



LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES, CHURCH STREET, LEDBURY

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17 November 2023

Dear Councillor

You are summoned to attend a meeting of **LEDBURY TOWN COUNCIL** to be held on Thursday, 23 November 2023 at 7.00 pm in the Jacobean Room, Ledbury Town Council, Church Lane, Ledbury for the purpose of transacting the business shown in the agenda below.

Yours faithfully

Angela Price PSLCC, AICCM, MIWFM
Town Clerk

FILMING AND RECORDING OF COUNCIL MEETINGS

Members of the public are permitted to film or record meetings to which they are permitted access, in a non-disruptive manner. Whilst those attending meetings are deemed to have consented to the filming, recording, or broadcasting of meetings, those exercising the rights to film, record or broadcast must respect the rights of other people attending under the Data Protection Act (GDPR) 2018

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. Nolan Principles

<https://www.gov.uk/government/publications/the-7-principles-of-public-life/the-7-principles-of-public-life--2>

4. To approve and sign as a correct record the minutes of the meeting of Full Council held on 28 September and the reconvened meeting held on 11 October 2023 (Pages 772-790)

5. Herefordshire Councillors' Reports (To Follow)

To receive reports from Ledbury Ward Members:

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

6. Mayors Communications (Verbal)

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

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

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

MINUTES

9. To receive and note the minutes of a meeting of the Resources Committee held on 5 October 2023 and to give consideration to any recommendations therein (Pages 791-794)

10. To receive and note the minutes of meetings of the Planning, Economy & Tourism Committee held on 12 October and 9 November 2023 and to give consideration to any recommendations therein (Pages 795-816)

11. To receive and note the minutes of a meeting of the Environment & Leisure Committee held on 2 November 2023 and to give consideration to any recommendations therein (Pages 817 - 824)

12. To receive and note the minutes of a meeting of the Finance, Policy & General Purposes Committee held on 16 November 2023 and to give consideration to any recommendations therein (To Follow)

FINANCE

- 13. To receive invoices for payment November 2023 (Final)
(Pages 825 - 826)
- 14. Notification of 2022/23 Local Government Services Pay agreement 2023
(Page 827)
- 15. Council Insurance
 - a. Renewal Quotes (To follow)
 - b. Cyber Security Insurance (Page 828)
- 16. Cemetery CCTV quotes (Pages 829 - 835)

GOVERNANCE

- 17. Internal Audit interim report (Pages 836 - 854)
- 18. Disqualification of Councillor due to non-attendance
(Page 855)
- 19. Co-option (Pages 856 - 857)
- 20. Interim review of portfolio's (Page 858)

GENERAL

- 21. Ledbury War Memorial update on completion of works
(Pages 859 – 862)
- 22. Outside Bodies (None received)
- 23. Officer Reports (Pages 863 - 920)
 - i. Town Clerk
 - ii. Deputy Clerk
 - iii. Community Development Officer
- 24. Bye Street Toilets (Pages 921 - 926)
- 25. Request for views from stakeholders and communities in respect of Talk Communities
(Page 927)
- 26. Smart Water (Page 928 - 940)
- 27. Request to support "Zero Hour" (Pages 941 - 944)

28. Date of next meeting

To note that the next meeting of Full Council is scheduled for 25 January 2023

29. Exclusion of Press and Public

In accordance with Section 12(1) 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

30. Future provision of burial grounds (Pages 945 - 949)

**Distribution: - Full agenda reports to all Councillors (13)
Plus file copy**

**Agenda reports excluding Confidential items to:
Local Press (2)
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LEDBURY TOWN COUNCIL
MINUTES OF A MEETING OF FULL COUNCIL
HELD ON 28 SEPTEMBER 2023

PRESENT: Councillors Bradford, Chowns, Eakin, Furlonger, Harvey, Howells, Hughes, l'Anson (Town Mayor), McAll, Newsham and Morris

ALSO PRESENT: Angela Price -Town Clerk
Charlotte Barltrop – Minute Taker
Julia Lawrence – Deputy Town Clerk
6 Members of the Public
Councillor Justine Peberdy
Councillor Stefanie Simmons

C97. APOLOGIES FOR ABSENCE

Apologies for late arrival were received from Councillor Furlonger.

C98. DECLARATIONS OF INTERESTS

Councillor McAll declared an interest in item 15.i.a. Santa Dash at Ledbury RFC.

C99. NOLAN PRINCIPLES

RESOLVED:

That the Nolan Principles be received and noted.

C100. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING OF EXTRAORDINARY FULL COUNCIL HELD ON 6 SEPTEMBER 2023

Members asked whether the minutes could be accepted due to the resolution made in respect of John Masefield Memorial Working Party having been taken ultra vires, as a result of advice received.

The Clerk informed members that the minutes are a record of the meeting and should be approved as such and that the findings from recommendations as a result of discussions in relation to agenda item 11 would inform any amendments to those minutes and which would be dealt with accordingly.

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RESOLVED:

That the minutes of the extraordinary meeting of Council held on 6 September 2023 be approved and signed as a correct record, subject to the following amendments:

C91 - In the second paragraph the words “the works to” should be removed.

C91 - Resolution – final sentence - that “had been taken” replace the word “has”.

C101. HEREFORDSHIRE COUNCILLORS' REPORTS

Councillor Harvey spoke about the Master's House Landscaping project and the proposed railings. She informed Council that there are three different designs of railings for the space and that there is a design issue whereby the railings do not meet correctly at the corner. Councillor Harvey also brought to the Member's attention that whilst the trunking and hatch are being installed for the electric supply, there will be no cabling or actual electric supply connected due to budget issues on the project.

Councillor Harvey also informed the meeting that the decision had been made post planning permission to add railings to the access ramp, with Health & Safety being mooted as the reason. Whilst there is a similar ramp in existence at the other side of the car park which does not have railings.

Members discussed whether a contribution from Ledbury Town Council was feasible or whether Herefordshire Council should be contacted to petition them to reconsider the refusal of funds and the changes to the design which have occurred post planning permission being granted, as well as to reiterate the impact that the lack of electricity in the space will have for the usage by the town.

Councillor Morris advised that he had attended a meeting regarding this project, with the Clerk and the Project Manager, who advised that as things stood at the current time, the project would be proceeding as planned as per the instructions he had been given.

The Clerk addressed the point that the land is Herefordshire Council land which had been made by Councillor Bradford. She advised that during the meeting with the project manager and estates officer she had enquired as to what was on the table for Ledbury Town Council with regard to this space and the answer which had been forthcoming was that everything was on the table, that potentially could mean a licence to occupy, a lease or a Community Asset Transfer (C AT). The Clerk advised that it had been suggested that if the Town Council were interested in taking over the space, a licence to occupy would be the sensible starting point, so as to enable the Town Council to establish

whether the use of the space was viable. She advised that potentially the estates officer had suggested the licence to occupy would be free of charge for the first 5 years, and if the Town Council were to offer any funds towards the railings and electricity these could be off-set against any future agreement in respect of this area. She advised that the estates officer would be sending information on all three options which will be provided to a future meeting for consideration.

Councillor Harvey proposed that Ledbury Town Council write to Herefordshire Council on behalf of the Council to press them to complete the promised works as per the planning permission.

Councillor Howells reiterated that Councillors should sign up for the automatic alerts for which Councillor Harvey had provided a link within her report.

Councillor Peberdy raised the issue of the stealthy removal of the London to Herefordshire train route by GWR. She informed the meeting that other Councils in the area who have been affected by this were contacting GWR to request the reasons for this and to put the case for the service to remain. Councillor Peberdy requested that Ledbury Town Council act similarly.

Councillor Simmons updated members on the works which are being carried out on the Southend by Welsh Water. Having spoken to the parties involved she has been assured that the issues with the temporary lights has been resolved and that the parking issue has been circumvented by the works being undertaken in 100m sections.

RESOLVED:

- 1. That the Ward Reports be received and noted.**
- 2. That the Clerk be instructed to write to Herefordshire Council regarding the issues with the Master's House Landscaping project demanding absolute statement on the Health & Safety reasons for the changes to the agreed plans and that the undertake the installation of an electricity supply to the site as a matter of urgency, at the cost to Herefordshire Council**
- 3. That the Clerk be asked to write to GWR regarding the withdrawal of the London to Herefordshire service.**

It was agreed that agenda item 7 be brought forward to allow members of the public who were present at the meeting to speak in respect of the Master's House.

C102. TO CONSIDER QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC IN ACCORDANCE WITH THE PROVISIONS OF STANDING ORDERS 3(E) AND 3(F)

Three representatives from the Friends of the Master's House were present at the meeting to speak about the Master's House Landscaping project issues.

They quoted that the planning application seeks to enhance and improve the land around the (Grade 2) Master's House. Conservation areas of historic interest are covered by planning legislation to preserve and enhance their character, the Master's House is situated in Ledbury conservation as set out.

They spoke in support of Councillor Harvey's report and the concerns which she expressed regarding the railings. They appealed to both Herefordshire Council and Ledbury Town Council to ensure that the Master's House Landscaping Project will be in line with the original planning permission to become a genuine enhancement of the Master's House and an area that Ledbury can be proud of.

C103. MAYORS COMMUNICATIONS

Councillor l'Anson updated members on events and work which had been carried out since the last Full Council meeting. Councillor l'Anson did express her disappointment at the lack of support from other members of the Council at these events and her hopes that a greater presence will be at the Civic Service on Sunday, 1 October 2023.

Councillor l'Anson informed members that a competition had been held to design a hedgehog house for the cemetery and that the winner had been chosen. She informed members that Bromyard Men's Shed had agreed to construct the winning entry and that this organisation was keen to expand into Ledbury, pending a suitable venue being found.

Councillor l'Anson reminded members that a litter pick was due to be held at 3pm on Friday, 29 September, starting at the Market House and that she hoped to welcome as many Councillors as possible to take part in that event.

C104. TO RECEIVE MOTIONS PRESENTED BY COUNCILLORS IN ACCORDANCE WITH STANDING ORDER 9

i. Notice of Motion received from Councillor Hughes:

"That Ledbury Town Council apply to Herefordshire Council for a full review of traffic signage in Ledbury; specifically, the weight and length prohibitions and advisory notices; and the boundary signs for the Town Centre.

The weight/length signage is inconsistent, inadequate, poorly sited and in the case of the Worcester Road into Ledbury is non-existent.

As Police Liaison Councillor for Ledbury Town Council I have spoken with Ian Connolly, Traffic Management Adviser, West Mercia Police, who advises LTC to take this action.

We seek the support of Ledbury Ward Councillors in Councillors Harvey, Simmons and Peberdy and ask that they include this in their Ward reports to this meeting.

The intention is to dissuade drivers of heavy goods vehicles from driving through Ledbury and to provide timely “positive advice” about alternative routes.”

Councillors discussed the points raised by Councillor Hughes and agreed that this had been a longstanding issue in Ledbury. It was suggested that signage be changed to be more positive and that an alteration to Sat Nav information should be made as many drivers were following their devices rather than the current signage.

Councillors also discussed contacting other Market Towns, who may be experiencing similar issues, to add weight to any communication with Herefordshire Council.

RESOLVED:

- 1. That Ledbury Town Council request Herefordshire Council undertake a full review of traffic signage in Ledbury: specifically, the weight and length prohibitions and advisory notices; and the boundary signs for the Town Centre.**
- 2. That the Clerk discuss this issue with other Town Councils in Herefordshire to ask them to request a similar review.**

C105. THAT ITEM 20 BE BROUGHT FORWARD TO ALLOW MEMBERS TO GO INTO CLOSED SESSION POST THIS ITEM

RESOLVED:

That item 20 be brought forward within the agenda.

C106. MARKET TOWN FUND

Members discussed the three items which had been highlighted as not being within budget on the list of works to be carried out as part of the Market Town Funding. Whilst all three items were deemed to be important, Members considered the issue at The Homend & Robinsons Meadow, in respect of drainage and surface works should be addressed, due to the Health and Safety

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risk which was presented by the surface when there are adverse weather conditions.

The Clerk advised members that during the initial meeting with Balfour Beatty herself and the then Mayor, Councillor Howells, were presented with a list of items which the advice was could be completed within the Market Town Fund budget.

It was noted that the area in question is a PROW and therefore the responsibility for this pathway sits within the remit of Herefordshire Council, as the County Council, and not that of Ledbury Town Council and that Herefordshire Council should undertake the repairs as part of an annual programme and not put the responsibility of deciding a budget for these works onto a Parish Council.

It was also suggested that as this pathway runs adjacent to the site where McCarthy Stone are proposing a development, Herefordshire Council may wish to consider requesting S106 funding for these works if the development is approved.

RESOLVED:

- 1. That the Clerk advise Herefordshire Council that Ledbury Town Council wish them to proceed with the seven items which have been costed as per the list provided.**
- 2. That Herefordshire Council be asked to programme the works to The Homend and Robinsons Meadow as a priority, and that if the McCarthy Stone application to development the adjacent site Herefordshire Council consider requesting S106 funding for these improvements.**

Members were advised that there was a second Notice of Motion that had been submitted by Councillor Howells, however due to the nature of the Motion it had been included on the agenda for consideration in confidential session.

Members were asked if they would agree to this item being brought forward to allow Councillor Howells, who was unwell, to leave the meeting early.

Members agreed to bring the item forward.

C107. EXCLUSION OF PRESS AND PUBLIC

RESOLVED:

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

C108. TO RECEIVE MOTIONS PRESENTED BY COUNCILLORS IN ACCORDANCE WITH STANDING ORDER 9

- ii. A further Notice of Motion has been received from Councillor Howells, however due to the nature of the Motion it is advisable that this be considered in confidential session of the Council meeting.

RESOLVED:

That Council agrees to pay the Town Clerk an additional compensatory payment, without prejudice, in the sum of £1,080.

C109. RETURN TO OPEN SESSION

The meeting was RE-opened to the public and members of public and staff who had been asked to leave whilst agenda item 9.ii was discussed were invited to return to the meeting.

Councillors Bradford and Howells left the meeting at 9.00pm.

C110. SUSPENSION OF STANDING ORDER 3(x)

RESOLVED:

To suspend Standing Order 3(x) for a period of 30 minutes and that Members give consideration to priority items within the agenda for consideration, with the remaining business to be considered at a reconvened meeting.

C111. TO RECEIVE AND NOTE THE MINUTES OF MEETINGS OF THE PLANNING, ECONOMY & TOURISM COMMITTEE HELD ON 10 AUGUST AND 14 SEPTEMBER 2023 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS THEREIN

RESOLVED:

That this item be deferred to a reconvened meeting due to time constraints.

C112. TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE ENVIRONMENT & LEISURE COMMITTEE HELD ON 7 SEPTEMBER 2023 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS THEREIN

RESOLVED:

That this item be deferred to a reconvened meeting due to time constraints.

C113. TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE HELD ON 21 SEPTEMBER 2023 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS THEREIN

RESOLVED:

- 1. That the minutes of the meeting of the Finance, Policy & General Purposes Committee held on 21 September 2023 be received and noted.**
- 2. That the Committee Structure Working Party be asked to make an early recommendation regarding how to improve the operation and structure of all Working Parties and return their decision to Full Council as soon as possible.**
- 3. That noting that the previous decision made at the Extraordinary Full Council meeting was ultra vires and therefore does not stand, this record should be struck from the record of the minutes.**
- 4. That the John Masefield Memorial Working Party continue to exist under the umbrella of Ledbury Town Council until such time as a further decision has been made on the function of Working Parties.**
- 5. That the Clerk write to the Ledbury & District Civic Society to thank them for their letter in respect of the letter they had submitted and Mr Keyes attendance at the meeting.**

C114. MINUTES OF A WAR MEMORIAL SITE VISIT HELD ON 20 SEPTEMBER 2023 AND THE CERTIFICATE OF PROGRESS PAYMENT IN RESPECT OF WORKS CARRIED OUT TO-DATE ON THE WAR MEMORIAL

RESOLVED:

That this item be deferred to a reconvened meeting due to time constraints.

C115. UPDATE ON OUTCOME OF LETTER SENT FROM THE MAYOR TO COUNCILLOR SINCLAIR REQUESTING THAT HE PROVIDE A WRITTEN APOLOGY TO THE CLERK AND A VERBAL APOLOGY TO COUNCILLORS AT THIS MEETING OF COUNCIL

The Mayor advised that a letter requesting an apology to the Clerk and Councillors was sent on 1 September 2023 by recorded delivery and signed for by Cllr Sinclair on Saturday, 2 September 2023. She advised that no response had been received to this letter, and that the Clerk had not received a written

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apology; she noted that Councillor Sinclair was not at the meeting and therefore had failed in the request to provide a public apology at this meeting to councillors.

She advised that a second letter had been sent to Councillor Sinclair on 20 September 2023 advising that as far as the council is concerned, the matter of the issues he has raised over a sustained period of time in relation to the War Memorial, with the exception of the apologies, is now at an end. She advised that no response has been received to this letter.

The Mayor also advised that the Clerk had contacted the Council's solicitors with regard a meeting to discuss a "cease and desist" letter being sent to Councillor Sinclair – the cost for which had been quoted as follows:

"If it should transpire that there is no insurance assistance available for the Town Council, the assistance in this matter would fall under a private paying basis.

As the matter has a history, Emma has indicated that her fees for

- a meeting with you as requested,*
- perusal of any key documents you have available,*
- our letter of advice to the Council; and*
- preparation of a cease-and-desist letter to the Council Member concerned, together with consideration of any reply*

would fall in the region of £1000 - £1500 plus VAT."

It was reported that approval would be required from Council of these costs and for the Clerk and Mayor to proceed.

Members were advised that the Clerk had been in touch with the Council's insurance company, and it does look like the council is covered for these costs, however it would be wise to get further confirmation on this now that costs and details are available.

The Mayor advised that a complaint had been filed with the Monitoring Officer in respect of what the council consider are breaches of the code of conduct by Cllr Sinclair – an update was received on from the Monitoring Officer's office on Tuesday, 19 September advising that Cllr Sinclair has requested an extension to respond to the complaint which he has been given until 6 October to respond.

Members enquired as to whether the Council's insurance would cover these costs. The Clerk informed members that initial indications were that it would, however she would ensure that this question had a definitive answer as soon as possible.

RESOLVED:

That members agreed to pay the cost of the letter being sent to Councillor Sinclair, in the sum of £1,000 to £1,500.

Councillor Eakin left the meeting at 9.17pm

C116. TO RECEIVE INVOICES FOR PAYMENT SEPTEMBER 2023

Councillor Harvey queried the line where a fee was paid to Blachere for the storage of the Christad Lights. She questioned why, when we rent the lights for the festive period, we are paying for the company to store them during the year.

The Clerk advised that this is part of the agreement which had been entered into by the Council and that she would recommend looking at alternative suppliers for 2024.

RESOLVED:

That the invoices for payment in the sum of £3,382.34 (plus VAT) be approved.

C117. RECOMMENDATIONS FROM OTHER COMMITTEES

- i. Environment & Leisure Committee
 - a. That Ledbury Town Council approve officers working with the Rugby Club to hold a "Santa Dash" as per attached information.

RESOLVED:

That members approved officers working with Ledbury Rugby Club to hold a "Santa Dash" on the morning of Sunday, 26 November 2023.

- b. That an annual event similar to a Village Fete be held by Ledbury Town Council on the Bank Holiday Monday of the Spring Bank Holiday
- ii. Planning, Economy & Tourism
 - a. That the Traffic Management Working Party be authorised to work with Clare Stone to explore the possibility of S106 monies being used for a "Ledbury Hopper" type service.
 - b. S106 Wish List - Minute P93 refers

RESOLVED:

That items 15.i.b., 15.ii.a. and 15.ii.b. be deferred to a reconvened meeting due to time constraints.

C118. INTERNAL AUDIT REPORT ON REVIEW OF POLICIES AND PROCEDURES

RESOLVED:

That this item be deferred to a reconvened meeting due to time constraints.

C119. RECOMMENDATIONS FROM TASK & FINISH GROUP TO REVIEW THE COUNCIL'S COMMITTEE STRUCTURE

RESOLVED:

1. That the actions and timeline outlined in the report to enable an improved governance and decision-making process to be approved and that these be put in place to enable them to be completed and adopted at Annual Council in May 2024.
2. That the Internal Auditors report in respect of the review of procedures and processes be used to help inform the outcome of the above.

C120. OUTSIDE BODIES

- i. Response from Ledbury Food Group to advise that they confirm they are happy to welcome Councillor Morris as the Council's representative for the municipal year and continued representation from the Council in the future.
- ii. Minutes of a meeting of the Ledbury Strömstad Twinning Association – 21 July 2023
- iii. Minutes of a meeting of Ledbury Carnival Association –23 August 2023

RESOLVED:

That this item be deferred to a reconvened meeting due to time constraints.

C121. OFFICER REPORTS

- i. Town Clerk
- ii. Deputy Clerk (To follow)
- iii. Community Development Officer

RESOLVED

That this item be deferred to a reconvened meeting due to time constraints.

C122. RESTORATION OF WAR MEMORIAL SUGGESTION

RESOLVED

That this item be deferred to a reconvened meeting due to time constraints.

C123. REQUEST FOR COUNCIL REPRESENTATION AT A PUBLIC MEETING TO DISCUSS “HOW CAN WE SOLVE HOUSING PROBLEMS”

Members expressed that they would not be able to send a representative as, in order to answer for the Council, they would need to know any questions in advance of the meeting.

RESOLVED

That the Clerk be instructed to decline the invitation on the grounds that one councillor cannot represent the Council in this manner.

C124. REQUEST FROM THE FAMILY OF WILLIAM TURBERFIELD, FOR LEDBURY TOWN COUNCIL TO CONSIDER A MEMORIAL TO BE PLACED IN LEDBURY AS A PERMANENT REMINDER OF “BILL THE BELL” AND HIS SERVICE TO LEDBURY AS TOWN CRIER FOR 18 YEARS.

RESOLVED

That this item be deferred to a reconvened meeting due to time constraints.

C125. DATE OF NEXT MEETING

RESOLVED:

That the next meeting of Full Council be a reconvened meeting with the date to be confirmed.

The meeting was adjourned at 9.36 pm.

SignedDated
(Town Mayor)

LEDBURY TOWN COUNCIL
MINUTES OF A RECONVENED MEETING OF FULL COUNCIL
HELD ON 11 OCTOBER 2023

PRESENT: Councillors Chowns, Furlonger, l'Anson (Town Mayor), McAll, Newsham and Morris

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

C126. APOLOGIES

Apologies for absence were received from Councillors Bradford, Eakin, Harvey, Hughes, and Howells.

C127. DECLARATIONS OF INTERESTS

None received.

C128. TO RECEIVE AND NOTE THE MINUTES OF MEETINGS OF THE PLANNING, ECONOMY & TOURISM COMMITTEE HELD ON 10 AUGUST AND 14 SEPTEMBER 2023 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS THEREIN

RESOLVED:

That the minutes of the meetings of the Planning, Economy & Tourism Committee held on 10 August and 14 September 2023 were received and noted.

C129. TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE ENVIRONMENT & LEISURE COMMITTEE HELD ON 7 SEPTEMBER 2023 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS THEREIN

Officers were asked for an update in respect of progress in relation to the purchase of further land. The Deputy Clerk informed members that Officers are looking into this with specialist consultants who can assist with land purchases for Cemeteries.

Minute E47 - Councillor Chowns asked where the tree was located [Tree in Blenheim Drive] and whether there was any danger that the residents may decide to undertake the work themselves. The Deputy Clerk informed the members that Officers had been in contact with the residents and who had confirmed that they were unlikely to undertake this work.

Councillor McAll stated that he believed the decision had been made so as not to set a precedent for the future.

RESOLVED:

1. That the minutes of the meeting of the Environment & Leisure Committee held on 7 September 2023 be received and noted.
2. That Ledbury Town Council agree not to take any action on reducing the tree by 30% and that it be Council policy not to carry out works on healthy trees without good reason.

C130. MINUTES OF A WAR MEMORIAL SITE VISIT HELD ON 20 SEPTEMBER 2023 AND THE CERTIFICATE OF PROGRESS PAYMENT IN RESPECT OF WORKS CARRIED OUT TO-DATE ON THE WAR MEMORIAL

Members commented that there was good progress on the works to the War Memorial and that there was a hope that they would be finished in the next week or so, believing that it was only the obelisk to complete.

The Deputy Clerk informed the members that the works were on schedule to be completed by the end of October.

RESOLVED:

1. That the minutes of the War Memorial Site visit held on 20 September 2023 be received and noted.
2. That the certificate of Progress Payment in respect of works carried out to-date on the War Memorial be approved in the sum of ££10,441.45 plus VAT.

C131. RECOMMENDATIONS FROM OTHER COMMITTEES

- i. Environment & Leisure Committee
 - b. That an annual event similar to a Village Fete be held by Ledbury Town Council on the Bank Holiday Monday of the Spring Bank Holiday

Members discussed the need for a number of Volunteers in order to run this event and agreed that there should be an advert for these Volunteers as soon as possible. They agreed that if the minimum number of 20 Volunteers was not reached by the end of 2023, this event would not go ahead.

RESOLVED:

1. That an event be held on Spring Bank Holiday subject to sufficient volunteers being identified no later than the end of 2023.
2. That if 20 volunteers are not secured by the end of 2023 the event would be cancelled.

ii. Planning, Economy & Tourism

- a. That the Traffic Management Working Party be authorised to work with Clare Stone to explore the possibility of S106 monies being used for a "Ledbury Hopper" type service.

- b. S106 Wish List - Minute P93 refers

Members looked through the S106 wish list and colour coded the items on pages 702 and 703 as follows:

Project / Works Description	Project / Works Description	Priority
Public green space	Development of an additional park/green space including a recreation ground at the viaduct site	Green
	Improved lighting at the Recreation Ground & Town Trail i.e. installing solar/movement activated lighting	Red
	Picnic area at the Recreation Ground	Green
	Improve landscaping and flow on the river	Green
Paths & cycleways	Improved existing provision:	Red
	Installing solar/movement activated lighting on Town Trail	Red
	All-weather path surface on Town Trail & riverside walk	Amber
	Widening of the Orchard Lane cycle/footbridge on Town Trail	Red
Play/exercise equipment	Improved play equipment in residential areas, e.g. New Mills, Deer Park	Amber
	Running/Trim-trail round town	Green
Youth/Teen provision	Provision of a Youth Centre in the form of a coffee bar/drop-in centre.	Red
	Creative workshop facilities particularly for young people i.e. rehearsal rooms, recording suite, wet art room, technology suite	Red
	Lifelong learning workshop facility	More details required
Additional sports provision	Athletics track	Green
	Range of facilities appealing across wider gender and age ranges e.g. Padel, short tennis, netball, indoor tennis/bowls centre.	Green
Town centre improvements	More urban trees	Amber
Transport & Highways	Better pedestrian provision - wider pavements	Red
	Mini roundabout JMHS/Mabels Furlong	Green
Car Parking & Traffic	Pedestrian crossings at key points, e.g. Gloucester Road near Biddulph Way and Hereford Road near Saxon Way and the new Viaduct site	Red

	Remodelling of road junctions in Bye-Bridge- Lower Rd, Woodleigh Rd & Little Marcle Rd	Red
Community areas	Litter and dog poo bins around town	Amber
	Improved and additional notice boards	Amber
	Redevelopment of Lawnside Road area	More details required
	Public toilet on the Recreation Ground	Green
Healthcare & Emergency Services	Combined blue-light facility close to bypass	Green
	Proper hospital nursing facilities for convalescence	Green

Councillors enquired as to the current standing of the S106 funding and requested that the Clerk provide more information regarding this.

