LEDBURY TOWN COUNCIL

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31 July 2026

To: All Councillors

Dear Councillor

Please find attached the To Follow papers in respect of the meeting of **LEDBURY TOWN COUNCIL**, to be held on **Thursday, 6 August 2026 at 7.00 pm** in the **Town Council Offices, Church Lane, Ledbury, HR8 1DH**.

Yours faithfully

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

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AGENDA

ENVIRONMENT AND LEISURE

26. **To receive and note the minutes of the Events Working Party held on 30 July 2026 and consider any recommendations therein**
(Pages 7237 - 7240)

28. **To give consideration to quotes received in respect of bat and bird inspection** **(Pages 7241 - 7243)**

GENERAL

32. **To receive and note the minutes of a meeting of the Masefield Matters Working Party held on 16 July 2026** **(Pages 7245 - 7251)**

35. **Date Of Next Meeting**

To note that the next meeting of Council is scheduled for 3 September 2026 at 7.00 pm

Distribution: Full agenda and reports to all Councillors (10)
Plus file copy

LEDBURY TOWN COUNCIL

MINUTES OF A MEETING OF THE RECONVENED EVENTS WORKING PARTY MEETING
HELD ON THURSDAY 30 JULY 2026

PRESENT: Councillors: Councillor Morris
Non-Councillors: Al Braithwaite (Chair) Griff Holiday and Nina Shields

ALSO PRESENT: Angela Price – Town Clerk
Honor Holton – Minute Taker
Olivia Trueman – Community Engagement Officer

93. ELECTION OF CHAIR FOR 2026/27 MUNICIPAL YEAR

RESOLVED:

That Al Braithwaite be elected as the Chair of the Events Working Party 2026/2027 municipal year.

94. DECLARATIONS OF INTEREST

RESOLVED:

None were received.

95. ELECTION OF NON-COUNCIL MEMBERS TO THE EVENTS WORKING PARTY

The Community Engagement Officer advised that John Holmes, Head Teacher of John Masefield High School will be attending the Events Working Party meeting in October.

RESOLVED:

1. **That the Community Engagement Officer invite representatives from Eastnor Castle and Ledbury Convoy to attend future meetings.**

96. TERMS OF REFERENCE

It was proposed by the Town Clerk that the Terms of Reference should reflect similar rules placed on Town/Parish Councils in respect of attendance. She explained that if a Councillor fails to attend any meeting of the Council within a six-month period they are disqualified from being a councillor, unless they have formally requested dispensation. She suggested that this clause should be included in the Terms of Reference of the Events Working Party.

RESOLVED:

1. That an additional paragraph be added to the Terms of Reference under the 'Membership' as follows:

   "Should a Member of the Events Working Party fail to attend a meeting within a six-month period, and they have not sought dispensation from the Chair of the Working Party they would automatically cease to be a member of the Working Party and will be notified by the Clerk of the Council accordingly."

2. That the following be added to the Terms of Reference, under the title 'Purpose section B".

   'Overall responsibility for delivery of this Strategy rests with Ledbury Town Council. Operational delivery will be undertaken by officers, with strategic oversight provided through the Events Working Party and relevant Council Committees.'

97. TO RECEIVE APOLOGIES FOR ABSENCE

Apologises for absence were received by Councillor Hughes, Sonia Bowen and Sabeen Chaudry.

98. TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE EVENTS WORKING PARTY HELD ON 2 JUNE 2026

RESOLVED:

That the minutes of the meeting of Events Working Party held on 2 June 2026 be approved.

99. TO RECEIVE AND NOTE THE ACTION SHEET

RESOLVED:

That the Action sheet be received and noted, with Action Number 73 to be updated at the end of August following another meeting with Ledbury Convoy.

100. EVENT DATA CAPTURE

RESOLVED:

That a representative of the Herefordshire BID be invited to attend the meetings of the Working Party to help Members understand the information provided within the reports, to allow Members to understand the most appropriate information to consider going forward.

