

LEDBURY TOWN COUNCIL

MINUTES OF A MEETING OF THE ENVIRONMENT AND LEISURE COMMITTEE HELD ON 7 MARCH 2024

PRESENT: Councillors Chowns (Chair), l'Anson, McAll, and Newsham

ALSO PRESENT: Julia Lawrence – Deputy Town Clerk

E97 APOLOGIES

Apologies for absence were received from Councillors Eakin and Sinclair.

E98 DECLARATIONS OF INTEREST

None received.

E99 THE NOLAN PRINCIPLES

RESOLVED:

That the Nolan Principles be received and noted.

E100 PUBLIC PARTICIPATION

Mr Griff Holliday attended the meeting in respect of Agenda Item No. 16 – The Future of Ledbury Celebration. It was agreed that agenda item 16 be brought forward to be discussed following the approving the minutes of 15 February 2024.

E101 TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING OF THE ENVIRONMENT & LEISURE COMMITTEE HELD ON 15 FEBRUARY 2024

RESOLVED:

That the minutes of the Meeting of the Environment & Leisure Committee held on 15 February 2024 be approved and signed as a correct record.

E102 THE FUTURE OF LEDBURY CELEBRATION

Members agreed that this item should be brought forward on the agenda.

Mr Holliday, discussed with the Committee the future of the Ledbury Celebration for which a report had been prepared by the Community Development Officer to inform the Committee of a meeting that had taken place between various collaborating parties.

Mr. Holliday discussed the history and growth of the festival and the Town's fondness for this celebration. He explained that all groups involved would like to keep this festival going and would like it to grow. The current groups involved would like to

partner with others to manage the festival more efficiently. Mr. Holliday stated that the principal thing is to have a core of expertise for organisation and Mr Holliday believed that Ledbury Town Council have become very good at putting on events and considered that if Ledbury Town Council were to work with them, this event can, over time, continue to grow. Financial implications were discussed regarding the need for a licence. They currently use a Temporary Event Notice for up to 500 people, but if they, for instance invite a community choir, this eats into those numbers which means that fewer people can attend.

RESOLVED:

- 1 That a recommendation be submitted to Full Council that Ledbury Town Council form a partnership with Ledbury Food Group and the Poetry Festival in respect of the annual event 'Ledbury Celebration'.**
- 2 That a recommendation be made to Full Council that Ledbury Town Council take an active role in the organisation of Ledbury Celebration as detailed in Appendix B.**
- 3 That a recommendation be submitted to Full Council that Ledbury Celebration be added to the Council's PPL/PRS licence at an estimated cost of £166.71.**
- 4 That Officers investigate whether the Town Council would benefit from an annual premise licence, which would include the Ledbury Celebration.**
- 5 That Officers investigate the most appropriate licence required for Ledbury Town Council.**

Griff Holliday left the meeting at 19:20pm.

E103 TO REVIEW ACTION SHEETS

E732 Newsletter - War Memorial Custodians was discussed. It was noted that Mr Heaton, who will be 100 in June, will be sent photographs of the War Memorial and the window in the Church. The Clerk is dealing with this matter.

E76.2 CCTV issues – To be addressed in the agenda. Members requested that this item is left on the Action Sheet as 'ongoing'.

E79.1 CCTV Camera on Bye Street - To be addressed in the agenda.

RESOLVED:

That the Action Sheet be received and noted.

E104 CEMETERY

7.1 That in accordance with Standing Order 23(a), authority to be given for the Deeds of Exclusive Right of Burial 770, 771, 772, 773 and 769 to be signed, granting the exclusive right of burial to those named on the interment form.

- 7.2 That in accordance with Standing Order 23(a), authority be given for the Transfer of Deeds of Exclusive Right of Burial 317 to be signed, granting the transfer of the exclusive right of burial to those named on each transfer request.

RESOLVED:

1. **That the Deeds of Exclusive Right of Burial numbers 769 – 773 be signed accordingly.**
2. **That the Transfer of Deed of Exclusive Right of Burial no. 317 be signed accordingly.**

E105 CCTV UPDATE

Members were asked to give consideration to the report provided within the agenda in respect of the CCTV cameras in Ledbury Town.

