

**LEDBURY TOWN COUNCIL
MINUTES OF A MEETING
OF THE ENVIRONMENT & LEISURE COMMITTEE
HELD ON THURSDAY 14th JUNE 2018**

Present: Councillor Hopkins – Chairman
Councillors: Francis, Baker, Harrison, Shields, Roberts, Eakin,
Bradford and Morris

In Attendance:

APOLOGIES

Apologies for absence were received from Councillors Manns and Harvey.

2. DECLARATIONS OF INTERESTS

There were no interests declared at this point in the meeting.

3. PUBLIC PARTICIPATION

One member of the public handed in a note listing items which on checking were all covered by the agenda.

4. MINUTES

Cllr Bradford proposed the acceptance of these minutes from the meeting on 15th March 2018. This was seconded by Cllr Francis.

Votes for: 5

Abstentions: 4

The minutes were accepted.

5. TREE INSPECTION REPORTS

It was noted that these had been carried out by the contractor who had been unaccompanied because the Groundsman was not available. It was agreed that the Tree Warden, Anne Crane, should be invited to accompany the contractor on future inspections.

Action: Office to advise Tree Warden when further inspections are planned.

5.1 Dog Hill Wood

It was noted that items T20, T18, T21 and T22 were urgent

Proposed by Cllr Hopkins, seconded by Cllr Bradford: To carry out the urgent work and leave the rest till after the nesting season.

Votes for: unanimous

It was noted that the contract for managing Dog Hill Wood is with Dave Macutcheon (?)

Proposed by Cllr Bradford, seconded by Cllr Eakin: To use the contractor – Dave Macutcheon (?) to do this work.

Votes for: unanimous

Action: Office to advise DM of the work required requesting the work identified as urgent be carried out as soon as possible.

5.2. Recreation Ground

It was noted that items T3 and T7 were urgent. It was also noted that item T7 was thought to be the property of the county council.

Proposed by Cllr Hopkins, seconded by Cllr Bradford: To ask Dave Macutcheon (?) to undertake the work for T3 and as the office to contact Herefordshire Council concerning T7.

Votes for: unanimous

Action: Office to contact DM and HC

5.3 St Michael and All Angels 'Closed Churchyard'

It was noted that items T11, T7 and T34 were all urgent but that the trees in question were not owned by LTC.

Proposed by Cllr Roberts, seconded by Cllr Baker: To notify both landowners and share the report with them.

Votes for: unanimous

Action: Office to contact landowners and supply them with a copy of the report.

5.4 Ledbury New Street Cemetery

It was noted that much of the work required related to ivy. It was also noted that some trees were growing out of grave sites and contact would need to be made with owners where possible to request permission to do the work. The following items were noted: T32 needs specialist tree work; T63 and T64 require permission to be sought where possible; T41 and T49 are urgent.

Proposed by Cllr Roberts, seconded by Cllr Bradford: To ask the office to contact grave owners where possible for permission to do the work.

Votes for: unanimous

Action: Office to make contact as proposed.

It was noted that there was a pile of soil apparently dumped. It was thought that this was grave soil.

Proposed by Cllr Bradford and seconded by Cllr Baker: To contact the Funeral Directors to remove the soil, after checking that it is grave soil.

Votes for: 8

Abstentions :1

Action: Ask the Groundsman to check the nature of the soil. If it is confirmed as grave soil, the Office to contact the Funeral Directors to arrange its removal.

Proposed by Cllr Roberts, seconded by Cllr Bradford: With regard to item T49, to ask the Groundsman to remove the overhanging limb. In addition if time to sever the ivy.

Votes for: 8

Abstentions: 1

Action: Office to request the Groundsman to carry out the work as proposed.

Proposed: Cllr Hopkins, seconded by Cllr Bradford: To obtain 3 quotes to undertake the rest of the work and provide a management plan going forward.

Votes for: unanimous

Action: Office to seek 3 quotes as per the proposal.

