



# LEDBURY TOWN COUNCIL

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21 May 2021

Dear Councillor

You are invited to attend an informal virtual meeting of Council on Thursday, 27 May 2021 at 7.30 pm. This meeting will be a non-decision, non-voting meeting due to legislation for Council's to hold virtual meetings being withdrawn and the decision taken by Councillors at an Extraordinary meeting of Council held on 22 April 2021 to not hold face-face meetings until after 21 June 2021 (minute no. C317 refers).

Any decision made in respect of the items discussed at this meeting will be made by the Clerk in consultation with the chair and vice chair of the Council under delegated powers. All decisions will be reported to the Annual Meeting of Council on 24 June 2021.

Members of the public will be able to watch the meeting live on the Council's Facebook Page at the link below:

<https://www.facebook.com/Ledbury-Town-Council-1834014213360154/?ref=bookmarks>

Yours faithfully

Angela Price PSLCC, AICCM  
Town Clerk

## AGENDA

1. **Apologies**
2. **Declarations of Interests**

To receive any declarations of interest and written requests for dispensations.

*Members are invited to declare disclosable pecuniary interests and other interests in items on the agenda as required by the Ledbury Town Council Code of Conduct for Members and by the Localism Act 2011.*

*(Note: Members seeking advice on this item are asked to contact the Monitoring officer at least 72 hours prior to the meeting)*

**3. To receive and note the minutes an extraordinary meeting of Council held on 22 April 2021 (Pages 1851-1858)**

**4. Herefordshire Councillors' Reports (To Follow)**

To receive reports from Ledbury Ward Members:

- i. Councillor Howells
- ii. Councillor Harvey
- iii. Councillor l'Anson

**5. To consider questions/comments from members of the public in accordance with the provisions of Standing Orders 3(e) and 3(f)**

Members of the public are permitted to make representations, answer questions, and give evidence in respect of any item of business included in the agenda. If you wish to raise a question or concern related to any item on the agenda please follow the link below provided to join via Zoom. Alternatively, you can send your questions/comments to the Town Clerk at [clerk@ledburytowncouncil.gov.uk](mailto:clerk@ledburytowncouncil.gov.uk) who will ensure these are considered at the meeting.

**6. To Receive motions presented by Councillors in accordance with Standing Order 9 (Pages 1859-1860)**

a. Motion received from Councillor Harvey

**Proposal for Civic Protocol - Appointment of the Mayor**

b. Motion received from Councillor Manns (Further information to be provided by Councillor Manns at the meeting)

That all essential workers who have worked through the Covid Pandemic are not only thanked but have their names recorded for future reference

## **MINUTES**

**7. To receive and note the minutes of a meeting of the Economic Development & Planning Committee held on 8 April and 13 May 2021 to give consideration to any recommendations therein (Pages 1861-1874)**

**8. To receive and note the minutes of a meeting of the Resources Committee held on 29 April 2021 and to give consideration to any recommendations therein (Pages 1875-1877)**

**9. To receive and note the minutes of a meeting of the Environment & Leisure Committee held on 20 May 2021 and to give consideration to any recommendations therein (To Follow)**

## **GOVERNANCE**

**10. Co-option Policy**

**(Page 1878)**

## **GENERAL**

**11. Outside Bodies Reports (If any)**

**12. Council Newsletter (Standing Item)**

**13. Date of next meeting**

To note that the next meeting of Full Council will be and the Annual Council meeting, which is scheduled for Thursday, 24 June 2021 at 7.30pm and will be held in the Burgage Hall

**Distribution: - Full agenda reports to all Councillors (10)  
Plus file copy**

**Agenda reports excluding Confidential items to Local Press  
(2), Library, Police and Councillor l'Anson**

**MINUTES OF THE EXTRAORDINARY MEETING  
OF THE FULL COUNCIL HELD ON  
THURSDAY 22 APRIL 2021  
VIA ZOOM**

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**PRESENT:** Councillors Bannister, Chowns, Harvey, Hughes, Howells, Knight, Manns, Morris, Troy, Whattler, Vesma (Chair)

**IN ATTENDANCE:** The Town Clerk – Angela Price

**C345 APOLOGIES**

Apologies were received from Councillor Eakin and Treanor.

**C346 DECLARATION OF INTERESTS**

None received.

**C347 TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF AN EXTRAORDINARY MEETING OF FULL COUNCIL HELD ON 1<sup>ST</sup> AND 6<sup>TH</sup> APRIL 2021**

Members were asked to approve as a correct record, the minutes of the extraordinary meetings of Full Council held on 1 and 6 of April 2021.

**RESOLVED:**

**That the minutes of the Extraordinary meeting of Full Council held on 1 and 6 April 2021 be approved and signed as correct record.**

**C348 TO CONSIDER QUESTIONS AND COMMENTS FROM MEMBERS OF THE PUBLIC**

None received.

