

LEDBURY TOWN COUNCIL
MINUTES OF AN EXTRAORDINARY MEETING OF COUNCIL
HELD ON TUESDAY, 31 AUGUST 2021 AT 7.00 PM
AT THE CATHOLIC CHURCH HALL, NEW STREET, LEDBURY

PRESENT: Councillors Manns (Chair), Bannister, Eakin, Harvey, Howells, Hughes, Knight, Troy and Whattler

IN ATTENDANCE: Angela Price – Town Clerk
Julia Lawrence – Deputy Town Clerk

C427 APOLOGIES

Apologies for absence were received from Councillor Chowns.

C428 DECLARATIONS OF INTEREST

No declarations of interest were received.

C429 TO APPROVE AND SIGN THE MINUTES OF A MEETING OF COUNCIL HELD ON 29 JULY 2021

RESOLVED:

That the minutes of the meeting held on 29 July 2021 be approved and signed as a correct record.

C430 TO CONSIDER QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC IN ACCORDANCE WITH THE PROVISIONS OF STANDING ORDERS 3(E) AND 3(F)

Cllr Manns read out the following statement prior to inviting members of the public to speak:

"Ledbury Town Council have been made aware by a member of the public that they are in receipt of a confidential report provided to Ledbury Town Council in respect of the War Memorial.

The member of public has advised that "a leaked copy of this report was made available to them recently."

The leaked confidential is a copy of a preliminary report provided by Caroe, further to this Council has now received a more detailed report which is what they will be discussing later in this meeting.

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We would like to make it clear to members of the public that whilst we welcome questions from members of the public and will answer them wherever possible, either in the room or in writing, Councillors will not be providing a response to any questions raised as a result of members of the public having sight of any confidential report of council.

Any confidential report leaked to members of the public by a person(s) connected to the council remains the property of the council and not that of the recipient."

Councillor Manns confirmed that the detailed report received from Caroe & Partners would be discussed at this meeting in confidential session and that responses to questions received from members of the public would either be answered at this meeting during open session or in writing following the meeting but reiterated that no responses would be made to members of the public in respect of the leaked confidential document.

Mr Ewen Sinclair read out the following statement:

"The Mayor, Councillors Morris and Bannister have squandered a donation by Stuart Heaton. A WW2 Bomber Command Veteran, he has friends' names on the War Memorial. You chose a contractor who was as clueless as he was dishonest, there could even be criminal activity. Not a single piece of work done meets the specification, neither is it what the Stone Workshop state they would provide. Worst of all the surface of the Portland Stone has been damaged by High Pressure Washing. It is likely that all the Portland Stone will need to be replaced. At a meeting earlier, this year, Cllr Bannister said there was nothing to apologise for. Be assured, there's a lot to apologise for, the residents of Ledbury, deserve this, especially those with relatives' names on the War Memorial. They also deserve a full and honest explanation, yet we are being excluded from the discussion. All three of you should hang your heads in shame and if you had a shred of decency, you would refund the Money to Mr Heaton from your own pockets."

Mr Nick Bryant read out a statement which included questions, a copy of which is attached to these minutes.

Mr Steve Ellis also provided a number of questions, which the Clerk read out on his behalf and a copy of this is also attached to these minutes.

Councillor Knight responded to comments made by members of the public stating that she believed Ledbury Town Council should make the public aware and "do not keep members of the public in the dark" as she believed the Council should be transparent. Councillor Knight asked why the meeting could not discuss matters in open session at the meeting.

Councillor Knight also said she was happy to apologise to the people and that members of the public should be aware of some of the discussions that have taken and will be taking place. She stated that she pays council tax and reminded members not to forget that the Town people had voted them in.

Mr Ian Colwell, also spoke, reporting that he had noted big changes in the World. He said that millions of people attend War Memorials on special occasions and that we should respect that. He stated that Ledbury Town Council has a mandate and members of the public want their council to adhere to this. He appreciated that the War Memorial repairs were needed, and it took a long time to come to fruition. He noted that £30,000 had been donated by one person which will have taken some burden off Ledbury Town Council.

Mr Colwell questioned what can council do now? Hide away what they have done and don't say what has happened despite there being a mistake, whether it is the responsibility of three Councillors or twelve Councillors. Mr Cowell stated that Ledbury Town Council are being seen in a bad light and must now be open so that the public can make their own mind up. Mr Colwell commended Councillor Knight for her brave statement.

Councillor Manns reiterated that some of the questions raised in the meeting could not be answered at this time due to Ledbury Town Council having to following due process and seeking legal advice. He reiterated that responses would not be provided to any questions that had been raised as a result of members of the public having had sight of the confidential report provided by Caroe.

Councillor Knight suggested that a letter of apology should be sent to Mr Heaton.

Councillor Harvey thanked the members of the public for attending the meeting, stating that she wished to reassure everyone that there was no intention by the Council to hide away. She advised that Ledbury Town Council would be dealing with the issues raised, however there are procedures that the council must follow. She assured members of the public that the information would be in the public domain in due course.

Councillor Harvey thanked Mr Ellis for the attention he had paid to the restoration work, advising that it had been difficult to supervise some of the work during the Covid-19 lockdown. She assured members of public that the council would be giving the contractor an opportunity to comment and would, as soon as possible, make the public aware of what has happened and the outcome of those discussions.

Mr Ellis referred to FOI requests stating that he had not seen anything to Paul Jones asking him why he didn't use a specification or drawing.

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Mr Ellis asked for sight of that correspondence, questioning whether it existed or not.

Mr Ellis further questioned the duration of events and why the whole process had taken so long, and why the contractor had not been contacted about the repairs, addressing this question to the Town Clerk. The Clerk advised that she had not been instructed to contact the contractor.

Councillor Bannister confirmed that a meeting with the contractor had taken place at which the Town Clerk was not present. He confirmed that he and Councillor Knight, along with the then Deputy Clerk, met with the contractor to advise him of the broken slabs and to request him to replace them. Mr Ellis queried proof that this meeting had taken place and that he had sent an email to some Councillors following that meeting.

Mr Sinclair questioned why a copy of the above-mentioned email was not included as part of his recent FOI response. The Town Clerk confirmed that the email that Councillor Bannister had sent had been sent to Councillors and staff and not from Councillors or staff to the contractor, and therefore did not constitute part of the response to the recent FOI.

Councillor Howells addressed the meeting confirming that he believed Ledbury Town Council should write to Mr Heaton to explain the circumstances the council now finds itself in. He advised that the Council are as frustrated as members of the public that it is taking a lot longer than the council would have liked.

Mrs Brenda Hill stated that people known to Mr Heaton had been killed and were named on the War Memorial, as was her own grandfather. Mrs Hill said that Ledbury Town Council had missed out on lottery funding in 2012 for repairs to the war memorial. She also advised that the War Memorial Trust had been approached by previous administrations and they had advised the then council that it was acceptable to use a pressure washer to clean the Memorial, which is why the Memorial stone is in the condition it is now in.

Councillor Manns thanked the public for their input into the meeting and brought the public participation to a close.

C431

DATE OF NEXT MEETING

RESOLVED:

To note that the next ordinary meeting of Council is scheduled for Thursday, 30 September 2021 at 7.00 pm, in the Burgage Hall.

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C432

EXCLUSION OF PRESS AND PUBLIC

RESOLVED:

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

C433

LEDBURY WAR MEMORIAL

Members were provided with additional information by the Clerk following a meeting between the Clerk, Deputy Clerk, Councillor Knight and Caroe to discuss their report.

Members considered Caroe's report and following considerable discussion it was **RESOLVED:**

- 1. That the Clerk and Councillor Chowns meet with the Council's solicitor to draft a letter to be sent to the contractor to ask him to return to site and make good the defects as identified in Section 9 of the report received from Caroe.**
- 2. Caroe be requested to provide a scope of works for the repair works going forward to include the following:**
 - To be more robust and visually appropriate**
 - Ensure correct sub-base and slabs are agreed**
 - Quality of obelisk stone**
 - Stainless steel dowels to secure obelisk**
 - To ensure correct mortar is used and to the correct depth in respect of pointing works**
 - Consideration of appropriate acu drain system**
- 3. That the Clerk draft a letter to Mr Heaton and that the Council's Solicitor be asked to comment on the letter prior to sending.**
- 4. That a press release be drafted and checked by the council's solicitor prior to publication.**
- 5. That a structural engineer be engaged to oversee the repair works to the memorial.**
- 6. That any further discussion of Council in respect of the War Memorial refurbishment be brought back to a further meeting of Council.**

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The meeting ended at 9.00pm

Signed Dated
(Chair)

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FULL COUNCIL
31-Aug-21

Minute No.	Action	To be Actioned by	Date Actioned	Comments	Status
C433(1)	That the Clerk and Councillor Chowns meet with the Council's solicitor to draft a letter to be sent to the contractor to ask him to return to site and make good the defects as identified in Section 9 of the report received from Caroe	TC/Cllr Chowns	09.09.2021	letter drafted, agreed and sent - response awaited	Completed
C433(2)	Caroe be requested to provide a scope of works for the repair works going forward to include the following: To be more robust and visually appropriate; ensure correct sub-base and slabs are agreed; qualify of obelisk stone; stainless steel dowels to secure obelisk; to ensure correct mortar is used and to the correct depth in respect of pointing works; consideration of appropriate acy drain system.	TC/Caroe			In progress
C433(3)	That the clerk draft a letter to Mr Heaton and that the Council's solicitor be asked to comment on the letter prior to sending	TC	10.09.2021	letter drafted, agreed and sent	Completed
C433(4)	That a press release be drafted and checked by the Council's solicitor prior to publication	TC	10.09.2021	Press release drafted, agreed and sent to LR 21.09.2021	Completed
C433(5)	That a structural engineer to be engaged to oversee the	TC			In progress
C433(7)	That any further discussion of Council in respect of the War Memorial refurbishment be brought back to a further meeting of council	TC			On-going

LEDBURY TOWN COUNCIL

**MINUTES OF A MEETING OF RESOURCE COMMITTEE
HELD ON
2 SEPTEMBER 2021**

PRESENT: Councillors Bannister, Hughes and Manns, Chowns, Howells.

