		9. It is noted that The Ledbury Public Realm and Transportation Appraisal has been included in the NDP to highlights the highways issues around Ledbury as well as including potential improvements, however this list was drawn up a while ago and should be looked to be updated especially for provision along the south area of Leadon Way. 10. EE1.1 – This should be included in the wording - Appropriate access, which has been assessed on both vehicle impacts and providing sustainable routes. This should also include a Travel Plan. 11. There is very little on buses in the whole document. Look to include "Bus back Better" More reference to buses to support development should be included in the NDP polices. Transport for visitors and employment should also be included. 12. Protecting the town centre has an over dependence on car trips – Cycle parking should be included. The hierarchy of travel modes should be referenced, with pedestrians given the highest priority.	9. It is encouraging to hear support for the Public Realm and Transportation Appraisal is to be updated and the Town Council looks forward to contributing towards this when it is commissioned by Herefordshire Council. This would assist that Council in meeting its obligations under Core Strategy policy SS4. NDP paragraph 11.5 refers to the possible identification of further measures. 10. It is felt that criterion c) covers the matter of sustainable routes in a more understandable form. However, should the examiner feel this change, including reference to the need for a Travel Plan, needs to be emphasised other than rely upon policy TR1.2, then there would be no objection. 11. It is understood that Bus Back Better is Government's Strategy for buses. Having looked at this, it is difficult to discern what development planning related matters can be advanced through a NDP. There is reference to traffic management and investment to prioritise buses including prioritising buses on the highway and providing improved road-side infrastructure (e.g., bus stops and shelters). However, these are unlikely to be the subject of planning applications. Nevertheless, they may be matters where provisions should be negotiated as part of an travel plan (covered by policy TR1.2 [g]). Measures elsewhere might more appropriately be a matter for the review of the Public Realm and Transportation Appraisal which it is understood is being encouraged. 12. Policy EE3.2 indicates new town centre development will be expected to provide cycle parking. It also indicates that pedestrian access should be retained or enhanced through such developments. Policy TR1.1, which is substantially a saved policy from the current NDP, identifies a number of routes that that should be improved to provide for pedestrians and cyclists.

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		13. Leadon Way – a. The cycle way to connect the Town Trail to Leadon way whilst it is a good idea to provide the connection the practically/buildability of it may not result in the required connection as the land is not in the ownership of the highway authority and is private. b. Potential connections via Sheppard's Close/Jubilee Close should be mentioned. 14. Policy EE3.3 – It should be noted that any provision should take into account sustainable modes of travel, however the area highlighted includes the swimming pool car park. Any changes to this provision may result in parking being dispersed around residential streets. 15. Policy SD1 – further details should be included on development being accessible by sustainable modes - a sustainable hierarchy of travel mode. It should also include bus infrastructure. 16. Policy HO2.3 – should include ensure permeable by all modes. There could also be specific references to buses in this context. 17. EE1.1 - Would benefit from NMU access points -possibly to Ross Road or the canal trail and or cycle connections to tie in with those at the Ross Road / Leadon way roundabout	13. The routes identified are generally associated with areas where development is proposed or to be encouraged, and improvements would generally be achieved as part of negotiations with developers through about site layouts or off-site works as part of Travel Plans (among other methods). Leadon Way is one area where development is underway with further expected and although the potential to use the connection suggested is useful, other possibilities should not be ruled out by specifically referring this one. 14. Developments will need to take into account other policies in the NDP, including those for car parking, active travel and sustainable transport infrastructure. The policy highlights measures that, in particular, need to be addressed and this includes increasing connectivity to the town centre through increased pedestrian access. 15. These are covered by policies HO2.3, TR1.1 and TR1.2 to the extent that it can be through a NDP and need not be duplicated. 16. This is a housing policy. Policies TR1.1 and TR1.2 relate specifically to transportation matters. The issue of buses is referred to above (11). 17. Unsure what NMU refers to. Criterion c) refers to connections to foot and cycle routes in the vicinity.

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		18. CL1.1 - Should include clearer provision for cycles etc. 19. CL2.2 – Makes reference to appropriate car parking provision shall be made – but no reference to cycle parking or EV's (although there is a light touch in 10.18) 20. 11.1 - "Car population to increase by 2,000", Not sure how this has been quantified however without details from actual data figures should not be used. 21. Objective of TR1 includes " to promote the use of sustainable transport methods such as cycling, walking and public transport". However, the policy and supporting text seems to have forgotten public transport entirely. 22. TR1.2 - bus permeability of design of new development - must be addressed – it currently says public transport connections – but this is in reference to connecting to not permeability access to. 23. Parking arrangement section should also refer to EV charging.	18. This is covered by policy TR1.2 and there is no need to duplicate. The NDP should be read as a whole. 19. This is covered by policy TR1.2 and there is no need to duplicate. The NDP should be read as a whole. 20. Herefordshire Council's Highway Design Guide for New Development indicates a range of parking requirements covering 1 bed, two bed and 3+ bed dwellings requiring 1,2 or 3 car parking spaces. The majority of new housing involves 2+ beds and hence with 1,000 dwellings, the potential for 2,000 cars appears reasonable. This figure is carried forward from the current plan and was not questioned previously. It is indicative of potential. 21. Policies TR1.2 (criterion [g]) and TR2.1 seek to cover measures that might be encouraged or promoted for public transport so far as it is understood that an NDP might do so. 22. Herefordshire Council's Highway Design Guide for New Development sets out requirements for road layouts and travel plans. The latter, in particular, includes provisions for public transport facilities. This policy makes reference to new development being designed in accordance with this Guide. 23. This is covered by criterion m).
2	Herefordshire Council Environmental	Contamination matters	Covered by Core Strategy policy SD1 which need not be duplicated in this NDP. However, this might affect residential amenity, this would be covered by NDP policy HO2.3.

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	Health (contamination)		
3	Herefordshire Council Strategic Planning Team	1. Policy EE1.3 - restricts all changes of use of employment land to non-employment uses whereas Policy E2 in the Core Strategy states that loss of employment land rated as 'moderate' will be permitted in certain circumstances. 2. Policy TR1.2 - The heading 'Active Travel Measures' should instead be 'Active Travel and Public Transport Measures' ass this section also includes reference to the latter.	1. This policy remains unchanged from that in the current NDP which was found to meet the basic condition (just a minor drafting correction is made, and it is renumbered because of new preceding policies). However, should the Examiner wish to have rated as 'best' or 'good' inserted after premises, there would be no objection. 2. This is not material to the NDP and there would be no objection to such a change of heading if required.
4	Herefordshire Council Development Management Section	1. Policy SD1.2 – insert 'open' before countryside in line 5. 2. Policy SD1.3 - Unclear as to proposals this policy is applicable to. Should this Policy be defined solely for major development? It appears excessive for full householder applications e.g. extensions to dwellings to incorporate these measures when it may be possible to achieve under permitted development i.e. not actually require the benefit of planning permission to be applied for. As a further point, the last sentence within paragraph 5.9, in terms of context, could be brought into the policy itself, helping make the policy a bit more explicit. 3. Policy HO2.1 - The policy, which does carry over from the adopted NDP, should perhaps make a distinction between 'windfall' and more	1. A useful suggestion. 2. The intention of the policy is for all forms of development to consider what measures can be advanced in association with it that will contribute towards reducing carbon. These will vary according to the development involved. Hence, the Examiner may wish to consider whether it be useful to address the concerns expressed by inserting 'as appropriate to the nature of the proposal' (deleting 'proposals' after development at the start of the policy). In this way the last sentence will be reflected in the policy. 3. It is understood that the term windfall and major development (in the context of 10 or more dwellings as opposed to development in the AONB) are not mutually exclusive. You can get developments of 10 or more

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		major development. Self-build is not just applicable to major development. Make it a more generalised policy or define 'windfall' which makes it appear that only windfall development must adhere to this policy of housing mix.	dwellings that occur on a windfall basis. The basis of the policy is to require such developments to consider how they might contribute towards the range of housing requirements listed. Developments smaller than 10 dwellings would not necessarily need to do this. However, it would not preclude them from doing so (in relation to any of the listed forms of housing not just self-build).
		4. Policy HO2.2 - Sentence one and two appears to duplicate. We suggest that the policy reads simply as follows: "The housing density of new development should respect its surroundings through good design which responds positively to local character, including the location, type of housing required and the local environment, and within the range of 30 to 50 dwellings per hectare especially for larger sites". This would enable officers to make a clear and informed assessment on local character which will vary depending on context, otherwise the policy undermines itself and may be exploited, particularly for 'major' development.	4. The suggested deletion in this representation refers to a change inserted through a modification made by the Examiner of the current NDP. In is understood that the higher density in the town centre is to specifically highlight its character which is based on a high density. Similarly, there is concern that new developments on the periphery of the town have resulted in 'cramming' to the detriment of residential amenity because of an emphasis on higher densities in some locations. The concerns remain.
		5. Policy HO2.3 - Officers feel that this this policy would be more effective if it is broken down into several policies and relate to either 'new residential development' and then consider a separate policy being introduced solely for 'householder' applications. Many NDPs often focus on the larger major developments, although many of the applications in the neighbourhood area are actually 'full	5. The policy is compartmentalised in order to reflect the concerns expressed while also seeking to ensure all relevant design matters are considered as part of one comprehensive design approach. In this regards, we have utilised the same approach as that in Colwall Neighbourhood Development Plan to which we were referred by Herefordshire council's Neighbourhood Planning Team

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		householder' application. In our opinion, the policy is convoluted, trying to encompass multiple spatial planning matters e.g. design, townscape, landscape, residential amenity, historic environment, sustainability. Whilst supportive of what the policy is trying to achieve, it would be beneficial if the policies can be broken into themes, helping a) interpretation by officers but moreover b) achieving realistic aspirations. 'Where appropriate' could lead to confusion and differing interpretation. It would be beneficial to re-draft this policy and logical to break down into creating several additional policies. 6. Policy HO5.1- Whilst self-build is a material consideration, it is not an exception under Policy RA3 of the Core Strategy and appeal decisions have confirmed that self-build can only be afforded at most, modest weighting in favour of a scheme. A question should be asked as to how much emphasis is being placed self-build. It may be of suggestion to delete the policy because it will be picked up, more than likely in the Local Plan review and may lead to conflict between the NDP and Core Strategy in the short/medium term until the Local Plan is adopted. 7. Policy EE1.2 - As specific reference is made to effectively allocating the east of Dymock Road site, in our opinion it would be beneficial to create a separate policy rather than it forming 'small employment sites within and adjoining	(https://www.herefordshire.gov.uk/downloads/file/21682/neighbourhood-development-plan-january-2021 - see policy CD2) There is reference to 'as appropriate' in the introduction which would enable the developer/applicant and planning officer to consider which are relevant to the particular proposal under consideration. The inclusion of 'as appropriate' appears to be something suggested to be included in policy SD1.3 above (no 2). It appears to us that their separation into a number of different policies/themes would make no difference to determining whether they are relevant or not given that the plan should be read as a whole. 6. This is a retained policy with no changes. The policy supports self-build proposals that meet the exceptions of RA3. It does not seek to add a new exception. It is in effect an encouragement to use this form of provision when exception proposals are brought forward. 7. The policy seeks to reflect the format of Core Strategy policy requirement LB1(bullet 1) which refers to 'suitable small scale employment sites'.

		the town' For example make paragraph 1 a separate policy and paragraphs 2 and 3 another policy. 8. Policy EE2.1 - Officers consider this policy places significant benefits on the provision of a budget hotel and potentially undermines the LPA's position in terms of assessing a broader scheme which includes other land uses which could potentially cause conflict with the development plan. It would also be advantageous to define 'adjacent' particularly as a lot of sites on the edge of town have considerable holiday accommodation already. 9. Policy EE3.1- Officers welcome clarification as to what are 'exceptional circumstances'? Prior approval could be utilised to facilitate change of use partly making the policy redundant in some instances e.g. Prior Approval under Class MA. Officers would encourage the steering group to check the extent of the blue line of the 'primary shopping frontage' which appears to incorporate residential uses already and appears to be obsolete in some instances. 10. Policy EE3.2 - This is another good policy with locally set threshold. A query is raised in respect of parking spaces which may not be achievable if trying to promote active travel as part of Policy SD1.1	8. Although the supporting paragraph refers to a budget hotel, this is not referred to in the policy so the concerns that this might undermine other schemes for tourist accommodation appears unfounded. The intention is to support all forms of such accommodation. Adjacent is used in Core Strategy policies without the need for definition (see Core Strategy policy RA2). 9. There will be instances where a defined shopping frontage includes residential properties, but this is not unusual. As such the frontages would offer opportunities to provide relevant town centre uses, subject to considerations such as effect on amenity and conservation importance. 10. Reference to retaining and enhancing car parking (among others) is carried forward from the current NDP policy EE3.1. There will still be a need for car parking in the town centre given Ledbury serves an extensive hinterland and its economy relies to a notable extent on visitors. Active

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		11. Policy BE1.1- Suggest the last sentence be omitted which is currently onerous for full householder's applications. If Policy HO2.3 is also re-drafted, does BE1.1 now become obsolete? 12. Policy BE2.1 - A much needed policy given the importance of heritage to the town but with some amendments suggested. Under sub-paragraph a), replace 'resisting' with a more appropriate word in line with the Scheduled Ancient Monument Act. With regards to c), again replace 'resisting' with where it does not conserve or enhance heritage assets. The wording needs to be in line with terminology with the NPPF and relevant acts. With regards to d), replace preserve with conserve. The latter half of the policy appears overly specific. Re-writing sub paragraph c) to effectively say that development proposals should be conserving or enhancing designated and non-designated heritage assets would remove the need for such specific references. 13. Policy NE2.1 - The policy should be re-worded to make it "conserve and or enhance the area's landscape character" You may wish to break down into a landscape policy and a separate tree policy.	travel measures have been added so that the range of provision is encouraged. 11. This is a retained policy with minor changes. The use of design review (provision in the current NDP) and early local community consultation approach is supported but not mandatory. The provision can be outweighed by other considerations, as is the case in mostly all planning decisions. It could apply to all forms of development and not just housing (HO2.3). 12. Some of these changes may have been made should they have been raised at the Regulation 14 stage. The Examiner may wish to consider which minor changes suggested are necessary to improve the policy. 13. Again, the first suggestion may have been accommodated had it been raised at the Regulation 14 stage. The inclusion of trees within the policy reflects it being one of a number of important landscape features. The

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		14. Policy CL2.1 No comments – policy might be a too subjective. 15. Policy TR1.1 - Integrated links and highways measures should be more at the forefront. 16. Policy TR1.2 - This is a very extensive policy and a query is raised as to the extent of its application e.g. all development or (non-)major development only excluding full householder applications? 17. A policy in respect of Barn Conversions or a mention of this in design policy would be welcomed. 18. NDP is very prescriptive in parts and would benefit from refinement. Whilst we appreciate that this needs to strike a fine balance, one cannot stifle innovation and development altogether.	approach is consistent with promoting a comprehensive and integrated approach to cover the design of the matter, in this case landscape. 14. This is considered an important policy based upon protecting areas identified as components of green infrastructure shown on the various policies maps. In order to be as comprehensive as possible, it incorporates policies from the Core Strategy and also the criteria used by Herefordshire Council to determine the importance of unidentified areas of green space utilised in the former Herefordshire Unitary Development Plan. Hence the criterion indicated have formed the basis for defining such space in higher order plans and used by planning officers for many years. 15. This is an existing policy with only a minor change. There is uncertainty about the intention of this representation. 16. The provisions of this policy apply as appropriate to all forms of development. Again, the approach is based upon indicating the range of matters that need to be considered, and it may be determined that some are not relevant in any particular instance. Nevertheless, having the issues highlighted in one place is considered an advantage and an approach used elsewhere both in this NDP and in others. 17. There is nothing to add that is not covered by Core Strategy policy RA5 and the relevant design policies included in this NDP, including relevant provisions within policy NE4.1. 18. As explained in the introduction, pone of the objectives has been to incorporate a range of design matters from Ledbury Design Guide. The

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		19 Officers highlight paragraph 14 of the NPPF and would encourage that 'allocations' be shown on the Map to avoid scrutiny potentially if a major development on the edge of town comes forward again.	areas covered are similar to those in many other NDPs. Innovation is not stifled, and this is explicitly indicated by criterion f) in policy HO2.3. 19. It is understood that Herefordshire Council meets its housing delivery requirements. The sites committed through planning permission are indicated to remain as housing allocations until they are implemented (policy SD1.2).
5	Severn Trent Water	1. Policy SD1.1 - Where you mention that you aim for Ledbury to 'locally recycle its waste and water to improve water supply and quality' we would like to clarify how you propose to do this. Does this include existing wastewater treatment at the Ledbury Wastewater Treatment Works or are you indicating favourable proposals for greywater recycling and sustainable management of surface water through Sustainable Drainage Systems (SuDS) which would have multiple benefits on water quantity, quality, biodiversity and amenity? We suggest that you clarify as part of the Reasoned Justification section. We also recommend the inclusion of support for water resource efficient measures to reduce consumption of water. 2. Policy HO2.3 sub-point (f) should include water efficient fittings which in turn contribute to energy saving through reducing energy required for hot water and for water provision. 3. Policy EE1.1 In subpoint (e) include wording to include a requirement that surface water is managed sustainably from the site through	1. Policy SD1.1 is a policy within the current NDP that has had a minor alteration. It sets out the strategy that forms the basis for the overall approach adopted in the plan. It indicates support will be given to (development) proposals that include the measures referred to I the representation and a number of others that are considered important. Development proposals may be specific measures or, as is more likely, measures forming part of a larger or wider proposal. An example is the Heineken works where it has put measures in place to accommodate wastewater from its business operation. The use of SuDS where there are biodiversity and other benefits is another example. These and measures to support water resource efficiency are covered in more detailed policies. 2. Water efficiency and energy conservation measures are sought through policy SD1.3 and need not be duplicated in policy HO2.3. 3. Sustainable water management and wastewater treatment and river water quality are important matters. The treatment of surface water run off would be relevant to both these issues. They are largely the responsibility of the water company and Herefordshire Council as Lead

		applying the drainage hierarchy. See policy wording below: 'New developments shall demonstrate that all surface water discharges have been carried out in accordance with the principles laid out within the drainage hierarchy, whereby a discharge to the public sewerage system is avoided where possible.' Supporting Text: Planning Practice Guidance Paragraph 80 (Reference ID: 7-080-20150323) states: "Generally the aim should be to discharge surface water run off as high up the following hierarchy of drainage options as reasonably practicable: 1. into the ground (infiltration); 2. to a surface water body; 3. to a surface water sewer, highway drain, or another drainage system; 4. to a combined sewer."	Local Flood Agency (LLFA) and responsible for Building Control. However, Herefordshire Local Plan Core Strategy does include policies for these matters, and this is referred to at NDP paragraph 9.5. In this regard the NDP points out that Core Strategy policies SD3 and SD4 address them. Given the nature of this issue and the wider range of consents necessary, it is considered that the Core Strategy policies should normally be relied upon and not duplicated.
		4. Policy EE3.3 - We are keen to identify if there are opportunities to coordinate our desire to separate surface water from the sewer network to reduce flood risk with any public realm improvements such as retrofit SuDS and Blue Green Infrastructure development.	4. Should proposals be advanced under this policy, then it is understood that the water company will be consulted in the normal way. However, the Examiner may wish to consider whether a note should be added to the reasoned justification/supporting statement by adding at the end of paragraph 7.22 *'It is understood that Severn Trent Water would welcome early discussions about drainage in this area for any regeneration proposals.'*
		5. Policy NE1.1 - would note that it is important that planning policy does not prevent flood resilience works from being carried out if required in the future. We would encourage the supporting text to specify that special	5. The intention of the suggestion is supported although whether this should be through an addition to the policy orb the matter being highlighted within the supporting statement might be worth considering. In relation to the latter, the Examiner may wish to consider the option of adding to the end of paragraph 9.10 – *'Severn Trent Water points out that*

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		circumstances may include flood resilience works if required. Green spaces can also be enhanced where a good SuDS scheme incorporates design principles to enhance biodiversity, amenity as well as attenuation. We would therefore recommend the following policy wording is added: 'Development of flood resilience schemes within local green spaces will be supported provided the schemes do not adversely impact the primary function of the green space.' 6. Suggested <u>Drainage Hierarchy Policy</u> - New developments shall demonstrate that all surface water discharges have been carried out in accordance with the principles laid out within the drainage hierarchy, whereby a discharge to the public sewerage system is avoided where possible. Supporting Text: Planning Practice Guidance Paragraph 80 (Reference ID: 7-080-20150323) states: "Generally the aim should be to discharge surface water run off as high up the following hierarchy of drainage options as reasonably practicable: 1. into the ground (infiltration); 2. to a surface water body; 3. to a surface water sewer, highway drain, or another drainage system; 4. to a combined sewer."	*flood resilience schemes may be beneficial within some of the corridors, and it is not the intention of preventing these where schemes do not adversely impact the primary function of the green space.'* 6. As indicated at point 3 above, the NDP is happy to rely upon Core Strategy policies SD3 and SD4 to cover this matter. 7. It is suggested that the reference to SuDS in policy SD1.3, when viewed in association with Core Strategy SD3 is sufficient for planning purposes.

