



# LEDBURY TOWN COUNCIL

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19 January 2024

Dear Councillor

You are summoned to attend a meeting of **LEDBURY TOWN COUNCIL** to be held on Thursday, 25 January 2024 at 7.00 pm in the Burgage Hall, Church Lane, Ledbury for the purpose of transacting the business shown in the agenda below.

Please note that there will be a briefing from Age UK Hereford & Localities CEO, Sue Moseley, at 6.30 pm.

Yours faithfully

Angela Price PSLCC, AICCM, MIWFM  
Town Clerk

## FILMING AND RECORDING OF COUNCIL MEETINGS

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## 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. Apology from Councillor Sinclair to Ledbury Town Council and the residents of Ledbury for Breaching the Code of Conduct**

**5. To approve and sign as a correct record the minutes of an Extraordinary meeting of Full Council held on 7 December 2023 (Pages 1015-1026)**

**6. Herefordshire Councillors' Reports (To Follow)**

To receive reports from Ledbury Ward Members:

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

**7. Mayors Communications (Verbal)**

**8. 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"*

**9. To receive motions presented by Councillors in accordance with Standing Order 9 (Pages 1027-1028)**

**MINUTES**

**10. To receive and note the minutes of a meeting of the Resources Committee held on 7 December 2023 and to give consideration to any recommendations therein (Pages 1029-1034)**

**11. To receive and note the minutes of meetings of the Planning, Economy & Tourism Committee held on 14 December 2023 and 11 January 2024 and to give consideration to any recommendations therein (Pages 1035-1052)**

**12. To receive and note the minutes of a meeting of the Environment & Leisure Committee held on 4 January 2024 and to give consideration to any recommendations therein (Pages 1053-1060)**

13. To receive and note the minutes of a meeting of the Finance, Policy & General Purposes Committee held on 18 January 2024 and to give consideration to any recommendations therein (To Follow)

## **FINANCE**

14. To receive invoices for payment November 2023 (Final)  
(Pages 1061-1062)
15. Recommendations from other Committees (Pages 1063-1072)
- i. Finance, Policy & General Purposes Committee - Minute No. F92(2) – That Caroe & Partners be appointed to provide a feasibility study and quantity surveyors report in respect of a proposal to install a stairlift at the Market House at a cost of circa £3,600 to be funded from the Listed Buildings Earmarked Reserve.
  - ii. John Masfield Memorial Working Party - Request from Chairman – That Council agree to release £3,000 from the John Masfield Memorial Working Party grant, for use in respect of marketing, branding and communications of the project.
  - iii. Planning, Economy & Tourism Committee – 9 November 2023 (minute no. P119 refers) - That the Draft Markets Strategy document be recommended to Full Council for consideration and adoption ahead of the next stage, delivery plan.
16. Recommendation following meetings with Hoople and NALC held on 15 and 17 January  
(Pages 1073-1080)
17. Missing Defibrillator (Pages 1081-1082)

## **GOVERNANCE**

18. Terms of Reference – Environment & Leisure (Pages 1083-1086)
19. Internal/External Audit (If any)
20. Update on Committee Structure Task & Finish Group  
(To Follow)
21. Notification of permission to proceed with Co-option for Casual Vacancy  
(Page 1087-1088)
22. Update on Co-option (Page 1089-1090)

## **GENERAL**

23. To consider quotes received for tree felling at Dog Hill Woods  
(Pages 1091-1100)
24. Ledbury Youth Consultation Exercise - Request from Councillor McAll  
(Pages 1101-1102)
25. Officer Reports (Pages 1103-1118)
- i. Town Clerk
  - ii. Deputy Clerk
  - iii. Community Development Officer
26. Outside Bodies (Pages 1119-1134)
- i. Stromstad Twinning Association – 17 November 2023
  - ii. Ledbury Food Group
27. Street Vote Development  
<https://www.gov.uk/government/consultations/street-vote-development-orders-consultation/street-vote-development-orders>
28. Date of next meeting
- To note that the next meeting of Full Council is scheduled for 28 March 2024
29. Exclusion of Press and Public
- In accordance with Section 1(2) of the Public Bodies Admission to Meetings) Act 1960, in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public are excluded from the remainder of the meeting
30. Citizen of the Year Nominations (Pages )
31. Notification of outcome of Insurance Claim against Ledbury Town Council  
(Pages )

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Police (1)**

**LEDBURY TOWN COUNCIL  
MINUTES OF A MEETING OF FULL COUNCIL  
HELD ON 7 DECEMBER 2023**

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

**ALSO PRESENT:** Angela Price -Town Clerk  
Julia Lawrence – Deputy Town Clerk  
1 Member of the public

**C167. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Bradford, Harvey, Howells, Newsham and Sinclair.

**C168. DECLARATIONS OF INTERESTS**

Councillors Hughes and McAll declared a non-pecuniary interest in agenda item no. 7 Recommendations from Other Committees – Annual Grant Applications as follows:

- Councillor Hughes – Ledbury Carnival, due to his wife being a member of the Committee and Ledbury Places due to being friends with one of the Trustees.
- Councillor McAll – Red Earth Arts due to his links with Ledbury Rugby Club

**C169. NOLAN PRINCIPLES**

**RESOLVED:**

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

**C170. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING OF FULL COUNCIL HELD ON 23 NOVEMBER 2023.**

Councillor Hughes queried minute no. C160 on page 893 noting that it stated that Councillor Sinclair had left the meeting at 9:05pm, but that Councillor Sinclair was then stated as having spoken in respect of minute no. C162.

Members asked that the Clerk check this and once amended these be signed as a correct record.



**RESOLVED:**

**That the minutes of the meeting of Full Council held on 23 November 2023 be approved and signed as a correct record, subject to an amendment to note that Councillor Sinclair left the meeting at 9.05 pm following minute no. C162.**

**C171. TO CONSIDER QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC IN ACCORDANCE WITH THE PROVISIONS OF STANDING ORDERS 3(E) AND 3(F)**

Mr Colwell informed members that he was attending the meeting to speak on behalf of the Grant Application from Ledbury Primary School and advised that he had submitted a letter to the Clerk from Ledbury Primary School PTA, which the Mayor read out to all Members.

Mr Colwell explained that the recent economic/cost of living situation has had a huge impact on families at the school. He pointed out that without the help of the PTA school trips may not be possible in the future. Mr Colwell informed members that he had been reaching out to local businesses to ask for grants to help cover the costs of the children's school trips and had received some funding support, however there was still a significant shortfall of funds to ensure the trips could go ahead.

Councillor Hughes updated members on the details of the discussions that had taken place regarding the Annual Grants at the EO Finance, Policy & General Purposes Committee meeting the previous night. It was suggested that if the applications were submitted as a request for funding towards a "Hardship" fund Ledbury Town Council would be better placed to consider the application. It was noted that the letter that Mr Colwell had submitted addressed this and Councillor Hughes explained that there is a recommendation from the Finance, Policy and General Purposes Committee later in the meeting to be considered by Full Council.

Councillor Morris informed Mr Colwell that the Ledbury Civic & District Society had written to all of the local schools to offer them a grant of £1,000 and that the PTA may wish to follow this up. Mr Colwell thanked Councillor Morris for this information and advised that he would follow this up.

The Chair thanked Mr Colwell for his input and advised that he was welcome to stay for the remainder of the meeting.

**C172. COUNCIL INSURANCE RENEWAL QUOTES**

Members were provided with information on three quotes received in respect of a possible three-year contract for Council insurance. Councillor Hughes advised that as the Chair of the Finance, Policy & General Purposes Committee he had visited the offices and reviewed the paperwork for all three quotes. He advised that he felt that quotes no. 1 and 3 appeared to be similar and

suggested that he was satisfied that they both offered what the Council were requesting.

**RESOLVED:**

**That Broker no. 1 be engaged to provide insurance cover for Ledbury Town Council for a 3-year period starting with effect from 18 December 2023.**

**C173. RECOMMENDATIONS FROM OTHER COMMITTEES**

**1. 2024/25 Draft Budget**

Members were requested to give consideration to the 2024/25 Draft Budget as recommended by the Finance, Policy & General Purposes Committee at its meeting on 6 December 2023, and to consider any further amendments to the budget accordingly.

Following considerable discussion it was **RESOLVED:**

- 1. That the Environment & Leisure Committee be asked to review the CCTV contract between Hereford CCTV Suite and Ledbury Town Council.**
- 2. That thanks be extended to administrative staff for their efforts with the Painted Room during periods when it is officially closed, whereby resources permitting they take visitors to view the Painted Room.**
- 3. That the Clerk make a formal representation to Herefordshire Council as to why there is such a large increase in fees for the premises licence for Weddings, and that a breakdown of costs be requested from Herefordshire Council in respect of the cost of the Wedding Premises Licence.**
- 4. That the £7,000 in the new budget line in respect of Smart Water be removed.**
- 5. That the budget amount for Christmas Lights be reduced to £15,000 noting that the Council will be considering a new contract for the Christmas Lights in 2024/25 and that the Environment & Leisure Committee be asked to work with Christmas Light providers to provide Christmas Lights within this budget.**
- 6. That the Draft Budget for 2024/25 be approved noting that the Precept request for Ledbury Town Council in 2024/25 is £682,400 which is a percentage increase per Band D equivalent property of 4.79%, which equates to an increase of £8.63 per year (£0.72 per Band D equivalent property per month).**

7. The Clerk be instructed to issue a press release providing information on the percentage increase of the 2024/25 precept request, in particular the percentage increase relevant to the £16,000 for the provision of the Daffodil Line and why.
8. The Clerk be instructed to submit the precept request for Ledbury Town Council to Herefordshire Council accordingly in the sum of £682,400.

## **2. Annual Grant Applications**

Members were requested to give consideration to the recommendations submitted by the Finance, Policy & General Purposes Committee in respect of grant applications for 2024/25 and make amendments where accordingly.

### **RESOLVED:**

**That the following organisations be awarded a grant from the 2024/25 annual grants budget, to be paid in April 2024:**

1. **Age UK Herefordshire & Worcester – To purchase indoor games for the Walk and Talk project - £210.48 – Local Government Act 1972 – S137 Financial Assistance.**
2. **Ledbury Places – Improvements to glass viewing area above the watercourse in the Heritage Centre - £1,900 (50% of overall project cost) – Local Government Act 1974 – S144 Power to Encourage Tourism.**
3. **Age UK Hereford & Localities – To support pop-up sessions for the over 50's - £1,000 – Local Government Act 1972 – S137 Financial Assistance.**
4. **Ledbury Food Group – Ledbury Celebration Day - £1,500 – Local Government Act 1974 – S144 Power to Encourage Tourism.**
5. **Buses 4Us CIC – Supporting in operating the Daffodil Line £16,000 in 2024/25 and £8,000 in 2025/26 – Local Government and Rating Act 1997 S27 (Stand-alone grant – not be taken from unspecified grants).**
6. **Busy Bees, Ledbury – To purchase a Discovery Water Run for the garden, to enhance learning opportunities - £399.99 - that the Clerk be instructed to write to Busy Bees to advise that Ledbury Town Council's 2023/24 grants are overspent, but that the Council would be minded to support this application as a request for funding in 2024/25, which would be paid in April 2024**



from the 2024/25 grants budget, subject to this being acceptable to Busy Bees.

7. Ledbury Primary School PTA – A request for funds to support a “Hardship” fund to help with costs towards school trips and events - £2,000 - Local Government Act 1972 – S137 Financial Assistance.

That a decision on the following application be deferred for more information:

8. Ledbury Poetry – Crucial Creators – To provide Holiday Activity Fun - £5,000 – that this application be deferred to allow Ledbury Poetry to provide clarity on why this amount of money is being requested, exactly what it would provide, and in what ways the money would be used to benefit the residents of the town, and information on how this project overlaps with other holiday provision already in place within Ledbury, such as the Rugby Club.

That the following Grant Applications be declined:

9. Ledbury 1<sup>st</sup> Rainbows – To provide rent of hall where they meet - £500 – on the grounds that it is a retrospective application and the Council’s grants criteria not permitting the payment of retrospective grants.
10. Red Earth Arts CIC – To provide a series of four free half-day drop-in art workshops primarily tailored for people who may be lonely and lack companionship – £2,200 – It was suggested that Red Earth contact Herefordshire Talk Communities to establish whether there are any other grant opportunities available to them.
11. Ledbury Carnival Association – Support for the annual carnival - £1,000 – That this application be declined on the grounds that the Carnival Association are currently in receipt of a three-year annual grant in the sum of £4,000 for 2024/25 and 25/26.
12. That the Ledbury Places application for Provision of Heritage Centre Information Leaflet in the sum of £1,050 be referred to the Planning, Economy & Tourism for consideration as part of the Working Party looking at a strategy for Tourism in Ledbury and ways in which Ledbury Town Council, the Heritage Centre and other Tourist Groups in Ledbury can work together and pool funds with the aim of producing more cohesive advertising for the town.

- 13. That when awarding multi-year grants, recipients be asked to consider offering support to other town events such as Carnival and Community Day, by way of volunteers etc.**

#### **C174. REVIEW OF INTERNAL PROCESSES AND SYSTEMS**

The Clerk provided a summary of the 'Review of Internal Processes and Systems' document detailing action required and anticipated time scales for those actions to be completed. Councillor Hughes proposed that these be adopted as presented.

##### **RESOLVED:**

**That the Review of Internal Processes and Systems document be adopted noting the actions required and suggested timescales for the completion as provided by the Clerk.**

#### **C175. TERMS OF REFERENCE**

- i. Environment & Leisure**
- ii. Finance, Policy & General Purposes Committee**
- iii. Planning, Economy & Tourism Committee**
- iv. Resources Committee**

Councillor Hughes proposed that the terms of reference be adopted as presented for the remainder of the municipal year, noting that they will be reviewed as part of the Committee Structure review.

##### **RESOLVED:**

**That the terms of reference be adopted as presented for the remainder of the 2023/24 municipal year.**

#### **C176. ST KATHERINE'S SQUARE**

Councillor Chowns proposed that recommendation no. 2 be accepted: 'That Helen Beale, Herefordshire Council Estates Manager be invited to meet with Councillors to provide more information on what options are available and how these could be met in respect of the square at St Katherines'.

##### **RESOLVED:**

**That Helen Beale, Herefordshire Council Estates Manager be invited to meet with Councillors to provide more information on what options are available and how these could be met in respect of the square at St Katherines.**

**C177. SMART WATER**

**RESOLVED:**

That Ledbury Town Council do not wish to progress the SmartWater Scheme in Ledbury at this time.

**C178. SUSPENSION OF STANDING ORDER 3(x)**

**RESOLVED:**

That Standing Order 3(x) be suspended for a period of 5 minutes to enable the remaining business of the agenda to be completed.

**C179. CORRESPONDANCE FROM LEDBURY HUNT**

**RESOLVED:**

That the letter and attached information received from Ledbury Hunt be received and noted.

**C180. DATE OF NEXT MEETING**

**RESOLVED:**

To note that the next meeting of Full Council is scheduled for 25 January 2024.

**C181. EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED:**

In accordance with Section 1(2) of the Public Bodies Admission to Meetings) Act 1960, in view of the confidential nature of 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.

**C182. FUTURE PROVISION OF BURIAL GROUNDS**

Councillor Hughes proposed that this agenda item be referred to the Environment & Leisure Committee for consideration.

**RESOLVED:**

That the Future Provision of Burial Grounds be referred to the next meeting of Environment & Leisure Committee.

**C183. MORTUARY LEASE**

**RESOLVED:**

**That members approved the Draft Mortuary Lease and, instruct the Clerk to sign the Lease on behalf of Ledbury Town Council.**

The meeting was adjourned at 9.47pm.

Signed ..... Dated .....  
(Town Mayor)

DRAFT

**FULL COUNCIL**  
**07 December 2023**

Minute No.	Action	To be Actioned by	Date Actioned	Comments	Status
C172	That broker no. 1 be engaged to provide insurance cover for LTC for a 3-year period starting with effect from 18 December 2023	TC	13.12.2023	Clear Insurance notified of outcome of Council	Completed
C173(1)	That the E & L Committee be asked to review the CCTV contract between HC CCTV Suite and LTC	DTC	04.01.2024	Report to be submitted to January E & L Meeting	Completed
C173(2)	That thanks be extended to administrative staff for their efforts with the Painted Room during periods when it is officially closed, whereby resources permitting they take visitors to view the Room	TC	08.12.2023	Thanks passed on	Completed
C173(3)	3. That the Clerk make a formal representation to Herefordshire Council as to why there is such a large increase in fees for the premises licence for Weddings, and that a breakdown of costs be requested from Herefordshire Council in respect of the cost of the Wedding Premises Licence.	TC	14.12.2023	Email sent to HC Registrar office - chase email sent 17.01.2024	Response awaited
C173(4)	That the £7,000 in the new budget line in respect of Smart Water be removed.	TC/RFO	07.12.2023	£7,000 removed from budget at meeting to enable budget process to be completed	Completed

C173(5)	That the budget amount for Christmas Lights be reduced to £15,000 noting that the Council will be considering a new contract for the Christmas Lights in 2024/25 and that the Environment & Leisure Committee be asked to work with Christmas Light providers to provide Christmas Lights within this budget.	TC/RFO	07.12.2023	That the amendment be made at the meeting to enable the budget process to be completed	Completed
C173(6)	That the Draft Budget for 2024/25 be approved noting that the Precept request for Ledbury Town Council in 2024/25 is £682,400 which is a percentage increase per Band D equivalent property of 4.79%, which equates to an increase of £8.63 per year (£0.72 per Band D equivalent property per month).	TC/RFO	07.12.2023	Draft budget approved at meeting	Completed
C173(7)	The Clerk be instructed to issue a press release providing information on the percentage increase of the 2024/25 precept request, in particular the percentage increase relevant to the £16,000 for the provision of the Daffodil Line and why.	TC/RFO	14.12.2023	Press Release published on line and sent to papers.	Completed
C173(8)	The Clerk be instructed to submit the precept request for Ledbury Town Council to Herefordshire Council accordingly.	TC/RFO	08.12.2023	Precept request submitted to HC and acknowledgement of receipt received	Completed
C173(2)	That the grants be awarded/declined as per the minutes	TC/RFO	Dec-23	Clerk to write to all grant applicants to advise on outcome of grants process	In Progress
C174	That the review of internal processes and systems document be adopted noting the actions required and suggested timescales for the completion of these as provided by the Clerk	TC	2024	Clerk to review and progress	In Progress

C175	That the terms of reference be adopted as presented for the remainder of the 2023/24 municipal year	TC	Jan-24	Terms of Reference to be submitted to individual standing committees	In Progress
C176	That Helen Beale be invited to meet with Cllrs to provide more information on what options are available and how these could be met in respect of the square at St Katherine	TC	Jan-24	Invite sent	Response awaited
C182	That the future provision of Burial Grounds be referred to the next meeting of the E & L Committee	DTC	04.01.2024	Report to be submitted to January E & L Meeting	Completed





## MOTION BY CLLR DON MCALL TO REVISE WAYS OF WORKING

### BACKGROUND:

On joining the Town Council last year, it quickly became apparent to me that we frequently struggled to give sufficient intellectual consideration to important topics before matters were exposed to the public. I fully recognise that transparency of matters and how the Council manages initiatives and issues are vital tenets of democratic government. However, it seems that, all too often, the Council is unable to give robust consideration to essential issues, consider options intelligently and comprehensively, debate fully, and take all views into account internally before exposing matters in an immature state to public scrutiny. This only serves to undermine public confidence.

I cite as an example the recent headline and follow-up article in the Ledbury Reporter dated 12<sup>th</sup> January:



To be clear, this is a comment on a discussion paper that has yet to be presented to the Full Council for analysis and consideration. That paper was put on distribution for consideration at tonight's meeting.

So, before any due consideration of options by the Council, we have headlines in the press questioning a possible move of the market and discussion on public 'fears' over a possible move. Before we have an opportunity to consider the various options and come to a coherent, thoughtful reflection on the way to proceed with the Charter market strategy, it seems that we have chosen to put out a fraction of the detail in a poorly informed attempt to stir up public anxieties well before the Council arrives at any conclusion on the direction it wants to present.

### IMPACT:

The impact of both this Council's actual and perceived effectiveness is significant.

