



# LEDBURY TOWN COUNCIL

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29 September 2021

Dear Councillor

Please find attached the "To Follow" documents in respect of the meeting of **LEDBURY TOWN COUNCIL** to be held on **Thursday, 30 September at 7.00 pm in the Burgage Hall, Church Lane, Ledbury**, for the purpose of transacting the business shown in the agenda below.

Yours faithfully

*A Price*

Angela Price PSLCC, AICCM  
Town Clerk

## **A G E N D A**

### **4. Herefordshire Councillors' Reports (Pages )**

To receive reports from Ledbury Ward Members:

- i. Councillor Howells

## **MINUTES**

11. **To receive and note the minutes of a meeting of the Finance, Policy & General Purposes Committee held on 23 September 2021 and an extraordinary meeting held on 27 September and to give consideration to any recommendations therein (Pages )**

**Distribution: - Full agenda reports to all Councillors (10)  
Plus file copy**

**Agenda reports excluding Confidential items to Local Press (2), Library, Police and Councillor l'Anson**

## **Ledbury Town Council meeting Thursday 30<sup>th</sup> September 2021**

### **CLlr Phillip Howells – Ledbury West Ward Councillor's report**

Since the last full LTC Council meeting on 29<sup>th</sup> July 2021 I have attended a number of Herefordshire Council related meetings – mostly now reverting to physical meetings again.

Children's services are the principle focus of council attention at the moment and will be for at least the next 18 months. We are 4 months into a 2 year non-statutory Government monitored improvement plan to improve and enhance the children's services directorate's care standards after several high court judgements have found the council to have severely failed in its statutory duty to its children in care. More cases are expected to be considered by the court in the next few months.

As Chair of the Children and Young People Scrutiny Committee (CYPSC), I am very involved in, or updated on all the work going into production of the improvement plan.

There are full Improvement Board meetings every month to which the chair of CYPSC is not currently invited as being felt necessary to preserve the independence of the committee, but then there are following on briefing meetings to attend and also a regular programme of improvement plan progress briefings to all councillors.

Two meetings of the Children and Families Performance Challenge have been held, with data presented and discussed on all the children care monitoring criteria. We councillors are also currently undergoing a series of 3-hour corporate parenting workshops to update all of us on understanding our joint responsibilities to the children in council care and how our role relates to the work of council employees such as social workers and other carers who are actually looking after the young people.

We have had two full meetings of the CYPSC since the last LTC meeting, part of our programme of double the normal bi-monthly meetings to have alternate-month regular meetings working to an annual work programme and other alternate-month meetings looking at specific improvement plan matters that arise and need committee meeting flexibility to act quickly on scrutiny needs. Added to a programme of regular committee workshops to look at detailed matters in preparation for the public meetings, means the CYPSC work is going to be much more demanding and time consuming for the next 2 years of the improvement plan at least.

For the Vice Chair and myself the work involved also includes:

- Weekly meetings/updates with the Council CEO

- Plans to innovate the work we do to make it more 'bottom-up' in reflecting the experience of young people and their carers rather than the more traditionally 'top-down' process of providing care.
- Producing a new training programme to fast-track committee members in both the improvement plan elements and the 'bottom up' approach
- Liaising and working with the LGA who provide free children's services support to councils, including independent mentoring from other councillors whose council has gone through a similar improvement process
- Professional media training along with senior political leaders and council officers in preparation for the expected increased national journalist investigative reporting and questions; scrutiny will itself come under increased scrutiny during the improvement plan process
- Updates on and meeting with affected parents and carers involved with a number of peer on peer sexual abuse cases and how they have not been properly managed by the council (this is an increasingly recognised and complex area which a number of councils are struggling to come to terms with on the big and difficult questions involved).

In amongst this, in my role as the designated member for Herefordshire Council to the Lower Severn Internal Drainage Board, I attended a Treasury Sub-Committee meeting on 1<sup>st</sup> September and a full Board meeting on the 22<sup>nd</sup> (both by Zoom).

The next full meeting of Herefordshire Council is on 8<sup>th</sup> October.

