



# LEDBURY TOWN COUNCIL

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25 November 2022

**TO NOTE THAT LEAF WILL BE ATTENDING AT 6.30 PM TO GIVE A PRESENTATION**

Dear Councillor

You are summoned to attend a meeting of **LEDBURY TOWN COUNCIL** to be held on Thursday, 1 December 2022 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

## **A G E N D A**

**1. Apologies**

**2. Declarations of Interests**

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

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

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

**3. To receive and note the Nolan Principles (Standing Item)**  
**(Page 3436)**

**4. To approve and sign the minutes of an extraordinary meeting of Council held on 18 August 2022 and the minutes of meetings of Council held on 6 and 13 October 2022**  
**(Pages 3437-3460)**

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

To receive reports from Ledbury Ward Members:

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

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

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

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

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

Notice of Motion received from Councillor Bradford, seconded by

1. *"That Ledbury Town Council supports an application from TSB Bank for an ATM machine being sited on the outside of their current building and that the Council writes a letter of support to TSB"*

*TSB have previously applied for this however they were advised that as it is a listed building they would not be successful, and they withdrew their application. It should be noted that Barclays Bank and Lloyds Bank did have an ATM on the outside of their buildings, which are both listed buildings.*

2. *"That Ledbury Town Council set up a task and finish group to consider the appointment of a contractor to act as a Park Keeper."*

**MINUTES**

9. **To receive and note the minutes of a meeting of the Resources Committee held on 3 November 2022 and to give consideration to any recommendations therein (Page 3461-3463)**

10. **To receive and note the minutes of a meeting of the Economy & Planning Committee held on 13 October and 10 November and to give consideration to any recommendations therein (Pages 3464-3478)**

11. **To receive and note the minutes of a meeting of the Environment & Leisure Committee held on 17 November 2022 and to give consideration to any recommendations therein (Pages 3479- 3485)**



12. To receive and note the minutes of a meeting of the Finance, Policy & General Purposes Committee held on 24 November 2022 and to give consideration to any recommendations therein (Pages 3486-3492)

#### **WORKING PARTIES**

13. To receive and note the minutes of meetings of the John Masefield Working Party held on 23 September (attached) and 25 November (To follow) and to give consideration to any recommendations therein (Pages 3493-3500)
14. To receive and note the minutes of a meeting of the Grants Working Party held on 9 November 2022 and to give consideration to any recommendations therein (Pages 3501-3504)
15. Neighbourhood Development Plan (Pages 3505-3563)

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- i. To receive and approve the final version of the Communications Plan
- ii. To receive and note the anticipated final budget for the revised NDP
- iii. To receive and note the updated timeline to anticipated adoption of the revised NDP
- iv. To receive and note the responses to the Reg 16 consultation
- v. To receive and note the first draft LTC response to the consultation feedback
- vi. To receive and note the progression to Examination Decision Document (attached)
- vii. To confirm/approve the Economy & Planning Committee decision to delegate the NDP SG decision on which examiner from the three names provided by Herefordshire Council should be appointed (attached)

#### **FINANCE**

16. Authorisation of payments over £500 – advice received from Internal Auditor (To follow upon receipt)
17. UK Shared Prosperity Fund- Herefordshire Investment Plan July 2022 - <https://councillors.herefordshire.gov.uk/documents/s50102786/Appendix%202%20UKSPF%20Investment%20Plan.pdf>
18. Notice of sale of Rialtas to Harris Computer Corporation and Handover of Leadership (for information only) (Pages 3564-3568)
19. Photocopier quotes (Pages 3569-3582)
20. Council Insurance renewal (Pages 3583-3588)  
(additional papers available for review in Clerks Office)

## GOVERNANCE

21. **Herefordshire LGA Model Councillor Code of Conduct – Adopted May 2022**  
(Pages 3589-3604)
22. **Committee Membership**  
  
Councillor Sims has indicated that he would like to sit on the Finance, Policy & General Purposes Committee
23. **Elections and Co-option**  
(Pages 3605-3606)
24. **Local service delivery and place-shaping: A framework to support Parish & Town Councils - <https://www.local.gov.uk/publications/local-service-delivery-and-place-shaping-framework-support-parish-and-town-councils>**

## GENERAL

25. **Outside Bodies Reports (If any)**  
(Pages 3607-3609)
  - i. **Ledbury in Bloom – Minutes of the AGM held on 8 November 2022**
26. **Ledbury War Memorial**  
(Pages 3610-3615)
  - i. **Amended Internal Report (Councillors Hughes and Bradford)**
  - ii. **Draft Specification for Internal Auditor** (To follow)
27. **Timber frame repairs to Market House and Council Offices**  
(Pages 3616-3623)
28. **3 Shires Rally 2023**  
(Page 3624)
29. **Civility & Respect Pledge**  
(Pages 3625-3626)
30. **Date of next meeting**  
  
To note that the next meeting of Full Council will be the Annual Meeting scheduled for 2 February 2023
31. **Exclusion of Press and Public**  

**In accordance with Section 1(2) of the Public Bodies Admission to Meetings) Act 1960, in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public are excluded from the remainder of the meeting**
32. **Ledbury War Memorial - Update on appointment of contractor and repair timeline**  
(Pages 3627-3628)

- 33. Proposal to work in partnership with Ross Town Council to employ an Enforcement Officer (Pages 3629-3649)**
- 34. Draft Specification in respect of Town Maintenance Contract (Pages 3650-3652)**
- 35. Recommendation from Resources Committee held on 1 September 2022 (Pages 3653-3654)**

**Distribution: - Full agenda reports to all Councillors (15)  
Plus file copy**

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





**LEDBURY TOWN COUNCIL****The Seven Principles of Public Life****(Nolan Principles)****1. Selflessness**

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

**2. Integrity**

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

**3. Objectivity**

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

**4. Accountability**

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

**5. Openness**

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

**6. Honesty**

Holders of public office should be truthful.

**7. Leadership**

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

3436





**LEDBURY TOWN COUNCIL  
MINUTES OF AN EXTRAORDINARY MEETING OF FULL COUNCIL  
HELD ON 18 AUGUST 2022**

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

**ALSO PRESENT:** Angela Price – Town Clerk  
Charlotte Barltrop – Minute Taker  
18 Members of the General Public

**C.577 APOLOGIES**

Apologies were received from Councillors Manns and Whattler.

**C.578 DECLARATIONS OF INTERESTS**

**RESOLVED:**

To record that Councillor Shields declared an interest in item 9, due to her being a Governor at John Masefield High School.

**C.579 TO RECEIVE AND NOTE THE NOLAN PRINCIPLES (STANDING ITEM)**

**RESOLVED:**

That the Nolan Principles be received and noted.

**C.580 TO CONSIDER QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC IN ACCORDANCE WITH THE PROVISIONS OF STANDING ORDERS 3(E) AND 3(F)**

Three members of the public expressed a desire to speak regarding agenda item 9, Buses4Us proposal.

Caroline Green from Ledbury Traders and Business association stated that the buses are especially important and required to enable as many people as possible to come to Ledbury. She confirmed her support for the project.

Sue Stone, a bus user and non-driver, spoke in favour of the project. She stated that the buses to Gloucester are extremely important as Gloucester is a National Express Hub with good rail links and that the only way to get to Cheltenham is through Gloucester. She asked, "What happened to improving the public transport system?"

Gareth Davis from Rail and Bus Herefordshire made a short statement in support of Buses4Us. He stated that it is especially important to have these cross-boundary services that cover all counties and that he fully supported the hard work and professionalism put into this proposal. "We all know that buses

are in crisis. We all know that County Councils are struggling to financially support buses. We all know that Central Government are not supporting buses financially. Therefore, the future of the bus services will fall to the Market Towns." He advised that he also represents Hereford Sustainable Transport Group who are fully supporting this item and asked that Ledbury Town Council help fund this initiative in order to get it off the ground. He stated that there are similar services which are working well elsewhere. Rail & Bus for Herefordshire were fully supportive of this project as they felt that this could be a model which could extend to other market towns.

### **MOTION TO MOVE AGENDA ITEM 9**

Councillor Sinclair proposed moving agenda item 9 forward to allow members of the public to hear the discussion by Members to enable them to leave following the item.

### **RESOLVED:**

**That Agenda item 9 be brought forward.**

### **C.581 Buses4Us proposal**

Buses4Us is a project which aims to reinstate the 132 service which was withdrawn and would provide a public transport link between Newent, Ledbury, and Ross-on-Wye. The following points were raised by Members:

Would this project still go ahead if one Council declined to support it?

Claire Stone responded, "Should one town say no then it would be difficult, but we could try."

Councillor Shields, representing the Governors at John Masefield High School advised: "that 55 students from John Masefield live in Newent and Dymock. Since the loss of the 132-bus service the school has spent a lot of time to ensure that pupils can attend school. This has resulted in a minibus service being provided for 16 students, at the cost of £950 per student from Newent Community Transport. Many students cannot afford this, so the school is subsidising the cost. In spite of this the cost is prohibitive. Also, from a sustainability angle, transportation is one of the biggest issues with climate change."

Councillor Sims supported Councillor Shields comments in respect of the environmental impact issues, stating that it was clear that the greatest incoming destination was Ledbury, but not the from.

Councillor Bradford stated that in respect of Climate change in England less than 1% of it is attributable to transport. If we look at supplying transport for students, then we should look at all other areas. We should separate the school transport issue from the 132. He advised that he was not convinced as to the



numbers provided in the documents provided and highlighted that there are no numbers on the stagecoach website to evidence this.."

Councillor Bannister stated that he felt the Council should support this project. He stated that there had been some good arguments as to why it is important to the town both personally and from a business point of view. The main reason for the discussion is the £250,000 start-up cost, of which £24,000 is being requested to be pledged by Ledbury Town Council and he reiterated that he felt the Council should support the project.

Councillor Sinclair pointed out that Ledbury has the highest Council Tax rate of any of the towns within Herefordshire, stating that with the precept that is already in place he could not support this."

Councillor Howells asked whether the £5,000 promised from other local sources would reduce the amount being asked of each Council?

Clare Stone responded to the above points as follows:

With regard the numbers question -During the pandemic there were 60 people per day using the buses. Pre-pandemic that figure was 30% higher at about 80 per day.

In terms of the financial amount, pledge what you can afford. 20% of people in Ledbury do not have access to a car. If the pledges exceed necessity, then we may come back and say that Ledbury does not need to give so much."

Councillor Auburn considered it worth taking into account that past numbers would be less than the future numbers. With the fuel crisis, 10% inflation and 90% of single parents in fuel poverty he gave his support to the project.

It was put that the cost to run this service, based on the information provided would be £180 per day, with half the users being concessions, which would not be enough to pay the driver.

Councillor Auburn advised that he had spoken with a lady who had advised that her son had lost his job, following the withdrawal of this service, as he could no longer get to Gloucester, he then went onto benefits.

Councillor Beddoes-Davis advised that she was strongly in favour of this project. She advised that she was impressed with the work that had been carried out by Buses4Us and felt that this type of project can lead to grass roots led change."

The Clerk advised Members that she had received an email from Newent Town Council in which they advised that they had pledged £15,000 but that this is dependent on other Parish/County Councils supporting the financial process.

A member of public was permitted to speak, and they advise that 15 years ago they had set up a community garden on a disused patch of housing association land. The housing association wanted it removed; however, he had got the



parish council involved and things changed. The housing association created a blueprint from this project and now there are many more community gardens. He stated that he believed this project would help others to get up and running, being a blueprint for others."

Councillor Sinclair proposed that a Parish Council meeting be held so that the residents of Ledbury can have their say on the subject. This was seconded by Councillor Howells

Councillor Harvey did not agree with this proposal as she felt the Council were there to act in the best interests of the town. She stated that Ledbury is fortunate to have the 476, which is an almost hourly service, and good rail links but these are not to Gloucester. Gloucester is important to access higher value jobs. She highlighted a similar project that had been set up in Leominster, noting that this is now self-sufficient. She stated that there enough reasons to pledge this money and that the Council should be confident enough to make that pledge and suggested that the Council hold a budget consultation in the autumn. She expressed her support for the project.

Members were reminded that the was a proposal on the table and that a vote should be taken. A named vote was requested.

The outcome of the vote on the proposal to hold a Parish Meeting was as follows:

For	Against	Abstention
Councillor Hughes	Councillor Sims	Councillor Auburn
Councillor Bradford	Councillor Shields	
Councillor Sinclair	Councillor Harvey	
Councillor Howells	Councillor Chowns	
	Councillor Morris	
	Councillor Bannister	
	Councillor Beddoes-Davis	

The vote was therefore lost.

Councillor Shields left the room at 19.43.

A vote was taken that Ledbury Town Council pledge up to £24k to support the Buses4Us project.

The outcome of the vote was as follows:

For	Against	Abstention
Councillor Sims	Councillor Hughes	
Councillor Shields	Councillor Bradford	
Councillor Harvey	Councillor Sinclair	
Councillor Auburn		
Councillor Chowns		
Councillor Morris		

Councillor Bannister  
Councillor Beddoes-Davis  
Councillor Howells

**RESOLVED:**

**That Ledbury Town Council pledge up to £24,000 to the Buses4Us project, to be included in the 2023/24 annual budget.**

**C.582 TO RECEIVE MOTIONS PRESENTED BY COUNCILLORS IN ACCORDANCE WITH STANDING ORDER 9 (STANDING ITEM)**

**The following motions were received from Councillor Hughes, seconded by Councillor Howells:**

1. Ledbury Town Council will, without delay, appoint an independent and appropriately experienced consultant to investigate the processes and practices of Ledbury Town Council during the procurement of services for, and supervision of works to the Ledbury Memorial in 2020. A full specification for the investigation will be drawn up by the Finance, Policy and General Purposes Committee and put to Full Council on 29 September 2022.

Councillor Harvey enquired as to whether Ledbury Town Council had exhausted their own capacity to investigate this matter and if this was why Councillor Hughes was proposing an external investigation. She asked what investigations had been undertaken to date, as she believed there were a couple of key moments when she believed the council had not precisely followed the financial regulations and standing orders in terms of procurement and signing off of works.

Councillor Shields asked for clarity on why the council need the investigation and how much would it cost?

Councillor Howells advised that he had seconded the motion because very early on the public had asked whether the Council were going to tell them what went on, and he believes that Councillor Hughes proposal to engage someone independent at the process followed will show the public that the Council are prepared to investigate themselves.

Councillor Chowns stated that he had thought that the two issues involved had been separated.

- a, What went wrong.
- b, The need to repair the memorial.

Councillor Hughes responded to Councillor Harvey's earlier question advising that as far as he was aware no investigation had taken place by any member of this Council, either Councillor or Officer. He advised that there were clearly some problems with the procurement, due diligence and supervision and signing off of the work. He stated that the Council have a collective



responsibility to what happened to investigate this to ensure that something like this does not happen again.

Councillor Hughes advised that previously the Council had agreed a three-stage approach:

1. To seek recompense from the contractor
2. To put it right
3. To make sure that it never happens again.

He advised that he believes the Council is now at a point whereby they can do stage three and that this should be done publicly.

Councillor Harvey stated that she agreed and that she was in favour of "learning from our mistakes." She stated that an internal investigation would likely reduce the cost of an external investigation as it would get the paperwork in order and ensure that Ledbury Town Council understand their own governance processes before providing a specification to an outside organisation to review.

It was pointed out that with the upcoming works to the Market House, any chance to learn from previous mistakes is worthwhile.

