

# LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES, CHURCH STREET, LEDBURY

HEREFORDSHIRE HR8 1DH. Tel. (01531) 632306

Email: [clerk@ledburytowncouncil.gov.uk](mailto:clerk@ledburytowncouncil.gov.uk)

Website: [www.ledburytowncouncil.gov.uk](http://www.ledburytowncouncil.gov.uk)

25 March 2022

Dear Councillor

You are summoned to attend the reconvened meeting of **LEDBURY TOWN COUNCIL** to be held on **Monday, 11 April 2022 at 7.00 pm in the Methodist Church, Bye Street, Ledbury**, for the purpose of transacting the business shown in the agenda below.

Please bring the papers previously despatched to you for the meeting scheduled for 31 March 2022 along with the attached.

Yours faithfully

Angela Price PSLCC, AICCM  
Town Clerk

## A G E N D A

**1. Apologies**

**2. Declarations of Interests**

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

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

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

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

**(Page 2357)**

**4. To approve and sign the minutes a meeting of a meeting of Council held on 3 February 2022 and extraordinary meetings of Council held on 9 February and 14 March 2022**

**(Pages 2358 - 2385)**

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

To receive reports from Ledbury Ward Members:

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

**6. Mayors Communications (To Follow)**

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

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

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

**MINUTES**

- 9. To receive and note the minutes of a meeting of the Economy & Tourism Committee held on 3 March 2022 and to give consideration to any recommendations therein (Pages 2386 - 2394 )
- 10. To receive and note the minutes of meetings of the Planning Committee held on 10 February and 10 March 2022 and to give consideration to any recommendations therein (Pages 2395 - 2408)
- 11. To receive and note the minutes of a meeting of the Environment & Leisure Committee held on 17 March 2022 and to give consideration to any recommendations therein (Pages 2409 - 2419)
- 12. To receive and note the minutes of a meeting of the Finance, Policy & General Purposes Committee held on 24 March 2022 and to give consideration to any recommendations therein (To follow)
- 13. To receive and note the minutes of an extraordinary Resources Committee held on 21 March 2022 and to give consideration to any recommendations therein (Pages 2420 - 2423 )
- 14. To receive and notes the minutes of a meeting of the Events Working Party held on 24 March 2022 (To follow)

15. **Notes of Ledbury Town Council Parish Zoom meeting held on 9 March 2022** (Pages 2424 )

#### **GOVERNANCE**

16. **To Nominate two Councillor representatives to attend Parish Summit meetings hosted by Herefordshire Council** (Page 2425)
17. **New Model Code of Conduct and arrangements for dealing with Code of Conduct Complaints Against Councillors** (Pages 2426 - 2503)
18. **Local Authority Remote/Hybrid Meetings** (Pages 2504 - 2508)

#### **GENERAL**

19. **Outside Bodies Reports (If any)** (Pages 2509 - 2520)
- a. Minutes of a meeting of the Ledbury Carnival Association held on 9 February 2022
  - b. Rural Market Town Group – Local Councillor Panels – Rural Vulnerable Young and Older People
  - c. Minutes of a meeting of the Ledbury Strömstad twinning Association held on 1 February 2022
20. **Herefordshire County Destination Bid – Council Representation** (Page 2521)
21. **Ledbury Youth Drop-in** (Page 2522)
22. **Dog Hill Woods** (Pages 2523 - 2527)
23. **Market Towns Maintenance Fund** (Pages 2528 - 2531)
24. **Update on progress on War Memorial Repairs** (Pages 2532 - 2533)
25. **Tourist Information Centre update** (Pages 2548-2555)
26. **Welcome Back Fund Update** (Pages 2556-2561)
27. **Great Places to Visit Funding update** (Pages 2562-2567)
- 27(a) **Hiring Events Management Company** (Page 2568)

**28. Date of next meeting**

To note that the next meeting of Full Council will be the Annual Meeting scheduled for 12 May 2022

**29. 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**

**30. Citizen of the Year Award (Pages 2534 - 2547)**

**31. Ledbury War Memorial (To Follow)**

**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)**

FULL COUNCIL	3 MARCH 2022	AGENDA ITEM: 25
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Report prepared by Olivia Trueman – Community Development Officer

## **OPENING A TOURIST INFORMATION CENTRE IN LEDBURY**

### **Purpose of this Report**

The purpose of this report is to advise members of the Economy & Tourism Committee of the need for a Tourist Information Centre in Ledbury, and how the Town Council could facilitate timely progress for the 2022 Tourist season: Easter – October 2022

### **Detailed Information**

At a recent meeting of the grants Working Party, Members agreed to send a recommendation to a meeting of Full Council to open a TIC in the Town Council Offices. It was agreed that the reception area in the council would need a revamp and that the monies could be used from the Great Places to Visit Fund.

