



LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES, CHURCH STREET, LEDBURY

HEREFORDSHIRE HR8 1DH. Tel. (01531) 632306

Email: clerk@ledburytowncouncil.gov.uk Website: www.ledburytowncouncil.gov.uk

7 November 2025

To: All Councillors

Dear Councillor

You are summoned to attend a meeting of **LEDBURY TOWN COUNCIL**, to be held on **Thursday. 13 November 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

Angela Price PSLCC, MIWFM, AICCM
CiLCA (England & Wales)
Town Clerk

FILMING AND RECORDING OF COUNCIL MEETING

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.

AGENDA

1. **Apologies for absence**
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 4948)
5. **To approve and sign as a correct record the minutes of a meeting of Council held on 30 October 2025** (Pages 4950 - 4959)
6. **To receive and note the Action sheet** (Pages 4960 - 4962)
7. **Chairman's Communications**
8. **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 of 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."
9. **To receive motions presented by Councillors in accordance with Standing Order 9**

None received.

FINANCE, POLICY & GENERAL PURPOSES

10. **To receive and note Month 7 financial reports** (To Follow)
 - i. Receipts and Payments - 1 - 31 October 2025
 - ii. Balance sheet and Trial Balance – Month 7
 - iii. Budget Monitoring Reports 1 April – 31 October 2024
11. **To confirm verification of bank statements and reconciliations for September and October 2025**
12. **To approve invoices for payment for November 2025 INTERIM** (To Follow)
13. **Grant Funding Applications** (Pages 4964 - 4978)
 - i. Ledbury Food Group – Food Act 1984 s.50 and s.60 – power to establish markets in the Council's area and provide a market place and market buildings amount requested £2,000.00 for 'Ledbury Celebration' Event

- ii. Ledbury FC Youth – Local Government Act 1972 Section 137 - power to spend money for the direct benefit of the Councils area or inhabitants when there is no other specific statutory power to do so amount requested £1,000.00 for U16 trip to Stromstad for July 2026
- iii. Citizen's Advice Service – report attached

GOVERNANCE

- 14. **Code of Conduct** (Standing Item)
(Pages 4980 – 4981)

PLANNING, ECONOMY & TOURISM

- 15. **To consider Planning Consultations** (Page 4982)
- 16. **To receive and note update on Planning Decisions** (Pages 4982 - 4988)
- 17. **To receive and note Market House Visitor Numbers** (Pages 4990 - 4992)
- 18. **Response to objection to Premises Licence in respect of Weavers. 10 New Street, Ledbury, HR8 2DX** (Pages 4994 - 4995)
- 19. **Correspondence received from local resident in relation to speeding** (Pages 4996 - 4997)
- 20. **Lugg Meadow Nature Reserve – Correspondence received from CPRE** (Pages 4998 - 5006)

ENVIRONMENT & LEISURE

- 21. **Bus infrastructure** (Pages 5008 - 5009)
- 22. **Quinquennial Survey for Council Offices** (Pages 5010 - 5076)
- 23. **Storage Container Report** (To Follow)

RESOURCES

- 24. **To receive and notes the minutes of a meeting of the Resources Committee held on 23 September 2025.** (Pages 5078 - 5080)

GENERAL

- 25. **Outside Bodies** (None received)
- 26. **Officer Reports** (Pages 5082 - 5097)
 - i. **Clerks Report**
 - ii. **Deputy Clerk's Report**
 - iii. **Community Engagement Officer's Report**

27. **Herefordshire County BID - Consultation Survey (Pages 5098 - 5106)**

28. **Date Of Next Meeting**

To note that the next meeting of Council is scheduled for Thursday, 4 December 2025.

29. **Exclusion Of Press & Public**

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

30. **Resources Committee Confidential Matters (Oral Update)**

To consider any matters discussed at the meeting of the Resources Committee held on 13 November 2025 which need to be considered as a matter of urgency

Distribution: Full agenda and reports to all Councillors (11)
Plus file copy

Agenda and reports excluding confidential items to:
Local press (1)
Library (1)
Council Website (1)

FULL COUNCIL	2 OCTOBER 2025	AGENDA ITEM: 4
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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.

LEDBURY TOWN COUNCIL

**MINUTES OF A MEETING OF FULL COUNCIL
HELD ON 30 OCTOBER 2025**

PRESENT: Councillors: Bradford, Chowns, Coleman, Harvey, Hughes, Kettle, Morris and Troy

ALSO PRESENT: Angela Price – Town Clerk
Julia Lawrence – Deputy Clerk
Sophie Rudd – Minute Taker
Alison Braithwaite – Trustee of Ledbury Places

C992. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Browning and Eakin .

C993. DECLARATIONS OF INTEREST

None received.

C994. TO NOTE THE NOLAN PRINCIPLES

RESOLVED:

That the Nolan Principles be received and noted.

C995. 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 be received and noted, noting that the Clerk will advise Members if and when it is appropriate for them to be considered under this Duty.

C996. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF A MEETING OF COUNCIL HELD ON 2 OCTOBER 2025

RESOLVED:

That the minutes of a meeting of Council held on 2 October 2025 be approved and signed as a correct record.

C997. TO RECEIVE AND NOTE THE ACTION SHEET

It was suggested that timeframes be given where possible for the completion of outstanding tasks in addition to the "In Progress" status.

Councillor Harvey informed members that Ward Councillors had received a response in relation to Social Housing allocations, however she advised this had raised additional queries around the procedure Housing Associations are operating in respect of the percentage of allocations for residents from outside of the Ledbury area. Further clarification on this point had been requested and was awaited from Herefordshire Council officers.

RESOLVED:

That the Action Sheet be received and noted.

C998. GRANT APPLICATIONS

Members agreed to move agenda item 14 to this point of the meeting so as to allow the Ledbury Places representative to leave the meeting due to another engagement.

Al Braitwaite was in attendance at the meeting as a representative of Ledbury Places and in reference to the Grant Application that had been submitted and considered at the Council meeting held on 2 October 2025.

RESOLVED:

- 1. That Ledbury Town Council purchase the hearing loop system and gift it to the Heritage Centre at a cost of £1,768.00, noting that the Council would be able to reclaim the VAT.**
- 2. That the money saved by Ledbury Places on the VAT, which would not be being paid by the Town Council, would be used by Ledbury Places themselves to fund purchase of the flags and printing**

Alison Braithewaite left the meeting at 7:26 pm

C999. TO RECEIVE WARD REPORTS

Councillor Harvey provided an update in respect of her Ward report in response to questions in relation to the following matters:

- i) A response is awaited in regard to 14 The High Street.

- ii) An additional EV charging point is being installed in St Katherine's Car Park.

RESOLVED

That the Ward reports be received with thanks.

C1000. CHAIRMAN'S COMMUNICATIONS

The Chairman reported that she had attended a number of events, including the launch of the Royal British Legion Poppy Appeal, Ledbury's Walk and Talk Picnic and the Britain in Bloom Award Ceremony.

RESOLVED:

That a formal letter of congratulations and thanks be sent to Ledbury in Bloom on reviewing their 15th consecutive gold award.

C1001. TO CONSIDER QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC IN ACCORDANCE WITH THE PROVISIONS OF STANDING ORDERS 3 (e) AND 3 (f)

RESOLVED:

None present.

C1002. TO RECEIVE MOTIONS PRESENTED BY COUNCILLORS IN ACCORDANCE WITH STANDING ORDER 9

Motion received from Councillor Bradford

"That Council agree to reinstate the Finance, Policy & General Purposes and Environment & Leisure Committee meetings to encourage debate in a timely manner and make recommendations to Council accordingly."

It was noted that the motion had been presented to the meeting without a seconder and that it could not be debated until the motion was seconded.

Councillor Harvey provided background information for new Councillors as to why the Council had taken the decision to suspend Committee meetings following which Councillor Kettle seconded Councillor Bradford's motion.

Following considerable discussion an amended motion was proposed which both the proposer and seconder were happy to accept, as follows:

“That Council agree the intention to reinstate all three Standing Committees, namely Environment & Leisure, Finance, Policy & General Purposes and Planning, Economy & Tourism with effect from April 2026, at the latest, subject to detailed plans including updated terms of reference being approved by Council at or before the March 2026 Council meeting.”

RESOLVED:

1. **All three Standing Committees, namely Environment & Leisure, Finance, Policy & General Purposes and Planning, Economy & Tourism be reinstated with effect from April 2026, at the latest, subject to detailed plans including updated terms of reference being approved by Council at or before the March 2026 Council meeting.**
2. **That the quorum of the committees be reviewed ahead of returning to the committee structure of the Council.**

C1003. TO RECEIVE AND NOTE MONTH 6 FINANCIAL REPORTS

RESOLVED:

1. **That the Receipts and Payments for the period 1-30 September 2025 be received and noted.**
2. **That the Balance sheet and Trial Balance for Month 6, ending 30 September 2025 be received and noted.**
3. **That the Budget Monitoring Reports to 30 September 2025 be received and noted, noting that the expenditure at month 6 was at 48.2%.**
4. **That the Clerk contact Rialtas in respect of how the system shows transfers from the in-year budget to Ear Marked Reserves.**

C1004. TO CONFIRM THE VERIFICATION OF BANK STATEMENTS AND RECONCILIATIONS FOR SEPTEMBER 2025

Councillor Hughes advised that he had not received an invitation to attend the Council offices to review and sign the bank statements and reconciliations.

RESOLVED:

To note that the bank statements and reconciliations have not been verified and signed.

C1005. INVOICES FOR PAYMENT OCTOBER 2025 (FINAL)

Members were advised that due to the scheduled meeting of 23 October 2025 not being quorate the Chair of the Council, Chair of the Finance, Policy & General Purposes Committee in consultation with the Town Clerk had approved the invoices for payment as per the attached lists.

RESOLVED:

1. That the actions taken by the Chair of the Council, Chair of the Finance, Policy & General Purposes Committee, in consultation with the Town Clerk to approve the invoices for payment in the total of £9,114.89 be endorsed.
2. That the Clerk be authorised to purchase a new printer in the sum of £420.00 for the outright purchase and enter into a service agreement, noting that the only additional costs will be in relation to the amount of colour and mono prints per month.

C1006. TO CONSIDER THE STATEMENT MADE BY HEREFORDSHIRE COUNCIL AT THEIR MEETING HELD ON 3 OCTOBER 2025 REGARDING PLAY AREA INVESTMENT

RESOLVED:

That the Clerk be instructed to meet with Herefordshire Council Officers to explore the implications of potential asset transfers of play areas within Ledbury, noting that there is potential funding available from Herefordshire Council for investment in these play areas.

C1007. TO RECEIVE AND NOTE THE NOTES OF A MEETING TO CONSIDER THE FEASIBILITY STUDY AND PROPOSED TEMAP ACTIONS AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS THEREIN

RESOLVED THAT:

- a. The Membership of the TEMAP WG and its Terms of Reference be reviewed and the revised proposals be considered at the next TEMAP WG Meeting.
- b. The Events Working Group be renamed the Festivals & Events Working Group, and its Terms of Reference revised accordingly.

- c. Local Visitor Economy Partnership (LVEP) and Herefordshire BID be invited to appoint representatives to be included in the membership of the TEMAP WG.
- d. The Clerk be tasked to ensure that the Council's ongoing Staff Review adequately reflects the requirement that the Council deliver across the three key strands: Tourism, Markets and Events in any changes proposed to staff roles and responsibilities.
- e. The future location of the TIC should be included in the Council's consideration of its future accommodation needs, as supported by Council in its meeting of 11 September 2025; and that the TEMAP WG's support for the Victorian Wing of The Master's House as a possible option be noted.
- f. The Clerk be tasked to define the role of Tourism Manager and the responsibilities be designated by Spring 2026, and that a business case for the provision of an enhanced TIC service, to become operational during the 2026 season, be drafted for presentation to Council by a date to be agreed [suggest February 2026].
- g. An integrated action plan, covering Tourism, Events and Markets, to progress the accepted recommendations of the Feasibility Study be developed jointly by the Festivals and Events WG and TEMAP WG by a date to be agreed [suggest by January 2026].

C1008. CODE OF CONDUCT MATTERS

The Clerk provided an update on Code of Conduct matters.

RESOLVED:

That the update in respect of Code of Conduct Complaints be received and noted.

C1009. TO RECEIVE AND NOTE THE "CHARTER FOR HEREFORDSHIRE'S COUNCILS 2025"

RESOLVED:

1. **That Ledbury Town Council adopt the Charter for Herefordshire's Council 2025.**

2. That the Clerk notify Herefordshire Council that Ledbury Town Council have adopted the Charter for Herefordshire's Councils 2025.

C1010. PLANNING CONSULTATIONS

1. **Application Number 252841** – Application to determine if prior approval is required for a proposed part change of use from a mixed commercial and residential site to Dwellinghouse (Use Class C3) – **5a The Royal Hall, The Southend, Ledbury, Herefordshire, HR8 2EY.**

RESOLVED:

No objection.

2. **Application Number 252834** – Conversion of garage to provide art studio and office. External changes to fenestration – **2 Larkrise, Knapp Lane, Ledbury, Herefordshire, HR8 1AN.**

RESOLVED:

No objection.

3. **Application Number 252953** – Brick faced rear and side extension to replace existing glazed conservatory and side extension – **32 Oakland Drive, Ledbury, Herefordshire, HR8 2ER**

RESOLVED:

No objection.

4. **Application Number 252920** – Application to remove a S106 planning obligation at Flights Orchard tying all land owned by the applicant to the dwelling - **Flights Orchard, Flights Farm Ledbury Herefordshire HR8 2JN**

RESOLVED:

No objection.

5. **Application Number 252286** – Application of reserved matters relating to layout, scale, appearance and landscaping pursuant to Outline permission 171532 APP/W1850/W/20/3244410 (Site for a mixed use development including the erection of up to 625 new homes (including affordable housing), up to 2.9 hectares of B1 employment land, a canal corridor, public open space (including a linear park), access, drainage and ground modelling works and

other associated works. The proposal is for outline planning permission with all matters reserved for future consideration with the exception of access) for 43 dwellings with associated parking, garages, highway and drainage infrastructure (Phase 2A) – **Land North of Viaduct adjoining Orchard Business Park, Ledbury, Herefordshire**

RESOLVED:

1. That the draft response prepared by the Major Planning Applications Working Group be approved, subject to the relevant policies being added prior to it being submitted to Herefordshire Council Planners.
2. That a copy of the response will be attached to these minutes.

Councillor Bradford left the meeting at 8:56pm

C1011. PLANNING DECISIONS

RESOLVED:

That the planning decisions be received and noted.

C1012. LICENSING APPLICATION IN RESPECT OF WEAVERS, 10 NEW STREET, LEDBURY, HR8 2DX

RESOLVED:

That an objection under the Prevention of Public Nuisance be submitted in respect of the Licence application for Weavers, 10 New Street, Ledbury, HR8 2DX as regards the proposed licencing hours on grounds of public nuisance and that a preference be expressed for this new business to start its operation under standard trading hours.

C1013. SUSPENSION OF STANDING ORDER 3(x)

RESOLVED:

That Standing Order 3(x) be suspended for a period of 30 minutes to allow the remaining business of the Agenda to be completed.

C1014. CORRESPONDENCE FROM THE LEDBURY CIVIC SOCIETY REGARDING ROUNDABOUT SPONSORSHIP

RESOLVED:

1. That officers be instructed to apply for the Licence to Cultivate the Kipling Road roundabout and invite sponsorship from local businesses/organisations for the planting out and maintenance of the Kipling Road roundabout in accordance with the criteria set out in the Licence to Cultivate.
2. That Officers be authorised to apply for the Licence to Cultivate the Leadon Way and Bromyard Road roundabouts once they have been formally adopted by Herefordshire Council.

C1015. PROPOSED OFFICER ACTIONS IN RESPECT OF THE RECENT FIRE RISK ASSESSMENT

RESOLVED:

That the Fire Risk Assessment report be received and noted.

C1016. TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE MASEFIELD MATTERS BOARD HELD ON 13 OCTOBER 2025

RESOLVED:

1. That the minutes of the Masefield Matters meeting held on 14 October 2025 be received and noted.
2. That discussions be held with the suggested alternative Evaluator in respect of them taking on the remaining phases of the Evaluation role for the project.
3. That the Council instruct the Clerk to terminate the current Evaluators contract subject to any terms and conditions.

C1017. OUTSIDE BODIES

RESOLVED:

That the minutes of a meeting of the Ledbury Community Choir held on 19 September 2025 be received and noted.

C1018. TO RECEIVE AND NOTE MINUTES OF A MEETING ON 6 OCTOBER TO DISCUSS THE SERVICE OF REMEMBRANCE

RESOLVED:

That the notes of the meeting to discuss the Annual Service of Remembrance be received and noted.

C1019. CEMETERY

RESOLVED:

- 1. That authority be given that the Deeds of Exclusive Rights of Burial no's. 800 and 801 be signed in accordance with Standing Order 23(a).**
- 2. That authority be given that the Transfer of the Deeds of Exclusive Rights of Burial no's. 540 and 100128 be signed in accordance with Standing Order 23(a).**

C1020. EXCLUSION OF PRESS AND PUBLIC

RESOLVED:

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

C1021. RESOURCES COMMITTEE – CONFIDENTIAL

RESOLVED:

That the update provided in respect of a confidential staffing matter be received and noted.

C1022. DATE OF NEXT MEETING

RESOLVED:

To note that the next meeting of Council is scheduled for Thursday, 13 November 2025.

The meeting ended at 9:16 pm

Signed Date

FULL COUNCIL

Minute No.	Action	To be Actioned by	Date Actioned	Comments	Status
11-Sep-25					
C931(2)	Following receipt of the information from Ward Councillors Ledbury Town Council review the matter and consider how they can support local residents in respect of social housing.	TC	30.11.2025	Update provided at full council on 23.10.2025 - further updates to be provided when available	Completed
C932(1)	That Ledbury Town Council explore the accommodation needs of the Council, following on from the staff review, and to revisit the Heritage Asset project's recommendations for the improved management and heritage buildings owned by the Council.	Council	31.10.2025	Meeting held 31.10.2025 - Clerk to seek further information ahead of further meetings to be arranged	Completed
C954	Provide an updated storage unit report to include location plan, accessibility, utility connection, planning, and security provision	TC	To Do	Report to be included in future agenda	In progress
30-Oct-25					
C998	That LTC purchase the hearing loop system and gift it to the Heritage Centre at a cost of £1,768, and that a grant be awarded in the sum of £353.60 for the Lamb quiz and Feather style flag	TC	04.11.2025	Clerk to meet with Al Braithwaite to complete order for Hearing Loop	In progress
C1000	That a formal letter of congratulations be sent to LiB on receiving their 15th consecutive gold award	TC			In progress

C1002	That all three committees be reinstated with effect from April 2026 at the latest, subject to detailed plans be presented to council by the March 2026 meeting.	TC and Cllrs	By April 2026	Clerk to arrange initial meeting to discuss committee structure and delegation, staff review and all other related matters to ensure progress on a return to committee meetings in April 2026 - to include quorum of committees	In progress
C1003(4)	That the Clerk contact Rialtas in respect of how the system shows the transfers from the in-year budget to EMRE	TC	01.11.2025	Email sent to Rialtas - response awaited	Completed
C1006(2)	Clerk to be authorised to purchase new printer at a cost of £420.00 and enter into service agreement as detailed within the report	TC	01.11.2025	Email sent to place order	Completed
C1006	That the Clerk arrange a meeting with HC Officers to explore the implications of potential asset transfers of play areas within Ledbury, noting that there is potential funding available from Herefordshire Council for investment in these play areas.	TC	01.11.2025	Email sent to HC Officers requesting a meeting	Completed
C1007	That the recommendations within the notes of the meeting to consider the Feasibility Study be approved as listed within the report	TC	Nov-25	Clerk to consider all recommendations and arrange meetings etc as required	In progress
C1008	That the Clerk notify Herefordshire Council that LTC have agreed to sign up to the new charter	TC	01.11.2025	Email sent advising HC officers that LTC agreed to sign up to the new charter	Completed
C1009(5)	That the draft response in respect of planning application no. 252286 be approved subject to the relevant policies being added prior to it being sent to HC planners	TC	Nov-25	Email sent to cllr Harvey for help with policies	In progress
C1012	That an objection under the prevention of public nuisance be submitted in respect of the Premises Licence application for Weavers, 10 New Street.	TC	31.10.2025	Response submitted	Completed

C1014(1)	That officers be instructed to apply for the Licence to Cultivate the Kipling Road roundabout and invite sponsorship from local businesses/organisations for the planting out and maintenance of the Kipling Road roundabout in accordance with the criteria set out in the Licence to Cultivate.	DTC	31.10.2025	DTC instructed to progress	Completed
C1014()	That Officers be authorised to apply for the Licence to Cultivate the Leadon Way and Bromyard Road roundabouts once they have been formally adopted by Herefordshire Council.	DTC	31.10.2025	DTC instructed to progress	Completed

Funding Request of more than £500**Grant Application Form****1. Tell us about your organisation¹**

Contact Name:	David McCauley	
Position:	Treasurer	
Organisation:	Ledbury Food Group	
Contact Address:	[REDACTED]	
Telephone Number:	[REDACTED]	
E-mail:	[REDACTED]	
Status of Organisation: (delete as appropriate)	Profit / Not for Profit / Charity / Company Other (specify): Community Group	
Charity/Company No. (if applicable)	N/A	
How long has your organisation been in existence? (please ☒)	Less than 1 year	
	1-5 years	
	More than 5 years	X
What does your organisation do?	We organise and support local food events to promote local food and drink. We maintain a website and database of local producers, retailers and members of the public.	

1

¹ 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

2. Tell us what support you need

Which one of the following five areas <u>best</u> fits your group's area of interest?	Sport ☐ Arts ☐ Health ☐ Environment ☒ ✕ Youth ☐
Who will benefit from your activities?? (please tell us what groups will benefit and approximately how many people will benefit in total)	Producers and retailers of locally produced food and drink and the wider community who visit the event. The promotion of Ledbury as a place to visit. Local musicians and poets who perform. Food and sustainability related local organisations by publicising their activities. Local crafts artisans. The residents of Ledbury.
What evidence do you have of local need/demand for your services? (This might be survey work or statistical evidence)	We have run this event annually since 2014, taking over a long-standing event on the last day of the Ledbury Poetry Festival. In 2025, we had 20 producer and retail stalls and approximately 1,250 people attending, with a programme of entertainment over 4 hours. The event has a regular and local clientele. If space allows, we open it to local community groups.
What support have you received ? (Please tell us about any expressions of support you have received from outside your organisation)	Ledbury Poetry. Our event takes place on the last day of the Festival and we get a lot of support in putting the entertainment programme together, including al fresco poetry performances and activities for the young. Ledbury Town Council has supported this event with the loan of gazebos and barriers and as a partner with the general arrangements and with the administration on the day.
How will your service be delivered and how will success be monitored?	A group representing the Food Group, Ledbury Poetry Festival and Ledbury Town Council will organise the event with reference to their own organisations. Success is measured by the number of visitors, the success of our stallholders in selling and promoting their produce, the dissemination of our local food message and the response to the music and poetry programme.

How will your organisation acknowledge the Town Council's funding support?	We will mention the funding support in our copy for local newspapers and magazines, on our website, posters, leaflets and other publicity and we will inform producers and participants.
Do you work with other Ledbury groups or would you be open to doing so in future?	We work with Ledbury Food Bank, Sustainable Ledbury and The Herefordshire Food Alliance.

3. Tell us how you plan to fund your project

Amount requested from Ledbury Town Council.	£ 2,000
Have you received a grant from Ledbury Town Council in the last 2 years? If so, how much and for what?	Yes, £1,852 in 2025 and £1,500 in 2024.

Please list any applications you have made for funding from other organisations.

Organisation	Contribution Sought (£)	Applied (please tick as appropriate)	Granted (please tick as appropriate)
<i>None so far</i>			

4. Further information provided in support of your application

Information	Enclosed (please tick)	Office Use Only (Initial to confirm documentation complies with the requirement)
A copy of your	X	

organisation's most recent bank statement (required)		
A copy of your constitution and list of appointed officers (or similar document showing the organisation's status)	X	
A copy of your organisation's committee and meeting structure	X	
A copy of your organisation's latest set of accounting statements (if any exist)	X	
Copies of any letters of support for your project		

5. Declaration by the applicant

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

I/we accept the following:

- (i) That any false information we provide, even if provided in good faith, may lead to the withdrawal of the grant offered.**
- (ii) That any grant offered will be used only for the purposes set out in this application.**
- (iii) That we will provide annual reports on project progress along with a copy of the annual report for our organisation.**
- (iv) That we will provide a grant closure report for the project within 3 months of the end of the funding period.**

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

Signed:	
Name (s):	David McCauley
Date:	23 October 2025

Please return completed form to:
Angela Price – Clerk to the Council
Town Council Offices

Church Street, Ledbury
Herefordshire HR8 1DH
Email: clerk@ledburytowncouncil.gov.uk

Funding Request of more than £500

Grant Application Form

1. Tell us about your organisation¹

Contact Name:	Phillip Roberts	
Position:	Coach of Ledbury FC Youth Under 16 Girls	
Organisation:	Ledbury FC Youth (formerly Ledbury Swifts)	
Contact Address:	[REDACTED]	
Telephone Number:	[REDACTED]	
E-mail:	[REDACTED]	
Status of Organisation: (delete as appropriate)	Not for Profit Community Interest Company Other (specify):	
Charity/Company No. (if applicable)		
How long has your organisation been in existence? (please ☒)	Less than 1 year	Merged with Ledbury Town FC within the last year, but Ledbury Swifts were established in 1987 and Ledbury Town FC established in 1893
	1-5 years	
	More than 5 years	
What does your organisation do?	Provide a facility for local boys and girls to play football. Not only do they learn to play football, they learn lots of life skills and make friends for life. We currently have 17 boys teams, 4 girls teams, 3 mens teams and 1 ladies team. The club is run wholly by volunteers.	

¹ 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

2. Tell us what support you need

Project title:	U16 Boys and Girls Stromstad Trip July 2026
Project duration (mm/yy):	Start: 22.7.25 End: 27.7.25
Which one of the following five areas <u>best</u> fits your group's area of interest?	Sport ☐ Arts ☐ Health ☐ Environment ☐ Youth ☒
Who will benefit from the project? (please tell us what groups will benefit and approximately how many people will benefit in total)	Usually the club takes a boys and a girls team. For the first time ever we are taking the U16 boys and U16 girls teams. There will be appropriately 35, 16 years olds, 5 coaches of the teams, 8 parents and 6 senior representatives of the club. The majority of the players have played for the club for several years.
What evidence do you have of local need/demand for the proposed project/activity? (This might be survey work or statistical evidence)	Every single player of both teams have signed up to come on the trip. The trip has been run with huge success for the last 25 years. Those going on the trip will represent the club and the town of Ledbury and further strengthen ties with the twin town of Stromstad.
What support have you received for this project? (Please tell us about any expressions of support you have received from outside your organisation)	Parents will be funding the cost of flights, fundraising for the coach transfers (both in England and Sweden), accommodation and food has already started and has been well supported by the local community. Various events will be held to raise funds and awareness and local businesses have been approached for financial support.
How will the project be managed and how will you measure its success?	As the trip has been running for 25 years, knowledge has grown over this period to ensure that the trip is an enjoyable and memorable one for all attending, in particular the players. Various measures are in place to ensure the trip runs in a safe manner. Its success will be based on feedback from the children attending, which on all previous trips has been exclusively positive.
Please give key milestones for your project, including approximate dates.	The trip will start at 2.00am on Wednesday 22 July 2025, when a coach will take everyone from Ledbury to Gatwick airport, ready for a flight to Oslo, departing at around 9.30am. A coach will then take us to Stromstad arriving mid-afternoon. Both teams will then play matches against Swedish and Norwegian teams on 23, 24 and 26 July, before travelling home on 27 July.

How will your organisation acknowledge the Town Council's funding support?	The club will be active on local social media, both prior to and during the trip, to acknowledge the support provided by the Town Council and any local businesses who provide support. We are happy to assist with photographs and any publicity the Town Council would wish us to provide.
Do you work with other Ledbury groups or would you be open to doing so in future?	We use the pitches at Ledbury Rugby Club and a number of our players represent them and also Ledbury Cricket Club. We also sent representatives to a recent event at the Ledbury Community Hub. We are happy to work all local organisations.

3. Tell us how you plan to fund your project

What is the total cost of the project?	£24,000
Amount requested from Ledbury Town Council.	£1,000
Have you received a grant from Ledbury Town Council in the last 2 years? If so, how much and for what?	Yes, £1,000 for the same trip last year (though only a boys team went on that occasion).

Please list any applications you have made for funding from other organisations.

Organisation	Contribution Sought (£)	Applied (please tick as appropriate)	Granted (please tick as appropriate)
<i>Clive Richards Foundation</i>	<i>£1,500</i>	<i>x</i>	

4. Further information provided in support of your application

Information	Enclosed (please tick)	Office Use Only (Initial to confirm documentation complies with the requirement)
A copy of your organisation's most recent bank statement	<i>x</i>	

(required)		
A copy of your constitution and list of appointed officers (or similar document showing the organisation's status)		
A copy of your organisation's latest set of accounting statements (if any exist)	x	
Copies of any letters of support for your project		

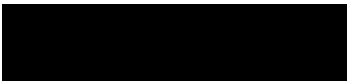
5. Declaration by the applicant

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

I/we accept the following:

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

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

Signed:	
Name (s):	Phillip Roberts
Date:	22-Oct-25

Please return completed form to:

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

FULL COUNCIL	13 NOVEMBER 2025	AGENDA ITEM: 13(iii)
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GRANT APPLICATIONS - CITIZENS ADVICE BUREAU (CAB) SERVICE

Purpose of Report

The purpose of this report is to provide Members with a report received from Citizens Advice based in Ledbury and an invoice in the sum of £2,500 for the period October 2025 – March 2026.

Detailed Information

Attached is a report received from South Worcestershire Citizens Advice –“ Ledbury Town Council Citizens Advice Service Statistics 2024-25” which provides figures for the services provided by CAB, along with an invoice in the sum of £2,500 for the period October 2025 – March 2026

Members will recall that at their meeting on 2 October 2025 they considered a request for funding from CAB for 50% of the annual grant funding allocation for 2025/26 as per minute no. C979:

“That the Clerk writes to CAB advising that 50% of the annual grant funding will be paid to them and that they be advised that the Council is currently reviewing the arrangements of how grant funding will be paid to them going forward - Local Government Act 1976, s137 power of local authorities to incur expenditure for certain purposes not otherwise authorised.”

Following the meeting the Clerk wrote to CAB advising that the Council had agreed to make a payment of 50% of the annual grant allocation and advising them that Ledbury Town Council are reviewing how they manage grant funding to a number of organisations, including CAB. They were also advised that It is normal practice that organisations who receive annual grants from the Council are required to complete a new application every three/four year and that it was noted that CAB were a year overdue with regards this.

Noting that the Council has had a number of questions for CAB and the delivery and uptake of services in Ledbury the Clerk as invited a representative to attend the meeting of Council.

