



LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES, CHURCH STREET, LEDBURY
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4 October 2023

Dear Councillor

You are summoned to attend a reconvened meeting of **LEDBURY TOWN COUNCIL** to be held on Wednesday, 11 October 2023 at 7.00 pm in the Jacobean Room, Ledbury Town Council, Church Lane, Ledbury for the purpose of transacting the business shown in the agenda below.

Yours faithfully

Angela Price PSLCC, AICCM, MIWFM
Town Clerk

FILMING AND RECORDING OF COUNCIL MEETINGS

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

A G E N D A

1. **Apologies**
2. **Declarations of Interests**

To receive any declarations of interest and written requests for dispensations.

Members are invited to declare disclosable pecuniary interests and other interests in items on the agenda as required by the Ledbury Town Council Code of Conduct for Members and by the Localism Act 2011.

(Note: Members seeking advice on this item are asked to contact the Monitoring officer at least 72 hours prior to the meeting)

MINUTES

9. **To receive and note the minutes of meetings of the Planning, Economy & Tourism Committee held on 10 August and 14 September 2023 and to give consideration to any recommendations therein (Pages 660-677)**
10. **To receive and note the minutes of a meeting of the Environment & Leisure Committee held on 7 September 2023 and to give consideration to any recommendations therein (Pages 678-686)**
12. **Minutes of a War Memorial Site visit held on 20 September 2023 and the Certificate of Progress Payment in respect of works carried out to-date on the War Memorial (Pages 688-691)**
15. **Recommendations from other committees (Pages 694-703)**
 - i. Environment & Leisure Committee
 - b. That an annual event similar to a Village Fete be held by Ledbury Town Council on the Bank Holiday Monday of the Spring Bank Holiday
 - ii. Planning, Economy & Tourism
 - a. That the Traffic Management Working Party be authorised to work with Clare Stone to explore the possibility of S106 monies being used for a "Ledbury Hopper" type service.
 - b. S106 Wish List - Minute P93 refers

GOVERNANCE

16. **Internal Audit report on review of Policies and Procedures (Pages 744-761)**

GENERAL

18. **Outside Bodies (Pages 704-711)**
 - i. Response from Ledbury Food Group to advise that they confirm they are happy to welcome Councillor Morris as the Council's representative for the municipal year and continued representation from the Council in the future.
 - ii. Minutes of a meeting of the Ledbury Strömstad Twinning Association – 21 July 2023
 - iii. Minutes of a meeting of Ledbury Carnival Association –23 August 2023

19. **Officer Reports** **(Pages 712-721)**
(Pages 766-771)
- i. **Town Clerk**
 - ii. **Deputy Clerk (To follow)**
 - iii. **Community Development Officer**
21. **Restoration of War Memorial Suggestion** **(Pages 724-725)**
23. **Request from the family of William Turberfield, for Ledbury Town Council to consider a memorial to be placed in Ledbury as a permanent reminder of “Bill the Bell” and his service to Ledbury as Town Crier for 18 years.**
24. **Date of next meeting**

To note that the next meeting of Full Council is scheduled for 23 November 2023

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

Agenda reports excluding Confidential items to:
Local Press (2)
Library (1)
Police (1)

LEDBURY TOWN COUNCIL

**MINUTES OF A MEETING OF THE PLANNING, ECONOMY & TOURISM
COMMITTEE**

HELD ON 10 AUGUST 2023

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

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

P60. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Harvey.

P61. DECLARATIONS OF INTEREST AND WRITTEN REQUESTS FOR DISPENSATIONS

Councillor Hughes declared a personal interest in Planning Application No. 232279 and informed members that he would not take part in discussion or voting on this item.

RESOLVED:

That Councillor Hughes would not take part in any discussion or vote regarding Planning Application No. 232279.

P62. NOLAN PRINCIPLES

The Chair asked that the Nolan Principles not be included in paper copies of the agendas going forward.

RESOLVED:

- 1. That the Nolan Principles be received and noted.**
- 2. That the Nolan Principles are not included in paper copies of the agenda going forward.**

P63. PUBLIC PARTICIPATION

RESOLVED:

No members of the public were present.

P64. TO APPROVE AND SIGN THE MINUTES OF THE PLANNING, ECONOMY & TOURISM COMMITTEE MEETING HELD ON 13 JULY 2023.

Councillor Bradford proposed that the minutes be approved and signed as a correct record, Councillor Hughes seconded this, and all members were in favour.

RESOLVED:

That the minutes of the Planning, Economy & Tourism Committee held on 13 July 2023 were approved and signed as a correct record, subject to the following amendment:

Minute no. P53 be amended to read “..... that they would support this premises providing they trade responsibly.”

P65. TO REVIEW THE ACTION SHEET

Members discussed Glide Media and queried if they would be able to help produce and distribute leaflets for Ledbury. The Clerk informed members that the current Ledbury tourist leaflets need updating. Members agreed that they should all take time to view the Glide Media website and provide their feedback and views to the next committee meeting on whether Glide Media could be used to help design and distribute Ledbury leaflets.

Councillor Hughes raised concerns that the recommendation to Full Council regarding the “Ledbury Hopper” type service had not been considered at the Council meeting and asked how this could be avoided in the future. Members agreed that committee chairs should present their minutes at Full Council meetings to avoid recommendations being overlooked by Full Council.

Councillor Howells expressed his concern with regards to the lack of response from Herefordshire Council when sending reports. Members asked the Clerk to send a follow up email regarding the McCarthy Stone report written by Councillor Howells requesting a response from Herefordshire Council.

RESOLVED:

- 1. That the contents of the action sheet be received and noted.**
- 2. That members view the Glide Media website and that this be an item for discussion at the September committee meeting with consideration being given as to whether Glide Media could be used to help design and distribute Ledbury leaflets.**

3. **That Chairs of all committees present their minutes at future Full Council meetings to ensure that recommendations are not overlooked.**
4. **That the Clerk write to Herefordshire Council Planning Officers to request feedback on the report provided in response to the McCarthy Stone application.**
5. **That the Clerk enquire when the meeting to discuss the McCarthy Stone development is to take place and inform Councillor Howells when known, as he had been appointed to attend on behalf of the Council.**
6. **That the Clerk write to Herefordshire Council and enquire when the Local Plan Consultation will take place.**

P66. MINUTES OF A MEETING OF THE MARKETS WORKING PARTY

RESOLVED:

That the minutes of a meeting of the Markets Working Party held on 4 July 2023 be received and noted.

P67. PAINTED ROOM VISITOR NUMBERS MARCH – MAY 2023

The Clerk informed members that the Painted Room Manager is working on collating visitor numbers from previous years along with a business plan and budget report for future committee meetings.

The Chair requested that the Painted Room be a standing item on the Planning, Economy & Tourism Committee meetings moving forward.

RESOLVED:

That the Painted Room visitor numbers March – May 2023 be received and noted.

P68. STREET BANNERS

Members were provided with a report on Street Banners which suggested that working with Andrew Lawrence and Celia Kellet to investigate the possibility of having street banners in Ledbury.

RESOLVED:

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

P69. PLANNING CONSULTATIONS

i. Planning Application No. 231872

Conversion of and extensions to existing buildings to create a dwelling and associated works – Land to rear of 1 Bridge Street, Ledbury, Herefordshire

RESOLVED:

That Ledbury Town Council did not feel able to provide a response to this application, particularly in relation to how the works would be carried out in a sensitive manner in respect of wildlife. Therefore, they would request more information on this planning application before submitting any comments.

ii. Planning Application No. 231873

Conversion of and extensions to existing buildings to create a dwelling and associated works – Land to rear of 1 Bridge Street, Ledbury, Herefordshire. LISTED BUILDING CONSENT

RESOLVED:

That Ledbury Town Council did not feel able to provide a response to this application, particularly in relation to how the works would be carried out in a sensitive manner in respect of wildlife. Therefore, they would request more information on this planning application before submitting any comments.

iii. Planning Application No. 232071

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

RESOLVED:

No objection.

iv. Planning Application No. 232161

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

RESOLVED:

No objection.

v. Planning Application No. 232149

T1 - Large Cherry, carefully reduce one large low lateral extending south over entrance drive to approximately 4.5 metres removing approximately 2 metres end weight. Lift canopy over entrance driveway to give approximately 5 metres clearance from ground level. Large limb extending north over sitting area towards hotel, reduce in length to approximately 5 metres removing end 2 metres to a suitable live point to reduce leverage and risk of branch collapse, and lifting canopy lightly over sitting area. Canopy adjacent to end gable wall South East, reduce to give approximately 2 metres clearance to wall. Remove deadwood within canopy – 25 High Street, Ledbury, Herefordshire, HR8 1DS

RESOLVED:

No objection.

vi. Planning Application No. 232235

Proposed portal framed cover to an existing silage bunker – Woodfield Farm, Ledbury, Herefordshire, HR8 2JB

RESOLVED:

No objection.

vii. Planning Application No. 232279

Garden room at rear of garden – 17 Kingsmead, Ledbury, Herefordshire, HR8 2LS

Councillor Hughes abstained from voting on this planning application due to declaring an interest.

RESOLVED:

No objection.

P70. TABLED APPLICATIONS

RESOLVED:

None received.

P71. PLANNING DECISIONS

Members discussed planning application No. 222107 in respect of comments submitted both in a meeting with the planners and developers and via a written submission, that consideration be given to bus stops at this site.

RESOLVED:

- 1. That the Planning Decisions document be received and noted.**
- 2. That the Clerk be instructed to write to Planning Officers at Herefordshire Council to ask for a response on this request.**

P72. SECTION 106 (Standing item)

The Chair asked if the Section 106 documentation could be sent to members electronically in the future?

Members discussed how S106 money could be used to improve the medical facilities in Ledbury, in particular the provision of an after-hours surgery. Members noted that this is not one of the categories listed on the S106 Programme Updates document from Herefordshire Council and recognised that this may not be something that can be considered under S106 expenditure.

Members noted that the Ledbury wish list needed updating, Councillor Bradford proposed that members use the current wish list as a guide and at the next Planning, Economy & Tourism meeting members update this for submission to Full Council for approval.

RESOLVED:

That the current Ledbury wish list be reviewed at the next Planning, Economy & Tourism Committee meeting with an amended wish list being recommended to the next Full Council meeting for approval.

P73. DATE OF NEXT MEETING

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

The meeting ended at 8:22pm.

Signed Dated
(Chair)

LEDBURY TOWN COUNCIL

**MINUTES OF A MEETING OF THE PLANNING, ECONOMY & TOURISM
COMMITTEE**

HELD ON 14 SEPTEMBER 2023

PRESENT: Councillors Bradford, Howells, Hughes, l'Anson, McAll, Morris.

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

P74. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Furlonger.

**P75. DECLARATIONS OF INTEREST AND WRITTEN REQUESTS FOR
DISPENSATIONS**

RESOLVED:

No declarations of interest were made.

P76. PUBLIC PARTICIPATION

Mr Betts was present at the meeting to in support of the email he had sent to the Clerk in respect of safety issues for pedestrians on the A417 from Parkway to Ledbury Town Centre, which was to be discussed at agenda item 17. The Chair proposed that agenda item 17 be brought forward to be discussed first.

RESOLVED:

That agenda item 17 be brought forward on the agenda to enable it to be discussed whilst Mr Betts was present.

P77. SAFER ROUTES TO SCHOOL

Mr Betts informed members of his concerns regarding the speed of vehicles along the A417 near Parkway and into the Town Centre. He explained how children and their parents do not feel safe enough to walk this route to school and that something needs to be done to allow them to do so. Mr Betts advised that he and his granddaughter had met with the Ward Councillor, Stef Simmons, to walk the route and express his concerns however, he was not aware of any progress having been made since this meeting.

Mr Betts stated that there is no pedestrian signage along this road or safe crossing points and that this is an urgent matter that needs to be dealt with for the safety of all pedestrians and cyclists.

Members agreed that this is an issue which has been unresolved for quite some time. Former Ward Councillors for Herefordshire Council informed the committee that this is something that they had been investigating and trying to resolve for some time.

Councillor Hughes proposed that the letter received from Mr Betts be forwarded onto the Highways Officers responsible for this area and the Police Traffic Liaison Officer, Ian Connolly and that Balfour Beatty Living Places be asked to provide their maintenance schedule for this area.

It was also suggested that the option of safer neighbourhood funding and or S106 funding be investigated to see if this can be used to help resolve the issues. It was also proposed that Herefordshire Council be written to and ask them to provide the risk assessment for this pathway and that this issue become a standing item on the Traffic Management Working Party to ensure that it is resolved.

RESOLVED:

1. **That the letter received from Steve Betts be forwarded onto the Highways Officers responsible for this area and the Police Traffic Liaison Officer.**
2. **That Balfour Beatty Living Places be approached to request their maintenance schedule.**
3. **That the safer neighbourhood funding be looked into for improving this area.**
4. **That the Clerk write to Herefordshire Council to ask for a copy of the risk assessment for the pathway along the A417 near Parkway.**
5. **That this area be added as a standing item to the Traffic Management Working Party.**

Mr Betts left the meeting at 7:22pm.

P78. TO APPROVE AND SIGN THE MINUTES OF THE PLANNING, ECONOMY & TOURISM COMMITTEE MEETING HELD ON 10 AUGUST 2023

RESOLVED:

That the minutes of the Planning, Economy & Tourism Committee meeting held on 10 August 2023 be approved and signed as a correct record subject to the following amendments:

- Minute No. P65(5) – that “know” be amended to read “known”.
- Minute No. P71 – that the No. 3 be removed from “Given”.

P79. TO REVIEW THE ACTION SHEET

Members reviewed the action sheet with the following observations:

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

The Clerk informed members that this item was yet to be complete. Members asked if this could be completed by the end of the year.

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

The Clerk informed members that she had emailed Ward Councillors but is still awaiting a response. The Clerk would chase this with a follow up email the next day.

P47.2 – That the Ward Councillors be asked to help investigate bus stops being put in at all of the new development sites in Ledbury.

The Clerk informed members that contact had been made regarding this but no follow up has been received yet. The Clerk informed members that she would send a follow up email regarding this.

P65.4 – That the Clerk write to Herefordshire Council Planning Officers to request feedback on the report provided in response to the McCarthy Stone application.