Under this item, Cllr Shields requested to raise the matter of the resignation of Mark Bateman, the Groundsman. She advised that he had been offered a very attractive position as a manager in grounds maintenance with his own team. This was an excellent opportunity for his career development. She wished to propose a vote of thanks.

Proposed by Cllr Shields, seconded by Cllr Baker: To record a vote of thanks to Mark Bateman for the high stand of his work for the council over the past 9 years.

Votes for: unanimous

Cllr Roberts suggested that the Council should present a token of appreciation in the form of a gift. Councillors were asked to consider in what form this should be and bring suggestions to the next Full Council meeting.

Action: Councillors to consider ideas so that a proposal could be made under this item at Full Council.

6. DOG WOOD HILL

6.1 Bench v Picnic Table

It was noted that some previous paperwork had gone astray and that this needed a fresh proposal.

Proposed by Cllr Bradford, seconded by Cllr Eakin: To obtain 3 quotes and then reclaim the appropriate amount of money from the people who did the damage.

Votes for: 8

Abstentions: 1

Action: Office to obtain quotes to replace the table and follow up on reclaiming the money.

6.2 Health and Safety issues ref CCTV

The issues centred on the need to replace batteries which required working at a height. The batteries appeared to need re-charging more frequently than stated in the guarantee.

Proposed by Cllr Bradford, seconded by Cllr Eakin: To leave the present system as it is until an appropriate person is appointed to undertake the maintenance.

Votes for: 7

Abstentions: 2

Action: Include in the specification for undertaking grounds maintenance.

7. TOWN CENTRE

7.1 (i) Hanging Basket Columns and (ii) Bench outside Cottage Hospital

It was noted that Balfour Beatty is the only authorised contractor to undertake work on the highway and also that this work needed to be done rapidly.

(i) Hanging Basket Columns – the quote for installation received from Balfour Beatty was £1781.91.

Proposed by Cllr Eakin, seconded by Cllr Bradford: To make representations to Herefordshire Council reference the costs, in order to try to reduce the price.

Votes for: 8

Votes against: 1

Action: Cllr Hopkins to contact HC. If work prevented her from doing this, then Cllr Bradford would make contact.

(ii) Bench

This had been agreed at Full Council but the office has no copies of the quotes. Cllr Bradford would forward copies to the office. The installation will have to be carried out by Balfour Beatty.

Proposed by Cllr Roberts, seconded by Cllr Morris: To obtain quotes from Balfour Beatty for the installation work.

Votes for: unanimous

Action: Cllr Bradford to supply office with copies of quotes for the bench and the office to obtain quotes for installation.

7.2 Grit Bins

It was noted that whilst Balfour Beatty would supply bins and a 'first fill', it would then be down to LTC to keep the bins filled. The cost of filling each bin was not known.

Proposed by Cllr Eakin, seconded by Cllr Baker: To inquire from Balfour Beatty, the cost of filling the bins as required and find out how regularly they need filling.

Votes for: unanimous

Action: Office to request the information from Balfour Beatty.

7.3 Town Centre Litter Bins

Cllr Morris drew attention to the current state of the litter bins and the need for them to be replaced, possibly by a further donation from the Civic Society. Issues around the emptying of the bins were raised as were the responsibilities of Balfour Beatty in this matter.

Note Cllr Harrison left the meeting at this point.

Proposed by Cllr Hopkins, seconded by Cllr Bradford: To ask the Town Centre Working Party to review the situation with bins and liaise with both Balfour Beatty and the Civic Society.

Votes for: unanimous

Cllr Francis advised that the Ledbury in Bloom judges looked for one standard size of bin in the town. He also offered to provide the working party with a copy of his report/survey of bins and advised that Jeremy Wolf may help.

Action: Office to set up a working party meeting. Cllr Francis to provide a copy of his report.

8. RECREATION GROUND

Cllr Hopkins outlined the need to add the shelter project to the risk register and asked councillors to consider what risks there might be. 9 risks were identified which she noted.

Note: Cllr Eakin left the meeting at this point.

Proposed by Cllr Hopkins, seconded by Cllr Bradford: To submit the risks identified for inclusion in the Risk Register.