Recommendation

1. That Members review the Service Statistics for 2024/25 in conjunction with any updates provided at the meeting, subject to a representative of CAB being in attendance at the meeting.

2. That subject to a representative of CAB being in attendance at the meeting Members consider whether to approve the release of the remaining funds set aside in the 2025/26 budget for CAB in the sum of £2,500.
3. That the Clerk be instructed to meet with the Foodbank to discuss how this funding could be provided to CAB via the Foodbank in 2026/27 onwards.
4. That CAB be advised that they are required to submit a multi-year grant application for the period 2026/27 – 28/29.

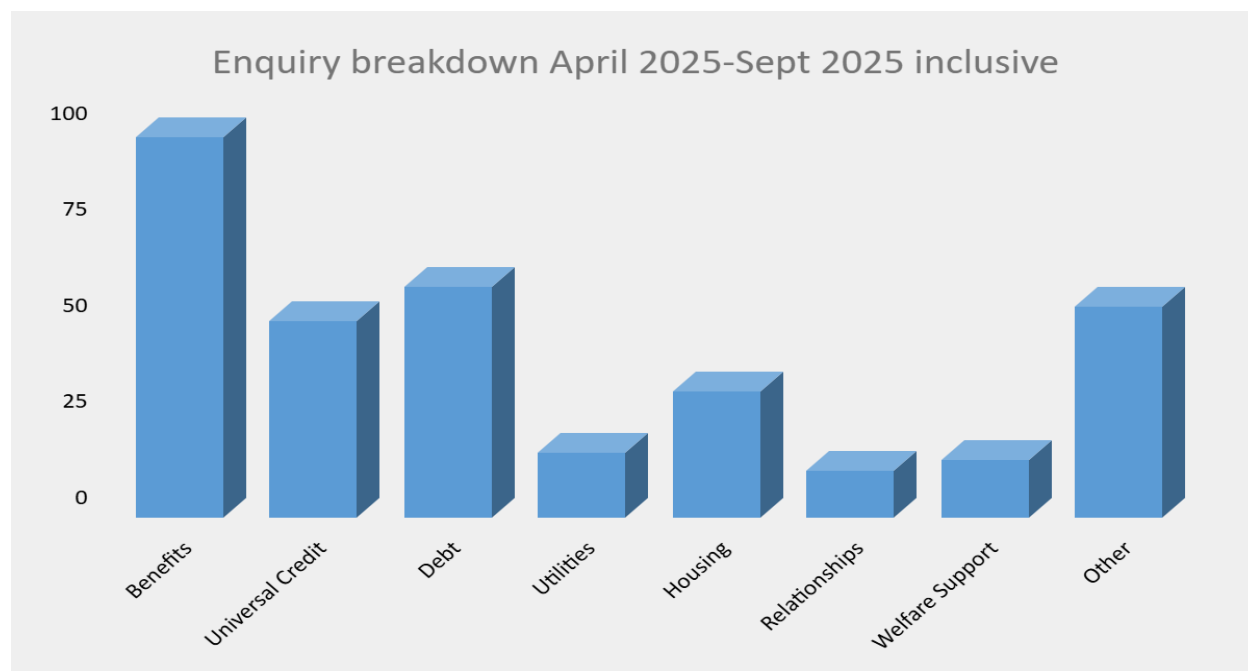
Ledbury Town Council Citizens Advice Service Statistics 2024-25

April 2025 to September 2025 Inclusive

The Citizens Advice service is now located at the [Ledbury Food Bank](#) on Wednesday and Friday mornings for 2 hours on each day (4 hours per week) . This service together with follow up work helps some of the most marginalized members of our community deal with financial and income related problems.

Key facts

- Number of Unique clients in 2024-25 = **117**
- Number of issues dealt with = **342 issues**
- **71%** of service users are either disabled or managing a long term illness (**21%** with mental health issues)
- **64%** of services users are female , **36%** male
- **Income gain for clients : £129,746**
- Enquiry issues : The chart below shows the breakdown of enquiry issues in the last 18 months :



Impact of service for the people of Ledbury

Welfare Benefit gains

The service has enabled users to gain a total of **£129,746** over the last 18 months. The income gain for clients is based on additional monies gained for them via successful benefit awards; applications for welfare benefits and other grants for household goods and services. Funds obtained in this way are often spent in the local economy and tackle child poverty and health inequalities.

Helping clients to manage Fuel and Local Authority debt

Fuel and Council Tax arrears are the top debt issues that clients approaching the service need help with. Advisors help clients to produce sustainable budgets and liaise with the local authority to help develop affordable payments plans that avoid the need for bailiff intervention.

Helping client to remain independent

Over **40%** of service users are over 60 years of age. Advisors help clients to challenge adverse health assessments, deal with utility problems & consumer protection issues and maximize income promoting financial independence in the community.

Richard West

Head of Services, South Worcestershire Citizens Advice October 2025

Citizens Advice South Worcestershire

52, Prospect View
Malvern
WR14 2FD
+01684563611
accounts.malvern@citizensadvicesw.org.uk



INVOICE

INVOICE TO

Ledbury Town Council
Church Street
Ledbury
Herefordshire
HR8 1DH

INVOICE NO. 1154**DATE** 21/10/2025**DUE DATE** 21/10/2025**TERMS** Due on receipt

DESCRIPTION

AMOUNT

Contribution to Citizens Advice South Worcestershire for Ledbury
Outreach services provided from October25 to March 2026

2,500.00

Payment details:

Account name: Citizens Advice South Worcestershire
Bank name: CAF
Account no. 00021790
Sort code: 40-52-40

BALANCE DUE

£2,500.00

FULL COUNCIL	13 NOVEMBER 2025	AGENDA ITEM: 14
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Report prepared by Angela Price – Town Clerk

CODE OF CONDUCT MATTERS

Purpose of Report

The purpose of this report is to provide Members with an update in respect of the outcome of COC093.

Detailed Information

Members will recall that at their meeting held on 11 September 2025 Members resolved to implement the recommended actions agreed with the Senior Governance Team at Herefordshire Council, in respect of COC093, as outlined in Recommendation 3 of the Standards Panel meeting held in April 2025 as shown below:

- a. That Councillor Bradford send correspondence to the Council only by email or in writing, marked "For the attention of the Clerk."
- b. That Councillor Bradford should communicate with the Council Offices by telephone only using the Clerk's mobile phone number.
- c. That Councillor Bradford should attend the Council Offices only for approved meetings of the Council or councillors, or with at least 24 hours' written notice to the Clerk or the Deputy Clerk.
- d. Mediation between Councillor Bradford and the complainant, taking a restorative approach to rebuilding a working relationship, should be commenced when both parties are prepared to engage in such mediation.
- e. The distancing measures (a, b, and c) will remain in place until the first two Panel recommendations have been complied with and (d) has been commenced, or until the Clerk or Monitoring Officer considers otherwise appropriate.

Following this resolution the Clerk wrote to Councillor Bradford advising him that the Council had agreed to put these recommendations in place and suggesting that should he wish to reconsider his position regarding recommendations a, b and b, and is prepared to:

- provide an apology to the complainant, in line with the conditions of the first recommendation, and
- undertake the training outlined in the second recommendation,

he should confirm this in writing to the Clerk, following which the Clerk would report the outcome to Council so that Members may review distancing measures (a), (b), and (c) above.

Additionally, he was asked to confirm whether he would be willing to engage in mediation with the complainant, in order to take a restorative approach to rebuilding a positive working relationship.

Members are advised that since receiving the letter from the Clerk Councillor Bradford has informed the Clerk that he does not intend to provide an apology, take the training or participate in mediation in respect of this matter.

Recommendation

1. That Members receive the information provided within this report, noting the response from Councillor Bradford.
2. That recommendations a, b and c remain in place at this time.

FULL COUNCIL	13 NOVEMBER 2025	AGENDA ITEM:
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Report prepared by Sophie Rudd – Administrative Assistant to the 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.

		Deadline for comments/ determination	Application details
1.	<u>252975</u>	Deadline date for comments 19/11/2025 Target determination date 12/12/2025	Erection of a side extension. - Woodlands Lodge Parkway Ledbury Herefordshire HR8 2JG
2.	<u>253037</u>	Deadline date for comments 20/11/2025 Target determination date 16/12/2025	Single storey rear extension, porch canopy and interior alterations. - New House Bridge Street Ledbury Herefordshire HR8 2AW
3.	<u>253145</u> Planning link not yet live	Deadline date for comments Target determination date	Replacement cartway screen on east elevation. Replacement windows. Replacement front door (west elevation) - Upper Barn, Ledbury, Herefordshire, HR8 2PX

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
LTC MEETING 9 JANUARY 2025				
<u>242783</u>	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. – Land South of Leaddon Way (A417) and East of Dymock Road (B4216) Ledbury, Herefordshire	OJ	Comments provided to PO in form of report	No decision
<u>242956</u>	Proposed damp proofing to be applied to masonry walls with internal finish being re-applied in a like for like manner – 82 The Homend, Ledbury, Herefordshire, HR8 1BX (LISTED BUILDING CONSENT)	AM	No objection	No decision
LTC MEETING 1 MAY 2025				
<u>250814</u>	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. 1 Bridge Street, Ledbury, Hereford, Herefordshire, HR8 2AJ.	KR		No decision
<u>250815</u>	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. 1 Bridge Street, Ledbury, Hereford, Herefordshire, HR8 2AJ. LISTED BUILDING CONSENT	KR		No decision

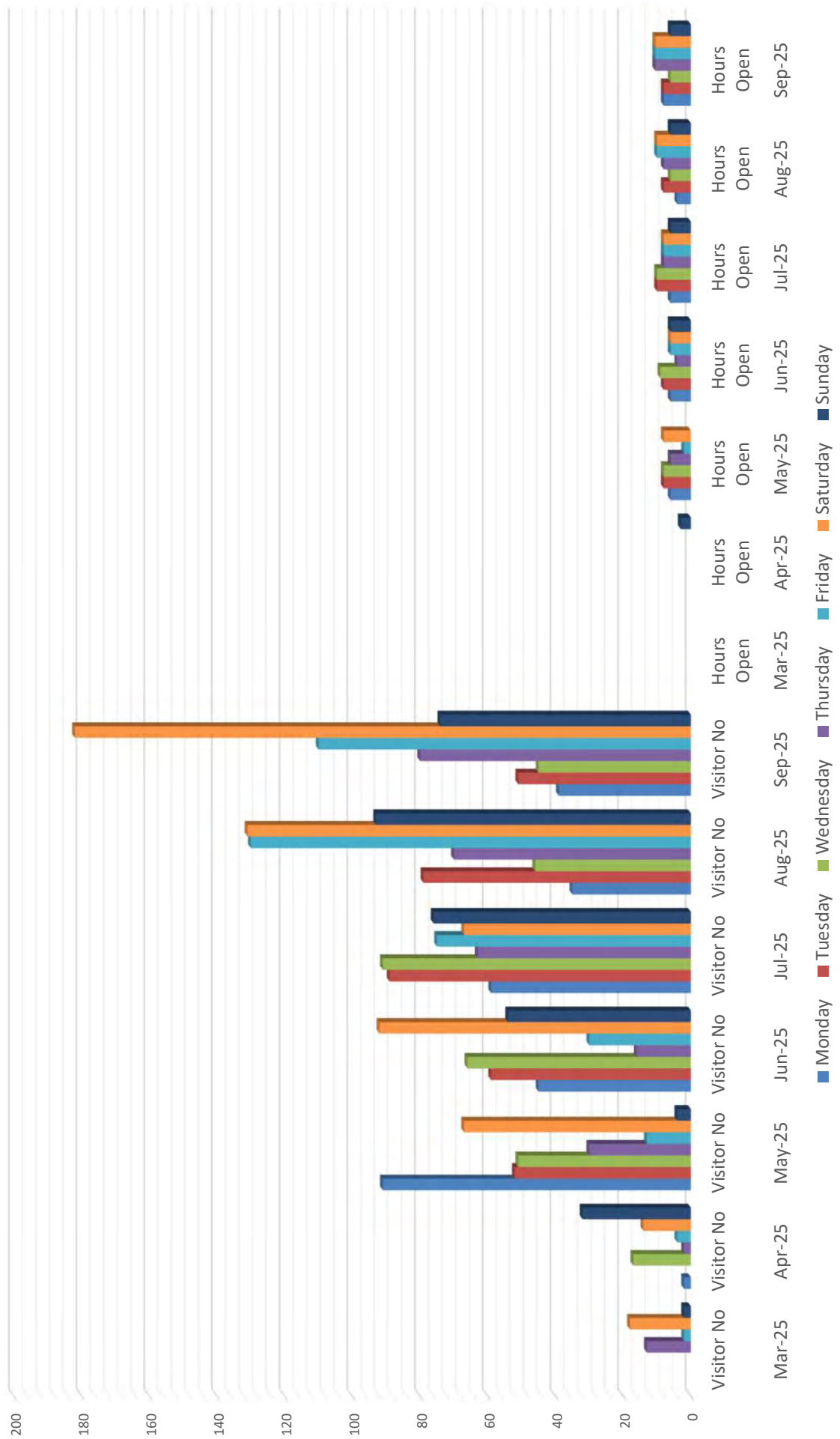
LTC MEETING 03 JULY 2025				
<u>242783</u>	A hybrid planning application comprising: An application for full planning permission for the erection of a Day Nursery (Use Class E (f)) and Foodstore (Use Class E (a)) including access, car parking landscaping and associated work; & an application for outline planning permission for the erection of a medical centre (Use Class E(e)), with access to be determined and all other matters reserved. Land South of Leaddon Way (A417) and East of Dymock Road (B4216) Ledbury Herefordshire – AMENDED / RE-CONSULTATION PLANNING APPLICATION	OJ	Deferred to allow meeting of councillors to discuss further and provide detailed response	No decision
<u>251261</u>	Erection of a two dwellings, repairs to boundary walls and associated soft and hard landscape 17-19 The Homend Ledbury Herefordshire HR8 1BN	AM	Deferred due to concerns in respect of access issues in the event of a fire.	No decision
LTC MEETING 11 SEPTEMBER 2025				
<u>250622</u>	Proposed erection of 5 dwellings, new vehicle and pedestrian access, landscaping and associated works – Land at Ledbury Road, Wellington Heath, Ledbury, Herefordshire, HR8 1NB	AM	That Ledbury Town Council echo the comments and concerns of Wellington Heath Parish Council with regards to layout, pedestrian safety, and the delivery of an offroad footpath, noting that it is a fast road with a blind bend.	No decision
<u>252156</u>	Proposed replacement self-build dwelling and detached garage, associated landscaping works and change of use from agricultural residential – Bradlow Farm, Bradlow, Ledbury, Herefordshire, HR8 1JE	AM	That Ledbury Town Council echo the comments of the National Landscape's regarding using local Malvern Stone	No decision

				for cladding in place of Forest of Dean Stone.	
<u>252192</u>	Proposed erection of a detached double garage with storage over – Laurel Cottage, Little Marcle Road, Ledbury, Herefordshire, HR8 2DP	KR		No objection	Approved with Conditions
<u>252249</u>	Proposed removal of asbestos roof covering to outbuilding and recover using bitumen based corrugated sheet roof covering. (Retrospective) – 7 High Street, Ledbury, Herefordshire, HR8 1DS	KR		No objection	No decision
<u>252329</u>	Proposed rear extension – 28 Orchard Place, Ledbury, Herefordshire, HR8 2XD	KR		No objection	Approved with Conditions
<u>252286</u>	Application of reserved matters relating to layout, scale, appearance and landscaping pursuant to outline permission 171532/APP/W1850/W/20/3244410 (Site for a mixed use development including the erection of up to 625 new homes (including affordable housing), up to 208 hectares of B1 employment land, a canal corridor, public open space (including a linear Park), access, drainage and ground modelling works and other associated works. The proposal is for outline planning permission with all matters reserved for future consideration with the exception of access) for 43 dwellings with associated parking, garages, highway and drainage infrastructure (Phase 2A) – Land North of Viaduct, Adjoining Orchard Business Park, Ledbury, Herefordshire	CS		1. That this application be deferred to a Planning Working Group Meeting to discuss in more detail 2. The Clerk is to write to the case officer to ask for an extension.	No decision
<u>252388</u>	Proposed removal of existing rear extension, replacement with a two-storey extension, a single-storey side extension and the erection of a garden office pod – 3 Staplow Cottages, Ledbury, Herefordshire, HR8 1 NP	KR		No objection	No decision

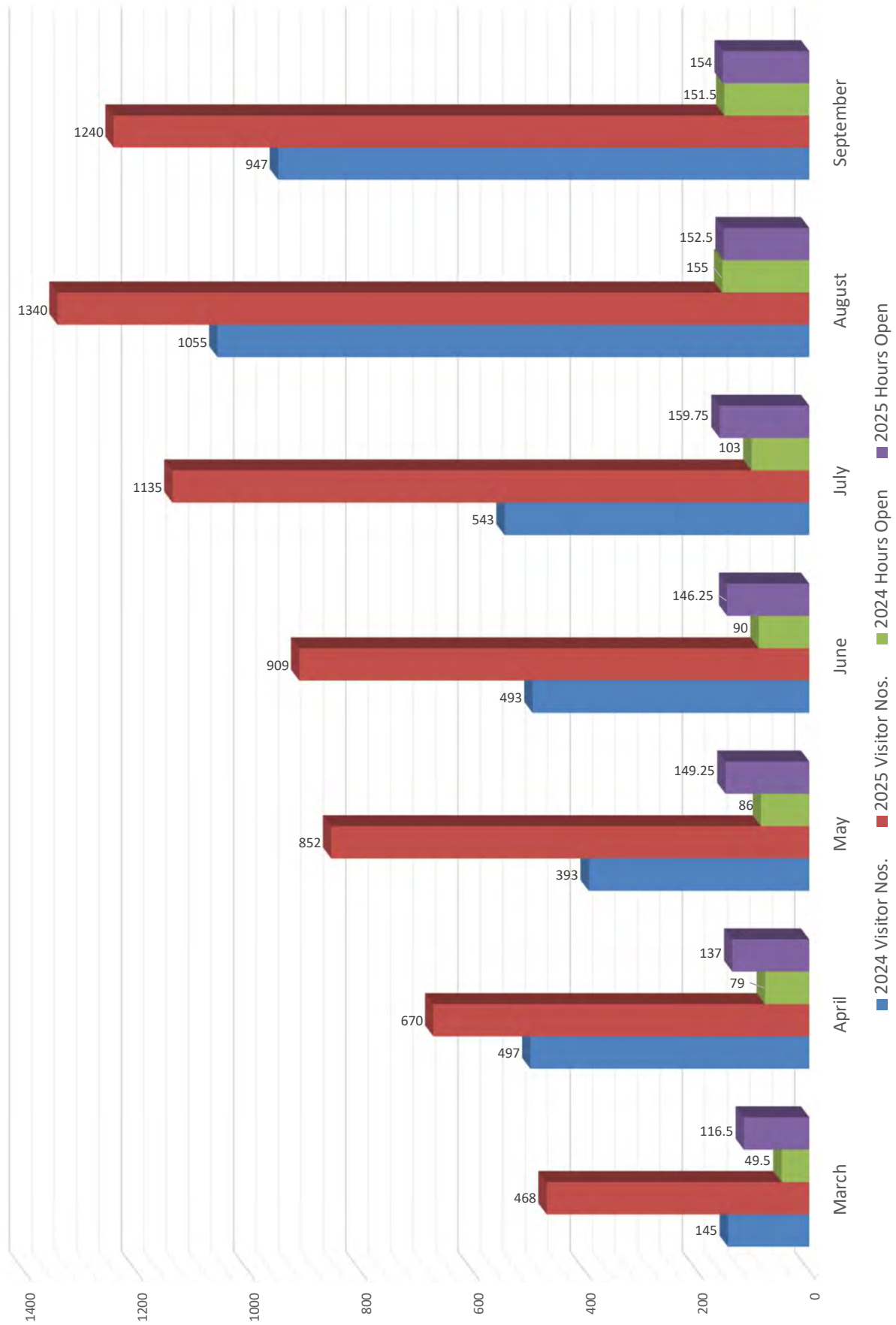
<u>252468</u>	Minor alterations to previous approved applications 250276 + 250277 for the conversion of the existing gym and function room into 15 letting bedrooms – 25 High Street, Ledbury, Herefordshire, HR8 1DS	TM	No objection	Approved with Conditions
<u>252469</u>	Minor alterations to previous approved applications 250276 + 250277 for the conversion of the existing gym and function room into 15 letting bedrooms - 25 High Street, Ledbury, Herefordshire, HR8 1DS – LISTED BUILDING	TM	No objection	Approved with Conditions
<u>252470</u>	Proposed variation of condition 2 of planning permission 203223 (proposed detached dwelling) – change to self-build and reduction in scale – Land adjacent The New House, Old Kennels Farm, Bromyard road, Ledbury, Herefordshire, HR8 1LG	CH	No objection	No decision
LTC MEETING 02 OCTOBER 2025				
<u>252142</u>	Proposed change of use from a retail butchers shop with commercial production kitchen to a hot food take away business with installation of replacement mechanical kitchen ventilation system – 71a The Homend, Ledbury, Herefordshire, HR8 1BP	AM	No objection.	No decision
<u>252742</u>	T1 – Red Oak adjacent to car park, fell to as near ground level as possible – Ledbury Rugby League Football Club, Ross Road, Ledbury, Herefordshire, HR8 2LP	AC	No objection on the basis new trees be planted for the future.	No decision
LTC MEETING 30 OCTOBER 2025				
<u>252841</u>	Application to determine if prior approval is required for a proposed part change of use from a mixed commercial and residential site to Dwellinghouse (Use Class C3) – 5a The Royal Hall The Southend Ledbury Herefordshire HR8 2EY	AM	No Objection	No decision
<u>252834</u>	Conversion of garage to provide art studio and office. External changes to fenestration – 2 Larkrise Knapp Lane Ledbury Herefordshire HR8 1AN	KR	No Objection	No decision
<u>252953</u>	Brick faced rear and side extension to replace existing glazed conservatory and side extension – 32 Oakland Drive, Ledbury, Herefordshire, HR8 2ER	KR	No Objection	No decision

<u>252920</u>	Application to remove a S106 planning obligation at Flights Orchard tying all land owned by the applicant to the dwelling - Flights Orchard, Flights Farm Ledbury Herefordshire HR8 2JN	YC	No Objection	No decision
<u>252286</u>	Application of reserved matters relating to layout, scale, appearance and landscaping pursuant to Outline permission 171532 APP/W1850/W/20/3244410 (Site for a mixed use development including the erection of up to 625 new homes (including affordable housing), up to 2.9 hectares of B1 employment land, a canal corridor, public open space (including a linear park), access, drainage and ground modelling works and other associated works. The proposal is for outline planning permission with all matters reserved for future consideration with the exception of access) for 43 dwellings with associated parking, garages, highway and drainage infrastructure (Phase 2A) – Land North of Viaduct adjoining Orchard Business Park, Ledbury, Herefordshire	CS	Lengthy Response Prepared	No decision

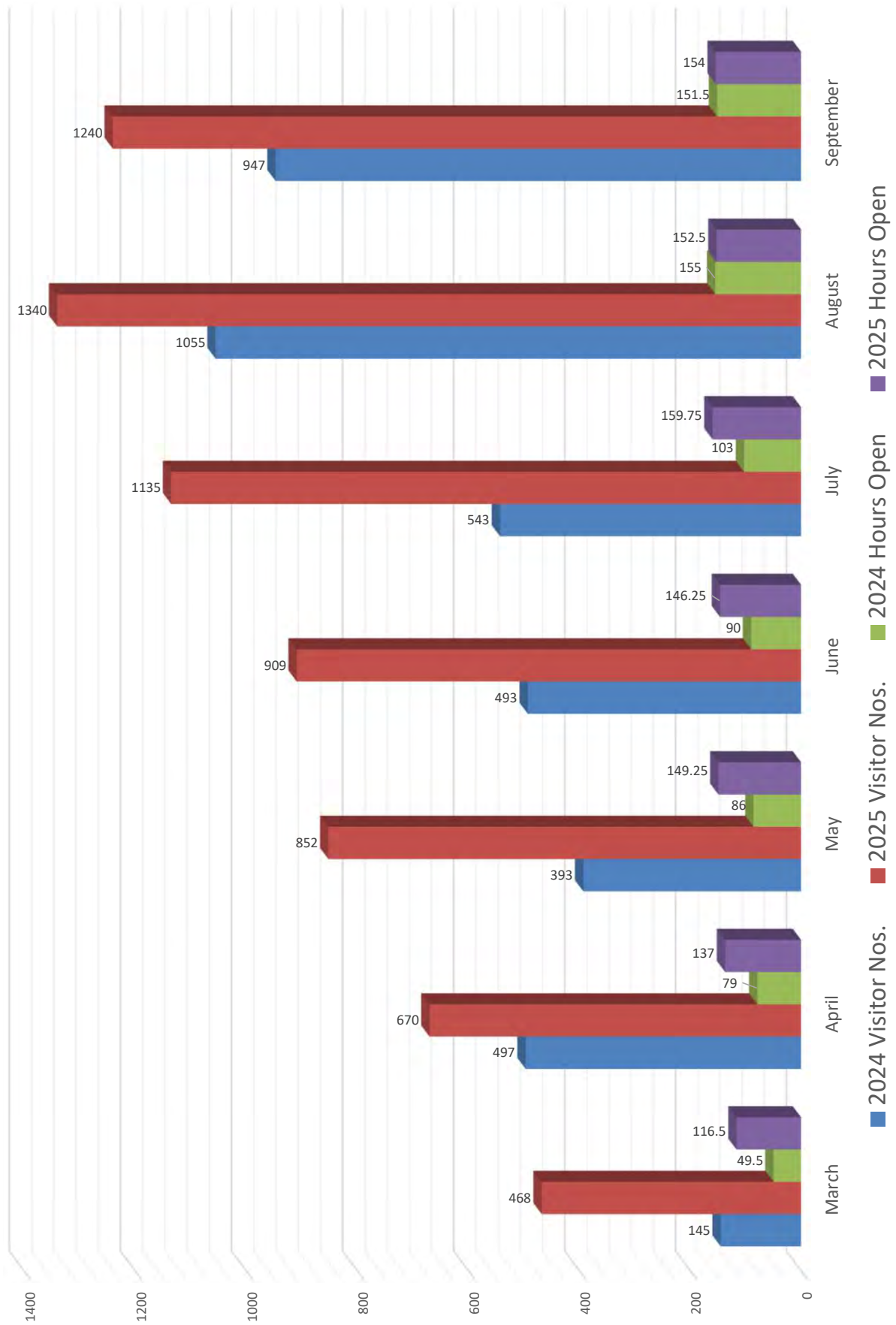
Market House visitor numbers March to September 2025



March to September 2024 & 2025 Visitor Number totals Painted Room



March to September 2024 & 2025 Visitor Number totals Painted Room



FULL COUNCIL	13 November 2025	AGENDA ITEM:
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Report prepared by Sophie Rudd – Administrative Assistant to the Town Clerk

RESPONSE TO OBJECTION TO PREMISES LICENCE

Purpose of Report

The purpose of this report is to inform members of the response received from the licensing department at Hereford Council.

Detailed Information

The following response was received from the licensing department at Herefordshire Council:

“Good afternoon

We refer to your recent representation sent to TalkCommunities who forwarded it on, on your behalf in respect of the above premises.

In accordance with the Licensing Act 2003 and Herefordshire Council Licensing Policy I have to consider whether a representation is a ‘relevant representation in that it is about the likely effect of the grant of the premises licence on the promotion of the licensing objectives’.

A relevant representation has been defined in a number of stated cases which have appeared before the High Court and which are binding on the Licensing Authority. Of particular note is the case of Daniel Thwaites Plc v Wirral Borough Magistrates' Court and The Sauehall Massie Conservation Society and Wirral Metropolitan Borough Council [2008] EWHC 838 (Admin). In brief it was said that a licensing authority should look for some real evidence to support the representation made. Fears and speculation as to what might happen will not be enough. Whilst this case remains relevant, Herefordshire Council will expect a representee to give evidence of some description to substantiate a conclusion that the variation will infringe the licensing objectives.

Furthermore the case R (on the application of Hope & Glory Public House Ltd) v City of Westminster Magistrates' Court [2009] EWHC 1996 (Admin) established the fact that a representation made in relation to public nuisance must be more than a private nuisance and that a single interested party is incapable in law of constituting "the public" for the purposes of satisfying the test of "public nuisance" pertinent to the licensing objective.

Therefore the Licensing Authority will deem that any representation which is not supported by any evidence of some description is not a relevant representation. Acceptable evidence will normally relate to real and reliably witnessed events at the

premises. However evidence may also be considered when arising from very similar events which having taken place at another location and were run by the same applicant / promoters. An aggrieved representee whose evidence has not been accepted by the Licensing Service can informally appeal to his or her councillor for assistance when a representation has not been accepted.

This makes it particularly difficult when applications are received for new premises licences because often there is no evidence available to support the representation. There is a presumption within the Licensing Act that a Premises Licence, if applied for, will be granted. However where an applicant fails to promote the licensing objectives after been granted a licence, the act confers on the Police and Local Authority certain powers of closure as well as the right to call for a review of the premises licence. The right to call for a review of course is an entitlement which is extended to local residents or a body representing them as interested parties. Once a review is launched the Licensing Committee then have options available to them to address the issues at the premises in order to promote the licensing objectives.

I have carefully considered the representation made by you and regret to inform you I can find no real evidence related to the premises to support the comments you have made.

Accordingly I must reject your representation as not being relevant.

*Regards
Licensing"*

Recommendations

That Ledbury Town Council receive and note the response from Licensing.

FULL COUNCIL	13 NOVEMBER 2025	AGENDA ITEM: 19
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Report prepared by Angela Price – Town Clerk

CORRESPONDENCE RECEIVED FROM LOCAL RESIDENT

Purpose of Report

The purpose of this report is to make Members aware of correspondence received from a local resident raising concerns about a number of issues in and around Ledbury and any actions in relation to this that officers have taken to date.

Detailed Information

The following correspondence was received on 27 October 2025:

“I do a lot of walking and running around Ledbury, and I would like to bring to the attention of the Ledbury Council the following areas of concern for pedestrian safety.

1. *The poor lighting in areas of Ledbury due to the overgrowth of trees and bushes. Areas include*
 - *New Mills*
 - *Little Marcle Road*
 - *Southend from the Tennis Club to the top cross*
 - *Bromyard Road*
 - *Hereford Road*
2. *Poor condition of the footpath from the railway bridge to the Beggars Ash turning to Wellington Heath. The footpath is now too narrow for people to walk on, needs cleaning/repairing, and street lights are covered by a tree and an evergreen bush.*
3. *Could Ledbury Council, Herefordshire Council, and the Police confirm what their plan of action is to stop cars speeding around Ledbury? Particularly, the Bromyard Road from the new housing into Ledbury, the Hereford Road and the Southend up to the Gloucester Road roundabout.*

I believe pedestrian safety is not a high priority for Ledbury and Herefordshire councils, despite their efforts to encourage people to walk and use their cars less. There are other areas of the town that need improvement to increase pedestrian safety, which I am happy to discuss with the town council.

