



LEDBURY TOWN COUNCIL

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19 May 2023

Dear Councillor

You are summoned to attend a meeting of **LEDBURY TOWN COUNCIL** to be held on Thursday, 25 May 2023 at 7.00 pm in the Burgage Hall, Church Lane, Ledbury for the purpose of transacting the business shown in the agenda below.

Yours faithfully

Angela Price PSLCC, AICCM, MIWFM
Town Clerk

FILMING AND RECORDING OF COUNCIL MEETINGS

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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 approve and sign as a correct record the minutes of the Annual Council meeting held on 11 May 2023 (Pages 181-198)

5. Herefordshire Councillors' Reports (To follow)

To receive reports from Ledbury Ward Members:

- i. Councillor Harvey
- ii. Councillor Peberdy
- iii. Councillor Simmons

6. Mayors Communications (Verbal Report)

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 (If any)

MINUTES

9. To receive and note the minutes of meetings of the Planning, Economy & Tourism Committee held on 13 April (attached) and 18 May 2023 (to follow) 2023 and to give consideration to any recommendations therein (Pages 199-206)

GOVERNANCE

10. Schedule of Meetings (Page 207)

FINANCE

11. To receive invoices for payment (May interim) (Pages 208-210)

12. Councillor Allowances (Pages 211-217)

13. Termination of Photocopier contract (Pages 218-223)

14. Request from Patrick Brazil in relation to shop front grant funding (Pages 224-225)

15. Request on behalf of Herefordshire Armed Forces Day Committee (Pages 226-228)

GENERAL

16. Energy & Resource Efficiency Report (Pages 229-253)
17. Ledbury War Memorial (Pages 254-284)
- i. Update on start date for refurbishment works and signing of contracts
 - ii. Report from Councillor Sinclair
18. Herefordshire 2050 Economic Plan
([Download the Big Economic Plan](#))
19. Outside Bodies Reports (Pages 285-294)
- i. Ledbury Stromstad Twinning Association – 31 January 2023
 - ii. Ledbury Carnival Association – 8 March and 12 April 2023
20. Ledbury Traffic Management Report
<https://www.ledburytowncouncil.gov.uk/uploads/Agenda%20Item%2018%20P ETs18%20May%202023.pdf>
21. Date of next meeting
- To note that the next meeting of Full Council is scheduled for Thursday, 1 June 2023 in the Burgage Hall, Church Lane, Ledbury
22. Exclusion of Press and Public
- In accordance with Section 12(2) of the Public Bodies Admission to Meetings) Act 1960, in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public are excluded from the remainder of the meeting**
23. Request for re-evaluation of post 50 (Page 295)

Distribution: - Full agenda reports to all Councillors (10)
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Agenda reports excluding Confidential items to:
Local Press (2)
Library (1)
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LEDBURY TOWN COUNCIL

MINUTES OF THE ANNUAL COUNCIL MEETING HELD ON 11 MAY 2023

PRESENT: Councillors Bradford, Briggs, Chowns, Eakin, Harvey, Howells (Outgoing Mayor), l'Anson, Morris and Sinclair

ALSO PRESENT: Angela Price – Town Clerk
Charlotte Bartrop – Minute Taker
Olivia Trueman – Community Development Officer

C1. TO ELECT A TOWN MAYOR FOR THE 2023/24 MUNICIPAL YEAR

Councillor Harvey asked to speak on this item. She referred to an email that she had shared with Councillors in respect of business of the Annual Meeting, which had advised of some items that were missing from the agenda for consideration at the Annual Meeting as part of the Council's governance procedures.

She shared her disappointment that there had been no election in Ledbury due to a lack of candidates, which meant that nearly half of the Council would need to be co-opted noting that with only 10 Councillors whether these appointments should be made pro tem to be revisited following the co-option of more members.

Councillor Harvey also raised concerns in respect of the proposed change to the committee structure, in particular the creation of a Management Committee and asked whether any changes to the committee structure should be delayed until such time further members have been co-opted onto the Council. She proposed that appointments be made pro tem, to be revisited once the first round of co-options had taken place.

Councillor Eakin agreed that this would be a good way forward due to the small number of Councillors initially on the Council and seconded Councillor Harvey's proposal.

Councillor Harvey was asked to repeat the proposal, which was as follows:

"That Council appointments made at the Annual Meeting for the Mayor and Deputy Mayor, chairs and vice-chairs be made on an interim basis until the Council has undertaken the first round of co-option, which will provide a wider field of members and enable the Council to undertake further appointments in either July or September 2023 at the latest."

A vote was taken, the outcome of which was:

5 for, 2 against and 2 abstentions.

Councillor Sinclair nominated Councillor Helen l'Anson for the position of Interim Town Mayor for the 2023/24 Municipal year, this was seconded by Councillor Eakin.

Councillor Morris nominated Councillor Hughes, this was seconded by Councillor Bradford, however, members were informed that Councillor Hughes had advised that he did not wish to be nominated for the position of Mayor, and therefore Councillor Bradford withdrew his second for this nomination.

Councillor Harvey asked Councillor l'Anson whether she was happy to accept the Office of Interim Mayor, on the understanding that this and other appointments made at the meeting would be revisited following the first round of Co-option. Councillor l'Anson confirmed that she understood that this was an interim position and that she was happy to accept under the conditions agreed.

Councillor Harvey asked whether it would be appropriate to hear nominations for the position of Deputy Mayor at this point, however the Clerk advised that the first business of the Annual Meeting is to appoint a Chairman.

RESOLVED

That Councillor Helen l'Anson be duly elected to the position of Interim Town Mayor for the 2023/24 Municipal Year.

Councillor l'Anson received her Chain of office from Councillor Howells, the outgoing Mayor, and made her declaration of office to the role of Town Mayor.

It was agreed that Councillor l'Anson would present herself at the Ledbury Town Council offices, Church Lane, Ledbury, to complete the required paperwork on Friday, 12 May 2023.

Councillor l'Anson presented the outgoing Mayor with a past Mayor's badge.

C2. a. VOTE OF THANKS TO OUTGOING CHAIRMAN

RESOLVED: That a vote of thanks be given to the outgoing Mayor, Councillor Phillip Howells, for all his hard work over the past year.

b. RETIRING MAYOR'S RESPONSE AND CLOSING REMARKS

The retiring Mayor offered the following response:

Thank you very much for that vote of thanks. It has been an honour and a privilege to serve as the Mayor of Ledbury and especially for a second term to represent our special and lovely Town.

And it has been a remarkable, very special year in which to be the Mayor, marked as it has been with historically momentous events to help commemorate on behalf of the Town.

The first was the death our Sovereign Queen Elizabeth II, Britain's longest ever serving monarch and the longest ever reigning Queen in history. We had the solemn period of national and local mourning for her loss, which the Ledbury community commemorated with services and Acts of Remembrance.

As is traditional, the new monarch, King Charles III, was proclaimed over the same weekend as her death. As the Mayor, I was one of many throughout the land who had the first truly historic opportunity in over 70 years to make the public proclamation in our Town Centre, which was packed with his subjects to hear the announcement. For the first time in many years, we were to sing our national anthem with the words 'God Save the King'.

As timing would have it, a further privilege towards the end of my term was to preside over last week-end's coronation celebrations, culminating in a hugely successful community and volunteer day in a very busy Town Centre on closed roads, where fun, food and festivity was the order of the day.

I am sure you will all join with me in congratulating our office staff for the superb organisation which was rewarded with threatened rain holding off to ensure we celebrated in style. And we did have many volunteer helpers on a day set by the King to encourage community volunteer involvement – not that this is a problem in Ledbury, where we are blessed with many community organisations.

If these were the outstanding memories, there were also many other interesting and exciting events to attend during the year. Out of over 100 official Mayoral engagements, there are just a few I can mention in these few minutes – and they took place not only in Ledbury, but also in other areas of Herefordshire and surrounding counties to help spread the word about Ledbury as part of the so called 'Chain Gang'.

They include the swearing in of a new High Sheriff; the opening of the Hereford May Fair; and Ledbury's amazing Big Breakfast, the Carnival Day and the Poetry Festival Week. The Battle of Evesham Day was truly astonishing, with the re-enactment of the bloody battle by 100s of mediievally dressed and armed troops and horse soldiers on both sides.

I could list many more, but I am sure you get the picture of a year full of opportunities to promote our Town, make friends and influence people.

And it is people who make the civic side of being the Mayor so very special. There are so many lovely people to thank for their support and kindness during the year it would be impossible to mention them all.

However, I'd firstly like to pay tribute and give my warm thanks to the Mayor's Consort, Hilary Jones, who has not only joined me at many of

these events with grace and enthusiasm but was also actively involved in helping to organise Mayor events such as the four successful open coffee mornings we held.

In the same vein, I'd like to extend grateful thanks to Sophie Jarvis, the Council's receptionist, and Mayor's Secretary, who has been outstanding in managing the events diary and putting on creative settings for the events held by the Council.

We have also had the continual and consistently encouraging support from our local Deputy Lieutenants James Hervey-Bathurst CBE, Nat Hone, Sue Furnival and Helen Thomas, as well as from the Chairman of Herefordshire Council, Councillor Sebastian Bowen. They may not be well enough known to many people, but they are very much actively involved in promoting Ledbury and its needs. We owe them many thanks.

My year ended very appropriately this morning in our Panelled Room, where I hosted the Lord Lieutenant, Edward Harley OBE, and a party of other dignitaries and guests for the presentation of the British Empire Medal to local businessman Gavin James.

All in all, a remarkable and memorable year and I am very grateful to Ledbury Town Council for the opportunity to be the Mayor of Ledbury for a second term. Finally, I would like to thank Angie Price, our Clerk, and all the office staff for their help, support and encouragement during the year, and last, but by no means least, all the many lovely people of Ledbury who have been supportive and kind to me.

C3. TO RECEIVE APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Hughes.

C4. TO ELECT A DEPUTY TOWN MAYOR FOR 2023/24 MUNICIPAL YEAR

Councillor Howells nominated Councillor Stephen Chowns; this was seconded by Councillor Sinclair.

No other nominations were received.

RESOLVED

That Councillor Stephen Chowns be duly elected to the position of Interim Deputy Town Mayor for the 2023/24 Municipal Year.

C5. TO RECEIVE DECLARATIONS OF INTEREST AND WRITTEN REQUESTS FOR DISPENSATIONS

No declarations of interest were received.

C6. PUBLIC PARTICIPATION

No members of the public were present at the meeting. However, Edd Hogan had submitted four questions to the Clerk via email, which were read out by the Clerk.

Q1. Can we have an update from the Traffic Working Party: for around 2 years there have been on/off talks and meetings about local TRO's being submitted to the County Council in order to install new double yellow lines in various roads and around various junctions in the town to encourage more considerate and safer parking. What is the current state of play with these?

A1. Councillor Howells informed the meeting that there would be a report submitted to the next Traffic Management Working Party which would address this matter in full. Councillor Morris stated that there had been a meeting, which had to be abandoned due to poor internet connections whereby 2 officers from Herefordshire Council had been invited to discuss a number of traffic management concerns, however it was proving difficult to arrange a further meeting with the officers.

Q2. Pothole repair and road defects: this is a recurring issue but the state of some roads, where potholes have been filled, is such that they still resemble the surface of the moon and would be better to be properly resurfaced e.g., parts of Biddulph Way/New Street/Oatleys Crescent etc. What is the Town Council able to do to push for better, more long-lasting, road repairs in Ledbury to be prioritised.

A2. This is a question which Herefordshire Council would need to answer however, it was agreed that Ledbury Town Council could lobby officers in the Highways Department of Herefordshire Council.

Q3. If a developer were to submit, or resubmit, an application to build a Lidl supermarket and health centre on the triangle of land near the Full Pitcher, what stance would the Town Council take (i.e., would it be different from last time)?

A3. This question cannot be answered by this Council without sight of any further plans which may be submitted as this could be deemed as pre-determination. Councillor Howells added that the Neighbourhood Development Plan does state that the preference for the area in question would be for a hotel and the possible development of a tri-service building.

Q4. Can we have an update on the s106 monies earmarked for use in Ledbury; the amounts involved, projects to be prioritised and timelines for completion.

A4. This information is all available on the Herefordshire Council website and that the link will be sent to Mr Hogan.

RESOLVED

That the Clerk would respond to Mr Hogan's email with the above answers and a link to the Herefordshire Councils website.

- C7. TO RECEIVE AND NOTE THE MINUTES OF THE ANNUAL COUNCIL MEETING HELD ON 12 MAY 2022, WHICH WERE FORMALLY APPROVED AND SIGNED AS A CORRECT RECORD AT A MEETING OF FULL COUNCIL HELD ON 31 MAY 2022**

RESOLVED

That the minutes of the Annual Council meeting held on 12 May 2022 be received and noted.

- C8. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF A MEETING OF COUNCIL HELD ON 30 MARCH 2023**

Councillor Sinclair stated that there was an error in the minutes in relation to the response from Councillor Howells to his statement in minute C712, Councillor Howells stated that if Councillor Sinclair has any issues with him then he should refer them to the Monitoring Officer.

The Clerk provided an update on minute no. C726.2, in relation to the breakdown of costs from BBLP that may be incurred for the removal of item 10 from the Town Maintenance Fund list. The Clerk advised that she had received a response from Herefordshire Council advising that should the Council wish to drop the scheme there will be no additional costs incurred other than to cover the costs of works of which ADL have already completed, but that they were unable to confirm these costs until they receive confirmation that the Town Council wish to remove this from the TRO requests.

Following considerable discussion, Members were reminded that they had previously agreed for this item to be removed from the list and therefore the Clerk should be instructed to write to Herefordshire Council that they wish this item to be withdrawn from the list.

RESOLVED

- 1. That the minutes of the meeting of Full Council held on 30 March 2023 be approved and signed as a correct record, subject to the following amendment:**

"That in response to Councillor Sinclair's question, Councillor Howells advised that if he had any issues with him then he should refer these to the Monitoring Officer."

2. That the Clerk write to Herefordshire Council and confirm that item 10 be removed from the list in relation to the Market Towns Maintenance Fund.
3. That the minutes of the meeting of the Planning, Economy & Tourism Committee of 13 April 2023 be submitted to the next meeting of Full Council.

C9. TO RECEIVE AND NOTE THE MINUTES OF THE ANNUAL PARISH MEETING HELD ON 27 APRIL 2023

RESOLVED

That the minutes of the Annual Parish Meeting, held on 27 April 2023, be received and noted.

C10. TO RECEIVE AND NOTE THE MINUTES OF AN EXTRAORDINARY MEETING OF THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE HELD ON 27 APRIL 2023

RESOLVED

That the minutes of the Extraordinary Meeting of Finance, Policy, and General Purposes meeting, held on 27 April 2023, be received and noted.

C11. TO CONSIDER A REPORT ON A NEWLY PROPOSED COMMITTEE STRUCTURE AND IF APPROVED APPOINT MEMBERS TO THE FOLLOWING COUNCIL COMMITTEES FOR THE 2023/24 MUNICIPAL YEAR

- a) Environment & Leisure Committee
- b) Finance, Policy & General Purposes Committee
- c) Planning, Economy & Tourism Committee
- d) Personnel Committee (ad-hoc meetings)

Councillor Bradford raised concerns about the proposed Committee Structure as he felt that it would remove the opportunity for debate from all the members of the Council and that Committee's should not have the delegated power which had been suggested in the report.

Councillor Sinclair pointed out that all of the Committee's will still report to the Management Committee and that Governance will remain as it has been.

Councillor Harvey directed the meeting to Paragraph 3 on Page 43 which stated: "*The Management Committee will delegate appropriate powers similar to those delegated in (2022/23) to the standing committees but it is intended that full financial powers within the budget set by Full Council, will be fully delegated to the Standing Committees*", which concurs with the concerns raised by Councillor Bradford about the new structure.

Councillor Harvey advised that without information such as the Terms of Reference of the proposed Management Committee and other Standing Committees, Members were unable to make a fully informed decision. She proposed that this proposal should be investigated in more detail and returned to Full Council once this has taken place to allow an informed discussion and decision.

Councillor Howells seconded the proposal. As the outgoing Mayor, who had served as Mayor twice in the past four years, he noted that it is onerous for one person to be both Mayor and Chair of the Council. He stated that he agreed with Councillor Harvey that there was not enough information available in order to make an informed decision and that this should be revisited, perhaps through the Finance, Policy & General Purposes Committee.

Councillor Sinclair advised that he agreed with Councillor Harvey that more information was needed to enable Members to make an informed decision on this matter, but proposed an amendment to recommendation 3 of the report as follows:

“That Full Council will delegate full powers to the Management Committee, but it is intended those financial powers within the budget set by Full Council will be delegated to the Management Committee.” This in turn meaning that the Management Committee would have to ratify the Standing Committee’s expenditure.

However, there was no seconder for this.

There was continued discussion as to whether this would be just a name change, what powers would be delegated to the Committees and how the Management Committee would operate. It was asked whether splitting the roles of Mayor and Chair may create more work for all involved.

Councillor Bradford asked why only Chairs can be members of the Resources Committee as he felt that all Councillors should be allowed this privilege. The Clerk clarified that, due to the work that the Resources Committee carries out, it was essential to limit the membership to ensure that if a member of staff was to appeal the outcome of a personnel investigation or decision, it is important to have Members who have not been involved in the initial process for the purpose of fairness.

RESOLVED

- 1. That the Committee Structure report be referred to the Finance, Policy & General Purposes Committee to provide more detail in respect of the proposed Committee Structure, to include Terms of Reference for the proposed Management Committee and Standing Committees and that a further report be reported back to Full Council for consideration in due course.**

2. That the current Council Standing Committees be stood up as follows:

- i. Environment & Leisure Committee**
- ii. Finance, Policy & General Purposes Committee**
- iii. Planning, Economy & Tourism Committee**
- iv. Resources Committee**

3. That the Membership of the Council's Standing Committees for the 2022/23 Municipal Year be as follows:

Environment & Leisure Committee

**Councillor Bradford
Councillor Briggs
Councillor Chowns
Councillor Eakin
Councillor l'Anson
Councillor Sinclair**

Finance, Policy & General Purposes Committee

**Councillor Bradford
Councillor Eakin
Councillor Harvey
Councillor Howells
Councillor Hughes
Councillor l'Anson (ex-officio)
Councillor Sinclair**

Planning, Economy & Tourism Committee

**Councillor Bradford
Councillor Harvey
Councillor Howells
Councillor Hughes
Councillor l'Anson
Councillor Morris**

Resources & Personnel Committee

To consist of the Mayor, Deputy Mayor, and Chairs of the Standing Committees with the vice-chairs as substitutes.

C12. SUSPENSION OF STANDING ORDERS

Councillor Harvey questioned why Standing Orders were to be suspended as Ledbury Town Council Standing Orders allow for the election of Committee Chairs.

Members agreed that whilst Committee Chairs could be elected under Standing Orders, it was silent in respect of elections of the Vice Chairs and therefore it was agreed that Vice-Chairs will be elected at the first meeting of each Standing Committee.

