

## LEDBURY TOWN COUNCIL

### MINUTES OF A RECONVENED MEETING OF COUNCIL HELD ON 25 APRIL 2022

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**PRESENT:** Councillors Chowns, Howells (Chair), Morris, Troy and Whattler

**ALSO PRESENT:** Angela Price – Town Clerk  
Emma Jackson – Community Development Officer

#### C563. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Bannister, Bradford, Eakin, Harvey, Hughes, Knight, Manns and Sinclair

#### C564. DECLARATIONS OF INTEREST

Councillor Morris declared a pecuniary interest in agenda items 26 and 27.

#### C565. RECOMMENDATION FROM FINANCE, POLICY & GENERAL PURPOSES COMMITTEE MINUTES

##### **Community Hall Electricity Costs**

Members had at the adjourned meeting of Council held on 11 April 2022, considered an invoice from the Community Hall Trustees for the cost of the supply of electricity to the CCTV system and lights at the recreation ground.

At that meeting Members had queried the amount of the invoice and asked the Clerk to revisit this matter with Sentinel Security and the Community Hall Trustees.

Following further investigations with Sentinel Security and a meeting with Mr Eager and Mr Barnes, Community Hall Trustees, it was suggested that the Clerk and Mr Eager would work together to establish the correct wattage usage of the CCTV camera system and lights at the recreation ground and that as a goodwill gesture Councillor Howells would take a request back to the Council that a payment of 50% of the original invoice be paid to the Community Hall Trustees whilst further investigations continue.

##### **RESOLVED:**

- 1. That the Council agree to pay 50% of the original invoice submitted by the Community Hall Trust in the sum of £5,088.03 as a goodwill gesture, whilst further investigations continue.**
- 2. That the Clerk work with Mr Eager to establish the correct wattage of the CCTV equipment and lighting at the recreation ground for the purpose of calculating the correct figures in relation to the electricity**

**costs for the running of the CCTV system and lighting at the recreation ground.**

#### **C566. UPDATE ON PROGRESS OF WAR MEMORIAL REPAIRS**

Members were provided with a report on the progress of the War Memorial repairs, which included minutes of a meeting with Caroe & Partners and some additional information received since the production of the report.

Members were requested to give consideration to an amendment to the original specification in respect of the paving used around the Memorial. They were advised that had the Stone Workshop been returning to site to carry out the repairs, it would have been appropriate to request that the repairs be in line with the original specification. However, it was noted that as the Stone Workshop would not be carrying out the repairs the opportunity to vary the specification had presented itself.

The Clerk advised that Caroe & Partners had suggested the Council may wish to consider the laying of "brick sett" stones along the area of paving adjacent to the road. It was noted that currently on either side of the paved area around the Memorial there were brick sett stones laid adjacent to the road. Caroe & Partners were asking whether the Council would consider continuing this across to the space between the road and the Memorial noting that this would provide a stronger surface for when/if vehicles mount the pavement and reduce the risk of damage.

Members were also advised that O'Brien Price had provided Caroe & Partners with a detailed drawing of where the most appropriate position would be for the trial pits to be dug to allow for inspection of the thickness and bedding of the paving and the quality and depth of the sub-base.

#### **RESOLVED:**

- 1. That the Clerk inform Caroe & Partners that the Council has agreed to the use of the brick setts to continue across the area between the road and the Memorial, with the remaining area to be laid with 50mm York stone paving as per the original specification.**
- 2. That when arranging for the repair works to be carried out, officers keep in mind that the Poetry Festival will take place from 1 – 11 July 2022.**

#### **C577. TOURIST INFORMATION CENTRE UPDATE**

Members were requested to give consideration to a report in respect of setting up a temporary Tourist Information Centre (TIC) in the Council offices for 2022/23 Tourism Season.

Members were also provided with a Heads of Terms agreement provided by Herefordshire Council in respect of the possible hire of a room in the Masters House for use as a TIC.

Members noted, that whilst the room in the Masters House was a great opportunity, this was the first time that any real debate had been held around the Council making use of a room in the Master's House and there were a number of issues that needed to be considered before such a decision could be taken.

Members considered that they did not have any evidence to show whether a TIC was in fact required in Ledbury and suggested that this type of information could be gathered from having a temporary TIC available in the Council offices.

Councillor Troy advised that he was nervous of making a decision on spending public money on any project without evidence to show that there is a need for the service being discussed.

Following considerable discussion, it was **RESOLVED**:

- 1. That a temporary Tourist Information Centre be set up in the town council offices for the 2022 Tourist Season, working with the Heritage Centre to cover the hours when the Council offices are not open.**
- 2. That the temporary TIC be used to monitor the need of such a facility in Ledbury, to enable this to inform further discussions around the possible use of the Masters House for a larger destination in the future.**
- 3. That the officers be instructed to speak with Herefordshire Council and the Masters House on the possible use of the room within the Master's House as a TIC, subject to the outcome of information gathering via the temporary TIC and report back to the Economy & Tourism Committee.**
- 4. That on days when the council offices are closed a notice be available in the window which provides a QR code with the link to the Visit Herefordshire website.**

#### **C578. WELCOME BACK FUND**

Members were provided with an update on what had been claimed via the Welcome Back Fund and advised that officers were still awaiting confirmation that the claim had been approved.