ALSO PRESENT: Angela Price – Town Clerk
Julia Lawrence – Deputy Clerk
Amy Howells – Minute Taker
Kevin Rose – Author of special audit

R123 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Eakin

R124 DECLARATIONS OF INTEREST

None received.

**R125 TO APPROVE AS A CORRECT RECORD THE MINUTES OF AN
EXTRAORDINARY VIRTUAL MEETING OF THE RESOURCES COMMITTEE
HELD ON 29 APRIL 2021**

RESOLVED:

That the minutes of the Virtual Extraordinary Resources Committee meeting held on 29 April 2021 be approved and signed as a correct record.

The Mayor asked Members if they would allow agenda item 14 to be brought forward to allow Mr Rose to leave the meeting once this item had been considered. Members were in agreement with this request.

R126 EXCLUSION OF PRESS AND PUBLIC

RESOLVED:

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

R127 SPICAL AUDIT REPORT

The Chair asked Members of the Resources Committee to consider deferring this item to an extraordinary meeting of the Finance, Policy & General Purposes Committee, which he considered to be the appropriate committee for audit

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reports, and also to allow Councillor Harvey to be present when the report is considered. Councillor Chowns agreed that he would prefer to the report to be considered with Councillor Harvey present.

Councillor Hughes asked whether, as Mr Rose was present at the meeting, it would be possible to put some questions to him for clarification, the questions were as follows:

1. Is the second draft the final draft of the report? – Mr Rose advised that the report on page 423 of the agenda was his final report.
2. How do conclusions reference to evidence in the report? – Mr Rose appreciated that as the report was currently it did not clearly provide this detail and that this was something he could amend in readiness for the future meeting.
3. What is the commission document for the report? Mr Rose advised that the report addressed the points raised within the specification he had been provided, and again he would ensure that this is available for the next meeting.

Mr Rose reminded members that this report was a review and not an investigation.

RESOLVED:

1. That the Special Audit report be deferred to an extraordinary meeting of the Finance, Policy & General Purposes Committee to be arranged by the Clerk.
2. That the points raised above be addressed within the report submitted to the extraordinary meeting of the Finance, Policy & General Purposes Committee.

R128 RETURN TO OPEN SESSION

RESOLVED:

That the meeting be returned to open session.

R129 TO RECEIVE AND NOTE THE TERMS OF REFERENCE

RESOLVED:

That the Terms of Reference be received and noted.

R130 TOWN CLERKS TIME OFF IN LIEU (TOIL)

Members were requested to receive and note the Clerks TOIL record. Members were concerned at the level of TOIL accrued since March 2020, which it had not been possible for the Clerk to reduce by any considerable amount.

Members recognised that lack of staff over the past year and the pressure of work had made it difficult for the Clerk to take time off, noting that the Clerks TOIL balance from March 2020 to August 2021 was 96 hours owed.

Councillor Hughes was extremely concerned that the Council were not managing their duty of care to the clerk and other staff, and it was **RESOLVED:**

1. That a recommendation be submitted to the Finance committee that the Clerk be paid the 96 hours TOIL outstanding since March 2020.
2. That the Clerk draft a TOIL Policy to be submitted to the next meeting of the Finance, Policy & General Purposes Committee, scheduled for 23 September 2021.

R131 ROLES AND RESPONSIBILITIES

Members were provided with a report on the different roles and responsibilities within the Council i.e. Council, Councillors, Clerk, RFO and other staff roles.

RESOLVED:

That the report be received and noted.

R132 TOWN COUNCIL OFFICE CLEANING CONTRACT

Members were requested to give consideration to a report in respect of the current cleaning contract advising that the current company have advised that due to Covid and the increase in the cost of cleaning products they would be increasing their hourly rate.

Members were advised that with the addition of more staff, more areas within the Council offices were being used which were not part of the current cleaning contract. The Clerk suggested that now would be a good time to review the current cleaning contract and undertake a review of the requirements of the council in respect of office cleaning.

RESOLVED:

That the Clerk be instructed to undertake a review of the requirements of the council in respect of office cleaning and obtain at least three quotes to be submitted to the Finance, Policy & General Purposes Committee for consideration.

R133 TELEPHONE CONTRACT REVIEW AND UPGRADE

Members were advised that the Clerk had recently contacted the council's telephone contractor who had advised they could provide an improved contract at a lower cost than the current contract at a rate of £70 per month less.

RESOLVED:

That Members of the Resources Committee receive and note the information provided in respect of the amended telephone contract and that it be reported to the next meeting of the Finance, Policy & General Purposes Committee.

R134 COMMUNITY DEVELOPMENT OFFICER STRATEGIC PLAN 2021/22

RESOLVED:

1. That the CDO Strategic Plan be received and noted and that the committee's thanks be passed to the CDO for the excellent work put into the plan.
2. That the report be referred to the appropriate committees for consideration.

R135 STAFF & COUNCILLOR MEETING

The Clerk advised that staff had expressed an interest in an informal meeting between staff and councillors, staff had felt some councillors did not understand roles of staff, a meeting would help everyone understand what roles everyone has, and this will help a good relationship be built between staff and councillors.

RESOLVED:

That the town Clerk arrange a meeting between staff and councillors noting that this should be an annual event.

R136 HEALTH & SAFETY ISSUES

Councillor Hughes asked whether there was a nominated person responsible for carrying out Health & Safety inspections within the Council. The Clerk advised that there is a Health & Safety Policy in place, but unfortunately, due to recent staff shortages no-one had been appointed to this role. She advised that she would speak with the Deputy Clerk about taking up this role and ensure that they are provided with the correct training for the role.

RESOLVED:

That the Clerk will speak with the Deputy Clerk in respect of taking up the responsibility for Health & Safety within Ledbury Town Council.

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R137 DATE OF NEXT MEETING

RESOLVED:

To note that the next meeting of the Resources committee is scheduled to be held on the 6 January 2022.

R138 EXCLUSION OF PRESS AND PUBLIC

RESOLVED:

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

R137 STAFFING MATTERS

- a) Request for change of working hours – Post Holder 48

RESOLVED:

That the decision taken by the Town Clerk in respect of Postholder 48 be endorsed.

- b) Completion of ILCA qualification – Post Holder 50

RESOLVED:

That congratulations be given to postholder 50.

The meeting ended at 8:09pm.

Signed Dated
(Chair)

LEDBURY TOWN COUNCIL

**MINUTES OF A MEETING OF THE ECONOMY & TOURISM COMMITTEE
HELD ON
26 AUGUST 2021**

PRESENT: Councillor Hughes, Morris, Bannister, Manns and Chowns

ALSO PRESENT: Angela Price – Town Clerk
Olivia Trueman – Community Development Officer
Amy Howells – Minute Taker
Celia Kellett – Resident

ET1 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Howells, Harvey & Knight. Apologies were also received from the following members of the public - Christine Tustin, Griff Holiday & Peter Arscott.

ET2 DECLARATIONS OF INTEREST

None received

ET3 PUBLIC PARTICIPATION

None

ET4 TO RECEIVE AND NOTE THE TERMS OF REFERENCE

RESOLVED:

That the Terms of Reference be received and noted.

ET5 TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF MEETINGS OF THE ECONOMY & TOURISM WORKING PARTY HELD ON MONDAY, 10 MAY AND THURSDAY, 1 JULY 2021

RESOLVED:

That the minutes of the meetings of the Economy & Tourism Working Party held on 10 May and 1 July 2021 be approved and signed as a correct record subject to the following amendments:

10 May 2021

- 1. Councillor Morris had been listed as both present and having given apologies. The minutes will be amended to show that Councillor Morris was present for the meeting.**
- 2. Councillor Chowns had given apologies to this meeting.**

ET6 PRESENTATION FROM MO ASWAT – HEREFORD BID AND LOYAL FREE APP

Mo Aswat from the Mosaic Partnership UK had been invited to give a presentation to the committee.

Mosaic Partnership is a place management company, specialising with development of business improvement across the UK. Particularly specialising in improving tourism and retail.

Councillor Manns arrived at 19:18

Mr Aswat advised that a 'BID' is where businesses get together to decide what additional improvements are needed and what they are prepared to pay towards those improvements. He advised that BID's cannot replace or substitute statutory services only add to them.

He advised that this information, once collected, will be included in a full business plan, which will then be voted on in a legal and independent vote carried out by the returning officer, Herefordshire Council. The business plan will only come into effect if majority of businesses vote yes by rateable values and The BID will deal with all the footfall measurements and then report back to the council as a part of the business plan to identify what has improved.

Mo Aswat left the meeting

ET7 ACTION PLAN

The Community Development Officer (CDO) provided an update on the action plan.

RESOLVED:

That the action plan be received and noted.

ET8 TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE WEBSITE/BROCHURE TASK AND FINISH GROUP HELD ON TUESDAY, 2 MARCH 2021.

RESOLVED:

That the minutes of a meeting of the Website/Brochure Task and Finish Group held on Tuesday, 2 March 2021 be received and noted.

