

LEDBURY TOWN COUNCIL

**MINUTE OF A MEETING OF THE ENVIRONMENT & LEISURE COMMITTEE
HELD ON 17 JULY 2024**

PRESENT: Councillors Bradford, Hughes and Newsham

ALSO PRESENT: Angela Price - Town Clerk

E135. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Chowns.

E136. DECLARATIONS OF INTEREST

None received.

E137. NOLAN PRINCIPLES

RRESOLVED:

That the Nolan Principles be received and noted.

E138. PUBLIC PARTICIPATION

No members of the public were present.

**E139. TO RECEIVE AND NOTE THE MINUTES OF THE MEETING OF THE
ENVIRONMENT & LEISURE COMMITTEE HELD ON THURSDAY, 2
MAY 2024**

RESOLVED:

- 1. That the minutes of the Environment & Leisure Committee meeting held on 2 May 2024 be approved and signed as a correct record.**
- 2. That the use of the Market House be included on the next Environment & Leisure Committee for further discussion.**

E140. TO REVIEW ACTION SHEET

Concerns were raised as to whether there is currently any CCTV coverage being provided by Hereford Council.

Councillor Bradford noted that previously there used to be a unit in the basement of the council offices which supplied the CCTV cameras in the town. The Clerk confirmed that there is a unit in the basement which she believes is linked to the current Hereford CCTV equipment in the

town. However, she advised that there was no screen with this equipment.

RESOLVED:

1. That the Clerk contact Herefordshire Council CCTV unit to establish whether there is CCTV coverage being managed.
2. That clarification be sought from the Deputy Clerk in respect of the wording of the comment relating to minute no. E76.2 "ON-HOLD – Due to withdrawal of scheme by Herefordshire City Council."
3. That the Clerk be instructed to investigate costs for the provision of a CCTV system for Ledbury.
4. That minute numbers E102.3 and E102.5 be recorded as completed and removed from the action sheet.
5. That the Deputy Clerk be asked to provide copy of the generic risk assessment to the next meeting of the committee, and that a note be included within the risk assessment would be compliant with CDM Regulations.
6. E124 – that the Deputy Clerk be asked to confirm with the Clerk whether the resident has been advised that they can proceed with the installation of the bench and if so this minute should be recorded as completed and removed from the action sheet.
7. E128 – Bye Street Toilets the Town Clerk to contact the Estates Officer at Herefordshire Council to arrange a meeting between all interested parties (Ledbury Town Council, Herefordshire Council and Love Ledbury) to discuss the future of Bye Street toilets.
8. E130(2) – That this minute number be amended to state that "Developers" be approached and not the "Football Club".
9. That the Clerk follow up on E130(2) as a matter of priority.

E141.

CONSIDERATION OF WORK PRIORITIES

It was noted that a number of the projects listed were maintenance projects.

RESOLVED:

1. That it be noted that the following projects are deemed maintenance projects, which would form part of the annual

programme of works undertaken by this committee and/or are already included in the 2024/25 budget:

- i. Repointing of boundary wall at cemetery
- ii. Works to main drive way of cemetery
- iii. Establish Scatter Garden
- iv. Revarnish of pews and lecterns in cemetery
- v. Redecoration of cemetery chapel
- vi. Memorial testing in St Michael & All Angels Churchyard
- vii. Installation of new 5-bar gate at Dog Hill Woods
- viii. Solution to flooding at rear entrance of council office
- ix. Quinquennial survey works to council offices and market house
- x. Supply and install new multi play unit for children's play area at Recreation Ground
- xi. Cantilever swing removed and replaced with alternative equipment
- xii. Completion of SLA re October Fair
- xiii. Land currently owned by Ledbury Town Council in the Deer Park estate - consideration of maintenance responsibilities

2. That the following projects be recommended to the Finance, Policy & General Purposes Committee as priorities of the Environment & Leisure Committee for the next 12-months:

- i. Additional space required for cemetery – major priority
- ii. Installation of new CCTV system in/on council offices and at recreation ground – potentially second major project
- iii. To consider plans for the transfer of the ownership to Ledbury Town Council of the meadow land between Deer Park and Leadon Way

E142. **LEGIONELLA TESTING**

RESOLVED:

That the report be received and noted, noting that officers are in the process of dealing with the recommendations from both reports accordingly.

E143. **PLANTERS FOR WAR MEMORIAL**

It was noted that the two longer planters had been removed from outside of the Alms Houses and the four smaller planters had been moved, which had improved the appearance of the area.

