



# LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES, CHURCH STREET, LEDBURY

HEREFORDSHIRE HR8 1DH. Tel. (01531) 632306

Email: [clerk@ledburytowncouncil.gov.uk](mailto:clerk@ledburytowncouncil.gov.uk)

Website: [www.ledburytowncouncil.gov.uk](http://www.ledburytowncouncil.gov.uk)

6 June 2025

To All Councillors

Dear Councillor

You are **summoned** to attend a meeting of **LEDBURY TOWN COUNCIL** to be held on **Thursday, 12 June 2025 at 7.00 pm** in the **Town Council Offices, Church Lane, Ledbury, HR8 1DH** for the purpose of transacting the business shown in the agenda below.

Yours faithfully

PP 

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. **To note the Nolan Principles**  
<https://www.gov.uk/government/publications/the-7-principles-of-public-life/the-7-principles-of-public-life—2>
4. **To note the general duty on public authorities of Section 149 of the Equality Act 2010** (Page 3830)
5. **To approve and sign as a correct record the minutes of a meeting of council held on 22 May 2025** (Pages 3832 - 3844)
6. **To receive and note the action sheet** (Pages 3846 - 3851)
7. **Ward Councillor Reports** (To follow)
8. **Mayors Communications**
9. **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”*

10. **To receive motions presented by Councillors in accordance with Standing Order 9**

## **FINANCE**

11. **To receive and note Month 1 financial reports** (To follow)
  - i. **Receipts and Payments – 1 to 30 April 2025**
  - ii. **Balance sheet and Trial Balance – Month 1**
  - iii. **Budget Monitoring Reports**
12. **To confirm verification of bank statements and reconciliations for March 2025 (Month 12 2024/25) and April 2025 (Month 1 2025/26)**
13. **Invoices for Payment (June 2025)** (Pages 3852 - 3853)
14. **Grant Applications** (Pages 3854 - 3855)

Sustainable Ledbury - Section 137 Local Government Act 1972 - Power of local authorities to incur expenditure for certain purposes not otherwise authorised – Amount requested – Amount requested £200

- 15. Subscriptions (Standing Item)**

**PLANNING, ECONOMY & TOURISM**

- 16. Planning Consultations (Page 3856 - 3857)**
- 17. Planning Decisions (Pages 3858 - 3859)**
- 18. Application for a Grant of premises licence – Flat 2, 23 High Street, Ledbury Herefordshire, HR8 1DS (Page 3860)**
- 19. Painted Room Visitor Numbers March – April comparison (Page 3862)**

**ENVIRONMENT & LEISURE**

- 20. Ledbury Cemetery – Fence Posts (Pages 3864 - 3866)**
- 21. Ledbury Cemetery – purchase of self-propelled push mower for (Pages 3868 - 3870)**
- 22. Recreation Ground – Purchase of Timber Trail (Pages 3872 - 3906)  
(To include information on S106 funding)**
- 23. To approve draft partnership agreement between Ledbury Town Council and Love Ledbury (Ledbury & District Community Benefit Society) in relation to Bye Street Toilets and consider request in respect of future arrangements for Insurance Cover for the premises and events (Pages 3908 - 3911)**
- 24. Chimney closure plate (Page 3912)**
- 25. To receive and note Notice under Regulation 5(3)(b) of the Nitrate Pollution Prevention Regulations 2015 (Pages 3914 -3918)**

**RESOURCES**

- 26. To receive and note the minutes of the meeting of the Resources Committee held on 29 May 2025 and to consider any recommendations therein (Pages 3920 - 3925)**
- 27. Officer Reports (Pages 3926 - 3933)**
- i. Clerk's Report
  - ii. Deputy Clerk's Report

**GENERAL**

## **28. Outside Bodies**

**(Pages 3934 - 3939)**

### **i. Outside Body Representation**

To receive nominations for Councillor representation on the following outside bodies:

- a. RMTG Local Councillor Panel – Rural Vulnerable Young**
- b. RMTG Local Councillor Panel – Rural Older People**

### **ii. To receive and note the minutes of a meeting of the Ledbury Community Day Committee held on 29 May 2025**

### **iii. To receive and note the minutes of a meeting of the Ledbury Traders and Business Association held on 30 April 2025**

## **29. Date of next meeting**

To note that the next meeting of Council is scheduled for Thursday, 3 July 2025

**Distribution: - Full agenda reports to all Councillors (9)  
Plus file copy**

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

<b>FULL COUNCIL</b>	<b>22 MAY 2025</b>	<b>AGENDA ITEM: 4</b>
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## **SECTION 149 OF THE EQUALITIES ACT 2010**

Members are requested to note the information provided below and give due consideration to Section 149 in their decision making as set out within.

### **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.



**MINUTES OF A MEETING OF FULL COUNCIL  
HELD ON 22 MAY 2025**

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**PRESENT:** Councillors Browning, Eakin, Harvey (Chairman), Kettle and Morris

**ALSO PRESENT:** Angela Price – Town Clerk  
Sophie Jarvis – Minute Taker  
Emma Clowsley – Masefield Matters Project Coordinator  
Justine Peberdy – Ward Councillor (Ledbury West)  
4 members of the public

**C791. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Chowns and Hughes.

**C792. DECLARATIONS OF INTEREST**

**RESOLVED:**

Councillors Harvey and Morris declared a non-pecuniary interest in item 25, 'To approve draft partnership agreement between Ledbury Town Council and Love Ledbury (Ledbury & District Community Benefit Society) in relation to Bye Street Toilets, due to their each being Trustees of Love Ledbury.

**C793. TO NOTE THE NOLAN PRINCIPLES**

**RESOLVED:**

That the Nolan Principles be received and noted.

**C794. TO NOTE THE GENERAL DUTY ON PUBLIC AUTHORITIES OF SECTION 149 OF THE EQUALITY ACT 2010**

**RESOLVED:**

That the general duty on public authorities of section 149 of the Equality Act 2010 was received and noted by members.

**C795. TO APPROVE AND SIGN, AS A CORRECT RECORD, THE MINUTES OF THE ANNUAL COUNCIL MEETING HELD ON 8 MAY 2025**

**RESOLVED:**

That the minutes of a meeting of the Annual Council Meeting held on 8 May be approved and signed as a correct record.

**C796. NOMINATION OF DEPUTY MAYOR OR CHAIRMAN – DEFERRED FROM ANNUAL COUNCIL MEETING**

Members were advised that Councillor Hughes had notified the Clerk that if he were to be nominated for the position of Deputy Chair of Ledbury Town Council for the 2025/26 Municipal year, he would be willing to accept the nomination.

The Chairman asked whether it was possible to nominate and elect a Councillor in their absence.

The Clerk advised that as Councillor Hughes had given his apologies for the meeting in the same email as he had indicated that he would be willing to accept a nomination to the position, it would be acceptable to nominate and elect him in his absence.

Councillor Morris nominated Councillor Hughes to the position of Deputy Chairman of Ledbury Town Council for the 2025/26 Municipal year, seconded by Councillor Kettle.

**RESOLVED:**

**That Councillor Hughes was elected as the Deputy Chairman for 2025/26.**

**C797. CHAIRMAN'S COMMUNICATIONS**

The Chairman informed members of a recent email from the Practice Manager at Ledbury Health Partnership offering an opportunity for a meeting with Councillors to discuss the future of healthcare in Ledbury; in particular with reference to the current planning application which is being considered for Lidl, a medical centre and a nursery.

All members were in favour of instructing the Clerk to arrange a meeting between Councillors and Ledbury Health Partnership.

**RESOLVED:**

**That the Clerk arrange a meeting to discuss the future of healthcare in Ledbury with Ledbury Health Partnership and Councillors.**

**C798. TO CONSIDER QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC IN ACCORDANCE WITH THE PROVISIONS OF STANDING ORDERS 3(e) AND 3(f)**

Robin Oakey from The Barn informed members that he was in attendance to speak about agenda item 22, 'To receive and note Draft Tourism, Events and Markets Action Plan for Ledbury'.



## **AGENDA ITEM: 5**

The Chair welcomed comments from Mr Oakey and informed him that this item was on the agenda to purely to receive and note.

Mr Oakey informed members of his frustration with the Feasibility Study that was carried out to improve the Charter Market. He stated that he believed that his comments to the consultant had not been sufficiently fully included within the report. Mr Oakey also made members aware of his concerns about the cost of the Feasibility Study and questioned whether these funds be used elsewhere.

The Chairman informed Mr Oakey that the funds for the Feasibility Study were received via a UKSPF grant and that the criteria for expenditure was specific to a Feasibility Study.

Mr Oakey also made comment about his concerns regarding the activities of the Herefordshire BID.

The Chairman confirmed that Ledbury Town Council have no responsibility for the Herefordshire BID's plans and projects. She informed Mr Oakey of the avenues he should take to contact Herefordshire BID.

The Chair thanked Mr Oakey for his comments and suggested that he provide comments that he felt had not been included in the Feasibility Study in writing to the Clerk so that these could be raised with the TEMAP Working Group and with the author of the report.

Councillor Browning left the meeting at 7:25pm.

Two members of the public arrived at 7:26pm.

### **RESOLVED:**

**That agenda item 22 be brought forward to be considered to allow the members of the public to leave the meeting should they wish to do so.**

Two members of the public left the meeting at 7:28pm.

### **C799. TO RECEIVE AND NOTE THE DRAFT TOURISM, EVENTS & MARKETS ACTION PLAN GROUP (TEMAP)**

Members were advised that there would be a further reiteration of the report which would be submitted to a future meeting of council.

### **RESOLVED:**

- 1. That members receive and note the draft Feasibility Study noting that a more detailed report will be prepared for consideration alongside the Study at a future meeting of**

**Council, at which time it is hoped that the report will be approved and adopted.**

- 2. That the TEMAP working group be asked to review the document on behalf of Ledbury Town Council and draft the following documents for submission to a future meeting of Council.**
  - i. A resources plan for the delivery of the project.**
  - ii. An integrated Implementation Plan to enable the various sections of the report to be taken forward.**
- 3. That the TEMAP working group be asked to advise Council of the expected timescale for completion of (2) above.**
- 4. That a press release be published advising that this report is now available to the public in its final draft form, including notifying those who took part in the stakeholder engagement sessions; and to provide assurance that Ledbury Town Council is committed to progressing the recommendations of this study.**
- 5. That the draft report be made available to the public and that it be made clear that a final document will be available in due course.**

The Chairman invited the other members of the public present to speak on any items on the agenda. The remaining members of the public advised that they were present to listen to the debate in respect of the Hills Ford Rally.

**RESOLVED:**

**That agenda item 24 be brought forward to be considered to allow the members of the public to leave the meeting should they wish to do so.**

Councillor Browning returned to the meeting at 7:33pm.

**C800. HILLS FORD RALLY**

Two members of the public shared their concerns with council members about the impact of the Hills Ford Rally on the town, community, local shops, residents, and wildlife. They were particularly distressed that drivers are permitted to exceed the speed limit during the race and noted that residents living along the main route are effectively confined to their homes while the event is taking place.

Ward Councillor, Justine Peberdy provided some feedback to members that she had received from residents of Ledbury and Woolhope. She advised that the comments that she had received were not necessarily

opposition to the event, but a call for them to improve consultation and management of the event in respect of the following points:

- Road Closures that mean residents are unable to leave/return to their properties for the duration of the event – due to the roads being closed from both directions
- Mitigation to off-set carbon footprint and better support to the charities that they claim to support on their website
- Opportunity to call for them to do much better in respect of the impact on the town, its residents and the business community
- Major concerns about Broadmoor Common where there is a spectator area, which is a protected area which saw considerable damage in 2024

**RESOLVED:**

**That the Clerk be instructed to respond to Councillor Durkin**

1. **That Ledbury Town Council do not support the road closure application for the Hills Ford Rally due to the following reasons:**
  - **Excessive noise**
  - **Residents being inconvenienced and unable to leave/return to their homes during the times of the rally**
  - **Potential impact to the area of outstanding natural beauty (AONB)**
  - **This event is contra to the climate declaration made by Ledbury Town Council – and there appears to be insufficient mitigations in place to off-set the carbon footprint of the event**
2. **That if Herefordshire Council are minded to grant the road closures, Ledbury Town Council would like assurance that the following mitigations will be sought:**
  - **More realistic calculation of the carbon footprint of the entire event, and that this impact 100% offset in a meaningful and measurable manner.**
  - **The impact of the race day/s on the roads and verges is tracked by Herefordshire Council by means of a survey of the condition of the roads and verges along the race routes being undertaken both before and after the event; and that a payment be sought from the Rally Organisers to recognise the cost implications of any repairs that may be necessary as a consequence of damage done. This damage assessment should include damage caused by spectators and their vehicles, such as the damage reported last year to Broadmoor Common, Woolhope.**

The last two members of the public and Ward Councillor Peberdy left the meeting at 7:56pm.

**RESOLVED:**

**That agenda item 16 be brought forward to be considered to allow the Masefield Mattes Project Coordinator to leave the meeting early, should they wish to do so.**

**C801. REQUEST FOR FUNDING – MASEFIELD MATTERS**

Members were requested to consider a request in respect of additional funding in support of a Masefield Matters activity that whilst it had been included in the NLHF application, to undertake as proposed would mean that the budget allocated for this specific activity would exceed the funds allocated within the application.

**RESOLVED:**

- 1. That to ensure the activity with the Foodbank can progress, the sum of £1,935 be taken from the underspend of the original Council grant awarded to support the project bid, which currently stands at £5,731; that confirmation be sought from the NLHF that the project's "Redundancy Contingency" provision be renamed to become: "General Contingency"; and that the balance of the bid fund be added to the General Contingency project provision.**
- 2. That Officers seek approval via the National Lottery Heritage Fund (NLHF) for an amendment to contingency funds allocated to the risk of redundancy of the Project Coordinator. This risk is no longer present because the person now appointed to the role of Project Coordinator does not qualify for continuous service; and that the released redundancy funds be added to the "General Contingency" provision.**

Emma Clowsely left the meeting at 8:13pm.

**C802. TO RECEIVE MOTIONS PRESENTED BY COUNCILLORS IN ACCORDANCE WITH STANDING ORDER 9**

None received.

**C803. TO RECEIVE AND NOTE MONTH 12 FINANCIAL REPORTS**

- i. Receipts and Payments – March 2025**
- ii. Balance sheet and Trail Balance – Month 12**
- iii. Budget Monitoring Reports**

The Chair thanked the Clerk and all staff involved for their efforts this financial year to ensure the procedures were correctly followed which has resulted in Ledbury Town Council's spend for the year coming in under budget.

Members agreed that the Town Council should write a press release to inform residents of this news and make them aware of the Notice of Public Rights and Publication of Annual Governance & Accountability Return.

**RESOLVED:**

- 1. That the Receipts and Payments for March 2025 were received and noted.**
- 2. That the Balance Sheet and Trial Balance for Month 12 was received and noted.**
- 3. That the Budget Monitoring Reports were received and noted.**
- 4. That a press release be published to inform members of the public of the Notice of Public Rights and Publication of Annual Governance & Accountability Return.**

**C804. TO CONFIRM VERIFICATION OF BANK STATEMENTS AND RECONCILIATION FOR MAY 2025**

**RESOLVED:**

**That it be noted that the verification of bank statements and reconciliations had not been completed ahead of the meeting and therefore this item should be deferred to the next meeting of Council. This does not impact on the publication of the end of year accounts for public inspection.**

**C805. TO RECEIVE YEAR END REPORTS TO 31 MARCH 2025**

**RESOLVED:**

**That the Year End Reports to 31 March 2025 be received and noted.**

**C806. TO REVIEW COUNCIL RESERVES FOR 2025/26**

The Clerk informed members that the Council Reserves are improving but still sit below where they need to be, according to best practice guidance.

**RESOLVED:**

1. That the Council Reserves for 2025/26 were received and noted.
2. That funds allocated within the 2025/26 budgets for a new vehicle be moved to the earmarked reserves.
3. That no further movements in respect of earmarked reserves be undertaken at this time.

**C807. AUDIT REPORTS**

- i. To give consideration to 2024/25 Internal Audit Report
- ii. To consider the 2024/25 Annual Return

It was noted that an item needs to be on the next agenda to tender for an internal auditor as the 3-year term is coming to an end.

**RESOLVED:**

1. That Members receive and note the Internal Auditor Report 2024/25 and approve the suggested responses provided by the RFO in the comments box of the Internal Auditors Observations, which once approved will be referred back to the Internal Auditor.
2. That Members agreed the suggested responses provided by the RFO in relation to the Annual Governance Accountability Return 2024/25 (Section 1), and that the Chairman be authorised to sign this accordingly.
3. That Members note the explanation of significant variations from last year to this year in Section 2 “The statement of Accounts”, noting that the following explanation:  
  
*“Line 9 Asset Register  
The 2023/24 Asset Register total stated (£842,031) was found to be incorrect on a review of the asset register. This has now been rectified, and it needs to be noted that this has been “restated” on the 2025/26 Annual Accounting Statements (Section 2) (new total of £844,920 for 2023/24)”.*
4. That Section 2, Statement of Accounts, be approved and the Chairman be authorised to sign this accordingly.
5. That the publication of the Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return be approved.

- 6. That the Statement of Internal Control be approved and signed by the Chairman prior to its submission to the External Auditor with the caveat that this be reviewed and updated in 6 months.**
- 7. That the draft Investment Strategy be approved and adopted.**
- 8. That the Clerk be authorised to submit the Annual Governance & Accountability Return 2024/25 and associated documents to the Council's external auditors, PKF Littlejohn in line with the requirements of the Accounts and Audit Regulations (2015).**
- 9. That the Clerk be authorised to pay the Internal Auditor's invoice in the total of £375.25 plus VAT.**

**C808. INVOICES FOR PAYMENT (APRIL-FINAL)**

**RESOLVED:**

- 1. That the invoices for payment in the sum of £7,362.58 plus VAT be approved for payment.**
- 2. That the virement from cost centre 102/4000 Cemetery Salaries to 102/4001 Temporary staff, to offset the cost of Grounds contractors at the cemetery be approved.**

**C809. DRAFT EMPLOYER DISCRETION POLICY**

**RESOLVED:**

**That the Employer Discretion Policy be adopted subject to passing it by the internal auditor.**

Councillor Eakin left the meeting at 9:00pm.