ET9 UPDATE ON HERITAGE OPEN DAY

The CDO advised Members that the Cemetery Chapel, Painted room, and Market House would be open for Heritage Day, she advised that the burial books would be available to the public to do genealogy research. The theme for Open Heritage Day is Edible England, and the CDO advised there will be a display on local food groups in Ledbury and possibly a presentation.

The CDO asked whether any of the councillors would be available to volunteer to help out and be present at the Market House on the 14 & 15 September between 11am-1pm & 2pm-4pm. Councillor Manns advised that he may be available to help and would contact the office. The CDO advised that she had approached organisations in Ledbury, however, the organisations had advised that they would prefer to wait till next year's Heritage Day due to the Covid-19 pandemic.

RESOLVED:

That's the update on Heritage Open Day be received and noted.

ET10 LEDBURY MARKETING & TOURISM STRATEGY

RESOLVED:

That the Marketing & Tourism Strategy be deferred to a future meeting of the committee, due to neither of the authors of the report being present at the meeting.

ET11 CORPORATE PLAN

The Chairman advised that due to the pandemic, many of the priority actions had not been completed.

Members agreed to go review the high priority objectives as per the action sheet and decide whether they should continue as high priority or be moved to amber or green, subject to time and resources being available.

RESOLVED:

1C – To secure investment in technology & enterprise projects -That through the market towns investment plan this is being addressed. - To be changed to AMBER.

1D – Ensure car parking tariffs, on streetcar parking, parking restrictions lining, and signage meet local needs. – It was agreed this should be referred back to the Planning Committee.

1E - Invest in promotional material in support of local events, encourage visitors and promote the local economy – This is an ongoing matter – Town Clerk to include councillors in emails regarding events that are going on in the local community. – To be changed to AMBER.

1F – Achieve sustainable growth by bringing forward local employment sites alongside new homes and improved community infrastructure – To be referred back to Planning.

3C – Increase social media presence to enhance engagement with the community and businesses – To read ‘continue to increase’ as this is ongoing and improving – To be changed ‘to AMBER

3D – Work with Market towns in Herefordshire via the Market Town Forum –It was noted that the Chairman’s meetings have requested that this forum to be reinstated. The Town Clerk advised members that a proposal had been put forward for all Clerks to have a meeting with the new Chief Executive. However, to date, nothing had been arranged- This point is to now be moved to GREEN.

1A – Working partnership with the various Art festival groups including Ledbury Poetry Festival - It was noted that the poetry festival does not seem to be supported by the High School. Unless the council have representation on the governing body then there could be a difficulty especially with COVID-19. The CDO advised members that she will work with the school to encourage participation. It was agreed that this item should be kept as RED.

The Chairman proposed that a working party is formed, called the Arts and Cultural Working Party. Both Councillor Manns and Morris showed interest and advised that they would like to attend future meetings.

At 9:00pm The Chair requested the meeting be adjourned and that the remainder of the business should be considered at a reconvened meeting of the committee within 14 days.

E12. DATE OF NEXT MEETING

RESOLVED:

To note that the next meeting of the Economy & Tourism Committee will be a reconvened meeting, on a date to be agreed between the Clerk and Chairman, and that the next ordinary meeting of the committee is scheduled for 4 November 2021.

The meeting ended at 8:40pm.

Signed Dated
(Chair)

DECLASSIFIED

ECONOMY & TOURISM

26.08.2021

Minute No.	Action	To be Actioned by	Date Actioned	Comments	Status
ET10	That the Marketing & Tourism Strategy be deferred to a future meeting of the committee, due to neither of the authors of thereport being present at the meeting.	TC	07.09.2021	Report considered at reconvenend meeting on 07.09.2021	Completed
ET11	That amendments to the Corporate Plan be made as outlined in the minutes	TC			In Progress

LEDBURY TOWN COUNCIL
MINUTES OF A RECONVENED MEETING OF ECONOMY & TOURISM
COMMITTEE
HELD ON
7 SEPTEMBER 2021

PRESENT: Councillors Bannister, Hughes, Manns, Howells, Morris and Chowns

ALSO PRESENT: Angela Price – Town Clerk
Olivia Truman – Community Development Officer
Amy Howells – Minute Taker
Celia Kellett – Non-Committee Member
Griff Holiday – Non-Committee Member

ET13 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Harvey and Knight.

ET14 DECLARATIONS OF INTEREST

None received.

ET15 PUBLIC PARTICIPATION

None received

ET16 LEDBURY MARKETING & TOURISM STRATEGY

Councillor Howells arrived at 7:07pm.

Councillor Howells provided an explanation of why he and Councillor Knight had prepared the Marketing & Tourism Strategy. He advised that the strategy had concluded that there were three areas that Ledbury Town Council needed to consider.

- A tourism website
- A new town brochure
- Mobile app

Councillor Howells informed the committee that there had been a strong belief that the Council should have their own website, however following a recommendation to the Planning Committee it was agreed that the Council would support the Visit Herefordshire website at this time. He advised that the key to this website is getting Ledbury businesses to sign up to the site, which in the first year would be free, with no decision having been made as to whether there will be a charge going forward.

With regard the brochure Councillor Howells advised that there were still a considerable number of the previous brochure remaining and that it had been agreed that the Council should consider producing a new map, but that at this time they should not consider a new brochure. He advised that a local resident had offered to delivery copies of the brochures to the shops and business in the town.

Councillor Howells expressed a keenness to create a mobile app similar to that in a number of other larger towns, advising that the cost to produce this would be circa £5,000. Members expressed concerns over the introduction of a mobile app and felt that in the immediate future a QR code would be a better option.

RESOLVED:

1. That it be noted that the Council would not be creating their own website at this time, but that they would encourage local business to sign up to the Visit Herefordshire website.
2. That the brochure be delivered to shops and businesses in Ledbury and that the Town Clerk ask JW if he would be willing to assist with the delivery of the brochures.
3. That a recommendation to create a QR Code be considered for inclusion in the 2022/23 budget.

ET17 CORPORATE PLAN (Continued)

RESOLVED:

O1 – Enhance community participation in the arts, culture, and heritage.

**1A – Work in partnership with arts festival groups to support and develop local projects and events - ongoing – schools integrated within this point
– A working party to be organised - remains RED**

1B – Produce a business plan for the Painted Room – The business plan is to be discussed by Councillors and Painted room staff to then report back to the committee, Councillor Morris, Howells, and Hughes volunteered to meet with staff to discuss - Urgent – Remains RED.

**1E – Develop and promote the Council Offices and the Market House at the heart of the tourist focus in Ledbury – Capacity given at present time
– Not priority for committee yet CDO to continue to meet with different organisations – AMBER**

1F – Promote Ledbury in Bloom – To be moved to GREEN as already being done.

1I – Continue to support events - This is ongoing – GREEN

O1 – To work with others to ensure Ledbury is a vibrant place to live, work and visit.

3B - Publish new tourist leaflet – Agreed link into Herefordshire visit website, producing a new brochure would be potentially a fruitless exercise as things change regularly. Electronic ways are a more forward-thinking way. – Being addressed – AMBER

3J - Promote ledbury more effectively as a visitor destination – ongoing priority – RED

3K – Develop and Improve facilities to make visitors welcome – To be changed to Audit - A QR code was brought forward by the Clerk to be used as a tourist information point that would be scanned by tourists for more information on each area of Ledbury.

2D - Promote the shop local campaign – Signs from Balfour Beatty to approve, CDO will design signs which will be run past the committee. In-hand – AMBER

7:53pm Griff Holiday left the meeting

8:03pm Councillor Morris left the meeting

ET18 WORKING PARTIES

RESOLVED:

That the following Working Parties be established:

- 1. 'Arts & Culture Working Party' - Councillors Manns, Hughes and Morris and Griff Holliday**
- 2. Markets –Councillors Bannister and Chowns – Councillor Bradford be asked if would like to join this Working Party**

ET19 DATE OF NEXT MEETING

RESOLVED:

To note that the next meeting of the Economy & Tourism Meeting is scheduled for 4 November 2021 at 7.00 pm.

The meeting ended at 8:20pm.

Signed Dated
(Chair)

2110

ECONOMY & TOURISM

07.09.2021

Minute No.	Action	To be Actioned by	Date Actioned	Comments	Status
ET16(1)	That it be noted that the council would not be creating their own website at this time, but that they would encourage local business to sign up to the Visit Herefordshire website	CDO	on-going	CDO working with local traders and business to encourage their participation with Visit Herefordshire	ongoing
ET16(2)	That the brochure be delivered to shops and business in Ledbury and that the Town Clerk speak to JW to ask if he would be willing to help with this	TC	08.09.2021	JW agreed to help with delivery of red brochure to shops and businesses in Ledbury - all brochures now stored in the council offices	Completed
ET16(3)	That a recommendation to create a QR code be considered for inclusion in the 2022/23 budget.	TC		To be included in 2022/23 budget suggestions	In progress
ET17	That the amendments be made to the corporate plan in accordance with the minute	TC			In progress
ET18	That an "Arts & Culture Working Party be set up and that the following councillors sit on this working party: Cllrs Manns, Hughes and Morris and Griff Holliday	TC		Date to be confirmed	In progress
ET18	That the market working party be set up and that the following councillors sit on this working party: Cllrs Bannister & Chowns (Cllr Bradford be asked if he would like to join this working party)	TC		Date to be confirmed - Councillor Bradford approached but declined	In progress

**MINUTES OF A MEETING OF THE
PLANNING COMMITTEE
HELD ON
THURSDAY, 12 AUGUST 2021**

PRESENT: Councillors Bannister (Chair), Howells, Hughes, Manns, Morris and Troy

IN ATTENDANCE: Angela Price – Town Clerk
Julia Lawrence – Deputy Town Clerk (Minute Taker)

P454 APOLOGIES

Apologies for absence were received from Councillors Harvey and Knight.