**C349 TO GIVE CONSIDERATION TO AN APPROVE THE FOLLOWING DOCUMENTS IN RELATION TO THE NEIGHBOURHOOD DEVELOPMENT PLAN (NDP) 2021**

Notes to Consider in relation to the Public Consultation Issues  
Issues & Options – Version 9  
Issues & Options Explanatory Leaflet – Version 9  
Issues & Options Questionnaire – Version 9

Councillor Howells advised members that documents provided with the agenda should be ready for approval and that that are a set of comprehensive documents. He thanked Councillor Harvey for the comments that she had made and advised that they have been considered and amended appropriately. However, there were some comments that the consultants and

the AONB did not agree with, including whether Ledbury Park should be listed in the Settlement Boundary.

Whilst Councillor Harvey appreciated the work that had been carried out by the Working Party and Councillor Howells, she felt that she had to look through the documentation with a critical eye, due to other councillors not providing comments. She advised that there were obvious mistakes in the documentation which could subsequently lose the confidence that residents have in the council to carry out the NDP. She subsequently asked the Chair of the committee to go through the comments she had submitted individually for consideration.

She asked if Councillor Howells could advise members what the implications for properties and premises that find themselves under the revised conditions in the town centre, whereas previously they were not.

Councillor Troy proposed that members go through the documentation to ensure that there are no errors and that members fully understand the proposed documents. Councillor Knight agreed with Councillor Troy and asked for a named vote at the end of the discussion.

Councillor Harvey referred members to her email that the Clerk circulated before the meeting and advised the below points:

1. The colouring of the maps, in particular the green and purple, were not clear and could cause confusion. This could also be an issue for members of the public who are colour blind.
2. Concerns with the settlement boundary options, due to the previous settlement Boundary being rejected by the Inspector (option number 2 on page 1818)
3. Concerns with the working to question 2a. There is a need to expand provision for sport rather than a high priority (Question 2a page 1819)
4. The proposed boundary on the Little Marcle Road should be a dotted line so it is clearer for residents to see (question 2b page 1819).
5. Changing Question 2d(i) to '**Advancing more than one site to meet this requirement**'.
6. Concerns with the wording of question 3b on page 1821.
7. Concerns with the lack of pros and cons in relation to question 4a on page 1823. Councillor Harvey felt that members of the public could name make an informed decision.
8. Figure 6 reference to be mentioned at the start of Green Infrastructure to help residents make informed decisions on question 5.

1853

## Discussions on the above points made by Councillor Harvey.

### **Point 1 (Maps)**

Councillor Howells advised that due to the leaflet being printed on A5 paper, it was agreed that the maps would be uploaded to the website where they could be enlarged. He advised that changing the colours would take more time and effort or the consultants however he will look into this.

The Clerk advised that there is an accessibility statement on the council's website and that the colours would have to be suitable for visitors who are colour blind.

Councillor Chowns noticed that some maps had larger margins than others and suggested changing the layout of the maps which could be made bigger and therefore clear to read. The Town Clerk advised that the staff in the office could look into this.

Councillor Whattler suggested that the employment and sporting land could be a spotted line to keep consistent with other maps.

### **Point 2 (Settlement Boundary)**

Councillor Howells advised that some members of the public do not want a settlement Boundary, therefore option 1 should be available. He also advised members that the reason the inspector did not accept the settlement boundary was because they felt that there were not enough supporting documents available.

Councillor Harvey asked whether the NDP working party had addressed the comments made by the inspector last year. Councillor Howells advised that they had taken advice from professional consultants and that they have been addressed.

Councillor Howells reminded members of a recommendation that was made in the previous meeting of the Extraordinary Full Council meeting. He asked members for a named vote on whether to include a question in relation to proposing a route for a bypass to the north of the town to be protected, is possible (Question 3a on page 1821). There has been strong advice received from consultants to remove the questions as Developers could challenge this in the future.

A named vote was taken after Councillor Bannister seconded the proposal from Councillor Howells to remove question 3a from the Issues and options document.

**Agree**  
Councillor Troy  
Councillor Bannister  
Councillor Hughes  
Councillor Harvey

Councillor Howells  
Councillor Morris  
Councillor Whattler  
Councillor Chowns  
Councillor Manns

**Abstain**

Councillor Vesma  
Councillor Knight

Councillor Harvey suggested h a question asking whether people want to see a southern access protected increase its needed.

Councillor Howells agreed with Councillor Harvey's suggestion however was advised not to raise public expectations by consultants and Sam Banks at Herefordshire Council. He suggested that the replacement question be:

***'Assuming it is technically feasible, which is not certain and despite the enquiry result. Do you think LTC should continue to press for second access under the Viaduct to be delivered at some point in the future.'***

Councillor Harvey felt that Councillor Howells proposed question was not appropriate and proposed the following question to be presented as question 3a in the Issues and options document:

***'Should an option to provide an additional access off the Hereford Road to the viaduct housing development be preserved for the future'.***

A named vote was taken after Councillor Knight seconded Councillor Harvey's proposal.

**Agreed**

Councillor Troy  
Councillor Vesma  
Councillor Knight  
Councillor Bannister  
Councillor Hughes  
Councillor Howells  
Councillor Harvey  
Councillor Manns  
Councillor Whattler  
Councillor Chowns

**Point 3 (Employment and Recreation)**

Councillor Harvey was unsure on the wording of question 2a on page 1817. She advised members that there was a proven need for more sporting land and suggested incorporating this into the question.

