



# LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES, CHURCH STREET, LEDBURY  
HEREFORDSHIRE HR8 1DH. Tel. (01531) 632306

Email: [clerk@ledburytowncouncil.gov.uk](mailto:clerk@ledburytowncouncil.gov.uk) Website: [www.ledburytowncouncil.gov.uk](http://www.ledburytowncouncil.gov.uk)

22 September 2023

Dear Councillor

You are summoned to attend a meeting of **LEDBURY TOWN COUNCIL** to be held on Thursday, 28 September 2023 at 7.00 pm at the Burgage Hall, Church Lane, Ledbury for the purpose of transacting the business shown in the agenda below.

Please note that a representative of HMS Ledbury will be giving a presentation at 6.30 pm in the Burgage Hall.

Yours faithfully

Angela Price PSLCC, AICCM, MIWFM  
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. Apologies
2. Declarations of Interests

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

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

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

**3. Nolan Principles**

<https://www.gov.uk/government/publications/the-7-principles-of-public-life/the-7-principles-of-public-life--2>

**4. To approve and sign as a correct record the minutes of the meeting of Extraordinary Full Council held on 6 September 2023**  
**(Pages 656-659)**

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

To receive reports from Ledbury Ward Members:

- i. Councillor Harvey
- ii. Councillor Peberdy
- iii. Councillor Simmons

**6. Mayors Communications (Verbal)**

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

*"Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. The period of time designated for public participation at a meeting shall not exceed 15 minutes unless directed by the Chairman of the meeting"*

**8. To Receive motions presented by Councillors in accordance with Standing Order 9**

- i. Notice of Motion received from Councillor Hughes:

That Ledbury Town Council apply to Herefordshire Council for a full review of traffic signage in Ledbury; specifically, the weight and length prohibitions and advisory notices; and the boundary signs for the Town Centre.

The weight/length signage is inconsistent, inadequate, poorly sited and in the case of the Worcester Road into Ledbury is non-existent.

As Police Liaison Councillor for Ledbury Town Council I have spoken with Ian Connolly, Traffic Management Adviser, West Mercia Police, who advises LTC to take this action.

We seek the support of Ledbury Ward Councillors in Councillors Harvey, Simmons and Peberdy and ask that they include this in their Ward reports to this meeting.

The intention is to dissuade drivers of heavy goods vehicles from driving through Ledbury and to provide timely “positive advice” about alternative routes.

- ii. A further Notice of Motion has been received from Councillor Howells, however due to the nature of the Motion it is advisable that this be considered in confidential session of the Council meeting

## **MINUTES**

9. **To receive and note the minutes of meetings of the Planning, Economy & Tourism Committee held on 10 August and 14 September 2023 and to give consideration to any recommendations therein (Pages 660-677)**
10. **To receive and note the minutes of a meeting of the Environment & Leisure Committee held on 7 September 2023 and to give consideration to any recommendations therein (Pages 678-686)**
11. **To receive and note the minutes of a meeting of the Finance, Policy & General Purposes Committee held on 21 September 2023 and to give consideration to any recommendations therein (To Follow)**
12. **Minutes of a War Memorial Site visit held on 20 September 2023 and the Certificate of Progress Payment in respect of works carried out to-date on the War Memorial (Pages 688-691)**
13. **Update on outcome of letter sent from the Mayor to Councillor Sinclair requesting that he provide a written apology to the Clerk and a verbal apology to Councillors at this meeting of Council (Verbal Update from the Mayor)**

## **FINANCE**

14. **To receive invoices for payment September 2023 (Final) (Pages 692-693)**
15. **Recommendations from other committees (Pages 694-703)**
  - i. Environment & Leisure Committee
    - a. That Ledbury Town Council approve officers working with the Rugby Club to hold a “Santa Dash” as per attached information
    - b. That an annual event similar to a Village Fete be held by Ledbury Town Council on the Bank Holiday Monday of the Spring Bank Holiday
  - ii. Planning, Economy & Tourism

- a. That the Traffic Management Working Party be authorised to work with Clare Stone to explore the possibility of S106 monies being used for a "Ledbury Hopper" type service.
- b. S106 Wish List - Minute P93 refers

## **GOVERNANCE**

16. **Internal Audit report on review of Policies and Procedures**  
(To Follow)
17. **Recommendations from Task & Finish Group to review the Council's Committee Structure**  
(To Follow)

## **GENERAL**

18. **Outside Bodies** (Pages 704-711)
  - i. Response from Ledbury Food Group to advise that they confirm they are happy to welcome Councillor Morris as the Council's representative for the municipal year and continued representation from the Council in the future.
  - ii. Minutes of a meeting of the Ledbury Strömstad Twinning Association – 21 July 2023
  - iii. Minutes of a meeting of Ledbury Carnival Association –23 August 2023
19. **Officer Reports** (Pages 712-721)
  - i. Town Clerk
  - ii. Deputy Clerk (To follow)
  - iii. Community Development Officer
20. **Market Town Fund** (Pages 722-723)
21. **Restoration of War Memorial Suggestion** (Pages 724-725)
22. **Request for Council representation at a public meeting to discuss "How can we solve housing problems"** (Pages 726-727)
23. **Request from the family of William Turberfield, for Ledbury Town Council to consider a memorial to be placed in Ledbury as a permanent reminder of "Bill the Bell" and his service to Ledbury as Town Crier for 18 years.**
24. **Date of next meeting**

To note that the next meeting of Full Council is scheduled for 23 November 2023

**25. Exclusion of Press and Public**

**In accordance with Section 12(1) of the Public Bodies Admission to Meetings) Act 1960, in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public are excluded from the remainder of the meeting**

**26. To Receive motions presented by Councillors in accordance with Standing Order 9 (Pages 728-729)**

**Distribution: - Full agenda reports to all Councillors (13)  
Plus file copy**

**Agenda reports excluding Confidential items to:  
Local Press (2)  
Library (1)  
Police (1)**



**LEDBURY TOWN COUNCIL  
MINUTES OF AN EXTRAORDINARY MEETING OF FULL COUNCIL  
HELD ON 6 SEPTEMBER 2023**

---

**PRESENT:** Councillors Bradford, Eakin, Furlonger, Howells, Hughes, l'Anson (Town Mayor), McAll and Morris

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

**C87. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Harvey.

**C88. DECLARATIONS OF INTEREST**

None received.

**C89. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF AN EXTRAORDINARY MEETING OF COUNCIL HELD ON 3 AUGUST 2023**

**RESOLVED:**

That the minutes of the extraordinary meeting held on 3 August 2023 be approved and signed as a correct record, subject to the following amendment:

Minute no. C81(ii)(a) – the cost of the Internal Auditor be amended to read “£1,382.50 for 3.5 days”.

**C90. TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE RESOURCES COMMITTEE HELD ON 31 AUGUST 2023 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS THEREIN**

**RESOLVED:**

1. That the minutes of the Resources Committee be received and noted, subject to the following amendments:
  - a. That all references to “Mr Sinclair” within the minutes be amended to read “Councillor Sinclair”.
  - b. Minute no. 17(2) the date of the meeting of the September Council meeting be amended to read “28 September.
2. That the Mayor be instructed to write to Councillor Sinclair insisting that the matter appertaining to Councillor Sinclair’s allegations and assertions in respect of the War Memorial is closed between

himself and the Council and that any further allegations or accusations against staff or Councillors should be directed to the Monitoring Officer.

3. That if no acknowledgement is received from Councillor Sinclair within 14-days of the Mayors letter requesting he apologise to the Clerk and Councillor, and no action is taken to provide the appropriate apologies to the Clerk or Councillors within the 14-days, the Mayor instruct the Council's Solicitor5s to proceed with a Cease and Desist letter.

**C91. TO CONSIDER THE FINAL LIST OF THE LEDBURY MARKET TOWN FUND UPDATE FROM BBLP FOR 2023/24**

Members were requested to give consideration to the final list provided by BBLP in respect of the Market Town Fund for 2023/24.

Concerns were raised by Members in respect of the decision taken and reasons given by BBLP and Herefordshire Council not to carry out the works to much needed drainage works and resurfacing on the PROW at The Homend and Robinsons Meadow.

**RESOLVED:**

**That the schedule of projects to be undertaken via the Market Town Fund 2023/24 not be accepted, and that the Clerk be instructed to seek further information as to how and why the decision to not proceed with the works to the drainage and resurfacing at the PROW at The Homend and Robinsons Meadow has been taken.**

**C92. TO RECEIVE THE MINUTES OF THE WAR MEMORIAL SITE MEETING HELD ON 21 AUGUST 2023 AND THE CERTIFICATE OF PROGRESS**

Members were provided with the minute of the War Memorial Site meeting held on 21 August 2023 and the Certificate of Progress which confirmed that the sum of £7,101.25 plus VAT was now due to the contractor in accordance with the Joint Contracts Tribunal (JCT) Contract.

Concerns were raised at the slowness of the repair works and asked when the works were due to be completed. The Clerk advised that there had been a delay in the contractor sourcing the correct brick sets that would match those already in place. However, the Clerk advised that these had now been sourced and works were progressing.

**RESOLVED:**

1. That the minutes of the War Memorial Site meeting held on 21 August 2023 be noted, and that the Clerk be instructed to contact the Architect, Caroe & Partners, to establish the planned



**completion date and whether there is a clause within the contract in respect of delays.**

- 2. That the Certificate of Progress Payment be received, and the Clerk be authorised to make a payment of £7,101.25 plus VAT to Ian Bishhop (Contractor) upon receipt of his invoice, in accordance with financial regulations.**

**C93. REQUEST FROM CHAIR OF JOHN MASEFIELD MEMORIAL WORKING PARTY**

Members were requested to give consideration to a request from the Chair of the John Masefield Memorial Working Party that an editorial/advert be place in the RSC's Programme of Box of Delights at a cost of no more than £500 and instruct the Clerk to enter negotiations with Direct Publicity on behalf of the Council and the Working Party.

Councillor Hughes expressed frustration at the Chair of a Working Party having to make a request to spend funds that have been set aside for a specific project. He advised Members that it was his intention to bring forward a Notice of Motion at the Council meeting on 29 September 2023 that the John Masefield Memorial Working Party become detached from Ledbury Town Council in order to remove restrictions currently placed on them by Council statutes and procedures.

Members asked whether there was any reason why this motion could not be considered at this meeting, and the Clerk advised that she did not believe so, but pointed out that before they vote for such a proposal they should be aware that this would mean that the John Masefield Working Party would cease to exist until such time the current members were able to meet and agree a constitution and put in place positions such as a Chairman, Secretary and Treasurer.

**RESOLVED:**

**That the John Masefield Working Party becomes a separate association, no longer under the structure of Ledbury Town Council and that it become a fully constituted association with a Chairman, Secretary and Treasurer and that Councillor Hughes be elected as the Council's Outside Body Representative of this association once set up, and that the remaining £11,185 set aside for the project by Ledbury Town Council be awarded as a grant to the association and transferred to them once they are fully constituted and have a bank account set up in accordance with that constitution.**

**C94. DATE OF NEXT MEETING**

**RESOLVED:**

**That it be noted that the next meeting of Council is scheduled for 29 September 2023.**

**C95. EXCLUSION OF PRESS AND PUBLIC**

**That in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be excluded from the remainder of the meeting.**

**C96. TO APPROVE THE TERMS OF ENGAGEMENT FROM HCR RE THE SLA BETWEEN LEDBURY TOWN COUNCIL AND THE ROGERS FAMILY (OCTOBER FAIR)**

Members were requested to authorise the Clerk to sign the Client Care Letter received from Harrison, Clark, Rickerbys, and return it with instructions to proceed to draw up the Service Level Agreement between Ledbury Town Council and the Rogers family in respect of the October Fair.

**RESOLVED:**

**That the Clerk be authorised to sign the Client Care Letter received from Harrison, Clark, Rickerbys, on behalf of Ledbury Town Council and return it with instructions to proceed to draw up the Service Level Agreement between Ledbury Town Council and the Rogers family in respect of the October Fair.**

The meeting ended at 8.05 pm.

Signed .....Dated .....  
(Town Mayor)

**LEDBURY TOWN COUNCIL**

**MINUTES OF A MEETING OF THE PLANNING, ECONOMY & TOURISM  
COMMITTEE**

**HELD ON 10 AUGUST 2023**

---

**PRESENT:** Councillors Bradford, Furlonger, Howells, Hughes, l'Anson, McAll and Morris (Chair)

**ALSO PRESENT:** Angela Price – Town Clerk  
Sophie Jarvis – Minute Taker

**P60. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Harvey.

**P61. DECLARATIONS OF INTEREST AND WRITTEN REQUESTS FOR  
DISPENSATIONS**

Councillor Hughes declared a personal interest in Planning Application No. 232279 and informed members that he would not take part in discussion or voting on this item.

**RESOLVED:**

**That Councillor Hughes would not take part in any discussion or vote regarding Planning Application No. 232279.**

**P62. NOLAN PRINCIPLES**

**The Chair asked that the Nolan Principles not be included in paper copies of the agendas going forward.**

**RESOLVED:**

- 1. That the Nolan Principles be received and noted.**
- 2. That the Nolan Principles are not included in paper copies of the agenda going forward.**

**P63. PUBLIC PARTICIPATION**

**RESOLVED:**

**No members of the public were present.**

**P64. TO APPROVE AND SIGN THE MINUTES OF THE PLANNING, ECONOMY & TOURISM COMMITTEE MEETING HELD ON 13 JULY 2023.**

Councillor Bradford proposed that the minutes be approved and signed as a correct record, Councillor Hughes seconded this, and all members were in favour.

**RESOLVED:**

**That the minutes of the Planning, Economy & Tourism Committee held on 13 July 2023 were approved and signed as a correct record, subject to the following amendment:**

**Minute no. P53 be amended to read “..... that they would support this premises providing they trade responsibly.”**

**P65. TO REVIEW THE ACTION SHEET**

Members discussed Glide Media and queried if they would be able to help produce and distribute leaflets for Ledbury. The Clerk informed members that the current Ledbury tourist leaflets need updating. Members agreed that they should all take time to view the Glide Media website and provide their feedback and views to the next committee meeting on whether Glide Media could be used to help design and distribute Ledbury leaflets.

Councillor Hughes raised concerns that the recommendation to Full Council regarding the “Ledbury Hopper” type service had not been considered at the Council meeting and asked how this could be avoided in the future. Members agreed that committee chairs should present their minutes at Full Council meetings to avoid recommendations being overlooked by Full Council.

Councillor Howells expressed his concern with regards to the lack of response from Herefordshire Council when sending reports. Members asked the Clerk to send a follow up email regarding the McCarthy Stone report written by Councillor Howells requesting a response from Herefordshire Council.

