



# LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES, CHURCH STREET, LEDBURY

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11 October 2024

Dear Councillor

You are summoned to attend a meeting of **LEDBURY TOWN COUNCIL** to be held on **Thursday, 17 October 2024 at 7.00 pm** in the **Town Council Offices, Church Lane, Ledbury** for the purpose of transacting the business shown in the agenda below.

Yours faithfully

Angela Price PSLCC, AICCM, MIWFM  
Town Clerk

## FILMING AND RECORDING OF COUNCIL MEETINGS

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

## A G E N D A

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

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

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

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

3. **Nolan Principles**  
<https://www.gov.uk/government/publications/the-7-principles-of-public-life/the-7-principles-of-public-life—2>
4. **To approve and sign as a correct record the minutes of an extraordinary meeting of Council held on 3 October (attached) and ordinary meeting held on 10 October 2024 (To Follow) (Pages 2084 - 2085)**
5. **Action Sheet (Pages 2086 - 2087)**
6. **Mayors Communications (Verbal)**
7. **To consider questions/comments from members of the public in accordance with the provisions of Standing Orders 3(e) and 3(f)**  
  
*“Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. The period of time designated for public participation at a meeting shall not exceed 15 minutes unless directed by the Chairman of the meeting”*
8. **To receive motions presented by Councillors in accordance with Standing Order 9**

## **FINANCE**

9. **To approve Invoices for payment - October Interim (Page 2088)**
10. **Grant Applications (Pages 2090 – 2093)**  
  
 Sustainable Ledbury – support to enhance their website - Local Government Act 1972 - S137 financial assistance – Amount requested £500
11. **Minutes of the Budget Monitoring Meeting held on 25 September 2024 (To follow)**
12. **Menopause Support Policy (Pages 2094 - 2095)**

## **ENVIRONMENT & LEISURE**

13. **Potential Future use of the Market House and space (Pages 2096 - 2098)**
14. **Geophysical Survey Quotes (Pages 2100 - 2115)**
15. **Draft Generic Risk Assessment (Pages 2116 - 2119)**

16. **To receive and note the minutes of the Events Working Party meeting held on 1 August 2024 and consider any recommendations therein**  
(Pages 2120 – 2123)
17. **To receive and note the minutes of the Climate Change Working Party held on 10 September 2024**  
(Pages 2124 - 2128)

#### **PLANNING, ECONOMY & TOURISM**

18. **To consider Planning Consultations** (Pages 2130 - 2131)
19. **To receive and note Planning Decisions** (Pages 2132 – 2135)

#### **GOVERNANCE**

20. **Notification of Resignation received from Stephen Furlonger**  
(Page 2136)

#### **GENERAL**

21. **Outside Bodies** (None received)
22. **To note the date of the HALC Conference and AGM – Saturday, 26 October 2024 at Community Hall, Hampton Bishop**
23. **Date of next meeting**  
  
To note that the next meeting of Council is scheduled for 31 October 2024 in at the Council Offices
24. **Exclusion of Press and Public**  
  
In accordance with Section 1(2) of the Public Bodies Admission to Meetings) Act 1960, in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public are excluded from the remainder of the meeting.
25. **Consideration of Purchasing an Electrically Assisted Pedal Cycle (EPC)**  
  
(Page 2137 - 2142)

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

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



**MINUTES OF AN MEETING OF FULL COUNCIL  
HELD ON 3 OCTOBER 2024**

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**PRESENT:** Councillors Chowns, Hughes, Morris and Newsham

**ALSO PRESENT:** Angela Price – Town Clerk  
Honor Holton – Minute Taker  
David Kettle – Councillor Candidate  
Jonathan Browning – Councillor Candidate

**C384. APOLOGIES FOR ABSENCE**

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

**C385. DECLARATIONS OF INTEREST**

None formally declared.

**C386. TO RECEIVE A PRESENTATION FROM CO-OPTION CANDIDATES IN ACCORDANCE WITH THE COUNCILS CO-OPTION POLICY (5 MINUTES PER CANDIDATE)**

- i. Jonathan Browning – West Ward – (via Teams)
- ii. David Kettle – North Ward

Each candidate provided a brief presentation following which members asked questions.

**C387. EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED:**

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

**C388. TO CONSIDER APPLICATIONS FOR CO-OPTION**

Members considered each candidate following which a vote was taken on whether to co-opt either of the candidates to Ledbury Town Council.

A request was made that the vote be taken in confidential session.

**RESOLVED:**

1. That the vote to co-opt Jonathan Browning and David Kettle be taken in confidential session.
2. That both Jonathan Browning and David Kettle be co-opted to Ledbury Town Council.

**C389. REOPENING OF PUBLIC SESSION**

The candidates were invited to rejoin the meeting and advised that they had both been successful in their application to be co-opted to Ledbury Town Council.

**RESOLVED:**

**That the following be co-opted to Ledbury Town Council:**

- a. Jonathan Browning
- b. David Kettle

The Mayor welcomed the new Councillors to Ledbury Town Council.

**C391. DATE OF NEXT MEETING**

**To note that the next meeting of Full Council is scheduled to take place on Thursday, 10 October 2024 at 7.00pm**

**The meeting ended 19:49 pm**

**Signed .....**      **Date .....**

<b>FULL COUNCIL 19 September 2024</b>						
C360	A meeting be arranged to review the Terms of Reference and scope of the Climate Change Working Party	TC	18.10.2024	Email sent to all Cllrs asking them to confirm their interest and availability	Meeting scheduled for 18.10.24	
C360	Upon completion of the above, a meeting is to be arranged with the Members of the Climate Change Working Party to clarify the Council's expectations.	TC	TBC following above meeting	Members of WP to be provided with draft of amended terms of reference and scope and invited to attend meeting in due course	Pending	
C364	Invoice for payment in the sum of £21,121.35 (plus VAT) to be approved subject to clarification in respect of payment to Festive Lighting.	TC	30.09.2024	Clarification to be sought by Accounts clerk on return from annual leave - update to be provided at meeting of council on 17.10.2024	In progress	
C370	That the clerk write to MHINLP to advise that their request for funding is declined	TC	TC	Response sent 11.10.2024	Completed	
C372(1)	That the clerk be authorised to inform Blachere illuminations that the council wish to claim the lights owned by the Council	TC	20.09.2024	Email sent to Blachere asking for details of lights and whether they will be able to be collected by a car - Response awaited	chaser email sent awaiting response	
C372(2)	On receipt of the lights they be PAT tested	TC	TBC	To be actioned on receipt of lights	To be actioned	
C380	That organisations such as Ledbury Places, Civic Society, Sustainable Ledbury etc be asked whether they would be interested in supporting the work of the NDP	TC		To be actioned	To be actioned	

C390(1)	That the town and parish survey 2024 - Police & Crime Plan be discussed at a pre meeting to consider items for discussion with the PCC	TC	TBC	Pre meeting date to be confirmed	In progress
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**Invoices for October 2024**

INVOICE DATE	INVOICE NO	BAC's	COST CENTRE/ NOMINAL CODE	BUDGET FUNDS available as at 31.08.2024	COMPANY	DESCRIPTION	NET AMOUNT	VAT AMOUNT	GROSS AMOUNT
01.10.2024	16798	BACS	4607/127	£7,224.00	Balfour Beatty	Road Closure for Mop Fair	250.00	0.00	250.00
30.09.2024	10679	BACS	4150/202	£802.00	Bliss Cleaning Services	LTC Office Cleaning	316.00	63.20	379.20
01.10.2024	1297639-1	BACS	4250/102	£1,000.00	Pestforce	Bait boxes for Mortuary & Chapel	150.00	30.00	180.00
30.09.2024		BACS	4500/225	£901.00	Expenses	Mayors travel expenses	66.06	0.00	66.06
27.09.2024	757594	BACS	4400/235	£1,411.00	Printerbase	Printer Cartridges	186.70	37.33	224.03
30.09.2024	12	BACS	4170/202 + 4415/235	£1,275 £ 1,173	Ledbury Hardware	DIY Goods for LTC	27.58	5.52	33.10
07.10.2024	20	BACS	4122/202	£8,749.00	e.on	Electricity for LTC Church St	196.84	9.84	206.68
05.10.2024	1675431	BACS	4276/118	<del>£287.00</del>	npower	Market Stall Electricity	72.80	3.64	76.44
30.09.2024		BACS	4205/108 4205/110 4236/110 4013/125	£3192 £5994 £4600 £794	D M Property Maintenance	Contract Works	1608.74*	0.00	1,608.74
04.09.2024	1096	BACS	4170/202	£1,275.00	Ledbury Construction groundworks	Repairs to guttering on LTC offices	1,634.00	326.96	1,961.76
10.10.2024	128571	BACS	4483/401	£3,325.00	OMS	Monthly managed services	762.55	152.51	915.06
09.10.2024	SIN24100CF86371	BACS	4481/401	£2,162.00	Onecom	Additional phone and account for new staff member	325.00	65.00	390.00
02.10.2024	15307	BACS	4204/108	£1,000.00	Adrian Hope Tree services	Urgent tree work DHW	565.00	113.00	678.00
					<b>TOTALS</b>		<b>4,552.53</b>	<b>807.00</b>	<b>6,969.07</b>

Breakdown of individual month costs 4205/108 = £336.66/4205/110 = £1,120/4236/110 = 100/4013/125 = £52.08

Signed \_\_\_\_\_ date \_\_\_\_\_  
 Signatory 1  
 Signatory 2  
 Clerk



## Funding Request of £500 or less

### Grant Application Form

#### 1. Tell us about your organisation<sup>1</sup>

<b>Contact Name:</b>	Nina Shields
<b>Position:</b>	Chairman
<b>Organisation:</b>	Sustainable Ledbury
<b>Contact Address:</b>	<b>67 New Street, Ledbury HR8 2EB</b>
<b>Telephone Number:</b>	01531 632090
<b>E-mail:</b>	<a href="mailto:sustainableledbury@gmail.com">sustainableledbury@gmail.com</a>
<b>Status of Organisation: (delete as appropriate)</b>	Common Interest Group Other (specify):
<b>Charity/Company No. (if applicable)</b>	n/a
<b>What does your organisation do?</b>	Sustainable Ledbury aims to carry out, support and develop projects which will help enable Ledbury to reduce its carbon footprint and increase the efficiency of the use of its share of the world's resources. This includes raising awareness, sharing information and helping to build community resilience to climate change.