The Clerk advised that the following response had been received from Chloe Smart:

“I am currently awaiting the Valuation Office Agency’s independent review of the Viability Appraisal. I’m not in a position to make a recommendation at this stage, as the assessment from the VOA will feed into that. At this stage, I don’t have any specific comments to make on the attached but will consider the points raised as part of my assessment and discuss in my officer report at the relevant time.”

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

The Clerk informed members that she had contacted Herefordshire Council regarding this, but no response has been received. The Clerk informed members that she would chase this up.

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

The Clerk informed members that this meeting is yet to be set but she will speak to the CDO on Monday to arrange this.

The Chair requested that as much information as possible be included on the Action Sheet such as dates of when things have been completed and it was suggested that the date of the meeting in which the action was made be noted underneath the minute number on the document.

RESOLVED:

- 1. That the Action Sheet was received and noted.**
- 2. That the business plan for the Painted Room be produced and brought to the Planning, Economy & Tourism Committee by the end of the year.**
- 3. That the Clerk send a follow up email to all Ward Councillors to request them to look into the future of the Aldi bus service.**
- 4. That the Clerk send a follow up email to Ward Councillors asking them to help investigate bus stops being put in all of the new development sites in Ledbury.**
- 5. That the Clerk will send a follow up email to Herefordshire Council to enquire when the Local Plan Consultation will take place.**
- 6. That as much information as possible be included on the Action Sheets and the date of the meeting be noted under the minute number on the Action Sheet.**
- 7. That the Clerk will speak to the CDO on Monday to arrange the meeting for the Ledbury Street Banners.**

P80. MINUTES OF A MEETING OF THE MARKETS WORKING PARTY HELD ON 5 SEPTEMBER 2023.

The Chair noted that the Charter Market is a big project and that the whole markets strategy needs to be reassessed. Councillor McAll stated that a strategic solution needs to be produced on how the Charter Market fits into the Tourism plan.

Councillor McAll proposed that the minutes from the Markets Working Party held on 5 September 2023 be received and noted as a correct record.

RESOLVED:

That the minutes of the Markets Working Party held on 5 September 2023 were received and noted, with one abstention.

P81. CORRESPONDANCE RECEIVED

a. Strömstad Twinning Association

Councillor Hughes proposed that the three recommendations in the correspondence received from the Strömstad Twinning Association be accepted.

RESOLVED:

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

- *Promote social, cultural, and general understanding between the two communities.*
- *Encourage and further friendship between the two communities.*
- *Further business opportunities for companies and individuals in both communities.*

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

3. That a report be presented to a future meeting of the Planning, Economy & Tourism Committee detailing discussions that have taken place.

b. Re Parking charges in Ledbury

Letter received from a tourist regarding the parking charges in Ledbury.

Councillor Hughes proposed that this letter be forwarded onto the enforcement officer, copying in all Ward Councillors, and requesting a full response. Councillor McAll seconded the motion, and all members were in favour.

RESOLVED:

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

P82. PAINTED ROOM VISITOR NUMBERS MARCH-MAY 2023

Councillor Howells proposed that a Task & Finish group be set up to discuss the painted Room visitor numbers along with the business plan, once completed to look into this in much greater detail.

RESOLVED:

That a Task & Finish group be set up to develop a business plan for Tourism and that the Painted Room be discussed as part of this process.

P83. POSSIBLE RELOCATION OF TIC

Members were provided with a report on the possible relocation of the Tourist Information Centre in the downstairs space currently occupied by the Painted Room staff. Councillor Hughes proposed that the future of the Tourist Information Centre be incorporated into the Task & Finish Group and business plan for the Painted Room and that all Councillors be invited to attend that meeting.

It was agreed that the Task & Finish Group should meeting within two months, by the end of November 2023.

RESOLVED:

That the future of the Tourist Information Centre be a part of the business plan for the Painted Room, that a Task & Finish Group be set up for this with all Councillors invited to attend and that this starts by the end of November 2023.

P84. GLIDE MEDIA

Councillor Bradford mentioned that there could be possible media coverage that could help promote the Tourist Information Centre in Ledbury.

All members agreed investigating options of producing a new Ledbury leaflet be included in the Painted Room/TIC business plan and Task & Finish Group.

RESOLVED:

That the investigation of new Ledbury leaflets be included in the Painted Room/TIC Task & Finish Group.

P85. PLANNING CONSULTATIONS

i. Planning Application No. 232369

Proposed removal of condition 4 of planning permission 174750 (Proposal to demolish existing timber bungalow and replace with a new bungalow) – To remove the condition restricting the use of the house to solely gypsies and travellers – Little Bush Pitch, Ledbury, Herefordshire, HR8 2PX

RESOLVED:

No objections.

ii. Planning Application No. 232403

Proposed replacement windowsill and new internal partition and door (part retrospective) – Flat 1, Clarence House, 5 Worcester Road, Herefordshire, HR8 1PL

RESOLVED:

No objections.

iii. Planning Application No. 232470

Replacement of pair of timber French Windows – 9 Ledbury Park, Ledbury, Herefordshire, HR8 1LF

RESOLVED:

No objections.

iv. Planning Application No. 232522

Proposed complete removal of Ash tree – 88 The Homend, Ledbury, Herefordshire, HR8 1BX

RESOLVED:

No objections.

v. Planning Application No. 232599

T1-Cherry, remove two medium branches growing towards roof of Prior Lodge and other small dropping branches to give 2 meters clearance. T2-Acacia, remove approximately 3 branches growing towards Priory Lodge to give 2 meters clearance. Reason – encroachment on neighbouring property, Priory Lodge – The Rectory, Worcester Road, Ledbury, Herefordshire, HR8 1PL.

RESOLVED:

No objections.

vi. Planning Application No. 232638

Ash (917), Ash (916), Ash (915) – Clump of tall and slender ash with 50% leaf loss due to Chalara Ash dieback – Fell Scouts Pine (907) – Dead. By access driveway to Upper Hall – Fell. Ash (903) – Some ash dieback and leaning over road and neighbouring garden – Pollard at first fork and retain as safe habitat. Wych Elm (908) – Dying by access driveway to Upper Hall. Dutch Elm disease – Fell – The Garden House, Church Street, Ledbury, Herefordshire, HR8 1DJ.

RESOLVED:

No objections.

vii. Planning Application No. 232611

Demolition of existing barn and erection of dwelling, car port, landscaping, and associated works – Barn adj to The Nelmes, Munsley, Ledbury, Herefordshire HR8 2SH

Councillor Hughes proposed that Ledbury Town Council request more information on this planning application and to include results from the ecological survey.

RESOLVED:

That Ledbury Town Council request more information on this planning application in particular in respect of the Ecology survey.

P86. TABLED APPLICATIONS

RESOLVED:

None received.

P87. PLANNING DECISIONS

Members discussed planning application no. 231872 on the planning decisions document – Conversion of and extensions to existing buildings to create a dwelling, and associated works – land rear of 1 Bridge Street, Ledbury, Herefordshire.

Members noted that a further Ecology Survey report had been provided and Members were satisfied that this now considered any concerns that

they had previously raised and therefore felt it appropriate to provide a further response of No Objection in respect of this application.

RESOLVED:

1. **That the Planning Decisions be received and noted.**
2. **That a further comment advising that Ledbury Town Council have no objections to planning application no. 231872 be submitted via the Planning Portal**

P88. VARIATION OF PREMISES LICENSE – LEDBURY MINI MARKET, 10 NEW STREET LEDBURY

Members did not consider they were able to object to this licence request in accordance with the specific objection criteria.

RESOLVED:

That the Variation of premises license – Ledbury Mini Market, 10 New Street be received and noted.

P89. APPEAL DECISION – ST KATHERINE’S BARN, LEDBURY

RESOLVED:

That the Appeal Decision – St Katherine’s Barn was received and noted.

**P90. NEIGHBOURHOOD DEVELOPMENT PLANS
Help requested – National Effort to Protect Neighbourhood Development Plans**

Councillor Hughes proposed that the Appeal Decision 3314808 letter be forwarded onto Sir William Wiggins MP to request the matter highlighted be brought to the Secretary of State, Suella Braverman MP, on behalf of their constituents and the Ledbury NDP. To also include 3 clear headings;

- What’s happened.
- Why has this happened?
- What are you going to do about it?

Councillor Howells seconded this proposal, and all members were in favour.

RESOLVED:

That an amended version of the Appeal Decision 3314808 letter be forwarded onto Sir William Wiggins MP to request the matter

highlighted be brought to the Secretary of State, Suella Braverman MP, on behalf of their constituents and the Ledbury NDP. To also include the following 3 clear headings.

- What’s happened.
- Why has this happened?
- What are you going to do about it?

P91. INVOICES FOR PAYMENT (SEPTEMBER INTERIM)

RESOLVED:

That the invoices for payment for the September (Interim) be approved for payment in the sum of £11,357.12 plus VAT be approved.

P92. SUSPENSION OF STANDING ORDER 3(x)

RESOLVED:

That Standing Order 3(x) be suspended for 30 minutes to allow the remainder of the business on the agenda to be completed.

P93. SECTION 106 (STANDING ITEM)

To update Ledbury S106 Wish List

Members reviewed the Town Council’s S106 wish list from 2016 and 2017.

RESOLVED:

That the following items be retained in the Council’s S106 wish list and incorporated into the spreadsheet previously created by the S106 Task & Finish Group and submitted to Full Council for consideration.

Project / Works Description	Project / Works Description	Priority
Public green space	Development of an additional park/green space including a recreation ground at the viaduct site	
	Improved lighting at the Recreation Ground & Town Trail i.e installing solar/movement activated lighting	
	Picnic area at the Recreation Ground	
	Improve landscaping and flow on the river	
Paths & cycleways	Improved existing provision:	
	Installing solar/movement activated lighting on Town Trail	

	All-weather path surface on Town Trail & riverside walk	
	Widening of the Orchard Lane cycle/footbridge on Town Trail	
Play/exercise equipment	Improved play equipment in residential areas, e.g. New Mills, Deer Park,	
	Running/Trim-trail round town	
Youth/Teen provision	Provision of a Youth Centre in the form of a coffee bar/drop-in centre.	
	Creative workshop facilities particularly for young people i.e. rehearsal rooms, recording suite, wet art room, technology suite	
	Lifelong learning workshop facility	
Additional sports provision	Athletics track	
	Range of facilities appealing across wider gender and age ranges e.g. Padel, short tennis, netball, indoor tennis/bowls centre.	
Town centre improvements	More urban trees	
Transport & Highways	Better pedestrian provision - wider pavements	
	Mini roundabout JMHS/Mabels Furlong	
Car Parking & Traffic	Pedestrian crossings at key points, e.g. Gloucester Road near Biddulph Way and Hereford Road near Saxon Way and the new Viaduct site	
	Remodelling of road junctions in Bye-Bridge-Lower Rd, Woodleigh Rd & Little Marcle Rd	?
Community areas	Litter and dog poo bins around town	
	Improved and additional notice boards	
	Redevelop of Lawnside Road area	
	Public toilet on the Recreation Ground	
Healthcare & Emergency Services	Combined blue-light facility close to bypass	
	Proper hospital nursing facilities for convalescence	

P94. DATE OF NEXT MEETING

RESOLVED:

To note that the date of the next meeting of the Economy, Planning & Tourism Committee is scheduled for 12 October 2023.

P95. 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 be excluded from the remainder of the meeting.

P96. TO CONSIDER DRAFT JOB DESCRIPTION IN RESPECT OF MARKET OPERATIVE

RESOLVED:

That the Market Operative job description be considered as part of the Markets Strategy.

The meeting ended at 9:30pm.

Signed Dated
(Chair)

LEDBURY TOWN COUNCIL**MINUTES OF A MEETING OF THE ENVIRONMENT AND LEISURE COMMITTEE
HELD ON 7 SEPTEMBER 2023**

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

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

E36 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Chowns.

E37 DECLARATIONS OF INTEREST**RESOLVED:**

No declarations of interest were received.

E38 THE NOLAN PRINCIPLES**RESOLVED:**

That the Nolan Principles be received and noted.

E39 PUBLIC PARTICIPATION**RESOLVED:**

No members of the public were present.

E40 TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE ENVIRONMENT AND LEISURE COMMITTEE HELD ON THURSDAY, 20 JULY 2023 AND AN RECONVENED MEETING HELD ON THURSDAY, 17 AUGUST 2023

Members were provided with an update on the three recommendations that members had requested more information on at the previous meeting.

Councillor l'Anson raised concerns that this item should be discussed as part of the Action sheet and not as part of the minutes.

E34.11 – That members approve the hire of a generator from Ashley Rogers subject to a competitive cost being received.

The Chair noted that this item had been discussed at the Extraordinary Full Council meeting that took place on Wednesday, 6 September 2023.

E34.12 – That members approve the Santa Dash portion of the event with a suggested entry fee of £6 for adults and £1 for children, with a family ticket to be available, cost to be decided.

The Deputy Clerk provided further information that had been previously provided to the Events Working party in respect of the proposed Santa Dash. The Chair suggested that a Christmas Lights Working Task and Finish should be set up to discuss the Christmas Lights-switch on event. The Deputy Clerk suggested that this be discussed further at agenda item 11.

E34.13 – That a recommendation be submitted to the Environment and Leisure Committee that the Council hold an event on Whit Sunday 2024 which would take the form of a Village Fete and that it be aimed at the youth of Ledbury.

No discussion took place in respect of this minute.

Councillor Bradford proposed that the minutes of a meeting of the Environment and Leisure Committee held on Thursday, 20 July 2023 and Thursday, 17 August 2023 be approved and signed as a correct record.

RESOLVED:

- 1. That the minutes of the Environment and Leisure Committee held on Thursday, 20 July 2023 and Thursday, 17 August 2023 be approved and signed as a correct record.**
- 2. That a Christmas Lights Working Party be set up to discuss this event in detail and the option of having a Santa Dash.**
- 3. That a meeting be held to discuss the Santa Dash with the Rugby Club to establish whether they would be interested in working with the Council on this project before any further action is taken on this.**

E41 TO REVIEW ACTION SHEETS

Members discussed the following points on the Action Sheet:

E5.3 – That Herefordshire Council be approached to take ownership back of maintaining the walkways in Deer Park.

