



LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES, CHURCH STREET, LEDBURY
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11 August 2022

Dear Councillors

You are summoned to attend an Extraordinary meeting of **LEDBURY TOWN COUNCIL** to be held on **Thursday, 18 August 2022 at 7.00 pm in the Burgage Hall**, for the purpose of transacting the business shown in the agenda below.

Yours faithfully

Councillor Phillip Howells
Town Mayor

A G E N D A

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

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

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

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

- 3. To receive and Note the Nolan Principles (Standing Item)**
(Provided as part of electronic papers)
- 4. To consider questions/comments from members of the public in accordance with the provisions of Standing Orders 3(e) and 3(f)**

"Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. The period of time designated for public participation

at a meeting shall not exceed 15 minutes unless directed by the Chairman of the meeting”

5. To Receive motions presented by Councillors in accordance with Standing Order 9 (Standing Item)

Motion received from Councillor Hughes, seconded by Councillor Howells:

1. Ledbury Town Council will, without delay, appoint an independent and appropriately experienced consultant to investigate the processes and practices of Ledbury Town Council during the procurement of services for, and supervision of works to the Ledbury Memorial in 2020. A full specification for the investigation will be drawn up by the Policy, Finance and General Purposes Committee and put to Full Council on September 29th, 2022.
2. For works of £5000 or more, Ledbury Town Council will appoint an appropriately qualified and experienced 'Clerk of Works' to oversee and inspect all aspects of the works. The Clerk of Works must report that work projects are completed to specification and to an appropriate standard before any staged payment or final payment is made. Costs for the appointment and reports of the Clerk of Works will be included in the total cost of the works project.

6. Minutes of a meeting of Council held on 4 August 2022 (Pages 3155-3166)

To receive and note the minutes of a meeting of the Finance, Policy & General Purposes committee held on 28 July 2022 and consider any recommendations therein (Pages 3167-3181)

8. Master's House Landscaping Project (Pages 3182-3201)

9. Buses4Us proposal (Pages 3202-3254b)

10. Recommendation from Economy & Planning Committee (To follow)

11. Date of next meeting

To note that the next meeting of Full Council is scheduled for 29 September 2022 at 7.00 pm

12. Exclusion of Press & Public

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

13. CCTV/Lighting Costs

(Pages 3255-3278)

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

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

LEDBURY TOWN COUNCIL
MINUTES OF A MEETING OF FULL COUNCIL
HELD ON 04 AUGUST 2022

PRESENT: Councillors Auburn, Beddoes-Davis, Bradford, Chowns, Eakin, Howells, Hughes, Manns, Shields and Sims.

ALSO PRESENT: Angela Price – Town Clerk
Julia Lawrence – Deputy Town Clerk
Sophie Jarvis – Minute Taker
Member of the press – Hereford Times

C553. APOLOGIES

Apologies were received from Councillors Bannister, Harvey, Sinclair, Troy and Whattler.

C554. DECLARATIONS OF INTEREST

Councillor Shields declared a declaration of interest on Agenda Item 18, Corporate Volunteer Days. She informed the Council that she is the Chairman of Sustainable Ledbury and advised that she would leave the room when this item was being discussed.

No other declarations of interest were made.

C555. TO RECEIVE AND NOTE THE NOLAN PRINCIPLES (STANDING ITEM)

RESOLVED:

That the Nolan Principles be received and noted.

C556. TO APPROVE AND SIGN THE MINUTES OF AN EXTRAORDINARY MEETING OF COUNCIL HELD ON 14 JULY 2022

RESOLVED:

That the minutes of the extraordinary meeting of Council held on 14 July 2022 be approved and signed as a correct record.

C557. HEREFORDSHIRE COUNCILLORS' REPORTS

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

- i. Councillor Shields queried whether there was a time schedule on the Master's House. Councillor Howells confirmed that this item would be discussed further at an extraordinary council meeting on Thursday, 18 August 2022.

RESOLVED:

That the Ward Councillors reports be received and noted.

C558. MAYOR'S COMMUNICATIONS

- a. **Notes of a meeting with Paul Middlebrough – West Mercia Assistant Policy & Crime Commissioner**

Councillor Bradford expressed his concerns about speeding incidents in and around the town and how he believed there are issues with communications with the police force. He asked why were the PCSO's sent to Ross-on-Wye when Ledbury residents pay the highest council tax in Herefordshire. Councillor Howells confirmed the Ledbury PCSO has been off due to medical reasons, and that Sarah Ransome-williams is Ledbury's contact at the police station.

It was discussed that there should be a Councillor representing Ledbury Town Council who can take on the role of liaising with the police force.

Discussions also took place about PACT meetings and whether the Police should be asked to attend Full Council meetings to provide updates on policing issues. Councillor Hughes stated that the lack of police presence is poor and expressed how difficult it is to contact the police. He explained that on the West Mercia website there are no contact details provided and if you do need to contact the police the only contact number you can use is 111.

Councillor Auburn queried whether there are any plans on having a speed camera/indicator on Homend Road to reduce the amount of speeding drivers. Councillor Eakin confirmed that there had been previous discussions about having speed indicators on the Homend Road and informed the council that it had not been followed through due to potential issues of where they would be placed. The Town Clerk advised that she would raise the issue of speeding at their next meeting with Sarah Ransome-Williams and suggest that they consider carrying out speed checks on the Homend Road during the evenings.

b. Thankyou from Ledbury in Bloom

Thank you letter from Ledbury in Bloom was received and noted.

c. Thank you from Griff Holiday – Ledbury Food Group

Thank you letter from the Ledbury Food Group was received and noted.

Councillor Howells also made the Council aware of three additional thank you letters received from the Strömstad Twinning Association, Ledbury Carnival, and LEAF.

RESOLVED:

- 1. That Councillor Howells raise Councillors concerns at a meeting with the Commissioner in at a future meeting.**
- 2. That the Town Clerk investigate the possibility of PACT meetings being reinstated, or the Police attend Council Meetings.**
- 3. That Councillor Hughes be appointed to take on the role of liaising with the police.**

C559. TO CONSIDER QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC IN ACCORDANCE WITH THE PROVISIONS OF STANDING ORDERS 3(E) AND 3 (F)

RESOLVED:

None received.

C560. TO RECEIVE MOTIONS PRESENTED BY COUNCILLORS IN ACCORDANCE WITH STANDING ORDER 9

RESOLVED:

None received.

C561. TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE RESOURCES COMMITTEE HELD ON 5 MAY 2022 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS THEREIN (

RESOLVED:

That the minutes of a meeting of the Resources Committee held on 5 May 2022 be approved and signed as a correct record.

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C562. TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE ECONOMY & PLANNING COMMITTEE HELD ON 16 JUNE AND 14 JULY 2022 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS THEREIN

The Town Clerk advised Members that she had received notification of an appeal in respect of item 10.1, minute number P603. She advised that if the council wished to have representation at that appeal hearing on 24 August the deadline for informing Herefordshire Council was 5 August.

Councillor Bradford queried whether Ledbury Town Council had objected to this planning application previously. Councillor Howells confirmed that Ledbury Town Council objected, and it was refused planning approval by Herefordshire Council.

Councillor Eakin advised that it would be negligent to not represent Ledbury Town Council at this appeal, however, he suggested as he is not on the Planning Committee it might be more appropriate for a member from the Planning Committee to attend. Councillor Sims proposed that this matter should be deferred to the Economy & Planning Committee on 11 August 2022. The Town Clerk agreed and confirmed that any representative attending the meeting should be given a mandate from Council on how to represent the Council.

It was agreed that any recommendation from the Economy & Planning Committee should be referred to the extraordinary Full Council Meeting on 18 August 2022 for Council to approve that mandate.

Councillor Auburn queried minute point P590. Town Clerk confirmed that the meeting with Bloor Homes had taken place on 22 June 2022 and the point was raised with them. The Clerk confirmed that Bloor have also requested a future meeting.

There was a discussion about page 3074, minute point P582. The Town Clerk informed Councillors that the BID had asked all Town Councils to put forward a representative however, there was only one space available on the Board. Therefore, they had agreed to create a rota for those councils who had put forward names and she confirmed that Ross-on-Wye had been selected to sit on the BID as it is the least represented town on the BID.

RESOLVED:

- 1. That the minutes of a meeting of the Economy & Planning Committee held on 16 June and 14 July 2022 be approved and signed as a correct record.**
- 2. That an item be included on the Economy & Planning Agenda of the meeting scheduled for 11 August 2022 in respect of Council representation at the upcoming appeal hearing, and that any**

recommendation from that meeting be referred to the extraordinary meeting of Full Council scheduled for 18 August 2022.

C563. TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE ENVIRONMENT & LEISURE COMMITTEE HELD ON 7 JULY 2022 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS THEREIN

RESOLVED:

That the minutes of a meeting of the Environment & Leisure Committee held on 7 July 2022 be approved and signed as a correct record.

C564. COMMITTEE MEMBERSHIP

Notification had been received from Councillor Morris advising that he wished to resign from the Environment & Leisure Committee

RESOLVED:

That Councillor Morris' resignation from the Environment & Leisure Committee be received and noted.

C565. NOTIFICATION OF VACANCY IN LEDBURY NORTH (Pages 3108-3109)

Councillor Bradford asked if anybody had put themselves forward for the vacancy in Ledbury North. Councillor Howells confirmed that no one had put themselves forward for this position. The option to co-opt was discussed, however, Councillor Howells suggested that with elections scheduled for May 2023 and the time it would take to co-opt it might be beneficial to not fulfil the vacancy at this time.

RESOLVED:

That the vacancy in Ledbury North not be filled at this time.

C566. STANDING DIRECT DEBITS MADE BY LEDBURY TOWN COUNCIL

Town Clerk informed Councillors that standing direct debits will be presented to the annual meeting for approval in future years as Councillors are required to approve the direct debits Ledbury Town Council make annually.

Councillor Auburn asked whether it would be possible to provide the minimum and maximum amounts from the last 12 months set out in an excel spreadsheet.

Councillor Sims queried the process to decide which providers Ledbury Town Council use for things such as electricity etc. The Clerk confirmed that this is undertaken via Council as and when the contracts expire. It was discussed that at the next Full Council meeting the Town Clerk will provide a document with

all the contract providers information on and the dates in which the contracts expire.

RESOLVED:

1. **The Council approve the standing direct debits as presented.**
2. **That the Clerk provide a document with all the contract providers and information on contract expiry dates to a future meeting of Full Council.**

C567. OUTSIDE BODIES REPORTS (IF ANY)

- a. Minutes of a meeting of the Carnival Association held on 8 June and 13 July 2022
- b. Minutes of a meeting of the Ledbury in Bloom Committee meeting held on 21 June 2022

Councillor Sims queried whether Ledbury Town Council has any representation at the Carnival. The Town Clerk confirmed that Ledbury Town Council will be having a stall at the Carnival.

The Clerk informed all the Councillors that they will all be receiving an email shortly in preparation for the stall at Carnival and that Councillors will be required to help on the day.

RESOLVED:

1. **That the minutes of meetings of the Carnival Association held on 8 June and 13 July 2022 be received and noted.**
2. **That the minutes of a meeting of the Ledbury in Bloom Committee held on 21 June 2022 to be received and noted.**

C568. FIRE AUTHORITY ANNUAL SERVICE REVIEW AND PLAN

RESOLVED:

That the Fire Authority Annual Service review and Plan be received and noted.

C569. MINUTES OF TOWN CLERKS MEETING WITH PAUL WALKER CEO HEREFORDSHIRE COUNCIL HELD ON 19 MAY 2022

Town Clerk confirmed that these are new meetings that are being held bi-monthly and moving forwards the minutes will always be put on the agenda of Full Council meetings.

3/60

Members agreed that they need to draw up a S106 wish list to be provided to Herefordshire Council, and it was agreed that a S106 Task and Finish Group meeting should be arranged as a matter of urgency.

RESOLVED:

- 1. That the Clerk schedule a S106 Task & Finish Meeting as a matter of urgency.**

C570. CORPORATE VOLUNTEER DAYS

Prior to leaving the meeting Councillor Shields informed the Council that Ledbury in Bloom are short on volunteers. Councillor Shields then left the meeting for this item.

Councillor Sims advised that he thought the recommendation was a good idea and that he supports contacting Sustainable Ledbury.

RESOLVED:

That the Town Clerk and CDO to have a conversation about which groups could benefit from this scheme and meet with them to discuss the possibilities.

C571. MARKET HOUSE/COUNCIL OFFICES - REPAIRS/TIMBER ASSESSMENT

Councillor Bradford informed the Council that the repairs to the Market House should be a high priority matter and the process should move forward as quickly as possible due to the deterioration of the stilts.

The Deputy Clerk informed the Members that quotations had been received from two companies, via Caroe & Partners, approximately 12 months ago, to undertake the works at the Market House, which would run in conjunction with the timber assessment works. At that time, Members agreed not to select a company until the timber assessments had been undertaken. Caroe & Partners had recommended that once the works do take place, the timber assessment consultant (Robert Demaus) should also be present. Members were asked to consider the proposals put forward from Robert Demaus to undertake the timber assessments along with Caroe & Partners acting as Clerk of Works.

Members agreed to the proposals put forward but this was only subject to Ledbury Town Council seeking advice from English Heritage in the first instance and seeking their opinion on the timber assessment report that had been presented in October 2021. It was also agreed that whilst a response was awaited, no invasive work should be undertaken on the Market House and nothing should proceed without the consent of Ledbury Town Council.

Councillor Bradford informed the Council that he believed this is a critical matter. Councillor Beddoes-Davis agreed and asked if Ledbury Town Council had consulted English Heritage to get their advice. Deputy Clerk confirmed that she was unsure unless they had spoken directly to Caroe & Partners. The Town Clerk confirmed that this would be checked. Councillor Beddoes-Davis queried what the process was in going through Caroe & Partners for the works. Town Clerk confirmed that Caroe & Partners are the technical advisor and a company that the Town Council has been using for many years, who are familiar with the council properties. Councillor Bradford stated that English Heritage have always been involved and this has been ongoing for decades.

Councillor Morris queried whether it would be possible to continue some of the work that has already been started parallel to contacting English Heritage to avoid any further delay. Councillor Eakin proposed that the recommendation be amended to state that the two would run parallel.

RESOLVED:

1. **That officers contact English Heritage for advice in respect of the timber assessment and works being suggested.**
2. **That no invasive works be carried out until such time English Heritage have been consulted.**
3. **If possible, the timber assessment works be undertaken parallel to contacting English Heritage, to avoid unnecessary delays, with the exception of any invasive works.**
4. **That officers investigate ways to protect the buildings during the winter months should there be a delay in the repair programme.**
5. **That officers investigate possible grants towards the costs of the proposed works.**

C572. DATE OF NEXT MEETING

RESOLVED:

To note that an extraordinary meeting of Council is scheduled for Thursday, 18 August 2022 and that the next ordinary meeting of Full Council is scheduled for 29 September 2022.

C573. CARD PAYMENT SYSTEM

Members were requested to give consideration to the introduction of an electronic card payment machine for use in the Painted Room and Council offices.

Councillor Hughes proposed that the Barclays Bank option should be chosen as the selected card payment system, on the basis that the system is tried for 12 months and then reviewed.

RESOLVED:

That the Clerk be instructed to enter into a 12-month contract with Barclays Bank take payments for the provision of an electronic card payment system.

C574. EXCLUSION OF PRESS AND PUBLIC

Members considered whether Agenda Items 22 and 23 could be considered in public session. The Clerk advised that Agenda Item 223 related to a staffing matter and therefore should be considered in closed session.

Discussions also took place regarding the 'pink confidential papers' and when Councillors should have sight of them. The Town Clerk confirmed that all Councillors should have sight of the pink papers as part of their agenda before the meeting takes place to be prepared for it. However, she pointed out that in respect of the recent reports that had been provided at meetings, it had been agreed that this action be taken due to some of the information being made public.

RESOLVED:

That Agenda Item 22 be considered in open session.

C575. EXCLUSION OF PRESS AND PUBLIC

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

RESOLVED:

Member of the press (Hereford Times) left the meeting.

C576. TO CONSIDER QUOTES FOR JOB EVALUATION OF POST HOLDER 53

Members were requested to approve job evaluation of post holder 53 and agree which quote to accept in relation to this job evaluation.

RESOLVED:

- 1. That the job evaluation of post holder 53 be approved.**
- 2. That the Clerk be authorised to inform proposer no. 2 that they have been appointed to carry out the job evaluation of the post holder.**

The meeting ended at 8.30 pm

Signed Date
(Town Mayor)

DRAFT

FULL COUNCIL
04-Aug-22

Minute No.	Action	To be Actioned by	Date Actioned	Comments	Status
C558(1)	That Councillor Howells raise Councillors concerns at a meeting with the Commissioner in at a future meeting.	Cllr Howells	Meeting TBC	Commissioners office and LTC are trying to arrange meeting date	In progress
C558(2)	That the Town Clerk investigate the possibility of PACT meetings being reinstated, or the Police attend Council Meetings.	TC	10.08.2022	Discussed at a meeting with PC SWR - SWR agreed to consider possible reinstatement of PACT meetings	Completed
C558(3)	That Cllr Hughes be appointed as police liaison.	TC/Cllr Hughes	10.08.2022	SWR Advised of decision to appoint Cllr as police liaison - Cllr Hughes to be invited to future officer/police meetings - Cllr Hughes unable to attend meeting on 10.08.2022 due to short notice	Ongoing
C562(2)	That an item be included on the Economy & Planning Agenda of the meeting scheduled for 11 August 2022 in respect of Council representation at the upcoming appeal hearing, and that any recommendation from that meeting be referred to the extraordinary meeting of Full Council scheduled for 18 August 2022.	TC	11.08.2022	Included on E & P Agenda for further discussion (11.08.2022) and to consider approach to take at the appeal - recommendation to be submitted to EO Full Council meeting on 18.08.2022	In progress
C566(2)	That the Clerk provide a document with all the contract providers and information on contract expiry dates to a future meeting of Full Council.	TC	29.09.2022	Accounts clerk asked to prepare document for submission at full council meeting on 29.09.2022	In progress
C569	That the Clerk schedule a S106 Task & Finish Meeting as a matter of urgency.	TC	Date TBC	Clerk to identify possible dates for working party meeting	In progress

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C570	That the Town Clerk and CDO to have a conversation about which groups could benefit from this scheme and meet with them to discuss the possibilities.	TC				in progress
C571(1)	That officers contact English Heritage for advice in respect of the timber assessment and works being suggested.	DTC	10.08.2022	DTC contacted Caroe - they advised they will assist with wording to send to NJ - HC Conservation officer		In progress
C571(2)	That no invasive works be carried out until such time English Heritage have been consulted.	DTC				Ongoing
C571(3)	If possible, the timber assessment works be undertaken parallel to contacting English Heritage, to avoid unnecessary delays, with the exception of any invasive works.	DTC				Ongoing
C571(4)	That officers investigate ways to protect the buildings during the winter months should there be a delay in the repair programme.	DTC				In progress
C571(5)	That officers investigate possible grants towards the costs of the proposed works.					In progress
C573	That the Clerk be instructed to enter into a 12-month contract with Barclays Bank take payments for the provision of an electronic card payment system.	TC	08.08.2022	Clerk contacted Barclays - trying to arrange a date when Cllrs Hughes and Howells would be available to meet with representative of takepayments to sign application		In progress
C574(2)	1. That the Clerk be authorised to inform proposer no. 2 that they have been appointed to carry out the job evaluation of the post holder.	TC	08.08.2022	Clerk notified successful consultant - advised that they hope to have the report ready for submission at Resources Com on 01.09.2022		In progress

LEDBURY TOWN COUNCIL

**MINUTES OF A MEETING OF THE FINANCE, POLICY & GENERAL PURPOSES
COMMITTEE HELD ON
28 JULY 2022**

PRESENT: Councillors Bradford, Howells, Hughes, and Sinclair

ALSO PRESENT: Angela Price – Town Clerk
Charlotte Barltrop – Minute Taker
Three members of the public

F467. APOLOGIES

Apologies for absence were received from Councillors Eakin and Harvey.

F468. DECLARATIONS OF INTERESTS

None received.

F469. NOLAN PRINCIPLES

RESOLVED:

That the Nolan Principles be received and noted.

F470. Public Participation

The Chair recognised that members of the public were present to speak on Agenda Item 11 and suggested that they be given the opportunity to speak when the item is discussed.

RESOLVED:

That of the public be invited to speak during Agenda Item 11, Ross-Newent-Ledbury Bus Proposal.

