



ASHBOURNE TOWN COUNCIL  
Town Hall, ASHBOURNE, Derbyshire.DE6 1ES  
Tel: 01335 342291  
E-mail:- [enquiries@ashbournetowncouncil.gov.uk](mailto:enquiries@ashbournetowncouncil.gov.uk)  
[www.ashbournetowncouncil.gov.uk](http://www.ashbournetowncouncil.gov.uk)

3 December 2024

To: The Mayor, Deputy Mayor and Members of Ashbourne Town Council

Dear Councillor,

You are summoned to attend the meeting of Ashbourne Town Council to be held at **7.00pm** on **Tuesday 10 December 2024** in the Council Chamber, Town Hall, Ashbourne.  
Members are asked to sign the attendance sheet for the meeting and to complete the Declarations Sheet (if appropriate). These will be available in the Council Chamber.

Yours sincerely

Carole Dean  
Town Clerk

## AGENDA

\*\*\*\*\*Non-Confidential items of this meeting may be Audio Recorded\*\*\*\*\*

- 1) **Apologies for absence**
- 2) **Variation of Order of Business**
- 3) **Declaration of Members Interests**  
This is to enable Members to declare the existence and nature of any Disclosable Pecuniary Interest they have in subsequent agenda items, in accordance with the Town Council's Code of Conduct. Interests that become apparent at a later stage in the proceedings should be declared at that time.
- 4) **To receive and approve requests for dispensations from members on matters in which they have a Disclosable Pecuniary Interest**
- 5) **Public Questions and Comments – (3 Minutes per speaker a maximum 15 Minutes in total)**
  - a) A period of not more than fifteen minutes will be made available for members of the public and Members of the Council to comment on any matters.
  - b) If the Police Liaison Officer, a County Council or District Council Member is in attendance they will be given the opportunity to raise any matters.
- 6) **To Approve the Minutes of the Town Council Meeting held on Tuesday 19 November 2024**  
(emailed out with Agenda)
- 7) **To Approve the Minutes of the Finance, Town Hall & HR Committee Meeting held on 25 November 2024 together with the draft budget for 2025/56 (V1)** (emailed out with Agenda)

- 8) **To Approve the Minutes of the Planning Committee Meeting held on Monday 2 December 2024**  
(emailed out with Agenda)
- 9) **To Approve the Minutes of the C&E Committee Meeting held on Monday 2 December 2024** (emailed out with Agenda)
- 10) **Finance**
  - a) Members to authorise the accounts for payment, all invoices listed have been examined, verified and certified by the Town Clerk/RFO. Chair and Deputy to sign the payment schedule (attached)
  - b) Members to note the Bank Balances as at 30 November 2024 (attached)
  - c) To advise Members of the VAT claimed back for the second quarter of the financial year: £11,340.88
- 11) **To agree the Budget for 2025/26 (V2 – blue paper)** (included with the agenda)
- 12) **Clerk’s report on the roof repairs. Members to consider whether to ask neighbouring properties to share the associated costs** (attached)
- 13) **Clerk’s report – To advise Members of the Council’s new ‘Duty’ to Prevent Sexual and General Harassment Policy** (updated report and draft policy attached for Members to consider following members comments at the November meeting)
- 14) **From DDDC – Consultation document on Local Validation Checklist** (document emailed out 29 November). **Members to agree any corporate response(s)**
- 15) **Project Updates**
  - a) Update on the Millennium Square project
  - b) Update on the Town Hall - Clerk’s report to inform members of the outcome of the Land Registry query identified by Gadsby Nichols (copy attached)
  - c) Update on the SIDS
  - d) Ashbourne Reborn Highways & Public Realm – Programme Board
- 16) **Correspondence (for information only)**
  - a) To note the Calendar of Events for 2025/26
- 17) **Chair to sign the Minutes** (previously approved)

