LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES, CHURCH STREET, LEDBURY
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30 September 2022

Dear Councillor

You are summoned to attend a meeting of **LEDBURY TOWN COUNCIL** to be held on Thursday, 6 October 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 3279)

4. **To approve and sign the minutes of an extraordinary meeting of Council held on 18 August 2022** **(Pages 3279a-3293)**

5. **Herefordshire Councillors' Reports** **(Page 3294)**

To receive reports from Ledbury Ward Members:

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

6. **Mayors Communications** **(Pages 3295-3297)**

i. **Correspondence received from Ross-on-Wye Town Council**

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"

Request from Mr Ian Colwell to speak in respect of Council tax in Ledbury, housing development and infrastructure.

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 1 September 2022 and to give consideration to any recommendations therein** **(Page 3298-3302)**

10. **To receive and note the minutes of a meeting of the Economy & Planning Committee held on 11 August and 8 September 2022 and to give consideration to any recommendations therein** **(Pages 3303-3326)**

11. **To receive and note the minutes of a meeting of the Environment & Leisure Committee held on 27 September 2022 and to give consideration to any recommendations therein** **(Pages 3327-3335)**

12. **To receive and note the minutes of a meeting of the Finance, Policy & General Purposes Committee held on 29 September 2022 and to give consideration to any recommendations therein** **(Pages 3336-3344)**

13. **To receive and note the minutes of a meeting of the Grants Working Party held on 28 September 2022, and to give consideration to any recommendations therein** **(Pages 3345-3347)**

FINANCE

14. Recommendations From Other Committees (Pages 3348-3349)

GOVERNANCE

15. Notification of Resignation

Formal notice of resignation was received from Gary Troy on 18 September 2022.

The relevant departments at Herefordshire Council have been advised of the Vacancy

GENERAL

16. Outside Bodies Reports (If any) (Pages 3350-3363)

a. Notes of a meeting of the Rural Market Town Group Older People's Forum

b. Notes of a meeting of the Rural Market Town Group Young People's Forum

c. Minutes of a meeting of the Ledbury in Bloom Committee Meeting held on 27 September 2022

17. Correspondence received in respect of closure of Barclays Bank (Page 3364)

18. Ledbury War Memorial – Internal Investigation Report (Pages 3365-3369)

19. Response from Department of Levelling up, Housing and Communities – Hybrid Meetings (Pages 3370-3372)

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

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

22. Ledbury War Memorial – Consideration of tenders
(Pages 3373-3435))

22. Outcome of job evaluation of post holder 53 **(To Follow)**

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

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

LEDBURY TOWN COUNCIL

The Seven Principles of Public Life

(Nolan Principles)

1. **Selflessness**

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

2. **Integrity**

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

3. **Objectivity**

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

4. **Accountability**

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

5. **Openness**

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

6. **Honesty**

   Holders of public office should be truthful.

7. **Leadership**

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

Agenda Item 4

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

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

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

C.577 APOLOGIES

Apologies were received from Councillors Manns and Whattler.

C.578 DECLARATIONS OF INTERESTS

RESOLVED:

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

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

RESOLVED:

That the Nolan Principles be received and noted.

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

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

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

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

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

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

MOTION TO MOVE AGENDA ITEM 9

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

RESOLVED:

That Agenda item 9 be brought forward.

C.581 Buses4Us proposal

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

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

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

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

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

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

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

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

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

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

Clare Stone responded to the above points as follows:

With regard the numbers question -During the pandemic there were 60 people per day using the buses. Pre-pandemic that figure was 30% higher at about 80 per day.
In terms of the financial amount, pledge what you can afford. 20% of people in Ledbury do not have access to a car. If the pledges exceed necessity, then we may come back and say that Ledbury does not need to give so much."

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

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

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

Councillor Beddoes-Davis advised that she was strongly in favour of this project. She advised that she was impressed with the work that had been carried out by Buses4Usand felt that this type of project can lead to grass roots led change."

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

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

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

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

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

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

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

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

The vote was therefore lost.

Councillor Shields left the room at 19.43.

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

The outcome of the vote was as follows:

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

Councillor Morris
Councillor Bannister
Councillor Beddoes-Davis

RESOLVED:

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

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

Motion received from Councillor Hughes, seconded by Councillor Howells:

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

Councillor Harvey enquired as to whether Ledbury Town Council had exhausted their own capacity to investigate this matter and if this was why an external investigation is being proposed.

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

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

Councillor Hughes responded to Councillor Harvey's earlier question advising that Ledbury Town Council need to be clear what went wrong in respect of council procedures and that it had previously been agreed to undertake a 3-way investigation:

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

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

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

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

Following discussions, it was agreed that an internal investigation should be undertaken, in the first instance, which will help provide a specification for an external investigation, and that the internal investigation should be undertaken by two Councillors who had not been Members at the time when the War Memorial works were awarded and carried out,

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

An amendment was proposed to the original proposal put forward by Councillor Hughes that:

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

A vote was taken, and the amendment agreed, however a further amendment was proposed as follows:

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

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

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

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

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

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

Councillor Sinclair called for a named vote.

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

RESOLVED:

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

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

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

RESOLVED:

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

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

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

RESOLVED:

1. **That the minutes of the Finance, Policy & General Purposes meeting of Council held on 28 July 2022 be received and noted.**

2. **That Ledbury Town Council no longer pay for the electricity supply for the running of the BBI Clock, due to the Poetry Festival now being tenants of the BBI building.**

C.585 MASTER'S HOUSE LANDSCAPING PROJECT

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

RESOLVED:

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

C.586 RECOMMENDATION FROM ECONOMY & PLANNING COMMITTEE

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

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

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

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

RESOLVED:

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

C.587 DATE OF NEXT MEETING

RESOLVED:

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

C.588 EXCLUSION OF PRESS & PUBLIC

RESOLVED:

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

C.589 CCTV/LIGHTING COSTS

Members were requested to give consideration to information in relation to the outcome of recent communications with the Community Hall Trustees and Management Committee in respect of the cost of electricity and associated costs for the housing of the CCTV in the Community Centre.
Members were provided with the background of the agenda item and advised that an invoice had now been received for just over £3,000, which leaves a figure of £1,998.67 owed to Ledbury Town Council, by the Community Hall Trustees, minus the current invoice of £146.38.

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

RESOLVED:

1. **That members accept the figure of £3,099.36 received from Mr Eager for the cost of the electricity for the three-year period 1 April 2019 to 1 March 2022.**

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

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

The meeting ended at 9.30 pm

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

DRAFT

EXTRAORDINARY FULL COUNCIL

18-Aug-22

Minute No.	Action	To be Actioned by	Date Actioned	Comments	Status
C582(1)	That Ledbury Town Council will, without delay, appoint, subject to quotes, an independent and appropriately experienced consultant to investigate the processes and practices of Ledbury Town Council during the procurement of services for, and supervision of works to the Ledbury Memorial in 2020. A full specification for the investigation, including the outcome of an internal investigation will be drawn up by the Finance, Policy and General Purposes Committee and put to Full Council on 29	Cllr Hughes	29.09.2022	Draft report provided for consideration at FP&GP committee on 29.09.2022 - report to be submitted to full council	Cllr Hughes report completed and on agenda for consideration.
C582(2)	That for all future works of £5,000 or more, Ledbury Town Council will appoint an appropriately qualified and experienced 'Clerk of Works' to oversee and inspect all aspects of the works. The Clerk of Works must report that work projects are completed to specification and to an appropriate standard before any staged payment or final payment is made. Costs for the appointment and reports of the Clerk of Works will be included in the total cost of the works	Officers	30.09.2022	Amendment made to Financial Regulations - to be approved at full council on 06.10.2022	Financial Regulations on agenda for approval of amendment
C585	MASTER'S HOUSE LANDSCAPING PROJECT - That this item be moved to the next meeting of Full Council, to be held on 29 September 2022.	TC		No contact made by Clerk due to workload - propose to bring to next full council	In progress

3289

C589 (2)	That members instruct the Clerk to request that the overpayment of £1,988.67 be repaid to the Council, minus the sum of £146.38, which is the amended amount for the supply of electricity for the period of 1 April to 1 July 2022 and that if these funds are not repaid to the Council, this amount be offset against future invoices received from the Community Hall Association.	TC	05.09.2022	Letter sent to Trustees - no payment received to date - Clerk to chase	In progress
C589 (3)	That the Clerk be instructed to progress the integration of the CCTV at the recreation ground with that of the CCTV provided by Herefordshire Council.	TC	31.08.2022	Email sent to Debbie Turner at Hereford CCTV suite advising that LTC would like to pursue CCTV link at recreation ground. Awaing formal costings	In progress

FULL COUNCIL
04-Aug-22

Minute No.	Action	To be Actioned by	Date Actioned	Comments	Status
C558(1)	That Councillor Howells raise Councillors concerns at a meeting with the Commissioner in at a future meeting.	Cllr Howells	Meeting TBC	Commissioners office and LTC are trying to arrange meeting date	In progress
C558(2)	That the Town Clerk investigate the possibility of PACT meetings being reinstated, or the Police attend Council Meetings.	TC	10.08.2022	Discussed at a meeting with PC SWR - SWR agreed to consider possible reinstatement of PACT meetings	Completed
C558(3)	That Cllr Hughes be appointed as police liaison.	TC/Cllr Hughes	10.08.2022	SWR Advised of decision to appoint Cllr as police liaison - Cllr Hughes to be invited to future officer/police meetings - Cllr Hughes unable to attend meeting on 10.08.2022 due to short notice	Ongoing
C562(2)	That an item be included on the Economy & Planning Agenda of the meeting scheduled for 11 August 2022 in respect of Council representation at the upcoming appeal hearing, and that any recommendation from that meeting be referred to the extraordinary meeting of Full Council scheduled for 18 August 2022.	TC	11.08.2022	Included on E & P Agenda for further discussion (11.08.2022) and to consider approach to take at the appeal - recommendation to be submitted to EO Full Council meeting on 18.08.2022 - statement made by Cllr Bannister at Appea - outcome of appeal received	Completed
C566(2)	That the Clerk provide a document with all the contract providers and information on contract expiry dates to a future meeting of Full Council.	TC	29.09.2022	Accounts clerk asked to prepare document for submission at future full council	In progress

C569	That the Clerk schedule a S106 Task & Finish Meeting as a matter of urgency.	TC	Date TBC	Clerk to identify possible dates for working party meeting	In progress
C570	That the Town Clerk and CDO to have a conversation about which groups could benefit from a volunteer scheme and meet with them to discuss the possibilities.	TC/CDO			in progress
C571(1)	That officers contact English Heritage for advice in respect of the timber assessment and works being suggested.	DTC	10.08.2022	DTC contacted Caroe - they advised they will assist with wording to send to NJ - HC Conservation officer - meeting held on 28.09.2022 - outcome was positive in respect of anticipated works - full report awaited from Caroe and email supporting the proposed actions awaited from Histroic England	In progress
C571(2)	That no invasive works be carried out until such time English Heritage have been consulted.	DTC		Unlikely that invasive works will be required to be confirmed by Caroe in their report	Completed
C571(3)	If possible, the timber assessment works be undertaken parallel to contacting English Heritage, to avoid unnecessary delays, with the exception of any invasive works.	DTC			Waiting for update from DTC
C571(4)	That officers investigate ways to protect the buildings during the winter months should there be a delay in the repair programme.	DTC			Waiting for update from DTC
C571(5)	That officers investigate possible grants towards the costs of the proposed works.				In progress

3292

C573	That the Clerk be instructed to enter into a 12-month contract with Barclays Bank take payments for the provision of an electronic card payment system.	TC	08.08.2022	Clerk contacted Barclays - trying to arrange a date when Cllrs Hughes and Howells would be available to meet with representative of takepayments to sign application	Completed - terminals delivered and in use - proving to be an asset particularly in relation to painted room donations
C574(2)	1. That the Clerk be authorised to inform proposer no. 2 that they have been appointed to carry out the job evaluation of the post holder.	TC	08.08.2022	Clerk notified successful consultant - anticipated that report will be available for full council on 06.10.2022	In progress

Agenda Item 5

Ledbury Town Council meeting Thursday 6th October 2022

Cllr Phillip Howells – Ledbury West Ward Councillor's report

There is very little to report since the last Town Council meeting since it has been a quiet time for meetings during the holiday season. Then of course the death of the Queen and period of official mourning meant a hold on all official events and meetings for nearly 2 weeks.

A common concern for many residents in my Ledbury West ward is the amount of vegetation growth that spreads onto footpaths in particular, causing problems for those with limited mobility and for Mums/Dads with prams. Maturing trees are also an issue for many worried about house damage and there is a worrying pattern of trees on the old railway banking with relatively shallow root systems now falling down regularly in strong winds.

It is a little ironic in that the housing development around New Mills is the greenest in Ledbury with many attractive tree-lined paths winding between housing areas sheltered by trees and greenery. BBLP only tackle potential tree problems when there is an obvious danger. The Locality Steward is regularly called upon to investigate a tree concern with the usual outcome being that he confirms there is concern but residents having to pay for tree surgeons themselves more often than not. BBLP only have funds to respond to obvious and immediate safety concerns. This is a growing problem with no easy answers.

The main but bad news from Herefordshire Council is the appointment of a Commissioner to examine if the Council is capable of running its children's services department. I pointed out that the improvement plan was not going well at the last meeting and it is not a surprise that Ofsted conducted a recent examination and issued a particularly damning report that service delivery was inadequate in all four key examination areas.

The Commissioner will work with the council with the aim of determining within 12 weeks whether or not the council can continue to run it's own services or if they will be taken from the council and delivered independently. A very tough time with many families being traumatised by wrong and separation decisions made with often insufficiently empathy to children and their families' needs.

Agenda Item 6

Ledbury Town Council meeting Thursday 6th October 2022

Mayor report - Cllr Phillip Howells

Full details of the Mayor's programme to date for 2022/23 are in the attached spreadsheet

Mayoral engagements since the last council meeting on 5th August (18 events)

01/08/2022	Meeting R.E Mayor's Diary
06/08/2022	Battle of Evesham Festival
08/08/2022	Citizen of the Year Awards
20/08/2022	Herefordshire Community Thank You Events
20/08/2022	LEAF Family Fun Day
29/08/2022	Ledbury Carnival
01/09/2022	Celebrating 20 years of Ledbury Nursing Home and Ledbury ICU
02/09/2022	Official opening with Angela Rippon at Deer Park, Ledbury
07/09/2022	Leadon Bank 15th Anniversary & Garden Party
10/09/2022	Proclamation of King Charles III at Hereford Cathedral and then reading the Proclamation to the people of Ledbury
13/09/2022	Dying 2 Drive 2022
13/09/2022	Mayors' meeting
15/09/2022	Home Start Herefordshire AGM
15/09/2022	Bromyard Town - unveiling of wayfinding signposts and artwork throughout the town
18/09/2022	Service of Commemoration

18/09/2022	Service of Remembrance
22/09/2022	Heart of England Ledbury in Bloom Awards
22/09/2022	Wye Valley NHS Trust's virtual AGM

The next two events are Mayor's Coffee Mornings to which all Councillors are invited to attend (and particularly welcome at the Afghani families coffee morning; see below)

Coffee mornings:
Wednesday 12th October 10.30-12.00 in the Panelled Room

Saturday 15th October 10.00 to welcome Afghani refugee families who have sound safety in Ledbury

All in aid of the Mayor's Charity for the Year – Strong Young Minds

Mayor's Consort – Hilary Jones

Mayor's Chaplain – Tony Hodder

RECEIVED
24 AUG 2022

ROSS-ON-WYE TOWN COUNCIL

Agenda Item 6

Angie

Councillor Phillip Howells
Mayor of Ledbury
c/o Ledbury Town Council
Church Street
Ledbury
Herefordshire
HR8 1DH

16th August 2022

Dear Councillor Phillip Howells, Mayor of Ledbury

I am writing to you with a view to initiating discussions between our Town Councils about the possibility of a joint Community Protection initiative.