### **Tourist Information – Town Council Offices**

The Community Development Officer arranged a meeting with the Tour Guide Manager, current LTC receptionist, and Emma Jackson, the CDO'S maternity cover. It was agreed that having the TIC in the offices would benefit the Painted Room and that as the office is located on one of the most photographed streets in Ledbury, it would be an ideal location. This supports wider informal feedback from local voluntary organisations, members of the public and local traders that locating a Tourist Information Centre in the Town Council Offices would help promote more widely LTC and Ledbury as a helpful, friendly, welcoming place. It would also achieve the following objective outlined in the *Corporate Plan: Overall Outcome – Objective 1 – Enhance Community participation in the arts, culture and heritage: Key Action – Develop & Promote the Council Offices as the Heart of The Tourist Focus in Ledbury (page 22)*.

The receptionist advised that there was enough room for 2 members of staff to work in the reception area, as had been the case previously, and that there could be two desks, one for TIC enquiries and the other for the Town Council. It was agreed that Emma Jackson would work with the Tour Guide to plan a new layout for the reception which could be funded by the Great Places to Visit Fund.

The Community Development Officer had advised a member of the Heritage Centre that the TIC could be opening in the Town Council offices, and they had stated that the TIC would be an asset to all museums and centres on Church Lane

### **Staffing the TIC, including employing a TIC Manager**

In order to manage a Tourist information Centre in the Town Council offices, it was noted that the council would have to investigate the possibility of hiring a TIC administrator and explore staffing arrangements. As part of that research, Emma Jackson will visit Leominster Town Council's TIC on Thursday 7 April and provide a verbal update to Council. At this stage, Council might like to note that by locating the TIC in the Town Council Offices, the role of TIC Guide could also include some TIC administration which is likely to enhance recruitment possibilities, which for Tour Guides alone is proving problematic.

### **Masters House**

Members will recall that a report was submitted to the Economy and Tourism meeting explaining that the 'Victorian Wing' in the Master's House was going to be used as a children's library due to covid resilience. The Community Development Officer had contacted Officers at Herefordshire Council and they have since responded with further details about leasing arrangements. These are attached in full in Annexe A. Councillors might like to note that there is a cost of £6,500 per annum.

As many councillors will know, the existing building being used to facilitate the Tourist Information has now permanently closed, leaving Ledbury with no TIC.

Members will recall in the previous Economy and Tourism meeting, that the Community Development Officer was asked to investigate possible venues for a Tourist Information Centre, and whether there was a demand for one in Ledbury. The Community Development Officer has since had multiple meetings with Visit Herefordshire and other nearby tourist information centres and can confirm that a TIC would be an attribute to Ledbury, especially in the tourist season.

One venue discussed was the office which was once leased by the Poetry Festival in the Masters House. However, the Government has stated that priority should be given to children's libraries due to Covid-19, and therefore the office is no longer available. Officers at Herefordshire Council have advised that this is not permanent, and they will contact the council once the space is available.

### ***Photos and map of the office located in the Masters House attached.***

As an interim, LTC could open a TIC in the reception of the Town Council Offices from Monday – Friday 10:00am – 4:00pm, and the Library and Heritage Centre could support the council by displaying information and leaflets on the weekends. The council have also been granted £10,000 of funding to provide tourism material as part of the Great Places to Visit Fund, which could purchase digital boards for visitors when the Tourist Information Centre is closed.

Visit Herefordshire/Orphans have agreed to promote the Town Council Offices as the new Tourist Information Centre, ready for the upcoming tourist season. The correspondence below has been received from Helen Bowden at Orphans Herefordshire -

*“Visit Herefordshire as it is now, soon to be the Herefordshire County BID very much value the role of the TIC’s. There is no replacement for having a physical presence where visitors know they will get helpful up to date information from a friendly face, even better if they can also buy maps, booklets and even local produce. See Leominster TIC as a thriving example. We will support your endeavours with training on the Herefordshire offer, advice and links to providers of all the relevant material needed to get going plus guidance on the best physical set up. There will be an engagement officer in the new BID who will be there to support you and will continuing leading our monthly zooms where we share best practice and discuss plans/events/any changes in the tourism scene”.*