RESOLVED

That Standing Orders should not be suspended at this time.

C13. TO ELECT CHAIRS TO THE COMMITTEES FOR THE 2023/24 MUNICIPAL YEAR

RESOLVED

That the following Councillors be elected to act as Chair for Standing Committees:

- 1. Environment & Leisure Committee - Councillor Chowns**
- 2. Finance, Policy & General Purposes Committee - Councillor Hughes**
- 3. Planning, Economy & Tourism Committee - Councillor Morris**

C14. TO CONSIDER AND APPROVE A DRAFT SCHEDULE OF MEETINGS FOR THE 2023/24 MUNICIPAL YEAR

Members were requested to give consideration to a draft schedule of meetings for the 2023/24 municipal year, noting that where it had been recorded there would be a Management Committee, it would be changed to show this as a Full Council meeting.

Councillors raised concerns about the preparation of committee agendas and asked that staff investigate whether there is a smarter more effective way of doing this.

Councillor Sinclair advised that he had made staff aware of PDF 24 which could potentially provide assistance to staff when preparing agendas.

RESOLVED

That the draft schedule of meetings for the 2023/24 Municipal Year be approved pro tem, noting that the Resources Committee dates will now be added and that it will be amended pending the outcome of the discussion regarding the implementation of a Management Committee.

C15. TO APPROVE AND ADOPT THE COUNCIL'S STANDING ORDERS

It was noted by Councillor Harvey that there was an error in the Code of Conduct portion of the Standing Orders in relation to the amount of the Declaration of Gifts.

Councillor Harvey suggested that the Finance, Policy & General Purposes Committee be asked to review the Standing Orders at their next meeting.

RESOLVED

1. **That the Standing Orders be approved and adopted, subject to the amendment to the Declaration of Gifts.**
2. **That the Finance, Policy & General Purposes Committee review the Standing Orders at their next meeting.**

C16. TO APPROVE AND ADOPT THE COUNCIL'S FINANCIAL REGULATIONS

RESOLVED

That the financial regulations be approved and adopted.

C17. TO NOTE THE COUNCIL'S CODE OF CONDUCT

Councillor Harvey reminded Members of the need to provide details of membership of closed groups.

The Clerk advised that she would be contacting the Monitoring Officer in respect of the provision of Code of Conduct training, which is a requirement of all Councillors at the start of the new administration, irrespective of whether they have taken the training previously.

RESOLVED

That the Council's Code of Conduct be received and noted.

C18. TO APPOINT COUNCIL REPRESENTATIVES TO SERVE ON OUTSIDE BODIES

Members were requested to nominate Members to represent the Council on outside bodies for the 2023/24 Municipal year.

During the conversation concerns were raised that outside bodies who were in receipt of grants from the Council are not all providing reports on their activities, and Councillor Bradford raised concerns that organisations are no longer invited to Council meetings to offer feedback.

The Clerk advised that the practice over the past four years had been to invite groups to give presentations to councillors at 6.30 pm on the same night as Full Council meetings. She advised that this had been implemented to reduce the time it would take to be part of the Full Council meetings. The Clerk asked whether Members were happy to continue with this or whether they would want these presentations to be included on Full Council agendas.

RESOLVED

1. That the following Members be elected as Outside Body Representatives for the 2022/23 Municipal year:

Outside Body	Councillor Representative 2023/24
Age Concern	Councillor Morris
Community Choir	Town Mayor (President)
Herefordshire Council- Parish Summits	Appropriate Chair or Vice Chair
Ledbury Carnival Association	Town Mayor & Councillor Morris
Ledbury Consolidated Charities	Councillor Eakin
Ledbury in Bloom	Councillor Howells Councillor Morris
Ledbury Strömstad Twinning	Town Mayor Councillor Chowns Councillor Howells*
Ledbury Food Group	Councillor Morris
Ledbury Food Bank	The Mayor Councillor Morris
Ledbury Children's Centre	Town Mayor
RMTG Local Councillor Panels – Rural Vulnerable Young & Older People	Younger People's Group – Councillor Howells Older People's Group – Councillor Sinclair
John Masefield Society	Councillor Morris & Holly Wellford

2. That the Clerk write to all organisations in receipt of grants to request an annual report to Council.
3. That the Clerk write to Ledbury Strömstad Twinning Association to ask whether they would be willing to accept three representatives from Ledbury Town Council.
4. That the Town Clerk contact The Citizens Advice Bureau regarding a Councillor attending their meetings.
5. That organisations in receipt of grants or with Councillors sitting on them as Council representatives continue to be invited to give a presentation to Council at 6.30 pm ahead of Full Council meetings.

C19. TO REVIEW THE COUNCIL'S ASSET REGISTER

RESOLVED

That the asset register be approved.

C20. TO REVIEW THE COUNCILS RISK REGISTER

It was noted by members that the Risk Register has been under review at every Finance, Policy & General Purposes Committee and that it had recently been updated to ensure all amendments agreed at those meetings had been included.

RESOLVED

- 1. That the Risk Register be approved.**
- 2. That each Standing Committee be asked to give consideration to the Risk Register at their meetings.**

C21. TO RECEIVE AND NOTE ARRANGEMENTS FOR THE COUNCIL'S INSURANCE COVER IN RESPECT OF ALL INSURABLE RISKS FOR 2022/23

RESOLVED

That the arrangements for the Council's insurance cover in respect of all insurable risks be received and noted.

Councillor Bradford left the meeting at 8.58pm.

C22. CORPORATE PLAN

Councillors discussed whether the Corporate Plan should be aligned with Herefordshire Council's Business Plan. It was noted that many of the items on the current corporate plan had not been completed due to Covid-19. It was proposed that the plan be reviewed at Committee Meetings and the Action Plan be updated to be more realistic.

Councillor Harvey noted that the Council had not been able to make as much progress in relation to matters included within the Corporate Plan. She noted that prior to the meeting she had looked at what is published on the Council's website in terms of policies and procedures and noticed that there is an action plan published, in anticipation of the Council being able to make more progress than they had. She suggested that it might be worthwhile each Standing Committee reviewing the plan and putting a work programme together based on the key priorities and to focus on one or two elements of the Plan.

RESOLVED

That the Corporate Plan be reviewed by Standing Committees with a view to updating the Action Plan to more realistic tasks.

Councillor Eakin left the meeting at 9.01pm.

C23 SUSPENSION OF STANDING ORDER 3(x)

RESOLVED:

To suspend Standing Order 3(x) for a period of thirty minutes to enable the remaining business of the agenda to be completed.

C24. CO-OPTION

Councillor Sinclair presented an amended copy of the Council's Co-option Policy. He advised that his suggested amendments were designed to make the Co-option process less onerous for anyone wishing to join Ledbury Town Council via the Co-option process.

Councillor Harvey advised that the Co-option Policy had been designed to ensure that any person considering becoming a Councillor via co-option gives it sufficient thought and are suitably vetted during the application process and suggested that the policy should remain unchanged.

Councillor Howells agreed with Councillor Harvey's comments and advised that he would support the number of signatories required being reduced from 10 to 2, but that he would not be in support of any further changes to the policy.

Councillor Sinclair spoke in support of his proposed changes and stated that he did not think that Councillors should sit in judgement of potential candidates when considering the Co-option process. He believes that the requirement of ten signatures is unfair, as those members who put their names forward for election were only required to get a proposer and seconder for their candidate papers.

Following further discussion, Councillor Harvey proposed that the policy be approved in its original form. This was seconded by Councillor Howells.

RESOLVED

- 1. That members agree to proceed with co-option to fill the remaining eight seats at Ledbury Town Council.**
- 2. That the Clerk notify Herefordshire Council Elections that Ledbury Town Council intend to enter into a co-option process without delay.**
- 3. That the Clerk, in consultation with the Mayor be delegated to agree a timeline for the co-option process.**
- 4. That the Clerk be instructed to draft a suitable press release for advertising on social media and in the Ledbury Reporter and obtain quotes for approval by the Mayor or Chair of the Management Committee.**

C25. TO DETERMINE THE COUNCIL'S CHEQUE SIGNATORIES FOR 2023/24

RESOLVED

- 1. That the cheque signatories for the 2023/24 Municipal year be Councillor Eakin, Councillor Harvey, Councillor Howells, and Councillor Hughes, noting that the requirements for cheque signing is two councillors plus either the Clerk or Deputy Clerk.**
- 2. That the Clerk be authorised to complete a bank mandate to instruct the bank to change the Councillor Signatories to those agreed in resolution 1.**
- 3. That the Clerk be authorised to complete a bank mandate in respect of the Mayor's Charity account to reflect the 2023/24 Mayor, noting that the Clerk and Deputy Clerk will remain signatories on this account.**

C27. DATE OF NEXT MEETING

RESOLVED

To note that the next meeting of Full Council will be held on 25 May 2023.

The meeting ended at 9.24 pm.

Signed Dated

ACTION SHEET

ANNUAL MEETING - 12 MAY 2022

Minute No.	Action	To be Actioned by	Date Actioned	Comments	Status
C6	That the Clerk respond to Mr Hogan's email with the answers to his questions and a link from Herefordshire Council website.	TC	17.05.2023	Email sent with responses	Completed
C8.2	That the Clerk write to HC and confirm that item 10 be removed from the list in relation to the Market Towns Maintenance Fund.	TC	16.05.2023	Email sent to advise that this item to be removed from Maintenance Fund List - waiting to hear whether there are any associated costs in relation to this	Completed
C11.1	That the Committee Structure report be referred to FP & GP to provide more detail in respect of the proposed Committee structure and standing committees and that a further report be reported back to Full Council for consideration in due course	TC	22.05.2023	Meeting arranged with chairs to discuss next steps in preparation for report to FP& GP	In progress
C15.2	That the FPGP Committee review standing orders at their next meeting	TC	01.06.2023		In progress
C18.2	That the Clerk write to all organisations in receipt of grants to request an annual report on how the grant funds were used	TC/CDO	May-23	CDO drafting letter	In progress
C18.3	That the Clerk write to Ledbury Stromstad Twinning Association to ask whether they would be willing to accept three representatives	TC/CDO	May-23	CDO drafting letter	In progress
C18.4	That the Town Clerk contact the CAB regarding a Councillor attending their meetings	TC	May-23		In progress

C18.5	That organisations in receipt of grants or with Councillors sitting on them as Council representatives continue to be invited to give a presentation to Council at 6.30pm ahead of FC meetings	TC	May-23	Letter to be sent	In progress
C20.2	That each standing Committee be asked to give consideration to the Risk Register at their meetings	TC	At first standing committee meeting	Risk Register to be added to all standing committee agendas and outcomes reported to FP&GP For consideration prior to Full Council	In progress
C24.1	That members agree to proceed with co-option to fill the remaining 8-seats at LTC	TC	16.05.2023	Press release sent to local press and shared on social media and website	Completed
C24.2	That the Clerk notify HC Elections that LTC intend to enter into a co-option process without delay	TC	16.05.2023	Email sent to Elections, response advising up to council to proceed	In progress
C24.3	That the Clerk in consultation with the Mayor or Chair of the Management Committee be delegated to agree a timeline for the co-option process	TC		Time line to be agreed	In progress
C24.4	That the Clerk be instructed to draft a suitable press release for advertising on social media and in the Ledbury Reporter and obtain quotes for approval by the Mayor or Chair of the Management Committee	TC	16.05.2023	see 24.2 above - Ledbury News agreed to write editorial on behalf of council therefore no costs involved.	Completed
C25.2	That the Clerk be authorised to complete a bank mandate to instruct the bank to change the Councillor signatories to Councillors Eakin, Harvey, Howells and Hughes	TC/AC	May-23	New bank account to be set up with Unity as previously agreed	In progress

C24.3	That the clerk complete a bank mandate in respect of the Mayor's Charity account to reflect the 2023/24 Mayor, noting that the Clerk and Deputy Clerk will remain signatories on this account.	TC	May-23	Form to be completed	In progress
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LEDBURY TOWN COUNCIL

**MINUTES OF A MEETING OF AN PLANNING, ECONOMY & TOURISM
COMMITTEE
HELD ON 13 APRIL 2023**

PRESENT: Councillors Bannister, Bradford, Hughes, Morris, and Shields.

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

P758. APOLOGIES FOR ABSENCE

Apologies were received from Councillors Howells, Manns and Sims.

**P759. DECLARATIONS OF INTEREST AND WRITTEN REQUESTS FOR
DISPENSATIONS**

RESOLVED:

No declarations of interest were received.

P760. PUBLIC PARTICIPATION

RESOLVED:

No members of the public were present.

**P761. TO APPROVE AND SIGN THE MINUTES OF THE PLANNING,
ECONOMY & TOURISM COMMITTEE MEETING HELD ON 9 MARCH
2023**

Members noted that in minute no. P749, meeting with Bloor Developments, they had discussed the security of new footpaths and how this should be investigated. Members acknowledged that they had not made a resolution in relation to this point at that meeting and it was agreed that this would be added to the Action Sheet.

Members also noticed a grammatical mistake in minute no. P757, resolution 1 and asked for this to be changed.

RESOLVED:

That the minutes of the Planning, Economy & Tourism Committee held on 9 March 2023 be approved and signed as a correct record subject to the above amendments.

P762. TO REVIEW THE ACTION SHEET

RESOLVED:

That the contents of the Action Sheet be received and noted.

P763. TO REVIEW PHASE ONE OF THE CHARTER MARKET STRATEGY

Members who had attended the Markets Working Party gave a verbal update on the Charter Market Strategy. Members were informed that at the next Planning, Economy & Tourism Committee meeting there would be a proposed Market Strategy document for the short, medium & long term.

The Chair asked, if possible, that this report be sent out to members with the minutes of that meeting.

RESOLVED:

That a proposed strategy document and report for the short, medium & long term of the Charter Market be on the agenda of the next Planning, Economy & Tourism Committee meeting and if possible, the report be sent out prior to that date.

P764. PLATFORM HOUSING COMMUNITY CHEST

RESOLVED:

That the Platform Housing Community Chest update be received and noted.

P765. QUOTES RECEIVED IN RESPECT OF NEW LAYOUT IN TOWN COUNCIL RECEPTION AREA TO ACCOMMODATE THE TOURIST INFORMATION CENTRE

Members discussed the quotes received in respect of the new layout in the Town Council reception area to accommodate the Tourist Information Centre.

Members felt that the information provided did not give sufficient information as to the specification provided to the companies and it was agreed to defer this item to the next meeting, to include the specification provided to the various companies who had quoted.

Members also noted that a new TIC has opened in Hereford, and it was suggested that the Community Development Officer should connect with them for advice and ideas on setting up the Ledbury TIC.

RESOLVED:

1. That this item be deferred to the next meeting of the Committee and that officers be asked to provide information on the specification provided to those companies asked to quote for the works.
2. That the Community Development Officer visit the new TIC in Hereford for advice and ideas on setting up the Ledbury TIC.

P766.

PLANNING CONSULTATIONS

i. Planning Application No. 220374

Small scale demolition works with new single rear and two storey side extension – Briar Bank, 49 Bank Crescent, Ledbury, Herefordshire, HR8 1AF

RESOLVED:

No objection.

ii. Planning Application No. 223602

**Remove existing central bar and erect a new bar counter and back-fitting at rear of room. Form new window opening to serve courtyard. Refurbish toilets. Repairs to existing flooring and panelling. Lay new clay tile flooring. Re-position door and partition. Erect close boarded bin enclosure. Relocate water tank and 2m high fence enclosure – The Talbot Inn, New Street, Ledbury, Herefordshire, HR8 2DX
LISTED BUILDING CONSENT**

RESOLVED:

No objection.

iii. Planning Application No. 230491

Proposed additional of Ring Main Unit (RMU) and enclosure on the north elevation – Countryside Stores, Ledbury, Herefordshire, HR8 2JQ

RESOLVED:

No objection.



iv. Planning Application No. 230543

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

RESOLVED:

No objection.

v. Planning Application No. 230582

Single storey front extension – Rosehannah, Little Marcle Road, Ledbury, Herefordshire, HR8 2DS

RESOLVED:

No objection.

vi. Planning Application No. 230624

Internal finish fit out, external sign and rear mechanical vent installed to existing retained fabric – Wylde House, Ledbury, Herefordshire, HR8 2JE

RESOLVED:

No objection.

vii. Planning Application No. 230652

Proposed demolition of mid C20 former hop kilns on the roadside and replacement with new storage building; Refurbishment of the late C19/early C20, 2 storey brick building for offices, staff facilities and two-bed apartment. Erection of mono-pitched, open-fronted canopy to link the proposed new storage building to the existing warehousing (the northern range) – Juggs Green Business Park, Staplow, Ledbury, Herefordshire, HR8 1NR

RESOLVED:

No objection.

viii. Planning Application No. 230680

Application for approval of reserved matters following outline approval of 212114 – one dwelling and associated vehicular access – Parkway House, Little Woolpits Lane, Parkway, Herefordshire, HR8 2JE

212114 202

RESOLVED:

No objection.

ix. Planning Application No. 230688

Proposed change of use from detached residential garage to commercial dog grooming salon with signage and mechanical vent added – Wylde House, Ledbury, Herefordshire, HR8 2EE

RESOLVED:

No objection.

x. Planning Application No. 230711

Proposed extension to integral garage to rear of house, proposed independent hot tub enclosure in garden, widening of existing patio door and internal alterations to existing dwelling – Alvestone House, New Street, Ledbury, Herefordshire, HR8 2EE

RESOLVED:

No objection.

xi. Planning Application No. 230712

Proposed extension to integral garage to rear of house, proposed independent hot tub enclosure in garden, widening of existing patio door and internal alterations to existing dwelling – Alvestone House, New Street, Ledbury, Herefordshire, HR8 2EE – LISTED BUILDING CONSENT

RESOLVED:

No objection.

xii. Planning Application No. 230754

Proposed additional plant on North elevation – Countryside Stores, Ledbury, Herefordshire, HR8 2JQ

RESOLVED:

No objection.

P767. TABLED APPLICATIONS

RESOLVED:

a. Planning Application No. 220783

Retrospective change of use of land and laundry/washroom for existing travelling site – Little Bush Pitch, Bush Pitch, Ledbury, Herefordshire, HR8 2PX

Members noted that Ward Councillors would be attending the next Planning Meeting at Hereford Council to voice Ledbury Town Council's opinions of this being a retrospective planning application which could be seen to breach Herefordshire Council's policy.

RESOLVED:

Objection on the grounds that this is a retrospective planning application which could be seen to breach Herefordshire Council's policy, noting that Councillors Harvey & Howells were expected to speak in respect of this at the forthcoming Hereford Council Planning Committee

b. Planning Application No. 223921

Planning Re-consultation – Land to the rear of 8A High Street, Ledbury, Herefordshire, HR8 1DS

Members discussed that they had previously objected to this planning application, and it was agreed that this should be objected to again.

RESOLVED:

Objection - on the grounds of over development in a conservation area and that this planning application does not fall within the design principles of the Ledbury Neighbourhood Development Plan.