**RESOLVED:**

- 1. That the contents of the action sheet be received and noted.**
- 2. That members view the Glide Media website and that this be an item for discussion at the September committee meeting with consideration being given as to whether Glide Media could be used to help design and distribute Ledbury leaflets.**

3. That Chairs of all committees present their minutes at future Full Council meetings to ensure that recommendations are not overlooked.
4. That the Clerk write to Herefordshire Council Planning Officers to request feedback on the report provided in response to the McCarthy Stone application.
5. That the Clerk enquire when the meeting to discuss the McCarthy Stone development is to take place and inform Councillor Howells when known, as he had been appointed to attend on behalf of the Council.
6. That the Clerk write to Herefordshire Council and enquire when the Local Plan Consultation will take place.

**P66. MINUTES OF A MEETING OF THE MARKETS WORKING PARTY**

**RESOLVED:**

**That the minutes of a meeting of the Markets Working Party held on 4 July 2023 be received and noted.**

**P67. PAINTED ROOM VISITOR NUMBERS MARCH – MAY 2023**

The Clerk informed members that the Painted Room Manager is working on collating visitor numbers from previous years along with a business plan and budget report for future committee meetings.

The Chair requested that the Painted Room be a standing item on the Planning, Economy & Tourism Committee meetings moving forward.

**RESOLVED:**

**That the Painted Room visitor numbers March – May 2023 be received and noted.**

**P68. STREET BANNERS**

Members were provided with a report on Street Banners which suggested that working with Andrew Lawrence and Celia Kellet to investigate the possibility of having street banners in Ledbury.

**RESOLVED:**

**That officers be authorised to proceed with a meeting with Andrew Lawrence and Celia Kellet to discuss this Street Banners for Ledbury, similar to those in Tewkesbury and that Councillors l'Anson and McAll be invited to the meeting.**

**P69. PLANNING CONSULTATIONS**

**i. Planning Application No. 231872**

**Conversion of and extensions to existing buildings to create a dwelling and associated works – Land to rear of 1 Bridge Street, Ledbury, Herefordshire**

**RESOLVED:**

**That Ledbury Town Council did not feel able to provide a response to this application, particularly in relation to how the works would be carried out in a sensitive manner in respect of wildlife. Therefore, they would request more information on this planning application before submitting any comments.**

**ii. Planning Application No. 231873**

**Conversion of and extensions to existing buildings to create a dwelling and associated works – Land to rear of 1 Bridge Street, Ledbury, Herefordshire. LISTED BUILDING CONSENT**

**RESOLVED:**

**That Ledbury Town Council did not feel able to provide a response to this application, particularly in relation to how the works would be carried out in a sensitive manner in respect of wildlife. Therefore, they would request more information on this planning application before submitting any comments.**

**iii. Planning Application No. 232071**

**Proposed external chimney flue and internal alterations – Y Pass Fish and Chip Shop – The Homend, Ledbury, Herefordshire, HR8 1BN**

**RESOLVED:**

**No objection.**

**iv. Planning Application No. 232161**

**Proposed external chimney flue and internal alterations – Y Pass Fish and Chip Shop – The Homend, Ledbury, Herefordshire, HR8 1BN – LISTED BUILDING CONSENT**

**RESOLVED:**

**No objection.**

**v. Planning Application No. 232149**

**T1 - Large Cherry, carefully reduce one large low lateral extending south over entrance drive to approximately 4.5 metres removing approximately 2 metres end weight. Lift canopy over entrance driveway to give approximately 5 metres clearance from ground level. Large limb extending north over sitting area towards hotel, reduce in length to approximately 5 metres removing end 2 metres to a suitable live point to reduce leverage and risk of branch collapse, and lifting canopy lightly over sitting area. Canopy adjacent to end gable wall South East, reduce to give approximately 2 metres clearance to wall. Remove deadwood within canopy – 25 High Street, Ledbury, Herefordshire, HR8 1DS**

**RESOLVED:**

**No objection.**

**vi. Planning Application No. 232235**

**Proposed portal framed cover to an existing silage bunker – Woodfield Farm, Ledbury, Herefordshire, HR8 2JB**

**RESOLVED:**

**No objection.**

**vii. Planning Application No. 232279**

**Garden room at rear of garden – 17 Kingsmead, Ledbury, Herefordshire, HR8 2LS**

Councillor Hughes abstained from voting on this planning application due to declaring an interest.

**RESOLVED:**

**No objection.**

**P70. TABLED APPLICATIONS**

**RESOLVED:**

**None received.**

**P71. PLANNING DECISIONS**

Members discussed planning application No. 222107 in respect of comments submitted both in a meeting with the planners and developers and via a written submission, that consideration be given to bus stops at this site.

**RESOLVED:**

- 1. That the Planning Decisions document be received and noted.**
- 2. That the Clerk be instructed to write to Planning Officers at Herefordshire Council to ask for a response on this request.**

**P72. SECTION 106 (Standing item)**

The Chair asked if the Section 106 documentation could be sent to members electronically in the future?

Members discussed how S106 money could be used to improve the medical facilities in Ledbury, in particular the provision of an after-hours surgery. Members noted that this is not one of the categories listed on the S106 Programme Updates document from Herefordshire Council and recognised that this may not be something that can be considered under S106 expenditure.

Members noted that the Ledbury wish list needed updating, Councillor Bradford proposed that members use the current wish list as a guide and at the next Planning, Economy & Tourism meeting members update this for submission to Full Council for approval.

**RESOLVED:**

**That the current Ledbury wish list be reviewed at the next Planning, Economy & Tourism Committee meeting with an amended wish list being recommended to the next Full Council meeting for approval.**

**P73. DATE OF NEXT MEETING**

**To note that the date of the next meeting of the Economy, Planning & Tourism Committee is scheduled for 14 September 2023.**

The meeting ended at 8:22pm.

Signed ..... Dated .....  
(Chair)



**LEDBURY TOWN COUNCIL**

**MINUTES OF A MEETING OF THE PLANNING, ECONOMY & TOURISM  
COMMITTEE**

**HELD ON 14 SEPTEMBER 2023**

---

**PRESENT:** Councillors Bradford, Howells, Hughes, l'Anson, McAll, Morris.

**ALSO PRESENT:** Angela Price – Town Clerk  
Sophie Jarvis – Minute Taker  
Mr Steve Betts

**P74. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Furlonger.

**P75. DECLARATIONS OF INTEREST AND WRITTEN REQUESTS FOR  
DISPENSATIONS**

**RESOLVED:**

**No declarations of interest were made.**

**P76. PUBLIC PARTICIPATION**

Mr Betts was present at the meeting to in support of the email he had sent to the Clerk in respect of safety issues for pedestrians on the A417 from Parkway to Ledbury Town Centre, which was to be discussed at agenda item 17. The Chair proposed that agenda item 17 be brought forward to be discussed first.

**RESOLVED:**

**That agenda item 17 be brought forward on the agenda to enable it to be discussed whilst Mr Betts was present.**

**P77. SAFER ROUTES TO SCHOOL**

Mr Betts informed members of his concerns regarding the speed of vehicles along the A417 near Parkway and into the Town Centre. He explained how children and their parents do not feel safe enough to walk this route to school and that something needs to be done to allow them to do so. Mr Betts advised that he and his granddaughter had met with the Ward Councillor, Stef Simmons, to walk the route and express his concerns however, he was not aware of any progress having been made since this meeting.

Mr Betts stated that there is no pedestrian signage along this road or safe crossing points and that this is an urgent matter that needs to be dealt with for the safety of all pedestrians and cyclists.

Members agreed that this is an issue which has been unresolved for quite some time. Former Ward Councillors for Herefordshire Council informed the committee that this is something that they had been investigating and trying to resolve for some time.

Councillor Hughes proposed that the letter received from Mr Betts be forwarded onto the Highways Officers responsible for this area and the Police Traffic Liaison Officer, Ian Connolly and that Balfour Beatty Living Places be asked to provide their maintenance schedule for this area.

It was also suggested that the option of safer neighbourhood funding and or S106 funding be investigated to see if this can be used to help resolve the issues. It was also proposed that Herefordshire Council be written to and ask them to provide the risk assessment for this pathway and that this issue become a standing item on the Traffic Management Working Party to ensure that it is resolved.

**RESOLVED:**

1. **That the letter received from Steve Betts be forwarded onto the Highways Officers responsible for this area and the Police Traffic Liaison Officer.**
2. **That Balfour Beatty Living Places be approached to request their maintenance schedule.**
3. **That the safer neighbourhood funding be looked into for improving this area.**
4. **That the Clerk write to Herefordshire Council to ask for a copy of the risk assessment for the pathway along the A417 near Parkway.**
5. **That this area be added as a standing item to the Traffic Management Working Party.**

Mr Betts left the meeting at 7:22pm.

**P78. TO APPROVE AND SIGN THE MINUTES OF THE PLANNING, ECONOMY & TOURISM COMMITTEE MEETING HELD ON 10 AUGUST 2023**

**RESOLVED:**

**That the minutes of the Planning, Economy & Tourism Committee meeting held on 10 August 2023 be approved and signed as a correct record subject to the following amendments:**

- **Minute No. P65(5) – that “know” be amended to read “known”.**
- **Minute No. P71 – that the No. 3 be removed from “Given”.**

**P79. TO REVIEW THE ACTION SHEET**

Members reviewed the action sheet with the following observations:

P45.2 – That a business plan and budget be included in the Painted Room Visitor Numbers report moving forward, to enable Councillors to view and consider the “sales forecast”.

The Clerk informed members that this item was yet to be complete. Members asked if this could be completed by the end of the year.

P47.1 – That the Ward Councillors be asked to look into when the Aldi bus service is likely to come to an end and what if anything will be put in its place.

The Clerk informed members that she had emailed Ward Councillors but is still awaiting a response. The Clerk would chase this with a follow up email the next day.

P47.2 – That the Ward Councillors be asked to help investigate bus stops being put in at all of the new development sites in Ledbury.

The Clerk informed members that contact had been made regarding this but no follow up has been received yet. The Clerk informed members that she would send a follow up email regarding this.

P65.4 – That the Clerk write to Herefordshire Council Planning Officers to request feedback on the report provided in response to the McCarthy Stone application.

The Clerk advised that the following response had been received from Chloe Smart:

*“I am currently awaiting the Valuation Office Agency’s independent review of the Viability Appraisal. I’m not in a position to make a recommendation at this stage, as the assessment from the VOA will feed into that. At this stage, I don’t have any specific comments to make on the attached but will consider the points raised as part of my assessment and discuss in my officer report at the relevant time.”*

P65.6 – That the Clerk write to Herefordshire Council and enquire when the Local Plan Consultation will take place.

The Clerk informed members that she had contacted Herefordshire Council regarding this, but no response has been received. The Clerk informed members that she would chase this up.

P68 – That officers be authorised to proceed with a meeting with Andrew Lawrence and Celia Kellet to discuss the Street Banners for Ledbury, similar to those in Tewkesbury and that Councillors l’Anson and McAll be invited to the meeting.

The Clerk informed members that this meeting is yet to be set but she will speak to the CDO on Monday to arrange this.

The Chair requested that as much information as possible be included on the Action Sheet such as dates of when things have been completed and it was suggested that the date of the meeting in which the action was made be noted underneath the minute number on the document.

**RESOLVED:**

- 1. That the Action Sheet was received and noted.**
- 2. That the business plan for the Painted Room be produced and brought to the Planning, Economy & Tourism Committee by the end of the year.**
- 3. That the Clerk send a follow up email to all Ward Councillors to request them to look into the future of the Aldi bus service.**
- 4. That the Clerk send a follow up email to Ward Councillors asking them to help investigate bus stops being put in all of the new development sites in Ledbury.**
- 5. That the Clerk will send a follow up email to Herefordshire Council to enquire when the Local Plan Consultation will take place.**
- 6. That as much information as possible be included on the Action Sheets and the date of the meeting be noted under the minute number on the Action Sheet.**
- 7. That the Clerk will speak to the CDO on Monday to arrange the meeting for the Ledbury Street Banners.**

**P80. MINUTES OF A MEETING OF THE MARKETS WORKING PARTY HELD ON 5 SEPTEMBER 2023.**

The Chair noted that the Charter Market is a big project and that the whole markets strategy needs to be reassessed. Councillor McAll stated that a strategic solution needs to be produced on how the Charter Market fits into the Tourism plan.

Councillor McAll proposed that the minutes from the Markets Working Party held on 5 September 2023 be received and noted as a correct record.

**RESOLVED:**

**That the minutes of the Markets Working Party held on 5 September 2023 were received and noted, with one abstention.**

**P81. CORRESPONDANCE RECEIVED**

**a. Strömstad Twinning Association**

Councillor Hughes proposed that the three recommendations in the correspondence received from the Strömstad Twinning Association be accepted.

**RESOLVED:**

**1. That the links be improved with Strömstad in particular to the following and authorise the Clerk and Community Development Officer to open a dialogue with them on ways in which this can be achieved:**

- *Promote social, cultural, and general understanding between the two communities.*
- *Encourage and further friendship between the two communities.*
- *Further business opportunities for companies and individuals in both communities.*

**2. That the Mayor will host a meet and greet event when the Strömstad Twinning Association visit Ledbury.**

**3. That a report be presented to a future meeting of the Planning, Economy & Tourism Committee detailing discussions that have taken place.**

**b. Re Parking charges in Ledbury**

Letter received from a tourist regarding the parking charges in Ledbury.

Councillor Hughes proposed that this letter be forwarded onto the enforcement officer, copying in all Ward Councillors, and requesting a full response. Councillor McAll seconded the motion, and all members were in favour.

**RESOLVED:**

**That the Clerk forward the letter regarding parking charges in Ledbury to the Enforcement Officers, with a copy to all Ward Councillors requesting a full response.**

**P82. PAINTED ROOM VISITOR NUMBERS MARCH-MAY 2023**

Councillor Howells proposed that a Task & Finish group be set up to discuss the painted Room visitor numbers along with the business plan, once completed to look into this in much greater detail.

**RESOLVED:**

**That a Task & Finish group be set up to develop a business plan for Tourism and that the Painted Room be discussed as part of this process.**

**P83. POSSIBLE RELOCATION OF TIC**

Members were provided with a report on the possible relocation of the Tourist Information Centre in the downstairs space currently occupied by the Painted Room staff. Councillor Hughes proposed that the future of the Tourist Information Centre be incorporated into the Task & Finish Group and business plan for the Painted Room and that all Councillors be invited to attend that meeting.

It was agreed that the Task & Finish Group should meeting within two months, by the end of November 2023.

**RESOLVED:**

**That the future of the Tourist Information Centre be a part of the business plan for the Painted Room, that a Task & Finish Group be set up for this with all Councillors invited to attend and that this starts by the end of November 2023.**

**P84. GLIDE MEDIA**

Councillor Bradford mentioned that there could be possible media coverage that could help promote the Tourist Information Centre in Ledbury.

All members agreed investigating options of producing a new Ledbury leaflet be included in the Painted Room/TIC business plan and Task & Finish Group.