Councillor Sinclair stated he believed a transparent report is required for the people of Ledbury, who deserve an honest answer to this situation.

Following further discussion Councillor Auburn proposed an amendment to the proposal as follows:

Ledbury Town Council will, without delay, appoint, **subject to quotes**, an independent and appropriately experienced consultant to investigate the processes and practices of Ledbury Town Council during the procurement of services for, and supervision of works to the Ledbury Memorial in 2020. A full specification for the investigation will be drawn up by the Finance, Policy and General Purposes Committee and put to Full Council on 29 September 2022.

A vote was taken to accept the amendment to the original proposal put forward by Councillor Hughes the outcome of which was that the amendment be accepted.

Councillor Harvey proposed a further amendment to what was now the substantive motion that the Council undertake their own investigation first in order to minimise the cost of the public purse of any external investigation should that subsequently prove necessary.

Following considerable discussion Councillor Hughes clarified what he believed Councillor Harvey to be proposing.

That a full specification for the investigation be drawn up. That this would include whoever this council appoints to do this, suggesting that this be Members of the Finance, Policy & General Purposes Committee who were not



involved in the Council before this happened. That those selected could as part of the drawing up of the full specification, do an investigation on behalf of the Council as internal investigator and that they bring together all the papers that might be necessary in order for a full specification to be drawn up. Councillor Hughes stated that he hadn't clearly stated in the original motion what that full specification would be but if the Council wish to proceed to include an internal investigation this should be carried out by the Finance, Policy & General Purposes Committee.

Councillor Harvey proposed, seconded by Councillor Bannister, the following amendment to what was now the substantive motion:

Ledbury Town Council will, without delay, appoint, subject to quotes, an independent and appropriately experienced consultant to investigate the processes and practices of Ledbury Town Council during the procurement of services for, and supervision of works to the Ledbury Memorial in 2020. A full specification for the investigation, **including the outcome of an internal investigation**, will be drawn up by the Finance, Policy and General Purposes Committee and put to Full Council on 29 September 2022.

Councillor Sinclair pointed out that much of the preparatory work had been done, due to information being provided in response to several FOI requests,

A vote was taken to accept the amendment to the now substantive proposal, the outcome of which was that the amendment be accepted.

**RESOLVED:**

**That Ledbury Town Council will, without delay, appoint, subject to quotes, an independent and appropriately experienced consultant to investigate the processes and practices of Ledbury Town Council during the procurement of services for, and supervision of works to the Ledbury Memorial in 2020. A full specification for the investigation including the outcome of an internal investigation will be drawn up by the Finance, Policy and General Purposes Committee and put to Full Council on 29 September 2022.**

2. For all future works of £5,000 or more, Ledbury Town Council will appoint an appropriately qualified and experienced 'Clerk of Works' to oversee and inspect all aspects of the works. The Clerk of Works must report that work projects are completed to the required specification and to an appropriate standard before any staged payment or final payment is made. Costs for the appointment and reports of the Clerk of Works will be included in the total cost of the works.

Councillor Harvey stated that Ledbury Town Council rules say that everything should be signed off. This includes all works, at Dog Hill Woods, the Cemetery, the old churchyard, the skatepark, the playground etc. Any Clerk of Works needs to be competent to sign off on the works which they are looking at, and therefore they would need to be competent in the project being undertaken.

Councillor Shields asked that the motion be amended to read, "in line with finance regulations." and, "experienced in the work to be carried out."

The Clerk stated that Finance Regulations do provide for making withholding payments, subject to final approval and signing off of works.

Councillor Hughes Summed up by stating that it is self-evident that Ledbury Town Council spent money without finding out if the work carried out was in line with the specification. Ledbury Town Council should not put Members and officers in position where they are required to approve professional works/projects. He advised that at the last grants meeting it was raised that Ledbury Town Council should have a Clerk of Works and this motion makes it clear that there is a need.

Councillor Sinclair called for a named vote.

For	Against	Abstention
Councillor Hughes	Councillor Morris	Councillor Shields
Councillor Bannister		Councillor Auburn
Councillor Bradford		Councillor Chowns
Councillor Howells		Councillor Beddoes-Davis
Councillor Sinclair		Councillor Harvey

**RESOLVED:**

That for all future works of £5,000 or more, Ledbury Town Council will appoint an appropriately qualified and experienced 'Clerk of Works' to oversee and inspect all aspects of the works. The Clerk of Works must report that work projects are completed to specification and to an appropriate standard before any staged payment or final payment is made. Costs for the appointment and reports of the Clerk of Works will be included in the total cost of the works project.

**C.583 MINUTES OF A MEETING OF COUNCIL HELD ON 4 AUGUST 2022**

**RESOLVED:**

That the minutes of the meeting of Council held on 4 August 2022 be approved and signed as a correct record.

**C.584 TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE HELD ON 28 JULY 2022 AND CONSIDER ANY RECOMMENDATIONS THEREIN**

Members were requested to give consideration to a recommendation from the Finance, Policy & General Purposes Committee, that Ledbury Town Council no longer pay for the electricity supply for the running of the BBI Clock, due to the Poetry Festival now being tenants of the BBI building.



**RESOLVED:**

1. That the minutes of the Finance, Policy & General Purposes meeting of Council held on 28 July 2022 be received and noted.
2. That Ledbury Town Council no longer pay for the electricity supply for the running of the BBI Clock, due to the Poetry Festival now being tenants of the BBI building.

**C.585 MASTER'S HOUSE LANDSCAPING PROJECT**

Councillor Harvey proposed that, due to time constraints at this meeting, this item be moved to the meeting of the Full Council scheduled to be held on 29 September 2022.

**RESOLVED:**

**That this item to the next meeting of Full Council, to be held on 29 September 2022.**

**C.586 RECOMMENDATION FROM ECONOMY & PLANNING COMMITTEE**

Members were requested to approve the following recommendation from submitted by the Economy & Planning Committee:

1. That Councillor Bannister represent Ledbury Town Council at the appeal in respect of Planning Application 201718 Land South of Leadon Way & East Dymock Road, Ledbury, Herefordshire, HR8 2JQ – Deeley properties Ltd & Countrywide Farmers PLC.

For: Councillors Bannister, Howells, Morris, Shields, and Sims  
Against: Councillor Bradford.

2. That Councillor Bannister be given a mandate to read a statement out at the appeal in support of the Councils original position in objecting to this application on the grounds of retail impact on the town centre.

**RESOLVED:**

**That the recommendations submitted by the Economy & Planning Committee as above be approved,**

**C.587 DATE OF NEXT MEETING**

**RESOLVED:**

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

3445

## **C.588 EXCLUSION OF PRESS & PUBLIC**

### **RESOLVED:**

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

## **C.589 CCTV/LIGHTING COSTS**

Members were requested to give consideration to information in relation to the outcome of recent communications with the Community Hall Trustees and Management Committee in respect of the cost of electricity and associated costs for the housing of the CCTV in the Community Centre.

Members were provided with the background of the agenda item and advised that an invoice had now been received for just over £3,000, which leaves a figure of £1,998.67 owed to Ledbury Town Council, by the Community Hall Trustees, minus the current invoice of £146.38.

Councillor Harvey stated that she was pleased to see sense prevailing but that she was not surprised at the content of the correspondence received from the Community Hall. She also stated that she did not see why an inaccurate amount should be paid for the Electricity and that if the sum was accurately calculated then the bill should be paid and any monies which have been overpaid should be returned. Councillor Harvey also expressed that Ledbury Town Council should move with all haste to link into the Herefordshire Council CCTV as this would be money well spent to protect the towns assets and users and to ensure that they felt safe. She also stated that all of this information should be in the public domain.

### **RESOLVED:**

- 1. That members accept the figure of £3,099.36 received from Mr Eager for the cost of the electricity for the three-year period 1 April 2019 to 1 March 2022.**
- 2. That members instruct the Clerk to request that the overpayment of £1,988.67 be repaid to the Council, minus the sum of £146.38, which is the amended amount for the supply of electricity for the period of 1 April to 1 July 2022 and that if these funds are not repaid to the Council, this amount be offset against future invoices received from the Community Hall Association.**

3446



3. That the Clerk be instructed to progress the integration of the CCTV at the recreation ground with that of the CCTV provided by Herefordshire Council.

The meeting ended at 9.30 pm

Signed ..... Date .....  
(Town Mayor)

3448

**LEDBURY TOWN COUNCIL**  
**MINUTES OF A MEETING OF FULL COUNCIL**  
**HELD ON 06 OCTOBER 2022**

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**PRESENT:** Councillors Bannister, Bradford, Eakin, Harvey, Hughes, Sinclair, Sims and Whattler.

**ALSO PRESENT:** Angela Price – Town Clerk  
Julia Lawrence – Deputy Town Clerk  
Charlotte Bartrop – Minute Taker  
4 Members of the Public

**C590 APOLOGIES**

Apologies were received from Councillors Beddoes-Davis, Chowns, Howells, Morris, and Shields.

**C591 DECLARATIONS OF INTERESTS**

None received

**C592 TO RECEIVE AND NOTE THE NOLAN PRINCIPLES (STANDING ITEM)**

**RESOLVED:**

**That the Nolan Principles be received and noted.**

**C593 TO APPROVE AND SIGN THE MINUTES OF AN EXTRAORDINARY MEETING OF COUNCIL HELD ON 18 AUGUST 2022**

It was proposed that the minutes should be rejected due to inaccuracy. A named vote was called.

Cllr Bannister	For	Cllr Hughes	For
Cllr Bradford	For	Cllr Sinclair	For
Cllr Eakin	For	Cllr Sims	For
Cllr Harvey	For	Cllr Whattler	Abstention

**RESOLVED:**

**That the minutes of the extraordinary meeting of Council held on 18 August 2022 be deferred due to inaccuracies recorded therein.**

## **C594 HEREFORDSHIRE COUNCILLORS' REPORTS**

To receive reports from Ledbury Ward Members:

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

Councillor Harvey advised that she had not submitted a Ward report due to having been signed off sick from Herefordshire Council.

### **RESOLVED:**

**That the Ward Councillors reports be received and noted.**

## **C595 MAYORS COMMUNICATIONS**

- i. **Mayor's Report**
- ii. **Correspondence received from Ross-on-Wye Town Council**

### **RESOLVED:**

- i. **That the Mayor's report be received and noted.**
- ii. **That the Clerk write to Ross-on-Wye Town Council to open a dialogue in respect of a pilot scheme whereby an Enforcement Officer could be employed full time with their time to be split between Ledbury and Ross.**

## **C596 TO CONSIDER QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC IN ACCORDANCE WITH THE PROVISIONS OF STANDING ORDERS 3(E) AND 3(F)**

Mr Ian Colwell spoke in respect of Council tax in Ledbury, housing development and infrastructure.

*"Council Tax is at the very top of every band. Last year Ross was top on band H but this year it's Ledbury.*

*We're not rich, we need to look at this and ask what can be done. A lot of people are living with this idea that this is a great place to live but we need to look at this."*

Councillors Bradford and Sinclair agreed with Mr Colwell that this was not acceptable and asked why this was the case when Ledbury has lost a lot of its' services such as the ambulance station and the fire station.



Mr Colwell went on to speak about the town infrastructure. He stated that the infrastructure is getting stretched too far. *"There are 14,000 patients at the doctor's surgery with only 10 doctors who are part time. This cannot support the current residents but adding to them with the new developments will make it impossible to see a doctor. Also, does the sewerage works have provision to cope with the new developments?"*

Finally, Mr Colwell spoke with regard to schools. *"The Children in Hawk rise are not in the catchment area for the local schools, so they are filling the village schools."*

Councillor Sims responded stating that he sympathised, but that Ledbury Town Council is not responsible for infrastructure. He proposed that a Parish Council meeting be held in order that all residents might have their say.

Councillor Bradford stated that he would welcome a Parish Council meeting. He reiterated that Ledbury Town Council has no power regarding infrastructure. He informed the meeting that there have been meetings with Taurus regarding this issue and the lack of support with after-hours services for Ledbury. He stated that Taurus had said that this was due to geographical data. Councillor Bradford suggested that a wider audience may be reached online than through a Parish Council meeting, he also suggested that a referendum might be held.

Mr Colwell then stated that there is £800,000 in a pot which must be spent within a 10-year timescale, or it will be returned to either Herefordshire Council or the developer. Ledbury West has £14,000 in this pot that has to be spent before 14 November 2022. He asked Councillor Harvey to look at this as a priority.

Councillor Sims advise Mr Colwell that there is a Section 106 meeting on Thursday, 13 October 2022 at 3pm and invited Mr Colwell to come along.

Councillor Harvey reminded Members that there had been regular opportunities recently via the Local Plan Consultations.

Councillor Sims stated that it is difficult for the town to see what the council are doing and that they need to inform people and engage them in what the council are doing. He suggested that a Parish meeting at this stage of NDP would be good idea.

Councillor Sims proposed that Ledbury Town Council set up a Parish Council meeting to talk about infrastructure, section 106 and the current neighbourhood development plan. This was voted for unanimously.

**RESOLVED:**

**That the Clerk be asked to set up a Parish Council meeting to talk about infrastructure, section 106 and the current neighbourhood development plan.**

**C597 TO RECEIVE MOTIONS PRESENTED BY COUNCILLORS IN ACCORDANCE WITH STANDING ORDER 9**

None received

**C598 TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE RESOURCES COMMITTEE HELD ON 1 SEPTEMBER 2022 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS THEREIN**

**RESOLVED:**

1. That the minutes of a meeting of the Resources Committee held on 1 September 2022 be received and noted as a correct record.
2. That the post of Town Maintenance/Cleaner be contracted out for a 12-month fixed period to allow the Resources Committee time to consider the post in more detail.
3. That the Resources Committee be delegated to draft a specification for the contract for the Town Maintenance/Cleaner.
4. That the Clerks actions, to employ a contractor to assist with the maintenance of the cemetery, be endorsed.
5. That officers continue to employ a contractor to assist with the maintenance of the cemetery for an interim period.
6. That a report be submitted to the next meeting of Council in respect of recommendation 4.
7. That the Temporary Community Development Officer be kept on, as per their agreed contract, until the end of March 2023 to enable an effective handover period between her and the permanent Community Development Officer on return from maternity leave.
8. That the amendments to the Community Development Officer job description be approved.
9. That a pilot scheme be introduced for the preparation of Working Party agendas and minutes be undertaken by Members of those Working Parties, and that the agenda and associated papers be provided to the Clerk to despatch to members accordingly.
10. That a template for the agenda and minutes be provided to the Chairs of the Working Parties.
11. That the recommendation to ask staff to maintain a record of work tasks on a daily basis to help inform council of where there are gaps in staffing and resources of the council be rejected.



12. That the recommendation that Councillors be encouraged to actively promote and robustly support the Nolan Principles and be willing to challenge poor behaviour wherever it occurs and that the Chairs of Committees and Working Parties, in particular, be mindful of this when chairing meetings be rejected on the grounds that this should be standard behaviour for all Councillors.

**C599 TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE ECONOMY & PLANNING COMMITTEE HELD ON 11 AUGUST AND 8 SEPTEMBER 2022 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS THEREIN**

**RESOLVED:**

**That the minutes of a meeting of the Economy & Planning held on 11 August and 8 September 2022 be received and noted.**

**C600 TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE ENVIRONMENT & LEISURE COMMITTEE HELD ON 27 SEPTEMBER 2022 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS THEREIN**

Councillor Bradford raised concerns at the cost to provide traffic management for the Mop Fair, noting that it had been agreed at the Environment & Leisure Committee that officers would investigate the possibility of managing this in-house in future.

