



LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES, CHURCH STREET, LEDBURY
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10 July 2026

To: All Councillors

Dear Councillor

You are **summoned** to attend a meeting of **LEDBURY TOWN COUNCIL**, to be held on **Thursday, 16 July 2026 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. **To receive apologies for absence**
2. **To receive 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 6880)
5. **To approve and sign as a correct record the minutes of a meeting of Council held on 25 June 2026** (Pages 6881 - 6891)
6. **To receive and note the Action sheet** (Pages 6892 - 6896)
7. **To receive 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**

1. **Motion received from Councillor Hughes**

I propose that Council purchase badges of office for the Chair and Vice Chair of Ledbury and that officers provide a report in respect of this detailing options and costs.

Seconder to be confirmed

2. **Motions received from Councillor Hamblin**

- i. That Members give consideration to a reduction in the commercial daily hire rate for St Katherine's Square to £25/day from 17 July 2026 to 1 October 2026; that this rate reduction be accompanied with a publicity campaign, including social media posts, emails and letters sent to relevant hospitality businesses based in Ledbury and nearby environs, a press release, and a page on the Council website; that the council obtain sandwich boards/A-frames and produce inserts which can be deployed at events in St Katherine's Square, promoting LTC's facilitation of the event. **(Please note a further statement in respect of this motion will be provided prior to the meeting)**

Seconded by Councillor Wilkinson

- ii. That a Task and Finish Group be established to evaluate the establishment of a Ledbury Chamber of Commerce; that the first meeting of this Group be assisted through the production of a report setting out options, including its potential purpose, objectives, governance arrangements, membership, resource implications, costs, benefits, risks, and any recommendations for consideration by the Council; that the Task and Finish Group, as part of its evaluation, will consider:
 - a. The viability and functionality of Chambers of Commerce in other towns and cities
 - b. Support already offered by Visit Herefordshire to retail and visitor economy business communities
 - c. Existing county-level initiatives supported by the Economic Development Team at Herefordshire Council
 - d. Feedback from the Traders' Association and local businesses
 - e. Synergy of the Ledbury Chamber of Commerce with the adopted TEMAP recommendations

Seconder to be confirmed.

- iii. That the scope of the progressing Resolution 1280 report be amended to set out options for the introduction of an online booking portal, hosted on the Council's website, for bookings relating to St Katherine's Square and the Market House Undercroft. The amended report should include potential functionality, implementation options, costs, ongoing maintenance requirements, resource implications, benefits, risks, and any recommendations for consideration by the Council.

Seconder to be confirmed.

FINANCE, POLICY & GENERAL PURPOSES

- 10. **Budget Monitoring Report for month 1** **(To Follow)**
 - i. Receipts and Payments 1-30 June 2026
 - ii. Balance sheet and Trial Balance – Month 3
 - iii. Budget Monitoring Reports 1 April to 30 June 2026
- 11. **To confirm verification of bank statements and reconciliations for June 2026**
- 12. **Invoices for Payment** **(Pages 6897 - 6898)**

13. **Request to increase ceiling for professional HR advice costs in support of the ongoing staff review** (Pages 6899 - 6901)
14. **Data Protection Complaints Policy** (Pages 6902 - 6915)
15. **To give consideration to Grant Funding Applications Received** (Pages 6916 - 6926)
 - i. Rail & Bus for Herefordshire – Amount requested £500 – in support the preparation of rail and bus timetables - Local Government Act 1972 s.137 – Power to incur expenditure for certain purposes not otherwise authorised
 - ii. Ledbury Convoy – Amount requested - £500 – to support bringing a Military History event to Ledbury, to include military vehicles, stalls and street food – Local Government Act 1972 s.144 – Power to encourage tourism to the Council's area or contribute to organisations encouraging tourism
16. **Grant Feedback** (Pages 6927 - 6929)
17. **To note an approach from an outside organisation** (Pages 6930)

GOVERNANCE

18. **To receive any updates in respect of Code of Conduct Matters** (Standing Item)
19. **Appointment of Vice-Chairs** (Pages 6931 - 6932)

PLANNING, ECONOMY & TOURISM

20. **To consider Planning Consultations** (Pages 6933-6936)
21. **Planning consultation updates** (Pages 6937 - 6942)
 1. **To receive and notes of a meeting between Councillor Peberdy (Ledbury South) and Planning Officers in respect of the redirection of planning application 250297-Little Bush Pitch**
 2. **Notice of withdrawal of the Forest of Deam draft Local Plan**
22. **To receive and note update on Planning Decisions** (Pages 6943 - 6949)
23. **To receive and note notification of S106 payment received** (Page 6950)
24. **To receive and note the minutes of a meeting of the Major Planning Applications Working Party held on 18 June 2026 and to give consideration to any recommendations therein** (Pages 6951 - 6952)

- 25. **Representation at Herefordshire Council Planning Committee**
(Standing Item)
- 26. **To consider quotations for updating the maps within the town's notice boards**
(Pages 6953 - 6954)
- 27. **Request from owners of Ledbury Market House café**
(Pages 6955 - 6959)

ENVIRONMENT AND LEISURE

- 28. **To give consideration to request from Ledbury in Bloom** **(Pages 6960 - 6961)**
- 29. **To give consideration to proposed Road Closure for October Fair 2026**
(Pages 6962 - 6963)
- 30. **Update of Market House Furniture (Page 6964)**
- 31. **To receive and note the minutes of the Events Working Party held on 2 June 2026**
(Pages 6965 - 6970)
- 32. **To receive and note the minutes of the Christmas Lights Task and Finish Meeting held on 2 July 2026 and to give consideration to any recommendations therein**
(Page 6971)
- 33. **To consider Council representation at Lakefest 2026 through the provision of a promotional stall**
(Pages 6972 - 6973)

RESOURCES

- 34. **To receive and note the minutes of a meeting of the Resources Committee held on 25 June 2026 and to give consideration to any recommendations therein**
(Pages 6974 - 6976)

GENERAL

- 35. **Officer's reports** **(Pages 6977 - 6988)**

- i. Town Clerk/RFO
- ii. Deputy Clerk
- iii. Community Engagement Officer

- 36. **Outside Bodies**

To appoint outside body representatives to the following:

- i. RMTG Older People's Forum
- ii. RMTG Younger People's Forum

37. Date Of Next Meeting

To note that the next meeting of Council is scheduled for 6 August 2026 at 7.00 pm

38. Exclusion of Press and Public

In accordance with Section 1(2) of the Public Bodies Admission to Meetings) Act 1960, in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public are excluded from the remainder of the meeting
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39. Urgent Recommendations from Resources Committee held on 16 July 2026 (If any)

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	16 JULY 2026	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.

**LEDBUY TOWN COUNCIL
MINUTES OF A MEETING OF FULL COUNCIL
HELD ON 25 JUNE 2026**

PRESENT: Councillors Browning, Chowns, Eakin, Hamblin (Chair), Kettle, Morris, and Wilkinson

ALSO PRESENT:

**Angela Price – Town Clerk
Julia Lawrence – Deputy Clerk**

C1391. APOLOGIES FOR ABSENCE

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

C1392. DECLARATIONS OF INTEREST

Councillor Chowns declared a personal interest in respect of agenda item 18 – planning application no. 261242 due to having personal friendship with the applicant.

C1393. TO RECEIVE AND NOTE THE NOLAN PRINCIPLES

RESOLVED:

That the Nolan Principles be received and noted.

C1394. 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 of any items on the agenda that it is appropriate to be considered under this Duty.

C1395. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF A MEETING OF COUNCIL HELD ON 4 JUNE 2026

RESOLVED:

That the minutes of the meeting of Council held on 4 June 2026 be approved and signed as a correct record.

C1396. TO RECEIVE AND NOTE THE ACTION SHEET

The Clerk drew Members attention to minute no. C1376(1) and advised that the response received from planning officers was correspondence from the applicant and suggested that Members resolved to keep this planning application on the list of planning consultations until such time further information is received from planning officers.

RESOLVED:

- 1. That the action sheet be received and noted.**
- 2. That planning application 250297 remains on the planning consultation list until such time as further information is received from planning officers.**
- 3. That it be noted that it is anticipated that the next co-option meeting will take place on Wednesday, 29 July 2026.**

C1397. TO RECEIVE WARD REPORTS

It was noted that due to illness Councillor Harvey had not submitted a Ward report on this occasion.

Councillor Simmons apologised for not having provided a written report and provided the following verbal report:

1. Tesco's has brought a further Judicial Review application against Lidl; the application was subject to two grounds on this occasion, both of which Herefordshire Council have agreed that there is no merit and are going to contest it. Herefordshire Council will have a six to twelve-week period to consider the merit of the application.
2. The new Chief Executive takes up his post as of 26 June 2026. Councillor Simmons had met with him in Ledbury on 24 June 2026 to gain an understanding of the current challenges for Ledbury. She advised that she was heartened that one of the first places he visited was Ledbury; this being as a result of good things he had heard about what is going on in Ledbury and he is keen to see if this can be replicated in other towns and parishes across the county.
4. Schemes are continuing to be worked up under the Market Towns Investment Plan, which include speedwork at Parkway, 20mph zones outside the schools, resurfacing works, and a new bus cage.

5. Martins Way/Pump Track – Councillor Simmons advised that Herefordshire Council officers are currently putting together a planning application in respect of this project. There will be full statutory consultation as part of this process. She asked Councillors to consider that the suggestion for the pump track had come from discussions with young people in Ledbury and that she felt that it was really important that if Council's engage with the young people to ask what they want, that this be delivered where possible. Councillor Simmons advised that there had been huge engagement with local residents and youth groups in respect of this project.

Councillor Peberdy had provided a written report, and it was noted that she was meeting with planning officers on 30 June 2026 to discuss her request for redirection of planning application no. 250297 – Little Bush Pitch, Ledbury, which was the application referred to within the action sheet.

Members were also provided with a report from the Clerk in response to a request with respect to including an item on council agendas to consider matters arising from Ward Councillor reports.

RESOLVED:

1. **That the Ward reports be received and noted.**
2. **That the wording on future agendas in respect of Ward reports be amended as follows:**

“To receive Ward Reports and identify any matters requiring inclusion on a future Council agenda.”
3. **That officers contact Malvern District Council to understand any issues they identified during the construction and after the completion of their pump track and report back to Council any feedback.**

C1398. CHAIRMAN'S COMMUNICATIONS

Councillor Hamblin advised that he attended Ledbury Primary School and the Armed Forces Flag Raising event on behalf of the Chair of the Council whilst she was absent due to illness. He advised Members that Councillor Harvey was now home but that she had been signed off for at least six weeks and that she would be working remotely in the meantime.

C1399. TO CONSIDER QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC IN ACCORDANCE WITH THE PROVISIONS OF STANDING ORDERS 3(e) and 3 (f)

Scott Kibble of the Ledbury Community First Responders introduced himself to Councillors and provided an overview of their operations. He advised that he and Fran Thomas are volunteers from West Midlands Ambulance Service and are on call whenever they can and when on call respond within a ten-mile radius. He advised that they are funded through voluntary funding, but that the Ambulance Service provides their kit.

The chair thanked Scott for attending the meeting and suggested that they may wish to apply for grant funding from Ledbury Town Council, noting that this type of service could be an asset for town events.

C1400. TO RECEIVE MOTIONS PRESENTED BY COUNCILLORS IN ACCORDANCE WITH STANDING ORDER 9

The following motion was submitted by Councillor Hamblin and seconded by Councillor Wilkinson.

“That Ledbury Town Council establishes a Working Party to undertake a comprehensive review of the Council's grant scheme, including eligibility criteria, budget provision, and application, assessment and award procedures, and to report its findings and recommendations to Council.”

RESOLVED:

1. That the Clerk arranges a Working Party to undertake a comprehensive review of the Council's grant scheme, including eligibility criteria, budget provision, application, assessment, and award procedures, and to report its findings and recommendations to Council.
2. That whilst all Councillors will be invited to attend the Working Party, it be noted that Councillors Hamblin, Morris, and Wilkinson expressed an interest in being Members of this Working Party.

C1401. BUDGET MONITORING REPORTS

RESOLVED:

1. That the Receipts and Payments for 1 – 31 May 2026 be received and noted.
2. That the balance sheet and trial balance for month 2 be received and noted.

3. That the budget monitoring reports for 1 April to 31 May 2026 be received and noted.

C1402. INVOICES FOR PAYMENT

RESOLVED:

1. That the invoices for payment, in the sum of £14,647.61 plus VAT be approved.
2. That the Clerk provide a report to the next meeting of Council in respect of Hoople's costs for the provision of professional advice in relation to the staff review.

C1403. GRANT APPLICATIONS

RESOLVED:

1. That the application received from Rail and Bus Herefordshire be deferred pending clarification on why they need the grant.
2. That the application received from Ledbury Convoy be deferred pending further information and that they be advised that the Council are in support of the request but would like more information on the event and a breakdown on costs.
3. That Creative Learning – Walsingham Support be awarded a grant of £490.80 in support of a place for people with learning difficulties and autism to connect, learn and have fun – Local Government Act s.137 – Power to incur expenditure for certain purposes not otherwise authorised.

C1404. COUNCIL POLICIES

Members were requested to approve the inclusion of Section 5.4(vii) within the Environment and Sustainability Policy in respect of the use of Confetti at weddings held in the Jacobean Room.

RESOLVED:

1. That the amendment to the Environment and Sustainability Policy be approved, subject to the inclusion of what type of confetti is permissible.
2. Following the above amendment the policy be published on the Council's website.

C1405. CODE OF CONDUCT MATTERS

i. Code of Conduct Complaint COC 153

Members were provided with the outcome of a Code of Conduct Complaint determined by Herefordshire Council's Standards process in respect of Councillor Tony Bradford and asked to consider any actions arising from the decision notice.

RESOLVED:

That the contents of the Decision Notice be received and noted with no further action.

ii. Notification of Amendment to the Arrangements for Dealing with Code of Conduct Complaints

Members were provided with information in respect of amendments made by Herefordshire Council to the arrangements for dealing with Code of Conduct Complaints and asked to reaffirm the adoption of Ledbury Town Councils Local Resolution Policy.

RESOLVED:

- 1. The correspondence from Herefordshire Council be noted;**
- 2. That the Council confirms its adoption of the Local Resolution Policy.**
- 3. The Clerk be instructed to notify the Monitoring Officer at Herefordshire Council that Ledbury Town Council has adopted a Local Resolution Policy for the informal resolution of appropriate Code of Conduct complaints.**

C1406. TO APPOINT VICE-CHAIRS OF STANDING COMMITTEES

Members were requested to consider the appointment of Vice-Chairs for the following Standing Committees:

Environment & Leisure
Finance, Policy & General Purposes
Planning, economy & Tourism

RESOLVED:

- 1. That Councillor Wilkinson be elected as Vice-Chair of the Planning, Economy & Tourism Committee.**

2. **That the appointment of Vice-Chairs to the Environment & Leisure and Finance, Policy & General Purposes Committees be deferred to the next meeting of Council.**

C1407. TO RECEIVE PLANNING CONSULTATIONS

1. **Application No. 250297 – Dayroom/laundry room for consented mobile homes site (part retrospective) – Little Bush Pitch, Ledbury, Herefordshire, HR8 2PX**

RESOLVED:

That it be noted that Councillor Peberdy has requested redirection of this planning application

2. **Application no. 261133 – Change of use from a hotel and associated annexe (Class C1) to HMO (sui generis) to accommodate up to 32 Fruitful Jobs Ltd workers and associated insertion of an upper floor window in the east elevation of the hotel – Leadon House Hotel, Ross road, Ledbury, Herefordshire, HR8 2LP**

RESOLVED:

That the following general comment be submitted:

“Ledbury Town Council would like to express their concerns on the loss of hotel use within Ledbury. We also ask that Planning Officers consider placing conditions to address concerns about the site's potential future usage, including a condition preventing occupancy exceeding 32, and a condition requiring the site be used for seasonal workers.”

3. **Application no. 261242 – Single storey rear and side infill extension, internal reconfiguration and existing single storey garage conversion – The Croft, Woodleigh Road, Ledbury, Herefordshire, HR8 2BG**

RESOLVED:

No objection

4. **Application no. 261386** – Change of use of the building to five dwellings and associated works – **The Royal Hall, 5a The Southend, Ledbury, Herefordshire, HR8 2EY**

RESOLVED:

Objection on the grounds that this is overdevelopment in this space and due to there being limited access to the premises.

5. **Application no. 261480** - Removal of existing single-storey rear and small side lean-to, and erection of two-storey rear and single-storey side extensions; and associated alterations befitting modern family living, whilst retaining the original dwelling. Replacement garage. - **The Tannery Firth Lane Wellington Heath Ledbury Herefordshire HR8 1LW**

RESOLVED:

No objection

6. **Application no. 261508** - Change of use of an existing shop (Use Class E) to a Hot Food takeaway (sui generis) – **23 High Street, Ledbury, Herefordshire, HR8 1DS**

RESOLVED:

No objection

7. **Application no. 261536** - Regularisation of unconsented work: Suspended ground floor replacement. Exposed timber frame and brick infill within the shop. Blockwork infilled doorway. Front casement windows and internal secondary glazing. Rear bedroom and kitchen windows. Kitchen extractor flue. - **Wing On 26 New Street Ledbury Herefordshire HR8 2DX**

RESOLVED:

No objection

8. **Application no. 261660** - Erection of double garage with hobby room/occasional guest bedroom and shower room over – **Kilbury House, Bradlow and Westhill, Ledbury, Herefordshire, HR8 1JF**

RESOLVED:

No objection

C1408. PLANNING DECISIONS

RESOLVED:

That the planning decisions be received and noted.

C1409. REPRESENTATION AT HEREFORDSHIRE COUNCIL PLANNING COMMITTEE

None received.

C1410. PAINTED ROOM/MARKET HOUSE VISITOR NUMBERS

RESOLVED:

That the Painted Room and Market House visitor numbers be received and noted.

C1411. WELCOME TO LEDBURY SIGNS

Members were provided with further information in respect of the Welcome to Ledbury Signs.

RESOLVED:

That this item be deferred for consideration at the 2027/28 budget setting process.

C1412. TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE RESOURCES COMMITTEE HELD ON 4 JUNE 2026 AND CONSIDER ANY RECOMMENDATIONS THEREIN

RESOLVED:

That the minutes of the Resources Committee held on 4 June 2026 be received and noted.

C1413. MASEFIELD MATTERS

RESOLVED:

- i. That the minutes of the meeting of the Masefield Matters Board held on 19 May 2026 be received and noted.**
- ii. That the Masefield Matters Project progress report be received and noted.**

C1414. OUTSIDE BODIES

RESOLVED:

- i. That Councillor Browning be elected to represent Ledbury Town Council as the Police Liaison representative for the 2026/27 Municipal year.
- ii. That the Rural Market Towns Group – Younger and Older People outside body representation be deferred to the next meeting of Council.