P768. PLANNING DECISIONS

RESOLVED:

That the Planning Decisions were received and noted.

210225 204

P769. LEDBURY VIADUCT SITE DEVELOPMENT

1. Report received from Bloor Developments
2. Response received from Bloor Developments in respect of the response received from Ledbury Town Council

Members agreed that thanks should be sent to Bloor Developments for their work to consider matching the architecture of new house designs on the Viaduct site to buildings already in Ledbury.

Members felt that it is crucial to have public transport going through the new housing site to ensure that people have means of getting into town and travelling further. One member asked if bus stops were to be built in the new Bloor Development site that it be requested that they have green roofs. Members also discussed the possibility of the Town Council running electric buses through the town and agreed that this should be an item on the next Planning, Economy & Tourism Committee meeting. Members of the committee instructed the Clerk to write to Buses4Us to ask if they would be willing to discuss the possibility of increasing the Daffodil Line to include the Hawk Rise Estate and the Viaduct Estate (once developed).

Members also instructed the Clerk to write a letter of thanks and appreciation to the case officer of this planning application as well as their manager to express Ledbury Town Council's gratitude for acknowledging and investigating their requests into ensuring that the site is accessible for a bus.

RESOLVED:

1. That the report received from Bloor Developments was received and noted.
2. That the Clerk write a letter to Bloor Developments thanking them for their efforts in matching the architecture of the new house designs to the buildings already in Ledbury.
3. That 'Electric Buses' be included on the agenda for the next Planning, Economy & Tourism Committee meeting.
4. That the Clerk write a letter of thanks and appreciation to the case officer and their manager thanking them for acknowledging and investigating their requests into ensuring that the site is accessible for a bus.

P770. SECTION 106

Members agreed that it would be beneficial to ask the new County Councillors to provide reports on Section 106 to every Planning, Economy & Tourism Committee meeting after the elections.

RESOLVED:

- 1. That the Section 106 update was received and noted.**
- 2. That the new County Councillors provide reports on Section 106 at every Planning, Economy & Tourism Committee meeting after the elections have taken place.**

P771. DATE OF NEXT MEETING

To note that the date of the next meeting of the Economy, Planning & Tourism Committee is scheduled for 18 May 2023.

The meeting ended at 7:58pm

Signed Dated
(Chair)

LEDBURY TOWN COUNCIL

DRAFT SCHEDULE OF MEETINGS 2023/24

May 2023	4 - Elections	11 - Annual Council Meeting	18 - Planning, Economy & Tourism	25 - Full Council	
June	1 - Finance, Policy & General Purposes	8 - Planning, Economy & Tourism	15 - Environment & Leisure	22 -	29 - Full Council (A)
July	6 - Resources	13 - Planning, Economy & Tourism	20 - Environment & Leisure	27 - Finance, Policy & General Purposes	
August	3 - Full Council	10 - Planning, Economy & Tourism	17 -	24 -	31 - Resources
September	7 - Environment & Leisure	14 - Planning, Economy & Tourism	21 - Finance, Policy & General Purposes	28 - Full Council	
October	5 - Resources	12 - Planning, Economy & Tourism	19 -	26 -	
November	2 - Environment & Leisure	9 - Planning, Economy & Tourism	16 - Finance, Policy & General Purposes	23 - Full Council	30 -
December	7 - Resources	14 - Planning, Economy & Tourism	21 -	28 -	
January 2024	4 - Environment & Leisure	11 - Planning, Economy & Tourism	18 - Finance, Policy & General Purposes	25 - Full Council (B)	
February	1 - Resources	8 - Planning, Economy & Tourism	15 -	22 -	29 -
March	7 - Environment & Leisure	14 - Planning, Economy & Tourism	21 - Finance, Policy & General Purposes	28 - Full Council	
April	4 - Resources	11 - Planning, Economy & Tourism	18 -	25 - Annual Parish Meeting	
May	2 - Environment & Leisure	9 - Annual Council Meeting	16 - Planning, Economy & Tourism		

(A) - Meeting to accept Internal Audit

(B) - Meeting to set annual budget and precept

INVOICES FOR PAYMENT May 2023

INVOICE DATE	INVOICE NO	BAC's/Chq	COMPANY	DESCRIPTION	NET AMOUNT	VAT AMOUNT	GROSS AMOUNT
17.04.2023	3842572	Bacs	CPC	Female to female adaptor	8.61	1.72	10.33
21.04.2023	1398044	Bacs	Baker Ross	Craft items for Coronation	137.83	26.78	164.61
24.04.2023	1368692818	Bacs	Screwfix	Stronghold Wheelclamp	139.16	27.83	166.99
20.04.2023	22040	Bacs	J Lacey Steeplejacks	Lightening protection test 2023	305.00	61.00	366.00
21.04.2023	22860	Bacs	Grapevine Publications	Leaflet delivery with Ledbury Focus	300.00	60.00	360.00
30.04.2023	62	Bacs	Ledbury Hardware	Black Bags/gloves cable ties	40.44	8.09	48.53
27.04.2023	1369964811	Bacs	Screwfix	Combination key sage	11.66	2.33	13.99
28.04.2023	149954	Bacs	Paperstation	Stationery	66.38	13.28	79.66
02.05.2023	150008	Bacs	Paperstation	Stationery	7.09	1.42	8.51
27.04.2023	30200	Bacs	Shredall	LTC Shredding	72.88	14.57	87.45
04.05.2023	1468773	Bacs	Citation	On site HR - Half Day	552.50	110.50	663.00
30.04.2023	6190355775	Bacs	Lyreco	Stationery	272.64	54.53	327.17
28.04.2023	2123/2304/1	Bacs	BT	Payphone at Station Building	440.00	88.00	528.00
28.04.2023	9	Bacs	J B Gaynham	4 x Citizen Awards	192.29	38.46	230.75
30.04.2023	29590	Bacs	Shredall	Annual Compliance Charge	47.50	9.50	57.00
24.04.2023	1928325425	Bacs	Amazon	Rosettes for dog show Kings	32.53	6.51	39.04
30.04.2023	253237	Bacs	Radbournes	Coronation			
15.03.2023	10174	Bacs	Herefordshire Wildlife Trust	10mm Gravel	13.55	2.71	16.26
10.05.2023	456	Bacs	Amazon	Wild Play for World Book Day	166.67	33.33	200.00
10.05.2023	457	Bacs	Amazon	Tshirt Heat Transfer Paper	5.62	1.13	6.75
10.05.2023	9067338409	Bacs	Royal Mail	Tshirt Heat Transfer Paper	16.66	3.33	19.99
30.04.2023	548	Bacs	P J Nichols (SPAR)	FreePost Licence	290.00	58.00	348.00
04.05.2023	718351	Bacs	Printerbase	Fuel for Mowers and LTC Van	136.54	27.31	163.85
05.05.2023	120514	Bacs	OMS UK Ltd	Ink for Printer	264.65	52.93	317.58
08.05.2023	230508-1	Bacs	Mirrorball Live Band	Microsoft Windows 10 Pro OMS version	25.00	5.00	30.00
				Band for Coronation	740.00	0.00	740.00

25.04.2023	8804		Bacs	Red Kite Law	Professional fees for Lease of the Mortuary	1080.00	0.00	1080.00
11.05.2023	7009023		Bacs	npower	Market Stall electricity	76.88	3.84	80.72
06.05.2023			Bacs	Re-imburse A Price	Costco - Coronation	64.12	10.82	74.94
31.03.2023	6190354785		Bacs	Lyreco	Stationary	126.56	25.31	151.87
13.05.2023	Expenses		Bacs	P Howells Expenses	Milage and events	193.78	0.00	193.78
05.04.2023	6690487		Bacs	npower	Christmas lights unmetered electricity	1144.95	57.25	1202.20
					TOTAL	6971.49	805.48	7776.97

INVOICES FOR PAYMENT May 2023

Grants

Date	BAC's/Chq	COMPANY	Amount
03.05.2023	Bacs	Ledbury Food Group	1,500.00
03.05.2023	Bacs	Rail & Bus for Herefordshire	500.00
			2,000.00

FULL COUNCIL	25 MAY 2023	AGENDA ITEM: 12
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Report prepared by Angela Price – Town Clerk

COUNCILLOR ALLOWANCES

Purpose of Report

The purpose of this report is to ask Members to give consideration to the attached Legal Topic Note provided by the National Association of Local Councils (NALC), in relation to Councillor Allowances and decided whether they wish to request Herefordshire Council to establish a Parish Remuneration Panel to produce a report making recommendations for Councillor Expenses for Ledbury Members.

Detailed Information

There is no duty on a Parish Council to make an allowance available to their Members, however the Local Authorities (Members' Allowances) (England) Regulations 2003 make provision for a council to pay a parish basic allowance (PBA) should they so wish.

Attached is a Legal Topic Note provided by NALC which provides details on the process a Parish Council is required to follow should they wish to consider making an allowance payable to their Members.

Currently Ledbury Town Council provides expenses to the Town Mayor of £1,000, which is permissible without a Parish Remuneration Panel sitting, and they have a sum of £500 allocated to Members expenses. However, as far as the Clerk is aware they do not have a report provided by the Remuneration Panel which provides the level of allowances to be paid to Members.

Recommendation

Members are requested to give consideration to the attached Legal Topic Note and decide whether they wish to request Herefordshire Council to establish a Remuneration Panel to make recommendations of the points listed in point 11 of the attached document.

AUGUST 2019

LTN 33 | COUNCILLORS' ALLOWANCES

Introduction

1. This Note will consider the payment of allowances to local council chairmen and the different types of allowances that can be paid to councillors generally. The relevant law for England is set out in the Local Authorities (Members' Allowances) (England) Regulations 2003 ("the 2003 Regulations") and for Wales in the Local Government (Wales) Measure 2011 ("the 2011 Measure"). Unless otherwise stated statutory references are to the 2003 Regulations.

The Parish Basic Allowance

2. A local council is able to pay a parish basic allowance ("PBA") for each year to its chairman only or to each of its *elected* members (Regulation 25). The amount payable to the chairman may differ from that of other members but otherwise the sum shall be the same for each member.
3. The PBA is not a salary. It is a figure, which is calculated to cover the expenses that are normally associated with the basic duties of being a local councillor. The purpose is also not to reimburse individual councillors for specific expenses. Travelling and subsistence allowances are treated separately (see paragraph 7 below). There is no set figure and amounts may differ according to local factors.
4. Regulation 25 (6) provides that as soon as reasonably practical after setting the levels at which the PBA is to be paid and to whom, the council must arrange for the publication in a conspicuous place for a period of at least 14 days within the area of the council, a notice containing the following information -
 - a. any recommendation in respect of PBA made by the parish remuneration panel (see below);
 - b. the level or levels at which the authority has decided to pay PBA and to which members it is to be paid; and
 - c. a statement that in reaching the decision, regard was had to the recommendation of the parish remuneration panel.

5. The council must keep a copy of the information referred to in the notice available for public inspection on reasonable notice (Regulation 25 (7)).
6. The 2003 Regulations also require a notice to be published when the report of the parish remuneration panel is made to the council (Regulation 30). It may be possible for the two separate requirements to be satisfied by the publication of one notice with the proviso that it contains all of the required information and timescales allow it to be dealt with in this manner.

Parish Travelling and Subsistence Allowance

7. Regulation 26 permits a local council to pay to both elected and co-opted members allowances in respect of travelling and subsistence. This includes an allowance in respect of travel by bicycle or other non-motorised form of transport undertaken or incurred in connection with the performance of any duty within the following categories -
 - a) the attendance at a meeting of the council or of any committee or sub-committee of the council, or of any body to which the council makes appointments or nominations or of any committee or sub-committee of such a body;
 - b) the attendance at a meeting of any association of authorities of which the council is a member;
 - c) the performance of duties in connection with a tender process;
 - d) the performance of any duty which requires the inspection of any premises;
 - e) the carrying out of any other duty approved by the council, or any duty of a class so approved, or in connection with, the discharge of the functions of the authority or of any of its committees or sub-committees.

Recommendations

8. Regulation 25 (2) and Regulation 28 provide that where a local council proposes to pay the PBA, it must have regard to the recommendations which have been made in respect of it by the parish remuneration panel in setting the level of that allowance. The same requirement is not specified within Regulation 26 and so on face value it would appear that the council can set the level of travelling and subsistence allowance without reference to the panel. However in NALC's view it would be

appropriate for councils to also take the view of the parish remuneration panel into account.

Parish Remuneration Panel

9. Regulation 27 states that a parish remuneration panel may be established by a responsible authority (which is defined as a district or unitary county council). In some areas panels will not be set up as there is no duty to do so. The implication is that the panel is established when a request to do so is made by an appropriate local council. The process of making such a request is not specified within the 2003 Regulations and how this is achieved in practice will differ around the country.
10. The expenses of the parish panel are to be met equally by those local councils in respect of which recommendations are made (Regulation 27(4)). Although the 2003 Regulations are not specific, it may be assumed that the cost is spread between those local councils that actually make a request.
11. Regulation 28 provides that when convened, a parish remuneration panel will produce a report making recommendations as to -
 - a) the amount of PBA payable to members of the local council (the council must take this into account in setting the agreed level);
 - b) the amount of travelling and subsistence allowance payable (see above comments on taking this into account) ;
 - c) whether the PBA should be payable only to the chairman of the council or to all of the elected members;
 - d) if the PBA is to be paid to all members whether the level to be paid to the chairman should be higher and if so, what that higher figure should be;
 - e) the responsibilities or duties in respect of which members should receive the travelling and subsistence allowance.
12. A copy of this report is sent to each council about which recommendations have been made.

Levels of Allowances

13. Regulation 29 enables the parish remuneration panel in making its recommendations, to apply the same level to all the local councils for

which it was established or else recommend different levels for different councils.

14. The parish remuneration panel shall express its recommendations as to the level of PBA both as a percentage of the sum that an independent remuneration panel has recommended for principal authorities (this figure can be 100%) and as a monetary figure.

What to do after receiving the recommendation?

15. Regulations 30 and 31 provide that as soon as is reasonably practicable after receiving the report from the parish remuneration panel, the council must -
 - a) ensure that copies are available for public inspection on reasonable notice;
 - b) publish a notice in a conspicuous place for a period of at least 14 days which:
 1. states that it has received the recommendation
 2. describes the main recommendations and specifies the recommended amounts of each allowance and
 3. states that copies of the panel's report are available for inspection upon giving reasonable notice and give details of how a request to inspect should be given.
16. A reasonable fee can be charged for the provision of a copy of the report.
17. The council is required to maintain records of payments made in respect of the allowances specifying the name of the recipient and the nature of the allowance. These records can be inspected by any local government elector for the parish without payment of a fee upon giving reasonable notice. Copies must be provided if so requested and a reasonable fee can be charged.
18. At the end of a year (which means any period of 12 months ending on 31 March in any year), the council must publish a notice in a conspicuous place for a period of at least 14 days stating the total amount that it has paid in the year to each councillor in respect of the PBA and for the parish travelling and subsistence allowance.

Election to Forgo an Allowance

19. Regulation 32 enables a member to elect in writing to the proper officer that he or she wishes to forgo all or any part of their entitlement to the above allowances.

Recovery of Payments Made

20. Regulation 25 (8) provides for the recovery of allowances already paid to a member. An authority may require that where payment of PBA has already been made in respect of any period during which the member concerned ceases to be a member of the authority or is in any other way not entitled to receive the allowance in respect of that period,

Chairman's Allowance

21. S.15 (5) of the Local Government Act 1972 (s.34 (5) for Wales) remain in force. This enables a local council to pay its chairman for the purpose of enabling him/ her to meet the expenses of his/ her office such allowance as the council thinks reasonable. This means that councils can make this payment without the need to refer to the parish remuneration panel.

Dependants' Carer's Allowance

22. In England local councillors are not entitled to claim this allowance under the 2003 Regulations.

Tax Implications

23. When paying parish basic allowances to elected members, local councils are obliged to deduct income tax. HM Revenue & Customs ("HMRC") treats all councillors equally so local councillors will be subject to tax provisions in the same way as principal authority councillors. There may also be similar considerations with regard to travel and subsistence allowance in certain circumstances. Councils are advised to consult HMRC for guidance on the tax treatment of allowances. Also advice can be requested from NALC's Accounts and Audit Advisor.

Councillors' allowances in Wales

24. Under the 2011 Measure, the Independent Remuneration Panel for Wales prescribes the maximums for community and town councillors' allowances in Wales. Details are published in the Panel's annual reports

and can be found on the Panel's website: <https://gov.wales/independent-remuneration-panel-wales>. Each community/ town council must formally decide to apply the determinations if they decide to pay allowances. If a council does adopt the determinations, members are currently entitled to:

- £150 a year to cover telephone, IT and other costs.
- Up to £1500 for additional duties if mayor, £500 if deputy-mayor or for other roles.
- Reimbursement of travel and subsistence costs when on official business
- A financial loss allowance
- Reimbursement of the costs of care for a dependent child or adult of up to £403 a month (including formal and informal carers, e.g. babysitters for council meetings when no one else is available to care for a councillor's child(ren).

Councils should consult HMRC for taxation questions.

Other Legal Topic Notes (LTNs) relevant to this subject:

LTN	Title	Relevance
11	Celebrations and Similar Events	Sets out how chairmen may use their allowance in respect of celebratory events

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FULL COUNCIL	25 MAY 2023	AGENDA ITEM: 13
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Report prepared by Angela Price – Town Clerk

TERMINATION OF PHOTOCOPIER CONTRACT

Purpose of Report

The purpose of this report is to make Members aware of an error that has been made in respect of the termination of the photocopier contract which ended in April 2023.

Detailed Information

In April 2018 Ledbury Town Council entered into a contract with Abbey Business Group (now know as Vision Technical Services) for the provision of a photocopier on lease for a period of 5-years. This contract was therefore due to expire at the end of April 2023.

With this in mind the Clerk delegated the responsibility of obtaining quotes form several companies to source a new copier on a lease basis. As part of this process, the Clerk advised the delegated officer that they would need to terminate the current contract within 120 days of the expiry date of the current contract. This would include the contract with Vision and the finance company. As part of the process the companies asked to quote requested information on the summary of monthly charges in respect of mono and colour copies over a three-month period. This was provided via reviewing the invoices received from Vision.

Quotes were obtained and presented to council for consideration and the successful company, Dolphintec, were advised that they had been successful in gaining a contract for a period of sixty months with effect from April 2023.

The officer delegated to undertake the task advised the Clerk that they had issued the relevant termination notice.

Arrangements were made with Dolphintec for the new photocopier to be delivered on 25 April, and it had been agreed that they would return the previous machine to Vision as part of the service they provide.

On 12 April 2023, the delegate officer contacted Vision Client Services asking them to provide a Termination Form so that the return of their machine could be arranged. Vision responded the same day providing a link for the completion of the Termination Form, and in their email it stated:

“Your intention is to provide written notice to terminate your service agreement with Vision, please fill in the above form. Failing to fill in the form will mean notice has not been provided or accepted by Vision.”