**RESOLVED:**

**That the minutes of a meeting of the Environment & Leisure Committee held on 27 September 2022 be received and noted.**

**C601 TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE HELD ON 29 SEPTEMBER 2022 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS THEREIN**

The Chair drew Members attention to the outcome of the 2021/22 External Audit, noting that the Council had received an unqualified audit for this period.

**RESOLVED:**

1. That the minutes of a meeting of the Finance, Policy & General Purposes Committee held on 29 September 2022 be received and noted.
2. That a virement of £1,000 to be taken from "Closed Churchyard – Tree Works/Property Maintenance" (CC101-NC4250) to "Amenity Areas – Dog Hill Wood Maintenance Coppicing" (CC108-NC4210) to provide sufficient funding for three days training in respect of



coppicing to be provided by Guy Tustin at a cost of £400 per day be approved.

3. That £200 be transferred from the Dropped Kerbs project to the Town Centre Public Realm (Sustainable Ledbury/Ledbury in Bloom) for the purchase of plants for autumn planting around the town.
4. That £3,058.79 be transferred from the Jubilee Picnic in the Park underspend for the cost of the supply and fixing of 4 replacement bins on the town trail.
5. That the remaining £1,800 from the dropped kerb project, and £200 from the Jubilee Picnic in the Park underspend. A total of £2,000, be made available to purchase a weeding and urban cleaning system, to help prevent weeds and clean up pavements and other surfaces within the town.
6. That movements be made from the general reserve to the relevant earmarked reserves as follows:

NC	ACCOUNT	2021/22 ADDITION £	BALANCE £
320	Earmarked reserves		112.92
321	Play/skate park	15,000	50,330.00
322	Traffic Management		9,000.00
323	Charter Market Improvements		1,000.00
324	Listed Building	TBC	110,000.00
325	Elections		10,000.00
326	Youth Support		5,000.00
328	War memorial	25,000	40,000.00
329	Paths, Bins and Benches		2,500.00
330	CCTV	5,000	10,000.00
331	Advertising		5,000.00
332	Climate change		2,000.00

333	Perimeter wall cemetery		15,000.00
334	Great Places to Visit		81,110.45
<b>TOTAL</b>		<b>45,000</b>	<b>341,053.37</b>

7. That £10,000 be transferred to the Listed Buildings earmarked reserve from the general reserve.
8. That £30,000 be placed in the 2023/24 budget for play equipment, noting that the £30,000 in the 2022/23 budget will be used for the refurbishment of the skate park.

**C602 TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE GRANTS WORKING PARTY HELD ON 28 SEPTEMBER 2022, AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS THEREIN**

**RESOLVED:**

That the minutes of a meeting of the Grants Working Party held on 28 September 2022 be received and noted.

**C603 RECOMMENDATIONS FROM OTHER COMMITTEES**

**RESOLVED:**

1. That a Road Closure be applied for in respect of the Christmas Lights Switch on Event, which is to be held on Sunday 27 November 2022, between the hours of 10.00am and 6.00pm, in order to ensure the safety of all attendees.
2. That the Walkabout – 2 performers (3x30 minutes) and Street show (2 per day) at a cost of £1,110 be approved

**C604 NOTIFICATION OF RESIGNATION**

**Members were advised that a formal** notice of resignation had been received from Gary Troy on 18 September 2022. The Clerk advised that the relevant departments at Herefordshire Council have been advised of the Vacancy and that this had now been advertised.

Councillor Harvey asked if Mr Troy had provided a reason for his resignation, the Clerk that he had stated it was due to work pressures from employment.

**RESOLVED:**

**That the notice of resignation is received and noted.**

#### **C605 OUTSIDE BODIES REPORTS (IF ANY)**

- a. Notes of a meeting of the Rural Market Town Group Older People's Forum
- b. Notes of a meeting of the Rural Market Town Group Young People's Forum
- c. Minutes of a meeting of the Ledbury in Bloom Committee Meeting held on 27 September 2022

#### **RESOLVED:**

**That the notes and minutes are received and noted.**

#### **C606 CORRESPONDENCE RECEIVED IN RESPECT OF CLOSURE OF BARCLAYS BANK**

#### **RESOLVED:**

**That this item be referred to Economy and Planning Committee to investigate the benefits of a Bank hub to Ledbury Town.**

#### **C607 LEDBURY WAR MEMORIAL – INTERNAL INVESTIGATION REPORT**

Members had been provided with a copy of Councillor Hughes' report on the Internal Investigation into processes and procedures in relation to the War Memorial refurbishment in 2020.

Councillor Sinclair noted that he had sent an email to Councillor Hughes earlier in the day and asked whether he could offer a response to that email. Councillor Hughes advised that clearly his statement in the report in relation to CDM rules had been based on incomplete information and stated that he had found no evidence that these duties were followed.

Councillor Harvey stated that she understood why Councillor Hughes' report had focused on areas of failings of processes, which had resulted in a negative report. She added that going forward the report should be used to identify how these mistakes are not repeated in the future. She stated that she had come to the meeting expecting a full specification, noting that she appreciated that it had arrived late to the Finance, Policy & General Purposes Committee, but that she was disappointed that committee had only referred the report on.

Councillor Harvey suggested that the report should be referred back to the Finance, Policy & General-Purpose Committee for them to prepare a specification as had been agreed at the previous meeting of council, in readiness for an external investigation. She suggested that the template used for the JR investigation may be useful in this instance.



Councillor Bradford understood the suggestion to refer it back to the Finance Committee however, he noted that things were already being put in place better management of projects, referring to the confidential papers within the agenda as an example.

The question of whether an external investigation was required was also raised as the Finance, Policy & General Purposes Committee had raised this question.

Councillor Sims ask whether the council has public trust, and would publication of this report return, or the production of an external report allay public fears?

The Clerk stated that measures have been put in place and that a checklist will be used for future projects. This is to be created by the Clerk and Deputy Clerk.

Councillor Sinclair proposed that Ledbury Town Council refers itself to the local government ombudsman, or alternative organisation, in respect of the War Memorial. The outcome of the vote was 3 for and 5 against.

Councillor Harvey proposed that Ledbury Town Council ask the Council's Internal Auditor to review the processes and procedures during the War Memorial refurbishment in 2019/20. The outcome of the vote was 6 for and 2 against.

**RESOLVED:**

**That the Clerk contact the Council's Internal Auditor to review the processes and procedures during the War Memorial refurbishment in 2019/20.**

**C608 SUSPENSION OF STANDING ORDER 3(x)**

**RESOLVED:**

**To suspend Standing Order 3(x) for a period of five minutes to consider how to manage the remaining agenda items.**

**C609 CALL FOR EXTRAORDINARY MEETING OF COUNCIL**

**RESOLVED:**

**That an extraordinary meeting of Council be arranged for Thursday, 13 October 2022 at 6.00 pm in the Burgage Hall for consideration of the two remaining agenda items.**

**The meeting ended at 9.05pm**

**Signed ..... Date .....**  
**(Town Mayor)**



**LEDBURY TOWN COUNCIL**  
**MINUTES OF AN EXTRAORDINARY FULL COUNCIL MEETING**  
**HELD ON 13 OCTOBER 2022**

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**PRESENT:** Councillors Bannister, Howells (Chair), Hughes, Sinclair & Whattler

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

**C610 APOLOGIES**

Apologies were received from Councillors Auburn, Bradford, Chownes, Harvey, Manns, Shields and Sims

**C611 DECLARATIONS OF INTERESTS**

**RESOLVED:**

**No declarations of interest were made.**

**C612 EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED:**

**No members of the public were present.**

**C613 LEDBURY WAR MEMORIAL – CONSIDERATION OF TENDERS**

Members were requested to consider tenders received in respect of the War Memorial repairs.

Councillor Sinclair advised that whilst he was uncomfortable with the differences in prices between the contractors, he was willing to reluctantly support the Caroe & Partners recommendation. However, he proposed that Caroe & Partners should be advised that should the works not be completed to an acceptable standard the Council would expect Caroe to have suitable indemnity insurance to cover them in respect of their responsibility for making the recommendation in respect of the proposed contractor.

Councillor Bannister highlighted that the lower cost tender is using recovered stone whilst the other two are not and this would explain part of the differences in prices.

Councillor Sinclair suggested that the contingency figure should be 10%. Councillor Howells stated that he was going to suggest a higher figure on the grounds that the report that Caroe & Partners provided they state that you



should allow as much as up to £15,000. Councillor Sinclair highlighted that £15,000 seems too much as it is about a third of the budget. Councillor Hughes stated that any clerk of works such as Caroe & Partners would be able to work within 10% and agreed with Councillor Sinclair that this should be the contingency figure.

Members agreed that any expenditure above the £40,000 currently in the War Memorial Earmarked Reserve should be taken from the Listed Buildings Earmarked Reserve.

Discussions took place regarding the recommendation that Caroe & Partners fee proposal costs come out of the Professional Fees budget line from within the 2022/23 budget. The Town Clerk advised that she had not received the fee proposal from Caroe as of yet, members agreed that this item should be deferred to the next Finance meeting.

**RESOLVED:**

- 1. That members accept the recommendation from Caroe & Partners and appoint Ian Bishop to undertake the works to refurbish the War Memorial.**
- 2. That Caroe & Partners be advised that should the works not be completed to an acceptable standard the Council would expect Caroe to have suitable indemnity insurance to cover them in respect of their responsibility for making the recommendation of which contractor to appoint.**
- 3. Members agreed that any additional expenditure above £40,000 currently earmarked for the repairs to the War Memorial, in respect of the War Memorial refurbishment be taken from the Listed Buildings Earmarked Reserve.**
- 4. That the recommendation stating, subject to receipt of their fee proposal, members agree that the Caroe & Partners costs be paid from the Professional Fees budget line from within the 2022/23 budget be deferred to the next Finance, Policy & General Purposes Committee meeting.**
- 5. Members agreed a contingency figure of 10% to cover any additional costs that may occur during the works.**

**C614 OUTCOME OF JOB EVALUATION OF POST HOLDER 53**

Members were provided with a report on the outcome of the request for a job evaluation from Post Holder 53 and following considerable discussion it was proposed that Council accept the findings of the report provided by the consultant in respect of the role in question and that Post Holder 53 be paid the agreed amount commensurate with SCP 31.

**RESOLVED:**

**That Post Holder 53's request for a job evaluation be upheld and that they be increased to SCP 31 with immediate effect, noting that the increase will be back dated to the date of the letter submitted by the Post Holder.**

**The meeting ended at 9.00pm.**

**Signed .....** **Date .....**  
**(Town Mayor)**





**LEDBURY TOWN COUNCIL**

**MINUTES OF A MEETING OF THE RESOURCES COMMITTEE  
HELD ON 3 NOVEMBER 2022**

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

**ALSO PRESENT:** Angela Price – Town Clerk  
Councillor Sims

**R176. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Bannister and Hughes.

**R177. DECLARATIONS OF INTEREST**

**None received.**

**R178. NOLAN PRINCIPLES**

Members were advised of an item that would be included on the agenda of the full council meeting scheduled for 1 December 2022, in respect of a request for councils to sign up to a Civility & Respect pledge.

**RESOLVED:**

**That the Nolan Principles be received and noted.**

**R179. TO APPROVE AS A CORRECT RECORD THE MINUTES OF A  
MEETING OF THE RESOURCES COMMITTEE HELD ON 1  
SEPTEMBER 2022**

**RESOLVED:**

**That the minutes of the meeting of the Resource Committee held on 1 September 2022 be approved and signed as a correct record.**

**R180. SICKNESS ABSENCE COMPARISON 2021/22-2022/23**

Members were provided with a sickness absence comparison for the period 2021/22 to 2022/23 and advised that this was something new that would be included on all future Resources Committee agendas, and it was anticipated that in future information on the national average of sickness absence will be provided to enable council to compare the council's absence with the national figure. The Clerk also advised that she hoped to be able to provide a breakdown of long-term and short-term absences going forward.

The Mayor advised that he had asked the Clerk whether it would be possible to provide information on how much of the long-term sickness was due to work related stress, so that this could also be compared against national averages and also to enable Members to understand whether there are any duty of care issues that need addressing.

**RESOLVED:**

**That the sickness absence information provided be received and noted.**

**R181. STAFF QUALIFICATIONS**

Members were advised that two members of staff had recently achieved qualifications relevant to their role.

**RESOLVED:**

**That the two staff Member be congratulated on their achievements.**

**R182. UPDATE ON LOCAL GOVERNMENT PAY AWARD 2022**

Members were provided with information on the current pay award offer for all local government employees. The Clerk advised Members that since writing the report the unions had agreed to support the employers offer of an increase of £1,925 effective from 1 April 2022, 1 additional day's annual leave effective from 1 April 2023, a 4.04% increase on all allowances and the deletion of spinal column point 1 from the National Joint Council (NJC) pay spine.

The Clerk advised that this would be paid to all Ledbury Town Council staff in their December salary.

The Clerk advised that this would mean an increase of circa £20,000 to the 2022/23 salary budget, and that should the current budget line be insufficient to cover this she would provide a report to the Finance, Policy & General Purposes Committee in November.

**RESOLVED:**

**That Members received the information in respect of the local government pay award 2022, noting that the increase of £1,925 per employee will result in an increase to the salary budget for 2022/23 of circa £20,000.**

**R183. PREPARATOIN OF SPECIFICATION FOR TOWN MAINTENANCE CONTRACT**

**RESOLVED:**

**That the Clerk, Deputy Clerk, Chair and Vice-Chair of the environment & Leisure Committee meet to prepare a draft specification in respect of the Town Maintenance Contract and that this be submitted to the Environment & Leisure Committee meeting on 17 November 2022.**

**R184. DATE OF NEXT MEETING**

It was noted that the next meeting of the committee was scheduled for 2 March 2023. However, Members felt that this was too long, and it was agreed that the Clerk would identify a suitable date for a further meeting in January 2023.

**RESOLVED:**

**That the Clerk identify a date for a meeting in January 2023.**

**The meeting ended at 7.45 pm.**

**Signed ..... Date .....**  
**(Chair)**





## LEDBURY TOWN COUNCIL

### MINUTES OF A MEETING OF AN ECONOMY & PLANNING COMMITTEE HELD ON 13 OCTOBER 2022

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**PRESENT:** Councillors Bannister, Howells, Hughes, Morris (Chair), Shields & Sims.

**ALSO PRESENT:** Angela Price – Town Clerk  
Sophie Jarvis – Minute Taker  
Councillor Beddoes-Davis

#### **P656. APOLOGIES FOR ABSENCE**

Apologies were received from Councillors Bradford, Harvey and Manns.

#### **P657. DECLARATIONS OF INTEREST AND WRITTEN REQUESTS FOR DISPENSATIONS**

No declarations of interest were made.

#### **P658. PUBLIC PARTICIPATION**

No members of the public were present.

#### **P659. TO APPROVE AND SIGN THE MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON 8 SEPTEMBER 2022**

Councillor Hughes asked if his name can be removed on page 4162, minute no. P640 due to him not being present at this meeting. Councillor Morris advised that it should read *"that Councillor Hughes be asked whether he would wish to be invited to sit on the S106 Working Party"*.

Councillor Hughes also highlighted that in minute no. P631 (2) it does not state what item is being considered at the next Markets Working Party and this should be clearer to people who have not attended the meeting.

