



LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES, CHURCH STREET, LEDBURY

HEREFORDSHIRE HR8 1DH. Tel. (01531) 632306

Email: clerk@ledburytowncouncil.gov.uk

Website: www.ledburytowncouncil.gov.uk

29 July 2022

Dear Councillor

You are summoned to attend a meeting of **LEDBURY TOWN COUNCIL** to be held on Thursday, 4 August 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 3059)

4. To approve and sign the minutes of an extraordinary meeting of Council held on 14 July 2022
(Pages 3060-3064)

5. Herefordshire Councillors' Reports (To Follow)

To receive reports from Ledbury Ward Members:

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

6. Mayors Communications (Pages 3065-3067)

- a. Notes of a meeting with Paul Middlebrough – West Mercia Assistant Policy & Crime Commissioner
- b. Thankyou from Ledbury in Bloom
- c. Thank you from Griff Holiday – Ledbury Food Group

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

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

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

MINUTES

- 9. To receive and note the minutes of a meeting of the Resources Committee held on 5 May 2022 and to give consideration to any recommendations therein (Page 3068-3071)
- 10. To receive and note the minutes of a meeting of the Economy & Planning Committee held on 16 June and 14 July 2022 and to give consideration to any recommendations therein (Pages 3072-3095)
- 11. To receive and note the minutes of a meeting of the Environment & Leisure Committee held on 7 July 2022 and to give consideration to any recommendations therein (Pages 3096-3107)

GOVERNANCE

12. Committee Membership

Notification from Councillor Morris that he wishes to resign from the Environment & Leisure Committee

13. Notification of Vacancy in Ledbury North (Pages 3108-3109)

FINANCE

14. Standing Direct Debits made by Ledbury Town Council (Pages 3110-3111)

GENERAL

15. Outside Bodies Reports (If any) (Pages 3112-3127)
- a. Minutes of a meeting of the Carnival Association held on 8 June and 13 July 2022
 - b. Minutes of a meeting of the Ledbury in Bloom Committee meeting held on 21 June 2022
16. Fire Authority Annual Service review and Plan (Pages 3128-3139)
17. Minutes of Town Clerks meeting with Paul Walker CEO Herefordshire Council held on 19 May 2022 (Pages 3140-3141)
18. Corporate Volunteer Days (Pages 3142-3145)
19. Market House/Council Offices - Repairs/Timber Assessment (Pages 3146-3147)
20. Date of next meeting

To note that the next meeting of Full Council will be the Annual Meeting scheduled for 29 September 2022

21. Exclusion of Press and Public

<p>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</p>

22. Card Payment System (Pages 3148-3152)
23. To consider quotes for job evaluation of post holder 53 (Pages 3153-3154)

Distribution: - Full agenda reports to all Councillors (16)
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.

3059

LEDBURY TOWN COUNCIL

MINUTES OF AN EXTRAORDINARY MEETING OF FULL COUNCIL

HELD ON 14 JULY 2022

PRESENT: Councillors Auburn, Bannister, Eakin, Howells, Hughes, Sims and Whattler

ALSO PRESENT: Angela Price – Town Clerk
Charlotte Barltrop – Minute Taker
1 member of the public

C544 APOLOGIES

Apologies were received from Councillors Harvey, Manns, Morris, Shields and Sinclair

C545 DECLARATIONS OF INTERESTS

None.

C546 TO RECEIVE AND NOTE THE NOLAN PRINCIPLES

That the Nolan Principles were received and noted.

C547 TO CONSIDER QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC IN ACCORDANCE WITH THE PROVISIONS OF STANDING ORDERS 3(E) AND 3(F)

None received.

C548 TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF A MEETING OF COUNCIL HELD ON 9 JUNE 2022

It was discussed by the members of the Council that how many members of the public attending the meeting should be noted in the minutes.

RESOLVED:

That the minutes of the Council Meeting Held on 9 June 2022 be approved and signed as a correct record.

C549 NEIGHBOURHOOD DEVELOPMENT (NDP)

i. LEDBURY NDP 2021-31 SUBMISSION DRAFT PLAN

Councillor Howells provided a short introduction to the NDP and advised that the document included in the agenda provided amendments in red which were as a result of the Reg 14 Consultation responses. He advised that this document would now be sent to Sam Banks at Herefordshire Council with the amendments highlighted and following the next stage of the process whereby the Consultant will provide an amended final report, this will also be forwarded to Sam Banks.

RESOLVED:

That the submission draft of the NDP be submitted to Herefordshire Council under Regulation 15 of the Neighbourhood Planning Regulations, together with the Schedules of Representations and Alterations made to the submission draft as a result of the Representations.

ii. LEDBURY NDP SCHEDULE 1 – SCHEDULE OF REPRESENTATIONS IN RESPONSE TO DRAFT NDP, JULY 2022

Councillor Howells advised that the Strategic Environmental Assessment (SEA) was still outstanding. He proposed that the Council provide delegated powers to the Economy & Planning Committee meeting on 11 August 2022 to approve the additional documents to enable the Council to move the NDP to Reg 16 with Herefordshire Council.

RESOLVED:

That the Economy & Planning Committee, scheduled for 11 August 2022, be given delegated powers to approve the additional documents, including the SEA, to enable the Council to progress to Reg 16.

iii. LEDBURY NDP – SCHEDULE 2 – CHANGES MADE IN RESPONSE TO COMMENTS RECEIVED UPON THE REGULATION 14 DRAFT PLAN AND MATTER ARISING SINCE THE COMMENCEMENT OF THE CONSULTATION PERIOD, JULY 2022

RESOLVED:

- 1. That Council delegates to the Economy & Planning Committee due to be held on 11 August 2022, the approval of the following three additional documents needed to be provided during August for Herefordshire Council to move the NDP to the Reg 14 stage, noting that these are not strategic documents:**
 - A new SEA/HRA (Strategic Environmental Assessment and a Habitats Regulation Assessment) which will be produced by Herefordshire Council once the NDP submission draft has been approved by Council and submitted to Herefordshire Council**
 - A 'Basic Conditions Statement'**

and

- A 'Consultation Statement', both of which will be produced by our consultant Bill Bloxsome once the SEA and HRA documents are provided by Herefordshire Council
- It may also be necessary to edit and reconfirm the Schedules of Representations and Alterations if the SEA and other documents necessitate them

iv. NDP BUDGET

Councillor Howells informed the Council that the NDP is expected to come in £500 under budget. He suggested that this may be paid to consultants who have delivered far more than they were expected.

Councillor Hughes stated that the surplus monies should be returned to Council funds rather than to be passed on to consultants.

RESOLVED:

That any underspend be returned to Council funds.

V. NDP PROJECT TIMELINE

Councillor Howells stated that although this can be 6 weeks, it has been advised that 8 weeks is allowed for the next stage.

RESOLVED:

That the Project Timeline be received and noted.

C550 WAR MEMORIAL

The Clerk updated the meeting on the status of the War Memorial repairs advising that a Listed Building application had been submitted by Caroe & Partners. She provided Members with the names of three companies who had expressed an interest in tendering for the works and advised that she would make these available to all Councillors following the meeting. In order that they may carry out their own due diligence prior to the tenders being received. These companies will be invited to tender for the work, and the tenders will be submitted to the council anonymously, to ensure a fair and transparent process.

The Clerk advised Members of questions within the draft Preliminaries document received from Caroe & Partners as follows:

1. Can the three parking spaces by the War Memorial be reserved for the contractors use? – The Clerk advised that she had contacted Herefordshire Council regarding this.

2. Are there electricity and water supplies in the vicinity of the War Memorial that may be utilised by the contractors? – Water may be available from Alms Houses, but this would need to be confirmed.
3. Is there a space which can be utilised as a site compound for the contractors whilst the work is carried out? – The report advises that this will not be possible due to the size and location of the site.

C551 EXCLUSION OF PRESS AND PUBLIC

At this point it was proposed that a vote be held by the Council regarding whether members of the press and public should be excluded from the rest of this meeting.

Councillor Hughes asked if there had any specific advice regarding this discussion should be held in a private meeting.

The Clerk reminded Members that the advice received from the Councils solicitor throughout the process was that until such time the agreement between Ledbury Town Council and the contractor had been signed all discussions should remain confidential and therefore should not be discussed in a public session.

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, the press and public are excluded from the remainder of the meeting.

The Clerk provided a copy of the draft agreement reached between the Council and The Stone Workshop for consideration.

RESOLVED:

That the Clerk be authorised to instruct the Council's solicitor to prepare the final document for signing by the Town Council and The Stone Workshop, noting that the document will be signed by the Mayor and Clerk once prepared.

C552 DATE OF NEXT MEETING

RESOLVED:

To note that the next meeting of Full Council is scheduled for 4 August 2022 at 7.00 pm in the Burgage Hall

The Meeting closed at 6.37pm.

Signed Date

Notes of a Meeting 17 June 2022

Agenda Item

6(a)

Mayor of Ledbury with Paul Middlebrough West Mercia Assistant Police & Crime Commissioner

Philip it was good to meet with you and Mel Hughes on Friday.

Inevitably we touched on many subjects and since our discussions I have passed a copy of this note to Inspector James Ashton who manages your Safer Neighbourhood Team (SNT).

It was pleasing to see that in terms of policing the Town Council have appropriate contacts with the SNT though you would like more visibility of uniformed officers on the street. Hopefully the additional officers being recruited will go some way to alleviate your concerns.

Anti-social behaviour, at and cascading from the Recreation Ground continues to be an issue. You highlighted a recent case of broken fencing and gathering of groups of youths which continue to worry older people living nearby. You pointed out the absence of youth services since Covid has exacerbated the problems.

The Commissioner's policy is to ensure West Mercia Police is using effective problem solving approaches, working with partners and local communities to prevent, solve and reduce crime and anti-social behaviour. To this end you might like to engage with Herefordshire Community Safety Partnership, contact Adrian Turton, Adrian.Turton@herefordshire.gov.uk

In the context of anti-social behaviour the Commissioner plays a leading role in supporting and challenging criminal justice partners to deliver swifter access to justice and improved outcomes for victims, whether that is ASBO, custodial sentence, etc which depends on the individual and the crime.

Mel drew attention to clear up rates of incidents. I am sure the SNT can provide regular results and commentaries.



Road safety issues seemed to be related to engineering and Traffic Regulation Orders save for the concern about large farm vehicles coming through the town. I wonder if the Town Council working with SNT could produce an article to share on social media and with neighbouring parishes and in the Ledbury Focus and All About West of the Hills magazines...

Your suggestion for articles in the local magazines is something the force and ourselves should consider.

We discussed the possibility of you having a councillor with a "portfolio" responsibility for focusing on policing matters and being the point of contact between the council and the safer Neighbourhood team.

Your final point was that when a member of the SNT is away there is sometimes a hiatus making contact with other members of the team.

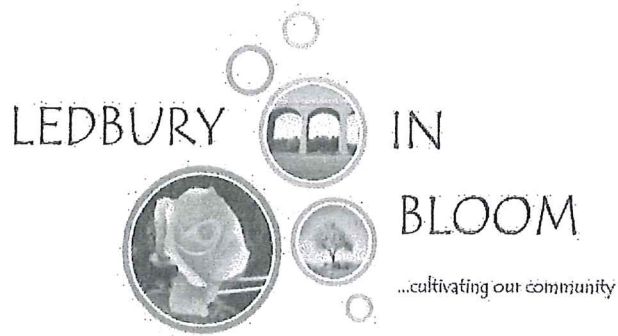


 @WestMerciaPCC  West Mercia PCC
www.westmercia-pcc.gov.uk

3065

RECEIVED

12 JUL 2022



Agenda Item
2(b)

5 Abercrombie Close
Ledbury HR6 2UR

12th July 2022

Angela Price
Town Clerk
Ledbury Town Council

Dear Angie

On behalf of Tina and all the Ledbury in Bloom volunteers, we would like to express our gratitude for all the support given by you and your colleagues to Ledbury in Bloom and especially for hosting the judges so well yesterday.

Your support is much appreciated and we know the judges were impressed too. It should help in their decision on our award, although we will not know the result until mid September.

It is a pleasure working with you all.

Thank you

A handwritten signature in black ink, appearing to read 'Una Morgan'.

Una Morgan
Secretary

3066

Agenda Item
6(c)

LTC Clerk

Subject: FW: Ledbury Celebration - Thanks

From: Sent: 13 July 2022 17:02

To: LTC Clerk <clerk@ledburytowncouncil.gov.uk>

Cc: LTC Community Development Officer <cdo@ledburytowncouncil.gov.uk>

Subject: Ledbury Celebration - Thanks

Hello Angie

Please record the thanks of Ledbury Food Group to Ledbury Town Council for it's help and it's officers' help in making the Ledbury Celebration run smoothly and be a great success.

From help with the initial grant application by you and Olivia and its backing by council, through the provision of the Town Council gazebos - a great asset to the town! - to Emma's great help with the logistics of the event, these contributions were critical to making the event happen.

We have learned how important it is to have a ready and willing pool of volunteers for events such as this, the time needed to rig and derig the full complement of gazebos, and the need to have temporary storage in the town centre to run weekend events successfully - something we might want to do more when we have our promised Town Square.

We are starting to think what might be possible in 2023.

Best wishes

Griff Holliday

Secretary

Ledbury Food Group

3067

LEDBURY TOWN COUNCIL

MINUTES OF A MEETING OF THE RESOURCES COMMITTEE
HELD ON 5 MAY 2022

PRESENT: Councillors Bannister, Chowns, Eakin, Howells, Hughes and Manns (Chair)

ALSO PRESENT: Angela Price
Councillor Morris

R158. **APOLOGIES FOR ABSENCE**

None

R159. **DECLARATIONS OF INTEREST**

None received

R160. **NOLAN PRINCIPLES**

RESOLVED:

That the Nolan Principles be received and noted.

R161. **TO APPROVE AND SIGN, AS A CORRECT RECORD, THE MINUTES OF MEETINGS OF THE RESOURCES COMMITTEE HELD ON 21 MARCH 2022**

RESOLVED:

That the minutes of the meeting of the Resources Committee held on 21 March 2021 be approved and signed as a correct record.

R162. **DATE OF NEXT MEETING**

RESOLVED:

To note that the next meeting of the Resources Committee will be agreed at the Annual Council meeting scheduled for 12 May 2022.

R163.

EXCLUSION OF PRESS AND 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, that the press and public be excluded from the remainder of the meeting.

R164.

RECRUITMENT UPDATE

Members of the Resources Committee were provided with an update on the current recruitment process in respect of the following posts:

- a. Receptionist/Administrative Assistant
- b. Maintenance Operative/Town Cleaner
- c. Tour Guide/Tourist Information Assistant

The Clerk advised that since preparing the report a further Post Holder 56 had submitted a letter of resignation and that their last day would be 27 May 2022. She suggested that as this vacancy is an administrative post, it may be possible to fill from the applications received for the current vacancy of Receptionist /Administrative Assistant.

Members were also advised that the information in respect of the Tour Guide/Tourist Information Assistant was not available for consideration at the meeting and the Clerk suggested that Members may wish to consider an extraordinary meeting after the Annual Council meeting to progress this.

RESOLVED:

1. **That the CV's received in respect of the Receptionist /Administrator vacancy be considered in respect of filling the vacancy created by the resignation of Post Holder 56.**
2. **That the Clerk, Deputy Clerk and incoming Mayor shortlist and interview candidates for the two administrative roles.**
3. **That applications received via CV's be considered in conjunction with application forms received.**
4. **That the Clerk, Deputy Clerk and Chair of the Environment & Leisure Committee shortlist and interview candidates for the Maintenance/Town Operative role.**

5. That an extraordinary meeting of Resources be arranged following the Annual Meeting to discuss the Tour Guide/Tourist Information officer role further.
6. That the Clerk produce a draft Volunteer Policy to be submitted to the next Finance, Policy & General Purposes Committee.

R165.

REQUEST FOR JOB EVALUATION

RESOLVED:

That a recommendation be made to the next meeting of Council that a job re-evaluation be carried out in respect of post holder 53.