Both Councillor Vesma and bannister advised that just because there was a proven need for sporting land, it did not mean that all residents would agree to it being a high priority. Councillor Vesma thought that it could be beneficial to give a list of priorities and ask residents to out them in order of priority.

Councillor Harvey suggested adding 'for this update' at the end of question 2a.

#### **Point 6 (Land North of the Viaduct and Railway Line)**

Councillor Harvey proposed that question 3b is amended to read; ***'Do you support development to the eastbound platform of the railway station, platform services and extended carparking'***.

#### ***Suspension of Standing Orders***

#### **RESOLVED:**

1. That Councillor Howells send the NDP maps to Council Officers to see whether it is possible to make them bigger and subsequently clearer.
2. That question 3a on page 1821 be removed from the Issues and Options document.
3. That the following question be included in the Options and Issues document as question 3a.

***'Should an option to provide an additional access off the Hereford Road to the viaduct housing development be preserved for the future'***.

4. That question 2a on page 1817 read ***'Do you agree that providing land to expand provision for a sport is a high priority for this update'***.
5. That Question 2d(i) on page 1820 be amended to read ***'Advancing more than one site to meet this requirement'***.
6. That question 3b is amended to read; ***'Do you support development to the eastbound platform of the railway station, platform services and extended carparking'***.
7. That members of the NDP add more information, including pro and cons to ensure that members of the public are able to make an informed decision on question 4a on page 1823.
8. That question 4b on page 1823 be amended to read; ***'Given the changes in retail type definitions, do you agree that there should be no planning terms differentiation between primary and secondary shop frontages and shops, restaurants and cafes, drinking establishments, financial and professional services, and that hot food takeaways be allowed within this combined frontage?'***.
9. That the proposed documents be approved by Full Council, noting that the NDP Working Party take Councillor Harvey's comments into consideration and amend appropriately.



**C350 SUSPENSION OF STANDING ORDERS**

**Members were requested to suspend Standing Orders to consider confidential agenda item 6.**

**RESOLVED: That Standing Orders be suspended to allow an additional 30 minutes to discuss agenda item 6.**

**C351 TO CONSIDER HOW TO MANAGE COUNCIL MEETINGS BETWEEN 7 MAY – 21 JUNE 2021**

Members were provided with information received from the society of Local Council Clerks in relation to how the council could manage its activities during the period 7 May – 21 June 2021 due to the current legislation being withdrawn.

Members were requested to confer delegated powers to the Clerk in conjunction with Chairs and Vice-Chairs for the period 7 May to 21 June 2021.

**RESOLVED:**

- 1. That delegated powers be given to the Clerk in conjunction with Chairs and Vice Chairs for the period of 7 May to 21 June 2021.**
- 2. That it be noted that the next meeting of Annual Council Meeting will be rescheduled for 24 June 2021.**

**C352 DATE OF NEXT MEETING**

**RESOLVED: To note that the date of the next Annual Council Meeting will be held on Thursday, 24<sup>th</sup> June 2021.**

The meeting closed at 10:17 pm

Signed .....  
Town Mayor

Date .....

EXTRA ORDINARY FULL COUNCIL  
22.04.2021

Minute No.	Action	To be Actioned by	Date Actioned	Comments	Status
C349(1)	That Councillor Howells send the NDP maps to Council Officers to see whether it is possible to make them bigger and subsequently clearer.			Waiting for update from Cllr Howells	
2	That question 3a on page 1821 be removed from the Issues and Options document.			Waiting for update from Cllr Howells	
3	That the following question be included in the Options and Issues document as question 3a. 'Should an option to provide an additional access off the Hereford Road to the viaduct housing development be preserved for the future'.			Waiting for update from Cllr Howells	
4	That question 2a on page 1817 read ' <i>Do you agree that providing land to expand provision for a sport is a high priority for this update</i> '.			Waiting for update from Cllr Howells	
5	That Question 2d(i) on page 1820 be amended to read 'Advancing more than one site to meet this requirement'.			Waiting for update from Cllr Howells	
6	That question 3b is amended to read; 'Do you support development to the eastbound platform of the railway station, platform services and extended carparking'.			Waiting for update from Cllr Howells	
7	That members of the NDP add more information, including pro and cons to ensure that members of the public are able to make an informed decision on question 4a on page 1823.			Waiting for update from Cllr Howells	



8	That question 4b on page 1823 be amended to read; 'Given the changes in retail type definitions, do you agree that there should be no planning terms differentiation between primary and secondary shop frontages and shops, restaurants and cafes, drinking establishments, financial and professional services, and that hot food takeaways be allowed within this combined frontage?'		Waiting for update from Cllr Howells	
9	That the proposed documents be approved by Full Council, noting that the NDP Working Party take Councillor Harvey's comments into consideration and amend appropriately.		Waiting for update from Cllr Howells	
C351(1)	That delegated powers be given to the Clerk in conjunction with Chairs and Vice Chairs for the period of 7 May to 21 June 2021	TC/Chairs & V-Chairs	Advice sought in respect of holding informal meetings - advice received that council can hold informal non-	On-going
C351(2)	That it be noted that the next meeting of Annual Council Meeting will be rescheduled for 24 June 2021	TC		Completed



<b>FULL COUNCIL</b>	<b>27 MAY 2021</b>	<b>AGENDA ITEM: 6(a)</b>
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Report prepared by Councillor Harvey

**NOTICE OF MOTION - PROPOSAL FOR CIVIC PROTOCOL - APPOINTMENT OF THE MAYOR**

That Ledbury Town Council adopts the Hereford City Council approach to the presumed sequencing of councillors for the civic honour of becoming Mayor of Ledbury, and therefore with immediate effect the approach should become that:

**APPOINTMENT OF MAYOR AND DEPUTY MAYOR**

The Mayor and Deputy Mayor be appointed on the basis of seniority of service with the Town Council.