- The Council is denied the opportunity to consider matters comprehensively.
- The public is given the impression that there is undue discord across the Council and that we are failing to weigh the matters we are entrusted to lead with any degree of competent intellectual rigour.

- It brings into question our ability to work together with due trust and respect in the public interest.
- Recognising that there is already widespread cynicism regarding the abilities of the Council given our somewhat choppy history, routinely releasing documents that have yet to be appropriately reviewed and which contain a range of potentially contentious options, does nothing to inspire confidence in our innate ability and internal processes.

#### PROPOSED CHANGE

It is my contention, that we must introduce a change to our working methods that provides sufficient opportunity for internal consideration of issues and initiatives. This would be a process in which councillors and staff would engage to consider a broad range of options, including those that might subsequently prove potentially controversial. In so doing, we can act collaboratively, with trust and respect, even if there is some warranted disagreement between individual councillors.

Thus, my motion is to establish a working party of selected staff and councillors to define and produce a procedure to support proper internal analysis and consideration of issues and initiatives before they are deemed fit for public consumption.

Cllr Don McAll  
16<sup>th</sup> January 2024

**LEDBURY TOWN COUNCIL**

**MINUTES OF A MEETING OF THE RESOURCES COMMITTEE  
HELD ON 7 DECEMBER 2023**

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

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

**R29. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Bradford.

**R30. DECLARATIONS OF INTEREST**

No declarations of interest were received.

**R31. TO APPROVE THE MINUTES OF A MEETING OF THE RESOURCES COMMITTEE HELD ON 5 OCTOBER 2023**

Councillor Hughes raised concerns in respect of the accuracy of minute no. R27. He did not believe it was a fair representation of what had been discussed and agreed. He stated that it was his recollection that the committee had discussed the need for a policy for measures to protect council staff and that such a document would be brought forward for adoption in due course.

Councillor Hughes believed that what had been said at the meeting had been that there was a need for a policy and a clearly written document outlining what would be required and that that would have to be approved by Council. He stated that it had been resolved that the Clerk would draft a Distancing Policy designed to protect staff from unwelcome, persistent communications from both Councillors and members of the public. He stated that this was absolutely right and that he remembered this to be the case and that the Clerk had provided this on the agenda for consideration.

He recalled that there had been discussion as to why this matter had been raised and as something that needed to be in place currently, and it was his view that the context of that was that there was an urgency about the need because of a specific example that had been raised to the Mayor about the behaviour of one councillor and that in the context of that it would be taken forward that "should" it be found Prima Facie that a Councillor was indeed behaving in such a way in the context of a policy of this council, that a particular Councillor had been in breach of that policy, then in order to protect Council staff, the policy would then be brought into effect to protect staff.

Councillor Hughes noted that the committee had discussed what would happen in the event of a Member being found in breach of a policy adopted by the Council and at that point it included a number of those present saying that a senior Councillor would be asked to take on the particular role. It was at that point that several of those present had stated that they did not want to do this in a particular context that was being discussed and that Councillor Hughes agreed that should there be a policy in place, and should there be evidence of a breach that he would be willing to act as a single point of contact. He agreed that it was clear that a certain person had been named at that meeting but that it made it sound as if the council were acting three or four steps ahead of where they were. There was no policy in place, no-one had been found in breach of that policy and yet it was being said that Councillor Hughes would be the single point of contact, as he had agreed to be in the event of a single point of contact.

He noted that these minutes were draft and had been to full council and he expressed his concern and disagreement with the whole sense of how minute no. R27 had been framed and asked that consideration be given to this minute being reframed and that it be noted that this needs to be reframed, which he proposed, and that then is reported to full council, as it had already been reported to full council, and then it comes back to the Committee to be reframed and in that context he stated that he would not be able to vote the minutes through as a correct record of the meeting.

Councillor Hughes clarified that without a policy in place action to put a single point of contact in place at this time cannot take place.

Councillor Chowns advised that his recollection of the discussion was that the suggestion of a single point of contact at this time was not conditional on there being a policy in place, he believed that it was a temporary acute measure in the circumstances, and he stated that if that was his misunderstanding then he can only apologise. He added that as the minute involves Councillor Hughes he is perfectly willing to accept his interpretation of what he understood of that conversation and accepted that in that context the minute does need to be redrafted. However, he added that at the time he thought the offer was in the acute situation that a member of staff had been put in a difficult position, but reiterated that he accepted Councillor Hughes' recollection, as he understood what he was offering.

Councillor Hughes reiterated that the minute was not his recollection of what had happened, as without a policy how could this be implemented, as the policy would state that the person who was going to the single point of contact would be the person who would contact a councillor to advise them that they would be the single point of contact. All Members acknowledged that this was not discussed.

As no proposal had been made at this point that the minutes be accepted as a true record Councillor l'Anson asked if Councillor Hughes had listened to the recording and suggested that it would be sensible for all Members to listen to the recording of the meeting held on 5 October 2023 and that the approval of the minutes be deferred until such time all Members of the committee were able to review the recording.

It was noted that the minutes had only been received and noted at Full Council and therefore it was possible to defer any decision on the approval of the minutes.

**RESOLVED:**

**That approval of the minutes of the meeting held on 5 October 2023 be deferred until such time as all Members present could review the recording of the meeting.**

**R32. ACTON SHEET**

**RESOLVED:**

That the action sheet be received and noted.

**R33. SICKNESS ABSENCE STATISTICS**

**RESOLVED:**

**That the report on sickness absence statistics be received and noted.**

**R34. ACCIDENTS REPORTED JAN – DECEMBER 2023**

**RESOLVED:**

**That the report on accidents from Jan – Dec 2023 be received and noted.**

**R35. POLICIES FOR RECOMMENDATION TO FINANCE, POLICY & GENERAL PURPOSES COMMITTEE**

**i. Draft Training Policy & Succession Planning Documentation**

Members raised concern in respect of the repayment of training costs, should a member of staff leave the employ of the Council within a set time of receiving the training. It was proposed that the first paragraph should be removed.

ii. Draft Anti-Harassment and Bullying Policy

Section headed "Harassment"

It was felt that the paragraph following the list of harassment examples should be brought forward to the start of this section, as this provides clarification on the definition of harassment.

That the following two paragraphs should be amended to read as follows:

Harassment is unwanted **repetitive** conduct related to a relevant protected characteristic (an area covered by discrimination legislation) which has the purpose of effect of violating an individual's dignity, or creating an intimidating, hostile, degrading, humiliating or offensive working environment for them.

Harassment will also occur where a colleague is **repeatedly** treated less favourably because they have rejected or refused to submit to sex-based harassment, sexual harassment, or gender reassignment harassment.

**RESOLVED:**

**That the following policies be recommended to the Finance, Policy & General Purposes Committee for consideration, subject to the following amendments:**

i. **Draft Training Policy & Succession Planning Documentation**

**Examinations – that this be reworded as follows:**

***"Staff will be given suitable study leave ahead of examinations."***

**Repayment of Training Costs – that the first paragraph be removed.**

ii. **Draft Anti-Harassment and Bullying Policy**

**That the paragraph following the list of harassment examples should be brought forward to the start of this section.**

**That the following two paragraphs should be amended to read as follows:**

**Harassment is unwanted **repetitive** conduct related to a relevant protected characteristic (an area covered by discrimination legislation) which has the purpose of effect of**



violating an individual's dignity, or creating an intimidating, hostile, degrading, humiliating or offensive working environment for them.

Harassment will also occur where a colleague is **repeatedly** treated less favourably because he or she has rejected or refused to submit to sex-based harassment, sexual harassment, or gender reassignment harassment.

iii. **Draft Unpaid Leave Policy**

That this be recommend as presented, subject to "draft" being included on the document.

R36. **DATE OF NEXT MEETING**

**RESOLVED:**

To note that the date of the next meeting of the Resources Committee is scheduled for 1 February 2024.

R37. **EXCLUSION OF PRESS AND PUBLIC**

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.

R38. **STAFFING MATTERS**

**RESOLVED:**

That the outcome of the Appeal Hearing be received and noted.

The meeting ended at 7.27pm.

Signed .....

Dated .....



**LEDBURY TOWN COUNCIL**

**MINUTES OF A MEETING OF THE PLANNING, ECONOMY & TOURISM  
COMMITTEE HELD ON 14 DECEMBER 2023**

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**PRESENT:** Councillors Furlonger, Hughes, McAll and Morris (Chair)

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

**P133. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Bradford, Harvey, Howells, and l'Anson.

**P134. DECLARATIONS OF INTEREST**

No declarations of interest were received.

**P135. PUBLIC PARTICIPATION**

No members of public were present.

**P136. NOLAN PRINCIPLES**

**RESOLVED:**

That the Nolan Principles be received and noted.

**P137. TO APPROVE AND SIGN AS A CORRECT RECORD, THE MINUTES  
OF THE MEETING OF THE PLANNING, ECONOMY, & TOURSIM  
COMMITTEE HELD ON 9 NOVEMBER 2023**

**RESOLVED:**

That the minutes of the meeting of the Planning, Economy & Tourism Committee be approved and signed as a correct record, subject to the following amendment:

Minute no. P117 (P81a.1) – that this be amended to read “That the links be improved with Stromstad and that the Clerk and Community Development Officer be authorised to open a dialogue with them on ways in which this can be achieved.”

**P138. TO REVIEW THE ACTION SHEET**

Members were provided with updates on items within the action sheet.

**RESOLVED:**

**That the following items from within the action sheet be noted:**

- 1. Minute No. P46 – Commissioning of a Business Plan for the TIC that this item should be considered as part of the Tourism Strategy via the Tourism Task & Finish Group, and therefore be removed from the action sheet.**
- 2. Minute No. P104.3 – That a further Markets Working Party be held once the Market Strategy has been considered by Full Council.**
- 3. P117.4 – That the Clerk arrange a meeting to create an action plan for the Painted Room with a report to be submitted to the January meeting of Planning, Economy & Tourism Committee.**
- 4. P124.2 – That due to the amount of information provided in respect of conditions of planning application 223921 it was agreed that this item would remain on the action sheet until the next meeting of the committee.**
- 5. P128.2 – That the Clerk contact Clare Stone to ask whether she would be willing to work with LTC to prepare a funding application via BSIP for a Hopper type bus service in Ledbury.**
- 6. P131 – That Councillor Harvey’s response to the question from the Committee in respect of S106 monies being used to purchase bins for all new properties be received and noted.**
- 7. The Clerk look into getting a temporary replacement defibrillator until such time the Council owned defibrillator can be located.**

**P139. REPORT ON TRADERS MEETING ATTENDED BY COMMUNITY DEVELOPMENT OFFICER**

**RESOLVED:**

- 1. That the report be received and noted, but that the CDO be asked for clarification in respect of the third paragraph “... the Market was established to complement the event and help create synergy in the town.”**

**P140. NOTES OF A MEETING WITH BUSES 4US**

**RESOLVED:**

**That the notes of the meeting with Buses 4Us be received and noted.**

**P141. PAINTED ROOM VISITOR NUMBERS**

**RESOLVED:**

**That the Painted Room visitor numbers be received and noted.**

**P142. UPDATE ON TOURISM STRATEGY**

Members were provided with an update on the meeting of the Tourism Task & Finish meeting that had been held on 13 December 2023.

Councillor Hughes advised that there had been some discussion at the meeting on 13 December 2023 around the USP for the Strategy. It had been recognised that there are several SP's that are not necessarily unique but that are relevant to the strategy. He advised that these included Heritage, Merchants & Markets and the Poetry Town.

Councillor Hughes noted that the Task and Finish Group had agreed that Members with specific interests in these areas would bring information to the next meeting of the Task and Finish Group for further discussions and consideration in respect of the strategy content. He also noted that the Task & Finish Group had recognised that the Town Council should remain the lead on this.

Councillor McAll asked whether the Market Strategy and Tourism Strategy should be looked at in tandem? It was felt that this was a good point to consider and an offer was made to Councillor McAll to join the Task and Finish Group to help contribute to the formation of the Tourism Strategy.

**RESOLVED:**

- 1. That the minutes of the Task and Finish Group meeting held on 1 November 2023 be received and noted.**
- 2. That the notes of the Tourism Strategy Communications Steering Group meeting be received and noted.**

3. **That Councillor McAll be invited to join the Tourism Task & Finish Group.**

**P143. NOTES OF A MEETING WITH STRÖMSTAD TOURIST INFORMATION CENTRE HELD ON 23 NOVEMBER 2023**

Members were advised that since the meeting Ledbury and Strömstad had exchanged Christmas messages and recipes for their relevant Newsletters as a first step to building a relationship.

**RESOLVED:**

**That the notes of a meeting with Strömstad Tourist Information Centre held on 23 November 2023 be received and noted.**

**P144. PLANNING APPLICATIONS**

- i. Planning Application no. 233266

Proposed change of use proposal from a mixed use to 5 residential units for a building connected to a Grade II listed building – The Royal Hall, 5A The Southend, Ledbury, Herefordshire, HR8 2EY

**RESOLVED:**

**Objection to this planning application in its current form, considered that the application is incomplete, and Members would like to see more information, in particular, but not exclusively in respect of structural suitability for the proposed development; safe access to and exit from all five properties; services & sewage management; parking; and bin storage.**

- ii. Planning Application no. 233267

Proposed change of use proposal from a mixed use to 5 residential units for a building connected to a Grade II listed building – The Royal Hall, 5A The Southend, Ledbury, Herefordshire, HR8 2EY – **LISTED BUILDING CONSENT**

**RESOLVED:**

**Objection to this planning application in its current form, considered that the application is incomplete, and Members would like to see more information, in particular, but not exclusively in respect of structural suitability for the proposed development; safe access to and exit from all five properties; services & sewage management; parking; and bin storage.**

- iii. Planning Application no. 233359

Proposed extension (Retrospective) – The Willows, The Homend, Ledbury, HR8 1AP

**RESOLVED:**

**No objection.**

- iv. Planning Application no. 233360

Proposed extension (Retrospective) – The Willows, The Homend, Ledbury, HR8 1AP – **LISTED BUILDING CONSENT**

**RESOLVED:**

**No objection.**

- v. Planning Application no. 233391

T1 – Purple Plum, reduce in height to approximately 8 meters, reducing in height be approximately 3 meters. Reason – outgrown situation – T2 – Birch, reduce height to approximately 12 meters to where previously cut. Lightly reduce outer canopy to balance, pruning clear of Italian Cypress. Reason – outgrown situation - **183 The Homend, Ledbury, Herefordshire, HR8 1BS**

**RESOLVED:**

**No objection.**

- vi. Planning Application no. 233443

Proposed mobility scooter store and bin enclosure screens, with associated ground work and paving.

**RESOLVED:**

**No objection.**

**P145. TABLED APPLICATIONS**

None presented.

**P146. PLANNING DECISIONS**

**RESOLVED:**

That the planning decisions be received and noted.



**P147. TO APPROVE INVOICES FOR PAYMENT FOR DECEMBER (FINAL)**

**RESOLVED:**

**That the invoices for payment be approved for payment in the sum of £43,525.99 plus VAT.**

**P148. TRAFFIC MANAGEMENT WORKING PARTY**

Members were requested to give consideration to the recommendations from within the Traffic Management Working Party report prepared by Councillor Howells.

**RESOLVED:**

- 1. That the minutes of the meeting of the Traffic Management Working Party held on 6 December 2023 be received and noted.**
- 2. That the following recommendations from within the Traffic Management Report, be referred to Full Council for consideration.**

**Heavy Vehicle Issues**

<b>Recommendation</b>	<b>Action</b>	<b>Timescale</b>	<b>External Ass Required?</b>
That two enforceable mandatory "7.5 Tonne signs except for access to the town centre" be sited at the base of New Street and Lower Road. This would alleviate the town being used as a short cut for such traffic and protect the town and its historic buildings	Being considered as part of the S106 review of road signs in and around Ledbury		
That the current town centre signs be replaced and three new signs, denoting the amended town centre boundary as per the unitary plan on the Worcester Road, Southend and New Street be installed and re-positioned to reflect the amended boundaries	Being considered as part of the S106 review of road signs in and around Ledbury		
Contact SatNav Companies to update their information	Recommend that Council adopt this as policy		

### Visibility & Safety Measures

Recommendation	Action	Timescale	External Ass Required?
Install new/improved warning signs	Being considered as part of the S106 review of road signs in and around Ledbury		

### Other Issues of Road Safety Concern

Recommendation	Action	Timescale	External Ass Required?
Falcon Lane - Reduce weight and width limit, erect "no entry except for access" signs, Impose reduced speed limit of 30mph from Hereford Road to Lilly Hall Lane.	To be considered as part of the S106 review of the road signs in and around Ledbury		
Improved signage to take into consideration of Worcester Road/Gloucester Road entrances to town, with improved early warning signs at the Gloucester Road roundabout and on Worcester Road at Eastnor Road Junction for heavy vehicles (7.5 tonnes except for access) and "Must turn Right" sign at Top Cross from Gloucester or "Must Turn Left" from Worcester	To be considered as part of the S106 review of the road signs in and around Ledbury		

### Parkway Issues

Recommendation	Action	Timescale	External Ass Required?
Improvements to footpath to town centre	Recommend that council make this a priority		

### Proposed Measures to Improve Business Parking

Recommendation	Action	Timescale	External Ass Required?
To be considered in the future: Car and Coach parking; park and ride scheme	Recommend as a future aspiration		

### Measures to Improve Railway Station and Public Transport

Recommendation	Action	Timescale	External Required?	Ass
Support opportunities to secure project feasibility studies funding for improvements to station accessibility and facilities	Recommend to Council that it become Council policy to work with groups such as GWR, WMR in respect of this			

4. That recommendations in respect of road safety for pedestrians and cyclists be deferred until such time as a map showing the proposed locations for various crossings can be provided.
5. That item i. of the “Visibility & Safety Measures” be deferred until such time maps and photographs of the specific areas can be provided.
6. That item iii. of “Consideration of Safety Measures” be deferred until such time maps and photographs of the specific areas can be provided and be incorporated with (4) above once information is available.
7. That item vi. of “Other Issues of Road Safety Concern” be deferred until such time maps and photographs of the specific areas can be provided and be incorporated with (4) above once information is available.

#### **P149. MINUTES OF A MEETING OF THE JOHN MASEFIELD MEMORIAL WORKING PARTY HELD ON 29 NOVEMBER 2023**

##### **RESOLVED:**

That the minutes of a meeting of the John Masefield Memorial Working Party held on 29 November 2023 be received and noted.

#### **P150. TO REVIEW THE INITIAL DATA REPORT PRIOR TO SUBMISSION TO THE COMMITTEE STRUCTURE WORKING PARTY**

##### **RESOLVED:**

That the Data Report be submitted to the Committee Structure Working Party for further consideration in conjunction with similar reports from the Council’s other Standing Committees.

**P151. CONSIDERATION OF REMAINING BUSINESS**

Due to it being 9.00pm Members considered whether to suspend Standing Order 3x to allow for the remaining business of the agenda to be completed. However, it was agreed that the remaining business could be deferred to the next meeting of the Planning, Economy & Tourism meeting.

**RESOLVED:**

**That agenda items 19 to 22 be deferred to the next meeting of the Planning, Economy & Tourism Committee.**

**P152. DATE OF NEXT MEETING**

**RESOLVED:**

**To note that the next meeting of the Planning, Economy & Tourism Committee is scheduled for 11 January 2024.**

The meeting ended at 9:00pm.

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



## LEDBURY TOWN COUNCIL

### MINUTES OF A MEETING OF THE PLANNING, ECONOMY & TOURISM COMMITTEE HELD ON 11 JANUARY 2024

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

**ALSO PRESENT:** Angela Price – Town Clerk  
Sophie Jarvis – Minute Taker  
6 members of the public

**P153. APOLOGIES FOR ABSENCE**

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

**P154. DECLARATIONS OF INTEREST**

No declarations of interest were received.

**P155. PUBLIC PARTICIPATION**

Committee members voted to bring forward the following items on the agenda to allow the members of the public to speak:

Agenda Item 8 – Heritage Brochure for Ledbury  
Agenda Item 14 – Correspondence received from Lidl

**P156. CORRESPONDENCE RECEIVED FROM LIDL**

Rhydian Griffiths and Rob Mitchell were present at the meeting on behalf of Lidl and provided members with a verbal update on the revised Lidl Proposal in respect of the Land south of Leadon Way and Dymock Road.