Members had also asked whether a new CCTV camera could be installed down Bye Street with one of the options being to install a camera on the Methodist Church building (who were acceptable to having a camera installed on their building). The Deputy Clerk also presented photographs of an alternative option where a new CCTV camera could be installed in Bye Street. Herefordshire Council's CCTV Monitoring Centre had recently confirmed that they would be installing a new light column down Bye Street (cost to be borne by Herefordshire Council) and that this could also be an ideal location for a new CCTV camera as it would capture any activity going as far as the junction with the Homend/High Street, going into Bye Street Car Park and as far as the small bridge down Bye Street. Members were in favour of this option subject to first receiving confirmation of the costs from Herefordshire Council's CCTV Monitoring Centre for the installation of this camera, but appreciated that there would be a restricted view of Bye Street Public Toilets.

Members considered and agreed the costs presented by Caroe & Partners to prepare and submit a Listed Building Consent application for a new CCTV system for the Council Offices, at a fixed fee of £1,500.00 + VAT. It was noted that this cost was purely for the Listed Building Consent and not to actually supply and install a CCTV system. Quotations for a CCTV system from contractors will be presented to the Environment & Leisure Committee in due course.

The Deputy Clerk also confirmed that Herefordshire Council's CCTV Monitoring Centre were still progressing plans for the installation of a new CCTV facility at the Recreation Ground which would encompass an 8 fixed view camera giving 360 degrees stitched together image and a PTZ (pan tilt zoom) at the bottom that can zoom in to targets.

RESOLVED:

- 1 **That the fixed fee of £1,500.00 + VAT for the Listed Building Consent works be approved and that Caroe & Partners be appointed to undertake the work.**

- 2 That officers pursue the possibility of a further CCTV camera at Bye Street, subject to receiving confirmation of costs before proceeding.**

E106 PLANTERS AND FLOWERS FOR WAR MEMORIAL

New Planters

Councillor l'Anson considered that the report that had been presented was confusing and confirmed that 'log cabin style' planters were not in fact appropriate for the War Memorial. It was reported that when the original new planters were positioned, they were put in the wrong place, and it was now proposed that new planters and their exact positions be agreed. Members of the Environment & Leisure Committee agreed to consult with Ledbury in Bloom to gauge their views and opinion on the matter before proceeding.

Artificial Flowers in the Stone Pots

It was noted that a member of the public had put forward proposals to have different artificial flowers in the stone pots around the War Memorial at different times of the year to celebrate different events. Members discussed the pros and cons of whether to have real or artificial flowers and considered it would be appropriate, in the first instance, to seek guidance from Ledbury in Bloom, particularly since they are used to maintaining the permanent flower beds outside the Almshouses.

RESOLVED:

- 1. That Ledbury in Bloom be consulted on the proposed new planters around the War Memorial, in terms of style and position.**
- 2. The Ledbury in Bloom be consulted on their opinion on the content of the stone pots around the War Memorial.**

E107 CONTRACTOR INVOLVEMENT – OPEN SPACES IN LEDBURY

Members considered that Ledbury Town Council should seek reimbursement for £2,940.00, being the annual sum due, as the four areas noted in the report were part of the original responsibility of Balfour Beatty and that such costs should also be backdated to the start of the contract, circa 2020, which needed to be confirmed.

Members considered that Recommendation a) in the report should be amended as follows: "Leave the status of the contract as it is until 31 March 2025, when the contract expires, subject to Ledbury Town Council passing the cost to Herefordshire Council in accordance with the original arrangement".

It was noted, however, that Martins Way Playing Fields were very well maintained and frequently used.

RESOLVED:

That the status quo of the contract remain until 31 March 2025, the expiry date of the contract, subject to Ledbury Town Council passing the cost to Herefordshire Council in accordance with the original arrangement.

E108 MARKET HOUSE – FEASIBILITY STUDY FOR SIT-ON STAIR- LIFT

Members discussed the report and the initial options presented in the draft preliminary feasibility response from Caroe & Partners accepting that there were major fire and health and safety risks associated with the introduction of a sit-on stair-lift and that it would be difficult to accommodate all disabilities. Members also considered that the option of installing a lift would be out of character with the building. The option of Stair-risers were also considered, but these too outweighed the benefits since in the event of a fire, nobody else would be able to vacate the building in an emergency situation.

In light of the above, Members agreed not to proceed at the present time and requested that Caroe & Partners provide their invoice for works undertaken to date and whether they would be prepared to submit a clear statement that in their opinion, there was no viable solution at this time to install a sit-on stair-lift.