The Deputy Clerk advised Members that the contract for maintaining the walkways in Deer Park expires in 2 years' time. It was noted that Ledbury Town Council is maintaining these walkways which are in the ownership of Herefordshire Council. The Chair asked that officers email Herefordshire Council on the next working day to inform them that Ledbury Town Council should not be maintaining this area.

E5.3 – That Councillor Harvey be approached to enquire about the ownership of the public toilets in Bye Street.

The Deputy Clerk informed Members that the Clerk had been in correspondence with Councillor Harvey with regards to the public toilets on Bye Street. The Chair asked the Deputy Clerk to send an email to Councillor Harvey the next working day to ask for an update on this situation and copy in all Members of the Environment and Leisure Committee.

E5.4 – That the Deputy Clerk look into the possibility of having a CCTV camera put in under the Market House.

Members made reference to the Service Level Agreement for the CCTV and asked that a copy of the document be circulated to all Members of the Committee. The Chair also asked if the CCTV Monitoring Manager could also attend either Full Council or an Environment and Leisure Committee meeting to discuss the contract.

The Deputy Clerk advised Members that Herefordshire Council CCTV Monitoring Unit were now monitoring the ground level space under the Market House.

E11 – The Deputy Clerk provided Member with an update on the works to the Market House Roof. She advised that a contractor had been appointed and a pre-start meeting was scheduled, at which time it was anticipated that a start date would be agreed.

E13.1 – That memorial tople testing commence subject to receiving approval from the Finance, Policy & General Purposes Committee.

The Deputy Clerk advised Members that Memsafe had been appointed and a start date was awaited.

E13.2 – That the Deputy Clerk investigate when the last tree survey took place in the Cemetery.

The Chair asked the Deputy Clerk to obtain quotes for a tree survey and for these to be brought back to the next Environment and Leisure Committee meeting.

E13.3 – That the main driveway at the Cemetery be topped up with gravel.

The Deputy Clerk informed Members that this task had not been completed yet as there are a number of outstanding projects for the Cemetery and the Deputy Clerk is to address all of these projects with the Clerk to determine (i) that there is sufficient budget to cover all of these items and (ii) for them to be prioritised.

Councillor Bradford suggested that quotes be obtained and that this be funded from cemetery budgets.

E13.5 – That the CCTV arrangements be looked into at the Cemetery in light of the recent break in.

Councillor Bradford asked the Deputy Clerk for an update on whether quotes had been received for new CCTV in the cemetery. She advised that quotes had not been obtained. The Chair asked that these be provided to the next meeting.

E13.8 – That the Cemetery Groundsman and the Town Maintenance Operative lay a gravel path near the children's graves with works to be completed by this Autumn.

Members noted that this task is not urgent to complete at the moment.

E13.10 – That a scatter garden be put in at the Cemetery.

Members asked the Deputy Clerk to obtain some quotes for this to be brought back to the next Environment and Leisure Committee meeting. The Deputy Clerk reiterated the comments made above in E13.3 concerning budget and priority of works.

E13.12 – That a plaque be purchased for the Cemetery Chapel for deceased Mayors and Councillors.

E13.13 – That a new Garden of Remembrance should be put in place as shown on the Cemetery map.

Members agreed that this task is currently not urgent.

E13.14 – That the Deputy Clerk speak to local estate agents to enquire about new land for the Cemetery and seek advice from Councillor Howells regarding the Neighbourhood Development Plan and whether any provision had been made to extend the existing Cemetery or if any other provision had been made for further Cemetery space.

Members noted that this project is a priority as it will be a long process. The Deputy Clerk had sent an email to Councillor Howells regarding whether any provision had been made for an extension to the Cemetery in the NDP. However, a response has not yet been received. The Deputy Clerk informed Members that various factors needed to be considered when purchasing a plot of land, which could take up to 2 years to complete. The Chair asked if the Deputy Clerk could continue looking into this and bring an update to the next Environment and Leisure Committee meeting.

E14 – That officers be instructed to proceed with the felling licence at Dog Hill Wood.

The Deputy Clerk informed Members that this is a complex application and that she has a meeting set with the Town Clerk the following week to go through this application. The Chair requested that an email update be sent to all Members after this has taken place.

E15 – That the Walled Garden maintenance contract be investigated with a view to the maintenance reverting back to Herefordshire Council as the owners of this lane.

Members were frustrated that Ledbury Town Council have been maintaining the Walled Garden when it is Herefordshire Council's responsibility. The Chair instructed the Deputy Clerk to email Herefordshire Council stating that Ledbury Town Council do not own the Walled Garden and are not responsible for maintaining it.

E30.2 – Members instruct officers to investigate the stairlift proposal further and acquire more detailed information such as drawings and photographs of the product.

The Chair requested that the Deputy Clerk email Acorn Stairlifts, who had provided an initial quotation and invite them to attend the next Environment and Leisure Committee meeting to enable Members to ask them questions about how they would proceed with this. Members also asked the Deputy Clerk to obtain two further quotes from other companies for this work. Councillor McAll suggested approaching a local company.

E31.3 – That a report be brought back to the Environment and Leisure Committee with details on costs of materials for artwork/murals to be put on the ramps at the skatepark. Once the cost has been established a plan can be put into place to contact local schools or put on a competition to complete this project.

The Deputy Clerk advised Members that there were other more pressing projects that needed attention ahead of this project and therefore this project would be addressed when work/time pressures allowed, which was acknowledged by Members.

E33.2 – Members agreed that officers should proceed to purchase a new frame for the gazebo that was damaged to replace the old one at a cost of £260 (+VAT) and that the cost to replace the frame be covered by Ledbury Swifts as per the hire agreement.

The Deputy Clerk informed members that the new frame had been ordered but the item was currently out of stock, awaiting delivery.

E34.4 – That the Clerk be instructed to write to local businesses seeking sponsorship for the Christmas Lights Switch on event.

The Chair asked if the Mayor could write to the Ledbury Trader's Association to ask for their help with this.

E34.11 – That members request more information from officers before approving the hire of a generator from Ashley Rogers subject to competitive costs being received.

The Chair requested that other quotes be obtained in accordance with the Councils financial regulations and to look into the option of Ledbury Town Council purchasing their own generator.

E34.12 – That members request more information from officers before approving the Santa Dash for the Christmas Light Switch On, with a suggested entry fee of £6 for adults and £1 for children, with a family ticket to be available cost to be decided.

Members requested that Ledbury Rugby Club be approached to find out if this would be something of interest that they could help with and then discuss this in further detail at a Christmas Lights Working Party.

RESOLVED:

That the Action Sheet was received and noted.

- 1. That officers email Herefordshire Council and copy all Environment and Leisure Committee Members the next working day requesting Herefordshire Council to take back the responsibility for the walkways in Deer Park.**
- 2. That the Deputy Clerk send an email to Councillor Harvey and the Town Clerk the next working day to ask for an update on the public toilets in Bye Street and copy all Environment and Leisure Committee members.**

3. That officers obtain a copy of the Service Level Agreement for the CCTV and circulate to all Members of the Environment and Leisure Committee and that the CCTV Monitoring Manager be invited to the next meeting of Full Council or Environment and Leisure Committee to discuss the contract.
4. That the Deputy Clerk obtain quotes for a tree survey at the Cemetery and these quotes be brought to the next Environment and Leisure Committee Meeting taking place on Thursday, 2 November 2023.
5. That a traffic light system be put in place on the action sheet to prioritise projects that need completing.
6. That the Deputy Clerk obtain quotes for a new security system at the Cemetery and bring these to the next Environment and Leisure Committee meeting scheduled for Thursday, 2 November 2023.
7. That the Deputy Clerk obtain quotes for putting in a scatter garden at the Cemetery and bring these to the next Environment and Leisure Committee meeting taking place on Thursday, 2 November 2023.
8. That the Deputy Clerk obtain quotes for a plaque to be installed in the Cemetery Chapel for deceased Mayors and Councillors and these quotes be brought back to the next Environment and Leisure Committee meeting taking place on Thursday, 2 November 2023.
9. That the Deputy Clerk continues to investigate where new land can be purchased for the Cemetery extension and consider what associated feasibility studies should be undertaken as part of this process. An update on this should be brought back to the next Environment and Leisure Committee meeting on Thursday, 2 November 2023.
10. That the Deputy Clerk email all Environment and Leisure Committee Members once the felling application licence has been completed for Dog Hill Wood.
11. That the Deputy Clerk email Herefordshire Council to inform them that Ledbury Town Council do not own the Walled Garden and are not responsible for maintaining it.
12. That the Deputy Clerk write to Acorn Stairlifts to invite them to attend the next Environment and Leisure Committee meeting on Thursday, 2 November 2023. If they are unable to make this date, then to seek an alternative meeting date.
13. That the Deputy Clerk obtain two further quotes for the stairlift on the Market House, one being from The Helping Hands Company.
14. That the Mayor write to the Trader's Association asking for sponsorship for the Christmas Lights events.

15. **That two further quotes are obtained for the hire of a generator for the Christmas Lights event and that the option of Ledbury Town Council purchasing their own generator be investigated.**
16. **That Ledbury Rugby Club be approached to ask if they would be willing to help with the Santa Dash which would take place in the morning of the Christmas Lights event on Sunday, 26 November 2023. If they are interested, then this idea be discussed further at a Christmas Lights Working Party.**

E42 MARKET HOUSE UPDATE

RESOLVED:

That the Market House update be received and noted.

E43 WAR MEMORIAL – PROPOSAL FOR NEW PLANTERS

Members were provided with a letter received from a local resident which provided proposals for new planters around the War Memorial, to be installed once works at the War Memorial had been completed.

Members agreed that the works should be completed before consideration of whether to provide any new street furniture around the War Memorial.

RESOLVED:

That the proposal for new planters around the War Memorial be deferred until the restoration works have been completed.

E44 CCTV AT RECREATION GROUND - UPDATE

Members agreed that the CCTV at the Recreation Ground needs to be replaced as soon as possible and ensure that it is of a higher quality than the previous one. The Chair instructed the Deputy Clerk to obtain quotes for a new CCTV camera and bring these back to the next Environment and Leisure Committee meeting. The Deputy Clerk advised that the Council were already in discussions with Herefordshire Council CCTV Monitoring Team as detailed in the report submitted to the Committee.

RESOLVED:

That the Deputy Clerk obtain quotes for new CCTV to be purchased for the Recreation Ground which will replace the existing system. These quotes are to be brought back to the next Environment and Leisure Committee meeting.

E45 MEMORIAL BENCH IN WALLED GARDEN

Members queried why Ledbury Town Council are dealing with a request for a memorial bench in the Walled Garden when this is Herefordshire Council's responsibility. The Chair instructed the Deputy Clerk to write to the resident and inform them that they need to contact Herefordshire Council with this request.

RESOLVED:

That the Deputy Clerk write to the resident asking them to take this query to Herefordshire Council.

E46 CHRISTMAS LIGHTS CONTRACT

Members agreed that it would be nice to have some different style Christmas lights in the Town Centre to add more variation and make it eye-catching. Members agreed, as mentioned earlier in the meeting, that a Christmas Lights Working Party be set up to discuss this in more detail along with the Switch On event.

RESOLVED:

That a Christmas Lights Working Party be set up to discuss this in more detail as well as the Lights Switch-on event.

E47 TREE IN BLENHEIM PARK, LEDBURY

Members considered the proposals put forward to potentially reduce one large tree by 30% because of the impact of the lower overhanging branches in a resident's garden. Members noted that the tree was perfectly healthy and that it was not the Council's policy to carry out unnecessary works to healthy trees. It was agreed that to undertake these works without good reason it would set a precedent for other trees owned by the Council. Therefore, it was agreed that the tree should not be cut back by 30%. However, Members agreed that the resident could cut back the lower overhanging branches into their garden if they so wished.

RECOMMENDED:

That Ledbury Town Council agree not to take any action on reducing the tree by 30% and that a recommendation be submitted to full council that it be council policy to not carry out works to healthy trees without good reason.

E48 CCTV REPAIR AT RECREATION GROUND

Members had been advised that one of the CCTV cameras was not working correctly and Sentinel Security had been approached to provide a cost for a new camera.

RESOLVED:

That Members instruct the Deputy Clerk to instruct Sentinel Security to provide a new CCTV camera at the Recreation Ground at a cost of £531.25 + VAT.

E49 COMMITTEE REPORTS TO FULL COUNCIL

A report had been submitted to the Committee outlining proposals for Chairs of each Committee to present their minutes of respective committee meetings at Full Council.

RESOLVED:

That Members received and noted the contents of the report to present minutes of their respective meetings to Full Council.

E35 DATE OF NEXT MEETING

To note that the date of the next Environment and Leisure Committee meeting is scheduled for Thursday, 2 November 2023 at the Town Council offices.

The meeting ended at 8:37pm.