## Ashbourne Town Council PAYMENTS (AWAITING AUTHORISATION) LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
314 Bank Charges	15/11/2024		Current Account - Ne		Bankline Charges	Natwest	E	31.25		31.25
305 Postage	21/11/2024		Current Account - Ne		Franking Credit	Francobyp Postalia Ltd	E	50.00		50.00
312 Non Domestic Rates	25/11/2024		Current Account - Ne		Non Domestic Rates	Derbyshire Dales District C	E	1,821.00		1,821.00
309 Postage	27/11/2024		Current Account - Ne		Franking Credit	Francobyp Postalia Ltd	E	50.00		50.00
304 Net Pay	28/11/2024		Current Account - Ne		Salaries	Ashbourne Town Council	E	8,224.62		8,224.62
310 Heat & Light	01/12/2024		Current Account - Ne		Business Electricity Bill	British Gas	L	90.54	4.53	95.07
306 Postage	01/12/2024		Current Account - Ne		Franking Rental	Francobyp Postalia Ltd	S	75.00	15.00	90.00
311 Heat & Light	02/12/2024		Current Account - Ne		Business Electricity Bill	British Gas	S	383.37	76.67	460.04
302 Pension	13/12/2024		Current Account - Ne		Pension	Derbyshire County Council	E	2,452.62		2,452.62
297 Mayors Allowance	13/12/2024		Current Account - Ne		Mayors Allowance	Sandra Spencer	X	109.82		109.82
292 Routine Repairs & Renewals	13/12/2024		Current Account - Ne		Dehumidifier Hire	Walter Tipper Ltd	S	183.74	36.75	220.49
299 Routine Repairs & Renewals	13/12/2024		Current Account - Ne		Water Leak affecting Anteroom	Ashbourne Roofing Ltd	S	220.00	44.00	264.00
296 Routine Repairs & Renewals	13/12/2024		Current Account - Ne		Replacement Kettle	David Neill Mica	S	11.88	2.37	14.25
294 IT Hosting and Programs	13/12/2024		Current Account - Ne		IT Software	Dove Computer Solutions	S	123.60	24.72	148.32
298 Christmas Spectacular	13/12/2024		Current Account - Ne		Fairground Organ	Howard Brothers Ltd	X	350.00		350.00
301 Christmas Spectacular	13/12/2024		Current Account - Ne		Christmas Spectacular Brochure	Ben Pickering Door to Door	X	170.00		170.00
300 Christmas Lights Switch On	13/12/2024		Current Account - Ne		First Aid	St John Ambulance	S	114.40	22.88	137.28
293 Christmas Lights Switch On	13/12/2024		Current Account - Ne		Catering for the Christmas Light	Bargain Booze	S	29.93	5.99	35.92
303 Christmas Trees	13/12/2024		Current Account - Ne		Solar Powered Christmas Trees	Burleys	S	920.00	184.00	1,104.00
295 Victoria Square Lighting	13/12/2024		Current Account - Ne		Lighting Victoria Square	Protech Electrical Ltd	S	353.00	70.60	423.60
316 IT Hosting and Programs	16/12/2024		Current Account - Ne		Sage Payroll	Sage	S	72.00	14.40	86.40
315 Bank Charges	16/12/2024		Current Account - Ne		Bankline Charges	Natwest	E	34.85		34.85
313 Non Domestic Rates	25/12/2024		Current Account - Ne		Non Domestic Rates	Derbyshire Dales District C	E	1,821.00		1,821.00
308 Christmas Spectacular	01/01/2025		Current Account - Ne		Licence and Costs for Lanterns	Derbyshire Dales District C	S	915.25	183.05	1,098.30
307 Christmas Lights Switch On	01/01/2025		Current Account - Ne		Christmas Lights DDDC Rechar	Derbyshire Dales District C	S	335.20	67.04	402.24
291 Christmas Lights	09/01/2025		Current Account - Ne		Christmas Lights Removal	Protech Electrical Ltd	S	5,436.00	1,087.20	6,523.20
317 PAYE	15/01/2025		Current Account - Ne		PAYE	HMRC	E	1,783.16		1,783.16
<b>Total</b>								<b>26,162.23</b>	<b>1,839.20</b>	<b>28,001.43</b>

Ashbourne Town Council  
PAYMENTS (AWAITING AUTHORISATION) LIST

Vouche Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
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Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_

*Name and Role*

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

*Name and Role*

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

*Name and Role*



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Town Hall, The Market Place, Ashbourne, Derbyshire, DE6 1ES

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Clerk to the Town Council and Responsible Financial Officer:

Mrs Carole Dean

### Agenda reporting sheet

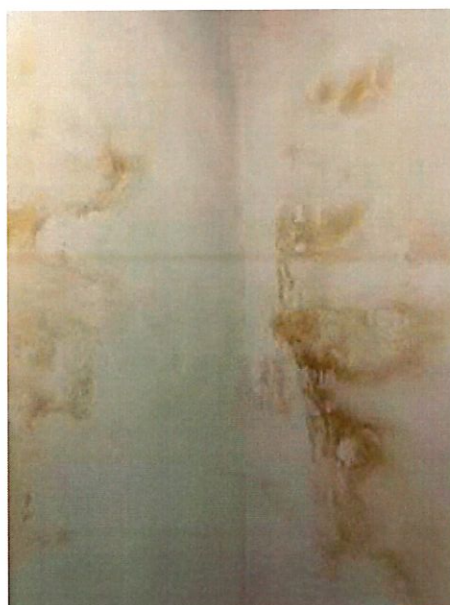
#### 10<sup>th</sup> December 2024 – Roof Repair between Town Hall, Town Hall Yard Property and Lovetts Yard Property – Full Council

<p><b>Agenda Item:</b>  <i>(insert the wording to appear on the agenda, the motion/resolution that you are seeking to resolve, i.e., “to resolve to..... to note that.....to ensure that.....” )</i></p>	<p><b>Members to consider asking the neighbouring properties to share the cost for the repair.</b></p>
<p><b>Background Information:</b>  <i>(Insert as much information as possible so that councillors have the detail, they need to help make an informed decision, for example, cost, time, long term/short term project, where, how, why, when?)</i></p>	<p>Ashbourne Roofing Ltd were asked to investigate a water leak which occurred within the anteroom. It appears that there is one downpipe servicing all three properties which was blocked.</p> <p>Ashbourne Roofing Ltd gained access cleared the rain water hopper and gutter. Shorten the down pipe and fix to prevent further blockages.</p> <p><b>Costs to date:</b>          Ashbourne Roofing to carry out the work £220  <b>Cost of Scaffold estimate £500</b></p> <p>Approximate cost per property £240.</p> <p>As this problem is a shared one, Members to consider invoicing the neighbouring properties for a third of the cost (once the scaffold invoice has been received).</p> <p>Photos attached.</p>