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<sup>1</sup> Data will be held in accordance with Ledbury Town Council's data privacy policy a copy of which can be found on our website at the following link:

[https://www.ledburytowncouncil.gov.uk/uploads/General-privacy-policy\\_V0.1.pdf](https://www.ledburytowncouncil.gov.uk/uploads/General-privacy-policy_V0.1.pdf)

## 2. Tell us what support you need

<b>Project title:</b>	Improving our links
<b>Project duration (mm/yy):</b>	Start: Oct 2024                      End: Jan 2025
<b>Which one of the following five areas <u>best fits</u> your group's area of interest?</b>	Sport <input type="checkbox"/> Arts <input type="checkbox"/> Health <input type="checkbox"/> Environment            X Youth <input type="checkbox"/>
<b>What do you want to do, and why?</b>	<p>Our current web presence attracts a number of hits, with visitors to the site finding out about what we do, how to get involved as well as promoting presentations and actions that individuals can take to help themselves and Ledbury be more sustainable. A younger audience, which is important for us to ensure we reach, does not ordinarily use traditional websites, but tends to use apps more predominantly.</p> <p>Through our site we want to enhance the current user experience and reach more diverse groups by being able to connect all of our social media in one place as well as providing links to a range of useful resource references on sustainability, including waste reduction and the environment. This, Sustainable Ledbury could achieve, through a more detailed presence on the Linktree app, (which has been up and running since 2016).</p> <p>The link below provides details of app.  <a href="https://linktr.ee/?utm_source=marketplace&amp;utm_medium=moreHomeCTA&amp;utm_campaign=navexpT">https://linktr.ee/?utm_source=marketplace&amp;utm_medium=moreHomeCTA&amp;utm_campaign=navexpT</a></p> <p>This app is recognised as a key tool in the internet environment for reaching a younger demographic and is a way of easily sharing access to a wide range of other sites and platforms.</p> <p>This project is intended to place Sustainable Ledbury in a new expanding area of accessibility with a minimum cost impact.</p>
<b>How will your project be helpful to Ledbury?</b>	The outcome from this project is that our website and QR code will be more accessible, than is currently the case, providing our residents with a better service and information. Placing ourselves in the app "environment" will give Sustainable Ledbury the opportunity to also reach a wider, and potentially, younger audience, in an environment that is familiar to them.
<b>How will your organisation</b>	The Council's logo will appear on our website.

<b>on acknowled ge the Town Council's funding support?</b>	
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**3. Tell us how you plan to fund your project**

<b>What is the total cost of the project?</b>	<b>£150.00</b>
<b>Amount requested from Ledbury Town Council.</b>	<b>£150.00</b>
<b>Have you received a grant from Ledbury Town Council in the last 2 years? If so, how much and what for?</b>	n/a

**4. Further information provided in support of your application**

<b>Information</b>	<b>Enclosed</b> (please tick)	<b>Office Use Only</b> (Initial to confirm documentation complies with the requirement)
A copy of your organisation's most recent bank statement <b>(required)</b>	X – Please note is only supplied with a bank statement annually. This is the most recent available.	
Copies of any letters of support for your project		

**5. Declaration by the applicant**

**I/we declare that, to the best of my/our belief, the information given on this application form and in any enclosed supporting document is correct.**

**I/we accept the following:**

- (i) That any false information we provide, even if provided in good faith, may lead to the withdrawal of the grant offered.**
- (ii) That any grant offered will be used only for the purposes set out in this application.**
- (iii) That we will provide a grant closure letter within 3 months of the end of the funding period.**

**Should any grant offered not be used in accordance with the terms and conditions set by the Town Council, we undertake on behalf of the organisation to repay the outstanding amount to Ledbury Town Council on demand.**

<b>Signed:</b>	<b>N Shields</b>
<b>Name (s):</b>	<b>Nina Shields</b>
<b>Date:</b>	<b>27<sup>th</sup> September 2024</b>

Please return completed form to:

Angela Price - Clerk to the Council  
Town Council Offices  
Church Street, Ledbury  
Herefordshire HR8 1DH  
Email: [clerk@ledburytowncouncil.gov.uk](mailto:clerk@ledburytowncouncil.gov.uk)



## **Menopause Support Policy**

**Purpose:** The Menopause Support Policy seeks to create an inclusive and supportive work environment for employees experiencing menopause. This policy aims to ensure employees can navigate this natural life stage with dignity and support, thereby enhancing workplace wellbeing and productivity.

**Scope:** This policy applies to all employees of the Ledbury Town Council and aims to provide guidance for both management and staff.

**Policy Statement:** Ledbury Town Council recognizes that menopause is a natural stage of life that can affect physical and emotional health, wellbeing, and work performance. The organisation is committed to providing support and reasonable accommodations to employees undergoing menopause.

### **Key Objectives:**

1. To raise awareness and educate all staff about menopause and its potential effects in the workplace.
2. To foster an environment where employees feel comfortable discussing menopause-related issues without fear of stigma or discrimination.
3. To provide guidance and resources, including access to health services and support groups.
4. To ensure line managers are equipped to provide support and accommodations as needed.

### **Support Measures:**

1. **Awareness Training:** Implement training sessions for all employees, particularly for line managers, to better understand menopause and its impacts.
2. **Flexible Working Arrangements:** Consider requests for flexible working hours or remote work options for employees experiencing difficult symptoms.
3. **Access to Support Services:** Provide information about external support services and health professionals specialising in menopause.
4. **Comfortable Work Environment:** Ensure that the workplace is conducive to those experiencing menopause. This may include temperature control, access to natural light, and quiet spaces for breaks.
5. **Confidentiality:** Maintain confidentiality around any discussions related to menopause and ensure respectful handling of sensitive information.

## **Implementation:**

This policy will be implemented through:

- Regular training programs.
- Informative resources made available in the employee handbook and on the internet.
- Feedback mechanisms to gauge the effectiveness of support measures.

## **Review and Evaluation:**

This policy will be reviewed every two years, or sooner if necessary, to ensure it remains effective and relevant. Staff feedback will be incorporated into the review process.

## **Responsibilities:**

- **Managers/Supervisors:** To foster an open environment and support employees experiencing menopause.
- To oversee the implementation of this policy, provide necessary training, and encourage feedback.
- **Employees:** To communicate their needs regarding menopause and participate in training initiatives.

## **Conclusion:**

Ledbury Town Council is committed to promoting a supportive work environment for all employees facing menopause. We believe that by fostering open communication and providing necessary resources, we can maintain a productive and inclusive workplace.

**Approved by:** [Approving Authority Name] **Date of Approval:** [Insert Date]

**Date of Creation:** [Insert Date]

**Review:** [Insert Date]

*(Workers experiencing menopause symptoms may be protected by the Equality Act 2010) – not sure if we need to include reference to this somewhere*



<b>FULL COUNCIL</b>	<b>17 OCTOBER 2024</b>	<b>AGENDA ITEM: 13</b>
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Report prepared by Angela Price – Town Clerk

## **POTENTIAL FUTURE USE OF THE MARKET HOUSE AND SPACE**

### **Purpose of Report**

The purpose of this report is to provide Members with ideas of the potential future use of the Market House and space, which is located in High Street, Ledbury.

### **Equality Duty**

Under section 149 of the Equality Act 2010, the “general duty” on public authorities is set out as follows:

A public authority must, in the exercise of its functions, have due regard to the need to:

- a. eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;
- b. advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- c. foster good relations between persons who share a relevant protected characteristic and person who do not share it.

The public sector equality duty (specific duty) requires Ledbury Town Council to consider how it can positively contribute to the advancement of equality and good relations and demonstrate that they are paying ‘due regard’ in their decision making in the design of policies and in the delivery of services.

It should be noted that due to the age and design of the the upper section of the Market House it is not currently accessible to wheelchair users and the council do not have any plans to make changes to the accessibility of the building. Therefore, any considerations as to how the upper part of the building could be used in the future would mean that it would not be accessible to all.

### **Detailed Information**

Officers have been asked to provide a report on possible future use of the Market House and space.

Currently the upper part of the building is used infrequently, but when used it is used for a variety of purposes which include Brass Band Practice, Community Group meetings, Christmas Market stalls provided by the Guild of Craftsman and the Tour Guides also open it to any visitors to the Painted Room upon request.

Below are some suggestions as to how the upper building could be used, however it should be noted that there are no washroom or kitchen facilities available within the fabric of the building.