**C810. SUSPENSION OF STANDING ORDER 3(X)**

**That Standing Order 3(x) be extended for 30 minutes to enable the completion of business.**

**C811. TO APPROVE AMENDED PERFORMANCE MANAGEMENT POLICY**

**RESOLVED:**

**That the amended Performance Management Policy be approved and adopted.**

**C812. SUBSCRIPTIONS (STANDING ITEM)**

**RESOLVED:**

**None.**

**C813. AMENDED SCHEDULE OF MEETINGS**

**RESOLVED:**

**That the amended Schedule of Meetings be approved and published.**

**C814. PLANNING CONSULTATIONS**

1. Planning Application – 251214 – Application to determine if prior approval is required for a proposed change of use of mixed commercial and residential site to Dwellinghouse (Use Class C3) – **The Royal Hall 5a, The Southend, Ledbury, Herefordshire, HR8 2EY**

**RESOLVED:**

**That this planning application be deferred until such time comments from the Conservation Officer are available on the Planning Portal.**

2. Planning Application – 251061 – Proposed change of use of an existing shop (Use Class E) to a taproom (sue geris) – **10 New Street, Ledbury, Herefordshire, HR8 2DX.**

**RESOLVED:**

**No objections.**

**C815. PLANNING DECISIONS**

**RESOLVED:**

**That the Planning Decisions were received and noted.**

**C816. TO APPROVE THE TERMS OF REFERENCE OF THE TOURISM, EVENTS & MARKETS ACTION PLAN GROUP (TEMAP)**

**RESOLVED:**

**That the Terms of Reference of the Tourism, Events & Markets Action Plan Group (TEMAP) be approved.**



- C817. TO APPROVE DRAFT PARTNERSHIP AGREEMENT BETWEEN LEDBURY TOWN COUNCIL AND LOVE LEDBURY (LEDBURY & DISTRICT COMMUNITY BENEFIT SOCIETY) IN RELATION TO BYE STREET TOILETS AND CONSIDER REQUEST IN RESPECT OF FUTURE ARRANGEMENTS FOR INSURANCE COVER FOR THE PREMISES AND EVENTS**

Due to the withdrawal of Councillors and Morris the meeting was not quorate to allow this item to be considered.

**RESOLVED:**

**That this item be deferred to the next meeting.**

- C818. TO CONSIDER FEE PROPOSAL FOR QUINQUENNIAL INSPECTIONS**

**RESOLVED:**

**That the fee proposals provided by Caroe & Partners to carry out a Quinquennial Survey be approved as detailed below:**

<b>The Market House</b>	<b>£1,600 + VAT</b>
<b>Town Council Offices</b>	<b>£2,300 + VAT</b>
<b>War Memorial</b>	<b>£300 + VAT</b>

- C819. OUTSIDE BODIES**

- i. Outside Body Representation
  - a. Rmtg Local Councillor Panel – Rural Vulnerable Young
  - b. Rmtg Local Councillor Panel – Rural Older People

**RESOLVED:**

**That this item be deferred to the next meeting.**

- ii. To receive and note the minutes of a meeting of Ledbury Community Day Committee held on 6 May 2025

**RESOLVED:**

**That the minutes of a meeting of Ledbury Community Day Committee held on 6 May 2025 were received and noted.**

- iii. To receive and note the minutes of a meeting of the Ledbury Community Association Executive Committee held on 11 February 2025

**RESOLVED:**

**That the minutes of a meeting of the Ledbury Community Association Executive Committee held on 11 February 2025 were received and noted.**

- iv. To receive and note the minutes of the annual general meeting of the Ledbury Community Association held on 11 February 2025

**RESOLVED:**

**That the minutes of the Annual General Meeting of the Ledbury Community Association held on 11 February 2025 were received and noted.**

- v. To receive and note the minutes of a meeting of the Ledbury Carnival Association held on 7 May 2025.

**RESOLVED:**

**That the minutes of a meeting of the Ledbury Carnival Association held on 7 May 2025 were received and noted.**

**C820. DATE OF NEXT MEETING**

**RESOLVED:**

**It was noted that the next meeting of Council is scheduled for Thursday, 12 June 2025.**

**C821. EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED:**

**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.**

**C822. TO APPROVE MISSED RECOMMENDATION FROM A MEETING OF THE RESOURCES COMMITTEE IN RESPECT OF THE APPOINTMENT OF COMPANY TO UNDERTAKE STAFFING AND ORGANISATIONAL REVIEW**

**RESOLVED:**

- 1. That the recommendation of the Resources Committee that company no. 3 be appointed to undertake the staff/organisation review of Ledbury Town Council be approved, noting that the former Mayor and Deputy Mayor,

in consultation with the Clerk, had authorised the appointment of company no. 3 to avoid unnecessary delays in this review commencing.

- 2. That the costs for the review be taken from Cost Centre 220 Nominal Code 4590 – Professional Services, and that this budget line be monitored through the 2025/26 financial year to enable members to consider an adjustment to this budget line should it exceed the annual budget of £15,000.

**C823. TO CONSIDER ANY RECOMMENDATIONS FROM A MEETING OF RESOURCES COMMITTEE HELD IMMEDIATELY PRIOR TO THIS MEETING**

It was noted that due to the meeting not being quorate this meeting had been postponed and would now take place on 29 June 2025, with the minutes being submitted to the meeting of council on 12 June 2021.

**RESOLVED:**

**That the item be deferred to the next meeting.**

The meeting ended at 9:22pm.

Signed ..... Date .....



## FULL COUNCIL

Minute No.	Action	To be Actioned by	Date Actioned	Comments	Status
<b>FULL COUNCIL 14 November 2024</b>					
C518(2)	That further information be provided to a future meeting of council to inform Members on how much should be placed on deposit	TC/JH/EH	Future meeting of council	Meeting to be arranged with Cllrs Newsham and Harvey	In progress
C518(3)	That the Clerk and Cllrs Harvey and Newsham review the current market for a suitable high interest, short term deposit account	TC/JH/EH	Future meeting of council	meeting to be arranged with Cllr Harvey	In progress
<b>FULL COUNCIL 28 November 2024</b>					
C532(1)	That officers provide a report outlining the IT requirements of the council to include what is needed, when it needs to be replaced and costs to do so and that this be submitted to the ICT T & F group for consideration	TC	04.06.2025	Meeting arranged - report to be drafted and submitted to council meeting on 03.07.2025	Completed
<b>FULL COUNCIL 12 December 2024</b>					
C558(ii)	105/4700 - that it be noted that how stock is handled over financial years is to be considered as part of the financial year end.	TC/Chair of FPGP/IA	Financial Year end	To be reviewed following completion of 25/26 budget	In progress

C559(2iv)	That the Clerk raise a query with the Insurance Company in respect of the policy schedule for buildings, in particular in relation to the insured sums for the Cemetery Chapel and Mortuary Buildings.	TC	Jan-25		In progress
<b>FULL COUNCIL 9 JANUARY 2025</b>					
C593(2)	That a meeting be held with the Civic Society in respect of the best use of staffing in relation to supporting other heritage offerings in Ledbury	TC/CEO	TBC		In progress
<b>FULL COUNCIL 23 JANUARY 2025</b>					
C625	That request from the CCWP Chair be deferred for consideration by the Climate Change Working Party upon resumption of their meetings.	DTC		To be included on future agenda of CCWP	In progress
C633.2	That consideration of the future maintenance of land owned by Herefordshire Council be deferred to a future meeting.	DTC		To be considered as part of specification review for grounds maintenance contract	In progress
<b>FULL COUNCIL 20 FEBRUARY 2025</b>					

C652.	The following motion was received from Councillor Hughes "That the Council forms a Task and Finish Group to consists of Town and Ward Councillors, Leaders of LEAF and the Community Hub, representatives of young people and other relevant individuals and organisations, to create a response to the recommendations from the Ledbury Listening Creative Consultation presented to Councillors and interested members of the Public and other organisations on 12 October 2024 and to bring forward recommendations to Council as a matter of priority."	Mayor	Mar-25	former Mayor to confirm whether he has contacted group	In progress
C664.	Members considered the proposals put forward for the post and chain fence but sought further ideas before a decision was made.	TC/DTC	Mar-25	Officers to provide alternative options at future meeting	On agenda - completed
<b>FULL COUNCIL 27 MARCH 2025</b>					
C720	That the Clerk write to Mark Lister of the Ledbury Food Bank to ask whether they would consider working with LTC for the provision of funds to the FB for their distribution to CAB, to be supported by an annual report to Council providing details on how CAB have helped local residents of Ledbury.	TC	25.04.2025	Email sent - response awaited for report back to council - meeting held on 04.06.2025 - report to be provided to next meeting of council	Completed

C721(b2)	That consideration be given to ways in which the offering for Weddings in the Jacobean Room can be marketed	DTC/WC	2025/26	To be considered when staffing resources allow	In progress
<b>FULL COUNCIL 17 APRIL 2025</b>					
C740	That the Clerk review the format of the action sheet	TC	Apr-25		In progress
C746(vi)	That consideration be given to commissioning tree works to take place in the autumn of 2025/26	DYC	2025/26 FY	To be included in 2026/27 budgets	In progress
C760(1)	That company no 2 be appointed to provide hanging basket posts and that the work be scheduled to take place in the 2026/27 financial year	DTC		To be included in 2026/27 budgets	In progress
C760(2)	That the TMO identify where posts have been removed from their locations in the past and that these be added to the list for replacement	TMO			In progress
C760(3)	That officers investigate possible funding to help cover the costs of hanging basket posts	DTC			In progress
C762	To consult youth on timber sleeper replacement	CEO	May-25	Consultation completed and report on agenda	Completed
C765(2)	That further consideration be given to the criteria for this award, noting that this will be an exceptional award and not necessarily an annual award	TC	Future agenda		in progress
<b>FULL COUNCIL 22 MAY 2025</b>					
C797.	That the Clerk arrange a meeting between Councillors and Ledbury Health Partnership.	TC	02.06.2025	Meeting held	Completed



C799.3	That a press release be published advising that this report is now available to the public, including those who took part in the stakeholder engagement sessions, to reassure them that Ledbury Town Council is committed to going forward with the outcomes of this study.	TC	30.06.2025	Copy sent to LR and shared on social media	Completed
C799.4	That the draft report be made available to the public and that it be made clear that a final document will be available in due course.	TC	30.06.2025	Report available on website and link shared on social media	Completed
C800.1	That the Clerk be instructed to respond to Councillor Durkin: That Ledbury Town Council do not support the road closure application for Hills Ford Rally due to the following reasons: - Excessive noise - Residents being inconvenience and unable to leave/return to their homes during times of the rally. - Potential impact to the area of outstanding natural beaut. - This is contra to the climate declaration made by Ledbury Town Council - and there appears to be insufficient mitigation in place to off-set the carbon footprint of the event.	TC	30.06.2025	Email sent providing council response and copies of responses received	Completed

C801.1	That to ensure the activity with the Foodbank can progress the sum of £1,935 be taken from the underspend of the original Council grant awarded at the outset of the project, which currently stands at £15,731 and that the balance of this fund be moved to the General Contingency once confirmation has been recieved from the NLHF that the "Redundancy Contingency" be changed to a "General Contingency".	TC/MMPC	30.06.2025	Confirmed with MM Project Coordinator - request sent to NLHF and response received accepting request to changes to contingency fund	Completed
C804	That it be noted that the verification of bank statements and reconciliations had not been completed and therefore this item should be deferred to the next meeting of Council.	TC			

<b>FULL COUNCIL</b>	<b>12 JUNE 2025</b>	<b>AGENDA ITEM: 13</b>
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Report prepared by Angela Price – Town Clerk

## **INVOICES FOR PAYMENT – JUNE 2025**

### **Purpose of Report**

The purpose of this report is to provide Members with information to support the invoices for payment for June 2025

### **Detailed Information**

Attached is a list of payments due for payment for June 2025 in the sum of £9,925.93 plus VAT. This total includes Direct Debit and BAC's payments which are broken down as follows:

Direct Debit total for June 2025	£ 986.04 plus VAT
BAC's payments for June 2025	<u>£8,939.89</u> Plus VAT
<b>TOTAL INVOICES FOR PAYMENT</b>	<b><u>£9,925.93 Plus VAT</u></b>

### **Recommendation**

That the invoices for payment in the sum of £7,362.58 plus VAT be approved.

Invoices for May 2025

INVOICE DATE	INVOICE NO	DD/BAC's/	COST CENTRE/ NOMINAL CODE	BUDGET FUNDS available	COMPANY	DESCRIPTION	NET AMOUNT	VAT AMOUNT	GROSS AMOUNT	NOTES
30/04/2025	16436880425	DD	105/4433		Barclaycard	Charges	£14.80	£0.96	£15.76	
25/05/2025	PZI5861834	DD	105/4433	£550.00	Take Payments	Charges	£25.00	£5.00	£30.00	
30/04/2025	16436890425	DD	220/4433		Barclaycard	Charges	£10.00	£0.00	£10.00	
25/05/2025	PZI5861833	DD	220/4433	£550.00	Take Payments	Charges	£25.00	£5.00	£30.00	
08/05/2025	GB244155576	DD	220/4550	£476.60	Lloyds Bank	Charges	£17.70	£0.00	£17.70	
16/05/2025	7566308	DD	401/4481		Onecom	Call / Service Charges	£408.31	£81.66	£489.66	
17/05/2025	37513473	DD	401/4481	£6,000.00	O2	Mobile phone contracts	£135.37	£27.07	£162.44	
31/05/2025	L21250	GC	220/4590	£14,954.00	Thompson & CO	Monthly Payroll services	£46.00	£9.20	£55.20	
02/06/2025	KI-B092647b-0049	DD	102/4122	£970.09	Octopus Energy	Electricity Cemetery	£29.39	£1.47	£30.86	
02/06/2025	KI-30D6C022-0052	DD	202/4122		Octopus Energy	Electricity Council Offices	£193.87	£9.69	£203.56	
02/06/2025	KI-6295D2CA-0022	DD	202/4122	£834.30	Octopus Energy	Electricity Council Offices	£80.60	£4.03	£84.63	
						<b>DD Totals</b>	<b>986.04</b>	<b>144.08</b>	<b>593.12</b>	
Feb - May 2025	N/A	BACS	225/4500	£1,000.00	Stephen Chowns	Feb - May - Travel Expenses - Reimburse	£211.95	£0.00	£211.95	
13/05/2025	INV-1281	BACS	127/4607		Area Entertainments	Outdoor lighting for event 8th-11th May	£380.00	£76.00	£456.00	
15/05/2025	IN13218711	DD	118/4276	£173.13	Npower	Electricity Charges - Market stall ext supply	£66.80	£3.34	£70.14	
22/05/2025	INV-19456	BACS	127/4607	£12,000.00	Fool's Paradise	Circo Rum Ba Ba as the Whale 7	£1,930.00	£386.00	£2,316.00	
16/05/2025	2526-020	BACS	225/4525	£1,500.00	GOV TC	Standards Training for Members	£562.50	£112.50	£675.00	
20/05/2025	66848932	BACS	220/4590	£14,954.00	Hoople	HR Advice - April 2025	£386.64	£77.33	£463.97	
21/05/2025	INV006353	BACS	107/4704	£5,000.00	Orphans Press	Town Guide (30,000)	£2,710.95	£0.00	£2,710.95	
22/05/2025	37	BACS	102/4250	625.00	Ledbury Hardware	Wood Silk	£22.06	£5.52	£27.58	
			108/4200	200.00		Spade				
22/05/2025	INV023757	BACS	235/4405		Dolphin Tec	Mono, Colour and Scan Remote Billing	£638.16	£127.63	£765.79	
29/05/2025	GB5002EG0NL551	BACS	235/4400		Amazon	Calculator	£6.35	£1.27	£7.23	
29/05/2025	GB500MX0RVNH1L	BACS	235/4400		Amazon	Batteries	£12.49	£2.50	£14.24	
29/05/2025	GB5003NYZD4T71	BACS	235/4400		Amazon	Stationery	£31.58	£6.32	£36.02	
29/05/2025	GB53Y608AAEU	BACS	235/4400	£3,440.63	Amazon	Stationery	£5.58	£1.12	£6.70	
22/05/2025	102815	BACS	202/4116	£607.53	Shredall	Offsite shredding collection	£89.75	£17.95	£107.70	
27/05/2025	N/A	BACS	109/New NC		Emma Clowsley	Mileage costs	£30.00	£0.00	£30.00	
21.05.2025	N/A	BACS	230/4051		I Lewis	Mileage costs	£27.20	£0.00	£27.20	
29/05/2025	N/A	BACS	230/4051		S Jarvis	Mileage costs	£8.01	£0.00	£8.01	
29/05/2025	GB50011JW080SRI	BACS	230/4051	£1,500.00	Amazon	Staff name badges	£8.74	£1.76	£10.50	
27/05/2025	21231	BACS	102/4300	£1,000.00	Ledbury Garden Machinery	Labour and Connectors	£44.00	£8.80	£52.80	
27/05/2025	141975	BACS	230/4050	£6,000.00	Pitman Training	Excel Training x 3	£1,296.00	£259.20	£1,555.20	
28/05/2025	GB5023P6ME05XI	BACS	102/4206		Amazon	Rubbish Bags	£59.30	£11.86	£71.16	
29/05/2025	GB50011G1A1531	BACS	102/4206	£2,200.00	Amazon	Multi-purpose scissors	£6.37	£1.27	£7.25	
29/05/2025	GB50083VZ4KJ1	BACS	102/4200		Amazon	Key chain for maintenance operative	£3.82	£0.77	£4.36	
29/05/2025	GB53Y608AAEU	BACS	102/4200	£1,100.00	Amazon	Tea lights for chapel	£6.66	£1.33	£8.00	
29/05/2025	XX50078MKEFHNT	BACS	235/4415	£2,494.60	Amazon	Ipnone charger Cable	£9.99	£0.00	£9.99	
29/05/2025	GB53Y608AAEU	BACS	202/4155	£370.06	Amazon	Dinner forks	£6.99	£1.40	£8.39	
31/05/2025	12538	BACS	202/4150	£2,500.00	Bliss	Office cleaning	£258.00	£51.60	£309.60	
03/06/2025	1344199-1	BACS	102/4592	£500.00	Pestforce	Removal of fox cub remains	£120.00	£24.00	£144.00	
					<b>TOTALS</b>		<b>£8,939.89</b>	<b>£1,179.47</b>	<b>£10,107.73</b>	

Signed

Signatory 1

date

Signatory 2

date

## **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>	sustainableledbury@gmail.com
<b>Status of Organisation: (delete as appropriate)</b>	Community 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.