Signed Dated
(Chair)

DRAFT

Progress Meeting Minutes

Project LEDBURY Town Council – War Memorial

Date of Meeting 20 September 2023

Date of Issue 22 September 2023

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

Present

Angela Price, Town Clerk	Ledbury Town Council (LTC)
Ian Bishop	Ian Bishop Masonry (IB)
Jane Chamberlain	Caroe & Partners (C&P)

Circulation

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

		Action
1.	Previous Minutes	
1.1	Were agreed as correct.	
2.	Matters arising	
2.1	The storm drain at the south end of the new paving has been repaired. A blockage to the drain outside the area of the new paving was seen on the drain survey. This is to be reviewed.	ALL
2.2	The new stone for the obelisk is due to be delivered within a week. Prompt delivery will enable work to be completed by the end of October. This is the agreed revised date for completion as work could not proceed on site and the stone be ordered until it has been approved by Herefordshire Council as part of the Listed Building Consent process.	IB
2.3	IB to advise if stone delivery is late.	IB
2.4	One of the stone cases requires an indent repair as already agreed. IB has four vases.	IB
2.5	LTC will be replying to a request from the Ledbury Branch of the Royal British Legion, about whether bollards could be considered. AP advised that the Leisure Committee would consider this after the War Memorial is repaired.	LTC
3.	Contractor's Report	
3.1	Work was on programme for completion by the end of October, subject to delivery of the stone for the obelisk. The order was placed promptly and delivery is in the control of the quarry.	IB
3.2	Reclaimed York stone has been sourced, to match existing adjacent paving. Paving has been cut and laid out in the workshop, to a random pattern with minimal coursing to match existing adjacent paving. Paving will be checked to make sure that stones are sound. Paving will be given a light clean, after laying.	IB

	Paving will require periodic light cleaning, as is required for all stone paving. AP advised that Herefordshire Council maintain the pavement.	
3.3	IB confirmed that work is continuing well. Much of the work is carried out in the workshop when there will be little activity on site. This project was planned to give time for this.	
3.4	Due to the setting out of rodding access point to the channel drain, and adjacent pavement levels, inset setts leave a slightly wide margin around the rodding access plate. It was agreed that a section of York stone paving should be installed instead, with a rebate cut around the edge. The margin would then be the standard width for the rodding access plate. A cut out will be formed in the centre of the slab and filled in, so that the stone can be lifted for access. The paving stone would be level with the adjacent paving.	IB; C&P
3.5	The fine joints between the paving stones will be filled with dry pack mortar. This will settle into the joints which will then be slightly recessed as for adjacent paving. As savings had been made on the project, it was agreed that IB should return to site six month and twelve months after completion, to refill the joints. IB would then be able to inspect to make sure that there is no rocking of paving or other issues.	IB; C&P
	AP to advise immediately, should there be any issues with the paving.	LTC
3.6	Scaffolding for the repair of the obelisk will be erected once paving is complete and the site compound is adjusted. A pavement closure licence extension has been obtained.	IB
4.	Architects' Report	
4.1	All points covered elsewhere. Work is being carried out very thoughtfully and to a high standard.	
5.	Employer's Report	
5.1	AP reminded JC o send all emails to AP and copy to JL, so that they can be addressed if AP is on leave.	C&P
5.2	There is a standing invitation to all Councillors to attend progress meetings. AP to invite all Councillors to attend the next progress meeting, to view the work.	LTC
6.	Health & Safety	
6.1	No matters were reported.	
7.	Next meeting	
7.1	The next progress meeting will be at 9.30am on Wednesday 18 October.	
8.	Circulation	
8.1	All present and Martin Hewitt of O'Brien & Price Cheltenham Ltd, structural engineer.	

CERTIFICATE OF PROGRESS PAYMENT

Caroe &
Partners
Architects

Project no. H1930
Project name LEDBURY War Memorial
Date of Valuation 20 September 2023
Date of Issue 21 September 2023
Final Date for Payment 5 October 2023
Certificate no. 3
Contract MW

71C St Thomas Street
Wells, Somerset, BA5 2UY

Tel 01749 677561

wells@caroe.co.uk
www.caroe.co.uk

Employer	Ledbury Town Council Church Street Ledbury HR8 1DH	Contractor	Ian Bishop Masonry 49A Barton Street Tewkesbury GL20 5PU
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This certificate of progress payment is issued under the terms of the above mentioned agreement

Value of Work Executed and of materials and goods on site	£	20,966.00
Amount payable (95% of the above value)	£	19,917.70
Less total amounts previously certified	£	9,476.25
Net amount for payment	£	10,441.45

All amounts are exclusive of VAT. The Employer shall in addition pay the amount of VAT properly chargeable.

We hereby certify that the AMOUNT FOR PAYMENT due to the contractor is

Ten Thousand Four Hundred & Forty One Pounds Forty Five Pence

Signature of the Contract Administrator on behalf of Caroe & Partners



Distribution			
Employer	✓	Contractor	✓
Quantity Surveyor			
File			

FULL COUNCIL	28 SEPTEMBER 2023	AGENDA ITEM: 15(ii)(b)
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Report prepared by Angela Price – Town Clerk

RECOMMENDATIONS FROM OTHER COMMITTEES

SECTION 106 WISH LIST

Purpose of Report

The purpose of this report is to provide Members with suggestions for inclusion in an updated S106 wish list for Ledbury.

Detailed Information

Attached are two documents which provide suggestions for items to include in an updated S106 Wish List for Ledbury.

The first (Appendix A) provides a list of previous Wish List items which were prioritised in a Task & Finish Group and the second (Appendix B) which is a list prepared by the Planning, Economy & Tourism Committee for consideration and amalgamation into the previous list.

It is likely that some of the items appear on both lists and it had been hoped that the Clerk would have had time to compare the two lists and combine them prior to submitting them to this meeting for consideration. However, due to a number of unexpected issues that have had to be dealt with prior to the agenda despatch this has not been possible.

Recommendation

That Members give consideration to the two attached lists and agree which items should be included on the final list to be submitted to Herefordshire Council S106 team and what the priorities are.

DRAFT PROPOSED PRIORITY S106 WISH LIST

REF	Description	Priority
16	Informal crossing to B4216 – Leadon Way	D
22	Crossing and shared use path along Martins Way to link with 17 and 18 (B & C)	A
1A	Shared use access from Ledbury SUE (Site A) to include crossing over Hereford Road to link to New Mills Way (Members believe this to be part of the Viaduct development)	G
15	Crossing over the bypass south of the Full Pitcher roundabout linking with Old Wharf Industrial Estate (members believed there was a case to enhance this with Pelican Crossing)	A
20	New bus stop and shelter on the west side of Martins Way, plus the provision of a shelter at the existing bus stop on the east side of the road	R
1B	Shared use access from Ledbury SUE to include crossing over A438 to link to Riverside Park (members believe there is a case to enhance this with a pelican crossing)	A
45b	Town Trail Refurbishment (Orchard Lane – Bye Street Section)	A
14	Crossing over the bypass north of the Full Pitcher roundabout linking the Town Trail with 13 and Old Wharf Industrial Estate (Upgrade to Pelican Crossing)	R
19	Crossing of A417 Ledbury Bypass to connect to site D	G
39	Footpath link from development site D to The Southend (No longer applicable replace with Crossing from proposed Bovis site to Jubilee Close)	G
1C	Formal crossing of Hereford Road and shared use link to join with path at southern end of Golding Way to including lighting	A
5	Widening narrow footbridge on Town Trail over Orchard Lane	R
8	Bye Street/Town Trail Crossing	R
21	10MPH TRO on A417 Leadon Way between the Full Pitcher roundabout and a point east of the proposed roundabout	D
13	Shared use path on north side of A449 to connect with 14 & 15	R
6	Improvement to links between Orchard Lane and Town Trail south of footbridge	R
35	Real time information especially by the Market House, War Memorial and Railway Station	G
7	Alternative to steps at the town end of Green Lane by Homend Crescent	G
10	Crossings over Bypass, Little Marcle Road to link in with 9	A
18	Upgrade of Mabels Furlong and Biddulph Way spur footways to shared use	A

23	Shared use footpath along the north side of Hereford Road to a crossing serving Golding Way to link with the Town Trail (Saxon Way)	A
45c	Town Trail Refurbishment (South of Bye Street)	R
34	Upgrading of PT facilities within the town centre to include shelters, kerbing etc	G
36	Review of facilities at all key bus stops in Ledbury with an aim to upgrade	G
19A	Crossing of A417 Ledbury Bypass to connect to site D (footbridge)	G
11	Cycle measures on New Street between B & C and the Town Centre	Unclear – clarification to be sought
30	Pedestrian crossing at Gloucester Road/Biddulph Way (Site D)	R
40	Footpath improvement west of Lower Road Trading Estate	A
45A	Town Trail Refurbishment (North of Orchard Lane)	A
4	Extension of shared use path between Aldi and Barnett Avenue (ZB2 path)	A
9	Shared use path on town side of the bypass between ZB2 path Lower Road Industrial Estate to Lower Road/Little Marcle Road roundabout	A
17	Upgrade of ZB9 footpath between Martin's Way and Mabels Furlong to link with 16	G
45D	Town Trail Refurbishment (South of Little Marcle Road section)	A
25	Widened footway to increase public space around Market House including review of bus stop locations and parking	G
26	Widened footway along eastern end of Bye Street (Not one way)	R
24	Footpath link to Wellington Heath (Canal pathway)	G
47	Pedestrian Wayfinding signage review	A
44	Car park management (fee/strategy) and signage	D
2	Shared use paths along the BN4214 Bromyard Road	R
37	Station parking	R
3	Junction improvement Hereford Road/Bromyard Road/Rail station	R
29	Traffic calming in areas of the town	G
28	Town Centre 20mph (not town wide)	R
41	Junction improvement at the Southend junction with Mabels Furlong	Happening
43	Widened footway between Top Cross and Police Station	R
38	Accessible footbridge between platforms	R
31	Remodelling of road junctions along Bye Street/Bridge Street/ Lower Road	R
32	Remodelling of road junctions along Woodleigh Road	R
33	Remodelling of road junctions along Little Marcle Road	R
48	Increased central coach parking	A

12	Cycle contraflow at High Street end of New Street	G
42	Resident's parking scheme (Various locations)	G
46	Knapp Lane traffic flow management (one way eastbound after Upperfields?) – Members suggest an extension of the yellow lines and other traffic control measures but not to make this one way	A
27	Additional level added to an existing town centre car park (Bye Street/Bridge Street could both be considered)	A

Items for consideration for inclusion in S106 Wishlist as per recommendation from Planning, Economy and Tourism Committee held on 14 September 2023

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

	Improved and additional notice boards	
	Redevelop of Lawnside Road area	
	Public toilet on the Recreation Ground	
Healthcare & Emergency Services	Combined blue-light facility close to bypass	
	Proper hospital nursing facilities for convalescence	

**MINUTES OF LEDBURY STRÖMSTAD TWINNING ASSOCIATION
FRIDAY 21 JULY 2023 – TALBOT HOTEL DINING ROOM**

PRESENT: Cllr Helen l’Anson (Ledbury Town Council Mayor),
Caroline Alexander (CA) – Chairman, Sue Bettington (SB), Nick Fish (NF), Mel Fish (MF),
Mal Hughes (MH), Sue Hughes (SH) (both Ledbury Community Choir), Clive Jupp (CJ),
Jill Jupp (JJ), Paul Knott (PK) and Steve Onions (Vice Chair) Ledbury Swifts (SO)

APOLOGIES: Pauline Bates (PSB), Cllr Stephen Chowns – Ledbury Town Council (SC),
Katie Horne (KH), Cllr Phillip Howells – Ledbury Town Council (PH), Hilary Jones (HJ),
Howard Mayell (HM) and Olivia Truman (Community Development Officer – Ledbury
Town Council (OT).

IN ATTENDANCE: Richard Jennings – Manager The Talbot Hotel (RJ)

ITEM NO:	SUBJECT	ACTION
1.	WELCOME AND INTRODUCTIONS: CA welcomed everyone to the meeting.	
2.	MINUTES OF PREVIOUS MEETING AND MATTERS ARISING: Agreed and the Minutes were then signed as a correct record. No matters arising not covered by the Agenda.	
3.	TREASURER’S REPORT: SB reported that the bank balance as at 6 July 2023 was currently £1438.85. No recent transactions.	JJ
4.	MEMBERSHIP RENEWAL: JJ reported that there were 40 – 50 members including organisational ones. New Membership Leaflet: JJ and CJ to draft and then circulate.	JJ/CJ
5.	FACEBOOK PAGE: MF reported that she was now an Administrator for the LSTA Page and was making regular updates and loading photos. Photos and write up to be forwarded from the Twentieth Anniversary events. JJ to sort photos etc. It was agreed that Jonathan Lindell (JL) and Ninni Liljestrand Qvicklund from the Stromstad Group should be asked to provide updates to the Page on behalf of the Group.	JJ JJ
6.	SWIFTS UPDATE: UI6’s Visit to Strömstad: NF reported that a party of 34 would be flying out to Strömstad on 26 July, returning 31 July. Fifteen players, UI6’s. coaches, parents and also	

	<p>Peter Boyle from Ledbury Football Club who was hoping to arrange a pre-season tour for the Club to Strömstad the following year.</p> <p>On the Thursday a match would be played against a Swedish Team, a further match would be played against a Norwegian Team on the Friday, Saturday was a free day with a boat trip to Norway and an evening at Furhölmen for a barbeque.</p> <p>On the Sunday there would be a veterans' match, between coaches etc. from both Ledbury and IFK Strömstad.</p> <p>Later that day the U16's would be playing Strömstad Reserves in the Ledbury Cup.</p> <p>The flight home was at 13.05 on the Monday. The Swifts were flying Norwegian Airlines,</p> <p>The total cost of the visit was £18K. The Swifts had fund raised very effectively and their budget enabled them to eat out in Stromstad, therefore contributing to the local economy.</p> <p>Erik Ingero Sorvik , coach at IFK had organised the matches and Marcus Palm, Strömstad Kommun had also been very supportive.</p> <p>SO thanked NF for all of his hard work in organising the visit.</p> <p>Donation Towards Visit to be Agreed: SO explained that the Twinning donation was used for hosting and entertaining the Strömstad Team and supporters after a match.</p> <p>A discussion took place. A discussion took place. The donation had been £200.00 for a number of years and costs had increased during this time. CA proposed and CJ seconded an increase to £250.00.</p> <p>NF and SO thanked the Committee and said that the donation was a very welcome gesture,</p>	
7.	<p>REPORT BACK FROM STRÖMSTAD GROUP: No further update.</p>	
8.	<p>EDUCATIONAL LINKS WITH LOCAL SCHOOLS LEDBURY AND STRÖMSTAD: JJ explained that KH would be moving away from Ledbury in the near future and although still teaching at Whitecross School in Hereford was unlikely to have time to continue with the links.</p>	

	<p>KH was hoping to find a colleague at Whitecross to take this on.</p> <p>Thanks were recorded to KH for all of her support for the educational links between Ledbury and Strömstad.</p> <p>It was noted that there was a new Deputy Head at JMHS so it may be worth contacting again, during the autumn term, to see if some interest could be generated here. Also approach Head of Languages.</p>	<p>KH</p> <p>JJ</p>
9.	<p>TALKS TO LOCAL GROUPS: It was agreed to contact local schools to arrange talks for the autumn, talks which incorporated Swedish Christmas traditions were usually well received</p> <p>PH had suggested that a talk was given to Ledbury Town Council when the new Council was in place following the May elections.</p> <p>JJ follow up with Town Council Office to identify a suitable date.</p> <p>Try to link the two Tourism Offices of the Towns. Talk to Community Development Officer at Ledbury Town Council and CJ and JJ follow up during their forthcoming visit to Strömstad.</p>	<p>JJ/CA</p> <p>JJ</p> <p>JJ</p> <p>CJ/JJ</p>
10.	<p>SOCIAL EVENTS AND FUND RAISING:</p> <p>Smorgasbord Evening 3 June 2023: As on previous occasions this event had been well attended and enjoyed. Thanks were due to RJ and Layne the Chef for all of their hard work and support.</p> <p>This would be repeated in 2024 with the food served 'Smorgasbord' style.</p> <p>Community Day 10 June 2023: A display in the Club Sport window had been done and there was also, a presence in Little Strömstad for an hour or so over the lunchtime period. Unfortunately, as the location of the LSTA was not shown on the Community Day leaflet, there were no visitors!</p> <p>Thanks were due to RJ for supplying Cinnamon Buns.</p> <p>Ledbury Carnival: To take place on August Bank Holiday Monday 28 August. The theme was 'Countryside Fun'. Association to have decorated vehicle in the procession and a stall.</p> <p>RJ offered to supply Swedish cakes for food tasting at Stall.</p>	

