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**MINUTES of the Council Meeting held on Wednesday 8<sup>th</sup> February 2023 commencing at 7.00pm in the Committee Room of the Festival Hall, Caistor Road, Market Rasen.**

**Present:** Councillor S. Bunney (Chairman/WLDC/LCC), Councillor M. Lakin - Whitworth (Vice-Chairman), Councillor K. Bridger, Councillor F. Easters, Councillor N. Taylor, Councillor C Turner, Councillor J. Pilley, Councillor A. Gray, Councillor J. Smith and Councillor A. Dale,

**In attendance:**

Lucy Waller – Town Clerk and Responsible Financial Officer  
1 Member of the public.

**The Meeting opened at 19:00**

1. **To NOTE apologies for absence and to RESOLVE to approve the reasons for absence.**  
Apologies were noted from Councillor M Hassan.  
It was RESOLVED to accept the reasons for absence. Apologies were also noted from Councillor J. McNeill of West Lindsey District Council.
2. **Public Participation**  
Following a request, a minute of silence and reflection was held in honour of the victims of the recent Kahramanmaras earthquake.
3. **To RECEIVE any declarations of interest in accordance with the requirements of the localism Act 2011 and to consider any applications for dispensations in relation to Disclosable Pecuniary Interests.**  
None.
4. **To RESOLVE to approve the draft minutes of the last meeting, held on January the 11<sup>th</sup>, 2023.**  
It was RESOLVED to approve the draft minutes of the last meeting, held on January the 11<sup>th</sup>, 2023 as a correct record.
5. **To NOTE any update on Action Points.**  
Members noted the report and the additional update that Councillor Bunney had now written the letter of thanks to the business owner.
6. **Committees:**
  - **To NOTE the draft minutes of the Finance Committee held on the 30<sup>th</sup> Jan 2022.**  
Members noted the draft minutes of the Finance Committee held on the 30<sup>th</sup> Jan 2022.
7. **To RECEIVE the report of the District & County Councillor including an**

### update on CCTV.

Members noted the verbal report from Councillor Bunney including:

- An update on pigeon issues in Queen Street and action being taken by West Lindsey District council officers.
- Neighbourhood policing and potential cuts to resources.
- Straw falling from commercial vehicles causing mess and blocking drains.
- A request from residents to investigate residents only parking and a report on the process and actions taken to date.
- Proposed increased CCTV coverage for Market Rasen

**Action Point** - It was requested that Councillor Bunney lobby the relevant bodies to request that:

- Lincolnshire Police receive additional funding in order to avoid cuts to neighbourhood policing.
- That measures be put in place to ensure straw loads be covered during transport.

### 8. To NOTE the Officer's reports.

Members noted the report, and it was highlighted that as the Council have previously agreed the line marking of the Market Place and budget was in place, the Clerk had delegated powers to choose the best value quote and proceed with work as soon as possible. Members also highlighted that the introduction of the Hirer D.I.Y key entry / exit system should take place with no loss of time.

**Action Point – Community Manager to progress DIY system and line marking.**

### 9. Accounts for payment:

•To RESOLVE to approve the accounts for payment.

The below accounts were noted and authorised for payment as required:

Market Rasen Town Council Accounts for payment February 2023						
Ref	Payee	Description	F/Hall £	General £	VAT £	Total £
pre-authorised automated payments since the last meeting - To note						
DD	WLDC	Refuse & Recycling	£62.83			£62.83
DD	WLDC	Non Domestic rates Office		£279.00		£279.00
DD	WLDC	Non Domestic rates OPS		£134.00		£134.00
DD	Total	Electricity OPS		£62.54	£3.13	£65.67
DD	Total	Electricity FH	£233.28		£46.65	£279.93
DD	Total	Electricity MP		£11.31	£0.57	£11.88
DD	Total	Electricity Office		£177.94	£35.59	£213.53
DD	Now Pensions	Employer service Charge		£12.50	£2.50	£15.00
DD	Now Pensions	Employer / Employee contributions		£529.11		£529.11
DD	SSE	Gas FH	£928.68		£185.73	£1,114.41
DD	SSE	Gas OPS		£652.02	£130.40	£782.42
DD	EE	Mobile Phones		£164.87	£32.97	£197.84
DD	Lloyds bank	Monthly fee £3				£3.00
DD	WLDC	Annual parking permit 2/4 payment		£18.23	£3.65	£21.88
DD	BT	Telephone/ Broadband		£57.51	£11.50	£69.01
<b>Sub totals</b>			<b>£1,224.79</b>	<b>£2,099.03</b>	<b>£452.69</b>	<b>£3,779.51</b>