**RESOLVED:**

**That the investigation of new Ledbury leaflets be included in the Painted Room/TIC Task & Finish Group.**

**P85. PLANNING CONSULTATIONS**

**i. Planning Application No. 232369**

**Proposed removal of condition 4 of planning permission 174750 (Proposal to demolish existing timber bungalow and replace with a new bungalow) – To remove the condition restricting the use of the house to solely gypsies and travellers – Little Bush Pitch, Ledbury, Herefordshire, HR8 2PX**

**RESOLVED:**

**No objections.**

**ii. Planning Application No. 232403**

**Proposed replacement windowsill and new internal partition and door (part retrospective) – Flat 1, Clarence House, 5 Worcester Road, Herefordshire, HR8 1PL**

**RESOLVED:**

**No objections.**

**iii. Planning Application No. 232470**

**Replacement of pair of timber French Windows – 9 Ledbury Park, Ledbury, Herefordshire, HR8 1LF**

**RESOLVED:**

**No objections.**

**iv. Planning Application No. 232522**

**Proposed complete removal of Ash tree – 88 The Homend, Ledbury, Herefordshire, HR8 1BX**

**RESOLVED:**

**No objections.**

**v. Planning Application No. 232599**

**T1-Cherry, remove two medium branches growing towards roof of Prior Lodge and other small dropping branches to give 2 meters clearance. T2-Acacia, remove approximately 3 branches growing towards Priory Lodge to give 2 meters clearance. Reason – encroachment on neighbouring property, Priory Lodge – The Rectory, Worcester Road, Ledbury, Herefordshire, HR8 1PL.**

**RESOLVED:**

**No objections.**

**vi. Planning Application No. 232638**

**Ash (917), Ash (916), Ash (915) – Clump of tall and slender ash with 50% leaf loss due to Chalara Ash dieback – Fell Scouts Pine (907) – Dead. By access driveway to Upper Hall – Fell. Ash (903) – Some ash dieback and leaning over road and neighbouring garden – Pollard at first fork and retain as safe habitat. Wych Elm (908) – Dying by access driveway to Upper Hall. Dutch Elm disease – Fell – The Garden House, Church Street, Ledbury, Herefordshire, HR8 1DJ.**

**RESOLVED:**

**No objections.**

**vii. Planning Application No. 232611**

**Demolition of existing barn and erection of dwelling, car port, landscaping, and associated works – Barn adj to The Nelmes, Munsley, Ledbury, Herefordshire HR8 2SH**

Councillor Hughes proposed that Ledbury Town Council request more information on this planning application and to include results from the ecological survey.

**RESOLVED:**

**That Ledbury Town Council request more information on this planning application in particular in respect of the Ecology survey.**

**P86. TABLED APPLICATIONS**

**RESOLVED:**

**None received.**

**P87. PLANNING DECISIONS**

Members discussed planning application no. 231872 on the planning decisions document – Conversion of and extensions to existing buildings to create a dwelling, and associated works – land rear of 1 Bridge Street, Ledbury, Herefordshire.

Members noted that a further Ecology Survey report had been provided and Members were satisfied that this now considered any concerns that



they had previously raised and therefore felt it appropriate to provide a further response of No Objection in respect of this application.

**RESOLVED:**

1. **That the Planning Decisions be received and noted.**
2. **That a further comment advising that Ledbury Town Council have no objections to planning application no. 231872 be submitted via the Planning Portal**

**P88. VARIATION OF PREMISES LICENSE – LEDBURY MINI MARKET, 10 NEW STREET LEDBURY**

Members did not consider they were able to object to this licence request in accordance with the specific objection criteria.

**RESOLVED:**

**That the Variation of premises license – Ledbury Mini Market, 10 New Street be received and noted.**

**P89. APPEAL DECISION – ST KATHERINE’S BARN, LEDBURY**

**RESOLVED:**

**That the Appeal Decision – St Katherine’s Barn was received and noted.**

**P90. NEIGHBOURHOOD DEVELOPMENT PLANS  
Help requested – National Effort to Protect Neighbourhood Development Plans**

Councillor Hughes proposed that the Appeal Decision 3314808 letter be forwarded onto Sir William Wiggins MP to request the matter highlighted be brought to the Secretary of State, Suella Braverman MP, on behalf of their constituents and the Ledbury NDP. To also include 3 clear headings;

- What’s happened.
- Why has this happened?
- What are you going to do about it?

Councillor Howells seconded this proposal, and all members were in favour.

**RESOLVED:**

**That an amended version of the Appeal Decision 3314808 letter be forwarded onto Sir William Wiggins MP to request the matter**

highlighted be brought to the Secretary of State, Suella Braverman MP, on behalf of their constituents and the Ledbury NDP. To also include the following 3 clear headings.

- What’s happened.
- Why has this happened?
- What are you going to do about it?

**P91. INVOICES FOR PAYMENT (SEPTEMBER INTERIM)**

**RESOLVED:**

That the invoices for payment for the September (Interim) be approved for payment in the sum of £11,357.12 plus VAT be approved.

**P92. SUSPENSION OF STANDING ORDER 3(x)**

**RESOLVED:**

That Standing Order 3(x) be suspended for 30 minutes to allow the remainder of the business on the agenda to be completed.

**P93. SECTION 106 (STANDING ITEM)**

**To update Ledbury S106 Wish List**

Members reviewed the Town Council’s S106 wish list from 2016 and 2017.

**RESOLVED:**

That the following items be retained in the Council’s S106 wish list and incorporated into the spreadsheet previously created by the S106 Task & Finish Group and submitted to Full Council for consideration.

<b>Project / Works Description</b>	<b>Project / Works Description</b>	<b>Priority</b>
Public green space	Development of an additional park/green space including a recreation ground at the viaduct site	
	Improved lighting at the Recreation Ground & Town Trail i.e installing solar/movement activated lighting	
	Picnic area at the Recreation Ground	
	Improve landscaping and flow on the river	
Paths & cycleways	Improved existing provision:	
	Installing solar/movement activated lighting on Town Trail	

	All-weather path surface on Town Trail & riverside walk	
	Widening of the Orchard Lane cycle/footbridge on Town Trail	
Play/exercise equipment	Improved play equipment in residential areas, e.g. New Mills, Deer Park,	
	Running/Trim-trail round town	
Youth/Teen provision	Provision of a Youth Centre in the form of a coffee bar/drop-in centre.	
	Creative workshop facilities particularly for young people i.e. rehearsal rooms, recording suite, wet art room, technology suite	
	Lifelong learning workshop facility	
Additional sports provision	Athletics track	
	Range of facilities appealing across wider gender and age ranges e.g. Padel, short tennis, netball, indoor tennis/bowls centre.	
Town centre improvements	More urban trees	
Transport & Highways	Better pedestrian provision - wider pavements	
	Mini roundabout JMHS/Mabels Furlong	
Car Parking & Traffic	Pedestrian crossings at key points, e.g. Gloucester Road near Biddulph Way and Hereford Road near Saxon Way and the new Viaduct site	
	Remodelling of road junctions in Bye-Bridge-Lower Rd, Woodleigh Rd & Little Marcle Rd	?
Community areas	Litter and dog poo bins around town	
	Improved and additional notice boards	
	Redevelop of Lawnside Road area	
	Public toilet on the Recreation Ground	
Healthcare & Emergency Services	Combined blue-light facility close to bypass	
	Proper hospital nursing facilities for convalescence	

**P94. DATE OF NEXT MEETING**

**RESOLVED:**

To note that the date of the next meeting of the Economy, Planning & Tourism Committee is scheduled for 12 October 2023.

**P95. EXCLUSION OF PRESS AND PUBLIC**

That in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be excluded from the remainder of the meeting.

**P96. TO CONSIDER DRAFT JOB DESCRIPTION IN RESPECT OF MARKET OPERATIVE**

**RESOLVED:**

That the Market Operative job description be considered as part of the Markets Strategy.

The meeting ended at 9:30pm.

Signed ..... Dated .....  
(Chair)

**LEDBURY TOWN COUNCIL**

**MINUTES OF A MEETING OF THE ENVIRONMENT AND LEISURE COMMITTEE  
HELD ON 7 SEPTEMBER 2023**

---

**PRESENT:** Councillors Bradford (Chair), l'Anson, McAll and Newsham.

**ALSO PRESENT:** Julia Lawrence – Deputy Town Clerk  
Sophie Jarvis – Minute Taker

**E36 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Chowns.

**E37 DECLARATIONS OF INTEREST**

**RESOLVED:**

**No declarations of interest were received.**

**E38 THE NOLAN PRINCIPLES**

**RESOLVED:**

**That the Nolan Principles be received and noted.**

**E39 PUBLIC PARTICIPATION**

**RESOLVED:**

**No members of the public were present.**

**E40 TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE ENVIRONMENT AND LEISURE COMMITTEE HELD ON THURSDAY, 20 JULY 2023 AND AN RECONVENED MEETING HELD ON THURSDAY, 17 AUGUST 2023**

Members were provided with an update on the three recommendations that members had requested more information on at the previous meeting.

Councillor l'Anson raised concerns that this item should be discussed as part of the Action sheet and not as part of the minutes.

E34.11 – That members approve the hire of a generator from Ashley Rogers subject to a competitive cost being received.

The Chair noted that this item had been discussed at the Extraordinary Full Council meeting that took place on Wednesday, 6 September 2023.

E34.12 – That members approve the Santa Dash portion of the event with a suggested entry fee of £6 for adults and £1 for children, with a family ticket to be available, cost to be decided.

The Deputy Clerk provided further information that had been previously provided to the Events Working party in respect of the proposed Santa Dash. The Chair suggested that a Christmas Lights Working Task and Finish should be set up to discuss the Christmas Lights-switch on event. The Deputy Clerk suggested that this be discussed further at agenda item 11.

E34.13 – That a recommendation be submitted to the Environment and Leisure Committee that the Council hold an event on Whit Sunday 2024 which would take the form of a Village Fete and that it be aimed at the youth of Ledbury.

No discussion took place in respect of this minute.

Councillor Bradford proposed that the minutes of a meeting of the Environment and Leisure Committee held on Thursday, 20 July 2023 and Thursday, 17 August 2023 be approved and signed as a correct record.

**RESOLVED:**

- 1. That the minutes of the Environment and Leisure Committee held on Thursday, 20 July 2023 and Thursday, 17 August 2023 be approved and signed as a correct record.**
- 2. That a Christmas Lights Working Party be set up to discuss this event in detail and the option of having a Santa Dash.**
- 3. That a meeting be held to discuss the Santa Dash with the Rugby Club to establish whether they would be interested in working with the Council on this project before any further action is taken on this.**

**E41 TO REVIEW ACTION SHEETS**

Members discussed the following points on the Action Sheet:

E5.3 – That Herefordshire Council be approached to take ownership back of maintaining the walkways in Deer Park.

The Deputy Clerk advised Members that the contract for maintaining the walkways in Deer Park expires in 2 years' time. It was noted that Ledbury Town Council is maintaining these walkways which are in the ownership of Herefordshire Council. The Chair asked that officers email Herefordshire Council on the next working day to inform them that Ledbury Town Council should not be maintaining this area.

E5.3 – That Councillor Harvey be approached to enquire about the ownership of the public toilets in Bye Street.

The Deputy Clerk informed Members that the Clerk had been in correspondence with Councillor Harvey with regards to the public toilets on Bye Street. The Chair asked the Deputy Clerk to send an email to Councillor Harvey the next working day to ask for an update on this situation and copy in all Members of the Environment and Leisure Committee.

E5.4 – That the Deputy Clerk look into the possibility of having a CCTV camera put in under the Market House.

Members made reference to the Service Level Agreement for the CCTV and asked that a copy of the document be circulated to all Members of the Committee. The Chair also asked if the CCTV Monitoring Manager could also attend either Full Council or an Environment and Leisure Committee meeting to discuss the contract.

The Deputy Clerk advised Members that Herefordshire Council CCTV Monitoring Unit were now monitoring the ground level space under the Market House.

E11 – The Deputy Clerk provided Member with an update on the works to the Market House Roof. She advised that a contractor had been appointed and a pre-start meeting was scheduled, at which time it was anticipated that a start date would be agreed.

E13.1 – That memorial tople testing commence subject to receiving approval from the Finance, Policy & General Purposes Committee.

The Deputy Clerk advised Members that Memsafe had been appointed and a start date was awaited.

E13.2 – That the Deputy Clerk investigate when the last tree survey took place in the Cemetery.

The Chair asked the Deputy Clerk to obtain quotes for a tree survey and for these to be brought back to the next Environment and Leisure Committee meeting.

E13.3 – That the main driveway at the Cemetery be topped up with gravel.

The Deputy Clerk informed Members that this task had not been completed yet as there are a number of outstanding projects for the Cemetery and the Deputy Clerk is to address all of these projects with the Clerk to determine (i) that there is sufficient budget to cover all of these items and (ii) for them to be prioritised.

Councillor Bradford suggested that quotes be obtained and that this be funded from cemetery budgets.

E13.5 – That the CCTV arrangements be looked into at the Cemetery in light of the recent break in.

Councillor Bradford asked the Deputy Clerk for an update on whether quotes had been received for new CCTV in the cemetery. She advised that quotes had not been obtained. The Chair asked that these be provided to the next meeting.

E13.8 – That the Cemetery Groundsman and the Town Maintenance Operative lay a gravel path near the children's graves with works to be completed by this Autumn.

Members noted that this task is not urgent to complete at the moment.

E13.10 – That a scatter garden be put in at the Cemetery.

Members asked the Deputy Clerk to obtain some quotes for this to be brought back to the next Environment and Leisure Committee meeting. The Deputy Clerk reiterated the comments made above in E13.3 concerning budget and priority of works.

E13.12 – That a plaque be purchased for the Cemetery Chapel for deceased Mayors and Councillors.

E13.13 – That a new Garden of Remembrance should be put in place as shown on the Cemetery map.

Members agreed that this task is currently not urgent.

E13.14 – That the Deputy Clerk speak to local estate agents to enquire about new land for the Cemetery and seek advice from Councillor Howells regarding the Neighbourhood Development Plan and whether any provision had been made to extend the existing Cemetery or if any other provision had been made for further Cemetery space.

Members noted that this project is a priority as it will be a long process. The Deputy Clerk had sent an email to Councillor Howells regarding whether any provision had been made for an extension to the Cemetery in the NDP. However, a response has not yet been received. The Deputy Clerk informed Members that various factors needed to be considered when purchasing a plot of land, which could take up to 2 years to complete. The Chair asked if the Deputy Clerk could continue looking into this and bring an update to the next Environment and Leisure Committee meeting.

E14 – That officers be instructed to proceed with the felling licence at Dog Hill Wood.

The Deputy Clerk informed Members that this is a complex application and that she has a meeting set with the Town Clerk the following week to go through this application. The Chair requested that an email update be sent to all Members after this has taken place.

E15 – That the Walled Garden maintenance contract be investigated with a view to the maintenance reverting back to Herefordshire Council as the owners of this lane.

Members were frustrated that Ledbury Town Council have been maintaining the Walled Garden when it is Herefordshire Council's responsibility. The Chair instructed the Deputy Clerk to email Herefordshire Council stating that Ledbury Town Council do not own the Walled Garden and are not responsible for maintaining it.

