seen as misleading. All members were in favour of striking this paragraph from the minutes, but that the minutes should be referred back to the Climate Change Working Party for clarification before approving them at the next meeting.

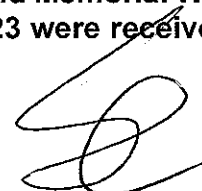
Members took a vote on the recommendation of the Clerk arranging to measure Ledbury Town Council's carbon footprint, 3 members voted for and 2 voted against.

RESOLVED:

1. That the minutes of the meeting of the Climate Change Working Party held on 22 February be received and noted.
 2. That paragraph 2 of point 5.1 be removed and the minutes be referred back to the Climate Change Working Party for amendment before approving them.
 3. That the Clerk arrange to measure Ledbury Town Council's carbon footprint, taking advice from Paul Kinnaird as appropriate.
- 1.3 To receive and note the minutes of the meeting of the John Masefield Memorial Working Party held on 13 January 2023 and 17 February 2023.

RESOLVED:

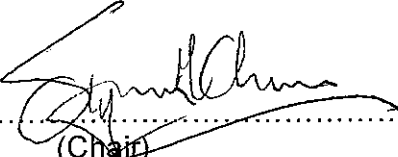
That the minutes of the meeting of the John Masefield Memorial Working Party held on 13 January 2023 and 17 February 2023 were received and noted.



E361 DATE OF NEXT MEETING

To note that the date of the next Environment and Leisure Committee will be agreed at the Annual Council meeting scheduled for Thursday, 11 May 2023.

The meeting ended at 8:50pm.

Signed  Dated 15th June 2023

(Chair)