Festival Hall deposit/bar refunds paid since last meeting						
FH 7,8,9	Hall hirers	2x100, 1x50	£250.00			£250.00
<b>Sub total</b>						<b>£250.00</b>
February 2023 Payments for authorisation (Authorised for electronic payment where required)☑						
UTB 361	Avica	Cleaning Products	£100.22		£20.06	£120.28
UTB 362	Microshade	Citrix hosting		£85.50	£17.10	£102.60
UTB 363	Online Playgrounds	Wet pour repair kit		£142.50	£28.50	£171.00
UTB 364	Pestcotek	Mole contract		£100.00	£20.00	£120.00
UTB 365	PPL / PRS	Music licence royalties (annual)	£2,109.21		£421.84	£2,531.05
UTB 366	Sparkle	Office cleaning contract		£100.00		£100.00
UTB 367	Systematic	8000 Walkers leaflets - expense against grant funding received of £632		£657.00		£657.00
UTB 368	Lincoln Web Design	software/support/ IT leases		£286.00		£286.00
UTB 369-373	Payroll	January salaries		£6,146.03		£6,146.03
UTB 374	HMRC	PAYE/ NI etc		£1,786.99		£1,786.99
UTB 375	Churches Fire	monitoring and service intruder alarms and servicing Fire alarms (office) 01/03/23-29/02/2024		£759.08	£151.82	£910.90
UTB 376	Rospa Play Safety	Annual inspections BPF,MRPF,DAF,MRSP		£582.00	£116.40	£698.40
UTB377	Push creativity	Buildings leaflet artwork updates.		£75.00	£15.00	£90.00
<b>Sub totals</b>			<b>£2,209.43</b>	<b>£10,720.10</b>	<b>£790.72</b>	<b>£13,720.25</b>
	Payment Totals		£3,434.22	£12,819.13	£1,243.41	£17,749.76
Town Partnership Expenses - to be paid by MRTC as administrators (Please note due to current banking constraints these are paid from MRTC Funds which are then refunded by bank transfer)						
TP107	MRTC	Donation to Heritage Leaflets	£75.00			
Total Transferred to refund MRTC			£75.00			

**10. To RESOLVE any response to a public consultation request – Market Rasen Station Tactile Paving Upgrade Works.**

It was RESOLVED to support the installation of tactile paving.

**Action Point- Clerk to submit response.**

11. **To NOTE the insurers response regarding operating the Church Mill Sluice and to RESOLVE any further action.**

Members noted the report, and it was RESOLVED to produce a legal agreement with the owners of the sluice setting out the terms of the operation of the sluice and the responsibilities for maintenance and repairs.

**Action point - Clerk to take legal advice and have an agreement drawn up.**

12. **To CONSIDER support for a request to Lincolnshire County Council to extend street lighting hours.**

It was RESOLVED that a request be made to Lincolnshire County council to keep all streetlights lit during the hours of darkness, or if that were not possible one in every 3 streetlights.

**Action point – Clerk to make the request via the County Councillor.**

13. **To NOTE quotations for works to Trees at Bell Park and to appoint a contractor. (Works approved properties committee Dec 2022, expenditure under Public Health Act 1875, s.164) (Confidential report circulated)**

It was RESOLVED to instruct Welton Trees to undertake the works at a cost of £850.00 plus VAT.

14. **To NOTE any updates on events for 2023 and a post event evaluation of Christmas 2022 events.**

There were no additional updates on events for 2023.

Members noted the post event evaluation of Christmas 2022 events. And it was highlighted that when staffing costs were included the events had utilised nearly all of the available budget. Support was noted for the Christmas Market and Light switch on taking place on the same day in future.

