



LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES, CHURCH STREET, LEDBURY

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26 April 2024

TO: Councillors Bradford, Chowns (Chair), Eakin, l'Anson, McAll, Newsham and Sinclair

Dear Member

You are invited to attend a meeting of the **Environment & Leisure Committee** on **Thursday, 2 May 2024 at 7.00pm at the Town Council Offices, Church Lane, Ledbury**, for the purpose of transacting the business set out below.

Yours faithfully

Angela Price
Town Clerk

FILMING AND RECORDING OF COUNCIL MEETINGS

Members of the public are permitted to film or record meetings to which they are permitted access, in a non-disruptive manner. Whilst those attending meetings are deemed to have consented to the filming, recording, or broadcasting of meetings, those exercising the rights to film, record or broadcast must respect the rights of other people attending under the Data Protection Act (GDPR) 2018

A G E N D A

1 To receive apologies for absence

2 Declarations of Interest

To receive 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 Ledbury Town Council's Code of Conduct for Members and by the Localism Act 2011)
(Note: Members seeking advice on this item are asked to contact the Monitoring Office at least 72 hours prior to the meeting)

3 The Nolan Principles

(Page 660)

4 Public Participation

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. The period of time, which is at the Chairman's discretion, for public participation shall not exceed 15 minutes. Each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than five minutes. Questions/comments shall be directed to the Chairman.

5 To receive and note the minutes of meetings of the Environment & Leisure Committee held on Thursday, 7 March 2024 (Pages 661 - 668)

6 To review Action Sheets (Page 669)

7 Cemetery

7.1 That in accordance with Standing Order 23(a), authority be given for the Deeds of Exclusive Right of Burial 775 and 776 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 Deeds of Exclusive Right of Burial 262 and 593 to be signed, granting the transfer of the exclusive right of burial to those named on each transfer request.

8 Dog Hill Wood - Bench Proposal (Pages 670 - 671}

9 Planters and Flowers for War Memorial and Planting Scheme for the Homend (Pages 672 - 674)

10 Market House - Feasibility Study for Sit-on Stair-lift (Pages 675 - 701}

11 Council Offices - CCTV Update (Pages 702 - 713)

12 Bye Street Toilets Partnership Agreement (Pages 714 - 717)

13 EICR Reports - Update (Pages 718 - 760)

14 Ledbury Cemetery Future Provision Report (Pages 761 - 774)

15 Memorial Board for Cemetery Chapel (Pages 775 - 780)

16 Legionella Testing for Council Property (Pages 781 - 790)

17 Working Parties

17.1 To receive and note the draft minutes of the meeting of the Climate Change Working Party held on 23 April 2024. (Pages 791 - 796)

17.2 To receive and note the draft minutes of John Masefield Memorial Working Party held on 3 April 2024. (Pages 797 - 804)

18 Date of Next Meeting

Date of next meeting of the Environment and Leisure Committee to be agreed at the Annual Meeting of Council scheduled for 9 May 2024.

Distribution: Full agenda to: - Committee members (6)

Agenda excluding confidential papers to:

Plus: The Press
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LEDBURY TOWN COUNCIL

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| ENVIRONMENT & LEISURE COMMITTEE | 2 MAY 2024 | AGENDA ITEM NO. 3 |
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THE SEVEN PRINCIPLES OF PUBLIC LIFE

(NOLAN PRINCIPLES)

1. Selflessness

Holders of public office should act solely in terms of the public interest.

2. Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

3. Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

4. Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

5. Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

6. Honesty

Holders of public office should be truthful.

7. Leadership

Holders of public office should exhibit these principles in their own behaviour and treat others with respect. They should actively promote and robustly support the principles and challenge poor behaviour wherever it occurs.

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

DRAFT

ENVIRONMENT AND LEISURE COMMITTEE

02.05.24

| Minute No. | Action | To be Actioned by | Date Actioned | Updates | Status |
|------------|---|-------------------|---------------|--|-------------|
| E73.2 | That an article be included in the next Council Newsletter advising members of the public that the Town Council are Custodians of the War Memorial on behalf of the people of the town. | Officers | Jun-24 | To be included within next Newsletter scheduled for March | In progress |
| E76.2 | That should Herefordshire Council not continue with the provision of CCTV cameras at the Recreation Ground Ledbury Town Council investigate the cost to install a camera at Bye Street to be linked into the Hereford CCTV system. | TC | | ON HOLD - Due to withdrawal of scheme by Hereford City Council. | On Hold |
| E79.1 | That a more detailed sketch of the Plaque for the Cemetery Chapel be provided at the next Committee Meeting to include option 2 but with an additional column including the number of years the person served at Ledbury Town Council. | DTC | 07-Mar-24 | DTC has contacted Calligrapher and a revised mock-up will be submitted to the E&L meeting in March. Calligrapher is now unable to proceed due to ill health. Alternative options to be put to E&L meeting in March. Revised proposals to be presented at the E&L meeting on 2 May 2024. | Complete |
| E79.2 | That something similar to the red ink shown in the design be used, i.e. a dark red/burgundy colour. | | | | |
| E80.1 | RECOMMENDATION: That it be recommended to Full Council that quotes be obtained from Christmas Lights providers concentrating on the area from Top Cross to Bye Street, within the £15,000 budget, as follows: •5 verticals in the High Street; •Retain the string lights over the Almshouses, BBI, Market House and Council offices; •1x overhead light from BBI to Spec Savers •1x overhead light at Top Cross | TC/DTC | End April 24 | Meeting to be arranged with Christmas Light contractors. A meeting with Blachere has been arranged for 26 March 2024. Meetings have now taken place with three lighting contractors - quotations are awaited and are due by the end of April 2024 | In progress |
| E102.1 | That a recommendation be submitted to Full Council that LTC form a partnership with Ledbury Food Group and the Poetry Festival in respect of the annual event "Ledbury Celebration". | CDO | May-24 | | Complete |
| E102.2 | That a recommendation be made to Full Council that LTC take an active role in the organisation of Ledbury Celebration | CDO | May-24 | | Complete |
| E102.3 | 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. | CDO | May-24 | | Complete |
| E102.3 | Officers investigate whether the Town Council would benefit from an annual premise licence, which would include Ledbury Celebration | CDO | | | In progress |
| E102.5 | Officers investigate the most appropriate licence required for LTC | CDO | | | In progress |
| E105 | Caroe & Partners be appointed to undertake works (Listed Building Consent) in connection with CCTV for the Council Offices at a cost of £1,500.00 + VAT | DTC | 08-Mar-24 | Please refer to report at next E & L Committee | Complete |
| E106 | Ledbury in Bloom be consulted in respect of the proposed new planters around the War Memorial, as well as seeking their opinion on the content of the stone pots around the War Memorial. | DTC | 02-May-24 | Please refer to report at next E & L Committee | Complete |
| E108 | Caroe & Partners be advised that LTC do not wish to proceed with the feasibility study for a sit-on stairlift for the Market House and request that they submit their invoice. 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 stairlift. | DTC | 02-May-24 | Please refer to report at next E & L Committee | Complete |
| E109 | Ledbury Town Council appoint Company 2 to undertake repairs to the guttering and drainpipes at the Town Council Offices at £1,275.00 + VAT. | DTC | 02-May | Company has been appointed and works are scheduled to take place on Sunday, 5 May 2024 | Complete |
| E110 | Ledbury Town Council draws up a generic Risk Assessment which would form part of the quotation process for builders etc | DTC | 02-May | | Ongoing |
| E111 | Ledbury Town Council appoint Company 1 to replace gates and posts at Ledbury Cemetery at a cost of £1,180.00 + VAT | DTC | 02-May | Works Completed | Complete |
| E112 | Officers obtain quotes for the provision of a wooden memorial board and submit these to E&L | DTC | 02-May-24 | Please refer to report at next E & L Committee | Complete |
| E113 | Ledbury in Bloom be consulted re their view/opinion on placing evergreen planters along the Homend. | DTC | 02-May-24 | Please refer to report at next E & L Committee | Complete |

LEDBURY TOWN COUNCIL

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| ENVIRONMENT AND LEISURE COMMITTEE | 2 MAY 2024 | AGENDA ITEM: 8 |
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Report prepared by Julia Lawrence – Deputy Town Clerk

DOG HILL WOOD – MEMORIAL BENCH PROPOSAL

Purpose of Report

The purpose of this report is to ask Members of the Environment and Leisure Committee to give consideration to a request from a local resident to resurrect an existing bench in Dog Hill Wood in memory of their Father, Husband and Grandfather, Ray, who passed away last year at the age of 97.

Equality Duty

Under section 149 of the Equality Act 2010, the “general duty” on public authorities is set out as follows:

A public authority must, in the exercise of its functions, have due regard to the need to:

- a) Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;
- b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- c) foster good relations between persons who share a relevant protected characteristic and person who do not share it.

The public sector equality duty (specific duty) requires Ledbury Town Council to consider how it can positively contribute to the advancement of equality and good relations and demonstrate that they are paying ‘due regard’ in their decision making in the design of policies and in the delivery of services.

Detailed Information

The Deputy Clerk met with the family members to establish the proposed location of a memorial bench and the photographs below show the location that this family had in mind and now seek the permission of Ledbury Town Council to “take ownership” of the bench. Family members have been advised that should permission be granted, this is on the strict understanding that the family will be responsible for the upkeep of the bench, and should it fall into disrepair, then Ledbury Town Council has the right to take back responsibility for the bench to ensure that it remains safe for anyone using the bench.

The family have noticed that some of the bench seats have rotted away but with the concrete base/ironmongery still intact and wish to get someone to make a bench for them utilising the existing concrete base. The Deputy Clerk has approached Adrian Hope Tree Services, who undertook the recent tree felling programme along Knapp Lane, to see if they would be willing to either sell or donate a piece of wood that could be used as the seat. The residents are aware that they would need to appoint a carpenter and/or blacksmith to deal with the ironmongery to position the seat in place.



The above-mentioned locations are on the top ridge footpath, which was frequented on a daily basis by Ray, who passed away last year at the age of 97, having lived all his life in Ledbury.

Recommendation

That Members of the Environment and Leisure Committee consider whether to permit the family to make arrangements for the rebuild of a bench making use of a current base structure and allow them to be responsible for the upkeep of said bench once completed.

LEDBURY TOWN COUNCIL

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| ENVIRONMENT AND LEISURE COMMITTEE | 2 MAY 2024 | AGENDA ITEM: 9 |
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Report prepared by Julia Lawrence – Deputy Town Clerk

PLANTERS AND FLOWERS FOR WAR MEMORIAL AND PLANTING SCHEME FOR THE HOMEND

Purpose of Report

The purpose of this report is to provide Members of the Environment and Leisure Committee with more feedback from Ledbury in Bloom in respect of planters and flowers for the War Memorial and a Planting Scheme for the Homend.

Equality Duty

Under section 149 of the Equality Act 2010, the “general duty” on public authorities is set out as follows:

A public authority must, in the exercise of its functions, have due regard to the need to:

- a) Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;
- b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- c) foster good relations between persons who share a relevant protected characteristic and person who do not share it.

The public sector equality duty (specific duty) requires Ledbury Town Council to consider how it can positively contribute to the advancement of equality and good relations and demonstrate that they are paying ‘due regard’ in their decision making in the design of policies and in the delivery of services

Detailed Information

Members will recall that at a previous meeting of the Committee the Deputy Clerk was asked to contact Ledbury in Bloom for their thoughts on proposed new planters around the War Memorial and proposals for a planting scheme in Homend.

The Ledbury in Bloom Committee met recently and discussed the proposed new planters around the War Memorial in terms of style and position and also the stone pots around the War Memorial and whether flowers should be displayed in them at different times of the year to commemorate special events. (Agenda Item No. 9, 7 March 2024 refers).

In addition to this, Ledbury in Bloom (“LiB”) were also asked to consider the proposals put forward by a member of the public regarding the planting scheme for The Homend (Agenda Item No. 17, 7 March 2024 refers).

A copy of Ledbury in Bloom’s response is shown below:-

“War Memorial

I also received a call from the same member of the public regarding the planters and benches and said that I would be feeding LiB's thoughts back to you. I have also taken a good look at both the proposal and the actual Memorial.

The committee agree the benches should be more sympathetically arranged along the lines suggested and the newer troughs, which used to stand around the memorial removed completely.

The long troughs which sit in front of the Alms House wall are rotting and need to be replaced. Either with the same (which would match those at the Top Cross) or with low square containers.

One of the LiB team is prepared to replace the two long troughs like for like and I can supply a quote for this. Probably in the region of a couple of hundred pounds. If LTC want to approach the Ledbury Men's Shed group to make square planters then LiB would like to have some input into the size and height.

I'm sure you are aware that Clive Jupp currently looks after these troughs.

The committee did think that doing nothing isn't really an option as the long troughs are in a very sorry state and do need replacing.

Flowers at the four corners of the Memorial:

The committee felt that it would be better for LTC to approach a florist for ideas. However the Committee did think that commemorating the different annual event days would be too complicated, and that only Remembrance day should be marked. The rest of the year the containers should either be left empty or have some artificial green material in them.

Planting Scheme for the Homend

I took a look at the area outlined in your report and whilst LiB agree that greening this area would be a good idea there are some practical considerations. The pavement here is very narrow and it would be difficult to site any tubs or troughs along the curb because of parking.

It would be possible to put self watering sustainable half tubs (tubs which would stand flat) against the Platform Housing walls. These could match the self watering tubs in the rest of the High Street/Homend. Supplied by Amberol they cost £114.00 each plus VAT and delivery, add the cost of compost and shrubs you are looking in the region £175 - £200 per tub.

However I understand that Hereford Council have installed some very large moss lined planters /containers specifically aimed at reducing the effects of pollution on some of their busy roundabouts. Whilst not as aesthetically pleasing as the tubs, it may be worth contacting the environment person / team at Hereford for their input.

I hope this helps the committees' deliberations".

Recommendation

Members of the Environment and Leisure Committee are asked to consider the response from Ledbury in Bloom and decide what the next steps should be in respect of the War Memorial and Planting Scheme.

LEDBURY TOWN COUNCIL

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| ENVIRONMENT AND LEISURE COMMITTEE | 2 MAY 2024 | AGENDA ITEM: 10 |
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Report prepared by Julia Lawrence – Deputy Town Clerk

MARKET HOUSE – FEASIBILITY STUDY FOR SIT-ON STAIRLIFT

Purpose of Report

The purpose of this report is to update Members of the Environment and Leisure Committee with the Feasibility Study that was previously presented to Ledbury Town Council in respect of the sit-on stairlift for the Market House.

Equality Duty

Under section 149 of the Equality Act 2010, the “general duty” on public authorities is set out as follows:

A public authority must, in the exercise of its functions, have due regard to the need to:

- a) Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;
- b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- c) foster good relations between persons who share a relevant protected characteristic and person who do not share it.

The public sector equality duty (specific duty) requires Ledbury Town Council to consider how it can positively contribute to the advancement of equality and good relations and demonstrate that they are paying ‘due regard’ in their decision making in the design of policies and in the delivery of services.

The Equality Act 2010 requires all buildings to have disabled access. There is a misconception that Listed Buildings are exempt from requiring wheelchair access, due to the historic nature of the building. That is incorrect. However, Caroe & Partners have considered all options and unfortunately it is not feasible for wheelchair access in its current format.

Detailed Information

At the meeting of Environment and Leisure Committee held on 7 March 2024, Members noted that initial comments were received from Caroe & Partners in respect of the pros and cons of installing a sit-on stairlift and acknowledged that there were major fire and health and safety risks associated with the introduction of a sit-on stairlift and that it would be difficult to accommodate all disabilities.

Due to these constraints, Members agreed not to proceed at the present time with a sit-on stairlift and requested that Caroe & Partners submit their invoice for works undertaken to date and whether Caroe & Partners 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 stairlift.

Following the March meeting, Caroe & Partners were requested to provide a statement, but the Consultant confirmed that they had already completed their Feasibility Study and a copy is attached at Appendix A. The Summary section of the Feasibility Study, on page 17, lists the conclusions put forward by Caroe & Partners and Members are asked to consider whether the conclusions put forward are sufficient and in substitution for a clear statement.

Recommendation

That Members of the Environment and Leisure Committee receive and note the contents of this report and confirm whether the contents of the Feasibility Study are acceptable as they stand or whether a clear statement from Caroe & Partners is still required.

FEASIBILITY STUDY

Market House, Ledbury

Improving Access to First Floor Municipal Chamber



27th February 2024

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Appendix A: Indicative drawings of options

1. BACKGROUND

1.1. Introduction

- 1.1.1. This options appraisal for improving the physical accessibility of first floor chamber the Market House in Ledbury has been prepared on the instructions of Ledbury Town Council, in order to improve access into the building.
- 1.1.2. The interior of the building is elevated above pavement level, and the only access is via a staircase, constructed in the late 19th century, which doesn't meet current Part M building regulation standards. There is no access for wheelchair users.
- 1.1.3. Currently the use of the building is restricted, to ensure that the council comply with the requirements of the Disability Discrimination Act 1995 (DDA). Meetings and events can be held in alternative accessible venues, so that those who may struggle to use the existing stairs are not discriminated against.
- 1.1.4. Improved access would enable the building to be used more regularly and for a wider variety of functions.
- 1.1.5. The building is Grade I listed, meaning any alterations should be assessed against any harm to the significance of the building or its historic fabric.
- 1.1.6. A previous options appraisal was carried out in 2003, by Ian Stainburn of Stainburn Taylor, following an access audit. The study ruled out any modification to the existing 17th century timber frame, each part has a vital role to play in resolving structural load paths. The alterations for the existing stair, installed in the 19th Century, involved cutting through a jetty beam, which required subsequent repairs to address the instability caused, further alterations would be inadvisable.
- 1.1.7. Although there was general support for access improvements from conservation bodies such as Historic England, proposals that involved altering the external appearance of the market hall were met with a great deal of local opposition. Minor alterations appeared to make too little improvement for the work required to accommodate them. None of the options were pursued further.
- 1.1.8. 20 years on from the original study, the council are considering installing a chair lift to improve accessibility into the market house.
- 1.1.9. This study will review the feasibility of this, briefly compare it to previously considered options, and explore other potential options.

1.2. Assessment Criteria

ACCESSIBILITY

- 1.2.1. The Disability Discrimination Act requires that reasonable steps be taken to provide access for people with disabilities. In the context of historic buildings, this concept has to be set against likely disturbance of historic fabric to achieve the aim of the Act. If historic fabric cannot reasonably be removed or altered, alternative methods are required to make the facilities provided available to all potential users. This report takes this into account and relates the need for improvement to access to likely damage to or loss of historic fabric to achieve this end.

The scope of the Act covers the following user groups:

- People with sensory impairments
- People with dexterity impairments
- Wheelchair users, and ambulant disabled

People with learning difficulties and mental health problems

Historic England guidance notes that 'good access depends on the effective management of the whole service – in many instances a simple change in operational working can overcome an apparently stubborn physical access issue.'

FIRE SAFETY

- 1.2.2. Provision of equipment or new access routes must not negatively impact on the fire safety of the building and ease of evacuation. Fire risk assessments will need to be updated, and a plan put in place to ensure the people with additional accessibility requirements who would be able to access the space can safely exit in an emergency. These works should be a good opportunity to make improvements to escape routes and refuges.

HERITAGE IMPACT

- 1.2.3. The benefits of improved usage need to outweigh any impact on the evidential, historical, communal and aesthetic value of the building caused by the alterations.

PRACTICALITY

- 1.2.4. The dignity of all users needs careful consideration, alongside what level of expertise is required to operate any access equipment. Security and protection from theft and vandalism also needs appraising.

1.3. Limitations of this Report

- 1.3.1. This report focuses on a selection of the most feasible options, many other options have been considered and discarded due to disproportionate cost, harm to the historic building, or health and safety hazards.
- 1.3.2. Plans are outline only and further detail may effect how closely the scheme can comply with current standards. Manufacturers may have further requirements or limitations. These may mean options are subsequently ruled out following further investigation.
- 1.3.3. The council is strongly advised to ensure their risk assessments and fire safety strategy for the use of this building are kept up to date. The Regulatory Reform (Fire Safety) Order 2005 requires the appointment of a Responsible Person, the Building Safety Act 2022 requires this person to carry out and record a full fire risk assessment.

1.4. Related Legislation and Guidance

- BS 8300-2:2018 Design of an accessible and inclusive built environment. Buildings - code of practice
- BS 9999:2017 Fire safety in the design, management and use of buildings - code of practice
- Building Regulations Approved Document Part B, Fire Safety
- Building Regulations Part M
- Building Sight - a handbook of building and interior design solutions to include the needs of visually impaired people
- Department for Education and Employment (DFEE) Code of Good Practice for the Employment of Disabled People
- Disability Discrimination Act 1995 (DDA)

- DDA 1995 Code of Practice 2004.
- Historic England Technical Advice– Easy Access to Historic Buildings 2015
- National Federation of Shopmobility
- Regulatory Reform (Fire Safety) Order 2005
- The Equality Act 2010
- UK Building Safety Act 2022
- Workplace (Health, Safety and Welfare) Regulation 1992

2. EXISTING SITUATION

2.1. General Description and History



Fig A: The Market House viewed from the North and West, Source: Ledbury Town Council

- 2.1.1. The Grade I listed Market House was constructed around 1617, and is believed by some to be designed by the king at the time's carpenter, John Abel. It is a timber framed building with rendered infill panels, the enclosed main floor of the building is elevated on 16 oak posts set on stone bases.
- 2.1.2. Below the building there is a well-used space for a market or social community seating.
- 2.1.3. The existing stairs up to the internal space, the windows and floor structure are later, Victorian, additions. The stairs end within an enclosure with a door into the main room, which is a single, approximately 110m² open-plan space with Victorian stagings. The first floor jetties out above the lower space, creating a narrow space surrounding the stair enclosure. The maximum escape distance from the corner of the main space to the stair encloser is approximately 14m.
- 2.1.4. The stairs are split into 2 flights with a mid-point landing. There are 11 steps to the first flight, then a landing with a 90° turn and a further 14 steps. The total height is approximately 4128mm, steps have a pitch of approximately 31°. The rise of the steps varies between 158 - 170mm and the going between 205 - 297mm. The width is approximately 1046mm. To improve building regulations compliance, a

steel handrail and non-slip treads and risers to the steps were added in the 2000s. There are two gates, one at the bottom of the steps and one after the landing.

2.1.5. At the time it was built, records suggest small shops constructed below the main first floor space, between the posts., were planned. The upper storey would have been intended to be used for business transactions or like a town hall. It was originally used for storage of various items, then altered in the early 19th century with a new stair and stagings, it was used as a town hall and for theatrical performances.

2.1.6. Listed building reference: 1349392



Fig B: The Market House First Floor Chamber Internally

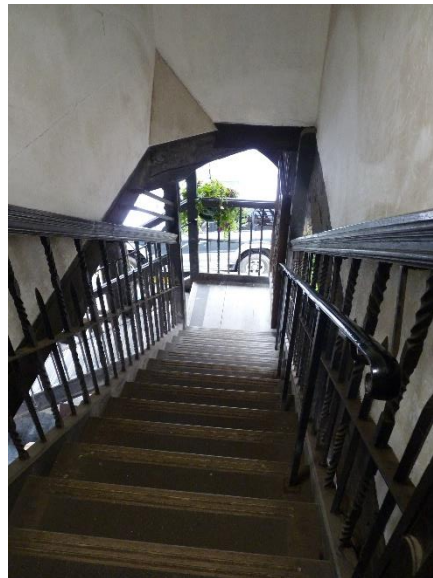


Fig C: View from the Bottom and Top of the Stairs

2.2. Usage

- 2.2.1. Meetings are held when it is known that all potential attendees can traverse the stairs. Private tours are occasionally given.
- 2.2.2. Previously crafts markets have been held on the first floor.
- 2.2.3. Current usage is severely restricted, as for most uses the Council can not meet their responsibilities under the Equality Act 2010, due to lack of accessibility.

2.3. Location

Address: Market House, High Street, Ledbury

- 2.3.1. The Market House stands on a prominent area, just off Ledbury High Street, and is clustered with other historically significant buildings such as 3 Grade II listed shops immediately adjacent to it, the Grade I listed council offices, and the Grade II listed war memorial and Almshouses across the road.
- 2.3.2. The Market House is bordered by the main High Street to the West, a parking area and space for an external market to the South, a pavement and shops to the East, and pavements, a narrow access road and shops to the North. The area directly around the market house is owned by the District Council.

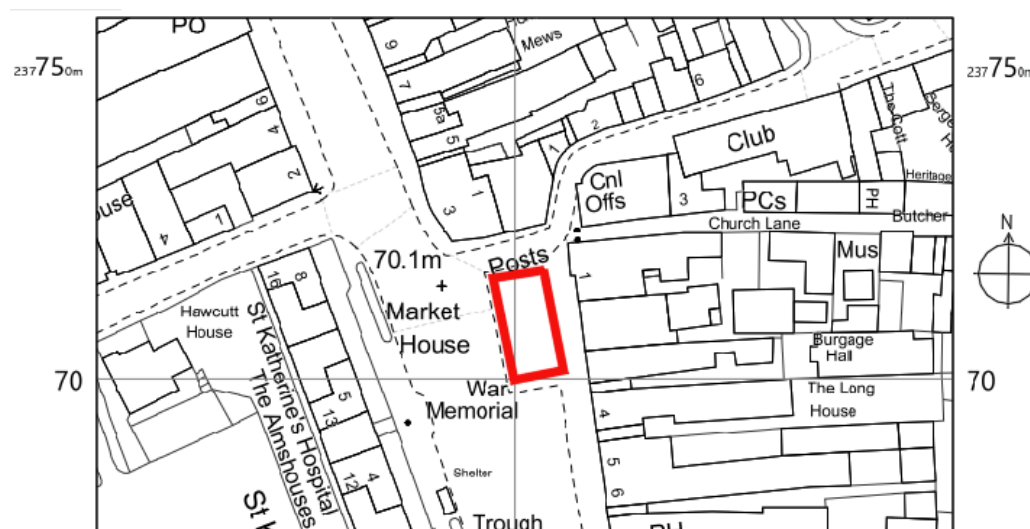


Fig D: OS MasterMap License no. 100019311

2.4. Relevant Building Regulations Guidance

APPROVED DOCUMENT PART B (Fire)

- 2.4.1. Section 0.17 states that when the guidance is too restrictive, for existing buildings of special historic interest, some variation of the provisions may be appropriate, following an assessment of hazards and risks.
- 2.4.2. The need for an alarm system should be reviewed, along with the provision of fire extinguishers and the general fire strategy.
- 2.4.3. The fire resistance of the stair enclosure and door should meet the minimum standards of REI 30.
- 2.4.4. Any security methods should not affect the fire safety provision.

- 2.4.5. The building would count as a 'small premises' under building regs guidance. The travel distance for the escape route is above the minimum required.
- 2.4.6. There's a single escape route from the main room, so no more than 60 people should occupy the space.
- 2.4.7. For an occupancy of 60 people, the minimum clear width of escape routes is 750mm, and the minimum clear width for stairs is 1000mm.
- 2.4.8. If the maximum occupancy is 50 people, the stair width can be reduced to 800mm.
- 2.4.9. The stair width shouldn't reduce at any point.
- 2.4.10. A 900 x 1400mm refuge should be provided on the first storey, within or with direct access to the stair enclosure. It should not reduce the stair width.
- 2.4.11. Lifts should not be used during a fire unless they are appropriately sited and protected and contain safety features so they're usable during a fire.
- 2.4.12. Lifts should be sited within a protected stairwell or be enclosed with min REI 30 fire resisting construction.

APPROVED DOCUMENT PART M (Access)

- 2.4.13. Approved Document Part M provides guidance on meeting Building Regulations requirements when making an alteration to or designing a building. It does not place an obligation on owners to alter existing buildings to suit the legislation, unless required by the Equality Act 2010.
 - 2.4.14. Section 0.17 outlines the need to 'improve accessibility where and to the extent that it is practically possible, always provided that the work does not prejudice the character of the historic building.'
 - 2.4.15. Any guarding, handrails or access equipment should not pose a risk of catching clothing.
- Stairs
- 2.4.16. Stairs need a minimum 1200mm long landing at the top. Steps to access a building should be a minimum of 1200mm wide.
 - 2.4.17. The going should be consistent, 280mm - 425mm. There should be a maximum of 12 steps per flight if the going is less than 350mm.
- Lifts
- 2.4.18. The installation of lifts must not conflict with requirements for means of escape.
 - 2.4.19. A passenger lift is deemed to be the most suitable form of access for all users.
 - 2.4.20. Lifting platforms can be considered, but if the vertical travel distance is over 2000mm, it must be enclosed. Minimum dimensions are 900 x 1400mm
 - 2.4.21. A wheelchair platform stair lift may be permissible in exceptional circumstances, the minimum clear width for escape routes must be maintained when it's in the parked position. The minimum dimensions are to be 800 x 1250mm. They should not be installed where their operation restricts the safe use of the stair by other people.
 - 2.4.22. There is no reference made to basic chair lifts, presumably these do not meet minimum requirements for public buildings.
 - 2.4.23. There needs to be an unobstructed maneuvering space 1500 x 1500mm, or a straight access route 900mm wide in front of any lifting device.

3. OPTIONS

3.1. Review of Options

3.1.1. The options assessed here are as follows:

- A. Do nothing
- B. Chair lift*
- C. Wheelchair platform stairlift*
- D. Rebuild stairs externally, and new lift in place of stairs*
- E. New lift externally.
- F. New lift within building footprint*

* Previously reviewed in 2003

3.1.2. Each option will be rated out of 5 in the following 4 categories: Accessibility, Fire Safety, Heritage Impact, and Practicality. This will be summarised in the next section.

3.2. Option A: Do Nothing

3.2.1. The implication of no access alterations needs considering.



Fig E: Base of Stair and Enclosure at the Top

ACCESSIBILITY

3.2.2. The width of the stairs is approximately 150mm narrower than the 1200mm required by Part M for access into a building.

3.2.3. The number of treads per flight, risers, goings, and landing widths also fall short of standards.

3.2.4. A stair climber may be able to be used to provide access for those requiring assistance, if they can navigate the mid-point landing. Historic England summarises the issues of doing this:

'They must be operated by trained staff, do not serve all types of wheelchair, nor do they resolve the access problems of those who have difficulties with steps. They may also cause embarrassment and can give rise to anxiety because of their perceived lack of safety. The damage they can do to stair treads may also make them unsuitable for use on significant historic staircases. A stair climber may be the only solution to some access problems but should only be considered when there is no other practical option.'

- Easy Access Technical Advice Note

3.2.5. Score 1/5

HERITAGE IMPACT

- 3.2.6. The building would remain unaltered.
- 3.2.7. The less a building is used, the more likely it is that essential maintenance issues are likely to be missed. There will be less opportunities to ventilate the internal space, which is good for the fabric of the building.
- 3.2.8. Score 4/5

FIRE SAFETY

- 3.2.9. As noted previously, a single escape route is adequate for this small premises.
- 3.2.10. The upper room is open plan, so a fire is unlikely to go undetected within the space. A situation where a fire starts in the area below the building should be considered.
- 3.2.11. The stair enclosure could be altered to provide a refuge, if use of a stair climber is being considered.
- 3.2.12. A fire risk assessment may raise additional points.
- 3.2.13. Score 4/5 pending risk assessment.

PRACTICALITY

- 3.2.14. Providing people unable to access the space with a reasonable equivalent, to meet the obligations of the Equality Act 2010, is unfeasible for many potential uses of the internal space. Video links are an unsatisfactory alternative to most activities, and there are other premises that can host functions that don't have the same restrictions.
- 3.2.15. Score 1/5

TOTAL SCORE: 10/20

3.3. Option B: Chair Lift

- 3.4.1. A chair lift would be installed on the existing stairs. A new wall next to the stair to support it may be required, or new metal posts set on the stairs, likely requiring additional reinforcement.
- 3.4.2. Many of the drawbacks of using a stair climber also apply to a chair lift.



Fig F: External chairlift, source: Handicare 1000

ACCESSIBILITY

- 3.4.3. It would reduce the usable width of the stairs to approx. 850mm, which is already below Part M standards.

- 3.4.4. The enclosure at the top of the stairs would require re-making to allow sufficient space.
- 3.4.5. Many users would be unable to use the equipment without assistance.
- 3.4.6. It would be unsuitable for those who require larger wheelchairs, which would not be able to be easily brought up the stairs.
- 3.4.7. It would mean users who are unsteady on their feet, but not necessarily totally reliant on a wheelchair, would be able to safely access the building.

3.4.8. Score 2/5

HERITAGE IMPACT

- 3.4.9. Alterations to the stairs would be necessary, including to the gates, potentially the modern handrail, and a solid partition may be necessary. The stairs are relatively modern and have already had alterations, so this is of lesser impact.
- 3.4.10. All available chairlifts are unapologetically modern, designed with functionality as a priority. This will affect the historic appearance of the Market House, however the size of the equipment is relatively small and there is often modern furniture under the Market Hall anyway.
- 3.4.11. The stair enclosure is another modern addition and not particularly attractive, steps could be taken to minimise how much alterations impinge on the main space.

3.4.12. Score 4/5

FIRE SAFETY

- 3.4.13. From one manufacturer's details, the chair rail will reduce the usable width of the stairs to approx. 850mm, the modern handrail may need to be re-mounted. This is within the guidance for a 50 person occupancy.
- 3.4.14. Altering the upper enclosure would provide the opportunity to create a refuge.

3.4.15. Score 3/5

PRACTICALITY

- 3.4.16. Historic England advice notes that 'they tend to be unpopular with disabled people and can be undignified or impossible for some people to use.' This method involves transferring someone to the seat in full view of the general public.
- 3.4.17. There's a risk the chair could be vandalised or misused if left at the bottom.
- 3.4.18. Wheelchairs which aren't easily brought up the stairs would need to be stored somewhere safe while the owners were upstairs.
- 3.4.19. There would need to be a spare wheelchair kept at the top of the stair, many people may be uncomfortable using an unfamiliar chair.
- 3.4.20. Some chairs may be manually operated if there's a powercut, so users won't be stranded, subject to means of escape risk assessments.
- 3.4.21. The electricity supply capacity for this and subsequent options would need checking.

3.4.22. Score 2/5

TOTAL SCORE: 11/20

3.4. Option C: Wheelchair Stair Lift

- 3.5.1. Wheelchair lifts provide a platform which a user can access with their wheelchair, it then lifts following the pitch of the stairs. Some have a seat that can be used in addition, for ambulant users.



Fig D: Wheelchair Stair Lift, Source: Stairiser CR, Stannah

ACCESSIBILITY

- 3.5.2. It would reduce the usable width of the stairs, which is already below Part M standards. Part M requires that they should not be installed where their operation restricts the safe use of the stair by other people, on the existing stairs it would take up the full width when in use.
- 3.5.3. The enclosure at the top of the stairs would require re-making to allow sufficient space. The device would also have to extend into the ground floor open air space.
- 3.5.4. The maximum platform dimensions the stairs could accommodate would be 700 x 750mm, suitable only for small wheelchairs and not meeting the requirements of Part M.
- 3.5.5. It would be unsuitable for those who require larger wheelchairs, which would not be able to be easily brought up the stairs.
- 3.5.6. It would mean users who are unsteady on their feet, and some wheelchair users, would be able to safely access the building.
- 3.5.7. Score 3/5

HERITAGE IMPACT

- 3.5.8. Alterations to the stairs and upper enclosure would be necessary, as discussed for the chair lift.
- 3.5.9. The machines can be powder coated to blend in with the existing stairs.
- 3.5.10. Score 4/5

FIRE SAFETY

- 3.5.11. From one manufacturer's details, the chair rail will reduce the usable width of the stairs to approx. 850mm. The modern handrail may need to be re-mounted. This is within the guidance for a 50 person occupancy.
- 3.5.12. Altering the upper enclosure would provide the opportunity to create a refuge.
- 3.5.13. When in operation, the lift will entirely block the only escape route.

3.5.14. Score 2/5

PRACTICALITY

3.5.15. There's a risk the lift could be vandalised or misused if left at the bottom.

3.5.16. Visitors with small wheelchairs can keep their chair with them throughout their visit and no awkward transfers are required.

3.5.17. Some lifts have a way to operate them if there's a powercut, so users won't be stranded.

3.5.18. The previous options study advised that there was not enough headroom at the landing level for this option. However it is unclear how much of a factor this is, as users would be seated.

3.5.19. Score 3/5

TOTAL SCORE: 12/20

3.5. Option D: Rebuild Stairs Externally, New Lift in place of Stairs

3.6.1. The 2003 study raised the possibility of a new staircase to the north end of the building, with a new opening in the north elevation, where it was hypothesised that a staircase used to be. The existing staircase void could fit a new lift, a toilet and kitchenette. The stair would occupy land owned by the District Council.



Fig E: Model of External Stair, by Stainburn Taylor 2004

ACCESSIBILITY

3.6.2. The majority of users would be able to safely and easily access the building. The stairs may be able to be set out so pedestrians can walk below it without it interrupting routes around the building, otherwise the pavement between the narrow access road and the steps up to the space below the building would be lost.

3.6.3. Score 4.5/5

HERITAGE IMPACT

3.6.4. The previous report advises that there is a former door opening visible internally, and the timber frame shows signs of more recent alterations to the north elevation, the other elevations being relatively untouched.