RESOLVED:

- 1. That members agreed that the priorities be submitted as listed above in the table.**
- 2. That members agreed to request that the Clerk provide further information regarding the S106 fund status; how much is held by Herefordshire Council in S106 monies and likely timescales.**

C132. INTERNAL AUDIT REPORT ON REVIEW OF POLICIES AND PROCEDURES

Members discussed the reasons for this report having been completed and asked why it had been commissioned.

Councillor Newsham raised the following points in respect of the report:

- The presentation is quite odd.
- It does not indicate whether this is a draft report or the final version.
- The language implies that it follows on from something.
- The report should be dated.
- The methodology is not clear.
- It does not state who was interviewed and what the sources of information are.
- It has not been signed off by anyone.
- The companies headquarter address should be stated on the report.

Councillor Chowns asked whether this report was in conjunction with the work being done by Councillor Harvey's Working Party. He expressed that it would be strange for it to be carried out in tandem.

Members requested that the Clerk provide a summarised scope of the Report and breakdown of the information provided and that this be presented to the next meeting of Full Council.

Members suggested that the report be referred to the Task and Finish group which is looking into the Committee Structure in order that this can be reviewed alongside the work which is being carried out by the group.

C133. OUTSIDE BODIES

- i. Response from Ledbury Food Group to advise that they confirm they are happy to welcome Councillor Morris as the Council's representative for the municipal year and continued representation from the Council in the future.
- ii. Minutes of a meeting of the Ledbury Strömstad Twinning Association – 21 July 2023
- iii. Minutes of a meeting of Ledbury Carnival Association –23 August 2023

RESOLVED:

That the Outside Bodies information and reports be received and noted.

C134. OFFICER REPORTS

- i. **Town Clerk**
- ii. **Deputy Clerk**
- iii. **Community Development Officer**

Members requested an update on the Foamstream weeding machine. The Deputy Clerk informed the members that whilst training had been completed, there were several issues which had come to light as a result of the training. The machine needs to be fixed permanently to the trailer; the high noise levels of the machine means that it may not be feasible to use in the early hours in the mornings. The foam could present a slip hazard; the machine requires 2 people to operate it and that several applications would be required in order for a weed to be killed at the root.

It was suggested that a 3-month trial period for usage was put in place in the spring to ascertain whether the machine made a difference to the weeds within the Town and was therefore a feasible option for use by LTC operatives, along with the Lengthsman.

Members asked that the reports include a little detail of what the outcomes were and whether the meetings were successful/productive. Councillor Morris spoke about the meeting which had taken place between the Poetry Festival and LTC CDO.

RESOLVED:

- 1. That the Officer Reports be received and noted.**

2. That the Foamstream machine be trialled for a 3-month period in Spring 2024 and focus on a specific area so that its effectiveness can be monitored.
3. That the Clerk be asked to update the format of the reports to include meeting outcomes.

C135. RESTORATION OF WAR MEMORIAL SUGGESTION

Members discussed the rededication of the War Memorial and whilst Members had differing views on when this should take place and how long a service should take, agreed that a discreet short service should take place and be well advertised. It was proposed that the ceremony should take place prior to the Armistice Service on Saturday, 11 November 2023.

RESOLVED:

That Members agreed to the request from Jennifer Harrison, in that the rededication should be held prior to the Armistice Service due to take place on Saturday, 11 November 2023.

C136. REQUEST FROM THE FAMILY OF WILLIAM TURBERFIELD, FOR LEDBURY TOWN COUNCIL TO CONSIDER A MEMORIAL TO BE PLACED IN LEDBURY AS A PERMANENT REMINDER OF “BILL THE BELL” AND HIS SERVICE TO LEDBURY AS TOWN CRIER FOR 18 YEARS.

Members considered the options and agreed that a separate plaque should be placed in the Ledbury Cemetery Chapel in memory of William Turberfield.

RESOLVED:

That a plaque in memory of “Bill The Bell” be placed in the Cemetery Chapel.

C137. DATE OF NEXT MEETING

RESOLVED:

To note that the next meeting of Full Council will be held on 23 November 2023.

The meeting was ended at 8.26 pm.

SignedDated
(Town Mayor)

LEDBURY TOWN COUNCIL

**MINUTES OF A MEETING OF THE RESOURCES COMMITTEE
HELD ON 5 OCTOBER 2023**

PRESENT: Councillors Bradford, Chowns, Hughes, l'Anson (Chair), and Morris

ALSO PRESENT: Councillor McAll
Angela Price – Town Clerk

R19. APOLOGIES

None received.

R20. DECLARATIONS OF INTEREST

None received.

**R21. TO APPROVE AS A CORRECT RECORD THE MINUTES OF A
MEETING OF THE RESOURCES COMMITTEE HELD ON 31 AUGUST
2023**

RESOLVED:

That the minutes of the Resources Committee meeting held on 31 August 2023 be approved as a correct record, subject to the following amendment:

Minute No. R17(ii) be amended to read as follows:

“Members were requested to endorse the actions of the Town Clerk in which she had agreed to Post Holder 50 reducing their hours from 37 to 30 per week in support of flexible working.”

R22. ACTION SHEET

Members were provided with an update on the Action Sheet items that remained outstanding.

The Clerk advised that a response had been received from Red Kite Solicitors, who had advised that there was a conflict in respect of the cease-and-desist letter and advised that it would be necessary to speak to an alternative solicitor in relation to this.

Councillor Bradford asked why R17(ii)(2) was still identified as not complete, as he considered that this had been discussed and agreed not to proceed with. The Clerk reminded Members that this committee had agreed that this item should be referred to the Planning, Economy &

Tourism Committee for consideration, and that that committee had agreed that it should be considered as part of the Markets Strategy.

A discussion ensued in respect of the Markets Strategy and Councillor Morris raised concerns over the length of time it has taken to produce a Market Strategy, commenting that this goes back as far as 2019 when the CDO was originally asked to create a draft Strategy and he expressed his frustration at this being no further forward.

It was noted that this was a matter for discussion at the Markets Working Party, or Planning, Economy, & Tourism Committee and not relevant to the Resources Committee and should be marked as discharged by this committee.

RESOLVED:

That the action sheet be received and noted, noting that R17(ii)(2) should now be shown discharged by this committee.

R23.

CONSIDERATION ON WHETHER COVER SHOULD BE PROVIDED FOR STAFF ON ANNUAL LEAVE FROM EXTERNAL SOURCES

Members were requested to consider a report in respect of annual leave cover for staff, which had been raised by Councillor Morris at the meeting of the Resources Committee at its meeting on 31 August 2023.

The report highlighted reasons why getting temporary employees in to cover staff for periods of two weeks or less was impractical and which would have the opposite effect to that suggested by Councillor Morris, which was to help reduce the workload on staff.

RESOLVED:

That external cover for staff on short term annual leave is not considered at this time, and that as this is an operational matter it be left for senior staff to manage as part of their roles.

R24.

DATE OF NEXT MEETING

RESOLVED:

To note that the next meeting of the Resources Committee is scheduled to take place on Thursday, 7 December 2023.

R25.

EXCLUSION OF PRESS AND PUBLIC

Before taking the decision to exclude the Press and Public a request was made that Councillor Mc All be permitted to remain for the remainder of the meeting.

RESOLVED:

1. That Councillor McAll be permitted to remain for the remainder of the meeting.
2. 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.

R26.

STAFFING MATTERS

- i. Request from Post Holder 59

Members were requested to consider a request from Post Holder 59 for a period of unpaid leave.

RESOLVED:

1. That Post Holder 59's request for a period of unpaid leave be granted.
2. That Post Holder 60 be offered the opportunity to step into the role in the absence of Post Holder 59.
3. That if Post Holder 60 does not wish to step into the role in the absence of Post Holder 59 the Clerk take the necessary steps to fill the post for the period 4 – 22 December 2023 and that the one-week period in January when the post holder will be on paid annual leave be covered as it would usually be.
4. That the Clerk prepare a draft Unpaid Leave Policy for consideration at the next meeting of the Resources Committee.

- ii. Consideration of extension to paid sick leave – Post Holder 47

RESOLVED:

That sick pay be paid in accordance with Employee Terms and Conditions as detailed in their contracts and the Council's Sickness absence Policy.

R27.

iii. Staff Protection Measures

Please refer to Minute No. R40 of the Resources Meeting held on 1 February 2024 for clarification on why this minute has been struck from the record and replaced with the alternative minute as detailed below.

~~Members were requested to give consideration to possible staff protection measures being put in place to protect staff from unwelcome, persistent communications from both Councillors and members of the public.~~

~~It was noted that there was a need for something to be in place currently and it was agreed that Councillor Hughes would be the point of contact for Councillor Sinclair until such time ongoing issues could be resolved.~~

~~That a draft procedure be prepared by the Clerk and that the procedure provide a clear strategy in respect of providing a named senior councillor to take up the role of interim contact.~~

RESOLVED:

- ~~1. That the Clerk draft a Distancing Procedure designed to protect staff from unwelcome, persistent communications from both Councillors and members of the public.~~
- ~~2. That in the interim Councillor Hughes be the point of contact for Councillor Sinclair, until such time ongoing issues can be resolved.~~

Members were requested to give consideration to possible staff protection measures being put in place to protect staff from unwelcome, persistent communications from both Councillors and members of the public.

It was noted that when contacting the office there is currently a policy in place whereby Councillors are informed that in the first instance they should contact the Clerk, or Deputy Clerk in their absence, they should not be contacting other staff.

Councillor Hughes advised that this conversation is about what distancing measures can be put in place, noting that the Council is not in a position whereby they can “sanction” any one particular Councillor, all that can be done is to protect staff by distancing of people who are reported to a line manager for presenting vexatious and/or aggressive behaviour. It was noted that the Council can put in distancing arrangements by way of a “request” that all communications between an individual and an employee be by way of a named person and if they

want information or want to get in touch with the person and generally speaking this should be the Mayor or Deputy Mayor as the two most senior councillors, however, it could be any other Councillor. He reiterated that this can only be a request and it cannot be ordered as it could then be deemed as a “sanction” which is not within the remit of Council to put in place.

It was suggested that a draft policy/procedure be prepared by the Clerk and that the policy/procedure whereby if a vexatious complaint is reported to a line manager a distancing principle will be adopted and that the individual be asked to consider a request to provide them with one point of contact which should be senior councillor such as the Mayor or Deputy Mayor, due to them having the experience and standing within council in order to handle such a situation.”

RECOMMENDATION:

That this council adopt a distancing policy where an individual councillor is acting in a vexatious and/or aggressive manner towards a member of staff who has reported to the Mayor that it be recommended to Council that they apply the distancing policy where that person is requested to only make contact with a named senior councillor.

R28. CORRESPONDENCE RECEIVED FROM LEDBURY RESIDENT

Members were provided with copies of further communications from a local resident.

RESOLVED:

That the Clerk respond to the resident to acknowledge receipt of the latest communication.

The meeting ended at 8.20 pm.

Signed Date

LEDBURY TOWN COUNCIL
MINUTES OF A MEETING OF THE PLANNING, ECONOMY & TOURISM
COMMITTEE

HELD ON 12 OCTOBER 2023

PRESENT: Councillors Howells, Hughes, l'Anson, McAll, and Morris (Chair).

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

P97. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Bradford and Furlonger.

P98. DECLARATIONS OF INTEREST AND WRITTEN REQUESTS FOR DISPENSATIONS

No declarations of interest were made.

P99. PUBLIC PARTICIPATION

RESOLVED:

No members of the public were present.

P100. NOLAN PRINCIPLES

RESOLVED:

That the Nolan Principles be received and noted.

P101. TO APPROVE AND SIGN THE MINUTES OF THE PLANNING, ECONOMY & TOURISM COMMITTEE MEETING HELD ON 14 SEPTEMBER 2023

Councillor Howells noted that he left the Planning, Economy & Tourism Committee meeting early and that this had not been reflected in the minutes.

RESOLVED:

That the minutes of the Planning, Economy & Tourism Committee meeting held on 14 September 2023 be approved and signed as a correct record, subject to a record of the time that Councillor Howells being added.

P102. TO REVIEW THE ACTION SHEET

The following updates were given to members on the action sheet:

P45.2 – That a business plan and budget be included in the Painted Room Visitor Numbers report moving forward, to enable Councillors to view and consider the “sales forecast”.

The Clerk informed members that this task has not been completed yet. Members asked if this could be done before the meeting to discuss the future of the Painted Room and The Tourist Information Centre on Wednesday, 1 November 2023, and that the Tour Guide Manager is invited to attend this meeting.

P46 – That the Clerk obtain quotes from consultants on the cost to commission a business plan in respect of the future of the Tourist Information Centre.

Members asked that this task be complete for the meeting taking place on Wednesday, 1 November 2023.

P47.1 – That Ward Councillors be asked to look into when the Aldi bus service is likely to come to an end and what, if anything will be put in its place.

The Clerk read out the following information provided by Ward Councillor Peberdy to members:

“The 600 service which is run by First Worcestershire is funded by Aldi through S106 money. This funding runs out at the end of the year. I will contact First Worcestershire to find out if they intend to:

- 1. Run it as a commercial service.*
- 2. Stop the service completely.*
- 3. Continue it if new funding were available.*

New funding could be perhaps through S106 money, an approach to Aldi, allocation of some of the £2m received by HCC to improve bus services.

If their intention is no.2 or no.3 then I’ll ask for passenger data so that we can consider value for money before working out what our next options are.

Re: extending bus services into Hawk Rise. This can’t be done through the 432 service (Daffodil line). However, DRM who run the 476 Ledbury-Hereford intend to extend this service into Hawk Rise when bus stops are in place. Funding is available from HCC for the new bus stops and Les Lumsden from Buses4Us is applying to HCC for this.

Angie, I'll give you an update once I've managed to speak First Worcestershire and before the LTS Planning Committee meeting on 12 October."

Members asked if this information could be forwarded onto all members via email. Members also requested that officers write to Herefordshire Council to request whether there is any BSIE funding available to help continue this service. Members also noted that the response from the Ward Councillor only mentioned extending the bus service to the Hawk Rise estate and there was no mention of the new viaduct site. Members asked officers to chase this information.

P47 – RECOMMENDATION: That members recommend to Full Council that the Traffic Management Working Party be authorised to work with Clare Stone to explore the possibility of S106 monies being used for a "Ledbury Hopper" type service.

The Clerk informed members that this recommendation had been approved at Full Council on Wednesday, 11 October 2023 and will be included on the Traffic Management Working Party meeting agenda taking place on Wednesday, 25 October 2023.

P65.5 – That the Clerk enquire when the meeting to discuss the McCarthy Stone development is to take place and inform Councillor Howells when known as he had been appointed to attend on behalf of the Council.

The Clerk read out the following email provided by Herefordshire Council Case Officer, Chloe Smart:

"Thank you for the email.

The application has been called to Planning Committee so when ready to be determined it will be taken to the next available planning committee. This may be October's committee (Wednesday, 25 October) or if not, it will be November's committee (22 November).

I'll know by 11 October whether the application will be scheduled for October's committee so I can confirm then".

As the Clerk had been out of the office for two working days at conference, she informed members that she would check this outcome and email all members to inform them.

P65.6 – That the Clerk write to Herefordshire Council and enquire when the Local Plan Consultation will take place.

The Clerk informed members that an email had been sent to Herefordshire Council, but no response has been received. Members asked the Clerk if this information could be chased.

P68 – That officers be authorised to proceed with a meeting with Andrew Lawrence and Celia Kellet to discuss this Street Banners for Ledbury, similar to those in Tewkesbury and that Councillors l'Anson and McAll be invited to the meeting.

The Clerk informed members that this has not been completed yet due to the CDO being on annual leave, the Clerk will arrange a catch up on this on her return.

P77.1 – That the letter received from Steve Betts be forwarded onto the Highways Officers responsible for this area and the Police Traffic Liaison Officer.

The Clerk informed members that this information had been emailed to the Highways Officers, but no response had been received. Members asked if this could be chased.

P77.2 – That Balfour Beatty Living Places be approached to request their maintenance schedule.

The Clerk informed members that this request had been emailed to the Balfour Beatty Living Places team, but no response had been received. Members asked if this could be chased.

P77.3 – That the safer neighbourhood funding be looked into for improving the speed of vehicles along the A417 near Parkway.

The Clerk informed members that an email had been sent to request this, but no response had been received. Members requested that this information be chased.

P77.4 – That the Clerk write to Herefordshire Council to ask for a copy of the risk assessment for the pathway along the A417 near Parkway.

The Clerk informed members that she had written to Herefordshire Council, but no response had been received. Members requested that this information be chased.

P77.5 – That the A417 road near Parkway be added as a standing item to the Traffic Management Working Party.

The Clerk informed members that this would be on the agenda of the Traffic Management Working Party taking place on Wednesday, 25 October 2023.

P79.2 – That the business plan for the Painted Room be produced and brought to the Planning, Economy & Tourism Committee by the end of the year.

Members discussed that the business plan for the future of the Painted Room be discussed in the Task & Finish group to discuss the future of Tourism in Ledbury on Wednesday, 1 November 2023.

P79.6 – That as much information as possible be included on the Action Sheets and the date of the meeting be noted under the minute number on the Action Sheet.

Members noted that the action sheets had been improved and the addition of the yellow columns with the date of the committee meetings was useful, noting that this was an enhancement to what had been requested at the previous meeting.

P81a.1 – That the links be improved with Stromstad in particular to the following and authorise the Clerk and Community Development Officer to open a dialogue with them on ways in which this can be achieved.

The Clerk informed members that she spoken to members of the Stromstad Twinning Association at the Mayor's Swedish Coffee Morning on Saturday, 23 September 2023 and that a zoom meeting with members of the Stromstad Tourist Information Centre will be arranged to improve links between the two towns.

P81a.2 – That the Mayor will host a meet and greet event when the Stromstad Twinning Association visit Ledbury.

Councillor Hughes informed members that Stromstad will be visiting Ledbury in April 2024. Further details will be confirmed.

P81b – That the Clerk forward the letter regarding parking charges in Ledbury to the Enforcement Officers, with a copy to all Ward Councillors requesting a full response.

The Clerk informed members that an email had been sent to all 3 Ward Councillors but there had been no response received. Members asked if Councillor Harvey could be chased on this matter.

RESOLVED:

- 1. That the Clerk obtain quotes from consultants on the cost to commission a business plan in respect of the future of the Tourist Information Centre to be provided at the Task & Finish Group set on Wednesday, 1 November 2023.**
- 2. That the information received from Ward Councillor Peberdy regarding the Aldi Bus Service be forwarded onto all members.**

- 3. That officers write to Herefordshire Council to request whether there is any BSIE funding available to help continue the Aldi Bus Service.**
- 4. That officers chase information on how the bus service can be extended to the new housing estates including Hawk Rise and the new Viaduct Site.**
- 5. That the Clerk will check with Chloe Smart (Case Officer at Herefordshire Council) if the McCarthy Stone Development application is scheduled for the Herefordshire Council's Planning Committee meeting on Wednesday, 25 October 2023. The Clerk will then feed this information back to all members.**
- 6. That officers chase Herefordshire Council to enquire when the Local Plan Consultation will take place.**
- 7. That the Clerk arrange a catch up with the CDO to proceed with a meeting to discuss the Street Banners for Ledbury on her return to the office.**
- 8. That officers chase a response from the Highways Officers and the Police Traffic Liaison Officer regarding the email sent to them about the safety for pedestrians on the A417 road near Parkway.**
- 9. That officers chase Balfour Beatty Living Places for a response to requesting their maintenance schedule.**
- 10. That the request for safer neighbourhood funding for the A417 road near Parkway be chased.**
- 11. That officers chase information on the risk assessment for the A417 road near Parkway.**
- 12. That the business plan for the future of the Painted Room be discussed at the Task & Finish Group set for discussing the future of Tourism in Ledbury on Wednesday, 1st November 2023.**
- 13. That officers add the committee meeting dates underneath the minute number on the Action Sheet.**
- 14. That Councillor Harvey be chased for feedback on the letter that has been previously forwarded to all Ward Councillors regarding the parking charges in Ledbury.**

P103. COMMUNITY DEVELOPMENT OFFICER REPORT ON ISSUES RAISED BY TRADERS' ASSOCIATION AT THEIR MEETING

Members discussed the recommendations in the report from the Trader's Association meeting that the CDO had attended.

Members agreed that certificates could be created for the best dressed window competition during Christmas rather than a trophy being purchased.

The Chair proposed that recommendation 3 be approved (That the Planning, Economy and Tourism Committee agree to the Community Development Officer being the first point of contact with the Traders Association). Councillor Howells seconded this, and all members were in favour.

RESOLVED:

- 1. That the report on issues raised by the Trader's Association at their meeting was received and noted.**
- 2. That certificates be produced for the Trader's Window Display competition at Christmas.**
- 3. That the Planning, Economy & Tourism Committee agree to the Community Development Officer being the first point of contact with the Traders Association.**

P104. UPDATE ON PROGRESS OF MARKETS STRATEGY

Councillor McAll advised Members of the progress of the Markets Strategy being undertaken by the Task & Finish Group. He explained that 3 main things had been identified from the discussions regarding the Charter Market:

1. Theming/destination experience
2. Expansion on types of stalls
3. Provision for children whilst parents/guardians are shopping at the Market.

Members noted that a previous Market Strategy had been drawn up but had not been followed up on. It was noted that this document would be incorporated into the new Market Strategy draft. Members noted that there is a Markets Working Party scheduled for Tuesday, 17 October 2023 and that it would be wise to change this to another Task & Finish Group meeting to make more progress on the draft market strategy before taking it to the Markets Working Party.

All members agreed that it would be sensible to create a survey for all town traders to complete and retrieve their view on the Charter Market, but that this would be something that should be considered as an outcome from the work currently being undertaken.

RESOLVED:

- 1. That the update on the progress of the Markets Strategy was received and noted.**
- 2. That the Markets Working Party scheduled for Tuesday, 17 October 2023 be changed to a task & finish group to discuss the Markets Strategy.**
- 3. That consideration be given to the town traders be given a survey to complete, in the future, to provide their views on the Charter Market.**

P105. FEEDBACK ON VISITOR'S NUMBERS TO HERITAGE OPEN DAYS

The Clerk read an email to members received from the Master's House to inform them of their visitor numbers from Heritage Open Days 2023:

"The Friends of The Masters House did 2 heritage tours on 13 September 2023.

The attendance figures were...

Tour 1: 12 people

Tour 2: 32 people".

Members noted that the Market House was not open to visitors on the first weekend of Heritage Open Days and that next year it should be open on both weekends.

The Chair queried why the Heritage Open Days bunting was not all around the perimeter of the Market House to help advertise the event. The Clerk informed members that the bunting and banners are provided free from Heritage Open Days and that this should be requested at the time of signing up to the event on line. She advised that as it is free the amount provided is limited for each destination.

RESOLVED:

- 1. That members noted the contents of the Visitor Numbers to Heritage Open Days report.**

P106. PLANNING CONSULTATIONS

i. Planning Application No. 232792

Proposed dormer bungalow dwelling – Land rear to of 121 to 123 The Homend, Ledbury, Herefordshire

RESOLVED:

No objections.

ii. Planning Application No. 232824

Prior notification got proposed conversion of offices to form 5 no. self – contained flats – 13 The Southend, Ledbury, Herefordshire, HR8 2EY

RESOLVED:

No objections.

iii. Planning Application No. 232861

Existing 4-bedroom end of terrace townhouse to be extended at ground floor to the rear and converted to a 1-bedroom ground floor apartment with a 2 bedroom duplex on the floors above – 8 Canal Walk, Ledbury, Herefordshire, HR8 2ED

RESOLVED:

No objections.

P107. TABLED APPLICATIONS

RESOLVED:

None received.

P108. PLANNING DECISIONS

Members discussed planning application no. 232071 – Proposed external chimney flue and internal alterations – Y Pass Fish and Chip Shop, The Homend, Ledbury, Herefordshire HR8 1BN. Members requested that officers contact Ward Councillor Harvey to look into this planning application and with a view to helping them with their application.

RESOLVED:

1. That the Planning Decisions be received and noted.

2. That officers ask if Ward Councillor Harvey can assist with planning application no. 232071.

P109. APPLICATION FOR PREMISES LICENSE – WEAVERS, 4 NEW STREET, LEDBURY, HR8 2DX

RESOLVED:

That Ledbury Town Council have no objections to the application for the premises license – Weavers, 4 New Street, Ledbury, HR8 2DX.

P110. SECTION 106 – TO CONSIDER ANY FEEDBACK FROM THE RECONVENED MEETING OF FULL COUNCIL HELD ON 11 OCTOBER 2023 (STANDING ITEM)

RESOLVED:

To note that the S106 lists referred to Full Council had been completed and that the Clerk would now amalgamate them and forward them to the S106 Officer at Herefordshire Council accordingly.

RESOLVED:

P111. DATE OF NEXT MEETING

RESOLVED:

To note that the date of the next meeting of the Economy, Planning & Tourism Committee is scheduled for 9 November 2023.

The meeting ended at 8:48pm.

Signed Dated
(Chair)

LEDBURY TOWN COUNCIL
MINUTES OF A MEETING OF THE PLANNING, ECONOMY & TOURISM
COMMITTEE
HELD ON 9 NOVEMBER 2023

PRESENT: Councillors Furlonger, Hughes, l'Anson, McAll and Morris (Chair)

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

P112. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Bradford & Howells

P113. DECLARATIONS OF INTEREST AND WRITTEN REQUESTS FOR DISPENSATIONS

No declarations of interest were received.

P114. PUBLIC PARTICIPATION

No members of the public were present.

P115. NOLAN PRINCIPLES

RESOLVED:

That the Nolan Principles be received and noted.

P116. TO APPROVE AND SIGN THE MINUTES OF THE PLANNING, ECONOMY & TOURISM COMMITTEE MEETING HELD ON 12 OCTOBER 2023

RESOLVED:

That the minutes of the Planning, Economy & Tourism Committee meeting held on 12 October 2023 be approved and signed as a correct record.

P117. TO REVIEW THE ACTION SHEET

Members were provided with the following updates in respect of the action sheet:

The Clerk advised that a response had been received from Ward Councillor Harvey with regards to planning application no. 232071 –

Proposed external chimney flue and internal alterations – Y Pass Fish and Chip Shop, The Homend, Ledbury, Herefordshire, HR8 1BN.

Members instructed the Clerk to contact the Planning Officer directly regarding this application.

P46 – That the Clerk obtain quotes from consultants for the cost to commission a business plan in respect of the Tourist Information Centre.

The Clerk informed members that she had contacted several companies to ask whether they could quote for the preparation of a business plan. She advised that the response from most of them was that it was not something they do or that they no longer provide this type of service.

The Chair queried why Ledbury Town Council could not create its own business plan for the Tourist Information Centre.

P47 – RECOMMENDATION:

That members recommend to Full Council that the Traffic Management Working Party be authorised to work with Clare Stone to explore the possibility of S106 monies being used for a “Ledbury Hopper” type service.

The Clerk reminded members that there is a meeting taking place on Wednesday, 15 November 2023 at 4:00pm with Clare Stone to discuss this.

P68 – That officers be authorised to proceed with a meeting with Andrew Lawrence and Celia Kellet to discuss this Street Banners for Ledbury, similar to those in Tewkesbury and that Councillors I’Anson and McAll be invited to the meeting.

The Clerk advised members that this meeting had taken place on Thursday, 2 November 2023 and Councillor Morris provided an update. He advised that the possibility of having schools and art colleges involved in this project was discussed. Members noted that hand painted flags would be too much of an upkeep and would not be appropriate given the resources available for this project. Members noted that this action point was still in progress and that further updates would be provided as and when available.

P77.3 – That the safer neighbourhood funding be looked into for improving this area. (Pathway between Parkway and JMHS).

The Clerk provided members with a response received from Ian Connolly, Traffic Management Officer/Road Safety Team at West Mercia Police.