We recently had a meeting with Craig Sandman, Enforcement Officer from the Community Protection Team at Herefordshire Council to discuss enforcement options that may be available to us in Ross, in order to enhance the town and improve the street scene for residents and visitors alike. We were made aware that Hereford City Council have recently funded an Enforcement Officer to cover the city and this could be something that we could look at replicating in the Market Towns by trialling a pilot scheme where an enforcement officer could be employed full time with their time to be split between the two towns.

If this is something that Ledbury Town Council would be interested in having a discussion about, please get in touch using the details provided below.

Yours sincerely

Councillor Ed O'Driscoll
Mayor of Ross-on-Wye

The Corn Exchange, High Street, Ross-on-Wye, HR9 5HL. Phone: 01989 562373 Email: admin@rosstc-herefordshire.gov.uk
www.rosstc-herefordshire.gov.uk
Sarah Robson FSLCC – **Town Clerk**

3297

Agenda Item 9

LEDBURY TOWN COUNCIL

MINUTES OF A MEETING OF THE RESOURCES COMMITTEE HELD ON 1 SEPTEMBER 2022

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

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

R166. APOLOGIES FOR ABSENCE

Apologies were received from Councillor Hughes and Councillor Harvey (substitute for Councillor Hughes)

R167. DECLARATOINS OF INTEREST

None received.

R168. NOLAN PRINCIPLES

RESOLVED:

That the Nolan Principles be received and noted.

R169. TO APPROVE AS A CORRECT RECORD THE MINUTES OF A MEETING OF THE RESOURCES COMMITTEE HELD ON 5 MAY 2022

RESOLVED:

That the minutes of the meeting of the Resources Committee held on 5 May 2022 be approved and signed as a correct record.

R170. DRAFT VOLUNTEER POLICY

RECOMMENDATION:

That the Draft Volunteer Policy be recommended to a meeting of the Finance, Policy & General Purposes Committee for approval, subject to the following amendments:

1. **Selection – that the second sentence of the first paragraph be deleted and the third sentence be amended to read as follows:**

   "A reference may be required if the volunteer is to carry out specialised work such as IT support."

2. **Records – that the last bullet point be changed from "Data Protection Act" to "General Data Protection Regulations".**

R171. **DATE OF NEXT MEETING**

RESOLVED:

To note that the date of the next Resources meeting is 3 November 2022.

R172. **EXCLUSION OF PRESS AND PUBLIC**

RESOLVED:

That in accordance with Section 12(2) of the Public Bodies (Admission to Meetings) Act 1960, in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public are excluded from the remainder of the meeting.

R173. **STAFFING MATTERS**

Members were requested to review a number of staffing issues, the outcome of which were to be recommended to Full Council for consideration.

RECOMMENDATION:

1. **That consideration be given to contracting out the Town Maintenance/Town Cleaner position, due to the difficulties experienced in recruiting to this position.**

2. **That the Clerks actions, to employ a contractor to assist with the maintenance of the cemetery, be endorsed.**

3. **That officers continue to employ a contractor to assist with the maintenance of the cemetery for an interim period.**

4. **That a report be provided to Full Council on recommendation 2 of the Clerk's report.**

5. **That the temporary Community Development Officer be kept on, as per their agreed contract, until the end of March 2023 to enable an effective handover period between her and the permanent Community Development Officer on return from maternity leave.**

6. **That the amendments as highlighted in red, in the Community Development Officer job description be approved.**

7. **That when considering projects and tasks at committees and working parties, the Chairs be mindful of the resources and workload of the staff.**

8. **That staff be asked to maintain a record of work tasks on a daily basis to help inform council of where there are gaps in staffing and resources of the council.**

9. **That Councillors be encouraged to actively promote and robustly support the Nolan Principles and be willing to challenge poor behaviour wherever it occurs and that the Chairs of Committees and working parties, in particular be mindful of this when chairing meetings.**

R174. FEEDBACK FROM CLERK'S ANNUAL APPRAISAL

The Mayor advised that he and the former Mayor, Councillor Manns, had undertaken the Clerks annual appraisal in May 2022. He provided a brief precise of the appraisal.

RESOLVED:

That the Mayors update on the Clerks appraisal be received and noted.

R175. OUTCOME OF JOB EVALUATION – POST HOLDER 53

Members were advised that due to the consultant having covid the report in respect of the job evaluation of post holder 53 had been delayed.

RESOLVED:

That upon receipt of the job evaluation report it be referred to full council on 29 September 2022 for consideration.

The meeting closed at 8.15 pm.

Signed ..... Dated .....

3300

3289

ACTION SHEET
RESOURCES COMMITTEE
01.09.2022

Minute No.	Action	To be Actioned by	Date Actioned	Comments	Status
R170	That the draft volunteer policy be recommended to a meeting of the FP & GP committee for approval subject to the amendments as per the minute	TC	Nov-22	Amendments to be made and copy of Draft Policy to be recommended to FP & GP Meeting in November	In progress
R173(1)	That consideration be given to contracting out the Town Maintenance/Town Cleaner position, due to the difficulties experienced in recruiting to this position	TC	06.10.2022	Report submitted to Resources on this agenda for further information and discussion	In progress
R173(3)	That officers continue to employ a contractor to assist with the maintenance of the cemetery for an interim period	TC	06.10.2022	Report submitted to Resources on this agenda for further information and discussion	In progress
R173(4)	That a report be provided to Full Council on recommendation 3 of the Clerk's report	TC	06.10.2022	Due to time restraints and workload the Clerk has not been able to investigate this and therefore no report is available - original report attached for information	In progress
R173(5)	That the temporary CDO be kept on, as per their agreed contract, until the end of March 2023 to enable an effective handover period between her and the permanent CDO on return from maternity leave	TC	06.10.2022	Full Council to approve at meeting on 06.10.2022	In progress
R173(6)	That the amendments as highlighted in red, in the CDO job description, be approved	TC	06.10.2022	Full Council to approve at meeting on 06.10.2022	In progress
R173(7)	That when considering projects and tasks at committees and working parties, the Chairs be mindful of the resources and workload of staff	Councillors	ongoing		Ongoing

R173(8)	That staff be asked to maintain a record of work tasks on a daily basis to help inform council of where there are gaps in staffing and resources in the council	staff	ongoing		ongoing
R173(9)	That Cllrs be encouraged to actively promote and robustly support the Nolan Principles and be willing to challenge poor behaviour wherever it occurs and that the Chairs of Committees and Working Parties, in particular be mindful of this when chairing meetings	Councillors	ongoing		Ongoing
R175	Upon receipt of the job evaluation report for post holder 53 it be referred to full council for consideration	TC	06.10.2022	Reported to be to follow on full council agenda	In progress

Agenda Item 10

LEDBURY TOWN COUNCIL

MINUTES OF A MEETING OF AN ECONOMY & PLANNING COMMITTEE HELD ON 11 AUGUST 2022

PRESENT: Councillors Bannister, Bradford, Howells, Morris, Shields, and Sims

ALSO PRESENT: Angela Price – Town Clerk
Sophie Jarvis – Minute Taker
Two members of the public were also present

P613. TO RECEIVE APOLOGIES FOR ABSENCE

Apologies were received from Councillors Harvey and Manns.

P614. TO RECEIVE ANY DECLARATIONS OF INTEREST AND WRITTEN REQUESTES FOR DISPENSATIONS

RESOLVED:

No declarations of interest were made.

P615. NOLAN PRINCLIPLES

RESOLVED:

That the Nolan Principles be received and noted.

P616. ELECTION OF VICE-CHAIR FOR THE 2022/23 MUNICIPAL YEAR

RESOLVED:

That Councillor Sims be duly elected as Vice-Chair of the Economy and Planning Committee for the 2022/23 municipal year.

P617. PUBLIC PARTICIPATION

One member of the public present had attended the meeting to discuss the Bus Proposal. However, this was not on the agenda for this meeting and the Town Clerk confirmed that the bus proposal would be included on the agenda of the next Extraordinary Full Council meeting scheduled for Thursday 18 August 2022.

The member of the public left the meeting at 7.05pm.

P618. TO APPROVE AND SIGN THE MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON 14 JULY 2022

Councillor Morris asked whether the minutes of the Markets Working Party meetings held on 16 May and 27 June 2022 had been included on the July agenda. Councillor Howells confirmed that they had been, and it was agreed that the Clerk would send a copy of the minutes to the Chair.

RESOLVED:

1. **That the minutes of the Planning Committee meeting held on 14 July 2022 to be approved and signed as a correct record.**

2. **That the Clerk send a copy of the Markets Working Party minutes of 16 May and 27 June to the Chair.**

The second member of the public left the meeting at 7.12pm.

P619. To review the Action Sheet

P583(10.1) the Clerk confirmed that she had emailed Chloe Smart but had not yet received a response. The Clerk was asked to chase this.

P592(2) Councillors queried why the TIC sign had not yet been changed. The Town Clerk confirmed that she would chase the Deputy Clerk to arrange with the Groundsman to complete this.

P603 10.1 (2) as to whether the "food store" referred to in the application is Lidl. The Town Clerk confirmed it is Lidl.

P605(2) Councillor Morris queried if the Clerk had established the expiration dates for the S106 funds. The Clerk confirmed that she had not followed this up as yet.

P609 Councillor Howells was asked if he had completed the report on the Herefordshire Local Plan. Councillor Howells advised that he was about halfway through drafting the report and confirmed he was aiming for it to be finished by the following week. This report will be brought to the next Economy and Planning meeting on Thursday, 8 September 2022.

P610 (1) Removable stairlift - the Clerk confirmed that the Deputy Clerk was investigating this and that it would be reported to the environment & Leisure Committee in due course. Councillors requested to see evidence of this at the next meeting.

P610 (2) The Town Clerk confirmed that she was still awaiting more information from the Deputy Clerk on the equipment prior to contacting the Council's insurers on this matter.

RESOLVED:

That the Action Sheet be received and noted.

P620. CHARTER MARKET STRATEGY

RESOLVED:

The Charter Market Strategy be received and noted.

P621. PLANNING CONSULTATIONS

9.1 221152 The part removal of an existing brick-built wall (leaving 3ft of existing wall on either side) to allow access to an area of land owned by the homeowner and the erecting of a new 6ft fence along the boundary line of the property – 7 Churchill Meadow, Ledbury, Herefordshire, HR8 2DG

RESOLVED:

No objection

9.2. 221399 Proposed single storey extension – Roswyn, Orlham Lane, Leddington, Ledbury, Herefordshire, HR8 2LW

RESOLVED:

No objection

9.3 221775 Proposed changes of use to equestrian and install an all-weather riding arena – High House, Parkway, Ledbury, Herefordshire, HR8 2JE

Councillor Sims queried if an Environmental Impact Study had been carried out regarding grazing and constant water running off the fields, and whether there would be suitable drainage put in place.

RESOLVED:

No objection, subject to a suitable Environmental Impact Study having been carried out.

9.4 **222231 Approval of reserved matters relating to layout, scale, appearance, and landscaping (pursuant to outline planning permission appeal re: APP/W1850/W/20/3244410 and LPA ref. 171532) for the construction of footpath/cycleway links connecting the approved residential and employment uses within the site to Hereford road and Ballard Close – Land at 23 The Southend, Ledbury, Herefordshire, HR8 2EY**

Councillor Bannister proposed to defer this decision to the next Economy and Planning meeting scheduled for Thursday, 8 September 2022 due to it being a large application and to allow more time for consideration. The Clerk suggested that Members provide report ahead of the next meeting to aid the discussion Councillor Sims offered to provide this report t.

Councillor Bradford stated that he did not support carrying this item forward to the next meeting.

Councillor Shields asked whether deferring the decision to the next meeting would delay the process, the Clerk confirmed that it would not delay the process as the response date was 9 September and the next meeting was scheduled for 8 September.

RESOLVED:

This item be deferred to the next Economy and Planning meeting on Thursday, 8 September 2022 and that Councillor Sims will provide a written report ahead of the meeting to aid discussion.

9.5 **222261 T1 – Variegated Holly situated on right hand side of gateway when approaching property, fell to as near ground level as possible. Reason – poor condition. T2 – Variegated Holly situated on left hand side of gateway, reduce in height by approximately 3m to second canopy line and lightly trim remaining lower canopy to leave a more compact and rounded appearance. Reason – outgrowing situation (has previously been reduced) – Land at 23 The Southend, Ledbury, Herefordshire, HR8 2EY**

Councillor Morris queried whether there was a tree surgeon report on this item, it was clarified that there was not. Councillor Sims proposed that any decision on this application should be deferred and that the Clerk contact Herefordshire Council for evidence that these works are necessary.

RESOLVED:

This planning application be deferred and that the Clerk be instructed to contact Herefordshire Council for evidence that these works are necessary.

9.6 222290 Proposed single storey extensions to front and rear of dwelling and replacement of garage flat roof with mono-pitched tiled roof. – 11 Winston Close, Ledbury, Herefordshire, HR8 2XQ

RESOLVED:

No objection.

9.7 220783 Proposed changes 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 informed members that there was some controversy over this application and that there had been an extension for responses to 31 August 2022. He advised that Herefordshire Council Planning Officers were investigating whether there had been a breach of the Herefordshire Traveller Strategy in respect of the number of pitches allocated to the site. Councillor Howells confirmed that he will be attending a meeting on this in the future – date to be confirmed.

Councillor Bradford confirmed that these works had already been carried out and we should be here to say that it is a retrospective application which should not have been built.

Councillor Bannister proposed there be an extension to consider this application until the next Economy and Planning meeting on Thursday, 8 September 2022 to enable Councillor Howells to provide an update following the meeting at Herefordshire Council. Councillor Bradford queried why should there be an extension if the works have already been carried out, Councillor Howells advised that clarification needs to be sought on whether the additional, retrospective works have contravened the Travellers Strategy before any decisions are taken by Herefordshire Council. Councillor Bannister stated that this is a retrospective planning application that should not have been built and therefore, it should be voted against it.

Councillor Sims suggested that if the application does get rejected then can Ledbury Town Council ask questions as to why.

Councillor Howells proposed that we ask the Clerk to be instructed to request an extension for response until after the next meeting on Thursday, 8 September 2022, subject to the outcome of the meeting with the planning officers and the Ward Councillors and if the application is rejected then the following questions be raised with Herefordshire Council Planning Officers.

1. Why was the extension not granted?
2. Does this application mean that there is an extension of pitches?
3. Does the application contravene Herefordshire Council Traveller's Strategy?