101. RECOMMENDATION TO ADOPT EVENT STRATEGY

RESOLVED:

That the draft Event Strategy be recommended to Full Council at their meeting scheduled for 3 September 2026, subject to any amendments agreed at this meeting.

102. TO RECIEVE AND NOTE FEEDBACK ON GREAT BIG GREEN WEEK AND LEDBURY COMMUNITY DAY

Griff Holiday provided an update on the recent success of the Great Big Green Week and Ledbury Community Day. Nina Shields suggested promoting the Great Big Green Week more next year, perhaps to get local shops to have window displays to promote the event.

RESOLVED:

That the report be received and noted.

103. TO RECEIVE AND NOTE FEEDBACK ON LEDBURY CELEBRATION

Griff Holiday advised that he did not feel able to continue in the role of organiser for this event and hoped that Ledbury Town Council and Ledbury Poetry would be prepared to take on the responsibility of the event, in particular Ledbury Town Council managing the Market aspect.

RESOLVED:

1. **That the feedback on Ledbury Celebration be received and noted.**

2. **That Community Engagement Officer provide a report to Full Council to consider whether they would be prepared to take on the management of Ledbury Celebration Event, potentially in partnership with Ledbury Poetry.**

104. TO RECEIVE AND NOTE UPDATE ON LEDBURY CARNIVAL

RESOLVED:

That the update on Ledbury Carnival be received and noted.

105. RECOMMENDATION TO HIRE GAZEBOS FOR THE CHRISTMAS LIGHT SWITCH ON 2026

RECOMMENDATION:

1. **That the Event Working Party recommend to Full Council the hire of 20 gazebos from Green Tops Gazebos at a cost of £900 for the Light Switch on Event 2026.**

2. **The Events Working Party recommend that the gazebos hired from Green Tops Gazebos be charge to traders at the following costs:**

Green Top hired Gazebo - £50
Traders own Gazebo - £40
Hot Food vehicle/catering unit - £80

3. **That a recommendation be sent to Full Council to agree that Traders within the Town with a permeant business premises receive a 50% reduction on trading prices noting that they will be offered Ledbury Town Council Gazebos first.**

4. **That the Community Engagement Officer review the previous Snow Machine Report to consider the potential purchase of a snow machine for future Light Switch On events, with the intention of hiring it out for use at future events and provide a further report detailing costs to the meeting of Councils scheduled for 3 September 2026.**

106. TO RECEIVE AND NOTE UPDATE ON HODS

The Community Engagement Officer provided an update on HODS. She advised that she had been in touch with the Shakespear Trust and it is hoped that a representative will be available to provide a talk about Masefield and Shakespear at the Market House during the HOD's fortnight.

RESOLVED:

That the update on HODS be received and noted.

107. TO RECEIVE AND NOTE THE EVENTS CALENDAR

RESOLVED:

That the Events Calendar be received and noted, with Events to be added onto the Herefordshire BID Calendar.

108. DATE OF NEXT MEETING

The date of the next meetings will be held on:

- Thursday 27 August 2026
- Thursday 1 October 2026
- Thursday 19 November 2026
- Thursday 17 December 2026

The meeting ended at 11:18am

Signed ………………………………………. Date ………………………………….

FULL COUNCIL	6 AUGUST 2026	AGENDA ITEM: 28

Report prepared by Julia Lawrence – Deputy Town Clerk

BAT AND BIRD SURVEY

Purpose of Report

The purpose of this report is to ask Members to approve a Bat and Bird Survey to be conducted as part of the preparatory works in preparation for carrying out high-level repairs to the Council Offices.

Detailed Information

Members will note that approval was granted for Caroe & Partners (Minute no. C1225 refers) to undertake roof, window and other high-level repairs to the Council Offices, as identified in the 2025 Quinquennial Inspection Report.

In preparation for these works, Caroe & Partners have advised that a Bat and Bird Survey must be undertaken before any works commence. This will comprise a Preliminary Roost Assessment (PRA) for bats, together with a bird survey to inspect the eaves and other suitable locations for evidence of nesting birds.