15. **To RESOLVE a date and format for the Annual Town Meeting. (1<sup>st</sup> March -1<sup>st</sup> June, it is advised to avoid 13<sup>th</sup> March – May 9<sup>th</sup>)**

It was RESOLVED to hold the Annual Town Meeting on the 17<sup>th</sup> May prior to the Annual Council Meeting at a time to be confirmed.

16. **Any items for the next agenda.**

Reports back on CCTV, streetlights, straw.

17. **Risk Management.**

Members noted that all the regular scheduled health and safety checks had taken place since the last meeting.

18. **To RESOLVE that under the public bodies (admission to meetings) act 1960, the public and**

**representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.**

The above RESOLUTION was passed.

***The public left the meeting at this stage and the recording was stopped.***

19. **Old Police Station**

- **To NOTE a request from a resident regarding the Old Police Station.**

It was RESOLVED to refuse the resident's request for unrestricted access

over council land.

**Action point - Clerk to respond.**

- **Lease (Report circulated)**

Members noted the reports and RESOLVED to enter into negotiations for an increased rental value.

**Action Point – Community Manager to begin negotiations.**

**The meeting closed at 20:30.**

## Action Log

Action Point	Owner	Notes	Status
<b>Full Council 8<sup>th</sup> February</b>			
Lobbying of relevant bodies regarding Police Funding and Straw	<i>Cllr S. Bunney</i>	<i>Letter sent</i>	In progress
Progression of DIY hall system and line marking of Market Place	<i>Community Manager</i>		Completed / In Progress
Submission of response regarding tactile paving of station platforms.	<i>Clerk</i>	<i>Submitted and a response received confirming that our response will be included within the consultation results</i>	
<i>Clerk to take legal advice and have an agreement drawn up in relation to the Sluice.</i>	<i>Clerk</i>		In progress
<i>Clerk to request via LCC Councillor that streetlights remain on.</i>	<i>Clerk</i>	<i>Correspondence sent</i>	Complete
<i>Response to resident regarding request</i>	<i>Clerk</i>		Complete
<i>Lease negotiations to begin OPS</i>	<i>Community Manager</i>		In progress



### **Clerk's report March 2023**

#### **Email and Microsoft Services:**

If you have not yet had your email re-set up by the IT Consultant, you will need to arrange this as soon as possible as your previous access will no longer work and you will not be able to send or receive council emails.

#### **YouTube recording of meetings:**

To date the number of views of the YouTube recordings of recent meetings are 11<sup>th</sup> Jan 58 views and 8<sup>th</sup> of Feb 17 views.

#### **West Lindsey District Council CCTV proposal:**

Although it was hoped that the proposal could be presented to March Full Council this has not been possible, and it will be presented once it has been received.

#### **Thanks:**

*As this is my final meeting with MRTC I will take the opportunity to say that I have very much enjoyed my time at MRTC and take great pride in the improvements the council has made in that time, especially considering the unprecedented challenges during the 3 years. As this progress could not have been achieved without the cooperation and dedication of the councillors, I will thank you all and wish you all the best for the future. – Lucy.*

#### **Finance Report:**



Market Rasen Town Council					
<b>FINANCIAL REPORT as at</b>				<b>28/02/2023</b>	
<b>CASH BOOK</b>					
	Balance Brought forward				
	Current Account			30,823.91	
	Savings Account			107,729.19	
	Town Partnership*			916.23	
				<u>139,469.33</u>	
	Add - Income				
	Current Account			16,692.41	
	Savings Account			0.00	
	Town Partnership*			0.00	
				<u>16,692.41</u>	
					156,161.74
	Less - Expenditure				
	Current Account			17,275.29	
	Savings Account			13,000.00	
	Town Partnership*			75.00	
				<u>30,350.29</u>	
	<b>Balance Carried Forward</b>				<b>125,811.45</b>
* Town Partnership account is restricted funds for town Partnership expenditure.					
<b>BANK BALANCES as at</b>				<b>28/02/2023</b>	
	Current Account per Statement			30,241.03	
	plus- receipts not cleared			0.00	
	less - Outstanding Cheques			0.00	
				<u>30,241.03</u>	
	Savings Account per Statement			94,729.19	
	plus - receipts not cleared			0.00	
	less - Outstanding Cheques			0.00	
				<u>94,729.19</u>	
	Town Partnership Account per Statement			841.23	
	plus - receipts not cleared			0.00	
	less - Outstanding Cheques			0.00	
				<u>841.23</u>	
<b>TOTAL COUNCIL FUNDS AS AT</b>				<b>28/02/2023</b>	<b>125,811.45</b>
ALLOCATION OF FUNDS -					
TOTAL FUNDS , PER ABOVE					<b>125,811.45</b>
<b>GENERAL RESERVE</b>				<b>49,302.00</b>	
<b>EAR MARKED RESERVES</b>					
Open spaces				£1,278.36	
Market Place				£13,724.39	
Budget pressures				£0.00	
Play Parks				£13,500.00	
Buildings contingency				£2,500.00	
CIL				£5,500.35	
Christmas Lights				£92.50	
Elections				£500.00	
Jubilee Event Grant				£0.00	
TOTAL EMR				<b>37,095.60</b>	
* Additional £45,000 owed from S106					
<b>RUNNING FUNDS</b>				<b>38,572.62</b>	
(Discounting Town Partnership funds)					