Inspection shaft from Town Hall Yard property



Damp in anteroom



Images of the roof





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Clerk to the Town Council and Responsible Financial Officer:

Mrs Carole Dean

### Agenda reporting sheet

#### 10<sup>th</sup> December 2024 – Full Council – Council’s New Duty to Prevent Sexual and General Harassment

<p><b>Agenda Item:</b>  <i>(insert the wording to appear on the agenda, the motion/resolution that you are seeking to resolve, i.e., “to resolve to..... to note that.....to ensure that.....” )</i></p>	<p><b>To advise Members of the Council’s New Duty to Prevent Sexual and General Harassment</b></p> <p><b>Section 19.3 and 19.5 revised</b>  <b>Members to consider training on the matter plus general changes to HR requirements (Full Council training approx. £350).</b></p>
<p><b>Background Information:</b>  <i>(Insert as much information as possible so that councillors have the detail, they need to help make an informed decision, for example, cost, time, long term/short term project, where, how, why, when?)</i></p>	<p>From October 2024 new legislation (s40A Equality Act 2010) will create additional legal requirements for Councils, along with all employers, to take pro-active steps to prevent Sexual and General Harassment at Work.</p> <p>Councils will not be able to simply rely on paper based training and policies to defend themselves against claims of harassment. Instead they will need to take pro-active steps to demonstrate that they are preventing the problem, not just internally, but from third parties such as the public. The Council need to draft, document and circulate to all staff for consultation. Training records need to be updated and policies need to be published on the website and in public places.</p> <p>The Full Council or the Finance HR and Town Hall Committee will need procedures that:</p> <ul style="list-style-type: none"> <li>• Define what constitutes harassment</li> <li>• Steps to take should the problem arise</li> </ul>



- Protection the Council will provide
- Sanctions against offenders

A policy and procedure that is specific to the needs of the Council should be drafted.

Councils need to identify where risks exist:

- Contact with the public
- Lone working
- Parties and social events

The policy should contain details of help and support available to the person who made the complaint.

Someone who's been sexually harassed will be given paid time off to get help with any resulting physical or mental health problems, this time off is additional to the normal sick leave.

The document should be issued to Councillors, staff and display in public areas. Members of the public and other third parties need to be aware of the Council's Policy and action that will be taken.

All Councillors and staff should either attend a briefing session or be required to read the document and sign it to confirm that they understand and will comply with it.

This will need to be repeated annually to enable a Council to demonstrate that it has taken reasonable steps to prevent the problem. This will also provide the Council with a valuable defence if it has to defend a claim for Sexual Harassment at the Employment Tribunal.

Elected Members who are accused of Sexual Harassment may have breached the Integrity Standard of the Code of Conduct.

A Council could face a surcharge of 25% on top on any compensation awarded to an employee who successfully makes a claim of Sexual Harassment at a Tribunal, if a Council cannot demonstrate how they complied with the new rules.

**Implications to be completed by The Clerk**

Clerk to draft a policy and training schedule for Member approval		
<b>Staffing Implications</b>		
<b>The Council Objectives</b>		
		<b>X</b> <b>✓</b>
<b>Equalities and Human Rights</b>	There are no equalities and human rights issues	
<b>Biodiversity</b>	There are no biodiversity issues	
<b>Financial</b>	There are no financial implications at this stage	
	There will be financial implications	
	There is provision within the budget	
	Decisions may give rise to additional expenditure	
	Decisions may have potential for income generation	

**PLEASE NOTE – Agenda item requests: these must be received by The Town Clerk at LEAST 6 working days before the meeting at which you would like your item to be considered.**

# Sexual and General Harassment Policy & Procedure

## Policy

1. We recognise that harassment and victimisation is unlawful under the Equality Act 2010. As such, harassment or victimisation on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation is unacceptable and will not be tolerated.
2. Personal harassment takes many forms ranging from tasteless jokes and abusive remarks to pestering for sexual favours, threatening behaviour and actual physical abuse. For the purposes of this policy, it also includes bullying.
3. Bullying is understood to be targeted and persistent offensive, intimidating, malicious or insulting behaviour and can include the abuse or misuse of power to undermine, humiliate, denigrate or injure the recipient.
4. Whatever form it takes, personal harassment is always taken seriously and is totally unacceptable.
5. We recognise that personal harassment can exist in the workplace, as well as outside, and that this can seriously affect employees' working lives by interfering with their job performance or by creating a stressful, intimidating and unpleasant working environment.
6. We deplore all forms of personal harassment and seek to ensure that the working environment is sympathetic to all our employees. The aim of this policy is to inform employees of the type of behaviour that is unacceptable and provide employees who are the victims of personal harassment with a means of redress.
7. This policy covers all areas of the Council. This includes overseas sites, subject to any applicable local laws which impose any additional requirements on the Council.
8. We recognise that we have a duty to implement this policy and all employees are expected to comply with it. We will also endeavour to review this policy at regular intervals in order to monitor its effectiveness.