The PRA will assess whether the buildings have the potential to support bat roosts by identifying any evidence of bats or features that may be suitable for roosting. Depending on the findings of the PRA, further dusk emergence surveys may be required. These surveys can only be undertaken during the survey season, between May and September. A maximum of three surveys may be necessary, spaced at least three weeks apart, with the number of surveys determined by the level of roosting potential identified (low potential – one survey; moderate potential – two surveys; high potential – three surveys).

Five ecological consultants were invited to submit quotations for the PRA and bird survey. Two quotations were received, one consultant confirmed that they did not meet the requirements set out in the specification, and no responses were received from the remaining two consultants. A copy of the Specification for the Survey can be found at Appendix A.

Ecologist 1

Relevant qualifications: BSc (Hons) and MSc in Ecology, and an associate member of CIEEM (*Institute of Ecology & Environmental Management*).

Relevant experience: Multiple years undertaking bat roost assessments and bird surveys on a range of buildings, including individual houses, barns, large and complex Grade 2 listed buildings and churches. These surveys were completed to aid with planning for repair/re-roofing works, extensions, conversions and demolition.

The Ecologist has confirmed that whilst undertaking these survey works, they have recorded bat roosts of multiple different species, so are knowledgeable of how bats use different buildings for different roosting behaviours.

Relevant licences: National England Class 1 and Class 2 Bat Licence, plus availability of an Ecologist able to apply for bat mitigation licences under Earned Recognition and Low-Impact (which provides a more streamlined licencing approach).

Relevant knowledge: All survey work completed in accordance with the most recent bat survey guidelines published by the BCT (*Registered Charity, Bat Conservation Trust*) in 2023.

Insurance: £2,000,000 professional indemnity insurance and £5,000,000 public liability insurance.

Costs:

Bat Preliminary Roost Assessment (PRA) & Bird Survey: • Travel time and mileage to the site • Time on site for completion of the BAT PRA survey by a licensed/accredited surveyor	£200.00
Bat Preliminary Roost Assessment (PRA) & Bird Survey Reporting: • Time for completion of the associated report outlining survey results and recommendations to ensure compliance with legislation and planning policy	£250.00
Background Data Search (Optional) Data request from the Local Records Centre to aid with the impact assessment and ensure compliance with guidelines. Note: this is optional, but Ecologists highly recommend completing this search.	£150.00
Net Total, excluding VAT at 20%	**£600.00**

<u>**Ecologist 2**</u>

Relevant qualifications: MSc in Ecology, CEnv and MCIEEM (Institute of Ecology & Environmental Management).

Relevant experience: The company has been in business since 2008 and has conducted a full range of bat roost assessments and bird surveys.

Relevant knowledge: All survey methodology follows the CIEEM guidelines.
Insurance: Up to £1,000,000 for both professional indemnity insurance and public liability insurance.

Caroe & Partners had recommended Ecologist 2 along with several others, having previously worked with them successfully on another project. Their previous experience provides assurance of the Ecologist's ability to deliver the required surveys in accordance with the project specification.

Costs: The cost of the survey and report would be £695.00 total price.

Both Ecologists have confirmed that they have availability to undertake the Preliminary Roost Assessment (PRA) and bird survey, including the required daytime and evening survey elements, during August. Commissioning the survey within the current survey season will ensure that any subsequent ecological surveys, if required, can be completed within the permitted survey window. If the initial survey is not undertaken this year, any follow-up surveys would be delayed until the next survey season, which would in turn delay the commencement of the planned high-level repair works to the Council Offices.

Environmental Implications

Undertaking the Bat and Bird Survey will ensure that the Council fulfils its environmental responsibilities by identifying the presence of any protected bat roosts or nesting birds before repair works commence. The survey will enable works to be planned and undertaken in a manner that minimises disturbance to protected species, supports the conservation of local biodiversity, and ensures compliance with relevant wildlife legislation and environmental best practice.