1. **Art Gallery or Exhibition Space:** The Market House could be transformed into a space to showcase local artists' work or host rotating art exhibitions. The Market House design with the high timber roof does lend itself to the appearance of a good space to showcase art exhibitions or other such exhibitions.
2. **Community Events Venue:** Currently the building is used by Sustainable Ledbury for their meetings and the Ledbury Brass Band use it on Thursday evenings for their practice. Due to the relationship that the Council has with both of these groups they are not charged to use the building. The building could be promoted for use to host more community gatherings, workshops, or cultural events such as music performances, lectures, and Poetry or book readings.
3. **Pop-up Shops or Craft Markets:** The Market House could be used as a venue for pop-up shops, craft markets, or artisan fairs, allowing local businesses and makers to showcase and sell their products. As stated above the Guild of Craftsmen hire the hall in December of each year to host a number of local craftsmen, the space could be used more frequently for similar types of events
4. **Cultural Centre:** The Market House could house a small museum, historical exhibition, or interactive learning centre showcasing the history and heritage of Ledbury and its surrounding area. Currently there are a number of historical photographs and memorabilia relating to HMS Ledbury, the space could be utilised to promote this more widely along with information on the history of the Market House. The Council are in possession of a copy of the Domesday book and the Ledbury Charter and recently discussions have taken place about potentially having the Charter document on display. These two documents could be housed in cabinets in the Market House and on show, if the building were to be used as a small museum of Ledbury along with many of the items stored in the Pink Room of the Council offices that have been presented to the Council over the years.
5. **Tourist Information Centre –** Members are aware that the Council has taken on the responsibility of the Tourist Information Centre in the Council Offices. This is a small space which doesn't allow for the TIC to be provided at its full potential. However, it should be borne in mind that if this was to be used as a TIC there would be a need for staff to manage it which would mean a potential increase to the Council's precept for these staff.

Currently the Council provide outdoor seating underneath the Market House, and this has proved to be popular and well received, with many visitors commenting on how good it is. However, other suggestions for this area could include:

1. **Community Events -** Consider using the space for community events such as farmers markets, art exhibitions, craft fairs, or cultural festivals. These events can attract both locals and tourists, bringing more foot fall to the town. It should

be noted officers have approached the Farmers Market about making use of the Market House, both upstairs and down. Reasons for not wishing to make use of are no kitchen or washroom facilities upstairs and downstairs is cold, especially when it is windy.

2. Pop-up Shops - Encourage local businesses or artisans to set up pop-up shops in the space. This can help support small businesses and offer unique products to customers.
3. Workshops and Classes - Host workshops, classes, or seminars on various topics such as cooking, painting, or music. This can provide opportunities for learning and skill development within the community. We could work with the BID to progress this.
6. Green Space - Consider adding some greenery or planters to create a more inviting atmosphere. Plants can help improve air quality and add a touch of nature to the space and can help soften the appearance of an area.

The above are just a few ideas to consider and members of the public may have other ideas. As we are currently entering the budget preparation process for 2025/26 and we are also hoping to receive funding for a feasibility study in to Tourism, Markets and Events, Members might want to include this in a budget consultation and ask if they would like to the Council to pursue any of these ideas or other ideas, and making it clear to the public that any project with the Market House will mean funding is needed and that this would in turn affect them.

### **Recommendation**

That Members consider the various ideas provided within this report and consider what the next steps would be in relation to potential future use of the Market House, both upstairs and underneath.



## LEDBURY TOWN COUNCIL

<b>FULL COUNCIL</b>	<b>17 OCTOBER 2024</b>	<b>AGENDA ITEM: 14</b>
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Report prepared by Julia Lawrence – Deputy Town Clerk

### **GEOPHYSICAL SURVEY FOR CEMETERY**

#### **Purpose of Report**

The purpose of this report is to provide Members with an update regarding the geophysical surveys for Ledbury Cemetery.

#### **Equality Duty**

Under section 149 of the Equality Act 2010, the “general duty” on public authorities is set out as follows:

A public authority must, in the exercise of its functions, have due regard to the need to:

- a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;
- b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- c) foster good relations between persons who share a relevant protected characteristic and person who do not share it.

The public sector equality duty (specific duty) requires Ledbury Town Council to consider how it can positively contribute to the advancement of equality and good relations and demonstrate that they are paying ‘due regard’ in their decision making in the design of policies and in the delivery of services.

#### **Detailed Information**

At the Annual Parish Meeting in February 2024, it was recognised that Ledbury Cemetery could potentially be full in approximately 7½ years’ time and it was agreed at that meeting that a Task & Finish Group should be set up to look at the various options.

At the Cemetery Task & Finish Group meeting held on 4 June 2024, one of the questions asked was that if the Council can’t expand out, could they expand up and whether the older grave areas be used for interring ashes only by digging down, say, one foot whereby anybody buried lower in the ground would not get disturbed. As a result of this, the action from this was to investigate such areas of the Cemetery using a geophysical survey to plot any existing remains.

The photograph below was sent to all companies asking them to quote for a geophysical survey for areas (1) and (2). These are areas within the Cemetery where there are burial remains; there are minimal or no headstones and no records readily available to identify the actual locations of burial plots other than those already recorded. It is suspected that both (1) and (2) have both adult and child burials.

The overall map for the Cemetery is attached at Appendix A and this confirms where some of the burial plots are and whilst it shows open spaces, this is not to say that there are no other remains within these two sections.



Below are photographs showing section (1) above



The photographs below relate to section (2) where there is the odd headstone predominantly on the edge of the area in question.



Five companies specialising in geophysical surveying were contacted. Accepting the level of expertise, not all the companies are local, so quotations have been received from companies based in Hereford, Worcestershire and Shrewsbury. Some of the companies have been very detailed in their response whereas others have been rather minimal in their response.

### **Company 1**

This company is proposing to use a combination of electrical resistance (ER) and ground penetrating radar (GPR) survey across both areas (1) and (2) to gain maximum detail of near-surface and more deeply buried deposits. The identification of burials outside of a coffin or structure is difficult, but the survey should be able to identify the voids of coffins and other grave structures such as buried crypts.

The electrical resistance (ER) survey will be undertaken using a Geoscan Research RM15/85 twin-probe electrical resistance meter and the GR survey will use a Utsi Trivue or similar system. The survey will be deployed in suitable grids with a profile/line spacing of 0.5m to ensure maximum detail with a depth range of approximately 2m below the current ground level with optimal conditions.

The survey grips and positions will be tied into the Ordnance Survey grid using a Leica GS15 GNSS system utilising Leica SmartNet Network RTK correction.

Appendix B provides further information on the techniques used by this company.

Their costs are as follows:

Areas 1 & 2 (Combined)	0.6 ha	ER survey at 0.5m x 0.5m resolution	£4,250.00 + VAT
Areas 1 & 2 (Combined)	0.6 ha	GPR survey at 0.5 profile separation	£8,750.00 + VAT
Area 1 only	0.2 ha	GPR survey at 0.5 profile separation	£3,550.00 + VAT

Area 2 only	0.4 ha	GPR survey at 0.5 profile separation	£5,950.00 + VAT
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[Note 0.6 ha equates to 6,000 square meters].

The company estimates that fieldwork will require one to two working weeks to complete. Preliminary data plots can be made available within ten working days of the completion of the fieldwork and a full report would be available within four working weeks.

The management team of this company have over 40 years of combined experience, working in accordance with the requirements of relevant professional bodies including the Geological Society of London (GeoSoc) and the Chartered Institute for Archaeologists.

### **Company 2**

This company has offered to undertake a GPR survey over approximately 5,523 square meters at a cost of £8,360.00 plus VAT. Note, that the space quoted for is less than Company 1.

The company will provide you with georeferenced data images, fully interoperated drawings in AutoCAD or GIS format and a written technical report as a standard.

The company was created in January 2017 and prides itself on being the largest provider of professional geophysics in the UK. With a background in both archaeology and civil engineering, the Company provides near-surface geophysical surveys to both archaeological and planning consultants; plus the geotechnical, civil engineering, water and environmental industries. It does this by utilising the latest non-invasive ground characterisation techniques, which provide a rapid, cost-effective method of evaluating below ground features, without excavation.

Appendix C provides an example of a section view of GPR, provided by this Company.

### **Company 3**

This company too is proposing that a GPR survey should take place utilising their IDS Stream DP. An equipment specification sheet is found at Appendix D. The IDS Stream DP has a dense (dual Polarised) antenna spacing (sub 5cm) meaning that they can rapidly collect the data and provide a high-resolution deliverable and providing an optimum chance of detecting potential burials.

The company's survey costs are as follows:

Mobilisation and RAMS	£245.00
Site Survey	£1,250.00
Office processing	£995.00
	-----
Total, excluding VAT	£2,490.00
	-----



The costs above include for sections (1), (2) and the other small section shown in the first photograph. Please note that the company was not requested to address the small section shown.

This company was established in 2004 and has become one of the leading survey companies in the UK specialising in integrated survey solutions above ground, below ground, and underwater.

#### **Company 4**

The company is also proposing GPR utilising a multi-frequency Utsi TriVue GPR system which will acquire individual GPR “radargrams” across all accessible parts of the survey area. The survey will be conducted perpendicular to the anticipated orientation of the graves and use a GPR traverse spacing of 0.25m. Graves should appear in the GPR data as diffractions or as areas of anomalous ground character. Once numerous traverses are acquired, the data can be combined and sliced to obtain ‘depth slices; these show the lateral extents of anomalous GPR responses, allowing them to be mapped in a plan.

The company is also proposing a second method, magnetic gradiometry, and further information regarding this approach can be found at Appendix E.

The costs for the above work are as follows:

Mobilisation	£1,660.00
Geophysical survey	£4,925.00
Data processing	£2,500.00
	-----
Total, excluding VAT	£9,085.00
	-----

Members need to be aware should any remains be found, it is unlawful to move them. Even so, should there be any remains, the Council would need to seek permission off the grave owners before disturbing any ground and bearing in mind the possible age of these graves, finding a grave owner is likely to be extremely difficult. It is only in exceptional circumstances where remains can be moved and an example of this is in the recent HS2 project whereby an Act of Parliament allowed a CPO to take place to move the remains.