C1415. DATE OF NEXT MEETING

RESOLVED:

To note that the next meeting of Council is scheduled for 16 July 2026.

C1416. 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 be excluded from the remainder of the meeting.

C1417. MARKETING AND RECOMMENDATIONS REPORT IN RESPECT OF COUNCIL OFFICES

Members were provided with information in respect of a potential relocation of Ledbury Town Council offices to accommodation within the Master's House.

RESOLVED

That Members note the information contained within the report and instruct officers to undertake a detailed appraisal of the operational costs, benefits, disbenefits and risks associated with each of the five options outlined within the report, with a further report being presented to a future meeting of Council.

C1418. TO APPROVE SUBMISSION OF THE BUSINESS CASE IN RESPECT OF MARTINS WAY PLAY AREA AND PUMP TRACK

Members were asked to give consideration to the draft Business Plan in respect of a potential community asset transfer of Martins Way Play

Area and Pump Track and authorise the Clerk to submit the Business Plan to Herefordshire Council.

RESOLVED:

That the Clerk be authorised to submit the business case in respect of a potential community asset transfer of Martins Way Play Area and Pump Track, noting that this does not tie the Council into any definitive outcome at this stage.

C1419. TO CONSIDER PROPOSAL RECEIVED FROM HEREFORDSHIRE COUNCIL IN RESPECT OF LEDBURY PUBLIC TOILETS

Members were provided with a proposal received from Herefordshire Council in respect of a possible transfer of the ownership of the public toilets on Bye Street and Church Lane.

RESOLVED:

- 1. That a meeting be arranged between Herefordshire Council Estates Officers in an attempt to acquire more information in relation to the possible transfer of the two sets of toilets.**
- 2. That officers speak with the Ledbury Traders Association to ascertain their thoughts on Ledbury Town Council taking over the ownership of the two sets of toilets.**
- 3. That once more information is available officers undertake a cost-benefits analysis in respect of the two sets of toilets and provide this at a future meeting of council.**
- 4. That following further information Council consider how to engage with the Ledbury Community in respect of this matter, possibly considering a Parish Meeting.**

C1420. URGENT RECOMMENDATIONS FROM RESOURCES COMMITTEE HELD ON 25 JUNE 2026

None.

The meeting ended at 20:48.

**Signed Dated
(Chair)**

AGENDA ITEM: 6

FULL COUNCIL

Minute No.	Action	To be Actioned by	Date Actioned	Comments	Status	Estimated Completion
13-Nov-25						
C1044(5)	Officers to prepare a draft long-term plan concerning all heritage buildings owned by the council.	DTC	Jul-26	Meeting with Al Braithwaite arranged to discuss this and various other matters 18.06.2026 - AL updated timeline further meeting to be arranged with cllrs	In progress	Jul-26
02 April 2026						
C1239.2	THE RFO is to review ethical banking accounts and provide a report to Council.	TC	TBC	To be investigated following April/May year end -report to be provided to future meeting of council	In progress	Aug-26
C1250(1)	The report in respect of surplus furniture be deferred until a timeframe for the outcome of the third-party discussions is provided	DTC	Jun-26	The DTC has received an initial response from the interested party referred to within the report. They have intimated an interest in the 6 brown leather chairs but this has not been confirmed. The DTC is making contact with another furniture dealer to see if there is any interest. A report will be brought back to the July meeting. - Third party has advised that he is only interested in four of the chairs - consider not progressing this - DTC to provide further report to July meeting	Completed	Jul-26
23 April 2026						
C1280	That the Council instructs officers to urgently draft proposals to:	TC/DTC/CEO	officer meeting arranged for 28.05.2026			

	1. Increase use of the undercroft and upstairs of the Market House on Charter Market days.		officer meeting arranged for 28.05.2027	This is now considered when bookings are received - details will be included in report	Completed	Apr-26
	2. Take forward the TEMAP report recommendations as they relate to our markets; and		officer meeting arranged for 28.05.2028	Officers to arrange meeting May 2026 further meeting to consider progress arranged for 25.06.2026 - further meeting to be arranged for week commencing 13 July	In progress	May-26
	3. Reduce the Traffic Regulation Order area of on-street parking which is designated for market trading on market days.		officer meeting arranged for 28.05.2029	To be part of discussions re above		Jul-26
	4. That the Clerk provide a timeline for the completion of this report.		officer meeting arranged for 28.05.2030	Report to be provided to meeting of council on 6 August 2026		Jul-26
C1281.4	That the Clerk obtain quotes from alternative payroll companies for consideration.	TC	29.04.2026	Quotes obtained report to be presented to council on 06.08.2026	ongoing	06-Aug-26
14 May 2026 - Annual Council Meeting						
C1346.2	That a Task and Finish group be set up under the Finance, Policy and General Purposes Committee to review the Asset Register	TC		Officers looking for dates	in progress	Jun-26
C1347.2	That the Risk Register be considered at the Task and Finish Group as per minute no. C1346	TC		Officers looking for dates	in progress	Jun-26
C1349.2	That a working group be set up to review the Council's Corporate Plan.	TC		Officers looking for dates	in progress	Jul-26
C1351.3	That Council aim to have an Extraordinary Meeting of Council scheduled by the end of July for Co-option.	TC	29.07.2026	Scheduled for 29 July 2026- two potential candidates as at 29.06.2026	Completed	29.07.2026
25 June 2026 - Annual Council Meeting						
C1397(3)	That the Clerk contact Malvern Town Council to ask what issues they have experienced in relation to antisocial behaviour in and around the Adam Lee Pump Track	TC	Jul-26	Malvern Clerk on annual leave awaiting their return to discuss	In progress	Jul-26

C1400(1)	That the Clerk arrange a working party to undertake a comprehensive review of the council's grant scheme including eligibility criteria, budget provision, application, assessment, and award procedures, and to report its findings and recommendations to council	TC		Date to be identified	In progress	Jul-26
C1402(2)	That the clerk provide a report to the next meeting of council in respect of Hoople's costs for the provision of professional advice in relation to the staff review	TC	16.07.2026	Report to be provided at meeting on 16.07.2026	In progress	Jul-26
C1403(1)	That the application received from Rail and Bus Herefordshire be deferred pending clarification on why they need the grant	TC	29.06.2026	Email sent - response awaited	Completed	Jun-26
C1403(2)	That the application received from Ledbury Convoy be deferred pending further information and that they be advised that the council are in support of the request but would like more information o the event and an understanding of which organisation they are apply for the grant for.	TC	29.06.2026	Email sent - response advises that the application is in the name of Hereford Military History Festival who will be bearing the costs for this event - representatives invited to attend meeting on 16.07.2026	Completed	Jun-26
C1403(3)	That creative learning - Walsingham Support be awarded a grant of £490.80 s137	TC/AC	29.06.2026	Email sent requesting bank details - AC a	Completed	Jun-26
C1404(1)	That the amendment to the E & S Policy be approved, subject to the inclusion of what type of confetti is permissible.	TC/Admin	29.06.2026	Admin assistant to Clerk asked to amend policy accordingly	Completed	Jul-26
C1404(2)	Following the amendment the policy be published on the council's website	Admin Team	Jul-26		completed	Jul-26
C1405(ii)(3)	That the Clerk be instructed to notify the MO that LTC has adopted a LRP for the informal resolution of appropriate code of conduct complaints	TC	29.06.2026	MO advised accordingly - policy updated to reflect if was re-adopted on 25.06.2026	Completed	Jun-26
C1406(1)	That Cllr Wilkinson be elected as vice-chair of the PET's Committee	TC	29.06.2026	List updated	Completed	Jun-26
C1406(2)	C1406(2) That the appointment of vice-chairs to E & L and FP&GP Committees be deferred to the next meeting of council	TC	16.07.2026	To be included on agenda for 16.07.2026	Completed	16.07.2026

C1407(2)	Application 261133 - Leadon House Hotel - that the following response be submitted - Ledbury Town Council would like to express their concerns on the loss of hotel use within Ledbury. We also ask that Planning Officers consider placing conditions to address concerns about the site's potential future usage, including a condition preventing occupancy exceeding 32, and a condition requiring the site be used for seasonal workers	TC	29.06.2026	Response submitted	Completed	29.06.2026
C1407(4)	Application no. 261386 - The Royal Hotel - objection on the grounds that this is overdevelopment in this space and due to there being limited access to the premises	TC	29.06.2026	Response submitted	Completed	29.06.2026
C1411	Welcome to Ledbury signs	DTC	26.06.2026	That this item be deferred for consideration at the 2027/28 budget setting process - Added to draft 27/28 budget for consideration	Completed	Jul-26
C1414(i)	That Cllr Browning be elected to represent Ledbury Town Council as the Police Liaison representative for the 2026/27 Municipal Year	TC	29.06.2026	PC Crump advised	Completed	Jun-26
C1414(ii)	That the RMTG Younger and Older People outside body representation be deferred to the next meeting of council	TC	16.07.2026	On agenda	Completed	Jul-26
C1417	That officers be instructed to undertake a detailed appraisal of the operational costs, benefits, disbenefits and risks associated with each of the five options outlined within the report, with a further report being presented to a future meeting of council	TC	Sep-26	Anticipated report available for council meeting 24 September 2026	In progress	Sep-26
C1418	That the Clerk be authorised to submit the business plan in respect of potential CAT of Martins Way play area and pump track, noting that this does not tie the council into any definitive outcome at this stage	TC	Jul-26	Submitted	Completed	Jul-26

C1419(1)	That a meeting be arranged between Herefordshire Council Estates Officers in an attempt to acquire more information in relation to the possible transfer of the two sets of toilets	TC	30.06.2026	Email sent requesting meeting - waiting for dates from HC officers	Completed	TBC
C1419(2)	That officers speak with Ledbury Traders Ass to ascertain their views on the above	TC	29.06.2026	Email sent to chair of the traders association - to be discussed at their next meeting - response awaited	Completed	TBC
C1419(3)	Once more information is available officers undertake a cost-benefits analysis in respect of the two sets of toilets	TC	Sep-26	Anticipated report available for council meeting 24 September 2026	In progress	Sep-26
C14220	That following further information council consider how to engage with the Ledbury Community in respect of this matter, possibly considering a Parish Meeting	Council	TBC		To be progressed once more information available	TBC

FULL COUNCIL	16 JULY 2026	AGENDA ITEM: 12
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Report prepared by Angela Price – Town Clerk

INVOICES FOR PAYMENT – June (INTERIM)

Purpose of Report

The purpose of this report is to ask Members to approve invoices for payment for July 2026 in the sum of **£11,882.21** plus VAT.

Detailed Information

Attached is a list of payments for approval in the sum of **£11,882.21** plus VAT. This list represents payments in relation to July 2026 (interim).

	Code	Company	Description	Comments
1	115/4650	The Yard	Hanging Baskets	Overspend - due to annual increase- monitor and consider virement at year end
2	102/4206		Grounds maintenance	Overspend anticipated at year end due to cost of gravel footpath - consider virement when invoice paid from EMR 335 Amenity & Open spaces
3	202/4170		Council Properties	Overspend anticipated at year end due to cost of works to Market House - consider virement when invoice paid from EMR 324 - Listed Buildings

Recommendation

That Members approve the invoices for payment in the sum of **£11,882.21** plus VAT, noting that there will be an overspend on budget line 115/4650 at year end.

Creditors for Month No 4

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
02/07/2026	GB600208W1LCNI	775	AMAZON	AMA001	66.64	13.33	79.97	4206	102	66.64	Drawstring Bin Bags
02/07/2026	MILEAGE 002	776	APRICE	AP	37.80	0.00	37.80	4051	230	37.80	Mileage Celebration and MM Mar
30/06/2026	202606000004	777	PJNICHOLS	PJN001	144.77	28.96	173.73	4330	102	144.77	Fuel for Mowers & Van
12/03/2026	2026-001	778	MEWSBOUCHE	MEWS	105.00	0.00	105.00	4906	109	105.00	MM workshop - Hire of Mews Bou
03/07/2026	LTC01-2026	779	YARDHOUSE	YARD001	3,528.00	705.60	4,233.60	4650	115	3,528.00	Hanging Baskets
30/06/2026	67571	780	BOSS	BOR001	130.13	26.03	156.16	4400	235	73.97	Stationery & Housekeeping
								4155	202	56.16	Stationery & Housekeeping
01/07/2026	KI-DA9D9877-0028	781	EON	EON001	419.21	20.96	440.17	4122	202	419.21	LTC Electricity
08/07/2026	RE-IMB1	782	JILL	JILL	9.16	1.83	10.99	4004	120	9.16	Wedding Decorations
31/05/2026	8486	783	MARKEY	MARKEY	255.00	51.00	306.00	4170	202	255.00	Two Hand Made Grab Handles
24/06/2026	22279	784	PREMIUM	PREM001	297.50	59.50	357.00	4430	109	297.50	Premium adv-Company Arts Profe
17/06/2026	10537	786	HEREFORDSHIRE	HERE003	262.50	52.50	315.00	4906	109	262.50	Wild Play Session MM
29/06/2026	349050	787	ILX	ILX001	1,360.00	272.00	1,632.00	4050	230	1,360.00	PRINCE2 7th Edition Foundation
22/06/2026	003979	788	STEPHEN	STE001	2,502.50	500.50	3,003.00	4169	102	2,502.50	Maintenance at LTC Cemetery
22/06/2026	78988	789	HMS	HMS	237.50	47.50	285.00	4170	106	237.50	Supply/install new 24v door lo
27/06/2026	78989	790	HMS	HMS	112.50	22.50	135.00	4170	106	112.50	Supply/install strip light at
29/06/2026	2026/482	791	AMEREDITH	AMA002	2,000.00	0.00	2,000.00	4436	109	2,000.00	18 Months evaluation MM
30/06/2026	15342	793	BLISS	BLI001	414.00	82.80	496.80	4150	202	414.00	LTC Cleaning

TOTAL INVOICES	11,882.21	1,885.01	13,767.22
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11,882.21

VAT ANALYSIS CODE E @ 0.00%	142.80	0.00	142.80
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VAT ANALYSIS CODE F @ 5.00%	419.21	20.96	440.17
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VAT ANALYSIS CODE OTS @ 0.00%	2,000.00	0.00	2,000.00
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VAT ANALYSIS CODE S @ 20.00%	9,320.20	1,864.05	11,184.25
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TOTALS	11,882.21	1,885.01	13,767.22
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FULL COUNCIL	16 JULY 2026	AGENDA ITEM: 13
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Report prepared by Angela Price

INCREASE IN APPROVED BUDGET CEILING – HOOPLE HR SUPPORT

Purpose of Report

The purpose of this report is to advise Members that expenditure on professional HR support provided by Hoople is approaching the previously approved expenditure limit of £5,000 and to seek approval to increase the authorised budget ceiling by a further £2,500 to enable support to continue as required.

Detailed Information

At a previous meeting, Council approved expenditure of up to £5,000 for professional HR advice and support from Hoople in connection with the Council's organisational review, job evaluation process, staff consultation and associated employment matters.

Since that approval, Hoople has provided a range of specialist HR services, including support with:

- the organisational and staffing review;
- job evaluation and grading;
- preparation of consultation documentation;
- attendance at staff consultation meetings;
- advice on employment matters arising during the consultation process;
- review of job descriptions and supporting documentation; and
- ongoing advice to Councillors to ensure that the Council's processes remain fair, legally compliant and consistent with employment legislation and recognised good practice.

The level of support required has been greater than originally anticipated due to the complexity of the review and the number of issues requiring specialist HR advice. As a result, an invoice was agreed for payment at the meeting of Council held on 25 June 2026 in the sum of £4,127.50, which is just below the ceiling of £5,000 previously agreed.

It was agreed at that time that officers would provide a further report should the expenditure approach the limit of £5,000 to request an increase to that ceiling.

Whilst the main consultation process is nearing completion, further professional advice is likely to be required to support the Council through the remaining stages of the review, including consideration of consultation responses, implementation of any agreed staffing changes, preparation of documentation and advice on any subsequent employment matters.

To avoid any interruption in the availability of professional HR support, Members are asked to consider increasing the approved expenditure ceiling by a further £2,500, resulting in a revised maximum authorised expenditure of £7,500.

Approval of an increased ceiling does not commit the Council to spending the full amount but provides sufficient delegated authority for officers and Council to obtain professional advice where necessary without the need to seek further Council approval should additional support be required.

Financial Implications

The current approved budget for Hoople HR support is £5,000.

Expenditure incurred is now close to this limit at £4,127.50. Approval of a further £2,500 would increase the maximum authorised expenditure to £7,500.

The Council would only incur costs for work actually undertaken by Hoople and invoiced accordingly.

Legal Implications

The Council has a duty to ensure that employment matters are managed in accordance with current employment legislation, contractual obligations and recognised best practice.

Obtaining specialist HR advice assists the Council in mitigating legal and employment risks during significant organisational change.

Risk Management

Failure to maintain access to professional HR support during the final stages of the organisational review could increase the risk of:

- procedural errors;
- non-compliance with employment legislation;
- employment disputes or grievances;
- delays in implementing Council decisions; and
- increased financial or reputational risk.

Increasing the approved expenditure ceiling will allow appropriate professional advice to continue to be obtained where required.

Equality Act 2010 (Public Sector Equality Duty)

The organisational review and associated staffing proposals have been undertaken with due regard to the Council's obligations under Section 149 of the Equality Act 2010. Continued access to specialist HR advice assists the Council in ensuring that decisions are made fairly, consistently and without unlawful discrimination.

Environmental and Sustainability Implications

There are no direct environmental or sustainability implications arising from this report.

Recommendation

That Members approve an increase to the previously approved expenditure ceiling for professional HR support provided by Hoople be increased by £2,500, from £5,000 to a maximum of £7,500, to enable specialist HR advice to continue to be obtained as required during the completion and implementation of the Council's organisational review.

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Report prepared by Angela Price – Town Clerk

DATA PROTECTION COMPLAINTS POLICY

Purpose of Report

The purpose of this report is to present a new Data Protection Complaints Policy for adoption by the Council.

Detailed Information

The Data (Use and Access) Act 2025 introduced a new requirement for organisations, including local councils, to have arrangements in place for handling complaints relating to the processing of personal data. These requirements came into force on 19 June 2026.

Whilst Ledbury Town Council already operates a Complaints Procedure, that procedure does not specifically address complaints concerning the processing of personal data or the exercise of an individual's rights under the UK General Data Protection Regulation (UK GDPR). The guidance makes clear that councils must provide individuals with a means of raising concerns about how their personal data has been processed and have an appropriate process for investigating and responding to those concerns.