Financial Implications

Members are asked to note that no budget provision was made for this work, as it was not known at the time the budget was set that the bat and bird survey would be required as part of the high-level repairs to the Council Offices being undertaken by Caroe & Partners.

It is therefore proposed that the cost of the bat and bird survey be met from Earmarked Reserve 324 – Listed Buildings, which has a current balance of £104,042.97 as of 4 August 2026 and is where it has been agreed that the cost of the repairs to the Council Offices will be borne from.

Recommendation

1. That Members consider the quotations received and appoint an ecological consultant to undertake the Preliminary Roost Assessment (PRA) and Bird Survey at the Council Offices to enable the planned building repairs to proceed.

   Ecologist 1 - £600.00 + VAT (noting that £150.00 within this price is an optional cost for background data search).

   Ecologist 2 - £695.00

2. That the cost of the survey be met from EMR 324 Listed Buildings and that consideration be given to making provision within the budget over the next three years to reimburse this and the funds being taken from the Listed Buildings Earmarked Reserve.

LEDBURY TOWN COUNCIL

MINUTES OF A MEETING OF THE MASEFIELD MATTERS PROJECT BOARD HELD ON 16 JULY 2026

PRESENT: Philip Errington (PE), Tim Keyes (TK), Caroline Magnus (CM), Christine Tustin (CT)

ALSO PRESENT: Emma Clowsley (EC) (Project Coordinator, minute taker), Angela Price (AP) (Town Clerk), Councillor Joe Hamblin.

76. APOLOGIES FOR ABSENCE

John Holmes (JH), Amy Howard (AH), Nick Morris (NM), Justine Peberdy (JP) (Chair)

The Town Clerk noted that in the absence of a Chair and Deputy Chair at this meeting, another member would need to be voted in. TK was proposed and it was agreed by the majority.

Cllr Hamblin was welcomed to the meeting. The Board were informed by the Town Clerk that he is standing in for Cllr Morris, in order to comply with our terms of reference. TK explained the roles of each Board member present, and the John Masefield Society, to Cllr Hamblin.

The Town Clerk confirmed we are now quorate.

77. TO APPROVE AND SIGN THE NOTES OF MEETINGS OF (ALL) THE MASEFIELD MATTERS BOARD HELD ON 19 MAY 2026.

There were multiple amendments requested and noted. Pages of the agenda need to be numbered going forward.

EC advised the Board that concerns had been raised following feedback received from Simon Armitage regarding an individual who had contacted him in relation to participation in the Masefield Marathon. During the conversation, the individual had introduced themselves as a member of the Masefield Matters Board.

EC reported that Mr Armitage had subsequently indicated that he felt the approach had amounted to harassment. He made it clear that, as a result of the interaction, he did not wish to participate in the Masefield Marathon.

AP noted for the minutes that if a task is assigned to a Board member in a meeting that other members should not interfere, and should only complete tasks assigned to them.. TK added that he thinks the damage caused needs to be repaired and AH would be the best person to do it.

PE confirmed it was not him, and that Simon used to be a supporter of John Masefield and if someone has now put him off, that's a serious matter. AP noted that this puts the project at risk of reputational damage.

EC to ask AH to share facts with the Board and explain to Simon that whatever was said to him was not on behalf of the Board, and we had no intention of putting pressure on him to join the event and recognise it was a full day for him. And we would love to involve him in any point in the future if that is appropriate.

RESOLVED:
That the minutes of the Masefield Matters Board Meetings on 19 May 2026 are to be revised and presented at the next regular Board meeting.

78. TO RECEIVE AND NOTE THE ACTION SHEET

25/MM23(5) TK explained to JH that the Shanty is written as a 2 line refrain to which you can lots of 2 line verses, a light weight way of raising awareness of Masefield and will be used quite a lot at events. In the writing of the show for Ledbury Market Theatre in November, we will be introducing the shanty at regular intervals with new verses to mark a change of scene. It was agreed it was a nice way of involving different groups.