	<p>Agreed to meet again on Tuesday 8 August, 7.30 pm in The Talbot to progress this,</p> <p>Ska Vi Ha Fika – Swedish Style Coffee Morning: To be held in the Dining Room at The Talbot Hotel on Saturday 23 September 2023 10.30 am – 12.00 noon.</p> <p>This would be a collaboration with Mayor of Ledbury, Cllr Helen l’Anson, to support the Twinning Association and the Mayor’s charities, Megan Baker House and Close House.</p> <p>RJ offered the catering for this event at no charge. The Committee and the Mayor expressed their appreciation for this generous offer. Publicity would be arranged with Ledbury Town Council.</p> <p>Contact Layne, Chef at Talbot Hotel, to discuss catering,.</p>	<p>C’MTTEE</p> <p>JJ</p>
<p>11.</p>	<p>DATE OF NEXT MEETING: Friday 15 September 2023 7.30 pm. Venue Talbot Hotel Dining Room</p> <p>The Meeting closed at 9.15 pm. CA thanked everyone for attending.</p>	

**MINUTES OF A MEETING OF LEDBURY CARNIVAL ASSOCIATION
HELD ON WEDNESDAY 23 AUGUST 2023- LEDBURY TOWN COUNCIL OFFICE**

PRESENT: Paul Bartlett (PB), Harold Armitage (HA), Sonia Bowen (SB), Johnny Chan (Chair) (JC), Sue Hughes (SH) (and Janet Meredith (JM)

APOLOGIES: Keith Francis (KF), Alesa Halford (AH), Jamie Hobby (JH), and Ashley Norman (AN)

IN ATTENDANCE: Jill Jupp (JJ)

**Carnival Theme: Countryside Fun
Carnival Date: Monday 28th August 2023**

1.	<p>WELCOME AND APOLOGIES: JC welcomed everyone to the meeting. Apologies were as listed above.</p>	
2.	<p>MINUTES OF THE PREVIOUS MEETING AND MATTERS ARISING: The Minutes of the previous meeting which took place on 9 August 2023 were reviewed and agreed and signed by JC as a correct record. JJ noted that she had recently visited Ken Davis, President of the Association, he sent his best wishes to the Committee for Carnival Day..</p>	
3.	<p>TREASURER'S REPORT: Balances: JM reported that balances were: Current Account £10, 603.07 Deposit Account £ 9.72 Total £10, 612.79 JM and KF had been selling raffle tickets over the last 3 Saturday mornings and sales to date totalled £208.00.</p>	
4.	<p>FUNDRAISING, SPONSORSHIP, GRANT APPLICATIONS: No further update.</p>	
5.	<p>CARNIVAL PRINCE AND PRINCESS: AH had sent a report as she was unable to attend. The Prince and Attendants would attend the presentation of the Shop Window Competition prizes on Saturday morning 9.30 am. The Prince, Princess and Attendants had attended for the first two weeks of raffle ticket sales. JJ said that they would be meeting her by the new carnival signage (designed, made and funded by The Helping Hand Company) to have some photos taken. These would be publicised locally as a thank you to the Company. A thank you letter was also being sent from the Association.</p>	JJ

	SB noted that she still required an entry form to be completed and signed in relation to the Prince/Princess float. If necessary it would have to be done on Carnival Day itself.	AH
6.	<p>PROCESSION ROAD CLOSURE AND RELATED WORK: SB reported that she had received an email from Molly at BBLP regarding arrangements for the collection of road closure barriers, signage etc. SB had forwarded the email to Shaun Roberts (SR) at SafetoGo, who would be collecting the equipment. It was understood that SR would be collecting the equipment, the next day. SB to check with Molly at BBLP that this had happened.</p> <p>JJ confirmed that 24 road closure signs had been displayed along the procession route.</p> <p>SB reported on entrants to procession.</p> <p>The Westons Dray would be arriving by 10.00 am. Area in front of Swifts Club House in Car Park to be kept clear.</p> <p>JC would accompany both groups of judges around the entrants, moving between the two.</p> <p>SH and Mal Hughes (MH) to get procession into order with support from SR at SafeToGo.</p> <p>SB to advise SR at SafeToGo re the entrants joining procession at the Coop.</p> <p>SB support Cllr Phillip Howells with judging of Class 4 Disability Scooters and Motorised Wheelchairs.</p> <p>SB to pass Class 4 judging results to JC.</p> <p>JC to pass judging results to Hereford Hospital Radio ahead of procession in order that they can make announcements.</p> <p>St Johns Ambulance would have one vehicle on the High Street and one at the Rugby Club which would join the procession when it commenced. They would arrive from 11.00 am.</p> <p>The Fire Services (Truck and Water Bowser) would be arriving at the Rugby Club around 11.30 am.</p> <p>The Mayor and Consort with their truck would be joining the procession at the Coop.</p> <p>HA to drive car in procession.</p>	<p>SB</p> <p>JC</p> <p>SH/MH/SR</p> <p>SB</p> <p>SB</p> <p>SB</p> <p>JC</p> <p>HA</p>
7.	<p>MAIN EVENTS: BANDS, CHILDREN'S ENTERTAINMENT: SH reported that she had received all documentation back</p> <p>DJ Chris has requested some barriers to cordon off the generator that both he and Razamatazz the Magician would be using.</p>	

	<p>JJ to ask the Town Council if they had some available in addition to the ones they were supplying to support road closures.</p> <p>JM explained that there was now a further activity stall to be funded by the Carnival Association; 'Make with Kate'.</p> <p>A3 posters to be displayed around the Town, in shop windows that were closed for the day, with details of the running order of performers on the Main Stage and the activities for children in St Katherine's. To be done Monday morning.</p> <p>There would also be A Boards at the entrances to St Katherine's on the High Street and on Bye Street and by the Market House. (A Boards to be obtained from SH and LTC).</p>	<p>JJ</p> <p>JM</p> <p>SH/JJ</p>
8.	<p>STALLS AND STREET ORGANISATION: JM circulated a map showing the location of stalls, St John's Ambulance etc.</p> <p>One longstanding stall holder had had to withdraw owing to health issues and had been refunded.</p> <p>JM would pass the location map and list of stall holders, entertainers etc. authorised to access the High Street etc. after 8.00 am on Carnival Day to SR at SAFEtOGO.</p>	<p>JM</p>
9	<p>TASK LIST FOR WEEKEND/DAY AND TIMELINE: List had been circulated prior to the Meeting. JC went through the tasks with Committee.</p> <p>Some amendments to Task List to be incorporated.</p> <p>It was suggested that the Committee check through the Timeline which covered the whole 'Carnival Journey' from January 2023 to post event, to ensure that everything was recorded accurately and nothing had been missed.</p>	<p>JJ</p> <p>COMMITTEE</p>
12	<p>EVENTS MANAGEMENT AND HEALTH AND SAFETY: Event Management Plan: Amendments had been made and the EMP re-circulated to all.</p> <p>Risk Assessment: Amendments requested at previous meeting had been incorporated, circulated and were signed off by JC.</p> <p>Health and Safety Policy: Amendments requested at previous meeting had been incorporated, circulated and were signed off by JC.</p>	

	<p>EMP, Risk Assessments, Health and Safety Policy and Lost Child/Vulnerable Adult Policy to be forwarded to Safety Advisory Group at Herefordshire Council.</p> <p>Copies to SR at SafeToGo.</p> <p>Stewards' Briefing: Circulated to Committee prior to Meeting.</p> <p>Copy to be forwarded to SR at SafeToGo.</p>	<p>SB</p> <p>SB</p> <p>SB</p>
10.	<p>RAFFLE AND SHOP WINDOW COMPETITION: Raffle: Reported under Item Three.</p> <p>Shop Window Competition: The judging would take place on Friday 25 August, during the afternoon.</p> <p>SH to pass results to JC to prepare certificates.</p> <p>Presentation to winners etc. to be on Saturday 26 August 2023 9.30 am onwards.</p>	<p>SH & JUDGES</p> <p>SH/JC</p> <p>SH/JC</p>
11.	<p>PUBLICITY INCLUDING PROGRAMME: JC reported that latest amendments had been incorporated and sufficient numbers printed.</p>	
14.	<p>A.O.B.: DATE OF NEXT MEETINGS:</p> <p>OPEN MEETING WEDNESDAY 20 SEPTEMBER 2023 7.30 PM – VENUE TBC</p> <p>ANNUAL GENERAL MEETING WEDNESDAY 8 NOVEMBER 2023 7.30 PM</p> <p>VENUE TBC</p> <p>The Meeting closed at 10.10 pm</p>	

FULL COUNCIL	29 SEPTEMBER 2023	AGENDA ITEM:19
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Report prepared by Angela Price – Town Clerk

MARKET TOWN FUND 2023/24

Purpose of Report

The purpose of this report is to provide Members with a response from BBLP in respect of their decision not to proceed with drainage and resurfacing works at PRWO at The Homend and Robinsons Meadow.

Detailed Information

Members will recall that at their meeting on 6 September 2023 (minute no. C91) refers, the Clerk was instructed to write to BBLP and seek further information as to how and why the decision to not proceed with the works to the drainage and resurfacing works at the PRWO at The Homend and Robinsons Meadow had been taken.

The following response has been received:

“I understand the concerns of this scheme not being able to be delivered. The reason behind this scheme not being completed as in 22/23 part of works this scheme was low on the list therefore was not completed as there was not enough budget to do this.

As we moved into 23/24 we took items from the list which were split over the 2 year period in 22/23 and populated these into the list with this in mind this formed part of the schemes for delivery this year, and we then added the schemes which were at the bottom of previous list onto the new list we approached to ask for additional items to add to this list and this is where you advised of the same schemes which we had already in this list.

The Homend drainage requires a design which we are unable to undertake as we do not have funding for this Project next FY therefore if we do design this would not be able to be constructed as there is not enough time or money. This is why I proposed this scheme not to be complete as the money could be spent elsewhere rather than producing a design which would not be constructed.

We were able to do the drainage schemes from 22/23 list which were Conigree PROW & Little Marcle Road as these were able to be split over the 2 years and higher on the list.

The following list provides details of the scheme that Herefordshire Council and BBLP would like to progress with as part of the 2023/24 Market Town Fund and have requested confirmation of approval as a matter of urgency.

Location	Scheme	Cost	Reason for not taking forward
Conigree Woods	Drainage Works	£17,500	N/A
Lower Road Trading Estate	Delivery of TRO	£ 3,000	N/A
Lower Road Trading Estate	Resurfacing	£65,517.80	N/A
Woodleigh Road	New reinstatement of one-way	£10,000	N/A
Little Marcle Road	Drainage Works	£44,000	N/A
Little Marcle Road S	Barrier	£25,000	N/A
Maesfield Avenue, Queens Court, Belle Orchard/Belle Orchard Close	TRO Residents Parking	£ 5,000	N/A
Biddulph Way	Resurfacing from 1438 -Spring Grove	N/A	Insufficient budget
The Homend & Robinsons Meadow	Drainage works - Change surface and drainage on PROW	N/A	Unable to carry out as due to costs it would be design only and consider money could be better spent elsewhere
Barnett Avenue, Queensway, and Margaret Road	Resurfacing	N/A	Insufficient budget

Recommendation

Members are requested to receive the information above and approve the remaining list of works to be undertaken via the Market Town Fund in 2023/24 to enable these to proceed via the 2023/24 Market Town Fund.

FULL COUNCIL	28 SEPTEMBER 2023	AGENDA ITEM: 19(i)
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Report prepared by Angela Price – Town Clerk

OFFICER REPORTS - TOWN CLERK'S REPORT

Purpose of Report

The purpose of this report is to provide Members with information on meetings and work streams that have been undertaken by the Town Clerk since the Annual meeting on 11 May 2023.

Detailed Information

Some Members will recall that when the Clerk started with Ledbury Town Council she provided a report to each Full Council meeting providing information on what meetings and workstreams had been undertaken between meetings. It is anticipated that these reports will be resurrected and include reports from both the Deputy Clerk and Community Development Officer going forward.

Below is a list of meetings etc that the Clerk has attended since the Annual meeting in May with some updates on particular projects.