The attached Policy has therefore been prepared to ensure that the Council has a clear, transparent and consistent process for receiving, investigating and determining data protection complaints. The Policy also clarifies the distinction between data protection complaints, Freedom of Information complaints and the Council's general complaints procedure, helping officers to direct complaints through the appropriate process.

The Policy reflects current legislative requirements and Information Commissioner's Office (ICO) guidance whilst remaining proportionate to the size and resources of the Council.

Financial Implications

There are no direct financial implications arising from the adoption of this Policy. Any costs associated with officer training or external advice can be met from existing budgets.

Legal Implications

The Policy assists the Council in complying with its obligations under:

- UK General Data Protection Regulation (UK GDPR);
- Data Protection Act 2018; and
- Data (Use and Access) Act 2025.

Having a documented process also demonstrates good governance and accountability in the handling of personal data complaints.

Equality Act 2010 (Public Sector Equality Duty)

The Policy supports the Council's duties under Section 149 of the Equality Act 2010 by ensuring that all individuals have access to a fair, transparent and consistent process for raising concerns regarding the handling of their personal data, regardless of their protected characteristics.

Environmental and Sustainability Implications

There are no direct environmental implications arising from this report. The Policy supports digital working practices by enabling complaints to be submitted and managed electronically where appropriate, thereby reducing paper consumption.

Risk Management

Failure to implement an appropriate process for handling data protection complaints may expose the Council to:

- non-compliance with current legislative requirements;
- complaints to the Information Commissioner's Office (ICO);
- reputational damage;
- reduced public confidence in the Council's handling of personal information; and
- inconsistent handling of complaints by officers.

Adoption of the Policy will help mitigate these risks by providing a clear framework for managing complaints.

Recommendation

Members are asked to:

1. Adopt the Data Protection Complaints Policy attached to this report;
2. Authorise the Town Clerk to make any minor administrative or legislative amendments necessary to keep the Policy up to date; and
3. Review the Policy every two years, or sooner should there be any changes in legislation or ICO guidance.



Ledbury Town Council

Data Protection Complaints Policy

Drafted: 6 July 2026
Approved: ** ** 2026
Review: ** ** 2028

1. Purpose

Ledbury Town Council is committed to protecting the personal data it holds and processing personal information lawfully, fairly and transparently in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and the Data (Use and Access) Act 2025.

This Policy explains how individuals may raise concerns regarding the Council's processing of their personal data and how such complaints will be investigated and determined.

This policy does not replace the Council's Complaints Procedure but applies specifically to complaints relating to the processing of personal data.

2. Scope

2.1 This Policy applies where an individual wishes to complain about:

- the collection of their personal data;
- the use or disclosure of their personal data;
- the accuracy of their personal data;
- the retention or deletion of their personal data;
- the security of their personal data;
- the Council's response to a Subject Access Request;
- the Council's response to any other UK GDPR rights request.

2.2 This Policy does not apply to:

- Freedom of Information requests;
- Environmental Information Regulations requests;
- complaints about Council services;
- Code of Conduct complaints;
- staff grievances;
- employment matters.

These matters will be dealt with under the relevant Council procedure.

3. Who May Make a Complaint

A complaint may only be made by:

- the individual whose personal data is concerned; or
- a person authorised to act on their behalf.

Where appropriate, the Council may require written authority before investigating the complaint.

4. Making a Complaint

4.1 Complaints may be submitted:

- by email;
- in writing;
- verbally;
- via the Council's website (where available);

- through social media (where appropriate).

4.2 Complaints should include:

- the complainant's name;
- contact details;
- details of the complaint;
- copies of any supporting documentation.

5. Initial Assessment

5.1 Upon receipt, the Town Clerk (or nominated Data Protection Officer where appointed) will determine whether the matter is:

- Data Protection Complaint;
- an FOI complaint;
- a general complaint;
- another matter requiring referral under a different Council procedure.

5.2 Where the complaint is not a data protection complaint, the complainant will be advised accordingly and the matter redirected to the appropriate procedure.

6. Acknowledgement

The Council will acknowledge receipt of a Data Protection Complaint within **30 calendar days**.

The acknowledgement will:

- confirm receipt;
- explain the investigation process;
- identify the investigating officer;
- advise if further information is required.

7. Investigation

The investigating officer will:

- establish the relevant facts;
- examine relevant records;
- interview staff where necessary;
- review compliance with UK GDPR and Council policies;
- consider any remedial action.

The investigation will be conducted impartially and without unreasonable delay.

8. Timescales

8.1 The Council aims to provide a full written response within **30 calendar days** of receipt.

- 8.2 Where this is not reasonably possible, the complainant will be informed of:
- the reason for the delay;
 - the revised timescale;
 - progress made.

9. Outcome

The written response will include:

- findings;
- reasons for the decision;
- any action taken;
- any action proposed;
- details of the complainant's right to complain to the Information Commissioner's Office (ICO).

10. Information Commissioner's Office

If the complainant remains dissatisfied they may complain to:

Information Commissioner's Office (ICO)

Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Website: <https://ico.org.uk>

Telephone: 0303 123 1113

The Council encourages individuals to allow it the opportunity to investigate and resolve complaints before contacting the ICO.

11. Records

The Council will maintain a confidential register of all Data Protection Complaints.

Records will include:

- date received;
- complainant;
- subject;
- acknowledgement date;
- investigation undertaken;
- outcome;
- actions implemented;
- date closed.

Records will be retained in accordance with the Council's Retention Policy.

12. Learning and Improvement

Following completion of each complaint, the Council will consider whether:

- policies require amendment;
- procedures require improvement;
- further staff or councillor training is required;
- any recurring themes have emerged.

Appropriate action will be taken where necessary.

13. Responsibilities

Council

- approves this Policy;
- monitors compliance where appropriate.

Town Clerk

Responsible for:

- receiving complaints;
- coordinating investigations;
- maintaining records;
- ensuring lessons learned are implemented.

Employees and Councillors

Must cooperate with investigations and comply with the Council's data protection policies.

14. Related Policies

This Policy should be read alongside:

- Data Protection Policy
- Privacy Notice
- Subject Access Request Procedure
- Freedom of Information Policy
- Complaints Procedure
- Records Retention Policy
- Information Security Policy
- Data Breach Procedure

15. Review

This Policy will be reviewed every **two years**, or sooner if legislation or ICO guidance changes.

LEDBURY TOWN COUNCIL
APPENDIX B – DATA PROTECTION COMPLAINT RECORD FORM

Reference No.: DPC-____/20____

Confidential

Section 1 – Complaint Details

Item	Details
Date Complaint Received	
Time Received	
Method Received	☐ Email ☐ Letter ☐ Telephone ☐ In Person ☐ Website ☐ Social Media ☐ Other
Received By	
Complaint Reference	

Section 2 – Complainant Details

Item	Details
Name	
Address	
Telephone	
Email	
Preferred Method of Contact	☐ Email ☐ Letter ☐ Telephone ☐ In Person

Section 3 – Is the Complaint Made on Behalf of Someone Else?

- ☐ No
☐ Yes

If yes, complete below:

Item	Details
Representative Name	
Relationship to Complainant	
Authority Provided	☐ Power of Attorney ☐ Written Authority ☐ Other
Date Verified	

Section 4 – Nature of Complaint

Tick all that apply.

- ☐ Subject Access Request
☐ Right to Rectification
☐ Right to Erasure
☐ Restriction of Processing

- ☐ Right to Object
- ☐ Data Accuracy
- ☐ Data Retention
- ☐ Data Security
- ☐ Personal Data Disclosure
- ☐ Data Breach
- ☐ Privacy Notice
- ☐ Other

Details:

Section 5 – Initial Assessment

Is this a valid Data Protection Complaint?

- ☐ Yes
- ☐ No

If No, referred to:

- ☐ Freedom of Information Review
- ☐ Council Complaints Procedure
- ☐ Staff Grievance
- ☐ Code of Conduct
- ☐ Other

Details:

Date referred:

Officer:

Section 6 – Acknowledgement

Item	Details
Date Acknowledged	
Acknowledged By	
Method	Email / Letter / Telephone

Section 7 – Investigation

Investigating Officer

Summary of Investigation

Documents Reviewed

- ☐ Emails
- ☐ Subject Access Request
- ☐ Policies
- ☐ Privacy Notice
- ☐ Staff Statements
- ☐ ICT Records
- ☐ Other

Relevant Officers Consulted

Relevant Legislation Considered

- ☐ UK GDPR
 - ☐ Data Protection Act 2018
 - ☐ Data (Use and Access) Act 2025
 - ☐ ICO Guidance
 - Other
-

Section 8 – Findings

Summary of Findings

Was the Complaint Upheld?

- ☐ Upheld
- ☐ Partially Upheld
- ☐ Not Upheld

Reason

Section 9 – Action Taken

- ☐ No Further Action
- ☐ Personal Data Corrected
- ☐ Apology Issued
- ☐ Records Updated
- ☐ Additional Staff Training
- ☐ Procedure Reviewed
- ☐ Policy Updated
- ☐ Data Breach Investigated
- ☐ Other

Details

Section 10 – Response to Complainant

Item	Details
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Date Response Sent

Method

ICO Rights Included Yes / No

Section 11 – Lessons Learned

Were any improvements identified?

☐ Yes

☐ No

If Yes

Policy Changes Required?

Training Required?

Reported to Council?

☐ Yes

☐ No

Date

Section 12 – Closure

Item	Details
------	---------

Date Complaint Closed

Closed By

Record Retention Date

File Location

Internal Use Only

Stage	Date	Initials
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Complaint Received

Logged

Acknowledged

Investigation Commenced

Investigation Completed

Response Issued

Lessons Learned Recorded

File Closed

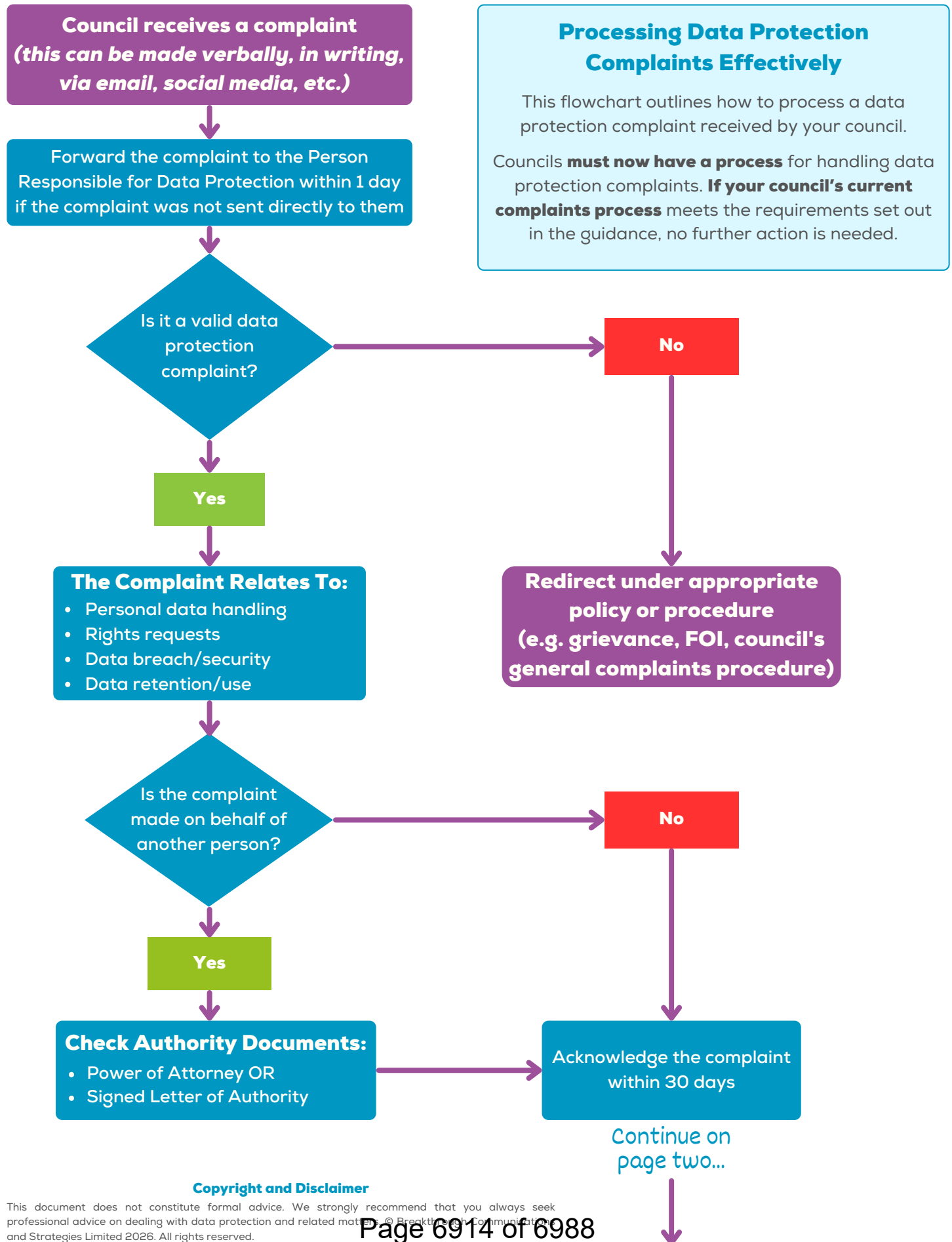
Officer Checklist

Before closing this complaint, confirm that:

- ☐ Complaint logged in the Data Protection Complaints Register.
- ☐ Identity verified (where required).
- ☐ Relevant records reviewed.
- ☐ Appropriate officers consulted.
- ☐ Findings recorded.
- ☐ Response issued.
- ☐ ICO rights explained.
- ☐ Lessons learned considered.
- ☐ Register updated.
- ☐ Retention period recorded.

Breakthrough Communications

Data Protection Complaints Process



Important Note

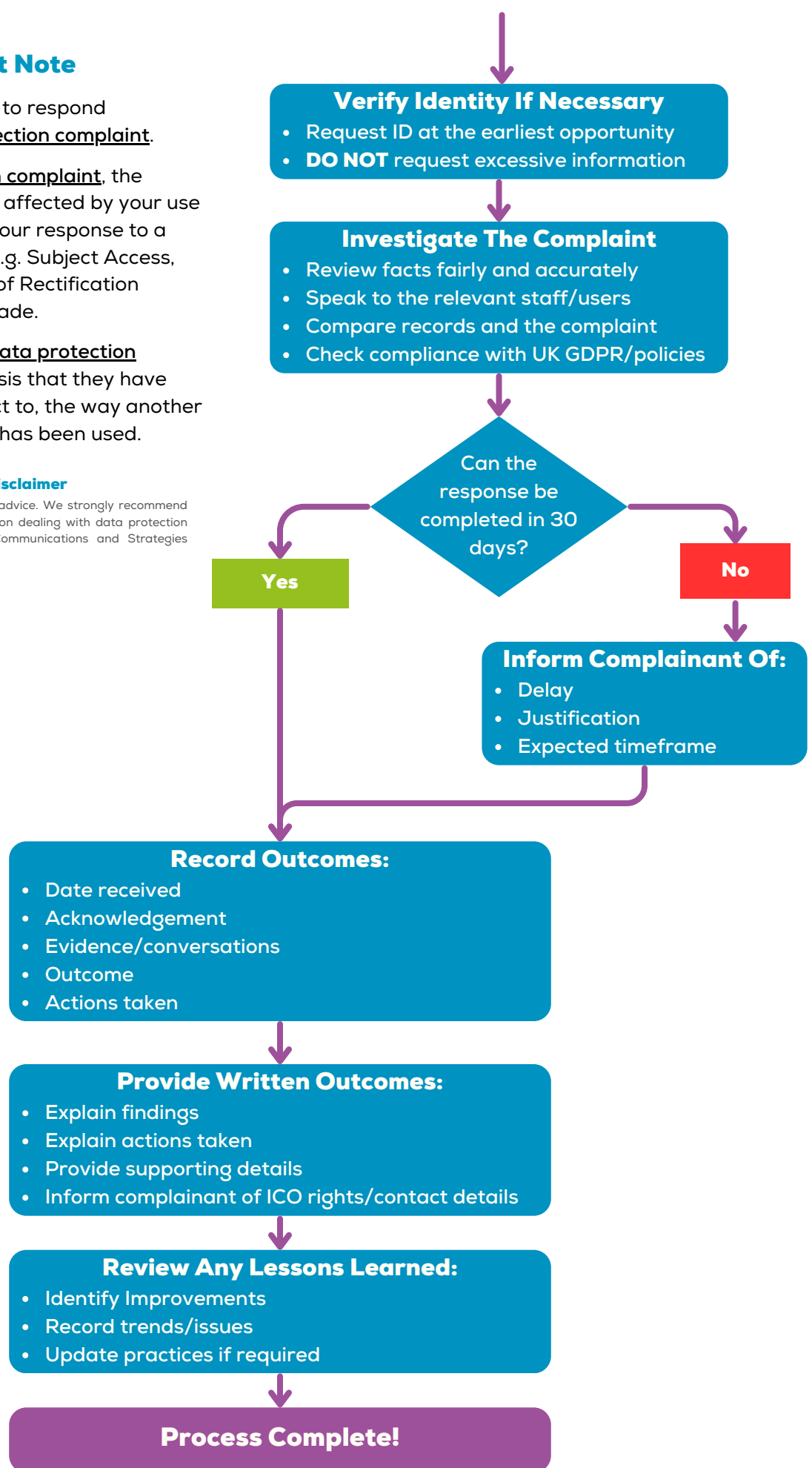
This flowchart covers how to respond specifically to a data protection complaint.

To make a data protection complaint, the individual must be directly affected by your use of their personal data or your response to a data protection request (e.g. Subject Access, Right of Erasure, or Right of Rectification request) that they have made.

A person cannot make a data protection complaint solely on the basis that they have become aware of, or object to, the way another individual's personal data has been used.

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This document does not constitute formal advice. We strongly recommend that you always seek professional advice on dealing with data protection and related matters. © Breakthrough Communications and Strategies Limited 2026. All rights reserved.



FULL COUNCIL	16 JULY 2026	AGENDA ITEM: 15
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Report prepared by Angela Price – Town Clerk

GRANT APPLICATIONS

Purpose of Report

The purpose of this report is to ask Members to give consideration to three grant applications received under the Council's Community Grants Scheme and determine whether grant funding should be awarded.