- 3.6.5. Further investigation would be needed into how much a new opening would impact on historic fabric.
- 3.6.6. The existing stairs are now over 150 years old and would be considered a historic asset in their own right.
- 3.6.7. It would be a substantial alteration to the view of the north gable.
- 3.6.8. Score 2/5

FIRE SAFETY

- 3.6.9. Lifts need to meet certain standards to be able to be used in the event of a fire.
- 3.6.10. Stairs built to modern standards would be much easier to evacuate people down than the existing.
- 3.6.11. The standards relating to external escape stairs would need to be checked.
- 3.6.12. Score 4/5

PRACTICALITY

- 3.6.13. Both the lift and stairs can be locked outside of opening hours.
- 3.6.14. It would allow everyone to access the building with dignity.
- 3.6.15. The lift would be useful for bringing heavy items up
- 3.6.16. The stair would occupy land owned by the district council.
- 3.6.17. The stair could have a canopy over to protect visitors from the weather.
- 3.6.18. This option would be the most costly.
- 3.6.19. This option would likely be the most controversial
- 3.6.20. Score 3/5

TOTAL SCORE: 13.5/20

3.6. Option E: New Lift Externally

- 3.7.1. A lift could be installed on a clear area of pavement, with a walkway to the potential former opening mentioned in the 2003 study.



Fig F: North elevation with Stannah external platform lift

ACCESSIBILITY

- 3.7.2. The majority of users would be able to safely and easily access the building.
- 3.7.3. A walkway would be required to avoid blocking the pavement to the north of the Market Hall.
- 3.7.4. Score 4/5

HERITAGE IMPACT

- 3.7.5. Further investigation would be needed into how much a new opening would impact on historic fabric.
- 3.7.6. This retains the existing stairs.
- 3.7.7. It would be a substantial alteration to the view of the north gable, although potentially less than new stairs.
- 3.7.8. It would not impinge any further on the open-plan space within and below the building.
- 3.7.9. External lifts are generally not attractive, something like a curved glazed one may be well out of the council's budget. It could be clad to blend more with the building.
- 3.7.10. Score 2.5/5

FIRE SAFETY

- 3.7.11. See points for the rebuilt stair.
- 3.7.12. Score 4/5

PRACTICALITY

- 3.7.13. See points for the rebuilt stair.
- 3.7.14. Score 3/5

TOTAL SCORE: 13.5/20

3.7. Option F: New Lift within the Building Footprint

- 3.8.1. The 2003 study showed a lift right in the middle of the space, but a square structural bay closer to the edge could be used, or within a platform.



Fig F: Enclosed platform lift, source: assisted-lifting.com

ACCESSIBILITY

3.8.2. The majority of users would be able to safely and easily access the building.

3.8.3. Score 4/5

HERITAGE IMPACT

3.8.4. It would involve the removal of Victorian floor joists, but not the historic main structure.

3.8.5. It would be placed centrally so it would impact the usable space above and below the market hall. There are lifts that 'pop up' into the space out of a hatch in the floor, this would be a health and safety hazard, unless set within an area, such as one of the platforms, where access could be restricted.

3.8.6. It would impact on the unique character of the building with the open space below it and how it is read structurally. However, it could be argued that the building was not originally designed to have such an open space below, and instead be filled with shops.

3.8.7. It would impact on sightlines

3.8.8. Glazed lifts would still have visible modern framing, and the side with the mechanism would be opaque, cladding it may be the most unobtrusive option

3.8.9. Score 3.5/5

FIRE SAFETY

3.8.10. Lifts need to meet certain standards to be able to be used in the event of a fire.

3.8.11. The enclosure at the top of the stairs could still be adapted to create a refuge.

3.8.12. It would need to be enclosed in fire resisting linings, internally.

3.8.13. Score 4/5

PRACTICALITY

3.8.14. The lift can be locked outside of opening hours.

3.8.15. It would allow everyone to access the building with dignity.

3.8.16. The lift would be useful for bringing heavy items up.

3.8.17. The placement of the lift would impact on the use of the internal space.

3.8.18. Score 3/5

TOTAL SCORE: 14.5/20

4. SUMMARY

4.1. Table of Ratings

| Option | Accessibility | Heritage Impact | Fire Safety | Practicality | Total |
|-----------------------------------|---------------|-----------------|-------------|--------------|-------|
| A: Do Nothing | 1 | 4 | 4* | 1 | 10 |
| B: Chairlift | 2 | 4 | 3 | 2 | 11 |
| C: Wheelchair Stairlift | 3 | 4 | 2 | 3 | 12 |
| D: External stairs, internal lift | 4.5 | 2 | 4 | 3.5 | 13.5 |
| E: External lift | 4 | 2.5 | 4 | 3.5 | 13.5 |
| F: Internal lift | 4 | 3 | 4 | 3.5 | 14.5 |

4.2. Conclusions

- 4.2.1. We've added up the scores, however not all assessment criteria should have an equal weighting.
- 4.2.2. A significant issue is cost, the higher scored options are the most costly, if these require years of fundraising to achieve, this does not help people wanting to use the building in the near future.
- 4.2.3. Installation of a chairlift would involve substantial works to the stairs, gates and upper enclosure, so is unlikely to give value for money as a relatively quick way of addressing the issue, while a project is developed to provide a lift. There would need to be thorough risk assessments carried out to ensure the fire safety of the building isn't compromised. It isn't an ideal solution, mainly because it would still exclude many wheelchair users, but with careful management it could provide a wider selection of people with safe access.
- 4.2.4. The wheelchair stairlift fully blocks the stairs when in use. They are slow moving and, a situation where multiple people need to escape the building but are trapped behind the stairlift needs considering. It would likely need more alterations to the stairs and therefore more costs than the chairlift. It seems that there are too many compromises to justify this over the other options.
- 4.2.5. External stairs would address a lot of the drawbacks of the other options, however it is a substantial alteration, would be very costly, and would be highly controversial.
- 4.2.6. The external lift suffers from the same issues.
- 4.2.7. All alterations would require input from Historic England and Herefordshire Council, and an archaeological appraisal. They would need Listed Building, Planning and Building Regulations consent.
- 4.2.8. Both external options would require negotiations with the District Council and Highways.
- 4.2.9. The internal lift could be relatively discrete below the building. Above, the floor area is large and most functions of the room could work around it. This would be more costly than a chairlift but could be put to good use, by many different users and to bring heavy items up.
- 4.2.10. A big drawback with a stairlift is that many people would need to be helped onto it, in full view of the general public, so is a less dignified and inclusive option. It excludes wheelchair users whose equipment is too big to bring up the stairs, or who don't have a trusted helper available. There's a reason that building regulations don't have standards for them for public buildings. This is not advisable as a

permanent measure, but often temporary measures become permanent despite best intentions. Therefore the internal lift option, at the least, should be further explored and ruled out before proceeding with the chair lift. Good wheelchair access will keep this important historic building in use, helping to ensure its future.

4.3. Next Steps

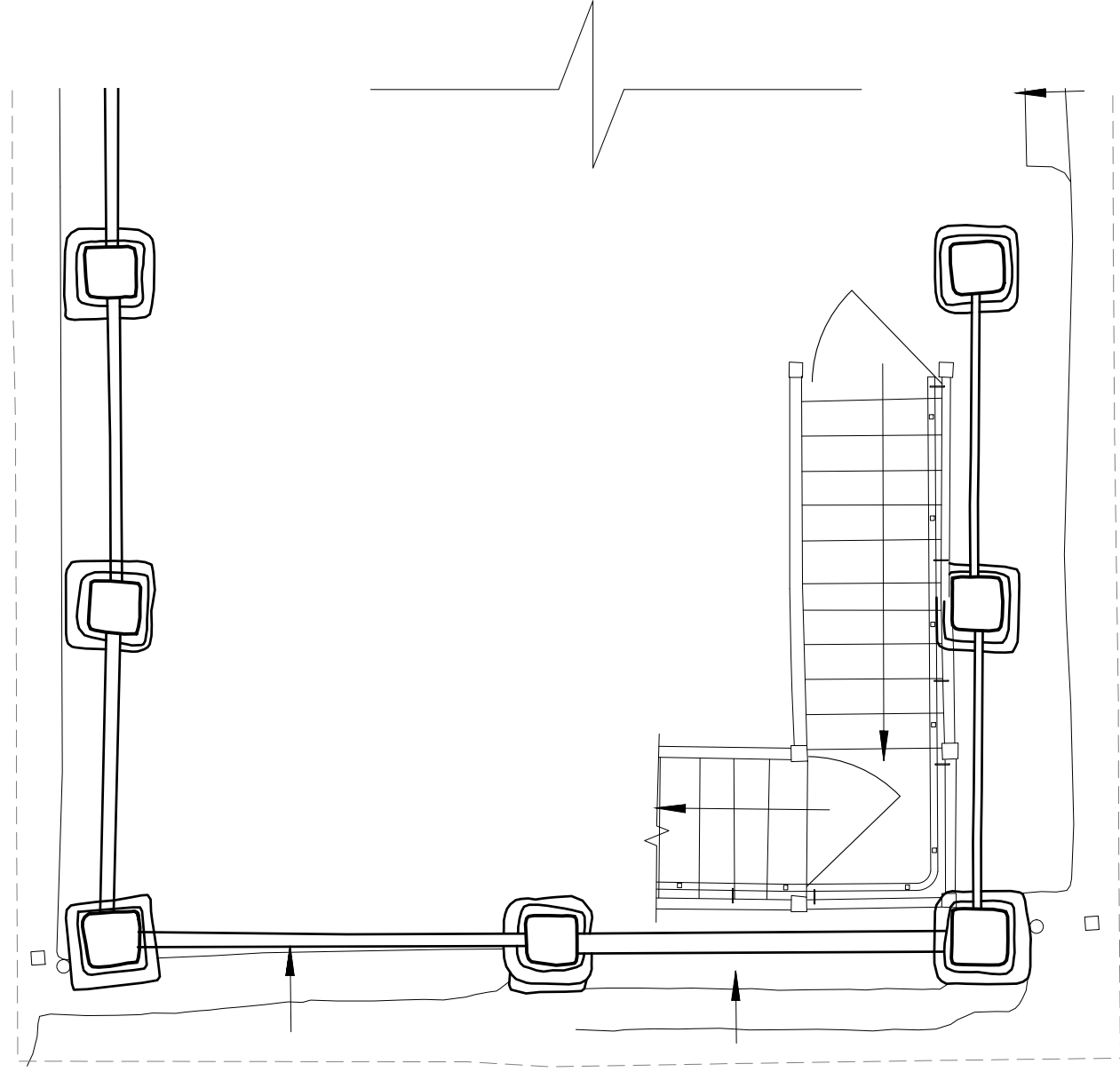
- 4.3.1. Budget costs would be prepared.
- 4.3.2. Resources and support for a large project involving a new set of stairs or lift needs reviewing. A plywood mock-up of how an internal lift would sit in the upper floor could be made, so people could better appreciate and review the impact it would make to the use of the space. Different positions could be tried. A mock-up in the lower space could also be reviewed.
- 4.3.3. Archaeological investigations or a review of historic documentation on the elements of the building proposed to be altered would be required.
- 4.3.4. Risk assessments would need reviewing and updating. Emergency lighting and fire detection systems should be considered.
- 4.3.5. How the market hall could be used with the right access provision should be reviewed, along with the availability of alternative facilities. The provision or proximity of facilities such as accessible toilets should be considered.
- 4.3.6. Lift or chairlift companies would be approached to see if they would carry out a site visit with an architect to discuss the site constraints and whether they could be overcome. Detailed designs would then be developed.

APPENDIX A: LAYOUT DRAWINGS OF OPTIONS

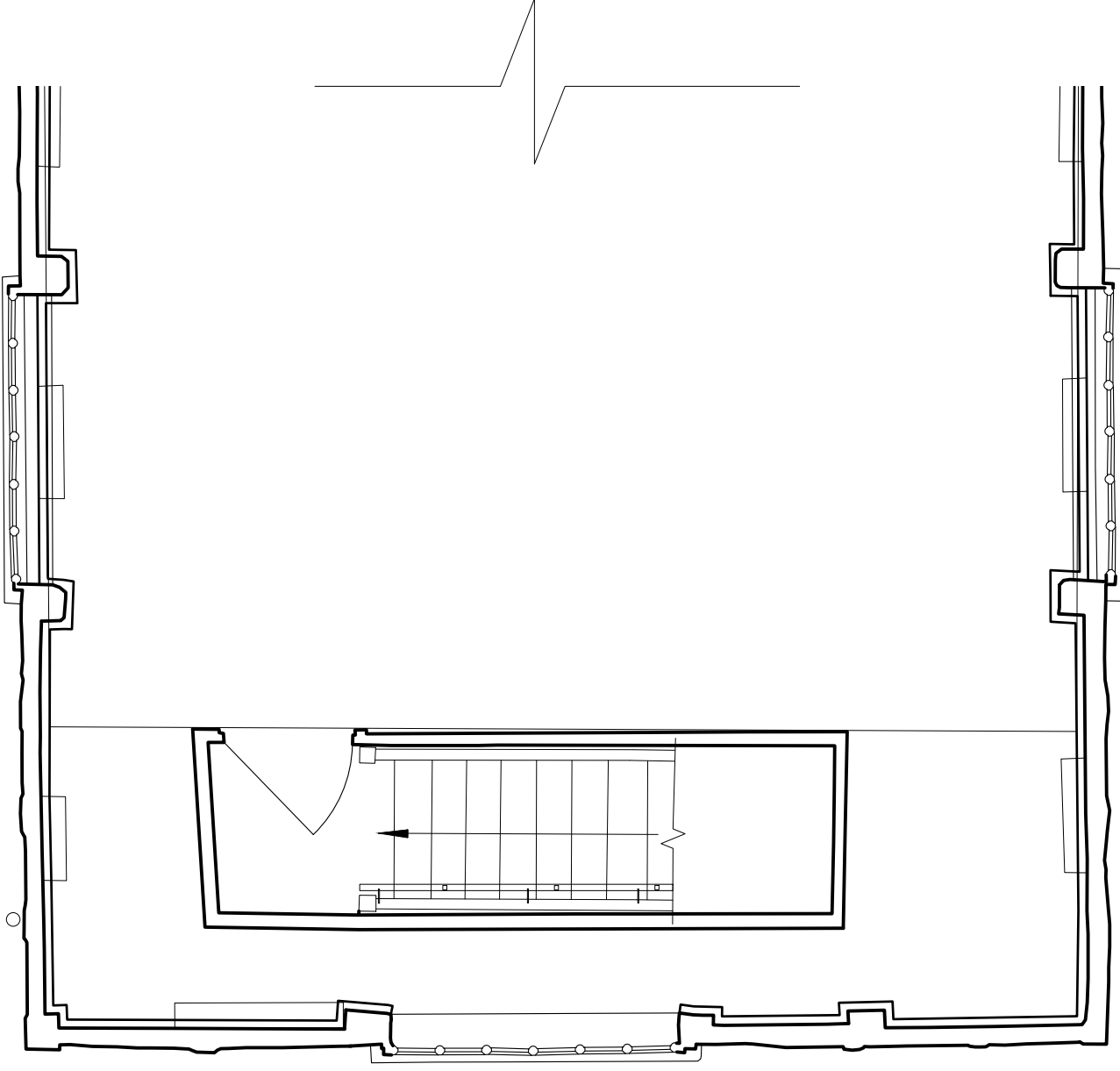
SCALED DIMENSIONS SHOULD NOT BE TAKEN FROM THIS DRAWING.

All dimensions must be checked on site before detailed design, construction or fabrication.

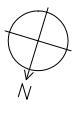
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GROUND FLOOR NORTH END



FIRST FLOOR NORTH END



0 2500mm

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Project

**LEDBURY
Market Hall Access**

Drawing

Market Hall OPTION A
As Existing Sketch Plan

Drawing No.

H1930/3/SK01

Scale

1:50 @ A3

Date

Feb 2024

Drawn By

HG

Purpose

Preliminary

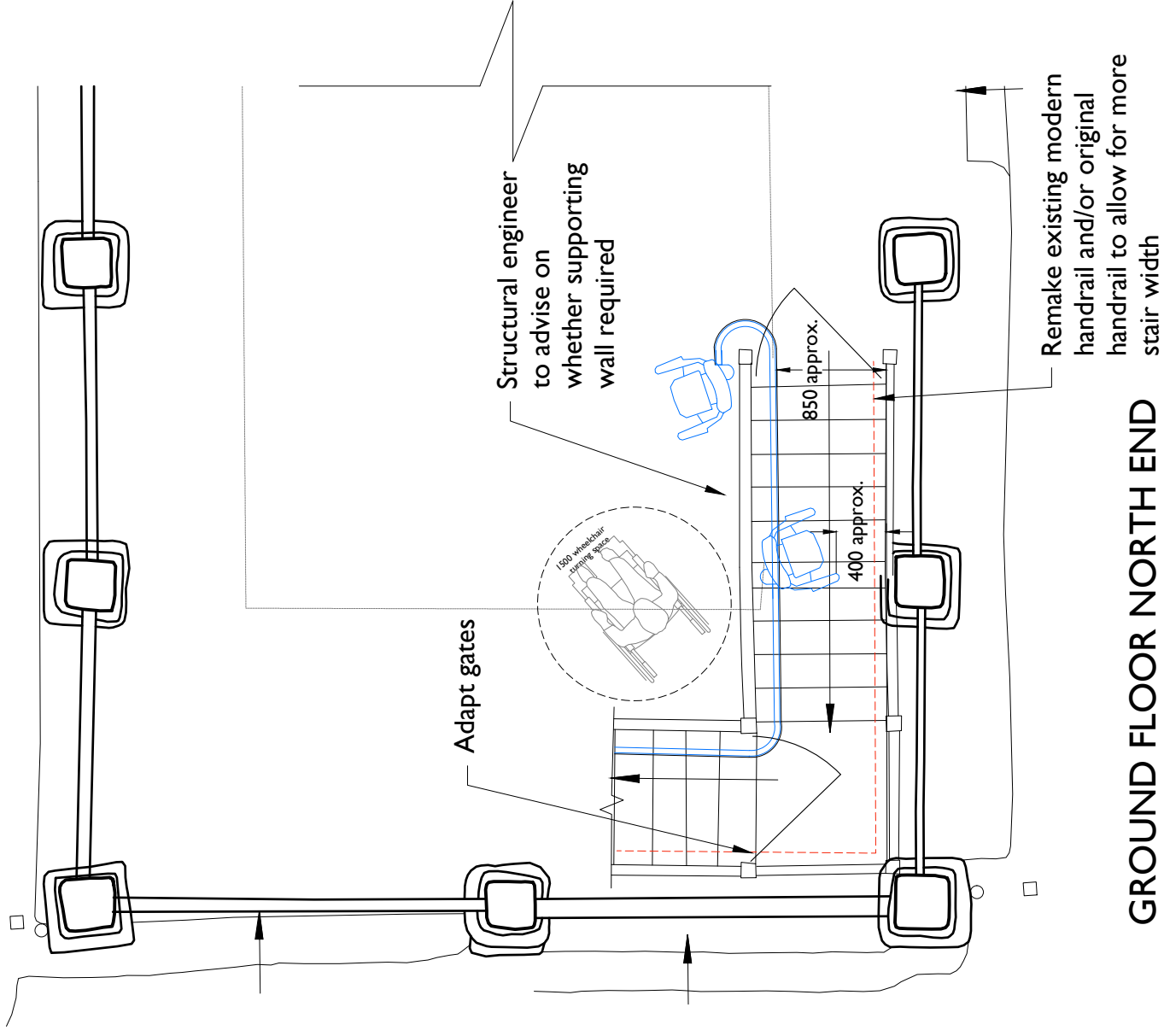
SKETCH LAYOUT ONLY, SETTING OUT AND FINAL DIMS OF LIFTING EQUIPMENT HAS NOT BEEN CHECKED

LAYOUT AS SHOWN DOES NOT COMPLY WITH APPROVED DOCUMENT PART M

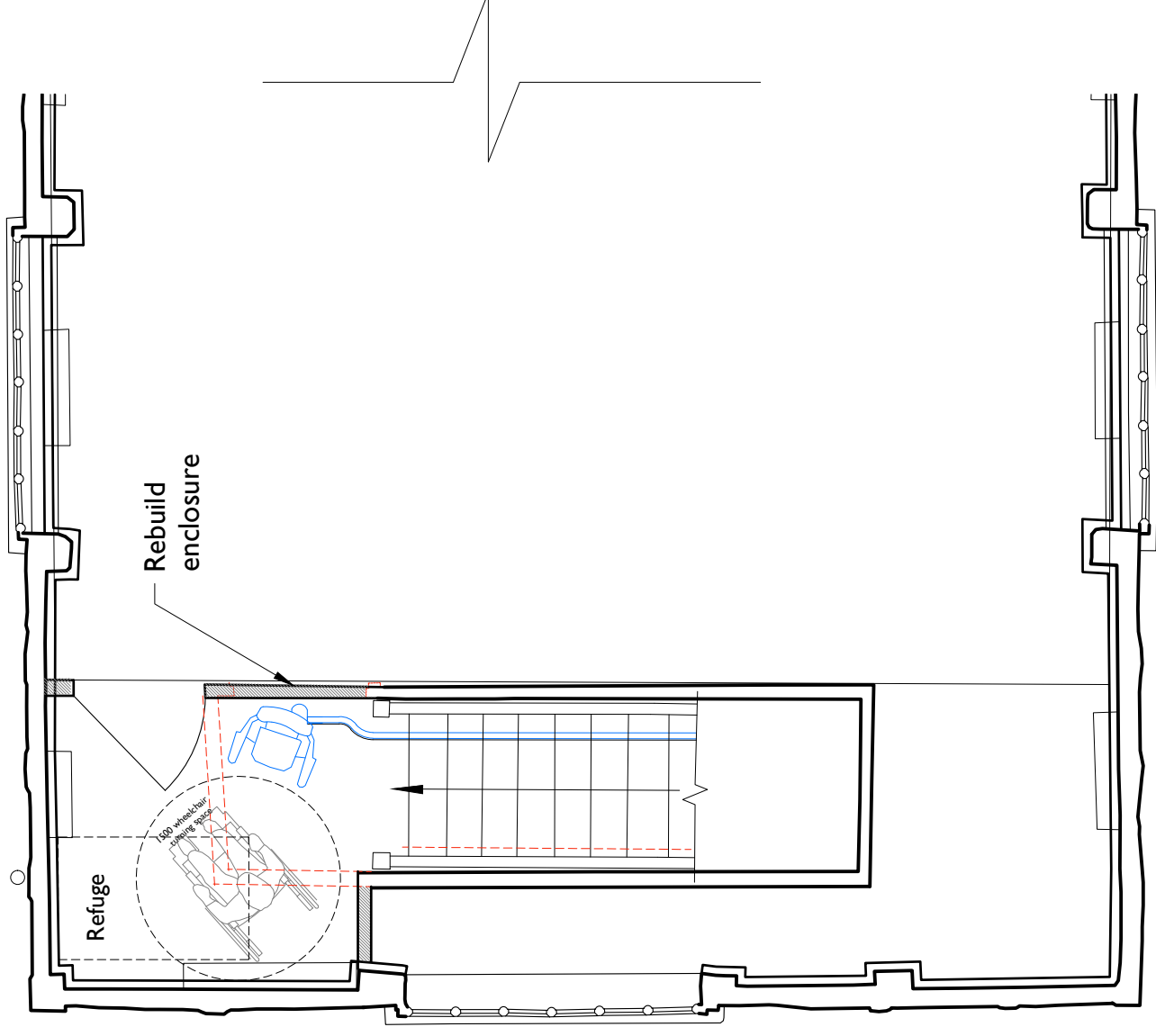
PROS:
 Minimal impact on existing fabric
 Cheapest option
 Safe access for those unsteady on the stairs

CONS:
 May require alterations to stairs
 Impinges on width of stairs
 Wheelchair users would require assistance and may not be able to keep their chair
 Less dignified option

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Project
LEDBURY
Market Hall Access

Drawing
 Market Hall OPTION B
 Chair Lift Sketch Plan

Drawing No. H1930/3/SK02
Scale 1:50 @ A3

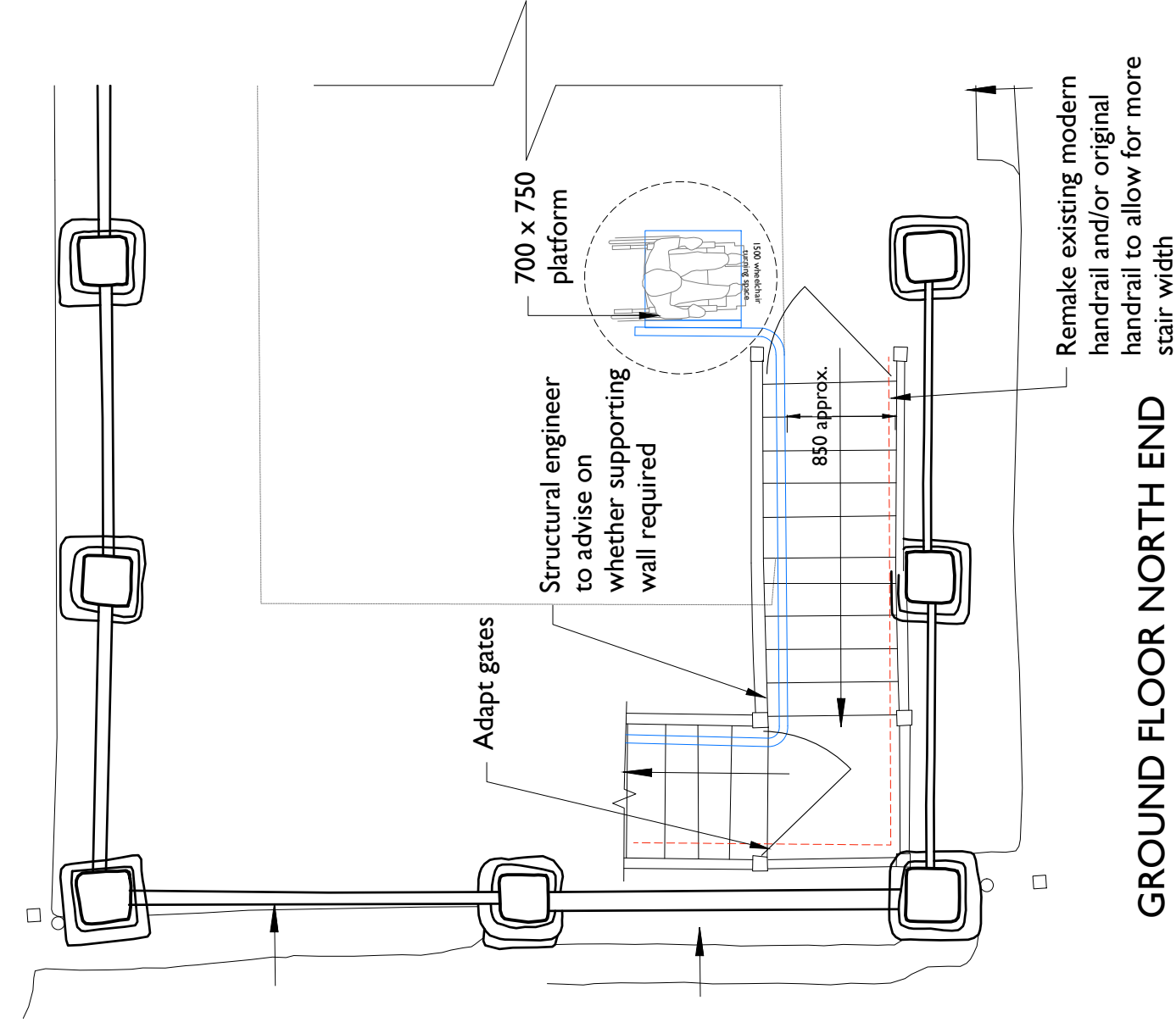
Date Feb 2024
Drawn By HG
Purpose Preliminary

SKETCH LAYOUT ONLY, SETTING OUT AND FINAL DIMS OF LIFTING EQUIPMENT HAS NOT BEEN CHECKED

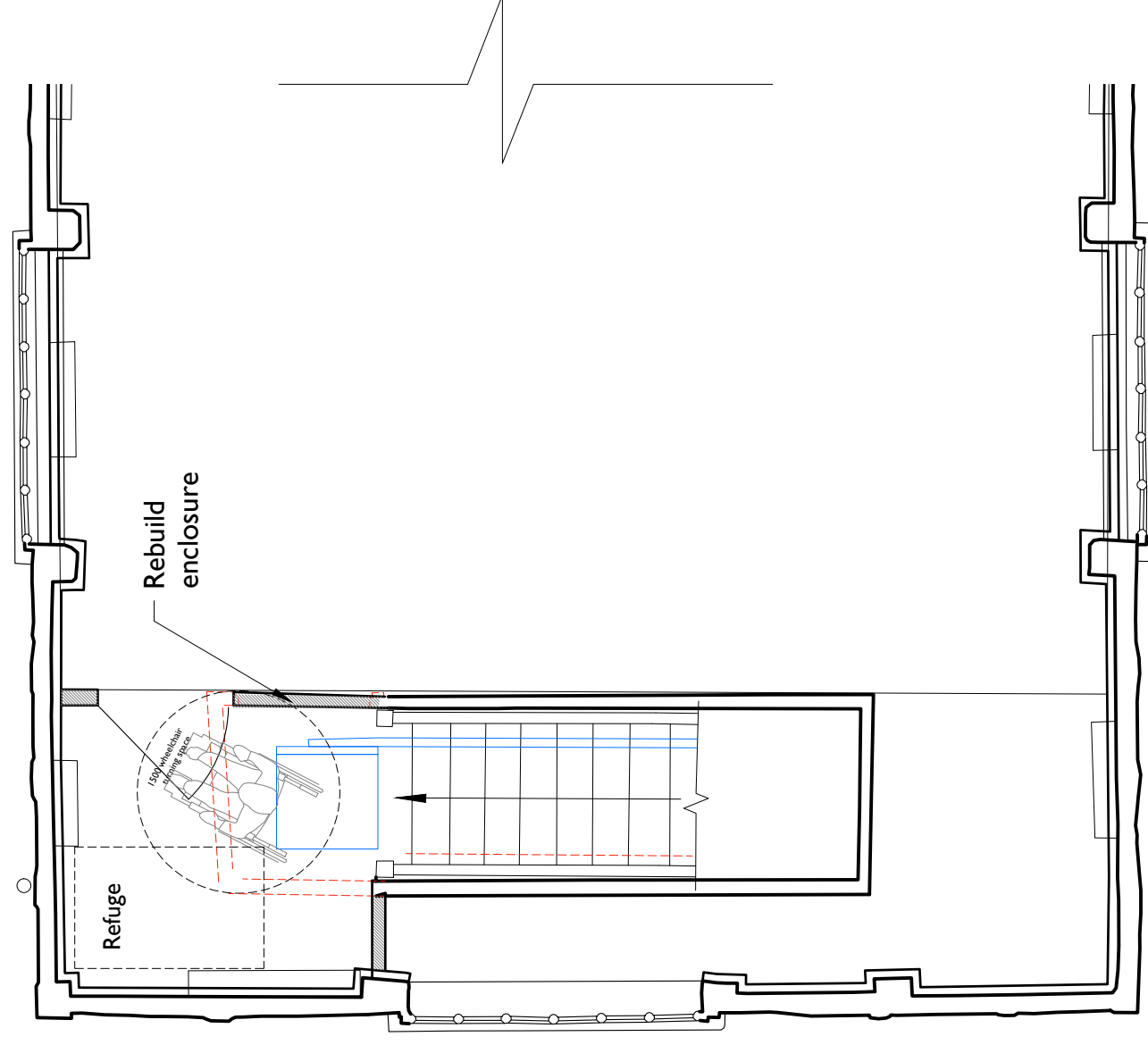
PROS:
 Minimal impact on existing fabric
 Safe access for those unsteady on the stairs and some wheelchair users

CONS:
 May require alterations to stairs
 Impinges on width of stairs
 Not suitable for larger chairs
 Blocks escape route when in use

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GROUND FLOOR NORTH END



FIRST FLOOR NORTH END

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Project
LEDBURY
 Market Hall Access

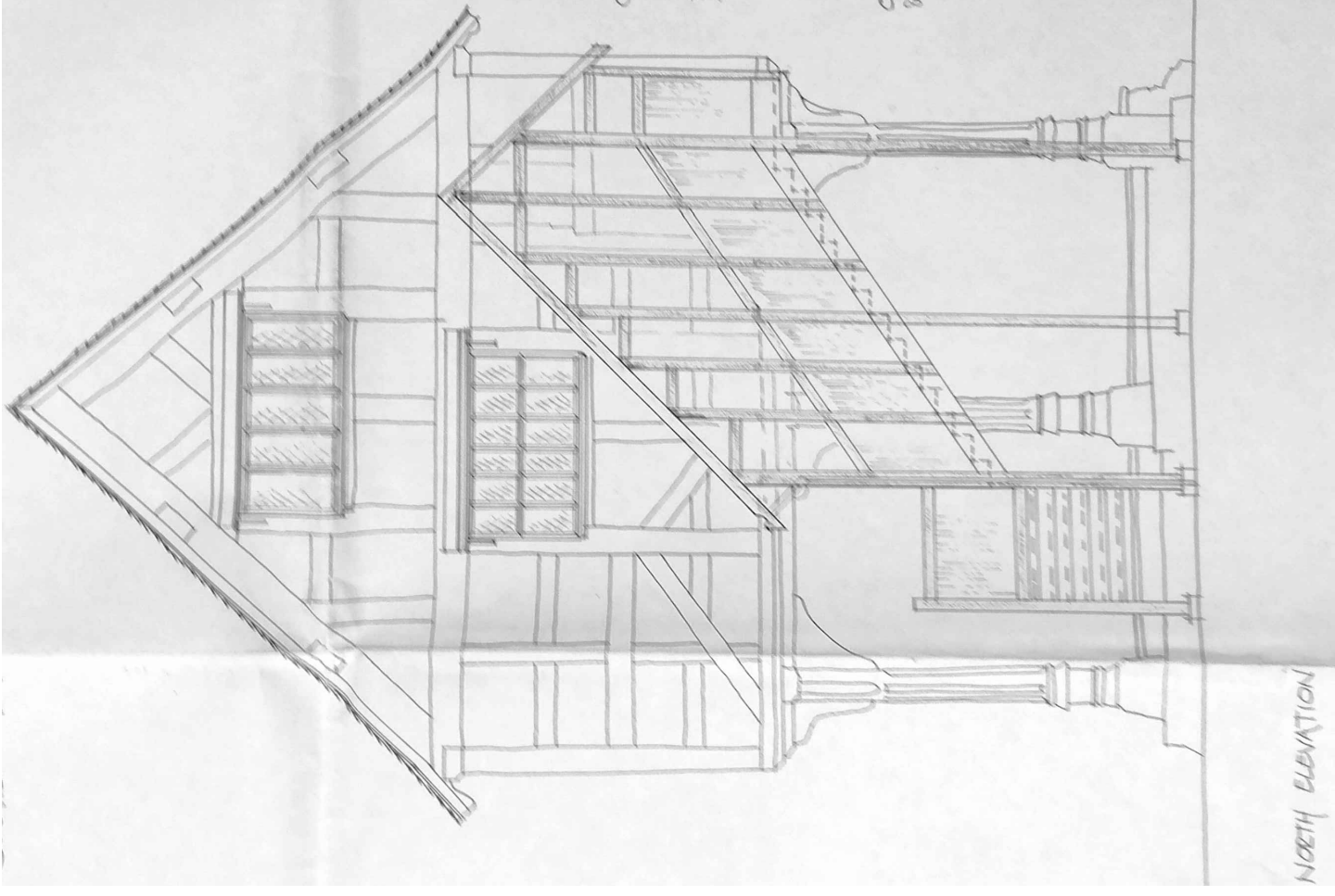
Drawing
 Market Hall OPTION C
 Wheelchair Stair Lift Sketch Plan

| Drawing No. | Scale | |
|--------------|-----------|-------------|
| H1930/3/SK03 | 1:50 @ A3 | |
| Date | Drawn By | Purpose |
| Feb 2024 | HG | Preliminary |

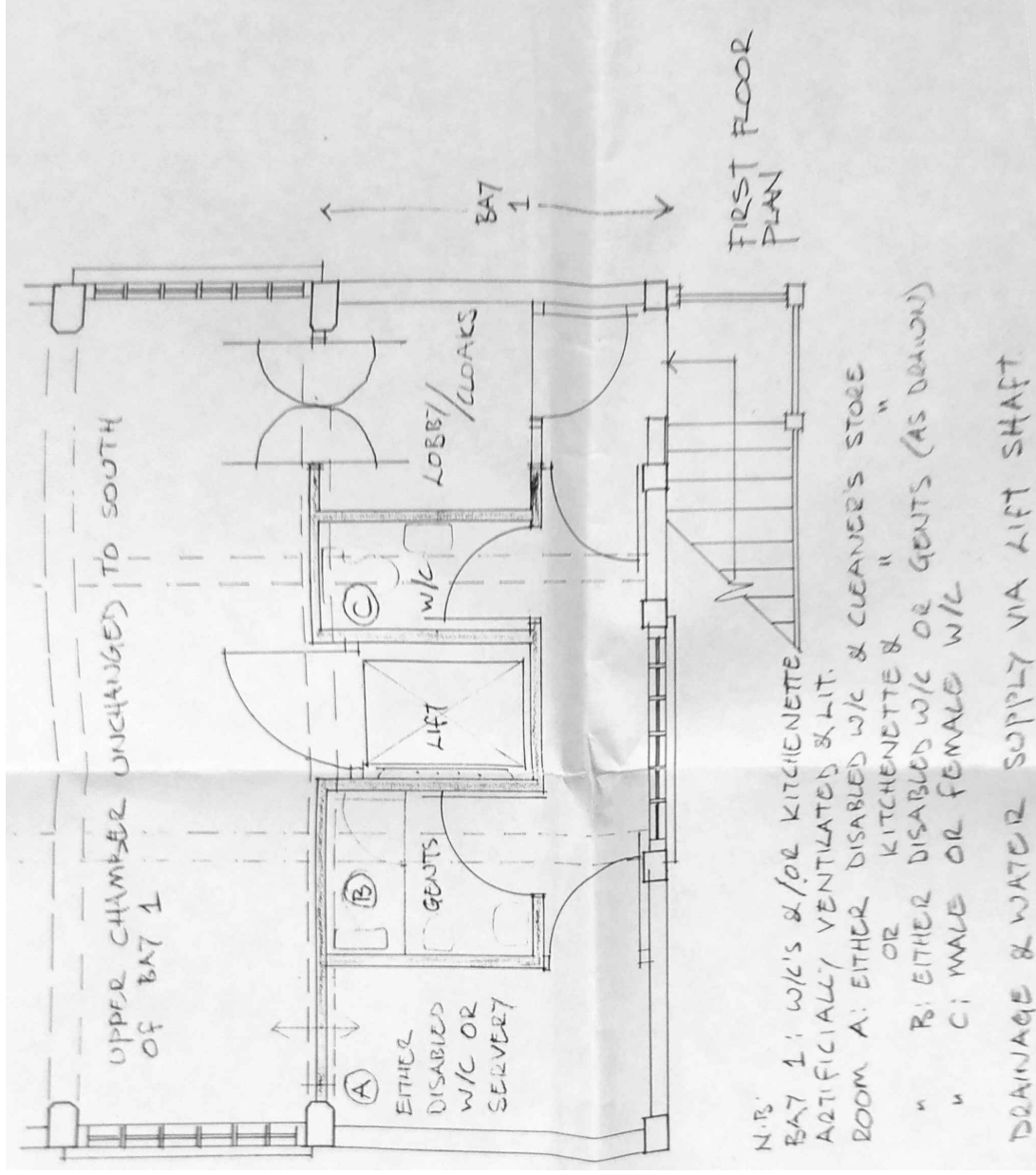
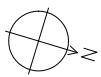
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NORTH ELEVATION



