

**LEDBURY TOWN COUNCIL
MINUTES OF A MEETING OF THE
ENVIROMENT AND LEISURE COMMITTEE
HELD ON 17 SEPTEMBER 2020
VIA ZOOM**

PRESENT: Councillors Bannister, Chowns, Manns, Morris, Knight

IN ATTENDANCE: The Town Clerk – Angela Price
The Minute Taker- Olivia Bundy

E75. APOLOGIES

Standing apologies were received from Councillor Whattler

E76. DECLARATION OF INTERESTS

None received

E77. PUBLIC PARTICIPATION

None received

**E78. TO APPROVE AND SIGN THE MINUTES OF A MEETING OF
THE ENVIRONMENT AND LEISURE COMMITTEE HELD ON
16 JULY 2020**

RESOLVED:

**That the minutes of a meeting of the Environment and
Leisure Committee held on 16 July 2020 be approved and
signed as a correct record.**

E79. UPDATE ON WORKING PARTIES

October Fair

Due to the latest government announcement in respect of Covid-19 social distancing and gatherings, it was agreed that the October Fair 2020 should not go ahead.

Christmas Lights

The Clerk advised that following the recent announcement from the Government in relation to Covid-19 and restrictions on gatherings, it was decided that the usual Christmas lights switch-on event should be scaled down. The Clerk advised that the group had agreed that it would still be possible to hold a Santa's Grotto in Rachels Parlour at the top of the High Street, whilst

following government guidelines. She explained that this would be a ticket only event in order to avoid large crowds gathering.

It was suggested that Ledbury Town Council fund the Christmas Tree this year as a gesture of goodwill due to the cancellation of the Christmas lights event. A 20ft tree would cost around £500 including delivery.

Councillor Knight proposed that the Council receive and note the minutes of the Christmas Lights working party held on 14 September 2020 and agree to the following recommendations:

1. That a scaled down event in respect of Christmas in Ledbury 2020 be agreed, taking on board the suggestions in the following notes.
2. That funds to purchase the gifts be taken from the "Events" budget head in the 2020/21 budgets.
3. That the Council purchase the Christmas Tree for 2020 and that should that be agreed by Committee a RECOMMENDATION be submitted to the Finance, Policy & General Purposes Committee in respect of that purchase.

Remembrance Day

Members were advised that a meeting of Remembrance Day Working Party was scheduled to be held on 29 September 2020 at 2.00pm.

The Clerk advised that she had received correspondence from the Royal British Legion advising that a small service of Remembrance be carried out with just the one member from each organisation attending to lay a wreath.

Councillor Morris asked whether the Council could contact the bell ringers and ask whether the bells would be back in situ for the Service of Remembrance and if so could they be rung whilst the wreaths were being laid.

Climate Change

Members were asked to receive and note the minutes of the Climate Change Working Party held on 1 September 2020.

RESOLVED:

1. **That the update from the working parties be received and noted.**

2. That the notes from the October Fair Working Party be received and noted, noting that the 2020 October Fair would be Cancelled due to coronavirus.
3. That the notes of the Christmas Lights Working Party be received and noted, noting that the 2020 event would be scaled down.
4. That a RECOMMENDATION be submitted to the Finance, Policy & General Purposes Committee that funds to purchase the gifts be taken from the "Events" budget head in the 2020/21 budgets.
5. That Members of the Environment and Leisure Committee agree to the Council purchasing the Christmas Tree for 2020 and that a RECOMMENDATION be submitted to the Finance, Policy & General Purposes Committee in respect of that purchase.
6. That the Town Clerk contact Ledbury Bells to ask whether they could ring the church bells on Remembrance Day to accompany the wreath laying at the War Memorial.

E80. RECREATION GROUND

Update on Youth Shelter

Members were advised of some issues that have been occurring around the shelter at the Recreation Ground.

The Clerk had recently been made aware of a number of issues at the recreation ground in respect of broken glass being found on the area around the shelter, and in the skate park and play area. This would appear to be as a result of youths gathering at the shelter, drinking and playing music until late into the evening.

A number of local residents have commented on these issues on social media and this would appear to be borne out by the mess being left on a nightly basis. The Police have been informed and have agreed to make more frequent walk rounds in this area. The Clerk explained that the Grounds Maintenance Contractor regularly cleans broken glass around the shelter and recreation ground and if he is unavailable the Cemetery groundsman also does this.

Action Plan in respect of issues raised via the annual inspection of the recreation ground, play areas and skate park

Members of the Environment and Leisure Committee were provided with copies of the annual inspection report in respect of the recreation ground, play areas, skate park and fitness equipment.