P455 DECLARATIONS OF INTEREST

No declarations of interest and written requests for dispensations were received.

P456 CHAIRMAN'S REQUEST TO CHANGE THE ORDER OF THE AGENDA

Councillor Bannister advised Members that he would like to bring agenda item 19 "Herefordshire Sustainable Transport Group" to follow agenda item 4. He advised that his reasoning for this was that Gareth Davies had agreed to attend the meeting to speak to Members on Sustainable Transport in Ledbury.

RESOLVED:

That Item 19 be brought forward on the agenda to be discussed following agenda item 4.

P457 TO APPROVE AND SIGN THE MINUTES OF MEETINGS OF THE ECONOMIC DEVELOPMENT & PLANNING COMMITTEE HELD ON 13 MAY 2021, 20 JUNE 2021, 8 JULY 2021 AND 19 JULY 2021.

RESOLVED:

That the minutes of the meetings of the Economic Development & Planning Committee held on 13 May 2021 and the minutes of the Planning Committee meetings held on 20 June and 19 July 2021 be approved and signed as a correct record subject to the following amendments:

2112

1. 8 July 2021

Minute No. P439 – to be recorded that Councillor Hughes had given apologies for this meeting.

2. 12 July 2021

Minute No. P442 – that the third paragraph be amended to read: “To establish and manage Working Parties and Task and Finish Groups”.

3. Minute No. P443 – Councillor Manns asked whether the recording had been reviewed in respect of planning application 211083. The Clerk confirmed that she had reviewed the recording of the meeting for clarification and confirmed that whilst some Members had discussed the points raised by Councillor Manns there had been no substantial discussion to provide a response in objection to this application.

4. Minute No. P445, Item No. 8 - Councillor Manns queried this since he was under the impression that there had been one objection. The Clerk agreed to check the recording and report back.

P458 HEREFORDSHIRE SUSTAINABLE TRANSPORT GROUP

a. Response to consultation on Herefordshire Bus Service Improvement Plan

Gareth Davies of the Herefordshire Sustainable Transport Group provided a short presentation outlining his background in traffic management and confirming his involvement in the Herefordshire Sustainable Transport Group. Mr Davies reported there were alternative options to the motor vehicle and whilst more car parks cannot necessarily be built, the alternative could be to provide frequent bus services between the Town Centre and local industrial estates, residential and retail areas.

Mr Davies advised that the Government would be providing £3 Billion in funding to all unitary councils to support the “Bus Service Improvement Plan” and he considered it was essential for all market towns to submit their requirements to Herefordshire Council prior to Herefordshire Council submitting their bid in October 2021. The Chairman noted that the public transport infrastructure would certainly be impacted by the large volume of residential properties being built now or planned for the future, as none of the new residential estates had made provision for bus stops to be installed within the developments. It was noted that this initiative would

involve medium size electric buses so the corresponding infrastructure (i.e. charging points) would need to be addressed.

Mr Davies offered his help and support to the Town Council as he believed that Ledbury Town Council could be the pioneer for this project in Herefordshire. The Chairman thanked Mr Davies and confirmed that he would be most welcome to join the Traffic Management Working Group Party. Councillor Howells advised that Herefordshire Ward Members were due to attend a meeting of the National Bus Strategy on 17 August 2021.

Councillor Bannister stated that Ledbury Town Council had, on several occasions, discussed the possibility of running an electric bus service from the new developments and that he felt encouraged by Mr Davies' presentation. He advised Mr Davies that the Working Parties welcome members of the public with appropriate knowledge to participate in the meetings.

RESOLVED:

1. That the Clerk send details of the Traffic Management Working Party to Mr Davies.
2. That Ward Members be asked to provide feedback from the Bus Strategy meeting at the Traffic Management Working Party meeting.
3. That officers and Consultants involved in the bus strategy be invited to a future meeting of the Planning Committee.

b. **Passenger Opinion Survey**

That this item be deferred to the next Traffic Management Working Party meeting.

P459 PUBLIC PARTICIPATION

There were no Members of the public present.

P460 ACTION SHEET

The Clerk provided an update on the outstanding items on the action sheet.

RESOLVED:

That the action plan be received and noted.

P461 NOTES OF A MEETING WITH TURLEY AND VISTRY HELD ON 7 JULY 2021

RESOLVED:

That the notes of the meeting with Turley and Vistry held on 7 July 2021 be received and noted.

P462 PLANNING CONSULTATIONS

- 1 Planning Application 211356 – Swing Trees, Orchard Lane, Ledbury, Herefordshire HR8 1GQ

RESOLVED: NO OBJECTION

- 2 Planning Application 211659 – Upper Mitchell Farm, Westhill, Ledbury, Herefordshire, HR8 1JF

RESOLVED: NO OBJECTION

- 3 Planning Application 211660 - Upper Mitchell Farm, Westhill, Ledbury, Herefordshire, HR8 1JF

RESOLVED: NO OBJECTION

- 4 Planning Application 212375 – South of Leadon Way, Ledbury, Herefordshire, HR8 2HT

RESOLVED:

That this application be referred to a meeting of the Larger Planning Applications Committee and that the Clerk request an extension for the Council's response in respect of this application.

- 5 Planning Application 212423 – Household Waste Disposal Site, Little Marcle Road, Ledbury, Herefordshire HR8 2DR

RESOLVED: NO OBJECTION

- 6 Planning Application 212476 – Rhea Court, Rhea Farm, Rhea Lane, Ledbury, Herefordshire HR8 PT

RESOLVED: NO OBJECTION

- 7 Planning Application 212477 – Rhea Court, Rhea Farm, Rhea Lane, Ledbury, Herefordshire HR8 2PT

RESOLVED: NO OBJECTION

- 8 Planning Application 212502 – Ledbury Service Station, Ledbury, Herefordshire HR8 1BS

RESOLVED: NO OBJECTION

- 9 Planning Application 212729 – 3 Park View, Newbury Park, Ledbury, Herefordshire HR8 1AZ

RESOLVED: NO OBJECTION

- 10 Planning Application 212803 – Land adjacent to Townsend Cottage, Mabels Furlong, Ledbury, Herefordshire

RESOLVED:

That no objection be raised in respect of this planning application subject to the concerns raised by local residents in respect of poor water pressure being addressed and that a report from the water provider be obtained.

- 11 Planning Application 212483 – Bramble, Orchard Lane, Ledbury, Herefordshire HR8 1DQ

RESOLVED: NO OBJECTION

- 12 Planning Application 200662 – Methodist Church, 145 The Homend, Ledbury, Herefordshire HR8 1BP

RESOLVED:

That no objection be raised in respect of this planning application subject to the following conditions being taken into consideration:

- a) **That noise levels to be kept to an acceptable level;**
- b) **That the rear garden should be for the private use of the Manager and not the general public;**
- c) **Consideration should be given to removal of rubbish;**
- d) **Access and parking – an alternative location should be considered.**

P463 PLANNING DECISIONS

RESOLVED:

That the planning decision report be received and noted, subject to the following amendment:

Application No. 204578 be amended to read “Proposed redevelopment of the former auctions with associated demolition

works, new car parking and other infrastructure – Former Auction Rooms, Market Street, Ledbury, Herefordshire – Listed Building”.

P464 NOTICATION OF APPLICATION FOR GRANT OF PREMISES LICENCE

The Chair advised Members of an email he had received from Cllr Knight in which she had raised concerns in respect of the proposed opening times as stated within the licence application.

RESOLVED:

That the Clerk seek clarification on the opening times in respect of this application.

P465 SECTION 106 TOWN/PARISH WISH LIST

The Clerk reported that she had requested an up-to-date list for Section 106 list but unfortunately she had not yet received this.

RESOLVED:

That the Section 106 wish list be referred for consideration at the next meeting of the Larger Planning Applications Working Party.

P466 BRIEFING NOTE IN RESPECT OF 5-YEAR HOUSING LAND SUPPLY

RESOLVED:

That the briefing note in respect of 5-year Housing Land Supply be received and noted.

P467 PLANNING FOR THE FUTURE – TO CONSIDER WHETHER GIVEN THE POSITIVE 5-YEAR HOUSING LAND SUPPLY POSITION LEDBURY TOWN COUNCIL PUT LEDBURY FORWARD AS A PILOT FOR THE DEVELOPMENT OF A DESIGN CODE

Councillor Hughes made the following comments:

- 1 Should Ledbury Town Council become a pilot scheme? What are the benefits to the residents of Ledbury?
- 2 What would be expected of Ledbury Town Council regarding work/tasks to be undertaken?
- 3 Given the current situation where there are not too many Councillors, does LTC have the capacity to become a pilot for the design code?

Councillor Howells confirmed that reference to this particular subject matter is addressed in the Neighbourhood Development Plan and that the amended Plan will include a design plan. The Chairman considered that the council does not currently have the capacity to consider participating in the pilot scheme.

It was agreed that it would be beneficial to invite someone to a future meeting of the Planning Committee to provide answers to the questions raised.

RESOLVED:

That the Clerk investigate the appropriate person to be invited to a future meeting of Planning and extend an invitation to attend accordingly.

P468 NEIGHBOURHOOD DEVELOPMENT PLAN

Councillor Howells reported that 847 responses had been received to the public consultation; 463 online and 384 paper submissions. He advised that it was anticipated that a report would be drawn up by the end of August 2021. In addition, a further 150 local businesses and community groups had also been invited to participate in the consultation. The results will be published in a draft Neighbourhood Development Plan document for final approval at the Full Council meeting on 30 September 2021.