Please let me know when the above concerns will be added to the council agenda so I can attend the council meeting to discuss pedestrian safety.”

Upon receipt of the correspondence the Clerk referred it onto Ledbury Ward Councillors and Councillor Peberdy advised that as this related to matters in West Ward that she would progress it.

The Clerk also contacted the Lengthsman to ask him to undertake works where possible in relation to overgrown footpaths, trees and bushes, who advised that he would see what he could do in respect of this the following week when he was due to be in Ledbury working.

The Clerk wrote back to the resident advising of the actions she had taken and providing the contact details of the Ward Councillors and advising that whilst the issues around speeding were more appropriate for Ward Councillors to respond to, she would include the correspondence on the agenda for the meeting of Council of 13 November 2025 and advising them that they would be welcome to attend the meeting to speak in respect of the issues raised within his email.

Recommendation

1. That Members note the actions taken by the Clerk in respect of the issues raised with the correspondence, noting that Councillor Peberdy had advised she would pick this up and that the Lengthsman will provide an update on what, if any, works they have been able to carry out.
2. That Members consider what, if any, response to provide in respect of the speeding issues raised with the correspondence.

FULL COUNCIL	13 NOVEMBER 2025	AGENDA ITEM: 20
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Report prepared by Angela Price – Town Clerk

REQUEST FROM COUNCIL FOR THE PRESERVATION OF RURAL ENGLAND (CPRE) IN RESPECT OF LUGG MEADOWS NATURE RESERVE

Purpose of Report

The purpose of this report is to ask Members to consider a request from CPRE to lobby the local MP and County Councillors and add the Council's name to those who want Lugg Meadows preserved for the enjoyment of all with pressure from development.

Detailed Information

The following correspondence has been received from CPRE:

"I am writing today to ask you to make a comment on the new application for 300+ houses on Lugg Meadows.

Our precious Lugg Meadows Nature reserve is under threat from a planning application for over 250 houses, which borders Herefordshire Wildlife Trust's iconic [Lugg Meadows Nature Reserve](#), a site of Special Scientific Interest (SSSI), and leads to the River Lugg, also a SSSI and a Special Area of Conservation (SAC).

It is time to protect these nationally significant, historic meadows and their wildlife, birds, plants and rivers for future generations.

To date over 1,500 objections and concerns have been submitted. Please join us in objecting to this development.

Please lobby your MP, Local Councillors and add your name to those that want Lugg Meadows preserved for the enjoyment of all without pressure from development.

Until the application is decided your objections can still be registered by email to the case officer ollie.jones@herefordshire.gov.uk quoting Application Number [240422](#).

In addition to the above information a copy of the objection letter prepared by CPRE can be found at the following link:

<https://www.cpreherefordshire.org.uk/wp-content/uploads/sites/44/2024/05/240422-Lugg-Meadows-CPREH-Objection-Letter.pdf>

Recommendation

That Members instruct the Clerk to write to Dr Ellie Chowns MP and Herefordshire Council Ward Members for Hampton Bishop requesting that the Lugg Meadows are preserved for the enjoyment of all without pressure from development.



The countryside charity
Herefordshire

61 Bridge Street
Kington
Herefordshire
HR5 3DJ

Email: ngoodeforde@gmail.com

29 April 2024

Mr Ollie Jones,
Senior Planning Officer,
Herefordshire Council,
Hereford
Ollie.Jones@herefordshire.gov.uk

Dear Mr Jones

Ref Application Reference: P240422 Address: Land to the East of Hereford, South of Ledbury Road (A438), Hereford

HCPRE is concerned to protect the **beauty, diversity and tranquillity** of the countryside and any developments which threaten this are opposed. On behalf of the Executive Committee of HCPRE (Herefordshire Campaign to Protect Rural England) the Countryside Charity, I write to object to this application. In our opinion no measures could mitigate development on this site and our contention is that this and any other application should be rejected.

Executive Summary

The proposed development will occupy 25.33 Ha of mainly grade I and II agricultural land, is in a visually prominent site, in open countryside outside the Hampton Bishop settlement boundary and at an important gateway to Hereford City.

It is adjacent to land which floods and part of the site is also subject to flooding. It adjoins the protected Lugg Meadows SSSI. Such a large development will threaten the SSI's biodiversity and character with light, noise, air and land pollution.

It is questionable whether the development will be able to achieve a sustainable drainage system that will not affect the SSSI. The site is adjacent to a floodplain grassland and close to local watercourses (the Lugg and the Lugg Rhea). It is not in the 'most sustainable location'.

This is not an allocated site in the Herefordshire Local Plan and is superfluous to need. The developer should seek to bring forward this site through the due Local Plan process, now being undertaken.

The scheme lacks local support. Of 86 feedback forms received in response to the public consultation 67 were opposed to the principle of development, only 4 supported it. To date there are 1018 representations on the webpage – the vast majority objections.

Other Issues include:

- The local sewerage and water supply will not be able to cope with the additional housing (see Welsh Water comment)
- This is a sensitive site, adjacent to an important SSI, requires an EIA, it falls within Schedule II and at 5ha exceeds the 'applicable threshold'. It should also be subject to an HRA.
- Household pets are known to have a significant effect on wildlife; their impact is difficult to control and could threaten the wildlife in the SSI
- Obtrusive light pollution including light spill from internal lighting (from windows that have no curtains) has a detrimental impact on biodiversity.
- The Upper and Lower Lugg Meadows are historically important as 'Lammas Lands' survivors of a land tenure and farming economy that has disappeared a long time ago elsewhere.
- The applicant's rationale for this development at this location in planning terms does not bear scrutiny.



These points are below substantiated in detail.

1. NOT AN ALLOCATED SITE/LOCATION

This is not an allocated site, is outside Hampton Bishop's settlement boundary and is clearly at odds with the LPA's own policies.

The applicants' arguments for the development rely on the presumption that some of the sites allocated for new housing in Hereford in the Local Plan (2011-2031) cannot be delivered until the end of the current plan period because they are dependent upon a second river crossing. Even if this were the case, it does not justify bringing forward an alternative site without due process, namely in a review of the Local Plan and a new site assessment. It appears from the new draft local plan currently under consultation that the timetable for a bridge and for the allocated housing sites does not unduly concern the Council, as the rolled-forward Local Plan incorporates the same major housing sites as the current plan. Any developer wishing to bring forward an alternative housing site should do so through the due Local Plan process, now being undertaken, and not by what can only be considered a premature application seeking to by-pass that process.

The applicant compares the site to a development site on the southern fringe of the City (application no P193042/O) that has been granted planning permission for 250 houses. The applicant argues that the two sites are similar and that P193042 creates a precedent for the development of this site. However P193042/O is within Hereford Parish whereas the Lugg Meadow site is within Hampton Bishop parish and cannot be seen as contributing to Hereford's housing delivery. Hampton Bishop is not allocated more housing in the new draft Local Plan and has delivered a high number of houses to date.

In addition the two sites are not comparable in terms of sensitivity, P193042 is rated in Hereford's Urban Fringe Sensitivity Analysis (2010) as of High Medium Sensitivity, the Lugg Meadows site is rated as of High Sensitivity: *'5b Aylestone Hill – Hampton Bishop. This zone comprises the steep slope between the edge of the city and the Lugg meadows. This slope is highly visible and a key element in the setting of Hereford, when approaching Hereford across the Lugg Meadows, either on the A465 or the A438. This slope is criss-crossed by footpaths which run from the city down onto the Lugg meadows and towards the crossing points of the River Wye – Lugg Bridge and Tupsley Bridge. This dense network of footpaths contributes both to the amenity value and to the historic landscape character of the area.'*

Reasons

- Elevated land which is visually very prominent
- Slope is an intrinsic part of the landscape setting of the city
- Dense network of public rights of way contributes to high amenity value of the area and to historic landscape character

Relevant Planning Policies:

NPPF

Section 2 Achieving Sustainable Development: paras 8c; 12 – Neighbourhood Plans

Section 12 Achieving Well-designed and beautiful places: paras 132 – neighbourhood plans and community; 135 local character and history, ...surrounding built environment and landscape setting

Herefordshire Local Plan: SS6 Environmental quality and local distinctiveness, Evidence Base: Urban Fringe Sensitivity Analysis (2010)

2. BIODIVERSITY

HCPRE endorses completely the comments submitted by Herefordshire Wildlife Trust (HWLFT) and also the Royal Society for the Protection of Birds (RSPB). The proposed location is adjacent to the western edge of the Upper and Lower Lugg Meadows, an important SSSI. If allowed it would be in breach of national, county and local Planning Policies and will undoubtedly harm an important SSSI for which the LPA will be held responsible.



SSSI, a Site of Special Scientific Interest is a national designation under the 1981 Wildlife and Countryside Act. It is used to denote areas of land and water that best represent our national heritage in terms of their flora, fauna and geology. Simple logic therefore presumes that only special circumstances will lead to ignoring completely or partially the designation of such sites. We note that no special, or indeed any circumstances at all, have been identified for the current Application.

The Upper and Lower Lugg Meadows are unique in Herefordshire, not just for their size, but also because they are extant survivors of a land tenure and farming economy that has disappeared a long time ago elsewhere. They are therefore part of our national and county heritage, dating back to the Domesday Book and at least Roman times. The meadows are narrow strips of land, grazed only during identified periods, closed for grazing between February 2nd and August 1st.

During winter months they are under water, and until the Lugg became badly polluted, received nutrients from the catchment area resulting in lush hay and a variety of other plant-life, among which are an abundance of fritillaries and the Narrow-leaved Water Dropwort (a threatened species) as well as a wide variety of meadow grasses. HWLFT have overseen the Meadows and its ground-nesting birds, among which are skylarks and curlews. The flooded meadows are also visited by winter wild fowl and waders, and an increasing number of otters.

A large housing estate on the edge of these meadows will generate noise, vehicle emissions, artificial lights at night, roaming domestic pets such as dogs and cats all of which will disturb a hitherto relatively quiet and safe environment for ground-nesting birds and create increasingly polluted air.

Evidence of our heritage and centuries of hard work by landowners and those mindful of the national treasure that they have cared for will be seriously jeopardized if this application is allowed.

It is notable that the whole area has been under water for a long period this winter and spring; that, alone, demonstrates its unsuitability for the proposed development.

Relevant planning policies:

NPPE Section 15 Conserving and enhancing the natural environment

Herefordshire Local Plan: CS LD2 Biodiversity and geodiversity, CS SS6 Environmental quality and local distinctiveness

3. FLOODING/ADDRESSING CLIMATE CHANGE

This is not an environmentally sustainable location primarily as it is adjacent to the SSI and the Lugg Meadows, biodiverse, sensitive environments, which regularly flood and lie 185m from the River Lugg (p 26 Design & Access Statement).

Development in this location would hamper Herefordshire's attempts to mitigate the effects of climate change. No measures are identified in the Application that will address the effects of climate change. The consequence will be that the proposed development will worsen the risks of flooding and water-course contamination by an increase in areas covered by concrete, access roads and contaminated water running into the Wye catchment.

The proposed development will increase surface water run-off from roofs and other hard standing. There is no mention of rainwater harvesting but occupants will be encouraged to re-cycle and re-use rain and grey water (p. 62 Design and Access Statement). There is no detail how this will be achieved. All photographs of the houses in the Design and Access Statement have down-pipes that go into the ground (main sewer). Water butts must be fitted to all properties to encourage behaviour change in re-using and recycling rainwater.

It is questionable whether the development will achieve a sustainable drainage system that will not affect the SSSI. The site is adjacent to a floodplain grassland and close to local watercourses (Lugg Rhea and River Lugg). The northeastern area of the site is in Flood Risk Zone 2 and 3 and is prone to fluvial flooding (pp. 11- 12 Flood Risk Assessment and Drainage Strategy). The infiltration tests within the Flood Risk Assessment report identified only the east of the site



would be suitable for the soakaway drainage. Does this mean the majority of hard surfaces in the north, west and south of the site - where infiltration tests were not met - might create an overload of surface run-off on the sewer system?

CPRE Herefordshire supports the concerns raised by Herefordshire Wildlife Trust which includes the discrepancies in the survey reports (3.6) and the figures used in the flood assessment calculations (3.7). These require an immediate review and response.

We also note Welsh Waters concerns about the capacity of the sewerage network and potable water supply in this location, further evidence that this is not a sustainable location for a large scale development.

Relevant Planning Policies

NPPF (2023) Policy 14 Meeting the challenge of climate change, flooding and coastal change: Planning and Flood Risk: paras. 167, 168 and 173

Herefordshire Local Plan: SD1 – Sustainable design and energy efficiency, SD3 sustainable water management and water resources, SD4 Wastewater treatment and river water quality, SS6 Environmental quality and local distinctiveness
LD2 – Biodiversity and geodiversity

4. DARK SKIES AND LIGHT POLLUTION

At present, there is no light pollution affecting the site and the SSI, this benefits the local flora, fauna and ecosystems in and close to the site. Obtrusive light pollution including light spill from internal lighting (from windows that have no curtains) has a detrimental impact on biodiversity. Targeted street lighting on its own is not a mitigation, nor a solution, for reducing light pollution. No street lighting and no external lighting would be preferable.

Relevant Planning Policies:

NPPF (2023) Policy 15 Ground conditions and pollution: para. 191 c) specifically aims to *limit the impact of light pollution from artificial light on local amenity, intrinsically dark landscapes and nature conservation*.

Herefordshire Local Plan: LD2 – Biodiversity and geodiversity, SD1 – Sustainable design and energy efficiency

5. ACCESS

The wide farm **access** route to Court Farm appears to be the route to be taken for the proposed Primary Access to the housing site but this is not clear from the drawings submitted with these planning documents. Part of the site floods, sometimes seriously.

If the route to Court Farm is the Primary Access point, i.e. off the Farm Track towards the east of the site as shown on Drawing PP03, then a well-designed junction off the busy A438 will be essential as observation shows that traffic descending the incline from Hereford is very fast on this Hereford - Ledbury Road, it is one of the main exits and entries to the eastern side of the City, and the Three Choirs Way (a national trail) runs alongside at this point. Clarification as to the exact location and design of this Primary Access is needed before a proper assessment can be made.

It is noted, from the documents, that another proposed entrance to the site is just below the 'Cock of Tupsley' pub car park on the north-west side of the site, which currently leads to derelict buildings, evidently former industrial units which are probably those destined for demolition in this outline application.

Relevant Planning Policies

Herefordshire Local Plan: CS MT1 Traffic management, highway safety and promoting active travel.

6. LANDSCAPE AND HISTORIC CHARACTER

The approach to the City of Hereford along the A438 is an important gateway to the City, with a clearly defined transition from rural to suburban edge at the Cock of Tupsley. The development site is on rising land and visually prominent from



the A468, it was deemed to be of high landscape sensitivity (Urban Fringe Analysis 20210) because of this distinctive rural approach. This character would be lost if this large development were allowed.

Holywell Gutter Lane, currently a bridleway, is postulated as a cycle way. It leads from Hampton Dene road onto the B4224, the Hereford to Mordiford Road. The Hampton Bishop NDP notes that Holywell Gutter Lane is an *'historic route which marks the city boundary'*. It is also mentioned in the Urban Fringe Sensitivity Analysis (2010) - *'Holywell Gutter Lane contributes to the rural and historic character of this area. This is a historic route, which marks the city boundary. Much of the rural character of this narrow, partially sunken lane has been retained..... Holywell Gutter Lane (is) an important historic landscape feature, which contributes to the rural character and sense of place'*

Any development or improvement of the Lane would need to be very sensitively designed and managed so as to retain the rural/historic character.

As noted by Historic England the setting of the Scheduled Monument to the west of this site known as *'Ring Ditches and rectilinear enclosures east of Tupsley'* must be protected. This Monument includes the buried remains of a nationally important multi-period landscape including a double ditched enclosure, successive rectangular enclosures and a series of ring ditches that indicate a range of human activity over Prehistory and the Roman period. Additionally Historic England note that a linear feature with parallel ditches crosses the proposed development site in a broadly east/west alignment; this is described, in the geophysical survey report provided as part of the submission, as a linear feature with parallel ditches that crosses the site in a broadly eastwest alignment. This could be a possible trackway of prehistoric-Roman date as it passes through the scheduled Monument it could have an association with it. The proposed development would destroy this feature within the development site and lead to harm to this heritage asset.

Relevant Planning Policies

NPPF Policy 16 Conserving and enhancing the Historic Environment: paragraphs 200, 201, 205, 206 and 208

7. EIA

HCPRE is surprised that Herefordshire Council appears to have decided that the Applicant is **not** required to submit an Environmental Impact Assessment covering such a sensitive location. Additionally we believe that an **HRA** is essential.

8. PLANNING CONTEXT

HCPRE considers that, if allowed, **the decision will breach** the underlying aims of many of the NPPF Planning Policies, the Herefordshire Core Strategy, 2011-2031 and the Hampton Bishop Neighbourhood Development Plan

a) NPPF Policies (2023)

Section 2 Achieving Sustainable Development: paras 8c; 12 – Neighbourhood Plans

Section 12 Achieving Well-designed and beautiful places: paras 132 – neighbourhood plans and community; 135 local character and history, ...surrounding built environment and landscape setting

Section 14 Meeting the challenge of climate change, flooding and coastal change: Planning and Flood Risk: paras. 167, 168 and 173

Section 15 Conserving and enhancing the natural environment:

paras. 180, 181, Habitats and biodiversity;

paras: 185, 186 clause b), and 188. Proposals for development on land inside or outside an SSSI likely to have an adverse effect on it should not normally be permitted ;

para. 191 Ground conditions and pollution: c) specifically aims to *limit the impact of light pollution from artificial light on local amenity, intrinsically dark landscapes and nature conservation.*

Section 16 Conserving and enhancing the Historic Environment: paragraphs 200, 201, 205, 206 and 208.

b. The Herefordshire Core Strategy (20211-2031) Policies

SS1 Presumption in favour of sustainable development: Objective 11 to address the causes and impacts of climate change; **Objective 12** to conserve, promote and enjoy our natural, built, heritage and cultural assets.



SS6 Environmental quality and local distinctiveness: *“Development proposals should conserve and enhance those environmental assets that contribute towards the county’s distinctiveness, in particular its settlement pattern, landscape biodiversity and heritage assets and especially those with specific environmental designation”.*

MT1 Traffic management, highway safety and promoting active travel: *“Development proposals should:*

- demonstrate that the strategic and local highway network can absorb the traffic impacts of the development without adversely affecting the safe and efficient flow of traffic on the network...*
- ensure that developments are designed and laid out to achieve safe entrance and exit...for all modes of transport, needs of people with disabilities and provide safe access for emergency services*
- protect existing local and long-distance footways, cycleways and bridleways....”*

LD1 Landscape and townscape: *“Development proposals should demonstrate that the landscape....has positively influenced the design, scale, nature and sites selection, protection and enhancement of designated areas”*
The application documents do not appear to describe how this Policy has influenced the proposal.

LD2 Biodiversity and geodiversity : *“Proposals should conserve, restore and enhance the biodiversity and geodiversity assets of Herefordshire through the retention and protection of sites and habitats, and important species...”*

b) *“Development that would be likely to harm SSSIs or nationally protected species will only be permitted if the conservation status of their habitat or important physical features can be protected by conditions or other material conditions are sufficient to outweigh nature conservation considerations.”*

No evidence is presented by the Applicant that meets these requirements.

LD3 Green infrastructure

LD4 Historic environment and heritage assets: *“Proposals affecting heritage assets and the wider historic environment should: Protect, conserve and where possible enhance heritage assets and their settings in a manner appropriate to their significance...”*

The Applicant appears to have ignored the unique features of the two SSSIs.

SD1 Sustainable design and environmental efficiency

SD3 sustainable water management and water resources: *“Measures for sustainable water management will be required...in order to reduce flood risk; to avoid and adverse impact on water quantity, to protect and enhance groundwater resources....”*

It has been noted that the area has been underwater for several months in 2023-4. The location is clearly unsuitable for housing.

SD4 Wastewater treatment and river water quality: *“Development should not undermine the achievement of water quality targets for rivers within the county...”*

The integrity of the Wye catchment waters will inevitably be worsened if this proposal were to be allowed.

RA2 and RA3 govern Housing in Settlements outside Towns and housing in Herefordshire’s Countryside. RA2 specifies that housing in settlements will be governed by Neighbourhood Development Plans, whilst RA3 states that *“In rural locations outside of settlements, as to be defined in either Neighbourhood Development Plans or the Rural Areas Sites Allocations DPD, residential development will be limited to proposals which satisfy one or more of the following criteria..”*(a list of restrictive criteria follows including provision for agricultural workers, rural exception sites, the replacement of existing dwellings, traveller sites – this site is none of those.)

c. Hampton Bishop Neighbourhood Development Plan (made in 2019)

The Neighbourhood Plan identifies 4 key issues facing the parish – 3 of these relate to water and drainage and one relates to concern about future development in the Parish:

‘The idyllic rural setting of Hampton Bishop’s farm land and orchards, nestling between two rivers on the approach road to the busy City of Hereford is under significant and constant threat from proposals for development on the edge of Hereford City.

Some significant planning applications have been granted which will have enormous impact on the Parish; 110 houses



The countryside charity
Herefordshire

were granted permission in the north west part of the parish adjacent to Hereford City. Increased drainage to the River Lugg could affect the Village which is downstream protected by a flood bank which only has 1 in 25 years' protection value and some parts allowing a lower level.

Objectives of the NDP include: *'Objective 1 To help ensure that the future development is designed and managed to reduce problems associated with poor surface water drainage and flooding in and around the village.'*

Relevant policies include:

HB2 Design for flood resistance

HB3 Design to reduce Surface Water Run off

HB6 Hampton Bishop Settlement Boundary

HB8 Landscape Design Principles: 2 Local Habitats and wildlife should be preserved...

6 Locally distinct landscapes should be retained unless there are compelling reasons to support their loss.

HB9 Green Infrastructure – Priority Habitats ... wet meadows ... are protected to preserve the existing eco-system.

HB10 - *'any development in areas of high and high medium landscape sensitivity on the urban fringe of the City of Hereford must be avoided in order to protect both the rural and historic character of the Parish and the visually unique approaches to Hereford from Lugwardine and Mordiford.'*

We trust that this application will be Refused and that, through the regulatory process, the reservoir will be restored to water storage with no added AD digestate. We also ask for reassurance that the required Environment Agency Permit has been obtained, that the HRA and consequent Appropriate Assessment process has been followed and agreed, and that a full Traffic Assessment is carried out by the LPA and that CS Policy MT1 is not being contravened.

Yours sincerely,

Nicola Forde

For P.L.A.N. Herefordshire CPRE

FULL COUNCIL	13 NOVEMBER 2025	AGENDA ITEM: 21
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Report prepared by Sophie Rudd – Administrative Assistant to the Town Clerk

BUS INFRASTRUCTURE IN LEDBURY

Purpose of Report

The purpose of this report is to inform members of proposals in relation to upgrading and improving bus-stops and supporting infrastructure in and around the town.

Detailed Information

The following email has been received from Councillor Harvey for consideration by members:

“Stef, Justine and I have had a meeting today with officers looking at upgrading and improving bus-stops and supporting infrastructure in and around the town.

This is very good news and we shall hopefully have some concrete proposals to share with the Town Council within the next couple of weeks.

One point that came up was about whether green-roofed shelters – like the one recently installed on Martin’s Way, could be fitted at particularly urban locations – e.g. War Memorial, and both sides of the Homend at Tesco. These are slightly more expensive than polycarbonate roofed shelters and may need some watering during prolonged dry spells.

I would like to approach the Town Council to see whether there is support in principle for the council funding the additional cost (~£4k/bus stop) and for including the roofs in the hanging basket watering programme, as required. I believe this has broad relevance to ED&P and to E&L committee remits and would be a helpful addition to the council’s climate change actions.

Given the timescales we have been advised of regarding the detail on this project coming forward, please could I request that this item go on the draft agenda for the council’s November or December meeting so that enthusiasm for contributing to this initiative can be gauged.”

Historically, the Cemetery Groundsman has been responsible for watering the hanging baskets throughout the town centre. In 2025/26, this role was temporarily undertaken by external contractors providing grounds maintenance services at the cemetery while the Council considered future arrangements for the post.

This matter is currently being reviewed as part of the ongoing Staffing Review, and no final decision has yet been made. However, regardless of whether the work continues to be undertaken by a contractor or a directly employed staff member, Members may still decide in principle to support the inclusion of the green-roofed bus shelters.

Financial Implications

If the Council were to agree to support this proposal in principle, the following provisions will need to be considered as part of the 2026/27 budget-setting process:

- **Installation Costs:**

An estimated £4,000 per shelter to cover the additional cost of installing green roofs. Members will be aware that a sum of £8,000 was allocated within the 2025/26 budget in support of the Daffodil Line which was returned as no longer required. Therefore, there is a total of £8,000 available that could be allocated to an ear marked reserve towards the additional cost of at least two roofed shelters.

- **Maintenance Costs:**

in 2025 due to there not being a Cemetery Groundsman in post, the cost of watering the hanging baskets was taken from the budget allocated for Ledbury in Bloom (115/460). It was agreed that an in-year virement from the Cemetery Groundsman salary budget line (102/4000) be made to the Ledbury in Bloom budget line (115/4650). The total cost of the hanging basket watering by an external contract from May to October was £4,480.

Recommendations

1. That Ledbury Town Council agrees, in principle, to the request from Councillor Harvey, Ward Councillor for Ledbury North, and resolves to move the £8,000 allocated for the Daffodil Line Bus Service in the 2025/26 budget to ear earmarked reserve towards the cost of at least two earmarked roofed shelters.
2. That consideration be given to whether any further additional funding should be allocated to roofed bus shelters within the 2026/27 budget.
3. That subject to the outcome of the current staffing review consideration be given to which budget line the cost of watering the hanging baskets and roofed shelters should be allocated to i.e. Ledbury in Bloom budget line (115/4650), noting that the cost of watering the hanging baskets in 2025 was £4,480.

FULL COUNCIL	13 NOVEMBER 2025	AGENDA ITEM NO: 22
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Report prepared by Julia Lawrence - Deputy Town Clerk

QUINQUENNIAL SURVEY FOR LEDBURY TOWN COUNCIL OFFICES

Purpose of Report

The purpose of the report is to provide Members with sight of the Quinquennial Survey of the Council Offices which was recently undertaken by the Council's Technical Consultants, Caroe & Partners..

Detailed Information

The detailed Quinquennial Survey, which was received on 5 November 2025, highlights a number of areas of concern regarding the Council Offices. A full copy of the Survey is provided at Appendix A. Of particular note, the report makes repeated reference to issues of water penetration and general dampness within the building (see section 12.1 of the Survey), as well as the need for roofing repairs and maintenance to window frames (section 14.2). Members are requested to review the Survey and give full consideration to its findings. For ease of reference, a few key areas of concern are summarised below:

- 3.2 Whilst an asbestos survey was carried out in February 2022, a survey of the roof felt has not been done. *[It should be noted that the asbestos survey confirmed that there was a VERY LOW asbestos related risk associated with the property. There were only 3 areas where asbestos was present, namely the cement cloaking sheet to ground floor WC; sink pad to kitchen; cement soffit to ground floor WC].*
- 5.1 Windows and external timber frames are slowly deteriorating and now require attention, with urgent attention needed to many windows, dormer windows, some roofs and chimney stacks.
- 5.2 Whilst roof tiling appears in good order, "Rainwater penetration is already present in a small number of locations which require urgent attention before decay worsens.
- 5.4 Urgent work is needed to the paving and below ground drainage, to reduce the amount of rainwater running down the road to the north and into the back door. Officers are coordinating with Herefordshire Council to determine responsibility for this matter, whether it lies with Herefordshire Council or Ledbury Town Council. Additionally, dialogue has commenced with Caroe regarding the reprofiling of the curtilage near the rear entrance to the offices, with the objective of preventing water ingress.
- 5.7 Many first floor and attic windows require prompt repair, including for safety, where glazing putty is failing and window joinery is in poor condition.
- 5.10 The painted room should be inspected by a conservator to ensure there has been no decay since they were conserved some 25 years ago.

- 5.11 Dampness in the cellar is a long-term concern, where water appears to be penetrating through both the walls and floor. The space does not seem suitable for storage, with rotting items currently stored causing problems.
- 7 Section 7 makes reference to roofs with reference to pointing works being required in several instances.
- 8.1 Reference is made to roof maintenance on numerous occasions, whether it be cleaning gullies to removing debris.
- 8.12 Cobbles and the row of setts below point in the pavement suffer now quite noticeable erosion or mortar, with some cobbles already loosening and washing away. Prompt attention is needed before more cobbles are lost. This matter will be discussed with Herefordshire Council, as Church Lane is believed to be adopted and would therefore fall under their responsibility. However, this is currently being verified.
- 12.88 The plastered ceiling is dropping along the north edge of the central east west beam, between the column and the window, which should be promptly investigated. *(The works to this specific area of the ceiling have been undertaken during recent weeks. It should be noted that Caroe estimated that costs for this work could be in the region of £10,000, although this figure was to include some other minor works referenced in 12.90, 12.92 and 13.36. The repair works for the ceiling have been completed at a cost of £2,025 plus VAT.)*
- 14.2 Putty around the fixed dormer window to the south is in poor condition. Daylight can be seen above at least the uppermost east pane and the upper and lower east panes. Repair is urgently needed.

In summary, reference to roof works can be found at Section 7 (page 5 to 10) and related rainwater goods' works continue at Section 8 (page 10 to 12). Reference to windows and doors can be found at Section 10 (page 19 to 22).

Caroe & Partners have provided potential costs for works to be undertaken, for budgeting purposes, which are detailed in Part Three of the Survey (pages 42-43).

Urgent works requiring for immediate attention	£27,500 +
Requires attention within 18 months	£68,000 +
Requires attention within 5 years	£61,500 +

In some cases, the costs quoted within the Survey represent minimum estimates, with several items marked as "TBC" or incorporating a "DIY" element. Conversely, certain estimates appear to be more generous, for example, the cost to repair the ceiling was subsequently confirmed as £2,025, compared with the £10,000 figure originally indicated in the Survey. Therefore, the above costs shown as £27,500 are more realistically in the region of £20,000.

The Survey also references the need for internal redecoration. Officers obtained a quotation for these works in May 2025 (noting that the document incorrectly refers to 2024). The total estimated cost was £25,850. At that time, it was agreed that the works would be deferred pending the findings of the Quinquennial Survey. A copy of this quotation is provided at Appendix B for Members' information.

Members will note that reference has been made to regular maintenance for clearing gullies, drains and similar areas. Unfortunately, much of this work involves the upper levels of the building, where access is often limited and may require the use of extended ladders or even a cherry picker. While the task itself is straightforward, it would not be appropriate for the Council's Maintenance Operative to undertake. Therefore, Members are asked to give consideration to extending a contract with a roofing contractor to carry out this work on a bi-annual basis, ensuring that all gullies and drains are properly cleared.

