



LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES, CHURCH STREET, LEDBURY

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24 March 2023

Dear Councillor

You are summoned to attend a meeting of **LEDBURY TOWN COUNCIL** to be held on Thursday, 30 March 2023 at 7.00 pm in the Burgage Hall, Church Lane, Ledbury for the purpose of transacting the business shown in the agenda below.

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. **To receive and note the Nolan Principles (Standing Item)**
(Page 3941)

4. **To approve and sign the minutes of extraordinary meetings of Council held on 2 and 9 March 2023** (Pages 3942-3946)

5. **Herefordshire Councillors' Reports** (Pages 3947-3948)

To receive reports from Ledbury Ward Members:

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

6. **Mayors Communications** (Page 3949)

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** (Page 3950-3951)

Motion received from Councillor Hughes:

To receive and note the contents of the report from the Internal Auditor in respect of matters relating to the repair and renovations on the Town Memorial in 2020

MINUTES

9. **To receive and note the minutes of a meeting of the Resources Committee held on 2 March 2023 and to give consideration to any recommendations therein** (Pages 3952-3954)

10. **To receive and note the minutes of meetings of the Planning, Economy & Tourism Committee held on 9 February and 9 March 2023 and to give consideration to any recommendations therein** (Pages 3955-3968)

11. **To receive and note the minutes of a meeting of the Environment & Leisure Committee held on 16 March 2023 and to give consideration to any recommendations therein** (Pages 3969-3979)

12. **To receive and note the minutes of a meeting of the Finance, Policy & General Purposes Committee held on 30 March 2023 and to give consideration to any recommendations therein** (To Follow)

FINANCE

13. To receive invoices for payment (March final) (To follow)
14. Market Towns Funding 2023/24 (Pages 3980-3981)
15. To receive and note information in respect of Capital Hubs Project Funding Scheme (Pages 3982-3997)

GENERAL

16. Outside Bodies Reports (If any) (Pages 3998-4013)
- i. To consider Ledbury Town Council representation on the John Masefield Society
 - ii. Minutes of a meeting of the Ledbury Carnival Association held on 11 January and 8 February 2023
 - iii. Minutes of a meeting of the Ledbury Strömstad Twinning Association held on 27 September 2022
17. Enquiry received from Mr Christopher Scott (Pages 4014-4015)
18. Local Policing Charter (Pages 4016-4034)
19. Date of next meeting

To note that the next meeting of Full Council will be the Annual Meeting scheduled for 11 May 2023

20. Exclusion of Press and Public

In accordance with Section 12(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 are excluded from the remainder of the meeting

21. Citizen of the Year Awards (Pages 4035-4038)
22. Youth Awards (None received)

Distribution: - Full agenda reports to all Councillors (15)
Plus file copy

Agenda reports excluding Confidential items to:
Local Press (2)
Library (1)
Police (1)
Councillor l'Anson (1)

LEDBURY TOWN COUNCIL

The Seven Principles of Public Life

(Nolan Principles)

1. Selflessness

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

2. Integrity

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

3. Objectivity

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

4. Accountability

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

5. Openness

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

6. Honesty

Holders of public office should be truthful.

7. Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

**LEDBURY TOWN COUNCIL
MINUTES OF AN EXTRAORDINARY MEETING OF FULL COUNCIL
HELD ON 2 MARCH 2023**

PRESENT: Councillors Chowns, Eakin, Howells (Chair), Hughes, Morris, Shields, Sims, and Sinclair.

ALSO PRESENT: Angela Price – Town Clerk
Charlotte Bartrop – Minute Taker
5 Members of the public

C696 APOLOGIES

Apologies were received from Councillors Bradford and Whattler

C697 DECLARATIONS OF INTERESTS

No declarations of interest were received.

C698 TO APPROVE AND SIGN THE MINUTES OF AN EXTRAORDINARY MEETING OF COUNCIL HELD ON 9 FEBRUARY 2023

RESOLVED:

That the minutes of an Extraordinary Meeting of Full Council held on 9 February 2023 be received and noted as a correct record

C699 TO CONSIDER QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC IN ACCORDANCE WITH THE PROVISIONS OF STANDING ORDERS 3(E) AND 3(F)

Rob Yeoman, a LYAS Trustee, but speaking as an individual and not as a Trustee spoke about the options for a temporary Youth Centre in the form of a cabin.

He stated that whilst LYAS are attempting to secure new premises a temporary solution could be a cabin which could be placed on the Ledbury Town Council land next to the car park at the Recreation Ground.

He advised that there are two main options when considering this, a small cabin which would be the best fit in terms of size, 32ft x 10ft, which would have heating, lighting and handwash facilities (£7,000 plus installation costs and services). There is also the option for a larger cabin which would allow more activities, being 40ft x 16ft, which would increase costs and would involve looking at a different site as this would not fit on the available land.

Mr Yeoman stated that one of these cabins could be purchased in order to make the best use of the money available.

C700 TO GIVE CONSIDERATION TO RECOMMENDATIONS ON PROJECTS THAT THE REMAINING £9,180.55 OF THE GREAT PLACES TO VISIT FUND COULD BE SPENT

1. Installation of the two information boards purchased for Dog Hill Woods - these were paid for by GPV funding, but due to staff sickness and unavailability they have not been installed to date. – no cost available
2. New rubbish bins at the recreation ground, and dog poo bins for Dog Hill Woods
Litter bins £309.00 plus VAT each Total for two bins = £618.00 plus VAT
Dog Poo Bins £165.00 plus VAT each Total for three bins = £495.00 plus VAT
3. New gate at Dog Hill Woods at the Green Lane entrance – £82.88 plus VAT and fittings
4. 2 x Replacement cradle swings for recreation ground - Total £374.88 (inc. VAT)
5. Flood lighting at the basketball court at the recreation ground (this may not be possible in the timescale given) no cost available.
6. Possible temporary structure for use as a Youth facility to be located at the recreation ground – cost without kitchen and WC – circa £6,000 with kitchen and WC fitted circa £8995.00 (as per information previously provided by Councillor Bradford) – it should be noted that there is some considerable opposition to this from LYAS.
7. Possible signage for the TIC – further details to be provided at the meeting.

RESOLVED:

1. That items 1, 2, 3, 4 and 7 from the above list be funded from the remaining Great Places to Visit
2. That item 6 should be considered under S106 funding as a longer-term project requiring infrastructure works.
3. That item 5 would not be possible within the timeframe.
4. That the Clerk investigate the cost of a towbar and trailer for use by the Groundsman to assist with the moving around of the Weeding Machine which was previously purchased via the Great Places to Visit Fund, and that this be purchased subject to it meeting the criteria of the Great Places to Visit fund.
5. That contractors be hired, in consultation with Sustainable Ledbury, to carry out works to improve the Town Trail and Riverside walk, in

particular the Japanese Knotweed which is present on the mid-section of the Riverside Walk.

C701 TO CONSIDER POSSIBLE FEASIBILITY STUDY PROJECT THAT COULD BE PUT FORWARD FOR A SHARE OF THE UK SHARED PROSPERITY FUND

RESOLVED:

That a bid for funding be submitted to Herefordshire Council in respect of undertaking Feasibility Studies for three projects, namely:

- 1. Better access, with particular emphasis on disabled passenger access, to the Northbound Platform at Ledbury Railway Station.**
- 2. Renovation of the Community Centre including the possible addition of a second storey.**
- 3. Conversion of the Town Council offices to include a Tourist Information Centre within the Reception area.**

C702 TO GIVE CONSIDERATION TO QUOTES RECEIVED IN RESPECT OF REQUIRED TREES WORKS AT DOG HILL WOODS

RESOLVED:

That members agreed to engage company 1, Option 1A, to carry out the Tree Works at Dog Hill Woods subject to receipt of all necessary documentation, including risk assessments, method statement, workers qualifications and IDs.

C703 DATE OF NEXT MEETING

To note that the next meeting of Full Council is scheduled for 30 March 2023 at 7.00 pm in the Burgage Hall with an Extraordinary Full Council meeting to be called on Thursday 9 March at 6.00pm.

The meeting ended at 7.00pm

Signed **Date**
(Town Mayor)

**LEDBURY TOWN COUNCIL
MINUTES OF AN EXTRAORDINARY MEETING OF FULL COUNCIL
HELD ON 9 MARCH 2023**

PRESENT: Councillors Bannister, Howells (Chair), Hughes, Morris, Shields & Whattler.

ALSO PRESENT: Angela Price – Town Clerk
Sophie Jarvis – Minute Taker
Councillor l'Anson

C704 APOLOGIES

Apologies for absence were received from Councillors Manns and Sims.

C705 DECLARATIONS OF INTERESTS

No declarations of interest were received.

C706 TO CONSIDER QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC IN ACCORDANCE WITH THE PROVISIONS OF STANDING ORDERS 3(E) AND 3 (F)

RESOLVED:

No questions/comments from members of the public were made.

C707 TO APPROVE AND SIGN THE MINUTES OF AN EXTRAORDINARY MEETING OF COUNCIL HELD ON 04 MARCH 2023

RESOLVED:

That the minutes of a meeting of the Full Council be deferred to the next Full Council meeting scheduled for Thursday, 30 March 2023.

C708 LEDBURY NEIGHBOURHOOD DEVELOPMENT PLAN

1. To receive and note the Examiner's Report.

Members received and noted the Examiner's Report.

2. To confirm that Ledbury Town Council do not wish to withdraw the NDP prior to the Decision Document being issued by Hereford Council (requirement as part of progression to Referendum)

All members were in favour of Ledbury Town Council not wishing to withdraw the NDP prior to the Decision Document being issued by Hereford Council.

3. Verbal update of actions and timescales to go to referendum and possible adoption date

One member suggested that the verbal update of actions and timescales go to referendum on Thursday, 4th May 2023 at the same time as the general elections. A box to vote for this could be placed on the opposite side of the room with clear signage to clarify what it is. All members were in favour of this.

RESOLVED:

- 1. That the Examiner's Report on Ledbury Neighbourhood Development Plan be received and noted.**
- 2. That Ledbury Town Council do not wish to withdraw the NDP prior to the Decision Document being issued by Hereford Council.**
- 3. That the NDP actions and timescales go to referendum on Thursday, 4 May 2023 with clear signage to state what it is.**

C709 DATE OF NEXT MEETING

To note that the next meeting of Full Council is scheduled for 30 March 2023 at 7.00 pm in the Burgage Hall.

The meeting ended at 6:47pm.

Signed **Date**
(Town Mayor)

Ledbury Town Council meeting Thursday 30th March 2023

Cllr Phillip Howells – Ledbury West Ward Councillor's report

It's been a relatively quiet period for Herefordshire Council since the last LTC Council meeting as preparation for the elections on 4th May take place and the regulatory pre-election period for the council started on 6th March.

Activities have included:

- BBLP Ledbury issues bi-monthly Zoom meeting with the clerk and other Ledbury Ward Councillors, during which work carried out in Ledbury since the last briefing were reviewed and points raised about planned activity
- Chairing the last meeting of the Herefordshire Children and Young People Scrutiny Committee of the current council business year when the SEND strategy and services delivered by the council and its partners were scrutinised in advance of an anticipated Ofsted inspection in the near future
- Attended the Herefordshire Council's Children's Services Improvement Board as a member, when there were, for the first time, promising signs that all the work and money being applied to the improvement plan was beginning to show the required improvements. The Commissioner appointed by the Minister to report on if Herefordshire Council should retain its Children's services in house, recommended that they should be, and this was accepted with a six-month proviso on demonstrable improvement and that the council should work with another authority which was rated highly on its own children's services delivery.
- Attended the last Herefordshire Council meeting of the business year at which no issues of particular note were raised
- As the HC appointed Board Member, took part in a Zoom meeting of the Lower Severn Internal Drainage Board Treasury Sub-Committee meeting, which has been really interesting and informative about how a relatively small authority governed by the same rules as a Parish Council make use of available reserve funds to generate an income

Of note to Councillors is that two of the senior Herefordshire Council Planning Department officers with whom Ledbury Town Council have known and worked with for many years, Kevin Bishop and Kevin Singleton, have retired. So there will be some new planning officers for us to liaise with for the next LTC administration, although it is probable that there are a number of planning officers we have had some dealings with already who could well be promoted internally.

There have been few specific issues that arisen from to my own Ledbury West Ward residents, but when they have the locality steward has been aware and investigated what if anything needed doing about them.

FULL COUNCIL	30 MARCH 2023	AGENDA ITEM: 5(iii)
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WARD COUNCILLOR REPORTS – COUNCILLOR HELEN I'ANSON

World Book Day in Ledbury was a great success

I attended the last Full Council before the forthcoming elections ,and Corporate Parenting Board and Children's Scrutiny committee.

Working to install traffic calming measures on Hawk Rise Estate.

I would like to thank Town Council staff for all their hard work and a special mention to Terry

Hopefully this will not be my last report and there will be many more in the future

Helen I'Anson

Ledbury Town Council meeting Thursday 30th March 2023

Mayor's report by Cllr Phillip Howells. Full details of the Mayor's programme to date for 2022/23 are in the attached spreadsheet. Mayoral engagements since the last council meeting on 2nd February 2023 (12 events) have been:

07/02/2023	Herefordshire's Armed Forces Covenant Partnership Annual Review for 2022 & Breakfast Networking Event
14/02/2023	Mayor's Valentine's Coffee Morning
16/02/2023	The opening of Roger Oates Design Showroom in Tinsmiths Alley
20/02/2023	The Mayor of Ledbury collecting cheque from Ledbury Community Choir
09/03/2023	Deer Park Care Home Marie Curie Fundraiser Event Invitation
12/03/2023	Wychavon District Council Civic Service
12/03/2023	The Mayor of Tewkesbury's Civic Service
14/03/2023	Mayor's Meeting
17/03/2023	Dignitaries' tour of the Bell Tower
19/03/2023	The Mayor of Ross' Civic Service
24/03/2023	Civic Charity Dinner & Dance, Bromsgrove District Council
26/03/2023	Pot & Page official opening of new evenings launch party

The next Mayoral events and to which all Councillors are invited to attend are:

04/04/2023	Mayor's Coffee Morning Easter theme	10.30am - 12.00pm	Ledbury Town Council, Jacobean Room
16/04/2023	The Mayor's Mile	10.30am	The Market House

All in aid of the Mayor's Charity for the Year – Strong Young Minds

Mayor's Consort – Hilary Jones

Mayor's Chaplain – Tony Hodder

LTC Clerk

Subject: FW: War Memorial

From: Kevin Rose
Sent: Wednesday, March 1, 2023 12:13 PM
To: LTC Clerk <clerk@ledburytowncouncil.gov.uk>
Subject: War Memorial

Angie

I have finished reading through all the records that were provided to me during my visit to the council on 6th January 2023. I have also gone through the detailed scope of the report which I was requested to carry out.

Based on the records provided I do not consider it is possible to provide a report in the format that has been requested. In particular I have the following concerns

The outline structure of the report provided does not address the key issue of whether the Council appointed adequate oversight and supervision of the works. I note that Robert Walker, Building Conservation Officer at Herefordshire Council, states in his email of 25th April 2019 "*When looking at the monument, we noted the poor quality of some of the masonry and it occurs to me that you should be satisfied that there is expert supervision of the contract to ensure the best selection of stone and guide the extent and details of the repairs.*" My view, on review of the records available, is that this failure to appoint 'expert supervision' is the root cause of the subsequent failure to successfully deliver the project.

I consider the reference, in the scope, to the Council complying with the Construction Design and Management Orders etc as unhelpful. The Council was clearly not qualified to supervise such a contract.

This failure by the Council to engage professionals to manage the project dates back, at least, to 2013, The War Memorial Trust required the Council to conduct a survey, and this appears to be the extent of the professional advice obtained by the Council.

My view is that the failure of the War Memorial works was a systemic failure by the Council, a failure to put in place adequate, professional, supervision of the project from as early as (at least) 2013, and that all the other matters referred to in the scope of work for the audit review simply stem from this failure.

The Council, through Full Council, the E&L Committee, Working Groups, individual Councillors and various Clerks, attempted to manage a complex project on a very sensitive community asset with a total absence of qualified advice or supervision. This is a case study of how not to deliver such a project.

I am concerned that a report, prepared in the outline structure provided, would not enable this key issue, of systemic failure, to be suitably addressed. I am also concerned that preparing the report in the structure provided could, perhaps, provide the wrong conclusion, that it was individual failings, or failure by specific individuals that caused this problem, rather than it being a systemic failure by the entire Council over a number of years.