**F471. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES
OF A MEETING OF COUNCIL HELD ON 26 MAY 2022**

RESOLVED:

That the minutes of the meeting of the Finance, Policy and General Purposes Committee held on 26 May 2022 be approved and signed as a correct record, subject to the following amendments:

Minute F439 – The resolution be amended to say “elected” rather than “nominated”.

Minute F443 - The resolution be amended to say “elected” rather than “nominated”.

Minute F452 – Line 4 (2) be amended to read as follows:

“2. In 2020/21 meetings were held via Zoom and therefore there was less overtime being paid for minute takers and also the Clerk as less hours were worked in the evenings.”

Minute F452 – Line 9 – be amended to read as follows:

“..... to be included in the final papers due to be sent to the auditor.”

F472. MOTION TO MOVE AGENDA ITEM 11

Councillor Sinclair proposed moving Agenda Item 11 forward to allow members of the public to be heard and so be able to leave following the item, if they wish.

RESOLVED:

That Agenda Item 11 be brought forward.

F473. ROSS-NEWENT-LEDBURY BUS PROPOSAL

Members were requested to give consideration to a proposal from Buses4Us following the withdrawal of bus route 132 Newent to Ledbury.

Claire Stone, Chair of Buses4Us advised that she had moved to Newent 11 years ago because it was a small town with good public transport links.

Due to environmental and economic issues these buses were reduced and then withdrawn. The Government introduced a National Bus Improvement Plan, however neither Herefordshire nor Gloucestershire received any funding from this plan.

She provided an outline of the Buses4Us proposal (which Members had received with their agenda packs) and advised that Newent Town Council had approved funding from their 2023/24 budget and that Ross on Wye Town Council Finance Committee had referred the matter to Full Council for further consideration.

Clare advised that Buses4Us are asking for a contribution of £24,000 from Ledbury Town Council for the first year but explained that they did not know what the cost of the future years may be until the service is up and running.

Clare advised that Busses4US would also like to invite a councillor from each council that supports the project, to sit on the steering group.

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Jill Moseley introduced herself as a Gloucestershire County Councillor and advised that she has been working with Claire from the beginning of the project.

Tim Rosser introduced himself, as a retired senior Government Officer. Whilst he has no need of the service he has a deep interest in the community, sustainability issues and he stated that it is essential that buses are at the forefront of our transport service.

Councillor Bradford stated that whilst the buses are important he could not support £24,000 per annum but would like to explore alternatives such as using the existing Community Transport system as a basis and building upon that.

Councillor Howells gave a brief synopsis of the basic figures from the report. "From the data given us in the report I looked at a worst case, best case and an average/mid-range case of the implications for contributions from Ledbury Town Council.

Worst case:	
Maximum expected annual cost:	£325,000
Minimum income expected:	
Gloucestershire CC contribution:	£ 70,000
Herefordshire CC contribution:	£ 70,000
Ticket sales:	<u>£ 60,000</u>
Total minimum income:	£200,000
Gap between income and expenditure to be funded by parish Councils	£125,000
Best case:	
Minimum expected annual cost:	£250,000
Maximum income expected:	
Gloucestershire CC contribution:	£100,000
Herefordshire CC contribution:	£100,000
Ticket sales:	<u>£ 80,000</u>
Total minimum income:	£280,000
Gap between income and expenditure to be funded by parish Councils:	£0
Average/mid-point case:	
Annual cost (approx.):	£290,000
Income expected:	
Gloucestershire CC contribution:	£ 85,000
Herefordshire CC contribution:	£ 85,000
Ticket sales:	<u>£ 70,000</u>
Total minimum income:	£240,000
Gap between income and expenditure to be funded by parish Councils:	£50,000

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Assuming this means Ledbury, Newent, and Ross councils = approx. £17,000 pa for 3 years each

On a population basis (Ledbury and Ross approx. £10,000 each, Newent approx. £5,000)

Proportionate contributions:

Ledbury and Ross = £20,000 pa for 3 years each

Newent = £10,000 pa for 3 years

Which is in line with the £24,000 pa contribution pledge requested from Ledbury

Key issues to consider:

- Main reasons for travel by bus (not work)
- Main destination/route (Newent to Gloucester)
- Concessions/income impact (approx. 50% of passengers on no-pay concessions)
- Absolute number of passengers (quite low, biased towards the elderly)
- How numbers could be increased in the 3 years by promoting tourism/visitors to use buses more.”

Councillor Hughes stated that Tim Barnes of Community Action Ledbury had been invited to the Traffic Management Working Party meeting which took place on Monday 25 July 2022 to provide an opinion on this proposal and he had raised the following points:

1. He advised it is difficult to get the numbers for potential users for a service such as this. The villages only have 1 or 2 people who might use the service. If there are only 6 service users, then £75,000 is a lot of money per head.
2. There are three types of licence to run this kind of service:
 - a. Free service
 - b. Fares at cost (the report appears to be based on this option)
 - c. For profit, the Council is not permitted to run a service for profit.
3. Running this type of service is challenging. Who will be responsible for the running of the service? Who will maintain the fleet etc?
4. Recruitment of sufficient licenced drivers. Due to changes to the national licencing policy in 1997, it is difficult to recruit drivers who have the D1 category on their driving licence and therefore it is likely that drivers who are recruited will need to take a PSV test in order to drive any size of bus, including a minibus.

Councillor Bradford reiterated that he would be unwilling to support £24,000 from the Council's precept be used to subsidise the Buses4Us proposal and suggested that Ledbury Town Council should meet with Community Action Ledbury to discuss how drivers and insurance could be funded.

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RECOMMENDATIONS:

- 1. That the Busses4US proposal be referred to Full Council for further consideration with no recommendation to make any financial pledge to Buses4Us at this time.**
- 2. That discussions be held with Community Action Ledbury to explore opportunities for the expansion of bus provision to local towns.**

F474. TO REVIEW THE ACTION SHEET

- 1. F452(4) – To note that the next Budget Monitoring Working Party meeting is scheduled for 16 August 2022 at 3.00 pm.**
- 2. F462 - BBI Clock – Councillor Sinclair noted that he had not been at the previous meeting but asked why this item had been referred to Full Council for further discussion. Following a discussion, Members agreed that as Ledbury Places now has the Poetry Festival as tenants in the BBI Building, Ledbury Town Council should no longer continue to pay for the electricity for the BBI clock and that this should be recommended to Full Council.**

RESOLVED:

That the Budget Monitoring Working Party be held in the Committee Room.

RECOMMENDATION:

That Ledbury Town no longer pay for the electricity for the running of the BBI clock, due to the Poetry Festival now being tenants of the BBI Building.

F475. TO APPROVE INVOICES FOR PAYMENT FOR JULY 2022

RESOLVED:

That the invoices for payment in July 2022, in the sum of £18,349.25 be approved.

F476. TO RECEIVE THE RECORD OF RECEIPTS AND PAYMENTS FOR MAY AND JUNE 2022

RESOLVED:

That the receipts and payments for May and June 2022 be received and noted.

3171

F477. TO RECEIVE THE BALANCE SHEET AND TRIAL BALANCE FOR MONTHS 2 AND 3

RESOLVED:

That the balance sheet and trial balance for months 2 and 3 be received and noted.

F478. 2022/23 BUDGET UPDATE REPORT

The Committee considered budget lines that were in excess of 16% of the annual total and were satisfied with the explanations provided by the Clerk in respect of each line discussed.

RESOLVED:

That the 2022/23 budget update report be received and noted.

F479. TO CONFIRM VERIFICATION OF BANK STATEMENTS AND RECONCILIATIONS FOR AND JUNE 2022

RESOLVED:

That it be noted that the Bank Statements and Reconciliations had been signed by the Chairman of the Finance, Policy and General Purposes Committee in accordance with Financial Regulations.

F480. EXTERNAL AND INTERNAL AUDIT (STANDING ITEM)

Nothing to report at this time, other than the outcome of the 2021/22 external audit is awaited.

F481. SHOP FRONT IMPROVEMENT GRANTS

Councillor Sinclair advised Members that 10 Chestnut Close is a residential property and not a commercial property and therefore should not be considered for grant funding.

RESOLVED:

- 1. That Members approved the list of Shop Front Grant applications, as provided within the agenda pack, with the exception of 10 Chestnut Close, as this is not a commercial property, including the five not completed in round one.**
- 2. That Members approve transferring Butler & Sweatman application to round two.**

3. That Members note the overspend of £278.34 noting that there are likely to be underspends from activities within the Great Places to Visit funding and that consideration be given to transferring £278.34 from one of the underspends to be discussed in agenda item 13.

F482. GREAT PLACES TO VISIT

The Clerk provided Members of the Finance, Policy & General Purposes Committee with an update on the current status of the Great Places to Visit Fund.

Councillor Hughes stated that the Members should look at the list of other projects for any underspends. He noted that the timeframes have extended on this grant, from 30 September 2022 to 15 December 2022, and that this allowed time to give the under/overspends proper consideration.

It was felt that a third round of Shop Front Grants should be made available to the shop owners who had yet to apply. In order to facilitate this, the Clerk would compile a list of shops who have not yet applied and issue this to Members who would personally visit the businesses to encourage their applications.

RESOLVED:

1. That the Clerk compile a list of businesses who are yet to benefit from the Shop Front Grants scheme in order that Members may encourage their applications.
2. That a small flyer advising of the shop front grant be provided to Members to deliver to the shops and businesses who have not yet applied for grant funding.
3. That the Grants Committee compile a list of underspends so that consideration can be given as to how best allocate these funds.

F483. PUBLIC SECTOR DEPOSIT FUND – (CCLA) FACT SHEET
(For Information only)

RESOLVED:

That the Public Sector Deposit Fund (CCLA) Fact Sheet be received and noted.

F484. REQUEST FOR FUNDING FOR DELIVERY OF BUS & TRAIN TIMETABLE

Members were requested to give consideration to a request received from Rail and Bus Herefordshire for funding towards the Ledbury Bus and Train Timetable booklet they have produced.

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Councillor Bradford enquired as to why Ledbury Town Council were being asked to fund this timetable when it is something that is freely available via the internet and at bus stops around the county.

Councillor Howells stated that the booklets had been provided free of charge to Ledbury Town Council offices, amongst other outlets in Ledbury, and had proven to be extremely popular with older members of the community.

Councillor Hughes stated that a grant application was expected from Rail and Bus Herefordshire for them to fund this project and that this matter should be considered once the application was received.

Councillor Bradford raised the point that if the group are not a charity they will not be entitled to a grant.

RESOLVED:

That the request for funding in support of the preparation of a Bus and Train timetable be deferred until such time the grant application has been received, which should then be presented to the Finance, Policy & General Purposes Committee to be considered as part of the annual grants giving process.

F485. MOTOR VEHICLE INSURANCE RENEWAL

Members were requested to give consideration to three quotes received in respect of the insurance for the council van.

RESOLVED:

That quotation number three be approved for the council van insurance for the next 12-months.

F486. Worcestershire Pension Fund – Employer Forum – Outlook for the 2022 valuation
(Electronic copy provided separate to agenda)

RESOLVED:

That the Worcestershire Pension Fund – Employer Forum information be received and noted.

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F487. STAFF TRAINING

The Clerk advised Members that she was seeking approval for expenditure on a number of training courses, which would be beneficial to members of staff and Councillors, including but not limited to, Manual Handling, Fire Marshall, Emergency First Aid and COSHH. She advised that some of the courses exceeded the £500 limit that she could approve in consultation with the Chairman and therefore required the approval of the committee.

RESOLVED:

That the Clerk be authorised to book the relevant training courses to ensure that all staff are trained to carry out their roles correctly and safely.

F488. RECOMMENDATIONS FROM OTHER COMMITTEES

Environment & Leisure – 7 July 2022

i. Cleaning Contract

Members of the Finance, Policy & General Purposes Committee were advised that since a decision taken to engage a new cleaning contractor, their hourly rates had increased

Members agreed to accept the increase and that a formal review period should be included in the new contract, which should be for a period of three years with the option for an additional two years. Members also agreed that there should be an annual review of the service provided by the cleaning company.

RESOLVED:

- 1. That members of the Finance, Policy & General Purposes Committee accepted the revised costs put forward by the cleaning company of £18.50 and authorise their appointment for an initial three year contract with an option for a further two years, on successful completion of annual reviews.**
- 2. That an annual review be held of the service provided by the cleaning company.**

ii. Skate Park Costs

Members of the Finance, Policy & General Purposes Committee were provided with a recommendation from the Environment & Leisure Committee in respect of further costs in respect of the refurbishment of the skatepark.

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RESOLVED:

That Members of the Finance, Policy & General Purposes Committee approve the recommendations from the Environment & Leisure Committee to postpone the payment of £26,181.80 (plus VAT) for up to 6 months with no additional cost once payment of £34,221.00 had been paid within 30 days of installation.

F489. TREASURY & INVESTMENT POLICY

RESOLVED:

That the Treasury & Investment Policy be approved subject to the one spelling correction.

F490. GENERAL DATA PROTECTION REGULATIONS (GDPR)

That the Clerk had nothing to report on this item.

F491. TO REVIEW RISK REGISTER PART 1 – FINANCIAL

The Clerk advised that at the previous meeting of the committee it had been agreed that she would incorporate the outcomes recorded in the Internal Auditors report into the Risk Register and therefore Member were being asked to consider the whole document, as the outcomes covered various sections of the register.

P2630 – Judicial review Costs - Councillor Sinclair asked what “Cost Reclamation” was; Councillor Howells stated that he believed that this is something which is no longer relevant and therefore should no longer be included in the Risk Register.

P2631 – Asbestos – The Chair noted that he believed the residual total should be green to show negligible risk.

RESOLVED:

- 1. That the addition of the outcomes from the Internal Auditors report be noted.**
- 2. That the Clerk review “Judicial Review Costs” and consider whether this should remain on the Risk Register.**

F492. DATE OF NEXT MEETING

RESOLVED:

To note that the next meeting of the Finance, Policy & General Purposes Committee is scheduled for Thursday, 22 September 2022 at 7.00pm.

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F493. EXCLUSION OF PRESS AND PUBLIC

RESOLVED:

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

F494. CCTV COSTS

Members of the Committee discussed what options were available to move forward with this item. The options most suitable were to find a different location for the CCTV and/or a better agreement in place for the costs incurred.

RESOLVED:

That the Clerk write to the Community Hall Trustees to invite them to meet with the Chair of the Finance, Policy & General Purposes Committee and the Clerk to discuss the invoices received with a view to finding a resolution.

F495. FORMER POST HOLDER 57

RESOLVED:

That the Clerk write to the former post holder to request they contact the Clerk within 14 days, to resolve the matter, and that the letter advise of the Council's intentions should the former post holder not make contact.

Signed Dated
(Chair)

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FINANCE, POLICY & GENERAL PURPOSES COMMITTEE

28.07.2022

Minute No.	Action	To be Actioned by	Date Actioned	Comments	Status
F471	Minutes no. F439 and F443 be amended to read "elected" rather than "nominated"	TC	08.08.2022	Amendments made- minutes ready for signing by Chair	Completed
F471	F452 - be amended to read: "In 2020/21 meetings were held via Zoom and therefore there was less overtime being paid for minute takers and also the Clerk as less hours were worked in the evenings.	TC	08.08.2022	Amendments made- minutes ready for signing by Chair	Completed
F473(1)	That the Buses4US proposal be referred to Full Council for further consideration with no recommendation to make any financial pledge to Buses4Us at this time	TC	18.08.2022	To be considered on extraordinary meeting of council - scheduled for 18.08.2022	In Progress
F473(2)2	That discussions be held with CAL to explore opportunities for the expansion of bus provision	TC			In Progress
F474	That the Budget Monitoring Working Party be held in the Committee Room	TC	16.08.2022	Face to face meeting scheduled - agenda to be despatched by Thursday, 11 August	In Progress
F474	RECOMMENDATION - That LTC no longer pay for the electricity for the running of the BBI Clock, due to the Poetry Festival now being tenants of the BBI Building	TC	29.09.2022	To be considered by council 29.09.2022	In Progress

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F481(1)	That Members approve the list of Shop Front Grants with the exception of 10 Chestnut Close, as this is not a commercial property, including the five not completed in round one	TC	01.08.2022	All applicants advised of outcome - investigations identified that 10 Chestnut Close is not the business address of Pinkusion - business address is 40 Bye Street - Grants committee notified of new information - further consideration of whether to approve grant requested	In Progress
F481(2)	That Members approve transferring Butler & Sweatman application to round two	TC	01.08.2022	Applicant advised of transfer to round two	Completed
F481(3)	That Members note the overspend of £278.34 noting that there are likely to be underspends from activities within the GPV Fund and that consideration be given to transferring £278.34 from one of the underspends to be discussed in agenda item 13	Committee in item 13	28.07.2022	See minute no. f482(3) - further updates to be provided to committee	Completed
F482(1)	That the Clerk compile a list of businesses who are yet to benefit from the Shop Front Grants scheme in order that Members may encourage their applications	TC			In Progress
F482(2)	That a small flyer advising of the shop front grant be provided to Members to deliver to the shops and businesses who have not yet applied for grant funding.	TC		Charlotte to be asked to draft flyer	In Progress
F482(1)	That the Grants Committee compile a list of underspends so that consideration can be given as to how best allocate these funds.	Grants Committee		To be considered at meeting scheduled for 31.08.2022	In Progress

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F484	That the request for funding in support of the preparation of a Bus & Train Timetable be deferred until such time the grant application has been received, which should then be presented to FP&GP committee to be considered as part of the annual grant giving process	TC	22.09.2022	Application to be considered at September meeting.	In Progress
F485	That quotation number three be approved for the council van insurance for the next 12 months.	TC	04.08.2022	Insurance company advised - insurance applied with effect of 05.08.2022 - payment to be made on approval of Chair/Vice Chair - 08.08.2022 Approval received and Accounts Clerk requested to make payment	Completed
F487	That the Clerk be authorised to book the relevant training courses to ensure that all staff are trained to carry out their roles correctly and safely.	TC		To discuss with Charlotte	In Progress
F488(1)	That members of the Finance, Policy & General Purposes Committee accept the revised costs put forward by the cleaning company of £18.50 and authorise their appointment for an initial three year contract with an option for a further two years, on successful completion of annual reviews.	DTC		Contract to be drawn up	In Progress
F488(2)	That an annual review be held of the service provided by the cleaning company	DTC	July 2023/24/25	Review to be included in contract	In Progress

F488(II)	That Members of the Finance, Policy & General Purposes Committee approve the recommendations from the Environment & Leisure Committee to postpone the payment of £26,181.80 (plus VAT) for up to 6 months with no additional cost once payment of £34,221.00 had been paid within 30 days of installation.	TC/DTC		Company to be notified of outcome of meeting and skate park refurbishment progressed	In Progress
F489	That the Treasury & Investment Policy be approved	TC	08.08.2022	Policy to be reviewed at annual meeting	On-going
F491(1)	That the additions from the outcome from the IA Report be noted	Comm	28.07.2022	Committee approved - amendments to be changed to black	Completed
F491(2)	That TC review "Judicial review Costs" and consider whether this should remain on the risk register	TC			In Progress
F494	That the Clerk write to the Community Hall Trustees to invite them to meet with the Chair of the Finance, Policy & General Purposes Committee and the Clerk to discuss the invoices received with a view to finding a resolution.	TC	08.08.2022	Letter sent to all Trustees and Management Committee members - copy of letter provided to FP&GP Chair and Mayor - Response received from ME report on EO Council 18.08.2022 for further consideration	In Progress
F495	That the Clerk write to the former post holder to request they contact the clerk within days, to resolve the matter, and that the letter advise of the Council's intentions should they not be in touch	TC	09.08.2022	Letter sent to MS by recorded delivery - if no response received by 25.08.2022 TC/Chair to progress small claims court application	In Progress

Supplement to the agenda for

Cabinet

Wednesday 29 June 2022

5.00 pm

The Conference Room, Herefordshire Council Offices, Plough Lane, Hereford, HR4 0LE

	Pages
6. LEVELLING UP FUND BID SUBMISSION TO GOVERNMENT	3 - 22



Levelling Up Fund Bid Submission to Government

Decision maker: Cabinet

Decision date: Wednesday 29 June 2022

Report by: Cabinet member environment and economy;

Classification

Open

Decision type

Key

This is a key decision because it is likely to result in the council incurring expenditure which is, or the making of savings which are, significant having regard to the council's budget for the service or function concerned. A threshold of £500,000 is regarded as significant.

This is a key decision because it is likely to be significant having regard to: the strategic nature of the decision; and / or whether the outcome will have an impact, for better or worse, on the amenity of the community or quality of service provided by the authority to a significant number of people living or working in the locality (two or more wards) affected.

Notice has been served in accordance with Part 3, Section 9 (Publicity in Connection with Key Decisions) of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.