Financial Implications

Based on the above estimates, there is currently a balance of £4,692 in budget line 202/4170 for Town Council Offices Maintenance. Realistically any such costs would need to be met from Ear Marked Reserves, budget line EMR 324, which currently has a balance of £106,855.97.

Future Accommodation Plans

Members are aware that they previously considered a motion in respect of future accommodation of the Council staff, which may impact on decisions relating to repair works to the current Council office premises.

Whilst the Council may not remain in the offices they will remain the owner of the premises in the immediate future and they should agree to any urgent works required to the fabric of the premises being costed out and progressed to ensure the longevity of the buildings. However, they may wish to consider delaying some of the minor less urgent works being undertaken until they have considered options for moving to an alternative premises and whether they would retain ownership of the premises in the long-term.

The Clerk is arranging for a local estate agent to visit the site and provide a report on the value of the premises for various options such as creating space to be hired out to small companies/organisations or converting the buildings into holiday lets, both of which could mean the internal layout of the offices, as they are now being altered.

Recommendations

- 1 That Members receive and note the contents of the Quinquennial Survey.
- 2 That Members instruct officers to seek costings and provide a report back to Council detailing these costs once received in order to progress the urgent works. This would include:
 - a full roof survey to include felt and lead flashings etc, to be undertaken as per ref: 3.2;
 - maintenance and repair of windows and external window frames as per 5.1;
 - seek an inspection by a conservator for the Painted Room as per ref 5.10;
 - seek an assessment of the damp conditions and for building experts to recommend options to address this.

- 3 That once quotations are received, Caroe & Partners will act as the Council's consultants, reviewing the quotations and overseeing the works.
- 4 That Members instruct officers to seek quotations for a bi-annual maintenance contract to keep the building's gullies and drains clear.

LEDBURY Town Council Offices



Report on the Quinquennial Survey

2025

LEDBURY Town Council Offices

Listed Grade II*

Last quinquennial survey carried out by: Jane Chamberlain & Robert Lister November 2017 & March 2018



Range of timber framed buildings located on Church Lane in central Ledbury, combined to provide accommodation for the Town Council. The earliest part is fifteenth century, with sixteenth century and eighteenth century additions and alterations. Timber frame walls with render infill panels and some brickwork at low level, clay tile roof coverings, mixture of timber sash and leaded light windows

Report on the Quinquennial Survey for 2025

Survey by Jane Chamberlain RIBA AABC

22 July 2025

7 Forge Road, Monmouth, NP25 3AY

LEDBURY TOWN COUNCIL OFFICES

Report on the Quinquennial Survey for 2025

PART ONE

1. Introduction

1.1 This report on the quinquennial survey of Ledbury Town Council Offices on Church Lane, Ledbury was carried out on 22 July and 27 August 2025. The survey was instructed by Julia Lawrence, Deputy Town Clerk to Ledbury Town Council and was undertaken by Jane Chamberlain RIBA AABC, Partner, of Caroe & Partners.

1.2 The weather was fair, after a period of wet weather for the first inspection and hot and dry for the second inspection.

DESIGNATIONS

1.3 The Town council Offices are listed Grade II* and are within the Ledbury Conservation Area.

2. Limitations of Survey

2.1 We have therefore made a thorough general survey of the buildings as instructed. Our inspection was visual, and such as could readily be made from ground level, ladders, and any accessible roofs, or voids. No part of the fabric was opened up for inspection, and the report does not therefore include any part of the building which was covered up, unexposed or inaccessible; and no guarantee can therefore be given of the absence of rot or beetle or of any other defect.

3. Recommendations for Further Surveys

3.1 This survey was undertaken from the ground level and upper floors only. High level inspection of roof coverings, flashings, eaves and chimneys from a cherry picker would provide further clarification on any defects and required repairs. Minor, urgently needed repairs should be carried out at the same time.

3.2 An asbestos survey should be undertaken for the building if not already in place, including the roof felt which is starting to break down in places.

3.3 A visual inspection during and after heavy rain would be beneficial to clarify how the rainwater disposal system is working, including roof coverings, gutters, downpipes, gullies and hard landscaping. The inspection should include all fabric, internal and external, to spot active leaks.

3.4 The modern impermeable floor finish in room G4, with quarry tiles presumed to be on a concrete slab, combined with boxing in of the base of internal walls presents the risk of concealed decay. It would be sensible to expose wall feet locally, and possibly also to lift a small area of floor to confirm the construction if records aren't available.

- 3.5 An archaeological assessment of the cellars is desirable rather than urgent; however, this historic space seems to be little understood and in relatively poor condition. As it is unsuitable for storage in its current state, it would need to be better understood prior to any alterations.

4. Recent Structural History

- 4.1 Since the previous inspection, ongoing periodic maintenance has continued, including gutter clearance & plain tile roof repairs, and diversion of rainwater from the main north entrance. Chimneys have been swept. Localised roof and other repairs have been carried out to address leaks. Localised internal repairs have been carried out to secure loose plaster, following Herefordshire Council Conservation Officer's advice.
- 4.2 Listed Building Consent has been obtained for improved internal and external CCTV installations.
- 4.3 A report has been obtained on means of escape and fire risk management.
- 4.4 Heating and electrical installations have been maintained.
- 4.5 Reports and works on the timber frame, noted in the previous inspection report, were obtained/carried out as follows:
- 4.6 An assessment of the timbers to the cellar was undertaken by Demaus Building Diagnostics Ltd in March 2009. Whilst this found no serious issues, it did note generally high moisture content to timbers and recommended improved ventilation to the space.
- 4.7 Decay was found to a primary beam over the painted room in June 2009. A steel plate repair was designed by Martyn Peters Consulting Structural Engineers.
- 4.8 An assessment of wasp activity at the building was undertaken by Ridout Associates in November 2011. The report identified the species as *Crossocerus* wasps, which are 'harmless solitary wasps' and noted that they use existing rot pockets rather than causing damage themselves.

5. Summary of Structural Condition

- 5.1 This group of historic timber framed buildings are in largely good overall condition. Routine maintenance is carried out to roofs, to protect the building fabric beneath. Windows and external timber frames are slowly deteriorating and now require attention, with urgent attention needed to many windows, dormer windows, some roofs and chimney stacks. Gutter clearance, inspection of roofs close-to and some high-level repairs should take place as soon as possible. Other high-level repairs should take place within the quinquennium, to keep the Council Office buildings in good order.
- 5.2 Whilst most areas of roof tiling appear in good order, many roof details, abutments and dormers now require overhaul, commencing with a detailed, high-level

inspection. Rainwater penetration is already present in a small number of locations, which require urgent attention before decay worsens.

- 5.3 Debris build-up to north elevation and other gutters and roof abutments should be promptly cleared, especially where surcharge from roofs is concentrated. Improved detailing should be considered in a small number of places, to reduce the risk of water penetration. Rainwater goods appear generally in good condition.
- 5.4 Urgent work is needed to the paving and below ground drainage, to reduce the amount of rainwater running down the road to the north and into the back door. Other repairs to cobbles and detailing at pavement level elsewhere are advised, to direct as much rainwater as possible away from the building and timber sole plates.
- 5.5 As is typical for timber framed buildings, there is staining internally suggestive of water ingress at joints in the timber frame and infill panel perimeters. A programme of repairs is required to re-caulk joints to the timber frame and repair render panels throughout the building, commencing with areas of dampness internally. Water penetration is active in several areas such as the curved section of wall to the northwest, north facing gables and some dormers.
- 5.6 Some areas of timber frame and infill panels require more extensive repair, including external south elevation sole plates and areas close to the southwest corner.
- 5.7 Many first floor and attic windows require prompt repair, including for safety, where glazing putty is failing and window joinery is in poor condition. Window repair could be coordinated with roof, stack and dormer repairs, to make best use of high-level access.
- 5.8 Internally, finishes are in generally good order with localised damage to plaster but many areas now suffering staining from water ingress. Water penetration has increased in recent years, at least in part due to increasingly severe and frequent rainstorms.
- 5.9 The rooms with modern solid floors are a longer-term concern, as these may be causing issues in the timber framed walls.
- 5.10 The painted room should be inspected by a conservator to ensure there has been no decay since they were conserved some 25 years ago.
- 5.11 Dampness in the cellar is a long-term concern, where water appears to be penetrating through both the walls and floor. The space does not seem suitable for storage, with rotting items currently stored causing problems. If water ingress cannot be stopped fully then alternative use of the space should be considered.

6. Description and Historical Summary

- 6.1 The Town Council offices, which are the subject of this report, are formed from several adjoining buildings which have been combined. All are historic timber framed structures.

- 6.2 The buildings are Grade II* listed (3 Church Lane, Historic England list entry 1082903) and described in the listing as follows:
- 6.3 ‘The earliest part on the south is C15 and extended eastwards circa 1600. A double gabled wing to the north (rear) was added also circa 1600. C18 alterations. Exposed timber framing. Two storeys and dormers. On the earliest part facing Church Lane the timber framing is close set and the first floor projects along the whole south front on a moulded bressummer and corbels. Three and five light casement windows in projecting frames with old wooden mullions and transoms. The ground floor has three small early C19 canted bays with glazing bars. The west end has a high brick base. The north (Rear) is timber framed, and the wide panels are plastered. Interior south: dragon ceiling beam, late C16 or early C17 panelling with cornice and fluted frieze, under the ceiling beam are pilasters with panels of carved foliage. The Town Council offices, No 3, Public Lavatories, Hawkes and Terry Prince of Wales Inn, The Old Grammar School and Rutherglen form a group.’
- 6.4 Historic timber framed walls and some infill panels remain, throughout the interior. The Painted Room has extensive wall paintings c1500-70.

PART TWO

Condition of Structure

EXTERIOR

7. Roofs

- 7.1 Roof coverings are as inspected from ground level with the limited visibility afforded from the narrow street. Inspection for loose tiles and other defects is therefore not comprehensive, and all roof pitches should be inspected close-to using ladder or other access.

SOUTH FACING PITCHES

- 7.2 Clay plain tile roofs are very difficult to see from ground level. A full inspection close-to is advised. Junctions in roof tiles between the three buildings which form the offices could not be inspected from ground level and should be inspected close-to. Junctions have lead flashings. Eaves tiles may be slipping, close to this roof junction and should be checked. Photograph I.4
- 7.3 Machine-made, clay half-round ridge tiles and plain tiles appear generally in good order, throughout the building, though mortar pointing and bedding is beginning to fail and supports moss, indicating that it is saturated. There will inevitably be a small number of dislodged and broken tiles on the complex roof pitches. Tiles suffer superficial dirt, though I saw no obvious signs of active decay on those tiles which are visible.
- 7.4 Cementitious pointing to the southeast verge pitch is breaking away, at the main south east corner of the building and adjacent to the chimney stack. Cementitious boards beneath should be checked to make sure they do not contain asbestos, unless this has already been carried out. Verge pointing has been repaired in the past. All verges should be inspected close-to, when repairs are planned. Repair of the verge is advised within the quinquennium, sooner if there are active leaks or other issues. Photograph I.1
- 7.5 The southwest and northwest facing verges have recessed pointing with over-sailing tiles. All appears fair as viewed from ground level but inspection close-to is advised, next time there is high level access. Pointing is beginning to break down at the northwest corner, where it is set directly above the barge boards, and between the verge tiles. Under cloaks are of slate. Verges should be repaired ideally within the quinquennium
- 7.6 Half round clay ridge tiles appear to have cementitious or strong mortar bedding, which appears relatively intact. Mortar pointing to half round clay ridge tiles supports moss, indicating that it is saturated. Inspection within the quinquennium is advised, with repointing carried out if needed. The previous inspection report advised that there might be a fracture in one of the ridge tiles, probably above the Painted Room. High level inspection is advised but, as the roof is felted, a balance must be drawn between repairing very minor defects in roof coverings and the potential damage to tiles that might be caused in obtaining access.

- 7.7 Roofs have been felted using bituminous felt, which is slowly decaying and bulging in places, behind eaves fillets. This may not be of current concern but should be inspected, in case dampness is trapped. Bituminous felt is decaying slowly along the dripping eaves of all dormers. The felt might contain asbestos. Samples should be taken when roof repairs are next carried out.

SOUTH FACING DORMERS

- 7.8 The west dormer has a catslide roof. The central and west dormers have gables with laced tile valleys. The central dormer appears to have brick infill to the gable, and the east dormer has a modern, boarded infill. All dormers have dripping eaves. Photographs 1.2, 1.3
- 7.9 Dormers are difficult to see from ground level and should be inspected close-to. Photographs taken from the Market House when it was scaffolded shows windows and carpentry in need of attention, and slipped lead apron flashings beneath the windows, though these may have been repaired since. These photographs illustrate the need for urgent holding repairs and the need for a thorough high-level inspection. Photographs 3.3, 3.4
- 7.10 Verge boards to the west dormer should be checked to make sure that they do not contain asbestos, unless this has already been carried out.
- 7.11 A ridge tile to the central dormer appears slightly decayed, patched with cementitious pointing and warrants inspection. Bedding to all dormer ridge tiles supports moss as for the main roof and should be inspected at the same time.
- 7.12 Sarking felt can just be seen to the east elevation of the eastern dormer.
- 7.13 As advised in the previous inspection report, junctions between the tiles of the west and central gable dormers, with the purpose-made, laced valley tiles, are slightly uneven. This may date from when the roofs were tiled but should be kept under observation.
- 7.14 Where visible, cheeks to all three dormers are lead clad with lead flashings over what might be straps or intermediate fixings through the lead. Leadwork is slightly bulged and sagging but appears generally sound as viewed from ground level. Close inspection is nevertheless advised. Bulging was noted at the previous inspection and may have been addressed in the past by the long strap fixings visible. Renewal using heavier gauge lead sheets may need to be considered, if sagging is allowing water penetration.
- 7.15 Timber verge and eaves framing to all dormers and the plywood gable panel to the east dormer have been stained or painted black. Mortar fillets and timber should be inspected and timber and the panel overhauled and redecorated, ideally within the quinquennium, as part of periodic inspection and general overhaul of the roofs. The gable panel was previously reported as leaning slightly outwards.
- 7.16 Timber window frames including sills to all dormers require overhaul and repair, probably including joinery piecing-in. Glazing putty needs attention. This is described under Windows and Doors. Allowance should be made for reforming mastic joints

around the whole of the window frames and all abutments with the roofs, cheeks and leadwork at the same time. Iron opening lights require repair.

NORTH FACING PITCHES

- 7.17 Limited inspection only is possible from street level, with some roof pitches not being visible. North facing pitches warrant inspection, at least from a cherry picker, particularly to check lead lined valleys and other areas, which cannot be seen from ground level. Occasional inspection of north and south pitches from neighbour's upper floor windows should be considered.
- 7.18 Roofs undulate to follow the lines of the historic roof slope. Clay plain tiles have been much patch repaired over the years.
- 7.19 There is moss build up in places to the main north facing pitch. Moss should be removed, as roof repairs are carried out and as soon as possible where it gathers in gutters and at roof abutments.
- 7.20 The previous inspection advised that daylight is visible between a couple of the ridge tiles to the main ridge. The roof is no doubt protected by bituminous felt, but repointing should be carried out; again, taking care to ensure that carrying out repair in this difficult to access area does not lead to further damage to other roof tiles.
- 7.21 Verge pointing to the north pitch of the west gable appears largely sound, as for the south pitch. See point 7.5
- 7.22 Mortar fillets installed over modern barge boards and mortar dabs between tiles (where they follow the uneven lines of the historic roofs) are inevitably beginning to fracture, which must be expected in these vulnerable locations. Inspection at high level is advised, along with localised repair as needed.
- 7.23 A tile has slipped, debris has built up over the plain tiles and vegetation grows from the gutter above the kitchen. The gutter has a backfall and receives rainwater from a large roof area, making it prone to blockages and overflowing. The gutter should be cleared immediately. Once cleared, this area should be inspected during and after heavy rain, to see if there are areas of overflowing. The gutter should be reset if needed and the fabric reviewed in case small adjustments such as upstand lead flashings can be installed, to increase the capacity of the gutter and to direct more rainwater into the gutter and away from other building fabric. Photograph 1.6
- 7.24 At least one plain tile along the valley to the northeast has lifted. All roof coverings should be inspected from high level. A gutter clearance before the winter storms is strongly advised.
- 7.25 Lead soakers and aprons, set into the brickwork of the additional British Legion building appear fair but are elderly and should be checked. Roof junctions at high level with the British Legion building should be checked. Photograph 2.1
- 7.26 A sapling continues to grow either from the back of the gutter junction or from a mortar joint in the brickwork of the Royal British Region building. The sapling has been cut back and the stump treated. The sapling stump should be removed before

bricks and rainwater goods are dislodged and the wall repointed. This work should not be delayed. Photograph 2.1

7.27 Verge pointing to all the pitches of the two north gables appears generally sound with only minor fracturing.

7.28 Considerable care has been taken in the past to install lead upstand flashings, as and where needed, to help to redirect rainwater away from the timber frame and eaves construction beneath the roofs. External fabric should be inspected during and after heavy rain, to see if there are any areas where rainwater run-off is concentrated against the fabric and further improvements to detailing could be made. Photograph 1.5

NORTH FACING DORMERS

7.29 Mortar fillets to the gable of the eastern north dormer are beginning to break down. There is at least hairline cracking to the rendered west facing reveal. Sarking felts from dripping eaves is beginning to decay. Significant overhaul and maintenance within the quinquennium is strongly advised. Photograph 2.2

7.30 The lead roofed western north facing dormer appears in better condition and more recently maintained, though further work should be carried out at the same time as the eastern dormer, including overhaul of the window.

EAST END ROOFS

7.31 Tree branches should be cut back and leaf mould removed from the plain tiled roofs as soon as possible. Photograph 2.5

7.32 Leadwork to the east end and elsewhere is elderly but appears largely functional. There is decay at the southern end of the flashing at the head of the lean-to roof, where it is set into the timber frame. Repair is promptly needed to slow down water penetration and decay of the timber frame. There are hairline fractures in the render which is set over the lead apron, all to be kept under observation. Leadwork is opening up at joints which must be expected. Photograph 2.3

7.33 The main east gable can be seen from the east courtyard. Verge boards to the southeast corner may have opened at their joints and one long board may be fractured. This is probably of low current concern but should be inspected close -to. Mortar pointing between clay tiles to the east verge of the north facing pitch is falling away as elsewhere and should be included in the next campaign of roof repairs.

7.34 Brick cappings to the east stack support vegetation and should be repointed. At the very least, vegetation should be removed and corner capping stones rebbed. Photograph 2.4

7.35 Mortar fillets are breaking away at the northeast corner of the south lean-to roof, covered in cement tiles. At least a couple of tiles are fractured close to the north verge. The line of verge over-hang boards is uneven and should be checked. All should be checked and rebbed. The return end of the eaves overhang has lost its lining which should be renewed. Sarking boards and slowly decaying bituminous sarking felt should be checked to make sure they do not contain asbestos. Work to

this low roof is urgently needed. Use by birds and bats, and the need to provide eaves cross ventilation should be considered, before repair takes place. Photograph 2.5

- 7.36 Clay pantiles over the small lean-to to the northeast are damaged at their laps and have been previously patch repaired. Repair should be expected in the medium term. Lead flashings should be kept clear of debris.
- 7.37 Anti-bird mesh at the northeast corner of the main building has fallen away and should be resecured. Gaps are developing and mortar fillets falling away at the junction with eaves carpentry. All should be checked and bird mesh properly secured. Possible use by bats must be considered. Photograph 2.6
- 7.38 The leadwork junction with the British Legion roof is set on timber battens which may be decaying. Leadwork has lost its laps over the edges of the battens. All should be checked and if necessary repaired and ideally detailing improved, when inspection of roofs takes place. Photograph 2.6

CHIMNEYS WHERE VISIBLE

- 7.39 All chimney stacks should be inspected close-to, especially as not all areas are visible from ground level. Water staining from leaks is visible internally, with some active water penetration. Any urgently needed repairs should be carried out at the inspection and thorough repair within two to five years. Work could be phased.
- 7.40 The eastern stack appears only fair, with mortar fillets to brick ledges and roof junctions missing or highly eroded. Ledges support moss and mortar joints are quite deeply eroded. Improvements to flashing details should be made, if possible, as the roof junction may not have lead aprons and soakers. I saw no obvious defects in the clay pots visible from ground level, though they should be checked. There is significant, active water penetration in the ground floor office with a fireplace which connects to this stack. Investigation and repair is urgently needed. Brick tabling to the stack at low level requires repointing and should be reviewed in case detailing can be improved. Photographs 2.4, 4.3
- 7.41 The stack set on the diagonal to the south pitch appears more recently repointed with lead flashings in good order, but otherwise as described for the central stacks, below.
- 7.42 The upper three or four courses and the cement and slate cappings of the central chimney stacks support moss and algal growth, indicating that they are saturated. At least one brick was eroding. Repair is advised. Photographs 4.1, 4.2

ROOF CARPENTRY

- 7.43 Eaves carpentry is generally well stained but will soon the point where overhaul and re-staining should take place, in many areas which catch the weather. Re-staining/redecorating is of lower importance than roof and dormer repairs but should ideally be carried out at the same time as other high level repairs.

SOUTH ELEVATION

- 7.44 Bituminous felt visible to underside of south elevation eaves over-hangs may be decaying and may be the cause of staining to soffits for example above the easternmost south elevation window. Anti-bird mesh is installed above wall plates and should be checked to make sure that it remains intact. Eaves carpentry throughout the building should be inspected during and after heavy rain. Photograph 3.2
- 7.45 The barge board at the south-east corner is not protected by the slowly decaying felt. Inspection and repair is advised.

NORTH AND WEST ELEVATIONS

- 7.46 Black stain to bargeboards to the west gable is weathering, along with stain to the oak frame and windows at high level. All would benefit from re-staining, within the quinquennium.
- 7.47 There is staining in places where rainwater may run back along fascias and rafter ends, to the curved north west end of the building. This is in an area of active leaks and should be inspected during and after heavy rain to identify sources of water penetration and in case localised detailing can be improved. Sarking felt may be decaying and should be checked.
- 7.48 North elevation eaves and verge carpentry would benefit from re-staining, including modern barge boards, to build up cover and protect where joints between timbers are inevitably opening but this is currently a low priority.

8. Rainwater Disposal System

- 8.1 Cast iron rainwater goods, including the downpipe to the east lean-to extension appear in good order and well decorated but should be cleared of leaf mould as a matter of urgency. The gulley grating should be cleared.
- 8.2 The uPVC gutter and downpipe to the British Legion may drain some of the council offices roof and should be checked to make sure it is clear, when council office rainwater goods are checked. It should certainly be cleared to make sure that rainwater does not overflow onto the council office building. Photograph 2.1
- 8.3 It was not possible to check gutters for backfalls, from street level. All gutters should be inspected.
- 8.4 There may be a backfall in the north gutter above the kitchen. Woody vegetation which grows between the downpipe and British Legion wall should be cut back and the stump treated. The backfall should be checked.
- 8.5 The rainwater shoe from the gable wall above the kitchen creates a weak point where rainwater overflows. This area should all be inspected, overhauled and cleared. Additional lead soakers might be considered beneath the rainwater shoe to help protect this area of localised high rainwater surcharge. Photograph 1.6

- 8.6 The gutter at the north-west corner of the main roof is cut short of the end of the tile so that it fits behind the barge board. The same applies to the south-west corner. Whilst I saw no obvious signs of decay, lead flashings could be installed if rainwater does run back onto the timber frame in these locations.
- 8.7 The central downpipe discharges straight into below ground drainage, which should be checked. Below ground mains drainage beneath the street to the west was blocked at recent site visits and should be checked.
- 8.8 The south elevation is served by a single downpipe and the north elevation by three downpipes, to complex roof pitches. Rainwater goods should be checked during and after rainstorms, to see whether there are any areas of overflowing and to make sure that rainwater goods have the capacity for the increasingly frequent and heavy rainstorms which we suffer.

RAINWATER DISPOSAL AT AND BELOW GROUND LEVEL

- 8.9 All wall feet around the whole building should be inspected during and after heavy rain, in the first instance, followed by repair as needed.
- 8.10 Rainwater running down Church Street is directed away from the wall feet by cement pointed stone cobbles. A line of stone sets marks the low point in the pavement, which carries the rainwater run-off from the lane. Hard mortar pointing between the stone cobbles is eroding and cobbles are loose and missing in places, encouraging rainwater to percolate through the ground adjacent to the building feet. The rainwater channel should be kept clear of debris and cobbles repaired, to protect wall feet and the cellar. The cellar is damp, beneath these areas.
- 8.11 Rainwater may run down cable conduits close to the south west corner, where there is clearly rainwater wash. Repointing of cobbles and sealing of conduits is required, to direct rainwater away from the building and into below ground surface water drainage in pavements and roads. Photograph 4.4
- 8.12 Cobbles and the row of setts below point in the pavement suffer now quite noticeable erosion or mortar, with some cobbles already loosening and washing away. Prompt attention is needed before more cobbles are lost. The row of setts marking the low points in the pavement are eroding.
- 8.13 Cobbles are loose and missing to several areas around the building. Repair and repointing of walls locally is needed to protect wall feet.
- 8.14 Inspection chambers and gullies close to the building to all elevations may also be a source of water entry, particularly where ground level is significantly higher than internal floor levels.
- 8.15 An area of brick-set paving to the west elevation might pitch towards the low-level opening at the wall feet. This should be inspected during heavy rain. Moss grows in the decaying, cementitious mortar pointing to the cobbles. Repointing and if possible improvement of details is advised.
- 8.16 During rainstorms, rainwater running down the road to the north surcharges into the building via the main north door, where the road level is higher than the door

threshold. The iron grating, which collects rainwater at the foot of the back door to the north elevation has sagged, causing a minor trip hazard. Some of the mortar joints to the adjacent engineering brick paving have washed open, including joints around the back inlet gulley. Sand bags are often used, to reduce localised flooding via the back door. Proposals are already being considered, to relay paving and improve below ground drainage between the back door and the road edge, to catch rainwater which runs down the road. This work should be progressed, commencing with making sure that existing below ground drainage is running clear. A cctv survey and liaison with Herefordshire County Council is advised. Photograph 4.5

- 8.17 The back inlet gulley, adjacent to the Royal British Legion property, should be cleared of debris and soft vegetation treated throughout the whole of this area. Cobbles and paving to the rear pavement would benefit from repair.

9. External Walls

EXTERNAL WALL FRAME GENERALLY

- 9.1 The building received very significant repair in 1989, to bring it into good order. The external timber frame and infill panels very largely appear stable and in good order. Active decay since the previous inspection is generally related to sole plates close to ground level, weathering of details at windows and junctions with infill panels to areas which catch the weather. Mortar fill is falling out from the joint between the curved north wall and the return end of the west parapet at the northwest corner of the building. There are now some areas of water penetration, which require prompt attention. Before any localised repairs are carried out, improved details such as the installation of more pentice boards might be considered, to slow down water penetration in exposed areas.
- 9.2 As well as carrying out localised repairs, a medium-term plan of overhaul and maintenance should be put in place, to give the timber frame a periodic overhaul. Most of the significant shakes, other damage to the timber frame, open joints and peg holes have been infilled with daub, and black stain applied and maintained over the years. Minor defects should be addressed by continued regular maintenance. Stain to the timber frame is beginning to wear away, revealing the silvered oak behind. Dark brown caulking is falling away to some joints and should be reapplied as part of repairs. Each element of timber warrants careful inspection, preparation, renewal of caulking locally and redecoration to bring back up to a high standard. I suggest that this is carried out within five years.
- 9.3 The timber frame, especially at low level, obviously suffers from dampness and subsequent decay as well as possible insect attack.
- 9.4 Some of the infill panels, not surprisingly, feel springy, have shrunk away from adjoining timbers and are damaged at arises, especially at low level.

TIMBER FRAME AND INFILL PANELS – SOUTH ELEVATION

- 9.5 The cill beneath the westernmost south window should be checked where timbers are opening up. Improved detailing such as lead caps to the first-floor window cill horns should be considered. Photograph 5.3
- 9.6 Lead (?) weatherings to the heads of the slightly projecting first floor windows are lifting in places and decaying where they are nailed down at their lower edges. This probably still provides adequate protection beneath the overhanging eaves but should be checked during and after heavy rain, particularly to the second first floor window from the west. Photograph 5.2
- 9.7 Caulking remains intact in many areas, though is eroding and falling away locally, particularly above the bressummer at first floor level and other areas that catch the weather. Shakes and peg holes would benefit from inspection and recaulking. Repair at first floor level and above is currently of low priority, though re-caulking should take place whenever access is available for other repairs, such as to weather water traps in the southeast corner posts. Timber frame repair here and elsewhere should be brought forward, if there is active water penetration. Photograph 5.4
- 9.8 Rainwater will drive through very many gaps around the junctions of infill panels and timber frame. Inspection during and after heavy rain should take place to identify any areas where rainwater runs in and where prompt attention is needed.
- 9.9 First floor infill panels are inevitably slowly decaying and fracturing. Close inspection and localised repair within the quinquennium is advised, to keep panels in good condition. The paint finish remains remarkably intact, inevitably bubbling and peeling away in places, particularly at junctions with the frame. Existing patch repairs towards the western end at first floor level are visible. Redecoration is desirable to the first floor but currently of low priority.
- 9.10 One panel to the west of the second window from the east is fractured and would benefit from repair. Water may enter along the junctions of the frame and plastered panels. There is fracturing in a panel close to the west end of the south elevation, and to many of the lower panels at first floor level. Photograph 5.5
- 9.11 There is damage to several of the panels close to ground level at the west end of the south elevation, possibly due to impact damage, with signs or bicycles being propped against the building fabric. Repair is required to keep water penetration at bay. Photograph 5.6
- 9.12 There might be a slight outward bulge in the frame adjacent to the cill rail in the westernmost bay, where one of the lower infill panels might be popping out from the structure. This might benefit from re-securing as it is quite springy. At least one of the panels close to the south-west corner to the lower level is also slightly springy. Some movement must, of course, be expected. I would suggest that these two panels are opened up to just investigate the condition of the timber frame throughout its thickness. Panels have clearly received several campaigns of repair in the past, having slightly different paint and plaster textures. The timber frame and infill panels will move, daily and seasonally. Cracking at this end of the building should nevertheless

be monitored. Repairs to infill panels will show any future movement and help with monitoring, as well as reducing water penetration.