I would be grateful if you could pass my this email to Councillors so that they may consider what they wish to do given my comments above.

—
Kevin Rose ACMA

LEDBURY TOWN COUNCIL

**MINUTES OF A MEETING OF THE RESOURCES COMMITTEE
HELD ON 2 MARCH 2023**

PRESENT: Councillors Bannister, Chowns, Howells (Chair), Hughes, and Morris

ALSO PRESENT: Angela Price – Town Clerk
Councillors Shields and Sims

R193. APOLOGIES FOR ABSENCE

None received.

R194. DECLARATIONS OF INTEREST

None received.

**R195. TO APPROVE AS A CORRECT RECORD THE MINUTES OF AN
EXTRAORDINARY MEETING OF THE RESOURCES COMMITTEE
HELD ON 11 JANUARY 2023**

RESOLVED:

That the minutes of the extraordinary meeting of the Resources Committee held on 11 January 2023 be approved and signed as a correct record.

R196. ACTION SHEET

RESOLVED:

That the action sheet be received and noted.

R197. DATE OF NEXT MEETING

RESOLVED:

To note that the date of the next meeting of the Resources will be confirmed at the Annual Council meeting on 11 May 2023, following the Local Council Elections.

R198. EXCLUSION OF PRESS AND PUBLIC

Councillor Morris proposed not to exclude the press and public from the remainder of the meeting. Councillor Bannister seconded this proposal. The Clerk advised that the purpose of the remainder of the agenda was to discuss staffing matters and as such should be discussed in confidential session. She advised that whilst there were no members of

the public present at the time of taking the decision to exclude the press and public from the meeting, this did not mean that someone could walk into the meeting following their decision, which would mean that potentially personnel matters would be discussed in public session. Therefore, Members were advised that to ensure that this does not happen, even if there are no members of the public present at the meeting, they should still take a vote on the exclusion of press and public.

RESOLVED:

That in accordance with Section 12(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 are excluded from the remainder of the meeting.

R199.

STAFF TRAINING

Members were requested to give consideration to a report in respect of staff training, which included:

- Draft Training Policy
- Staff/Councillor Training Matrix
- Consideration of ILM training for two senior managers
- Requests for vocational training from staff

RESOLVED:

1. **That the draft Training Policy be submitted to the Finance, Policy & General Purposes Committee for approval.**
2. **That the staff/councillor training matrix be received and noted, noting that an additional item be added to the "legend" in respect of the "dash" within the matrix, to indicate that this training is not required.**
3.
 - a. **That the Deputy Clerk undertake ILM Level 3 at a cost of £950.00, and that this be paid for from the 2022/23 budget.**
 - b. **That the Clerk undertake ILM Level 5 at a cost of £1950.00 and that this be paid for from the 2023/24 budget.**
4. **That requests for training from junior staff members be agreed subject to funding in 2023/24.**

R200. TOWN MAINTENANCE OPERATIVE POST

Members were requested to give consideration to various options available in respect of filling the Town Maintenance Post.

Members were advised that some of the Afghan Refugees were looking for work and that they had indicated an interest in this role, possibly as a job share. They were also advised that there were potentially two other people who may be interested in the role, one would prefer full time, and it is yet to be establish what hours the other possible candidate would be interested in.

Members agreed that as this post had previously been advertised as a full time role and as a possible contract with know interest, they could proceed with the interested parties without having to advertise further, as they considered they had met the obligations set out in the recruitment policy.

RESOLVED:

1. **That all the potential candidates be invited to attend an interview and that the interview panel be made up of the following:**

**Councillor Howells (Mayor), Councillor Chowns (E & L Chair),
Town Clerk and Deputy Clerk**

2. **That it be established from the interviews whether to make the post full-time or job share.**

R201. OUTCOME OF JOB EVALUATION – POST HOLDER 60

RESOLVED:

That the outcome of the job evaluation of post holder 60 be recommended to Full Council for approval.

The meeting ended at 8.45 pm

Signed

Date

LEDBURY TOWN COUNCIL

**MINUTES OF A MEETING OF AN PLANNING, ECONOMY & TOURISM
COMMITTEE
HELD ON 9 FEBRUARY 2023**

PRESENT: Councillors Bannister, Bradford, Morris (Chair) & Sims.

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

P726. APOLOGIES FOR ABSENCE

Apologies were received from Councillors Howells, Hughes & Manns.

**P727. DECLARATIONS OF INTEREST AND WRITTEN REQUESTS FOR
DISPENSATIONS**

Councillor Morris declared a pecuniary interest in anything relating to the public toilets on Bye Street due to his involvement in Love Ledbury.

P728. PUBLIC PARTICIPATION

RESOLVED:

No members of the public were present.

**P729. TO APPROVE AND SIGN THE MINUTES OF THE PLANNING, ECONOMY
& TOURISM COMMITTEE MEETING HELD ON 12 JANUARY 2023.**

RESOLVED:

That the minutes of the Planning, Economy & Tourism Committee meeting held on 12 January 2023 were accepted and signed as a correct record.

P730. TO REVIEW THE ACTION SHEET

The Clerk gave a verbal update about the action sheet.

P717 – That the Clerk investigate whether the Market Charter could be withdrawn if the Charter Market does not attract more traders on a Tuesday.

The Clerk advised that she had written to NABMA for advice on this but to date had not received a reply and advised that she would chase this.

Members queried if the barriers could be attached to the cones to prevent people from moving these out of the car park spaces by the Market House.

The Clerk clarified that this would not be a problem on a Tuesday as staff are in work but it could be problematic on a Saturday especially with the Groundsman recently being off sick and now on annual leave and not having a current maintenance person. It was suggested that a local litter picker could be approached to ask for help with this. Members also asked if the large 'A board' sign could be utilised to stop people parking in these spaces.

RESOLVED:

- 1. That the action sheet be received and noted.**
- 2. That the barriers be attached to the cones that are placed in the parking spaces next to the Market House to stop people parking in these when the Charter Market is taking place.**
- 3. That the litter picker volunteer be approached to see if this is something he would be willing to help with.**
- 4. In addition to the extra barriers on the cones, the large 'a board' be put out to warn drivers not to park in these spaces on certain days.**

P731. OPENING HOURS OF FOOD VENUES IN LEDBURY

Councillor Sims clarified that Pot & Page opening hours will be changing from 23 March 2023 on a Sunday to closing at 10:00pm.

It was noted that Greggs had not been included on this document and needs to be added.

RESOLVED:

- 1. That the opening hours of food venues in Ledbury report be received and noted.**
- 2. That the opening hours of Pot & Page be updated from 23 March 2023 to closing at 10:00pm.**
- 3. That Greggs be added onto the opening hours of food venues in Ledbury document.**

Members agreed to discuss the notes from the Tourism Task & Finish meeting before discussing the tear off maps as this may impact the decision of whether this is something they would like to produce for the Tourist Information Centre.

P732. NOTES OF THE TOURISM TASK & FINISH MEETING HELD ON 30 JANUARY 2023

Councillor Sims, the Chair of the Tourism Task & Finish Group, gave a verbal update along with these notes.

Transport

1(a) Review signage for car parks including signs at the entrances to the town.

Members discussed better signage for car parks to allow tourists to access these with ease. Members agreed that there were four areas that should be considered for new signs being erected:

1. End of New Street near the Full Pitcher pub
2. Top cross – coming from Malvern
3. Top Cross – coming from The Feathers
4. End of Bromyard Road near Ledbury Train Station

1(b) Consider ways to avoid drivers getting parking tickets on market days when the 'market' spaces are not being used.

As discussed previously, members have asked if Council staff can place the barriers over the cones when blocking the car park spaces next to the Market House. Also, if the large 'A board' could be used to warn people not to park there on Charter Market days.

Facilities

3(a) Encourage Love Ledbury to put forward plans as soon as possible for the public toilets on Bye Street.

Councillor Morris had declared an interest in this item due to his involvement in Love Ledbury.

Members instructed the Clerk to contact Councillor Harvey to receive an update on the public toilets located on Bye Street. Members suggested that it would be wise to form a partnership with Love Ledbury to enable these toilets to be open to the public. Members also stated that they need a concrete proposal from Love Ledbury asking what they need from Ledbury Town Council to help open these toilets.

3(b) Advise on signage after the meeting scheduled with Balfour Beatty

It was agreed that this had already been discussed earlier in the meeting.

Tourist Information Centre (TIC)

4(a) Investigate options for producing a pocket-sized map of the town.

Members suggested that quotes should be investigated for producing a pocket-sized map of the town including every business in town on it. One member also suggested to included details of the local doctors/hospital on this map. These could be kept in a waterproof holder outside the Tourist Information Centre for people to help themselves to during closing hours. It was suggested that companies who offer this service could be contacted to attend the next Tourism Task & Finish meeting.

- 4(b) Consider selling goods through the TIC which are Ledbury specific, high-end arts and crafts which are poetry themed and produced locally.**

This decision will be made subject to further discussion at Full Council on how the TIC will operate.

In the meantime, members asked to view items that were sold in the painted room at the next Planning, Economy & Tourism committee meeting.

- 4(c) In considering hours of opening the TIC, recognise that Saturday is a key day all the year round.**

This decision will be made subject to further discussion at Full Council on how the TIC will operate.

RESOLVED:

- 1. That the review for better signage for car parks in Ledbury be referred to the Traffic Management Working Party.**
- 2. That the Clerk contact Love Ledbury asking them for a concrete proposal of what it is they need from Ledbury Town Council to help operate the public toilets on Bye Street.**
- 3. That quotes for pocket-sized maps be investigated for the TIC to include all businesses in Ledbury on and the local doctors/hospital.**

P733. TEAR OFF MAPS FOR TIC

RESOLVED:

After discussing the notes from the Tourism Task & Finish meeting members were all in favour of delaying the decision on tear off maps for the Tourist Information Centre.

P734. PLANNING CONSULTATIONS

9.1 Planning Application No. 224249

Proposed change of use from Commercial (Class E) to Residential (Class C3) – Commercial Unit, Part of 24 High Street, Ledbury, Herefordshire, HR8 1DS

RESOLVED:

No objection.

9.2 Planning Application No. 230170

Proposed change of use from ground floor offices to self-contained two bed apartment – Lanark House, 17 New Street, Ledbury, Herefordshire, HR8 2DX

Members discussed that this planning application should be objected to on the grounds of it being in a conservation area, and not in keeping with the historic look of that area, noting that they believe it will diminish the shops in Ledbury which is included in the Neighbourhood Development Plan. A vote took place to object to this planning application, 3 members voted for and 1 voted against.

RESOLVED:

Objection on the following grounds.

- 1. The property is in a conservation area.**
- 2. The changes proposed are not in keeping with the historic look of the town.**
- 3. Change of use from a business premises to a residential property will diminish the shops in Ledbury and will go against the policies in the Neighbourhood Development Plan.**

9.3 Planning Application No. 230172

LISTED BUILDING CONSENT - Proposed change of use from ground floor offices to self-contained two bed apartment – Lanark House, 17 New Street, Ledbury, Herefordshire, HR8 2DX

RESOLVED:

Objection as stated above.

9.4 Planning Application No. 222107

Approval of reserved matters relating to layout, scale, external appearance and landscaping (pursuant to outline planning

permission appeal ref: APP/W1850/20/3244410 and LPA ref. 171532) for 230 dwellings with associated drainage, highways infrastructure (internal roads, footways, footpath/cycleway and spine road) and play area (Phase 1) – Land North of viaduct, adjoining Orchard Business Park, Ledbury, Herefordshire,

Members agreed that this planning application should be objected to on the grounds outlined by Herefordshire Council, and the many other organisations. Councillor Bannister volunteered to put a document together with a list of bullet points of why Ledbury Town Council is objecting to this planning application, this will be sent to members to approve before making comment on the planning portal.

RESOLVED:

Objection

P735. TABLED APPLICATIONS

Planning Application No. 230103

Proposed variation of condition 2 of planning permission 200066 (Demolition of retail building (A1) and erection of production building (B2)) - additional of HGV yard, 1 loading bay to be added, 3 loading bays to be removed and parking spaces to be consolidated to the south of the extension.

RESOLVED:

No objection.

P736. PLANNING DECISIONS

Members discussed planning application no. 223555 – Listed Building Consent. Proposed internal alterations and external chimney flue – Y Pass Fish and Chip Shop, The Homend, Ledbury, Herefordshire, HR8 1BN. Members could not understand why this application had been refused by Herefordshire Council. The Clerk was asked to email the planning department and ask why this application had been refused. Councillor Morris offered to approach the owners to offer assistance in any amended application.

RESOLVED:

- 1. That the Planning Decisions document be received and noted.**
- 2. That the Clerk email Herefordshire Council's Planning Department to query why planning application no. 223555 was refused.**

P737. NOTES OF A MEETING BETWEEN VISTRY HOMES AND RESIDENTS OF SPRING GROVE, JUBILEE CLOSE AND SHEPARDS CLOSE

RESOLVED:

That the notes of the meeting between Vistry Homes and residents of Spring Grove, Jubilee Close and Shepard's Close be received and noted.

P738. SECTION 106 (STANDING ORDER)

- a. Notification of Section 106 Payments received by Herefordshire Council**
- b. S106 Funding for Ledbury as of 22 November 2023**

RESOLVED:

That the Section 106 updates be received and noted.

P739. DATE OF NEXT MEETING

To note that the date of the next meeting of the Economy, Planning & Tourism Committee is scheduled for 9 March 2023.

The meeting ended at 8:23pm.

Signed Dated
(Chair)

LEDBURY TOWN COUNCIL

**MINUTES OF A MEETING OF AN PLANNING, ECONOMY & TOURISM
COMMITTEE
HELD ON 9 MARCH 2023**

PRESENT: Councillors Bannister, Bradford, Howells, Hughes, Morris (Chair), and Shields

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

P740. APOLOGIES FOR ABSENCE

Apologies were received from Councillors Manns and Sims.

P741. DECLARATIONS OF INTEREST AND WRITTEN REQUESTS FOR DISPENSATIONS

RESOLVED:

No declarations of interest were received.

P742. PUBLIC PARTICIPATION

RESOLVED:

No members of the public were present.

P743. TO APPROVE AND SIGN THE MINUTES OF THE PLANNING, ECONOMY & TOURISM COMMITTEE MEETING HELD ON 09 FEBRUARY 2023.

RESOLVED:

That the minutes of the Planning, Economy & Tourism Committee held on 9 February 2023 be approved and signed as a correct record.

P744. TO REVIEW THE ACTION SHEET

The Clerk gave the following updates on the outstanding actions on the action sheet.

P730(3) – That the litter picker volunteer be approached to see if they would be interested in helping with the market on Tuesday and Saturday.

The Clerk informed members that this had been completed and that the litter picker volunteer had said he would rather have for a full-time job than a part-time one. As a result of this outcome, they have been given a Town Maintenance job application form to complete and return.

P732 – That the decision on the tear off maps be delayed.

This action is no longer being pursued.

P736(2) – That the Clerk email Herefordshire Council planning department to query why planning application no. 223555 had been refused – Y Pass Fish & Chip Shop

The Clerk informed members that she had received a response from Herefordshire Council to say that this application had been refused because of the lack of information and paperwork.

Members agreed that they would like to show support by helping Y Pass Fish & Chip Shop with this application. Councillor Morris has already approached them once to help but will do so again to offer some more help.

RESOLVED:

That the contents of the action sheet be received and noted.

P745. OUTCOME OF ENQUIRY IN RELATION TO CHARTER MARKETS STATUS

Members stated that it was good to see a new fruit & vegetable trader at the Charter Market every Tuesday.

RESOLVED:

That the information received by NABMA noting that the Charter Market rights remain in the ownership of Ledbury Town Council until such time they decide to no longer hold this, was received and noted.

P746. PLANNING CONSUTATIONS

i. Planning Application No. 230319

Proposed detached garage/workshop in rear garden of semi-detached dwelling – 5 Staplow Cottages, Staplow, Ledbury, Herefordshire, HR8 1NP

RESOLVED:

No objection.

ii. Planning Application No. 230401

T1 Leylandii Elwoodii, tree is brown on garden facing side due to lack of light in lower canopy, very close to garden wall and may cause issue in the near future – remove. T2 Golden conifer, tree takes up more garden than required, starting to cause damage to fence – remove. T3 Cherry tree, growing next to neighbours roof

**and trunk will be touching it in the next couple of years – remove –
2 Church Street, Ledbury, Herefordshire, HR8 1DH**

RESOLVED:

No objection.

iii. Planning Application No. 230334

**Proposed extension to an existing slurry store – Woodfield Farm,
Ledbury, Herefordshire, HR8 2JB**

RESOLVED:

No objection.

iv. Planning Application No. 230608

**T1 Mixed hedge – remove Elder and trim hedge - Rose Cottage Belle
Orchard Ledbury Herefordshire HR8 1DD**

RESOLVED:

No objection.

v. Planning Application No. 223516

**Application for Technical Details Consent for a development of 5
dwellings - Old Kennels Farm Bromyard Road Ledbury
Herefordshire HR8 1LG**

Members noted that the AONB had made no objections on this planning application. it was suggested that the NDP should be referenced in respect of particular policies that may relate to this application. Councillor Howells agreed that he would provide the Clerk with the Policy details for inclusion in a response in respect of the application. However, if this application meets the criteria laid out within the NDP document then there will be no objections.