E30.2 – Members instruct officers to investigate the stairlift proposal further and acquire more detailed information such as drawings and photographs of the product.

The Chair requested that the Deputy Clerk email Acorn Stairlifts, who had provided an initial quotation and invite them to attend the next Environment and Leisure Committee meeting to enable Members to ask them questions about how they would proceed with this. Members also asked the Deputy Clerk to obtain two further quotes from other companies for this work. Councillor McAll suggested approaching a local company.



E31.3 – That a report be brought back to the Environment and Leisure Committee with details on costs of materials for artwork/murals to be put on the ramps at the skatepark. Once the cost has been established a plan can be put into place to contact local schools or put on a competition to complete this project.

The Deputy Clerk advised Members that there were other more pressing projects that needed attention ahead of this project and therefore this project would be addressed when work/time pressures allowed, which was acknowledged by Members.

E33.2 – Members agreed that officers should proceed to purchase a new frame for the gazebo that was damaged to replace the old one at a cost of £260 (+VAT) and that the cost to replace the frame be covered by Ledbury Swifts as per the hire agreement.

The Deputy Clerk informed members that the new frame had been ordered but the item was currently out of stock, awaiting delivery.

E34.4 – That the Clerk be instructed to write to local businesses seeking sponsorship for the Christmas Lights Switch on event.

The Chair asked if the Mayor could write to the Ledbury Trader's Association to ask for their help with this.

E34.11 – That members request more information from officers before approving the hire of a generator from Ashley Rogers subject to competitive costs being received.

The Chair requested that other quotes be obtained in accordance with the Councils financial regulations and to look into the option of Ledbury Town Council purchasing their own generator.

E34.12 – That members request more information from officers before approving the Santa Dash for the Christmas Light Switch On, with a suggested entry fee of £6 for adults and £1 for children, with a family ticket to be available cost to be decided.

Members requested that Ledbury Rugby Club be approached to find out if this would be something of interest that they could help with and then discuss this in further detail at a Christmas Lights Working Party.

**RESOLVED:**

**That the Action Sheet was received and noted.**

- 1. That officers email Herefordshire Council and copy all Environment and Leisure Committee Members the next working day requesting Herefordshire Council to take back the responsibility for the walkways in Deer Park.**
- 2. That the Deputy Clerk send an email to Councillor Harvey and the Town Clerk the next working day to ask for an update on the public toilets in Bye Street and copy all Environment and Leisure Committee members.**

3. That officers obtain a copy of the Service Level Agreement for the CCTV and circulate to all Members of the Environment and Leisure Committee and that the CCTV Monitoring Manager be invited to the next meeting of Full Council or Environment and Leisure Committee to discuss the contract.
4. That the Deputy Clerk obtain quotes for a tree survey at the Cemetery and these quotes be brought to the next Environment and Leisure Committee Meeting taking place on Thursday, 2 November 2023.
5. That a traffic light system be put in place on the action sheet to prioritise projects that need completing.
6. That the Deputy Clerk obtain quotes for a new security system at the Cemetery and bring these to the next Environment and Leisure Committee meeting scheduled for Thursday, 2 November 2023.
7. That the Deputy Clerk obtain quotes for putting in a scatter garden at the Cemetery and bring these to the next Environment and Leisure Committee meeting taking place on Thursday, 2 November 2023.
8. That the Deputy Clerk obtain quotes for a plaque to be installed in the Cemetery Chapel for deceased Mayors and Councillors and these quotes be brought back to the next Environment and Leisure Committee meeting taking place on Thursday, 2 November 2023.
9. That the Deputy Clerk continues to investigate where new land can be purchased for the Cemetery extension and consider what associated feasibility studies should be undertaken as part of this process. An update on this should be brought back to the next Environment and Leisure Committee meeting on Thursday, 2 November 2023.
10. That the Deputy Clerk email all Environment and Leisure Committee Members once the felling application licence has been completed for Dog Hill Wood.
11. That the Deputy Clerk email Herefordshire Council to inform them that Ledbury Town Council do not own the Walled Garden and are not responsible for maintaining it.
12. That the Deputy Clerk write to Acorn Stairlifts to invite them to attend the next Environment and Leisure Committee meeting on Thursday, 2 November 2023. If they are unable to make this date, then to seek an alternative meeting date.
13. That the Deputy Clerk obtain two further quotes for the stairlift on the Market House, one being from The Helping Hands Company.
14. That the Mayor write to the Trader's Association asking for sponsorship for the Christmas Lights events.

15. That two further quotes are obtained for the hire of a generator for the Christmas Lights event and that the option of Ledbury Town Council purchasing their own generator be investigated.
16. That Ledbury Rugby Club be approached to ask if they would be willing to help with the Santa Dash which would take place in the morning of the Christmas Lights event on Sunday, 26 November 2023. If they are interested, then this idea be discussed further at a Christmas Lights Working Party.

#### **E42 MARKET HOUSE UPDATE**

##### **RESOLVED:**

**That the Market House update be received and noted.**

#### **E43 WAR MEMORIAL – PROPOSAL FOR NEW PLANTERS**

Members were provided with a letter received from a local resident which provided proposals for new planters around the War Memorial, to be installed once works at the War Memorial had been completed.

Members agreed that the works should be completed before consideration of whether to provide any new street furniture around the War Memorial.

##### **RESOLVED:**

**That the proposal for new planters around the War Memorial be deferred until the restoration works have been completed.**

#### **E44 CCTV AT RECREATION GROUND - UPDATE**

Members agreed that the CCTV at the Recreation Ground needs to be replaced as soon as possible and ensure that it is of a higher quality than the previous one. The Chair instructed the Deputy Clerk to obtain quotes for a new CCTV camera and bring these back to the next Environment and Leisure Committee meeting. The Deputy Clerk advised that the Council were already in discussions with Herefordshire Council CCTV Monitoring Team as detailed in the report submitted to the Committee.

##### **RESOLVED:**

**That the Deputy Clerk obtain quotes for new CCTV to be purchased for the Recreation Ground which will replace the existing system. These quotes are to be brought back to the next Environment and Leisure Committee meeting.**

#### **E45 MEMORIAL BENCH IN WALLED GARDEN**

Members queried why Ledbury Town Council are dealing with a request for a memorial bench in the Walled Garden when this is Herefordshire Council's responsibility. The Chair instructed the Deputy Clerk to write to the resident and inform them that they need to contact Herefordshire Council with this request.

**RESOLVED:**

**That the Deputy Clerk write to the resident asking them to take this query to Herefordshire Council.**

**E46 CHRISTMAS LIGHTS CONTRACT**

Members agreed that it would be nice to have some different style Christmas lights in the Town Centre to add more variation and make it eye-catching. Members agreed, as mentioned earlier in the meeting, that a Christmas Lights Working Party be set up to discuss this in more detail along with the Switch On event.

**RESOLVED:**

**That a Christmas Lights Working Party be set up to discuss this in more detail as well as the Lights Switch-on event.**

**E47 TREE IN BLENHEIM PARK, LEDBURY**

Members considered the proposals put forward to potentially reduce one large tree by 30% because of the impact of the lower overhanging branches in a resident's garden. Members noted that the tree was perfectly healthy and that it was not the Council's policy to carry out unnecessary works to healthy trees. It was agreed that to undertake these works without good reason it would set a precedent for other trees owned by the Council. Therefore, it was agreed that the tree should not be cut back by 30%. However, Members agreed that the resident could cut back the lower overhanging branches into their garden if they so wished.

**RECOMMENDED:**

**That Ledbury Town Council agree not to take any action on reducing the tree by 30% and that a recommendation be submitted to full council that it be council policy to not carry out works to healthy trees without good reason.**

**E48 CCTV REPAIR AT RECREATION GROUND**

Members had been advised that one of the CCTV cameras was not working correctly and Sentinel Security had been approached to provide a cost for a new camera.

**RESOLVED:**

**That Members instruct the Deputy Clerk to instruct Sentinel Security to provide a new CCTV camera at the Recreation Ground at a cost of £531.25 + VAT.**

**E49 COMMITTEE REPORTS TO FULL COUNCIL**

A report had been submitted to the Committee outlining proposals for Chairs of each Committee to present their minutes of respective committee meetings at Full Council.

**RESOLVED:**

**That Members received and noted the contents of the report to present minutes of their respective meetings to Full Council.**

**E35 DATE OF NEXT MEETING**

To note that the date of the next Environment and Leisure Committee meeting is scheduled for Thursday, 2 November 2023 at the Town Council offices.

The meeting ended at 8:37pm.

Signed ..... Dated .....  
(Chair)

DRAFT



# Progress Meeting Minutes

Project LEDBURY Town Council – War Memorial

Date of Meeting 20 September 2023

Date of Issue 22 September 2023

The Estates Office  
25-26 Gold Tops  
Newport, NP20 4PG  
Tel 02920 577585  
newport@caroe.co.uk  
www.caroe.co.uk

Present

Angela Price, Town Clerk	Ledbury Town Council (LTC)
Ian Bishop	Ian Bishop Masonry (IB)
Jane Chamberlain	Caroe & Partners (C&P)

Circulation

Councillor Stephen Chowns	Ledbury Town Council (LTC)
Julia Lawrence, Deputy Town Clerk	Ledbury Town Council (LTC)

		Action
<b>1.</b>	<b>Previous Minutes</b>	
1.1	Were agreed as correct.	
<b>2.</b>	<b>Matters arising</b>	
2.1	The storm drain at the south end of the new paving has been repaired. A blockage to the drain outside the area of the new paving was seen on the drain survey. This is to be reviewed.	ALL
2.2	The new stone for the obelisk is due to be delivered within a week. Prompt delivery will enable work to be completed by the end of October. This is the agreed revised date for completion as work could not proceed on site and the stone be ordered until it has been approved by Herefordshire Council as part of the Listed Building Consent process.	IB
2.3	IB to advise if stone delivery is late.	IB
2.4	One of the stone cases requires an indent repair as already agreed. IB has four vases.	IB
2.5	LTC will be replying to a request from the Ledbury Branch of the Royal British Legion, about whether bollards could be considered. AP advised that the Leisure Committee would consider this after the War Memorial is repaired.	LTC
<b>3.</b>	<b>Contractor's Report</b>	
3.1	Work was on programme for completion by the end of October, subject to delivery of the stone for the obelisk. The order was placed promptly and delivery is in the control of the quarry.	IB
3.2	Reclaimed York stone has been sourced, to match existing adjacent paving. Paving has been cut and laid out in the workshop, to a random pattern with minimal coursing to match existing adjacent paving. Paving will be checked to make sure that stones are sound. Paving will be given a light clean, after laying.	IB

	Paving will require periodic light cleaning, as is required for all stone paving. AP advised that Herefordshire Council maintain the pavement.	
3.3	IB confirmed that work is continuing well. Much of the work is carried out in the workshop when there will be little activity on site. This project was planned to give time for this.	
3.4	Due to the setting out of rodding access point to the channel drain, and adjacent pavement levels, inset setts leave a slightly wide margin around the rodding access plate. It was agreed that a section of York stone paving should be installed instead, with a rebate cut around the edge. The margin would then be the standard width for the rodding access plate. A cut out will be formed in the centre of the slab and filled in, so that the stone can be lifted for access. The paving stone would be level with the adjacent paving.	IB; C&P
3.5	The fine joints between the paving stones will be filled with dry pack mortar. This will settle into the joints which will then be slightly recessed as for adjacent paving. As savings had been made on the project, it was agreed that IB should return to site six month and twelve months after completion, to refill the joints. IB would then be able to inspect to make sure that there is no rocking of paving or other issues.	IB; C&P
	AP to advise immediately, should there be any issues with the paving.	LTC
3.6	Scaffolding for the repair of the obelisk will be erected once paving is complete and the site compound is adjusted. A pavement closure licence extension has been obtained.	IB
4.	<b>Architects' Report</b>	
4.1	All points covered elsewhere. Work is being carried out very thoughtfully and to a high standard.	
5.	<b>Employer's Report</b>	
5.1	AP reminded JC o send all emails to AP and copy to JL, so that they can be addressed if AP is on leave.	C&P
5.2	There is a standing invitation to all Councillors to attend progress meetings. AP to invite all Councillors to attend the next progress meeting, to view the work.	LTC
6.	<b>Health &amp; Safety</b>	
6.1	No matters were reported.	
7.	<b>Next meeting</b>	
7.1	The next progress meeting will be at 9.30am on Wednesday 18 October.	
8.	<b>Circulation</b>	
8.1	All present and Martin Hewitt of O'Brien & Price Cheltenham Ltd, structural engineer.	



# CERTIFICATE OF PROGRESS PAYMENT

Caroe &  
Partners  
Architects

Project no. H1930  
Project name LEDBURY War Memorial  
Date of Valuation 20 September 2023  
Date of Issue 21 September 2023  
Final Date for Payment 5 October 2023  
Certificate no. 3  
Contract MW

71C St Thomas Street  
Wells, Somerset, BA5 2UY  
Tel 01749 677561  
wells@caroe.co.uk  
www.caroe.co.uk

---

Employer	Ledbury Town Council Church Street Ledbury HR8 1DH	Contractor	Ian Bishop Masonry 49A Barton Street Tewkesbury GL20 5PU
----------	---	------------	---

---

This certificate of progress payment is issued under the terms of the above mentioned agreement

Value of Work Executed and of materials and goods on site	£	<b>20,966.00</b>
Amount payable ( 95% of the above value)	£	<b>19,917.70</b>
Less total amounts previously certified	£	<b>9,476.25</b>
Net amount for payment	£	<b>10,441.45</b>

All amounts are exclusive of VAT. The Employer shall in addition pay the amount of VAT properly chargeable.