FIRST FLOOR NORTH END

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Project

**LEDBURY
Market Hall Access**

Drawing

Market Hall OPTION D
External Stairs Internal Lift

Drawing No. Scale

H1930/3/SK04 NTS @ A3

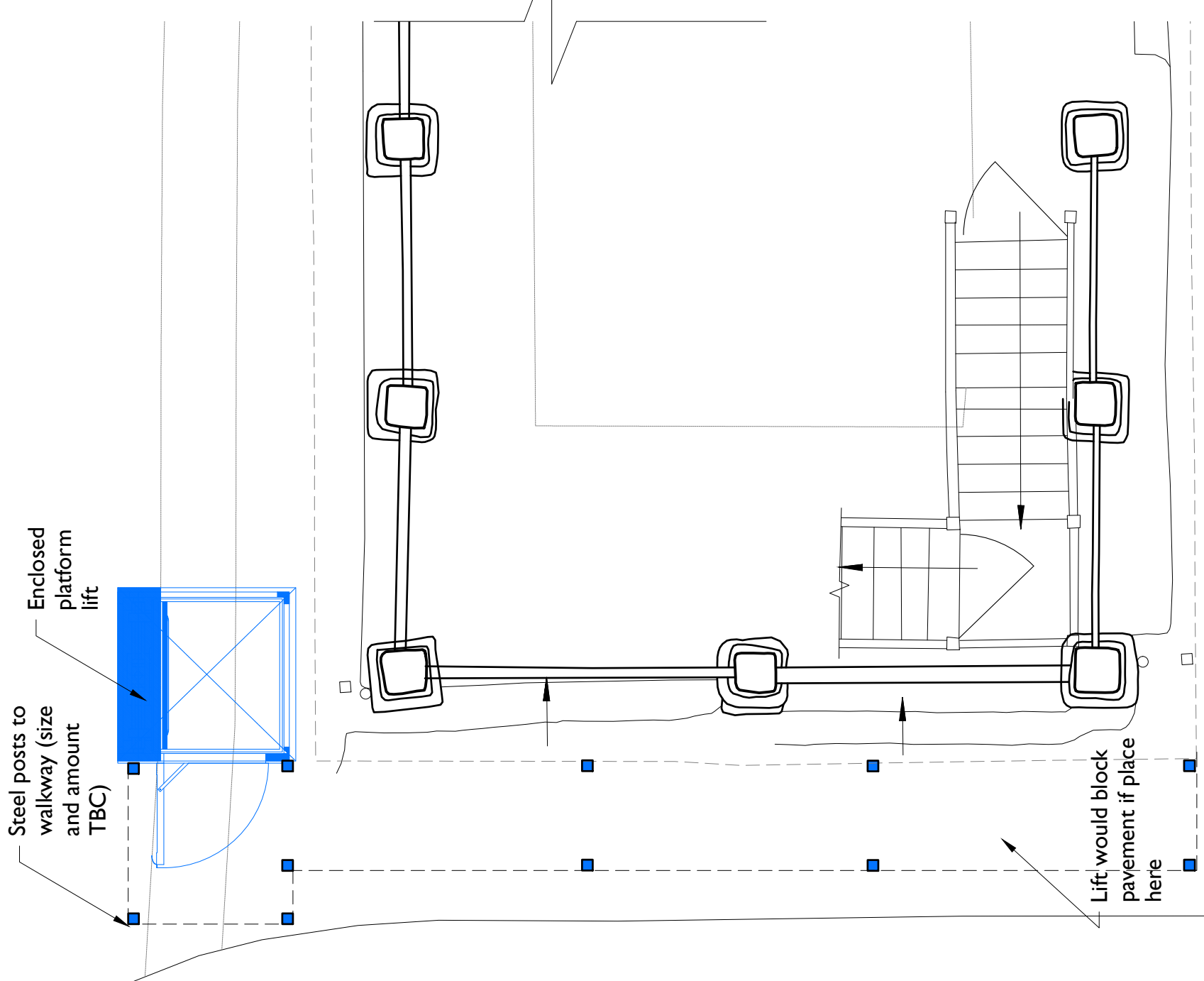
Date Drawn By Purpose
Feb 2024 HG Preliminary

SKETCH LAYOUT ONLY, SETTING
OUT AND FINAL DIMS OF LIFTING
EQUIPMENT HAS NOT BEEN
CHECKED

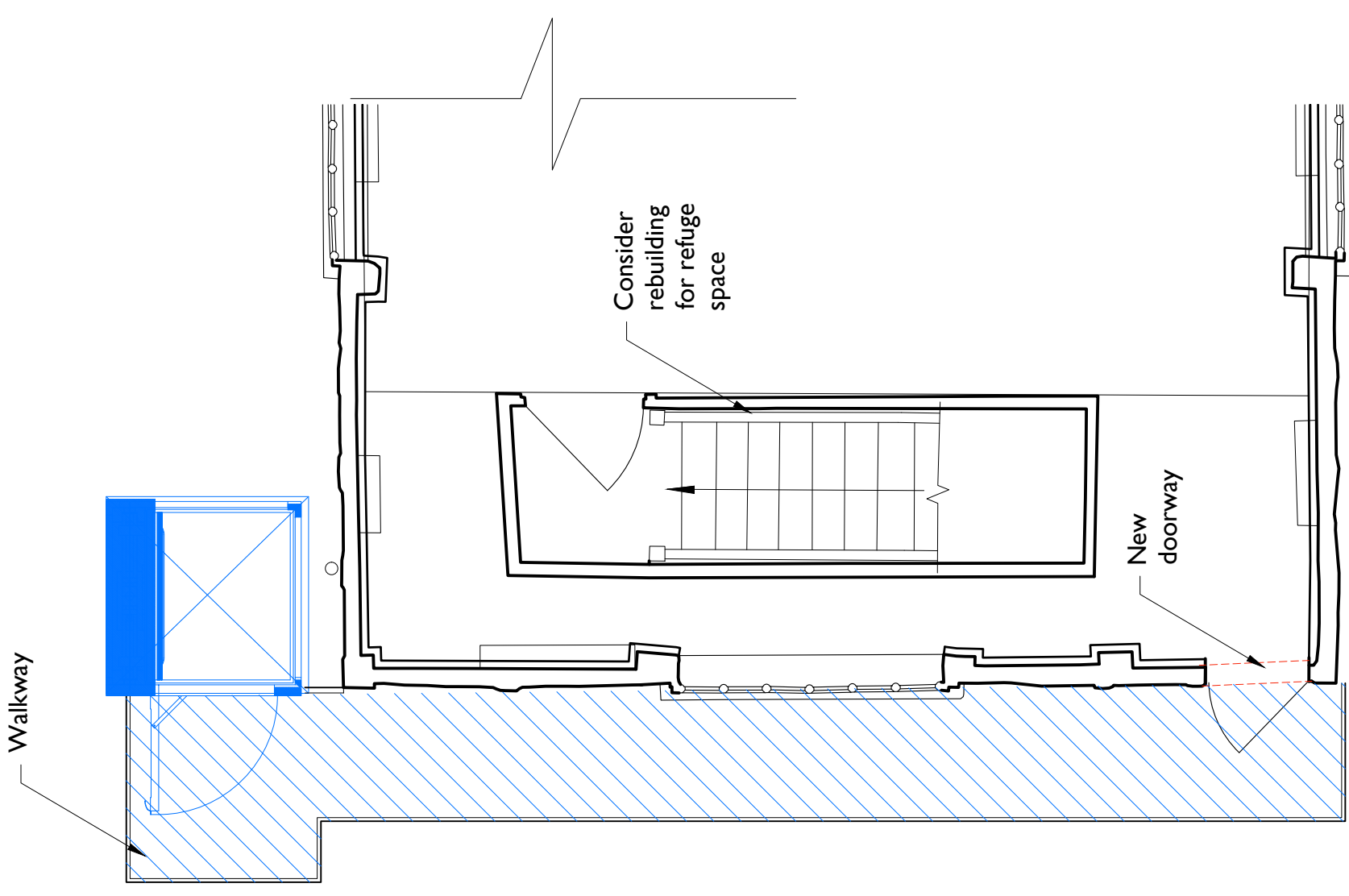
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before detailed design, construction or
fabrication.

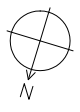
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GROUND FLOOR NORTH END



FIRST FLOOR NORTH END



- PROS:**
Safe access for all users
No alterations to existing stairs or within main hall
- CONS:**
Impact on North Elevation
Cost



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Project
LED BURY
Market Hall Access

Drawing
Market Hall OPTION E
External Lift Sketch Plan

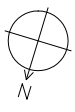
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| HI 1930/3/SK05 | 1:50 @ A3 | |
| Date | Drawn By | Purpose |
| Feb 2024 | HG | Preliminary |

SKETCH LAYOUT ONLY, SETTING OUT AND FINAL DIMS OF LIFTING EQUIPMENT HAS NOT BEEN CHECKED

SCALED DIMENSIONS SHOULD NOT BE TAKEN FROM THIS DRAWING.

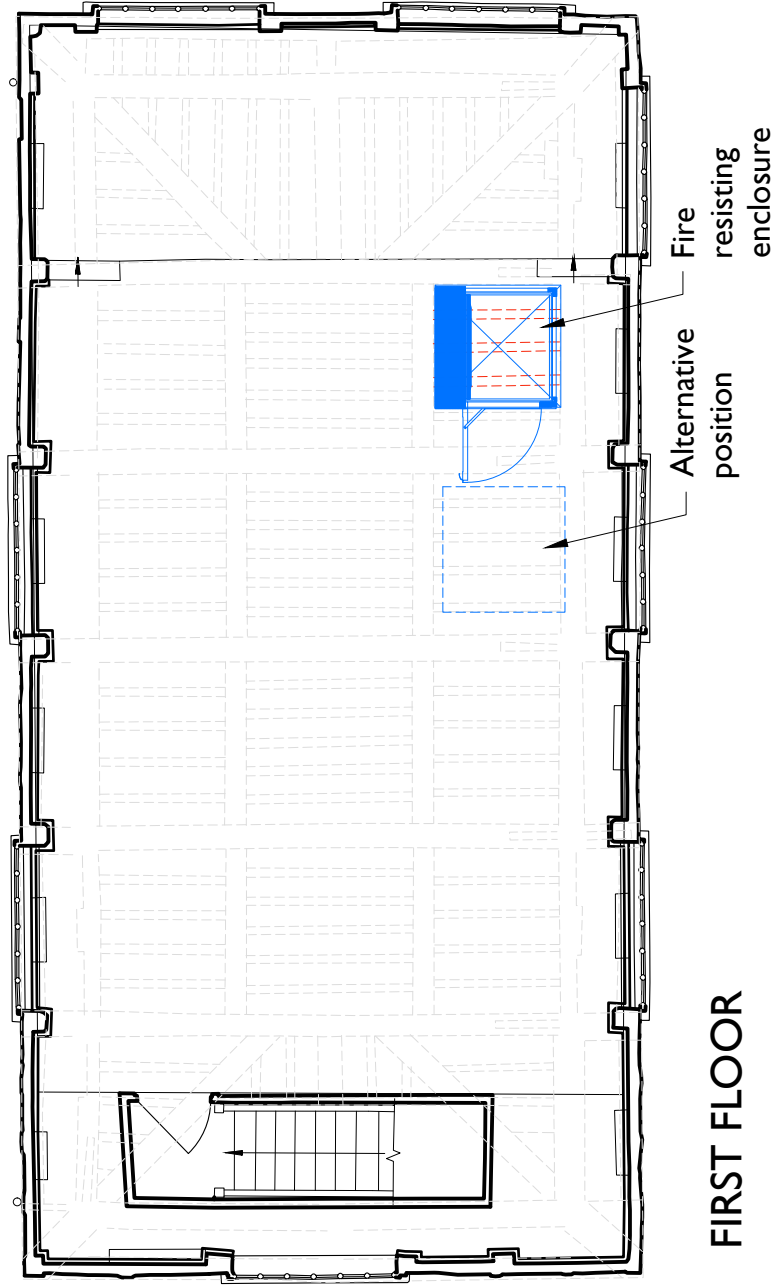
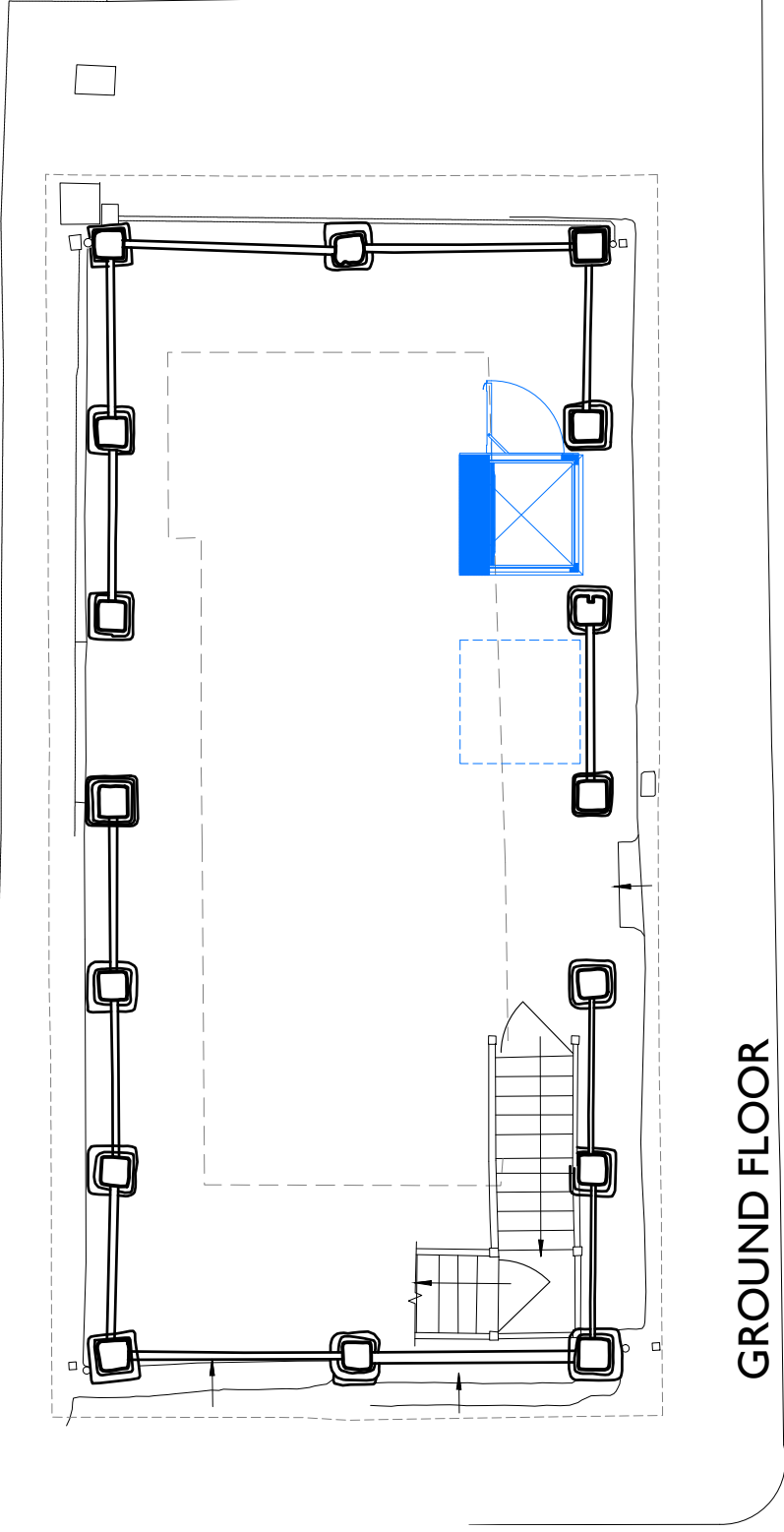
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- PROS:**
- Safe access for all users
 - Less impact on views of building than lifts or stairs outside of the footprint
 - Stairs can be retained
 - No alterations to historic structure

- CONS:**
- Blocks sight lines
 - Takes up floor space



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Project
LEDBURY
Market Hall Access

Drawing
Market Hall OPTION F
Internal Lift Sketch Plan

Drawing No. HI 1930/3/SK06
Scale 1:100 @ A3

Date Feb 2024
Drawn By HG
Purpose Preliminary

LEDBURY TOWN COUNCIL

| | | |
|--|-------------------|------------------------|
| ENVIRONMENT AND LEISURE COMMITTEE | 2 MAY 2024 | AGENDA ITEM: 11 |
|--|-------------------|------------------------|

Report prepared by Julia Lawrence – Deputy Town Clerk

COUNCIL OFFICES – CCTV UPDATE

Purpose of Report

The purpose of this report is to update Members of the Environment and Leisure Committee on progress regarding the new CCTV system for the Council Offices.

Equality Duty

Under section 149 of the Equality Act 2010, the “general duty” on public authorities is set out as follows:

A public authority must, in the exercise of its functions, have due regard to the need to:

- a) Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;
- b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- c) foster good relations between persons who share a relevant protected characteristic and person who do not share it.

The public sector equality duty (specific duty) requires Ledbury Town Council to consider how it can positively contribute to the advancement of equality and good relations and demonstrate that they are paying ‘due regard’ in their decision making in the design of policies and in the delivery of services.

Detailed Information

Ledbury Town Council’s Consultants, Caroe & Partners, have submitted their Heritage Impact Statement, which will be submitted to Herefordshire Council for Listed Building Consent. A copy of the document can be found at Appendix A which makes reference to the CCTV installation and the locations of the proposed new CCTV cameras.

Caroe & Partners, on behalf of Ledbury Town Council, can request Listed Building Consent advice, as Herefordshire Council will be able to provide comments on what sort of cameras would be acceptable, as conditions can sometimes be quite onerous. The cost for building consent advice is £125.00 including VAT, and the application itself is free.

Once the above has been accepted, Officers can then invite contractors to submit quotations for the new CCTV system and subject to receiving the Listed building consent advice, will ensure that the most appropriate equipment is installed.

Recommendation

That Members of the Environment and Leisure Committee receive and note this report and confirm their agreement to Caroe & Partners seeking the Listed Building Consent advice in order that the most appropriate CCTV equipment can be installed.

LEDBURY

Ledbury Town Council Offices

CCTV Installation



Heritage Impact Statement

Caroe & Partners
The Estates Office
25-26 Gold Tops
Newport
NP20 4PG

02920 577585
newport@caroe.co.uk

CONTENTS

| | |
|---|--------------------------------|
| 1 | Introduction |
| 2 | Site and Building Information |
| 3 | Significance of Heritage Asset |
| 4 | Proposals |
| 7 | Heritage Impacts |
| 8 | Conclusions |

I. INTRODUCTION

- 1.1. This Heritage Impact statement is submitted as part of a listed building consent advice application for the installation of a new CCTV system at the offices for Ledbury Town Council.
- 1.2. This statement should be read in conjunction with the drawings and all other documents submitted as part of the application:
- 100 Floor Plans
 - 120 Elevation
 - Photo Sheets

2. SITE AND BUILDING INFORMATION

- 2.1. ADDRESS Town Council Offices, 3 Church Lane, Ledbury, HR8 1DH
LISTING: Grade II*
OS REF. SO711377
- 2.2. The council offices are a timber framed building dating from the 15th century.
- 2.3. The offices are bounded by Church Lane to the North and Church Street to the South.
- 2.4. On the first floor is the 16th Century 'painted room' containing one of the best examples of Elizabethan wall painting as yet discovered.
- 2.5. The building is within Ledbury conservation area.

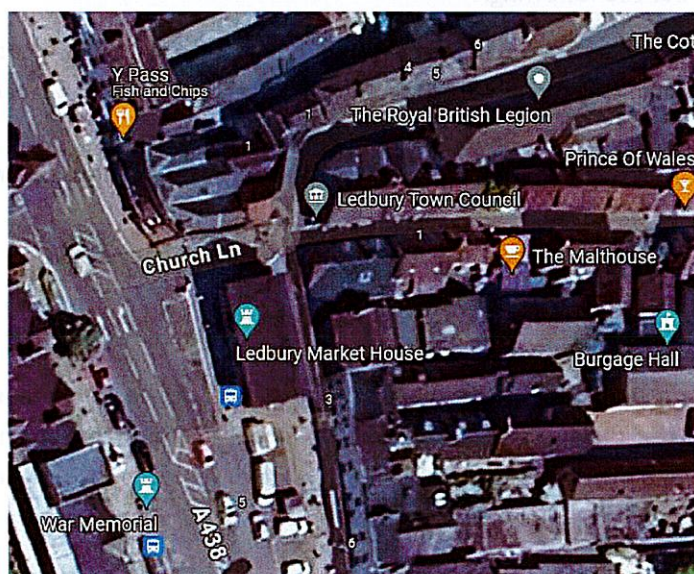


Fig 1: Aerial view of the building, source: Google Maps

3. SIGNIFICANCE OF HERITAGE ASSET

- 3.1. The building is clustered with other historic and significant buildings of Ledbury, including the Grade I listed Market House, and Grade II listed buildings along Church Lane and Street. It is on the route to the Grade I listed St Michael and All Angels parish church.
- 3.2. The offices comprise several adjoining buildings which have been combined, with the earliest southernmost section (facing Church Lane) dating from the 15th Century, it was extended eastwards in the 17th. The timber framed structures are some of the earliest of their type in the area.
- 3.3. The wall paintings within the painted room, restored in the 1980s, are of particular historic significance, and would perhaps warrant a Grade I listing for the building if it was to be reviewed.
- 3.4. Much of the linings elsewhere within the council offices, barring key exceptions such as the timber panelling in the council chamber, are modern plasterboard.
- 3.5. The setting of the Council Offices is of high importance, as routes from the main town up to the church, with Church Lane being particularly well documented over the years as it distils the historic character of Ledbury, with views of timber framed buildings, the crinoidal limestone of the cobbles, and views of the church further on.
- 3.6. Church Street has modern surfacing and largely brick fronted buildings facing it, with views towards the walls of Lower Hall, a former vicar's residence. The narrow, winding street is also a distinctive part of Ledbury, if less photogenic than Church Lane.

4. PROPOSALS

- 4.1. This application comprises the following:
 1. Replacement of the existing internal CCTV system, including cables and monitoring/recording equipment. 4no. ground floor cameras to be replaced in their original positions.
 2. Installation of 2 no. further cameras on the first floor, in the Painted Room and its reception.
 3. Installation of 1 no. external CCTV camera to monitor the back door.

Internal CCTV cameras

- 4.2. Being the main in-person point of contact between members of the public and people fulfilling their duties for the Town Council, the existing cameras are an important part of ensuring the safety of the building's occupants, both as a deterrent of antisocial behaviour and break-ins and to assist with police reports if necessary.
- 4.3. Existing cameras have been positioned for maximum coverage and new cameras will retained the same positions, re-using fixing locations and cable routes.
- 4.4. Cameras will be mini-dome cameras, coloured white or black and appropriately sized to blend in with their location.

- 4.5. The Painted Room is open to the public, with regular showings throughout the week and on Saturdays. Extending CCTV coverage into these areas would provide better protection to historic fabric and council staff. There are a multitude of existing electrical fittings, such as light fittings, within these rooms so cameras can be discretely located next to existing modern equipment, fixed into modern parts of the building's fabric away from historic paint schemes, and existing cable routes can be followed.

External CCTV camera

- 4.6. Deliveries are often collected from the back door, and others such as tradespeople also use this entrance. The door does not have a vision panel and there are no windows from the hall so currently staff can't see who is outside before opening the door.
- 4.7. A camera would enable council staff to check the identity of visitors before answering the door, minimising disturbance to them, especially during lone working.
- 4.8. It is believed an external camera would be a more minimal alteration than a vision panel in the door, and would enable footage to be stored if required. It also means workers upstairs would not need to leave their desk to check who it is, and won't be disturbed or have to reveal their presence in the building if it is a stranger.
- 4.9. The camera can be discretely located on a more modern section of timber frame above the doorway, it is believed this would no more visually intrusive than an intercom camera. The higher placement of the camera would give a wider range of view to monitor if anyone is waiting by the door.

Signage

- 4.10. There is an existing noticeboard by the back door where CCTV notices will be displayed.

5. HERITAGE IMPACT

| Impacts | Mitigation |
|---|--|
| Additional visual clutter | Number of cameras reduced to what is necessary to adequately protect the building. Cable routes following existing routes and features of the building wherever possible. |
| Modern equipment clashing with historic features | Cameras will be discretely positioned on modern surfaces where possible. Coloured white when on rendered walls or plasterboard and black if mounted on timber. Cameras will be an appropriate size so as not to visually dominate. |
| Cable and installation requiring disturbance to existing fabric | There are extensive cable routes through the building already, modern cables will generally replace existing CCTV cables which will be removed. |

6. CONCLUSIONS

- 6.1. Because most internal cameras, equipment and cables are replacement for existing fittings, and modern cameras and cables are generally slimmer and better quality the impact could be considered negligible.
- 6.2. The external camera can be discretely placed with minimal disturbance to historic fabric, so would have minimal impact.

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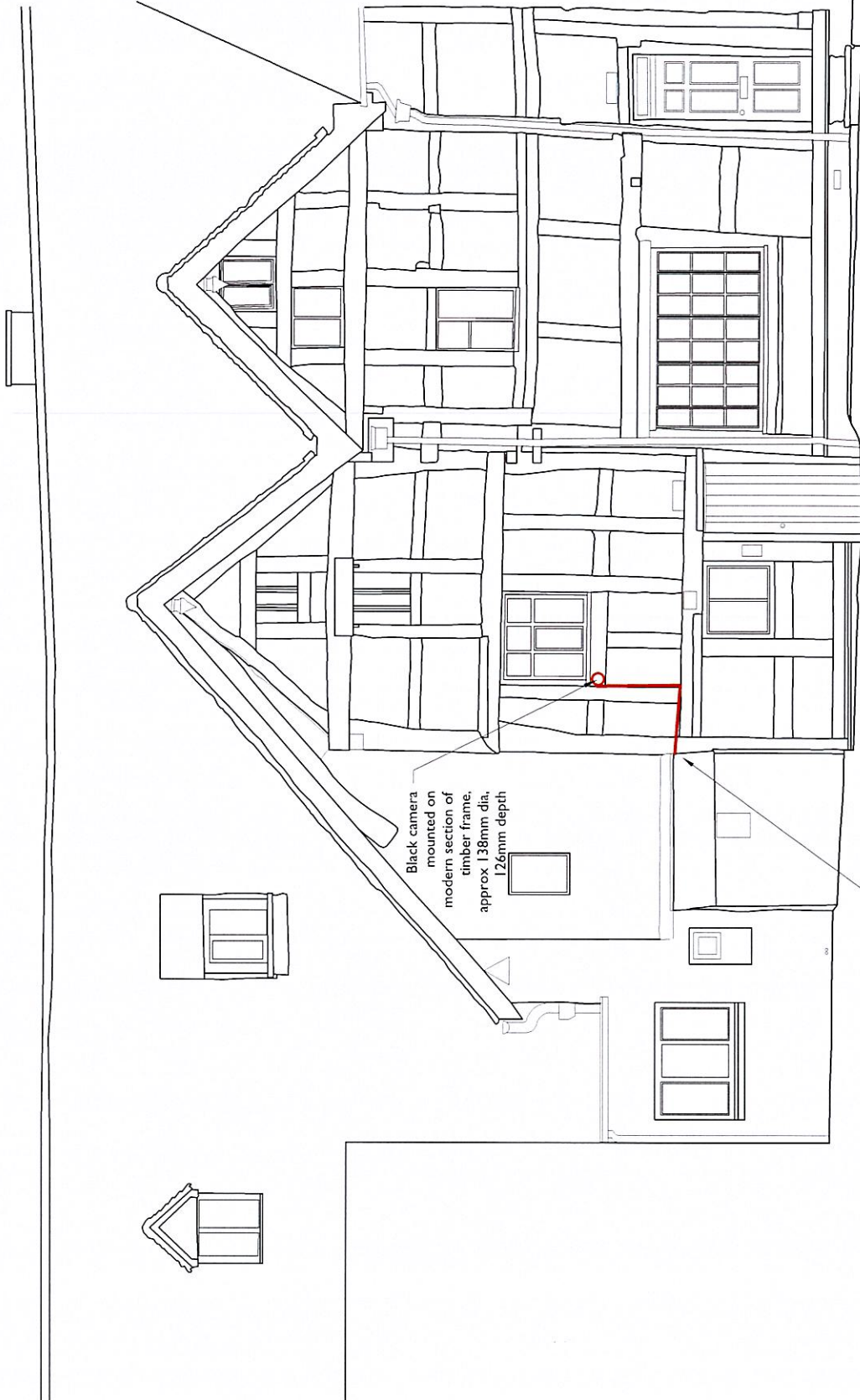
Project
LEDBURY TOWN
COUNCIL OFFICES
CCTV Installation

Drawing
External Elevation Proposed
Camera Location

Drawing No. Scale
HI 930/1/2/120 1:50 @ A3

Date Drawn By Purpose
April 2024 HG Planning

Example of camera



Black camera mounted on modern section of timber frame, approx 138mm dia, 126mm depth

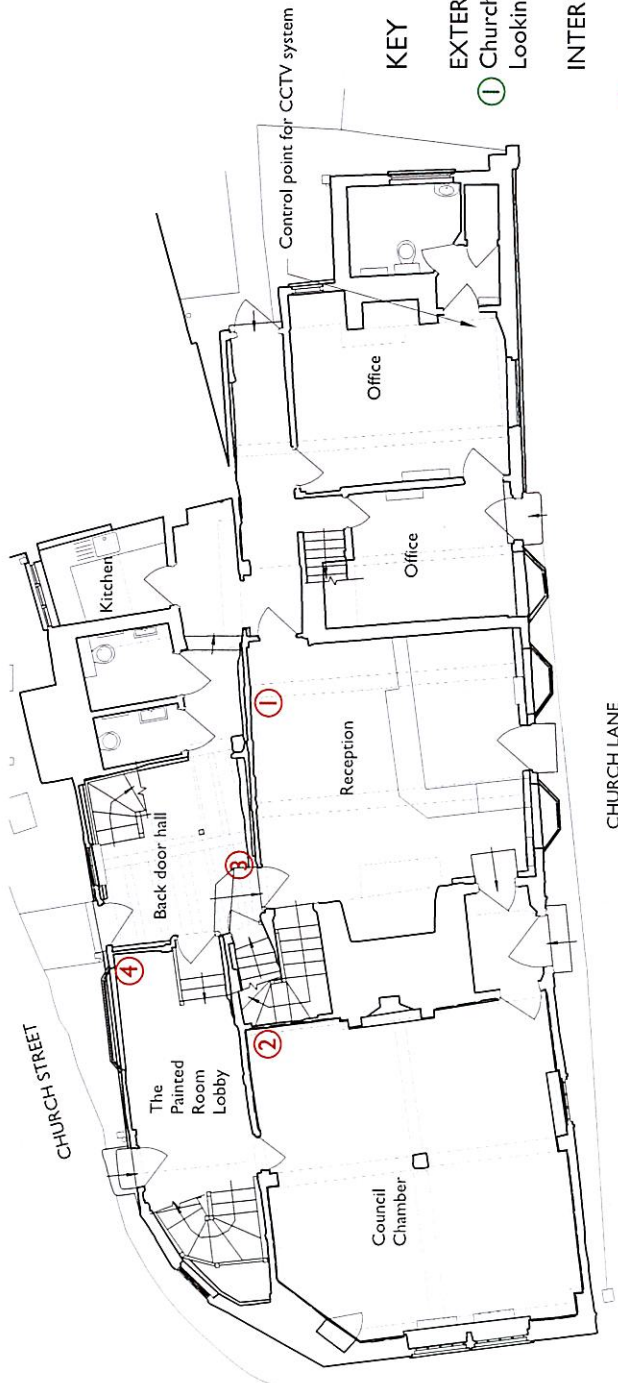
Black cable exists building following existing cable route for light fitting, and then black cable follows line of timber frame, fixed into joint between frame and rendered panel

CHURCH STREET

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KEY

EXTERNAL CAMERAS (black turret camera)

- ① Church Street Elevation
Looking across the back door

INTERNAL CAMERAS (white mini dome cameras)

- ① Reception
In place of old camera
- ② Council Chamber
In place of old camera
- ③ Back Door Hall
In place of old camera
- ④ Painted Room Ground Floor Lobby
In place of old camera
- ⑤ Painted Room First Floor Reception
North wall above light fitting
- ⑥ Painted Room
Above alarm PIR

1 GROUND FLOOR

Scale 1:100



2 FIRST FLOOR

Scale 1:100



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Project

**LEDBURY TOWN
COUNCIL OFFICES
CCTV Installation**

Drawing

**Floor Plans
Proposed Camera Locations**

Drawing No. HI1930/1/2/100
Scale 1:100 @ A3

Date April 2024
Drawn By HG
Purpose Planning

LEDBURY TOWN COUNCIL

| | | |
|--|-------------------|------------------------|
| ENVIRONMENT & LEISURE COMMITTEE | 2 MAY 2024 | AGENDA ITEM: 12 |
|--|-------------------|------------------------|

Report Prepared by Angela Price – Town Clerk

BYE STREET TOILETS – PARTNERSHIP BETWEEN LEDBURY TOWN COUNCIL AND LOVE LEDBURY

Purpose of Report

The purpose of this report is to provide Members of the Environment with a draft of a proposed agreement between Ledbury Town Council and Love Ledbury in respect of Bye Street Toilets, in an attempt to finalise this and get the toilets on Bye Street open to the public.

Equality Duty

Under section 149 of the Equality Act 2010, the “general duty” on public authorities is set out as follows:

A public authority must, in the exercise of its functions, have due regard to the need to:

- a. eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;
- b. advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- c. foster good relations between persons who share a relevant protected characteristic and person who do not share it.

The public sector equality duty (specific duty) requires Ledbury Town Council to consider how it can positively contribute to the advancement of equality and good relations and demonstrate that they are paying ‘due regard’ in their decision making in the design of policies and in the delivery of services.

It should be noted that the toilets on Bye Street consist of four cubicles, one of which is marked as suitable for use by those who are “Disabled” and for “nappy changing” and therefore meets the criteria above under s149 of the Equality & Diversity Act 2010, as it does not disadvantage those who are disabled or parents of young children.

Detailed Information

Members will recall that at a meeting of Council held on 23 November 2023 they were asked to give consideration to report in respect of Bye Street Toilets and a possible partnership between Ledbury Town Council and Love Ledbury.

They were presented with four options as outlined by Love Ledbury and it was agreed that option 4, a hybrid model be agreed, with a break point at six months being added:

“Hybrid option – The Town Council operates the partnership model for 12-months, with a “get out clause” at six months, while the asset transfer of the building is explored with commitment to a decision to be made in November 2024 regarding either:

- a. Withdrawal from the arrangement (revert to “Do nothing”);
- b. Continuation of partnership working; or
- c. Transfer of the service and possibly also the property to full council ownership.

Since that meeting due to workload the Clerk has been unable to prepare a document for approval by both sides, however a draft document has now been prepared, with assistance from The Love Ledbury Trustees, and this is attached for Members consideration and recommendation to Full Council for approval.

Since the meeting in November, the Clerk has been in contact with the Estates Office in Herefordshire Council about whether, if the Council were minded to take over the toilets in Bye Street on a more formal arrangement, it would be possible to get the service and property transferred to Ledbury Town Council. Their initial response to this enquiry is that this could be something that they would be willing to explore further.

Recommendation

That Members:

1. Give consideration to the attached draft partnership agreement between Ledbury Town Council and Love Ledbury in respect of Bye Street Toilets.
2. Make recommendations for any additions or amendments for further discussion with Love Ledbury.
3. Delegate authority to The Clerk to prepare a final version of the document for submission to Full Council for approval.