The Board were asked to consider anything we can do to promote it. If local groups in Ledbury could come up with their own verse that in some way describes their response to Masefield that would be great.

AP asked if we ever got anything back from HMS Ledbury. TK responded, that we need a strategy on this to include where it is used/posted (e.g. website, represented in the project brochure). EC reminded the Board that JP is working on this already.

Actions:
MM78 (1) The Board agreed to ask JP to draw up a strategy.

25/MM25.2(2) EC told the Board this action is now closed. The Board missed the opportunity to provide wording for an interpretation Board after missing the deadline. CT suggested the comms team meet to draw up a communications strategy including how things are going to be done and who is going to do it.

CT said the comms team could do the strategy but we need someone who can do the work - EC reminded the Board that we have talked about new Board members with communications and events organisation skills. We need a wider reach for the project if we are going to make it successful beyond Ledbury. CT noted, thanks to EC we've done so much on the local awareness.

AP asked how the Board aim to get new members with the right skillsets. TK suggested we discuss in the September meeting. There are several groups of people who would be a promising source of potential Board members. EC raised a concern that the next big press release is required by 17th August, and we need to have something in place to share news about the chosen designers.

TK commented that we haven't had much press attention about the project so far.

Actions:
MM78 (2) EC will follow up with AH about the marketing position and find out when that person will be in place.

MM78 (3) CT stated she is prepared to discuss with her contact a one off piece of work and find out how much that would be.

25/MM29 TK asked if merchandising is one too many things to have on our agenda. It was agreed that merchandising be kept on hold. It was noted at the theatre events, some merchandise could be sold or given away.

Actions:
MM78 (4) EC to add to the next Board meeting agenda a discussion around a more specific proposal for merchandising.

25/MM37(2)
TK asked the Board if the leaflet need updating. CM proposed we wait until after the chosen designer is announced. A discussion occurred around how the final winning design would be chosen and how it will be announced. All three designs will be on display at the theatre events in November and the public will be invited to vote. The idea, and marketing for this, will need to be developed.

Actions:
MM78 (5) The Board need to agree in principal how they decide how it winning designs will be announced.

25/MM38.2(2) TK suggested that although EC is responsible for website, content is something everyone on the Board can help with.

PE noted EC is "phenomenally helpful" as he always sends blogs late in the day, a note of thanks. PE is supplying Poem of the Month with permission from Society of Authors.

26/MM44 (1) AP had conversation with Ian, Sally has sent an invoice and we are awaiting confirmation that the money has been sent. A process is now in place.

26/MM44 (3) TK shared with the Board, that during the last fundraising meeting, we discussed what we still need funds for and agreed to commit ourselves to a further £10,000 to boost the memorial pot, and what are the possible source of funds. A souvenir brochure was discussed and how to raise funds towards it, we are looking for £1,000 for 300 copies and it will be given free to significant donors and then sold to anyone else involved in the project at a reasonable price. There is money in the pot for a launch event, however we may need additional funds for that.

CM suggested adding to the marketing and publicity budget. She added that she could foresee further problems down the line once EC has left. EC reports that we had a small budget for marketing and there is nothing left in that pot. If you can aim activities at teenagers we can use some funds from the JMHS allocated pot. EC shared what is left in the contingency fund. TK suggested we add marketing to the above list, but also look at cleverly using the resources that we have.

TK is in touch with two Trusts who could be a possible source of funding. Remaining events should raise several thousand pounds between now and the end of the project. The local Tesco blue token fund is something we should pursue.

TK confirmed that we have profits from Masefield Marathon as it's above matched funding. EC suggested this could be used for marketing and promotion.

AP confirmed that any raised above the matched funding will go into a general pot and can be spent how the Board decides. TK is confident we can sell out the theatre events on both evenings and that will raise a decent sum, as will the Pauntley Court event.