- 15 May – Meeting with prospective co-option candidate
Meeting with Ashley Rogers to discuss 2023 Fair and SLA content
- 16 May - Meeting with Jenny Harrison to discuss Armed Forces Day
Meeting with HC officers to discuss UK Shared Prosperity Fund for Events and Festivals – Application made for funding towards 2024 World Book Day Event which resulted in grant of £2,000 towards the event.
- 17 May - Internal Audit visit – year end and annual governance
- 18 May - Planning, Economy & Tourism Committee
- 22 May - Meeting with New Mayor to discuss events for the forthcoming year
Meeting with committee chairs to discuss possible changes to council committee structure
- 24 May - Personnel meetings and Staff Appraisal (DTC)
- 25 May - Full Council
- 1 June - Meeting with Cllr Morris to discuss Planning Agenda and John Masefield Memorial Working Party meeting
- 2 June - Meeting with CDO to discuss events for forthcoming year
- 5 June - Meeting to discuss Mayor's Civic Service
- 7 June - John Masefield Memorial Working Party Catch up meeting
War Memorial Meeting
- 8 June - Worknest workspace visit – DSE inspections carried out on all office staff resulting in new furniture/equipment being provided where applicable
Pre leave meeting with DTC
- 9 June - John Masefield Memorial Working Party Meeting
- 27 June - Post leave catch up with Mayor

- 28 June - Catch up meeting with Cllr Morris re John Masefield Memorial Working Party
- 29 June - Pre council meeting with Mayor
- 30 June - Market House Tender opening with Chairs of FP & GP and E & L and DTC. Only one tender received and reported to E & L meeting.
- 30 June - Attended Poetry Festival Launch
- 4 July - Markets Working Party Meeting
- 6 July - Meeting with Dr Jane Mee and Cllr Morris to discuss JMMWP
Meeting with Cllr Morris – JMMWP agenda
- 10 July - Meeting with Mayor
- 11 July - Meeting with administrator to discuss Christmas Lights Switch on event
Bi-monthly Mayor's meeting with Chairman of Herefordshire Council
- 12 July - Budget Monitoring Meeting
- 13 July - Meeting with Paul Kinnaird to discuss drafting report on carbon footprint of the council as agreed via Climate Change Working Party
Extraordinary Full Council meeting
Planning, Economy & Tourism Meeting
- 17 July - Catch up meeting with Cllr Simmons – Ward Councillor
- 19 July - Meeting with CDO to discuss Market Strategy document
- 20 July - Attempted to set up new bank account with Starling Bank – information requested included personal details of Clerk report submitted to finance committee advising of concerns
- 21 July - Meeting with HC Officers and Ward Councillors in respect of resident parking and potential solutions and TRO's
- 21 July - Personnel issue to resolve
- 24 July - War Memorial Site Meeting with DTC, Caroe, and Contractor – minutes and certificate of progress reported to full council
Meeting at Rugby Club with Administrator to discuss working together on a "Santa Dash" the morning of the lights switch on event. Awaiting approval from council to proceed
- 25 July - Telephone call with Internal Auditor to discuss possible internal review of council policies and procedures as agreed by full council
Meeting with potential Co-option candidate
Meeting with Councillor Hughes
Telephone call with Citation in respect of HR matters
- 26 July - Meeting with BBLP to discuss Lengthsman funding
Personnel Meeting – Appraisal – CB
- 27 July - Korean War memorial commemoration at the Walled Garden
- 28 July - Personnel meeting
- 31 July - Meeting with Cllr Morris to discuss JMMWP
Meeting between Ledbury Places and Councillors to discuss how can work together in the future
- 1 August - S106 Briefing (evening)
- 2 August - Events Working Party
Extraordinary meeting of Council – Co-option
- 3 August - Meeting with Blachere Illuminations re 2023 lights – Cllr Chowns was present at this meeting, and it was noted that the trees at the Alms Houses are no longer available for lights – also discussed the need to make use of the apex of the Alms Houses for the lights
Meeting with Al Braithwaite to discuss provision of Team Building support

- 4 August - JMMWP Meeting
- 9 August - Personnel Issue
- 10 August - Planning, Economy & Tourism meeting
- 21 August - War Memorial Site meeting – minutes and certificate of progress reported to council
London Bridge/Spring Tide meeting with DL's and Church representatives – Comments to be fed back to Office of Chairman for consideration
- 22 August - Health & Safety Audit by Worknest (formerly Ellis Whitam)
- 23 August - Meeting with BID representatives at Feathers Hotel
Introduction meeting with Peter Salt – New chairman of Poetry Trustees
Meeting with new Cllr (Furlonger)
- 28 August - Bank holiday Monday – Supported Council stand at Carnival and helped with gazebo set up for event
- 29 August - Telephone call with DF Legal to discuss possible litigation matter
- 30 August - Interim Appraisal – DTC
- 31 August - Proof of Life
- 2 Sept - (Saturday) Attended LEAF Presentation at St Katherine Hall – provided update on what they are doing and what the future holds
- 4 Sept - Remembrance Pre-Meeting with RBL and Interested parties
Sustainable Ledbury meeting at Town Trail to officially acknowledge work being undertaken by the group followed by a reception in the Council offices
- 5 Sept – Markets Working Party
- 6 Sept - Meeting of Councillors to discuss next steps re committee
Extraordinary Council meeting
- 7 Sept - Internal Auditor visit to commence Internal review of policies and procedures
- 11 Sept - Meeting to discuss Team Building process
Meeting with DTC to review Tree Felling licence
Meeting with Cllrs McAll and Furlonger to discuss prioritisation and procedures
Councillor Training
- 12 Sept - Attended Ledbury Networking group
Bi-annual Mayor's meeting hosted by Chairman of HC
- 13 Sept - SLCC Themed Summit – Finance (all day)
Meeting of Cllrs to discuss recommendations in respect of committee structure (evening)
- 14 Sept - Meeting with Caroe, D A Cook and Ian Bishop to discuss works to Market House – anticipated that scaffolding to be erected 11/12 September with works commencing the following week – agreed that Ian Bishop will make use of scaffolding where possible to carry out repairs to panels to help reduce costs of the projects
- 14 Sept - Planning, Economy & Tourism meeting
- 15 Sept - Closed Churches Seminar (SLCC)
- 16 Sept - HODs and Three Shires Rally (Saturday)
- 17 Sept - Reviewing recording of E & L Meeting following comments from staff and councillors present at the meeting (Sunday)
- 18 Sept - Several meetings to resolve personnel issues

- 19 Sept - Scheduled Personnel meeting
Staffing issues
- 20 Sept - War Memorial Site Meeting – minutes of meeting awaited and to be included on September agenda if received in time
Budget Monitoring meeting to discuss in year budget and process for 2024/25 budget setting
- 21 Sept - Internal Audit 2nd visit re policies and procedures
Finance Meeting
- 22 Sept - BID meeting on line
- 23 Sept - Mayors Coffee Morning (Saturday)

Updates

War Memorial – the work to the War Memorial is progressing well and it is anticipated that the works to the paving will be completed by the end of September. The new stone for the obelisk is due to be delivered to the contractor’s workshop on Monday, 25 September following which it will be shaped ready for positioning of the Memorial. To ensure the safety of the Memorial it will be wrapped with suitable protective material before the scaffolding is erected for the obelisk to be put in place. It is anticipated that the works will be completed by the agreed project end date of end of October 2023.

A request has been submitted to the council for consideration of a re-dedication of the Memorial once the works are completed and this is included on the agenda for consideration.

Service agreement between LTC and the Rogers Family – it has taken some time to locate a solicitor who specialises in this type of work; however HCR have now been engaged and a draft agreement provided for consideration which will be provided to the E & L committee for consideration in the first instance and once they consider all necessary points are adequately covered a final draft will be submitted to the council for approval.

Personnel Matters – there have been a number of personnel matters to deal with over past months and there are still some outstanding – these take up a considerable amount of officer time and can on occasion create a back log of work for senior officers. The Clerk hopes to be able to convene a meeting with Citation to discuss a number of issues with them going forward to hopefully reduce the time spent on these issues.

Internal Auditor visits – the internal auditor has attended the offices twice as part of the review of council policies and procedures. It is hoped a report will be received to be considered at this meeting.

FULL COUNCIL	28 SEPTEMBER 2023	AGENDA ITEM: 19(iii)
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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

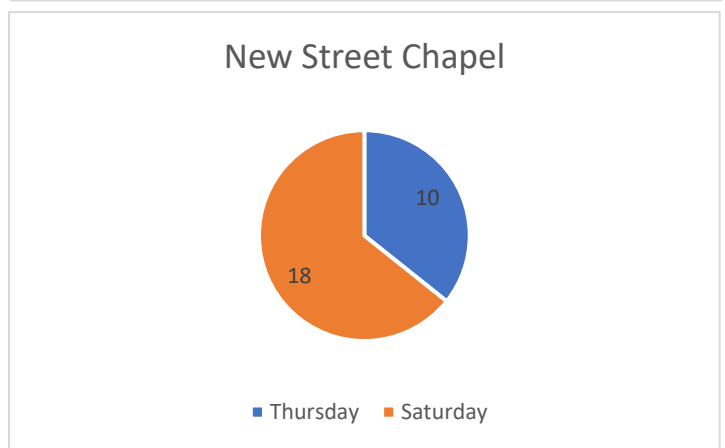
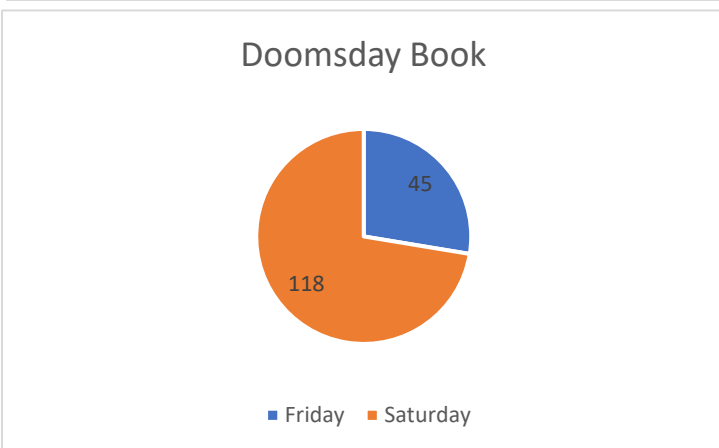
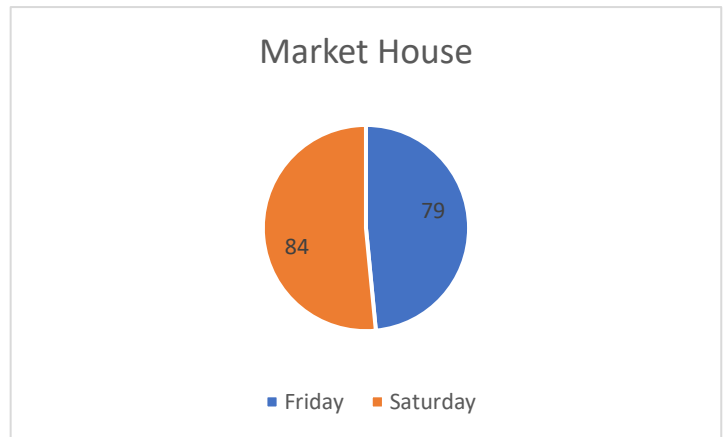
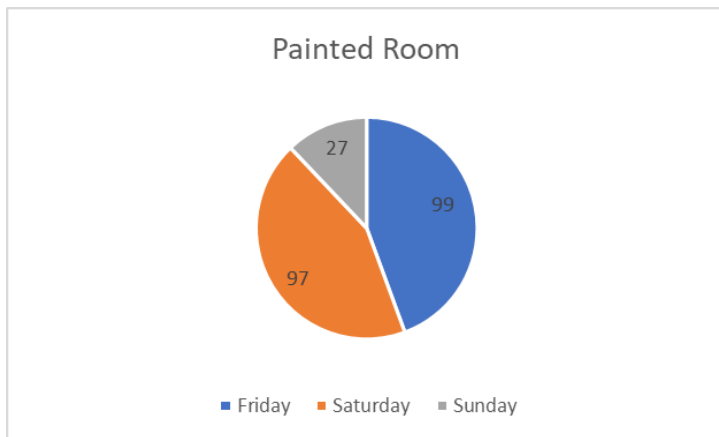
World Book Day

Since the last meeting of Full Council, the Community Development Officer has obtained £2,000 of funding from the UK Shared Prosperity Fund at Herefordshire Council for Ledbury World Book Day 2024. The Town Council will need to match fund this grant, and therefore there is a budget of £4,000 for the event. The Community Development Officer is already working with schools, businesses and community groups to organise this event, with the help of Members of the Events Working Party.

Heritage Open Days

The Community Development Officer encouraged venues in and around Ledbury to take part in the national festival of history, Heritage Open Days. 14 Venues opened their doors from 8 September to 17 September 2023, offering free tours and activities to celebrate Ledbury's history. The Community Development Officer designed a brochure which incorporated all the venues in Ledbury that were taking part in this event and printed over 700 copies which were distributed around the town. It is worth noting that the Receptionist assisted the CDO in printing and folding the brochures, which was invaluable. Advertising, including banners and bunting, were installed up Church Lane by the CDO, Councillor McAll and Towns Operative during the Festival. The CDO would like to thank Councillors McAll, Furlonger and Morris for their assistance in the event which included proof reading, distribution of leaflets and opening buildings. Although the event was successful and the town was busy, there have been some suggestions on how to improve for next year's event, including more advertising material and sourcing printing for professional companies. The CDO has taken this onboard and will implement for next year.

The below data identifies how many visitors were recorded during the weekend of 15th – 17th September 2023, at Ledbury Town Council owned buildings.



HMS Ledbury and Community Litter Pick

Whilst inviting HMS Ledbury to attend a meeting of Full Council on Thursday, 28 September 2023, the CDO was asked if there were any community projects that HMS Ledbury could partake in whilst visiting Ledbury. The CDO suggested a community litter pick following her meeting with Stacey Lovering at Helping Hands. Once agreed with the Town Clerk and Mayor, the CDO and Receptionist organised the litterpick which will be held on Friday, 29 September in and around Ledbury, with free refreshments at the Rugby Club.

It is worth noting that Helping Hands have kindly donated folding litter picking equipment to the Town Council for community groups and residents to loan for free.

All Councillors are invited to participate in this Community Litter Pick, which will start under the Market House at 3:00pm.

Training booked in October – November 2023.