BYE STREET TOILETS
PARTNERSHIP AGREEMENT BETWEEN
LEDBURY TOWN COUNCIL
AND
LOVE LEDBURY

This Partnership Agreement is between Ledbury Town Council and Love Ledbury in respect of the Bye Street Toilets as agreed at a meeting of Ledbury Town Council on 23 November 2023.

The agreement will commence on DD/MM/YY and will be in existence for a period of 12-months, with a “break point” for both parties to be considered at 6-months, DD/MM/YY, if requested.

For the duration of this 12-month trial period Love Ledbury will:

- Continue to be the primary point of contact with Herefordshire Council on any matters relating to the toilets and any correspondence with Herefordshire Council relating to the toilets will come through Love Ledbury.
- Continue to hold the tenancy of the Bye Street toilets.
- Continue to be the named customer with the existing utility providers.
- Pay all utility bills and seek reimbursement within 30 days of payment from Ledbury Town Council.
- Remain responsible for Business Rates payable on the building – which are presently waived due to the organisation’s charitable status.
- Continue to insure the facilities and to hold the appropriate public liability insurance.
- Provide an example cleaning and maintenance schedule for consideration by the Town Council.

For the duration of the 12-month trial period Ledbury Town Council will:

- Retain a set of keys for the Bye Street toilets building which will give council staff full access to all cubicles, service areas and services on site.
- Determine and take responsibility for the opening hours of the facilities and for ensuring that the facilities are secure outside of these operating hours.
- Utilise the Council’s own consumables suppliers to procure the products required to operate and to clean the facilities.
- Be responsible for determining and delivering the daily cleaning schedule for the facilities, and for keeping the external areas of the property footprint clean and tidy. To include removal of weeds on the premises.
- Be responsible for responding to any additional/emergency cleaning and any out-of-hours requirement to attend on-site.
- Be responsible for the cost of any routine maintenance and new repairs which need to be undertaken.

- Ensure the baby changing station is fit for use.
- Be responsible for the cost of the utilities (water and electricity) used.
- Have use of the secure display frames inside the cubicles and outside the building for advertising and promotion of community news.
- Not be required to undertake any roof or guttering repairs or replacement.

This agreement will end on DD/MM/YY, and Ledbury Town Council will consider the future of the partnership or an alternative model at the Environment & Leisure Committee scheduled for at least two months prior to the end of this agreement and advise Love Ledbury of the Council's preferred model going forward.

Signed Date
(On behalf of Love Ledbury)

Signed Date
(The Clerk, on behalf of Ledbury Town Council)

DRAFT

LEDBURY TOWN COUNCIL

| | | |
|--|-------------------|------------------------|
| ENVIRONMENT AND LEISURE COMMITTEE | 2 MAY 2024 | AGENDA ITEM: 13 |
|--|-------------------|------------------------|

Report prepared by Julia Lawrence – Deputy Town Clerk

ELECTRICAL INSTALLATION CONDITION REPORTS (“EICR”) - UPDATE

Purpose of Report

The purpose of this report is to update Members of the Environment and Leisure Committee following receipt of the EICR reports from the contractors, Heating Maintenance Services Limited.

Equality Duty

Under section 149 of the Equality Act 2010, the “general duty” on public authorities is set out as follows:

A public authority must, in the exercise of its functions, have due regard to the need to:

- a) Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;
- b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- c) foster good relations between persons who share a relevant protected characteristic and person who do not share it.

The public sector equality duty (specific duty) requires Ledbury Town Council to consider how it can positively contribute to the advancement of equality and good relations and demonstrate that they are paying ‘due regard’ in their decision making in the design of policies and in the delivery of services.

Detailed Information

At the Environment and Leisure Committee meeting held on 4 January 2024, Heating Maintenance Services Limited were selected to carry out full EICR testing at the Council Offices, the Market House and the Cemetery Chapel.

The EICR tests revealed the following repair works as detailed below.

Council Offices

A copy of the EICR can be found at Appendix A.

The EICR revealed that the following work should be undertaken:

- Replace broken single socket in Jacobean Room
- Replace broken switch fused spur in toilet
- Replace night storage heater at bottom of rear stairs
- Install new enclosed light fitting in ground floor toilet
- Replace three switched fused spurs with the correct emergency light key switches
- Rewire and install new lighting in cellar

The cost for the above works is £1,593.00 + VAT and as these works were deemed an emergency, the quotation was approved by the Clerk for works to be undertaken at the earliest opportunity.

The Market House

A copy of the EICR can be found at Appendix B.

The EICR revealed that the following work should be undertaken:

- Replace broken back boxes and switch fused spurs on panel heaters
- Install fire rated seal to consumer unit

The cost for the above works is £255.00 + VAT.

Cemetery Chapel

A copy of the EICR can be found at Appendix C.

The EICR revealed that the following work should be undertaken:

- Install fire seals to consumer unit
- Install new switched fused spur to water heater in toilet
- Supply and install new enclosed light fitting in toilet

The cost for the above works is £245.00 + VAT.

Recommendation

That Members of the Environment and Leisure Committee receive and note this report.

Electrical Installation Condition Report

Requirements for Electrical Installations - BS 7671:2018+A2:2022
(IET Wiring Regulations 18th Edition)

Guidance for recipients:

This report is an important and valuable document which should be retained for future reference.

1. The purpose of this Report is to confirm, so far as reasonably practicable, whether or not the electrical installation is in a satisfactory condition for continued service (see Section E). The Report should identify any damage, deterioration, defects and/or conditions which may give rise to danger (see Section K).
2. This Report is only valid if accompanied by the Inspection Schedule(s) and the Schedule(s) of Circuit Details and Test Results.
3. The person ordering the Report should have received the original Report and the inspector should have retained a duplicate.
4. The original Report should be retained in a safe place and be made available to any person inspecting or undertaking work on the electrical installation in the future. If the property is vacated, this Report will provide the new owner / occupier with details of the condition of the electrical installation at the time the Report was issued.
5. Section D (Extent and Limitations) should identify fully the extent of the installation covered by this Report and any limitations on the inspection and testing. The inspector should have agreed these aspects with the person ordering the Report and with other interested parties (licensing authority, insurance company, mortgage provider and the like) before the inspection was carried out.
6. Some operational limitations such as inability to gain access to parts of the installation or an item of equipment may have been encountered during the inspection. The inspector should have noted these in Section D.
7. For items classified in Section K as **C1 (“Danger Present”)**, the safety of those using the installation is at risk, and it is recommended that a skilled person or persons competent in electrical installation work undertakes the necessary remedial work immediately.
8. For items classified in Section K as **C2 (“Potentially Dangerous”)**, the safety of those using the installation may be at risk and it is recommended that a skilled person or persons competent in electrical installation work undertakes the necessary remedial work as a matter of urgency.
9. Where it has been stated in Section K that an observation requires further investigation **code FI** the inspection has revealed an apparent deficiency which may result in a code C1 or C2 could not, due to the extent or limitations of this inspection, be fully identified. Such observations should be investigated as soon as possible. A further examination of the installation will be necessary, to determine the nature and extent of the apparent deficiency (see Section F).
10. **For safety reasons**, the electrical installation should be re-inspected at appropriate intervals by a skilled person or persons competent in such work. The recommended date by which the next inspection is due is stated in Section F of the Report under ‘Recommendations’ and on a label at or near to the consumer unit /distribution board (where required).
11. Where the installation includes a residual current device (RCD) it should be tested six-monthly by pressing the button marked ‘T’ or ‘Test’. The device should switch off the supply and should then be switched on to restore the supply. If the device does not switch off the supply when the button is pressed, seek expert advice. **For safety reasons it is important that this instruction is followed.**
12. Where the installation includes an arc fault detection device (AFDD) having a manual test facility it should be tested six-monthly by pressing the test button. Where an AFDD has both a test button and automatic test function, manufacturer’s instructions shall be followed with respect to test button operation.
13. Where the installation includes a surge protective device (SPD) the status indicator should be checked to confirm it is in operational condition in accordance with manufacturer’s information. If the indication shows that the device is not operational, seek expert advice. For safety reasons it is important that this instruction is followed.
14. Where the installation includes alternative or additional sources of supply, warning notices should be found at the origin or meter position or, if remote from the origin, at the consumer unit or distribution board and at all points of isolation of all sources of supply.

ELECTRICAL INSTALLATION CONDITION REPORT

FT/EICR

414900001272

for Industrial/Commercial Premises

Requirements for Electrical Installations
BS 7671:2018+A2:2022 (IET Wiring Regulations 18th Edition)

A. Details of the Installation

| | | | |
|----------|---|--------------|---|
| Client | Ledbury Town council | Installation | Ledbury Town council |
| Address | Town council offices Church Street Ledbury Herefordshire | Address | Town Council Offices Church Street Ledbury Herefordshire |
| Postcode | HR8 1DH | Postcode | HR8 1DH |

B. Reason for Producing this Report

 This form is to be used only for reporting on the condition of an existing installation.

--Please see Continuation Page--

Date(s) on which the inspection and testing were carried out 01/03/2024 to 01/03/2024

C. Details of Installation which is the Subject of this Report

| | | | | | |
|-------------------------------------|-----------------------------------|--|---|------------------------|--|
| Description of premises | Domestic <input type="checkbox"/> | Commercial <input checked="" type="checkbox"/> | Industrial <input type="checkbox"/> | Other (please specify) | |
| Estimated age of the wiring system | 35 | | years | | |
| Evidence of alterations or addition | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> | Not apparent <input type="checkbox"/> | if 'Yes', estimated | |
| Records of installation available | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> | Records held by | | |
| Date of last inspection | Not Known | | Electrical Installation Certificate No. or previous Inspection Report No. | | |

D. Extent of Electrical Installation Covered by this Report:

Whole building

Agreed Limitations and Operational Limitations (Regulations 653.2)

consumer units inspected and tested 20% of accessories removed for inspection cables encased with in the fabric of the building or hidden with in ceiling or roof voids not inspected. one consumer not inspected as room was locked and no key was available

Agreed with: client Extent of Termination Sampling: 20%

The inspection and testing detailed within this report and accompanying schedule has been carried out in accordance with BS 7671: 2018 (IET Wiring Regulations) amended to 2022

It should be noted that cables concealed within trunkings and conduits, under floors, in roof spaces and generally within the fabric of the building or underground have NOT been inspected unless specifically agreed between the client and inspector prior to the inspection. An inspection should be made within an accessible roof space housing other electrical equipment.

E. Summary of the Condition of the Installation

| | | | |
|--|--|---------------------------------------|---|
| General conditions of the installation (in terms of electrical safety) | Overall assessment of the installation in terms of its suitability for continued use | SATISFACTORY <input type="checkbox"/> | *UNSATISFACTORY <input checked="" type="checkbox"/> |
| All in PVC PVC cabling generally in good order at time of inspection accessories generally in good order at time of inspection | | | |

*An UNSATISFACTORY assessment indicates that dangerous (code C1), or potentially dangerous (code C2) conditions have been identified

F. Recommendations

Where the overall assessment of the suitability of the installation for continued use above is stated as UNSATISFACTORY I/we recommend that any observations classified as 'Danger present' (code C1) or 'Potential dangerous' (code C2) are acted upon as a matter of urgency. Investigation without delay is recommended for observations identified as 'Further Investigation required' (code F1). Observations classified as 'Improvement recommended' (code C3) should be given due consideration. Subject to the necessary remedial action being taken, I/we recommend that the installation is further inspected and tested by 01/03/2029 (date) for the following reasons:

G. Declaration

I/we being the person(s) responsible for the inspection and testing of the electrical installation (as indicated by my/our signatures below), particulars of which are described above, having exercised reasonable skill and care when carrying out the inspection and testing hereby declare that the information in this report, including the observations and the attached schedules, provides an accurate assessment of the condition of the electrical installation taking into account the stated extent and limitations in section D of this report.

| | | | |
|------------|--------------------------------------|-------------------------|-------------------------|
| Company | Heating Maintenance Services Limited | Inspected and tested by | Authorised for issue by |
| Address | Cromwell Road, Worcestershire , | Name: | Christian Hill |
| Postcode | WR14 1NA | Signature: | Christian Hill |
| Branch No. | | Position: | inspector |
| Scheme No. | 11760 | Date: | 17/03/2024 |

H. Schedule(s)

1 schedule(s) of inspection and 5 schedule(s) of Circuit Details and Test Results are attached.

The attached schedule(s) are part of this document and this report is valid only when they are attached to it.

ELECTRICAL INSTALLATION CONDITION REPORT

FT/EICR

414900001272

for Industrial/Commercial Premises

Requirements for Electrical Installations
BS 7671:2018+A2:2022 (IET Wiring Regulations 18th Edition)

I. Supply Characteristics and Earthing Arrangements

Earthing Arrangements TN-S TN-C-S TT Other Please specify _____

Number & Type of live conductors AC DC No. of phases No. of wires

Nature of Supply Parameters (Note: ⁽¹⁾ by enquiry, ⁽²⁾ by enquiry or by measurement)

Nominal voltage, U/U₀ ⁽¹⁾ V Nominal frequency, f⁽¹⁾ Hz Confirmation of supply polarity

Prospective fault current, I_{pf} ⁽²⁾ kA External loop impedance, Z_e ⁽²⁾ Ω

Supply Protective Device BS (EN) Type Rated Current A

No. of Additional Supplies

J. Particulars of Installation Referred to in this Report

Details of installation Earth Electrode (where applicable) Type (e.g. rod(s), tape etc) Distributors facility Installation Earth Electrode

Location Electrode resistance to earth Ω Maximum Demand (load) Amps KVA

| Main Protective Conductors | Material | csa | (✓) or Value | (✓) or Value |
|------------------------------|----------|-----|---|---|
| Earthing Conductor | Copper | 16 | mm ² Continuity Verified <input checked="" type="checkbox"/> | Ω Connection Verified <input checked="" type="checkbox"/> |
| Protective Bonding Conductor | Copper | 10 | mm ² Continuity Verified <input checked="" type="checkbox"/> | Ω Connection Verified <input checked="" type="checkbox"/> |

| Main Supply Conductor | Material | csa | (connection / continuity) (✓) or Value | (✓) or Value |
|-----------------------|----------|-----|--|--------------|
| | Copper | 25 | mm ² | Ω |

Main Switch Location Water installation Ω To structural steel Ω

Fuse/device rating or setting A Voltage rating V Gas installation pipes Ω To lightning protection Ω

If RCD main switch: Rated residual operating current I_{Δn} mA Oil installation pipes Ω Other Ω

BS(EN) No. of Poles Current Rating A Rated time delay ms Measured operating trip time ms

K. Observations

Referring to the attached inspection schedule(s) and schedule(s) of circuit details and test results, and subject to the limitations specified at the Extent and limitations of inspection and testing Section D.

No remedial work required

The following observations are made

Explanation of codes

| | |
|-----------|---|
| C1 | Danger present. Risk of Injury. Immediate remedial action required. |
| C2 | Potentially dangerous. Urgent remedial action required. |
| C3 | Improvement recommended. |
| FI | Further Investigation required without delay |

| Item No. | Observations | Code |
|----------|--|------|
| 1 | 8.12.3 For cables concealed in walls at a depth of less than 50 mm (522.6.202; 522.6.203) | C3 |
| 2 | 8.12.4 For cables concealed in walls/partitions containing metal parts regardless of depth (522.6.203) | C3 |
| 3 | 8.12.5 Final circuits supplying luminaries within domestic (household) premises (411.3.4) - | C3 |
| 4 | 8.12.6 For lighting that is accessible to the public (714.411.3.4) | C3 |
| 5 | cracked socket council chamber | C3 |
| 6 | Cracked fuse holder unswitched spur disabled toilet | C3 |
| 7 | night storage heater rear entrance showing signs of over heating | C3 |
| 8 | cellar lights overheating and left isolated | C2 |
| 9 | switched fused spurs instead of key switches on emergency lights | C3 |
| 10 | broken key switch on emergency lighting | C3 |
| 11 | no cover to light in wc | C3 |

One of the following codes, as appropriate, has been allocated to each of the observations made above and/or any attached observation sheets to indicate to the person(s) responsible for the installation the degree of urgency for remedial action.

| | | |
|-----------|---|--------------------------------|
| C1 | Danger present. Risk of Injury. Immediate remedial action required. | |
| C2 | Potentially dangerous. Urgent remedial action required. | 8 |
| C3 | Improvement recommended. | 1, 2, 3, 4, 5, 6, 7, 9, 10, 11 |
| FI | Further Investigation required without delay | |

for Industrial/Commercial Premises

Requirements for Electrical Installations
BS7671:2018+A2:2022 (IET Wiring Regulations 18th Edition)

Outcomes

| Acceptable condition: | Unacceptable condition: State | Improvement recommended: | Further Investigation: | Not Verified: | Limitation: | Not Applicable: | Inadequacies: (Items 1.1 - 1.1.5 Only) |
|-----------------------|-------------------------------|--------------------------|------------------------|---------------|-------------|-----------------|--|
| | or | | | | | | |

| Item No. | Description | Outcome |
|---|--|---------|
| 1.0 INTAKE EQUIPMENT (VISUAL INSPECTION ONLY); | | |
| 1.1 | Service cable | |
| 1.1.1 | Service head | |
| 1.1.2 | Earthing arrangement | |
| 1.1.3 | Meter tails | |
| 1.1.4 | Metering equipment | |
| 1.1.5 | Isolator (where present) | |
| 1.1.6 | Person ordering work/dutyholder notified NOTE 1 Where inadequacies in the intake equipment are encountered, which may result in a dangerous or potentially dangerous situation, the person ordering the work and/or dutyholder must be informed. It is strongly recommended that the person ordering the work informs the appropriate authority. NOTE 2 For this section only, where inadequacies are found, an X should be put against the appropriate item and a comment made in Section K | |
| 1.2 | Consumer's Isolator (where present) | |
| 1.3 | Consumer's meter tails | |
| 2.0 PRESENCE OF ADEQUATE ARRANGEMENTS FOR PARALLEL OR SWITCHED ALTERNATIVE SOURCES | | |
| 2.1 | Adequate arrangements where a generating set operates as a switched alternative to the public supply (551.6) | |
| 2.2 | Adequate arrangements where a generating set operates in parallel with the public supply (551.7) | |
| 3.0 AUTOMATIC DISCONNECTION OF SUPPLY | | |
| 3.1 | Main earthing/bonding arrangements (411.3; Chap 54) | |
| 3.1.1 | Presence of distributor's earthing arrangement (542.1.2.1; 542.1.2.2) | |
| 3.1.2 | Presence of installation earth electrode arrangement (542.1.2.3) | |
| 3.1.3 | Adequacy of earthing conductor size (542.3; 543.1.1) | |
| 3.1.4 | Adequacy of earthing conductor connections (542.3.2) | |
| 3.1.5 | Accessibility of earthing conductor connections (543.3.2) | |
| 3.1.6 | Adequacy of main protective bonding conductor sizes (544.1) | |
| 3.1.7 | Adequacy and location of main protective bonding conductor connections (543.3.2; 544.1.2) | |
| 3.1.8 | Accessibility of all protective bonding connections (543.3.2) | |
| 3.1.9 | Provision of earthing/bonding labels at all appropriate locations (514.13) | |
| 3.2 | FELV - requirements satisfied (411.7; 411.7.1) | |
| 4.0 OTHER METHODS OF PROTECTION (where any of the methods listed below are employed details should be provided on separate sheets) | | |
| 4.1 | Non-conducting location (418.1) | |
| 4.2 | Earth-free local equipotential bonding (418.2) | |
| 4.3 | Electrical separation (Section 413; 418.3) | |
| 4.4 | Double insulation (Section 412) | |
| 4.5 | Reinforced insulation (Section 412) | |
| 5.0 DISTRIBUTION EQUIPMENT | | |
| 5.1 | Adequacy of working space/accessibility to equipment (132.12; 513.1) | |
| 5.2 | Security of fixing (134.1.1) | |
| 5.3 | Condition of insulation of live parts (416.1) | |
| 5.4 | Adequacy/security of barriers (416.2) | |
| 5.5 | Condition of enclosure(s) in terms of IP rating etc (416.2) | |
| 5.6 | Condition of enclosure(s) in terms of fire rating etc. (421.1.6; 421.1.201; 526.5) | |
| 5.7 | Enclosure not damaged/deteriorated so as to impair safety (651.2) | |
| 5.8 | Presence and effectiveness of obstacles (417.2) | |
| 5.9 | Presence of main switch(es), linked where required (462.1; 462.1.201; 462.2) | |
| 5.10 | Operation of main switch(es) (functional check) (643.10) | |
| 5.11 | Manual operation of circuit-breakers RCDs and AFDDs to prove functionality (643.10) | |
| 5.12 | Confirmation that integral test button/switch causes RCD(s) to trip when operated (functional check) (643.10) | |
| 5.13 | RCD(s) provided for fault protection – includes RCBO(s) (411.4.204; 411.5.2; 531.2) | |
| 5.14 | RCD(s) provided for additional protection / requirements, where required - includes RCBO(s) (411.3.3; 415.1) | |
| 5.15 | Presence of RCD six-monthly test notice at or near equipment, where required (514.12.2) | |
| 5.16 | Presence of diagrams, charts or schedules at or near equipment, where required (514.9.1) | |
| 5.17 | Presence of alternative supply warning notice at or near equipment, where required (514.15) | |
| 5.18 | Presence of next inspection recommendation label (514.12.1) | |
| 5.19 | Presence of other required labelling (please specify) (Section 514) | |

for Industrial/Commercial Premises

**Requirements for Electrical Installations
BS7671:2018+A2:2022 (IET Wiring Regulations 18th Edition)**

| | | |
|---|---|----|
| 5.20 | Compatibility of protective devices, bases and other components; correct type and rating (no signs of unacceptable thermal damage, arcing or overheating)(411.3.2; 411.4; 411.5; 411.6; Sections 432; 433) | ✓ |
| 5.21 | Single-pole switching or protective devices in line conductors only (132.14.1; 530.3.3) | ✓ |
| 5.0 DISTRIBUTION EQUIPMENT CONT. | | |
| 5.22 | Protection against mechanical damage where cables enter equipment (522.8.1; 522.8.5; 522.8.11) | ✓ |
| 5.23 | Protection against electromagnetic effects where cables enter ferromagnetic enclosures (521.5.1) | ✓ |
| 5.24 | Confirmation indication that the SPD is functional (534.1, 651.4) | NA |
| 6.0 DISTRIBUTION CIRCUITS | | |
| 6.1 | Identification of conductors (514.3.1) | ✓ |
| 6.2 | Cables correctly supported throughout their run (521.10.202; 522.8.5) | ✓ |
| 6.3 | Condition of insulation of live parts (416.1) | ✓ |
| 6.4 | Non-sheathed cables protected by enclosure in conduit, ducting or trunking. (521.10.1) | NA |
| 6.5 | Suitability of containment systems for continued use (including flexible conduit) (Section 522) | ✓ |
| 6.6 | Cables correctly terminated in enclosures (Section 526) | ✓ |
| 6.7 | Confirmation that ALL conductor connections, including connections to busbars, are correctly located in terminals and are tight and secure (526.1) | ✓ |
| 6.8 | Examination of cables for signs of unacceptable thermal or mechanical damage/deterioration (421.1; 522.6) | ✓ |
| 6.9 | Adequacy of cables for current-carrying capacity with regard for the type and nature of installation (Section 523) | ✓ |
| 6.10 | Adequacy of protective devices: type and rated current for fault protection (411.3) | ✓ |
| 6.11 | Presence and adequacy of circuit protective conductors (411.3.1.1; 543.1) | ✓ |
| 6.12 | Coordination between conductors and overload protective devices (433.1; 533.2.1) | ✓ |
| 6.13 | Cable installation methods/practices with regard to the type and nature of installation and external influences (Section 522) | ✓ |
| 6.14 | Where exposed to direct sunlight, cable of a suitable type (522.11.1) | ✓ |
| 6.15 CABLES CONCEALED UNDER FLOORS, ABOVE CEILINGS, IN WALLS/PARTITIONS LESS THAN 50 MM FROM A SURFACE, AND IN PARTITIONS CONTAINING METAL PARTS | | |
| 6.15.1 | Installed in prescribed zones (see Section D. Extent and limitations) (522.6.202) | ▲ |
| 6.15.2 | Incorporating earthed armour or sheath, or run within earthed wiring system, or otherwise protected against mechanical damage by nails, screws and the like (see Section D. Extent and limitations) (522.6.204) | NA |
| 6.16 | Provision of fire barriers, sealing arrangements and protection against thermal effects (Section 527) | ✓ |
| 6.17 | Band II cables segregated/separated from Band I cables (528.1) | ▲ |
| 6.18 | Cables segregated/separated from non-electrical services (528.3) | ▲ |
| 6.19 | Condition of circuit accessories (651.2) | ✓ |
| 6.20 | Suitability of circuit accessories for external influences (512.2) | ✓ |
| 6.21 | Single-pole switching or protective devices in line conductors only (132.14.1; 530.3.3) | ✓ |
| 6.22 | Adequacy of connections, including cpc's, within accessories and to fixed and stationary equipment – identify/ record numbers and locations of items inspected (Section 526) | ✓ |
| 6.23 | Presence, operation and correct location of appropriate devices for isolation and switching (Chapter 46; Section 537) | ✓ |
| 6.24 | General condition of wiring systems (651.2) | ✓ |
| 6.25 | Temperature rating of cable insulation (522.1.1; Table 52.1) | ✓ |
| 6.26 | Confirmation indication that the SPD is functional (534.1, 651.4) | NA |
| 7.0 CONSUMER UNIT/DISTRIBUTION BOARD | | |
| 7.1 | Adequacy of working space / accessibility to consumer unit/distribution board (132.12; 513.1) | ✓ |
| 7.2 | Security of fixing (134.1.1) | ✓ |
| 7.3 | Condition of enclosure(s) in terms of IP rating (barriers etc.)(416.2) | ✓ |
| 7.4 | Condition of enclosure(s) in terms of fire rating etc (421.1.6; 421.1.201; 526.5) | ✓ |
| 7.5 | Enclosure not damaged/deteriorated so as to impair safety (651.2) | ✓ |
| 7.5.1 | Presence and effectiveness of obstacles (417.2) | ✓ |
| 7.6 | Presence of main switch(es), linked where required (462.1; 462.1.201; 462.2) | ✓ |
| 7.7 | Operation of main switch(es) (functional check) (643.10) | ✓ |
| 7.8 | Manual operation of circuit-breakers, RCD(s) and AFDD's to prove functionality (643.10) | ✓ |
| 7.9 | Correct identification of circuit details and protective devices (514.8.1; 514.9.1) | ✓ |
| 7.10 | Presence of RCD six-monthly test notice at or near equipment, where required (514.12.2) | ✓ |
| 7.11 | Presence of alternative supply warning notice at or near consumer unit/distribution board (514.15) | NA |
| 7.12 | Presence of other required labelling (Please specify) Section 514) | NA |
| 7.13 | Compatibility of protective devices, bases and other components; correct type and rating (no signs of unacceptable thermal damage, arcing or overheating) (411.3.2; 411.4; 411.5; 411.6; Sections 432; 433) | ✓ |
| 7.14 | Single-pole switching or protective devices in line conductors only (132.14.1, 530.3.3)) | ✓ |
| 7.15 | Protection against mechanical damage where cables enter distribution board (522.8.1; 522.8.5; 522.8.11) | ✓ |
| 7.16 | Protection against electromagnetic effects where cables enter distribution board (521.5.1) | ✓ |
| 7.17 | RCD(s) provided for fault protection – includes RCBO(s)(411.4.204; 411.5.2; 531.2) | ✓ |
| 7.18 | RCD(s) provided for additional protection/requirements, where required - includes RCBO(s) (411.3.3; 415.1) | ✓ |
| 7.19 | Confirmation of indication that SPD is functional (651.4) | NA |

for Industrial/Commercial Premises

Requirements for Electrical Installations

BS7671:2018+A2:2022 (IET Wiring Regulations 18th Edition)

| | | |
|---|--|----|
| 7.20 | Confirmation that ALL conductor connections, including connections to busbars, are correctly located in terminals and are tight and secure (526.1) | ✓ |
| 7.21 | Adequate arrangements where a generating set operates as a switched alternative to public supply (551.6) | NA |
| 7.22 | Adequate arrangements where a generating set operates in parallel with public supply (551.7) | NA |
| 8.0 FINAL CIRCUITS | | |
| 8.1 | Identification of conductors (514.3.1) | ✓ |
| 8.2 | Cables correctly supported throughout their run (521.10.202; 522.8.5) | ✓ |
| 8.3 | Condition of insulation of live parts (416.1) | ✓ |
| 8.4 | Non-sheathed cables protected by enclosure in conduit, ducting or trunking. (521.10.1) | ✓ |
| 8.4.1 | To include the integrity of conduit and trunking systems (metallic and plastic) | NA |
| 8.5 | Adequacy of cables for current-carrying capacity with regard for the type and nature of installation (Section 523) | ✓ |
| 8.6 | Coordination between conductors and overload protective devices (433.1; 533.2.1) | ✓ |
| 8.7 | Adequacy of protective devices: type and rated current for fault protection (411.3) | ✓ |
| 8.8 | Presence and adequacy of circuit protective conductors (411.3.1.1; 543.1) | ✓ |
| 8.9 | Wiring system(s) appropriate for the type and nature of the installation and external influences (Section 522) | ✓ |
| 8.10 | Cables Concealed Under Floors, Above Ceilings Or In Walls/ Partitions, Adequately Protected Against Damage (522.3.201, 202, 203, 204) | ▲ |
| 8.10.1 | Installed in prescribed zones (see Section D. Extent and limitation) (522.6.201, 204) | ▲ |
| 8.10.2 | Incorporating earthed armour or sheath, or run within earthed wiring system, or otherwise protected against mechanical damage by nails, screws and the like (see Section D. Extent and limitations) (522.6.201; 522.6.204) | NA |
| 8.12 PROVISION OF ADDITIONAL PROTECTION/REQUIREMENTS BY 30 mA RCD | | |
| 8.12.1 | For all socket-outlets of rating 32 A or less unless an exception is permitted (411.3.3) | ✓ |
| 8.12.2 | For the supply of mobile equipment not exceeding 32 A rating for use outdoors (411.3.3) | ✓ |
| 8.12.3 | For cables concealed in walls at a depth of less than 50 mm (522.6.202; 522.6.203) | C3 |
| 8.12.4 | For cables concealed in walls/partitions containing metal parts regardless of depth (522.6.203) | C3 |
| 8.12.5 | Final circuits supplying luminaries within domestic (household) premises (411.3.4) | C3 |
| 8.12.6 | For lighting that is accessible to the public (714.411.3.4) | C3 |
| 8.13 | Provision of fire barriers, sealing arrangements and protection against thermal effects (Section 527) | ✓ |
| 9.0 FINAL CIRCUITS CONT. | | |
| 9.14 | Band II cables segregated/separated from Band I cables (528.1) | ▲ |
| 9.15 | Cables segregated/separated from communications cabling (528.2) | ▲ |
| 9.16 | Cables segregated/separated from non-electrical services (528.3) | ▲ |
| 9.17 | Terminations of cables at enclosures - indicate extent of sampling in Section D of the report (Section 526) | ✓ |
| 9.17.1 | Connection soundly made and under no undue strain (526.6) | ✓ |
| 9.17.2 | No basic insulation of a conductor visible outside enclosure (526.8) | ✓ |
| 9.17.3 | Connections of live conductors adequately enclosed (526.5) | ✓ |
| 9.17.4 | Adequately connected at point of entry to enclosure (glands, bushes etc.) (522.8.5) | ✓ |
| 9.18 | Condition of accessories including socket-outlets, switches and joint boxes (651.2 (v)) | ✓ |
| 9.19 | Suitability of accessories for external influences (512.2) | ✓ |
| 9.20 | Adequacy of working space/accessibility to equipment (132.12; 513.1) | ✓ |
| 9.21 | Single-pole switching or protective devices in line conductors only (132.14.1; 530.3.3) | ✓ |
| 10.1 ISOLATOR (SECTIONS 460; 537) | | |
| 10.1.1 | Presence and condition of appropriate devices (Section 462; 537.2.7) | ✓ |
| 10.1.2 | Acceptable location – state if local or remote from equipment in question (Section 462; 537.2.7) | ✓ |
| 10.1.3 | Capable of being secured in the OFF position (462.3) | ✓ |
| 10.1.4 | Correct operation verified (643.10) | ✓ |
| 10.1.5 | Clearly identified by position and/or durable marking (537.2.6) | ✓ |
| 10.1.6 | Warning label posted in situations where live parts cannot be isolated by the operation of a single device (514.11.1; 537.1.2) | NA |
| 10.2 SWITCHING OFF FOR MECHANICAL MAINTENANCE (SECTION 464; 537.3.2) | | |
| 10.2.1 | Presence and condition of appropriate devices (464.1; 527.3.2) | ✓ |
| 10.2.2 | Acceptable location – state if local or remote from equipment in question (537.3.2.4) | NA |
| 10.2.3 | Capable of being secured in the OFF position (462.3) | ✓ |
| 10.2.4 | Correct operation verified (643.10) | ✓ |
| 10.2.5 | Clearly identified by position and/or durable marking (537.3.2.4) | ✓ |
| 10.3 EMERGENCY SWITCHING/STOPPING (SECTION 465; 537.3.3) | | |
| 10.3.1 | Presence and condition of appropriate devices (Section 465; 537.3.3; 537.4) | ✓ |
| 10.3.2 | Readily accessible for operation where danger might occur (537.3.3.6) | ✓ |
| 10.3.3 | Correct operation verified (643.10) | ✓ |
| 10.3.4 | Clearly identified by position and/or durable marking (537.3.3.6) | ✓ |
| 10.4 FUNCTIONAL SWITCHING (SECTION 463; 537.3.1) | | |
| 10.4.1 | Presence and condition of appropriate devices (537.3.1.1; 537.3.1.2) | ✓ |
| 10.4.2 | Correct operation verified (537.3.1.1; 537.3.1.2) | ✓ |
| 11.0 CURRENT-USING EQUIPMENT (PERMANENTLY CONNECTED) | | |

for Industrial/Commercial Premises

Requirements for Electrical Installations
BS7671:2018+A2:2022 (IET Wiring Regulations 18th Edition)

| | | |
|---|---|-----|
| 11.1 | Condition of equipment in terms of IP rating etc (416.2) | ✓ |
| 11.2 | Equipment does not constitute a fire hazard (Section 421) | ✓ |
| 11.3 | Enclosure not damaged/deteriorated so as to impair safety (134.1.1; 416.2; 512.2) | ✓ |
| 11.4 | Suitability for the environment and external influences (512.2) | ✓ |
| 11.5 | Security of fixing (134.1.1) | ✓ |
| 11.6 | Cable entry holes in ceiling above luminaires, sized or sealed so as to restrict the spread of fire: List number and location of luminaires inspected (separate page) (527.2) | ✓ |
| 11.7 RECESSED LUMINAIRES (DOWNLIGHTERS) | | |
| 11.7.1 | Correct type of lamps fitted (559.3.1) | N/A |
| 11.7.2 | Installed to minimize build-up of heat by use of "fire rated" fittings, insulation displacement box or similar (421.1.2) | N/A |
| 11.7.3 | No signs of overheating to surrounding building fabric (559.4.1) | N/A |
| 11.7.4 | No signs of overheating to conductors/terminations (526.1) | N/A |
| 12.0 PART 7 SPECIAL INSTALLATIONS OR LOCATIONS | | |
| 12.1 | If any special installations or locations are present, list the particular inspections applied. | |
| 13.0 PROSUMER'S LOW VOLTAGE ELECTRICAL INSTALLATION(S) | | |
| 13.1 | Where the installation includes additional requirements and recommendations relating to Chapter 82, additional inspection items should be added to the checklist. | N/A |

Inspector's Name:

Signature:

Date:

for Industrial/Commercial Premises

Requirements for Electrical Installations
BS7671 :2018+A2:2022 (IET Wiring Regulations 18th Edition)

| | | | |
|------------------------|--|-----------------------------|---|
| Client Name | Ledbury Town council | Installation Address | Ledbury Town council, Town Council Offices, Church Street, Ledbury, Herefordshire |
| Client Address | Town council offices , Church Street Ledbury , Herefordshire | Postcode | HR8 1DH |
| Client Postcode | HR8 1DH | | |

| | | | |
|---|--|--|--|
| Distribution board details - Complete in every case SPD Details: Type(s)* T1 <input type="checkbox"/> T2 <input type="checkbox"/> T3† <input type="checkbox"/> N/A <input type="checkbox"/> Location <input type="text" value="Basement"/> Designation <input type="text" value="DB 1"/> No. of ways <input type="text" value="24"/> | | Complete only if the distribution board is not connected directly to the origin of the installation Overcurrent protective device for the distribution circuit: Supply to distribution board is from <input type="text"/> No. of phases <input type="text" value="1"/> BS(EN) <input type="text"/> Type <input type="text"/> Rating <input type="text"/> A Nominal voltage <input type="text"/> V RCD BS(EN) <input type="text"/> Type <input type="text"/> Rating <input type="text"/> IΔn mA | |
|---|--|--|--|