Mr Griffiths explained that they had taken the comments made in the inspector's report at the appeal, in respect of their previous application no. 201718, that had been refused. He informed members that they have taken on the comments regarding the possible impact that a new Lidl store would have on the town centre and advised that Lidl are now looking into a notably smaller store which will have a lower impact on the town centre.

Mr Griffiths informed Members that they are in the process of putting together a new plan and want to avoid 'overtrading' which is a huge issue in today's local shopping pattern. It was also noted that there would be space for a nursery and a medical centre within this plot and he advised that they had entered discussion with the NHS in respect of the potential for a surgery.

Councillor Furlonger asked what the new square footage of the smaller store would be, and they informed members that it would be 1,949 square feet.

Ewen Sinclair, who was at the meeting as a member of the public, informed members that he was in support of this pre application, and he had not agreed with Ledbury Town Council's decision objecting to the previous application no 202728. He explained that with the new properties being built the town centre is doing notably well and traders are not concerned about competing with Lidl as they sell completely different products.

Councillor McAll asked the Lidl representatives how they would help with the nursery and medical centre. Mr Griffiths informed members that there will be funding that can be applied for, board approvals and pre-let agreements.

Councillor l'Anson noted that with the influx of houses being built, Ledbury would benefit extremely from a new nursery and medical centre.

Rhydian Griffiths, Rob Mitchell and Ewen Sinclair left the meeting at 7:23pm.

Councillor Bradford proposed that the Clerk be instructed to write to Mr Griffiths to advise that Ledbury Town Council would like to continue a dialogue at appropriate times regarding the pre application and beyond in respect of their proposal for the Land South of Leadon Way and Dymock Road, Ledbury.

**RESOLVED:**

**That the Clerk be instructed to write to Mr Griffiths to advise that Ledbury Town Council would like to continue a dialogue at appropriate times regarding the pre application and beyond in respect of their proposal for the Land South of Leadon Way and Dymock Road, Ledbury.**

**P157. HERITAGE BROCHURE FOR LEDBURY**

Penelope Shaw informed members that the Heritage Open Days brochure was a successful overarching document to attract visitors to the town. However, this only included snippets of information on the Heritage buildings, and it would be beneficial to have specific brochures produced for individual attractions such as The Butcher Row Museum and the Heritage Centre, etc. Ms Shaw informed members that this would be a piece of literature that visitors could take home with them.

Councillor McAll noted that having a consistent brand for promoting tourism in the town and brochures would have much more power and effect rather than having lots of different publications.



Councillor Bradford noted that any leaflets promoting tourism in Ledbury should be available all around the country to promote the town and encourage people to visit from all over rather than handing out leaflets to visitors that have already visited Ledbury. Councillor Bradford also commented that with today's modern technology these brochures should be available to view online. Mark Waller confirmed that if they received the grant there would be a PDF version of the brochure available online.

Penelope Shaw noted that there should be one website created to promote tourism in Ledbury through the Tourism Steering Group.

Councillor Furlonger questioned the idea of reinforcing the experience of visiting Ledbury through a brochure rather than creating one to drive people to visit the town.

The Chair noted all comments made and asked Mr Waller and Ms Shaw for their support and contribution in the Tourism Steering Group and to help create a consistent corporate identity. The Chair also confirmed that the grant application would be referred back to the next Finance, Policy and General Purposes Committee for approval, and asked that Ledbury Places provide a breakdown of costs and details on how many brochures the grant would help to produce.

Mark Waller, Penelope Shaw and Ellie Scanlan left the meeting at 7:43pm.

**RESOLVED:**

1. **That Ledbury Places provide more detailed information on the cost breakdown to produce the Heritage Brochures on their grant application and include details of how many brochures will be produced.**
2. **That on receipt of the additional information the application will be referred back to the March Finance, Policy and General Purposes Committee meeting for consideration.**

**P158. NOLAN PRINCIPLES**

**RESOLVED:**

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

**P159. TO APPROVE AND SIGN AS A CORRECT RECORD, THE MINUTES OF THE MEETING OF THE PLANNING, ECONOMY, & TOURSIM COMMITTEE HELD ON 14 DECEMBER 2023.**

**RESOLVED:**

**That subject to spelling errors being corrected the minutes of the Planning, Economy & Tourism Committee held on 14 December 2023 be approved and signed as a correct record.**

**P160. TO REVIEW THE ACTION SHEET**

Members discussed minute no. P138.2 on the action sheet – That a further Markets Working Party will be held once the Market Strategy has been considered by Full Council. Councillor Bradford proposed that the Markets Working Party time be moved to 5:30pm/6:00pm to encourage shop traders to attend after closing hours, all members were in favour.

The Clerk provided an update on minute no. P138.5 on the Action Sheet – That the Clerk contact Clare Stone to ask whether she would be willing to work with LTC to prepare a funding application via BSIP for a hopper type bus service in Ledbury. The Clerk informed members that she had met with Clare Stone earlier that day and Clare had informed her that there are a number of funding options which could be available to help set up this service and Clare confirmed that she is happy to work with Ledbury Town Council to achieve this. The Ledbury Hopper Bus Service be included on the next Traffic Management Working Party agenda.

**RESOLVED:**

- 1. That the Action Sheet be received and noted.**
- 2. That the Markets Working Party be scheduled to a later time to encourage shop traders to attend.**
- 3. That the Ledbury Hopper Bus Service be included on the next Traffic Management Working Party agenda.**

**P161. NOTES OF A MEETING OF THE TOURISM TASK & FINISH GROUP HELD ON 13 DECEMBER 2023**

**RESOLVED:**

**That the notes of a meeting of the Tourism Task & Finish Group held on 13 December 2023 be received and noted.**

**P162. NOTES OF A MEETING TO DISCUSS POTENTIAL HISTORY FESTIVAL FOR HEREFORDSHIRE**

Members noted that it would be beneficial to have council representatives present at these meetings as well as the CDO, subject to the meetings be held during working hours.

**RESOLVED:**

- 1. That the notes of a meeting to discuss potential history festival for Herefordshire be received and noted.**
- 2. That the Clerk contact the Group to request that Councillor Morris, Councillor Furlonger and the CDO (subject to meetings being held during working hours) be invited to join the Group and that they express a wish for Ledbury to participate in the potential history festival for Herefordshire.**

**P163. PLANNING CONSULTATIONS**

- i. Planning Application no. 233023

Proposed variation of conditions 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 19, 20, and 25 of planning permission 2122433 (variation of conditions 4, 15, 19, and 24 of planning permission 192482 (Outline planning permission with all matters reserved (save access) for the erection of up to 140 dwellings (use Class C3) with associated parking, access roads, public open space, landscaping, sustainable urban drainage, and associated works) – to include revised plans and reports reflecting revised location of roundabout) – To include revised plans and reports reflecting the relocation of the off-site footway/cycleway and the addition of a section on infill – Land South of Leadon Way, Ledbury, Herefordshire.

**RESOLVED:**

**That the Major Planning Applications Working Party be convened to discuss planning application no. 233023.**

**P164. TABLED APPLICATIONS**

**RESOLVED:**

**There were no tabled applications.**

**P165. PLANNING DECISIONS**

**RESOLVED:**

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

**P166. PLANNING DECISION CONDITIONS – PLANNING APPLICATION NO. 223921**

**RESOLVED:**

**That the further information provided on planning application no. 223921 be received and noted.**

**P167. SECTION 106 (STANDING ITEM)**

The Chair requested that Section 106 updates be provided via a link rather than include extra paperwork in the agenda pack to save paper.

**RESOLVED:**

**That the Section 106 update be received and noted.**

**P168. UPDATE ON ALDI BUS SERVICE**

Councillor Furlonger suggested that the Aldi Bus Service could be taken over by Lidl if there were successful in their new application.

**RESOLVED:**

**That the update on the Aldi Bus Service be received and noted.**

**P169. REQUEST FROM COUNCILLOR SIMMONS IN RESPECT OF REPLACEMENT ROAD SIGN FOR BIDDULPH WAY**

Members instructed the Clerk to obtain quotes for the replacement road sign for Biddulph Way to be considered.

**RESOLVED:**

**That the Clerk obtain quotes for the replacement road sign for Biddulph Way to be considered at the next Planning, Economy & Tourism Committee meeting.**

**P170. CORRESPONDENCE RECEIVED FROM LOCAL RESIDENT**

Members noted the correspondence received from a local resident regarding the pavements in town and agreed that the email should be forwarded onto the Locality Steward, Herefordshire Council Ward Councillors, and the Traffic Management Working Party.

**RESOLVED:**

**That the correspondence from a local resident regarding the pavements in Ledbury be forwarded onto the Locality Steward, Herefordshire Council Ward Councillors and the Traffic Management Working Party.**

**P171. NOTIFICATION OF ROAD CLOSURE AT TOP CROSS**

The Clerk informed members that Balfour Beatty Living Places have confirmed that Knapp Lane will be closed during the works taking place at Top Cross. However, there will be access for emergency services.

**RESOLVED:**

**That the notification of the road closure at Top Cross be received and noted.**

**P172. DATE OF NEXT MEETING**

**RESOLVED:**

**To note that the next meeting of the Planning, Economy & Tourism Committee is scheduled for 8 February 2024.**

The meeting ended at 8:32pm.

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



**LEDBURY TOWN COUNCIL**  
**MINUTES OF A MEETING OF THE ENVIRONMENT AND LEISURE COMMITTEE**  
**HELD ON 4 JANUARY 2024**

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**PRESENT:** Councillors Bradford, Chowns (Chair), l'Anson & Sinclair.

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

**E69 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Eakin, McAll and Newsham.

**E70 DECLARATIONS OF INTEREST**

**RESOLVED:**

None received.

**E71 THE NOLAN PRINCIPLES**

**RESOLVED:**

That the Nolan Principles be received and noted.

**E72 PUBLIC PARTICIPATION**

No members of the public were present at the meeting.

**E73 TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING OF THE ENVIRONMENT & LEISURE COMMITTEE HELD ON 2 NOVEMBER 2023**

Members requested that, as stated in Minute No. E58 War Memorial Ownership, there should be an item in the next Council Newsletter to “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”.

**RESOLVED:**

1. That the Minutes of the Meeting of the Environment & Leisure Committee held on 2 November 2023 were approved and signed as a correct record.
2. That an article be included in the next Council Newsletter advising members of the public that the Town Council are Custodians of the War Memorial on behalf of the people of the town.

## **E74 TO REVIEW ACTION SHEETS**

Members were very pleased with the amount of progress made in completing tasks on the action sheet and expressed their appreciation to Officers. Members asked that in future only outstanding items in red should be shown on the Action Sheets.

### **RESOLVED:**

**That the Action Sheet be received and noted.**

## **E75 CCTV CONTRACT WITH HEREFORDSHIRE COUNCIL**

Councillor Bradford queried whether a new camera had been put in underneath the Market House as he was unable to locate it. Members asked the Deputy Clerk to check if this has been installed.

Members agreed that they would like more detail including a list of where all the cameras are located and their field of vision, and that this information should be an annex to the Service Level Agreement.

Members were advised that there are difficulties communicating with the CCTV Monitoring Office and that the Town Council no longer receive quarterly reports as was the case in the past. Members instructed the Deputy Clerk to investigate why the Council can no longer have direct access to the footage from the CCTV cameras.

Councillor Sinclair proposed that the CCTV Contract – Service Level Agreement (“SLA”) report be accepted in principle subject to Ledbury Town Council receiving clarification regarding access and further details on locations of all cameras and the field of vision that they cover.

### **RESOLVED:**

- 1. That the Deputy Clerk investigate if a new camera had been installed underneath the Market House.**
- 2. That more information be retrieved from the CCTV Monitoring Office including details on where all cameras are located and their field of vision.**
- 3. That the Deputy Clerk investigate why Ledbury Town Council no longer receive quarterly reports from the CCTV Monitoring Office.**
- 4. That the CCTV Contract – Service Level Agreement report be accepted in principle subject to Ledbury Town Council receiving clarification regarding access to footage along with details on locations of all cameras and the field of vision that they cover and that this be reported back to Full Council.**
- 5. That the Herefordshire CCTV News and Annual Report provided be received and noted.**



## **E76 CCTV UPDATE**

Members noted that should Herefordshire Council not continue with the provision of new CCTV at the Recreation Ground, then Ledbury Town Council would have to cover the cost for any new equipment.

Members also noted that it would be beneficial to investigate options of installing a CCTV camera on the Methodist Church to cover down Bye Street which would also come under the Herefordshire Council contract.

Members discussed why the camera in Dog Hill Wood had been removed from the CCTV Policy. Councillor Bradford informed members that the previous camera had been a wildlife camera with only a 12-month battery life and that in line with health and safety measures you need someone with a licence to install these and who also had a licence to work at height. Members asked the Deputy Clerk to check with the Ledbury Town Council contractor to see if he had an appropriate licence.

Members were advised that Officers were still waiting to hear back from Caroe & Partners in respect of their fees to assist in the installation of cameras at the Council Offices.

### **RESOLVED:**

- 1. That the amendments to the Council's CCTV Policy be approved.**
- 2. That should Herefordshire Council not continue with the provision of CCTV cameras at the Recreation Ground Ledbury Town Council investigate the cost to install a camera at Bye Street to be linked into the Hereford CCTV system.**
- 3. That the Deputy Clerk check with the Council's contractor to establish whether he has an appropriate licence for working at height to install a camera at Dog Hill Wood.**

## **E77 WALLED GARDEN – LICENSE TO CULTIVATE**

Councillor Bradford stated that the Walled Garden is not Ledbury Town Council's property, and the Town Council should not be paying to maintain this area. Councillor Bradford suggested that Herefordshire Council should take ownership of this area back.

Councillor Sinclair proposed that a report be submitted to the next Committee Meeting to inform members on how much of the precept has been spent in the last 12-months for maintaining the Walled Garden and other walkways in Ledbury, such as Deer Park and New Mills, and who is also responsible for these areas.

**RESOLVED:**

**That a report be submitted to the next Meeting of the Environment and Leisure Committee providing a breakdown of the costs to Ledbury Town Council in respect of maintaining the Walled Garden and other walkways (i.e. Deer Park and New Mills) over the past 12 months.**

**E78 CEMETERY FEES – COMPARISONS**

Members noted that Ledbury cemetery fees are significantly lower than other local Market Towns and that the Council should consider increasing their costs so that they are in line with other Market Towns. However, Members agreed that the fees should be increased gradually.

Councillor Chowns proposed that the 'Exclusive Right of Burial exceeding 18 years (Ledbury Resident)' should be increased from £462.00 to £500.00 and that the 'Exclusive Right of Burial in Garden of Remembrance (Ledbury Resident)' should be increased from £154.00 to £200.00 and that all other cemetery fees remain the same.

**RECOMMENDATION:**

**That Members of the Environment and Leisure Committee meeting submit the following recommendations to Full Council for approval in respect of an increase to the current Cemetery Fees and Charges.**

- 1. That the Exclusive Right of Burial exceeding 18 years (Ledbury Resident) be increased from £462.00 to £500.00.**
- 2. That the Exclusive Right of Burial in Garden of Remembrance (Ledbury Resident) be increased from £154.00 to £200.00.**

**E79 PLAQUE FOR CEMETERY CHAPEL**

Two options had been presented to Members on the design of a plaque to be displayed in the Cemetery Chapel listing past Mayors and Councillors who had passed away.

Members decided that they would like a more detailed sketch to be provided at the next Committee Meeting to include option 2 but with an additional column including the number of years the person served at Ledbury Town Council. Members also liked the design with red ink and requested that something similar be incorporated into it like a dark red/burgundy.

**RESOLVED:**

- 1. That a more detailed sketch be provided at the next Committee Meeting to include option 2 but with an additional column including the number of years the person served at Ledbury Town Council.**
- 2. That something similar to the red ink shown in the design be used, i.e. a dark red/burgundy colour.**

## **E80 CHRISTMAS LIGHTS**

Members considered the possibility of purchasing the Christmas lights from Blachere, which had been in place for the past three years as part of the contract. However it was felt that this could incur more hidden costs than initially considered.

Members agreed that it would be wise to focus on just the centre of the town for Christmas Lights to help reduce the costs, from Top Cross to the junction of Bye Street/High Street. Councillors also suggested a competition for traders for the best lights to encourage shops to have their own Christmas Lights whereby the Council could consider offering a cash price of £1,000 for the best Christmas display. This would apply to the Homend only.

Councillor Bradford proposed that Option 2 be pursued with a new lighting company, with no lights on the Homend but to make the main focus of the Town Centre.

### **RECOMMENDATION:**

- 1. That it be recommended to Full Council that quotes be obtained from Christmas Lights providers concentrating on the area from Top Cross to Bye Street, within the £15,000 budget, as follows:**
  - 5 verticals in the High Street;
  - Retain the string lights over the Almshouses, BBI, Market House and Council offices;
  - 1 x overhead light from BBI to Spec Savers
  - 1 x overhead light at Top Cross
- 2. That a tree similar to size and shape of the 2023 tree be sourced and more lights added.**
- 3. That consideration be given to a competition for Homend only traders and businesses to provide their own Christmas Lights display.**

## **E81 EICR TESTING**

Councillor Sinclair proposed that Company 1 be appointed to carry out the EICR tests for the Council Offices, The Market House, and the Cemetery Chapel.

### **RESOLVED:**

**That company 1 be appointed to carry out the EICR tests for the Council Offices, The Market House, and the Cemetery Chapel for the total cost of £610.00 + VAT.**

## **E82 COMMITTEE STRUCTURE – INITIAL DATA REPORT**

Members expressed their thanks to Councillor McAll for his input to date in producing the data reports for the various committees.

**RESOLVED:**

**That the Committee Structure – Initial Data Report be received and noted.**

**E83 MARKET HOUSE – FEASIBILITY STUDY FOR NEW SIT-ON CHAIR LIFT**

Caroe & Partners had since provided a summary of what the feasibility study would entail in respect of the proposed new sit-on chair lift for the Market House, which was reviewed by Members of the Committee, confirming that Caroe & Partner's fees would be £3,000 + VAT and for Caroe & Partners to seek a Quantity Survey, would be for a fee of circa £800 to £1,000 + VAT.

**RESOLVED:**

**That the information provided within the report provided by the Deputy Clerk be received and noted.**

**E84 WORKING PARTIES**

**84.1 Events Working Party**

To receive and note the minutes of the meeting of the Events Working Party held on 1 November 2023 and the draft minutes dated 7 December 2023.

Members discussed the photographic calendar competition (Minute No. 90 refers). It was noted that it was proposed that the finished calendar should be ready for 2026, having been launched at Great Big Green Week in June 2024 and that it should be of trees of significance through the seasons. However, Members of the Environment & Leisure requested that this calendar should be made available for 2025.

**RESOLVED:**

- 1. That the minutes of the Events Working Party held on 1 November 2023 be received and noted.**
- 2. That the draft minutes of the Events Working Party dated 7 December 2023 be received and noted.**
- 3. That consideration be given to the competition being of trees of significance through the seasons.**

**84.2 Climate Change Working Party**

To receive and note the draft minutes of the meeting of the Climate Change Working Party held on 6 December 2023.

Members of the Environment and Leisure Committee agreed that the report presented by Professor John Whitelegg be submitted to a meeting of the Traffic Management Working Party on 31 January 2024 for further consideration.

Concerns were raised about the placing of renewable PV panels on listed buildings.

**RESOLVED:**

1. That the draft minutes of the Climate Change Working Party held on 6 December 2023 be received and noted.
2. That the report presented by Professor John Whitelegg be submitted to a meeting of Traffic Management Working Party on 31 January 2024 for further consideration.
3. Councillor Chowns agreed to speak to Councillor Ellie Chowns in respect of details for NMiTE.

**E85 MALVERN HILLS NATIONAL LANDSCAPE CONSULTATION**

Members of the Committee reviewed the documentation that had been presented by the Malvern Hills Landscape Team on the new draft Position Statement on “Renewable Energy in the Malvern Hills National Landscape and its Setting” and requested that the documentation be reviewed by members of the Climate Change Working Party at their next meeting on 7 February 2024 and make a response before the consultation deadline of 28 February 2024.

**RESOLVED:**

That the Climate Change Working Party review the documentation of the Malvern Hills National Landscape Consultation and provide a response.