Members agreed that due to insufficient funds in the budget, that the Clerk should investigate the costs needed to repair or replace the play areas at the recreation ground. Noting, that a **RECOMMENDATION** would be submitted to a future meeting of the Finance, Policy and General Purposes Committee once costs have been established.

Designs for artwork to rear of shelter and skate park

Members of the Environment & Leisure Committee were provided with some examples of artwork that had been received from local schools in relation to the rear of the shelter and skate park.

At previous meetings Members had agreed that the rear of the Shelter at the Recreation Ground and the Skate Park should be considered for artwork, similar to that of the inside of the Shelter.

The Clerk explained that there were insufficient funds for any further artwork in 2020/21 and should Members agree to go forward with the designs, subject to costs, a request would need to be made to the Finance, Policy & General Purposes Committee to identify funding for the project.

Councillor Morris proposed that the works be costed and that a **RECOMMENDATION** be sent to the Finance, Policy and General Purposes for inclusion for the 2020/21 budget.

RESOLVED:

1. That Members of the Environment and Leisure Committee receive and note the update on issues around the Recreation ground and shelter
2. That Members of the Environment & Leisure Committee receive and note the annual inspection report.
3. That members authorise the Town Clerk to investigate the costs to repair or replace the appropriate play equipment, noting that a **RECOMMENDATION** be submitted to a future

meeting of the Finance, Policy and General Purposes Committee in relation to funds.

4.

That the possibility of S106 funds for replacement play equipment be investigated.

5.

That members authorise the Town Clerk to investigate the costs of artwork for the rear shelter and skate park and that a RECOMMENDATION be submitted to the Finance, Policy and General Purposes for inclusion for the 2020/21 budget.

E81.

CEMETERY

Amended Cemetery Rules and Regulations

The Town Clerk advised that at a recent meeting with the administrator it was noted that the Cemetery Rules and Regulations had not been updated since 2015. Therefore, the administrator had drafted a new copy of up to date rules and regulations which took into consideration any updates in legislation.

Grant of Exclusive Right of Burial and Transfer of Exclusive Right of Burial

Members of the Environment & Leisure Committee were made aware of Standing Order 23 within their Standing Orders, and how this relates to the signing of Deeds of Grant of Exclusive Rights of Burial and the Transfer of those Deeds.

To ensure that this statutory requirement is met the Town Clerk would recommend that the following wording be included on the Environment & Leisure Committee agendas going forward:

- a. That in accordance with Standing Order 23(a), authority be given for the Deeds of Exclusive Right of Burial (Deed numbers to be included) to be signed, granting the exclusive right of burial to those named as the purchaser of the Deed of Exclusive Right of Burial.
- b. That in accordance with Standing Order 23(a), authority be given for the Deeds of Exclusive Right of Burial (numbers to be included) granting the transfer of exclusive right of burial to those named on each transfer request.

The clerk advised that she had not been able to ascertain whether there is a Ledbury Town Council seal available for use on deeds, but advised that it would be acceptable to make use of the Council stamp which depicts the Council's logo of the Market House.

Proposed design for a votive stand in the Cemetery Chapel

Members of the Environment & Leisure Committee were provided with examples of Church Votive for consideration of purchase to use in the Cemetery Chapel.

At a meeting of the Environment & Leisure Committee held on 16 July 2020 Members were requested to give consideration to the purchase of a Church Votive for use at the Cemetery Chapel. The purpose of the Votive would be to allow the chapel to be opened on various days throughout the year, such as Mother's Day, Father's Day and the weekend before Christmas, so that members of the public could come and light a candle in memory of loved ones.

The Clerk advised that the Votive was a new idea and therefore something that was not budgeted for in the 2020/21 budget setting process and if members agreed to purchase a votive, funds would need to be identified.

Councillor Knight proposed that members of the Environment & Leisure Committee agree to purchase the first example of Votive Costing £366 And that a recommendation be made to a meeting of the Finance, Policy & General Purposes Committee that the Votive be purchased, and that the cost of the Votive be taken from the "Events" budget.

Path Edges

Members of the Environment & Leisure Committee were asked to approve the cost for the repair to the path edges on the new area of the Cemetery.

The edges of the path areas are currently thin wooden strips, which over time have rotted and moved and which now look tired and untidy. If the wooden strips were replaced they would inevitably need replacing in a matter of years, which would become a regular occurrence if this method were to be continued.

The new proposal is to re-grade the grass verges adjacent to the gravel path, which would create a more natural look to the edges similar to the other areas of established path and would enable the machinery to pass easier from side to side.