- 9.13 There is fracturing close to the infill panel between the return ends of the brick gable wall and the corner post at the south west corner of the building, which extends up to first floor level. Repair of the infill is strongly advised, including work to repair the door to reduce water penetration at this exposed corner which will catch the weather. Photograph 6.1
- 9.14 Patch repairs have been carried out to the southern post to the centre of the elevation, adjacent to the downpipe. Observation during heavy rain would be useful, to see if there is overflowing. There is staining and fracturing to the uppermost infill panel close to the south of the downpipe, which should be checked. The paint finish to the infill panels suffers salt damage. There is very minor decay to the edge of the south-west post to the central building.
- 9.15 The joint between the timber frame and brickwork, above first floor level at the south-east corner, has been filled with mastic. The frame has again moved away. The lead flashing to the adjacent lean-to roof is chased and fixed into the return end of the corner post; not surprisingly an area of old water penetration. Mortar joints have opened, or have been left open for ventilation, around the timber corbel supporting this corner. Ventilation around the end of the timber frame is advantageous but improved detailing is advised.
- 9.16 To keep the ancient timber frame in good order, each element of the timber frame should be inspected in case there are any slowly worsening shakes, where additional daub would be of advantage. Joints of infill panels and posts are remarkably tight throughout, but careful caulking before redecoration should be allowed for. Redecoration would need to allow for careful working around the many cables and fittings on the building.
- 9.17 Some panels at low level to the east of the main entrance door are fractured, though repair is currently of low priority.
- 9.18 Repair of infill panels and junctions with the timber frame to the south west and north west corners of the building are of high priority.

SOUTH ELEVATION SOLE PLATES

- 9.19 The previous inspection noted active decay to the timber sole plates and adjacent posts at low level. Decay has since continued at a slow rate. Investigations have since been carried out on the timber frame by Robert DeMaus, whose advice should be reviewed and followed, ideally within the quinquennium though roof, window and dormer repairs are currently of higher priority. Photograph 6.6
- 9.20 As reported in the previous inspection, frass and other material is visible on the ground adjacent to the sole plate, beneath the eastern end of the eastern bay window to the reception and elsewhere. A similar brown dust can be seen on the top of the sole plate, beneath the infill panel. This has since been investigated and sole plate renewal and repair is advised.

- 9.21 There is minor fracturing of the plaster to the infill panels in this area, one beneath the bay having already been repaired. Peg holes to at least some of the mortice and tenon joints in this area have been filled with daub or other material. Daub over the base of the posts is quite extensive and warrants investigation and repair to maintain the structural integrity of the timber frame, provisionally to five posts, and the sole plate beneath.
- 9.22 The underside of the sole plate between the two doors of the timber frame has been much patched, and relatively recently re-patched with daub. The shallow stone plinth, visible where stonework has been inserted to build up the lost height of the sole plate, and visible emerging from the cobblestones, appears soundly pointed. Rainwater wash, though, is a concern in this area.
- 9.23 Frass is falling from the underside of the sole plate to the west of the west door. It must be assumed that similar attack is visible in places throughout the length of this sole plate. There are, what look like, wasp or other emergence holes in this area as well.
- 9.24 Joints of posts onto the sole plate appear remarkably stable, though there has previously been old crushing, where facing timber can be seen to spread over the face of the sole plate in places. It is assumed that this is historic. I saw no other evidence of any significant movement that might indicate otherwise. Fracturing in the infill panels, which would suggest structural movement, is very limited.

SOUTH ELEVATION PLINTHS AND BRICKWORK

- 9.25 Plinths should be repointed in lime mortar to speed rainwater run-off and to help to keep wall feet dry, particularly where there is splashback from the pavement. Plinths should be repaired at the same time as the timber soleplates.
- 9.26 Sandstone and mortar forming the plinth beneath the sole plate is slightly friable in places, currently of low concern.
- 9.27 Ashlar plinth blocks close to the south-west have been recently repointed, but there is still evidence of the fine dust being caused by beetle, wasp or other attack to the base of the sole plate.
- 9.28 A modern, timber hinged cover has been installed over the opening into the cellar to reduce the amount of rainwater entering. This might have been made to suit the dimensions of an earlier hatch cover but could ideally be longer to reduce water penetration. A lead upstand flashing behind should be considered, at this damp corner of the building. Photograph 6.5
- 9.29 Brickwork to the east end of the south elevation and painted beneath the easternmost bay window, remains as previously advised. Brickwork behind the fixed shutters was not inspected. Brickwork has received several campaigns of repointing using cementitious mortar. A small number of bricks are friable where they are eroding faster than hard cementitious pointing. A small area of old lime mortar pointing contains a small number of voids, which could be filled if there is any evidence of damp in the wall beyond. Repair is currently of low priority though unless active leaks and condensation are causing damage to the internal walls and frame.

- 9.30 A few open joints in the brickwork above and below the lead clad plinth would benefit from repointing, especially at and beneath the level of the cobblestones. Localised brick renewal should be considered.
- 9.31 The lead apron flashings over the plinth, relatively recently installed, appear in good order. A small amount of debris accumulates and should be brushed away.
- 9.32 Cementitious pointing is harder than the sandstone piers to the gate to the rear yard, accelerating decay in the sandstone blocks, which are losing detail. Ideally cementitious pointing should be removed, though this is currently of low priority.
- 9.33 Fracturing in the capping stone to the east and adjacent brickwork may be caused by rusting pintel hinges and by ongoing growth of the adjacent tree. Repair should ideally be carried out within the quinquennium. The tree should be kept cut back and impact of its root system considered. Ivy has been recently cut back. Any ivy which again gets a hold should be removed and stumps treated. Photograph 6.2
- 9.34 Open joints at ground level, in the brick wall and the base of the eastern pier should, ideally, be packed out with stone slips and repointed, including repair of the brick plinth.

EAST ELEVATION

- 9.35 The main east wall is rendered and painted over, with the exception of the corner posts, all in smooth render with base of the stack in white painted rough cast. Render has been redecorated and patch repaired in many areas. Render is beginning to lift away at high level to the gable, in places under the verge and at lead apron flashing abutments. The render catches drips, particularly to the base of the stack and is stained with some mould growth. Render finishes and decorations are beginning to break down above the lean-to roof towards the southern end of the gable. Patch repair is advised when high level access is provided for roof repairs. Improvements to weatherings such as at the head of the lean-to roof should be carried out sooner, to reduce water penetration in this area.
- 9.36 Otherwise, walls appear fair, as to be expected for an historic building and quite well maintained.
- 9.37 Cement pointed brickwork to the lean-to extension appears in good order.
- 9.38 Historic, rendered infill panels to the timber frame to the north elevation at its east end is beginning to fall away. This area is particularly sheltered, so repair is currently of low priority, though outer edges catch the weather. It would be helpful to see this area during winter storms to see how protected the frame is, to help prioritise repair. Photograph 3.1

WEST ELEVATION

- 9.39 Much of the framing to the east gable is relatively modern, with horizontal joints protected by pentice boards. This elevation catches the weather. There is water penetration at attic and first floor (Painted Room) levels, around windows and infill panels and at junctions in the relatively modern timber frame. Black stain to the external timber frame has both bleached and washed away for example at the head

of the first floor window cill, where you would have expected protection to be provided by the pentice board. It might be that the timber frame and windows have shrunk and now need extensive recaulking and re-staining to make the external walls weatherproof. This work is promptly needed. Photograph 6.3

- 9.40 Projecting purlin ends are decayed, pegged joints at high level and elsewhere are significantly patched with daub.
- 9.41 Infill panels appear in generally good order, though several are fractured and warrant localised repair, such as panels to the south of the Painted Room window. Paint finishes seem to be adhering well. Fracturing in one area of plaster may just be beginning to detach.
- 9.42 Pointing above the lead aprons installed beneath the first floor bressummer is beginning to fracture and fall out. Repair should ideally be carried out at the same time as overhaul of the west timber framed wall. Caulking, window and other details should be inspected to make sure that all joints are filled.
- 9.43 Walls at low level should be inspected on days when sign boards are not leant against the walls. Rainwater run-in around access hatches is obviously of concern. Checks should be made to make sure that rodents cannot gain entry.
- 9.44 Brickwork at low level is pointed with a hard cementitious mortar, harder than the bricks which are becoming friable and weathering away in places. Removal and repointing in lime and carrying out brickwork repairs should be considered in due course. Current removal of cementitious mortar could cause as much harm as good but should be allowed for in future years.
- 9.45 Gaps between the brickwork and the window for example should be caulked with breathable caulking or mortar, ideally at the same time as repairs to the timber framed walls above.
- 9.46 Mortar fillets above the lead apron over the sign board beneath the Council Chamber window cill is falling away. Repointing around the whole window should be carried out within two years.
- 9.47 Pigeons roost on pentice boards despite some anti- bird prongs being installed. More prongs should be installed when there is high level access. Photograph 6.3
- 9.48 A small amount of mortar pointing, above the lead apron which caps the brick base to this wall, has fallen away. Wood boring beetle attack may be present. This weak joint in the structure, over two spliced repairs to the timber frame, will obviously require regular attention. A lap on the lead apron over the window head is limited; it would be beneficial to inspect internally to make sure that this detail is effective.
- 9.49 There is very slight fracturing in the brickwork above the lintel to the southern opening to the cellar. The timber lintel has settled very slightly causing minor movement, which is currently of low concern, but will need attention in the longer term. The sandstone plinth on which this lintel bears, is severely laminating. It has previously been patch repaired with cement and painted over. This area should be kept under review. Packing up of the lintel to ensure that its bearing remains sound,

and possibly brick or stone piecing-in will need to be considered, along with damp penetration into the cellar, in the medium term.

NORTH ELEVATION

- 9.50 There is extensive water penetration to the curved section of timber framed wall to the northwest, including at its junction with the main northwest corner of the building. Repairs have been carried out in the past, to try to address this. The gap between the main timber frame and the timber frames of the curved section of wall at the northwest corner should be packed and caulked, which would act as tell-tale in case this joint is opening out. Some ongoing seasonal and daily movement between the two parts of the building must be expected. The infill panel should be re-caulked around the new horizontal section of frame adjacent to the northwest corner and other open joints and panel and frame junctions re-caulked at the same time. There is rainwater staining to the undersides of rafters at eaves level. The roof, gutters and walls should all be inspected during and after heavy rain, to identify the sources of water penetration. Photographs 5.1, 7.1
- 9.51 The infill panel beneath the first-floor window to the stairwell on the curve of the building is fractured and appears to have been patch repaired. This panel is quite large and further patch repair might be necessary. Several campaigns of localised repair can be seen throughout the elevation.
- 9.52 The corbelled bracket, beneath eaves level at the main north-west corner of the main range, not surprisingly appears to catch the weather and warrants closer inspection.
- 9.53 There is increasing water penetration to the two north facing timber framed gables, including around windows. Timber frames and window frames suffer loss of black stain, particularly at high level. Complete overhaul of windows, timber frames and infill panels should take place, to address water penetration. Arresting water penetration soon will slow down long-term decay including deterioration of the building interior.
- 9.54 The gable corner post which extends down to ground level towards the north east corner and adjacent to the north door are decaying, including adjacent to the brick outshot. Careful repair and redirection of rainwater should be carried out. Slate slips, other improvements to detailing and repairs to paving should be made, to protect the timber frame. This work should ideally be carried out at the same time as repairing and improving drainage and paving outside the back door.
- 9.55 Infill panels and frames are otherwise generally as reported for the south. The inward leaning timber panels benefit from being on the sheltered north elevation. Paint is peeling in a small number of areas to the infill panels to the north elevation, for example beneath the westernmost rainwater hopper and to infill panels adjacent to the doorway leading to the Painted Room and at floor level close to the downpipe. All rainwater goods should be observed during and after heavy rain to make sure there are no areas of overflowing, onto frames or infill panels.
- 9.56 What appears to be masonry paint, but might be KEIM or similar, applied over the brickwork and render panels to this elevation, all appears in good order. Paint is

discoloured and flaking away at low level and close to ground level, where there is rainwater splashback from the cobbles. Recent redecoration may have been applied over previously bubbled impermeable paint. Redecoration is currently of low priority but must be considered in the medium term.

- 9.57 Leadwork over windows has been painted with black paint, which is peeling, giving a poor appearance. Paint should ideally be removed and consideration given to whether it should be redecorated.
- 9.58 Paintwork to the brick outshot is stained and peeling, particularly close to where it gets a great deal of run-off from the wall and roof above and splashback from pavings. The type of paint should be investigated, though it might be mineral or breathable paint. Clay pantiles over the brick outshot are black with algal growth. Lichen and moss could be cleaned as they are close to ground level, but no action is otherwise advised. Cleaning may well not be necessary on this rear elevation.
- 9.59 Brickwork at ground level should ideally be repointed, again to protect adjacent elements of timber frame and the whole of the outshot redecorated.
- 9.60 Brick and modern rendered walls towards the eastern end of the north wall appear in fair condition except at low level where there is splashback, where walls are damp, and wheelie bins have banged against the wall surface. Ideally redecoration should take place at the same time as work to the outshot.

10. Windows and Doors

- 10.1 Many windows to first and attic levels are now heavily weathered, with several leaking and with glazing putty in poor condition. A detailed inspection of all windows should take place, to prioritise work. Much historic glass remains, particularly to first floor windows, and which should be kept, as part of repairs.
- 10.2 Pointing and caulking is falling away around most windows throughout the building, and should be repaired at the same time as adjacent building fabric.

EXTERNAL EAST ELEVATION

- 10.3 The gable window to the east elevation at high level appears in fair order and has fairly recently had leaded lights refixed. Subject to further inspection, overhaul and redecoration should be planned for the medium term.
- 10.4 The modern painted steel window with obscure glass to the east wall of the extension appears in fair condition.
- 10.5 The gate from the courtyard onto Church Street appears in fair condition, other than to the bottom rail, which has pulled away and requires prompt repair. The gate might have warped, causing this damage. Old pintel hinges are set into the brick boundary wall, which suffers fractures where hinges are rusting. Repair of the wall and treatment of hinge ends built into the wall is desirable. Repair and redecoration of the gate should be carried out within two years, sooner if the gate does not operate smoothly. The whole gate should be overhauled and redecorated at the same time.

- 10.6 Ivy and woody growth should be kept cut back from the adjacent courtyard wall. Tree branches brushing the wall should be kept back. Repointing wall cappings and fractures at high level will help to protect the wall beneath.
- 10.7 The shared courtyard is kept in good order. Ramped access, albeit extremely narrow is available into the council offices via this route and is used for bringing in supplies.
- 10.8 The external door and over-panel, and ground floor window which look into the courtyard are well maintained. This door is an emergency fire exit.
- 10.9 The pentice board over the rear door and over-panel would benefit from re-staining/oiling to help to ensure its longevity. The external door and frame would benefit from redecorating where paint is peeling at its base. There is inevitably slight decay of the timber frame where mastic, now hardened, has been applied at the junction of the modern door frame with the timber frame. Localised caulking would be of benefit where there are water traps, installed as part of longer-term maintenance. The door is warped allowing draughts and perhaps water penetration at its base. Repair is advised but is of lower priority than windows.

EXTERNAL SOUTH ELEVATION

- 10.10 The eastern dormer window is in poor condition with putty falling away. Repair is very urgently needed to ensure that glass remains secure. The frame requires urgent overhaul, repair and redecoration at the same time. The same applies to the central south elevation window where a great deal of putty has fallen away.
- 10.11 The gable to the central south dormer is painted timber board which requires redecoration. The window is in poor condition and requires prompt repair. Photograph 7.3
- 10.12 The leaded light casement window to the west appears in better condition but should nevertheless be inspected and repaired at the same time. The upper course of eaves tiles to this window shows open joints. Whilst there is no reason to suspect any defects, this should be inspected at the same time, when external access is available.
- 10.13 Windows generally, particularly at junctions with cills and transoms and at the bases of joints in mullions are highly decayed and packed out with filler to weather timbers. Putty is beginning to decay in places. Repair should be carried out before glass becomes loose. Repair and overhaul might include the installation of slim lead flashings over weathered sills and elsewhere, to reduce water penetration and reduce draughts. Photographs 7.4, 8.1, 8.2
- 10.14 Iron opening casements were all in use on the warm summer day of the inspection. Some are warped; weather stripping should be investigated.
- 10.15 The opening timber casement to the second window from the west has been reinforced with steel angles. All opening casements should be checked to make sure that they are secure.

- 10.16 Fractures in timber occur particularly around knots to cills. Shakes are present to main projecting window frames and sub frames. Careful overhaul, repair and redecoration is desirable.
- 10.17 Peg holes to main projecting window frames and timber frames create water traps in places, which should be caulked when windows are repaired.
- 10.18 There are rainwater runs behind at least one pane of glass to the central first floor south window, suggesting that glass requires re-puttying. All first-floor windows are in similar condition.
- 10.19 Ground floor windows are in better condition with frames to the bay suffering wear and tear and no doubt mechanical damage. Further overhaul and redecoration is desirable. Photograph 7.5
- 10.20 Doors and frames would benefit from overhaul and redecoration.
- 10.21 The main door is much weather stripped. All doors should be checked for draught proofing.
- 10.22 The timber threshold to the external door is decaying and may warrant renewal within the quinquennium. Timber door frames and architraves and linings are inevitably decaying and opening where paint suffers some splashback from pavements. Overhaul and redecoration are highly desirable. This applies to all doors.
- 10.23 Redecoration of doors and frames should not be unduly delayed as a good paint coating will protect the joinery joints of the doors behind.

EXTERNAL WEST ELEVATION

- 10.24 Leaded lights and metal casement windows to first and attic floors appear fair. Paint is peeling to frames and redecoration is desirable to prolong the life of putty. There are leaks to this elevation and recaulking of joints to and around windows should be included as part of timber frame repairs. Photograph 6.3
- 10.25 Sash windows to the Council Chamber would benefit from overhaul and redecoration, though this is currently of low priority.
- 10.26 The timber framed noticeboard is in fair condition. Redecoration is currently low priority but would certainly help to prolong the life of the cabinet.

EXTERNAL NORTH ELEVATION

- 10.27 Putty to oak framed windows is beginning to fail in places. Repair of putty, possibly renewal and redecoration is advised, to the north elevation, especially to windows in the stairwell gable walls where there are active leaks. Redecoration will help to feed opening grain and slow down the rate of deterioration. Photograph 6.4
- 10.28 There is a broken pane to the first-floor window to the western gable and another broken pane to the lower attic leaded light window above. Repair is strongly advised, particularly inspecting the putty to make sure that all remains safe. The reasons for the breakages should be investigated in case slight movement has caused fracturing in the direct glazed pane to the first-floor window.

- 10.29 The painted door and frame giving access to the Painted Room would greatly benefit from maintenance and overhaul as for the doors to the south. Proposals are in hand for this and for an additional handrail ease access up the steps.
- 10.30 The oak boarded door and modern frames to the stairwell and further to the east would benefit from feeding/waxing to match previous finishes, again to slow down opening up of the grain.
- 10.31 The eastern north elevation dormer would benefit from redecoration and overhaul within the quinquennium. The opening casement is beginning to warp at its base.
- 10.32 The central/western dormer has more recently been redecorated.
- 10.33 All painted windows on the north elevation would benefit from redecoration, though of lower priority to those on the south and particularly the west.

INTERIOR

11. Cellar

- 11.1 The cellar is beneath the Council Chamber. Walls have exposed masonry, generally rubble stone, with some stone window surrounds and areas of brick infill. The ceiling is essentially the exposed structure to the floor above, which consists of a single timber post at the centre of the space supporting a large primary beam running north-south. Off this span several large secondary beams running east-west and bearing onto the masonry walls. Between these, modern insulation is supported on battens. It is presumed that timber floorboards run directly between these secondary beams. Note, the timber post is set slightly off the main floor on a stone plinth. The floor throughout consists of stone flags of random sizes, including some cobbled areas.
- 11.2 The cellar has been cleared of most materials stored on the wet floor, since the previous inspection.
- 11.3 The cellar inevitably suffers from severe dampness and water penetration through the retaining walls and three openings beneath pavement level. The cellar floor was damp and suffering condensation at the time of the inspection, which was on a hot July day, following a period of thunderstorms after a heatwave.
- 11.4 Old repairs exist to the timber joists to the south of hearth, where the historic replacement timber is of scant cross section at its bearing and suffers at least old wood boring beetle attack. This area should be checked as it is probably beneath the timber boarded floor to the south door lobby G3. The adjacent floor though is supported on substantial secondary joists which were adjacent to this. Timber soleplates or sub-soleplates are visible to the south wall, with damp staining.
- 11.5 The central main beam running north south and propped at its centre on a timber post, extends adjacent to the south opening on a timber pack. Timber ends may be slightly soft. The condition of the timbers may be stable but periodic inspection of timbers should take place, in this damp environment. This inspection should accompany repairs to the south elevation soleplates. It would be beneficial to separate beam ends from damp masonry using slate or other damp proof courses, which could take place at the same time as sole plate repairs.
- 11.6 Substantial timber beams and soleplates suffer damp. Many if not all soleplates have been renewed in recent decades, so all dampness has built up since then.
- 11.7 The soleplate to the north wall and dragon beam plate across the northwest corner appear damp. There is staining to all timbers, some of which is from condensation.
- 11.8 I saw no limited evidence of active wood boring beetle attack such as to a timber supporting the hearth beam to the south of the Council Chamber hearth above. This is not a repair; this is probably part of the original hearth design as the same detail appears to the north. Historic wood boring beetle attack is inevitably evident in many areas. Any fresh frass should be reported.
- 11.9 The extent of the cellar is the extent of the Jacobean Room Council Chamber above. Joists have Extratherm foil backed insulating board fixed between the battens. This

will help to reduce draughts and may have been intended to provide nominal fire protection, though it is broken into for emergency lighting and many service routes, and is only loosely fixed at junctions.

- 11.10 The timber at the base of the electricity meter cabinet to the north wall is particularly damp and likely to be suffering active wood boring beetle attack and wet rot.
- 11.11 External walls, previously thin coat plastered, are of rubble stone with plaster almost completely lost. Stonework at wall cappings is loose and should ideally be rebbed, though this is currently of low concern. External walls and all walls at low level, including the basement steps, are very damp, not surprising in this location. Mortar joints are saturated, with mortar eroded as a result and supporting moss/algal growth in many areas. Repair is currently of very low priority. The importance of good cross ventilation remains high. All floor timbers are no doubt very damp at their bearings.
- 11.12 There is a particularly damp area at the southwest corner of the cellar, with mortar joints particularly damp, which should be inspected close-to. Old steps and what was formerly a blocked doorway are saturated, though levels of condensation will be high on the very warm and close day of the inspection. Photograph 15.3
- 11.13 Metal anti-bird mesh to all openings is blocked with debris and litter and should be cleaned to ensure good cross ventilation. I saw no evidence of access by birds, but this should be checked as some of the anti-bird mesh has broken down, to the northern opening to the west elevation. There are gaps around modern framing to anti-bird mesh for example, to the northern end of this doorway, which should be checked to make sure that rodents and other animals cannot gain access. Hatches to openings should be inspected and detailing improved, if rainwater runoff into the cellar is an issue. Photograph 15.4
- 11.14 There is fracturing and bulging in stonework to either side of the internal steps, between the steps and the hearth and beneath the hearth. Localised repair is desirable.
- 11.15 Stone walls retain early pointing and in places thin plaster coating. Sandstone is friable in places.
- 11.16 The underside of the steps up to the council chamber could be seen with white bloom from damp staining.
- 11.17 Two blocked openings to the southeast with stone heads, jambs and cills appear stable, albeit set into very damp walls. The opening to the south elevation contains highly rusting ferramenta, but repair is currently of low priority. The cill is in poor condition. The blockwork lining wall to this and other openings are presumably set within the edge of the pavement. It might be possible to install kerbs to reduce rainwater run-off, subject to inspection. The doorway is lined with modern brickwork which suffers efflorescence to no doubt cementitious mortar joints but remains stable. The window to the west retains timber frame ferramenta, again repair is of very low priority.

- 11.18 Timber lintels to all openings will inevitably be decaying at the same rate as the external soleplates and should be included when soleplates are investigated and repaired.
- 11.19 The floor is of flagstones; some stone cobbles and some rubble stone make up. The floor is very damp throughout, especially close to external walls. There is ash/dirt soft fill, which at least will help the floor to breathe and to allow water transfer.
- 11.20 The hearth to the Jacobean Room above is supported by a section half brick voussoirs which appears currently stable with minimal fracturing to the plastered soffit beneath.
- 11.21 The central post on a staddle stone suffers shakes as do all timbers throughout the building and is slightly damp at its base.
- 11.22 There is at least one small loose stone adjacent to the staircase which should be rebbed to avoid it being knocked whilst the staircase is being used. Brickwork supports the soleplate to the internal timber partition and is friable as elsewhere throughout the building. There may be active wood boring beetle attack the timber frame in this particularly damp location. Stone and timber surfaces should be carefully brushed clean to remove damp debris, which could trap moisture against the timber. This area should be cleaned, inspected and locally timber treated against wood boring beetle attack and monitored. Photograph 15.1
- 11.23 Many cables travel from the electricity cabinet in the basement up through the building and are probably not fire stopped at partitions and floors. The need for fire protection should be reviewed.
- 11.24 Priorities for repair are to reduce water penetration if possible, keep good cross ventilation and to protect timber frame and ground floor construction. The cellar should be inspected during and after heavy rain to see how much rainwater falls in from pavement level. Cellar timbers should be monitored. Archaeological appraisal of fabric should precede any repair work.

12. Ground Floor

- 12.1 In summary, my most significant observations are that external timber framed walls to the west and north suffer increased water penetration. External timber frames and the conical roof to the northwest require close inspection and repair. There is increased dampness close to ground level to the north and perhaps to the cellar. Proposals to reduce rainwater run-off to the north should be put in place, for the benefit of the building generally.
- 12.2 There has been very slight but noticeable movement in the internal timber framed walls at the west end. This may be due to a very hot and dry summer, preceding the inspection. Whilst movement is currently small, it should be monitored.
- 12.3 Internal wall finishes have suffered mechanical damage, wear and tear during the quinquennium. Redecoration and localised plaster repair would be of great benefit but should follow external fabric repairs and is currently only of medium priority, in places.

- 12.4 The east chimney stack leaks, causing active water penetration to the easternmost office, which requires prompt attention.
- 12.5 The modern and ancient timber frames forming internal cross walls, repaired some decades ago, have opened at joints and along plaster infill panels. Fire management risk assessments for the building should be reviewed and repairs carried out, as / if needed to provide adequate fire protection. Electrical cables proliferate. Redundant cables should ideally be removed and fire protection checked, where needed.
- 12.6 EASTERNMOST GROUND FLOOR OFFICE G11, LOBBY & TOILET G12
- 12.7 There are active leaks around the boarded soffit and ventilation grille which block the flue to the disused fireplace, which requires very prompt investigation. What might be a low arched iron plate supporting the front of the chimney breast is rusting slightly. Once leaks are cured, damaged finishes and linings should be removed and the area redecorated. The whole height of the chimney stack above should be investigated and leaks addressed as a matter of urgency. Photographs 2.3, 2.4, 8.3
- 12.8 Ceilings are plastered, papered and painted, with evidence of old fractures and loose plaster made good. I saw no evidence of fresh tearing or fractures in the ceiling.
- 12.9 There is hairline fracturing to plaster beneath what could be the hearth above, to be expected and of currently low concern.
- 12.10 The floor beam running north – south has old iron strap and bolt repairs, all painted in with no obvious signs of recent change. There is a diagonal hairline fracture beneath the beam end which extends over the north internal wall. This is to be expected in such an ancient, timber framed building.
- 12.11 All walls except the fireplace wall have painted match boarded dado panelling which is in basic condition. Dado panelling is open at its joints and would benefit from redecoration.
- 12.12 Painted plaster to walls is in basic condition, very poor in places. The north wall and probably the front of the chimney breast have been lined with boarding, probably gypsum board. Gaps may have been left to provide cross ventilation to the ceiling.
- 12.13 Dampness from the chimney breast and possibly rising from the cold, damp floor, extends into the timber frame wall at the south end of the east wall, starting at low level. Electrical switchgear is fitted to the lobby (east) side of this damp wall, making it especially important to reduce dampness. Repointing of external brickwork and checking for water penetration along the junction of the lean-to roof and brickwork with the ancient timber frame should be carried out, before redecoration of the interior. Photograph 8.4
- 12.14 Chimney breast walls and skirtings are saturated, especially at low level. Carpet tiles within the hearth were wet at the time of the inspection. Once water penetration has been addressed, walls will require replastering in breathable lime plaster and decorating in traditional, breathable paint or limewash.
- 12.15 A fine fracture runs through the chimney breast to its north jamb, immediately beneath the low arch plate at its head, which might be caused by rusting.

- 12.16 Historic plaster to the internal west partition is hollow in places and suffers localised mechanical damage. Old, repaired fractures are opening up as hairline fractures. Plaster to internal walls which separate offices and fire escape routes should be kept in good order, to provide a small amount of fire resistance, to assist safe escape from the building in case of emergency. Plaster is hollow though can still be repaired. Repairs should be made using traditional materials to match existing and to maintain breathability of finishes. Photograph 9.1
- 12.17 Plinth stones visible beneath the painted soleplate to the south wall may have previously been painted with impermeable paint, now removed / lost. Stonework is damp and friable. The internal face of the soleplate is painted with thick, oil-based paint. The soleplate projects internally and forms a step, concealed by the dado panelling. It would be very helpful to inspect the whole length of the soleplate. Some disturbance to office interiors must be expected when external sole plate repairs are carried out. Mortar and or timber is slowly falling away at the base of the soleplate, as previously reported. Photograph 8.5
- 12.18 A programme of repairs to internal plaster and decorations to some offices is planned. Repairs to this office and the toilet and lobby to the east should be postponed until chimney stack leaks are addressed.
- 12.19 The modern timber casement window in the east wall is in good order. The south window is in basic to fair condition.
- 12.20 The match boarded door leading into the east lean-to extension would benefit from redecoration.
- 12.21 The modern timber door in the north wall appears in good order and was wedged open at the time of the inspection. This is a fire door. Fire and smoke seals appear in good order, though the lock may not be current standards. The door is on the route to the final exit door to the east. The fire risk assessment and emergency escape strategy should be checked. It might be that existing fabric including fire doors simply needs to be kept in good order and the door kept closed when the room is not in use. Automatic door closers with Wi-Fi connection to the fire alarm might be considered, only if necessary, for this and other offices, as doors are generally kept open.
- 12.22 Plastered ceilings and walls to the toilet and lobby in the east lean-to have also deteriorated. As previously reported, there is water ingress associated with the chimney and to the ceiling, with water and/or condensation tracking along joints in the plasterboard. Internal repair should follow external repair. Breathable insulation to the ceiling void above should be considered. Photograph 8.6
- 12.23 Quarry tiled floors and coved skirtings in the east lean-to are in good condition but are impermeable, forcing moisture into adjacent walls.
- DEPUTY TOWN CLERK'S OFFICE G10
- 12.24 Plastered walls and ceiling, with a single beam to the ceiling and timber framing to the south wall. Ceilings are underdrawn with wallpaper as elsewhere, showing little or no evidence of new fracturing.