# Ward Councillor Report: August-September 2021

## Community Grant Schemes

There are several community grant schemes which are open for the Town Council and Community Groups to bid for funding. Their funding lines are quite tight and the details of these schemes have already been circulated to councillors and can be found online here:

<https://www.herefordshire.gov.uk/community-1/community-funding-advice-business-grants>

## Possible Town Council Projects

I believe that there are a number of the grant funding opportunities which could assist the council in progressing objectives already stated explicitly or implicitly in the council's Corporate Plan. These include, but are not limited to:

- Improved town centre facilities plus asset transfer opportunities
- Youth play equipment programme plus associated asset transfer opportunities
- Major pre-emptive woodland tree planting and biodiversity project
- Trim-trail and amenity green space maintenance and enhancement, plus associated asset transfer opportunities

This may require some swift discussions and coordination with officers at Herefordshire Council if current funding opportunities are to be utilised.

## Core Strategy Update

Work continues on this important update of county planning policies. As Cabinet Member for Planning, I have asked that parishes be approached for their comments on the existing policy framework – especially as regards the spatial and place-shaping policies which apply in their particular areas.

I would encourage the Planning Committee of the council to undertake some preparatory work to consider what commentary the council might wish to provide – especially as regards LB1 & 2 and the policies for rural development and growth in the villages which impact on Ledbury as a service centre.

High level options for delivering housing growth within the policy update will be consulted upon during the autumn. These will need careful consideration by councillors when the consultation goes live.

## Employment Land and Prospective NDP Land Allocations



I have reported to the Economic Development and the Strategic Planning Teams the appearance of a hoarding advertising land blocks for sale which belong to Heineken in the area of their Little Marcle Road pulping plant. It is good news to see the possibility of employment land coming forward in Ledbury at this location as well as employment being an integral part of the development on the Viaduct site to the north of the town.

However, there is also the possibility that this land may be being offered for sale ahead of any land allocation for sporting purposes which continues to be dependent upon swift progress being made on the town's NDP. I remain hopeful that Ledbury can have its cake and eat it on this matter but the proof of that pudding is awaited.

## National Pilot areas for Design Code development

Ross-on-Wye and one of its rural parishes have been chosen to go forward as a proposed national pilot to explore the approach and benefits of developing design codes for sensitive localities to sit alongside planning policies. I understand that Ledbury councillors weren't keen for the town to be considered, but all-the-same had questions on the proposal.

I would encourage the council to take advantage and make best use of having one of its members sitting in Cabinet and another on Scrutiny at county level when it comes to asking questions locally.

## S106 Wish List and Infrastructure Delivery Plan for Ledbury

In July I wrote:

"If the council hasn't already done so, please could I encourage councillors to update the Section 106 wish-list for Ledbury so that planners can include relevant infrastructure projects in their earliest discussions with developers about funded projects to come forward alongside developments. The present wish-list hasn't been updated since at least 2015.

"Please may I request that councillors refer to the draft Infrastructure Delivery Plan for Ledbury in considering an updated wish-list and also consider whether any additions need to be proposed to the draft Infrastructure Delivery Plan.

I am disappointed to see that the council has done nothing in the last two months to progress this matter and minutes of the Planning Committee meeting appear to be requesting an up-to-date S106 list when the whole point of doing an update is that the last input from the Town Council was sent in 2015.

S106 has not been being proactively managed by previous administrations. This is very damaging to our communities which are asked to accept development and then see no improvements in local infrastructure coming forward to mitigate the worst effects of the new housing.

As Cabinet Member I have asked for programme to be constructed to ensure that historically banked S106 monies are properly planned for spend according to the conditions and agreements in place and that the parish wish-lists and BBLP projects below the funding cut for the Annual Plan are used to inform how unallocated funds might be prioritised to deliver much needed community infrastructure.

The 2015 list lodged with Herefordshire Council will be used to consider priorities here in Ledbury if no more up-to-date listing is provided. I urge councillors to address this matter with some urgency.

## Master's House

Since I reported on the possibility for a community-led project to deliver an improved landscape scheme for the Master's House and its environs in July, I have made progress with officers to get agreement to the minimal actions needed to discharge the pre-development planning conditions and to take symbolic action sufficient to meet the requirement to 'commence development' such that the existing planning permission for the landscaping can be preserved. Presently it expires in November 2021.

I repeat my offer to brief councillors on the options for taking this public realm project forward. I would encourage the Town Council to engage positively with this initiative as it offers a number of benefits not only to the town but also opportunities to the council to progress a number of objectives in its adopted Corporate Plan. Please could councillors consider this request.

## Top Cross Post & Rail

Again, I request that a letter of support for the swift completion of this work from the Town Council. This would be of assistance to me in maintaining the pressure for the work to be completed.