We hereby certify that the AMOUNT FOR PAYMENT due to the contractor is

**Ten Thousand Four Hundred & Forty One Pounds Forty Five Pence**

---

Signature of the Contract Administrator on behalf of Caroe & Partners



---

Distribution			
Employer	✓	Contractor	✓
File			Quantity Surveyor



## Agenda Item 14

### INVOICES FOR PAYMENT September 2023 Final

INVOICE DATE	INVOICE NO	BAC's/Chq	COMPANY	DESCRIPTION	NET AMOUNT	VAT AMOUNT	GROSS AMOUNT
08.09.2023		BACS	Re-imburse Olivia Trueman	Advertising on Fbfor Heritage Open Days	17.00		17.00
31.08.2023	202308000005	BACS	P J Nichols Ltd	Fuel for Van & Mower	56.75	11.35	68.10
31.08.2023	LTC23/10/23	BACS	Ledbury & District Civic Society	Hire of Burgage Hall	120.00		120.00
08.09.2023	LED0002/031	BACS	Redkite Solicitors	Professional fees for work re lease of Mortuary	424.00	84.80	508.80
07.09.2023	8280862	BACS	npower	Electricity Market Stall	64.35	3.22	67.57
11.09.2023	122856	BACS	Oms Uk Ltd	CMOS Battery	5.00	1.00	6.00
18.09.2023		BACS	Ledbury Visually Impaired Club	Grant Application	200.00		200.00
14.09.2023	42964	BACS	Shredall	Confidential Waste	72.88	14.57	87.45
30.09.2023	6190359599	BACS	Lyreco	Stationary	73.74	14.75	88.49
07.09.2023	158103551-2023-100860	BACS	Amazon	Foot rest for LTC Office	21.82	4.37	26.19
07.09.2023	120939451-2023-320159	BACS	Amazon	Desk Risers	25.22	5.06	30.28
07.09.2023	426735755-2023-453	BACS	Amazon	HDMI Cable	3.53	0.71	4.24
10.09.2023	91574872	BACS	Herefordshire Council	LTC Waste Collection	78.20		78.20
10.09.2023	91574873	BACS	Herefordshire Council	Herefordshire CCTV contribution	2358.63		2358.63
10.09.2023	91574614	BACS	Herefordshire Council	LTC Recycling	112.84		112.84
11.09.2023	2390434	BACS	Office Boffins	2 x Office Chairs	269.9	53.98	323.88
06.09.2023	Proforma 611475	BACS	Furniture at Work	Office Furniture	411	82.2	493.2
14.09.2023	45170	BACS	C D Plumbing	Repair of leak through kitchen ceiling	155		155
14.09.2023	223670	BACS	Quickskip	Skip exchange Cemetery	215.00	43.00	258.00
24.07.2023	55456	BACS	RE People Ltd	Cemetery Staff	655.64	131.13	786.77
31.07.2023	55566	BACS	R E People Ltd	Cemetery Staff	593.62	118.72	712.34
07.08.2023	55666	BACS	R E People Ltd	Cemetery Staff	380.98	76.20	457.18
14.08.2023	55772	BACS	R E People Ltd	Cemetery Staff	593.62	118.72	712.34

21.08.2023	55878	BACS	R E People Ltd	Cemetery Staff	655.64	131.13	786.77
11.09.2023	56186	BACS	R E People Ltd	Cemetery Staff	239.22	47.84	287.06
19.09.2023	56263	BACS	Blachere	Storage of Christmas Lights	4004.80	800.96	4805.76
21.08.2023	QL203938-1	BACS	Malcolm Hughes	Re-imburse MH for SLCC fees	120.00	24.00	144.00
19.09.2023	QL203964-1	BACS	SLCC	Training fees for S Jarvis	120.00	24.00	144.00
19.09.2023	56258	BACS	Blachere	Installation Fees	7392.25	1478.45	8870.70
18.09.2023	56286	BACS	RE People Ltd	Cemetery Staff	620.20	124.04	744.24
20.09.2023	3303	BACS	Turners Agricultural Engineers Ltd	To fit an ATV Tracker for Ifor Williams trailers	427.50	85.50	513.00
20.09.2023	23777	BACS	All About West of the Hills	Advert for Christmas light switch on	170.00	34.00	204.00
18.09.2023	1	BACS	Mary MacDonald	Heritage Open Days Event	107.00	0.00	107.00
12.09.2023	52529	BACS	Timequest	Heritage Open Days Event	120.00	0.00	120.00
21.09.2023	243	BACS	Ian Bishop Masonry	War Memorial Interim Payment	10441.45	2088.28	12529.73
<b>TOTAL</b>					<b>31326.78</b>	<b>5601.98</b>	<b>36928.76</b>

<b>FULL COUNCIL</b>	<b>28 SEPTEMBER 2023</b>	<b>AGENDA ITEM: 15</b>
---------------------	--------------------------	------------------------

Report prepared by Charlotte Barltrop – Administrator

## **RECOMMENDATIONS FROM OTHER COMMITTEES**

### **SANTA DASH 2023**

#### **Purpose of Report**

The purpose of this report is to ask Council to approve Ledbury Town Council working with the Rugby Club to hold a Santa Dash Event on the morning of Sunday, 26 November 2023 at Ledbury Rugby Football Club.

#### **Detailed Information**

In addition to the Christmas Lights Switch On Events of 2022, it has been suggested that the Council may wish to hold a Santa Dash to take place on the morning of Sunday, 26 November. Ledbury RFC have been approached to ask whether they would be willing to host this event at the Rugby Club, to avoid extra workload for Council staff.

Ledbury RFC have agreed to organising the event and work in conjunction with Ledbury Town Council, who will publicise the event and sell tickets. The suggestion is that any profits from the event could be split between Ledbury RFC's charities and the Mayor's charities.

The Santa Dash entry fee will include a Santa Suit for adults and a medal for all participants. A fancy-dress competition is proposed for any children who participate with a prize to be sourced from a local business. Santa Suits can be purchased from Smithy's, an on-line retailer, at a price of £4.20 each and a medal at the cost of £0.79. Members are requested to give consideration to the entry fee for the Santa Dash, noting that this will include Santa Suit and medal.

The proposal is that there are two age groups for the races, adults, and children, with the winner of each race receiving a prize from the Mayor. If approved, the advertising for this event will begin in October via an expression of interest, with tickets being presold in order for the Santa suits to be purchased in accurate numbers.

#### **Financial/Resource Implications**

Each adult entrant will be asked to pay an entrance fee which will cover the cost of the Santa suit and medal, a combined cost of £4.99 per person, with a charge of £1.00 per child to cover the cost of the medal as they would not be provided with a Santa suit.

Whilst Ledbury Town Council are working closely with Ledbury RFC to host this event, Ledbury RFC has agreed to man the event on the day therefore there would be no

requirement for LTC staff to attend, unless of course they wanted to participate in the “Dash”.

### **Recommendation**

1. Members are requested to give consideration to the above information and approve LTC jointly holding a Santa Dash event at Ledbury Rugby Club, which will be managed by the Rugby Club staff and volunteers.
2. That Members agree a suitable entry fee for adult entrants which will cover the cost of the Santa Suit and Medal which to purchase per entrant will cost £4.99.

<b>FULL COUNCIL</b>	<b>28 SEPTEMBER 2023</b>	<b>AGENDA ITEM: 15(ii)(b)</b>
---------------------	--------------------------	-------------------------------

Report prepared by Angela Price – Town Clerk

## **RECOMMENDATIONS FROM OTHER COMMITTEES**

### **SECTION 106 WISH LIST**

#### **Purpose of Report**

The purpose of this report is to provide Members with suggestions for inclusion in an updated S106 wish list for Ledbury.

#### **Detailed Information**

Attached are two documents which provide suggestions for items to include in an updated S106 Wish List for Ledbury.

The first (Appendix A) provides a list of previous Wish List items which were prioritised in a Task & Finish Group and the second (Appendix B) which is a list prepared by the Planning, Economy & Tourism Committee for consideration and amalgamation into the previous list.

It is likely that some of the items appear on both lists and it had been hoped that the Clerk would have had time to compare the two lists and combine them prior to submitting them to this meeting for consideration. However, due to a number of unexpected issues that have had to be dealt with prior to the agenda despatch this has not been possible.

#### **Recommendation**

That Members give consideration to the two attached lists and agree which items should be included on the final list to be submitted to Herefordshire Council S106 team and what the priorities are.





## DRAFT PROPOSED PRIORITY S106 WISH LIST

REF	Description	Priority
16	Informal crossing to B4216 – Leadon Way	D
22	Crossing and shared use path along Martins Way to link with 17 and 18 (B & C)	A
1A	Shared use access from Ledbury SUE (Site A) to include crossing over Hereford Road to link to New Mills Way (Members believe this to be part of the Viaduct development)	G
15	Crossing over the bypass south of the Full Pitcher roundabout linking with Old Wharf Industrial Estate (members believed there was a case to enhance this with Pelican Crossing)	A
20	New bus stop and shelter on the west side of Martins Way, plus the provision of a shelter at the existing bus stop on the east side of the road	R
1B	Shared use access from Ledbury SUE to include crossing over A438 to link to Riverside Park (members believe there is a case to enhance this with a pelican crossing)	A
45b	Town Trail Refurbishment (Orchard Lane – Bye Street Section)	A
14	Crossing over the bypass north of the Full Pitcher roundabout linking the Town Trail with 13 and Old Wharf Industrial Estate (Upgrade to Pelican Crossing)	R
19	Crossing of A417 Ledbury Bypass to connect to site D	G
39	Footpath link from development site D to The Southend (No longer applicable replace with Crossing from proposed Bovis site to Jubilee Close)	G
1C	Formal crossing of Hereford Road and shared use link to join with path at southern end of Golding Way to including lighting	A
5	Widening narrow footbridge on Town Trail over Orchard Lane	R
8	Bye Street/Town Trail Crossing	R
21	10MPH TRO on A417 Leadon Way between the Full Pitcher roundabout and a point east of the proposed roundabout	D
13	Shared use path on north side of A449 to connect with 14 & 15	R
6	Improvement to links between Orchard Lane and Town Trail south of footbridge	R
35	Real time information especially by the Market House, War Memorial and Railway Station	G
7	Alternative to steps at the town end of Green Lane by Homend Crescent	G
10	Crossings over Bypass, Little Marcle Road to link in with 9	A
18	Upgrade of Mabels Furlong and Biddulph Way spur footways to shared use	A

23	Shared use footpath along the north side of Hereford Road to a crossing serving Golding Way to link with the Town Trail (Saxon Way)	A
45c	Town Trail Refurbishment (South of Bye Street)	R
34	Upgrading of PT facilities within the town centre to include shelters, kerbing etc	G
36	Review of facilities at all key bus stops in Ledbury with an aim to upgrade	G
19A	Crossing of A417 Ledbury Bypass to connect to site D (footbridge)	G
11	Cycle measures on New Street between B & C and the Town Centre	Unclear – clarification to be sought
30	Pedestrian crossing at Gloucester Road/Biddulph Way (Site D)	R
40	Footpath improvement west of Lower Road Trading Estate	A
45A	Town Trail Refurbishment (North of Orchard Lane)	A
4	Extension of shared use path between Aldi and Barnett Avenue (ZB2 path)	A
9	Shared use path on town side of the bypass between ZB2 path Lower Road Industrial Estate to Lower Road/Little Marcle Road roundabout	A
17	Upgrade of ZB9 footpath between Martin's Way and Mabels Furlong to link with 16	G
45D	Town Trail Refurbishment (South of Little Marcle Road section)	A
25	Widened footway to increase public space around Market House including review of bus stop locations and parking	G
26	Widened footway along eastern end of Bye Street (Not one way)	R
24	Footpath link to Wellington Heath (Canal pathway)	G
47	Pedestrian Wayfinding signage review	A
44	Car park management (fee/strategy) and signage	D
2	Shared use paths along the BN4214 Bromyard Road	R
37	Station parking	R
3	Junction improvement Hereford Road/Bromyard Road/Rail station	R
29	Traffic calming in areas of the town	G
28	Town Centre 20mph (not town wide)	R
41	Junction improvement at the Southend junction with Mabels Furlong	Happening
43	Widened footway between Top Cross and Police Station	R
38	Accessible footbridge between platforms	R
31	Remodelling of road junctions along Bye Street/Bridge Street/ Lower Road	R
32	Remodelling of road junctions along Woodleigh Road	R
33	Remodelling of road junctions along Little Marcle Road	R
48	Increased central coach parking	A

12	Cycle contraflow at High Street end of New Street	G
42	Resident's parking scheme (Various locations)	G
46	Knapp Lane traffic flow management (one way eastbound after Upperfields?) – Members suggest an extension of the yellow lines and other traffic control measures but not to make this one way	A
27	Additional level added to an existing town centre car park (Bye Street/Bridge Street could both be considered)	A



**Items for consideration for inclusion in S106 Wishlist as per recommendation from Planning, Economy and Tourism Committee held on 14 September 2023**

<b>Project / Works Description</b>	<b>Project / Works Description</b>	<b>Priority</b>
Public green space	Development of an additional park/green space including a recreation ground at the viaduct site	
	Improved lighting at the Recreation Ground & Town Trail i.e installing solar/movement activated lighting	
	Picnic area at the Recreation Ground	
	Improve landscaping and flow on the river	
Paths & cycleways	Improved existing provision:	
	Installing solar/movement activated lighting on Town Trail	
	All-weather path surface on Town Trail & riverside walk	
	Widening of the Orchard Lane cycle/footbridge on Town Trail	
Play/exercise equipment	Improved play equipment in residential areas, e.g. New Mills, Deer Park,	
	Running/Trim-trail round town	
Youth/Teen provision	Provision of a Youth Centre in the form of a coffee bar/drop-in centre.	
	Creative workshop facilities particularly for young people i.e. rehearsal rooms, recording suite, wet art room, technology suite	
	Lifelong learning workshop facility	
Additional sports provision	Athletics track	
	Range of facilities appealing across wider gender and age ranges e.g. Padel, short tennis, netball, indoor tennis/bowls centre.	
Town centre improvements	More urban trees	
Transport & Highways	Better pedestrian provision - wider pavements	
	Mini roundabout JMHS/Mabels Furlong	
Car Parking & Traffic	Pedestrian crossings at key points, e.g. Gloucester Road near Biddulph Way and Hereford Road near Saxon Way and the new Viaduct site	
	Remodelling of road junctions in Bye-Bridge- Lower Rd, Woodleigh Rd & Little Marcle Rd	?
Community areas	Litter and dog poo bins around town	

	Improved and additional notice boards	
	Redevelop of Lawnside Road area	
	Public toilet on the Recreation Ground	
Healthcare & Emergency Services	Combined blue-light facility close to bypass	
	Proper hospital nursing facilities for convalescence	

## MINUTES OF LEDBURY STRÖMSTAD TWINNING ASSOCIATION FRIDAY 21 JULY 2023 – TALBOT HOTEL DINING ROOM

**PRESENT:** Cllr Helen l’Anson (Ledbury Town Council Mayor),  
Caroline Alexander (CA) – Chairman, Sue Bettington (SB), Nick Fish (NF), Mel Fish (MF),  
Mal Hughes (MH), Sue Hughes (SH) (both Ledbury Community Choir), Clive Jupp (CJ),  
Jill Jupp (JJ), Paul Knott (PK) and Steve Onions (Vice Chair) Ledbury Swifts (SO)

**APOLOGIES:** Pauline Bates (PSB), Cllr Stephen Chowns – Ledbury Town Council (SC),  
Katie Horne (KH), Cllr Phillip Howells – Ledbury Town Council (PH), Hilary Jones (HJ),  
Howard Mayell (HM) and Olivia Truman (Community Development Officer – Ledbury  
Town Council (OT).