The applications received are:

1. Rail & Bus for Herefordshire – £500
2. Ledbury Convoy (Hereford Military History Festival Ltd) – £500

The total amount requested is **£1,000**

Detailed Information

The following grant applications were considered at a meeting of council held on 25 June 2026; they were both deferred for further information which is now provided below:

1. Rail & Bus for Herefordshire - Amount Requested: £500

The applicant is seeking funding towards the production and distribution of a 2026 public transport timetable booklet covering bus and rail services serving Ledbury and the surrounding area. The booklet will be distributed through the Town Council Information Centre and is intended to assist both residents and visitors in accessing public transport information. The organisation advises that previous editions have been well used and that the 2025 print run has been fully distributed.

Members had requested clarification on whether the funds currently held by the Rail & Bus Group were earmarked or committed to other projects, activities or operational costs, and therefore unavailable to support the production of the timetables.

Rail and Bus have advised the following and invited to attend the meeting to answer any further questions that may arise from their application:

“The background to our current funds is that we received a grant from London Midland Railway (now extant) to fund schemes to enhance rail and bus interchange in Herefordshire.

We have been exploring scope to underwrite revenue risk for a pop-up special events bus service from Ledbury or Hereford. For example, to music festivals, rallies or other such events not served by regular buses. We are trying to get a PlusBus ticket add-on to train fares.

The service would operate on non-school days using vehicle and driver resources that bus companies should have available.

The Ledbury Council grant is specifically towards the timetable booklet. We are paying part of the cost.

Equality Act 2010 – Section 149

The proposal has the potential to advance equality of opportunity by improving access to transport information for all residents, including older people, young people, those without access to a private vehicle and those on lower incomes. Improved awareness of public transport services may assist individuals who would otherwise experience barriers to accessing employment, education, healthcare and community activities.

Environmental and Sustainability Implications

The application supports the Council's environmental objectives by encouraging the use of public transport and promoting more sustainable travel choices. Increased awareness and use of bus and rail services may contribute to reduced private car usage, lower emissions and support for sustainable transport infrastructure.

2. Ledbury Convoy – Hereford Military History Festival Ltd - Amount Requested: £500

The applicant proposes to organise the "Ledbury Convoy" event on 19 September 2026, comprising a display of historic military vehicles in Ledbury High Street, together with associated entertainment and market activity. The event forms part of the wider Hereford Military History Festival and aims to attract visitors to Ledbury whilst supporting local hospitality and tourism businesses.

Clarification was sought from the organisers of this event on whose name the application had been made, Ledbury Convoy or Hereford Military History Festival.

The following response has been received and representatives of the group have been invited to attend the meeting to answer any further questions in the meeting.

The application is made in the name of Hereford Military History Festival who will be bearing the costs for this event.

Equality Act 2010 – Section 149

The event is described as a free family-friendly activity open to all members of the public. The proposal may assist in fostering good relations by providing a shared community event that is accessible to residents and visitors of different ages and backgrounds.

Environmental and Sustainability Implications

The event is likely to generate additional visitor travel to Ledbury, which may result in increased vehicle movements and associated emissions. However, as a one-day event supporting the local economy and tourism sector, the overall environmental impact is likely to be limited. Members may wish to encourage the organisers to promote sustainable travel options where practical.

Financial Implications

The total value of applications under consideration is **£1,000**. Any grant awarded will be met from the Council's approved Community Grants budget, which currently has £15,000 available within.

Recommendation

1. That Members award a grant of £500 to Rail & Bus for Herefordshire under the Local Government Act 1972 s.137 – Power to incur expenditure for certain purposes not otherwise authorised
2. That Members award a grant of £500 to Ledbury Convoy (Hereford Military History Festival Ltd) Local Government Act 1972 s.144 – Power to encourage tourism to the Council's area or contribute to organisations encouraging tourism

£500 or Less

Grant Application Form

1. Tell us about your organisation¹

Contact Name:	Andrew Scott	
Position:	Chairman	
Organisation:	Rail & Bus for Herefordshire	
Contact Address:	[REDACTED]	
Telephone Number:	[REDACTED]	
E-mail:	rail@oaklands.me	
Status of Organisation: (delete as appropriate)	Not for Profit	
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	☒
What does your organisation do?	Promotes the benefits of public transport services in Herefordshire. Lobbies for service improvements.	

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)	Users of bus & rail services in Herefordshire, specifically around the Ledbury area. This includes local residents and visitors/tourists. C.1,000 persons estimated to view the booklet.
What evidence do you have of local need/demand for your services? (This might be survey work or statistical evidence)	We have provided booklets in previous years and the take-up have been significant. The 2025 production run has all been taken up, mainly from Ledbury Town Council Information Centre.
What support have you received ? (Please tell us about any expressions of support you have received from outside your organisation)	Ledbury Town Council have asked if we could produce a 2026 edition of the booklet. As the timetable changes are not too significant, we believe this is feasible.
How will your service be delivered and how will success be monitored?	Booklets will be provided to Ledbury Town Council Information Centre for distribution to residents and visitors, as they see fit.
How will your organisation acknowledge the Town Council's funding support?	We will acknowledge the financial support in the booklet and when other opportunities arise, for example on our website.
Do you work with other Ledbury groups or would you be open to doing so in future?	We are interested in working with other groups. In particular, we have ideas around the provision of a "pop-up bus" service to connect Ledbury Train station with the town and event locations, such as Eastnor Castle/Much Marcle. Potentially, this could include a Plus Bus rail ticket add-on.

3. Tell us how you plan to fund your project

Amount requested from Ledbury Town Council.	£500
Have you received a grant from Ledbury Town Council in the last 2 years? If so, how much and for what?	Yes. Grant of £500 deposited in RBfH account on 20 December 2024 for printing timetables.

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)

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 (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 committee and meeting structure	☒	
A copy of your organisation's latest set of accounting statements (if any exist)	☒	

Copies of any letters of support for your project		
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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):	Andrew Scott
Date:	15 th June 2026

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 £500 or less

Grant Application Form

1. Tell us about your organisation²

Contact Name:	Christian Dangerfield
Position:	Director
Organisation:	
Contact Address:	
Telephone Number:	
E-mail:	
Status of Organisation: (delete as appropriate)	Not for profit limited company
Charity/Company No. (if applicable)	
What does your organisation do?	Organises and manages the Hereford Military History Festival and other related events around the county of Herefordshire

²¹ 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:	Ledbury Convoy
Project duration (mm/yy):	Start: 19/09/26 End: 19/09/26
Which one of the following five areas <u>best</u> fits your group's area of interest?	Sport ☐ Arts ☐ ☒ Health ☐ Environment ☐ Youth ☐ ☒
What do you want to do, and why?	We are creating a compelling and free family-friendly late-Summer event on the afternoon/evening of 19th September 2026, which will include a display of up to 20 historic military vehicles (tanks, Land Rovers, jeeps etc) arranged in herringbone formation on Ledbury High Street. Ledbury Community Brass Band, market stalls, street food etc. The event is linked to the Hereford Military History Festival (https://www.herefordmilitaryhistoryfestival.com/), which will take place between 25th and 27th September 2026 and which is designed to create a joined-up county-wide visitor offer which celebrates Herefordshire's remarkable contribution to Britain's military history. Extensive research and experience suggests that there is a significant appetite in the UK for events which explore all aspects of global military history. To date, Herefordshire has failed to produce a compelling visitor offer around its unique military history despite the pivotal role that it has played in the national narrative, from the Romans, the Mercians and the Anglo-Saxons through the Wars of the Roses and the English Civil War to the Canary Girls in WW2 and the SAS today. Our long-term strategic objective is to develop a unique visitor experience which attracts regional, national and global audiences to Herefordshire, setting it apart from any other visitor destination in Britain.
How will your project be helpful to Ledbury?	The event will benefit Ledbury's hospitality businesses and will create a unique visitor attraction which supports the town's tourism sector.
How will your organisation acknowledge the Town Council's funding support?	Ledbury Town Council's support will be acknowledged in all promotional and marketing material (banners, posters, leaflets, postcards and on the website of the Hereford Military History Festival.

3. Tell us how you plan to fund your project

What is the total cost of the project?	£3,000
Amount requested from Ledbury Town Council.	£500
Have you received a grant from Ledbury Town Council in the last 2 years? If so, how much and what for?	No

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 (required)	Yes	
Copies of any letters of support for your project	Yes	

5. Declaration by the applicant

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

I/we accept the following:

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

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

Signed:	
Name (s):	Christian Dangerfield
Date:	26/05/26

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



LEDBURY TOWN COUNCIL

End of grant report

Please complete, sign and return this form to Ledbury Town Council together with receipts if requested.

Project Name:	Six Fun in the Forest Sessions for families in the Forest School with the emphasis on healthy lifestyles, learning about nature and looking after the world around them, during school holidays.
Organisation:	Friends of Ledbury Children's Centre

Part one: How the grant has been spent

Give a breakdown of the items or activities funded by the grant, using the same budget headings you provided in the application form question 'What is the total cost of the project?'

Item or activity	Actual total cost of Item/activity for the project	Amount of Ledbury Town Council grant spent on item/activity
Six x Fun in the Forest Sessions in the Ledbury Primary School Forest School.	£600. (£500.00 Ledbury Town Council and £100.00 via FLCC own funds).	£600.00 (6 x sessions @ £80.00 per session includes an allowance of £120.00 for resources, healthy snack etc.
Total amount spent	£600.00	£600.00

If how you spent your grant is different to what you put in your application form, you must explain why and advise how this has allowed you to achieve your outcomes. Give details of any contact you had with Ledbury Town Council to agree any changes. **Should any grant monies not be used in accordance with the terms and conditions set by the Town Council, you will need to repay the outstanding amount to Ledbury Town Council.**

Not applicable

Part two: What the grant has achieved

a) Tell us about the difference your project has made to the people that were involved in it.

Six sessions of 'Fun in the Forest' were held between April 2025 and January 2026. Five were held in the actual Forest School. One had to be held in the garden at Ledbury Children's Centre owing to the risk of high winds. They were delivered by Becky Davis, Forest School Lead, supported by Friends of Ledbury Children's Centre volunteers.

Over 30 children and 20 parents attended the sessions and great fun was had by all. Families enjoyed the mud kitchen, den building, nature activities etc. They learned to use tools, such as a drill, under supervision, to make holes in wood cookies before decorating them, they painted with natural paints, made from berry juice etc. and experienced a safe environment for their children to explore and follow their own interests.

Children also enjoyed digging up and washing the potatoes they had planted in the Children's Centre Garden. They were then cooked on an open fire. The older children enjoyed learning how to light the fire, under Becky's supervision and they were then eaten as healthy snack. Sessions finished with songs around the fire.

Parents' comments included:

'A super afternoon, especially digging and washing the potatoes'

'Will loved the hammock'

'We liked the teddy bears and freedom'

'Forest school is a great provider of an environment for children to explore safely'

The final session was held on 2 January, very much an explore and find session. The children were enthralled by a telling of the 'Goldilocks and the Tree Bears' story, including a baby of 8 months old and everyone enjoyed porridge cooked over the open fire.

All of the sessions took place during holiday times when other provisions were not taking place, being term time only and allowed older siblings to attend which has meant that the whole family are able to attend.

b) Tell us about any wider benefits to the community.

The Children's Centre is at the heart of the Ledbury Community and an invaluable resource. All of these sessions encourage parents and children in their learning and understanding of the world.

Families with more limited resources have enjoyed sessions during holiday times and older boys have particularly enjoyed Fun in the Forest Sessions, learning, under close supervision, to chop wood, cook on an open fire etc. They have also been encouraged to support younger children in their play with den building etc.

All of these experiences build on resilience and social skills.

All of our sessions encourage children to 'get messy' and explore the great outdoors. For a variety of reasons children do not always have these experiences at home.

These sessions do encourage parents to see the benefit of this type of play and that they can be modelled at home and when out for walks etc.

Smaller groups mean that volunteers have more opportunity to engage with parents and children and peer support develops more easily. Good friendships have built up amongst parents and they share experiences together.

How many people directly benefited from the grant?

Over 30 children plus parents over a period of time. (Small groups are essential to manage these type of sessions and ensure children and parents get the maximum benefits).

Part three: Declaration

The declaration must be signed by the main or senior contacts in your application form.

I confirm that the details in this form are correct. We are aware that we may be asked to forward receipts for inspection.

Name:	Mrs Mary Anne Keyes
Position in organisation:	Chair
Contact details Tel. No. / email:	07962 323454 Makeyes25@hotmail.com
Signed:	<i>Mary Anne Keyes</i>
Date:	20 June 2026

Please return your completed form to:
Mrs Angela Price,
Clerk to the Council,
Town Council Offices, Church Street, Ledbury
Herefordshire, HR8 1DH
E-mail: clerk@ledburytowncouncil.gov.uk

FULL COUNCIL	16 JULY 2026	AGENDA ITEM: 17
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Report prepared by Angela Price – Town Clerk

APPROACH FROM OUTSIDE ORGANISATION

Purpose of Report

To make Members aware that the Council has received an approach from an external organisation regarding the provision of support to community led events.

Detailed Information

The Council has received an approach from an external organisation regarding the provision of support to community led events.

Whilst the proposal raises matters which may merit further consideration, officers consider that it has significant implications for Council resources, future service delivery arrangements.

Given the nature of these implications, it is considered that the proposal would be more appropriately considered in the first instance by the Resources Committee,

This would enable Members to undertake an initial assessment of the proposal, explore its implications, including engagement with the proposer where appropriate, and make recommendations to Full Council if any further action is considered desirable.

Recommendation

That the approach is noted and that it is noted that the Resources Committee will be exploring this further.

FULL COUNCIL	16 JULY 2026	AGENDA ITEM: 19
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Report prepared by Angela Price- Town Clerk

APPOINTMENT OF VICE-CHAIRMEN FOR SUSPENDED COMMITTEES

Purpose of Report

The purpose of this report is to ask Members to consider the appointment of Vice-Chairmen for the Environment & Leisure Committee and Finance, Policy & General Purposes Committee.

Detailed Information

At the Annual Meeting of the Council held on 14 May 2026, Members appointed Chairmen for each of the Council's standing committees as listed above.

As Members are aware, the Council previously resolved to suspend all committee meetings due to the low number of serving councillors and the resulting difficulties in achieving quoracy. All committee functions are currently exercised by Full Council, and it has been agreed that the suspension of committees will remain in place until such time as the Council has a minimum of fourteen serving Members.

Whilst the committees remain suspended, the Chairmen of those committees continue to hold office until the next Annual Meeting of the Council or until such time as a successor is appointed.

Current Position

The Council did not appointed Vice-Chairmen at the annual council meeting held on 14 May, however a Vice-Chair was appointed to the Planning, Economy & Tourism committee at the meeting of Council held on 25 June 2026. Due to a number of Members being absent from that meeting and no nominations coming forward in respect of the remaining committees it was agreed to defer these appointments to the next meeting of Council.

Although the committees are not currently meeting, the Chairmen of those committees continue to hold office and have an important role in supporting the Council's governance arrangements. In particular, the Chairmen are members of the Resources Committee and provide subject-specific knowledge and oversight in relation to their respective service areas.

Should a Committee Chairman be unable to attend a meeting of the Resources Committee, the Council currently has no formally appointed substitute who can provide continuity of representation and contribute knowledge of that committee's area of responsibility. The appointment of Vice-Chairmen would therefore strengthen

governance arrangements by ensuring that an appropriately appointed Member is available to support or deputise for the Chairman where required.

The appointment of Vice-Chairmen does not alter the current suspension of committee meetings, nor does it constitute the reinstatement of delegated committee functions. Rather, it is intended to provide resilience and continuity within the Council's governance structure whilst the committees remain suspended.

Financial Implications

There are no financial implications arising from this report.

Legal Implications

There are no specific legal implications. The appointment of Vice-Chairmen is consistent with the Council's governance arrangements and Standing Orders.

Environmental and Sustainability Implications

There are no direct environmental or sustainability implications arising from this report.

The proposal relates solely to the Council's internal governance arrangements and seeks to ensure effective representation and continuity within the Council's decision-making processes. The recommendation is therefore considered to be neutral in terms of the Council's Environment and Sustainability Policy.

Recommendation

That Council appoint a Vice-Chairman for the following committees for the remainder of the 2026/27 municipal year:

- Environment & Leisure Committee;
- Finance, Policy & General Purposes Committee; and

The appointments being made to provide resilience and continuity in circumstances where a Committee Chairman is unable to attend meetings or undertake duties associated with their role whilst the committees remain suspended.

FULL COUNCIL	16 July 2026	AGENDA ITEM: 20
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Report prepared by Sophie Rudd – Administration 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>252286</u>	Deadline date for comments 10/07/2026 Target determination date 13/07/2026	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 40 dwellings with associated parking, garages, highway and drainage infrastructure (Phase 2A). - Land North of Viaduct Adjoining Orchard Business Park Ledbury Herefordshire

2.	<u>261077</u>	Deadline date for comments 21/07/2026 Target determination date 31/07/2026	Change of use of existing agricultural barn to a light industrial workshop (Use Class E(g)(iii)) - Orchard Cottage Ledbury Herefordshire HR8 1LG RECONSULTATION
3.	<u>261267</u>	Deadline date for comments 06/08/2026 Target determination date 06/10/2026	Application for variation of condition 17 following permission 160606 (Proposed extension to existing factory building and erection of a limited assortment discount foodstore (Class A1), car parking, landscaping and associated works). To replace approved plans and drawings. - Land at Galebreaker House, New Mills Industrial Estate Ledbury Ind Estate Ledbury Herefordshire HR8 2SS
4.	<u>261627</u>	Deadline date for comments 15/07/2026 Target determination date 17/08/2026	Single-storey flat roofed extension to rear. - 14 Oakland Drive Ledbury Herefordshire HR8 2ER
5.	<u>261679</u>	Deadline date for comments 16/07/2026 Target determination date 03/08/2026	New lath or dry membrane to the walls of chimney breast and re-plasterwalls (interior works) - Crispin House 5 Church Lane Ledbury Herefordshire HR8 1DW – LISTED BUILDING CONSENT
6.	<u>261713</u>	Deadline date for comments 23/07/2026 Target determination date 05/08/2026	Update existing fascia & projecting signage, replace existing sun blind canopies, minor repairs & redecoration to shopfront to match existing colours / materials. Removal of redundant alarm box & relocation of existing alarm box from fascia to pilaster. - 9 The Homend Ledbury Herefordshire HR8 1BN –

			LISTED BUILDING CONSENT
7.	<u>261717</u>	Deadline date for comments 23/07/2026 Target determination date 05/08/2026	Replacement fascia signage and replacement projecting signage - 9 The Homend Ledbury Herefordshire HR8 1BN
8.	<u>261896</u>	Deadline date for comments 06/08/2026 Target determination date 25/08/2026	Replacement porch, timber posted canopy and single-storey extension - Dunbridge Farm Ledbury Herefordshire HR8 2JE
9.	<u>261897</u>	Deadline date for comments 06/08/2026 Target determination date 25/08/2026	Replacement porch, timber posted canopy and single-storey extension - Dunbridge Farm Ledbury Herefordshire HR8 2JE

Planning Applications referred to Major Planning Application Working Party (MPAWP)

1.	<u>261165</u>	Deadline date for comments 18/06/26 Target determination date 13/08/26	Approval of reserved matters relating to layout, scale, external appearance and landscaping (pursuant to outline planning permission appeal ref. APP/W1850/W/20/3244410 and LPA ref. 171532) for 104 dwellings with associated parking, garages, highway and drainage infrastructure (Phase 2B). - Land North of Viaduct, Adjoining Orchard Business Park, Ledbury, Herefordshire,	MPAWP recommendation to Council: It was agreed that there did not appear any changes that went against the original application in respect of reserved matters and therefore the MPAWP recommend a response of "No Objection"
2.	<u>261238</u>	Deadline date for comments 18/06/26	Application for variation/removal of conditions following grant of planning permission 233023. To remove condition 27 and to vary the wording of	MPAWP recommendation to Council: Members noted that the section of the Biddulph Way

		Target determination date 19/08/26	conditions 1, 8, 9, 20, 22, 23, 24, 25 and 26. To remove the Biddulph Way Cycle Link and for compliance with the already discharged information. Land South of Leadon Way, Ledbury, Herefordshire,	Cycle Link referred to a very short section of the link and It was felt that the removal of this section would not cause any significant detriment to movement in the area, as there was an alternative route that could be taken. Therefore, the MPAWP recommend a response of “No Objection”
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Recommendation

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

FULL COUNCIL	16 JULY 2026	AGENDA ITEM: 21(i)
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TO RECEIVE AND NOTES OF A MEETING BETWEEN COUNCILLOR PEBERDY (LEDBURY SOUTH) AND PLANNING OFFICERS IN RESPECT OF THE REDIRECTION OF PLANNING APPLICATION 250297-LITTLE BUSH PITCH

Dayroom/laundry room for consented mobile homes site (part retrospective).
[Planning Application Details - Herefordshire Council](#)

“Thank you for your redirection request for the above-mentioned planning application. I confirm that we considered your request at a meeting on Tuesday 30th June 2026. This meeting was held at Plough Lane offices.