Signed

Dated

ACTION SHEET
RESOURCES COMMITTEE
05.05.2022

Minute No.	Action	To be Actioned by	Date Actioned	Comments	Status
R164(1)	That the CV's received in respect of the receptionist/administrator role be considered in respect of filling the vacancy created by the resignation of post holder 56	TC	12.05.2022	Interviewers to score applications to shortlist for interview - Interviews held and successful candidate advised - start date 27.06.2022	Completed
R164(2)	That the TC, DTC, and Mayor shortlist and interview candidates for two roles	TC/DTC/TM		As above	In progress
R164(3)	That applications received via cv be considered in conjunction with application forms for all positions	TC	12.05.2022	Applications provided to short listers	Completed
R164(4)	That the TC, DTC and Chair of E & L Comm shortlist and interview candidates for the TMO Role	TC/DTC/SC		No candidates attended for interview - to be readvertised	In progress
R164(6)	That the Clerk produce a draft Volunteer Policy to be submitted to the next Finance, Policy & General Purposes Committee	TC			In progress

Agenda Item
10

LEDBURY TOWN COUNCIL

**MINUTES OF A MEETING OF THE PLANNING COMMITTEE HELD ON
16 JUNE 2022**

PRESENT: Councillors Bannister, Bradford, Howells, Hughes, Manns, Morris, Shields

ALSO PRESENT: Julia Lawrence – Deputy Town Clerk

Councillor Hughes raised a question as to why the meeting was being held in the Burgage Hall and not the Committee Room as had been agreed at the Annual Council meeting held on 12 May 2022. The Deputy Clerk advised that this had been revisited at the meeting of Council held on 9 June 2022.

Councillor Hughes advised that his understanding was that once a matter had been resolved by a minute of Council this could not be overturned unless a motion signed by three Councillors has been submitted.

Councillor Howells agreed with the point raised by Councillor Hughes. However, he advised that this amendment was made at the council meeting on 9 June 2022 on health & safety grounds.

Councillor Bannister said that he had proposed the amendment on the advice of the Clerk, due to the decision taken at the Annual Council meeting since a number of Councillors felt that they would be excluded from attending meetings due to the risk posed to councillors and Members of the public, from Covid.

P574 ELECTION OF CHAIR FOR THE 2022/23 MUNICIPAL YEAR

RESOLVED:

That the members of the committee voted to elect Councillor Morris as Chair for the 2022/23 Municipal Year.

Following taking up the Chair's position, Councillor Morris asked that going forward the planning part of the agenda be kept to a minimum and suggested that there should be one Councillor, in rotation, to speak on the planning applications, and that minutes should be read before the meeting to avoid a lengthy discussion on each item. He also asked whether there was still a Major Planning Working Party and was advised that this Working Party had been disbanded.

P575 TO RECEIVE APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Harvey and Sims

3072

P576 TO RECEIVE ANY DECLARATIONS OF INTEREST AND WRITTEN REQUESTS FOR DISPENSATIONS

None received

P577 NOLAN PRINCIPLES

RESOLVED:

That the Nolan Principles be received and noted

P578 ELECTION OF VICE-CHAIR FOR THE 2022/23 MUNICIPAL YEAR

Councillor Bradford advised that if no other Councillors were willing to step up to the role of Vice Chair then he would be willing to do so. Councillor Bradford nominated Councillor Shields however, Councillor Shields declined the nomination due to other commitments.

Councillor Bannister nominated himself. Councillor Hughes stated that he felt that all Councillors should be prepared to step up to the eight leadership roles within the Council and as Councillor Shields had declined the nomination, he suggested that this be put in abeyance and be considered at the next meeting.

Councillor Bradford suggested contacting the two absent committee members to ask whether they would be prepared to take up the role of Vice Chair.

RESOLVED:

That this post be offered to Councillors who were absent from this meeting and to revisit this item at the next committee meeting.

P579 PUBLIC PARTICIPATION

Members were asked what had happened since the previous meeting in respect of The Barn, noting that the Council had requested a copy of the licence.

Councillor Morris advised that the Committee is waiting for an outcome from Herefordshire Council.

P580 TO APPROVE AND SIGN THE MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON 19 MAY 2022

RESOLVED:

That the minutes of the meeting of the Planning Committee held on 19 May 2022 be approved and signed as a correct record subject to the following amendments:

- 1. Page 3916 Minute no. P574 resolution should read "16 June".**

2. **Page 3917 Minute no. P578 resolution no. 2 should read "16 June".**
3. **Page 3920 Minute no. P586(13.5) to note that this item was to be reviewed at the next meeting and to be added to the Action Sheet.**
4. **That in future members of the Committee address minor amendments, such as spelling mistakes, with the Clerk prior to the meeting.**

P581 TO REVIEW THE ACTION SHEET

Members of the Committee considered that the 'Status' column needed amendment since whilst that particular action may have been completed, it did not necessarily mean that the overall project had been completed. Members considered that a further column should be added giving reference to letters received and sight thereof or simply stating that a response was awaited. The Deputy Clerk suggested putting dates in the Comments box showing a full trail of events and/or updates which was accepted.

RESOLVED:

That the action sheet be amended to include a trail showing dates as and when progress has been made and sharing sight of appropriate correspondence with Councillors.

ECONOMY

P582 HEREFORDSHIRE COUNTY BID

Members of the Committee were invited recommend a Councillor as Council representative on the Herefordshire County panel. Members considered that Councillor Sims may be the most appropriate candidate because of his business acumen and due to his absence at the meeting, that the Clerk should write to him to see if this role would be of interest to him. The meetings would either be in person or via Zoom.

Whilst Councillor Howells welcomed the opportunity for Councillor Sims to accept this role, Councillor Howells confirmed his willingness to take up this role should Councillor Sims not want to accept it.

RECOMMENDED:

That the Clerk contacts Councillor Sims to see if he would like to consider the role of representative on the Herefordshire County panel for the Hereford BID.

PLANNING

P583 PLANNING CONSULTATIONS

10.1 Application no. 221577 – Land between Leadon Way and Amcor Flexibles, Lower Road Trading Estate, Ledbury, Herefordshire, HR8 2DJ

Councillor Bannister suggested that Members should bear in mind that large transport operations have exemptions in terms of light pollution. It was pleasing to note that this application does appear to have a large section dealing with light pollution. However, further information should be sought on what they intend to do, as part of this development relates to trucks and the parking and movement of trucks in the yard which should be taken into account. Councillor Bannister suggested writing to the applicant to ask what their intentions are in terms of running a yard like this.

Councillor Shields raised concerns over the ratio of planning/economy items on the agenda, suggesting that to enable members to deal with planning they should first consider the economy. Councillor Shields suggested that it would be useful to have an understanding on how to develop the economy in the town as this would help inform decisions on planning applications.

Councillor Bannister reminded Councillor Shields of the Neighbourhood Development Plan advising that the plan is taken into account in these proposals. Councillor Howells supported and expanded on the point raised by Councillor Bannister.

RESOLVED:

That the Clerk contact the Planning Department in order to have a dialogue with the applicant regarding their application.

10.2 Application no. 221598 - Hill View, Ledbury, Herefordshire. New garage with ground floor link room and storage above.

It was noted that the application number stated on the report was incorrect.

RESOLVED:

That this item be referred back to the next meeting of the Committee.

- 10.3 Application no. 221603 - Parkfield Farm, Liddington, Ledbury, Herefordshire, HR8 2LF. Single storey extension.**

RESOLVED:

No Objection

- 10.4 Application no. 221720 – Tree removal due to disease**

RESOLVED:

No Objection

- 10.5 Application no. 221419 - Hall House Farm, Ledbury, Herefordshire, HR8 2JE. Proposed detached orangery.**

RESOLVED:

No Objection

- 10.6 Application no. 221702 – 37 Robinsons Meadow, Ledbury, Herefordshire, HR8 1SU. Proposed single storey rear extension.**

RESOLVED:

No Objection

- 10.7 Application no. 221661 – Lanark House, 17 New Street, Ledbury, Herefordshire, HR8 2DX. Change of use from offices to retail shop.**

RESOLVED:

No Objection

- 10.8 Application no. 221660 – Lanark House, 17 New Street, Ledbury, Herefordshire, HR8 2DX. Change of use from offices to retail shop.**

RESOLVED:

No Objection

P584 PLANNING DECISIONS

RESOLVED:

That the Planning Decisions be received and noted.

P585 APPEAL DECISION – THE METHODIST CHURCH, 145 THE HOMEND, LEDBURY, HR8 1BS

Members expressed their disappointment at Herefordshire Council refusing the application for a wine bar and restaurant. The Chair requested that the item be placed on the next agenda and that in the interim, Ledbury Town Council should arrange a meeting with the owners of the building and Herefordshire Council planners to see what can be done to allow this application to go ahead. Councillor Hughes considered that Ledbury Town Council may have to take matters into their own hands, by way of a Compulsory Purchase Order and feasibility study. Councillor Howells advised that the Traders Association were also disappointed with the outcome.

RESOLVED:

That the matter be referred back to the next meeting of the Committee for further discussion and for the Clerk to arrange a meeting with the owners and Planning Department in the meantime.

P586 PROPOSED PLANNING SYSTEM REFORMS: LEVELLING UP AND REGENERATION BILL

Councillor Howells advised that a lot of the information within the document was critical in the context of the Neighbourhood Plan and the Local Plan such as reference being made to local plans being given more weight when making decisions on applications, protecting the historic environment and the impact on second home ownership. Councillor Bannister stated that this was key legislation affecting the Neighbourhood Development Plan (NDP) and that the key features should be used as a guide for future activities for the community.

Councillor Shields made reference to the next steps in terms on consultation and suggested that Council Officers register the Council's interest. Councillor Howells said it was important that the Council keeps track of the various consultation phases in order to respond as appropriate. The Committee agreed that this should be a standard item for the agenda going forward.

RESOLVED:

- 1. That officers be instructed to register the interest of the Council in the Bill.**
- 2. That this be added as an agenda item for future Planning Committee meetings.**

P587 NEIGHBOURHOOD DEVELOPMENT PLAN WORKING PARTY (NDP)

Councillor Howells provided an overview on the following documents:

i. Minutes of a Meeting of the NDP Working Party Held on 3 May 2022

RESOLVED:

That the minutes of the meeting of the NDP Working Party held on 3 May 2022 be received and noted.

ii. NDP Steering Group Notes 67 & 68.

Councillor Howells made reference to the Tree Protection Orders noted under item 3 (vi) referred to in Meeting 67 and advise received from Bill Bloxsome. The advice given was to not reply at this stage subject to further advising being anticipated.

Referring to Note 67, Councillor Howells made reference to the timeline as to whether an Extraordinary Council meeting may be required in order to proceed to Reg 16. The Deputy Clerk questioned whether there would be sufficient time to call an extraordinary meeting prior to the next scheduled meeting of Council. Councillor Howells was to take up the matter with the Clerk.

RESOLVED:

That the notes of the NDP Steering Group Meetings be received and noted.

iii. Budget as of 8 June 2022

Councillor Howells confirmed that whilst there had been a small surplus, the NDP was still under budget.

RESOLVED:

That the budget document be received and noted.

iv. COMMUNICATIONS PLAN V13

RESOLVED:

That the Communications Plan V13 be received and noted.

v. SCHEDULE OF REG 14 CONSULTATION RESPONSES

RESOLVED:

That the Schedule of Reg 14 Consultation responses be recommended to a meeting of Council.

vi. STATEMENT OF ALTERATION

Councillor Howells made reference to the Statement of Alteration noting the amendments shown in red text.

RESOLVED:

That the Statement of Alteration be recommended to a meeting of Council.

vii. LEDBURY NDP REG 16 DRAFT PLAN

Councillor Howells advised Members that this was the revised document with all the amendments shown in red print. The document needed to be approved by the Committee prior to submission to Herefordshire Council in order that it could progress to the next stage.

Councillor Bradford stated that local residents did not receive a copy of the previous NDP as it was a substantial document and too big to post and asked how this new NDP would be marketed to the local residents especially for those without access to the internet. Councillor Howells confirmed that this time the first round had been promoted by Ledbury Town Council and thereafter was managed by Herefordshire Council through an extensive consultation programme. Herefordshire Council will advertise the NDP and send to all statutory consultees. Councillor Howells confirmed that he would ensure that it is available on Ledbury Town Council's website as well as making reference to it in the Newsletter.

RESOLVED:

That the Economy and Planning Committee accept and agree the contents of the NDP Reg 16 Draft Plan and that it recommended to a meeting of Council following which it will be presented to Herefordshire Council to progress to the next stage.

viii. INVOICE NO. CT22317 FROM CARLY TINKLER

Councillor Howells made reference to the invoice that had been presented by Carly Tinkler in respect of reports and plans for publication and Regulation 14 consultation, which had previously been approved and paid.

RESOLVED:

That the invoice submitted by Carly Tinkler be received and noted due this having previously been approved and paid.

P588 LOCAL PLAN SPATIAL OPTIONS AND POLICY OPTION CONSULTATION – DRAFT RESPONSE

Councillor Bradford made reference to the document noting that no reference had been made to social housing. Referring to the document, reference had only been made to building affordable housing whereas Councillor Bradford believed that Ledbury Town Council has not responded to the local housing plan.

Councillor Hughes asked who the author was of the response document. Councillor Howells confirmed that it had been drafted initially by Councillor Bannister and himself and then reviewed and edited by himself, before taking forward to cabinet members. Councillor Howells stated that there was also a Supplementary Planning Document on affordable housing which is misleading since affordable housing is noted in the document but as different categories of housing which does include social housing. It was noted that Herefordshire Council are investigating possible sites.

Councillor Hughes confirmed that the response made no reference to social housing. Councillor Shields referred Members of the Committee to page 8 of the document where it stated under the paragraph headed up as Housing: "Emphasis should be on a larger proportion (the largest proportion?) of affordable housing" whereas Councillor Howells believed that this should be amended to read: "Emphasis should be on a larger proportion (the largest proportion?) of affordable and social housing as defined in the Supplementary Planning Document"

Councillor Shields stated that the council need to encourage more affordable and social housing, having made reference to Ledbury Primary School, whose intake for this September was only 33 as compared to an average intake of 60 children. This has a knock-on effect as if the Town is unable to support young families coming to Ledbury then we are unable to keep the schools vibrant.

Councillor Shields considered consequences of the "lack of children in Ledbury" should be an agenda item and the Chair requested that Councillor Shields writes to the Clerk to request that this be added on a future agenda.

RESOLVED:

- 1 That the Local Plan Spatial Options and Policy Options Consultation draft response be approved by the Economy and Planning Committee subject to making the amendments noted above in respect of social housing being added, prior to the document being submitted to Herefordshire Council.**

- 2 That Councillor Shields writes to the Clerk to request an agenda item be added in relation to the consequences of the lack of children in Ledbury.

P589 SECTION 106 – INFORMATION RECEIVED FROM JUSTINE BURNETT, PORTFOLIO MANAGER

Councillor Hughes noted that the document presented was a process only with no outcomes. Councillor Hughes stated that he knew nothing about these monies and requested to know what the S106 plans were for Ledbury bearing in mind the large quantum of developments taking place, how the money was going to be spent and what part Ledbury Town Council can play in getting these monies spent. Councillor Howells confirmed that a S106 Working Party had taken place last year where members of that Working Party had started to develop a wish list in order that the Council could negotiate with planners at the relevant times.

RESOLVED:

That members of the Economy and Planning Committee agreed that Officers should:

- 1 Contact Justine Burnett to get answers in respect of S106 schemes.
- 2 Request the Clerk write to the Chief Executive of Herefordshire Council requesting help in regard to S106 responses.
- 3 Include an agenda item for the next meeting to discuss S106 wish list for Ledbury Town Council.

P.590 REQUEST FROM BLOOR TO MEET WITH MEMBERS OF COUNCIL TO DISCUSS RESERVE MATTERS

It was confirmed that the meeting with Bloor Homes will take place on 22 June 2022 at 3.30pm in Ledbury Town Council offices. It was noted that Herefordshire Council's Planning Officer, Kevin Bishop, would also be in attendance at the meeting.

Councillor Shields requested that those in attendance make reference to the amount of gas boilers (approximately 17,000) being installed in the new homes before 2025. Whilst noting that Bloor Homes do not need to do anything, the Committee considered that this amount should be challenged.

RESOLVED:

That a meeting would take place with Bloor homes on 22 June 2022 to discuss their first phases of the development and Councillors in attendance are asked to make reference to the large amount of gas boilers being installed.