<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)

**3. Tell us how you plan to fund your project**

<b>What is the total cost of the project?</b>	<b>£200</b>
<b>Amount requested from Ledbury Town Council.</b>	<b>£200</b>
<b>Have you received a grant from Ledbury Town Council in the last 2 years? If so, how much and what for?</b>	<b>Yes. £150 (2024/25)</b>

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

<b>Information</b>	<b>Enclosed (please tick)</b>	<b>Office Use Only (Initial to confirm documentation complies with the requirement)</b>
A copy of your organisation's most recent bank statement <b>(required)</b>		
Copies of any letters of support for your project	n/a	

<b>FULL COUNCIL</b>	<b>12 JUNE 2025</b>	<b>AGENDA ITEM: 16</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>Deadline for comments/ determination</b>	<b>Application details</b>
1.	<a href="#"><u>251067</u></a>	Deadline date for comments <b>11/06/2025</b> Target determination date <b>30/06/2025 –</b>	Proposed variation of conditions 2 and 22 of planning permission 223248 (Proposed demolition of existing buildings on site and erection of Retirement Living apartments with associated access, car parking, landscaping, ancillary facilities, and associated works) - Amend Location Plan to incorporate actual drainage route. Amend Tree Protection Plan to allow for removal of trees on site - <b>The Knapp, The Homend, Ledbury, Herefordshire, HR8 1AP</b>
2.	<a href="#"><u>251268</u></a>	Deadline date for comments <b>17/06/2025</b> Target determination date <b>19/06/2025 –</b>	Proposed first floor extension above an existing garage, plus internal alterations including converting the existing garage into a utility room & study and replacing the existing garage door with a window. - <b>16 Progress Close, Ledbury, Herefordshire, HR8 2QZ</b>
3.	<a href="#"><u>242430</u></a>	Deadline date for comments <b>19/06/2025</b> Target determination date <b>16/07/2025 –</b>	Proposed erection of one detached dwellinghouse after removal of barns. - <b>Plaistow Farm, Rhea Lane, Ledbury, Herefordshire, HR8 2PU</b>

4.	<a href="#">251334</a>	Deadline date for comments <b>19/06/2025</b> Target determination date <b>27/06/2025 –</b>	Proposed single storey rear extension and a raised, decked terrace. - <b>The Merlins, 35 Bank Crescent, Ledbury, Herefordshire, HR8 1AE</b>
5.	<a href="#">251304</a>	Deadline date for comments <b>26/06/2025</b> Target determination date <b>23/06/2025 –</b>	Proposed installation of PV panels on barn outbuilding – <b>Old Plaistow, Ledbury, Herefordshire, HR8 2PU.</b>
6	<a href="#">250939</a>	Deadline date for comments <b>03/07/2025</b> Target determination date <b>18/07/2025 –</b>	Proposed clearance of the site and erection of a farm shop with associated vehicular access and parking - <b>Land to the West of 1 New Mills, Hereford Road, Ledbury, Herefordshire</b>
7	<a href="#">251504</a>	Deadline date for comments <b>03/07/2025</b> Target determination date <b>15/07/2025 –</b>	Proposed removal of electrical heaters and installation of under floor heating, gas boiler and flue – <b>St Katherines Hall, High Street, Ledbury, Herefordshire, HR8 1DZ</b>
8	<a href="#">251505</a>	Deadline date for comments <b>03/07/2025</b> Target determination date <b>15/07/2025 –</b>	Proposed removal of electrical heaters and installation of under floor heating, gas boiler and flue – <b>St Katherines Hall, High Street, Ledbury, Herefordshire, HR8 1DZ – LISTED BUILDING CONSENT</b>
9	<a href="#">251527</a>	Deadline date for comments <b>03/07/2025</b> Target determination date <b>17/07/2025 –</b>	Proposed change of use from agricultural to mixed use – agricultural and equestrian. No operational development – <b>Land at Wall Hills Farm, Hereford Road, Ledbury, Herefordshire, HR 2PR</b>

### **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 JANUARY 2025</b>				
<a href="#"><u>242783</u></a>	A hybrid planning application for full planning permission for the erection of a Day Nursery (Use Class E(f)) and Foodstore (Use Class E (a)) including access, car parking, landscaping and associated work; & an application for outline planning permission for the erection of a medical centre (Use Class E(e)), with access to be determined and all other matters reserved. – <b>Land South of Leaddon Way (A417) and East of Dymock Road (B4216) Ledbury, Herefordshire</b>	<b>OJ</b>	Comments provided to PO in form of report	<b>No decision</b>
<a href="#"><u>242956</u></a>	Proposed damp proofing to be applied to masonry walls with internal finish being re-applied in a like for like manner – <b>82 The Homend, Ledbury, Herefordshire, HR8 1BX (LISTED BUILDING CONSENT)</b>	<b>AM</b>	No objection	<b>No decision</b>
<b>LTC MEETING 1 MAY 2025</b>				
<a href="#"><u>250814</u></a>	Replacement of windows to the side and rear elevations, repair of the hanging bay window to the side of the south elevation and the introduction of double glazing to the modern bay windows on the front elevation. <b>1 Bridge Street, Ledbury, Hereford, Herefordshire, HR8 2AJ.</b>	<b>KR</b>		<b>No decision</b>
<a href="#"><u>250815</u></a>	Replacement of windows to the side and rear elevations, repair of the hanging bay window to the side of the south elevation and the introduction of double glazing to the modern bay windows on the front elevation. <b>1 Bridge Street, Ledbury, Hereford, Herefordshire, HR8 2AJ.</b>	<b>KR</b>		<b>No decision</b>
	<b>LISTED BUILDING CONSENT</b>			

LTC MEETING 29 MAY 2025					
<a href="#">251214</a>	Application to determine if prior approval is required for a proposed change of use of mixed commercial and residential site to Dwellinghouse (Use Class C3). - <b>The Royal Hall 5a The Southend Ledbury Herefordshire HR8 2EY</b>	<b>AM</b>	That this planning application be deferred until such time comments from the Conservation Officer are available on the Planning Portal	No decision	No decision
<a href="#">251061</a>	Proposed change of use of an existing shop (Use Class E) to a taproom (sui generis) – <b>10 New Street, Ledbury, Herefordshire, HR8 2DX</b>	<b>AM</b>	No Objection	No decision	No decision

TalkCommunityEnquiries  
Cllr Liz Harvey

Via Email

Dear Sir/Madam

An application has been received on 30/05/2025 for a **Grant** of a premises licence at:

**Flat 2, 23 High Street, Ledbury, Herefordshire, HR8 1DS**

Proposed Designated Premises Supervisor (DPS): **Mehmet Ozer**

Licensable Activities and Timings:

**Sale/Supply of Alcohol (consumption off the premises)**

**Monday – Sunday**

**00:00-24:00**

Consultation dates are as follows: Begins **31/05/2025** and ends **27/06/2025**

Any representation should address one of the four licensing objectives:

- Prevention Crime & Disorder
- Public Safety
- Prevention of Public Nuisance
- Protection of Children from Harm

A copy of the application can be found at the below website within 24hrs (working days only) of the date on this memo.

<https://www.herefordshire.gov.uk/business-1/current-licensing-applications>

Details on how to make a representation can be found at the below website address

<https://www.herefordshire.gov.uk/business-1/current-licensing-applications/2>

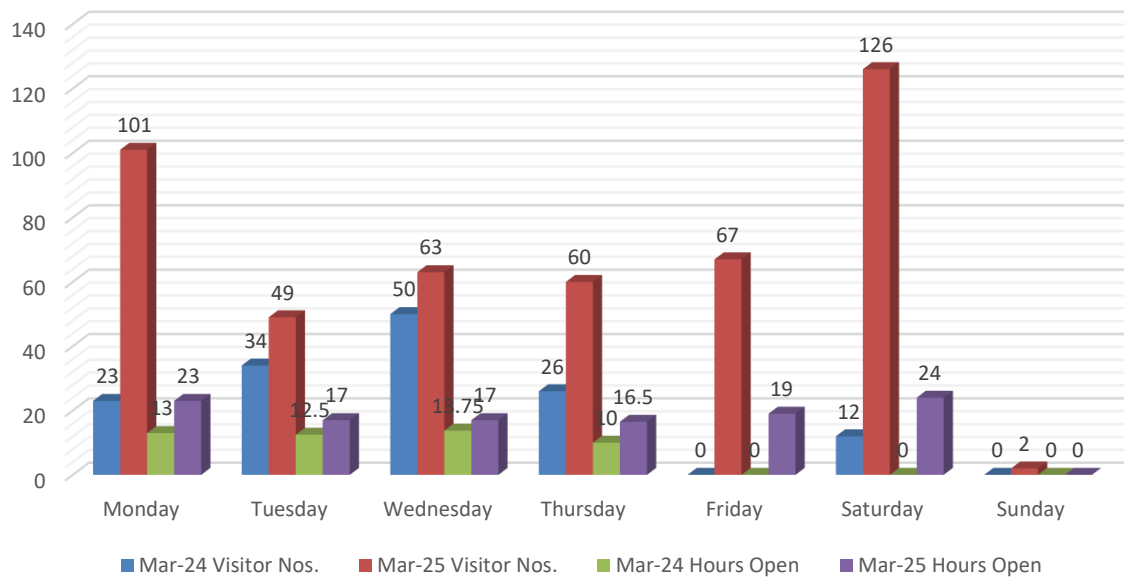
Any representations need to have name/address and contact details and should be emailed to [licensing@herefordshire.gov.uk](mailto:licensing@herefordshire.gov.uk) no later than **27/06/2025** addressing the four licensing objectives above.

Yours faithfully

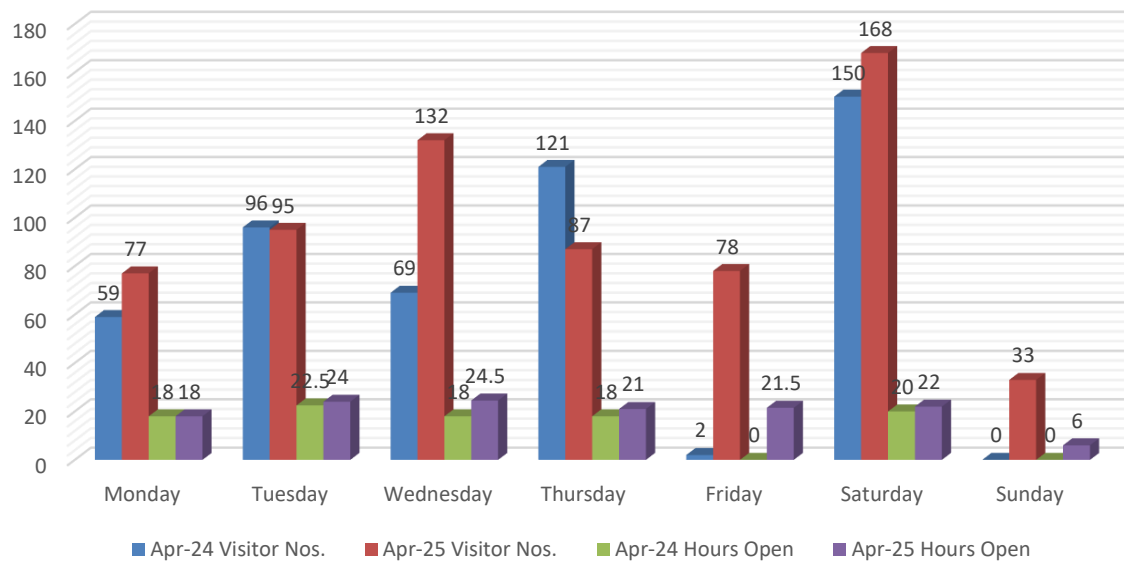
**The Licensing Team**  
**Environmental Health & Trading Standards**



### March 24 & March 25 Visitor Numbers - Painted Room



### April 24 & April 25 Visitor Numbers - Painted Room.





## LEDBURY TOWN COUNCIL

FULL COUNCIL	12 JUNE 2025	AGENDA ITEM: 20
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Report prepared by Julia Lawrence – Deputy Town Clerk

### **LEDBURY CEMETERY – FENCE POSTS**

#### **Purpose of Report**

Members are asked to re-consider revised quotations for new wooden bollards to be erected along one side of the drive that leads to the new area of the Cemetery.

#### **Detailed Information**

A report was presented to Full Council on 20 February 2025 inviting Members to consider proposals for a new post and chain fence to run along one side of the drive that leads to the new area, to keep prevent the grass verges being damaged due to vehicles driving over them as well as a means to deter motorists from cutting the corner at the top of the main drive.

At that time, Members considered that a chain fence was not necessary and requested costings for an alternative option. Advice was sought from Memsafe, who are experienced contractors in dealing with Cemetery environments, as to what they recommended and they suggested just to install wooden bollards so long as they were wide enough for a mini excavator to get through and were compliant with DDA (Disability Discrimination Act).

In line with those recommendations, revised quotations have been received from three contractors to provide 20 bollards. Members are asked to consider two types of bollard, a basic machine round timber bollard or an oak bollard, examples are shown in the photograph (Fig 1).



*Fig 1*

The image (Fig 2) is for illustration purposes demonstrating what the bollards would look like.

It is envisaged that works to complete this job would take up to 3 days.

Contractors are aware that if they are successful, then a risk assessment and method statement, along with a copy of their public liability insurance will need to be provided before any works can commence.



*Fig 2*

The cost comparisons are shown in the table below noting that two of the three companies are locally based:

Company	Basic machine round timber bollard	Oak bollard
1	£3,500.00 + VAT	£4,050.00 + VAT
2	£2,400.00 + VAT	£3,200.00 + VAT
3	£2,917.00 + VAT	£4,077.00 + VAT

Alternatively, Members may wish to consider placing large white washed boulders along the grass verge. There are very few suppliers who sell whitewashed stones as the intention is that you purchase the stones and then paint them yourselves. A national company who supplies decorative aggregates and garden supplies could



White Boulders 250mm  
Crate (Approx. 650kg)  
From £381.16 inc VAT

deliver one of the two examples of boulders as shown in the two images. Please note that the size of boulders varies from approximately 250mm up to 500mm. The cost for 250mm size white boulders is from £381.16 inclusive of VAT to



Scottish Boulders 300-500mm  
Crate (Approx. 1000kg)  
From £386.36 inc VAT

£386.36, inclusive of VAT, for Scottish boulders ranging from 300mm to 500mm in size. The costs shown do not include paint and delivery charges. Dependent upon the vehicle used to deliver, may mean that the stones would have to be left at the main entrance of the Cemetery because the lorry would be unable to access through the main gate at the Cemetery.



### **Financial Implications**

The budget line 102/4206 Cemetery Grounds Maintenance is showing a budget of £2,200. Should the timber fence posts be agreed, then Members are asked to consider a transfer of up to £1,877.00 (subject to which company is appointed), from EMR 335 Amenity and Public Spaces should they wish to proceed with these works. As at 2 June 2025, there is £35,431.67 in EMR 335 Amenity and Public Spaces.

If the alternative option of boulders is preferred, then there are sufficient funds in 102/4206 to cover the costs.

### **Recommendation**

That Members give consideration to the revised proposals, either boulders or if they wish to proceed with the timber posts, to select a contractor to undertake the works at the earliest opportunity, whether it be basic machine round timber bollards or oak bollards, the costs as set out in the table above.



<b>FULL COUNCIL</b>	<b>12 JUNE 2025</b>	<b>AGENDA ITEM: 21</b>
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Report prepared by Julia Lawrence – Deputy Town Clerk

## **CONSIDERATION OF PURCHASE OF SELF-PROPELLED PUSH MOWER FOR LEDBURY CEMETERY**

### **Purpose of Report**

Members are asked to give consideration to the possible purchase of a self-propelled push mower for Ledbury Cemetery. It is considered that this will be a useful piece of equipment to be used for cutting grass between the graves as opposed to using a strimmer.

### **Detailed Information**

The average distance between each grave is approximately 19” and therefore a push mower needs to be no more than 19” to cut the grass. Officers consider that a self-propelled push mower would be a preferred option as opposed to using a strimmer, as this tends to leave the trimmed grass cuttings scattered over graves, which then needs to be blown away as well as the potential to damage ornaments on a grave by the nylon cable of the strimmer.

It is proposed that a self propelled push mower should be purchased so that it will be available for use by the new Groundsman when they are appointed. Members should note that the temporary contractors are also using self propelled push mowers as part of their contract to keep the grass cut at the present time.

Having researched the market for a suitable and robust mowers, Members are asked to consider the two options below which can be purchased from a local Garden Machinery supplier, who would also be able to carry out the annual maintenance on them.

### **OPTION 1 - MASPORT 575 AL SP MOWER**



Self-Propelled cut, catch and mulch lawnmower, suitable for professional and heavy-duty domestic use.

The Masport petrol lawnmower is powered by a premium 163cc Briggs & Stratton 675EXi engine with OHV technology for reduced noise, vibration, fuel consumption and emissions.

Fitted with 'Masport Quickcut™ Blade System, designed to protect the engine crankshaft from damage, should the blades strike

a solid object. It offers four cutting modes: collection, mulching and rear/side discharge.

Cost: £685.00, inclusive of VAT

## **OPTION 2 - DANARM LM486HX MOWER**

This 19" Self-Propelled Wheeled Rotary Mower is robust and suitable for all professional users like contractors and local authorities giving excellent performance, with a lifespan of 15 to 20 years (subject to regular maintenance checks).

Cost: £1,050, inclusive of VAT



The table below gives comparisons of the two mowers

<b><u>DANARM LM860HX</u></b>		<b><u>MASPORT 575 AL SP</u></b>	
Honda GXV 160 Engine		Briggs & Stratton 675 EXI OHV 163cc.	
Heavy duty cast aluminium deck	Yes	Rustproof alloy deck	Yes

Blade brake clutch system	Yes	Blade brake clutch system	No
Fan-assisted collection	Yes		
Self-Propelled shaft driven	Yes		
Cutting Width	48cm (19")	Cutting Width	46cm (18")
Cutting Height	15-77mm, 7 Steps	Cutting Height	14-53mm
Weight	50kg		36kg
Grass Box	75 litres	Grass Box	Plastic 46 litre
Cutting system		Cutting system	4
		Folding Handle Bars – Cam Locks	
Warranty	2 years Professional warranty	Warranty	3 Months professional (registered within 30 days of sale)

### **Financial Implications**

Budget line 102/4200 Cemetery and Buildings/New Equipment has a budget of £1,100, of which £70 has already been spent, leaving £1,030 which would be sufficient if the Danarm LM860HX was selected.

### **Recommendation**

That Members give consideration to the Options presented and select one of these mowers if Members believe this would add value, not only to the appearance of the Cemetery but also save man hours in getting the grass cut.

