

LEDBURY TOWN COUNCIL

**MINUTES OF A MEETING OF THE ENVIRONMENT AND LEISURE COMMITTEE
HELD ON 17 AUGUST 2023**

PRESENT: Councillors Chowns (Chair), Eakin, l'Anson, McAll & Newsham.

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

E21 APOLOGIES FOR ABSENCE

No apologies for absence were received.

E22 DECLARATIONS OF INTEREST

RESOLVED:

No declarations of interest were received.

E23 THE NOLAN PRINCIPLES

RESOLVED:

That the Nolan Principles be received and noted.

E24 PUBLIC PARTICIPATION

RESOLVED:

No members of the public were present.

**E25 TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE ENVIRONMENT
& LEISURE COMMITTEE HELD ON THURSDAY, 15 JUNE 2023**

RESOLVED:

**That the minutes of the Environment & Leisure Committee held on Thursday,
15 June 2023 were approved and signed as a correct record.**

E26 TO REVIEW ACTION SHEETS

Councillor McAll left at 7:22pm.

Members discussed action point 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 asked if the Deputy Clerk could provide a progress report on new land for the Cemetery at the next Environment & Leisure Committee meeting.



RESOLVED:

1. That the Action Sheet was received and noted.
2. That the Deputy Clerk provide a progress report on any new land for the Cemetery at the next Environment & Leisure Committee meeting.
3. That Ledbury Town Council engage Harrison Clark Rickerbys Limited to prepare a Service Level Agreement for circa £1,950 to £2,750 plus VAT for the October Funfair and that these costs be allocated from Cost Centre 220 Nominal Code 4590 – Professional Services, 2023/34 budget.

E27 CEMETERY

- i. That in accordance with Standing Order 23(a), authority be given for the Deeds of Exclusive Right of Burial 749, 750 and 752 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 748 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 749, 750 and 752 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 748 granting the transfer of the exclusive right of burial to those named on the interment form.

E28 CEMETERY RULES AND REGULATIONS

Councillor l'Anson requested that the sentence: "Fresh flowers are recognised as the symbol of the gift of creation and the brevity of life" in paragraph 2.7 be taken out.

Councillor Eakin proposed that the amended Cemetery Rules and Regulations be approved subject to the above amendment. Councillor l'Anson seconded this, and all members were in favour.

RESOLVED:

That the amended Cemetery Rules and Regulations were approved subject to the above amendment being made.

E29 COMMENTS FROM COMMUNITY DAY 2023 – INCLUDING BANNERS

Members discussed that the 'Street Banners' should be referred to the Planning, Economy & Tourism Committee as this matter is to help promote tourism.

RESOLVED:

- 1. That the comments from Community Day 2023 were received with thanks.**
- 2. Members decided that the 'Street Banners' should be referred to the Planning, Economy & Tourism Committee.**

E30 MARKET HOUSE

Members agreed that the roof works and the damage to limewater plaster works should be done at the same time, if possible, to help save costs on scaffolding.

Members discussed the stairlift information and all members were in favour of instructing officers to investigate this proposal further and acquire more detailed information such as drawings and photographs of the product. The Chair would like the companies to ensure that when the stairlift is in use, it does not mean that the stairs are out of action to ensure safety should there be an emergency.

RESOLVED:

- 1. That members received and noted the contents of the Market House report.**
- 2. Members instruct officers to investigate the stairlift proposal further and acquire more detailed information such as drawings and photographs of the product.**

E31 RECREATION GROUND

All members were in favour of continuing to proceed with the main piece of children's play equipment with the research that took place last year. The Chair noted that as stated in the report it is important to investigate possible grant funding to help with this project.

Members discussed that as long as the cantilever tyre swing is safe to leave this for now as it is very expensive to replace with the correct safety devices and that the focus should remain on the new main piece of equipment.

The Chair asked for more information on costing of materials for the potential artwork/murals on the skatepark. Once an idea of cost has been established then local schools or a competition could be put in place for this project.

Members discussed the CCTV installation in the mid/late 90s and agreed that the Councillor who would have best knowledge of this was not present and this would be asked at a future meeting.