This email was not share with the Clerk, and the Clerk was not aware of this until later that day when she received a copy of the Termination Form which indicated a termination date of 3 May 2023.

On 20 April the Clerk received an email from Vision saying thank you for completing the termination form. The email also advised that the service agreement with Vision states:

“you must provide 120 days written notice of your intention to terminate prior to the end of the minimum period or any anniversary thereof.”

The result of this was that as they had only received the notification on 12 April 2023, the 120 days had been surpassed and therefore in line with the agreement they can only accept 1 May 2024 as a termination date.

Following receipt of this email the Clerk spoke to Vision about this as she had been assured that the relevant termination details had been provided. On further investigation it would appear that the termination date had been provided to the finance company but not Vision, as the provider of the leased equipment.

Financial Implications

Therefore, the purpose of this report is to advise Members that due to a delay in the provision of notice of termination being provided to Vision, the Council is liable for a settlement payment. This payment is calculated on the average monthly copy totals for both mono and colour and calculated for a 12-month period. The settlement calculation provided by Vision is £4,550.12. This can be paid in one lump sum or monthly as if the contract was still in existence.

The Clerk can confirm that the Termination of Contract is now in place and will cease on 1 May 2024, however Vision do require a response on how the Council wish to pay the settlement costs incurred.

Recommendation

Members are requested to give consideration to the above information and provide the Clerk with instructions on how to proceed in respect of making the settlement payment, either monthly or in one lump sum.



Digital Printing Solutions Equipment Order & Maintenance Agreement

Customer Details Customer Full Invoice Name & Address:		Equipment Delivery Address (if different):	
Ledbury Town Council Town Council Offices Church Street Ledbury Herefordshire Postcode: HR8 1DH		Same Postcode:	
Invoice Contact Name: CLERK	Tel: 01531 632306	Email: clerk@ledburytowncouncil.gov.uk or deputyclerk@ledburytowncouncil.gov.uk	
Accounts Contact:	Tel: as above	Email: as above	
IT Contact:	Tel:	Email:	

Customer Information	
Company Type:	Private Address (sole trader/partnership):
Nature of Business:	
Company Reg No.:	Postcode:
Trading Start Date:	Tel:

Equipment Details						
Qty	EDP Code	Make / Model	Description	New	Refurb	Serial Number/Accessories
One		Ricoh MPc3004exsp	Colour photocopier/printer/scanner and staple finisher	<input checked="" type="radio"/>	<input type="radio"/>	C7172910342
				<input type="radio"/>	<input type="radio"/>	
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Additional Charges (please specify)	
<input checked="" type="checkbox"/> Set Up and Delivery £	<input checked="" type="checkbox"/> Additional Training £
<input checked="" type="checkbox"/> Network and Training £	<input checked="" type="checkbox"/> Site Survey £

Copy Costs (NB: A colour copy = 3 colour + 1 black developments)	
Cost per A4 page (mono)	Cost per A4 page (colour)
0.003p	3p
Additional Information	

Connectivity

Connectivity form completed

Connectivity form to be completed online by customer: www.abbeyprintsolutions.com/service-support/connectivity-request

Solutions and Software Support			Other Services (e.g. training)		
Name of solution	Number of users/seats	Quarterly or annual software support	Name of service	Units/Hour	£ per unit/hour

IT Support Helpdesk

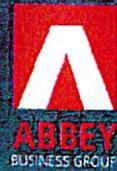
Abbey Business Group can offer an IT Support Helpdesk to assist in managing your printer or multi-functional device. The IT Support Helpdesk offers unlimited remote, telephone and onsite support for any printing, scanning or network problem you may experience with your device.

This charge is £15.00* per month per device. Please tick this box if you do not require this service

NB: Abbey Business Group standard charge for non-Enhanced IT support is £95.00* per hour. *All prices exclude VAT.

Signatures confirming acceptance to term & value	
Signed on behalf of the customer to confirm offer on these specific term and the General Terms and Conditions overleaf.	Signed on behalf of Abbey Business Equipment Ltd.
Signature: <i>K J Mitchell</i>	Signature: <i>[Handwritten Signature]</i>
Print Name: <i>K J MITCHELL</i>	Print Name: <i>Elaine Jarvis</i>
Position: <i> Clerk to the Council ,</i>	Position: <i>Account Manager</i>
Date: <i>27-03-2018 .</i>	Date: <i>30 April 2018</i>
	Contract start date: <i>30 April 2018</i> Length of contract: <i>60 months</i>
Cust PO No.:	

Terms and conditions



1. This Agreement (which supersedes all previous arrangements or agreements written or oral made between the Company and the Customer relating to the goods mentioned) will constitute the entire Agreement between the parties and shall not be binding until signed by, or on behalf of, the Customer and by a person authorised on behalf of the Company. In this Agreement the following definitions shall apply:
'Business day' means: a day other than a Saturday, Sunday or public holiday in England when banks in London are open for business;
'Delivery location' means: the location in the Order specified as the delivery address;
'Equipment' means: the equipment detailed in the Order;
'Installation address' means: the address specified in the Order;
'Installation date' means: the date Equipment is installed and ready for use;
'Order' means: your order for the Equipment, as set out below.
2. This Agreement commences on the installation date and continues for an initial period of 60 months and thereafter on an annual basis unless terminated by either party in accordance with paragraph 4a or 5a.
3.
 - a. The Company agrees to supply during a normal Business day all the necessary consumables (except paper and staples) and the services of an Engineer, to adjust, clean, inspect and lubricate the equipment covered by this Agreement, upon such reasonable request being made by the Customer.
 - b. Any spare parts and drums deemed necessary by the Company will be supplied free of charge, subject to the provisions of Paragraph 3c below.
 - c. Any service replacement spare parts deemed necessary by the Company due to wilful acts, accidental damage, negligence or the use of supplies not approved by the Company on the part of the Customer will be charged in accordance with the Company's current service charges.
4.
 - a. Payment for the service to be provided under this Agreement shall be calculated in the manner set out in Sub-Paragraph 4c of this condition. Payment of the amount so calculated shall be made by the Customer within 30 days of invoice date. Failure to pay any account in respect of any sums so invoiced, shall be a breach of the terms of this Agreement and the Company shall be entitled: (1) To suspend the provision of services and/or (2) To terminate this Agreement immediately but without prejudice to any other remedy available to the Company in respect of such failure.
 - b. The charge under this Agreement shall be initially at the rate specified in the Order for each metered A4 copy. The Company will give 30 days notice in writing of variation in meter charge. In the event of a price increase caused other than by inflation, the Customer shall be entitled to Cancel this Agreement by giving notice to the Company provided that such notice shall be given before the effective date of such increase.
 - c. The Customer shall submit meter readings as requested for that month, or otherwise as required by the Company. If meter readings are not received by the Company by the second working day of the following month then the Company may request such information by telephone, or invoice an estimated amount determined by the Company. In the event of an estimated invoice being issued, then the difference between the estimated amount and the true amount will be taken into account in a subsequent billing. The amount charged shall be based on the actual number of copies taken, or the estimated number of copies taken multiplied by the prevailing copy cost at the time of the invoice, save and except that in the event of the actual number of copies taken is less than the contracted copy volume the customer will be charged for the contracted number of copies.
5. This agreement shall be for a minimum of 60 months. Should the Customer wish to terminate the agreement, within the minimum period, the Company will make a charge equivalent to the average monthly volume or the contracted monthly volume (whichever is greater) at the prevailing copy cost, for the remainder of the minimum period. If the customer wishes to terminate the agreement at the end of the minimum period it may do so by giving not less than 120 days written notice of its intention to terminate, prior to the end of the minimum period, or any anniversary thereof. Failure by the Customer to give the required notice will entitle the Company to make a charge equivalent to twelve times the contracted monthly value or the average monthly value; (whichever is the greater), at the prevailing copy cost at the time of cancellation.
6. The Company will in addition charge the Customer for:
 - a. Service required outside the hours 9am-5pm Monday to Friday and public holidays, in accordance with its scale of charges then current, which are available for inspection upon demand.
 - b. Service made necessary by the use of copy paper not approved by the Company after written notice not to do so.
 - c. Delivery as agreed in the Order. Delivery of the Equipment shall be accompanied by a delivery note which shows the type and quantity of the Equipment. The Company shall deliver the Equipment to the Delivery location.
 - d. Training as agreed in the Order
 - e. IT Support as agreed in the Order
7. Any consumables provided under this Agreement and not used at the termination of the Agreement are the property of the Company and should be made available for collection by a representative of the Company. Failure to comply will entitle the Company to make a compensatory charge.
8. Where the equipment concerned shall not have been supplied by the Company at the commencement of this Agreement and shall have been the possession of the Customer prior to the commencement of this Agreement, it is a condition of this Agreement that the equipment shall be in proper mechanical condition. Any work which may be necessary to put into such condition shall be charged at the Company's usual service charge. (see clause 6a)
9. The Company reserves the right to make a supplementary charge to cover repair to equipment that is in excess of five years old.
10. The Customer will not assign its interest in the Agreement without the prior written consent of the Company.
11. The Company will be responsible for any damage, injury or loss arising out of, or in connection with, the servicing of the equipment if shown to be caused solely by negligent acts of the Company, but in no circumstances will the Company be responsible for any loss of business or profits or for any consequential loss, however arising, including delay in, or failure to deliver equipment or supplies to provide service.
12. No waiver, alteration or modification of the terms of this Agreement shall be binding upon the Company unless made in writing and signed by a Director of the Company or the Company Secretary.
13. The Customer will appoint at least one member of its staff as a principal operator who shall be trained in the use of the equipment by the Company. The Customer will ensure that such principal operator is available to carry out the instructions in the user instruction booklet. The Company will train principal operators in the correct use of the equipment.
14. The Customer shall not change the location of the equipment without prior written consent of the Company. Where the Company consent to such relocation, the Company will provide a relocation service in accordance with the scale of charges current at the time of relocation.
15. If the customer commits any breach of the terms and conditions of the contract; or suffers distress or execution; or becomes insolvent or commits an act of bankruptcy; or enters into any arrangement or competition with its Creditors; or goes into liquidation (other than solely for amalgamation or reconstruction while solvent); or if an Administrative Receiver or a Receiver is appointed over any part of the Customer's business, the Company may without prejudice to any rights which may have accrued, or which may accrue to it, terminate the contract summarily by notice in writing, stop any goods in transit and/or works in progress and repossess any goods which it has supplied to the Customer but for which the Customer has not paid.
16. This Agreement shall be governed by, and shall be enforced in accordance with the Laws of England, and the Company and the Customer hereby submit to the jurisdiction of the English Courts.
17. Any notice or other communication given to a party under or in connection with this agreement shall be in writing and all correspondence should be addressed to the Company's Cheltenham Head Office. No variation of this agreement, including the introduction of any additional terms and conditions, shall be effective unless it is agreed in writing and signed by us.

Head Office

Units 23/24, Neptune Business Centre, Tewkesbury Road,
Cheltenham, Gloucestershire GL51 9FB

Tel. 01242 263444

info@abbeybusinessgroup.com

abbeybusinessgroup.com

Newport Sales & Service Centre

Merlin House, 1 Langstone Business Park, Priory Drive, Newport,
Gwent NP18 2HJ

Tel. 01633 415420

wales@abbeybusinessgroup.com

abbeywales.com

Settlement Calculation Sheet



Serial Number	C717R910342	Mono St Read	0	Mono End Read	669417	Average Monthly Mono Volume	14243	Colour St Read	0	Colour End Read	1010506	Average Monthly Colour Volume	21500	Mono CPC	0.00402	Colour CPC	0.01206	Monthly Mono Charge	57.26	Monthly Colour Charge	259.29	Months Remaining	13	Total Charge	4115.12	Collection & Data Erase Charge	£435	4550.12
					</																							

FULL COUNCIL	25 MAY 2023	AGENDA ITEM: 14
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Report prepared by Angela Price – Town Clerk

REQUEST FROM PATRICK BRAZIL IN RELATION TO SHOP FRONT GRANT FUNDING

Purpose of Report

The purpose of this report is to provide Members with a copy of a letter received from Mr Brazil asking Council to give further consideration to his request for payment in respect of shop front improvements that he has carried out and notified the council of some considerable time after the grant funding deadline.

Detailed Information

In June 2022, Mr Brazil applied for made application for shop improvement grants for six separate premises. Within the application forms details of when the works were required to be completed by were given as 31 August 2022. Mr Brazil was advised that he had been successful in being awarded the grants, but no further communication was received from him until 24 April 2023.

Members will recall that the shop improvement grants were funded from the Great Places to Visit fund, the criteria of which was initially that the funds must be spent by the end of September 2022. However, an extension was given to this date to the end of December, which allowed for a second round of shop front improvement grants being offered.

As the criteria was that the funds must be spent or returned, any invoices etc. that had not been received for grant applications by the end of December would not be able to be paid, due to the constraints placed on Ledbury Town Council for providing evidence that the funds had been spent.

Therefore, upon receipt of Mr Brazil's email on 24 April, the Clerk discussed it with the Grants Working Party, who suggested she advise Mr Brazil that due to him not complying with the requirements as stated in the application form and the deadline for the grants had passed, it would not be possible to make the payment as requested.

Following receipt of this information Mr Brazil wrote to the Chair of Finance, Councillor Hughes, to ask the Finance Committee to reconsider this decision. A copy of Mr Brazil's letter is attached for information.

Recommendation

Members are requested to give consideration to Mr Brazil's request for the decision of the Grants Working Party, which includes the Chair of the Finance, Policy & General Purposes Committee, to be reconsidered and agree to pay him £750 towards the cost of the shop front improvements he has requested.

Mr Patrick Brazil
Pajupa Design and Development
73 Browning Road
Ledbury
Herefordshire
HR8 2GA
28.4.23

Mr Malcolm Hughes
Ledbury Town Council
Church Street
Ledbury
Herefordshire
HR8 1DH

Dear Mr Hughes (Chair of LTC Finance Committee) and LTC Finance Committee,

I was very disappointed to hear of your recent decision not to pay me the grant I was awarded for the shop front improvement scheme. I have invested a great deal of money producing an excellent shopping venue for Ledbury and further afield and I would like you to reconsider your decision.

I submitted my shop front improvement grant application for the shops in the Design Quarter, 12 High Street, Ledbury on 6.6.22 and only received confirmation that I had been awarded the grant on 1.8.22, almost 8 weeks later. As you can imagine, the timescale to complete the necessary paint and repair work was extremely tight and decorators hard to come by. After the decorator was secured, progress was hindered and a completion date of August 31st 2022 became unrealistic.

Is the funding for such projects not set aside once awarded? Unfortunately, I was never made aware of such funding in the first place and only came to hear of it by word of mouth. To date, I have spent over £2,000 on improving the front of two shops in the Design Quarter which undoubtedly enhances the shopping experience for the residents of and visitors to Ledbury.

I would be very grateful if the Finance Committee including yourself could discuss this further and hopefully arrive at a positive resolution. In the meantime, if you wish to speak to me or require any more information, I can be contacted on 07939 212099.

Many thanks.

Yours sincerely,

Patrick Brazil

FULL COUNCIL	25 MAY 2023	AGENDA ITEM: 15
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Report prepared by Angela Price – Town Clerk

REQUEST ON BEHALF OF HEREFORSHIRE ARMED FORCES DAY

Purpose of Report

The purpose of this report is to provide Members with details of a request received for funding in support of the forthcoming Armed Forces Day.

Detailed Information

Attached is a communication received from Kate La Barre, Armed Forces Covenant Partnership Officer asking for support for the forthcoming Armed Forces Day in Herefordshire.

Recommendation

Members are requested to give consideration to the attached request and decide whether they wish to offer financial support to Herefordshire Armed Forces Day 2023.

Herefordshire Armed Forces Day 2023 Sponsorship Opportunity

Armed Forces Week 2023 in Herefordshire will commence on **Saturday 17th June** with a County Coronation Cadet Review followed by a Beating of Retreat. This public event, located in heart of the city, will showcase our county Cadet Forces and bring together over **300 young cadets and adult volunteers**. This will be a fantastic uplifting and visual spectacle for members of the public. A military band will be on parade and a flypast has been requested.

His Majesty's Lord-Lieutenant of Herefordshire, Chairman of Herefordshire Council will be in hosting the event and also in attendance will be the Reserves, senior military and civic representatives and two **Chelsea Pensioners**. We have also requested the presence of a Royal at the event.

The event will attract a **wide age range and different backgrounds**: from our youngest members of the Armed Forces community; some 300-strong cadets (from all 3 branches) through to Chelsea pensioners and our older veterans. And, given Herefordshire's proud connection to the Armed Forces we are expecting our cadets to have strong multi-generational family connections to the Armed Forces who will come along and support them.

We are estimating the event will attract around **3,500 people**. This is the first event of this kind that has ever been held in the county that pays tribute to our Cadet Forces and the contribution they make to our local community. It will also acknowledge the dedication and commitment of the Cadet Adult Volunteers - across the county some 80 both uniformed and civilian, willingly give up their time to allow evening and weekend Cadet training to take place.

The event is being organised by the **County's Armed Forces Day Committee**, led by Col Andy Taylor OBE DL and facilitated Herefordshire Council.

They are committed to put on an event of this scale with limited funds, with much of the contribution coming from volunteers and benevolent support. Herefordshire Council have applied for a small MoD grant to cover some aspects, however, we are asking **forces-friendly organisations** if they can assist with covering some additional costs that we are unable to cover due to the limitations of the grant criteria.

We are particularly seeking assistance for:

- Printed invitations and a programme for the day: £500
- To produce a special Coronation pin badge (to be presented to all on parade) and paper sticker replicate to hand out to the public: £500
- Reception (drinks and canapés) for 200 at Hereford Town Hall for cadets and parents, VIPs, civic dignitaries: £3200 or contribution
- Feeding the Band: £250
- A professional photographer to ensure we capture the event for posterity and PR: £350

In return for your support we would like to offer you:

- 2 Invitations to Cadet Reception
- 2 Invited guests at Coronation Parade
- Introduction to VIPs and senior leaders

Herefordshire Armed Forces Day 2023 Sponsorship Opportunity

- Sponsorship acknowledgement in media and PR, social media and in the programme

We are very conscious that this year more than ever sponsorship support will be challenging for many organisations, and if you are unable to assist we more than understand. However, As forces-friendly organisations, we thought it may be of interest and considered as positive opportunity to get involved at some level to support your local Armed Forces community. If possible, we would be delighted if you could take part in our celebrations and pay tribute to them for their hard work and dedication.

I would be very happy to discuss these opportunities further with you or take any of your questions or ideas you may have.