- Engaging with Communities – online
- Dementia Awareness Training – In person at the Poetry House
- Social Media and Digital Marketing Training - In person at the Poetry House

Meetings

- **Meeting with Deer Park Care Home** – The CDO was invited to a meeting at Deer Park Care Home to discuss how the Council could work with local care homes to become a dementia friendly town. The CDO had the opportunity to meet with carers and family members.
- **Leaf Presentation** – CDO was invited to a presentation with Leaf regarding future projects in the town, including a youth centre and community led projects.
- **Nest Market** – CDO attended an Artisan Market held at the Nest (Little Verzon) and collected contact details from traders to continue building a database.
- **Networking Meeting** – Networking with local businesses in the town and getting an idea of how the CDO role could support these businesses i.e., grant/funding workshop.
- **Traders Meeting** – CDO was invited to the Traders Association meeting to discuss how the Council could work alongside Traders, in particular promoting tourism in the town.
- **Markets Workshop**- A workshop with Councillor Furlonger and McAll to discuss a Markets Strategy and the future of Ledbury Charter Market. Reports and updates will go to the Markets Working Party.
- **Vegan Market** – CDO invited the Manager of the ‘Vegan Market’ to Ledbury to discuss how the Council could hold a ‘Green Festival’ during Great Big Green Week. CDO has created a report for the Events Working Party to consider.
- **Heritage Open Days** – The CDO attended Heritage Open Days and opened the Chapel in New Street. CDO also visited all the venues opening to offer assistance if needed.
- **Hereford BID** – Met with the CEO of Herefordshire County BID to discuss opportunities in Ledbury including a business breakfast and what funding the town could receive.
- **Helping Hands** – Meeting with Stacey Lovering to discuss litter issues in the town and an opportunity to create a ‘litter picking group’ for the community.
- **Walk and Talk** – CDO was invited by Age UK to attend ‘walk and talk’ which was held at the Rugby Club as a networking opportunity.
- **Peter Salt** – Meeting with the new Chair of Ledbury Poetry to discuss the John Masefield Memorial and future opportunities.
- **Age UK / Men in shed** – Meeting with Keith Copus regarding a community project where Men in the Shed will create a hedgehog home. At Ledbury Carnival LTC encouraged children to create a hedgehog home that could be built in the Cemetery. Mayor l’Anson has picked a winning design and Men in shed Ledbury will create the design.
- **Hereford BID** – A meeting to discuss possible funding opportunities for future events in the town, and the need of a town map. The BID has designed a map which covers the county of Herefordshire and all the Market Towns. The CDO provided feedback and asked if the TIC could have copies in October, when completed.

Ongoing projects and workstreams

- **Pumpkin Event** – Working with Herefordshire BID to hold a Halloween event in Ledbury on Wednesday, 1 November 2023. The CDO has contacted Herefordshire Council to apply for a TRO to use 2 of the closet parking spaces adjacent to the Market House.
- **Fairtrade Ledbury** – Working to reinstate Ledbury as a Fairtrade Town. This is a long-term project and the CDO will provide a report to council in the New Year with more information. The CDO has discussed this proposal with businesses who are in favour of this project.
- **Demetia Friendly Town** – As stated in the Corporate Plan, the CDO is working to make Ledbury a Dementia Friendly Town. The CDO has enrolled on training and will provide more information to Full Council.
- **Ledbury Grants** – Sharing LTC grants with Community Groups and Businesses.
- **Ledbury Charter Market** – The Charter Market Policy has been submitted to the Markets meeting for approval. The CDO will be working on the Markets Strategy, with the help of the Markets Working Party.
- **Calander of Events** – Working with the Events Working Party and Town Clerk to create an electronic events Calander on the LTC website.
- **World Book Day** – Working with community groups, businesses and schools to organise Ledbury World Book Day 2024. As the Council have been granted funding, the CDO has to build reports and evidence of the work that is taking place around this event, in order to receive the funding.
- **Christmas Sponsorship** – Encouraging businesses in and around Ledbury to sponsor the Christmas light switch on event.
- **Stromstad-** Building stronger links between Stromstad TIC and Ledbury TIC. The CDO will be attending the Mayors Stromstad coffee morning on 23 September 2023.
- **Samaritans Purse** – The CDO is helping Specsavers Ledbury to promote their shoebox gift appeal. The CDO has already made contact with schools to raise awareness.
- **Friends of Cemetery** – The CDO is organising another meeting of the Friends of Cemetery. There will be a discussion on how members could help facilitate the annual candle lighting event at the Chapel in December.
- **Ledbury Business Breakfast** – The CDO and Town Clerk are working on a business breakfast. CDO has discussed this with Ledbury Traders who are in favour of this proposal.
- **Great Big Green Week** – CDO has been asked by the Events Working Party to create a budget and event plan for 2024.

Recommendation

That the above report be received and noted.

Report prepared by Angela Price – Town Clerk

RESTORATION OF THE WAR MEMORIAL SUGGESTION

Purpose of Report

The purpose of this report is to ask Members to give consideration to a request received from Jennifer Harrison in respect of the War Memorial.

Detailed Information

The following request has been received from Jennifer Harrison:

Could a suggestion be put to the Council that the restoration of the War Memorial be acknowledged before the Armistice service takes place on Saturday 11 November and the Remembrance Sunday service on Sunday 12 November? The suggestion is that this be a very short civic occasion led by the Rector of Ledbury, the Revd Keith Hilton-Turvey and the RBL Chaplain, Revd Bill Mackenzie with a civic presence of the Mayor and councillors. This could take place on the morning of Saturday, 11th November before the Armistice service at 10.55, but separate from that service led by the RBL. This is merely a suggestion and no discussions have taken place as to the appropriateness of the occasion, or its content.”

It should be noted that currently it is anticipated that the works to the War Memorial will be completed on scheduled by the end of October 2023.

Recommendation

Members are requested to give consideration to the request received from Jennifer Harrison.

Ledbury Town Council

Review of Internal Processes and Systems



IAC Audit and Consultancy Ltd

27th September 2023

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Background

Ledbury Town Council nominally has 18 Councillors, split equally between 3 wards, Ledbury North, South and West. In May 2023 there were no elections held for the town council due to a shortage of candidates. 10 Council positions were filled without contest leaving a balance of 8 vacancies. As at the date of this report the Council has 13 Councillors, including 3 co-opted. The Council has historically struggled to attract sufficient candidates for elections and also needed to co-opt Councillors after the 2019 elections.

The Council has suffered adverse publicity in recent years, with national news media coverage of a court judgement in 2018 and more recent coverage related to renovation works on the War Memorial.

In addition the Council has over recent years experienced significant turnover of staff. The Town Clerk is the only member of the Towns administrative team with experience of working in the local council sector with most staff having work experience from the private sector.

During the course of this review the Clerk advised that the Council is keen to address the challenges it faces and wishes to obtain guidance on how it may do this, and this report is intended to contribute toward this.

Scope of this report

The Council in 2021 commissioned a review of Corporate Governance and has requested an additional review of its Internal Process as a means of measuring how the Councils current practices meet local government standards or best practice.

The agreed areas subject to this review were;

- Corporate Governance (standing orders / financial regulations / committee terms of reference / minutes)
- Procurement
- Human Resources / Personnel
- Corporate Communication (use of website/social media)
- Burials

Key Conclusions

The Council faces a number of challenges in seeking to improve its internal process and performance. These include;

- Unclear and incomplete Terms of Reference of sub-committees
- The limited availability of external support and guidance
- The difficulty in identifying and implementing 'best practice'
- The amount of training undertaken by Councillors and staff
- Difficulty in attracting potential Councillors
- The limited engagement of the Council with the local electorate

Specific Recommendations

1. The Council, as a body, must clearly and comprehensively define the Terms of Reference of its Committees.
2. The Agenda of committee meetings should be set so that each committee only considers matters for which it has clear authority under its Terms of Reference.
3. Items outside of a committee's Terms of Reference should not be considered by a Committee unless a specific delegation of that item has been agreed by prior resolution of Full Council.
4. The Council should specifically consider how the process for the tendering of works and services should operate and the extent to which this should be formally delegated to Committees.
5. The Council should consider how it intends to obtain ongoing third-party advice, training, and guidance on the corporate governance of the Council.
6. As part of the review of third-party advice the Council should consider how it might interact with the National Association of Local Councils and how this might impact the Councils relationship with the County Association.
7. The Council should consider whether it wishes to participate in the Local Council Award scheme or whether it wishes to establish some other formal quality criteria for the delivery of its services.
8. The Council should consider how it may identify and implement best practice in corporate governance and process, for example by consulting with other similar sized councils or councils who have experienced similar challenges.
9. The Council should consider how it will interact with the local community through the use of social media. As part of this review the Council should specifically consider how it interacts with other significant local social media groups.

10. The Council should review how it publishes and distributes its newsletter and put in place measures to quantify the readership and reach of the newsletter.
11. The Council should review and update its website
12. The Council should review the arrangements it has in place for external HR support and for support of the website. As part of this review the Council should consider whether it is receiving the required services set out in these agreements.
13. The Council should put in place a formal training plan for Councillors
14. The Council should put in place a formal training plan for staff.
15. Where possible guidance issued to staff should be made available in written form.

Corporate Governance (standing orders / financial regulations / committee terms of reference / minutes).

Powers

Local councils, including Town and Parish Councils, operate under a particular legal regime and may only undertake actions for which they have a legal 'power'. This contrasts with how an individual may act, as an individual may legally undertake any act unless it is proscribed by law.

It is possible for a Town Council to take the same legal powers as an individual, through the adoption of the General Power of Competence, but to do this a Council must have two thirds of its Council elected, a condition that Ledbury Town Council cannot currently satisfy.

The Town Council does have a qualified Clerk, which is another of the criteria for adoption of the General Power.

Without the ability to act under the General Power of Competence the actions of the Council are more constrained, as actions that would be permitted under the GPC may not be permitted under the more limited powers that the Council operates under. It is important therefore that Councillors are fully aware of the limited Powers under which the Councils operate when exercising their functions.

Training of Councillors

The Council does not have a formal training programme in place for Councillors or a formal induction programme.

It is understood that Councillors have undergone online Code of Conduct training with the Monitoring Officer, and that Councillors have been provided with copies of the Good Councillors Guide published by NALC. The Clerk is working with Councillors to develop their knowledge and understanding of the local council sector and the role of Councillors.

The Council does not maintain a formal log or record of the training Councillors have undertaken.

For historical reasons the Council is not a member of the County Association and therefore cannot be a member of the National Association of Local Council or part of Local Council Award Scheme.

The Council does not have direct access to the training and support provided by the County Association and NALC. It is understood that the Council may be able to access some training resources provided by NALC on payment of a fee, but the general advisory support provided by NALC to member Councils is not available.

Some of the Town Councillors have other relevant experience, either due to their previous role as a town Councillors, as a Councillors with other authorities, such as the County Council. It is not clear the extent of this knowledge within the Council and how it may be relevant to the particular circumstances of the Town Council. Experience gained at larger authorities may not always directly apply to local councils who operate under a different legal framework.

In the absence of access to the resources of the County Association and NALC the Council has made some limited use of third-party consultants but this is not a permanent ongoing support arrangement. The Council has not retained an external advisor to provide ongoing guidance on Best Practice.

Standing Orders and Financial Regulations

The Council adopted the current NALC versions of Financial Regulations and Standing Orders in May 2023, these were provided as hard copy during the visit. The copies on the website, although the same, being those approved in 2022.

The adoption of Financial Regulations and Standing Orders were included as agenda items on the Annual Meeting of Full Council on 11th May 2023.

This regular Council review and approval of its Standing Orders and Financial Regulations, and the use of the current versions of the Model documents is a notable improvement on the previous practices at the Council.

Terms of reference of committees

The Council has in place Terms of Reference for the four sub-committees of the Council

- Resources Committee
- Finance Policy and General Purposes Committee
- Planning Economy and Tourism
- Environment and Leisure

It is understood that the Council is reviewing the Committee Structures and that this is being done internally without the use of External Advisers. Given the absence of potential guidance on this from either the County Association or NALC, and the limited training provided to Councillors, it is unclear what model or 'best practice' the Council will refer to when conducting this review.

It was noted that the Council has not formally published Committee Terms of Reference on its website.

Copies of Committee Terms of Reference were provided to the auditor during this review, but it was not possible to formally verify that these are the versions currently in place as they were not dated and did not record a Minute Reference under which they were adopted by Council.

Approval of Committee Terms of Reference

The Council's Standing Order⁴ d) states

The Council may appoint standing committees or other committees as may be necessary, and:

i. shall determine their terms of reference;

.....

vi. shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee

Council Minutes of the Annual Meeting held on 11th May 2023 record Council approval of the new committee structure and lists four Committees

- a) Environment and Leisure Committee
- b) Finance, Policy and General Purposes Committee
- c) Planning, Economy and Tourism Committee
- d) Resources Committee

The Resources Committee is also referred to, in the same Minutes, as 'Resources and Personnel Committee'.

It was noted that the meeting of 11th May 2023, at which the existence of sub-committees, and the membership of sub-committees and their Chairs, were determined, does not record Council formal review and approval of the Committee Terms of References as set out in Standing Order 4 d) i)

The Terms of Reference of the Finance, Policy and General Purposes Committee was recommended to Council by the Committee at its Meeting held on 1st June 2023 (Min Ref F6). The Agenda of Full Council 29th June included, as item 8, '*To receive and note the draft Minutes of a meeting held on 1st June 2023*'. Minutes C35 record that these were 'received and noted'. It is not clear from these Minutes that the Full Council specifically determined the Terms of Reference of the F, P and GP Committee as required by its Standing Orders.

It was noted that none of Committee Terms of Reference provided during the audit review include provision for any Committee to determine their own Terms of Reference, either under delegated powers or by way of recommendation to Full Council.

It was not possible, from a review of Minutes, to establish how the Council has complied with its Standing Order 4 d) i) in respect of approval of the Committee Terms of Reference for the other Committees of the Council approved at the meeting of 11th May 2023.

The Council may recall the lack of clear Terms of Reference for Committees was an issue specifically raised in the Governance report of 2021.

Compliance with Committee Terms of Reference.

It was noted that the Finance Policy and General Purposes Committee Terms of Reference do not refer to

- reports of the Internal or External Auditor, or
- the review of the Annual Accounting Statements.
- GDPR
- The review of Risk

However it was noted that all these items were included on Agendas for F,P and GP Committee meetings of June and July 2023, subsequent to the Council meeting of 11th May.

It does not appear, from a review of the documents available, that agendas of sub-committee meetings are consistent with terms of reference for Committees as established by Full Council. The consideration of items, by sub-committee, which are not within the Committees Terms of Reference, was specifically raised as an issue in the Governance audit of 2021.

Procurement

The Council has set out the basic framework in respect of procurement in two key documents, Standing Orders and Financial Regulations. The Council has adopted the NALC model Financial Regulations and model Standing Orders.

Tenders

Standing Orders set out, in Standing Order 18 - Financial controls and procurement the arrangements that apply in respect of the tender process of the Council.

Standing Order 18 vi states that *'tenders are to be reported to and considered by the appropriate meeting of the Council or by a committee of sub-committee with delegated responsibility'*

It was noted from a review of the Committee Terms of Reference that they do not refer to the consideration of Tenders, either by delegated powers or recommendations to Full Council. It is understood that, in practice, consideration of Tenders is a matter that is

commonly referred to Committees. This practice therefore does not comply with either the Councils Standing Orders or Committee Terms of Reference.