**RESOLVED** that the report be received and noted, noting that confirmation of acceptance of the total claim in the sum of £12,702.63 has yet to be received.

**Members agreed to bring agenda item 27(a) forward as the outcome of this discussion may have an affect on the discussions in respect of agenda item 27.**

#### **C579. HIRING EVENTS MANAGEMENT COMPANY**

Members were requested to give consideration to hiring an events management company to work with Ledbury Town Council to deliver Ledfest on 3 June 2022.

Officers advised that they had spoken with the company that had quoted to check whether they would be able to deliver Ledfest in six weeks, which they had confirmed was possible. Officers also advised that they had been in touch with Eastnor to ask for a reference in respect of the company, and that the response had been positive and that Eastnor had advised that they work with this company in relation to Ledfest and to date had no issues with them.

Officers advised Councillors that at the previous meeting of Council, Councillor Knight had raised some concerns over using the Events Management Company in question however, she had not provided detail of those concerns.

Councillor Chowns advised that at the recent extraordinary meeting of the Environment & Leisure Committee it had been felt that there was insufficient time to deliver the event planned. He expressed concern that in view of the concerns of Councillor Knight and the discussion at the recent Environment & Leisure Committee whether the council should proceed with the Ledfest event. He suggested a smaller scale event such as a picnic in the park that would be easier to arrange at short notice. He stated that it was very difficult to know how to proceed without all of the information being available to them.

#### **RESOLVED:**

- 1. That Ledbury Town Council do not agree to the hiring of an events management company to support the council in organising Ledfest 2022.**
- 2. That as an alternative to Ledfest, the Council instruct officers to proceed with a “Family Picnic on the Park”, subject to officers being able to secure portable toilets for use on the day.**
- 3. That local residents be offered a grant of £100 to support their street parties to be held on Sunday, 5 June 2022, via the Great Places to Visit fund.**
- 4. That jubilee flags and buntings be purchased to help decorate the town for the four-day bank holiday.**

## C580. GREAT PLACES TO VISIT FUNDING UPDATE

Members were provided with an update on the progress made in respect of the Great Places to Visit funding and asked to give consideration to some amendments within the agreed activity list due to not having resources to complete all of the projects originally agreed.

Members were also requested to give consideration to the Shop Front Applications received, noting that the Civic Society had agreed to offer some additional funding to support the shop front applications.

The Clerk advised that the criteria for the grants stated that a grant of £750 from Ledbury Town Council was available, with the addition of up to £250 from the Civic Society. It was noted that any costs above £1,000 would have to be covered by the landlords/tenants as had been set out in the criteria. She also advised that the landlords as well as tenants had been advised of the grants.

Members agreed that only one grant should be offered per premises.

Members were advised that each grant recipient will be required to provide copies of invoices, evidence that the invoices have been paid, and evidence that the work has been carried out as the Clerk will be required to provide this evidence as part of the Great Places to Visit Funding.

Members were also advised that if a grant is awarded, but the recipient does not provide evidence as listed above, then they will be required to return the monies to the Council.

### **RESOLVED:**

**1. 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 Woods.**
- ii. That the remaining £8,000 be reallocated to the following projects:**

- Sustainable Ledbury/Ledbury in Bloom projects £ 2,000**
- Bye Street toilet repairs £ 6,000**
- TOTAL TO BE REALLOCATED £10,000**

**2. That approval be given to the awarding of the attached Shop Improvement Fund applications, noting that one grant only is to be allocated to each premises, and that the Civic Society are willing to contribute an additional £5,000 as quarter funding for applications.**

3. That the Clerk request additional information from the Poetry Festival in respect of the Poetry Trail in respect of how much funding they would require to enable them to provide the trails, with a view to providing a grant from the surplus funding and that delegated powers be afforded to the Grants Working Party in respect of a grant for the Poetry Festival.

**C581. DATE OF NEXT MEETING**

**RESOLVED** to note that the next meeting of Full Council would be the Annual Meeting scheduled for 12 May 2022.

**C582. EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED:**

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

**C583. CITIZEN OF THE YEAR AWARD**

**RESOLVED** that the following residents be awarded the Citizen of the Year Award:

1. Mike Evans for his work with charitable groups, including the Rotary Club and the local Masonic Lodge and as Town Crier in the 1980's nominated by David Sparrey.
2. Tim Keyes for his work with the Ledbury Bells project – nominated by Councillor Harvey

**C584. SUSPENSION OF STANDING ORDERS**

**RESOLVED:**

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

**C585. LEDBURY WAR MEMORIAL**

Members were requested to give consideration to a draft statement in respect of the agreement reached between Ledbury Town Council and The Stone Workshop and a response received from the War Memorials Trust in respect of a possible grant for the works to repair the War Memorial.

**RESOLVED:**

1. That the Clerk ask the Council's solicitor to consider an addition to the draft statement.
2. That the Clerk seek further information from the War Memorials Trust and report the information back to a future meeting of the Town Council.

The meeting ended at 9.30 pm.

Signed .....

Dated .....