P.591 EXCLUSION OF PRESS AND 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

P592 TOURIST INFORMATION CENTRE (TIC)

Councillor Shields made reference to when pink papers are issued and required clarity. The Deputy Clerk confirmed that they are confidential and are only issued to Councillors. Reference was made to a previous meeting when pink papers were issued at the start of the meeting and then returned at the end of the meeting. In this instance, the Deputy Clerk had confirmed that the particular agenda item was very sensitive but nevertheless clarity will be provided so that all Councillors understand the protocol.

Councillor Bradford raised concerns about the proposals being put forward, in view of the lack of a formal business plan and potentially committing to £20K of precept monies noting that TIC websites were set up some 15 years ago.

The Chair thought that the Clerk was to prepare a business plan for a TIC but could not recall where it had been recorded as an action and believed that the general consensus was to have a small TIC in the office whereby staff could help people find what they were looking for in the Town. In addition, having merchandise would not contribute to the profits of the TIC. The Chair made reference to the opening hours of the Painted Room believing that this should be open on Thursday, Friday, Saturday, and Sunday.

Councillor Hughes considered that events leading up to a TIC had grown out of proportion noting that the initial proposals put forward at the Grants Working Party was simply to move the TIC sign to the entry of the Council offices, "remodel" the reception area to accommodate space for TIC and retrain staff where necessary and for such funds to be made available through the Great Places to Visit fund, whereby adding no further monies to the precept. On that basis, Councillor Hughes did not accept the proposals being put forward now.

Councillor Shields made reference to the Masters House stating that the lack of progress regarding the TIC was holding up plans for the Masters House to find a permanent home for the Children's library as it was considered that the Victorian Room might house the TIC, but this is currently being used as the Children's library. Councillor Morris clarified the position regarding the Masters House stating that Ledbury Town Council would not now or in future use their facilities as a TIC as they were deemed inappropriate by Herefordshire Council.

RESOLVED:

That members of the Economy and Planning Committee agreed to the following actions:

- 1 Not support the proposals put forward under Item 19.**
- 2 Move the TIC sign to the Council Offices and establish TIC in Council Offices.**
- 3 Consider the workloads of tour guides and refer back to Resources.**
- 4 Take appropriate action as quickly as possible, bearing in mind funding expires at the end of August 2022.**

P593 DATE OF NEXT MEETING

RESOLVED:

To note that the date of the next meeting of the Planning Committee is scheduled for 14 July 2022 at 7.00pm

The meeting closed at 8.45pm

Signed.....

Dated

ACTION SHEET

PLANNING COMMITTEE

16.06.2022

Minute No.	Action	To be Actioned by	Date Actioned	Comments	Status
P578	That this post be offered to cllrs who were absent from this meeting and to revisit this item at the next meeting	TC	14.07.2022	Item considered at meeting of committee on 14.07.2022 - deferred to the next meeting (11.08.2022) due to the small number of attendees at meeting	In progress
P582	That the Clerk contacts Cllr Sims to ask whether he would wish to be considered as the Council's representative on the Hereford Bid panel	TC	15.07.2022	Cllr Sims requested more information on the expectations of this role. - Clerk requested information from BID - awaiting response	In progress
P583(10.1)	That the Clerk contact the planning department in order to have a dialogue with the applicant regarding their application	TC	19.07.2022	Further clarification sought on this minute no. at meeting held on 14.07.2022 and from Cllr Bannister directly. Clerk emailed Chloe Smart to request more information on the company's plans to reduce light pollution - awaiting response	In progress
P585	That this item be referred back to the next meeting of the committee for further discussion and that in the meantime the Clerk arrange a meeting with the owners and planning department	TC	14.07.2022	Information to be added to future planning agenda for further consideration	To be included in next agenda

3084

P586(1)	That officers be instructed to register the Councils interest in the Bill	TC		19.07.2022 - Clerk registered council's interest in future engagement and will notify councillors when received.	Registration for future engagement completed.
P586(2)	That this item be added to a future agenda for further discussion	TC	14.07.2022	Item to be considered at meeting of committee on 11.08.2022	To be included in next agenda
P592(2)	That the TIC sign be moved to the TC offices	Officers		DTC requested to contact BBLP about changing direction of TIC sign in town centre - awaiting response	In Progress

3085

LEDBURY TOWN COUNCIL

**MINUTES OF A MEETING OF AN ECONOMY & PLANNING COMMITTEE HELD
ON
14 JULY 2022**

PRESENT: Councillors Bannister, Bradford, Harvey, Howells, Hughes, Manns, Morris, Shields and Sims

ALSO PRESENT: Angela Price - Town Clerk
Charlotte Barltrop – Minute Taker
Two members of the Public

P594 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Bradford, Harvey, Manns and Morris.

P595 TO RECEIVE ANY DECLARATIONS OF INTEREST AND WRITTEN REQUESTS FOR DISPENSATIONS

None received.

P596 NOLAN PRINCIPLES

RESOLVED:

That the Nolan Principles be received and noted.

P597 ELECTION OF VICE-CHAIR FOR THE 2022/23 MUNICIPAL YEAR

It was proposed by Councillor Bannister that the election of Vice-Chair for the 2022/23 municipal year be deferred to the next meeting of the committee in order that more members be present.

RESOLVED:

That this item be deferred to the next meeting of Economy & Planning, to be held on 11 August 2022.

P598 PUBLIC PARTICIPATION

Mr. David Thomas asked the following question "Has there been a response from Hereford Council regarding the Barn?"

The Clerk responded, "the licence which you have a copy of is not in the public domain therefore a Freedom of Information request must be submitted to Herefordshire County Council in order for this to be reviewed by the committee."

RESOLVED:

That no questions were received regarding items included on the agenda.

P599 TO APPROVE AND SIGN THE MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON 16 JUNE 2022

RESOLVED:

That the minutes of the Planning Committee meeting held on 16 June 2022 be approved and signed as a correct record.

P600 TO REVIEW THE ACTION SHEET

P581. There was some discussion about whether the action sheet format could be improved upon to provide a timeline of the process for each action.

P582. Councillor Sims asked for more information regarding the expectations of a Council representative sitting on the BID Board He agreed to let members know his decision as soon as he is fully informed.

P583(10.1) A discussion ensued as to whether Ledbury Town Council should write to the applicant with regards their use of the yard or whether it more appropriate that a request be submitted to Herefordshire Council Planning Officer to obtain the information. It was agreed that the Clerk would contact the planners to request information on how the company will manage light pollution.

P585 That the Clerk arrange a meeting with the owners of the building and the Planning department in order that a dialogue can be opened regarding the usage of this building and its future in Ledbury.

P586(1) That the Clerk register Ledbury Town Council's interest in supporting the bill

P587 (v-vii) To note that this item has been completed

P588(2) That this item requires a bigger conversation than Ledbury Town Council are able to have and has therefore this action be closed and removed from the action sheet.

P592(2) That the Deputy Town Clerk is working with Balfour Beatty to ensure that the directional signage for the Tourist Information Centre is correct.

P592(3) That this item should be reported to the Resources Committee.

RESOLVED:

That the Action sheet be received and noted with the above information as clarification.

P601 TOURIST INFORMATION CENTRE

The Clerk gave a verbal report on the current status of the Tourist Information Centre plans. The following points have arisen following a meeting between the Clerk and Councillor Hughes.

1. The Tour Guides Manager, is not keen in taking on more responsibility and therefore does not want to run the T.I.C.
2. It has been decided that for the 2022 season there will be no change to the configuration of the Ledbury Town Council Reception area but rather that the focus be on getting the signage in place, purchasing leaflet racks, introducing tear off maps and new maps for which a fee is chargeable.
3. Ledbury Town Council Receptionist will incorporate the T.I.C. duties into her role for the remainder of the 2022 season.
4. That an editorial is to be produced for the Ledbury Focus magazine regarding the Tourist Information Centre, Tour Guides and recruitment for the dual-purpose role.

RESOLVED:

That the verbal report in respect of the Tourist Information Centre be received and noted.

P602 MINUTES OF MEETINGS OF THE MARKETS WORKING PARTY HELD ON 16 MAY AND 27 JUNE 2022

RESOLVED:

That the minutes of the Markets Working Party held on 16 May and 27 June 2022 be received and noted.

P603 PLANNING CONSULTATIONS (30 MINUTES)

10.1 201718 Appeal reference APP/W1850/W/21/3279731 - Land South of Leadon Way & East Dymock Road, Ledbury, Herefordshire, HR8 2JQ

Councillors were unsure whether the "food store" referred to in this application was Lidl as per the previous application. Councillor Howells advised that he was unsure how this planning application was different from the previous application.

The Town Clerk advised that the committee ask for an extension on the appeal in order that all the committee members may review the application fully and discuss it at the next meeting.

RESOLVED:

1. **That the Clerk seek an extension for comments in relation to this application to allow members time to consider the application further.**

2. That the Clerk seek clarification from Herefordshire Council Planning Officers as to whether the “food store” referred to in the application is Lidl.

3. That this item be referred back to the next meeting of the Economy & Planning Committee, to be held on 11 August 2022 for further consideration

10.2 220783 Proposed change of use of land and laundry/washroom to a bungalow (Retrospective) and for a new day/laundry room for existing traveller site -Little Bush Pitch, Bush Pitch, Ledbury Herefordshire, HR8 2PX

Councillor Howells advised that he has requested a meeting with the planning officer regarding this planning application.

Councillor Shields raised concerns about protecting the interests of the travelling community.

Councillor Bannister requested that this item be deferred to the next meeting of the planning committee in order that Councillor Howells could pursue the meeting with the planning officer.

RESOLVED:

That this item be deferred to the next meeting of the Economy & Planning Committee, to be held on 11 August 2022.

10.3 221797 Repairs to the existing structure including an extended slot drain to the bases of the monument – War Memorial, High Street, Ledbury- Listed Building Consent

RESOLVED:

That this item is for information only.

10.4 221870 Proposed single storey extension – Mallory, Long Acres, Ledbury, Herefordshire, HR8 2AT

RESOLVED:

No objection

10.5 221419 Proposed detached orangery- Hall House Farm, Ledbury, HR8 2JE – approved with conditions

RESOLVED:

That it be noted that this planning application has been approved with conditions.

- 10.6 221598 New garage with ground floor link room and storage above – Hill View Ledbury, Herefordshire – Approved with conditions**

RESOLVED:

That it be noted that this planning application has been approved with conditions.

P604 PLANNING DECISIONS

RESOLVED:

That the planning decisions be received and noted.

P605 SECTION 106

- 1. LAND TO THE SOUTH OF LEADON WAY LEDBURY, HEREFORDSHIRE – SECTION 106 CONTRIBUTIONS**

RESOLVED:

That the Section 106 Working Party be reconvened.

- 2. UPDATE ON CONVERSATIONS WITH PAUL WALKER, HEREFORD COUNCIL CHIEF EXECUTIVE, AND JUSTINE BURNETT, PORTFOLIO MANAGER, ECONOMY & ENVIRONMENT, PROGRAMME MANAGEMENT OFFICE, HEREFORDSHIRE COUNCIL**

The Clerk gave a verbal update on the current status of S106. She advised that Herefordshire Council are progressing with this, however it had taken them longer than originally anticipated. Members were advised that it is hoped that the information should be received by the end of July 2022

RESOLVED:

That the Clerk would find out some dates of expiration for the funds to ensure that it is used to the benefit of Ledbury town.

P606 NOTICE OF PROPOSAL (PUBLIC CONSULTATION): PROPOSED 40MPH SPEED LIMIT ON A417 LEDBURY BYPASS (LEADON WAY), HEREFORDSHIRE

RESOLVED:

That the Notice of Proposal be received and noted.

P607 TREE PRESERVATION ORDER – TPO 664 LAND BETWEEN LEADON WAY AND AMCOR PROVISIONAL

RESOLVED:

That tree preservation order be received and noted.

P608 a. NEIGHBOURHOOD DEVELOPMENT PLAN WORKING PARTY (NDP)

i. NDP STEERING GROUP NOTES 68 - 70

Councillor Howells advised that 70 meetings had been held by the NDP Steering group, as part of the process to revise the Neighbourhood Development Plan document in readiness for Regulation 15 and 16. He advised that the next process of the Neighbourhood Development Plan had been approved by Council at their meeting prior to the Economy & Planning Committee meeting.

RESOLVED:

To receive and note the NDP Steering Group notes 68 - 70

b. TRAFFIC MANAGEMENT WORKING PARTY

RESOLVED:

That the minutes of the Traffic Management Working Party meetings held on 31 May and 27 June 2022 be received and noted.

P609 HEREFORDSHIRE LOCAL PLAN 2021-2041 – PLACE SHAPING CONSULTATION

The Clerk advised members that Councillor Morris had been booked to attend the meeting, however she had not received an update from him following the meeting.

Councillor Howells advised that he had attended this meeting as a Ward Councillor and that he would be happy to report on the meeting at the next Economy & Planning meeting.

RESOLVED:

That Councillor Howells prepare a report on the Herefordshire Local Plan meeting for consideration at the next meeting of the Economy & Planning Committee, to be held on 11 August 2022.

P610 LEDBURY MARKET HOUSE – REMOVABLE STAIR LIFT

The Clerk shared information regarding a manual stairlift, which works in the same way as an evacuation chair but is battery operated which could potentially

be used at the Market House to enable access to disabled visitors. She advised that at the moment the motorised version was mostly available to the American and Asian markets but advised that there are similar items available in the UK, however these are not battery powered.

There was a discussion as to how to proceed with the question of the stairlift for the Market House and it was suggested that further advice should be sought from a variety of sources, to include a user and a carer, Heritage officers and information on the potential insurance risks.

RESOLVED:

- 1. That with the Clerk refer the removable stairlift to the Environment & Leisure Committee and that the Deputy Clerk be asked to obtain feedback from healthcare professionals and persons who may use the device.**
- 2. Once more information is available the Clerk contact the Council's insurers in respect of potential insurance risks and report back accordingly.**

P611 NOTICE OF CLOSURE OF BARCLAYS BANK, HOMEND, LEDBURY

RESOLVED:

That Notice of closure of Barclays Bank be received and noted.

P612 DATE OF NEXT MEETING

To note that the date of the next meeting of the Planning Committee is scheduled for 11 August 2022 at 7.00 pm

RESOLVED:

To note that the next meeting of the Economy & Planning Committee is scheduled for 11 August 2022 at 7:00PM.

The meeting ended at 8.42 pm.

Signed Dated
(Chair)

3092

14.07.2022

Minute No.	Action	To be Actioned by	Date Actioned	Comments	Status
597	That the election of a Vice-Chair for the 2022/23 Municipal Year be deferred to the next meeting to be held on 11 Aug 2022		Aug-22	To be considered at next E & P meeting	In progress
P603 10.1 (1)	201718 Appeal ref APP/W1850/W/21/327731 Land South of Leaddon Way - That the Clerk seek an extension for comments in relation to allow members time to consider the application further	TC	Aug-22	Email sent to Chloe Smart on 15.07.2022 - response attached to this action sheet 28.07.2022 - Letter received advising of hearing date for appeal of 24.07.2022 (virtual) - anyone wishing to attend the hearing must advise HC by 05.08.2022 - item to be considered at full council	In Progress
P603 10.1 (2)	That the Clerk seek clarification from Herefordshire Planning Officers as to whether the "food store" referred to in the application is Lidl	TC	Aug-22	Email sent to Chloe Smart on 15.07.2022 - response attached to this action sheet 28.07.2022 - Letter received advising of hearing date for appeal of 24.07.2022 (virtual) - anyone wishing to attend the hearing must advise HC by	In Progress
P603 10.1(3)	That 201718 Appeal ref APP/W1850/W/21/327731 Land South of Leaddon Way be referred back to the next meeting of the E&P Committee to be held on 11 Aug 2022 for further consideration	TC	Aug-22	To be considered at next E & P meeting	In Progress

3023

P603 10.2	220783 Proposed use of land and laundry to a bungalow (retrospective) and for a new day/laundry room for existing traveller site - That this be deferred to the next E&P meeting on 11 Aug 2022	TC	Aug-22	To be considered at next E & P meeting	In Progress
P605 (2)	That the Clerk find out expiration dates for the funds to ensure that it is used to the benefit of Ledbury town	TC	Aug-22		In Progress
P609	That Councillor Howells prepare a report on the Herefordshire Local Plan meeting for consideration at the next E&P Committee meeting on 11 Aug 2022	PH	Aug-22	To be considered at next E & P meeting	In Progress
P610 (1)	That the Clerk refer the removable stairlift to the E&L Committee and that the Deputy Clerk be asked to obtain feedback from healthcare professionals and persons who may use the device	TC/DTC	Aug-22	Deputy Clerk advised of outcome of meeting - to be included in future agenda of E & L. Initial response from Heritage Officer is that they have no objections and will contact other organisations to find out if used elsewhere	Completed by E & P moved to E & L
P610 (2)	Once more information is available the Clerk contact the Council's insurers in respect of potential risks and report back accordingly	TC	Sep-22		Awaiting information from DTC

LTC Clerk

From: Smart, Chloe <Chloe.Smart@herefordshire.gov.uk>
Sent: 15 July 2022 13:03
To: LTC Clerk
Cc: Nick Morris; John Bannister
Subject: RE: Application No. 201718 - Planning Appeal
Attachments: Notification Letter.pdf

Dear Angie,

Many thanks for your email below.