- 12.25 Plaster is detached from walls in several locations and cracking in places, including damage from a door closer. The door closer detail requires review. Walls require repair and redecoration as for the wall shared with office G11 to the east.
- 12.26 The timber frame is painted black and appears stable but with open joints etc as described elsewhere. The stone/brick plinth beneath, also painted black, suffers efflorescence. Paint is breaking down, to be expected to the damp plinth walls. Repair to plinths and sole plates should ideally be included as part of external sole plate repairs.
- 12.27 There is not surprisingly a tear fracture at the junction of the internal west cross wall with the external timber frame, of low current concern, at this junction between internal and external timber frames.
- 12.28 The solid floor is carpeted, possibly over vinyl floor tiles and was not inspected but appeared to be of solid construction as elsewhere. If the vinyl tiles are of some age, they should be checked to make sure that they do not contain asbestos.
- 12.29 The external door has been fixed shut due to previous issues with water ingress and for security. There appear to be no obvious ongoing issues.
- 12.30 Decorations are generally as elsewhere in good but very basic condition with historic plaster fracturing, bulging and suffering mechanical damage.
- 12.31 The solid floor is carpet tiled with vinyl tiles beneath, all seems stable as elsewhere.
- 12.32 The internal door has fire stripping.
- 12.33 The opening casement window does not close properly so cannot be used. All opening windows throughout the building should be checked to make sure that they open and close properly.

RECEPTION G4

- 12.34 Plaster ceilings suffer fracturing, above the easternmost part of the room. Fine cracks and plaster damage run along the junctions of the historic plaster with moulded plaster cornices above the reception desk, though this is currently of low concern and should be compared with the previous inspection. Old hairline fractures have reopened beneath the hearth to the first-floor room above. There are hairline fractures in the papered finish to the ceiling close to the southwest corner. Photograph 9.2
- 12.35 Modern gypsum infill panels have opened at joints with the exposed timber frame to the north wall, which must be expected, as the timber frame moves. Joints should be filled and redecorated, where they contribute to fire resistance. This applies to many timber framed walls throughout the building.
- 12.36 There is inevitable mechanical damage, wear and tear to painted and plastered finishes in many places to these well-used offices.
- 12.37 Plaster to the historic walls above the fireplace to the west is quite powdery and slightly damp at the north end of the fireplace. This should be kept under observation, to monitor long term change in the building fabric. There are very fine hairline cracks

which must be expected. The flue contains old partitions where part of the flue was sub-divided to extend down to the cellar.

- 12.38 Old fractures have reopened to both walls at the south west corner of the room. Fractures may be 2mm wide. Fractures were not previously reported in this location and should be monitored. Significant movement must be expected in the timber frame and may have occurred in the very hot, dry weather preceding the inspection. Paint and paper was previously noted as being extended over the timber frame and infill panels, which would show up even the slightest movement. Removal of these decorative linings is currently of low priority but should be considered when re-decoration takes place. Photograph 9.3
- 12.39 Paint finishes suffer dampness, with paint finishes powdering above the internal timber soleplates.
- 12.40 The east wall is largely concealed by a hessian covered noticeboard, hopefully on a breathable backing and possibly with cross ventilation behind.
- 12.41 The quarry tiled floor appears in good order, though with some worn open joints which might date from when the floor was constructed. It is assumed that the quarry tiles are laid over a concrete slab. The impermeable floor will push mortar into wall feet. Boxed-out timber skirtings have been installed to the base of the walls, so any signs of decay will be concealed. The base of the walls should be exposed in isolated areas, as fabric repairs take place, to look for any signs of associated issues. Photograph 10.3
- 12.42 Windows and doors suffer inevitably minor open joints where they are constructed against historic timber posts, as elsewhere. Decorations are good but basic apart from the doors which inevitably suffer significant wear and tear. The previous report advised that the external door catches on the floor when opened. Doors should be rehung, eased and adjusted if this is still an issue.

REAR CORRIDOR G9

- 12.43 Ceilings have been papered and painted as elsewhere. There is cracking in the ceiling towards its east end, close to the external door. This is currently of low concern, though cracks have reopened since the ceiling was last painted. Periodic redecoration would act as tell tales for future movement.
- 12.44 There is damp staining between what are almost certainly historic infill panels and the external timber frame. This will be due to dampness in relatively sheltered external walls and possible leaks, worsened by condensation, to the cold, north facing wall. In the first instance, the external timber frame and infill panels should be checked.
- 12.45 Paintwork is friable and has failed throughout at junctions of walls, soleplates and the cement pointed brick infill panels to both internal and external walls. This is to be expected in this location, to decorations which are aging. Paint may be breathable, with surfaces becoming friable, which is better than trapping moisture within the panels.

- 12.46 What might be pipe or service runs have been cemented in, reducing breathability of the fabric.
- 12.47 Repair to walls and the ceiling is currently of low priority, though external damp should be investigated, starting with the roofs and valley gutters above.
- 12.48 The floor covering is historic brick pavers which whilst well-worn are stable. A section has been cut away and replaced in mortar, possibly relating to surfaces below.
- 12.49 The external door is a fire exit with a push handle, recently redecorated.

REAR STAIRWELL AND CORRIDOR G5

- 12.50 There is not surprisingly evidence of wood boring beetle attack to what was previously an external wall. Wood boring beetle attack is very likely to be historic. Any evidence of fresh frass (sawdust) here or elsewhere should be reported, in case this indicates ongoing activity.
- 12.51 There is not surprisingly shrinkage of modern plaster infill panels or the oak frame, particularly around inserted modern sections of timber frame, which must be expected. The main concern is that fire integrity of internal walls may be compromised, though this depends on the emergency escape strategy. Ledbury Town Council recently commissioned a report on emergency escape, and best practice under fire safety legislation requires building fabric to be kept in good condition. The report recommendations should be reviewed and fabric repairs carried out if needed to reinstate fire resistance of doors, walls and floors.
- 12.52 Plinth walls, beneath sole plates to the internal cross walls are damp with loosening mortar pointing and slow loss of timber at the bases of soleplates. Dampness will inevitably rise through the stone foundations. The rate of decay is very slow, especially compared with sole plates to external walls. No action is currently advised though work will be needed in future years.
- 12.53 There is damp staining and probably active leaks between infill panels and the north facing timber frame, originating around the staircase window. There are leaks beneath the noticeboard. All should be carefully investigated during and after heavy rain, to identify water entry points. Repair should then follow. Water penetration is less than to the more westerly gables and walls but should ideally be repaired at the same time. Photographs 11.1, 11.2, 14.2
- 12.54 There is slight damp staining through the modern plinth to the north wall.
- 12.55 The internal floor level may have been reduced to provide level access to the street. A modern quarry tile floor is installed to most of the area and may force moisture up into the walls. There is a cementitious mortar boarder to the quarry tile flooring and consideration should be given to removing this and replacing with a sacrificial lime mortar and with a movement joint if required, such as cork strips. The end of a beam is set within the south wall masonry below the sole plate. As previously reported, this is rotten, and sections can be removed by hand. This should be investigated to find out if the beam end has a structural role and repair carried out.

12.56 The external door has warped. The contact point of the alarm system presumably still works. This will allow uncomfortable draughts though some controlled cross ventilation is an advantage.

12.57 As with other rooms there is a vast amount of surface fixed cabling and the majority of this seems to be linked to alarms and telephones. If any equipment and cables are redundant, they should ideally be stripped out. Cables run through gaps between historic framing and doors, and even through the head of the door which separates the two staircases. This door is not fire stripped. Fireproofing should be carefully considered, taking into account the recently commissioned report. Photograph 10.2

GENTS' TOILET G6

12.58 There is a hairline fracture in the modern ceiling.

12.59 Gaps between the modern timber frame partition and the first-floor joists are packed with paper, to reduce draughts. Gaps should ideally be properly filled with oak strips and caulking.

12.60 There is dampness at low level to external and internal walls above the level of the quarry tile skirting. There is a fracture along the line where quarry tiles abut the modern timber frame partition to the west. Photograph 10.4

12.61 The radiator suffers from rust, no doubt caused by condensation. Redecoration is advised, as well as addressing causes of dampness.

12.62 The Vent-Axia did not come on when I turned on the light. Extract ventilation will help to control dampness and condensation.

LADIES' TOILET G7

12.63 Again, I could not hear the Vent-Axia, when I turned on the light. Both extract fans should be checked.

12.64 The internal south partition wall is damp throughout and paint and plaster finishes are failing. There is dampness at low level to internal cross walls. As elsewhere, inspection of external fabric should be carried out as soon as possible and repair prioritised and carried out.

12.65 The radiator suffers rust.

12.66 The gypsum plastered wall shared with the corridor also suffer damp, with the galvanised steel angle bead rusting.

KITCHEN G8

12.67 There is damp staining on the downstand ceiling to the southern end of the room. Dampness extends to ceiling level to the north. Photograph 10.1

12.68 The west partition wall shared with the ladies WC is damp, including adjacent to the window reveal. There is dampness at the northeast corner, at the junction with the British Legion brickwork wall. The kitchen has been quite recently redecorated, to keep the damp walls in good order. Photograph 9.6

- 12.69 Dampness is noticeably worse than reported in the previous inspection, to this and other north facing areas. Water penetration may be worsening at ground level, where increasing amounts of rainwater run-off will collect at the feet of external walls.
- 12.70 The modern single glazed window appears in good condition. Slight splits are slowly setting-in, to at least one mullion, which is to be expected.
- 12.71 Reference not used.
- 12.72 Quarry tile and flagstone floors and solid steps appear in fair order.
- PAINTED ROOM STAIRWELL AT NORTHWEST CORNER, INCLUDING OFFICE AREAS GI
- 12.73 There are extensive leaks through the semi-conical roof over the northwest corner of the stairwell, with leaks at the junction of the northwest corner of the main building (the Painted Room). Water stains run down the long junction of the timber frame wall at this location. Daylight can be seen where mortar fillets have fallen out externally. There are also significant water leaks beneath the valley at the junction of the conical roof with the western north gable. Foam filler has been used to fill peg holes and shakes in the historic timber frame. Water penetration in this area was previously reported and requires prompt investigation, commencing with investigation and then repair of roofs and timber framed walls. The sources of water penetration through the conical roof cannot be seen from ground level. Water penetration has been present for some years, despite some repairs being carried out. Further repair is needed, before decay and damage sets in, to timber frames and infill panels. Photographs 9.5, 10.5, 10.11
- 12.74 There is dampness to some parts of the timber frame to the west and to the north facing gable. Daylight can be seen in places between plaster infill panels and vertical framing. All should be checked. Photographs of damp staining should be compared with those taken at the previous inspection.
- 12.75 Some joints in the timber frame to the north wall close to the ground floor desk have been filled with silicone sealant, against draughts and/or water penetration. This should be removed and breathable caulking used instead.
- 12.76 There is diagonal cracking through at least a couple of the external north elevation infill panels beneath beams, although they may not carry much load. The extent of renewal of timber frame members is extensive. Shrinkage of oak and some settlement of the repaired frame must be expected. The main current concern is water penetration.
- 12.77 There is extensive damp staining on the head of the modern timber frames to the north elevation, which could have occurred during construction but should nevertheless be kept under observation. A good photographic record of the internal faces of external walls would be helpful, to help to monitor any future water staining.
- 12.78 Some evidence of wall paintings remains, though less well preserved than in the Painted Room, except for one panel which is protected by a Perspex sheet.

- 12.79 The bow window with horizontal sliding sashes appears fair, inevitably suffering from condensation stains.
- 12.80 The timber joisted and boarded floor throughout the higher level of the office appears in fair order. The floor was not inspected where it is concealed by carpet.
- 12.81 The modern timber staircase appears in good order. Contrasting slips now offer poor visual contrast with the timber treads, which should be considered as part of any accessibility audit.
- 12.82 The base of the sole plate is soft, to the east end room with a small flight of stairs. The wall backs onto the staircase down to the cellar. Dampness should be monitored.
- 12.83 The external north door is in poor condition, with gaps where panelling have split.
- HISTORIC STAIRWELL AT THE EAST END OF THE BUILDING, OFF CORRIDOR G9**
- 12.84 Plaster and decorations, including timber boarded partitions suffer inevitable mechanical damage and wear and tear, around the staircase. Paint is peeling where it has been applied to historic oak frames.
- 12.85 The timber staircase with winders appears in basic condition, as you would expect from a small staircase in an historic building.
- 12.86 Infill panels to stud partitions retain much historic plaster, often with studwork plastered over. Partitions are in fair condition. The stairwell inevitably suffers mechanical damage and historic hairline fractures throughout.
- JACOBAN ROOM / COUNCIL CHAMBER G2**
- 12.87 Ceilings, some historic, have been underdrawn with lining paper, much painted and patched over.
- 12.88 The plastered ceiling is dropping along the north edge of the central east west beam, between the column and the window, which should be promptly investigated. Plasterboard is also detaching alongside the diagonal beam which runs from the southwest corner of the room. All ceiling edges should be checked and repairs carried out as soon as possible. Repairs are currently being planned. It would be helpful to know the causes of this damage, which might simply be from decaying plaster laths. The western end of the building appears to have suffered most deterioration, since the previous inspection. Photograph I4.3
- 12.89 There is a small amount of rippling of lining paper in places, for example close to the central east west beam, which must be expected.
- 12.90 There is damage to ceiling paintwork, close to the northwest corner of the room. This should also be investigated, commencing with external repairs and with ceiling plaster to be checked, as for the remainder of the ceiling. Any evidence of plaster or dust falling from the ceiling panels should be advised, in case this indicates movement of the ceiling. The mechanisms for decay should ideally be identified, to help to plan for future inspection and repair.

- 12.91 The moulded timber capping over the central timber post is dislodged but appears secure. This should be checked against previous photographs, to make sure that all remains stable. The previous inspection advised that “there are no signs of deflection or any other issues with these beams and junctions and joints at the central post are tight and in their correct positions”. It is very likely that there has been a very small amount of movement since the previous inspection, which should be investigated and monitored.
- 12.92 Historic timber panelling, possibly 17th century, with a painted wood grain finish appears stable. There is historic fracturing in the moulded timber frieze, which should be photographed, for the record and for future comparison. A small section of modern fill has fallen away between the central beam to the east wall and the adjacent timber cornice, of low concern but again should be kept under observation. There is some movement in the panelling, as is to be expected, with some areas warped and sitting slightly off the substrate behind, as well as splits to panels. Panelling would greatly benefit from increased feeding with wax polish, but this is all very low priority
- 12.93 The modern fireplace surround appears stable. There is only superficial rust to iron plates which form lintols. Issues with flues are as described elsewhere. Photograph 9.4
- 12.94 Sash windows are well decorated with at least one sash painted shut. Paint finishes suffer wear and tear.
- 12.95 The previous inspection report advised that the cupboard to the north-west corner of the room adjacent to the external wall is plastered. Some plaster is detached from the wall and friable. Some areas of brickwork are visible and appear to be relatively damp – this should be checked against the external wall to look for areas of water ingress. Due to its location within the cupboard, repair of this plaster is of low priority.
- 12.96 The floor is carpeted with the carpet being in very good condition. The floor beneath was not inspected. The floor does not appear to bounce excessively but the good quality carpet could hide issues. The timber boarded floor over the cellar should be kept under review. Any work to reduce dampness in the cellar would benefit the Council Chamber floor. There is a general and longstanding fall in the floor, running towards the south west.
- 12.97 The modern fire door leading onto the fire escape to the north has an automatic door closer but is not fire stripped.
- LOBBY OFF CHURCH LANE G3
- 12.98 The lobby leading to the Jacobean room is in basic order as elsewhere. The floor to the matwell creaks and is uneven. The floor should be inspected if accessible from the cellar.
- 12.99 Internal and external doors and frames appear in good order with decorations suffering from wear and tear. The previous inspection report advised that the latch to the external door does not catch properly.

- 12.100 The rubber flooring to the short timber ramp between the lobby and the reception is highly worn and should be renewed before it creates a trip hazard. Photograph 14.4

13. First Floor

THE PINK ROOM (EASTERNMOST FIRST FLOOR ROOM) FI I

- 13.1 Ceilings are uneven, renewed with boarding to the eastern end with historic plaster to the western end. There is damp staining towards the north end, which should be investigated. Photograph 11.4
- 13.2 There is not surprisingly fracturing of infill panels at junctions with the timber frame and elsewhere, including above the head of the blocked, previously external window to the north wall. This area is close to areas of dampness and bowing in the ceiling above and should be investigated. There is inevitably hairline fracturing to new and historic ceiling plaster.
- 13.3 Lime wash is peeling where it has been applied over timber frame which is to be expected. Redecoration is desirable.
- 13.4 The south facing window, internally, appears in fair condition, though the iron casement is ill fitting. The window should nevertheless be inspected externally.
- 13.5 Pink limewash suffers what might appear to be damp staining in many areas, including to the chimney stack and blocked fireplace (with ventilation grille) and to the south wall. It is difficult to attribute staining to specific sources of water penetration. The inspection was carried out on a very warm humid day with some rain, so relative humidity levels would be high.
- 13.6 There is slight fracturing in plaster to the chimney towards its south end and in an external infill panel to the south elevation adjacent to the south east corner. All to be expected but should be kept under observation.
- 13.7 There is dampness on the ceiling to the west of the central beam, close to its junction with the south wall along the beam and along the south elevation, which should be investigated. Photograph 11.5
- 13.8 The infill panel behind the blocked window to the north elevation also suffers fracturing and possibly slight dampness at its head.
- 13.9 Floors are inevitably very uneven. Wide plank boards are set immediately beneath the carpet. The loose fitted carpet should be checked to make sure it is breathable, though I saw no reason to suspect any issues.

FIRST FLOOR REAR OFFICE AND TOILET

- 13.10 There is dampness to the north wall within the toilet at low level. This area has recently been redecorated. Paint is peeling to the east wall.
- 13.11 The Velux rooflight appears in good order as do the timber frame and painted infill panels and external wall generally. A glass panel hides what might be the access hatch

to at least to inspect the valley eaves, possibly the valley gutter itself. It would be useful to know if that does provide access in case ladder inspection cannot be readily made, although this would involve removing the glass panel.

- 13.12 The modern window appears in good order.
- 13.13 The carpet is in good order, the floor beneath was not inspected.
- 13.14 The modern door is not fire stripped though this might be acceptable on the top floor of this particular area.

TOWN CLERK'S OFFICE – CENTRAL FIRST FLOOR OFFICE

- 13.15 Ceilings are as previously described; there is slight evidence of water penetration close to the southeast and southwest corners behind the timber frame which should be investigated. Photographs 13.1, 13.3
- 13.16 There is diagonal hairline fracturing in the cross wall, close to the southwest corner. This is visible mainly on the office side, slight hairline fracturing runs through the plaster to the south elevation in the adjacent store. Tear fracturing, which is historic and has reopened very slightly, extends to the whole of the partition between the south wall and the chimney breast. This is currently of low concern but should be monitored.
- 13.17 There is fracturing, probably mechanical damage and diagonal tear fracturing to the internal cross wall to the west, above the door frame. Again, of low concern but in need of delicate repair. There is again damage to historic plaster to several places, including mechanical damage to the east cross wall. Decorations are generally basic or reasonable. The timber frame throughout is left exposed with historic plaster removed. Photograph 13.2
- 13.18 Peg joints are open; all appears currently fair. Mortice and tenon joints between beam ends and external and internal frames are open, again of low current concern.
- 13.19 The ill-fitting iron casement window is weather stripped and whilst this must be very draughty, repair is currently of lower priority than joinery repairs to windows. Photograph 13.5
- 13.20 Window frames are well decorated but to a basic standard internally. Putty to glazing should be checked externally. There may be dampness towards the western end of the window beneath the cill, all of which should be checked. All windows to the first and attic floors warrant overhaul, adjustment and redecoration, ideally within the quinquennium, brought forward where external repair is needed.
- 13.21 The store off is in similar good but basic condition. Rainwater and or condensation runs down the head of the modern timber opening light. The historic frame is in basic condition, painted. The modern opening light is again ill-fitting, and weather stripped, of basic condition.
- 13.22 Some plaster infill panels suffer fracturing and may inevitably be loosening, all to be expected. The floor is carpeted and uneven as elsewhere. Timber frames throughout suffer extensive evidence of historic wood boring attack although I saw no evidence of new activity.

13.23 The chimney breast has a modern oak lintel, supports for blocking could be fixed into the back of the lintel and then carefully into brick joints on other sides. The flue gathers and then at high level extends north westwards towards the main stack. Brickwork is fractured in places, including brickwork and a clay paviour to the hearth. Localised repointing should ideally be carried out but may not be required if blocking is sufficient at higher level above the chimney breast lintel. It is intended to provide a screen with cross ventilation in the hearth, to reduce draughts and debris which occasionally falls from the chimney. Photograph 13.4

13.24 Brick setts and the brickwork and sandstone threshold to the fireplace are loose and very uneven and would benefit from repointing, of low priority. The condition of the flue is generally as described for other offices.

13.25 There is no fire stripping to the office door.

CENTRAL STAIRWELL BETWEEN FIRST FLOOR AND ATTIC

13.26 The adjacent stairwell leading from first floor to attic is generally as reported for the other stairwell to the east. Photograph 14.1

13.27 There is minor water staining to the soft board(?) and painted ceilings between modern rafters at the head of the roof and in several places along the length of the rafters.

THE PAINTED ROOM

13.28 Very minor deterioration to the painted walls can be seen, occurring since Perry Lithgow Partnership's conservation work carried out in 1990.

13.29 There appears to be hairline fractures at the junctions of repaired work with the areas of historic, painted decoration, for example to the top of the panel to the west wall, upper north large panel. Hairline fractures run through the central panel over the fireplace to the west wall at its southern upper corner. There is opening up of modern pointing around the timber chimney breast lintel at its southern end. There may be fine fractures running through the edge of the large central panel at its southern end. The top and southern edge of the northernmost panel, above the door to the west wall may be very slightly friable. There are inevitably fractures through the historic painting which should be checked in case any are new, especially to the panel above the fireplace to the west wall. Even the slightest movement in the building fabric behind, particularly after a hot dry summer, is likely to cause cracking and opening up, particularly on large panels. There may be cracking in the painted panel to the cross wall adjacent to the west end of the south window. There is certainly old fracturing which has reopened in the plain plastered panel beneath. Photographs 15.5, 15.6

13.30 These matters may be of very low concern and some movement in the timber framed walls must be expected. Inspection by the Perry Lithgow Partnership is now nevertheless advised.

13.31 The soft board installed between new and historic ceiling joists is just beginning to open in places, at joints and abutments. This is currently of low concern but should

be kept under observation. Repair to soft board will be needed in the medium term. There is evidence of water staining to boards close to the centre of the northern end of the west bay of painted room, which should be checked. It would be worth receiving Perry Lithgow's comments on the environmental control, though I saw no other issues of concern. Environmental monitoring already takes place. Any changes in relative humidity levels should be reported.

- 13.32 The timber framed structures to floors, internal partitions and external walls appear stable with no obvious evidence of new movement. Waney edges of historic joists show evidence of old wood boring beetle attack. Should any new frass (sawdust) be seen, this should be reported in case it is a sign of recent activity.
- 13.33 There is quite extensive water penetration to the heads of the lowest infill panels to the west gable wall at window cill level, accompanied by fracturing of some infill panels. Joints between the infill panels, timber frame and mortice and tenon joints have been filled with mastic which is failing where it is pulling away, particularly from the timber frame. Raking out and recaulking complete externally and internally using breathable materials is strongly advised, particularly in the Painted Room where environmental control is important. Slight fracturing of plaster infill panels inevitably continues beneath the windows. There is staining on the blind, perhaps where rainwater runs down from the ceiling and window above. Staining beneath the window could also be caused by condensation. There is staining to floor joists above the window. Photographs 9.6, 14.5
- 13.34 There is water staining to the north wall close to the northwest corner where water penetration noted in the circulation space to the north is severe.
- 13.35 The chimney flue to the painted room appears blocked at its head with no daylight showing through. The flue runs straight, probably not interconnecting with other flues. All appears largely stable, though inevitably ash blackened plaster parging is falling away.
- 13.36 Floorboards appear in fair condition, inevitably slightly uneven. A small number of boards are narrow and modern to the inner east room, and wider with many modern replacements to the west room. Some floorboards inevitably suffer wood boring beetle attack to waney edges. This floor bounces slightly, it would be worth checking whether the ceiling to the Council Chamber below flexes at the same time, and should be considered when the Council Chamber ceiling is repaired.
- 13.37 Both windows are protected by blinds, though the blind to the south elevation is inevitably ill fitting where the windows have moved out of square and will not preclude all the light. The west gable window was not inspected. The casement to the south window is slightly ill fitting. The condition of the frame putty is very basic.

14. Second Floor Attics

EASTERNMOST ATTIC ROOM ABOVE THE PINK ROOM S1

- 14.1 The ceiling void should be inspected. Ceiling plaster is fractured with a hole in one place. Painted plaster and lath is cracked and detaching in many areas. Repair is required but this is currently of very low priority and should be left until active roof leaks are cured.
- 14.2 Putty around the fixed dormer window to the south is in poor condition. Daylight can be seen above at least the uppermost east pane and the upper and lower east panes. Repair is urgently needed. The central horizontal glazing beads to the west may have dropped slightly, all should be carefully inspected and repaired. Photograph 11.6
- 14.3 There is dampness at the bottom, western corner of the south dormer window and elsewhere, which should be inspected. Photograph 12.1
- 14.4 There is dampness to the raking ceiling to the east of the central truss to the south pitch. An area of plaster has been lost, close to the gable window.
- 14.5 There is dampness beneath the cill to the east gable window. There is dampness to the west raking ceiling, wall beneath to the west of the north facing dormer window.
- 14.6 There is a plain tile missing to the northeast corner of the main roof. Leadwork to the valley appears fair but concrete hipped tiles to the British Legion roof have slid downwards, blocking the gutter. Plain tiles and slipped hipped tiles trap water in and may damage the lead gutter. There is a lead upstand at the gutter to the British Legion roof which is likely to allow water to enter the Town Council building if there is overflowing. All should be investigated and the need for repair raised with the British Legion. Photograph 12.2
- 14.7 The hatch beneath the north dormer should be opened and roof voids investigated, along with the ceiling access hatch.
- 14.8 Modern floorboards appear in fair order.
- 14.9 The head of the adjacent stairwell appears in good order. There is a hairline fracture from the ceiling void access panel to be expected. The access panel should be unscrewed and the area behind the eaves inspected. Doors to the stair lobby (S2) are painted and in generally good order. Seals noted to the frames, presumed to be draft seals rather than intumescent. There is dampness beneath the north facing dormer window which should be investigated.
- 14.10 The modern dormer window to the north appears in fair condition but should be checked to make sure the putty and other construction is in good order.

CENTRAL ATTIC ROOM S3

- 14.11 There are inevitably hairline fractures in the ceiling along the lines of the central truss.
- 14.12 There is a gap where putty has fallen away to the fixed light to the western leaded light window. There is gap at the back of the timber beads to the fixed timber casement to the central window. Putty was difficult to inspect but is no doubt falling

away externally. All should be re-puttied and redecorated as soon as possible for safety. Dormer windows are leaking as elsewhere. Water may pond on decaying external sills. The previous report advised that there may be evidence of previous fruiting bodies, to the dormers, which should be given prompt attention.

- 14.13 Plaster and paint finishes appear fair, though suffering mechanical damage and in fact are in good order for this space used for storage. There is diagonal fracturing to plastered panels between the windows and around the central truss. There is plaster fracturing and plaster damage to the cross wall around the opening leading to the westernmost attic room.
- 14.14 The hearth is largely blocked but with a small recess leading into the main flue, which gives good cross ventilation but allows some debris to fall.
- 14.15 The timber framed roof truss extends across the chimney breast. There may be a recess for a blocked dormer window. Many timber frame members suffer shakes and old wood boring beetle attack, especially along waney edges. This applies to both historic and modern repairs and is to be expected. Any evidence of new staining or frass (sawdust) should be reported, in case this is evidence of new activity.

WESTERNMOST ATTIC ROOM S4

- 14.16 The westernmost attic room appears in mostly good order, but plaster linings have been damaged and broken through beneath the Velux rooflights. There is staining to the boarding above, to the western and below the eastern Velux rooflight. All should be investigated. Photograph 12.5
- 14.17 The western rooflight suffers condensation.
- 14.18 There is water staining beneath the timber frame to the west gable window, and in small areas close to the central stack, which should be monitored. Photographs 12.3, 12.4
- 14.19 Eaves and some areas could not be inspected as this area is used for storage.
- 14.20 The modern oak boarded floor appears in good order. The previous report advised that one floor board was loose.
- 14.21 The iron framed west window is a poor fit and allows water penetration. This is at least one source of staining beneath.
- 14.22 Keys were in some of the deadlocks to the attic cross rooms which offer an alternative means of escape from attic level and should be removed.
- 14.23 The modern sole plate separating the north corridor from the south corridor, close to the kitchen forms a slight trip hazard. An access appraisal should be carried out in case demarcation or if not cutting down of the top of the wall plate is advised. This should not be carried out until a risk assessment is carried out.

ATTIC ROOM BEHIND THE EASTERN, NORTH FACING GABLE

- 14.24 As for most of the attics, modern plasterboard/soft board linings are installed between rafters. Floorboards are a mixture of modern and historic oak boards, all in good condition. The timber frame appears in good condition. Mastic or other

foam fill has been installed around gaps at mortice and tenon and other joints, presumably just to keep out the weather and draughts. These should ideally be re-filled with caulking, to avoid moisture being trapped against the timber frames and panels, by the impermeable foam.

- 14.25 I saw no obvious evidence of water penetration to the external timber frame or roofs, except beneath and adjacent to the two windows, to be expected with the minimal weathering afforded, to the reproduced, historic diagonally set timber mullion openings, with glazing set behind. Inspection during and after heavy rain should be carried out to see where water is entering and whether flashings or other details can be improved. This is of lower priority than addressing other leaks, on this sheltered north facing wall. Photograph 13.6
- 14.26 Anti-slips patches and visual demarcation to the stairs up to the first floor office, second staircase are basic and could be improved. There is inevitably ongoing decay through mechanical damage to timber risers which have been patch repaired in the past. Gaps between floorboards are wearing, perhaps where waney edges have decayed. All is in very basic condition.
- 14.27 The ceiling to the head of the main ground floor staircase, to the north, is historic and underdrawn with lining paper. The condition is basic, with the ceiling much patched and painted over. I saw no obvious evidence of recent fracturing, perhaps hairline fracturing in places. Much of the plaster is very likely to be live but currently largely fit for purpose as would be expected in a historic building.
- 14.28 There are water stains with active water penetration, presumably active beneath the north facing window at the head of the staircase. The staircase between ground and first floor appears to have been lined with modern laminate, to be confirmed, and visual demarcation strips.

15. Asbestos

- 15.1 I saw no obvious evidence of asbestos in the building and this seems unlikely, but the Ledbury Town Council are alerted to their obligations under the Legislation as summarised in the attached notes.

16. Bats

- 16.1 I could detect no evidence of bats using the building and none was reported. –Ledbury Town Council are alerted to their obligations under the Legislation when planning any work to the church, as summarised in the attached notes. This is of particular importance when considering roof and dormer repairs.

PART THREE

Recommendations in Order of Priority

NOTE: the budget costs are for each item as briefly described, without specification or detailed investigation and are to give a broad indication only of likely costs. Costs exclude contractors' preliminaries, high level scaffolding, professional fees and VAT.