#### **RESOLVED:**

**That the minutes of the Planning Committee meeting held on 8 September 2022 be received and noted subject to the following amendments:**

- 1. Minute no. P640 be amended to read as follows:**

*"It was agreed that a task and Finish Group should be set up to progress the S106 wish list. Councillors Bannister and Howells agree to be part of the Working Party and it was agreed that Councillor Hughes be asked whether he would wish to be a member of the Task & Finish Group."*

2. Minute no. P631 be amended to read as follows:

***“That the Markets Working Party to invite the Food Group members to have a stall at the Charter Markets to promote buying locally sourced products.”***

Councillor Shields arrived at 7:38pm.

#### **P660. TO REVIEW THE ACTION SHEET**

1. P638 – The Clerk informed members that she had received a response from Herefordshire Councils Licensing advising that an enforcement notice had been served on The Barn on 14 September 2022 which becomes effective on the 17 October 2022, following which The Barn has 28 days to comply
2. P640 – P605 (2) – The Clerk informed members that a S106 Working Party had been arranged for Wednesday, 13 October 2022. However, she advised that only Councillor Howells had been present at the meeting and therefore it was not possible to proceed. The Clerk advised that she had attended a S106 Portfolio meeting for Clerks the previous evening and as a result of this she and Councillor Howells had agreed to request a meeting with Justine Burnett to discuss the S106 information provided by Hereford Council.
3. P640 – P692 (B) – The Clerk informed members that a press release asking members of the public to provide suggestions of sites for dropped kerbs is yet to be completed but hoped that this would be done before she goes on annual leave at the end of the month.
4. P642 – Members asked for a report from the Community Development Officer on Ledbury Postcards for the next Planning meeting.
5. P652 – The Clerk advised she had written to DRM Buses requesting them to consider reinstating the 476 Bus Service as an hourly service. Councillor Morris asked if the Clerk could write to them asking if they could decrease the speed limit that the buses drive in town.

#### **RESOLVED:**

1. **That the Clerk prepare a press release asking members of the public to provide suggestions of sites where dropped kerbs could be installed around the town.**
2. **That the Community Development Officer be asked to provide a report on postcards to the next meeting of the Economy & Planning Committee, scheduled for 10 November 2022.**



#### **P661. GAZEBO HIRE POLICY**

Members were requested to give consideration to a Gazebo Hire Policy which had been drafted by the Community Development Officer. Councillor Hughes proposed to approve the policy, subject to the assembly instruction being enlarged, to an A4 size.

#### **RESOLVED:**

**That the Gazebo Hire Policy document be approved, subject to the assembly instructions being enlarged to an A4 size.**

#### **P662. PROPOSALS FOR CHANGE OF RECEPTION AREA TO MEET REQUIREMENTS OF TOURIST INFORMATION SERVICE**

Members were provided with a proposed design on how the current reception area could be changed to accommodate a larger space for the TIC. The Clerk advised that the current counter was not suitable as a workspace and that at a recent Grants Working Party it had been suggested that she contact the Masters House to enquire whether the counter/workspace previously used at the Masters House was available. Unfortunately, the clerk informed Members that she had been advised that this counter/workspace was no longer available but was advised that Hereford Council did have some other counter/workspace units that may be of use. Unfortunately, having seen the units, it is unlikely these would work within the space available.

The Clerk advised that the Grants Working Party had discussed getting an architect or someone similar in to assist with the design and fitting out of the TIC. Members agreed that the Great Places funding allocated to the TIC should be used to engage to assist with the design and costing in respect of the reception area becoming a TIC.

#### **RESOLVED:**

**That the Clerk be instructed to engage an architect or someone similar to help with the design and costing in respect of the reception area of the council offices, to enable the space to be better used and function as a TIC.**

#### **P663. PAINTED ROOM VISITOR NUMBERS**

Members asked if this could be put on the agenda regularly in order to review the visitor numbers. The Clerk informed members that the Tour Guide Manager will provide a 5-year comparison report at the end of the year. Councillor Morris also commented that there would be a need for more volunteers and staff for the Painted Room.

#### **RESOLVED:**

**That the Painted Room Visitor Numbers document be received and noted.**

**P664. TO ESTABLISH WHERE, IF ANYWHERE, TOURISM SITS WITHIN THE COUNCIL'S WORKING PARTIES**

Councillor Sims stated that he believes tourism falls under the Economy & Planning committee but that this is not clear enough to members of the public. Councillor Sims proposed to change the committee name from Economy & Planning to Planning, Economy & Tourism. The Clerk informed members that this is what had been proposed at the Annual Meeting, which Members had rejected.

**RECOMMENDATION:**

**That a recommendation be made to Full Council to change the name of the Economy & Planning Committee to Planning, Economy & Tourism.**

**WORKING PARTIES**

**P665. MINUTES OF A MEETING OF THE JOHN MASEFIELD MEMORIAL WORKING PARTY**

Councillor Sims suggested that following the discussion in the previous agenda item, the John Masefield Memorial Working Party should be referred back to the Environment and Leisure Committee. His rationale for this was that the current stage of the John Masefield Project was about engaging with local residents, rather than tourists. Councillor Hughes stated that there is often an overlap from working parties in respect of Environment & Leisure and Planning, Economy & Tourism Committees, but agreed that the Environment and Leisure Committee should be its 'natural home'. Councillor Morris confirmed that this working party had originally reported to Environment and Leisure Committee.

The Clerk suggested that this working party could be reported to both committees. Councillor Sims stated that Phase 1 & 2 would fall under Environment & Leisure Committee and that phase 3 in the future might fall under Planning, Economy & Tourism Committee. Councillor Sims proposed that the Planning, Economy & Tourism Committee receives and notes the John Masefield Memorial Working Party minutes and that the Environment & Leisure Committee receives and acts on the recommendations as the parent committee.

**RESOLVED:**

**That the John Masefield Memorial Working Party minutes be submitted to both the Planning, Economy & Tourism Committee (to receive and note) and Environment & Leisure Committee (to act on recommendations).**



## **P666. PLANNING CONSULTATIONS**

### **11.1 Planning Application No. 222512**

**Proposed window and external doors repairs**

**RESOLVED:**

**No objection.**

### **11.2 Planning Application No. 222806**

**Decommission Barclays Bank. The intention externally is to: 1 Removal of existing external signage. 2. Removal of external ATM and existing window glazing to be replaced with new 3. Existing redundant letter box to be sealed internally. 4. Existing external CCTV camera to be removed. 5. Existing ADT alarm to be removed. The intention internally is to: 1. Removal of internal counters. 2. Removal of all internal furniture. – 22 the Homend, Ledbury, Herefordshire, HR8 1BT**

Councillor Bannister suggested that this application should be objected due to it being retrospective. The Clerk advised that it possible to make a comment when submitting a response to the application.

**RESOLVED:**

**Objection on the grounds that this is a retrospective application and that noting that the works have already been undertaken to remove the external ATM. It should be noted that this building is a listed building in the conservation area of Ledbury and following the removal of the ATM the building has been left in a manner not befitting with the Conservation Area and therefore Ledbury Town Council would request that this is remedied with immediate effect.**

### **11.3 Planning Application No. 222807**

**Decommission Barclays Bank. The intention externally is to: 1 Removal of existing external signage. 2. Removal of external ATM and existing window glazing to be replaced with new 3. Existing redundant letter box to be sealed internally. 4. Existing external CCTV camera to be removed. 5. Existing ADT alarm to be removed. The intention internally is to: 1. Removal of internal counters. 2. Removal of all internal furniture. – 22 the Homend, Ledbury, Herefordshire, HR8 1BT – LISTED BUILDING**

**RESOLVED:**

**Objection on the grounds that this is a retrospective application and that noting that the works have already been undertaken to remove the external ATM. It should be noted that this building is a listed building in the conservation area of Ledbury and following the removal of the ATM**



the building has been left in a manner not befitting with the Conservation Area and therefore Ledbury Town Council would request that this is remedied with immediate effect.

**11.4 Planning Application no. 223103**

Erection of single storey extension with partial demolition to healthcare facility – Rose Cottage, Belle Orchard, Ledbury, Herefordshire, HR8 1DD

**RESOLVED:**

No objection.

**11.5 Tabled Planning Application no. 222107**

Approval of reserved matters relating to layout, scale, external appearance and landscaping (pursuant to outline planning permission appeal ref: APP/W1850/W20/3244410 and LPA ref. 171532) for 230 dwellings with associated drainage, highway infrastructure (internal roads, footways, footpath/cycleway and spine road) and play area (Phase 1)

Members were requested to give consideration to this planning application, which was tabled at the meeting, due to the urgency to provide a response to planning officers.

**RESOLVED:**

That Councillor Howells provide a draft response to all committee members, via email, by the end of business Monday, 17 October and that committee members provided any feedback to the draft by no later than the close of business on Wednesday, 19 October, and the final draft be provided to the Clerk by the end of business Thursday, 20 October to allow the Clerk to provide the response to Planning Officers before going on annual leave on 21 October.

**P667. PLANNING DECISIONS**

**RESOLVED:**

That the planning decisions be received and noted.

**P668. PROPOSED FOOTPATH DIVERSION – ZB1 AND ZB2 LEDBURY, HEREFORDSHIRE**

**RESOLVED:**

That the following questions be sent to Herefordshire Council:

1. How wide will the footpath be and in which areas?

2. How will the hedging be maintained to ensure there is a shield from the bypass to ensure pedestrian safety?
3. What are the reasons for the footpath being pushed to where it is?

**P669. NOTIFICATION OF APPLICATION FOR GRANT OF PREMISES LICENCE**

**RESOLVED:**

**That the notification of application for grant of premises licence be received and noted.**

**P670. S106 FUNDING FOR LEDBURY 2022**

Members agreed that this should be a standing item on the Planning, Economy & Tourism agenda. Discussions also took place regarding the Transport/Highway gain amount for Ledbury West, which was due to end in November 2022. Members queried what would happen to this money if it was not spent. The Clerk informed members that she is in the process of organising a meeting with Herefordshire Council, herself, the Mayor and the Deputy Mayor to discuss this in further detail, but in the meantime she had emailed Justine Burnett in respect of this.

**RESOLVED:**

1. **Town Clerk to arrange a meeting with Herefordshire Council in order to go through the S106 Funding for Ledbury 2022 in much more detail.**
2. **That the Section 106 become a standing item on the agenda to be reviewed in Planning Committee meetings each month.**

**P671. NEIGHBOURHOOD DEVELOPMENT PLAN WORKING PARTY (NDP)**

Councillor Howells gave a verbal update on the NDP. He informed all members that the website is now fully up to date with all the relevant NDP documents. Councillor Howells informed members that there will be an updated document provided at the Full Council meeting on Thursday, 1 December 2022.

**RESOLVED:**

**That the Neighbourhood Development Plan Working Party update be received and noted.**

**P672. REQUEST RECEIVED IN RESPECT OF SID BEING SITED ON A449**

Members discussed the siting of Speed Indicator Device (SID) on the A449, noting that they felt this was a sensible request. There were discussions as to

how the sites for SIDs had been taken over by Herefordshire Council and this may affect the location of a new one as they cannot be within 2km of each other.

**RESOLVED:**

**That members receive and note the contents of the report and refer it to the Traffic Management Working Party for further consideration and inclusion in the Traffic Regulation Order that is being drafted by that committee.**

**P673. CORRESPONDENCE RECEIVED IN RESPECT OF CLOSURE OF BARCLAYS BANK**

Councillor Sims asked if a report could be provided including an investigation of places where people can take out cash and pay in cheques, noting that there had been an incident where no one could draw out cash or receive cash back in stores in Ledbury during the Mop Fair.

**RESOLVED:**

**That the Town Clerk investigate the following and provide a report to a future meeting of the committee:**

- **Ways of bringing together a community bank hub and the pros/cons of this**
- **24-hour available service at this**
- **Counter services currently available in Ledbury**
- **How are the banks on board with this?**
- **Examples of how it could tie into the food bank**

**P674. DATE OF NEXT MEETING**

**RESOLVED:**

**To note that the date of the next meeting of the Planning, economy & Tourism Committee is scheduled for 10 November 2022 at 7.00 pm**

The meeting ended at 9.00pm.

Signed ..... Dated .....  
(Chair)



**LEDBURY TOWN COUNCIL**

**MINUTES OF A MEETING OF AN ECONOMY & PLANNING COMMITTEE  
HELD ON 10 NOVEMBER 2022**

---

**PRESENT:** Councillors Bannister, Bradford, Howells, Hughes, Morris (Chair), Shields and Sims.

**ALSO PRESENT:** Angela Price – Town Clerk  
Sophie Jarvis – Minute Taker  
Anthony Evans – Malvern Hills Car Club

**P675. APOLOGIES FOR ABSENCE**

Apologies were received from Councillor Harvey.

**P676. DECLARATIONS OF INTEREST AND WRITTEN REQUESTS FOR DISPENSATIONS**

No declarations of interest were received.

**P677. PUBLIC PARTICIPATION**

No members of the public were present.

**P678. TO APPROVE AND SIGN THE MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON 8 SEPTEMBER 2022**

**RESOLVED:**

**That the minutes of the Planning Committee Meeting held on 8 September 2022 be approved and signed as a correct record.**

Members voted to bring forward agenda item no. 6 – Presentation from Malvern Hills Car Club.

**P679. PRESENTATION FROM MALVERN HILLS CAR CLUB**

Anthony Evans from the Malvern Hills Car Club gave a presentation to members of the committee, explaining the benefits of their car share scheme, including elements such as reducing environmental impact, providing economic travel options and reducing carbon footprint.

Anthony Evans asked Members for help to advertise and market the Malvern Hills Car Club through social media platforms such as Facebook due to them having limited ability to do so.

3472

**RESOLVED:**

**That Ledbury Town Council provide help with the marking of Malvern Hills Car Club by including it on their social media and website.**

Councillor Shields arrived at 7:50pm.

**P680. TO REVIEW THE ACTION SHEET**

1. P660(1) - Councillor Morris asked if there could be a deadline set for the Clerk producing a press release asking members of the public to provide suggestions of sites where dropped kerbs could be installed around the town. It was agreed that the Clerk would produce this prior to the next Planning Committee meeting, which is scheduled for Thursday, 8 December 2022.
2. P661 – The Clerk informed members that the Gazebo Hire Policy document had been amended accordingly following suggestions from the last Planning Committee meeting.
3. P662 – The Clerk advised members that the designing and costing of the reception area to enable the space to be better used for a TIC was being funded by the Great Places to Visit fund and that this would be discussed at the next Finance, Policy & General Purposes meeting taking place on Thursday, 24 November 2022.
4. P668 – The Clerk informed members that she had not received a direct response back from Herefordshire Council about the proposed footpath diversion – ZB1 and ZB2 Ledbury, Herefordshire. However, the proposal had been modified and this was an item included on this meeting's agenda.
5. P673 – Councillor Sims stressed that Ledbury Town Council should be supporting the idea of a 'Community Bank Hub'. Members agreed and Councillor Bradford highlighted that it is becoming more difficult for elderly people to access cash. It was agreed that once the Clerk had produced a report on this then members would discuss it further and in more detail.