RESOLVED:

1. That this agenda item be deferred to the next meeting of the Economy & Planning Committee scheduled for 8 September 2022.

2. That Councillor Howells provide an update on this application at the next meeting of the Committee.

3. That if the application is rejected the following questions be put to Herefordshire Council Planning Officers:

    1. Why was the extension not granted?
    2. Does this application mean that there is an extension of pitches?
    3. Does the application contravene Herefordshire Council Traveller's Strategy?

P622. APPEAL DECISION – PARKWAY HOUSE, LITTLE WOOLPITS, PARKWAY, HR8 2JG

RESOLVED:

The appeal decision – Parkway House, Little Woolpits, Parkway, HR8 2JG was received and noted.

P623. APPEAL DECISION – THE METHODIST CHURCH, 145 THE HOMEND, LEDBURY, HR8 1BS

Members expressed their disappointment that this application had been turned down. However, Councillor Bradford reminded Members that this Committee had objected to the application.

Discussions took place as to why this appeal had not encouraged with concerns being raised about the building being in a poor condition.

Councillor Bannister queried what happens to this building now. Councillor Morris suggested a meeting should be held with the head of planning at Herefordshire Council to receive justifications on their decision. Councillor Sims then queried what is Herefordshire Council's plan for all these unused buildings across the county. Councillor Howells confirmed that residents near the Methodist Church believed there would be too much from the building as a restaurant/wine bar.

Councillor Bradford asked what comment Ledbury Town Council had made in respect of this application. Councillor Bannister confirmed that the comments included; that it was in a residential area that the residents were not in favour of a wine bar/restaurant, there would be insufficient parking for a restaurant and there were issues with regards to noise.

RESOLVED:

That the Clerk be instructed to arrange a meeting with Herefordshire Council Planning Officers to discuss what type of planning application they would deem acceptable

P624. APPEAL 201718 – LAND SOUTH OF LEADON WAY & EAST DYMOCK ROAD LEDBURY, HEREFORDSHIRE, HR8 2JQ – DEELEY PROPERTIES LTD & COUNTRYWIDE FARMERS PLC

Members were advised that this item had been referred to the Planning Committee for a decision on who should represent Ledbury Town Council at the upcoming appeal and what their mandate would be.
Councillor Morris suggested that Councillor Bannister should attend the appeal process as he has done before. All councillors were in favour.

Councillor Bradford queried if the town council are supporting this appeal and if the nominated Councillor attending should be supporting it, stating that he was in support of the application.

Councillor Howells stated that supermarkets have a detrimental impact on the towns traffic and felt that the council should not change their mind on rejecting the appeal. He proposed that Councillor Bannister represent the Council by way of a statement at the appeal.

Councillor Bradford made the councillors aware that the residents of Ledbury were looking forward to having a Lidl or and Aldi in town because of the effects of the cost of living.

Councillor Shields asked whether there any advantages to this application be approved. Councillor Sims stated that it would not have a good impact on a thriving market town like Ledbury if current supermarkets were to go under due to the addition of a further supermarket. Councillor Howells agreed and advised that a retail impact report had been undertaken by Herefordshire Council in respect of this application which had identified that a further supermarket such as this would be detrimental to the independent shops in Ledbury and could do some damage to the town. He did indicate that it was likely that With the planned housing within Ledbury it would be conceivable that a further supermarket would be beneficial in the future.

Discussions took place around the proposed medical centre as part of this development. Councillor Howells advised that provision had been made within the NDP for possible sites or a medical centre in Ledbury.

Councillor Bradford requested a named vote.

RECOMMENDED:

1. **That Councillor Bannister represent Ledbury Town Council at the appeal in respect of Planning Application 201718 Land South of**

Leadon Way & East Dymock Road, Ledbury, Herefordshire, HR8 2JQ – Deeley properties Ltd & Countrywide Farmers PLC.

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

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

P625. PLANNING DECISIONS

RESOLVED:

That the planning decisions be received and noted.

P626. PROPOSED PLANNING SYSTEM REFORMS: LEVELLING UP AND REGENERATION BILL

RESOLVED:

The proposed planning system reforms: levelling up and regeneration bill be received and noted.

P627. SECTION 106 - LAND TO THE REAR OF THE FULL PITCHER, NEW STREET, LEDBURY

RESOLVED:

That the Section 106 information be received and noted.

P628. NON-CONFIRMATION OF DEFINITIVE MAP MODIFICATION ORDER

RESOLVED:

That the non-confirmation of definitive map modification order be received and noted.

P629. a. NEIGHBOURHOOD DEVELOPMENT PLAN WORKING PARTY (NDP)

i. NDP STEERING GROUP NOTES

RESOLVED: That the notes of the Steering Group meeting be received and noted.

ii. **TO APPROVE THE FOLLOWING DOCUMENTS FOR SUBMISSION TO HEREFORDSHIRE COUNCIL AS DELEGATED BY FULL COUNCIL (MINUTE C549 REFERS) TO MOVE TO THE NEIGHBOURHOOD DEVELOPMENT PLAN TO THE REG 16 STAGE:**

- **Strategic Environment Assessment (SEA)**

RESOLVED:

That the Strategic Environment Assessment (SEA) to be approved and sent to Herefordshire Council for consideration at Reg 16 Stage

- **Habitats Regulation Assessment (HRA)**

RESOLVED:

That it be noted that the Habitats Regulation Assessment (HRA) was not required.

- **Basic Conditions' Statement**

RESOLVED:

That the Basic's Conditions' Statement be approved and sent to Herefordshire Council for consideration at Reg 16 Stage.

- **Consultation Statement**

RESOLVED:

That the Consultation Statement be approved and sent to Herefordshire Council for consideration at Reg 16 Stage.

Updated Reg 14 Schedule of Representations (Subject to Editing)

RESOLVED:

That the Updated Reg 14 Schedule of Representations be approved.

Updated Reg 14 Schedule of Alterations (Subject to Editing)

RESOLVED:

That the Updated Reg 14 Schedule of Alterations be approved.

Final Version of NDP Submission – with Highlights of Amendments of Reg 14 Consultation

Discussions took place that the town council website should be up to date to include all these necessary documents.

RESOLVED:

1. **That the Final Version of NDP Submission – With Highlights of Amendments of Reg 14 Consultation be approved.**

2. **To note in consultation with Sam Banks of Herefordshire council's NDP Team, and to ensure that the NDP website is fully updated with all the required documents, that the 6-week Reg. 16 consultation period is scheduled to commence during the first week in September**

b. TRAFFIC MANAGEMENT WORKING PARTY

To receive and note the Traffic Management Working Party minutes of meeting held on 25 July 2022

Discussions took place about recommendations for more accessibility in town and shops for people who use wheelchairs. Councillor Shields informed Councillors that she would send some suggestions for more drop kerbs.

RESOLVED:

1. **That the minutes of the Traffic Management Working Party meeting held on 25 July 2022 be approved and signed as a correct record.**

2. **That Councillors provide the Clerk with suggestions in relation to drop kerbs in and around the town centre.**

P630. NEW STREET FOOTBALL GROUND – NOTIFICATION OF CHANGE OF CONTACTS

RESOLVED:

That the New Street Football Ground – notification of change of contacts be received and noted.

P631. LEDBURY FOOD STRATEGY – REQUEST FROM COUNCILLOR SHIELDS

Discussions took place regarding concerns about the security of Ledbury food supplies and as to whether Ledbury should sign up to Hereford Food Charter Group. It was suggested that residents of Ledbury should be encouraged to buy local to strengthen the local food supply. Discussions also took place about the lack of allotments and how the Council could work with Ledbury Food Group.

Councillor Sims queried how this should be progressed to encourage residents of Ledbury to source their food locally. Councillor Shields suggested an event should be held to raise awareness.

Councillor Bradford queried if signing this Charter will place any financial ties on the Council. A debate then took place as to whether the Food Group was a business and how involved the Town Council could get. Councillor Sims clarified as far as he was aware the Food Group is not a business itself and by signing the Charter the Council were making a declaration that they are interested in promoting and supporting locally grown produce. He suggested that if a stall is to be set up it should be to purely on provide information on how to shop locally.

Councillor Bradford suggested that the Food Group be encouraged to attend the Charter Market to help encourage the sale of local produce within the Town.

Councillor Morris proposed that Ledbury Town Council sign up to the Hereford food charter.

RECCOMENDATION:

1. **That a recommendation be referred to Council that Ledbury Town Council sign up to the Food Charter and work with Ledbury Food Group to create an event to promote local produce.**

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

P632. MARKET TOWNS MAINTENANCE FUND

RESOLVED:

That the amendments to the market towns maintenance fund, as proposed by Herefordshire Council be accepted.

P633. DATE OF NEXT MEETING

Councillor Shields gave her apologies as she unable to attend the next Planning Committee meeting.

RESOLVED:

That the date of the next meeting of the Planning Committee is scheduled for 8 September 2022 at 7.00pm.

The meeting ended at 8.55pm

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

Minute No.	Action	To be Actioned by	Date Actioned	Comments	Status
P605 (2)	That the Clerk find out expiration dates for the funds to ensure that it is used to the benefit of Ledbury town (S106)	TC	Aug-22	Information received - S106 T & F Group to be arranged	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 - report awaited- report provided at September meeting	Completed
P610 (2)	Once more information is available the Clerk contact the Council's insurers in respect of potential risks and report back accordingly. (Stair lift)	TC	Sep-22		Awaiting information from DTC
P618(2)	That the Clerk send a copy of the Markets WP Minutes of 16 May and 27 June to Chair	TC	12.08.2022	Copies sent to Chair	Completed
P621(9.4)	Application no. 222231 - reserved matters Vistry development - That this item be deferred to the next E & P Meeting and that Cllr Sims provide a written report ahead of the meeting to aid discussion.	Cllr Sims	TBC	No report received as at 01.09.2022 - email sent to Cllr Sims - on agenda for further consideration - extension given until 09.09.2022 for response - Application considered at September meeting	Completed
P621(9.5)	Application 222261 Trees in Southend - This planning application be deferred and that the Clerk be instructed to contact HC for evidence that these works are necessary.	TC	01.09.2022	Email sent to Case Officer requesting further information. Response awaited - item on agenda for further consideration	In Progress
P621(9.7)(1)	That this agenda item be deferred to the next meeting of the E & P Com - Traveller Site Application No, 220783	TC	8.09.2022	On agenda for further discussion - Clerk emailed Case Officer to request extension - extension granted - considered at September meeting	Completed

P621(9.7)(2)	That Cllr Howells provide an update on this application at the next meeting - Little Bush Pitch	Cllr Howells	08.09.2022	Clerk telephoned PH to remind him of need to provide update at meeting on 08.09.2022	Completed
P621(9.7)(3)	That if the application is rejected the questions as per the minute be submitted to HC PO's	TC	TBC	Target determination date 31.08.2022 - however extension given for responses	Completed
P623	Former Methodist Church - lark to arrange meeting with HC PO's to establish what type of application would be acceptable for this site	TC	01.09.2022	email sent to CS requesting a meeting - response awaited	In Progress
P624(1)	That Cllr Bannister represent LTC at the appeal for planning application 201718 Land South of Leadon Way & East Dymock road - Deeley Properties	Cllr Bannister	24.08.2022	Cllr Bannister prepared statement and attended appeal - copy of statement on agenda for information - no date given for anticipated outcome of appeal hearing	Completed
P624(2)	That Cllr Bannister be given a mandate to read a statement out at the appeal in support of the Councils original position in objecting to this application on the grounds of retail impact on the town centre	Cllr Bannister	11.08.2022	Cllr Bannister prepared statement and attended appeal - copy of statement on agenda for information - no date given for anticipated outcome of appeal hearing	Completed
P629(A)(2)	That the final version of the NDP submission with highlights of Amendments of Reg 14 Consultation be approved and forwarded to Sam Banks at HC	TC	12.08.2022	Final version of NDP sent to SB at HC	Completed
p692(B)(2)	That Cllrs provide the Clerk with suggestions in relation to drop kerbs in and around the town centre	Cllrs		No emails received	
P631(1)	That a recommendation be referred to Council that LTC sign up to the food Charter and work with Ledbury food Group to create an event to promote local produce	TC	06.10.2022	To be included on FC agenda	In Progress

SIGN

P631(2)	That the Markets WP invite the Food Group Members to have a stall at the Charter Markets to promote buying locally sourced products.	TC/MWP	Next MWP Meeting	To be included on next MWP agenda	In Progress

LEDBURY TOWN COUNCIL

MINUTES OF A MEETING OF AN ECONOMY & PLANNING COMMITTEE HELD ON 8 SEPTEMBER 2022

PRESENT: Councillors Bannister, Bradford, Howells, Morris and Sims

ALSO PRESENT: Angela Price – Town Clerk
Charlotte Barltrop – Minute Taker
Five Members of the public

Members held a minute silence for the passing of Her Majesty Queen Elizabeth II.

P634 TO RECEIVE APOLOGIES FOR ABSENCE

Apologies were received from Councillors Harvey, Hughes, Manns and Shields

P635 TO RECEIVE DECLARATIONS OF INTEREST AND WRITTEN REQUESTS FOR DISPENSATIONS

Councillor Howells declared an interest in respect of public participation, due to circumstances between himself and Mr Thomas.

P636 PUBLIC PARTICIPATION

Councillor Howells left the room.

The Chair advised Mr Thomas that would be permitted to speak for 5-minutes.

Mr Thomas read a speech regarding issues relating to noise disturbances at The Barn, Ledbury. (See attached pages)

Councillor Bannister expressed concern over the direction Mr Thomas' speech was going as he felt it had become an attack on the Council rather than a constructive speech.
Mr Thomas continued and following the 5-minutes allocated time Councillor Bannister requested the Chair to not allow Mr Thomas to continue.
After a heated, debate the Chair agreed to allow Mr Thomas to continue, advising that he should not be too long. Councillor Bannister left the room advising that he was unhappy with the decision to allow Mr Thomas to continue and stated that he would return to the meeting when the speech concluded.

P637 It was proposed that agenda item 18, The Barn, St Katherine's, Ledbury, be moved forward on the agenda to allow the discussion to take place whilst the members of the public were present.

RESOLVED:

That item 18 be brought forward on the agenda.

P638 THE BARN, ST KATHERINE'S, LEDBURY

Councillor Bradford suggested that the Clerk be asked to wite to Licensing at Herefordshire Council and advise them of the issues raised by Mr Thomas and ask the to investigate this matter, and that Mr Thomas should be copied into the letter for information.

RESOLVED:

That the Clerk write to Herefordshire Councils Licencing to advise them of the issues raised by Mr Thomas and ask them to investigate this matter, with a copy of the letter being made available to Mr Thomas.

P639 TO APPROVE AND SIGN THE MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON 11 AUGUST 2022

RESOLVED:

That the minutes of the Planning Committee Meeting 11 August 2022 be approved and signed as a correct record.

P640 TO REVIEW THE ACTION SHEET

P605(2) The Clerk stated that she had received a copy of the S106 document, however she advised that it does not include the expiry date. She confirmed that this was an item to be discussed at the next Mayor's Meeting and she had emailed requesting that the dates of expiry for all the Ledbury S106 projects be provided.