The meeting was attended in person by Kelly Gibbons (Development Management Service Manager) and Councillor Claire Davies (Vice - Chair of Planning Committee) attended via Teams. You were able to attend in person. Unfortunately, Cllr James was unable to attend the meeting due to some technical difficulties.

During the meeting we discussed the following:

- Cllr Toynbee confirmed that the request was based on the sensitive issues
- KG confirmed we had had no letters of representation.

KG confirmed that in preparing for the meeting she had met with the case officer Amber Morris to try and ascertain the planning history and to understand the position in relation to the authorised residential uses on the site.

We reviewed the Planning History, and this was shared with those present at the meeting (as below) . KG advised that she felt that the reference to the ‘consented mobile home site’ needed further exploration as the plans now proposed do not align with the approved 2013 plans. There is also a personal permission of a family. This new application looks like the creation of a new planning unit.

Kelly and Amber will be making an approach to the applicant to try and establish what is happening and what applications may be needed but the current application has a number of problems with it.

Little Bush Pitch planning history

Application no.	Description	Status
250297	Dayroom/laundry room for consented mobile homes site; (part retrospective). Planning Application Details - Herefordshire Council	Current App

232369	Proposed removal of condition 4 of planning permission 174750 (Proposal to demolish existing timber bungalow and replace with a new bungalow) - To remove the condition restricting the use of the house to solely gypsies and travellers. Planning Application Details - Herefordshire Council Gypsy and Traveller condition removed Permission for this 'BUNGALOW' – dwelling with unrestricted occupation	Approved with conditions
231328	Enforcement Appeal Planning Application Details - Herefordshire Council	Notice withdrawn
231281	Certificate of lawfulness for existing use of 'washroom/laundry' as a bungalow, contrary to planning consent (150831) and using the land as a garden, parking and driveway. Planning Application Details - Herefordshire Council Permission for this building / dwelling' unrestricted occupation of the 'washroom / bungalow'	Approved
220783	Proposed change of use of land and laundry/wash room to a bungalow (Retrospective) and for a new day/laundry room for existing traveller site Planning Application Details - Herefordshire Council	Withdrawn REFERRED to committee for approval
193404	Retrospective change of use of our laundry/wash room to a bungalow. Planning Application Details - Herefordshire Council	Withdrawn
174750	Proposal to demolish existing timber bungalow and replace with a new bungalow. Planning Application Details - Herefordshire Council Permission for this with a G and T restrictive condition	Approved

150831	Variation of Conditions Reference 131942/F (formation of 2 additional permanent pitches for static mobile homes and 2 additional pitches for touring caravans. Detached building for shower, laundry and storage purposes) - to enlarge the detached building for shower, laundry and storage purposes. Planning Application Details - Herefordshire Council Permission for this – unrestricted – see certificate of lawfulness	Approved
141353	Non material amendment to planning permission 131942/F (Formation of 2 additional permanent pitches for static mobile homes and 2 additional pitches for touring caravans. Detached building for shower, laundry and storage purposes.) Enlargement of detached building to enable disabled access and to increase internal area. Planning Application Details - Herefordshire Council	Approved
131942	Formation of 2 additional permanent pitches for static mobile homes and 2 additional pitches for touring caravans. Detached building for shower, laundry and storage purposes. Planning Application Details - Herefordshire Council Operative Permission for the caravans approved plan Condition restricting occupation (personal)	Approved

Turning back to the redirection request:

- KG confirmed that she felt that this was a level of representation/public interest that would not warrant a referral of this item to Planning Committee. Cllr Davies confirmed agreement.
- KG confirmed that the sensitive issues relating to Enforcement History and Planning History did not warrant a referral to planning committee but did feel that there were some issues that needed to be properly resolved on the site and that we would continue to liaise with Cllr P once we had established this and we did not feel we could progress with a decision based on the information we have now. The redirection request has been useful to highlight the issues.

I can confirm that the redirection request was considered having regard to the 'redirection arrangements' as set out in the Council's Constitution.

On this occasion the decision was that the application **shall not** be referred to Planning Committee as considered against the three criteria set out in the Constitution.

In relation to the first criterion, I consider that the application did not raise exceptionally unusual or sensitive planning issues but agreed that further investigation and clarification was required.

The second criterion was whether the application had attracted an unusually high level of public interest in the relevant area. We noted the number of representations that had been received in response to this application. I am of the opinion that and the context of the site we would not consider the level of public interest to be unusually high (none received except for PC).

The third criterion was whether there had been a recent and significant change in planning policy that would result in a different recommendation. I am of the opinion that this did not apply in this case.

As such the officer will be asked to continue to process this application and keep you informed once our further discussions have taken place.”

Recommendation

That Members receive and note the above information.

FULL COUNCIL	16 JULY 2026	AGENDA ITEM: 21(ii)
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Report prepared by Angela Price – Town Clerk

FOREST OF DEAN DISTRICT LOCAL PLAN 2025–2045 – WITHDRAWAL OF REVISED DRAFT LOCAL PLAN

Purpose of Report

The purpose of this report is to advise Members that Forest of Dean District Council has formally withdrawn its emerging Forest of Dean District Local Plan 2025–2045 and to note the implications of this decision.

Detailed Information

Forest of Dean District Council has issued a formal Notice of Withdrawal under Regulation 27 of the Town and Country Planning (Local Planning) (England) Regulations 2012, confirming the withdrawal of the Revised Draft Forest of Dean District Local Plan 2025–2045.

The withdrawal was authorised by Full Council on 30 June 2026 and the formal notice was published on 6 July 2026. The withdrawal has been made under Section 22 of the Planning and Compulsory Purchase Act 2004, which permits a local planning authority to withdraw a development plan document at any time prior to its adoption.

Current Position

As a consequence of this decision:

- The Revised Draft Local Plan 2025–2045 will no longer progress through the current plan-making process.
- Documents associated with the withdrawn plan will remain available on Forest of Dean District Council's website for a period of six months before being removed.
- Until a replacement Local Plan is adopted, the District Council's existing adopted Local Plan will continue to form the principal basis for determining planning applications, alongside national planning policy.

Future Local Plan

Forest of Dean District Council has confirmed that it intends to commence preparation of a new Local Plan under the Government's revised plan-making system ("Gateway" process). The new system is intended to streamline plan preparation and will replace the withdrawn plan-making process.

The Council has indicated that further details of the new Local Plan timetable and opportunities for stakeholder engagement will be published in due course. Current indications are that the replacement Local Plan is expected to follow the Government's new planning framework, with adoption likely to extend beyond the timetable previously envisaged for the withdrawn plan.

Further information is available on Forest of Dean District Council's planning policy webpages:

- [Withdrawn Local Plan](#)
- [Information on the new Local Plan-making process](#)

Recommendation

Members are asked to receive and note the withdrawal of the Forest of Dean District Local Plan 2025–2045 and the intention of Forest of Dean District Council to commence preparation of a new Local Plan under the Government's revised plan-making system.

Planning Decisions Log

Planning App	Details	Case Officer	LTC's Recommendation	HFDS Decision
LTC MEETING 9 JANUARY 2025				
<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 30 OCTOBER 2025				
<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 Submitted	No decision
LTC MEETING 8 JANUARY 2026				
<u>253317</u>	Part change of use from a mixed residential and retail use, to residential use. - 123 The Homend Ledbury Herefordshire HR8 1BP - LISTED BUILDING CONSENT	AM	No objection	No decision
<u>253316</u>	Part change of use from a mixed residential and retail use, to residential use. - 123 The Homend Ledbury Herefordshire HR8 1BP	AM	No objection	No decision

<u>253088</u>	Replacement of existing plant with new, removal of existing cold room and alterations to 2 no. openings to the rear, proposed laundrette and parcel lockers to front, and general redecoration to store – Co-op Supermarket, New Street, Ledbury, Herefordshire, HR8 2EZ	KR	No objection	No decision
25 FEBRUARY 2026				
<u>253537</u>	Repairs to damaged chimney stack. - 25 High Street, Ledbury, Herefordshire, HR8 1DS - LISTED BUILDING CONSENT	KR	No objection	No decision
<u>253088</u>	Replacement of existing plant with new, removal of existing cold room and alterations to 2 no. openings to the rear, proposed laundrette and parcel lockers to front, and general redecoration to store – Co-op Supermarket, New Street, Ledbury, Herefordshire, HR8 2EZ	KR	No objection	No decision
2 APRIL 2026				
<u>260461</u>	Single-storey kitchen extension and associated external works - Old Plastow, Rhea Lane, Ledbury Herefordshire HR8 2PU	KR	No objection	No decision
<u>260462</u>	Single-storey kitchen extension and associated external works - Old Plastow, Rhea Lane, Ledbury Herefordshire HR8 2PU – LISTED BUILDING CONSENT	KR	No objection	No decision

23 APRIL 2026

<u>250297</u>	Dayroom/laundry room for consented mobile homes site (part retrospective). - Little Bush Pitch Bush Pitch Ledbury Herefordshire HR8 2PX	AM	Agreed that no recommendation be made in respect of this PA until such time a response is received from PO's- response received 17.06.2026 - Thank you for your query. The site is no longer a single family site as we have permission for two additional mobile home pitches, previously permitted. Please could you look this up to confirm the year? I couldn't find the planning application online and I can't remember the year. The new proposed day room is to cater for these. The ground has been separated since the last application in 2023.	No decision
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<u>260870</u>	Alterations to the existing shopfront, installation of a larger metal fascia sign positioned over the existing timber fascia; and the installation of overhead lighting. (Retrospective) - 71 The Homend Ledbury Herefordshire HR8 1BP	AM	Objection on the grounds that this a retrospective application and contrary to policies in respect of it being in a conservation area, light pollution, and the Ledbury Neighbourhood Development Plan, particularly in relation to maintaining the general aesthetic of the town.	No decision
7 MAY 2026				
<u>261030</u>	First floor extension over existing single storey side extension. - Paladin Homend Crescent Ledbury Herefordshire HR8 1AQ	KR	No objection	No decision
4 JUNE 2026				
<u>260870</u>	Alterations to the existing shopfront, installation of a larger metal fascia sign positioned over the existing timer fascia; and the installation of overhead lighting (RETROSPECTIVE-RE-CONSULTATION)	AM	That Ledbury Town Council support the comments submitted by the Ledbury Civic Society.	No decision
<u>261077</u>	Change of use of existing barn from a tool hire/business use to a light industrial workshop (Use Class E(g)(iii)). - Orchard Cottage Ledbury Herefordshire HR8 1LG	EY	No objection	No decision
<u>261133</u> <u>25/06/2026</u>	Change of use from a hotel and associated annexe (Class C1) to HMO (sui generis) to accommodate up to 32 Fruitful Jobs Ltd workers and associated insertion of an upper floor window in the east	EY	That the following general comment be submitted:	No decision

	elevation of the hotel. - Leadon House Hotel Ross Road Ledbury Herefordshire HR8 2LP		“Ledbury Town Council would like to express their concerns on the loss of hotel use within Ledbury. We also ask that Planning Officers consider placing conditions to address concerns about the site's potential future usage, including a condition preventing occupancy exceeding 32, and a condition requiring the site be used for seasonal workers.”	
261147	Installation of a wall-mounted electric vehicle charging unit on side elevation – The Malt House, The Homend, Ledbury, Herefordshire, HR8 1AR – LISTED BUILDING CONSENT	KR	No objection	No decision
261165	Approval of reserved matters relating to layout, scale, external appearance and landscaping (pursuant to outline planning permission appeal ref. APP/W1850/W/20/3244410 and LPA ref. 171532) for 104 dwellings with associated parking, garages, highway and drainage infrastructure (Phase 2B). - Land North of Viaduct, Adjoining Orchard Business Park, Ledbury, Herefordshire,	OJ	That this planning application be referred to a meeting of the Major Planning Application Working Party.	No decision
261198	Two Birch trees adjacent to driveway and parking area, fell to as near ground level as possible. Reason - outgrown situation. Priory Lodge Worcester Road Ledbury Herefordshire HR8 1PL	NM	No objection	Trees in Cons Area Works Can Proceed
261238	Application for variation/ removal of conditions following grant of planning permission 233023. To remove condition 27 and to vary the wording of conditions 1, 8, 9, 20, 22, 23, 24, 25 and 26. To remove the Biddulph Way Cycle Link and for compliance with the already	OJ	That this planning application be referred to a meeting of the Major	No decision

	discharged information. Land South of Leadon Way, Ledbury, Herefordshire,		Planning Application Working Party.	
<u>261246</u>	Rear extension of existing auction centre and associated works. Hazle Meadows Auction Centre, Ross Road, Ledbury, Herefordshire, HR8 2LP	KR	No objection	No decision
<u>261252</u>	The construction of a 40m x 20m equine arena for private use, together with associated fencing and biodiversity enhancement works. Change of use of the land under the arena from agricultural to equine. Land at Wall Hills Farm Hereford Road Ledbury Hereford Herefordshire HR8 2PR.	KR	No objection	No decision
<u>261283</u>	Canopy to existing paved area to rear of Dining Hall. The John Masefield High School, Mabels Furlong, Ledbury, Herefordshire, HR8 2HF.	KR	No objection	Approved with Conditions
25 JUNE 2026				
<u>250297</u>	Dayroom/laundry room for consented mobile homes site (part retrospective) – Little Bush Pitch, Ledbury, Herefordshire, HR8 2PX	AM	That it be noted that Councillor Peberdy has requested redirection of this planning application	No Decision
<u>261242</u>	Single storey rear and side infill extension, internal reconfiguration and existing single storey garage conversion – The Croft, Woodleigh Road, Ledbury, Herefordshire, HR8 2BG	KR	No Objection	No Decision
<u>261286</u>	Change of use of the building to five dwellings and associated works – The Royal Hall, 5a The Southend, Ledbury, Herefordshire, HR8 2EY	Not Given	Objection on the grounds that this is overdevelopment in this space and due to there being limited access to the premises.	No Comment

<u>261508</u>	Change of use of an existing shop (Use Class E) to a Hot Food takeaway (sui generis) – 23 High Street, Ledbury, Herefordshire, HR8 1DS	AM	No Objection	No Decision
<u>261536</u>	Regularisation of unconsented work: Suspended ground floor replacement. Exposed timber frame and brick infill within the shop. Blockwork infilled doorway. Front casement windows and internal secondary glazing. Rear bedroom and kitchen windows. Kitchen extractor flue. - Wing On 26 New Street Ledbury Herefordshire HR8 2DX	AM	No Objection	No Decision
<u>261660</u>	Erection of double garage with hobby room/occasional guest bedroom and shower room over – Kilbury House, Bradlow and Westhill, Ledbury, Herefordshire, HR8 1JF	Not Given	No Objection	Withdrawn

MEMORANDUM

To : Cllr Harvey, Cllr Peberdy, Cllr Simmons, William Merriman, Sarah Buffrey, Town Clerk, PMO

From : Yvonne Coleman – Planning Obligations Manager

Tel : 01432 383083 My Ref : 171532

Date : 25 June 2026 Your Ref :

SITE: LAND NORTH OF VIADUCT, ADJOINING ORCHARD BUSINESS PARK, LEDBURY, HEREFORDSHIRE

DESCRIPTION: 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

PLANNING APPLICATION NO: 171532

The following payment has been received with regards to the above development and paid into the following accounts:

PAYMENT TOWARDS	PAYMENT AMOUNT RECEIVED	PAYMENT HELD IN ACCOUNT NUMBER
Education 2nd payment (phase one) - additional classrooms with associated toilets, storage and circulation space at Ledbury Primary School, The following at John Masefield Secondary School - erection of new block to replace 10 unfit temporary classrooms, addition of 4 new classrooms, addition of 2 new science laboratories, improvement to art facilities and improvements to sports facilities	£218,980.54	B99999 B03304 FIN2291 GT05

This is a site for up to 625 new homes and is being built out in 3 phases. The above payment is for phase one, second of three payments within this phase. The spend date will not be triggered until the final payment for phase 3 has been received.

MRS YVONNE COLEMAN
PLANNING OBLIGATIONS MANAGER

**LEDBURY TOWN COUNCIL
MINUTES OF A MAJOR PLANNING APPLICATIONS WORKING PARTY
HELD ON 18 JUNE 2026**

PRESENT: Councillors Hamblin, Kettle, Morris (Chair) and Wilkinson.

ALSO PRESENT: Angela Price – Town Clerk
Sophie Jarvis – Minute Taker
Ann Lumb – Ledbury Civic & District Society

1. APOLOGIES FOR ABSENCE

No apologies were received.