		Ref.	£
26.	Urgent requiring for Immediate Attention		
26.1	Clear all gutters and roofs of moss, debris and vegetation. Carry out initial high level inspection, to identify any urgently needed work.	Section 17 generally, 7.19, 7.23, 7.24, 7.26, 7.34, 7.35, 7.36, 7.44, 7.44, 7.47, 8.1-8.9	£2,000
26.2	Cut back tree branches and remove leave mould from eastern roofs.	7.31	£500
26.3	Rod below ground drainage.	8.14, 8.16, 8.17	£1,000 and DIY
26.4	Inspect all windows, especially to attic and first floor levels, to schedule and prioritise repairs.	Section 10 generally, 10.1	£1,000
26.5	Inspect internal fabric where there is active dampness. This includes the cellar external walls, roofs, windows and chimney breasts throughout the building. Carry out internal repairs where needed for weatherproofing.	Sections 11, 12, 13 and 14 generally	£5,000 +
26.6	Re-bed loose stonework in cellar. Treat timbers if wood boring beetle decay is active. Clean anti-bird mesh.	11.8, 11.10, 11.13, 11.22	£1,000
26.7	Review need for fire protection to internal fabric, initially using existing fire strategy report. Carry out fire protection work if required.	11.23, 12.5, 12.16, 12.21, 12.35, 12.51, 12.57, 12.71, 12.97, 13.25, 14.9, 14.22	£1,000 +
26.8	Repair council chamber ceiling.	12.88, 12.90, 12.92, 13.36	£10,000 TBC

26.9	Repair/renew ramp between door lobby and reception. Prepare risk assessment on raised sole plate in attic.	12.100, 14.23	£500 and DIY
26.10	Inspect attics including ceiling voids.	Section 14	£500 and DIY
26.11	Inspect and repair attic windows and surrounding construction.	14.2, 14.3, 14.5, 14.10, 14.12, 14.13, 14.18, 14.21, 14.25, 14.28	£5,000 +
26.12	Approach British Legion about urgently needed repairs to their roof, which affect the Town Council offices.	14.6	DIY
26.13	Make a photographic record of areas of damp staining internally, to assist in monitoring.	Sections 12, 13 and 14	DIY/£500
27.	Requires Attention within 18 Months		
27.1	Carry out urgent repairs as required to roofs, chimney stacks and dormers etc.	Sections 7 and 8 generally, 9.35	£10,000 TBC
27.2	Carry out asbestos audit, if not already carried out.	7.4, 7.7, 7.10	£1,000
27.3	Repair, re-putty and redecorate dormer and first floor windows.	7.16, 10.10-10.18, 10.24, 10.27, 10.28, 10.31	£10,000 +
27.4	Periodically inspect building fabric inside and out, during and after heavy rain or other severe weather to identify sources of water penetration.	7.17, 7.23, 7.28, 8.1-8.9, 9.1, 9.6, 9.8, 9.14, 9.15, 9.38, 9.55	£1,000 and DIY
27.5	Reset paving and improve below ground drainage outside main back door.	8.16, 9.54	£8,000 + TBC
27.6	Carry out repairs to external timber frame and infill panels to address active rainwater penetration.	Section 9 generally	£5,000
27.7	Address water penetration and monitor movement at west end of building. Repair west and north west elevation external walls.	9.11-9.13, 9.39, 9.41, 9.42, 9.45-9.48, 9.50, 9.51, 10.24	£10,000 +

27.8	Repair north facing timber framed gables of windows to address water penetration.	9.52, 10.27, 10.28	£8,000 +
27.9	Carry out external repairs included above, to address active water penetration in the following internal areas:- easternmost ground floor office chimney breast and ceiling to toilet in east lean-to extension.	11.1, 11.7, 11.8	Included above
27.10	Carry out internal repairs where needed to reduce active water penetration.	Sections 12, 13 and 14 generally	£5,000
27.11	Report any areas of fresh frass seen inside or outside the building.	12.50, 13.22, 13.32	DIY
27.12	Inspect and repair internal first floor windows.	13.19-13.21, 13.31-13.34, 13.37	£10,000 TBC
28.	Requires Attention within Five Years		
28.1	Carry out thorough overhaul of roof coverings and abutments including verges, ridges etc. Overhaul and redecorate roof and dormer joinery.	Section 7 generally, 7.3-7.6, 7.15, 7.20, 7.21-7.41	£15,000 + TBC
28.2	Repair cobbles around all elevations. Improve details at ground level to cellar hatches.	8.10-8.17, 9.28, 9.43	£3,000
28.3	Commence general maintenance and repair of external timber frame and infill panels.	Section 9 generally, 9.1	£5,000 +
28.4	Repair external timber sole plates and plinths.	9.19-9.27	£15,000 TBC
28.5	Inspect and monitor cellar timbers and timber frame to west end of building and elsewhere.	11.4-11.9, 11.24, 12.38, 12.55, 12.64, 12.96, 12.98	£2,000
28.6	Carry out repairs to cellar and ground floor sole plates and beams bearing onto south walls, at same time as external south elevation sole plate repairs.	Section 11 generally, 11.1-5, 11.6, 11.12, 12.17, 12.26	£5,000 +
28.7	Repair anti-bird mesh and if possible improve detailing to cellar openings, to reduce water penetration.	11.13	£5,000

28.8	Carry out localised internal joinery and other repairs.	12.25, 12.33, 12.57, 12.61- 12.63, 12.81, 13.37, 14.20	£5,000 +
28.9	Continue to periodically monitor dampness throughout the building including areas with currently minor issues.	12.44	£500/DIY
28.10	Repair chimney breasts and/or install partitions to reduce draughts.	13.23, 13.24	£1,000
28.11	Commission conservator's report on decoration in Painted Room.	13.28, 13.31	£5,000
29.	Desirable Improvements		
29.1	Repair brickwork and stonework to east end of building.	9.29-9.34	
29.2	Repair north east corner of historic timber frame.	9.38	
29.3	Carry out repairs to address dampness in cellar.	9.49	
29.4	Carry out redecoration to external timber frames, infill panels and walls generally.	9.55-9.60	



Fig 1.1
Fractured verge pointing at junction of south east roof with main building. Mastic pointing to lead flashing pulling away.



Fig 1.2
West and central dormers to south elevation.



Fig 1.3
Decaying bituminous felt and window frames to east dormer, south elevation.



Fig 1.4
Uneven eaves tiles to south at junction between historic buildings which make up the council offices.

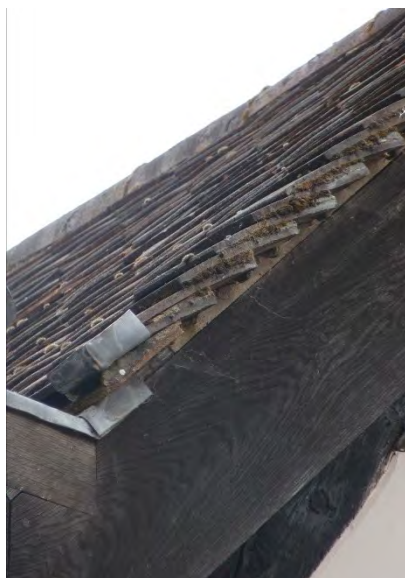


Fig 1.5
Existing lead detailing to north elevation, redirecting rainwater away from roof carpentry.



Fig 1.6
Debris and vegetation to roof above kitchen, where roofs surcharge and there is a gutter backfall.



Fig 2.1
Sapling growing at north east
junction with British Legion. Moss
building up at roof abutments with
British Legion wall.



Fig 2.2
Mortar fillets failing, to north
elevation dormer. Window joinery
in need of overhaul and
re-decoration.



Fig 2.3
Gaps where rainwater enters at
junction of head of lean-to roof
with timber frame and render,
south east corner.



Fig 2.4
Brick capping to chimney stack in
need of repointing.



Fig 2.5
East end roof overwhelmed with
tree branches and leave mould.
Fractured verge pointing and open
end to eaves carpentry.



Fig 2.6
Anti-bird mesh disturbed at
junction of north east corner of
main roof with British Legion.



Fig 3.1
Ancient timber frame and plastered panels at north east corner.

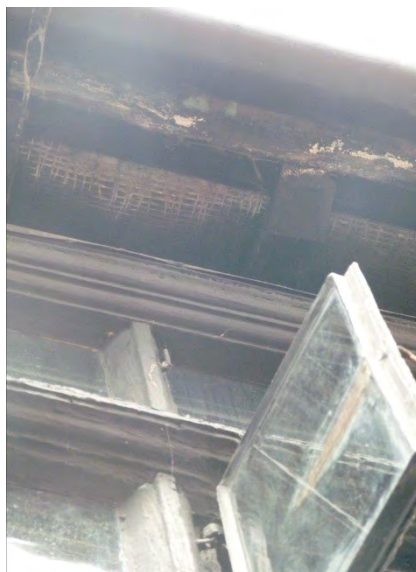


Fig 3.2
Possibly decaying sarking felt, eaves carpentry behind gutters in need of overhaul to south elevation.



Fig 3.3 and 3.4
Slipped clay plain tiles with moss build-up, windows and roof carpentry to south dormers in need of overhaul. Slipped apron flashings beneath dormer windows.

These photographs were taken two years ago from the Market House. Some repairs may already have taken place.





Fig 4.1
Central chimney stack. Upper brick courses and slate and cement capping saturated. Mortar bedding to ridge tiles loosening.



Fig 4.2
North elevation of central stack. At least one friable brick. Moss grows on joints between slate capping and on brickwork.



Fig 4.3
Eroding mortar joints and fillets to back of eastern stack.



Fig 4.4
Decaying plaster infill panel, loosened cobblestones at south west corner. Water may run down service ducts.



Fig 4.5
Sand bags needed to reduce water running down road entering the main north door.



Fig 5.1
Rainwater staining to rafter ends
beneath eaves. North west corner.



Fig 5.2
Lifting and damaged leadwork and
gaps above first floor window frame
to south elevation.



Fig 5.3
Gaps to timber frame beneath
window cill, south elevation.



Fig 5.4
Caulking falling away above south
elevation jetty.



Fig 5.5
Fracturing to first floor infill panel
to timber frame.



Fig 5.6
Damaged plaster infill panels at low
level to south east corner.



Fig 6.1
Fractures in infill panels at high level to south west corner. Caulking striking back.

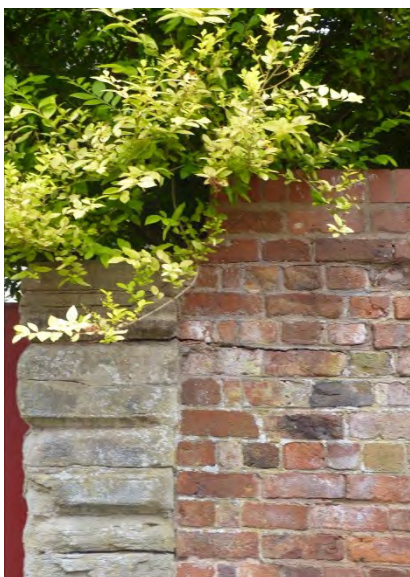


Fig 6.2
Fractures in yard wall to south east.



Fig 6.3
West gable carpentry would benefit from staining. Pigeon roosting on pentice board.



Fig 6.4
Decaying window frame and oak frame to north gable, open peg holes, all allowing water penetration.



Fig 6.5
Cellar hatch, loose cobbles and sets, allowing water penetration.



Fig 6.6
Decaying sole plate and fractured plaster panel.



Fig 7.1
Gaps between frame and infill panels to north west corner.



Fig 7.2
Gaps allowing water penetration at base of modern timber frame. Dampness to former brick stack to north.



Fig 7.3
North dormer window frame in poor condition. Gaps allowing water entry around dormer carpentry.



Fig 7.4
Ancient timber window frame and window in urgent need of overhaul and redecoration.



Fig 7.5
Painted hardwood bay window in need of maintenance.



Fig 7.6
Rear door and frame to Painted Room in need of maintenance.



Fig 8.1
First floor window in poor condition with putty failing.



Fig 8.2
Timber and metal window frames and putty in poor condition.



Fig 8.3
Active leaks to chimney flue in easternmost ground floor office.



Fig 8.4
Switchgear fixed to damp internal wall.



Fig 8.5
Friable stone plinth beneath gloss painted sole plate to easternmost office.

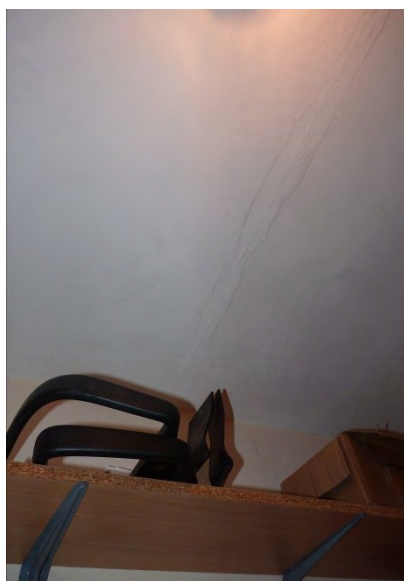


Fig 8.6
Water staining in ceiling to east lean-to.



Fig 9.1
Historic plaster suffering fractures
and mechanical damage in eastern
ground floor office.



Fig 9.2
Slight plaster damage at junction of
modern and historic plaster with
moulded cornice, above the
reception desk.

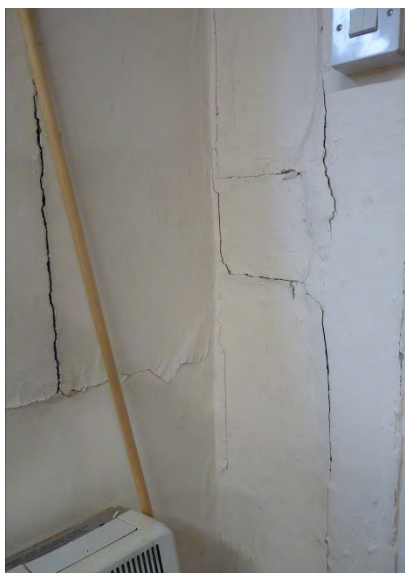


Fig 9.3
Reopened fractures at south west
corner of reception.



Fig 9.4
Gathering inside flue to council
chamber.



Fig 9.5
Water staining to modern timber
frame to Painted Room stairwell.



Fig 9.6
Dampness in brickwork to east
kitchen wall.



Fig 10.1
Dampness in ceiling between
kitchen and rear passage G5.



Fig 10.2
Cable runs in gaps in wall between
main and Painted Room stairwells.

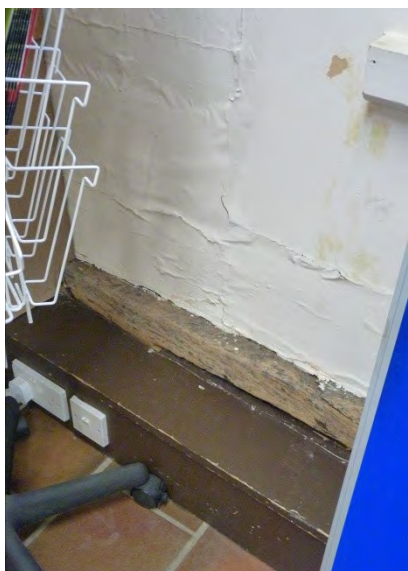


Fig 10.3
Dampness in south wall above sole
plate, to reception.



Fig 10.4
Rusting radiator and dampness in
male WC.



Fig 10.5
Worsening dampness in ceiling and
timber frame wall at junction of
Painted Room stairwell with north
west corner of main building.



Fig 10.6
Dampness in raking ceiling, as 10.5
above.



Fig 11.1
Worsening dampness in north
timber framed wall.



Fig 11.2
Water penetration at eaves level to
internal north wall.



Fig 11.3
External door to Painted Room
stairwell in need of repair.



Fig 11.4
Dampness in ceiling and north wall
to Pink Room.



Fig 11.5
Dampness in ceiling adjacent to
south wall of Pink Room.



Fig 11.6
Gaps between glass and frame to
south attic window.



Fig 12.1
Dampness adjacent to east attic
dormer.



Fig 12.2
Concrete hip tiles to British Legion
roof have slipped into and blocked
the north east valley gutter.



Fig 12.3
Small areas of dampness in attic
adjacent to central stack.



Fig 12.4
Dampness and/or condensation
close to central stack.



Fig 12.5
Water penetration to north pitch
beneath Velux rooflight.



Fig 12.6
Water penetration through timber
framed wall and window frame to
west gable.



Fig 13.1
Small damp patches to first floor ceiling.

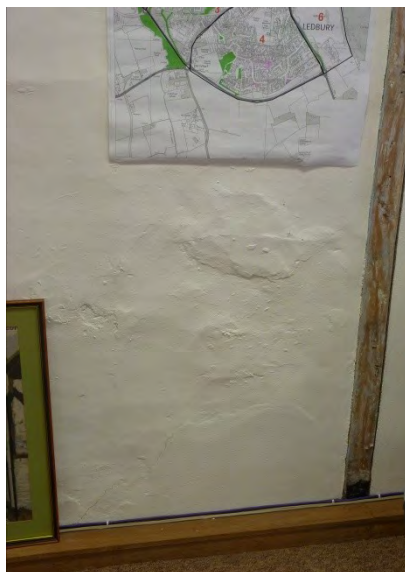


Fig 13.2
Historic plaster much patched, fracturing and suffering wear and tear.



Fig 13.3
Dampness in south external wall to first floor office.



Fig 13.4
Draughts and brickwork spalls from chimney flue in first floor office.

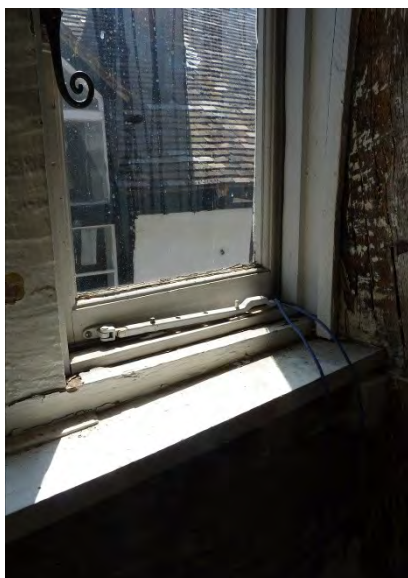


Fig 13.5
Ill-fitting windows and carpentry in poor condition, to south facing windows.



Fig 13.6
Water penetration beneath attic north window.



Fig 14.1
Narrow and steep stair to attic.
Worn floor boards.



Fig 14.2
Water penetration at high level
inside north gable.



Fig 14.3
Gaps between ceiling plaster and
beams in council chamber.



Fig 14.4
Internal ramp leading to council
chamber in need of repair.



Fig 14.5
Water penetration to south wall of
Painted Room.

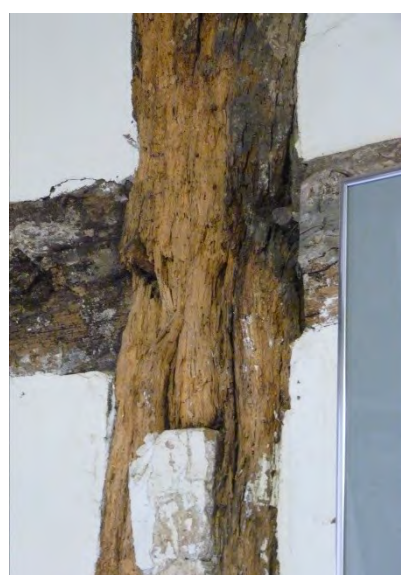


Fig 14.6
Old decay and wood boring beetle
attack to timber frame.

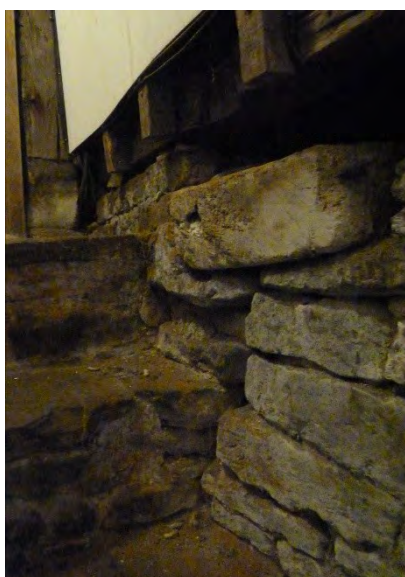


Fig 15.1
Timber ground floor set on damp,
loose stone walls to cellar.



Fig 15.2
Dislodged linings adjacent to first
floor staircase.



Fig 15.3
Damp cellar walls at south west
corner beneath timber frames and
floor beams.



Fig 15.4
Gaps around cellar openings which
will allow water entry.



Fig 15.5
Hairline cracks in repairs to Painted
Room plasterwork.



Fig 15.6
As above, to historic plasterwork.

Stonemasonry and Historic Building Conservation

Estimate to – Ledbury Town Council, Council offices, Church St, Ledbury, HR8 1DH.

Date- 26/5/24.

Ref – Ledbury Town Council Offices- Internal plasterwork Repairs

Description Of Costs

In general, within each office, hallway and stairwell there are either specific areas of failed lime plasterwork or more general areas of cracking and modern gypsum repairs which require 'making good'.

Below is just a brief description of method, estimated number of the areas requiring attention and an estimated cost. The costs include all necessary protection but not decoration. 23

REPLASTERING – Defective plasterwork to be neatly cut round and removed back to the substrate either lath or brick.

Failed lath to be replaced like for like before 2 backing coats are applied. Backing coats to be 3 parts graded coarse sand and 1 part lime putty, coats not exceeding 10mm. Topcoat to be 3 parts fine silver sand and 1 part lime putty.

Where new plaster work adjoins modern plaster then topcoat to be St Astier R100 lime-based finishing product.

Approximately 25 square metres in total with a further 5 metres provisionally included

Estimated Cost- £9000.00

MAKING GOOD

Superficial cracking and holes to be cleaned out, deeper areas to have a deep fill mortar applied (mix as above) before a fine R100 finishing coat is applied.

Approximately there are 18 different areas requiring making good

Estimated cost- £9000.00

WEST STAIRWELL PANELS access to PAINTED ROOM

There are areas of obvious water ingress staining in some of the panels, proposed work to be –

Supply scaffolding access to the ceiling /upper wall panels around the staircase but still allowing access to the first floor. Defective areas to be neatly cut out and new reed board or lath to be fixed as substrate. (to be confirmed following removal)

New plaster coats to be applied as above.

As part of these works, an external inspection of the roofing and flashings would need to be carried out to check /repair areas of ingress. A PC sum of £2500.00 is included to cover this.

Estimated Cost- £5500.00

TOTAL- £23,500

10% Contingency £2350.00

FINAL ESTIMATED COSTS- £25850.00

**MINUTES OF A MEETING OF THE RESOURCES COMMITTEE
HELD ON 23 SEPTEMBER 2025**

PRESENT: Councillors Harvey (Chair), Hughes and Chowns

ALSO PRESENT: Angela Price – Town Clerk

R216. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Morris.

R217. DECLARATIONS OF INTEREST

None received.

**R218. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES
OF A MEETING OF THE RESOURCES COMMITTEE HELD ON 4
SEPTEMBER 2025**

RESOLVED:

**That the minutes of the meeting of the Resources Committee held
on 4 September 2025 be approved as a correct record subject to
amendments.**

**R219. PROPOSAL FOR CHANGES TO ARRANGEMENTS FOR PARISH &
TOWN COUNCILS – LOCAL RESOLUTION POLICY**

Members were asked to give consideration to a proposal from Herefordshire Council in respect of the introduction of a Resolution Policy for Parish & Town Councils.

Members were also provided with a copy of the Council's Local Resolution Policy to review. It was noted that this policy is not currently on the Council website where it should be.

Councillor Hughes noted that the Resolution Policy review was overdue by 12 months.

That the Clerk review the Local Resolution Policy in conjunction with the council's Concerns and Complaints and the Dignity at Work (Civility & Respect) Policy to ensure coherence and alignment and to provide a covering Complaints Guidance Note to assist in determining which policy should be used under what circumstances.

Councillor Hughes noted a number of errors within the Local Resolution Policy, in particular the confusion within it in relation to breaches of Code of Conduct when the policy states that it does not seek to address breaches of the Code of Conduct. Councillor agreed

to provide the Clerk with details of further points he had observed to assist with a review of the policy.

RESOLVED:

- 1. That the Clerk review the Local Resolution Policy in conjunction with the council's Concerns and Complaints and the Dignity at Work (Civility & Respect) Policy to ensure coherence and alignment and to provide a covering Complaints Guidance Note to assist in determining which policy should be used under what circumstances; and to bring a draft of this revised policy back to the next Resources Meeting.**
- 2. That the Clerk respond to Herefordshire Council to advise that Ledbury Town Council will be reviewing their current Local Resolution Policy alongside the Complaints and Concerns Policy and the Dignity at Work (Civility & Respect) Policy and will provide copies of these policies to the Monitoring Officer once this process has been concluded.**
- 3. That it be recommended to Council that Ledbury Town Council consent to appropriate Code of Conduct complaints received by Herefordshire Council being referred to Ledbury Town Council for an attempt at local resolution before being considered in further detail by Herefordshire Council**
- 2. That bullet points within the policy be replaced with section and sub-section numbers.**
- 3. That the website be corrected so that the Local Resolution Policy is in the link provided.**
- 4. That the following amendments be made to the policy when reviewing:**
 - i. Possible results of the process - "Examples of agreements might include the issuing of a letter of apology, a written undertaking or commitment not to breach the Code of Conduct in the future." be replaced with ".....written undertaking not to repeat the behaviour"**
 - ii. Review the wording of "The Complaint".**
 - iii. Time for Process – amend to include: "or respond to communications within 35 working days."**

- iv. **Policy – Be amended to read “Complaints made by or on behalf of the Clerk.”**
- v. **That references to the Mayor and Deputy Mayor be changed to Chair and Deputy Chair throughout all policies.**

R220. **DATE OF NEXT MEETING**

RESOLVED:

To note that the next meeting of the Resources committee is scheduled for 13 November 2025.

R221. **EXCLUSION OF PRESS AND PUBLIC**

RESOLVED:

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

R222. **TO GIVE CONSIDERATION TO A LETTER RECEIVED FROM THE APPRENTICE ADMINISTRATOR**

Members were requested to give consideration to a letter received from Apprentice Administrator.

Following discussion it was **RESOLVED:**

That the Clerk meet with the staff member to provide details of the decision of the committee, outlining the rationale for the decision and that this conversation be backed up with a letter.

The meeting ended at 18:39.

Signed Dated

FULL COUNCIL	13 NOVEMBER 2025	AGENDA ITEM: 26(i)
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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 7 June 2025.

Detailed Information

Below is a list of meetings/tasks that the Clerk has attended/undertaken since the 7 June 2025.

- 7-23 June Annual leave
- 24.06.2025 – Masfield Matters Board AGM
- 26.06.2025 – Initial zoom meeting with Adam Kepple-Green of LCC re the staff review
- 01.07.2025 – TMAP Meeting
- 01.07.2025 – Events Working Party
- 02.07.2025 – Meeting with EC (MM Project Coordinator)
- 03.07.2025 – Meeting with David Wright in relation to outcome of Feasibility Study
- 03.07.2025 – Meeting with prospective co-optee (Now Cllr Troy)
- 03.07.2025 – Full council
- 04.07.2025 – Meeting with Cllrs Morris and Harvey to discuss MM Annual meeting
- 08.07.2025 – Meeting with Accounts Clerk
- 08.07.2025 – Meeting with Helen Bowen re Feasibility Study
- 09.07.2025 – Meeting with OT and HH re markets
- 10.07.2025 – Meeting with one-com (councils phone provider) to discuss current contract and considerations for the future provision of this service
- 10.07.2025 – Personnel meetings – Catch up re line management of an employee during my period of annual leave and staff appraisal
- 11.07.2025 – MM Evaluation workshop – to create initial document for evaluation of project
- 11.07.2025 – Meeting with Spencer Grogan to consider where oak tree and cherry blossom tree could be sited – agreed that these can be planted in Queens Walk – to be planted in autumn
- 14.07.2025 – Meeting with PC Dean Wall – general catch up
- 15.07.2025 – Quarterly budget meeting
- 21.07.2025 – staff appraisal
- 22.07.2025 – Worked in partnership with HC re event at Martins Way to promote the pump track
- 22.07.2025 – S106 meeting

- 24.07.2025 – Full Council
- 25.07.2025 – Staff appraisal
- 25.07.2025 – Attended virtually BBLP quarterly stakeholder briefing
- 28.07.2025 – Proof of life signing
- 29.07.2025 – Follow up meeting with Vinia Abasamis re Feasibility Study
- 29.07.2025 – Meeting with prospective co-optee
- 30.07.2025 – Staff appraisal
- 30.07.2025 – Cemetery inspection
- 31.07.2025 – Safeguarding training for all staff
- 31.07.2025 – Meeting with Canal Trust – provided overview of the Canal reinstatement Ledbury project
- 01.08.2025 – Follow up meeting with Cllrs Morris and Harvey re MM Annual meeting
- 01.08.2025 – Meeting to discuss Lidl application
- 02.08.2025 – Attended cheque presentation by former Mayor Cllr Chowns to his chosen charities
- 04.08.2025 – Meeting with Cllr Hughes to discuss Tourism Strategy
- 05.08.2025 – Staff appraisal
- 05.08.2025 – Meeting of councillors with CEO and Leader of HC
- 06.08.2025 – Face to face meeting with Adam Kepple-Green re staff review prior to him commencing meetings with staff and councillors
- 06.08.2025 – Rialtas demo session – purchase and sales ledgers etc.
- 07.08.2025 – Appraisal training
- 07.08.2025 – Meeting with Adam Kepple-Green re initial findings of meetings with staff and cllrs. (Cllr Harvey in attendance)
- 12.08.2025 – Personnel meeting
- 12.08.2025 – S106 meeting
- 13.08.2025 – Police liaison meeting
- 14.08.2025 – MM Board meeting
- 15.08.2025 – Staff appraisal
- 15.08.2025 – meeting with HC Officers re potential for LTC to occupy offices within the Masters House
- 17.08.2025 – Attended church service for VE Day
- 19.08.2025 – Assist Cllr Morris with computer issue
- 20.08.2025 – Meeting to consider future of NDP
- 21.08.2025 – Meeting with Nina Shields re Climate Change
- 21.08.2025 – Pre appraisal meeting with Cllr Chowns
- 21.08.2025 – ICT Task and Finish meeting
- 21.08.2025 – EO Full Council – Co-option
- 25.08.2025 – Ledbury Carnival (One of judges of floats) and then on council stand
- 26.08.2025- Annual Review of Health & Safety with Worknest
- 27.08.2025 – Meeting with MM Project Coordinator re next steps for project
- 02.09.2025 – Meeting with AL Braithwaite (Chair of TEMAP)
- 04.09.2025 – Resources Meeting
- 09.09.2025 – Appraisal with Cllr Chowns
- 11.09.2025 – Personnel meeting
- 11.09.2025 – Full Council

- 15.09.2025-19.07.2025 – Annual Leave
- 23.09.2025 – Grants working party
- 24.09.2025 – Rialtas software install for purchase invoices/Ledger
- 24.09.2025 - Meeting with Blue sky re options for internet and phone services for the future
- 25.09.2025 - Rialtas software install for Sales Ledger
- 26.09.2025 – Quarterly stakeholder meeting with BBLP virtual
- 26.09.2025 – meeting with Cllrs Harvey and Hughes to consider first draft of staff review
- 29.09.2025 – Personnel meeting
- 01.10.2025 – Catch up meeting with MM Project coordinator
- 02.10.2025 – Performance Review of Clerk by Chairman and Deputy Chairman – to set goals for next twelve months
- 06.10.2025 – Teams meeting with MM Evaluator
- 06.10.2025 – meeting to consider Future of Tourism, Events and Markets
- 07.10.2025 - Parish Summit
- 08.10.2025 – Meeting with HC officers Cllrs Hughes and Harvey and Simmons (Ward Cllr) to discuss projects via city and market town improvements fund
- 14/15.10.2025 – SLCC Conference – report to be provided at future meeting of council
- 16.10.2025 – Meeting with H l'Anson
- 22.10.2025 – Planning meeting to consider response in respect of reserved matters re Viaduct development
- 22.10.2025 – Poppy Appeal Launch
- 23.10.2025 – Meeting with EH & DTC
- 23.10.2025 – Full Council – inquorate meeting rescheduled for following week
- 27.10.2025 – Teams meeting with MM Consultants re project evaluation
- 28 & 29.10.2025 – ACAS Training – Managing the unmanageable
- 30.10.2025 – Rialtas training on new packages
- 31.10.2025 – Meeting with Keith from Sheds Together
- 31.10.2025 – Asset Management Plan – Heritage buildings meeting
- 01.11.2025 – Market cover due to LTC Maintenance being on annual leave
- 03.11.2025 – Worknest review of annual audit – to assess what work has been covered following annual review
- 04.11.2025 – Internal Audit interim visit – report to follow
- 04.11.2025 – Meeting with Al Braithwaite re grant award for Ledbury Places
- 05.11.2025 – ACAS training – Mediation Skills for Managers

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

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

Preparation of 2026/27 Annual Budget and Precept request - The priority workstream for November and December will be preparing the 2026/27 budget.