It was agreed that a task and Finish Group should be set up to progress the S106 wish list. Councillors Bannister, Howells and Hughes agreed to sit on the Task & Finish Group.

P609 – it was noted that Councillor Howells had provided a draft report in respect of the Herefordshire Local Plan consultation earlier in the day.

P610(2) Information in respect of this will be considered at the next Environment & Leisure meeting.

It was noted that the following items were on the agenda for further discussion:

P621(9.4)
P621(9.5)
P621(9.7)(1)
P621(9.7)(2)
P621(9.7)(3)
P624(1)

P623 The Clerk advised that she had not received a response from Herefordshire Council Planning Officers in respect of a meeting to discuss the future of the Methodist church but advised that she would chase this.

P692(B)(2) The Clerk advised that she had not received any further suggestions from Councillors and advised that the time for providing suggestions had now passed. Councillor Sims proposed that the public be asked to make suggestions for drop kerbs around the town that the Council could forward to Hereford Council for consideration in the future.

P631(2) That this item should be considered at the next Markets Working Party.

P641 PAINTED ROOM VISITOR NUMBERS APRIL TO JULY 2022

Members were provided with information of visitor numbers for the Painted Room between April and July 2022.

The average number of visitors per day was between 23 and 30 during the peak visitor period.

Councillor Bradford suggested that with these numbers at hand it is a good opportunity for the Council to review the Tour Guides job description and for other Medieval Buildings to be included on the tour.

Councillor Sims enquired as to what end the Painted Room operated, whether for profit or to bring in more tourists to the town.

The Clerk responded that currently the Painted room operates on donations, there is no charge levied to visit. The tour guides are paid members of staff, but this could be expanded to have volunteers as well. The tour guides also carry out educational tours which include the Market House.

Councillor Sims proposed that there is a task and finish group for this subject to invite members of staff/public/volunteer groups to give their input in a round table discussion. Councillor Morris supported this as he stated that there have been many years without communication between the Heritage buildings within the town. The Civic Society is due to celebrate its' 50-year anniversary in 2023, he suggested that this could be a catalyst for change.

The Clerk informed the members that a volunteer policy had been considered at the recent Resources Committee, which will be referred to the Finance, Policy & General Purposes Committee for final approval.

RESOLVED:

That a task and finish group would be set up in order to ascertain the future needs of the Painted Room and it's place within the Heritage Buildings of the town.

P642 LEDBURY POSTCARDS

Members were provided with Postcards of Ledbury which the Council may wish to sell in the Tourist Information Centre.

Councillor Bradford spoke about the previous Tourist Information Centre selling locally sourced items. He suggested working with local artisans to sell small items from the Tourist Information Centre.

Members felt that Ledbury Town Council should commission unique designs and apply the town branding. It was also agreed that local traders should be consulted in order to avoid any conflict with what is already available in the local shops. It was also noted that there isa limited amount of space in the current set up of the council reception/Tourist Information Centre.

The Clerk stated that there she would include an item on next month's agenda in respect of possible changes to the reception area to accommodate the Tourist Information Centre

RESOLVED:

1. **That the Clerk include an item on the October agenda of the committee in respect of the reception area of the offices**

2. **That the Clerk investigate options for creating Ledbury Town Council postcards.**

P643 JOHN MASEFIELD MEMORIAL WORKING PARTY

RESOLVED:

That the minutes of the John Masefield Memorial Working Party be received and noted.

P644 PLANNING CONSULTATIONS

10.1 222407 Proposed annexe – 14 Oatleys Terrace, Ledbury, Herefordshire, HR8 2BX

RESOLVED:

No objection

10.2 222689 Proposed replacement conservatory – 10 Horse Lane Orchard, Ledbury, Herefordshire, HR8 1PP

RESOLVED:

No objection

10.3 222231 Approval of reserved matters relating to layout, scale, appearance, and landscaping (pursuant to outline planning permission appeal re: APP/W1850/W/20/3244410 and LPA ref. 171532) for the construction of footpath/cycleway links connecting the approved residential and employment uses within the site to Hereford Road and Ballard Close

RESOLVED:

That a response be provided in respect of the accessibility of buses onto the site once developed and that Councillor Howells provide the Clerk with the specific Neighbourhood Development Policies.

10.4 222261 T1 – Variegated Holly situated on right hand side of gateway when approaching property, fell to as near ground level as possible. Reason – poor condition. T2 – Variegated Holly situated on left hand side of gateway, reduce in height by approximately 3m to second canopy line and lightly trim remaining lower canopy to leave a more compact and rounded appearance. Reason – outgrowing situation (has previously been reduced) – Land at 23 The Southend, Ledbury Herefordshire, HR8 2EY

RESOLVED:

No objection, subject to independent advice being sought by Planning Officers to confirm that the works are necessary.

10.5 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 Ward Councillors had requested this application be referred back to the Hereford Council Planning Committee for further consideration.

RESOLVED:

That Ledbury Town Council defer making a comment until such time confirmation of the referral has been received.

P645 PLANNING DECISIONS

RESOLVED:

1. **That the Planning Decisions be received and noted.**

2. **To note that an update on the war memorial will be provided to Full Council on 6 October 2022 following a meeting with Caroe on 15 September to review the tender documents received.**

P646 APPLICATION NO. 220855 LAND SOUTH OF LEADON WAY, LEDBURY, HEREFORDSHIRE

a. Application for approval of reserved Matters

The Clerk advised that she had requested an extension in respect of this application, but to date had not received a response from Herefordshire Council Planning Officers.

RESOLVED:

That the extension request be noted.

b. Request from Vistry Group for further meeting with Councillors week commencing 12 September 2022

It was agreed that taking into account the death of Her Majesty Queen Elizabeth II and the additional workload for officers, the Clerk would contact Vistry to request an alternative date.

P647 APPLICATION NO. 222107 AND 222231 – LAND NORTH OF THE VIADUCT, ADJOINING ORCHARD BUSINESS PARK, LEDBURY

a. DAS Compliance Report

b. Phasing Plan

RESOLVED:

That the information provided be received and noted.

P648 APPEAL 201718 – LAND SOUTH OF LEADON WAY & EAST DYMOCK ROAD, LEDBURY, HEREFORDSHIRE, HR8 2JQ – DEELEY PROPERTIES LTD & COUNTRYWIDE FARMERS PLC

Members were provided with a copy of the statement prepared and submitted at appeal by Councillor Bannister on 24 August 2022.

RESOLVED:

That the statement be received and noted.

P649 AFFORDABLE HOUSING – DRAFT SUPPLEMENTARY PLANNING DOCUMENT

RESOLVED:

That the Affordable Housing – Draft Supplementary Planning Document provided by Councillor Howells be received and noted.

P650 a. NEIGHBOURHOOD DEVELOPMENT PLAN WORKING PARTY (NDP)

Councillor Howells gave a verbal report regarding the current status of the Neighbourhood Development Plan. He advised that the website is currently being updated to ensure that all documents are included, and the most recent versions are available. Website wording is also being updated to reflect that the NDP is entering the Regulation 16 phase. Once this work has been completed the information will be submitted to Herefordshire Council for review.

P651 PROPOSED 5G TELECOMMUNICATIONS INSTALLATION FOR H3G UK

RESOLVED:

That the information be received and noted.

P652 REQUEST TO WRITE TO DRM BUSES IN SUPPORT OF REINSTATING THE DRM 476 BUS SERVICE TO AN HOURLY SERVICE TO HELP SUPPORT LOCAL RESIDENTS TO GET TOGETHER IN WARM PLACES IN THE COMING WINTER MONTHS

RESOLVED:

That the Clerk write to DRM to ask them to consider reinstating the 476 Bus Service as an hourly service.

P653 SUSTAINABLE TRANSPORT HEREFORDSHIRE NEWS – FOR INFORMATION

RESOLVED:

That the information be received and noted.

P654 BEYOND THE HILLS COMMUNITY STATION PARTNERSHIP UPDATE – FOR INFORMATION

RESOLVED:

That the information be received and noted.

P655 DATE OF NEXT MEETING

RESOLVED:

That the date of the next meeting of the Planning Committee is scheduled for 13 October 2022 at 7.00 pm.

The meeting ended at 8.35pm

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

DRAFT

Minute No.	Action	To be Actioned by	Date Actioned	Comments	Status
P638	That the Clerk write to Herefordshire Councils Licencing to advise them of the issues raised by Mr Thomas and ask them to investigate this matter, with a copy of the letter being made available to Mr Thomas.	TC	21.09.2022	Email sent	Completed
P640 - P605(2)	It was agreed that a task and Finish Group should be set up to progress the S106 wish list. Councillors Bannister, Howells and Hughes agreed to sit on the Task & Finish Group.	TC	12.10.2022	T & F Group meeting arranged for 12.10.2022	Completed
P640 - P692(B)	Councillor Sims proposed that the public be asked to make suggestions for drop kerbs around the town that the Council could forward to Hereford Council for consideration in the future.	TC			in progress
P640 - P631(2)	That this item should be considered at the next Markets Working Party. - Invite to food group to attend	TC	31.10.2022	To be invited to next meeting on 31.10.2022	In progress
P641	That a task and finish group would be set up in order to ascertain the future needs of the Painted Room and it's place within the Heritage Buildings of the town.	TC	10.10.2022	Meeting arranged for 10.10.2022	in progress
P642(1)	That the Clerk include an item on the October agenda of the committee in respect of the reception area of the offices	TC	13.10.2022		in progress
P642(2)	Ledbury Postcards - That the Clerk investigate options for creating Ledbury Town Council Postcards	TC			In progress
P643 (10.3)	That a response be provided in respect of the accessibility of buses onto the site once developed and that Councillor Howells provide the Clerk with the specific Neighbourhood Development Policies.	PH/TC		Clerk awaiting information from PH	In progress
P643(10.4)	No objection, subject to independent advice being sought by Planning Officers to confirm that the works are necessary. - Trees at 23 The Southend	TC	12.09.2022	Response sent to HC Planners	Completed

P645	To note that an update on the War Memorial will be provided to Full Council on 6 October 2022 following a meeting with Caroe on 15 September to review the tender documents received.	TC	06.10.2022	Item on agenda for consideration	Completed
P652	That the Clerk write to DRM to ask them to consider reinstating the 476 Bus Service as an hourly service.	TC	26.10.2022	Letter sent	Completed

LEDBURY TOWN COUNCIL

MINUTES OF AN ENVIRONMENT AND LEISURE COMMITTEE MEETING HELD ON 26 SEPTEMBER 2022

PRESENT: Councillors Bradford, Chowns (Chair), Shields, Sinclair and Whattler

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

E289 APOLOGIES FOR ABSENCE

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

All members of the Environment & Leisure Committee paused for a one-minute silence out of respect for the late Majesty Queen Elizabeth II.

E290 DECLARATIONS OF INTEREST

RESOLVED:

No declarations of interest were received.

E291 THE NOLAN PRINCIPLES

RESOLVED:

That the Nolan Principles be received and noted.

E292 TERMS OF REFERENCE

RESOLVED:

The terms of reference be received and noted, and that upon completion of the works to the War Memorial an item be included in the Terms of Reference to recognise that the War Memorial comes under the remit of the Environment & Leisure Committee.

E293 PUBLIC PARTICIPATION

No members of the public were present.

E294 TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE EXTRAORDINARY ENVIRONMENT & LEISURE COMMITTEE HELD ON 7 JULY 2022

RESOLVED:

That the minutes of a meeting of the Extraordinary Environment & Leisure Committee held on 7 July 2022 be approved and signed as a correct record.

E295 TO REVIEW ACTION SHEETS

Councillor Sinclair queried point E275 on the action sheet relating to free car parking. The Deputy Town Clerk confirmed she would check this with Herefordshire Council.

Councillor Chowns queried why the Christmas lights switch-on event had been moved to a Sunday this year as compared to a Saturday as in previous years. The Town Clerk confirmed that this decision was made due to it being a trial as it was felt that a road closure on a Sunday will be less disruptive than it would be on a Saturday. She also advised the Committee that in 2021 the event had been moved to the first weekend in December, which was later than usual, advising that the reason for this was to avoid clashing with other towns. She advised that it had been agreed to reinstate it on the last weekend on November, but on the Sunday to avoid a clash with other market towns.

RESOLVED:

That the Deputy Clerk seek clarification regarding free car parking from Herefordshire Council.

E296 CEMETERY

RESOLVED:

That authorisation be given for the signing of the Deeds for Exclusive Right of Burial 715, 716, 717, 718, 720, 723 and 72 granting the exclusive right of burial to those named on the interment form.

That authorisation be given for the signing of the Deeds of Exclusive Right of Burial 48 granting the transfer of the exclusive right of burial to those named on each transfer request.

E297 CLIMATE CHANGE WORKING PARTY

Councillor Bradford queried if there had been a conversation at a previous meeting with regards to relieving staff from minute taking at working parties. It was confirmed that this subject had been discussed and that it had been agreed that Working Party Chairs would help reduce the staff workload by providing them with items for Working Party agendas and by a member of the Working Party taking minutes.

Councillor Shields spoke for the Climate Change Working Party, advising that she did not consider there was enough clarity between the Working Party and Environment and Leisure Committee. Councillor Shields stated that it was not clear

what the Environment and Leisure Committee want the Working Party to achieve. Discussion took place regarding the 6 items on the Plan of Action which the Working Party had produced and asked the Committee to consider these.

The Chair allowed 10 minutes to discuss the Plan of Action provided by the Climate Change working party.

Plan of Action:

1. **Developing a resilience for extreme weather conditions**

   Councillor Bradford stated that he was in favour of developing warm/cool rooms for extreme weather conditions. The Town Clerk confirmed discussion are ongoing with Talk Community Hub to set these up in the Ledbury.

2. **Raise public awareness and building public engagement**

   Councillor Bradford suggested incorporating this into the Ledbury Town Council Facebook page or alternatively setting up a new Facebook page in aid of this. The Town Clerk queried who would be responsible for this. Councillor Bradford suggested that Councillor Shields should take on this role as Chair of the Climate Change Working Party. This item will be added to the next Climate Change Working Party agenda.

3. **Build youth engagement**

   Discussions took place as to whether a Youth Council could be formed within John Masefield High School/Ledbury Primary School. Members agreed that this would not reach out to all children as some children who live in Ledbury might not necessarily go to school in Ledbury.

4. **Build a resource base of information and contacts**

   Councillors suggested that the library would be ideal for a resource base.

5. **Develop resilience to shortages (e.g. food, fuel etc.)**

   Discussions took place as to whether this would fall under Ledbury Food Group. It was agreed that Ledbury Town Council could ensure that there is a link with Ledbury Food Group with regards to developing a resilience to shortages e.g. food and that the Town Council should have a facilitator role in respect of this.

6. **Keep under consideration opportunities to review the town's carbon footprint**

   This point was received and noted.

RESOLVED:

1. **That Members of the Environment and Leisure committee approved the Terms of Reference for the Climate Change Working Party.**

2. **That Members of the Environment and Leisure committee approved the Plan of Action presented by the Climate Change Working Party.**

3. **That a recommendation for budget provision be subject to approval by the Finance, Policy & General Purposes Committee for the remainder of 2022/23 and 2023/2024 budgets.**

E298 CONTRACT FOR EXTERNAL GROUNDSMAN

The Committee considered the report requested an extension to the existing Grounds Maintenance contract.