### **Community Manager's Report – March 2023**

#### **Festival Hall Bookings January to March 2023**

<b><u>Areas hired</u></b>	<b><u>Hours booked</u></b> <b><u>1<sup>st</sup> Jan – 31<sup>st</sup> Jan</u></b>	<b><u>Hours booked</u></b> <b><u>1<sup>st</sup> Feb– 28<sup>th</sup> Feb</u></b>	<b><u>Hours booked to date</u></b> <b><u>1<sup>st</sup> March – 31<sup>st</sup> March</u></b>
Main Hall	65.5	60	64.33
Committee Room	20.5	14.25	11
Kitchen	19	6	6
Performing Rights (PRS/PPL)	4.5	6	11.5
Tables and Chairs	20	14	12

***The income to date is £17,690.00 the target income for the financial year is £26,000.  
Last year's income was £18,165.00.***

#### **Festival Hall Bookings and Operations.**

The Festival Hall hirer DIY opening and closing system is now in operation.

Festival Hall packages are being promoted and some free promotion techniques are being explored.

Festival Hall Bar Services are being reviewed as the Council are required to find an alternative provider. Our current provider is unfortunately unable to adequately service the needs to MRTC effectively.

#### **Market**

The market rent income to date is £3,217.00. Last year's income was £4,220.00.

We continue to publicise the new market initiative, enquiries are being received, we have a regular booking under the auction pavilion on the first and third Friday of the month. We continue to emphasis on the positive aspects of generating new business opportunities.

The upcoming dates of the Lloyds Mobile Bank are the 10<sup>th</sup> March and 24<sup>th</sup> March. These dates have been publicised. The agreement with the Lloyds Mobile Bank is to continue for a further year.

A separate report has been produced on the market strategy work.

### **Old Police Station Lease**

Negotiations have commenced with the tenant and a solicitor has been engaged.

### **Events**

Please find below events scheduled for March and April.

March 12<sup>th</sup> Sun Market Rasen Spring Clean

March 18 Sat Outdoor Occasional Market

April 7<sup>th</sup> Fri Good Friday Service

April 8<sup>th</sup> Sat Outdoor Occasional Market

### **Community relationship building**

A meeting has taken place with the Towns Manager of West Lindsey District Council, to explore collaborative working opportunities.

The Council are working alongside Trinity Arts Centre, on the delivery of events in the Festival Hall and at the Sport Centre. Please see provisional dates and shows below:

Musical - The King's Coronation weekend – May 2023 – Festival Hall

Fools and Horses/ Faulty Towers dining experience – June 2023 – Festival Hall

Wind and the Willows - Sunday 27<sup>th</sup> August 2023 – Market Rasen Sports Centre

Santa's Christmas Wish – early December / in conjunction with the Christmas Market – Festival Hall

Further information on this will follow once confirmation has been received from Trinity Arts Centre regarding the dates and acts.