**RESOLVED:**

1. **That the Clerk prepare a press release asking members of the public to provide suggestions of sites where dropped kerbs could be installed around the town.**
2. **That the Clerk create a report on a Community Bank Hub for submission to a future meeting of the Committee.**

3473

**P681. LEDBURY POSTCARDS FOR SALE IN THE TOURIST INFORMATION CENTRE**

Members considered that after looking into the report on Ledbury Postcards for sale in the Tourist Information Centre that financially this may not be worthwhile. In addition, when council staff were carrying out the research into this, it was discovered that there are already many shops in Ledbury that sell 'Ledbury Postcards'. It was agreed that this item should be put on hold for the foreseeable future.

**RESOLVED:**

**That the item Ledbury Postcards going on sale in the Tourist Information Centre be put on hold until further notice.**

**P682. PLANNING CONSULTATIONS**

**8.1 Planning Application No. 222742**

**\*\*INVALID APPLICATION\*\* (Incorrect ownership certificate/location plan-comments may continue to be submitted on the application) Proposed use of Wylde House Barn as a dwelling house independent of Wylde House (Conversion of barn to residential annex accommodation approved under permission 142677) - Wylde House Barn Ledbury Herefordshire HR8 2JE**

**RESOLVED:**

**No objections subject to there being sufficient insulation fitted and the appropriate ownership documentation being provided.**

**8.2 Planning Application No. 223059**

**T1 Sycamore tree, reduce height by 7 meters (just above the roof apex of the neighbouring house), 2 meters off the side. Growing very close to the neighbouring house, needs to be brought back and help reduce wind loading - Netherhall Ledbury Herefordshire HR8 1DJ**

**RESOLVED:**

**No objections, subject to the correct environmental information being considered.**

**8.3 Planning Application No. 223248**

**Proposed demolition of existing buildings on site and erection of Retirement Living apartments with associated access, car parking, landscaping, ancillary facilities, and associated works - Building and curtilage of Greenacres bungalow and Land to the rear of The Knapp and Westmead The Homend Ledbury Herefordshire**

3474



Members discussed possible issues with this planning application as they felt it would intrude on the green space which is noted in the Neighbourhood Development Plan (NDP). It was discussed that a member of the Committee should produce a draft planning-based report on this including the following issues which were raised:

1. The height of the building
2. The ecological value of the land
3. Potential traffic issues
4. NDP

**RESOLVED:**

**That Councillor Bannister will draft a report for Herefordshire Council's planning department to include the above issues and that this will be submitted to the meeting of the Committee scheduled for 8 December 2022.**

Councillor Tony Bradford left the meeting at 8:00pm.

**8.4 Planning Application No. 223347**

**Proposed two and single storey extensions, replacement garage and new prefabricated garden office to exiting detached dwelling - Woodlands Little Marcle Ledbury Herefordshire HR8 2LD**

**RESOLVED:**

**No objections.**

**8.5 Planning Application No. 223426**

**Proposed ground mounted solar panels - Siddington Farm Orlham Lane Leddington Ledbury Herefordshire HR8 2LN**

**RESOLVED:**

**No objections.**

**P683. PLANNING DECISIONS**

**RESOLVED:**

**That the Planning Decisions document was received and noted.**

3475

**P684. PROPOSED FOOTPATH DIVERSION – ZB1 AND ZB2 LEDBURY, HEREFORDSHIRE**

**RESOLVED:**

**That members supported the modifications made on the proposed footpath diversion – ZB1 and ZB2 Ledbury, Herefordshire and that this item be received and noted.**

**P685. SECTION 106 (STANDING ITEM)**

**Proposal in respect of bus stop outside the Alms Houses.**

The Clerk informed Members of the email she had received from the Senior Project Manager regarding the Section 106 agreement. She informed Members that this was an in principal programme decision to secure funding for the bus stop outside the High Street Alms Houses, High Street, Ledbury and that the project brief had been submitted to secure the funding. The Clerk advised Members that Councillor Harvey, in her capacity as Ward Councillor, had suggested that the bus stop works should run alongside the War Memorial works that will be taking place in Spring 2023 (TBC) in order to cause less disruption in town.

Councillor Shields asked if there could be a green roof on the bus shelter.

**RESOLVED:**

- 1. Members accepted the update regarding the Section 106 agreement and the bus stop project, subject to it having a request being made for a “green” roof.**
- 2. That the once a start date has been agreed in respect of the works to the War Memorial the Clerk arrange a meeting with Herefordshire Council Officers to discuss how this work could be co-ordinated.**

**P686. MARKET TOWNS MAINTENANCE FUND UPDATE**

**RESOLVED:**

**That the Market Towns Maintenance Fund update be received and noted.**

**P687a. NEIGHBOURHOOD DEVELOPMENT PLAN WORKING PARTY (NDP)**

**i. VERBAL UPDATE FROM CHAIR OF NDP**

Councillor Howells (Chair of NDP) gave members a verbal update on the Neighbourhood Development Plan and informed members that the next Working Party meeting is taking place on Wednesday, 23 November 2022.

3476

**ii. NEIGHBOURHOOD PLANNING NEWSLETTER**

The Neighbourhood Planning Newsletter was received and noted and moving forward the Clerk will send this to members electronically.

**RESOLVED:**

1. That the verbal update from Chair of NDP was received and noted.
2. That the Clerk will send out the Neighbourhood Planning Newsletter to Planning Committee members electronically in the future.

**P688b. TRAFFIC MANAGEMENT WORKING PARTY**

- i. MINUTES OF A MEETING OF THE TRAFFIC MANAGEMENT WORKING PARTY HELD ON 17 OCTOBER 2022
- ii. BEYOND THE HILLS COMMUNITY PARTHNSERSHIP (BTHCP) – COPY OF A LETTER SENT TO WEST MIDLANDS RAIL EXECUTIVE (WMRE) AND REQUEST FROM BTHCP THAT LEDBURY TOWN COUNCIL ALSO WRITE TO WMRE WITH REGARD THE URGENCY OF IMPROVING DISABLED ACCESS AT LEDBURY TRAIN STATION

**RESOLVED:**

1. That the minutes of a meeting of the Traffic Management Working Party held on 17 October 2022 were received and noted.
2. That the Clerk write a letter to West Midlands Rail Executive (WMRE) in support of the plans to improve disabled access at Ledbury Train Station.

**P689. REQUEST TO PROVIDE A DEFIBRILLATOR IN DECOMMISSIONED PHONE BOX AT THE LANGLANDS**

Discussions took place regarding the two phone boxes that Ledbury Town Council already own: one on Bridge Street and the second on Little Marcle Road. The clerk informed members that the phone box located on Bridge Street is in poor condition however, the paint to preserve this have been purchased and is currently being stored in the cemetery. Due to there not being a Town Maintenance person this work has been delayed. Members agreed that Ledbury Town Council should take on the phone box at the Langlands and that a contractor should be hired to complete the works on this phone box as well as the repairs needed on the one located on Bridge Street.

**RECOMMENDATION:**

1. That a recommendation be submitted to Full Council that Ledbury Town Council take ownership and responsibility of the phone box



located at the Langlands and once refurbished a defibrillator, book and seed swap be incorporated within

2. That a contractor be hired to carry out the needed repairs on the relevant phone boxes.

**P690. DATE OF NEXT MEETING**

**To note that the date of the next meeting of the Planning Committee is scheduled for 8 December 2022 at 7:00pm.**

The meeting ended at 8:20pm.

Signed ..... Dated .....  
(Chair)

3478



## **LEDBURY TOWN COUNCIL**

### **MINUTES OF AN ENVIRONMENT AND LEISURE COMMITTEE MEETING HELD ON 17 NOVEMBER 2022**

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**PRESENT:** Councillors Beddoes-Davies, Bradford, Chowns (Chair), Shields, Sims & Sinclair

**ALSO PRESENT:** Julia Lawrence – Deputy Town Clerk  
Sophie Jarvis – Minute Taker

#### **E310 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Auburn, Eakin and Whattler.

#### **E311 DECLARATIONS OF INTEREST**

**RESOLVED:**

No declarations of interest were received.

#### **E312 THE NOLAN PRINCIPLES**

**RESOLVED:**

That the Nolan Principles be received and noted.

#### **E313 PUBLIC PARTICIPATION**

**RESOLVED:**

No members of the public were present.

#### **E314 TO RECEIVE AND NOTE THE MINUTES OF THE ENVIRONMENT & LEISURE COMMITTEE MEETING HELD ON TUESDAY, 27 SEPTEMBER 2022**

Councillor Sinclair stated that these minutes should be considered at the next Full Council meeting due to Minute No. E301 being incorrect as he did not agree that the traffic management for the October Fair had been resolved. Discussions took place as to why the sum of £3,580.00 plus VAT was paid for traffic management at the Funfair when it has never been this much in previous years. Councillor Chowns reminded members that due to the last Environment and Leisure meeting being delayed, due to the passing of the late Queen Elizabeth II, unfortunately there was very little time left before the October Fair. With this in mind, the Clerk and himself had to make a quick decision on which companies would be appointed for the traffic management and first aid cover. Councillor Sinclair proposed that the minutes be received and accepted subject to the exclusion of Minute no. E301 – October Fair, Traffic Management.



Members also discussed when the works are planning to go ahead on the War Memorial. The Deputy Clerk informed members that she believed this was commencing in Spring 2023 due to weather conditions. Members asked that the Clerk release a public statement informing members of the public when the works are planned to start on the War Memorial.

**RESOLVED:**

- 1. That the minutes of the Environment & Leisure Committee Meeting held on Tuesday, 27 September 2022 be received and noted with the exception of Minute No. E301 which related to traffic management.**
- 2. That the Clerk provide a public statement to inform people when the works are due to commence on the War Memorial.**

**E315 TO REVIEW ACTION SHEETS**

The Deputy Clerk informed members of the following updates on the Action Sheet.

E300.1 – That the clearance of the ivy on the wall joining the Football Club at the cemetery is scheduled to take place on Tuesday, 22 November 2022.

E300.2 – That the carpet in the cemetery chapel has been paid for and the work is scheduled to commence on Thursday, 1 December 2022.

E300.3 – That the wooden floors beneath the pews in the chapel be stripped and re-stained on Monday, 28 November 2022 and/or Tuesday, 29 November 2022.

E302 – The Deputy Clerk informed the Committee Members that previously the Committee had agreed for a company to provide a steel band around the beam of the cantilever tyre swing. However, the Deputy Clerk advised that she was seeking companies to quote for a secondary safety device for the cantilever tyre swing and until that was agreed, confirmed that this project would remain in abeyance.

E303 – Members queried why a portable stairlift could not be fitted to the staircase attached to the Market House. Councillor Bradford asked the Deputy Clerk if members could have sight of the email from Herefordshire Council with the details confirming this. Councillors made reference to the actual staircase of the Market House believing that this part of the building was not listed and considered it should be exempt from the restrictions applied to the actual listed Market House.

**RESOLVED:**

**That the contents of the action sheet were received and noted and that the Deputy Clerk would provide a copy of the email received from Herefordshire Council regarding attaching a stairlift to the fabric of the building.**

## **E316 CEMETERY**

### **RESOLVED:**

**That authorisation be given for the signing of the Deeds for Exclusive Right of Burial 721, 725, 727, 728, 729, 731, 732 and 733 granting the exclusive right of burial to those named on the interment form.**

## **E317 ANTI-SOCIAL BEHAVIOUR AT THE RECREATION GROUND**

Members discussed the rising problems of anti-social behaviour at the Recreation Ground. Councillor Bradford stated that some 15 years ago, there was a budget for 'Security Park Keepers' who very successfully patrolled the Parish and Recreation Ground and after a while, they became known as Parish Officers. These individuals were highly trained, wore body cameras and had direct links with the Police. However, these job holders resigned and the positions haven't been replaced. Councillor Bradford considered that this option should be considered even if it meant a part-time role. Councillor Bradford informed members that he had investigated private security companies and believed that there are local companies who would be interested in this role.

Councillor Sims stated that he believed the budget proposed for this project would be better spent on a 'youth engagement programme' to create opportunities that could work parallel to eliminating anti-social behaviour, rather than addressing it as a separate issue. Discussion took place regarding using the Busy Bees building as a Youth Centre and it was noted that a dialogue was ongoing.

Councillor Sims considered that this item should not be voted upon at this time but rather that the Members awaited the results of the report which had been commissioned by Ledbury Town Council before taking a vote.

Councillor Sinclair proposed that members of the Environment and Leisure Committee accept the three recommendations included in the report on anti-social behaviour at the Recreation Ground and for these then to be taken to the next Full Council meeting taking place on Thursday, 1 December 2022.

A named vote was called.

Cllr Beddoes-Davies	For	Cllr Shields	Abstention
Cllr Bradford	For	Cllr Sims	Abstention
Cllr Chowns	For	Cllr Sinclair	For

### **RECOMMENDATION:**

**That the three recommendations in the report on anti-social behaviour at the Recreation Ground be accepted and be referred to the next Full Council meeting on Thursday, 1 December 2022.**



### **E318 DOG HILL WOOD – TREE SURVEY**

Members of the Committee noted the contents of the report. Councillor Bradford proposed that the recommendations be accepted on the Dog Hill Wood Tree Survey report, all members were in favour.

#### **RECOMMENDATIONS:**

- 1 That the recommendations be accepted from the Dog Hill Wood – Tree Survey report and for the Council to make a budget provision of circa £8,750 for the removal of the 25 trees identified in David Gardner's report.**
- 2 That members instruct the Deputy Clerk to seek quotations from professional tree surgeons for the removal of the 25 trees over a three/four year period.**

### **E319 SKATEPARK RESURFACING WORKS**

The Deputy Clerk informed members that originally a smaller section was proposed for resurfacing if it was required. However, now that the ramps have been re-aligned, it has identified a larger area of the skatepark that needs to be resurfaced. As previously advised, the Deputy Clerk had allowed a budget of circa £5,000 to £6,000 for the smaller area but now that the area has increased, so have the costs.

Councillor Sinclair proposed that Company C – Kington should be appointed for the resurfacing works on the skatepark, on the basis that the tarmac depth of material was 35mm and came with a two-year warranty against workmanship and defects. All Members of the Committee were in favour. Councillor Chowns asked that as soon as the Company has been appointed that Committee Members be advised of the start date for these works.

#### **RECOMMENDATION:**

**That the Deputy Clerk appoint Company C – Kington to carry out the resurfacing works on the skatepark as soon as possible, subject to the funding being available.**

### **E320 SKATEPARK ARTWORK**

Councillor Beddoes-Davies highlighted that not all skatepark users are school children and that the artwork that is being applied onto the ramps should appeal to all users no matter what their age is. With this in mind, asking schools to design the artwork for the skatepark is not reaching out to all users. Councillor Sims agreed that their needs to be a sense of ownership for all skatepark users and that this could potentially tie in with a 'youth engagement project'. This could be used as a teaching tool and an activity that all can join in on to create their own artwork alongside professionals. Councillor Sims proposed that a report be produced for the next Committee Meeting to include companies/artists that can teach skatepark users to create their own murals on the ramps and that this could be combined with a youth engagement project.



**RESOLVED:**

**That all recommendations were accepted from the report on the Events Working Party held on Thursday, 10 November 2022**

- 3. To receive and note the minutes of the meeting of the climate change working party held on Wednesday, 12 October 2022 and consider any recommendations therein**

Councillor Shields advised the Committee about events taking place in January, "Keep Herefordshire Warm" for which grant funding is available. All Members were in favour of this. Councillor Shields also advised the Committee of the Great Big Green Week national event which she hoped Ledbury Town Council could consider and this will be brought back to the January 2023 meeting for consideration and approval.