RESOLVED:

1. That Councillor Howells will provide the relevant NDP Policies to the Clerk for use in responding to this application.

2. If the application meets the NDP Policies the Clerk is instructed to provide a response of no objection.

vi. Planning Application No. 220783

Little Bush Pitch Traveller Site – retrospective permission – a decision has been made to refer this to the planning committee at Hereford Council. Members noted that there had been no changes to the proposal since the consultation. Notwithstanding the use of the building, concern was expressed that it was not in accord with the approved plan. Hereford Council Officers had confirmed that the dimensions of the building tally with approved elevations, though the footprint on the plan was wrong. Furthermore, concern was expressed that the previous permission remains extant and includes an occupancy condition for travellers. Part of the current proposal is to “give up” that permission.

Members noted that both Councillor Harvey and Councillor Howells had produced good reports as Ward Councillors on this planning application. Councillor Howells informed members that he would attend the next Hereford Planning meeting taking place on Wednesday, 15 March 2023 to voice the general opinion of this Council and mention points from both reports regarding this application. All members were in favour of this.

RESOLVED:

Objection on the grounds sited within the Ward Councillor reports

P747. TABLED APPLICATIONS

Planning Application No. 230543

Demolition of existing garage and outbuilding and erection of replacement attached garage - Elmscroft New Street Ledbury Herefordshire HR8 2EE

RESOLVED:

Members requested an extension on this application due to it being received on the same day as the Planning meeting and therefore not been available to view on Herefordshire Council’s website.

P748. PLANNING DECISIONS

RESOLVED:

That the planning decisions document be received and noted.

P749. MEETING WITH BLOOR DEVELOPMENTS

Members were informed that Councillor Howells and Hughes attended the meeting with Bloor Developments and Councillor Howells gave a verbal update on the outcomes of this meeting:

- Bloor Developments are ensuring that they are protecting the viaduct site and that this can be viewed throughout the new footpath that will be put in place.
- This development will commence toward the end of 2023 – date TBC.
- Benches will be put in place along the canal pathway.
- Drop kerbs will be implemented where possible.
- The houses will be in a position where major floodings should not affect them.
- Suitable trees and vegetation will be planted throughout the site.
- There will be a play area for residents and there will be a management plan to obtain this area.
- Bloor Developments had completed a major research project to try and match the architecture in Ledbury to these new builds as much as possible.

Members discussed having a bus service which could access this new housing site and believed that there should be sufficient bus bays and turning areas for buses to get through this site, should a bus contractor wish to provide a service

Members also suggested that the public need to be made aware of the canal that they are planning of putting in place and that they should be informed that it will be fully functional.

Members discussed that the security of the new footpaths and agreed that this should be investigated and checked with the safer neighbourhood team of West Mercia Police to establish whether the paths will be safe in the winter/dark. It was also requested that the lighting for these paths should be environmentally friendly to help reduce light pollution.

P750. KEEPING CONSISTENCY WHEN CONSIDERING PLANNING APPLICATIONS

RESOLVED:

To note that the Clerk has asked for this to be an item on the agenda at the next Town Clerk's meeting.

P751. PUBLIC PATH DIVERSION ORDER – FOOTPATH ZB1 (PART) LEDBURY

RESOLVED:

That the Public Path Diversion Order – Footpath ZB1 was received and noted.

P752. SECTION 106 (STANDING ITEM)

RESOLVED:

That the Section 106 item was received and noted.

P753. NEIGHBOURHOOD DEVELOPMENT PLAN (NDP)

RESOLVED:

That the Neighbourhood Development Plan update was received and noted.

P754. WITHDRAWAL OF LONDON TRAINS FROM HEREFORD

RESOLVED:

That the Clerk write a letter to Sir Bill Wiggin MP similar to those from Mr Davies and Colwall Parish Council to support the comments in which they have made regarding the withdrawal of London trains from Hereford.

P755. DATE OF NEXT MEETING

To note that the date of the next meeting of the Economy, Planning & Tourism Committee is scheduled for 13 April 2023.

P756. EXCLUSION OF PRESS AND PUBLIC

RESOLVED:

That in accordance with Section 12(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 are excluded from the remainder of the meeting.

P757. POSSIBLE USE OF CATENARY WIRES IN HOMEND FOR ADVERTISING BANNERS

Members were advised that if they wanted to go ahead with purchasing banners for advertising in the Homend it would not be possible to fund this via The Great Places to Visit fund, due to timescales and funds. However, the Clerk advised that it may be possible to fund this from the Tourism budget line within the 2023/24 budget.

Members agreed that this style of banners may not be appropriate as stated by the Highways team at Herefordshire Council and that it would be a good idea to investigate banners that can be attached to lamp posts instead. It was stated that this option had been investigated previously with substantial research being undertaken. Members suggested that this information and proposal previously made should be located and brought back to the next meeting.

Members also suggested that 2 more prices from other companies should be received to stay in line with the usual procedure of receiving 3 quotes.

Councillor Bradford left the meeting at 8:13pm.

One member suggested that the Poetry Festival should be approached to see what company they have used to purchase their banners from in the past.

All members were in favour of these suggestions.

RESOLVED:

- 1. That the proposal made at a previous meeting about the use of advertising banners on lampposts be found and revisited at the next meeting.**
- 2. That 2 more quotes be received for the possible use of catenary wires in Homend for advertising banners.**

The meeting ended at 8:14pm.

Signed Dated
(Chair)

LEDBURY TOWN COUNCIL

MINUTES OF A MEETING OF THE ENVIRONMENT AND LEISURE COMMITTEE
HELD ON
16 MARCH 2023

PRESENT: Councillors Beddoes-Davis, Bradford, Chowns (Chair), Shields, Sinclair and Whattler

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

E346 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Auburn and Sims.

E347 DECLARATIONS OF INTEREST

Councillor Sinclair declared an interest in the Market House Roof Tender item due to him providing details of roofing company to Ledbury Town Council. He stated that he would abstain from any conversations on this matter.

E348 THE NOLAN PRINCIPLES

RESOLVED:

That the Nolan Principles be received and noted.

E349 PUBLIC PARTICIPATION

Members considered that the wording that was read out needed amending as it gave reference to Zoom meetings which took place during Covid and considered that this wording should now be reviewed and amended.

RESOLVED:

No members of the public were present.

That the wording noted on the Agenda be reviewed and amended.

E350 TO APPROVE AND SIGN THE MINUTES OF THE ENVIRONMENT & LEISURE COMMITTEE MEETING HELD ON THURSDAY, 19 JANUARY 2023

RESOLVED:

That the minutes of the Environment & Leisure Committee meeting held on Thursday, 19 January 2023 be approved and signed as a correct record.

E351 TO REVIEW ACTION SHEETS

The Deputy Clerk gave a verbal update on the action sheet.

RESOLVED:

That the action sheet be received and noted.

E352 REPRESENTATION FROM LEDBURY POLICE

The Chair read out an email received from the Police sending their apologies to members of the committee. This email advised that the Police had been advised by their supervisors that it would not be appropriate for them to attend the meeting and offer their opinions on the temporary container at the Recreation Ground. However, it did state that they believe some kind of permanent youth centre with activities would be very beneficial to the local community and that whatever is decided they will work alongside the Council.

Members expressed their disappointed in this outcome and felt let down as in previous years there had quite often been a police presence at Environment & Leisure Committee meetings. Members agreed that the Chair should respond to the police expressing their thoughts on this matter.

RESOLVED:

That the Chair write to the Police expressing how members feel about not having a police presence at these committee meetings.

E353 CEMETERY

- i. That in accordance with Standing Order 23(a), authority be given for the Deeds of Exclusive Right of Burial 740 to be signed, granting the exclusive right of burial to those named on the interment form.
- ii. That in accordance with Standing Order 23(a), authority be given for the Deeds of Exclusive Right of Burial 739 to be signed, granting the transfer of the exclusive right of burial to those named on each transfer request.

RESOLVED:

1. **That authorisation be given for the signing of the Deeds for Exclusive Right of Burial 740 granting the exclusive right of burial to those named on the interment form.**
2. **That authorisation be given for the signing of the Deeds for Exclusive Right of Burial 739 granting the transfer of the exclusive right of burial to those named on the interment form.**

E354 RECREATION GROUND

a. Youth Cabins

Members discussed the possibility of having of unit for use as a youth cabin being sited at the Recreation Ground. It was noted that there may be other locations which could also be suitable for a youth club such as Busy Bees Nursery, the old Boxing Club or a property that had recently become available on the trading estate, which used to be a nursery. Members suggested that these properties could be more suitable as facilities such as water and electricity were already in place at these locations. Members agreed that it would be good to use the Section 106 funding for this project and Herefordshire Council should be contacted to ask for their support as well as considering the Youth Grant Scheme.

Members viewed the second-hand refurbished units in the report and concluded that these units may be too small once the appropriate facilities had been put in, i.e., two toilets and a kitchen area. All members were in favour of this item being deferred to the next meeting to allow further investigation regarding HC contribution, availability of utility services, planning etc, as well as costs for possibly a 40' container.

RESOLVED:

That the 'Youth Cabin' idea be deferred until the next Environment & Leisure meeting so allowing more time for further investigation.

b. Sports & Play Consulting

Members were asked to consider whether the appointment of Sports and Play Consulting should be commissioned now to progress with the new piece of children's play equipment or whether to proceed independently with this project.

All members were in favour of Sports and Play Consulting not being appointed just yet but suggested that a letter should be sent to them to request clarification on their expertise and how they would be able to help the Council specifically. It was appreciated that whilst a consultation had taken place last year resulting in a particular piece of children's equipment, Members considered that this feedback should be shared with Sports and Play Consulting to see if they could advise on a better solution. Members agreed to defer this item until the new Council administration was in place and then progress matters.

RESOLVED:

- 1. That Sports and Play Consulting is not appointed now, but that they are asked to set out their expertise and allow them the opportunity to provide alternative proposals that may be more appropriate, to those obtained through the last consultation process, in respect of the play equipment consulted on in 2022.**

2. That the response from Play Consulting be submitted to the next meeting of the Environment & Leisure committee for the new administration to review.

E355 OCTOBER FUNFAIR

All members agreed that there needed to be action on this matter after the issues that arose during the October Funfair 2022. After discussion, Members proposed that a Service Level Agreement should be drawn up in order that this can be discussed with the Rogers Family.

RESOLVED:

That members of the Environment & Leisure Committee instruct officers to meet with the October Funfair organisers to discuss the issues and concerns noted at the 2022 October Funfair.

RECOMMENDATION

That a recommendation be made to Full Council that officers contact the Council's Solicitors in respect of drawing up a Service Level Agreement between the Town Council and the Rogers Funfair in advance of the October 2023 Funfair setting out the responsibilities for both parties.

E356 BYE STREET PUBLIC TOILETS

Members expressed their concern on the lack of knowledge of the 'Love Ledbury' charity. It was suggested that their charity number be investigated and whether they still hold the contract to the Bye Street public toilets.

Members suggested that these toilets should also be managed by Herefordshire Council as well as those in Church Lane and Herefordshire Council should be contacted to see what can be done to enable these toilets to be re-opened in time for the Coronation event.

RESOLVED:

1. That the 'Love Ledbury' charity be investigated and find out if they still hold the contract to the Bye Street public toilets.
2. That Herefordshire Council be contacted to enquire if they could take on full ownership of the public toilets in Bye Street as it would be most beneficial to have these toilets open in time for the Coronation event.
3. That it be investigated on how best the toilets can be run effectively, possibly by disabling the high security locks.

E357 MARKET HOUSE ROOF TENDER

Councillor Sinclair declared an interest in this item and informed members that he would not take part in any debate or vote on this matter.

The Deputy Clerk informed members that despite eight companies being contacted for the Market House Roof Tender, only one submission had been received. Members suggested contacting the company who carried out the works on the new roof of the Market House some ten years ago. Members agreed that this process should not be rushed unless this matter is causing significant damage or concern to the Market House as the most appropriate company should be commissioned to undertake the works. Members voted to repeat the tender process to allow more time for companies to respond. Five members voted for and one abstained.

RESOLVED:

- 1. That the company who carried out the works of the new roof on the Market House circa ten years ago be identified and asked if they would be interested in submitting in a tender.**
- 2. Officers repeat the tender process with a start date no earlier than June 2023.**

E358 HEREFORDSHIRE COUNCIL TREE PLANTING

Members discussed the trees that had been planted by Herefordshire Council on Biddulph Way. They noted that it seemed like an unsafe idea as it was causing obstruction to drivers when at this junction. Members also noted that the CCTV camera in the Walled Garden is already obstructed by one tree and planting two more there seemed unreasonable. All members were in favour of contacting Herefordshire Council to query why some of these trees had been planted after having discussions with Councillors that these locations seemed unreasonable and to also question the decision behind the choice of tree.

RESOLVED:

That Herefordshire Council be contacted to reconsider the sites of the trees planted at Biddulph Way and the two planted in the Walled Garden as well as asking what their thought process was as to the selection of tree species chosen for those areas.

E359 TRAFFIC CONES

It was suggested that chains looped through traffic cones should be considered as they may be more secure when linked together than the regular singular traffic cones. It was stated that the council already owns steel barriers, but these do not seem to be utilised due to the lack of resource. Members suggested that if these barriers are used for the car parking spaces reserved for the Charter Market, then a clear sign needs to be attached to them explaining why they are there.

It was suggested that Herefordshire Council should be contacted explaining the difficulties that are being experienced over the parking spaces reserved for the Charter Market and ask to access the CCTV footage when there are related incidents.

It was noted that there used to be a CCTV Service Level Agreement in place which was shared on a quarterly basis with Councillors and considered that this should be resurrected.

RESOLVED:

1. **That the cost of chains looped through traffic cones be investigated and if these cones are not significantly more money than the standard cones, that these be purchased.**
2. **That Herefordshire Council's CCTV department be contacted to ask for footage on incidents that are taking place in the car parking spaces reserved for the Charter Market.**
3. **That the Service Level Agreement previously in place with Herefordshire Council's CCTV unit be revisited with a view to the Town receiving quarterly reports as had been the case previously.**

E360 WORKING PARTIES

- 1.1 **To receive and note the minutes of the meeting of the Events Working Party held on 18 January 2023, 8 February 2023 and 8 March 2023 and consider any recommendations therein.**

Minutes of the meeting of the Events Working Party held on 18 January 2023

Members agreed to receive and note these minutes.

Minutes of the meeting of the Events Working Party held on 8 February 2023

Members agreed to receive and note these minutes.

Minutes of the meeting of the Events Working Party held on 8 March 2023

The Deputy Clerk informed members that the satisfactory number of volunteers had been met for the Coronation event.

Members noted that the World Book Day 2023 event that Ledbury Town Council held in town on Saturday, 4 March 2023 was a huge success and wanted to express their thanks to all staff members involved and especially to the Community Development Officer for the hard work put into this event. Members said it was great to see the town so busy with many people celebrating this event.

Members queried why the Christmas light switch on event had been planned for a Sunday in 2023 rather than a Saturday when shops are open. The Deputy Clerk informed members that last years' event was on a Sunday and was a huge success. Members were also informed that stall holders have already shown interest in attending on Sunday, 26 November 2023 and it would be unwise to change the date now. Members asked that this situation be reviewed for 2024 as they believed a Saturday would be more fitting for this event.

Members discussed the Coronation mug design for the mugs that are being purchased for the children of Ledbury Primary School, requesting to see the design via email before purchasing these. A vote took place as to whether to accept the recommendation of purchasing 400 mugs at the cost of £1,700. Three members voted for, one abstained and two members voted against.

Members discussed minute no. E200 – Careers Fair - Members queried whether this event would be aimed at children or would adults be included too. They came to the conclusion that the recommendation of Ledbury Town Council helping facilitate John Masefield High School Careers event should be deferred to the next meeting as there was insufficient information to consider at this time.