**IN ATTENDANCE:** Richard Jennings – Manager The Talbot Hotel (RJ)

ITEM NO:	SUBJECT	ACTION
1.	<b>WELCOME AND INTRODUCTIONS:</b> CA welcomed everyone to the meeting.	
2.	<b>MINUTES OF PREVIOUS MEETING AND MATTERS ARISING:</b> Agreed and the Minutes were then signed as a correct record.  No matters arising not covered by the Agenda.	
3.	<b>TREASURER’S REPORT:</b> SB reported that the bank balance as at 6 July 2023 was currently £1438.85. No recent transactions.	JJ
4.	<b>MEMBERSHIP RENEWAL:</b> JJ reported that there were 40 – 50 members including organisational ones.  <b>New Membership Leaflet:</b> JJ and CJ to draft and then circulate.	JJ/CJ
5.	<b>FACEBOOK PAGE:</b> MF reported that she was now an Administrator for the LSTA Page and was making regular updates and loading photos.  Photos and write up to be forwarded from the Twentieth Anniversary events. JJ to sort photos etc.  It was agreed that Jonathan Lindell (JL) and Ninni Liljestrand Qvicklund from the Stromstad Group should be asked to provide updates to the Page on behalf of the Group.	JJ  JJ
6.	<b>SWIFTS UPDATE: UI6’s Visit to Strömstad:</b> NF reported that a party of 34 would be flying out to Strömstad on 26 July, returning 31 July. Fifteen players, UI6’s. coaches, parents and also	

	<p>Peter Boyle from Ledbury Football Club who was hoping to arrange a pre-season tour for the Club to Strömstad the following year.</p> <p>On the Thursday a match would be played against a Swedish Team, a further match would be played against a Norwegian Team on the Friday, Saturday was a free day with a boat trip to Norway and an evening at Furhölmen for a barbeque.</p> <p>On the Sunday there would be a veterans' match, between coaches etc. from both Ledbury and IFK Strömstad.</p> <p>Later that day the U16's would be playing Strömstad Reserves in the Ledbury Cup.</p> <p>The flight home was at 13.05 on the Monday. The Swifts were flying Norwegian Airlines,</p> <p>The total cost of the visit was £18K. The Swifts had fund raised very effectively and their budget enabled them to eat out in Stromstad, therefore contributing to the local economy.</p> <p>Erik Ingero Sorvik , coach at IFK had organised the matches and Marcus Palm, Strömstad Kommun had also been very supportive.</p> <p>SO thanked NF for all of his hard work in organising the visit.</p> <p><b>Donation Towards Visit to be Agreed:</b> SO explained that the Twinning donation was used for hosting and entertaining the Strömstad Team and supporters after a match.</p> <p>A discussion took place. A discussion took place. The donation had been £200.00 for a number of years and costs had increased during this time. CA proposed and CJ seconded an increase to £250.00.</p> <p>NF and SO thanked the Committee and said that the donation was a very welcome gesture,</p>	
7.	<b>REPORT BACK FROM STRÖMSTAD GROUP:</b> No further update.	
8.	<b>EDUCATIONAL LINKS WITH LOCAL SCHOOLS LEDBURY AND STRÖMSTAD:</b> JJ explained that KH would be moving away from Ledbury in the near future and although still teaching at Whitecross School in Hereford was unlikely to have time to continue with the links.	



	<p>KH was hoping to find a colleague at Whitecross to take this on.</p> <p>Thanks were recorded to KH for all of her support for the educational links between Ledbury and Strömstad.</p> <p>It was noted that there was a new Deputy Head at JMHS so it may be worth contacting again, during the autumn term, to see if some interest could be generated here. Also approach Head of Languages.</p>	<p><b>KH</b></p> <p><b>JJ</b></p>
9.	<p><b>TALKS TO LOCAL GROUPS:</b> It was agreed to contact local schools to arrange talks for the autumn, talks which incorporated Swedish Christmas traditions were usually well received</p> <p>PH had suggested that a talk was given to Ledbury Town Council when the new Council was in place following the May elections.</p> <p>JJ follow up with Town Council Office to identify a suitable date.</p> <p>Try to link the two Tourism Offices of the Towns. Talk to Community Development Officer at Ledbury Town Council and CJ and JJ follow up during their forthcoming visit to Strömstad.</p>	<p><b>JJ/CA</b></p> <p><b>JJ</b></p> <p><b>JJ</b></p> <p><b>CJ/JJ</b></p>
10.	<p><b>SOCIAL EVENTS AND FUND RAISING:</b></p> <p><b>Smorgasbord Evening 3 June 2023:</b> As on previous occasions this event had been well attended and enjoyed. Thanks were due to RJ and Layne the Chef for all of their hard work and support.</p> <p>This would be repeated in 2024 with the food served 'Smorgasbord' style.</p> <p><b>Community Day 10 June 2023:</b> A display in the Club Sport window had been done and there was also, a presence in Little Strömstad for an hour or so over the lunchtime period. Unfortunately, as the location of the LSTA was not shown on the Community Day leaflet, there were no visitors!</p> <p>Thanks were due to RJ for supplying Cinnamon Buns.</p> <p><b>Ledbury Carnival:</b> To take place on August Bank Holiday Monday 28 August. The theme was 'Countryside Fun'. Association to have decorated vehicle in the procession and a stall.</p> <p>RJ offered to supply Swedish cakes for food tasting at Stall.</p>	

	<p>Agreed to meet again on Tuesday 8 August, 7.30 pm in The Talbot to progress this,</p> <p><b>Ska Vi Ha Fika – Swedish Style Coffee Morning:</b> To be held in the Dining Room at The Talbot Hotel on Saturday 23 September 2023 10.30 am – 12.00 noon.</p> <p>This would be a collaboration with Mayor of Ledbury, Cllr Helen l’Anson, to support the Twinning Association and the Mayor’s charities, Megan Baker House and Close House.</p> <p>RJ offered the catering for this event at no charge. The Committee and the Mayor expressed their appreciation for this generous offer. Publicity would be arranged with Ledbury Town Council.</p> <p>Contact Layne, Chef at Talbot Hotel, to discuss catering,.</p>	<p><b>C’MTTEE</b></p> <p><b>JJ</b></p>
<p>11.</p>	<p><b>DATE OF NEXT MEETING: Friday 15 September 2023</b>  <b>7.30 pm.</b>  <b>Venue Talbot Hotel Dining Room</b></p> <p>The Meeting closed at 9.15 pm. CA thanked everyone for attending.</p>	

**MINUTES OF A MEETING OF LEDBURY CARNIVAL ASSOCIATION  
HELD ON WEDNESDAY 23 AUGUST 2023- LEDBURY TOWN COUNCIL OFFICE**

**PRESENT:** Paul Bartlett (PB), Harold Armitage (HA), Sonia Bowen (SB), Johnny Chan (Chair) (JC), Sue Hughes (SH) (and Janet Meredith (JM)

**APOLOGIES:** Keith Francis (KF), Alesa Halford (AH), Jamie Hobby (JH), and Ashley Norman (AN)

**IN ATTENDANCE:** Jill Jupp (JJ)

**Carnival Theme: Countryside Fun  
Carnival Date: Monday 28<sup>th</sup> August 2023**

<b>1.</b>	<b>WELCOME AND APOLOGIES:</b> JC welcomed everyone to the meeting. Apologies were as listed above.	
<b>2.</b>	<b>MINUTES OF THE PREVIOUS MEETING AND MATTERS ARISING:</b> The Minutes of the previous meeting which took place on 9 August 2023 were reviewed and agreed and signed by JC as a correct record. JJ noted that she had recently visited Ken Davis, President of the Association, he sent his best wishes to the Committee for Carnival Day..	
<b>3.</b>	<b>TREASURER'S REPORT: Balances:</b> JM reported that balances were: Current Account £10, 603.07 Deposit Account £ 9.72 <b>Total £10, 612.79</b> JM and KF had been selling raffle tickets over the last 3 Saturday mornings and sales to date totalled £208.00.	
<b>4.</b>	<b>FUNDRAISING, SPONSORSHIP, GRANT APPLICATIONS:</b> No further update.	
<b>5.</b>	<b>CARNIVAL PRINCE AND PRINCESS:</b> AH had sent a report as she was unable to attend. The Prince and Attendants would attend the presentation of the Shop Window Competition prizes on Saturday morning 9.30 am. The Prince, Princess and Attendants had attended for the first two weeks of raffle ticket sales. JJ said that they would be meeting her by the new carnival signage (designed, made and funded by The Helping Hand Company) to have some photos taken. These would be publicised locally as a thank you to the Company. A thank you letter was also being sent from the Association.	<b>JJ</b>

	SB noted that she still required an entry form to be completed and signed in relation to the Prince/Princess float. If necessary it would have to be done on Carnival Day itself.	<b>AH</b>
<b>6.</b>	<p><b>PROCESSION ROAD CLOSURE AND RELATED WORK:</b> SB reported that she had received an email from Molly at BBLP regarding arrangements for the collection of road closure barriers, signage etc. SB had forwarded the email to Shaun Roberts (SR) at SafetoGo, who would be collecting the equipment. It was understood that SR would be collecting the equipment, the next day. SB to check with Molly at BBLP that this had happened.</p> <p>JJ confirmed that 24 road closure signs had been displayed along the procession route.</p> <p>SB reported on entrants to procession.</p> <p>The Westons Dray would be arriving by 10.00 am. Area in front of Swifts Club House in Car Park to be kept clear.</p> <p>JC would accompany both groups of judges around the entrants, moving between the two.</p> <p>SH and Mal Hughes (MH) to get procession into order with support from SR at SafeToGo.</p> <p>SB to advise SR at SafeToGo re the entrants joining procession at the Coop.</p> <p>SB support Cllr Phillip Howells with judging of Class 4 Disability Scooters and Motorised Wheelchairs.</p> <p>SB to pass Class 4 judging results to JC.</p> <p>JC to pass judging results to Hereford Hospital Radio ahead of procession in order that they can make announcements.</p> <p>St Johns Ambulance would have one vehicle on the High Street and one at the Rugby Club which would join the procession when it commenced. They would arrive from 11.00 am.</p> <p>The Fire Services (Truck and Water Bowser) would be arriving at the Rugby Club around 11.30 am.</p> <p>The Mayor and Consort with their truck would be joining the procession at the Coop.</p> <p>HA to drive car in procession.</p>	<p><b>SB</b></p> <p><b>JC</b></p> <p><b>SH/MH/SR</b></p> <p><b>SB</b></p> <p><b>SB</b></p> <p><b>SB</b></p> <p><b>JC</b></p> <p><b>HA</b></p>
<b>7.</b>	<p><b>MAIN EVENTS: BANDS, CHILDREN'S ENTERTAINMENT:</b> SH reported that she had received all documentation back</p> <p>DJ Chris has requested some barriers to cordon off the generator that both he and Razamatazz the Magician would be using.</p>	

	<p>JJ to ask the Town Council if they had some available in addition to the ones they were supplying to support road closures.</p> <p>JM explained that there was now a further activity stall to be funded by the Carnival Association; 'Make with Kate'.</p> <p>A3 posters to be displayed around the Town, in shop windows that were closed for the day, with details of the running order of performers on the Main Stage and the activities for children in St Katherine's. To be done Monday morning.</p> <p>There would also be A Boards at the entrances to St Katherine's on the High Street and on Bye Street and by the Market House. (A Boards to be obtained from SH and LTC).</p>	<p><b>JJ</b></p> <p><b>JM</b></p> <p><b>SH/JJ</b></p>
<b>8.</b>	<p><b>STALLS AND STREET ORGANISATION:</b> JM circulated a map showing the location of stalls, St John's Ambulance etc.</p> <p>One longstanding stall holder had had to withdraw owing to health issues and had been refunded.</p> <p>JM would pass the location map and list of stall holders, entertainers etc. authorised to access the High Street etc. after 8.00 am on Carnival Day to SR at SAFEtOGO.</p>	<p><b>JM</b></p>
<b>9</b>	<p><b>TASK LIST FOR WEEKEND/DAY AND TIMELINE:</b> List had been circulated prior to the Meeting. JC went through the tasks with Committee.</p> <p>Some amendments to Task List to be incorporated.</p> <p>It was suggested that the Committee check through the Timeline which covered the whole 'Carnival Journey' from January 2023 to post event, to ensure that everything was recorded accurately and nothing had been missed.</p>	<p><b>JJ</b></p> <p><b>COMMITTEE</b></p>
<b>12</b>	<p><b>EVENTS MANAGEMENT AND HEALTH AND SAFETY: Event Management Plan:</b> Amendments had been made and the EMP re-circulated to all.</p> <p><b>Risk Assessment:</b> Amendments requested at previous meeting had been incorporated, circulated and were signed off by JC.</p> <p><b>Health and Safety Policy:</b> Amendments requested at previous meeting had been incorporated, circulated and were signed off by JC.</p>	

	<p>EMP, Risk Assessments, Health and Safety Policy and Lost Child/Vulnerable Adult Policy to be forwarded to Safety Advisory Group at Herefordshire Council.</p> <p>Copies to SR at SafeToGo.</p> <p><b>Stewards' Briefing:</b> Circulated to Committee prior to Meeting.</p> <p>Copy to be forwarded to SR at SafeToGo.</p>	<p><b>SB</b></p> <p><b>SB</b></p> <p><b>SB</b></p>
<b>10.</b>	<p><b>RAFFLE AND SHOP WINDOW COMPETITION: Raffle:</b> Reported under Item Three.</p> <p><b>Shop Window Competition:</b> The judging would take place on Friday 25 August, during the afternoon.</p> <p>SH to pass results to JC to prepare certificates.</p> <p>Presentation to winners etc. to be on Saturday 26 August 2023 9.30 am onwards.</p>	<p><b>SH &amp; JUDGES</b></p> <p><b>SH/JC</b></p> <p><b>SH/JC</b></p>
<b>11.</b>	<p><b>PUBLICITY INCLUDING PROGRAMME:</b> JC reported that latest amendments had been incorporated and sufficient numbers printed.</p>	
<b>14.</b>	<p><b>A.O.B.: DATE OF NEXT MEETINGS:</b></p> <p><b>OPEN MEETING WEDNESDAY 20 SEPTEMBER 2023 7.30 PM – VENUE TBC</b></p> <p><b>ANNUAL GENERAL MEETING WEDNESDAY 8 NOVEMBER 2023 7.30 PM</b></p> <p><b>VENUE TBC</b></p> <p>The Meeting closed at 10.10 pm</p>	

<b>FULL COUNCIL</b>	<b>29 SEPTEMBER 2023</b>	<b>AGENDA ITEM:19</b>
---------------------	--------------------------	-----------------------

Report prepared by Angela Price – Town Clerk

## **MARKET TOWN FUND 2023/24**

### **Purpose of Report**

The purpose of this report is to provide Members with a response from BBLP in respect of their decision not to proceed with drainage and resurfacing works at PRWO at The Homend and Robinsons Meadow.

### **Detailed Information**

Members will recall that at their meeting on 6 September 2023 (minute no. C91) refers, the Clerk was instructed to write to BBLP and seek further information as to how and why the decision to not proceed with the works to the drainage and resurfacing works at the PRWO at The Homend and Robinsons Meadow had been taken.