Personnel Matters – As always there have been a number of personnel matters to deal with over past months, which can take up a lot of officer time, which in turn means there is less time to undertake other tasks. All staffing issues are reported via the Resources Committee where appropriate, and the Chairman is kept informed of all issues regularly.

The lease line is progressing – BT Openreach have already visited the offices and completed the internal connection; they now have to review how this will be brought into the offices. This appears to be less of a problem than might have been anticipated due to the connection into the offices for the HC CCTV server, which is stored in the basement.

Committee Structure and return to committees by April 2026 - Workshops will need to take place to review the committee structure and other streams of work in order for Council to meet the target of returning to committee meetings with effect from April 2026. The Council's Corporate Plan should be reviewed and updated as part of this process.

Staff Review – a meeting is scheduled for the Chair and Deputy Chair to meet with Hoople and the Clerk to consider options for a way forward in respect of the staff review report provided by Adam Kepple-Green. The final draft has now been received and this will be shared initially with the Resources Committee ahead of a meeting of councillors to consider the outcome and provide recommendations to council.

Co-option and planning for 2027 Elections – Promotion of co-option and consider how to address councillor vacancies for the 2027 elections

Future cemetery provision report – this has been delayed due to workload and staff sickness. This now needs to be prioritised

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

S106 Opportunities - To continue to work with HC in respect of potential S106 funding, in particular the introduction of a Pump Track at Martin's Way.

Christmas Lights Switch on is scheduled for 23 November and any help that councillors can offer on the day would be appreciated – please contact the Community Engagement Officer for further information. The lights are due to be installed on 19 November 2025.

Guild of Craftsmen – The Guild of Craftsmen will be holding their annual Christmas Market in the Market House from 22 November through December.

Late Night Christmas Shopping – Late night Christmas shopping will be on Friday, 5 December. The Town Council support this event by providing a small market in High Street.

Candle Lighting – The annual Candle Lighting event is scheduled to take place on Sunday 14 December between 10.00 am and 3.00 pm. Refreshments will be available and if any Councillors are able to give an hour of their time on the day to support this well received event it would be appreciated.

Ledbury's Got Talent - The Chair, Deputy Chair and Clerk will be meeting with a representative from John Masefield High School to discuss them taking on Ledbury's Got Talent for the future.

Possible Asset Transfer of Play Areas in Ledbury - Discussions with HC officers around play parks in Ledbury to be arranged once they have prepared further information for town councils.

Work around Tourism, Heritage, markets and grounds maintenance is in progress – in order to make these meetings accessible to all cllrs these meetings will be held on Thursday evenings going forward. The first meetings are scheduled for 6.30 pm and 7.415 pm on Thursday, 20 November 2025 respectively.

Information Commissioners Request for Information - A letter has been received from the ICO in respect of requests from a member of the public that needs to be revisited and a response provided by 19 November 2025.

October MOP Fair Debrief Meeting - A meeting has been arranged with the Rogers Family, Ledbury Fire Brigade and Balfour Beatty (Traffic Management) to any issues that arose from the October MOP Fair.

Recommendation

That Members receive and note the above information.

FULL COUNCIL	13 NOVEMBER 2025	AGENDA ITEM: 26(ii)
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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 work streams that have been undertaken by the Deputy Town Clerk since 1 July 2025 until 31 October 2025.

Detailed Information

Below is a list of meetings that the Deputy Clerk has attended since 1 July 2025.

- 01.07.2025 – Meeting residents of Biddulph Way concerning trees
- 01.07.2025 – Events Working Party
- 01.07.2025 – Staff Appraisal
- 02.07.2025 – CiLCA Training
- 03.07.2025 – Meeting with staff member regarding HODs
- 03.07.2025 – Staff Appraisal
- 03.07.2025 – Full Council
- 07.07.2025 – Meeting with Clerk
- 07.07.2025 – Staff Appraisal
- 11.07.2025 – Annual Leave
- 14.07.2025 – Meeting with contractor re: Painted Room Entrance Door
- 14.07.2025 – Meeting with Clerk
- 15.07.2025 – Staff Appraisal
- 16.07.2025 – CiLCA Training
- 17.07.2025 – Team Meeting
- 21.07.2025 – Meeting with Clerk
- 21.07.2025 – Meeting with Staff regarding Chairman’s events
- 21.07.2025 – Staff Appraisal
- 22.07.2025 – Meeting with Caroe re Quinquennial Survey (Council Offices)
- 24.07.2025 – Full Council
- 25.07.2025 – Meeting with Caroe re Quinquennial Survey (Market House)
- 28.07.2025 – Annual Leave
- 29.07.2025 – Meeting with Contractor re fence posts at Cemetery
- 30.07.2025 – CiLCA Training
- 31.07.2025 – Safeguarding Training for all staff
- 05.08.2025 – CiLCA Training
- 06.08.2025 – Meeting with Adam Kepple-Green re staff review
- 07.08.2025 – Appraisal Training
- 11.08.2025 – Meeting with Clerk
- 11.08.2025 – Meeting with Wedding Co-ordinator

- 11.08.2025 – Meeting with Staff Member
- 11.08.2025 – Meeting with Bliss Cleaning Contractors
- 12.08.2025 – Meeting with staff regarding EMPs
- 13.08.2025 – CiLCA Training
- 14.08.2025 – Staff Appraisal
- 14.08.2025 – Meeting with Staff Member regarding her training
- 15.08.2025 – Attended War Memorial re VJ Day
- 18.08.2025 – Meeting with Clerk
- 18.08.2025 – Meeting with Staff Member
- 19.08.2025 – CiLCA Training
- 21.08.2025 – Team Meeting
- 21.08.2025 – Team Meeting re HODs
- 22.08.2025 – Put up HODs bunting around Market House with Maintenance Operative
- 25.08.2025 – Meeting with Clerk
- 25.08.2025 – Meeting with Staff Member
- 26.08.2025 – Meeting with Chubb regarding Fire Risk Assessment
- 27.08.2025 – CiLCA Training
- 28.08.2025 – Sexual Harrassment Training
- 28.08.2025 – Meeting with Painted Room staff
- 29.08.2025 – Meeting with staff member regarding training
- 01.09.2025 – Meeting with Clerk
- 01.09.2025 – Remembrance Meeting
- 02.09.2025 – Staff Meeting regarding Events catch-up
- 04.09.2025 – Annual Leave
- 08.09.2025 – Meeting with Clerk
- 08.09.2025 – Meetings with staff Members
- 09.09.2025 – Meeting with contractor regarding Jacobean Room ceiling
- 11.09.2025 – Meeting with contractors for new play equipment (Rec)
- 12.09.2025 – Meeting with contractor re Entrance Doors
- 12.09.2025 – Sign off with contractor for new play equipment
- 15.09.2025 – Meeting with contractor regarding open spaces contract
- 16.09.2025 – Events Working Party
- 16.09.2025 – Meeting with Rogers Family re Funfair
- 18.09.2025 – Meeting with resident regarding defibrillator at Furlongs Court
- 20.09.2025 – Attending Market House for HODs event
- 22.09.2025 – Annual Leave for week ending 26 September 2025
- 29.09.2025 – Meeting with Clerk
- 02.10.2025 – Full Council
- 06.10.2025 – Meeting with Clerk
- 06.10.2025 – Remembrance Meeting
- 10.10.2025 – Attended Listed Building Property Show, Malvern
- 16.10.2025 – Annual Leave (Half Day)
- 20.10.2025 – Meeting with Clerk
- 21.10.2025 – Meeting with Stromstad regarding exhibition space
- 22.10.2025 – Liaising with contractors regarding Bye Street Toilets
- 27.10.2025 – Liaising with contractor re start of ceiling works, Jacobean room

- 28.10.2025 – Events Working Party
- 29.10.2025 – Appraisal review with staff member
- 30.10.2025 – Rialtas Training
- 31.10.2025 – Asset Management Plan – Heritage buildings meeting

Ongoing projects

Personnel Matters – Meetings with staff take up a considerable amount of my time on a daily basis and whilst some meetings are noted above, this does not cover the day to day adhoc interruptions. I tend to carry out inspections of the Recreation Ground during my lunch break.

Fire Risk Assessment

Members will recall that a report was presented to Full Council on 23 October 2025. Since that meeting, the following actions have been undertaken:

- Ledbury Fire Brigade will be on site from 7.15pm on Monday, 17 November 2025, to carry out a site familiarisation visit.
- Fire Warden Training has been booked for 3 February 2026.
- An initial quotation has been received for the installation of six new call points, as recommended in the Chubb Risk Assessment, totalling £3,177.99.
- An initial quotation has been received for the installation of a detector in the cellar area adjacent to the servers, totalling £571.91.
- An initial quotation has been received for labour costs to perform an out-of-hours Emergency Lighting test to assess adequacy of lighting, totalling £409.52.
- Further quotations are awaited in respect of the three items referred to above.
- New Fire Exit signage has been installed in the back yard.
- A revised summary of all electrical equipment is being compiled to facilitate a comprehensive Portable Appliance Test (PAT) in the near future.

Painted Room Entrance Door

The appointed contractor will shortly remove the entrance door to the Painted Room to enable proper repair work to be carried out. The Heritage Team at Herefordshire Council have been notified of the forthcoming works.

Recreation Ground

Members will be pleased to note that the new play equipment — Tyre Hopscotch and Log Weave were installed in September. The area was temporarily cordoned off to allow the new grass seed to establish, and the barriers will shortly be removed.

The zip wire has recently been inspected and serviced, and a new seat has been installed. In addition, the sub-contractor will shortly be applying further play bark around various pieces of play equipment to ensure safety and maintain the quality of the play area.

Cemetery/St Michael & All Angels Church – Repointing Works

Quotations were originally received from two contractors a few months ago; however, one contractor has since withdrawn. Officers are seeking revised quotations from alternative companies and will present a further report to Full Council in due course.

In light of current weather conditions, it is proposed that the repointing works commence from March onwards, when conditions are expected to be more suitable for this type of work.

Defibrillators for Telephone Boxes

The Deputy Clerk recently met with a resident from Furlong Court to discuss the possible installation of a new defibrillator on the side wall of the managing agents' office (Anchor). A response is currently awaited.

In addition, two further defibrillators are being sourced for Langland Drive and Bridge Street, to enhance emergency provision across the town.

Biddulph Way Tree Works

John Walsh Tree Surgeons has confirmed that he will be carrying out the tree works between Biddulph Way and Woodfield Drive, for three days, commencing on Wednesday, 13 November 2025.

October Funfair Debrief Meeting

A meeting has been arranged with the Rogers Family, Ledbury Fire Brigade and Balfour Beatty (Traffic Management) to review how the Funfair operated in October. The meeting is scheduled for Monday, 17 November 2025, at 2.00pm in the Council Offices.

Dog Hill Woods/Cemetery/Open Spaces Report

At the time of submitting this report, a review report was being compiled regarding Dog Hill Woods, the Cemetery, and other Council-managed open spaces. This will enable Members to consider their future maintenance requirements. Members are invited to attend a meeting on Thursday, 17 November 2025, at 7.45pm to discuss these matters.

Christmas Trees

Balfour Beatty will be collecting the Christmas trees which will be installed at the Market House and Cemetery Chapel on the morning of Wednesday, 19 November 2025. On the same day, they will install the Christmas tree outside the Market House.

Other works that need attention are:

- Design and installation of new Scatter Garden at Cemetery.
- New multi play unit at the Recreation Ground.
- Works to Council Offices in accordance with Quinquennial Survey.
- Market House: Quinquennial Survey and report on “exhibition space”; the latter of which will be brought to the December Full Council Meeting.

Recommendation

That Members receive and note the above information.

FULL COUNCIL	13 NOVEMBER 2025	AGENDA ITEM: 26(iii)
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Report prepared by Olivia Trueman

OFFICER REPORTS – COMMUNITY ENGAGEMENT OFFICER

Purpose of Report

The purpose of this report is to provide Members with information on meetings and work streams that have been undertaken recently by the Community Engagement Officer

Detailed Information

05.08.25- Meeting with Community Development Officer at Herefordshire Council
06.08.25-Staff Review – meeting with Adam Kepple-Green
19.08.25 – TEMAP Meeting
19.08.25- Events Working Party
20.08.2025 – Meeting with Dragon Productions – to discuss possibilities of performing at World Book Day
21.08.225 – Heritage Open Day meeting
25.08.225 – Ledbury Carnival
08.09.225 – Meeting with JL regarding workload
12 -21. 09.25 – HODS
15.09.25 – Meeting with Chair of Traders Association
18.09.25 Working at the John Masefield Archive
18.09.25 – Traders Meeting
23.09.25 – Events Working Party
29.09.25 – Ledbury Network meeting
06.10.25 – TEMAP Meeting
07.10.25 – Meeting with Nic Sims regarding grants
09.10.25 – Light Switch on Meeting with JL
15.10.25 – Traders Association Meeting
15.10.25 – Meeting with the BID
21.10.25- Meeting with Don MaCall to discuss volunteer database
23.10.25 – Zoom meeting with Al Braithwaite and City Council – re virtual trail
27.10.2025 – Social media training
28.11.25 – Events Working Party
06.11.25 – Light Switch on update
10.11.25 – Ledbury Celebration meeting with Griff Holiday and AP
11.11.25 – Ledbury Community Day Meeting
12.11.2025 – Carnival AGM

Council Report – Current Workstreams and Recent Activity

The past 4 months have been a busy and productive period, with major community events such as Community Day, Ledbury Celebration, Heritage Open Days and the Ledbury Carnival taking place.

Heritage Open Days

This year's Ledbury Heritage Open Days were a great success, with strong visitor numbers (see figures below). Officers are already planning next year's events, with new ideas including:

- Evening talks or storytelling sessions in historic buildings.
- A heritage trail in partnership with local shop owners, highlighting buildings of historical interest.

Building	Dates	Visitor Numbers
Domesday Book & Market House	Saturday 14 September	118
John Masefield Archive		45
The Chapel New Street	Saturday 14 September	13
The Painted Room	Thursday 12 September	79
	Friday 13 September	63
	Saturday 14 September	86
	Total	153
The Market House	Thursday 12 September	51
	Friday 13 September	56
	Saturday 14 September	118
	Total	199
Heritage Centre	Friday 12 September	88
	Saturday 13 September	169
	Sunday 14 September	84
	Monday 15 September	133
	Tuesday 16 September	112
	Wednesday 17 September	97
	Thursday 18 September	107
	Friday 19 September	112
	Saturday 20 September	185
	Sunday 21 September	161
	Total	1,340

Light Switch-On Event

Final preparations are underway for the upcoming Christmas Light Switch-On Event. This includes:

- Coordinating logistics and marketing.
- Recruiting and organising volunteers to assist with stewarding and road closures.

The next few weeks will focus on finalising operational details to ensure a safe and festive event for the community.

Newsletter

The next edition of the Ledbury Newsletter (currently 40 pages) is in production. It will feature community news, events, and local information, and is scheduled for print shortly after Remembrance Day.

Heritage & Tourism Collaboration

The CEO is working with Al Braithwaite at Ledbury Places to explore the creation of a virtual tour of Ledbury's High Street, showcasing how shops and buildings have changed over time. This follows the success of the Heritage Centre's "Timeline of Shops."

Discussions have begun with Hereford City and a London-based company responsible for the "Museum Without Walls" project in Ross-on-Wye. Updates on this initiative will be shared with the Events Working Party in the New Year.

Late Night Shopping & Night Market

In collaboration with the Traders Association, planning is underway for the Late Night Shopping Event on Friday 7th December.

Permission has been granted by Herefordshire Council to use the parking bays adjacent to the Market House for a complementary Night Market. The CEO has also partnered with Nic Simms at the Community Hub to run a warm chestnut stall, with proceeds supporting the Hub's activities.

Candle Lighting Event

Marketing for the Candle Lighting Event on Sunday 13 December has been completed, and volunteer recruitment is ongoing to support delivery on the day.

Business and Tourism Promotion

Work continues with local traders to ensure their businesses are listed on the Visit Herefordshire website, increasing online visibility and visitor engagement.

Christmas Present Appeal

The Christmas Present Appeal is progressing well, with £800 raised so far to purchase gifts for children in need within Ledbury. Funds will also support free craft sessions during the Light Switch-On Event. Collaboration continues with local schools, the Children's Centre, and other community partners.

Mayors Community Spotlight

The CEO and Receptionist/Mayor's Secretary are working together to promote local community groups through Facebook and other online platforms, helping to raise awareness of activities and opportunities in the town.

Event Strategy

An Event Strategy for the Year is being developed and will be presented to the Events Working Party as requested.

Website Development

website updates are ongoing, with a focus on improving accessibility and ensuring user-friendly navigation.

Recommendation

That Members receive and note the above information.

FULL COUNCIL	20 NOVEMBER 2025	AGENDA ITEM: 27
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Report prepared by Angela Price – Town Clerk

HEREFORDSHIRE COUNTY BUSINESS IMPROVEMENT DISTRICT (BID) – BALLOT STAGE 1 CONSULTATION SURVEY

Purpose of Report

The purpose of this report is to ask Members to agree responses to the Ballot Stage 1 of the Herefordshire County BID Consultation Survey.

Detailed Information

Herefordshire County Business Improvement District (HCBID) is embarking on a year-long consultation with all Levy Paying businesses to shape their **Second Term BID Proposal/ Business Plan for 2027-2031** and they are inviting businesses to have a say.

Before the Ballot takes place next year, they are asking for the views of businesses which will directly influence how they invest in Herefordshire's Visitor Economy, helping the County to continue to thrive as a destination for visitors, investment and growth.

The Consultation Survey is an on-line document and a copy is attached for Members to review and provide the Clerk with a mandated response to questions 14-38.

It would be helpful if Members could consider their potential responses and provide them to the Clerk in writing ahead of the Council meeting on Thursday, 13 November 2025, so that she may provide a combined list of suggested responses for consideration at the meeting.

Recommendation

- 1 That Members give consideration to the attached Herefordshire County BID Consultation Survey and provide any suggested responses to the Clerk ahead of the Council meeting on Thursday, 13 November 2025, so that she may provide a list of suggested responses for consideration at that meeting.
2. That Members agree a mandated response to the Ballot Stage 1 of the Herefordshire County BID Consultation Survey to enable the Clerk to provide a response accordingly.

Herefordshire County BID

Funded by Herefordshire Businesses

Herefordshire County BID - Ballot Stage 1 Consultation Survey

Please take a few minutes to respond to the Herefordshire County BID Ballot Stage 1 Consultation Survey. The following questions are about what project areas you would like the next BID Proposal/ Business Plan to focus on in the next HCBID Term (2027-2031).

Purpose: To gather feedback on the performance, priorities, and future direction of the HCBID Ltd.

For supporting information on the HCBID Ballot and the purpose of this survey, click [here](#)

Section 1: About Your Business

* 1. Business Name

* 2. Business Address

* 3. Business Postcode

* 4. Main Business phone number

* 5. Main Business Email Address:

* 6. Business website:

* 7. Business Social Media links (Facebook, Instagram, LinkedIn)

* 8. How long has your business been operating?

* 9. Approximate number of employees based at this location

* 10. Are you currently a

- ☐ HCBID Levy Payer
- ☐ Volunteer Member
- ☐ Basic Free Visit Herefordshire Listing only
- ☐ Stakeholder (partner organisations, Local Authority elected members, educational services)
- ☐ Resident
- ☐ Other (please specify)

These Questions are for HCBID Levy Paying Businesses Only (If you are not a current HCBID Levy Payer, skip to Questions 14)

11. Are you the

- ☐ Business Owner
- ☐ General Manager
- ☐ Managing Director
- ☐ Property Owner
- ☐ Nominated Responsible Party
- ☐ Other (please specify)

12. Who is the nominated Voter for the HCBID Ballot (typically a business owner or General Manager from a Levy Paying business. Click [here](#) to view the BID Area.

Full Name:	
Job Title:	
Address:	
Postcode:	
Email address:	
Phone number:	

13. Valuation Office Agency (VOA) Sector that your business currently falls under. This can be found on the VOA website - click [here](#)

Section 2: Awareness and Engagement

* 14. How familiar are you with the HCBID and its objectives? Click [here](#) to read more about HCBID

- ☐ Very familiar

- ☐ Somewhat familiar
- ☐ Not familiar

* 15. Have you used the [HCBID website](#) to find out information on any of the following?
Tick all that apply

- ☐ Board and Team Members
- ☐ Governance
- ☐ Our Work
- ☐ Newsletters
- ☐ Visit Herefordshire Tourism Awards
- ☐ Visit Herefordshire Tourism Conference
- ☐ Visit Herefordshire Radio
- ☐ Visit Herefordshire Local Visitor Economy Partnership (LVEP)
- ☐ Drop In sessions
- ☐ Volunteer Membership
- ☐ Contact details

* 16. How familiar are you with our public facing brand '[Visit Herefordshire](#)'?

- ☐ Very familiar
- ☐ Somewhat familiar
- ☐ Not familiar

* 17. Are you aware that the Visit Herefordshire brand/ work is fully funded and managed by HCBID?

- ☐ Yes
- ☐ No

* 18. Do you tag @Visit Herefordshire in your social media posts to increase visibility of your business across Visit Herefordshire channels?

- ☐ Yes
- ☐ No
- ☐ Don't know how – I would like more information on this

* 19. Have you used the [Visit Herefordshire website](#) to find out information on any of the following?

Tick all that apply

- ☐ [Business Directory](#)
- ☐ [What's On](#)
- ☐ [Itineraries / Trip Ideas](#)
- ☐ [Visit Herefordshire Radio](#)
- ☐ [City and Market Towns information pages](#)

* 20. How do you usually receive updates from the HCBID?

Tick all that apply

- ☐ [HCBID Email Newsletters](#)
- ☐ [Visit Herefordshire Email Newsletters](#)
- ☐ [HCBID Website](#)

- ☐ [Visit Herefordshire Website](#)
- ☐ [HCBID Facebook](#)
- ☐ [LinkedIn](#)
- ☐ [Visit Herefordshire Facebook](#)
- ☐ [Visit Herefordshire Instagram](#)
- ☐ [Visit Herefordshire Threads](#)
- ☐ [In-person meetings / Roadshows and Drop Ins](#)
- ☐ [Visit Herefordshire Tourism Conference](#)
- ☐ Other (please specify)

* 21. How satisfied are you with the frequency of HCBID communications?

- ☐ Very satisfied
- ☐ Satisfied
- ☐ Neutral
- ☐ Dissatisfied
- ☐ Very dissatisfied

* 22. What is your preferred method of communication?

- ☐ Email
- ☐ Newsletter
- ☐ Social Media
- ☐ In-person
- ☐ WhatsApp
- ☐ Other (please specify)

* 23. What would encourage you to engage more with HCBID activities?

- ☐ Access to skills and training
- ☐ Recognition and awards
- ☐ More networking opportunities
- ☐ Increased marketing support
- ☐ More incentives on the employee discount scheme
- ☐ Inclusion in more seasonal campaigns
- ☐ Other (please specify)

* 24. Barriers to Engagement - What are your barriers to engaging with HCBID?

- ☐ Lack of Time
- ☐ Not Relevant to My Business
- ☐ Unaware of HCBID Activities
- ☐ Other (please specify)

* 25. Do you feel your business sector is adequately represented in HCBID decision-making?

☐ Yes

☐ No

☐ Unsure

☐ If No: Are there any groups or sectors you feel should have a stronger voice in the HCBID?

Section 3: Impact and Priorities

* 26. To what extent do you agree with the following statements?

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
HCBID / Visit Herefordshire has positively impacted my business.	☐	☐	☐	☐	☐
HCBID / Visit Herefordshire has improved the local Visitor Economy.	☐	☐	☐	☐	☐
HCBID / Visit Herefordshire represents the interests of businesses like yours.	☐	☐	☐	☐	☐
HCBID / Visit Herefordshire communicates effectively with Levy Payers.	☐	☐	☐	☐	☐

* 27. Which of the following HCBID initiatives have you provided content for/utilised? (Tick all that apply)

- ☐ Social Media Marketing and promotion of Herefordshire (Visit Herefordshire)
- ☐ PR and promotions – Influencer visits, articles in high end newspapers such as Telegraph, Independent etc.
- ☐ PR and promotions – Influencer visits, articles in high end newspapers such as Telegraph, Independent etc.
- ☐ Visit Herefordshire Promotion at Events and festivals (Hay Festival, RHS Malvern Spring Festival, Royal Three Counties Show etc.)
- ☐ Business Training - SEEDL Training
- ☐ Cost Reduction - Place Support Partnership and Employee Discount Card
- ☐ Market Towns Grant Fund
- ☐ Rural Grant Fund
- ☐ Visit Herefordshire Tourism Awards
- ☐ Visit Herefordshire Local Visitor Economy Partnership
- ☐ Visit Herefordshire Tourism Conference
- ☐ Herefordshire Film Office
- ☐ EV opportunities
- ☐ Not used any
- ☐ Other (please specify)

* 28. Which of the following HCBID initiatives do you value most? (Select up to 3)

- ☐ Social Media Marketing and promotion of Herefordshire (Visit Herefordshire)

- ☐ PR and promotions – Influencer visits, articles in high end newspapers such as Telegraph, Independent etc.
- ☐ Visit Herefordshire website (Itineraries, Business directory, What's on)
- ☐ Visit Herefordshire Promotion at Events and festivals (Hay Festival, RHS Malvern Spring Festival, Royal Three Counties Show etc.)
- ☐ Business Training - SEEDL Training
- ☐ Cost Reduction - Place Support Partnership and Employee Discount Card
- ☐ Market Towns Grant Fund
- ☐ Rural Grant Fund
- ☐ Visit Herefordshire Tourism Awards
- ☐ Visit Herefordshire Local Visitor Economy Partnership
- ☐ Visit Herefordshire Tourism Conference
- ☐ Herefordshire Film Office
- ☐ Other (please specify)

Section 4: Looking Ahead to the next HCBID Term

* 29. What are the top 3 challenges your business currently faces?

- ☐ Financial Pressures e.g. Rising operating costs
- ☐ Staffing e.g. Recruiting and retaining skilled employees
- ☐ Time & Resources e.g. Skills, training and best practice
- ☐ Attracting new customers
- ☐ Digital enhancement e.g. keeping up with digital marketing trends
- ☐ Inclusion in more seasonal campaigns
- ☐ Other (please specify)

* 30. What are the top 3 opportunities you would like support from HCBID on in the next BID Term?

- ☐ Networking and Events
- ☐ Marketing and Promotion
- ☐ Training and Skills development
- ☐ PR Opportunities
- ☐ Digital enhancement
- ☐ Sustainability
- ☐ Accessibility
- ☐ Other (please specify)

* 31. What current projects or services would you like the HCBID to continue to deliver in the next HCBID Term? (tick all that apply)

- ☐ Social Media Marketing and promotion of Herefordshire (Visit Herefordshire)
- ☐ PR and promotions – Influencer visits, articles in high end newspapers such as Telegraph, Independent etc.
- ☐ Visit Herefordshire website (Itineraries, Business Directory, What's On)
- ☐ Visit Herefordshire Promotion at Events and festivals (Hay Festival, RHS Malvern Spring Festival, Royal Three Counties Show etc.)

- ☐ Business Training
- ☐ SEEDL Training
- ☐ Cost Reduction
- ☐ Employee Discount Card
- ☐ Market Towns Grant Fund
- ☐ Rural Grant Fund
- ☐ Visit Herefordshire Tourism Awards
- ☐ Visit Herefordshire Local Visitor Economy Partnership
- ☐ Visit Herefordshire Tourism Conference
- ☐ Herefordshire Film Office

* 32. What NEW projects or services would you like the HCBID to consider in the next BID Term?

* 33. How important is it for the HCBID to support sustainability and green initiatives?

- ☐ Very important
- ☐ Important
- ☐ Neutral
- ☐ Not important
- ☐ Unsure

* 34. Would you be interested in more opportunities to network with other local businesses through HCBID initiatives?

- ☐ Yes
- ☐ No
- ☐ Unsure

* 35. What types of networking or partnership opportunities would benefit your business the most?

- ☐ In person group networking events e.g. Roadshows, Tourism Conference
- ☐ Online group networking events
- ☐ 1-2-1 business support e.g. Drop-Ins

* 36. Would you be interested in participating in an HCBID Ballot Roadshow?

- ☐ Yes
- ☐ No
- ☐ Undecided
- ☐ If undecided, what would we need to do to change your interest to a YES?

* 37. Do you support the continuation of the HCBID into 2027-2031?

- ☐ Yes
- ☐ No
- ☐ Undecided
- ☐ If undecided, what would we need to do to change your vote to a YES?

38. Please share any additional comments or suggestions for the HCBID/ Visit Herefordshire team that hasn't already been covered

☐ Send me a copy of my responses via email

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