## Planning

**Viaduct Site:** I have been advised that Planners have rejected the documents received from Bloor which were intended to discharge condition 9 (site-wide Biodiversity Enhancement details) and 18 (Ecological Method Statement) on their outline permission for the site. In both instances Bloor have been advised of the deficiencies of each of these documents and have been asked to undertake further work.

## Consultations

**Budget consultation 2022-23:** The budget consultation 2022/23 focuses on supporting post-Covid recovery in Herefordshire and informing the council's transformation journey to deliver our services and facilities in the most effective, affordable and environmentally friendly way. **The consultation closes on Monday 4 October.**

Engagement with online Zoom workshops by parishes and community groups across the county was patchy compared to previous years. As community representatives I encourage all councillors to fill out the online residents' survey for themselves and to make any comments you consider relevant on behalf of the community.

<https://consultations.herefordshire.gov.uk/consultations/article/61/budget-consultation-2022-23>

**Adult Day Services Engagement:** **This consultation closes on Friday 15 October.** Herefordshire Council funds and commissions day care and support services for vulnerable adults and older people throughout the county. Getting the mix and distribution of these services is difficult when it isn't always possible to anticipate an emerging need. Consultations like this one are important to help care professionals and commissioners to spend budgets effectively to deliver the right range of services to meet local people's needs.

<https://consultations.herefordshire.gov.uk/consultations/article/62/adult-day-services-engagement>  
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**Council Tax Reduction scheme consultation:** Council Tax Reduction is a scheme to assist people on a low income with their Council Tax bill. The amount of reduction a person can claim will depend on their circumstances. Eligible applicants receive this discount through a reduction in their Council Tax bill. **The consultation closes on Monday 4 October.**

Each council has its own Council Tax Reduction scheme and is responsible for making decisions about how it applies to working age applicants in its area. Central government decides on how the scheme applies to people of pension age. The council is proposing changes to our Council Tax Reduction scheme which will:

- Simplify it, making it easier to understand and access
- Provide greater stability for eligible applicants
- Reduce running and administration costs
- Make it work better with Universal Credit
- Make it fit for future demand

The council is asking for local people's views on the proposed changes to the scheme for working age people in Herefordshire. Please read the headline changes below and then complete the online questionnaire to give us your views.

### **County Council initiatives**

I refer councillors to the Herefordshire Council Leader's monthly newsletter for October, which will shortly be published, and to the Talk Community newsletter which is also circulated monthly. These provide more information on developments and initiatives many of which are relevant to Ledbury and its residents. If councillors would like further information on any of the above initiatives, please contact me.

*Councillor Liz Harvey*

Independents for Herefordshire – Ledbury North Ward Member – 29 September 2021

## LEDBURY TOWN COUNCIL

### MINUTES OF THE FINANCE, POLICY & GENERAL PURPOSE COMMITTEE HELD ON 23 SEPTEMBER 2021

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**PRESENT:** Councillors Eakin, Howells and Hughes

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

#### F332 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Manns, Harvey, and Knight

#### F333 **DECLARATIONS OF INTEREST**

None received.

#### F334 **PUBLIC PARTICIPATION**

No public present

#### F335 **TO APPROVE AND SIGN THE MINUTES OF A MEETING OF THE FINANCE, POLICY & GENERAL PURPOSE COMMITTEE HELD ON 22 JULY 2021.**

##### **RESOLVED:**

Minutes were approved and signed of the Finance, Policy & General Purposes Committee held on 22 July 2021

#### F336 **ACTION SHEET**

Members were provided with an up-to-date Action Sheet for the Finance, Policy, and General Purposes Committee.

The Clerk highlighted some key action points and updated members accordingly.

##### **RESOLVED:**

That the action sheet be received and noted.



**F337 TO APPROVE INVOICES FOR PAYMENTS FOR SEPTEMBER 2021**

**RESOLVED:**

That the invoices for payments for September 2021 be approved, with the addition on the following invoice and in the total sum of £16,511.86.

£325.00 (including VAT) for additional staff training – Advansys website training

**F338 TO RECEIVE THE RECORD OF THE RECEIPTS AND PAYMENTS FOR JULY 2021**

**RESOLVED:**

Members received and noted the record of payments made in July 2021.

**F339 TO RECEIVE THE BALANCE SHEET AND TRIAL BALANCE FOR MONTH 4**

**RESOLVED:**

That the balance sheet and trial balance for month 4 received and noted.