**E86 DATE OF NEXT MEETING**

**RESOLVED:**

That the next Meeting of the Environment and Leisure Committee will be held on 7 March 2024 in the Committee Room, Council Offices, Church Lane, Ledbury.

**E87 EXCLUSION OF PRESS AND PUBLIC**

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

## **E88 FUTURE PROVISION OF BURIAL GROUNDS**

Members of the Environment and Leisure Committee considered the options open to the Council for the existing Cemetery in New Street, appreciating that it was anticipated that the Cemetery would be at full capacity for new graves in approximately 15 years' time. Members considered that the provision of a new/extended Cemetery would put a real financial strain on the Council and would not be affordable, in terms of a public loan being too expensive, escalating land value costs and the impact on the precept.

Once Ledbury Cemetery is full, then any new burials/Garden of Remembrance interments would take place at Hereford Cemetery.

Due to the factors referred to above, Councillor Bradford proposed that Ledbury Town Council do not continue to make provision for burial services for new plots in Ledbury Cemetery once all the new plots have been taken.

### **RECOMMENDATION:**

**That Ledbury Town Council do not continue to make provision for burial services for new plots at Ledbury Cemetery at this stage.**

The meeting ended at 8:57pm.

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

**INVOICES FOR PAYMENT- January 2024**

**Agenda Item: 14**

INVOICE DATE	INVOICE NO	BAC's/Chq	COMPANY	DESCRIPTION	NET AMOUNT	VAT AMOUNT
10.01.2024	154801	BACS	Paperstation	Hand Towels	47.58	9.52
05.12.2023	3444209	BACS	Viking Raja	Stationery	70.80	14.16
04.01.2024	53577	BACS	Shredall	Confidential Waste	72.88	14.57
12.01.2024	154867	BACS	Paperstation	Stationery	17.90	3.58
10.01.2024	1452725551	BACS	Screwfix	2 x Oil Filled Radiators	49.98	10.00
09.01.2024		BACS	John walsh Tree Surgery	Survey trees bordering Biddulph Way	120.00	0.00
12.01.2024	10225244	BACS	Chubb Fire & Security Ltd	Fire Safety Agreement	1,026.95	205.39
15.01.2023	23797	BACS	Grapevine Publications	Full Page Advert World Book Day	195.00	39.00
15.01.2024	66843737	BACS	Hoople Group	Temporary admin staff	762.80	152.56
15.01.2024	66843735	BACS	Hoople Group	Temporary admin staff	652.25	130.45
15.01.2024	66843736	BACS	Hoople Group	Temporary admin staff	818.07	163.61
15.01.2024	66843734	BACS	Hoople Group	Temporary admin staff	987.80	197.56
10.01.2024	1394	BACS	Quickskip	Cemetery exchange	215.00	43.00
16.01.2023	14859	BACS	Adrian Hope Tree Services	Tree survey at Cemetery	595.00	119.00
16.01.2023	405	BACS	Urban Recreation	Remove old and install new play equipment at the Rec	10,850.00	2,170.00
					<b>16,482.01</b>	<b>3,272.40</b>

GROSS AMOUNT
57.10
84.96
87.45
21.48
59.98
120.00
1,232.34
234.00
915.36
782.70
981.68
1,185.36
258.00
714.00
13,020.00
<b>19,754.41</b>



## **LEDBURY MARKET CONSULTATION PAPER**

### **Introduction**

Ledbury Town Council acknowledges the need to develop the Town's Charter Market. The Council recognises that, in its current state, the market fails to attract traders, visitors and residents in numbers that could be considered viable in the long term. This strategy outlines an approach to developing the market offering to deliver a sustainable, workable solution. This document incorporates elements of previous draft policies and strategy papers.

### **Background**

An audit of the market undertaken in (Insert Date) reached the following primary conclusions:

- Visitor numbers were meagre and consisted mainly of a few returning local customers purchasing goods not readily available on the High Street (e.g. Fish and specialist cheeses).
- Customers generally 'shop & go' remain in the Town.
- A substantial majority of customers were Ledbury residents.
- The market was not attracting significant footfall from outside the Town.
- New stallholders often attend only once as they did not make enough revenue to deem their participation worthwhile.
- Ledbury is a market town that has antipathy towards its market. The Town Traders, in particular, view a town market as cannibalising sales.
- Current rules for traders are perceived as restrictive (e.g. Parking), and Ledbury is not a friendly or easy place to trade.

### **Aim**

Our goal is to have a vibrant, well-attended, positively trading, exciting market that attracts customers and market traders.

### **Objectives**

The three key objectives are to:

- Increase footfall from both Ledbury residents & external visitors.
- Create a thriving market that benefits stall holders and encourages them to regularly and consistently take a stall.
- Gain support from and promote participation amongst Ledbury Traders.

### **Competitor Analysis**

The team visited a variety of town markets across the Three Counties. Consideration focused on four primary areas:

- Footfall & attendance.
- Variety of stalls.
- Layout of the market.
- Reasons to visit that defined the market beyond the stalls.
- Stallholder engagement to gauge commercial success.

The busy markets with high footfall and regularly returning stallholders has the common feature that the market is a 'day-out' and the reason for visiting extended beyond habit buying. The more successful markets seemed to have something fresh to offer regular visitors to encourage them to return.

A mix of street entertainment, art, and music were intrinsic elements in the market offerings, creating a market day experience for customers rather than relying solely on trade. These markets also had a theme in keeping with the town's heritage and values. For example, Stroud market maintains a well-defined arts & crafts focus. Ludlow is known far and wide for the provision of artisan, fine local produce. It was also apparent that stallholders and visitors knew what to expect from the market and each other. More extensive, spread-out markets employed zoning to aid navigation and enhance the sense of a theme.

It was apparent that the successful markets had developed a 'Day Out' experience that encouraged visitors to remain at the market and in the towns for extended periods. This also boosted higher footfall from external visitors whom the supporting PR effort had attracted.

#### Ledbury Market Development – Principles of Design

The Ledbury market needs to develop its unique approach and values that support a positive customer, visitor and vendor experience. This strategic approach consists of three focus areas requiring detailed planning and work to deliver a market experience that all stakeholders will value and exploit.

Firstly, each market would be themed using a mix of options based on the Town's history and heritage to tell the 'Ledbury story'. Several theming opportunities could be developed, including historical characters (storytellers), a history stall, music, art and traditional activities (e.g. stocks).

Secondly, the development of zoned pitch offerings to include food demos, charity stalls, local organisations and large company stalls (e.g. to support recruitment) and make some stall space available for local traders to exhibit outside their shop environments.

The third area of focus is to make the market event attractive to children. If children can be attracted to the Town on market days, it is more likely that parents will remain at the market and in the Town for more extended periods. This also makes the market more attractive to external visitors. A broad mix of children's attractions could include fairground rides, mini cinema, jugglers balloon modelling, storytelling, puppetry, and face painting.

The ambition is to create an experience that is talked about and makes visitors want to come to Ledbury and townspeople wish to visit the market.

### STAGED APPROACH

#### Stage One – Immediate Approach

- The Charter Market will continue in the current position under and to the side of the Market House.
- LCC will attempt to negotiate the "freeing up" of unused parking spaces by market traders.
- Cones and barriers with signage will be implemented and cleared on Tuesdays and Saturdays. Town maintenance operatives or local contractors will schedule this work.
- The Town Clerk will apply current and updated Terms and Conditions and report to the Chair of Finance, Policy and General Purposes.
- Each Charter Market will offer one free charity or town organisation pitch.

#### Stage Two – Short-Term Approach

- Traders needing to sell from the back of their vehicle (e.g., cheese and fish) will continue to take a parking space to the side of the Market House.
- Other traders will use pitches under and in the Market House. Those agreeing to use pitches 'upstairs' in The Market House will be offered a peppercorn rent for the first six months. Terms and Conditions will apply.
- Market traders' transport vehicles will be booked into the remaining parking spaces.
- Local market-traders businesses, current traders, and "lapsed businesses" will be contacted and offered a twelve-month discount to rent a pitch. (discount calculated by 'profit' of Charter Market over the last 12 months).
- Current shop traders in Ledbury will be offered a 'free pitch' at the Charter Market. Other Terms Current shop traders in Ledbury will be offered a 'free pitch' at the Charter Market. Additional Terms and Conditions will apply.
- Permanent and temporary market signage will be designed, sourced, fixed or stored for day use.
- Weekly/ daily updates of traders who will be attending will be made to websites, public notices, Ledbury Reporter and local social media.

#### Stage Three – Midterm Approach

- The Charter Market will move to the redesigned and renovated area between St Katherine's, The Master's House, and The Barn
- Market traders' vehicles will park free of charge in St Katherine's Car Park.
- Additional parking spaces will be freed up to allow for expansion.
- Financial support will be sought from, e.g. Herefordshire County DBID (Destination Business Improvement District; Ledbury MTPI (Market Town Economic Development Investment Plan). Improvement District; Ledbury MTIP (Market Town Economic Development Investment Plan).

- Promotion will continue and be strengthened and linked to tour operators and transport links.

#### Stage Four – Long Term

- Consider potential asset transfer to support the strategy (e.g. Car Parks)
- Consider links to the public transport system and opportunities to develop new transport approaches.
- Link to LTC Renovation Plan (e.g. use of abandoned commercial premises and pop-up business opportunities)

# Ledbury Town Council Charter Market Policy



## Policy Statement

Ledbury Council has powers to establish and operate markets under the Markets Charter and part III of the Food Act 1984.

The Council's Markets Policy is intended to cover all market events held within the town of Ledbury. In order that potential market operators are fully aware of the council definition of a market the following guidelines are provided:

- The legal definition of a market is a 'concourse of buyers and sellers' (this means that the public are entitled to attend market events to buy and sell).
- A market will comprise not less than five stalls, stands, vehicles, whether moveable or not or pitches from which articles are sold.
- There will be an operator of the market who will be responsible for the organisation and delivery of the event.
- The term 'market event' includes car boot sales, antiques and craft markets, general markets, farmers' markets, and charity markets.
- A market may sometimes be held as an integral part of a special event/festival and where this arises the market element will fall within the Council's markets policy.

**This Policy will be reviewed on an annual basis. Any amendments or updates will be applied by the Town Clerk and reported to Finance, Policy, and General Purposes Committee.**

## General Information

1. The Market shall be open for business each Market Day from 8.00 am to 4.00pm. Stall holders should arrive from 7.30 am and must be clear of the site by 5.00pm.
2. Cones and barriers with signage will be put in place and cleared for Tuesday and Saturday Markets. The Towns Operative or Local Contractor will schedule this work.
3. Other than for loading or unloading, no vehicle shall be parked at any time on the roadway adjacent to the Market House or Market area unless the vehicle constitutes a Stall. **All vehicles must be removed by 8.30 am.**

4. Traders leaving early must cone-off their Pitch to avoid cars parking in Pitches; cones will be made available.
5. The Town Council shall look for traders to complement existing retail in the town.
6. The Town Council does not promise exclusivity to any trader.
7. One free charity or town organisation pitch will be offered at each Charter Market.
8. If there are vacant spaces at the market, The Markets Officer will offer traders the opportunity to utilise a further space at a discounted rate of £5 per pitch on the day.
9. If the Town Council becomes aware of any false information supplied on the licence application, a trader's licence may be terminated. Where a termination of the licence has taken place and the trader feels there are extenuating circumstances, they may make an appeal in writing to the Town Clerk, Ledbury Town Council, Church Lane, HR8 1DH.
10. All persons left in charge of a stall must be 18 years or over.
11. Market fees can be paid in advance by BACS or cash on the day.
12. The Town Council reserves the right to refuse permission or withdraw consent to trade at any time without notice; this will not be done without good reason. The decision will be taken by the Planning and Economy and Tourism committee, and Traders will be advised in writing and given the opportunity to appeal.
13. Traders may be re-located to an alternative site, free of charge, during Community Events. (During the October Fair which takes place during the second Monday and Tuesday of October, the Tuesday Market will not be held due to space restrictions.
14. No traders will be allowed to trade if their rent is in arrears by 4 weeks.
15. Special promotional rates may apply to new traders.
16. Additional charges for the use of the in-ground power supply will apply.
17. The Town Council will regularly promote the Charter Market and traders, including their wares, on social media and public press.

## **Traders Responsibilities**

18. Traders must ensure:  
They occupy the allocated plot as instructed by the Markets Officer.

That the size of plot matches that paid for.  
They comply with the Town Council's safety guidelines.  
They occupy their Pitches by 8.30am otherwise the Pitch may be reallocated for that day.

19. Notice of absence to be given by 2.00pm on the proceeding day by contacting the office on 01531 632 306.
20. Each Regular Trader is permitted up to a maximum of three days unforeseen absence (exempt from payment) in the 12-month period from April to March.
21. Seasonal Traders should provide a schedule of trading in advance, and will be given some flexibility.
22. If Traders are unable to source stock on the day immediately following a bank holiday, they must pre-book the day as absent giving four weeks' notice. However, if notice is not received within this time, a charge may be incurred.
23. Traders are expected to maintain adequate stock to trade until 4pm during the months of June, July and August unless otherwise agreed with the Markets Officer.
24. The traders must ensure that all refuse is collected from and around the Market House at the close of market and that adequate arrangements have been made for disposal. If litter is not removed arrangements will be made to collect litter and the traders will reimburse the Town Council for monies expended.
25. Stallholders and their assistants are required to conduct themselves in an orderly manner and are not permitted to perform any act which may cause annoyance or inconvenience to the public, nor to adjacent Stallholders.
26. All market traders must hold a current public liability insurance policy with cover of at least £5,000,000.00 (five million pounds) for any one claim. A copy of your insurance must be provided to the Town Council
27. All traders must comply with any relevant statutory requirements, bylaws and other legislation.
28. All accidents, disputes, thefts, disorderly conduct and goods lost and found must be reported to the Markets Officer.
29. No hawking / pitching is permitted at the Charter Market. If Hawkers are present at speciality markets, they will be asked to pay the going rate or asked to leave.

## Nature of Goods

30. The Council determines the right to determine the types of goods sold.
31. No stallholder may make a material change in the class of goods authorised to be sold, except with the written permission of the Town Clerk.
32. Any sale of alcoholic goods must be accompanied by the correct, approved Licence. Proof of this Licence must be obtained and presented to the Town Council before trading can commence.
33. No open bottle alcohol sales shall be permitted.
34. It is the responsibility of the trader to check what licenses may be applicable and ensure these are obtained where necessary.
35. Stallholders preparing food will be required to provide food hygiene/handling certificates. Proof of these Certificates **must** be obtained and presented to the Town Council before trading can commence.
36. The use of the Market Place for the performance, sale or display of live animals, birds, or fish will not be permitted.
37. No firearms (real or imitation) will be sold at the market, but domestic cutlery is permitted. The sale of any item that may be deemed to be of a harmful, objectionable or offensive nature, or that is prohibited by current Acts of Parliament, is not permitted.

## Equipment

38. Traders may supply their own stalls, including any tables and chairs.
39. Traders may request the use of the council's tables (for which there is a charge of £5 per table)
40. Traders may request a gazebo (free) on a first come first served basis. The gazebos were funded by the Great Places to Visit Grant in 2022.
41. Town Council Gazebos can be used under the Market House or outside. Traders must read and sign the gazebo terms and conditions before hiring.
42. Loudspeakers, instruments or other noise generating appliances are not to be used unless authorised by the Markets Officer and shall be so moderated as not to cause any nuisance annoyance or disturbance to residents in the vicinity and the trader acknowledges that their attention has been drawn to the bylaws with respect to noise pollution.
43. Infringement of any of the above conditions or non-payment of fees by the trader will be treated as termination of the licence with the Town Council and may affect future applications for market trading.



## Community Based Markets

Community-based markets are organised by local communities or organisations with the intention of raising funds for a specific charity or celebrating a special event. The Council will consider applications in respect of community-based markets having regard to the following requirements:

44. The markets must be operated on a non-profit making basis to assist a charity or community event and the operator shall supply relevant information to the Council if requested. While it is acknowledged that some traders will be selling goods for their own purposes, the Council will look for the event to have a strong charitable element in the way the event is organised.
45. In respect of any consent the operator must have adequate insurances, comply with trading standards guidelines, health and safety requirements and any other statutory provisions laid down by the Council.
46. The Council will insist on such other requirements as are deemed appropriate to ensure consumer and public safety standards.



<b>FULL COUNCIL</b>	<b>25 JANUARY 2024</b>	<b>AGENDA ITEM: 16</b>
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Report prepared by Angela Price – Town Clerk

## **RECOMMENDATION FOLLOWING MEETINGS WITH HOOPLE AND NALC HELD ON 15 AND 17 JANUARY**

### **Purpose of Report**

The purpose of this report is to provide Members with a recommendation following meetings with Hoople and National Association of Local Councils held on 15 and 17 January 2024.

### **Detailed Information**

As part of the Internal Auditors Interim report he had identified the need for Ledbury Town Council to consider whether they should join the National Association of Local Councils (NALC) to ensure they have access to sector specific help and advice going forward.

As part of the discussions around this a request was made that Hoople also be invited in to meet with Councillors to discuss what they can offer.

Attached are some notes from the discussion held with Hoople. Following the meeting Members who were present at the meeting have advised that they were not impressed by the presentation given by Hoople, and after having heard what NALC can offer they consider that if the Council were going to join either of these organisations they would be inclined to recommend NALC.

During the meeting with NALC, they advised that as the only sector specific organisation they can offer a number of avenues of support and advice to Town and Parish Councils, along with their regional branch HALC who can offer advice on more area specific issues. They advised that their services range from advice on governance, financial management, HR, legal and many more.

Members asked how exposed a town or parish council is without the support of NALC. They advised that their involvement in various networking routes such as Local Government Association, Electoral Commission, and various other levels of government organisations, enables them to inform and influence decision making processes, to support town and parish councils and provides information at an early intervention stage which can be shared with local councils to ensure that they have the most up-to-date information as soon as possible.

They are available for both Councillors and the Clerk to answer questions and provide advice, training, legal advice, HR advice and much more.

It was noted by Members in attendance at the NALC meeting that as they now provide HR Services if the Council were minded to join NALC/HALC the Council could consider not renewing their current contract for HR Services and would not need to consider whether they should sign up to an SLA with Hoople, as the services would be provided under one umbrella. It was also noted that NALC HR advise is provided via Worknest, previously known as Ellis Witham, who have been working with town and parish Councils for many years and are fully conversant with the sector and its needs with regards HR.

Members who attended the NALC presentation were impressed with the representatives of NALC and following the meeting agreed that a recommendation should be made to Full Council that the council join NALC as a matter of urgency.

### **Financial Implications**

Hoople were unable to provide financial information on their services, as this is very much a bespoke package for each customer based on what they want.

NALC advised that they were pleased to be invited to meet with Ledbury Town Council and would love to welcome the Council back as a member, and they offered to waive the NALC element of fees for 2024/25 should the Council decide to join.

The cost for Ledbury Town Council to join NALC/HALC in 2024/25 would be as follows plus VAT:

HALC Affiliation Fee 1 April 2024 – 31 March 2025	£ 250.00
HALC Subscription Fees 2024/25	<u>£1,835.16</u>
2024/25 Total cost	<u>£2,085.16</u>

The NALC Subscription fee for 2024/25 would be £605.74, which NALC have agreed to waive for the first year which would mean that subject to any annual increase the cost for Membership in 2025/26 would be £2,290.90.

NALC advised that their fees are based on population of the town and that they are capped at £2,000 p/a, and HALC's fees are capped at £3,000.

They also advised that if the Council were to join up now they would receive 14-months service for the cost of 12-months and if fees were paid before 31 March 2024, they would also receive two free Councillor only spaces on any of the 2024/25 HALC evening training events valued at £50.00 each.

### **Recommendation**

1. That Ledbury Town Council agree to join NALC and HALC at a cost of £2,085.16, noting that if they to join up now they would receive 14-months service for the cost of 12-months and if fees were paid before 31 March 2024, they would also receive two free Councillor only spaces on any of the 2024/25 HALC evening training events valued at £50.00 each.

2. That subject to agreement to join NALC/HALC the Clerk be instructed to authorise payment of the attached invoice in the sum of £2,085.16 (plus VAT)



## Meeting Notes – Hoople Monday 15, January 2024

Present – Councillors l'Anson, Morris, McAll & Sinclair  
Lisa Yates and Julie Davies (Hoople)  
Angela Price – Town Clerk

The following are points that were points discussed in a meeting with Hoople.