However, Councillors who are due to be Mayor may defer for a year, defer for two, three or four years in succession or refuse the honour entirely.

Where Councillors have equal length of service, names will be picked out of a hat to establish a Mayoral order of seniority.

In advance of a councillor's Mayoral Year it shall normally be the case that they have a year as Deputy Mayor. However, illness or other circumstance may require the Mayor being deputising for to step down prematurely. In such an event the Deputy will take the remainder of the resigning Mayor's year, and then their own Mayoral year in office.

Councillors may only be Mayor if they remain a Councillor in the year of their seniority. If the Deputy Mayor loses their seat in an election, or resigns it, they may not succeed to the Mayoralty.

If the Mayor loses their seat in an end of term May election they remain as Mayor only until Mayor-making.

A Mayor who resigns as a Councillor automatically gives up the Mayoralty at the same time and it succeeds to their Deputy.

An ex-councillor returning to the council should have their previous time in office taken into consideration, less the length of time they have been off the council, taken as the calculation for their seniority. Should this calculation result in a negative number, the returning councillor is treated as if they were a new councillor.

To become Mayor or Deputy Mayor each councillor must still receive the support of a majority of Councillors present and voting at a quorate and properly called Annual Meeting of the Council, unless it is an appointment mid-term in which case it will be at a general meeting of the Council.

This will not only ensure that every elected councillor is given an equal opportunity to undertake the honour of the civic role of Mayor, but it will ensure that – under normal circumstances – all Mayors have received the opportunity of both training in the role of Deputy Mayor but also the opportunity to gain the confidence of their councillor peers during that deputy year.

Adopting this approach will also remove the behind-the-scenes politicking and manoeuvring which currently goes on and which is damaging to both the role and to the public confidence in the council.

Agenda Item

7

**MINUTES OF A MEETING OF THE  
ECONOMIC DEVELOPMENT & PLANNING COMMITTEE  
HELD ON 8 APRIL 2021  
VIA ZOOM**

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**PRESENT:** Councillors Bannister (Chair), Chowns, Harvey, Howells, Knight, Manns, Morris, Treanor, Troy and Vesma (Ex Officio)

**IN ATTENDANCE:** Angie Price – Town Clerk

**P399. APOLOGIES**

Apologies were received from Councillor Eakin.

**P400. DECLARATIONS OF INTEREST**

No declarations of interest were received.

**P401. PUBLIC PARTICIPATION**

Councillor Bannister advised members that he had received five representations from members of the public in relation to agenda item 14 - Market House Access Report. The letters were objections to a lift being installed in the Market House.

Councillor Bannister had also received letters from neighbouring councils and advised that a lift is installed at Ross on Wye Town Council, and that whilst Newent have no lift access to their Market House, they have plans to review the access in the near future.

**P402. TO APPROVE AND SIGN THE MINUTES OF A MEETING OF THE EXTRAORDINARY MEETING OF ECONOMIC DEVELOPMENT & PLANNING COMMITTEE OF 22 MARCH 2021 AS A CORRECT RECORD**

**RESOLVED:**

**That the minutes of the meeting of the Extraordinary meeting of Economic Development & Planning Committee held on 22 March 2021 be approved and signed as a correct record with the above amendments.**

**P403. ACTION SHEET**

Members were provided with the Economic Development and Planning Action Sheet.



**RESOLVED:**

**That the Action sheet be received and noted.**

P404.

**PLANNING CONSULTATIONS**

1. Planning Application 210587 – Fair Tree Farm Little Marcle Road Ledbury Herefordshire.

**RESOLVED: NO OBJECTION**

2. Planning Application 210682 - The Garden House Church Street, Ledbury, Herefordshire HR8 1DJ.

**RESOLVED: NO OBJECTION**

3. Planning Application 210724 – 39 New Street, Ledbury, Ledbury, Herefordshire, HR8 2EA.

**RESOLVED: NO OBJECTION**

4. Planning Application 210760 – 6 New Street, Ledbury, Herefordshire, HR8 2DX.

**RESOLVED: NO OBJECTION**

5. Planning Application 210762 - 6 New Street, Ledbury, Herefordshire, HR8 2DX LISTED.

**RESOLVED: NO OBJECTION**

6. Planning Application 210675 – 9 Oatley's Terrace, Ledbury, Herefordshire, HR8 2BX.

**RESOLVED: NO OBJECTION**

7. Planning Application 210794 – Land adjoining New Mills, Ledbury.

**RESOLVED: That the Clerk contact the Planning Officers to clarify the Planning Application.**

8. Planning Application 204577 – Former Auctions, market Street, Ledbury.

Councillor Vesma supported the application and felt that the apartments would benefit the town and residents.