**F340 TO CONFIRM VERIFICATION OF BANK STATEMENTS AND RECONCILIATIONS DURING COVID-19 – JULY 2021**

Councillor Eakin confirmed that he had visited the Council offices to inspect and sign the bank statements and reconciliations for July 2021, confirming that these had all been in order.

**RESOLVED:**

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

**F341 BUDGET MONITORING REPORT**

a. Detailed Income & Expenditure Report as of 31 July 2021

Members were requested to give consideration to the detailed income and expenditure report up to 31 July 2021 and make recommendations in respect of any in-year movements deemed necessary.

Councillor Howells raised concerns over the cemetery memorial income, noting that as the report provided information relating to the first four months of the financial year, he was concerned that the income was considerably less than would be expected. The Clerk advised that due to staff changes there had been a backlog in respect of the cemetery work and it may be that Members will see an increase in the next months report once this backlog has been cleared.

**RESOLVED:**

**That the following movements be recommended to Full Council:**

- **That a total of £138.00 be moved from Cost Centre 102 Nominal Code 4340 – Insurance, Tax and MOT – to Cost Centre 102 Nominal Code 4300 Vehicle Repair due to an overspend.**

b. Outcome of Budget Monitoring Meeting held on 26 August 2021

**RESOLVED:**

1. **That the following earmarked reserve transfers be recommended to a meeting of Full Council for approval:**

<b>Earmarked Reserve</b>	<b>Amount to be transferred from General Reserve</b>
<b>Elections</b>	<b>£10,000</b>
<b>Youth Support</b>	<b>£5,000</b>
<b>Play/Skate Park</b>	<b>£24,500</b>
<b>Listed Buildings</b>	<b>£110,000</b>
<b>War Memorial</b>	<b>£15,000</b>
<b>Paths/Bins and Benches</b>	<b>£2,500</b>
<b>CCTV</b>	<b>£5,000</b>
<b>Advertising</b>	<b>£5,000</b>
<b>Climate Change</b>	<b>£2,000</b>
<b>Perimeter Wall – Cemetery</b>	<b>£15,000</b>
	<b>£194,000</b>

2. **That the following in-year movements be recommended to Full Council for approval:**

<b>From</b>	<b>Amount</b>	<b>To</b>
General reserve	£3,500	CC 202 – NC 4021 (Rubbish Collection)
General reserve	£1,000	CC 220 – NC 4430 (Advertising)
CC 230 – NC4000 Staff salaries	£15,000	CC 230 – NC 4001 Salary Contingency (Temporary staff costs)
General reserve	£10,000	CC 301 – NC 4543 NDP
General reserve	£1,000	CC220 – NC 4430 Advertising

3. **That the amendments be made to the following budget lines**

<b>Cost Centre</b>	<b>Nominal Code</b>	<b>Reason for investigation</b>	<b>Outcome</b>
<b>202 &amp; 110</b>	<b>4206 (Grounds Maintenance)</b>	<b>Ensure payments are be posted to correct cost centres</b>	<b>Journal entries required to ensure grounds maintenance costs are posted to correct budget lines</b>
<b>110</b>	<b>4235 (Play Equipment)</b>	<b>Was this for new equipment? Replacement basketball backboards and nets (£380)</b>	<b>Journal entry required to 4236 – play equipment maintenance</b>
<b>110</b>	<b>4270 (Litter bins and benches)</b>	<b>Overspend £725</b>	<b>Journal entry required to 4224 wheely bins</b>
<b>118</b>	<b>4275 (Street Furniture)</b>	<b>Overspend £100</b>	<b>Relates to bollard in Church Lane – journal entry required to post to 118 -4231</b>
<b>118</b>	<b>4276 External power supply High Street</b>	<b>What period does this sum cover?</b>	<b>Feb- April 2021</b>
<b>127</b>	<b>4605 (Events barriers)</b>	<b>Overspend – wreath for Prince Phillip £125</b>	<b>Journal entry post to NC 4605</b>
<b>202</b>	<b>4123 (Lighting, Heating &amp; Running Costs)</b>	<b>Refers to a refund £1,321</b>	<b>No Action</b>
<b>202</b>	<b>4150 and 4155 (Cleaning &amp; Housekeeping)</b>	<b>Overspend - £780 no budget provision</b>	<b>CC 202 amalgamate and transfer £1,500 from general reserves</b>
<b>202</b>	<b>4592 (PPE/Health &amp; Safety)</b>	<b>Overspend £67</b>	<b>Move to CC102 – NC 4592 (Cemetery PPE)</b>
<b>214</b>	<b>4122 &amp; 4800 Electricity &amp; BBI Clock</b>	<b>Amalgamate £29</b>	<b>To be shown in August reports</b>