- Hoople Established 2011 HC, Wye Valley Trust and Primary Care Trust, recently Lincolnshire County Council
- Public Sector company run based in Herefordshire
- Specialise in business support and consultancy
- Payroll, Recruitment, HR, IT, Maintenance, cleaning, repair work, Corporate Care, Training, Education
- Moving to own location before 31 March 2024
- Funded by shareholders, through SLAs. Profit is reinvested into company. No shareholder dividend.
- 80% business with local authority.
- Other clients include, various local academies, local primary schools, Halo Leisure, Rutland Co Council, Haymarket media company, Taurus Healthcare all with individual SLA
- 8000 payslips p/m
- 5000 HR advisory clients
- Parish Councils not based in Herefordshire, based in Rutland
- HR advice is provided to management team rather than individual employee
- Honest about what they know and what they don't – where their expertise lies
- Understanding of Parish Councils and Local Government
- Solution focused and will offer advice
- Scenarios discussed included IR35 versus agency/contract workers and the benefits of agency workers rather than fixed term contracts
- Employment models need to be flexible to match the companies needs
- 3 Service delivery options – 1. Basic which is just telephone advice, 2. Enhanced core service plus 10 hours personal support per case, 3. Tailored bespoke HR consultancy
- Deal with Paywall and Policy Development
- Do a lot of work with Unison around the County
- LTC - Some staff are union and all policies are union approved
- Understanding of working within a politically lead environment
- Key areas of expertise - advice, support, guidance, HR, organisational change, redundancy, casework advice, HR disciplines, employee relations, good practice principles in relation to equality and diversity, policy development, investigating officers, conversant with MJC terms and conditions, recruitment
- May go to employment tribunal as witness but this would be passed across to legal departments

The following questions were raised as a result of the discussions.

- Q1. Dedicated person? Informal designated contact with other team members picking up issues as required
- Q2. Would LTC retain 1 contact throughout an issue? Yes, unless unavoidable due to absence, case management
- Costs dependant on level of service coupled with number of employees at company
- Q3. Is employee assist offered? Not directly, there is a referral system. Occupational Health is also through referral. Invoiced by Wye Valley not Hoople.
- Q4. Payroll provider? Can provide a quote but declined in past due to small amount of employees at LTC
- Q5. How extensive is the IT service you offer? The biggest stream. Fully support Wye Valley trust. 24/7 service.
- Q6. IT Training? Various packages available from the training arm of the company.
- Q7. Line managers do appraisals other than Town Clerk, HR company sit in, can you offer this? Yes, this is something that we have done for HC





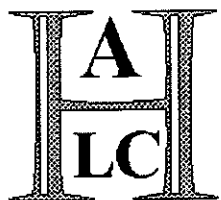
Tel: 01432 353492

FOR THE FINANCIAL YEAR 2024-2025 HALC/NALC WILL PROVIDE:

1. Indemnified, specialist information and advice for parish councils.  
HALC/NALC is the only specialist source of insurance backed information/advice for your Parish Council.  
*Without HALC, obtaining robust insurance-backed advice for your council can be difficult & costly.*
2. Legal opinions - unlimited throughout the year  
NALC's solicitors are experts on parish council law.  
*Without HALC/NALC, effective/specialist legal advice is hard to come by and one legal fee obtained from a non-specialist local solicitor could cost more than your annual subscription to HALC/NALC!*
3. Training/ Informal briefings  
HALC's extensive training schedule for councillors & clerks is only available to member councils.  
*Without HALC, your PC will miss out on timely and cost-effective sessions covering all aspects of parish/town council work, particularly new legislation.*
4. 24-hour information source via member section of HALC and NALC websites  
HALC & NALC's interactive websites will provide your parish councillors with timely and wide- ranging information on parish council matters.  
*Without HALC/NALC information for members comes from searching the web.*
5. Website hosting  
Why worry about your website host closing-down or moving away – HALC will host for around £50 plus annual domain name fee.
6. Friendly, informal telephone advice for clerks & councillors  
HALC's core office hours are 09.30 – 16.00 each working day but the Chief Executive is usually available by mobile outside office hours.  
*Without HALC, it would take much longer than a quick telephone call to answer that burning question.*
7. Essential information via 'Information Corner'  
Regular updates on parish council matters arriving in your mailbox.  
*Without HALC/NALC councillors would be less well informed and golden opportunities could be missed. You don't know what you don't know!*
8. Qualified Clerk cover – either in an emergency or pre-booked  
If your Clerk is ill or away on a lengthy holiday, you can book Qualified Clerk Cover, even at short notice.  
*Without HALC Clerk Cover, your PC could easily act unlawfully.*
9. Comprehensive employment advice as well as detailed support with recruitment  
Independent advice direct to councillors and clerks. Clerk contracts/pay scales/job descriptions/person spec. Free advertising on HALC website plus detailed recruitment support for a small fee.  
*Without HALC, parish councillors have no direct support and advice because only the clerk can contact SLCC.*
10. Independent support for Neighbourhood Development Plans (NDPs)  
HALC has a wealth of experience in supporting parish councils to undertake neighbourhood plans & their CEO is a nationally appointed 'Neighbourhood Planning Champion'.
11. Policies relating to General Data Protection Regulations (GDPR)  
HALC members receive free model policies in relation to GDPR and general advice to enable compliance with all requirements.  
*Without HALC/NALC your parish council could be in a very costly, vulnerable and time-consuming scenario.*
12. 'Snapshot' – HALC's streamline successor to parish plans.  
Find out about HALC's simple & speedy method to ascertain local needs.
13. 'On the Verge' – HALC's Parish Contractor Scheme.  
Engage your own parish contractor to undertake minor works around the parish.

Without HALC/NALC your PC is on its own!

Contact: [lynda@halchereford.gov.uk](mailto:lynda@halchereford.gov.uk)



HEREFORDSHIRE  
ASSOCIATION OF  
LOCAL COUNCILS

Berrows Business Centre  
Bath Street Hereford HR1 2HE  
Tel: 01432 353492  
Email [lynda@halchereford.gov.uk](mailto:lynda@halchereford.gov.uk)  
Website: [www.halchereford.gov.uk](http://www.halchereford.gov.uk)

To Ledbury Town Council  
Town Council Office  
Church Street  
HR8 1DH

INVOICE NO: H2105

DATE 16-01-24

Quantity	Description	Unit Price	Net Amount £	VAT %	VAT £
1	HALC Affiliation Fee 1 <sup>st</sup> April 2024 to 31 <sup>st</sup> March 2025	250.00	250.00	20.00	50.00
3000	HALC Subscription Fee 2024/25	0.55	1650.00	20.00	330.00
4629	HALC Subscription Fee 2024/25	0.04	185.16	20.00	37.03
7629	NALC Subscription Fee 2024/25	0.0794	605.74	20.00	121.15
	Less NALC Subscription Fee 2024/25. One off 100% discount for returning member.		605.74	20.00	121.15
	If paid by 31st March 2024 the Parish Council will be entitled to two free training places ( <b>Councillors only</b> ) on any 2024/25 HALC <b>evening</b> training event, valued at £50.00 each.				
	Bank Account details Herefordshire Association of Local Councils Sort Code 53-50-41 Account number 10377026				
	<b>Total Net Amount</b>		2,085.16		
	<b>VAT @ 20%</b>		417.03		
	<b>Invoice Total</b>		<b>2,502.19</b>		

Payment Terms: 30  
Days

Cheques to be made payable to HALC  
VAT Registration No: 135506331

<b>FULL COUNCIL</b>	<b>23 JANUARY 2024</b>	<b>AGENDA ITEM: 17</b>
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Report prepared by Angela Price – Town Clerk

## **MISSING DEFIBRILLATOR**

### **Purpose of Report**

The purpose of this report is to advise Members that the Defibrillator normally held in the case on the Alms Houses is missing and has been since the end of November 2023, along with the issues staff are having relocating it.

### **Detailed Information**

On 26 November 2023, whilst setting up for the Christmas Lights Event a resident of the Alms Houses advised the Clerk that the Defibrillator Box was open, and that the defibrillator was missing.

On the return to the offices the following Monday, staff set about investigating whether the defibrillator had been used over the weekend and where it had been taken. On previous occasions the defibrillator has either been delivered to the Ambulance Station in Hereford or left with local Police, and staff have collected it from both sources.

However, on this occasion, despite numerous enquiries staff have not been able to locate the whereabouts of the defibrillator that should be in the box outside of the Alms Houses. They have contacted the Ambulance Service, the local Police and the Ambulance station where it has been collected from previously, directly but no-one claims to know where the defibrillator is. Staff have been advised by several members of the public that it was taken from the box on Saturday, 26 November 2023, and used and that the Ambulance Service took it away when they left.

Members will be aware that it is essential that this gets replaced, and staff were asked via the Planning, Economy & Tourism Committee to see if they could obtain a temporary replacement from the Ambulance Service until this could be located, however they do not offer this as a service.

Therefore, after much searching officers would suggest that Council should consider purchasing a replacement defibrillator and should the original one turns up at some point this could be used in the phone box on Bridge Street, which work is currently being carried out on to get it ready for a defibrillator to be installed.

### **Financial Implications**

The cost of a replacement defibrillator that has to be the same as the original, in order to fit in the box already in place would be circa £1,000, however the Clerk has received a number of emails from charities and groups offering funding towards defibrillators

and it is hoped that this funding could be tapped into to help purchase a replacement defibrillator, should the council wish to proceed.

**Recommendation**

1. That Members agree to purchase a replacement defibrillator to replace the missing one from the Alms Houses, and that if/when the original one is returned this be used in the phone box on Bridge Street if possible.
2. That the Clerk be instructed to investigate possible grant funding to help purchase the replacement defibrillator.

<b>FULL COUNCIL</b>	<b>25 JANUARY 2024</b>	<b>AGENDA ITEM: 18</b>
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Report prepared by Angela Price – Town Clerk

## **TERMS OF REFERENCE – ENVIRONMENT & LEISURE COMMITTEE**

### **Purpose of Report**

The purpose of this report is to ask Members to approve the attached Terms of Reference of the Environment & Leisure Committee, noting that the War Memorial has now reverted back to this committee.

### **Detailed Information**

Members will recall that it had previously been resolved that once the refurbishment works to the War Memorial had been completed the War Memorial management would revert back to the Environment & Leisure Committee and that the Terms of Reference would be amended to reflect this.

Attached is an amended version of the Terms of Reference for the Environment & Leisure Committee, which now includes anew points, under "Delegated Powers" (no. 4), in respect of the War Memorial.

Members will note that in addition to these some other amendments have been made, all of which are highlighted in RED.

### **Recommendation**

That the attached Terms of Reference be approved and submitted to the next meeting of the Environment & Leisure for information and implementation.



## **TERMS OF REFERENCE**

### **ENVIRONMENT & LEISURE COMMITTEE**

The quorum of the Environment & Leisure Committee shall be agreed by the Committee and recommended to Full Council for agreement.

The Environment & Leisure Committee Quorum is currently three.

#### **UNDER DELEGATED POWERS**

1. To monitor the administration of the day to day running of the Market House, Painted Room, Cemeteries and Community Facilities under the control of the Council.
2. To be responsible for the maintenance of the vehicles and machinery, in connection with the Council services.
3. To implement the works programme of the Council in respect of the Market House, Cemeteries and Community Facilities.
4. To implement the works programme of the Council in respect of the War Memorial.
5. To authorise the Clerk to carry out all the Council's statutory functions with regard to the Cemeteries in line with the Council's responsibilities as a burial authority.
6. To review the fees in respect of the Cemeteries and Market House, subject to not exceeding an increase above the Consumer Price Index (CPI).
7. To monitor the Climate Change Declaration on behalf of the Council and receive minutes and recommendations from the Climate Change Working Party.

#### **BY WAY OF RECOMMENDATION TO FULL COUNCIL OR THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE**

1. To consider public representation relating to the provision of services provided by the Council in respect of the Environment & Leisure Committee and to make recommendations where appropriate.
2. To contribute to the formulation and implementation of the Corporate Plan, making appropriate recommendations.
3. To make recommendations regarding the purchase of vehicles in connection with the Council's services.
4. To make recommendations on any increase in fees and charges in respect of the Cemeteries, Market stalls and room hire which exceed the CPI.

5. To make recommendations on the expenditure of monies in respect of services/purchases of goods, services or equipment etc. for Council buildings, cemeteries and community facilities which exceed budget allocations.
6. To make recommendations on any repairs and expenditure in respect of the Listed Buildings under the Council's Management.
7. To **provide recommendations for inclusion** in the annual budget setting process.



<b>FULL COUNCIL</b>	<b>25 JANUARY 2024</b>	<b>AGENDA ITEM: 21</b>
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Report prepared by Angela Price – Town Clerk

## **CASUAL VACANCY**

### **Purpose of Report**

The purpose of this report is to provide Members with the outcome of the Notice to Request an Election following the disqualification of a Councillor due to non-attendance for a period in excess of 6-months.

### **Detailed Information**

Members will recall that at their meeting held on 23 November 2023, they were informed that due to non-attendance at council meetings for a period in excess of 6-months, Neil Briggs was therefore disqualified as a Councillor.

The Clerk notified Herefordshire Council of the Casual Vacancy and a Notice to Request and Election was advertised on 8 December 2023, with a deadline for response of 2 January 2024.

On 5 January 2024 the Clerk received notification from Elections at Herefordshire Council that they had not received a request for an election and therefore Ledbury Town Council can now go forward and co-opt to this vacancy.

This has now been added to the number available in the press release of 15 January 2024.

### **Recommendation**

That the above information be received and noted.



<b>FULL COUNCIL</b>	<b>25 JANUARY 2024</b>	<b>AGENDA ITEM: 22</b>
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Report prepared by Angela Price – Town Clerk

## **CO-OPTION**

### **Purpose of Report**

The purpose of this report is to provide Members with an update following an advertisement for Co-option.

### **Detailed Information**

At the meeting of Council held on 23 November 2023, it was agreed that a further round of Co-option would be carried out in early 2024.

Subsequently, an advertisement was sent to the Ledbury Reporter and shared on the Council website and social media platforms, with a deadline of 24 January 2024 for applications. Unfortunately, no responses have been received and a further request for the press release to be included in the 19 January 2024 edition of the Ledbury Reporter with an extended closing date of 16 February 2024.

Should any applications be received ahead of the Full Council meeting, the Clerk will advise Members at the meeting accordingly, with a view to arranging an extraordinary meeting for the purpose of considering applications received.

### **Recommendation**

That Members receive and note the above information.



## LEDBURY TOWN COUNCIL

<b>FULL COUNCIL</b>	<b>25 JANUARY 2024</b>	<b>AGENDA ITEM: 23</b>
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Report prepared by Julia Lawrence – Deputy Town Clerk

### **TREE FELLING AT DOG HILL WOOD**

#### **Purpose of Report**

The purpose of this report is to update Councillors concerning the extensive felling programme being proposed at Dog Hill Wood, under the road closure being put in place by Balfour Beatty for when works take place at Top Cross. Members are also asked to consider which contractor should be awarded the job of felling the trees, previously identified in a Tree Survey carried out in October 2022.

#### **Detailed Information**

An Officer met with representatives of the Forestry Commission in December 2023 to agree on the best approach to fell trees that were bordering the highway (Knapp Lane) without causing too much disruption. The trees in question are shown below.



The Forestry Commission representative stated that it would be sensible for all the trees to be felled and that they should be done as soon as possible but preferably no later than the end of February.

The Officer contacted both Highways England and Balfour Beatty to see if they could assist in the felling of the trees but they confirmed that as they were not their trees, they could not help. However, appreciating that Knapp Lane was to be closed when

the Top Cross works take place, the Officer contacted Herefordshire County's Streetworks Team and asked if the felling could take place under Balfour Beatty's road closure permit. The Streetworks Team were happy to accommodate the Council so long as the works took place in the week commencing Monday, 12 February 2024.

Should the Council have not made use of this road closure, the Streetworks Team also confirmed that if the Council wished to apply for a road closure later in the month to undertake the tree felling, then it was highly unlikely that such a road closure would be granted because it would have been too close to the existing one (12 February) as this would not be met with positive approval from local residents having two disruptions in a short space of time and therefore the tree felling would have had to be postponed until winter 2024, which would not be advisable.

Since the initial discussions took place with Balfour Beatty regarding the road closure, Balfour Beatty have since confirmed that whilst a full road closure will be in place along Knapp Lane for the duration of the week commencing Monday, 12 February 2024, a single running lane will remain open purely for the benefit of local residents residing in Knapp Lane. To prevent Knapp Lane becoming a "rat run" whilst the works at Top Cross take place, Balfour Beatty will be sending a letter to all residents in Knapp Lane which they must present to Traffic Management Operatives at the manned closure points in order to gain access. Therefore, the revised single lane road space for the tree felling works has impacted on costs since the chosen tree contractors may have to close the road totally for a short period of time (no more than 15 minutes within each hour) when felling trees for the safety of motorists and tree staff.

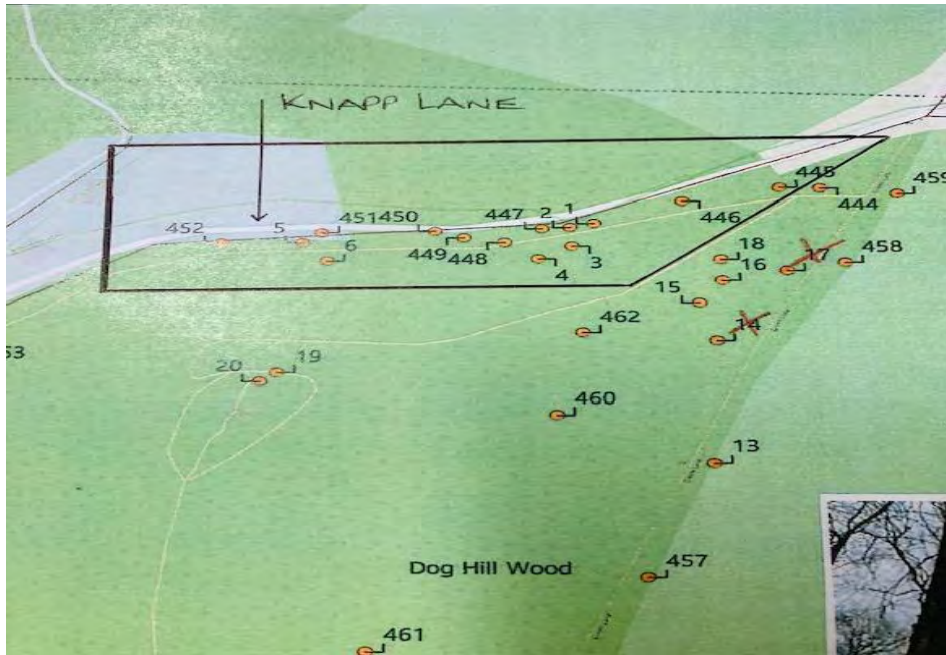
The Officer contacted ten tree surgeons in the area and put the question to them that if they were successful in their quotation submission, it was on the proviso that such work had to take place in the week commencing Monday, 12 February 2024. This resulted in initially five tree surgeons confirming that they could do the work if successful. Unfortunately, one of these tree surgeons subsequently declined as they could not guarantee getting enough other self employed tree surgeons to assist, another company was already committed that week, leaving three contractors who did not respond and the other one declining to quote.

The tree surgeons were all presented with a detailed specification as to what was required as part of their submission and a summary of this is shown below.

### **Specification for Tree Felling at Dog Hill Wood**

Whilst the Tree Survey referred to other trees that need felling, the emphasis at this time is to focus purely on the trees along the highway of Knapp Lane.

The trees in question are numbers: 445, 446, 447, 448, 449, 450, 451 and 452, as well as numbers 1, 2, 3, 4, 5 and 6. However, it is important to note that the Tree Survey will state that "removing major deadwood over road/footpaths" is only required, but having met with the Forestry Commission, they consider that all of the above mentioned trees need to be felled and stump treatment to be included.



Please note that the successful bidder must be able to commit to felling these trees in the week beginning Monday, 12 February 2024. The Forestry Commission envisage that it will take approximately three days to fell the trees, however five days can be accommodated should anything unforeseen happen.