“I think the Safer Neighbourhood Funding is more directed to crime and Anti-Social behaviour prevention than highway issues so I don't think that there is an option to tap into that pot. I am far from an expert though, so it might be worth taking advice from the County Councillor as he may be better placed to advise.

The funding that I am aware of for road safety is the Police & Crime Commissioners Safer Roads Fund, but this can only be used to pay for measures over and above the statutory obligation of the County Council (EG. Extra warning signs, Speed Indicator Devices, village gateway features etc) so in this instance can't be used for the maintenance of the footway.

I sympathise with the position of the gentleman regarding the relatively poor condition of the footway, but I am sorry to say I can't be of more assistance in this instance”.

Members noted the response, but all agreed that this situation should still be pursued wherever possible to make this road safer for pedestrians and this item will kept on the Traffic Management Working Party as a standing item.

P79.2 – That the business plan for the Painted Room be produced and brought to the Planning, Economy & Tourism Committee by the end of the year.

Members noted that this item had been included in the agenda of the Tourism Task & Finish Group and that there was some confusion over creating a business plan or an action plan. Members noted that this is already a business and that an action plan needs to be created. Councillor McAll queried who it would be that would draft the plan. Members asked the Clerk if this was a project that officers could complete. The Clerk confirmed that this is something that officers could work together on but that it would be helpful if some guidance could be provided in respect of timescales. The Chair asked if a report on the Painted Room could be brought to the next Planning, Economy & Tourism Committee meeting to include details of the running costs, recruitment, and the possibility of having it open 7 days a week.

P81a.1 – That the links be improved with Stromstad in particular to the following and authorise the Clerk and Community Development Officer to open a dialogue with them on ways in which this can be achieved.

The Clerk informed members that a Teams Meeting with Stromstad has been arranged for next week and that an update will be provided at the next committee meeting.

P81a.2 – That the Mayor will host a meet and greet event when the Stromstad Twinning Association visit Ledbury.

Councillor Hughes informed members that members of the Stromstad Twinning Association are visiting Ledbury 1 April – 7 April 2024.

P102.3 – That officers write to Herefordshire Council to request whether there is any BSIE funding available to help continue the Aldi Bus Service.

The Clerk provided members with an update received from Ward Councillor Peberdy who emailed Les Lumsdon at Buses4Us asking for advice about who is best to approach to ask for help continuing the Aldi Bus Service:

“It might be best if Ledbury TC contacts HCC officers directly. I have only a limited knowledge of the road system and housing coverage in Ledbury and the Council will have a very clear idea. At this stage, I’d advocate that they put their pitch in for help through the BSIP.

Stef contacted me re Hawk Rise and I spoke to the Transport Manager at DRM. They have undertaken a test drive around Hawk Rise and it is possible to run a bus around a loop there. However, they are waiting for HCC to put in the necessary bus stops. Paul Williamson will be handling that aspect. Stef indicated that she would also be contacting the officers so thought it best to copy her into this correspondence.

CONTACTS

The team leader for public transport responsible for the allocation of BSIP is Craig Lewis, Transport Services:

Manager Craig.Lewis@herefordshire.gov.uk.

The other manager in the team is Paul:

[Williamson: Paul.Williamson@Herefordshire.gov.uk](mailto:Paul.Williamson@Herefordshire.gov.uk)

However, HC has been advised by consultants regarding the BSIP and the person at ITP managing the BSIP process is Tim.Edwards@ITP.net He is an associate director at ITP and a very experienced manager advising HCC on public transport at present.

I would advise addressing the e mail to Craig Lewis copied to the other two gentlemen”.

Members noted the progress being made with continuing the Aldi Bus Service.

P103.3 – That the Planning, Economy & Tourism Committee agree to the Community Development Officer being the first point of contact with the Traders Association.

The Clerk informed members that the Community Development Officer attended the Traders Meeting that had taken place the week before. The Chair asked if a report could be provided at the next committee meeting with updates from this Traders Meeting.

P104.3 – That consideration be given to the town traders to be given a survey to complete, in the future, to provide their views on the Charter Market.

Councillor Hughes expressed his concern about draft information being shared with traders that is still at a confidential level. Members agreed that no information should be taken to traders until such time Council has made a decision or views are being sought from the Market traders to ensure that work being completed is not counterproductive. Councillor McAll agreed but noted that minutes are made public once approved and they are published onto the Town Council website meaning that draft information is on display for all and that it might not be clear that this is not yet council policy.

Members discussed the option of having these types of conversations in confidential session however, it was stated that this should not be necessary and any council discussion taking place in meetings should not be shared by any Member until such time it has been finalised.

It was suggested that when minuting matters in council meetings that it should be made clear that the matter being discussed is at the discussion stage and not a final council policy that is in place.

All members agreed that the Nolan Principles should be stressed more at all committee meetings highlighting the points made above. All members agreed that this matter should be an item on the Full Council agenda to remind all Councillors of the Nolan Principles.

RESOLVED:

- 1. That the Clerk contact the relevant Planning Officer in respect of planning application no. 232071 – Proposed external chimney flue and internal alterations – Y Pass Fish and Chip Shop, The Homend, Ledbury, Herefordshire, HR8 1BN and ask if any advice or guidance can be given to the applicant on the process of how to appeal.**
- 2. That Ledbury Town Council create its own business plan for Tourist Information Centre.**

3. That Ledbury Town Council will continue to try and pursue improving the road between Parkway and JMHS and this will remain a standing item on the Traffic Management Working Party.
4. That officers and Councillors work together to create an action plan for the Painted Room and that a report on the Painted Room be on the agenda of the next Planning, Economy & Tourism committee meeting.
5. That the Community Development Officer create a report for the next Planning, Economy & Tourism meeting with feedback from the last Traders Association meeting she attended.
6. That there be an item on the Full Council agenda to remind all Councillors of the Nolan Principles and that they should not be giving the impression that a matter under discussion is actual council policy

P118. NOTES OF A MEETING OF THE MARKETS TASK & FINISH GROUP HELD ON 17 OCTOBER 2023

RESOLVED:

That the notes of the Markets Task & Finish Group held on 17 October 2023 were received and noted.

P119. DRAFT MARKET STRATEGY

Councillor Hughes proposed that this document should now be sent to Full Council as it needs a decision working body in order for it to be adopted and developed and then for it to move on to the delivery plan.

RESOLVED:

That the Draft Markets Strategy document be recommended to Full Council for consideration and adoption ahead of the next stage, delivery plan.

P120. PAINTED ROOM VISITOR NUMBERS MARCH TO SEPTEMBER 2022/2023

The Chair noted how the Painted Room visitor numbers were significantly higher during the Heritage Open Days event and that this should be an aspiration for the future.

RESOLVED:

That the Painted Room numbers March to September 2022/2023 were received and noted.

**P121. NOTES OF A MEETING OF THE TOURISM TASK & FINISH GROUP
HELD ON 1 NOVEMBER 2023**

The Clerk explained that unfortunately there was not sufficient time to have these on the agenda and they will be provided at the next meeting.

RESOLVED:

That the notes of the meeting of the Tourism Task & Finish Group held on 1 November 2023 be provided at the next Planning, Economy & Tourism Committee meeting.

P122. PLANNING CONSULTATIONS

i. Planning Application No. 232515

Proposed replacement of 3 sash windows – with retention of frames and cills – 7 Upper Hall Estate, Worcester Road, Ledbury, Herefordshire, HR8 1JA

RESOLVED:

No objections.

ii. Planning Application No. 232810

Proposed replacement of existing conservatory with ground floor extension to the rear – 26 Oatleys Crescent, Ledbury, Herefordshire, HR8 2BY

RESOLVED:

No objections.

iii. Planning Application No. 232860

Retrospective application for internal alterations comprising of the removal of breeze block hall between kitchen and study to create kitchen/living area with utility/store – The Old Captains, Hereford Road, Ledbury, HR8 2PX

RESOLVED:

No objections.

iv. Planning Application No. 232972

Change of use of former tool and sales station to veterinary practice – The Old Wharf, Ross Road, Ledbury, Herefordshire, HR8 2QJ

RESOLVED:

No objections.

v. Planning Application No. 233084

Proposed change of use from Class E (a) (formally A1 Retail) to Sui generis, use as a public house, wine bar or drinking establishment (formally A4) – 4 New Street, Ledbury, Herefordshire, HR8 1AH

RESOLVED:

No objections.

vi. Planning Application No. 233085

**Proposed change of use from Class E (a) (formally A1 Retail) to Sui generis, use as a public house, wine bar or drinking establishment (formally A4) – 4 New Street, Ledbury, Herefordshire, HR8 1AH
LISTED BUILDING CONSENT**

RESOLVED:

No objections.

vii. Planning Application No. 233081

Replacement of brick infill panels with wood board panels. Part replacement of rotten wood beams with seasoned oak. Part retrospective – 1 Ivydene Cottages, Homend Crescent, Ledbury, Herefordshire, HR8 1AH

RESOLVED:

No objections.

viii. Planning Application No. 233082

**Replacement of brick infill panels with wood board panels. Part replacement of rotten wood beams with seasoned oak. Part retrospective – 1 Ivydene Cottages, Homend Crescent, Ledbury, Herefordshire, HR8 1AH
LISTED BUILDING CONSENT**

RESOLVED:

No objections.

ix. Planning Application No. 33208

Proposed ground floor extension – 1 Ledbury Park, Ledbury, Herefordshire, HR8 1LF

RESOLVED:

No objections.

P123. TABLED APPLICATIONS

RESOLVED:

None received.

P124. PLANNING DECISIONS

Members discussed planning application no. 223921, Planning Re-consultation – Land to the rear of 8A High Street, Ledbury, Herefordshire, HR8 1DS. Due to members objecting on this application on the grounds of the Neighbourhood Development Plan, it was requested that reports from Enforcement Officers be acquired.

Members discussed that the pressure should be kept up on Herefordshire Council's planning department as the decisions take too long to make.

RESOLVED:

- 1. That the Planning Decisions were received and noted.**
- 2. That officers obtain information from Enforcement Officers on how the conditions will be managed in respect of planning application no. 223921, Planning Re-consultation – Land to the rear of 8A High Street, Ledbury, Herefordshire, HR8 1DS.**

P125. ITEMS FOR CONSIDERATION FOR INCLUSION IN 2024/25 BUDGET

RESOLVED:

1. **Members reviewed the budget monitoring sheet and agreed that 'Charter Market Fees' should be changed to 'Market Fees'. To include event income at the Market such as Christmas Light Switch On, Late Night Shopping, World Book Day etc.**

RECOMMENDATION:

That the following recommendations go to the Finance, Policy & General Purposes Committee:

- **Provision of a Business Plan for the Tourist Information Centre.**
- **Provision and installation of Flags around the town – Members may wish to consider purchasing new flag poles - £70/80 per unit (Possible joint project with Civic Society and Ledbury Places).**
- **Funding for two further SID units to be located around Ledbury – circa £3,500 per unit.**
- **That market income received be reinvested to support the Market Strategy, and that this income be moved to an Earmarked Reserve at the end of each financial year.**

P126. ADOPTION OF TELEPHONE KIOSK – THE LANGLANDS, LEDBURY

Councillor Hughes proposed that option 3 be chosen for the adoption of telephone kiosk – The Langlands, Ledbury. All members were in favour.

RECOMMENDATION:

That a recommendation be made to Full Council that officers be instructed to purchase a defibrillator as provided in Option 3 of the report:

ViVest X3 defibrillator with carry case, spare electrodes ShockBox Sentry (locked) heated double skinned steel surround cabinet for kiosk

Telephone kiosk and community signage pack

Cost = £1840

Additional costs – Delivery £25.00, installation by a BT approved electrician

P127. MINUTES OF A MEETING OF THE TRAFFIC MANAGEMENT WORKING PARTY HELD ON 25 OCTOBER 2023

RESOLVED:

That the minutes of the meeting of the Traffic Management Working Party held on 25 October 2023 were received and noted.

P128. CONSIDERATION OF LEDBURY HOPPER TYPE SERVICE

Members agreed that Gareth Davies should be invited to the meeting with Councillors and Clare Stone next week to discuss the Ledbury Hopper Type Service.

RESOLVED:

- 1. That the contents of the Ledbury Hopper Type Service report be received and noted, noting that Clare Stone will be meeting with Councillors on Wednesday, 15 November 2023.**
- 2. That Gareth Davies be invited to work with Ledbury Town Council and Buses4us to help prepare and submit a funding application via BSip and that he also be invited to attend the meeting with Clare Stone to discuss the Ledbury Hopper Service further.**

P129. MINUTES OF A MEETING OF THE JOHN MASEFIELD MEMORIAL WORKING PARTY HELD ON 19 OCTOBER 2023

RESOLVED:

That the minutes of a meeting of the John Masefield Memorial Working Party held on 19 October 2023 were received and noted.

P130. TO APPROVE THE SETTING UP OF A WORKING PARTY TO COMPLETE AN INITIAL DATA REPORT FOR SUBMISSION TO THE COMMITTEE STRUCTURE WORKING PARTY

Councillors Furlonger, McAll and Morris put themselves forward to complete an initial data report for submission to the committee structure working party.

RESOLVED:

That Councillors Furlonger, McAll and Morris complete an initial data report for submission to the committee structure working party.

P131. SECTION 106 (Standing item)

Notification of S106 monies received by Herefordshire Council in relation to Bloor Development – Land North of Viaduct, adjoining Orchard Business Park, Ledbury, Herefordshire

All members expressed their frustration that S106 money had been used for bins and not infrastructure. All members agreed that this should be voiced to County Councillors of their frustration.

RESOLVED:

That the Clerk write to County Councillors expressing the Town Councils frustration at S106 money being used for waste bins for each property at the land North of the Viaduct rather on infrastructure, when they believe the provision of waste bins to be a statutory requirement of the Local Authority.

P132. DATE OF NEXT MEETING

RESOLVED:

To note that the date of the next meeting of the Economy, Planning & Tourism Committee is scheduled for 14 December 2023.

The meeting ended at 8:20pm.

Signed Dated
(Chair)

LEDBURY TOWN COUNCIL

MINUTES OF A MEETING OF THE ENVIRONMENT AND LEISURE COMMITTEE HELD ON 2 NOVEMBER 2023

PRESENT: Councillors Bradford, Chowns (Chair), l'Anson, McAll and Newsham

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

E51 APOLOGIES

Apologies for absence were received from Councillor Eakin.

E52 DECLARATIONS OF INTEREST

None received.

E53 THE NOLAN PRINCIPLES

RESOLVED

That the Nolan Principles be received and noted.

E54 PUBLIC PARTICIPATION

No members of the public were present at the meeting.

E55 TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING OF THE ENVIRONMENT & LEISURE COMMITTEE HELD ON 7 SEPTEMBER 2023

Members were advised that minute number E40 should read “To approve and sign the minutes....”

RESOLVED

That the minutes of the meeting of the Environment & Leisure Committee held on 7 September 2023 be approved and signed as a correct record subject to the following amendment:

That minute number E40 be amended to read:

“To approve and sign the minutes.....”

E56 TO REVIEW ACTION SHEETS

Updates were provided regarding the following items:

- E13.4 Should end with the word "year".
- E34.13 That the Clerk and CDO will be meeting with Community Day organisers regarding a possible joint venture in June 2024.
- E40.2 That the residents of the Alms Houses confirmed that they would welcome the Christmas lights to be installed on the Alms Houses.
- E41.1 Walkways in Deer Park – Officers are still waiting for further information on this item.
- E41.7 Scatter Garden - This has been included for consideration in the 2024/25 budget.
- E41.9 Officers advised that they had had a conversation with CDS regarding how they can assist Ledbury Town Council to identify land for burial purposes and with the process beyond this to the point of laying out the cemetery. It is anticipated that further information will be available at the next meeting.
- E41.11 That Councillors have requested that they have sight of the Licence to Cultivate for the Walled Garden.
- E41.12 Stairlift for the Market House - That this item is on the meeting's agenda.

RESOLVED

That the Deputy Clerk obtain a copy of the Licence to Cultivate for the Walled Garden, as mentioned in item 41.11 and circulate to Councillors.

E57 MARKET HOUSE - UPDATE

Members were provided with an update in respect of the works to the Market House which included information received from Herefordshire Council's Conservation Officer in respect of a stairlift being fitted to the Market House. The advice received was that a feasibility study and quantity surveyors report should be sought, and Caroe & Partners have advised that they could assist with this at a cost of circa £3,600 plus VAT.

There was also a discussion about the option of installing a lift. Members noted that this proposal had previously been discussed but local residents had rejected the idea. Members therefore agreed not to discuss this option further.

RECOMMENDATION

That a recommendation be submitted to the Finance, Policy, and General Purposes Committee that Caroe & Partners be appointed to provide a feasibility study and quantity surveyors report in respect of the proposal to install a stairlift at the Market House at a cost of circa £3,600 plus VAT.

E58 WAR MEMORIAL OWNERSHIP

Members discussed the works which have been carried out to the pavement surrounding the War Memorial and who held the insurance for the War Memorial.

Officers informed the Members that the War Memorial came under the Town Council Insurance, as was the case in other Parishes and that Ledbury Town Council are the Custodians of the War Memorial, which was originally erected using funds raised by Ledbury residents.

Members requested that this information be put into the public domain to ensure that residents are aware.

RESOLVED

That Officers make it widely known that the ownership of the War Memorial does not sit with the Town Council, rather that they are custodians for the people.

E59 CCTV AT RECREATION GROUND & CEMETERY – UPDATE

Recreation Ground – Members noted the update regarding CCTV at the Recreation Ground, noting that Ledbury Town Council will be required to provide a third of the costs to match fund, circa £8,000, towards the costs for new CCTV to be installed at the Recreation Ground by Herefordshire Council.

Cemetery – Members were informed that the CCTV had not been damaged during the break-in although the cameras had now been repositioned. They were also advised that it is anticipated that quotes will be provided to the meeting of Full Council on 23 November 2023 for a replacement CCTV system in the cemetery.

RESOLVED

That members received and noted the information provided within the report, noting that a sum of £8,000 had been included as match funding from Ledbury Town Council in respect of the recent funding application submitted by Herefordshire Council CCTV Compliance Manager for CCTV at the Recreation Ground.

E60 TREE SURVEY – CEMETERY

Members were advised that the last Tree Survey was carried out in October 2020 and needed to be undertaken now to ensure that the condition of trees were safe as well as being required for insurance purposes.

RESOLVED

- 1. That a new Tree Survey be carried out in respect of Ledbury Cemetery.**
- 2. That Company No. 1 be engaged to undertake the Tree Survey at the cemetery at a cost of £595.00 plus VAT.**
- 3. That the Deputy Clerk seek guidance on the frequency of Tree Surveys from the company which had been selected to undertake the Tree Survey.**

E61 TIMBER CLIMBER AND INCLUSIVE ROUNDABOUT – RECREATION GROUND

Members agreed that the Timber Climber should be replaced as a matter of urgency on safety grounds. It was agreed that Company No. 7 should be appointed to supply and install the new Timber Climber at a cost of £9,500.00 plus VAT.

Members also discussed the repair to the inclusive roundabout and agreed that Company No. 1 should undertake this repair for £1,550.00 plus VAT. Members established from the information provided within the report that this was the same company being asked to install the new Timber Climber and it was therefore suggested that the Deputy Clerk should enquire whether there would be any chance of a discount.

RECOMMENDATIONS

- 1. That a recommendation be submitted to the Finance, Policy, and General Purposes Committee that the Timber Climber be replaced as a matter of urgency and that the funds be taken from the 2023/24 budget. (110/4235).**
- 2. That a recommendation be submitted to the Finance, Policy, and General Purposes Committee that Company No. 7 be engaged to undertake the replacement of the Timber Climber at a cost of £9,500 plus VAT.**
- 3. That a recommendation be submitted to the Finance, Policy, and General Purposes Committee to repair the inclusive roundabout using funds from the 2023/24 Play Equipment Budget (110/4236).**
- 4. That a recommendation be submitted to the Finance, Policy, and General Purposes Committee to appoint company to undertake the repairs to the inclusive roundabout at a cost of £1,550 plus VAT.**

E62 2024/25 BUDGET

Members discussed the proposed changes to the budget with particular emphasis on the following items:

- 1** Scatter Garden at the cemetery – currently there is no provision for this in the earmarked reserves. It has been listed as a special project over the past years, but no budget has been allocated specifically for its completion. It has been proposed that £2,000 should be allocated from the reserves when this is progressed. That this was agreed.
- 2** Refurbishment of the Chapel Pews and Lecterns – Cemetery Budget: Chapel and Mortuary – consider increasing by £1,000.
- 3** Plaque for past Mayors & Councillors who have passed away – question was asked as to whether this should be a single plaque or individual plaques. It was agreed that a single plaque with all the names should be installed in the Cemetery Chapel.

- 4 That contingency be considered as part of the earmarked reserves for the purchase and laying out of new cemetery land – Members agreed that this should be explored further and that a PWLB (Public Works Loan Bond) loan may be the appropriate way forward, although it should also be considered that once the Cemetery is full, there is no statutory requirement on Ledbury Town Council to provide burial facilities, and that provision would have to be sought for all future new plots at Herefordshire Council.
- 5 Request from Climate Change Working Party for a sum of £2,000 to be included in the budget.
- 6 There will potentially be increased tree works at the Cemetery required in 2024/25 consider increasing the budget for this work. Members suggested an increase to £1,500.
- 7 It has now been established that as the Burial Authority, the Council are responsible for testing the safety of memorials in the Closed Churchyard at St Michael & All Angels. Therefore, consideration should be given to a sum being placed in the 2024/25 budget for this work to be undertaken, as it is a safety matter that needs to be addressed. Proposed that £2,000 be included as a new line in the Closed Churchyard Expenditure.
- 8 Council Buildings – Painted Room - Cost centre 105/Nominal Codes 4000, 4018 and 4019 (Salaries, National Insurance and Pension) to be merged.
- 9 Council Buildings – Painted Room - Cost centre 105/Nominal Codes 4433 and 4435 (Card Machine Rental and Card Machine Transactions) to be merged.
- 10 Council Properties - Propose consideration of funds for new CCTV system in the offices.
- 11 Consider increase in the cemetery fees and charges, and other fees. Report to be provided advising possible 3%, 5% and 7% increase.

RECOMMENDATIONS:

That the following items be recommended to the Finance, Policy & General Purposes Committee for consideration in the 2024/25 budget:

- 1. That £2,000 be allocated from reserves for the provision of a scatter garden at the Cemetery.**
- 2. That line 10 on page 274 of the budget pages be increased to a sum of £2,100 to allow for the refurbishment of the Pews and Lecterns at the Cemetery Chapel.**
- 3. That a Memorial Plaque be erected to commemorate past Mayors and Councillors who have passed away.**
- 4. That contingency be considered as part of the earmarked reserves for the purchase and laying out of new cemetery land – that the members agreed**

that this should be explored further and that a PWLB loan may be the appropriate action.

5. That £2,000 be allocated to a budget specifically for the use of the Climate Change Working Party.
6. That Memorial testing be added to the Closed Churchyard Expenditure in the sum of £2,000.
7. Council Buildings – Painted Room - Cost centre 105/Nominal Codes 4000, 4018 and 4019 (Salaries, National Insurance and Pension) to be merged.
8. Council Buildings – Painted Room - Cost centre 105/Nominal Codes 4433 and 4435 (Card Machine Rental and Card Machine Transactions) to be merged.
9. Members agreed to the other changes as detailed in Item Nos. 6, 7 and 10 above:

Item 6 – Tree works at the Cemetery – increase budget to £1,500.
Item 7 – Closed Churchyard Expenditure – new line entry budget £2,000
Item 10 – CCTV system for LTC Offices.
10. That the Clerk provide a report regarding the Cemetery Fees and Charges, outlining how the fees have increased since her appointment and what an increase of either 3%, 5% or 7% would look like in real terms.

E63 CLOSED CHURCHYARDS

RESOLVED

That members received and noted the information provided in the report on managing closed churchyards.

E64 WORKING PARTIES

E64.1 TO RECEIVE AND NOTE THE MINUTES OF THE MEETING OF THE EVENTS WORKING PARTY HELD ON 6 SEPTEMBER 2023 AND THE DRAFT MINUTES DATED 4 OCTOBER 2023.

Members discussed the recommendations within the minutes which had been received.

RESOLVED

1. That the minutes of the meeting of the Events Working Party held on 6 September 2023 and the draft minutes dated 4 October 2023 be received and noted.
2. That officers be authorised to book Petr Horacek and/or Andy Seed for Ledbury World Book Day 2024 at a cost of £860 plus travel fees and VAT.

3. That Catherine Barr be booked for the Great Big Green Week at a cost of £505 plus travel and VAT, which would be funded from the Climate Change Working Party budget.
4. That Ledbury Town Council do not enter a float at Ledbury Carnival 2024, due to lack of resources.
5. That the Clerk and CDO meet with the organisers of Community Day in order to discuss the possibility of amalgamating the proposed Bank Holiday Event into the Community Day event.
6. That a full breakdown of the costs for the 2024 HODs event be provided prior to discussing the proposed budget of £3,500.
7. That training be provided for volunteers at the HODs event prior to the 2024 event.
8. That the Events Working Party be reminded that it is not within their remit to instruct staff to carry out a project such as the costings for 50,000 leaflets for HODs.
9. That a request for the funding in minute no. 7a, has already been considered for inclusion in the 2024/25 budget in a previous agenda item.

E65 SUSPENSION OF STANDING ORDER 3(x)

RESOLVED:

To suspend Standing Order 3(x) for a period of 30 minutes and that Members give consideration to priority items within the agenda for consideration, with the remaining business to be considered at a reconvened meeting.

E66 TO RECEIVE AND NOTE THE MINUTES OF THE MEETING OF THE CLIMATE CHANGE WORKING PARTY HELD ON 4 OCTOBER 2023.

RESOLVED:

1. That the minutes of the meeting of the Climate Change Working Party held on 4 October 2023 be received and noted.
2. That the recommendation at 7a is being considered as part of the Traffic Management Working Party.
3. That the request for an update on the progress of delivering actions relating to Climate Change within the Corporate Plan is currently being worked through by the Committee Structure Changes group.
4. That the request to ask NMite to carry out a survey be declined due to a survey having been completed in 2022.

E67 FUNFAIR SERVICE LEVEL AGREEMENT

Due to the complexities of the Service Level Agreement, Members agreed that it would be sensible if a Task & Finish Group was set up to discuss the SLA in more detail.

RESOLVED

That members requested that this item be taken to a Task and Finish Group for an in-depth review.

E68 DATE OF NEXT MEETING

RESOLVED

That the next meeting of the Environment and Leisure Committee will be held on 4 January 2024 in the Committee Room, Council Offices, Church Lane, Ledbury.

The meeting was ended at 9.07pm.