SCHEDULE OF CIRCUIT DETAILS

| Circuit No. and Line | Circuit designation | Type of wiring | Ref. method † | No. of points served | Circuit conductors csa (mm²) | | Maximum disconnection time (BS 7671) (S) | Overcurrent protective devices | | | Breaking capacity (KA) | BS 7671 Max. permitted Zs Other § | RCD | | | |
|----------------------|------------------------|----------------|---------------|----------------------|------------------------------|-----|--|--------------------------------|----------|------------|------------------------|-----------------------------------|--------------|----------|----------|------------|
| | | | | | L / N | GPC | | BS EN Number | Type No. | Rating (A) | | | BS EN Number | Type No. | IΔn (mA) | Rating (A) |
| 1/S | corridor lights | A | C | 10 | 1 | 1 | 0.4 | 61009 | b | 6 | 6 | | 61009 | | 30 | |
| 2/S | light small stairs | A | C | 5 | 1 | 1 | 0.4 | 61009 | b | 6 | 6 | | 61009 | | 10 | |
| 3/S | flood lights | A | C | 4 | 1 | 1 | 0.4 | 3871 | 2 | 10 | 6 | | | | | |
| 4/S | upper chamber lights | A | C | 6 | 1 | 1 | 0.4 | 3871 MCB | 2 | 10 | 6 | 2.49 | | | | |
| 5/S | council chamber lights | A | C | 4 | 1 | 1 | 0.4 | 3871 MCB | 2 | 10 | 6 | 2.49 | | | | |
| 6/S | entrance lobby lights | A | C | 8 | 1 | 1 | 0.4 | 3871 MCB | 2 | 10 | 6 | 2.49 | | | | |
| 7/S | upper chamber sockets | A | C | 12 | 2.5 | 1 | 0.3 | 3871 MCB | 2 | 32 | 6 | | | | | |
| 8/S | ring council chamber | A | C | 5 | 2.5 | 1.5 | 0.4 | 3871 MCB | 2 | 32 | 6 | 0.77 | | | | |
| 9/S | socket in entrance | A | C | 1 | 2.5 | 1.5 | 0.4 | 3871 MCB | 2 | 20 | 6 | 1.24 | | | | |
| 10/S | contactor | A | C | 1 | 16 | 16 | 5 | 3871 MCB | 2 | 63 | 6 | 0.39 | | | | |
| 11/S | " | A | C | 1 | 16 | 16 | 5 | 3871 MCB | 2 | 63 | 6 | 0.39 | | | | |
| 12/S | " | A | C | 1 | 16 | 16 | 5 | 3871 MCB | 2 | 63 | 6 | 0.39 | | | | |
| 13/S | cellar lights | A | C | 5 | 1 | 16 | 0.4 | 3871 MCB | 2 | 10 | 6 | 2.49 | | | | |
| 14/S | SPARE | | | | | | | | | | | | | | | |
| 15/S | SPARE | | | | | | | | | | | | | | | |
| 16/S | upper chamber lights | A | C | 6 | 1 | 1 | 0.4 | 3871 MCB | 2 | 10 | 6 | 2.49 | | | | |
| 17/S | council chamber lights | A | C | 5 | 1 | 1 | 0.4 | 3871 MCB | 2 | 10 | 6 | 2.49 | | | | |
| 18/S | attic lights | A | C | 8 | 1 | 1 | 0.4 | 61009 | b | 6 | 6 | | 61009 | | 30 | |
| 19/S | small store sockets | A | C | | 2.5 | 1.5 | 0.3 | 3871 MCB | 2 | 15 | 6 | | | | | |
| 20/S | Fire Alarm | A | C | 2 | 2.5 | 1.5 | 0.3 | 3871 MCB | 2 | 20 | 6 | | | | | |
| 21/S | attic power | A | C | 2 | 2.5 | 1.5 | 0.2 | 3871 MCB | 2 | 32 | 6 | | | | | |
| 22/S | poetry festival | A | C | 1 | 6 | 2.5 | 0.2 | 3871 MCB | 2 | 32 | 6 | | | | | |
| 23/S | tourist info | A | C | 1 | 6 | 2.5 | 0.3 | 3871 MCB | 2 | 32 | 6 | | | | | |
| 24/S | toilet block | A | C | 1 | 16 | 10 | 5 | 3871 MCB | 2 | 60 | 6 | 0.41 | | | | |

Wiring Types: **A** PVC/PVC, **B** PVC cables in metallic Conduit, **C** PVC cables in non-metallic Conduit, **D** PVC cables in metallic trunking, **E** PVC cables in non-metallic trunking, **F** PVC/SWA cables, **G** SWA/XPLE cables, **H** Mineral Insulated, **MW** Metal Work, **FM** Ferrous Metal, **O** Other

* SPD Type. Where a combined T1 + T2 or T2 + T3 device is installed, indicate by ticking both boxes.
 † Where a T3 SPD is installed to protect sensitive equipment, enter Details of Circuits, of the Schedule of Test Results. (See Section 534 of BS 7671:2018+A2:2022.)
 ‡ See Table 4A2 of Appendix 4 of BS 7671:2018+A2:2022.
 § Where the maximum permitted earth fault loop impedance value stated in Max Zs column is taken from a source other than the tabulated values given in Chapter 41 of BS 7671:2018+A2:2022, state the source of the data in the appropriate cell for the circuit in the change to Schedule of Test Results

ELECTRICAL INSTALLATION CONDITION REPORT - Test Results

FT/EICR 414900001272

for Industrial/Commercial Premises

Requirements for Electrical Installations
BS7671 :2018+A2:2022 (IET Wiring Regulations 18th Edition)

| | | | |
|--|--|--|---|
| Client Name | Ledbury Town council | Installation Address | Ledbury Town council, Town Council Offices, Church Street, Ledbury, Herefordshire |
| Client Address | Town council offices , Church Street Ledbury, , Herefordshire | Client Postcode | HR8 1DH |
| Distribution board details - Complete in every case | | Complete only if the distribution board is not connected directly to the origin of the installation | |
| Location | Basement | Associated RCD (if any): | BS (EN) _____ |
| Designation | DB 1 | Z _{db} | _____ Ω Operating at IΔn _____ ms |
| No. of ways | 24 <input checked="" type="checkbox"/> Supply polarity confirmed <input type="checkbox"/> Phase sequence confirmed | I _{pf} | _____ kA No. of poles _____ Time delay (if applicable) _____ |
| No. of phases | 1 SPD: <input type="checkbox"/> Operational status confirmed <input checked="" type="checkbox"/> Not applicable | | |

TEST RESULTS

| Circuit No. and Line | Circuit impedance Ω | | | | | | Insulation resistance (Record lower reading) | | | Polarity | Max. Measured Z _s (Ω) | RCD testing All RCDs IΔn ms | Manual test button operation | |
|----------------------|--------------------------|------|------|---------------|------------|----|--|---------------|---------------|----------|----------------------------------|-----------------------------------|------------------------------|----------|
| | Ring final circuits only | | | EgB check (✓) | R1R2 or R2 | | Test voltage V | L/L, L/N M(Ω) | L/E, N/E M(Ω) | | | | RCD (✓) | AFDD (✓) |
| | r1 | m | r2 | | R1 + R2 | R2 | | | | | | | | |
| 1/S | | | | N/A | 0.66 | | 500 | >299 | >299 | ✓ | 0.69 | 28.7 | ✓ | N/A |
| 2/S | | | | N/A | 0.44 | | 500 | >299 | >299 | ✓ | 0.99 | 28.2 | ✓ | N/A |
| 3/S | | | | N/A | 0.44 | | 500 | >299 | >299 | ✓ | 0.47 | | N/A | N/A |
| 4/S | | | | N/A | 1.22 | | 500 | >299 | >299 | ✓ | 0.34 | | N/A | N/A |
| 5/S | | | | N/A | 0.78 | | 500 | >299 | >299 | ✓ | 0.56 | | N/A | N/A |
| 6/S | | | | N/A | 0.32 | | 500 | >299 | >299 | ✓ | 0.63 | | N/A | N/A |
| 7/S | 0.48 | 0.48 | 0.83 | ✓ | 0.29 | | 500 | >299 | >299 | ✓ | 0.48 | | N/A | N/A |
| 8/S | 0.44 | 0.44 | 0.62 | ✓ | 0.34 | | 500 | >299 | >299 | ✓ | 0.65 | | N/A | N/A |
| 9/S | | | | N/A | 0.78 | | 500 | >299 | >299 | ✓ | 0.47 | | N/A | N/A |
| 10/S | | | | N/A | 0.02 | | 500 | >299 | >299 | ✓ | 0.18 | | N/A | N/A |
| 11/S | | | | N/A | 0.02 | | 500 | >299 | >299 | ✓ | 0.18 | | N/A | N/A |
| 12/S | | | | N/A | 0.02 | | 500 | >299 | >299 | ✓ | 0.20 | | N/A | N/A |
| 13/S | | | | N/A | | | | | | N/A | | | N/A | N/A |
| 14/S | N/A | N/A | N/A | N/A | | | | | | N/A | | | N/A | N/A |
| 15/S | N/A | N/A | N/A | N/A | | | | | | N/A | | | N/A | N/A |
| 16/S | | | | N/A | 2.20 | | 500 | >299 | >299 | ✓ | 0.40 | | N/A | N/A |
| 17/S | | | | N/A | 1.98 | | 500 | >299 | >299 | ✓ | 1.03 | | N/A | N/A |
| 18/S | | | | N/A | 3.40 | | 500 | >299 | >299 | ✓ | 0.72 | 38.6 | ✓ | N/A |
| 19/S | | | | N/A | | | | | | N/A | | | N/A | N/A |
| 20/S | | | | N/A | 0.56 | | 500 | >299 | >299 | ✓ | 0.39 | | N/A | N/A |
| 21/S | | | | N/A | 1.10 | | 500 | >299 | >299 | ✓ | 0.49 | | N/A | N/A |
| 22/S | | | | N/A | 0.12 | | 500 | >299 | >299 | ✓ | 1.06 | | N/A | N/A |
| 23/S | | | | N/A | 0.11 | | 500 | >299 | >299 | ✓ | 0.28 | | N/A | N/A |
| 24/S | | | | N/A | 0.66 | | 500 | >299 | >299 | ✓ | 0.26 | | N/A | N/A |

Details of circuits and/or installed equipment vulnerable to damage when testing

Date(s) dead testing: 17/03/2024 To 17/03/2024
Date(s) live testing: 17/03/2024 To 17/03/2024

Test instrument serial number(s) Loop impedance 01985292 Insulation resistance 01985292 Continuity 01985292 RCD 01985292 E/Electrode

Tested by: Name (capital letters) CHRISTIAN MICHAEL HILL Signature Christian Michael Hill
Position Inspector Date 17/03/2024

ELECTRICAL INSTALLATION CONDITION REPORT - Test Results

FT/EICR 414900001272

for Industrial/Commercial Premises

Requirements for Electrical Installations
BS7671 :2018+A2:2022 (IET Wiring Regulations 18th Edition)

| | | | |
|------------------------------|---|-----------------------------|---|
| Client Name | Ledbury Town council | Installation Address | Ledbury Town council, Town Council Offices, Church Street, Ledbury, Herefordshire |
| Client Address | Town council offices , Church Street Ledbury, , Herefordshire | Client Postcode | HR8 1DH |
| Installation Postcode | HR8 1DH | | |

| | | | |
|--|---|--|--------------------|
| Distribution board details - Complete in every case | | Complete only if the distribution board is not connected directly to the origin of the installation | |
| Location | basement | Associated RCD (if any): | BS (EN) |
| Designation | DB 2 | Z _{db} | Ω Operating at IΔn |
| No. of ways | 8 <input checked="" type="checkbox"/> Supply polarity confirmed <input type="checkbox"/> Phase sequence confirmed | I _{pf} | kA No. of poles |
| No. of phases | 1 SPD: <input type="checkbox"/> Operational status confirmed <input type="checkbox"/> Not applicable | Time delay (if applicable) | |

TEST RESULTS

| Circuit No. and Line | Circuit impedance Ω | | | | | | Insulation resistance (Record lower reading) | | | Polarity | Max. Measured Z _s (Ω) | RCD testing All RCDs IΔn ms | Manual test button operation | |
|----------------------|--------------------------|----------------|------|-----------------|------------|----|--|---------------|---------------|----------|----------------------------------|--------------------------------|------------------------------|----------|
| | Ring final circuits only | | | Fig 8 check (✓) | R1R2 or R2 | | Test voltage V | L/L, L/N M(Ω) | L/E, N/E M(Ω) | | | | ROD (✓) | AFDD (✓) |
| | r1 | r _m | r2 | | R1 + R2 | R2 | | | | | | | | |
| 1/S | 0.23 | 0.23 | 0.38 | ✓ | 0.15 | | 500 | >299 | >299 | ✓ | 0.38 | N/A | N/A | |
| 2/S | 0.34 | 0.34 | 0.54 | N/A | 0.22 | | 500 | >299 | >299 | ✓ | 0.23 | N/A | N/A | |
| 3/S | | | | N/A | 0.10 | | 500 | >299 | >299 | ✓ | 0.30 | N/A | N/A | |
| 4/S | | | | N/A | 0.08 | | 500 | >299 | >299 | ✓ | 0.31 | N/A | N/A | |
| 5/S | | | | N/A | 0.06 | | 500 | >299 | >200 | ✓ | 0.33 | N/A | N/A | |
| 6/S | | | | N/A | 0.18 | | 500 | >299 | >299 | ✓ | 0.33 | N/A | N/A | |
| 7/S | | | | N/A | 0.88 | | 500 | >299 | >299 | ✓ | 0.46 | N/A | N/A | |
| 8/S | | | | N/A | 1.02 | | 500 | >299 | >299 | ✓ | 0.80 | 28.6 | ✓ | N/A |
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|---|------------------------|----------------------|------------------------|----------|-------------|
| Details of circuits and/or installed equipment vulnerable to damage when testing | | Date(s) dead testing | 17/03/2024 | To | 17/03/2024 |
| | | Date(s) live testing | 17/03/2024 | To | 17/03/2024 |
| Test instrument serial number(s) | Loop impedance | 01985292 | Insulation resistance | 01985292 | Continuity |
| | | 01985292 | | 01985292 | RCD |
| | | | | | 01985292 |
| | | | | | E/Electrode |
| Tested by: Name (capital letters) | CHRISTIAN MICHAEL HILL | | | | Signature |
| Position | Inspector | Date | 17/03/2024 | | |
| | | | Christian Michael Hill | | |

for Industrial/Commercial Premises

Requirements for Electrical Installations
BS7671 :2018+A2:2022 (IET Wiring Regulations 18th Edition)

| | | | |
|------------------------|---|-----------------------------|--|
| Client Name | Ledbury Town council | Installation Address | Ledbury Town council, Town Council Offices, Church Street, Ledbury, Herefordshire |
| Client Address | Town council offices , Church Street Ledbury , Herefordshire | Postcode | HR8 1DH |
| Client Postcode | HR8 1DH | | |

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|---|---|
| <p>Distribution board details - Complete in every case</p> <p>SPD Details: Type(s)* T1 <input type="checkbox"/> T2 <input type="checkbox"/> T3† <input type="checkbox"/> N/A <input type="checkbox"/></p> <p>Location <input type="text" value="basement"/></p> <p>Designation <input type="text" value="DB 3"/></p> <p>No. of ways <input type="text" value="4"/></p> | <p>Complete only if the distribution board is not connected directly to the origin of the installation</p> <p>Overcurrent protective device for the distribution circuit: Supply to distribution board is from <input type="text"/></p> <p>No. of phases <input type="text" value="1"/> BS(EN) <input type="text"/> Type <input type="text"/> Rating <input type="text"/> A</p> <p>Nominal voltage <input type="text"/> V RCD BS(EN) <input type="text"/> Type <input type="text"/> Rating <input type="text"/> IΔn mA</p> |
|---|---|

| SCHEDULE OF CIRCUIT DETAILS | | | | | | | | | | | | | | | | |
|-----------------------------|---------------------|----------------|---------------|----------------------|------------------------------|-----|--|--------------------------------|----------|------------|------------------------|--|--------------|----------|----------|------------|
| Circuit No. and Line | Circuit designation | Type of wiring | Ref. method ‡ | No. of points served | Circuit conductors csa (mm²) | | Maximum disconnection time (BS 7671) (S) | Overcurrent protective devices | | | Breaking capacity (KA) | BS 7671 Max. permitted Zs Other § 80% (Ω) | RCD | | | |
| | | | | | L / N | GPC | | BS EN Number | Type No. | Rating (A) | | | BS EN Number | Type No. | IΔn (mA) | Rating (A) |
| 1/S | sockets | A | C | 9 | 6 | 2.5 | 0.4 | 60898 MCB | B | 32 | 6 | 1.09 | | | | |
| 2/S | Lights | A | C | 13 | 1 | 1 | 0.4 | 60898 MCB | B | 6 | 6 | 5.82 | | | | |
| 3/S | heater | A | C | 1 | 2.5 | 1.5 | 0.4 | 61009 B | B | 16 | 6 | 2.18 | 61009 | | 30 | |
| 4/S | heater | A | C | 1 | 2.5 | 1 | 0.4 | 61009 B | B | 16 | 6 | 2.18 | 61009 | | 30 | |
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Wiring Types: **A** PVC/PVC, **B** PVC cables in metallic Conduit, **C** PVC cables in non-metallic Conduit, **D** PVC cables in metallic trunking, **E** PVC cables in non-metallic trunking, **F** PVC/SWA cables, **G** SWA/XPLE cables, **H** Mineral Insulated, **MW** Metal Work, **FM** Ferrous Metal, **O** Other

* SPD Type. Where a combined T1 + T2 or T2 + T3 device is installed, indicate by ticking both boxes.
 † Where a T3 SPD is installed to protect sensitive equipment, enter Details of Circuits, of the Schedule of Test Results. (See Section 534 of BS 7671:2018+A2:2022.)
 ‡: See Table 4A2 of Appendix 4 of BS 7671:2018+A2:2022.
 § Where the maximum permitted earth fault loop impedance value stated in Max Zs column is taken from a source other than the tabulated values given in Chapter 41 of BS 7671:2018+A2:2022, state the source of the data in the appropriate cell for the circuit in the change to Schedule of Test Results

for Industrial/Commercial Premises

Requirements for Electrical Installations
BS7671 :2018+A2:2022 (IET Wiring Regulations 18th Edition)

| | | | |
|------------------------|--|-----------------------------|---|
| Client Name | Ledbury Town council | Installation Address | Ledbury Town council, Town Council Offices, Church Street, Ledbury, Herefordshire |
| Client Address | Town council offices , Church Street Ledbury , Herefordshire | Postcode | HR8 1DH |
| Client Postcode | HR8 1DH | | |

| | | | |
|--|--|---|--|
| Distribution board details - Complete in every case SPD Details: Type(s)* T1 <input type="checkbox"/> T2 <input type="checkbox"/> T3† <input type="checkbox"/> N/A <input type="checkbox"/> Location basenent Designation DB 4 No. of ways 12 | | Complete only if the distribution board is not connected directly to the origin of the installation Overcurrent protective device for the distribution circuit: Supply to distribution board is from _____ No. of phases 1 BS(EN) _____ Type _____ Rating _____ A Nominal voltage _____ V RCD BS(EN) _____ Type _____ Rating _____ IΔn mA | |
|--|--|---|--|

SCHEDULE OF CIRCUIT DETAILS

| Circuit No. and Line | Circuit designation | Type of wiring | Ref. method †: | No. of points served | Circuit conductors csa (mm²) | | Maximum disconnection time (BS 7671) (S) | Overcurrent protective devices | | | Breaking capacity (KA) | BS 7671 Max. permitted Zs Other § | RCD | | | |
|----------------------|----------------------|----------------|----------------|----------------------|------------------------------|-----|--|--------------------------------|----------|------------|------------------------|-----------------------------------|--------------|----------|----------|------------|
| | | | | | L / N | GPC | | BS EN Number | Type No. | Rating (A) | | | BS EN Number | Type No. | IΔn (mA) | Rating (A) |
| 1/S | tourist info rh side | A | C | 1 | 2.5 | 1.5 | 0.4 | 3871 MCB | 2 | 15 | 6 | 1.66 | | | | |
| 2/S | council chamber | A | C | 1 | 2.5 | 1.5 | 0.4 | 3871 MCB | 2 | 15 | 6 | 1.66 | | | | |
| 3/S | rented office | A | C | 1 | 2.5 | 1.5 | 0.4 | 3871 MCB | 2 | 15 | 6 | 1.66 | | | | |
| 4/S | upper chamber | A | C | 1 | 2.5 | 1.5 | 0.4 | 3871 MCB | 2 | 15 | 6 | 1.66 | | | | |
| 5/S | entrance lobby | A | C | 1 | 2.5 | 1.5 | 0.4 | 3871 MCB | 2 | 15 | 6 | 1.66 | | | | |
| 6/S | registra | A | C | 1 | 2.5 | 1.5 | 0.4 | 3871 MCB | 2 | 15 | 6 | 1.66 | | | | |
| 7/S | SPARE | | | | | | | | | | | | | | | |
| 8/S | council chamber | A | C | 1 | 2.5 | 1.5 | 0.4 | 3871 MCB | 2 | 15 | 6 | 1.66 | | | | |
| 9/S | landing | A | C | 1 | 2.5 | 1.5 | 0.4 | 3871 MCB | 2 | 15 | 6 | 1.66 | | | | |
| 10/S | upper chamber | A | C | 1 | 2.5 | 1.5 | 0.4 | 3871 MCB | 2 | 15 | 6 | 1.66 | | | | |
| 11/S | main office | A | C | 1 | 2.5 | 1 | 0.4 | 3871 MCB | 2 | 15 | 6 | 1.66 | | | | |
| 12/S | rear entrance | A | C | 1 | 2.5 | 1.5 | 0.4 | 3871 MCB | 2 | 15 | 6 | 1.66 | | | | |

Wiring Types: **A** PVC/PVC, **B** PVC cables in metallic Conduit, **C** PVC cables in non-metallic Conduit, **D** PVC cables in metallic trunking, **E** PVC cables in non-metallic trunking, **F** PVC/SWA cables, **G** SWA/XPLE cables, **H** Mineral Insulated, **MW** Metal Work, **FM** Ferrous Metal, **O** Other

* SPD Type. Where a combined T1 + T2 or T2 + T3 device is installed, indicate by ticking both boxes.
 † Where a T3 SPD is installed to protect sensitive equipment, enter Details of Circuits, of the Schedule of Test Results. (See Section 534 of BS 7671:2018+A2:2022.)
 ‡: See Table 4A2 of Appendix 4 of BS 7671:2018+A2:2022.
 § Where the maximum permitted earth fault loop impedance value stated in Max Zs column is taken from a source other than the tabulated values given in Chapter 41 of BS 7671:2018+A2:2022, state the source of the data in the appropriate cell for the circuit in the change to Schedule of Test Results

ELECTRICAL INSTALLATION CONDITION REPORT - Test Results

FT/EICR 414900001272

for Industrial/Commercial Premises

Requirements for Electrical Installations
BS7671 :2018+A2:2022 (IET Wiring Regulations 18th Edition)

Client Name: Ledbury Town council
Installation Address: Ledbury Town council, Town Council Offices, Church Street, Ledbury, Herefordshire
Client Address: Town council offices, Church Street, Ledbury, Herefordshire
Client Postcode: HR8 1DH
Installation Postcode: HR8 1DH

Distribution board details - Complete in every case
Location: back office
Designation: DB 5
No. of ways: 8
No. of phases: 1
SPD: Operational status confirmed
Complete only if the distribution board is not connected directly to the origin of the installation
Associated RCD (if any): BS (EN)
Zdb: Operating at Idn
Ipf: kA
No. of poles:
Time delay (if applicable):

TEST RESULTS

Table with columns: Circuit No. and Line, Circuit impedance Ω (Ring final circuits only: r1, r2, R1R2 or R2), Insulation resistance (Test voltage, L/L, L/N, L/E, N/E), Polarity, Max. Measured Zs (Ω), RCD testing (All RCDs Idn ms), Manual test button operation (RCD, AFDD). Rows 1/S to 8/S.

Details of circuits and/or installed equipment vulnerable to damage when testing
Date(s) dead testing: 17/03/2024 To 17/03/2024
Date(s) live testing: 17/03/2024 To 17/03/2024
Test instrument serial number(s): 01985292
Loop impedance: 01985292
Insulation resistance: 01985292
Continuity: 01985292
RCD: 01985292
E/Electrode:
Tested by: Name (capital letters): CHRISTIAN MICHAEL HILL
Position: Inspector
Date: 17/03/2024
Signature: Christian Michael Hill

Electrical Installation Condition Report

Requirements for Electrical Installations - BS 7671:2018+A2:2022
(IET Wiring Regulations 18th Edition)

Guidance for recipients:

This report is an important and valuable document which should be retained for future reference.

1. The purpose of this Report is to confirm, so far as reasonably practicable, whether or not the electrical installation is in a satisfactory condition for continued service (see Section E). The Report should identify any damage, deterioration, defects and/or conditions which may give rise to danger (see Section K).
2. This Report is only valid if accompanied by the Inspection Schedule(s) and the Schedule(s) of Circuit Details and Test Results.
3. The person ordering the Report should have received the original Report and the inspector should have retained a duplicate.
4. The original Report should be retained in a safe place and be made available to any person inspecting or undertaking work on the electrical installation in the future. If the property is vacated, this Report will provide the new owner / occupier with details of the condition of the electrical installation at the time the Report was issued.
5. Section D (Extent and Limitations) should identify fully the extent of the installation covered by this Report and any limitations on the inspection and testing. The inspector should have agreed these aspects with the person ordering the Report and with other interested parties (licensing authority, insurance company, mortgage provider and the like) before the inspection was carried out.
6. Some operational limitations such as inability to gain access to parts of the installation or an item of equipment may have been encountered during the inspection. The inspector should have noted these in Section D.
7. For items classified in Section K as **C1 (“Danger Present”)**, the safety of those using the installation is at risk, and it is recommended that a skilled person or persons competent in electrical installation work undertakes the necessary remedial work immediately.
8. For items classified in Section K as **C2 (“Potentially Dangerous”)**, the safety of those using the installation may be at risk and it is recommended that a skilled person or persons competent in electrical installation work undertakes the necessary remedial work as a matter of urgency.
9. Where it has been stated in Section K that an observation requires further investigation **code FI** the inspection has revealed an apparent deficiency which may result in a code C1 or C2 could not, due to the extent or limitations of this inspection, be fully identified. Such observations should be investigated as soon as possible. A further examination of the installation will be necessary, to determine the nature and extent of the apparent deficiency (see Section F).
10. **For safety reasons**, the electrical installation should be re-inspected at appropriate intervals by a skilled person or persons competent in such work. The recommended date by which the next inspection is due is stated in Section F of the Report under ‘Recommendations’ and on a label at or near to the consumer unit /distribution board (where required).
11. Where the installation includes a residual current device (RCD) it should be tested six-monthly by pressing the button marked ‘T’ or ‘Test’. The device should switch off the supply and should then be switched on to restore the supply. If the device does not switch off the supply when the button is pressed, seek expert advice. **For safety reasons it is important that this instruction is followed.**
12. Where the installation includes an arc fault detection device (AFDD) having a manual test facility it should be tested six-monthly by pressing the test button. Where an AFDD has both a test button and automatic test function, manufacturer’s instructions shall be followed with respect to test button operation.
13. Where the installation includes a surge protective device (SPD) the status indicator should be checked to confirm it is in operational condition in accordance with manufacturer’s information. If the indication shows that the device is not operational, seek expert advice. For safety reasons it is important that this instruction is followed.
14. Where the installation includes alternative or additional sources of supply, warning notices should be found at the origin or meter position or, if remote from the origin, at the consumer unit or distribution board and at all points of isolation of all sources of supply.

ELECTRICAL INSTALLATION CONDITION REPORT

FT/EICR

414900001274

for Industrial/Commercial Premises

Requirements for Electrical Installations
BS 7671:2018+A2:2022 (IET Wiring Regulations 18th Edition)

A. Details of the Installation

| | | | |
|----------|---|--------------|---|
| Client | Ledbury town council | Installation | Ledbury town Council |
| Address | Ledbury Market house 3 The High Street Ledbury Herefordshire | Address | Ledbury Market House 3 the High Street Ledbury Herefordshire |
| Postcode | HR8 1DS | Postcode | HR8 1DS |

B. Reason for Producing this Report

This form is to be used only for reporting on the condition of an existing installation.

Requirements of BS7671

Date(s) on which the inspection and testing were carried out to

C. Details of Installation which is the Subject of this Report

Description of premises Domestic Commercial Industrial Other (please specify)

Estimated age of the wiring system years

Evidence of alterations or addition Yes No Not apparent if 'Yes', estimated years

Records of installation available Yes No Records held by

Date of last inspection Electrical Installation Certificate No. or previous Inspection Report No.

D. Extent of Electrical Installation Covered by this Report:

Whole building

Agreed Limitations and Operational Limitations (Regulations 653.2)

consumer units inspected and tested 20% of accessories removed for inspection cables encased with the wooden boxing around the building or under the stage area not inspected

Agreed with: Extent of Termination Sampling:

The inspection and testing detailed within this report and accompanying schedule has been carried out in accordance with BS 7671: 2018 (IET Wiring Regulations) amended to

It should be noted that cables concealed within trunkings and conduits, under floors, in roof spaces and generally within the fabric of the building or underground have NOT been inspected unless specifically agreed between the client and inspector prior to the inspection. An inspection should be made within an accessible roof space housing other electrical equipment.

E. Summary of the Condition of the Installation

General conditions of the installation (in terms of electrical safety)

Overall assessment of the installation in terms of its suitability for continued use **SATISFACTORY** ***UNSATISFACTORY**

one circuit installed in mineral insulated cabling, all other circuits installed in PVC PVC cabling generally in good order at time of inspection accessories generally in good order at time of inspection

*An UNSATISFACTORY assessment indicates that dangerous (code C1), or potentially dangerous (code C2) conditions have been identified

F. Recommendations

Where the overall assessment of the suitability of the installation for continued use above is stated as UNSATISFACTORY I/we recommend that any observations classified as 'Danger present' (code C1) or 'Potential dangerous' (code C2) are acted upon as a matter of urgency. Investigation without delay is recommended for observations identified as 'Further Investigation required' (code FI). Observations classified as 'Improvement recommended' (code C3) should be given due consideration. Subject to the necessary remedial action being taken, I/we recommend that the installation is further inspected and tested by (date) for the following reasons:

G. Declaration

I/we being the person(s) responsible for the inspection and testing of the electrical installation (as indicated by my/our signatures below), particulars of which are described above, having exercised reasonable skill and care when carrying out the inspection and testing hereby declare that the information in this report, including the observations and the attached schedules, provides an accurate assessment of the condition of the electrical installation taking into account the stated extent and limitations in section D of this report.

| | | | |
|------------|---|-------------------------|---|
| Company | <input type="text" value="Heating Maintenance Services Limited"/> | Inspected and tested by | Authorised for issue by |
| Address | <input type="text" value="Cromwell Road, Worcestershire ,"/> | Name: | <input type="text" value="Christian Hill"/> |
| Postcode | <input type="text" value="WR14 1NA"/> | Signature: | <input type="text" value="Christian Hill"/> |
| Branch No. | <input type="text"/> | Position: | <input type="text" value="inspector"/> |
| Scheme No. | <input type="text" value="11760"/> | Date: | <input type="text" value="20/03/2024"/> |

H. Schedule(s)

schedule(s) of inspection and schedule(s) of Circuit Details and Test Results are attached.

The attached schedule(s) are part of this document and this report is valid only when they are attached to it.

ELECTRICAL INSTALLATION CONDITION REPORT

FT/EICR

414900001274

for Industrial/Commercial Premises

Requirements for Electrical Installations
BS 7671:2018+A2:2022 (IET Wiring Regulations 18th Edition)

I. Supply Characteristics and Earthing Arrangements

Earthing Arrangements TN-S TN-C-S TT Other Please specify _____

Number & Type of live conductors AC DC No. of phases 3 No. of wires 3

Nature of Supply Parameters (Note: ⁽¹⁾ by enquiry, ⁽²⁾ by enquiry or by measurement)

Nominal voltage, U/U₀ ⁽¹⁾ 400 v Nominal frequency, f⁽¹⁾ 50 Hz Confirmation of supply polarity

Prospective fault current, I_{pf} ⁽²⁾ 2.06 kA External loop impedance, Z_e ⁽²⁾ 0.11 Ω

Supply Protective Device BS (EN) 1361 Type 2 Rated Current 100 A

No. of Additional Supplies N/A

J. Particulars of Installation Referred to in this Report

Details of installation Earth Electrode (where applicable) Type (e.g. rod(s), tape etc) N/A Location N/A Electrode resistance to earth N/A Ω

Means of Earthing Distributors facility Installation Earth Electrode Maximum Demand (load) 16 Amps KVA

| Main Protective Conductors | Material | csa | (✓) or Value | (✓) or Value |
|------------------------------|----------|---------------------|---|---|
| Earthing Conductor | Copper | 16 mm ² | Continuity Verified <input checked="" type="checkbox"/> | Connection Verified <input checked="" type="checkbox"/> Ω |
| Protective Bonding Conductor | N/A | N/A mm ² | Continuity Verified <input type="checkbox"/> | Connection Verified <input type="checkbox"/> Ω |

| Main Supply Conductor | Material | csa | (connection / continuity) (✓) or Value | (✓) or Value |
|-----------------------|----------|--------------------|--|--------------|
| | Copper | 25 mm ² | | |

Main Switch Location consumer unit

Fuse/device rating or setting 100 A Voltage rating 400 V

If RCD main switch: Rated residual operating current I_{Δn} N/A mA

Water installation Ω To structural steel Ω

Gas installation pipes Ω To lightning protection Ω

Oil installation pipes Ω

Other Ω

BS(EN) 88-2 HRC gG No. of Poles 4 Current Rating 100 A Rated time delay N/A ms Measured operating trip time N/A ms

K. Observations

Referring to the attached inspection schedule(s) and schedule(s) of circuit details and test results, and subject to the limitations specified at the Extent and limitations of inspection and testing Section D.