Members asked for minute no. E201 (Great Big Green Week) recommendation 2 to be corrected to read 'Barrett Browning Institute' rather than the 'Poetry House'.

The following recommendations from these minutes were resolved:

RESOLVED:

- 1. That the minutes of the Events Working Party held on 18 January 2023, 8 February 2023 and 8 March 2023 were received and noted.**
- 2. That Environment & Leisure Committee members agreed to Ledbury World Book Day becoming an annual event, run by the Town Council, noting that planning for next year's event should start in July 2023.**
- 3. That officers apply for a road closure for Sunday, 26 November 2023, between the hours of 11:00am and 7:30pm in respect of the Christmas Lights Switch-on event.**
- 4. That the Environment and Leisure Committee approve hiring the acrobats for the Christmas light switch on event at a cost of £1,260 including travel, noting that the CDO will seek possible sponsorship from businesses.**
- 5. That the members agree to utilising a proportion of St Katherine's car park for a 'Food Court' and that the Fun Fair providers are approached with a view to providing two children's rides to be placed in this area in respect of the Christmas Lights Switch-on event.**
- 6. That a generator be hired for the Christmas Lights Switch-on event, to allow supply of electricity to food traders, and lighting to the St**

Katherine's car park, noting that there will be a service charge to traders .

7. That Ledbury Town Council have a stand at Ledbury Community Day.
 8. That the Coronation mug design be sent to members once and subject to approval 400 mugs be purchased at the cost of £1,700.
 9. That Ledbury Town Council arrange a community litter picking event during the Great Big Green Week event (10-18 June 2023)
 10. That the Community Development Officer work with community groups and businesses to encourage them to promote sustainability, similar COP 26 event in the Barrett Browning Institute.
- 1.2 To receive and note the minutes of the meeting of the Climate Change Working Party held on 22 February 2023 and consider any recommendations therein

There was a discussion regarding point 5.1, paragraph 2 of these minutes. The Chair of the Climate Change Working Party informed members that she believed this paragraph was not a true representation of what was said, and it could be seen as misleading. All members were in favour of striking this paragraph from the minutes, but that the minutes should be referred back to the Climate Change Working Party for clarification before approving them at the next meeting.

Members took a vote on the recommendation of the Clerk arranging to measure Ledbury Town Council's carbon footprint, 3 members voted for and 2 voted against.

RESOLVED:

1. That the minutes of the meeting of the Climate Change Working Party held on 22 February be received and noted.
 2. That paragraph 2 of point 5.1 be removed and the minutes be referred back to the Climate Change Working Party for amendment before approving them.
 3. That the Clerk arrange to measure Ledbury Town Council's carbon footprint, taking advice from Paul Kinnaird as appropriate.
- 1.3 To receive and note the minutes of the meeting of the John Masefield Memorial Working Party held on 13 January 2023 and 17 February 2023.

RESOLVED:

That the minutes of the meeting of the John Masefield Memorial Working Party held on 13 January 2023 and 17 February 2023 were received and noted.

E361 DATE OF NEXT MEETING

To note that the date of the next Environment and Leisure Committee will be agreed at the Annual Council meeting scheduled for Thursday, 11 May 2023.

The meeting ended at 8:50pm.

Signed Dated
(Chair)

FULL COUNCIL	30 MARCH 2023	AGENDA ITEM: 14
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Report prepared by Angela Price – Town Clerk

MARKET TOWNS FUNDING 2023/24

Purpose of Report

The purpose of this report is to make Councillors aware of the response received from the Balfour Beatty (BBLP) Stakeholder and Locality Manager in respect of this Council's update on the Market Towns Funding 2023/24.

Detailed Information

Members will recall that at the meeting of Council held on 2 February 2023 they were asked to give consideration to the remaining list of works to be considered under the Market Towns Funding in 2023/24.

Below is the list of items discussed, with this Council's comments in red and the response from BBLP in blue.

1. New drainage and steps solution for Conigree PROW on Worcs. road to prevent flooding of the town centre – **It is believed that works have already been carried out, however if they have not been carried out this item should remain on the list.** **Surveys have been completed to determine the design, construction will be completed in next FY.**
2. New resurfacing of Lower Road Trading Estate – **That these works have been completed.** **Part of works have been completed, awaiting the double yellow line TRO to come in effect to complete the remainder.**
3. New reinstatement of one-way junction exit from Woodleigh Road onto New Street and pedestrian and cyclist refuge – **That this should be pursued as there is evidence of this working during Covid, this will also make the road safer for pedestrian users as there is no walkway or pavement.** **TRO is in progress, with the aim to deliver this next FY.**
4. Repair of high-level pavement section and post and rail fence at top cross (MF-W_03) – **That these works are currently being undertaken.** **This was removed from Market Town Fund and undertaken with Minor Maintenance budget due to be complete end of this week (Week commencing 06.02.2023)**
5. Safety fence repairs at: Knapp Lane, Beggar's Ash, Leadon Way/Bypass, Little Marcle Road N&S (MF-W-04 to 08) – **Not sure if this has been done yet, if not should remain on the list.** **Vegetation Clearance has been completed with repairs to barriers to begin 17th Feb.**

6. New larger pipework and culvert on Little Marcle Road where old railway used to cross to prevent flooding of this well used road – That this item should remain on the list to be completed. Surveys have been completed to determine the design; construction will be completed in next FY.
7. Resurfacing of top of Biddulph Way from A 438- Spring Grove (MF-R-08) – That this item should remain on the list to be completed. Added to list 23/24
8. Resurfacing of Bridge Street-Lower Road (MF-R-08) – That the works have been completed, however the finish is substandard and should be revisited by Balfour Beatty. The Town Clerk is to report this to Balfour Beatty. Noted, we will speak with our engineers to go out and look at the site.
9. Change surface and drainage on PROW between The Homend and Robinson's Meadow to prevent flooding and dangerous walking conditions caused by current loose surface material – That this item should remain on the list to be completed. Added to list 23/24.
10. Residents' parking Zones requested in Masefield Avenue, Queens' Court, Belle Orchard/Belle Orchard Close. –This item should be removed from the list. This item is already being progressed under this FY budget, with aim to deliver in next FY. Could the TC please confirm the reason as to why this is to be removed, there may be a cost implication to this.
11. Resurfacing of Robinson's Meadow – That these works have been completed. Only footpath resurfacing was complete not through EOHM fund, could the TC please confirm whether they would now like the Roads resurfaced?
12. Resurfacing of Barnett Avenue as a well-used cut through to Orchard Lane (MF-R-03) –Queensway and Margaret Road should be included here. Added to list 23/24

Members are being asked to respond to points 10 and 11 above.

Recommendation

Members are requested to give consideration to the above information and provide a response to points 10 and 11 accordingly.

FULL COUNCIL	30 MARCH 2023	AGENDA ITEM: 15
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Report prepared by Angela Price – Town Clerk

CAPITAL HUBS PROJECT FUNDING

Purpose of Report

The purpose of this report is to provide Members with information on a new funding project, Capital Hub Project, which is funding available to communities to enable them to develop, expand, improve, or even building places and spaces within communities to enable a range of organisations and services to come together under one roof.

Detailed Information

The following email was received by officers from Aimee Williams, the Ledbury Talk Community Development Officer, from Herefordshire Council.

"I am delighted to bring you an opportunity to engage with our new Capital Hub project, providing capital funding to communities to enable them to develop, expand, improve, or even build (!) places and spaces within communities to enable a range of organisations and services to come together under one roof (or in one multi-purpose van/bus? Just an idea...).

The Capital Hub project funding is designed to be as flexible as possible, with scope for small scale improvements to existing buildings or spaces to improve accessibility, up to large build projects that create multi-use spaces in key communities with co-design and collaboration at their heart.

I have attached some slides for you to have a look through initially, please ignore the 'superhub' bit in the title, it's there for the want of a better name, and to be clear, this isn't just an opportunity for Hubs, places and spaces across the whole county can be considered.

We are hoping to have Emily Lowe or Amy Pitt attend our next Community Network meeting (I will send the date/time out shortly) to discuss this project in finer detail, and I will be working closely with all interested parties to develop EOIs in the coming weeks.

If you have any questions, please do come along to the Community Network meeting for a chance to discuss with our service manages, or pick up with me directly if you're not able to attend. This is a really exciting opportunity to develop and deliver something really innovative and exciting for our area, so I'm not worried about going left-field with ideas, let's talk it through!

Unfortunately I won't be in work tomorrow but should be back full time again from Monday so I will pick up any queries on my return."

Recommendation

Members are requested to receive and note the attached information and give consideration to any projects that they feel would fit with this funding model.

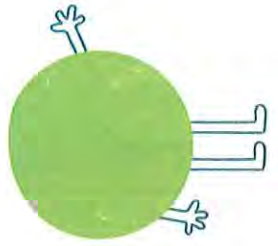
CAPITAL HUBS PROJECT



WHAT IS A SUPER HUB?

A **super hub** is a community facility that enables a range of local organisations to work together under one roof; providing a well-being offer that:

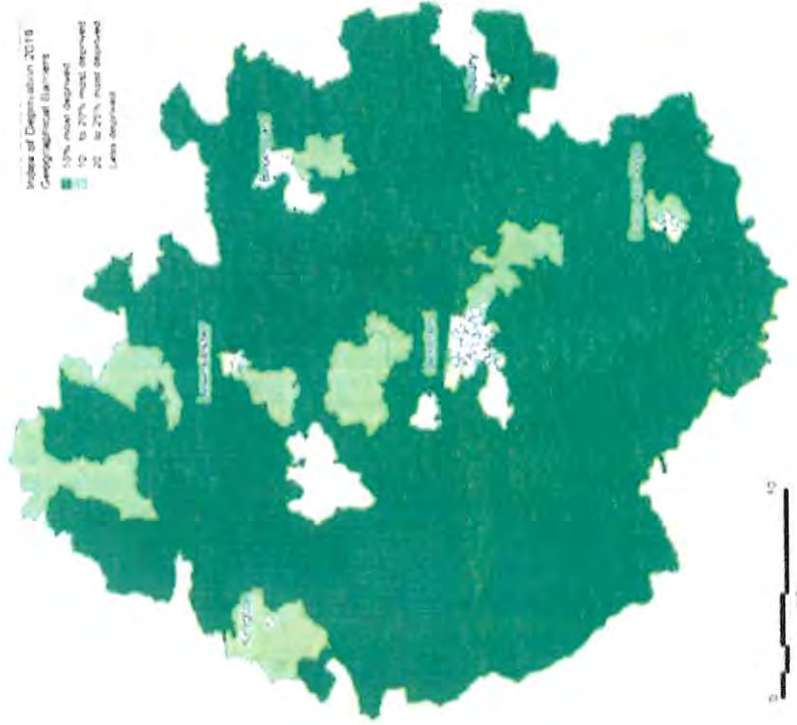
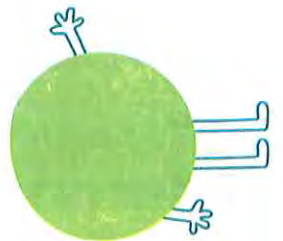
- Is open and accessible to the local community
- Provides services that the local community wants and needs
- Stimulates better connections and healthier lives



RATIONALE

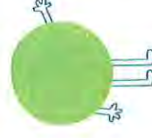
The county has an issue with geographical barriers to services

Almost two thirds of all Herefordshire LSOAs (72 of the 116) are among the 25% most deprived in England in respect to geographical barriers to services with 53 being in the most deprived 10% across England



RATIONALE FOR SUPER HUBS

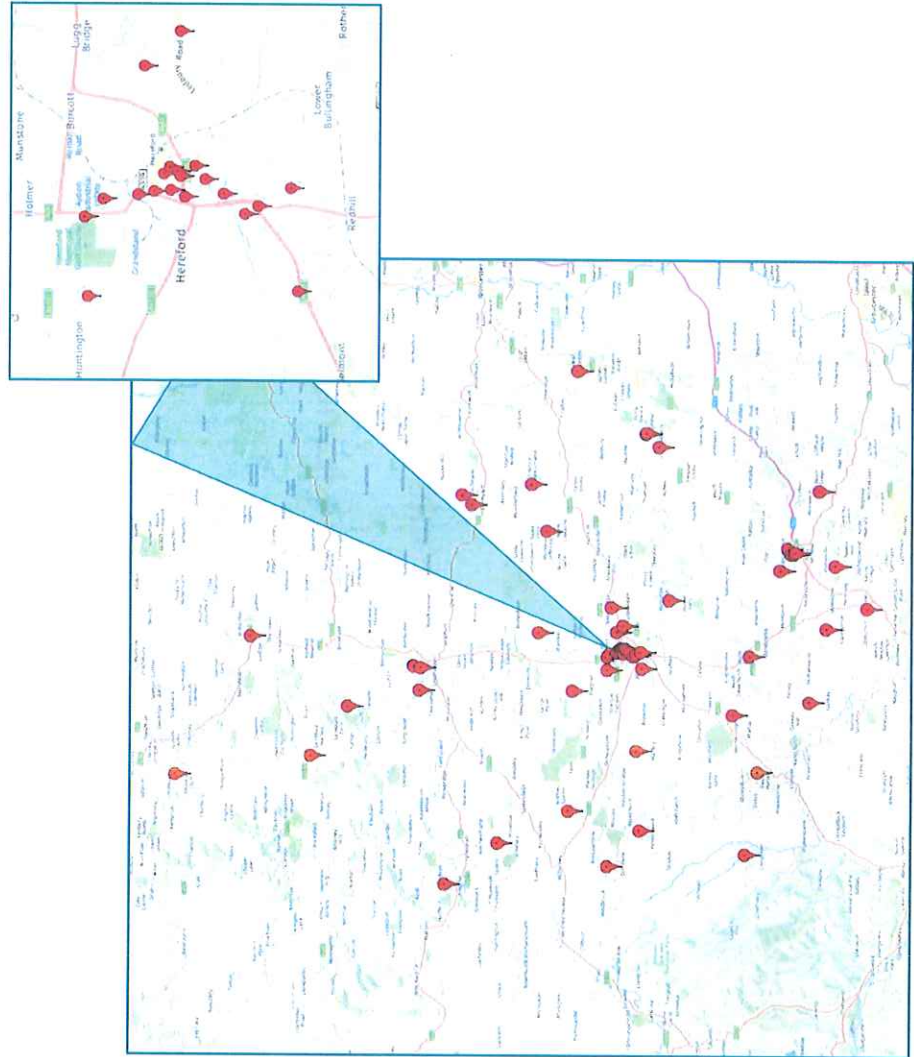
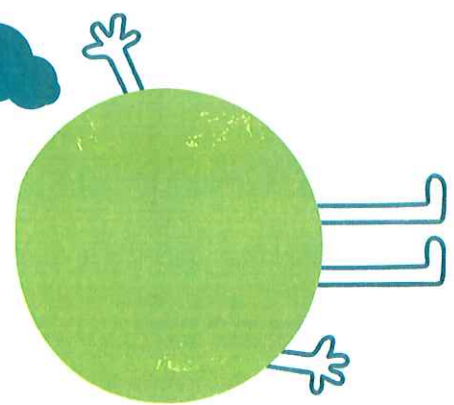
- Reduce demand on formal health and care services
- Bringing Health, wellbeing and social care services closer to communities
- Engage and support our most vulnerable families and residents
- Transform and better utilise existing / unused buildings for the benefit of the community
- Build social cohesion and reduce isolation
- Improve the wellbeing of the local population
- Reduce health inequalities
- Build community resilience to help neighbourhoods flourish and deal with future challenges
- Capitalise on current system partnerships to further build cross functional working



TALK COMMUNITY HUB MODEL

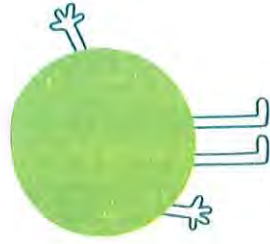
We are in a strong position to develop our existing strengths and successes in our Talk Community hubs

70 Talk Community Hubs in hospitals, churches, leisure centres, sports clubs, community centres, and primary schools



WHAT IS THE VISION OF SUPER HUBS?