RECOMMENDED:

That it be recommended to Full Council that the contract for the external groundsman be extended for a further 2 years, as per the terms of the contract.

E299 DOG HILL WOOD

Discussions took place as to whether there was a contractor for the management of Dog Hill Wood in place. Councillor Bradford queried why one was not in place, as there had been one in previous years. Councillor Shields informed members of the Committee that the contract had lapsed previously. All Councillors agreed that it a contractor should be retained to manage the tree work, coppicing and other such projects at Dog Hill Woods.

Members were advised that due to the meeting having been delayed due to unforeseen circumstances, the Chair of the Environment and Leisure Committee and Town Clerk had met to discuss the quotations in respect of the tree survey at Dog Hill Woods. Members were asked to note that Company B had been selected on the grounds that the trees would be tagged and plotted on an electronic map. The cost to undertake this survey is £495.00. The Committee endorsed the actions taken by the Chair and Town Clerk.

Discussions took place on how many volunteers had put themselves forward to help clear Dog Hill Woods. The Deputy Clerk informed Members that there had been considerable interest and that two volunteers who had registered had their own chainsaws (and relevant certificates) and had relevant experience to undertake appropriate woodland work.

The Town Clerk informed Members that there was only £1,000 left in the budget for Dog Hill Wood for the rest of the financial year. There were discussions as to whether this could cover the two days training for the volunteers and how many volunteers would be needed. The Deputy Clerk will report back to the Committee after the deadline to confirm how many volunteers have come forward.

Councillor Shields confirmed that she had recently purchased a range of garden tools for Sustainable Ledbury which were also for use by the community in general so these tools would be used for works at Dog Hill Wood.

RECOMMENDATION:

1. **That Members of the Environment and Leisure Committee endorse the actions taken by the Clerk and Chair of the Committee in respect of the appointment of a tree safety survey, noting that Company B, at a cost of £495.00 plus VAT had been appointed.**

2. **That the Environment and Leisure Committee proposed a virement of £1,000 be taken from "Closed Churchyard – Tree Works/Property Maintenance" (CC101 – NC 4250) to "Amenity Areas – Dog Hill Wood Maintenance Coppicing" (CC108 – NC 4210) to provide sufficient funding for up to three days training in respect of coppicing, to be provided by Guy Tustin at a cost of £400 per day.**

E300 CEMETERY UPDATE

Clearance of Ivy on wall joining the Football Club

The Committee debated the difference between the quotations that had been received which were quite wide ranging in respect of the ivy clearance along the wall joining the Football Club and concluded that Company B should be appointed to carry out the works at £900.00 plus VAT.

RESOLVED:

That Members of the Environment and Leisure Committee approved the appointment of Company B to undertake the clearance of ivy on the wall joining the Football Club at a cost of £900.00 plus VAT.

Cemetery Chapel – Carpet

Members of the Committee considered the quotes provided and agreed to select Company C2 on the basis that their product was the same as detailed for C1 but not as expensive.

RESOLVED:

That Members of the Environment and Leisure Committee approved the appointment of Company C2 to dispose of existing carpet, supply and fit new carpet to the Cemetery Chapel at a cost of £367.10 plus VAT.

Wooden floors beneath Pews

Members of the Environment and Leisure Committee considered the two companies put forward to strip and re-stain the wooden floors beneath the pews and lecterns and agreed to select Company F1 to undertake the works at a cost of £772.00 plus VAT.

RESOLVED:

That Members of the Environment and Leisure Committee approved and selected Company F1 to re-stain the wooden floors beneath the pews in the Cemetery Chapel at a cost of £772.00 plus VAT.

Wooden Pews and Lecterns

In view of the limited budget in this financial year, the Committee Members agreed to postpone these works at this time.

RESOLVED:

That Members of the Environment and Leisure Committee agreed that these works would be delayed until the next financial year 2023/24.

Interior Deep Clean

Due to budget constraints, Members of the Committee agreed to postpone the interior deep clean, which would also incorporate painting and decorating until the new financial year.

RESOLVED:

Members agreed that the interior deep clean would be delayed until the new financial year 2023/24.

E301 OCTOBER FAIR

First Aid Providers

Members were advised that due to the Committee meeting being delayed due to the death of the Late Queen Elizabeth II, and the October Fair being only a few weeks away, the Chair of the Environment and Leisure Committee and Town Clerk had met to consider the quotes received in respect of first aid cover at the October Fair. It was noted that the Chair and Clerk had appointed Company 1 at a cost of £874.00 plus VAT. Members were asked to endorse the actions taken.

RESOLVED:

That Members of the Environment and Leisure Committee endorse the actions of the Chair and Clerk in respect of the appointment of a First Aid Provider for the October Fair at a cost of £874.00 plus VAT.

Traffic management

Discussion took place as to why the Town Council were paying for the traffic management rather than the fair providers. It was considered that the event was too close now for this to be investigated, but that this should be addressed with the Fair organisers prior to the Fair taking place in 2023.

As noted above, due to the limited time available, the Chair of the Environment and Leisure Committee and Town Clerk met to consider the quotes received in respect of traffic management provision for the October Fair. It was agreed that Company 2 be appointed at a cost of £3,580.00 plus VAT and Members of the Committee were asked to endorse the actions taken.

RESOLVED:

1. **That Members of the Environment and Leisure Committee endorsed the actions of the Town Clerk and Chair of the Committee in respect of appointing company 2 for traffic management at the October Fair at a cost of £3,580.00 plus VAT.**

2. **That a review of why a traffic management company are required at the October Fair be undertaken, and that this be referred back to a future meeting of the committee for further discussion.**

E302 RECREATION GROUND

Cantilever Tyre Swing

The Deputy Clerk advised that since submitting the report and costs, and whilst companies have quoted to apply steel bands/straps around the oak beam, it would appear that the piece of equipment would need to have a secondary safety device fitted since the current fitment did not show evidence of one ever being fitted.

Members of the Committee agreed to select Company 9 to undertake the works to fit two new reinforcing brackets at a cost of £210.00 plus VAT. However, this would still be subject to two factors: (1) receiving a guarantee from the company that the reinforcement brackets would last for a given time; and (2) ensuring that a new secondary safety device would be fitted. This will incur an additional cost, currently not known.

RESOLVED:

That Members of the Environment and Leisure Committee appoint Company 9 to repair the cantilever tyre swing at a cost of £210.00 plus VAT subject to receiving a guarantee for the works and fitting a secondary safety device.

E303 MARKET HOUSE/COUNCIL OFFICES – REPAIRS/TIMBER

The Town Clerk advised Members that she is attending a meeting on Wednesday, 28 September 2022 with Historic England and Caroe & Partners to discuss the Market House. The timber assessment, portable stair chair and signage are to be discussed. An open invitation was passed to all Members of the Committee if they wished to attend the meeting.

Members suggested that the Town Council should attempt to get a demonstration of a portable stair chair to see if it would work on the stairs to the upper floor of the Market House.

RESOLVED:

1. **That Members of the Environment and Leisure Committee received and noted the contents of this report.**

2. **That the Deputy Clerk investigate the possibility of having a demonstration of a portable stairlift in the Market House.**

E304 MEMORIAL GARDEN FOR MAYORS/COUNCILLORS

Members agreed that there should be a memorial for both past and present Mayors and Councillors as they should be recognised for the work they have contributed to the Town.

RESOLVED:

That Members of the Environment and Leisure Committee agreed that a suitable plaque should be displayed in the Cemetery Chape in remembrance of past and present Mayors and Councillors once the Chapel has had an interior deep clean.

E305 PROPOSED TREE PLANTING

Members discussed the proposed tree planting scheme, acknowledging that trees can bring down the temperature of a street by up to 10 degrees in hotter weather conditions or causing possible sight obstructions for drivers in a few of the proposed locations of the tree planting.

The Deputy Clerk advised Members that whilst these were suggestions put forward by Officers of Herefordshire Council as being "accepted locations", this was still very much down to whether there would be sufficient funding and at which time, agreement to locations would then be agreed.

RESOLVED:

That Members of the Environment and Leisure Committee note that the proposed Tree Planting report be received and noted and would be subject to receiving further updates from Herefordshire Council in due course.

E306 CONSIDERATION OF ITEMS OF 2023/24 BUDGET

Members queried why Ledbury Town Council had the responsibility of budgeting for the Closed Churchyard. Members asked whether this was something the council's solicitor could look into, the Clerk advised that she could contact the solicitor to investigate this.

Councillor Shields queried if there was any budget for the Climate Change Working Party especially if they wanted to hire venues for events such as National Recycling Week. £1,000 was to be set aside for the Climate Change Working Party. The Town Clerk advised that there was an earmarked reserve for the CCTV funding.

RESOLVED:

That Members of the Environment and Leisure Committee noted and received the contents of the 2023/24 Budget report, noting that a further report will be submitted at the next meeting.

E307 CHRISTMAS LIGHTS

Members of the Committee appreciated the increase in electricity bills and despite the soaring costs considered that members of the public would still like to see the Christmas lights. However, Members asked for a summary of costs for the previous year for the lights to be compared to this year's costs to assist with the budget setting process for 2023/24.

RESOLVED:

That Members of the Environment and Leisure Committee received and noted the contents of the Christmas Lights report.

E308 WORKING PARTIES

TO RECEIVE AND NOTE THE MINUTES OF THE MEETING OF THE EVENTS WORKING PARTY HELD ON THURSDAY, 21 JULY AND THURSDAY, 18 AUGUST 2022 AND CONSIDER ANY RECOMMENDATIONS THEREIN

The Clerk made reference to the Recommendation under E109, she advised that discussions had been had with talkcommunity and HVOS about setting up a volunteer register for Ledbury.

RESOLVED:

That the minutes of the Events working party held on Thursday, 21 July and Thursday, 18 August 2022 were received and noted.

TO RECEIVE AND NOTE THE MINUTES OF THE MEETING OF THE CLIMATE CHANGE WORKING PARTY HELD ON WEDNESDAY, 10 AUGUST 2022 AND CONSIDER ANY RECOMMENDATIONS THEREIN

RESOLVED:

That the minutes of the Climate Change Working Party held on Wednesday, 10 August 2022 were received and noted.

E309 DATE OF NEXT MEETING

RESOLVED:

The next meeting of the Environment and Leisure Committee is scheduled for Thursday, 17 November 2022.

The meeting ended at 9.00pm.

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

Agenda Item 12

LEDBURY TOWN COUNCIL

MINUTES OF A FINANCE, POLICY & GENERAL PURPOSES COMMITTEE HELD ON 29 SEPTEMBER 2022

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

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

F496. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Harvey.

F497. Declarations of Interests

No declarations of interest were received.

F498. Nolan Principles

That the Nolan Principles were noted.

F499. Public Participation

No members of the public were present.

Councillor Eakin entered the meeting at 7.01pm
Councillor Howells entered the meeting at 7.02pm

F500. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF A MEETING OF COUNCIL HELD ON 28 JULY 2022

RESOLVED:

That the minutes of a meeting of the Finance, Policy and General-Purpose Committee held on 28 July 2022 be approved and signed as a correct record.

F501. TO REVIEW THE ACTION SHEET

F481(1) That members approve the Shop Front Grants with the Exception of 10 Chestnut Close.

RESOLVED:

That the grant for Pinkusion be supported as the business is based at 40 Bye Street, with 10 Chestnut Close being the residential address of the proprietor.

F482(2) Small flyer advising of shop front grant to be provided to members to deliver to shops and businesses who have not yet applied for grant funding.

RESOLVED:

That this item be removed from the Action Sheet due to the grant recommendations which appear on this agenda.

F495 That the Clerk write to the former post holder to request they contact the Clerk within days to resolve the matter. If no response received by 25.08.2022 Town Clerk to progress to small claims court.

RESOLVED:

That the Clerk advised that the application had been made to the Small Claims Court due to no contact having been received following the latest letter.

RESOLVED:

That all items not referred to above, by number, on the action sheet be received and noted.

Financial Matters

F502. TO APPROVE INVOICES FOR PAYMENT FOR SEPTEMBER 2022

RESOLVED:

That the invoices for payment for September 2022 be approved.

F503. TO RECEIVE THE RECORD OF RECEIPTS AND PAYMENTS FOR JULY AND AUGUST 2022

RESOLVED:

That the receipts and payments for July and August 2022 be received and noted.

F504. TO RECEIVE THE BALANCE SHEET AND TRIAL BALANCE FOR MONTHS 4 AND 5

RESOLVED:

That the balance sheet and trial balance for months 4 and 5 be received and noted.

F505. 2022/23 BUDGET MONITORING

Councillor Hughes raised the point that on page 2696-line number 4270 Litter Bins & Benches is at 205% of budget.

3337

The Clerk assured the Members that this item had been listed against the incorrect line and would be corrected.

RESOLVED:

That the 2022/23 Budget Monitoring be received and noted.

F506. TO CONFIRM VERIFICATION OF BANK STATEMENTS AND RECONCILIATIONS FOR JULY AND AUGUST 2022

RESOLVED:

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

F507. TO RECEIVE OUTCOME 2021/22 EXTERNAL AUDIT REPORT

Members of the Committee expressed their thanks and congratulations to the Clerk and Accounts Clerk for their hard work in making sure the Council received an unqualified audit for 2021/22.

RESOLVED:

1. **That the External Audit Report be received and noted.**

2. **That Members endorse the action of the Clerk to publicise the External Auditors report and Public Notice of Conclusion of Audit.**

F508. OPTION TO OPT OUT OF THE SMALLER AUTHORITIES APPOINTED AUDITOR (SAAA) ARRANGEMENTS

RESOLVED:

That the Members of the Finance, Policy & General Purposes Committee make a recommendation to the meeting of Full Council, scheduled for 6 October 2022, that Ledbury Town Council does not opt out of the central procurement regime managed by SAAA.

F509. NOTIFICATION OF INCREASE IN FEES FOR INTERNAL AUDITOR

RESOLVED:

That Members of the Finance, Policy & General Purposes Committee acknowledge the increase in the annual fee for IAC Audit & Consultancy Ltd from £750 to £790, an annual increase of £40.

3338

F510. ACTION TAKEN BY CLERK IN CONJUNCTION WITH COUNCILLOR SINCLAIR

There was concern amongst some Members that the production of this leaflet, without going through the Committee process, could set a precedent for future projects. However, this concern was allayed by the other Members who advised that this course of action has been taken for similar small projects in the past and as a result had not become normal practice. It was felt that on this occasion the actions taken by the Clerk and Councillor Sinclair, with approval from the Chair of the Finance, Policy & General Purposes Committee had been within the realms of the Financial Regulations and therefore should be endorsed.

The Clerk informed Members that at a meeting with Talk Community the leaflet had been well received with other groups requesting copies in order that they may distribute it.

The Clerk suggested creating a "Scheme of Delegation" which would provide clear clarity in such situations in the future.