No remedial work required

The following observations are made

| Code | Description |
|------|---|
| C1 | Danger present. Risk of Injury. Immediate remedial action required. |
| C2 | Potentially dangerous. Urgent remedial action required. |
| C3 | Improvement recommended. |
| FI | Further Investigation required without delay |

| Item No. | Observations | Code |
|----------|---|------|
| 1 | 5.6 Condition of enclosure(s) in terms of fire rating etc. (421.1.6; 421.1.201; 526.5) | C3 |
| 2 | 6.19 Condition of circuit accessories (651.2) | C3 |
| 3 | 7.4 Condition of enclosure(s) in terms of fire rating etc (421.1.6; 421.1.201; 526.5) - | C3 |
| 4 | Path side heater 1 road side heater1 broken switched fused spur | C3 |
| 5 | Road side heater 8 and 10 broken pattres | C3 |
| 6 | DB2 requires fire seal fitting | C3 |

One of the following codes, as appropriate, has been allocated to each of the observations made above and/or any attached observation sheets to indicate to the person(s) responsible for the installation the degree of urgency for remedial action.

| | | |
|----|---|------------------|
| C1 | Danger present. Risk of Injury. Immediate remedial action required. | |
| C2 | Potentially dangerous. Urgent remedial action required. | |
| C3 | Improvement recommended. | 1, 2, 3, 4, 5, 6 |
| FI | Further Investigation required without delay | |

for Industrial/Commercial Premises

Requirements for Electrical Installations
BS7671:2018+A2:2022 (IET Wiring Regulations 18th Edition)

Outcomes

| Acceptable condition: | Unacceptable condition: State | Improvement recommended: | Further Investigation: | Not Verified: | Limitation: | Not Applicable: | Inadequacies: (Items 1.1 - 1.1.5 Only) |
|-----------------------|-------------------------------|--------------------------|------------------------|---------------|-------------|-----------------|--|
| ✔ | C1 or C2 | C3 | FI | ⚠ | L | N/A | ✘ |

| Item No. | Description | Outcome |
|---|--|---------|
| 1.0 INTAKE EQUIPMENT (VISUAL INSPECTION ONLY); | | |
| 1.1 | Service cable | ✔ |
| 1.1.1 | Service head | ✔ |
| 1.1.2 | Earthing arrangement | ✔ |
| 1.1.3 | Meter tails | ✔ |
| 1.1.4 | Metering equipment | ✔ |
| 1.1.5 | Isolator (where present) | ✔ |
| 1.1.6 | Person ordering work/dutyholder notified NOTE 1 Where inadequacies in the intake equipment are encountered, which may result in a dangerous or potentially dangerous situation, the person ordering the work and/or dutyholder must be informed. It is strongly recommended that the person ordering the work informs the appropriate authority. NOTE 2 For this section only, where inadequacies are found, an X should be put against the appropriate item and a comment made in Section K | ✔ |
| 1.2 | Consumer's Isolator (where present) | N/A |
| 1.3 | Consumer's meter tails | ✔ |
| 2.0 PRESENCE OF ADEQUATE ARRANGEMENTS FOR PARALLEL OR SWITCHED ALTERNATIVE SOURCES | | |
| 2.1 | Adequate arrangements where a generating set operates as a switched alternative to the public supply (551.6) | N/A |
| 2.2 | Adequate arrangements where a generating set operates in parallel with the public supply (551.7) | N/A |
| 3.0 AUTOMATIC DISCONNECTION OF SUPPLY | | |
| 3.1 | Main earthing/bonding arrangements (411.3; Chap 54) | |
| 3.1.1 | Presence of distributor's earthing arrangement (542.1.2.1; 542.1.2.2) | ✔ |
| 3.1.2 | Presence of installation earth electrode arrangement (542.1.2.3) | N/A |
| 3.1.3 | Adequacy of earthing conductor size (542.3; 543.1.1) | ✔ |
| 3.1.4 | Adequacy of earthing conductor connections (542.3.2) | ✔ |
| 3.1.5 | Accessibility of earthing conductor connections (543.3.2) | ✔ |
| 3.1.6 | Adequacy of main protective bonding conductor sizes (544.1) | ✔ |
| 3.1.7 | Adequacy and location of main protective bonding conductor connections (543.3.2; 544.1.2) | N/A |
| 3.1.8 | Accessibility of all protective bonding connections (543.3.2) | N/A |
| 3.1.9 | Provision of earthing/bonding labels at all appropriate locations (514.13) | N/A |
| 3.2 | FELV - requirements satisfied (411.7; 411.7.1) | N/A |
| 4.0 OTHER METHODS OF PROTECTION (where any of the methods listed below are employed details should be provided on separate sheets) | | |
| 4.1 | Non-conducting location (418.1) | N/A |
| 4.2 | Earth-free local equipotential bonding (418.2) | N/A |
| 4.3 | Electrical separation (Section 413; 418.3) | N/A |
| 4.4 | Double insulation (Section 412) | N/A |
| 4.5 | Reinforced insulation (Section 412) | N/A |
| 5.0 DISTRIBUTION EQUIPMENT | | |
| 5.1 | Adequacy of working space/accessibility to equipment (132.12; 513.1) | ✔ |
| 5.2 | Security of fixing (134.1.1) | ✔ |
| 5.3 | Condition of insulation of live parts (416.1) | ✔ |
| 5.4 | Adequacy/security of barriers (416.2) | ✔ |
| 5.5 | Condition of enclosure(s) in terms of IP rating etc (416.2) | ✔ |
| 5.6 | Condition of enclosure(s) in terms of fire rating etc. (421.1.6; 421.1.201; 526.5) | C3 |
| 5.7 | Enclosure not damaged/deteriorated so as to impair safety (651.2) | ✔ |
| 5.8 | Presence and effectiveness of obstacles (417.2) | ✔ |
| 5.9 | Presence of main switch(es), linked where required (462.1; 462.1.201; 462.2) | ✔ |
| 5.10 | Operation of main switch(es) (functional check) (643.10) | ✔ |
| 5.11 | Manual operation of circuit-breakers RCDs and AFDDs to prove functionality (643.10) | ✔ |
| 5.12 | Confirmation that integral test button/switch causes RCD(s) to trip when operated (functional check) (643.10) | ✔ |
| 5.13 | RCD(s) provided for fault protection – includes RCBO(s) (411.4.204; 411.5.2; 531.2) | ✔ |
| 5.14 | RCD(s) provided for additional protection / requirements, where required - includes RCBO(s) (411.3.3; 415.1) | ✔ |
| 5.15 | Presence of RCD six-monthly test notice at or near equipment, where required (514.12.2) | ✔ |
| 5.16 | Presence of diagrams, charts or schedules at or near equipment, where required (514.9.1) | ✔ |
| 5.17 | Presence of alternative supply warning notice at or near equipment, where required (514.15) | N/A |
| 5.18 | Presence of next inspection recommendation label (514.12.1) | ✔ |
| 5.19 | Presence of other required labelling (please specify) (Section 514) | N/A |

for Industrial/Commercial Premises

Requirements for Electrical Installations
BS7671:2018+A2:2022 (IET Wiring Regulations 18th Edition)

| | | |
|---|---|----|
| 5.20 | Compatibility of protective devices, bases and other components; correct type and rating (no signs of unacceptable thermal damage, arcing or overheating)(411.3.2; 411.4; 411.5; 411.6; Sections 432; 433) | ✓ |
| 5.21 | Single-pole switching or protective devices in line conductors only (132.14.1; 530.3.3) | ✓ |
| 5.0 DISTRIBUTION EQUIPMENT CONT. | | |
| 5.22 | Protection against mechanical damage where cables enter equipment (522.8.1; 522.8.5; 522.8.11) | ✓ |
| 5.23 | Protection against electromagnetic effects where cables enter ferromagnetic enclosures (521.5.1) | ✓ |
| 5.24 | Confirmation indication that the SPD is functional (534.1, 651.4) | ✓ |
| 6.0 DISTRIBUTION CIRCUITS | | |
| 6.1 | Identification of conductors (514.3.1) | ✓ |
| 6.2 | Cables correctly supported throughout their run (521.10.202; 522.8.5) | ✓ |
| 6.3 | Condition of insulation of live parts (416.1) | ✓ |
| 6.4 | Non-sheathed cables protected by enclosure in conduit, ducting or trunking. (521.10.1) | NA |
| 6.5 | Suitability of containment systems for continued use (including flexible conduit) (Section 522) | ✓ |
| 6.6 | Cables correctly terminated in enclosures (Section 526) | ✓ |
| 6.7 | Confirmation that ALL conductor connections, including connections to busbars, are correctly located in terminals and are tight and secure (526.1) | ✓ |
| 6.8 | Examination of cables for signs of unacceptable thermal or mechanical damage/deterioration (421.1; 522.6) | ✓ |
| 6.9 | Adequacy of cables for current-carrying capacity with regard for the type and nature of installation (Section 523) | ✓ |
| 6.10 | Adequacy of protective devices: type and rated current for fault protection (411.3) | ✓ |
| 6.11 | Presence and adequacy of circuit protective conductors (411.3.1.1; 543.1) | ✓ |
| 6.12 | Coordination between conductors and overload protective devices (433.1; 533.2.1) | ✓ |
| 6.13 | Cable installation methods/practices with regard to the type and nature of installation and external influences (Section 522) | ✓ |
| 6.14 | Where exposed to direct sunlight, cable of a suitable type (522.11.1) | NA |
| 6.15 CABLES CONCEALED UNDER FLOORS, ABOVE CEILINGS, IN WALLS/PARTITIONS LESS THAN 50 MM FROM A SURFACE, AND IN PARTITIONS CONTAINING METAL PARTS | | |
| 6.15.1 | Installed in prescribed zones (see Section D. Extent and limitations) (522.6.202) | ▲ |
| 6.15.2 | Incorporating earthed armour or sheath, or run within earthed wiring system, or otherwise protected against mechanical damage by nails, screws and the like (see Section D. Extent and limitations) (522.6.204) | NA |
| 6.16 | Provision of fire barriers, sealing arrangements and protection against thermal effects (Section 527) | ▲ |
| 6.17 | Band II cables segregated/separated from Band I cables (528.1) | NA |
| 6.18 | Cables segregated/separated from non-electrical services (528.3) | NA |
| 6.19 | Condition of circuit accessories (651.2) | C3 |
| 6.20 | Suitability of circuit accessories for external influences (512.2) | ✓ |
| 6.21 | Single-pole switching or protective devices in line conductors only (132.14.1; 530.3.3) | ✓ |
| 6.22 | Adequacy of connections, including cpc's, within accessories and to fixed and stationary equipment – identify/ record numbers and locations of items inspected (Section 526) | ✓ |
| 6.23 | Presence, operation and correct location of appropriate devices for isolation and switching (Chapter 46; Section 537) | ✓ |
| 6.24 | General condition of wiring systems (651.2) | ✓ |
| 6.25 | Temperature rating of cable insulation (522.1.1; Table 52.1) | ✓ |
| 6.26 | Confirmation indication that the SPD is functional (534.1, 651.4) | NA |
| 7.0 CONSUMER UNIT/DISTRIBUTION BOARD | | |
| 7.1 | Adequacy of working space / accessibility to consumer unit/distribution board (132.12; 513.1) | ✓ |
| 7.2 | Security of fixing (134.1.1) | ✓ |
| 7.3 | Condition of enclosure(s) in terms of IP rating (barriers etc.)(416.2) | ✓ |
| 7.4 | Condition of enclosure(s) in terms of fire rating etc (421.1.6; 421.1.201; 526.5) | C3 |
| 7.5 | Enclosure not damaged/deteriorated so as to impair safety (651.2) | ✓ |
| 7.5.1 | Presence and effectiveness of obstacles (417.2) | ✓ |
| 7.6 | Presence of main switch(es), linked where required (462.1; 462.1.201; 462.2) | ✓ |
| 7.7 | Operation of main switch(es) (functional check) (643.10) | ✓ |
| 7.8 | Manual operation of circuit-breakers, RCD(s) and AFDD's to prove functionality (643.10) | ✓ |
| 7.9 | Correct identification of circuit details and protective devices (514.8.1; 514.9.1) | ✓ |
| 7.10 | Presence of RCD six-monthly test notice at or near equipment, where required (514.12.2) | ✓ |
| 7.11 | Presence of alternative supply warning notice at or near consumer unit/distribution board (514.15) | NA |
| 7.12 | Presence of other required labelling (Please specify) Section 514) | NA |
| 7.13 | Compatibility of protective devices, bases and other components; correct type and rating (no signs of unacceptable thermal damage, arcing or overheating) (411.3.2; 411.4; 411.5; 411.6; Sections 432; 433) | ✓ |
| 7.14 | Single-pole switching or protective devices in line conductors only (132.14.1, 530.3.3)) | ✓ |
| 7.15 | Protection against mechanical damage where cables enter distribution board (522.8.1; 522.8.5; 522.8.11) | ✓ |
| 7.16 | Protection against electromagnetic effects where cables enter distribution board (521.5.1) | ✓ |
| 7.17 | RCD(s) provided for fault protection – includes RCBO(s)(411.4.204; 411.5.2; 531.2) | ✓ |
| 7.18 | RCD(s) provided for additional protection/requirements, where required - includes RCBO(s) (411.3.3; 415.1) | ✓ |
| 7.19 | Confirmation of indication that SPD is functional (651.4) | NA |

for Industrial/Commercial Premises

**Requirements for Electrical Installations
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| | | |
|---|--|----|
| 7.20 | Confirmation that ALL conductor connections, including connections to busbars, are correctly located in terminals and are tight and secure (526.1) | ✓ |
| 7.21 | Adequate arrangements where a generating set operates as a switched alternative to public supply (551.6) | NA |
| 7.22 | Adequate arrangements where a generating set operates in parallel with public supply (551.7) | NA |
| 8.0 FINAL CIRCUITS | | |
| 8.1 | Identification of conductors (514.3.1) | ✓ |
| 8.2 | Cables correctly supported throughout their run (521.10.202; 522.8.5) | ✓ |
| 8.3 | Condition of insulation of live parts (416.1) | ✓ |
| 8.4 | Non-sheathed cables protected by enclosure in conduit, ducting or trunking. (521.10.1) | NA |
| 8.4.1 | To include the integrity of conduit and trunking systems (metallic and plastic) | NA |
| 8.5 | Adequacy of cables for current-carrying capacity with regard for the type and nature of installation (Section 523) | ✓ |
| 8.6 | Coordination between conductors and overload protective devices (433.1; 533.2.1) | ✓ |
| 8.7 | Adequacy of protective devices: type and rated current for fault protection (411.3) | ✓ |
| 8.8 | Presence and adequacy of circuit protective conductors (411.3.1.1; 543.1) | ✓ |
| 8.9 | Wiring system(s) appropriate for the type and nature of the installation and external influences (Section 522) | ✓ |
| 8.10 | Cables Concealed Under Floors, Above Ceilings Or In Walls/ Partitions, Adequately Protected Against Damage (522.3.201, 202, 203, 204) | ▲ |
| 8.10.1 | Installed in prescribed zones (see Section D. Extent and limitation) (522.6.201, 204) | ▲ |
| 8.10.2 | Incorporating earthed armour or sheath, or run within earthed wiring system, or otherwise protected against mechanical damage by nails, screws and the like (see Section D. Extent and limitations) (522.6.201; 522.6.204) | NA |
| 8.12 PROVISION OF ADDITIONAL PROTECTION/REQUIREMENTS BY 30 mA RCD | | |
| 8.12.1 | For all socket-outlets of rating 32 A or less unless an exception is permitted (411.3.3) | ✓ |
| 8.12.2 | For the supply of mobile equipment not exceeding 32 A rating for use outdoors (411.3.3) | ✓ |
| 8.12.3 | For cables concealed in walls at a depth of less than 50 mm (522.6.202; 522.6.203) | NA |
| 8.12.4 | For cables concealed in walls/partitions containing metal parts regardless of depth (522.6.203) | NA |
| 8.12.5 | Final circuits supplying luminaries within domestic (household) premises (411.3.4) | ✓ |
| 8.12.6 | For lighting that is accessible to the public (714.411.3.4) | ✓ |
| 8.13 | Provision of fire barriers, sealing arrangements and protection against thermal effects (Section 527) | ▲ |
| 9.0 FINAL CIRCUITS CONT. | | |
| 9.14 | Band II cables segregated/separated from Band I cables (528.1) | NA |
| 9.15 | Cables segregated/separated from communications cabling (528.2) | NA |
| 9.16 | Cables segregated/separated from non-electrical services (528.3) | NA |
| 9.17 | Terminations of cables at enclosures - indicate extent of sampling in Section D of the report (Section 526) | ✓ |
| 9.17.1 | Connection soundly made and under no undue strain (526.6) | ✓ |
| 9.17.2 | No basic insulation of a conductor visible outside enclosure (526.8) | ✓ |
| 9.17.3 | Connections of live conductors adequately enclosed (526.5) | ✓ |
| 9.17.4 | Adequately connected at point of entry to enclosure (glands, bushes etc.) (522.8.5) | ✓ |
| 9.18 | Condition of accessories including socket-outlets, switches and joint boxes (651.2 (v)) | ✓ |
| 9.19 | Suitability of accessories for external influences (512.2) | ✓ |
| 9.20 | Adequacy of working space/accessibility to equipment (132.12; 513.1) | ✓ |
| 9.21 | Single-pole switching or protective devices in line conductors only (132.14.1; 530.3.3) | ✓ |
| 10.1 ISOLATOR (SECTIONS 460; 537) | | |
| 10.1.1 | Presence and condition of appropriate devices (Section 462; 537.2.7) | NA |
| 10.1.2 | Acceptable location – state if local or remote from equipment in question (Section 462; 537.2.7) | NA |
| 10.1.3 | Capable of being secured in the OFF position (462.3) | NA |
| 10.1.4 | Correct operation verified (643.10) | NA |
| 10.1.5 | Clearly identified by position and/or durable marking (537.2.6) | NA |
| 10.1.6 | Warning label posted in situations where live parts cannot be isolated by the operation of a single device (514.11.1; 537.1.2) | NA |
| 10.2 SWITCHING OFF FOR MECHANICAL MAINTENANCE (SECTION 464; 537.3.2) | | |
| 10.2.1 | Presence and condition of appropriate devices (464.1; 527.3.2) | NA |
| 10.2.2 | Acceptable location – state if local or remote from equipment in question (537.3.2.4) | NA |
| 10.2.3 | Capable of being secured in the OFF position (462.3) | NA |
| 10.2.4 | Correct operation verified (643.10) | NA |
| 10.2.5 | Clearly identified by position and/or durable marking (537.3.2.4) | NA |
| 10.3 EMERGENCY SWITCHING/STOPPING (SECTION 465; 537.3.3) | | |
| 10.3.1 | Presence and condition of appropriate devices (Section 465; 537.3.3; 537.4) | NA |
| 10.3.2 | Readily accessible for operation where danger might occur (537.3.3.6) | NA |
| 10.3.3 | Correct operation verified (643.10) | NA |
| 10.3.4 | Clearly identified by position and/or durable marking (537.3.3.6) | NA |
| 10.4 FUNCTIONAL SWITCHING (SECTION 463; 537.3.1) | | |
| 10.4.1 | Presence and condition of appropriate devices (537.3.1.1; 537.3.1.2) | ✓ |
| 10.4.2 | Correct operation verified (537.3.1.1; 537.3.1.2) | ✓ |
| 11.0 CURRENT-USING EQUIPMENT (PERMANENTLY CONNECTED) | | |

for Industrial/Commercial Premises

Requirements for Electrical Installations
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| | | |
|---|---|-----|
| 11.1 | Condition of equipment in terms of IP rating etc (416.2) | ✓ |
| 11.2 | Equipment does not constitute a fire hazard (Section 421) | ✓ |
| 11.3 | Enclosure not damaged/deteriorated so as to impair safety (134.1.1; 416.2; 512.2) | ✓ |
| 11.4 | Suitability for the environment and external influences (512.2) | ✓ |
| 11.5 | Security of fixing (134.1.1) | ✓ |
| 11.6 | Cable entry holes in ceiling above luminaires, sized or sealed so as to restrict the spread of fire: List number and location of luminaires inspected (separate page) (527.2) | ✓ |
| 11.7 RECESSED LUMINAIRES (DOWNLIGHTERS) | | |
| 11.7.1 | Correct type of lamps fitted (559.3.1) | N/A |
| 11.7.2 | Installed to minimize build-up of heat by use of "fire rated" fittings, insulation displacement box or similar (421.1.2) | N/A |
| 11.7.3 | No signs of overheating to surrounding building fabric (559.4.1) | N/A |
| 11.7.4 | No signs of overheating to conductors/terminations (526.1) | N/A |
| 12.0 PART 7 SPECIAL INSTALLATIONS OR LOCATIONS | | |
| 12.1 | If any special installations or locations are present, list the particular inspections applied. | |
| 13.0 PROSUMER'S LOW VOLTAGE ELECTRICAL INSTALLATION(S) | | |
| 13.1 | Where the installation includes additional requirements and recommendations relating to Chapter 82, additional inspection items should be added to the checklist. | N/A |

Inspector's Name: Christian Hill

Signature: *Christian Hill*

Date: 29/02/2024

ELECTRICAL INSTALLATION CONDITION REPORT - Circuit Details

FT/EICR 414900001274

for Industrial/Commercial Premises

Requirements for Electrical Installations
BS7671 :2018+A2:2022 (IET Wiring Regulations 18th Edition)

Client Name: Ledbury town council
Client Address: Ledbury Market house, 3 The High Street
Client Postcode: HR8 1DS
Installation Address: Ledbury town Council, Ledbury Market House, 3 the High Street, Ledbury, Herefordshire
Postcode: HR8 1DS

Distribution board details - Complete in every case
SPD Details: Type(s)* T1 T2 T3+ N/A
Location: Main Room
Designation: DB 1
No. of ways: 8
Complete only if the distribution board is not connected directly to the origin of the installation
Overcurrent protective device for the distribution circuit: Supply to distribution board is from
No. of phases: 1 BS(EN) Type Rating A
Nominal voltage V RCD BS(EN) Type Rating IΔn mA

SCHEDULE OF CIRCUIT DETAILS

Table with columns: Circuit No. and Line, Circuit designation, Type of wiring, Ref. method, No. of points served, Circuit conductors csa (mm²) (L/N, GPC), Maximum disconnection time (BS 7671) (S), Overcurrent protective devices (BS EN Number, Type No., Rating (A)), Breaking capacity (KA), BS 7671 Max. permitted Zs (Ω) (80%), RCD (BS EN Number, Type No., IΔn (mA), Rating (A)).

Wiring Types: A PVC/PVC, B PVC cables in metallic Conduit, C PVC cables in non-metallic Conduit, D PVC cables in metallic trunking, E PVC cables in non-metallic trunking, F PVC/SWA cables, G SWA/XPLE cables, H Mineral Insulated, MW Metal Work, FM Ferrous Metal, O Other

* SPD Type. Where a combined T1 + T2 or T2 + T3 device is installed, indicate by ticking both boxes.
† Where a T3 SPD is installed to protect sensitive equipment, enter Details of Circuits, of the Schedule of Test Results. (See Section 534 of BS 7671:2018+A2:2022.)
‡: See Table 4A2 of Appendix 4 of BS 7671:2018+A2:2022.
§ Where the maximum permitted earth fault loop impedance value stated in Max Zs column is taken from a source other than the tabulated values given in Chapter 41 of BS 7671:2018+A2:2022, state the source of the data in the appropriate cell for the circuit in the change to Schedule of Test Results

Electrical Installation Condition Report

Requirements for Electrical Installations - BS 7671:2018+A2:2022
(IET Wiring Regulations 18th Edition)

Guidance for recipients:

This report is an important and valuable document which should be retained for future reference.

1. The purpose of this Report is to confirm, so far as reasonably practicable, whether or not the electrical installation is in a satisfactory condition for continued service (see Section E). The Report should identify any damage, deterioration, defects and/or conditions which may give rise to danger (see Section K).
2. This Report is only valid if accompanied by the Inspection Schedule(s) and the Schedule(s) of Circuit Details and Test Results.
3. The person ordering the Report should have received the original Report and the inspector should have retained a duplicate.
4. The original Report should be retained in a safe place and be made available to any person inspecting or undertaking work on the electrical installation in the future. If the property is vacated, this Report will provide the new owner / occupier with details of the condition of the electrical installation at the time the Report was issued.
5. Section D (Extent and Limitations) should identify fully the extent of the installation covered by this Report and any limitations on the inspection and testing. The inspector should have agreed these aspects with the person ordering the Report and with other interested parties (licensing authority, insurance company, mortgage provider and the like) before the inspection was carried out.
6. Some operational limitations such as inability to gain access to parts of the installation or an item of equipment may have been encountered during the inspection. The inspector should have noted these in Section D.
7. For items classified in Section K as **C1 (“Danger Present”)**, the safety of those using the installation is at risk, and it is recommended that a skilled person or persons competent in electrical installation work undertakes the necessary remedial work immediately.
8. For items classified in Section K as **C2 (“Potentially Dangerous”)**, the safety of those using the installation may be at risk and it is recommended that a skilled person or persons competent in electrical installation work undertakes the necessary remedial work as a matter of urgency.
9. Where it has been stated in Section K that an observation requires further investigation **code FI** the inspection has revealed an apparent deficiency which may result in a code C1 or C2 could not, due to the extent or limitations of this inspection, be fully identified. Such observations should be investigated as soon as possible. A further examination of the installation will be necessary, to determine the nature and extent of the apparent deficiency (see Section F).
10. **For safety reasons**, the electrical installation should be re-inspected at appropriate intervals by a skilled person or persons competent in such work. The recommended date by which the next inspection is due is stated in Section F of the Report under ‘Recommendations’ and on a label at or near to the consumer unit /distribution board (where required).
11. Where the installation includes a residual current device (RCD) it should be tested six-monthly by pressing the button marked ‘T’ or ‘Test’. The device should switch off the supply and should then be switched on to restore the supply. If the device does not switch off the supply when the button is pressed, seek expert advice. **For safety reasons it is important that this instruction is followed.**
12. Where the installation includes an arc fault detection device (AFDD) having a manual test facility it should be tested six-monthly by pressing the test button. Where an AFDD has both a test button and automatic test function, manufacturer’s instructions shall be followed with respect to test button operation.
13. Where the installation includes a surge protective device (SPD) the status indicator should be checked to confirm it is in operational condition in accordance with manufacturer’s information. If the indication shows that the device is not operational, seek expert advice. For safety reasons it is important that this instruction is followed.
14. Where the installation includes alternative or additional sources of supply, warning notices should be found at the origin or meter position or, if remote from the origin, at the consumer unit or distribution board and at all points of isolation of all sources of supply.

ELECTRICAL INSTALLATION CONDITION REPORT

FT/EICR

414900001273

for Industrial/Commercial Premises

Requirements for Electrical Installations
BS 7671:2018+A2:2022 (IET Wiring Regulations 18th Edition)

A. Details of the Installation

| | | | |
|----------|--|--------------|---|
| Client | Ledbury Town Council | Installation | Ledbury Town Council |
| Address | Ledbury Cemetery New Street Ledbury Herefordshire | Address | Ledbury Cemetry New Street Ledbury Herefordshire |
| Postcode | HR8 2EL | Postcode | HR8 2EL |

B. Reason for Producing this Report

This form is to be used only for reporting on the condition of an existing installation.

Requirements of BS7671

Date(s) on which the inspection and testing were carried out to

C. Details of Installation which is the Subject of this Report

Description of premises Domestic Commercial Industrial Other (please specify)

Estimated age of the wiring system years

Evidence of alterations or addition Yes No Not apparent if 'Yes', estimated years

Records of installation available Yes No Records held by

Date of last inspection Electrical Installation Certificate No. or previous Inspection Report No.

D. Extent of Electrical Installation Covered by this Report:

chapel of rest, store garage and office

Agreed Limitations and Operational Limitations (Regulations 653.2)

consumer unit inspected and tested 20% of accessories removed inspection cables encased with in the fabric of the building or hidden within ceiling or roof voids not inspected

Agreed with: Extent of Termination Sampling:

The inspection and testing detailed within this report and accompanying schedule has been carried out in accordance with BS 7671: 2018 (IET Wiring Regulations) amended to

It should be noted that cables concealed within trunkings and conduits, under floors, in roof spaces and generally within the fabric of the building or underground have NOT been inspected unless specifically agreed between the client and inspector prior to the inspection. An inspection should be made within an accessible roof space housing other electrical equipment.

E. Summary of the Condition of the Installation

General conditions of the installation (in terms of electrical safety) Overall assessment of the installation in terms of its suitability for continued use **SATISFACTORY** ***UNSATISFACTORY**

All in Pvc PVC cabling generally in good order at time of inspection accessories generally in good order at time of inspection

*An UNSATISFACTORY assessment indicates that dangerous (code C1), or potentially dangerous (code C2) conditions have been identified

F. Recommendations

Where the overall assessment of the suitability of the installation for continued use above is stated as UNSATISFACTORY I/we recommend that any observations classified as 'Danger present' (code C1) or 'Potential dangerous' (code C2) are acted upon as a matter of urgency. Investigation without delay is recommended for observations identified as 'Further Investigation required' (code F1). Observations classified as 'Improvement recommended' (code C3) should be given due consideration. Subject to the necessary remedial action being taken, I/we recommend that the installation is further inspected and tested by (date) for the following reasons:

G. Declaration

I/we being the person(s) responsible for the inspection and testing of the electrical installation (as indicated by my/our signatures below), particulars of which are described above, having exercised reasonable skill and care when carrying out the inspection and testing hereby declare that the information in this report, including the observations and the attached schedules, provides an accurate assessment of the condition of the electrical installation taking into account the stated extent and limitations in section D of this report.

| | | | |
|------------|---|-------------------------|---|
| Company | <input type="text" value="Heating Maintenance Services Limited"/> | Inspected and tested by | Authorised for issue by |
| Address | <input type="text" value="Cromwell Road, Worcestershire ,"/> | Name: | <input type="text" value="Christian Hill"/> |
| Postcode | <input type="text" value="WR14 1NA"/> | Signature: | <input type="text" value="Christian Hill"/> |
| Branch No. | <input type="text"/> | Position: | <input type="text" value="inspector"/> |
| Scheme No. | <input type="text" value="11760"/> | Date: | <input type="text" value="20/03/2024"/> |

H. Schedule(s)

schedule(s) of inspection and schedule(s) of Circuit Details and Test Results are attached.

The attached schedule(s) are part of this document and this report is valid only when they are attached to it.

ELECTRICAL INSTALLATION CONDITION REPORT

FT/EICR

414900001273

for Industrial/Commercial Premises

Requirements for Electrical Installations
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I. Supply Characteristics and Earthing Arrangements

Earthing Arrangements TN-S TN-C-S TT Other Please specify _____

Number & Type of live conductors AC DC No. of phases 1 No. of wires 4

Nature of Supply Parameters (Note: ⁽¹⁾ by enquiry, ⁽²⁾ by enquiry or by measurement)

Nominal voltage, U/U₀ ⁽¹⁾ 230 v Nominal frequency, f⁽¹⁾ 50 Hz Confirmation of supply polarity

Prospective fault current, I_{pf} ⁽²⁾ 6 kA External loop impedance, Z_e ⁽²⁾ 41.2 Ω

Supply Protective Device BS (EN) 1361 Type 2 Rated Current 100 A

No. of Additional Supplies N/A

J. Particulars of Installation Referred to in this Report

Details of installation Earth Electrode (where applicable) Type (e.g. rod(s), tape etc) Rod Distributors facility Installation Earth Electrode

Location Below meter position Electrode resistance to earth 41.2 Ω Maximum Demand (load) 16 Amps KVA

| Main Protective Conductors | Material | csa | (✓) or Value | (✓) or Value |
|------------------------------|----------|--------------------|---|---|
| Earthing Conductor | Copper | 10 mm ² | Continuity Verified <input checked="" type="checkbox"/> | Connection Verified <input checked="" type="checkbox"/> Ω |
| Protective Bonding Conductor | Copper | 10 mm ² | Continuity Verified <input checked="" type="checkbox"/> | Connection Verified <input checked="" type="checkbox"/> Ω |

| Main Supply Conductor | Material | csa | (connection / continuity) (✓) or Value | (✓) or Value |
|-----------------------|----------|--------------------|--|--|
| | Copper | 25 mm ² | Water installation <input checked="" type="checkbox"/> | To structural steel <input type="checkbox"/> Ω |
| | | | Gas installation pipes <input type="checkbox"/> | To lightning protection <input type="checkbox"/> Ω |
| | | | Oil installation pipes <input type="checkbox"/> | |
| | | | Other <input type="checkbox"/> | |

Main Switch Location consumer unit

Fuse/device rating or setting 100 A Voltage rating 400 V

If RCD main switch: Rated residual operating current I Δn N/A mA

BS(EN) 60947-3 No. of Poles 2 Current Rating 100 A Rated time delay N/A ms Measured operating trip time N/A ms

K. Observations

Referring to the attached inspection schedule(s) and schedule(s) of circuit details and test results, and subject to the limitations specified at the Extent and limitations of inspection and testing Section D.

No remedial work required

The following observations are made

| Code | Description |
|------|---|
| C1 | Danger present. Risk of Injury. Immediate remedial action required. |
| C2 | Potentially dangerous. Urgent remedial action required. |
| C3 | Improvement recommended. |
| FI | Further Investigation required without delay |

| Item No. | Observations | Code |
|----------|---|------|
| 1 | 5.6 Condition of enclosure(s) in terms of fire rating etc. (421.1.6; 421.1.201; 526.5) | C3 |
| 2 | 6.19 Condition of circuit accessories (651.2) | C3 |
| 3 | 7.4 Condition of enclosure(s) in terms of fire rating etc (421.1.6; 421.1.201; 526.5) - | C3 |
| 4 | 7.5 Enclosure not damaged/deteriorated so as to impair safety (651.2) - | C3 |
| 5 | Fire grommets ans seals not fitted to metal consumer unit | C3 |
| 6 | Light in WC connections need re connecting | C3 |
| 7 | Switched fused spur supplying water heater in WC needs replacing | C3 |

One of the following codes, as appropriate, has been allocated to each of the observations made above and/or any attached observation sheets to indicate to the person(s) responsible for the installation the degree of urgency for remedial action.

| | | |
|----|---|---------------------|
| C1 | Danger present. Risk of Injury. Immediate remedial action required. | |
| C2 | Potentially dangerous. Urgent remedial action required. | |
| C3 | Improvement recommended. | 1, 2, 3, 4, 5, 6, 7 |
| FI | Further Investigation required without delay | |

for Industrial/Commercial Premises

Requirements for Electrical Installations
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Outcomes

| Acceptable condition: | Unacceptable condition: State | Improvement recommended: | Further Investigation: | Not Verified: | Limitation: | Not Applicable: | Inadequacies: (Items 1.1 - 1.1.5 Only) |
|-----------------------|-------------------------------|--------------------------|------------------------|---------------|-------------|-----------------|--|
| | or | | | | | | |

| Item No. | Description | Outcome |
|---|--|---------|
| 1.0 INTAKE EQUIPMENT (VISUAL INSPECTION ONLY); | | |
| 1.1 | Service cable | |
| 1.1.1 | Service head | |
| 1.1.2 | Earthing arrangement | |
| 1.1.3 | Meter tails | |
| 1.1.4 | Metering equipment | |
| 1.1.5 | Isolator (where present) | |
| 1.1.6 | Person ordering work/dutyholder notified NOTE 1 Where inadequacies in the intake equipment are encountered, which may result in a dangerous or potentially dangerous situation, the person ordering the work and/or dutyholder must be informed. It is strongly recommended that the person ordering the work informs the appropriate authority. NOTE 2 For this section only, where inadequacies are found, an X should be put against the appropriate item and a comment made in Section K | |
| 1.2 | Consumer's Isolator (where present) | |
| 1.3 | Consumer's meter tails | |
| 2.0 PRESENCE OF ADEQUATE ARRANGEMENTS FOR PARALLEL OR SWITCHED ALTERNATIVE SOURCES | | |
| 2.1 | Adequate arrangements where a generating set operates as a switched alternative to the public supply (551.6) | |
| 2.2 | Adequate arrangements where a generating set operates in parallel with the public supply (551.7) | |
| 3.0 AUTOMATIC DISCONNECTION OF SUPPLY | | |
| 3.1 | Main earthing/bonding arrangements (411.3; Chap 54) | |
| 3.1.1 | Presence of distributor's earthing arrangement (542.1.2.1; 542.1.2.2) | |
| 3.1.2 | Presence of installation earth electrode arrangement (542.1.2.3) | |
| 3.1.3 | Adequacy of earthing conductor size (542.3; 543.1.1) | |
| 3.1.4 | Adequacy of earthing conductor connections (542.3.2) | |
| 3.1.5 | Accessibility of earthing conductor connections (543.3.2) | |
| 3.1.6 | Adequacy of main protective bonding conductor sizes (544.1) | |
| 3.1.7 | Adequacy and location of main protective bonding conductor connections (543.3.2; 544.1.2) | |
| 3.1.8 | Accessibility of all protective bonding connections (543.3.2) | |
| 3.1.9 | Provision of earthing/bonding labels at all appropriate locations (514.13) | |
| 3.2 | FELV - requirements satisfied (411.7; 411.7.1) | |
| 4.0 OTHER METHODS OF PROTECTION (where any of the methods listed below are employed details should be provided on separate sheets) | | |
| 4.1 | Non-conducting location (418.1) | |
| 4.2 | Earth-free local equipotential bonding (418.2) | |
| 4.3 | Electrical separation (Section 413; 418.3) | |
| 4.4 | Double insulation (Section 412) | |
| 4.5 | Reinforced insulation (Section 412) | |
| 5.0 DISTRIBUTION EQUIPMENT | | |
| 5.1 | Adequacy of working space/accessibility to equipment (132.12; 513.1) | |
| 5.2 | Security of fixing (134.1.1) | |
| 5.3 | Condition of insulation of live parts (416.1) | |
| 5.4 | Adequacy/security of barriers (416.2) | |
| 5.5 | Condition of enclosure(s) in terms of IP rating etc (416.2) | |
| 5.6 | Condition of enclosure(s) in terms of fire rating etc. (421.1.6; 421.1.201; 526.5) | |
| 5.7 | Enclosure not damaged/deteriorated so as to impair safety (651.2) | |
| 5.8 | Presence and effectiveness of obstacles (417.2) | |
| 5.9 | Presence of main switch(es), linked where required (462.1; 462.1.201; 462.2) | |
| 5.10 | Operation of main switch(es) (functional check) (643.10) | |
| 5.11 | Manual operation of circuit-breakers RCDs and AFDDs to prove functionality (643.10) | |
| 5.12 | Confirmation that integral test button/switch causes RCD(s) to trip when operated (functional check) (643.10) | |
| 5.13 | RCD(s) provided for fault protection – includes RCBO(s) (411.4.204; 411.5.2; 531.2) | |
| 5.14 | RCD(s) provided for additional protection / requirements, where required - includes RCBO(s) (411.3.3; 415.1) | |
| 5.15 | Presence of RCD six-monthly test notice at or near equipment, where required (514.12.2) | |
| 5.16 | Presence of diagrams, charts or schedules at or near equipment, where required (514.9.1) | |
| 5.17 | Presence of alternative supply warning notice at or near equipment, where required (514.15) | |
| 5.18 | Presence of next inspection recommendation label (514.12.1) | |
| 5.19 | Presence of other required labelling (please specify) (Section 514) | |