## **The Revitalisation and Refurbishment of Market Rasen's Conservation Area Aims, including Market Place**

1. Make it more active/social and more pedestrian friendly (including people with disabilities).
2. Strengthen links and connections between residents, businesses & organisations
3. Provide a safe, multiuse, affordable marketplace.
4. Enhance the quality of the buildings, the beauty and interest of the main streets and side roads
5. Build support for independent businesses and the Visitor Economy.
6. Encourage community use for more local events and local businesses.
7. Improve signage:
  - for pedestrians and cyclists.
  - Indicating the location of the main car parks'

**Motto: 'Life is better when it is local'**

### **Maxims:**

- It is important that plans are delivered and not just left on paper.
- Doers need to continually appraise and develop what they are carrying out – to do this they must continually engage with the population and not just consult.

### **Active Projects**

#### **Buildings**

The biggest eye sore in the centre of town is the former HSBC Bank. Along with over 50 buildings in town it is a grade 2 listed building, which has caused the developer several planning condition issues. Building work on the interior is well underway converting the upper floors to 7 residential flats and 2 shops/residential units on the ground floor. Historic England approved architects have been appointed for the building work on the frontage. WLDC Funding is also in place so, fingers crossed, improvements in the exterior should be seen later in the year.

Likewise, funding has been approved for modifications to the frontages of the former Nat. West and Lloyds bank and also buildings on the market Square. Plans for these are further on than HSCB – work should commence in the next few weeks.

Historic England have indicated that on the successful completion of this work they will seriously consider investing Lottery Funds in other areas of Queen Street and the wider town.

Private developers are making good progress in converting the Wolds Antiques shop as residential / office units. The plan is to keep the shop front as an outline.

#### **Market Place**

The use of the Market Place has and continues to cause a lot of public comment across all areas of media. The overall picture is unclear with most assessment showing a 50:50 on being open to car parking or vehicles being completely banned. MRTC therefore decided to adopt a multi-use solution to be reviewed in 2025.

A company has been identified as a potential contractor to undertake the setting out of a formal car park with a one-way entrance and exit system. The idea will be to create a

shopper friendly car park. The proposal is to limit car parking to 2 hours between the hours of 8am and 6pm with no return within the hour. [mirroring the WLDC Car Parks restrictions] There will be two designated disabled parking bays.

The MP will be branded as a 'Shoppers Car Park' providing short term car parking spaces for people to use when they visit local shops/businesses.

A parking enforcement company will be engaged to monitor the car parks. There will be no cost to MRTC but there will be no income either. The fines, payment period and appeals systems are determined by National Legislation and not by local councils.

Once the car park is marked out there will be less need for so many planters in the market place. The surplus will be placed elsewhere in the town.

The market stall area and the fenced auction shed area will be retained for the time These provide vehicle free areas where stall holders and customers are protected from moving traffic – as required for Health and Safety and associated Risk Assessments. The Auction shed area does allow the main funeral and wedding cars a car parking space – also guarantees access to The Coop Yard and the side door to The Aston Arms, which are legal requirements.

Since the restricted areas have been increased the number of complaints about unreasonable parking behaviour to The Council and Police have declined.

After Christmas the front area was reduced because of public questioning on why such a large area had been cordoned off for so few stalls.

A future development will be to provide secure cycle parking for locals and visitors to the town.

### The Market

The Market over the years has declined in the number of stall holders wanting to trade. Feedback from stall holders were to do with declining footfall [a national phenomenon], health and safety with parked cars adjacent to the pitches and costs. Various methods were introduced to try and combat these problems – including heavily reduced costs – but to no real effect. The situation came to a point that putting on a Tuesday Market was costing the Council several hundred pounds a year – a situation that could not be justified or sustained. By creating two 'car free zones', under the auction shed and at the front of the Market Place [now reduced in size] and the introduction of self-help trading arrangements it is hoped that Market Trading will continue. Early signs are minimal but encouraging. Certainly, using the Auction Shed on other days than a Tuesday is popular as it provides shelter.

The more successful monthly market events throughout the year will continue to be held in conjunction with MRAG, The Lions, Rotary Club etc..

### CCTV

For the last 15 years or so MRTC has paid WLDC £7K a year for the CCTV provision in town. This funds 7 cameras throughout the town. As a result of Safer Street Funding from the Government these cameras are to be upgraded. The new cameras will give 360 degree cover at all times rather than swiveling around. Hopefully, this will make them even more effective. Further cameras will be located around the town to increase the coverage of potential trouble spots.

These improvements will be at no extra cost to MRTC.