- Super Hubs will aim to provide a 'one stop shop' with an all ages approach to support local residents to access services within their local communities. Building on the success of the Talk Community model to enhance and increase the community offer.
- Community led and driven with a focus on individual community need, allowing communities to design, own and deliver a Super Hub that meets the needs of their community.
- To place quality, innovation, productivity and prevention at the heart of community development



SUPER HUB PRINCIPLES

[COMMUNITIES THAT CARE]

PRINCIPLE	PRACTICE
Driven by the community	Community led and driven with a focus on local priorities, allowing communities to design, develop and deliver a Super Hub that meets the needs of their community.
Place based	Locally based services and activities to maximise utilisation and improve access to facilities for all.
Integrated and connected	Building connections between services and organisations to work together as one to deliver services and activities.
Welcoming, inclusive, Equitable and fair	Appealing, welcoming spaces that everyone can use regardless of their age, culture, interests, economic position, and experience.
Focus on prevention & wellbeing	A place where residents can obtain advice, guidance and find solutions to problems. Building on individuals strengths and assets to achieve outcomes.

CORE SUPER HUB OFFER

PLACE

The space, indoor, outdoors, physical or virtual where people gather in the community

FUNCTION

The services and activities that address the social, physical, and emotional health and wellbeing of the community

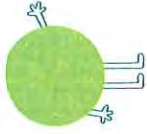
RELATIONSHIPS

Connections and interactions between people, organisations and services that allow them to feel supported and connected



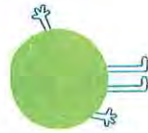
**Which services do you think
are missing from the list?**

Menti meter...



WHAT COULD THE CAPITAL FUNDING BE USED FOR?

- Adapting existing buildings, improving accessibility and enabling multi-agency working could include:**
- Improving building space
 - IT upgrades
 - New equipment to support co-location, such as desks, phone systems, sinks
 - Signage
 - Specialist flooring for clinical use by midwives or health visitors



QUESTIONS...

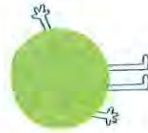
What potential for join up do you see between your work/ your organisation's work and the super hub approach?

How could taking a super hubs approach make things better for Herefordshire's residents & communities?

Where do you think could/ should the physical hubs be located?

What groups/ places are there where residents can start to contribute to the process?

What are the best ways of working across the partnership to develop a shared vision for super hubs? Which forums?



THANK YOU

TALK COMMUNITY



FULL COUNCIL	30 MARCH 2023	AGENDA ITEM: 16 (C)
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Report prepared by Angela Price – Town Clerk

OUTSIDE BODIES – TO CONSIDER LEDBURY TOWN COUNCIL REPRESENTATION ON THE JOHN MASEFIELD SOCIETY

Purpose of Report

The purpose of this report is to ask Members to give consideration to Ledbury Town Council taking up institutional membership of the John Masefield Society in support of them acting on behalf of the John Masefield Memorial Project and providing financial facilities for this, due to them already having charitable status.

Detailed Information

At recent meetings of the John Masefield Memorial Working Party the issue of whether the Council should set up a charitable trust for this project was considered, however it was felt that due to the amount of work involved in setting up a charitable trust it would be better if the John Masefield Society, who are already a charitable trust, could act on behalf of this project. Caroline Magnus, JMS Member, and great niece of John Masefield, advised that this had been raised with the Society and they had agreed that in principle this could be possible, but only if outside help were available in relation to managing the finances for the project, separate to those of the Society.

At the last meeting, held on 17 February 2023, Councillor Morris introduced Holly Wellford who had expressed a willingness to help support the Society in respect of the finances for the project. Holly's work background is in finance, she is local to Ledbury and attended John Masefield High School.

Following an outline of what would be required, Holly advised that she would be prepared to work with the John Masefield Society in respect of this project.

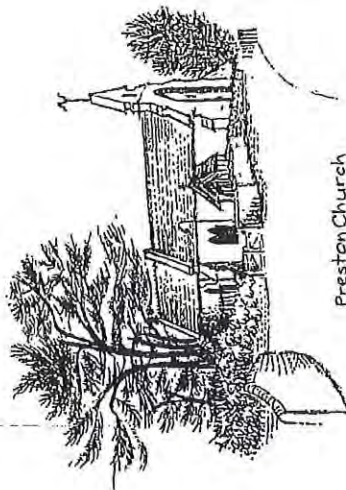
Members of the JMS suggested that the Town Council should become an institutional Member of the JMS and that Holly be elected as a representative along with at least one Councillor to act as a representative on the Society on behalf of Ledbury Town Council. The cost of institutional membership of the John Masefield Society is £8 per annum.

Recommendation

1. That consideration be given to Ledbury Town Council becoming an institutional member of the John Masefield Society.
2. That Holly **** be nominated as a representative on behalf of Ledbury Town Council, and that she act as the financial representative on the Society in respect of the John Masefield Memorial Project.

3. That at least one Councillor be nominated to act as the Council's representative on the John Masefield Society, to represent the Council's interest in the John Masefield Memorial project.

John Masefield was born in Ledbury on 1st June 1878, and christened in Preston Church on 1st July in the same year. Both his parents died while he was a boy and in 1891, he was sent to join HMS Conway on Merseyside as a cadet. In 1894, he sailed to Iquique on a four masted barque, the Gilcruix, but was so ill that he had to be sent back to England as a Distressed British Seaman. The next year he sailed to New York but jumped ship when he got there. He then survived by working as a bar tender and in a carpet factory.



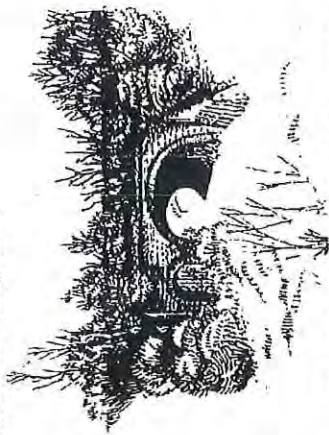
Preston Church

John Masefield had written his first poems when ten years old, but while in New York he decided to write, starting to do so seriously when he returned and settled in London in 1897.

Ledbury and the surrounding countryside had had a profound influence in his childhood that emerged in his poetry and novels. The sea, the other major influence on his work, is symbolic of his wandering nature and his thirst for experience and adventure.

"Salt-Water Ballads" was published in 1902, and in 1911, "The Everlasting Mercy", an epic poem in which Ledbury figures strongly, exploded into the literary world and shot John Masefield into prominence.

In 1930, he succeeded Robert Bridges as Poet Laureate, a post that he held until his death on 12th May 1967.



The John Masefield Society was formed in 1992 to stimulate interest in and public appreciation of the life and works of John Masefield. It aims to bring together all those who enjoy the humanity of his works.

The Society is based in Ledbury, the Herefordshire market town of his birth. A Journal is published every year. Three John Masefield Festivals have been held. The John Masefield Lecture is given in September and other events and readings are arranged from time to time.



THE JOHN MASEFIELD SOCIETY MEMBERSHIP APPLICATION

Name _____
Address _____

Post Code _____
Telephone _____
If you are an Institution or a Library,
please give the name of a person entitled to Vote

Please tick one of the four classes of membership:

<input type="checkbox"/> INDIVIDUAL 21 years and older	£5.00
<input type="checkbox"/> under 21 years and students	£2.50
<input type="checkbox"/> FAMILY Limited to one copy of the Journal	£8.00
<input type="checkbox"/> INSTITUTIONAL & LIBRARY	£8.00
<input type="checkbox"/> OVERSEAS	£10.00

If you are able to add a donation, you will help the Society considerably

£ _____

TOTAL £ _____

Cheque enclosed
(payable to THE JOHN MASEFIELD SOCIETY)

Standing Order Authority enclosed

Will Overseas Members please ensure that payment is made in pounds sterling.

Please send the form, together with your cheque or Standing Order Authority (on reverse of this form), to the Membership Secretary:

Mr R. C. Vaughan
40 Mill Way
Bushey
Hertfordshire WD23 2AG

STANDING ORDER AUTHORITY

To
(name and full postal address of your Bank or Building Society)

Post Code
Sort Code

Commencing on _____, and thereafter
on 1st October annually, please pay, by Standing
Order, the sum of (* _____ pounds
sterling)

to the credit of THE JOHN MASEFIELD SOCIETY
(Account N^o 01926781) at:

Lloyds Bank
8 High Town
Hereford
Herefordshire HR1 2AE
(Sort Code 30 94 14)

until further notice from me/us in writing.

* amount in words please

Signed

Signed

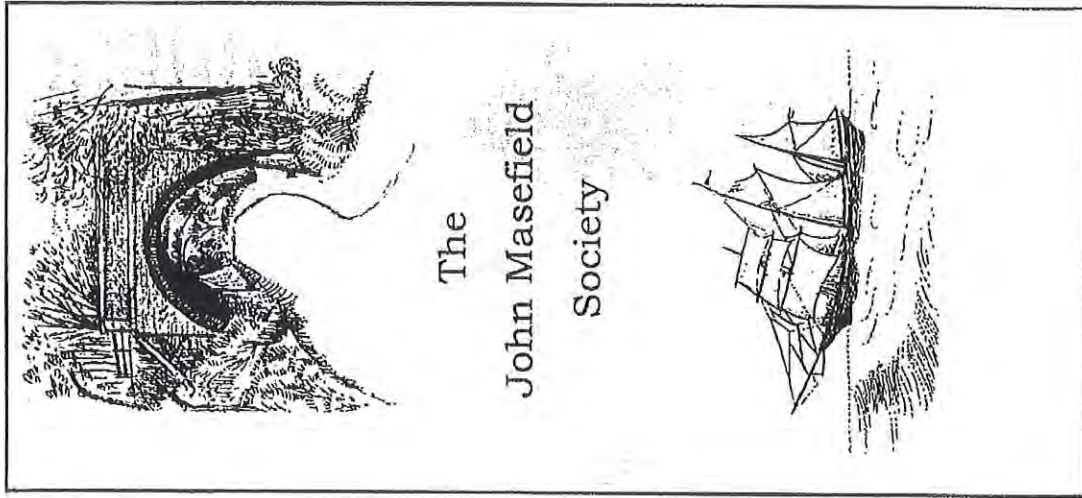
Account N^o

Account Name

Date

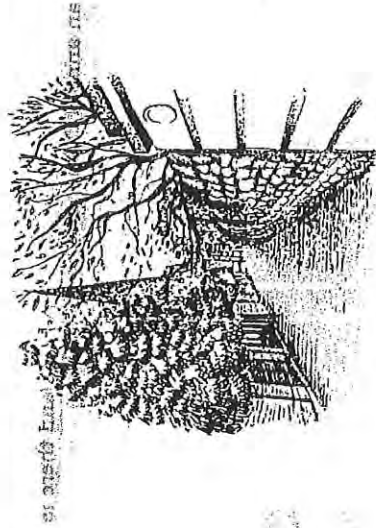
Please complete, sign, date and return this
Authority to the Membership Secretary (DO NOT
send it directly to your Bank or Building Society):

Mr R. O. Vaughan
40 Mill Way
Bushey
Hertfordshire WD23 2AG



"Let it not be thought that I think
my verse important. What merit may
be in the pieces quoted from is due
to the power of the Ledbury scene
upon the wax of youth and to the
voice of the scene from the Church
tower."

John Masefield



STANDING ORDER AUTHORITY

To
(name and full postal address of your Bank or Building
Society)

.....
.....
.....
.....
Post Code
Sort Code

Commencing on, and thereafter on
1st October annually, please pay, by Standing Order,
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Signed
Signed
Account N^o
Account Name
Date

Please complete, sign, date and return this Authority to the
Membership Secretary (DO NOT send it directly to your
Bank or Building Society):

Mr R. O. Vaughan
40 Mill Way
Bushey
Hertfordshire WD23 2AG

MINUTES of MEETING of LEDBURY CARNIVAL ASSOCIATION

Held 7pm on Weds 11th January 2023 at LEADON BANK

PRESENT : J Chan, Chair (JC), J Meredith (JM), A Norton (AN), H Armitage (HA),
E Jackson (EJ), S Hughes (SH) P Bartlett, Traders Assoc, (PB)

APOLOGIES : J Hobby, K Davies, A Halford, S Fleeting, K Francis, K Jones

ATTENDANCE : J Jupp (JJ)

1. WELCOME. JC welcomed everyone to the meeting and thanked Leadon Bank for allowing use of meeting space. JM offered to take minutes for this meeting in the absence of a Secretary. JJ suggested setting a rota for the following meetings until a Secretary could be found.
A location for future meetings was discussed with options of Committee Room at LTC, possibility of using Leadon Bank in future, or return to the Market House.
JM was asked to speak to the Manager at Leadon Bank and SH to speak to LTC. JM suggest LTC Office would be preferred option as it was more central for most. She would continue to attend meetings by telephone for the foreseeable future as had been previously agreed.
2. MINUTES of PREVIOUS MEETING. Minutes had been circulated by email together with copies of minutes for the Open Meeting on Sept 21st 2022 and AGM held on Nov. 9th 2022 for reference.
3. ROLE of SECRETARY. It was accepted by all present that a new secretary should be appointed as soon as possible. JJ was happy to offer support if needed. SB thought she knew of someone who may be interested.
4. TREASURERS REPORT. JM reported there was currently:
£3785.85 in the Current Acc., £2139.72 in the Deposit Acc. And £35.08 petty cash. A total of £5860.05 after payment of the Raffle Licence.
A concerted Fund Raising effort would be needed.
Stall holders currently paid £30 for stalls under 3m and £55 or larger stall. There had been no increase in charges for many years.
Consideration should also be given to increasing charges for food stalls who had sold out at the 2022 event. EJ reported that we charged more

- than the stalls at the recent LTC Christmas Event and would look further into this.
5. CARNIVAL THEME. PB suggested a clear theme be selected as this would be easier for traders wishing to enter the Shop Window Competition. After much discussion 'COUNTRYSIDE FUN' was chosen. AH asked if there was a 'fall back' plan should it not be possible to hold a full carnival this year.
 6. MAIN EVENTS, BANDS & CHILDRENS ENTERTAINMENT. SH had booked Frontrunner for the main stage. Looby Lou and Joey the Juggler had been booked for children. AN thought as Kids Kitchen seemed very popular in 2022 and it was agreed to contact them. DJ Chris would also be contacted with a view to place him in St Katherines Car Park near to the Masters House.
 7. STALLS & STREET ORGANISATION. EJ had a list of stallholders who may want to attend and would contact them as part of her role as Stalls Co-Ordinator.
 - 7a. EVENT MANAGEMENT and HEALTH & SAFETY JJ explained the role of Safe to Go. JM felt they had left their charges very late leaving us little time to seek an alternative. It was agreed 3 security companies should be approached for quotes. JJ also advised that the Health & Safety documentation would need updating.
 8. PROCESSION and ROAD CLOSURE. SB expressed an interest in helping with the Procession and would be happy to approach local organisations to drum up support. JJ offered to approach LTC for contact details of security services used for the October Fair.
 9. CARNIVAL PRINCESS. It was considered the possibility of finding a Prince to complement the Princess should be discussed when Mrs Halford was able to attend. Th Princess Thank You Tea and Judging Arrangements needed to be sorted out. JJ informed the committee that Hilary Jones had expressed a wish to support this.
 10. RAFFLE & SHOP WINDOW. Deferred until nearer the time.
 11. FUNDRAISING & SPONSORSHIP. JM suggested there could be some 'overlap' between Sponsorship/Fund Raising, Stalls and Procession. It was agreed that JM, EJ and SB hold an informal discussion on our best approach to this.

12.PUBLICITY. JM to contact the Ledbury Reporter to inform them of theme and to continue the 'drip drip' of information as had been done in 2022. AN suggested contacting Sunshine Radio.

13.DATE of NEXT MEETING. Dates were set as :

FEB. 8th, MAR 8th and April 12th, beginning at 7pm at a venue to be advised.