The following criteria must be met:

- 1 The primary legal protection for trees is provided for by the Town and Country Planning Act 1990 (as amended) and the Forestry Act 1967 (as amended). All quotations are to accept and take on board the requirements of these Acts, as well as meeting the Provision and Use of Work Equipment Regulations 1998 (PUWER).
- 2 All Contractors must provide a copy of a valid Public Liability Insurance Certificate prior to commencement of works, and a Risk Assessment and Method Statement must be provided to LTC on Day One of works.
- 3 All staff must be City & Guild NPTC Level 2 qualified, or equivalent, i.e. LANTRA Awards and all work is to be carried out in accordance with the BS3998:2010 British Standards for Tree Work. Copies of all Certificates of Competence for those undertaking the works should also be attached.
- 4 As part of the quotation submission, please provide a summary of company history, e.g. how many years in business; accreditations the company may hold.
- 5 Please confirm what health and safety measures the company have in place although it is expected that all workers assigned to this work will hold more in depth First Aid training (EFAW + F).
- 6 Please provide two references/testimonials of similar works undertaken, providing contact details for LTC to contact them direct.

- 7 Please provide a works programme setting out how the trees will be felled and detailing what equipment the company would bring on site, owned by the company, e.g. scissor lifts/track shredders. [LOLER compliant tree climbing equipment]. Please also indicate what, if any, hired machinery would also be used. Please confirm the duration of works and how many operatives would be on site.
- 8 Cut timber. Please confirm how they intend to deal with the cut timber, i.e. consider retaining the timber in return for deduction in overall felling costs. Where deadwood is concerned, then this will need to be “chipped” and not left as “whole branches” in the Wood.

Please note that the successful contractor can use North End Car Park for equipment storage.

- 9 To recap, the successful contractor **must** start work on Monday, 12 February 2024 and all works must be completed by close of business, Friday, 16 February 2024.
- 10 Should you wish to meet with the Deputy Clerk on site to discuss LTC’s requirements, please contact Julia Lawrence on 01531 632306.
- 11 It is advisable for all interested parties to visit site to view the area/trees in question and not to base their quotation entirely on the information supplied herein.

A summary of the four submissions can be found at Appendix A.

The costs quoted to undertake the tree felling at Dog Hill Wood, in accordance with the specification, are shown below:

Company 1	£7,300.00 + VAT
Company 2	£7,950.00 + VAT
Company 3	£9,000.00 + VAT
Company 4	£3,750.00 + VAT

### **Financial Implications**

The Council has funds available for these works under the various funding streams:

- 4204 – Dog Hill Wood Management Plan - £1,000
- 4210 – Dog Hill Wood Coppicing – approximately £1,000
- 4252 – General Park Maintenance – approximately £1,800

However, subject to which company is selected, additional funds will need to be found from Earmarked Reserves.



### **Recommendation**

That Members are requested to give consideration to the information provided above and to select one of the four companies who will undertake tree felling at Dog Hill Wood, in the week commencing Monday, 12 February 2024, as per the specification set out above, and to instruct Officers to appoint the successful company.

**TREE FELLING AT DOG HILL WOOD, LEDBURY**

**APPENDIX A**

**SUMMARY OF SUBMISSIONS RECEIVED**

**COMPANY 1**

**Location**

This is a local company based in Ledbury

**Valid Public and Employer's Liability Insurance**

Both Public and Employer's Liability Insurance policy are each valid for £5 million and expires on 31 March 2024.

**Risk Assessment**

A comprehensive Arboricultural Risk Assessment (94 pages) has been submitted covering risks such as Environmental Considerations, Chainsaw use, Stump Grinder, MEWP, Manual Log Splitting Milling, Tree Climbing, Chainsaw in the Tree including Dismantling, Machinery and Vehicle Movements on site.

**Certificates of Competence of those undertaking the work**

The company has confirmed that if they receive instructions to proceed, once staff have been allocated to the work, certificates will be provided.

**Company History / Accreditations**

The company was established on 1 April 1996.

Work to be completed to comply with British Standard 3998:2010 – Recommendations for Tree Work.

**Health and Safety Measures**

The Company has provided a copy of its Health and Safety Policy Statement, Procedures and Arrangements, as well as the Arboricultural Risk Assessment noted above.

**Reference/Testimonials**

This company has already carried out previous assignments for Ledbury Town Council. Other organisations include National Trust sites, The Malvern Hills Trust, Bromyard Town Council, Rivers Academy Trust, Field Studies Council.

**Works Programme/Method Statement**

The Company has confirmed that this will be supplied if the quotation is successful. Site Specific Risk Assessment will be completed at commencement of operations. All material to be removed from site. Resultant stumps to be treated with eco-plugs to prevent re-growth.

Duration of Works: The company has allowed for up to 5 days.

**Cut Timber**

An allowance has been made within the quotation for the value of salvaged timber.

**Cost**

The cost is £7,300.00 + VAT

**COMPANY 2****Location**

This is a local company based in Ross on Wye.

**Valid Public and Employer's Liability Insurance**

The insurance policy is valid for £5 million and expires on 17 February 2024.

**Risk Assessment**

This will be provided should the quotation be successful.

**Certificates of Competence of those undertaking the work**

The company has provided numerous training certificates for its team such as NPTC Level 2 Award "Climb Trees and Perform Aerial Rescue" (so that any team member could rescue a climber in difficulty), "Operate a Chainsaw Rope and Harness"

**Company History / Accreditations**

This family run business was established in 2005. They *"pride themselves on providing a personal, yet highly professional, tree care service for homeowners and commercial customers, and can undertake all aspects of tree work including felling, pruning, pollarding and stump grinding"*.

**Health and Safety Measures**

The Company has provided a copy of its Health and Safety Policy dated 12 January 2022. Several certificates have also been provided covering Level 3 Emergency First Aid at Work + F Module (Forestry element).

**Reference/Testimonials**

This company has already carried out previous assignments for Ledbury Town Council. Other organisations include Ross Town Council, who had provided a reference for the company confirming that they had *"undertaken planned works and emergency works in a professional, quick and efficient manner and successfully delivered on every job we have contracted them to carry out"*.

They have recently carried out similar roadside tree work for Gwent Wildlife Trust and a reference from the Trust read: *"XXX recently completed a large job for us involving high risk, roadside trees that also formed the boundary of a protected wood due to the need for road closure, NRW consenting, timing restrictions and protected species presence requiring further licensing. XXX completing this job was second to none, with regular communication updating progress with permissions and likely start dates. The job itself was adhering to all permissions and I would highly recommend XXX"*.

**Works Programme/Method Statement**

The Company has provided an Arboricultural Works Method Statement. The Site Specific Method Statement would be completed at the start of works.

Duration of works: The company estimates that it will take 4 men 4 days to complete the work. The company has confirmed that it will be hiring in a 100ft cherry picker truck mounted access platform which they will be using in addition to their own equipment, eg ground saws, Forst TR8 tracked woodchipper, a Case JX109OU Tractor and Winch.

### **Cut Timber**

Timber will be removed off site. The brash will be chipped in the woodland or removed.

### **Cost**

The cost is £7,950.00 + VAT. This cost already allows for salvaged timber.

## **COMPANY 3**

### **Location**

The company is based in Lugwardine, Herefordshire.

### **Valid Public and Employer's Liability Insurance**

Public liability insurance is for £10 million and Employer's liability insurance is for £5 million, both policies expiring on 7 October 2024. There is also a Professional indemnity insurance policy for £2 million.

### **Risk Assessment**

This will be provided should the quotation be successful.

### **Certificates of Competence of those undertaking the work**

The company has provided more than adequate copies of certificates for the whole team demonstrating a comprehensive range of skills and expertise.

### **Company History / Accreditations**

The company was formed in 2005 by an arboricultural specialist who has practiced internationally, mainly within New Zealand, but has since worked extensively within the UK for many years.

Accreditations include: ConstructionOnline Bronze Membership, Acclaim Accreditation and SSIP Membership.

### **Health and Safety Measures**

The company has provided a Health and Safety Policy Statement dated 21 November 2023.

### **Reference/Testimonials**

References have been provided for Malvern Hills Trust and Birch Utility Services based in Epney, Gloucestershire.

Malvern Hills Trust were contacted who have confirmed that this company has undertaken several assignments for them throughout the year, including roadside tree felling and have had no issues with their standard of work.

### **Works Programme/Method Statement**

The following equipment would be used on site: Arb tipper truck, Landrover, Tracked or wheel based chipper, LOLER compliant tree climbing equipment and saws and cutting equipment.

Duration of Works: The company has allowed for 5 men to be on site over the 5 days.

### **Cut Timber**

Deadwood and arisings will be chipped and spread on site. Timber will be removed from site. Total deduction for timber is £1,000.

### **Cost**

The cost is £9,000.00 + VAT. This cost already allows for salvaged timber.

## **COMPANY 4**

### **Location**

This company is based in Cheltenham, Gloucestershire

### **Valid Public and Employer's Liability Insurance**

Both Public and Employer's Liability insurance policy are each valid for £5 million and expires on 5 September 2024.

### **Risk Assessment**

This will be provided should the quotation be successful.

### **Certificates of Competence of those undertaking the work**

No certificates have been provided.

### **Company History / Accreditations**

The founder of this company set up this company in 2007, having developed a passion for tree surgery and enrolled as an apprentice when he was 18. He has been a tree surgeon ever since, with almost 20 years' experience. The company remains a family run business. In addition to the tree surgery aspect of the business, they run a successful forestry department with two teams, offering a range of harvesting services, from thinning to clear felling.

The company is accredited with the CHAS\* Certificate of Accreditation having demonstrated compliance with and sound management of current health and safety legislation. (\*Contractors Health and Safety Assessment Scheme).

### **Health and Safety Measures**

No information provided.

### **Reference/Testimonials**

This company had already carried out previous assignments for Ledbury Town Council. Two references has been provided by this company, namely Cheltenham Borough Council and Pershore High School.

### **Works Programme/Method Statement**

Trees will be felled with a mixture of straight hand felling where appropriate to do so and with some climbing and dismantling (all equipment is LOLER inspected and approved). Equipment to be used will include 5 ton digger and skid steer for handling timber. No hire equipment required. The wood will be removed off site and brash chipped using a Heinzohack chipper and tractor. Trees will be eco-plugged to prevent re-growth.

Duration of Works: 3 days and there would be approximately 3 staff on site.

**Cut Timber**

Cut timber will be removed off site.

**Cost**

The cost is £3,750.00 + VAT. There is no buy-back option available at this price.

17th January 2024

## **REQUEST FOR FUNDING SUPPORT – LEDBURY YOUTH SERVICES CONSULTATION INITIATIVE**

### **Background**

In December 2023, the Herefordshire Council Talk Community brought together representatives of organisations working with young people in the county to see what could be done to assist young people in Ledbury. Among the attending organisations and individuals were representatives from LEAF/LYAS, Ledbury Town Council, Local schools (Bosbury, Ledbury and JMHS), Ledbury Rugby Club, Herefordshire Council Ward Member, CLD Trust (Strong Young Minds), and Rural Media.

It is recognised locally and at a county level that the provision of services and activities in Ledbury for young people is limited. Ledbury does not currently have a youth club, and travel to opportunities provided in Colwall, and Hereford is difficult for many. Public concern has been expressed about youth anti-social behaviour with limited safe spaces for young people in the evening.

Whilst the problem is recognised, the solutions need to be driven by, and have engagement, from the young people in the Town. A second meeting of the Ledbury Youth Engagement Group in January presented a proposal for a youth consultation exercise, which is currently scheduled to take place towards the end of March 2024. This initiative is designed to gather data on the views of local youth about the Town and the services and support facilities they would wish to see developed to support them as an important community group.

The exercise will involve a broad range of local organisations, including schools, sports clubs and all other relevant groups, to ensure that the consultation reaches a broad range of ages (10-18) and social groups and maximises the number of youth participants. The information collated through the funded initial consultation exercise will inform the next steps. The data will also be used to support funding bids to organisations that require evidence of youth engagement.

Rural Media has funding through the Esme Fairburn Foundation to conduct an initial online consultation as part of their Point of View project. However, a more comprehensive level of engagement is recommended, as evidenced by their work in Leominster and Wigmore. Several consultation exercises have been considered and provisionally costed. In addition, to an online digital survey targeted at schools subject to funding, the consultation team aim to hold two Youth Creative Consultation Events (Cost circa £250 each), a Portrait of Youth event (Cost circa £1000), and a targeted Sports Club Consultation (Cost circa £200). It may be feasible to run activities beyond these initial consultations to include:

- 'Voice of Ledbury young people' short film.
- POV Meet the Decision Makers (young people speed meeting local decision makers and councillors) to kick start Youth Panel/Youth Council/similar

- Consult with 18-24-year-olds, if needed.

The overall aim is to gather and distribute extensive insight data to relevant local organisations to support tactical and strategic planning for youth provision in Ledbury.

### Grant Request

Ledbury Town Council will be a primary beneficiary of this consultation exercise and is requested to support the initiative by providing a grant not exceeding £500 to support the Youth Creative Consultation activities.

CLD Trust (Stronger Young Minds) will also explore funding requests through LYAS/LEAF and the emerging Community Wellbeing fund to support the initial events.

Cllr Don McAll



<b>FULL COUNCIL</b>	<b>23 NOVEMBER 2023</b>	<b>AGENDA ITEM: 25</b>
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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 15 November 2023.

### **Detailed Information**

Below is a list of meetings etc that the Clerk has attended since the 15 November 2023

- 16.11.2023 - SLCC Webinar – Martyn's Law – Martyn's Law, also known as the Terrorism Protection of Premises, has been developed for the purpose of improving protective security and organisational preparedness across the UK by mandating those responsible for certain premises and events to consider the terrorist risk and how they would respond to an attack. It is anticipated that this Bill, if passed, will come into effect in 2024 and it could potentially impact on future events both indoors and out, and it will certainly mean that officers will be required to include additional information in Events Management Plans in the future and it is hoped that SLCC or other sources will provide training for staff on this. More information on Martyn's Law can be found at:  
<https://www.protectuk.police.uk/martyns-law/martyns-law-overview-and-what-you-need-know#:~:text=08%2F11%2F2023,would%20respond%20to%20an%20attack>.
- 21.11.2023 – Planning, Economy & Tourism Committee meeting
- 22.11.2023 – NALC webinar – Making the Planning System Work – online event
- 22.11.2023 – Traffic Management Working Party
- 23.11.2023 – Meeting with Councillor Morris to discuss content of JMMWP agenda
- 23.11.2023 – Meeting with Stromstad Tourist Information Centre, CDO and Jill Jupp – this meeting was arranged to discuss how Ledbury Town Council could work with Stromstad TIC to promote their towns with each other. The first step was that each town would include something in their regular newsletter about the other, and as this meeting was close to Christmas it was agreed that we would swap Christmas traditions and recipes. – The Community Development Officer will be taking these meetings on her own in future.
- 24.11.2023 – Meeting with Councillor Newsham to discuss Finance matters

- 26.11.2023 – Christmas Lights Switch on Event – once again this was a great success, with good feedback from both Market Traders and visitors to the event. There were in excess of 40 stalls at the event and there were some lessons learnt in respect of how they arrive and set up going forward. Many of the market traders in attendance had not realised they could ask for a gazebo and whilst the Council only have 12 gazebo's it should be noted that more traders had requested them than could be provided.
- 29.11.2023 – John Masefield Memorial Working Party – the WP is currently waiting for the NLHF to release their updated funding application form, at which point Dr Jane Mee (Volunteer) will submit an expression of interest in order to hopefully open up a dialogue with them in respect of possible funding for this project. The next meeting is scheduled for 21 February 2024.
- 30.11.2023 – Worknest Employment Law Webinar – there are a number of changes coming into being over the next 12 months, some of which may impact on Ledbury Town Council, the key one being changes to the law in respect of annual leave for casual/seasonal workers and how this is calculated. This is still being worked out and it is hoped that further information will be available shortly.
- 01.12.2023 – Ledbury Late Night Shopping Event – stayed in Ledbury to support Maintenance Operative with dismantling gazebos and closing up Market House – reports from Market Traders were that they had done well, those in the Market House welcomed the opportunity to attend and still be in the warm. There were some concerns over the market stalls raised by the shop traders, and this is something that should be discussed with them at an early stage of 2024 to try and work together and compliment the late night shopping experience going forward.
- 04.12.2023 – Budget Monitoring Meeting
- 04.12.2023 – S106 Portfolio meeting – I had hoped to attend this online meeting, however due to the earlier meeting over-running I would not have got home in time to join online, and due to worsening weather conditions, I did not want to stay in the offices late and not be able to get home due to flooding.
- 06.12.2023 – Along with the CDO, we visited Blandfords in High Street to purchase gifts for children from struggling families, as identified by the Children's Centre and Ledbury Primary School. This year 49 gifts were purchased from the donations from local businesses which totalled over £1,000. The gifts were wrapped in house by Councillors Morris and Furlonger and collected by the two organisations in the week before Christmas.
- 06.12.2023 – Traffic Management Working Party meeting – this meeting provided Members with the opportunity to meet with representatives of AECOM to discuss the review of signage in Ledbury in respect of weight limits and locations of the various signs which appear to cause confusion in respect of the town centre boundary etc.

- 06.12.2023 – Extraordinary meeting of Finance, Policy & General Purposes – this meeting was called so that business that had not been completed at the meeting of 23 November could be completed, which included the 2024/25 Draft Budget and Grant applications.
- 07.12.2023 – Resources Committee Meeting
- 07.12.2023 – Extraordinary meeting of Full Council – this meeting was called so that the additional business undertaken at the EO Finance meeting on 06.12.2023 could be considered and approved accordingly. This meant that Ledbury Town Council were able to complete their budget setting process before the end of the year and provide their precept request for 2024/25 to Herefordshire Council in good time.
- 13.12.2023 – Meeting with Griff Holliday and others to discuss how the Council can support the Community Day event in June – further discussions are ongoing, and a report is to be submitted to the next Events Working Party meeting.
- 13.12.2023 – Tourism Task & Finish Meeting – it was agreed that further information was required in respect of the Tourism Strategy, the next meeting of this group is scheduled for 31 January 2024.
- 14.12.2023 – FP & GP Working Party to complete Committee Structure WP Data forms – a report in respect of information gathered from these meetings will be provided to full council for review.
- 14.12.2023 – Planning, Economy & Tourism Committee Meeting
- 15.12.2023 – Meeting with Deputy Clerk to discuss E & L workstreams ahead of meeting with E & L committee members to complete data forms for Committee Structure Review.
- 15.12.2023 – Meeting with Members of Resources to review recording of Resources meeting held on 5 October 2023 – findings to be reported to Resources Committee meeting on 1 February 2024.
- 18.12.2023 – Meeting to discuss Christmas Lights requirements for 2024 onwards – findings reported to E & L Committee on 4 January 2024
- 19.12.2023 – E & L Committee Structure meeting to complete data forms.
- 20.12.2023 – Meeting with Councillor Hughes to review sections 1 and 2 of Risk Register – reported to FP & GP Meeting on 18.01.2024
- 03.01.2024 – Meeting at Thorn Depot with BBLP and HC to discuss closure of Top Cross to allow works to take place in February 2024

- 08.01.2024 – Meeting with Councillor McAll to review next steps in respect of Data Sheets for Committee Structure WP
- 09.01.2024 – Online consultation with HC re County Plan – this was one of three online consultations organised. The outcome of this consultation will be provided to Members when received.
- 10.01.2024 – BBLP in Council Offices to provide drop in sessions re Top Cross Road Closure/road works in February 2024
- 11.01.2024 – Meeting with Clare Stone of Buses 4Us to discuss working together to investigate funding and possibility of Ledbury Town Council acquiring electric hopper type bus for local service. Clare was very positive and advised of various funding streams that may be available for the cost to purchase a bus. It was agreed that she would send some links and information to the Clerk for a report to be submitted to next TMWP meeting.
- 11.01.2024 – Planning, Economy & Tourism Committee meeting.
- 15.01.2024- Meeting of Councillors with Hoople at the request of Council – notes of the meeting to be provided to council for further consideration.
- 15.01.2024 – Pre-finance meeting with Councillor Sinclair
- 16.01.2024 – Annual Plan Delivery Session – BBLP at Thorn Depot – informative presentation provided by various departments within BBLP – slides to be provided in due course which will be forwarded to all Councillors. Again there was no other representation from Ledbury at this meeting.
- 17.01.2024 – Meeting with Councillor Morris to discuss JMMWP matters – updates to be provided to WP in February 2024.
- 17.01.2024 – Meeting of Councillors with NALC as agreed by council. Notes of this meeting will be provided to Council for further consideration.