Kind regards,

Andy Taylor

Email: ast684@icloud.com

Herefordshire Armed Forces Day Committee Chairman

Kate La Barre

Armed Forces Covenant Partnership Officer

Corporate Finance Division

Corporate Services Directorate

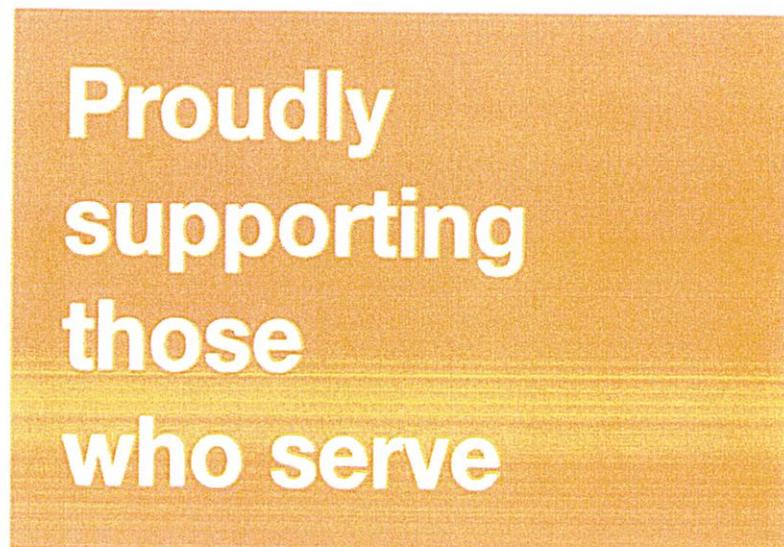
Herefordshire Council | Plough Lane | Hereford | HR4 0LE

Kate.labarre@herefordshire.gov.uk

Tel: 01432 261 630

Supporting Herefordshire's Armed Forces Covenant

www.herefordshire.gov.uk/armedforces



#GoldERS2023

FULL COUNCIL	25 MAY 2023	AGENDA ITEM: 16
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Report prepared by Angela Price – Town Clerk

ENERGY & RESOURCES EFFICIENCY REPORT

Purpose of Report

The purpose of this report is to provide Members with a copy of the Energy & Resource Efficiency Report carried out on behalf of Ledbury Town Council by Severn Wye.

Detailed Information

Members will recall that the Clerk previously advised that she had signed the Council up for a free energy efficiency survey via Herefordshire Council, to be carried out by Severn Wye, who attended the Council Offices on 9 March.

Attached is the Energy & Resource Efficiency Report and they have made some recommendations in section 5 of the report. These recommendations have been split into three categories; No-cost measures, low-cost measures, and capital cost measures.

5.2 No-cost measures

- Establish a simple written energy policy including cost and carbon considerations, energy management issues and objectives
- Consider energy efficiency and calculate whole-life costs when procuring new equipment
- Ensure that any building refurbishment or maintenance works are considered as “trigger points” associated with energy saving measures

At a recent meeting of the Climate Change Working Party, it was suggested that the Clerk should work with Paul Kinnaird to measure the Council's Carbon Footprint, and this would be a good starting point towards considering the above points.

5.3 Low-cost measures

Action plan: Low-cost measures Action	Cost (£)	Simple Payback / benefit
Replace remaining non-LED lights with LEDs	Depends on type and fitting	Usually, 2-4 years
Seal chimneys with draft excluding chimney balloons	Less than £20 per unit	Improved comfort and reduced heat loss

Install motion sensors to manage the lighting in appropriate areas such as toilets and storage areas.		Energy saving depends on type of sensor and the occupancy of the area
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5.4

5.4 Action plan: Capital cost measures Action	Implementation date Cost (£)	Simple Payback / benefit
Consider secondary internal glazing to reduce heat loss in winter	Depends on type selected, but would expect £5,000-£10,000	Improved comfort. Payback period will be at least ten years
Additional night storage heaters, plus repair or replace failed unit	Around £500 each plus installation costs	Improved comfort and reduced use of day-time electricity
Internal wall insulation if permitted, using appropriate materials	Subject to detailed assessment	Reduced energy bills
Consider internally insulating the ceilings in the loft rooms, subject to approval by the Heritage Officer	Subject to detailed assessment	Reduced energy bills

It should be noted that as a Listed Building any major alterations to the fabric of the building will need input from Heritage and Conservation Officers prior to any changes being made.

Financial Implications

The Clerk has been advised that there may be some potential funding via Herefordshire Council for some of the projects above and has shared the attached report with the relevant officers at Economy & Place in order to establish whether this is the case and if any further is available by the time of the meeting the Clerk will provide this to Members accordingly.

Recommendation

Members are requested to give consideration to the attached report, in particular the recommendations in section 5 as listed above, and consider which, if any of the recommendations they would wish officers to investigate.

ENERGY & RESOURCE EFFICIENCY REPORT

**Ledbury Town Council
Office**

March 2023

About Severn Wye

Severn Wye Energy Agency is a non-profit company and registered charity primarily operating throughout Wales and its English border counties, supporting communities, residents and businesses to create a sustainable, affordable, low carbon future.

Severn Wye specialises in detailed energy efficiency analysis, surveys, reports and recommendations that help organisations make sustainability improvements. Severn Wye's carbon footprinting, feasibility studies and energy management experts can help you make changes that improve all aspects of your organisation and are fit for a low carbon future.

Funding of this service

This report has been funded by Herefordshire Council.





Disclaimer

Severn Wye Energy Agency (Severn Wye) accepts no responsibility for accidents or incidents arising from individuals undertaking any of the tasks described. You should always contact a suitably qualified professional before proceeding.

To the maximum extent permitted by law, Severn Wye shall have no liability whatsoever to you or any third party for any loss or damage, whether in contract, tort (including negligence), breach of statutory duty, or otherwise, even if foreseeable, arising under or in connection with your use of or reliance on any content displayed in this report.

Nothing in this report is intended to be or should be interpreted as an endorsement of, or recommendation for, any supplier, service or product.

Energy & Resource Efficiency Report

LEDBURY TOWN COUNCIL OFFICE

March 2023

Prepared by	Stephen David
Address	Severn Wye Energy Agency 15 Highnam Business Centre Highnam Gloucester GL2 8DN
Phone	07875 955864
Email	stephend@severnwe.org.uk

Version Tracker	V1.0	
Written by:	Stephen David	27/03/2023
Quality control by:	Matthew Williams	04/04/2023



Executive Summary

Introduction

Herefordshire Council has contracted Severn Wye Energy Agency to provide energy and resource efficiency surveys for small businesses across the county. This report concerns the Ledbury Town Council offices, Ledbury.

The report aims to offer suggestions and opportunities that can be taken forward to improve the energy performance of the premises. Not only does this information help with reducing ongoing energy costs but importantly supports the transition of the building to a low carbon, sustainable future.

A survey was conducted at the Town Council office on 9th March 2023. As there is no gas supply, electricity is the only source of energy. A year's electricity data were provided for our analysis, but the data are incomplete. However, it appears that the Town Council office itself consumes electricity to a cost of around £2,700 per year under the current, quite favourable, tariffs.

Energy Saving

Some energy saving opportunities exist and are outlined in the Recommendations section of this report. These range from installing simple chimney balloons to block air flow and draughts through the open chimneys, to internal wall insulation which would require the appropriate permissions and would need to use materials sympathetic to the building fabric.

Renewable Energy

The Town Council building has no significant capacity for renewable energy installation. Its location and listed status mean that solar PV installation or air-source heat pumps are highly unlikely to be able to be installed.

Please note, the savings figures detailed in this report are considered individually and do not factor in the savings from cumulative (or previous) improvements.

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1. Introduction

Herefordshire Council has contracted Severn Wye Energy Agency to provide energy and resource efficiency surveys for small businesses across the county.

This is the survey report for the Ledbury Town Council offices, Church Lane, Ledbury. The survey was carried out on 9th March 2023.

The building is used five days per week, plus as booked for weddings and other meetings. It is owned by the council.

The building is supplied with electricity, which is the only energy source; there is no gas supply.



Photo 1: Ledbury TC office

2. Data Analysis

2.1 Energy Use

Electricity data was provided in the form of bills and a summary spreadsheet for four electricity meters covering usage for 2022. Note that this report is primarily concerned with the Ledbury Town Council offices, not the Market House or Cemetery Building, but as electricity consumption data has been provided for these buildings we have commented as far as we can.

- a) LTC meter 1, a smart meter, under contract to 13th January 2024.
- b) LTC meter 2, day/night tariff, incomplete data including estimates, contract to 17th September 2024.
- c) Market House, incomplete data including estimates, out of contract.
- d) Cemetery Building, incomplete data including estimates, contract to 16th June 2024.

LTC meter 1. As a smart meter, this offers the most reliable data and the readings are consistent with Octopus Energy's estimate of an annual consumption of about 8,000kWh. The unit price is 17.24p/kWh, plus 36.14p/day, which is a very favourable rate and totals around £1,500 per year.

LTC meter 2. Data from this split day/night meter is incomplete. If, as looks likely by inspection, the night time consumption for October – December was 1,902.7kWh rather than 19,027.7, then the total consumption for the year would be 8,300kWh, which is not far from EonNext's estimate of 9,456kWh. EonNext do not make a split day/night estimate but the data suggest that the night time consumption is about twice as much as the day time.

The unit charges on this meter are most unusual in that the day rate, 8.8p/kWh, is lower than the night rate of 16.79p/kWh – normally, the night time rate would be the lower rate. Furthermore, both of these rates are very low, not only by current standards but they would have been considered low before the recent rises in energy prices. The daily standing charge is 31.77p/day, which is fairly typical.

Total charges on this meter appear to be around £1,200 per year.

Market House. The data from this meter is difficult to interpret, as monthly billed consumption ranges from 1.3kWh in April to 3,744kWh in December. The former reading is presumably a correction of previous over-estimates, but the latter is the



difference between two actual readings. However, as we have not surveyed the Market House we cannot comment further. The tariff is fairly typical for the present time: 52.11p/kWh, though the standing charge of 88p/day is high. The unit rate charge is mitigated at present by the Energy Bill Relief Scheme to 27.48p/kWh.

The Cemetery Building. This data also comprises a mix of estimates and actual readings, with monthly billing ranging from 1,226kWh to minus 544kWh. As for the Market House, we have not surveyed this building and cannot comment further on its energy use. The tariff is very favourable at 19.5p/kWh and a standing charge of 38.69p/day, though this price is fixed only to the end of January 2023 (though the contract end date is January 2024).

2.2 Commentary

Electricity rates rose dramatically during 2022 and remain high compared with the start of that year. This of course reflects the rise in UK wholesale energy prices and the current high rates can be expected to continue.

With the exception of the Market House, Ledbury TC has been insulated from the high energy prices seen by most consumers through 2022/3. Though its electricity supply contracts (except the Market House) do not end until next year, there is clearly scope for price variation within them and higher prices can be expected. The Market House, being out of contract, illustrates the importance of negotiating new supply contracts in good time and not allowing contracts to expire without replacements being ready. But even with prudent planning, it should be expected that new energy supply contracts, even in 2024 when the market may have stabilised, will carry much higher unit rates than Ledbury TC is currently enjoying. Unit prices of 30p or more should be anticipated.

An energy price cap for non-domestic consumers was introduced for a six-month period starting in November 2022. The price cap applies to organisations currently on variable or rolling tariffs, or where supply contracts began after December 2021. This scheme will be replaced with the Energy Bills Discount Scheme (EBDS) which will run from 1st April 2023 until 31st March 2024. The new scheme will be available to everyone on a non-domestic electric supply contract, though the level of support has been reduced. Further information about the scheme and what it could mean to the organisation can be found at:

<https://severnwyewater.org.uk/articles/business-energy-support-latest-what-the-april-changes-mean-for-your-organisation/>

2.3 Monitoring & Targeting

Detailed and regular energy monitoring is the key starting point in sound energy management practice.

Monitoring of energy consumption allows detailed analyses against previous weeks, months and years and can support the identification of reasons behind any significant changes in consumption.

Energy data should be discussed every 6-12 months to enable wider discussions on the organisation's environmental impacts to take place. This will also enable the company to set realistic targets for reducing consumption year on year and to disseminate performance to stakeholders.

A proportion of the savings achieved should be used to invest in further energy saving measures from the action plan at the end of this report. This results in a cycle of continuous improvement and energy cost reduction.

2.4 Trigger Points for Energy Efficiency Opportunities

A "trigger point" in terms of energy efficiency is a point where a change or event is about to occur, and which could offer an opportunity to make energy saving improvements. For any significant change to the building fabric or usage, the following could be considered:

Is this an opportunity to reduce costs, improve efficiency or reduce carbon?

Examples of trigger points may include:

- Grant availability for carbon saving measures
- Key energy consuming equipment reaching the end of its life
- Running new services or performing maintenance
- Altering or refurbishing the fabric of a building.

Of course it is not always be possible to implement energy saving measures at every trigger point opportunity, but the question should still be asked. If the question is not asked, opportunities may be missed which could result in increased future costs and more disruption if the improvements are then added later.



2.5 Using an Energy Broker

One of the best ways to reduce energy costs is to ensure that the company is not on an excessively expensive energy tariff. Most people are aware of comparison sites for domestic properties, but non-domestic consumers need to be credit checked and sign contracts with the energy supplier based on the past year of consumption and so each needs to talk directly to the suppliers to get comparisons. It can be time consuming to contact suppliers and even then, the best rate may not be offered.

Using a good energy broker has several benefits:

- They save the organisation time and stress by arranging for the energy suppliers to bid for energy contracts at the same time.
- Often a broker can get a better tariff than would be offered to the consumer directly. The energy suppliers know that the broker has a good knowledge of how the business works and that they will be arranging for quotes from a range of suppliers on the same day, so if a supplier is keen to win the business they will be incentivised to put in a good offer first time.
- Energy contracts often have unhelpful time clauses where the consumer must let the energy supplier know (often a few months before the end date) if they do not want to automatically remain with the existing supplier when the contract runs out. The broker will contact the business to let them know when the contract is due to end and will ensure that the contract is cancelled in writing at the correct time.

If a broker is not already used, then it is recommended that one is contacted to help with future energy contracts.

Severn Wye offers a brokering service which is free at point of use. Any surplus money that Severn Wye makes from commissions through this service is put back into supporting local community projects.

3. Energy Efficiency Survey

3.1 Building Fabric

The offices are housed in a Grade 2* listed 15th century building and occupy numerous rooms over three storeys.

Windows and doors are generally draughty, and replacement with modern double-glazed units is not permitted. Secondary double glazing may be permitted, at least in some locations, and can improve comfort significantly by reducing draughts.

Insulation is generally lacking, with limited cost effective opportunities to improve it. The walls could potentially have natural or lime/hemp based insulation added internally in some areas when the plaster next needs repair, however this would almost certainly require planning permission and listed building consent. Natural insulation materials work sympathetically with the original building construction and are more in keeping with the way many listed properties were originally built.

The loft area is occupied by a storage room which is unheated and uninsulated, with a very old window in the gable end plus a Velux-type window which is jammed shut. It may be possible to insulate the vaulted ceiling and still enable the timbers to show through. Again planning permission and listed building consent would be required.

Some of the chimneys have not been sealed and create drafts – there may be scope to block these with chimney draft excluders or chimney balloons which, once installed, are invisible. These are low-cost items and will almost entirely block airflow through the chimney. If rooms become overheated in summer, removing the chimney draft excluder or chimney balloon may provide some relief by introducing a natural air flow.

3.2 Space Heating

The offices are heated by a mixture of night storage heaters, wall mounted electric convectors, plug-in convectors, plus an overhead electric fan heater over the front door which is reported as being too noisy so is never used. Storage heaters are the dominant means of heating.

Many rooms are reported to be under-heated, including the clerk's office, where the storage heater is supplemented with a plug-in fan heater, the "Pink Room" which is nominally a lunch room but is rarely used, and the Community Development Office where the storage heater apparently does not work.



The Painted Room is heated with a storage heater but this room is intentionally kept cool for preservation of the wall decoration.

The Committee Room has two plug-in portable heaters which become very hot on their top surfaces, to the extent that could be considered a health and safety risk.



Photo 2: Committee Room



Photo 3: Committee Room heater



Photo 4: Community Development Room



Photo 5: Painted Room

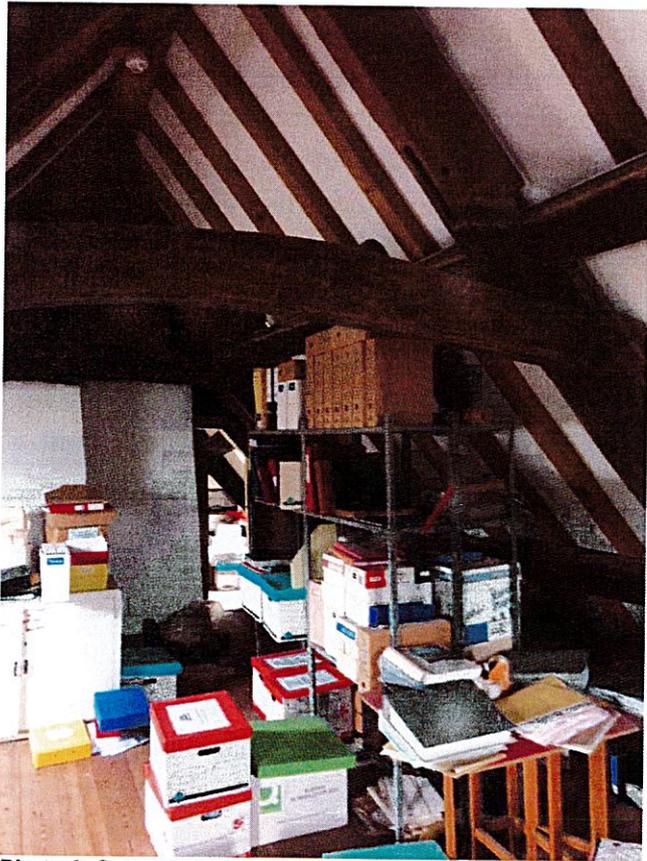


Photo 6: Storeroom in loft

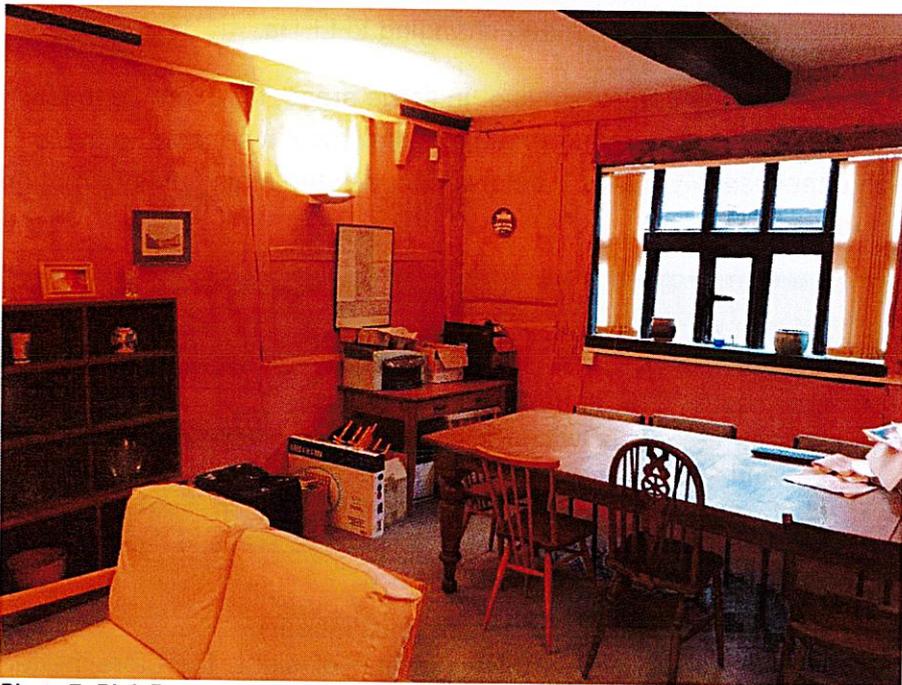


Photo 7: Pink Room

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Night storage heaters would seem to be the best way to heat these offices. In some areas heating is inadequate, and here any failed heaters should be repaired or replaced. Additional storage heaters could be installed in some rooms to reduce reliance on electric heaters which cannot take advantage of cheaper night-time electricity. (However, the curious situation whereby currently day-time electricity is cheaper than night-time means that there would be no financial benefit to reducing day-time electricity use in favour of night-time. This situation cannot be expected to persist.)