<b>220</b>	<b>4021 Rubbish Collection</b>	<b>Overspend £55</b>	<b>Journal to move expenditure to CC202 NC 4021</b>
<b>230</b>	<b>4430 (Advertising)</b>	<b>Overspend £26</b>	<b>Journal to move expenditure to CC 220 – NC 4430</b>
<b>235</b>	<b>4455 (Postage)</b>	<b>Overspend £30</b>	<b>Journal to move expenditure to CC 401 – NC4455</b>

#### **F342 EXTERNAL AND INTERNAL AUDIT**

##### **a. Outcome of external audit 2020/21**

Members were advised that they had received a qualified audit due to the Clerk not recording the date before the meeting of Council when signing the AGAR. However, Members felt this was harsh but agreed that it should be noted that no other issues had been raised by the external auditor within the Council's 2020/21 accounts.

#### **RESOLVED:**

That the External Auditors report be received and noted.

#### **F343 SUBSCRIPTIONS**

To note that a request for the payment of the Clerks Membership to the IWFM (Institute of Workplace Facilities Management) in the sum of £169.00 be approved.

#### **RESOLVED:**

That it be noted that the payment of the Clerk's membership for IWFM in the sum of £159.00 had already been approved at minute no. Received and noted by members.

#### **F344 GRANTS FEEDBACK**

#### **RESOLVED:**

**That the grants feedback from Ledbury Carnival Association and Cobalt Health be received and noted with thanks.**

**F345 FEEDBACK FROM RECENT HEREFORDSHIRE COUNCIL BUDGET MEETING**

The Chair provided feedback on the recent Council Budget Meeting held by Herefordshire Council and reminded Members to complete the online survey in respect of the 2022/23 budget for Herefordshire Council,

**F346 RECOMMENDATIONS FROM OTHER COMMITTEES**

a. Resources Committee

Councillor Eakin advised members of the following recommendations that had been recommended for approval by the Resources Committee

1. TOIL owed to the Clerk; approval requested for this to be paid in Octobers Pay.
2. Recommendation for a TOIL Policy to be recommended to Full Council.

**RESOLVED:**

1. That the Clerk outstanding TOIL of 96 hours be paid in the October salary.
2. **That the draft TOIL Policy presented by the Clerk to be recommended to Full Council for approval.**

**F347 REQUEST FROM CLIMATE CHANGE WORKING PARTY**

Members were requested to give consideration to a request from the Climate Change Working Party to the Council purchasing a personalised award/trophy to present to the trader or business with the best dressed window for COP 26.

The Chair advised Members that this may now not proceed due to Traders advising they would prefer not to do an additional window display so close to Remembrance.

**RESOLVED:**

That it be agreed in principal to purchase a trophy for the COP 26 window display competition, at a suggested price of £40-£60, subject to the window display going ahead.

**F348 FIRE ALARM SYSTEM RECOMMENDATIONS**

Members were requested to give consideration to a recommendation from Chubb in respect of replacement detectors to be installed in the sum of £1,084.79

**RESOLVED:**

That the recommendation received from Chubb in respect of fire alarm safety be approved in the total of £1084.78.

**F349 RISK MANAGEMENT**

**RESOLVED:**

That it be noted that officers are currently working to update the Risk Management report and that it is anticipated that this will be completed by the next Finance, Policy & General Purposes Committee meeting.

**F350 COUNCIL WEBSITE**

The Clerk gave an update; the website is being checked regularly and a list is being made on what needs amending.

**RESOLVED:**

That the Clerk investigate a report button being added to the website for amendments to be reported by users.

**F351 DATE OF NEXT MEETING**

It was noted that the next meeting of the Finance, Policy and General Purpose Committee Meeting was scheduled for 25 November 2021.