## Examples of personal harassment

9. Personal harassment takes many forms and employees may not always realise that their behaviour constitutes harassment. Personal harassment is unwanted behaviour by one employee towards another and examples of harassment include:

- insensitive jokes and pranks
- lewd or abusive comments
- deliberate exclusion from conversations
- displaying abusive or offensive writing or material
- abusive, threatening or insulting words or behaviour
- name-calling
- picking on someone or setting them up to fail
- exclusion or victimisation
- undermining their contribution/position
- demanding a greater work output than is reasonably feasible
- blocking promotion or other development/advancement.

10. These examples are not exhaustive and disciplinary action at the appropriate level will be taken against employees committing any form of personal harassment.

### **Examples of sexual harassment**

11. Sexual harassment can take place in many forms within the workplace and can go undetected for a period of time where employees do not understand that particular behaviour is classed as sexual harassment. Sexual harassment is unwanted behaviour related to sex, or of a sexual nature, by one employee towards another and examples of sexual harassment include:

- lewd or abusive comments of a sexual nature such as regarding an individual's appearance or body
- unwelcome touching of a sexual nature
- displaying sexually suggestive or sexually offensive writing or material
- asking questions of a sexual nature
- sexual propositions or advances, whether made in writing or verbally.

12. Sexual harassment can also take place where an employee is treated less favourably because they have rejected, or submitted to, the unwanted conduct that is related to sex or is of a sexual nature. Whether less favourable treatment occurs as a result will be examined broadly and includes areas such as blocking promotion and refusal of training opportunities or other development opportunities.

### **Examples of victimisation**

13. Victimisation takes place when an employee is treated unfavourably as a direct result of raising a genuine complaint of discrimination or harassment. Furthermore, any employee who supports or assists another employee to raise a complaint is also subjected to victimisation if they are treated unfavourably.

### **Third party harassment**

14. The Organisation operates a zero tolerance policy in relation to harassment perpetrated against one of its employees by a third party, such as a client/customer or visitor to the Organisation. All employees are encouraged to report any and all

instances of harassment that involve a third party in line with our reporting procedure, as outlined below.

15. If we find that the allegation is well-founded, we will take steps we deem necessary in order to remedy this complaint. This can include, but is not limited to:

- warning the individual about the inappropriate nature of their behaviour
- banning the individual from Council premises
- reporting the individual's actions to the police.

In addition to this, the Council will endeavour to take all reasonable steps to deter and prevent any form of harassment from third parties taking place.

## **16. Responsibilities**

### **Employee responsibilities**

16.1 The Council requires its employees to behave appropriately and professional at all times during the working day, and this may extend to events outside of working hours which are classed as work-related such as social events. Employees should not engage in discriminatory, harassing or aggressive behaviour towards any other person at any time.

16.2 Any form of harassment or victimisation may lead to disciplinary action up to and including dismissal if it is committed:

- in a work situation
- during any situation related to work, such as a social event
- against a colleague or other person connected to the employer outside of a work situation, including on social media
- against anyone outside of a work situation where the incident is relevant to their suitability to carry out the role.

16.3 A breach of this policy by will be treated as a disciplinary manner

### **17. Council responsibilities**

17.1 The Council will be responsible for ensuring all members of staff, including seniors and those within management positions, understand the rules and policies relating to the prevention of harassing and bullying behaviour at work and during work-related social events. We will promote a professional and positive workplace whereby managers are alert and proactively identify areas of risk and incidents of harassment, sexual harassment and bullying.

17.2 We will also take into account aggravating factors, such as abuse of power over a more junior colleague, when deciding what disciplinary action to take.

- 17.3 Where an incident is witnessed, or a complaint is made under this policy, the Council will take prompt action to deal with this matter. All incidents will be deemed serious and dealt with in a sensitive and confidential manner.

## Complaining about harassment and/or bullying

### 18. Informal method

- 18.1 We recognise that complaints of personal harassment, and particularly of sexual harassment, can sometimes be of a sensitive or intimate nature and that it may not be appropriate for you to raise the issue through our normal grievance procedure. In these circumstances you are encouraged to raise such issues with a senior colleague of your choice (whether or not that person has a direct supervisory responsibility for you) as a confidential helper.
- 18.2 If you are the victim of minor harassment you should make it clear to the harasser on an informal basis that their behaviour is unwelcome and ask the harasser to stop. If you feel unable to do this verbally then you should hand a written request to the harasser, and your confidential helper can assist you in this.

### 19. Formal method

- 19.1 Where the informal approach fails or if the harassment is more serious, you should bring the matter to the attention of *the Clerk* as a formal written grievance and again your confidential helper can assist you in this. If possible, you should keep notes of the harassment so that the written complaint can include:
- the name of the alleged harasser
  - the nature of the alleged harassment
  - the dates and times when the alleged harassment occurred
  - the names of any witnesses
  - any action already taken by you to stop the alleged harassment.
- 19.2 Where it is not possible to make the formal complaint to the above named person, for example where they are the alleged harasser, we would encourage you to raise your complaint to *or the Chair of Finance Town Hall and HR Committee*. On receipt of a formal complaint we will take action to separate you from the alleged harasser to enable an uninterrupted investigation to take place. This may involve a temporary transfer of the alleged harasser to another work area or suspension with contractual pay until the matter has been resolved.
- 19.3 On conclusion of the investigation, which will normally be within 5 days of the meeting with you, a report of the findings will be submitted to the Clerk or if the Clerk is the alleged harasser then the Chair of Finance, Town Hall and HR

Committee who will hold the grievance meeting.