		7. Recommend that the following policy wording is included within your plan regarding SuDS: Sustainable Drainage Systems (SuDS) All major developments shall ensure that Sustainable Drainage Systems (SuDS) for the management of surface water run-off are included, unless proved to be inappropriate. All schemes with the inclusion of SuDS should demonstrate they have considered all four areas of good SuDS design: quantity, quality, amenity and biodiversity. Completed SuDS schemes should be accompanied by a maintenance schedule detailing maintenance boundaries, responsible parties and arrangements to ensure the SuDS are managed in perpetuity. Supporting Text: Sustainable Drainage Systems (SuDS) should be designed in accordance with current industry best practice, The SuDS Manual, CIRIA (C753), to ensure that the systems deliver both the surface water quantity and the wider benefits, without significantly increasing costs. Good SuDS design can be key for creating a strong sense of place and pride in the community for where they live, work and visit, making the surface water management features as much a part of the development as the buildings and roads. 8. Suggested new policy: Blue and Green Infrastructure - Development should where possible create and enhance blue green	The detailed provisions suggested appear more appropriate to Herefordshire Council's Environmental Building Standards SPD which is in preparation (https://www.herefordshire.gov.uk/downloads/file/23479/environmental-building-standards-spd-february-2022). Reference is made to this at paragraph 5.11. 8. It is considered this is covered through policy NE1.1 (see point c). The corridors include water courses.

		corridors to protect watercourses and their associated habitats from harm. Supporting Text: The incorporation of Sustainable Drainage Systems (SuDS) into blue green corridors can help to improve biodiversity, assisting with the wider benefits of utilising SuDS. National Planning Policy Framework (2018) paragraph 170 States: "Planning policies and Decisions should contribute to and enhance the natural and local environment by: a) protecting and enhancing valued landscapes, sites of biodiversity or geological value and soils (in a manner commensurate with their Statutory Status or identified quality in the development plan); b) recognising the intrinsic character and beauty of the countryside, and the wider benefits from natural capital and ecosystem services – including the economic and other benefits of the best and most versatile agricultural land, and of trees and woodland; c) maintaining the character of the undeveloped coast, while improving public access to it where appropriate; d) minimising impacts on and providing net gains for biodiversity, including by establishing coherent ecological networks that are more resilient to current and future pressures;" 9. Suggested new policy: <u>Green Open Spaces:</u> Development of flood resilience schemes within local green spaces will be supported provided the schemes do not adversely impact the primary function of the green space.	9. We have not been advised that there are any flood resilience schemes proposed within the town's area. Should any be advanced that require planning permission, NDP policies NE1.1 and CL2.1 would be relevant considerations and provide protection for green space. The need for a specific policy to protect flood resilience schemes (or wider proposals containing these) would appear to be unnecessary and duplication.

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		Supporting Text: We understand the need for protecting Green Spaces, however open spaces can provide suitable locations for schemes such as flood alleviation schemes to be delivered without adversely impacting on the primary function of the open space. If the correct scheme is chosen, the flood alleviation schemes can result in additional benefits to the local green space through biodiversity and amenity benefits. 10. Suggested new policy: <u>Protection of Water Resources</u> - New developments must demonstrate that they will not result in adverse impacts on the quality of waterbodies, groundwater and surface water, will not prevent waterbodies and groundwater from achieving a good status in the future and contribute positively to the environment and ecology. Where development has the potential to directly or indirectly pollute groundwater, a groundwater risk assessment will be needed to support a planning application. Supporting Text: National Planning Policy Framework (July 2018) Paragraph 163 states: "Planning policies and decisions should contribute to and enhance the natural and local environment... e) preventing new and existing development from contributing to, being put at unacceptable risk from, or being adversely affected by, unacceptable levels of soil, air, water or noise pollution or land instability.	10. This would appear to duplicate Core Strategy policies SD3 and SD4 which the Town Council is happy to rely upon (see NDP paragraph 9.5)

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		Development should wherever possible, help to improve local environmental conditions such as river basin management plans;" 11. Suggested new policy: Water Efficiency Policy - New developments should demonstrate that they are water efficient, incorporating water efficiency and re-use measures and that the estimated consumption of wholesome water per dwelling is calculated in accordance with the methodology in the water efficiency calculator, not exceeding 110 litres/person/day. Supporting Text: National Planning Policy Framework (July 2018) Paragraph 149 states: "Plans should take a proactive approach to mitigating and adapting to climate change, taking into account the long-term implications for flood risk, costal change, water supply, biodiversity and landscapes, and the risk of overheating from rising temperatures. Policies should support appropriate measures to ensure the future resilience of communities and infrastructure to climate change impacts, such as providing space for physical protection measures, or making provision for the possible future relocation of vulnerable development and infrastructure." 12. We recommend that all new developments consider: • Single flush siphon toilet cistern and those with a flush volume of 4 litres.	11. It is considered this is covered appropriately by NDP policy SD1.3. The calculator is referred to in paragraph 5.10. 12. These are useful as guidance to developers but would be best included in Herefordshire Council's Environmental Building Standards SPD which is in preparation (https://www.herefordshire.gov.uk/downloads/file/23479/environmental-building-standards-spd-february-2022). Reference is made to this at paragraph 5.11.

		• Showers designed to operate efficiently and with a maximum flow rate of 8 litres per minute. • Hand wash basin taps with low flow rates of 4 litres per minute or less. • Water butts for external use in properties with gardens.	
Comments made by Members of the Public and Other Respondents			
6	E Spiteri	1. Local banks provide an unreliable and limited service. 2. Health provision requires expansion to increase as the current one is full to capacity, detrimental to local residents' health, with insufficient appointments available. New or additional premises should be developed to cater for the population of Ledbury. 3. There is not enough accessible transport for elderly or disabled people to allow them to easily and often get to local services. 4. There is not enough schooling in the town as many more houses have been and are going to be built bringing more families needing this provision. A new school should be considered, and its establishment is a very important part of the Plan. It is imperative that the proposed new primary school not only caters for any new developments' residents but that also	1. Policy EE3 increases the flexibility to accommodate services such as banks within the primary shopping area should the anticipated growth provide the incentive to increase or improve provision of services to serve the town and its surrounding area. 2. Policy CL1.1 supports the expansion of such services within the town, including health facilities. It had been hoped to provide further assistance by identifying suitable locations for the expansion of the local health partnership but until the funding processes involved in commissioning new premises has reached a suitable point, this was not possible. It is hoped that this work will progress swiftly, and if required, site identification can be undertaken when the NDP is reviewed in light of the rolling forward of the Core Strategy. 3. This is not something that the NDP can directly assist although travel plans required under policy TR1.2 might be used to increase support for facilities to increase accessibility and support community transport. 4. Any proposal for a new school would be supported through policy CL1.1. Funding towards school improvements is provided for through Herefordshire Council's Planning Obligations SPD. The Town Council will identify options for a new school in a future review of its NDP should it be advised that this is a task required.

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		residents/parents/ carers across the whole of Ledbury could consider this as another choice of schooling for their charges. 5. Local plans/consultations by housing developers are not thorough enough as residents of Hawk Rise/ St Catherine's Grange now find there is only one road to service yet another phase of Baratt Homes which is totally inadequate. The new phase and the new Viaduct development should handle this issue more sensitively and appropriately to provide a safe environment for all. The plans for the new Bloor development should definitely take into consideration the safety of residents and travellers into and out of the town whilst building is carried out. Developments should ensure they have adequate access roads that are absolutely safe for the same community. It is to be hoped that the viaduct itself has been tested to ensure vibrations and development work do not jeopardise the integrity of this Victorian construction! 6. The environment will undoubtedly be affected by any future developments. Green field sites have already been developed - presumably landowners have agreed and finalised with all the relevant local concerns and authorities. It is known that at least one development company has gone into administration. If this happens again, it will leave a 'hole' in the community until other businesses take over. 7. Ledbury is well served by the 3 local supermarkets and the smaller town shops.	5. Herefordshire Council is the highway authority that determines whether access arrangements and highway safety is adequately provided for. However, NDP policy TR1.2 sets out criteria to be used to determine whether these, and other transport related matters, have been fully considered. 6. The NDP sets out a range of policies to protect and enhance the environment and covering other concerns we have identified as important.

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		However due to the distance of one new development, there is a need for more food retail facilities especially for those with mobility or access issues - the nearest walk to a shop is at least 20 minutes away, and that is for a pedestrian who is fairly mobile. 8. The Ledbury railway station currently does not allow people with a physical disability to cross the platform to travel to Birmingham (they can only travel to Hereford onwards from Ledbury!). In line with disability legislation, Ledbury desperately needs a lift to ensure it is fully accessible. Any superficial arrangements which are currently available does not allow a person to be independent. 9. The current provision of sewage treatment works on Little Marcle Road for the increased volume of waste due to new housing developments, is wholly inadequate. The sewage treatment works needs to be relocated to a bigger site or expanded or a separate works created in addition to the current one. The smell is very much more noticeable on a daily basis than in previous years before the new housing development was built. It is a disgusting smell which affects residents and visitors alike.	7. There are no restrictions on the development of small convenience shops within new residential areas. The only restriction is upon larger shops over 400m2 where this might affect the viability of the town centre. This provision is within Herefordshire Local Plan Core Strategy policy LB1. 8. The intention of policy TR2.1 is to try to address this concern. 9. This concern is noted, and the Town Council will press Herefordshire Council to ensure that the treatment works has sufficient capacity to accommodate any further growth, or measures are put in place to address any shortfall in capacity. Currently this matter is covered by Core Strategy policy SD4 which is referred to at NDP paragraph 9.5.
7	Sport England	1. Previously commented that the wording of the policy CL2.1 states that the policy applies to existing playing fields shown on the Ledbury Town Policies Map. This relies on all existing playing fields to be shown on the map to be afforded protection under the policy, and so any	1. The representation only quotes part of the policy. The second sentence within the policy says this protection will also apply to other areas which meet a range of criteria listed in the policy. It is accepted that the criteria do not include playing field land and the Examiner may wish to consider whether this should be added as a further criterion.

		playing fields left out either purposely or in error would then not be protected by the policy which is a remains a concern for Sport England. We remain of the view that the reference to being shown on the policies map should be deleted. If the reference to the policies map is to be retained, we would alternatively recommend the following amendment "...or any existing playing fields shown on the Ledbury Town Policies Map (map 11) or any playing field land that was last used for sport will be protected in accordance with the Local Plan Core Strategy policies..." 2. Notwithstanding this point, we note the amendments made to the Ledbury Town Policies Map now include the pavilion and car park at the Rugby Club and the AGP and one block of hard-court blocks at John Masefield School. We are concerned to note that a 2nd hard court block at the school has been omitted from the areas of protection on the Town Map and so would not be protected by the policy as drafted. No explanation is provided as to why this court is not to be included. 3. In respect of our representation that policy CL2.2 should provide protection for the land to be developed as new playing field, we note the explanation provided in the Consultation Statement that whilst no changes are currently proposed to the Submission Draft at the current time, there are on-going discussions with	2. The omission of the second court area is an error and can be added if required. It would be covered in any event should the examiner accept 1 above. 3. The need for the playing field to serve football is accepted, including by Herefordshire Council and that council has promoted the site proposed site, having drafted alternatives, one of which has been indicated in land take terms within this NDP. The area is the least environmental sensitive of the areas surrounding the town, and this is a significant consideration given floodlighting will be required for one or more of the pitches. We still await Herefordshire Council's advice upon the implications of the site being

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		Herefordshire Council such that the Examiner may be advised to accept a change to reflect the representation made. We remain of the view that, as drafted, this is not an effective policy for the delivery of new playing fields to meet identified needs, it serves merely as an aspiration, since the wording does not protect the land for provision of playing fields. We would ask to be kept informed of any proposed changes prior to the examination. 4. We have previously commented that the proposed playing field relies upon taking access via the proposed employment allocation to provide access from Little Marcle Road. This could impact on the delivery of the new playing fields, for instance if the employment site does not come forward for development, or if the employment site is delayed in coming forward for development. To address this, we note that a proposed amendment to the Submission Draft is proposed in respect of para 10.17 of the reasoned justification where reference is made to the landowners including provision for a temporary access in advance of more extensive proposals for the proposed employment land coming forward. However, this is not included within the policy wording that there would be a requirement to provide a temporary access and this is not shown on the proposed policies map. As such, whilst Sport England do not wish to object to the proposed policy, we remain concerned about whether this is a deliverable	made an allocation as playing field. However, we have received advice about the funds available through planning obligations in relation to contributions towards recreation facilities which would be made available towards the cost of bringing forward this land. The advice is attached at Appendix 1 (to be added). It is for the Examiner to determine whether this is sufficient to enable the site to form an allocation, or whether further advice is required from Herefordshire Council. Should neither prove sufficient to indicate a change to the policy, then the current drafting helps to deliver the required playing fields to a greater extent than relying upon NDP policy CL1.1. 4. Ledbury Town Council has worked with Herefordshire Council to build strong links with the landowner over whose land both a permanent and a temporary access would be required. In this regard, the Examiner will note the comments from Herefordshire Council's Economic Development team that it has secured funds under the Market Town Investment Plan to develop some 6.7 acres of landowner's land (currently considered brownfield land). The landowner concerned is aware of the long and immediate term plans and has not indicated any unwillingness to assist with enabling a proposal to be brought forward. In terms of what might be included as a policy in the NDP, exact details of the access point would not normally be specified but be subject to the requirements of NDP policy TR1.2 (both for any temporary access or a permanent one). This would apply wherever a site was located.