Wards affected

Aylestone Hill, Belmont Rural, Bobblestock, Central, College, Dinedor Hill, Eign Hill, Greyfriars, Hinton and Hunderton, Holmer, Kings Acre, Ledbury North, Leominster East, Newton Farm, Red Hill, Ross East, Saxon Gate, Tupsley, Whitecross.(All Wards);

Purpose

To approve submission to government of three bids to the Levelling Up Fund by the deadline of the 6th July 2022.

Recommendations

That:

- a) **The submission of bids to the government Levelling Up Fund by the 6th July 2022 is approved for:**
 - i. **A package of public realm improvements in Leominster and Ledbury town centres and enhancements to the Leominster Old Priory building;**
 - ii. **Development of the site infrastructure and development plots for the Ross Enterprise Park; and**
 - iii. **A package of transport and active travel measures in and around Hereford city;**
- b) **Authority to make technical amendments to the final bid submissions is delegated to the Corporate Director for Economy and Environment and;**
- c) **Authority is delegated to the Section 151 officer to formally submit the bids by the 6th July 2022 deadline.**

Alternative options

1. Alternative Option 1 – Not to endorse the submission of the three bids to the Levelling Up Fund (the Fund).
2. Advantage – there are considered to be no advantages to this approach.
3. Disadvantage – the Fund is a considerable opportunity to secure external government funding to help advance projects across the county which make a collective contribution to the delivery of the County Plan and implementation of Market Town Investment plans. Significant partnership work between the council and the various town councils across Herefordshire has been invested in the production of the Market Town Investment Plans and the council not endorsing the submission would represent a significant departure from the ambition to deliver these plans in partnership with local communities. Not making a submission would mean Herefordshire missing out on the potential to secure up to £46.137m of government investment to assist in economic regeneration, with associated reputational consequences.
4. This option is not recommended because of the loss of a potential source of grant income that will deliver projects within the county that help to deliver the council's County Plan and Market Town Investment Plans.
5. Alternative option 2 – To submit the proposed projects at a reduced value.
6. Advantage – Reduce the public funding requirement including the required match funding contribution.
7. Disadvantage – Reducing the proposed projects would make them unviable, and lead to minimal impacts. A Benefit Cost Ratio of 1:1 is the minimum requirement for Levelling Up Fund consideration.
8. This option is not recommended because of the higher risk of being unsuccessful in securing finance through the Fund.

Key considerations

9. Herefordshire has the lowest county tier Gross Value Added (GVA) of any county in England and is the second lowest in the UK (second to our neighbour Powys)¹. Average weekly wages are 20% below the national average, 39% of residents have a NVQ level 4 or above qualification compared to a national average of 43%, 24% of the population are aged over 65 , and the county is a Higher Education and social mobility 'cold spot'². As younger generations reach higher education age they have tended to move away to access university education, and we don't have the higher level jobs to attract them back.
10. Herefordshire is responding strongly to these challenges. Recent and upcoming investment in the NMITE, Hereford Enterprise Zone, Hereford Towns Fund programme and Leominster Heritage Action Zone demonstrate significant opportunities that the proposed Levelling Up Fund bids will add value to. The county and council are encouraging a move towards a greater higher education provision, stronger investment in jobs and productivity, and partnership working on key infrastructure priorities. The Levelling Up Fund is an opportunity to secure external funding to help support the county's economic future.
11. The Levelling Up Fund is a component of the government's wider Levelling Up agenda. The UK Government committed an initial £4 billion for the Levelling Up Fund (the Fund) for England over the period up to 2024-25). Funding will be delivered through Local Authorities.
12. The Fund is open to all local areas. The amount of funding each area receives will be determined on a competitive bidding basis to ensure value for money.
13. The number of bids that a local authority can make to the Fund relates to the number of MPs in their area. Local authorities can submit one bid for every MP whose constituency lies wholly within their boundary, plus one further transport focused bid. Accordingly Herefordshire can submit two constituency bids plus one transport focused bid.
14. The Fund focuses investment on projects that require up to £20m of funding. Bids above £20m and below £50m will be accepted for transport projects only, such as road schemes, and can be submitted by any bidding local authority.
15. Investment proposals should focus on supporting high priority projects that will make a visible impact in local areas, recognising that what constitutes priority investment will vary across local authorities and geographies, including in rural areas of the UK.
16. Each bid submitted by local authorities can be a bid for an individual project or a package bid consisting of multiple projects. Bids for an individual project or package bids can both request up to £20 million of funding.
17. The guidance from government is that a package bid could be made up of two or three projects from one applicant. Package bids must clearly explain how their component elements are aligned with each other and represent a coherent set of interventions. They will be assessed together at the bid level rather than as individual projects. Applicants must present a coherent set of interventions in line with the aims of the Fund.
18. Bid submissions must complete a set application form that the government has drafted. The deadline for applications to the Fund is noon on 6th July. It is expected that the outcome of the bidding process will be announced in the autumn but it should be noted that a condition of the grant is that projects will have to commence and have some element of spend in financial year

¹ [Mapping inequality in the UK \(ons.gov.uk\)](https://ons.gov.uk)

² [Economy & place - Understanding Herefordshire](#)

2022/23, and projects should be completed by end of March 2025. The projects have been assessed against their ability to deliver to this timeframe.

19. Fund guidance states that the Fund assessment process will focus on the following key criteria:
 - Characteristics of the place – each local authority will be sorted into category 1, 2 or 3 based on our assessment metrics, with category 1 representing the highest level of identified need. Herefordshire is a category 1 area.
 - Deliverability - will be based on supplementary finance, management and commercial cases, with bids able to demonstrate investment or which begin delivery on the ground in 2022-23 financial year prioritised in the first round of funding.
 - Strategic fit with local and Fund priorities – this should be addressed in the strategic case of submissions and should include support from stakeholders.
 - Value for money – an economic case should be submitted to explain the benefits of the bid and how it represents value for money.
20. To provide the required level of expertise and capacity to undertake the project selection process and bid submissions for the constituency bids, the council appointed the commercial real estate consultancy firm CBRE via the Crown Commercial Services framework in compliance with the council's procurement requirements. In addition, to support the development of the transport bid consultancy firm WSP have been similarly engaged by the council following a procurement process compliant with the council's contract procedure rules.
21. For the constituency bids CBRE have compiled a project longlist, derived from project suggestions that were nominated from a number of sources including in particular, the potential projects identified in the five Market Town Investment Plans (MTIPs) prepared for:
 - Bromyard
 - Kington
 - Ledbury
 - Leominster
 - Ross on Wye
22. The MTIPs approved by cabinet in March 2022 through the following [Decision - Market Town Investment Plans \(MTIP's\) - to approve the Investment Plans - Herefordshire Council](#). Developed in consultation with local stakeholders in each town, the plans identify a vision for the town, analyses local evidence, establishes a theory of change, in prioritising activities that will be brought forward to achieve growth. CBRE has reviewed the council's background evidence supporting the MTIPs, including Project Mandates, Outline Business Cases and any draft design or costing information where available. It is noted that this evidence was not available for all projects, given the differing stages of project development.
23. To supplement this approach CBRE undertook site visits to each of the five towns in May 2022 and inspected the potential candidate project locations, where a specific location had already been identified in the MTIP or supporting evidence.
24. CBRE reviewed the project longlist in terms of their strategic fit and deliverability, based on the available evidence and our understanding of Government's Levelling Up Fund – Round 2

Application Guidance and their experience of project selection and feedback from Levelling Up Fund Round 1.

25. CBRE assigned each potential candidate project a 'RAG rating' based on these parameters which resulted in recommended projects for each constituency.

North Herefordshire Constituency Bid

26. For the North Herefordshire constituency a package approach has been recommended which includes the following projects:
- a. Leominster Corn Square regeneration and Public Realm projects
 - b. Leominster Old Priory / Innovation Hub
 - c. Landscaping at Ledbury Masters House and St Katharine's car park
27. Project A comprises a public realm programme in Leominster town centre which will enhance the public realm proposals included in the High Streets Heritage Action Zone programme, focussing on Corn Square, Broad Street, West Street and South Street. The Leominster MTIP identifies significant tourism potential, building on its heritage, culture and independent retail. The MTIP identifies a need to significantly enhance the towns centre's public realm and to provide space for events to realise this potential. The proposals will increase vitality and vibrancy within the town centre, by creating a more attractive pedestrian environment to increase dwell time and support the retail and leisure experience. The Corn Square component will enable a greater number and quality of events to be held, by providing utility infrastructure and enhanced public realm, attracting additional visitors into the town centre with associated spend. The project will enhance the environmental quality of the town centre, support footfall, and enable visitors to better appreciate the historic environment.
28. Project B will invest in optimising the use of the Grade II listed Old Priory, which is due to be transferred from the council to Leominster Town Council via community asset transfer. Identified as a priority project in the Leominster MTIP, the proposals will refurbish and convert unused parts of the building, which are currently vacant due to their disrepair and unsuitability for use, delivering new flexible office floorspace, to support local start-up and other small businesses by providing attractive, affordable office accommodation. The project will also deliver self-catered visitor accommodation, contributing to Leominster's attractiveness as a visitor destination, particularly supporting overnight stays and associated spend. These commercial activities will cross-subsidise the continued accommodation for important social infrastructure, including ECHO, Leominster Food Bank and Leominster Meeting Centre.
29. Project C also identified as a priority project in the Ledbury MTIP, in supporting the growth of tourism in the town, will deliver new public realm adjacent to the Master's House in Ledbury town centre. This will redevelop part of St Katherine's Car Park to create pedestrianised public realm adjacent to the Grade II listed Master's House and to the rear of the Grade II listed St Katherine's Chapel, Hall and Stable and Grade II listed Barn south west of St Katherine's Chapel. The project will enhance the approved proposals, creating a larger area with utility infrastructure to support outdoor events and enhanced landscaping. This will support greater vibrancy and footfall in Ledbury town centre, attracting both local and tourist visitors, complementing previous investment in the Master's House and enhancing the viability of the town centre offer.
30. **Outputs of North Herefordshire Market Towns Package**
- Creating 450sqm of new business incubator space at Leominster Old Priory by refurbishing a Grade II Listed Building, supporting circa 50 FTE jobs
 - Creating new accessible self-catered visitor accommodation in Leominster Old Priory
 - Delivering circa. 10,000sqm of new or improved public realm across Ledbury and Leominster town centres

- Creating new pedestrian-priority space at Corn Square in Leominster and creating a new public square adjacent to Master's House and St Katherine's in Ledbury, facilitating a larger market and seasonal events
- Improving the setting of numerous Listed Buildings within Ledbury and Leominster town centres and their respective Conservation Areas

31. **Outcomes of North Herefordshire Market Towns Package**

- Increased footfall and associated visitor spend, supporting the vitality and vibrancy of Ledbury and Leominster town centres
- Sustaining the towns' unique independent retail and food/beverage offer
- Growing the evening economy in the town centres
- Improving the ability of visitors to appreciate the valuable built heritage of Ledbury and Leominster town centres
- Enabling enhanced events programmes, building pride in place, providing local access to culture and enhancing the visitor economy offer of Ledbury, Leominster and the wider North Herefordshire sub-region

South Herefordshire Constituency Bid

32. For the Hereford and South Herefordshire constituency the recommendation is to take forward a single project – the development of the Ross Enterprise Park and its transportation linkages to the rest of the town. This will be the first stage of the redevelopment of a strategically significant employment site for the county as a whole, creating much needed employment land to the south of the county. The Ross on Wye MTIP identified the lack of suitable employment land as a critical issue, with many businesses stating that they will need to leave the area in order to find the space required to expand. The Market Assessment and Market Testing report for the site completed in June 2022 states *'All existing information detailed above in the market assessment section along with Harris Lamb's knowledge and experience shows on a national, regional and local level demand is significantly outweighing supply for industrial/warehouse premises'*. The report also states *'There is clear demand for B1, B2 and B8 class development land in the sub-market of Herefordshire and specifically Ross-on-Wye'*.
33. The proposed project will enable the first phase of development of the model farm site. In the medium term the development of the wider site owned by the council provides opportunities to build on the county's significant strengths in cyber security advantageously located between GCHQ in Gloucestershire, and the Midlands Centre for Cyber Security in Hereford. The site is also well placed to enable the county to benefit from increasing strengths in engineering and technology through for example the growth of NMITE.
34. The project will encompass the design and installation of infrastructure works to open up and create development ready employment land at Ross Enterprise Park and consists of the following components:
- Creating a site access off the A40 together with required section 278 highways works
 - General site clearance including demolition of existing farm buildings
 - Groundworks to create development platforms, including necessary cut fill and compaction
 - Creating internal estate roads, cycleways, walkways to link plots together and to non vehicular routes offsite
 - Installing the appropriate level of utilities provision and communication networks
 - Installing a Sustainable Urban Drainage system that serves both development plots and highways and that enhances the existing on site natural attenuation
 - Soft and hard landscaping and ecology enhancement including the allocated 5hs buffer between existing residential and the new Enterprise Park

- Wider active travel measures linking the Ross Enterprise Park site with existing active travel infrastructure and improved linkages to residential areas within the town

35. **Outputs from the Southern Constituency Package**

- 7 ha of serviced employment land in an area of constrained employment land supply.
- 16,000 sqm of additional employment floorspace
- 3 ha of improved amenity land
- Land Value uplift of circa £2.6m

36. **Outcomes from the Southern Constituency Package**

- 1250 net additional jobs in the local economy
- Increase in gross value added in the local economy including higher value jobs leading to £195M increase in GVA over the next 10 years
- Support for the development of the sub regional construction sector with impact of £10.6m gross value added to the sector.
- Contribution to wider development of cyber and other high tech clusters
- Net Biodiversity gains from ecological enhancements
- Provision for net zero development

Transport Bid

37. The transport proposal comprises three separate but linked projects that provide complementary support to encourage increased active travel use across Hereford.

The Hereford City part of the submission is a package of Transport and Active Travel measures in and around city. Twenty schemes have been considered and scrutinised to check alignment with the bid criteria and deliverability by March 2025.

The schemes identified align with the council's corporate plan ambitions and support the ambitions of the council in improving pedestrian and cycle movements across the city linking to public transport and rail.

38. The Transport Bid elements are:

Transport Hub

- Integrated modern public transport interchange linking cycling, walking, bus and rail transport. The Hub is designed to encourage modal shift away from being reliant on the car and provide an easy to use reliable link to alternative modes. Visitors to the city will be welcomed with clearly navigable public transport and active travel alternatives to the car.
- The multi transport hub will provide for all active travel including covered cycle facilities and lockers to encourage commuter cycle parking, taxi and car parking areas, bus stands and layovers, short term parking, welfare facilities and enhanced commuter parking.

Active Travel Measures North of the River Wye

- LTN1/20 cycle scheme from Aylestone Hill along the A465 and Commercial Road, linking the north and east of the county to the Transport Hub, the city centre, and south of the river.
- Bus priority measures along Blueschool Street and Newmarket Street.

- Improvements to the Great Western Way off-road walking/cycling path to enable compliance with LTN 1/20, plus linking to the A49 Designated Funds to improve access, especially across the A49 which is a perceived barrier to walking and cycling.
- Enhancements to St Owen Street one-way cycle scheme providing access to the Town Centre and linking to Rotherwas.
- Safer Routes to School interventions.
- Introduction of a 20mph speed limit in appropriate zones of the city. This measure will assist with the package in making these localities “streets” for people rather than a road for vehicles, reducing speed levels and increasing safety for pedestrians and cyclists.

Active Travel Measures South of the River Wye

- Hereford Enterprise Zone Quiet Routes - Introduce or improve a series of informal Quiet Routes to the Hereford Enterprise Zone to encourage more of the people who work there and who live in neighbouring housing to walk or cycle to work.
- Holme Lacy Cycleway - Introduce a series of LTN1/20 compliant measures along the Holme Lacy Road between the A49 and the western entrance of the Hereford Enterprise Zone, notably improvements to the cycleway, to encourage more and safer active travel to work and local services. A number of the Quiet Routes mentioned above will feed into this route.
- Safer Routes to School Initiatives
- Introduction of a 20mph speed limit in appropriate zones of the city. This measure will assist with the package in making these localities “streets” for people rather than a road for vehicles, reducing speed levels and increasing safety for pedestrians and cyclists.

39. Transport Package Impacts

- Improved connections between residential and employment locations
- Health benefits resulting from increased use of active modes
- Improved air quality, reduced noise and traffic congestion because of fewer vehicular trips
- Reductions in carbon due to transport in Hereford
- Clean and inclusive growth as more residents can sustainably access education, employment and leisure in the city

40 Outcomes from the Transport Package:

- Improved interchange between PT modes, and between PT and active modes
- Improved experience for people using the rail station and transport hub
- Increased cycle flow and pedestrian flow, and reduction in vehicle flow (due to mode shift to active modes)
- Improved safety (real and perceived) for pedestrians and cyclists
- Improvement in journey times as congestion is reduced due to mode shift

39. The council commissioning of WSP and CBRE has included support for the development of each of the above projects into a coherent and realistic bid submission to the Fund. In particular to help develop the required financial ask of the Fund and to establish a robust cost plan that takes account of current market uncertainty the proposals have been scrutinised by independent cost consultancy. The Ross Enterprise Park bid has also benefited from a market assessment report to detail the expected level of interest in plots created at the site, and a

market valuation report providing advice as to the expected value of the commercial development land once services and infrastructure have been constructed.

40. The transport bid benefits from a considerable amount of pre-existing development work on schemes such as the quiet routes

Government Assessment Process

41. Once the bids have been submitted government will undertake an assessment of the proposals. Assessment will focus on four criteria: characteristics of places, deliverability, strategic fit with local and Fund priorities, and the economic case in line with the published assessment framework.
42. There will be a three staged approach to assessment and decision making. The government will consider any relevant information provided in the bid proposal, as well as any publicly available data to test assertions made by applicants.
43. Stage One – Gateway. The first stage is a pass/fail gateway. Bids that fail the gateway criteria will not be assessed and will not be eligible to be considered for funding.
44. Stage Two – Assessment and Shortlisting. Bids that progress from the gateway stage will be assessed on each of the criteria set out in the assessment framework:
- a. Characteristics of Place – each local authority has been placed into category 1, 2 or 3 based on objective criteria, with category 1 representing the highest level of identified need. Herefordshire is a category 1 authority.
 - b. Strategic Fit - how the bid supports the economic, community and cultural priorities of their local area and will further the area's long-term levelling up plans, complementing national, regional and local strategies and investments.
 - c. Economic Case - Bids should demonstrate how they represent public value to society. A range of benefits will be considered in the value for money appraisal of projects, including both quantitative and qualitative benefits.
 - d. Deliverability - All bids will be assessed for evidence of robust management and delivery plans. Bids must also be able to demonstrate spend from the Fund in the 2022-23 financial year
45. Stage three – Decision Making. Once bids have been assessed and moderated, and the shortlist is drawn up, Ministers will make funding decisions. In making these, ministers will have the opportunity to exercise discretion to meet the following additional considerations:
- ensuring a reasonable thematic split of approved projects (e.g. across regeneration and town centre, transport and culture and heritage)
 - ensuring a fair spread of approved projects across Great Britain within, and between, individual nations and regions, and between rural and urban areas
 - ensuring a fair balance of approved projects across places in need
 - prioritisation of either 'strategic fit' or 'deliverability' or 'economic case' over the other criteria (noting this must be applied consistently to all projects)
 - taking into account other investment in a local area, including investment made from the first round the Fund to encourage a spread of levelling up funds across places

46. There has been no further explanation or programme for the announcement of successful bids to the Fund.

Accountable Body Status

47. The published government guidance states that "funding will be delivered through local authorities". It does not contain any further detail about how local authorities should act in an accountable body role. However it is considered probable that the council would be required to become the accountable body and would therefore be responsible for the overall financial management, monitoring and risk associated with the delivery of any funding secured through the Fund.
48. The council will consider the implications of accountable body status, if required, when deciding to accept any award that it is successful in securing through the Fund.