RESOLVED:

- 1. The contents of the report and comments raised within the initial preliminary feasibility response be noted.**
- 2. That Caroe & Partners be advised that Ledbury Town Council do not wish to proceed with this project at the present time.**
- 3. Caroe & Partners be asked to submit an invoice in relation to their fees to date.**
- 4. That Caroe & Partners be requested to provide a clear statement giving their opinion that there is no viable solution at this time to install a sit-on stair-lift.**

E109 COUNCIL OFFICES – ROOF AND REPAIR WORKS

RESOLVED:

That Company 2 be appointed to undertake the repairs to the guttering and drainpipes at the Town Council Offices for the total cost of £1,275.00 + VAT.

E110 BYE STREET PUBLIC TOILETS

Members noted that the Clerk had written to Herefordshire Council to confirm whether an operational lease exists and whether it would be permissible for Ledbury Town Council to take over the responsibility or to do it jointly with Ledbury & District Community Benefits Society (“Love Ledbury”). It was noted that the Estates Officer at Herefordshire Council had confirmed: *“We still have them on our system as under a licence agreement to the Ledbury and District Community Benefit Society. We would have no problem in ending the current licence agreement and granting a new licence or lease to a joint entity”.*

Members agreed that this matter needed to be decided by Council whether Ledbury Town Council should enter into a new licence or lease to a joint entity.

Members also agreed to put on hold any further works to Bye Street Public Toilets in relation to the remedial works suggested until a decision had been reached regarding a licence agreement.

Difficulty was also noted in getting Contractors to provide Risk Assessments for Town Council contracts and agreed that it would be sensible to provide a generic risk assessment as part of the tender process and therefore recommended that a generic risk assessment be produced.

RESOLVED:

That no works be undertaken to Bye Street Toilets by Ledbury Town Council until a decision had been reached regarding a licence agreement.

RECOMMENDATION:

That Members propose that the Town Council draws up a generic Risk Assessment which would form part of the quotation process for builders etc being asked to undertake work on Council property.

E111 NEW GATES FOR STORAGE AREA – LEDBURY CEMETERY

RESOLVED:

That Company 1 be appointed to carry out the work to replace the gates and posts at Ledbury Cemetery storage area at a cost of £1,180.00 + VAT.

E112 PLAQUE FOR CEMETERY CHAPEL

Members discussed the proposed plaque options for the Cemetery Chapel in memoriam of late Mayors and Councillors. Both options were considered by Committee Members and felt that Option 2 was more befitting for the Chapel, being a large wooden board, inscribed by a sign writer. Appreciating that the list of Councillors and Mayors could be long, it was agreed that only Councillors who pass away whilst serving in office and all former Mayors should be inscribed on the plaque. All members were happy with the 4-line entry, being:

- Year of death
- Name of the Mayor/Councillor
- Year served as a Mayor/Councillor
- M/C (in brackets)

RESOLVED:

That Officers be instructed to obtain quotes for the provision of a wooden memorial board and submit these to a future meeting of this Committee.

E113 PLANTING SCHEME FOR THE HOMEND

A local resident asked that Members discuss the viability of having an evergreen planting scheme in place along the Homend to make a ‘greener’ space. It was proposed and agreed by all Members that Ledbury in Bloom should be consulted to provide their view/opinion before taking this any further.

RESOLVED:

That Ledbury in Bloom be consulted re their view/opinion on placing evergreen planters along the Homend.

E114 MALVERN HILLS CORRESPONDENCE – MANAGEMENT PLAN REVIEW

RESOLVED:

That the Members received and noted the report.

E115 WORKING PARTIES

RESOLVED:

- 1 That the minutes of the Events Working Party held on 1 February 2024 be received and noted.**
- 2 That the minutes of the Climate Change Working Party held on 7 February 2024 be received and noted.**
- 3 That the minutes of the John Masefield Memorial Working Party held on 29 November 2023 and the draft minutes of 21 February 2024 be received and noted.**
- 4 That the minutes of the Christmas Lights Task & Finish Group Meeting held on 22 January 2024 be received and noted.**

E116 DATE OF NEXT MEETING

That the next meeting of the Environment and Leisure Committee will be held on 2 May 2024 in the Committee Room, Council Offices, Church Lane, Ledbury.

Councillor Chowns tendered his apologies for the Full Council meeting on Thursday, 28 March 2024.

The meeting was ended at 20:46pm.

Signed
(Chair)

Dated