Option 1 – Masport 575 AL SP	£685.00, inclusive of VAT
Option 2 – Danarm LM486HX	£1,050.00, inclusive of VAT



## LEDBURY TOWN COUNCIL

<b>FULL COUNCIL</b>	<b>12 JUNE 2025</b>	<b>AGENDA ITEM: 22i</b>
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Report prepared by Julia Lawrence – Deputy Town Clerk

### **TIMBER TRAIL FOR THE RECREATION GROUND**

#### **Purpose of Report**

The purpose of this report is to ask Members to give further consideration to alternative pieces of play equipment to be installed in place of the rotten timber sleepers at the Recreation Ground, following a consultation with four local Schools.

#### **Detailed Information**

A report was presented to Full Council on 17 April 2025 advising Members of safety issues in relation to the condition of the timber sleepers at the Recreation Ground advising that these need be either removed and replaced, either like for like or with an alternative “trail” style equipment.

Members asked that the local schools be consulted for their preference. Four schools were approached, Ledbury Primary School, John Masefield High School, Eastnor Primary School and Bosbury Primary School.

The alternative options were as follows:



#### **Log Walk**

Intended age range: 3+ years  
Critical fall height: 600mm  
Size: L2.1m x W0.7m

#### **Log Walk Weave**

Intended age range: 3+ years  
Critical fall height: 600mm  
Size: L2.0m x W0.65m



### **Tyre Hopscotch**

Intended age range: 3+ years

Critical fall height: 600mm

Size: 3.5m x W1.4m

A response was received from one of the Schools, which was an overall response from all of the children at that School. The outcome was as follows:

- 1<sup>st</sup> Choice     Log Walk Weave
- 2<sup>nd</sup> Choice    Tyre Hopscotch
- 3<sup>rd</sup> Choice    Log Walk
- 4<sup>th</sup> Choice    Like for like replacement of timber sleepers

As noted in the April report, the cost to replace the timber sleepers, like for like, ranged from £2,235 (plus VAT) to £8,868 (plus VAT) for oak hardwood sleepers.

Officers have contacted the contractor who could supply the alternative options and the costs are as follows:

Tyre Hopscotch	£ 684.87
Log Walk Weaver	£1,499.60
Removal and disposal of 20 existing sleepers	£ 525.00
Provide heras type fencing (as recommended by the Health & Safety Executive) for duration of works	£ 465.07
Provide re-filling of on site water supply for installations for the duration of the contract assuming fresh water tap accessible via client with one mile of installation site (0.5 mile in built up areas)	£ 71.57
	-----
	£3,246.11
	-----

The above costs are excluding VAT.

Please note that the contractor also included a further £250.00, which is not shown above, as this related to the removal of spoil and/or waste material created from installation works. When liaising with the contractor, this related to surplus soil, which could easily be dispersed amongst the shrubs on the Town Trail. Should Members wish this cost to be included in the works, please advise.

All equipment is compliant to British Standards 1176, the contractors are approved members of CHAS and Construction Line, and their timber is FSC certified. The company has Public Liability Insurance of £10,000,000, which is required to work in local authority sites.



In addition to the information in respect of the replacement for the timber sleepers, attached is a copy of a PDF presentation made to Ledbury Town Council on 3 June 2025 in respect of S106 expenditure in Ledbury South. This information is provided for information only. At the meeting which was attended by the three Ward Councillors, one of which was the only Town Councillor present, it was agreed that the work undertaken by the Herefordshire Council Officer had provided a detailed outline of the proposals. It was agreed that the officer would go away and work on this further in order to present a more detailed outline on these projects, but Councillor Harvey felt it would be helpful for Ledbury Town Councillors to have sight of the proposals when considering the replacement of equipment at the recreation ground so that any potential funding opportunities to support the development of a pump-track could be considered.

### **Financial Implications**

Budget line 110/4235 Recreation Ground Play Equipment – New, has a budget of £10,000 of which £7,176.96 has already been allocated to the new Birds Nest tyre swing. This leaves a balance of £2,823.04 in this budget line, which isn't sufficient to cover the full costs of the equipment proposed above.

Should Members wish to proceed with the first and second choices selected by the school children, then £2,823.04 can be met from the above budget (110/4235) but the balance of £423.07 would need to be funded from EMR 335 Amenity and Public Spaces. (As at 2 June 2025, the balance in EMR 335 was £35,431.67). Please note that the £423.07 does not include the £250.00 cost relating to the disposal of soil.

### **Recommendation**

That Members agree to purchase the Log Walk Weave and Tyre Hopscotch at a total cost of £3,246.11 (excluding VAT), which includes removal and disposal of the existing timber sleepers.

In summary:

Budget Line 110/4235	£2,823.04
Budget Line EMR 335	£ 423.07
	-----
	£3,246.11
	-----



# LEDBURY S106

Open Space and Play Provision  
Concept Proposals Presentation  
Ledbury Town Council (in-person/remote)  
3<sup>rd</sup> June 2025, 2-3pm



**LEDBURY**  
TOWN COUNCIL

S106 Allocation

Planning Ref	Cost code	s.106 Open Space contribution	Heads of Terms	Named Play and Recreation Area	Spend/Commitment date
130613/F Ellencroft New Street Ledbury (Ledbury South)	FIN1355	£ 2,220	Mean informal recreation and play facilities within the vicinity of the developments in accordance with the priorities in the Councils play facilities strategy and action plans	Mean informal recreation and play facilities within the vicinity of the development	19/04/2026
194182 Land to the rear of The Full Pitcher New Street Ledbury Hereford (Ledbury South)	FIN2132	£72,940	Means a financial contribution of £72,940 index-linked in accordance with clause 8.1 of the deed to provide the off-site open space	None	19/07/2027



**Key points from Ledbury S106 open space project scoping -  
kick off meeting, Tuesday 22 April 2025, 10-12am  
Location: Ledbury Town Council (in-person)**

- Focus S106 monies on South Ledbury
- Focus on delivery for teenagers
- Engage with young persons steering group
- Provide seating and amenity for Oatleys Meadow
- Suggested pump track and improved access for Martins Way Park

\*Post meeting site walk at Martins Way Park and Water Works Reserve.  
The latter not preferred due to impact on trees and habitat.



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S106 Spend

▲ Ellencroft New Street  
Ledbury

● Oatleys Meadow

① Ledbury Town Trail

▲ Land to the rear of The  
Full Pitcher New Street

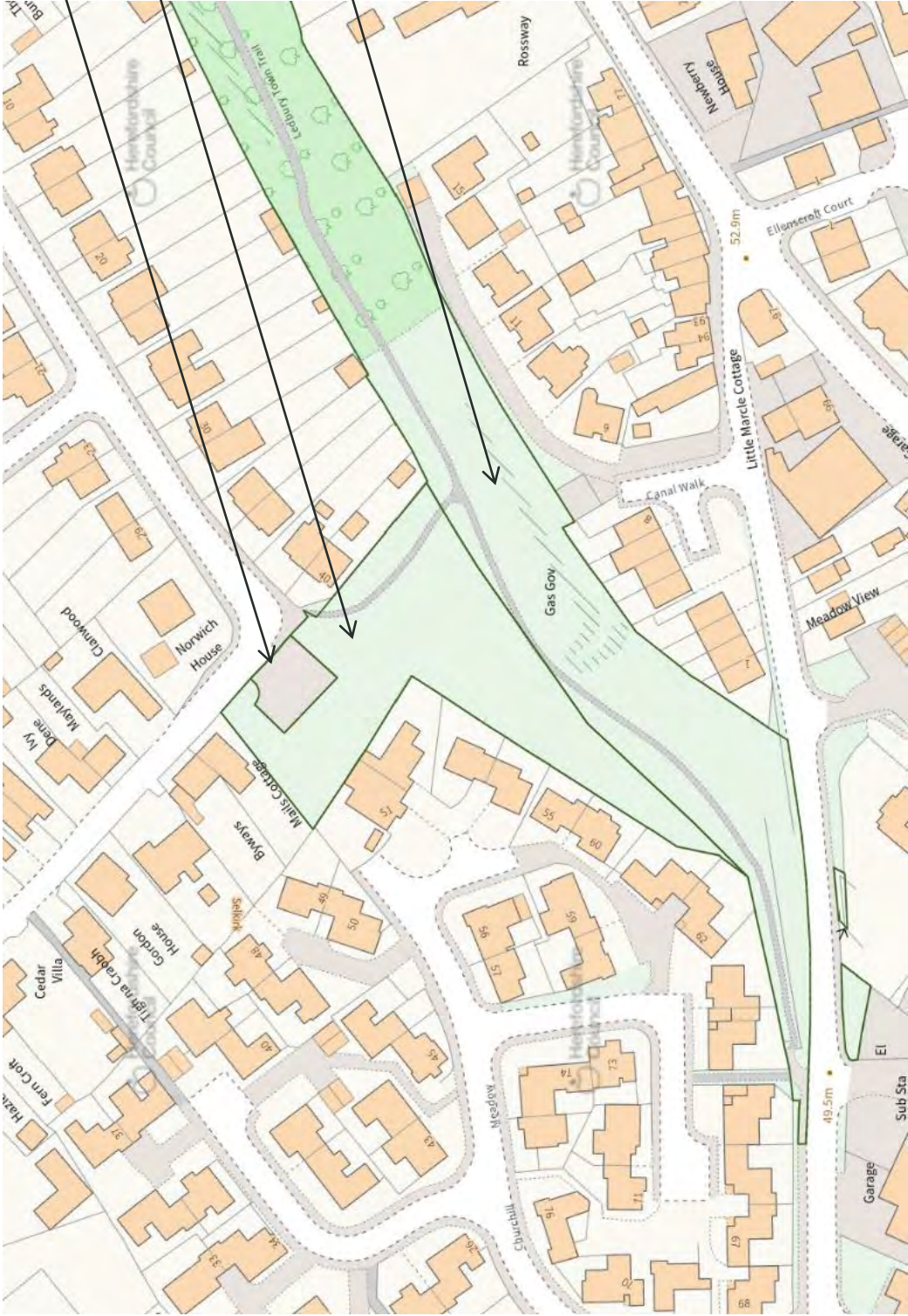
● Martins Way Park



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TOWN COUNCIL



**Oatleys Meadow**  
Council Establishment



Oatleys Meadow  
Car park

Oatleys Meadow  
Public Open Space

Ledbury Old Railway Line  
Town Walk  
Public Open Space



**LEDBURY**  
TOWN COUNCIL



# Oatleys Meadow



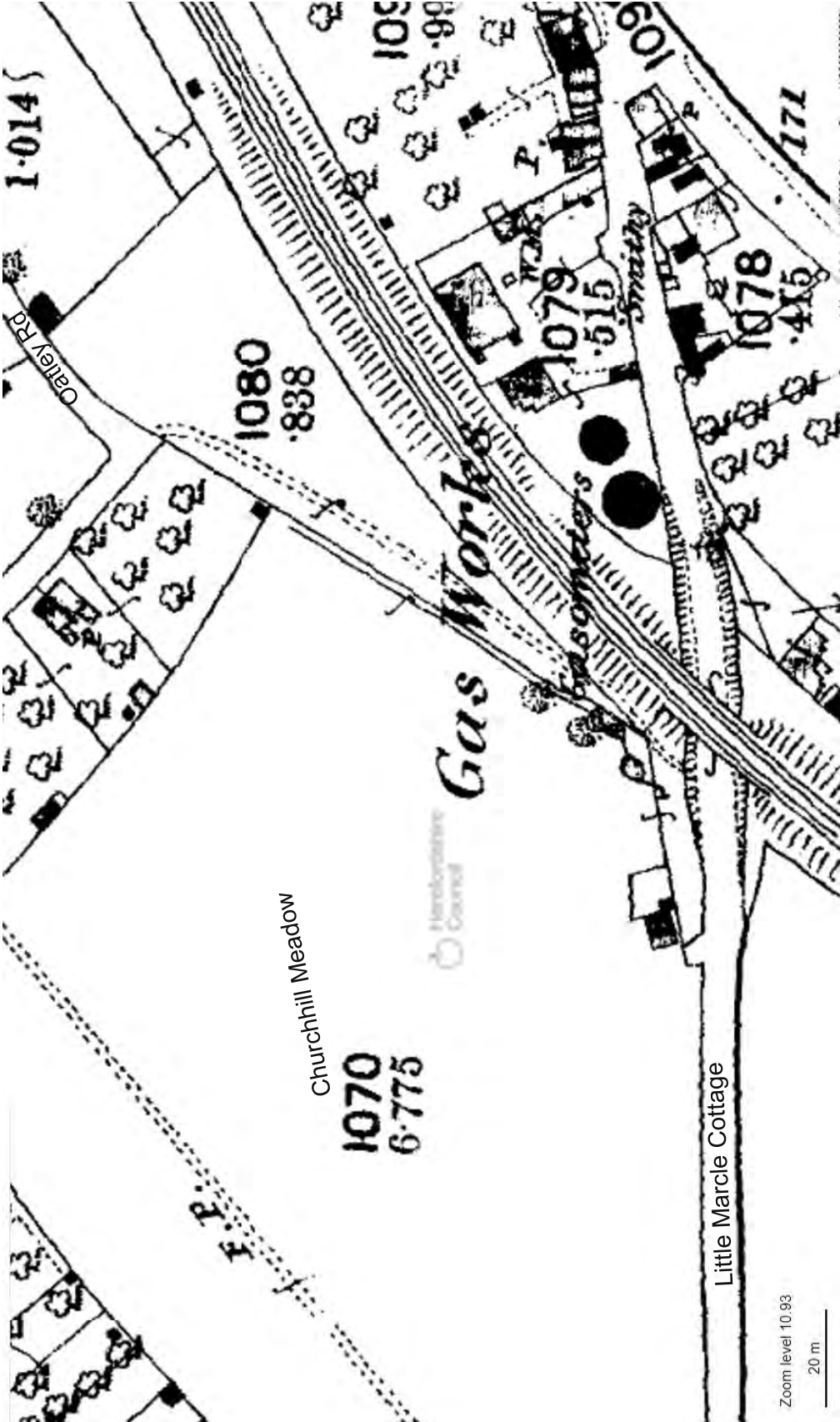
Aerial Image c. 2019



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TOWN COUNCIL



# Oatleys Meadow



Historic map c. 1843-1893

## Historic references:

- Gasworks
- Smithy
- Ledbury and Gloucester Railway, (Daffodil Line)

Wild daffodils of the 'Golden Triangle' (formed by Newent, Dymock and Kempsey)



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TOWN COUNCIL

# Oatleys Meadow

Considerations:

Open space amenity

- Bench
- Tree
- Wild daffodils

Budget

£2,220

Spend

19/04/2026 (approx. 9 months)

Bench themes:

Gasworks  
Smithy  
Ledbury and Gloucester Railway, (Daffodil Line)  
wild daffodils of the 'Golden Triangle'  
(formed by Newent, Dymock and Kempsey)

Materiality

Design robust bench  
Steel, stone and hardwood

Benefits

Supports 'Youth Project' (Point of View Ledbury Survey)  
Builds community through identity  
Meaningful amenity working with local artist and crafts people

Consultation

'Youth Project' (Point of View Ledbury Survey – has led to recommendations and actions)



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TOWN COUNCIL



# Oatleys Meadow

Ideas for a bench

**Inspirations (historic references)**  
Gasworks, Smithy and Ledbury and Gloucester Railway (Daffodil Line)



Daffodil Line



Railway Line – Benches, High Line NY



Goods Trains – Bench, High Line NY



Gasometer inspired sculptural benches



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**Martins Way Park**  
Council Establishment



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TOWN COUNCIL



# Martins Way Park

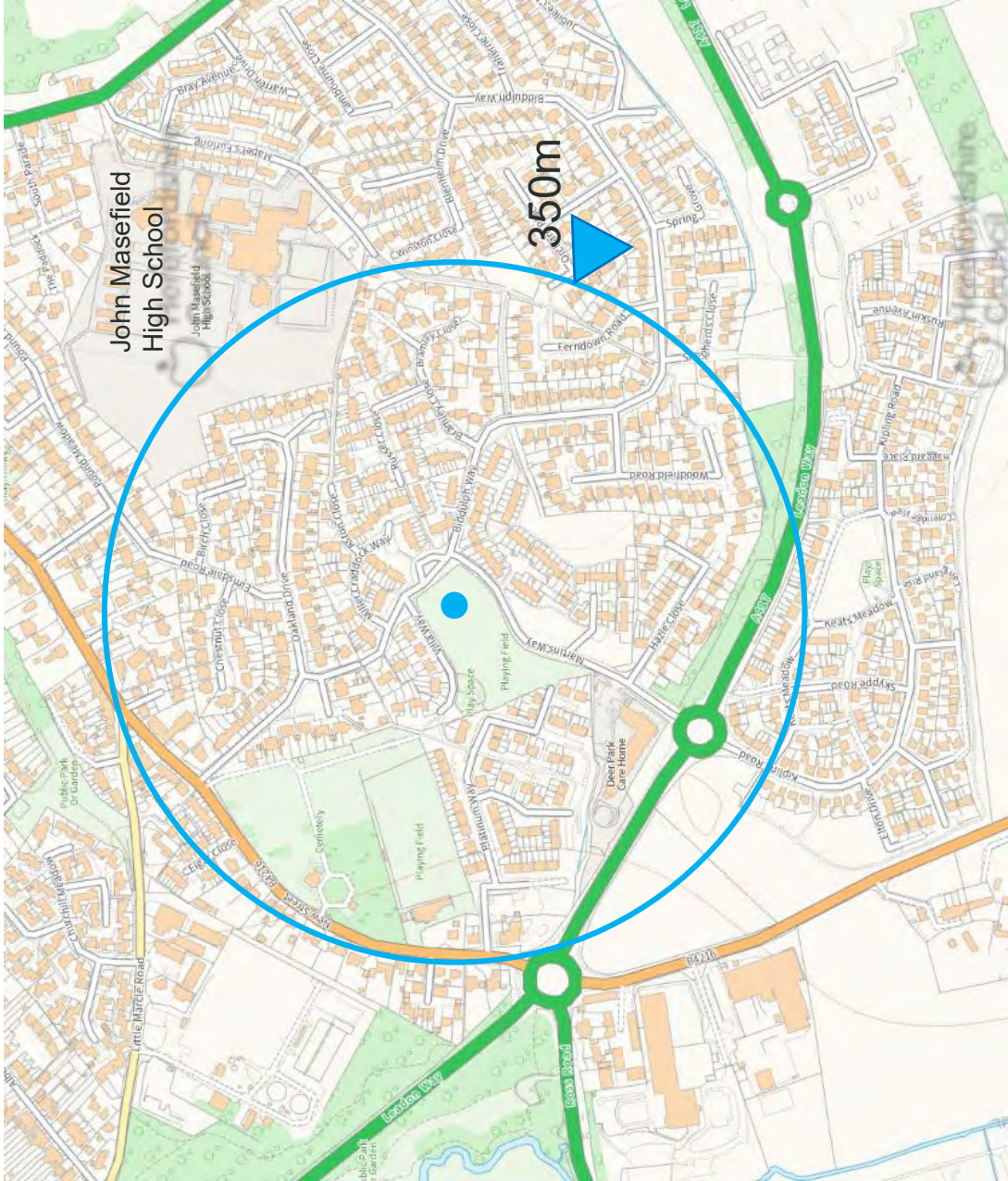


Aerial Image c. 2024



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TOWN COUNCIL





The park is central to new housing development and John Masefield High School



LEDBURY  
TOWN COUNCIL



# Martins Way Park

## What is a Pump Track

A circuit of banked turns, and rollers, designed to be ridden on a bike, scooter, skateboard, or other wheeled vehicle without pedalling or pushing. Riders generate speed and momentum by 'pumping' their bodies up and down, using the undulating track to maintain speed and flow.