Community impact

49. It is considered that securing up to £46.137m through the Levelling Up Fund would have a significant positive impact on the ability to deliver on the ambitions contained within the County Plan 2020 - 2024. Should the council be successful in securing funding towards all three bids submitted these will make a significant contribution to both the Environment and Economy ambitions within the County Plan. Specifically the Levelling Up Fund submissions will help the council meet the following success measures:
50. Environment:
- Work in partnership with others to reduce county carbon emissions
 - Improve the air quality within Herefordshire
 - Improve residents' access to green space in Herefordshire
51. Economy:
- Increase the average workplace earnings in Herefordshire
 - Grow jobs and keep unemployment rates low in all areas of the county
 - Increase the number of short distance trips being done by sustainable modes of travel – walking, cycling, public transport
 - Increase local wealth creation (measured by the Gross Values Added per head of population).
52. The provision of new employment land at Ross Enterprise Park will enable the facilitation of company growth by providing land and premises for expansion and relocation of businesses. This will bring benefit in terms of new employment opportunities, increased business investment, and the potential retention rather than loss of local companies.
53. The public realm improvements to the town centres of Ledbury and Leominster is a public intervention that will encourage investment by the private sector within these spaces. The enhanced public space will benefit the physical appearance of these towns and attract more visitors / footfall. Specific interventions such as the works in St Katherine's car park will provide facilities to host events that can further attract people and add to the vibrancy of the town centre. Similarly the works to the Priory building in Leominster will provide a hub for a number of community organisations and space to encourage new business starts and foster entrepreneurship.
54. The Hereford Transport bid will provide safer alternative modes of travel to the car which will reduce the reliance and number of vehicles undertaking short journeys with the city limits. The new and enhanced walking, cycling and public transport links will help provide safe reliable alternatives. This will also enhance the current environment for the residents, businesses and visitors to Hereford and help:

- Protect and enhance our environment and keep Herefordshire a great place to live.
 - Strengthen communities to ensure everyone lives well and safely together.
 - Support an economy which builds on the county's strengths and resources.
55. At the full business case stage of project development officers will work with partners and commissioned support to understand the potential contribution projects can make to enhancing social value for example working with people not in employment, education or training (NEETS) or those with disabilities, addressing health inequalities, or those that are digitally excluded.

Environmental Impact

56. The council provides and purchases a wide range of services for the people of Herefordshire. Together with partner organisations in the private, public and voluntary sectors we share a strong commitment to improving our environmental sustainability, achieving carbon neutrality and to protect and enhance Herefordshire's outstanding natural environment.
57. The government guidance on the programme states "Projects should be aligned to and support net zero goals, including those set out in the UK government's net zero strategy and sector-specific plans such as the Heat and Buildings Strategy where relevant."
58. In the case of the Ross Enterprise Park the development is being designed with environmental principles at its centre. The council aims to make the Ross Enterprise Park as sustainable as possible in line with our 'zero carbon and nature rich' ambitions. Specific plans include:
- Energy – Maximise energy efficiency by ensuring high energy standards (minimum EPC A) for all buildings on the park. Maximise generation and use of renewable energy on site, including ensuring that all initial infrastructure is future proofed. The park as a whole will aim to be net zero carbon;
 - Waste – Plan site wide solutions to minimise waste generation, maximise recycling, and minimise waste to landfill;
 - Water – Introduce measures to reduce consumption within buildings and to harvest rainwater to provide a source of non-potable water for use in buildings and on landscaping;
 - Transport - New cycleways and walkways will be a major feature of the on-site infrastructure, connecting into the new Active Travel Measure initiatives which will be designed to make access from the local housing estates straight forward for pedestrians and cyclists. We will establish a travel plan for the Ross Enterprise Park and require new investors to have their own. We will require electric vehicle charging for all developments at a density higher than currently required by planning regulations;
 - Environment/Landscaping - The landscape and infrastructure design will seek to ensure that the ecological interest and character of the area is safeguarded and enhanced, utilising and complementing the current ecological features such as water features, trees and hedgerows. In line with our council commitments, we will aim for 30% biodiversity net gain on the development.
 - Procurement – Through the setting of social value requirements within the tender specification we will encourage the sourcing of local, and sustainable, supply chains.

Provide procurement workshops to ensure that local suppliers have an understanding of the council's procurement requirements.

59. Our aims for the Ross Enterprise Park include efficient flow and people movement; low impact build, low carbon footprint built with sustainable materials; minimising need for artificial heating and ventilation; optimising layout and build orientation to maximise daylight for heat gain; looking to utilise Heat Pumps where possible; natural lighting strategies used wherever possible. The site design will also be expected to be future proofed to incorporate the provision of utility corridors, for example if a waste water recovery system or a district heat system were to be adopted in the future.
60. Additionally the development will take account of and respect the site's setting not only on the edge of the town but also in open countryside and will look wherever possible to retain appropriate features from within the site, for example hedgerows and watercourses. The intent is to achieve a 30% biodiversity net gain from the development as the site transitions from a range of agricultural uses to a managed employment site.
61. The North Herefordshire Market Towns projects will deliver the following environmental benefits:
- Deliver biodiversity benefits through new tree and shrub planting as part of the public realm and The Grange projects;
 - Enhance the townscape quality of Ledbury and Leominster town centres, including enhancement to the setting of listed buildings;
 - Reuse historic building fabric at the Old Priory, delivering new workspace in an easily accessible town centre location and minimising embodied carbon compared with new build.
62. The Hereford City package of measures are designed to provide a safe alternative to the car which will reduce the use of cars for short journeys, the impact of which can be measured through Air Quality monitoring. The impact will be lower carbon emissions, less particulates in the air and a healthier, more attractive environment which will in turn further encourage walking and cycling.
63. In the event that these funding bids are successful, comprehensive assessments of environmental impacts and opportunities will be conducted during the development of Full Business Cases. Projects will seek to minimise any adverse environmental impact and will actively pursue opportunities to improve and enhance environmental performance.

Equality duty

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

- A public authority must, in the exercise of its functions, have due regard to the need to –
- a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;
 - b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;

c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

65. The public sector equality duty (specific duty) requires us to consider how we can positively contribute to the advancement of equality and good relations, and demonstrate that we are paying 'due regard' in our decision making in the design of policies and in the delivery of services. During the Business Case development phase of these projects the project promoters and any contractors will be made aware of their contractual requirements in regards to equality legislation.

66. All of the council led projects have completed an Equality Impact Assessment and confirmed that, as a minimum, there is no detrimental impact on any of the protected characteristics at this bidding stage of the Levelling Up Fund process. In the event that the funding bids are successful then the project team's will conduct detailed Equality Impact Assessments for all aspects of the schemes as they are developed.

Resource implications

67. The proposals detailed in this report are bid submissions to a specific funding opportunity and work has been commissioned to specifically support these bid proposals. Should the bids not be successful the council have the opportunity to consider whether there is merit in continuing their development but this would be subject to a separate decision and business plan.

68. As government identified Herefordshire as a priority 1 area for Levelling Up Funding consideration, the council has received £125,000 of capacity funding to support the development of bids. A separate Cabinet Member decision was taken to accept and implement these funds which can be found here: [Decision - Levelling Up Fund Capacity Funding - Herefordshire Council](#). These funds have been utilised to commission WSP and CBRE and a wider range of technical support required to develop the bids.

69. If bids are successful then the cost of implementation will be covered by the funding award and the identified council match funding. There is a risk that costs escalate beyond the funding award and the council would be required to cover any cost overrun, this risk is covered within the risk section and, following expert cost consultancy advice, it is considered that there is sufficient cost contingency within the funding submissions.

70. The stated value of the Levelling Up Fund bids is based on an approximate estimate worked up by experienced cost consultants in CBRE and WSP based on a range of information that has been used to support the proposals. The submissions have been based on conducting, as per the government guidance, an element of works within this current financial year and concluding within financial year 2024/25. Each project's ability to meet these government imposed spend deadlines was one of the assessment criteria the consultants used when assessing the viability of projects within the longlist of potential submissions.

71. Acknowledging that there is considerable financial uncertainty regarding construction costs and wage inflation an appropriate package of risk and contingency has been added to the project budgets. These costs are included within the table below and among the items considered as potentially influencing risk and contingency costs are:

- Elevated fuel and energy costs
- Red diesel rebate ban
- Labour shortages

- Increases in National Insurance contributions
- Regional factors such as HS2 and busy Bristol and Cardiff markets
- Strong national and regional pipeline of work
- Contractors targeting higher margins and risk allowances

72. The cost plans for each of the proposed have been developed by qualified CBRE Quantity Surveyors and technical support from WSP, who have fully considered each of the factors identified above, and current market conditions including the experience of other similar construction projects, and national construction industry benchmarks to inform the level of contingency identified, mitigating the risk of significant future cost increases. Additional construction risk contingency has been included to account for the design stage of each of the projects, to accommodate unforeseen costs which arise during the subsequent detailed design process. Cost inflation will be built into the North Herefordshire and South Herefordshire Constituency bids to the mid-point of construction, to reflect the current trend of inflation in building materials and labour costs.

Bid Costs Tables

North Herefordshire Constituency Bid costs	2022/23 (000's)	2023/24 (000's)	2024/25 (000's)	Future Years	Total (000's)
Fees	166	166			332
Construction costs	1,932	1,932			3,864
Risks	207	207			414
Inflation	92	92			184
TOTAL	2,397	2,397			4,794

South Herefordshire Constituency Bid costs	2022/23 (000's)	2023/24 (000's)	2024/25 (000's)	Future Years (000's)	Total (000's)
Fee's	605	967	229		1,801
Construction costs		8,508	7,633	114	16,255
Risks		1,369	821		2,190
Inflation		511	608	9	1,128
TOTAL	605	11,355	9,291	123	21,374

Hereford Transport Bid costs	2022/23 (000's)	2023/24 (000's)	2024/25 (000's)	Future Years	Total (000's)
Construction Costs and fees	£1,956	£12,211	£7,022	£0	£21,188
Contingency	£59	£370	£213	£0	£641
Risk	£192	£1,200	£690	£0	£2,083
Inflation Contingency	£127	£793	£456	£0	£1,376
TOTAL	£2,334	£14,574	£8,380	£0	£25,288

Bid Funding Tables

North Herefordshire Constituency Bid Funding	2022/23 (000's)	2023/24 (000's)	2024/25 (000's)	Future Years	Total (000's)
Levelling Up Fund external bid	2,129.5	2,129.5			4,259
Herefordshire Council match funding – See P59 below	267.5	267.5			535
TOTAL	2,397	2,397			4,794

South Herefordshire Constituency Bid Funding	2022/23 (000's)	2023/24 (000's)	2024/25 (000's)	Future Years	Total (000's)
Levelling Up Fund external bid	544	10,219	8,362	111	19,236
Match funding – See para 76 below	61	1,136	929	12	2,138
TOTAL	605	11,355	9,291	123	21,374

Hereford Transport Bid Funding	2022/23 (000's)	2023/24 (000's)	2024/25 (000's)	Future Years	Total (000's)
Levelling Up Fund external bid	£1,845	£11,521	£6,625	£0	£19,990
Herefordshire Council match funding – see para 77 below	£489	£3,053	£1,756	£0	£5,298
TOTAL	£2,334	£14,574	£8,380	£0	£25,288

73. The total amount of funding being applied for from the Fund is £43.485m.
74. The match funding has been identified from existing approved budgets and secured funds.
75. The match funding for the Northern Constituency bid has been identified as coming from:
- £108k of Section 106 contributions towards the St Katherine's car park works.
 - £79k of Leominster Town Council contributions to the Priory and the Grange works.
 - £348k of Herefordshire Council £1.8m contribution Leominster Heritage Action Zone public realm budget. The Historic England grant is currently £1.3m. The additional Levelling Up Funding will deliver extended public realm enhancements in Leominster, extending and in no way reducing the current Heritage Action Zone programme.
76. The full match funding for the Southern Constituency bid will entirely be allocated from the Employment Land and Incubation Space budget. There is market demand and valuation report evidence to confirm that the Ross Enterprise Park project will generate sufficient return from sales of the created employment land to cover the council match funding contribution.
77. The match funding for the Transport Fund bid will come from within existing agreed budgets, specifically;
- £3.5mborrowing is currently approved to fund the transport hub within the HCCTP budget.
 - £120k from the Department for Transport Active Travel Fund as a contribution towards the Aylestone Hill cycleway works.

- c. £700k from the Marches LEP Get Building Fund for the St Owen's Street cycle contraflow.
 - d. £978k from the council cycle superhighway budget as a contribution towards the Quiet Routes scheme in South Wye.
78. At this stage of the project development process it is considered that the level of contingency funding included within the project costs provides a realistic and appropriate level of financial mitigation against risk and cost increases. However it is acknowledged that the construction market is facing cost pressure and the schemes have yet to secure a construction contractor. Currently the council is unaware of the success of these bid submissions or the level of finance that may be secured through the Fund, consequently the risk associated with accepting any offered funds and the council being responsible for financing any cost overruns will be considered in a later report.
79. The Section 151 officer has appointed specialist economics consultancy Chamberlain Walker to provide additional assurance on the bid development and project submissions. Chamberlain Walker will be producing a report for the Section 151 officer to give the appropriate assurance.
80. Should the bids be successful and where a procurement of goods or services is required it will follow and comply with the council's contract procedure rules.

Legal implications

81. There are no legal implications arising directly from the submission of the three proposals and if the bid or any part of it is successful they will be subject to separate governance decisions.
82. The council has the power to act as the Accountable Body for the Levelling Up Fund under s1 - 4 of the Localism Act 2011 although there is no statutory requirement for the council to act as Accountable Body.
83. It is anticipated that any funding awarded to the council following acceptance of the bid or part thereof will be provide by way of a Section 31 ring-fenced grant under the Local Government Act 2003. This grant determination may have associated requirements and obligations and these will need to be assessed at the time of award.

Risk management

Risk / Opportunity	Mitigation
Cost Inflation risk – The construction industry is exposed to significant inflationary pressures, with RPI expected to be running at 10% or more at year end.	Projects have been considered by cost consultants reviewing the proposals and applying an appropriate level of project contingency and an additional inflationary contingency. Information from the industry standard Building Cost Information Service (BCIS) has been used to inform the inflationary contingency as costs are projected to rise by 10% in 2022 and 5% per annum in 2023 through 2025. For each package a minimum inflation contingency of 5% has been added on top of any underlying inflation assumptions to cater for the inflationary risk.
Cost are higher then expected at point of tender/ selection of contractor.	Projects have been considered by cost consultants reviewing the proposals and applying an appropriate level of contingency

	<p>based on current market conditions including other similar projects at the point of tendering/delivery, optimum bias, and inflationary pressure.</p> <p>In addition projects are scalable, for example if cost overruns are identified on the Ross Enterprise Park site then the amount of site infrastructure that is installed could be reduced to the available budget. This would impact on the amount of employment land that is brought forward and the capital receipt gained. Were this risk to materialise the council could choose to increase the value of its financial contribution in order for the projects to proceed.</p>
Risk that the Levelling Up bids are of insufficient quality to secure government funding through the Levelling Up Fund process.	Consultants have been engaged who have been involved in previous Levelling Up fund submissions and bring considerable experience in drafting regeneration strategies and funding bids.
Unable to procure contractor to undertake the physical work. This would result in delays to the project timetable and additional costs	The Project Management Office and the Herefordshire Council commercial team will work with the appointed design team (subject to grant funding approval) to seek to procure a contractor.
Procurement timeframes are longer than expected. Delays to project delivery and additional cost.	The Project Management Office (PMO) teams will working closely with Herefordshire Council procurement team and with appointed construction project manager's procurement team, who understand the current market. This expertise and advice will reduce this risk.
Costs increase during the delivery stage.	A number of surveys have already been commissioned or completed to inform costs and designs across the projects. These are considered commensurate with the current stage of project i.e. bidding for funding stage. Further survey works will be carried out over the life of these projects to ascertain building and site condition before works occur. Contingency has been built into the budget. Information from the industry standard Building Cost Information Service (BCIS) has been used to inform the inflationary contingency as costs are projected to rise by 10% in 2022 and 5% per annum in 2023 through 2025. The Cost Plan's for each project consider the level of required contingency in detail, considering the stage of the project design, and the timing of commencement of construction on this basis.
Project not delivered on time or not delivered within the allocated budget, resulting in reputational damage, potential funding claw back, and further delay to the projects.	The Project Management Office teams will ensure continued communication with funding providers throughout the life of the project, and will raise any issues via the council's Project Management Office monitoring procedure.

	Project Management Office teams will also work closely with the governance team and funding partners to map out timelines and key milestones.
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Consultees

The Members of Parliament from the two Herefordshire constituencies have been engaged during the process of project identification and bid development. The MP for Hereford and South Herefordshire has welcomed the inclusion of the Ross Enterprise Park submission and will be submitting a letter of support endorsing the bid to the Fund.

The MP for North Herefordshire has expressed some reservations that the bid being proposed for the North Herefordshire constituency is limited in its scope and the council are not applying for a larger amount but are extending existing projects. The MP has been advised that the council, having taken advice from CBRE, are following closely the bidding guidance and a recommendation to follow closely the government’s criteria.

The broad project proposals were shared with the Herefordshire Economic Big Plan Stakeholder Group, the comments back were largely positive and expressed a desire to be closely involved in future development of projects.

A discussion session was held with local Members and the different political groups to inform them of the three distinct submission elements. Again the comments back were largely positive although Members queried the timescales for submission and who imposed them, why the northern bid was not of a similar scale to that for the southern constituency, and the degree to which the various elements of the transport bid are joined up.

It was explained that the timescales were set by government and have been extremely challenging, that the consultants undertook a robust appraisal of all potential project ideas and those for the northern constituency were the best that could be constructed with the time and information available, and that bids were coordinated across the city of Hereford.

It was accepted that further detail would be shared with Members as soon as it can be made available.

Appendices

Appendix 1 – Shortlist of considered projects

Background papers

None identified.

Report Reviewers Used for appraising this report:

Please note this section must be completed before the report can be published		
Governance	Alice McAlpine	Date 24/06/2022
Finance	Karen Morris	Date 22/06/2022

Legal	Simon Aley	Date 24/06/2022
Communications	Alex Floyd	Date 20/06/2022
Equality Duty	Carol Trachonitis	Date 16/06/2022
Procurement	Mark Cage	Date 24/06/2022
Risk	Kevin Lloyd	Date 20/06/2022

Approved by	Ross Cook	Date 24/06/2022
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[Note: Please remember to overtype or delete the guidance highlighted in grey]

Please include a glossary of terms, abbreviations and acronyms used in this report.

EXTRAORDINARY FULL COUNCIL	18 AUGUST 2022	AGENDA ITEM: 9
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Report prepared by Angela Price, Town Clerk

NEWENT TO LEDBURY BUS PROPOSAL

Purpose of report

The purpose of this report is to provide Members with a proposal from Buses4Us following the withdrawal of the 132 bus Newent to Ledbury.

Detailed Information

The attached report and proposal from Buses4Us were presented to a meeting of the Finance, Policy & General Purposes Committee on 28 July 2022.

At that meeting Members resolved:

- 1. That the Busses4US proposal be referred to Full Council for further consideration with no recommendation to make any financial pledge to Buses4Us at this time.**
- 2. That discussions be held with Community Action Ledbury to explore opportunities for the expansion of bus provision to local towns.**

RECOMMENDATION

Therefore, Members are requested to consider the information provided in the report below and attached proposal and consider whether to accept the recommendations from the Finance, Policy & General Purposes Committee.

- 1. That the Council does not make a pledge to provide financial support to Buses4Us at this time.**
- 2. That discussions be held with Community Action Ledbury to explore opportunities for the expansion of bus provision to local towns.**

FINANCE, POLICY & GENERAL PURPOSES COMMITTEE	28 JULY 2022	AGENDA ITEM: 16
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Report prepared by Angela Price, Town Clerk

Purpose of Report

The purpose of this report is to provide Members of the Finance, Policy & General Purposes Committee with a proposal from Buses4Us following the withdrawal of bus route 132 Newent to Ledbury.

Detailed Information

Following recent discussions and considerable work by Clare Stone and the Buses4Us Group they have put together a proposal for the introduction of a regular bus service between Ledbury and Ross on Wye, via Newent. As part of this proposal, they are asking relevant councils to consider whether they would be able to support this proposal by offering a pledge of £24,000 contribution towards first year running costs.

Attached are the following documents provided by Buses4Us:

- Proposed new timetable
- Bus stop poll results
- Presentation for Town Councils
- Bus Connections Survey Community Impact Report
- Bus proposal summary
- 32/132 Passenger numbers 2019 and 2021

Buses4Us highlighted the following points to aid discussion by councils:

- We are looking for a pledge, not cash now. The money will only be paid if and when sufficient funding is arranged to run the service AND it is authorised by the Traffic Commissioner.
- The finding would come from the 2023/24 budget.
- Newent are looking to allocate theirs from Tourism and Regeneration budgets.
- It may be that further support will be needed in future years, it is impossible to say whether central government will step in with support or not. However, we understand that we can only ask the council to commit for one year, due to 2023 elections.
- The bus will run 7 days per week, every 2 hours in both directions. 6 buses per day Monday to Saturday, 4 on Sunday.
- It will provide a direct link between Ledbury and Ross, will link to rail via Ledbury Tesco, and will provide a bus connection to Gloucester via Newent.
- It will serve John Masefield School students travelling to/from Ledbury.
- As the service will be fully funded we aim to make fares affordable to encourage more people to choose the bus: £2 village to town return, £3 town to town return, £5 day rider.