		policy as drafted? If these points were to be addressed, the proposal has the opportunity to be a significant benefit for sport in Ledbury. As such, whilst Sport England do not wish to object to the proposed policy, we remain concerned about whether this is a deliverable policy as drafted? If these points were to be addressed, the proposal has the opportunity to be a significant benefit for sport in Ledbury.	
8	Gladmans	1. Gladman are concerned that the Ledbury Neighbourhood Plan Review document does not align or even reference the emerging Herefordshire Local Plan and has a number of policies which are in direct conflict. The Neighbourhood Plan should be drafted with flexibility to ensure that conflicts are minimised with the strategic policies of the emerging Local Plan to avoid risk of the LNPR failing at examination. 2. Policy SD1.2 - The approach taken is not in accordance with the requirements of national policy which sets out a presumption in favour of sustainable development and the national policy imperative which seeks to significantly boost the supply of housing. Indeed, Gladman highlight the Independent Examiner's Report concerning the Leominster Neighbourhood Plan. This decision is	1. To meet the basic condition, the NDP must conform with the current Core Strategy, which the response from Herefordshire Council indicates that it does. The emerging Core Strategy is not yet in a form that comprises any policies so it cannot conflict with these. The Core Strategy has yet to commence any of its formal consultation arrangements and experience suggests this will take some time to be completed such that an adopted reviewed Core Strategy will be available. Herefordshire Council has confirmed to the Town Council that it is happy for this review of the NDP to continue to progress. The purpose of the review is to address a number of important matters omitted in the current NDP set pout in the introduction to this statement. The Town Council is aware that a further review will be needed when the reviewed Core Strategy reaches an appropriate stage, should there be agreement between the Town Council and Herefordshire Council that the current approach that emphasises neighbourhood plans be maintained, which has yet to be determined. 2. The change proposed in the representation appears to suggest that a settlement boundary should not be defined in order to accommodate housing that might be required to meet a target set in the emerging reviewed Core Strategy. It is considered too early to determine not only what level of development is to be accommodated in the town, but the direction any growth might take. The suggested level of development would likely require one or more strategic locations to be identified, as is the case within the current Core Strategy, and the direction for this has yet

		pertinent in this instance as it relates to a settlement within the same county. In his report, the Independent Examiner found it was necessary to modify the settlement boundary to allow for additional development to come forward outside this artificial limit, should any significant delay in the delivery of the Sustainable Urban Extension result in a shortfall in housing delivery. This is especially prudent owing to the direction being taken in the emerging Local Plan, which is considering the allocation of land for up to 600 dwellings in the south of Ledbury. It is therefore necessary that the LNPR provides for flexibility and the Town Council will need to consider additional site allocations to meet the needs of the Town. Gladman recommend that Policy SD1.2 is modified to be consistent with the requirements of national policy to ensure flexibility and to enable the Plan to react in changes in circumstance over the plan period. Accordingly, the proposed wording is put forward for the Town Council's consideration "The Ledbury Neighbourhood Plan will support new development that reflects the presumption in favour of sustainable development contained in the National Planning Policy Framework. Applications that accord with the policies of the Development Plan and the Ledbury Neighbourhood Plan will be supported particularly where they provide: - New homes including market and affordable housing; or - Opportunities for new business facilities through new or expanded premises; or - Infrastructure to	to be determined. Awaiting decisions upon this should not stifle the need to address other pressing issues resulting from social, economic and environmental needs, many of which were identified as a consequence of the examination of the current NDP. It is understood that the example of Leominster is somewhat different to that for Ledbury and the other County market towns in that the Core Strategy specifically identified the need for a major extension to that town rather than smaller strategic housing locations. The example of Ross is more applicable, for which a settlement boundary has been defined. The use of settlement boundaries is a well-used planning tool, one being defined for the town in Herefordshire Unitary Development plan, the previous Development Plan that contained detailed policies for Ledbury. The boundary used in that plan was the starting point for defining the boundary in the reviewed NDP, and Herefordshire Council's Neighbourhood Planning Guidance Note 20 was used as the basis for determining options, taking into account previous planning decisions, including those made at appeal. The Examiner of the current NDP acknowledged the importance of a settlement boundary in defining the boundary between where there should be a focus for residential development and where such development is more restricted (such as through Core Strategy policy RA3). Previously it was considered that the approach was not transparent, there being insufficient evidence in either the NDP or elsewhere about why it had been chosen, nor did it have sufficient community support. The review of the NDP has sought to address these concerns. The NDP sets out those matters taken into account in determining the boundary; a specific paper (Topic Paper 5) sets these out in greater detail and identifies a number of options; and a public consultation undertaken to gauge support for the options, with that chosen gaining 85% support from those responding. As indicated in 1 above, the Town Council is aware that a further review will be needed when the reviewed Core Strategy reaches an appropriate

		ensure the continued vitality and viability of the neighbourhood area. Development proposals adjacent to the existing settlement will be supported provided that any adverse impacts do not significantly and demonstrably outweigh the benefits of development."	stage, should there be agreement between the Town Council and Herefordshire Council that the current approach that emphasises neighbourhood plans be maintained, which has yet to be determined. Achieving sustainable development is not just providing new homes, but it does require other factors to be taken into account. As yet, it has not been shown that measures, among others, to enable the associated jobs for a balanced community to be brought forward; that the health service, which is at capacity, is able to cope with further growth; that the community facilities needed to ensure the health and wellbeing of residents are being delivered; and that the environment effects of further development beyond the current built-up area can be accommodated, especially given recent planning decisions (see Topic paper 5, especially paragraph 2.6).
		3. Policy BE2.1 – This does not set out what is meant by contributions to 'any borrowed view'. Paragraph 16(d) of the Framework states that policies should be clearly written and unambiguous, so it is evident how a decision maker should react to development proposals. The PPG (Reference ID: 41-041-20140306) further emphasises this guidance with specific reference to Neighbourhood Plans. Notwithstanding the comments above, a 'borrowed view' is described on page 57 of the Neighbourhood Plan in footnote 25. It states, "A 'borrowed view' is when a garden of parkland 'borrows' a view from another space usually although not exclusively from outside of the designed area and comprising a vista or other distant object or feature". Gladman do not consider that this description or principle aligns with the national policy	3. The definition of 'borrowed view' is defined in the NDP. It should be recognised, in particular, that views of the Malvern Hills from short, medium and long distance are iconic even in terms of areas designated as Areas of Outstanding Natural Beauty. In addition, the setting of Ledbury on its western slope and rising up from the River Leadon are acknowledged as important by both Herefordshire Council and Historic England. It should also be noted that the Malvern Hills also have considerable cultural importance from a visual perspective. Not only are there views of early occupation but the silhouette of the Malvern Hills from the Herefordshire side is reputed to have been the inspiration for a music score by Edward Elgar (https://www.ksw.org.uk/music-in-the-malverns/). Hence views of them from the Ledbury direction should be a material consideration. Eastnor Park, to which this provision applies, is a Historic England Registered Park and Garden. There are a number of important parkland areas and landscapes on the western side of the Malvern Hills and within Ledbury Town's area and consequently where the garden design has utilised views of the hills, this provision might be relevant and inform

		requirements to unambiguously justify and write policies and reference to 'borrowed views' should be deleted from this policy and the wider plan. Further commentary on 'views' and the justifications required to 'protect' them is provided in reference to Policy NE2.2. 4. Policy NE1.1 - Gladman do not consider that the areas identified as strategic corridors and enhancements zones for green infrastructure are justified through robust evidence. Topic Paper 4: Green Infrastructure (GI) (February 2021) (draft document) provides brief reasoning as to why the GI corridors and enhancement areas should be designated and it is considered that this evidence does not provide a robust justification. Indeed, the 2010 Herefordshire Green Infrastructure Strategy only identified the east of Ledbury as a key enhancement corridor, which was subsequently taken forward within the adopted Core Strategy. Furthermore, the proposed areas do not align with the emerging Local Plan and the Place Shaping Options consultation document, which puts forward three potential future locations for growth, all of which are located to the south of Ledbury and within the area which Map 6 in the LNPR proposes as a new Local Strategic Corridor (LedLSC5). Gladman contend that reference to the extended and new corridors and enhancements areas should be deleted. At present, the policy does not align with the emerging strategic policies of the Herefordshire	decisions upon relevant development proposals within the context of any assessment made at the time. 4. Herefordshire Council's Green Infrastructure Strategy makes it clear that the document requires further work: *'It will need to be expanded upon at a later date to contribute towards the studies required for Area Action Plans. The promotion of green infrastructure at all levels will be a key mechanism for delivering sustainable communities and benefits to quality of life'*. It defines the setting of Ledbury along its southern edge as: *'To the south, the historic character of the landscape is preserved in the number of pastoral fields still in existence, dense hedgerows and woodlands, resulting in an 'estateland' character'*. The green infrastructure strategy does not just cover existing areas of interest but also areas where development might take place. The current strategy defines areas where development was envisaged at the time the Core Strategy was prepared as Enhancement Zones (i.e. LedLEZ1 and LedLEZ2) where objectives to enhance these areas are described. New areas for enhancement are identified in the reviewed NDP along these lines where development has recently or may be undertaken - LedLEZ3 around the entrance to the town by the Gloucester Road roundabout following housing development that has taken place to its west and improvements to the town's entrance might be made; and for the area south of Little Marcle Road where employment and recreation proposals are envisaged. There is no reason why corridors should not be utilised where lengths of infrastructure should be maintained and enhanced and LedLSC5 is a reflection that development has now extended to the west of Leadon Way. This was not envisaged when the Core Strategy was prepared. The identification of the corridor does not, of itself, restrict development but indicate what needs to be done to ensure the contribution made to the town's green infrastructure is

		Local Plan and it therefore does not meet the basic conditions. 5. Policy NE2.2 - Gladman are opposed to the three sensitive locations which have been identified. The supporting evidence contained in the Landscape and Visual Baseline Assessment (LVBA) (January 2022) does little to demonstrate why these areas are considered of low/very low capacity for residential development. There is particularly concerned that this element of the policy seeks to 'protect' the setting of the town rather than seeking to integrate new development opportunities to within the existing landscape character of the area. We submit that new development can often be located in locations without eroding identified views or the setting of area considered to be important to local community members and that development proposals can be appropriately designed to take into consideration the wider landscape features of the surrounding area to provide new vistas and views. In addition, as set out in case law, to be	maintained and enhanced. It is understood that in defining such corridors, together with Enhancement Zones, the possibility that development might take place in the various areas may take place and the objectives will be important in determining how this might proceed. Gladman has not suggested what objectives are considered inappropriate for this area in terms of the ability to be accommodated should development be proposed in this corridor in the future, nor that it would result in an unacceptable constraint. 5. The LVBA is a baseline study not a landscape capacity and sensitivity assessment. Herefordshire Council's Landscape Sensitivity Analysis[2] identifies the town's landscape within the Malvern Hill AONB as one of high sensitivity. It then defines the landscape to the west and to the south of the town as High to Medium Sensitivity. The NDP identifies three particularly sensitive areas which fall within these high to medium landscape sensitive areas. The reasons behind these are explained in the NDP; supported by a landscape assessment[3] by a consultant appointed to advise on landscape matters; and defined more specifically as a consequence of further analysis, including previous planning decisions and advice. a) The area to the south-west of the Gloucester Road roundabout - the current NDP identifies this as visually prominent (Map 4) and this has been acknowledged in a planning appeal decision[4]. The area lies almost immediately adjacent to Malvern Hills AONB separated from it only by a main road. The area indicated on Map 7 of the Submission Draft Reviewed Plan is the same as shown at Map 4 of the current NDP. b) The area north of Little Marcle Road between Wall Hills Camp and the town's western edge is that considered to be referred to in Core Strategy

[2] https://www.herefordshire.gov.uk/downloads/download/187/urban_fringe_sensitivity_analysis_2010
[3] https://www.ledburytowncouncil.gov.uk/uploads/LVSA%20Selected%20Sites%20September%202021%20[26088].pdf
[4] https://myaccount.herefordshire.gov.uk/documents?id=6466b9ed-fc93-11e9-88d2-0050569f00ad (paragraph 16).

		valued, a view would need to have some form of physical attribute. The policy must allow a decision maker to come to a view as to whether particular locations contain physical attributes that would 'take it out of the ordinary' rather than selecting views and landscape character areas which do not have any landscape significance and are based solely on community support. Gladman also do not consider that 'borrowed views' described in footnote 25 of the Neighbourhood Plan align with these principles and it does not allow an unambiguous framework for a decision maker to utilise. In addition, there is no reference to 'borrowed views' in the LVBA and the justification for this phrase to be included in the Plan is unclear. The areas selected in terms of the setting of the town are ambiguous in their current form and do not identify specific features of the land and the reasons why they should be protected. As such, this is not in compliance with paragraph 16(d) of the Framework which requires policies to be clearly written and unambiguous so it is evident how a decision maker should react to development proposals. Gladman consider that this policy should be deleted in its entirety or amended to support development which seeks to enhance 'important views'.	policy LB1 (bullets 5 and 7) as being important to the eastern side of the River Leadon and forming the setting of Ledbury. It also forms the setting of Walls Hill Camp Scheduled Ancient Monument. Historic England[5] has expressed concern about any development within this area in its representation on Planning Application 184447. c. The area to the east of the Dymock Road to the south of recent housing development was subject to a planning application that was refused by Herefordshire Council and an appeal dismissed[6] including upon the grounds that *'.....the proposal would be considerably harmful to the character and appearance of the area and the landscape setting of Ledbury and the AONB. It would therefore be contrary to Policies SS6, LD1 and LD3 of the Herefordshire Local Plan Core Strategy 2011- 2031 adopted 2015 (the CS), Policy BE2.1 of the LNP and paragraph 170 of the National Planning Policy Framework (the Framework).'* Paragraph 27 of the appeal decision is helpful in describing the policy framework against which development within the setting of AONBs. It also makes reference to Malvern Hills AONB Views Project and its Special View Corridor (Viewpoint 20) and Exceptional View Corridor (Viewpoint 21). (NB I can't find this on the MHAONB Website. I can find one for 2009 but don't think this can be the one as the viewpoint references do not seem to tie in If anyone can help with this, that would be useful to provide a link or extract). The planning histories were considered as part of the investigation into options for the settlement boundary (See Topic paper 5 – paragraph 26) in accordance with the advice in Herefordshire Council's Neighbourhood Planning Guidance Note 20 which indicates previous planning decisions are relevant considerations. The Examiner may also wish to note that policy NE2.2 indicates that the views and sensitive areas should be protected from the adverse of

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[5] https://myaccount.herefordshire.gov.uk/documents?id=83a1ac7a-1d9a-11e9-9b0f-0050569f00ae
[6] https://myaccount.herefordshire.gov.uk/documents?id=6466b9ed-fc93-11e9-88d2-0050569f00ad

		6. Policy CL2.2 - Gladman however contend that a more appropriate location for the delivery of the sports pitches would be at Land of Dymock Road (Parcel 1 in the Site Assessment of Topic Paper 3: Recreation, Leisure and Open Space). Gladman have some concerns with regards to the availability of the land adjacent to Ledbury Rugby Club. The supporting text for Policy CL2.2 states that the landowners, including the land needed for access, have shown a willingness to release the land, subject to negotiation. Without any formal agreement in place, or any evidence provided by the landowners to demonstrate their willingness to release their land, there is uncertainty as to whether playing pitches could be provided, despite the allocation within the Neighbourhood Plan. Due to the urgency of the need for the playing pitches, Gladman submit that the assurance of the availability of the land should be considered the most critical aspect in the assessment of site options. Gladman confirm that we have an agreement in place with the landowner and that the land is available for the development of playing pitches. As shown in the attached Vision Document at Appendix 2, a masterplan has been produced which demonstrates the site's potential to deliver nine grass sports pitches in various sizes. The proposed provision has been developed through ongoing	development. Should there be a proven need for further housing development, then it would be for the developer to show that the views and areas concerned would not be adversely affected by any proposal. 6. Discussions about the location of additional playing fields have been ongoing and are continuing. It is understood that the parties involved, including Herefordshire Council who have worked with Ledbury Sports Federation and the two football clubs, support the location included in the NDP. Herefordshire Council has produced options for layouts in this location. It is further understood that planning officers have not supported the location advocated by Gladman for playing pitches. It is evident from evidence set out in 5 above that the area concerned is sensitive in landscape terms. At least one of the football pitches will require floodlighting and this together with safety and other lighting associated with the sporting complex will exacerbate the adverse landscape effect of any housing on the setting of the AONB and town, an important consideration highlighted in the Planning Inspector's appeal dismissal. It has not be shown that development of either/both housing and playing fields in this location can be accommodated in a landscape considered to be High/Medium sensitivity, whereas the site proposed for playing fields is one of medium/low sensitivity. It is understood that the quoted ongoing discussions with Ledbury Swifts Football Club is overstated (can we find out whether there has been any recent communication with the club, as I understood this was some time ago). Funding is dependent to a significant degree upon Herefordshire Council who will no doubt wish to be assured that there is community support for any proposal, and landscape effect will no doubt be a major determinant.

		communication with Ledbury Swifts Football Club with regards to the club's specific needs. As such, Gladman contend that the more appropriate site for the allocation of playing fields under emerging policy CL2.2 is the land off Dymock Road. 7. Site Submission - Gladman are promoting land off Dymock Road for residential development and sports led community infrastructure. A Vision Document is included at appendix 2 of this submission which demonstrates how the delivery of the site could come forward. The land forms what the Council have referred to as 'South West of Ledbury' within the Place Shaping Options Consultation Document (appendix 1) and Gladman support the identification of the area as a suitable location for development in 'Option 2' and 'Option 3'. As previously submitted, the site measures circa 23.5 hectares in isolation ('Option 2') and provides an exciting opportunity to deliver a distinctive development located directly adjacent to the built-up boundary to the south of Ledbury located within easy and safe walking distance of all the major services that the Town Centre currently has to offer. The site has the potential to deliver in the range of 300 – 400 new high-quality market and affordable homes in addition to significant community infrastructure which will benefit both new and existing residents in Ledbury. Multiple vehicular and pedestrian access points can satisfactorily be provided through the adjacent Barratt Homes development as well as potentially from Dymock Road along	7. Looking at how the Core Strategy considers sites of such magnitude, it is felt this land should, more properly, be considered a potential strategic housing location. As such, an examination of its ability to accommodate the required housing development, including consideration of whether the there are other potential options both surrounding the town and elsewhere within the County, would more appropriately be undertaken within the Core Strategy review. Government guidance indicates that major development within AONBs should be refused other than in exceptional circumstances, with the scope for options outside the AONB being investigated. Although Ledbury lies outside of the AONB, it has already been explained that the setting of the AONB is a relevant consideration and hence increased weight should be given to the effect on this nationally important landscape with the options to consider development elsewhere being thoroughly investigated. Development of this scale also requires detailed investigations beyond the funding available to the Town Council for its work on the NDP. It is clear from the housing policies in the current Core Strategy, that NDPs will normally look at how residual need beyond strategic locations should be accommodated.

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		the western boundary. Through the previous outline planning application for up to 420 dwellings (P184032/O), it was demonstrated that the site could be safely accessed by all users and that there would be no material harm to highway safety. In order to address Ledbury's identified shortfall in available sports pitches in and around Ledbury, Gladman have been approached by Ledbury Swifts Football Club who have currently not got sufficient access to the facilities they need to play and enjoy the sports they love. Gladman's land interests at land east of Dymock Road would provide the opportunity to accommodate the needs of local sports groups with the facilities and land that is needed, within a sustainable distance of the town they reside in. The development proposals offer the potential to provide real benefits to the existing local community through the provision of a new state of the arts sport's hub, comprising nearly 5ha of sports pitch, which could accommodate nine grass sports pitches in various sizes, and a multi-functional pavilion. The development proposal would provide a range of substantial benefits for new and existing residents, including (but not limited to): - The delivery of much needed new homes including a range of housing mix and tenures, as well as a policy compliant level of affordable housing. - The development proposal would contribute towards economic growth and have wider social benefits to the local community and increased footfall in local businesses. In addition, the site could provide a number of Full Time Equivalent	

		construction jobs over the period of the build helping address local unemployment in the industry and provide apprenticeship and training opportunities for local young people. - A range of improvements to enhance pedestrian accessibility to the site and the wider area. - Opportunities for additional ecological enhancements to deliver biodiversity net gains. This will be achieved through the creation of new green infrastructure assets, comprising a variety of potential habitats and open space and reinforcement of existing trees and hedgerows to improve the quality and connectivity of habitats. - The provision of 9 sports pitches, consisting of two full sized 11 a-side pitches and seven further smaller pitches; - A brand-new sports pavilion would be built, providing multi-functional facilities including function room/kitchen/bar, four changing rooms, equipment/machinery maintenance store and parking. - The site has the potential to provide land to Herefordshire County Council for the delivery of a new primary school should provision be required. 8. Site Submission - Land off Little Marcle Road provides Herefordshire County Council with a sustainable growth opportunity that would contribute towards meeting current and future housing needs for Ledbury. The site measures circa 18.5ha and is capable of delivering in the region of 200 high quality market and affordable homes located adjacent to the existing settlement edge and within safe and easy walking	8. The response given in 7 above is also applicable to this submission. In addition, it is clear that Historic England has major concerns about development within this area, as highlighted at 5 b) above. It is clear from experience elsewhere (for example Dilwyn NDP) that where there are such concerns, they cannot be overcome through the mechanism of a NDP and Examiners have been extremely loath to countenance such sites for development within an NDP.