Financial Regulations cover procurement within two regulations, Regulation 10 - Orders for work, goods and services and Regulation 11 Contracts.

Orders for good and services

From a discussion with council office staff it was clear that staff were aware of the need to raise purchase orders and for these to be authorised either by the Town Clerk or Deputy Town Clerk. Staff were, however, not aware of the specific requirements as set out in Financial Regulations 10.3 or 11.1 h).

Staff knowledge of the purchasing process did appear to be well understood and it was clear that consistent verbal instructions had been provided to staff. It does not appear, however, that members of staff have been provided with any written guidance or instruction as to how they should operate the procurement process.

Council staff also advised that they had been told that, where possible, they should seek to procure locally, but it is not clear that this is a formal policy of the Council. It is unclear how this requirement is consistent with the Councils Financial Regulation 10.3 which states 'All members and officers are responsible for obtaining value for money at all times.' It is unclear whether, for example, staff are to seek to procure locally even if they may obtain better prices elsewhere.

Human Resources / Personnel

External Support

The Council uses two external providers in respect of employment services, Citation HR under a long-term contract for general HR provision, and Worknest (formally Ellis Whittam) for Health and Safety. It is unclear why there are two providers in use (the Contract for Citation was not reviewed as part of this audit).

Citation HR website makes numerous references to 'businesses' and 'SMEs' but does not make reference to the provision of services to the public sector. Worknest are established providers of HR services to the local government, used by many local councils and this is clearly referenced on their website.

It is unclear, based on the nature of the providers, how the Council would obtain specific local council HR advice if it were to need this as part of an organisational review.

Staff Training

There is currently no formal training programme in place for staff. The Council has supported training financially and this does not appear to be a specific budget constraint on the provision for training. Staff confirmed during the audit that they had received elements of training however there did not appear to be specific identification of training needs for individual members of staff.

It was noted during the audit that the administration staff in the office were relatively new in post and did not have prior experience of working in a local council, either a town or a parish. It should be expected that staff new to the Local Council sector will have specific training requirements in respect of the new roles in the public sector.

Corporate Communication (use of website/social media)

Responsibility

The responsibility for Corporate Communication at the Town Council results clearly with the Town Clerk. It is understood that individual Councillors may interact with media, such as the Press and social media, on a personal basis, however, all matters relating to the Council as a body are handled by the Clerk, if necessary by consultation with the Mayor.

Staff resources and training

Staff at the Council were fully aware of the need to gain the Clerks approval for any items published on the website or on social media and there does not seem to be any operational challenges in obtaining this. Staff may, on occasion, be asked to draft documents, such as press releases, but these are always to be subject to review by the Clerk.

The Council is fortunate in having a member of staff who is very familiar with websites and digital marketing, as lack of technical familiarity can often be a barrier for Councils when managing their website. The time required for websites and social media is understood to be a relatively small proportion of officer time, with the member of staff responsible also having responsibility in respect of other tasks such as Minutes and weddings.

In addition holding an NVQ in digital marketing the staff member responsible for the website has also had training on GDPR (the General Data Protection Regulations). Staff generally were not aware however of the Model Publication Scheme issued by the Information Commissioner's Office or the Transparency Code. It is understood that the Town Clerk is aware of these requirements.

Website

There were a number of adverse comments raised during review about the Councils website. It was commonly felt that the website does not perform well, examples were cited of pages not appearing, or returning an error when requested, and of search results not working properly.

These comments were made both in respect to the end user experience and in terms of the administration of the 'back end' of the website, in particular the need to upload documents to the website and duplicate files which are held on the councils drives and folders.

Anecdotally the auditor has experienced similar issues, particular when researching Council Minutes. Other issues identified during the review include the difficulty in adding website URL links of specific documents (such as a Minute) to emails, which make it more difficult and time consuming for email recipients to navigate to the relevant document.

It was noted, from discussions with staff, that they were not aware of the extent of the services to be provided by the website providers under the agreement with the Council. It does not appear that Council staff have received specific training on the use and administration of the website.

There was a general consensus that the website is overdue for an update and / or refresh.

Social media

In addition to the website the Council also uses Social Media including Facebook, Instagram, and Twitter.

The Council has 1.1K Facebook followers and approximately 300 Twitter followers. It was noted that a local town Facebook group has around 12k followers. The town council posts on an ad hoc basis to this group.

Most of the social media posts created by the Council consist of third-party content, for example from the Police. Council staff estimate that perhaps only 5% of the content posted by the Council is original content. A review of the Council's Facebook postings indicated that responses to any posts were very infrequent which would seem to suggest a low level of engagement with the content published.

It was noted that the Council does not formally monitor its interactions on social media, for example the number of followers. The Council also does not monitor traffic on its website, such as the number of visitors and pages viewed.

Newsletter

The Council publishes an electronic newsletter which is posted to the Council's website. At present the council does not maintain a mailing list for this newsletter and does not offer the facility for people to 'subscribe' to the newsletter. As the Council does not have in place a facility to monitor its website traffic it is unknown how many, if any, visitors read the published newsletter.

Burials

A review was conducted of the Council's burial system. This was a high-level review and, as such, did not include an audit of individual items. Generally the system in place appears to work well, given the relatively small number of burials which take place on an annual basis.

Staff have received some training, although there does not appear to be a formal training plan in place

The Council has a burial ground in use and has responsibility for and disused burial ground. It is understood that the historic arrangements by which the Council assumed responsibility for the disused burial ground is currently being clarified as the historical records on when and how this happened are not currently available.

It is understood that the existing burial ground will reach capacity within the foreseeable future and that the council is taking initial steps to explore the possibility of obtaining additional land for burials.

LEDBURY TOWN COUNCIL

FULL COUNCIL	28 SEPTEMBER 2023	AGENDA ITEM: 19(ii)
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Report prepared by Julia Lawrence – Deputy Town Clerk

DEPUTY TOWN CLERK REPORT

Purpose of Report

The purpose of this report is to provide Members with a summary of projects that the Deputy Clerk has been progressing since the last meeting of Full Council.

Detailed Information

LTC Offices

- 1 Flooding at rear entrance to Council Offices. In April 2023 Herefordshire Council's Conservation Team were contacted, seeking advice on what measures could be put in place to eliminate flooding to the back hall entrance when there is torrential rain. Numerous chase-up emails were sent and in August 2023, one of Herefordshire Council's Senior Building Conservation Officers attended the offices who acknowledged that there were two primary issues which appeared to be contributing to the flooding and these are a doorway threshold level which is significantly lower than the street surface level and a lack of any raised curbing (not traditional in this instance) to prevent rainwater run-off. This matter is now with Caroe & Partners to further address and indeed this will be picked up at my next meeting with Jane Chamberlain, when we address other matters such as the Market House.
- 2 EICR (Electrical Installation Condition Report) Testing. The recent health and safety audit identified that EICR testing needed to be undertaken as the current certificate was due to expire at the end of September. To date, one quotation has been received and a further two are being sought at the time of writing this report. The EICR will need to cover not only the Council Offices, but also the Market House, Cemetery Chapel and Mortuary.

Market House

- 1 Met with both the contractors for the roof repairs and plaster works on 14 September 2023, along with Jane Chamberlain of Caroe & Partners and the scaffolding contractors. It has now been agreed that the works will start immediately after the Funfair, on Wednesday, 12 October 2023. RAMS and a list of materials has already been lodged with Herefordshire Council's Planning Team; the same information is awaited from DA Cook regarding the roof repairs. Scaffolding will not interfere with the market traders, nor the bus stop or footpaths.

- 2 Stairlift. Initial research has been obtained from one stairlift provider who has confirmed that they would be able to install a stairlift. Members of the Environment & Leisure Committee requested that a local Ledbury company also be approached to provide a quotation. Due to annual leave and work pressure, this still needs to be undertaken.

Recreation Ground

- 1 Play Area. Members of the Environment & Leisure Committee will be aware that the childrens inclusive roundabout at the Recreation Ground is in need of a service and potentially needing new bearings fitted. It is unfortunate that the piece of play equipment does not have a manufacturers badge so it has proved difficult sourcing a company who would be willing to undertake the works. Five companies had previously been approached who all confirmed that as it was not their piece of equipment, would not be willing to carry out the repairs. However, in the last week, a company based in Cardiff and which previously was based in Ledbury, has been in touch with the Clerk advising that as were involved in the initial installation of some of the equipment. A meeting has been arranged to (2 October 2023) to establish what help they can provide.
- 2 In the last month, five gates within the play area have had new self-closing gate springs fitted. This month, the Council is waiting for the annual inspection of the play area equipment to take place.

Cemetery

- 1 The far end of the cemetery in the new section has in the past been used as a tip area for dead vegetation, branches etc and quotes were invited from local companies to clear this area by using a wood chipper to eliminate the dead vegetation and cut back the overhanging branches and remove off site. Subsequently approval has been given for a local contractor to undertake this work, which is scheduled for the week commencing Monday, 25 September 2023.
- 2 Foamstream Weeding Machine. On 14 September 2023, training had been arranged for the Foamstream Weeding Machine. The Lengthsman, temporary groundsman and maintenance officer for the Council, along with myself were taken through the process of using the machine. Prior to the demonstration, it was hoped that the machine could be used early in the morning so as to keep disruption to a minimum. However, the noise of the machine would not warrant it being used early in the day and would require two operatives to oversee the operation, one to barrier off the area being treated and ensure that the area being worked on remains temporarily closed, since the machine does generate a lot of foam which could quite easily be a slip hazard to any pedestrians. It would be fair to state that whatever area is treated will not kill off any weeds for good as the hose deposits boiling water which, in effect just suppresses the weed so the foliage dies back, and then the foam on top is there to help retain the high temperature on the foliage, so any stubborn roots would not get eliminated. The Deputy Clerk raised the question of completely eliminating stubborn weeds and the trainer said that the process would need to be done several times.

Due to the noise, it would be sensible for the machine to be used around, for example, the Deer Park or other built-up areas, where weeds in the gutter could be treated during the day so not to cause too much of noise disruption.

Councillors will also recall that the Deputy Clerk had contacted the Dominos Pizza's Head Office as it was considered that the old Ambulance station on Bridge Street might be a suitable location to store the trailer/foamstream weeding machine. Following an initial telephone call, an email and two further letters to the Head Office, a response has still not been received. In the meantime, the workshop at the Cemetery has been cleared to accommodate the trailer so that it is securely locked away.

- 3 Members of the Environment & Leisure Committee will be aware that the officers are currently investigating opportunities to extend the size of the Cemetery. It is highly unlikely that the Council will be able to extend into the grounds of the Football Club and therefore another plot of land needs to be acquired. However, there are numerous factors that need to be considered before acquiring land and having contacted the ICCI (Institute of Cemetery and Crematorium Management), they have recommended that the Council approaches specialist companies to obtain quotations to help in the process of acquiring land for this purpose. A further report will therefore be brought back to the Environment & Leisure Committee in due course.
- 4 The Herefordshire Wildlife Trust have been visiting the Cemetery with small groups of families in order that the children can use bat detectors and they have earmarked some of the piles of brash to create their own bug habitats. They have also put up some small signs pointing to habitats that exist in the cemetery, i.e. dead wood pile home to beetles.
- 5 Memsafe have been appointed to carry out the balance of topple testing at the Cemetery. Appropriate signage is being sourced in the event of an unsteady memorial and as soon as these are received, works can commence.
- 6 Rules and Regulations. The revised Rules and Regulations have now been released to local Funeral Directors and has been placed on the Council's website. A letter has been sent to approximately 16 grave owners at the Cemetery advising them that they are not adhering to the Rules and Regulations.

Dog Hill Wood

- 1 The Felling Licence has almost been completed, ready for submission.
- 2 There will be running a further volunteer day at Dog Hill Wood on 29 September 2023 to start work on the second coupe. This will involve strimming and clearing the undergrowth. Monthly volunteer days have been set to run from now until next February.

- 3 Five of the metal benches have already been repainted on Green Lane in Dog Hill Wood. Further metal benches still need to be painted by the Maintenance Operative.
- 4 The Deputy Clerk is to meet a local resident on 29 September 2023 who has raised concerns of water flooding his property, predominantly rainwater that is coming off Dog Hill Wood.

Trees

- 1 Christmas Tree delivery. It has now been confirmed that the Christmas Trees, for both the Market House and Cemetery Chapel will be delivered on Thursday, 16 November in readiness for decoration on Friday, 17 November 2023 (Market House only) by the Christmas Light contractors.
- 2 Having received approval from the Clerk, some lower overhanging branches have been removed adjacent to a property in Biddulph Way. The trees in question are situated on Council owned land and were causing damage to the neighbouring property.

Other

- 1 A Task and Finish Group for the Christmas Lights contract has been set up for Wednesday, 4 October 2023. The purpose of this meeting is to consider the current contract and requirements for a new three-year contract starting in 2024.
- 2 October Funfair. A meeting has been arranged for 26 September 2023 to meet with the Funfair organisers, Police, Fire and Balfour Beatty to discuss the arrangements for the forthcoming Funfair. Therefore, the Event Management Plan will be completed and issued to the Safety Advisory Group for consideration.
- 3 Signage for October Funfair. Quotations were sought from four companies to provide costs to provide a full suite of signs for the October Funfair. Two companies did not provide a quotation. Members of the Finance, Policy & General Purposes Committee agreed to select one of the companies but sought clarification that the signs would be purchased along with metal frames, which is the case. The order has been placed and signs are due to be with the Council either by Friday, 29 September 2023 or Monday, 2 October 2023. It will then be the responsibility of the Council to display the advance signage approximately 7 to 10 days before the event, so this will happen very soon. It will then be the responsibility of the Funfair organisers to ensure that the road closure signs are put up and taken down at the appropriate times during the course of the Funfair. The signs will then remain the property of the Council for future use.
- 4 Christmas Lights. In readiness for the installation of the Christmas lights, contractors have been requested to replace the existing electronic timers for analogue timers for the Christmas lights. It should be noted that the use of analogue timers has been confirmed as acceptable by the Christmas light contractors.

- 5 The Deputy Clerk met with Nina Shields on 26 September 2023 to draw up the agenda for the forthcoming Climate Change Working Party, which will be meeting on Wednesday, 4 October 2023. All Councillors are welcome to attend.

Recommendation

That the above report be received and noted.