26/MM59 (1) CT needs to know if we need any space during HODs. EC confirmed we don't have anything planned for HODs, but we could organise a workshop for young people about John Masefield. EC to explore options with creative practitioners and confirm with CT.

26/MM61.1 (1) NM will draw up target list by Autumn.

26/MM73 (5) CM and PE to draw up programme of lectures for period of final 2 years.

TK suggested hosting an event in the tower with readings about Bells to including a viewing of the bells. Other events suggested are readings of narrative poems in people's homes, the Good Friday play around Easter next year. The Board were asked to continue to think of engagement activities. CM commented on the quality of the sound system at the Masefield Marathon, which was leant by the Market Theatre. AP added LTC have a new sound system too.

MM74 (6.1) 3) AH, JP, JH will form a group to support upcoming school event in March 2027.

EC reminded the Board about the new partnership with SBT and urged them to build on it for future events.

MM74 (6.1) 4) We need to know the book is going to be fully funded and won't take a lot of resources.

PE left the meeting.

79. FINANCIAL REGULATIONS AND PROCEDURES

AP raised a concern that a member of the Board had made arrangements with an external company to print programmes for the Masefield Marathon without following the Council's Financial Regulations or the National Lottery Heritage Fund (NLHF) procurement requirements.

AP reminded the Board that individual Board members are not authorised to make direct arrangements or commitments with external organisations. All such communications and procurement requests should be channelled through the Project Co-ordinator and approved by AP in accordance with the Council's financial procedures.

It was noted that the Board member concerned had been made aware of the correct process, and AP would provide a further reminder to all Board members regarding the approval and procurement procedures. It was also noted that the programmes could be printed in-house, and therefore there was no operational requirement to commission an external organisation to undertake the printing.

80. PHASE 3 UPDATE

The commission was advertised widely and we have received 7 expressions of interest so far. 5 members of the Core Consultation Group are going to meet with our consultants to shortlist designers on 31st July, measuring the submissions against the criteria detailed in the commissioning brief. The shortlisted EOIs will be presented to the Board ahead of their decision making meeting on 14th August. The Board agreed to take the guidance of the consultants.

81. TO DISCUSS THE ROLE OF EACH BOARD MEMBER

TK suggested each Board member think about how they would most like to be used for the remainder of the project. JP could talk to each of us and get those ideas down and identify any gaps. This needs to be done sooner rather than later, as new Board members could be recruited to fill the gaps.

Actions:
MM81 (1): Board members are to provide ideas of how they'd like to be involved in the project going forward. JP to do a skills gap analysis.

82. TO RECEIVE AND NOTE SUB GROUP UPDATES:
6.1. FUNDRAISING

The last fundraising meeting (15/07/2026) was around business strategy and forthcoming fundraising events on the fundraising side, and ensuring they are efficiently run and marketed. The three main events are; Pauntley Court, JMHS and theatre events . Three people. Including TK, are writing a four act show for the Market theatre events in November, and will involve JMHS and Ledbury Primary.

6.2. COMMUNICATIONS

The Communications sub group have not met since May. There is currently no lead for this sub group. Members of the sub group agreed they could meet online.

Actions:
MM81 (6.2) CM to organise an online sub group meeting.

6.3. RISK

AP noted that JH and EC have had a discussion around the risk register although there hasn't been another meeting. The two issues raised today need to be added to the risk register.

CM raised that the absence of a marketing/PR set up should be listed as a risk.

ACTION: EC to add these issues to the risk register, and sub group to add in mitigations.

TK noted for the minutes that the project is proceeding really well, the familiarisation was successful with lots of engagement activities including additional events, EC and IL did a fantastic job of seeing through the programme that the Lottery required of us and more. AP and EC presence and support at Marathon was appreciated.

Fundraising wise we have hit our target. EC noted that the next payment from NLHF is being processed.

Next board meeting: Friday 11 September 11am
Next extraordinary meeting: Friday 14 August 10:30am

The meeting ended at 3:30pm

Signed……………………………… Dated………………………………