RESOLVED:

- 1. That the amended cemetery rules and regulations be adopted.**

2. That to ensure Ledbury Town Council are meeting their statutory requirement in relation to the signing of Deeds of Grant and Deeds for the Transfer of Grant, all future deeds and transfer deeds should be signed by the proper officer and two Council Members.
3. That in the absence of an official Council Seal, Members agree that the Council stamp depicting the Market House logo be used to "seal" all legal documents and deeds going forward.
4. That in future the following be included on the agenda for The Environment & Leisure Committee:
 - a. That in accordance with Standing Order 23(a), authority be given for the Deeds of Exclusive Right of Burial (Deed numbers to be included) to be signed, granting the exclusive right of burial to those named as the purchaser of the Deed of Exclusive Right of Burial.
 - b. That in accordance with Standing Order 23(a), authority be given for the Deeds of Exclusive Right of Burial (numbers to be included) granting the transfer of exclusive right of burial to those named on each transfer request.
5. That a RECOMMENDATION be submitted to the Finance, Policy & General Purposes Committee that Votive 1 be purchased at a cost of £366 and the funds to purchase the Votive be taken from the "Events" budget.
6. That Members of the Environment and Leisure Committee authorise the repairs to the pathways and edgings at the cemetery at a cost of £1,440.00 plus VAT.

E82. MAINTENANCE PROGRAMME FOR COUNCIL OWNED BUILDINGS

Members agreed to defer the above agenda item to the next Environment and Leisure Committee due to time and staff constraints.

RESOLVED:

1. That members of the Environment and Leisure Committee agree to defer the above agenda item to the next Environment and Leisure Committee meeting.

E83. PROVISION OF BENCHES AND LITTER BINS

Members were provided with an update on benches and litter bins.

The Clerk advised that ten new recycled benches had been delivered to the Cemetery and that two new dog poo bins had been purchased for the Cemetery and Dog Hill Wood.

The Clerk advised that due to time and staffing constraints she had not been able to action the resolution in respect of bins around the town.

Councillor Knight asked that the report prepared by Councillor Whattler be submitted to the next meeting of the Committee for consideration.

RESOLVED:

1. **That members of the Environment and Leisure Committee received and noted the update on provision of benches and litter bins.**
2. **That the report prepared by Councillor Whattler be submitted to the next meeting of the Committee for consideration.**

E84. WOODEN BOLLARDS ON CHURCH STREET

Members were updated on the progress of the replacement of the wooden bollard and metal cap in Church Street.

The Clerk advised that the contractor engaged to carry out the works had been asked to provide a second quote to replace the adjacent bollard due to concerns that the wood had also become rotten. On inspection of the wooden bollard it was noted that due to being removable, the wood had been exposed to water. Therefore, the contractor had been asked to seal the bottom of the new oak bollards to ensure they are watertight going forward, but could still be removed for vehicle access.

A local resident had donated a cheque of £100.00 to the council to go towards the replacement of the bollard. The Clerk advised that a letter of thanks had been sent on behalf of the council.

RESOLVED:

That the update in relation to the new replacement of the Oak Bollards on Church Street be received and noted.

E85. BYE LAW IN RESPECT OF CHUCH LANE

The Clerk advised that she is awaiting a call from Belfour Beatty regarding Bye Laws on Church Lane. She advised that she had hoped to be able to provide an update to the next meeting of the committee.

RESOLVED:

That the update in relation to Bye Laws on Church Street be received and noted.

E86. RECOMMENDATIONS FROM OTHER COMMITTEES

The Clerk advised of the following recommendation from Economic Development & Planning :

That a **RECOMMENDATION** be submitted to the next meeting of the Environment and Leisure Committee in respect of providing an information board at the Geosite in Knapp Quarry, as per the resolution at the previous Economic Development and Planning Committee.

The Clerk had hoped to have examples available for consideration, however these had not been received in time for the meeting. It was suggested that the Clerk consult with the chairs of the Environment & Leisure and Economic Development & Planning Committee to consider examples when received.

RESOLVED:

- 1. That Members of the Environment and Leisure Committee receive and note the update in relation to an information board for the Geosite.**
- 2. That the Clerk consult with the chairs of the Environment & Leisure and Economic Development & Planning Committee to consider examples when received.**

E87. CORPORATE PLAN

Councillors Bannister and Knight updated members on the recent meeting of the Corporate Plan, advising whilst they had made good progress they did not complete the exercises. They advised the committee that a further meeting had been scheduled for Wednesday, 7 October at 6:00pm, via Zoom.