- Ticket sales are never likely to cover the cost of running the service. Therefore, we plan to make it sustainable by using the service as the foundation for a sustainable tourism offering, giving people the opportunity to explore our 3 towns and the surrounding countryside by bus. We are currently seeking funding to develop the destination marketing around this.
- Busses4Us are part of Newent Initiative Trust, which is a registered charity of 20-years standing
- The figure of £250,000 to run the bus for a year is the high end of estimates provided by two operators. Once the funding package is secured, the route will go out to formal tender through GCC's transport unit. They will also handle the contract with the chosen operator, and any monies pledged can be paid directly to GCC, if the council prefers.

Recommendation

That Members of the Finance, Policy & General Purposes Committee give receive and note the above and attached information and make a recommendation to Council on whether to support the request for a pledge to Busses4Us to provide financial support within the Council's 2023/24 budget for the provision of a bus service from Ledbury-Ross-on-Wye, via Newent.

Proposed New Timetable: 232 Ross-Newent-Ledbury

Via: Ross Labels, Upton Bishop, Gorsley, Kilcot, Dymock

Mon - Sat												
Ross on Wye (dep)	07.30	09.38	11.38	13.38	16.38	18.38						
Newent (arr)	08.00	10.08	12.08	14.08	17.08	19.08						
Newent (dep)	08.10	10.10	12.10	14.10	17.10	19.10						
Ledbury (arr)	08.35	10.35	12.35	14.35	17.35	19.35						
Ledbury (dep)	08.38	10.37	12.37	15.37	17.37	19.37						
Newent (arr)	09.08	11.05	13.05	16.05	18.05	20.08						
Newent (dep)	09.10	11.10	13.10	16.10	18.10	20.10						
Ross on Wye (arr)	09.35	11.35	13.35	16.35	18.35	20.35						
Sun												
Ross on Wye (dep)		09.37	11.38	13.38	16.38							
Newent (arr)		10.08	12.08	14.08	17.08							
Newent (dep)		10.10	12.10	14.10	17.10							
Ledbury (arr)		10.35	12.35	14.35	17.35							
Ledbury (dep)		10.37	12.37	15.37	17.37							
Newent (arr)		11.05	13.05	16.05	18.05							
Newent (dep)		11.10	13.10	16.10	18.10							
Ross on Wye (arr)		11.35	13.35	16.35	18.35							

DRAFT for discussion:
 via: Upton Bishop, Gorsley, Kilcot and Dymock

- Direct link between Ross and Ledbury via Newent in under an hour.

- Includes a Sunday Service.
- Connects to the 32 for Gloucester at Newent.

What Do You Think?



Presentaion for:



Ross-on-Wye, Newent and Ledbury Town Councils

8 JUNE 2022

3206

Presentation Outline

DISCUSSION POINTS



3207

The Story So Far

Why Are Buses so Important?

Our Campaigns

232 Proposal

How Can You Help?

Any Questions?

The story so far

PREVIOUSLY . . .

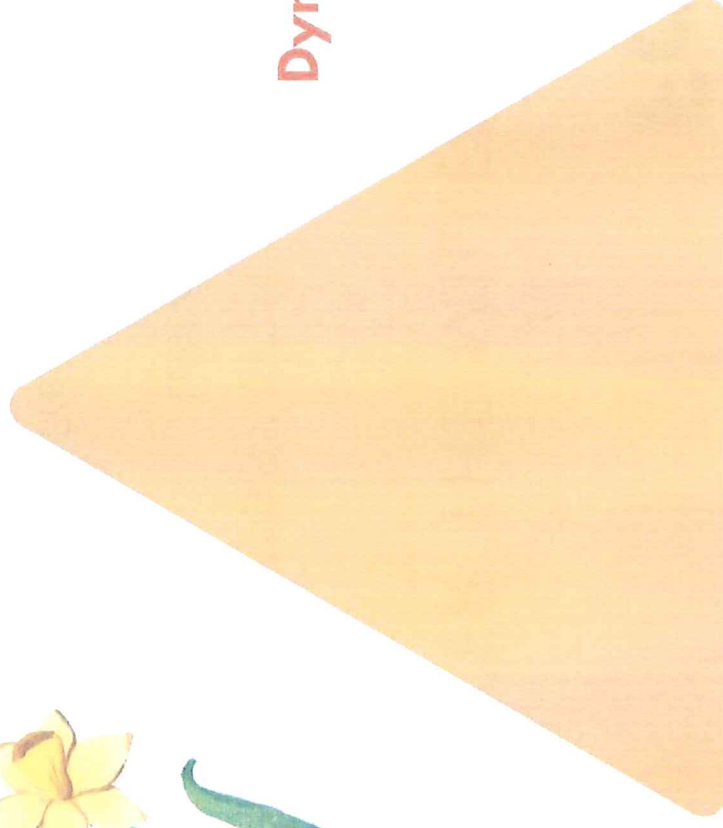
For many, many years our golden Triangle towns and villages enjoyed excellent public transport services. You could live here quite easily without the need for a car.

3208

Ledbury



Dymock



Ross

Gorsley

Newent

The Story So Far

AFTER THE MILLENNIUM

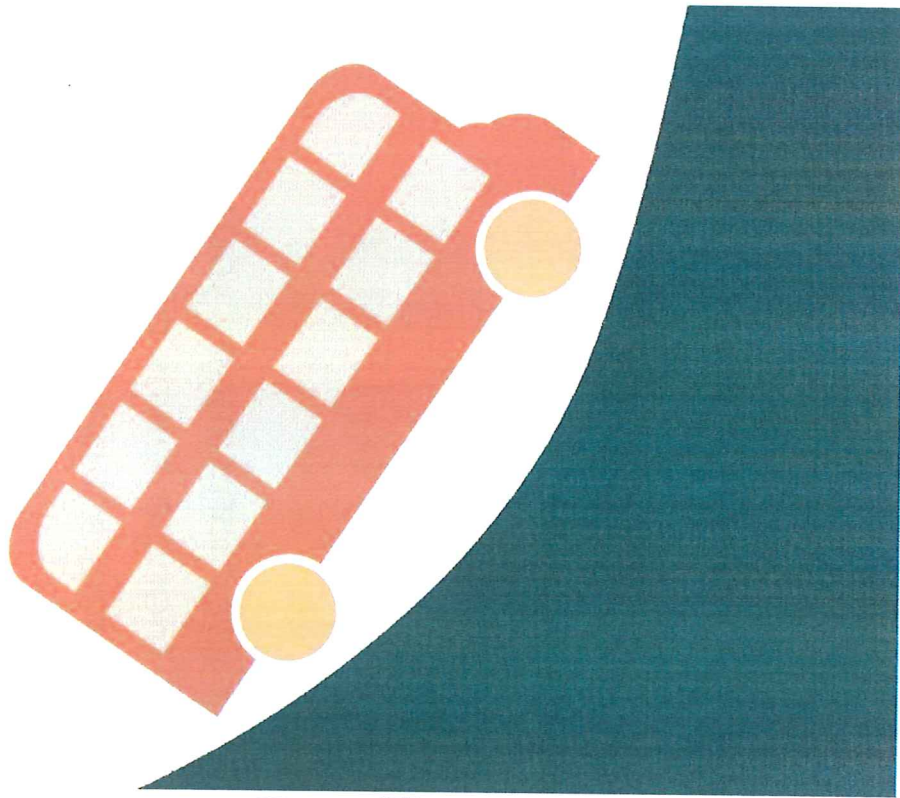
THINGS WENT DOWNHILL

Lost evening services
and sundays

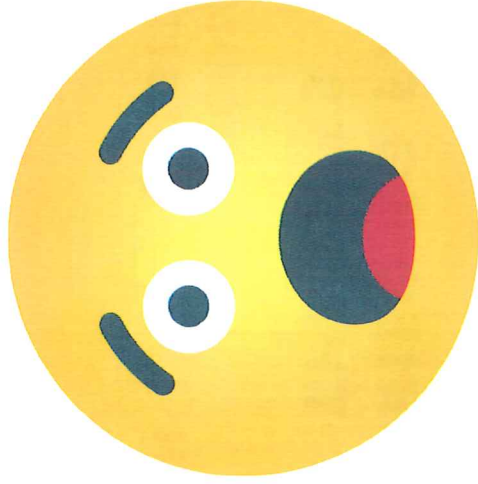
Frequency decreased.

Passenger number fell.

Then COVID.

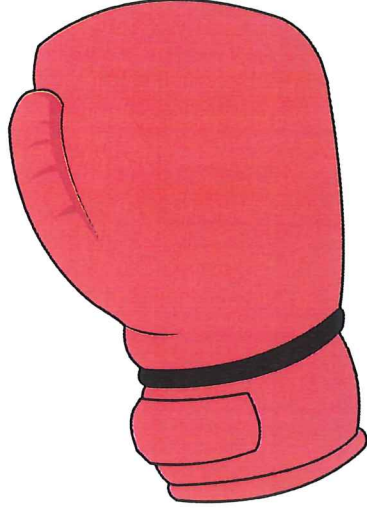


**JANUARY
2022**



**WE FOUND OUT WE
WERE LOSING OUR
BUS SERVICES -
THROUGH SOCIAL
MEDIA**

**FEBRUARY
2022**



**WE TRIED TO FIGHT
THE CUTS**

PETITION

**COUNCIL
QUESTIONS**

**MEDIA
COVERAGE**

LETTERS

**MARCH
2022**



LISTEN AND LEARN

PETITION

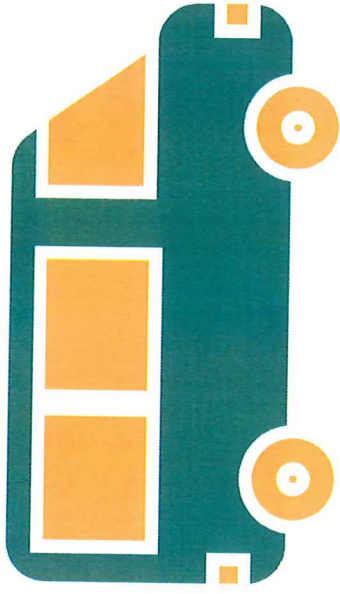
SURVEY

**PUBLIC
MEETINGS**

**SOCIAL
MEDIA**

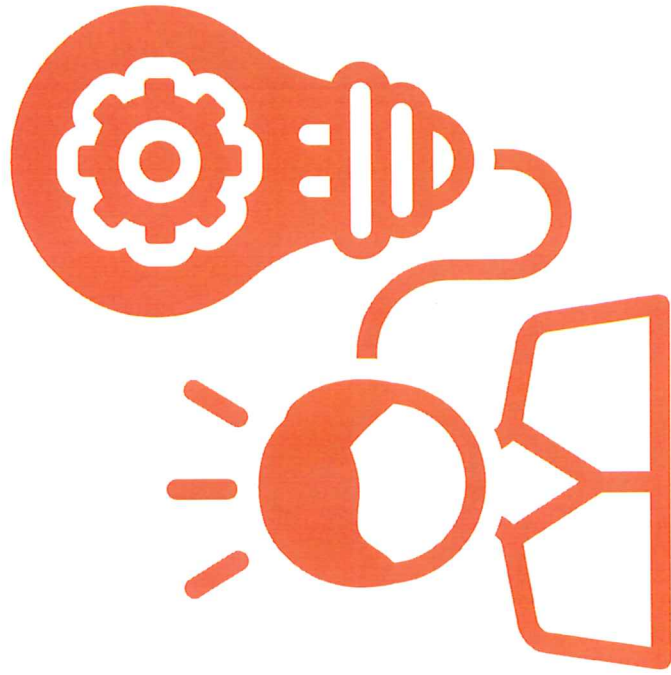
CONVERSATIONS

**APRIL
2022**



**SERVICE 632
LAUNCH**

**DYMOCK, GORSLEY &
KILCOT TO NEWENT
SHOPPER**



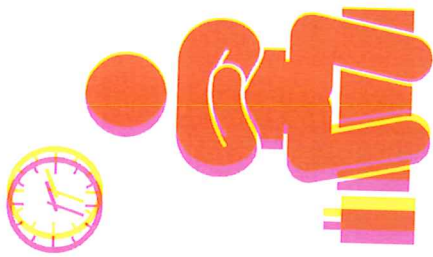
**MAY
2022**

The Government Agrees

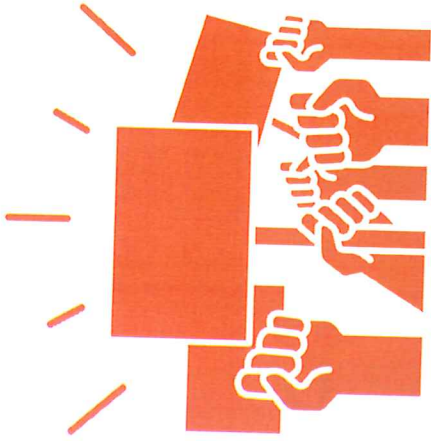
**"there can be no return to a situation
where services are
planned on a purely commercial basis"**

National Bus Strategy
Department for Transport

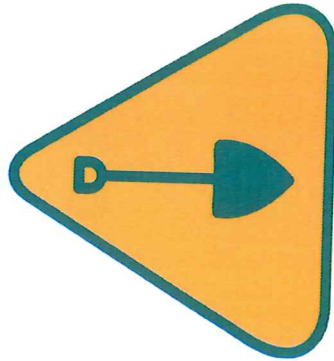
SO WHAT NOW?



Wait and See



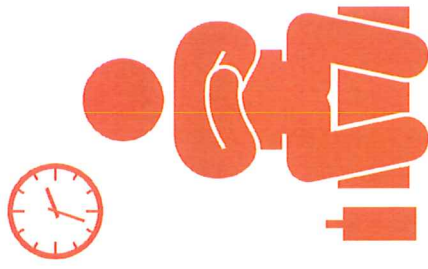
Lobby and Protest



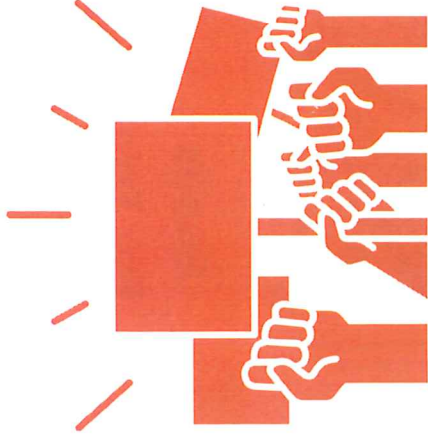
Work for Change

SO WHAT NOW?

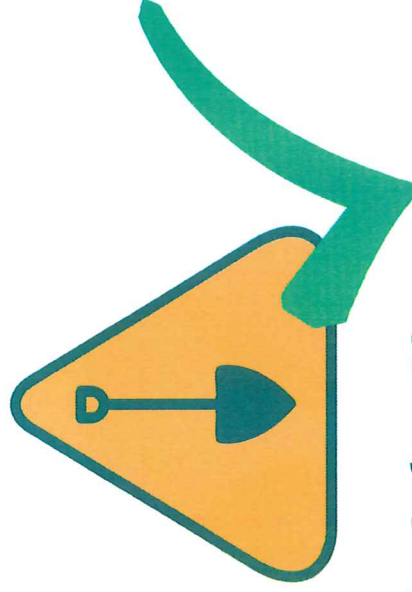
3216



Wait and See



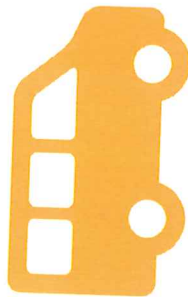
Lobby and Protest



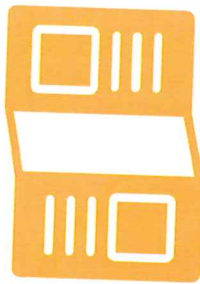
Work for Change

Our Campaigns

WHAT WE'RE AIMING FOR



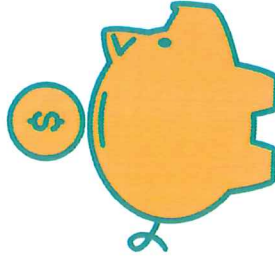
**Buzzing Bus
Services**



**Brilliant Bus
Information**



**Beautiful
Bus Stops**

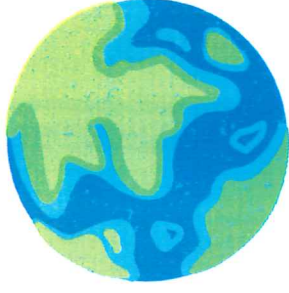


**The
Bus Bank**



**Buses
For Fun**

Why Buses?



3218
Independence
Mental Health
Physical Health
Affordability

Quicker Journeys

Cleaner Air

Fewer Potholes!

Staff

Customers

Community

Visitors

Less than
half the Co2
of a private
car journey

**Well, at least you can
get out of Ledbury on
the train . . .**

**Does anyone really
want to go to
Newwent? It's just
not a destination . . .**

**What on earth would
you do for six hours
in Ross?**

Sustainable Tousim Offering

Ledbury



Dymock

Ross

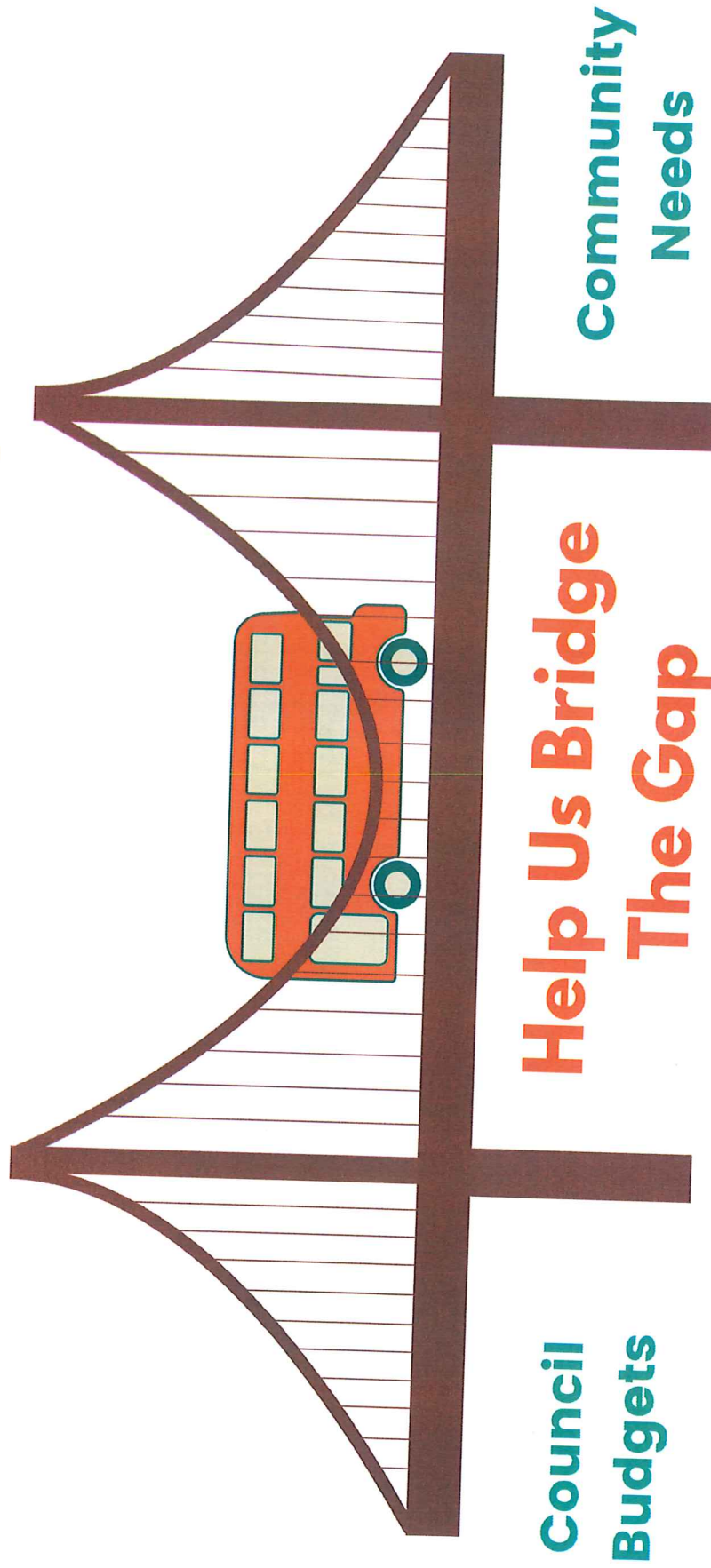
Gorsley

Newent

232 Proposal

- Direct link between Ross and Ledbury, via Newent
- 6 buses per day (4 on Sundays)
- 2 hourly service
- Hourly may be possible at peak times
- Connects to Stagecoach Service to Gloucester at Newent
- Connects to Ledbury Rail Station
- Serves John Masefield Students (John Kyrle?)
- Target Start Date 5th september

How Can You Help?