JC thanked everyone for their attendance and the meeting closed at 9.20

FEB

**MINUTES OF A MEETING OF LEDBURY CARNIVAL ASSOCIATION
HELD ON WEDNESDAY 8 FEBRUARY 2023- LEDBURY MARKET HOUSE**

PRESENT: Harold Armitage (HA), Sonia Bowen (SB), Johnny Chan (Chair) (JC), Keith Francis (KF), Alesa Halford (AH), Katie Haskett-Jones (KHJ) Janet Meredith (JM) (Via Phone)

APOLOGIES: Paul Bartlett (PB), Sarah Fleeting (SF), Jamie Hobby (JH), Sue Hughes (SH), Emma Jackson (EJ) and Ashley Norman (AN)

IN ATTENDANCE: Jill Jupp (JJ)

**Carnival Theme: Countryside Fun
Carnival Date: Monday 28th August 2023**

1.	<p>WELCOME AND APOLOGIES: JC welcomed everyone to the meeting and introduced Katie Haskett-Jones (KHJ), who was interested in helping with the procession and shop window competition.</p> <p>Apologies were as listed above.</p> <p>A short discussion took place regarding the timing of the meetings, currently 7.00 pm and it was agreed that this arrangement should remain until nearer the time of Carnival Day.</p>	
2.	<p>MINUTES OF THE PREVIOUS MEETING AND MATTERS ARISING: The Minutes of the previous meeting which took place on 11 January 2023 were reviewed.</p> <p>JM advised that under 'Treasurer's Report, the balance for the Current Account should read £3,685.85. The overall total remained at £5860.05.</p> <p>The Minutes were then agreed and signed by JC as a correct record.</p>	
3.	<p>ROLE OF SECRETARY: COVER AND CONTENT: SB had tried to source someone but they had not felt able to take on the role at the present time. SB would continue to follow this up.</p> <p>The recording of the Minutes would need to be carried out on a rota basis until a new Secretary was sourced.</p> <p>JJ agreed to record the Minutes on this occasion although only present 'In Attendance' role.</p>	SB
3.	<p>TREASURER'S REPORT: Balances: JM reported the following.</p> <p>£3,685.85 Current Account</p> <p>£ 2,139.22 Deposit Account</p> <p>Petty Cash £35.08</p> <p>Overall Total: £5860.05</p>	

	<p>JJ confirmed that she was happy to remain as a cheque signatory as the process to alter cheque signatories with the bank was a lengthy one. JC and JM would sign cheques as much as possible.</p> <p>JJ to check that this was still in line with the Constitution.</p>	JJ
5.	<p>LEDBURY CARNIVAL 2023 MAIN EVENTS: BANDS, CHILDREN'S ENTERTAINMENT ARRANGEMENTS: SH had sent a report confirming that Bands and Children's Entertainers had been contacted.</p> <p>Check with SH that DJ Chris and Kidz Kitchen had also been booked.</p>	
6.	<p>STALLS AND STREET ORGANISATION: SB, EJ and JM had met to discuss.</p> <p>EJ was happy to lead on the Stalls and Street Organisation area of Carnival work.</p> <p>JM to send latest list of contacts for commercial stall holders and voluntary groups, together with current charges, booking forms and terms and conditions to EJ.</p> <p>Master spreadsheet in course of being set up by SB/EJ containing details and contacts of stalls holders, businesses, funders, procession participants etc.</p> <p>JM had sent a draft letter to SB/EJ regarding involvement of businesses/organisations etc. in the Carnival.</p> <p>SB had prepared an updated version setting out the different ways in which organisations could become involved in the Carnival.</p> <p>A discussion took place regarding those Committee members who needed the facility having their own Carnival email addresses.</p> <p>It was suggested that a 'Cancellation Policy' of no refunds other than at Carnival Discretion was included within the Terms and Conditions.</p> <p>Plan of Stalls Location in 2022 to be forwarded by JM/JC.</p> <p>JM noted the importance of voluntary organisations being positioned in locations which gave them a good profile.</p>	<p>EJ</p> <p>JM</p> <p>EJ</p> <p>JM/JC</p> <p>EJ</p>
7.	<p>EVENTS MANAGEMENT AND HEALTH AND SAFETY: The previous meeting had agreed that three quotations should be obtained. JJ advised that she had been given contacts and details of charges for the organisations contacted and used by Ledbury Town Council for the October Fair. (These seem to have been used for traffic management rather than security and traffic management as required by the Carnival).</p>	

	<p>JJ agreed to make contact and do some research to see if any other companies were available in the area to offer event security and traffic management.</p> <p>It was suggested that Ledbury Town Council (LTC) be contacted regarding payment arrangements for the invoice which attracted 20% VAT. JJ to approach the Clerk to the Council, Mrs Angie Price.</p>	<p>JJ</p> <p>JJ</p>
8.	<p>PROCESSION, ROAD CLOSURE AND RELATED WORK: JJ to contact Fiona Miles at Balfour Beatty to explain her change of role and to obtain the paperwork for Road Closure Application and loan of related equipment.</p> <p>SB described the ideas that she had for the procession including a new category for motorised disability scooters. It was noted that there was an existing category that would cover this. These entrants could join at the Co-op if they wished to make the route shorter.</p> <p>JM agreed to contact the ladies who had requested an area to be set up for people with limited mobility to watch the procession, to see if they could encourage those with scooters to become involved. Contacting care homes may be another possibility.</p> <p>A Skateboard Category was another thought which would encourage the involvement of young people. KHJ was keen to have more young people involved.</p> <p>Best Dressed Dog was another possibility but it was thought that this would create too many health and safety issues for the procession. A competition in St Katherine's Car Park could be an option. There needed to be sufficient personnel to organise this though.</p> <p>JM confirmed that there were 1st, 2nd and 3rd prizes in each category.</p> <p>It was confirmed that ABE and Westons had supplied lorries for large floats in the past. Other companies may be able to supply vehicles too. The main issue was driver availability on a Bank Holiday as much as the vehicle.</p> <p>(ABE supplied the lorry for the main stage in the High Street).</p> <p>The various aspects of the Procession Co-ordinator were discussed: promoting the event to encourage more participants, processing of entry forms, collection and allocation of trophies, arranging judging, liaising with the Rugby Club where entrants gathered and judging took place. Getting the procession into line to allow a prompt departure from the Rugby Club was also very important. SB, KHJ and JH to meet to discuss.</p>	<p>JJ</p> <p>JM</p> <p>SB/KHJ/JH</p>
9.	<p>CARNIVAL PRINCESS: Thank You Event: A generous donation had been received from Hilary Jones (previous Chair of Carnival) and the offer of the Social Room at the St Katherines Almshouses as a venue.</p>	

	<p>The date for the Thank You Tea was Sunday 26 February 2023 2.00 pm.</p> <p>Arrangements for Judging Event: The date was Saturday 20 May 2023 at the Ledbury Royal British Legion Club. The event would commence at 12.00 noon.</p> <p>The Princess and Attendants would receive photo albums of their year.</p> <p>SF would be stepping down from her role but AH had identified someone else to become involved who could also help at the Judging Event.</p> <p>AH had also sourced judges for the event.</p> <p>Carnival Prince: After discussion the Committee agreed to open the judging event to both Prince and Princess.</p> <p>AH would contact schools, uniformed groups etc. to publicise the event.</p> <p>Including a Prince would also tie in with this year's Coronation of King Charles III, which would take place on Saturday 6 May. (The existing Princess and Attendants would still be in place for the Coronation).</p>	AH
10.	<p>RAFFLE AND SHOP WINDOW COMPETITION: Raffle: JM had obtained the licence.</p> <p>Shop Window Competition: KHJ happy to be involved with this together with the procession.</p>	KHJ
11.	<p>FUND RAISING AND SPONSORSHIP: Grants: JM confirmed that she had submitted an application to Ledbury Town Council for multi-year funding. Platform Housing, Tesco Groundwork and Co-op applications to be done.</p> <p>Income Generation Plan: EJ had compiled a Plan with the aim of securing £16,250. The Plan showing potential sources of funding was circulated to those present (see copy attached).</p> <p>JM to forward list of business sponsors who had been approached in the past.</p> <p>After discussion the Committee agreed to support the Plan in principle.</p>	JM JM
12.	<p>PUBLICITY: Website: JC explained that the website went back to 1998 and showed images from each individual year since then. JC had carried out a substantial amount of work to enhance the website over the last year.</p> <p>Procession entrants signed a photo consent clause to allow their images to be publicised.</p>	

	<p>Social Media: KHJ agreed to set up a Twitter Account. She was also happy to help with the letter calling for support for the Carnival.</p> <p>JM had managed the Carnival Facebook Page to date.</p> <p>Local Press Contacts: JM to retain contact with the Ledbury Reporter, All About West of the Hills etc. JM supplied the press with regular updates throughout the year to maintain the Carnival profile.</p>	KHJ
13.	<p>COMMUNITY DAY: This was taking place on Saturday 10 June. The Committee agreed in principle to participate.</p>	
14.	<p>CARNIVAL BINS: The Food Group had requested loan of the bins for the event which took place on the last day of the Poetry Festival. The bins were currently stored at Ledbury Town Council.</p> <p>The Committee agreed to this on the basis that suitable bin bags (extra-large ones were required) were used and the bins were returned in a clean condition.</p> <p>JJ to advise Community Development Officer at Ledbury Town Council of the decision.</p>	JJ
15	<p>A.O.B.: Sub Committees: It was agreed that sub- committees for areas such as Fund Raising, Procession, Shop Window Competition etc. meet and plan outside of Committee meetings. They could then produce a summary progress report for the Committee that members could view in advance of meetings. This would enable a shorter discussion time at Committee meetings and reduce the overall length of the meeting.</p>	JJ/JM
1.	<p>JC thanked everyone for attending and the meeting closed at 9.15 pm.</p> <p>DATE AND VENUE OF NEXT MEETINGS: WEDNESDAY 8 MARCH 2023 7.00 PM LEDBURY TOWN COUNCIL COMMITTEE ROOM</p>	

**MINUTES OF LEDBURY STRÖMSTAD TWINNING ASSOCIATION
TUESDAY 27 SEPTEMBER 2022 – SWIFTS CLUB HOUSE**

PRESENT: Pauline Bates (PSB), Nick Fish (NF), Mel Fish (MF), Hilary Jones (HJ), Clive Jupp (CJ), Jill Jupp (JJ), Howard Mayell (HM) and Steve Onions (Vice Chair) Ledbury Swifts (SO)

APOLOGIES: Caroline Alexander (CA) – Chairman, Sue Bettington (SB), Phil Bettington (PB), Cllr Stephen Chowns – Ledbury Town Council (SC), Katie Horne (KH), Cllr Phillip Howells – Ledbury Town Council (PH), Emma Jackson (Community Development Officer – Ledbury Town Council (E)), Mal Hughes (MH), Sue Hughes (SH) (both Ledbury Community Choir)

ITEM NO:	SUBJECT	ACTION
1.	WELCOME AND INTRODUCTIONS: SO chaired the meeting in CA's absence.	
2.	MINUTES OF PREVIOUS MEETING AND MATTERS ARISING: The previous meeting had focussed on the Twentieth Anniversary weekend with just an update of actions.	
3.	TREASURER'S REPORT: No update in SB's absence. A significant amount had been spent over the last few months but all related to the Twentieth Anniversary event.	
4.	<p>REVIEW OF TWENTIETH ANNIVERSARY OF TWINNING – LEDBURY AND STROMSTAD JUNE – JULY 2022: The weekend of events in Ledbury had gone very well. There had been a good representation from Sweden at the Midsummer Style event on the Recreation Ground on the Saturday. The weather gradually improved and those that attended really entered into the spirit of the afternoon, including an impromptu game of 'Walking Football'</p> <p>Thanks were due to the Ledbury Community Choir, the Ledbury Morris Dancers, Ledbury Poetry Festival and Ledbury Town Council for their support for the event. Also, to Ledbury Swifts for arranging the making of the Swedish Pole.</p> <p>The Re-Launch of Little Strömstad had been well attended with many references to the long-standing special friendship between the two towns, exchange of gifts etc. A plaque had also been unveiled in tribute to the late Andy Ward, former Manager of The Talbot, in recognition of his unstinting support for Twinning.</p> <p>Thanks were due to Richard Jennings, Manager of the Talbot for his support in helping to arrange the event.</p>	

	<p>Representatives from the Swifts together with CA, CJ and JJ had attended the special celebration held in Strömstad. Speeches were made by a number of the attendees, all who highlighted the value of the Twinning to both towns and the friendliness and welcome they had experienced during visits to Ledbury. A number highlighted their memories of the late Andy Ward.</p> <p>CA presented a picture, painted by Caroline Green of Take 4 Gallery in Ledbury, of the Talbot Hotel, to Ronnie Brorsson, Chair of Council and Kent Hansson, Chair of Executive Board at Strömstad Kommun.</p>	
5.	<p>SWIFTS UPDATE: NF reported that the visit to Strömstad had been a great success. It had been wonderful to be back in Strömstad after the disruption caused by COVID-19.</p> <p>The Swifts played in two matches, one against a team from Norway, which they lost 3.0 and the other, a closely fought match against the local IFK Strömstad team which was a 2.2 draw. The evening was followed by a buffet, arranged by the Swifts coaches and parents and enjoyed by both teams and supporters.</p> <p>As ever, the hospitality in Strömstad had been wonderful.</p> <p>It was hoped that IFK would visit Ledbury in 2023 and plans were already underway for the visit to Strömstad. A meeting was being held with parents the following week, to get commitment, pay deposits and check on passports. It was likely that the visit would take place over the last weekend in July.</p>	
6.	<p>REPORT BACK FROM STRÖMSTAD GROUP: A group had been set up in Strömstad to coordinate activities connected with Twinning. Education and music were represented within the group and they would be working with IFK Football regarding the Swifts visit later this year. Ninni Liljestränd Qvicklund, Nina and Bosse Markendahl and Katrin Karlsen were the current members of the Group.</p>	
7.	<p>EDUCATIONAL LINKS: Talks had been delivered to local schools about the Twinning and Swedish Midsummer traditions prior to the Anniversary celebrations. The talks had not translated to additional attendees at the Recreation Ground event but the children had all enjoyed making Flower Crowns.</p> <p>It was hoped that students from the Strömstjernaskolan and Whitecross Schools would be able to talk on line before Christmas. It was challenging to find a mutually convenient time.</p>	

8.	TALKS TO LOCAL GROUPS: A talk had been delivered to the Evergreen Club and it was planned to speak to Ledbury Brownies about Swedish Christmas traditions during December.	
9.	<p>SOCIAL EVENTS: Smorgasbord Evening: This had taken place at the Talbot Hotel during June. It had been a well attended and enjoyable occasion with wonderful food provide by the Talbot Chef and his team. Thanks were recorded to the Talbot Hotel.</p> <p>Visit of Anders Olsson an Annete Anderson: They were visiting 31 October – 4 November. The Committee were invited to a social evening at CJ and JJ's house to welcome Anders and Annete and provide an opportunity to catch up.</p> <p>Christmas Dinner: To be held at the Talbot Hotel on either Wednesday 7 or Thursday 8 December. JJ to book,</p>	JJ
10.	AUTUMN/WINTER NEWSLETTER: JJ to produce.	JJ
11.	<p>A.O.B: Publicity Officer: MF had offered to take this role on to highlight Twinning activities via the update of the Twinning Facebook page, Instagram etc.</p> <p>SO proposed and PSB seconded and attendees agreed to the appointment of MF as Secretary.</p> <p>JJ to contact Jan Palmblad/Alex Jupp who had originally created the Twinning Facebook to enable MF to be added as an Administrator.</p> <p>Ledbury Carnival: The Association had been represented via a decorated car in the procession and also and activity stall. Thank you to CA, CJ and PSB for organising this.</p>	JJ
12.	<p>DATE OF NEXT MEETING: Tuesday 31 January 2023 7.30 pm</p> <p>The Meeting closed at 8.40 pm. SO thanked everyone for attending.</p>	



RECEIVED

20 FEB 2023

Agenda Item
17

Dr. Christopher L Scott, 174, Ermin Street, Stratton St. Margaret, Swindon, Wiltshire, SN3 4NE.
Tel: 01793 831110 E-Mail: christopher.scott174@gmail.com

February 8th. 2023.

**Ledbury Tourist Office,
Ledbury Town Council Offices,
Church Lane,
LEDBURY,
HR8 1DH.**

Dear Sir or Madam,

I apologise for sending this letter 'out of the blue' but I really would like to share an idea with you. I would like to enquire if you would be interested in publishing a book or booklet on the Battle of Ledbury? Please let me explain.

In 2021 I visited friends who had just moved to Bosbury from Bristol. Knowing I was a keen military historian of the civil wars, I was handed a programme from a 2019 Sealed Knot event that had been staged in nearby Ledbury. Given that we were going into the town the next day I took an interest and whilst roaming the bookshops and heritage venues I enquired after any local publications describing the fighting and its location in greater detail than the text in the programme. Sadly I was disappointed, and a charming lady in the Ledbury Heritage Centre said it was a project that a local historian really ought to undertake and that a booklet about it would be of great interest. Aware of my fascination with the period and that I had already written several military history books about battles of those wars, my friend said that as no local appeared interested that I ought to write it. Without wanting to yet again launch into a deep academic study of events, the idea of a visitor booklet appealed and I agreed to think about it. On my return home I began my research.