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**Herefordshire.gov.uk**

# Martins Way Park

## Pump Track

### Considerations:

#### Amenity

A bespoke track for beginners and experienced riders of standard and adapted bikes, scooters, rollerblades, and skateboards

Include:

- Seating provisions
- Signage and rubbish bin
- Trees for shade and setting

#### Budget

Range £50-70k + VAT (Design and Build)

The pump track can be sized based on the budget.  
(Allow for Planning cost)

#### Spend

19/07/2027 (approx. 24 months)

#### Location

- Well suited location with buffer distance from residents
- Hedge provides mitigation between the residents and pump track
- The park is well served by bicycle networks
- The park is central to new housing development and school
- Reasonable car parking provisions around park
- Local bus at south corner of park

#### Maintenance

- Increased use of the park
- Mowing of slopes
- Increase in litter and wear and tear
- Track would need to be maintained (1 yr/ 5 yr etc.)

#### Benefits

- Supports 'Youth Project'
- Supports active transport, health and wellbeing
- Builds community through the coming together of children, teenagers and adults
- A new hub for a new growing community of South Ledbury
- An activity in the park that can be 'watched and spectated', drawing people together

#### Consultation

'Youth Project' Ledbury

Local residents

Local bike associations

Local nearby schools

Community Engagement: Talk Community Development Officer

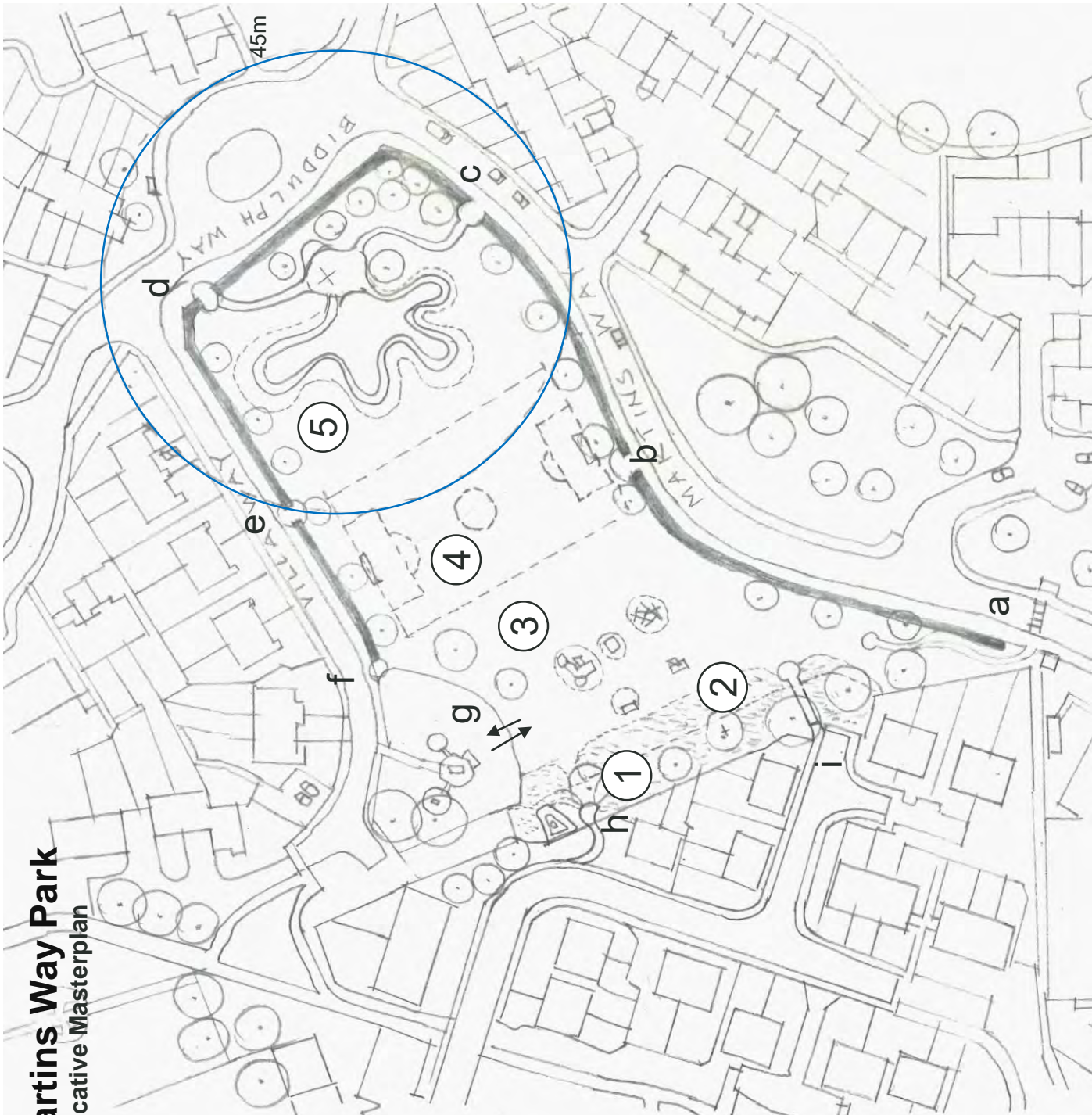


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# Martins Way Park

Indicative Masterplan



1

## HISTORY

Historic Pond project

2

## NATURE

Wilding project

3

## PLAY

Improve linkage between junior & senior play

4

## SPORT

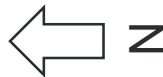
7-a-side football

5

## RIDE

Pump track

- a. Bus access – Upgrade, make legible and safe
- b. Sports access
- c. Pump track access
- d. Pump track maintenance vehicle/ ped. Access
- e. Sports access
- f. Park access from public footpath
- g. New link between play areas
- h. Housing access – Improve
- i. Housing access – Make accessible for all



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**Herefordshire.gov.uk**



Precedent: Malvern Pump Track



Meadowsweet Recreation Ground, Malvern, WR14 3SF



Malvern Town Council  
Cost £86k - s.106 monies.  
Planning ref:  
M/24/01027/FUL  
Approved Nov 2024  
Opened: May 2025



Precedent: Malvern Pump Track



Malvern Town Council

Cost £86k - s.106 monies.

Planning ref:  
M/24/01027/FUL

Approved Nov 2024

Opened: May 2025

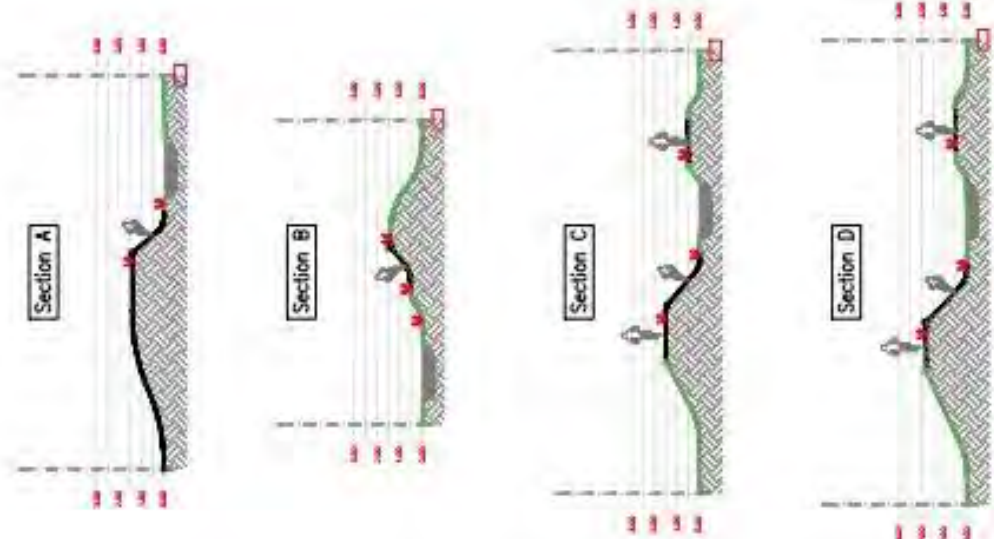




Precedent: Malvern Pump Track  
Planning Drawings

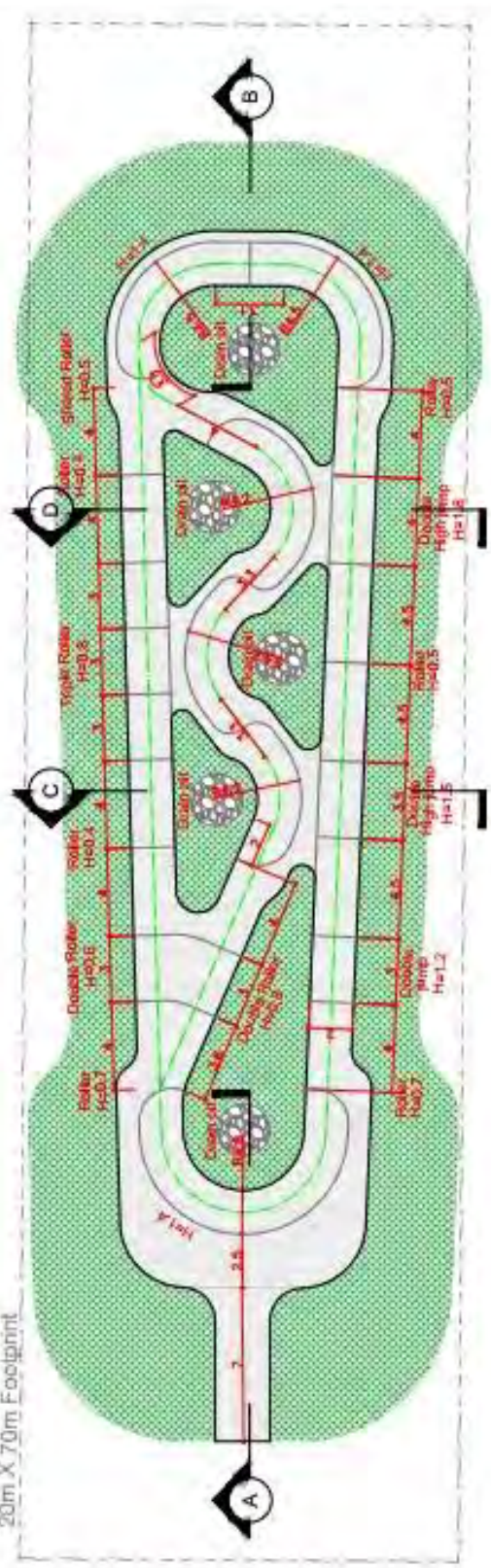


Orthogonal View



Sections  
Scale 1:125

20m X 70m Footprint



Detailed Concept Plan  
Scale 1:125



**Martins Way Park**  
With overlay of Malvern Pump Track



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**Herefordshire.gov.uk**



Precedent: Tilston Playing Fields



Tilston Playing Fields, Cheshire

Cost £35k (+VAT)

Design & Build  
Completed in 2017

Track length (120 x 1.5 metres)



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Precedent: Builth Bike Club



Builth Bike Club  
Cost £65k (+VAT)  
Design & Build  
Completed in 2019



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## Next step consideration

### Planning

Local Authorities and Town councils have permitted development rights. However, in accordance with part 12 of the General Development Order [The Town and Country Planning \(General Permitted Development\) \(England\) Order 2015](#) the proposal would need to be less than 200 cubic metre in capacity – this includes all groundworks.

Local Authorities and Town councils have permitted development rights so even if the site is to transfer from the LA ownership to Ledbury TC the same PD rights apply. However, looking at part 12 of the General Development Order [The Town and Country Planning \(General Permitted Development\) \(England\) Order 2015](#) the proposal would need to be less than 200 cubic metre in capacity – this includes all groundworks.

**PART 12** Development by local authorities *Class A Permitted development*

**A.** *The erection or construction and the maintenance, improvement or other alteration by [\[F298\]](#) or on behalf of a local authority (a) any small ancillary building, works or equipment on land belonging to or maintained by them required for the purposes of any function exercised by them on that land otherwise than as statutory undertakers;*

#### Marginal Citations

**A.2** The reference in Class A to any small ancillary building, works or equipment is a reference to any ancillary building, works or equipment not exceeding 4 metres in height or 200 cubic metres in capacity.

#### Interpretation of Part 12

**C.** For the purposes of Part 12, “local authority” includes a parish council



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Martins Way Park



Bus access (a) – Narrow, unsafe, not clear and not inviting



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Martins Way Park



Bus access (a) – Upgrade, make legible and safe





# Martins Way Park



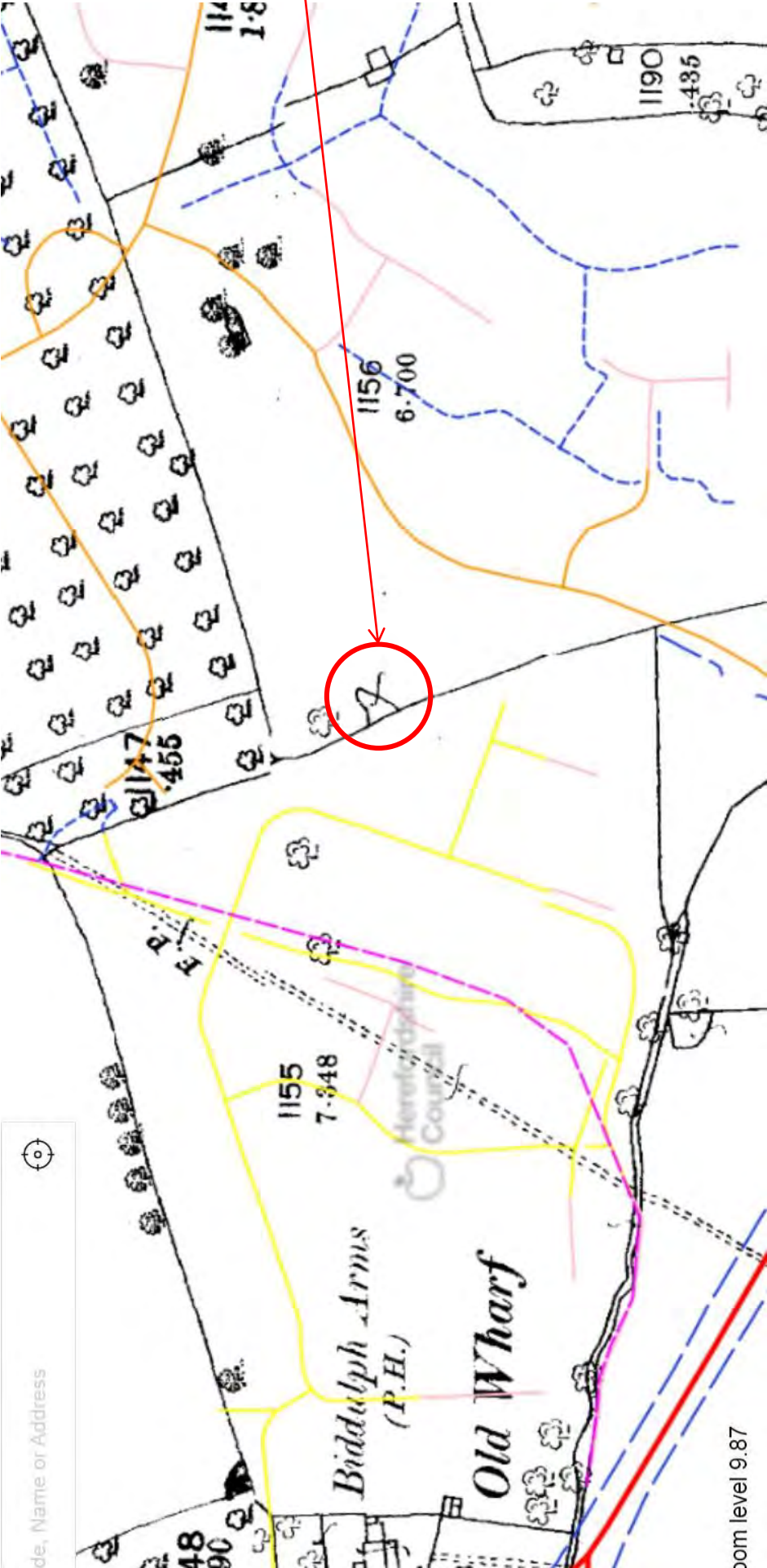
**LEDBURY**  
TOWN COUNCIL

Housing Development access – Make accessible for all



[illegible][illegible]