Councillor Bannister noted that there were several objections on the planning application on the Herefordshire Council Planning Portal due to the landscaping and the appearance of the building. It was

noted that the deadline for comments was 12 March, however Members were advised that the Council had been granted an extension until the end of April to make a formal comment.

Councillor Harvey asked whether the Major Planning Applications Working Party could draft a response, taking into account the objections made on the planning portal.

**RESOLVED: That the Major Planning Applications Working Party create a formal response, to be sent to Hereford Council Planning Officers to be provided by the end of April.**

9. Planning Application 204578 - Former Auctions, Market Street, Ledbury LISTED

**RESOLVED: That the Major Planning Applications Working Party create a formal response, to be sent to Hereford Council Planning Officers to be provided by the end of April.**

P405. **PLANNING DECISIONS**

Members were provided with an up-to-date Planning Decisions table.

**RESOLVED:**

**That the list of planning application decisions be received and Noted.**

P406. **MINUTES OF THE MAJOR PLANNING APPLICATION WORKING PARTY MEETINGS**

Members were asked to receive and note the minutes of the Major Planning Application Working Party meeting held on 9 March 2021.

**RESOLVED:**

**That Members of the Economic Development and Planning Committee receive and note the minutes of the Major Planning Application Working Party held on 9 March 2021.**

P407. **TRAFFIC MANAGEMENT WORKING PARTY**

Members were asked to receive and note the minutes of the Traffic Management Working Party held on 30 March 2021.

Councillor Harvey requested that the Clerk or Traffic Management Working Party send a formal letter to Herefordshire Council in relation to the condition of the footpath to Gloucester Road roundabout onto parkway.

Both Ward Councillors Harvey and Howells, provided members with an update on the carparks and traffic regulation orders.

**RESOLVED:**

1. That Members of the Economic Development and Planning Committee receive and note the minutes of the Traffic Management Working Party held on 23 February 2021.
2. That the Clerk contact Herefordshire Council in relation to the condition of the footpath from Gloucester Road roundabout to Parkway.
3. That the Clerk provide a copy of the when and where the SID's will be located and that a copy of this be shared on the council's website.

P408.

**UPDATE ON THE NEIGHBOURHOOD DEVELOPMENT PLAN**

Members were asked to receive and note the notes of meetings 26-28 of the Steering Group and the following documents:

- I. Issues & options report (V8)
- II. Issues & Options leaflet (V8)
- III. Issues & Options questionnaire (V8)
- IV. Communication and Consultation Plan (V6)
- V. Budget (V010421)

Councillor Howells suggested an extraordinary meeting of Economic Development and Planning Committee before the extraordinary meeting of Full Council on Thursday, 15 April 2021, to approve NDP documents.

Councillor Vesma advised members that the NDP documents could go straight to the extraordinary meeting of Full Council. Members agreed to approve the NDP documents in the next meeting of Full Council.

Councillor Harvey suggested that all members read the agenda packs thoroughly and make any suggestions in writing before Monday, 12 April 2021.

**RESOLVED:**

1. That Members of the Economic Development and Planning Committee receive and note the Steering Group notes 26-28.
2. That Members of the Economic Development and Planning Committee receive and note the above documents and provide any comments for consideration at the Extraordinary meeting scheduled for 15 April, no later than Monday, 12 April 2021.

**P409. CONSERVATION WALKS/PERMISSIVE ACCESS – NOTIFICATION OF CESSATION OF PUBLIC RIGHT OF WAY**

Members were provided with a report on the cessation of a permissive access on Woodlands Farm, Gloucester Road, Ledbury.

**RESOLVED:** That members of the Economic Development and Planning Committee receive and note the report.

**P410. CORRESPONDANCE RECEIVED IN RESPECT OF VIADUCT DEVELOPMENT**

Members were provided with a copy of a letter sent to a local resident from Mr Bill Wiggins MP, in which he urges action by Ledbury Town Council to include plans for an additional road to access the site as part of the Neighbourhood Development Plan as this is what residents wanted.

Councillor Harvey advised that Mr Wiggins' letter was reiterating the point that she had raised in respect of the NDP at the recent full council meeting about ensuring the access that had previously been saved at the northern extension of the bypass.

Councillor Howells proposed that the recommendation to include plans for an additional road to access the site as part of the Local Development Plan be deferred to the extraordinary meeting of Full Council on Thursday, 15 April 2021 for discussion.

**RESOLVED:**

- 1. That the Major Planning Application Working Party prepare a briefing paper in relation to the S106 contributions from the Viaduct Site, using the information from Councillor Harvey's recent Ward report and information available on the Hereford Council website to summarise what the S106 contributions will be from the Viaduct Site**
- 2. That members of the Economic Development and Planning Committee agree to defer agenda item 12 to the next meeting of Full Council on 15 April 2021 and that this be considered alongside the advice from consultants**
- 3. That Councillor Harvey's Ward Member report from the recent Full Council meeting be updated on the Council's website.**

**P411. CORPORATE PLAN**

Members were provided with an updated Corporate Plan Action Sheet

**RESOLVED:** That the Corporate plan be received and noted.

P412. **TO RECEIVE AN ACCESS AUDIT REPORT PREPARED ON BEHALF OF HEREFORDSHIRE COUNCIL**

Members were provided with an Access Audit Report prepared on behalf of Herefordshire Council in July 2013.