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| | | |
|---|---|----|
| 5.20 | Compatibility of protective devices, bases and other components; correct type and rating (no signs of unacceptable thermal damage, arcing or overheating)(411.3.2; 411.4; 411.5; 411.6; Sections 432; 433) | ✓ |
| 5.21 | Single-pole switching or protective devices in line conductors only (132.14.1; 530.3.3) | ✓ |
| 5.0 DISTRIBUTION EQUIPMENT CONT. | | |
| 5.22 | Protection against mechanical damage where cables enter equipment (522.8.1; 522.8.5; 522.8.11) | ✓ |
| 5.23 | Protection against electromagnetic effects where cables enter ferromagnetic enclosures (521.5.1) | NA |
| 5.24 | Confirmation indication that the SPD is functional (534.1, 651.4) | NA |
| 6.0 DISTRIBUTION CIRCUITS | | |
| 6.1 | Identification of conductors (514.3.1) | ✓ |
| 6.2 | Cables correctly supported throughout their run (521.10.202; 522.8.5) | ✓ |
| 6.3 | Condition of insulation of live parts (416.1) | ✓ |
| 6.4 | Non-sheathed cables protected by enclosure in conduit, ducting or trunking. (521.10.1) | NA |
| 6.5 | Suitability of containment systems for continued use (including flexible conduit) (Section 522) | ✓ |
| 6.6 | Cables correctly terminated in enclosures (Section 526) | ✓ |
| 6.7 | Confirmation that ALL conductor connections, including connections to busbars, are correctly located in terminals and are tight and secure (526.1) | ✓ |
| 6.8 | Examination of cables for signs of unacceptable thermal or mechanical damage/deterioration (421.1; 522.6) | ✓ |
| 6.9 | Adequacy of cables for current-carrying capacity with regard for the type and nature of installation (Section 523) | ✓ |
| 6.10 | Adequacy of protective devices: type and rated current for fault protection (411.3) | ✓ |
| 6.11 | Presence and adequacy of circuit protective conductors (411.3.1.1; 543.1) | ✓ |
| 6.12 | Coordination between conductors and overload protective devices (433.1; 533.2.1) | ✓ |
| 6.13 | Cable installation methods/practices with regard to the type and nature of installation and external influences (Section 522) | ✓ |
| 6.14 | Where exposed to direct sunlight, cable of a suitable type (522.11.1) | ✓ |
| 6.15 CABLES CONCEALED UNDER FLOORS, ABOVE CEILINGS, IN WALLS/PARTITIONS LESS THAN 50 MM FROM A SURFACE, AND IN PARTITIONS CONTAINING METAL PARTS | | |
| 6.15.1 | Installed in prescribed zones (see Section D. Extent and limitations) (522.6.202) | ▲ |
| 6.15.2 | Incorporating earthed armour or sheath, or run within earthed wiring system, or otherwise protected against mechanical damage by nails, screws and the like (see Section D. Extent and limitations) (522.6.204) | NA |
| 6.16 | Provision of fire barriers, sealing arrangements and protection against thermal effects (Section 527) | ▲ |
| 6.17 | Band II cables segregated/separated from Band I cables (528.1) | ▲ |
| 6.18 | Cables segregated/separated from non-electrical services (528.3) | ▲ |
| 6.19 | Condition of circuit accessories (651.2) | C3 |
| 6.20 | Suitability of circuit accessories for external influences (512.2) | ✓ |
| 6.21 | Single-pole switching or protective devices in line conductors only (132.14.1; 530.3.3) | ✓ |
| 6.22 | Adequacy of connections, including cpc's, within accessories and to fixed and stationary equipment – identify/ record numbers and locations of items inspected (Section 526) | ✓ |
| 6.23 | Presence, operation and correct location of appropriate devices for isolation and switching (Chapter 46; Section 537) | ✓ |
| 6.24 | General condition of wiring systems (651.2) | ✓ |
| 6.25 | Temperature rating of cable insulation (522.1.1; Table 52.1) | ✓ |
| 6.26 | Confirmation indication that the SPD is functional (534.1, 651.4) | NA |
| 7.0 CONSUMER UNIT/DISTRIBUTION BOARD | | |
| 7.1 | Adequacy of working space / accessibility to consumer unit/distribution board (132.12; 513.1) | ✓ |
| 7.2 | Security of fixing (134.1.1) | ✓ |
| 7.3 | Condition of enclosure(s) in terms of IP rating (barriers etc.)(416.2) | ✓ |
| 7.4 | Condition of enclosure(s) in terms of fire rating etc (421.1.6; 421.1.201; 526.5) | C3 |
| 7.5 | Enclosure not damaged/deteriorated so as to impair safety (651.2) | C3 |
| 7.5.1 | Presence and effectiveness of obstacles (417.2) | ✓ |
| 7.6 | Presence of main switch(es), linked where required (462.1; 462.1.201; 462.2) | ✓ |
| 7.7 | Operation of main switch(es) (functional check) (643.10) | ✓ |
| 7.8 | Manual operation of circuit-breakers, RCD(s) and AFDD's to prove functionality (643.10) | ✓ |
| 7.9 | Correct identification of circuit details and protective devices (514.8.1; 514.9.1) | ✓ |
| 7.10 | Presence of RCD six-monthly test notice at or near equipment, where required (514.12.2) | ✓ |
| 7.11 | Presence of alternative supply warning notice at or near consumer unit/distribution board (514.15) | NA |
| 7.12 | Presence of other required labelling (Please specify) Section 514) | NA |
| 7.13 | Compatibility of protective devices, bases and other components; correct type and rating (no signs of unacceptable thermal damage, arcing or overheating) (411.3.2; 411.4; 411.5; 411.6; Sections 432; 433) | ✓ |
| 7.14 | Single-pole switching or protective devices in line conductors only (132.14.1, 530.3.3)) | ✓ |
| 7.15 | Protection against mechanical damage where cables enter distribution board (522.8.1; 522.8.5; 522.8.11) | ✓ |
| 7.16 | Protection against electromagnetic effects where cables enter distribution board (521.5.1) | ✓ |
| 7.17 | RCD(s) provided for fault protection – includes RCBO(s)(411.4.204; 411.5.2; 531.2) | ✓ |
| 7.18 | RCD(s) provided for additional protection/requirements, where required - includes RCBO(s) (411.3.3; 415.1) | ✓ |
| 7.19 | Confirmation of indication that SPD is functional (651.4) | NA |

for Industrial/Commercial Premises

**Requirements for Electrical Installations
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|---|--|----|
| 7.20 | Confirmation that ALL conductor connections, including connections to busbars, are correctly located in terminals and are tight and secure (526.1) | ✓ |
| 7.21 | Adequate arrangements where a generating set operates as a switched alternative to public supply (551.6) | NA |
| 7.22 | Adequate arrangements where a generating set operates in parallel with public supply (551.7) | NA |
| 8.0 FINAL CIRCUITS | | |
| 8.1 | Identification of conductors (514.3.1) | ✓ |
| 8.2 | Cables correctly supported throughout their run (521.10.202; 522.8.5) | ✓ |
| 8.3 | Condition of insulation of live parts (416.1) | ✓ |
| 8.4 | Non-sheathed cables protected by enclosure in conduit, ducting or trunking. (521.10.1) | NA |
| 8.4.1 | To include the integrity of conduit and trunking systems (metallic and plastic) | NA |
| 8.5 | Adequacy of cables for current-carrying capacity with regard for the type and nature of installation (Section 523) | ✓ |
| 8.6 | Coordination between conductors and overload protective devices (433.1; 533.2.1) | ✓ |
| 8.7 | Adequacy of protective devices: type and rated current for fault protection (411.3) | ✓ |
| 8.8 | Presence and adequacy of circuit protective conductors (411.3.1.1; 543.1) | ✓ |
| 8.9 | Wiring system(s) appropriate for the type and nature of the installation and external influences (Section 522) | ✓ |
| 8.10 | Cables Concealed Under Floors, Above Ceilings Or In Walls/ Partitions, Adequately Protected Against Damage (522.3.201, 202, 203, 204) | ▲ |
| 8.10.1 | Installed in prescribed zones (see Section D. Extent and limitation) (522.6.201, 204) | ▲ |
| 8.10.2 | Incorporating earthed armour or sheath, or run within earthed wiring system, or otherwise protected against mechanical damage by nails, screws and the like (see Section D. Extent and limitations) (522.6.201; 522.6.204) | NA |
| 8.12 PROVISION OF ADDITIONAL PROTECTION/REQUIREMENTS BY 30 mA RCD | | |
| 8.12.1 | For all socket-outlets of rating 32 A or less unless an exception is permitted (411.3.3) | ✓ |
| 8.12.2 | For the supply of mobile equipment not exceeding 32 A rating for use outdoors (411.3.3) | ✓ |
| 8.12.3 | For cables concealed in walls at a depth of less than 50 mm (522.6.202; 522.6.203) | ✓ |
| 8.12.4 | For cables concealed in walls/partitions containing metal parts regardless of depth (522.6.203) | ✓ |
| 8.12.5 | Final circuits supplying luminaries within domestic (household) premises (411.3.4) | ✓ |
| 8.12.6 | For lighting that is accessible to the public (714.411.3.4) | ✓ |
| 8.13 | Provision of fire barriers, sealing arrangements and protection against thermal effects (Section 527) | ✓ |
| 9.0 FINAL CIRCUITS CONT. | | |
| 9.14 | Band II cables segregated/separated from Band I cables (528.1) | ▲ |
| 9.15 | Cables segregated/separated from communications cabling (528.2) | ▲ |
| 9.16 | Cables segregated/separated from non-electrical services (528.3) | ▲ |
| 9.17 | Terminations of cables at enclosures - indicate extent of sampling in Section D of the report (Section 526) | ✓ |
| 9.17.1 | Connection soundly made and under no undue strain (526.6) | ✓ |
| 9.17.2 | No basic insulation of a conductor visible outside enclosure (526.8) | ✓ |
| 9.17.3 | Connections of live conductors adequately enclosed (526.5) | ✓ |
| 9.17.4 | Adequately connected at point of entry to enclosure (glands, bushes etc.) (522.8.5) | ✓ |
| 9.18 | Condition of accessories including socket-outlets, switches and joint boxes (651.2 (v)) | ✓ |
| 9.19 | Suitability of accessories for external influences (512.2) | ✓ |
| 9.20 | Adequacy of working space/accessibility to equipment (132.12; 513.1) | ✓ |
| 9.21 | Single-pole switching or protective devices in line conductors only (132.14.1; 530.3.3) | ✓ |
| 10.1 ISOLATOR (SECTIONS 460; 537) | | |
| 10.1.1 | Presence and condition of appropriate devices (Section 462; 537.2.7) | NA |
| 10.1.2 | Acceptable location – state if local or remote from equipment in question (Section 462; 537.2.7) | NA |
| 10.1.3 | Capable of being secured in the OFF position (462.3) | NA |
| 10.1.4 | Correct operation verified (643.10) | NA |
| 10.1.5 | Clearly identified by position and/or durable marking (537.2.6) | NA |
| 10.1.6 | Warning label posted in situations where live parts cannot be isolated by the operation of a single device (514.11.1; 537.1.2) | NA |
| 10.2 SWITCHING OFF FOR MECHANICAL MAINTENANCE (SECTION 464; 537.3.2) | | |
| 10.2.1 | Presence and condition of appropriate devices (464.1; 527.3.2) | NA |
| 10.2.2 | Acceptable location – state if local or remote from equipment in question (537.3.2.4) | NA |
| 10.2.3 | Capable of being secured in the OFF position (462.3) | NA |
| 10.2.4 | Correct operation verified (643.10) | NA |
| 10.2.5 | Clearly identified by position and/or durable marking (537.3.2.4) | NA |
| 10.3 EMERGENCY SWITCHING/STOPPING (SECTION 465; 537.3.3) | | |
| 10.3.1 | Presence and condition of appropriate devices (Section 465; 537.3.3; 537.4) | NA |
| 10.3.2 | Readily accessible for operation where danger might occur (537.3.3.6) | NA |
| 10.3.3 | Correct operation verified (643.10) | NA |
| 10.3.4 | Clearly identified by position and/or durable marking (537.3.3.6) | NA |
| 10.4 FUNCTIONAL SWITCHING (SECTION 463; 537.3.1) | | |
| 10.4.1 | Presence and condition of appropriate devices (537.3.1.1; 537.3.1.2) | NA |
| 10.4.2 | Correct operation verified (537.3.1.1; 537.3.1.2) | NA |
| 11.0 CURRENT-USING EQUIPMENT (PERMANENTLY CONNECTED) | | |

for Industrial/Commercial Premises

Requirements for Electrical Installations
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| | | |
|---|---|-----|
| 11.1 | Condition of equipment in terms of IP rating etc (416.2) | ✓ |
| 11.2 | Equipment does not constitute a fire hazard (Section 421) | ✓ |
| 11.3 | Enclosure not damaged/deteriorated so as to impair safety (134.1.1; 416.2; 512.2) | ✓ |
| 11.4 | Suitability for the environment and external influences (512.2) | ✓ |
| 11.5 | Security of fixing (134.1.1) | ✓ |
| 11.6 | Cable entry holes in ceiling above luminaires, sized or sealed so as to restrict the spread of fire: List number and location of luminaires inspected (separate page) (527.2) | ✓ |
| 11.7 RECESSED LUMINAIRES (DOWNLIGHTERS) | | |
| 11.7.1 | Correct type of lamps fitted (559.3.1) | N/A |
| 11.7.2 | Installed to minimize build-up of heat by use of "fire rated" fittings, insulation displacement box or similar (421.1.2) | N/A |
| 11.7.3 | No signs of overheating to surrounding building fabric (559.4.1) | N/A |
| 11.7.4 | No signs of overheating to conductors/terminations (526.1) | N/A |
| 12.0 PART 7 SPECIAL INSTALLATIONS OR LOCATIONS | | |
| 12.1 | If any special installations or locations are present, list the particular inspections applied. | |
| 13.0 PROSUMER'S LOW VOLTAGE ELECTRICAL INSTALLATION(S) | | |
| 13.1 | Where the installation includes additional requirements and recommendations relating to Chapter 82, additional inspection items should be added to the checklist. | N/A |

Inspector's Name: Christian Hill

Signature: *Christian Hill*

Date: 29/02/2024

for Industrial/Commercial Premises

Requirements for Electrical Installations
BS7671 :2018+A2:2022 (IET Wiring Regulations 18th Edition)

Client Name: Ledbury Town Council
Installation Address: Ledbury Town Council, Ledbury Cemetry, New Street, Ledbury, Herefordshire
Client Address: Ledbury Cemetry, New Street, Ledbury, Herefordshire
Postcode: HR8 2EL
Client Postcode: HR8 2EL

Distribution board details - Complete in every case
SPD Details: Type(s)* T1 T2 T3+ N/A
Location: Office
Designation: DB 1
No. of ways: 8
Complete only if the distribution board is not connected directly to the origin of the installation
Overcurrent protective device for the distribution circuit: Supply to distribution board is from
No. of phases: 1 BS(EN) Type Rating A
Nominal voltage V RCD BS(EN) Type Rating IΔn mA

SCHEDULE OF CIRCUIT DETAILS

Table with columns: Circuit No. and Line, Circuit designation, Type of wiring, Ref. method, No. of points served, Circuit conductors csa (mm²) L/N, GPC, Maximum disconnection time (BS 7671) (S), Overcurrent protective devices (BS EN Number, Type No., Rating (A)), Breaking capacity (KA), BS 7671 Max. permitted Zs (Ω) (80%), RCD (BS EN Number, Type No., IΔn (mA), Rating (A)).

Wiring Types: A PVC/PVC, B PVC cables in metallic Conduit, C PVC cables in non-metallic Conduit, D PVC cables in metallic trunking, E PVC cables in non-metallic trunking, F PVC/SWA cables, G SWA/XPLE cables, H Mineral Insulated, MW Metal Work, FM Ferrous Metal, O Other

* SPD Type. Where a combined T1 + T2 or T2 + T3 device is installed, indicate by ticking both boxes.
† Where a T3 SPD is installed to protect sensitive equipment, enter Details of Circuits, of the Schedule of Test Results. (See Section 534 of BS 7671:2018+A2:2022.)
‡ See Table 4A2 of Appendix 4 of BS 7671:2018+A2:2022.
§ Where the maximum permitted earth fault loop impedance value stated in Max Zs column is taken from a source other than the tabulated values given in Chapter 41 of BS 7671:2018+A2:2022, state the source of the data in the appropriate cell for the circuit in the change to Schedule of Test Results

LEDBURY TOWN COUNCIL

| | | |
|--|-------------------|-------------------------|
| ENVIRONMENT & LEISURE COMMITTEE | 2 MAY 2024 | AGAENDA ITEM: 14 |
|--|-------------------|-------------------------|

Report prepared by Angela Price – Town Clerk

FUTURE PROVISION OF BURIAL LAND IN LEDBURY

Purpose of Report

The purpose of this report is to ask Members of the Environment & Leisure Committee to give further consideration to the future provision of burial land in Ledbury, taking into account the discussions and recommendations from the Parish Meeting held on 15 February 2024.

Equality Duty

Under section 149 of the Equality Act 2010, the “general duty” on public authorities is set out as follows:

A public authority must, in the exercise of its functions, have due regard to the need to:

- a. eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;
- b. advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- c. foster good relations between persons who share a relevant protected characteristic and person who do not share it.

The public sector equality duty (specific duty) requires Ledbury Town Council to consider how it can positively contribute to the advancement of equality and good relations and demonstrate that they are paying ‘due regard’ in their decision making in the design of policies and in the delivery of services.

It should be noted that Ledbury Cemetery is accessible to all visitors and that Ledbury Town Council does not discriminate against any protected characteristic in respect of interments within the cemetery.

Detailed Information

Members will recall that at a meeting of the Environment & Leisure Committee held on 4 January 2024 Members were provided with a report informing them of the anticipated remaining new burial space at Ledbury Cemetery.

At that meeting, after considerable discussion, it was recommended to a meeting or Full Council held on 25 January 2024 that Ledbury Town Council do not continue to make provision for burial services for new plots at Ledbury Cemetery at this stage.

This recommendation was picked up by a member of the public and shared on social media, which created considerable discussion amongst residents of Ledbury and as a result a Parish Meeting was called to offer residents the opportunity to express their views on this matter.

There were 17 residents in attendance at the Parish Meeting and following some considerable debate around the future of Ledbury Cemetery the following three questions were put to the vote:

- 1. Do Ledbury residents want the Council to explore options to extend further the active use of the existing cemetery?
(14 in favour – 1 abstention – CARRIED)**
- 2. Do Ledbury residents want the Council to invest time and money to explore the options to extend the current cemetery grounds?
(16 in favour – 1 abstention – CARRIED)**
- 3. Do Ledbury residents want the Council to invest time and money to explore the options to provide new cemetery facilities. If so, it is important that new provision is located within the Parish boundary of Ledbury.
(10 in favour – 2 against – 1 abstention – CARRIED)**

The Mayor thanked all those who had attended the meeting and confirmed that these questions would be taken forward to the next Full Council meeting, scheduled for 28 March 2024.

At the meeting of Full Council held on 28 March 2024 it was RESOLVED:

“That the discussion on the future of provision of burial space be referred back to the Environment & Leisure Committee or Working Group of that committee to consider the Clerks reports previously provided to Members.”

A copy of the information previously provided by the Clerk to all Councillors ahead of the Parish Meeting is attached to this report and Members now need to consider the three questions above and instruct officers on how they wish to proceed with the exploration of options available, as outlined in the report, noting that a scatter garden has already been approved and should be created in the 2024/25 financial year.

Recommendation

1. That Councillor give consideration to the above three questions voted on by local residents at the Parish Meeting held on 15 February 2024 and instruct officers to arrange a Task & Finish group to explore:
 - a. Options to extend further the active use of the existing cemetery.

- b. Options to extend the current cemetery grounds.
- c. Options to provide new cemetery facilities, noting that these should be located within the Parish boundary of Ledbury.

FUTURE PROVISION OF BURIAL SERVICES IN LEDBURY

This paper has been prepared as a discussion document for Councillors and is not reflective of the Council. No decision has been made to date in respect of the future provision of burial services in Ledbur.

History of Ledbury Cemetery

With the Church burial ground full and the implementation of The Burial Act of 1857 it became necessary to find a site for a cemetery a sufficient distance away from dwellings. Suitable land was identified and purchased in New Street, which is what known as the "Ledbury Cemetery". The Cemetery is a what is known as a Municipal Cemetery, which are what were created in many towns around the UK following the implementation of the Burial Act 1857.

The original size of the cemetery was 2.5 acres, and the land was purchased from J W Miles of Bristol, son of Phillip Miles who owned a lot of land in Ledbury. The cost of the whole project was £2,775 (equivalent to £230,000 today). The costs were covered by a loan from the Treasury to be repaid out of rates paid by the people.

The cemetery was extending to approximately 5 acres in 1908 and later increased to what it is today, which totals approximately 7 acres.

The cemetery was consecrated by the Bishop of Hereford, on 22 May 1861 and the first burial was of a 10-year-old boy, Thomas William Tucker, on 3 July 1831.

Two chapels, one for the Established church and one for Dissenters, were designed by London architect Frederick Cockerill and built by McCann & Everal of Malvern. Both chapels were of local stone with Bath stone dressings and roofed with high quality tiles.

Current Status

As mentioned above the current cemetery size is circa 7 acres; the number of full burial plots used to date are 2950, and 246 cremated remains plots (Garden of Remembrance).

There are just the two methods of burial available in Ledbury Cemetery. Firstly, full interments which are generally for two depths, but which it is usually possible to inter at least six cremated remains caskets within. Secondly, the Garden of Remembrance where cremated remains caskets can be interred.

Since 1968 when the number of cremations exceeded burials for the first time, cremation has increased considerably. Current figures suggest that around 75.1% of all funerals are cremations. However, figures below indicate that the trend in Ledbury is 54/46% ratio in favour of full burials.

In the past three years there have been 42 full burials in new plots and 35 interments in cremated remains plots. This equates to an average of approximately 14 full burials and 12 cremated remains per year, which if this trend continues the life space of the cemetery is approximately 7.5 years.

Currently there are 106 full burial plots remaining and capacity for circa 24 cremated remains plots.

Approximately, 96% of full burial plots and 91% of cremated remains plots cemetery have been utilised to date

In the past there has been the opportunity to pre-purchase plots, however, this is no longer available. This is standard in most cemeteries across the UK, as it has been recognised that land for cemeteries is getting harder to secure and the remaining burial space needs to be guaranteed to be available for internments now.

Funding has been allocated in the 2024/25 budget for the introduction of a scatter garden as an alternative to the Garden of Remembrance.

Space in Ledbury cemetery is limited however it is difficult to establish an exact timescale on availability, but it is anticipated that new plots are unlikely to exceed much beyond 8-years based on the figures above, and whilst this may sound like a while away, if further provision of burial land was to be provided then now is the time to start looking for potential land and to ensure a new area is available in good time.

Residents support the cost of the maintenance of Ledbury Cemetery via their Council tax, which is paid to Ledbury Town Council via their annual precept request to Herefordshire Council and whilst non-residents can be buried in Ledbury Cemetery, the cost for this is double the cost to that to residents. This has been instigated to help ensure that there is availability to the residents of the town.

Potential Land Available and Associated Costs

Having searched a number of sites and spoken with various estate agents and organisations who manage sale of land, it is obvious that there is very little land currently available in or around Ledbury of a suitable size for a cemetery. The closest area of land on the market at the current time is at Much Markle, which is 14 acres of land with buildings, the potential cost of this land is £300,000.

However, this does not mean that there isn't land available, there may be land owners who have land that they do not use, but had not thought about selling, who may be willing to consider making the land available to Ledbury Town Council for use as a burial ground. There are companies who offer assistance to burial authorities and Councils in land searches and enquiries as well as the planning and design of cemeteries.

Suggestions have been made in the past about maintain a "green gap" between Ledbury South and Parkway, this could be considered as an area to be investigated for suitability for a new cemetery.

On speaking to a local estate agent they advised that at current prices, 1 acre of farmland could potentially cost in the region of £20,000, however, they also advised that the cost per acre reduces the more you purchase and can be as low as £10,000 per acre. The estate agent advised that the potential cost for Ledbury Town Council to purchase a suitable area of land would be in the region of £100,000. This would appear to be inline with the information provided by one company who are recognised

within the burial industry and local council structure, who provide assistance with the process involved of new burial sites being purchased and laid out.

The information provided by this company in relation to the cost of Land acquisition indicated an estimated cost of £70K to £120K for 3 acres of land.

When looking for land for a cemetery, there are number of factors that must be taken into consideration to ensure the land is suitable for the intended purpose, these would include location, water table, soil conditions, and potential underground obstructions, ecology, and historic value. All of these would need to be investigated as part of the feasibility study and considered within the planning application stage. the following are a list of possible investigations and reports that may need to be provided as part of the planning application process. There is no way of telling how long it would take to have a create a new cemetery from conception to completion, but it could potentially take up to five years.

Listed below is a schedule of studies, reports and assessments that are typically required for a cemetery extension or new cemetery site

Environmental Reports

- Groundwater Risk Assessment
- Contamination Risk Assessment
- Flood Risk Assessment
- SUDs policy and design
- Attenuation pond and reed bed design
- Tree Surveys
- Preliminary Ecological Appraisal

Policy Documents

- Archaeology Heritage Statement
- Geophysical surveys
- Highways Consultation
- Transport Assessment
- Traffic Surveys
- Planning Policy Statement
- Needs Policy Statement
- Sustainability Statement
- Design and Access Statement
- Public Rights of Access Statement
- Public Consultation

Design

- Landscape Visual Impact Assessment (LVIA)
- General Layout Plan
- Soft and hard landscape design
- Building details
- Detailed Drainage Plan
- Burial Layout Plan
- Site Topographical Survey

Possible Alternatives to Traditional Burial/Cremation

As stated above there are currently just the two interment options available at Ledbury Cemetery, full coffin burial or cremated remains. There are plans to develop a scatter garden in 2024/25 and other options council could consider are:

Scatter garden – This offers a cheaper, sustainable option to full coffin burial, or cremated remains burials. The initial costs for development are reasonable and the work can be carried out by a local builder.



Columbarium Niches – These are more expensive to put in place, and the urns are not secured and could be removed, but again it would offer a cheaper alternative to other burial methods.



Hexagonal Columbarium – These can cost in the region of £6,000 to purchase and there would also be costs involved in preparing the ground for installation. But as the

two above it does offer a cheaper alternative to other burial options. Some Columbaria offer a facility for the interment of up to 96 ashes.



Bios Urns/Biodegradable scatter tube

Both of these items are relatively cheap, and there is an area within Ledbury Cemetery that has been identified potentially unsuitable for burials which could potentially be created as a Garden of Remembrance whereby ashes are either placed in an urn or a biodegradable scatter tube, or they could be poured. This would again offer a much cheaper alternative to other burial methods.

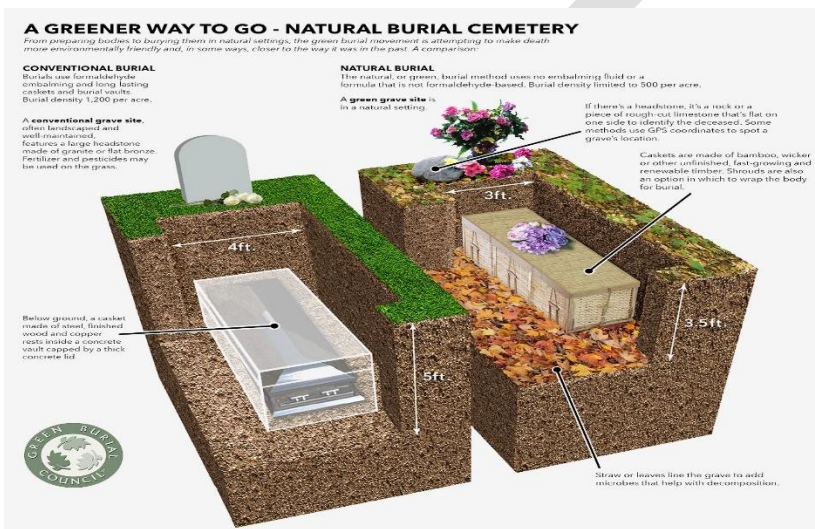


All of the above alternatives could be considered for Ledbury Cemetery, which could potentially slow down the use of burial and cremation plots and extend the lifespan of the cemetery, whilst offering more affordable alternatives to residents.

Woodland burials



Natural Burial



The above options would be reliant on appropriate land being available, but it is certainly an option that Ledbury Town Council could consider.

Legal Status of Ledbury Town Council as a Burial Authority

The Burials Act 1852 was introduced following recognition that the space available for burials in Church yards was limited. Following the introduction of the Act cemeteries were established around the UK and were, and still are, known as Municipal Cemeteries, where are mostly run by either Local Authorities, or town and parish Council.

There is no mandatory requirement for Ledbury Town Council make provision for burials once the current cemetery is full. If the Council were minded not to provide new burial land, once the available space at Ledbury Cemetery is filled, all new burials would automatically be directed to Hereford, or alternatively families could choose to

have the interment in other local cemeteries who are likely to charge a non-resident fee.

However, the current cemetery would still be available for burials in current graves and there would still be a need for maintenance, grass cutting, and other grounds works, and this would still be the case once all plots are full and the cemetery is deemed "closed".

A Memorandum on the legal position relating to the responsibility for cemeteries (and crematoria) is attached (Appendix C).

Financial Implications

Funding for the maintenance of the cemetery and burial service in Ledbury Cemetery is provided via the annual precept, and in 2024/25 the anticipated known expenditure in respect of the cemetery is £66,129, a detailed budget of how that money is anticipated to be spent is attached at Appendix A.

The precept is collected by the Local Authority, i.e. Herefordshire Council, via council tax and therefore it is the residents who provide the funding for the maintenance and services of the Cemetery.

Furthermore, fees are charged for interments within the cemetery and a current list of these is attached at Appendix D.

Councillor Harvey has previously informed Ledbury Town Council that those towns and villages that manage their cemeteries are also subject to an additional fee to Herefordshire Council in relation to cemeteries, and the Clerk waiting for a call back from Herefordshire Council finance department to confirm that this is the case, and what cost this is to each individual Council tax payer.

Initial information received from a company that provides a service to burial authorities and local councils in respect of new cemeteries or extensions to current cemeteries are that in addition to the anticipated cost of land, circa £70,000 - £120,000 for 3 acres of land, the following costs are likely:

Development cost £400,000 - £510,000 (subject to access and phasing)

Professional fees (including planning) £100,000 to £160,000

A breakdown of suggested fees for a recognised sector specific company to assist with the work to provide a new cemetery is provided at Appendix E, and a summary of the total anticipated cost of professional fees is outlined overleaf.

| Phase | Anticipated fees |
|-------------------|-------------------------|
| 0 | £6,500 |
| 1 | £15,150 |
| 2 | £14,050 |
| 3 | £32,050 |
| 4 | £21,000 |
| 5 | £20,450 |
| 6 | £6,000 |
| TOTAL FEES | £115,200 |

Therefore, based on the cost to purchase land (£120,000), the above professional fees (115,200) , and taking into account there will be costs involved in the construction and development of the site (circa £200,000) the potential cost of the project would be in the region of £450,00/£500,000. However, the project cost provided in the initial report from a recognised specialist in this type of work advised that the overall total could be in the region of £590,000 - £790,000 and therefore officers would recommend that Councillors consider this as a fair estimation of the higher end of the overall project costs.

The PWLB lending facility is operated by the UK Debt Management Office (DMO) on behalf of HM Treasury and provides loans to local authorities, and other specified bodies, from the National Loans Fund, operating within a policy framework set by HM Treasury. This borrowing is for capital projects.

Minor local authorities such as town and parish councils (in England) and town and community councils (in Wales), may also borrow from the PWLB. English town and parish councils need a borrowing approval from the Department for Levelling Up, Housing & Communities (DLUHC) formerly the Ministry of Housing, Communities and Local Government (MHCLG) in order to borrow.

By statutory provision, loans to local authorities are automatically secured on the revenues of the authority rather than by reference to specific revenues, assets or collateral.

A PWL can be taken out for periods of up to 50 years, however there is a detailed process that authorities are required to follow when submitting an application for funding, and often there is a requirement for match funding to be identified.

Currently the interest rates on a PWLB Loan of over 49.5 but not over 50 years are:

| EIP | | ANNUITY | | MATURITY | |
|------|---------|---------|---------|----------|---------|
| Rate | Change | Rate | Change | Rate | Change |
| 5.53 | (-0.02) | 5.50 | (-0.03) | 5.32 | (-0.03) |

Therefore, for example if the Council were to borrow £500,000 over a repayment period of 49.5 years the repayment would be:

Over 49.5 years at 5.52% total repay = £1,461,914 i.e. £2,461.14 per month or £29,533 per annum

Over 25 years at 5.22% total repay = £902,414 i.e. £3,008.05 per month or £36,096.56

Current PWLB rates are attached at Appendix B.

(Reference: <https://www.dmo.gov.uk/>)

If Ledbury Town Council were minded to investigate the possibility of additional land for a new cemetery they would need to consider how they would finance it. In addition to the information provided above in respect of the PWLB, they would need to consider whether the whole project, which would include land purchase, professional fees, and development of the new site, would be funded via a loan, with some match funding, or whether they would consider increasing the precept to cover some or all of the costs over future years.

It should be borne in mind that whilst there is a cost to the residents at the time of burial, cemeteries owned and managed by Town and Parish Councils are not self-funding and any monies spent on the new cemetery would not be earned back through the costs for burial services, it is more about providing a service to the local community.

Members should also be mindful that if a loan was to be taken out for the project, then it will be certain that the annual precept would have to increase to cover the annual cost of repayment of that loan and this should be made clear to residents to ensure they have all the facts. Such a project should not be carried out at the expense of other services provided by Ledbury Town Council.

There has been some discussion about the funds for such a project coming from central government, this is not an option. If Ledbury Town Council takes a decision to investigate the possibility of a new cemetery and decides to go ahead with it, the cost will be borne by the tax payer via their Council tax.

Herefordshire Council have been approached as to whether there would be any opportunity for S106 money to be made available if Ledbury Town Council did decide to progress with a new cemetery.

The response from the Planning Obligations Manager/Development Management Economy & Environment was that there have been two occasions where Herefordshire Council have secured contributions towards the provision/extension of burial grounds, both of which were in response to two major planning applications in

Hereford City. They provided the following extract from the Council's Planning Obligations Supplementary Planning Document for information:

“Additional population arising from new developments, even from small residential schemes, may increase demand on existing community services in the County. This increase in demand may require refurbishment, redevelopment or even the provision of new facilities to support and extend existing services and, therefore, new developments will be expected to contribute to any necessary facilities or services. Finally, the Council has adopted a number of Parish Plans, which have examined the particular needs of their areas. Where identified, the community needs/requirements will be used to inform any necessary contributions.

Community services are provided by a wide variety of organisations, and it is inevitable that no single methodology is applicable to identifying the needs generated by new development. However, the following assessment can be made:

- Are any community services being lost as a result of a development?*
- Are any adequate compensatory community services being (re) provided within the development proposal?*
- Are adequate alternative services available in the vicinity of the site to compensate for any loss?*
- Are any deficiencies in specific community services in the area compounded by the new development?*
- Are existing services adequate to cope with increased usage or demand e.g. do local doctor surgeries have spare capacity to take on extra patients?*
- Are existing services conveniently located and accessible to additional users e.g. new residents, employees or shoppers?*
- Are there any specific identified community needs in the local area that will be exacerbated by a new development?*
- Does the scale and nature of development justify the need for completely new or additional services?*
- Is existing funding inadequate to provide the requisite services generated by increased demands?*
- Has any community facility been identified within any Parish Plan?”*

However, further discussions with planning and S106 Officers have confirmed that there are currently no S106 funds available for this type of project. Therefore, if Ledbury Town Council wanted to pursue this route they would need to ensure that they provide this as a comment in any future large planning application responses, and that it be included in any new version of the Neighbourhood Development Plan.

Councillor Harvey has suggested that Ward Councillors could raise the possibility of getting future contributions built into the Spatial Policies for Ledbury which need to be developed for 2021-2041 Local Plan with Hereford Planning Team. Ledbury Town Council should consider this as a request to Ward Councillors if they are considering progress this project.

Current Provision in other Cemeteries in Herefordshire

Ross-on-Wye and Bromyard are the other two Town Council's that managed their cemetery in Herefordshire.

Bromyard is now only offering single depth plots or reopening's of double plots and they have advised that they 1-5 years capacity (depending on demand). They currently have no plans to extend their current cemetery or develop a new area.

Ross-on-Wye have over 10-years remaining in their cemetery however, they own the allotments which border with the cemetery, and these will be utilised when the cemetery reaches capacity.

Cemeteries in Leominster, Kington and Wigmore are managed by Herefordshire Council and currently they have the following capacity:

Kington – advised that they have good capacity, but no firm time given.

Leominster – recently extended their cemetery (2017/18) and have approximately 100 years capacity

Wigmore – 20/30 years capacity

Herefordshire Council have applied for an extension to their existing cemetery, at the moment they have 20/25 years capacity.

There are two natural burial sites in Herefordshire, one at Staunton and one near Stoke Prior, Leominster.

Case Studies

Case studies of two new cemeteries that have been developed in the past ten years are attached at Appendix F.

(Reference: <https://www.thecdsgroup.co.uk/case-studies/cemetery-development-services-historical-case-studies>)

Additional Information

Appendix G - Are Cemeteries the new safe investment?

Appendix H – History of Ledbury Cemetery

Appendix I – Current map of Ledbury Cemetery

LEDBURY TOWN COUNCIL

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| ENVIRONMENT AND LEISURE COMMITTEE | 2 MAY 2024 | AGENDA ITEM: 15 |
|--|-------------------|------------------------|

Report prepared by Julia Lawrence – Deputy Town Clerk

MEMORIAL BOARD FOR CEMETERY CHAPEL

Purpose of Report

The purpose of this report is to update Members of the Environment and Leisure Committee regarding the memorial board for the Cemetery Chapel.

Equality Duty

Under section 149 of the Equality Act 2010, the “general duty” on public authorities is set out as follows:

A public authority must, in the exercise of its functions, have due regard to the need to:

- a) Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;
- b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- c) foster good relations between persons who share a relevant protected characteristic and person who do not share it.

The public sector equality duty (specific duty) requires Ledbury Town Council to consider how it can positively contribute to the advancement of equality and good relations and demonstrate that they are paying ‘due regard’ in their decision making in the design of policies and in the delivery of services.

Detailed Information

It has been agreed that a memorial board should be installed in the Cemetery Chapel to commemorate past Mayors and Councillors who had served on Ledbury Town Council.

Initial suggestions were to have a picture frame with the information inscribed by a calligrapher and an example of this is shown below. However, following further suggestions and amendments, the Calligrapher confirmed that she would not be able to proceed with the project due to ill health.



An alternative suggestion was then put forward for a wooden board which would be more in keeping with the Chapel and an example of such a board is shown below. Members agreed that this was the preferred choice and for Officers to seek quotations for the board and signwriting.



Two companies were initially approached and invited to quote for a board and to undertake the signwriting. The quotations received are based on the above style board.

Company One, a national company, is able to provide a board similar to the image shown above and provide black vinyl lettering as and when it is required whereas Company Two, based in Ledbury, confirmed that they would only be able to provide a board but not undertake any of the signwriting.

Company One

Cost for the board, Gabled veneered & framed
Size 1200 mm wide x 900 mm high
clear-laquered finish

£
835.96

Please refer to Appendix A – which shows
the style and mock-up for the Board

Signwriting for Honours Board Heading up to 1200mm
wide in black vinyl lettering:

[Market House logo]

IN MEMORIAM

Ledbury Mayors & Councillors

Year of Death | Name | Date served | Role

97.17

Signwriting for Names and dates, cost per column line in
Vinyl lettering – Time font in black vinyl

Seven line entries at £13.00 per line entry

91.00

Full colour logo printed on White vinyl (to be printed on a
White rectangular background)

61.50

Carriage

52.95

1,138.58

Should a dark oak finish be preferred, then an additional cost of £100.32 needs to be
applied to the above costs.