Signed **Dated**
(Chair)

INVOICES FOR PAYMENT Final November 2023

Agenda Item 13

INVOICE DATE	INVOICE NO	BAC's/Chq	COMPANY	DESCRIPTION	NET AMOUNT	VAT AMOUNT	GROSS AMOUNT
07/11/2023	11420650	BACS	West Mercia Energy	Town Clock Supply	14.23	0.71	14.94
07/11/2023	11420651	BACS	West Mercia Energy	Town Clock Supply	22.25	1.11	23.36
07/11/2023	11420652	BACS	West Mercia Energy	Town Clock Supply	22.68	1.13	23.81
07/11/2023	11420653	BACS	West Mercia Energy	Town Clock Supply	22.25	1.11	23.36
07/11/2023	11420654	BACS	West Mercia Energy	Town Clock Supply	21.93	1.10	23.03
07/11/2023	11420655	BACS	West Mercia Energy	Town Clock Supply	21.93	1.10	23.03
07/11/2023	11420656	BACS	West Mercia Energy	Town Clock Supply	21.25	1.06	22.31
30/10/2023	56869	BACS	RE People Ltd	Agency Cover Cemetery	434.14	86.83	520.97
09/11/2023	48093	BACS	Shredall	Confidential Waste	72.88	14.57	87.45
07/11/2023	1050	BACS	Citizens Advice	Contribution to Worcester Office	2500.00	0.00	2500.00
08/11/2023	227184	BACS	Quickskip	Cemetery Skip	215.00	43.00	258.00
10/11/2023	528496610	BACS	Gallagher	Insurance Premium	127.32	15.28	142.60
12/11/2023	GB-832440685-2023-140	BACS	Amazon	Inflatable Candy Canes	9.13	1.83	10.96
12/11/2023	GB-126190361-2023-1711	BACS	Amazon	Fabric Tablecloths	44.88	8.97	53.85
12/11/2023	GB-144297031-2023-24226	BACS	Amazon	Milk Chocolate Chips	12.89	0.00	12.89
12/11/2023	GB-1844364535-2023-1255	BACS	Amazon	Sweet cone bags	10.75	2.15	12.90
12/11/2023	GB-810075-2023-671	BACS	Amazon	Christmas Pom poms	19.98	3.99	23.97
12/11/2023	GB37CG0BVAEUI	BACS	Amazon	Hot Chocolate	17.72	0.00	17.72
12/11/2023	GB=312151295-2023-1102	BACS	Amazon	Backdrop Curtain	10.82	2.17	12.99
12/11/2023	GB-431269885-2023-700	BACS	Amazon	Background Decoration	61.28	12.28	73.56
12/11/2023	GB-144297031-2023-24271	BACS	Amazon	Baking Goods	12.89	0.00	12.89
12/11/2023	188902473-2023-12	BACS	Amazon	Snow Blanket Roll	23.98	0.00	23.98
12/11/2023	13CJ-WL43-DC99	BACS	Amazon	Inflatable Christmas Ornaments	26.99	0.00	26.99
12/11/2023	GB=123835051-2023-103184	BACS	Amazon	Mini Chamallows	16.64	3.34	19.98
10/11/2023	GB-1169155145-2023-249205	BACS	Amazon	Paper Cups	17.44	3.49	20.93
31/10/2023	78	BACS	Ledbury Hardware Ltd	DIY Goods	139.33	27.86	167.19
07/11/2023	43928201	BACS	Localiq	Job Advertisement	613.00	122.60	735.60
08/11/2023	192137	BACS	Safety Sign Supplies	Signs for Christmas Event	150.35	30.07	180.42
15/11/2023	3335247	BACS	Viking Raja	Stationery and Housekeeping	106.81	21.36	128.17

31.07.2023	525777517	BACS	Gallagher	Van Insurance	505.16	60.62	565.78
16.11.2023	MEM247110-1	BACS	SLCC	Membership Fee A Price	473.00	0.00	473.00
13.11.2023	C8197/23/194	BACS	o'brien & price	Professional fees for war memorial	269.50	53.90	323.40
TOTAL					6038.40	521.63	6560.03

FULL COUNCIL	23 NOVEMBER 2023	AGENDA ITEM: 14
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Report prepared by Angela Price – Town Clerk

NOTIFICATION OF 2022/23 LOCAL GOVERNMENT SERVICES PAY AGREEMENT

Purpose of Report

The purpose of this report is to advise Members of the outcome of the 2022/23 Local Government Services Pay Award.

Detailed Information

Members will be aware that local government pay is reviewed annually by the National Joint Council for Local Government Services, and NALC has provided the details of the 2023/24 pay award to the Society of Local Councils Clerks as follows:

“We have been informed by the Local Government Association that the National Joint Council for Local Government Services has reached agreement on rates of pay applicable from 1 April 2023 to 31 March 2024. The new pay rates for local councils are attached and have been agreed with SLCC and ALCC. Employers are encouraged to implement this pay award as swiftly as possible. For all spinal points to 43 the agreed award was a flat rate payment of £1,925. For scale points above that the award was 3.88%.

In addition, the National Joint Council (NJC) has agreed that from 1 April 2023, all employees covered by this National Agreement, regardless of their current leave entitlement or length of service, will receive a permanent increase of one day (pro-rata for part-timers) to their annual leave entitlement.”

The pay award will be back dated from 1 April 2023 and will be paid to all staff accordingly in their November salary and it is anticipated that there should be sufficient funds available in all salary budget heads to manage this increase, but officers will monitor this monthly and advise of any likely overspends accordingly.

Recommendation

That Members receive and note the information in respect of the outcome of the annual pay award as agreed by the National Joint Council for Local Government Services and the Unions

FULL COUNCIL	23 NOVEMBER 2023	AGENDA ITEM: 15(b)
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Report prepared by Angela Price – Town Clerk

COUNCIL INSURANCE – CYBER SECURITY INSURANCE

Purpose of Report

The purpose of this report is to ask Members to give consideration as to whether Ledbury Town Council should seek Cyber Security Insurance.

Detailed Information

As the cyber world grows, so too has the demand on Town and Parish Councils to provide more services available digitally, with this comes the risk of cyber-crime and a range of cybersecurity threats that local authorities may face.

As part of the review of the Council's Insurance Policy the Clerk has met with two insurance brokerage companies and cybersecurity has been raised in those meetings. As part of the review the Clerk has asked that they provide a quote for cyber insurance for Ledbury Town Council and once these quotes are received they will be made available to Members for consideration as part of the insurance review process.

Recommendation

Members are asked to endorse the action taken by the Clerk and agree that it is essential for Ledbury Town Council to ensure cyber insurance is obtained as a matter of priority.

LEDBURY TOWN COUNCIL

FULL COUNCIL	23 NOVEMBER 2023	AGENDA ITEM: 16
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Report prepared by Julia Lawrence – Deputy Town Clerk

CCTV QUOTATIONS FOR LEDBURY CEMETERY

Purpose of Report

The purpose of this report is to request Members to give consideration to quotations received in respect of a new CCTV security system for Ledbury Cemetery.

Detailed Information

Members of the Committee will be aware that the Cemetery workshop was broken into back in the Summer and three items of garden machinery was stolen. At the time, the existing security measures were repaired to ensure that all buildings were secure. However, Members proposed that a new CCTV security system should be installed to deter any further break-ins.

Six CCTV security companies have been invited to provide a quotation to provide a new system. The specification for such works included the following:

- a) A total of 6 HD cameras, with night imaging features to be fixed on the Cemetery Chapel in different locations so to capture images, as follows:
 - i) Looking at the main gates (photo 3);
 - ii) Looking across the porch (photo 2);
 - iii) Looking across the office window (photo 1);
 - iv) Workshop and local store – front door (photo 4);
 - v) Workshop and local store – back door (photo 5);
 - vi) Interior of office.



(1)

(2)

(3)



(4)

(5)

- b) Cameras must have a minimum of 4 Mega-pixel to provide excellent images and if possible, be black in order to match the existing drainpipes/guttering.
- c) The central recorder will be connected into the existing Draytek router and images back to the office tested via the CCTV App.
- d) The external cabling to be of external grade black cat 6PE cable installation, to include the removal of the old internal grey Cat 5 cable.
- e) Storage housing to accommodate central recorder to be locked.
- f) CCTV signage, in accordance with the Data Protection Act 1998 and in accordance with the Council's CCTV Policy.

g) Onsite handover and office app demonstration to be included.

Four of the six companies have visited the Cemetery and have provided their quotations, and a summary of their costs are shown below:

Company No.	Location	Cost, ex VAT	Date of Incorporation of Company
1	Bartestree, Hereford	£2,550.00 Installation £95.00 Maintenance	8 August 2013
2	Gloucester	£3,895.00 Installation £90.00 Maintenance	19 August 2013
3	Malvern	£2,592.00 installation £150.00 Maintenance	Unknown
4	Hereford	£2,272.58 installation £245.00 Maintenance	17 January 2014

The specifications provided by each individual company is detailed below.

Company 1

To supply and install an HD IP VSS “CCTV system” to provide clear high-definition images.

Recorder: Comprising IP Professional Network Video Recorder 8 Channel 4K NVR (8 camera capacity) with 6Tb Hard Disc Drive and network capable for Android and Apple smart devices. AI and VMS software. USB Back-Up (to be fitted: cabinet). Approximate record time before overwriting 4 weeks.

Monitor: 1 x 22” CCTV Monitor – to be fitted, adjacent to recorder.

External Cameras: To supply and install a fixed 5 Megapixel IP Turret Camera 2.8mm lens and white light Day/night up to 30m (Grey Aluminium finish) in 6 locations as detailed above.

1 x 4u Cabinet

To include installation, cabling, 12 months warranty and SSAIB Certificate of Conformity.

Installation and Maintenance Cost: Includes one service during visit during the 12month contract period and access to company’s prioritised 24-hour support and

callout service. Any parts and callouts are chargeable, with the call-out rate offered at reduced contracted customer rates.

Installation Cost £2,550.00 + VAT

1st Year Maintenance Contract £95.00 + VAT

This company is registered with BAFE (an industry standard and a high-level accreditation for Life Safety and Fire Services) and SSAIB (the industry accreditation for all major disciplines. Fire Detection and Alarm, CCTV, Access Control, Portable Fire Extinguishers and Intruder Alarms).

Company 2

The company design is for a CCTV system intended to comply with National Security Inspectorate Code of Practice NCP 104: Issue 2 (Design, Installation and Maintenance of CCTV systems) including the requirements of BS EN 50132-7: 1996, with particular reference to clause 7.11 of NCP 104(2).

The company will install 6 CCTV cameras with a minimum of 4 Mega-Pixel. The Network Video Recorder will have 6TB of Hard Drive Storage, with a capability to display a maximum of 8HD camera channels. The NVR will be connected to the internal LAN network to view live images from a PC, Mobile phones or tablet.

This company is looking to provide a central Hikvision CCTV recorder in a lockable cabinet within the office mounted to the side wall with local HD overview monitor via HDMI lead. The recorder is a Hikvision 8way unit.

The central recorder will be connected into the existing Draytek router and images back to the office tested via the CCTV App. The cable shall be external grade black cat 6PE cable installation and the company will also remove the old internal grade 5 cable. Two new CCTV signs will be installed in accordance with the Data Protection Act 1998.

It should be noted that the company will connect into the existing router on site to allow access through the cloud based platform for remote viewing and control. If any issues prevent the company accessing the router, then additional charge will apply.

Installation cost £3.895.00 + VAT

1st Year Maintenance Contract £90.00 + VAT

Where a maintenance contract is entered into, annual preventive maintenance checks will normally be undertaken in the anniversary month of the handover of the system

Annual preventative maintenance is £150.00 per year which includes one proactive maintenance visit per annum and free remote technical support (weekdays 9am-5pm) as well as free additional remote account phone set ups.

Company 4

The company has confirmed that their proposals would include a HikVision 8 Channel Accusense NVR in a lockable enclosure, to be installed at an agreed location in the office. A 19" monitor will be provided for local viewing of the images.

The NVR can be connected to the existing network for viewing of the images via the HikVision App on any authorised tablet or smart phone.

The specification for 5 HikVision DS-2CD2346G2-IU (2.8MM) Grey 4 Mega-Pixel AcuSense Camera with external turret and 2.8mm lens includes the following:

4MP high resolution; 2.8mm fixed lens; Powered by Darkfighter for Ultra low light; up to 30meters IR distance; H.265+ compression; 4 analytics, face capture, smart motion detection, IP66 weatherproof; 120dB wide dynamic range and built-in microphone for real-time audio security.

All cabling will be CAT6 external grade. CCTV compliance signage is included.

Installation Cost £2,272.58 + VAT

1st Year Maintenance Contract £245.00 + VAT

Please note that this company has quoted for five cameras and not six cameras, as requested, for the locations referred to in the introduction.

All companies were asked to consider the option to include a CCTV camera covering the Skip enclosure to capture movement from the top entrance as well as the immediate vicinity. If this was to be pursued, then trunking would need to be placed in the main drive leading from the Chapel up to the Skip enclosure. If such a camera was installed here, then this company is quoting £401.26 + VAT for this additional camera. *[Please note that none of the other companies have provided a cost for this additional facility if required].*

The company will provide training on accessing the system, viewing, and downloading the footage and managing any users or remote access.

The company is SSAIB accredited for the installation of Visual Surveillance Systems (CCTV); is an SIA Approved Contractor.

Recommendations

- 1 That Members of the Environment and Leisure Committee consider the information received in the above report and select one company to undertake the installation of a new CCTV system at the Cemetery.**
- 2 That Members are asked to consider utilising £2,000 from the Earmarked Reserves, subject to the remaining £8,000 being made available as match funding for the CCTV at the Recreation Ground. That the balance of approximately £2,000 (maximum) be utilised from General Reserves subject to seeking approval from the Finance, Policy and General Purposes Committee.**
- 3 Subject to the above approvals, Members are to instruct Officers to appoint the successful company to proceed with the works as detailed above.**

FULL COUNCIL	23 NOVEMBER 2023	AGENDA ITEM: 17
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Report prepared by Angela Price – Town Clerk

INTERNAL AUDIT INTERIM REPORT 2023/24

Purpose of Report

The purpose of this report is to provide Members with the Internal Auditors Interim Audit Report and suggested response to comments made within that report.

Detailed Information

Members will recall that when considering the appointment of the current Internal Auditor it was agreed that the Council would have two audit visits per year, an interim visit in October/November and the end of year audit in April or May, to provide their AGAR report.

Kevin Rose of IAC Audit visited the Town Council offices on Thursday, 9 November to carry out the interim audit for the 2023/24 financial year and attached is his report and comments in relation to that visit.

Members attention is brought to the Interim Internal Audit Observations, in particular items B(2) and C(1).

In respect of B(2) advice was sought on this matter from the Society of Local Council Clerks, however the auditor has advised that the decision to make this payment is prohibited under the Local Authorities (Indemnities for Members and Officers) Order 2004 and therefore arrangements have been made for this to be repaid.

In respect of C(1) Members are advised to note that the resolution taken by the Resources Committee at their meeting on 31 August 2023 and the further resolution taken by Council at the extraordinary meeting held on 6 September 2023 are in conflict with the High Court decision in respect of Harvey v Ledbury Town Council of May 2018 and the subsequent guidance issued by NALC.

Unfortunately, as Ledbury Town Council are not Members of NALC the Clerk was unaware of the content of the NALC document, a copy of which has been provided by the Internal Auditor and is attached for information.

During his visit, the Internal Auditor reiterated the point made in his governance report regarding the Councils access to proper advice and training for Councillors, noting that it is essential for Town and Parish Councils to have access to good quality, sector specific legal advice, which they do not currently have access to.

Recommendation

1. Members are requested to give consideration to the Internal Auditor's Interim Report, noting the observations provided and the suggested responses and actions provided by the Clerk, where appropriate, and to make resolutions on those observations where required.
2. Members are requested to give consideration to the Auditors advice in respect of the Clerk and Council having access to good quality, sector specific legal advice, and consider re-joining the National Association of Local Councils (NALC) for this purpose.



Angela Price PSLCC, MICCM, MIWFM CiLCA
Town Clerk
Ledbury Town Council
Church Street,
Ledbury,
Herefordshire.
HR8 1DH

15th November 2023

Dear Angie,

Interim Audit Cover Letter

An audit was carried out by Kevin Rose on Thursday 9 November 2023. This was the interim internal audit, part of the annual internal audit coverage of the Council. Prior to the audit a 'Pre-Audit' was carried out remotely which tested items which are required to be published on the Councils website.

The audit was undertaken using the standard IAC Audit Checklist, that we use for all Local Councils, which has 202 items. A total of 114 items were tested during this audit, including items that were examined and tested as part of the pre-audit process. The balance of 88 items will be checked during the Year End audit.

The following 'Internal Control Objectives' of the Annual Internal Audit Report (part of the AGAR) were checked and confirmed as being Not Applicable to your Council for this financial year.

- Exemption from External Audit (Box K)
- the Transparency Code (for Smaller Authorities) (Box L)
- Trust Funds (Box O)

Areas subject to audit were;

- the Accounting system and records (Box A)
- the Payment system (Box B)
- Risk and insurance (Box C)
- Budget and precept setting and monitoring (Box D)
- Income billing, collection and VAT (Box E)
- Petty cash (Box F)
- Bank reconciliations (Box I)
- Accounting Statements (Box J)
- the Exercise of Public Rights (Box M)
- the Publication of the Annual Governance and Accountability Return (Box N)

Of the 89 applicable items tested a Positive response was obtained in respect of 81 tests. There were 8 Negative responses identified and 9 Observations were made, details of which are set out in the attached Interim Internal Audit Observations.

Summary of tests undertaken during this audit

Positive response	81
Negative response	8
Not Applicable to your Council	25
Total tests carried out	114

Unfortunately there was 1 Non-Compliance identified during the audit and the Council should consider this in detail as it will result in a Negative response on the Annual Internal Audit Report.

The Non-compliance identified relates to the approval of the Annual Governance Statement (AGS) and the Accounting Statements and this issue was also identified by the External Auditor. The Accounts and Audit Regulations require that the AGS is approved prior to the Accounting Statements, unfortunately the Minutes of the meeting of 29th June record approval of the Accounting Statements first. Although this is a very technical non-compliance it will require the Council to give a Negative response to Assertion 3 of the 2023-24 Annual Governance Statement.

One matter that I would particularly like to draw to the Council's attention are my Observations in relation to the reimbursement of legal costs and in relation to the Council resolutions on matters which are subject to the Code of Conduct and are therefore matters to be properly considered by the Monitoring Officer. The Council should consider carefully the legal implications of both these decisions.

I would like to express my thanks for the assistance provided to me during my audit.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'K. Rose'.

Kevin Rose ACMA
Director

Interim audit summary Ledbury Town Council

(shaded Internal Control Objectives are not applicable to your Council)



Interim Audit Date 9 November 2023

Internal Control Objective		N/A	Tested	Positive	Negative	Observations	Non Compliance
Box A	Appropriate accounting records have been properly kept throughout the financial year.		6	6	0	0	YES
Box B	This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	3	30	27	3	4	
Box C	This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	1	5	4	1	1	
Box D	The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	2	13	12	1	1	
Box E	Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	1	6	6	0	0	
Box F	Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.		9	9	0	0	
Box G	Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.		0	0	0	0	
Box H	Asset and investments registers were complete and accurate and properly maintained.		0	0	0	0	
Box I	Periodic bank account reconciliations were properly carried out during the year.	1	6	5	1	1	
Box J	Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.		2	2	0	0	
Box K	If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")	3	N/A	N/A	N/A	N/A	
Box L	The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	7	N/A	N/A	N/A	N/A	
Box M	The authority, during the previous year (2022/23) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).		5	4	1	1	
Box N	The authority has complied with the publication requirements for 2022/23 AGAR (see AGAR Page 1 Guidance Notes).		7	6	1	1	
Box O	(For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee	7	N/A	N/A	N/A	N/A	
Totals		25	89	81	8	9	1

[illegible]

IAC Audit and Consultancy Ltd

B

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	Have invoices been approved as required under Council Financial Regulations? (paragraph 5.3 of the NALC Model Financial Regulations)	No	<p><i>Two large value invoices have not been approved as required under the Councils Financial Regulations. [See Observation B.4 below.]</i></p> <p><i>All invoices on a sample of invoices paid on 1st August 2023 had been signed as required by the Councils Financial Regulations.</i></p>	Council to ensure that invoices are 'verified and certified' in accordance with Financial Regulations.	Medium	These invoices had been approved at council, however the RFO had not signed them to show the calculations within were correct

	2	Have payments been approved as required under Council Financial Regulations?	Yes	<p><i>It was noted that the Council authorised a payment to the Clerk at a meeting held on 28th September 2023 Minute Reference C108. These costs related to the reimbursement of legal fees incurred by the Town Clerk.</i></p> <p><i>This payment, as authorised by the Town Council, is prohibited by paragraph 6. 3 of Statutory Instrument 2004/3082 - The Local Authorities (Indemnities for Members and Officers) Order 2004.</i></p> <p><i>"No indemnity may be provided under this Order in relation to the making by the member or officer indemnified of any claim in relation to an alleged defamation of that member or officer but may be provided in relation to the defence by that member or officer of any allegation of defamation made against him. "</i></p>	<p>The Council to note that the payment authorised by Council in 28th September 2023 is prohibited under the The Local Authorities (Indemnities for Members and Officers) Order 2004 [specifically paragraph 6.3)</p> <p>A copy of the Order has been provided to the Clerk.</p> <p>The Council will need to make arrangements for the repayment of the amount paid.</p>	High	Arrangements being made for the repayment of this payment.
	3	Are Powers under which grants are made clearly specified in Council Minutes?	No	<p><i>The Council does not formally record the Powers under which grants are awarded in Minutes.</i></p>	<p>The Council to ensure that the appropriate Power under which grants are made is recorded in the Minutes of the meeting in which the grants are approved.</p>	Medium	The Clerk does provide this information in the grant report submitted to the Finance, Policy & General Purposes Committee. Action needs to be taken to ensure that this information is provided within the minutes going forward.
	4	Large value payments (over £5,000 / £10,000) can be traced to original supporting document and have been properly authorised.	No	<p><i>It was noted that two large value invoices, for £12,529.73 and £8,521.29 paid on 19th and 21st September had not been signed/certified in accordance with Financial Regulation 5.3</i></p>	<p>The Council to note that these high value invoices had not be 'certified' in accordance with the Council Financial Regulations.</p> <p>The Council to review the invoices concerned and confirm that the prices are correct and the services have been properly supplied.</p>	High	This relates to (1) above - as stated above these invoices had been approved at council, however the RFO had not signed them to show the calculations within were correct and that the services had been properly supplied

	C	<i>This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.</i>						
	No.	Audit Test	Response	Observation	Recommendation	Priority	Comments	
	1	Minutes reviewed and no 'unusual activity' identified (interim - give date of last Minutes reviewed)	No	<p><i>It was noted the the Resources Committee Minutes of 31st August 2023 include a resolution to require a Councillor to make a 'full and written apology' within 14 days. Subsequently an Extraordinary meeting of Full Council on 6th September 2023 passed a similar resolution [C90.3] and resolved that 'if no action is taken with 14 days to provide the appropriate apologies' that the "Mayor instruct solicitors to proceed with a cease and desist letter."</i></p> <p><i>NALC guidance issued in June 2018, after the Harvey V Ledbury Town Council decision states;</i></p> <p><i>"Any complaint about a Councillor's conduct should be regarded as a code of conduct complaint..... A council can only impose those sanctions proposed by the monitoring officer."</i></p>	<p>The Council to note both the resolution of the Resources Committee on 31st August and Full Council on 6th September 2023 are in conflict with the High Court decision in respect of Harvey V Ledbury Town Council of May 2018 and the subsequent guidance issued by NALC.</p> <p>The Council may only refer the matter to the Monitoring Officer and may not impose any sanctions unless these sanction are proposed by the Monitoring Officer.</p> <p>The Council should formally review and reconsider the resolutions of 31st August and 6th September (and any related resolutions) pending the outcome of any investigation by the Monitoring Officer.</p> <p>The Council cannot, in the absence of a decision by the Monitoring Officer, take any action against a Councillor in relation to the Councillors conduct.</p>	High	Council to review this resolution and decide whether it should be withdrawn	
	D	<i>The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.</i>						
	No.	Audit Test	Response	Observation	Recommendation	Priority	Comments	
	1	Council has returned to IAC completed Internal Audit Observations spreadsheets from prior audit(s)	No	<i>The Council has not provided its response to the Internal Audit Observations from the previous audit and returned it to IAC.</i>	Council to provide its comments on the previous Internal Audit Observations.	Medium	Completed	

	2	Does the budget recorded in the Councils accounting system agree to the budget set by Council?	No		<i>The budget recorded in the Councils accounting system does not agree to the budget set by Council</i>	<p>Council to review the budget recorded in the Councils accounting system to ensure that it agrees to the budget approved.</p> <p>In future the Council to ensure that the budget entered into the Council accounting system agrees to the budget approved by Council. The Budget spreadsheet should be amended to include totals for Income and Expenditure which can verified against the totals in Omega.</p> <p>The Council may consider clarifying with the software supplier whether an Omega budget report could be use for the Council review and approval of the budget.</p>	High	<p>This has been reviewed by the RFO prior to the Internal Auditor visit and several errors identified in respect of inputting of budget onto council accounts system. This information was provided to the Finance, Policy & General Purposes Committee on 16.11.2023 and corrections are being made by the accounts clerk.</p>
	I	Periodic bank account reconciliations were properly carried out during the year.						
	No.	Audit Test	Response		Observation	Recommendation	Priority	Comments
	1	Bank reconciliations have been signed and dated as evidence of independent review (Interim)	No		<i>Bank reconciliations have not been signed and dated as evidence of independent review. Bank statements have been initialled, however the reconciliation form Omega, which has provision for two signature, have not been signed.</i>	<p>The council to ensure that, in addition to installing the bank statements, the formal bank reconciliation is signed.</p> <p>Signatory 1 should be signed and dated by the Officer preparing the reconciliation and Signatory 2 by the Councillor who had reviewed the reconciliation.</p>	Medium	<p>Noted and to be corrected for future reconciliations - accounts clerk to be advised of what action is required</p>

	M	<i>The authority, during the previous year (2022/23) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).</i>							
	No.	Audit Test	Response		Observation		Recommendation	Priority	Comments
	1	Council Minutes record the dates set for the Exercise of Public Rights	No		<i>Council Minutes do not record the dates set for the Exercise of Public Rights.</i>		In future the Council to ensure that the date set for the Period of Exercise of Public Rights is recorded in Council Minutes as this is acceptable as audit evidence that the Council has complied with its statutory obligations if the Notice should not be retained on the Council website.	High	Unfortunately, no meeting had taken place since receiving the external audit report and advertising the Exercise of Public Rights Notice. This was to be dealt with at FP & GP committee on 16.11.2023 - noted that if necessary should call EO meeting of Council to ensure this is met
	N	<i>The authority has complied with the publication requirements for 2022/23 AGAR (see AGAR Page 1 Guidance Notes).</i>							
	No.	Audit Test	Response		Observation		Recommendation	Priority	Comments
	1	The prior year Annual Governance Statement was approved prior to Approval of Accounting Statements (if the same date then AGS approval should proceed Accounting Statements on Agenda/Minutes)	No		<i>The Annual Governance Statement was not approved prior to Approval of Accounting Statements - if the same date then AGS approval should proceed Accounting Statements on Agenda/Minutes.</i> <i>This issue was also identified by the External Auditor in their report.</i>		The Annual Governance Statement MUST be approved prior to Approval of Accounting Statements (if the same date then AGS approval should proceed Accounting Statements on Agenda/Minutes)	Non Compliance	Noted -Clerk/RFO to ensure these are approved correctly in future.

JUNE 2018

L08-18 | JUDICIAL REVIEW CLAIM BROUGHT AGAINST LEDBURY TOWN COUNCIL

Introduction

The High Court gave its judgment in the case of *R (Harvey) v Ledbury Town Council* [2018] EWHC 1151 (Admin) on 15 May 2018. This briefing considers the implications of the decision for the sector. The full judgment can be found here:

<http://www.bailii.org/ew/cases/EWHC/Admin/2018/1151.html>

Impact for local councils

The Ledbury decision confines most complaints about councillors to the code of conduct process. Employees will not generally be able to use their council's grievance procedures if the subject of their grievance is a complaint about a councillor. Inevitably, this will lead to more principal authority involvement in local council matters. It is also likely that matters which previously would have been dealt with fairly quickly within a council will take substantively longer when dealt with by the principal authority. The decision also raises questions about dealing with non-code of conduct complaints about councillors.