The Deputy Clerk informed members that as well as looking into better CCTV coverage at the Recreation Ground, there is the possibility of having a 'looping system' down Bye Street and Bridge Street with better defined columns.



RESOLVED:

- 1. That possible grant funding be investigated to help purchase a new main piece of children's play equipment at the Recreation Ground.**
- 2. That the cantilever tyre swing is not replaced at this current time due to budget.**
- 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 reverse of 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.**
- 4. Members noted the contents regarding the CCTV coverage within the Recreation Ground and the maintenance works planned for bins and benches.**

E32 FOAMSTREAM WEEDING MACHINE

The Deputy Clerk informed members that the Foamstream machine is now securely on the trailer at the Cemetery. Unfortunately, due to the Cemetery Groundsman being off sick the machine is yet to be used. Training has been booked for the Wednesday, 30 August 2023 to enable the Maintenance Operative and the temporary Groundsman to use this equipment once they have received this training.

RESOLVED:

That the contents of the Foamstream Weeding Machine report were received and noted.

E33 GAZEBOS

Members agreed that it would be wise to add a line to the Terms & Conditions section of the hire document which states that all gazebos, even those which have sustained damage, must be returned to Ledbury Town Council for assessment.

Members discussed that if Ledbury Swifts have written to Ledbury Town Council stating that they will pay for the repairs then they should be billed.

Members decided that they do not think it is necessary for an instructional video to be made to demonstrate how to put up the gazebos.

RESOLVED:

- 1. That a line be added to the Gazebo Terms & Conditions document which states that all gazebos, event those which have sustained damage, must be returned to Ledbury Town Council for assessment.**
- 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 agreement.**

3. That the idea of filming an instructional video is not explored any further.

E34 WORKING PARTIES

14.1 – To receive and note the minutes of the meeting of the Events Working Party held on 7 June 2023 and draft minutes dated 5 July 2023 and 2 August 2023 and consider the recommendations therein.

RESOLVED:

1. That the minutes of the Events Working Party held on 7 June 2023, 5 July 2023 and 2 August 2023 were received and noted accepting recommendations therein.
2. In the absence of the Sealed Knot responding to the CDO's emails, Members agreed that Timequest Medieval should be booked for the two days (16 & 17 September 2023) at a cost of £120.00 for two people, noting that one day was to be free of charge.
3. That a readathon event should take place at next year's World Book Day Event.
4. That the Clerk be instructed to write to local businesses seeking sponsorship for the Christmas Lights Switch on event.
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.
6. That a Santa's Grotto be held in the Jacobean Room and that the gift in 2023 should be a colouring book and pencils/crayons.
7. That members approve the hiring of the band, "Mirror Ball", to play at the event at a cost of £840.
8. That the Clerk be authorised to write to local businesses to request funding towards the gifts for struggling families.
9. That members approve the hiring of St Katherine's Hall to be used as the craft space.
10. That the date for the 2024 Christmas Lights Switch On Event is set as Sunday, 24 November 2024.

Members of the Environment & Leisure Committee would like further details and clarity on the following recommendations:

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



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.

13. That a recommendation be submitted to the Environment & 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.

14.2 – To receive and note the draft minutes of the meeting of the John Masefield Memorial Working Party held on 9 June 2023 and draft minutes dated 4 August 2023.


RESOLVED:

That the draft minutes of the meeting of the John Masefield Memorial Working Party held on 9 June 2023 and 4 August 2023 were received and noted.

E35 DATE OF NEXT MEETING

To note that the date of the next Environment and Leisure Committee meeting is scheduled for Thursday, 7 September 2023 at the Town Council offices.

The meeting ended at 8:28pm.

Signed  Dated 14.9.23

(Chair)

TRB

LEDBURY TOWN COUNCIL

MINUTES OF A MEETING OF THE ENVIRONMENT AND LEISURE COMMITTEE
HELD ON 20 JULY 2023

PRESENT: Councillors Bradford (Deputy Chair).


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

Due to the meeting not being quorate it could not proceed and therefore will be rescheduled.

E21 DATE OF NEXT MEETING

To note that the date of the next Environment and Leisure Committee meeting is to be rescheduled which will take place at the Town Council offices.

The meeting ended at 7.10pm.

Signed  Dated 14.9.2023