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		distance of many of the town's services and facilities. The new development would be set within a significant framework of Green Infrastructure, providing over 60% (over 12ha) of the site and consisting of formal and informal public open space. The proposal has been designed with both existing and new residents in mind. The delivery of new informal footpaths provides the opportunity to connect into and extend the existing Riverside Park along the eastern edge of the site.	
9	Turley on behalf of Vistry group	1. The inclusion of 'Map 3 – Constraints to Development in Ledbury' at this part of the Neighbourhood Plan is wholly misleading – specifically in relation to the 'Sensitive Landscapes'. The plan does not relate to, or align with, the adopted Core Strategy and leads the reader to think that land to the south of Ledbury is designated as a 'Sensitive Landscape' in the Core Strategy – which is not the case. We discuss 'Sensitive Landscapes' in further detail when responding to the specific policy text. 2. It is recommended that in order to meet the 'Basic Conditions' the Neighbourhood Plan should recognise that Herefordshire Council's Local Plan Review has commenced. 3. Policy SD1.2 - The Neighbourhood Plan should therefore not define a settlement boundary until the Local Plan Review is undertaken and there is a clearer understanding on how Ledbury will grow over the next plan period. It is essential that	1. Map 3 carries forward Map 4 in the current NDP updated to take into account more recent planning decisions, both those that grant planning permission on the edge of the town and where permission has been refused/otherwise rejected because of environmental sensitivity. The reasons for the refusal/rejection on grounds of environmental sensitivity are set out in representation 8 above points 5,6,7 and 8. The advice to take into account such decisions is included in Herefordshire Council's Neighbourhood Planning Guidance Note 20. 2. Basic condition 'e' requires NDPs to conform with the Local Plan that is in force. See representation 8, point 1. 3. See representation 8, point 2. There is no clear understanding about how Ledbury will grow but when there is a clearer one, work will commence upon a further review unless Herefordshire Council and Ledbury Town Council agree that an alternative approach is required.

		flexibility is retained to provide for potential future growth in Ledbury. 4. There are concerns to how conclusions have been reached in relation to "sensitive landscapes" and then how these have then been referenced throughout the Neighbourhood Plan (specifically in relation to Map 3). It is considered that local policy (Core Strategy Policy LD1) and national planning policy (chapter of the NPPF, specifically paragraph 176) already exist to ensure that landscape character is assessed as part of any future proposals, therefore the Neighbourhood plan should remove reference to sensitive landscape throughout. 5. Policy SD1.3 - The Herefordshire Local Plan Review has now commenced and will include measures to promote sustainable design. It would be sensible to rely upon the evidence base prepared in support of the Local Plan Review to determine whether any further additional measures to support sustainable design will be required by the Neighbourhood Plan. 6. Policy HO2.1 - This policy is not required as it reflects current local (Core Strategy policy H3) and national planning policy and does not provide any further detail beyond this. 7. Policy HO2.2 - It is recognised that some Neighbourhood Plan policies will need to be reviewed again once the Herefordshire Local Plan	4. See representation 8, point 5. The purpose of the a NDP is to add to the more general and strategic policies in the Core Strategy and this is what is proposed. 5. This representation does not object to any specific provisions within the policy. One of the principal objectives of the NDP review is to incorporate so far as it is possible measures included in Ledbury Design Guide. The review has enabled public comment upon those measures. It is understood that Government considers NDPs do have a role in providing design advice. Such policies and advice is capable of being given at all levels. Should it be necessary to revise this policy after the completion of the Core strategy review then this can be undertaken. 6. This is a retained policy with just a minor change to add clarity. It has been found to meet the basic condition. 7. This is a retained policy with just a minor change.

		Review has advanced further. Vistry therefore consider that it is too early to propose a housing density range ahead of the Local Plan Review and the strategic issues that will be considered through that process.	
		8. Policy HO2.3 Again- it is too early to set out detailed design requirements. These matters are currently dealt with through the Core Strategy (policy RA2) and national policy (chapter 12 of the NPPF). To avoid placing potentially onerous policy requirements on new developments, it could be more beneficial to wait and align the design requirements with the Local Plan Review. Any Neighbourhood Plan policies should be sufficiently flexible to allow for a continued evolution of Building Regulation standards and for a variety of low carbon technologies to be used to meet these targets.	8. See point 5 above.
		9. Policy HO3.1 - . It is considered that this policy is not required as it reflects current local and national planning policy and does not provide any further detail beyond this.	9. This is a retained policy with no change.
		10. Policy HO4.1 - It is considered that this policy is not required as it reflects current local and national planning policy and does not provide any further detail beyond this.	10. This is a retained policy with just a minor change.
		11. Policy HO5.1 - This policy is not required as it reflects current local planning policy, specifically	11. This is a retained policy with no change.

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		paragraph 3.38 and policy RA3 of the Core Strategy. 12. Policy BE1.1 - It is considered that the requirements should be incorporated into 'Policy HO2.3: Design Criteria for Residential Development' and BE1.1 should be removed to avoid repetition. 13. Policy BE2.1 - This policy is not required as it reflects current local policy (Core Strategy policy LD4) and national planning policy (chapter 16 of the NPPF) and does not provide any further detail beyond this. 14. Policy NE1.1 - Whilst biodiversity net gain is requirement from national planning policy, developments are not required to comply with the Priority Habitats Inventory and the Herefordshire Biodiversity Action Plan. The further requirements as set out within this policy are unnecessary and do not provide flexibility in how biodiversity net gain is to be achieved. It is considered that this policy is not required as it reflects current local and national planning policy. 15. Policy NE2.1 - Map 5 identifies land north of Leadon Way as a key area of green and open space, this is also reflected in the 'Ledbury Town Policies Map' (Map 11) which identifies it as a Local Green Space (CL2.2). This area of land is	12. This is a retained policy with just a minor change. 13. See point 5 above. The importance of the Town's heritage and its assets is not reflected in the current draft NDP. The town's historic heritage is extremely importance to its character, economy and wellbeing. This policy aims to correct that omission, including the need for heritage impact assessments where appropriate. This matter has been covered in many NDPs within the County and contains detail not otherwise covered, including that specific to Ledbury. 14. The pointing to the list of Priority Habitats and Herefordshire Biodiversity Action Plan is not uncommon in many NDPs within the County. It assists, in particular, in determining whether a site is of local importance given the nature of the current local sites list. Listing the areas where biodiversity gain should be considered ought to helpful to developers and represents that considered locally important. It provides significant flexibility, directing developers and others to the networks and objectives that would support local recovery and enhancement measures. 15. It would appear that in redrafting the Town Policies Map the description relating to policy CL2.1 (we believe this is what the representation is referring to) has been inadvertently changed. It should refer to 'Protected Open and Green Space', which is the title of the policy, and not Local Green Space. The NDP does not utilise Local Green Space but

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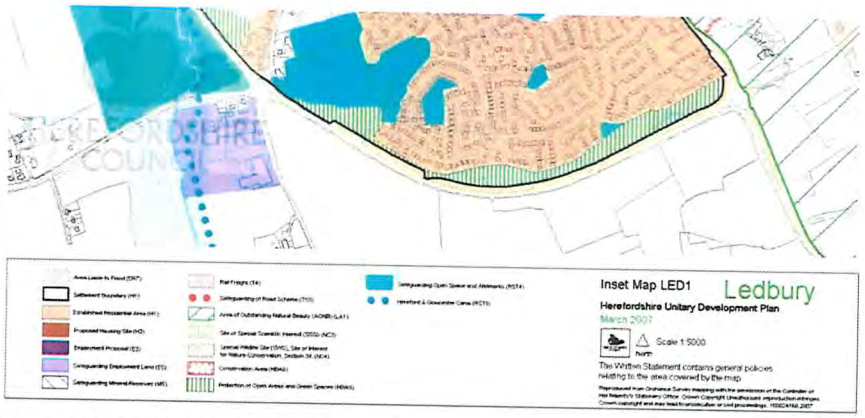
		within private ownership as agricultural land and is required to deliver key connectivity and infrastructure improvements to facilitate the delivery of land south of Leadon Way, an approach established through the outline planning permission. This is not accessible open space. Map 5 and Map 11 should be updated to ensure that the areas identified are publicly accessible open spaces rather than privately owned greenfield sites.	prefers to utilise the provisions of Core Strategy policies OS3 and LD3 (NB other important green infrastructure is covered by policy NE1.1). The area we believe is referred was previously shown as protected open and green space in the former Herefordshire Unitary Development Plan viz:  Hence it was previously considered important by Herefordshire Council and this recognition has been maintained. Provided the provisions of either OS3 or LD3 can be met, which we believe should be possible through mitigation and compensation measures, then proposals to deliver improved connectivity and infrastructure should not be restricted. It is understood that the fact that space is not publicly accessible is irrelevant to the designations, even should it have been Local Green Space.
		16. Local Strategic Corridors and Enhancement Zones for Green Infrastructure - The Green Infrastructure Strategy is not an adopted supplementary planning document. The purpose of LSC and LEZ in the Green Infrastructure Strategy is therefore to identify locations where existing green infrastructure could be retained or improved. The purpose is not to restrict	16. The fact that Herefordshire Council's Green Infrastructure Strategy is not an adopted SPD is understood to be irrelevant. It is a document included in the Core Strategy's Evidence Base, like many others, that is relied upon to inform that plan. Its strategic diagram is included in the Core Strategy (Figure 5.3) at the appropriate level. The NDP, similarly, uses the information in that strategy, but at the lower level envisaged for neighbourhood development plans. The objectives from that strategy to indicate how those elements described in Core Strategy policy LD3 should

		development within these areas. The planning permissions in LedLEZ1, LedLEZ2, and LedLEZ3 significantly alter the context of these areas, and the findings of the Green Infrastructure Strategy may no longer be relevant in relation to Ledbury. The objectives set out at Appendix 2, do not align with overarching aims of the Green Infrastructure Report or paragraph 5.3.21 of the Core Strategy. Herefordshire have identified land south of Leadon Way as a potential area for growth through the Local Plan Review. The purposes of LCSs and LEZs should be made clearer in the Neighbourhood Plan and that for the baseline position to be representative of the evolving context of Ledbury, the strategy should be based on the most up to date assessments and policy positions. The strategy for green infrastructure should be revisited once the Environment Studies report for the upcoming local plan has been published. 17. Policy NE2.2 - The reference to "the area immediately to the southwest of the Gloucester roundabout" and 'Map 7 – Important Views and Sensitive Landscapes' should be reconsidered to align with the emerging proposals of the Local Plan Review. Further, the supportive text should be clear that this view relates to longer distance views rather than shorter distance views – where there is already existing and committed development in the foreground.	be protect, manage and their preservation planned for. These are included in an appendix and in this way they identify those features that contribute to the green infrastructure network (Core Strategy paragraph 5.3.21). The objectives are there to assist and inform developers and not to unnecessarily restrict development. Developments within the LEZ's should not alter the contexts of these areas but utilise the strategy to inform the design. Otherwise, the intension of the policy within the Core Strategy serves no purpose. The objectives covering those corridors and enhancement zones have been summarised from those in the Green Infrastructure Strategy with only minor adjustments (such as to seek a cycle way as well as footpath along the canal tow-path). Those for the new corridor and zones have taken objectives for the existing areas as a template. Should the environmental studies alter the objectives for the areas concerned then it should be easy to revise the NDP when it is next reviewed. However, given the nature of those identified, the scope for significant changes for many of the areas seems small. See also representation 8 at point 4 response. 17. See representation 8, point 5. Again there is no emerging Local Plan Review document at the moment, only consultations upon what appear to be principles. The separation of views into longer and shorter is considered unnecessary and may indicate that there are none of the latter from every direction, which has yet to be shown.

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		18. Policy TR1.2 - This policy is not required as it reflects current local policy (Core Strategy policy SS4) and national planning policy (paragraphs 110 to 113 of the NPPF) and does not provide any further detail beyond this.	

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Agenda Item 18





11th October 2022

Re: Rialtas Business Services Limited ("Rialtas")

Dear Customer,

Sale of Rialtas to Harris Computer Corporation and Handover of Leadership

Thank you for your support and partnership with Rialtas. The team and I have enjoyed working with you and your organisation and hope you feel the same about us.

My message to you today is delivered with excitement and sadness as Kevin Hicks and I have decided it's time for us to put into motion our long-considered plan to ensure Rialtas, its customers, and employees grow and thrive long beyond our personal tenure.

We have chosen to sell Rialtas and all its products and services to N. Harris Computer Corporation, which is part of Constellation Software, Inc. Harris has a solid reputation globally serving a broad mix of public and private sector organisations. Their core values reflect how we have endeavoured to operate over the years and we trust them to continue to successfully serve you and your teams for many more years.

There are FAQs attached to this message that should help introduce Harris, as well as answer key questions you may have.

Kevin and I have also made the decision to step down as the Directors of Rialtas. The Rialtas business will be operated from within Harris's UK portfolio, specifically working alongside the Leadership Team at Quicksilva Limited – an established and highly reputable company providing Healthcare Integration Services and Cloud Application Management to a range of customers, including the NHS, government departments and local government.

Andy Cripps, as the Executive Vice President (Managing Director) at Quicksilva, will assume the overall leadership of Rialtas, while the Rialtas team continue to focus on delivering to you - ensuring continuity of the quality products and services that you expect from Rialtas. I am confident that our team is in good hands.

Andy and the team will work with Steve Hammond, Senior Executive Vice President at Harris, as they get Rialtas integrated with and acclimatised to the new company. Both Kevin and I will remain supportive of the Rialtas business in a consultancy role as it starts its next chapter within Harris.

With your support we have grown every year since 2008, establishing our position as the market leading provider of accounting and administration solutions to local councils, supporting over 1000 individual councils across the UK.

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Today, the acquisition by Harris, with its clear synergies and complementary capabilities in the Local Government space, will offer Rialtas greater opportunity to develop its technology further and to grow the business overall giving you more reassurance of our long-term future. Our focus will not change – we will continue to build our specialist, innovative solutions, supporting you to deliver your local services.

We will continue to operate Rialtas as a distinct legal entity, from our offices near Swindon. Our team and your contacts will remain the same.

Your Solution Support team is on hand to answer any queries you may have – please do get in touch!

Thank you for your continued support, and we look forward to working with you through this next phase of our journey.

Kind regards

Caroline Buckland
Former Managing Director
Rialtas Business Solutions Limited
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01793 731296

Andy Cripps
Executive Vice President
Quicksilva Limited (part of N. Harris Computer Corporation)
acripps@harriscomputer.com
+44 (0) 1249 751 000

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Rialtas Client FAQ

Q: ***Why did Rialtas select Harris Computer Systems (Harris)?***
A: Rialtas is successful because of the longstanding commitment to its clients and team members. Knowing that Harris has a long and successful history of helping organisations run smoothly was a key factor in Rialtas' selection of Harris. Harris offers Rialtas and its valued clients the high-quality management and long-term financial stability necessary for Rialtas' ongoing support, services, growth, and innovation. This change provides assurance for our enduring stability and the continuation of the Rialtas product line for many years to come.

Q: ***Why did Harris acquire Rialtas?***
A: The primary reasons that Harris acquired Rialtas are:

1. You, the Rialtas clients. The loyal, long-term clients and partners who are invested in Rialtas can now rely on Harris to work with you in understanding the challenges and changes going on in your world. Harris sees great value in these relationships and the partnerships that have been created over the years. You are valuable partners with whom we will share mutual success for many years to come.

2. The Rialtas team members. They are dedicated, loyal, experienced, and have tremendous knowledge. As a software company, Harris knows that our value is derived from our team members — they create the Rialtas solutions and deliver the support and services necessary to build and grow great, long-term relationships.

3. The Rialtas products and services. Rialtas' product portfolio is proven, reliable, stable, feature-rich, and supports the Harris goal of enabling our clients to serve their customers better. We firmly believe that Rialtas provides us with an excellent foundation for future growth.

Q: ***Why is the Harris-Rialtas combination good for me?***
A: There are many reasons why you should be excited about Harris and Rialtas, including:

1. As part of a financially secure and publicly traded company, Harris delivers long-term confidence and stability for all Rialtas clients for decades to come.

2. Harris does not sell or divest the businesses it acquires — so Rialtas, its team members, and clients have a permanent home with Harris.

3. Harris is committed to our clients for the long haul with more than 66,000 local government, public safety, school, healthcare, and municipal utility customers.

4. The size and scale of Harris and its parent, Constellation Software, Inc. (https://www.csisoftware.com/), provide a solid foundation for future expansion and growth.

Q: ***Who is Harris?***
A: Harris is a software company focused on providing solutions that empower people who serve their communities. We currently do this in utilities, local government, schools, public safety, and healthcare. We are focused on enabling our clients to deliver services, safety, and care to the citizens they serve. For more information, please visit our website at http://www.harriscomputer.com.

Q: ***Will Harris stop selling or supporting any existing Rialtas products?***
A: All products will continue to be offered and supported. We do not anticipate any product strategy changes; we are committed to the existing product roadmaps as well as all client commitments.

Q: ***If I have a current implementation or project in progress, will this change impact me?***
A: No. Rialtas implementation and project resources will continue. Your project contacts remain the same, so please feel free to reach out and talk to them. There are no changes to our timelines or commitments as a result of the acquisition.

Q: ***Will I be forced to upgrade or change my software application?***
A: No. Harris will continue to develop, sell, implement, and support your existing applications. We will meet all contractual commitments and continue working in a manner that supports our existing long-term relationship and your continued success.

Q: ***Does anything change with access to support?***
A: No. Please continue to contact support in the same way you always have and expect to receive the same great service from our knowledgeable staff of dedicated and experienced employees.

Q: ***Will there be any change to my contractual relationship with Rialtas?***
A: No. The acquisition does not require the assignment or transfer of any contracts – it is business as usual for Rialtas and its clients.

Harris and Rialtas are committed to your success and continued partnership. We look forward to working together and building upon our relationship for many years to come.

Please do not hesitate to contact us for more information and ask any questions that you may have.