### **Recommendation**

- 1. That Members of the Economy & Tourism receive and note the above information**
- 2. That Members of the Economy and Tourism Meeting agree to opening a Tourist Information Centre in the Reception Area in the Town Council Offices as soon as possible and mindful of the impending 2022 Tourist Season, and with ongoing engagement & support with and from both The Heritage Centre and Library.**
- 3. That Members of the Economy and Tourism instruct the CDO to speak with Herefordshire Council/The Master’s House staff regarding a second, smaller information point on site**

ANNEXE A :



**LEASE TO OCCUPY PART OF PREMISES at  
THE MASTER'S HOUSE, ST KATHERINE'S, LEDBURY, HEREFORDSHIRE  
DRAFT HEADS of TERMS**

**WITHOUT PREJUDICE, SUBJECT TO CONTRACT  
04.04.2022**

- a) **LANDLORD:** Herefordshire Council
- b) **TENANT:** Ledbury Town Council
- c) **DEMISE:** Exclusive use one ground floor room numbered R14 on the attached plan edged red  
Shared use of:  
Staff room – first floor  
wc's ground & first floor, lift
- d) **RENT:** £6,500 per annum payable quarterly in advance by BACS/direct debit.  
  
Inclusive of services (listed below) but exclusive of business rates and tenant's IT and phone costs
- e) **TERM:** 3 years – to be excluded from the protection of the Landlord & Tenant Act 1954, break clause on first anniversary subject to 3 months' prior written notice)
- f) **REPAIR:** Landlord: exterior, structure and common parts including services hot water and central heating system.  
  
Tenant: responsible for any repairs in excess of fair wear and tear. In this event, Landlord to carry out agreed repairs and recover cost from Tenant.  
  
At the end of the Lease the tenant is responsible for making good removal of any equipment and IT cabling etc, damaged carpet tiles/floor coverings. Landlord to carry out agreed repairs and recover cost from Tenant.  
  
For the avoidance of doubt, no screw fixings to be used. Landlord's consent is required for fixing any shelves etc. (Listed building).  
  
Tenant to clean own room including inside of windows, and empty the waste bins.
- g) **DECORATION:** Landlord: responsible for external decoration and common areas.  
  
Tenant: responsible for internal decorations of demised area only.



- h) **INSURANCE:** Landlord insures the building against fire and other perils and will recharge an apportionment of the insurance premium based upon floor area occupied.  
 Tenant to insure own contents.
- i) **ALIENATION:** The lease is not to be assigned and sub-letting is prohibited.
- j) **ALTERATIONS** The Tenant is to make no alterations or improvements.
- k) **LANDLORD'S RIGHTS:** The landlord reserves the right to inspect the premises, having given reasonable notice, and to carry out repairs that are the Tenant's responsibility recharging such as a debt.
- l) **FORFEITURE & RE-ENTRY:** If the Tenant fails to perform one or more of the terms of the lease and fails to remedy such within 21 days, the Landlord will have the right to forfeit the lease (standard clause)
- m) **COSTS:** Each party will bear their own costs in the preparation of the Lease
- n) **LEGISLATION:** It will be the Tenant's responsibility to comply with Health and Safety Regulations, the Planning and Environment Acts and all other relevant legislation and regulations, whether existing now or at some point during the term
- o) **OTHER TERMS:**
1. List of staff to be provided.
  2. Emergency procedures, business continuity and housekeeping arrangements to be agreed locally with Building management.
  3. Opening hours to the public not to be outside the hours 09:00 to 17:00 Monday to Friday and Saturday morning during Library opening hours.
  4. Opening hours for Tenant's staff cannot exceed the hours that the Master's House is open to Herefordshire Council staff, and must vacate when the building is secured at 6pm
  5. Use of any meeting room space is through normal room booking system and subject to availability. Relevant charges will apply. For out-of-hours events the Council's Custodian shall be employed for security and supervision at the rate of £20 per hour inclusive of room hire and heating.
  6. All out-of-hours events to be booked in advance, minimum 28 days' notice to ensure availability.
  7. As the Head of Legal Services deems appropriate.