#### **Financial Implications**

In view of the value of the quotations received, Members need to be aware that there is no specific budget available for these works within the 2024/25 budget. Therefore, Members are asked to consider whether these works should be undertaken in the 2025/26 financial year where budget provision could be made through the budget setting process.

However, if Members wish to progress these works in 2024/25 they could consider making use of funds in EMR 335 “Amenity & Public Spaces” where there are currently funds totalling £40,855 available.

### **Recommendations**

- 1 That Members give consideration to the above information and decide whether they wish to proceed with the Geophysical survey.
- 2 Subject to the outcome of 1 above, officers be authorised to instruct one of the companies listed above to undertake the Geophysical survey in 2024/25 and that the cost for this work be taken from EMR 335 as outlined above.

or

the Geophysical survey be undertaken in the 2025/26 financial year and that appropriate funds be allocated within the budget through the budget setting process.

# Ledbury Town Council

Church Street, Ledbury, Herefordshire, HR8 1DH  
clerk@ledburytowncouncil.gov.uk Tel: 01531 632306

## Ledbury Cemetary - 1st Draft

SCALE: 1:281  
DATE: 14/06/2022  
MAP FILENAME: Ledbury Cemetary 1st Draft 01.06.22  
Map data may be © Crown copyright (and database right) (2022) supplied under OS PISA, licence number E11, 100044466.  
Terms and conditions apply. Refer to Ordnance Survey @ website.



# APPENDIX A





## Geophysical Investigation of Cemeteries

### Environment

#### Soil

Within cemeteries the soil is usually deep and, for post-medieval examples in Britain, potentially artificially deepened. Cemeteries with a single phase of burial tend to have soils much like the natural ground around them, however, long-established (e.g. medieval) examples tend to have more mixed soil with successive graves disturbing earlier ones. Natural strata are unlikely to survive in these whereas they may partially remain in less intensively used locations.

Drainage is often fairly good unless the soil is clayey and for obvious reasons graveyards tend to be sited on relatively free-draining soils.

Cemeteries in village and town centres where many thousands of burials have been accommodated are often associated with an accumulation of grave soil. This is due to expansion of the soil upon destruction of its natural structure by excavation plus, to a lesser extent, accumulated grave contents.

#### Characteristic features

For much of history burials were simply shrouded; there were no coffins or vaults, and burials could be at any depth below likely burrowing by animals. At some stages in history, coffins were used for high status burials and were occasionally stone sarcophagi. Within post-medieval times coffins became the norm regardless of burial within cemeteries or below the floors of churches and chapels. The use of sealed lead coffins was normal for higher status burials within churches and these can be occasionally be within monuments (e.g. Blanche Mortimer in Much Marcle, Herefordshire) or more normally within lined graves below floors.

Within post-medieval cemeteries three basic types of grave exist: simple earthen, brick or stone-lined and vaults. Lined graves may be soil-filled whereas vaults tend not to be, however, old vaults were sometimes partly dismantled and filled with soil to stabilise the ground.

Vaults are a special case within cemeteries and can be any size, from individuals to multiple generations

of families. Some are accessible by stairs, sometimes from within an adjacent church, others may be beneath covers either at or just below the surface. Their detection using geophysical methods is fundamentally the same as for any other masonry feature, taking care to allow for an unknown depth of burial and soil type.

Elsewhere in cemeteries there may be buried ledger stones and areas of filled ground just beneath the surface. Many urban examples have been converted to recreational spaces and capped or levelled, and memorials removed or buried.

In general, ledgers and other memorial structures tend to shuffle over time as other burials are made and consequently may not be directly above the associated burial. It is common to find 'extra' burials between extant monuments.



*Illustration 1: Ground penetrating radar survey across suspected graves*

Deeper down the complexity represents the age of the cemetery. For medieval sites there is often a confused jumble of disturbed soil and disarticulated remains above the latest burials. Despite burial regulations introduced in the Victorian era, coffins may partially survive relatively high in the soil profile, the 'six feet' commonly referred to being more variable in reality. Lined graves will likely have been cut through this jumbled material. At some usually unknown depth, coffins, partial and complete, will be present and there may also be iron mortsafes. The survival of coffins will depend upon their

construction; most were of wood, relatively short-lived and often crushed by the weight of soil and other burials above. Some were lead-lined, e.g. if the body had to be transported any distance prior to burial or the individual died from a contagious disease and sometimes steel clad examples exist, although these are more commonly within vaults.



*Illustration 2: Planar electrical resistance survey - typical configuration*

### **Detectability**

Detectability is based upon depth of burial and survival and hence ground conditions. Waterlogged ground will enhance preservation of organic components whereas free-draining and / or acidic soils tend to accelerate decomposition.

Assuming an appropriate geophysical technique with adequate depth of investigation is used, the detectability of burial components decreases in roughly the following order:

- Vaults (electrical, radar and sometimes magnetic techniques)
- Intact coffins / sarcophagi (electrical and radar techniques)
- Partial coffins and voids (radar techniques)
- Mortsafes (magnetic techniques only)

Shrouded burials do not survive well for more than a few years and any burial outside a coffin will exist only as skeletonised remains or will no longer exist. They are rarely detectable with geophysical techniques and this means that these techniques are massively biased towards post-medieval and modern

burials, or older high-status burials.

However, graves can be mapped as proxies for burials that no longer exist. Slumping within grave fills, the presence of small voids and the topping-up of graves with other soil can all sometimes be detected. A mortsafe may still survive in the absence of the burial although their presence is rare. Radar techniques can reveal (in profile data) the disturbance of the soil by excavation for graves, or groups of graves, although no burial may be detected. Electrical techniques can detect differences in moisture retention between grave fill and the ground to each side.

### **Zonation**

Sometimes the objective is not to map individual burials but instead to ascertain the depth of cover soil, or the thickness of the burial horizon (the latter maybe as a proxy for unused areas within a cemetery). This can be done using radar or electrical resistivity tomographic techniques, depending upon soil conditions.

## **Methods**

### **Introduction**

As already implied, there are two primary methods for exploration of cemeteries, electrical resistance / resistivity tomography or ground penetrating radar. A choice between these is dependent upon soil conditions; radar will not be useful over wet or clayey ground, but will be viable in dry conditions or through church floors or walls. Electrical techniques all require adequate contrast, e.g. differences in drainage between grave fill and the surrounding ground, or the presence of structural elements.

Secondary techniques like magnetics and electromagnetics can be used but must be justified on a case by case basis and always in conjunction with at least one primary technique. Cemeteries normally require multi-technique methodologies.

### **Electrical resistance**

As a planar technique this has maximum utility for locating lateral variations, e.g. vaults, lined graves and sometimes buried memorials. At high resolution it also has potential to locate individual grave fills, working best when there is just a single phase of graves. For early post-medieval and medieval

cemeteries any variation is likely to reflect just the latest set of burials. The depth of investigation needs to be considered; if using the 'twin probe' or pole-pole array then a 'standard' 0.5m spacing of the probes can result in sensitisation to current flow above vaults rather than around them; a wider spacing is in theory more reliable. For the detection of individual graves then a high lateral resolution (e.g. 0.5m) is essential with the highest resolution of any asymmetric sampling strategy aligned east to west.



*Illustration 3: Likely vaults apparent as high resistance (dark-coloured) areas*

### Electrical resistivity tomography

This, like radar, is best suited to the generation of profiles through the ground and should sufficient be collected these can be stacked together to form 3D blocks. A long series of probes is used to collect a pattern of measurements that are sensitised to different regions within the soil; software is then used to construct a resistivity model from this.



*Illustration 4: An ERT probe array in use for a shallow stratigraphic study*

It is used for zonation studies to reveal layering of soils and areas of disturbance of strata. It can reveal the depth of cover soil and also the depth burials have penetrated into natural material, provided this is above the water table. It is less suited for the

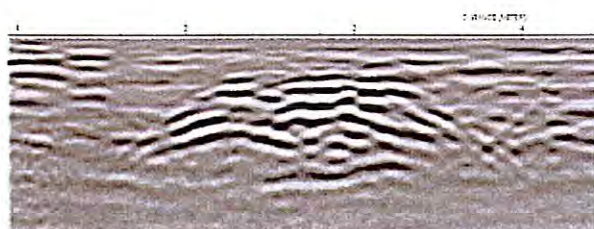
detection of individual graves or vaults unless conducted at unusually high resolution, e.g. probes separated by 1m or less. Illustration 7 at the end of this document is an example of this.

A converse example of its use is to detect where there is no evidence for disturbance and therefore where it is unlikely that graves will be found. The slow speed of the technique means that it is best deployed to address specific queries.

An allied measurement is induced polarisation, which can be made at the same time and the combination of this and electrical resistivity is diagnostic of particular materials. It can differentiate humic and clayey soils from sands and gravels and other basic soil types.

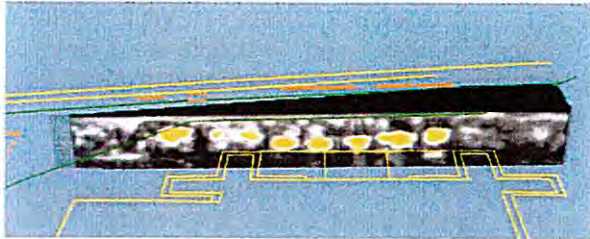
### Ground penetrating radar

This is the most published technique for the detection of graves, however, in most cases in dry clay-free environments and not typical UK soils. Given good conditions, it has the potential to detect individual burials including partial coffins, provided the soil around them is dry. The data is also of high resolution meaning there is potential to assess the condition of burials and to determine their density (e.g. multiple within a grave). It is critical that radar profiles are aligned north-south across suspected graves otherwise their detection can be hindered.