I now realise that 'The Battle of Ledbury' is not strictly a correct title. It was certainly a bloody engagement and although there was fighting in the streets, the engagement was not on the scale of a typical civil war battle. Some modern writers describe it as a mere skirmish, but it was bigger than that, and indeed far more important than a clash of patrols or raiding parties. Ledbury was an important small battle. As a violent, if brief, solution deciding which side controlled this area of Herefordshire, it is sometimes mentioned in learned tomes but it seldom appears to merit much comment or feature greatly in any book about the lives of its two main adversaries. Editors too tend to leave it out of general histories of the civil wars, including Lockyer, who edited the Oxford University Press, Folio Society edition of Clarendon's 'The History of the Great Rebellion'. Ledbury has never been given

recognition as a British Battle, (particularly by English Heritage), often being relegated to a minor paragraph in seventeenth century military history or dismissed as a diversion to the study of the dynastic strife between king and Parliament.

This is a great shame and something I hope to correct. I have nearly completed the research, began the text and started to gather lists of desirable photographs and explanatory drawings – indeed the current Chairman of the International Guild of Battlefield Guides has expressed an interest in drawing the necessary maps and diagrams. In fact it is all coming along quite nicely.

Hence I am now seeking a publisher. I have already had ten military history books published, from academic publishers like Ashgate to popular ones like Helion, Pen & Sword and Partizan, and I am told they sell well. Having compiled the guide to Fort Nelson for the Royal Armouries, I have had some experience of the tourist booklet market, but know little about whom to approach with such a specialist product. I am therefore hoping that your office will be interested in taking this on board as a publishing project, especially as it would be aimed at attracting the large community of re-enactors and history buffs to visit Ledbury and stay in its hotels, shop in its shops and visit its attractions etc. as they explore the site of your 'battle'.

I would very much welcome your comments.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'CHRISTOPHER SCOTT', with a large, sweeping flourish underneath.

Dr. Christopher Scott, Swindon.

Publication permission on this letter is given.

LTC Clerk

Agenda Item

18

From: Ashby, Nicholas <nick.ashby@westmercia.police.uk>
Sent: 10 February 2023 08:29
To: 'Karen Davis'; Ashperton P. C (ashperton.pc@btinternet.com); Bosbury and Coddington P.C; Cradley and Storrige; eastnordonningtonpc@hotmail.co.uk; LTC Clerk; Much Cowarne PC; Pixley and Distric P.C; putleyclerk@gmail.com; Stretton Grandison P.C; Wellington Heath P. C (clerk@wellingtonheathpc.org); Yarkhill P.C
Cc: Ransome-Williams, Sarah
Subject: Community Contract
Attachments: local-policing-charter-2022.pdf

Good Morning

Hope that you are well.

I am updating the Community Contracts and would like to know what local issues you would like your neighbourhood team to focus on.


As always, we thank you for your support.

Kind Regards

Nick Ashby

PCSO 40398

Ledbury Police Station

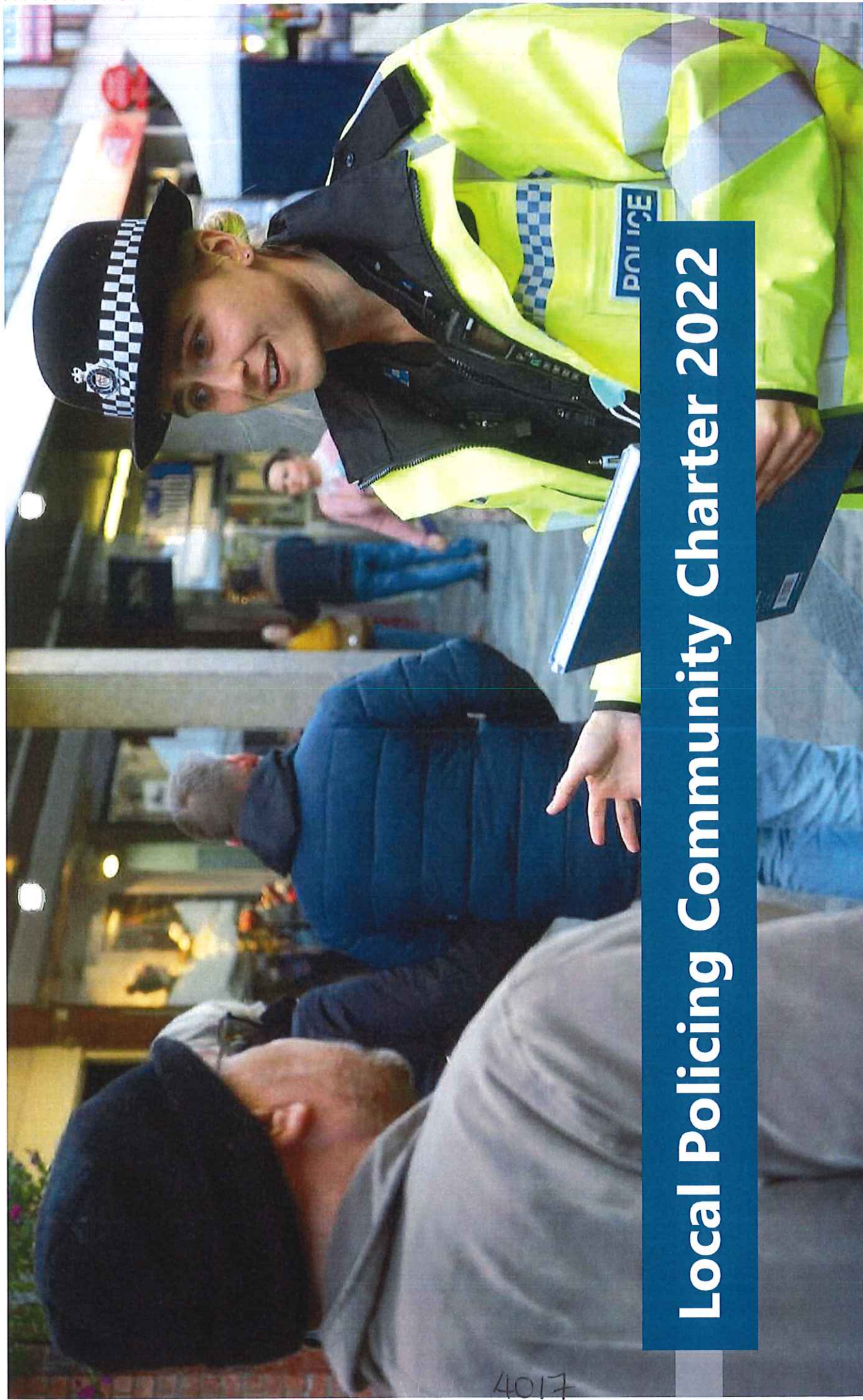
 Tel.0300 333 3000 EXT 7723408

 nick.ashby@westmercia.pnn.police.uk



Sign up to receive alerts from your local policing teams www.neighbourhoodmatters.co.uk





Local Policing Community Charter 2022



Our values: Public first | Compassionate | Courageous | Ownership | Inclusive

4017

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4018

Together we can and will make our communities safer and stronger and protect people from harm.

The concepts of neighbourhood and community will mean different things to different people. However, there remains that very real, place-based experience of shared surroundings and interests for those who live and work as neighbours, and with it a shared desire to be safe, and feel safe.

Our ambition is to provide a local policing service of which you, and we, can be proud. Prevention will be at the heart of our work, through well-informed collaborative problem-solving, building participation with and strengthening the links to the communities we serve. We will remain part of those communities, known and accessible to you, and policing in a way that both prevents harm and enhances your trust in us.

All of our officers and staff have a significant part to play in the service we deliver in your neighbourhoods. But policing is too important a task to be left to the police alone, and we recognise the enormous amount of strength in our communities. We will strive to involve you as citizens, and uphold the tradition that the police are the public and the public are the police.

Rachel Jones
Assistant Chief Constable Local Policing and Operations



West Mercia Police will focus on its core priorities of keeping communities' safe and delivering an excellent service. To help achieve success, we will enhance links with local people, while playing our part in the broader effort to tackle the concerns and challenges facing society.

We recognise that in spite of the changing nature of crime and demand for policing, globalisation and the growth of the internet, the effects are always felt by real people in real places.

We will use all the assets, skills, technologies, partnerships and people available to us to keep you safe in your neighbourhood, in your homes and on the roads.

Within this charter, we will outline how we will use our range of different assets, such as our patrol officers, criminal investigation departments and our operations department, to respond to emergencies, investigate crime, develop and analyse intelligence, prosecute offenders, examine crime scenes and much more besides.

In order to deliver better outcomes for the communities of West Mercia, the preference will always be on preventing crime in the first place. Working with local partners and the community, the force is focussed on how we can best do this.

All functions will contribute towards tackling the force's priorities. We will also provide bespoke local, neighbourhood policing to the people and communities of Herefordshire, Shropshire, Telford & Wrekin and Worcestershire.

West Mercia Police is committed to neighbourhood policing, which remains firmly at the heart of the organisation. This charter reinforces further our commitment to West Mercia Police's strategic vision of providing a quality policing service and protecting people from harm.

It has been built in consultation with our staff, our partners and our communities.

It is shaped by six key themes which will underpin all areas of our service:

- a) Visibility and accessibility**
- b) Responding to our communities**
- c) Prevention**
- d) Vulnerability**
- e) Relationships**
- f) Partnerships**

a) Visibility and accessibility

Our safer neighbourhood teams (SNTs) are based locally. They undertake the more traditional 'local policing' role within communities, including engagement, problem solving and dealing with longer term local issues. Whilst SNTs are often the visible representation of West Mercia Police in the community, they are supported by wider force assets such as patrol, criminal investigations and operations department.

Our structures and processes will offer greater visibility on our roads and in our communities and improved accessibility through dedicated, identifiable, knowledgeable and connected SNTs.

We will:

- Focus on persistent problems affecting people in our counties.
- Dedicate problem-solving time to tackle core problems in every parish.
- Prioritise a sense of local ownership by officers who are known to you.
- Let you know who is policing your neighbourhood and what they are doing.

This will be achieved by:

- Ensuring that our contact centre offers all available methods to contact us, via the telephone, our website or various social media platforms.
- Ensuring that there is a dedicated, named, neighbourhood policing team made up of police constables (PCs) and police community support officers (PCSOs) for your area, who will continue to work to understand local issues and provide consistency in your area.
- Ensuring that the teams are led by a named sergeant and inspector, dedicated to their roles.

Meet your safer neighbourhood team

Officers are based in the local area and work with local communities to report a crime in progress call 999 and for non-emergency call 101. You can also report a crime by text or email. If you are unable to report a crime, please contact your local Neighbourhood Team for the 101 non-emergency number.

Market Drayton
marketdrayton@westmercia.police.uk

 Insp. Claire Gentry	 Insp. Andy King 01927 10116	 Insp. Stephen Robinson 01927 21379
 Insp. Joe Farnham 01927 1428233	 Insp. Stephen Robinson 01927 21379	 Insp. Andy King 01927 10116

West Mercia Police considers it to be their duty to respond to all reports of crime in circumstances where the use of police resources may prevent the commission of the offence.

West Mercia POLICE
westmercia@westmercia.police.uk
@westmerciapolice

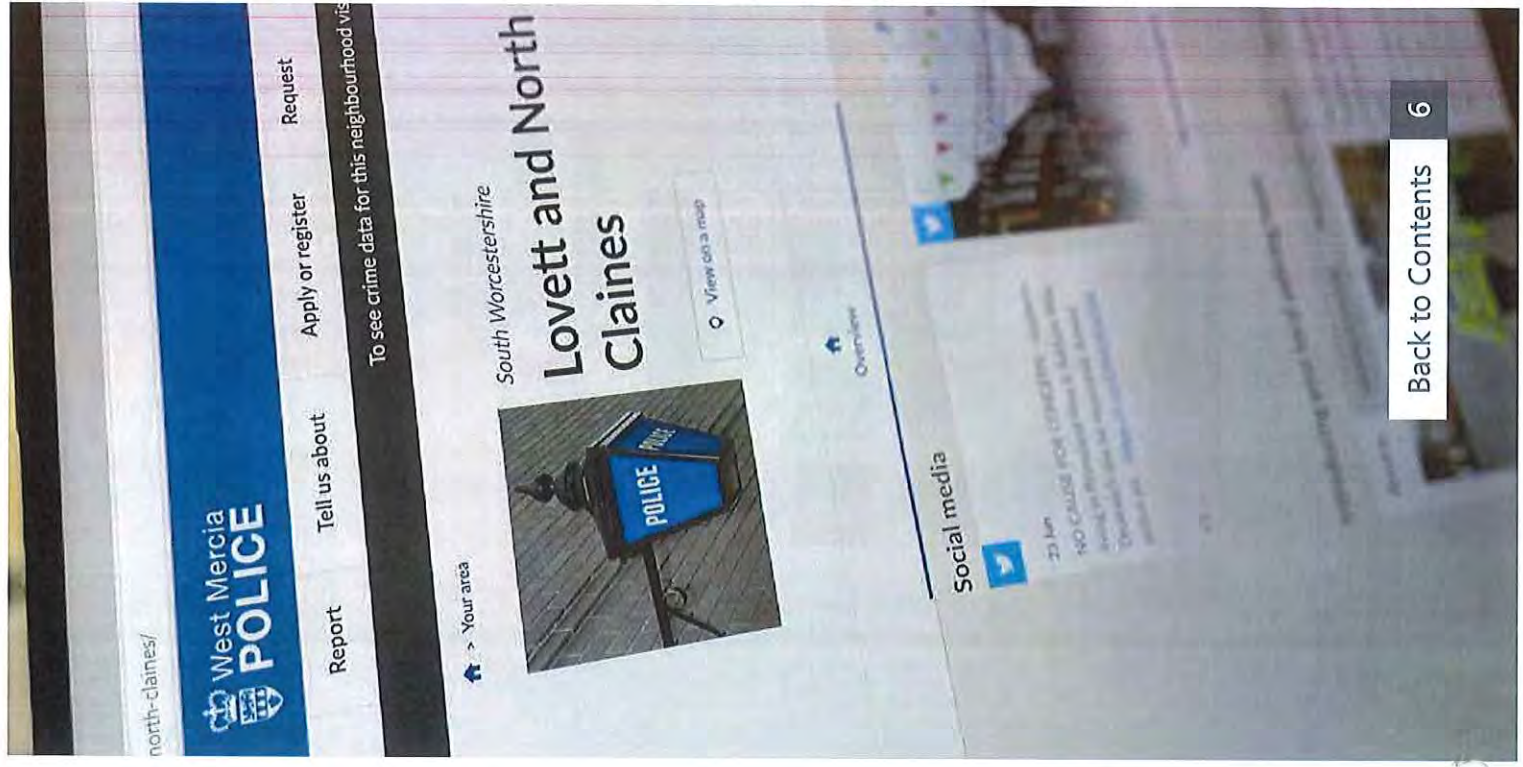
Meet your Safer Neighbourhood Team

West Mercia Police considers it to be their duty to respond to all reports of crime in circumstances where the use of police resources may prevent the commission of the offence.

West Mercia POLICE
westmercia@westmercia.police.uk
@westmerciapolice

- Ensuring that your SNTs' photographs and contact details, including mobile phone numbers, are accurate, up-to-date and easily accessible via our website, our community messaging service Neighbourhood Matters, and on social media platforms. This will enable you to contact the teams directly when they are on duty.
- Promoting what we are doing in your local community, providing up-to-date information about policing in your neighbourhood on the West Mercia Police website, on social media and Neighbourhood Matters, via traditional print and broadcast media and in your community via clear, easy to read posters.
- Modernising how the public access our officers and our services at our main police stations, developing more universal digital provision.
- Being available to meet with you in key public spaces and in your communities through our engagement vehicles, at least once a week across each of our five local policing areas (Herefordshire, North Worcestershire, Shropshire, South Worcestershire and Telford & Wrekin). We will advertise locations and times in advance, letting you know where we will be and when.
- Advertising our teams' availability with the use of A-boards placed outside our stations to show when we're in and available to help.
- Attending local district or parish council meetings virtually or in person. We will attend parish council meetings at least once a quarter, as agreed with the chairs or clerks, to report publicly on policing performance, answer questions and take away any problems or concerns you raise.
- Engaging and agreeing a contract with each local district and parish council to provide consistent, timely, informative and good quality updates.