RESOLVED:

- 1. That no further action be taken in respect of planters outside the Alms Houses and adjacent to the War Memorial.**
- 2. That it be noted that Ian Bishop was due to return to clean the War Memorial in October 2024 as part of the refurbishment contract and that following this consideration of an annual agreement for two visits per year to clean the memorial will need to be drafted and funds allocated in the budget on an annual basis for this work.**

E144. **CHRISTMAS LIGHTS CONTRACT**

It was noted that due to the scheduled meeting of the committee having been postponed the Chair of the Environment & Leisure Committee had consulted with the Chair of Finance, Policy & General Purposes Committee and the Clerk to consider the recommendation from the Christmas Lights Task and Finish Group, due to concerns over any further delay in appointing a Christmas Lights company may result in them not being able to create the lights in time for Christmas 2024.

RESOLVED:

That the actions taken by the Clerk, Chairs of Environment & Leisure and Finance, Policy & General Purposes Committees to appoint Festive Lighting, as recommended by the Christmas Lights Task & Finish Group, be endorsed.

E145. **WORKING PARTIES**

1. To receive and note the draft minutes of the meeting of the Events Working Party meeting held on 6 June 2024

Members noted the recommendation within the minutes (minute no. 8) that Ledbury Town Council hire the square at St Katherines for the following events:

- Two Saturdays during the Heritage Open Days event – 7 and 4 September 2024
- Christmas Lights switch-on event

Members expressed their disappointment at the charges of £200 per day, £100 per half day and £25 per hour being levied by

Herefordshire Council for hire of the square at St Katherines for community groups, noting that Ward Councillors had promised to raise this with officers at Herefordshire Council.

RESOLVED:

1. That the request to hire the square at St Katherines for the events listed above be declined, but that the Clerk write to Herefordshire Council Estates Officers advising that Ledbury Town Council wish to make use of the community space adjacent to St Katherines, but that they would not expect to be invoiced for this, with an explanation that this space was provided via S106 as a Community Space, but charges such as those levied would preclude community groups from making use of the space.
 2. That the Clerk follow up with Herefordshire Council in respect of the Licence to Manage being transferred to Ledbury Town Council.
 3. That officers investigate whether there is a precedence whereby other towns in Herefordshire are required to pay Herefordshire Council for use of their Town Square.
 4. That the minutes of the Events Working Party be received and noted.
 5. That the Clerk send a copy of the draft document sent to Herefordshire Council Estates Office in respect of the Licence to Manage the square at St Katherines.
2. To receive and note the draft minutes of the meeting of the John Masefield Memorial Working Party meeting held on 10 June 2024

RESOLVED:

1. That the minutes of the John Masefield Memorial Working Party be received and noted.
2. That the minutes of the John Masefield Memorial Working Party be deferred to the Planning, Economy & Tourism Committee and that this Working Party no longer be considered under the umbrella of the Environment & Leisure Committee.

E146.

TO RECEIVE NOTES OF A MEETING OF THE CEMETERY TASK AND FINISH GROUP HELD ON 4 JUNE 2024

Members were advised that the Task & Finish Group had made the following suggestions for consideration:

1. To substantially increase the burial fees for non-residents whilst maintaining the fee levels for residents.
2. Encourage families who have loved ones buried in the cemetery to make use of family plots by double burials and making use of the ability to inter up to 8 sets of ashes into a full burial plot which has reached its capacity for full burials.
3. That a geophysical survey be undertaken of the cemetery to identify any areas which have not been used for burials and establish whether there are any drainage issue preventing these areas from being used.

RESOLVED:

That the Cemetery Working Party continue its work, ensuring that everyone who should be included are invited, i.e. all local funeral directors and other associated groups and that the Clerk prepare an action plan, incorporating the following points, to be presented to the November meeting of the Committee for consideration and recommendation to Council.

1. **That a list of proposals be drawn up that could be introduced to prolong the life of the cemetery.**
2. **That developers who own the football ground adjacent to the cemetery be approached in respect of the potential sale of the land, or part of it, to Ledbury Town Council for use as an extension to the cemetery.**
3. **If the request to the developers in point 2 above is declined, an appeal be made to local landowners around Ledbury, (publicly and privately) particularly those who have been impacted by the developments to the north and south of Ledbury, for an area of grey land that could potentially be used as burial land.**
4. **If points 2 and 3 above do not find any suitable land, an outside consultant be engaged to find a suitable piece of land for use as burial space.**
5. **That cost for a geophysical survey to be undertaken of the cemetery to identify any areas which have not been used for burials and establish whether there are any drainage issue preventing these areas from being used be obtained.**

- 6. That woodlands burials be investigated, potentially either Dog Hill Woods or the land that Bovis are suggesting gifting to the Town Council between their current development and Parkway.

E147. **DATE OF NEXT MEETING**

RESOLVED:

To note that the next meeting of the Environment & Leisure Committee is scheduled for Thursday, 12 September 2024.

The meeting ended at 7.19 pm.

Signed Dated

DRAFT