Councillor Bannister reassured members of the public that no proposals for a glass lift have been made. However, as a Council they were obliged to investigate access issues and as part of this process the Clerk had been asked to obtain past paperwork in respect of past discussions and proposals.

Councillor Chowns what action had been taken as a result of the report provided. The Clerk advised that she had been informed that no action was taken from the report.

A number of members agreed that it would not be practical to install a lift into the Market House.

Councillor Manns proposed that the issue of a lift not-be brought up for discussion at future meetings, Councillor Knight seconded this proposal. The vote was lost.

Councillor Harvey advised members that she had checked with the Policy and Conservation Officers at Herefordshire Council and it was agreed that there is no problem with inaccessibility to a Grade I listed building. However, as a council it is important to record that there have been discussions and consideration to access.

Councillor Knight felt that there were alternative ways to promote the Market House, including providing tv's under the Market House with virtual tours.

**RESOLVED: That the access Audit Report be sent to the Market House Working Party for further discussion and recommendations.**

P413. **HEREFORD TRANSPORT STRATEGY REVIEW**

Members were provided with a Hereford Transport Strategy Review document.

**RESOLVED: That the Hereford Transport Strategy Review be received and noted.**

P415. **DATE OF NEXT MEETING**

**RESOLVED: To note that the date of the next Economic Development and Planning Committee will be agreed at the meeting of Annual Council meetings scheduled for 13 May 2021.**

P416. **EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED:** 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 were excluded from the remainder of the meeting.

P417. **SUSPENSION OF STANDING ORDER 3(X)**

**RESOLVED:** That Standing Order 3(x) be suspended for a period of 30 minutes to allow the remaining business on the agenda to be completed.

P418. **ECONOMY & TOURISM WORKING PARTY**

Members were requested to consider a recommendation from the Economy and Tourism Working Party in respect of creating an 'Explore Ledbury' website.

Members were advised that a representative of Visit Herefordshire, Helen Bowden, had attended the Economy and Tourism Working Party and confirmed that Ledbury, with other neighbouring Parishes, will be promoted on the Visit Herefordshire website.

Councillor Bannister advised that he had attended the Working Party, and that the consensus was that it would be beneficial for the town to have its own website, whilst being promoted on the Visit Herefordshire website.

Councillor Harvey advised that it would be more cost effective to work with Visit Herefordshire as opposed to Ledbury having its own tourism site. She felt that it would be more beneficial to put the time into the larger website, which would not only promote Ledbury but the catchment area, while having a separate page on the Ledbury Town Council website to advertise Ledbury businesses and events.

Councillor Howells had some concerns on who would be regularly updating content on the website. Councillor Morris advised that the Community Development Officer would be managing this area.

Members agreed that the money could be spent elsewhere, even if the money were to be funded by a scheme or grant.

Councillor Harvey advised members that Herefordshire Council will be funding the extension of the Loyal free App to the Market Towns, which allows businesses and councils to register circular walks and areas of interest which will automatically notify app owners when they are nearby.

Councillor Bannister proposed that the recommendation be deferred back to the Economy Tourism Working Party with the above notes.

**RESOLVED: That the recommendation to consider a new Economy & Tourism website be referred back to the Economy & Tourism Working Party advising that their recommendation was not approved asking that they consider the possibility of Ledbury being included on the "Visit Herefordshire" website and the forthcoming "Loyal Free App" at no cost.**

The Meeting ended

Signed ..... Dated .....

**MINUTES OF A MEETING OF THE  
ECONOMIC DEVELOPMENT & PLANNING COMMITTEE  
HELD ON 13 MAY 2021  
VIA ZOOM**

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**PRESENT:** Councillors: Bannister, Chowns, Howells, Hughes, Knight, Morris, and Troy

**IN ATTENDANCE:** Angie Price – Town Clerk

**P419. APOLOGIES**

Apologies were received from Councillors Harvey and Manns.

**P420. DECLARATIONS OF INTEREST**

No declarations of interest were received.

**P421. PUBLIC PARTICIPATION**

Councillor Bannister advised that the meeting would be a non-decision, non-voting meeting due to legislation for Council's to hold virtual meetings being withdrawn (minute no. C317 refers). He advised that any decision made in respect of the items discussed at the meeting would be made by the Clerk in consultation with the Chair and Vice Chair of the committee under delegated powers. All decisions will be reported to the Annual Meeting of Council on 24 June 2021.

**P422. TO APPROVE AND SIGN THE MINUTES OF A MEETING OF THE ECONOMIC DEVELOPMENT & PLANNING COMMITTEE HELD ON 8 APRIL 2021 AS A CORRECT RECORD**

**Members of the Economic Development and Planning Committee received and noted the minutes of a meeting of the Economic Development & Planning Committee held on 8 April 2021.**

**P423. ACTION SHEET**

Members were provided with the Economic Development and Planning Action Sheet.