How Can You Help?

- Cost of Service £250 - £325k per year.
- Ticket sales £60 - £80k
- County Councils may contribute £70 - £100k
- Help us bridge the funding gap.
- Agree an amount from 2023/24 budget
- Repeated for 3 years, maybe longer.
- Agreement by end of July for September start date

Thank you!

ANY QUESTIONS?

3224



Newent, Ross and Ledbury Bus Connections Survey Community Impact Report

3225

Headline Results for discussion

Transport Planning Team

Jon Harris MRTPI FCILT



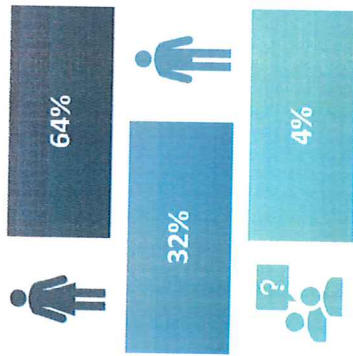
Introduction



March to May
2022



158 Individual
Responses



There were 158 responses to the survey where 64% identified as female, 32% identified as male, and 4% defined as other/preferred not to say.

Gloucestershire Community Rail Partnership (GCRP) has prepared this headline report to tackle the community impacts felt by withdrawal of key bus services connecting Newent, Ross-on-Wye and Ledbury.

This builds on initial research carried out 'on-bus' with customers impacted by service losses, but now focusing on longer term solutions that could be found to reconnect communities to essential services and also to other transport interchanges (e.g. Ledbury railway station) for longer-distance onward travel

These findings are intended to support ongoing discussions with Town and Parish Councils, transport operators and the relevant local authorities

Both the initial on-bus research and this more comprehensive dataset was funded through Gloucestershire CC's Integrated Transport Unit with considerable local effort from community organisations and Buses4Us (<https://www.buses4us.org/>)

Using the 32/132 in the past

- 157 responses

3227

How often did you use the 32/132 between Newent, Ross, Ledbury (and Gloucester)?

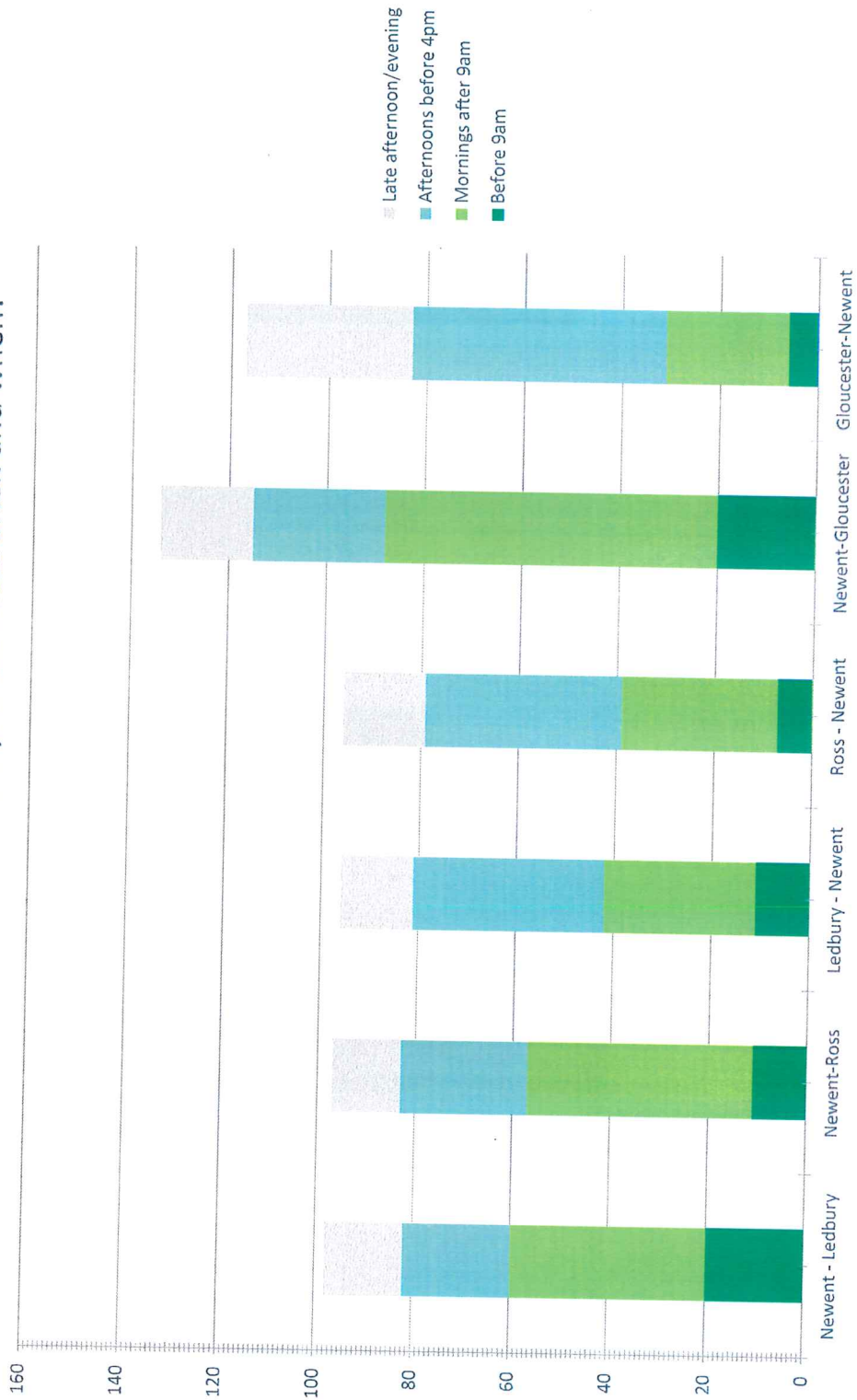


Use of services and timings

- 150 responses

3228

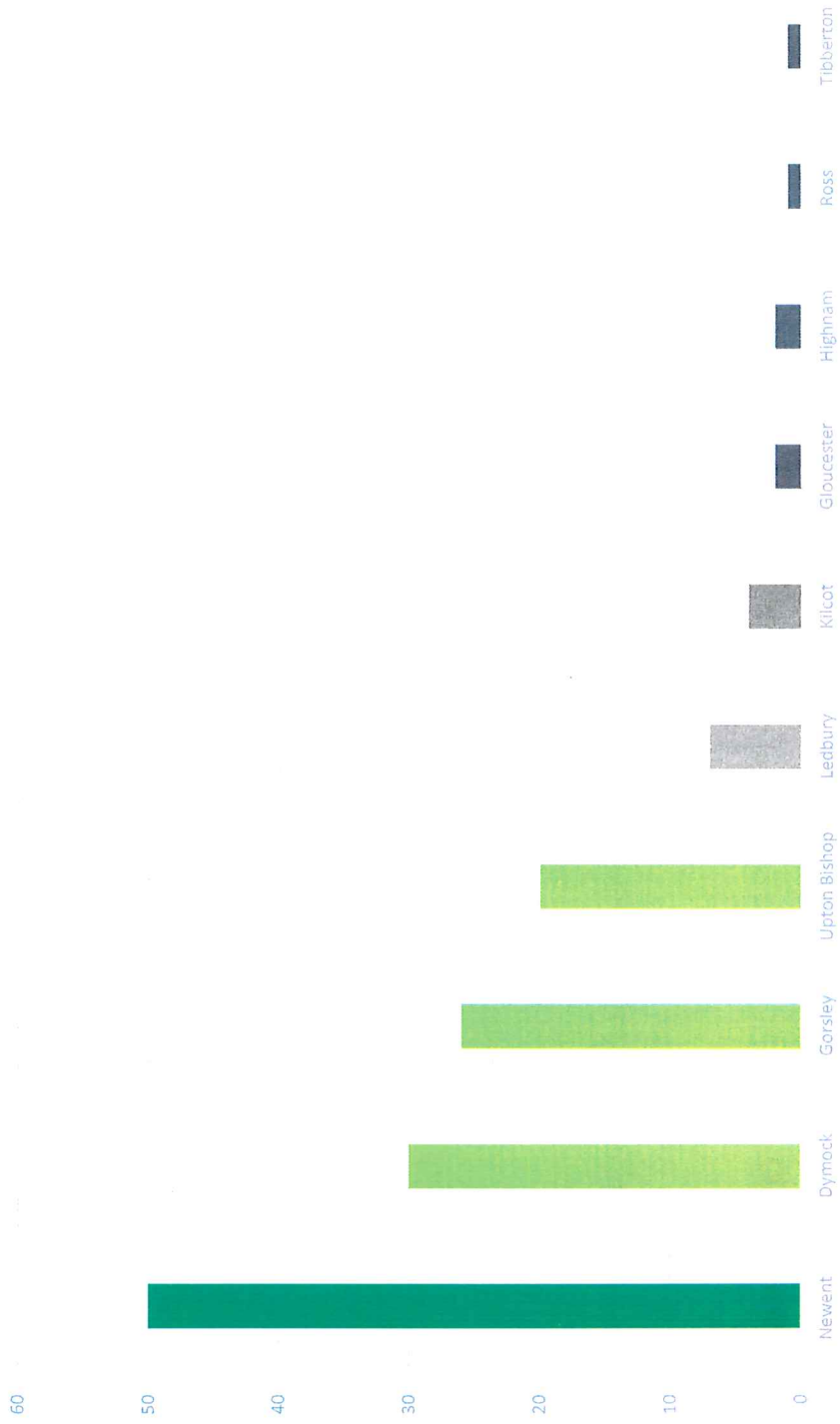
Which bus services did you use most often and when?



Where people were/are travelling from

- 146 responses

Number of responses by location - where people are travelling from



3229

Where people were/are travelling to

- 144 responses

Number of responses by location - where people are travelling to

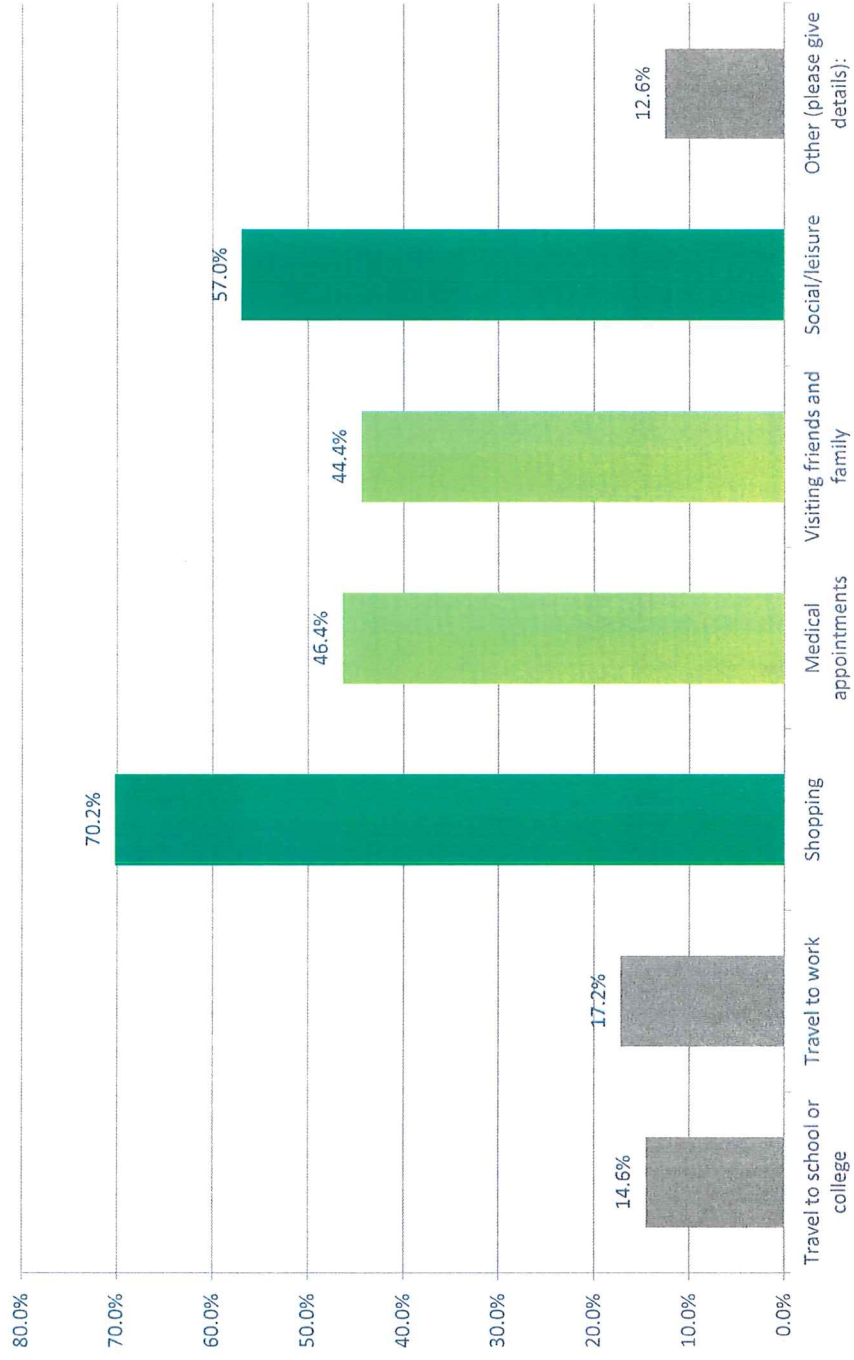


3230

Journey purpose

- 151 responses

What did you use the bus for? Choose as many options as you need

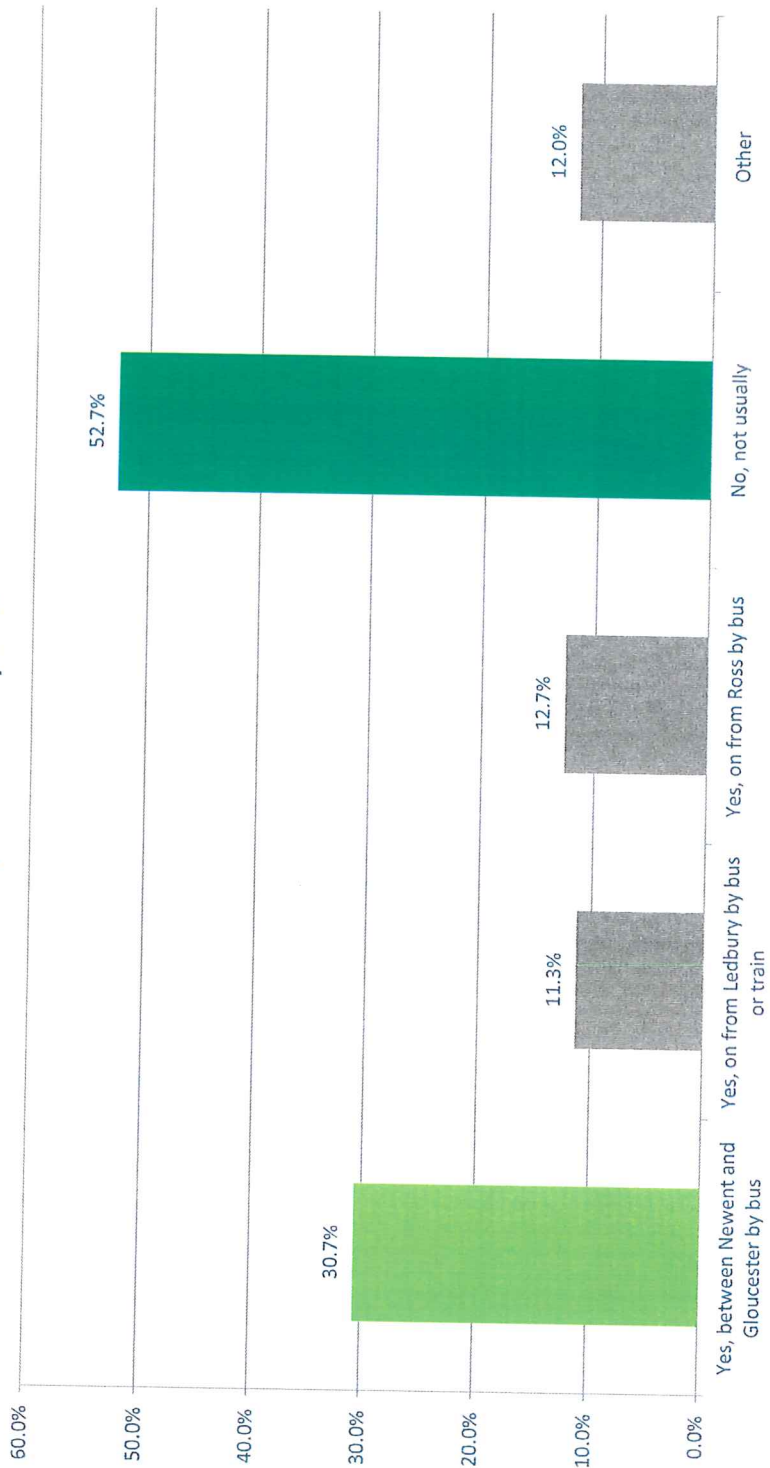


3231

About overall/onward journeys

- 150 responses

Was your journey on the 32/132 usually part of a longer journey by public transport?

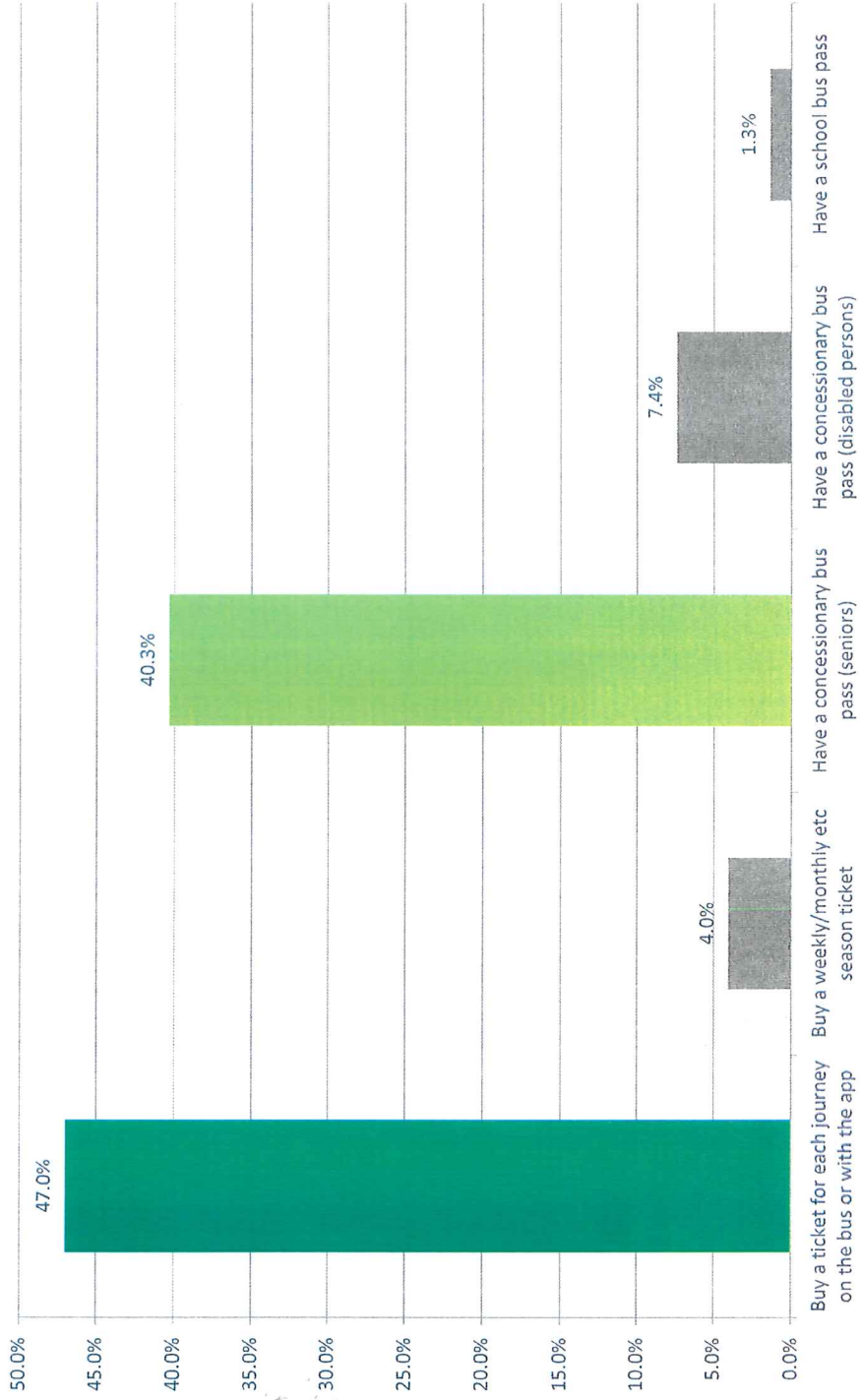


3232

Paying for the bus

- 149 responses

How do you normally pay for your bus journeys?