### **Other ongoing projects and workstreams**

Service agreement between LTC and the Rogers Family – A Task and Finish Group has been arranged for consideration of the draft SLA prior to it being sent to Rogers Family for comment.

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.

Awaiting on a decision from Council in respect of SID's, once approval given Commissioning application will be submitted and SID's ordered and installed.

GDPR Training is scheduled for staff and Councillors, there are still a few spaces for any councillor who would like to attend but has not responded.

Will be attending SLCC Practitioners Conference on 31 Jan and 1 February 2024.

Hoping to carry out full review of all council policies and procedures introduced since 2019 in the next twelve months.

Will be carrying out staff appraisals in February 2024.

**Recommendation**

That Members receive and note the above information.



## LEDBURY TOWN COUNCIL

<b>FULL COUNCIL</b>	<b>25 JANUARY 2024</b>	<b>AGENDA ITEM: 25(ii)</b>
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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 23 November 2023.

#### **Detailed Information**

Below is a list of meetings etc that the Deputy Clerk has attended since the last Full Council meeting in November 2023 with some updates on particular projects.

<b>Date</b>	<b>Meeting / Update</b>
<b>2023</b>	
16 November	Finance, Policy & General Purposes Committee Meeting
23 November	Full Council Committee Meeting
	Met with Bliss Cleaners to review contract (having been in post for the past 12 months)
26 November	Christmas Lights Switch on Event – Ledbury Town
29 November	ILM Training
30 November	Webinar: “Employment Law Update – What’s coming in 2024”
4 December	Meeting with Calligrapher regarding Mayor/Councillor plaque for Cemetery
6 December	Climate Change Working Party Meeting
	Extraordinary Meeting of Finance, Policy & General Purposes
7 December	Events Working Party
	Meeting with Forestry Commission to discuss felling exercise at Dog Hill Wood
	Decorated Christmas tree at Cemetery Chapel, along with CDO
	Extraordinary Full Council Meeting
8 December	Meeting with LTC Groundsman, ahead of him returning to work in the New Year.
	Communication with Electrician over several days regarding Christmas lights/timers (Homend/Tree)
	Arranged for LTC Maintenance Operative to start preparatory works on the decommissioned public telephone box in Bridge Street, which is to be used for a defibrillator.
10 December	Attended Christmas Carol Service at St Michaels
12 December	Meeting with Electrician re EICR quote for Cemetery/LTC Offices
13 December	Attended Ledbury Cemetery to meet contractors installing CCTV

	Team Meeting
21 December	Issued Environment & Leisure Committee papers
15 December	Committee Structures Review Meeting with Cllr Chowns and Clerk
18 December	Researching information for Cemetery Fees Report for E & L
	Meeting with Cllrs to discuss Christmas Light requirements for 2024
19 December	Committee Structures Review Meeting with E&L Councillors to complete data forms.
	Researching the availability of storage containers and costs should the decision be made for the Council to purchase its own Christmas lights.
<b>2024</b>	
3 January	Ongoing exchange of emails with Coddington Christmas Trees to confirm Christmas Tree for 2024.
	Meeting with contractors at the Recreation Ground for the installation of the timber climber
4 January	Meeting with Adrian Hope Tree Services at Cemetery regarding Tree Survey for the Cemetery, taking place today
5 January	Telephone meeting with HC Streetworks Team to utilise road closure for Knapp Lane for benefit of felling trees at Dog Hill Woods
	Issued Quotation specification to 10 contractors for tree felling at Dog Hill Woods
	Arranged for local tree surgeon to visit a property in Biddulph Way to assess trees next to property (whether they were healthy or needed to be cut down)
9 January	Met with local resident to discuss the flower pots around the War Memorial and whether they should be planted up at different times of the year.
10 January	ILM Training (Final session)
12 January	Cemetery – Measure up for new Garden of Remembrance and deal with initial preparatory work before this goes out to contractors to quote for
	Establish location of meter boxes (Market House, Market Traders) for the Clerk
15 January	Attended Pre-finance meeting with Clerk and Councillor Sinclair
16 January	Telephone meeting with Balfour Beatty to discuss road closure for benefit of felling trees at Dog Hill Woods
	Preparatory papers for next Climate Change Working Party (7 Feb) issued to Chair for consideration
17 January	Reviewing quotations received in respect of tree felling at Dog Hill Woods and addressing any queries with contractors, ahead of report being presented to Full Council

## **Updates**

### **Council Offices – New guttering and drainpipes**

The torrential rain before Christmas identified several sections of the guttering on the Council Offices needing attention. D A Cook were asked to look at the guttering when



they were completing their works on the Market House and a quotation is awaited from them.

### **Market House**

As detailed in the last report, the plaster repairs to the Market House are still ongoing. As at 19 December 2023 the two panels which had been boarded over previously and which couldn't be reached from the scaffolding (put up by D A Cook for the roof repairs) have now been repaired, re-lathed and one backing coat applied but at that time it was not ready for a top coat hence why temporary boards were fixed to protect them. In the meantime, two new small areas had since been identified needing attention.

Ian Bishop is fully aware of these new sections which will get addressed when he finishes work on the above two panels, referred to above. Ian Bishop has been contacted and a date is awaited for when he can return to finish these works.

### **CCTV at the Cemetery**

The new CCTV system was installed at the Cemetery on 13 and 14 December 2023.

### **Tree Down at the Cemetery**

On Thursday, 21 December 2023, the high winds disturbed one of the trees at the Cemetery, as shown below. Fortunately, a local contractor was able to attend on the following day to cut down the tree and make the area safe. The contractor is returning to the Cemetery on 19 January 2024 to clear away all the brash.



### **Tree Survey for Ledbury Cemetery**

As noted above, the tree survey was carried out by Adrian Hope Tree Services on 4 January 2024. A copy of the tree survey will be presented at the next Environment & Leisure Committee meeting in March 2024. Of the 111 trees surveyed, 4 relatively small trees were identified as needing to be felled and with the balance mainly falling into two categories: no attention necessary or to sever ivy off the tree trunks, which is a task that was started last year by the temporary Groundsman.

## **Fire Compartmentation Survey (“FCS”)**

It has been difficult to find a company willing to undertake a FCS. However, one company has been approached, their detailed questionnaire has been completed but they have now requested detailed and up to date plans of the offices which are being sourced.

## **Electrical Installation Condition Reports (“EICR”)**

Members of the Environment and Leisure Committee met on 4 January 2024 and selected a company to undertake EICR testing at the Council Offices, Market House and Cemetery Chapel. The company has been appointed and a date is awaited for the works to take place.

## **Recreation Ground**

Members of the Environment and Leisure Committee voted to have a new timber climber installed at the Recreation Ground.



I am pleased to report that Urban Recreation installed the new piece of equipment in the first week of January and contractors returned a week later to lay the turf and install the rubber matting.

The inclusive roundabout was also serviced prior to Christmas and is now working well.

## **Tree Felling at Dog Hill Woods**

The Deputy Clerk met with the Forestry Commission at Dog Hill Woods to discuss the Woodland Management Plan and what measures could be put in place to fell the majority of the trees that were highlighted in the Tree Survey carried out by David Gardner in October 2022.

The Forestry Commission Representative recommended that most if not all of the trees along Knapp Lane should be felled despite the report suggesting that some should just have their crowns removed as soon as possible and certainly before the

end of February. The Deputy Clerk contacted Herefordshire Council's Streetworks Team to see if the road closure planned for Top Cross could be utilised for this tree felling exercise. Part of the road closure was to close Knapp Lane to prevent a "rat run" for local residents between 11 February and 17 February 2024 and therefore it seemed sensible to utilise this closure whereby tree felling contractors could get on with the works.

A detailed report is being presented at Full Council for Members to review and select a company to carry out the tree felling exercise.

### **2024 Christmas Tree**

Something to look forward to. This is a photograph taken of the tree that has been reserved for Ledbury Town Council for 2024. It will be approximately 28 feet from where it is cut to the top of the tree.



### **Recommendation**

That Members receive and note the above information.



<b>FULL COUNCIL</b>	<b>25 JANUARY 2024</b>	<b>AGENDA ITEM: 25(iii)</b>
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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**

Below is a list of meetings etc that the CDO has attended since the 23rd of November 2023

### **Meetings**

- **23.11.2023 Meeting with Stromstad Tourist Information Centre, Clerk and Jill Jupp** – this meeting was arranged to discuss how Ledbury Town Council could work with Stromstad TIC to promote their towns with each other.
- **24.11.23 Decorate / set up Grotto at Ledbury Town Council for Light Switch on**
- **26.11.23 Christmas Light Switch on Event**– A positive event organised by Officers. Worked from 11:00 – 6:30pm to help set up the food court in St Katherines Carpark and organise/run the free arts and crafts Workshop in the Burgage Hall.
- **28.11.23 Meeting at Ledbury Poetry** – This meeting was arranged by the Poetry House to discuss future town events, and how the Poetry Festival and Town Council could work more collaboratively. Updates on John Masefield and World Book Day were provided. There was a discussion on whether the Council would like to work with the Poetry Festival to celebrate National Poetry Day and hold events similar to the World Book Day event that the council organise.
- **28.11.23 Designed Ledbury Town Council's Winter Newsletter**
- **29.11.2023 John Masefield Memorial Working Party** – the WP is currently waiting for the NLHF to release their updated funding application form. It is hoped that this will be available in January. Dr Jane Mee (Volunteer) will submit an expression of interest with the hope to secure possible funding for this project.

- **06.12.2023 Gifts for families in need** – Along with the Town Clerk, we visited Blandfords to purchase gifts for children from struggling families, as identified by the Children’s Centre and Ledbury Primary School. 49 gifts were purchased by using donations from local businesses.
- **07.11.23 Events Working Party** – Minutes available on request.
- **7.11.23 Prepared and sent Tourism Agenda** – Agenda and minutes available on request.
- **07.12.23 Christmas Tree** - Decorated the Christmas Tree in the Chapel for the Candle Lighting Event with the help of the Deputy Clerk.
- **13.12.2023 Ledbury Celebration Meeting** – Invited to a meeting to discuss how the Council could support the Ledbury Celebration, which is currently run by the Food Group and Ledbury Poetry. It was agreed that a report would be submitted to the Events Working Party for consideration.
- **13.12.2023 Tourism Task & Finish Meeting** – it was agreed that further information was required in respect of the Tourism Strategy, the next meeting of this group is scheduled for 31 January 2024.
- **14.12.23 Community Network Meeting** – Meeting to bring together community groups and statutory services to connect with peers and share ideas and experiences, in particular, the need for youth provision. A meeting will be held January to discuss how Rural Media can work with the community to hold consultations and engagement workshops in Ledbury.
- **14.12.23 Meeting to discuss website** –Attended a meeting with Griff Holiday and Heather Coppock to discuss the possibility of local events being advertised on the Town Council website. A report will be provided to the Events Working Party.
- **15.12.23 Strategy for Funding Course**
- **17.12.23 Candle Lighting Event** – New Street Chapel was open from 10:00am – 2:30pm where residents could light a candle for loved ones. The event was well attended with over 70 visitors. It is believed that this year’s attendance was higher due to early advertising and a banner being displayed on the cemetery gate.
- **19.12.23 Meeting with Christine Tustin** – Meeting to discuss the Civic Society’s plans to create a brochure for the Heritage of Ledbury. A report has been provided to the Planning, Economy and Tourism Committee.
- **20.12.23 Meeting with Penelope Shaw** – To discuss Tourism in the Town and how the Masters House could contribute to Ledbury’s World Book Day.

- **21.12.23 WOW Meeting** – To discuss how the Community Hub and Ledbury Town Council could work together to hold Winter of Wellbeing Hubs during March 2024.
- **09.01.2024 World Book Day Sterring Group** – Meeting to discuss the progress of Ledbury's World Book Day.
- **16.01.24 Meeting with Ellie Scanlan** – Meeting to discuss what projects Creative Pathways are working on and how this could be promoted more.
- **17.01.24 Meeting with Ledbury Community Hub** – Meeting to discuss the Winter of Wellbeing funding application. Discussion included how much sessions would cost and what activities would run (this information was need in order to complete the funding application)
- **17.01.23 WOW funding application completed and submitted to Herefordshire Council**

### **Recommendation**

That the above report be received and noted.





# **MINUTES OF LEDBURY STRÖMSTAD TWINNING ASSOCIATION FRIDAY 17 NOVEMBER 2023 – TALBOT HOTEL DINING ROOM**

## **PRESENT:**

Cllr Helen l'Anson (Ledbury Town Council Mayor) (HA), Sue Bettington (SB),  
Cllr Stephen Chowns (SC), Nick Fish (NF), Mel Fish (MF), Mal Hughes (MH),  
Sue Hughes (SH) (both Ledbury Community Choir), Clive Jupp (CJ) and Jill Jupp (JJ).

**APOLOGIES:** Caroline Alexander (CA) – Chairman, Pauline Bates (PSB),  
Cllr Phillip Howells – Ledbury Town Council (PH), Hilary Jones (HJ), Paul Knott (PK),  
Howard Mayell (HM) and Steve Onions (Vice Chair) Ledbury Swifts (SO).

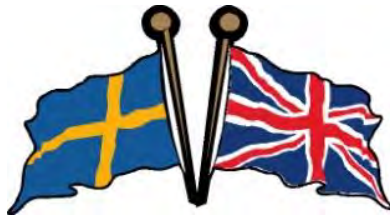
**IN ATTENDANCE:** None.

ITEM NO:	SUBJECT	ACTION
1.	<b>WELCOME AND INTRODUCTIONS:</b> the Meeting elected CJ as Chair as CA and SO were not able to attend	
2.	<b>MINUTES OF PREVIOUS MEETING AND MATTERS ARISING:</b> MH proposed and SH seconded that the Minutes were a true and accurate record of the meeting. They were then signed by the Chair.  No matters arising not covered by the Agenda.	
3.	<b>TREASURER'S REPORT:</b> SB reported that the bank balance was currently £1392.98. The balance included funds from the Carnival stall and some late membership fees,  CJ explained re the problems with Barclays Bank; they kept requesting the completion of paperwork which had been sent twice before in their pre-paid envelope. CJ to continue the liaison with Barclays.	<b>CJ</b>
4.	<b>MEMBERSHIP RENEWAL:</b> No update.  <b>Membership Fees:</b> Carry forward to next meeting when Chair and or Vice Chair would be present.  <b>New Membership Leaflet:</b> Work in progress.	<b>COMMTE</b>
5.	<b>LEDBURY SWIFTS UPDATE:</b> NF explained that the Swifts would not be going to Strömstad in 2024 but plans were being made for IFK Strömstad Under 15s to visit Ledbury at the end of May, staying at Ledbury Football Club,	

	Ledbury Town Football Club were also hoping to carry out a pre-season tour to Strömstad, in 2024, staying at IFK.	
6.	<p><b>REPORT FROM STRÖMSTAD GROUP:</b> Jon Lindell had reported that several initiatives were being planned by the Strömstad Group, including:</p> <p>An English style afternoon tea with entertainment (based on the FIKA coffee morning held in Ledbury) to be held at a local café in Strömstad.</p> <p>Arrangements for the music collaboration with the Ledbury Singers 'PIAF with Friends'</p> <p>Traditional Swedish Midsummer Event.</p> <p>Ninni is working to keep the schools' cooperation active. There are 2 pupils who wish to visit Ledbury.</p> <p>Physical home for the Twinning in Strömstad.</p>	
7.	<p><b>MUSIC COLLABORATION – APRIL 2024:</b> MH reported that Nina and Bosse Markendahl, plus two or three other musicians would be in Ledbury week commencing 1 April 2024.</p> <p>Ledbury Rugby Club had been booked for the evening of Friday 5 April 2024 for 'Piaf with Friends' a joint concert with The Ledbury Singers. The plan was to create a 'Parisien Style' Night Club setting.</p> <p>MH, SH were working very closely with the Markendahls to arrange the event.</p> <p>This event would require the Twinning Committee to take on the 'Event Management' and arrange the set up and taking down of the equipment etc. for the event.</p> <p>Separate meeting to be held to arrange the details. Monday 11 December 2023, 3.00 pm at the home of CJ and JJ. (CJ, NF, MH and SH to attend).</p> <p>On the evening of Saturday 6 April, the plan was for Nina and Bosse to perform at The Talbot, as they had done in the past. JJ had discussed with Richard at The Talbot and the event had been diarised.</p>	<b>CJ/NF/MH/SH</b>

	The Markendahls and other musicians would be staying with MH and SH and CJ and JJ.	
8.	<p><b>SOCIAL EVENTS AND FUND RAISING:</b></p> <p><b>Swedish Coffee Morning Saturday 23 September 2023 ‘Ska Vi Ha Fika’:</b> This had been a very enjoyable and well attended event. Good publicity had been in place both prior to and following the event. A big thank you was due to The Talbot Hotel for hosting and providing delicious Swedish style food and the Mayor and Town Council for</p> <p><b>Christmas Lights Switch On – Sunday 26 November:</b> It had been agreed that the Association would have a stand (indoors) at the event to have a presence and support the event.</p> <p>JJ and CA to plan but essentially around Swedish style Christmas traditions, with food tasting, quiz and craft activities for families.</p> <p><b>Christmas Dinner Celebration:</b> Friday 8 December 2023 7.30 pm Talbot Hotel. JJ to forward menu choices to SB.</p> <p><b>Quiz March 2024:</b> Date to be arranged. JJ to liaise with HJ to take this forward with British Legion Club and Quiz Master.</p> <p><b>Midsummer Celebration in Strömstad Friday 22 June 2024:</b> This was an invitation from Nina and Bosse Markendahl to celebrate Midsummer Swedish style.</p> <p>More information to follow early in 2024.</p>	<p><b>CA/JJ</b></p> <p><b>JJ/SB</b></p> <p><b>JJ/HJ</b></p>
9.	<p><b>EDUCATIONAL LINKS WITH LOCAL SCHOOLS – LEDBURY AND STRÖMSTAD:</b> JJ had been in contact with Jacob Bragg., the teacher at Ledbury Primary School, who was the contact for the Association within the School. Jacob was keen to have a talk etc. for the year group. Date arranged for Monday 3 December, to talk to two Year 4 classes. CA and JJ to plan and deliver.</p> <p>In the new year contact Eastnor and Bromesberrow Primary Schools re talk about Twinning and Swedish Easter traditions.</p> <p>MF and NF to contact JMHS re links there.</p>	<p><b>CA/JJ</b></p> <p><b>JJ</b></p> <p><b>MF/NF</b></p>
10.	<b>TALKS TO LOCAL GROUPS:</b> See item 9 above re local schools.	

	Need to arrange a time to talk to LTC Full Council Meeting to bring them up to date re Twinning. JJ to contact the Clerk.	JJ
11.	<p><b>SOCIAL MEDIA:</b> MF was uploading items regularly to the Facebook Page,</p> <p>MF had invited Ninni Liljestränd Qvicklund and Jon Lindell to be administrators for the Page to enable them to upload information from the Strömstad side.</p> <p>MF to set up 'Whats App' Group for Committee.</p>	<p><b>MF</b></p> <p><b>MF</b></p>
12.	<p><b>A.O.B: Links Between Tourist Information Centres:</b> Meeting arranged for Thursday 23 November with the Clerk, and Community Development Officer at Ledbury Town Council, Asa Masselberg, Manager of Strömstad Tourist Information Centre and JJ. Meeting to take place via Teams.</p> <p><b>HMS Ledbury:</b> JJ and CJ had spoken to Craig Clark, Lieutenant Commander of HMS Ledbury, at the Mayor's Civic Service and Remembrance Sunday. They had arranged to provide Twinning membership information to Craig to enable the honorary membership for HMS Ledbury to be reinstated.</p>	<p><b>Clerk/ CDO/AM/ JJ</b></p>
13.	<p><b>DATE OF NEXT MEETING: Wednesday 3 January 2024 7.30 pm. Venue Talbot Hotel Dining Room</b> JJ to confirm with RJ.</p> <p>The Meeting closed at 9.00 pm. CJ thanked everyone for attending.</p>	



# LEDBURY & STRÖMSTAD TWINNING ASSOCIATION

## WINTER 2023 NEWSLETTER

The Winter Newsletter comes with Christmas messages from both sides of the North Sea.