*Illustration 5: An example of actual burials, here side by side within a small brick vault. Fragments of other burials exist alongside*

Radar is well-suited to the detection of and sometimes mapping within individual vaults. It can also detect voids, e.g. below horizontal ledger stones, that might indicate settlement into a grave beneath. Even in less favourable conditions, it can sometimes reveal slumping and topping-up of grave fills as proxies for undetected burials.



*Illustration 6: A slice through a 3D radar model showing a row of probable lead coffins*

Metallic structures are normally easily detected using radar and in this context this includes lead lined or iron clad coffins. Within vaults or lined graves individual ledger bars (that support coffins) can be imaged.

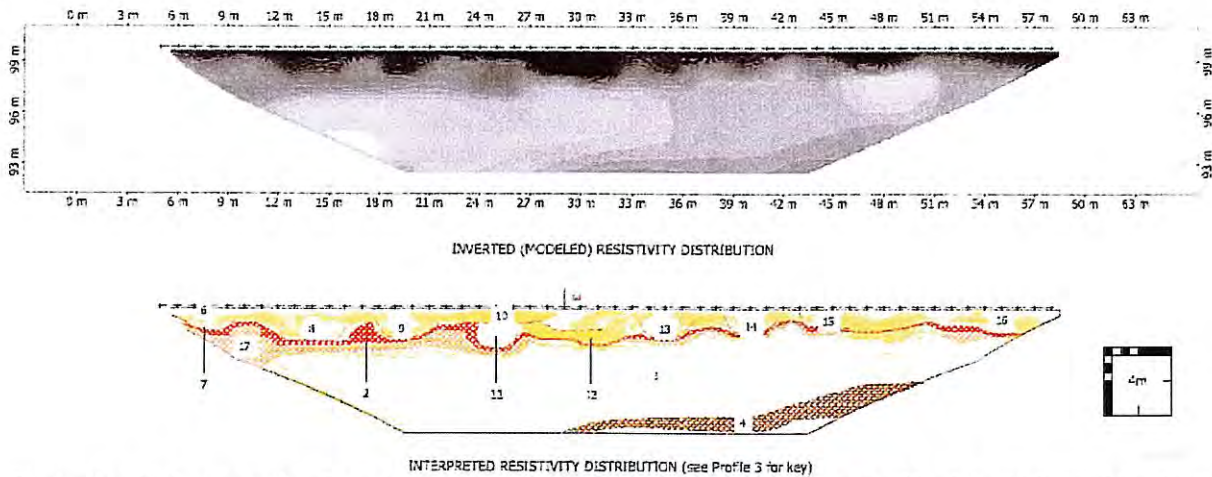
**Total magnetic intensity / field gradient**

Iron or steel structures and items are easily detected

using magnetic techniques provided these are large enough and the environment is not magnetically noisy. Circumstantially accumulations of coffin nails can also be detected, however, these would need to be close to the surface. Mortsafes are detectable but normally rare and hence if these are suspected magnetic survey is theoretically a reliable way of finding them.

Vaults, if constructed of bricks with thermoremnant magnetisation can be detected although may not be well localised. Electrical or radar techniques should be used in preference. Iron ledger bars within non-magnetic vault structures can serve as proxy for burial detection, as well as the void itself if this is of sufficient depth extent.

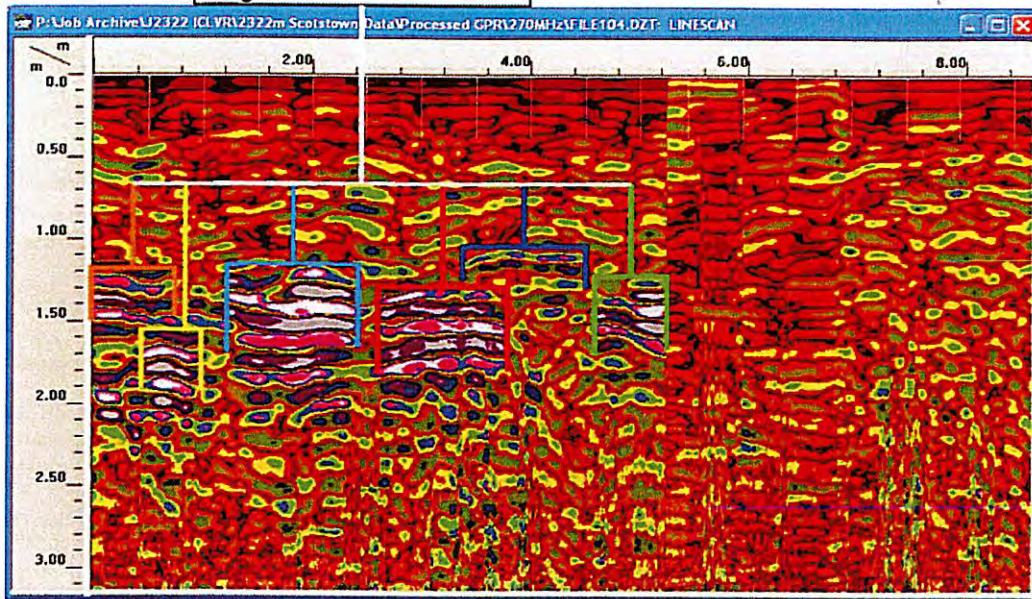
The primary advantage of this method and perhaps the only one, is speed. It must be supported by one of the primary techniques for cemetery investigation.



*Illustration 7: An example of an electrical resistivity profile that reveals a zone of burial activity and its depth of penetration into the natural soil. A high resolution survey would reveal more detail and could be used to measure the thickness of soil covering the burials*

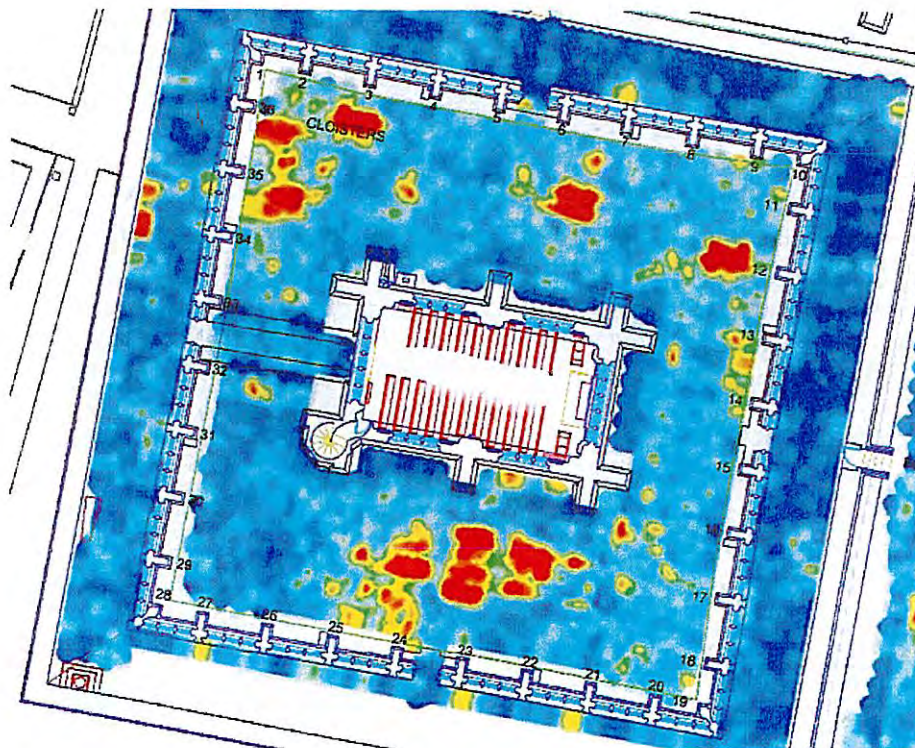


Broad crested and discrete responses probably related to graves



*Above* : Section view of GPR, showing 6 coffin burials below 1m depth.

Traverses are collected at close centres, generally 0.5m, travelling North to South to ensure that as many passes as possible are achieved over the East-West orientated burial. The GPR data can also be displayed in plan view as a Timeslice, showing anomalies at various depths.



*Above* : Timeslice plan view of GPR data in a Cathedral Cloisters showing numerous East-West orientated burials at c.1.5m depth.

The data is analysed and possible graves are interpreted and displayed in an AutoCAD drawing.

## Stream DP

The ultimate GPR array solution with EsT technology for the highest depth performance in 3D utility mapping.



Maximum **depth**, high **resolution** and versatile design for superior **productivity** in underground surveys.

IDS GeoRadar: The leader in multi-frequency and multi-channel Ground Penetrating Radar

# Stream DP

3D utility mapping with the deepest performance.

Stream DP is the revolutionary multichannel GPR array solution for utility mapping and underground asset detection that overturns the state-of-the-art for underground surveys. Featuring the new radical Equalized scrambled Technology - Est by IDS GeoRadar. Stream DP brings underground assets detection to the next level: the deepest one.



## Est | Equalized scrambled Technology: a new depth in utility detection.

Thanks to Est, Stream DP is able to offer unparalleled GPR performance maximizing asset detection to a deeper range compared to any other solution available on the market. This technology is able to exploit the entire radiating performance of the antenna for full control of the GPR signal, performing the best noise rejection and capturing both the lower and higher frequencies for an extended depth range and an ultra-high resolution.



### HIGH PRODUCTIVITY WITH NON-STOP PERFORMANCE

Stream DP boasts a massive array ( 30 channels in double polarization, 19Vv + 11Hh ) for an accurate 3D reconstruction of the underground utility network created in a single scan. Stream DP meets the challenge of non-stop surveying performance with low battery power consumption and hot swap technology for the power supply.