NALC legal will update legal guidance where necessary in light of the Ledbury decision and will provide further guidance, also if necessary

The case

The case involved a judicial review ("JR") by a councillor, Cllr Harvey, of Ledbury Town Council's ("the Council") 2016 decision in respect of grievances brought by two employees alleging bullying and harassment by Cllr Harvey. Cllr Harvey contended that the matter was one for the principal authority, Herefordshire Council, under the council's code of conduct and self-referred the complaints to the monitoring officer. The employees' grievances were upheld by the Council and an appeal also found in their favour. On 5 May 2016 the Council resolved to put in place a number of measures/ prohibitions on Cllr Harvey.

A Council standing committee reviewed the 2016 decision on 8 May 2017 and resolved to recommend to full Council that the measures/ prohibitions imposed on Cllr Harvey be continued for another year, with further prohibitions put in

place. On 11 May 2017 the Council resolved to adopt the standing committee's resolution.

The May 2017 decision was the subject of Cllr Harvey's JR, the grounds being:

1. The decision was ultra vires as the matter should have been dealt with under the council's code of conduct not its grievance procedure;
2. (In the alternative) the decision was substantively unfair as it breached Article 10 of the European Convention on Human Rights ("ECHR"), that is, freedom of expression, or was substantively unfair at common law;
3. It was procedurally unfair, that is, there was an absence of the following: investigation, identified basis, disclosure to the decision making body of full evidence, opportunity for Cllr Harvey to respond or defend herself.

Decision

The Court found in Cllr Harvey's favour on the first ground and although she did not have to consider the second and third grounds, the judge was also persuaded by Cllr Harvey's arguments on those points.

The judge's decision was that the Council's 11 May 2017 decision be quashed.

What does the decision mean for local councils?

NALC legal draws the following conclusions from the judgment, in particular the ultra vires aspect of the decision:

Firstly, where a complaint from anyone (internal or external) falls within the scope of the relevant code of conduct, that is, it concerns behaviour covered by the code, the council can try to resolve the complaint informally. However once the informal approach has failed, the complaint must be passed on to the monitoring officer. The local council concerned has no power to deal with it.

Any complaint about a councillor's conduct should be regarded as a code of conduct complaint. It is not appropriate for the council grievance procedures to deal with complaints about councillors, even if the matter was raised as a grievance by an employee (as was the case in Ledbury). A council can only impose those sanctions proposed by the monitoring officer.

If a complaint concerns someone other than a councillor or is a complaint about a councillor that does not invoke the code of conduct, the council must hold a proper investigation. If it is an employee's complaint it can be dealt with under the council's grievance procedure. The procedure should ensure the identification of

the issues and evidence and the notification of those issues and evidence to the subject of the complaint for them to answer or justify. Any sanction applied must be proportionate and must be aimed at stopping the issue arising again and no more.

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2004 No.3082

LOCAL GOVERNMENT, ENGLAND AND WALES

**The Local Authorities (Indemnities for Members and Officers)
Order 2004**

Made - - - - 22nd November 2004

Coming into force - - 23rd November 2004

The First Secretary of State, in exercise of the powers conferred upon him by sections 101 and 105 of the Local Government Act 2000^(a) and having consulted representatives of relevant authorities, representatives of employees of relevant authorities and such other persons as he considered appropriate hereby makes the following Order, of which a draft has been laid before, and approved by, resolution of, each House of Parliament:

Citation, commencement and interpretation

1.—(1) This Order may be cited as the Local Authorities (Indemnities for Members and Officers) Order 2004.

(2) It shall come into force on the day after that on which it is made.

(3) In this Order—

“Part 3 proceeding” means any investigation, report, reference, adjudication or any other proceeding pursuant to Part 3 of the Local Government Act 2000; and

“secure”, in relation to any indemnity provided by means of insurance, includes arranging for, and paying for, that insurance and related expressions shall be construed accordingly.

Application

2. This Order applies to relevant authorities in England^(b) and to police authorities in Wales^(c).

Indemnities

3. The authorities to whom this Order applies may, in the cases mentioned in article 5 below, provide indemnities to any of their members^(d) or officers.

(a) 2000 c. 22.

(b) For the meaning of “relevant authority”, see section 49(6) of the Local Government Act 2000.

(c) For powers in relation to relevant authorities in Wales, see section 105(2) of the Local Government Act 2000.

(d) For the meaning of “member”, see sections 49(6) and 101(5) of the Local Government Act 2000 and, in relation to elected mayors, the Local Authorities (Elected Mayors) (England) Regulations 2004 (S.I. 2004/1815).

Insurance

4. In place of, or in addition to, themselves providing an indemnity under article 3 above, any authority to whom this Order applies may, in the cases mentioned in article 5 below, provide an indemnity by securing the insurance of any of its members or officers.

Cases in which an indemnity may be provided

5. Subject to article 6 below, an indemnity may be provided in relation to any action of, or failure to act by, the member or officer in question, which—

- (a) is authorised by the authority; or
- (b) forms part of, or arises from, any powers conferred, or duties placed, upon that member or officer, as a consequence of any function being exercised by that member or officer (whether or not when exercising that function he does so in his capacity as a member or officer of the authority)—
 - (i) at the request of, or with the approval of the authority, or
 - (ii) for the purposes of the authority.

Restrictions on indemnities

6.—(1) No indemnity may be provided under this Order in relation to any action by, or failure to act by, any member or officer which—

- (a) constitutes a criminal offence; or
- (b) is the result of fraud, or other deliberate wrongdoing or recklessness on the part of that member or officer.

(2) Notwithstanding paragraph (1)(a), an indemnity may be provided in relation to—

- (a) subject to article 8 below, the defence of any criminal proceedings brought against the officer or member; and
- (b) any civil liability arising as a consequence of any action or failure to act which also constitutes a criminal offence.

(3) No indemnity may be provided under this Order in relation to the making by the member or officer indemnified of any claim in relation to an alleged defamation of that member or officer but may be provided in relation to the defence by that member or officer of any allegation of defamation made against him.

Matters that exceed the powers of the authority or member or officer

7.—(1) Notwithstanding any limitation on the powers of the authority which grants an indemnity, the authority may provide an indemnity to the extent that the member or officer in question—

- (a) believed that the action, or failure to act, in question was within the powers of the authority, or
- (b) where that action or failure comprises the issuing or authorisation of any document containing any statement as to the powers of the authority, or any statement that certain steps have been taken or requirements fulfilled, believed that the contents of that statement were true,

and it was reasonable for that member or officer to hold that belief at the time when he acted or failed to act.

(2) An indemnity may be provided in relation to an act or omission which is subsequently found to be beyond the powers of the member or officer in question but only to the extent that the member or officer reasonably believed that the act or omission in question was within his powers at the time at which he acted.

Terms of indemnity or insurance

8.—(1) Subject to paragraphs (2) and (3) below, the terms of any indemnity given (including any insurance secured), under this Order may be such as the authority in question shall agree.

(2) Paragraph (3) applies where any indemnity given to any member or officer (including any insurance secured for that member or officer) has effect in relation to the defence of—

- (a) any criminal proceedings; or
- (b) any Part 3 proceedings.

(3) Where this paragraph applies, the indemnity shall be provided, and any insurance secured, on the terms that—

- (a) in the case of criminal proceedings, if the member or officer in question is convicted of a criminal offence and that conviction is not overturned following any appeal, and
- (b) in the case of Part 3 proceedings—
 - (i) if a finding is made in those proceedings that the member in question has failed to comply with the Code of Conduct and that finding is not overturned following any appeal, or
 - (ii) if the member admits that he has failed to comply with the Code of Conduct,

that member or officer shall reimburse the authority or the insurer (as the case may be) for any sums expended by the authority or insurer in relation to those proceedings pursuant to the indemnity or insurance.

(4) Where a member or officer is obliged to reimburse an authority or insurer pursuant to the terms mentioned in paragraph (3) above, those sums shall be recoverable by the authority or insurer (as the case may be) as a civil debt.

Signed by authority of the First Secretary of State.

22nd November 2004

Nick Raynsford
Minister of State
in the Office of the Deputy Prime Minister

EXPLANATORY NOTE

(This note is not part of the Order)

This Order provides for circumstances in which a relevant authority in England or a police authority in Wales may provide an indemnity to any of their members or officers. The Local Authorities (Elected Mayors) (England) Regulations 2004 (S.I. 2004/1815) provide that the term “member” shall, in this context, include any elected mayor. These powers are in addition to any existing powers that such authorities may have (such as powers under section 111 of the Local Government Act 1972). The relevant authorities in England are—

- county councils;
- district councils;
- London borough councils;
- parish councils;
- the Greater London Authority;
- the Metropolitan Police Authority;
- the London Fire and Emergency Planning Authority;
- the Common Council of the City of London (in its capacity as a local or police authority);
- the Council of the Isles of Scilly;
- a fire authority constituted by a combination scheme under the Fire Services Act 1947;
- a police authority;
- a joint authority established by Part IV of the Local Government Act 1985;
- the Broads Authority;
- a National Park Authority established under section 63 of the Environment Act 1995.

Article 4 makes it clear that an indemnity may be provided by means of the authority securing the provision of an insurance policy for the member or officer.

Article 5 sets out the cases in which indemnities (including those provided by insurance) may be provided. This article restricts the power to cases in which the member or employee is carrying on any function at the request of, with the approval of, or for the purposes of, the authority. However, it does extend to cases in which when exercising the function in question the member or officer does so in a capacity other than that of a member or officer of the authority. This would permit an indemnity, for example, to cover a case where the member or officer acts as a director of a company at the request of his authority, and thus is acting in his capacity as a director.

Article 6 prevents the provision of an indemnity (or securing of insurance) in relation to criminal acts, any other intentional wrongdoing, fraud, recklessness, or in relation to the bringing of (but not the defence of) any action in defamation.

Article 7 gives a limited power to provide an indemnity (including any indemnity provided by insurance) where the action or inaction complained of is outside the powers of the authority itself or outside the powers of the member or officer who acts. It also covers cases in which a member or officer makes a statement that certain steps have been taken or requirements fulfilled but it later becomes clear that this is not the case. This power is limited to cases in which the person indemnified—

- reasonably believed that the matter in question was not outside those powers, or
- where a document has been issued containing an untrue statement as to the authority’s powers, or as to the steps taken or requirements fulfilled, reasonably believed that the statement was true when it was issued or authorised.

Article 8 gives the authority freedom to negotiate such terms for any indemnity or policy of insurance as it thinks appropriate but requires that those terms include provision for re-payment of sums expended by the authority or the insurer in cases in which a member has been found to be in

breach of the Code of Conduct applicable to him as a member of the authority, or a member or officer has been convicted of a criminal offence (if the indemnity or insurance policy would otherwise cover the proceedings leading to that finding or conviction). Any sums recoverable may be recovered as a civil debt.

A regulatory impact assessment has been prepared in relation to these Regulations. A copy may be obtained from Local Government Legislation Division, Office of the Deputy Prime Minister, Zone 5/D1, Eland House, Bressenden Place, London, SW1E 5DU (telephone 020 7944 4148; e-mail lgl@odpm.gsi.gov.uk).

STATUTORY INSTRUMENTS

2004 No.3082

LOCAL GOVERNMENT, ENGLAND AND WALES

**The Local Authorities (Indemnities for Members and Officers)
Order 2004**

£3.00

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FULL COUNCIL	23 NOVEMBER 2023	AGENDA ITEM: 18
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Report prepared by Angela Price – Town Clerk

DISQUALIFICATION OF COUNCILLOR DUE TO NON-ATTENDANCE

Purpose of Report

The purpose of this report is to inform Members that due to non-attendance at Council meetings since 11 May 2023, Neil Briggs should be notified that he no longer holds the position of Town Councillor at Ledbury Town Council.

Detailed Information

The Local Government Act 1972, section 85, states *“if a member of a local authority fails throughout a period of six consecutive months from the date of their last attendance to attend any meeting of the authority, they shall, unless the failure was due to some reason approved by the authority before the expiry of that period, cease to be a member of that authority.”*

Following the elections in May 2023, Mr Neil Briggs was elected to the position of Town Councillor at Ledbury Town Council. Councillor Briggs attended the Annual Meeting on 11 May 2023, but has not attended any meeting or event of the Council since that date.

The Clerk has attempted to contact Councillor Briggs via his Council and personal email, by post, and messages have been left on his mobile, to advise of the six month rule, however, no response has been received to any of the attempts to contact him.

Therefore, as six months have now passed since Councillor Briggs attended any meeting or event of Ledbury Town Council, and no communication has been received from requesting dispensation, Members are advised that he meets the criteria for disqualification under section 85 of the Local Government Act 1972.

Recommendation

1. That the Clerk be instructed to write to Councillor Briggs to advise him that he is disqualified as a Councillor of Ledbury Town Council and that all information relating to Councillor Briggs be removed from the Council's website and his council email address be closed.
2. That the Clerk notify Herefordshire Council of the Vacancy due to Councillor Briggs disqualification.

FULL COUNCIL	23 NOVEMBER 2023	AGENDA ITEM: 19
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Report prepared by Angela Price – Town Clerk

CO-OPTION

Purpose of Report

The purpose of this report is to ask Members to give consideration as to when the next round of co-option should take place.

Detailed Information

Members will recall that following the elections only 10 of the 18 seats on Ledbury Town Council were filled and Herefordshire Council advised that this Council could proceed to co-option for the remaining 8 seats.

The co-option process was undertaken, which resulted in 3 further Councillors being appointed, bringing the total number of Councillors to 13.

Unfortunately, you have just been advised that one of the Councillor elected in May has not attended a meeting for a period of six months and therefore is disqualified as per Section 85 of the Local Government Act 1972. Therefore, this means that there are currently 12 Councillors, with 6 vacancies.

The vacancy created by disqualification will be reported to Herefordshire Council so that a Notice of Vacancy can be prepared and advertised in the Parish area. The notice will explain that an election can be called by a request made in writing to Herefordshire Council by 10 electors from the parish area within 14-days of the date of the notice.

If an election is called it must be held within 60-days of the notice. If no request is received to call an election then the town/parish council may then co-opt someone into the vacant seat. However, if a by-election is called for then the date for this will be set by Herefordshire Council and publicised via a Notice of Election, which is the start of the election process. The Notice of Vacancy must run its course before the co-option process can be undertaken in respect of this vacancy.

Therefore, currently whilst there are six vacancies, only five of these can be filled via co-option at this time.

The Clerk has received an email from someone who has expressed an interest in co-option and a copy of the application forms has been sent to them, however these have not been returned as yet.

Recommendation

Members note the information above and agree a timescale for a further co-option process to be held and request the Clerk to advise Herefordshire Council of when they intend to undertake a process of co-option and to complete all the relevant forms as required by Herefordshire Council.

FULL COUNCIL	23 NOVEMBER 2023	AGENDA ITEM: 20
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Report prepared by Angela Price – Town Clerk

INTERIM REVIEW OF PORTFOLIO'S HELD BY LEDBURY TOWN COUNCILLORS

Purpose of Report

The purpose of this report is to ask Members to review the position of Mayor and Deputy Mayor and Committee Chairs as agreed at the Annual Council Meeting held on 11 May 2023.

Detailed Information

Those Members elected in May 2023 and present at the Annual Council Meeting on 11 May 2023 will recall that it was agreed at that meeting that the positions of Mayor, Deputy Mayor and Committee Chairs would be interim, with a review following the first round of Co-option.

A round of co-option was held on 2 August 2023 at which time three new Members were co-opted, which brought the total number of Councillors to 13 and it was agreed that a review would be held to help share consider whether the responsibilities of the Mayor, Deputy Mayor, Committee Chairs and Vice Chairs could be reallocated.

A number of meetings have been held to consider the future of the Council's committee structure and the next step is for all Standing Committees to set up a working party to consider their priorities for 2024/25 and beyond. Whilst this review of committees is not yet complete it was agreed that a review of the portfolio's held by councillors would be reviewed mid-term following the first round of co-option.

Recommendation

That Members give consideration as to whether they wish to review the portfolio's held by Councillors and make any changes via the election process used at the Annual Meeting.

FULL COUNCIL	23 NOVEMBER 2023	AGENDA ITEM: 21
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Report prepared by Angela Price – Town Clerk

LEDBURY WAR MEMORIAL UPDATE ON COMPLETION OF WORKS

Purpose of Report

The purpose of this report is to provide Members with updated information in respect of the War Memorial Refurbishment.

Detailed Information

As Members are aware the works to the War Memorial were completed the week commencing 6 November 2023, which meant the Services of Remembrance on 11 and 12 November could be held at the Memorial.

Attached is a copy of the minutes of a meeting held on 6 November, which all councillors were invited to attend. At that meeting it was confirmed that 2.5% of the final valuation of the costs of the repair work would be held for a period of twelve months defects rectification period, and should any defects be identified then the Clerk will inform Caroe & Partners accordingly.

During the final stages of the works there was a concern raised by the contractor in respect of levels of pavement where the cobbles immediately adjacent to the newly laid paving area met with the paving slabs. The issue was that the paving runs slightly higher than the cobbles in front of the Alms Houses gates and she suggested that the best way to avoid trip hazards would be for the contractor to locally relay the cobbles and hone the stone slab surfaces slightly where needed, to enable the slabs and cobbles to run in evenly.

Jane Chamberlain of Caroe and Partners advised that she had inspected the area following the above works being undertaken where necessary and advised that the contractor had carried out a good job in carefully marrying the edges of the riven paving slabs with all adjacent paving finishes and levels, including the cobbles. She stated that he had carefully relaid slabs and chiselled the edges to several slabs to reduce high points, whilst keeping the pavement freely draining. Junctions, especially with the cobbles are inevitably bound to be slightly uneven, in these areas of differing and traditional pavement finishes.

She further stated that in her opinion, the new areas of pavement and new drainage channels are to the standard which can be expected of natural stone finishes and have improved drainage as a result of the works, and pointing out that the new areas of pavement are more even than adjacent areas.

Further to the information received from Caroe the following was received from O'Brian Price, the Structural Engineers for the project:

“As arranged, I inspected the work underway on the repairs to the monument on Friday 3rd of November. The paving and drainage work were all complete and have been executed to a high standard.

The drainage channel has been installed right around the plinth and the access chamber for the drain has been relocated because of space constraints.

Our drawing C8197/01rA as an as-built record and incorporates these changes is attached.

Should you have any queries please do not hesitate to contact me.”

Finance Implications

In October 2022 Members resolved to accept the tender from Ian Bishop to undertake the works to the War Memorial at a cost of £44,033 plus VAT £8,880,7, total £52,840.

Currently three invoices have been received from Ian Bishop in respect of works carried out and a further invoice is expected, which if received ahead of this meeting will be provided for approval of payment.

The invoices received and paid are as follows:

Invoice no.	Net	VAT	Gross	Approved for Payment
240	£2,375	£475	£2,850	03.08.2023
241	£7,101.25	£1,420.24	£8,521.49	06.09.2023
243	£10,441.45	2,088.28	£12,529.73	11.10.2023
Total	19,917.70	£3,983.52	£23,901.22	

Both Ian Bishop and Caroe have advised that it is anticipated that the project will come in under the anticipated £44,033, however this will not be able to be confirmed until the next invoice is received and noting that 2.5% of the costs to Ian Bishop will be held for a period of 12 months defects period.

To date one invoice has been received and approved for payment from Caroe Partners in the sum of £1,357.52 plus VAT £255.57, total £1,613.42.

Recommendation

Members are requested to receive and note the above information and should the invoice from Ian Bishop be received ahead of this meeting, approval be given for payment.

Notes of site visit

Project LEDBURY Town Council – War Memorial

Date of Meeting 6 November 2023

Date of Issue 10 November 2023

34-36 Church Street
Tewkesbury
Gloucestershire GL20 5SN
Tel 01531 634848
tewkesbury@caroe.co.uk
www.caroe.co.uk

Present

Julia Lawrence, Deputy Town Clerk	Ledbury Town Council (LTC)
Ian Bishop	Ian Bishop Masonry (IB)
Jane Chamberlain	Caroe & Partners (C&P)

Circulation

All present	
Councillor Stephen Chowns	Ledbury Town Council (LTC)
Angela Price, Town Clerk	Ledbury Town Council (LTC)
Councillor Helen l'Anson, Mayor	

		Action
1	These minutes include notes made at a recent site visit held with Councillor Helen l'Anson, Mayor and Angela, Town Clerk.	
2	Previous Minutes	
2.1	Previous minutes were agreed as correct.	
3	Work on site was complete bar removal of site fencing. IB has carefully married the lines of the new obelisk stone in with the existing base. Marble inscription panels have been cleaned and polished.	
4	The paving stone causing a trip hazard has been chiselled down to marry in with adjacent paving. A small, missing corner has been repaired using mortar. It was agreed that this will be reviewed at the end of the defect's liability period, in case the stone should require renewal, though the current stone otherwise has a good fit with the adjacent pavement.	IB; C&P
5	All paving to be checked for trip hazards when the site fencing is removed. Very small changes in level between flagstones and cobbles are part of the nature of the river faced paving. Flagstones have been carefully laid and chiselled to even them out as well as reasonably possible, with adjacent pavings.	IB
6	LTC to advise where the urns should be located, ready for the Remembrance Day service.	LTC; IB
7	IB advised that sealant had been applied to the war memorial at some stage in its past. Sealant cannot be removed and prevents proper breathing and drying out of the stones, which impairs their appearance and performance. This was noted by all.	ALL
8	IB was thanked for carrying out the repairs to such a good standard and with careful thought.	
9	IB to issue his final valuation, less 2.5% retention, to be held for the twelve months defects rectification period.	IB

10	LTC to advise straight away, if any issues should arise, during the rectification period.	LTC
11	IB to allow for the cost of a light clean to the paving, at the end of the defect's rectification period.	IB
12	LTC to give C&P details of their highways contact at Herefordshire Council, so that C&P can hand over details of the drainage survey including the damaged areas to the north of the War Memorial.	LTC
13	LTC have supplied cobbles for th repair of the cobble edge, adjacent to the new paving.	
14	Circulation	
14.1	Angie, Julia, Councillor Chowns and Ian Bishop.	

FULL COUNCIL	23 NOVEMBER 2023	AGENDA ITEM: 23(i)
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Report prepared by Angela Price – Town Clerk

OFFICER REPORTS - TOWN CLERK'S REPORT

Purpose of Report

The purpose of this report is to provide Members with information on meetings and work streams that have been undertaken by the Town Clerk since the Annual meeting on 23 September 2023.

Detailed Information

Below is a list of meetings etc that the Clerk has attended since the 23 September 2023.

- **25.09.2023 – Internal meeting with receptionist in respect of Mayors Civic Service** – received updates from receptionist on who was attending the Civic Service on 1 October – provided support with respect protocols
- **26.09.2023 – Meeting with DTC to discuss October Fair** – discussed locations of signs for fair. To check that all relevant paperwork had been received and provided to Herefordshire Council along with the Event Management Plan
- **27.09.2023 - Webinar NALC – Engaging with Local Communities** – attended on-line event
- **27.09.2023 – Litter pick meeting** – to discuss plans for the litter pick planned for 29 September
- **28.09.2023 – Fire Risk Assessment** – Meeting to discuss issues around planned works by Welsh Water which would have resulted in Top Cross being completely closed off. As a result of this meeting a public consultation was held in the council offices the following week to provide information to concerned residents. Due to other emergency works these works did not take place and Top Cross was not closed, however these works will still need to be done to provide link to new housing developments. Herefordshire Council have advised Welsh Water that better consultation and communication will be required for any future planned works.
- **28.09.2023 – Full Council meeting**
- **29.09.2023 – Meeting with Councillor Morris to discuss John Masefield agenda** – HMS Ledbury Commander Craig, supported by three crew members gave an informative presentation ahead of the council meeting

- **29.09.2023 – Council Litter Pick** – Litter pick organised by CDO and receptionist in partnership with Helping Hand. Members of HMS Ledbury crew, including Commander Craig, joined local residents on the litter pick, which ended up with refreshments at the Rugby Club. About 20 bags of rubbish were collected by the various groups from around the town.
- **01.10.2023 – Attended Mayor’s Civic Service**
- **02.10.2023 – Meeting with administrator to establish better working practices in respect of wedding administration** – Weddings co-ordinator advised of changes and onboard. Established that weddings will no longer be held in the Town Hall in Hereford from March 2024; it is anticipated that Ledbury Jacobean Room will be up some of these additional dates.
- **02.10.2023 – Attended funeral of “Bill the Bell”**
- **03.10.2023 – Internal meeting to discuss Christmas Lights ahead of planned Task and Finish meeting**
- **04.10.2023 – Christmas Lights Task & Finish meeting** – minutes available on request. This year is the last year of the current contract, and it was agreed that a date would be agreed where the Clerk and Councillors from the T & F Group could walk around the town to discuss proposed requirements for future light contract. Would make sense to do this whilst the Christmas lights are in place – Clerk to arrange a date
- **04.10.2023 - Christmas Lights install** – Blachere installed all lights except for Alms Houses and Christmas Tree – Christmas tree is to be delivered on 16.09.2023 and Blachere will be returning on 17.09.2023 to dress the tree. They were unable to install the lights on the Alms Houses due to the works to the War Memorial and also they were concerned about one resident who had advised the previous year that they were unhappy about the lights on the Alms Houses. A consultation letter was sent to all residents of the Alms Houses asking them to confirm whether they wanted the lights on the Alms Houses, representative called into the offices to advise they very much wanted the lights to go up. No objections have been received and therefore Blachere have been advised that these can go up on 17.09.2023 when doing the tree.
- **05.10.2023 – Meeting with Spencer Grogan, Parks & Open Spaces Officer, Herefordshire Council** – meeting was arranged to discuss future management of various open spaces in Ledbury, including the Walled Garden, and grassed areas on Deer Park. Awaiting further information from them so that this can be considered when reviewing the grounds contract.
- **05.10.2023 – Meeting with receptionist re Mayor’s Christmas Coffee Morning** – It is hoped that the Mayor will hold a coffee morning either on Friday, 1 or Saturday, 2 December with possible wreath making – However, resources need to be considered in respect of this.