RESOLVED:

That the information provided in respect of the Neighbourhood Development Plan be received and noted.

P469 TO ESTABLISH WORKING PARTIES FOR THE 2021/22 MUNICIPAL YEAR AND AGREE DATES FOR MEETINGS

a. Traffic Management

RESOLVED:

- 1. That Councillors Bannister, Howells, Morris, and Troy be nominated to sit on the Traffic Management Working Party.**
- 2. To note that the next meeting of the Traffic Management Working Party is scheduled for Wednesday, 1 September 2021 at 6.00 pm in the Committee Room.**

b. Larger Planning Applications

- 1. That Councillors Bannister, Howells, and Hughes be nominated to sit on the Larger Planning Applications Working Party.**
- 2. To note that the next meeting of the Larger Planning Applications Working Party is scheduled for Monday, 6 September 2021 at 6.00 pm in the Committee Room.**

P470 REVIEW OF EMERGENCY ACTIVE TRAVEL MEASURES

RESOLVED:

1. That the Clerk contact Herefordshire Highways officers to advise that the SID's are still displaying the speed limit as 20 mph, and that this should now display 30mph.
2. That the report on the Review of Emergency Active Travel Measures be received and noted.

P471 PARKING ISSUES – OATLEY'S CRESCENT AND THE JUNCTION WITH MARGARET ROAD

RESOLVED:

That this item be deferred to the next meeting of the Traffic Management Working Party for further consideration.

P472 REQUEST FOR CONSIDERATION OF A DROP KERB AT HORSE LANE ORCHARD

RESOLVED:

That this item be deferred to the next meeting of the Traffic Management Working Party for further consideration and possible inclusion in the planned Traffic Regulation Order (TRO) request.

P473 UPDATE ON MEETING WITH HEREFORDSHIRE OFFICERS IN RESPECT OF ADDITIONAL PARKING CONTROLS AT MABELS FURLONG

Councillor Howells reported that following a meeting on 5 August 2021 with a Traffic and Highways Engineer to look at access issues, it has been proposed to extend the double yellow lines. Members noted that this had been one of the areas being considered for inclusion in the planned TRO request.

P474 CORPORATE PLAN

Members were requested to give consideration to the timings within the Corporate Plan for the various projects. Councillor Hughes suggested that as this was a considerable amount of work, it should be deferred to the Corporate Plan Workshop which the Clerk was in the process of setting up.

RESOLVED:

That the Corporate Plan projects be reviewed as part of the Corporate Plan Workshop.

P

DATE OF THE NEXT MEETING

RESOLVED:

To note that the next meeting of the Planning Committee is scheduled for 9 September 2021.

The meeting ended at 8.56 pm.

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

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ACTION SHEET

PLANNING COMMITTEE OUTSTANDING ACTIONS FROM PREVIOUS MEETINGS

Minute No.	Action	To be Actioned by	Date Actioned	Comments	Status
P458(1)	That the Clerk send details of the next Traffic Management Working Party to Mr Davies	TC	13.08.2021	Information and agenda sent - Mr Davies advised that he is unable to attend virtual meetings - to consider whether all future meetings should be face to face	Completed
P458(2)	That Ward Members be asked to provide feedback from the Bus Strategy meeting to the Traffic Management Working Party	TC	01.09.2021	Email sent - however short notice for meeting on 01.09.2021	No update provided
P458(3)	That officers and consultants involved in the bus strategy be invited to a future meeting of the Planning Committee	TC	01.09.2021	Email sent to Cllr Howells asking for details of who to contact	In progress
P464	That the Clerk seek clarification on the opening times in respect of this application	TC	01.09.2021	Email sent to Licencing requesting clarification - confirmation received that the times were as per the application submitted	completed
P465	That the section 106 wish list be referred for consideration at the next meeting of the Larger Planning Applications Working Party	TC	03.08.2021	Copy of wish list requested - initial review undertaken	copy not yet received
P467	That the Clerk investigate the appropriate person to be invited to a future meeting of Planning and extend an invitation to attend accordingly.	TC	01.09.2021	Email sent to Cllr Hitchiner asking for advice on who to invite - Ross on Wye applied to be considered as pilot	Completed
P469(a)	That the TMWP consist of the following Councillors: Bannister, Howells, Morris and Troy	TC	Aug-21	Agenda sent out for September meeting	Completed

P469(b)	That the LPAWP consist of the following Councillors: Bannister, Howells and Hughes	TC		01.09.2021	Agenda sent out for September meeting	Completed
P470	That the Clerk contact HHO to advise the SID's are still displaying the speed limit as 20mph and that this should now display 30mph	TC		30.08.2021	Clerk noticed that speed limit had been	Completed
P471	That the Oatley's Crescent item be deferred to the TMWP	TC		01.09.2021	On Agenda	Completed
P472	That the request for a drop kerb at Horse Lane Orchard be deferred to a meeting of the TMWP	TC		01.09.2021	On Agenda	Completed
P474	That the Corporate Plan projects be reviewed as part of the Corporate Plan Workshop	TC			Meeting to be arranged	In progress

LEDBURY TOWN COUNCIL

**MINUTES OF A MEETING OF PLANNING COMMITTEE
HELD ON
9 SEPTEMBER 2021**

PRESENT: Councillor Bannister (Chair), Howells, Hughes, Morris, and Troy

ALSO PRESENT: Angela Price – Town Clerk
Amy Howells – Minute Taker

P476 APOLOGIES FOR ABSENCE

Apologies for absence were Councillors Harvey, Manns and Knight.

P477 TO RECEIVE ANY DECLARATIONS OF INTEREST AND WRITTEN REQUESTS FOR DISPENSATIONS

No declarations of interest and written requests for dispensations were received.

P478 PUBLIC PARTICIPATION

There were no members of the public present.

P479 TO APPROVE AND SIGN THE MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON 12 AUGUST 2021

RESOLVED:

That the minutes of the meetings Planning Committee held on 12 August 2021 be approved and signed as a correct record.

P480 TO REVIEW THE ACTION SHEET

The Clerk provided an update on the outstanding items on the action sheet.

RESOLVED:

That the action plan be received and noted.

P481 PLANNING CONSULTATION

- 1. Planning application 212394 – Dromod, 55 Bank Crescent, Ledbury, Herefordshire, HR8 1AF**

RESOLVED:

No objections

- 2. Planning application 212605 – 5 Lower Road, Ledbury, Herefordshire, HR8 2DH**

RESOLVED:

No objections, subject to a permeable surface and good drainage system being in place.

- 3. Planning application 213054 – 67 The Homend, Ledbury, Herefordshire, HR8 1BP & Planning application 213055 – 67 The Homend, Ledbury, Herefordshire, HR9 1BP - Listed Building**

RESOLVED:

No objections.

- 4. Planning application 213313 – Land at Leadon Way, Ledbury, Herefordshire, HR8 2GD**

RESOLVED:

No objections

P482 PLANNING DECISIONS

RESOLVED:

That the planning decision report be received and noted.

P483 PROPOSED 5G TELECOMMUNICATIONS INSTALLATION FOR H3G UK

RESOLVED:

No objections

P484 NOTIFICATION OF APPEAL – LAND SOUTH OF LEADON WAY & EAST DYMOCK ROAD, LEDBURY, HEREFORDSHIRE, HR8 2JQ – DEELEY PROPERTIES LTD AND COUNTRYWIDE FARMERS PLC

Members were provided with an update that Deeley Properties were appealing the decision taken by Hereford Planning in respect of the development at Leadon Way.

Councillors Bannister and Howells provided some background information on this planning application for new Members of the Planning Committee.

RESOLVED:

That the report be received and noted.

P485 NOTIFICATION OF APPLICATION FOR GRANT OF PREMISES LICENCE

Pot & Page – 8 New Street, Ledbury, HR8 2DX – Sale/Supply of Alcohol 10am-10pm Mon-Sun.

RESOLVED:

No objections

P486 PARISH COUNCILLORS GUIDE TO RURAL AFFORDABLE HOUSING

RESOLVED:

That the report be received and noted, noting that this may be of use when considering larger planning applications in the future.

P487 WORKING PARTIES

a. Neighbourhood Development Plan

i. Steering Group Notes – Meetings 44 and 45

Councillor Howells reported that over 800 responses had been received from the public consultation; online and paper questionnaires, results will be received Monday, 13 September 2021 ready for a report to the Full Council meeting on 30 September 2021.

RESOLVED:

That the information provided in respect of the Neighbourhood Development Plan be received and noted.

ii. Traffic Management

Members were advised that the minutes of the Traffic Management Working Party were not available in time for the meeting.

RESOLVED:

That this item be deferred to the next meeting of the Planning Committee.

iii. Larger Planning Applications

Councillors Bannister advised that the Working Party had met earlier in the day and that they had agreed a list of seven points to raise in respect of this planning application as follows:

Need to include Phillips notes here.

RESOLVED:

- a. That Councillor Bannister draft a response to Herefordshire Council Planning Officer and send to other members of the Planning Committee for consideration prior to sending to Hereford Council.
- b. That the Clerk request an extension until Tuesday, 14 September 2021 for the council to respond.

P488 DATE OF THE NEXT MEETING

RESOLVED:

To note that the next meeting of the Planning Committee is scheduled for 14 October 2021.

The meeting ended at 19:58pm.