The Action sheet was received and noted.

1869



P424. **PLANNING CONSULTATIONS**

1. Planning Application 203223 – Land adjacent to The New House, Bromyard Road, ledbury, HR8 1LG

**No objections were raised in respect of this application**

2. Planning Application 211130 – Swingate, Homend Crescent, ledbury Herefordshire, HR8 1AQ

**No objections were raised in respect of this application.**

3. Planning Application 211145 – Carnreagh, Homend Crescent, Ledbury, Herefordshire, HR8 1AH

**No objections were raised in respect of this application.**

P425. **PLANNING DECISIONS**

Members were provided with an up-to-date Planning Decisions table.

Councillor Howells noted that there was an error on one of the planning applications numbers. The Clerk advised that she change this for the next meeting of Economic Development and Planning Committee.

**The list of planning application decisions was received and noted.**

P426. **NOTIFICATION OF APPLICATION FOR GRANT OF PREMISES LICENCE**

Members were asked to receive and note the following applications for a premise licence.

- The Ledbury Ltd, 36 The Homend, ledbury, HR8 1AE

Councillor Knight advised members that she had met with the owner of the business at 36 The Homend and that she was supportive of the new shop due to the employment opportunities.

- The Ledbury Town FC, New Street, ledbury, Herefordshire, HR8 2EL

Whilst members agreed with the principle of the licence, there were some concerns with the licence hours that had been requested and felt that it could result in noise nuisance for members living nearby.

**Members of the Economic Development and Planning Committee received and noted the above applications for grant of premises licence, noting that the Clerk in conjunction with the Chair and Vice Chair of the Committee agree a response in respect of both**

**applications, noting that concerns had been raised in respect of the licensing hours requested by the Football Club**

**P427. RESPONSE RECEIVED FROM MR WIGGIN MP**

Members were provided with a response received from Mr Wiggin in respect of the Local Electricity Bill.

**Members of the Economic Development and Planning Committee received and noted the response received from Mr Wiggin in respect of the Local Electricity Bill.**

**P428. FRITH AND CONIGREE WOODS**

Members were provided with a Forest Plan consultation of Frith and Conigree Woods.

Councillor Bannister suggested deferring the Forest Plan Consultation to the Environment and Leisure Committee and then subsequently, the NDP Working Party on Tuesday, 25 May 2021.

**Members of the Economic Development and Planning Committee received and noted the Forest plan consultation, noting that it be deferred to the Environment and Leisure committee for discussion.**

**P429. CORRESPONDANCE**

Members were provided with correspondence in relation to the following:

- Electric Charge points for new build properties

Councillor Bannister noted the correspondence that had been received from Mr Eager, and agreed with councillors that every effort is made in Economic Development and Planning meetings to discuss electric charging points for new builds. However, it was recognised that as this was not a requirement of the National Planning Policy Framework (NPPF) and therefore difficult to request it be enforced.

- Slow Ways

The Clerk advised that former councillor Nina shields was recently interviewed by the BBC in relation to Slow Ways. and suggested that this be referred to the Climate Change Working Party for further consideration

Councillor Knight suggested that the Slow Ways project be deferred to the Environment and Leisure committee and subsequently sent to the Climate Change Working Party.

**Members of the Economic Development and Planning Committee received and noted the correspondence, noting that it be deferred to the Environment and Leisure committee for discussion.**

**P430. DATE OF NEXT MEETING**

**It was noted that the date of the next Economic Development and Planning Committee was scheduled for 10 June 2021 and that this would be an informal, non-decision-making meeting**

The Meeting ended at 8.17 pm

Signed ..... Dated .....

**ACTION SHEET**

**EO ECONOMIC DEVELOPMENT & PLANNING COMMITTEE  
08.04.2021**

Minute No.	Action	To be Actioned by	Date Actioned	Comments	Status
P404(8 & 9)	That the MPA WP create a formal response, to be sent to Hereford Council Planning Officers to be provided by the end of April	MPA WP	12.05.2021	Additional extension given by planners - awaiting final draft from MPA WP to send	Completed
P407(2)	That the Clerk contact Herefordshire Council in relation to the condition of the footpath from Gloucester Road roundabout to Parkway	TC	07.05.2021	Contacted Lengthsman/footpaths officers to see if they can deal with this, if unable will report to HC	In-progress
P408(2)	That members of the ED & P Committee provide any comments for consideration in respect of the NDP documentation no later than 12.04.2021 for consideration at an extraordinary meeting of council scheduled for 15.04.2021	Cllrs	15.04.2021	All comments provided and considered as part of EO Meeting 15.04.2021	Completed
P410	That the MP WP prepare a briefing paper in relation to the Section 106 contributions from the Viaduct Site, using the information in Councillor Harvey's recent Ward report and the information available on HC website in respect of S106 to summarise what the S106 contributions will be from the Viaduct Site	MPA WP		Meeting to be arranged	In-progress
P412	That the access Audit Report be referred to the Market House Working Party for further discussion and recommendations	MH WP		Meeting to be arranged	In-progress