**RESOLVED:**

**That the minutes of the meeting of the Climate Change Working Party held on Wednesday, 12 October 2022 were received and noted**

**E322 DATE OF NEXT MEETING**

**RESOLVED:**

**The next meeting of the Environment and Leisure Committee is scheduled for Thursday, 19 January 2023.**

**E323 EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED:**

**That in accordance with Section 1(2) of the Public Bodes 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.**

**E324 OCTOBER FUNFAIR**

Councillor Bradford highlighted the following issues that were raised at the October Funfair:

- Resolution to start Fair at 5.00pm and not 4.00pm
- Contamination from generators
- HGVs/vans arriving well before the agreed time
- Health & safety issues over trailing cables
- The amount of money paid by the Town Council for the road closure
- An assault that took place during the Fair which hospitalised a man and there has been no follow up report on this

Members questioned what powers does the Town Council have over enforcement on timings of arrival for the Funfair providers; what are the Council's limitations; whether



**RESOLVED:**

**That the Deputy Clerk produce a report on companies/artists that can teach skatepark users to create their own murals on the ramps and how this could be combined with a youth engagement project.**

**E321 WORKING PARTIES**

- 1. To receive and note the minutes of the meeting of the Events Working Party held on Thursday, 29 September and Thursday, 13 October 2022 and consider any recommendations therein.**

Councillor Bradford queried why there is to be a road closure for the Christmas Light Switch-on event on Sunday, 27 November 2022. The Deputy Clerk informed members that this event is going to be bigger than previous years and the road closure is necessary for the 26 Christmas Market stalls that will be in the High Street.

Councillor Bradford also stated that he did not feel people should have to book and pay for the Santa's Grotto as this is something that has not been done before in previous years. He queried what would happen if people were unaware of this booking system and just turned up on the day, would they be sent away? The Deputy Clerk informed members that they would not turn children away to see Father Christmas.

The Deputy Clerk informed members that the recommendations in these minutes had gone to the Finance, Policies & General Purposes Committee meeting. Councillor Sims asked if it could be made clearer on the agenda what recommendations members needed to act on in future meetings.

**RESOLVED:**

**That the minutes of the Events Working Party held on Thursday, 29 September and Thursday, 13 October 2022 were received and noted.**

- 2. Recommendations put forward at the Events Working Party held on Thursday, 10 November 2022**

Councillor Sims proposed that all seven recommendations be accepted from the report at the Events Working Party held on Thursday, 10 November 2022. All members were in favour. These recommendations related to:

- Four recommendations were in respect of World Book Day 2023;
- One recommendation was to include a budget line for known events in the annual budget programme;
- One recommendation was to consider delegated powers for the Clerk and Deputy Clerk, in conjunction with the Chairs of Environment and Leisure and Finance, Policy and General Purposes Committee in order that bookings could be secured for events well in advance;
- One recommendation was to set up a Task & Finish Group in respect of the Coronation event in May 2023.

3483



the Fair can be located in a different place, or, if the Town Council could enact fines. Councillor Chowns proposed that there should be a Memorandum of Understanding between the Town Council and the Funfair providers who have been coming to the Town for such a long time and that it was disappointing to note the issues that had occurred. Members also discussed the lack of police presence at this event. Councillor Bradford informed members that there is to be a Police Liaison Meeting in December and suggested that the Chair of this Committee should attend to discuss these issues from the October Fair.

The Deputy Clerk informed members that she was waiting for static CCTV images from Herefordshire Council to confirm if the cars were being moved too early in the day which the Funfair provider has denied all knowledge about.

The Deputy Clerk made members aware that in the 1584 Charter it does not specifically state that the Funfair must take place in the High Street. Members agreed that as a matter of urgency, all archives must be looked at to confirm any specifications on the October Funfair. Councillor Sims proposed that the Town Clerk seek independent legal advice as a matter of urgency on four main points listed below before the meeting takes place with the Funfair provider in the New Year.

- **Costing**
- **Placement**
- **Timing**
- **Who runs the Funfair**

All members were in favour of this.

**RESOLVED:**

**That the Clerk write a report on the October Funfair to include the above four points after seeking independent legal advice and that this information be taken to the meeting with the Funfair provider in the New Year.**

**E325 SPECIFICATION FOR MAINTENANCE OPERATIVE**

Members discussed the length of time that is most suitable for the maintenance operative job. Councillor Sims queried if a 12-month contract would be too long whereas Councillor Beddoes-Davies highlighted that a 12-month contract would be beneficial due to seasonal changes. Members agreed and stated that there must be a breakout clause within the contract.

**RESOLVED:**

**That the specification for the maintenance operative job contract be for a 12-month period, to include a breakout clause, be presented at the next Full Council meeting.**

The meeting ended at 8:40pm

Signed .....  
(Chair)

Dated .....

3485





**LEDBURY TOWN COUNCIL**

**MINUTES OF A FINANCE, POLICY & GENERAL PURPOSES COMMITTEE HELD  
ON  
24 NOVEMBER 2022**

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**PRESENT:** Councillors Eakin, Sinclair, Bradford, Howells, and Hughes

**ALSO PRESENT:** Angela Price – Town Clerk  
Charlotte Barltrop – Minute Taker

**F521 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Harvey.

**F522 Declarations of Interests**

No declarations of interest were received.

**F523 Nolan Principles**

**RESOLVED:**

**That the Nolan Principles be received and noted.**

**F524 Public Participation**

No members of the public were present.

**Minutes**

**F525 TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF A  
MEETING OF COUNCIL HELD ON 29 SEPTEMBER 2022**

**RESOLVED:**

**That the minutes of a meeting of the Finance, Policy and General-Purpose  
Committee held on 29 September 2022 be approved and signed as a  
correct record.**

**F526 TO REVIEW THE ACTION SHEET**

F512 The Clerk advised that she had received notification that the dropped kerb  
at Horselane Orchard will not be included this financial year by Herefordshire  
Council.

**RESOLVED:**

**That the action sheet be received and noted.**

**F527 TO APPROVE INVOICES FOR PAYMENT FOR NOVEMBER 2022**

**RESOLVED:**

- i. That the list of invoices for payment included in the agenda pack in the sum of £15,810.56 plus VAT be approved.
- ii. That the tabled list of invoices for payment in the sum of £2,413.99 plus VAT be approved.

**F528 TO RECEIVE THE RECORD OF RECEIPTS AND PAYMENTS FOR SEPTEMBER 2022**

**RESOLVED:**

That the receipts and payments for September 2022 be received and noted.

**F529 TO RECEIVE THE BALANCE SHEET AND TRIAL BALANCE FOR MONTH 6**

**RESOLVED:**

That the balance sheet and trial balance for month 6 be received and noted.

**F530 2022/23 BUDGET MONITORING**

The Chair queried the following lines:

107/4206 – The Clerk will investigate why this budget line is almost spent and return the answer accordingly.

107/4594 – The Clerk stated that it had previously agreed that the cemetery mapping would be funded from the General Reserves

108/4209 – Dog Hill Woods Maintenance the Chair enquired why this figure is a minus. The Clerk will investigate.

108/4210 – Councillor Sinclair asked why this total was shown as two entries on this line, the Clerk advised that it had been agreed at the Environment & Leisure Committee to vire £1,000 towards training of volunteer to work in Dog Hill Woods.

202/4122 – The Chair stated that the electricity figure looks low for the office. The Clerk informed Members that this figure will now rise as the office heating has been turned on.

214/1718 – October Fair Income - the budget was £2,000 but the actual figure was £2,250. Members feel that there should be full discussion regarding the fee which the fair pays to Ledbury Town Council as this has not risen for some time.

230/4000 – Not used as much of the Salary as expected. The Clerk stated that some of the agreed figure on this line should be in lines 230/4018 and 4230/4019 to take into account Pensions and National Insurance.

2817 – Stationary is overbudget. The Clerk advised that she had asked the

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accounts clerk to check that this was all stationery items and not equipment or housekeeping items.

301/4542 – Town Centre Facilities, £5,000 which has not been spent. The Clerk stated that this was money which had been earmarked for the Bye Street toilets when the Council was considering taking these on. Members asked that this be remove from the 2023/24 budget line..

There followed a discussion about the high bank charges which are being charged to Ledbury Town Council. The Clerk stated that she had looked into this, and Lloyds Bank had informed her that this was due to Ledbury Town Council having an international bank account, which is not the correct account for this type of business.

Members agreed that it would be in Ledbury Town Councils best interest to investigate bank accounts and to find one which best suited the Council. Councillor Sinclair agreed that he would undertake this task with guidance from the Clerk regarding the needs of the Council.

**RESOLVED:**

1. That the 2022/23 Budget Monitoring be received and noted.
2. That Councillor Sinclair undertake an investigation into the most suitable bank account for Ledbury Town Council, with guidance from the Clerk and provide a report to the next meeting of the Committee.

**F531 TO CONFIRM VERIFICATION OF BANK STATEMENTS AND RECONCILIATIONS FOR SEPTEMBER 2022**

**RESOLVED:**

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

**F532 TO RECEIVE INTERIM EXTERNAL AUDIT REPORT 2022/23**

Councillors concentrated on the areas which held the most recommendations within the report.

**Box B**

**B1 – very important as the financial regulations which were used for the War Memorial report were not up to date.**

**B2/B3 – as above**

**B4 This is marked as medium importance. From the Clerks notes within the agenda, it does appear that there is now a proper process in place.**

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**B5 – The Clerk stated that there have been occasions when the payment reports have been generated but whilst awaiting the approval of invoices at meetings, someone has chased payment for their invoice, and this has been paid via consultation with the Chair and Vice Chair prior to the meeting. The issue is that this payment should then be removed from the initial report and listed separately so that the lists and the banks payment reports are a match.**

**B6 – The Accounts Clerk reported the error to the Clerk as soon as it was realised. The committee noted that it was human error and accepted that this does on occasion happen.**

**C2 – The Chair stated that there were Members who were not aware that there are issues with the website. This is the third, possibly fourth, website that has been created for Ledbury Town Council. Rather than commissioning a new website can this one be fixed. Members discussed the website navigation being unsuitable for the Council noting that the company who created it have not made it user friendly for users or for updating information by officer. Councillor Howells stated that a website which is fit for purpose, a content management site, should be commissioned for use by LTC as this will eliminate the issues which have arisen. Councillor Sinclair recommended that Members view Cheltenham Town Council website as this is what the Council should aspire to.**

**RESOLVED:**

- 1. That the External Audit Report be received and noted.**
- 2. That a recommendation be put to Full Council that Ledbury Town Council put together a specification of the requirements for a website and invite tenders from companies that are used to working with Town and Parish Councils with a view to commissioning a new website.**

**F533 TO CONSIDER ANNUAL GRANT APPLICATIONS**

**RECOMMENDATION**

**Grants over £500:**

- 1. Ledbury Primary School - That the application be declined but that the school be offered a permanent loan of 6 of the Ledbury Town Council Gazebos to Ledbury Primary School, on the proviso that the Council can collect them for use on their events when required.**
- 2. Ledbury Swifts Football Club – That Members offer an increased grant in of £1,500.**

### **Multi-year grants**

1. **Age UK Hereford & Localities – That Members approve this grant and that officers work with AGE UK to help publicise the location of their office in Ledbury.**

Year 1 - £4,000

Year 2 - £4,000

Year 3 £4,000

2. **Ledbury Places – That the grant application be declined.**

It was also proposed that Ledbury Town Council discuss the amalgamation of the Tour Guides work at both sites in order to provide better service.

3. **Dream Your Future Families – That the Members approved this application for the sums of**

Year 1 - £1,500

Year 2 - £1,500

Year 3 - £1,500

4. **Ledbury Food Bank – That Members approve the grant for £2,500 for years 1, 2 & 3 with an additional sum of £2,500 for year 0.**

5. **Ledbury Methodist Church – on behalf of “Warm Spaces” – That the Members approved this grant subject to the equitable distribution of funds.**

Year 0 - £1,200

Year 1 - £1,350

Year 2 - £1,350

Year 3 - £1,500

### **F534 PARISH COUNCIL ELECTION 2023 – ESTIMATED COSTS TO BE RE-CHARGED**

#### **RESOLVED:**

**That the estimated costs information for the Parish Council Election 2023 be received and noted.**

### **F535 CCTV REVENUE FUNDING 2023-2024**

Members discussed the CCTV which is currently used by Ledbury Town Council within the town. It was noted that the cost had increased whilst the level of service and details offered have decreased, such as a detailed report with crime figures used to be received and this is no longer the case.



The Clerk stated that Ross on Wye has recently withdrawn from the service which as it felt that it was not the best way forward for their town. They have approached Ledbury about jointly funding an Enforcement Officer for the towns. She informed Members that there will be a report issued for Full Council in respect of partnership working between the market towns.

The Members requested that the Clerk review the terms of the current CCTV contract.

Councillor Eakin proposed that Ledbury Town Council commit to assessing the feasibility of changing CCTV provider once the Clerk had reviewed the terms of the current contract.

**RESOLVED:**

**That the Members agreed that Ledbury Town Council would commit to assessing the feasibility of changing CCTV provider once the Clerk has reviewed the terms of the current contract.**

**F536 WORCESTERSHIRE PENSIONS FUND**

(For information only)

- i. Actuarial Valuation Results 31 March 2022
- ii. 2022 Actuarial Valuation and FSS Consultation

**RESOLVED:**

**That the Worcestershire Pensions Fund information be received and noted.**

**F537 PUBLIC SECTOR DEPOSIT FUND FACT SHEET – OCTOBER 2022**

**RESOLVED:**

**That the public Sector Deposit Fund Fact Sheet be received and noted.**

**F538 RECOMMENDATIONS FROM OTHER COMMITTEES**

Councillor Bradford posed the question to the Clerk as to why the Skatepark Resurfacing report had come to the Finance, Policy and General Purposes Committee as there is already a budget set for this project.

The Clerk informed the Members that, the total for the resurfacing was £9,590, which exceeded the amount available within the 2022/23 budget and therefore it was required to be reported to the Finance Committee.

**RESOLVED:**

**That the Members of the Finance, Policy & General Purposes Committee agreed to the recommendation for Ledbury Town Council to proceed with Company C at a cost of £9590.00 +VAT to resurface the skatepark at the earliest opportunity, subject to funding being identified from within the 2022/23 budget.**

**F539 TO CONSIDER QUOTES RECEIVED IN RESPECT OF ELECTRICAL WORKS REQUIRED IN COUNCIL OFFICES**

**RESOLVED:**

**That the Members approved and selected Company A to carry out the electrical works at Ledbury Town Council Offices as soon as possible at a cost of £660 plus VAT.**

**F540 At this point the Members agreed that due to Health & Safety considerations, (the temperature in the room had become too cold to continue) the remaining items be deferred to other meetings.**

**RESOLVED:**

**That due to the Burgage Hall being cold and the winter months approaching, that future meeting of the Finance, Policy & General Purposes Committee be held in the Committee Room in the Council Offices.**

**F541 DATE OF NEXT MEETING**

The next meeting of the Finance, Policy & General Purposes Committee is scheduled to take place on Thursday, 26 January 2023 at 7.00 pm, and will take place in the Burgage Hall, Church Lane, Ledbury

**RESOLVED:**

**To note that the date of the next meeting of the Finance, Policy & General Purposes Committee is scheduled for Thursday, 26 January 2023.**

The meeting ended at 8.45pm.