Andy Cripps
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Quicksilva Limited (part of N. Harris Computer Corporation)
acripps@harriscomputer.com
+44 (0) 1249 751000

Steve Hammond
Senior Executive Vice President
Harris Public Sector Group

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Caroline Buckland
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CONFIDENTIAL

FULL COUNCIL	**1 DECEMBER 2022**	**AGENDA ITEM: 18**

Report prepared by Julia Lawrence – Deputy Town Clerk

RENEWAL OF PHOTOCOPIER CONTRACT

Purpose of Report

The purpose of this report is to advise Members that the Council's existing photocopier contract expires on 3 May 2023 and provision now needs to be made for the ongoing service to avoid any penalty costs.

Detailed Information

Members are advised that the current Fixed Term Contract with Abbey Business Equipment Limited will automatically expire on 3 May 2023 having run for five years. The final payment of the term is due on 1 February 2023. The current photocopier is a Ricoh MPC 3004 colour photocopier/printer/scanner with staple finisher.

As a safety measure, a Notice to Terminate will be issued to the Abbey Business Equipment Limited within the next few weeks albeit as it is a Fixed Term contract, it would automatically end on 3 May 2023.

Three companies have been approached, who have all been asked to provide copier/printer/scanner facilities together with a staple finisher. Copies of their equipment is attached as follows.

Company 1

This Gloucester based company prides itself on offering a bespoke friendly service. The company has been established for 6 years but the owners of this Company have over 35 years hands-on experience and supplying Canon MFPs (Multi-Functional Printers). They cover three counties, Herefordshire, Worcestershire and Gloucestershire. They are able to provide remote assistance; if needed, they can remotely log into the photocopier and diagnose faults or give user training. Whilst toner levels are monitored daily, their Technician will deliver new toners before the machine runs out although a stipulation put forward by Ledbury Town Council to all those companies quoting is that they must also supply an extra set of toners to be kept in stock at all times (so there are no concerns of running out of toner especially when printing out committee reports etc).

This Company has provided quotations for 3 machines, costs and specification sheets for these machines are attached at Appendix 1, which offers 26, 30 and 35 pages print per minute. Appendix 2 sets out why Members should consider this Company together with a schedule, Advantage Cover, which outlines an additional cost of £9.50 per month plus VAT.

Please note that the XX throughout the appendices is to obliterate the name of the company.

A local solicitor, Masefields, also have 3 of their photocopiers and the LTC Officer contacted them to get their view on this Company. They said "they were brilliant, good prices, excellent service and whilst they had to call out an engineer, they were very prompt in coming out to sort out the problem. The Office Manager stated that it was very rarely that they had problems with the equipment".

The costs shown include setting up the photocopier as well as the address book for scanning purposes.

Company 2

This Company has been helping organisations for over 15 years. Although this company's Head Office is in Swindon, its customer base is UK wide including many SME's, blue chip companies, publicly funded organisations and community projects alike, including Honda, Oxford University, Newbury Building Society, The BBC plus many other local government and medial centres. More locally, they provide photocopiers to Eastnor Castle who have confirmed that they received a good service.

Appendix 3 sets out the costs together with a summary of the two photocopiers on offer, which offer 30 and 31 pages print per minute. Appendix 4 gives additional background support information. If this Company is successful, then LTC would have access to their Print Hub, so if for example, LTC needed a large print run, booklets or posters, lamination etc, then this would be charged at "cost per print" plus any paper used. As with Company 1, they will leave a full set of toners on site at all times.

Members are asked to note that Sharp are having a 6% price increase from January 2023 (New Sharp BP50C31) which will be reflected in the quotation provided.

Company 3

This Company is based near Pershore in Worcestershire and has over 50 years' experience in managed print solutions and digital transformation. The Company had been requested to provide an overview of its customer base and background information but nothing was received. The Officer contacted the Company to request details of local companies whom they provide photocopiers to and confirmed that Magna Laboratories in Ross on Wye, who said that they had received a satisfactory service.

Appendix 5 sets out the specification and cost for a Toshiba E-Studio machine and Appendix 6 summarises the services provided by this Company.

Summary of Costs

Company	Print Pages per Minute, Single side	Machine Type	Cost per Month	Cost per Quarter
1	26	Canon DX3826i	80.41	241.23
	30	Canon DX3830i	89.52	268.56
	35	Canon DX3835i	98.63	295.89
2	30	Ricoh IMC3000	65.66	197.00
	31	Sharp BP50C41	64.33	193.00
	31	Cost in January 2023		204.58
3	30	Toshiba E-Studio	65.00	195.00

To Note:

a) Company 1 costs does not include the monthly cost of £9.50 as detailed in Appendix 2.

b) Company 2, costs in relation to Sharp have a 6% price increase from January 2023, as shown on the schedule above.

Recommendation

Members are requested to consider the three proposals presented above and accept one of these Companies to be commissioned once the current contract expires in May 2023. It should also be borne in mind that it may be prudent to complete all necessary documentation now to secure costs albeit accepting that the new contract will not start until May 2023.

APPENDIX 1

Recommended Equipment

1 x New Canon DX3826i MFP System

26 Prints Per Minute
Copy, Print, Scan
Print Resolution 1200 x 1200 dpi
Scan to Email, Scan to Folder, Scan to USB
Print Format A5R-SRA3
Scan Speed 270 Images Per Minute Automatic Double Sided
DADF- BA1 70 IPM or C1 Single Pass 270 IPM
Inner Staple Finisher L1
1 x 100 Sheet Multi Bypass Tray
3.5 GB Ram
256 GB HDD

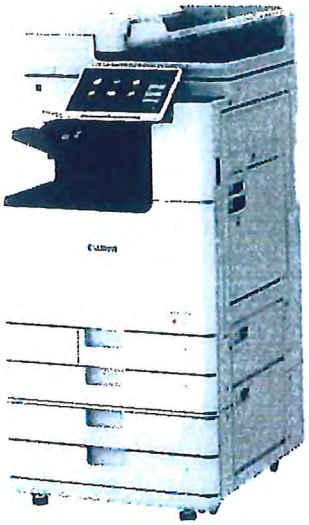

*Illustration purpose only

Financial Proposal

With Single Pass C1-DADF
5 Year Lease Rental cost per month **£80.41**

With DADF-BA1
5 Year Lease Rental cost per month **£69.76**

Service and Toner included at a cost per page of:
Mono (1,000x 0.0045= £4.50) 0.0045Pence
Colour 0.03 Pence

- Prices exclude vat
- The above prices include Delivery & Training
- XX Advantage Includes System Monitoring
- Toner Delivery and Empty Cartridge Pick Up Included In XX Advantage

Canon

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Canon

APPENDIX 1

Recommended Equipment

1 x New Canon DX3830i MFP System

30 Prints Per Minute
Copy, Print, Scan
Print Resolution 1200 x 1200 dpi
Scan to Email, Scan to Folder, Scan to USB
Print Format A5R-SRA3
Scan Speed 270 Images Per Minute Automatic Double Sided
DADF- BA1 70 IPM or C1 Single Pass 270 IPM
Inner Staple Finisher L1
1 x 100 Sheet Multi Bypass Tray
3.5 GB Ram
256 GB HDD

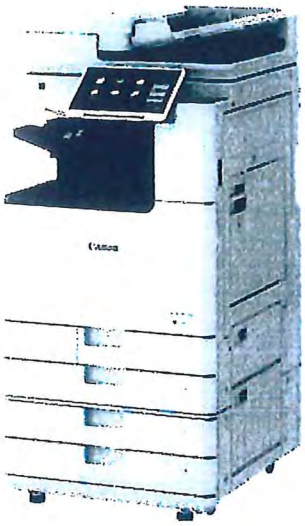

*Illustration purpose only

Financial Proposal

With Single Pass C1-DADF
5 Year Lease Rental cost per month **£89.52**

With DADF-BA1
5 Year Lease Rental cost per month **£78.86**

Service and Toner included at a cost per page of:

Mono (1,000x 0.0045= £4.50)	0.0045Pence
Colour	0.03 Pence

- Prices exclude vat
- The above prices include Delivery & Training
- XX Advantage Includes System Monitoring
- Toner Delivery and Empty Cartridge Pick Up Included In XX Advantage

Canon 3573 Canon

APPENDIX 1

Recommended Equipment

1 x New Canon DX3835i MFP System

35 Prints Per Minute
Copy, Print, Scan
Print Resolution 1200 x 1200 dpi
Scan to Email, Scan to Folder, Scan to USB
Print Format A5R-SRA3
Scan Speed 270 Images Per Minute
Automatic Double Sided
DADF- BA1 70 IPM or C1 Single Pass 270 IPM
Inner Staple Finisher L1
1 x 100 Sheet Multi Bypass Tray
3.5 GB Ram
256 GB HDD

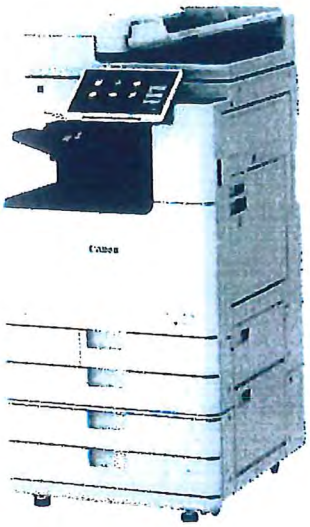

*Illustration purpose only

Financial Proposal

With Single Pass C1-DADF
5 Year Lease Rental cost per month **£98.63**

With DADF-BA1
5 Year Lease Rental cost per month **£87.99**

Service and Toner included at a cost per page of:

Mono (1,000x 0.0045= £4.50) 0.0045Pence
Colour 0.03 Pence

- Prices exclude vat
- The above prices include Delivery & Training
- XX Advantage Includes System Monitoring
- Toner Delivery and Empty Cartridge Pick Up Included In XX Advantage

Canon

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Canon

APPENDIX 2

Why Choose XX

Workflow Solutions	Certified Providers	In House Technicians	Cost-Effective	Greater Efficiency
Ensure increased workflow with our process programming and monitoring facilities, which create ease of access for all your employees and devices, including tablets and mobiles.	We work with certified 3rd party providers who are leaders in their respective fields and only provide genuine Canon devices.	We have certified technicians providing high-quality assistance on the phone or in person. We also offer loans or replacement machines if your machine cannot be fixed onsite.	Our premier partnership ensures brand-new machines at a cost-competitive rate. All our solutions are also guaranteed to be cost-effective saving you money on energy, time and space.	Increase your efficiency with our easy document search tools, available on all our solutions. We also provide guaranteed fast engineer response times which keep your downtime to a minimum.

Included in your support package:

- ✓ All consumables including drums and fuser systems, toner etc necessary to maintain your machine in perfect working order (Ex paper)
- ✓ Average 2 Hour response time for a technician to arrive at your premises when a call-out is needed
- ✓ Free loan of similar equipment if the problem is not resolved within 24 hours
- ✓ On-going training for all members of your staff
- ✓ Online ordering of consumables and service
- ✓ Preventative maintenance programme on all machines to suit your schedule

Canon

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Canon

APPENDIX 2

XX Advantage Cover*

1. Complete Circuit Board Cover.

For complete peace of mind, your multi-functional printer (MFP) will be fully covered for all circuit boards and parts.

2. Remote Monitored Cover*

For optimal efficiency, XX will monitor for faults and necessary consumable replacement, thus minimising your downtime.

3. Remote Meter Reading Service*

To ensure the most accurate billing, there will be no estimated readings; we will collect your meter readings monthly, additionally saving you the time and effort of emailing your readings to us.

4. Remote Assist*

User and network issues can be addressed and downtime minimised by remote installation of software including drivers through TeamViewer.

5. Basic Print-Scan Network Cover

Faults that prevent your printing or scanning to your MFP are covered by our basic print-scan network cover.

6. User Training

After the initial installation and training of your staff in the use of your MFP, XX will be happy to conduct further user training for any new employees upon request.

7. New User Station Set Up*

All new workstations will be set up to print, scan and email.

8. Annual Address Book Backup to USB*

XX can back up your important information including your email address book and scan settings to ensure that nothing is lost in the unlikely event of any technical issues. This service will save downtime in the event of theft or accidental damage. This enables a fast transaction to a replacement MFP if required.

9. Same Building Relocation

Should you need your MFP to be relocated within your current building, this will be done free of charge.

10. Customer Introduction

For any new customer that you successfully refer to XX., we are happy to credit you with a 12 months XX Advantage cover or we will donate the cash equivalent to a charity of your choice.

11. Empty Toner Cartridge Disposal

Collection & disposal of used toner cartridges.

Notes:

* XX Advantage £9.50 per month plus vat, XX Advantage Optional & EO&E

- * 2,3 & 4 If Available
- * 7 A maximum of 24 New Stations per annum
- * 8 If Requested

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APPENDIX 3

Pricing Summary (Option One)

Proposed Costs - New Ricoh IMC3000, 2 x paper trays, cabinet and staple finisher			
Hardware - Model & maintenance			**5 Year Lease**
New Ricoh IMC3000 colour photocopier/printer/scanner including document feeder, 2 x 550 sheet paper trays, cabinet and staple finisher (30 pages per minute)			£197.00 per quarter
Mono Cost Per A4 Page			£0.003
Colour Cost Per A4 Page			£0.03

Pricing Summary (Option Two)

Proposed Costs - New Sharp BP50C31, 2 x paper trays, cabinet and staple finisher			
Hardware - Model & maintenance			**5 Year Lease**
New Sharp BP50C31 colour photocopier/printer/scanner including document feeder, 2 x 550 sheet paper trays, cabinet and staple finisher (31 pages per minute)			£193.00 per quarter
Mono Cost Per A4 Page			£0.003
Colour Cost Per A4 Page			£0.03

- **Sharp will be having a 6% price increase from January 2023.**

Additional Information

Above costs Includes supply, installation, setup and training (there are no document fees).

Includes all toners, waste toners, supplies and consumables necessary to run and maintain the printer (excludes paper & staples) & delivery of these items & return of empty cartridges.

All Prices Exclude VAT at the prevailing rate.

APPENDIX 3



New Ricoh IMC3000

30 Pages Per Minute Black & White
30 Pages Per Minute Full Colour
Double sided printing, scanning & copying
2 x 550 Sheet Paper Trays (A3, A4 or A5)
1 x 100 Sheet Bypass (A6, A5, A4 & A3)
Automatic Original Document Feeder
Staple finisher
Network Print & Scan
USB Print & Scan
Locked/GDPR Confidential Print
Cabinet

Specification	
Desktop / Floorstanding	Floorstanding
A3/A4	Yes
Mono / Colour	Colour
Copy	Yes
Print	Yes
Scan	Yes
Paper Trays	2 x 550 sheet paper tray + 100 sheet bypass
Supported Printer Languages	Windows

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APPENDIX 3



New Sharp BP50C31
31 Pages Per Minute Black & White
31 Pages Per Minute Full Colour
Double sided printing, scanning & copying
2 x 550 Sheet Paper Trays (A3, A4 or A5)
1 x 100 Sheet Bypass (A6, A5, A4 & A3)
Automatic Original Document Feeder
Staple finisher (including 8 sheet stapleless)
Network Print & Scan
USB Print & Scan
Locked/GDPR Confidential Print
Cabinet

Specification	
Desktop / Floorstanding	Floorstanding
A3/A4	Yes
Mono / Colour	Colour
Copy	Yes
Print	Yes
Scan	Yes
Paper Trays	2 x 550 sheet paper tray + 100 sheet bypass
Supported Printer Languages	Windows

APPENDIX 4

Added Value

XX Star Commitment:

- On-Site Next Business Day
- Telephone Support
- On-going Training
- Access to the 'Print Hub'
- Device Performance or Replacement

It's The Support That Counts

At XX we recognise that for any project to be successful, implementation is just day one of a long term commitment.

XX intends to work closely with you to ensure ongoing training, adaptation to changing user needs, and account performance reviews are all part of our proposed support package.

In addition to day to day support, if at any time, you decide that your machines ongoing reliability is not as it should be, XX will replace the machine with a like for like machine. This is done at XX cost and at your request for up to 5 years from the day of delivery.

XX customers also have exclusive access to 'The Hub', XX own off site print room with facilities to volume print, print finish, wide format, poster printing and direct mailing. All printing is done at the same contract rate as if you did it yourself plus the agreed cost of paper and any offline finishing.

Other benefits

The devices proposed have in built user code auditing for print, copy and scan. The accounting will tell you what code has had what usage, and quota allocation enables restricted volumes (including by mono/colour), this allows you to control costs without the need for additional cost software or hardware.

The devices contain 'Locked Print' which enables users print jobs to be held at the printer until released using a user defined pin number. This enables full GDPR compliant printing for confidential document.

The devices contain 'Data Overwrite' on hard drives. This means that once a print job has been printed, any information held by the hard drive will be over written to ISO15408 Global Security Standard ensuring your information is never available to other sources.

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APPENDIX 5

Current Spend

Current Rental	£184.00

Average Quarterly Usage

Mono 74,894 @ 0.38p	£284.60
Colour 12,561 @ 0.345p	£433.35
Total Quarterly	£901.95

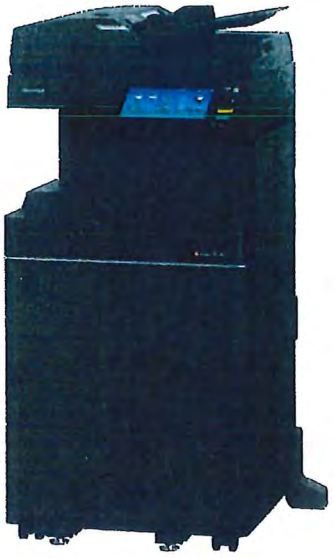
Proposal

To Supply One New Toshiba E- Studio 3025AC

Colour Multifunctional Device

Complete with:

Fully automatic reverse document feeder
Fully automatic double siding
2 x 550 sheet paper tray
Cabinet
Internal Finisher Stapler
Bypass Tray
USB stick memory printing
Air print
Network print & scan
30 pages per minute



5 Year Quarterly Rental	£195.00

Service

Cost Per Copy Mono	0.24p
Cost Per Copy Colour	2.4p

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APPENDIX 6

Services

- XX aim to respond to all service calls within 4 hours

Installation Services

- Installation and commissioning of all devices and software will all be carried out by XX Limited.

Project Management

- Account Manager –
- XX will manage each site individually building a scope of works to ensure that each project is completed with the minimum disruption, within budget and within the agreed time frames.

Commissioning

- XX will manage all installations, working with the field service engineers to ensure installation and on-site testing of equipment is completed effectively and efficiently.
- All software ordered will be commissioned and tested to meet your requirements.