2. TO APPROVE AND SIGN THE MINUTES OF THE MAJOR PLANNING APPLICATIONS WORKING PARTY HELD ON 25 FEBRUARY 2026.

RESOLVED:

That the minutes of the Major Planning Applications Working Party held on 25 February 2026 were approved and signed as a correct record.

3. APPLICATION NO. 261165 - APPROVAL OF RESERVED MATTERS RELATING TO LAYOUT, SCALE, EXTERNAL APPEARANCE AND LANDSCAPING (PURSUANT TO OUTLINE PLANNING PERMISSION APPEAL REF. APP/W1850/W/20/3244410 AND LPA REF. 171532) FOR 104 DWELLINGS WITH ASSOCIATED PARKING, GARAGES, HIGHWAY AND DRAINAGE INFRASTRUCTURE (PHASE 2B). – LAND NORTH OF VIADUCT, ADJOINING ORCHARD BUSINESS PARK, LEDBURY, HEREFORDSHIRE.

Members agreed that the Developers had proposed very minimal green infrastructure. It appeared that they had proposed to put in place the minimum number of trees. Members expressed concern that the green infrastructure should be enhanced that the development should not seek to meet only the minimum requirements.

Members instructed the Clerk to speak with Ward Councillors to establish whether the green infrastructure proposals represent significant improvement compared with Phase 1.

Councillor Wilkinson confirmed that it there was nothing within the application that materially differed from the original planning permission.

RESOLVED:

No objection.

4. **APPLICATION NO. 261238 - APPLICATION FOR VARIATION/ REMOVAL OF CONDITIONS FOLLOWING GRANT OF PLANNING PERMISSION 233023. TO REMOVE CONDITION 27 AND TO VARY THE WORDING OF CONDITIONS 1, 8, 9, 20, 22, 23, 24, 25 AND 26. TO REMOVE THE BIDDULPH WAY CYCLE LINK AND FOR COMPLIANCE WITH THE ALREADY DISCHARGED INFORMATION. LAND SOUTH OF LEADON WAY, LEDBURY, HEREFORDSHIRE**

Councillor Wilkinson informed members that she had walked the Biddulph Way Cycle Link to assess the section of then route proposed for removal. She confirmed that only a very small section of the track is affected and noted that the remainder of the route can be bypassed via a quiet road, which she found easy to navigate, and that the overall route continues to function effectively.

RESOLVED:

No objection.

The meeting closed at 6:16pm.

Signed **Dated**

FULL COUNCIL	16 JULY 2026	AGENDA ITEM: 26
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Report prepared by Olivia Trueman – Community Engagement Officer

QUOTATIONS FOR UPDATING THE MAPS WITHIN THE TOWN'S NOTICE BOARDS

Purpose of Report

To update Members on the progress of the new Ledbury town map project, seek approval for the production and installation of replacement town maps, including an additional map at Ledbury Railway Station, and to consider the future ownership, maintenance and refurbishment of the existing town map display boards.

Detailed Information

In early 2025, the Council agreed that members of the Tourism, Events, Markets and Planning (TEMAP) Working Group would apply to the (BID) Market Towns Fund for grant funding to produce a new town map for Ledbury. As part of the project, funding was also sought to replace the four poster maps currently located around the town at High Street, Bye Street Car Park, St Katherine's Car Park and Tesco.

The TEMAP Working Group was subsequently awarded £1,046 towards the project.

Following the dissolution of the TEMAP Working Group, it was agreed that the Community Engagement Officer would progress the project with support from a former member of the group.

A quotation has been received from Orphans Press, who produced the new town map design, for the production and printing of four poster maps measuring 594mm x 841mm. The quotation received is detailed below:

Description	Total cost (Excluding VAT)
Digital print onto waterproof poster x4	£957.24
Digital print and gloss laminate, mounted onto 3mm Foamex x4 (estimated to last longer)	£1,013.68

Working in partnership with London Northwestern and West Midlands Railways, a new visitor information board has recently been installed at Ledbury Railway Station free of charge, including directional signage towards the town centre. It is proposed that a version of the new town map is also installed within this board to provide visitors arriving by rail with consistent and up-to-date visitor information.

Ownership of the existing town map boards is currently unclear. Herefordshire Council has advised that it does not own or maintain the boards and understands they were installed by the former local council approximately 10–12 years ago. In view of their locations, including the board at Tesco, Herefordshire Council considers them to be the Town Council's responsibility and has advised that their maintenance and refurbishment should be managed locally.

Should Members wish to proceed with the installation of the new maps, they may also wish to consider formally accepting responsibility for the notice boards and undertaking refurbishment works to ensure they are presented to an appropriate standard. It is understood that these works would principally comprise the replacement of damaged Perspex panels, preparation of the existing frames through sanding, and repainting to improve their overall appearance and longevity.

It is anticipated that these works could be undertaken by the Council's Amenity Area Operative or Town Maintenance Operative, subject to approval and available capacity.

Financial Implications

The Market Towns Fund grant of £1,046 will contribute towards the cost of producing the four replacement maps. However, this funding will not fully cover the additional map required for the railway station board.

The cost of the railway station map is estimated at £91.45. It is proposed that this additional expenditure is met from the Council's Promotional Materials budget.

The cost of restoring the existing notice boards would be met from budget code 107/4704 (Tourism/Town Projects), subject to Council approval.

Recommendation

Members are requested to:

1. Approve the quotation from Orphans Press for the production and printing of four replacement town maps, to be funded through the £1,046 grant awarded from the Market Towns Fund.
2. Approve the production and installation of an additional town map at Ledbury Railway Station at a cost of £91.45, with funding to be met from the Promotional Materials budget.
3. Note the advice received from Herefordshire Council regarding ownership of the existing map boards and agree that Ledbury Town Council assumes responsibility for their future maintenance and management.
4. Approve the refurbishment of the existing map boards, including the replacement of Perspex panels and any necessary sanding and repainting works, with expenditure to be met from budget code 107/4704 (Tourism/Town Projects).

FULL COUNCIL	16 JULY 26	AGENDA ITEM: 27
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Report prepared by Angela Price – Town Clerk

REQUEST FROM MARKET HOUSE CAFÉ FOR EXCLUSIVE USE OF PART OF THE MARKET HOUSE SEATING AREA

Purpose of Report

The purpose of this report is to ask Members to give consideration to a request received from the proprietors of the Market House Café (now White Tulip) for the exclusive use of part of the seating area beneath the Market House for customer seating.

Detailed Information

The Council has received a request from the proprietors of the White Tulip Café, who have recently undertaken refurbishment works and changing their business structure and trading name.

As part of these changes, they have enquired whether the Council would consider permitting the exclusive use of approximately one-third of the seating area beneath the Market House, adjacent to their premises, on Mondays to Fridays (excluding market days).

The proposal is that the café would place three tables and eight chairs within the agreed area for the exclusive use of their customers, provide table service, pay any required licence fees, and be responsible for keeping the area clean and tidy whilst in use.

Members should note that the existing seating beneath the Market House is currently provided by the Town Council as a public amenity and is available for use by all members of the public, irrespective of whether they have purchased food or drink from any particular business.

Considerations

Potential Benefits

1. May assist a local business in supporting its continued operation and investment within the town centre.
2. Could enhance the vitality and attractiveness of the town centre by increasing outdoor café activity.
3. May generate a modest income for the Council should a licence fee be agreed.

4. The business has indicated it would take responsibility for maintaining the licensed area whilst in use.

Potential Disadvantages

1. Loss of Public Amenity

The seating beneath the Market House has traditionally been available for unrestricted public use. Granting exclusive use of part of the area would reduce the amount of freely available public seating.

2. Fairness to Other Businesses

Several cafés, restaurants and food businesses operate within the town centre. Granting exclusive use of part of a public seating area to one business could be perceived as providing a commercial advantage over neighbouring businesses that do not have access to equivalent facilities.

Members should consider whether similar requests from other businesses could reasonably be declined if this application were approved.

Members should note that several cafés, restaurants and licensed premises within Ledbury make use of the existing public seating beneath the Market House through takeaway purchases made by customers. Granting exclusive occupation of part of the seating area to a single business could therefore alter the current position whereby the seating is available for the benefit of all businesses and members of the public alike.

3. Subsidy Control Considerations

Members should note that the Council is required to have regard to the provisions of the Subsidy Control Act 2022 and the [Statutory Guidance on the UK Subsidy Control Regime](#)

Whilst granting permission to occupy part of the Market House seating area would not automatically constitute a subsidy, Members should consider whether the proposed arrangement could provide a selective commercial advantage to one business over others operating within the town centre, particularly if:

- the licence fee does not reflect market value;
- the business receives exclusive use of a public asset; or
- equivalent opportunities are not available on the same terms to other businesses.

Before any agreement is entered into, Members may therefore wish to satisfy themselves that any arrangement is compliant with the Council's obligations under the Subsidy Control Act 2022, including ensuring that any fee charged represents appropriate market consideration and that the decision-making process is transparent, objective and non-discriminatory.

4. Precedent

Approval could establish a precedent for future requests from other businesses seeking exclusive occupation of public spaces.

This may make it difficult for the Council to refuse similar applications in the future without objective reasons.

5. Public Access

The Market House is a prominent public space intended for the enjoyment of residents and visitors alike.

Reserving part of the seating area for customers of a single business could alter the character of the space and reduce its availability for general public use.

6. Operational Considerations

Should Members be minded to approve the request, consideration would need to be given to:

- the precise area to be licensed;
- days and hours of operation;
- arrangements for market days and civic events;
- responsibility for insurance and public liability;
- maintenance and cleaning requirements;
- storage of furniture when not in use;
- accessibility requirements;
- arrangements for terminating or reviewing any agreement.

7. Policy Considerations

Members may wish to consider whether the Council should first establish a policy governing the commercial use of Council-owned public spaces before determining this and any future requests.

Such a policy could ensure that all businesses are treated fairly and consistently.

8. Financial Implications

Approval could generate licence income for the Council if an appropriate fee were established.

However, the financial benefit should be considered alongside the potential loss of unrestricted public use of the space.

9. Legal Implications

Should Members approve the request, an appropriate licence agreement should be prepared setting out the terms of occupation, responsibilities, insurance requirements and termination provisions.

10. Environmental Implications

The proposal is not expected to have any significant environmental implications.

11. Equality Act 2010

Members should ensure that any arrangements do not adversely affect accessibility for disabled users or impede pedestrian movement through the Market House.

12. Risk Assessment

Risk	Mitigation
Perceived unfair advantage to one business	Establish a clear policy and objective assessment criteria
Loss of public seating	Limit the area licensed or retain sufficient public seating
Future request from other businesses	Develop a consistent licensing policy for public spaces
Public complaints	Clearly communicate the reasons for any decision
Accessibility issues	Ensure adequate pedestrian access is maintained at all times

Options

Members may wish to consider one of the following options:

1. Approve the request, subject to the preparation of an appropriate licence agreement and agreed terms and conditions.
2. Decline the request on the basis that the seating beneath the Market House is provided as a public amenity for the unrestricted use of all residents and visitors, and that granting exclusive use to one business could reduce public access and create an unfair commercial advantage.
3. Defer consideration pending the development of a wider Council policy governing the commercial use and licensing of public seating and public spaces.

Recommendation

Members are invited to consider the request and determine whether they wish to approve, refuse or defer the application having regard to the wider implications for public access, fairness between businesses and the future management of Council-owned public spaces.

FULL COUNCIL	16 JULY 2026	AGENDA ITEM: 28
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Report prepared by Julia Lawrence – Deputy Town Clerk

WELCOME TO LEDBURY SIGNAGE

Purpose of Report

The purpose of this report is to ask Members to consider allowing Ledbury in Bloom to install their Heart of England in Bloom sign, together with a planter on the Gloucester Road gateway to Ledbury Town.

Detailed Information

Members will recall that two reports have previously been presented to Full Council (*4 June 2026, Agenda Item: 22 and 25 June 2026, Agenda Item: 22(i)*) seeking consideration of new "Welcome to Ledbury" and "Heart of England in Bloom" signage for the Gloucester Road and Bromyard Road gateways to Ledbury.

Following consideration, Full Council resolved to defer the installation of any new gateway signage until the new financial year, when a budget could be considered and a further decision made on the renewal of the signage.

In the meantime, Ledbury in Bloom has requested permission to install its Heart of England in Bloom sign at the Gloucester Road gateway, together with the new planter that has already been constructed to complement the sign. At this stage, no Welcome to Ledbury sign would be installed.

The installation only requires two posts to support the sign. Officers have been advised that a quotation for these posts is awaited. The remaining work would be limited to installing the sign and positioning the planter. It is expected that Ledbury in Bloom would carry out the installation, although this has yet to be confirmed.

Environmental Implications

The proposal would enhance the appearance of the Gloucester Road gateway and support civic pride through improved landscaping. No significant adverse environmental implications are anticipated.

Financial Implications

As noted above, the quotation is awaited for the two posts to support the sign. It is envisaged that such costs should not exceed £500 and costs could be taken from budget line 107/4705 Town Promotion/Signage, which currently has a budget available of £3,000.

Recommendation

That Members approve Ledbury in Bloom's request to install the Heart of England in Bloom sign and the accompanying planter at the Gloucester Road gateway to Ledbury.

FULL COUNCIL	16 JULY 2026	AGENDA ITEM: 29
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Report prepared by Julia Lawrence – Deputy Town Clerk

ROAD CLOSURE FOR OCTOBER FAIR

Purpose of Report

The purpose of this report is to ask Members to consider a one-way road traffic system whilst the October fair takes place on Monday, 12 October 2026 and Tuesday, 13 October 2026.

Detailed Information

Members will be aware that, in previous years, there has been significant traffic disruption during the annual Fair due to a number of the larger fairground rides occupying substantial areas of The Homend and High Street. This has resulted in several traffic bottlenecks, with vehicles experiencing considerable difficulty travelling through the town centre in both directions.

To help alleviate congestion, Members are asked to consider introducing a trial one-way traffic system for this year's event. It is proposed that the one-way system operates just past the junction of Bank Crescent up to Top Cross. Under this arrangement, vehicles would not be permitted to access the High Street from Top Cross via New Street, The Southend or Worcester Road.

The proposed one-way system would operate from 8.00 am on Monday, 12 October 2026 until 12.00 midnight on Tuesday, 13 October 2026.

Although some fairground operators arrive on the Sunday to begin setting up, it is not proposed to implement the one-way restriction on that day.

Should Members approve the proposal, the necessary temporary traffic management measures would be implemented. Advance notification signs would be erected at least ten days before the restrictions come into force, together with all required temporary traffic management signage. The arrangements would also be publicised through the Council's usual communication channels, including social media, to provide residents, businesses and visitors with adequate notice.

Approximately 10 weeks' notice is required for Herefordshire Council's Streetworks Team to accept the road closure application. Ledbury Town Council would therefore need to submit its road closure application by the end of July 2026.

Environmental Implications

The proposed trial one-way traffic system is intended to improve the flow of traffic through the town centre during the which may help reduce vehicle queuing, engine idling and associated emissions. Whilst some additional traffic may be displaced

onto alternative routes, the overall environmental impact is expected to be limited due to the short duration of the temporary arrangements.

Financial Implications

The cost for a small scale community event road closure will be £125. The cost of £125 could be met from budget line: 107/4705 Town Promotions/Signage.

Recommendation

That Members consider approving, on a trial basis, the introduction of a one-way traffic system for the duration of the 2026 October Fair, operating just past the junction of Bank Crescent through to Top Cross, with no vehicular access to the High Street from Top Cross via New Street, The Southend or Worcester Road, from Monday, 12 October 2026 at 8.00am until midnight on Tuesday, 13 October 2026. Cost £125.

FULL COUNCIL	16 JULY 2026	AGENDA ITEM: 30
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Report prepared by Julia Lawrence – Deputy Town Clerk

MARKET HOUSE SURPLUS FURNITURE

Purpose of Report

The purpose of this report is to update Members concerning the surplus furniture located in the Market House.

Detailed Information

Members will recall that consideration was recently given to the storage or sale of the surplus tables and chairs located in the Market House (Full Council, 2 April 2026, Agenda Item 24).

At the time of that report, a third party had expressed an interest in purchasing some of the surplus chairs and/or tables. It has now been confirmed that they have decided not to pursue this opportunity.

In the meantime, the surplus chairs have been placed in storage at the Cemetery. The remaining tables continue to be stored in the Market House and are not currently causing any operational issues, as they are being used for displays by various organisations and are also utilised by market traders when required.

It is recommended that Members agree that the chairs remain in storage until such time as they can be reviewed and appropriate arrangements made for their disposal, when officer workloads permit.

Environmental Considerations

There are no significant environmental implications arising from this report. Any future disposal of the surplus furniture will seek to maximise opportunities for reuse or recycling where practicable.

Recommendation

That Members receive and note the contents of this report and that the chairs remain in storage until such time as they can be reviewed and appropriate arrangements made for their disposal when officer workloads permit.

LEDBURY TOWN COUNCIL

MINUTES OF A MEETING OF THE EVENTS WORKING PARTY MEETING HELD ON TUESDAY 2 JUNE 2026

PRESENT: Councillors Morris and Hamblin
Non-Councillors: Griff Holiday, Sonia Bowen, Nina Shields and Nic Sims

ALSO PRESENT: Julia Lawrence – Deputy Clerk
Honor Holton – Minute Taker
Olivia Trueman – Community Engagement Officer

81. APOLOGIES FOR ABSENCE

Apologies for absence were received from Al Braithwaite and Councillors Chowns, Harvey and Hughes.

In the absence of the Chair, it was resolved that Nina Shields would preside as Chair for the meeting. Ms Shields was unanimously elected to the position for the duration of the meeting.

82. TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE EVENTS WORKING PARTY HELD ON 28 APRIL 2026

RESOLVED:

That the minutes of the meeting of Events Working Party held on 28 April 2026 be approved.

83. TO RECEIVE AND NOTE THE ACTION SHEET

Members reviewed the action sheet and noted that a number of the updates were covered within reports on the agenda. It was agreed that updates would be received throughout the meeting. However, it was noted that Action 78.2 to 'In Progress' rather than 'Completed'.

The Administrator is to contact John Holmes and arrange for him to attend the next meeting.

RESOLVED:

That the Action Sheet be received and noted.

84. EVENT DATA CAPTURE

Members were provided with event data from the BID.

Although Members felt that the data was useful, they asked if it was only available in this format or whether it could be analysed more specifically given that some of the data was very general. It was suggested that, as this was a new agenda item, the group should continue to receive the full dataset for the time being, and that over time Members would be able to determine what information is useful and what is not required to be presented to the Working Party

RESOLVED:

That the Events Working Party continue to receive these figures for 12 months, after which only specific figures will be requested from Herefordshire BID.