P418	That the recommendation to consider a new Economy & Tourism website be referred back to the E&T WP advising that their recommendation was not approved asking that they consider the possibility of Ledbury being included on the "Visit Herefordshire" website and the forthcoming "Loyal Free App" at no cost.	E & T WP	12.04.2021	Item referred back to and considered by E&T WP - further work being undertaken to provide content for the Visit Herefordshire Website" .	E & T Meeting now working with Visit Herefordshire and waiting on information in respect of the Loyal Free App
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**LEDBURY TOWN COUNCIL**

**MINUTES OF A MEETING OF AN EXTRAORDINARY MEETING OF THE  
RESOURCES COMMITTEE HELD ON 29 APRIL 2021 VIA VIRTUAL MEANS**

**PRESENT:** Councillors Bannister, Eakin, Knight and Vesma (Chair)

**ALSO PRESENT:** Angela Price – Town Clerk

**R117. APOLOGIES**

Apologies were received from Councillor Harvey.

**R118. DECLARATIONS OF INTEREST**

None received.

**R119. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES  
OF A MEETING OF THE RESOURCES COMMITTEE HELD ON 7  
MARCH 2021**

**R120. EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED:** 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 were excluded from the remainder of the meeting.

**R121. DATE OF NEXT MEETING**

**RESOLVED:**

To note that the next meeting of the Resources Committee is scheduled for 2 September 2021, subject to approval at the Annual Meeting of Council on 24 June 2021.

**R122. RECRUITMENT**

Members were provided with an update on the progress in respect of recruitment of three roles, Deputy Town Clerk, Community Development Officer and Accounts/Burial Clerk.

The Clerk advised that as a result of the recent recruitment process it had not been possible to recruit to any of the three roles listed above and asked that members of the Resources Committee review the job descriptions/personal specifications for each role prior to a further advertisement being submitted.

Councillor Vesma advised that they had three choices:

- To advertise again with the job descriptions/person specifications unchanged
- Wait for the market to approve
- To advertise on an adjusted basis

It was noted that a current employee had applied for the position of Community Development Officer and Councillor Vesma asked members of the Committee their thoughts on offering the current employee the position on a temporary-permanent basis and then back fill their current position on the same basis. Other Members were in agreement with the suggestion, and it was agreed that the internal candidate had experience of Ledbury, the Council and working in Local Government, however it was agreed that the employee should be invited to an informal interview process at which they should be asked to provide a presentation on "How do they think the role of the Community Development Officer will benefit the Town".

It was agreed that if after the trial period the internal candidate was not taken on in the role of Community Development Officer a temp-perm process for the two roles would provide for them to return to their current role.

Members also agreed that should the internal candidate be successful in securing the position following their presentation and informal interview they should start on SCP 14.

It was agreed that the remaining two roles should be readvertised and that a date for the interviews should be established and included in the advert.

**RESOLVED:**

1. That the internal candidate be invited to an informal interview, and that they be asked to give a presentation on "How do they think the role of the Community Development Officer will benefit the Town"
2. That subject to the outcome of the informal interview process, the internal candidate be offered the position of Community Development Officer on a temp-perm basis and that their current post be filled on the same basis and that the review time be agreed following the informal interview process and prior to advertising the internal candidates current role.
3. That if successful the internal candidate be started on SCP 14.

**ACTION SHEET**  
**EXTRAORDINARY RESOURCES COMMITTEE**  
**29.04.2021**

Minute No.	Action	To be Actioned by	Date Actioned	Comments	Status
R122(1)	That the internal candidate be invited to an informal interview, and that they be asked to give a presentation on "How do they think the role of the Community Development Officer will benefit the town?"	Committee		Meeting arranged for 24.05.2021	In progress
R122(2)	That subject to the outcome of the informal interview process, the internal candidate be offered the position of CDO on a temporary basis and that their current post be filled on the same basis and that the review time be agreed following the informal interview process and prior to advertising the internal candidates current role.	Committee		meeting arranged for 24.05.2021	In progress
R122(3)	That if successful the internal candidate be started at SCP 14	TC		Meeting arranged for 24.05.2021	In progress





<b>FULL COUNCIL</b>	<b>27 MAY 2021</b>	<b>AGAENDA ITEM: 10</b>
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Report prepared by Angela Price – Town Clerk

## **CO-OPTION POLICY**

### **Purpose of Report**

The purpose of this report is to ask Members to give consideration to a suggested amendment to the Council's Co-option Policy.

### **Detailed Information**

During the recent co-option process a question was raised with the Clerk by Councillor Harvey on whether when applying for co-option applicants are required to obtain two signatures on their application, from the ward they wish to represent.

The Clerk advised that Local Government Law is silent on this matter and that she had been advised by the Society for Local Council Clerks (SLCC) that it is for each Council to decide on what they wish to have in their policy.

Councillor Harvey has asked that Members give consideration to either of the following processes being included in the Councils Co-option Policy:

1. That all applicants are required to obtain two signatures from electors who reside within the ward the applicant wish to represent, this would be in line with the process when putting their name forward to stand in an election.

Or

2. That all applicants be required to obtain signatures from ten electors who reside within the ward the applicant wishes to represent, which is in line with the process for calling a bye-election.

### **Recommendation**

That Members consider the above information and share their preference on the above options for consideration and approval at a future decision-making meeting of the council.