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Agenda Item 20

Gallagher

Insurance | Risk Management | Consulting

Blenheim House
1-2 Bridge Street
Guildford
Surrey
GU1 4RY

Tel: 01483 462860

www.ajg.com/uk

Private & Confidential

Ms Angela Price
Ledbury Town Council
Town Council Offices
Ledbury
Herefordshire
HR8 1DH

24th November 2022

Dear Ms Price,

Insurance Policies: AJG Community Schemes, Property Owners
Client Name: Ledbury Town Council
Client Reference Number: 21888087
Policy Numbers:
Effective Date: 18/12/2022

Your insurance policy is due for renewal shortly and we have pleasure in enclosing your renewal quotation(s) and documentation. These have been based on your requirements which you disclosed to us previously or in our recent renewal discussions. Our understanding of your requirements are shown in the enclosed documentation.

There are a number of documents enclosed and it is important that you review each of them. Within this letter we have summarised what we consider to be the most important points to assist you. We have directed you to those documents, or parts of documents, which you must read carefully.

Your renewal premium(s) for the forthcoming year are detailed as follows:-

Policy	Insurer	Premium	Insurance Premium Tax	Administration Fee(s)	Total Due
AJG Community Schemes	Hiscox Insurance Company Limited	£3,087.89	£370.55	£50.00	£3,508.44
Total		**£3,087.89**	**£370.55**	**£50.00**	**£3,508.44**

Long Term Agreement Option

In order to ensure rate stability, Ledbury Town Council may choose to set up a 3 year binding Long Term Agreement (LTA) with Hiscox Insurance Company Limited, at an LTA premium of £3,508.44. This means Ledbury Town Council will commit to keep their policy with Hiscox Insurance Company Limited for the period of the LTA, which will expire 3 years from the original inception date.

In return Hiscox Insurance Company Limited agrees not to increase the annual insurance premium, except for the following reasons:

- When there are changes to the material facts concerning your policy.
- Policy changes where the sums insured for assets covered against loss or damage are increased or decreased.

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Arthur J. Gallagher Insurance Brokers Limited is authorised and regulated by the Financial Conduct Authority. Registered Office: Spectrum Building, 7th Floor, 55, Blythswood Street, Glasgow, G2 7AT. Registered in Scotland. Company Number: SC108909.

- The annual inflationary increase (index linking) applied to the sums insured for the assets covered against loss or damage.
- The imposition by the Government of a higher rate of Insurance Premium Tax (IPT).

Any changes to terms or conditions other than those stated, for example, the imposition by the Insurer of a higher rate resultant from the claims ratio exceeding the percentage detailed in the LTA endorsement wording shown in the schedule enclosed, **releases** Ledbury Town Council from the Long Term Agreement and as your broker we will seek alternative quotations from the market on your behalf.

For further information please see the LTA wording contained within the attached Schedule of Insurance.

AJG Community Schemes

Your Requirements and Our Recommendations

We have assessed the information about the circumstances that you have provided to us to help us to identify your requirements and make recommendation(s). We have based our understanding of your requirements on this information.

Our Recommendation(s)

We recommend that this policy is placed with Hiscox Insurance Company Limited based upon your requirements to purchase a Local Council Insurance policy and the price, extent of cover and policy benefits provided by the insurer.

Our recommendation is based on your requirements to have a Local Council Insurance policy for Ledbury Town Council to the levels of cover we have discussed which is summarised in the attached quotation schedule and statement of fact.

- We have recommended that your cover is placed with the insurer(s) named within your schedule.
- We believe the cover(s) provided is the most suitable from the insurers that we have approached and based on the information you have provided.
- Please ensure you read your documentation pack carefully to confirm that the cover meets your requirements, paying particular attention to exclusions, warranties, conditions, excesses and limits.

If you require any changes to be made or information corrected, please contact us as soon as possible, as failure to do so could mean that your insurance is voided, or may lead to the insurer not paying all or part of your claim.

Please see the attached cover comparison which details a summary of the core covers automatically included with all Gallagher Insurance policies. In addition to these our insurer panel can provide enhanced levels of protection and additional covers where appropriate.

We would draw your attention to your Duty of Fair Presentation obligations, along with the importance of checking that you have adequate sums insured. Full details can be found in the Important Information section.

Market Selection

For this type of insurance, Gallagher has entered in to an agreement with a single insurer, who provides this policy.

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This agreement allows us to rate the premium and issue the policy documentation on their behalf. Under such an agreement, we are acting as agent of the insurer.

Significant Terms, Conditions, Warranties, Exclusions and Subjectivities

Your **policy documents** will record what is insured and against what **Insured Perils** (risks) apply, along with details of any **Warranties** which sets out those things which you must make sure happen or have in place at all times. Your cover may be subject to **Exclusions** and **Endorsements**, which set out additional **Policy Terms** which are particularly important. Please also consider any **Conditions** with which you have to comply in order for your cover to be valid and for you to make a claim.

It is important that you read and make sure that you understand the full extent of the cover that is provided by your insurance policy. The policy wording should be read in conjunction with your policy schedule. Please read these carefully as they may have an impact on the validity of your cover and/or your ability to make recovery for any claims made.

If there are any areas of the policy which you are concerned about or do not understand, or where you are unable to comply, then please contact us to discuss in further detail. It may be possible, albeit at higher cost, to obtain wider or less restrictive cover.

The attached insurer schedule details the following endorsements applicable to your policy.

- Contents - Endorsement - Minimum security condition - 240.3
- Contents - Endorsement - Addition of cover (Travel expenses) - 6226.0
- Contents - Endorsement - Removal of cover: cyber claims and losses - 6729.1
- Contents - Endorsement - Floating amount insured (Contents) - 6349.1
- Contents - Endorsement - Amendment of cover (Fidelity guarantee) - 6222.0
- Business Interruption - Endorsement - Amended definition: income - 6820.0
- Business Interruption - Endorsement - Floating amount insured (Business interruption) - 6350.1
- Contents Away from Premises - Endorsement - Contents temporarily elsewhere - 65.00
- Crisis Management - Endorsement - Crisis containment provider: Hill Knowlton - 9003.0
- Employers' Liability - Endorsement - Employers Liability Tracing Office (ELTO) - mandatory information required - 3121.0
- Employers' Liability - Endorsement - Confirmation of cover: cyber claims - 6734.0
- Legal Expenses - Endorsement - Commercial legal protection (charities) - 524.0
- Officials and Trustees - Endorsement - Prior and pending litigation date - 705.4
- Officials and Trustees - Endorsement - Amendment of cover: cyber claims (DO) - 3215.0
- Officials and Trustees - Endorsement - Amendment of cover: breach of professional duty (DO) - 3216.0
- Personal Accident - Endorsement - Amendment of cover: cyber claims and losses - 6752.0

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- Public Liability - Endorsement - Firework and bonfire condition endorsement - 6080.0
- Public Liability - Endorsement - Removal of cover: cyber claims - 6735.0
- AJG Community Schemes - Endorsement - Additional definitions: cyber - 6727.0
- AJG Community Schemes - Endorsement - Commercial assistance & legal advice helpline - 603.1

Key changes to your policy from renewal

Hiscox have made some important changes to your policy and documents. In respect of the policy sections Buildings, Contents, Property Away From The Premises and Business interruption, please note the Communicable Disease exclusion which has been added to the policy. For Business interruption, this restricts the types of diseases covered to Specified Diseases. In light of the current Covid -19 threat, note that this is not a Specified Disease.

Index linking is currently calculated at the rate shown in the attached Hiscox Insurance Company Limited schedule. Please contact a member of our team, should you not wish to index link your sums insured.

Policy Documents

It is important that you check through your policy documentation. Please read all documents carefully, paying particular attention to the limits, endorsements and exclusions. **If any information is incorrect, please contact us immediately**.

Payment Options

Our standard payment terms are payment on or before your policy inception or renewal date. This ensures we receive your funds in time to settle our Insurer accounts where there are strict requirements.
You can pay by the following options:-

- Cheque payable to Arthur J Gallagher Insurance Brokers Ltd - Please add your client reference number onto the back of the cheque.
- Direct Debit with Insurers (if available)
- Bank Transfer (BACS) – Please refer to your invoice for details on how to pay by this method

Next Steps

In order to renew the policy for Ledbury Town Council you must;

1. Check the attached documents and inform us if anything needs changing
2. Check the cover still meets the needs of Ledbury Town Council
3. Confirm that the policy for Ledbury Town Council should be renewed via communityrenewals@ajg.com or telephone us on 01483 462860 before 18th December 2022
4. **It is essential that you confirm the insurer name, and whether you want to enter into a Long Term Agreement (whether the policy is for a 1 or 3 year term).**
5. Pay for your policy by the renewal date 18th December 2022

If you have any questions relating to your insurance arrangements, please do not hesitate to contact us. **We look forward to receiving your renewal confirmation by the renewal date.** Failure to provide your instructions could result in your policy and cover lapsing.

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Should you need any assistance or wish to review our recommendation in anyway, please do contact the Community Team at Gallagher Insurance on 01483 462860 or via community@ajg.com.

Yours sincerely,

The Community Team
Tel: 01483 462860
Email: community@ajg.com

TALK TO US ABOUT:

- Motor
- Engineering
- Cyber
- Professional Indemnity
- Associated Charities
- Village Hall Policies
- Anglican Church Policies
- Risk Management Solutions
- Event Coverage
- Terrorism

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Enclosures	Action Required by You
Statement of Fact(s)	Information you have provided to us and on which your policy is based. Please review and advise us of any changes required.
Policy Schedule(s)	Please review and advise us immediately if there are any terms you are unable to comply with or do not understand.
Policy Summary(s)) Notice to Policyholder/Summary of Changes	An overview of the proposed cover including limits. Please read in conjunction with your policy and advise us immediately if there are any terms you are unable to comply with or do not understand.
Our Invoice	Please note payment terms.
Important Information	Please read and retain.
Our Terms of Business	Please read and retain.

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FULL COUNCIL	1 DECEMBER 2022	AGENDA ITEM: 21

Report prepared by Angela Price – Town Clerk

HEREFORDSHIRE LOCAL GOVERNMENT ASSOCIATION (LGA) MODEL COUNCILLOR CODE OF CONDUCT – ADOPTED MAY 2022

Purpose of Report

The Purpose of this report is to ask Members of Ledbury Town Council to give consideration to adopting the amended LGA Model Councillor Code of Conduct which was adopted by Herefordshire Council in May 2022.

Detailed Information

Members will recall that at a meeting of Council held on 11 April 2022 they were asked to give consideration to and make comment on the proposed new LGA Model Councillor Code of Conduct 2020. Members were requested to note that in January 2019 the Committee on Standards and Public Life had published a report on Government Ethical Standards. This in turn called for the LGA to create a model code of conduct to enhance the consistency and quality of Local Authority codes and ensure issues such as bullying, and harassment were covered.

At that meeting it was RESOLVED:

1. That the following comments be forwarded to Herefordshire Council:

    - Members of Ledbury Town Council were concerned that the opportunity to appeal Monitoring Officer decisions was being removed.
    - Members felt that the removal of the requirement for Members to declare membership of a body that is not open to the public without formal membership was less transparent than the current Model Code of Conduct and therefore should not be removed.

2. That further consideration be given to the Model Code of Conduct for acceptance upon receipt of the final draft from Herefordshire Council.

The comments were forwarded to Herefordshire Council, however no subsequent draft was provided by Herefordshire Council and the Clerk was advised during recent Councillor Code of Conduct training that Herefordshire Council had adopted the amended Code of Conduct.

The Clerk asked that a copy of the adopted Code be provided so that it could be put before Ledbury Town Council for further consideration and a copy of this is attached for Members consideration.

Recommendation

That Members give consideration as to whether they wish to adopt the amended Code of Conduct, and if so the Clerk be instructed to prepare a draft amended version for Ledbury Town Council.

Herefordshire Council
LGA Model Councillor Code of Conduct – Adopted May 2022

Definitions

For the purposes of this Code of Conduct, a "councillor" means a member or co-opted member of a local authority or a directly elected mayor. A "co-opted member" is defined in the Localism Act 2011 Section 27(4) as "a person who is not a member of the authority but who

a) is a member of any committee or sub-committee of the authority, or;
b) is a member of, and represents the authority on, any joint committee or joint sub-committee of the authority;

and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee".

For the purposes of this Code of Conduct, "local authority" includes county councils, district councils, London borough councils, parish councils, town councils, fire and rescue authorities, police authorities, joint authorities, economic prosperity boards, combined authorities and National Park authorities.

Purpose of the Code of Conduct

The purpose of this Code of Conduct is to assist you, as a councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow councillors, local authority officers and the reputation of local government. It sets out general principles of conduct expected of all councillors and your specific obligations in relation to standards of conduct. The LGA encourages the use of support, training and mediation prior to action being taken using the Code. The fundamental aim of the Code is to create and maintain public confidence in the role of councillor and local government.

General principles of councillor conduct

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, councillors and local authority officers; should uphold the Seven Principles of Public Life, also known as the Nolan Principles.

Building on these principles, the following general principles have been developed specifically for the role of councillor.

In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of councillor.

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community
- I do not improperly seek to confer an advantage, or disadvantage, on any person
- I avoid conflicts of interest
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest.

Application of the Code of Conduct

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of councillor or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a councillor.

This Code of Conduct applies to you when you are acting in your capacity as a councillor which may include when:

- you misuse your position as a councillor
- Your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a councillor;

The Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings
- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements and comments.

You are also expected to uphold high standards of conduct and show leadership at all times when acting as a councillor.

Your Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from your Monitoring Officer on any matters that may relate to the Code of Conduct. Town and parish councillors are encouraged to seek advice from their Clerk, who may refer matters to the Monitoring Officer.

Standards of councillor conduct

This section sets out your obligations, which are the minimum standards of conduct required of you as a councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

General Conduct

1. Respect

As a councillor:

1.1 I treat other councillors and members of the public with respect.

1.2 I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in councillors.

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider or the police. This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's councillor-officer protocol.

2. Bullying, harassment and discrimination

As a councillor:

2.1 I do not bully any person.

2.2 I do not harass any person.

2.3 I promote equalities and do not discriminate unlawfully against any person.

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

3. Impartiality of officers of the council

As a councillor:

3.1 I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.

Officers work for the local authority as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

4. Confidentiality and access to information

As a councillor:

4.1 I do not disclose information:

- **a. given to me in confidence by anyone**
- **b. acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless**
  - **i. I have received the consent of a person authorised to give it;**
  - **ii. I am required by law to do so;**
  - **iii. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or**
  - **iv. the disclosure is:**
    1. **reasonable and in the public interest; and**
    2. **made in good faith and in compliance with the reasonable requirements of the local authority; and**
    3. **I have consulted the Monitoring Officer prior to its release.**

4.2 I do not improperly use knowledge gained solely as a result of my role as a councillor for the advancement of myself, my friends, my family members, my employer or my business interests.

4.3 I do not prevent anyone from getting information that they are entitled to by law.

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or held by the local authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

5. Disrepute

As a councillor:

5.1 I do not bring my role or local authority into disrepute.

As a Councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other councillors and/or your local authority and may lower the public's confidence in your or your local authority's ability to discharge your/its functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute.

You are able to hold the local authority and fellow councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

6. Use of position

As a councillor:

6.1 I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.

Your position as a member of the local authority provides you with certain opportunities, responsibilities, and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

7. Use of local authority resources and facilities

As a councillor:

7.1 I do not misuse council resources.

7.2 I will, when using the resources of the local authority or authorising their use by others:

a. act in accordance with the local authority's requirements; and

b. ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed.

You may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a councillor.

Examples include:

- office support
- stationery
- equipment such as phones, and computers
- transport
- access and use of local authority buildings and rooms

These are given to you to help you carry out your role as a councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the local authority's own policies regarding their use.

8. Complying with the Code of Conduct

As a Councillor:

8.1 I undertake Code of Conduct training provided by my local authority.

8.2 I cooperate with any Code of Conduct investigation and/or determination.

8.3 I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.

8.4 I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.

It is extremely important for you as a councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with your Monitoring Officer.

Protecting your reputation and the reputation of the local authority

9. Interests

As a councillor:

9.1 I register and disclose my interests.

Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of members of the authority.

You need to register your interests so that the public, local authority employees and fellow councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or disclose a disclosable pecuniary interest as set out in **Table 1**, is a criminal offence under the Localism Act 2011.

Appendix B sets out the detailed provisions on registering and disclosing interests. If in doubt, you should always seek advice from your Monitoring Officer.

10. Gifts and hospitality

As a councillor:

10.1 I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.

10.2 I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.

10.3 I register with the Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept.

In order to protect your position and the reputation of the local authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a councillor. If you are unsure, do contact your Monitoring Officer for guidance.

Appendices

Appendix A – The Seven Principles of Public Life

The principles are:

Selflessness

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

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 disclose and resolve any interests and relationships.

Objectivity

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

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.

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.

Honesty

Holders of public office should be truthful.

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.

Appendix B Registering interests

Within 28 days of becoming a member or your re-election or re-appointment to office you must register with the Monitoring Officer the interests which fall within the categories set out in **Table 1** (**Disclosable Pecuniary Interests**) which are as described in "The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012". You should also register details of your other personal interests which fall within the categories set out in **Table 2** (**Other Registerable Interests**).

"**Disclosable Pecuniary Interest"** means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in Table 1 below.

"Partner" means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.

2. A 'sensitive interest' is as an interest which, if disclosed, could lead to the councillor, or a person connected with the councillor, being subject to violence or intimidation.

3. Where you have a 'sensitive interest' you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

Non participation in case of disclosable pecuniary interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in **Table 1**, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.

5. Where you have a disclosable pecuniary interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it

Disclosure of Other Registerable Interests

6. Where a matter arises at a meeting which ***directly relates*** to the financial interest or wellbeing of one of your Other Registerable Interests (as set out in **Table 2**), you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

Disclosure of Non-Registerable Interests

7. Where a matter arises at a meeting which ***directly relates*** to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

8. Where a matter arises at a meeting which ***affects*** –
   a. your own financial interest or well-being;
   b. a financial interest or well-being of a relative or close associate; or
   c. a financial interest or wellbeing of a body included under Other Registrable Interests as set out in **Table 2**

   you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied

9. Where a matter (referred to in paragraph 8 above) ***affects*** the financial interest or well-being:
   a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
   b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

   You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

   If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

10. Where you have an Other Registerable Interest or Non-Registerable Interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it

Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred in carrying out their duties as a councillor, or towards their election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the councillor or their spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council — (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land and Property	Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or their spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.
Licenses	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer

Corporate tenancies	Any tenancy where (to the councillor's knowledge)— (a) the landlord is the council; and (b) the tenant is a body that the councillor, or their spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
Securities	Any beneficial interest in securities* of a body where— (a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and (b) either— (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or their spouse or civil partner or the person with whom the councillor is living as if they were spouses / civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class.