RESOLVED:

1. **That the actions taken by Councillor Sinclair and the Clerk, in conjunction with the Chair of the Finance, Policy & General Purposes Committee be endorsed.**

2. **That the Clerk provide a draft "Scheme of Delegation" to a future meeting of the committee.**

F511. PUBLIC SECTOR DEPOSIT FUND FACT SHEET – JULY AND AUGUST 2022

RESOLVED:

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

F512. RECOMMENDATIONS FROM OTHER COMMITTEES

1. **Environment & Leisure Committee**

Dog Hill Wood

Councillor Bradford expressed his dismay that Dog Hill Woods had been allowed to fall into a state of disrepair over the past seven years. He also stated that he is extremely pleased that this project is now being brought to the fore and the Woods will be returned to a satisfactory state.

Councillor Howells enquired as to whether the coppice training would be for members of the public who would then become volunteers. The Clerk confirmed that this project was two-fold, firstly with the aim to clean up Dog Hill Woods and secondly to provide support for men's mental health and encourage dialogue.

Councillor Hughes asked the following questions of the Clerk:

1. Are these policies adequate?
2. Do you (the Clerk) have any proposed amendments?

The Clerk informed the members that she had brought these policies with her from her previous council. She advised that the policies are union approved and that she is satisfied with their contents. The Clerk suggested that Members may wish to review the ICT Policy for improvements.

Councillors debated how to alter the policy ICT Policy in order that it become adequate. It was felt that where it currently refers to "Officers and Employees" the wording may be altered to "Officers, Employees and Councillors."

Councillor Howells expressed his concern about the Lone Working Policy as he did not feel that it goes far enough to protect employees who are working alone on town business. Both Councillor Howells and Councillor Bradford suggested that a panic button may be a suitable solution for those working in the Church Lane offices alone. However, there was concern raised for the Groundsman who often works alone and has, recently, experienced abuse in the course of his duties at the Cemetery.

RESOLVED:

1. **That the Lone Working Policy be reviewed by the Clerk to bring that forward to the Committee at a future date, with reference to panic lanyards being used by lone workers alongside any other adjustments that can be made to ensure lone workers safety.**

2. **That the ICT Policy is reviewed and that the Clerk adjusts the wording to refer to Officers, Employees and Council Members within the Policy and that it be referred back to the next meeting of the Committee.**

GOVERNANCE

F515. GENERAL DATA PROTECTION REGULATIONS (GDPR)

The Clerk suggested that the GDPR policy is due for review and suggested that a Task and Finish group be created in order to carry out this work.

Councillors Sinclair, Howells and Hughes all agreed to membership of the Task and Finish group as they have experience with GDPR laws.

RESOLVED:

That the Members agreed that a Task and Finish group be set up in order to review the GDPR policy and that Councillors Hughes, Howells and Sinclair would form the core of this group due to their experience in the field.

3340

RESOLVED:

1. **That the Finance, Policy, and General Purposes Committee approved a virement of £1,000 to be undertaken from "Closed Churchyard – Tree Works/Property Maintenance" (CC101 – NC 4250) to "Amenity Areas – Dog Hill Wood Maintenance Coppicing" (CC108 – NC 4210) to provide sufficient funding for three days training in respect of coppicing to be provided by Guy Tustin at a cost of £400 per day.**

2. **Grants Working Party**

   i. **That £200 be transferred from the Dropped Kerbs project to the Town Centre Public Realm (Sustainable Ledbury/Ledbury in Bloom) for the purchase of plants for autumn planting around the town.**

   ii. **That £3,058.79 be transferred from the Jubilee Picnic in the Park underspend for the cost of the supply and fixing of 4 replacement bins on the Town Trail.**

   iii. **That the remaining £1,800 from the dropped kerbs project, and £200 from the Jubilee Picnic in the Park underspend, a total of £2,000, be made available to purchase a weeding and urban cleaning system, to help prevent weeds and clean up pavements and other surfaces within the town.**

RESOLVED:

That the Finance, Policy, and General Purposes Committee approved the three recommendations from the Grants Working Party.

F513. THE SHELTER, RECREATION GROUND

Councillor Bradford informed the Members that whilst the work had taken place on the shelter it had created a lot of positive interest around the area. Attracting people to see the artwork and discussion had ensued around what a positive space this could be.

RESOLVED:

That Members of the Finance, Policy & General Purposes Committee approved the repainting of the inside of the shelter at a cost of £1,384.99 and that these works be carried out at the earliest opportunity.

F514. TO REVIEW THE FOLLOWING POLICIES

a. Concerns and Complaints Policy
b. CCTV Policy
c. Information, Communication, & Technology (ICT) Policy
d. Local Resolution Policy
e. Lone Working Policy

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F516. TO REVIEW RISK REGISTER PART 2 – EMPLOYERS LIABILITY

Councillor Hughes suggested that the Members should be concerned with the items listed in section 2 of the risk register that, following mitigation, were still showing a high risk.

Councillor Sinclair stated that in Section 3 of the Risk Register there were some items regarding contracts which he felt needed to be addressed. He stated that he had previously worked within a company which issued generic contracts and job descriptions which allowed for a much wider range of tasks to be assigned to staff members.

The Clerk stated that all Ledbury Town Council contracts are a standard format. She stated that the issue has arisen as one member of staff has had no updated contract for some time, which did not reflect their change in position.

Members discussed how best to provide training in relation to staffing matters and who should receive this training. It was felt that the Mayor and Clerk, as line managers, should receive this training along with members of the Resources Committee.

With regards to the Section 2 items:

Long Term unavailability of Clerk or loss of Clerk without a notice period - this is to be reviewed. It is also to be noted that there is a contingency in the budget for just such an occurrence which would be likely to reduce the risk following mitigation.

Lease Agreements – That this item is listed correctly as a 6 on the right-hand column due to the reliance on solicitors.

RESOLVED:

That the Members adopted the Risk Register subject to changes outlined above.

F517. TO RECEIVE THE NOTES OF A BUDGET MONITORING MEETING HELD ON 16 AUGUST 2022 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS THEREIN

RECOMMENDATION:

1. **That the Finance, Policy & General Purposes Committee recommend to Full Council the movements outlined within the report, from the general reserve to the relevant earmarked reserves as follows:**

NC	ACCOUNT	2021/22 ADDITION £	BALANCE £
320	Earmarked reserves		112.92
321	Play/skate park	15,000	50,330.00
322	Traffic Management		9,000.00
323	Charter Market Improvements		1,000.00

3342

324	Listed Building	TBC	110,000.00
325	Elections		10,000.00
326	Youth Support		5,000.00
328	War memorial	25,000	40,000.00
329	Paths, Bins and Benches		2,500.00
330	CCTV	5,000	10,000.00
331	Advertising		5,000.00
332	Climate change		2,000.00
333	Perimeter wall cemetery		15,000.00
334	Great Places to Visit		81,110.45
	TOTAL	**45,000**	**341,053.37**

2. **That the Finance, Policy & General Purposes Committee approved moving £10,000 from the general reserve to the Listed Building earmarked reserve in anticipation of potential costs for timber repairs to the Market House and Council Offices.**

3. **That £30,000 be placed in the 2023/24 budget for the play equipment, noting that the £30,000 in the 2022/23 budget will be used for the refurbishment of the skate park.**

4. **That it be noted that the decision to approve CCTV at the recreation ground being linked into the Hereford Council system had previously been approved at the extraordinary meeting of Council held on 18 August 2022.**

F518. TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE GRANTS WORKING PARTY HELD ON 3 AUGUST 2022 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS THEREIN

RESOLVED:

That the minutes of a meeting of the Grants Working Party held on 3 August 2022 be approved and signed as a correct record.

F519. LEDBURY WAR MEMORIAL – INTERNAL INVESTIGATION REPORT

Councillor Hughes provided an extensive record dating from May 2013 of Ledbury Town Council decisions and actions relating to the condition and renovation of the Ledbury War Memorial.

Members of the Finance, Policy & General Purposes Committee did not feel that they were equipped at this meeting to make recommendations with regard to the report which had been received but rather that the report be presented to the Meeting of Full Council on 6 October 2022.

Councillors wished to clarify that this was a public document, Councillor Hughes stated that the report was open and transparent and that under no circumstances should this report be confidential.

3343

Councillor Sinclair requested that the report provided by Councillor Hughes and the Caroe report, which Ledbury Town Council have received, be placed onto the website in order that it be in the public domain.

Councillor Howells agreed and requested that suitable wording be provided with the report that Ledbury Town Council are still clarifying their course of action and that this shall be shared with the residents of Ledbury as soon as the actions have been settled upon.

RESOLVED:

1. **That the Members agreed that the report should be presented to Full Council at the meeting to be held on 6 October 2022.**

2. **That this report and the report from Caroe be shared on the Council's website as soon as possible.**

F520. DATE OF NEXT MEETING

The next meeting of the Finance, Policy & General Purposes Committee is scheduled to take place on Thursday. 24 November 2022,at 7.00 pm, and will take place in the Burgage Hall, Church Lane, Ledbury

RESOLVED:

To note that the date of the next meeting of the Finance, Policy & General Purposes Committee is scheduled for Thursday, 24 November 2022.

The meeting ended at 8:55pm.

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

3344

Agenda Item 13

LEDBURY TOWN COUNCIL

MINUTES OF A MEETING OF THE GRANTS FUNDING WORKING PARTY HELD ON 28 SEPTEMBER 2022

PRESENT: Councillors Hughes and Morris

ALSO PRESENT: Angela Price – Town Clerk

11. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Howells.

12. **DECLARATIONS OF INTEREST**

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

13. **TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF A MEETING OF THE GRANTS FUNDING WORKING PARTY HELD ON 3 AUGUST 2022**

RESOLVED:

That the minutes of the meeting of the Grants Funding Working Party held on 3 August 2022 be approved and signed as a correct record.

14. **UPDATE ON GREAT PLACES TO VISIT FUNDING**

Members were reminded of recommendations from the previous meeting for discussion at this meeting and also provided with an update on the status of the projects.

Members agreed to consider the project status prior to considering any final reallocation of underspends.

i. Public Realm – Ledbury in Bloom/Sustainable Ledbury

Members were advised that Ledbury in Bloom had asked whether there would be any available funds to purchase plants for autumn planting. The Clerk advised that this budget did already have an overspend but that the committee may wish to consider transferring a small amount from the "Drop Kerb" project, which it had been recognised would not be spent.

ii. Bye Street Toilets – It was agreed that the installation of baby changing facilities in two of the toilets no longer be pursued and that consideration

be given to transferring some funds from the underspend of this project towards the cost to replace the lighting in the Heritage Centre.

iii. Shop Improvement Grant – it was agreed that no further rounds of the Shop Improvement Grant be undertaken.

iv. TIC – Members were provided with a diagram showing how changes could be made to the reception area to make more room for the Tourist Information Centre to grow.

The Clerk advised Members that since the article in the Ledbury Focus the numbers of local people and visitors calling into the council offices in respect of Tourist Information had increased. She suggested they give consideration to the rough drawing included in their packs in respect of a possible layout of the reception area.

Councillor Hughes considered the proposed layout to be an excellent use of space, however he questioned the positioning of the photocopier. The Clerk advised that there was a lack of alternative places for this but explained that with it located where it was suggested it would be possible for the council to provide a photocopying service, at a small cost, to local residents. Members felt this was a sensible approach.

The Clerk proposed investigating the cost of suitable counter/workspace units and Councillor Morris suggested that it might be worth speaking with the Library in respect of a specially made counter/workspace they had which was no longer being used.

Members were provided with costings for the tear off map that had previously been agreed. The Community Development Officer was asked to join the meeting and provided clarification on the report she had provided.

Following the input from the Community Development Officer Members agreed to approve the quote from Lovell-Johns for the printing 500 A3 sized maps, to be supplied as 10 pads x 50 maps at a cost of £1,800 - £2,200 excluding VAT.

Councillor Morris suggested to help speed up the preparation and printing of the maps it may be useful to provide Lovell-Johns with a copy of the Tea Towel produced for sale in the Heritage Centre, as this provided a good layout of Ledbury and its points of interest.

Members reviewed the expenditure figures provided within the agenda papers and agreed several recommendations to be submitted to the Finance, Policy & General Purposes Committee, as listed below.

RECOMMENDED

1. That the Finance, Policy & General Purposes Committee approve the following changes to the Great Places to Visit Funding subject to the approval of Economy & Place at Herefordshire Council:

   i. That £200 be transferred from the Dropped Kerbs project to the Town Centre Public Realm (Sustainable Ledbury/Ledbury in Bloom) for the purchase of plants for autumn planting around the town.

   ii. That £3,058.79 be transferred from the Jubilee Picnic in the Park underspend for the cost of the supply and fixing of 4 replacement bins on the Town Trail.

   iii. That the remaining £1,800 from the Dropped Kerbs project, and £200 from the Jubilee Picnic in the Park underspend, a total of £2,000, be made available to purchase a weeding and urban cleaning system, to help prevent weeds and clean up pavements and other surfaces within the town.

   iv. That the remaining £1,599.09 from the Jubilee Picnic in the Park underspend, and £1,000.00 from the Bye Street Toilets underspend, a total of £2,599.09, be made available to support works to replace the lighting in the upstairs of the Heritage Centre to enable the room to be used primarily as an event space

   2. That the Clerk contact Ledbury Library to ask whether they would consider selling the counter/workspace they have that is no longer in use and report back to the next meeting of the Working Party.

   3. That a recommendation be submitted to the Finance, Policy & General Purposes Committee that approval be given to appoint Lovel-Johns to provide tear off maps as per their quote (printing 500 A3 sized maps, to be supplied as 10 pads x 50 maps at a cost of £1,800 - £2,200 excluding VAT).

   4. That the Community Development Officer provide them with a copy of the Tea Towel produced for sale in the Heritage Centre to assist them in the preparation of the maps.

The meeting ended at 4.03 pm

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

FULL COUNCIL	6 OCTOBER 2022	AGENDA ITEM: 14

Report prepared by Julia Lawrence – Deputy Town Clerk

RECOMMENDATION FROM OTHER COMMITTEES

ENVIRONMENT AND LEISURE COMMITTEE AND EVENTS WORKING PARTY

Purpose of Report

The purpose of this report is to ask Members to approve proposals/quotations that have been put forward to both the Environment and Leisure Committee, held on Tuesday, 27 September 2022 and the Events Working Party held on Thursday, 29 September 2022.

Detailed Information

Events Working Party

1. Christmas Lights Switch-on Event – Road Closure £125.00

Members of the Events Working Party discussed proposals that are in hand for the forthcoming Christmas Lights Switch-on event which takes place on Sunday, 27 November 2022. Currently 26 traders have signed up to participate in the event, ranging from food vendors, craft stalls and local distilleries. In addition to traders, there will be a range of other entertainment taking place, detailed below (8). However, in order to accommodate larger than usual market traders, coupled with entertainment and a food zone, the Members of the Events Working Party have put forward a recommendation to Full Council to propose a road closure for the event. The road closure would be from Top Cross to Bye Street junction and the road would be closed between 10.00am and 6.00pm on Sunday, 27 November 2022.

2. Entertainment at Christmas Lights Switch-on Event Sunday, 27 November 2022

Members of the Events Working Party considered three options that were presented at the Working Party and now seek approval from Full Council to select and appoint either one or two of the following artists.