- **05.10.2023 – Resources Meeting**
- **09 & 10.10.2023 – October fair in town for two days** – Opening Ceremony held with small reception in Jacobean Room ahead of this.
- **09.10.2023 – Christmas Carol Service Meeting** – Meeting held with Mayor and Rev Hilton-Turvey to discuss Carol Service requirements
- **11 & 12.10.2023 – SLCC National Conference** – A number of discussions held at conference, key points to note were:
 - No decision has been taken yet in respect of Hybrid meetings for council meetings – however we were advised that there is a politician who is very much in support of this, and it is hoped that this may be progressed in the not-too-distant future
 - Martyn's Law – <https://www.gov.uk/government/news/martyns-law-to-ensure-stronger-protections-against-terrorism-in-public-places> This a new law designed to keep people safe and scale up preparedness for, and protection from, terrorist attacks. Whilst mostly this law applies to events that are held indoors with over 100 people, Councils are being urged to consider risks for outdoor events as well. I will be attending a training session on this law in November and hope to be able to provide more information to both Councillors and staff following that training.
 - Cyber security was also discussed and as a result a report has been included on this agenda asking Members to give consideration to Cyber Security Insurance
 - Exhibitors included several insurance companies and brokers, and I took the opportunity to discuss the Councils insurance needs and as a result have met with two and had a telephone conversation and email correspondence with two others about providing quotes
 - Met with representatives of CCL who have suggested as Ledbury Town Council have not reviewed their on-deposit funds for some time they would be happy to come and talk to the Council about what they can offer and whether LTC can benefit from a better fund than what they are currently signed up to.
 - One exhibitor "Woo Woo Toilets" had information about waterless eco toilets – these may be a solution to lack of toilets in the recreation ground and if Members are interested in hearing more about this the clerk would be happy to provide a report to a future meeting of the E & L Committee about these. Information about these can be found at the following link:
https://www.waterlesstoilets.co.uk/compost-toilets/?v=79cba1185463&gad_source=1&gclid=CjwKCAiA9dGqBhAqEiwAmRpTC5VxS8jw_-9OLf0kiqNYj85BLQKRiWO5ryiLBW-Dzve7CA99TVjbqBoCz80QAvD_BwE
 - Information on how Town and Parish Councils can get their voice heard – this session informed clerks about the various avenues available to councils to get their voice heard. These included putting questions to

government via your MP, Requesting a debate via relevant ministers, Early Day Motions – asking your MP to put forward an EDM to promote campaigns in your area, Public Petitions – again you can ask your MP to present a public petition. It was explained that your MP should be your first point of contact, however you can contact any member of the House of Lords to ask them to support your campaign. Other ways in which local councils are encouraged to get involved with the following:

- Select Committee hearings
- Following the progress of bills that are relevant to your business
- All Party Parliamentary Groups
- Social media

- **12.10.2023 – Planning Committee**
- **16.10.2023 – Staff Team Building Day** – Working with staff to improve how we work together, work smarter not harder. This event was held at the Heritage Centre and carried out by Al Braitwaite free of charge who used to do this as part of her working role. Staff have said that they do feel they got something out of it and as a result of this interim appraisal are to be undertaken with all staff, with monthly supervision meetings to take place going forward, to ensure the momentum from the Team Building day can be carried forward.
- **17.10.2023 – Markets Working Party**
- **18.10.2023 – War Memorial Site Inspection** – Confirmation received that the works would be completed in time for Armistice Remembrance Services on 11 and 12 November, further information in respect of this project available earlier in this agenda.
- **18.10.2023 – Market House Site Visit** – Unfortunately, due to a problem with heights I was not able to join the contractors and Caroe on the site visit, however the DTC did join them, and she has provided an update in her report.
- **19.10.2023 – John Masefield Memorial Working Party Meeting** – Good progress is being made in respect of submitting an application to the NHLF and setting up workshops. A steering group has been established to consider communications in respect of this project and it is hoped that notes of that meeting will be available shortly.
- **20.10.2023 - Meeting with Welsh Water and Cllr Simmons** – Meeting to discuss issues around planned works by Welsh Water which would have resulted in Top Cross being completely closed off. As a result of this meeting a public consultation was held in the council offices the following week to provide information to concerned residents. Due to other emergency works these works did not take place and Top Cross was not closed, however these works will still need to be done to provide link to new housing developments. Herefordshire Council have advised Welsh Water that better consultation and communication will be required for any future planned works.

- **25.10.2023 – Traffic Management Working Party Meeting**
- **26.10.2023 – RBL Poppy Launch**
- **30.10.2023 – Meeting with company in respect of new CCTV for council offices** – Agreed that they would provide a quote and details of what was discussed, and they have agreed that we can use this to prepare a specification for other companies to quote. It was discussed that an additional camera should be installed in the Painted Room to cover the opposite end from that which is currently covered. The installation of an additional camera to cover the outside of the back entrance to the offices was also discussed. Currently if there is someone at the back door there is no way of seeing who is there, and whilst there is an intercom system this is not the best form of security. A quote has now been received and the Clerk anticipates looking at this in the next couple of weeks so as to provide an idea of possible expenditure for a replacement cctv system in the council offices to be included in the 2024/25 budgets.
- **31.10.2023 – Meeting with Heartbeat in respect of phone box at the Langlands** – following the meeting they provided three options in respect of the defibrillator for this phone box which will be considered by the relevant committee.
- **31.10.2023 – Met with a representative of James Hallam Insurance to discuss council insurance for the next three years** – Currently waiting to receive quotes in time for consideration at this meeting. If not received, then an extraordinary meeting of council will need to be called as the insurance is due for renewal on 17 December 2023.
- **01.11.2023 – The BID held a Halloween event under the Market House** – This event had been organised by the BID with support from the Town Council. The event was free and held during half term week, and it appeared to be well attended.
- **01.11.2023 – Tourism Task & Finish meeting** – It was agreed at the Planning, Economy & Tourism Committee that this meeting would take place to establish a strategy for Tourism in Ledbury. The meeting included members from the Civic Society, Friends of the Master's House and the Civic Society and it was agreed that the CDO, Councillor Hughes and Becky Shaw of Ledbury Poetry would work together to develop a draft strategy and once this is drafted will be submitted to the PET's Committee for consideration.
- **02.11.2023 – Meeting with Receptionist to discuss Remembrance Day Service** – as there had been some issues at the previous years' service we met to put in place detailed information on who goes where etc. for the parade which could be shared with the Deputy Lord Lieutenant attending. As a result of this we agreed to meet with the DL to go through it in person the following week.

- **02.11.2023 – Environment & Leisure Committee** – I attended this meeting as I had four reports on the agenda, including future budget items.
- **04.11.2023 - Hedgehog House event** – attending an event to put the hedgehog houses in the cemetery, the CDO has more information in respect of this in her report.
- **06.11.2023 – Met with Gallagher Insurance** – Gallagher are the Councils current insurance broker and I met with them to review the needs of the council, and to ensure that all those being asked to provide quotes were provided with up-to-date information with regard to the Council requirements. Again I am waiting on a quote which will hopefully be available for this meeting.
- **05.11.2023 – Met with Sue Furnival, DL attending Remembrance Service** – met to discuss how the parade would depart from the council offices to the War Memorial and to advise of the Dias being in place for the DL to take the salute.
- **05.11.2023 – Met with the Accounts Clerk to discuss errors in the 2023/24 budget** – At the last Finance meeting Members had raised a number of issues in respect of the 2023/24 budget. As a result I reviewed the whole budget listings and discovered that some items agreed in the 2023/24 budget had not been included on the electronic version of the budget. The Accounts Clerk has now been made aware of these errors and is making the corrections. The fact that the budget on the accounts system did not match the budget that was agreed for 23/24 was picked up by the internal auditor during their visit in November, and he was satisfied that actions had been taken to review these and corrections being made.
- **08.11.2023 – Appeal Hering held in respect of a staffing matter** – minutes of this meeting will be made available to the Resources Committee at their meeting in December.
- **09.11.2023 - Internal Audit Interim Visit** – Kevin Rose of IAC Auditing Solutions attended the office. His report is included in this agenda for members consideration.
- **09.11.2023 – met with Councillor Hughes to undertake review of Risk Register** – We have reviewed section one of the register and will meet again in the future to review other sections of this, all of which will be reported to the Finance, Policy & General Purposes Committee. It is anticipated that the review will be completed ahead of the 2024 Annual Meeting, at which time the whole register will be submitted as part of the annual review of governing documents.
- **14.11.2023 – Met with Christina Vass of Ledbury in Bloom** – Christina advised that Ledbury in Bloom currently only have 8 active members and area concerned for its future. She suggested a possible merge with similar groups in Ledbury and this is going to be proposed at their annual meeting in

December. Further information on this will be provided following that meeting, on how Ledbury Town Council can help facilitate meetings between these groups.

- **14.11.2023 – Mayors Meeting** – Attended the by-monthly Mayor's meeting, with Councillor l'Anson. Discussions were held with Bruce Evans, Engineering Manager from HC. Discussed the matter of SID's with Bruce before the meeting and we agreed that I would meet with the Locality Steward to discuss infrastructure that was available for SID's when rented from HC, and whether this is still in place and if so how much is still in place and can LTC make use of it for their own SID's. Further update on this will be provided to a future meeting of the TMWP.
- **15.11.2023 – Buses4Us update** – Representatives of Buses 4Us attended the Council offices to provide an update on the past six months and the future of the Daffodil Line. Copies of their presentations will be sent to all Councillors. Following the meeting Members who were present felt that due to the request within the update for further funding this should be picked up at a council meeting, and due to the amount to be considered I have suggested that an extraordinary meeting of council be called in December for this purpose. The Mayor was at the meeting and is aware of this, I will now discuss possible dates with her.

Other ongoing projects and workstreams

Service agreement between LTC and the Rogers Family – this was referred to a meeting of the Environment & Leisure Committee and it was agreed that a Task and Finish Group should be set up to review the draft agreement prior to it being sent to the Rogers Family.

A meeting has been arranged to meet with representatives of Stromstad Tourism to discuss how LTC can work with them to promote each other and support the Twinning groups. A report on this will be provided to the next Planning Committee.

Personnel Matters – As always there have been a number of personnel matters to deal with over past months and some of these need further actions – these take up a considerable amount of officer time and can on occasion create a back log of work for senior officers. Staffing issues will be reported via the Resources Committee where appropriate.

The Administrator and Receptionist have both recently undertaken ILCA training and passed. They were provided with one half day a week to undertake this training, and both finished it within five sessions, which was within the recommended time allocation suggested by SLCC. This level of training offers a low-level understanding of the process and governance within Town and Parish Councils and will help them understand why councils do what they do.

Many of you are aware that the Administrator will be taking a leave of absence from 4 December to 9 January. It is hoped that a suitable replacement has been found for the weeks before Christmas, and other staff will cover the role for the first week of January.

The Christmas Lights Switch on is planned for Sunday, 26 November 2023 and we are still looking for volunteers to help on the day. It is anticipated that there will be more stalls this year, a food court, and craft centre in St Katherines, along with entertainment in and around the High Street and St Katherines car park.

FULL COUNCIL	23 NOVEMBER 2023	AGENDA ITEM: 23(ii)
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Report prepared by Julia Lawrence – Deputy Town Clerk

OFFICER REPORTS – DEPUTY TOWN CLERK'S REPORT

Purpose of Report

The purpose of this report is to provide Members with information on meetings and ongoing work streams that have been undertaken by the Deputy Town Clerk since the last Full Council Meeting held on 28 September 2023.

Detailed Information

Below is a list of meetings etc that the Deputy Clerk has attended since the last Full Council meeting in September with some updates on particular projects.

Date	Meeting / Update
29 September	Volunteer Day at Dog Hill Wood – Poorly attended as only one other person in attendance on the day.
	Met Member of Public to discuss condition of road/footpath at Upperfields. This matter is now with Herefordshire Council PROW's Team to see if they can carry out some remedial works. HC Inspectors visited the site in the week commencing 30 September 2023. A response is awaited.
1 October	Attended Civic Service at Burgage Hall.
2 October	Put out half of road closure signage for Funfair (with help from temporary Groundsman).
	Met a contractor at the Recreation Ground to discuss the timber climber and the options open, ie repair or replace.
3 October	Attended Dementia Awareness Training at Barratt Browning Building.
	Put out balance of road closure signage for Funfair (with help from temporary Groundsman).
	Attended Cemetery to obtain relevant paperwork from Funeral Director for Funeral Service
4 October	Dealt with a member of public for Proof of Life Application
	Team Meeting
	Events Working Party Meeting
	Task & Finish Group for Christmas Lights
	Climate Change Working Party Meeting
5 October	Meeting with Herefordshire Council and Balfour Beatty to discuss ground maintenance for Ledbury Town.
6 October	Meeting with David McCutcheon re Recreation Ground programme of works.

9 October	Liaising with BBLP to enforce new TRO for road closure at Top Cross and putting out relevant signage.
	Arranging work programme for temporary Groundsman for Cemetery.
11 October	Team Meeting
	War Memorial Site Meeting
	Reconvened Full Council Meeting
12 October	Meeting with Terry Dold to keep in touch
13 October	ILM Training
16 October	Team Building Day
17 October	Meeting with a contractor to discuss CCTV requirements at Cemetery
	Meeting with a contractor to discuss timber climber at the Recreation Ground
18 October	War Memorial Site Visit and initial Site Inspection meeting for the Market House (roof repairs)
	ILM Training
19 October	Team Meeting
23 September	Met with Temporary Groundsmen at Cemetery to discuss work programme for week.
25 October	ILM Presentation at HWTGA – Achieved 100% for Presentation.
26 October	Preparation for E & L Papers.
27 October	Dog Hill Wood Volunteer Day cancelled due to bad weather conditions.
	Met with Sentinel Security re CCTV repairs at the Recreation Ground.
30 October	Met with Temporary Groundsmen at Cemetery to discuss work programme for week.
31 October	Visited Coddington Christmas Trees with CDO to select an alternative Christmas tree for outside the Market House.
	Meeting with CDO to run through agenda for Events WP.
1 November	Team Meeting
	Events Working Party Meeting
2 November	Committee Structure Task & Finish Group Meeting
	Environment & Leisure Committee Meeting
3 November	Meeting with a contractor to discuss CCTV proposals at the Cemetery
	Arranging for Temporary Groundsman and Maintenance Officer to remove all ivy off mortuary and prune back overgrown shrubs
	Meeting with Caroline Owen-Thomas re plaque in Cemetery Chapel for former Mayors/Councillors
6 November	Meeting with a contractor to discuss CCTV proposals at the Cemetery
	Market House site meeting with Jane Chamberlain, Caroe & Partners, Chris Hart of D A Cook – assessed roof repairs
7 November	Provided background information to Clerk in respect of a member of staff
8 November	Team Meeting
9 November	ILM Training
	Overseeing LTC Maintenance Operative to produce temporary signage around the Town for forthcoming Christmas lights event

10 November	Investigate Chubb, at request of the Clerk, regarding Fire Compartmentation Survey.
11 November	Attended War Memorial for Armistice Service
12 November	Attended War Memorial for Service and then Service at St Michaels
13 November	Returned dais to Eastnor Castle. Play bark has been delivered to the Recreation Ground and David McCutcheon has applied this to play dome and hexagonal swings
14 November	Review/update contracts database with Accounts Clerk
15 November	Liaising with BBLP re final arrangements for installation of Christmas tree outside Market House on Thursday, 16 November.

Updates

Market House

The roof repairs and other remedial works have now been completed by D A Cook. As shown by the photographs below, (A) the moss has been removed from the roof tiles and broken or missing tiles have been replaced. (B) shows a section of new guttering



Photograph (1) above shows the addition of mortar to end tiles and (2) shows the inclusion of new lead flashings to the purlin ends.

A copy of the minutes of the inspection meeting held on 18 October 2023 are attached at Appendix A.

At the time of completing this report, the plaster repairs to the Market House were still ongoing. It was noted that some panels required filling of hairline cracks with lime putty; corners and edges of some panels where fractured required refixing of laths using stainless steel screws and washers, where they are loosening. Repairs will be carried out using lime render, built up in scratch and top coats as needed. Plywood will be removed from a small number of panels (to the south and north elevations, possibly elsewhere). These panels are in poor condition with a modern scratch coat render applied on top of historic layers, to form a base for the plywood. The historic render and laths, and modern scratch coat adhering to it will be retained. Repairs will be strictly limited to panels showing active decay and damage.

Additional costs for these repair works are awaited from the contractor, Ian Bishop Masonary.

CCTV at the Cemetery

A separate report has been presented for consideration for new CCTV coverage at the Cemetery.

Recreation Ground

Members will have seen sight of the RPII Annual Inspection Report for the Recreation Ground at the last Environment & Leisure Committee meeting held on 2 November 2023. Since then, new play bark has been applied to two pieces of equipment in the play area. Remedial works, i.e. treating and repainting corroded services, will be undertaken by David McCutcheon as part of his contract to maintain the Recreation Ground and the Deputy Clerk is in the process of obtaining the missing bolts and screws for the outside gym equipment from Fresh Air Fitness.

A copy of the RPII Annual Inspection for the Skatepark and outside gym is attached at Appendix B.

Fire Compartmentation Survey ("FCS")

Chubb, who submitted the Fire Risk Assessment, have been contacted twice regarding the FCS to seek guidance from them but a response is awaited. The Deputy Clerk contacted Ledbury Fire Station to see if this was something they could assist with but confirmed that they did not get involved in Survey work.

Electrical Installation Condition Reports (EICR)

EICR tests need to be undertaken in all Council properties, namely the LTC Offices, Market House, Cemetery Chapel and Mortuary. One quotation has been received and another contractor has been identified to provide a quotation but has yet to visit the premises. Costs to undertake this work will be reported back as soon as is possible.

Site meeting minutes

Project LEDBURY Town Council – Market House
Quinquennial Inspection repairs

Date of Meeting 18 October 2023

Date of Issue 10 November 2023

The Estates Office
25-26 Gold Tops
Newport, NP20 4PG
Tel 02920 577585
newport@caroe.co.uk
www.caroe.co.uk

Present

Julia Lawrence, Deputy Town Clerk	Ledbury Town Council (LTC)
Conor Ruttledge, Senior Building Conservation Officer	Herefordshire Council (HC)
Chris Hart	DA Cook (DAC)
Jane Chamberlain	Caroe & Partners (C&P)

Circulation

Councillor Stephen Chowns	Ledbury Town Council (LTC)
Julia Lawrence, Deputy Town Clerk	Ledbury Town Council (LTC)

Action

- | | | |
|-----------|--|---------|
| 1. | Purpose of Meeting and Apologies | |
| 1.1 | To review the extent of the repair required, using scaffold access and whether any work would require Listed Building Consent. | |
| 1.2 | IB has Covid and sent his apologies. | |
| 2. | Roof Coverings | |
| 2.1 | DA Cook will inspect and rebed ridge tiles as needed. Historic ridge tiles will be retained, if existing repairs are sound. Photograph 1.6 | DAC |
| 2.2 | Clay plain tiles which suffer severe damage will be renewed with matching salvages tiles. Lifted tiles will be inspected and reset where loose. | DAC |
| 2.3 | Moss will be removed. | |
| 2.4 | Ultra violet resistant eaves felt will be installed to reinforce the existing decaying felt. | DAC |
| 3. | Rainwater Goods | |
| 3.1 | To be redecorated. One previously repaired section of gutter to be renewed. Photograph 1.1 | DAC |
| 4. | External timber frame including roof carpentry | |
| 4.1 | It was agreed that repairs should be kept to a minimum. Old hard caulking which was weathering to be left as it is. Photographs 1.2, 1.3 | |
| 4.2 | The building interior should be checked to see whether there are areas of current water ingress where new caulking as well as infill panel repair may be required, for example to the south wall. Photographs 1.4, 1.5 | DAC; IB |

4.3	It was agreed that repairs to the timber frame should not take place as the rate of decay was slow. Lead flashings should be extended, to protect wall plate and purlin ends to the north elevation. Photographs 2.1, 2.2, 2.3	DAC
4.4	Even though it is exposed and slowly decaying, the unusual projecting purlin end with peg holes and supporting the west verge to the south gable should be left as existing. Photograph 2.4	
5.	Rendered infill panels	
5.1	JC and IB to liaise and advise CR of proposed repairs to plastered infill panels.	IB; C&P, HC
5.2	Plywood faced panels require repair proposals. Photograph 3.6 shows one panel, after removal of the plywood.	IB
5.3	CR suggested that panels should be flex-tested to see whether they require repair.	IB
5.4	Plastered panels were repaired, not renewed complete, during the 2005 repair works. Repair mixes to be chosen to be compatible with existing backings.	
6.	Windows	
6.1	The south window requires repair. Small capping sections to the sill will be resecured, junctions of leaded light panels, with the sill recaulked and the frame restrained in black to match existing. Photograph 1.2	DAC
6.2	All lead flashings to window sills will be checked for security. The lost lead flashing to the east elevation will be reinstated.	DAC
7.	Summary	
7.1	These holding repairs are timely. They are now urgently required and form holding repairs, to slow down deterioration until larger scale repairs are required in the medium term.	
7.2	CR confirmed that repairs of the scope proposed are like-for-like and/or of a minor scale, to extend existing lead flashings, to the north and less visually obvious elevation. Repairs of the scope discussed would not require Listed Building Consent.	
7.3	Photograph sheet 3 shows repairs in progress.	
8.	Circulation	
8.1	All present, Ledbury Town Council Clerk and Ian Bishop.	



Left

I.1



Right

I.2



Left

I.3



Right

I.4



Left

I.5



Right

I.6



Left

2.1

Right

2.2



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2.3

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2.4



Left

2.5

Right

2.6



Left

3.1



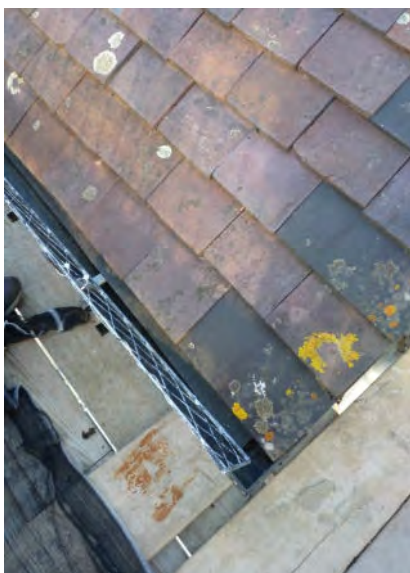
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3.2



Left

3.3



Right

3.4



Left

3.5



Right

3.6



**Combined Playground
Services Ltd**

Tel: 01495 986848
Mobile: 07828 704460

e-mail: info@playgroundservices.co.uk



Annual Inspection

Ledbury By TC Skate

1st October 2023



Inspection carried out by

Lyn Williams



Inspection Methodology

This document outlines the RPII scope for inspections undertaken by the Inspectors listed as Annual Inspectors on the RPII Register of Inspectors when undertaking Indoor Annual, Outdoor Annual, Outdoor Operational and Outdoor Routine inspections

Inspections are undertaken with reference to the standards listed in this preamble only; where no date for the standard is given it will be the standard that is current at the time of inspection except where overlap periods are granted by the standards committee when standards are updated. The information contained in reports is provided to assist the owner/operator in fulfilling their responsibilities as detailed in the relevant standard. Other standards referenced within the listed standards do not form part of the inspection, unless they are also explicitly listed here.

The following standards are relevant to all installations of equipment that are publicly accessible to users; this includes public parks, pay and play parks, schools, nurseries, public houses, holiday parks, indoor play centres, farm parks etc. All equipment used or employed in publicly accessible areas should meet with the requirements of the relevant standards (listed below):

BS EN 1176 Parts 1, 2, 3, 4, 5, 6, 10 & 11 Playground equipment intended for permanent installation outdoors & indoors.

BS EN 1176 Part 7 - 'Guidance on Installation, Inspection, Maintenance and Operation' (this document gives guidance to the owners/operators of the facility on the installation, inspection, maintenance and operation of playground equipment, excluding ancillary items).

In the United Kingdom the National Foreword forms an important part to the understanding and implementation of the recommendations set out in this document. It clarifies the application of the document within the UK as best practice guidance, as the document has been used since its initial publication. Therefore, in the UK this standard (BS EN 1176 – Part 7) contains no requirements and needs to be read and implemented as guidance, with the use of the term 'shall' therefore becoming a recommendation, as in the term 'should'.

Domestic play equipment falls outside of the scope of the current BS EN 1176 and has its own standards (BS EN 71 series – Safety of Toys). Where domestic equipment can be identified this will be acknowledged in the report but any comments concerning compliances will follow the requirements and recommendations of BS EN 1176.

When water play items, including spray parks, are inspected any comments concerning compliance within the inspection will refer to EN 1176. We have not assessed these against the requirements of EN 17232 (Water play equipment and features).

Other equipment that is not clearly identified as unsupervised or domestic (natural play, self-build equipment etc.) will be assessed for compliance with the relevant standard listed below:

BS EN15312	Free access multi-sports equipment
BS EN 14974	Equipment - Skateparks
BS EN 16630	Permanently installed outdoor fitness equipment
BS EN 16899	Parkour equipment (plus RPII/API guidance notes)

Annual and Post Installation inspections will take into consideration compliance with these current standards and defects related to wear and vandalism. Items on site but not listed in the report have not been included in the inspection. The inspection will cover the playground equipment and the active area (that area which is obviously part of the playground), nominally up to three metres around, the fence line if closer, or other areas as agreed.

Operational inspections only take into consideration defects related to cleanliness, equipment ground clearances, ground surface finishes, exposed foundations, sharp edges, missing parts, excessive wear (of moving parts) structural integrity, wear and vandalism

Routine visual inspections relate only to the most obvious defects such as broken or missing parts, litter, vandalism and issues created by severe weather conditions (the intention is to identify hazards created by storm damage).

All inspections are non-dismantling, non-destructive and do not include any structural, toxicology or impact assessments defined in the standard; however, the inspector will undertake a manual test for stability and if equipment fails under manual load, or any other hazard is identified as an unacceptable risk, the owner/operator will be notified as soon as practicably possible.

The inspector will access all reasonably accessible equipment and will assess all reasonably accessible parts above the standing surface. Where it is not possible to access parts of the equipment without employing an alternative means of access the report will record the action required by the owner/operator to ensure the continued safe use of the equipment.

Ancillary equipment will be assessed using the inspector's knowledge and experience of the standards named in this document. (Note: Ancillary items are not included in the specific equipment-type parts of the EN 1176 series; hence they are not assessed for compliance with EN 1176 series and are subject to a general safety assessment).

The owner/operator is responsible for the overall safety of the equipment and area.

The operator is responsible for managing risks of their provision and is required by law to carry out a 'suitable and sufficient assessment' of the risks associated with a site or activity. This inspection shall be considered as contributing to the operator's discharge of this responsibility

The inspector will not undertake any of the following works unless specifically agreed in writing at the time of the order:

Checking the depth and underlying structural integrity of any surface areas and/or carrying out any testing of the impact attenuating properties of any surfaces; the identification of any corrosion, rot or other deterioration in any apparatus or equipment other than by an external inspection; the inspection of any equipment (or part thereof) that is beneath the playing surface (loose-fill materials may be moved to expose foundations); tightening any bolts, hinges or other fixing devices on any apparatus or equipment; assessing or inspecting any electrical installations contained on any site and/or apparatus and/or equipment; assessing or inspecting any water supplies and/or water features and/or any associated computerised systems (including carrying out any programming); where planting or trees are mentioned in the report no assessments of toxicity, suitability or condition are undertaken – the owner/operator should have suitable inspections provided by a competent person.

The details contained within the report are a snapshot of the condition at the time of inspection only and subsequent events may affect the condition of the facility. Suggested remedial actions are based on the knowledge and experience of the inspector and/or that of the inspection company. The owner/operator should always seek the advice of the manufacturer or a competent person when undertaking repairs and/or modifications to equipment.

Table 1

The operator is responsible for following the guidance of the relevant standards. The standards give guidance on the installation, inspection, maintenance and operation of the various types of facilities. The inspection guidance is listed in Table 1, with an indication of which parts will be included in an RPII Annual or Post-Installation Inspection. The relevant standards also contain additional parts which the operator should follow.

Inspection Recommendations of relevant standards Refer to relevant standards for full text	Annual Main	RPII Annual Outdoor Inspection
6.1 d) Overall levels of safety of equipment (see note 1)	Yes	Yes (1)
6.1 d) Overall levels of safety of the foundations (see note 1)	Yes	Yes (1)
6.1 d) Overall levels of safety of playing surfaces (see note 2)	Yes	Yes (2)
6.1 d) Compliance with the relevant parts of the standard and or risk assessment (see note 3)	Yes	Yes (3)
6.1 d) Effects of weather	Yes	Yes
6.1 d) Presence of rot, decay or corrosion (see note 1)	Yes	Yes (1)
6.1 d) Assessment of repairs made or added or replaced components (see note 4)	Yes	Yes (4)
6.1 d) Excavation or dismantling/additional measures	No	No
6.2.1 Assessment of glass reinforced plastic components (see note 5)	Yes	Yes
6.2.1 Inspection of one post equipment (see note 1)	Yes	Yes (1)
6.2.4 Undertaking the Operators inspection protocol	Yes	No

N.B: The clause numbers in table 1 are taken from BS EN 1176-7: 2020. The content is equally applicable to all other relevant standards listed herein. Playgrounds contain a range of equipment from different manufacturers and installed over a number of years; operators should implement any guidance provided by the manufacturer. Item specific detail is not readily available to RPII Playground Inspectors, whose report contributes to the operator's overall Annual Main Inspection as detailed in the relevant Standards

Note 1

A manual test only is undertaken for stability. Wear and instability are only detectable where readily apparent without dismantling or destruction and without the use of tools, excavation or specialist equipment. Rot and corrosion are tested for with a hammer and/or steel rod. Decay in timber may exist which can only be found with specialist equipment.