Though an air-source heat pump system would in principle offer a less expensive form of heating compared to direct electric heating, the building has no external surfaces or outdoor areas that could accommodate the external heat exchangers required.

3.3 Water Heating

Water heating in the toilets and kitchens is from quite new point of use heaters. These represent the most effective way to provide hot water in this building.

3.4 Lighting

Most lighting is from LEDs. There is a small number of remaining fluorescent tubes and CFL lamps in use, which we recommend changing to LEDs.

There are no motion sensors to control lighting. In some areas, for example toilets, storerooms and corridors, it may be appropriate to install motion sensors to avoid lights being left on unnecessarily. Table 1 below describes the main types of motion sensor and their typical uses.

Type of control	Characteristics
Passive infrared (PIR) sensors	<ul style="list-style-type: none"> • Low cost at £15-30 per sensor (plus labour). • Detect movement within a defined parameter to switch lights on, and switch them off after a set period. • Line of sight device can be problematic in toilets (where cubicles block the sight) or within storage areas, if the length of time has not been set appropriately.
Ultrasonic	<ul style="list-style-type: none"> • Medium cost at over £50 each (plus labour). • Act like a PIR sensor, but not line of sight; therefore better suited in storage areas or toilets.



Manual/timed	<ul style="list-style-type: none">• Time lag (or push button) switches can be used for some intermittent areas such as stairwells or cupboards.• Low cost.
Daylight	<ul style="list-style-type: none">• Daylight sensors can be ideal for external lighting, especially when linked to movement sensors for security purposes.• Can also be used internally, when lots of daylight potential exists in bright rooms with lots of windows.• Digital dimming can often be used to allow lighting to be dimmed by 2% intervals and can link in with daylight and motion sensors.• This type of sensor typically costs £100-200 each, due to the sophistication of the technology.

Table 1: Motion sensors

3.5 Kitchen

The offices have a small kitchen equipped with a microwave oven and fridge, and which is heated with a small electric panel heater.

When new kitchen appliances are purchased, energy efficiency should be considered as a priority.

4. Renewable Energy Options

4.1.1 Background

The potential for renewable energy technologies should be considered after all opportunities for energy saving have been implemented. Solar photovoltaic (PV) is a popular and widely deployed technology across all sectors, with recent growth driven by dramatic price falls and the UK feed-in tariffs (FITs) which were available from 2010 to 2019.

Typical small-scale solar PV systems would currently cost around £1,000–1,800 per kW of peak installed capacity, as reflected in the calculations presented later. It should be noted that only a few years ago the cost would have been closer to £4,000–6,000 per kW, but further dramatic price falls are not expected since the basic panel price is no longer the dominant component of overall system cost.

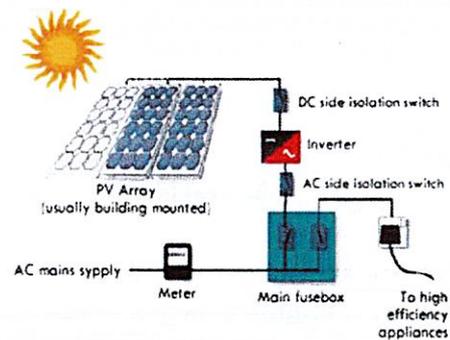


Figure 1 Solar PV system

A typical well-sited 1kWp solar PV system facing south will generate 900-950 kWh annually, based on real data from a local installation monitored by Severn Wye. Some systems are achieving even higher outputs, though annual figures will vary by +/- 5% due to weather variations.

		Orientation (variation from south)																		
		NW	120	105	90	75	60	45	30	15	0	15	30	45	60	75	90	105	120	135
Inclination (variation from horizontal)	Slope	135	120	105	90	75	60	45	30	15	0	15	30	45	60	75	90	105	120	135
	90	32	37	44	50	56	61	65	68	70	70	70	68	65	61	56	50	44	37	32
	80	37	44	50	57	64	69	74	78	80	80	80	78	74	69	64	57	50	44	37
	70	43	50	57	64	71	77	82	86	88	88	88	86	82	77	71	64	57	50	43
	60	49	55	63	70	77	83	88	92	94	95	94	92	88	83	77	70	63	55	49
	50	54	61	68	75	81	87	92	95	98	98	98	95	92	87	81	75	68	61	54
	40	60	66	72	78	84	89	94	97	99	100	99	97	94	89	84	78	72	66	60
	30	66	71	76	81	86	90	94	97	99	99	99	97	94	90	86	81	76	71	66
	20	72	75	79	83	86	90	92	95	96	96	96	95	92	90	86	83	79	75	72
	10	78	80	82	84	86	88	89	90	91	91	91	90	89	88	86	84	82	80	78
0	84	84	84	84	84	84	84	84	84	84	84	84	84	84	84	84	84	84	84	

Figure 2 Solar PV potential

4.1.2 Safety & Maintenance

Solar panels require very little maintenance. They do need to be kept reasonably clean, but mounting the panels at a standard roof angle will ensure that rain will wash most dust off the array. The panels can be cleaned by hand using a hose if



required, access permitting. The panels have a glass covering which can be smashed if hit by hard objects – it is best to site panels where they are unlikely to be subjected to vandalism or accidental physical damage.

4.1.3 Connections & metering

As well as the panels, space needs to be found for one or more inverters, which convert DC power from the panels to grid-synchronised AC power before feeding it into the existing circuits or the grid. Inverters will shut down the PV system in the event of any grid anomalies, including power cuts; they can also start-up and re-synchronise automatically when the grid re-stabilises. Inverters are always wired such that they can also be isolated manually via switches on both the DC and AC sides but under normal usage their operation is fully automatic.

Metering is another important consideration: a generation meter records all units generated by the PV system. Generation meters are now fitted as standard by all solar PV installers. It is also desirable to fit a separate export meter to record only the net units exported to the grid, for any export payments.

4.1.4 Economics

There is no longer any central government grant support available for PV installation and the Government's Feed-In Tariff scheme closed at the end of March 2019. However, the introduction of a new government scheme in 2020, the 'Smart Export Guarantee', requires large energy suppliers to pay for electricity exported from privately owned systems (though the amount paid is not mandated).

4.1.5 Site Suitability

As the roof can be seen from ground level it is unlikely that planning permission and listed building consent would be granted for solar panels to be installed. However, should the rules change in future the building has a south facing pitched roof in two separate sections which in principle provide good locations for solar panels. In combination, the area is large enough to accommodate a solar PV array of up to 2kW(p) (i.e. 2kW output peak, under ideal conditions).

A structural survey would be necessary to determine if the roof could support the panels. There are also likely to be challenges with accessing the roof given the narrowness of the street. As the roof is large enough only for a relatively small PV array, the cost of installation is likely to be high.

Preliminary assessments of the potential for solar generation are summarised in the table below, which illustrates two scenarios. Scenario 1 uses an electricity price of

17.2p/kWh as is currently being paid via the smart meter; Scenario 2 uses a price of 35p/kWh which may be a more realistic long-term future cost.

System Details	Scenario 1	Scenario 2
System capacity (kWp)	2.0	2.0
Cost of imported electricity (p/kWh)	17.2	35.0
Annual generation (kWh)	1,832	1,832
Offset units (kWh)	1,648	1,648
Exported units (kWh)	183	183
Import savings	£284	£577
Export income	£9	£9
Total annual income/savings	£293	£586
Installed cost for solar array	£7,000	£7,000
Simple payback (years)	24	12
Total income/savings over 20 years	£5,867	£11,722
Annual carbon saving (tonnes)	0.5	0.5

Table 2: Solar PV preliminary assessment

The table suggests that the simple payback periods are relatively long in terms of attracting financial support. This is mainly because of the high installed cost, being a combination of high unit costs for small systems and the likely higher than typical cost of installation. On the other hand, the small system size and the occupancy of the building mean that almost all of the electricity generated is likely to be used on-site, which benefits the economic case especially if, as expected, electricity prices rise from that currently paid.

These assessments are only intended as a guide and to illustrate the relative differences between schemes. A detailed survey should be carried out if the idea of installing solar PV is to be taken further.



5. Recommendations

5.1 Introduction

Physical and behavioural recommendations resulting from the survey and discussion with the Town Clerk are shown in the suggested three-part action plan.

Part 1 contains no-cost measures, Part 2 lists low-cost measures, and Part 3 indicates capital cost measures.

Note that the estimates of pay back periods have not been rigorously determined. They are highly dependent on energy costs over the period of payback, as well as the labour costs for installation which in turn depend on the details of the work required. Any recommendation involving expenditure needs to be reviewed and costed before any decision to proceed.

5.2 Action plan: No-cost measures

Action	Implementation date
Establish a simple written energy policy including cost & carbon considerations, energy management issues, and objectives.	
Consider energy efficiency and calculate whole-life costs when procuring new equipment.	
Ensure that any building refurbishment or maintenance works are considered as "trigger points" for potential associated energy saving measures.	

5.3 Action plan: Low-cost measures

Action	Implementation date	Cost (£)	Simple Payback / benefit
Replace remaining non-LED lights with LEDs		Depends on type and fitting	Usually 2-4 years
Seal chimneys with draft excluding chimney balloons		Less than £20 per unit	Improved comfort and reduced heat loss
Install motion sensors to manage the lighting in appropriate areas such as toilets and storage areas.			Energy saving depends on type of sensor and the occupancy of the area

5.4 Action plan: Capital cost measures

Action	Implementation date	Cost (£)	Simple Payback / benefit
Consider secondary internal glazing to reduce heat loss in winter		Depends on type selected, but would expect £5,000-£10,000	Improved comfort. Payback period will be at least ten years
Additional night storage heaters, plus repair or replace failed unit		Around £500 each plus installation costs	Improved comfort and reduced use of day time electricity
Internal wall insulation if permitted, using appropriate materials		Subject to detailed assessment	Reduced energy bills
Consider internally insulating the ceilings in the loft rooms, subject to approval by the Heritage Officer		Subject to detailed assessment	Reduced energy bills

This energy efficiency report should be kept as a reference document as it can be used to support applications for grant funding towards energy efficiency measures.

FULL COUNCIL	25 MAY 2023	AGENDA ITEM: 17C <i>i</i>)
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Report prepared by Angela Price – Town Clerk

LEDBURY WAR MEMORIAL – UPDATE ON START DATE OF REFURBISHMENT WORKS AND SIGNING OF CONTRACTS

Purpose or Report

The purpose of this report is to provide Members with an update on the status of the refurbishment works to the Ledbury War Memorial.

Detailed Information

Following a meeting between Caroe, Ian Bishop, Councillor Chowns and the Clerk, it has been confirmed that the works to the War Memorial are anticipated to commence the week commencing 12 June 2023. Ian Bishop has advised that the works may not commence on the Monday of that week, it may be Wednesday, but he has definitely planned his work schedule around starting the work in that week.

Caroe & Partners drew up the Minor Works Building Contract 2016 for signing by the Council and the Contractor and sent them to the Council offices. Ian Bishop, the chosen contractor, visited the Council offices on 5 May 2023 to sign the contract along with the Clerk on behalf of the Council. As part of this process the Clerk invited the Chair of Finance to attend the offices to review the contract and act as a witness to the Clerk signing the documents.

The contract is available for Councillors to view in the Council Offices.

Condition 3 of the Listed Building Consent requires that before the relevant section of work begins, details of the following shall be submitted to and approved in writing by the Local Planning Authority:

a sample of the type of stone proposed;
a sample panel of stonework;
description of the joints proposed;
mortar mix, profile and finish.

The works shall be carried out in accordance with the approved details.

Reason: To ensure that special regard is paid to protecting the special architectural and historic interest and integrity of the building under Section 16 of the Planning (Listed Buildings and Conservation Areas) Act 1990 and in accordance with policy LD4 of the Herefordshire Local Plan - Core Strategy and the National Planning Policy Framework.

When Ian Bishop attended the offices to sign the contracts on 5 May he also brought with him two samples of the type of stone proposed for use for the Planning Officers to consider. These have been delivered to Herefordshire Council Planning and a notification has been received advising that the target determination date for this is 11 July 2023 (copy attached). He advised that he anticipates Herefordshire Conservation officers will wish to attend the site once he commences the mortar work to ensure the correct mortar is being use, in accordance with Condition 3 of the Listed Building Consent.

There is a possibility that this will be completed prior to this date, however the Clerk has responded to the Technical Support Officer asking whether this could be completed prior to this date, as the contractor is hoping to start on site the week commencing 12 June. This request was copied into the Contractor and Caroe & Partners so that they are made aware of this.

It is possible that the target determination date of 12 July may not affect the progress of the work if it does extend this late, as the contractor is proposing to undertake the work in stages to avoid completely closing off the pavement to pedestrians and it is understood from their discussions that he will undertake the pavement and drainage works initially, followed by the work to the Memorial. However, the Clerk is hoping to receive confirmation on this from both Caroe and the Contractor and if received by this meeting will update Members accordingly.

It should be noted that the Clerk will be on annual leave when the work commences, but the Deputy Clerk will be appraised of any start date and relevant information required.

Recommendation

Members are requested to receive and note the above information, in particular the anticipated start date of week commencing 12 June, and the target determination date for the discharge of condition 3 of the Listed Building Consent.



Directorate/Division: Economy and Environment
Team: Development Management
Our Ref: 231537
Please ask for: Emily Brookes
Direct line: 01432 261825
Email: Planning_enquiries@herefordshire.gov.uk
Date: 17/05/2023

Ms Angela Price
Town Clerk
Ledbury Town Council
Town Council Offices
Church Street
Ledbury
Herefordshire
HR8 1DH

Dear Ms Price

APPLICATION NO & 231537 - War Memorial, High Street, Ledbury, Herefordshire,

SITE ADDRESS:

DESCRIPTION: Application for the discharge of details reserved by Condition 3
attached to Listed Building consent 221797

APPLICATION TYPE: PP - Approval of details reserved by condition

I acknowledge receipt of your Discharge of Conditions application on 16 May 2023 and it was valid on 16 May 2023.

Every effort will be made to deal with your request as quickly as possible. However the target determination date is 11 July 2023.

If you have any queries concerning this letter please contact the officer on the above number.

Yours faithfully

TECHNICAL SUPPORT OFFICER

LEDBURY WAR MEMORIAL – REPORT FROM COUNCILLOR SINCLAIR

At the meeting of Council held on 30 March 2023 the following was RESOLVED:

2. **That the Council pursue the repayment of the overcharge from the Stone Workshop in the sum of £5,025 as detailed in the report provided to the Finance, Policy & General Purposes Committee.**

Following the meeting the Clerk wrote to The Stone Workshop as instructed, however no response has been received (copy of letter attached).

3. **That Councillor Sinclair provide an evidence pack to the next Finance, Policy & General Purposes Committee, which will be in the new Administration which will provide evidence for the Finance, Policy & General Purposes Committee to review prior to it being sent to the Police.”**

Councillor Sinclair has provided the attached information and requested that it be presented to Full Council, rather than wait to be presented to the Finance, Policy & General Purposes Committee to reduce the time for the decision-making process.

Councillor Sinclair has provided the following information in support of the attached documentation:

1. It has been proven beyond any doubt that invoices were presented for work that has already been paid. Vital information was redacted, had this been available to the Police, they may have taken a different view.
2. The report by Glenn Webb, clearly states, "if the contractor used a different standard on materials to that quoted, but still charged the same price as the quote, then this is fraud." LTC as a council must present this information to West Mercia Police. Failure to do so is a further dereliction of duty.

When considering the attached information and points raised above by Councillor Sinclair, Members should consider the wording of the agreement between the Stone Workshop and Ledbury Town Council, to ensure that they are fully informed prior to making any decision on any action to be taken. It should be noted that the agreement has been signed by both parties and repayments are being received from The Stone Workshop accordingly:

4. Settlement terms and Release

- 4.1 Agreement to these terms is in full and final satisfaction and settlement of the Dispute and of any Claim which the Parties have or may have against each other, their directors and officers, parent or subsidiaries, successors, assigns or transferees, principals, agents, or representatives in relation to the Dispute

and the Parties hereby each release and forever discharge each other and all such persons from liability in relation to such Claim.

- 4.2 The Parties each agree, on behalf of themselves, their successors or assigns, that none of them will commence or pursue, or voluntarily assist the pursuit of, any proceedings relating to the Dispute or Claim in relation to the Dispute against the other party, or its parent, subsidiaries, assigns, transferees, principals, agents, officers or directors in this jurisdiction or elsewhere otherwise than for the purpose of carrying into effect the terms of this Agreement.

Recommendation

Councillor Sinclair is requesting Council to authorise him to take the evidence provided herewith to West Mercia Police and ask them to open a Fraud Investigation.

12 April 2023

Mr Paul Jones
The Stone Workshop
Whitehill Business Park
Weobley
Herefordshire
HR4 8QE

Dear Mr Jones

During a recent audit of Ledbury Town Council finances, it was discovered that an overpayment had been made to you in respect of an invoice dated 30 July 2020.

Your original quote for the Works to the War Memorial, on which the contract was awarded was for the sum of £30,642, with a payment of 50% £15,321 to be paid prior to the commencement of the works, which was paid to you on £12 November 2019.

You will recall that in June 2020 you advised the Council that additional works were required to the spire of the War Memorial for which you provided a quote in the sum of £7,250. These works were agreed, and arrangements made for the deposit of 50% of £3,625 to be paid to you in advance of the works proceeding.

However, on a review of monies paid to you in 2020 it has been identified that the full amount of £7,250 was paid to you on 16 June 2020, instead of the 50% agreed, which was not identified at the time.

Your final invoice of 30 July 2020 was issued in the sum of £20,346; £5,025 above the remaining balance of £15,321.