RESOLVED:

That the update on the Corporate Plan meeting be received and noted.

E88. DATE OF NEXT MEETING

RESOLVED:

To note that the date of the next Environment and Leisure Committee will be agreed at the annual meeting on 19 November 2020

E89. EXCLUSION OF PRESS AND PUBLIC

That 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, in the public interest the press and public are excluded from the remainder of the meeting

E90. NEW JOB DESCRIPTION

Members were requested to give consideration to a draft Job Description and Person Specification in respect of a new post which had been agreed at the recent Resources Committee meeting.

RESOLVED:

That subject to the amendments raised by the Committee, the Job Description and Person Specification be approved and the post of Town Maintenance Operative be advertised as soon as possible.

The Meeting ended at 8.38 pm.

Signed

Dated

ENVIRONMENT AND LEISURE COMMITTEE

16.07.2020

Minute No.	Action	To be Actioned by	Date Actioned	Comments	Status
E70(1)	That members authorise officers to investigate the costs of replacement bins in the High Street on a like for like basis and provide a further report to the next meeting of the Environment & Leisure Committee for further consideration	TC		Further update on agenda	In progress
E70(2)	That Members instruct the Clerk to contact BBLP to discuss the options for recycling banks within Ledbury.	TC			In progress

17.09.2020

Minute No.	Action	To be Actioned by	Date Actioned	Comments	Status
E79(4)	That a recommendation be submitted to the FP & GP committee that funds to purchase the gifts be taken from the "Events" budget head in the 2020/21 budgets	TC	24.09.2020	Item on FP & GP Agenda for consideration	completed
E79(5)	That members of the E & L Committee agree to the Council purchasing the Christmas Tree for 2020 and that a recommendation be submitted to the FP & GP Committee in respect of that purchase	TC	24.09.2020	Item on FP & GP Agenda for consideration	Completed
E79(6)	That the TC contact Ledbury Bells to ask whether they could ring the bells on Remembrance Day to accompany the wreath laying at the War Memorial	TC/AA	21.09.2020	Ledbury Bells advised that whilst the bells will be in the tower by this date they will not be ready to be rung until the following week	Completed
E80(3)	That members authorise the Clerk to investigate the costs to repair or replace the appropriate play equipment, noting that a recommendation be submitted to a future meeting of the FP & GP Committee in relation to funds	DTC		Update report on agenda	In progress
E80(4)	That the possibility of S106 funds for replacement play equipment be investigated	DTC		Update report on agenda	In Progress

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E80(5)	That members authorise the TC to obtain a cost for the artwork for the rear of the shelter and skate park and that a recommendation be submitted to FP&GP for inclusion for the 2020/21 budget.	TC				In Progress
E81(1)	That the amended cemetery rules and regulations be adopted	TC/AA				In Progress
E81(2)	That to ensure LTC are meeting their statutory requirement in relation to the signing of Deeds of Grant and the Transfer of Grant of ERB all future deeds and transfer deeds should be signed by the PO and two council members	TC/AA				On-going
E81(3)	That in the absence of an official council seal, members agree that the council stamp depicting the market house logo be used to "seal" all legal documents and deeds going forward	TC				On-going
E81(4)	That in future the following be included on the agenda for the E & L Committee: (a) That in accordance with SO 23(a), authority be given for the Deeds of ERB to be signed granting the exclusive right of burial to those named as the purchaser of the deed of ERB.(b) That in accordance with SO 23(a) authority be given for the deeds of ERB granting the transfer of exclusive right of burial to those named on each transfer request.	TC				On-going
E81(5)	That a recommendation be submitted to the FP & GP Committee that Votive 1 be purchased at a cost of £366 and the funds to purchase the Votive be taken from the "Events" budget	TC	24.09.2020		On FP & GP Agenda	Completed
E81(6)	That Members of the E & L Committee authorise repairs to the pathways and edgings at the cemetery at a cost of £1,440 plus VAT	TC			Contractor engaged works due to be undertaken Jan/Feb 2021	In Progress
E82	That members of the E & L agree to defer this item to the next meeting of the E & L Committee	TC			On agenda	Completed
E83(1)	That the report prepared by Cllr Whattler be submitted to the next meeting of the committee for consideration	TC			on agenda with updates from Cllr Knight	Completed

E86(2)	That the clerk consult with the chairs of E & L and ED & PL to consider examples of boards when received	DTC		Examples received, DTC obtaining costs	Completed
E90	That subject to the amendments raised by the Committee, the JD and PS be approved and the post of Town Maintenance Operative by advertised as soon as possible	TC		Interviews to be held 19.11.2020	In progress