Note 2

Only the visible condition and dimensional compliance of surface extent is considered. Neither testing of impact attenuating properties nor measurement of the thickness of bound surfaces are undertaken on RPII annual inspections.

Note 3

The inspection assesses compliance where this can be tested on site using manual methods without dismantling, destruction and without the use of tools or specialist equipment.

Note 4

The operator should use manufacturers' recommended parts, or equivalent. We are unable to verify if such parts have been used, and any subsequent change in quality or performance of replaced parts.

Note 5

Visible glass fibres will be noted in reports. The operator is responsible for repairs or replacement.

Timber

Where timber posts are set into the ground it is not always possible to determine levels of rot or decay, in particular internal rot. The owner/operator should ensure it conducts appropriate inspections to identify rot/decay in timber, especially at or just below ground level, before it becomes a problem

The majority of timber posts will rot/decay from the inside out making it difficult to identify a problem unless specialist tools (e.g. a Resistograph) are used and we would recommend the use of a Specialist to conduct such a survey when indications of rot are noted.

General comments:

The current European Standards (EN1176 and EN1177 2017) replaced the previous EN1176 and EN1177 (2008) Standards and came fully into effect in November 2018.

These Standards are not retrospective or a legal requirement, however a site risk assessment is a legal requirement and good practice encourages the carrying out of the risk assessment in conjunction with a Standards compliance assessment. The Standards limitations should be recognised as mere compliance will not automatically create a safe playground. Like previous playground standards they are intended to be used intelligently as an aid and are aimed at providing a uniform source of reference throughout the U.K and the rest of Europe.

BS 5696 and part of BS 7188 (British Standards prior to the introduction of EN1176/EN1177 1998) were withdrawn on 1 January 1999. Equipment produced before this date should meet BS 5696 or DIN 7926 or have undergone third party testing or risk assessment. The HSE have a guidance leaflet if required.

Some elements of the Standards are open to interpretation. In the event of a dispute a decision on interpretation may be sought from the BSI or from the European Standards Committee.

Risk Assessment Evaluation:

The risk assessment is based on a likelihood x possible severity of injury index with one being the lowest and safest value and five being the highest and most severe value.

Risk Score	Risk Categories
1 - 5	Low risk - Monitor
6 - 10	Low/medium risk - Carry out the inspectors recommendations
12 - 15	Medium risk - Programme actions to remove the hazard
15 - 16	Medium/high risk - Take action at the earliest possible opportunity / isolate the equipment
20 - 25	Unacceptable risk - Take immediate action to reduce the risk.

The above table is a guideline only and should be read in conjunction with the individual recommendations

NB: The inspection only identifies the current condition of the equipment, It is the responsibility of the owner/operator to provide a continued level of maintenance and to ensure that the equipment is kept in good working order and the site fit for use.

Items present on site but not contained within this report have not been inspected.

Site Overview

The site is overlooked by residential properties

Disabled access:

The site is accessible to most people including those with severe disabilities if help is at hand

Site General



Comments:

- 1 The openings in the storm drain covers are in excess of 30mm
- 2 There is graffiti present
- 3 There is algae, silt or moss growth on the surface resulting in slippery conditions
- 4 There is weed / vegetation growth on, between, or around the edges of the surfacing

Recommendations:

- 1 Monitor and reduce the opening if required

Risk Assessment: 2 x 4

- 2 Remove the graffiti

Risk Assessment: 2 x 2

- 3 Clean and treat appropriately

Risk Assessment: 2 x 4

- 4 Remove weed / vegetation growth

Risk Assessment: 2 x 4

Sign



Comments:

1 The item is satisfactory

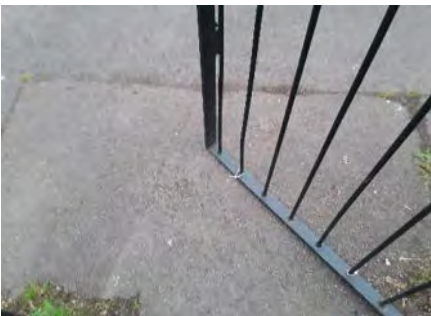
Recommendations:

1 No action required

Risk Assessment:

2 x 2

Self Closing Gate



Comments:

- 1 The opening between the gate and the post is less than 12mm and could trap users fingers
- 2 There are trip hazards over the edgings under the gate
- 3 The gate isn't operating correctly
- 4 The gate is snagging on the surrounding surface

Recommendations:

- 1 Adjust the gate to ensure a 12mm opening all around

Risk Assessment: 2 x 3

- 2 Remove the trip hazard

Risk Assessment: 2 x 4

- 3 Adjust the gate to ensure it closes in between 4 - 8 seconds

Risk Assessment: 2 x 3

- 4 Adjust surface levels to ensure the gate closes correctly

Risk Assessment: 2 x 4

Self Closing Gate continued



Comments:

- 5 The rubber buffer is missing from the latch plate
- 6 The surface has eroded and may be slippery in wet conditions
- 7 There is surface corrosion / rust present on the item

Recommendations:

- 5 Replace the rubber buffer

Risk Assessment: 2 x 3

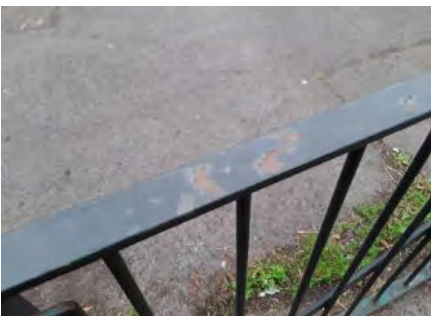
- 6 Reinstate eroded area

Risk Assessment: 2 x 4

- 7 Treat the corrosion / rust

Risk Assessment: 2 x 3

Maintenance Gate



Comments:

- 1 There are no drop bolt sleeves fitted and the drop bolts are scoring the tarmac
- 2 There is no padlock on the maintenance gate
- 3 There is surface corrosion / rust present on the item

Recommendations:

- 1 Provide drop bolt sleeves

Risk Assessment: 2 x 3

- 2 Provide a padlock to secure the gate

Risk Assessment: 2 x 3

- 3 Treat the corrosion / rust

Risk Assessment: 2 x 3

Flat Top Fence



Comments:

- 1 There is minor damage to the fence
- 2 There are fixings missing on this item

Recommendations:

- 1 Monitor and repair if required

Risk Assessment:

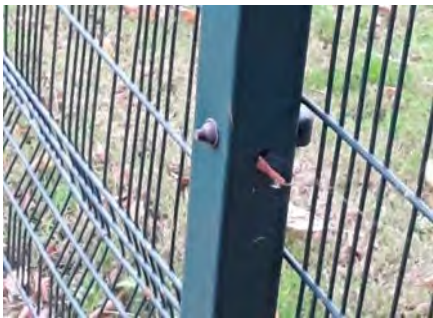
2 x 3

- 2 Replace missing fixings

Risk Assessment:

2 x 3

Mesh Fence



Comments:

- 1 There are inserts missing from the posts
- 2 There are some loose posts around the fence posts
- 3 There is some damage to the fence sections
- 4 There are protruding bolt thread(s) present

Recommendations:

- 1 Replace missing inserts

Risk Assessment:

2 x 2

- 2 Reset the posts as required

Risk Assessment:

2 x 4

- 3 Repair the damaged fence sections

Risk Assessment:

2 x 4

- 4 Remove the excess thread length or provide a cap

Risk Assessment:

2 x 3

Mesh Fence continued



Comments:

5 There are unsheared nuts on the fence

Recommendations:

5 Shear of the nuts as required

Risk Assessment:

2 x 2

Quarter Pipe



Surfacing:	Tarmac
EN14974 Compliance:	Yes

Manufacturer:	Evolution
----------------------	-----------

Comments:

- | | |
|---|--------------------------|
| 1 | The item is satisfactory |
|---|--------------------------|

Recommendations:

- | | |
|---|--------------------|
| 1 | No action required |
|---|--------------------|

Risk Assessment:	2 x 2
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Combination Ramp



Surfacing: Tarmac

EN14974 Compliance: Yes

Manufacturer: Evolution

Comments:

- 1 The item is satisfactory

Recommendations:

- 1 No action required

Risk Assessment: 2 x 2

Spine Ramp



Surfacing:	Tarmac
EN14974 Compliance:	Yes

Manufacturer:	Evolution
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Comments:

- | | |
|---|--------------------------|
| 1 | The item is satisfactory |
|---|--------------------------|

Recommendations:

- | | |
|---|--------------------|
| 1 | No action required |
|---|--------------------|

Risk Assessment:	2 x 2
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Grind Rail



Surfacing:	Tarmac
EN14974 Compliance:	Yes

Manufacturer:	Evolution
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Comments:

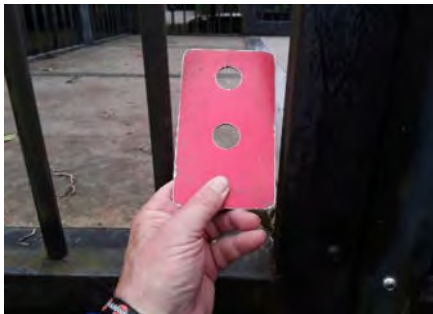
- | | |
|---|--------------------------|
| 1 | The item is satisfactory |
|---|--------------------------|

Recommendations:

- | | |
|---|--------------------|
| 1 | No action required |
|---|--------------------|

Risk Assessment:	2 x 2
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Quarter Pipe



Surfacing:

Tarmac

EN14974 Compliance:

No

Manufacturer:

Mixed

Comments:

- 1 The horizontal openings in the barriers is in excess of 89mm and fails the requirements of BS EN 14974
- 2 The height of the barrier is less than 1200mm and fails the requirements of BS EN 14974
- 3 The item has exposed edges and corners with a radius of less than 3mm and fails the requirements of BS EN 14974
- 4 There is or are fixings missing on the item

Recommendations:

- 1 Monitor - No remedial work recommended

Risk Assessment:

1 x 5

- 2 Monitor - No remedial work recommended

Risk Assessment:

2 x 3

- 3 Monitor - no remedial action recommended

Risk Assessment:

2 x 3

- 4 Replace all missing fixings

Risk Assessment:

2 x 4

Quarter Pipe continued



Comments:

- 5 There is algae or moss on the surface of the equipment
- 6 There is surface corrosion / rust present on the item

Recommendations:

- 5 Clean and treat appropriately

Risk Assessment:

2 x 3

- 6 Treat the corrosion / rust

Risk Assessment:

2 x 3

Flat Bank



Surfacing:

Tarmac

EN14974 Compliance:

No

Manufacturer:

Mixed

Comments:

- 1 The height of the barrier is less than 1200mm and fails the requirements of BS EN 14974
- 2 The horizontal openings in the barriers is in excess of 89mm and fails the requirements of BS EN 14974
- 3 The item has exposed edges and corners with a radius of less than 3mm and fails the requirements of BS EN 14974
- 4 The tree canopy overhangs the equipment and is less than the recommended 2.0m away

Recommendations:

- 1 Monitor - No remedial work recommended

Risk Assessment:

2 x 3

- 2 Monitor - No remedial work recommended

Risk Assessment:

1 x 5

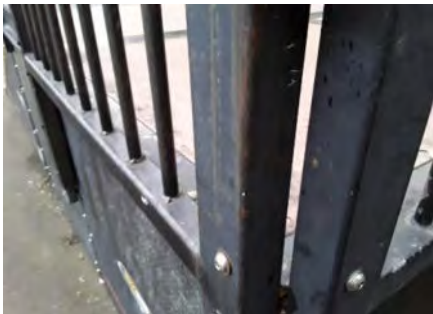
- 3 Monitor - no remedial action recommended

Risk Assessment:

2 x 3

- 4 Lift the tree canopy to ensure a minimum clearance of 2.0m from the equipment

Flat Bank continued



Comments:

- 5 There is or are fixings missing on the item
- 6 There is surface corrosion / rust present on the item

Recommendations:

- 5 Replace all missing fixings

Risk Assessment:

2 x 4

- 6 Treat the corrosion / rust

Risk Assessment:

2 x 3

Combination Table Top



Surfacing:

Tarmac

EN14974 Compliance:

No

Manufacturer:

Mixed

Comments:

- 1 The kicker plate protrudes more than 5mm above the surrounding surface level, BS EN 14974 recommends a maximum of 5mm with 3mm preferred
- 2 The Kicker Plate is not secure and moves under Load
- 3 There is a change in the level of the rolling surface in excess of 3mm and the item fails the requirements of BS EN 14974 Clause 5.1.2.3
- 4 There should be no gaps between adjacent components to comply with EN14974

Recommendations:

- 1 Adjust height to ensure a maximum of 5mm change in level

Risk Assessment:

2 x 4

- 2 Secure the Kicker Plate

Risk Assessment:

2 x 5

- 3 Monitor - No remedial work recommended

Risk Assessment:

2 x 4

- 4 Remove the gaps

Risk Assessment:

2 x 5

Combination Table Top continued



Comments:

- 5 There are splits in the metal Kick Plate
- 6 There is surface corrosion / rust present on the item
- 7 Joints between the riding surfaces should not be greater than 5mm to meet the requirements of BS EN 14974

Recommendations:

- 5 Monitor and Repair if required

Risk Assessment: 2 x 3

- 6 Treat the corrosion / rust

Risk Assessment: 2 x 3

- 7 Take corrective action to ensure that the gaps between the joints do not exceed 5mm

Risk Assessment: 2 x 4

Shelter



Comments:

- 1 There are trip hazards over the kerb
- 2 There is some evidence of fire damage to the surfacing
- 3 There is litter/debris in the area

Recommendations:

- 1 Remove the trip hazards

Risk Assessment:

2 x 3

- 2 Monitor for any further deterioration and repair as required

Risk Assessment:

2 x 3

- 3 Remove litter/debris from the area and maintain

Risk Assessment:

2 x 3

Fitness - General



Surfacing:

Grass Mats

EN16630 Compliance:

N/A

EN1177 Compliance:

N/A

Manufacturer:

Fresh Air Fitness

Comments:

- 1 Signage should be provided at the facility in accordance with the requirements of BS EN 16630, key requirements of the sign include, but are not limited to, intended users, medical safety and emergency contact details
- 2 The grass mats are silted up, the soil is compacted and the area will become very slippery when the soil is wet
- 3 The edges of the grass mat surface have not been installed in accordance with the API Code of Practice
- 4 The I.D. Labels/Instruction Labels are damaged on the majority of the equipment

Recommendations:

- 1 Provide appropriate signage

Risk Assessment:

2 x 3

- 2 Lift and relay the mats

Risk Assessment:

2 x 3

- 3 Tuck in edges of grass mat to remove trip hazards

Risk Assessment:

2 x 4

- 4 Replace the labels as required

Risk Assessment:

2 x 3

Leg Press



Surfacing:	Grass Mats
EN16630 Compliance:	Yes
EN1177 Compliance:	Yes
Manufacturer:	Fresh Air Fitness

Comments:

- 1 There is surface corrosion / rust present on the item

Recommendations:

- 1 Treat the corrosion / rust

Risk Assessment:	2 x 3
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Leg Extension



Surfacing:	Grass Mats
EN16630 Compliance:	Yes
EN1177 Compliance:	Yes
Manufacturer:	Fresh Air Fitness

Comments:

- 1 There is surface corrosion / rust present on the item

Recommendations:

- 1 Treat the corrosion / rust

Risk Assessment:	2 x 3
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Duo Air Walker



Surfacing:	Grass Mats
EN16630 Compliance:	No
EN1177 Compliance:	Yes
Manufacturer:	Fresh Air Fitness
Comments:	
1	The swinging movement of the footplate suspension bar exceeds the maximum 55 degrees from the vertical required by BS EN 16630
Recommendations:	
1	Monitor use
Risk Assessment:	2 x 3

Chest Press



Surfacing:	Grass Mats
EN16630 Compliance:	Yes
EN1177 Compliance:	Yes
Manufacturer:	Fresh Air Fitness
Comments:	
1	There are bolt caps missing
Recommendations:	
1	Replace missing bolt caps
Risk Assessment:	2 x 2

Duo Rower



Surfacing:	Grass Mats
EN16630 Compliance:	Yes
EN1177 Compliance:	Yes
Manufacturer:	Fresh Air Fitness

Comments:

- 1 The seat has minor damage or wear
- 2 There is surface corrosion / rust present on the item

Recommendations:

- 1 Monitor for further deterioration and replace as required

Risk Assessment: 2 x 3

- 2 Treat the corrosion / rust

Risk Assessment: 2 x 3

Air Skier



Surfacing:	Grass Mats
EN16630 Compliance:	No
EN1177 Compliance:	Yes
Manufacturer:	Fresh Air Fitness

Comments:

- 1 The swinging movement of the footplate suspension bar exceeds the maximum 55 degrees from the vertical required by BS EN 16630
- 2 There is surface corrosion / rust present on the item

Recommendations:

- 1 Monitor use

Risk Assessment:	2 x 3
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- 2 Treat the corrosion / rust

Risk Assessment:	2 x 3
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Air Walker



Surfacing:	Grass Mats
EN16630 Compliance:	No
EN1177 Compliance:	Yes
Manufacturer:	Fresh Air Fitness

Comments:

- 1 There are end caps missing
- 2 The swinging movement of the footplate suspension bar exceeds the maximum 55 degrees from the vertical required by BS EN 16630

Recommendations:

- 1 Replace the missing end caps

Risk Assessment:	2 x 2
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- 2 Monitor use

Risk Assessment:	2 x 3
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Rider



Surfacing:

Grass Mats

EN16630 Compliance:

Yes

EN1177 Compliance:

Yes

Manufacturer:

Fresh Air Fitness

Comments:

- 1 The item is satisfactory

Recommendations:

- 1 No action required

Risk Assessment:

2 x 2

Basketball Post



Surfacing: Tarmac

EN15312 Compliance: Yes

Manufacturer: Carr

Comments:

- 1 There is graffiti present
- 2 The hoop net is damaged

Recommendations:

- 1 Remove the graffiti

Risk Assessment: 2 x 2

- 2 Replace the net

Risk Assessment: 2 x 4

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Report prepared by Olivia Trueman – Community Development Officer

COMMUNITY DEVELOPMENT OFFICER REPORT

Purpose of Report

The purpose of this report is to provide Members with details of meetings and work streams that the Community Development Officer has undertaken since the last meeting of Full Council.

Detailed Information

Collaboration with AGE UK and the Sheds Together Team

Ledbury Town Council hosted a competition during Ledbury Carnival to design two Hedgehog Homes to be sited in the Cemetery in New Street. The Council were inundated with artistic and imaginative designs, all of which were judged by The Mayor of Ledbury.

Once the designs had been picked, Ledbury Town Council's Community Development Officer and Mayors Secretary worked closely with the team at Shed's Together to bring the designs to life. An unveiling Ceremony was held at New Street Cemetery on Saturday, 4 November. The winners and their families attended and were given the opportunity to cut the ribbon and open their Hedgehog Homes. The Ceremony was well attended with members from the Shed's Together team, Herefordshire Wildlife Trust, Ledbury Poetry, the Mayor with her Deputy, and Ledbury Town Council Officers.

Meetings

- **03.10.23 Dementia Friendly Workshop** – The CDO was asked to attend a Dementia Friendly Workshop which was held at Ledbury Poetry House by Creative Pathways. The Workshop provided information on how the town and business could support residents with dementia.
- **03.10.23 Christmas Light Switch on catch up** – Both the Administrator and Town Clerk updated the CDO on the Event Management Plan for the Light Switch on Event. It was agreed that the CDO Would take responsibility for the crafting area and encourage more residents to volunteer at the event.
- **04.10.23 Events Working Party** – Minutes available on request.
- **16.10.23 Staff Team Building Day**

- **17.10.23 Market Steering Group** – A Meeting was held to discuss the Draft Markets Strategy and how the Council could engage with key stakeholders. It was agreed that the Council should look into holding a Parish Meeting to engage with residents and businesses with regards to the Charter Market – Minutes available on request.
- **17.10.23 Call with Advansys** – The CDO was asked by the Events Working Party to obtain a quote from Advancys (the Town Councils current website provider) to add an events Calendar on the website. The quote will be submitted to the next Finance, Policy and General Purposes Committee in January 2024.
- **17.10.23 AGE UK** – The CDO and Mayor were invited to a meeting with Kartel Bretveld, an events manager at AGE UK. There was discussion on how AGE UK could support the Towns events, an example was livestreaming the Mayors Charity Event 'Ledbury's got Talent', making it accessible and inclusive for all. There was also a conversation about the possibility of a Ledbury Lunch Club where business could take it in turns to host lunches for people over 50+ who may be struggling with loneliness.
- **18.10.23 Community Network Meeting** – The CDO regularly attends these meetings as a representative of the Council. The Meetings are well attended by charities and organisations in Ledbury looking to support its residents. The CDO at Herefordshire Council provided information on available grants for community groups and information on Warm Welcomes (previously known as Warm Spaces).
- **19.10.23 John Masefield Memorial Working Party** – Minutes available on request.
- **19.10.23 Meeting with Dr Jane Mee** – The CDO and Town Clerk met with Dr Jane Mee to discuss how to engage with Community Groups in Ledbury, in particular those underserved by Heritage. It was agreed that the CDO would contact community groups in Ledbury to identify who would be interested in being involved in the project.
- **19.10.23 Meeting with Emma Jackson at Ledbury Poetry** – The CDO was invited to a meeting with the fundraiser of Ledbury Poetry to discuss potential projects that Ledbury Poetry could support with. There were discussions regarding Ledbury World Book Day, Funding streams and support for children and families in the school holidays. The CDO provided Ledbury Poetry with a Ledbury grant application.
- **25.10.2023 World Book Day Steering Group** – It was agreed at the Events Working Party that the CDO would arrange a steering WBD steering Group with Councillor Furlonger, Morris, l'Anson and Al Braitwaite. The Meeting was hugely beneficial and each member was tasked with a responsibility to help assist the CDO.
- **26. 10.2023 RBL Poppy Launch**

- **26.20.23 Events Working Party** – Minutes available on request.
- **01.11.23 Meeting with Christine Tustin** – The CDO was asked by the Events Working Party to investigate the costs of turning the Heritage Open Days Brochure into a leaflet that could be used throughout the year. After meeting with Christine Tustin, it was clear that other organisations including Ledbury Places would like to create a similar brochure and that there could be some joined up working – the CDO will create a report for the Events Committee
- **01.11.23 Tourism Task and Finish Group** – A meeting was held to discuss the future of tourism in Ledbury. It was agreed that the CDO, Becky Shaw from Ledbury Poetry and Councillor Hughes would work together to create a draft Tourism Strategy.
- **01.11.2023 The BID held a Halloween event under the Market House** – This event had been organised by the BID with support from the Town Council. The event was free and held during half term week, and it appeared to be well attended. Officers worked with the team at Herefordshire BID to use the parking spaces adjacent to the Market House.
- **01.11.2023 Traders Meeting** – The CDO was asked to attend the Traders Association Meeting to discuss the Late-Night Shopping Event, in particular the Market that the Council organise. Although there were concerns at the start of the meeting as to whether the Market would take away trade from local businesses, the CDO reassured them that the Council want to work with Traders and that the Market was established to compliment the event and create synergy.
- **02.11.2023 Flags Meeting** – An informal meeting was held with representatives of Ledbury Places and the Civic Society to discuss the possibility of Ledbury creating flags similar to the ones in Tewkesbury. Both Councillor Furlonger and Morris attended the meeting. Although Members were positive towards the idea of having heraldry flags in the town, it was recognised that this would be a large project and that the Council would need to contact Highways and the Conservation Officer at Herefordshire Council first. It was agreed that the CDO would look into this project in May 2024.
- **02.11.2023 Meeting to Receptionist discuss Hedgehog Homes Handover Ceremony**
- **04.11.2023 Christmas Light Switch on Plunger** – Members may be aware that the light plunger that is used to turn on the Christmas lights was broken. The CDO booked a slot with the Repair Café and was advised they could repair the plunger and give it a ‘new lease of life’ with painting and new wood. It was agreed that advertising of the repair café could be added to one side of the plunger.

The Repair Café is busy with volunteers and is used by many residents of Ledbury. It's a great place to meet new people and to repair goods including

electrical goods and clothing – it is a great asset to Ledbury and could be advertised/ supported more by the Council.

03.11.2023 Sponsorship – The CDO visited all the shops in Ledbury to discuss sponsorship opportunities, including the Christmas Light Switch on Event. Its always a great opportunity to talk to Traders and take on board comments and suggestions on how the council could support businesses and providing more information on the BID. ***To date, the Council have £1,110 in sponsorship from businesses that will go towards purchasing gifts for families in need this year.***

04.11.2023 Hedgehog Homes Handover Ceremony - An unveiling Ceremony was held at New Street Cemetery on Saturday, 4 November. Both children who designed the hedgehog homes were invited. Picture below



14.11.2023 John Masefield Communications Steering group

16.11.2023 John Masefield Communications Steering Group – The CDO with both Councillor Furlonger and Morris have started a Project Plan which will be drafted for the next JMWP.

Ongoing projects and workstreams

- **John Masefield** – Working with Dr Jane Mee to invite community groups to participate in the JM Memorial Project.
- **Fairtrade Ledbury** – Working to reinstate Ledbury as a Fairtrade Town. This is a long-term project and the CDO will provide a report to council in the New

Year with more information. The CDO has discussed this proposal with businesses who are in favour of this project.

- **Demetia Friendly Town** – As stated in the Corporate Plan, the CDO is working to make Ledbury a Dementia Friendly Town. The CDO has enrolled on training and will provide more information to Full Council.
- **Late Night Shopping** – Working with the Traders Association to advertise the Late Night Shopping Event and put on an Artisan Market – Friday 1st December 5:00pm onwards
- **Ledbury Charter Market** – The Charter Market Policy has been submitted to the Markets meeting for approval. The CDO will be working on the Markets Strategy, with the help of the Markets Working Party.
- **Working with LTA – Attending meetings when invited and helping promote Ledbury on Visit Herefordshire**
- **Calander of Events** – Working with the Events Working Party and Town Clerk to create an electronic events Calander on the LTC website.
- **Sponsorship for the Light Switch on Event** – CDO contacting local businesses in and around Ledbury.
- **World Book Day** – Working with community groups, businesses, and schools to organise Ledbury World Book Day 2024. As the Council have been granted funding, the CDO has to build reports and evidence of the work that is taking place around this event, in order to receive the funding.
- **Samaritans Purse** – The CDO is helping Specsavers Ledbury to promote their shoebox gift appeal. The CDO has already contacted schools to raise awareness.
- **Tourism Strategy** – The CDO is helping Becky Shaw create a draft Tourism Strategy.
- **Friends of Cemetery** – The CDO is organising another meeting of the Friends of Cemetery. There will be a discussion on how members could help facilitate the annual candle lighting event at the Chapel in December.
- **Ledbury Business Breakfast** – The CDO and Town Clerk are working on a business breakfast. CDO has discussed this with Ledbury Traders who are in favour of this proposal.
- **Great Big Green Week** – CDO has been asked by the Events Working Party to create a budget and event plan for 2024.

Recommendation

That the above report be received and noted.

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Report prepared by Angela Price – Town Clerk

BYE STREET TOILETS

Purpose of Report

The purpose of this report is to ask Members to give consideration to a report provided by The Ledbury & District Community Benefit Society (known as “Love Ledbury”) in respect of the future of the toilets which are located on Bye Street, Ledbury.

Detailed Information

Attached is a report received from Elizabeth Harvey, a Director of “Love Ledbury” which is requesting feedback from the Council regarding future operating models options in respect of the Bye Street toilets.