Signed Dated
(Chair)

ACTION SHEET

PLANNING COMMITTEE

09.09.2021

Minute No.	Action	To be Actioned by	Date Actioned	Comments	Status
P487(ii)	That the minutes of the TMWP be deferred to the next meeting of the committee	TC		To be included in agenda for 14.10.2021	In progress
P487(iii)(a)	That Cllr Bannister draft a response to Herefordshire Council PO's and send to other members of the Planning Committee for consideration prior to sending to Hereford Council	Cllrs	14.09.2021	Drafted, agreed and sent	Completed
P487(iii)(b)	That the clerk request an extension until Tuesday 14.09.2021	TC	10.09.2021	Extension agreed	Completed

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**LEDBURY TOWN COUNCIL
MINUTES OF A MEETING OF THE ENVIRONMENT & LEISURE COMMITTEE
HELD ON
16 SEPTEMBER 2021**

PRESENT: Councillors Chowns, Eakin, Knight & Whattler.

ALSO PRESENT: Angela Price – Town Clerk
Julia Lawrence – Deputy Clerk
Amy Howells – Minute Taker

E171 APOLOGIES FOR ABSENCE

Apologies for absence were Councillor Manns.

E172 DECLARATIONS OF INTEREST

None received.

E173 PUBLIC PARTICIPATION

No members of the public were present

**E174 TO APPROVE AND SIGN THE MINUTES OF A MEETING OF THE
ENVIRONMENT & LEISURE COMMITTEE HELD ON 15 JULY 2021**

RESOLVED:

That the minutes be approved and signed as a correct record subject to the following amendment:

1. Minute no. E161 should amended to read "The Clerk advised that"
2. That an Events Working Party meeting be arranged discuss the Queens Jubilee Event 2022 and the Christmas Lights Switch on event on 4 December 2021, noting that Councillors Knight, Manns and Morris agreed to sit on the Working Party.
3. That members of the public be invited to join the Events Working Party.
4. That the Events Working Party meeting be scheduled to take place early-mid October.

E175 TO REVIEW ACTION SHEET

The Clerk provided an update on the outstanding actions within the action sheet

RESOLVED:

2128

That the action sheet be received and noted.

E176 RECREATION GROUND

Members were requested to give consideration to a report on the following items in relation to the recreation ground:

a. Shelter

RESOLVED:

1. That the painting of the rear of the shelter be postponed until spring 2022.
2. That the artist be contacted to arrange collection of the paint, already purchased for the painting of the rear of the shelter, to be stored in the council offices.
3. That when appointed the new town cleaner be tasked with cleaning the smoke damage from the inside of the shelter.
4. That once the rear of the shelter has been painted and the inside of the shelter has been repaired, the Deputy Clerk make arrangements for an anti-vandalism paint to be applied to both sides of the shelter.

b. Benches

Members were advised that ten new benches have been purchased and built and are being stored in the cemetery.

Councillor Chowns suggested that two of the new benches could be installed in Dog Hill Woods.

c. Removal of two limbs from Lime Trees

Members were advised that DTS Tree Services would be carrying out tree works on two trees owned by Ledbury Town Council, on behalf of Openreach, in order to clear a line of sight for the transmitter sited on the BT building adjacent to the recreation ground.

RESOLVED:

That Members receive and note the update on the recreation ground.

E177 GRANT OF EXCLUSIVE RIGHT OF BURIAL AND TRANSFER OF EXCLUSIVE RIGHT OF BURIAL

RESOLVED:

- a. That in accordance with Standing Order 23(a), authority be given for the Deeds of the Exclusive Rights of Burial (Deed numbers 214, 701, 100164, 100345 and 6324878 to be signed, granting the exclusive right of burial to those named as the purchaser of the Deed of Exclusive Right of Burial.
- b. That in accordance with Standing Order 23(a), authority be given for the Transfer of Deed of Exclusive Right of Burial, (Deed numbers 76, 466 and 547) to be signed, granting the Exclusive Right of Burial to those named as the purchaser of the Deed of Exclusive Right of Burial.

E178 CHRISTMAS LIGHTS

Members were requested to endorse the actions taken by the Christmas Lights Task & Finish Group in respect of the contract for the supply of Christmas Lights for the period 2021/2024.

Members were advised that the Christmas Lights Switch on would take place on 4 December 2021 at 6.00 pm, and it was suggested that the switch on should take place at 6.30 pm to enable members of the public to benefit from free parking.

RESOLVED:

1. That the actions taken by the Task & Finish Group, in consultation with the Chair and Vice-Chair of the Finance, Policy & General Purposes Committee and the Clerk be endorsed.
2. That it be noted that the Christmas Lights switch on event will take place on 4 December 2021 and that the arrangements for this will be discussed at a meeting of the Events Working Party in early-mid October.

E179 BINS AND BENCHES IN LEDBURY

Members were requested to give consideration to a report on the possible introduction of additional bins and benches in Ledbury, including a request from a local charity "Ledbury Community Bin Mural Project" who had asked permission to design murals and paint them onto bins around the town.

RESOLVED:

1. That consideration be given to providing replacement bins around Ledbury.
2. To note that Councillor Chows had suggested that two new benches could be sited in Dog Hill Woods earlier in the agenda.

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3. That subject to approval from BBLP the committee agreed to the Ledbury Community Bin Mural Project to paint a mural on four bins initially, with a view to considering more in the future.

E180 Job fair event – Request from Councillor Bradford

Councillor Bradford had asked for this item to be included in the agenda and he was keen for the Council to support a Job Fair event in the town. He had advised the Clerk that Job Fairs had been held in Ledbury in the past and that they had proved successful.

RESOLVED:

That this agenda item be recommended to Full Council for further consideration.

E181 GREAT BIG GREEN WEEK

Members were requested to give consideration to a proposal from the Climate Change Working Party to hold a Big Green Market under the Market House during the Great Big Green Week,

RESOLVED:

That a Big Green Market be held under the Market House during the Great Big Green Week (20-24 September).

E182 CONSIDERATION OF ITEMS FOR BUDGET 2022/23

RESOLVED:

Members were requested to consider any items for inclusion in the 2022/23 budget, and to provide suggestions to the Clerk for inclusion in any future report to the committee.

E183 CORPORATE PLAN (STANDING ITEM)

RESOLVED:

That officers and Councillor Chows review the Corporate Plan and provide an update at the next meeting of the Environment & Leisure Committee.

E184 WORKING PARTIES

Climate Change Working Party

RESOLVED:

That the minutes of the Climate Change Working Party held on 9 October be received and noted.

E185 DATE OF NEXT MEETING

RESOLVED:

That it be noted that the next meeting of the Environment & Leisure Committee is scheduled to be held on Thursday, 18 November 2021 at 7.00 pm.

E186 EXCLUSION OF PRESS & PUBLIC

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

E187 RECREATION GROUND – CCTV

Members were provided with an update on the CCTV at the recreation ground.

RESOLVED:

That the report be received and noted.

E188 HANGING BASKETS CONTRACT

Members were provided with 2 quotations for the Hanging Baskets contract. These were from The Yard House, who are the current suppliers and also Plantscape.

RESOLVED:

That the quote provided by The Yard House is to provide Hanging Baskets for a 3-year contract (2022/2024) be accepted and recommended to the Finance Committee for approval.

E189 INVESTIGATIONS TO MARKET HOUSE AND OFFICES – GENERAL REPAIRS AND TIMBER ASSESSMENT AND TESTING

The Clerk advised that since obtaining the original quotes for work to the Market House, she has noticed that there are a number of cracked tiles under the

ENVIRONMENT AND LEISURE COMMITTEE
16 September 2021

Minute No.	Action	To be Actioned by	Date Actioned	Comments	Status
E176(1)	That the painting of the rear of the shelter be postponed until spring 2022.	DTC		Artist to be notified	In Progress
E176(2)	That the artist be contacted to arrange collection of paint already purchased for the painting of the rear of the shelter, to be stored in Council offices.	DTC		Artist to be notified	In Progress
E176(3)	That when appointed the new town cleaner be tasked with cleaning the smoke damage from the inside of the shelter.	DTC			In Progress
E176(4)	That once the rear of the shelter has been painted and the inside of the shelter has been repaired, the DC make arrangements for an anti-vandalism paint to be applied to both sides of the shelter	DTC			In Progress
E177(a)	That in accordance with Standing Order 23(a), authority be given for the Deeds of the Exclusive Rights of Burial (Deed numbers 214, 701, 100164, 100345 and 6324878 to be signed, granting the exclusive right of burial to those named as the purchaser of the Deed of Exclusive Right of Burial.	Accts Clerk	17.09.2021		Completed
E177(b)	That in accordance with Standing Order 23(a), authority be given for the Transfer of Deed of Exclusive Right of Burial, (Deed numbers 76, 466 and 547) to be signed, granting the Exclusive Right of Burial to those named as the purchaser of the Deed of Exclusive Right of Burial.	Accts Clerk	17.09.2021		Completed
E178(1)	That the actions taken by the Task & Finish Group, in consultation with the Chair and Vice-Chair of the FP&GP Committee and the clerk be endorsed	Committee	16.09.2021		Completed

E178(2)	That it be noted that the Christmas Lights switch on event will take place on 4 December 2021 and that the arrangements for this will be discussed at a meeting of the Events Working Party in early-mid October	DTC/CDO		Events WP meeting to be held 05.10.2021	Completed
E179(1)	That consideration be given to providing replacement bins around Ledbury	DTC			In Progress
E179(2)	To note that Cllr Chowns had suggested that two new benches could be sited in Dog Hill Wood	DTC			In Progress
E179(3)	That subject to approval from BBLP the committee agreed to the Ledbury Community Bin Mural Project to paint a mural on four bins initially, with a view to considering more in the future	DTC			In Progress
E180	That this item be recommended to a Full Council for further consideration	TC	30.09.2021	Item on full council agenda for discussion	In Progress
E181	That a Big Green Market be held under the Market House during the Great Big Green Week (20-24 September)	CDO	23.09.2021		Completed
E183	That Officers & Cllr Chowns review the Corporate Plan and provide an update at the next meeting of the E & L Committee	Officers			In Progress
E188	That the quote provided by the Yard House be accepted and recommended to the FP&GP Committee for approval	TC	23.09.2021	On FP & GP Agenda for approval	Completed
E189(1)	That the quotation received in respect of the quinquennial works to the Market House be deferred until the timber assessment and testing surveys have been carried out	DTC			In Progress
E189(2)	That a recommendation be submitted to the FP&GP Comm. That Demaus Building Diagnostic Ltd be appointed to undertake the timber assessment and testing to the Market House, subject to approval by the FP&GP Comm.	DTC			In Progress

FULL COUNCIL	30 SEPTEMBER 2021	AGENDA ITEM: 13
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Report Prepared by Angela Price – Town Clerk

CONSIDERATION OF WHERE TO HOLD FUTURE COMMITTEE MEETINGS

Purpose of Report

The purpose of this report is to ask Members to consider whether they are happy to continue to hold committee meetings in the Council Committee room, taking into consideration the need to continue to be careful in respect of social distancing due to the pandemic.