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- p) SERVICES: Included in the rental charge the following:
- Electricity and gas
  - Heating
  - Water/Sewerage
  - Housekeeping and building cleaning (common areas) Window cleaning (outside)
  - Refuse collection (tenant responsible for taking waste from the building to the commercial waste bin)
  - Building and grounds maintenance
  - Servicing and maintenance of mechanical & electrical plant including lift IT data cables (if installed)
  - Corporate telephone handsets (if fitted)
  - Servicing, testing and maintenance of Fire Alarm and equipment
  - Legionella testing
  - Building security
  - Controlled access fobs/ id tags (number to be agreed and registered)

**BUT EXCLUDING:**

- Tenant's computers and printers and associated charges
- Broadband costs/charges. Broadband provider to liaise with Landlord's IT team re: installation of own server etc.
- Telephone charges
- PAT testing of tenant's own equipment.
- Staff beverages, office supplies
- Cost of replacing lost key fobs and any micro chipped staff ID tags
- Damage to any of the Landlord's furniture, locks, carpets, window blinds/curtains, fire extinguishers and telephones (whether accidental or not) to be charged to Tenant.
- Tenant to provide own office furniture.

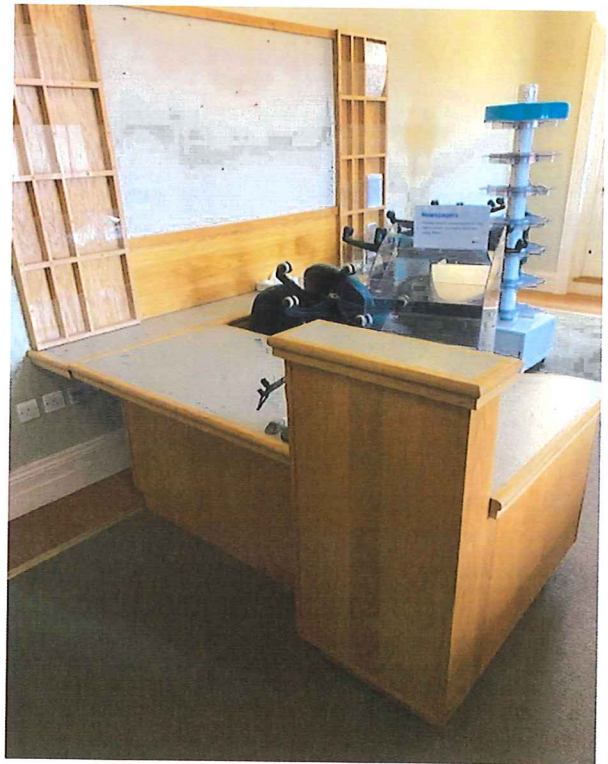
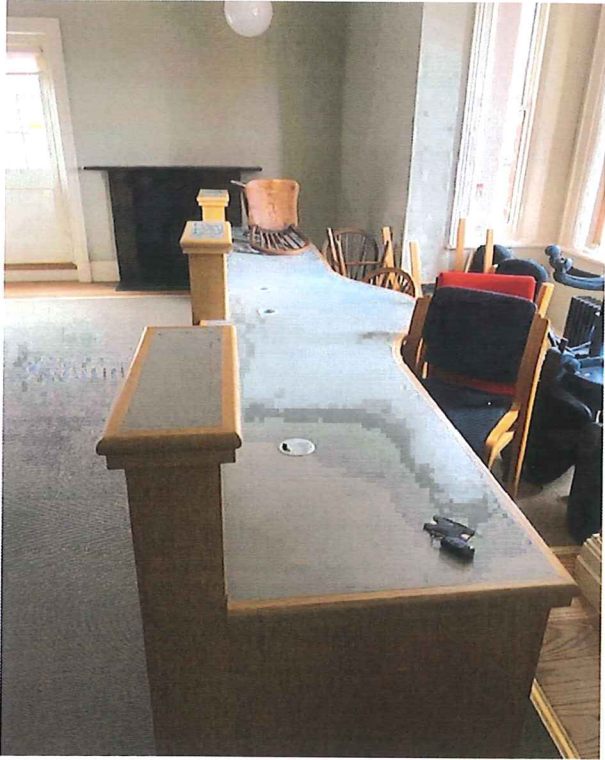
**The above Heads of Terms are acceptable. Please proceed to prepare a lease embodying these terms:**

Signed.....For  
 Position in Organisation.....Date.....

Signed.....For  
 Position in Organisation.....Date.....

QSSB





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<b>FULL COUNCIL</b>	<b>31 MARCH 2022</b>	<b>AGENDA ITEM: 26</b>
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Report prepared by Angela Price – Town Clerk

## **WELCOME BACK FUND**

### **Purpose of Report**

The purpose of this report is to provide Councillors with an update on the final claim submitted in respect of the Welcome Back Fund.

### **Detailed Information**

Members will recall that in the latter part of 2021 Herefordshire Council advised all the Hereford Market towns of two streams of funding being made available to them. The Welcome Back Fund was one of those funding streams from which each Market Town was awarded £20,000. The conditions of the fund were that it should be spent on revenue items and that all projects must be completed and paid for by 31 March 2022.