85. TO RECEIVE AND NOTE BUDGET SUMMARY

RESOLVED:

That the budget summary be received and noted.

86. TO RECEIVE AND NOTE UPDATE ON GREAT BIG GREEN WEEK AND LEDBURY COMMUNITY DAY

An update was received from Griff Holiday and Nic Sims in relation to Ledbury Community Day and the Great Big Green Week.

Nic Sims advised Members that he had recently spent funds on marketing via Royal Mail, through which all households in Ledbury and the surrounding area received a leaflet promoting the community event at the recreation ground.

It was discussed that, in the event of very poor weather (particularly high winds) the event would need to be cancelled. However, it was noted that, due to the use of gazebos, the event would be able to proceed in rain.

RESOLVED:

That the update on Great Big Green Week and Ledbury Community Day be received and noted.

87. TO RECEIVE AND NOTE UPDATE ON LEDBURY CELEBRATION

Griff provided an update on the Ledbury Celebration, advising that preparations are progressing well. He noted that a small number of additional volunteers are still required to support the delivery of the event.

He further reported that an engaging programme has been confirmed, featuring a range of activities including food vendors, poetry, live music, and local producers. The event is anticipated to be an enjoyable and well-supported community occasion

RESOLVED:

That the update on Ledbury Celebration be received and noted.

88. TO RECEIVE AND NOTE UPDATE ON LEDBURY CARNIVAL

An update was provided on the Ledbury Carnival. Members were advised that preparations are ongoing for the event, with initial planning discussions taking place regarding the overall programme and format of the day.

RESOLVED:

That the update on Ledbury Carnival be received and noted.

89. TO RECEIVE AND NOTE UPDATE ON LEDBURY CONVOY/HODS

The Community Engagement Officer provided Members with an update on the Ledbury Convoy. She advised that she has not yet met with the organisers and is therefore not fully aware of the details of the event and is unable to provide a substantive update at this stage.

It was noted that the Community Engagement Officer will meet with the Eastnor Convoy organisers regarding the upcoming event, which Ledbury Town Council is also assisting to organise as part of this year's Heritage Open Days (HODs) programme.

An update will be provided to the Events Working Party following this meeting.

RESOLVED:

That the update on Ledbury Convoy/ HODS be received and noted.

90. TO AGREE FUTURE MEETING DATES FOR THE EVENTS WORKING PARTY

Tuesdays are proving a difficult day for members and those present indicated that Wednesdays and Thursdays would be better, with a preference for Thursdays.

RESOLVED:

An email will be sent to Working Party attendees requesting their preferred meeting day (Wednesday or Thursday). If no responses are received by the deadline, future meetings will be held on Thursdays.

91. TO RECEIVE AND NOTE THE EVENTS CALENDAR

The Masefield Matters Project Coordinator is to provide the Community Engagement Officer with two dates in November for the Masefield Matters Market Theatre performances, as well as a proposed date in March for an event to be held at the school.

RESOLVED:

That the Events Calendar be received and noted.

92. DATE OF NEXT MEETING

It was agreed that the Administrator would contact Members to collate suitable dates for the next Events Working Party meetings covering the period July to December 2026. An email will be circulated to Members accordingly

RESOLVED:

That the Administrator contacts Members to collate suitable dates for the next Events Working Party meetings covering the period July to December 2026, and circulates an email to Members accordingly

The meeting ended at 10:40am

Signed Date

EVENTS CALENDAR 2026 - 2027

Version 46 - Jan 26

	Ledbury Town Council Event
	Community /Outside Event
	Mayors Events
	Bank Holiday
	Holidays / Celebrations - Non-Bank Holiday

Month	Event	Date	Time	Venue	Organiser	Website	Action / Notes
26-Jul							
	Masefield Marathon	Saturday 4 July	10:00am-5:00pm	St Michaels and All Angels Church Ledbury	Masefield Matters		
	Ledbury Celebration	Sunday 5th July	11:00am - 4:00pm	St Katherines Carpark	Ledbury Food Group/ LTC/PF	https://www.ledburyfoodgroup.org/2024/04/ledbury-celebration-2024-a-date-for-your-diary/	Local event showcasing herefordshire local producers. This is held on the last day of the Poetry Festival
	Independents' Day UK	Friday, July 3, and Saturday, July 4.					The initiative encourages consumers to shop with local, independent retailers and often features special promotions and local markets.
26-Aug							
	Lakefest 2026	5 Aug – 9 August		Eastnor Castle and Grounds	Lakefest	https://www.lakefest.co.uk/	Multi day family music festival with live bands, kids' activities & food.
	Mayors Mile	Sunday 9 August		High Street and Town trail	Ledbury Town Council and LFC	https://www.ledburytowncouncil.gov.uk/en-gb/blog/mayor-s-event/mayors-mile-2026	All proceeds raised will go to Ledbury Football Club, helping to support the club and its ongoing work within the local community.
	Summer Bank Holiday	Monday 31 August					
	Ledbury Carnival	Monday 31 August					
26-Sep							
	Heritage Open Days	11 - 20 September	Various	In and around Ledbury	LTC	https://www.ledburytowncouncil.gov.uk/en-gb/latest-news/heritage-open-days	free access to a variety of local heritage sites and events. This annual festival provides a chance to explore local history and culture.
	Military event	Saturday 19 September	TBC	Ledbury High Street	Hereford Military History Festival	TBC	A festival is being planned for Ledbury High Street to celebrate military heritage, featuring displays of historic tanks and military vehicles, along with live music and dance performances. More details will be announced in due course.
	h.Art – Herefordshire Art Week	Saturday 5th to Sunday 13th September					A celebration of local creativity, Herefordshire Art Week showcases artists, makers and galleries across the county, offering visitors the chance to explore exhibitions, studios and unique works of art.
25-Oct							
	Funfair (Mop Fair)	Monday, 13th & Tuesday, 14th October	4.30pm - late	Ledbury Town Centre	The Rodgers Family / LTC Service Agreement	https://www.facebook.com/LedburyMopFair/?locale=en_GB	a traditional event that takes place in Ledbury on the High Street. It's a fun fair with rides and attractions. Dates back to 1138.
	Pumpkin Picking - Pumpkin Pete's	Various dates in October, tickets available from September	TBC	Moor Court Farm, Stretton Grandison	Pumpkin Pete's (Hannah and Ed)	https://www.pumpkinpetes.co.uk/pyo-pumpkins	a popular activity where people visit the pumpkin patch to select and harvest pumpkins, there are themed weekends such as circus, art and nature with food and drink available, lots of photo opportunities
	Pumpkin Picking - The Farm Patch	TBC	TBC	Gilbert's Farm, Lilly Hall Lane	The Farm Patch, Gilbert's Farm	https://thefarmpatch.co.uk/event/pumpkin-picking/	a popular activity where people visit the farm to select and harvest pumpkins, food and drink are available. Late night options available.
	Ledbury Ploughing Match	TBC	TBC	Aubreys Farm, Bromsberrow	The Ledbury Ploughing Society	https://www.facebook.com/p/Ledbury-Ploughing-Society-100095258634091/	a competitive event where participants, using various types of ploughs (horse-drawn and tractor-driven), demonstrate their skills in preparing land for planting.
	Halloween	Friday 31st October	N/A	N/A	N/A	N/A	a holiday celebrated on October 31st, often involving dressing up in costumes, trick-or-treating, and carving pumpkins.
Nov-25							
	A dramatisation of Masefield's life	Friday 6th & Saturday 7th November	TBC	TBC	TBC	https://www.ledburytowncouncil.gov.uk/en-gb/2024/11/06/a-dramatisation-of-masefields-life/	with readings/music, etc, at the Market Theatre, Ledbury (inc an exhibition of 3 shortlisted proposals for the memorial)
	Remembrance Sunday	Sunday 8th November	11.00am	War Memorial and then Church	LTC	https://www.ledburytowncouncil.gov.uk/en-gb/2024/11/06/remembrance-sunday/	a day of remembrance held in the United Kingdom and other
	Remembrance Day	Wednesday 11th November	11.00am	War Memorial	N/A	https://www.ledburytowncouncil.gov.uk/en-gb/2024/11/06/remembrance-day/	A memorial day to honour those who have died in war.
	Bonfire Night	N/A	N/A	N/A	N/A	N/A	It commemorates the failure of the Gunpowder Plot in 1605, when Guy Fawkes and his fellow conspirators attempted to blow up the Houses of Parliament and assassinate King James I.
	Christmas Lights Switch on Event	Sunday, 22nd November	2.00pm - 8.00pm	Ledbury Town Centre	LTC	https://www.ledburytowncouncil.gov.uk/en-gb/2024/11/06/christmas-lights-switch-on-event/	community event where the lights adorning Ledbury are officially turned on, marking the start of the festive season.
	Winter Glow - Malvern	TBC	TBC	The Three Counties Showground	Winter Glow	https://winterglow.co.uk/	Festive Experience, inc. Father Christmas, Ice Skating, Light Trail, UV Crazy Golf, Fairground, Market, Food and Drink etc...
Dec-25							
	Christmas Tractor Parade	TBC	TBC	In and around Ledbury	When Farmers Do Christmas	TBC	Vehicles drive through town decorated in Christmas lights to raise money for charity
	Late Night Shopping	Friday, 4th December	5:00pm - 8:00pm	Ledbury Town Centre	LTC		Shops are open later in the run up to Christmas

	Candle Lighting	Sunday, 13th December	10:00am -3:00pm	New Street Chapel	LTC	https://www.ledburytowncouncil.gov.uk/en-gb	with help from Co-op Funeral care
	Christmas Day	Friday 25th December	N/A				a Christian holy day that commemorates the birth of Jesus Christ.
	Boxing Day	Saturday 26th December	N/A				A public holiday celebrated the first day after Christmas.
	New Years' Eve	Thursday 31st December	N/A				The final day of the calendar year. It's a time for celebrations, with people gathering with friends and family to ring in the new year.
	Ledbury Choir and John Masefield concert	TBC	TBC	TBC	TBC	TBC	Ledbury Choral Society Christmas concert including a new choral work on Masefield's Box of Delights
Jan-27							
Feb-27							
	Big Breakfast	TBC	TBC	In and around Ledbury	Ledbury Food Group	https://www.ledburyfoodgroup.org/category/big-breakfast/	It celebrates local food and our local independent food businesses (retailers and cafes etc)
	Valentines Day	Sunday 14 February	N/A	N/A	N/A	N/A	a celebration of love, friendship, and affection.
	Shrove Tuesday (Pancake Day)	Tuesday 9 February	N/A	N/A	N/A	N/A	Also known as Pancake Day, is a Christian tradition that comes before the start of Lent.
	Ash Wednesday	Wednesday 10 February	N/A	N/A	N/A	N/A	marks the beginning of Lent in the Western Christian tradition, a 40-day period of fasting and reflection leading up to Easter.
Mar-27							
	St David's Day	Monday 1 March	N/A	N/A	N/A	N/A	Wales's national day, honouring St. David, the patron saint of Wales.
	World Book Day	Thursday 4 March	TBC	N/A	UNESCO	https://www.worldbookday.com/	events organised to promote reading for pleasure, particularly among children and families
	Ledbury World Bookfest	Saturday 6 March	10:00 - 2:00	In and around Ledbury	LTC	TBC	Workshops, activities, food / drink etc... held around town to celebrate World Book Day
	International Women's Day	Monday 8 March	N/A	N/A	N/A	N/A	a global day recognizing the social, economic, cultural, and political achievements of women
	Mother's Day	Sunday 7 March	N/A	N/A	N/A	N/A	a holiday celebrating the importance of mothers and motherhood
	St Patrick's Day	Wednesday 17 March	N/A	N/A	N/A	N/A	a cultural and religious holiday celebrated annually on March 17th, honouring the patron saint of Ireland, St. Patrick
	Kempley Daffodil Weekend	Saturday 20-Sunday 21 March (TBC)	TBC	Kempley Daffodil Meadow	Volunteers on behalf of St Edwards Church	https://www.daffs.org.uk/	an annual event in the village of Kempley, Gloucestershire, that celebrates the abundance of wild daffodils in the area
Apr-27							
	CountryTastic	Thursday 1st April	TBC	Three Counties Showground	The Royal Three Counties	https://countrytastic.co.uk/	a family event for children aged 5-11 years old. The show attracts young people keen to learn all about food, farming and the countryside.
	Good Friday	Friday 26th March	N/A	N/A	N/A	N/A	a Christian holy day commemorating the crucifixion of Jesus Christ
	Easter	Sunday 28 March	N/A	N/A	N/A	N/A	a Christian festival celebrating the resurrection of Jesus Christ, marking the end of Holy Week. More recently associated with traditions such as egg hunts and gift giving
	Easter Monday	Monday 29 March	N/A	N/A	N/A	N/A	Easter Monday is a bank holiday, along with Good Friday, marking the beginning of spring
	St George's Day	Friday 23rd April	N/A	N/A	N/A	N/A	England's national day, commemorating the patron saint of England, St. George
	Eastnor Castle Mud Run	Sunday 25 April	TBC	Eastnor Castle	Relish Running Races	https://www.relishrunningraces.com/mud-bath-running-race-eastnor-castle.php	3K, 6K, 10K, camping available, mud run,
	Mayor's Mile - Provisional	TBC	TBC	TBC	LTC	https://www.ledburytowncouncil.gov.uk/en-gb	Running event to raise money for the Mayor's charity
	Civic Celebration - Provisional	TBC	TBC	TBC	LTC	https://www.ledburytowncouncil.gov.uk/en-gb	a formal event where the mayor, as the symbolic leader of the community, recognizes and honours individuals or groups for their contributions to the town
May-27							
	Early May Bank Holiday	Monday 3rd May	N/A	N/A	N/A	N/A	
	Blossom time festival	TBC		Marcle Ridge	The Big Apple Association	https://www.bigapple.org.uk/blossomtime/	The Blossomtime Festival celebrates the arrival of spring with floral displays, community events, and activities that highlight local culture and creativity.
	VE DAY	Saturday 8 May			LTC/ RBL		VE Day (Victory in Europe Day) marks the end of the Second World War in Europe on 8 May 1945, commemorating the Allied victory and honouring those who served and sacrificed.
	Hereford History Festival	TBC			Hereford History Festival		The Hereford Histories event celebrates the city and county's rich heritage, exploring local history, culture, and notable stories from the past.
	Spring Bank Holiday	Monday 31 May					

LEDBURY TOWN COUNCIL

MINUTES OF A MEETING OF THE CHRISTMAS LIGHTS TASK & FINISH GROUP MEETING HELD ON 2 JULY 2026

PRESENT: Councillors: Chowns, Hamblin (Deputy Chair), and Hughes

ALSO PRESENT:

Angie Price – Town Clerk
Sophie Rudd – Minutes Taker

1. APOLOGIES FOR ABSENCE

Apologies were received from: Councillors Kettle and Morris.

2. CHRISTMAS LIGHTS CONTRACT 2026

Councillors expressed their dissatisfaction at the service provided by their current provider and consider the delivery of services to be unacceptable. It was noted that 2026 was the final year of the current contract and that if the Council were to consider requesting a release from the contract this would likely leave Ledbury without Christmas lights in 2026 as it was unlikely that alternative provision could be sourced in the timeframe available.

Councillors voiced a preference for last year's design over the new proposed design put forward by the lighting company noting that the new design is not an improvement on last year's design.

It was acknowledged that the current provider have not been forthcoming in resolving issues presented to them.

Councillors asked if further quotations could be obtained in respect of stress testing.

Councillors asked officers to start looking into alternative providers for Christmas lights for 2027/2029.

Recommendation

- 1. That officers contact the current lighting provider and request that the 2025 design be replicated in the 2026 display.**
- 2. That officers be instructed to withhold any future payments, subject to the 2026 lights being fitted in an appropriate and timely manner.**
- 3. That officers obtain further quotations for stress testing of all six sets of anchor points in the Homend.**

FULL COUNCIL	16 JULY 2026	AGENDA ITEM: 33
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Report prepared by Olivia Trueman – Community Engagement Officer

LEDBURY TOWN COUNCIL PARTICIPATION AT LAKEFEST 2026

Purpose of Report

The purpose of this report is to seek Members approval for Ledbury Town Council to participate in Lakefest 2026 by operating a representative promotional stall alongside Visit Herefordshire.

Detailed Information

Lakefest is one of Herefordshire's largest events, attracting thousands of visitors from across the county and beyond. The 2026 event will take place from Wednesday 5 August to Sunday 9 August 2026.

Through engagement with the organisers of Lakefest, the CEO has been invited to explore the opportunity for Ledbury Town Council to have a representative stand at Lakefest 2026.

Officers have subsequently held discussions with Visit Herefordshire regarding partnership working at the event. Visit Herefordshire has expressed its support for Ledbury Town Council having a presence at the festival and considers it a valuable opportunity to promote both Ledbury and the wider county to a large and diverse audience.

Officers therefore propose that a promotional stall is established at Lakefest on Saturday, 8 August 2026. It is suggested that members of staff support Visit Herefordshire throughout the day while also using the opportunity to engage with residents and potential visitors to Ledbury.

A suggested approach would be to create a stand similar to that used at Community Day, incorporating some of the large games and interactive activities to attract families and encourage conversations about what Ledbury has to offer, including its events, attractions, businesses, and community activities.

Financial Implications

There are no additional costs associated with participation in Lakefest 2026 other than staff time required to attend and support the event. Existing marketing materials, display boards and games from Community Day will be utilised, and therefore no further expenditure is anticipated.

Environmental Impact

The environmental impact is considered to be minimal. Existing promotional materials and equipment will be reused, and any environmental impacts will be limited to staff travel associated with attendance at the event.

Recommendation

That Members consider supporting Ledbury Town Council's participation in Lakefest 2026 through the operation of a promotional stall in partnership with Visit Herefordshire on Saturday, 8 August 2026, with arrangements delegated to officers.

**MINUTES OF A MEETING OF THE RESOURCES COMMITTEE
HELD ON 25 JUNE 2026**

PRESENT: Councillors Chowns, Eakin, Hamblin and Morris

ALSO PRESENT:

Angela Price – Town Clerk
Councillor Wilkinson

R364. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Harvey.

R365. DECLARATIONS OF INTEREST

None received.

R366. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING OF THE RESOURCES COMMITTEE HELD ON 4 JUNE 2026 AND TO CONSIDER ANY RECOMMENDATIONS THEREIN

RESOLVED:

That the minutes of the meeting of the Resources Committee held on 4 June 2026 be approved and signed as a correct record.

R367. DATE OF NEXT MEETING

RESOLVED:

To note that the next meeting of the Resources Committee is scheduled for 16 July 2026.