Detailed Information

Following the lifting of the Covid restrictions on 19 July 2021 the Council resolved to return to face-to-face meetings of all its committee and council meetings.

All Council meetings are now scheduled to take place in the Burgage Hall with all Committee meetings and Working Parties taking place in the Council's Committee Room in the Council offices.

Councillor Bradford, since be elected to the council in September, has advised that whilst he would like to sit on all four standing committees, he is not comfortable attending the meetings whilst they are being held in the Committee Room as he does not feel that this offers sufficient space for social distancing.

Councillor Bradford has suggested holding the Committee meetings in the upstairs of the Market House; however the Market House does not provide access to all due to it being a Grade I listed building which does not have disabled access. Whilst is not a requirement for such buildings to have disabled access it is a requirement for council meetings to be accessible by all, and therefore if Members were to agree to holding meetings in the Market House they should be aware that this may exclude some residents from being able to attend, should they wish to do so.

Alternatives, to using the Committee Room or the Market House could be the Burgage Hall, Catholic Church Hall, or other halls within the town. It should be noted that the Community Centre is not currently available due to it being used as a vaccination centre. However, should Members agree to instruct the Clerk to identify a suitable alternative location other than the Committee Room or Market House there will be a cost for the hire of such a location.

Financial Implications

The Clerk has investigated the availability of the Burgage Hall for all committee meetings for the remainder of the 2021/22 municipal year and it has been confirmed that the hall is available at a cost of £14.00 per hour. There are 22 council and committee meetings remaining in the 2021/22 municipal year which if all meetings are booked for a period of 6.30 – 9.30 pm would incur a cost of £924.00 and there is currently a budget of £1,000 allocated for annual and other meetings of £210 has been spent on room hire for Full Council to date, which leaves a total of £790.00. Therefore should Members agree to hold committee meetings in a venue other than the Market House or Committee Room there will be an overspend on budget line 225/4545 of approximately £150.00 by the year end.

Recommendation

That Members give consideration to where to hold future face-to-face Committee meetings and should they resolve to consider a venue other than the Committee Room or Market House, instruct the Clerk to investigate availability and cost and consult the Chair and Vice-Chair of the Finance, Policy & General Purposes Committee on how to proceed once these costs have been obtained.

FULL COUNCIL	30 SEPTEMBER 2021	AGENDA ITEM: 14
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Report Prepared by Angela Price – Town Clerk

CO-OPTION

Purpose of Report

The purpose of this report is to ask Members to give consideration to a timeline in respect of Co-option to the current Councillor Vacancies as a result of insufficient candidates standing at the 2019 election.

Detailed Information

Member will recall that at a meeting of Council held on 29 July 2021 it was resolved that the Clerk would provide a timeline for a further co-option process (minute C414 refers).

Following the recent resignations of two councillors and the ensuing by-election process and the potential by-election due in November 2021, Members are advised to note that it is not recommended to set dates for the co-option process until such time the most recent vacancy has been filled to avoid undertaking co-option during Purdah, which will be present should more than one candidate put their name forward for election.

Recommendation

Members are requested to consider the following suggested timeline for the purpose of Co-option noting that due to the potential upcoming by-election to fill a vacancy that has arisen as a result of the resignation of a councillor co-option should not be undertaken until such time the election process has been completed.

- Advertise Co-option process – week commencing 8 November 2021
- Deadline for applications – Friday, 17 December 2021
- Extraordinary meeting for candidates to attend – Monday, 10 January 2023

FULL COUNCIL	30 SEPTEMBER 2021	AGENDA ITEM: 15
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Report prepared by Angela Price – Town Clerk

OUTSIDE BODIES REPORTS

Purpose of Report

The purpose of this report is to provide Members with an update on the Ledbury Food Bank and Ledbury Food Group Council representation.

Detailed Information

At the Annual meeting of Council representation of outside bodies is agreed for the ensuing municipal year. As part of that process in June 2021 queries were raised in respect of the council's representation on the Ledbury Food Bank and the Ledbury Food Group and the Clerk was instructed to look into this and report back to Council accordingly.

Ledbury Food Bank

The following information has been received from Mark Lister, Chairman, in respect of the Ledbury Food Bank:

"The food bank has two committees. The Trustees are the body with responsibility for governance and the Lead Team, which is responsible for operational matters. The food bank's trust deed provides for two representatives from the Town Council to be appointed. I think this has been done but I am not sure which of the trustees are the Council's representatives. The Lead Tea is responsible for all day-to-day activities and comprises all of our co-ordinators, our retired social workers, the Treasurer and Secretary. I am chairman of that committee, and I am also a Trustee. Given the functions of this committee I am not sure that someone who is not involved in the day-to-day operations would have a role to play. I can ask Richard Pett our Secretary to confirm who the Council representatives are if you don't have that information. We are always grateful for the support of the council and are looking for ways to ensure that our resources are used in the most effective way and are looking for ways to improve communications with other organisations in the town."

Following receipt of this email the Clerk asked for the information on who the council representatives are on the Trustees, and it was confirmed that currently this is Councillors Morris and Manns.

Ledbury Food Group

Griff Holliday has confirmed that Councillor Morris was the last representative appointed to the Food Group in 2019 and also Councillor Morris is a member of the Food Group's Committee, subject to confirmation for the next year at their AGM.

Therefore, noting the information above it has been confirmed that there are two representatives on the Trustees of the Food Bank and one councillor appointed to the Ledbury Food Group, Members should be asked for nominations for representatives to sit on both of these groups for the remainder of the 2021/22 municipal year.

Recommendation

1. That nominations be invited for two councillors to act as council representatives on the Ledbury Food Bank Trustees committee.
2. That a nomination be invited for one councillor to act as the council representative on the Ledbury Food Group.

FULL COUNCIL	30 SEPTEMBER 2021	AGENDA ITEM: 16
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Report prepared by Angela Price – Town Clerk

WELCOME BACK FUND AND GREAT PLACES TO VISIT PROJECT

Purpose of Report

The purpose of this report is to provide Members with information on the Government's Welcome Back Fund, and Great Places to Visit project, which is offering in total a sum of £110,000 to the Market Towns in Herefordshire.

Detailed Information

The Town Clerks of the five Market Towns were recently invited to attend a zoom meeting with members of the Senior Project Team within Herefordshire Council to discuss the Government's Welcome Back Fund and the Great Places to Visit Project.

As you will see from the information attached the Welcome Back Fund is offering the town councils the opportunity to apply for £20,000 to help kick-start the return to the high streets as lockdown restrictions ease. Each Market Town is being asked to provide details of activities to be delivered by 31 March 2022.

The Great Places to Visit project is offering a sum of £90,000 to each Market Town to help revitalise Market Town places by offering high quality experiences such as greening of market town centres, grants for shop front enhancements, infrastructure for events, and improvements to public rights of way/cycling routes.

You will note from the information attached that the timeline given by HC officers for the submission of proposals was 30 September 2021. During the meeting all Clerks that were present expressed their concerns at the short timeline, stating that this did not provide them the opportunity to discuss these funding opportunities with councillors and stakeholders. Roger Allonby advised that the timeline had been created as a guide and that if councils were able to identify ideas and email these to the project officers they would be prepared to arrange a meeting with each council to agree timescales for the agreed proposals.

Whilst the clerks did ask whether the funding would be paid upfront or whether Councils would be expected to fund the projects and then the funds be paid it was unclear from the discussions how the funds would be made available to each council and further clarification on this needs to be sought.

Recommendation

Members are requested to give consideration to the attached information and consider what projects they would wish to put forward for each funding scheme to ensure that Ledbury Town Council does not miss out on the potential £110,000 of funding available through these to projects.

Great Places to Visit Guidance and application form for town Councils

The Great Places to Visit project is one of the key actions of the £0.5 million Recovery Plan aimed at enabling short-term economic, community wellbeing and organisational recovery.

The aim of this project is to revitalise market town places by offering high quality experiences such as greening of market town centres, grants for shop front enhancements, infrastructure for events, and improvements to public rights of way/ cycling routes.

This is an opportunity for the town councils to apply for the Great Places to Visit fund via Herefordshire Council. Funding available to town councils is £100,000, and all activities have to be delivered by 30 June 2022.