- 19.4 You will be invited to attend a meeting, at a reasonable time and location, to discuss the matter once the person hearing the grievance has had opportunity to read the report. You have the right to be accompanied at such a meeting by a colleague and you must take all reasonable steps to attend. Those involved in the investigation will be expected to act in confidence and any breach of confidence will be a disciplinary matter.
- 19.5 You will be able to put your case forward at the meeting and the Clerk will explain the outcome of the investigation. You have a right to appeal the outcome, which is to be made to Chair of Finance Town Hall and HR Committee within 5 days of receiving the outcome.
- 19.6 If the decision is that the allegation is well founded, the harasser will be liable to disciplinary action in accordance with our disciplinary procedure up to and including dismissal.
- 19.7 The Council is committed to ensuring employees are not discouraged from using this procedure and no employee will be victimised for having brought a complaint.



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Clerk to the Town Council and Responsible Financial Officer:

Mrs Carole Dean

### Agenda reporting sheet

**10<sup>th</sup> December 2024 – To inform Members of the outcome of the Land Registry query identified in the Gadsby Nicol’s report of May 2023**

<p><b>Agenda Item:</b>  <i>(insert the wording to appear on the agenda, the motion/resolution that you are seeking to resolve, i.e., “ to resolve to..... to note that.....to ensure that.....” )</i></p>	<p><b>To inform Members of the outcome of the Land Registry query identified in the Gadsby Nicol’s report of May 2023</b></p>
<p><b>Background Information:</b>  <i>(Insert as much information as possible so that councillors have the detail, they need to help make an informed decision, for example, cost, time, long term/short term project, where, how, why, when?)</i></p>	<p>Gadsby Nicols report of 15<sup>th</sup> May 2023 identified that the kitchen at ground and first floor levels, together with storage at third floor level was not registered on HM Land Registry, see item A attached.</p> <p>The Town Council is now in receipt of the amended title plan to reflect this, see attached.</p>



7.3 Services should be inspected and tested regularly, and routine servicing and maintenance carried out in accordance with the requirements of Legislation and the Regulatory Body for each service, such as the IEE, ECA and NICIEC for electricity, or Gas-Safe in respect of gas.

8.0 **Legal Matters**

8.1 The majority of the property is held under Title number DY418599 and is more clearly identified on the accompany extract from HM Land Registry. The Title is freehold, and whilst we have not had the opportunity of inspecting the Title Deeds, we have assumed that there are no onerous covenants, restrictions or easements, which may affect the Title. However, it should be noted that there a couple of issues that have been identified and require rectification prior to a disposal, as follows: -

- i) It is noted that part of the property, principally the three-storey mid-terraced structure accessed off Lovatts Yard, and currently accommodates kitchens at ground and first floor levels, together with storage at third floor level, is not registered on HM Land Registry. The area concerned is more clearly identified, shaded yellow, on the accompanying plan. We would strongly recommend that the Council make an application to register this land as soon as practically possible;
- ii) Part of the ground floor on the section of the building immediately behind 20 Market Place is being used by the occupiers of 20 and 22 Market Place. There is no internal access to this section of the property from the Town Hall or Lovatts Yard, and there is no mention of this space being registered to a third party. How this situation occurred is unknown, however, as it stands there is an element of flying-freehold, which will ultimately affect the Title. On the accompanying plan, we have hatched the approximate position of the area in green. For reference we also attach Title Plans for the adjoining 20 (DY405808) and 22 (DY405701) Market Place, and the Title Plan for the remaining properties on Lovatts Yard (DY457981), from which the Council will note are within one ownership.

8.2 For the purpose of this report, we have assumed that full rights of access are granted to the property from Market Place, Town Hall Yard, and Lovatts Yard.

8.3 We have made enquiries of Derbyshire Dales District Council (DDDC), the local planning authority, and note that the property is Grade II Listed, and is located within Ashbourne Conservation Area.

8.4 We are not aware of any schemes pending, of a planning or highways nature, which may adversely affect the value of the property.

8.5 From enquiries of the valuation office agency (VOA) website, we note that the property was a rateable value of £36,500 (thirty-six thousand, five hundred pounds).

8.6 We note from our enquiries that the property is located within a Flood Zone 1 risk area, with a low probability of flooding.