Signed ..... Dated .....  
(Chair)

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## LEDBURY TOWN COUNCIL

### MINUTES OF MEETING OF JOHN MASEFIELD WORKING PARTY HELD ON 23 SEPTEMBER 2022

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**PRESENT:** Councillors Morris, Sims.

**NON-COUNCIL MEMBERS:** Christine Tustin (Ledbury Civic & District Society)  
Chloe Garner (Ledbury Poetry Festival)  
Tim Keyes

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

#### JM13 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Beddoes-Davis, Robert Vaughan (Honorary Chair of The John Masefield Society), Caroline Magnus (Committee Member of The John Masefield Society and Great Niece of John Masefield) and Charles Masefield.

#### JM14 DECLARATIONS OF INTEREST

No declarations of interest were received.

#### JM15 DRAFT TERMS OF REFERENCE

The Clerk advised members of the amendments to the Terms of Reference to reflect the discussions at the working party held on 28 August 2022.

#### RESOLVED:

That the revised Terms of Reference be approved, subject to point 6 being amended to read as follows –

- *The timeframe to establish a John Masefield memorial is not expected to exceed a three-year period.*
- *The memorial is to be dedicated to John Masefield and no other poets at this stage.*

#### JM16 ELECTION OF NON-COUNCIL MEMBERS TO THE JOHN MASEFIELD WORKING PARTY

Chloe Garner declined to be an elected member of the Working Party at this time, advising that the Board of The Poetry Festival are due to meet on 7 October, at which it is anticipated that The Poetry Festival will discuss this project. Chloe advised that she would report back on how The Poetry Festival would wish to be involved in the project following that meeting. Councillor Sims

welcomed engagement from The Poetry Festival and noted it was an important element to the progress of the project.

Councillor Morris hoped that Tim Keyes would be involved for similar reasons.

The Clerk advised members that she had received email correspondence from The John Masefield Society who had advised they would *'very much like to be associated with the current plans.'*

Additionally, Caroline Magnus emailed on 22 September as follows:

*"I would like to confirm my interest in joining the Working Party for this John Masefield memorial project ... I am John Masefield's great niece and also a Committee member of the John Masefield Society. My grandfather was next in age to John Masefield and my mother (nee Masefield) spent part of her early childhood in Ledbury with her great Aunt and Uncle at the Priory. I gave the John Masefield's annual lecture in 2018 on the subject of the relationship between the two brothers. Much of it focused on their childhood and the years spent growing up in Ledbury before John was sent away to sea. As a member of the family, I am delighted to know that a commemoration of this sort is being considered. I am concerned that both the Family and the John Masefield Society should be involved in decisions relating to the form, shape or design of any commemoration that is proposed, and would be grateful for the opportunity to speak to the Working Party about this in November ... I would also ask that no firm decisions are taken on this before that meeting."*

Members welcomed this update and noted that they looked forward to meeting members of the John Masefield Society at the next meeting of the working party.

Councillor Morris hoped that future meetings will see more and regular representation from the local community, and that invitations continued to be sent to those individuals referred to in minute no. JM07. Members agreed that this was key to the progress of the project, and especially formal representation from the local schools.

**JM17 TO APPROVE AND SIGN NOTES OF THE MEETING OF THE WORKING PARTY HELD ON 28 AUGUST 2022**

**RESOLVED:**

**That the minutes of the meeting of the Working Party, held on 28 August 2022, be approved and signed as a correct record.**



## **JM18 UPDATE FROM THE UNIVERSITY OF LONDON REGARDING ANY POTENTIAL CONTROVERSIES RELATING TO JOHN MASEFIELD**

The Clerk advised members that Dr Philip Errington had replied to her letter. In his response, he stated:

*"I write as Masefield's bibliographer ... I have also edited of Masefield's work ... for a number of ... publishers. I am also the librarian and archivist of The John Masefield Society. I have received fellowships from the University of Texas and the Bodleian Library to research Masefield, have lectured widely on the writer, and am also a visiting research associate with the Department of English Language and Literature at University College London state categorically that there are no concerns known to me regarding John Masefield. He does, of course, represent many of the beliefs of the early twentieth century, but there is nothing unique to him that should over concern. Indeed, one might find in Masefield an early supporter of rights for women (a subject on which he lectured and wrote before the First World War). If I can be of any further assistance, please do not hesitate to contact me."*

All members gratefully welcomed this update. Councillor Sims recommended that there should be on-going communication with Dr Errington to keep abreast of ongoing research. The Clerk advised that she would continue communications with Dr Errington, as well as The John Masefield Society, and all other correspondence of significance. Councillor Morris requested that The Clerk also contact Peter Carter, who had previously chaired The John Masefield Society to update him regarding this correspondence from Dr Errington and assuage any concerns regarding the matter of Masefield's will. The CDO advised that a copy of a notable person's will would usually be held on archive, and therefore it may be worth asking The John Masefield Society for access to it.

### **RECOMMENDED:**

- 1. That the Clerk contacts Dr Errington specifically on the subject of being informed on emerging research about John Masefield**
- 2. That the Clerk writes to Peter Carter to inform him as matter of courtesy of the correspondence received from Dr Errington.**
- 3. That the Clerk contacts The John Masefield Society regarding access to a copy of the will to share with members of this Working Party and those involved henceforth for the purposes of this project.**



## JM19 TIMESCALES AND PROVISIONAL PROJECT BUDGET

Members reviewed the timescales and provisional paper budget that had previously been submitted to the Environment and Leisure Committee at the request of the John Masefield Task and Finish Group. Members noted that a working party had been established, as per point one. Members then worked through a more detailed project brief for Phase 1.

Members agreed that building community engagement and raising awareness of John Masefield's breadth of poetry, his life and specific connection to Ledbury was a primary purpose of Phase 1. Members also wished to engage and involve the community in a practical creative response to his work, including amongst those who were not yet familiar with his work.

It was agreed that engagement did not have to happen just in the form of creative workshops, methods of engagement could be adapted dependent on the audience e.g. a classroom specific project for young people would be different to a broader local community engagement idea. The creative responses of Phase 1 would then be amassed and used to inspire and inform what a lasting memorial would eventually be.

Chloe Garner asked for clarification on what a lasting memorial would be and the process to deciding on it. Councillor Sims advised that Phase 1 was a preparatory phase; establishing early active community engagement was a key part of the Council's role before the project became too defined e.g., while a final lifelike sculpture might be the view of some as a suitable memorial, wider members of the community may consider something different.

Consultation and community inspiration was important, and would allow new ideas to emerge, and for wider voices to be heard. Chloe Garner advised that a set of simple workshops on a response to a specific poem, for example, could result in a set of lovely personal poems but would not necessarily help define a final memorial to John Masefield. She agreed with members that enabling a creative response would build enthusiasm, and establish a baseline for the project, and that many people are currently unaware of the breadth of his work.

It was suggested that workshops in school settings should be memorable so that children would want to talk about it with friends and family, as well as working with the schools to facilitate communication of the project with its stakeholders.

Members concluded that creative workshops could take place in schools and at The Poetry House, subject to their agreement. Chloe Garner advised that The Poetry House would readily welcome being a venue, as providing the space and enabling its use for, by and with the local community was a key part of The Poetry's Festival existing strategy. Members considered using other local spaces like The Burgage Hall or the Community Centre.

Members then discussed the target number of participants in Phase 1, and from what sections of the local community these would be drawn. Following comprehensive discussions, members concluded that in Phase 1 the total target number of participants would be 1500, through a variety of means explored below.

It was agreed that creative community workshops would not suffice as the only means of engagement. Chloe Garner wondered if the Working Party had considered other forms of engagement to support mass engagement, for example the Clerk suggested doing something on World Book Day. Chloe suggested using a method that would capture imaginations and enable heightened publicity, especially in local media because it had not been done in Ledbury before. Councillor Beddoes-Davis (in absentia) wished to advise the Working Party of a group called Two Faced Dance that had undertaken a street performance of Masfield's Christmas novel – Box of Delights. Councillor Morris especially welcomed this suggestion because it reflected his own ambition for theatrical performances to be an element of this phase. Members considered if this could be included in the already planned Christmas lights' switch on, planned for 27 November, and asked The Clerk to investigate if this was possible. It was suggested that if the two Faced Dance were interested in performing at the Christmas Lights Switch-on a soft launch of the Masfield project could run alongside the event.

It was agreed that publicity would need to be developed in time and approved and the Clerk advised that funding for this could be available from the "Events Budget". Volunteers could also help distribute leaflets to inform why this element was included in the Christmas Lights' Switch On event.

The CDO advised that there were other opportunities like the 30-Day Creative Challenge which takes place in January every year which offers opportunities for mass engagement. Chloe Garner advised that specific expertise on mass engagement participation might also be necessary. The Clerk suggested that Ledbury Town Council's social media could also be used to promote John Masfield's poetry with a regularly scheduled post sharing his work, and this would help enable feedback which in turn could be collated.

Members asked The Clerk to consider what existing staff resources were available and if additional ones needed to be factored in specifically for this project.

Members discussed the timetable for Phase 1 and recommended that Phase 1 be completed by the end of the Easter holidays 2023 but were mindful that if this timetable was not met then by the end of Summer 2023 should be the next goal. It was felt that completing workshops in schools by the end of late Autumn 2022 was probably too ambitious and unrealistic.

Members agreed that a recommendation be taken forward to the Economy and Planning Committee to seek quotes from specialist organisations and/or individuals who could help facilitate and advise on these workshops. Councillor Sims asked Chloe Garner if The Poetry Festival could help provide a list of



people to contact. It was suggested that the John Masefield Society also be contacted in respect of this. Councillor Sims advised that different facilitators may be employed dependent on the audience to be engaged.

The Economy and Planning Committee would also need to consider budget allocation for this project. The Clerk advised that there is some existing funding that may be used in the 2022/23 financial year, and she agreed to discuss this separately with the Chair of Economy and Planning, as well as a possible application to Awards for All for funding towards the public engagement.

Councillor Sims advised that if the timescales set out above were to be met then external resources would be required, and the budget should reflect this. Councillor Sims also asked that consideration be given to appointing an overall project manager given Ledbury Town Council's existing staff arrangements. The Clerk agreed to explore this and provide a clear brief to the Economy and Planning Committee.

Members agreed that evaluation should also be built into the project from the outset, as it would help with drawing down funding at subsequent phases. The CDO advised that having external independent evaluation is key in enabling projects to develop and be more self-sustaining. This is an area that the John Masefield Society, and especially Dr Errington might also be able to advise on. Evaluation would therefore need to be considered as part of the budget provision.

Members agreed that evaluation would demonstrate impact; recording the project in the form of photographs etc. would help provide evidence of the project as it progressed. Members suggested that a specialist film company be approached to make a film of Phase 1. The Clerk agreed that officers would follow up on this.

Members agreed that a ballpark overall budget figure of £10-£15k for Phase 1 was accurate. Councillor Sims suggested that involving volunteers may help reduce costs e.g., leaflet design, distributing local publicity. The Clerk advised that the budget needed to be as detailed as possible with 3 quotes received, or alternatively she could ask the Economy and Planning Committee to agree a ceiling figure of £15k on Phase 1, with the caveat that if this figure was being neared, the Working Party would return to the Committee for further consideration.

Members noted that timescales were a concern. The Clerk agreed to review these and report back to the Working Party on what a realistic timescale would be.

Members also discussed how information boards would be included in Phase 1. They concluded that these would better sit in Phase 2 and agreed to explore these at a later stage. Alternative forms of sharing information could also be explored. Christine Tustin advised that Ledbury Civic and District Society might support here with a special event on the Life and Work of John Masefield. Ledbury Library is also an existing source of information. Councillor Morris



advised that the information boards should be an ongoing discussion for the Working Party.

Members also noted the current cost of living crisis and the impact this might have on the viability of this project. They were sensitive to the wider demands being placed on residents and by extension, council budgets. Members noted that the project would be mainly funded externally. Councillor Sims advised therefore community engagement is vital – this project is something the Council is facilitating for everyone in the Town and is a means to bring everyone together and boost tourism, and by extension the local economy to the benefit of all.

#### **RECOMMENDED:**

- 1. That the project be split into three phases, and that the first phase begins now and runs until the end of Easter holidays 2023 preferably, and no later than the end of summer 2023.**
- 2. That phases have the following distinct objectives:**
  - Phase One: Raises awareness and develops engagement in the local community; acts as a preparatory phase for phase 2**
  - Phase Two: Defines a lasting memorial and secures funding for it**
  - Phase Three: Delivers lasting memorial and considers legacy project**
- 3. That Phase One aims to engage 1500 participants**
- 4. That Phase One includes:**
  - Mass engagement initiatives**
  - Creative Community Workshops**
  - Social media campaign**
  - Evidence gathering for Phase 2**
- 5. That the project is soft-launched at the Christmas Lights Switch-On event (27 November 2022) subject to the availability of 2Faced Dance company and that the Clerk reports back to the Working Party on the feasibility of this timescale**
- 6. That volunteers be engaged to help with the operational elements of the project e.g., distribution of leaflets, publicity**
- 7. That independent evaluation is included in the project**
- 8. That a digital film company is appointed to record the project**

9. That The Clerk provides the Economy and Planning Committee with a plan for marketing this project
10. That the Economy and Planning Committee instructs The Clerk to seek quotes from specialist organisations and/or individuals who could help facilitate and advise on the community workshops
11. That the Clerk prepares a separate paper for the Economy and Planning Committee to consider the appointment of a project manager to oversee and/or undertake many of the elements listed above, while providing additional expertise and experience to support timely progress
12. That the Economy and Planning Committee allocates a budget with a ceiling figure of £15k to Phase One of this project

#### **JM20 REVISED DRAFT NOTICE OF INTENT**

Members reviewed the draft notice of intent. Councillor Morris requested that the reference to specific monies be removed. Councillor Sims and The Clerk advised that for fundraising and engagement purposes, some general reference should remain. Councillor Sims requested that a more proactive approach to seeking donations be included, as the Council's budget would not be the sole source of funding. Councillor Sims suggested that the Notice of Intent should clarify Phase 1's primary purpose is to inform the structure of Phase 2 and Phase 3.

#### **RESOLVED:**

**That officers review the Notice of Intent and distribute it via email in the interim for review.**

#### **JM21 DATE OF NEXT MEETING**

#### **RESOLVED:**

**That it be noted that the next meeting of the John Masefield Working Party is scheduled for 25 November at 10.00 am in Ledbury Town Council Offices.**

Signed ..... Dated .....  
(Chair)

**LEDBURY TOWN COUNCIL**

**MINUTES OF A MEETING OF THE GRANTS FUNDING WORKING PARTY  
HELD ON 9 NOVEMBER 2022**

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**PRESENT:** Councillor Howells, Hughes, and Morris

**ALSO PRESENT:** Angela Price – Town Clerk

**15. APOLOGIES FOR ABSENCE**

None received

**16. DECLARATIONS OF INTEREST**

Councillor Morris declared a pecuniary interest in anything relating to Bye Street Toilets.

**17. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF A MEETING OF THE GRANTS FUNDING WORKING PARTY HELD ON 28 SEPTEMBER 2022**

**RESOLVED:**

**That the minutes of the meeting of the Grants Working Party held on 28 September 2022 be approved and signed as a correct record.**

**18. UPDATE ON GREAT PLACES TO VISIT GRANT FUNDING**

Members had been provided with information in respect of the current and anticipated Great Places to Visit expenditure, noting that currently there is an anticipated underspend of £17,480.18.

The Chair asked Members to suggest how the underspend could be spent and following discussion it was agreed that officers be instructed to investigate two feasible options.