Votes for: unanimous

9. DOG WASTE BAGS

This item involved confidential information and was deferred to the end of the meeting when members of the public would be asked to leave.

10. WORKING PARTY REPORTS

Minutes from the 1918 Armistice Commemoration Working Party meetings on 11th April and 15th May 2018 were noted.

Proposed by Cllr Bradford, seconded by Cllr Baker: To recommend to Full Council to fully fund the repairs to the War Memorial and continue to seek grant funding and sponsorship.

Votes for: unanimous

Action: Full Council to consider

Proposed by Cllr Baker, seconded by Cllr Bradford: To buy two Silent Soldiers without delay.

Votes for: unanimous

Action: Office to arrange purchase.

Merchant Navy Day

It was noted that Full Council had requested a project plan and projected budget for this event. Cllr Baker was nominated to attend the working party meetings on the committee's behalf.

11. WORKING PARTY MEMBERSHIP

Membership of the working parties was reviewed. Cllrs Baker and Roberts no longer wished to be part of the Christmas Lights working party. Cllr Francis no longer wished to be on the October Fair working party. Disquiet was expressed about the role of the Council in the Christmas Lights working party.

Proposed by Councillor Shields, seconded by Cllr Bradford: LTC to fund the provision and maintenance of the Christmas Lights only.

Votes for: 6

Against: 1

Action: Members of the working party to be advised and the Town Traders to be encouraged to lead on this.

12. CORRESPONDENCE

12.1 Ledbury TownTrail

It was noted that both the previous year's committee and Full Council felt that LTC should not take on the maintenance of the Town Trail as they had no funding for this. It was also noted that volunteers would have to be managed via Balfour Beatty and be covered by their insurance. It was felt that the 3 Ward Councillors should be asked to resolve this issue.

Proposed by Cllr Hopkins, seconded by Cllr Bradford: LTC to assist with a volunteer scheme if this were agreed by Balfour Beatty and covered by their insurance.

Votes for: unanimous

Action: Cllr Hopkins to respond to the Ward Councillors

12.2 Scouts

This was a grant application and should be referred to F&GP

Cllr Shields noted that the request related to the Scouts' centenary and expressed the view that the Council should look for an opportunity to support an event with them to celebrate this. She would contact Ed Hogan.

Action: Correspondence to be passed to F&GP. Cllr Shields to contact Ed Hogan.

12.3 Basketball Court

This correspondence related to the painted lines on the court, some of which had been repainted by a member of the public. The correspondent was looking to the Council to repaint all the lines, but in conformity with the new rules.

Proposed by Cllr Roberts, seconded by Cllr Hopkins: To reply saying it is not an LTC initiative and that the area remains a children's play area.

Votes for: unanimous

Action: Cllr Hopkins to write explaining the status of the area.

12.4 Cemetery Trees

This related to a request to fell a healthy tree.

Proposed by Cllr Hopkins seconded by Cllr Bradford: To write advising that the tree inspectors state that the tree is best left as it is, and it is a significant environmental amenity.

Votes for: 6

Abstentions: 1

Action: Cllr Hopkins to write.

12.5 Band Stand and Splash Pool

It was noted that some residents were prepared to fund raise.

Proposed by Cllr Hopkins, seconded by Cllr Morris: To ask the Recreation Ground Working Party to review the request and carry out a cost benefit analysis.

Votes for: unanimous

Action: Refer to working party.

Note: Members of the public left the meeting at this point.

9. DOG WASTE BAGS

Three quotes for a new supply of dog bags were considered, taking into account the current issues around the use of plastic.

Proposed by Cllr Hopkins, seconded by Cllr Bradford: To accept the first quote for compostable bags.

Votes for: 6

Votes against: 1

Proposed by Cllr Hopkins, seconded by Cllr Bradford: To ask the office to restrict the distribution to one pack per household per month. (50 bags per pack)

Votes for: 6

Votes against: 1

Action: Office to order bags and control distribution.

12. DATE OF NEXT MEETING AND AGENDA ITEMS

The meeting closed at **.