4022



- Our SNTs will be empowered to draw upon force assets to resolve local concerns, applying a problem solving approach. This includes the use of specialist problem solving hubs located in each local policing area.
- Ensuring that our teams are regularly visiting and are visible and accessible within school settings.
- Through our community messaging service Neighbourhood Matters, we will continue to share information in a way that suits you, and to enable you to sign up to tailored neighbourhood alerts and updates.
- Attending a range of larger scale public events within your county, where we will set up and staff a West Mercia Police stand to engage with our communities, offer advice and listen to your concerns.
- Recognising the enduring use of traditional print and broadcast media, we will also enhance our use of social media such as Facebook, Instagram and Twitter to further improve our communications with all our different communities.

4023



b) Responding to our communities

We will use the most effective methods to understand key concerns across the wide range of our urban and rural communities, and feedback about the issues that most impact on them. We will make sure that we are able to respond both proactively and reactively to issues and update communities, keeping people informed and updating them on what work is being done to tackle the issues raised.

We will:

- Seek to utilise all available means of communication to ensure that we fully understand the issues that impact you and your communities.
- Engage with a wide and varied cross-section of our communities to ensure that we are tackling the issues which the majority feel are of most concern.
- We will identify and understand your key concerns in all parishes across the force area and specifically tackle those issues through a problem-solving approach.

This will be achieved by:

- Undertaking surveys and arranging drop-in sessions to hear concerns directly from local residents.
- Focussing effort on engagement with minority and seldom heard communities and with those who would not necessarily feel comfortable engaging with the police.
- Responding to feedback and written correspondence efficiently, with suitable time-frames agreed with the writer.
- Liaising closely with MPs and unitary and parish councillors to deal directly with concerns from constituents.
- Harnessing the power of social media, Neighbourhood Matters and the internet to seek views from the local community.
- Utilising all forms of media and communication means to ensure that communities are kept as up-to-date as possible on policing activities in their area.
- Using data, intelligence and technology to fully understand the make-up of the communities we serve to ensure that we are communicating widely and efficiently with all.

c) Prevention

The prevention and reduction of crime and harm on our roads, in our homes and across our communities will be embedded in everything we do. Our local teams will work with communities and partners, supported by our specialist departments, to undertake primary, secondary and tertiary prevention through a consistent problem-solving approach.

We will:

- Work with communities, statutory agencies and the voluntary sector to prevent crime, harm and anti-social behaviour through a consistent problem-solving approach, supported by the Problem Solving Hubs based in each of the five local policing areas.
- Use innovative, evidence-based practice to intervene as early as possible.
- Focus on repeat victims, repeat locations and repeat offenders to reduce the recurrence of problems that affect our communities.

This will be achieved by:

- Utilising our established, innovative Problem Solving Hubs to consistently adopt nationally recognised effective practice, prevent local problems developing and tackle established issues effectively and swiftly.
- Focus our team of locally based problem solving police constables on early intervention and prevention with children and young people, and to deal with emerging community problems with our partners at the earliest opportunity.
- Ensuring that our staff are trained and skilled in identifying the complexities of harm and vulnerability, and use an evidence-based problem-solving approach to everything they do.

We are committed to tackling recurrent and connected problems in communities, and working proactively with those communities and partners to prevent them taking root in the first place.

- Use a consistent framework to analyse problems, intervene effectively to tackle them and evaluate the impact of the response.
- Preventing organised crime groups from becoming established in communities and relentlessly disrupting them where they have.
- Identifying and providing supportive interventions to the most vulnerable within our communities.
- Provide high quality training for all frontline officers and staff to provide relevant, timely and useful prevention advice to the community.
- Build on existing data and information sharing partnerships to improve and enrich intelligence and prevention work across partnerships.
- Develop shared problem solving platforms and more streamlined means of sharing information between agencies.

4026



d) Vulnerability

We will focus on our priority of keeping communities safe, ensuring that we identify the vulnerable and target our response and resources at communities where the risk of harm is the greatest, thus affording the greatest priority to our most vulnerable people.

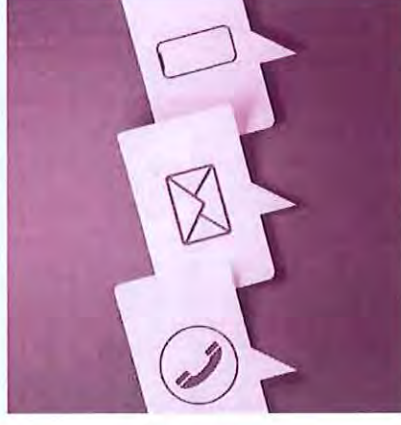
The nature of communities and the crimes which affect them has changed and continues to change. Our population is ageing, and the growth of the internet has led to a globalised society where people have fewer interactions with their communities than previously. There is also a greater awareness of the hidden threats that face people living within our neighbourhoods, such as the exploitation of children and adults, domestic abuse, organised crime and radicalisation.

Our investment in police officers whose role will focus on early help and intervention will ensure that we can better work with partners to intervene quickly and proactively where any vulnerability is identified. We will develop more sophisticated data to enable us to better identify vulnerability and to better track the impact that our interventions will have in reducing it.

We will continue to refine and enhance the support that our established Victim Advice Line offers to vulnerable victims, improving and sustaining referral rates and ensuring that referrals lead to enhanced support for victims of crime when they most need it.



If you have been affected by crime, we are here to help.



We will:

- Ensure that we adopt a trauma-informed approach and with partners, recognise and support those who have suffered adverse childhood experiences (ACEs).
- Afford the greatest priority to the most vulnerable people in society.
- Police bases within our neighbourhoods where harm is hidden, as well as public places where it is most visible.
- Target our response and resources at the locations where the risk of harm is greatest.

This will be achieved by:

- Using sophisticated intelligence and analysis to identify the threats facing our communities, not simply those which are highly visible, but also those which are hidden.
- Ensuring that our SNTs develop a thorough understanding of the most vulnerable people in their areas.
- Using our Victim Advice Line Team to best support vulnerable victims through help, signposting and practical support.
- Effectively and consistently identifying and managing those people who cause recurring harm to those around them.
- Focusing with our partners on things that make people vulnerable and intervening early to prevent them.
- Provide continuous professional development to ensure that our workforce, and that of our partners, operate in a trauma-informed manner.



Information for victims of crime

This leaflet will help you understand what happens next after a crime has been reported, what services you are entitled to, and the help and support available to you.

The officer dealing with your case will complete this section:

Name:

Collar number:

E-mail:

Mobile number:



4028

e) Relationships

Our SNTs will continue to build strong relationships with communities to prevent and address problems. We police by consent and to maintain that consent, we will remain connected and part of the communities we serve.

We recognise that socially inclusive and well-connected communities are safer places to live and as part of them, the police are well-placed to support their communities to work together in positive association to make change happen.

We will:

- Focus on the strengths of our diverse communities and support the growth of cohesion within them.
- Engage local people to prioritise persistent problems which cause the most harm and build the participation of local people in addressing them.
- Listen to what communities say about us and act on what we hear.
- Be honest with you and not create expectations that we cannot fulfil.

This will be achieved by:

- Ensuring that our neighbourhood policing staff are all trained to deliver a comprehensive problem solving approach to deliver excellent solutions alongside their partners and communities.
- Ensuring that our PCs and PCSOs understand and are known at the key places within their neighbourhoods, such as town and parish council offices, schools, community centres, doctors' surgeries, care homes and places of worship.
- Building up the profile and value of our police staff volunteers, our special constabulary and our police cadets so they can help us to reach out to our communities even more effectively.



- Investing in community-based watch schemes, such as Neighbourhood Watch, Rural Watch, Horse Watch and Community Speed Watch, which allow people in communities to look out for each other.
- Develop new and support new community-based watch schemes, such as Street Watch and Heritage Watch.
- Work closely and in collaboration with existing voluntary groups and organisations, recognising their importance in tackling local concerns.
- Ensuring that we maintain a robust and diverse Independent Advisory Group (IAG) and Custody Lay Visitor Scheme on every local policing area.
- Ensuring that we promote and support ride-along schemes where members of the public can join our officers and experience first-hand some time on a shift.
- Reviewing our approach to youth engagement, particularly how we work with children and young people in schools and beyond to build relationships at an early stage of life.



f) Partnerships

The police have primary responsibility for preventing and detecting crime, and keeping people safe from harm within our communities and on our roads. However, we don't always hold all the relevant information about the nature and causes of the problems affecting communities, nor the powers or means to solve them. As those problems become more complex and diverse, so the need for creative collaborative solutions to address them becomes more vital.

We will work together with all our partners to drive a better understanding of our communities and the issues they face, and to deliver collective solutions and better confidence in our policing services.

We will:

- Align ourselves closely with other partners and third sector agencies where appropriate.
- Harness the collective resources of partners and communities to provide a sustainable approach to reducing crime and harm and improving road safety.
- Share information effectively to keep people safe and seek information from others to further this aim.

This will be achieved by:

- Working closely with public safety partners to provide the most cohesive and effective response to issues wherever and whenever the opportunities arise.
- Reviewing our data-sharing agreements so that we always 'dare to share' within the boundaries of the law.
- Using innovative analytical tools to draw together data, integrate our knowledge and make better decisions.
- Participating fully in the counties' multi-agency partnership forums, such as the Health and Wellbeing Board, Community Safety Partnerships, the Serious Organised Crime Joint Agency Group – a multi agency partnership group designed to address serious and organised crime - and the Local Safeguarding Boards.
- Utilise existing and new legislative powers to bring the police, partners and the community together to more effectively prevent crime.

These six core areas form the basis of our neighbourhood policing charter for the communities of Herefordshire, Shropshire, Telford & Wrekin and Worcestershire.

Metrics and measurement

This charter will be reinforced with a set of metrics by which we will be able to measure the force's progress against each of the six core areas set out.

Our Teams

The teams who will deliver this charter include:

SNT inspectors will be the senior managers responsible for a geographical area which will encompass a number of individual SNTs. They will be the coordinator of core activity and the individuals tasked with ensuring that they and their teams work closely with communities and other partners to ensure effective delivery of this charter. They will be visible in their local communities to improve confidence and understand issues on a local level.

SNT sergeants will be dedicated to supervising the SNTs. They will provide continuity of direction to local PCs and PCSOs on a daily basis to address the most important issues, and ensure that strong relationships exist between their officers and local people. They will be visible and accessible, ensuring that the local community knows who they are.

Safer Neighbourhood Team PCs will be dedicated to neighbourhood policing within their team. They will deliver sophisticated problem-solving to prevent harm in communities based on a thorough understanding of local strengths, and use their warranted powers proactively to tackle local threats, demand and vulnerability.

Safer Neighbourhood Team Police Community Support Officers (PCSOs) will be aligned to our SNTs. Together with our PCs, they will be our most familiar faces, tackling issues of concern in communities, maintaining a consistent personal connection with local people and building sustainable links between them.



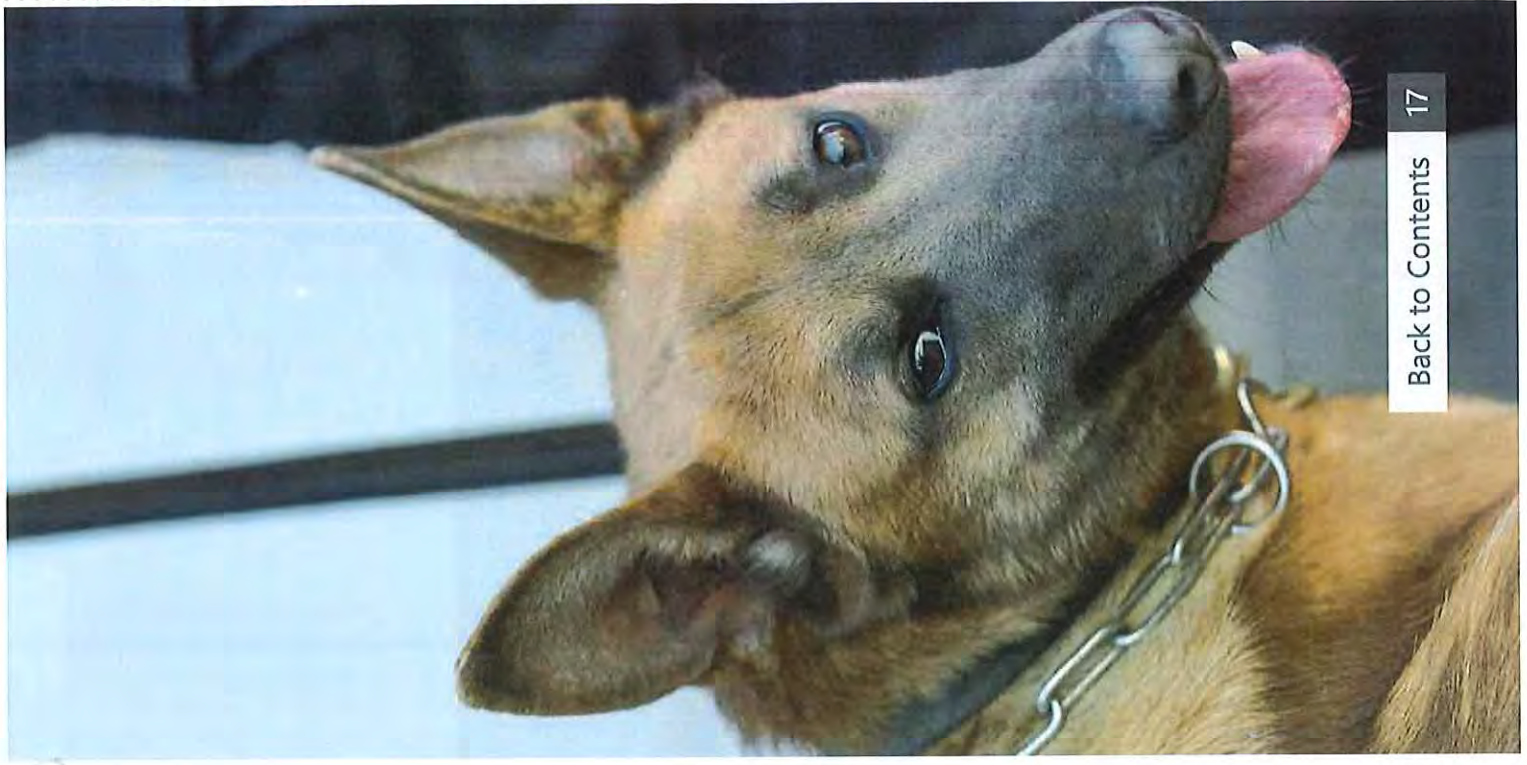
Problem Solving Hubs - each of our local policing areas has a dedicated Problem Solving Hub, made up of officers and police staff who are specialists in roles such as licensing, missing people, youth engagement, rural and business crime, early help, early intervention and prevention, and designing out crime. SNTs work closely with problem solving hubs to both prevent crime, and sustainably resolve issues in the community.

Special constables will provide an additional and valued capability, supporting regular colleagues. They will provide a highly visible presence through well-informed patrol and enforcement activity which tackles prevalent issues of local concern.

Police cadets will assist other neighbourhood officers in engaging with communities at events and playing an important role in preventative initiatives and campaigns. They will enhance our relationships with young people across our communities, while developing their own skills and self-confidence.

Police volunteers will be a crucial link between communities and the police, sharing information and broadening the involvement of citizens in policing through initiatives such as Neighbourhood Watch and Community Speedwatch.

Our other specialists will operate in neighbourhoods, sometimes recognised and sometimes not, but all in the common mission of protecting our communities from harm. This diverse and skilled workforce includes our response officers, detectives, roads policing units, dog handlers, child protection specialists, covert teams and firearms officers, all of whom will provide the additional comprehensive support to our Safer Neighbourhood Teams when needed.



Neighbourhood Matters

The Neighbourhood Matters messaging system enables residents, businesses and community groups to keep in touch with local safer neighbourhood teams. You can receive updates on crimes, latest information on on-going incidents and learn more about what we're doing in your community. You are invited to sign up and become a registered recipient of messages of information, crime alerts or witness appeals local to the area in which you live or work by email, text or telephone. Don't worry, we won't bombard you with every incident. You can choose exactly the type of alert you wish to receive.

Neighbourhood Matters can also be used to contact your local Safer Neighbourhood Team. Each of our Safer Neighbourhood Teams' details can be found, including mobile phone numbers to contact them when they are on duty, and through an email system.

Please note that this service is not for reporting crimes or incidents – to make a report please contact West Mercia Police via the West Mercia Police website or dial 999 in an emergency.

For further details please see www.neighbourhoodmatters.co.uk



**Sign up to Neighbourhood Matters
to get news from your local policing
team straight to your inbox.**



www.neighbourhoodmatters.co.uk