The matter is an appeal case and not a planning application. The timescales are very tight (I have attached the notification letter sent out by Planning Registration to consultees)– the Statement of Case on behalf of the Council is due on Tuesday 19th July, as are any comments the Town Council wish to make for them to be considered.

The Planning Inspectorate are currently trying to schedule a hearing date as soon as possible as they now have an Inspector appointed and it is looking like this may be early August.

From the Council's perspective, a number of the initial refusal reasons for 201718 have fallen away in the interim, based on the Inspectors findings at the Lidl Appeal in Ross and additional information provided as part of the appeal. As such, the Council will only be pursuing Refusal Reason 1 (Retail Impact) and Refusal Reason 5 (Lack of S106) as part of the appeal.

If the Town Council wish to make comments, this will need to be done as per the attached and by the Planning Inspectorates deadline of Tuesday 19th July.

Kind regards

Chloe

From: LTC Clerk <clerk@ledburytowncouncil.gov.uk>
Sent: 15 July 2022 12:41
To: Smart, Chloe <Chloe.Smart@herefordshire.gov.uk>
Cc: Nick Morris <norris@ledburytowncouncil.gov.uk>; John Bannister <jbannister@ledburytowncouncil.gov.uk>
Subject: Application No. 201718

This message originated from outside of Herefordshire Council or Hoople. Please do not click links or open attachments unless you recognise the sender and know the content is safe.

Hi Chloe

Ledbury Town Council Planning Committee considered the above application at their meeting last night and have asked me to contact you and request an extension for submission of their comments on this application until the end of August. They note that currently the application is "Pending Appeal" and therefore hope that you would be agreeable to the extension.

Also, whilst writing, it was noted that the application states "food store". Previously it was made clear that the application was for Lidl, are you able to clarify whether this is still the case or does "food store" mean that Lidl are no longer interested in this site and an alternative has been or is yet to be identified?

Kind regards

1
3095

LEDBURY TOWN COUNCIL

MINUTES OF AN ENVIRONMENT AND LEISURE COMMITTEE MEETING HELD
ON 7 JULY 2022

PRESENT: Councillors Bradford, Chowns, Morris, Shields, Sinclair, Troy and Whattler

ALSO PRESENT: Julia Lawrence – Deputy Town Clerk
Charlotte Barltrop – Minute Taker

E268 ELECTION OF CHAIR FOR THE 2022/23 MUNICIPAL YEAR

RESOLVED:

That Councillor Stephen Chowns be duly elected as Chair of the Environment and Leisure Committee for the 2022/23 municipal year.

Councillor Chowns asked the Committee to observe one minute silence in respect of the late Councillor Dee Knight, who had been Vice Chair to the Environment and Leisure Committee, adding that she was hard working and always showed great enthusiasm.

E269 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Auburn, Beddoes-Davis and Howells.

E270 DECLARATIONS OF INTEREST

None Received.

E271 THE NOLAN PRINCIPLES

RESOLVED:

That the Nolan Principles were received and noted.

E272 ELECTION OF VICE-CHAIR FOR THE 2022/23 MUNICIPAL YEAR

RESOLVED:

That Councillor Nina Shields be duly elected as Vice-Chair of the Environment and Leisure Committee for the 2022/23 municipal year.

3096

E273 TERMS OF REFERENCE

Members of the Environment and Leisure Committee agreed that quorum should be three nominated councillors.

Councillor Shields noted that no reference had been made to the Climate Change Declaration and how it was being monitored. Members agreed that it should be added to the Terms of Reference.

Councillor Bradford stated that there was also no reference to the War Memorial and considered that this should also be included. Members were aware that it was currently being addressed by Full Council due to the sensitive issues that had been taking place but it was agreed that once these matters were resolved, it would then revert back to this Committee under its Terms of Reference.

RESOLVED:

- 1. That the members of the committee agreed for a paragraph relating to the Climate Change Declaration be added to the Terms of Reference.**
- 2. That the War Memorial be added to the Terms of Reference once the current repairs had been completed.**

E274 PUBLIC PARTICIPATION

No Members of the public were present.

E275 TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE EXTRAORDINARY ENVIRONMENT AND LEISURE COMMITTEE HELD ON 21 APRIL 2022

Whilst Members of the Committee accepted the minutes, Members sought confirmation on the following:

E266.3 Feedback relating to meeting between Governors of John Masfield High School and Community Development Officer (CDO). Councillor Shields confirmed a meeting had taken place and it was agreed that the Deputy Head would work with the CDO going forwards.

E266.7 Free parking all day on Saturday, 3 December 2022 as opposed to Friday, 2 December 2022.

RESOLVED:

That the minutes of the Extraordinary Environment and Leisure Committee Meeting held on Thursday, 21 April 2022 be accepted and signed.

3097

E276 TO REVIEW ACTION SHEETS

Members of the Environment & Leisure Committee made reference to the following Action Points:-

E260 – Climate Change spend – The Deputy Clerk advised the meeting that £2,000 had been spent on 8 hours training, provided by Garden Organics Direct, for volunteers and the then Community Development Officer on Waste Reduction Techniques.

E260 – “No bicycles” sign – Councillors were concerned that the Market House will be damaged by people chaining their bikes to the timbers and therefore a sign should be erected. The Deputy Clerk reported that she had since written to Herefordshire Council's Principal Building Conservation Officer (“PBCO”) who had advised that listed building consent would be required if signs were attached to the Market House or the railings. Alternatively subject to receiving the necessary consents from the highway authority (if required), Ledbury Town Council could erect pole signs without planning permission.

The PBCO further suggested that several small signs, preferably white and black or cream and brown in colour be attached to the railings by screws but not glue. Members of the Committee were totally adverse to having screws. Councillor Bradford asked that we contact specialists (Caroe) to see what they could recommend. It was suggested that a Victorian style sign with rope or chain to minimise damage may be in keeping with the existing old cast iron signage. Councillor Chowns noted that the Methodist Church was in the process of getting a sign and agreed to obtain contact details of the signwriter.

The Committee agreed that this needed to be resolved as quickly as possible.

E260 – Traffic lights at Top Cross. Councillor Sinclair believes that there is a sensor which operates the light sequence and that this is not operating correctly. The Deputy Clerk is to investigate whether these lights are an “intelligence system” working on the basis of the amount of cars travelling through the lights.

Councillor Chowns made reference to the Action Points numbered E104(2) to E169. The Deputy Clerk advised Members that these were action points outstanding prior to her arrival but had been left on the schedule so that they are not forgotten.

E176(4) – Shelter. The Committee agreed for the street artist to return and repaint the Shelter and apply anti-vandal paint. The Committee also agreed that should the Shelter get damaged again in terms of the mural, then it would be repainted but only in one colour and for the anti-vandal paint to be applied.

E179(1) – Providing replacement bins around Ledbury. The Deputy Clerk confirmed that she would be undertaking a project in due course to establish what bins needed replacing bearing in mind some bins had been burnt. Committee members were concerned that Ledbury Town Council would be expected to incur costs to replace bins whereas the Deputy Clerk made it clear that this exercise was purely to establish

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what bins needed replacing and for Herefordshire Council to take responsibility if such bins belonged to them.

E179(2) Benches in Dog Hill Woods – Councillor Chowns made particular reference to the two benches which were concrete lumps with the seat missing. Councillor Chowns advised Members that a meeting had been scheduled for tomorrow, Friday, 8 July, to visit the Woods and establish a programme of works to start in the Autumn which would include benches.

E189(1) – Market House, quinquennial works. The Deputy Clerk advised that a report had been received from Caroe regarding works and this would be circulated to Members of the Committee. Councillor Bradford considered that the Market House had deteriorated and that a programme of works needed to be acted upon as soon as possible. The matter is to be brought back to the next Committee meeting.

E202-3 – St Katherine's Car Park Lighting - Councillor Whattler gave an update that the car park is no longer as dark now that the trees had been removed and suggested that, should they be required, solar lights may be a good option in this space. Councillor Shields asked if the lighting can be considered as part of the landscaping which is to happen. The Deputy Clerk informed the committee that the HC Project Board would be meeting in the Autumn to consider street lighting within the car park. Councillor Bradford considered that officers of the HC Project Board should be invited to attend the next Environment and Leisure Committee meeting in September to give an update. Councillor Chowns suggested that Councillor Harvey may be able to assist in this regard.

E214 – Market House Timber Assessment – as noted above under reference E189(1).

E224 – Blossom trees in the High Street. The Committee debated having trees in the High Street. Whilst they can lower the temperature of the High Street in extreme weather conditions, it was reported that they also do not thrive well in large pots let alone damage that could be created to infrastructure should they be planted in the ground. The Committee decided that no further action should be taken in respect of this action point based on the facts that had been presented.

E225(1) – Dog Hill Woods – action point to be followed up following visit with Guy Tustin on 8 July 2022.

E225(2) – Replacement signage in Dog Hill Woods – to be addressed in agenda item number 14.1.

E225(3) – Benches in Dog Hill Woods – to be addressed following visit with Guy Tustin on 8 July 2022.

E229(2) – Fencing around Christmas Tree – Members considered that metal barriers would look unsightly around the Christmas tree and suggested that picket style fencing would be more appropriate. The Deputy Clerk was requested to look into

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options for wooden fencing around the Christmas tree as opposed to the metal barriers. As noted on the Action Plan, the Deputy Clerk advised that this was a project to be addressed from September onwards.

E254(2) – CCTV, Recreation Ground - The Deputy Clerk advised that the Clerk and herself were to arrange a meeting with Herefordshire Council's CCTV Monitoring Officer to discuss the possibility again of Herefordshire Council taking ownership of the CCTV. The Deputy Clerk is to update the Committee at the next meeting on Thursday, 15 September 2022.

E277 ST MICHAEL AND ALL ANGELS CHURCH, CLOSED CHURCHYARD

Members of the Environment & Leisure Committee were provided with details noting that the maintenance of St Michael and All Angels Churchyard is charged to Ledbury Town Council and that a suitable budget should be considered in the annual budget of future years.

Councillors Bradford and Sinclair considered that Ledbury Town Council should question this as it was argued that Ledbury Town Council is not a local authority – the local authority being Herefordshire Council. Councillor Shields recommended that the Clerk seeks legal clarification on the correct term for Ledbury Town Council, whether it is deemed a local authority or parish council, and report back at the next Committee meeting.

RESOLVED:

That the Clerk seek clarification on the definition of "Local Authority" and that this item be brought back to the next Committee meeting.

E278 ASBESTOS SURVEYS

Members were advised that asbestos surveys had been carried out in all Ledbury Town Council buildings, which included the Council Offices, Market House, Cemetery Chapel and Mortuary, in February 2022. Copies of all the surveys/certificates had been circulated to Committee Members.

RESOLVED:

That the asbestos surveys be received and noted.

E279 CEMETERY UPDATE

Members of the Committee were provided with an update regarding ongoing works at the Cemetery.

Members were also advised about the general state of the Chapel in terms of its presentation. The Deputy Clerk had advised that the carpet needed cleaning and the woodwork re-staining. Councillor Bradford considered that it would be more appropriate to replace the carpet with carpet tiles as opposed to getting it cleaned. The Deputy Clerk was asked to obtain costings for this option as well as costs for the re-staining.


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Members were informed that Herefordshire Wildlife Trust would be carrying out some voluntary work in the cemetery and it was anticipated that this work would start in August 2022.

RESOLVED:

- 1. That Members receive and note the contents of the report.**
- 2. That the Deputy Clerk obtain costs to replace the carpet in the Chapel with tiles and the re-staining of the woodwork and bring these back to a future meeting of the committee.**

E280 RECREATION GROUND

13.1 Zip Wire

Members of the Committee accepted that works needed to be undertaken as soon as possible and agreed to accept the company that could carry out the works at the earliest opportunity.

13.2 Cantilever Tyre Swing

Members of the Committee reviewed the quotations that had been presented and felt they were too expensive. Councillor Sinclair considered that the Council needed to look at cheaper options, such as a local blacksmith to put metal bands to reinforce the existing oak beam and reinstall the tyre or to completely replace the piece of oak beam. Members agreed that this course of action should be pursued and the Deputy Clerk is to seek costs from a local blacksmith as well as costs for a piece of oak beam.

13.3 Skate Park

Members of the Committee were provided with an update in respect of the Skate Park.

Councillor Sinclair considered that 10% of monies should be held back as retention monies to ensure that the job has been completed correctly albeit appreciating that the balance of monies (£26,181.80 + VAT) could be settled for up to 6 months following completion.

Members of the Environment and Leisure Committee agreed to continue with the proposals put forward subject to approval from the Finance, Policy and General Purposes Committee.

13.4 Basketball Court

The Deputy Clerk advised Members that the resurfacing to the basketball court were scheduled for the week commencing Monday, 22 August 2022.

13.5 Consultation with Schools regarding play equipment

Members were advised of the outcome of the consultation confirming that the Quest Enterprise was the preferred choice but due to lack of funding, this would not be pursued in this financial year. Councillor Shields recommended that this is brought back to the new administration next year to advise what was selected following the consultation process and asked that the three schools be informed of the outcome.

RESOLVED:

That Members of the Environment and Leisure Committee:

- 1 That the company who are able to offer the fastest completion time on the zip wire be appointed to undertake the works.**
- 2 That the Deputy Clerk revisit the options put forward for the repair of the cantilever tyre swing and report back to the next meeting of the committee.**
- 3 That the proposals put forward by Evolution Skateparks be recommended to the Finance, Policy and General Purposes Committee.**
- 4 That the start date for the resurfacing works at the basketball court be noted.**
- 5 That the outcome of the consultation in respect of the play equipment, confirming that the Quest Enterprise was the preferred choice be noted. That this be addressed in the new financial year following the elections, when the new administration would be in place. The Deputy Clerk was asked to provide feedback to the schools of the outcome.**

E281 DOG HILL WOODS

14.1 Geological Signage

Members of the Committee reviewed the quotations that had been presented and agreed to accept proposals put forward by Company 3.

14.2 Visit to Dog Hill Woods

Members noted that a meeting with Guy Tustin was scheduled for the afternoon of Friday, 8 July 2022 to consider a programme of works at Dog Hill Woods.

RESOLVED:

- 1 That company 3 be appointed to create the signage for Dog Hill Woods.**

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- 2 **That the Deputy Clerk report on the visit to Dog Hill Woods at the next meeting of the Environment & Leisure Committee, to be held in September.**

E282 MEMORIAL BENCH AND/OR PLAQUE FOR THE LATE COUNCILLOR DEE KNIGHT

General discussion took place regarding benches/plaques for councillors in general and Councillor Bradford believed that if a memorial for Councillor Knight was put in place, this would set a precedent. He considered whether a memorial garden for councillors/mayors, past and present, could be located within the Cemetery, and/or a wall plaque in the Chapel may be more appropriate.

Members were unable to agree whether to have a memorial bench/or plaque for the late Councillor Dee Knight but agreed that a more general discussion should take place at the next Environment and Leisure meeting to discuss the possibility of having a memorial garden and/or benches in memory of deceased councillors/mayors.

RESOLVED:

That the idea of a memorial garden should be added to the agenda of the next meeting of the Environment & Leisure Committee for further discussion.

E283 PROPOSED TREE PLANTING

Members of the Committee were advised that Liz Duberley, Service Manager Built and Natural Environment for Herefordshire Council, was keen to see what tree planting opportunities there would be in Ledbury, subject to funding, and had invited Councillors to join her to establish suitable locations for tree planting.