Members were advised that the Clerk had had a conversation with a Herefordshire Council officer earlier in the day, who had advised that David Fall (HC Officer) had requested an extension to March 2023 to allow the funds allocated to the Master's House to be used.

**RECOMMENDATION:**

- 1. That officers be instructed to obtain testimonials in respect of the weeding machine previously proposed by Councillor Morris.**



2. That officers be instructed to investigate the possibility of having a permanent catenary wire in place at two points on Homend (Specsavers and Carey Gun Makers) in order to allow the Council to have banners displaying up coming events in situ through each year.
3. That the Clerk provide an update on whether or not there will be a further extension to the funding at the next meeting of the Working Party.

19. **ANNUAL GRANT APPLICATIONS RECEIVED**

The Chair queried what the role of the Grants Working Party was in relation to grant applications received and the role of the Finance, Policy & General Purposes Committee and Full Council in relation to this process.

The Chair suggested that the process should be as follows:

Grants Working Party to receive applications and consider whether they meet the criteria, and with the assistance of the Clerk establish what power the council has to award each grant.

Finance, Policy & General Purposes Committee receive the applications with an accompanying report advising which application the Grants Working Party believe meet the criteria as laid out in the Council's Grants Policy and which power the council could use should they approve the application. The Finance, Policy & General Purposes Committee will then consider each application and make a recommendation to Full Council on what if any grant should be awarded to each applicant.

Full Council will receive the applications with a report from the Clerk with recommendations on which applications to support, how much to award, and the method of awarding the grant, i.e., a one-off payment of a three-year grant.

Members were in agreement with the suggestion from the Chair and proceeded to consider the grant applications received.

The Clerk advised Members that due to the Council not having two thirds of their Members "elected" the Council therefore does not have General Power of Competence and therefore are unable to award grants via the Localism Act 2011, but that they would be required to identify which powers could be used to award the grants.

It was agreed that all applications received met the criteria, and the Clerk had prior to the meeting identified which powers could be used to award the grants should the Finance, Policy & General Purposes wish to recommend them for awards as follows:

#### Over £500

- i. Ledbury Primary School – the purchase of gazebos (Clerk to confirm how many) Power – Local Government Act 1972 - S137 financial assistance
- ii. Ledbury Swifts football Club – to provide support to players and parents of the under 16's team to visit Strömstad in 2023 – Local Government (Misc. Provision) Act 1976 – S19

#### Multi-Year

- i. Age UK Hereford & Localities – to provide support to the over 50's in Herefordshire to live fulfilling independent lives for longer - Local Government Act 1972 - S137 financial assistance

Year 1 - £4,000

Year 2 - £4,000

Year 3 - £4,000

- ii. Ledbury Places – Funding to support a part-time job opportunity to increase community awareness of our facilities and generating income for the Old Grammar School – Local Government Act 1972 – S144 Power to encourage Tourism

Year 1 –£ 7,800

Year 2 - £6,800

Year 3 - £6,800

- iii. Dream Your Future Families – Funding to support free counselling sessions to children and parents - Local Government Act 1972 - S137 financial assistance

Year 1 - £1,500

Year 2 - £1,500

Year 3 - £1,500

- iv. Ledbury Food Bank – To support the provision of emergency food aid to those without means to feed themselves and the provision of benefits advice and access to other agencies - Local Government Act 1972 - S137 financial assistance

Year 1 - £2,500

Year 2 - £2,500

Year 3 - £2,500

- v. Ledbury Methodist Church – On behalf of all “Warm Space” venues in Ledbury - Local Government Act 1972 - S137 financial assistance

Year 1 - £1,200

Year 2 - £1,350

Year 3 - £1,500

### **RECOMMENDATION**

1. That a report be submitted to the meeting of the Finance, Policy & General Purposes Committee advising that the Grants Working Party consider all applications for grant funding received meet the criteria and that should the Committee agree to award grants they be awarded in accordance with the powers listed above.
2. That the multi-year application form be amended to provide a section for applicants to provide specific detail of what the funding will be used for.

### **20. DATE OF NEXT MEETING**

#### **RESOLVED:**

**To note that the next meeting of the Grants Working Party is scheduled for 23 November 2023 at 3.00 pm.**

The meeting ended at 3.45 pm

Signed ..... Date .....



Agenda Item  
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## Progression to Examination Decision Document Review of an Existing Made NDP

### Neighbourhood Planning (General) (Amendment) Regulations 2012

Name of neighbourhood area – Ledbury Neighbourhood Area

Parish /Town Council – Ledbury Town Council

Draft Consultation period (Reg14) – 5 February to 19 March 2022

Submission consultation period (Reg16) – 30 September to 11 November 2022.

#### Determination

<i>Legal requirement question</i>	<i>Reference to section of the legislation</i>	<i>Did the NDP meet the requirement as state out?</i>
Is the organisation making the area application the relevant body under section 61G (2) of the 1990 Act		Yes
Are all the relevant documentation included within the submission <ul style="list-style-type: none"><li>• Map showing the area</li><li>• The Neighbourhood Plan</li><li>• Consultation Statement</li><li>• SEA/HRA</li><li>• Basic Condition statement</li><li>• Statement outlining the modifications made and reasons</li><li>• Statement whether changes are considered to be significant</li></ul>	Reg15	Yes

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Does the plan meet the definition of a NDP - 'a plan which sets out policies in relation to the development use of land in the whole or any part of a particular neighbourhood area specified in the plan'	Localism Act 38A (2)	Yes
Does the plan specify the period for which it is to have effect?	2004 Act 38B (1 and 2)	Yes
The plan contains no 'excluded development'?  <ul style="list-style-type: none"> <li>• County matter</li> <li>• Any operation relating to waste development</li> <li>• National infrastructure project</li> </ul>	1990 61K / Schedule 1	Yes
Does it relate to only one neighbourhood area?	2004 Act 38B (1 and 2)	Yes
Have the town council undertaken the correct procedures in relation to consultation under Reg 14?		Yes
Is this a first time proposal and not a repeat?  <ul style="list-style-type: none"> <li>• Has an proposal been refused in the last 2 years or</li> <li>• Has a referendum relating to a similar proposal had been held and</li> <li>• No significant change in national or local strategic policies since the refusal or referendum.</li> </ul>	Schedule 4B para 5	This is a review of a made NDP formally made on 11 January 2019.
Does the town council consider the modifications to be significant or substantial	Neighbourhood Planning Act 2017  2004 Act Schedule A2  Reg 15 (1) (f)	The Town Council considers that the material modifications taken as a whole will require a referendum and examination of the Plan.

## Summary of comments received during submission consultation

Please note the below are summaries of the responses received during the submission consultation. Full copies of the representations will be sent to the examiner in due course.

Table 1 – comments made by Herefordshire Council departments

Herefordshire Council	Comment made
Strategic Planning	Strategic Planning have made specific comments which can be found at Appendix 1
Development Management	Development Management have made specific comments which can be found at Appendix 2
Environment Protection	General advice re contamination and the need to take the NPPF into account where relevant.
Economic Development	Note the NDP is closely aligned with the Ledbury Market Town Investment Plan. Other retail and employment policies noted
Transport	<ul style="list-style-type: none"> <li>- Specific comments re cycle storage</li> <li>- Include references to pedestrian and cycle priority</li> <li>- Need a reference to Community Infrastructure Levy</li> <li>- The Ledbury Public Realm and Transportation Appraisal requires updating if to support the NDP</li> <li>- Policy EE1.1 suggested wording</li> <li>- Town centre should have reference to cycle parking and pedestrian priority</li> <li>- Comment re Leadon Way Cycle Way</li> <li>- Policy EE3.3 suggested wording</li> <li>- Policy SD1.1, refer to sustainable travel modes and bus infrastructure</li> <li>- Policy HO2.3, refer to permeability for all modes of travel</li> <li>- Policy CL1.1, refer to provision for cycles</li> <li>- Policy CL2.2, refer to cycle and EV charging parking</li> <li>- Para 11.1 question the reference to 2000 car population</li> <li>- Policy TR1.2, should refer to public transport in text. Need to refer to bus permeability</li> <li>- Parking arrangements should refer to EV Charging</li> </ul>

Table 2 – comments made by statutory consultees

Statutory Consultee	Comment made
Historic England	The Design Influences set out in Appendix1 are welcome.
Welsh Water	No specific comments

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Statutory Consultee	Comment made
Severn Trent	<ul style="list-style-type: none"> <li>- Suggest clarity on Policy SD1.1, re water recycling.</li> <li>- Supportive of Policy SD1.3</li> <li>- Specific features suggested for Policy HO2.3.</li> <li>- Suggested policy wording for Policy EE1.1</li> <li>- Policy EE3.3 Suggested opportunities here.</li> <li>- Policy NE1.1 Suggested wording re flood resilience</li> <li>- Drainage and Waste Water Management Plan in production by ST</li> <li>- Specific suggested policy wording re surface water drainage</li> <li>- Specific policy wording re a new SuDS policy.</li> <li>- Specific suggested policy wording re blue and green infrastructure.</li> <li>- Specific suggested policy wording re Green Open Spaces Policy.</li> <li>- Specific suggested policy wording re water quality and resources</li> <li>- Specific suggested policy wording re water efficiency policy</li> </ul>
Coal Authority	No specific comments
Natural Resources Wales	No comments but advise Natural England is also consulted
Environment Agency	Unable to offer specific comments on flood risk due to no allocations. It should be noted that the EA Flood Map provides an indication of 'fluvial' flood risk only.
Sport England	<ul style="list-style-type: none"> <li>- Policy CL2.1 Remove reference to playing fields shown on the Ledbury Town Policies Map or add wording.</li> <li>- Query omission from map</li> <li>- Policy CL2.2 Policy not adequately drafted, question deliverability</li> <li>- Policy CL2.1 Should include a reference to temporary access Response re Reg 14 Review resubmitted</li> <li>- The NDP vision should be strengthened with some suggested wording.</li> <li>- Policy CL1.1, clarity sought.</li> <li>- Policy CL2.1 Remove reference to playing fields shown on the Ledbury Town Policies Map or add wording.</li> <li>- Policy CL2.2 Policy not adequately drafted,</li> </ul>
Colwall Parish Council	No specific comments
Wellington Heath Parish Council	No specific comments
Gloucestershire County Council – Minerals and Waste Authority	Noted no materially significant mineral and waste impacts as a result of implementing the consultation's proposals.
Forest of Dean District Council	No specific comments

Table 3 – comments made by members of the public

Member of the public	Comment made
Elaine Spiteri	<ul style="list-style-type: none"> <li>- Doctors surgery at capacity</li> <li>- Lack of accessible transport for elderly or disabled people</li> <li>- Need to consider need for a new school</li> <li>- Inadequate access at Hawk Rise with construction traffic using new residential access</li> <li>- ensure integrity of Viaduct remains during nearby construction work</li> <li>- Need for more food retail that is accessible</li> <li>- Lack of accessible for all eastbound platform affects inclusivity.</li> <li>- Inadequate provision of sewage treatment works on Little Marcle Road. Noticeable odour since additional housing</li> </ul>
Gladman	Gladman have provided comments on a number of policies being proposed through the draft LNPR and its supporting evidence base and have highlighted a number of areas where the proposed approach does not accord with the requirements of national policy and/or guidance and have submitted modifications to ensure the Plan's compliance with the basic conditions.
Turley on behalf of Vistry	Turley have provided comments on a number of policies being proposed through the plan. They do not consider the Plan has met the basic conditions.

## Officer appraisal

All the consultation requirements of Regulation 14 were undertaken by the town council and all the required documentation was submitted under Regulation 16.

This plan has met the requirements of the regulations as set out in the table above.

This is a current made plan which is subject to modifications which the town council consider are significant to require an examination and potential referendum.

No concern has been raised from internal consultees with regards to the ability of the plan to meet the required minimum proportional growth contributing towards the deliverability of the Core Strategy. Ledbury has a minimum proportional growth requirement of 800 with 970 commitments, 165 completions (as at April 2022). Therefore the minimum target has already been exceeded.

The following modifications have been made are as follows:

- Vision remains unchanged
- Some objectives have been reworded to add clarification
- Modifications do not include any new sites

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- 14 new policies have been added regarding settlement boundary, sustainable design, design criteria for residential development, new employment site – land south of little Marcle road, small employment sites within and adjoining the town, protection of shopping frontages and primary shopping area, defined town centre, Lawnside and market street regeneration and opportunities area, protecting and enhancing heritage assets, conserving the landscape and scenic beauty of the parish, protecting important views and the setting of the town, community services and facilities, protection of open and green spaces and playing fields, alternative use of land south of Little Marcle road as playing fields and highway design requirements.
- 7 policies were deleted regarding new employment sites, retail areas & provision, edge of town transition, young people's facilities, medical & dental facilities, sports provision and tri-service emergency centre. These policies have mainly been incorporated into the new policies or replaced by more specific policies.
- 8 policies have undergone minor change, these are Ledbury as a self-sustaining community, reinforcing balanced housing communities, housing density, housing for young people, protecting existing employment land, design, footpaths & cycleways and Ledbury railway station.
- 1 policy has changes with regard to additional elements added - Promoting Visitor Accommodation
- 1 policy has changes with regard to significant additional elements added - Protecting and Enhancing Biodiversity, Geodiversity and Green Infrastructure
- 1 policy has been renamed and the extent reduced.
- Some additional criteria have been added to policies to add local detail

19 representations were received during the submission (Reg16) consultation period. 14 external and 5 from internal service providers at Herefordshire Council. 2 of the external consultees had objections to the plan which pointed to the Reviewed NDP not taking into account the emerging Local Plan and generally were not in keeping with the basic conditions.

Statutory Consultees have raised no concerns regarding the site allocations or any modifications to the objectives and policies contained in the neighbourhood plan.

Strategic Planning have confirmed that the modified policies within the plan are in general conformity with the Core Strategy

1 local resident commented on the policies within the plan and points raised were concern and impact of housing growth. The Consultation Statement details the community involvement undertaken and how issues raised have been addresses as part of the process.

Overall it is considered that there are no fundamental issues relating to this plan which would prevent its progress to examination and consideration by the examiner regarding the nature of the modifications on the existing made NDP.

### **Consideration whether the modifications are substantial or significant to effect the nature of the plan**

In line with the definitions within Para 106 of the Planning Practice Guidance an assessment has been undertake as to the nature of the modifications proposed to the current made NDP.

Table 4 – Local Planning Authority's consideration of the modifications made.



Type of Modification	Extent of the modifications	LPA consideration of the modification
Minor (non-material) modifications	Those which would not materially affect the policies in the plan.  These may include correcting errors, such as a reference to a supporting document, and would not require examination or a referendum	No
Material modifications which do not change the nature of the plan	These would require examination but not a referendum. This might, for example, entail the addition of a site or sites which, subject to the decision of the independent examiner, are not so significant or substantial as to change the nature of the plan	No
Material modifications which do change the nature of the plan	These would require examination and a referendum. This might, for example, involve allocating significant new sites for development.	Yes

It is agreed that Ledbury Town Council's assessment that the modifications are significant and substantial to change the nature of the current made plan.

### **Service Director's comments**

### **Decision under Regulation 17 of the Neighbourhood Planning (General) Regulations 2012.**

It is recommended that the Ledbury Neighbourhood Plan **does** progress to examination at this stage.



**Tracey Coleman**

**Interim Service Director – Planning and Regulatory Services**

Date: 21/11/22

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