(a) Acrobats – 3 sets of interactive walkabout acrobats £1,300.00

30/40 minutes depending on audience numbers 45p/mile
The expenses of 45p/mile would be for travel from Bristol

3348

(b)	**Walkabout – 2 performers (3 x 30 minutes)** Street show – 2 shows per day	**£1,110.00** + Travel

Recommendations

1. **That Members approve the road closure for the Christmas Lights Switch-on event to provide space for the market traders that have expressed an interest in attending the event.**

2. **That Members approve expenditure for the Christmas entertainers as per the above information and that funding for these be taken from the "Events" budget line.**

Agenda Item 18

RURAL MARKET TOWN GROUP

OLDER PEOPLE IN RURAL MARKET TOWN AREAS
COUNCILLOR SOUNDING BOARD
TUESDAY 2nd AUGUST 2022

NOTES

Present:

Cllr Tony Leech	Okehampton Town Council
Cllr Claire Wilding	Charlbury Town Council
Cllr Tony Hirons	Lutterworth Town Council
Cllr Ewen Sinclair	Ledbury Town Council
Cllr Alan Brown	Corsham Town Council
Cllr Emma Hix	Wincanton Town Council
Cllr Karen Britton	Lechlade Town Council
Cllr Liz Parker	Oxted Town Council
Cllr Sarah Cavell	New Alresford Town Council
Cllr Peter Guest	St Austell Town Council
Cllr Lee Hatcher	Cranbrook and Sissinghurst Parish Council
Graham Biggs MBE	Chief Executive RSN
David Inman	Corporate Director RSN

Apologies:

Cllr Caroline Cross	Irthlingborough Town Council
Cllr Jane Smith	Market Rasen Town Council
Cllr Phil Shaw	Petersfield Town Council

3350

OPERATION OF THE SOUNDING BOARD

There were initially to be two sounding boards being operated by the Rural Market Towns Group in this area.

One of these, this one, would relate to Older People. The second would be in relation to Young People.

REASON FOR OPERATION OF THE SOUNDING BOARD

There were no organisations or other mechanisms in England which provided dedicated focus to the situation relating to older people in the rural areas of England. Initial canvassing had taken place with RMTG Member Towns/Parishes, and some 30 Councillors had volunteered to form this Sounding Board looking at problems which the Towns older people might face. As the recent COVID and Economic Situations demonstrated life challenges continually changed in relatively short time spans and it was felt there was the need for rurally based Sounding Boards that gave some frequency to the consideration about the various social issues facing rural sectors.

It was hoped that the work of this Older People Sounding Board might provide the opportunity for

(a) Comment from Town representatives about local issues facing older people being foreseen as occurring in Rural/Market Towns across England.

(b) The opportunity through survey work to establish the consensus view on a variety of topics relating to Older People in England's Rural Towns and Areas.

(c) The gathering of anecdotal evidence from group representatives and where possible also empirical material.

(d) The opportunity to inform those governmental and dedicated national organisations considering matters relating to Older People in England of the views from this rural group from a grass root perspective.

THE RURAL SERVICES NETWORK

David Inman briefly explained how the Rural Services Network operated through a variety of groups including the Local Government Association Special Interest Group relating to Rural Services (Local Authorities), the Rural Services Partnership (rurally interested national and area non-Council based organisations), the Rural Health and Care Alliance (Heath organisations in English Rural Areas), the Rural Services All Party Parliamentary Group of MPs and members from the House of Lords (APPG).

He detailed how Local Council Groups were now sought to be established by the RSN through the Rural/Market Towns Group and a Grouping relating Village Services involving some Parish Councils.

A Company formed by the RSN, Rural England CIC, looked to undertake independent rural research where it was felt to be necessary. Rural England every few years (most recent was 2021) undertake a significant State of Rural Services report, and it was hoped the work of both Sounding Boards might assist in informing this report in the future.

FIRST THOUGHTS.

Councillors were invited to come forward with their personal view about what the prevalent issues in relation to older people in their rural market towns might be. The following we recorded from this 'round the table' session.

- Communication and the danger of missing people.
- Older people feeling a lack of engagement but equally many will not seek help/support
- The vital importance of first contact. Some Councils were continuing with specific schemes.
- The high number of older people 'remaining in COVID shock' and a remaining reticence from many to go out much as they remained frightened. Resulting in an increased number of 'vulnerable' older people
- COVID and its accompanying measures were acting as a continuing 'brick wall' in respect of many older people than was being assumed
- Many older people did wish to learn IT skills new to them if the opportunity was presented to them
- Lack of awareness by many older people about the availability of insulation grants and by some a reluctance to apply for financial assistance
- Centralised services and services only available on-line were making rural elderly people feel increasingly remote
- Transport- decreasing services were frightening and there was a need for hotlines to be operating to keep old people better informed. The transport deficiencies were becoming a greater and greater rural problem – including the increased costs of transport
- The age of volunteers
- Data protection measures were acting as a barrier in terms of older people
- Many older people were very quickly becoming fuel poor and were frightened about the coming months
- Community Fridge initiative.
- Much concern about the bank closures coupled with older people not having IT skills.
- Many of the real problems are in remote rural areas rather than the towns

DEFINITION OF OLDER PEOPLE

Discussion took place about at what age might the term apply in respect of the Board's work. It was decided as conventionally occurred it would be from age 65.

CENSUS DATA

Please note that these statistics will include the populations of Market Towns in the Group.

The group were presented with the latest initial material gathered from the 2021 Census in respect of the national position.

These were as follows:

- A 27% increase in Predominantly Rural areas of the 65 years and over age group population (Census 2011 to 2021), meaning this age group now accounts for 24% of PR total population, an increase from 20% in 2011.

- A 28% increase in Urban with Significant Rural areas of the 65 years and over age group population (Census 2011 to 2021), meaning this age group now accounts for 21% of SR total population, an increase from 19% in 2011.

- A 15% increase in Predominantly Urban areas of the 65 years and over age group population (Census 2011 to 2021), meaning this age group now accounts for 16% of SR total population, an increase from 15% in 2011.

- For the 85 and over age group, although the population has increased in PR and SR areas by 22% and 24% respectively, as a fraction of total population in these areas they remain at 3% for both. The fraction for PU remains at 2%, with a 12% increase in population in this age bracket.

		All persons	Aged 65 years and over	Aged 85 years and over
Census 2021	Predominantly Urban	36837900	5896800	776800
	Predominantly Rural	11724800	2857500	375700
	Urban with Significant Rural	7927100	1647600	218600
		56489800	10401900	1371100

Census 2011	Predominantly Urban	35056370	5118039	696174
	Predominantly Rural	11057745	2256381	307473
	Urban with Significant Rural	6898341	1286109	176481
		53012456	8660529	1180128

NB: Local authority boundary changes have occurred between Census 2011 and 2021.

It was clear that the differing patterns identified in earlier Censuses between urban and rural areas was further widening with rural areas having a considerably higher percentage of their population over 65 years in age as was the percentage of the population at over 85 years of age. The irony that this process was occurring at a time when there had been service reduction due to budget tightening was commented upon.

Further relevant statistics would continue to be presented to Sounding Board Meetings as they became available

POTENTIAL SPEAKERS FOR FUTURE SOUNDING BOARD MEETINGS

This was discussed. The favoured priority appeared in the first place to be able to hear from representatives from the National organisations involved with Older People and /or from the other Rural Organisations. The Alzheimer's Society and ACRE were suggested. Decided to leave a decision until after the survey referred to below was completed.

A PRIORITY SURVEY

It was planned to run a short survey of the Sounding Board membership to establish, what concerned members of the Sounding Board most in relation to the areas which affected older people. Discussion took place about these areas where a view on prioritisation would be a useful process.

Suggestions for this survey exercise were:

- The challenge of keeping engaged with all the possibly vulnerable people in the Town and some people feeling isolated as a result if not all are reached.
- Transport deficiencies.
- Broadband and Mobile Phone Limitations.
- Lack of appropriate housing to meet the needs of older people in their local area
- The accelerating cost of living in a rural area.
- Isolation/loneliness
- Crime and Fear of Crime.
- Heath and Social Care.
- The ageing population generally.
- The ongoing legacies of COVID.
- The need for teaching of many older people concerning IT issues.

Those present would be consulted by email on the draft questionnaire. The priorities for the Sounding Board would be considered following this survey.

CONTINUING OPERATION OF THE SOUNDING BOARD

Members who were present were asked if they wished to operate the Sounding Board as solely relating to just Market Towns or whether as there was to be a Rural Village Services Group as well whether they felt there might be more benefit in operating totally jointly with that Group so that one Group would cover Rural Market Towns and Rural Villages and their surrounding areas. Members were of the view that two Sounding Boards should be run and that the Market Towns Sounding Board should continue to be run separately.

RURAL SERVICES NETWORK

RURAL MARKET TOWN GROUP

YOUNG PEOPLE IN RURAL MARKET TOWN AREAS
COUNCILLOR SOUNDING BOARD
THURSDAY 4th AUGUST 2022

NOTES

Present:

Cllr Tony Leech	Okehampton Town Council
Cllr Claire Wilding	Charlbury Town Council
Cllr Phillip Howells	Ledbury Town Council
Cllr Pete Squire	Tavistock Town Council
Cllr Alan Brown	Corsham Town Council
Cllr Emma Hix	Wincanton Town Council
Cllr Freddie Easters	Market Rasen Town Council
Cllr Sarah Cavell	New Alresford Town Council
Nik Harwood	Chief Executive, Young Somerset and Chair of the Rural Services Partnership
Graham Biggs MBE	RSN
David Inman	RSN

OPERATION OF THE SOUNDING BOARDS

There were initially to be two sounding boards being operated by the Rural Market Towns Group.

One of these, this one, would relate to Young People in rural market towns. The second would be in relation to Older People in Market Towns in rural areas.

REASON FOR OPERATION OF THE SOUNDING BOARDS

There were no organisations or other mechanisms in England which provided dedicated focus to the situation relating to young people in the rural areas of England. Initial canvassing had taken place with RMTG Member Towns/Parishes. Indicators to the RSN that such a sounding board was needed included stats showing there were greater problems with young people in rural areas then urban ones, such as in self-harming, and suicide being sadly more common. Of the 150-170 authorities that could be involved, 30 had said they would like to be involved to help form this sounding board looking at problems which the Towns' young people might face. As the recent COVID and Economic Situations demonstrated life challenges continually changed in relatively short time spans and it was felt there was the need for rurally based Sounding Boards that gave some frequency to the consideration about the various social issues facing rural sectors.

It was hoped that the work of this Young People -Councillor Sounding Board might provide the opportunity for

(a) Comment from Town representatives about Local issues facing young people being foreseen as occurring in Rural/Market Towns across England.
(b) The opportunity through survey work to establish the consensus view on a variety of topics relating to Young People in England's Rural Towns and Areas.
(c) The gathering of anecdotal evidence from group representatives and where possible also empirical material.
(d) The opportunity to inform those governmental and dedicated national organisations considering matters relating to Young People in England of the views from this rural grass root perspective.
(e) Sharing best practice

THE RURAL SERVICES NETWORK

David Inman briefly explained how the Rural Services Network operated through a variety of groups including the Local Government Association Special Interest Group relating to Rural Services (Local Authorities), the Rural Services Partnership (rurally interested national and area non-Council based organisations), the Rural Health and Care Alliance (Heath organisations in English Rural Areas), the Rural Services All Party Parliamentary Group of MPs and members from the House of Lords (APPG).

He detailed how Local Council Groups were now sought to be established by the RSN through the Rural/Market Towns Group and a Grouping relating Village Services involving some Parish Councils.

A Company formed by the RSN, Rural England CIC, looked to undertake independent rural research where it was felt to be necessary. Rural England every few years (most

recent was 2021) undertake a significant State of Rural Services report, and it was hoped the work of both Sounding Boards might assist in informing this report in the future.

FIRST THOUGHTS.

Councillors were invited to come forward with their personal view about what the prevalent issues in relation to young people in their rural market towns might be. The following we recorded from this 'round the table' session.

- The importance of having a town outreach worker in relation to Young People if this were possible
- Young people feeling a lack of engagement with their particular problems which many youngsters felt had not being fully appreciated.
- Mental Health issues
- From some, a subsequent reaction, almost over reaction, to COVID lockdowns by a live for today mentality emerging.
- A continuing lack of opportunities for young people who had to remain in their market towns because there were now few opportunities for them to better themselves.
- Increasing lack of transport (and high transport costs) which gave young people full opportunities both from an educational and leisure viewpoint.
- The disproportionate expense of living in rural areas particularly in relation to transport and housing.
- The dire lack of rented accommodation in market towns.
- The constant temptation to look to move away to gain greater opportunities
- The transport deficiencies were becoming a greater and greater rural problem.
- Young people do not want 'organised spaces run by grown-ups'
- Lack of driving tests available for months

DEFINITION OF THE YOUNG PEOPLE THE GROUP FELT THEY SHOULD BE MOST CONCERNED WITH.

Discussion took place between Councillors present about the age bands which it was felt might be most at the centre of the Group's consideration.

The Group did not rule out looking occasionally at early schooling issues or at the situation in relation to 21- to 25-year-olds but felt the core of most of its work might be for those youngsters who were between the ages of 11 to 21. It was felt the greatest difficulties might be most commonly occurring for rural youngsters of that age.

CENSUS DATA

Please note that these statistics will include the populations of Market Towns in the Group.

The Sounding Board were presented with the latest initial material gathered from the 2021 Census in respect of the national position.

- A 2% decrease in Predominantly Rural areas of the 0 to 19 years old age group population (Census 2011 to 2021), meaning this age group now accounts for 21% of PR total population, a decrease from 22% in 2011.
- A 10% increase in Urban with Significant Rural areas of the 0 to 19 years old age group population (Census 2011 to 2021), meaning this age group now accounts for 22% of PR total population, a decrease from 23% in 2011.
- A 3% increase in Predominantly Urban areas of the 0 to 19 years old age group population (Census 2011 to 2021), meaning this age group now accounts for 24% of PR total population, a decrease from 25% in 2011.
- A 4% decrease in Predominantly Rural areas of the 20 to 24 years old age group population (Census 2011 to 2021), meaning this age group now accounts for 5% of PR total population, no movement from 5% in 2011.
- A 5% increase in Urban with Significant Rural areas of the 20 to 24 years old age group population (Census 2011 to 2021), meaning this age group now accounts for 5% of PR total population, a decrease from 6% in 2011.
- A 7% decrease in Predominantly Urban areas of the 20 to 24 years old age group population (Census 2011 to 2021), meaning this age group now accounts for 7% of PR total population, a decrease from 8% in 2011.

		All persons	Aged 0 to 19 years old	Aged 20 to 24 years
Census 2021	Predominantly Urban	36837900	8838000	2474700
	Predominantly Rural	11724800	2444900	538900
	Urban with Significant Rural	7927100	1777000	400600
		56489800	13059900	3414200

Census 2011	Predominantly Urban	35056370	8615029	2651877
	Predominantly Rural	11057745	2487016	560887
	Urban with Significant Rural	6898341	1610230	382557
		53012456	12712275	3595321

It is apparent that the trends for more young people to leave their 'home' areas the more rural they are is continuing and in fact is slowly accelerating. Accompanied by an accelerating greater percentage of older people in these areas these overall trends at both ends of the spectrum are of some concern. A greater lack of services is very much a worry for both young and older people as reliance upon them is greater in respect of both groupings.