RESOLVED:

That Councillors Chowns, Shields and Sinclair offered to be part of this project to discuss proposed tree planting.

E284 JOHN MASEFIELD COMMEMORATIVE PROJECT

Members briefly discussed the report that had been presented by the Community Development Officer.

Councillor Morris noted that there was no budget and that this should be addressed at the Working Party. Reference was made to Councillor Morris becoming the Chair but Members were informed that the Chair for this Working Party would be nominated and elected at the first meeting of the Working Party. The Deputy Clerk advised Members that a member of the public who wished to remain anonymous had offered to donate £1,000 towards the memorial and who wished to attend the Working Party.

RESOLVED:

That Members of the Environment and Leisure Committee:

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- 1 Agreed that consideration be given to a poets' commemoration to focus solely on John Masefield.
- 2 Agreed that the Clerk writes to Dr Philip Herrington, University of London, for confirmation that there are no known concerns about John Masefield that may cause controversy, and thereby damage the reputation of Ledbury or its Town Council.
- 3 Agreed that the John Masefield Society be contacted and advised of the Council's plan to commemorate John Masefield within the Town.
- 4 Agreed that a working party be established to progress this project.

Standing Orders were suspended for 15 minutes to allow the Committee Meeting to proceed beyond 21.00 hours.

E285. SUSPENSION OF STANDING ORDER 3(X)

RESOLVED:

That Standing Order 3(x) be suspended for 15 minutes to allow the committee to consider the remainder of the business on the agenda.

E286 CULTIVATION LICENCES

Members were asked to give consideration to the response from Balfour Beatty and agree what areas, if any, Ledbury Town Council wished to take over the responsibility of via a cultivation licence.

Members believed that Ledbury Town Council should not take responsibility for grass cutting as this should remain with Balfour Beatty albeit appreciating that the number of cuts had reduced quite significantly. Councillor Shields made reference to a nationwide campaign to stop cutting grass verges and to grow wild flowers. This was well received by the Committee and should be supported.

RESOLVED:

That the members of the Committee agreed not to take over any cultivation licences and that this should remain the responsibility of Balfour Beatty to maintain grass cutting and/or grass verge areas.

E287 WORKING PARTIES

- 19.1 To receive and note the minutes of the meeting of the Events Working Party held on Thursday, 28 April 2022, Tuesday, 17 May 2022 and Wednesday, 29 June 2022 and consider any recommendations therein.

The Committee referred to item E97 of the minutes dated 29 June 2022 and confirmed that they would be pleased to run another event, similar to what was run on 3 June 2022 in respect of the Platinum Jubilee. Councillor

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Bradford considered that we should involve the Gurkhas or HMS Ledbury. Councillor Shields suggested an event on the afternoon of Community Day, especially as the events for Community Day finished by 2.00pm (in the Burgage Hall), at which time Ledbury Town Council could organise an afternoon picnic at the recreation ground. This was well received and agreed by Members of the Committee.

The Committee were also in favour of pursuing the Heritage Open Day event in September.

RESOLVED:

- 1. That the minutes of the Events Working Party held on Thursday, 28 April 2022, Tuesday 17 May 2022 and Wednesday 29 June 2022 be received and noted.**
- 2. That an annual picnic event should be run on the same day as Community Day in the afternoon.**
- 3. That officers proceed with the Heritage Open Day event in September 2022.**

19.2 TO RECEIVE AND NOTE THE MINUTES OF THE MEETING OF THE CLIMATE CHANGE WORKING PARTY HELD ON MONDAY, 30 MAY 2022 AND CONSIDER ANY RECOMMENDATIONS THEREIN.

Councillor Shields stated that she believed there had been a misunderstanding as she had not registered a complaint but merely a letter of concern on behalf of the Working Party wishing to agree how the Working Party could work better with the Environment and Leisure Committee. Confusion appears to have stemmed from the recommendations put forward which were believed to be in line with the Corporate Plan, Terms of Reference and what Ledbury Town Council wanted the Working Party to do. When recommendations were turned down by the Environment and Leisure Committee, the Working Party were unsure how to proceed. Councillor Shields said that having reviewed minutes/reports, they are unclear and she now believes that the Working Party are unsure what is required of them.

The projects under consideration are:

- (i) review of single use plastic policy;
- (ii) litter picks; and
- (iii) promoting community engagement.

The Climate Change Working Party expressed their wish to run events and Councillor Shields referred to National Recycling Week in September but unless this is agreed, it becomes too short notice and then leaves little time to get volunteers to help.

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Councillor Shields referred to the Terms of Reference, a copy of which of circulated at the meeting. However due to a lack of time, the Chair agreed that this should be brought back to the next Environment and Leisure Committee meeting for further discussion.

RESOLVED:

- 1. That the minutes of the Climate Change Working Party held on Monday, 30 May 2022 be received and noted.**
- 2. That this item be added to the agenda of the next Environment and Leisure Committee Meeting to facilitate further discussion.**

E288 DATE OF NEXT MEETING

RESOLVED:

To note that the date of the next meeting of the Environment and Leisure Committee is Thursday, 15 September 2022.

The meeting ended at 9.21pm

Signed Dated
(Chair)

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Minute No	Action	To be actioned by	Date to be actioned by	Comments	Status
E273.1	Members of the Committee agreed for a paragraph relating to the Climate Change Declaration be added to the Terms of Reference	DTC	15.09.22		
E273.2	Members of the Committee asked that the War Memorial be added to the Terms of Reference once the current repairs had been completed.	DTC	17.11.22		
E275	Ref: E266.7 - Confirmation relating to free parking all day on Saturday, 3 December 2022 as opposed to Friday, 2 December 2022	DTC	15.09.22		
E277	Clerk to seek clarification on the definition of "Local Authority" and that this item be brought back to the next Committee meeting	TC	15.09.22		
E279	Deputy Clerk to obtain costs to replace carpet in the Chapel with tiles and the re-staining of the woodwork.	DTC	15.09.22		
E280 - 13.1	Appoint company who is able to undertake works for zip wire as soon as possible	DTC	15.09.22	TK Play appointed. Works carried out on 28.07.22	Complete
E280 - 13.2	Deputy Clerk to revisit options put forward for the repair of the cantilever tyre swing and report back to the next meeting	DTC	15.09.22		
E280 - 13.3	Committee to proceed with Evolution Skateparks subject to approval from Finance, Policy and General Purposes Committee	TC	28.07.22		
E280 - 13.5	That the outcome of the consultation in respect of the play equipment confirming that the Quest Enterprise was the preferred choice be noted. That this be addressed in the new financial year when the new administration would be in place.	DTC	Apr-23		
	Deputy Clerk to provide feedback to the schools of the outcome.	DTC	15.09.22		
E281 - 14.1	Deputy Clerk to appoint Company 3 to create the geological signage boards for Dog Hill Woods.	DTC	15.09.22	Ken White Signs have been appointed; await confirmation of delivery date.	In progress
E281 - 14.2	Deputy Clerk to provide report following visit to Dog Hill Woods on 8 July 2022.	DTC	15.09.22		
E282	Memorial garden (for past/present) mayors/ councillors to be added to the agenda of the next Environment & Leisure Committee meeting.	DTC	15.09.22		Complete
E284.2	Clerk to contact Dr Philip Herrington, University of London for confirmation that there are no known concerns about John Masfield.	TC	15.09.22		
E284.3	Clerk to contact the John Masfield Society to advise them of Council's plan to commemorate John Masfield within the Town.	TC	15.09.22		
E284.4	Establish a working party for John Masfield Commemorative Project.	DTC	15.09.22		
E286	Advise Balfour Beatty that LTC would not be taking over any cultivation licences.	DTC	15.09.22		
E287: 19.1.2	Annual picnic event to run on the afternoon of Community Day each year.	ALL	Jun-23		
E287:19.1.3	Proceed with the Heritage Open Day event.	CDO	Sep-22		
E287:19.2.2	Add Climate Change to next E & L Agenda for further discussion.	DTC	15.09.22		Complete

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FULL COUNCIL	4 AUGUST 2022	AGENDA ITEM: 13
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Report prepared by Angela Price – Town Clerk

NOTIFICATION OF VACANCY IN LEDBURY NORTH

Purpose of Report

The purpose of this report is to advise Members of the outcome of the recent Notice of Vacancy in respect of the Casual Vacancy in North Ward following the death of serving Councillor.

Detailed Information

Following the death of Councillor Knight, the Clerk advised Herefordshire Council Elections of the Casual Vacancy that had arisen. It was agreed that the Notice of Vacancy would not be displayed until after the funeral.

The Notice was formally displayed by Herefordshire Council on 30 June 2022, and it was also displayed on the Town Council website and in the Notice Board and a copy of that Notice is attached for information.

On 21 July 2022, the Clerk received notification from elections that following the last day to request an election for the Casual Vacancy in Ledbury (North) Parish there had been no request for an election and therefore the Council may now co-opt a Member to serve, and that the appointment must be made as soon as is practicable.

Recommendation

Members are requested to agree a timeline for a co-option process in respect of the Casual Vacancy in Ledbury (North) Parish and instruct the Clerk to advertise the vacancy and co-option process accordingly.

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Ledbury Town Council

NOTICE OF VACANCY

IN THE OFFICE OF PARISH WARD COUNCILLOR for

Ledbury, Ledbury North Parish Ward

NOTICE IS HEREBY GIVEN that a casual vacancy is deemed to have occurred in the office of Councillor for the **Ledbury, Ledbury North Parish Ward** following the **death** of **Dee Linda Knight**.

Rule 5 of the Local Elections (Parishes and Communities) (England and Wales) Rules 2006, provides that on a casual vacancy occurring in the office of **Parish Ward** councillor, an election to fill the vacancy shall be held if within fourteen days* after the date of this notice (i.e. no later than **Wednesday, 20th July 2022**) has been given in accordance with section 87(2) of the Local Government Act 1972, notice in writing of a request for such an election has been given to the proper officer of the council of the district within which the **Parish Ward** is situate by **TEN** electors for the **Parish Ward**.

If a request for an election is not received by the above deadline then **Ledbury Town Council** will co-opt a person to fill the vacancy as soon as practicable in accordance with the Local Elections (Parishes and Communities) Rules 1986.

If there is an election, it will take place not later than **Thursday, 22nd September 2022**.

The proper officer is Paul Walker Herefordshire Council, Electoral Services, Town Hall, St Owen Street, Hereford, HR1 2PJ

Clerk to Ledbury Town Council

Dated: Thursday, 30th June 2022

*In computing any period of time for this purpose, a Saturday, Sunday, Christmas Eve, Christmas Day, Good Friday, or bank or public holidays or any day appointed for public thanksgiving or mourning must be disregarded.

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FULL COUNCIL	4 AUGUST 2022	AGENDA ITEM: 14
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Report prepared by Angela Price – Town Clerk

MONTHLY DIRECT DEBITS

Purpose of Report

The purpose of this report is to provide Members with a list of monthly direct debits for approval.

Detailed Information

Attached is a list of direct debits that are set up for payment by the Council on a monthly basis. It should be noted that no figures have been provided with this information as these vary from month to month.

Going forward this information will be included in the Annual Meeting agenda for approval, with Members being made aware of any new direct debits as they are set up during each Municipal year being.

Recommendation

That Members approve the direct debits as provided in the attached list for the 2022/23 Municipal year.

LEDBURY TOWN COUNCIL -MONTHLY DIRECT DEBITS

PAYEE	ALLOCATED TO	DESCRIPTION
Advansys	Council Offices	Website Hosting & Support
BNP Paribas Leasing	Council Offices	Office telecoms
British Gas Business	1 Church Lane	Electric
British Gas Business	Barratt Browning Institute	Electric
CF Corporate	Council Offices	Photocopier Rental
Citation Limited	Council Offices	Employee Assistance, H&S and HR Compliance
DWR Cymru Welsh Water	Church Lane - Council Offices	Water
DWR Cymru Welsh Water	Church Lane - Cemetery	Water
E.On	Mortuary	Electric
E.On	Market House	Electric
E.On	Council Offices	Electric
EE Limited	Council Offices	Mobile Phone: Wedding Co-ordinator
Francotyp Postalia Ltd	Council Offices	Teleset Postage Download
HFDS NNDR	Mortuary	Herefordshire Council Rates
HFDS NNDR	Market House	Herefordshire Council Rates
HFDS NNDR	Cemetery	Herefordshire Council Rates
HFDS NNDR	Council Offices	Herefordshire Council Rates
Lloyds Bank	Council Offices	Bank Charges
NPower	Cemetery Buildings	Electric
NPower	Market Stall	Electric
O2	Council Offices	Mobile Phone: Clerk, Deputy Clerk, CDO, Groundsman
Octopus Energy	Council Offices	Electric
Octopus Energy	Cemetery Buildings	Electric
OMS UK Ltd	Council Offices	IT support Monthly Charges
OneCom Ltd	Council Offices	Monthly Call Charges
Vision Abbey	Council Offices	Printing Charges

Agenda Item
15 (a)

**MINUTES OF A MEETING OF LEDBURY CARNIVAL ASSOCIATION
HELD ON WEDNESDAY 8 JUNE 2022- LEDBURY MARKET HOUSE**

PRESENT: Harold Armitage (HA), Johnny Chan (Chair) (JC), Keith Francis (KF), Sue Hughes (SH), Emma Jackson – Community Development Officer Ledbury Town Council, Jill Jupp (JJ), Janet Meredith (JM) and Ashley Norton (AN)

APOLOGIES: Paul Bartlett (PB), Ken Davis (President) (KD), Sarah Fleeting (SF), Alesa Halford (AH), Jamie Hobby (JH) and Angie Price – Clerk to Ledbury Town Council

IN ATTENDANCE: None

**Carnival Theme: Ledbury Blooms
Carnival Date: Monday 29th August 2022**

1.	WELCOME AND APOLOGIES: JC welcomed everyone to the meeting. Apologies were as listed above.	
2.	MINUTES OF THE PREVIOUS MEETING AND MATTERS ARISING: The Minutes of the previous meeting which took place on 11 May 2022 were agreed apart from that it was noted that PB appeared under both 'Present' and 'Apologies'. PB had attended the meeting. To be signed by JC as a correct record. It was noted that Ledbury Town Councillor Dee Knight, a former member of the Committee had passed away recently.	JC
3.	TREASURER'S REPORT: Balances: JM reported that the balances were as follows: £11,143.00 Current Account £ 2,139.80 Deposit Account £ 19.29 Petty Cash £13,972.52.44 The insurance renewal would be due shortly. Awaiting a quote from Shaun Roberts at Safe to Go, (SR).	
4.	LEDBURY CARNIVAL 2022 MAIN EVENTS BANDS, CHILDREN'S ENTERTAINMENT ETC.: HIGH STREET AND BYE STREET: SH reported that there was now a full cohort of entertainment on both the Main Stage and Bye Street Car Park. The Temporary Events Licence for Music has been applied for.	