**F352 EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED:**

**It was agreed 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, in the public interest the press and public were excluded from the remainder of the meeting.**

**F353 RECOMMENDATIONS FROM OTHER COMMITTEES**

**a. Environment & Leisure Committee**

**RESOLVED:**

- 1. That the quote received from the Yard House be accepted for the provision of the Hanging baskets for the town of Ledbury for a period of 3-years (2022-2024) at a cost of £9,360.00**

- 2. That Demaus Building Diagnostics Ltd be appointed to undertake a timber assessment on the Market House and Council offices at a cost of £1,740.00 as per their quote.**

The meeting ended at 8:01pm.

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

**LEDBURY TOWN COUNCIL**

**MINUTES OF A NON-DECISION-MAKING EXTRAORDINARY MEETING OF  
FINANCE, POLICY & GENERAL-PURPOSE COMMITTEE HELD ON 27  
SEPTEMBER 2021**

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**PRESENT:** Councillors Harvey, Howells and Hughes

**ALSO PRESENT:** Angela Price – Town Clerk  
Amy Howells – Minute Taker  
Kevin Rose – IAC Audit and Consultancy

**F354 APOLOGIES FOR ABSENCE**

Apologies for absence were Councillor Manns and Eakin

**F355 DECLARATIONS OF INTEREST**

None received.

**F356 PUBLIC PARTICIPATION**

**No members of the public were present.**

**F357 TO RECEIVE AND NOTE THE MINUTES OF MEETING OF THE FINANCE,  
POLICY & GENERAL PURPOSES COMMITTEE HELD ON THE 23  
SEPTEMBER 2021.**

**RESOLVED** to note that due to the previous meeting only having taken place on 23 September 2021 the minutes were not available.

**F358 ACTION SHEET**

**RESOLVED** to note that due to the previous meeting only having taken place on 23 September 2021 the action sheet was not available.

**F359 DATE OF NEXT MEETING**

**RESOLVED:**

To note that the next meeting of the Finance, Policy and General Purpose Committee was scheduled for 25 November 2021.



**F360 EXCLUSIONS OF PRESS AND PUBLIC**

**RESOLVED:**

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

**F361 SPECIAL AUDIT REPORT**

Mr Rose provided an overview on the report which had focused on a governance review of Ledbury Town Council.

Councillor Howells expressed his disappointed that the comments from him and the Mayor had not been included in the agenda pack, Councillor Harvey advised that he was not the only one who had made comment, noting that the comments she had provided were also not included in the pack.

It was agreed that Members would give consideration to the nine conclusions within the report.

It was proposed by the Chair to suspend Standing Orders 3(x)until 9:30pm to allow members to complete the review of the nine conclusions.

**RESOLVED:**

- 1. That the report provided by Mr Rose be received and noted.**
- 2. That a recommendation be made to a future meeting of Full Council that the conclusions in the report be accepted.**
- 3. That a recommendation be made to a future meeting of Full Council**
- 4. That the report be placed in the public domain**
- 5. That the Clerk be requested to provide a report for consideration at a future meeting of Full Council giving details of what has been done to date to improve the governance within Ledbury Town Council and providing suggestions on what is still required to ensure the points raised within Mr Rose's report are acted upon.**

The meeting ended at 9:24 pm.

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

QUESTIONS ASKED BY MR STEVE ELLIS AT AN EXTRAORDINARY MEETING OF COUNCIL HELD ON 31 August 2021 (excluding extracts from a confidential report)

1. I can understand that after I gave you my unofficial report, you would have wanted to get an official one carried out. But can LTC explain why after receiving the first report from the architects Caroe & Partners, who had more or less said the same in their report as what I had found in my survey, stating that The Stone workshop had not worked to the drawing provided and had used the wrong materials, LTC were asking contractors, including The Stone Workshop, to quote for work to replace the incorrect slabs that have been laid ! Surely it should have been the case that The Stone Workshop, either return to site and lay the correct thickness and type of slab in the specification provided to them, or LTC demand that The Stone Workshop foot the bill for another contractor to replace the current slabs and put right other work that they carried out in the refurbishment !

In all of the emails between the Town Clerk and The Stone Workshop that have been made available to me, I have not seen anything that asks Paul Jones from The Stone Workshop, why they did not carry out the works as is shown in the drawing and specification. Why ? I can only think that the reason that LTC have not pursued The Stone Workshop about why they have used the wrong materials, not worked to the specification and the drawing is either, they were given permission to proceed with the work doing and using what they pleased without any checks, changing whatever they wanted to, or someone or a committee of Councillors from LTC gave The Stone Workshop permission to change things. Either one of the above needs to be owned up to and it made clear to the public who it was that gave permission to work unchecked and without specific licences in place.