On the recent review of your final invoice, dated 30 July 2020, it has been identified that you included the figure of £3,625 for the "Balance of Spire Works", which as we now know was in fact paid to you in full on 16 June 2020. However, this left a figure of £1,400 above the anticipated remaining cost of £15,321 and on further investigation Council discovered a further two queries in relation to this invoice as follows:

- Materials & Machine Hire – in the original quote this was quoted as £9,000, however on your final invoice it is quoted as £9,700.
- A further sum of £700 was included for "additional repairs and work to the upper base of the Memorial". I have been unable to locate any evidence of a quote in respect of this other than that of the additional cost of £7,500 for the spire works. Therefore, if this relates to that work, this had been covered in that

original quote and therefore should not have been included in the July 2020 invoice as a separate sum.

Ledbury Town Council therefore believe that an overpayment of £5,025 has been made to you in error and would ask that you review the above information and request that unless you can provide an adequate reason for the above totals being included in your July 2020 invoice, you make a refund payment in the sum of £5,025 to Ledbury Town Council.

In making this request Ledbury Town Council acknowledge point 4.2 of the agreement between yourself and the Council in relation the dispute between the two parties. However, the Council do not consider that the overpayments made in respect of the July 2020 invoice constitute part of the dispute, but that they are a separate issue to the previous dispute.

Yours sincerely

Angela Price PSLCC, MIWFM, AICCM
CiLCA (England & Wales)
Town Clerk

War Memorial Summary

No work was carried out to the Specification or the Quotation, but payment was invoiced and made for the Full Amount. The Paving Stones are a prime example. Quoted and Invoiced at £6,357; what was supplied cost circa £1,600. Even worse TSW invoiced LTC for £800 to replace cracked paving stones.

LTC hired the TSW, a contractor who was not qualified to do repairs to the War Memorial. Paul Jones was clueless about Contracts or Statutory Regulations. I pointed this out to all councillors in an email dated 4 Feb 22, I stated: This sorry episode must end, we have a duty to Stuart Heaton and the People of Ledbury to rectify matters. On Wednesday 7th February, we must decide Police or incompetence? Neither of these were accepted because this council has refused to accept responsibility for actions taken re. the War Memorial.

It has been proven beyond any doubt that TSW presented invoices for £5,025 more than they should have. LTC Paid these, where were the check and balances. During a telephone call on Fri 10 March, the Mayor stated all payments to TSW were genuine, I challenged him to prove my summary of payments wrong. Stating if the Mayor can prove me wrong, I will withdraw from both Herefordshire Council and LTC Elections, if he couldn't, I expected him to withdraw.

There has been little concern for the victims, they have been ignored:

1. WW2 Veteran Stuart Heaton who donated £30,642
2. The men whose names are on the WM
3. The People of Ledbury, especially those who have Family Members, named on the WM
4. Ledbury Council Tax Payers

LTC had a quote from TSW for £17,355, to change the sub-standard paving, he had knowingly wrongly laid. Steve Ellis pointed the shortcomings out in Mid Oct 21 and wrote an Interim Report. This it seems was ignored because the quote from TSW is dated 7 Dec 21. This was redacted from my Second FOI, by Cllrs Howells and Manns, they were trying to hide what had gone on. Two Local Contractors pointed out the failing, one of the emails was dated 4 January 2021, still nothing was done. To make matters worse, LTC were still getting TSW to quote. A quotation was sent by Paul Jones, dated 22 February 2021, the cost has increased to £19,155, this was also redacted. Three people warned them that Sub-Standard Materials had been used and they were still communicating with TSW, we must ask why?

If the information from the two local contractors had been available the Police may have looked at the case differently. Their findings and timings are crucial. Then there is the Internal Auditor, he wrote a report stating that Mal Hughes the current Chair of Finance, was unhelpful for pointing out that LTC had broken the law! I Propose a Resolution to take this to the Police as a council, to finally get closure on this sorry episode. This is based on a recommendation (F579 - Pages 3, 4 and 5) from FPGP meeting dated 23 March 23.

LTC Clerk

From: LTC Deputy Clerk
Sent: 23 March 2023 16:43
To: LTC Clerk
Subject: FW: Report on memorial slabs

From: LTC Deputy Clerk
Sent: Monday, January 4, 2021 10:40 AM
To: James Cambridge <james@ajcambridgeservices.com>
Cc: Adam Cambridge <adam@ajcambridgeservices.com>; LTC Clerk <clerk@ledburytowncouncil.gov.uk>
Subject: RE: Report on memorial slabs

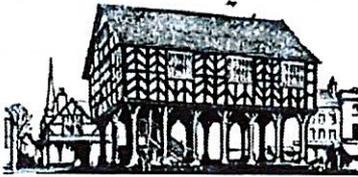
Dear James

Many thanks for your expert report on the current materials that have been laid surrounding the Ledbury War Memorial, I acknowledge receipt and look forward to receiving the quote from yourself.

Kind regards

Nicola Young
Deputy Town Clerk
Ledbury Town Council

Tel: 01531 632306
Mobile: 07734 966928



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From: James Cambridge <james@ajcambridgeservices.com>
Sent: 03 January 2021 22:43
To: LTC Deputy Clerk <deputyclerk@ledburytowncouncil.gov.uk>
Cc: Adam Cambridge <adam@ajcambridgeservices.com>
Subject: Report on memorial slabs

Hello Nicola,

As requested, we have made an initial inspection of the floor slabs that currently surround the war memorial in Ledbury high street. It appears that the slabs that have been used are not the correct ones for the job. These slabs are designed and used for domestic patios and low traffic areas. As a result of this and the fact that the existing slabs have been poorly fitted, the size and shape of the slabs do not match the contours around the memorial correctly and can cause a trip hazard.

There are two options for this area. The first is that this area would need to be lifted and the sub-base investigated and improved to make use of the existing slabs. The second option would be to lift this area and replace them with colour matching reclaimed slabs.

Looking specifically at the area adjacent to the road, the slabs have cracked due to vehicles continuously mounting the kerb over time.

This can be resolved, as we discussed, with the slabs alongside the road being replaced with block paving. This will match the existing block paving that is in the bus stop area and are designed for highway use.

I am in the process of getting accurate prices for materials in order to get you a quote for said work. Also I shall enclose some information about the materials to help you visualise the end product. This I hope to have completed by Monday 04 Jan 21.

I hope this is helpful

kind regards
James Cambridge

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From: james@ajcambridgeservices.com

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Sent: 04 January 2021 10:40
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Cc: Adam Cambridge; LTC Clerk
Subject: RE: Report on memorial slabs

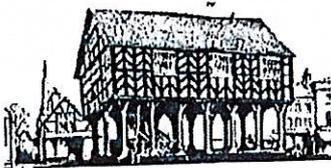
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LTC Clerk

From: LTC Deputy Clerk
Sent: 23 March 2023 16:48
To: LTC Clerk
Subject: FW: Report on memorial slabs

From: LTC Deputy Clerk
Sent: Tuesday, January 19, 2021 3:12 PM
To: James Cambridge <james@ajcambridgeservices.com>
Cc: LTC Clerk <clerk@ledburytowncouncil.gov.uk>; Adam Cambridge <adam@ajcambridgeservices.com>
Subject: FW: Report on memorial slabs

Dear James

Further to our meetings and email below, can you please let me know if A J Cambridge Services will be providing a quote to replace the paving slabs at the Ledbury War Memorial.

If you could please price up both options you have mentioned in your report below, that would assist the Council to make the right decision for the site.

The quote request is now becoming urgent due to Council meeting timescales, and I would be grateful if you could get in touch as soon as possible to let me know if your company will be providing a quote and, if so, when you would be able to get the quote to me.

Very many thanks and I look forward to hearing from you soonest.

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Deputy Town Clerk
Ledbury Town Council

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Mobile: 07734 966928



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LTC Clerk

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Sent: 19 January 2021 15:12
To: James Cambridge
Cc: LTC Clerk; Adam Cambridge
Subject: FW: Report on memorial slabs

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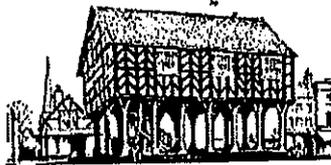
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I hope this is helpful

LTC Clerk

From: Hugh Peachey <hugh@themasonsyard.co.uk>
Sent: 17 March 2021 20:32
To: LTC Clerk
Subject: RE: Ledbury War memorial

Dear Angela,

It is a nightmare I am sure, hopefully not too many people stopping to rant like me!

To be honest, having slept on this over night I would be doing a 'guestimation' on a fixed price for the specified repairs. I am confident that am capable of and competent to tackle the repairs and paving. (ref available from Hay Castle Trustees / Border Oak Ltd etc).

I wont be able to submit a fixed price quote in time for tomorrow **but the cost as I would be submitting on a quick visual would probably be as follows:**

- Paving (materials) @ £ 200 per m re laid in Herefordshire sandstone – reclaimed or new to match the existing
30 square m @ £ 200.....£ 6000
- Labour to lay the paving £ 3000
- Fencing / signs / permission / removal of waste etc @ £ 3000.00
- Repairs / stone / re-point / clean @ cost the Structure £ 2500.00
- Drainage allowance / contingency sum @ £ 2000

So 'total cost' somewhere around the 20 K plus vat mark – just for your info.

With best wishes

Hugh Peachey
The Mason's Yard
www.themasonsyard.co.uk
07833 3922699



From: [LTC Clerk](#)
Sent: 17 March 2021 09:16
To: [Hugh Peachey](#)
Subject: RE: Ledbury War memorial

Hi Hugh

Thank you for your email.

Following a conversation with the groundsman at the war memorial yesterday I am aware that there is an issue with the pointing becoming loose and he did mention to me that you had pointed out issues with the main structure of the memorial.

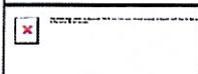
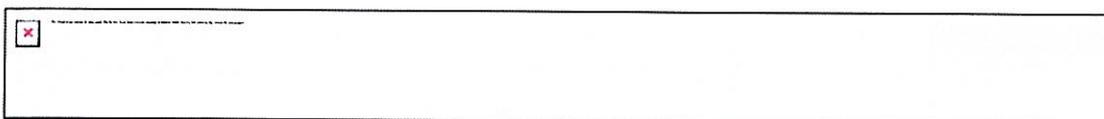
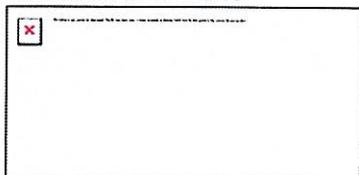
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This whole task has been a nightmare from when I took over and both myself and the Council are keen to get this sorted once and for all and appreciate any advice and assistance that can help us do this.

Many thanks

Angie

Angela Price PSLCC, MICCM, MIWFM
CILCA (England & Wales)
Town Clerk
Ledbury Town Council
Tel: 01531 632306
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From: Hugh Peachey <hugh@themasonsyard.co.uk>
Sent: 16 March 2021 19:20
To: LTC Clerk <clerk@ledburytowncouncil.gov.uk>
Subject: RE: Ledbury War memorial

Dear Angela,

I have looked at the spec, I am sure that the cost of this repair / replacement is painful for all concerned. – can I make a few observations / suggestions?

I wondered why nothing much being done to the main war memorial structure.

My observations are as follows:

- Even though repaired the pointing materials used are falling out (or about too) and I suspect this is because the tight joints were not 'raked out' properly.
- The Main new section of the column does not fit correctly onto the old and is wonky / not upright – this could be rectified.
- I am sure the Indian Paving @ £ 20 per square m was used for cost / profit purposes as Herefordshire sandstone is at about £ 90 per m square plus vat.

I would need to put some sum in for re – doing the drainage element

As there would be a fence / interruption and the opportunity I would find it difficult not to want to re – point and sort out a few bits on the war memorial itself!

The wonky section of the column could be made to look a lot better with some careful re-shaping / removal and refitting

Sealing the cleaned stone is always a difficult choice, the moisture should be allowed to travel freely within the stone so putting a barrier on is never great. The cleaning agent should be an antibacterial / natural product that will keep mould from growing.

I really feel that in the long run some of the funds available should go on the memorial itself (listed building consent needed). It would add a few days to the job as most of the work is in place.

Apologies for the questions and I mean no offence but I really was shocked at the standard of work done and the costs involved. I was in the Army and I don't regard memorial repair work as an opportunity for profit, I would love the chance to put it right.

With kindest regards

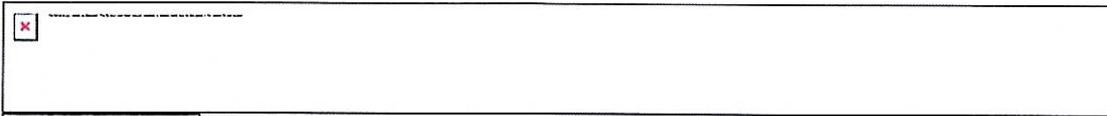
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LTC Clerk

From: LTC Clerk
Sent: 18 March 2021 08:37
To: Hugh Peachey
Subject: RE: Ledbury War memorial

Good Morning

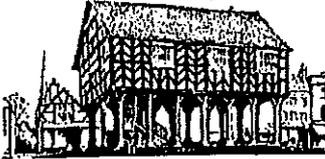
Many thanks for this, as I mentioned it will be discussed at a meeting tonight, however, there will need to be a recommendation to next week's Finance Committee due to the likely cost involved.

Once I am able to I will get back to with the outcome of that meeting.

Kind regards

Angie

Angela Price PSLCC, MICCM, MIWFM
CILCA (England & Wales)
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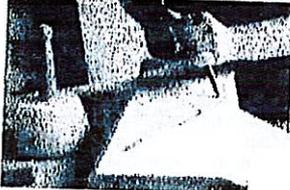
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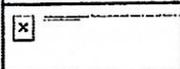
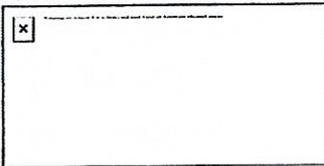
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To: LTC Clerk <clerk@ledburytowncouncil.gov.uk>
Subject: RE: Ledbury War memorial

Dear Angela,

I have looked at the spec, I am sure that the cost of this repair / replacement is painful for all concerned. – can I make a few observations / suggestions?

I wondered why nothing much being done to the main war memorial structure.

My observations are as follows:

- Even though repaired the [redacted] are [redacted] and I suspect this is because the [redacted] were [redacted].
- The Main new section of the column [redacted] and is [redacted] – this could be rectified.
- I am sure the [redacted] was used [redacted] [redacted] per m square plus vat.

I would need to put some sum in for re – doing the drainage element

As there would be a [redacted] / [redacted] and the [redacted] I would find it [redacted] and [redacted] a [redacted] on the [redacted]!

The [redacted] of the [redacted] could be made to [redacted] a [redacted] with some [redacted] [redacted] and [redacted]

[redacted] the cleaned stone is always a difficult choice, the moisture should be allowed to travel freely within the stone so putting a barrier on is never great. The cleaning agent should be an [redacted] that will keep [redacted] from [redacted]

I really feel that in the long run some of the funds available should go on the [redacted] (needed). It would add a few days to the job as most of the work is in place.

Apologies for the questions and I mean no offence but I really was [redacted] at the [redacted] and the [redacted] involved. I was in the Army and I don't regard memorial repair work as an opportunity for profit, I would love the chance to put it right.

With kindest regards

Hugh Peachey
The Mason's Yard
www.themasonsyard.co.uk
07833 3922699



From: LTC Clerk
Sent: 16 March 2021 16:16
To: hugh@themasonsyard.co.uk
Subject: Ledbury War memorial

Angela Price PSLCC, MICCM, MIWFM
CILCA (England & Wales)
Town Clerk
Ledbury Town Council
Tel: 01531 632306
Mobile: 07734966926



LTC Clerk

From: Paul Jones <letteringinstone@gmail.com>
Sent: 08 December 2020 15:17
To: LTC Clerk
Subject: Paving Quote
Attachments: ATT00001.htm; Ledbury Slab Replacement quote.pdf

Hi Angie.

Please find the quote for the paving attached.

Many thanks
Paul

Paul Andrew Jones
07850063312
info@thestoneworkshop.co.uk
www.thestoneworkshop.co.uk

Total Control Panel

[Login](#)

To: clerk@ledburytowncouncil.gov.uk Message Score: 50 High (60): *Pass*
From: letteringinstone@gmail.com My Spam Blocking Level: High Medium (75): *Pass*
Low (90): *Pass*
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Low (90): *Pass*
[Block](#) this sender
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THE STONE WORKSHOP

Invoice

Client : *Ledbury TC*

Date *07/12/2020*

PROJECT: *The replacement of the War memorial slabs.*

PROJECT DESCRIPTION: *Erect temporary fencing on site for two week duration.*

Remove and dispose of existing slabs. Prepare ground for thicker slabs and lay 2.5-3 inch thick slabs around the war memorial.

Paul Jones
1 Hornleigh
Broad St
Weobley
Herefordshire
HR4 8SA
T 07850063312
info@thestoneworkshop.co.uk
www.thestoneworkshop.co.uk

Description	Unit Price	Cost
Hire of Machines & Equipment	£ 1,600.00	£1,600.00
Fencing	£ 950.00	£ 950.00
Street works fee	£ 300.00	£ 300.00
Labour	£ 7,845.00	£7,845.00
Materials	£ 1,260.00	£1,260.00
Reclaimed Stone Flags	£ 5,400.00	£5,400.00
	Subtotal	£17,355.00
Balance	Total	£17,355.00

Quotes for stone are based on the price of the stone at the time of enquiry and may change.

A deposit of 50% is needed before any work can commence, with the remaining 50% paid upon completion prior to delivery.

Payments can be made to - Paul Jones -

Acc no- 53354617

Sort code-60-83-71

All goods remain the property of The Stone Workshop until full payment is received.

I hope this meets with your approval, please do not hesitate to contact me with any enquires.

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Sincerely yours,

Paul Andrew Jones



THE STONE WORKSHOP

Quote

Client : *Ledbury TC*

Date **07/12/2020**

PROJECT: *The replacement of the War memorial slabs.*

PROJECT DESCRIPTION: *Erect temporary fencing on site for two week duration.*

Remove and dispose of existing slabs. Prepare ground for thicker slabs and lay 2.5-3 inch thick slabs around the war memorial.

Description	Unit	Price	Cost
Hire of Machines & Equipment	£	[REDACTED]	£ [REDACTED]
Fencing	£	[REDACTED]	£ [REDACTED]
Street works fee	£	[REDACTED]	£ [REDACTED]
Labour	£	[REDACTED]	[REDACTED]
Materials	£	[REDACTED]	£ [REDACTED]
Reclaimed Stone Flags	£	[REDACTED]	[REDACTED]
	Subtotal		£ [REDACTED]
Total to:		Total	[REDACTED]

Paul Jones
1 Hornleigh
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Payments can be made to - Paul Jones -

Acc no- [REDACTED]

Sort code- [REDACTED]

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I hope this meets with your approval, please do not hesitate to contact me with any enquires.