The Welcome Back Fund was created to provide councils across England with a share of £56 million from the European Regional Development Funds (ERDF) to support the safe return to high streets and build back better from the pandemic.

In December 2021, a number of projects were submitted for consideration and approved. It was hoped that the Council would be able to deliver all of the projects approved at that time. Unfortunately, as time went on it became clear that not all of the projects would be able to be delivered and there were some variations made along the way to ensure that as much of the £20,000 would be spent in Ledbury before the deadline of 31 March 2022.

The attached project list shows which projects have been delivered and which projects it was not possible to deliver.

Below is a brief outline of the projects that were not delivered, alternative projects and underspends:

1. Hire of LED Christmas Trees 2021 – the company providing the LED trees did not deliver them due to time constraints.
2. Purchase of x 6 lamp posts, projecting banners and infrastructure – this was not delivered due to delays in respect of the agreement of where to site these and the style of posts to be erected.
3. Maintenance to Bye Street Toilets – unfortunately due to the workload of officers and the difficulty in obtaining quotes for the works, whilst some of the works were carried out before the deadline date of 31 March 2022 further works were identified when carrying these works out. Also, unfortunately due to staff

illness the invoice was received to late to ensure payment by the deadline date. However, Members will be aware that there is provision in the Great Places to Visit for some additional works to the toilets and officers would suggest that consideration be given to increasing the amount suggested to allow for all of the works required to be carried out by 30 June 2022.

4. Provision of hand sanitisers x 9 – unfortunately, due to problems with supply it was not possible for these to be delivered by the deadline date and therefore the order had to be cancelled and a refund requested.
5. There was a considerable underspend on the World Book Day event, this was due to many of the voluntary organisations joining in and managing events themselves on the day.
5. Trees, shrubs and planters for Ledbury in Bloom and Town Trail – staff met with both these groups to try and find ways in which the funding could be used, however they were small inexpensive projects brought forward. As a result of this it was suggested that some funds from this project could be provided for the removal of two trees at St Katherine's car park at a cost of £3,200. It was also suggested at one of the Grants Working Party meetings that if there were to be any funding that could not be used from the Welcome Back Fund that this may be able to be used to help with further works to the landscaping at St Katherine's car park. On reviewing the project spend with the Economy & Place Officers at Herefordshire Council they advised that it may be possible to divert some of the expenditure to the cost of tree replanting at a cost of £2,950, which was agreed via EDRF as acceptable, and this was delivered to meet the deadline

As of 31 March 2022, the total claim to be submitted in respect of expenditure via the Welcome Back Fund are as follows:

December -	£ 2,030.76
January -	£ 0.00
February -	£ 2,356.13
March -	<u>£ 8,315.74</u>
<b>Total claim</b>	<b><u>£12,702.63</u></b>

Confirmation has yet to be received that the above claim will be paid in full to Ledbury Town Council and it is understood that whilst the town council's have paid out the monies, it is unlikely that they will receive payment from Herefordshire Council and the EDRF until June 2022.

### **Recommendation**

Members are requested to receive and note the above information, noting that a further report will be submitted once confirmation has been received that the claim being made in the sum of £12,702.63 has been approved via the EDRF and will be paid in full or part to Ledbury Town Council.

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Using bullet points briefly set out the specific activities you will undertake	Rationale for the activity	How will you deliver the activity	ORIGINAL COST	Actual cost claimed	(reduction) / increase	On change request	Spent / to be spent
<ul style="list-style-type: none"> <li>Hire of LED Christmas Trees in 2021</li> </ul>	<ul style="list-style-type: none"> <li>To encourage visitors to the Christmas Lights Switch-on event and to visit the town through December 2021</li> </ul>	<ul style="list-style-type: none"> <li>50 LED Christmas Trees will be hung on the Hanging Basket hooks around the town</li> </ul>	£350 Tsf to Disney characters	Could not be delivered	£0		£0
<ul style="list-style-type: none"> <li>Supply of Christmas tree in cemetery chapel for Candle Lighting event</li> </ul>	<ul style="list-style-type: none"> <li>To provide a welcoming atmosphere at the candle lighting event</li> </ul>	<ul style="list-style-type: none"> <li>8 ft Christmas Tree to be purchased from local Christmas Tree supplier PLUS TREE FOR HIGH STREET</li> </ul>	£40.00	£373	£333		£373
<ul style="list-style-type: none"> <li>Hire of gazebos for use by Market Stall holders at the Christmas event.</li> </ul>	<ul style="list-style-type: none"> <li>To encourage visitors to the Christmas Lights Switch on event and provide protection for stall holders on future events</li> </ul>		£2,700 (Plus VAT)	£1100	-£1600		£1100
<ul style="list-style-type: none"> <li>To purchase x-6 Lamp post projecting banners and infrastructure</li> </ul>	<ul style="list-style-type: none"> <li>To encourage visitors to the Ledbury</li> </ul>	<ul style="list-style-type: none"> <li>Installation of infrastructure to 6 lamp posts on the way into Ledbury</li> <li>Permissions could not be sought in time</li> </ul>	£1,800 plus VAT	£0 – project cancelled £329.10 to be removed from this project and Transferred to covid sanitisers	Remaining budget 1470.90 not spent		£0