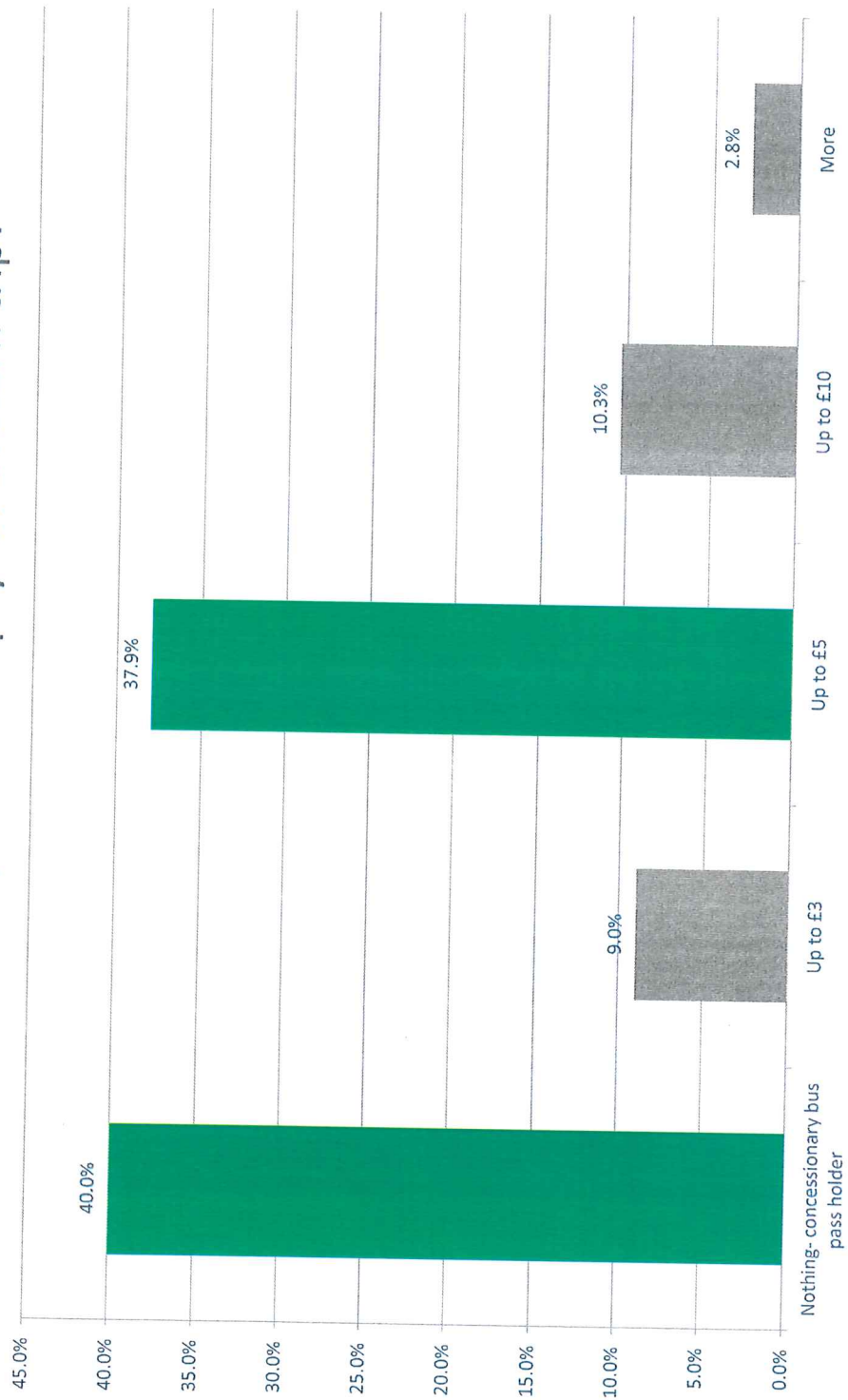
3233

Affordability

- 145 responses

3234

And what are you able to pay for a return trip?

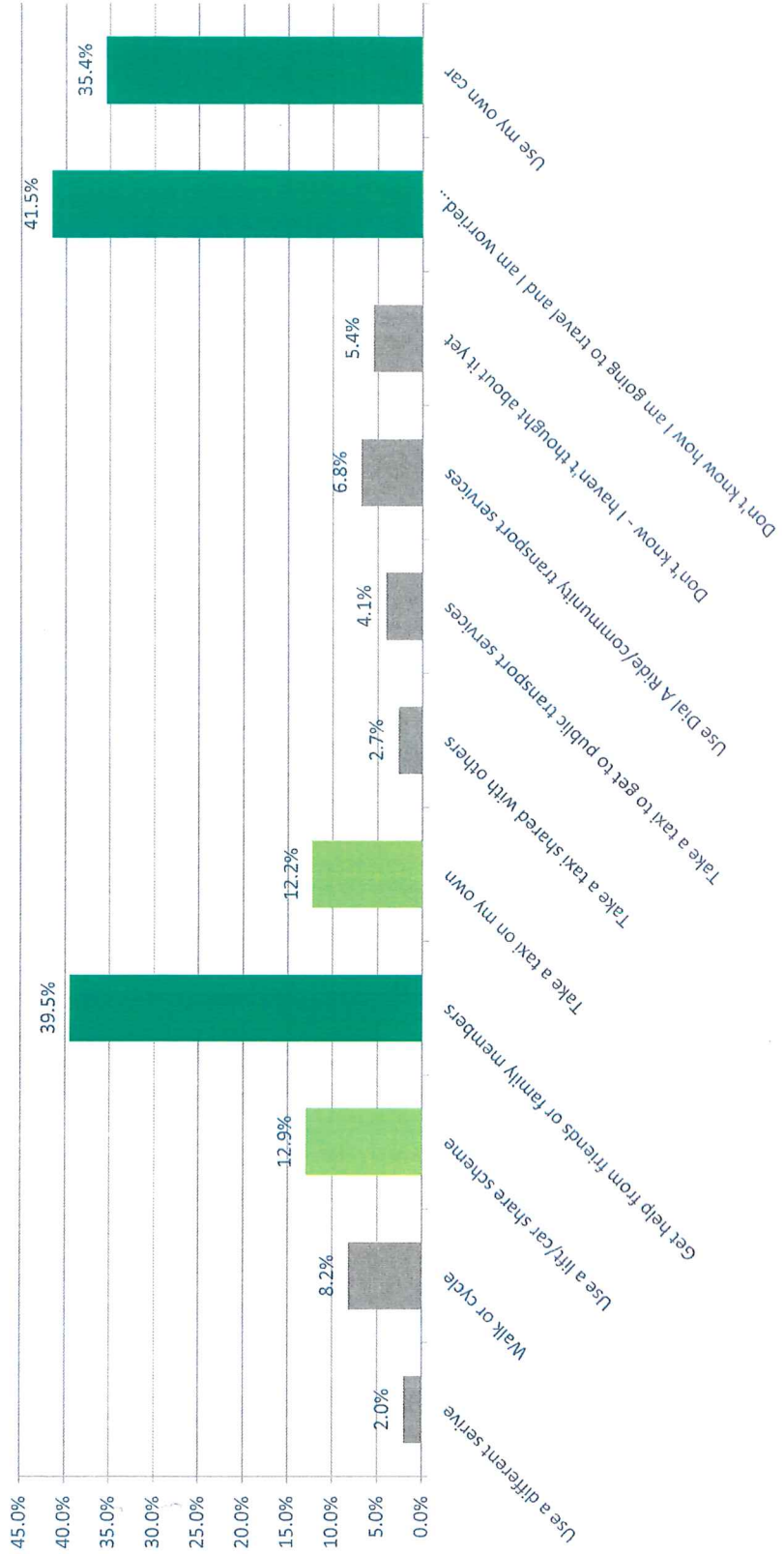


Getting around in future

How are you planning to make a journey you would have usually made by bus in future? Complete the survey for each person in your household affected by the bus changes

- 147 responses

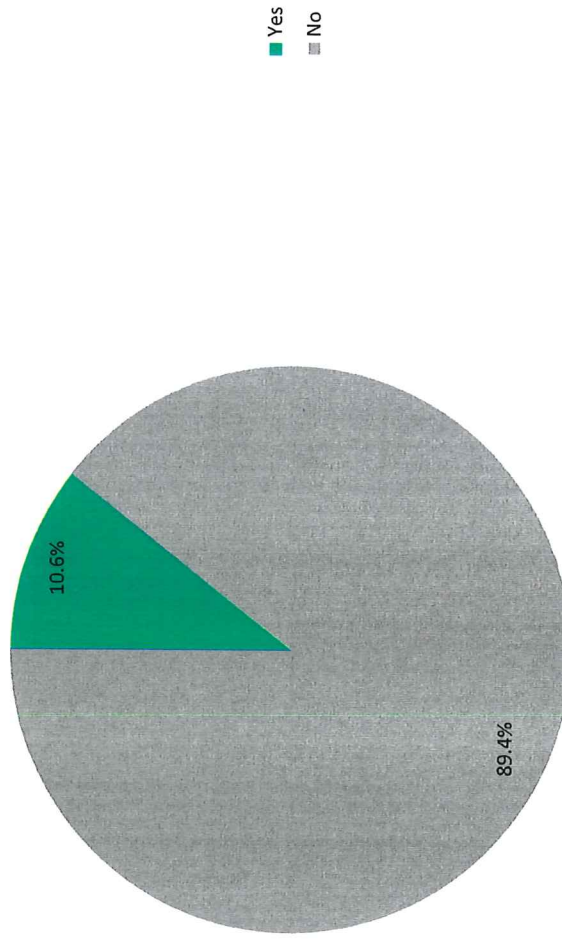
3235



Follow up

- 142 responses

Would you like a confidential call from a personal travel advisor to see what specific solutions could help you and explain what is available?



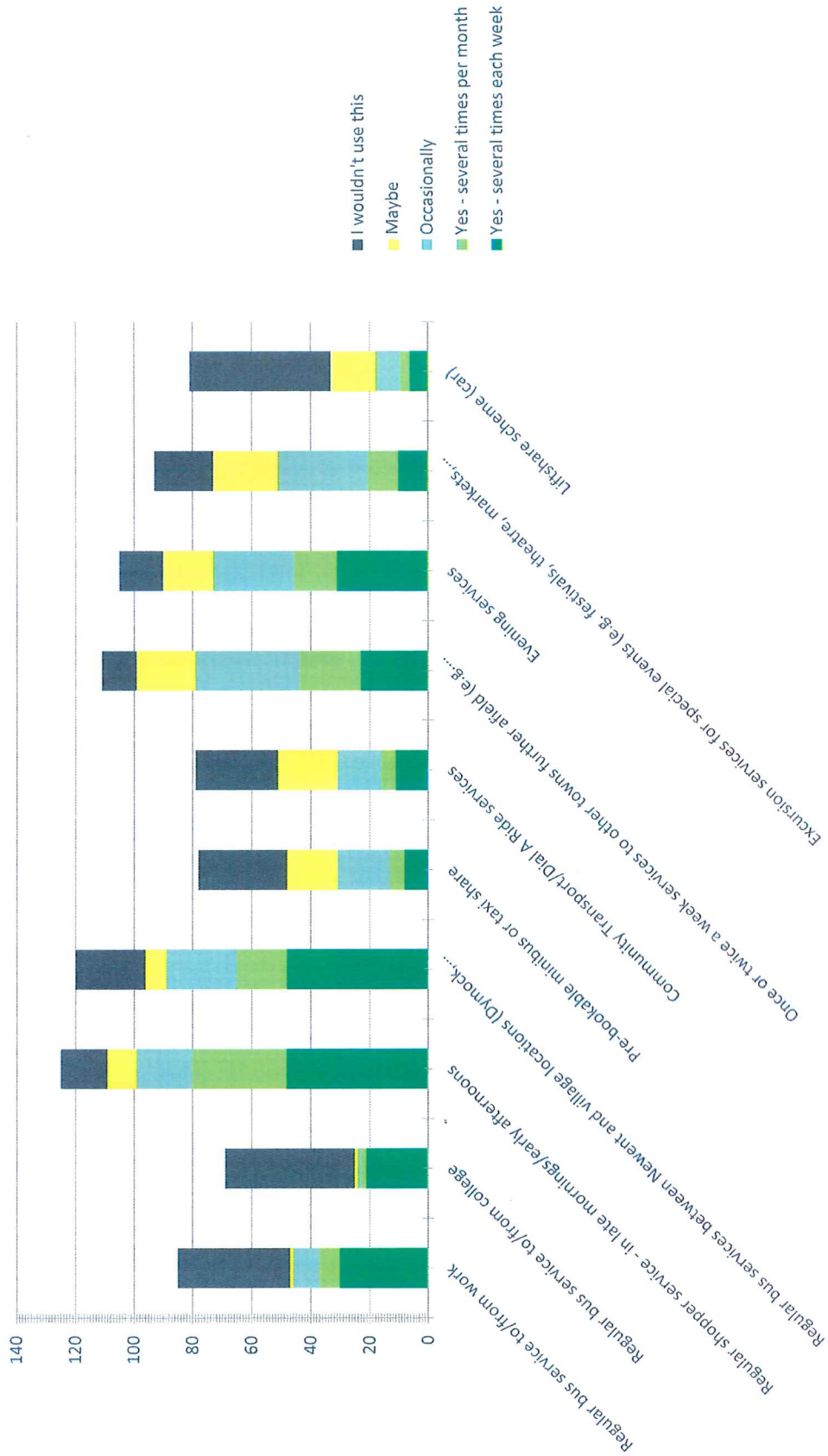
3236

About future services

• 148 responses

3237

Viability: What services would you like to see in the future and how often would you use them?

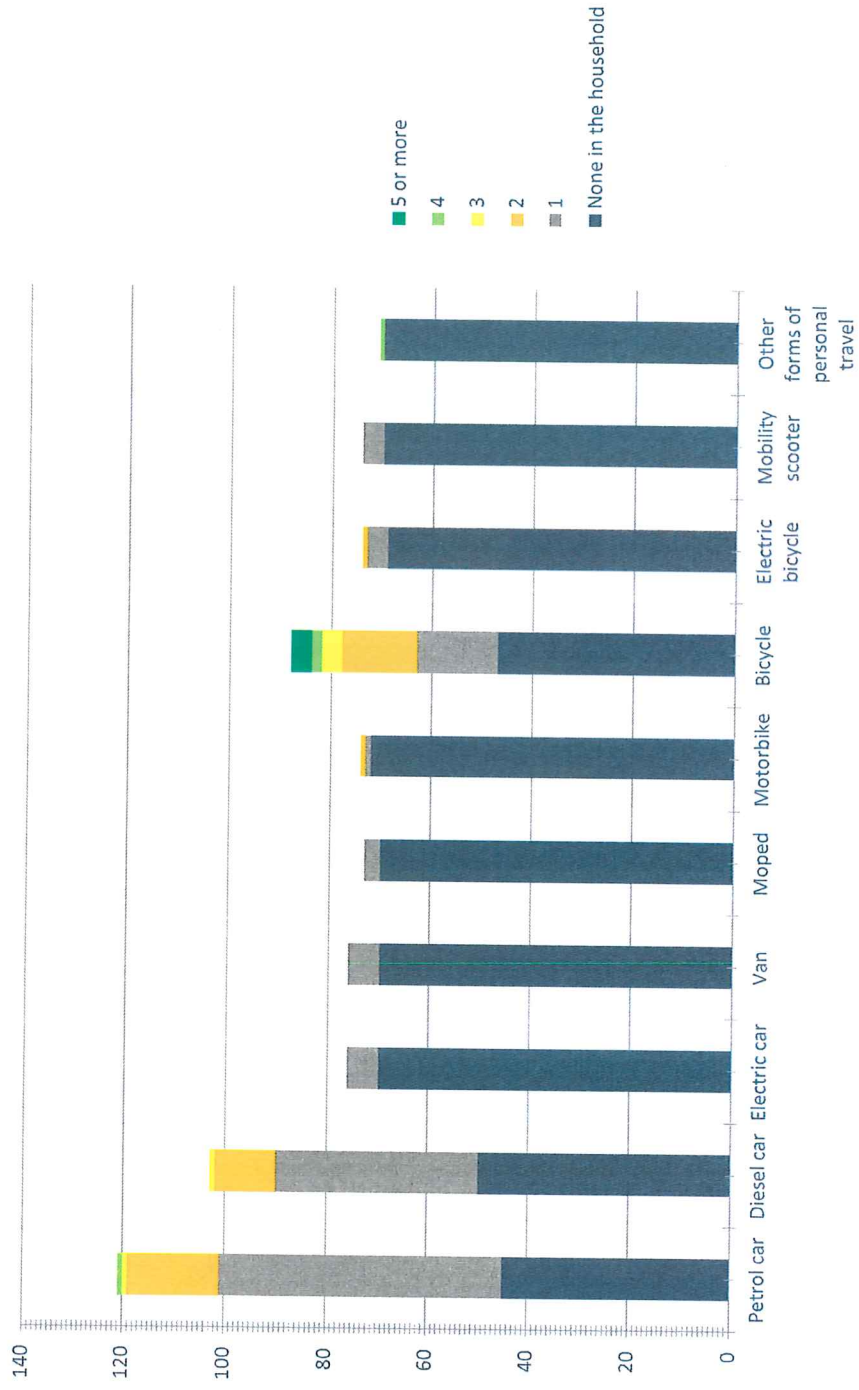


About household access to transport

- 143 responses

3238

Can you help us with some more information about how your overall household uses private transport such as cars, motorbikes or bicycles. Tell us how many of each you have access to normally