Following a risk assessment of the War Memorial he has advised that the safety of the slabs is no less than that of slabs sited no more than 10 feet away -- however he does recognise that the slabs around the memorial are new -- and therefore does not feel there is anything that can be done to mitigate these other than have them replaced which he understands the council are in discussions with the contractor about.

He advised that there is a potential for a trip hazard around the memorial where the stone is slightly raised. He advised that council could put some black and white tape around this but taking into consideration that it is a War Memorial it is likely that this would be considered offensive by some and therefore he is not sure that this would be right thing to do.

He provided strong advice in respect of the CDM 2015 regulations. He stated that it would not be normal for a client (the Council) to necessarily be aware of CDM 2015 regulations, this is very much something that the contractor would bring to the attention of the client. He advised that when the client contacts a contractor to undertake work on their behalf the first thing the contractor should be asking the client is "have you put CDM in place and raised the relevant paperwork". This is ensure the client is made aware of their responsibilities. The contractor should not have started work on the memorial without ensuring CDM was in place.

He noted that the job was clearly a poor job and did not meet with CDM 2015 regulations in so far as when it was handed over to the client the contractor should have ensured that it met the necessary standards of CDM, in the instance to ensure that it was fit for third party use (i.e. pedestrians and other users).

He noted that the damage to the slabs at the area adjacent to the road clearly shows that the slabs have not been bedded correctly and therefore the end result of the job is that it did not meet third party requirements under CDM.

If the contractor used a different standard of materials to that quoted, but still charged the same price as the quote, then this is fraud.



THE STONE WORKSHOP

Client : *Ledbury TC*

Quote

Date **22/02/2021**

PROJECT: *The replacement of the War memorial slabs.*

PROJECT DESCRIPTION:

- Erect temporary fencing on site for approx two week duration.
- Remove and dispose of existing slabs at new Street Cemetery.
- Prepare ground for thicker slabs and lay 2.5-3 inch thick slabs.
- Cut down flagstones laid on the roadside to reduce chance of damage.

Paul Jones
1 Homleigh
Broad St
Weobley
Herefordshire
HR4 8SA
T 07850063312
info@thestoneworkshop.co.uk
www.thestoneworkshop.co.uk

Description	Unit Price	Cost
Hire of Machines & Equipment	£ 1,600.00	£1,600.00
Fencing	£ 950.00	£ 950.00
Street works fee	£ 300.00	£ 300.00
Labour	£ 7,845.00	£7,845.00
Materials	£ 1,260.00	£1,260.00
Reclaimed Cathedral Grade Yorkshire Flagstones	£ 5,400.00	£5,400.00
Cleaning, treating & sealing of memorial using high temp low pressure DOFF system. anti fungal sealer.	£ 1,800.00	£1,800.00
Repair of damaged flower pot	£ 0.00	£ 0.00
Free of Charge		
	Subtotal	£19,155.00
Balance	Total	£19,155.00

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Quotes for stone are based on the price of the stone at the time of enquiry and may change.

A deposit of 50% is needed before any work can commence, with the remaining 50% paid upon completion prior to delivery.

Payments can be made to - Paul Jones -

Acc no- 53354617

Sort code-60-83-71

All goods remain the property of The Stone Workshop until full payment is received.

I hope this meets with your approval, please do not hesitate to contact me with any enquires.

Sincerely yours,

Paul Andrew Jones

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	<p>A new page could be created but there was a great deal of event history and images on the existing page so members were unwilling to do this MF and NF to look at again and then contact JP.</p> <p>Page to be used as a promotional tool, to emphasise what the Association could offer, local knowledge of Strömstad etc.</p>	MF/NF
6.	<p>SWIFTS UPDATE: The dates of the visit to Strömstad were 26 – 31 July 2023. NF reported that the number travelling to Strömstad was around 40, including players, referee, linesmen, parents, NF, MF and SO.</p> <p>PH was also hoping to accompany them as a Town Councillor.</p> <p>Accommodation at IFK, in the cabins and the sports centre had been arranged.</p> <p>Fund raising was on-going for the visit. The cost per person, excluding personal expenditure, was around £250.00 per person.</p> <p>PB offered a bear, 'Name the Bear's Football Team' to support fund raising</p> <p>Marcus Palm, Strömstad Kommun and Erik Ingero Sorvik , coach at IFK were helping to organise the visit from the Strömstad side.</p>	
7.	<p>REPORT BACK FROM STRÖMSTAD GROUP: The group set up in Strömstad to coordinate activities connected with Twinning continued to meet. Music, education, and young people were represented within the group which also had links to those in Strömstad organising sports. They were discussing a musical cooperation in Ledbury at the beginning of 2024. The group would be having a meeting with the Kommun in April, to discuss future plans, and how the Council and the group could best work together to sustain the Twinning focus on their side of the North Sea.</p>	
8.	<p>EDUCATIONAL LINKS: Students from the Strömstiernaskolan and Whitecross Schools would be meeting to talk on line on 1 March.</p>	
9.	<p>TALKS TO LOCAL GROUPS: A talk had been given to Ledbury Brownies about Swedish Christmas traditions during December. They had made Scandinavian style Christmas decorations.</p>	

	<p>PH suggested that a talk was given to Ledbury Town Council when the new Council was in place following the May elections.</p> <p>Try to link the two Tourism Offices of the Towns. Talk to Community Development Officer at Ledbury Town Council.</p> <p>It was suggested that the purchase of Swedish costumes, style of which was regional, be looked into for use when giving talks to children's groups.</p>	<p>CA/JJ</p> <p>CA/JJ</p> <p>CA/SB</p>
10.	<p>WORLD BOOK DAY EVENT: The Association had been invited to participate in the World Book Day event in Ledbury on Saturday 4 March.</p> <p>CA and JJ were going to read some of the Pippi Longstocking books by Astrid Astrid Lindgren in Pot and Page café.</p>	
11.	<p>SOCIAL EVENTS AND FUND RAISING: Quiz Evening Friday 17 March: to take place at the British Legion Club in Ledbury.</p> <p>Need to distribute publicity. Raffle prizes welcomed.</p> <p>Smorgasbord Evening: To be held at the Talbot Hotel. After discussion the date of Saturday 3 June was agreed. JJ to contact Richard Jenkins, Manager of Talbot Hotel.</p> <p>Community Day 10 June 2023: A display in the Club Sport window was suggested. Also, a presence in Little Strömstad for an hour or so over the lunchtime period.</p> <p>Ledbury Carnival: To take place on August Bank Holiday Monday 28 August. The theme was 'Countryside Fun'. Association to have decorated vehicle in the procession and a stall.</p>	<p>COM'TEE</p> <p>JJ</p> <p>JJ</p> <p>CA/CJ</p> <p>COM'TEE</p>
12.	<p>ANNUAL GENERAL MEETING: Tuesday 23 May 2023 7.30 pm in the Market House Ledbury. JJ to book.</p> <p>To be followed by social in Little Strömstad. JJ to book table</p>	<p>JJ</p> <p>JJ</p>
13.	<p>DATE OF NEXT MEETING: Tuesday 18 April 2023 7.30 pm. JJ to book.</p> <p>The Meeting closed at 8.40 pm. SO thanked everyone for attending.</p>	<p>JJ</p>

**MINUTES OF A MEETING OF LEDBURY CARNIVAL ASSOCIATION
HELD ON WEDNESDAY 8TH MARCH 2023 – LEDBURY COUNCIL OFFICES**

PRESENT: Johnny Chan (Chair) (JC), Sonia Bowen (SB), Sue Hughes (SH), Janet Meredith (JM) (via Phone), Emma Jackson (EJ) (via Phone).

APOLOGIES: Paul Bartlett (PB), Katie Haskett-Jones (KHJ), Jamie Hobby (JH), Harold Armitage (HA). Keith Francis (KF), Alesa Halford (AH), Sarah Fleeting (SF), Ashley Norman (AN).

IN ATTENDANCE: Jill Jupp (JJ)

CARNIVAL THEME: COUNTRYSIDE FUN, MONDAY 28TH AUGUST 2023.

1.	WELCOME AND APOLOGIES: JC welcomed everyone and read the apologies he had received.	
2.	MINUTES OF PREVIOUS MEETING AND MATTERS ARISING: The Minutes of the previous meeting held on 8 th February 2023 were reviewed. JM advised that under item 11 the applications for funding should have read One-Stop instead of Co-op. The Minutes were then approved and signed by JC as a correct record.	
3.	CHAIRMAN UPDATE: The Role and Responsibilities sheet circulated for the last meeting had a few small errors which had now been ironed out. JJ to update the sheet. EJ asked for clarification on who was leading or supporting any particular responsibility and this was given. JC explained that if anyone needed help with anything they should advise him.	JJ
4.	ROLE OF SECRETARY: No volunteer found yet. The Minutes would continue to be taken on a rota basis until a permanent Secretary was found. SB was still hopeful she may know someone.	All
5.	TREASURER'S REPORT: JM reported the balances as: Current A/c £3,785.85; Deposit A/c £2,139.72p; Petty Cash O/D £10.00p. The minus balance for Petty Cash was because the hire of British Legion for Princess competition and purchase of flowers as a thank you for SF was paid in cash. JM was owed the O/D balance as she had paid it.	
6.	MAIN EVENTS – BANDS, CHILDREN'S ENTERTAINMENT: SH reported as follows: The music license from Herefordshire Council had been applied for. Hereford Hospital Radio had acknowledged our request but not yet given a response. Front Runner booked for main stage; Cool Dance Moves enthusiastic to take part; DJ Chris booked for children. Looby Lou and Joey, Carol Lee Sampson and Dance in Motion had not yet responded. ABE confirmed they can supply the lorry for the main stage, but asked if we could let them know how many lorries may be needed for the Procession so they could try to get enough drivers. As some entrants use other companies, it was agreed SH would ask for two big lorries, but other entrants would apply to them on an individual basis so we did not need to be a third party. It was noted that JM left the meeting at this point, and we therefore were not quorate..	SH

	<p>services as prizes. Need tickets by beginning of July. Need volunteers to sell the raffle tickets by the Market House on the 4 Saturdays in August.</p> <p>Shop Window Competition: KHJ, SB and JH to meet to sort this out, and it will be carried forward to the next meeting.</p>	<p>KHJ, SB, JH.</p>
12.	<p>FUNDRAISING AND SPONSORSHIP GRANT APPLICATIONS:</p> <p>JM is dealing with grants. A budget should be ready by beginning of May. We will discuss mini fundraising events at the next meeting.</p> <p>The Go Fund page needs proper publicity - a QR code will be put into the Carnival brochure to encourage people to donate. EJ asked what incentive we give to businesses for sponsorship. This depends on their sponsorship level – over £500 gives a free ad in the brochure; they could sponsor a specific item (float, item of entertainment, etc). EJ to produce sponsorship incentive suggestions.</p>	<p>All</p> <p>EJ</p>
13.	<p>PUBLICITY:</p> <p>JM to continue regular input to Ledbury Reporter near the carnival date. Website could have photo gallery. To be discussed further at the next meeting.</p>	<p>JM JC</p>
14.	<p>ANY OTHER BUSINESS:</p> <p>Branding: SB asked if there was any carnival house style / branding we use when sending any communications as she had someone in mind to design something for us. In the past we have linked the branding to the carnival theme.</p>	<p>SB, JC</p>
15.	<p>DATE OF NEXT MEETING:</p> <p>Wednesday 12 April 2023, 7pm at Ledbury Town Council Offices Meeting Room. Committee members are encouraged to let the Chair know as soon as possible whether you are or are not available for the meeting as it is important that we are quorate in order to make decisions.</p> <p>JC thanked everyone for attending and the meeting closed at 8.57pm.</p>	<p>All</p>

**MINUTES OF A MEETING OF LEDBURY CARNIVAL ASSOCIATION
HELD ON WEDNESDAY 12th APRIL 2023 AT LEDBURY COUNCIL OFFICES**

PRESENT: Johnny Chan (Chair) (JC), Sonia Bowen (SB), Sue Hughes (SH), Janet Meredith (JM), Paul Bartlett (PB), Harold Armitage (HA). Keith Francis (KF).

NOT PRESENT: Katie Haskett-Jones (KHJ), Emma Jackson (EJ), Jamie Hobby (JH), Alesa Halford (AH), Sarah Fleeting (SF), Ashley Norman (AN).

IN ATTENDANCE: Jill Jupp (JJ)

CARNIVAL THEME: COUNTRYSIDE FUN, MONDAY 28TH AUGUST 2023.

1.	WELCOME AND APOLOGIES: JC welcomed everyone and noted apologies had been received from JH, AH and EJ.	
2.	MINUTES OF PREVIOUS MEETING AND MATTERS ARISING: The Minutes of the previous meeting held on 8 th March 2023 were reviewed with no amendments. The Minutes were then approved as a correct record.	
3.	ROLE OF SECRETARY: No volunteer found yet. The Minutes would continue to be taken on a rota basis until a permanent Secretary was found.	All
4.	TREASURER'S REPORT: JM reported the balances as the same as at the last meeting: Current A/c £3,785.85; Deposit A/c £2,139.72p; Petty Cash O/D £10.00p, giving a total of £5,915.57p. JM also reported that our grant from Ledbury Town Council has been approved – we would receive a 3-year rolling grant of £3,500 per year, plus an extra £1,000 for this year. There seemed to be a problem with our application to Tesco but this will be sorted out by JM.	
5.	MAIN EVENTS – BANDS, CHILDREN'S ENTERTAINMENT: SH reported as follows: The TEN license from Herefordshire Council had been granted by tacit agreement. Hereford Hospital Radio had agreed to perform at Carnival but had not yet proposed a fee. In addition to Front Runner on the main stage SH was negotiating with a second group, The Forfeits; Cool Dance Moves, and Dance in Motion would both take part in the Procession; In addition to DJ Chris, SH was negotiating with a Magician for children. Looby Lou and Joey had now confirmed they will be there. SH would confirm whether the Magician would need a power supply. SH had also now received agreement from Herefordshire Council for us to use designated space in St Katherines and Bye Street car parks.	SH
6.	STALLS AND STREET ORGANISATION: EJ was responsible for stalls but we had no further information. SB to contact EJ and KHJ for an update.	EJ, SB, KHJ, JM
7.	EVENT MANAGEMENT / HEALTH AND SAFETY: JJ received 2 quotes – SafeToGo at £6,250 and Quantum at £5,770 (both Ex VAT). Both quotes included slightly different things – SafeToGo inc hire of radios	

	<p>and a van hire to bring road signs in. Quantum included road signs and barriers but not radios. JJ explained the quotes and the meeting agreed we would all look at the quotes in detail and send any questions we have and which quote we would prefer to JC by the end of this month. A decision on which quote we would accept to be made a week after our next meeting. In the meantime JJ would send a 'holding' message to SafeToGo and Quantum.</p> <p>Health and Safety: JM has spoken to St John's Ambulance and they have quoted £1,320.12p which we have accepted.</p> <p>JJ advised that our Health and Safety Policy should be reviewed and agreed by the Committee at the next meeting.</p>	<p>ALL</p> <p>JJ</p> <p>ALL</p>
8.	<p>PROCESSION ROAD CLOSURE AND RELATED WORK: JJ reported that Fiona Miles is changing jobs so will no longer be our contact but she has confirmed that the required forms have not changed – JJ to complete.</p> <p>SB reported she has had a good response from the Scouts, Rugby Club and Strong Young Minds, and is awaiting hearing from Guides, Army Cadets, Young Farmers. JJ to give SB contact details of Bus Companies.</p> <p>SB had some ideas about items to put into St Katherines car park and will update us at the next meeting.</p>	<p>JJ</p> <p>SB, JJ</p> <p>SB</p>
9.	<p>CARNIVAL PRINCESS 2023 JUDGING ARRANGEMENTS: AH had reported that the Carnival Prince/Princess competition forms were available from Chocotastic and the closing date for entries was 6 May. There would be a Prince and Princess if sufficient entries were received. Garlands would still be made by Oops-a-Daisy. The Princess and Attendants would continue in their roles until Judging Day at Noon on 20 May at Ledbury Royal British Legion Club. This encompasses the Coronation Celebrations 6 – 8 May 2023.</p>	
10.	<p>RAFFLE AND SHOP WINDOW COMPETITION: Raffle: No update on last month. Shop Window Competition: KHJ, SB and JH to meet to sort this out, and it will be carried forward to the next meeting.</p>	<p>SB, EJ. KHJ, SB, JH.</p>
11.	<p>FUNDRAISING AND SPONSORSHIP GRANT APPLICATIONS: JM is dealing with grants. A budget should be ready by beginning of May. We will discuss mini fundraising events at the next meeting. The Go Fund Me page needs to be set up per discussion last month.</p>	<p>All</p>
12.	<p>PUBLICITY: JM to making regular input to Ledbury Reporter to publicise the carnival. JC said the deadline for input to the Carnival programme would be the end of June, with adverts by mid-June. To be discussed further at the next meeting.</p>	<p>JM JC</p>
13.	<p>COMMUNITY DAY: We would have a stall on Community Day on 10 June, need volunteers to man it. SB suggested and we agreed that we have colourful A5 flyers advertising Carnival at our Community Day stall. SB would look into.</p>	<p>ALL</p> <p>SB</p>
14.	<p>ANY OTHER BUSINESS: Branding: SB asked if there was any carnival house style / branding we use when sending any communications as she had someone in mind to design</p>	<p>SB, JC</p>

	<p>something for us. JC advised that in the past we have linked the branding to the carnival theme.</p> <p>SB also suggested that as well as A5 flyers, we put A4 posters in shop windows in the run up to Carnival Day to advertise it more.</p>	
15.	<p>DATE OF NEXT MEETING:</p> <p>Wednesday 17 May 2023, 7pm at Ledbury Town Council Offices.</p> <p>JC thanked everyone for attending and the meeting closed at 8.42pm.</p>	All

FULL COUNCIL	25 MAY 2023	AGENDA ITEM: 20
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Report prepared by Angela Price – Town Clerk

DRAFT LEDBURY TRAFFIC MANAGEMENT REPORT

Purpose of Report

The purpose of this report is to ask Members to give consideration to the Draft Ledbury Traffic Management Report prepared by Councillor Howells and make comment in respect of potential amendments.

Detailed Information

This report was commissioned by the Traffic Management Working Party in early 2022, following a walk around by Councillors Howells and Bannister and the Locality Steward. It has been prepared in response to the many enquiries received by Ledbury Town Council in respect of various traffic management issues around Ledbury.

Members are advised that this is not the final draft of the report, at the Planning, Economy & Tourism Committee it was agreed that Councillor Howells would add an Executive Summary page to the report and that this would be completed within two weeks (by 2 June 2023).

Recommendation

1. That Members give consideration to the Traffic Management report and make recommendations for amendments to enable Councillor Howells to take these into consideration when completing the draft report.
2. That Members agree the action to be taken in respect of the report once the amendments have been made.