### DESIGNED FOR VERSATILITY: USER-CONFIGURABLE

Stream DP performs in all scenarios with its user-configurable hardware: from asphalt to rugged terrain configuration and vice versa. Ergonomically designed for easy handling and transportation, Stream DP can be efficiently deployed by a single user thanks to its light weight (max. 20kg per part) and its compact size that fits in a standard vehicle.



### GREATER EFFICIENCY FOR SATISFACTION AND COST-SAVINGS

With Stream DP, surveys are facilitated and successfully managed by one operator as the system can be effortlessly deployed, assembled and disassembled. Time and costs for safe data collection are significantly reduced as traditional downtimes and limitations are removed by Stream DP's versatility and improved efficiency in surveying.

### SYSTEM SPECIFICATIONS

- 30 channels (19Vv+11Hh)
- Positioning: Integrated Encoder and PPS, external GPS and TPS
- Max. Acquisition Speed: 14 km/h (8.7 mph)
- Scan width: 83 cm
- System size: 116x82 cm
- Total weight: 42 kg (92.6 lb)
- Environmental: IP65

### NON-STOP PERFORMANCE

- Low battery power consumption (15-19W)
- Hot swap technology for power supply

### GREATER EFFICIENCY

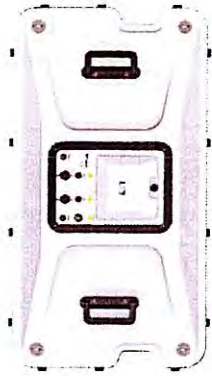
- Single operator assembly/disassembly
- Superior maneuverability
- Compact and light-weight design

### MULTI-ENVIRONMENT CONFIGURATION

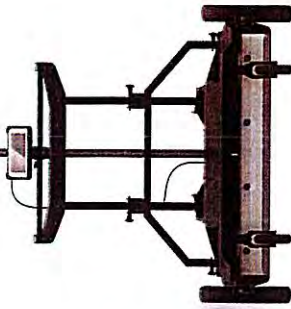
- Asphalt -> pivoting wheels
- Rugged -> terrain wheels

### EST TECHNOLOGY

- Extended depth range and high resolution
- Unparalleled control of the GPR signal
- Patented technology



A.



B.

Designed to perform in different environments:

- A. Rugged configuration with terrain wheels (grass, uneven ground, etc.)
- B. Asphalt configuration with pivoting wheels for urban environments.



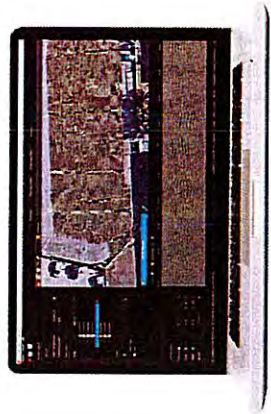
One solution for different scenarios: Stream DP is user-configurable in rugged (left) and asphalt (right) version.

## No-limit to data collection and easy management.

Stream DP employs the latest software technology solutions for data collection and post-processing: uMap and IQMaps.

The on-field software uMap, allows for faster collection and improved management of data with an easy-to-use interface that even unskilled users can comfortably manage.

IQMaps is IDS GeoRadar's post-processing software application for the advanced analysis of GPR data, enabling fast interfacing between the user and GPR data itself.

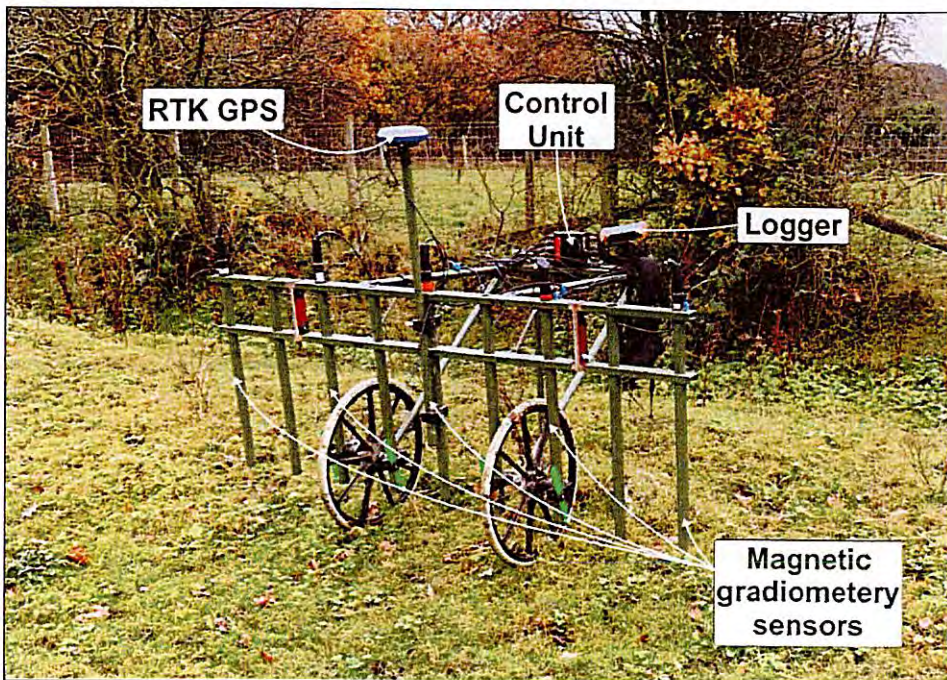


## **Magnetic Gradiometry**

also proposes a secondary method, magnetic gradiometry, to identify any associated ferrous materials or ground disturbance associated with graves.

High-resolution magnetic gradiometry data will be acquired over all accessible parts of the survey area to identify buried features that may indicate the presence of graves.

The survey will implement magnetic gradiometry employing an array of multiple gradiometers deployed on a lightweight, non-magnetic cart. The survey will be manually acquired using a hand-cart configuration (Plate 6).



*Plate 6: Sensys MAGNETO MX PDA*

Please note that before the start of the survey, any metallic objects (metallic debris/fences/structures/vehicles etc.) and livestock/crops or obstructive vegetation should be removed, and the survey area should be kept clear of obstructions or other work activities for the duration of the survey.

# Risk Assessment

Company name:

Assessment carried out by:

Date of next review:

Date assessment was carried out:

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Working at height – use of ladders, scaffolding or rooftops	Operatives Pedestrians/ Members of the Public	Ensure that scaffolding is properly erected and maintained. Provide fall protection equipment such as netting, harnesses and guardrails.				
Manual Handling – lifting heavy materials and equipment	Operatives	Train workers on proper lifting techniques and provide mechanical aids when necessary. Rotate tasks to minimise strain				

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<b>Electrical hazards – working with power tools and wiring</b>	Operatives	Inspect tools and equipment regularly. Use ground fault circuit interrupters (GFCIs) and ensure proper grounding of electrical systems. Tools be to PAT tested				
<b>Slips, trips and falls – Due to cluttered work areas, uneven surfaces or wet conditions</b>	Operatives Members of the Public	Keep work areas clean and organised. Install non-slip flooring and warning signs where necessary. Conduct regular inspections.				
<b>Exposure to hazardous materials – Asbestos, lead, chemicals etc</b>	Operatives	Provide appropriate personal protective equipment (PPE) such as gloves, masks, goggles and appropriate clothing. Implement safe handling and disposal procedures				

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<b>Noise exposure – operating loud machinery and tools</b>	Operatives Members of the Public	Encourage the use of hearing protection and limit exposure time to noisy environments. Maintain tools and machinery to reduce noise levels.				
<b>Working in confined spaces – risk of asphyxiation, toxic fume exposure or entrapment</b>	Operatives	Conduct thorough risk assessments before entering confined spaces. Implement a permit-to-work system and have proper ventilation and rescue plans in place				
<b>Fire hazards – flammable materials, electrical faults etc</b>	Operatives	Store flammable materials properly and maintain clear exit routes. Install fire alarms, extinguishers and train workers on				

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
		emergency procedures.				

DRAFT



## **LEDBURY TOWN COUNCIL**

### **MINUTES OF A MEETIG OF THE EVENTS WORKING PARTY MEETING HELD ON WEDNESDAY 1<sup>ST</sup> AUGUST 2024**

**PRESENT:** Councillors: Morris,  
Non-Councillors – Al Braithwaite, Griff Holliday, Nina Shields, Becky Shaw and Lyn Loader.

**ALSO PRESENT:**  
Olivia Trueman, Community Development Officer (CDO).

#### **13. APOLOGIES FOR ABSENCE**

Councillor Furlonger, Christine Tustin and Heather Coppock

#### **14. DECLARATIONS OF INTEREST**

#### **15. TO ELECT NON-COUNCIL MEMBERS**

Members asked whether it was possible for Becky Shaw of Ledbury Poetry or Al Braithwaite to be elected as Chairman. It was agreed that Al Braithwaite would be asked and that in the meantime Becky Shaw would speak with her Manager at Ledbury Poetry to confirm whether this would be something she could take on as part of her role.

It was agreed that Councillor Morris would be the interim Chairman.

#### **16. TO APPROVE AND SIGN, AS A CORRECT RECORD, THE MINUTES OF THE EVENTS WORKING PARTY MEETING HELD ON 6 JUNE 2024.**

**RESOLVED:** That the minutes of the meeting of the Events Working Party held on 6<sup>th</sup> June 2024 be approved.

#### **17. LEDBURY COMMUNITY DAY 8<sup>th</sup> June 2024**

**RESOLVED:** That the update on Community Day be received and noted.

#### **18. LEDBURY CELEBRATION 7<sup>th</sup> JUNE 2024**

**RESOLVED:** That members received and noted the verbal update from Griff Holiday regarding Ledbury Celebration

## **19. GREAT BIG GREEN WEEK (GBGW) 8<sup>TH</sup> – 16<sup>TH</sup> JUNE 2024.**

The CEO presented a feedback report from the week and the success of the range of events. Two of particular events to note were the National Food Conversation and the willow weaving workshops.