A

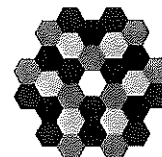
# GADDY NICHOLS

HM Land Registry  
Official copy of  
title plan

Title number **DY418599**  
Ordnance Survey map reference **SK1846NW**  
Scale **1:1250 enlarged from 1:2500**  
Administrative area **Derbyshire : Derbyshire**  
**Dales**

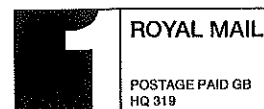


*its official copy is incomplete without the preceding notes page.*



Ashbourne Town Council  
care of The Clerk Of The Council  
Town Hall  
Market Place  
Ashbourne  
Derbyshire  
DE6 1ES

Delivered by



Date  
14 October 2024

Your ref

Our ref  
D354VPT

Proprietor/Applicant **Ashbourne Town Council**  
Title number **DY418599**  
Property **Town Hall, Market Place, Ashbourne (DE6 1ES)**

Dear Customer

I am writing to inform you that following a review of the application completed on 7 September 2007 it has been noted that the title plan does not reflect the extent of the land sought to be registered. I enclose a copy of the original title plan, a trace of the Conveyance plan overlaid onto the original title plan.

I am sorry for the error made by HM Land Registry in completing the original registration and for the inconvenience caused. I have now amended the title plan and enclose an official copy for your records.

HM Land Registry  
Wales Office  
PO Box 75  
Gloucester  
GL14 9BD

DX 321601 Gloucester 33

wales.office  
@landregistry.gov.uk

[www.gov.uk/land-registry](http://www.gov.uk/land-registry)

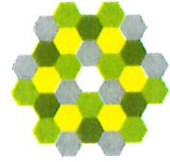
If you would like to discuss this correspondence or require it in an alternative format please contact us, quoting our reference.

Yours faithfully

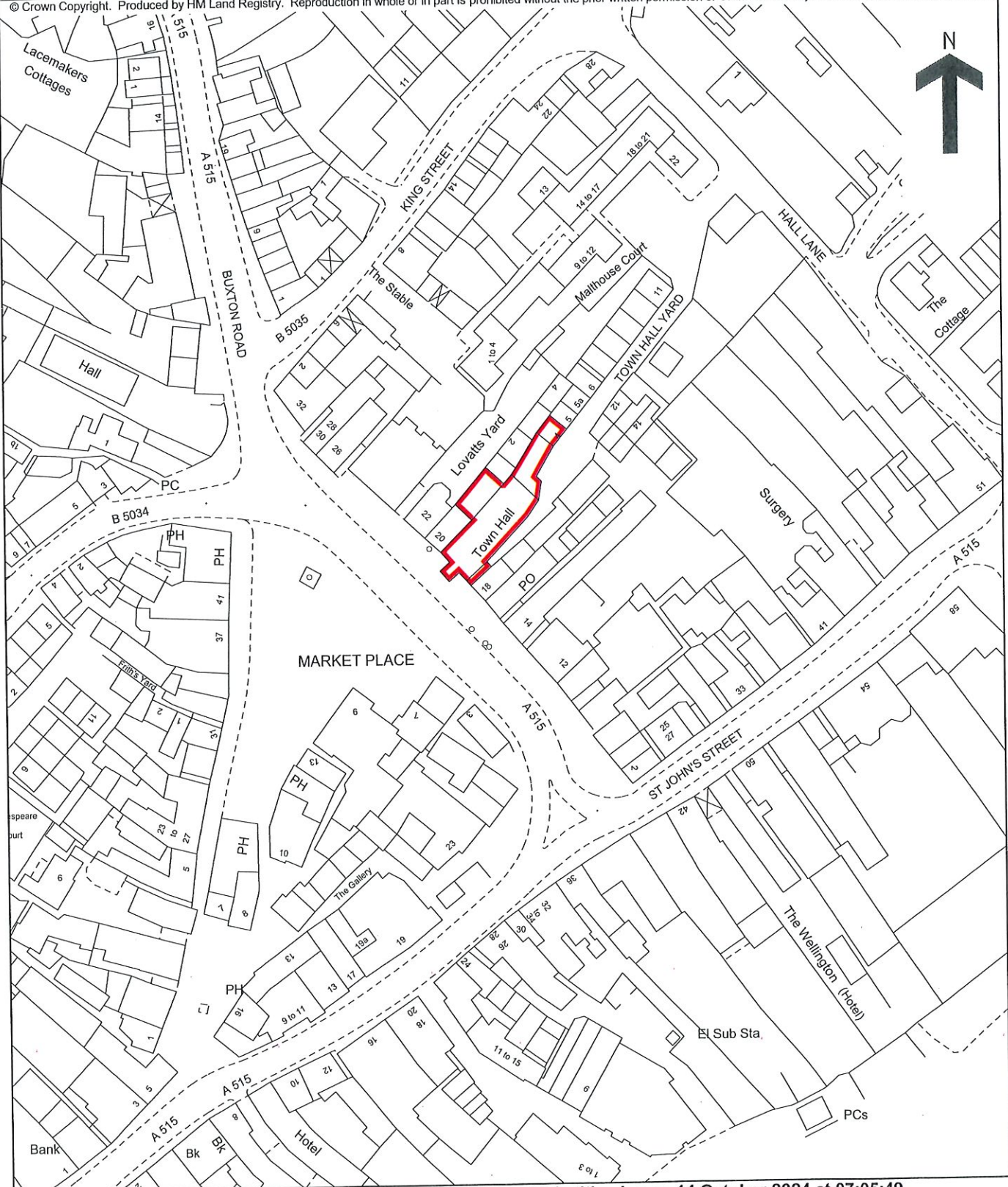
Peter Guy  
03000069434

HM Land Registry  
~~Official copy of~~  
~~title plan~~

Title number **DY418599**  
Ordnance Survey map reference **SK1846NW**  
Scale **1:1250** enlarged from 1:2500  
Administrative area **Derbyshire: Derbyshire Dales**