Martins Way Park



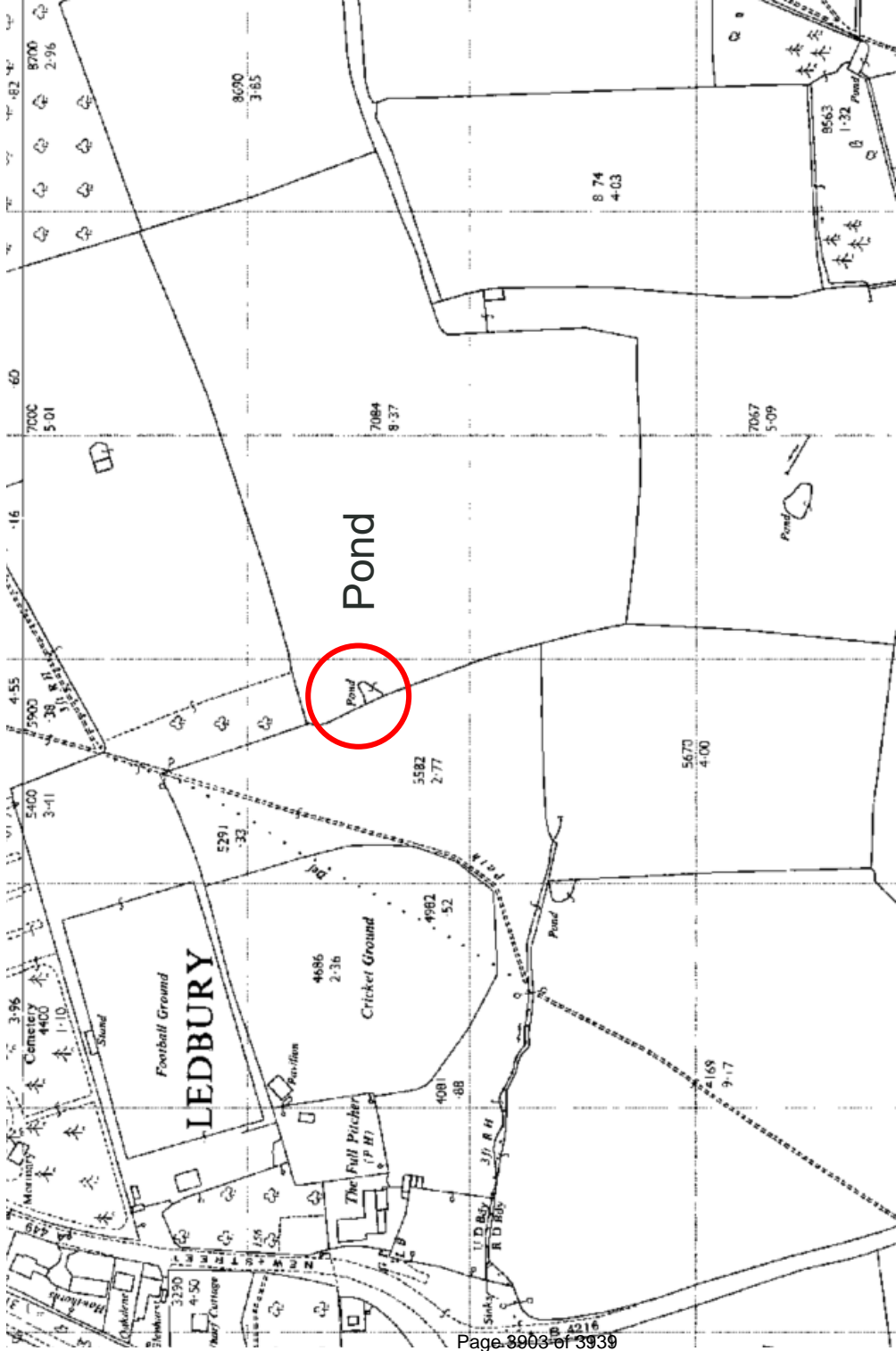
Historic map c. 1843-1893



**LEDBURY**  
TOWN COUNCIL



# Martins Way Park



Post War Map

The HER records a parcel of ridge and furrow over the site, identified through the Malvern Hills Survey:

[Herefordshire Through Time - Welcome](#) – this fits with the inclosure map in that the fields all look to have been formed from medieval strips some of which are owned a perches of land whilst others have been amalgamated.

Pond – OS map show a network of these which ae linked to the line of a stream that flows into the Canal and Leaddon. This stream is heavily modified and pushed through and around the fields in ditches

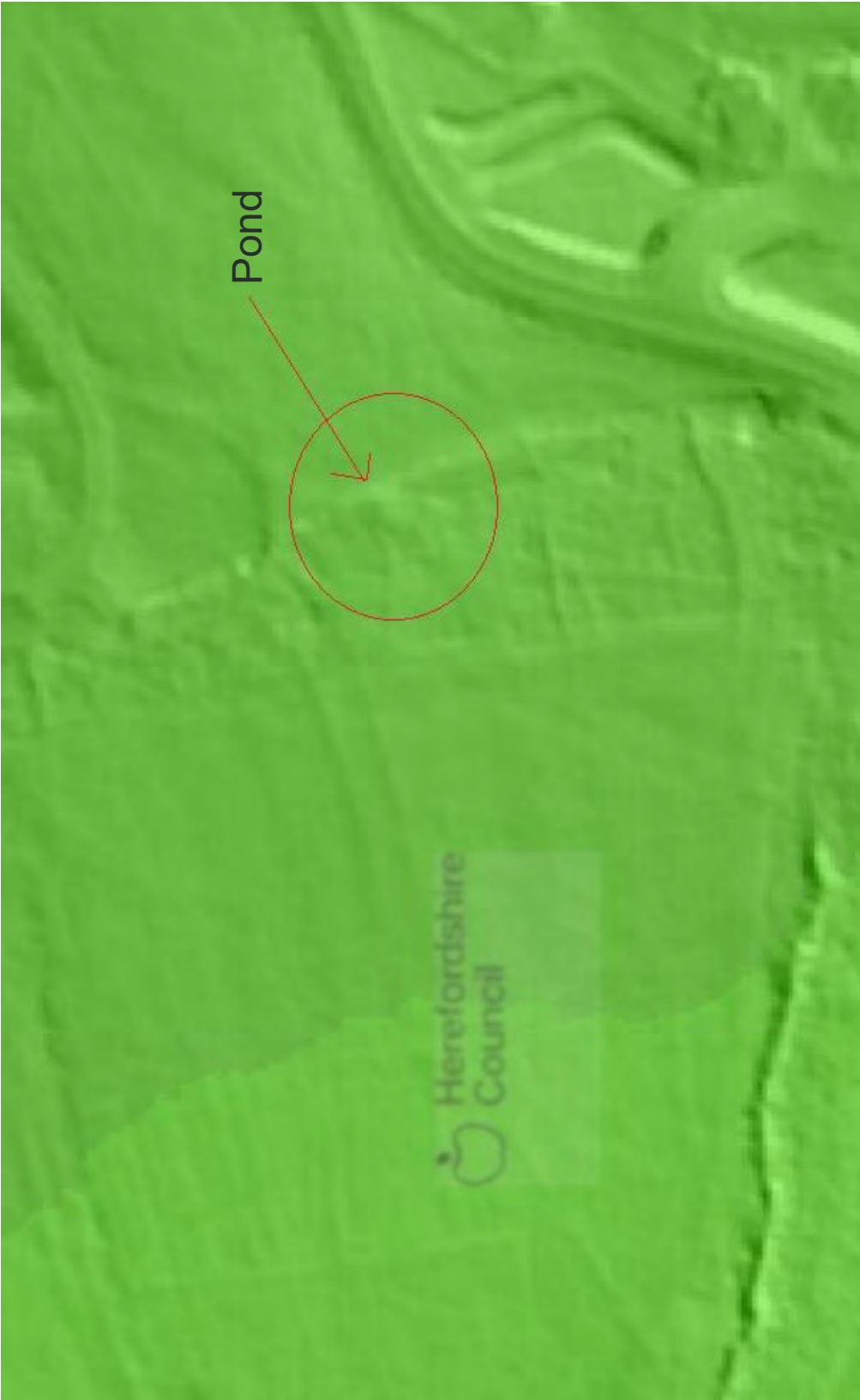
The post war Epoch 5 identifies it as a Pond as well and shows the others as well.

There is a good argument that there were many of these small ponds within the recent landscape – they were all relatively small (10 – 20m maximum length). And they form part of the farmed character of the landscape that is now lost – I assume that as the land was used predominately for market gardens and grazing then they doubled as watering places for livestock.



**LEDBURY**  
TOWN COUNCIL

Martins Way Park  
Ground Investigation



LIDAR 1M



**LEDBURY**  
TOWN COUNCIL

## Next Steps

### **Agree in principle ideas put forward**

- Town Council

### **Prepare briefs and scope of works**

- Oatleys Meadow Bench
- Martins Way Pump Track and other works

### **Engage with suppliers (Design and Build) (For Pump Track)**

- Below £75k 4 quotes
- Above £75k Tender Process

### **Engage with community Groups**

- Awareness and enthusiasm building
- Hand in hand with supplier to establish parameters

### **Planning process**

- Confirm details and requirements

### **Timescale**

- Oatleys Meadow (9 months)
- Martins Way Park (24 months)



**LEDBURY**  
TOWN COUNCIL



Thank you



**LEDBURY**  
TOWN COUNCIL



<b>FULL COUNCIL</b>	<b>12 JUNE 2025</b>	<b>AGENDA ITEM: 23</b>
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Report prepared by Angela Price – Town Clerk

## **BYE STREET TOILETS – PARTNERSHIP**

### **Purpose of Report**

The purpose of this report is to seek Members authorisation for the signing of the attached Partnership Agreement between Ledbury Town Council and Love Ledbury in respect of Bye Street Toilets.

### **Detailed Information**

At its meeting on 17 April 2025, the Council resolved to enter into a partnership with Love Ledbury for the opening and maintenance of the Toilets located at Bye Street, Ledbury on a permanent basis.

Following that meeting the Clerk drafted a formal, permanent partnership agreement and provided a draft copy to Love Ledbury for their agreement.

The agreement is based on the one prepared for the temporary partnership and Love Ledbury has written to confirm that they are pleased to agree to an ongoing partnership with Ledbury Town Council to operate the toilets on the terms as set out in the attached Partnership Agreement.

When responding Love Ledbury have asked for clarification on whether Ledbury Town Council would be bringing the premises under its public liability and buildings insurance for matters not reserved to the County Council as the building's owners.

The Clerk has subsequently contacted the Council's insurance brokers to request a quote to add the internal fixtures and fittings etc. of the toilets to their insurance policy, noting that the Council's Public Liability Insurance would now include the toilets at no additional cost. However, through discussion the insurance brokers advised that they do not anticipate being able to get as good a price as that which is currently being offered to Love Ledbury. The quote for the renewal of the current policy is £15.70 per month and provides the following limits of indemnity:

#### **Limits of Indemnity:**

Public Liability: £5,000,000 minimum any one event

Products Liability: £5,000,000 minimum for all claims in the aggregate during and one period of insurance

Pollution Liability: As per Products Liability

Employers' Liability: £10,000,000 any one event inclusive of costs

**Excess:** Public Liability: Nil any one claim

Products Liability: Nil any one claim

Pollution Liability: Nil any one claim

Employers' Liability: Nil any one claim

This report was presented to a meeting of Council on 22 May 2025, however due to there only being four councillors at that meeting, and two of them having declared an interest which precluded them from voting it was not able to consider the report content. This meant that as the insurance was due for renewal Love Ledbury agreed to renew their insurance policy for the cost of the buildings insurance, excluding the Public Liability as this would now be covered by Ledbury Town Council's policy, and that the Council would reimburse Love Ledbury upon receipt of an invoice.

### **Recommendations**

That Ledbury Town Council reimburse Love Ledbury for the cost of the insurance renewal upon receipt of an invoice.

**BYE STREET TOILETS**  
**PARTNERSHIP AGREEMENT BETWEEN**  
**LEDBURY TOWN COUNCIL**  
**AND**  
**LOVE LEDBURY**

This Partnership Agreement is between Ledbury Town Council and Love Ledbury in respect of the Bye Street Toilets as agreed at a meeting of Ledbury Town Council on 17 April 2025.

The agreement will commence on 1 May 2025 on a permanent basis until such time either party decides it wishes to terminate the agreement and has provided notice of three months.

Love Ledbury will:

- Continue to be the primary point of contact with Herefordshire Council on any matters relating to the toilets and any correspondence with Herefordshire Council relating to the toilets will come through Love Ledbury.
- Continue to hold the tenancy of the Bye Street toilets.
- Continue to be the named customer with the existing utility providers.
- Pay all utility bills and seek reimbursement within 30 days of payment from Ledbury Town Council.
- Remain responsible for Business Rates payable on the building – which are presently waived due to the organisation's charitable status.
- Continue to insure the facilities and to hold the appropriate public liability insurance with reimbursement within 30 days of payment.
- Provide an example cleaning and maintenance schedule for consideration by the Town Council.

Ledbury Town Council will:

- Retain a set of keys for the Bye Street toilets building which will give council staff full access to all cubicles, service areas and services on site.
- Determine and take responsibility for the opening hours of the facilities and for ensuring that the facilities are secure outside of these operating hours.
- Utilise the Council's own consumables suppliers to procure the products required to operate and to clean the facilities.
- Be responsible for determining and delivering the daily cleaning schedule for the facilities, and for keeping the external areas of the property footprint clean and tidy. To include removal of weeds on the premises.
- Be responsible for responding to any additional/emergency cleaning and any out-of-hours requirement to attend on-site.
- Be responsible for the cost of any routine maintenance and new repairs which need to be undertaken.

- Ensure the baby changing station is fit for use.
- Be responsible for the cost of the utilities (water and electricity) used.
- Reimburse Love Ledbury for all utility bills on receipt of invoices and evidence of their payment within 30 days of them having been paid
- Reimburse Love Ledbury for the cost of insurance for the premises upon receipt of invoices and receipts
- Have use of the secure display frames inside the cubicles and outside the building for advertising and promotion of community news.
- Not be required to undertake any roof or guttering repairs or replacement.

This agreement is a permanent agreement between Love Ledbury and Ledbury Town Council and is subject to the above conditions.

Signed ..... Date .....  
(On behalf of Love Ledbury)

Signed ..... Date .....  
(The Clerk, on behalf of Ledbury Town Council)

<b>FULL COUNCIL</b>	<b>12 JUNE 2025</b>	<b>AGENDA ITEM: 24</b>
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Report prepared by Sophie Rudd, Administrative Assistant

## **TO REVIEW CHIMNEY CLOSURE PLATE QUOTE**

### **Purpose of Report**

The purpose of this report is to inform Members of a quote for the installation of two closure plates in the office chimneys.

### **Detailed Information**

A professional chimney sweep was invited to the office premises to carry out routine maintenance on the chimneys in reception and the Clerk's office.

While working on the reception chimney, due to the absence of a closure plate, carcinogenic matter from the chimney's interior was released into the Clerks' room through the chimney opening. This material covered all surfaces in the Clerks' room in a thick layer of residue, some of which has remained after cleaning. This poses potential health risks and highlights the urgent need for remedial action.

It was also the recommendation of the chimney sweep to have closure plates fitted to eliminate the risk of debris falling down the chimney, (the chimney in reception is currently considered unsafe to be left open due to loose mortar falling down the chimney) and to reduce the risk of fire and smoke spreading across the building in the event of a fire causing a danger to life.

Beyond safety considerations, closure plates offer additional benefits:

- They help reduce heat loss and prevent cold air infiltration, thus maintaining indoor warmth more effectively.
- They can contribute to lower energy costs.
- A properly designed closure plate can protect the chimney from weather-related damage, extending its lifespan.
- Closure plates help prevent debris and nests from accumulating inside the chimney, reducing maintenance needs and minimising fire hazards.

### **Quote Details**

The chimney sweep provided recommendations for two companies to undertake the work. Only one responded and has submitted a quote of **£1,920.00 including VAT**. This cost covers **£800.00 + VAT per chimney** for constructing and installing a register plate within the chimney void, with an added layer of insulation.

## **RECOMMENDATION**

1. **That Members accept the provided quote and authorise the works to be carried out as soon as possible.**







Department  
for Environment  
Food & Rural Affairs

16 MAY 2025

Defra Water Environment  
and Public Health  
2 Marsham Street  
London SW1P 4DF

T: 03000 203791

enquiries@environment  
-agency.gov.uk.

www.gov.uk/defra

Ledbury Town Council  
Town Council Offices, Church Street  
Ledbury  
HR8 1DH

/ 003435

## Notice under Regulation 5(3)(b) of the Nitrate Pollution Prevention Regulations 2015

**Date of this Notice:** 12th May 2025

**Single Business Identifier: SBI 114059568**

**NVZ ID number(s): S578**

Dear Sir/Madam

We are writing to you because it appears you own or occupy one or more 'relevant holding(s)' that, as of 12 February 2025, falls wholly or partly within an area the Secretary of State for Environment, Food and Rural Affairs has designated as a Nitrate Vulnerable Zone (NVZ) for 2025-2028.

A 'relevant holding' is defined under Regulation 5(5) of the Nitrate Pollution Prevention Regulations 2015 ('the Regulations') as any land and associated buildings which are used for growing crops in soil or rearing livestock for agricultural purposes, located within a designated NVZ.

This letter is the written notice the Secretary of State is required to send to you under Regulation 5(3)(b) of the Regulations.

Please read the contents carefully.

### **2025-2028 Nitrate Vulnerable Zones (NVZs)**

NVZs are areas of land which drain into water(s) that are polluted or could become polluted by agricultural nitrate pollution.

The Secretary of State is required to review NVZ designations in England at least once every four years and, where necessary, revise or add NVZs<sup>1</sup>.

Following the most recent review, the NVZs for 2025-2028 have now been designated. The designated areas largely remain the same as the 2021-2024 designations.

Please note the following:



- A map showing NVZs for 2025-2028 has been published on the 'Check for Zones' website at <https://environment.data.gov.uk/farmers>.
- The latest water quality monitoring data used for the review can be found at <https://environment.data.gov.uk/water-quality/view/landing>
- Further information on NVZs can be found on GOV.UK at <https://www.gov.uk/government/collections/nitrate-vulnerable-zones>

For further queries please contact the Environment Agency using the contact details provided below.

## NVZ Requirements

If you are an owner or occupier of a relevant holding you must comply with the requirements set out in the Regulations. These requirements help to improve the quality of England's water resources by reducing the risk of nitrate pollution.

Further information is available on GOV.UK at <https://www.gov.uk/government/collections/nitrate-vulnerable-zones>

The Regulations provide for transitional arrangements for newly designated holdings which are holdings which have not previously been designated in earlier reviews. Further information on the transitional arrangements can be found under Schedule 4 of the Regulations: <https://www.legislation.gov.uk/ukSI/2015/668>

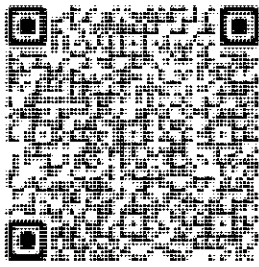
Whether or not you are in an NVZ you must follow national requirements such as the Farming Rules for Water (otherwise known as the Reduction and Prevention of Agricultural Diffuse Pollution (England) Regulations 2018). These Regulations were introduced in 2018 and require all farmers in England to take steps to stop manure, fertiliser and soil getting into water to prevent agricultural diffuse pollution. Further information can be found at: <https://www.gov.uk/guidance/rules-for-farmers-and-land-managers-to-prevent-water-pollution>

The Environment Agency has published a booklet for farmers, covering all aspects of agriculture regulations and good practice for water quality. A digital version can be viewed using the link or scanning the QR code below. A hard copy of the booklet can be obtained by contacting the Environment Agency on the details below.