It was noted that the dates for 2025 have been announced 7<sup>th</sup> June – 15<sup>th</sup> June 2025. It was agreed that it would be date for the events diary.

### **RESOLVED:**

- 1. Thanks to the CEO and team for a successful co-ordination and delivery of events across the week.**
- 2. The dates for 2025 be included in the events diary.**

## **20. ST KATHERINES SQUARE EVENTS**

The CEO presented a report regarding the booking and use of The Square. The content of which referred the requirement to book to avoid conflict between different groups and also the proposed costs to be charged to groups and the town council.

The Working Party, fully supported the approach of the Environment & Leisure Committee, expressing its disappointment in Herefordshire Council's approach to charging for use of the area.

It was also noted that Herefordshire Council had been made aware of the lack of electricity to the area. The Working Party also noted that without resolution on charging and the electrical supply, usage would of this valuable area would be limited.

### **RESOLVED:**

**The report be noted, and that Town Clerk would continue to investigate the charging for use of the St Katherine's Square.**

## **21. HERITAGE OPEN DAYS (HODS) 6<sup>TH</sup> – 15<sup>TH</sup> SEPTEMBER 2024**

The CEO presented a brief progress report on the preparations underway for HODS.

It was noted that individual organisations had to register their event(s) on the national HODS website by 8<sup>th</sup> August 2024.

The Working Party supported the creation of the town brochure and oral trail, via QR codes as set out in the CEO's report. This would mean that if certain buildings were closed then visitors could still find out details of the history and significance of the building. The CEO had circulated a proforma to respective organisations to create a consistent oral format for development.

HODS promotional material is available through the national website. It was agreed that bunting should go up across the buildings after the Carnival between 28<sup>th</sup> – 30<sup>th</sup> August.

Leaflets (800) would be printed in house, unless a reasonable printing cost could be achieved elsewhere.

#### **RESOLVED**

- 1. The CEO would work with organisations to create oral info for the QR codes for respective buildings.**
- 2. The CEO would advise participating organisations that buntings etc would be going up from 28<sup>th</sup> August.**
- 3. The CEO would arrange for printing of the local HODS leaflet.**

#### **22. CHRISTMAS LIGHT SWITCH ON EVENT 24<sup>th</sup> NOVEMBER 2024**

The CEO presented a progress report on preparations for the Christmas Light switch on. It was noted that a grant which was match funded by the council had been awarded. The Working Party supported the recommendation of a creation of a Task & Finish Group to deliver the event.

It was noted that late night opening by the traders will be held on 6<sup>th</sup> December.

Santa's Grotto would be in place again with a combination of individual booked slots and also booking slots for groups for reading.

**RESOLVED: The Task and Finished Group be established and led by the CEO.**

#### **23. CARNIVAL UPDATE 26<sup>th</sup> AUGUST 2024**

It was noted preparation were well underway for the Carnival, including the creation of a Ukrainian float. It was noted that 8 Council Gazebos had been requested.

**RESOLVED: That the Carnival update be received and noted**

#### **24. CALENDER OF EVENTS & WEBSITE**

It was noted that the funding of the on-line events calendar had been approved and the CEO was reviewing the website overall.

Events to add to the calendar:

- 3 Shires Stage Rally 14<sup>th</sup> & 15<sup>th</sup> September 2025.
- Big Breakfast: 1- 3 February 2025

**DATE OF NEXT MEETING: The date of the next Events Working Party meeting to be held on Thursday, 3 October 2024 at 10.00am, at Ledbury Funeralcare, Bye Street, Ledbury.**

## LEDBURY TOWN COUNCIL

### MINUTES OF A MEETING OF THE CLIMATE CHANGE WORKING PARTY MEETING HELD ON 10 SEPTEMBER 2024

---

**PRESENT:** Councillors: Morris  
Non-Councillors – Nina Shields (Chair), Al Braithwaite (Minute Taker), Beverley Kinnaird and Paul Kinnard

**ALSO PRESENT:** Julia Lawrence, Deputy Clerk

#### 1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Chowns and David Wood-Robinson.

#### 2. DECLARATIONS OF INTEREST

None

#### 3. TO ELECT NON-COUNCIL MEMBERS

Nina Shields was elected to be Chairman of the Working Party. This was proposed by Al Braithwaite and seconded by Cllr Morris.

#### **RESOLVED:**

**That Nina Shields be elected as Chairman.**

#### 4. TO APPROVE AND SIGN, AS A CORRECT RECORD, THE MINUTES OF THE CLIMATE CHANGE WORKING PARTY MEETING HELD ON 23 APRIL 2024.

#### **RESOLVED:**

**That the minutes of the Climate Change Working Party meeting held on 23 April 2024 be approved as a correct record.**

#### 5. COUNCIL STRUCTURE.

It was noted that there will be a change to the Council operating structure due to a low number of councillors and leading to the number of committees being under resourced. The Group was advised that there would be Full Council meetings to transact business on a fortnightly basis, so improving delivery of actions.

The Chairman advised the Working Party that Cllr Sinclair would be proposing a motion at the next Full Council meeting that "CCCWP be disbanded due to lack of achievement and the cost to the Council".

The Working Party discussed this motion and noted several key facts that did not support Cllr Sinclair's motion, namely:

- The Working Party does not have any spending power. Indeed, it makes recommendations to the appropriate committee for potential spending decisions.
- The Working Party has supported the Council in delivering a number of actions to meet the challenges of Climate Change.

The Working Party agreed it was important that a statement be provided to the Full Council meeting (19 September 2024), setting out the achievements and the relevant facts relating to the Working Party's delivery and those not progressed by the Council.

It was noted that the Working Party would welcome direction and guidance on the priorities that the Working Party should be focused on, recognising the capacity within the Council.

**RESOLVED:**

**That a statement would be drafted and submitted by the Chairman to the Clerk in line with the committee deadlines, which would be presented/read out to Full Council on 19 September 2024.**

**6. FEEDBACK FROM THE EVENTS WORKING PARTY ON THE GREAT BIG GREEN WEEK (GBGW)**

The report on the GBGW events was presented.

The many and varied events were a great success. Thanks go to the Council staff for their hard work, along with the many volunteers who got involved in raising awareness of Climate Change, as well as litter picks and events being taken by many. A budget of £800 had been allocated to the GBGW and had been spent in line with the approvals given.

**RESOLVED:**

- a) That the GBGW report be noted.**
- b) The Working Party would want the Council to support a programme of events for 2025.**

**7. WORKING WITH NMITE**

NMITE are still willing to work with the Council on projects that support the students achieving their degrees. Projects that the Council would wish to pursue would need to be identified and discussed with NMITE.

As previously discussed, the opportunity for the Council to be involved with Ledbury Places to develop a Heritage Master Plan, is supported and has approval. A project brief has been created and signed off by Ledbury Places, with a view to it coming before the appropriate Council meeting in the next few months. It was noted that the development of the Heritage Master Plan would be co-ordinated through Ledbury Places.

**RESOLVED:**

**That Al Braithwaite would liaise with the Council and arrange for the project brief for the creation of a Heritage Asset Master Plan to be presented to the appropriate Committee.**

**8. FEEDBACK FROM TRAFFIC MANAGEMENT WORKING PARTY IN RESPECT OF WORKING WITH JOHN MASEFIELD AND LEDBURY PRIMARY SCHOOL**

Discussions with the schools are being undertaken, through the work that Professor Whitelegg is doing with Herefordshire Council. It is important for the Town Council to encourage the schools to create travel plans which seek to improve the environmental conditions across the Town. There was a willingness within the Working Party to be involved in activities that were not in the direct control of the Town Council but were still within Climate Change Emergency priorities.

**RESOLVED:**

**That CCWP supported the need for school travel plans or something similar which would lead to an improvement in the local environment.**

**9. COUNCIL'S CARBON FOOTPRINT**

It is now 12 months since the Council undertook an analysis of its carbon footprint. The Working Party would like to receive an update on any actions taken; to review the energy spending levels whether the Council would benefit from an update review of its carbon footprint. Updating the carbon footprint and associated actions for the Council will improve both the working conditions for staff as well as help to maintain the building and potentially lead to cost savings.

**RESOLVED:**

**Through the Clerk, Paul Kinnaird, on behalf of CCWP, would discuss the opportunity to pursue and update carbon footprint.**

**10. LITTER AND WASTE**

**10.1 Litter Picking:**

Litter picks form a strong part of GBGW, but also occur by volunteers outside of this week. As a tourist destination it is important that the Town is kept smart and litter free, as much as possible. It is noted that the County Council has

previously been asked to co-ordinate this activity, but it was rejected, with no evidence given. It was agreed that the County Council should be approached again.

### **10.2 Pedicargo:**

Pedicargo provide recycling services to Hereford Town Centre. It was suggested that the organisation be approached again to potentially provide a similar service to Ledbury Town Centre and its traders.

### **10.3 Litter Bins/Recycle Bins (Street furniture)**

Clarity was sought on a) when the bins were due to be replaced and b) whether consideration would be given to a combined double bin for waste and recycling materials.