The following response has been received:

*“I understand the concerns of this scheme not being able to be delivered. The reason behind this scheme not being completed as in 22/23 part of works this scheme was low on the list therefore was not completed as there was not enough budget to do this.*

*As we moved into 23/24 we took items from the list which were split over the 2 year period in 22/23 and populated these into the list with this in mind this formed part of the schemes for delivery this year, and we then added the schemes which were at the bottom of previous list onto the new list we approached to ask for additional items to add to this list and this is where you advised of the same schemes which we had already in this list.*

*The Homend drainage requires a design which we are unable to undertake as we do not have funding for this Project next FY therefore if we do design this would not be able to be constructed as there is not enough time or money. This is why I proposed this scheme not to be complete as the money could be spent elsewhere rather than producing a design which would not be constructed.*

*We were able to do the drainage schemes from 22/23 list which were Conigree PROW & Little Marcle Road as these were able to be split over the 2 years and higher on the list.*

The following list provides details of the scheme that Herefordshire Council and BBLP would like to progress with as part of the 2023/24 Market Town Fund and have requested confirmation of approval as a matter of urgency.

<b>Location</b>	<b>Scheme</b>	<b>Cost</b>	<b>Reason for not taking forward</b>
Conigree Woods	Drainage Works	£17,500	N/A
Lower Road Trading Estate	Delivery of TRO	£ 3,000	N/A
Lower Road Trading Estate	Resurfacing	£65,517.80	N/A
Woodleigh Road	New reinstatement of one-way	£10,000	N/A
Little Marcle Road	Drainage Works	£44,000	N/A
Little Marcle Road S	Barrier	£25,000	N/A
Maesfield Avenue, Queens Court, Belle Orchard/Belle Orchard Close	TRO Residents Parking	£ 5,000	N/A
Biddulph Way	Resurfacing from 1438 -Spring Grove	N/A	Insufficient budget
The Homend & Robinsons Meadow	Drainage works - Change surface and drainage on PROW	N/A	Unable to carry out as due to costs it would be design only and consider money could be better spent elsewhere
Barnett Avenue, Queensway, and Margaret Road	Resurfacing	N/A	Insufficient budget

### **Recommendation**

Members are requested to receive the information above and approve the remaining list of works to be undertaken via the Market Town Fund in 2023/24 to enable these to proceed via the 2023/24 Market Town Fund.



<b>FULL COUNCIL</b>	<b>28 SEPTEMBER 2023</b>	<b>AGENDA ITEM: 19(i)</b>
---------------------	--------------------------	---------------------------

Report prepared by Angela Price – Town Clerk

## **OFFICER REPORTS - TOWN CLERK'S REPORT**

### **Purpose of Report**

The purpose of this report is to provide Members with information on meetings and work streams that have been undertaken by the Town Clerk since the Annual meeting on 11 May 2023.

### **Detailed Information**

Some Members will recall that when the Clerk started with Ledbury Town Council she provided a report to each Full Council meeting providing information on what meetings and workstreams had been undertaken between meetings. It is anticipated that these reports will be resurrected and include reports from both the Deputy Clerk and Community Development Officer going forward.

Below is a list of meetings etc that the Clerk has attended since the Annual meeting in May with some updates on particular projects.

- 15 May – Meeting with prospective co-option candidate  
Meeting with Ashley Rogers to discuss 2023 Fair and SLA content
- 16 May - Meeting with Jenny Harrison to discuss Armed Forces Day  
Meeting with HC officers to discuss UK Shared Prosperity Fund for Events and Festivals – Application made for funding towards 2024 World Book Day Event which resulted in grant of £2,000 towards the event.
- 17 May - Internal Audit visit – year end and annual governance
- 18 May - Planning, Economy & Tourism Committee
- 22 May - Meeting with New Mayor to discuss events for the forthcoming year  
Meeting with committee chairs to discuss possible changes to council committee structure
- 24 May - Personnel meetings and Staff Appraisal (DTC)
- 25 May - Full Council
- 1 June - Meeting with Cllr Morris to discuss Planning Agenda and John Masefield Memorial Working Party meeting
- 2 June - Meeting with CDO to discuss events for forthcoming year
- 5 June - Meeting to discuss Mayor's Civic Service
- 7 June - John Masefield Memorial Working Party Catch up meeting  
War Memorial Meeting
- 8 June - Worknest workspace visit – DSE inspections carried out on all office staff resulting in new furniture/equipment being provided where applicable  
Pre leave meeting with DTC
- 9 June - John Masefield Memorial Working Party Meeting
- 27 June - Post leave catch up with Mayor

- 28 June - Catch up meeting with Cllr Morris re John Masefield Memorial Working Party
- 29 June - Pre council meeting with Mayor
- 30 June - Market House Tender opening with Chairs of FP & GP and E & L and DTC. Only one tender received and reported to E & L meeting.
- 30 June - Attended Poetry Festival Launch
- 4 July - Markets Working Party Meeting
- 6 July - Meeting with Dr Jane Mee and Cllr Morris to discuss JMMWP  
Meeting with Cllr Morris – JMMWP agenda
- 10 July - Meeting with Mayor
- 11 July - Meeting with administrator to discuss Christmas Lights Switch on event  
Bi-monthly Mayor's meeting with Chairman of Herefordshire Council
- 12 July - Budget Monitoring Meeting
- 13 July - Meeting with Paul Kinnaird to discuss drafting report on carbon footprint of the council as agreed via Climate Change Working Party  
Extraordinary Full Council meeting  
Planning, Economy & Tourism Meeting
- 17 July - Catch up meeting with Cllr Simmons – Ward Councillor
- 19 July - Meeting with CDO to discuss Market Strategy document
- 20 July - Attempted to set up new bank account with Starling Bank – information requested included personal details of Clerk report submitted to finance committee advising of concerns
- 21 July - Meeting with HC Officers and Ward Councillors in respect of resident parking and potential solutions and TRO's
- 21 July - Personnel issue to resolve
- 24 July - War Memorial Site Meeting with DTC, Caroe, and Contractor – minutes and certificate of progress reported to full council  
Meeting at Rugby Club with Administrator to discuss working together on a "Santa Dash" the morning of the lights switch on event. Awaiting approval from council to proceed
- 25 July - Telephone call with Internal Auditor to discuss possible internal review of council policies and procedures as agreed by full council  
Meeting with potential Co-option candidate  
Meeting with Councillor Hughes  
Telephone call with Citation in respect of HR matters
- 26 July - Meeting with BBLP to discuss Lengthsman funding  
Personnel Meeting – Appraisal – CB
- 27 July - Korean War memorial commemoration at the Walled Garden
- 28 July - Personnel meeting
- 31 July - Meeting with Cllr Morris to discuss JMMWP  
Meeting between Ledbury Places and Councillors to discuss how can work together in the future
- 1 August - S106 Briefing (evening)
- 2 August - Events Working Party  
Extraordinary meeting of Council – Co-option
- 3 August - Meeting with Blachere Illuminations re 2023 lights – Cllr Chowns was present at this meeting, and it was noted that the trees at the Alms Houses are no longer available for lights – also discussed the need to make use of the apex of the Alms Houses for the lights  
Meeting with Al Braithwaite to discuss provision of Team Building support

- 4 August - JMMWP Meeting
- 9 August - Personnel Issue
- 10 August - Planning, Economy & Tourism meeting
- 21 August - War Memorial Site meeting – minutes and certificate of progress reported to council  
London Bridge/Spring Tide meeting with DL's and Church representatives – Comments to be fed back to Office of Chairman for consideration
- 22 August - Health & Safety Audit by Worknest (formerly Ellis Whitam)
- 23 August - Meeting with BID representatives at Feathers Hotel  
Introduction meeting with Peter Salt – New chairman of Poetry Trustees  
Meeting with new Cllr (Furlonger)
- 28 August - Bank holiday Monday – Supported Council stand at Carnival and helped with gazebo set up for event
- 29 August - Telephone call with DF Legal to discuss possible litigation matter
- 30 August - Interim Appraisal – DTC
- 31 August - Proof of Life
- 2 Sept - (Saturday) Attended LEAF Presentation at St Katherine Hall – provided update on what they are doing and what the future holds
- 4 Sept - Remembrance Pre-Meeting with RBL and Interested parties  
Sustainable Ledbury meeting at Town Trail to officially acknowledge work being undertaken by the group followed by a reception in the Council offices
- 5 Sept – Markets Working Party
- 6 Sept - Meeting of Councillors to discuss next steps re committee  
Extraordinary Council meeting
- 7 Sept - Internal Auditor visit to commence Internal review of policies and procedures
- 11 Sept - Meeting to discuss Team Building process  
Meeting with DTC to review Tree Felling licence  
Meeting with Cllrs McAll and Furlonger to discuss prioritisation and procedures  
Councillor Training
- 12 Sept - Attended Ledbury Networking group  
Bi-annual Mayor's meeting hosted by Chairman of HC
- 13 Sept - SLCC Themed Summit – Finance (all day)  
Meeting of Cllrs to discuss recommendations in respect of committee structure (evening)
- 14 Sept - Meeting with Caroe, D A Cook and Ian Bishop to discuss works to Market House – anticipated that scaffolding to be erected 11/12 September with works commencing the following week – agreed that Ian Bishop will make use of scaffolding where possible to carry out repairs to panels to help reduce costs of the projects
- 14 Sept - Planning, Economy & Tourism meeting
- 15 Sept - Closed Churches Seminar (SLCC)
- 16 Sept - HODs and Three Shires Rally (Saturday)
- 17 Sept - Reviewing recording of E & L Meeting following comments from staff and councillors present at the meeting (Sunday)
- 18 Sept - Several meetings to resolve personnel issues

- 19 Sept - Scheduled Personnel meeting  
Staffing issues
- 20 Sept - War Memorial Site Meeting – minutes of meeting awaited and to be included on September agenda if received in time  
Budget Monitoring meeting to discuss in year budget and process for 2024/25 budget setting
- 21 Sept - Internal Audit 2<sup>nd</sup> visit re policies and procedures  
Finance Meeting
- 22 Sept - BID meeting on line
- 23 Sept - Mayors Coffee Morning (Saturday)

## Updates

War Memorial – the work to the War Memorial is progressing well and it is anticipated that the works to the paving will be completed by the end of September. The new stone for the obelisk is due to be delivered to the contractor’s workshop on Monday, 25 September following which it will be shaped ready for positioning of the Memorial. To ensure the safety of the Memorial it will be wrapped with suitable protective material before the scaffolding is erected for the obelisk to be put in place. It is anticipated that the works will be completed by the agreed project end date of end of October 2023.

A request has been submitted to the council for consideration of a re-dedication of the Memorial once the works are completed and this is included on the agenda for consideration.

Service agreement between LTC and the Rogers Family – it has taken some time to locate a solicitor who specialises in this type of work; however HCR have now been engaged and a draft agreement provided for consideration which will be provided to the E & L committee for consideration in the first instance and once they consider all necessary points are adequately covered a final draft will be submitted to the council for approval.

Personnel Matters – there have been a number of personnel matters to deal with over past months and there are still some outstanding – these take up a considerable amount of officer time and can on occasion create a back log of work for senior officers. The Clerk hopes to be able to convene a meeting with Citation to discuss a number of issues with them going forward to hopefully reduce the time spent on these issues.

Internal Auditor visits – the internal auditor has attended the offices twice as part of the review of council policies and procedures. It is hoped a report will be received to be considered at this meeting.

<b>FULL COUNCIL</b>	<b>28 SEPTEMBER 2023</b>	<b>AGENDA ITEM: 19(iii)</b>
---------------------	--------------------------	-----------------------------

Report prepared by Olivia Trueman – Community Development Officer

## **COMMUNITY DEVELOPMENT OFFICER REPORT**

### **Purpose of Report**

The purpose of this report is to provide Members with details of meetings and work streams that the Community Development Officer has undertaken since the last meeting of Full Council.

### **Detailed Information**

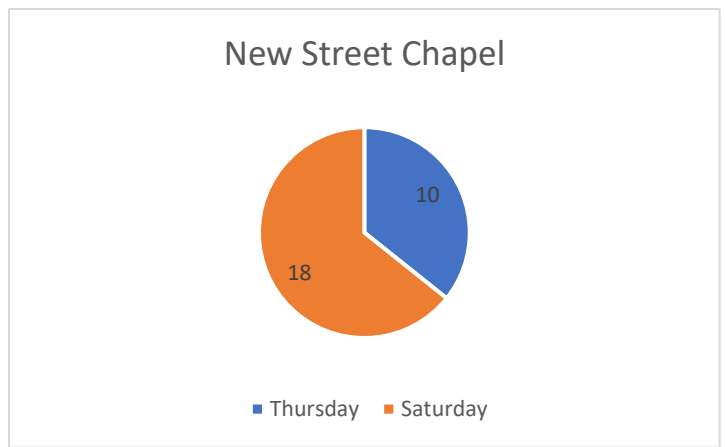
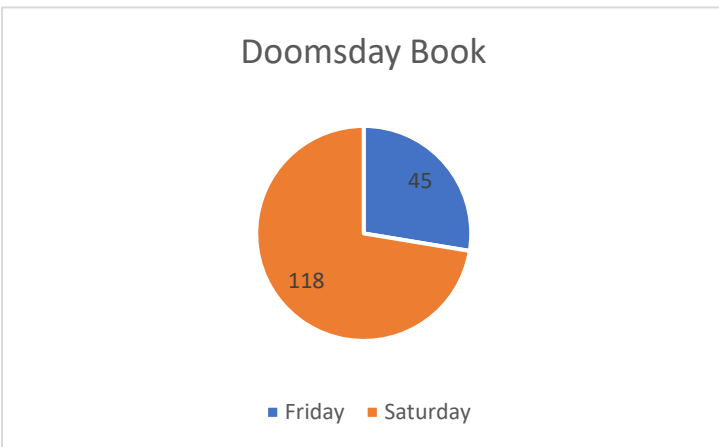
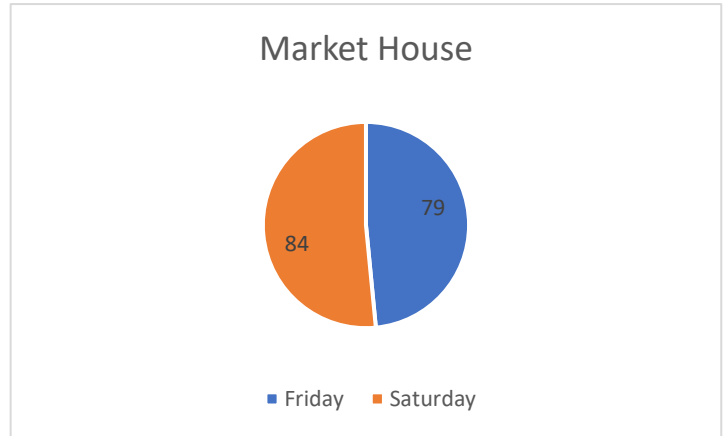
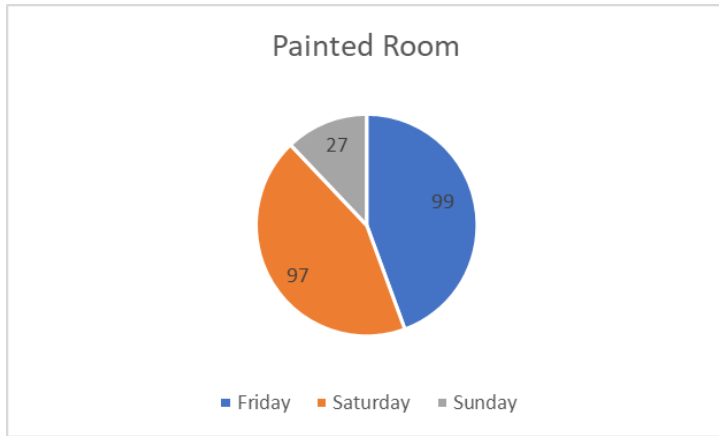
#### **World Book Day**

Since the last meeting of Full Council, the Community Development Officer has obtained £2,000 of funding from the UK Shared Prosperity Fund at Herefordshire Council for Ledbury World Book Day 2024. The Town Council will need to match fund this grant, and therefore there is a budget of £4,000 for the event. The Community Development Officer is already working with schools, businesses and community groups to organise this event, with the help of Members of the Events Working Party.