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<ul style="list-style-type: none"> <li>Maintenance to Bye Street Toilets</li> </ul>	<ul style="list-style-type: none"> <li>To enable the toilets on Bye Street to reopened.</li> </ul>	<ul style="list-style-type: none"> <li>To carry out maintenance to the Bye Street toilets to enable them to be reopened for use by residents and visitors to Ledbury</li> </ul>	£2,000	<p>project below.</p> <p><i>Not delivered</i></p>			£2000
<ul style="list-style-type: none"> <li>Provision of additional Covid signage and hand sanitisers</li> </ul>	<ul style="list-style-type: none"> <li>To provide protection against Covid-19</li> </ul>		£840	<p>£1,169.10</p> <p><i>Not delivered</i></p>	<p>Overspend of £329.10 Transferred from Lamp post projecting banners project above</p>		£1169.10
<ul style="list-style-type: none"> <li>Film/Book themed Saturday</li> </ul>	<ul style="list-style-type: none"> <li>Link the event to World Book day (03.03.2022) and Ledbury's cultural heritage.</li> </ul>	<ul style="list-style-type: none"> <li>Hold a fancy dress competition</li> <li>Hold story telling events in venues around the town</li> </ul>	£5,000	<p>Awaiting total figure (£1278 +£150 est spent)</p> <p>Estimated underspend £3000</p>			£2000
<ul style="list-style-type: none"> <li>Hire of Disney Characters and other expenditure for Christmas Lights Switch on event and Late night shopping event</li> </ul>	<ul style="list-style-type: none"> <li>To encourage visitors to the Ledbury</li> </ul>	<ul style="list-style-type: none"> <li>Hire of characters and singer for Christmas Events</li> </ul>	<p>£500 + £350 tsf from the Christmas Lights above = £850</p> <p>Tsf from other pot the balance!</p>	<p>To be claimed in March 2022</p>			£1320



<ul style="list-style-type: none"> <li>Trees and shrubs and planters for Ledbury in Bloom and Town Trail</li> </ul>	<ul style="list-style-type: none"> <li>To create floral displays and encourage bio-diversity</li> </ul>	<ul style="list-style-type: none"> <li>Work with Ledbury in Bloom to provide new planters around the town to supplement and in some cases add to those already provided in the town but in need of replacement. Both organisations have been contacted in respect of this project and we are working together to establish what is required – (£5,000 from GPV fund also)</li> </ul>	£6,770	£150 LedBloom Estimate spend is £1500  May try to spend money £3850 on tree planting at masters house  TOTLA SPEND 5350 <i>delivered</i>	£5350
			<b>TOTAL</b>	£1473	<b>£13,312.10</b>
<b>New projects</b>					
purchase of the 8 temporary solar lights			79.84 claimed	79.84	79.84
music licences for their Christmas			£127.20 claimed in Dec 2021	127.20	127.20
Additional cost of purchase of Christmas Tree of £333 (budget was £40 on SLA, cost was £373)			See above for increase in claim		

Music PA hire for their Christmas events at a cost of £350					350	
					£13,869.14	
					TOTAL SPEND PREDICTED	
				Await notification from PHIL Crossland about masters house	6,130.86	depending on tree planting for masters house new spend

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<b>FULL COUNCIL</b>	<b>31 MARCH 2022</b>	<b>AGENDA ITEM: 27</b>
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Report prepared by Angela Price – Town Clerk

## **GREAT PLACES TO VISIT**

### **Purpose of Report**

The purpose of this report is to provide Councillors with an update on the final claim submitted in respect of the Great Places to Visit.

### **Detailed Information**

Members will recall that in the latter part of 2021 Herefordshire Council advised all the Hereford Market towns of two streams of funding being made available to them. The Great Places to Visit was one of those funding streams from which each Market Town was awarded £90,000. The conditions of the fund were that all projects agreed should be completed and paid for by 30 June 2022.