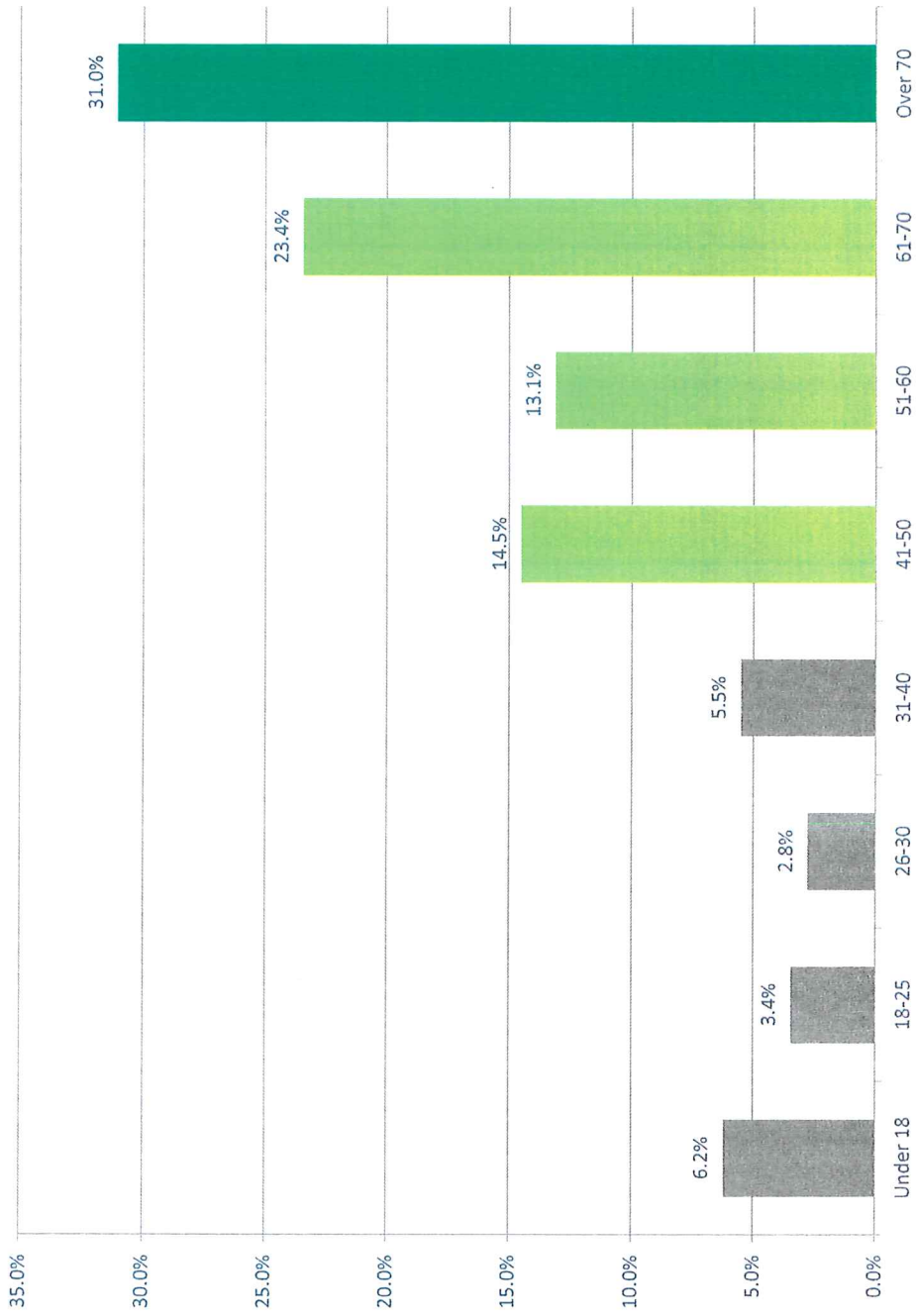


Age bracket

- 145 responses

3239

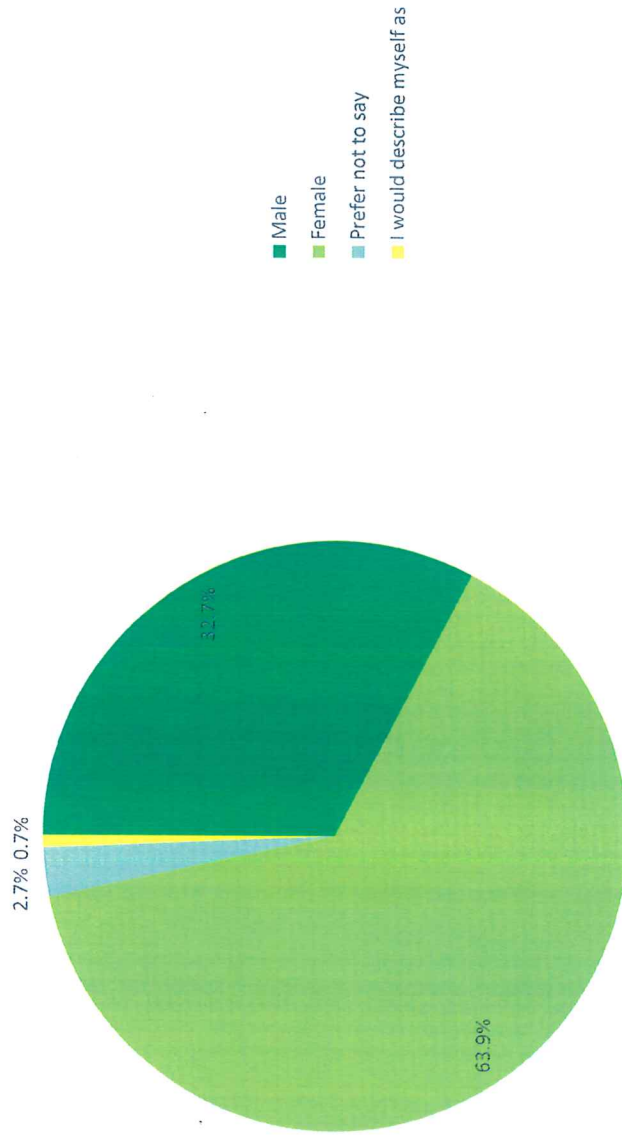
What age bracket do you fall into?



Gender

- 147 respondents

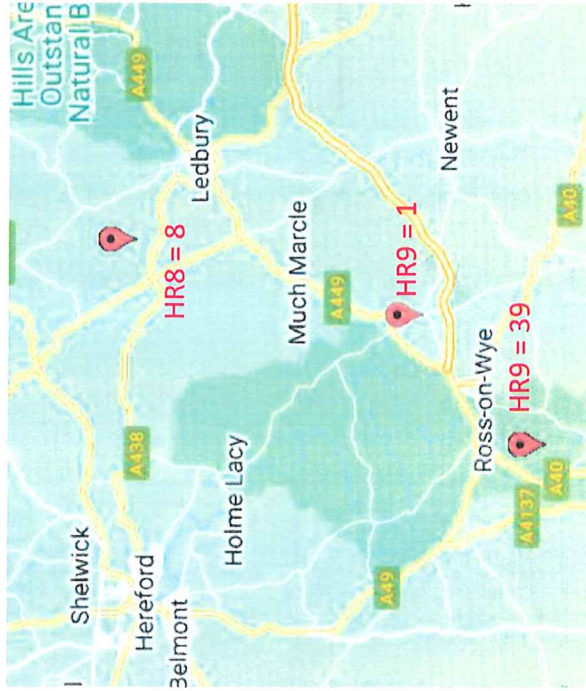
How would you self-describe your gender (this is to help us see if there are any specific transport issues linked across to gender)



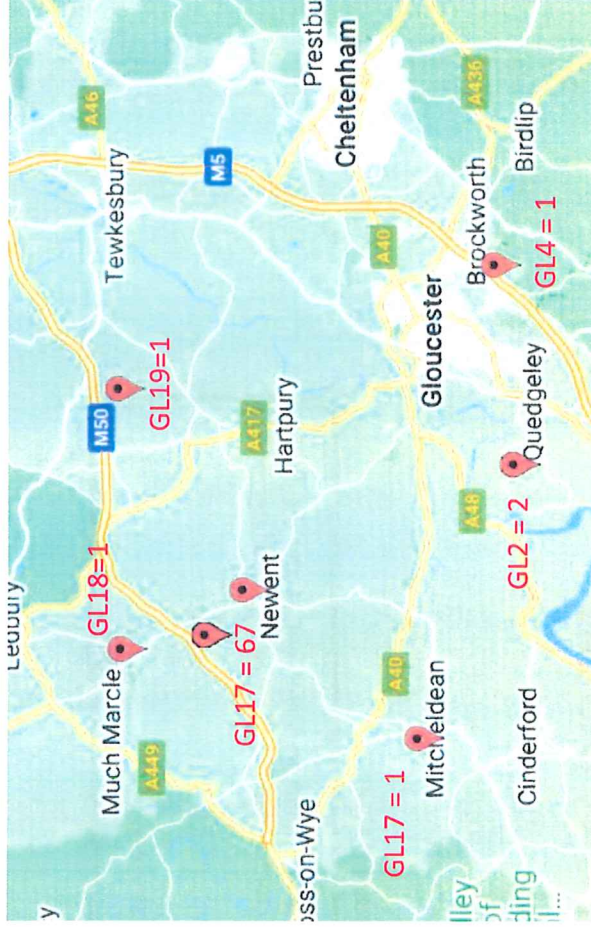
3240
3239

Postcode zones of participants

- HR postcodes



- GL postcodes



3241

Contact Details

GCRP Contact Details

For more information on the Gloucestershire context and the GCRP, speak to Jon Harris, Director for Planning, Accessibility, and Integration

Web: www.gloucestershirecommunityrail.org.uk
Email: jon@gloucestershirecommunityrail.org
Phone: +44 (0) 7881 805 952

3242

Bus Proposal Summary

Buses4Us is a community action group working for better public transport in the Newent area of Gloucestershire.

Currently, we are working to re-instate regular bus services between Newent, our outlying villages and our two neighbouring towns of Ledbury and Ross-on-Wye.

Our towns and villages were connected by regular buses for over 70 years. These were discontinued in February, having ceased to be "economically viable" during the pandemic.

Why is this Important?

We believe it's vital we get these services up and running again, for many good reasons.

For People:

- For the people who relied on our bus services daily throughout the pandemic. Many of them key workers who didn't have the option of furlough or working from home.
- For the many more bus travellers who endured loneliness and isolation but stayed at home to save lives during COVID. Elderly and vulnerable people, students and young people who were looking forward to getting back to normal when our services were cut.
- For the growing number of people forced to give up their cars due to the cost of living crisis, who must now rely on public transport.
- And for all those who want to swap private car journeys for bus journeys to help fight climate change.

For Places

- Good public transport services bring customers to local businesses. Studies have shown that £1 invested in public transport delivers £4 in benefits to the local economy.
- Help employers recruit and retain staff.
- Keep roads clear and air clean by reducing the number of private car journeys.
- Allow visitors to access our towns and explore our countryside in a sustainable, environmentally friendly way.

For The Planet

In developed countries like the UK, the transport sector accounts for more carbon emissions than any other. Private car journeys make up over half of these emissions. Choosing to catch the bus rather than jump in the car is one of the most significant things we can all do to fight climate change.

Shouldn't the Government or the County Council Sort This Out?

The government has a National Bus Strategy which has seen millions of pounds granted to some counties to improve bus services and reduce bus fares.

Sadly Gloucestershire and Herefordshire have yet to receive any of this funding and it's not clear if or when they will.

So although everyone agrees that good bus services are a vital part of a sustainable future for rural communities our county councils just don't have the cash to get our buses back on the road right now.

That's where we come in - and hopefully you too. We're working to bridge the financial gap between what our county councils can afford and what our communities need.

What Will It Cost?

Running a regular daily service that will cater to the needs of commuters, students, shoppers and leisure travellers is going to cost £250,000 per year. We aim to make the service financially secure for at least three years so that people know they can rely on it and plan their travel around it.

There will be some revenue from bus ticket sales, but we have no way of knowing how much this will be in the first year.

We are expecting our two county councils to contribute £70,000 per year between them.

Town and parish councils don't have responsibility for funding public transport, but all the councils along our route see the importance to our communities and are each considering a contribution. This is likely to total another £60,000 per year.

Finally, we have grant applications pending which, if successful, will yield a further £70,000 per year.

This leaves us £50,000 short of our first-year target and we are seeking donations from local business and individuals to bridge that gap.

32/132 Passenger Numbers 2019 and 2021.

These are quite difficult to read, so a couple of notes.

The figures are daily averages taken over a number of weeks. During the year, across both term time and school holidays.

They show passengers who boarded the bus at each of its stops, on each journey through the day.

They exclude passengers who boarded the bus between Gloucester and Newent but continued after Newent, on towards Ross and Ledbury.

They also exclude passengers on the Newent to Ross School run, which Stagecoach are continuing to operate.

They show that, excluding passengers who board before Newent, and John Kyrle students, there services were carrying an average of:

- 81 return passengers per day in 2019
- 62 return passengers per day in 2021

To fully cover their running costs the services would have needed to be carrying around 120 passengers per day, on average.

There are 3 key differences between the defunct Stagecoach service and our proposed new service.

- The new service will receive promotion and marketing, including sustainable tourism destination marketing designed to draw people into the area. The old service, despite falling passenger numbers, had benefited from little or no promotion for years.
- The new service provides a direct link between Ross and Ledbury in under an hour. This was not possible on the Stagecoach service.
- The new service is a community-led initiative. Buses "owned" by the community are well documented as having very good uptake.

2021 Figures

Gloucester dep	05:30	07:35	07:45	09:15	10:15	11:15	12:15	13:15	14:15	14:35	14:45	16:15	16:45	17:15	17:55	18:45	19:45
Ross arr		08:36		10:11		12:11		14:11		15:31				18:08		19:31	20:31

JW 3245

	08: 46	11:1 1	13: 11	15: 11	17: 11	18: 51											
	1	5	7	11	13	15	17	19	21	23	27	29	31	33	35	37	39
0001 Gloucester Centre																	
0002 Highnam Corner																	
0003 Highnam - The Green																	
0004 Rudford																	
0005 Highleadon Turn																	
0006 Mailswick																	
0007 Newent		13	3	2	1	2	2			2					2		
0009 Botloe's Green				0													
0010 Dymock		2		0		0											
0012 Deer Park		0		1		0											
0013 Ledbury							0										
0021 Kilcot																	

3246

0022 Gorsley	0	0	0	0	0
0023 Upton Bishop	1	0	0	0	
0024 Phocle Green					0
0025 Labels Outlet		0	0		
0026 John Kyrle School	0				

	07: 20		09: 15		11: 15		13: 15		15: 15		17: 15				
	06: 30		08: 50		10: 20		12: 20		14: 20		15: 35		18: 20		
06:2 3	07: 33	08: 38	09: 08	09: 48	10: 18	11: 18	12: 18	13: 18	14: 18	15: 18	16: 28	16: 38	17: 48	18: 18	19: 13
2	4	6	8	12	14	16	18	20	22	24	28	30	34	36	38

0027 Ross-on-Wye	2	0	3	4	4	3	0	2
0026 John Kyrle School			0		0			0
0025 Labels Outlet			0		0			
0023 Upton Bishop	1	0	0	0	0	0	0	0

3247

0022 Gorsley	2	1	1	0		0	0
0021 Kilcot		0	0	0	0		0
0013 Ledbury	2	2	3	4	15		3
0012 Deer Park	0	1	1	0	0		0
0011 Donnington		0	0				
0010 Dymock	2	2	2	1	1		0
0009 Botloe's Green	0	0	0	0	1		0
0008 Three Ashes	0			0	0		
0007 Newent							
0006 Mailswick							
0005 Highleadon Turn							
0004 Rudford							
0003 Highnam - The Green							
0002 Highnam Corner							

3248

2019

Gloucester	05 15	073 5	074 5	091 5	101 5	111 5	121 5	131 5	141 5	144 5	161 5	164 5	171 5	175 5	184 5	194 5	225 5
Ledbury			084 6		111 1		131 1		151 1		171 1			185 1			
Ross-on-Wye		083 6		101 1		121 1		141 1		153 5			180 8		193 1	203 1	

0001 Gloucester Centre																	
0002 Highnam Corner																	
0003 Highnam - The Green																	
0004 Rudford																	
0005 Highleadon Turn																	
0006 Mailswick																	
0007 Newent			9	2	2	2	2	2	1	1	1		2	1			

3249

0009 Bolloe's Green				0	0	0	0
0010 Dymock	3	2	0	0			
0012 Deer Park	0	0		0			
0013 Ledbury		0	0				
0021 Kilcot	0	0					
0022 Gorsley	1	0	0	0	0	0	
0023 Upton Bishop	1	0	0	1	1		
0024 Phocle Green		0					
0025 Labels Outlet		1	1				
0026 John Kyrle School				0			

	063 5		085 0		102 0		122 0		142 0		153 5		182 0			
		072 5		091 5		111 5		131 5		151 5		171 5				
06 08	073 3	083 8	090 8	094 8	101 8	111 8	121 8	131 8	141 8	151 8	162 8	163 8	174 8	181 8	191 3	235 3

3250

0014 Ross-on-Wye	7	2	4	5	4	3
0013 John Kyrle School	0	0	1		0	0
0012 Labels Outlet			0	0	0	
0011 Phocle Green				0		
0010 Upton Bishop	1	0	0	0	0	
0009 Gorsley	1	1	1	0	0	0
0008 Kilcot	3	1	0			0
0013 Ledbury	2	3	5	5	14	3
0012 Deer Park	1	1	1	0	0	0
0011 Donnington		0	0			0
0010 Dymock	5	3	2	1	0	0
0009 Botloe's Green	0	0	0	0	0	
0007 Newent						
0006 Mailswick						

3251

0005 Highleadon Turn	
0004 Rudford	
0003 Highnam - The Green	
0002 Highnam Corner	
0001 Gloucester Centre	

LTC Clerk

From: Clare Stone <clare_stone@icloud.com>
Sent: 12 July 2022 17:09
To: LTC Clerk; John Bannister; Phillip Howells
Subject: Bus Support Proposal
Attachments: DRAFT Proposed timetable.pdf; Town Councils Presentation.pdf; Newent Bus Survey findings - GCRP v1 070622 (2).pdf; Bus Poroposal Summary.pdf; Stagecoach 32_132 passenger numbers.pdf

Hi Angie,

Here are some documents that could be useful :

- stagecoach passenger figures are useful background, though they were provided to GCC as evidence of the "non-viability" of the service, so a suspicious-minded person might be inclined to question their accuracy.
- bus Proposal summary, summarises what this is all about.
- Newent bus Survey is Passenger Needs Analysis commissioned by GCC.
- Town council Presentation is the slides from the talk we did for representatives from Newent, ross and Ledbury.
- Draft proposed timetable is just that.

A couple of other things that might come up:

Newent and Ross have the item on their agenda at roughly the same time as yourselves.

In terms of legal status Buses4Us is part of Newent Initiative Trust, which is a registered charity of 20 years standing.

the figure of £250,000 to run the bus for a year is the high end of estimates provided by 2 operators. Once the funding package is secured, the route wil go out to formal tender through GCC's transport unit. They will also handle the contract with the chosen operator, and any monies pledged can be paid directly to GCC, if the council prefers. We are doing another quick survey to assess potential demand this week, I will be able to let you have the results on Monday.

Are there public participation sections at your meetings? If yes, I expect there may be people who would like to attend.

Hope this all makes sense. if there is anything else needed please let me know.

Kind Regards

Clare Stone Buses4Us
www.buses4us.org
07766 496210

Bus Stop Poll Results

Nearly 5 months on from the loss of our bus services we were keen to find a way to gauge whether there were still potential passengers for bus services between Newent, Ross and Ledbury. Or whether our potential passengers had moved on.

We had limited time and resources, so we aimed to keep it simple.

We aimed to speak to 100 passengers, waiting for the bus to Gloucester in Newent. We had one simple question for them:

“If we had regular bus services to Ross and Ledbury, do you think you might use them?”

We managed to speak to 86 people over 3 days 14.15 and 16 July.

This is how they answered.

Yes	No
74%	26%

The poll is pretty un-scientific, on the one hand, people might be reluctant to say “No” to an interviewer who is campaigning to restore bus services.

On the other hand, all the passengers we spoke to were travelling to Gloucester, and had maybe never had a reason to visit Ross or Ledbury.

On the positive side, everyone we spoke to was an actual bus user.

For us, the poll gave a reassuring indication that if we are successful in reinstating services, there is a potential market for them.

Information provided by Councillor Howells in respect of Bus Proposal

Worst case:

Maximum expected annual cost:	£325,000
Minimum income expected:	
Gloucs CC contribution:	£ 70,000
Herefordshire CC contribution:	£ 70,000
Ticket sales:	<u>£ 60,000</u>
Total minimum income:	£200,000
Gap between income and expenditure to be funded by parish councils:	£125,000

Best case:

Minimum expected annual cost:	£250,000
Maximum income expected:	
Gloucs CC contribution:	£100,000
Herefordshire CC contribution:	£100,000
Ticket sales:	<u>£ 80,000</u>
Total minimum income:	£280,000
Gap between income and expenditure to be funded by parish councils:	£0

Average/mid-point case:

Annual cost (approx.):	£290,000
Income expected:	
Gloucs CC contribution:	£ 85,000
Herefordshire CC contribution:	£ 85,000
Ticket sales:	<u>£ 70,000</u>
Total minimum income:	£240,000
Gap between income and expenditure to be funded by parish councils:	£ 50,000

Assuming this means Ledbury, Newent and Ross councils = approx. £17,000 pa for 3 years each

On a population basis (Ledbury and Ross approx 10k each, Newent approx £5,000)

Proportionate contributions:

Ledbury and Ross = £20,000 pa for 3 years each

Newent = £10,000 pa for 3 years

Which is in line with the £24,000 pa contribution pledge requested from Ledbury

Key issues to consider:

- Main reasons for travel by bus (not work)
- Main destination/route (Newent to Gloucester)
- Concessions/income impact (approx. 50% of passengers on no-pay concessions)
- Absolute number of passengers (quite low, biased towards the elderly)
- How much numbers could be increased in the 3 years by promoting tourism/visitors to use buses more

Issues added for consideration by Tim Barnes, CAL, who was invited to attend the meeting to give advice:

3254 (a)

- Type of licence to run the service: councils forbidden to run commercial services, has to be free or at cost (proposed ticket prices do reflect the not-for-profit ticket cost option)
- Management and maintenance of buses, by whom, type of contract, who owns/runs the contract (proposed to be run by a charity, Newent Initiative Trust; Gloucs CC will manage tender process and contract)
- Recruitment of sufficient licensed drivers (not automatic D1 licence as in the past, so need to train/recruit trained drivers and they are in short supply)

325A(b)