#### **Heritage Open Days**

The Community Development Officer encouraged venues in and around Ledbury to take part in the national festival of history, Heritage Open Days. 14 Venues opened their doors from 8 September to 17 September 2023, offering free tours and activities to celebrate Ledbury's history. The Community Development Officer designed a brochure which incorporated all the venues in Ledbury that were taking part in this event and printed over 700 copies which were distributed around the town. It is worth noting that the Receptionist assisted the CDO in printing and folding the brochures, which was invaluable. Advertising, including banners and bunting, were installed up Church Lane by the CDO, Councillor McAll and Towns Operative during the Festival. The CDO would like to thank Councillors McAll, Furlonger and Morris for their assistance in the event which included proof reading, distribution of leaflets and opening buildings. Although the event was successful and the town was busy, there have been some suggestions on how to improve for next year's event, including more advertising material and sourcing printing for professional companies. The CDO has taken this onboard and will implement for next year.

The below data identifies how many visitors were recorded during the weekend of 15<sup>th</sup> – 17<sup>th</sup> September 2023, at Ledbury Town Council owned buildings.



**HMS Ledbury and Community Litter Pick**

Whilst inviting HMS Ledbury to attend a meeting of Full Council on Thursday, 28 September 2023, the CDO was asked if there were any community projects that HMS Ledbury could partake in whilst visiting Ledbury. The CDO suggested a community litter pick following her meeting with Stacey Lovering at Helping Hands. Once agreed with the Town Clerk and Mayor, the CDO and Receptionist organised the litterpick which will be held on Friday, 29 September in and around Ledbury, with free refreshments at the Rugby Club.

It is worth noting that Helping Hands have kindly donated folding litter picking equipment to the Town Council for community groups and residents to loan for free.

**All Councillors are invited to participate in this Community Litter Pick, which will start under the Market House at 3:00pm.**

**Training booked in October – November 2023.**

- Engaging with Communities – online
- Dementia Awareness Training – In person at the Poetry House
- Social Media and Digital Marketing Training - In person at the Poetry House

## Meetings

- **Meeting with Deer Park Care Home** – The CDO was invited to a meeting at Deer Park Care Home to discuss how the Council could work with local care homes to become a dementia friendly town. The CDO had the opportunity to meet with carers and family members.
- **Leaf Presentation** – CDO was invited to a presentation with Leaf regarding future projects in the town, including a youth centre and community led projects.
- **Nest Market** – CDO attended an Artisan Market held at the Nest (Little Verzon) and collected contact details from traders to continue building a database.
- **Networking Meeting** – Networking with local businesses in the town and getting an idea of how the CDO role could support these businesses i.e., grant/funding workshop.
- **Traders Meeting** – CDO was invited to the Traders Association meeting to discuss how the Council could work alongside Traders, in particular promoting tourism in the town.
- **Markets Workshop**- A workshop with Councillor Furlonger and McAll to discuss a Markets Strategy and the future of Ledbury Charter Market. Reports and updates will go to the Markets Working Party.
- **Vegan Market** – CDO invited the Manager of the ‘Vegan Market’ to Ledbury to discuss how the Council could hold a ‘Green Festival’ during Great Big Green Week. CDO has created a report for the Events Working Party to consider.
- **Heritage Open Days** – The CDO attended Heritage Open Days and opened the Chapel in New Street. CDO also visited all the venues opening to offer assistance if needed.
- **Hereford BID** – Met with the CEO of Herefordshire County BID to discuss opportunities in Ledbury including a business breakfast and what funding the town could receive.
- **Helping Hands** – Meeting with Stacey Lovering to discuss litter issues in the town and an opportunity to create a ‘litter picking group’ for the community.
- **Walk and Talk** – CDO was invited by Age UK to attend ‘walk and talk’ which was held at the Rugby Club as a networking opportunity.
- **Peter Salt** – Meeting with the new Chair of Ledbury Poetry to discuss the John Masefield Memorial and future opportunities.
- **Age UK / Men in shed** – Meeting with Keith Copus regarding a community project where Men in the Shed will create a hedgehog home. At Ledbury Carnival LTC encouraged children to create a hedgehog home that could be built in the Cemetery. Mayor l’Anson has picked a winning design and Men in shed Ledbury will create the design.
- **Hereford BID** – A meeting to discuss possible funding opportunities for future events in the town, and the need of a town map. The BID has designed a map which covers the county of Herefordshire and all the Market Towns. The CDO provided feedback and asked if the TIC could have copies in October, when completed.

## Ongoing projects and workstreams

- **Pumpkin Event** – Working with Herefordshire BID to hold a Halloween event in Ledbury on Wednesday, 1 November 2023. The CDO has contacted Herefordshire Council to apply for a TRO to use 2 of the closet parking spaces adjacent to the Market House.
- **Fairtrade Ledbury** – Working to reinstate Ledbury as a Fairtrade Town. This is a long-term project and the CDO will provide a report to council in the New Year with more information. The CDO has discussed this proposal with businesses who are in favour of this project.
- **Demetia Friendly Town** – As stated in the Corporate Plan, the CDO is working to make Ledbury a Dementia Friendly Town. The CDO has enrolled on training and will provide more information to Full Council.
- **Ledbury Grants** – Sharing LTC grants with Community Groups and Businesses.
- **Ledbury Charter Market** – The Charter Market Policy has been submitted to the Markets meeting for approval. The CDO will be working on the Markets Strategy, with the help of the Markets Working Party.
- **Calander of Events** – Working with the Events Working Party and Town Clerk to create an electronic events Calander on the LTC website.
- **World Book Day** – Working with community groups, businesses and schools to organise Ledbury World Book Day 2024. As the Council have been granted funding, the CDO has to build reports and evidence of the work that is taking place around this event, in order to receive the funding.
- **Christmas Sponsorship** – Encouraging businesses in and around Ledbury to sponsor the Christmas light switch on event.
- **Stromstad-** Building stronger links between Stromstad TIC and Ledbury TIC. The CDO will be attending the Mayors Stromstad coffee morning on 23 September 2023.
- **Samaritans Purse** – The CDO is helping Specsavers Ledbury to promote their shoebox gift appeal. The CDO has already made contact with schools to raise awareness.
- **Friends of Cemetery** – The CDO is organising another meeting of the Friends of Cemetery. There will be a discussion on how members could help facilitate the annual candle lighting event at the Chapel in December.
- **Ledbury Business Breakfast** – The CDO and Town Clerk are working on a business breakfast. CDO has discussed this with Ledbury Traders who are in favour of this proposal.
- **Great Big Green Week** – CDO has been asked by the Events Working Party to create a budget and event plan for 2024.

## Recommendation

That the above report be received and noted.



<b>FULL COUNCIL</b>	<b>28 SEPTEMBER 2023</b>	<b>AGENDA ITEM:20</b>
---------------------	--------------------------	-----------------------

Report prepared by Angela Price – Town Clerk

## **MARKET TOWN FUND 2023/24**

### **Purpose of Report**

The purpose of this report is to provide Members with a response from BBLP in respect of their decision not to proceed with drainage and resurfacing works at PRWO at The Homend and Robinsons Meadow.

### **Detailed Information**

Members will recall that at their meeting on 6 September 2023 (minute no. C91) refers, the Clerk was instructed to write to BBLP and seek further information as to how and why the decision to not proceed with the works to the drainage and resurfacing works at the PRWO at The Homend and Robinsons Meadow had been taken.

The following response has been received:

*“I understand the concerns of this scheme not being able to be delivered. The reason behind this scheme not being completed as in 22/23 part of works this scheme was low on the list therefore was not completed as there was not enough budget to do this.*

*As we moved into 23/24 we took items from the list which were split over the 2 year period in 22/23 and populated these into the list with this in mind this formed part of the schemes for delivery this year, and we then added the schemes which were at the bottom of previous list onto the new list we approached to ask for additional items to add to this list and this is where you advised of the same schemes which we had already in this list.*

*The Homend drainage requires a design which we are unable to undertake as we do not have funding for this Project next FY therefore if we do design this would not be able to be constructed as there is not enough time or money. This is why I proposed this scheme not to be complete as the money could be spent elsewhere rather than producing a design which would not be constructed.*

*We were able to do the drainage schemes from 22/23 list which were Conigree PROW & Little Marcle Road as these were able to be split over the 2 years and higher on the list.*

The following list provides details of the scheme that Herefordshire Council and BBLP would like to progress with as part of the 2023/24 Market Town Fund and have requested confirmation of approval as a matter of urgency.

<b>Location</b>	<b>Scheme</b>	<b>Cost</b>	<b>Reason for not taking forward</b>
Conigree Woods	Drainage Works	£17,500	N/A
Lower Road Trading Estate	Delivery of TRO	£ 3,000	N/A
Lower Road Trading Estate	Resurfacing	£65,517.80	N/A
Woodleigh Road	New reinstatement of one-way	£10,000	N/A
Little Marcle Road	Drainage Works	£44,000	N/A
Little Marcle Road S	Barrier	£25,000	N/A
Maesfield Avenue, Queens Court, Belle Orchard/Belle Orchard Close	TRO Residents Parking	£ 5,000	N/A
Biddulph Way	Resurfacing from 1438 -Spring Grove	N/A	Insufficient budget
The Homend & Robinsons Meadow	Drainage works - Change surface and drainage on PROW	N/A	Unable to carry out as due to costs it would be design only and consider money could be better spent elsewhere
Barnett Avenue, Queensway, and Margaret Road	Resurfacing	N/A	Insufficient budget

### **Recommendation**

Members are requested to receive the information above and approve the remaining list of works to be undertaken via the Market Town Fund in 2023/24 to enable these to proceed via the 2023/24 Market Town Fund.

<b>FULL COUNCIL</b>	<b>28 SEPTEMBER 2023</b>	<b>AGENDA ITEM: 21</b>
---------------------	--------------------------	------------------------

Report prepared by Angela Price – Town Clerk

## **RESTORATION OF THE WAR MEMORIAL SUGGESTION**

### **Purpose of Report**

The purpose of this report is to ask Members to give consideration to a request received from Jennifer Harrison in respect of the War Memorial.

### Detailed Information

The following request has been received from Jennifer Harrison:

*Could a suggestion be put to the Council that the restoration of the War Memorial be acknowledged before the Armistice service takes place on Saturday 11 November and the Remembrance Sunday service on Sunday 12 November? The suggestion is that this be a very short civic occasion led by the Rector of Ledbury, the Revd Keith Hilton-Turvey and the RBL Chaplain, Revd Bill Mackenzie with a civic presence of the Mayor and councillors. This could take place on the morning of Saturday, 11th November before the Armistice service at 10.55, but separate from that service led by the RBL. This is merely a suggestion and no discussions have taken place as to the appropriateness of the occasion, or its content.”*

It should be noted that currently it is anticipated that the works to the War Memorial will be completed on scheduled by the end of October 2023.

### **Recommendation**

Members are requested to give consideration to the request received from Jennifer Harrison.



<b>FULL COUNCIL</b>	<b>28 SEPTEMBER 2023</b>	<b>AGENDA ITEM: 22</b>
---------------------	--------------------------	------------------------

Report prepared by Angela Price – Town Clerk

**REQUEST FOR COUNCIL REPRESENTATION AT A PUBLIC MEETING TO DISCUSS  
“HOW CAN WE SOLVE HOUSING PROBLEMS”**

**Purpose of Report**

The purpose of this report is to make Members aware of correspondence received from Jonathan Browning, a member of the North Herefordshire Labour Exec Committee, inviting members of Ledbury Town Council to attend a discussion to be held on 19 October 2023.

**Detailed Information**

Jonathan Browning contacted Councillor Furlonger advising that the North Herefordshire Labour Exec Committee will be holding a public discussion on “How can we solve housing problems”.

In his initial email Mr Browning had advised that they would appreciate input and attendance by Ledbury Town Councillors, perhaps with one on the panel itself.

Councillor Furlonger forwarded the email to the Clerk, who spoke with Mr Browning to advise that it would be difficult for a member of Ledbury Town Council to sit on the panel and answer questions as they would need to be mandated by the Council as to what they could or couldn't say if they were to attend on behalf of the Council. The Clerk pointed out that unless they had sight of the questions ahead of the event and there was sufficient time for these to be considered ahead of the meeting and a mandate given to anyone appointed to attend and represent the council it would be impossible for a representative to attend.

Mr Browning asked whether there was anyone that the Clerk could recommend that could sit on the panel who had knowledge on the Ledbury NDP, and whilst the Clerk reiterated the fact that it would be difficult for a Councillor to attend in this capacity without a mandate, Mr Browning suggested that he would send a further email, the content of which is below:

*October 19 the North Herefordshire Labour Party is inviting people to hold a discussion on the challenges reference home ownership in the Ledbury area. Nonpolitical.*

*Simply, we would like to invite anyone relevant from Ledbury Town Council (elected of local gov, civ servant or other) who can speak from a position of knowledge about the challenges facing home ownership in Ledbury, rural aspects of that, issues pertaining to service provision in a town with an increasing population.*

*Non-political. Only on the area/issues the person feels able to speak to, on the panel.*

*I'm confirming tonight who else will be present on the panel.*

*Other councillors and colleagues are welcome to attend as a guest among people generally attending. Not on the panel."*

Officer advice to Member would be that as stated above if a Councillor were to attend this meeting for the purpose of participating on behalf of Ledbury Town Council they should be mandated on what they can and cannot say and to enable this they would need sight of the questions in advance and an extraordinary meeting of Council would need to be convened to agree what the mandate should be.

However, it is unlikely that the questions could be provided well enough in advance for an extraordinary meeting of council to be called within the constraints of statutory requirements, and there is no guarantee that they would not be called upon at the meeting to respond to a question from the floor that had not previously been considered and a response mandated.

### **Recommendation**

That Members consider the request from Mr Browning for a Member of Ledbury Town Council to attend as a panel member at the public meeting, noting that if they agree for a Councillor to attend and represent Ledbury Town Council they should be provided with a mandate, subject to sight of the questions in advance in sufficient time to call an extraordinary meeting.