The Great Places to Visit funds differs from the Welcome Back Fund in so far as the criteria is less strict on how the money can be spent and the £90,000 is to be paid up front. The £90,000 has been received by Ledbury Town Council and work has been undertaken by officers on some of the projects agreed.

However, due to council resources it has been identified that consideration needs to be given to whether all it will be possible to deliver all the projects initially agreed and if not how to allocate the funding elsewhere.

Attached is a copy of the agreed projects and below is an outline on each project and its deliverability:

1. Improvements to the visual impact of the centre of the town by the provision of plants, hanging baskets etc. around the town and approach roads – Officers met with both Ledbury in Bloom and Sustainable Ledbury, and it has been agreed that support be given to Ledbury in Bloom in respect of a photographic competition to get people visiting the town and surrounding areas. The idea is to ask members of the public in varying categories to submit photographs they have taken of wildlife, flora and fauna in and around the town. This will be judged by members of Ledbury in Bloom and the Town Mayor in June 2022 with a prize of £150 Amazon Voucher.

Sustainable Ledbury submitted a grant application for funding in respect of the Town Trail for the provision of protective clothing, tools, Information Boards and publicity and promotion for the launch of the Town Trail. The Grants Funding Working Party considered all applications to identify any which could be funded as part of the GPV fund and identified this as one of those. Sustainable Ledbury had requested a total of £6,892 over a period

of two years, and it was recommended to the Finance, Policy & General Purposes Committee that consideration be given to awarding this amount from the GPV fund, subject to funds being available.

£5,000 has been allocated to this project within the Project list attached, which is less than being requested, and it should also be taken into account that the Ledbury in Bloom photographic competition will be funded from this project fund. However, there is at least one project that it is unlikely will be delivered and it is suggested that additional funds could be moved from one to another, subject to approval from Economy & Place to support both Ledbury in Bloom and Sustainable Ledbury in their projects.

In order to support both projects it is anticipated that a further amount of £2,000 would need to be allocated to this project fund.

2. Provision of funding to support the Master's House Landscaping Project – the Clerk will be discussing this further with Economy & Place to see if any further works to the landscaping at St Katherines Car Park can be identified for delivery from this project line.
3. Improvements to Bye Street Toilets – as explained in the Welcome Back Fund, unfortunately due to time constraints and staff illness it was not possible to meet the deadline of 31 March 2022 for the works required to the toilets. However, as stated above there is one project listed within the GPV project list, which officers do not feel they will be able to deliver due to time constraints and resources and they would suggest that consideration be given to redirecting some of that funding to this project line.

The anticipated cost of the works to ensure the toilets are brought up to a standard where they can be re-opened safely would be circa £6,000. Some initial works have already been carried out at a cost of £520.00 and the following works are considered as being required:

- Electrical works – estimated cost £2,100
- Plumbing works – estimated cost £1,400
- Additional plumbing works (optional)-estimated cost £ 700
- Guttering and roof tiles - estimated cost £1,550

**TOTAL ESTIMATED COST £5,750**

Initially a sum of £500 was allocated to this fund for the provision of baby changing facilities, if all of the above works were to be agreed to be carried out as part of the GPV fund it would require reallocation of circa £6,000 to ensure the delivery of the project.

4. To repair and extend the steps at Dog Hill Woods to the picnic area at the top – it is anticipated that due to time constraints and council resources it will not be possible to deliver this project by 30 June 2022.

Officers would suggest reconsidering this budget line and reducing it to £2,000 for the provision of new information boards and artwork in Dog Hill

Woods and reallocating the remaining £8,000 to other projects were it has been identified more funds would ensure their delivery.

The amount allocated to this project is £10,000 and it is proposed that this be reallocated as follows:

Sustainable Ledbury/Ledbury in Bloom projects	£ 2,000
Bye Street toilet repairs	<u>£ 6,000</u>
<b>TOTAL TO BE REALLOCATED</b>	<b><u>£10,000</u></b>

5. Provision of a shop front enhancement grant scheme for local traders – this has been advertised and to date there has been a fair response from the owners of properties in the town centre.

During one of the Grants Working Party meetings, it was mentioned that the Civic Society offer a similar grant annually, however these were very often not taken up and it was suggested that we should ask them if they would be willing to add some additional funding to the grants of £750 being offered by Ledbury Town Council from an overall amount of £29,500. The Civic Society advised that they would be willing to support the Shop Front Improvement Grants. However, they advised that they would be willing to match LTC at a quarter of the £1000 grant.