* 'director' includes a member of the committee of management of an industrial and provident society.
* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other Registrable Interests

You must register as an Other Registerable Interest:

a) any unpaid directorships

b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority

c) any body
- (i) exercising functions of a public nature
- (ii) directed to charitable purposes or
- (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union
- (iv) is not open to the public without formal membership

Table – 3

Where a member has a Disclosable Pecuniary Interest, Other Registerable Interest or Non-Registerable interest as detailed above the following applies:

What is the interest	Do I have to complete the form and register?	Do I have to declare this interest?	When do I disclose this interest?	Can I participate?	Can I vote?	Do I have to leave the room?
Disclosable Pecuniary Interest	Yes Within 28 days of: • becoming a member or re-appointment to office • re-appointment to office • Disclosing at a meeting a previously undisclosed interest • Becoming aware of any change or new interest	Yes	As soon as you are aware that you have an interest	No	No	Yes
Other Registerable Interest	Yes Within 28 days of: • Becoming a member or re-appointment to office • Disclosing at a meeting a previously undisclosed interest • Becoming aware of any change or new interest.	Yes	As soon as you are aware that you have an interest	Yes if member of the public are able to speak at the meeting.	No	Yes
Disclosure of Non-Registrable Interests	No	Yes	At the meeting – As soon as you are aware that you have an interest	Yes if members of the public are able to speak at the meeting	No	No

FULL COUNCIL	1 DECEMBER 2022	AGENDA ITEM: 23

Report prepared by Angela Price – Town Clerk

ELECTIONS AND CO-OPTION

Purpose or Report

The purpose of this report is to provide Members with information on the outcome of the recent vacancy advertisement and the six-month rule in relation to Co-option, ahead of the 2023 May elections.

Detailed Information

Following the resignation of Gary Troy from the Council and notification of this resignation being submitted to Herefordshire Council confirmation was received on 28 October 2022 that there had been no request for an election received and therefore Ledbury Town Council may now co-opt to this vacancy and that the appointment must be made as soon as is practicable.

However, on 27 October 2022, the Clerk received a communication from elections at Herefordshire Council advising of the six-month ruling in respect of casual vacancies ahead of an election.

"Under Rule 5(6) of the Local Elections (Parishes and Communities) (England and Wale) Rules 2006, should a vacancy occur and the "effective date" of the casual vacancy is during the last six months before the ordinary day of retirement for the council, then the casual vacancy notice still has to be given, but there is no opportunity for an election to be requested, and the Parish Council may co-opt, but is not required to do so.

The day of retirement for the Council is 4 days after the day of poll, which would be Monday, 8 May 2023, but this will depend on if the Government decides to move or give an additional bank holiday for the Kings Coronation on the Monday. If this happens, bank holidays are not counted so the fourth day would be Tuesday, 9 May 2023.

Working back for the date for the six-month ruling to start at present this is Tuesday, 8 November 20222.

If the Government decides that the bank holiday will move or we are given an additional one, then I will notify you again."

Further correspondence was received on 9 November 2022 following the announcement that there will now be a bank holiday on Monday, 8 May 2023, therefore the six-month ruling will now be Tuesday, 9 November 2022.

This means that there is currently no requirement on Ledbury Town Council to co-opt to the current vacancy as a result of the recent resignation.

However, on 19 November 2022 the Clerk was contacted by a resident expressing an interest in being co-opted to Ledbury Town Council, advising that they have a useful professional background. The Clerk has provided a response to this email advising that the matter of co-option ahead of the election in May 2023 would be discussed at the Full Council meeting on 1 December 2022 and that she would write to them to confirm the outcome of the meeting. In the meantime, the Clerk has provided the resident with a copy of the co-option application form and criteria.

Recommendation

That Members note the information provided within this report and consider whether they would wish to undertake a co-option process ahead of the Council elections in May 2023.

Agenda Item 25(i)

LEDBURY IN BLOOM

...cultivating our community

Minutes of the Annual General Meeting held on 8th November 2022 at the Catholic Church Hall at 7.30pm

Present: Christina Vass Chairman; Jane Gunn Treasurer; Gareth Morgan President; Una Morgan Secretary; William Allen; Estelle Dalraine; Doreen Feakes; K. W. Francis; Anita Griskjane; Gina & Mike Lincoln; Lynne McCrae; John Wadley; Rosie Watkins; Deb West

Apologies: Liz Guest; Marcus Low and Cllr Philip Howells

Welcome: The President's speech welcoming all

"Welcome to you all for joining us this evening for our 30th AGM. It is always encouraging to know that our efforts are worthy of your support during this and previous years. I hope that our record – fifteen consecutive Gold awards – will motivate you to continue spurring us on throughout 2023 and beyond.

All the volunteers, under the firm guidance of our Chair, Tina, are keenly motivated to make our Town, Ledbury, the best it can be for the residents and visitors. We are fortunate in that our elected representatives on the Town Council, ably led by the Mayor, Philip Howells, and aided by Cllr Nick Morris, provide us with as much support as possible throughout the year. You can keep up to date with all our news via the Wordpress website, ably managed by Marc Low. Thanks Marc.

Even in such pleasant surroundings the Covid pandemic has affected our work, and it seems probable that finance will be in short supply during the next couple of years. As ever we will do what we can to keep the Town looking attractive and welcoming. A very recent example of this dedication to duty is the stalwart work of three of the volunteers – Gina, Mike and Anita – later supplemented by the attendance of the remainder of the team, who gave up precious personal time over a weekend to remove a large fallen tree from the Jubilee Beds, which the Mayor had personally dedicated earlier in the year, and made good the damage. I commend them, and all the volunteers, for their efforts.

Thank you."

Minutes of the November 2021 AGM: These had been distributed and agreed. The Chairman signed these.

3607

The Chairman's Report.

"Thank you, Mr President, for your kind words, I wasn't aware that this is our thirtieth year.

Well, you all know from experience how busy this past year has been.

Just a flick through the portfolio is a testament to that.

A huge thank you for all the support you have given LiB and me. Whether at the two-day Cop26 event last November, Community Day or the August Bank holiday in the car park (what a shambles). Changing tubs over. Digging out bags and bags of compost. Collecting up vast amounts of leaves. Stepping in to work in Queen's Walk and the car park tubs when Queenswood school were unable to fulfil their commitment. Weeding, Sweeping the Town ahead of judging day – the list just goes on and on. Thank you also to Jane Gunn for all her work as Treasurer.

A special thanks to the work Gina and Mike did to change the Biddulph Way rose beds into the glorious, renamed Jubilee Beds in honour of the late Queen's platinum jubilee.

I must also thank the Mayor and the Town Council for their support and generous grants this year which funded 6 new long-lasting tubs and paid for all the summer and autumn planting in the town and the hanging baskets. We have also had several other donations which have boosted our coffers, more about that from Jane in a moment.

As you know the RHS judging criteria changed last December, but so did the awarding of points. In the past we have needed 90+ points to win a gold. Now the requirement is 85+ points which gives a bit more leeway. We won our 15 Gold with 92 points.

Rosie's work along with Amanda and others on the plant audit was a much-appreciated piece of work and addition to the portfolio and was commented upon by the RHS judges.

The other big success this year was the photo competition and here I have to say an enormous thank you to Marc and Una who organised me and took huge amounts of stress off my shoulders.

Marc did the most fantastic job setting up the website and all the technical stuff so that the entries could be submitted on-line. Plus all the work he did with the T&C's which had to be so detailed. Printing out the photos for judging and then making the bigger prints which were framed for the presentation day. The quality was just incredible.

Una who organised the judges and took on all the other admin in her stride, making the judging day and the presentation day so successful.

And of course, a big thank you to our sponsors and judges without whom we would never have got the whole thing off the ground.

Finally, I want to say thank you - for turning out when I fly off on one of my many overseas trips. You soldier on in all weathers, you have watered and tended plants, you respond willingly to my emails and texts, you are just a great team of people to work alongside. I feel very privileged. Thank You."

3608

Treasurer's Report

Jane distributed copies of the accounts approved by Helen Keegan of Greendawn accounting. Copy on file with the Secretary. Her verbal report: *" in addition to the support from the Council as outlined by the Chairman, our income came from very few traders this year. We were very grateful to receive funds from the Rotary Club, Ledbury Horticultural Society and Ledbury Area Development Trust. Rail and Bus Herefordshire gave us a generous donation of £350 for the upkeep of the beds at the station. Donations from Jason at JB Computers and laptop repairs Take 4 Gallery and Shane Howell funded the photographic competition. Thank you goes to Sue Holland for her generous donation to refurbish the horse trough.Thanks also goes to Rob Wilson for his generous donation of 25% discount on all plants. We start the year with a healthy balance £ 2,978.20.*

Election of Committee members. The Chairman issued a plea for more members and volunteers for deputy chairman and a fund raiser but there were no volunteers. All current committee members, except for Bill Allen, were standing again so all were confirmed

Bill is moving away this month and the Chairman made a presentation to him for his years of service and hard work with in Bloom.

Looking Forward to 2023 *Chairman's report;*

2023 is likely to be more of the same in terms of gardening workload.

We don't have to decide until January whether we want to enter the 2023 In Bloom to try to win a 16 gold, although if you're willing, I'd like to try. The alternative is to have increase the number of IYNs which will still require the judges to visit the town.

There is no doubt that fundraising is going to be the biggest challenge next year as businesses and individuals face raising prices and inflation. Presently, LiB needs about £1.2k to pay for insurance, plants and competition fees to enter In Bloom. And yes, our bank balance is healthy at the moment, but plant prices are increasing and no doubt our insurance and other costs will rise.

One way I intend to save money is to buy more plug plants in the new year. Whilst they are more labour intensive to raise, they work out considerably cheaper than buying mature plants later.

As you know one of the rose beds in the Walled Garden is failing and replanting roses isn't an option. Unfortunately it's one of the bigger beds and to replant with herbaceous plants will be expensive. This is one of the projects I will be seeking specific sponsorship for next year.

Marc and I will also be investigating the cost of developing a new website.

If we go ahead with another photo competition the hope is, we will be able to count on the support of this year's sponsors. But it's not a given. And if the decision is to open it up to adults then we will either need more sponsors or smaller prizes. But these are all decisions for next year.

All present thanked Tina for all her work.
The Meeting closed at 7.55pm

3609

Ledbury War Memorial

Final Internal Report for Ledbury Town Council December 2022

1. Scope and Purpose

1.1 There is an extensive record dating from May 2013 of Ledbury Town Council (LTC) decisions and actions relating to the condition and renovation of the Ledbury War Memorial. There is no way of knowing if it is a complete record but it is extensive and complex as the record contains minutes and notes from meetings of working parties, committees and full council as well as communications with external parties and contractors. This report will concentrate on LTC decisions and actions since 2019; the period in which the most recent renovation work was commissioned.

1.2 Conversations were also held with Councillors who had served since 2019 and engaged with the renovation project. Their responses informed the form and structure of this internal inquiry; this report should focus on the Regulatory Framework relevant to the contract for renovation works to the monument.

Did LTC act within the Regulatory Framework?

2. The Regulatory Framework

The following regulations apply:

2.1 LTC Standing Orders (*Adopted 28.02.19; last updated 24.06.21*)

SO 18.c A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-144 of the Public Contracts Regulations 2015 which includes a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of approved suppliers (framework agreement).

SO 18.d Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:

I. A specification for the goods, materials, services or the execution of works shall be drawn up;
II. An invitation to tender shall be drawn up to confirm: (I) the council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
III. The invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
IV. Tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
V. Tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
VI. Tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.

SO 18.e Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.

2.2 Finance Regulations (*Adopted 28.02.19; last updated 27.05.2022*)

(Much of the relevant Finance Regulations in Section 11 are repetitions of the relevant Standing Orders listed under *2.1 LTC Standing Orders*, above. However, there appears in Section 11 of the Financial Regulations additional requirements in Regulations 11 and 12)

> FR 11.1d When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.
>
> FR 11.1e Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
>
> FR 12.1 Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract)
>
> FR 12.2 Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the council.
>
> FR 12.3 Any variation to a contract or addition or omission from a contract must be approved by the council and Clerk to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.
>
> *Addendum to draft report.*
>
> *The Financial Regulations adopted 28.02.19; amended 07.11.19; updated 24.06 21; last updated 27.05.2022 state in 11.1.h: When it (LTC) is to enter into a contract of less than £25,000 in value.....the Clerk shall obtain 3 quotations (priced descriptions of the proposed supply).*
>
> *The Financial Regulations adopted 28.02.19; amended 07.11.19; state in 11.1.h: When it (LTC) is to enter into a contract of less than £60,000 in value.....the Clerk shall obtain 3 quotations (priced descriptions of the proposed supply).*
>
> *It may be argued that Council were acting on regulations that had not been updated i.e. that the contract was of less than £60,000 and that therefore, not subject to Regulations 109-144 of the Public Contracts Regulations 2015. This suggestion was made after the publication of the draft report. There is no evidence to suggest that this would make any material difference to the substantive findings of the draft report.*

2.3 Construction (Design and Management) Regulations

The Construction (Design & Management) Regulations (CDM 2015) are the main set of regulations for managing the health, safety and welfare of construction projects. CDM applies to all building and construction work and includes new build, demolition, refurbishment, extensions, conversions, repair and maintenance.

(NB the Regulations apply to renovation and repair, and to domestic and commercial projects)

2.3a Commercial Client Responsibilities (LTC is the client)

I. Appoint project roles; specifically a principal contractor/designer
II. Ensure good management & organisation
III. Ensure adequate welfare facilities

IV. Ensure a construction phase- plan is in place
V. Keep the health and safety file
VI. Protect members of the public and employees
VII. Prepare a client brief;
VIII. Allow sufficient time and resources to finish the job;
IX. Provide pre-construction information e.g., boundaries; access; security;
X. Notify the Health and Safety Executive if project will take more than 500 days.

	Regulation	**Evidence from Record**
SO 18c	A requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of approved suppliers.	There is no evidence in the record of fulfilling this requirement
SO 18d i	A specification for the goods, materials, services or the execution of works shall be drawn up.	There is no evidence in the record of any technical specification being drawn up.
ii	An invitation to tender shall be drawn up to confirm: (1) the council's specification	There is no evidence in the record of fulfilling this requirement
	(2) the time, date and address for the submission of tenders	There is no evidence in the record of fulfilling this requirement
	(3) the date of the Council's written response to the tender and	There is no evidence in the record of fulfilling this requirement
	(4) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process	There is no evidence in the record of fulfilling this requirement
iii	The invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate.	There is no evidence in the record of fulfilling this requirement
iv	Tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer.	There is no evidence in the record of fulfilling this requirement
v	Tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed.	There is no evidence in the record of fulfilling this requirement
vi	Tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.	E&L Minutes E34 15/11. No evidence of any report of due diligence.
SO 18e	Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.	Advisory
FR 12.1	Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).	There is no evidence in the record of fulfilling this requirement

FR 12.2	Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the council.	There is no evidence in the record of any provision for payment by instalments. There is no evidence in the record of reporting variations to Council.
FR 12.3	Any variation to a contract or addition or omission from a contract must be approved by the council and Clerk to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.	There is no evidence in the record of fulfilling this requirement.

Some elements of the Regulatory Framework *prima facie* do not apply and are not included in this report.

Construction (Design and Management) Regulations 2015 Client Responsibilities (What LTC must do)

CDM 2.3a.I	Appoint project roles; specifically a principal contractor/ designer	There is no evidence in the record of fulfilling this requirement other than appointing a single contractor. **Therefore, the duties of the Principal Contractor/Designer fall to the client (see below).**
2.3a.II	Ensure good management and organisation	There is no evidence in the record of fulfilling this requirement.
2.3a.III	Ensure adequate welfare facilities	There is no evidence in the record of fulfilling this requirement.
2.3a.IV	Ensure a construction phase- plan is in place	There is no evidence in the record of fulfilling this requirement.
2.3a.V	Keep the health and safety file	There is no evidence in the record of fulfilling this requirement.
2.3a VI	Protect members of the public and employees	There is no evidence in the record of fulfilling this requirement.
2.3a.VII	Prepare a contractor brief;	There is no evidence in the record of fulfilling this requirement.
2.3a.VIII	Allow sufficient time and resources to finish the job;	Ad hoc. emails between contractor and Council
2.3a.IX	Provide pre-construction information e.g., boundaries; access; security;	Ad hoc. emails between contractor and Council
2.3a.X	Notify the Health and Safety Executive if project will take more than 500 days.	Not relevant

Principal Contractor Responsibilities (What LTC must do as no Principal Contractor was appointed)

CDM 2.3b.I	Plan, manage and monitor the entire works	There is no evidence in the record of site meetings that may have provided some indication that this requirement was attempted.
2.3b.II	Manage Health and Safety risk	There is no evidence in the record of fulfilling this requirement.
2.3b.III	Ensure adequate welfare facilities	There is no evidence in the record of fulfilling this requirement.
2.3b.IV	Construct a phase- plan.	There is no evidence in the record of fulfilling this requirement.
2.3b.V	Construct a health and safety file	There is no evidence in the record of fulfilling this requirement.
2.3b.VI	Consult and engage with workers about Health and Safety issues	There is no evidence in the record of fulfilling this requirement.
2.3b.VII	Check workers' skills, knowledge and experience.	There is limited evidence in the record of fulfilling this requirement when appointing the single contractor.
2.3b.VIII	Ensure site-specific inductions are carried out	There is no evidence in the record of fulfilling this requirement.
2.3b.IX	Prevent unauthorised access	There is no evidence in the record of fulfilling this requirement.

For this project LTC appointed a single contractor. It is the responsibility of a single contractor to plan, manage and monitor their own work in relation to Construction (Design and Management) Regulations 2015; and to ensure a construction phase plan is drawn up. There is no evidence that the Contractor carried out their responsibilities or that LTC monitored compliance.

Failure to comply with CDM 2015 means failing to influence Health and Safety on the project.

CDM regulations are overseen and regulated by the Health and Safety Executive and it is a criminal offence to disregard them.

In the event of serious breaches of Health and Safety, the client could be prosecuted.

Scrutiny of the record fails to provide evidence that Ledbury Town Council acted entirely within the Regulatory Framework provided by *Standing Orders*, *Financial Regulations* and the *Construction (Design and Management) Regulations (2015).*

Cllr. Mal Hughes

Chair of Policy, Finance and General Purposes
Ledbury Town Council

Agenda Item 26(i)

Schedule for Internal Auditor
(Renovation and works to Ledbury War Memorial 2019 to 2022)

1. To review the content and findings of the Final (internal) Report completed by Councillor Mal Hughes, Chair of Policy, Finance and General Purposes and presented to Full Council on Thursday 1st of December 2022.