R368. EXCLUSION OF PRESS AND PUBLIC

The Chair asked Members to consider allowing Councillor Wilkinson to remain for the confidential part of the meeting, as she had submitted a number of questions relating to personnel matters.

RESOLVED:

1. 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 be excluded from the remainder of the meeting.

2. That Councillor Wilkinson be permitted to remain for the confidential part of the meeting.

Members were provided with a number of questions raised by Councillor Wilkinson in respect of personnel and finance matters.

Councillor Wilkinson thanked Members for allowing her the opportunity to put her questions to them and advised that the Clerk had provided responses to a number of the questions but that there were some outstanding questions in respect of the ongoing staff review and absence management.

The Clerk provided responses to the remaining questions, for which Councillor Wilkinson thanked her.

RESOLVED:

- 1. That it be noted that the Clerk had provided responses to questions raised by Councillor Wilkinson prior to the meeting.**
- 2. That the responses provided in the meeting in respect of the staff review and absence management be noted.**
- 3. That the Clerk provide Councillor Wilkinson with a copy of the Annual Budget by Cost Centre.**
- 4. That it be noted that the proposed meeting between staff and Councillors, due to take place in August 2026, will provide Councillors with an opportunity to speak with individual staff members and gain an understanding of their roles and responsibilities.**

R370. STAFFING MATTERS

Members were requested to give consideration to a request received from the Deputy Town Clerk.

RESOLVED:

That no action be taken in respect of this request at this time and that it be considered as part of the ongoing staffing review.

R371. STAFF REVIEW UPDATE

Councillor Chowns advised Members that initial consultation meetings had been held with staff. However, due to the recent hospitalisation of the Chair of the Council the process had not progressed as planned. He further advised that whilst the Chair is now out of hospital, she has been

placed on restrictive duties and advised not to attend in-person meetings for at least six weeks.

Councillor Chowns advised that the process is now being brought back on track and that all staff will be written to, advising that, due to the Chair's recent ill health, the consultation process will be extended by two weeks to ensure that all staff have the opportunity to provide feedback and request a further meeting if required. The new consultation end date will therefore be 10 July 2026.

The Clerk advised that this would mean it would not be possible to recruit to the two roles currently being advertised until after that date, which could potentially leave one office-based role vacant following the departure of the current postholder.

RESOLVED:

- 1. That the update provided by Councillor Chowns be received and noted.**
- 2. That the new consultation end date 10 July 2026 be noted.**
- 3. That the Clerk be authorised to seek temporary cover for the receptionist role, which will become vacant on 8 July 2026.**

The meeting ended at 6.30 pm.

Signed Dated

FULL COUNCIL	16 JULY 2026	AGENDA ITEM: 35(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 27 May 2026.

Detailed Information

Below is a list of meetings/tasks that the Clerk has attended/undertaken since 27 May 2026.

- 28 May – Meeting with DTC & CEO to discuss future of the market
- 1 June – Major Planning Applications Planning Meeting
- 2 June – Staff Review – Catch up with Chair and Cllr Chowns
- 3 June – Meeting with Recite to discuss implications of the new website accessibility requirements as part of Assertion 10 of the annual audit process
- 4 June – Staff review meeting with all staff
- 4 June – Resources and Full Council meetings
- 6 June- Community Day – provide officer support on the day
- 11 June – Police Liaison meeting
- 12 June – Staff review meeting with Cllrs Harvey and Chowns
- 16 June – further meeting with Recite
- 18 June – meeting with CEO and Al Braithwaite to discuss Town Maps
- 19 June – Rialtas moved system to cloud
- 22 June – meeting with Worknest to discuss staff training provisions
- 23 June – visited all seven play areas in Ledbury that are subject of the possible CAT
- 24 June – Meetings re Celebration Day
- 25 June – Resources and Full Council meetings
- 26 June – Attended launch of Ledbury Poetry
- 30 June – Meeting with Nina Shields re LTC Facebook setup
- 30 June – Meeting re Youth Partnership with Herefordshire Council
- 2 July - Meeting with Griff Holliday re Celebration Day
- 4 July - Provided support to Masefield Matters Marathon event
- 5 July - Assisted with Celebration Day event

There have been a number of big key projects that have taken up a lot of my time:

1. Staff Review – Progress has been made in respect of the staff review. All staff have had their initial meetings and further meetings, where required, were scheduled for 8 July. Due to the hospitalisation of the Chair the consultation end date has been pushed back to 13 July 2026.
2. Pump Track CAT – The CAT in respect of the Pump Track at Martin's Way has been drafted and approved by Council. This has been sent to Herefordshire Council officers, and we are now waiting for details of next steps in relation to this.
3. Play Parks – Along with the DTC and Cllr Hamblin I visited all seven play areas being proposed via the CAT process. I am awaiting notes and photographs in relation to this from the DTC before preparing a more detailed report in readiness for the next steps of the process with HC.
4. Drainage grant fund – we have been advised that we have been successful in securing just over £5,000 towards a drainage scheme from Herefordshire Council to help reduce flooding at Upperhall. I am waiting for the contract to be provided so that this can be signed and the scheme progressed.
5. The AGAR has been completed and sent to the External Auditor. They initially requested some information in a different format to that provided. This has now all been provided and we are awaiting the outcome of the EA review.
6. Following the resignation of the Receptionist/Civic Administrator two roles have been advertised (Amenities Area Operative). These have both been advertised in house and all staff advised that they are welcome to apply should they wish to. All staff have been advised that they are welcome to apply for any of the new roles being created as part of the staff review and that they must submit their applications by 13 July, which is the consultation end date.

Arrangements have been made for the position of Receptionist/Civic Admin to be filled on a temporary basis, until such time the recruitment process has been undertaken.

7. The cargo bike has been ordered, and we have been advised that due to delays this will should be delivered to us in the Autumn.
8. I have started work on the analysis in respect of a potential relocation of the offices and anticipate this being available for the August meeting of Council.
9. The Council's current website needs some work to make all past and future content compliant with the new accessibility rules for Councils. I have had discussions with one company who have advised they could assist with this, and they have provided a quote. I will need to have conversations with at least two more companies and obtain quotes for this. It is important to note that whilst past content will not be compliant we are not expected to correct it

all at once by a specific deadline. We will need to be able to show that we are aware of the requirements and that we are making the changes on a planned programme of works.

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

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.

Committee Structure and return to committees by April 2026 – A Co-option meeting is scheduled for 29 July and currently I have received two applications.

Co-option and planning for 2027 Elections – Promotion of co-option and consider how to address councillor vacancies for the 2027 elections. Meetings are being arranged for the following matters:

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. Meetings will be scheduled with the Chair of Finance, Policy & General Purposes to review these documents.

Work around Tourism, Heritage, markets, and grounds maintenance is in progress. I have recently met with Al Braithwaite, and we plan to meet with Cllr Hughes to discuss reinstating the TEMAP meetings.

Staff and Councillor “get to know you” – following the co-option of several new councillors, staff have asked if an informal meeting with councillors could be arranged.

Corporate Plan workshop – The Corporate Plan needs to be reviewed and updated – the plan is to hold a workshop with both cllrs and staff attending to have input.

GDPR audit meeting – This year there is an addition to the AGAR – Assertion 10 which requires councils to formally note whether they are meeting their legal requirements in respect of GDPR and IT accessibility – this will be something that is reviewed at the end of this financial year by the external auditors and therefore it will be necessary to carry out a GDPR Audit.

Recruitment

There are a number of roles to be recruited to once the staff review consultation period ends.

There are many more matters that I am working on and as these progress updates will be provided to councillors via working parties, task and finish groups and council meetings.

Recommendation

That Members receive and note the above information.

FULL COUNCIL	16 JULY 2026	AGENDA ITEM: 35(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 28 May 2026 until 7 July 2026.

Detailed Information

Below is a list of meetings that the Deputy Clerk has attended since 8 March 2026.

- 28.05.2026 – Market Strategy Meeting
- 28.05.2026 – Meeting with Electrician re lights in Pink Room
- 29.05.2026 – Events Strategy Meeting
- 01.06.2026 – Meeting with Clerk
- 02.06.2026 – Events Working Party
- 04.06.2026 – Staff Review Meeting
- 04.06.2026 – Meeting with Cllr Stef Simmons
- 08.06.2026 – Annual Leave
- 09.06.2026 – TOIL
- 10.06.2026 – Meeting re Staff Review
- 11.06.2026 – Meeting with Roofing Contractor
- 11.06.2026 – Police Liaison Meeting
- 18.06.2026 – Meeting with Griff Holliday re Celebration Day
- 19.06.2026 – Annual Leave
- 22.06.2026 – Annual Leave
- 25.06.2026 – Charter Market Strategy Update Meeting
- 26.06.2026 – Meeting with Administrator
- 29.06.2026 – Meeting with Clerk
- 04.06.2026 – Celebration Day event
- 06.07.2026 – Meeting with Clerk
- 07.07.2026 – Annual Leave

Ongoing Projects

Meeting with Caroe

In relation to the high-level repair works required at the Council Offices, including roofing and upper window repairs, Jane Chamberlain, in her role as Contract Administrator, will provide overall project oversight, prepare the specification and associated risk assessment documentation, and evaluate the tender submissions upon receipt.

As part of the preparatory work, several ecologists have been invited to submit quotations to undertake an initial scoping survey for birds and bats at the Council Offices. A deadline of 10 July 2026 has been set for the receipt of quotations to enable the survey to be completed by 7 August 2026, ensuring that the work is undertaken within the appropriate period for assessing bat activity. Should the survey confirm the presence of bats, this will have implications for the timing and delivery of the proposed high-level repair works.

As previously reported, contractors were invited to submit quotations for the cleaning and clearance of the gutters and drains. Although four contractors were approached, only one quotation has been received. Officers are therefore seeking additional quotations from contractors in Worcestershire and Gloucestershire to ensure compliance with the Council's Financial Regulations, which require a minimum of three quotations to be obtained.

Drainage Works at Upperfields

Herefordshire Council has now confirmed that one of the contractors has been successful in their application albeit a percolation test must be undertaken and results provided to Herefordshire Council before work takes place.

St Michael and All Angels Church

As previously reported, I met with a representative from Sheds Together regarding the construction of an oak bench for community use, to be located either at St Michael and All Angels Church or within Dog Hill Wood.

Since my last report, a representative from Sheds Together has met with a member of the Parochial Church Council and a suitable location for the oak bench has now been agreed within the grounds of St Michael and All Angels Church.

Market House – Staircase Repairs

Theoc Construction Limited has now been appointed to undertake the staircase repair works at the Market House. Works are scheduled to commence on Monday, 21 September 2026. It is anticipated that the access tower/scaffolding will be dismantled and removed at the end of each working week to ensure it does not interfere with the operation of the weekly charter market.

Cemetery

Contractors, N J Windley, have confirmed that they intend to commence the repointing works on site in mid-July under the supervision of Jane Chamberlain. Upon completion of these works, they will proceed with the construction of the gravel footpath in front of the storage container.

The first draft of the specification for the Scatter Garden is currently being prepared, and it is anticipated that the quotation documentation will be issued to suitable contractors by the end of July 2026.

“Welcome to Ledbury” signage

Please refer to separate Committee report on this.

Hanging Basket Posts

Ledbury Construction and Groundworks has now obtained the necessary Streetworks accreditations, and Herefordshire Council has recently issued the permit required to enable the contractor to undertake works on the public footpaths.

The contractor had originally intended to commence the installation of the hanging basket posts on Saturday, 4 July 2026. However, Officers recommended that, in view of the Poetry Festival taking place, the commencement of the works be deferred until Saturday, 11 July 2026.

Members are also asked to note that the hanging baskets originally displayed beneath the Market House have since been replaced with baskets providing full floral displays, rather than the original green foliage arrangements.

Recommendation

That Members receive and note the above information.

LEDBURY TOWN COUNCIL

FULL COUNCIL	16 JULY 2026	AGENDA ITEM: 35(iii)
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Report prepared by Olivia Trueman – Community Engagement Officer

OFFICER REPORTS – COMMUNITY ENGAGEMENT OFFICER

Purpose of Report

The purpose of this report is to provide Members with information on meetings and updates on ongoing projects that have been undertaken by the Community Engagement Officer since the end of May 2026

Detailed Information

Below is a list of meetings that CEO has attended since the end of May 2026. Please note this does **not** include the weekly catch up meetings with the Clerk and Deputy or staff meetings.

- **29/05/2026** – Attended Event Strategy Meeting to discuss the planning and delivery of upcoming events.
- **29/05/2026** – Prepared and reviewed Community Day marketing materials and display boards.
- **29/05/2026** – Met with H. l'Anson to discuss arrangements for the Antique Market.
- **31/05/2026** – Supported and attended the Masefield Matters trip to Stratford-upon-Avon.
- **01/06/2026** – Continued support for the Masefield Matters trip to Stratford-upon-Avon.
- **02/06/2026** – Attended Events Working Party meeting to review current projects and future event planning.
- **02/06/2026** – Participated in Community Day planning meeting, coordinating event logistics and preparations.
- **03/06/2026** – Met with the Deputy Clerk and Administrator to discuss gazebo requirements and storage for Ledbury Celebration.
- **04/06/2026** – Attended Staff Meeting and contributed updates on current projects and priorities.
- **06/06/2026** – Coordinated and supported the delivery of Ledbury Community Day.
- **08/06/2026** – Attended the Community Day review meeting to evaluate the event and identify improvements for future years.
- **10/06/2026** – Met with E. Harvey and S. Chowns to discuss Staff Review
- **10/06/2026** – Attended Ledbury Carnival planning meeting to coordinate event preparations.

- **11/06/2026** – Visited JM High School to support Masefield Matters project (Navy careers day)
- **11/06/2026** – Held a Zoom meeting with Christian Dangerfield to discuss planning requirements for the Military Event.
- **11/06/2026** – Met with Paul Kenyon to discuss market operations and future arrangements.
- **15/06/2026** – Annual Leave.
- **16/06/2026** – Attended a compliance software demonstration to review potential improvements to council processes.
- **18/06/2026** – Attended TEMAP meeting with Al Braithwaite and the Clerk to discuss
- **18/06/2026** – Met with Christian Dangerfield to finalise road closure requirements for the Military Event.
- **18/06/2026** – Attended Martyn's Law webinar to improve knowledge of event safety and security responsibilities.
- **22/06/2026** – Organised and attended the Flag Raising ceremony.
- **23/06/2026** – Met with Emma Jackson to discuss planning and promotion for Heritage Open Days and the potential to work with Shakespear Birth Trust
- **24/06/2026** – Annual Leave.
- **25/06/2026** – Met with N. West to coordinate arrangements for Heritage Open Days.
- **27/06/2026** – Oversaw the delivery of the Antique Market, liaising with traders and resolving operational issues as required.
- **01/07/2026** – Attended Ledbury Carnival planning meeting and reviewed event progress and outstanding actions.
- **02/07/2026** – Annual Leave.
- **07/07/2026** – Annual Leave.
- **08/07/2026** – Staff Review Meeting.

UPDATES

1 Events

As agreed within the Events Budget, I worked in partnership with the Ledbury–Strömstad Twinning Association to deliver a family half-term activity session at the Market House in May. The event was designed to provide a free, engaging activity for local families while celebrating the cultural links between Ledbury and Strömstad.

The session focused on Swedish Midsummer traditions, with families taking part in creative activities and learning more about the town's twinning relationship, including ongoing school links near Strömstad.

The event received positive feedback from families, who highlighted the welcoming atmosphere, engaging activities and opportunity to celebrate the Ledbury–Strömstad connection. Feedback received will help inform the planning of future community events.



Bunting made at the Stromstad Workshop

Events including Community Day and Ledbury Celebration were successfully delivered, with both events attracting good attendance and positive engagement from residents.

The Council hosted a stand at Ledbury Community Day, providing an opportunity to engage with residents on a range of topics, including volunteering opportunities, becoming a councillor, and gathering feedback on where residents felt Council funding and resources should be prioritised, including tourism, events and community initiatives, and recreation.

2. Tourism

The visitor information board at Ledbury Train Station has now been installed (for free by London Northern West Midlands railways). A report has been prepared for consideration at Full Council seeking approval for the cost of producing a town map for installation within the station board, as well as approval to proceed with the quotation for updated maps to be installed in the remaining visitor information boards located throughout the town.

This follows the previous work undertaken to develop a specification for updated town maps in partnership with relevant stakeholders. Subject to Council approval, the next stage will be to progress the production and installation of the updated maps to enhance visitor information across the town.



Notice Board at Ledbury Train Station

3. Masefield Matters

I attended the Masefield Matters trip to the Shakespeare Birthplace Trust on Monday 1st June, accompanying the project manager and supporting participant engagement throughout the visit. This was a valuable opportunity to experience the positive impact of community engagement activities and to develop new partnership links.

Following the visit, I have established contact with the Shakespeare Birthplace Trust to explore opportunities for future collaboration, including potential involvement in Heritage Open Days. Discussions have taken place around the possibility of hosting Shakespeare artefacts in Ledbury as part of a future Heritage Open Days programme, creating an opportunity to bring a unique cultural offer to the town. There is also potential to explore a reciprocal arrangement in Stratford-upon-Avon, where Masefield-related material could be showcased in the future, further strengthening the cultural links between the two locations.

3. Markets

I attended a meeting with The Barn Ledbury to discuss opportunities for collaborative working, including the potential to introduce a monthly market on St Katherine's Square. Discussions focused on the possibility of holding an evening market on the last Friday of the month during the summer period, creating an opportunity for residents who work during the day to attend and engage with local traders, businesses and community activities.

The proposed market would provide a relaxed evening space where local businesses, crafters, food producers and hot food vendors could showcase their products, while also creating a social gathering point for residents and visitors.

The concept would support local businesses, encourage greater use of St Katherine's Square, increase evening footfall and provide an additional community-focused event within the town. I am currently developing a market report, taking into consideration the findings and recommendations of the TEMAP report, which will explore this opportunity alongside wider market development and options for future delivery. This report will be shared with the Council for consideration and discussion.

6. Other Workstreams

- Newsletters – Ongoing development and distribution of Council newsletters to improve communication with residents and stakeholders regarding projects, events and Council activity.
- Goal 17 (Partnership Working) – Continued collaboration with local organisations and partners to strengthen partnership working and support delivery of community-focused initiatives.

- Prince Qualification
- Ledbury Convoy event
- Working with Ledbury Prostate Group to help promote their services and gain more volunteers
- Organising a community Litterpick with Helping Hands
- Heritage Open Days
- Event Strategy
- Market Strategy
- Social media
- Working with local businesses, including the Barn to host markets

Recommendation

That Members receive and note the above information.