Members are requested to give consideration to the attached list of applications and agree which applicants to award funds to from this project line, taking into account the offer from the Civic Society.

6. Queens Jubilee Event – Originally the funds were approved for the hire of tables and chairs and a marquee if required and to provide advertising. However, it has been recommended via the Events Working Party that Ledbury Town Council should employ an events organiser to support staff in the delivery of Ledfest and therefore Members are being asked to reconsider the allocation of the funds in respect of the cost to employ and events organiser. Information on the cost of employing an events organiser for the purpose of delivering Ledfest are included in the report from the Community Development Officer.
7. Infrastructure to improve the charter market – 12 gazebos printed with “Ledbury Town Council” and the Market House have been purchased, were delivered to the council offices on 6 April 2022 at a cost of £8,340.00. Members will note that this leaves a total of £1,660.00 unspent and it is suggested that this be reallocated to the Queens Jubilee Event expenditure in anticipation of a higher cost for this event than anticipated, should council agree to employing an events organiser to help with the delivery of the project.
8. Installation of dropped kerbs in and around the town centre – the Clerk and Councillor Howells met with the locality steward to discuss the possibility of a dropped kerb being installed on Horse Lane Orchard across the Gloucester Road. The locality steward did not see any reason this could

not be done, and officers are working to progress this. Further costs will be provided in relation to this project in due course.

9. Creation of Tourism Material – expenditure of the funds in this project line are dependent on the outcome of agenda item 25.

To date no claims have been submitted in respect of the Great Places to Visit Fund, due to officers concentrating on the Welcome Back Fund. However, officers will now focus on the delivery of the projects above by the deadline date of 30 June 2022 and further updates will be provided in due course.

### **Recommendation**

1. That Members receive and note the above reporting and give consideration to the following:

- a. That the funding in respect of the project to repair and extend the steps at Dog Hill Woods to the picnic area at the top be reallocated as follows:
  - i. That the project line be reduced to £2,000 for the provision of new information boards and artwork in Dog Hill Wood.
  - ii. That the remaining £8,000 be reallocated to other projects where it has been identified more funds would ensure their delivery as detailed below:

Sustainable Ledbury/Ledbury in Bloom projects	£ 2,000
Bye Street toilet repairs	<u>£ 6,000</u>
<b>TOTAL TO BE REALLOCATED</b>	<b><u>£10,000</u></b>

- b. That approval be given to the awarding of the attached Shop Improvement fund applications, noting that the Civic Society are willing to contribute an additional £5,000 as quarter funding for applications.
- c. That the funding for the Queen's Jubilee be allocated to cover the costs of an event organiser to support staff in the delivery of Ledfest and any associated costs.
- d. That the surplus funds from the purchase of the gazebo's of £1,660 be reallocated to the Queen's Jubilee Event.
- e. That any further surplus funds identified from underspends be reallocated to the Queen's Jubilee event "Ledfest".

<b>FULL COUNCIL</b>	<b>31 MARCH 2022</b>	<b>AGENDA ITEM: 14(a)</b>
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Report prepared by Olivia Trueman – Community Development Officer

## **HIRING AN EVENTS MANAGEMENT COMPANY**

### **Purpose of this Report**

The purpose of this report is to ask members to agree to the below quote in respect of hiring an events management company to support the council in organising a festival.

### **Detailed Information**

Ledbury Town Council will be organising and hosting “Ledfest on the Rec”, which will be a music festival held on the Recreational Ground and will be open to a selection of bands/artists to perform, as well as giving any local new budding superstars the opportunity to perform. In conjunction with a wide range of music, which hopefully will appeal to an inclusive audience, there will be a licensed bar and other refreshments together with food stalls.

Members may recall that in the previous Grants Working Party, the Community Development Officer was asked to contact three local events management companies to help organise Ledfest, which will be held during the Queens Jubilee weekend, on Friday, 3 June 2022.

Three local companies were contacted, however due to time constraints and businesses already being booked for the Queens jubilee celebrations that weekend, only one company was able to quote.

	<b>Details</b>	<b>Cost</b>
<b>Quote 1</b>	Event Management: Consultation, Licencing, Music Programming, Health & Safety Advice, Liaise with Herefordshire Council, Artist Liaison, Bar & Food booking, Advice of Advertising/Marketing, Overall management of event on the day.	£1,600

### **Recommendation**

- 1. That Members receive and note the above information, and agree to hiring an events management company to support the council in organising Ledfest (Quote 1 at the cost of £1,600).**

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