To apply for the funding, please complete the Great Places to Visit form below, sign it and submit to vabesamis@herefordshire.gov.uk. The completed activity table will form the basis of the Service Level Agreement between Herefordshire Council and each Town Council.

Main points:

Budget/town council - £90,000

Timescales- to be delivered by 30 June 2022

Outputs:

- Increase local resident
- Increase visitor numbers

Eligible activities:

- Town centres public realm improvements
- Grants for shop front enhancements,
- Infrastructure for events and / or markets,
- Improvements to public rights of way/ cycling routes

Ineligible activities:

- Highway maintenance for safety
- Drainable clearance

Area of Scope	Using bullet points briefly set out the specific activities you will undertake	Rational of the activity	Cost	How will you deliver the activity	When will the activity be completed?
Town centres public realm improvements					
Grants for shop front enhancements					
Infrastructure for events and / or markets					
Improvements to public rights of way/ cycling routes					
This form was completed by					
Contact details					
Name					
Telephone Number					
Email address					
Signed by					
Name					
Date					

Please complete the Great Places to Visit form, sign it and submit it to vabesamis@herefordshire.gov.uk

Next steps:

The completed activity table will form the basis of the Service Level Agreement between Herefordshire Council and each Town Council. We anticipate that the SLA will be sent to each Town Council for review and with the intention that the SLA is signed within 2 weeks of receipt to enable the application for the Grant.

If you have any queries, please contact Vinia Abesamis on vabesamis@herefordshire.gov.uk or 01432 260625

Great Places to Visit Briefing Paper

Introduction

On 24 June 2021, the Cabinet approved the Covid 19 Recovery Fund amounting to up to £6.144 million to support the county to recover from the impact of Covid-19.

The Covid-19 pandemic has had a profound impact globally, nationally and locally for society, the economy and the environment and in many areas, compounded existing challenges and inequalities.

Measures taken to reduce the spread of Covid-19 have had a significant impact on the economy and on people's wellbeing, mental and physical health.

In Herefordshire, many of the key sectors have been hardest hit, such as tourism and leisure, food production and distribution.

One of the key projects to deliver the Covid 19 Recovery Plan is the Great Places to Visit which aimed at encouraging local people to return or visitors to choose our market towns or the wider rural areas to spend time, re-connect and support the local economy.

This project will support the council objectives for economic, community wellbeing and organisational recovery which is to rapidly implement the Recovery Plan in 2021/22 delivering the immediate action required to enable short term economic and wellbeing recovery

Eligible activities

- Greening of the market town centres
- Shop front enhancement grants
- Infrastructure for events
- Improvements to public rights of way
- Improvement to cycling routes

Budget

£500,000 or £100,000 per market town to be spent by 31 March 2022

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Timescales

Activity	Completion date
Initial discussion alongside Local Members with town councils to set out project scope allocation of monies for each market town	16 September 2021
Town Councils develop and submit proposed programme of proposed deliverables	30 September 2021
Evaluation of submitted applications to confirm funding for each market town.	17 October 2021
Funding allocation confirmed and SLA developed and signed for each market town programme of improvements.	29 October
Delivery of programme of improvements and grants	30 June 2022

Welcome back Fund

Introduction

The Welcome Back Fund is an extension of the Re-opening of the High Street Safety Fund (RHSSF) to kickstart the return to high streets as lockdown restrictions ease. It will help councils boost tourism, improve green spaces and provide more outdoor seating areas, markets and food stall pop-ups – giving people safer options to reunite with friends and relatives.

An additional funding of £172,188 will be given to Herefordshire. This additional funding should be spent by end of March 2022

This is an opportunity for the town councils to apply for the Welcome Back Fund via Herefordshire Council. Funding available to town councils is £20,000, and all activities have to be delivered by 31 March 2022.

To apply for the funding, please complete the Welcome Back Fund below. We will arrange a meeting to discuss eligibility and timescales. The completed activity table will form the basis of the Service Level Agreement between Herefordshire Council and each Town Council.

Eligible activities for Support to promote a safe public environment for a local area's visitor economy

The local authority will want to effectively support and promote the safe and successful reopening of the public environment for local trade and tourism.

To boost the look and feel of their high streets, local authorities may invest in activities to make high streets welcoming and promote the visitor economy.

This includes but is not limited to the following activities:

- Placed based marketing, for example, supporting safe celebration events on high streets and in local towns e.g place-based marketing, online and digital, media and press activities, and print and publications e.g. posters and leafletting campaigns
- Events supported may include but are not limited to: Events of a celebratory nature, Festivals and music events, Town relaunches, Markets, Creation of town trails and festive events
- Treasure hunts, tour, mysteries, story tellers, geocaching
- Education events: focused and historical, etc.
- Food and drink pop up markets
- Temporary open mic/busking/performance stages
- Outdoor cinemas and theatre
- Temporary "I was here" open air photo booths, could include #tags for free promotion of areas via social media platforms
- Event organisers to coordinate festivals and events (recruitment or procurement of)
- Welcome marshals and information officers (recruitment or procurement of)
- Temporary dog waste/refuse bag dispensers
- Litter picking
- Public space maintenance
- Beautification: flowers, bedding plants, planters and hanging baskets, etc., wilding, nature and biodiversity focused planting and activities, sustainability focused e.g. fruit trees, shrubs and bushes and season and/or area focused display
- Temporary designated legal graffiti space
- Street animations and signage
- Bunting, beautification and artwork
- Non-permanent public realm adaptations
- Activities that future proof the high street
- Improvement of green spaces and provision of outdoor seating areas
- Deep cleaning of high streets and town centres
- Maintenance of public facilities, including toilets
- Additional play equipment maintenance

The fund allows a more flexible approach around supporting public space, it does not necessarily need to be adjacent to commercial areas, making it easier to support for example promenades.

There is scope to pay the salaries of staff or consultants to develop this work, but it is important that the local authority can evidence that this is additional activity beyond what was already

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Using bullet points briefly set out the specific activities you will undertake	Rationale for the activity	How will you deliver the activity	Cost	When will the activity be completed

Completed by:

Email address and telephone number

Date

Please complete the Welcome Back Fund form, sign it and submit it to vabesamis@herefordshire.gov.uk.

Next steps:

The completed activity table will form the basis of the Service Level Agreement between Herefordshire Council and each Town Council. We anticipate that the SLA will be sent to each Town Council for review and with the intention that the SLA is signed within 2 weeks of receipt.

If you have any queries, please contact Vinia Abesamis on vabesamis@herefordshire.gov.uk or 01432 260625

Welcome Back Fund Briefing Paper

Objectives

The Welcome Back Fund is an extension of the Re-opening of the High Street Safely Fund (RHSSF) to kickstart the return to high streets as lockdown restrictions ease. It will help councils boost tourism, improve green spaces and provide more outdoor seating areas, markets and food stall pop-ups – giving people safer options to reunite with friends and relatives.

Funding

An additional funding of £172,188 will be given to Herefordshire. This additional funding should be spent by end of March 2022

Main Activities

The Welcome Back Fund will continue to support four main types activities which are:

- 1) Support to develop an action plan for safe reopening of local economies;
- 2) Communications and public information;
- 3) Business-facing awareness raising activities; and
- 4) Temporary public realm changes to ensure that reopening of local economies can be managed successfully and safely.
- 5) Support and promote a safe public environment for a local area's visitor economy; and
- 6) Allow local areas to develop plans for responding to the medium-term impact of CV-19 including trialling new ideas particularly where these relate to the High Street.

Herefordshire's Priorities

Herefordshire will support two main activities which are:

2) Communications and public information	£ 66,188
5) Support and promote a safe public environment for A local area's visit economy (this funding will be allocated for the five market towns	£100,000
Management cost (Herefordshire Council)	£ 6,000

Eligible activities for Support to promote a safe public environment for a local area's visitor economy

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- Food and drink pop up markets
- Temporary open mic/busking/performance stages
- Outdoor cinemas and theatre
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- Welcome marshals and information officers (recruitment or procurement of)
- Temporary dog waste/refuse bag dispensers
- Litter picking
- Public space maintenance
- Beautification: flowers, bedding plants, planters and hanging baskets, etc., wilding, nature and biodiversity focused planting and activities, sustainability focused e.g. fruit trees, shrubs and bushes and season and/or area focused display
- Temporary designated legal graffiti space
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The fund allows a more flexible approach around supporting public space, it does not necessarily need to be adjacent to commercial areas, making it easier to support for example promenades. There is scope to pay the salaries of staff or consultants to develop this work, but it is important that the local authority can evidence that this is additional activity beyond what was already

Additional information

For more information, visit the following links:

Welcome Back Fund Guidance

<https://www.gov.uk/government/publications/welcome-back-fund>

FAQs on eligibility, branding, procurement, claims

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1009183/Welcome Back Fund FAQs v3.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1009183/Welcome_Back_Fund_FAQs_v3.pdf)

ERDF branding

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/836956/ESIF-GN-1-005 ESIF Branding and Publicity Requirements v8 updated.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/836956/ESIF-GN-1-005_ESIF_Branding_and_Publicity_Requirements_v8_updated.pdf)

Proposed timescales

Activity	Proposed timescale
Initial meeting with town clerks to discuss WBF	16 September 2021
Town Councils develop and submit proposed programme of proposed deliverables	30 September 2021
Evaluation of submitted applications to confirm funding for each market town. The council will gather evidence of Welcome Back funding delivery, and submit related claims to MHCLG.	First week of October 2021
SLA developed and signed for each market town programme of improvements.	Second week of October 2021
Agreement of delivery route Funding allocation confirmed and allocated.	Second week of October 2021
Start implementation	Third week October 2021
First claim	31 December 2021
Second and final claim	31 March 2022