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<p>Main Stage:</p> <p>12.00 – 12.30 pm Band for Life (then procession coming through)</p> <p>1.00 – 2.30 pm Front Runner (approximate start time o/a procession)</p> <p>2.30 – 4.00 pm Band for Life</p> <p>4.00 – 4.15 pm Raffle</p> <p>4.15 – 5.00 Front Runner</p> <p>Bye Street:</p> <p>1.30 – 2.15 pm Carol Lee Sampson</p> <p>2.15 – 3.00 pm DJ Chris</p> <p>3.00 – 3.45 pm Carol Lee Sampson</p> <p>3.45 – 4.30 pm DJ Chris</p> <p>The fire extinguishers used on the main stage and JCarnival Information Stand were now with JJ. They required checking and refilling. To be taken to Hereford Fire Services. JJ to arrange.</p> <p>JJ had checked and most equipment was still stored at Chris Hill's workshop. May need to arrange to move this before the Carnival. The bins were still at the Town Council Offices.</p> <p>A further lorry (small one) had been requested from Clive Brooks ABE for the stage in Bye Street. Also, a further set of steps would be required to access the stage safely. Purchase to be arranged</p> <p>When Carol Lee Sampson's performances were finished, it would be necessary to draw the curtains around the lorry.</p> <p>Other Children's Entertainment: Louby Loo and Joey the Juggler were all arranged.</p> <p>Procession: SH noted that she had been offered some Morris Men, with a Husky Dog to perform in the procession, they may need to join in the procession at a later stage in the route, e.g. after the Coop.</p> <p>SH to obtain quotation from Hereford Hospital Radio for commentary, playing music etc. The contact there was now Chris Hughes.</p> <p>Rowlands Fair: Discussion took place re location of the various elements of Fair.</p> <p>The top of Bye Street, by the Elizabeth Barrett Browning Institute (Poetry House) to be clear before 11.30 am.</p> <p>Nothing to be placed in Bye Street Car Park.</p> <p>Sweet vans could be placed at the top of Bye Street 11.30 am – 5.00 pm. After then they would need to be moved, as stall holders etc. would begin to be leaving from St Katherine's Car Park.</p>	<p>JJ</p> <p>COMMITTEE</p> <p>COMMITTEE</p> <p>AN</p> <p>SH</p>
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	<p>JM had emphasised to Rowlands Fair that rides suitable for children would be the most suitable for the event.</p> <p>JJ noted that SR would need the relevant paperwork from the Fair before Carnival Day itself.</p>	
5.	<p>STALLS AND STREET ORGANISATION: JM reported that the following organisations had confirmed attendance: Shaw Health Care, Hereford Hospital Radio, Swifts Footballers, Guide Dogs for the Blind, Ledbury Brownies, Eastnor Cricket, Repair Café, Maritime Cadets, Buchanan Trust, Bowell Gifts, All Plants (Rob Wilson), Walsingham Trust, Ledbury Strömstad Twinning Association, Ledbury Town Council, Ledbury Amateur Dramatic Society (LADS), Ledbury in Bloom, Ledbury Flower Group, the Herefordshire Wildlife Trust and Blue Cross.</p> <p>Catering: LDA Meats, Joseph Jones, Matt's Kitchen, M and M Ices Gage – Sweets (not chocolate).</p> <p>JM would contact the organisations again that she was waiting to hear from. A number were still in discussion with their committees.</p> <p>Shaun Roberts from Safe to Go (SR) was going to forward information regarding a silent generator.</p> <p>SR would need sight of all paperwork from stalls.</p> <p>EJ would ask at the next meeting of the Traders Association which businesses were planning to be open on Carnival Day.</p>	<p>JM</p> <p>SR</p> <p>SR</p> <p>EJ</p>
6.	<p>EVENTS MANAGEMENT/SECURITY: JJ had forwarded all of the relevant papers relating to the 2019 Carnival to Shaun Roberts, Safe to Go (SR).</p> <p>Quotation awaited from SR.</p> <p>SR could help with additional stewards if the Committee were not able to source sufficient people.</p> <p>SR also had some security equipment.</p> <p>SR would need all stall holders' paperwork as tight regulations were in place.</p> <p>The pictures of the barriers etc. that the Town Council had available for loan had been forwarded to SR.</p> <p>EJ had spoken with the Clerk to ask if the Town Council Maintenance staff were able to collect additional equipment from Balfour Beatty Living Places (BBLP) at Rotherwas and help with some setting up of road closure equipment etc. on the day. This would depend upon staff availability. The Association could fund their time.</p>	<p>SR</p> <p>SR</p> <p>EJ</p>

	<p>EJ said that she would be able to help with stewarding of the procession on Carnival Day.</p> <p>JJ would be writing the Events Management Plan (EMP) and updating the risk assessments.</p> <p>SR would look at the EMP and risk assessments when they were done.</p> <p>Advance notice of road closures to be put up at the 4 entrances to the Town. Need to identify someone to do this.</p> <p>JJ to update the TimeLine as a clear illustration of what tasks were underway, completed, outstanding, who was responsible for what and where there were tasks with names to be allocated.</p>	<p>EJ</p> <p>JJ</p> <p>SR</p> <p>COMMITTEE</p> <p>JJ</p>
7.	<p>PROCESSION: Road Closure and Related Work: See Item 6</p> <p>JJ had submitted the paperwork to Fiona Miles at BBLP re the Road Closure and Loan of Equipment etc. Fiona had dates and copy of procession route.</p> <p>AN and HA would be able to help with setting up equipment early on the morning of Carnival Day.</p> <p>JH had agreed to be the Procession Co-ordinator and deal with entries for floats etc.</p> <p>JJ had been in contact with Don McCall, Commercial Operations Manager at Ledbury Rugby Club and he had confirmed that the Carnival could use the car park and other facilities at the Club for the judging and presentation of the floats etc. for the procession.</p> <p>A member of Ledbury Community Choir, Pauline Perry, had agreed to help with getting the procession into line etc. before it left the Rugby Club.</p> <p>Judges would need to be identified from outside of the Town.</p> <p>JC would escort the judges around the procession entries.</p> <p>Arrangements would need to be made for the bucket collection to be taken to a secure place for counting after the procession.</p> <p>JJ to write to the Fire Services to ask if they could be involved in the procession as in previous years.</p> <p>DRM, First Worcester and National Express to be written to re road closures.</p> <p>A discussion took place regarding a viewing place for people with disabilities. On the pavement in front of the Market House was suggested.</p> <p>Hereford Hospital Radio could use their public announcement system to remind people to keep the area free.</p>	<p>JJ</p> <p>AN HA</p> <p>JH</p> <p>COMMITTEE</p> <p>JC</p> <p>COMMITTEE</p> <p>JJ</p> <p>JJ</p>

	<p>Bucket Collection, transportation and storage to be arranged.</p> <p>Park and Ride: JJ had reported at previous meetings that Howard Pugh (HP) was happy to allow his land to be used for the Park and Ride. A steward was still to be identified. Steward could be paid the parking fees collected on the day. (If the steward did not want to collect fees, parking could be free but the parking would still need to be stewarded. JJ had explained to HP that the Association did not have the capacity to take this role on).</p> <p>Jon Critoph at Community Action Ledbury (CAL) was able to arrange the operation of the minibuses for the transport element.</p> <p>No further update.</p>	<p>COMMITTEE</p> <p>CAL</p>
8.	<p>CARNIVAL PRINCESS: Princess Judging Competition: This had taken place on 14 May.</p> <p>There had been 4 entries and therefore the Princess and 3 attendants had been selected.</p> <p>Anita from Forest Sewing had made a new robe for the Princess.</p> <p>The girls had attended the Ledbury Town Council Jubilee event, Community Day and the Pound Close/Pound Meadow Jubilee Party.</p>	
9.	<p>RAFFLE AND SHOP WINDOW COMPETITION: JH had offered to take on the Shop Window Competition in addition to being Procession Co-ordinator. (JM and JJ would try to support).</p> <p>JM had obtained licence for raffle.</p> <p>Focus on having a couple of larger prizes.</p> <p>Number of tickets required could be decided after the Poetry Festival</p> <p>The Princess and Attendants would be involved in the presentation of trophy and certificates to the winning entry and commended entries of the Shop Window Display Competition, on Saturday 27 August 2022.</p> <p>(It was suggested that the Princess and Attendants could go round ahead of the judging on the Friday afternoon and record their comments re the displays).</p>	<p>JH</p> <p>JM</p>
10.	<p>FUNDRAISING AND SPONSORSHIP: JM had also made applications to Tesco Groundwork, One Stop and Platform. Awaiting the outcome. The Committee thanked JM for all of her hard work.</p> <p>Categories of floats to be discussed and reduced. Prize monies to be confirmed. Suggest retaining current amounts.</p>	<p>JM</p> <p>COMMITTEE</p>

14.	<p>JC thanked everyone for attending and the meeting closed at 9.15 pm.</p> <p>DATE AND VENUE OF NEXT MEETING:</p> <p>WEDNESDAY 13 JULY 2022 7.30 PM LEDBURY MARKET HOUSE</p> <p>WEDNESDAY 27 JULY 2022 7.30 PM LEDBURY MARKET HOUSE</p> <p>WEDNESDAY 10 AUGUST 2022 7.30 PM LEDBURY MARKET HOUSE</p> <p>WEDNESDAY 24 AUGUST 2022 7.30 PM LEDBURY MARKET HOUSE</p>	
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**MINUTES OF A MEETING OF LEDBURY CARNIVAL ASSOCIATION
HELD ON WEDNESDAY 13 JULY 2022- LEDBURY MARKET HOUSE**

PRESENT: Harold Armitage (HA), Johnny Chan (Chair) (JC), Sue Hughes (SH), Emma Jackson – Community Development Officer Ledbury Town Council (EJ), Jill Jupp (JJ) and Janet Meredith (JM).

APOLOGIES: Paul Bartlett (PB), Ken Davis (President) (KD), Sarah Fleeting (SF), Alesha Halford (AH), Keith Francis (KF), Jamie Hobby (JH), Ashley Norton (AN) and Angie Price – Clerk to Ledbury Town Council

IN ATTENDANCE: None

**Carnival Theme: Ledbury Blooms
Carnival Date: Monday 29th August 2022**

1.	WELCOME AND APOLOGIES: JC welcomed everyone to the meeting. Apologies were as listed above.	
2.	MINUTES OF THE PREVIOUS MEETING AND MATTERS ARISING: The Minutes of the previous meeting which took place on 8 June 2022 were agreed apart from that it was noted that the sentence 'Nothing to be placed in Bye Street Car Park' in Item 4 page 2, the paragraph relating to Rowlands Fair, should be replaced with 'Small rides would be placed in Bye Street Car Park'. To be signed by JC as a correct record.	JC
3.	TREASURER'S REPORT: Balances: JM reported that the balances were as follows: £13,599.51 Current Account £ 2,139.72 Deposit Account £ 19.29 Petty Cash £15,758.52 The balance included a donation from Platform Housing of £1000.00 and sponsorship from Sequani of £750.00 to cover Hereford Hospital Radio (HHR) costs. JM had advised Sequani that HHR was costing £630.00 and agreed that the balance of £120.00 would be forwarded to HHR. Red Kite Solicitors were sponsoring the prizes for the Shop Window Competition. EJ asked if it would be sensible if the Traders' Association sponsored the Shop Window Competition? This would then free up the Red Kite funding. It was noted that the Shop Window Competition did actually include a whole variety of businesses not just retail.	

	<p>EJ would raise at the next meeting of the Traders' Association.</p> <p>Red Kite were having a stall outside of the business on the Homend.</p> <p>Amcor and Wye Fruits had also been contacted and would hopefully respond in the near future.</p> <p>The insurance renewal would be due shortly.</p> <p>Awaiting a quote from Shaun Roberts at Safe to Go, (SR).</p>	EJ
4.	<p>LEDDBURY CARNIVAL 2022 MAIN EVENTS BANDS, CHILDREN'S ENTERTAINMENT ETC.: HIGH STREET AND BYE STREET CAR PARK: SH reported that all contracts had been sent out and some had been completed and returned.</p> <p>The Temporary Events Licence had now been received</p> <p>Timings were as follows:</p> <p>Main Stage:</p> <p>12.00 – 12.30 pm Band for Life (then procession coming through)</p> <p>1.00 – 2.30 pm Front Runner (approximate start time o/a procession)</p> <p>2.30 – 4.00 pm Band for Life</p> <p>4.00 – 4.15 pm Raffle</p> <p>4.15 – 5.00 Front Runner</p> <p>Bye Street:</p> <p>1.30 – 2.15 pm Carol Lee Sampson</p> <p>2.15 – 3.00 pm DJ Chris</p> <p>3.00 – 3.45 pm Carol Lee Sampson</p> <p>3.45 – 4.30 pm DJ Chris</p> <p>The fire extinguishers used on the main stage and JCarnival Information Stand were now with JJ. They required checking and refilling. To be taken to Hereford Fire Services. JJ to arrange.</p> <p>JJ had checked and most equipment was still stored at Chris Hill's workshop. May need to arrange to move this before the Carnival. The bins were still at the Town Council Offices.</p> <p>A further lorry (small one) had been requested from Clive Brooks ABE for the stage in Bye Street. Also, a further set of steps would be required to access the stage safely. Purchase to be arranged</p> <p>When Carol Lee Sampson's performances were finished, it would be necessary to draw the curtains around the lorry.</p>	<p>JJ</p> <p>COMMITTEE</p> <p>COMMITTEE</p> <p>AN</p>

	<p>Other Children's Entertainment: Louby Loo and Joey the Juggler were all arranged.</p> <p>Procession: The Morris Dancers were now no longer able to attend owing to low availability on the day.</p> <p>SH had now obtained a quotation from Hereford Hospital Radio for commentary, playing music etc. The contact there was now Chris Hughes.</p> <p>Rowlands Fair: Nothing further to report.</p> <p>JJ noted that SR would need the relevant paperwork from the Fair before Carnival Day itself.</p>	SH
5.	<p>STALLS AND STREET ORGANISATION: JM reported that the following organisations had confirmed attendance: Shaw Health Care, Hereford Hospital Radio, Swifts Footballers, Guide Dogs for the Blind, Ledbury Brownies, Eastnor Cricket, Maritime Cadets, Buchanan Trust, Bowell Gifts, All Plants (Rob Wilson), Walsingham Trust, Ledbury Strömstad Twinning Association, Ledbury Town Council, Ledbury Amateur Dramatic Society (LADS), Ledbury in Bloom, the Herefordshire Wildlife Trust, Blue Cross and Red Kite.</p> <p>The Flower Group and Repair Café had had to withdraw owing to lack of availability of volunteers to run their stands.</p> <p>Still waiting to hear from Sustainable Ledbury.</p> <p>JJ said that she had spoken to an organisation called Kids Kitchen on the day of the Ledbury Celebration. They would charge £250.00 to attend but there would be no charge to the families for taking part. This would seem a nice addition for families. It was agreed that JM would follow up.</p> <p>JJ to follow up Locally Encouraging All to Flourish (LEAF).</p> <p>Catering: LDA Meats, Joseph Jones, Matt's Kitchen, M and M Ices Gage – Sweets (not chocolate).</p> <p>SR would need sight of all paperwork from stalls.</p> <p>EJ would ask at the next meeting of the Traders Association which businesses were planning to be open on Carnival Day.</p>	<p>JM</p> <p>JJ</p> <p>JM/SR</p> <p>EJ</p>
6.	<p>EVENTS MANAGEMENT/SECURITY: JJ had forwarded all of the relevant papers relating to the 2019 Carnival to Shaun Roberts, Safe to Go (SR).</p> <p>Quotation awaited from SR.</p>	SR

	<p>SR could hopefully help with additional stewards if the Committee were not able to source sufficient people.</p> <p>SR also had some security equipment.</p> <p>SR would need all stall holders' paperwork as strict regulations were in place.</p> <p>The pictures of the barriers etc. that the Town Council had available for loan had been forwarded to SR.</p> <p>EJ had spoken with the Clerk to ask if the Town Council Maintenance staff were able to collect additional equipment from Balfour Beatty Living Places (BBLP) at Rotherwas and help with some setting up of road closure equipment etc. on the day. This would depend upon staff availability. The Association could fund their time.</p> <p>EJ said that she would be able to help with stewarding of the procession on Carnival Day.</p> <p>SR would look at the EMP and risk assessments when they were done.</p> <p>Advance notice of road closures to be put up at the 4 entrances to the Town. Need to identify someone to do this.</p> <p>Timeline: JJ had updated the TimeLine and circulated it at the meeting. This was a clear illustration of which tasks were underway, completed, outstanding, who was responsible for what and where there were tasks with names still to be allocated. The latter were highlighted in red. Brief discussion took place.</p> <p>JJ would be writing the Events Management Plan (EMP) and updating the risk assessments.</p> <p>The EMP would need to be accompanied by:</p> <ul style="list-style-type: none"> • Association's Public Liability Insurance • Risk Assessments • St John's Ambulance paperwork • Map of location of Carnival, • Route of procession 	<p>SR</p> <p>EJ</p> <p>EJ</p> <p>SR</p> <p>COMMITTEE</p> <p>JJ</p>
7.	<p>PROCESSION: Road Closure and Related Work: See Item 6</p> <p>JJ had submitted the paperwork to Fiona Miles at BBLP re the Road Closure and Loan of Equipment etc. Fiona had dates and copy of procession route.</p> <p>AN and HA would be able to help with setting up equipment early on the morning of Carnival Day.</p> <p>JH had agreed to be the Procession Co-ordinator and deal with entries for floats etc.</p> <p>JJ had been in contact with Don McCall, Commercial Operations Manager at Ledbury Rugby Club and he had confirmed that the</p>	<p>JJ</p> <p>AN HA</p> <p>JH</p>