### **RESOLVED:**

**10.1 The Council be approached through the next appropriate committee meeting to consider co-ordinating litter picks for the Town.**

**10.2 Al Braithwaite to approach Pedicargo about waste removal in the Town.**

**10.3 The Council to be approached through the ward Councillor, Liz Harvey, to identify a date for replacement street bins and ask for consideration to be given to a feasibility study of combined bins.**

## **11. LEDBURY HEALTH PARTNERSHIP (LHP)**

It was noted that the link to LHP remains and would continue to form part of the agenda for the Working Party.

An item for the next meeting will be a discussion about the air pollution levels at Top Cross, which is an increasing concern. It was noted that there was evidence that introducing speed limits at 20mph elsewhere has reduced the level of pollution.

### **RESOLVED:**

**That regular engagement with the Practice Manager would continue. The next meeting would discuss the topic of air pollution at Top Cross.**

## **12. WARM SPACES FOR WINTER 2024/25**

It was noted that LTC would co-ordinate the rooms across the Town, assuming that there was a cold winter. Advertising and promotion would be undertaken by the Council.



**RESOLVED:**

**That the warm spaces programme would be coordinated by LTC**

**13. DATE OF NEXT MEETING**

**The date of the next meeting of the Climate Change Working party will be held on Tuesday, 15 October 2024 at 6.00pm in Ledbury Town Council Offices.**



<b>FULL COUNCIL</b>	<b>17 OCTOBER 2024</b>	<b>AGENDA ITEM: 18</b>
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Report prepared by Angela Price – Town Clerk

## **PLANNING CONSULTATIONS**

### **Purpose of Report**

The purpose of this report is to provide Members with a list of Planning Consultations received from Herefordshire Council.

### **Detailed Information**

Below is a list of planning consultations received from Herefordshire Council for comment from Ledbury Town Council, as a Statutory Consultee.

	<b>Application Number</b>	<b>Deadline for comments/ determination</b>	<b>Application details</b>
1	<a href="#">242309</a>	Deadline for comments 25/10/2024 Target Determination date 19/11/2024	Proposed extension of an existing gym and store out building to provide more gym floor space – <b>Ledbury Rugby Football Club, Ross Road, Ledbury, Herefordshire, HR8 2LP</b>
2	<a href="#">242349</a>	Deadline for comments 31/10/2024 Target Determination date 18/11/2024	Proposal for 2 Conservation roof windows to provide natural light and ventilation to family bathroom – <b>Annexe, Dingwood Park Farm, Parkway, Ledbury, Herefordshire,, HR8 2JD – LISTED BUILDING CONSENT</b>
3	242364	Deadline for comments 31/10/2024 Target Determination date 18/11/2024	Proposal for 2 Conservation roof windows to provide natural light and ventilation to family bathroom – <b>Annexe, Dingwood Park Farm, Parkway, Ledbury, Herefordshire,, HR8 2JD</b>
4	<a href="#">242379</a>	Deadline for comments 29/10/2024 Target Determination date 08/11/2024	1 Change of use from dwelling to Use Class C2 (dwelling to support up to two children) – <b>1 Spring Grove, Ledbury, Herefordshire, HR8 2XB</b>

5	<a href="#">242401</a>	Deadline for comments 10.10.2024 - Target determination date 28.10.2024.	T1 – Cedar, fell to ground level in the interests of safety. Reasons – multiple weak unions throughout crown. Significant branch loss has occurred on a number of occasions causing danger to occupant and neighbours. – <b>South Parade House, South Parade, Ledbury, Herefordshire, HR8 2HB.</b> (awaiting Tree Officer report)
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### **Recommendation**

Members are requested to give consideration to the above planning consultations and provide relevant comments where applicable to be submitted to Herefordshire Council accordingly.

Planning Decisions Log

Planning App	Details	Case Officer	LTC's Recommendation	HFDS Decision
<b>LTC MEETING 9 February 2023</b>				
<a href="#">230103</a>	Proposed variation of condition 2 of planning application 200066 (Demolition of retail building (A1) and erection of production building (B2)) – additional HGV yard, 1 loading bay to be added 3 loading bays to be removed and parking spaces to be consolidated to the south of the extension - <b>Countrywide Stores Dymock Road Ledbury Herefordshire HR8 2JQ</b>	OJ	No objection	No decision
<b>LTC MEETING 14 MARCH 2024</b>				
<a href="#">240558</a>	Addition of internal insulation to first floor external walls - <b>Bishopsgate Cottage, 15 Cottage, 15 Bridge Street, Ledbury, Herefordshire, HR8 2AJ. LISTED BUILDING</b>	EA	No objection	No decision
<b>LTC MEETING 16 MAY 2024</b>				
<a href="#">240894</a>	Proposed replacement detached dwelling and extension to residential curtilage, following demolition of existing dwelling and detached dwelling – <b>Land at Bella Vista, Parkway, Ledbury, Herefordshire, HR8 2LG.</b>	GF	That Ledbury Town Council withhold any comments on planning application no. 240894 until a response to the Senior Landscape Officers report is received by Herefordshire Council.	No decision – email sent to enquire on whether extension was granted and whether further information has been received
<b>LTC MEETING 20 JUNE 2024</b>				
<a href="#">240246</a>	Change of use of unused room in my residence for my nail business – <b>4 Masefield Close, Ledbury, Herefordshire, HR8 2AD</b>	AM	No objection	No decision
<b>LTC MEETING 18 JULY 2024</b>				
<a href="#">241353</a>	Continued use of retail unit within Class E along with the ability to sell a wider range of retail goods; comprehensive refurbishment of the	EA	That a response of no objection be submitted,	No decision

	<p>existing building and layout comprising: removal of external lobby; new shopfront/entrance feature, new fencing and gates to service yard, reconfigured external display area to create new holding area and additional car and cycle parking along with new sub-station, reconfiguration of parking along the storage frontage; and associated works – <b>Homebase at Galebreaker House, New Mills Industrial Estate, Ledbury, Herefordshire, HR8 2SR</b></p>		<p>noting that as this application is for continued use of a retail unit within Class E there are no planning reasons to object. However, a comment should be provided when responding that concerns were raised by Members in relation to the loss of a business such as Homebase and what it offers at a time when there are a number of new housing developments which would benefit from this type of store.</p>	
<p><a href="#">241624</a></p>	<p>Proposed replacement of existing dwelling including new detached garage and change of use of land (0.093ha) from agricultural to residential. The proposed dwelling is a self-build development – <b>Bradlow Farm, Westhill Road, Bradlow, Ledbury, Herefordshire, HR8 1JE</b></p>	<p><b>EA</b></p>	<p>No objection</p>	<p><b>No decision</b></p>
<p><b>LTC MEETING 15 AUGUST 2024</b></p>				
<p><a href="#">241623</a></p>	<p>Proposed side extension – <b>31 Blenheim Drive, Ledbury, Herefordshire, HR8 2XE</b></p>	<p><b>NS</b></p>	<p>No objection</p>	<p><b>No decision</b></p>
<p><a href="#">241911</a></p>	<p>Proposed brick faced, pitched roof single storey extension to the front and side – <b>10 Russet Close, Ledbury, Herefordshire, HR8 2XR</b></p>	<p><b>NS</b></p>	<p>No objection</p>	<p><b>Approved with Conditions</b></p>



<a href="#">242320</a>	Proposed new hanging sign and internal window vinyl – <b>18 New Street, Ledbury, Herefordshire, HR8 2DX – Listed Building Consent</b>	<b>NS</b>	No objection	<b>No Decision</b>
<a href="#">242336</a>	Proposed removal of condition 3 of planning permission MH94/0153 (conversion to dwelling) – the condition on the planning permission no longer meets the 6 tests of planning conditions – <b>Farm Building and Land at Walls Hills Farm, Bush Pitch, Ledbury, Herefordshire, HR8 2PR.</b>	<b>Awaiting allocation</b>	No objection	<b>No Decision</b>
<a href="#">242401</a>	T1 – Cedar, fell to ground level in the interests of safety. Reasons – multiple weak unions throughout crown. Significant branch loss has occurred on a number of occasions causing danger to occupant and neighbours. – <b>South Parade House, South Parade, Ledbury, Herefordshire, HR8 2HB.</b>	<b>Tree Officer</b>	Comment deferred pending tree officer report – report requested in response on line	<b>No Decision</b>



<b>FULL COUNCIL</b>	<b>17 OCTOBER 2024</b>	<b>AGENDA ITEM: 20</b>
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Report prepared by Angela Price – Town Clerk

## **NOTIFICATION OF COUNCILLOR RESIGNATION**

### **Purpose of Report**

The purpose of this report is to inform Members that Stephen Furlonger tendered his resignation as a Councillor with effect from 22 September 2024.

### **Detailed Information**

On the 22nd of September 2024, Councillor Stephen Furlonger submitted his resignation from his position as a member of the council. The Mayor was informed of this on Monday, 23 September 2024 and in line with Section 87(1)(b) of the Local Government Act 1972 the resignation was acknowledged and Councillor Furlonger's resignation accepted with immediate effect.

In his resignation letter, Councillor Furlonger cited personal reasons for his decision to step down from his role. In his letter he advised that there are a number of reasons; the most pressing of which is that he finds himself juggling commitments and inevitably some things have suffered. He added that his business has to be his priority and currently it is one of the things suffering from the impacts on his time. He added that he will continue to support the Masefield Matters project.

The council will now proceed with the necessary steps to fill the vacancy, the first having been undertaken, which is to inform Herefordshire Council Elections and display a Notice of Vacancy Notice. If the required number of signatures are received to request a by-election then this will be called by Herefordshire Council accordingly.

### **Recommendation**

That Members receive and note the resignation from office received from Stephen Furlonger, noting that the Clerk has notified Herefordshire Council Elections, and the appropriate steps have been put in place to advertise the Notice of Vacancy.