### **Greetings from Strömstad - Wishing You A Merry Christmas And A Happy New Year**

Christmas is approaching and Strömstad is covered in powder white snow. Our small town by the sea is even more beautiful this time of year, all dressed up in lights and Christmas decorations. Last weekend, we kicked off what we call the "Christmas period", starting with the lighting of the big Christmas tree in the City's main square. Here, family activities take place every weekend and Santa Claus is frequently seen in the big, red sledge placed in the middle of the square. The city center comes alive, and it's good to see that our local business, shops and companies, has gained almost full strength after the Covid-period. This week we got a receipt of that from the national banking business, Strömstad has the largest amount of companies showing growth compared to the other 49 municipalities in our region! This no 1-ranking is about the best Christmas present we could get in the hard times the world is experiencing for the moment.

While some of us are getting prepared for Christmas by baking gingerbread houses and cookies, visiting Christmas markets, attending Lucia celebrations etc, others prefer close contact with the North Sea. A cold and refreshing Christmas bath in the sea combined with a hot sauna is a trend growing in popularity. Hope you have the time to visit us in wintertime, we will be happy to show you how to approach the Sea all year round!

### **Merry Christmas and a Happy New Year!**

Kent Hansson, Mayor of Strömstad along with many citizens of Strömstad!









## Greetings from Ledbury: the Mayor of Ledbury's Christmas Message to Strömstad

Ledbury is flooded with Christmas lights, and everyone is coming into the shops of our lovely town which has been voted the 4th prettiest town in the Country recently in the Daily Telegraph. We have had lots of exciting events take place recently including the installation of Hedgehog Homes designed by local children for our Cemetery, Remembrance Sunday Parade, Christmas Light Switch On event, a festive Coffee Morning in aid of my two chosen charities, a Late-Night Christmas Shopping event organised by local traders and the Town Carol Service.

With all the festive events now taking place in Ledbury, myself and many others are now in the Christmas Spirit! We still have our annual Candle Lighting event, which is taking place this weekend, where people in Ledbury can light a candle to remember loved ones. Wrapping up my Christmas update I would like to wish all in Strömstad a very Merry Christmas and a Happy New Year! We look forward to hearing from you again soon and seeing those who visit Ledbury in 2024!



**Message from the Chair of Ledbury Strömstad Twinning Association:** 2023 has been another good year for Ledbury and Strömstad twinning Association. We have held some enjoyable events and have participated in other community events.

Ledbury Swifts have again visited Strömstad to play football matches with locals teams. Their motto is "Vänskap genom sport" "friendship through sport" This ethos is very evident during their visits. We are excited to say that there are plans for a team from Strömstad to visit Ledbury in early summer this year.

We held another very successful and tasty Swedish Smorgasboard evening in the Talbot this year. If passing the Talbot hotel do pop in to the "Little Strömstad" bar for a drink and to also see the selection of books and memorabilia from Strömstad on display there. Our grateful thanks to Richard and the Talbot team for their continuing support for the Twinning Association.

We will be planning more events for this year and hope you will be able to join us.

Finally, I would like to thank our President, Adam Munthe for all of his support during the last year and of course our very hard-working committee.

I wish you all a very happy and peaceful NewYear. **Caroline Alexander**

### **Strömstad Christmas and New Year Traditions:**

Christmas in Strömstad starts on the town square with the lighting of the Christmas tree and evening opening in many shops and restaurants with great offers. Both young and old gather in the city square on the first Friday evening in December to witness the lighting of the Christmas tree. Hundreds of small lights illuminated both shops, streets, and squares on Friday evening as the 46th edition of the present hunt began for the first advent. The atmosphere was enhanced by Christmas songs like "Let it snow! Let it snow! Let it snow!" and "Nu tändas tusen juleljus" (Now a thousand Christmas lights are being lit). Around 40 different shops in the merchants' association had evening opening hours during the event.



The same weekend, on the first Sunday of Advent, a Skyltpromenad is organized. which translates to "promenade with questions" where people take a stroll (promenad) around a city while answering questions with varying topics such as cultural events and local history. During the Skyltpromenad people also can enjoy the various Christmas displays and decorations in storefronts and vote for the most "best dressed Christmas windows". Four weeks before Christmas, the liturgical Advent period begins, and it is customary in Sweden to light a candle each Sunday. The children's excitement mounts as windows pop open on their Advent calendars. It is customary to hang a star fashioned from paper or straw in your window, symbolising the guiding star of the Three Wise Men. At least once before Christmas Eve, friends and colleagues gather at restaurants for a "Christmas buffet", which combines traditional Christmas dishes with the riches of a smörgåsbord.

Christmas markets are part of the Christmas season, and in and around Strömstad, several atmospheric markets are organized from the end of November until Christmas. A Christmas market, offering quality handmade products, ranging from handcrafted objects in wood and ceramic to knitted mittens and sheepskin slippers. Christmas-themed food and drink complete the experience, including the winning combination of a steaming cup of 'glögg' (mulled wine) and a 'pepparkaka' (gingerbread).



In addition to Christmas music in churches, the highlight for many residents of Strömstad is the annual Christmas concert in Strömstad Stadshus (City Hall). Local musicians Anders Ådin, Jenny Gustavsson, Andreas Wendelholt, and Thomas Flodin bring their instruments: saxophones, hurdy-gurdy, guitar, violin, accordion, and, not least, their voices for their annual Christmas concert.

### **Lucia – Bearer of Light, Hymns and Swedish treats**

The Lucia tradition, held on 13 December, is as integral to Swedish culture as midsummer and crayfish parties. Immensely atmospheric, this 400-year-old custom brings peaceful joy each year on 13 December and play a particularly important role, when Swedes celebrate to mark the winter solstice. With the country shrouded in darkness, girls and boys wear white gowns and carry candles, singing songs to celebrate Saint Lucia, the bearer of light.

St Lucia is dressed in a white gown with a crown of candles in her hair. She is accompanied by a train of white-clad attendants: "Stjärngossar" - boys wearing tall paper hats with stars on them, the "Leander" of whom is called Staffan and "Luciatärnor" - girls with glitter in their hair. All singing traditional songs and bringing trays of coffee, "lussekatter" (saffron buns) "pepparkakor" (ginger biscuits) and "glögg" (mulled wine).

Lucia is celebrated at schools, workplaces and by families. The Lucia procession is performed at Strömstad church and also old people's homes.

**Cold Bathing:** Magical winter swimming in Strömstad's cold bath house is popular and there's a strong tradition of open-air baths and cold bathing in Sweden. It is said that cold bathing with sauna has health benefits and that the thermal shock between the hot sauna and the cold water can increase circulation, reduce stress, and improve well-being. It is also a social activity and a part of Swedish culture, especially during the winter months when lakes and seas are cold.



### **Christmas Eve – the Highlight of the Season**

Though the entire Christmas season centres on socialising over a treat or two, Christmas Eve is the main event. When hunger sets in, it's time to gather around the buffet-style 'julbord' – a Christmas smorgasbord that offers the full medley of Swedish Christmas food, with everything from Christmas ham ('julskinka') and Swedish meatballs to pickled herring ('sill') and chopped beetroot salad ('rödbetssallad').

Dessert-wise, expect the delicious classic 'Ris à la Malta', a vanilla rice pudding typically served with orange slices. And as for drinks, 'julöl' – a dark, seasonal beer – and the soft drink 'julmust' (a bit like root beer) are key, along with traditional snaps.

Around the julbord, "skål" is uttered to mark a toast. And as for other Christmas greetings in Sweden, the most important ones are "God Jul" (Merry Christmas) and "God fortsättning", meaning "enjoy the rest of the holidays".

In Sweden, Santa ('jultomten') joins the party, generously handing out presents in person. The in-joke between grown-ups is for someone to announce that they're "popping out" to get the newspaper, only to return dressed up as Santa.

Unsuspecting children have no idea it's their dad, mum or neighbour hiding behind the bushy beard.



When the clock strikes 3:00 pm it's time for a dyed-in-the-wool Swedish tradition – namely to gather in front of the TV to watch the annual 'Donald Duck and his friends wish you a Merry Christmas' show ('Kalle Anka och hans vänner önskar God Jul'). This medley of Disney classics – including Cinderella, Snow White and Mickey Mouse – features original clips as well as more recent additions. A Swedish Christmas Eve wouldn't be complete without it.

### 'Julbord' – the ultimate Christmas smorgasbord

The mere mention of 'julbord', translating to 'Christmas table', gets Swedes into the holiday spirit.

The crowning glory of this mainstay is the Christmas ham ('julskinka'). Boiled and breaded, it's presented in its entirety and then sliced and eaten cold, often with a dollop of mustard. Other essentials – several of which were considered luxury foods for Swedish households a couple of centuries back – are Swedish meatballs ('köttbullar'), dry-cured salmon ('gravlax'), short ribs, cocktail sausages ('prinskorv'), potatoes, chopped beetroot salad ('rödbetssallad') and different varieties of pickled herring ('sill'). Many make their own, buying herring in brine and adding spices and sauces.

A relatively new addition, added to the table in the 1940s, is 'Jansson's temptation' ('Janssons frestelse'), a gratin dish made of julienned potatoes, onions, anchovies and cream. The smorgasbord offer also unusual treats such as jellied pigs feet, 'lutfisk' (air-dried white fish soaked in a salt solution), 'gubbröra' (an egg and anchovy mixture), and rice porridge that oozes with cream, sugar and cinnamon. Superstition has it that whoever finds the whole almond in their porridge will marry within the year.

To wash it all down with, there is 'julöl' (dark, seasonal beer) and snaps, although no julbord is complete without 'julmust' – an alcohol-free soft drink that tastes like a cross between Coca-Cola and root beer. The Swedish Christmas menu – spanning food, drink and sweet treats – embodies the warmth of spirit that Swedes wrap themselves up in.

**Christmas Closing Ceremony:** The Christmas period finally ends with the Christmas tree looting in January – a closing ceremony when Christmas is danced out. 'Julgransplundring' (Christmas Tree plundering). This takes place on the 20th day of Christmas (Tjugondag Knut, St Knut's Day on January 13th) and involves dancing





around the tree before removing the Christmas decorations, smashing and eating of gingerbread houses, as well as games and music. Finally, the tree is removed from the house; in the past, they were literally thrown out of windows, but these days they are taken to a designated area.

## Christmas Recipes

### JANSSON'S TEMPTATION

#### Ingredients (Serves 6-8)

1.2 kg potatoes  
400 g onions  
375 g spice-cured sprat filets  
600 ml heavy whipping cream  
salt, white pepper  
breadcrumbs  
butter

#### Method

Preheat the oven to 200 C/Gas mark 6). Peel the potatoes and cut them into strips. Peel and cut the onions into thin slices, sautéing them gently in a little butter without browning. Grease an ovenproof baking dish and cover the bottom with a layer of potatoes, then add half the onions and half the sprat ('anchovy') filets. Another layer of potatoes, then the rest of the onion and sprats. Finish with a layer of potatoes. Flatten the surface, apply a few turns of pepper fresh from the mill and sprinkle on a little salt. Pour the cream. Place a few pats of butter on top and, if desired, sprinkle with some breadcrumbs. Bake in the middle of the oven for about an hour.



### ST LUCIA TRAYBAKE

#### Ingredients (Makes 12 large buns)

50 g fresh yeast  
1 g saffron, ground  
300 ml milk, room temperature  
90 g granulated sugar  
2 eggs + 1 egg for brushing  
200 g butter, room temperature  
600 g wheat flour (approx.)

#### Filling:

120 g brown sugar  
150 g butter, room temperature  
100 g almond paste, grated--

#### Method

Dissolve the yeast in milk together with saffron and sugar in a dough bowl.

Add the eggs, almost all the flour and add the butter.

Knead the dough for a few minutes. Leave to rise to double in size under a baking sheet, about 40 minutes. Press a finger down gently and when the dough puffs up, it's ready.

Remove the dough to a floured baking tray. Knead the dough and flatten it, let it rest for 5 minutes.

Roll out to 40 x 35 cm, spread the filling and roll up like you would with cinnamon rolls.

Cut into 12 equal sized pieces, place them in a greased or baking paper lined ovenproof tray 30 x 40 cm. Leave to rise for another 20 - 30 minutes. Press a finger down gently and when the dough puffs up, it's ready.

Preheat the oven to 200 C. Brush the buns with lightly beaten egg.

Bake on the bottom shelf of the oven until the buns are cooked through. This will take about 25 minutes



## TRADITIONAL ENGLISH CHRISTMAS PUDDING

### Ingredients:

- 450g/1lb dried mixed fruit (use a mixture of sultanas, raisins, and snipped apricots)
- 1 small cooking apple, peeled, cored and roughly chopped
- 1 orange, finely grated rind and juice
- 3 tbsp brandy, sherry, or rum, plus extra for flaming
- 75g/3oz butter, softened, plus extra for greasing
- 100g/3½oz light muscovado sugar
- 2 free-range eggs
- 100g/4oz self-raising flour
- 1 tsp mixed spice
- 40g/1½oz fresh white breadcrumbs
- 40g/1½oz whole shelled almonds, roughly chopped



### For the Brandy Butter

- 100g/3½oz unsalted butter, softened
- 225g/8oz icing sugar, sieved
- 3 tbsp brandy, rum or cognac

### To Serve:

4 tbsp brandy or rum

### Method

1. Measure the sultanas, raisins, apricots and apple into a bowl with the orange juice. Add the measured brandy (rum or sherry), stir and leave to marinate for about one hour.
2. Put the measured butter, sugar and grated orange rind into a large bowl and cream together with a wooden spoon or a hand-held whisk until light and fluffy. Gradually beat in the eggs, adding a little of the measured flour if the mixture starts to curdle.
3. Sift together the flour and mixed spice, then fold into the creamed mixture with the breadcrumbs and the nuts. Add the soaked dried fruits with their soaking liquid and stir well.
4. Generously butter a 1.4 litre/2½ pint pudding basin. Cut a small disc of foil or baking parchment and press into the base of the basin.
5. Spoon into the prepared pudding basin and press the mixture down with the back of a spoon. Cover the pudding with a layer of baking parchment paper and foil, both pleated across the middle to allow for expansion. Tie securely with string and trim off excess paper and foil.
6. To steam, put the pudding in the top of a steamer filled with simmering water, cover with a lid and steam for eight hours, topping up the water as necessary.
7. To boil the pudding, put a metal jam jar lid, or metal pan lid, into the base of a large pan to act as a trivet. Place a long, doubled strip of foil in the pan, between the trivet and the pudding basin, ensuring the ends of the strip reach up and hang over the edges of the pan. This will help you to lift the heavy pudding basin out of the pan of hot water when it has finished cooking.
8. Lower the pudding onto the trivet and pour in enough boiling water to come half-way up the side of the bowl. Cover with a lid, bring the water back to the boil, then simmer for about seven hours, until the pudding is a glorious deep brown colour, topping up the water.
9. For the brandy butter, place the butter into a mixing bowl and cream with a wooden spoon until light and fluffy – or for speed use an electric hand-held mixer. Beat in the sieved icing sugar until smooth, then add brandy, rum or cognac, to taste. Spoon into a serving dish, cover and set aside in the fridge.
10. When cooked through, remove the pudding from the pan and cool completely. Discard the paper and foil and replace with fresh. Store in a cool, dry place.
11. To serve, on Christmas Day, steam or boil the pudding for about two hours to reheat. Turn the pudding onto a serving plate. To flame, warm the brandy or rum in a small pan, pour it over the hot pudding and set light to it. Serve with brandy butter.

**Ledbury Swifts:** At the end of July, Ledbury Swifts Under 16 Boys returned to Strömstad to play in matches against other Swedish/Norwegian teams. The Swifts boys/girls have been going to Strömstad to play on an annual basis since 2000 and are the Association's greatest and most consistent ambassadors. As always the Swifts received a wonderful welcome in Strömstad. Three matches were played, the Swifts won a match, lost one and won the Ledbury Cup, the latter played against IFK Strömstad. There was also a match between the coaches of Ledbury Swifts and IFK Strömstad. A big thank you to IFK Strömstad for hosting the Ledbury team, coaches, and parents.

Plans are being made for a visit from IFK Strömstad to Ledbury towards the end of May 2024.

### **Ledbury Carnival Day August Bank Holiday**

**Monday:** The Committee drove a decorated vehicle in the procession and had a stall in Town; the theme was 'Ledbury Blooms'. We look forward to participating again in 2024.



### **Ska Vi Ha Fika:**

A Swedish Style Coffee Morning 'Ska Vi Ha Fika' was held towards the end of September. The Association are very pleased to have had the opportunity to work collaboratively with the Mayor and Town Council Office on this event, raising awareness of the long-standing Twinning friendship with Strömstad and the Mayor's charities. It was a very enjoyable and well attended morning. A big thank you was due to the Talbot Hotel for hosting and supplying delicious Swedish style food.



**Christmas Lights Switch On:** The Association supported the Ledbury Christmas Lights Switch On with a stand celebrating Swedish Christmas traditions, offering Glögg and Kanel Bullar (Cinnamon Buns) and craft activities.

**Talk to Ledbury Primary School:** The Association enjoyed speaking to two groups of Year 4 pupils at the School about the Twinning and Swedish Christmas traditions. The children were very interested and asked lots of questions. They enjoyed singing the song Tre Pepparkaksgubba and trying on St Lucia costumes. Each class was given a Tomte as a Christmas gift and Pepparkakor biscuits to sample. We hope to continue these activities in 2024 and rebuild links with schools in Strömstad.





**Links with Stromstad Tourist Information:** In November a very fruitful on-line meeting was held with the Clerk and Community Development Officer at Ledbury Town Council Tourism Office, Asa Masselberg of the Tourist Office in Strömstad and the Secretary of the Twinning Association. Ways of working together more closely for the benefits of tourism in both towns were discussed, we exchanged information about Christmas traditions in each other's towns, which were reflected in the Ledbury Town Council Christmas Newsletter and are considering how we can live stream special events taking place in each other's towns, such as the Christmas Lights Switch on.

**Forthcoming Social Occasions: Quiz – Friday 15 March 2024 7.30 pm:** To be held at the Ledbury British Legion Social Club. This is always a fun evening and well supported. More information to follow.

**Piaf with Friends:** Nina and Bosse Markendahl, and the Ledbury Singers will be performing 'Piaf with Friends' at the Ledbury Rugby Club on Friday 5 April 2024 at the Ledbury Rugby Club. Nina and Bosse performed with the Ledbury Singers, several years ago and it was a very enjoyable evening. More information to follow.

It is also arranged that Nina and Bosse will perform at The Talbot on the Saturday evening.

**Swedish Language Group:** the Group has continued to meet during the last year. We have enjoyed some very entertaining evenings thanks to the endeavours of the Co-ordinator, Paul Knott.

**Strömstad Group:** A group has been set up in Strömstad to coordinate activities connected with Twinning. Education and music are represented within the group. They are involved with the arrangements for bringing 'Piaf with Friends' to Ledbury and other initiatives for highlighting Twinning in Strömstad.

**Membership Renewal:** Letters regarding membership renewal will be going out in the next few weeks but in the meantime if you have any questions, please contact the Secretary on [jill\\_jupp@hotmail.co.uk](mailto:jill_jupp@hotmail.co.uk) or 07531 311991



**God Jul and Gott Nytt Ar**



Connect, discover & celebrate

# Ledbury Food Group



From the Treasurer, 9 Lambourne Close, Ledbury HR8 2HW 01531 634033

The Clerk  
Ledbury Town Council  
Church Street  
Ledbury  
HR8 1DH  
Ref: AP/Grants/2023

3 January 2024

Dear Ms Price,

Thank you for your letter of 21 December last, informing me that the Ledbury Town Council has awarded Ledbury Food Group a grant for 2024/25 for £1,500.

May I express our grateful thanks to the Council and to you for actioning this grant and I note that we will provide a report on how the money has been spent, as requested.

Please find details of our bank account below.

Yours sincerely,  
David McCauley

A handwritten signature in black ink, appearing to read 'David McCauley'.