   (1) Does the Final Report accurately reflect the written record* of emails and minutes maintained by the Town Clerk
   (2) Is the finding *'Scrutiny of the record fails to provide evidence that Ledbury Town Council acted entirely within the Regulatory Framework provided by Standing Orders, Financial Regulations and the Construction (Design and Management) Regulations (2015)'*, a secure and fair reflection of the written record.

2. Is the written record maintained by Ledbury Town Council an accurate reflection of the electronic record of emails, minutes and other documents present on the LTC digital record?

3. Specifically:

   (1) Were regulations followed in all instances?
   (2) Was proper authority obtained for the appointment of all suppliers?
   (3) Was proper authority obtained for the commitment of all expenditure?
   (4) Were all payments made with proper authority?
   (5) Were all decisions to commit funds, take action, appoint suppliers/advisors correctly taken and documented?
   (6) Do the minutes of meetings record all decisions taken and were all decisions taken with proper authority?
   (7) Were finance regulations followed as regards keeping within agreed budgets and in authorising virements, as required?
   (8) Were risks properly considered at all stages of the process and these risks recorded and appropriate mitigating actions identified and taken?
   (9) Were any powers delegated to committees or sub-committees during this period properly made and properly exercised?
   (10) Did councillors act at all times within their powers and within any delegations properly granted to them?
   (11) Were all resolutions made by the council enacted in a proper and timely manner?
   (12) Do council records – the written record and/or electronic - provide the evidence required to demonstrate good governance and compliance with statutory requirements?
   (13) Is there evidence to provide assurance that councillors acted always in accordance with their obligations under the code of conduct and in the best interests of the council?
   (14) What, if any, processes do we need to put in place to ensure in future the Council is meeting its statutory duties and working within council policies?

*The written record is the file presented to Councillor Mal Hughes at the outset of an internal inquiry and scrutinised by Councillor Tony Bradford.

FULL COUNCIL	1 DECEMBER 2022	AGENDA ITEM: 27

Report prepared by Angela Price – Town Clerk

TIMBER FRAME REPAIRS TO MARKET HOUSE AND COUNCIL OFFICES

Purpose of Report

The purpose of this report is to provide Members with an update in respect of timber frame repairs to both the Market House and Council offices.

Detailed Information

Members will recall that at a previous meeting of Council, Councillor Beddoes-Davis suggested contacting Historic England to ask for their input in respect of the potential timber frame repairs to the Market House and Council offices.

Officers contacted Historic England to ask if they would consider meeting with them and Caroe & Partners to inspect and discuss the two buildings and possible works that may be required. They welcomed the opportunity to visit Ledbury and assess the buildings and the meeting took place on 28 September 2022.

The response from Historic England is attached for Members consideration; and the following response was received from Caroe:

"*We thought that our meeting with Nick Molyneaux and Stephen McLeish of Historic England was very helpful, supportive of the work carried out in 2006 (which Historic England grant aided) and our approach to the conservative repairs which are now needed.*

Nick Molyneaux noted that periodic renewal of sections of timber framed buildings will always be needed, as this is in the nature of external structural timber.

We had broad agreement to our proposed repair approach of piecing-in new sections of the decayed sole plates, to the Church Street offices; and that while protective pentice boards are a good and traditional repair solution for horizontal timbers, they may not be appropriate at pavement level. Final detailing must of course be explored.

We agreed that the feet of the posts to the Market House are now in need of repair and that retaining historic oak mouldings where they are sound but weathered and carrying out small scale carpentry and other repairs as needed, is a highly appropriate way to proceed.

Ledbury Town Council should plan for periodic repair to its historic timber frame buildings, in the longer term. The time is now right to carry out the repairs which we have discussed.

We discussed the importance of long-term monitoring of both buildings, especially the Market House. You have already started this with the quinquennial inspections. Robert Demaus suggested this for monitoring the posts:

"It is probably not practical or sensible to set up complex or sensitive measuring systems in such a publicly accessible location.
I think perhaps the best method might be to take reasonably high-resolution photographs of each face of each post and perhaps also take laser measurements from ground to the underside of the first floor adjacent to each post."

His fee was £870 + expenses and VAT per monitoring visit, we haven't yet discussed how regularly he suggests this is carried out.

Now that we have a good understanding of the scope of repairs, we will confirm our fee proposal for preparing documents for Listed Building Consent Applications and seeking tenders. This will be calculated in line with our current tender documents.

We suggest that if funding is available, repairs to the Church Street offices and Market Hall posts are carried out as one contract. The same specialist traditional construction skills are needed, and the costs of site set up etc will only be required for one contract.

We look forward to hearing how Ledbury Town Council wishes to proceed."

Attached is the report that was submitted to Council at their meeting on 4 August 2022 in which there were three recommendations. In the light of the information now being presented to Council it would appear that recommendation no. 2 is no longer a requirement, but that consideration should be given to Robert Demaus taking high resolution photographs of each face of each post and perhaps also take laser measurements from ground to the underside of the first floor adjacent to each post. A discussion will need to be had between Robert Demaus and Caroe to establish how often this should be done.

The previous report advised that quotations had been submitted to the Environment & Leisure Committee meeting in September 2021 in respect of Quinquennial works previously identified. However, it was reported that neither of the two companies who had quoted to undertake these works had been appointed due to the likelihood of other works being required. It was suggested in the report provided to Council in August 2022 that the quotations for the quinquennial works should be revisited due to the length of time that had elapsed since their submission.

Now that further clarity has been provided by both Caroe and Historic England in respect of what they feel needs to be carried out in respect of both buildings, officers would suggest that Caroe be engaged to prepare a specification for the quinquennial works to both buildings and that this specification include the repair/replacement of the oak mouldings at the base of each post.

In addition to the above works, Members should note that Officers will also need to seek quotations from roofing contractors as a few roof tiles have slipped on the roof that faces the road on the High Street. A loose tile was recently removed by Balfour Beatty when they were using their Hiab to position the Christmas Tree and the

Operative brought it to our attention and removed the tile. Coupled with this, a section of lead flashing was also removed a month or so ago, for safety reasons, as it had come adrift from one of the windows facing the pavement.

Recommendation

1. That Caroe be engaged to prepare a specification for the quinquennial works to the Market House and Council office and to include the works to repair/replace the oak mouldings at the base of each post.

2. That once the Council has agreed the specification Caroe be asked to act on the Council's behalf in respect of advertising the quote/tender process (dependent on anticipated cost in line with the Council's Financial Regulations) and to oversee the works to the Market House and Council Offices once a suitable contractor has been appointed, subject to receipt of an amended schedule of fees from Caroe to take into account both elements of the work required.

3. That Caroe be asked to speak with Robert Demaus to establish how often they consider high resolution photographs of each face of each post and perhaps also take laser measurements from ground to the underside of the first floor adjacent to each post should be carried out at a cost of £870.00 plus expenses and VAT.

4. That Members agree for Officers to obtain quotations for roof and window repairs, to be brought back to the next Environment and Leisure Committee meeting in January 2023 for approval, and subject to funding being available.

Appendix

Historic England

Ms Julia Lawrence
Ledbury Town Council
Town Council Offices
Church St
Ledbury
Herefordshire
HR8 1DH

Direct Dial: 0121 625 6884

Our ref: PA01194885
Your ref: /

17 October 2022

Dear Ms Lawrence

Pre-application Advice

MARKET HOUSE, LEDBURY

My colleague Nick Molyneux (Principal Inspector of Historic Buildings and Areas) and I are grateful for the very useful site meeting with you on 28 September 2022, and for the opportunity to see this wonderful building.

As you are well aware the Market House is one of Ledbury's principal buildings. It is the historical, architectural and social focal point of the town and embodies the quality and character of its historic townscape.

It is an impressive timber-framed structure with decorative herringbone framing to the upper floor supported on the sturdy posts of the open ground floor. Dendrochronology shows that the building was constructed in oak in 1617. The building has a similar quality to other Market Halls in the county. Hereford had a timber-framed market hall now lost and Leominster's (by John Abell) was moved into a park in the 1850s. There is no evidence to support the tradition that John Abell, 'The King's Carpenter', was involved in Ledbury.

It was restored by William Chick in 1866, with repairs by F W B Charles in 1979 and a major repair scheme by Ian Stainburn in 2006.

The building's exceptional significance is recognised in its Grade I listing, representing the very top 2.5% of all listed buildings nationally. It is also a vital contributor to the character and appearance of the Ledbury Conservation Area.

During the meeting we discussed a number of issues you face in the day-to-day management and maintenance of the building. Our discussion focussed principally on the condition and long-term maintenance of the Market Hall's large timber posts, following a Timber Assessment report commissioned in October 2021.

Historic England is subject to both the Freedom of Information Act (2000) and Environmental Information Regulations (2004). Any Information held by the organisation can be requested for release under this legislation.
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https://www.historicengland.org.uk/terms/privacy-cookies/

The timber posts have been subject to a series of previous repairs. This has included two new moulded bases, made up in thin sections of oak and installed in 1964. Also, in 1979 under the renowned architect and timber frame specialist, FWB Charles which involved a complex scarf joint using a large section of replacement timber into the south western corner post.

Substantial repairs were carried out in 2006. This involved raising the entire building up to allow access to the decayed underside of the timber posts. Here, lime mortar inserts were packed into the bottom core of the posts to provide a solid base onto the stone pads, aimed to allow some moisture movement. A principal driving force for this approach was to ensure the retention and conservation of the building's original moulded timber posts.

Above all, we are pleased to see you are carefully considering the best approach for this outstanding building and have engaged a team of expert conservation professionals.

During the meeting we agreed the best likely solution would be for small scale isolated areas of maintenance and repairs to the timber posts. The most invasive of these interventions would be the insertion (or reinstatement) of the timber moulding at the very base of some posts as a weathering detail. This approach ensures the retention of this highly significant original fabric for a while longer.

The timber inevitably continues to weather in time. It's therefore vital to carry out cyclical monitoring and maintenance to ensure any changes are fully understood and recorded.

In developing your understanding of the building, its various changes over time, and monitoring its condition we suggest that you consider what evidence may be found in the records of earlier repairs. Comparisons could then be made to help monitor any changes, and develop a longer term strategy for repair.

You also intend to investigate the need to repair the timber sole plate of the Grade II* listed Town Council Offices which suffers from surface rainwater running down Church Lane. Whilst the full extent of repairs is not yet known, we are not yet convinced by the suggestion for a pentice board at this low level. We would be happy to discuss the detail of these works with your conservation architect when appropriate.

Continuing this careful approach of minimal intervention, guided by the expert advice of a conservation architect, is welcomed. As discussed, we also suggest that you continue to engage with the local authority's expert Conservation Officers to seek their advice and consider whether listed building consent would be required.

Please do get in touch if you would like to discuss anything further.

THE FOUNDRY 82 GRANVILLE STREET BIRMINGHAM B1 2LH
Telephone 0121 625 6888
HistoricEngland.org.uk

POSITIVE ABOUT DISABLED PEOPLE
Stonewall DIVERSITY CHAMPION

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Historic England

Yours sincerely

S.McLeish

Steven McLeish
Inspector of Historic Buildings and Areas
E-mail: Steven.McLeish@HistoricEngland.org.uk

cc Nick Molyneux (Historic England), Jane Chamberlain (Caroe Conservation Architects), Angie Price (Town Council Clerk), and Hereford Council Conservation Team

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Appendix

FULL COUNCIL	4 AUGUST 2022	AGENDA ITEM: 19

Report prepared by Julia Lawrence – Deputy Town Clerk

MARKET HOUSE/COUNCIL OFFICES – REPAIRS/TIMBER ASSESSMENT

Purpose of Report

The purpose of this report is to request Members to consider proposals put forward by Caroe & Partners in respect of the timber assessment dated October 2021 and to agree on the next steps for works to proceed in respect of the Council Offices and the Market House.

Detailed Information

Members will note that at the September 2021 Environment and Leisure Committee meeting, quotations had been received from two companies to undertake works following the outcome of the Quinquennial Survey which had been commissioned in October 2017 for the Market House and 2018 for the Council Offices.

At that time (September 2021), Members agreed that a timber assessment should be undertaken on both buildings prior to any works taking place. Demaus Building Diagnostics Ltd were commissioned to carry out the timber assessments on both buildings and a copy of the report, dated October 2021 is attached at Appendix A.

To proceed with works, Caroe & Partners have confirmed that they would oversee the works and their fees are as follows:

Council Offices

- Visiting site and appraising repairs, liaising with timber specialist – ½ day
- Designing and specifying repairs for listed building consent and planning application – ½ day
- Preparing contract/tender documents – ½ day
- Carrying out tender process – 1 day

Total 2 ½ days = £1,218.75 budget

Market House

- Visiting site and appraising repairs, liaising with timber specialist – 1 day
- Designing and specifying repairs for listed building consent, including detailed heritage impact statement – 1 ½ days
- Preparing contract/tender documents – ½ day
- Carrying out tender process – 1 day

Total 4 days = £1,950.00 budget

In addition to the above costs, work would also be undertaken by the timber specialist. Robert Demaus, who prepared the initial report (October 2021) has advised that his hourly rate for advising on repairs to both buildings is £145.00 plus VAT per hour and

has given a budget figure for monitoring the Market House over the space of a year. Robert Demaus stated: "*There are 16 posts, so perhaps allow 15 minutes for each, say 4 hours on site and 1 hour for travel and 1 hours to collate etc. This would amount to 6 hours perhaps 6 times in a year which would amount to £5,400 plus VAT including expenses*".

Robert Demaus has suggested that his approach would be to take high resolution photographs of each face of each post at 8 week intervals, and perhaps also take laser measurements from the ground to the underside of the first floor adjacent to each post. He had advised that a more complex or sensitive measuring system would not be practical in such a public location.

Members were advised in confidential session at the meeting held on 16 September 2021 that two companies had put forward their quotations to undertake these works. However, Members did not select a company due to the impending timber assessments. Since then, due to the economic climate, it would be sensible for Caroe to revisit these quotations to ensure that they either remain the same or Ledbury Town Council is made aware of any revisions to the costs before commencing any work, so this still needs to be addressed.

Recommendations

1 **That Members accept for Caroe & Partners to oversee the works once a company has been commissioned as set out above:**

Council Offices	**£1,218.75 budget**
Market House	**£1,950.00 budget**

2 **That Members agree for Robert Demaus, Demaus Building Diagnostics Ltd to carry out a full timber assessment at a cost of £5,400.00 plus VAT, as detailed above.**

3 **That Members authorise the Town Clerk to instruct Caroe & Partners to seek confirmation of the previous quotations received from the two companies.**

Agenda Item 28

LTC Clerk

Subject: FW: 3 Shires Stages Rally - September 16/17 2023

From: secretary_3ss@cheltmc.com <secretary_3ss@cheltmc.com>
Sent: 09 November 2022 17:03
To: LTC Clerk <clerk@ledburytowncouncil.gov.uk>; LTC Administration <admin@ledburytowncouncil.gov.uk>
Cc: Eventdir_3ss@cheltmc.com; Robert Blackstock <blackstocks2000@aol.com>
Subject: 3 Shires Stages Rally - September 16/17 2023

Good afternoon, ladies

Hope all is well with you.

I just wanted to drop you an email to say firstly thank you for all you help and efforts this year, it was just a shame circumstances unfolder as they did, but the postponement and subsequent cancellation were the only options.

The club has been undertaking a big exercise to wind down the 2022 rally and evaluate the finances and we are finally at a point we have just started the organisation for the 2023 rally.

We are not proposing to make it much different to last year and with Motorsport UK support, we are already engaging with H J Pugh's and Bromesberrow estate on availability. On this basis we would be looking at having a ceremonial start in the town centre on Saturday September 17th, 2023 which I hope will be free to book and the mayor and his deputy would be free.

The senior organisation team will be slightly different with a new clerk of the course and safety officer, who hopefully are going to be more local to the event.

Currently the focus is on the preparation of documentation of the high level routes and safety documents to pass to Motorsport UK for the consultation period which will run from January to March 16th 2023. As before they contact all the councils on the proposed course including yourselves in January.

The initial engagement with the three highways departments from Gloucestershire, Herefordshire and Worcestershire has also just begun.

I am happy to have a conversation as we still would like to do some "meet us" session in the high street during the year as they seem to be very successful. We would be interested in any feedback you may have as well. Its always good to learn and develop.

If there anything specific you need let me know please and let catch up soon.

Regards

Elaine Ward
(3 Shires Stages 2023 - Secretary of Meeting & Asst Clerk of the Course HQ)
(Cheltenham Motor Club - Competition Secretary)

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FULL COUNCIL	1 DECEMBER 2022	AGENDA ITEM: 29

Report prepared by Angela Price – Town Clerk

CIVILITY AND RESPECT PLEDGE

Purpose of Report

The purpose of this report is to ask Ledbury Town Council to pass a resolution to sign up to the Civility & Respect Pledge for the local council sector.

Detailed Information

The National Association of Local Councils (NALC), Society of Local Council Clerks (SLCC) and One Voice Wales (OVW) believe it's time to put civility and respect at the top of the agenda and start a culture change for the local council sector.

By this council signing up to the Civility and Respect Pledge you will be demonstrating that the council are committed to treating councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers with civility and respect in their role.

Civility and means politeness and courtesy in behaviour, speech, and in the written word.

Examples of ways in which you can show respect are by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks, and being kind.

Signing up is a simple process, which requires councils to register and agree to the following statements:

Statement	Tick to agree
Ledbury Town Council has agreed that it will treat all councillors, clerk and all employees, member of the public, representatives of partner organisations, and volunteers, with civility and respect their role	
Ledbury Town Council has put in place a training programme for councillors and staff	
Ledbury Town Council has signed up to the Code of Conduct for councillors	
Ledbury Town Council has good governance arrangements in place including, staff contracts and a dignity at work policy	
Ledbury Town Council will commit to seeking professional help in the early stages should civility and respect issue arise	
Ledbury Town Council will commit to calling out bullying and harassment when/if it happens	

Ledbury Town Council will continue to learn from best practice in the sector and aspire to being a role model/champion council e.g., via the Local Council Award Scheme	
Ledbury Town Council supports the continued lobbying for the change in legislation to support the Civility & Respect Pledge, including sanctions for elected members where appropriate	

Recommendation

That Ledbury Town Council complete statement above and pass a resolution to sign up to the Civility and Respect Pledge.