A PRIORITY SURVEY INVOLVING THE SOUNDING BOARD

It was planned to run a short survey of the sounding board to establish what concerned members of the Sounding Board most in relation to the areas which affected young people. Discussion took place about these areas where a view on prioritisation would be a useful process.
Suggestions for this prioritisation exercise were:

- Transport deficiencies
- Broadband and mobile phone limitations
- Cost of living in a rural area
- Housing (particularly rental now being virtually non-existent) and rural homelessness
- Isolation /Loneliness
- Lack of choice in relation to jobs/college/career
- Crime and fear of crime
- Lack of social facilities
- Mental Health problems - Risk of suicide and self - harm

Those present would be consulted by e mail on the draft questionnaire. The priorities for the Sounding Board would be considered following this survey

A SUGGESTED QUESTIONNAIRE INVOLVING YOUNG PEOPLE THEMSELVES

The Sounding Board considered their Best Practice and Evidence Gathering role. Out of this discussion came forward an idea that perhaps an exercise of a survey questionnaire of Young People themselves should be attempted. This might possibly be partly done by attempting to work with Board member secondary schools. This could only be carried out by Board members in their areas – with the same questions being asked in each survey.

The exercise needed to be tick box in response to three simple bullet points.

It was suggested it might be as straightforward as simply:

+ What's going well?

+ What is not going well?

+ What can we all do about it?

CONTINUING OPERATION OF THE SOUNDING BOARD

Members who were present were asked if they wished to operate the Group as solely relating to just Market Towns or whether as there was to be a Rural Village Services Group as well whether they felt there might be more benefit in operating totally jointly with that Group so that one Sounding Board would cover Rural Market Towns and Rural Villages and their surrounding areas. Members were of the view that if possible both types of Sounding Boards should be run in the case of Young People. Whilst recognising there might be issues in Market Towns which it would be good to discuss independently. It was however also recognised that coming together on Town-Village- Rural Catchment basis was on some occasions equally important.

Ledbury in Bloom Committee Meeting 27th September 2022

Held at Tina's House 11 Jubilee Drive

Present: Christina Vass Chairwoman; Gareth Morgan President; Una Morgan Secretary; William Allen; Estelle Dalraine; Doreen Feakes; Liz Guest; Jane Gunn; Gina and Mike Lincoln; Lynne McCrae; John Wadley; Rosie Watkins; Deb West

Minutes of the meetings on 21st June and 2nd August

These were agreed and signed

Matters Arising

Tina had spoken to Jill Jupp about where we would want a stall next year, if we go ahead. The Bye Street car park was too remote from the action.

Gold Award

We were awarded our 15th Gold in a row at the delayed presentation on 22nd September at Edgbaston. We were represented by the Mayor, Cllr Philip Howells, Gareth and Jane, as the chairwoman was on holiday. Lesley one of the judges sat at their table and gave them some useful feedback.

They also collected the IYN awards which Gareth has given to Sally and Amanda. Their marking is done differently so the U3A gardeners got a level 4, Bye Street Wildlife got a Level 3 and the wildlife garden at Queens walk (Ledbury Halt) a level 2. They are marked out of 5.

Gareth thanked Jane for doing the driving. The venue was not adequately signposted!

Chairwoman's Report

Gold Award

Tina had received the judges' comments and our marks and read out some of the highlights. This year we got 92/100. Gold starts at 85 so we were well in hand. The comments were very complimentary. They praised the portfolio and the plant audit. Their suggestions for water butts will be considered but they will have to be in an enclosed site - not a public one. She hopes to get the use of the shop front window of "Elegance" possibly until December to promote our Gold award. The Town Council congratulated and thanked us for our work.

Future plans

Tina is checking on what grants are still available from the Council. She hopes to get pansies and possibly wallflowers for the tubs. She will audit and reshuffle the tubs to get the best results.
All the plants rescued from the almhouses beds have survived and will be reused in the spring.
Next time we will use top soil with the peat free compost to help with water retention. Some bulbs have been purchased, and some offered and Jane has found a bulb planting device. We did do a temporary job on the alleyway by the Burgage Hall as requested at short notice by Nick Morris. It will need a working group to tackle it properly before November.

Railway station filming

Gareth reported that 4 of us turned up to support the Friends of Ledbury Railway Station when West Midlands were doing a promotional film about local support. Gareth Calan Davies has thanked us for our support. It is planned that when the Cabin transfer is complete the Friends will re instate the tap so we can have water. Tina will look at getting additional clematis to spread out the flowering season. Track weeds are a problem but it is outside our scope.

Treasurer's Report

Jane reported that we had £3045.77.

Any Other Business

The Council had been given the links to the eco-friendly weed removal system which Rosie had researched. It is too big a system for us to take on.

Tina thanked Bill for all his work over the years as he is moving to Ludlow this autumn

AGM date

Tuesday 8th November is the proposed date (2nd choice 29th November)

Meeting finished with a celebratory toast and a slice of cake

FULL COUNCIL	6 OCTOBER 2022	AGENDA ITEM: 17

Report Prepared by Angela Price Town Clerk

CLOSURE OF BARCLAYS BANK

Purpose of this Report

The purpose of this report is to bring to the attention of Members a scheme that is being considered in communities where High Street bank services are being withdrawn.

Detailed Information

On 31 August, the following correspondence was sent to the Clerk:

"I can't be the first person to contact you re the closure of banks in Ledbury. for me it's a mere inconvenience, but for many traders and elderly residents etc., it must be a dreadful inconvenience.

I was listening with great interest to Radio 4 this week where they were investigating a new phenomenon – the Bank Hub.

As far as I could ascertain (having come in part-way through, the high street banks club together to occupy and staff one building in a small town. There are only a handful around the country, but I can see this taking off.

Win win… as people can use this facility as they used to use their own bank. Plus, the opening hours are sensible unlike a regular bank!

I know that the Post Office can do some of the stuff, but realistically, who has the time and inclination to stand in a queue for an hour?

I think this is something that, if you're not already onto it, the Town Council might do well to look into.

Here is a link to the item on Radio 4
https://www.bbc.co.uk/sounds/play/m001bkxb?partner=uk.co.bbc&origin=share-mobile

I look forward to hearing what you think – this could be such a boost to our local traders!"

Recommendation

That Members give consideration to the information provided above and consider whether they would wish to investigate this further.

3364

FULL COUNCIL	6 OCTOBER 2022	AGAENDA ITEM: 18

WAR MEMORIAL INTERNAL INVESTIGATION REPORT

Purpose of Report

The purpose of this report is to provide Members a copy of the Internal Investigation Report into the War Memorial undertaken by Councillors Hughes and Bradford's.

Detailed Information

Members will recall that at the extraordinary meeting of Council held on 18 August 2022, Members agree the following:

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

Subsequent to that meeting Councillors Hughes and Bradford have provided the attached report, which was presented, as a draft, at the Finance, Policy & General Purposes Committee.

At that committee the following resolutions were undertaken:

"1. That the Members agreed that the report should be presented to Full Council at the meeting to be held on 6 October 2022.

2. That this report and the report from Caroe be shared on the Council's website as soon as possible with a suitably worded statement advising members of the public that this report would be submitted to the meeting of Full Council on 6 October 2022 for consideration of next steps."

Recommendation

Members are requested to give consideration to the attached Internal Investigation Report and instruct the Clerk on how they wish to proceed.

Ledbury War Memorial

Report for Ledbury Town Council October 2022

Internal Report

1. Scope and Purpose

1.1 There is an extensive record dating from May 2013 of Ledbury Town Council (LTC) decisions and actions relating to the condition and renovation of the Ledbury War Memorial. There is no way of knowing if it is a complete record but it is extensive and complex as the record contains minutes and notes from meetings of working parties, committees and full council as well as communications with external parties and contractors. This report will concentrate on LTC decisions and actions since 2019; the period in which the most recent renovation work was commissioned.

1.2 Conversations were also held with Councillors who had served since 2019 and engaged with the renovation project. Their responses informed the form and structure of this internal inquiry; this report should focus on the Regulatory Framework relevant to the contract for renovation works to the monument.

Did LTC act within the Regulatory Framework?

2. The Regulatory Framework

The following regulations apply:

2.1 LTC Standing Orders (*Adopted 28.02.19; last updated 24.06.21*)

SO 18.c A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-144 of the Public Contracts Regulations 2015 which includes a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of approved suppliers (framework agreement).

SO 18.d Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:

I. A specification for the goods, materials, services or the execution of works shall be drawn up;
II. An invitation to tender shall be drawn up to confirm: (I) the council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
III. The invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
IV. Tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
V. Tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
VI. Tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.

SO 18.e Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.

2.2 Finance Regulations (*Adopted 28.02.19; last updated 27.05.2022*)

(Much of the relevant Finance Regulations in Section 11 are repetitions of the relevant Standing Orders listed under *2.1 LTC Standing Orders*, above. However, there appears in Section 11 of the Financial Regulations additional requirements in Regulations 11 and 12)

FR 11.1d When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.

FR 11.1e Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.

FR 12 Payments under contracts for building or other construction works

FR 12.1 Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract)

FR 12.2 Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the council.

FR 12.3 Any variation to a contract or addition or omission from a contract must be approved by the council and Clerk to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.

2.3 Construction (Design and Management) Regulations

The Construction (Design & Management) Regulations (CDM 2015) are the main set of regulations for managing the health, safety and welfare of construction projects. CDM applies to all building and construction work and includes new build, demolition, refurbishment, extensions, conversions, repair and maintenance.

(NB the Regulations apply to renovation and repair, and to domestic and commercial projects)

2.3a Commercial Client Responsibilities (LTC is the client)

I. Appoint project roles;
II. Prepare a client brief;
III. Allow sufficient time and resources to finish the job;
IV. Provide pre-construction information e.g., boundaries; access; security;
V. Notify the Health and Safety Executive if project will take more than 500 days.

There are lists of contractor's duties and responsibilities under *CDM 2015* but no requirement on a client (LTC) to ensure a contractor fulfils those duties.

	Regulation	Evidence from Record
SO 18c	A requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of approved suppliers.	There is no evidence in the record of fulfilling this requirement
SO 18d i	A specification for the goods, materials, services or the execution of works shall be drawn up.	There is no evidence in the record of any technical specification being drawn up.
ii	An invitation to tender shall be drawn up to confirm: (1) the council's specification	There is no evidence in the record of fulfilling this requirement
	(2) the time, date and address for the submission of tenders	There is no evidence in the record of fulfilling this requirement
	(3) the date of the Council's written response to the tender and	There is no evidence in the record of fulfilling this requirement
	(4) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process	There is no evidence in the record of fulfilling this requirement
iii	The invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate.	There is no evidence in the record of fulfilling this requirement
iv	Tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer.	There is no evidence in the record of fulfilling this requirement
v	Tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed.	There is no evidence in the record of fulfilling this requirement
vi	Tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.	E&L Minutes E34 15/11. No evidence of any report of due diligence.
SO 18e	Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.	Advisory
FR 12.1	Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).	There is no evidence in the record of fulfilling this requirement
FR 12.2	Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the council.	There is no evidence in the record of any provision for payment by instalments. There is no evidence in the

		record of reporting variations to Council.
FR 12.3	Any variation to a contract or addition or omission from a contract must be approved by the council and Clerk to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.	There is no evidence in the record of fulfilling this requirement.
CDM	**2.3a.I** Appoint project roles.	There is no evidence in the record of fulfilling this requirement other than appointing the contractor.
	2.3a.II Prepare a client brief;	There is no evidence in the record of fulfilling this requirement.
	2.3a III Allow sufficient time and resources to finish the job;	Ad hoc. emails between contractor and Council
	2.3a.IV Provide pre-construction information e.g., boundaries; access; security;	Ad hoc. emails between contractor and Council

Some elements of the Regulatory Framework *prima facie* do not apply and are not included in this report.

Scrutiny of the record fails to provide evidence that Ledbury Town Council acted entirely within the Regulatory Framework provided by *Standing Orders*, *Financial Regulations* and the *Construction (Design and Management) Regulations (2015).*

Cllr. Mal Hughes

Chair of Policy, Finance and General Purposes
Ledbury Town Council

Draft 25/09/2022 sent to Cllr. Tony Bradford; cc. Mrs Angie Price (Clerk); Cllr. Philip Howells (Mayor).

Record remains with Cllr. Mal Hughes until requested.

Agenda Item 19

Department for Levelling Up, Housing & Communities

Department for Levelling Up, Housing and Communities
2nd Floor, Fry Building, 2 Marsham Street,
London SW1P 4DF

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Our Ref:17502012

Date:**12 August 2022**

Dear Angela Price,

Thank you for your letter of 3 May about local authority remote and hybrid meetings. I have been asked to respond, please accept my apologies for the delay in responding.

As you note, in response to the pandemic, the Government introduced regulations under section 78 of the Coronavirus Act 2020 to allow local authority meetings to take place remotely. The regulations were time limited and only applied to meetings held between 4 April 2020 and 7 May 2021. A High Court judgement handed down on 28 April 2021 confirmed that local authority meetings must take place in person.

Prior to the expiry of the remote meetings regulations, the Government recognised that councils were keen to retain the flexibility to choose to meet remotely or in hybrid form as and when circumstances dictate. A Call for Evidence on remote meetings was conducted from 25 March to 17 June 2021 to inform consideration of permanent provisions. Any permanent provision would require primary legislation and would depend upon available Parliamentary time. The department has considered responses to the Call for Evidence and Government will respond shortly.

Thank you for taking the time to share your concerns.

Yours sincerely,

Johnny Saisho
Local Government Strategy & Improvement

3370

LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES . CHURCH STREET . LEDBURY
HEREFORDSHIRE HR8 1DH . Tel. (01531) 632306 .
e-mail: admin@ledburytowncouncil.gov.uk website: www.ledburytowncouncil.gov.uk

3 May 2022

The Rt Hon Michael Gove MP
Secretary of State
Department for Levelling Up, Housing & Communities
2 Marsham Street
London
SW1P 4DF

Dear Secretary of State

Local Authority Remote/Hybrid Meetings

I have been instructed to write to you on behalf of Ledbury Town Council to advise you that this Council supports the petition launched by ADSO and LLG on 5 January 2022 with regard to remote hybrid meetings and to call on the Government to change the Law to allow Councils the flexibility to hold such meetings when they deem appropriate within agreed rules and procedures.

In support of this Ledbury Town Council would advise that during the pandemic and the period where local councils were permitted to hold the meetings by virtual means they experienced a considerable increase in public engagement. By live streaming our meetings, and then providing them on-line for residents to watch at their convenience we found that residents became more engaged with their local council and issues relating to their town.

More recently, Ledbury Town Council had to postpone a council meeting due to the Town Clerk, the Deputy Mayor and several other councillors having contracted Covid, which resulted in delays in the decision making process. Had they been able to hold the meeting via hybrid means the meeting could potentially have gone ahead, which would have avoided delays and potentially missed deadlines for responses to the Unitary Authority on several matters.

3371

Ledbury Town Council therefore urges the Government to give this matter sincere consideration and hope that the right outcome, to allow hybrid meetings to be held, is reached.

Yours sincerely

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

3372