	<p>Carnival could use the car park and other facilities at the Club for the judging and presentation of the floats etc. for the procession.</p> <p>A member of Ledbury Community Choir, Pauline Perry, had agreed to help with getting the procession into line etc. before it left the Rugby Club.</p> <p>Judges would need to be identified from outside of the Town.</p> <p>JC would escort the judges around the procession entries.</p> <p>JJ had written to Ledbury Fire Services to ask if they could be involved in the procession as in previous years.</p> <p>DRM, First Worcester and National Express to be written to re road closures.</p> <p>The Bucket Collection, transportation and storage to a secure place for counting was discussed. HA offered to transport and store the bucket collection until it could be counted. Discuss further at next meeting.</p> <p>Organisations who had indicated that they would be taking part in the procession to date were:</p> <p>Walsingham, LADS, Ledbury Community Choir, Ledbury Swifts, Twinning Association (probably combined with Ledbury Swifts).</p> <p>Entry Forms to be made available as soon as possible, via a collection point in Town, the Programme and online.</p> <p>Park and Ride: JJ had reported at previous meetings that Howard Pugh (HP) was happy to allow his land to be used for the Park and Ride. A steward was still to be identified. Steward could be paid the parking fees collected on the day. (If the steward did not want to collect fees, parking could be free but the parking would still need to be stewarded. JJ had explained to HP that the Association did not have the capacity to take this role on).</p> <p>JJ to follow up with HP again.</p> <p>If this arrangement could not be put in place, it could create issues as with car park closures in Town, parking was very limited for visitors.</p> <p>Jon Critoph at Community Action Ledbury (CAL) was able to arrange the operation of the minibus(es) for the transport element.</p>	<p>COMMITTEE</p> <p>JC</p> <p>JJ</p> <p>HA COMMITTEE</p> <p>JH/JM/JC</p> <p>JJ</p> <p>CAL</p>
8.	<p>CARNIVAL PRINCESS: In the absence of AH and SF JJ supplied their update.</p> <p>The girls had attended the Ledbury Town Council Jubilee event, Community Day and the Pound Close/Pound Meadow Jubilee Party, the Ledbury Celebration at the end of Poetry Festival and would be</p>	

	<p>attending the LEAF Family Fun event. They were really enjoying their roles.</p> <p>EJ had arranged for the Events Working Party Calendar to be shared with the Carnival Princess Co-ordinators to enable them to see forthcoming events and decide which they may like to attend.</p> <p>Andy Ward Photography Competition Presentation: Princess and Attendants to be invited to present the Andy Ward Memorial Trophy to the winner of the Photography Competition. This would take place during Andy Fest at the Talbot Hotel, weekend of 29-30 July 2022.</p> <p>JM to liaise with SF/AH and Richard Jennings (RJ) Manager of Talbot Hotel re timing of the presentation.</p> <p>Pictures to be sent to Maria Ward.</p>	<p>JM/SF/AH/RJ</p> <p>JM</p> <p>JJ</p>
9.	<p>RAFFLE AND SHOP WINDOW COMPETITION: JH had offered to take on the Shop Window Competition in addition to being Procession Co-ordinator. (JM and JJ would try to support).</p> <p>JM had obtained licence for raffle.</p> <p>It was agreed that 750 tickets would be ordered.</p> <p>The Princess and Attendants would be involved in the presentation of trophy and certificates to the winning entry and commended entries of the Shop Window Display Competition, on Saturday 27 August 2022.</p> <p>(It was suggested that the Princess and Attendants could go round ahead of the judging on the Friday afternoon and record their comments re the displays).</p> <p>JM had been circulating letters and entry forms.</p> <p>JM to send copy of letter to EJ.</p> <p>Numbered wooden flowers to be placed in shop windows for families to locate. (Similar idea to that used by Ledbury Town Council for Jubilee weekend). Flowers to be ordered and entry form compiled.</p>	<p>JH</p> <p>JM/JJ</p> <p>JM</p> <p>JM</p> <p>EJ</p> <p>JM</p>
10.	FUNDRAISING AND SPONSORSHIP: See Treasurer's Report. Item 3	JM
11.	<p>PROGRAMME AND PUBLICITY: JC reported that he had done a 'soft launch' of the Carnival website and would re-launch fully close to Carnival Week.</p> <p>JC to send link to the Committee.</p> <p>Items would be appearing in the publications 'All About West of the Hills' and the Ledbury Focus.</p> <p>JM was continuing to supply a weekly update to the Ledbury Reporter</p>	<p>JC</p> <p>JC</p> <p>JM</p> <p>JM</p>

	<p>to highlight Carnival progress and activities. The Committee thanked JM for producing the regular articles for the Ledbury Reporter.</p> <p>1500 copies of the Programme would be ordered . Copies to be placed in regular venues.</p> <p>JC had sent out a draft of the Programme to Committee members to review. Comments were made.</p> <p>Further copy to be sent out with deadline for review Thursday 21 July.</p> <p>The cost would be £420.00 and there had to be 32 pages.</p> <p>HA suggested A4 fliers re the Carnival to be placed on village notice boards. Discuss at next meeting.</p> <p>It was suggested that Free Radio was used to promote the Carnival.</p>	<p>JC</p> <p>JC/ COMMITTEE</p> <p>COMMITTEE</p>
12.	<p>HEALTH AND SAFETY: Policy Review: JJ had updated the Health and Safety Policy and it was reviewed at the meeting.</p> <p>Changes to be made:</p> <p>Clause 3.10 'may approach'</p> <p>Clause 4.2 'siting'</p> <p>Clauses 6.3 'require'</p> <p>Copy to be forwarded to JC to update 'Safety Policy Provisions' for Programme.</p> <p>Policy to be signed off at next meeting when changes had been incorporated.</p> <p>Brief discussion regarding sweets. There could be some on the Carnival Information Stand, but with notice to indicate that parents were responsible.</p>	<p>JM</p> <p>COMMITTEE</p> <p>JC</p> <p>COMMITTEE</p>
13.	<p>A.O.B.: Committee Contact List: Circulated to those present to update their contact details. JJ to incorporate.</p> <p>Contact details for St John's Ambulance on the day required.</p> <p>The list was for internal use only.</p>	<p>JJ</p> <p>JM</p>
14.	<p>JC thanked everyone for attending and the meeting closed at 9.45 pm.</p> <p>DATE AND VENUE OF NEXT MEETING:</p> <p>WEDNESDAY 27 JULY 2022 7.30 PM LEDBURY MARKET HOUSE</p> <p>WEDNESDAY 10 AUGUST 2022 7.30 PM LEDBURY MARKET HOUSE</p> <p>WEDNESDAY 24 AUGUST 2022 7.30 PM LEDBURY MARKET HOUSE</p>	

Ledbury in Bloom Committee Meeting 21st June 2022

Agenda Item
15(b)

Held at Tina's Garden

Present: Christina Vass Chairwoman; Gareth Morgan President; Una Morgan Secretary; William Allen; Estelle Dalrairie; Doreen Feakes; Liz Gueste ; Gina and Mike Lincoln; Lynne McCrae; Cllr Nick Morris;

Apologies: Cllr J Bannister, Marcus Low, Jane Gunn, Rosie Watkins.

Minutes of last meeting: The minutes of 24th May were agreed and signed.

Matters Arising:

No matters arising

Chairwoman's Report

Tina thanked all who had helped with digging out the compost in the Walled Garden; we only have 5 bags left after using many on the roses and the Playstation nursery. The roses are suffering slightly and will need dead regular dead heading until Judging day. She also thanked all who had contributed to the Community Day: we did have one volunteer who had come to help last week. An article, drafted by Rosie, on the Mayor naming the Jubilee beds has gone to the Ledbury Reporter.

Treasurer's Report

At the present time the total in the account stands at £3005.34. The unallocated funds are c £2,300 in the account now various plant bills have been paid and once the payment for the station plants and the competition prizes have been taken into account.

Ledbury In Bloom Judging Day 11th July

Discussion about the day covered who would be on the bus and who would be where. Gareth, the Mayor and Tina will accompany the judges on the minibus around town. The route is as before with exact timings still to be confirmed. Gina and Mike will be at the Jubilee beds. Others will be at strategic points and Tina asked that everyone stress the positive aspects and did not mention the negative. If asked about water butts, we need to explain that we are not allowed to put them in Church Lane (conservation area) or the Homend or High Street because of health & safety issues. All are invited to the lunch in the Jacobean room at 1pm. Nick sent apologies. On the day Gareth will open with a welcome speech and will close with a vote of thanks. Tina has spoken to Charlotte in the Town Council reception to confirm our dates for the Mayor and the Jacobean room. Nick recommended that she talk to Emma – the community development officer regarding the purchase of non-chemical weed killer system which Rosie is investigating which was outlined in the previous minutes.

Council funding for tubs and plants has come to us from Welcome Back funding (finished on 31st March) and Great Places to Visit funding. Nick told us that the council is considering a memorial to John Masefield: we might like to be involved. We reminded Nick that Reynard the fox wire

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sculpture was commissioned by a previous Ledbury in Bloom chairman –John Grove. Una and Gareth agreed to look into that background and make a brief caption for the sculpture. It seems that there is no co-ordinated archive for Ledbury in Bloom. We may need an inventory of who has what.

We think the Heart of England in Bloom results will be announced on 16th September. The IYN results are usually a week later.

Photo Competition

Judging of all the entries took place on 20th June. This was done by the 3 judges – Spencer Lane, Shane Howells (the main sponsor) and the Mayor of Ledbury. We thank them for their time and support. Judging was carried out completely anonymously each photograph was identified only by its title, unique file number and the age of the entrant.

Each entrant could submit 3 photos and there were 28 photo entries in the two age groups. The judging took 2 hours and Spencer recorded feedback on all photos. It was decided to announce the winners at the prize giving day on Saturday 16th July in the Jacobean Room. All entrants would be invited. Tina felt the quality of the photos might merit making a calendar or postcards subject to cost and further investigation.

Ledbury Carnival.

Tina has submitted the application form, the risk assessment, and a copy of our public liability insurance. The idea is to do something similar to last year. We will look at the details after 11 July.

Any Other Business

Tina asked for help with watering and tidying up especially at the weekend prior to judging. The group thanked Tina for all her input.

Date of Next Meeting tba. Probably after we get the results

Annual Service Plan

2022-2023

3128



HEREFORD & WORCESTER
HWFR
FIRE AND RESCUE SERVICE



Hereford & Worcester
Fire Authority

Agenda Item 16

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Foreword

We are pleased to present our Annual Service Plan 2022-23. The Plan is a look forward over the next twelve months (April 2022– March 2023) focusing on some of the key priorities we've set for the coming year.

The Annual Service Plan sits alongside the Annual Service Review 2021-22, which looks back over the last twelve months with some of the highlights and main events of the year. You will find the Review on our [Publications](#) page.

The Service priorities for 2022-23 outline what we intend to do this year towards delivering our overall plan – the CRMP 2021-25 and the Core Strategies for Response, Protection and Prevention 2021-25, alongside the People Strategy and our financial plans.

Some of the upcoming highlights on the following pages include:

- A major programme to ensure that all our fire stations have an enhanced ability to respond to water-related incidents,
- Plans to ensure that firefighters at all our fire stations can train at height,
- Public consultation on a new Attendance Performance Measure,
- A new Intel system to upgrade information availability on risks at premises,
- Delivery of an action plan to address HMICFRS requirements, and
- Embedding the NFCC Core Code of Ethics across the Service.

You can keep in touch with our plans and our progress through our Service website or through our social media platforms. You will find the links at the end of this Plan.

We hope this Plan helps you to appreciate the wide range of work we do to keep our communities across Herefordshire and Worcestershire safe from fire and other emergencies.



Councillor Kit Taylor,
Chairman of the Fire Authority



Jonathon Pryce, Chief Fire
Officer / Chief Executive

Service Structure

Our Service structure is designed to provide a clear and visible focus on our core functions: Response, Protection and Prevention. You can find more about each Department on the [Service website](#).



Our Purpose

Our Purpose, Vision, Mission and Values underpin everything we do, which will benefit us as individuals, the whole Service and everyone in the communities we serve.

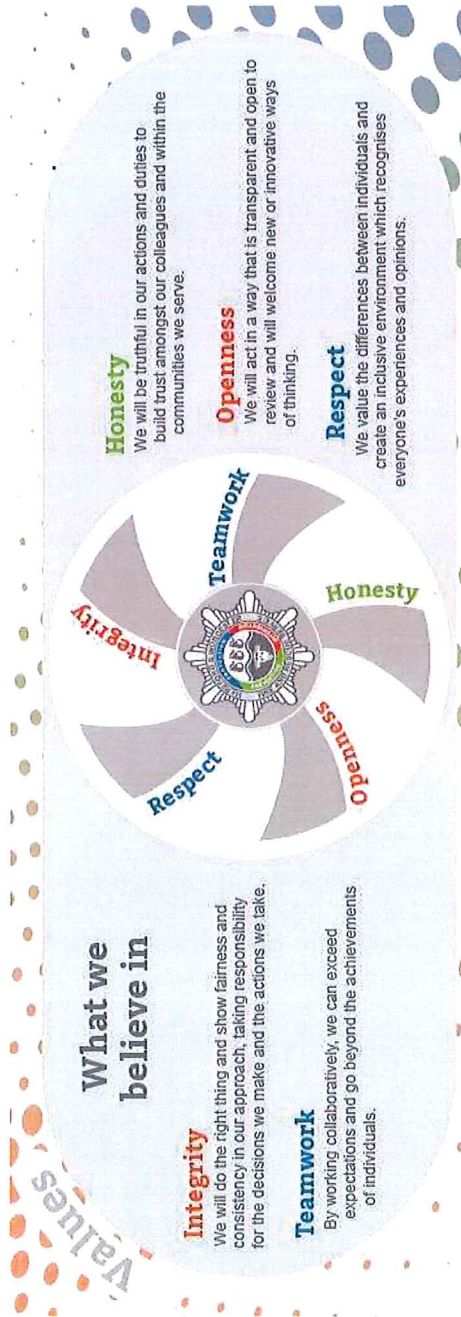
You can find out more on our [Service website](#).








Our Values

Our Values represent everything we believe in: how we act and how we treat each other. They tell our communities and anyone we work with what standards they can expect from us.

Supporting our Values, we are also guided by the Core Code of Ethics for Fire and Rescue Services in England. The Code sets out five ethical principles, which provide a basis for promoting good behaviour and challenging inappropriate behaviour.



-  **Putting our communities first**
We put the interests of the public, the community, and service users first.
-  **Integrity**
We act with integrity including being open, honest, and consistent in everything that we do.
-  **Dignity and respect**
We treat people with dignity and respect, making decisions objectively based on evidence, without discrimination or bias.
-  **Leadership**
We are all positive role models, always demonstrating flexible and resilient leadership.
We are all accountable for everything we do and challenge all behaviour that falls short of the highest standards.
-  **Equality, diversity, and inclusion (EDI)**
We continually recognise and promote the value of EDI, both within the FRS and the wider communities in which we serve.
We stand against all forms of discrimination, create equal opportunities, promote equality, foster good relations, and celebrate difference.

Our Priorities

Our priorities turn our overall Purpose, Vision, Mission and Values into action.

They are set out in our

Community Risk Management Plan 2021-25 (CRMP) and our Core Strategies: Response, Protection and Prevention.

Together they represent our four-year strategy for keeping people, their homes, communities and the environment safe.

Supporting them are a host of enabling strategies and plans, including the People Strategy and the annual Medium Term Finance Plan.

CRMP Aims

responding to and dealing with fires and other emergencies promptly, safely and effectively

protecting people, firefighters, property and the environment when fires, floods and other emergencies happen

preventing fires and other emergencies from happening in the first place

providing a supportive environment for our workforce to develop, be confident and be empowered to make a positive difference for our communities

using our resources efficiently and effectively to provide quality services

Core Strategy Aims

Response

- Availability
- Competence
- Intelligence

Protection

- Promoting Fire Safety
- Increasing Compliance
- Investigating and Enforcing

Prevention

- Reducing Risk
- Awareness and Education

Valuing our Workforce

- Attract and Retain
- Develop and Train
- Recognise Success
- Health & Wellbeing
- Include and Collaborate

Value for Money

- Balanced Budget
- Sustainable use of Resources

Details of Strategies and Plans can be found on the [Publications](#) page of the Service website.