<https://www.farmingadvice.service.org.uk/technical-article/harvesting-success-pollution-prevention-rules-farmers>

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<sup>1</sup> Regulation 4(5) of the Nitrate Pollution Prevention Regulations 2015



## Appeals

You have a right to appeal to the First-tier Tribunal (General Regulatory Chamber) against the designations referred to in this notice within 28 calendar days of the date of this notice. Please use the following link which provides further information regarding the First-tier Tribunal (General Regulatory Chamber):

<https://www.gov.uk/courts-tribunals/first-tier-tribunal-general-regulatory-chamber>

The only grounds for appeal<sup>2</sup> are that the relevant holding (or part of it):

- a) does not drain into water which the Secretary of State has identified as polluted, or which has been similarly identified in Wales or Scotland; or
- b) drains into water which the Secretary of State should not continue to identify as polluted.

If you wish to appeal, you will need to complete a notice of appeal form which can be found at: <https://www.gov.uk/government/publications/form-t35-notice-of-appeal-nitrate-vulnerable-zone>

You can send the notice of appeal by email to [grc@justice.gov.uk](mailto:grc@justice.gov.uk) or by post to the following address:

HM Courts & Tribunals Service  
General Regulatory Chamber First-tier Tribunal (Environment Chamber)  
PO Box 9300  
Leicester  
LE1 8DJ

Telephone: 0300 123 4504

In your notice of appeal, you should specify which of the above grounds you rely on and state the reasons for your appeal and the evidence you will use to support the grounds of your appeal.

The Tribunal will need a map clearly showing which part(s) of your land you say should not be designated as an NVZ.

You may also include photographs; geological, hydrological or water quality data; information on the drainage direction of the field; any significant non-agricultural

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<sup>2</sup> Regulation 6(2) of the Nitrate Pollution Prevention Regulations 2015

sources of nitrate in your catchment; proof that water levels are managed artificially; or details of studies that show that agriculture in your area makes little or no contribution to elevated levels of nitrate.

More guidance about the information to be included in an appeal can be found at: <https://www.gov.uk/guidance/environmental-fines-or-notice-appeal-against-a-regulator>

For all relevant holdings in an NVZ, the rules as laid out in the Regulations continue to apply unless the designation is removed if the appeal is upheld/granted. These are the same rules that applied in the previous designation cycle.

### **Contact information**

Please contact the Environment Agency's National Customer Contact Centre on 0300 020 3791 (Monday to Friday, 9am to 5pm) for queries such as:

- offline paper copies of the NVZ map and supporting information (please note that it will take longer to get the information this way than if you are able to make other arrangements to access the internet)
- whether you own or occupy a relevant holding and should have received this notice
- difficulty accessing the maps on the website
- other questions regarding the designations

For those hard of hearing please email your NVZ query to [enquiries@environment-agency.gov.uk](mailto:enquiries@environment-agency.gov.uk) quoting 'NVZ Appeal query' in the subject line.

If this letter was delivered incorrectly to you, please return it to:

Rural Payments Agency  
PO Box 69  
Reading  
RG1 3YD

For changes to your business details, such as your personal contact details or the land you farm, these can be updated through the online Rural Payments service (<https://www.gov.uk/guidance/rural-payments-service-registering-and-updating-your-details>) or you can contact the Rural Payments Agency by telephone 03000 200 301.

Please note, calls to 03 numbers cost no more than a national rate call to a 01 or 02 number and will count towards inclusive minutes in the same way as 01 and 02 calls. These rules apply to calls from any type of line including mobile, BT, other fixed line or payphone.

16 MAY 2025

Signed for on behalf of the Secretary of State by

A handwritten signature in black ink, appearing to read 'Emma Donnelly', written in a cursive style.

Emma Donnelly  
Deputy Director  
Water Quality, Environment and Public Health



**MINUTES OF A MEETING OF THE RESOURCES COMMITTEE  
HELD ON 29 MAY 2025**

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**PRESENT:** Councillors Chowns, Harvey (Chairman), Hughes and Morris

**ALSO PRESENT:** Angela Price – Town Clerk

**R185. APOLOGIES FOR ABSENCE**

None received.

**R186. DECLARATIONS OF INTEREST**

None received

**R187. TO APPROVE AND SIGN, AS A CORRECT RECORD THE MINUTES  
OF A MEETING OF THE RESOURCES COMMITTEE HELD ON 1 MAY  
2025**

**RESOLVED:**

**That the minutes of the meeting of the Resources Committee held  
on 1 May 2025 be approved and signed as a correct record.**

**R188. DATE OF NEXT MEETING**

It was noted that the Clerk would be on annual leave on 12 June 2025, which was the next scheduled meeting of the Resources Committee. Therefore, it was agreed that this meeting does not take place noting that the next scheduled meeting of the Resources would be 3 July 2025. However, if there is a need for a meeting of the Resources Committee following the Clerk's return from annual leave then an extraordinary meeting would be called.

Concerns were raised in respect of the finishing times of the Resources meetings, in so far as it was agreed that the meetings will need to be finished by 6.45 pm to allow Councillors arriving for the full council meeting at 7.00 pm to enter the committee room.

**RESOLVED:**

- 1. To note that the date of the next meeting of the Resource Committee will be 3 July 2025, however an extra ordinary meeting will be called upon the Clerk's return from annual leave if required.**



2. That it be flagged on the council website that the meeting on 12 June has been cancelled.
2. That a notice will be placed on the committee room door advising that there is a Resources meeting in progress and that it will finish by 6.45 pm and asking that anyone wishing to join the full council meeting waiting in the main reception area.
3. That if the meeting is likely to extend beyond 6.45 pm the confidential part of the meeting could be moved to the Clerk's office.

R189. **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 was in the public interest that the press and public be excluded from the remainder of the meeting.

R190. **TO CONSIDER RESPONSE IN RESPECT OF POTENTIAL COMPENSATION OFFER**

The Clerk provided Members with an informal update on this matter.

**RESOLVED:**

That the Clerk take the actions agreed in respect of this matter, in respect of speaking with a representative of the complainant with whom she had met.

R191. **CODE OF CONDUCT MATTERS**

Members were asked to consider a number of issues relating to the outcomes of two Standards Panels.

1. Code of Conduct Complain COC090 - Councillor Sinclair

Members were reminded of the recommendations made by the Standards Panel in respect of Councillor Sinclair which the Council had adopted, and which as a result of Councillor Sinclair had not been appointed as a member of any of the council committees or outside bodies.

Concern was raised about whether this should include various meetings of council such as the upcoming S106 meeting and it was agreed that the Clerk would contact the Monitoring Officer for clarification on this point.

Members were advised that training had been sourced and booked for Councillor Sinclair, however he had advised that he would not be attending the training. They were also advised that Councillor Sinclair had made it widely known that he did not intend to apologise to the complainant, as per the recommendations.

The Clerk advised that this had all been reported to the Monitoring Officer, but that no formal response had been received.

2. COC093 – Councillor Bradford

Members were advised that Councillor Bradford had informed the Clerk, and the Monitoring Officer that he would not be apologising to the complainant and that he would not be attending the training as per the recommendations. He was also informed the Clerk that he did not intend to engage with her in respect of rebuilding the relationship between himself and the complainant.

Members were advised that whilst there were currently no formal protective measures in place in respect of the complainant, Councillor Bradford had not been attending the office and if he wishes to speak with the Clerk he calls her mobile phone.

The Chair highlighted the outstanding action required from the Council, which had been delegated to the Resources Committee to consider, in respect of protective measures being put in place and finding a way forward to rebuild the relationship between Councillor Bradford and the complainant.

The Chair advised that in the light of recent actions by Councillor Sinclair the Resources Committee need to consider whether there should be protective measures put in place to protect staff.

**RESOLVED:**

1. **That the Clerk write to the Monitoring Officer and ask for clarification on whether, whilst standing committee meetings are suspended, Councillor Sinclair should be invited to attend task and finish groups, and meetings of councillors called by full council but regarding what would normally be standing committee business, such as the upcoming S106 meeting and the meeting with the Ledbury Health Partnership.**

2. That the Clerk respond to the chairman of the Standards Panel requesting formal distancing measures be recommended in relation to Councillor Bradford as follows:

  - a. Cllr Bradford correspond by email or in writing only with the Clerk
  - b. Cllr Bradford not attend the Council Offices other than for Full Council meetings (noting that the Council does not currently hold committee meetings),
  - c. Cllr Bradford communicates by telephone only to the Clerk's mobile phone number
  - d. That these measures remain in place until the complainant has received the required apology from Cllr Bradford and Cllr Bradford has undertaken the required training.
3. That the Clerk be instructed to write to Monitoring Officer to request that, noting:

  - a. the repeated Code of Conduct Complaints being upheld against Cllr Sinclair;
  - b. Cllr Sinclair's refusal to apologise and refusal to undertake training;
  - c. the continuous harassment and unpleasant correspondence being experienced by the Clerk from Cllr Sinclair
  - d. Cllr Sinclair's recent derogatory comments about County Council staff and the museum service that have appeared in stories on social media and the Hereford Times and BBC websites

at what point would the Monitoring Officer be minded to refer the councillor's behaviour on to the Police.
4. That a request be included in the above letter advising that Ledbury Town Council would wish to put in place protective measures for the Clerk as follows:

  - a. Cllr Sinclair communicate on council matters only by means of email to the Chairman of the Council, copied to the Deputy Chairman
  - b. Cllr Sinclair not attend the Council Offices other than for Full Council meetings (noting that the Council does not currently hold committee meetings),
  - c. Cllr Sinclair not communicate with the Council Office or with the Chairman or Deputy Chairman of the Council by telephone
  - d. That these measures remain in place until the complainant has received the required apology from Cllr Sinclair and Cllr Sinclair has undertaken the required training.

5. That, given his recent breaches of confidentiality, measures be put in place for:
  - a. Councillor Sinclair to be provided only with hard copy of confidential papers for meetings, and
  - b. for those hard copies to be available for him to view at the council offices prior to the relevant meetings, in the presence of a member of staff,
  - c. the Monitoring Officer to be advised that this action is being taken to reduce the risk of further breach of confidentiality and for the protection of the Council's reputation, and the protection of any third parties that might be involved; and that this does not inhibit Cllr Sinclair from performing his duties as a councillor.
  - d. That these measures remain in place until the Cllr Sinclair has undertaken the required training.
6. That a standing item on Councillor Conduct be placed on all Full Council agenda's, in respect of whether the required apologies have been made and training undertaken by Cllrs Sinclair and Bradford, as per the Standards Panel recommendations, until these requirements have been satisfied by each councillor.

R192. **REVIEW OF LINE MANAGEMENT DUTIES – POST HOLDER 47**

Members were asked to review the line management duties in respect of post holder 47.

**RESOLVED:**

1. That the Deputy Clerk be advised, in writing, that their line management duties of post holder 47 will be reinstated with effect from 24 June 2025.
2. That a letter of thanks be sent to post holder 50 for undertaking temporary line management responsibilities and advising that these duties cease with effect from 24 June 2025 end and that they will therefore revert back to pay spine point SCP 22.
3. That post holder 47 be informed, in writing, that the with effect from 24 June 2025 their line manager will be the Deputy Clerk.
4. That the Clerk hold regular meetings with post holder 47 to check how the change of line management is working as part of the Council's duty of care.

5. That in the continued absence of post holder 50, and whilst the Clerk is on annual leave, the line management responsibilities of post holder 47 be undertaken by the Assistant to the Clerk.

The meeting ended at 19:15 pm

Signed ..... Dated .....

DRAFT

<b>FULL COUNCIL</b>	<b>12 JUNE 2025</b>	<b>AGENDA ITEM: 27(i)</b>
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Report prepared by Angela Price – Town Clerk

## **OFFICER REPORTS - TOWN CLERK'S REPORT**

### **Purpose of Report**

The purpose of this report is to provide Members with information on meetings and work streams that have been undertaken by the Town Clerk since 1 April 2025.

### **Detailed Information**

Below is a list of meetings/tasks that the Clerk has attended/undertaken since the 1 April 2025.

- 02.04.2025 – Probation review of Masefield Matters Project Coordinator
- 03.04.2025 – Sexual Harassment training course (on line provided by SLCC)
- 04.04.2025 – Catch up meeting with Mayor and Deputy Mayor
- 08.04.2025 – TEMAP meeting
- 08.04.2025 – Herefordshire Council Parish Summit, Plough Lane (5.30 – 8.00 pm)
- 09.04.2025 – Catch up meeting with Aimee Williams – Talk Community
- 10.04.2025 – Masefield Matters catch up meeting (present NM/TK/EC)
- 14.04.2025 – Meeting with Unions to discuss COC093 outcome and potential protective measures
- 15.04.2025 – Meeting with Chair of TEMAP to consider report content
- 17.04.2025 – Meeting with Rialtas – re month end close down and year end prep
- 17.04.2025 – Meeting with Sarah Watkins (Hoople) to discuss various HR matters
- 17.04.2025 - Return to work pre-meeting with SE
- 17.04.2025 – Resources meeting
- 17.04.2025 – Full Council meeting
- 22.04.2025 – Meeting with Herefordshire Council officers in respect of S106 funds available for parks and open spaces/play equipment – Ledbury Town Councillors and Ward Councillors
- 22.04.2025 – Meeting with new chair of Traders Association, Lizzie Gissane, to discuss how Council and Traders can work together
- 22.04.2025 – LTC Hosted Lady Victoria Borwick – Chairman Visit England – in Herefordshire to host Tourism Conference
- 23.04.2025 – Meeting with former Councillor John Newsham to discuss complaint made by a councillor in respect of an alleged incident
- 24.04.2025 – Meeting with SJ to discuss Civic Celebration event
- 24.04.2025 – Annual Town Meeting
- 25.04.2025 – Meeting with Helen Bowden (Eighteen 73) to discuss TEMAP Feasibility Study content

- 27.04.2025 – Mayor’s Civic Celebration, Ledbury Rugby Club (Sunday)
- 29.04.2025 – Neurodiversity training – all day
- 29.04.2025 – Chimney sweep in council offices to clean chimneys – issues identified which require further action which has been included in a report on Full Council agenda for 12 June 2025
- 01.05.2025 – Attended Stuart Heaton interment of ashes at St Michael & All Angels with Councillors Chowns (Town Mayor) and Hughes
- 06.05.2025 – TEMAP Meeting - to consider final draft feasibility report
- 07.05.2025 – Meeting arranged with various groups in the town to discuss collaborative measures for BID fund expenditure within the town – Just Cllr Morris arrived for meeting – this has not been rearranged
- 07.05.2025 – Masefield Matters meeting (internal)
- 07.05.2025 – Catch up meeting with Mayor and Deputy Mayor prior to Annual Meeting on 8 May
- 07.05.2025 – Meeting with Griff Holliday to discuss:
  - Ledbury Community Day
  - Big Green Week
  - Celebration Day
- 07.05.2025 – Meeting with Tony Hodder at St Katherines re update on future plans for youth provision and St Katherines – to include a break away from LYAS and potential alterations to St Katherines Hall to include mezzanine floor and new offices
- 08.05.2025 – Informal VE Day Service to lay wreaths (SC and RBL)
- 08.05.2025 – Annual Council Meeting
- 08.05.2025 – Formal VE Day service at War Memorial and St Michael & All Angels
- 09.05.2025 – Rialtas year end close down
- 09.05.2025 – meeting with new Council Chairman, Cllr Harvey, to discuss ideas for her year in office
- 11.05.2025 – VE Day Church Service (Sunday)
- 12.05.2025 – Meeting with JL/HH to discuss market for Celebration Day and weekly market matters
- 12.05.2025 – Meeting with Lengthsman and Footpath Officer to consider work plans for 2025/26 in readiness for request for funding
- 12.05.2025 – Masefield Matters meeting
- 13.05.2025 – Internal Audit visit – 2024/25 year end audit
- 19.05.2025 – Meeting with Chair of Wellington Heath to discuss road safety issues on the Beggars Ash Road – reported to S106 wish list meeting
- 22.05.2025 – Meeting with Tony Hodder
- 23.05.2025 – Attended Ledbury Cemetery to oversee interment of ashes where no funeral director was present
- 23.05.2025 – Attended Ledbury Cemetery for funeral in absence of DTC
- 27.05.2025 – Works commenced to repair stone wall in St Michael & All Angels
- 27.05.2025 – Met with contractor re plates for chimneys
- 27.05.2025 – Masefield Matters meeting
- 28.05.2025 – S106 Wish List meeting – only one councillor in attendance – report to be presented to future meeting of council



- 28.05.2025 – Hereford Mayor's Meeting – Town Hall, Hereford – presentation given in respect of London Bridge – meeting to be arranged with DL's Chairman and Deputy Chairman to review LTC procedures for London Bridge
- 29.05.2025 – Meeting with Cllr Browning
- 02.06.2025 – Meeting with Tour Guide Manager to discuss effect of 7 day week opening – report to be presented to future meeting of Full Council
- 03.06.2025 – TEMAP Meeting – to review feasibility study and consider next steps – report to be presented to 3 July full council meeting
- 03.06.2025 – Meeting with EC to review Consultants proposals – agreed to meet with one of companies before making final decision – meeting arranged for 3.30 pm .04.06.2025
- 03.06.2025 - Follow up meeting with Herefordshire Council officers in respect of potential S106 projects in Ledbury South, namely Martins Way and Oatleys Crescent – Presentation included on agenda for information – further meeting to be arranged once HC officers have more detailed report available
- 04.06.2025 – ICT Task and Finish group meeting to consider all things related:
  - IT Equipment replacement
  - Phones and Broadband provision
  - Website
 Report will be presented to future meeting of Council
- 04.06.2025 – Meeting with Consultants in respect of MM
- **06.06.2025 – 23.06.2025 Annual Leave**

In addition to the meetings listed above, the Clerk has regular weekly meetings with the Deputy Clerk and the Accounts Clerk on a Monday morning, weekly Team meetings and regular update meetings with the Masefield Matters Project Coordinator.

### **Ongoing projects and workstreams**

The Service agreement between LTC and Love Ledbury is waiting for approval and signing.

Lease between LTC and Co-op Funeral Care – is now completed and signed

St Katherine's Square – have received an enquiry about a possible market – to be pursued on return from annual leave.