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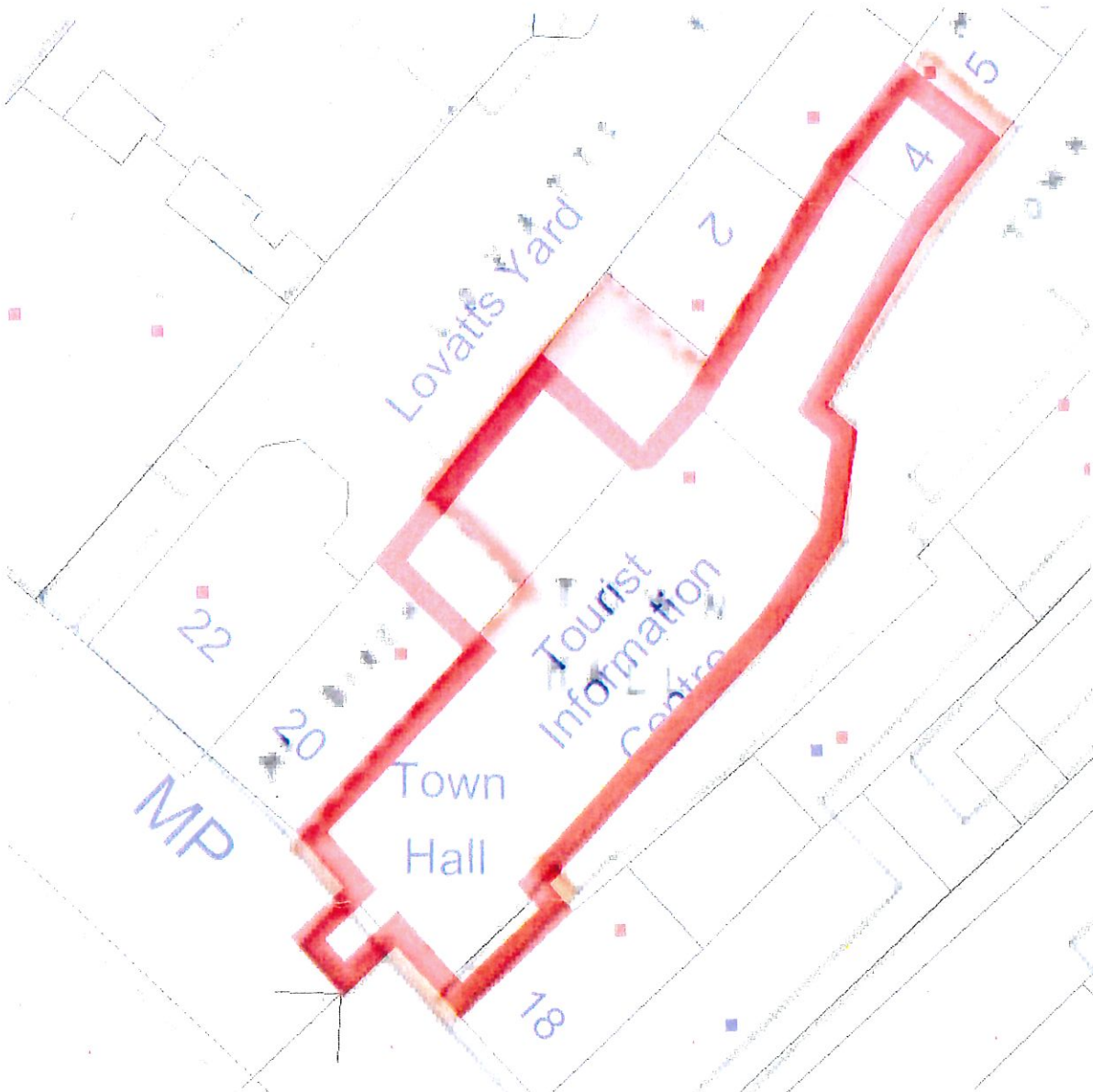


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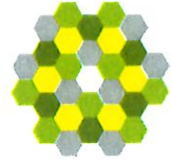
This title plan shows the general position, not the exact line, of the boundaries. It may be subject to distortions in scale. Measurements scaled from this plan may not match measurements between the same points on the ground.