Service Priorities for 2022-23

Response	
❖	Water First Responders: we will embark on a major three-year programme to ensure all our fire stations have a Water First Responder capability to enhance our response to water-related incidents.
❖	Working at Height: we will aim to provide more Working at Height training facilities to ensure firefighters at all fire stations have the ability to train at height.
❖	Wildfire Response: we will be enhancing the Service's wildfire response capability.
❖	New Vehicles: we aim to introduce a number of Restricted Access Vehicles and Fire Engines during the year.
❖	Incident Command Project: we will aim to provide immersive learning opportunities to develop command confidence, technical understanding and teamwork in a safe environment. Based at the Service's new simulation suite at Worcester Fire Station and using state-of-the-art simulation software and e-learning materials, the project will assist in developing skillsets at firefighter, team and command levels.
❖	Attendance Performance Measure: we will undertake public consultation on a revised Attendance Performance Measure.

Service Priorities for 2022-23

Protection

- ❖ **Fire Safety Inspections:** we aim to increase the number of Fire Safety Inspections. We will utilise additional Fire Safety Inspectors and operational staff upskilled in fire safety qualifications in 2021-22 to carry out more inspections of commercial premises.
- ❖ **New Intel System:** we aim to upgrade the Service's risk premises (Intel) database and integrate with Command and Control and Fire Safety systems to improve information available to operational crews attending incidents.
- ❖ **Fire Investigation:** we will undertake work to accredit our Incident Commanders and specialist Fire Investigation Officers to Skills for Justice standards for Fire Investigation. We will continue to work with Shropshire Fire and Rescue Service to standardise our response and improve collaborative working and resilience. We will explore collaborative opportunities to support West Mercia Police to deliver their forensic Fire Investigation requirements for criminal investigations.
- ❖ **Fire Safety Continued Professional Development:** we have been granted Affiliate Organisation Membership of the Institution of Fire Engineers. This enables our fire safety staff and managers to work towards accreditation of their continued professional development to a global professional membership body to ensure that they maintain fire safety and fire engineering best practice.

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Service Priorities for 2022-23

Prevention

- ❖ **Person Centred Framework:** we will adopt all elements of the National Fire Chiefs Council's [Person Centred Framework](#), which will ensure that a consistent and evidence-based approach to conducting a person-centred home safety check is developed. Areas of the Framework include a standard Home Fire Safety Visit (HFSV), the collection of standard data, evaluation and feedback and a National Definition of Risk.
- ❖ **Partnership Working:** we will increase the number of HFSVs we complete on an annual basis and will collaborate with local partners to ensure we are targeting those individuals who are most at risk of fire. We will review and assess partnership activity and monitor referrals to ascertain if activities are effective and efficient. An on-line referral tool ([Safelincs/HFSC](#)) has been implemented on the Service website for members of the public and partners to make accessing our services easier.
- ❖ **Evaluation:** we will develop an evaluation system to help ascertain if all areas of Prevention activity are meeting the needs of communities. This will include feedback and evaluation from members of the public, internal staff and partner agencies on the services we deliver, with a view to reviewing and improving the approaches we take. We will work alongside the National Fire Chiefs Council and other regional Services to consider a standard evaluation framework, so that we can measure the impact of the HFSV.
- ❖ **HMICFRS Action Plan:** we will deliver a comprehensive action plan to address feedback from the 2021 inspection report from Her Majesty's Inspectorate of Constabulary and Fire & Rescue Services.

Service Priorities for 2022-23

Valuing our Workforce

- ❖ **People Strategy 2022-25:** we will implement the [People Strategy 2022-25](#) to support the delivery of the Response, Protection and Prevention Strategies and the Community Risk Management Plan 2021-25.
- ❖ **Equality, Diversity and Inclusion (EDI):** we will promote EDI within the Service and embed the [Core Code of Ethics for Fire and Rescue Services](#).
- ❖ **Health and Resilience:** we will maintain a healthy and resilient workforce, including implementing an action plan to promote and improve mental health in the workplace.

Value for Money

- ❖ **Continue plans to modernise and improve efficiency at fire stations:** to include new fire station at Broadway, refurbishment of Pershore and Leominster fire stations, the joint Redditch Police-Fire station project, planning applications for Hereford fire station and Leominster Strategic Training Facility, and feasibility work for relocating the Training Centre to the Wyre Forest hub.
- ❖ **Continue to implement the ICT Strategy 2021-24:** complete the installation of the wide area network across all fire stations, a new ICT disaster recovery facility at Defford, and further development of connectivity and data driven intelligence including the full launch of Microsoft 365.
- ❖ **Maintain a balanced and sustainable budget:** aligning available resources with the level of identified risk, enabling us to deliver high quality services

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Contact us ...

We always welcome any views or comments on our reports and plans, so if you want to contact us about any issues, please visit our website at www.hwfire.org.uk where you will find full contact details along with links to further information about our services and activities.

If you have any general enquiries, please call 0345 122 4454 or email us at info@hwfire.org.uk.

You can also follow us on Twitter www.twitter.com/hwfire

or find us on

Facebook www.facebook.com/hwfire

Alternatively, you can write to us at:

Hereford & Worcester FRS Headquarters
Hindlip Park
Worcester
WR3 8SP

If you would like this information in an alternative language or format such as large print or audio, please contact us on 0345 122 4454

Town Clerks Meeting - Notes and Actions

Date: Thursday 19th May

Attendees:

Paul Walker - Chief Executive
Amy Pitt - Service Director, Communities
Steve Kerry - City Council
Julie Debbage - Leominster Town Council
Liz Kelso - Kington Town Council
Sarah Robson - Ross Town Council
Karen Mitchell - Bromyard Town Council
Angie Price - Ledbury Town Council
Roger Allonby – Interim Director of Economy
Justine Burnett – Portfolio Manager

Agenda

- Introductions and overview of meeting
- S106

Justine Burnett (JB) attended for this item and gave an overview of the current position, including the project management approach to delivering the programme of S106 funding. The programme is being led by JB with support from two dedicated project managers.

It was noted that the current spreadsheet and data is currently being data cleansed to ensure it is accurate and up to date. JB explained that engagement with parish and town councils is critical to the success of the S106 projects and this is being built into the programme.

Legal advice currently being sought on terms and conditions and S106 spreadsheet to be sent out by the beginning of June.

Leominster have received an uncleansed version and City Council are happy to wait.

'Wish lists' to be submitted to Justine

JB to provide an update on the slides and overview of S106, slides to be circulated.

- Business Summit Update

Roger Allonby (RA) attended for this part of the agenda to explain that business summits were scheduled in for the remainder of the year across the market towns and the next event is on the 7th June in Leominster. The focus is to provide an update to each area on projects and economic plans with the most recent being Levelling Up and Shared Prosperity.

Agreed to arrange quarterly City Centre focussed Business Summits

RA agreed to inform the clerks the attendees registering for the events

RA to follow up the invitee list

- Communication (PW)

A discussion was held about the opportunity to improve the communication between town/city councils and Herefordshire Council. It was expressed that there is a lack of understanding with officers of the working of parish/town councils and particularly on timescales to respond to requests and information.

It was agreed that 8 weeks for a decision making process is a reasonable expectation for parish/town councils to make decisions and would provide clear expectations.

It was also raised about the communication with BBLP in all areas and expectations from BBLP on the town/parish councils was not reasonable. PW suggested a 'rules of engagement meeting' be held with BBLP to explore further.

**AP to work with governance and comms to develop education on expectations on councils
AP to liaise with Ross Cook to arrange a 'rules of engagement' meeting with
BBLP/town/city clerks**

It was also agreed that the following questions would remain on the agenda for future discussions:

'what are those things we can do to help and/or change you do your job better?' and 'what things can you do to help the council do their job better?'

Town Clerks to consider opportunities for improved relationships and collaboration.

- Communities Update

AP provided an update on the community family and 'thank you' events being organised across each market town and in the city and also the Herefordshire Hoard community events.

- Next meeting to be arranged for two months and these are scheduled in bi-monthly

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Report prepared by Angela Price – Town Clerk

CORPORATE VOLUNTEER DAYS

Purpose of Report

The purpose of this report is to ask Members to give consideration to correspondence received from Ed Hogan in respect of Corporate Volunteer Days.

Detailed Information

On 30 June 2022 the Clerk received an email from Ed Hogan which included information on a Corporate Volunteer Days Scheme run by Solihull Metropolitan Borough Council in conjunction with Love Solihull.

Mr Hogan advised that he was sent the attached information via his work, and that he uses his volunteering day locally. He wondered whether Ledbury Town Council could/would want to consider something similar, which would be a “sort of wish list of activities and jobs that groups of volunteers could do to brighten up or keep on top of things around the town.”

He suggested that this might be something that the Council could delegate to a local group such as “Love Ledbury”.

Sustainable Ledbury are very active in the town, and should Members agree to support a similar project to that in the attached information, they may wish to consider them as an alternative to Love Ledbury.

Recommendation

That Members give consideration to the attached information and if they agree to pursue a similar project, instruct the Clerk to initiate discussions with Sustainable Ledbury and any other groups that they consider may be interested in supporting a similar project in Ledbury.

Corporate Volunteer Days

July – September 2022

Love Solihull is an environmental initiative co-ordinated by Solihull Council which supports members of the local community to make a real difference.

We also support businesses who want to volunteer and contribute to the local environment, whilst having fun and bonding together as colleagues.

Typically, our corporate days take place between 10am-3pm, but we can be flexible according to your team's needs and you will be supported by a member of the Love Solihull team.

On your employee volunteering day, your team will get stuck into a practical outdoor activity, usually based in one of the borough's many parks and open spaces. For more information, see our [employee volunteering booklet](#)

The below are our current opportunities, please note these projects will be shared with all businesses on our register of interest, therefore, subject to availability.

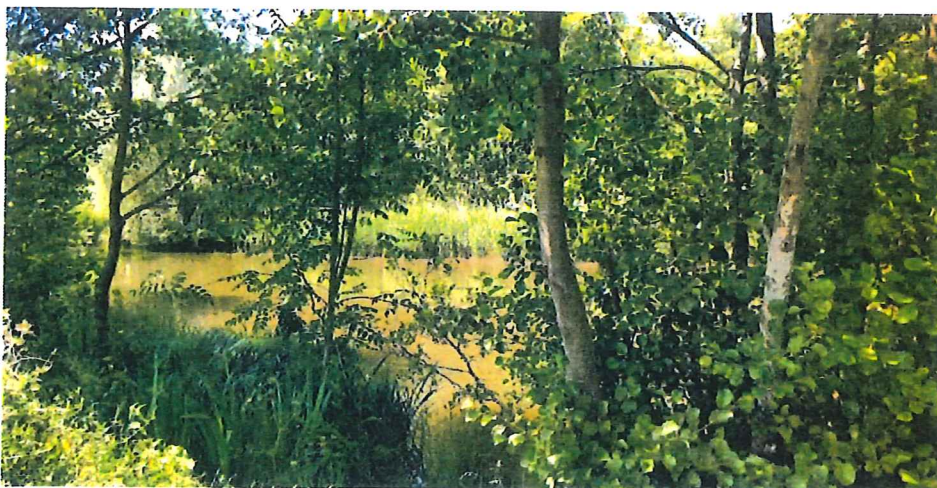
Willow Management (Elmdon Park)

Dates: Flexible between mid-August – September

Group Size: 2-20 volunteers

Willow is a very fast-growing tree found near water, at [Elmdon Park](#) the willow by the scrape is currently overgrown, which if not properly controlled, may cause damage to the water, as well as obstruct views of wildlife for park users.

Working in pairs, this volunteer day includes reducing the willow (and other vegetation) using hand tools – there may also be time to learn the craft of willow weaving.



Merstone School – Sensory Garden

Dates: Flexible (July)

Group Size: 4-8 people

[Merstone School](#) based in Smith's Wood (B36 0UE) is looking for a small corporate group (4-8 people) who can help spruce up their sensory garden for its students who have complex physical and learning disabilities. Dates are flexible, but the project will need to take place before the end of this school term (22 July).

There are various tasks, including cutting back bramble, weeding, painting and potentially repairing a broken wooden structure in the playground.



Bench Painting (Various Parks)

Dates: Flexible, but weather dependant

Group Size: up to 20

We have various parks throughout the borough which require bench painting, including those that are memorial benches. You will be provided with all the necessary tools to clean and prepare the bench ready for a fresh coat of paint. This activity could also be combined with a park litter pick whilst the paint dries!



Park Litter Picks

Dates: all year round (subject to equipment availability)

Group Size: Any

Your corporate group may wish to take part in its own group litter pick in one of our parks in Solihull or round local streets – you can borrow all the equipment needed and guidance is provided by the Love Solihull team.

If you are interested in taking part in a litter pick near where you work, please get in touch lovesolihull@solihull.gov.uk

Get in touch

If any of the above projects interest you, please email lovesolihull@solihull.gov.uk to enquire. More projects may be added throughout the year, and we will keep businesses updated. If you wish to be removed from our database, please let us know.

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Report prepared by Julia Lawrence – Deputy Town Clerk

MARKET HOUSE/COUNCIL OFFICES – REPAIRS/TIMBER ASSESSMENT

Purpose of Report

The purpose of this report is to request Members to consider proposals put forward by Caroe & Partners in respect of the timber assessment dated October 2021 and to agree on the next steps for works to proceed in respect of the Council Offices and the Market House.

Detailed Information

Members will note that at the September 2021 Environment and Leisure Committee meeting, quotations had been received from two companies to undertake works following the outcome of the Quinquennial Survey which had been commissioned in October 2017 for the Market House and 2018 for the Council Offices.

At that time (September 2021), Members agreed that a timber assessment should be undertaken on both buildings prior to any works taking place. Demaus Building Diagnostics Ltd were commissioned to carry out the timber assessments on both buildings and a copy of the report, dated October 2021 is attached at Appendix A.

To proceed with works, Caroe & Partners have confirmed that they would oversee the works and their fees are as follows:

Council Offices

- Visiting site and appraising repairs, liaising with timber specialist – ½ day
- Designing and specifying repairs for listed building consent and planning application – ½ day
- Preparing contract/tender documents – ½ day
- Carrying out tender process – 1 day

Total 2 ½ days = £1,218.75 budget

Market House

- Visiting site and appraising repairs, liaising with timber specialist – 1 day
- Designing and specifying repairs for listed building consent, including detailed heritage impact statement – 1 ½ days
- Preparing contract/tender documents – ½ day
- Carrying out tender process – 1 day

Total 4 days = £1,950.00 budget

In addition to the above costs, work would also be undertaken by the timber specialist. Robert Demaus, who prepared the initial report (October 2021) has advised that his hourly rate for advising on repairs to both buildings is £145.00 plus VAT per hour and

has given a budget figure for monitoring the Market House over the space of a year. Robert Demaus stated: *"There are 16 posts, so perhaps allow 15 minutes for each, say 4 hours on site and 1 hour for travel and 1 hours to collate etc. This would amount to 6 hours perhaps 6 times in a year which would amount to £5,400 plus VAT including expenses"*.

Robert Demaus has suggested that his approach would be to take high resolution photographs of each face of each post at 8 week intervals, and perhaps also take laser measurements from the ground to the underside of the first floor adjacent to each post. He had advised that a more complex or sensitive measuring system would not be practical in such a public location.

Members were advised in confidential session at the meeting held on 16 September 2021 that two companies had put forward their quotations to undertake these works. However, Members did not select a company due to the impending timber assessments. Since then, due to the economic climate, it would be sensible for Caroe to revisit these quotations to ensure that they either remain the same or Ledbury Town Council is made aware of any revisions to the costs before commencing any work, so this still needs to be addressed.

Recommendations

- 1 That Members accept for Caroe & Partners to oversee the works once a company has been commissioned as set out above:**

Council Offices	£1,218.75 budget
Market House	£1,950.00 budget

- 2 That Members agree for Robert Demaus, Demaus Building Diagnostics Ltd to carry out a full timber assessment at a cost of £5,400.00 plus VAT, as detailed above.**
- 3 That Members authorise the Town Clerk to instruct Caroe & Partners to seek confirmation of the previous quotations received from the two companies.**