Church Mill

Several volunteers have been working on the riverbank between the Church and Church Mill. This has been done in consultation with The Environment Agency. The intention is to undertake work parties every two to three weeks during the Summer to help keep the area under control. The success of this project is likely to be dependent on the weather.

**Challenges**

To lobby higher level councils [WLDC, LCC] to fulfill their responsibilities to maintain the condition of the walkways, pavements around the town. To keep drains and gullies free of blockages. To keep the streets and pavements clear of litter, weeds and pigeons! The latter will involve changing public attitudes as well.

To rebuild, repurpose, tidy up the former Chicken Take Away on King Street and the former sub station on Mil Street. A longer term project will be the development of the former metal box factory on Mill Street.

The waste Land at TESCO. This had been offered to the town as a potential pocket park. Unfortunately, these plans have gone cold. It appears that since the Roman Fields Estate has been built, they have decided that the waste land may after all have a building value.

Getting the various agencies to work together to a common end rather than saying its not my responsibility try .....! In other words, tackle and solve problems by working in unison and together.

The A631!

**Future Plans**

- Seek ideas to encourage cycle tourist using the National Cycle Route that passes through the town to stop in Market Rasen.
- Reinforce local identity and community cohesion by utilising Market Place potential through public events. Bringing culture to the Town.
- Publicise and promote the 8 walks, 2 cycle routes and 2 historic trails that are focused on the Town.
- The development of a street gallery to display the various historic artefacts that are currently held by The Rase Heritage Society on behalf of The Town.

Cllr Stephen Bunney  
February 28<sup>th</sup> 2023

## Health and Safety Checks carried out in February 2023

H&S Check	Frequency Required	Dates of checks since last report (for which a record is on file/ has been submitted)	Explanation if frequency not met
DAF play equipment	weekly	3 <sup>rd</sup> ,15 <sup>th</sup> ,27 <sup>th</sup>	10 <sup>th</sup> carried out checklist not on phone
BPPF play equipment	weekly	3 <sup>rd</sup> ,15 <sup>th</sup> ,27 <sup>th</sup>	10 <sup>th</sup> carried out checklist not on phone
MRPF Plat equipment/skatepark	weekly	7 <sup>th</sup> 14 <sup>th</sup> ,27 <sup>th</sup>	21 <sup>st</sup> done, issue with form
Defib FH	weekly	Form submitted to WLDC weekly-no record is held/sent	
Defib DAF	weekly	Form submitted to WLDC weekly-no record	
Legionella FH/ops/office	weekly	7 <sup>th</sup> , 14 <sup>th</sup> , 21 <sup>st</sup> ,28 <sup>th</sup>	
Legionella FH/ops/office	Qtly J/A/J/O	<b>DUE APRIL</b>	
Pressure washer/bowser	weekly	7 <sup>th</sup> , 13 <sup>th</sup> ,27 <sup>th</sup>	20 <sup>th</sup> completed but no form
Boiler check	weekly	7 <sup>th</sup> ,13 <sup>th</sup> ,15 <sup>th</sup> ,27 <sup>th</sup>	20 <sup>th</sup> completed but no form
Fire exits	weekly	1 <sup>st</sup> ,7 <sup>th</sup> , 13 <sup>th</sup> ,27 <sup>th</sup>	20 <sup>th</sup> completed but no form
Em lighting/fire ext/alarm points FH/Office/OPS	weekly	FH 2 <sup>nd</sup> ,7 <sup>th</sup> , 13 <sup>th</sup> ,16 <sup>th</sup> ,20 <sup>th</sup> ,27 <sup>th</sup> OPS 2 <sup>nd</sup> ,13 <sup>th</sup> ,16 <sup>th</sup> ,20 <sup>th</sup> ,27 <sup>th</sup> Office 2 <sup>nd</sup> ,7 <sup>th</sup> ,13 <sup>th</sup> ,16 <sup>th</sup> ,20 <sup>th</sup> ,27 <sup>th</sup>	
Em lighting 3hr test	Qtly F/M/A/N	1 Feb	
Em lighting annual	April	<b>Due April</b>	
Visual tree inspection	weekly	6 <sup>th</sup> , 15 <sup>th</sup> ,27 <sup>th</sup>	20 <sup>th</sup> completed no form