Members will recall that funds from the Great Places to Visit grant were made available for various repairs to the Bye Street toilets in anticipation of them being able to be opened to the public in the future. There are still some works required to the roof and guttering and quotes had previously been sought in respect of this which ranged from “1,220 to £Unfortunately, for reason given in the attached report this has not been possible.

When considering the content of the job description for the Town Maintenance Operative it was agreed that the cleaning of the Bye Street Toilets should be added into the job description, in anticipation of a report from Love Ledbury to the Council in respect of the future operation of these toilets.

Members are aware that the fact that these toilets are in place but that they are not open except for the occasional day when an event is being held in town is very much a discussion point on social media, whereby residents and visitors alike have expressed their disappointment that they are not available for use, when there are so few other toilets available in the town.

Financial Implications

The attached report indicates an annual cost of £9,250, which includes the cost for cleaning and income from the coin locks. As mentioned in the attached report, when the repair works were undertaken via the Great Places to Visit funding the coin locks were removed, as it had not been possible to source replacements for the ones in place. If the Council were minded to consider either option 2 or 3 offered within the attached report, Council may wish to review the locks to have new coin operated locks future to generate income.

The report states that the cleaning costs are currently £6,600, if the council were minded to consider either option 2 or 3 this cost would be reduced as the cost of actual cleaning would be consumed within the Town Maintenance Operatives role. However, there would be a cost for cleaning products.

Also, it should be noted that if the council were minded to enter into option 2, a partnership with Love Ledbury, as a registered charity there would be no Business Rates payable on the building, however if they were minded to choose option 3 Business Rates would apply.

Therefore, should Council decided to enter into a Partnership with Love Ledbury, as outlined in the attached report at option 2, the annual costs could potentially be reduced by as much as £7,000 per annum, if new coin locks were installed. However, if new coin locks were not installed and the toilets were available free of charge the reduction to the annual costs would likely be in the region of £5,000.

Recommendation

That Members give consideration to the attached report provided by Love Ledbury, along with the information above and decide which of the options they wish to progress with in respect of Bye Street Toilets.

15 November 2023


Bye Street Loos – future operating model

Dear Mrs Price,

Following the electrical repair work on the Bye Street loos undertaken during the summer of 2023 using 'Great Places to Visit' grant funding awarded to the Town Council, please find attached a report requesting feedback from the council regarding future operating model options for loos.

I would be grateful if you could ask councillors for their preferred way forward for the use of these town centre facilities.

Kind regards,

A handwritten signature in black ink, appearing to read 'EPJ Harvey', with a stylized, flowing script.

EPJ Harvey
On behalf of 'Love Ledbury'
www.LoveLedbury.org

Operating Options Report to Ledbury Town Council

This report provides the background to the operation of the Bye Street loos and, following works undertaken over the summer of 2023, presents some options for future operating models for the Town Council to consider and provide feedback upon.

Background

In 2014 Herefordshire Council gave notice to the Town Council that it would be ceasing to fund the operation of one of the town's two sets of public loos as part of its savings programme. Similar notices to withdraw were issued for loos in Hereford, Leominster, and Ross.

The Town Council at the time, was reluctant to pick up the running of the loos when the operating costs were unknown.

The Ledbury and District Community Benefit Society (known as 'Love Ledbury') was, at the time, in the process of being set up and offered to operate the loos so as to provide some clarity on ongoing operating costs and management overheads.

The Town Council provided a grant to enable coin locks to be installed on two of the four loo cubicles, to enable some income to be recovered towards offsetting the operating costs while the trial was underway.

Love Ledbury operated the loos from November 2014 – November 2015. A report was then brought back to the Town Council demonstrating operating costs and thereby reducing the perceived risk to the council of taking on the operation of an unknown service. The report sought for the Town Council to take on responsibility for the loos at that point.

Unfortunately in-fighting amongst councillors (which eventually led to 'The Ledbury Judgement' in the High Court) – some of whom were linked to Love Ledbury - had broken out during 2015 resulting in a majority of councillors refusing to support the proposal to take over the operation of the loos.

For the good of the town, Love Ledbury directors continued to operate the loos until in early 2018 a number of incidents of vandalism of the coin lock and door locks forced their closure. Further subsequent electrical faults with timing mechanisms and the coin locks, and health and safety issues regarding day-to-day operational support prevented the loos from being reopened by Love Ledbury post-Covid

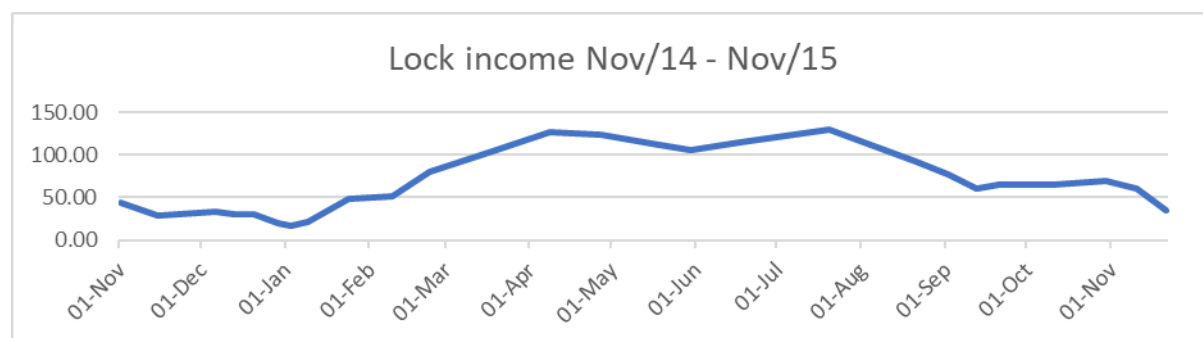
In the summer of 2023 the Town Council used some of its 'Great Places to Visit' grant to address the electrical repair issues (roof and gutter repairs remain outstanding). However, in doing so, the coin lock mechanisms have been bypassed and 'push to unlock' electronic switches have been installed for all four of the cubicles.

This is good, in as much as it makes opening the doors much more intuitive and straightforward for users, but it removes any income generating capability for the facility.

The cleaning costs of the loos comprised a major element of their operating costs during 2014 and 2015 – see costs set out below. From 2015 to 2018 directors of Love Ledbury acted as the out of hours point of contact for the loos and undertook the daily cleaning. However, due to ill-health and work commitments, it is no longer possible for directors to make this commitment to enable the loos to reopen. Consequently, the loos presently remain largely closed to the public (the loos were opened for the Carnival in August).

Below is a sample of the operating costs for the loos which have been recorded by Love Ledbury and previously reported to the council. Also the current monthly direct debits paid for water and electricity. Along with an indication of the coin lock income when they were in operation. NOTE: As Love Ledbury is a registered charity there are no Business Rates payable on the building.

Operating Costs & Budgets	Annual Costs
Business Rates	1,200
Electric	300
Water/Sewerage	1,500
Operating costs & materials	
Consumables	300
Maintenance	1,000
Cleaning	6,600
Insurance	100
Coin Lock Income	(1,750)
	9,250



Operating Model Options

Love Ledbury has demonstrated the operating costs of the loos and has thereby addressed the perceived risk to the council of taking on the operation of an unfamiliar service.

The options for future operation now proposed by Love Ledbury are as follows:

1. **Do nothing:** Loos remain closed to the public;
2. **Partnership:** Love Ledbury continue with the licence to operate from Herefordshire Council to secure the benefit of a let-off on business rates. The Town Council commits to provide operational support, i.e. cleaning and out-of-hours support from the Town Centre Operative, maintenance costs,

consumables and to cover the loss under its existing buildings and public liability insurance. The Town Council considers appointing 2 councillors as Directors of Love Ledbury;

3. **Service Transfer:** The Town Council takes over the licence to operate from Love Ledbury and explores the opportunity for an asset transfer of the freehold with Herefordshire Council. The Town Council commits to cover all operating costs, as above, to include payment of business rates;
4. **Hybrid:** The Town Council operates the Partnership model for 12 months while the asset transfer of the building is explored with commitment to a decision to be made in November 2024 regarding: either:
 - a. Withdrawal from the arrangement (revert to 'Do Nothing');
 - b. Continuation of partnership working; or
 - c. Transfer of the service and possibly also the property to full council ownership.

Directors would be grateful if the Town Council would consider the above options and provide feedback on the council's preferred future operating model at the earliest opportunity.

EPJ Harvey

November 2023

For and on behalf of the Directors of 'Love Ledbury'
[Ledbury Community Benefit Society]

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Report prepared by Angela Price – Town Clerk

REQUEST FOR VIEWS FROM STAKEHOLDERS AND COMMUNITIES IN RESPECT OF TALK COMMUNITIES

Purpose of Report

The purpose of this report is to ask Members to provide feedback on the Talk Community as part of a review being undertaken by Herefordshire Council.

Detailed Information

The following communication has been received from the Interim Service Director, Communities and Community Wellbeing at Herefordshire Council.

“Talk Community (TC) was launched by the council in June 2021. As we are now just over two years old the council are initiating a review of TC, taking account of the current climate in which we are operating alongside stakeholders to engage with our communities and empower them to influence the direction of services they use and taking account of local factors.

I will be leading the review with the aim of completing it by the end of February 2024, working with the TC team and stakeholders. The council are keen to hear the views of as many stakeholders and communities as possible so in the next few months I will be inviting you to join the conversation through a number of routes – focus groups, individual meetings with me, questionnaires etc.

I look forward to building on the work we have been doing together over the last two years and learning from your experiences.

Do contact me if you have anything burning you wish to say and/or a query you need answering.”

Recommendation

Members are requested to give consideration to the above and provide feedback that the Clerk can relay to the officer accordingly noting that the anticipated completion date of the review is the end of February 2024.

FULL COUNCIL	23 NOVEMBER 2023	AGENDA ITEM: 26
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Report prepared by Angela Price – Town Clerk

SMART WATER

Purpose of Report

The purpose of this report is to bring SmartWater to the attention of Members and ask them to consider whether they wish to include funds within the budget or earmarked reserves for a SmartWater project in Ledbury.

Detailed Information

Ledbury Town Council has previously received a presentation in respect of SmartWater and did consider that this would be something that they would want to consider in the future, but unfortunately, this has not progressed due to concerns over costs.

West Mercia Police have recently written to council promoting the scheme and the content of two emails received are below:

“I would like to make you aware of the SmartWater Villages project. We work alongside our parish councils in order to offer each resident their own SmartWater property marking kit. The PCC contributes 25% of the total project costs.

Once 70% of the kits ordered have been registered, We Don't Buy Crime deterrent street signage will be erected at key locations around the projected area. The external and internal signage together will add to the overall deterrent as evidence shows that 74% of acquisitive crime offenders would not break into a property with a SmartWater sign on display.

If you would like to hear more about this project and how this could work for your parish then we can arrange for a presentation at your convenience.

If you are interested then I can put you in touch with the We Don't Buy Crime Team.

PCSO Kirsten Kysow”

My name is Neil Darley and I am the Administration Assistant for the 'We Don't Buy Crime' scheme with West Mercia Police based in Bridgnorth.

I am writing to you today to ask whether your parish would be interested in signing up for the Towns and Village scheme.

Essentially, you would submit an application to the Police and Crime Commissioners grants office requesting the funding for a SmartWater project to cover your area.

You first need to decide what level of coverage that you require, i.e. how many residents that you would need to provide SmartWater kits for. For the scheme the minimum coverage is 80% of the residents. This is the normal provision as there will always be empty houses and residents that have just moved in as well as those who

do not wish to have a kit. If you can guarantee that you can cover 100%, then you can have 100% but as I say this is often difficult to achieve and draws the project on. Once you have decided on your target coverage you will fund the cost for 75% of the required kits, with the PCC providing the funding for the remaining 25% of your requirement. In respect of the costs this scheme has a charge of £8.90 +vat per kit. It has the advantage that there is no yearly re-registration fee for each kit. Kits purchased outside of the scheme cost considerably more from SmartWater and they have a requirement to have their registration renewed regularly. Following the registration of 70%, or above, of your requested kits the PCC provides free signage in the area which we will position for you to give your parish the best protection from the travelling criminality. I have attached information about the project and SmartWater for your perusal Any further questions or queries, or if you wish for us to do a short presentation, do not hesitate to contact me”

Financial Implications

As part of the Police and Crime Commissioners ‘Leading from the front’ campaign, he is offering to contribute 25% of the project costs which will include all of the signage and a quarter of the costs for the property marking kits leaving the town and village to cover the remaining 75% (kits are priced at £8.90 each).

A minimum of 80% of the chosen area must be purchased. However for larger areas, there may scope to stage the roll out to spread the cost.

Recommendation

Members are requested to give consideration to the information above and attached and decide whether they wish to progress the SmartWater Scheme in Ledbury and if so how this could be funded.

WE DON'T BUY CRIME



WHY SMARTWATER?

20/10/2021 latest data shows residential burglary in West Mercia down by 23%

Your SmartWater kit is unique to you, your home & your property

SmartWater is made up of 85% Water, 10% polymers plus a unique mix of rare earth metal traces which make every bottle unique.

SmartWater is invisible in daylight but fluoresces under UV light

SmartWater cannot be removed

Why protect your items with SmartWater?

If your items were stolen, the police could trace them back to you

Most importantly the We Don't Buy Crime initiative is about prevention and by SmartWater protecting your items you deter burglary – but how?

Thieves hate SmartWater and here's why...

All stolen goods are checked for smartWater and all police officers carry UV torches and regularly spot check items that arouse suspicion

The We Don't Buy Crime team work vigorously to encourage all organisations who buy items off the public; retailers, scrap metal merchants, auction houses, antique and jewellery dealers to check for SmartWater therefore sabotaging the re-sale avenue of stolen goods

When-ever a suspect is arrested and brought in to custody at a West Mercia police station, they are checked for SmartWater – if a suspect is arrested for burglary – their premises are checked for other stolen goods/SmartWater

In a court of law, SmartWater is sufficient evidence to convict a criminal with 100% conviction rate in court to date – since 1995 over 1000 SmartWater convictions have taken place and this criminal and a far greater number of burglaries has been prevented in our neighbourhoods

SmartWater protected areas see an average reduction in burglaries of 65% due to all of the above facts – that is why it is essential that the window stickers go up on your property in full view – this is your burglary deterrent

What's in your pack?

1 SmartWater vial that is uniquely coded to your address

Each vial will give you between 50-75 applications – only one small dot is need – it dries invisibly in 10 mins and adheres to any solid clean surface fully in 24 hours

SmartWater will keep in the bottle for a good couple of years – if stored sensibly and kept cool, even longer, although we do recommend you use it not store it

As long as you can shake the bottle and it remains fluid it's good to go

The longest example of SmartWater lasting is on a church roof in Shropshire – it has been fluorescing on the lead roof for over 14 years

4 large square window stickers – It is essential to display these in a front and rear window of your house – visible from the roadside/approach

also great to put on caravan windows, shed/garage windows

These stickers act as a massive deterrent to burglary – thieves hate SmartWater!

60 small weatherproof stickers – these can be used inside or outside the property – visual reminders to a thief that the item is protected by SmartWater

Great places to put these stickers: Garage door handles, padlocks on sheds/outside units, bikes, garden equipment, mobile phones, cars, transportable IT equipment, windows, letterboxes and gates.

How to protect your items

If you have the choice of a rough or smooth surface, always choose the rough as it adheres better

Keep a list of all items you have marked and where they were marked then save the information securely – ideally a digital copy to the cloud - If overpainted, provided a scrap can be taken from the area it was applied, it will still be detected

Good places to put SmartWater; Tools & IT Equipment, Bikes, Jewellery, Artwork, Furniture, electrical equipment, cars, mobile phones, clothing accessories, garden furniture/ornaments/equipment, trailers, caravans, motorbikes.

Common Questions answered

What if I move address? Ring SmartWater and advise of your change of address – it moves with you

What if I sell something valuable I have SmartWater protected? Ring SmartWater and let them know – tell the buyer where it is marked too so they can tell SmartWater or just keep a record of who you sold it to

Do Insurance companies recognise SmartWater when giving quotes?

Yes – always mention it - NFU mutual and Lloyds give a discount on home insurance

**WE DON'T
BUY CRIME**



TOWNS AND VILLAGES PROJECT

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LEADING FROM THE FRONT

My Safer West Mercia Plan sets out my vision for what I want to achieve as Police and Crime Commissioner for our communities.

My aims will be best achieved working in partnership with others who share common goals. Together we can be more effective and efficient in reducing crime, supporting victims and witnesses and building a better and safer West Mercia.

Often the best solutions to community issues come from within communities themselves. I am very passionate about empowering communities to play a more active role in identifying and tackling local issues in ways that the police could never do, by making the right tools and opportunities available to them. It is with these principles in mind that I am opening my Commissioner's grant fund for the 'We Don't Buy Crime' initiative, inviting applications from local authorities that will deliver the results our communities need and expect.

I am aware that acquisitive crime, including burglary, robbery and theft, harms our communities. A person's home and possessions often carry an emotional attachment and when crime interferes with this it can have a long lasting impact on its victims. West Mercia Police is committed to protecting people from these crimes. 'We Don't Buy Crime' demonstrates this commitment by taking an innovative approach to reducing and disrupting the market for stolen goods, and protecting homes and possessions by making them less attractive to the 'would be criminal'. By working with partners I want us to be able to property mark as many households as possible with SmartWater to create 'We Don't Buy Crime' towns and villages and significantly reduce the risk of burglaries.



John Campion
Police and Crime Commissioner

WHAT IS WE DON'T BUY CRIME?

We Don't Buy Crime is a department within West Mercia Police tackling acquisitive crime throughout the local authority areas of Herefordshire, Shropshire, Telford & Wrekin and Worcestershire. Since first launching in 2015, the project has gone from strength to strength with more than 165 towns and villages signed up and more than 50,000 homes protected (data correct as of March 2023).

We Don't Buy Crime takes a holistic approach to acquisitive crime. Along with towns and villages, the team also works with second-hand stores and fuel stations. We have a covert team that looks to use the latest in technology to catch criminals in the act. We also have exploitation and vulnerability trainers working with frontline professionals, to raise awareness of associated harm that is linked to criminal activity and how to spot the signs someone who may be being exploited by criminals.

We have formed partnerships with local businesses and communities with a common goal of reducing crime. We work closely with our safer neighbourhood teams and SmartWater to make use of the latest technologies to fight crime, by ensuring that property in homes is marked appropriately and that signage is displayed accordingly.



WHAT IS A WE DON'T BUY CRIME TOWN AND VILLAGE?

This is where we work with parish councils who invest in the project to offer each resident in their chosen area a free SmartWater property marking kit. Once 70% of the kits ordered have been registered, deterrent street signage (as shown below) will be erected at key locations around the protected area. The external and internal signage together will add to the overall deterrent as evidence shows that 74% of acquisitive crime offenders would not break into a property with a SmartWater sign on display.



HOW DOES THE TOWN AND VILLAGE PROJECT WORK?

How much will it cost?

As part of the Police and Crime Commissioners 'Leading from the front' campaign, he is offering to contribute 25% of the project costs which will include all of the signage and a quarter of the costs for the property marking kits leaving the town and village to cover the remaining 75% (kits are priced at £8.90 each).

A minimum of 80% of the chosen area must be purchased. However for larger areas, there may scope to stage the roll out to spread the cost. To see how much your 75% contribution will cost, please find the attached Excel spreadsheet.

Town and village kit distribution

Councillors and/or their partners will be expected to provide local volunteers/colleagues to assist with the roll out of their kits but the WDBC co-ordinator will be able to give advice and guidance throughout. The kits must be registered with SmartWater using the dedicated We Don't Buy Crime app to ensure saturation rate evidenced to prevent and reduce burglary. This simple registration process will be explained in depth by the WDBC co-ordinator upon becoming a protected area. It is vital that kits are registered with the resident of each household in person and is not just given to anyone without registering.

Signage

To qualify for signage, 70% of the kits purchased must be registered. There will be an option for the councillor/partner to provide some personalisation with the name of the area on the A1 signs. This personalisation should be noted on the application form. For examples of the signage options, please see page 5.

Smaller signs are pre-formatted and standardised.

The timescale during which initial funding must be spent is:

1 April 2023 to 31 March 2024

WHAT IS SMARTWATER AND WHAT'S IN THE PROPERTY MARKING KIT?

SmartWater is a water based solution which contains a unique forensic code that is invisible to the naked eye but will glow yellow-green under UV light and once applied, makes equipment traceable back to their owner. It is easy to apply, with only a speck of solution. Only the size of a pinhead is needed to convict and is guaranteed to last five years on each application.

Research by Leicester University shows when interviewing burglars about the best deterrent, SmartWater outsourced? all other forms of crime deterrent.

SECURITY MEASURE	SCORE OUT OF 10
SmartWater	8.3
High visibility police patrols	7.4
Ink-dye tags	7.2
Access control systems	6.9
Window grills	6.7
CCTV	6.2
Burglar/intruder alarms	6.0
Cased merchandise	5.9
Electronic tagging	5.0
Security guards/store detectives	4.9
Property marking	4.8
Mirrors	3.9
Perimeter fencing	3.8

Research conducted by Gill Martin, Leicester university 2008.

SmartWater is responsible for convicting hundreds of criminals with a 100% conviction rate in contested court cases and when deployed by police, SmartWater has helped reduce burglary by up to 85%.

In each forensic marking kit you will receive:

- 1 x SmartTrace® forensic liquid – enough to mark 80-100 items.
- SmartWater THIEVES BEWARE® window deterrent labels.
- SmartWater THIEVES BEWARE® tamper-resistant deterrent labels.



NEXT STEPS

To start the process of becoming a protected Town and Village, please send a completed application form, Financial application excel document and a map of the area in which you want to cover to wedontbuycrime@westmercia.police.uk

FULL COUNCIL	23 NOVEMBER 2023	AGENDA ITEM: 27
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Report prepared by Angela Price – Town Clerk

REQUEST TO SUPPORT “ZERO HOUR”

Purpose of Report

The purpose of this report is to provide Members with a request for them to support the Climate and Ecology Bill, details of which can be found at the following link: <https://www.zerohour.uk/downloads/climate-and-ecology-bill.pdf>.

Detailed Information

The following is an extract from an email received from the Zero Hour Team on 18 October 2023:

“I’m writing on behalf of Zero Hour and seeking Ledbury Town Council support for the [Climate and Ecology Bill](#), which is due for its second reading on [24 November](#). We recognise that parish and town councils are influential organisations, with links to the local community, regional charities and civic bodies. Ledbury Town Council is on the front line when it comes to protecting the places and communities we love and cherish.

We are writing to ask your council to join the [168 parish & town councils](#) across the UK to support the [Climate and Ecology Bill](#) and add your voice to those organisations calling for joined-up action that provides an adequate, commensurate response to the emergency of our natural world, our parks, villages and towns, our landscapes and wildlife.

We have a [draft motion](#), which you may find useful. If Ledbury Town Council is supportive, we are asking that after the motion is passed, Ledbury Town Council issues a press release that it has done so and writes and requests your MP(s) to also publicly support the CE Bill (if they are one of the [130 that have already done so](#), please write and thank them for being supporters).

The [Climate and Ecology Bill](#), if made law, would ensure that:

- The threat facing nature is tackled shoulder to shoulder with the climate crisis in a joined-up approach.*
- The Paris Agreement is enshrined into law to ensure that the UK does its real fair share to limit global temperature rise to the most stringent end of the Paris agreement -1.5°C.*
- The UK takes full responsibility for our entire greenhouse gas footprint by accounting for all of the emissions that take place overseas to manufacture, transport and dispose of the goods and services we import and consume)*
- The government deliver a climate and nature assembly that is representative of the UK population, working directly with the Government and Parliament to ensure that all voices are heard and that no one is left behind.*

A member of Zero Hour, the campaign for the CE Bill would be happy to (virtually) attend a pre-Council meeting and answer questions about the proposed legislation if that would be helpful. More information about the CE Bill and supporting organisations can be found at <https://www.zerohour.uk/>; this [2-minute video](#) or a [15-minute presentation](#) may also prove useful. If you have any questions or require further information about the CE Bill, please do get in touch."

A copy of the draft motion is attached for Members information.

Recommendation

1. That Members give consideration as to whether they wish to move a motion to support the Climate and Ecology Bill.
2. If the Council agree to support the Climate and Ecology Bill the Clerk be instructed to prepare a press release informing that they have done so and writes to Sir Bill Wiggins MP requesting that he publicly support the Climate & Ecology Bill.

Climate & Ecology Bill motion

(Last Updated 20/10/23)

Preamble

Humans have already caused irreversible climate change, the impacts of which are being felt in the UK, and across the world. The average global temperature has already increased by 1.2°C above pre-industrial levels and—alongside this—the natural world has reached crisis point, with 28% of plants and animals threatened with extinction. In addition, the UK is one of the most nature-depleted countries in the world as more than one in seven of our plants and animals face extinction, and more than 40% are in decline.

Climate change remains a major concern for UK voters with 66% of people (according to YouGov) expressing they are ‘worried about climate change and its effects’. Alongside this, the popularity of Sir David Attenborough’s *Save Our Wild Isles* initiative demonstrates public concern that UK wildlife is being destroyed at a terrifying speed.

Climate & Ecology Bill

The Climate & Ecology Bill, a private member’s bill currently before the House of Commons, seeks to address the challenges that this situation poses by creating a whole-of-government approach to deliver a net zero and nature positive future.

Based on the latest science, the CE Bill aims to align current UK environmental policy with the need to halt and reverse nature loss by 2030, which was goal agreed to at COP15, via the *Kunming-Montreal Framework* (22 December 2022); and reduce greenhouse gas emissions in line with the UK’s fair share of the remaining global carbon budget to give the strongest chance of limiting global heating to 1.5°C, which was the goal agreed to at COP21, via the *Paris Agreement* (12 December 2015).

By bridging the gap between the UK Government’s current delivery, and what has been agreed at international levels, Britain has a chance to be a world leader on climate and the environment; seizing the opportunities of the clean energy transition, including green jobs and skills; reduced energy bills; and boosting the UK’s food and energy security.

[Council] notes that:

The Climate and Ecology Bill has been introduced in the UK Parliament on four occasions since 2020, including most recently in the House of Commons 10 May 2023. The Bill is backed by **[180]** cross-party MPs and Peers, **[237]** local authorities, alongside the support of eminent scientists, such as Sir David King; NGOs, such as the Wildlife Trusts, the Doctors’ Association, Oxfam, the W.I. and CPRE; businesses, such as The Co-operative Bank, Riverford and The Body Shop; and 42,000 members of the public.

The CE Bill would require the UK Government to develop and achieve a new environmental strategy, which would include:

1. Delivering a joined-up environmental plan, as the crises in climate and nature are deeply intertwined, and require a plan that considers both together;
2. Reducing greenhouse gas emissions in line with 1.5°C to ensure emissions are reduced in line with the best chance of meeting the UK’s Paris Agreement obligations;

3. Not only halting, but also reversing the decline in nature, setting nature measurably on the path to recovery by 2030;
4. Taking responsibility for our overseas footprint, both emissions and ecological;
5. Prioritising nature in decision-making, and ending fossil fuel production and imports as rapidly as possible;
6. Providing for re-training for those people currently working in fossil fuel industries; and
7. Giving the British people a say in finding a fair way forward via a temporary, independent and representative *Climate & Nature Assembly*, as part of creating consensus and ensuring that no one and no community is left behind.

[Council] therefore resolves to:

1. Support the Climate and Ecology Bill;
2. Inform local residents and inform local press/media of this decision;
3. Write to **[local MPs' names]** to inform them that this motion has been passed, and urge them to sign up to support the CE Bill—or thank them for already doing so;
4. Write to Zero Hour, the organisers of the cross-party campaign for the CE Bill, expressing **[Council]**'s support (councils@zerohour.uk).