Personnel Matters – As always there have been a number of personnel matters to deal with over past months and some of these need further actions. All staffing issues are reported via the Resources Committee where appropriate, and the Mayor is kept informed of all issues regularly.

SID's – the SID is now in place and is currently on Hereford Road. This will be rotated between Hereford Road, South End near the School and Parkway on a monthly basis. A report will be presented to a future meeting of council for consideration of purchasing a further SID in 2025/26.

Tasks/events to be undertaken over the next months include:

Further ICT Working Party to be arranged to include Communications policy

To work with Councillors in respect of committee structure resources

To promote co-option and consider how to address councillor vacancies for 2027 elections

Future cemetery provision report

Review Risk Register, Asset Register and various other governance documents and policies.

To continue to work with HC in respect of potential S106 funding

Upcoming Events with LTC involvement:

- 07.06.2025 – Ledbury Community Day
- 07.07.2025 – Celebration Day
- 25.08.2025 – Ledbury Carnival
- September - Heritage Open Days

### **Recommendation**

That Members receive and note the above information.

## LEDBURY TOWN COUNCIL

<b>FULL COUNCIL</b>	<b>12 JUNE 2025</b>	<b>AGENDA ITEM: 27ii</b>
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Report prepared by Julia Lawrence – Deputy Town Clerk

### **OFFICER REPORTS – DEPUTY TOWN CLERK’S REPORT**

#### **Purpose of Report**

The purpose of this report is to provide Members with information on meetings and updates on some ongoing projects that have been undertaken by the Deputy Town Clerk.

#### **Detailed Information**

Below is a list of meetings that the Deputy Clerk has attended in April and May 2025 with some updates on particular projects detailed below.

<b>Date</b>	<b>Meeting / Update</b>
Tues 1 Apr	Meeting at Upperfields
	VE/VJ Meeting
Wed 2 Apr	CiLCA Training (AM)
Thurs 3 Apr	Team Meeting
	Meeting with CCTV Contractor
Fri 4 Apr	Meeting with CCTV Contractor
Thurs 10 Apr	Annual Leave
Mon 14 Apr	Meeting with Clerk
	Meeting with Sophie, Clerk and Unison
Wed 23 Apr	CiLCA Training (AM)
Mon 28 Apr	VE/VJ Day Meeting
Tues 29 Apr	Hoople Neurodiversity Training
Thurs 1 May	Meeting with Festive Lights re Christmas lights
	Resources Committee
	Full Council
Tues 6 May	Events Working Party
Thurs 8 May	Meeting with Caroe re Council offices
	Annual Council Meeting
	VE Day Service at War Memorial
Mon 12 May	Meeting with staff member and Clerk re Markets
Wed 14 May to Wed 28 June	Annual Leave
Thurs 29 May	Meeting with Clerk

## **UPDATES**

### **1     Staff**

Whilst it is not shown within the table above, regular meetings are held with staff members to discuss their workload and priorities.

### **2     Council Offices**

#### **CCTV**

The installation of the CCTV for the Council Offices starts on Wednesday, 4 June 2025 and will take three days to complete.

#### **Internal Redecoration of Offices**

Ian Bishop has since attended the Offices again to refine the proposed schedule of works although this will not be addressed further until the quinquennial survey has been undertaken.

#### **Meeting with Caroe & Partners**

Met with Jane Chamberlain to discuss the quinquennial survey, next steps regarding the back door entrance and how to mitigate rain water pouring in through the back door and repair works to the front entrance to the Painted Room.

### **3     Cemetery**

#### **a)   Temporary cover for Groundsman**

Members will note that landscape contractors, Stephen Large, have been temporarily contracted to carry out works at the Cemetery, predominantly mowing and strimming until the permanent post for a Groundsman is filled. Stephen Large and his team are also watering the hanging baskets up to three times per time subject to weather conditions. Arrangements are now in hand for Stephen Large's team to assist with the use of the Foamstream Machine.

#### **Memorial Board for late Mayors and Councillors**

The new Memorial Board for the Cemetery Chapel has now been erected and is in pride of place on the Chapel wall.

#### **Trees in Cemetery**

The Clerk has requested that a tree surgeon address the trees at both the main entrance of the Cemetery and also the Top Entrance as they are encroaching quite significantly on both entrances resulting in some access issues, especially for the skip lorry. There is also a rather large fir tree along the top drive which is

impacting upon someone's grave, the bench positioned next to the grave and also the drive itself. Works will take place on Thursday, 5 June 2025.

### **Post and Chain Fence**

Members had previously considered a new post and chain fence to run along the top section of the drive leading to the New Area to prevent vehicles destroying the grass verges. A further report has been submitted to Full Council for consideration.

### **Re-pointing of Cemetery Walls**

I have approached a local contractor to provide a quotation to undertake re-pointing in various sections of the boundary wall.

## **4 Recreation Ground**

### **Timber Sleepers**

A further report has been submitted to Full Council for consideration regarding an alternative suggestion to the timber sleepers. It is proposed that a "Log Walk Weave" and "Tyre Hopscotch" be the preferred options.

### **Tyre Swing**

The new tyre swing is due to be installed in July 2025.

### **Football Posts**

The Maintenance Operative has recently repainted the football posts. Contractor, David McCutcheon has just re-laid new turf around the goal areas.

## **5 Dog Hill Woods**

### **Upperfields**

Adrian Tree Services carried out works along Upperfields in March 2025 to remove or make safe some of the trees along Upperfields.

## **6 St Michael's & All Angels Church**

### **Repair to dry stone wall**

Colwall Stone Masons have recently been on site repairing the stone wall at the



rear of St Michael & All Angels Church.  
Please refer to attached photograph.



### **Repointing of Church Wall**

The brick wall that is on the left hand side of the Church yard as you enter through the main gates of St Michael's is a listed wall and is also in need of repointing. This falls under the responsibility of Ledbury Town Council to maintain. Contractors are being sourced to quote for this work at the present time.

### **Memorial Topple Testing**

Memorial topple testing took place earlier this year which resulted in just one headstone being unsafe. This headstone was accordingly marked with a hazard sign to advise anyone that the headstone may be unsafe. However, the headstone has since been laid down on the grass.

## **7 General Works**

### **Foamstream Machine**

Members will note that the foamstream machine has been out on a few occasions but there have been two separate faults with the machine which has prevented it from being used. These faults have now been rectified. Previously, the lengthsman was driving the truck/trailer in order for this machine to be used. However, it has now been agreed that Stephen Large Landscape Contractors will now use the machine to help eradicate some of the weeds in Town, thereby freeing up the lengthsman to undertake his duties. It is planned that the Foamstream Machine will be used once a fortnight, and works will take place in the Town between 6.00pm and 8.00pm when it will be a little quieter.

### **Recommendation**

That Members receive and note the above information.

Minutes of the Meeting of the LCD Committee held at Finches, Ledbury at 2 30pm on Thursday May 29th 2025.

Present : Paul Kinnaird, David Hewitt, Nick Morris, Griff Holliday, Norman Stanier.

1: Apologies. No LTC staff were available for the Meeting.

2: Minutes of the previous meeting. Approved.

3: Matters Arising, None ,

4: Website, David reported that the expected surge had taken place with 72 hits on May 26th. He would promote The Whale on the Rec and provide the appropriate links.

5: Insurance, This was being provided through LTC and Griff was thanked for his diligence in arranging this. He had received the Certificate and Good Wishes from Hereford County Council.

6: Participants.

Now over 60 with forms still coming from Football and Daffodil Line.

Bosbury Scouts would be Firelighting on The Rec and the Cadets would also be there and hopefully able to help with the Take Down of The Whale.

The Band would have a Stand but not be playing and The Leby Morris would have a Stand but not be Morrising .

The Empathy Suit would be Empathising under the Market House .

7: Arrangements.

Gazebos would be erected at St Katherine's and then down The Rec and Stewards requested to give a a Helping Hand once the Halls were initially set up.

The Church Bells would ring out from 09 30.

Two Car Parking Spaces were available by the Big Green Lecky Box and Councillor Morris would park his Motor across them both on Friday Night.

Leby Libry Cancelled by Griff.

Masefield Matters at Rec.

8: Publicity,

Piece about to be in the Reporter, already in West of The Hills and The Focus out soon.

Leaflets had arrived and, via Griff been distributed to the 30 places in town that had the best footfall and would be kept topped up by Nick Morris on his habitual Peregrinations.

David would do The Market Theatre, The Nest and the Prancing Pony, Nick, The Primary School and pass on JMHS contact to Paul. Paul would also endeavour to contact Much Marcle, Ashperton Bromsberrow and Eastnor Primary Schools as well as The Eastnor Woodshed and the Surgeries.

Paul would be at The Market House on Friday and Nick and David on Saturday.

9 AOB. The Burgage Hall would have the tables fine tuned on Friday at 6pm by Griff, Nick and Norman. Norman revealed that although he was available from first thing on Saturday, he would need to make an early departure to attend a Wedding to which they had only recently been invited!!!!

10: DONM ..TBA



**Minutes of the Ledbury Traders & Business Association Meeting  
at the Old Grammar School Church Lane, Ledbury  
30 April 2025 at 17:30**

**Members present:**

Lizzie Gissane (Chair), The Ledbury Leaf  
Helen Hepworth-Smith (Vice Chair), The  
Kitchen Cupboard  
Helen I'Anson, Inside & Out  
Angela Crofts, No 12 Boutique  
Jane Salt, Hay Wines  
Chris Salt, Hay Wines  
Stephen Furlonger, Lumino Photography  
Robin Oakey, The Barn  
Johanna Barclay, Hanley Organics  
Andrew Mouldsley, The Cheese Pantry

Laura Panter, The Ledbury Pet Co  
David Trumper, Trove & Chattels  
Jess Newman-Smith, Roger Oates Design  
Mel Ayland, Melanie-Louise  
Katie MacGregor, TUSK Collection  
Shelagh MacGregor, TUSK Collection  
Pat Harrison, Ceci Paolo  
Gail Dixon, Ceci Paolo  
Susie McKechnie, Renaissance/Epoch  
Steve Freer, Take 4 Gallery

**In attendance:**

Liv Trueman, Ledbury Town Council  
Emma Closely, Ledbury Town Council

**Minutes:**

Caroline Williams (volunteer)

**1. Introductions and apologies**

Lizzie welcome everyone and opened the meeting with introductions.

Apologies were received from: Andrew Blandford (Blandford's), Sue Hubbard (Homend Haberdashery); Annette Crowe (Past & Present); Phoebe Clive (Tinsmiths); Andrew & Declan (Butler & Sweatman); Jeni (The Apothecary Shop); Annie (Ethos), Andrea & Tony (Jardinopia); Jeanette Davis (Raft), Jules (Juice); and Marie (Forrest Optical).

**2. Minutes of the last meeting (AGM on 08 April 2025)**

Minutes were approved as an accurate record of the meeting.

**3. Town Council Update**

Lizzie advised members that Liv and Emma have been invited to attend our meetings to strengthen our working relationship with the Town Council.

*Hills Ford Stage Rally Ceremonial Start:*

Liv confirmed the ceremonial start will take place on Friday 12 September in the evening. Start time to be confirmed. Clarification is sought on the time when people are stopped from parking in the high street. **Agreed action:** Liv to check and feedback.

*Christmas Light Switch On:*

This will be on 23 November 2025, a week earlier, to coincide with the Winter Poetry Festival. This may provide the opportunity to have two Christmas Late Night Shopping events. Liv said she understands the Festival will run from Friday 21 November to Sunday 23 November 2025 (to be confirmed). The Christmas Market will take place on 23 November 2025 to coincide with the Christmas Light Switch On.

*Free Parking Days for December:*

Lizzie asked for views on the free parking day options available from Herefordshire Council. It was noted previously the Council had offered free parking after 3.00 pm and this has no benefit for Ledbury trading. Members **agreed** to ask for free parking all day on:

- Saturday, 22 November 2025 - to combine with the Poetry Festival.
- Tuesdays during December.

#### *Masefield Matters:*

Emma reported Lottery Funding has been secured to create a memorial for John Masefield (to be revealed in 2028). The Town Council will be overseeing the project and will be:

- running activities and workshops in the community to consult and seek ideas from people in Ledbury on what would be a fitting memorial.
- encouraging members of the LT&BA to get involved.
- looking to attract more funding.

Emma confirmed she is keen to share ideas and get input and feedback from the LT&BA so this project can be of benefit to members too. There will be opportunities to promote the project via shop fronts, sponsorship and merchandise.

*Ledbury Map:* These were distributed to members. Further copies will be provided to all shops soon.

Liv and Emma confirmed they are keen to collaborate with the LT&BA as they believe by working together we will be much stronger and effective. Lizzie thanked them for attending the meeting and confirmed LT&BA's willingness to build a stronger partnership with the Town Council.

#### **4. Herefordshire County BID Update**

Lizzie advised she has been in contact with Tara Emery (Business Liaison Manager) regarding the business listings on the Herefordshire/Ledbury Website. There is a glitch with the specific page for "shopping." Once fixed all retail businesses should be listed on the shopping page. For non-BID members there is a voluntary contribution fee of £240 (plus VAT) per year to list your business. **Post meeting note: Susie advised that business may list for free on the website.**

Jess reported back on the BID event held at the Herefordshire Racecourse (24 April 2025) and highlighted the following items:

- Potential opportunities to extend our reach through social media campaigns by linking in with the 6 themes of "Visit Britain" and the location of Eastnor Castle as a film location.
- There is a lot of data available for BID members on visitors (where they are from) and footfall through Place Informatics. The data needs to be filtered to be useful for analysis. The target is for the information to be available in July 2025.
- Local Visitor Economy Plan: Useful information available via BID email updates.
- Visit Herefordshire Radio launched but understand a licence is required to play within shops.
- For Levy paying and voluntary BID members there is a business 2 business discount.
- Visit Herefordshire Tourism Awards 2025 - load of categories, including "Retailer of the Year". Deadline for entries is 31st May 2025.

#### **Agreed action:**

- Further details of the "Visit Britain" themes for social media campaigns to be shared with members.

#### **5. Independent Retailers Month in July**

Members **agreed** it would be good to take part in Independent Retailers Month to showcase, promote and celebrate why people visit Ledbury for the many independent retailers we have.

Ideas suggested included:

- Bakeries, cafes and other independent venues who bake their own cakes to compete to create a "Ledbury Cake"
- Pet Show to promote our independent pet shop and independent vets
- Weekly events with bunting and banners
- Ask schools to design a Ledbury Flag
- Promotional Video - Ledbury Actually



- Opportunity to link in with “Visit Britain” social media campaign themes from June to August of “green summer” “escape to countryside” to explore hidden gems and box of delights.
- Explore opportunities to collaborate with others: Town Council, Food Group, Ledbury Places and schools.
- Opportunity to link in with the Ledbury Poetry Festival and the Ledbury Celebration in July.

Johanna volunteered to lead on the “Ledbury Cake” competition. David offered to help and Helen HS offered a voucher from the Kitchen Cupboard as a prize.

Emma commented the Council may be able to help with some funding for promotion, if an activity for the Masefield Matters project can be linked in. Liv mentioned the Town Council will be holding a Ledbury Community Day in June which may provide further marketing opportunities.

Members discussed the idea of creating a mural of Ledbury’s independent shops, to show a snap shot in time. If the mural could be started during July, this could be filmed. Pat suggested we use the New Street side of the Ceci Paolo building for a mural, subject to obtaining required permissions. Steve highlighted the opportunity to draw everything together using the theme of “The Box of Delights” - the heading of a children’s book by John Masefield. **Agreed action:** Emma to contact Sarah Lee at Herefordshire Council and speak to the Ward Councillors regarding the approval process for creating a mural.

Members discussed linking into the history of Ledbury and celebrating previous independent retailers. It was **agreed** it would be good to capture the moving history of Ledbury, using photos to show how things have changed. Johanna said she has photos of her shop from the 1960s when it was a Tailors.

It was suggested we consider contacting the following:

- Gilly Powell, photographer, who is keen to put together photographs to record independent shops in Ledbury
- Scott-ART, a local artist who has done pen and ink works of shop fronts in Ledbury.
- Penelope (Historical lead at the Council)

The cartoon in MA & TA Jenkins Fruit and Veg shop was identified as an example of what has been done previously.

The example of “the museum without walls” developed by the createROSS voluntary group was highlighted. This involved bidding for funding.

The need to set up a working group or groups was **agreed** to keep momentum and plan events.

**Agreed action:** Lizzie to contact members to confirm involvement and availability for working group(s).

## **6. Christmas 2025 Late Night Shopping**

It was **agreed** a discussion on whether to hold 1 or 2 late night shopping events this year is to be deferred to a future meeting as further information is required on the risks and benefits.

Feedback on the 2024 Late Night Shopping for most traders was positive. Katie volunteered to design the poster again this year and Marie has agreed to arrange music and the radio promotions.

### **Agreed action(s):**

- Lizzie and Jess to liaise on what information is required from the Place Informatics BID data to assess whether:
  - people came from outside Ledbury;
  - the previous Radio advert worked; and
  - where to target future advertising campaign.

- Andrew to be consulted as our link to the BID board and the data to be requested from Tara Emery (Business Liaison Manager).

## **7. Any other Business**

The following items were covered under any other business:

### *Neighbourhood matters:*

Lizzie advised traders can sign up to receive information direct from the police on neighbourhood matters.

*LT&BA survey:* Lizzie will be issuing a short survey to find out what members want from the LT&BA and the best time to meet. All members were encouraged to complete the survey and have their say. All ideas welcome.

### *Homend Mews -V.E. Day Party:*

Laura promoted the V.E. Day Party taking place on Saturday 03 May 2025 at the Homend Mews. Prizes and vouchers for the raffle donated by 22 local traders, with proceeds going to the Ledbury Food Bank.

### *Vacant shops & forthcoming closures:*

Lizzie informed members that Shanti Shanti, in the Design Quarter, is sadly closing down. There is some shop furniture for sale if anyone is interested.

It was noted there was no news on what was happening with the empty shop (formerly WELLWORTH IT). **Agreed action:** Liv to check if the LT&BA can influence the future use of this and other vacant shops.

### *BID training:*

Jess advised she has accessed the SEEDL learning hub and found this useful. Information on how to get an account is available from Tara Emery (Business Liaison Manager).

Lizzie added that Tara has advised if we have enough interest, we could get free training.

## **8. Next Meeting**

Lizzie thanked everyone for their contributions and confirmed the next meeting of the LT&BA is on Wednesday 28 May 2025.