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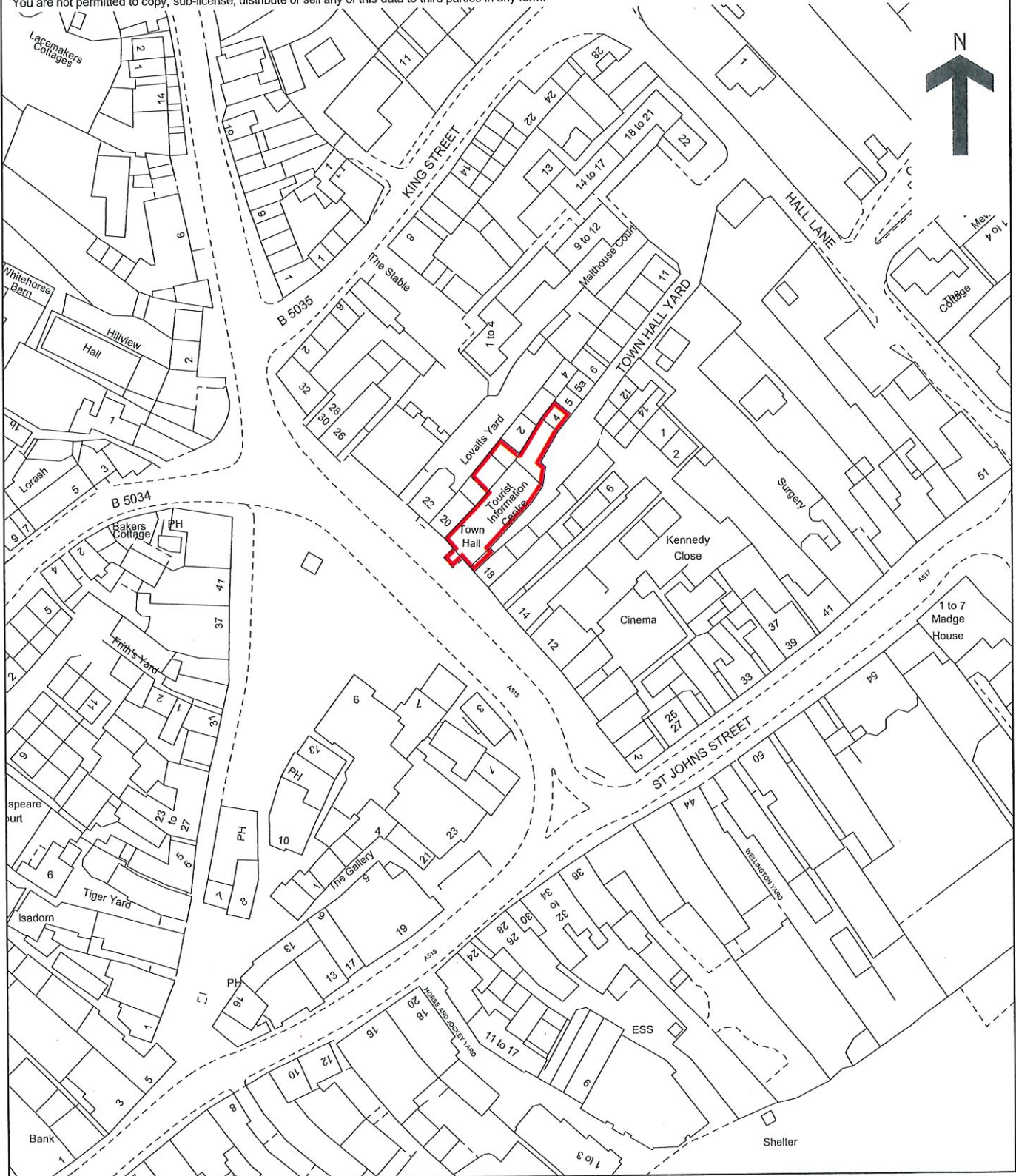


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Dec FC

## Calendar for Events 2025/26

Date	Committee	Details	Agreed Action (if required)
January	C&E Committee	Review Hanging Baskets & Floral Arrangements	
January	C&E Committee	Agree whether to have an annual Firework display. Agree the date & contractor	Due to six-month event planning by DDDC
January	C&E Committee	Agree details for Christmas Light Switch on	Mayor to choose who will switch on – Events co-ordinator to start looking into
January	C&E Committee	Agree Date and outline details for Christmas Events	Due to six-month event planning by DDDC
Feb /March	Full Council	Agree date for Annual Parish meeting	Clerk suggests May (date has to be between 1 <sup>st</sup> March and 1 <sup>st</sup> June)
March	Finance Committee	To set a date for Clerk's Appraisal - This is to be carried out by the Chair of Finance (HR Committee) and the Chair of the Council.	Clerk to set date for all other staff appraisals following the Clerk's appraisal.
May	Full Council	To Elect the Mayor and Deputy Mayor	
May	All Committee's	Elect Chair & Deputies	
June	Full Council	Mayor to decide whether to hold the Mayor's Awards	If Agreed, Mayor to set a date and agree the arrangements with the Clerk & Assistant Clerk
August	C&E Committee	Agree arrangements for the Remembrance Parade with the RBL	Obtain action plan and details of event from RBL, risk assessment.
August	C&E Committee	Order Christmas Tree(s)	To agree the number of Christmas Trees
September/ October		Mayor's Civic Service	
November	Full Council	To consider whether to hold an event in Spring /Summer of the following year	Due to six-month event planning by DDDC
November	Finance Committee	Consideration of budgetary requirements for inclusion in precept	
November	Finance Committee	Review Hire Charges for Town Hall	Agree any additional changes in prices before start of new Financial Year.
December	Council	Agree Precept for the following financial year	