2. I have said in emails and verbally to Councillors and the Town Clerk that the key to any further works taking place on and adjacent to the war memorial should include a drainage camera survey carried out to see where the ACO Channel is discharging into. I have my suspicions the channels empty into a soakaway and not into the main storm drain as shown on the drawing. The ACO Channels currently laid are the wrong type, as I have pointed out in my report and also by the LTC Consultants Caroe. The channels should be an ACO Brickslot Channel B125. Currently the channels only go halfway around the memorial and not all of the way as shown in the drawing. The type currently laid is a domestic drainage channel and should not be used in a public pavement. The reason for is the gratings can easily be removed and possibly be thrown around; a grated channel could have been used, but in a public place, would have needed to be the bolt down type. Aesthetically the Brickslot channel would have been better. The current channel is half full of grass, silt and rubbish, this is because no sump unit was installed as shown on the drawing. Why, when it is so important to make sure the drainage is correct and is properly connected and laid all the way around the memorial and a sump unit installed, none of this was asked for in an email to Cambridge Services by the Town Clerk on the 25th March 2021. No mention of a camera survey or replacing the current ACO Channel and installing a sump box was mentioned in the scope of works Cambridge was asked to quote on. I reiterate, there is no point in carrying out further works until the drainage issues are checked and rectified.

3. In my second question sent to the Town Clerk to be read out at the council meeting on Thursday, 20 May 2021, I asked " **Will Councillors Manns, Bannister and Morris now apologise to Mr Heaton and the people of Ledbury for their part in wasting £30,642 of donated money** " Councillor Bannister refused to apologise as did Councillor Manns, Councillor Morris just muttered something in the Zoom meeting. It is clear there has been a monumental mess made of the war memorial refurbishment by LTC and Mr Heaton's donation was wasted on the work carried out by The Stone Workshop, so if Councillors Manns, Bannister and Morris wash their hands of any responsibility in recommending the contractor to carry out the work and refuse to apologise, who is it that should be saying sorry for this mess ?

4. Without mentioning any money figures involved, can you confirm that the costs of the works to put right the town war memorial will be more than what has already been spent on the shoddy refurbishment ?

5. Looking at the LTC accounts from 2020 on Payments Over £500, it appears that £31,071 has been paid to The Stone Workshop. Why is this more than the £30,642 they quoted for in the works and why are there so many monthly Payments Over £500 missing from the accounts shown in the public domain on the LTC Website from late 2019 and some during 2020 ?

6. In an email dated 20th June 2019 from The Stone Workshop to the Town Clerk, Paul Jones asks and I quote " I have quoted for Yorkstone paving but it may be cheaper and make more sense to go for Forest of Dean sandstone. Also there is a Portland that is cheaper and would match quite well " .

It is obvious that The Stone Workshop went for the cheaper alternative to the 50mm thick Yorkstone they quoted to lay, so was there a saving made on the cheaper materials ? If so why wasn't this saving passed on to LTC and how much was the saving ? As I have said in question 5. The Stone Workshop have been paid more than their original quote of £30,642. The original quote from The Stone Workshop for laying Yorkstone was for £6,357.

**LEDBURY TOWN COUNCIL**

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

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

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

**ET1 APOLOGIES FOR ABSENCE**

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

**ET2 DECLARATIONS OF INTEREST**

None received

**ET3 PUBLIC PARTICIPATION**

None

**ET4 TO RECEIVE AND NOTE THE TERMS OF REFERENCE**

**RESOLVED:**

That the Terms of Reference be received and noted.

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

**RESOLVED:**

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

**10 May 2021**

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

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

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

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

**Councillor Manns arrived at 19:18**

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

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

**Mo Aswat left the meeting**

**ET7 ACTION PLAN**

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

**RESOLVED:**

**That the action plan be received and noted.**

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

**RESOLVED:**

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

**ET9 UPDATE ON HERITAGE OPEN DAY**

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

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

**RESOLVED:**

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

**ET10 LEDBURY MARKETING & TOURISM STRATEGY**

**RESOLVED:**

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

**ET11 CORPORATE PLAN**

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

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

**RESOLVED:**

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

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

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

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

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

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

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

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

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

## **E12. DATE OF NEXT MEETING**

### **RESOLVED:**

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

The meeting ended at 8:40pm.

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

DRAFT