The costs for supplying additional line entries are as follows:

1 name

£40.49

2 names

£20.25 each

3 names

£15.41 each

Plus shipping and VAT. The text would be supplied on a strip to be applied all in one
go (rather than lining up each individual character) in the same colour and font as on
the original board. This would need to be applied to the board by a member of Council
staff.

Delivery is approximately 4 to 6 weeks from receipt of order. Installation not included.
The costs exclude VAT.

Company Two

Cost for Oak Honours board, size 1200 mm x 900 mm

£784.00

Board to be sanded finish. Does not include installation
The cost excludes VAT.

The board style is as per the Rushmoor Board photograph shown above.

Company Three

A sign writing company, based in Worcester, has been contacted who would be able to undertake the signwriting only should Company Two be selected.

Signwriting for Honours Board Heading up to 1200mm wide in black vinyl lettering:

| | |
|---|----------------|
| [Market House logo] | |
| IN MEMORIAM | |
| Ledbury Mayors & Councillors | |
| Year of Death Name Date served Role | |
| Three line entries | £275.00 |
| | ----- |

The above cost would also include travel costs to Ledbury to apply the lettering.

| | |
|---|----------------|
| Thereafter, the ongoing cost per line entry (The bulk of this cost relates to travel costs to Ledbury) | £108.00 |
|---|----------------|

OR

| | |
|---|---------------|
| Alternatively, the lettering could be posted to the office for someone to apply the name to the board. Per line entry | £45.00 |
|---|---------------|

Recommendation

That Members of the Environment and Leisure Committee:

1. Approve the style and size of the board as outlined above.
2. Give consideration to the above information and consider whether to accept Company One which can provide both the board and signwriting as part of the service at a cost of £1,138.58 plus VAT;

or

Companies Two and Three: Company Two to provide the board at a cost of £784.00 and Company Three to provide the signwriting, at a cost of £275.00.

3. Members note and agree the costs for additional line entries, whether this be Company One or Company Three.



IN MEMORIAM Ledbury Mayors & Councillors

| Year of Death | Name | Date Served | Role* | Year of Death | Name | Date Served | Role* |
|---------------|----------------------|-------------|-------|---------------|------|-------------|-------|
| 2022 | Cllr Dee Knight | 2021/22 | C | | | | |
| 2023 | Cllr Max Rockatansky | 1985/86 | M | | | | |
| 2023 | Cllr Ellen Ripley | 2022/23 | C | | | | |

*Role: C - Councillor M - Mayor

Grey text = example names & dates



DUMBARTON FC HALL OF FAME

Individuals

Peter Miller
Joe Lindsay
Michael Paton
James McAulay
Leitch Keir
Tom McMillan
John Bell
Donald Colman
Joe Wilkinson
Johnny Haddow
John Hosie
Hugh Gallacher
Tommy Govan
Andy Jardine
Roy McCormack
Johnny Graham
Jackie Stewart
Lawrie Williams
Kenny Wilson

Individuals

Alex Wright
John Bourke
Donald McNeill
The Coyle Brothers
Tom Carson
Charlie Gibson
Craig Brittain
Paddy Flannery
Stephen Grindlay

Teams

1882/83 Scottish Cup Winners Tier 1
1890/91 Scottish League Champions Tier 1
1891/92 Scottish League Champions Tier 2
1910/11 Division Two Champions Tier 2
1971/72 Division Two Champions Tier 2
1983/84 Division One Runners Up Tier 1
1984/85 Premier Division Season Tier 3
1991/92 Division Two Champions Tier 4
2008/09 Third Division Champions

LEDBURY TOWN COUNCIL

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| ENVIRONMENT AND LEISURE COMMITTEE | 2 MAY 2024 | AGENDA ITEM: 16 |
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Report prepared by Julia Lawrence – Deputy Town Clerk

LEGIONELLA TESTING FOR COUNCIL PROPERTY

Purpose of Report

The purpose of this report is to advise Members of the Environment and Leisure Committee that following the recent Health and Safety Audit undertaken by Worknest (formerly Ellis Witham) it was proposed that legionella sampling should be considered in the Council Offices.

Equality Duty

Under section 149 of the Equality Act 2010, the “general duty” on public authorities is set out as follows:

A public authority must, in the exercise of its functions, have due regard to the need to:

- a) Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;
- b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- c) foster good relations between persons who share a relevant protected characteristic and person who do not share it.

The public sector equality duty (specific duty) requires Ledbury Town Council to consider how it can positively contribute to the advancement of equality and good relations and demonstrate that they are paying ‘due regard’ in their decision making in the design of policies and in the delivery of services.

Detailed Information

Four companies have been approached to provide quotations to provide legionella sampling at the Council Offices, Cemetery Chapel and the Mortuary.

The locations that potentially need testing are as follows:

Ledbury Town Council Offices - Kitchen Sink | three ladies toilets | one gents toilet
| all with hot and cold water

Ledbury Cemetery Chapel/Workshop - One toilet with hot and cold water

Ledbury Mortuary - Single sink with cold water tap | wall heater for hot water

The HSE guidance for legionella control Approved Code of Practice L8 states that:

“The risk from exposure to legionella should be prevented or controlled; precautions include keeping the system and the water in it clean”. For information, please find attached at Appendix A: “HSE Legionnaires’ disease – A brief guide for duty holders”.

Due to the nature of all systems at the above locations, all have been deemed LOW RISK. If any of the premises had showers, water tanks, cooling towers or air conditioning units then the risks may have been higher.

Because of the low risk, three of the four companies who have quoted have confirmed that legionella sampling is not required but to ensure that the Council remains compliant, it is essential that the following steps are taken:

- a) Produce Risk Assessments;
- b) Procedure Logs are completed on a monthly basis;
- c) All work is regularly tested by a competent person;
- d) Carry out an annual audit by an external company to assess the logbook and recordings.

A Legionella Risk Assessment is the first step towards compliance with the Health and Safety Executives Legionella Approved Code of Practice and guidance document ACoP L8 and HSG274 Legionnaires’ disease. Whilst the guidelines are not law, they are enforceable under the Health and Safety at Work Act 1974, the Control of Substances Hazardous to Health (COSHH) regulations and Management of Health and Safety regulations.

The three companies have quoted based on the above criteria.

Company 1

This is a national company, members of Constructionline, Legionella Control Association, CHAS Accredited Contractor and ISO 9001-2015 Quality Management certified.

| | |
|--|----------------|
| Legionella Risk Assessment | £690.00 |
| Includes all travelling and production of report | |
| Log Book | £30.00 |
| Legionella training is not included in the above costs | ----- |
| | £720.00 |

Company 2

This company is based in Newent, Gloucestershire and their Risk Assessments are conducted in accordance with: HSE L8 (Fourth Edition) Legionnaires' disease as detailed above. Their costs are as follows:

| | |
|---|----------------|
| Provide a Legionella Risk Assessment | £295.00 |
| Logbook | £145.00 |
| Annual Audit (to assess the logbook and recordings) | £55.00 |
| | ----- |
| | £495.00 |
| | ----- |

As stated above, as the risk level is low at present, then legionella sampling will not be required – this is normally £40.00 per sample.

It is recommended that legionella awareness training is undertaken for a designated person; this can be carried out online through a training company and as such, no costs have been included for training at this time.

Company 3

This Hereford company established in 2003, are members of Constructionline, CHAS Accredited Contractor, UKAS Testing/Inspection and ISO 9001 certified. The Risk Assessment is conducted as per guidelines set out above.

| | |
|--------------------------------------|----------------|
| Provide a Legionella Risk Assessment | £605.00 |
| | ----- |

This quotation includes the following components:

- Locating and assessing all water systems, equipment and processes that could potentially harbour legionella bacteria.
- Assessment of potential for Legionella growth, i.e. evaluate factors such as water temperature.
- Evaluation of existing control measures.
- Documentation and record-keeping: maintaining detailed records of the risk assessment process, findings, recommendations and any actions taken to address identified risks.
- One hour consultation following the assessments to explain the findings and how to carry out the monitoring actions recommended.
- A logbook for the responsible person to record temperature checks and other relevant data to ensure ongoing compliance and monitoring.
- Schematic diagram of water systems within buildings.

Recommendation

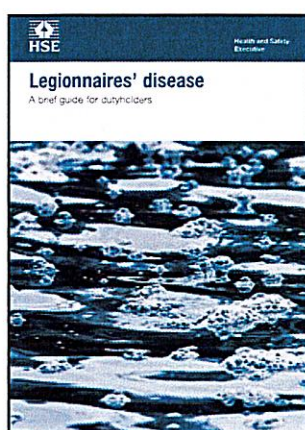
That Members of the Environment and Leisure Committee give consideration to the information above and select one of the companies to carry out a Legionella Risk Assessment, being:

| | | |
|-----------|---------|-------------------|
| Company 1 | £720.00 | Excludes training |
| Company 2 | £495.00 | Excludes training |
| Company 3 | £605.00 | |

All costs shown above are exclusive of VAT

Legionnaires' disease

A brief guide for dutyholders



This is a web-friendly version of leaflet INDG458, published 04/12

Who is this leaflet for?

This leaflet is aimed at employers and people in control of premises, eg landlords, where man-made water systems are used that could be a potential source for legionella bacteria growth. It will help you to understand the health risks associated with legionella. *Legionnaires' disease: The control of legionella bacteria in water systems*¹ provides further details about how to manage and control the risks in your system.

What is legionnaires' disease?

Legionellosis is the collective name given to the pneumonia-like illness caused by legionella bacteria. This includes the most serious legionnaires' disease, as well as the similar but less serious conditions of Pontiac fever and Lochgoilhead fever. Legionnaires' disease is a potentially fatal form of pneumonia and everyone is susceptible to infection. However, some people are at higher risk, including:

- people over 45 years of age;
- smokers and heavy drinkers;
- people suffering from chronic respiratory or kidney disease; and
- anyone with an impaired immune system.

Where are legionella bacteria found?

The bacterium *Legionella pneumophila* and related bacteria are common in natural water sources such as rivers, lakes and reservoirs, but usually in low numbers. Since legionella bacteria are widespread in the environment, they may also contaminate and grow in purpose-built water systems such as cooling towers, evaporative condensers, hot and cold water systems and whirlpool spas.

Are there legionella risks in my workplace?

Any water system that has the right environmental conditions could potentially be a source for legionella bacteria growth. There is a reasonably foreseeable legionella risk in your water system if:

- water is stored or re-circulated as part of your system;
- the water temperature in all or some part of the system is between 20–45 °C;
- there are sources of nutrients such as rust, sludge, scale and organic matters;
- the conditions are likely to encourage bacteria to multiply;
- it is possible for water droplets to be produced and, if so, if they can be dispersed over a wide area, eg showers and aerosols from cooling towers; and
- it is likely that any of your employees, residents, visitors etc are more susceptible to infection due to age, illness, a weakened immune system etc and whether they could be exposed to any contaminated water droplets.

The most common places where legionella can be found include purpose-built water systems, cooling towers, evaporative condensers, hot and cold water systems and spa pools. There are also a number of other systems that may pose a risk to exposure to legionella, eg humidifiers, air washers, emergency showers, indoor ornamental fountains etc.

What are my duties?

Under general health and safety law, as an employer or person in control of a premises (eg a landlord), **you** have health and safety duties and need to take suitable precautions to prevent or control the risk of exposure to legionella. Details of the specific law that applies can be found in part 1 of *Legionnaires' disease: The control of legionella bacteria in water systems*.

Carrying out a risk assessment is your responsibility and will help you to establish any potential risks and implement measures to either eliminate or control risks. You may be competent to carry out the assessment yourself but, if not, you should ask someone with the necessary skills to conduct a risk assessment. This can be done by someone from within your own organisation or from someone outside, eg an external consultant.

How do I identify and assess sources of risk?

To identify the risks in your water system you, or a competent person who understands your water systems and any associated equipment, should establish any possible exposure to legionella risks, as listed above, as part of a risk assessment.

Your risk assessment should include:

- management responsibilities, including the name of the competent person and a description of your system;
- any potential risk sources;
- any controls currently in place to control risks;
- monitoring, inspection and maintenance procedures;
- records of the monitoring results, inspection and checks carried out; and
- a review date.

If you decide that the risks are insignificant and are being properly managed to comply with the law, your assessment is complete. You will not need to take any further action, but it is important to review your assessment periodically in case anything changes in your system.

How do I manage the risk?

As an employer or person in control of premises, you must appoint someone competent to help you comply with your health and safety duties, eg take responsibility for managing the risks. A competent person is someone with the necessary skills, knowledge and experience to manage health and safety, including the control measures. You could appoint one, or a combination of:

- yourself;
- one or more workers; and/or
- someone from outside your business.

If there are several people responsible for managing your risks, eg because of shift-work patterns, you need to make sure that everyone knows what they are responsible for and how they fit into the overall risk management programme.

If you decide to employ contractors to carry out water treatment or other work, it is still the responsibility of the competent person to ensure that the treatment is carried out to the required standards. Remember, before you employ a contractor, you should be satisfied that they can do the work you want to the standard that you require. There are a number of external schemes to help you with this, for example *The control of legionellosis: A recommended code of conduct for service providers*.²

How do I prevent or control the risk?

You should consider whether you can prevent the risk of legionella in the first place by considering the type of water system you need, eg consider whether it is possible to replace a wet cooling tower with a dry air-cooled system. The key point is to design, maintain and operate your water services under conditions that prevent or adequately control the growth of legionella bacteria.

You should, as appropriate:

- ensure that the release of water spray is properly controlled;
- avoid water temperatures and conditions that favour the growth of legionella and other micro-organisms;
- ensure water cannot stagnate anywhere in the system by keeping pipe lengths as short as possible or by removing redundant pipework;
- avoid materials that encourage the growth of legionella. The *Water Fittings and Materials Directory*³ references fittings, materials, and appliances approved for use on the UK Water Supply System by the Water Regulations Advisory Scheme);
- keep the system and the water in it clean; and
- treat water to either kill legionella (and other microorganisms) or limit their ability to grow.

If you identify a risk that you are unable to prevent, you must introduce appropriate controls. You should introduce a course of action that will help you to control any risks from legionella by identifying:

- your system, eg developing a written schematic;
- who is responsible for carrying out the assessment and managing its implementation;
- the safe and correct operation of your system;
- what control methods and other precautions you will be using; and
- what checks will be carried out to ensure risks are being managed and how often.

What records do I need to keep?

If you have five or more employees, you have to record any significant findings, including any groups of employees identified by it as being particularly at risk and the steps taken to prevent or control risks.

If you have less than five employees, you do not need to write anything down, although it is useful to keep a written record of what you have done.

Records should include details about:

- the person or people responsible for conducting the risk assessment, managing, and implementing the written scheme;
- any significant findings of the risk assessment;
- the written control scheme and its implementation; and
- the results of any inspection, test or check carried out, and the dates.

This should include details about the state of operation of the system, ie in use/not in use.

These records should be retained throughout the period for which they remain current and for at least two years after that period. Records kept in accordance with the last bullet point above should be retained for at least five years.

Do I have any other duties?

Under the Notification of Cooling Towers and Evaporative Condensers Regulations 1992,⁴ you must notify your local authority, in writing, if you have a cooling tower or evaporative condenser on site and include details about where it is located. You must also tell them if/when such devices are no longer in use. Notification forms are available from your local environmental health department.

If you have a case of legionellosis in an employee who has worked on cooling towers or hot water systems that are likely to be contaminated with legionella, you must report this under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).⁵

References

- 1 *Legionnaires' disease. The control of legionella bacteria in water systems. Approved Code of Practice and guidance L8* (Third edition) HSE Books 2001 ISBN 978 0 7176 1772 2 www.hse.gov.uk/pubns/books/L8.htm
- 2 *The control of legionellosis: A recommended code of conduct for service providers* The British Association of Chemical Specialities and the Water Management Society 2005 www.legionellacontrol.com/Legionella-Control-Association-Code-of-Conduct-%20Issue-5-07.pdf
- 3 *Water Fittings and Materials Directory* www.materialstesting.co.uk/materials_directory.htm
- 4 *The Notification of Cooling Towers and Evaporative Condensers Regulations 1992* SI 1992/2225 TSO 1992 www.legislation.gov.uk
- 5 *Reporting accidents and incidents at work: A brief guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)* Leaflet INDG453 HSE Books 2012 (priced pack ISBN 978 0 7176 6460 3) www.hse.gov.uk/pubns/INDG453.htm

Further information

For information about health and safety, or to report inconsistencies or inaccuracies in this guidance, visit www.hse.gov.uk/. You can view HSE guidance online and order priced publications from the website. HSE priced publications are also available from bookshops.

The Stationery Office publications are available from The Stationery Office, PO Box 29, Norwich NR3 1GN Tel: 0870 600 5522 Fax: 0870 600 5533 email: customer.services@tso.co.uk Website: www.tsoshop.co.uk/ (They are also available from bookshops.) Statutory Instruments can be viewed free of charge at www.legislation.gov.uk/.

This leaflet contains notes on good practice which are not compulsory but which you may find helpful in considering what you need to do.

This leaflet is available in priced packs from HSE Books, ISBN 978 0 7176 6500 6. A web version can be found at www.hse.gov.uk/pubns/indg458.htm.

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LEDBURY TOWN COUNCIL

MINUTES OF A MEETING OF THE CLIMATE CHANGE WORKING PARTY MEETING HELD ON 23 APRIL 2024

PRESENT: Councillors: Chowns
Non-Councillors – Nina Shields (Chair), Al Braithwaite

ALSO PRESENT: Julia Lawrence, Deputy Clerk

1. APOLOGIES FOR ABSENCE

None received.

It was noted that Amanda Lambourne has stepped down. Professor John Whitelegg has also stepped down as he is working with Herefordshire Council on a Countywide transport project. Professor Whitelegg indicated that he would support the Council if there was work to be undertaken on school travel plans.

2. DECLARATIONS OF INTEREST

None

3. TO ELECT NON-COUNCIL MEMBERS

None

4. TO APPROVE AND SIGN, AS A CORRECT RECORD, THE MINUTES OF THE CLIMATE CHANGE WORKING PARTY (“CCWP”) MEETING HELD ON 7 FEBRUARY 2024.

There were two amendments to the minutes of 7 February 2024:

- a) Item 9 Absolute Net Zero Report – Councillor Sinclair recommended a revision to paragraph 1 to now read: “Councillor Sinclair led a discussion for the Working Party on the Absolute Net Zero report, making members of the Group aware that the creation of the report, 4 years ago, was done by an academic institution funded by China”.
- b) Item 10 Council Carbon Footprint – It was noted that feedback was still awaited from the Finance Committee. This would be added to the agenda for the next CCWP meeting.

RESOLVED:

That the minutes of the Climate Change Working Party meeting held on 7 February 2024 be approved subject to the amendments detailed above.

The minutes were proposed by Cllr Chowns and seconded by the Chair, as a correct record.

5. FEEDBACK FROM ENVIRONMENT AND LEISURE COMMITTEE

Councillor Chowns introduced the paper tabled, regarding developing a working relationship with NMiTE, to seek ways of ensuring sustainable solutions for the Council's buildings.

The CCWP considered that the opportunity for Ledbury Town Council to involve NMiTE in potential projects would be beneficial to the buildings across the Council's portfolio. It was also suggested that joint working with Ledbury Places and NMiTE to create a Heritage Master Plan would provide the Town with a long-term plan for a number of its heritage buildings.

RECOMMENDATION:

- 1 That the opportunity for Ledbury Town Council to work in partnership with NMiTE and Ledbury Places be recommended to Environment & Leisure Committee, with a view to identifying a project(s) and the opportunity to be involved in developing a Heritage Asset Master Plan for the benefit of the buildings within the respective ownership and management.
- 2 That Environment and Leisure Committee support Ledbury Places leading on the creation of a Heritage Asset Master Plan.

6. FEEDBACK FROM THE EVENT'S WORKING PARTY ON THE GREAT BIG GREEN WEEK ("GBGW")

The update report on the draft programme for GBGW was presented.

It was noted that the National Food Conversation event on 20 June 2024 was currently seeking grant funding via the Herefordshire Food Alliance to meet any potential costs.

The Working Party were advised by the Deputy Clerk that the cost of creating a calendar was going to be prohibitive against the budget allocated for Climate Change generally/GBGW. Quotes obtained ranged from £1,700 to over £3,500. Consideration could be given to the creation of a calendar in 2025/26 financial year and therefore no further action would be taken until then.

In relation to the budget for 2024/25, it was noted that £2,000 was allocated to Climate Change activities for the financial year. There was agreement by CCWP that £800 of that budget would be set aside for GBGW and the balance to be used for other Climate Change related activities.

It was noted that the film evening event may be able to host a film called "River" at the Old Grammar School. The film lasts approximately 75 minutes and would

cost £96 including VAT to show. It was suggested that Ledbury Places look into seeking donations to meet the cost.

RESOLVED:

- a) That the GBGW programme be noted.
- b) That Officers and the Events Working Party be advised that the cost of creating a calendar was prohibitive for the budget available. Further consideration to be given to the calendar in 2025/26 financial year.
- c) That £800 of the budget allocation be set aside for the GBGW 2024 with the balance of funding set aside to cover other related Climate Change related activities.

7 FEEDBACK FROM TRAFFIC MANAGEMENT WORKING PARTY IN RESPECT OF THE REPORT PRESENTED BY PROFESSOR WHITELEGG (27 MARCH 2024)

The report and content, including comments by Councillor Hughes, were noted. The Traffic Management Working Party, should be made aware that the Chair of CCWP is no longer a Governor at John Masefield School. Members of the CCWP considered it appropriate for the recommendations put forward by the Traffic Management Working Party should be further actioned by them.

RECOMMENDATION:

That members of the CCWP support the recommendation to share the report with the Headteachers of both John Masefield and Ledbury Primary Schools and considered that this action should be taken forward by the Chair of the Traffic Management Working Party.

8 WARM SPACES FOR WINTER 2023/24

It was noted that there was less attention to this activity this winter. The potential reason for this could be a) the late notification of funding and therefore too shorter notice to submit bids and b) the weather was milder this year.

RESOLVED:

The CCWP considered that no further action was needed.

9 WORKING WITH LEDBURY HEALTH PARTNERSHIP

Following previous discussions at this meeting, the CCWP agreed that working with the Health Partnership would be positive and it needed to focus on discussions that were current.

It was noted that in the future there may be opportunity to work together on the impact of food on people's wellbeing, perhaps through education awareness/ cookery demonstrations/food preservation – pickling etc.

RESOLVED:

Members of the CCWP agreed that regular engagement with the Practice Manager should continue to see where opportunities for working together may be possible.

10 DATE OF NEXT MEETING

To be determined following the new Council year 2024/25 programme being confirmed.

It was noted that in future CCWP would meet on a Tuesday (avoiding 1st Tuesday in the month).

DRAFT

CLIMATE CHANGE WORKING PARTY – ACTION SHEET

| No: | Item (Action Required) | Responsibility | To be actioned by (date) |
|-----|---|---------------------------------|--------------------------|
| 4 | Make amendments to the Minutes dated 7 February 2024 | Deputy Clerk Town | 26 April 2024 |
| 4b | "Council Carbon Footprint" to be added to the next agenda item – seeking feedback from the Finance Committee. | Deputy Clerk Town | Next Meeting, TBC |
| 5.1 | Work in partnership with NMiTE and Ledbury Places with a view to identifying a Project(s) and the opportunity to be involved in developing a Heritage Asset Master Plan for the benefit of the buildings within the respective ownership and management. | Environment & Leisure Committee | 2 May 2024 |
| 5.2 | That Environment & Leisure Committee support Ledbury Places leading on the creation of a Heritage Asset Master Plan | Environment & Leisure Committee | 2 May 2024 |
| 6 | That Officers and the Events Working Party be advised that the cost of creating a calendar was prohibitive for the budget available. Further consideration to be given to the calendar in 2025/26 financial year. | Community Development Officer | 6 June 2024 |
| 7 | Members of the CCWP support the recommendation to share the report (Professor John Whitelegg traffic report) with Headteachers of both John Masfield and Ledbury Primary Schools and considered that this action should be taken forward by the Chair of the Traffic Management Working Party | Deputy Clerk Town | 30 April 2024 |
| 9 | Members of the CCWP agreed that regular engagement with the Practice Manager should continue to see where opportunities for working together may be possible | CCWP | Ongoing |

FEARBO

LEDBURY TOWN COUNCIL

MINUTES OF A MEETING OF THE JOHN MASEFIELD MEMORIAL WORKING PARTY HELD ON WEDNESDAY 3 APRIL 2024

PRESENT: Councillors Furlonger, l'Anson and Morris (Chair)
Non-Council Members: Amy Howard (Ledbury Poetry), Mark Lister (Ledbury Civic Society, Ledbury Foodbank), Dr Jane Mee (Funding Co-ordinator), Chris Noel (JM Society), Justine Peberdy (Ward Councillor and minute taker), Christine Tustin (Ledbury Civic Society), Tim Keyes (Tower Captain church bell ringers) Caroline Magnus (Great niece of John Masefield, JM Society)

ALSO PRESENT: Angela Price (Town Clerk)
Olivia Trueman (Community Development Officer)

Councillor Morris offered the Working Party his apologies for the lack of clarity in decision making at previous meetings and advised that that this would be addressed in future meetings and their minutes.

JM130 APOLOGIES FOR ABSENCE

Apologies for absence were received from Dr Philip Errington, Lesley Ingram, Councillor McAll.

It was noted that Jessica Locke was not present at the meeting and had not been present at the previous meeting.

RESOLVED:

That the Clerk would send out an email to all Members following the meeting to advise of the date of next meeting.

JM131 DECLARATIONS OF INTEREST

Councillors Morris recorded a pecuniary interest in relation to items relating to the quotes for the design of the Working Party's visual identity, and Furlonger recorded a personal interest in the same items.

JM132 TO APPROVE AND SIGN THE NOTES FOR THE JOHN MASEFIELD MEMORIAL WORKING PARTY MEETING HELD ON 21 FEBRUARY 2024

Chris Noel advised that his name was incorrectly spelt. Tim Keyes advised that his apology for absence was not recorded. Dr Jane Mee advised that under JM126 a., the discussion of support of volunteers was in relation to the archive rather than the memorial.

RESOLVED:

That the notes of the meeting of the John Masefield Memorial Working Party meeting held on 21 February 2024 be approved and signed as a correct record, subject to the above amendments.

(PROPOSED Councillor Morris, SECONDED Councillor Furlonger, PASSED unanimously)

JM133

FEEDBACK FROM NATIONAL LOTTERY HERITAGE FUNDING

Dr Jane Mee advised that the feedback was quite typical guidance to ensure that when the bid is submitted it meets the requirements. Councillor Furlonger asked how the next steps should be prioritised. She highlighted the caution in the feedback to ensure that the bid is specifically heritage and not arts focussed. Councillor l'Anson asked whether the Working party should be looking at arts instead of heritage funding. She also advised that there is more funding available for heritage projects.

Dr Jane Mee shared the familiarisation document outlining 3 activities which placed the project firmly within the scope of heritage. She illustrated the potential for John Masefield's life story to generate heritage projects and suggested possible collaboration with the Wildlife Trust (hazel sticks) and the Merchant Navy (Cutty Sark). The Clerk suggested this would be a good project for Men's Shed. Tim Keyes suggested these activities could tie in with LEAF (Locally Encourage All to Flourish).

Councillor l'Anson highlighted the comment in the feedback that says that NLHF "prioritise the restoration and conservation of existing heritage assets rather than the creation of newly constructed assets." Dr Jane Mee agreed the Working party would have to show a strong case for creating a new memorial, but the process of familiarisation, consultation, co-production and co-creation through community engagement would be seen as good practice. These familiarisation activities would take place and develop over a period of 12-months before the commissioning of the memorial.

Amy Howard mentioned the 2-faced Dance Company performance of Box of Delights in 2019, suggesting that they might value the opportunity to use work already created, perhaps for movement workshops. The Chair confirmed that, following initial meetings with members of the Working Party, 2-faced Dance are keen to be involved.

Caroline Magnus suggested tapping into the recent RSC production Box of Delights. Amy Howard suggested an exhibition of costumes to showcase Ledbury's Heritage Buildings. Caroline Magnus suggested complementing this with items from the JM archive. Amy Howard felt that the RSC would be amenable to this.

Tim Keyes asked how the project takes steps to engage with hard-to-reach communities. Dr Jane Mee advised that she is in touch with Tony Hodder about the recent youth engagement survey with Rural Media. The Clerk mentioned a forthcoming Ledbury Reporter article in respect of a youth project and advised that Councillor McAll had been involved with this consultation.

Tim Keyes suggested the church bells as a good starting point for engaging with communities across Ledbury, he referred to the inclusion of John Masefield in the Church Tower display and said he would be happy to develop activity for groups.

Mark Lister highlighted the 150 vulnerable households currently being supported by the Food Bank. Dr Jane Mee advised that she is working with Councillor McCall on the HAF (Holidays, Activities and Food) programme. Mark Lister advised that it would be possible to use space for up to 15 people at the food bank.

Amy Howard suggested contact with Ledbury Poetry Community Engagement Officer, Dee Davidson. Councillor l'Anson highlighted FUEL, a weekly youth facility in the Community Centre, run by Kiln Church.

RESOLVED:

- 1. That Dr Jane Mee consider what the priorities for next steps should be.**
- 2. Amy Howard and Olivia Trueman to contact Tamsin, creative director at 2-faced Dance.**
- 3. Mark Lister and Dr Jane Mee to communicate about engagement with the Food Bank.**
- 4. Tim Keyes to communicate with LEAF re: community engagement.**
- 5. Dr Jane Mee to contact Dee Davidson (Ledbury Poetry Community Engagement Officer).**
- 6. Olivia Trueman to contact Kiln Church re: FUEL.**
- 7. Caroline Magnus to ask Dr Philip Errington to contact RSC About lending costumes or sharing ideas for the anniversary year.**
- 8. Caroline Magnus to research the recollection of a 1980's event At the Cutty Sark and look for other sources to inspire community engagement projects in the archive.**

JM134 ANTICIPATED COST OF FINAL MEMORIAL

Dr Jane Mee asked for input on the anticipated cost of the final memorial. The following types of memorials were considered – gates (c.£50k), bronze sculpture (c.£100k), water memorial, ships mast head, weather vane, trail and map, display boards (particularly in the alley ways), sound boxes, John Masefield map overlay showing Ledbury scenes, digital map overlay.

It was agreed that there is no preferred outcome, and the period of consultation will shape the memorial and the final cost, although a ballpark figure of £100k seemed right. Dr Jane Mee advised that various costs would be helpful at this stage.

Dr Jane Mee advised that the intention is to submit the application in May.

RESOLVED:

- 1. Caroline Magnus to contact Mark Richards about competitive tendering.**
- 2. Councillor l'Anson to contact Peter Smith re: cost of Jenny Lind statue.**
- 3. Justine Peberdy to investigate the cost of the Hereford Bull.**
- 4. Tim Keyes to contact an artist who creates projects with trails/maps.**

JM135 IDENTIFYING RISK

Dr Jane Mee advised that the NLHF application requires the identification and mitigation of risk. The Clerk suggested a small task and finish group to undertake this work, with other members feeding into via email.

RESOLVED:

- 1. Dr Jane Mee to draft a document with anticipated risks.**
- 2. Clerk to set up a Task and Finish Risk Group including Dr Jane Mee, The Clerk, Tim Keyes, Amy Howard, Councillor Morris.**

JM136 FIT FOR THE FUTURE

The Clerk advised that the membership fee for Ledbury Town Council would be £150. She suggested that this membership could be useful for other Council projects and therefore suggested a recommendation to the Finance, Policy & General Purposes Committee that Council pay for this subscription.

RESOLVED:

That the Clerk submit a recommendation to the Finance Committee that this membership fee is covered by Ledbury Town Council.

JM137

UPDATE FROM COMMUNICATIONS STEERING GROUP AND ITEMS FOR CONSIDERATION

A draft letter to invite potential celebrity patrons was considered and Councillor Morris asked the working party to send him any comments by the end of the week. It was agreed that the letter would be put on hold until the new John Masefield Memorial visual identity was ready.

Caroline Magnus had concerns over the line "Will you be our tall ship?" She also suggested that it might be nice if the final design included a tall ship and star.

Councillor l'Anson asked that Elizabeth Barrett Browning be included in the list of poets within the letter.

The visual identity contract had been put out to tender and 6 designers had been invited to submit their quotes by Friday, 5 April. It was agreed that a shortlist would be created by the Clerk to include herself, Councillor l'Anson, Justine Peberdy, Caroline Magnus and the CDO.

Members were provided with a draft introduction to the John Masefield Memorial appeal, created by Caroline Magnus, for inclusion on the website page. Dr Jane Mee agreed that it supports what she needs for the funding application.

Councillor Morris asked for comments on the draft from Caroline to be provided by the end of the week.

The CDO reported that the domain name "johnmasefield.org" was available for purchase. Concerns were expressed about the time and cost of maintaining a separate website. However, it was agreed that the domain name johnmasefieldmemorial.org should be reserved at a cost of circa £10.00.

RESOLVED:

- 1. That the CDO be instructed to reserve the domain name "johnmasefieldmemorial.org" at a cost of circa £10.00**
- 2. That the Clerk convene a small group to shortlist the designers to include herself, Councillor l'Anson, Justine Peberdy,**

Caroline Magnus and the CDO, with the outcome of the process being reported back to the next meeting of the Working Party.

- 3. Members of the Working Party to provide comments on the draft letter to patrons and the introduction text by the end of the week (5 April 2024).**
- 4. That the letter to the potential Patron be held in abeyance until such time the visual identity of the project was available.**

JM138

OUTCOME OF MEETING WITH COUNCILLOR NEWSHAM IN RESPECT OF TAKING UP POST OF TREASURER

The Clerk reported that Councillor Newsham had expressed concerns around the difficulties of setting up charity accounts. He felt that an easier option would be for John Masefield Society to set up a separate account. Chris suggested it would be under the overall control of the Society treasurer with separate signatories. She advised that she would consider how this would work under LTC policy for account signatories.

Dr Jane Mee advised that as the lead organisation, any funding received from NLHF must be held in the Council's account and cannot be transferred to an account held by another organisation. It was suggested that the Clerk should investigate whether this could be an earmarked reserve within Council budgets. Dr Jane Mee advised that the money is paid in arrears so cash flow would need to be managed.

Chris Noel advised that the reason for suggesting that the John Masefield Society set up the account to receive any NLHF grant was because they had charitable status. Dr Jane Mee advised that this is not relevant to NLHF funding.

Dr Jane Mee reminded the Working Party that this issue had been raised at the last meeting.

Councillor Furlonger asked about the terms of payment of any grant with respect to managing cash flow. Dr Jane Mee advised that the terms and conditions of payment from NLHF should be checked. Tim Keyes cautioned that LTC would need good systems for recording evidence required for reporting and claiming funds from NLHF. Amy Howard advised that the person appointed to the role that the grant from NLHF would fund, should have experience of managing cash flow, claiming and reporting.

RESOLVED:

- 1. The Clerk to consider how to manage an earmarked reserve within the Council's budgets.**
- 2. That the Clerk check the terms and conditions of payment of grant from NLHF.**

3. **That it be noted that any payments from NLHF will be paid in arrears and that the Council would need to be aware of this due to having to pay invoices in advance of receiving the funds.**

JM139 PROJECT PLAN AND TIME LINE

The working party considered the working document prepared by Councillor Furlonger. Councillor Furlonger thanked Dr Jane Mee for her input. Councillor Morris requested that members send the Clerk any ideas, amendment and additions.

RESOLVED:

That Members of the Working Party to send any amendments to the document to the Clerk.

JM140 ADVENT CALENDAR

The CDO outlined the idea of an online Advent Calendar on the website/webpage with each day revealing a John Masefield fact or poem. She suggested waiting until the visual identity was agreed upon before this idea was developed. Tim Keyes expressed reservations about a secular calendar being referred to as an advent calendar. Caroline Magnus suggested that, with so much happening in the Christmas period, this would work as a countdown to his birthday on June 1. Amy Howard suggested it could be a countdown to the official opening of the memorial.

RESOLVED:

That this be reconsidered as an alternative to Christmas such as a countdown to the final event.

JM141 DATABASE

Councillor Morris suggested that the CDO might maintain and grow the database, to include businesses, dignitaries, friends, funders, etc. Tim Keyes highlighted that Ledbury Community Day and Ledbury Focus will identify those who should be included. Dr Jane Mee advised that a database for funders would need regular updating, and relationships managed, and so suggested that Councillor Morris should be involved in maintaining it.

Councillor Morris suggested that this working party should have a stand at Community Day (18 June, 10am – 2pm) in order to raise awareness of the project, and that Caroline Magnus and Chris Noel might help to man the stand. It was agreed that the stand should be registered to John Masefield Memorial.

Justine Peberdy asked if it were intended that the stand would introduce the brand, identity, show how people can get engaged, sign up to mailing list. Dr Jane Mee cautioned to be mindful of capacity, and that there is no need for a mailing list of individuals if we are engaging with group leaders. Councillor Morris highlighted the importance of raising awareness and profile of the project.

It was suggested that the Communication Steering Group could have a presence on the stand. Amy Howard agreed that if the stand were positioned near Ledbury Poetry then they could offer cover when needed.

Councillor Morris agreed to apply for the stand. Councillor Furlonger suggested that the Communications Steering Group will consider what literature should be produced for the occasion.

RESOLVED:

1. **Councillor Morris to register the John Masefield Memorial for Community Day stand.**
2. **Communications Steering Group to consider literature for Community Day.**

JM142

DATE OF NEXT MEETING

RESOLVED:

1. **Dr Jane Mee to forward the draft application for comments before the next meeting.**
2. **To note that the next meeting of the John Masefield Memorial Working Party will be held on Wednesday, 1 May 2024 at 2.00 pm in the Council Offices.**

The meeting ended at 11.48 am.

Signed

Dated